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Ghani Khan Choudhury Institute of Engineering & Technology

(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)

Office: GKCIET, Vill & Post: Kotwali, Dist: Malda, Pin- 732144, West Bengal

Memo No: GKCIET/ 147

Date: 30.08.2017


Circular

In continuation to the earlier Circular No. GKCIET/120, dated: 18.08.2017, it is to inform all the regular employees of GKCIET that in case of all types of leave except Casual Leave & Restricted Holiday, joining report must be submitted to the concerned HoDs/HoS' immediately after resuming duty (Attached format of joining report).

In case of Station Leave not requiring any type of leave (CL/EL etc.) also required to submit Joining Report on resumption of duty.

This comes into force with immediate effect.

This issues with the approval authority.


(Md. Abdur Rajjaque)
Asst. Registrar

Copy to:

1. All HoDs/HoS' – with request to inform the employees under their kind control.
2. System Manager – with request to upload the same on institute portal
3. All Notice Boards of institute
4. Director Office
5. Office file

Joining Report after availing Leave (except CL & RH)

I Shri/Smt./Ms. designation hereby
report myself for duty this day forenoon/afternoon after availing of
..... days of (type of leave) from to

.....
Signature of the employee

Name :
Designation :
Dept. /Section :
Mobile No. :
E-Mail Id :

Signature of the Controlling Officer
With date