PUNJAB BOARD OF TECHNICAL EDUCATION

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No. PBTE/Reg/2025/ 1000 Dated :- 05-08-2025

NOTIFICATION

The Board in its meeting held on 18-06-2025 under Item No.07 has approved the following Standard Operation Procedures (SOPs) regarding issuance of duplicate diploma, revised diploma, DMC's, change in particulars / snaps of candidates and migration cases etc.

The recommendations of committee as approval by the Board are as under :-

CHAPTER - XII
CERTIFICATES

1. The following categories of Certificates/Diplomas other than the original Certificates/Diplomas shall be issued by the Board :

   a. A Duplicate Certificate;

   b. An Original Certificate before time;

   c. A Detailed Marks Certificate;

   d. A Merit Certificate;

   e. A Migration Certificate;

   f. A Duplicate Result Card;

   g. A certified copy of document or any entry relating to a candidate in the Board's record provided permission to supply the same is granted by the Chairman.

   h A Certificate containing any other information concerning an examination passed by a candidate.

2. The rate of fee shall be as prescribed by the Board from time to time.

a	Original Before Time Certificate	3500/5000
b	Duplicate Certificate/Diploma	4000
c	Duplicate Certificate/Diploma (Urgent)	5000
d	Triplicate Certificate/Diploma	14400
e	Triplicate Certificate/Diploma (Urgent)	21600
f	Individual Detailed Marks Certificate	3000
(g)	Individual Detailed Marks Certificate (Urgent)	4000
(h)	Revision of old Certificate/Diploma	4000
(i)	Revision of old Certificate/Diploma (Urgent)	5000
(j)	Endorsement (Certificate/Diploma)	1440 (other than TSC) 290 (TEVTA short course)
(k)	Diploma of Office Management	1560

(l)	Moderation Fees	2880
(m)	Duplicate / Revise Merit Certificate	Normal 4100 Urgent 5100
(n)	Duplicate Roll No. Slip	580
(o)	Duplicate Registration Card	1000
(p)	Documents as in 1. (g) above.	

3. If the Head of an Institution requires a consolidated statement of detailed marks of not less than ten students the requisite information shall be supplied on payment of the fee prescribed for this purpose.

4. Candidates shall apply for a Certificate/Diploma on a prescribed form which shall be entertained only if it is completed in all respects. Incomplete form shall be returned to the candidate and if the same is not resubmitted within three months, the fee received shall be forfeited.

5. A regular student shall submit Certificate ``A'' (on the application form) signed by the Head of the Institute where he has been studying.

6. A private candidate shall submit the following documents along with his application form :

   (i) Certificate ``B'' (on the application form) signed by a Gazetted Officer or an affidavit duly signed by a 1st Class Magistrate to the effect that the facts stated in the application form are correct.

   (ii) His photograph duly attested by a 1st Class Magistrate in case he requires his Original Certificate Before Time.

7. A candidate residing outside Pakistan shall submit certificate ``B'' signed by a Diplomat or a Consular Officer.

8. Notwithstanding anything to the contrary in these Rules the Chairman or the Secretary may waive the condition of submitting certificate in an exceptional case to avoid real hardship. He shall state the reasons in writing for doing so on the application form.

9. No person shall be entitled to apply on behalf of another person or to receive his own or another person's certificate personally from the Office of the Board. Certificate shall ordinarily be sent by registered post. In emergent cases Chairman/Secretary may permit a candidate to receive his Certificate in person from the office on proper attestation by an Officer of the Board/Principal of a recognized Institute or any Member of the Board.

10. An application for an Original Certificate/Diploma Before Time from a student of a recognized Institute shall be entertained only if it is accompanied by a statement from the Head of Institution that he has no objection if the Certificate is issued direct to the candidate. In case of all other Certificates the student can however, apply direct to the Board after getting the form and photograph duly attested by an Officer of Grade BPS.17. Provided that in the case of a private candidate, such an application shall be considered only when it is accompanied by a duly attested photograph of the candidate concerned by an Officer of Grade BPS.17 or an officer of the Forces or Mission of the Government of Pakistan.

11. A Certificate shall ordinarily be issued within a week of the receipt of the application form and fee. In emergent cases, Certificates shall be issued within 48 hours on receipt of an extra fee as prescribed by the Board from time to time.

