



Govt. Polytechnic Kinnaur
Camp at Rohru Distt. Shimla (HP) 171207

Performa for Departure/Joining Report

Employee Code No : _____

Employee Name : _____

Designation : _____

Department/Station : _____

Type of Leave (office Order No, if any) : _____

Period : _____

Purpose : _____

Prefix/Suffix, if any : _____

Address During the leave period : _____

Mobile Number : _____

Date of Departure/Joining : _____

Dated: _____

(Signature of Employee)