



PUNJAB BOARD OF TECHNICAL EDUCATION

21-A, KASHMIR BLOCK, ALLAMA IQBAL TOWN, LAHORE.

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Website www.pbte.edu.pk

Ref # PBTE / COM-EXAM / 2016 \

2201-2351

Dated: 7-9-16

To,

All the Principals
Govt. College of Commerce,
Govt. Institute of Commerce,
Govt. Institute of Commerce for Women,
Govt. College of Technology for Women,
All Private Colleges / Institutes affiliated with the Board.

Subject: **EXAMINATION SCHEDULE FOR ONLINE ADMISSION DATA FEEDING OF D.COM/DBA/DHO PART-I & II SECOND ANNUAL EXAMINATION 2016.**

The schedule of the subject cited examination will be as under:

| | Date of commencement of Examination | 08-12-2016 |
|---|--|-------------------|
| (i) Last date of online feeding/entry of admission data list by the institute and deposit of Examination fee for online feeding and Manual list with Single Fee. | | 28-09-2016 |
| (ii) Last date of submission the final print of online admission data list alongwith original fee Challan in the Board and Manual list only if any. | | 05-10-2016 |
| (i) Last date of online feeding/entry of admission data list by the institute and deposit of Examination fee for online feeding and Manual list with Double Fee. | | 10-10-2016 |
| (ii) Last date of submission the final print of online admission data list alongwith original fee Challan in the Board and Manual list only if any. | | 14-10-2016 |
| (i) Last date of online feeding/entry of admission data list by the institute and deposit of Examination fee for online feeding and Manual list with Triple Fee. | | 18-10-2016 |
| (ii) Last date of submission the final print of online admission data list alongwith original fee Challan in the Board and Manual list only if any. | | 24-10-2016 |

Note: In case of real hardship after triple fee admission data list /manual admission form can be accepted up to 25-10-2016 with additional fee of Rs. 100/- per day with the approval of Chairperson PBTE. No admission data list/admission form will be accepted after 28-10-2016.

Examination fee will be charged as under:-

| COURSE | SINGLE FEE | DOUBLE FEE | TRIPLE FEE |
|--|------------|------------|------------|
| D.COM/DBA/DHO PART I & II (Theory) | Rs:1200/- | Rs:2400/- | Rs:3600/- |
| D.COM/DBA/DHO PART I & II (Practical Fee) | Rs:200/- | Rs:400/- | Rs:600/- |
| Admission Form/Admission Data Processing Fee | Rs:20/- | Rs:20/- | Rs:20/- |

Please read the following instructions before submitting forms/fed admission data list to avoid any complication.

- Correct Registration number and subjects should be mentioned on the printed admission data list.
- The admission forms/admission data of those students, who are not eligible to appear in the examination under the existing Assessment & Promotion rules 2006, may not forwarded to the Board's office.
- Candidates are required to take examination in that scheme of studies/group, in which they are registered with the Board.
- Out of the admission form price/admission data processing fee Rs.20/-, 90% (Rs.18/-)of Examination Admission Form price/Admission Data Processing fee will be retained by the Institutions as a compensation for wear and tear of their IT hardware and stationery expenses. Remaining 10% (Rs. 02/-)of Admission Form price/Admission Data Processing Fee will be deposited in the Board's Account along with the Examination Fee. Further the institutions will be required to submit a Certificate that how many number of candidates, had admitted and dealt.
- A candidate who wants to improve his marks/grade should submit his admission form which can be obtained free of cost from Board's Website www.pbte.edu.pk. Photocopy of Admission form can also be used. He can appear (within one year after passing D.Com/DBA/DHO part-I & part- II) and can select maximum two subjects in part-I or Part-II or one subject in part-I or one subject in part-II. In case of improvement in both the years, separate admission form for each year should be submitted with separate challan form of fee.
- A candidate declared as Fail No Chance will submit the admission form/ admission data list as a whole and prepare manually on the pattern of computerized list however if who does not mention the appearance as a whole , he will be served the Roll No. Slip with full subjects automatically.
- In case of late receipt of data list/admission form after the fixed date no excuse on part of the post office or courier services will be accepted and the case will be considered late . The student/Principal will be responsible of the late fee demanded by the Board as per schedule.
- The prescribed Examination fee of all students may be deposited in the Board's Account through the nominated branches of UBL in different cities or UBL Allama Iqbal Town, Lahore on a separate Bank Challan for each Part-I & Part-II mentioning the separate group of studies i.e (i) Accounts Group (ii) Banking , Insurance, Salesmanship Group (iii) Office Secretarial Practice Group/Diploma in Hotel Operations & Diploma in Business Administration. Examination fee will not be accepted through money order or bank draft etc.

CONTROLLER OF EXAMINATIONS

Copy is forwarded to:

- P. S.O to Chief Operating Officer (TEVTA), 96-H, Gulberg-II , Lahore
- P.A to Chairman, PBTE, Lahore.
- P.A to General Manager (Operations), TEVTA, 96-H, Gulberg-II, Lahore.
- P.A. to Secretary, PBTE. Lahore.
- P.A. to Controller of Examinations, PBTE.Lahore.
- Deputy Controller of Examinations, Secrecy/Conduct, PBTE.Lahore.
- All the Zonal Managers/District Managers (TEVTA).
- All Branch Incharges (Concerned) PBTE.Lahore.
- P.R.O. PBTE.Lahore to publish as news item in Electronic & Print Media.
- Web Administrator PBTE, to upload on the website.