

## PANJAB UNIVERSITY, CHANDIGARH

(Esttd. under the Panjab University Act VII of 1947-enacted by the Govt. of India)

No. 10719-10919/Estt.

Dated 21.09.2021

### CIRCULAR

It has been noticed that the term of appointment of daily-wage/contractual employees is extended from time-to-time for period of three months **or** one year, but sometimes the request for extension from the respective Departments/Branches is received after the expiry of their term of appointment which causes delay in processing the cases.

Therefore, as per orders of the Competent Authority, all the Heads of the Departments/Branches are requested to submit their recommendations for extension in term of such employees at least one month before completion of their term of appointment.

  
Assistant Registrar (Estt.)

#### Issued to:

1. All the Heads of Teaching & Non-Teaching Departments/Branches/Offices, PU Chandigarh & its Constituent Colleges/ Regional Centres/Extension Library, Ludhiana.
2. Director, A.P.J. Abdul Kalam Computer Centre, PU **with the request to circulate the above Circular through the official e-mails to all concerned Deptts./Offices (Sr. No. 1 above).**
3. Officials of the Estt. Branch-II dealing with appointment of contractual/ daily-wage employees.