



OFFICE OF THE CONTROLLER EXAMINATIONS

Khyber Pakhtunkhwa, Pakistan
EXAMINATION REQUEST PROFORMA DATED: _____

Applicant's Particulars:		Address:	
Name:		Mohallah	
Father's Name:		Village	
Program / Discipline:		Post Office	
Part / Semester / Prof:		District/ Tehsil	
Roll No:		Deposit slip No.	
Registration No:		Amount	
Institution / Department:		CNIC No	
Session:		Contact No	
		Priority:	NORMAL <input type="checkbox"/> URGENT <input type="checkbox"/>

Applied for					
A. ISSUANCE					
SR#	DOCUMENT	AMOUNT			
		NORMAL	URGENT	MOST URGENT	IMMEDIATE
1.	DMC	RS. 1600/-	RS. 3,500/-	RS,3500/-	RS,4500/-
2.	TRANSCRIPT	RS. 1600/-	RS. 3,500/-	RS,3500/-	RS,4500/-
3.	PROVISIONAL CERTIFICATE	RS. 1600/-	RS. 2400/-	RS,3500/-	RS,4500/-
4.	MERIT/DISTINCTION CERTIFICATE	NO CHARGES	NO CHARGES		
5.	NAME CORRECTION CERTIFICATE	RS. 1400/-	RS. 1700/-		

For office use only
Conduct section

Registration & Particulars Verified: _____

ACE/DCE: _____

Secrecy

Result Verified: _____

ACE/DCE: _____

B. VERIFICATION					
SR#	DOCUMENT	AMOUNT			
		NORMAL	URGENT	MOST URGENT	
1.	DMC	ORIGINAL	COPY	RS. 1600/-	RS. 2500/-
2.	TRANSCRIPT	ORIGINAL	COPY	RS. 1600/-	RS. 2500/-
3.	PROVISIONAL CERTIFICATE	ORIGINAL	COPY	RS. 2000/-	RS. 2500/-
4.	MERIT/DISTINCTION CERTIFICATE	ORIGINAL	COPY	RS. 1600/-	RS. 2500/-
5.	DEGREE	ORIGINAL	COPY	RS. 2500/-	RS. 3500/-

C. CORRECTION				
SR#	DESCRIPTION	FROM	TO	Amount
1.	NAME			DMC + Certificate RS. 1600+1400
2.	FATHER NAME			TRANSCRIPT RS. 1600/-
3.	MARKS			PROVISIONAL CERTIFICATE RS. 1600/-
4.	PROGRAMME			MERIT/DISTINCTION CERTIFICATE RS. 2000/-
5.	YEAR			DEGREE Rs. 5500/-
6.	SESSION			Duplicate Roll No Slip 300/-
7.	SUBJECT			Subject Change 1000/-
8.	OTHER (IF ANY)			

D. RECTIFICATION (ALLOWED WITHIN 30 DAYS OF DECLARATION OF RESULT)				
SR#	DESCRIPTION	PAPER/S TITLE	AMOUNT PER PAPER	For office use (DEALING ASSISTANT)
1.	PAPER RECHECKNG		RS. 1600/-	RESULT DATE FROM DMC: _____
2.	RE-TOTALING			ELIGIBLE
3.	GRACE MARKS			NOT ELIGIBLE
4.	CONDONATION MARKS			

STUDENT'S/CANDIDATE'S COPY

NAME:	Father Name:	PRIORITY:	NORMAL <input type="checkbox"/> URGENT <input type="checkbox"/>
Roll No:	DISCIPLINE:	EXPECTED DATE OF COMPLETION:	
Reg No:	DATE OF SUBMISSION:	7 WD <input type="checkbox"/> 15 WD <input type="checkbox"/> 21 WD <input type="checkbox"/>	
For query kindly contact us on Phone No. 0346-9809065 During Working Hours		APPLIED FOR:	DEALING ASSISTANT: _____

DOCUMENTS TO BE ATTACHED		
SR#	GENERAL DOCUMENTS REQUIRED FOR ALL CASES	TICK
1.	Request form (complete in all respect)	
2.	CNIC copy	
3.	Original Bank Receipt	
4.	Copy of all DMCs (Current)	
5.	Copy of Degree (Current)	
6.	Copy of DMCs (Last Awarded)	
7.	Copy of Degrees (Last Awarded)	
8.	Copy of DMCs (Intermediate)	
9.	Copy of Certificate (Intermediate)	
ADDITIONAL DOCUMENTS		
10.	For Verification, Correction and Rectification, 02 photocopies of the Document/s required for the purpose must be attached.	
11.	For the issuance of duplicate document (Degree/Dmc), Stamp Paper must be attached -College Student must also attach Provisional Certificate -University Student must also attach Copy of Clearance Certificate -Private Student must attach deficiency Certificate University of Swabi	
12.	For correction in Name/Father Name, last corrected document/s and Correction Certificate must be attached.	
13.	Attest all documents: Private students by Gazetted officer in BPS-17 or above.	
	College Students by the concerned Principal/Director.	
	University Students by the concerned HoD/Chairperson.	
	All documents attached and verified:	<hr/> (Dealing Assistant)