

Joining Report

Name :

Emp. No. :

Designation :

Department/Centre :

Date :

To,
Hon'ble Vice-Chancellor / The Registrar,
Savitribai Phule Pune University,
Ganeshkhind,
Pune – 411 007.

Subject : Joining Report...

Sir/Madam,

I had taken Earn / Medical* / Half pay / Leave without pay from Date to Date .
On Date there is a weekly off/ holiday. After availing the same leave I joined my duties today
Date before office hours. Kindly note the same.

Thanking you,

Your faithfully,

(Name :)

Forwarded through :

The Director / Head of the Department,

Signature & Stamp
of The Director / Head of the Department

**(Note :- 1.The Head of the Department & The Director should address his/her joining report to Hon'ble Vice-Chancellor.
2.in case of Medical / Maternity Leave, please enclose medical certificate)**