



# Guru Gobind Singh Indraprastha University

Kashmere Gate, Delhi-110006 Website: <http://ipu.ac.in>

## 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 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 recommended  
*(Note : The recommendations should be  
based on the parameters reported above)*

**(Signature of Controlling Officer)**