

To,

.....  
Indian Council of Social Science Research  
North Eastern Regional Centre  
Shillong – 793 022

**Subject: Joining report after availing ..... leave.**

Sir,

I hereby join the Office today on ..... (Forenoon/Afternoon) after  
availing the ..... days Earned/Commuted/Duty/Paternity/Maternity leave from  
..... to .....

Thanking you,

Yours faithfully,

Signature: .....

Name: .....

Designation:.....

Contact No.:.....

Dated .....  
Shillong

**Copy to:**

1. Accounts Section, ICSSR-NERC, Shillong
2. Personal file.
3. Sri/Smt....., ICSSR-NERC, Shillong

Counter Signed

(Signature)  
(with Seal and Date)