

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
Department of Mechanical Engineering

The Director/Registrar  
I.I.T. Kanpur

(Through Proper Channel)  
**SUB.: JOINING REPORT**

Sir,

After availing of Earned Leave/Half Pay Leave/Extra Ordinary Leave/Commutated Leave/Vacation Leave from \_\_\_\_\_ to \_\_\_\_\_, I hereby report myself on duty with effect from **forenoon/afternoon** of \_\_\_\_\_.

This may kindly be recorded.

**Forwarded**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

P.F. No. \_\_\_\_\_

Head of the Department

Department \_\_\_\_\_

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