Date : _____

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

Subject : Application for Upgradation from JRF to SRF.

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 upgradation of my fellowship status from JRF to SRF.

The details relating to upgradation are as under:

Sl.	Essential Requirements	YES/ NO (with documents)	Remarks
1	Request Letter (with date) of Ph.D. Scholar (forwarded by Supervisor) for upgradation, submitted to the HoD/RAC Chairperson		
2	Copy of Fellowship Award Letter		
3	Format of Upgradation from JRF to SRF (as per applicable funding agency)		
4	(Six Monthly Progress Report + RAC MoM) from date of joining to present		
5	RAC recommendation (original) concerning upgradation from JRF to SRF, mentioning the effective date of upgradation		
6	DRC recommendation (original) concerning upgradation from JRF to SRF, mentioning the effective date of upgradation		

(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)	

Enclosures (as mentioned in application):

1.
2.
3.
4.
5.
6.