**UNIVERSITY OF THE PUNJAB**

**Establishment Branch-II**

**PARTICULARS AND WORK / PROGRESS REPORT FOR EXTENSION IN EMPLOYMENT PERIOD**

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Designation** |  | **BPS:** |  |
| **Department Name** |  |
| **Length of Service** | **From** | **To** | **Mode of Appointment****Contract, Adhoc, Temporary, Daily Wages** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Requested Period** |  |  |
| **Qualification** | **Certificate/Degree** | **Marks** | **Division / Grade** |
| Matric |  |  |
| Intermediate |  |  |
| Bachelor |  |  |
| Master |  |  |
| Others |  |  |
| **Date of Birth** |  |
| **Name of Budgeted post appointed against** |  |

**LIST OF TASKS / ASSIGNMENTS COMPLETED DURING THE LAST TENURE**

|  |
| --- |
|  **Employee’s Signature** |
| **OVERALL RECOMMENDATION FOR EXTENSION** |
| **Remarks** |  |
|  |
|  |
| **Recommended** **Not Recommended** |

  **Sign & Stamp of Head of Department**