

**ICMR-NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH,  
BENGALURU**

**Joining Report**

To,  
The Director  
ICMR-NCDIR  
Bengaluru

Date:

Sir,

Sub: Joining Report – Reg.

I am reporting for duty today, \_\_\_\_\_ forenoon, after availing my  
Commutated leave for \_\_\_\_\_ day/s, from \_\_\_\_\_ to \_\_\_\_\_, prefixing  
from \_\_\_\_\_ to \_\_\_\_\_, and suffixing from \_\_\_\_\_ to  
\_\_\_\_\_ as holidays. This is for your kind information.

Thanking you,

Yours faithfully,

Signature with date :

Name :

Designation :

Dealing Hand

Administrative Officer