



University of Home Economics Lahore

Joining Report

No: _____

Dated: _____

ON APPOINTMENT

ON TRANSFER

ON DEPUTATION

I hereby report for duty as: Designation

on

FN

AN

In Pursuance of letter No. _____ dated _____

After availing _____ days of leave from _____ To _____

I hereby report for duty on _____ FN AN as checked below;

1. Disability Leave

6. Leave with Half Pay

2. Extra Ordinary Leave (Without Pay)

7. Maternity Leave

3. Leave EX-Pakistan

8. Quarantine Leave

4. Leave not Due

9. Special Leave

5. Leave with full pay

10. Study Leave

Name: _____ Designation: _____

Department: _____ Signature: _____

Chairperson/ Head of Department:

Forwarded

Withheld

Remarks: _____

Name: _____ Signature: _____ Date: _____

Forwarded

Other

Remarks: _____

Name: _____ Signature: _____ Date: _____

Registrar: _____

Signature: _____ Date: _____

Competent Authority:

Seen

Remarks if any: _____

Signature: _____ Date: _____