|  |  |
| --- | --- |
|  | **Indira Gandhi Delhi Technical University For Women**(Formerly Indira Gandhi Institute of Technology)Kashmere Gate, Delhi-110006 |

PROFORMA FOR EXTENSION OF CONTRACT APPOINTMET

1. Name of the Official :
2. Designation :
3. Marital Status :
4. Date of Contractual appointment :
5. Date of expiry of the last extension granted :
6. Charter of Duties :
7. Whether he/she has been entrusted with work :

 other than routine duties. If so, indicate his/

 her capacity to do such work.

1. Amenability to discipline :
2. Amenability in attendance :
3. Relations with fellow employee/superiors/ :

general public.

1. Has the official done any outstanding or :
2. Notable work meriting recomme-ndations? :

If yes, mention the details

1. Has the official been reprimanded for indifferent :

work, or for other causes during the period

under report, if yes, the details thereof.

1. Number of leave taken during the period :
2. Integrity :
3. General observation about his/her performance :
4. Extension : Recommended/Not Recommended

(Note: The recommendation should be based

on the parameters reported above)

(Signature & Name recommended by/Branch Officer/HOD)

 (Signature of the Controlling Officer)