



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girmi,
Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108

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JOINING REPORT AFTER LEAVE

To,
The Director,
Indian Institute of Information and Technology,
Nagpur – 441108

Sir,

After expiry of my Earned Leave / Commuted Leave / Half-pay Leave /EOL, I am reporting
for duty with effect from.....(forenoon / afternoon).

Yours Faithfully

Name & Designation

Signature of the Head of the Department