MAHATMA GANDHI GOVERNMENT ENGINEERING COLLEGE, KOTLA(JEORI)
TEHSIL RAMPUR BUSHAHR DISTRICT SHIMLA HP-172101
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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)

Approved/Not Approved

Director/Principal