

National University
of Computer & Emerging Sciences
STAFF RE-JOINING PROFORMA

SECTION-1 (TO BE FILLED BY CAMPUS-HR)				
Emp Name	Emp ID			
Campus	Initial DOJ			
Designation	Department			
Leave reason				
Leave Duration	From (dd-mm-yyyy)	To (dd-mm-yyyy)		
Re-Joining Date (dd-mm-yyyy)				
In case of (Study Leave)	Degree	Specialization	University/DAI	CGPA
	Start		End	
	Month	Year	Month	Year
	Attachment i) Degree/Degree Completion Certificate and Transcript (Final) on University Stationary			
HR Officer Name	Date	Signature		
SECTION-2 (TO BE FILLED BY REPORTING OFFICER)				
Remarks				
Name	Date	Signature		
SECTION-3 (TO BE FILLED BY DIRECTOR)				
Remarks				
Name	Date	Signature		
SECTION-4 (TO BE FILLED BY RECTOR)				
Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>		
Remarks				
Name	Date	Signature		
SECTION-5 (TO BE FILLED BY NUCES-HQ, HR)				
NUMUN updated by	Date	Signature		