**Request for Extension of Appointment made through Selection Committee**

1. Project No.  
2. Project Title  
3. Project Completion Date  
4. Name of Employee | P.F. No.  
6. Salary Range  
7. Current Salary per month | ₹ (Consolidated)  
8. Date of Joining  
9. Date of Term Expiry  
10. Justification for Extension  
11. Extension desired (Maximum one year) | From: | To:  
12. Proposed Salary | ₹ (Consolidated)  

Attach a copy of last received offer letter

Name and Signature of Head/Faculty-in-charge/Officer-in-charge

**Guidelines for Extension:**

- The maximum length of service for a project employee in a Project or several Projects shall not exceed five years.