

JOINING REPORT FOR PROJECT STAFF

Date: _____

To
Dean (R&C)
NIT Calicut

From

Name & address: _____

_____ Pin

Aadhaar no. _____

Mob: _____

Post: _____ (temporary on contract for _____ year/months)

Department: _____

Sub: Joining to the post of _____ (temporary on contract)

Ref No. : _____ dated _____

Sir,

I _____ (name), join for duty on
_____ (forenoon/afternoon) as _____

Against the office order No. _____ dated _____.

I have read and understood the terms and conditions mentioned in the above office order and agree to abide by them and rules of the Institute and funding agency.

I understand that my engagement is purely temporary and for a period of _____ (year/months) and only for the period indicated and within the project execution time only and I confirm that I will not seek for any consideration based on this engagement, in future.

I thank NITC for opportunity provided to me to work and improve my skills.

Yours faithfully

Signature with date: _____

Name: _____

Encl. Copy of Posting order & Aadhaar card

Forwarded and recommended by PI (Name & signature with date)

Recommendation of HOD