To, Date :

The Registrar

BIT Mesra

Ranchi – 835215

Subject: Regarding exception report of Continuation / HRA / Contingency for UGC portal.

Through: HOD of Department, DRIE

Respected Sir,

I, (Name of student), Roll no : , am a research scholar in the **Department of** awarded with (**Name of Scheme**) ( **along with Scheme ID, year & date**).

(Please provide the explanation for the same along with the period).

For this, I will be highly obliged to you.

Thanking you

Yours sincerely,

Name of student

Roll no:

Student ID of Scheme:

 Forwarded:

(Signature of Supervisor)

Forwarded:

(Signature of HOD)

Forwarded:

(Signature of DRIE)