12. A Detailed Marks Certificate shall be issued to a successful as well as to an unsuccessful candidate. It shall ordinarily show the marks obtained by the candidate in each subject. Where there is more than one paper in a subject, marks in each subject, where there is more than one paper in a subject, marks in each paper shall be supplied on receipt of an extra fee prescribed by the Board from time to time.

13. Merit Certificate shall be issued upto two positions in the examination concerned.

14. Certificates shall be issued subject to the availability of the relevant record.

15. Original Certificate of successful candidates shall ordinarily be issued after two months after the declaration of results.

16. The certificate and registration fee shall not be refunded or adjusted towards any other account except in the following cases :-

(i) If the amount paid in the Board's fund is in excess of the amount due from the candidate, the excess be refunded, and;

(ii) If the amount was payable to any other Institution but was erroneously paid in the Board's fund, such amount may be refunded.

17. CERTIFICATE "A"
(To be signed by the Head of Institute)

I hereby certify on the basis of Institute Record/Documents produced before, me that _____ s/o _____ whose particulars are given in this Application Form is the same person who appeared and passed/failed the _____ Examination in _____ (Year) from _____ and that the particulars filled in by him are correct.

Further it is certified that the candidate has cleared all the dues and passed in Internal Examination in the Institute. I have no objection if Original Diploma/Certificate is delivered direct to the applicant.

Signature _____

Designation _____

Dated _____ Stamp _____

CERTIFICATE "B"
(For private candidates of Commercial and Vocational only)

I hereby certify that on the evidence produced before me on the basis of personal knowledge I am satisfied that _____ s/o _____ is the same person whose particulars are given in this Application Form.

Signature _____

Designation _____

Dated _____ Stamp _____

18. Students requiring Duplicate Diplomas / Certificates / DMCs will be required to submit the following documents alongwith the application form for manual and computerized cases etc :

i. Copy of Police Report showing the loss of Diploma/Certificate.
ii. Press Cutting of Advertisement indicating Roll No.,Year of Passing, Serial No. of Diploma lost and Parentage.
iii. Application Form.
iv. Requisite fee as notified by the Board from time to time.
v. Prescribed Application Form of getting Diploma / Certificate /Marks sheet/Duplicate Diploma etc.
vi. Detail containing diploma / certificate / DMC, Name, Father's Name, Address, Sr. No., Registration No., Roll No., Year, Technology / Course name of PBTE, Lahore should be mentioned on legal stamp paper (Rs.100) duly attested by class-01 Magistrate or Oath Commissioner and that the same information at press-clipping and police report (in original).
vii. 02 fresh attested photos; one from front + back and other one from back only.
viii. Attested copy of CNIC.
ix. Approval in such cases must be obtained from Competent Authority viz Chairman to maintain the record properly.

19. Students requiring revised Diplomas/Certificates will be required to submit the following documents alongwith the application form for computerized cases etc :

i. Requisite fee as notified by the Board from time to time.
ii. Revised Registration Card.
iii. Original certificate / Diploma.
iv. Prescribed fee as notified by the PBTE from time to time.
v. No need to get approval of authority once, approval for revision of registration card is accorded. (For computerized cases only).
vi. Manual cases of Revise / Diploma / Certificate / DMCs will be required to get formal approval of competent authority viz. Chairman PBTE as per previous practice.

CHAPTER - XI
REGISTRATION OF STUDENTS

1. The Secretary shall maintain register in which complete record shall be kept in respect of :

(i) All students joining Institutes recognized by the Board.
(ii) All private candidates of examinations conducted by the Board. Particulars (i) and (ii) above shall comprise the following entries :

(a) Name of the Student;
(b) Father's Name;
(c) Date of Birth;
(d) Academic Qualifications;
(e) Present Address;
(f) Date of Admission (in case of students of Institutions)
(g) Home District.
(h) (Blank column for Remarks if and when necessary).
(i) Mobile Number
(j) Bay-Form / CNIC Number
(k) Religion, (Muslim / Non-Muslim)
(l) Gender, (Male / Female)
(m) Signature of Candidate
(n) Picture of Candidate

* Remarks could be about distinction won or punishments awarded by the Board.

