



CIRCULAR

Subject: EXTENSION OF CONTRACT EMPLOYEES (NON-TEACHING)

It is circulated for information of all concerned that all Head(s) of Teaching and Non-teaching department(s) are requested to provide the performance Evaluation reports of contract employees (Non-Teaching), working under their supervision, duly filled and by initialing the appropriate box in confidential manner, as their contract is going to be expired in the month of June 2026, along-with clear recommendations regarding extension in contract appointment, within 03-days, positively in the office of the Registrar.

Prescribed pro-forma of Annual Performance Evaluation report of contract employees can be downloaded from the IUB website i.e. www.iub.edu.pk.


08/06/26.
Deputy Registrar (Admin-II)
for Registrar

Copy to:

1. Heads of All Teaching / Non-teaching Departments
2. Director Campus, BWN
3. Director Campus, RYK
4. Director Campus, Liaquatpur
5. Director IT → { Requested to upload the Circular and Prescribed Pro-forma of Annual Performance Evaluation report of contract employees on iub web- site }
6. Deputy Registrar (Admin-II)
7. Executive Secretary to Vice-Chancellor
8. P.A to Registrar
9. In-charge of Central Mail Desk → { Requested to upload this circular in whatsapp group of CMD }
10. Master File