



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**  
**(UNIVERSITY OF DELHI)**  
**VIVEK VIHAR, PHASE-II, DELHI-110 095**

**JOINING REPORT**

The Principal  
Shaheed Sukhdev College of Business Studies  
Vivek Vihar (Phase-II), Delhi-110 095.

Ma'am,

I report my-self on duty today forenoon / afternoon after availing  
\_\_\_\_\_ days Earned Leave / HPL / Commuted Leave  
/C.C.L/ Duty Leave w.e.f. \_\_\_\_\_ to  
\_\_\_\_\_ .

**Yours faithfully**

\_\_\_\_\_  
( \_\_\_\_\_ )

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Countersigned by Authorized Signatory**

**(Principal)**