



# भारतीय पेट्रोलियम और ऊर्जा संस्थान

## INDIAN INSTITUTE OF PETROLEUM & ENERGY

### JOINING REPORT AFTER AVAILING LEAVE

To : The Director / Registrar/ Deputy Registrar  
IIPE (V)

Sir,

After availing \_\_\_\_\_ days Earned Leave/ Casual Leave / Half-Pay  
Leave/ Special Causal Leave/ Commuted Leave/ EOL / other Leave from  
\_\_\_\_\_ to \_\_\_\_\_ of which prefix on  
\_\_\_\_\_ and suffix \_\_\_\_\_ being Saturday/Sunday/Holidays, I  
am joining my duties today i.e., \_\_\_\_\_ (FN/AN).

This is for your kind information and record please.

Yours faithfully,

Dated : \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

**Forwarded**

Designation \_\_\_\_\_

Registrar \_\_\_\_\_

EC \_\_\_\_\_

Dept./Office \_\_\_\_\_