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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

Subject: Joining report.

Ref: Office Order No. _____ dated _____

Sir,

With reference to the above, I am assuming my duties as Dean/Associate Dean/Chief Warden/
Warden/Associate Warden (_____) on _____ FN/AN.

The terms and conditions mentioned in the Office Order are acceptable to me.

Yours sincerely,

Signature: _____

Name: _____

Employee Code: _____

Designation: _____

Department: _____

Forwarded to Establishment

Counter Signature of HoD

FOR ESTABLISHMENT SECTION USE ONLY

Dr./Mr. _____ has assumed the charge of
Dean/Associate Dean/Chief Warden/ Warden/Associate Warden (_____) on
_____ (FN/AN).

Authority: Office Order No. _____ dated _____

Assistant Registrar (Admin)

Registrar

Director