



**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	Jr. Supdt./ Supdt.	Asst. Registrar (Admin.)	Deputy Registrar (Admin.)	Dean, Administration

**Guidelines for Extension:**

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