

Dr B R Ambedkar National Institute of Technology, Jalandhar

Proforma for Departure/joining Report
(in case of Earned leave/ Half pay leave/Vacation/Commuted Leave)

Name

Designation

Department/Section

Type of leave

Period

Purpose

.....

Prefix/suffix if any

Address during leave
(in case of departure report)

.....

.....

Date of departure/joining

Dated: _____

Signature of Head of Department

Forwarded By