

Sub: Joining Report – appointment on deputation in India.

Note	1. Information in respect of all columns is compulsory for processing of application. 2. * Strike out whichever is not applicable.
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1.	Name of the employee	
2.	Appointment order no. and date as issued by IRCON	
3.	Pay scale and designation on deputation	Pay Scale :
		Designation :
4.	Name of Parent Department	
5.	Post / Substantive grade in parent Department	Post :
		Grade :
6.	Relieving order no. and its date of issue	
7.	Date of Relieving by parent Deptt.	___/___/___ *(F/N / A/N)
8.	Date of Joining IRCON	___/___/___ *(F/N / A/N)
9.	Entitlement of Joining time	
10.	Joining time availed	
11.	* Balance joining time left / excess joining time availed	
12.	Pay fixation option	* Pay + Depu. Allowance / next higher grade

- Encls: 1. Copy of relieving order issued by parent Department
2. Bio-data in prescribed format

Date:

Signatures of the Employee _____

JGM / HRM