

To

Date: 01-10-2025

The Registrar
IIT (BHU) Varanasi

Subject: Request for Release of Office Development Fund

Dear Sir,

I wish to submit that I have recently joined the Department of Mechanical Engineering as an Assistant Professor on **16 June 2025**. As per institute provisions, newly joined faculty members are entitled to an **Office Development Fund** to support initial setup and academic activities.

In this regard, I request you to initiate the release of the Office Development Fund in my favour at the earliest. This will greatly help me in effectively setting up my office and carrying out academic responsibilities smoothly.

Thanking you

Surendra Verma, PhD
Assistant Professor
Department of Mechanical Engineering
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