

# 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

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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)