

# **OFFICE OF THE HOWRAH DISTRICT PRIMARY SCHOOL**

## **(JOINING REPORT)**

ATTACH  
ONE SELF  
SIGNED  
PASSPORT SIZE  
PHOTOGRAPH

Name & Address of the Candidate \_\_\_\_\_

H.D.P.S.C Appointment Letter No. & Date \_\_\_\_\_

Employment Exchange Registration No. Howrah/ Uluberia \_\_\_\_\_

Name of the School joined: \_\_\_\_\_

Date on which joined with time: \_\_\_\_\_

Name of the Circle: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

-----  
Full Signature of the Candidate

### To be filled in and signed by the H.T/T.I.C

Checked the following documents produced while joined of the Tr. in his/her school (fill in with ✓ [tick] mark) :-

1. Original Appointment Letter.
2. Original Mark sheet of the M.P or Equivalent.
3. Original Age proof Certificate.
4. Original Employment Exchange Card.
5. Recent Passport size Photograph (signed by the candidate) in presence of the H.T/T.I.C.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Received copies of all the above certificate duly attested by the Competent Authority.

Date & Seal of the School  
(Prominent & Distinct)

Signature of the H.T/T.I.C

NB. – One Copy of the joining report and the original employment exchange card are to be submitted to this office, the second copy of the joining report to the concerned SI/S within 3 days of joining positively and the third copy to be kept with the school.