

To,

The Director
Indian Institute of Advanced Study
Rashtrapati Nivas
Shimla – 171 005

Subject: Joining report after availing earned leave/commuted leave/duty leave.

Sir,

I _____ hereby join the Institute
today on _____ (Forenoon/Afternoon) after availing the _____
days earned leave / commuted leave / duty leave from _____ to
_____.

Thanking you,

Yours faithfully,

Dated: _____

Signature _____

Name _____
(in capital letters)

Fellow