To Date:…../……/202…

The Registrar

Birla Institute of Technology

Sub: Request for endorsement in Continuation & HRA certificates for the month of……………………….202…

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 am submitting my Continuation & HRA certificates in desired formats for the month of…………………..202….for your kind consideration.

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 & HR SRC) Dean of RIE