

**Govt. Polytechnic Kullu
at Seobagh Distt. Kullu (HP) 175138**

Performa for Departure/Joining Report

Employee Code No	:	<hr/>
Employee Name	:	<hr/>
Designation	:	<hr/>
Department/Station	:	<hr/>
Type of Leave (office Order No, if any)	:	<hr/>
Period	:	<hr/>
Purpose	:	<hr/>
Prefix/Suffix, if any	:	<hr/>
Address During the leave period	:	<hr/> <hr/>
Mobile Number	:	<hr/>
Date of Departure/Joining	:	<hr/>

Dated:

(Signature of Employee)