2. Fee for registration shall be as prescribed by the Board from time to time. It will be charged on admission in respect of regular students. Private students will deposit the fee alongwith Admission Forms for examination.

3. The Head of every recognized Institution shall forward to the Secretary, within one month from the last date of admission, the name of every student admitted or re-admitted, together with the registration fee.

4. Head of the Institute shall quote the Registered Number in all subsequent correspondence relating to the student. Private candidates shall also quote their Registered Number on all applications for admission to examination.

* If a student is struck off the Rolls, migrated to another Institution, is rusticated or expelled, such fact shall be reported to the Secretary at the earliest.

5. Applications for admission to examination shall be scrutinized by comparing them with record in the Register. In case the particulars of a candidate, as given in the Admission Form do not tally with those in the registration record based on the registration return submitted by the Head of the Institution or on the application for registration submitted by a candidate himself, the Controller of Examinations may refuse to entertain the candidate's application for admission to the examination.

6. In case of an omission in the registration return sent by the Head of the Institution or in the Admission Form of a private candidate not already registered, the registration record can be completed on payment of such fee as may be prescribed by the Board from time to time, provided that completion of record shall not involve any amendment or change of the previous record.

7. The following documents are required for Change in Date of Birth & Signatures of students, Migration Cases. The detail of categories is as under:

a. Following documents will be required in case of change in Date of Birth provided that the Date of Birth of a candidate who has either applied for appearing in an examination or has already passed the examination may be corrected on application made in this behalf on the payment of prescribed fee within the five years of the date of the commencement of examination:

i. Requisite fee as notified by the Board from time to time.
i. Application duly filled on prescribed Proforma.
ii. Attested copy of BAY-Form or CNIC issued by NADRA.
In case requisite minimum qualification is matric:
iii. Attested copy of the Matric certificate issued by any General Education / Technical Education Boards or any other institution notified by the IBCC.

b. SIGNATURE AND DATE OF BIRTH CNIC CASES HAVING MATRIC AS PRE-REQUISITE OF QUALIFICATION

i. Requisite fee as notified by the Board from time to time.
ii. Attested copy of the Matric certificate issued by any General Education / Technical Education Boards or any other institution notified by the IBCC.
iii. Application duly filled on prescribed Proforma.
iv. Attested copy of BAY-Form or CNIC issued by NADRA.

C. MIGRATION OF CANDIDATE:

Migration of a student can only be actualized for within his / her academic session. However, Migration in 01 year or less than 01-year courses will not be allowed.

a). INTER-CITY MIGRATION: -

Following documents will be required for inter-city migration of the student.

i. Requisite fee as notified by the Board from time to time.
ii. Migration form duly filled in all respects.
iii. In case requisite qualification is Matric. Attested copy of Matric Certificate to determine / compare merit of other institutions.
iv. Evidence of transfer / posting (in case of Govt. employee) or change of residence at stamp paper of Rs. 100/-.
v. Provision of merit certificate, where migration is intended / required.
vi. All document, mentioned ibid, except merit certificate (in case of SSC level, vocational level courses)are required for migration cases.

b). INTER-PROVINCIALMIGRATION

Following documents are required for inter-provincial migration of the student.

i. Requisite fee as notified by the Board from time to time.
ii. Migration form duly filled in all respects.
iii. In case requisite qualification is Matric. Attested copy of Matric certificate.
iv. Evidence of transfer / posting (in case of Govt. employee) or changes of residence at stamp paper of Rs. 100/-
v. Migration for only those courses will be entertained having equivalence of SSC/HSSC from IBCC Pakistan.
vi. NOC of the Board concerned is mandatory while entertaining the case in PBTE office.

Note: No fee will be charged within 30 days after issuance of registration card for DAE, D.Com, Matric Tech, Matric Vocational one year and two year courses. No fee will be charged within 10 days after issuance of registration card for short courses of 03, 04 and 06 month duration.

CHAPTER - XIX
RULES IN RESPECT OF CHANGE IN THE NAMES OR SURNAMES OF REGISTERED STUDENTS

1. Application for a change/ correction in name or surnames in the registration data shall be entertained from a candidate who has been registered with the Board.

