



THE UNIVERSITY OF KASHMIR, SRINAGAR

FORM OF APPLICATION FOR REFUND/ RESERVATION OF EXAMINATION FEE

Note: 1) All columns must e filled in correctly; 2) If this form is submitted in an incomplete form, it will not be entertained;
3) For each examination separate form must be used.

To ,
The Controller of Examinations,
University of Kashmir,
Srinagar.

Sir,
I request you to refund the examination fee (s) of the candidate (s) whose name (s) and particulars are given below:

S. No.	Name of the candidate With parentage & full Address in case of Private candidate	University Registration No.	Roll No if allotted	Name of the Examination With year & session	Subjects offered	Amount Of fee paid	University Receipt NO. & Date under which The fee paid	Initials of Cashier in token Of verification	Amount Claimed as refund	Reason for withdrawal
								Permission to Fee		
								Marks Fee		
								Admission Fee		
								Late Fee		

Note:- In the case of private candidate the authority who signed
Permission-Cum-Admission form shall sign this form

Reference No _____

Dated _____

Received payment

Sig. of the Candidate

I certify that above statement is correct

Yours faithfully

Signature of the concerned

- i) Principal of the College
- ii) Head of the P. G. Department
- iii) Gazetted Officer
- iv) Candidate (if applied as a private candidate)

CERTIFICATE BY THE EXAMINATION SECTION

The reasons given overleaf in each case have been verified and found correct. The fee paid by the candidate concerned is refundable/ adjustable towards the

Subsequent session, under statute _____ given on page _____ of the University Calendar, 1972

REASONS OF REFUND

Dealing Assistant	Head Asstt.	Section Officer	Asstt./Dy. Controller of Examinations
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Refund/ reservation of Rs _____ (Less by Rs. 50.00 as permission fee)

In words _____ is sanctioned as recommended above.

Controller of Examinations

TO BE FILLED BY THE ACCOUNTS BRANCH

Report of Account Section

Accountant/ Cashier

PAY ORDER

Pay Rs _____ (Rupees _____)

Budget Head (_____) Credit

i) Admission Fee Rs _____ ii) Marks Fee Rs _____ iii) Late Fee Rs _____

iv) Permission Fee Rs _____ Total Rs _____

Accountant	A. R. (Accts.)	C. A. O.	Registrar
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RULES REGARDING REFUND/ RESERVATION OF EXAMINATION FEE

Admission fee is refundable only :

A) When a candidate dies before the commencement of the examination or He/ She finishes the examination, the fee is either case is refundable to his/ her legal heirs.