

JOINING REPORT
(For the employee who is Appointed / Transferred)

To,
The Hon. Secretary,
Pune District Education Association, Pune
48/1A, Erandawana, Paud Road, Pune-411038.

Sir,

With reference to your order No. _____ Date _____

regarding my appointment / transfer as a Full time / Part time _____ in
(Designation)

the School / College of Pune District Education Association at

_____, I beg to state that I
(Institute Name)

am glad to accept this order as per the conditions and Salary mentioned in the above
referred order. I have joined the duties in the above School / College
on _____ before / after / during the office hours.
(Date)

I do hereby agree to abide the rules, regulations and statutory as well as
administrative conditions of the service laid down by the Government and the Association.

Further, I do agree to serve the Institute to the best of my ability, knowledge and
sincerity for the overall development of the Institute wherever you give me the opportunity to
serve in the various capacities in the years to come.

Date :

Your's Faithfully,

Full Name : _____ (UID No. _____)

Address : _____ (Signature of Employee)

(For office use)

Submitted through the

Head Master/Principal, _____

It is reported that Shri./Smt. _____

Qualification _____ has joined his / her duties as _____
(Designation)

in this Institute on _____ before / after / during the office hours.
(Date)

Outward No.

Your's Faithfully,

Date :-

Principal / Headmaster