**CONTRACT RENEWAL REQUEST FORM**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EID No: \_\_\_\_\_\_\_\_\_\_\_\_\_

Designation & Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Present Grade: \_\_\_\_\_\_

Date of Initial Appt.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yyyy)

Current Contract: *Start Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *End Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entry Grade & Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present position, grade & qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Basic Pay: *Nu.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed position & grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Basic Pay: *Nu.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Performance rating for three recent years  Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Average Rating for three years | Summary rating  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| Describe your present job responsibilities (use additional sheet if required) |
| Describe the proposed job responsibilities succinctly (use additional sheet if required) |
| I certify that the above information and assessment are correct to the best of my knowledge. I understand that I am liable for further explanations and enquiry in the event above information are found to be incorrect.  Date: Signature |
| **Recommendation of the Supervisor** (use additional sheet if required)  Name:  Date: Signature |