VIDYASAGAR UNIVERSITY

P.O.-Vidyasagar University, Midnapore – 721102
West Bengal

To
The Hon'ble Vice-Chancellor,
Vidyasagar University

Respected Sir,

I, …… (Name),

……..…..(Designation), Employee Code: ……..……

……..……..(Department) requesting you for renewal of term of my contractual service.

With regards,
Your sincerely,

(Signature of the employee)
Name:

Encl: Contract renewal form

……

(For Office Use only)

Forwarded to the Hon'ble Vice-Chancellor by the Registrar with remarks:

Registrar, Vidyasagar University

……..

To
The Registrar,
Vidyasagar University,

The contract period of ……..

(Name), ……..…..(Designation), Employee Code: ……..……,

……..(Department) be renewed for ……. year / years

Vice-Chancellor
Vidyasagar University

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http://www.vidyasagar.ac.in/Downloads/ShowPdf.aspx?file=/forms_proforma/establishment/ContractRenewalForm.pdf

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West Bengal

CONTRACT RENEWAL FORM FOR CONTRACTUAL EMPLOYEES

1. Name :

2. Employee Code :

3. Designation :

4. Department / Office / Section :

5. Last contract renewed on :
(Mention Office Order number with date)

6. Last contract renewed w.e.f. :

7. Next Date of Renewal :

8. Working Experience :

9. Self Assessment :

.....
(Signature of the applicant)

Forwarded by the Head of the Department / Office / Section with remarks:

(Signature of the Head of the Department / Office / Section)

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