

Rajiv Gandhi Institute of Petroleum Technology
Jais, Amethi

To,

The Director
Rajiv Gandhi Institute of Petroleum Technology
Amethi

Through: Registrar

Joining Report

Respected Sir,

With reference to your Appointment Letter No. _____
Dated _____ for the post of _____. I report myself
on duty in the forenoon / afternoon of _____. I, unconditionally, accept all the terms and
conditions contained in the said employment.

I thank you once again for providing me the opportunity to serve the institute. I will perform my duties
sincerely, honest and to the best of my abilities. I therefore, request you to accept my joining letter.
Please accord and oblige.

Thanking you.

Yours Sincerely,

Signature with Date: _____
Name (In Block Letter): _____

- 1) Permanent Account No: _____
- 2) Date of Birth: _____
- 3) Father's Name: _____
- 4) Saving Bank Account No: _____
- 5) Branch Code: _____
- 6) 9 Digit MICR Code: _____
- 7) RTGS/NEFT IFSC Code: _____
- 8) Bank Name & Address: _____

- 9) Address of Correspondence: _____

_____ Pin Code: _____
- 10) Mobile No: +91 _____
- 11) E Mail: _____
- 12) N.P.S Number: (_____)

To be obtained from A/c Deptt. Jais

Note: Photocopy of Joining Report is to be sent to the Payroll & Accounts Department after retaining its
original copy.