

Submission Date-Employee: \_\_\_\_\_

Annexure-JL-E Form # HR-18  
Received Date (HRIS): \_\_\_\_\_

## Resource Integration Centre (RIC) Joining Report

(Use to Recruitment & Transfer)

To: The Director/Concerned Authority  
Resource Integration Centre (RIC)  
House # 88/A/Ka, Road # 7/A, Dhanmondi R/A, Dhaka-1209

Through: Concerned Supervisor/Branch/Area/Zone/Project/Department

Responsible Person of Branch	Responsible Person of Area	Responsible Person of Zone HRIS	Chief In-Charge of the Project at the field level	Focal Person/Heade of Department-Central
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### Subject: Joining Report

Ref # & Date: As per Appointment Letter/Transfer Letter Ref.# \_\_\_\_\_ Date: \_\_\_\_\_

Distance from current working place to own upazila \_\_\_\_\_ If applicable distance Allowance Yes  No

Joining Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Joining Time: \_\_\_\_\_

Employee Code # \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of Project/Dept.: \_\_\_\_\_

Name of Branch: \_\_\_\_\_

Name of Area: \_\_\_\_\_

Name of Zone: \_\_\_\_\_

Name of Working Place (Central/Project): \_\_\_\_\_

Please accept my Joining.

Signature of Employee: \_\_\_\_\_

Received by HR-MIS (Signature & Seal): \_\_\_\_\_

**Note: If there is a problem in sending the soft copy, then the hard copy with the signature of the concerned should be sent.**