



# POKHARA UNIVERSITY

*Office of the Controller of Examinations*

*Pokhara Metropolitan City-30, Kaski*

#

Applicant's Name : ..... Year : .....  
Sem/Tri/Yearly : ..... Faculty : .....  
PU Reg. No. : ..... Program : .....  
Exam Roll No. : ..... College : .....

I would like to request for **Re-totaling/Rechecking** my answer book(s) as mentioned below.

S.N.	Course Code	Course Title	Previous Grade/Marks	Rechecking (✓)	Re-totaling (✓)
1					
2					
3					
4					
5					
6					

Date: .....

Applicant's Signature: .....

### Recommendations

I agree that the particulars given by 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

### Required Documents:

Please attach the following document along with this application.

1. Photocopy of result sheet.
2. Bank Voucher\*.

\* Bank voucher means the voucher required from the Kamana Sewa Bikas Bank, Saving A/C 1200300027317000001 or Nepal Investment Bank Ltd., Saving A/C 01105020011938 after depositing **Rs. 10/- per Application form and Rs 500/- per course for re-totaling, Rs. 2000/- per course for rechecking** in the name of PU EXAM CONTROL OFFICE.