

**भारतीय पेट्रोलियम और ऊर्जा संस्थान**



**JOINING REPORT ON NEW APPOINTMENT**

To : The Director / Registrar

IIPE (V)

Sir,

With reference to IIPE (V) Offer of Appointment Letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_report myself for duty in the forenoon / afternoon of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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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**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**

**RECEIPT FOR JOINING LETTER**

Received the joining report from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on his/her appointment for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ against IIPE offer of appointment vide letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date of joining IIPE as per Joining Report: Forenoon/ Afternoon \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**Copy to**: -

1. Estb. Section. Registrar
2. Concerned Faculty.
3. DIC

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**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**

**RECEIPT FOR JOINING LETTER**

Received the joining report from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on his new appointment for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ against IIPE offer of appointment vide letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date of joining IIPE as per Joining Report: Forenoon/ Afternoon \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**Copy to**: -

1. Estb. Copy. Registrar
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