

# **MAHARASHTRA METRO RAIL CORPORATION LTD.**

No.MAHA-METRO/Pune/HR-P/2021/

Date: 27.11.2021

## **Procedure for Extension of contract Employment at Maha Metro**

The below mentioned procedure is to be followed for extension of contract employment in Maha Metro with immediate effect.

Every month up to 15th of the month HR will give list of employees whose contract are likely to be completing in next three months to the concerned HOD to take action as proposed below.

The concern HOD will submit recommendation in the prescribed proforma (copy enclosed) with approval of Director concerned for extension of contract of employment in respect of the employees working under them keeping in mind the following aspects.

1. Willingness /opinion of employee for extension of contract
2. Performance of the employee
3. Requirement of services of employees from administrative point of view
4. Period for which contract extension to be proposed specifically subject to maximum 5 years

HR department will subsequently compile all the recommendations and will put up to MD for approval.

For information and necessary action.

Copy to:

All concerned

# **MAHARASHTRA METRO RAIL CORPORATION LTD.**

## **Recommendation for extension of contract of service**

**Name of the Employee:**

**Emp code:**

**Designation:**

**Department:**

**Date of Joining:**

**Current Contract up to:**

Whether employee has given willingness for extension of Contract: Yes /No

Performance of the Employee in brief	Requirement of services of the employee from administrative point of view.	Whether recommended (Yes/No)	Period for which contract extension to be proposed (Max.5 years)	Remarks

**HOD**

**Director**