

To

The Additional Director,
CGHS, Kendriya Sadan,
Koramangala, Bangalore-34.

DUTY JOINING REPORT
Through Proper Channel

Sir/Madam,

After availing..... Days of Earned/Commutated leave from
.....to..... I hereby report for duty today
on the forenoon of

This is for your kind information please.

Date:

Place:

Signature :

Name :

Forwarded to AD, CGHS, Bangalore.

Shri/Smt.has reported for duty on
..... f/n

Yours faithfully