

**INDIA TRADE PROMOTION ORGANISATION**  
**(Administration Division)**

Date: \_\_\_\_\_

**JOINING REPORT**

I hereby report for duty on this date (dd/mm/yy) \_\_\_\_\_ (forenoon/afternoon)  
after expiry of Earned Leave/Half Pay Leave on Medical Grounds from \_\_\_\_\_  
to \_\_\_\_\_

The medical & fitness Certificate is enclosed ( if applicable)

Signature \_\_\_\_\_

Full Name \_\_\_\_\_  
(in block letters)

Designation \_\_\_\_\_

Employee No \_\_\_\_\_

Section/Deptt \_\_\_\_\_

Telephone No. \_\_\_\_\_

Forwarded to E – I, II, III Section of the ITPO

( \_\_\_\_\_ )  
Dy. Manager/Manager/Sr. Manager