

**JOINING REPORT**

No: \_\_\_\_\_

Dated \_\_\_\_\_

**ON APPOINTMENT****ON TRANSFER**I hereby report for duty as: Designation  on 

FN

AN

in pursuance of letter No. \_\_\_\_\_ dated \_\_\_\_\_

**ON AVAILING LEAVE**

After availing \_\_\_\_\_ days of leave from \_\_\_\_\_ to \_\_\_\_\_

I hereby report for duty on \_\_\_\_\_  FN  AN as checked below:1.  Disability Leave6.  Leave with Half pay2.  Extra Ordinary Leave (without pay)7.  Maternity Leave3.  Leave Ex-Pakistan8.  Quarantine Leave4.  Leave not due9.  Special Leave5.  Leave with full pay10.  Study Leave

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Signature \_\_\_\_\_

**Chairman/Head of Department:**

Forwarded

Withheld

Remarks: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean Concerned:**

Forwarded

Other

Remarks: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seen

**Competent Authority:** \_\_\_\_\_

Remarks if any: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_