

IN-HOUSE R&D (IHRD)**Format of Requisition of Extension of IHRD Project Duration**

SL No	Particulars	Details / Information
1	Project Title:	
2	Project Leader	
3	Division	Choose Division
4	CPRI Codes:	
	a) <i>R&D Management Code no</i>	
	b) <i>Accounts Code no</i>	
	c) <i>FAS (H.O) Project ID</i>	
5	Project Outlay (Rs Lakhs)	
6	Schedule of the project:	
	a) <i>Month & Year of project sanction</i>	Choose Date
	b) <i>Date of commencement of the Project</i>	Choose Date
	c) <i>Date of closure as per the sanction of the project</i>	Choose Date
	d) <i>Extended early (if any)</i>	NA
	e) <i>Extension required up to</i>	Choose Date
7	If sponsored project, name of the sponsorer for extension of project duration (enclose copy of the approval)	
8	Financial implications due to extension of project duration:	
9	Reasons for extension (Furnish reasons / remarks):	
	a) <i>Non-availability of funds</i>	
	b) <i>Non-availability of man power</i>	
	c) <i>Delay in procurement</i>	
	d) <i>Delay due to other Unforeseen circumstances (please specify)</i>	

IN-HOUSE R&D (IHRD)**Format of Requisition of Extension of IHRD Project Duration**

10	Revised action plan:

**Signature of Project Leader
Date:**

**Signature of HOD / Joint Director
Date:**

**Signature of Additional Director / Group Head
Date:**