

UNIVERSITY OF SAHIWAL, SAHIWAL.
APPLICATION FOR HALF FEE CONCESSION TO ONE OUT OF OTHER
BROTHER/SISTERS STUDYING IN THE TEACHING DEPARTMENT

Part-I
PARTICULARS OF APPLICANT

Name of Student (Claimant) Mr. /Miss _____
S/O, D/O _____
Name of Department/College _____
Name of Class/Course _____
Roll No. _____ Part/Semester _____
Session: _____ Morning/Evening _____

Kindly allow me half fee concession on the basis of my brother/Sister whose particulars are given in Part-II

Signature of the Student
(Claimant)

Certified that the above particulars are correct on the basis of the record of the department/College.

Signature & Stamp of Head of
Teaching Department/College

Part-II
PARTICULARS OF THE BROTHER/SISTER

Name of Student (Claimant) Mr./Miss _____
S/O – D/O _____
Name of Department/College _____
Name of Class/Course _____
Roll No. _____ Part/Semester _____
Session: _____ Morning/Evening _____

Kindly allow me half fee concession on the basis of my brother/Sister whose particulars are given in Part-II

Signature of the Brother/Sister

Certified that the above particulars are correct on the basis of the record of the department/College.

Signature & Stamp of Head of
Teaching Department/College

Part-III
APPROVAL OF THE CONCERNED DEAN

Half fee concession is granted to Mr./Miss _____
S/O, D/O Mr. _____
Department of _____
Roll No. _____ Part/Semester _____ Session _____

Approval is forwarded to the Treasurer Office for necessary action.

Signature & Stamp of the Concerned
Dean of the Faculty

The Treasurer,
University of Sahiwal,
Sahiwal

Subject:- HALF FEE CONCESSION

It is intimated that the undersigned have been granted half fee concession by the Dean Faculty of _____ as per enclosed proforma.

It is requested :-

EITHER:

i) Half of my fee already deposited vide Bank Challan No. _____
Dated _____ Rs. _____ May kindly be refunded to me.

OR

ii) Since, I have not deposited my dues up-till now, therefore, I may be allowed to deposit half fee as per rules.

Name of Applicant _____

Session _____

Department _____

(For office use only)

REPORT OF THE ACCOUNTS DEPARTMENT

The applicant has deposited his/her dues vide Bank Challan No. _____ dated _____ for Rs. _____ and Brother/Sister of the applicant has also deposited his/her dues vide Bank Challan No. _____ dated _____ for Rs. _____.

The name of the above student have been noted in the Fee Concession Register at Page No. _____ Sr. No. _____.

Approval may kindly be accorded to inform the applicant:-

i) To deposit half fee of Rs. _____.

ii) To apply for refund of Rs. _____.

Assistant (A/Cs)

A.O/ASSTT. TREASURER/ DEPUTY TREASURER

TREASURER