



डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
(केन्द्रीय विश्वविद्यालय)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)

Joining Report After Availing Leave

To,

Registrar
Dr. Harisingh Gour Vishwavidyalaya
Sagar, M.P.

Sir/Madam,

I _____ hereby join the Vishwavidyalaya today on
_____ (Forenoon/Afternoon) after availing the _____ days Earned
Leave / Commuted Leave / Duty Leave/ Other Leave (please mention nature of leave)
from _____ to _____.

Yours faithfully,

Signature

Signature of
Controlling Officer

(Name, Designation
and Department)

Note: In case of commuted leave, please attach fitness certificate.