

DUNGSAM CEMENT CORPORATION LIMITED
NGANGLAM

Date:

To

Human Resource & Adm. Division

SUB: JOINING REPORT

Sir,

I am resuming my duty today i.e. on.....after availing
EL/CL/LWP/SL/ML/PL/BL from.....to.....
total.....days.

Yours sincerely,

Signature:

Name:

EID No:

Designation:

Division:

Verified By:

Signature of immediate Supervisor:

Date :

Comments: