



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001
दूरभाष/Tele: 01881-231146

(Research and Development)

Date :

To,

The Dean
Research & Development Section
IIT Ropar
Rupnagar, Punjab-140001

Through – DR / AR, R&D Section

Sub: Request for extension of tenure

Dear Sir,

I ,..... (name) am working as
.....(designation) on temporary basis in R&D Section of this
Institute w.e.f..... My present term is going to be completed on
.....(date). I intend to continue as I request you to
kindly extend my tenure for suitable period.

Thank you,

Yours faithfully,

Signature of Staff

Attached – Duty Performed.

Extension Recommended/ Not : _____

Remarks (if any) : _____

DR/AR (R&D)

Dean (R&D)