

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

No.

Date:

Proposal for Extension of Delivery Period

1.	Name of the Department	
2.	Tender Enquiry No./GeM Contract No.	
3.	Purchase/Work Order No. & Date (Copy enclosed)	
4.	Purchase Order Amount	
5.	Last date of delivery	
6.	Date of request for extension	
7.	No. of days requested for extension	
8.	Proposed last date of delivery	

Remarks of Faculty/Lab In charge/Indenter: - [Kindly tick(✓), whichever will be applicable]

1. Delivery extension without LD charges is recommended as there will be no loss and inconvenience would be incurred. []
- Or
2. Delivery extension with LD charges is recommended as per rules i.e. 0.5% per week or part of thereof upto maximum 10%. []

Faculty/Lab In charge/Indenter

Recommended with LD charges/ Recommended without LD charges.

Head of Department

Remarks, if any:

AR(S&P)

Recommended with LD charges/ Recommended without LD charges.

Joint Registrar

Approved with LD charges/ Approved without LD charges.

Registrar