



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

FORM – 10 (A)

DEPARTURE REPORT

This is to inform you that I am proceeding on leave w.e.f. .... (FN / AN) and will be out of station till.....

Address during leave: .....

..... Contact Phone No. (if any) .....

Date.: ..... Signature of the employee: .....

Name: ..... Emp\_No.: .....

Designation: ..... Dept./Sec./Centre: .....

To  
Admn. /Faculty Affairs

.....  
Signature of the HOD/HOS/HOC/Registrar/Director



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FORM – 10 (B)

RE-JOINING REPORT

This is to inform you that I have re-joined duty on ..... (FN/ AN) after availing leave from ..... to .....

Date.: ..... Signature of the employee: .....

Name: ..... Emp\_No.: .....

Designation: ..... Dept./Sec./Centre: .....

To  
Admn / Faculty Affairs

.....  
Signature of the HOD/HOS/HOC/Registrar/Director