

Board of Intermediate & Secondary Education, Rawalpindi

APPLICATION FOR REFUND OF FEE

(PLEASE FILL IN THIS FORM WITH YOUR OWN HAND-WRITING IN CAPITAL LETTERS).

NATURE OF FEE: (to be refunded) 1) **ADMISSION FEE** 2) **EXCESS FEE** 3) **WRONGLY DEPOSITED FEE**

EXAMINATION: 1) SSC (Part-I/II) 2) INTERMEDIATE (Part-I/II) 3) ANY OTHER EXAM: _____

Roll No. (if any) _____ Year _____ (Annual/Supplementary) _____

DATE OF BIRTH (in figures) _____ (In words) _____

| | | |
|--|-----|----|
| HAVE YOU SUBMITTED ADMISSION FORM AFTER DEPOSITING THE FEE | YES | NO |
|--|-----|----|

MENTION WHY HAVE YOU NOT SUBMITTED THE ADMISSION FORM AFTER DEPOSITING THE FEE

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|---|-----|-------|
| IF SUBMITTED ADMISSION FORM MENTION BY HAND / REGISTERED POST / UMS / TCS | NO. | DATED |
| | | |

| | |
|---|--|
| NAME OF POST OFFICE / OFFICE OF CARRIER SERVICE | |
|---|--|

| | | |
|--|-----|----|
| HAVE YOUR ADMISSION FORM BEEN REJECTED BY THE BOARD OFFICE | YES | NO |
|--|-----|----|

| | | | |
|----------------------------------|--------------------|------------|-------|
| IF SO MENTION BOARD'S LETTER NO. | ADMISSION FORM NO. | LETTER NO. | DATED |
| | | | |

| | |
|-----------------------------|--|
| PROPOSED EXAMINATION CENTRE | |
|-----------------------------|--|

| GROUP | SCIENCE GENERAL | HUMANITIES GEN. SCIENCE | PRE- MEDICAL PRE- ENGG. | COMMERCE ANY OTHER |
|-------|-----------------|-------------------------|-------------------------|--------------------|
|-------|-----------------|-------------------------|-------------------------|--------------------|

| | |
|------------------|--|
| CANDIDATE'S NAME | |
|------------------|--|

| | |
|---------------|--|
| FATHER'S NAME | |
|---------------|--|

| | |
|----------------------------|-------------------------|
| CANDIDATE'S NAME (in Urdu) | FATHER'S NAME (in Urdu) |
|----------------------------|-------------------------|

| | |
|---------------------------|--|
| REGISTRATION NO. (if any) | |
|---------------------------|--|

| | |
|---------|--|
| ADDRESS | |
|---------|--|

| | |
|--------------------------|--|
| REASON FOR REFUND OF FEE | |
|--------------------------|--|

BANK CHALLAN NO. _____ DATED _____ RS. _____
NAME OF BANK _____

MONEY ORDER NO. _____ DATED _____ RS. _____
NAME OF POST OFFICE _____

SIGNATURE OF THE CANDIDATE (in English) _____ (in Urdu) _____
(thumb impression) _____

TO BE FILLED IN BY THE (BUDGET SECTION) FINANCE BRANCH

Verified that a fee of Rs. _____ (in words) _____ has been received vide Bank Challan No. _____

Dated _____ vide B.C. Register No. _____ Page _____ Serial No. _____

Dealing Clerk

Assistant

Superintendent

RULES AND REGULATIONS REFUND OF FEE

1. Application for refund of fee will be entertained only if the Board has declared the applicant ineligible to appear in the examination. The letter issued by the Board must be attached with the application
2. Fee of a candidate who dies before the commencement of the examination will also be refundable. In such a case attested copy of death certificate and a certificate of legal heir/s duly attested by a class one magistrate will be submitted.
3. Admission fee/late fee deposited in excess will also be refundable.
4. A fee will be refundable within one year after depositing. Application must be made on the prescribed form. A deduction of 25% will be made.
5. The Fee is non-transferable for any other examination of the Board.
6. Fee deposited for getting a duplicate certificate, and enrolment fee is non-refundable and non-transferable.
7. Amount deposited in excess of the prescribed fee is refundable.
8. A fee meant for any other Board or institution but deposited in the Rawalpindi Board through mistake, is also refundable.

(To be filled in by the office)

Application for refund of Fee was received in the Board office:
No. _____ Dated _____

REPORT OF THE EXAMINATION BRANCH

(Report on the refund of fee application of candidate)

It is submitted that the candidate whose particulars are mentioned overleaf submitted/not submitted his Admission Form for SSC/Intermediate (Annual/Supplementary), Examination, _____

- i) The candidate was allotted Roll No. and appeared/passed the examination and remitted extra examination fee.
- ii) The candidate was not eligible to take the examination.
- iii) The candidate has remitted the fee but not submitted his admission form.
- iv) The candidate has remitted his fee wrongly because he/she has to take the examination in other Board / University / Institution.
- v) The candidate's Admission Form was rejected by the office vide letter No. _____ dated _____ therefore the fee is refundable.

His/Her fee may be refunded if permissible under the rules.

Signature of official Assistant Superintendent Controller of Examination Secretary

Dealing Clerk Assistant Superintendent Branch Officer

PAY ORDER BY THE FINANCE BRANCH

| <i>Passed for Payment</i> | | | |
|---------------------------|------------------|------------|----------------|
| Rs. (in figures) | | | |
| Rs. (in words) | | | |
| | | | |
| <i>Dealing Clerk</i> | <i>Assistant</i> | <i>OSF</i> | <i>ASF/DSF</i> |

PAY ORDER BY THE AUDIT BRANCH

| <i>Passed for Payment</i> | | |
|---------------------------|------------|----------------------|
| Rs. (in figures) | | |
| Rs. (in words) | | |
| | | |
| <i>Auditor</i> | <i>OSA</i> | <i>Audit Officer</i> |