

To
The Registrar
IACS Jadavpur
Kolkata – 32

Sub: Joining Report

Dear Sir/Madam,

I would like to inform you that I have joined this Association as
on (FN / AN) under the supervision of Prof./Dr.
in the Dept/Unit/Centre. Please note that my fellowship is funded
by (name of the agency). I belong to Gen /OBC /SC /ST and I have already
deposited Rs. on account of my admission fee/Annual fee + CMS Subscription/Caution
Deposit etc. as applicable to the IACS Cash Section vide Receipt No. Dated.....
I shall submit duly filled-in mandatory registration form and HRMS Data Template to the concerned official
in the Academic Office at the earliest. I would like to request you that financial support viz., fellowship/
reimbursements etc, if any, may kindly be remitted to my SB A/c No.....
with SBI Branch (IFSC– SBIN.....)

Encl: Self attested copy of

- (1) Copy of receipt no. of fees deposited.
- (2) Copy of Caste Certificate
- (3) 1st page of SBI passbook/INB Statement.
- (4) Appointment/Award letter.

Signature

Name:

Mobile

Supervisor

HoD

Academic Office

Director

Academic Office / Project Section

Copy to : Project Section / Academic Office