

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) R&D Management Code no	
	b) Accounts Code no	
	c) FAS (H.O) Project ID	
5	Project Outlay (Rs Lakhs)	
6	Schedule of the project:	
	a) Month & Year of project sanction	Choose Date
	b) Date of commencement of the Project	Choose Date
	c) Date of closure as per the sanction of the project	Choose Date
	d) Extended early (if any)	NA
	e) Extension required up to	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) Non-availability of funds	
	b) Non-availability of man power	
	c) Delay in procurement	
	d) Delay due to other Unforeseen circumstances (please specify)	

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10	Revised action plan:

**Signature of Project Leader
Date:**

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

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