



DEPARTMENT OF \_\_\_\_\_  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Request for Processing Pending Stipend (HTTA) Claims  
for the month of \_\_\_\_\_ 20\_\_.

To

Dean (Academic)  
National Institute of Technology,  
Tiruchirappalli – 620 015.

**Sub: Request for Processing Pending Stipend (HTTA) Claims - reg**

The department has submitted the stipend claim for the month of \_\_\_\_\_. However, the following M.Tech. student(s) submitted their HTTA claim after the stipend claim for the previous month had already been processed. Upon verification of the submitted documents, they have been found eligible to receive the stipend for the previous month.

Sl. No.	Specialization	Roll Number	Name	Attendance (After considering justified absences in the FRS)		Number of days (For the claim)
				Days	Percentage	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

It is requested that the stipend claims be kindly processed and disbursed to the students along with the stipend for the next month.

**Head of the department**