

**Indian Sign Language Research and Training Centre (ISLRTC)**

Department of Empowerment of Persons with Disabilities, Divyangjan  
Ministry of Social Justice & Empowerment  
Module No. 403-406, 4<sup>th</sup> Floor, NSIC Business Park, Okhla Industrial Area,  
New Delhi- 110020

---

**JOINING REPORT AFTER AVAILING LEAVE**

I, \_\_\_\_\_, after availing \_\_\_\_\_ days  
Earned Leave/ Commuted Leave/ HPL/ EOL/ Maternity Leave/ Paternity Leave w.e.f.  
\_\_\_\_\_ to \_\_\_\_\_. hereby report for joining duty in the F.N./A.N. of  
\_\_\_\_\_. The following dates, which were holidays/ Sundays/  
Saturdays may kindly be prefixed/ suffixed.

I also enclose herewith Medical Certificate/ Medical Fitness Certificate.  
(Application in case of leave on medical grounds)

Signature of the officer/ official  
Date \_\_\_\_\_ Name \_\_\_\_\_  
Designation \_\_\_\_\_

**Certificate by Office In-charge**

Certified that \_\_\_\_\_ joined in the F.N./ A.N. of  
\_\_\_\_\_.

Forwarded to Establishment branch.

Date \_\_\_\_\_ Signature of Officer In-charge

Deputy Director(A)/ Section Officer