



**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam P.O., Thiruvananthapuram – 695 027

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**CIRCULAR**

It has been proposed to enhance the rates of remuneration paid to contract/daily wage employees in C-DIT in line with Government/C-DIT norms. The proposal is under the consideration of the Government.

In order to facilitate the fixing of enhancement rates for the staff working in various categories, it has been decided to conduct verification of the qualifications and performance assessment of the contract employees with respect to their nature of duties, tasks assigned and achievements thereof. All the concerned staff members (except those in the posts of Gardener/Helper/Driver/Light Assistant/Packing Assistant/Electrician or similar categories) are directed to fill up the Performance Assessment Proforma as circulated and submit it to office of the Registrar, duly countersigned by their Heads of Divisions/departments and the DD/Group Head as the case may be, on or before 11<sup>th</sup> November 2016. Subsequently the personal assessment interviews for all the staff will be conducted from 12.11.2016 onwards, as per the schedule to be announced.

This circular and Assessment Proforma may be downloaded from the C-DIT website ([www.cdit.org](http://www.cdit.org)).

**REGISTRAR**

To

All concerned Employees (Through Group Head/DD/HoD/Centre Managers)  
Administrative Officer/All Sr. Managers