

**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
Sector H-8/4, Islamabad**

Reporting Branch \_\_\_\_\_

Dated \_\_\_\_\_

**REQUEST FOR REFUND OF FEE**

Bank draft/Bank challan \_\_\_\_\_ Dated \_\_\_\_\_ Rs. \_\_\_\_\_

Rupees (in words) \_\_\_\_\_

Amount to be Refunded Rs. \_\_\_\_\_ (in words) \_\_\_\_\_

Deposited by \_\_\_\_\_

For the Purpose \_\_\_\_\_

Reason for Refund of Bank Challan/Draft \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Signature  
Contact No \_\_\_\_\_

FOR OFFICIAL USE ONLY
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Recommendation: **Service has not been provided, therefore the above said fee is recommended to be refunded.**

**Dealing Assistant****Superintendent****Sectional Head/HOD**

Bank draft/ Challan has been deposited into Board's account No. \_\_\_\_\_

Through Bank Challan No \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_

Credited date \_\_\_\_\_

Remarks (if any): \_\_\_\_\_

**Dealing Assistant****Accountant****AS (F)****DS(F)**

An amount of Rs. \_\_\_\_\_ may be approved on account of refund of fee after deduction service charges, please.

**Secretary**

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DS(F)

Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_

Received by \_\_\_\_\_

**Accounts Assistant****Accountant**

Note: Amount less than Rs 500/- should be not refunded. It is, therefore, requested that application should not be submitted for refund of fee where amount is less than Rs 500/-