



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

PROFORMA FOR EXTENSION OF CONTRACT APPOINTMENT

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. :
8. Amenability to discipline :
9. Amenability in attendance :
10. Relations with fellow employee/superiors/general public. :
11. Has the official done any outstanding or :
12. Notable work meriting recommendations? If yes, mention the details :
13. Has the official been reprimanded for indifferent work, or for other causes during the period under report, if yes, the details thereof. :
14. Number of leave taken during the period :
15. Integrity :
16. General observation about his/her performance :
17. 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)