



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

Date:

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.	
5.	Designation		Mob. 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
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For DOAD Office use

			Approved
Dealing Assistant	Dealing Assistant	Joint Registrar (DOAD)	Dean, Administration

Guidelines for Extension:

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