

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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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)