



**RULES REGARDING REFUND OF ADMISSION FEE.**

1. Admission fee is refundable only:-
  - i) If a candidate's name has been withdrawn due to shortage of attendance provided his /her name is sent up provisionally and withdrawn ten days before the commencement of the examination.
  - ii) If the name of a candidate has been submitted by the Head of institution, but latter his/her attendances run short of the required percentage; provided the name has been withdrawn ten days before the commencement of the examination.
  - iii) If a candidate dies before the commencement of the examination.
  - iv) If fee is paid in excess, the Bank Challan No. for excess amount must also be quoted.
  - v) If the candidate is declared ineligible to appear in an examination.
2. No application for refund of fee shall be entertained after the expiry of one year from the date of commencement of Examination provided further that the refund shall be made after the declaration of the result of the examination & claim for refund of fee shall be entertained if it is made on a prescribed refund form.
3. If admission fee is paid, but the admission form is not submitted and accordingly, the candidate does not take the examination provided that in such a case a deduction of 25% shall be made from the amount paid as admission fee.
4. Fees are refundable under the rules and not adjustable towards any previous or further account.

**CERTIFICATE BY THE EXAMINATION BRANCH**

SECTION \_\_\_\_\_

Admission Fee may refund, if received.

\_\_\_\_\_ **Dealing Clerk**                      \_\_\_\_\_ **Assistant**                      \_\_\_\_\_ **Superintendent**                      \_\_\_\_\_ **ACE-I/II**

\_\_\_\_\_  
**Secretary/Controller of Examinations**

**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**  
**Branch Officer**                      \_\_\_\_\_ **Assistant**                      \_\_\_\_\_ **Superintendent**

**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>