



हंसराज महाविद्यालय
HANS RAJ COLLEGE

दिल्ली विश्वविद्यालय

महात्मा हंसराज कॉलेज मार्ग, दिल्ली - ११०००७

UNIVERSITY OF DELHI
MAHATMA HANSRAJ COLLEGE MARG, DELHI - 110007

JOINING REPORT

I hereby report myself for duty on this day _____ (Forenoon/Afternoon) after availing of leave from _____ to _____ *prefixing/suffixing _____ and _____ .

*Certified that I and or my family members resided in Delhi during the period for which compensatory allowance and/or House Rent Allowance has/have been claimed on the expiry of leave.

*Certified that I continued to incur expenditure on rent during the leave period.

*The Medical Fitness Certificate is enclosed (to be enclosed wherever applicable)

Signature of the employee

Name : _____

Designation : _____

Section/Department : _____

Counter Signed (officer-incharge)

* strike off, which is not applicable