

**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**

**17-B, Sri Aurobindo Marg, New Delhi-110016**

**JOINING REPORT**

I report for duty today in the forenoon/afternoon of the………………………after availing of earned/half/commutted/extraordinary leave from……………....to……...…………...

It is certified that (i) I and /my family continued to reside at Delhi/New Delhi during the period of my leave except…………………………..and (II) that I mentioned to in fure the whole of a considerable part of the expenditure on rent for which house rent allowance is grant to me.

Signature ………………………………. Name…………………………….……...

Designation……………………………..

Date……………………………………..

Signature of the Head/ Branch Officer

Name and…………………………. Designation……………………….. Date………………………………..

Forwarded to:

Registrar/ Admn. Officer