

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 therefore, request you to kindly approve my request for financial assistance and oblige me thereby.

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

Thanking you,

Yours faithfully,

Name:  
Roll no:  
Department of Mechanical Engineering

**Details required:**

**Forwarded by: (Supervisor)**

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