**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**