

JOINING REPORT

To
The Chairman
Purba Medinipur District Primary School Council
Tamluk, Purba Medinipur

Through : The Proper Channel

Sub.: Joining Report

Respected Sir,

With due respect I, the undersigned wish to inform you that I intend to join _____
_____ School under _____
_____ Circle as an Assistant Teacher on _____
at _____ a.m./p.m. as per Transfer issued by West Bengal Board of Primary Education
vide Memo No. _____ Dated _____
and Release Order provided by District Primary School Council, _____
_____ Memo No. _____
Dated _____ to continue my uninterrupted service.

For your kind information, at first I had been appointed as an Assistant Teacher in _____
_____ School under _____
_____ Circle, Dist.- _____
vide District Primary School Council, _____ Memo No. _____
_____ Dated _____.

Therefore you are earnestly requested to accept my joining letter.

Thanking you,

Faithfully Yours,

(Signature in full)

Date:

Place:

Recommendation by the HT / TIC

_____ has joined as an Assistant Teacher of _____
_____ School today that is _____ at _____ a.m./p.m. after
having transfer from _____ District Primary School Council on the
basis of the Memo No. _____ mentioned
above.

The Joining Report is forwarded to the S.I.S., _____ Circle for necessary
action.

(Signature of the HT/TIC)