



V J T I

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JOINING REPORT-REGULAR FACULTY
(To be submitted after availing of Long Leave)

Date:

To,
The Director,
Veermata Jijabai Technological Institute
Matunga, Mumbai – 400019

Sir,

- I have availed of _____ leave from _____ to _____.
(specify type)
- I request you to grant me the permission to join on Duty as _____
in _____ Department from _____.
- Enclosed herewith the necessary certificates.

Yours faithfully

Signature :

Name : _____
Address : _____

- This faculty is permitted to join.

Head of the Department

- Recommended for permission.

Dean Faculty

- Permitted to join.

Director