

TEZPUR UNIVERSITY

JOINING REPORT (Non-Teaching)

To

The Registrar
Tezpur University
Napaam – 784028

(Through the Dean/Head of the concerned School/Department/Centre)

Sub : Appointment

Ref. : Your letter/Order No. _____ dated _____

Sir,

With reference to the above, I Dr./Mr./Ms. _____
do hereby join in the post of _____ in
_____ (name of the Department / Centre / Cell/ Section)
in the forenoon/afternoon of _____ .

I further declare that I shall abide by all terms and conditions laid down in the appointment letter/order.

I am submitting herewith the following documents:

1. Self certified copies of all testimonials in support of my age, qualifications, experiences etc.
2. Two copies of joining report
3. Release order from the present employer, if any
4. Four copies of recent colour photographs of size 3cm x 3cm
5. Medical fitness certificate in original

Encl. : As stated

Yours faithfully,

Forwarding note of the Dean/Head concerned

Forwarding note of the Registrar

Order by the Vice-chancellor

Memo No.F.02- /I(E)/

Date :

Copy to :-

1. Finance Officer, Tezpur University
2. Librarian / Deputy Librarian, Tezpur University
3. Dean, School of _____, Tezpur University
4. Head, Dept. of /Centre for _____, Tezpur University
5. Personal file

Section Officer (Estt.)