



OFFICE OF THE CONTROLLER EXAMINATIONS
HAZARA UNIVERSITY, MANSEHRA

Reason for Refund	
1.	Wrong Payment
2.	Excess Payment
3.	Ineligible
4.	Unwilling
5.	Wrong Information/ concealment of facts

REFUND PROFORMA

1. Name of candidate (Regular/Private) _____
2. Father's Name _____
3. NIC No. _____
4. Permanent Home Address _____
_____ Phone No. _____
5. Reason for refund (if any): _____
6. Documents attached with refund form for reference.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
7. The candidate has remitted Rs. _____ in words _____
_____ vide Bank Draft/Univ Receipt No. _____
dated _____ as an Examination Admission Fee.
8. Deduction if any Rs. _____ in words _____

9. Net Refundable amount Rs. _____ in words _____

10. Remarks (if any) _____

Entries from S. No. 1 to 6
Checked and found correct

Refund may be allowed

Allowed

Dealing Asstt./Supdt.

ACE

Controller of Examination

Amount of Rs. _____ mentioned at

Refund of Rs _____ may please

Allowed

S.No. _____ book No. _____ be allowed

Verification Asstt.

Accountant

Account Officer

Amount of Rs. _____ may be refunded

Refund of Rs. _____ is allowed

Junior Auditor

Audit Office

