



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

Near National Highway No. 16, Kondrupolu, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh, India

Date:

To  
The Director,  
National Institute of Technology,  
Andhra Pradesh.

**(Through Proper Channel)**

Sir,

Sub: Joining report after availing leave – Regarding.

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I, hereby submit my joining report today on \_\_\_\_\_ in the A.N./F.N. after availing Earned Leave/Half Pay Leave/Commuted Leave/Extra Ordinary Leave/ Vacation/ Maternity Leave/Paternity Leave/On duty/SPCL for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.

Thanking you Sir,

Yours Faithfully

Signature :

Name :

Designation :

Department :