

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) Students Bank A/C No. _____
(copy of Bank passbook is enclosed)

Yours faithfully,

Signature and Full name of the candidate
With 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 _____

PARTICULARS TO BE FILLED IN BY THE HEAD OF INSTITUTION

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

BENEFICIARY DETAILS

1. BENEFICIARY NAME:-

2. DATE OF BIRTH:-

(Attached copy of Birth Certificate/Madhyamik Admit Card.)

3. FATHER'S NAME:-

4. PERMANENT ADDRESS:-

5. RATION CARD 12 digit NO:-

(Attached copy Ration Card)

6. BENEFICIARY AADHAAR NO:-

(Copy Attached)

7. BENEFICIARY PAN CARD NO:-

(Copy Attached)

8. BENEFICIARY BANK NAME:-

9. BANK BRANCH NAME:-

10. BENEFICIARY BANK IFSC CODE:-

11. BANK ACCOUNT NUMBER:-

(Attached copy of Bank Passbook)

12. BENEFICIARY E-MAIL ID:-

13. BENEFICIARY MOBILE NO:-

14. 1ST ADMISSION DATE:-

& EXPECTED COMPLETION DATE:-

15. DATE OF JOINING INTO THE CURRENT CLASS OF THE BENEFICIARY:-

(For Renewal students only)

16. NAME OF THE STIPEND SCHEME:- NEC MERIT SCHOLARSHIP

BENEFICIARY SIGNATURE