



**POKHARA UNIVERSITY**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**Re-totaling/Rechecking Application Form**

Name of Student : ..... Year : .....  
Semester/Trimester/Year : ..... Program : .....  
Faculty : ..... College : .....  
P.U. Registration No. : ..... Exam Roll No.: .....

I would like to request for re-totaling / rechecking my answer books as mentioned below. I have included necessary fee as per the university regulations.

Course Code	Course Title	Previous Grade	Remarks

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Student**

**Recommendations**

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

\_\_\_\_\_  
Seal of the institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Institution Head

**Note:**

- 1) Application forms 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) Re-totaling fee Rs. 500/- per course.
- 4) Rechecking fee Rs. 2000/- per course.