

**MINISTRY OF EXTERNAL AFFAIRS
(PC SECITON)**

JOINING REPORT

I, _____ S/o _____

(Designation) _____ Report for duty on _____ forenoon/afternoon

after availing Earned Leave / Commuted leave from _____

to _____ with prefixed _____

and suffixed _____

Signature _____

Designation _____

Section/Office/Div _____

**Remarks and /or recommendation
The controlling officer**