



Atal Bihari Vajpayee Institute of Engineering and Technology, Pragatinagar, Shimla ,H.P.

Performa for Departure/ Joining Report

(in case of Earned leave/ Half pay leave/Vacation/Commutated Leave/Office duty)

1. Name _____
2. Designation with Adhaar Biometric Id _____
3. Department/Section _____
4. Type of leave (Office order no. if any) _____
5. Period _____
6. Purpose _____
7. Prefix/suffix if any _____
8. Address during leave (Including Mobile No.) (in case of departure report)

9. Date of departure/joining _____

Dated: _____

Signature of Applicant (With Date)

Recommended/Not Recommended
HOD/OIC

Approved/Not Approved
Director/Principal