



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