



## **SIKKIM UNIVERSITY**

*(A central university established by an Act of Parliament of India in 2007)*

**6<sup>TH</sup> Mile, Samdur, Tadong  
Gangtok- 737102**

### **Joining Report After Availing Leave**

To  
The Registrar  
Sikkim University  
6<sup>th</sup> Mile, Samdur  
Gangtok

Dear Sir,

I, \_\_\_\_\_ hereby join the University today on \_\_\_\_\_ (Forenoon/Afternoon) after availing \_\_\_\_\_ days' earned leave/commuted leave/duty leave/any other \_\_\_\_\_ (Please specify) from \_\_\_\_\_ to \_\_\_\_\_.

Fitness Certificate issued by Dr \_\_\_\_\_ in the prescribed proforma declaring me fit to resume duty is enclosed. *(Please stike out if not applicable)*

Yours sincerely,

**(Signature with Name,  
Designation & Department)**

**Note:** Please attach fitness certificate in case leave availed is on medical grounds.