

Date : .....

To  
The Registrar (i/c)  
NIT Puducherry  
Karaikal - 609609



Sir,

**Sub : Joining Report - reg**

I hereby report for duty today FN / AN after availing \_\_\_\_\_ days of EL / HPL / SPCL / On

Duty Trg / Tour / Vacation (Summer / Winter) from \_\_\_\_\_ to \_\_\_\_\_

MC enclosed / not enclosed / submitted earlier/ NA.

Prefix: \_\_\_\_\_

Suffix: \_\_\_\_\_

Thank you,

Sincerely,

Signature with date:

Name :

Designation :

Branch / Dept :

Mobile No :

Counter Signed by HoD / Br Head with date :

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

JA

OS

AR

Reg (i/c)