

To  
The Personnel Manager  
The Samaja  
Gopabandhu Bhawan, Cuttack

Through Asst. Manager, System

Sub:- Joining Report

Sir,

As per the office order Ref no. 100/PM/2003 dtd. 12.8.2003, I Shri Jitendra Kumar Mishra, D.T.P. Operator, The Samaja beg to report for duty today, on 13th Aug 2003 at Cuttack office.

Cuttack  
Dt. 18.08.03

Yours faithfully  
Shri Jitendra Ku. Mishra  
DTP operator  
The Samaj, Cuttack

Copy to:-

1. Manager, Finance
2. Time Office

*Mr. Jitendra Ku. Mishra  
has joined duty in our dept.  
on 13th Aug 2003 at Cuttack.  
Fulup & R  
18/8/03.*