

FORM OF APPLICATION FOR REFUND OF ADMISSION FEE.

E/E-

NOTE:--(1) All the columns must be filled in correctly and accurately (2) Incomplete form will not be entertained. (3) This form is only for those candidates whose fees and admission forms have been submitted to the Board but their names have been withdrawn on account of ineligibility to appear in the examination. (4) For each (ANNUAL/SUPPLY) examination separate form must be used. (5) Names of all candidates whose candidature has been withdrawn and whose fee is refundable under the rules, should be included in this form. Please use separate form for each Group. (6) Total number of candidates whose admission fee was deposited

To,
 THE CONTROLLER OF EXAMINATIONS, BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, GURANWALA.

Sir,

I request you to refund the admission fee of the candidate/s whose name/s and particulars are given below. The name/s of this/these candidate/s was/were withdrawn as he/she/they/ was/were ineligible on account of the reason mentioned against each Vide my letter No.....dated.....(Form No.S.E/E-17)
PART I/INTERMEDIATE (ANNUAL/SUPPLY) Examination' 19

Serial No	Name of candidate/s	Father's Name	Roll No.	Subjects offered	Amount of Fee paid	Name of the Bank Challan No. and Date	Initial of Asstt. Finance in token of verification	Amount claimed as refund	Reason for withdrawal (see rules overleaf)
1									
2									
3									
4									
5									
6									
7									
8									

Total No. of candidates in whose favour refund is claimed (in words) Total amount claimed as refund (in words) Rupees

I certify that the above statement is correct and that no Roll No. Slip/Enrolment No. was issued to the candidate/s.

Reference No

Yours obediently,

Dated

PRINCIPAL

This column is for office use.

OFFICE REPORT
SECTION

Dealing Clerk.

Admission Fee may be refunded, if received.

Assistant

Office Supdt.

Secretary/Controller of Examinations.

Branch Officer

To be filled in by the Finance Branch

Amount	Rs.
Deduction	Rs.
Service charges	Rs.
Balance	Rs.

Passed for payment of Rs.....Ps.....

Rs

Head of Account

Budget Allotment

Rs.....

Amount of the Bill

Rs.....

Upto-date expenditure

(including the amount of
this bill).

Rs.....

Balance available

Rs.....

Deputy Secretary (Finance)

Budget Clerk

Assistant-Budget

PAY ORDER

Passed for Payment of Rs.....Ps.....

Rupees (in words)

Pay Rs.

Rupees (in Words)

Cheque No.....Dated.....

Asstt Auditor

Audit Officer

Deputy Secretary (Finance)

RULES REGARDING REFUND OF ADMISSION FEE

Admission fee is refundable only :-

1. (i) if a candidate's name has been withdrawn due to shortage of attendances provided his/her name is sent up provisionally and withdrawn seven days before the commencement of the examination;
- (ii) if the name of a candidate has been submitted by the Head of the institution, but later has/her attendances run short of the required percentage; provided the name has been withdrawn seven days before the commencement of the examination;
- (iii) if a candidate dies before the commencement of the examination and a Succession Certificate of legal heirs is submitted alongwith the claim for refund of fee
- (iv) if fee is paid in excess of the actual dues;
- (v) if a candidate is declared ineligible to appear in the examination.
2. A claim for refund of any fee, if permissible under the rules, must be made on the prescribed form, which should reach the Board's office within one year after the fee is deposited.
3. If admission fee is paid, but the admission form is not submitted and accordingly, the candidate does not take the examination, a deduction of 25 0/0 shall be made from the amount paid as admission fee.
4. Fees which are refundable under the rules, are not adjustable towards any previous or future account.