



WE BEAT THE BEST

Cadet College Skardu
Tel: 05815-963077
CCS/ 101 / 01 / A
_____Apr 2022

To: **Roll # :** _____
Name : _____
S/O : _____

Subject: **Joining Instructions for Admission in Class VIII, Session 2022**

We are pleased to inform that you have been selected for admission in **Class VIII** in **Cadet College Skardu**. **JOINING INSTRUCTIONS** are enclosed for your guidance; please read/ go through the same carefully.

To secure your seat/ admission, you are required to deposit Admission Fee/ Dues, before **10 May 2022** and share picture/ screenshot of **Bank Deposit Slip on WhatsApp Nos 0312-3599298 and 0346-9558944**, failing which the seat will be considered vacant and offered to other candidate(s). Furthermore, please also forward the Bank Deposit Slip along with required documents (complete in all respect), as mentioned in attached Joining Instructions, to **Cadet College Skardu** (by hand/ Pak Post/ Regd Courier) before **14 May 2022**.

You are required to report to the College on **20 May 2022, between 10:00 AM to 04:00 PM (1000 hours to 1600 hours)**. We hope that your stay at the College will be comfortable and rewarding.

Captain
For Principal
(Muhammad Jamil)

JOINING INSTRUCTIONS

1. You are required to report to the Cadet College Skardu on **20 May 2022, between 10:00 AM to 04:00 PM (1000 hours to 1600 hours)**.
2. **To secure your seat/ admission**, you are required to deposit Admission Fee/ Dues as given at **Annex “A”** before **10 May 2022**, on a Bank Deposit Slip (Specimen at **Annex “B”**) and **share picture/ screenshot of Bank Deposit Slip on WhatsApp Nos 0312-3599298 and 0346-9558944 by 10 May 2022, failing which the seat will be considered vacant** and offered to other candidate(s).
3. You are required to forward documents (complete in all respect), as mentioned below, to **Cadet College Skardu** (by hand/ Pakistan Post/ Registered Courier) before **14 May 2022**.
 - a. Copy of Domicile/ Father’s Domicile.
 - b. Copy of Father’s CNIC.
 - c. Copy of Form – B.
 - d. Duly signed **“Code of Conduct”** (Specimen at **Annex “C”**) on plain paper.
 - e. **“Undertaking”** (Specimen at **Annex “D”**) on **Stamp Paper of Rs 100/-**, duly signed by the Candidate and Father/ Guardian and **Countersigned by Oath Commissioner / Notary Public**.
 - f. College Copy of Admission Fee/ Bank Deposit Slip (Specimen at **Annex “B”**).
4. You are required to bring the following documents with yourself, on the day of reporting to the College:-
 - a. Student Copy of Bank Deposit Slip (**Original**).
 - b. School Leaving Certificate (**Original**).
 - c. 08 x Photographs (Passport Size with Blue Background).
 - d. Medical Fitness Certificate (Specimen at **Annex “E”**) from any **CMH/ DHQ**.
 - e. Guardian/ Visitors Form (Specimen at **Annex “F”**) duly completed in all respect.
 - f. Syllabus Books of Class 9th for FBISE.
5. You should bring/ carry only the items listed at **Annex “G”**. You are not required to bring any bedding items mentioned at **Annex “H”**, as the same will be provided **on payment**, by College/ College Tailor Shop Contractor.
6. **Mobile/ Cell Phone**. You are **not allowed** to bring and keep **android/ smart cell phone**. However, you may bring dumb/ simple mobile phone (**no camera, internet, multimedia etc**), that too will be deposited and kept with the House Masters. Cadets will be issued back their cell phone (dumb/ simple) for use, only on **Sundays** and while proceeding on leave.
7. **Do not carry/ keep expensive items with you during your stay at College**. You may, if desired bring along **maximum of Rs. 10,000/-**, which you will deposit with the House Master

on arrival, who will issue you a receipt for it. Cadets are **NOT ALLOWED to keep more than Rs 500/- with themselves, at any given time.** ATM (HBL) facility also exists within the College premises.

8. Radio, walkman, computers, laptops or any other expensive electronic items and any type of pets etc are not allowed. You may however, bring along a camera, if you are interested in photography.

