



FORM NO. II&SI-S4

Phone :

Paste recent  
passport  
size

**JOINING REPORT**

- 1 Name/ Emp No. : .....
- 2 Designation : .....
- 3 Dept/Section/Centre : .....
- 4 Date of Joining : .....
- 5 Offer letter No. and date : .....
- 6 Period of appointment : .....
- 7 Pay Scale : Rs.....
- 8 Marital Status : Married  Single:
- 9 Bank A/C No. (SBI) :
- 10 Identity Card :Not Required:  Required:
- 11 Accomodation :Not Required:  Required:   
Blood Group:
- 12 IITG Webmail ID :

**(Please enclose the Relieving order of the previous employer, if any)**

I, Mr./ Ms..... accept the terms and conditions of the offer cited above and hereby report for joining duty on the forenoon/afternoon of .....

Sign .....

Date: .....

Signature of P.I.  
.....

**FOR II&SI OFFICE USE**

Subject to being declared physically FIT by the Sr. Medical Officer of the Institute, Mr/Ms/ ..... may be permitted to join the Institute as ..... on ..... ( FN/AN) provisionally.

Office Assistant.

HoS (II&SI)

Dean (II&SI)