

To

The Director (Manpower Development),
North Eastern Council,
Shillong-793001.

Sub: 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.

Yours faithfully,

Signature and Full name
of the candidate with present address.

Date _____

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/Smti./Kum. _____
_____, 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 authorised to Certify.

Date _____

(S E A L)

2. EXTENSION*

Shri/ Smti. _____ 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/
Smti. _____ 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 authorised to Certify.

Date _____

(S E A L)

*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 (Manpower Development), North Eastern Council, Shillong-793001.