Jawaharlal Nehru Government Engineering College

Sundernagar, Himachal Pradesh 175018

Email: jngechp@yahoo.co.in

Performa for Departure/ Joining Report

(in case of Earned leave/ Half pay leave/Vacation/Commuted Leave/Office duty)

1. Name _____

2. Designation with Biometric Id _____

3. Department/Section _____

4. Type of leave (Office order no. if any) _____

5. Period _____

6. Purpose _____

7. Prefix/suffix if any _____

8. Address during leave (Including Mobile No.) (in case of departure report)
_____

9. Date of departure/joining _____

Dated: _____

Signature of Applicant (With Date)

Recommended/Not Recommended
HOD/OIC

Approved/Not Approved

Director/Principal