No. PBTE/REG/2016/4221-70

Dated: 28-06-2016

To,

The Principal,
Govt. College of Technology,
Govt. Staff Training College, Faisalabad
All Private Institutes / Colleges Affiliated with PBTE.

Subject: Manual Registration Schedule for Short Course (Evening Extension Program) Six Month 1st Batch & 2nd Batch 2016-17.

Please find enclosed herewith the Admission / Registration Schedule for the Academic Session 2016-17 along with important Instructions, detail of fee and Registration Form for Evening Extension Program etc.

Note:- You are requested to read the attached instructions carefully and act accordingly.

Copy for information to:

1. SA to Chairperson, TEVTA, Lahore.
2. PSO to Chief Operating Officer, TEVTA, Lahore.
3. GM (Operations), TEVTA, Lahore.
4. GM (F&A) TEVTA, Lahore.
5. GM (Academics), TEVTA, Lahore.
6. ZM (North / Central / South), TEVTA, Lahore.
7. PA to Chairman, PBTE.
8. PA to Secretary, PBTE.
9. PA to Controller of Examinations, PBTE, Lahore.
10. Deputy Controller of Examinations, PBTE, Lahore.
11. Deputy Secretary, PBTE, Lahore.
12. Incharge Computer Section, PBTE (for uploading of schedule in Board's Website).
13. All Assistant Controllers of Examinations, PBTE, Lahore.
14. All Assistant Secretaries, PBTE, Lahore.
15. Public Relation Officer, PBTE, Lahore.
IMPORANT INSTRUCTIONS

This Board is issuing computerized Registration Cards. You are requested to read the instructions carefully and follow the instructions strictly before submitting Registration and Admission forms to the Board to avoid any discrepancy.

1) The Registration cases only on prescribed Registration Forms on legal size paper (issued by the Board), will be accepted. Reduced / Enlarged copy and self made Registration Forms will not be accepted.

2) The Registration Forms along with the list as per attached Performa duly signed by the Principal of the concerned college / institute with Fee challan Form will be entertained after the prescribed date.

3) The Registration will be deposited in Board Account as per strength of students shown in the list within time. Late deposit cases will be treated as late admission.

4) Excess fee if any will not be refunded or adjusted in any case.

5) Course wise list in duplicate of the admitted students must be attached with Registration Forms.

6) Registration Forms and list sent by Post will not be entertained. Forms with list will only be received in person (Clerical Staff only) through the authorized representative of the College / Institute.

7) It is the sole responsibility of head of Institute that the Registration Forms are filled correctly and completely. Therefore it must be ascertained that the following information is correct and complete.
   a) Students Name, Father’s Name (in capital letters), Date of Birth as per Matriculation Certificate. In case date of birth is not mentioned on the Matric Certificate, the date of birth given on the Birth Certificate is acceptable.
   b) Two pictures (with blue background) are pasted with gum (not stapled) on the Registration Form; one on the top right and the other on the bottom right corner in the space provided for this purpose.
   c) Student has signed at two places in the spaces provided for the purpose.
   d) All required information is entered properly in the Registration Form.
   e) Academic and Fee Information is provided in appropriate column.

8) Verification of Matric Certificate from the concerned Board should be provided according to the Registration list. Registration Cards will be issued only after the receipt of verification lists.

9) In case of students who have passed Matric / Equivalent Examination from the Boards other than Punjab Province must provide NOC.

10) Registration of a candidate does not give right to a student to appear in Board examination unless the affiliation of the institution in which the student is studying remains intact with Punjab Board of Technical Education.

11) Course must be clearly mentioned on the Registration Forms.

12) The Head of the Institution is hereby requested to please ensure before sending Registration Form that the Registration Form of same student has not been sent by other institution in which the student might have previously applied or got admission.

SECRETARY

2 of 3
# Registration Schedule of the Short Course (Evening Extension Program) 1st Batch & 2nd Batch 2016-17.

## ADMISSION SCHEDULE

### 2nd Batch

<table>
<thead>
<tr>
<th></th>
<th><strong>Last date for Admission without Late Fee</strong></th>
<th><strong>Last date of deposit of Registration Fee</strong></th>
<th><strong>Last date of receipt of Registration Forms with Registration Fee Challan in PBTE.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>25-08-2016</td>
<td>30-08-2016</td>
<td>02-09-2016</td>
</tr>
</tbody>
</table>

### LATE FEE

<table>
<thead>
<tr>
<th></th>
<th><strong>Last date for Admission with Late Fee</strong></th>
<th><strong>Last date of deposit of Registration Fee</strong></th>
<th><strong>Last date of receipt of Registration Forms with Registration Fee Challan in PBTE.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>05-09-2016</td>
<td>09-09-2016</td>
<td>15-09-2016</td>
</tr>
</tbody>
</table>

### 1st Batch

<table>
<thead>
<tr>
<th></th>
<th><strong>Last date for Admission without Late Fee</strong></th>
<th><strong>Last date of deposit of Registration Fee</strong></th>
<th><strong>Last date of receipt of Registration Forms with Registration Fee Challan in PBTE.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>18-03-2017</td>
<td>24-03-2017</td>
<td>27-03-2017</td>
</tr>
</tbody>
</table>

### LATE FEE

<table>
<thead>
<tr>
<th></th>
<th><strong>Last date for Admission with Late Fee</strong></th>
<th><strong>Last date of deposit of Registration Fee</strong></th>
<th><strong>Last date of receipt of Registration Forms with Registration Fee Challan in PBTE.</strong></th>
</tr>
</thead>
</table>

## Fee Schedule

- **Board’s Account number 001200003-7 in UBL for Fee deposit.**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Form Fee</td>
<td>Rs. 10/-</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Rs. 510/-</td>
</tr>
</tbody>
</table>

**Registration with Late Fee**

- Reg. Form Fee + Registration Fee +Late Fee = Rs. 10+500+100=610/-

**Note:** Course wise fee should be deposited on separate Challans.