



**INDIAN INSTITUTE OF PETROLEUM & ENERGY**  
**भारतीय पेट्रोलियम और ऊर्जा संस्थान**

**JOINING REPORT AFTER AVAILING LEAVE**

**To**

The Director  
IIPE Visakhapatnam

Through Proper Channel

Sir,

After availing \_\_\_\_\_ days Earned Leave/ Casual Leave / Vacation Leave /  
Education Leave /Duty Leave/ other Leave from \_\_\_\_\_ to  
\_\_\_\_\_ (Prefixing/suffixing Saturday/Sunday/Holidays), I am  
joining my duties today i.e., \_\_\_\_\_ (FN/AN).

This is for your kind information and record please.

Yours faithfully,

Dated : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Employee Code: \_\_\_\_\_

Department : \_\_\_\_\_

**Forwarded**

Signature \_\_\_\_\_

[HoD/DIC]