



# MNS UNIVERSITY OF AGRICULTURE,

Old Shujabad Road, Multan

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No. MNS-UAM/

Dated: 00.00.0000

The Director ORIC,  
MNS University of Agriculture,  
Multan.

Subject: **REQUEST FOR RENEWAL OF ENGAGEMENT OF RESEARCH STAFF**

It is apprised that undersigned has been executing following research project at MNSUAM.

- Project Title:
- Funding Agency:
- Project Start-End Date:

The following research staff was engaged in the research project to perform various project activities. He /She has requested (copy attached) for further extension in engagement as research staff.

S.#	Items	Details
1.	Name of research staff	
2.	Designation (Research Assistant/Research Associate/Project Officer/Studentship) etc.	
3.	Period of 1 <sup>st</sup> Engagement (From-To)	
4.	Period of existing/last Engagement (From-To)	
5.	Offer Letter/Office Orders/Joining Notification (Number & Date) (Copy attached)	
6.	Existing Pay/Remuneration (Rs.)	
7.	Engagement Type (Extendable/Non-Extendable)	

The requisite information for processing the extension in engagement period of aforementioned research staff is reproduced hereunder for ready reference.

1.	Extended period of Engagement (From-To)	
2.	Budget Availability status for extended period (copy of approved budget attached)	
3.	Annual Increment (applicable and recommended /not applicable)	

4.	Terms and conditions (Existing/Modified)	
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The work and conduct of aforementioned research staff has remained satisfactory during the existing engagement. It is recommended that period of his/her engagement may kindly be extended on existing terms and conditions for smooth execution of remaining project activities.

**Principal Investigator/  
Project Manger**