

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION RAWALPINDI**APPLICATION FORM FOR FEE REFUND (PUBLIC & PRIVATE INSTITUTIONS)**

To,

The Secretary,

Board of Intermediate and Secondary Education,

Rawalpindi.

SUBJECT: REQUEST FOR REFUND OF EXAMINATION FEE/OTHER FEE 1ST/2ND ANNUAL 20

I request you to refund the _____ fee of the candidates whose names and particulars are given below. The names of this/these candidates was/were withdrawn as he/she/they was/were ineligible on account of the reason mentioned below against each vide my Letter No _____ Dated _____.

S.No.	Name of Candidates	School Roll No.	Subject offered	Deposited Fee	Bank Challan No & Date	Amount claimed as refund
1						
2						
3						
4						
5						

Signature, Stamp and Cell No of Head's Institution

Your's Obediently,

(FOR OFFICE USE ONLY)**REPORT BY THE EXAMINATION BRANCH: -**

Dealing Official

Office Superintendent

Assistant Controller Examination (I-II)

SIGNATURE OF THE
CONTROLLER OF EXAMINATION

SIGNATURE OF THE SECRETARY BOARD

For Finance Branch	For Audit Branch
Fee Rs. _____	Fee Rs. _____
(In words) _____	(In words) _____
Dealing Official	Auditor
O. S. F	O. S. A
A. S. F	Audit Officer

Note: Board Rules for Fee Refund See on 2nd Page

CHEQUE NO: _____

BOARD RULES REGARDING FEE REFUND (PUBLIC & PRIVATE) INSTITUTIONS.

1. If a candidate's name has been withdrawn due to shortage of attendance provided his/her name is sent up provisionally and withdrawn ten days before the commencement of the examination. Fee is refundable.
2. If a candidate dies before the commencement of the examination. Fee is refundable after fulfil the cordial formalities.
3. If a candidate is declared ineligible to appear in an Examination reported by the Board (Examination Branches). Fee is refundable after deduction of Rs.50/- as service charges.
4. No application for refund of fee shall be entertained after the expiry of one year from the date of deposited fee provided and Fee refund shall be made after the declaration of the result.
5. Fees are refundable under the rules are not adjustable towards any previous or further Examinations.
6. Rechecking (Answer sheets) Fee refund, if mistake found will be paid in cash at the time of receiving revised result card and deduction will be made Rs.50/- (Each Answer Sheet) for covering services charges.
7. Any kind of refund fee are permissible under the Rules will be paid after deduction of Rs.50/- to cover the services charges.
8. Fee deposited for correction/change in name/father name and date of birth will not be refunded even if the application is not accepted.
9. Any certificates and registration fee shall not be refunded or adjusted any other account.
10. In case the amount paid in the Board's funds erroneously or is in excess of the amount due from the Candidates as admission fee or late fee as the case may be refunded after deduction of Rs.100/- as service charges.

NOTE: NO FEE REFUND APPLICATION WILL BE RECEIVED WITHOUT PRESCRIBE APPLICATION FORM ALONG WITH REQUIRED DOCUMENTS.



Assistant Secretary Finance
For Secretary