

EXTENSION OF PROJECT DURATION

15 copies to be sent through head of the Institution to reach nine months prior to the date of expiry of the project.

1. Name of the project
2. Name of the company/institution
3. Name of Project Leader/Co-ordinator
4. Date of start of the project
5. Scheduled date of completion of the project
6. Original objective (quoted from the proposal)
7. Original approved work programme alongwith schedule
8. Details of work done alongwith actual time schedule of work (Bar chart)
9. Reason for extention of the time period.
10. Revised Bar Chart/Pert Chart of activities alongwith justification for indicated items of time schedule.
11. Total cost of the project and expenditure incurred (Form-III).

Signature

Name

Designation