



भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM & ENERGY (IIPE)
2nd Floor, Main Block, AUCE (A), AU Visakhapatnam,
Andhra Pradesh –530003

JOINING REPORT ON NEW APPOINTMENT

To
The Director
IIPE, Visakhapatnam

Sir,

With reference to IIPE Offer of Appointment Letter No. _____ dated _____

I, _____, report myself for duty in the forenoon /
afternoon of _____ in the post of _____ in the
Department of _____ at IIPE.

I thank you once again for providing me the opportunity to serve the Institute. I will perform my
duties sincerely, honestly and to the best of my abilities.

Yours sincerely,

Dated: _____

Signature _____

Name _____

Designation _____

Dept. _____



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RECEIPT FOR JOINING LETTER

Received the joining report from _____ on his/her appointment for the post of _____ in the department of _____ against IPE offer of appointment vide letter No. _____, dated _____.

Date of joining IPE as per Joining Report: Forenoon/ Afternoon _____ (Date)

Copy to: -

- (i) Estb. Section.
- (ii) Concerned Faculty
- (iii) HoD(s)

Registrar