

**SCHOOL/DZONGKHAG/THROMDE ADMINISTRATION
(Contract Extension Form)**

ANNEXURE 5

1. Name: _____
2. Emp. ID. No.: _____
3. CID No. _____
4. Date of Birth: _____
5. Permanent Address: _____
6. Present Agency: _____
7. Appointment under Present Contract Service:
 - a. Date of Appointment: _____
 - b. Appointment Letter No.: _____ (Issued by the agency).
 - c. Position Title: _____
 - d. Position Level _____
 - e. Consolidated Salary: _____
 - f. Present Contract Term: from _____ to _____
 - g. Contract Term Extension requested for _____ months: from _____ to _____

During the Contract extension period, the Contract teacher shall abide by the terms and conditions accepted by him/her at the time of initial appointment or revised based on mutual agreement and approved by the Dzongkhag/Thromde.

Signature of the Employee
(Affix Legal Stamp)

Recommendation of HRC:

HRC meeting No. dated.....

Remarks (if any):

Signature of HR Officer

Approved (YES/NO)

Extension of the Contract term of the above Contract teacher is hereby approved for a further period of _____ months from _____ to _____.

Reasons:

Not approved (YES/NO)

Reasons:

Place:

Date:

Seal & Signature