9. Only Parents and persons, as mentioned in submitted Guardian/ Visitors Form (**Annex “D”**) are allowed to visit College/ meet Cadet concerned, on weekends i.e. **Saturday (after 03:00 PM / 1500 hours to 06:00 PM / 1800 hours) and Sundays (From 08:00 AM / 0800 hours to 06:00 PM / 1800 hours).**

10. You will strictly follow the **College Code of Conduct** and other **Standing Orders** during your stay at the College. Any breach of the Code of Conduct and violation of College Standing Orders / Rules and Regulations, **may lead to financial penalty and/ or expulsion** from the College. The decision of the Principal shall be taken as final and binding in all cases and non challengeable in any court of law.

11. Parents who may like to drop their wards personally at the College will have to make their own arrangements for travelling/ stay at Skardu.

12. Cadets travelling by air, whether accompanied by parents or not, will be given free transport and reception at the Airport. Please inform about your arrival programme at Skardu Airport, to the College Adjutant (0332-1477461 and 05815-963077), at least 12 hours in advance.

13. Information provided to the College about/ by the Cadet must be checked/ confirmed by the parents/ guardian before submitting it to the College.

14. Ensure school leaving certificate carries correct information.

15. Provision of incorrect information will lead to cancellation of admission.

16. In case you are **unwilling to join the college**, please inform us immediately on any of the phone numbers given below followed by written refusal (on Fax # 05815-963075 and by post).

17. List of important telephone numbers (Office Timings only) is pasted below. Parents can contact House Master/ Assistant House Master on their mobile/ cell number, which will be provided/ shared with parents on arrival/ reporting day.

- | | | |
|----|----------------------------|--------------|
| a. | Vice Principal (Academics) | 05815-963076 |
| b. | Adjutant | 05815-963077 |
| c. | Accounts Office | 05815-309679 |
| d. | Head Clerk | 05815-963078 |
| e. | Fax | 05815-963075 |

FEE AND DUES - PAYABLE AT THE TIME OF ADMISSION

1. Admission Fee: **Rs. 20,000/-**
2. Refundable Security: Rs. 50,000/- (**Rs. 25,000/-** with Admission Fee and remaining Rs. 25,000/- with Next Quarter Fee Voucher)
3. Cost of items to be provide by College/ College Tailor Shop Contractor (**Annex H**):
Rs. 60,570/- (Estimated); Actual cost to be adjusted in next fee voucher)
4. 4th Quarter Fee: **Rs. 18,190/-** (20 May to 30 Jun 2022)
5. Grand Total: **Rs. 123,760/-**

[A sum of Rs. 123,760/- (Rupees one lac twenty three thousand seven hundred and sixty only) to be deposited into HBL, Gamba Skardu Account No. 00427991780503 (Deposit slip attached for the purpose at Annex B)]




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QUARTER WISE FEE STRUCTURE (AS OF FY 2021-22)

(SUBJECT TO 10% ANNUAL INCREASE)

Ser	Particular	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
1.	Tuition Fee	9,600	9,600	9,600	9,600	38,400
2.	Messing (Rs 240/- per Day / No of Days)	22,080	14,640	7,440	22,080	66,240
3.	Hostel Deduction	1,320	1,320	1,320	1,320	5,280
4.	Science Fund	1,320	1,320	1,320	1,320	5,280
5.	Sports Fund	990	990	990	990	3,960
6.	Stationery	1,140	1,140	1,140	1,140	4,560
7.	Washing Charges	1,200	1,200	1,200	1,200	4,800
8.	Haircutting Charges	600	600	600	600	2,400
9.	Electricity Charges	1,650	1,650	1,650	1,650	6,600
10.	Library Fund	510	510	510	510	2,040
11.	Heating Charges	0	1,950	1,950	0	3,900
	Total:	40,410	34,920	27,720	40,410	143,460
AVERAGE MONTHLY TOTAL: RS. 11,955/-						

