

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), SIKKIM, GANGTOK

To,
The Principal Accountant General (Audit), Sikkim
Gangtok.

Subject: Joining Report

(Through proper channel)

Sir,

I beg to report myself to duty today, (forenoon) on expiry of my
..... leave for days from to /after cancellation of
unexpired portion of my leave from to /on return from training / OA
inspection which may kindly be accepted.

A medical certificate of fitness is also enclosed as my leave was on medical ground.

Yours faithfully,

Gangtok

Signature: _____

Dated: _____

Name: _____

Designation: _____

Note: Please strike out whichever is not applicable.

FOR USE BY THE ADMINISTRATION SECTION

He / She is posted back toSection/Posted toSection.

.....
Sr. AO (Admn)

.....
DAG/Sr. DAG (Admn)

.....
Pr. Accountant General

Noted in the Service Book & Leave Account of Shri/Smt.....
and filed in his / her Personal case file

.....
Dealing Assistant

.....
AAO (Admn)