

KENDRIYA VIDYALAYA, I I T CAMPUS, CHENNAI - 36

JOINING REPORT

I _____ hereby report for duty in the Frenoon of _____

After availing _____ (days) Earned Leave/HPY/MC/Without MC /Child Care Leave

From _____ to _____. I am requesting you to kindly permit me to

Join duty today (i.e). _____ (date)

Thanking you,

Yours faithfully,

Signature

Name:

Date :

PRINCIPAL