



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
RESEARCH AND DEVELOPMENT

REQUEST FOR EXTENSION OF APPOINTMENT IN PROJECT

1.	Project No.	
2.	Project Title	
3.	Name of the employee	
4.	PF No.	
5.	Present Appointment	
	a) Mode	Ad-hoc/through Selection Committee
	b) Designation	
	c) Current Salary per month	Rs. Basic/Consolidated
	d) Joining date	
	e) Date of Term Expiry	
6.	Justification for Extension	
	a) Service Record	Satisfactory: () / Unsatisfactory: ()
	b) Whether it is a project requirement	Yes: () No: ()
	c) Any other Comment	
7.	Extension desired	
	i) Period	From : To:
	ii) Salary per month	Rs. Basic/Consolidated
Note : Salary enhancement should be requested only after one year. If it is being requested in less than one year, a justification may be provided.		

Date :

Signature :

Name of PI : _____

For R&D Office Use

1.	Project Completion Date	
2.	Salary Enhancement	
	a) Amount	Rs.
	b) Whether Project is valid	Yes: () No
Signature of Dealing Assistant		

Recommendation

1. Extension may be approved for a period From: To:
2. Salary enhancement of Rs. _____ being given after one year, may be approved.
3. Special Remarks, if any: _____

Date :

Assistant Registrar (R&D)

Approval by DoRD

Yes/No

Date :

Dean, R&D