

IIT Guwahati- 781039

Date: / /

To,
The Head of the Department,
Department of Mechanical Engineering,
IIT Guwahati.

(Through proper channel)

Subject: Application for financial assistance from the department.

Respected Sir,

I, bearing roll number pursuing PhD program under supervision of in the Department of Mechanical Engineering. I have completed five years of PhD in/...../..... and my fellowship has been stopped. In addition, I am not receiving any financial support from other sources such as projects etc. So, I need financial assistance from the department, which will help me to pay the registration fees or mess fees for this semester.

So, I there fore, request you to kindly approve my request for financial assistance and oblige me thereby.

- **Synopsis presentation date:**
- **Tentative date of thesis submission:**.....
- **Financial assistance received from department:**to

Thanking you,

Yours faithfully,

Name:
Roll no:
Department of Mechanical Engineering

Details required:

Bank Acc. No.:
IFSC code:
Contact number:
Email id:

Forwarded by: