**Application**

To,  
The Head of department,  
Admin office,  
VRDE, DRDO Ahmednagar

Subject: Request for Extension of Time to Submit Documents

Sir/Madam,

At the time of my joining on 24th July 2025, I had given a self-declaration to submit my corrected medical certificate and third semester name correction documents within two months.

However, due to some unavoidable delays, I have not been able to gather the corrected documents within the given time. I sincerely request your kind understanding and permission to extend the submission deadline. I assure you that I will submit all the required documents positively by 30th October 2025.

Thank you for your support and consideration.

Yours faithfully,  
Rohan anil darve, JRF ITSG   
Employee Code: 147