

**Sub: Joining Report – new appointee from open market.**

Note:	1. Information in respect of all columns is compulsory for processing of application. 2. * Strikeout whichever is not applicable.
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1.	Name of the employee	
2.	Designation	
3.	Appointment order no. and date	
4.	Status of appointment	* Regular / Contract in scale of pay / Contract on fixed salary
5.	Date of Joining	___/___/___ (F/N / A/N) *
6.	Unit / office / project where joining	
7.	Details of Immoveable Property Return enclosed	* Yes / No
8.	Details of dependant family members enclosed	* Yes / No
9.	Photograph of the employee, self attested	Paste Self attested photo of the employee

Encl: Copy of Appointment letter

Date: \_\_\_\_\_ Signatures of the Employee \_\_\_\_\_

Joining report is accepted w.e.f. \_\_\_\_\_ (F/N / A/N)

Signature of officer accepting joining report: \_\_\_\_\_

Name of officer accepting joining report : \_\_\_\_\_

Designation of officer accepting joining report: \_\_\_\_\_

**For use of HRM, Corporation office**

**OS / HRM** – Personal file along with this report is linked and sent to AM / IT / HRM for data bank updation and generation of employee code.

OS / HRM

**AM / IT / HRM** - Data bank updated. Employee code no. is \_\_\_\_\_.

AM / IT / HRM

**Manager / HRM**