

Guru Gobind Singh Indraprastha University Kashmere Gate, Delhi-110006 Website: http://ipu.ac.in

PROFORMA FOR EXTENSION OF CONTRACT APPOINTMENT

 Designation :	1.	Name of the Official	:
4. Date of expiry of the last extension granted: 5. Charter of Duties : 6. Whether he/she has been entrusted with : work other than routine duties. If so, indicate his/ her capacity to do such work. 7. Amenability to discipline : 8. Punctuality in attend ance : 9. Relations with fellow employees/ : superiors /general public 10. Has the official done any outstanding or : notable work meriting recommendations? If yes, If yes, mention the details 11. Has the official been reprimanded for: indifferent work, or for other causes during the period under report, if yes, the details thereof. 12. Number of leaves taken during the period : 13. Integrity 14. General observations about his / her: performance 15. Extension : Recommended/ Not recommen (Note: The recommendations should be	2.	Designation	:
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	15.	(Note: The recommendations should be	: Recommended/Not recommended

(Signature of Controlling Officer)