

Sub: Joining Report – on promotion

(Should be prepared in duplicate and one copy must be sent to AM/IT/HRM at Corp. office for data updation)

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.	Emp.code No.	2.	Name of the employee	
3.	Designation	4.	Status	* Regular / Deputationist

5.	Office order No. & date of promotion	O.O. No.	Dated
6.	Grade, Designation & posting before promotion	Grade : Rs.	
		Designation :	
		Place / unit of posting :	
7.	Grade, Designation & posting after promotion	Grade : Rs.	
		Designation :	
		Place / unit of posting :	
8.	Date of Joining in higher grade/post	___/___/_____(F/N / A/N/)	

Date:

Signatures of the Employee _____

Functional Head / Controlling Officer**HRM / Corporate office****cc: AM / IT / HRM – For data updating.**