**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), SIKKIM, GANGTOK**

To,

The Principal Accountant General (Audit), Sikkim

Gangtok.

Subject: Joining Report

(Through proper channel)

Sir,

I beg to report myself to duty today, ……………………….. (forenoon) on expiry of my ………………… leave for ………. days from …………… to …………… /after cancellation of unexpired portion of my leave from …………… to …………… /on return from training / OA inspection which may kindly be accepted.

A medical certificate of fitness is also enclosed as my leave was on medical ground.

Yours faithfully,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gangtok |  |  | Signature: |  |
| Dated: |  |  | Name: |  |
|  |  |  | Designation: |  |

*Note: Please strike out whichever is not applicable.*

FOR USE BY THE ADMINISTRATION SECTION

He / She is posted back to ….….….…….……...Section/Posted to …..….…..……..…Section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Sr. AO (Admn) |  | DAG/Sr. DAG (Admn) |  | Pr. Accountant General |

Noted in the Service Book & Leave Account of Shri/Smt.…………………………………….. and filed in his / her Personal case file …………………………………………………..……..

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| --- | --- | --- |
|  |  |  |
| Dealing Assistant |  | AAO (Admn) |