



UNIVERSITY OF BALOCHISTAN, QUETTA DUTY REPORT

With reference to the Appointment / Promotion / Transfer / Leave order No: _____

Dated: _____, I _____ S/D/o _____,

herby report for duty today the _____ (F/N) as _____ in the

Department / Center / Directorate of _____, University of Balochistan,

Quetta.

Signature: _____

Name (BLOCK Letter): _____

Present Address: _____

Copy to the:

1. Principal Staff Office to The Vice Chancellor, University of Balochistan, Quetta.
2. Treasurer, University of Balochistan, Quetta.
3. Dean Faculty of _____, University of Balochistan, Quetta.
4. Additional Treasurer, University of Balochistan, Quetta.
5. Chairperson / Director, Department / Center / Directorate of _____
University of Balochistan, Quetta.
6. Auditor, University of Balochistan, Quetta.
7. Account Officer (A), (Budget), (Pension), (G.P Fund), (Pay Fixation), University of Balochistan,
Quetta.
8. Directorate of Information Technology, University of Balochistan, Quetta.
9. Concerned Employee / Officer / Faculty Member.
10. Personal File (P.F).
11. Master File.

Verified By: _____

Office Stamp: _____