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

(To be submitted by PI before 30th November every year)

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 31/12/2023)

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 03/02/2023 to 31/12/2023. 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