



BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(University of Delhi)
Sector-2, Phase-1, Dwarka, New Delhi-110075

Joining Report

I hereby report myself for duty this date

forenoon / afternoon after availing of leave from

..... to

prefixed

and suffixed

Certified that I and / or my family members resided in Delhi during the period for which House Rent Allowance has been claimed on the expiry of leave.

Certified that I continued to incur expenditure on rent during the leave period.

The medical Fitness Certificate is enclosed (To be enclosed, wherever applicable).

Signature

Name

Designation

Section/Dept.

Date :

Countersigned (Officer-in-Charge)



BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR-2, PHASE-1, DWARKA, NEW DELHI-110075

LEAVE APPLICATION FORM

1. Name of Applicant :

2. Post held :

3. Section / Department :

4. Nature of Leave applied for :

5. From To (..... days)

6. Sunday and holiday, if any, proposed to be prefixed / suffixed

7. Ground on which Leave is applied for

8. I propose / do not propose to avail myself of Leave Travel Concession for the block year.....

9. Address during Leave :

10. Certified that this is the minimum period of Leave required by me.

Date : Signature of Applicant

Recommendations of the Office Incharge / TIC

FOR OFFICE USE ONLY

..... days Earned Leave / Commuted /

Half Pay Leave is due at his/her credit (as on date of

application) Leave applied for / availed of from to

..... i.e. for days

may be considered for sanction please.

Assistant

Section Officer (Admn.)

Principal