

ANNEXURE-VII

**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 Scholarship).
- 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 & Half/ Five Years course. (Cross whichever is not applicable). The information given here should tally with that given in the original application for stipend and book-grant falling which the application is to be rejected.
- v) I have not failed / not been detailed 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) Nearest S.B.I Branch Name of the College _____ and S.B.I Code No. _____.

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 THE SECTION)

This is to certify that Sri/Smti/Kum _____ a student of this institute Studying _____ cours (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. _____

Dated _____.

PARTICULARS TO BE FILLED IN BY THE HEAD OF INSTITUTION

2. EXTENSION*

Shri/Smti/Kumari _____ 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 due to _____ reasons. I confirm that Shri/Smti/Kumari _____ 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 grant upto _____.

(Signature)

Principal/Registrar/Dean or any other
Officer authorized to certify
(SEAL) with Pin-Code No. _____

Dated _____.

*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.
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 _____