

**Sub: Joining Report - on lateral transfer from one project to another in the same grade.**

Note:	1. Information in respect of all columns is compulsory for processing of application. 2. * Strikeout whichever is not applicable.			
1.	Emp. code No.	2.	Name of the employee	
3.	Designation	4.	Status	* Contract / Adhoc / Regular / Deputationist
5.	Before transfer	(a)	Station of posting	
		(b)	Name of Project	
6.	After transfer	(a)	Station of posting	
		(b)	Name of Project	
7.	Distance between the two stations of postings (col.5(a) & 6(a))			
8.	Relieving particulars	(a)	Ltr. / Off.Order No.	
		(b)	Date	
		(c)	Date of relieving	
9.	Date of Joining the new place of posting			
10.	Joining period availed		_____ days	
11.	Whether family shifted from the old place of posting or intend to shift subsequently?			
12.	Station for which HRA is opted after joining new place of posting			

Encls: Relieving order from the previous place of posting.

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

Functional Head / Controlling Officer

Forwarded to HRM

Sh./Ms. \_\_\_\_\_, \_\_\_\_\_ is eligible for \_\_\_\_\_ d-days joining time. It is recommended that Unavailed joining time for \_\_\_\_\_ days may be credited to his /her leave account / \_\_\_\_\_ days excess availed as joining time may be sanctioned as LAP & \_\_\_\_\_ days excess availed as joining time may be treated as LWP. Salary for the employee may be charged w.e.f. \_\_\_\_\_. HRA may be drawn for \_\_\_\_\_.

Signatures of Dealing Official \_\_\_\_\_

**Manager/HRM**

**DGM/HRM**

**Back to Dealing Official**

Unavailed joining time for \_\_\_\_\_ days has been credited to his / her leave account / \_\_\_\_\_ days excess availed as joining time has been debited to his / her leave account / \_\_\_\_\_ days excess availed as joining time has been entered as LWP. Submitted for verification, please.

Signatures of Dealing Official \_\_\_\_\_

**Manager / HRM**

**Back to Dealing Official**

**Personal file no.: IRCON / HRM /**

**Copy for information to -**

1. Accounts Section for charging salary. HRA may be charged for \_\_\_\_\_
2. Concerned employee
3. Personal file for record