**Department of …………………**

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

Date:

**Submitted (Dean, Research and Consultancy)**

**Sub :** Extension of **(PROJECT STAFF DESIGNATION)** Working Tenure – Regd:-

**Ref. No.:**

Respected Sir,

With respect to the above reference, **(PROJECT STAFF NAME)** has been appointed as **(PROJECT STAFF DESIGNATION)** from **(DATE)** in the **(PROJECT AGENCY NAME)** sponsored project entitled, **“PROJECT TITLE”**. As on **(DATE)**, the duration of engagement of **(PROJECT STAFF DESIGNATION)**, completes one year of service. Extension approval is required for the further working of **(PROJECT STAFF DESIGNATION)** in the project. Hence, I request you to extend the engagement of **(PROJECT STAFF NAME)** for one more year from **(DATE)** to **(DATE)** with the consolidated monthly pay Rs. **(PROJECT STAFF SALARY)**. The fund requirements to the **(PROJECT STAFF DESIGNATION)** engagement has been approved under the manpower head in Administrative and Financial approval order for the year **(YEAR)**.

**Principal Investigator** Head of the Department

Designation,

Department,

National Institute of Technology Calicut,

Kozhikode – 673601, Kerala.

Enclosures:

1. Administrative and Financial Approval Order Copy
2. Performance Appraisal form
3. Previous appointment order