



**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab – 148106.**

**JOINING REPORT
(After availing Leave/LTC)**

I report for duty today i.e. on _____ (F/N, A/N) after availing _____ days Earned Leave/ Half Pay Leave/Commutated Leave/CCL/Maternity Leave/Paternity Leave/Extra Ordinary Leave (without pay)/LTC from _____ to _____ along with Prefix on _____ & Suffix on _____.

(* Strike out whichever is not applicable. Fill the form legibly).

Signature of Employee _____

Name _____

Designation _____

Date : _____

Department /Section _____

Signature of HOD/Section In-charge _____

Dy. Registrar (Admn.)