



R&D AD-06

Joining Report-cum-Check List

[This Joining Form – cum – Check List is to be filled by the candidate reporting to join the offered position and submitted to R&D Section through PI/CI with all documents at the time of joining, falling which notification for joining will not be issued by R&D Section, resulting in delayed payment of emoluments]

I _____ S/o, D/o _____ selected for the
post of _____ under Project No. _____ of PI/CI
Dr./Prof. _____ in _____
Department/Centre.

I hereby submit my joining on _____ FN/AN and I have read and understood all the provisions contained in the offer letter/ or explained to me by the PI/CI of the Project/R&D Section. I am enclosing copies of the following documents which are self-certified:

S.No.	Name of the Document(s) required	To be tick marked by the candidate	To be tick marked by the R&D office
1	Signed copy of the Offer letter accepting the terms & conditions of appointment		
2	NOC/ Relieving letter from previous employer (if applicable)		
3	HRA claim Form		
4	Aadhar Card		
5	Pan Card		
6.	Bank account details		
7.	Any other		

(Signature of the candidate with date)

I confirm that Mr./Ms. _____ has joined duty on _____
(FN/AN). I have verified that he/she has enclosed all papers as listed above. These are being forwarded to the R & D Section for necessary action.

(Name and Signature of the PI/CI with date)

For R&D Office Use

The documents provided are verified and found correct.

Dealing Assistant (R&D)

AR/DR (R&D)