Performa for joining of Duties after availing granted leaves (EL/HPL/Study Leave/LTC Duty Leave/_____)

I was granted _____ leave (EL/HPL/Study Leave/LTC Duty Leave) vide Office Order No. _____dated _____.

I hereby present myself on duty in the college today on_____(Forenoon/Afternoon) after availing sanctioned leaves. I may be allowed to join back my duties w.e.f._____.

Justification In case if an employee has availed more than the sanctioned leaves

As per office order dated _____vide letter diary No. _____ I was supposed to join my duties on _____but I couldn't joined the duties because

_____

_____

_____

You are requested to sanction _____more EL.

Name and Signature of Applicant with date

Remarks:_____

_____

S.O/ A.O

Principal