

**BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN.**  
**(For Private Candidates Only)**

F-48, A

Form of application for refund of fee for Examination Fee, Excess Fee etc. \_\_\_\_\_

N.B. Please Underline nature of the fee claimed.

To

The Treasurer,  
Bahauddin Zakariya University,  
Multan.

**ضروری ہدایات**  
اس ریٹرن فارم کو پُر کر کے درج ذیل کاغذات فارم کے ساتھ لف کریں اور فارم اسٹینٹ کنٹرولر امتحانات کو ارسال کریں  
1۔ اپنے شناختی کارڈ کی کاپی  
2۔ شعبہ امتحانات سے جاری شدہ ناپی کا اصل خط  
3۔ نج شدہ اصل بینک چالان  
4۔ اپنے دستخط کردہ افسر سے تصدیق شدہ

Sir,

I have the honour to request you kindly to refund the sum of Rs. \_\_\_\_\_

paid \_\_\_\_\_ Examination \_\_\_\_\_.

The necessary particulars are given below:-

1. Name of Examination \_\_\_\_\_ Year and Session \_\_\_\_\_
2. Roll No. \_\_\_\_\_ 3. Registration No. \_\_\_\_\_
4. District from which appeared / applied \_\_\_\_\_
5. Subject taken up \_\_\_\_\_
6. Amount of fee paid Rs. \_\_\_\_\_ 7. Amount claimed as refund Rs. \_\_\_\_\_
8. University Bank Challan No. \_\_\_\_\_ Dated \_\_\_\_\_
9. Name of Bank & Branch \_\_\_\_\_
10. Reason for claiming refund and reference No. \_\_\_\_\_

Signature of the applicant \_\_\_\_\_

Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

Dated \_\_\_\_\_

**REFUND RULES**

**REFUND OF FEE SHALL BE ALLOWED:**

- i) When a candidate is found to be ineligible to appear in the examination concerned in accordance with University Regulations (Original Ineligible letter must be attached with this form).
- ii) When a candidate dies before the commencement of the Examination (Death and legal heir certificate duly attested by a 1st Class Magistrate must be attached with the refund form).
- iii) If the amount paid in excess of prescribed Fee.
- iv) If the amount is deposited wrongly in University A/C which was to be deposited in other Bank A/C or Board (BI & SE) A/C.

**THE FEE WILL NOT BE REFUNDED IN FOLLOWING CASES:**

- i) If the fee is deposited but the Admission Form was not submitted or the Admission Form was rejected by the Examination Branch.
- ii) The fee deposited on the title Registration Fee, Enrolment Fee (both Regular & Private) Correction of Name (inclusive of Father's Name) & date of birth, Duplicate Certificate Fee (inclusive of all type of Certificates). NOC/Migration Fee, Change of Examination Center, Change of Subject, Verification Fee.

**BEFORE APPLYING FOR ANY REFUND OF FEE,**

**OBSERVE THE FOLLOWING CONDITIONS.**

1. A claim for refund of fee shall be entertained only if made within one year from the date of the commencement of the respective Examination.
2. Provided further that in case of private & regular candidates, a deduction of 25% shall be made in all type of refund cases.
3. Admission fee shall be refunded after the result of respective Examination has been declared.
4. Fee refundable under the Rules are not adjustable towards any past of future A/C of Examination.

**(FOR OFFICE USE ONLY)**

**REMARKS BY THE EXAMINATION BRANCH**

Name of Candidate \_\_\_\_\_ S/O \_\_\_\_\_  
Roll No. \_\_\_\_\_ Name of Examination \_\_\_\_\_ I/II Annual Examination \_\_\_\_\_  
Institution/District \_\_\_\_\_  
Subject \_\_\_\_\_  
Date of Examination \_\_\_\_\_  
Reason for Refund of Fee \_\_\_\_\_

Deputy/Asstt. Controller (Exams.) \_\_\_\_\_ Admin. Officer / Assistant. \_\_\_\_\_ Dealing Clerk \_\_\_\_\_

**ACCOUNTS BRANCH**

A sum of Rs. \_\_\_\_\_ received vide University Bank Receipt No. \_\_\_\_\_ dated \_\_\_\_\_  
Roll No. \_\_\_\_\_ has been assigned is lying unaccounted for \_\_\_\_\_ Page No. \_\_\_\_\_  
Income Register No. \_\_\_\_\_ Budget provision exists.

Dealing Clerk / Income Compiler (A/CS Branch) \_\_\_\_\_ Incharge Income Section \_\_\_\_\_

A sum of Rs. \_\_\_\_\_ received by refunded.  
Rupees \_\_\_\_\_

Treasurer \_\_\_\_\_ Deputy Treasurer \_\_\_\_\_ A.T/A.O. \_\_\_\_\_ Refund Clerk \_\_\_\_\_

**AUDIT BRANCH**

Pre-Audited for Rs. \_\_\_\_\_  
Rupees \_\_\_\_\_  
Junior Auditor \_\_\_\_\_ Resident Auditor \_\_\_\_\_

**Mailing Address for sending Cheque**

Name: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**CHEQUE SECTION**

Pay Rs. \_\_\_\_\_  
Rupees (in words) \_\_\_\_\_  
Cheque No. \_\_\_\_\_ Dated: \_\_\_\_\_

Asstt. Treasurer / Deputy Treasurer / Treasurer