**Performa for Renewal of RA/SRF/JRF/Skilled Helper**

(To be submitted by PI before 10th October, 2025)

1. Name of RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff:

 Email ID: Mob. No.

2. Name of Scheme/ Project:

3. Budget Head:

4. Financing Agency:

6. Name of College/ Unit:

7. i). Date of First Appointment:

 ii). Date of first Renewal:

 iii). Date of Second Renewal:

 iv). Date of Third Renewal

8. Duration of Services:

9. Date of Ph. D. Notification:

10. Existing Emoluments paid:

11. Date and reason for revision of emoluments during next year (if any) :

12. Do you satisfy with the work done by SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff during last year:

13. Status of budgetary provision for RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff:

14. Justification regards need of RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff:

 I hereby recommend/ do not recommend for renewal of appointment of RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff for one year.

Name of PI

Signature of PI

Recommend/ Not recommend

Dean/ Principal/ Unit Head

Approved/ Not Approved

Chairman

Review Committee for RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff

**Performa for Submitting Work Report by RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Staff** (Period of reporting from date of joining to 30/10/2025)

1. Name of RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff:

 Email ID: Mob. No.

2. Name of Scheme/ Project:

3. Budget Head:

4. Financing Agency:

5. Name of Department/ Unit:

6. Name of College/ Unit:

7. Assigned duties:

 i)

 ii)

 iii)

 iv)

 v)

8. Brief Report about work done in relation to assigned duties (maximum 150 words)

 i)

 ii)

 iii)

 iv)

 v)

Signature of RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff

Date:

Place:

 The above said entries are contract to the best of my knowledge and I am satisfied/ unsatisfied by the work done by Mr./Ms. ………………………………………………………… as a RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff in the scheme ……………………………………………..from joining date to 30/10/2025. I recommend/ do not recommend for renewal of his/ her services as RA/ SRF/ JRF/ Skilled Helper/ Other Contractual Technical Staff for one year.

 Signature of PI

(Full Name)

 Agreed and Recommended for Renewal of Services/ Do not recommend for new appointment.

Dean/ Principal/ Unit Head