**C O N F I D E N T I A L**

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

**No. D.U./EST/CR/ Date­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To,**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sir/Madam,**

 **I am directed to request you kindly to give your comment on the following qualities of Sri/Smti. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ working under your control with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the proforma at below for extension of his/her term of engagement.**

 **Yours faithfully,**

 **Assistant Registrar (Admn.)**

 **Dibrugarh University**

 **Dibrugarh**

**P R O F O R M A**

1. **Name of the Employee & Designation :**
2. **Regularities & Sincerity in duty :**
3. **Behaviour towards others :**
4. **Conduct :**
5. **Efficiency in performance of his/her duties :**
6. **Recommendation for extension of his/her :**

**Term of engagement**

1. **Any other comment :**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Accepting Officer Recording Officer**