



DEPARTMENT OF _____
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Request for Processing Pending Stipend (HTRA) Claims
for the month of _____ 20__.

To

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

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

The department has submitted the stipend claim for the month of _____. However, the following Ph.D. scholar(s) submitted their HTRA 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.	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 scholars along with the stipend for the next month.

Head of the department