

Office of R&D
Request for Extension of Appointment in Project

Date :

1.	Project No.				
2.	Project Title				
3.	Project Completion Due Date				
4.	Name of the employee				
5.	PF No.				
6.	Present Appointment Particulars				
	a) Mode	Ad-hoc		Selection Committee	
	b) Designation				
	c) Joining date				
	d) Date of expiry of the term				
	e) Service Record	Satisfactory		Unsatisfactory:	
	f) Any other remarks				
7.	Extension Particulars	From		To	
	Period				
8.	Whether the normal increment of 10% on Basic Pay, per month, on renewal/extension is recommended or not as per rules.	Yes ()		No ()	

Recommendations of Supervisor/HOD/PI

For Institute Projects only		For R&D Projects only	
Supdt.	AR	HOD	PI

For R&D Office Use Only

1.	Salary Enhancement	Existing		Revised as per rules	
	a) Basic				
	b) TA @ 10% on Basic (Max. Rs 2500.00)				
	c) HRA @ 20% on Basic				
	Total				
2.	Period of Extension recommended	From		To	
	Submitted	Verified	Forwarded	Recommended	Approved
	Jr. Asst (R&D)	Superintendent (R&D)	AR (R&D)	Dean, R&D	Director