

**To  
The Director  
Education (Higher) Department,  
Government of Tripura.**

**Subject:-Renewal of Stipend.**

Sir,

With reference to the subject cited above, I beg to request you kindly to renew my stipend/book-grant for the period from \_\_\_\_\_ to \_\_\_\_\_. Necessary information is furnished below:-

- i) I received an amount of Rs. \_\_\_\_\_ being NEC stipend and book-grant for the period from \_\_\_\_\_ to \_\_\_\_\_.
- ii) I am not in receipt of financial assistance from any other source (This does not apply to National/ State Merit Scholarships).
- iii) I have passed \_\_\_\_\_ Semester/ Year and I have now been promoted to \_\_\_\_\_ Semester/ Year (Attested copy of Mark-sheet is enclosed).
- iv) The original date of commencement of the course was \_\_\_\_\_ and the normal date of completion of the course is \_\_\_\_\_. The course is a One / Two/ Three/ Four/ Four and Half/ Five year Course (Cross whichever is not applicable). The information given here should tally with that given the original application for stipend and book-grant failing which the application is liable to be rejected.
- v) I have not failed/ not been detained in \_\_\_\_\_ term semester/ year.
- vi) All above information is correct to the best of my knowledge. If any information given here is found to be false I undertake to refund any amount of stipend and book-grant given to me for the period in which I have failed/been detained and would be liable for any other action under the law of the land.
- vii) Student S.B.I A/C No. \_\_\_\_\_  
(copy of S.B.I passbook is enclosed)

Yours faithfully,

Signature and Full name of the candidate  
With present, address.

\_\_\_\_\_  
\_\_\_\_\_

**PARTICULARS TO BE FILLED IN BY THE HEAD OF INSTITUTION**

(CANDIDATE SHOULD NOT WRITE ANYTHING IN THIS SECTION)

1. This is to certify that Shri/Smt. \_\_\_\_\_, a student of this Institute studying \_\_\_\_\_ course (Specify subject) is promoted /passed to \_\_\_\_\_ (Name of the semester/year \_\_\_\_\_) and the information furnished by him/ her is correct. Recommended for renewal of stipend.

(Signature)

Principal/Registrar/Dean or any  
Other officer authorized to certify  
(SEAL) with Pin Code No. \_\_\_\_\_

Date \_\_\_\_\_

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2. EXTENSION\*

Shri/ Smt. \_\_\_\_\_ is a scholar in this Institution and is studying \_\_\_\_\_ Course. He/ She was admitted to this course on \_\_\_\_\_. The Institution / University was unable to complete the stipulated course of study within the specified time period due to \_\_\_\_\_ reasons. I confirm that Shri/ Smt. \_\_\_\_\_ has not failed/ detained in any of the examinations. Extension sought for is not due to any fault of the candidate. Recommended, therefore, the extension of stipend be granted up to \_\_\_\_\_.

(Signature)

Principal/Registrar/Dean or any  
Other officer authorized to certify  
(SEAL) with Pin Code No. \_\_\_\_\_

Date \_\_\_\_\_

\*Strike out if not applicable

IMPORTANT

1. If the candidate is unsuccessful / failed during his/her course of study and is detained in the same class, his/her renewal case will not be considered under any circumstances.
2. Research student must submit a Progress Report from his/her Guide/Supervisor.
3. FOR FINAL YEAR RENEWAL, HEADS OF INSTITUTIONS ARE REQUESTED TO KINDLY INDICATE THE DEEMED DATE OF COMPLETION OF THE COURSE.
4. All correspondence should be made with the Director, Department of \_\_\_\_\_

\_\_\_\_\_ Govt. of \_\_\_\_\_