

# MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

CHANAKYAPURI, NEW DELHI - 110021

## JOINING REPORT

I hereby rejoin my duty with effect from the Forenoon/Afternoon of today, the .....after availing of Earned Leave/ Half-Pay Leave/Commutated Leave/Maternity Leave/Study Leave/Child Care Leave from.....to.....

★ The required Medical Certificate/Medical Fitness Certificate is attached for reference and record.

(SIGNATURE OF THE EMPLOYEE)

NAME.....

DEPTT.....

★ Strike out, if not applicable.  
.....

Seen & Recorded :

1. Teacher-in-Charge of the concerned Deptt.....
2. Librarian, in case of Library employee.....
3. Accounts Section.....
4. Caretaker.....

Dealing Assistant  
(Establishment)

Section Officer

Admn. Officer

Vice Principal / Principal