

**International Centre for Distance Education and Open Learning
Himachal Pradesh University, Summer Hill, Shimla-5**

**APPLICATION FORM FOR PERMISSION TO
CHANGE THE EXAMINATION CENTRE**

Note:

1. Please Include Prescribed Cost of Form While Sending This Internet Downloaded Form
2. To Be Sent To Controller Of Examination, H.P. University, Shimla-5

ICDEOL Roll No.....
(if received)

1. Name (in block letters)
2. Father's Name
3. Name of Examination
4. University receipt No Dated.....
5. Name of college (If regular candidate)
6. Name of district (if private student).....
7. Subject offered (i)..... (ii) (iii)
8. Centre of examination as given in the admission form
9. Centre at which the candidate now desires to appear
10. University receipt No. and date of payment of fee at the counter.....
- 11.. Indian Postal Order/Bank Draft No. and date if remitted by post.....
12. Reasons for change

Signature of applicant.....

Address

.....

Dated

Certified that the particulars and reasons stated above by the applicant for change are correct.

Signature of Attesting Officer

(Seal of Officer)

REPORT BY THE EXAMINATION BRANCH

1. Whether photo duly signed & attested received or not
2. Discrepancy in the application if any
3. Necessary provision and accommodation exits.....
4. Centre may be changed from to

Dealing clerk/Asstt. Registrar

Superintendent/S. O. (Exams)

Asstt./Dy. Registrar

Allowed/not allowed.

FINAL ORDERS

Controller of Examination

RULES FOR CHANGE IN THE ALLOTTED CENTRE

1. A change in the allotted centre of examination may be permitted by the Controller of Examinations in the following circumstances.
 - a) If the candidate or his/her father/guardian is transferred and the fact of transfer is certified by the concerned head of the office or the department as the case may be. .
 - b) If the change is necessitated by reasons of a candidate's ill health and the fact, of illness is supported by a certificate from a Govt. Medical Officer not below the rank of an Asstt. Surgeon.
 - c) To avoid hardship in exceptional cases not covered by (a) & (b)
2. An application for change in allotted centre shall be made on the prescribed form and accompanied by two passport size photographs of the candidate, bearing on their back the candidate's signature in full. Photo should be attested by a gazetted officer.
3. No application for change is allowed unless it reaches the C.O.E. at least 21 days before the commencement of such examination. Provided that the Vice-Chancellor may in the circumstances enumerated in para 1 for reasons to be recorded by him in writing, permits the application of a candidate for a change in the allotted centre for the examination or for the practical examination to be entertained by the C.O.E. upto seven days before the commencement of the exam. or the practical.
4. Prescribed fee shall be required to be paid alongwith application. The DD/IPO's be **drawn in favour of the Finance Officer, H.P. University, Shimla-171005.**