BANK DEPOSIT SLIP**ADMISSION FEE AND DUES FOR CLASS VIII**

COLLEGE COPY	STUDENT COPY	BANK COPY
		
CADET COLLEGE SKARDU	CADET COLLEGE SKARDU	CADET COLLEGE SKARDU
HABIB BANK LIMITED GAMBA BRANCH	HABIB BANK LIMITED GAMBA BRANCH	HABIB BANK LIMITED GAMBA BRANCH
ACCOUNT #: 00427991780503	ACCOUNT #: 00427991780503	ACCOUNT #: 00427991780503
Dated ____ / ____ / ____	Dated ____ / ____ / ____	Dated ____ / ____ / ____
Admission Fee Class 8 th (2022)	Admission Fee Class 8 th (2022)	Admission Fee Class 8 th (2022)
Roll #: _____	Roll #: _____	Roll #: _____
Name of Candidate: _____	Name of Candidate: _____	Name of Candidate: _____
Father's Name: _____	Father's Name: _____	Father's Name: _____
Total Amount: Rs. 123,760/- (Rupees one lac twenty three thousand seven hundred and sixty only)	Total Amount: Rs. 123,760/- (Rupees one lac twenty three thousand seven hundred and sixty only)	Total Amount: Rs. 123,760/- (Rupees one lac twenty three thousand seven hundred and sixty only)
Depositor's Name: _____	Depositor's Name: _____	Depositor's Name: _____
Depositor's Cell #: _____	Depositor's Cell #: _____	Depositor's Cell #: _____
Depositor's Signature: _____	Depositor's Signature: _____	Depositor's Signature: _____
FOR BANK USE ONLY		
Bank Receiver's Name: _____	Bank Receiver's Name: _____	Bank Receiver's Name: _____
Bank Receiver's Signature: _____	Bank Receiver's Signature: _____	Bank Receiver's Signature: _____
Bank Receiver's Stamp: _____	Bank Receiver's Stamp: _____	Bank Receiver's Stamp: _____
Date: ____ / ____ / ____	Date: ____ / ____ / ____	Date: ____ / ____ / ____

CADET COLLEGE SKARDU
CADET'S CODE OF CONDUCT

1. I will uphold the College's Values and strive to advance its Mission.
2. I will remain a responsible and respectful member of College's community and will be accountable for my actions in accordance with College's Rules and Regulations.
3. I shall devote whole heartedly to my studies and maintain the decorum and prestige of the College both inside and outside the College premises.
3. I will neither initiate nor participate or indulge in any political and/ or religious activity and will not contribute in any way to a divisive or hostile environment within the College and its allied facilities, during my entire stay at College/ academic tenure.
4. I will strictly refrain from initiating or participating in any "fooling" or "hazing" or "ragging" or "manhandling" activities, which I understand are strictly prohibited at the College.
5. I will not engage in any activity to gain academic advantage through unfair means.
6. I will be caring towards College's property and use its facilities and equipment for approved and intended purposes only.
7. I will be responsible for any damage caused to College's property as a result of my actions.
8. I fully understand that smoking and use of contraband items is strictly prohibited in the College and its allied facilities including hostels.
9. I will abide by the College 'Dress Code 'under all circumstances.
10. I will always uphold the dignity of College and will display a decent behaviour all along my academic tenure, inside and outside College premises.
11. I shall fully abide by the instructions/ decisions of teachers, PT/ Drill Staff and of other authorities/ various discipline committees constituted for the purpose of ensuring and enforcing discipline and good order in the College.

(Name of Student)

(Signature)

Date: ____ / ____ / _____

Name of Father / Guardian: _____

Father's / Guardian's CNIC # : _____

(Father's / Guardian's Signature)

Date: ____ / ____ / _____

UNDERTAKING

(ON RS 100/- STAMP PAPER, DULY ATTESTED BY OATH COMMISSIONER / NOTARY PUBLIC)

I, _____ **Father/ Guardian** of Cadet _____,
do solemnly undertakes and affirm that:-

