

UNIVERSITY OF CALICUT

Proforma (1) for enhancement of monthly consolidated salary of contract staff on completion of one year of service on contract.

Name of the centre : **INSTITUTE OF ENGINEERING AND TECHNOLOGY, KOHINOOR**

Name & ID No	Date of completion of one year of service on contract from the date of appointment at the university Centre.	Statement of attendance for a period of one year prior to the date of completion of one year of service on contract			Eligible enhancement from Rs..... To Rs...	Period in which the enhancement to be effected.		Related appointment orders for the period in which the enhancement to be effected	Remarks
		From	To	No of days of absence other the CL with date or month		From	To		
									(Period of Contract)

Certified that the above details have been verified and found correct.

Director/Principal/Coordinator/Assistant Registrar/Administrative officer

Finance Computer Cell: The details of absence furnished above have been verified and found correct.

Assistant

Section Officer

Assistant Registrar

Note: Any leave taken by the assistant professor on contract other than the 15 days CL/annum will not be counted for full year of service.