



UNIVERSITY OF LORALAI

ACCESS

QUALITY

RELEVANCE

JOINING REPORT

No. _____

Dated _____

ON APPOINTMENT

ON TRANSFER

I hereby report for duty as: Designation _____ on _____

FN AN In pursuance of letter No. _____ dated _____

ON AVAILING LEAVE

After availing _____ days of leave from _____ to _____

I hereby report for duty on _____ FN AN as checked below:

1. <input type="checkbox"/> Extra Ordinary Leave (without pay)	2. <input type="checkbox"/> Leave Ex – Pakistan
3. <input type="checkbox"/> Extra Ordinary Leave (with pay)	4. <input type="checkbox"/> Earned Leave
5. <input type="checkbox"/> Study Leave	6. <input type="checkbox"/> Medical Leave
7. <input type="checkbox"/> Maternity Leave	8. <input type="checkbox"/> Leave (with full pay)
9. <input type="checkbox"/> Leave (with half pay)	10. <input type="checkbox"/> Special Leave

Employee Name: _____ Designation: _____

Department: _____ Signature: _____

Chairman/Head of Department: Forwarded Withheld

Remarks: _____

Name: _____ Signature: _____ Date: _____

Dean Concerned: Forwarded Other

Remarks: _____

Name: _____ Signature: _____ Date: _____

Registrar: _____

Signature: _____ Date: _____



Seen

Competent Authority: _____

Remarks if any: _____

Signature: _____ Date: _____