

To,  
The Dean  
SC&SS, JNU  
NEW Delhi-110067

Date: .....

Subject: Request for attestation/verification of the document(s) regarding.

Dear Sir,

I am submitting the following documents for verification/attestation at your end before submitting the same to the finance branch of the University.

1	Registration No.		
2	Personal File No.		
3	Name of the Fellowship		
4	Date of Award of the Fellowship		
5	Fellowship Amount	Period	Amount
6	Contingency Amount	Period	Amount
7	Continuation Certificate	Period	
8	Half Yearly/Yearly progress Report	Period	
9	H.R.A Certificate & Undertaking	Period	Amount
10	Part-A (Institutional Release of Grants)	Period	Amount
11	Part-B (Individual Release of Grants)	Period	Amount
12	Form for Submitting Accounts of Contingency Grants and the Utilization Certificate	Period	Amount
13	Miscellaneous (Joining Report/Annexures, Documents Verification Forms, etc.)	Details	

It is requested that kindly arrange to hand-over the same to me after necessary attestation/verification of the documents.

Thanking you,

Yours faithfully,

(Signature of Supervisor)

(Signature)

Name:

Contact No.:

Email Address: