To

The Sr. Audit Officer ( ),

O/o the Principal Accountant General (G&SSA),

Treasury Buildings, Kolkata – 700 001.

Sub: **Joining Report**

Sir,

I am to report myself to duty on the forenoon of \_\_\_\_\_\_\_\_\_\_\_\_ after availing \_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_) days of Earned/Commuted Leave i.e. from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ prefixing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_& suffixing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Leave/Medical Certificate is attached for necessary action.

Yours faithfully,

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)