

Date :

To
The Registrar (i/c)
NIT Puducherry
Karaikal - 609605



Sir,

Sub : Joining Report

I hereby report for duty today FN / AN after availing _____ days of EL / HPL / ML / SPCL / On Duty Trg / Tour from _____ to _____ MC enclosed / not enclosed / submitted earlier/NA.

Prefix: _____

Suffix: _____

Thank you,

Sincerely,

Sign with date:

Name:

Designation:

Branch / Dept:

Tel No:

Counter Signed by HoD / Br Head with date:

For Office Use (to be filed in PF of individual)

DA (Est)

OS

AR

DR

Reg (i/c)