Date : _____

To,
The Controller of Examinations,
Central University of Jharkhand, Ranchi.

Subject : Application for Temporary Withdrawal from Ph.D. Programme.

Dear Sir/Madam,

I, _____ son/daughter of _____ having Registration No. _____ admitted in Ph.D. programme of the Department of _____ under the supervision of Dr./Prof._____am requesting for Temporary Withdrawal from Ph.D. Programme on _____ (Professional / Medical / Maternity) grounds.

The details of my research during the residential period are as under:

Sl.	Requirements	YES/ NO (with documents)	Remarks
1	Request Letter (with date) of Ph.D. Scholar for Temporary Withdrawal (forwarded by Supervisor) submitted to the HoD/RAC Chairperson, clearly mentioning the dates of withdrawal duration		
2	Completion of Mandatory Residential Period of two years		
3	Appointment Letter / Medical Reports		
4	Six Monthly Progress report + RAC MoM from date of joining to present		
5	RAC recommendation (original) clearly mentioning the dates of withdrawal duration (from_____ to_____)		
6	DRC recommendation (original) clearly mentioning the dates of withdrawal duration (from_____ to_____)		
7	Fee receipts of all semesters from date of joining to present		

(Signature of Scholar with Date)
Name:_____
Reg. No.: _____
Mobile: _____
Email: _____

Comment / Recommendation of Supervisor (with signature and date)	
Forwarding by RAC Chairperson / HoD (with seal, signature and date)	

List of Enclosures (as mentioned in application):

1.
2.
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4.
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