1. I am admitting my **son/ ward** to **Cadet College Skardu** on my own accord and I will not withdraw my **son/ ward** from the College before completion of his studies i.e. **Intermediate (F.Sc)**. However, if I withdraw my son/ ward before completion of **F.Sc** at my own accord, I will pay **Rs. 50,000/-** as penalty and **Rs. 60,000/-** in case my son is **expelled** on any **disciplinary grounds**.
2. I shall pay well in time, **all fees** and other **dues** as determined by the College and **finest/ penalties** as may be imposed by the College from time to time on **misconduct** of my **son/ ward**. College authorities reserve the right to expel my ward and/ or initiate legal proceedings against me in case of default in paying Fees/ Penalties as imposed, at any stage even after my ward leaves the College. I will accept the decision of the **Principal, Cadet College Skardu** in all such matters.
3. If my son/ ward will be withdrawn/ expelled from College on **academics/ disciplinary grounds**, I will accept the decision of the **Principal, Cadet College Skardu** in all such matters and I will not pressurise/ request for **re-admission** of my **son/ ward**.
4. I have read and understood all the relevant information/ instructions/ procedures/ policies/ rules & regulations mentioned in the "**Prospectus**" and "**Code of Conduct**".
5. In case my son/ ward fall sick or wants to report sick or in any emergency; I hereby allow College authorities to refer my son/ ward to CMH Gamba and I undertake to pay all medical expenses.
6. My ward shall abide by all the rules/ regulations of the College. The College is authorised to impose any penalty and even to **expel** my **son/ ward**, if he does not follow **College Rules and Regulations, Cadet's "Code of Conduct", College Standing Orders** and other such orders as passed/ communicated from time to time.
7. My ward will not indulge in any kind of political and/ or religious activity, in and around the College premises, during his entire stay at College/ academic tenure.
8. My ward will not contribute in any way to a divisive or hostile environment within the College and its allied facilities.
10. I understand that if the information provided and documents/ certificates submitted by me/ my ward, are later found to be false or forged at any stage, my ward will be liable to expulsion from the College and College authorities reserve the right to initiate legal proceedings against me.
11. Neither shall I nor my ward, will claim scholarship/ financial assistance as a matter of

right, at any stage during my ward's studies at College or after leaving College.

13. I myself and my ward, fully understand and accept that College authorities reserve the right to change any or all the existing/ relevant rules & regulations without prior notice and I shall not challenge the same in any Court of Law.

14. I fully understand and accept that College is the final authority to interpret the rules & regulations written in Prospectus, Code of Conduct, Standing Operating Procedures and website or anywhere else. Further, in situations where existing rules & regulations are found silent/ unavailable, the decision made by the Principal, Cadet College Skardu will be the final decision, which I will not Challenge in any Court of Law.

(Name of Cadet)

(Signature of Cadet)

Place: _____

Date: ____ / ____ / ____

DECLARATION BY PARENTS/ GUARDIAN

I do hereby solemnly affirm that I shall bind myself responsible to the above undertaking signed and submitted to the Cadet College Skardu.

(Father's/ Guardian's Name)

(Signature of Father/ Guardian)

CNIC #: _____(attach copy)

Place: _____

Date: ____ / ____ / ____

WITNESS 1

WITNESS 2

Signature: _____

Signature: _____

Name: _____

Name: _____

CNIC #: _____
(attach copy of CNIC)

CNIC #: _____
(attach copy of CNIC)

ATTESTATION

(By Oath Commissioner / Notary Public)

Signature / Stamp / Date



MEDICAL FITNESS CERTIFICATE

PHOTO
(Passport Size)

Roll #: _____

Cadet's Name: _____

Father's Name: _____

1. **Lab Reports**

Ser	Lab Test	Value Obtained	Remarks / Sign
a.	Blood CP		
b.	Hepatitis B & C		
c.	HIV		
d.	Chest X-Ray (TB)		

2. **Medical Specialist:** _____

3. **ENT Specialist:** _____

4. **Surgical Specialist:** _____

5. **Psychologist:** _____

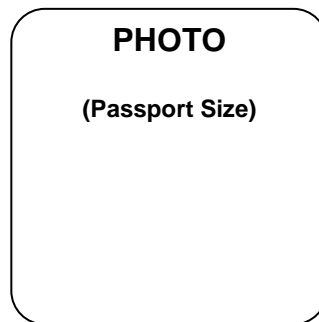
6. **FIT / UNFIT (by Medical Superintendent/ Staff Surgeon):** _____

Name of Medical Superintendent/ Staff Surgeon)

(Signature with Stamp)

Date: _____

GUARDIAN / VISITORS FORM



1. Cadet No #: _____
2. Cadet's Name: _____
3. Father's / Guardian's Name: _____
4. Father's / Guardian's CNIC #: _____
5. Home Address: _____

6. Phone No (PTCL / Line with Code): _____
7. Cell Phone # 1: _____
8. Cell Phone # 2: _____
9. Cell Phone # (WhatsApp): _____
10. e-mail Address: _____

PARENTS / GUARDIAN / RELATIVES WITH WHOM CADET IS ALLOWED TO ACCOMPANY / MEET

Name: _____ CNIC #: _____ Relation: _____ Occupation: _____ Address: _____ _____ Phone / Cell No 1: _____ Phone / Cell No 1: _____ Specimen Signature: _____	Name: _____ CNIC #: _____ Relation: _____ Occupation: _____ Address: _____ _____ Phone / Cell No 1: _____ Phone / Cell No 1: _____ Specimen Signature: _____
Name: _____ CNIC #: _____ Relation: _____ Occupation: _____ Address: _____ _____ Phone / Cell No 1: _____ Phone / Cell No 1: _____ Specimen Signature: _____	Name: _____ CNIC #: _____ Relation: _____ Occupation: _____ Address: _____ _____ Phone / Cell No 1: _____ Phone / Cell No 1: _____ Specimen Signature: _____

Contact Nos in case of an EMERGENCY: (1) _____ (2) _____

(Father's/ Guardian's Name)

(Signature of Father/ Guardian)

CNIC #: _____ (attach copy)

Place: _____

Date: ____ / ____ / ____

LIST OF ITEMS TO BE BROUGHT ALONG BY CADETS

Ser	Item Description	Quantity
1.	Underwear (White)	2
2.	Handkerchief (White)	6
3.	Socks (Black)	2 Pairs
4.	Towel White (Bath size)	1
5.	Shalwar Kameez (White)	1
6.	Vest Coat (Black, V Shape)	1
7.	Prayer Cap (White knitted)	1
8.	Prayer Mat	1
9.	Bathroom Slippers	1 Pair
10.	Tooth Brush	1
11.	Tooth Paste	1
12.	Soap with Soap Dish	1
13.	Comb / Hair Brush	1
14.	Alarm Clock	1
15.	Grey Pants	1
16.	Shirt White	2
17.	Thermal Set (Warm undergarment)	1
18.	Blanket	1

Annex "H"LIST OF ITEMS TO BE PROVIDED BY COLLEGE/ COLLEGE TAILOR SHOP
CONTRACTOR

Ser	Item Description	Quantity	Cost (Estimated)
1.	Sports Jogger	1	2,500
2.	Mattress	1	7,450
3.	Quilt (Comfortable)	1	2,350
4.	Pillow (Comfortable)	1	400
5.	Bed Sheet Set	2	4,300
6.	House Shirt	2	1,100
7.	Khaki Uniform	2	4,500
8.	Boot DMS	1	2,500
9.	Shoe Oxford	1	2,750
10.	Register	13	1,820
11.	College Beret	2	580
12.	Beret Badge	2	140
13.	House Strip	2	160
14.	College Sign	2	240
15.	Jersi Khaki	1	1,200
16.	Belt (Uniform)	2	640
17.	CCS Title	2	160
18.	College Bag	1	850
19.	Name Plate	2	160
20.	College Tie	2	560
21.	College Jacket	1	2,400
22.	Shorts	2	800
23.	Head Comforter	1	350
24.	Socks Sports	2	600
25.	Socks DMS	4	1,000
26.	Pakistani Flag	2	200
27.	Mufti Belt	1	420
28.	Trouser Grey Colour	2	1,700

Ser	Item Description	Quantity	Cost (Estimated)
29.	Shirt White Full Sleeves	4	3,120
30.	Vest Cotton Without Sleeves	4	800
31.	Underwear	4	800
32.	Handkerchief White	4	200
33.	Socks Black	4	420
34.	Towel White (Bath Size)	1	520
35.	Shalwar Kameez (White)	1	1,750
36.	Prayer Cap	1	100
37.	Track Suit	2	3,700
38.	Coat Blazer	1	2,400
39.	Mufti Sweater	1	1,000
40.	College Cap	1	410
41.	Black Vest Coat	1	1,520
40.	Thermal Set (Warm undergarment)	1	1,850
41.	Gloves Woolen	1	150
Total:			60,570