



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

VU/R/Noti./995/2021

Date: 11.08.2021

## NOTIFICATION

This is to notify for general information of all stakeholders of the University that all contractual employees are requested to apply for renewal of their contract services on the proper format / proforma available on the University website hereafter. The employees applying for renewal of contract will have to submit the filled in format of the application to the Office of the Registrar duly forwarded by the Head of the concerned Department / Office / Section. All contractual employees are also requested to apply for renewal of contract atleast 01(one) month prior to expiry of the contract period.

All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

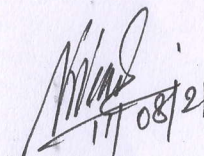
Sd/-  
Registrar

Memo No. VU/R/Noti./995/2021 Dated: 11.08.2021

Copy forwarded for information and necessary action to:

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's / TICs of all Administrative and Academic Departments to circulate among all employees of his/her department
4. The Director, DDE to circulate among all employees of DDE
5. The Deputy Registrar(Admn.),
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
8. The Office Supdt., Registrar's Office,
9. The Establishment Section,
10. The Senior Information Scientist for wide circulation on the University website,
11. Guard File



  
11/08/21  
Registrar

Registrar  
Vidyasagar University  
Midnapore - 721102  
West Bengal, India

# 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

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To  
The Registrar,  
Vidyasagar University,

The contract period of .....  
(Name), .....(Designation), Employee Code: .....  
.....(Department) be renewed for  
..... year / years

Vice-Chancellor  
Vidyasagar University

# VIDYASAGAR UNIVERSITY

P.O.-Vidyasagar University, Midnapore – 721102

West Bengal

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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)