



# PUNJAB BOARD OF TECHNICAL EDUCATION

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

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## DATE SHEET

DOM

( Theory )

Annual Examination , 2019

### DIPLOMA IN OFFICE MANAGEMENT ONE YEAR

DATE	DAY	TIME	SUBJECTS
19/12/2019	Thursday	9:00 A.M	OFF. ADMN OFFICE ADMINISTRATION-3 (PERSONNEL & OFFICE MANAGEMENT)
20/12/2019	Friday	9:00 A.M	COMP. STUDIES COMPUTER STUDIES (DATA MANAGEMENT, DBASE IV, MS-ACCESS 2000, INTERNET)
21/12/2019	Saturday	9:00 A.M	BUS. ENG BUSINESS ENGLISH
23/12/2019	Monday	9:00 A.M	BUS. URDU BUSINESS URDU
24/12/2019	Tuesday	9:00 A.M	SH. TRANS SHORTHAND TRANSCRIPTION (PAPER-A)
26/12/2019	Thursday	9:00 A.M	SH. TRANS SHORTHAND TRANSCRIPTION (PAPER-B)

Note:

1. All the practical examinations will be taken at the Institution concerned.
2. Local holiday will not affect the examination Schedule.
3. Paper should be opened according to the dates given in Date Sheet.
4. The attendance chart / memo of theory examination may be sent to Deputy Controller (Conduct).  
A Copy it may be packed in the bundle containing solved Answer book's.
5. Practical attendance chart along with practical award lists may be sent to Chief Secrecy Officer of the PBTE Lahore.
6. Centre Superintendent should inform the candidates that they will be provided answer books containing 20 pages and they will not be provided any extra sheet. Therefore, they should not waste any page by making Margins / Borders.
7. If Extra Sheet is demanded by the candidate then issue him/her a new Answer Book instead of Extra Sheet.

Attention:

The Supervisory Staff is requested to open the question papers according to the Date & Time as given in the Date sheet. In case of Non-compliance, the Supervisory Staff will be held responsible for any consequences.

(MUHAMMAD MUNAWAR HUSSAIN)  
CONTROLLER OF EXAMINATIONS  
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE