



**CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES**  
**(Deemed University)**  
**SARNATH, VARANASI**



**Earned Leave / Half-Pay Leave / Commuted Leave / Leave not due /  
 Extra Ordinary Leave / Maternity Leave / Paternity Leave**

**SUBJECT : JOINING REPORT**

I hereby report for duty today after availing .....  
 days ..... (type of leave) from ..... to .....  
 Medical Certificate and Fitness Certificate are also enclosed.

Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Department / Section : \_\_\_\_\_  
 No. of Enclosures : \_\_\_\_\_

Dated : ..... (Signature of Applicant)

Forwarded to Administration

Date : ..... Signature of HOD / Section Head

**ORDERS OF LEAVE SANCTIONING AUTHORITY**

Joining may be accepted w.e.f. ....

Proposed by	Recommended by	Accepted / Rejected
S.O.	AR / DR	Registrar / Director