To Date:…../……/202…

The Dean (RIE)

Birla Institute of Technology

Sub: Request for Updating the Canara bank web portal for enhancement HRA.

Respected Sir,

I, …………………………, Roll No : ……………………. a research scholar in the **Department of**………………..……….awarded with………………….……………………… (please write fellowship scheme along with Ref. No, year and date).

I request you to update the Canara bank portal for 18% of HRA due to the increment in fellowship from Rs.35000/- to Rs. 42000/-. The period of HRA is From 01/01/2023 to / / 2023

Therefore, I request you to kindly endorse the same at your earliest convenience.

With kind regards

Your sincerely

Signature:

Name of the student:

Roll No:

Student ID allotted in the Scheme:

Contact No:

(Counter signed by Supervisor) (Forwarding of the HOD)

Deputy Registrar (AAC) Dean of RIE