



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR -16C, DWARKA, NEW DELHI-110078**

PROFORMA FOR EXTENSION OF CONTRACT APPOINTMENT

1. Name of the Official :
2. Designation :
3. Date of appointment:
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 attendance :
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 recommended
*(Note : The recommendations should be
based on the parameters reported above)*

(Signature of Controlling Officer)