

## Annexure-IX

**Himachal Pradesh University,  
Summer Hill, Shimla.5.**

**APPLICATION FOR REFUND OF EXAMINATION FEE**

Refund of fees will be remitted strictly in accordance with the rules and regulations in force

The Registrar  
Himachal Pradesh University,  
Summer Hill, Shimla - 5.

Sir,

Kindly refund a sum of Rs. \_\_\_\_\_ only remitted by me to your office as per particulars given below:

**PARTICULARS**

Name of the applicant (in block letters) \_\_\_\_\_

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

Name of examination \_\_\_\_\_ year & month \_\_\_\_\_

University Roll No. \_\_\_\_\_

Registration No., if any \_\_\_\_\_

Institution from which appeared for college candidates only.

Subjects taken

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

Amount paid Rs. \_\_\_\_\_

University Receipt No. \_\_\_\_\_ and date (if fee was sent) direct receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Note : Application will not be entertained unless University fee receipt No. mentioned.

Reasons for claiming refund and the reference letter No. \_\_\_\_\_

Yours faithfully,

Signature of the candidate  
Full Address \_\_\_\_\_

To be filled in by the University office remarks by the Examination Branch \_\_\_\_\_

Certified that:

He/se was eligible to appear in the examination Roll No. \_\_\_\_\_ was issued and as such the refund is nor genuine.

He/She was declared ineligible on account of re-evaluation of his/her script in which he/she passed therefore genuine.

He/She was declared ineligible on account of non-receipt fulfillment of eligibility condition and therefore the refund is genuine.

Letter No. \_\_\_\_\_ dated \_\_\_\_\_

University receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Section Officer (Examination) Deputy Registrar (Examinations)

1. Account Section. Bill No. \_\_\_\_\_ dated \_\_\_\_\_ Compilation Section. Fee of Rs. \_\_\_\_\_ received vide University receipt No. \_\_\_\_\_ dated \_\_\_\_\_ in respect of Sh./Ms. \_\_\_\_\_ is lying unaccounted for Section officer (Compilation) Signature of the verification Clerk Cash Section. Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ only prepared for Rs. \_\_\_\_\_.