

PROFORMA

Adjustment of fee in case of upgradation of candidate for admission

SECTION - A: To be filled by the department/centre/faculty from where admission of student is canceled

The admission of Mr./Ms./Mrs./..... has been canceled from the the program of Faculty/Department His/her fee of Rs./- was deposited vide Receipt Id Copy of fee slip is enclosed.

.....
(Signature with Stamp)
HOD/Director/Dean
Admission Canceling
Dept/Centre/Faculty

SECTION - B: To be filled by the department/centre/faculty where the student is being admitted

In response to the admission notice of Controller of Examinations, JMI, dated his/her admission is now upgraded to program of Faculty/Department w.e.f

The fee already received from the candidate may be adjusted/refunded while charging fee as per the requirements of the program to which candidate has been admitted.

(Signature with Stamp, HOD/Director/Dean)
Admitting Department/Centre/ Faculty

SECTION - C: To be filled by the Finance & Accounts Office

The fee amount Rs..... /- has been adjusted vide Voucher No dated
The difference of Rs/- has been refunded/credited to the new program fee.

Old Receipt No: Amount:

New Receipt No: Amount:

Amount to be paid by/refunded to student:

(Signature with Stamp, Assistant Finance officer)
Students' Section