I would like to request for retotaling/rechecking my answer book's as mentioned below. I have included necessary fee as per the University regulations.

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<th>Code No.</th>
<th>Course Title</th>
<th>Previous Grade</th>
<th>Remarks</th>
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Date

Signature of Student

Recommendations

I think particulars given by Mr./Mrs./Ms. are correct. I hereby recommend for retotaling/rechecking of the answer book's mentioned above.

Seal of the Institution

Date

Signature of the Institution Head

Note:
1. Applications form should be submitted to the office of the Controller of Examinations Pokhara University within 10 days of the publication of Examinations result.
2. Application form fee Rs. 10/- per form.
3. Retotaling fee Rs. 100/- per course.
4. Rechecking fee Rs. 2000/- per course.