

**BHARATI COLLGE**  
**(UNIVERSITY OF DELHI)**

**JOINING REPORT**

I hereby report myself for duty on this day \_\_\_\_\_  
Forenoon/Afternoon after availing Earned Leave/Half Pay Leave/Commuted  
Leave/EOL/Academic Leave/Study Leave/Duty Leave/Maternity Leave/Paternity  
Leave/Child Care Leave/Sabbatical Leave \_\_\_\_\_ (any  
other kind of leave please mention) from \_\_\_\_\_ to  
\_\_\_\_\_ Day(s) \_\_\_\_\_.

Certified that I and /or my family members resided in Delhi for which other allowance and/or  
House Rent Allowance has/have claimed during this period. Certified that I continued to  
incur expenditure on rent during the leave.

My Medical Fitness Certificate/any kind of certificate is enclosed (to be enclosed wherever  
applicable).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Deptt./Section \_\_\_\_\_

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**For Office Use**

Necessary entry been made in the record (Page No. \_\_\_\_\_ of Service Book/Leave  
Register).

**Administrative Officer**

**S.O. (Admin.)**

**Dealing Assistant**