DEFINITIONS:

a) **Correction in Name and CNIC Number**

Means to make correction in the candidate's name or father's name due to the difference found in spellings as per document required for the purpose, or correction of CNIC number etc. at PBTE documents in accordance to the CNIC number of the NADRA.

b) **Change of the Name and CNIC Number**

Means, change in full name or any of the part of name of the candidate or change in full name or any of the part of candidate's father name in the official record.

c) **Change of the Picture**

Means to change the picture of the candidate in the official document i.e. registration record and admission record before candidate's first appearance in the examination.

2. **An application for a change in the following documents are required.**

2.1. CORRECTION IN NAME / FATHER'S NAME CASES HAVING MATRIC AS PRE-REQUISITE OF QUALIFICATION

Following documents will be required.

i. Requisite fee as notified by the Board from time to time.
ii. Attested copy of the Matric certificate issued by any General Education / Technical Education Board or any other institution notified by the IBCC.
iii. Application duly filled on prescribed Proforma.
iv. Attested copy of BAY-Form or CNIC issued by NADRA.

2.2. CHANGE OF NAME / FATHER'S NAME, SIGNATURE AND CNIC CASES HAVING MATRIC AS PRE-REQUISITE OF QUALIFICATION

Following documents will be required.

i. Requisite fee as notified by the Board from time to time.
ii. Attested copy of the Matric certificate issued by any General Education / Technical Education Boards or any other institution notified by the IBCC.
iii. Application duly filled on prescribed Proforma.
iv. Attested copy of BAY-Form or CNIC issued by NADRA.

2.3. CORRECTION IN NAME / FATHER'S NAME HAVING MIDDLE AS PRE-REQUISITE OF QUALIFICATION

Following documents will be required.

i. Requisite fee as notified by the Board from time to time.
ii. Attested copy of the middle certificate or school leaving certificate (class-viii) or the record of pass /fail of 9^{th} / 10^{th} class from any general educational board /any institution notified by IBCC.
iii. Application duly filled on prescribed proforma.
iv. Attested copy of BAY-Form or CNIC issued by NADRA.

2.4. CHANGE OF NAME / FATHER'S NAME CASES HAVING MIDDLE AS PRE-REQUISITE OF QUALIFICATION

Following documents will be required.

i. Requisite fee as notified by the Board from time to time.
ii. Attested copy of the middle certificate or school leaving certificate (class-viii) or the record of pass /fail of 9th / 10th class from any general educational board/ any institution notified by IBCC.
iii. Application duly filled on prescribed Proforma.
iv. Computerized Birth certificate issued by concerned union council.
v. Attested copy of BAY-Form or CNIC issued by NADRA
vi. Documentary evidence of the Court of Law.
vii. Stamp paper duly attested by 1st class Magistrate / Civil judge showing that the applicant is not serving in any public / Govt. or Semi-Govt. / Autonomous organization.

Note: If, change of phoneme / spelling of the word "Muhammad" in the documents of candidate is required, no fee will be charged as per notification of the Government.

In case a newly Muslim candidate intends to avail the facility of change / correction in Name, Father's Name and Signature, such candidate will be exempted from the bar of paying fee for all categories i.e. registration card, certificate, diploma etc. and in this case, the candidate will have to provide the documentary evidence regarding acceptance of Islam.

2.5. CHANGE OF PICTURE

Following documents will be required.

i. Requisite fee as notified by the Board from time to time.
ii. The applicant may apply for the change of picture before his / her 1st appearance in the examinations.
iii. If candidate has availed any number of the chance from the prescribed number of the chances, his / her application for the change of picture will not be entertained.
iv. In order to change candidate's picture from the official documents; he/she will have to apply through principal before appearing in examinations while his / her 1st sitting / attempt.
v. If change of picture in unavoidable circumstances is required; a committee comprising following officers shall decide the case.

a.	**Controller of Examinations, PBTE**	**Convener**
b.	**Secretary, PBTE**	**Member**
c.	**Deputy Secretary, PBTE**	**Member**
d.	**Assistant Secretary (Registration), PBTE**	**Member**
e.	**AS / ACE (Concerned Branch), PBTE**	**Member**

2.6. ANCILLARY ACTIVITIES

i. An ostensible / clear cut statement in Urdu must be printed on registration card for the guidance and awareness of the students.

اُمیدوار اپنی تصویر اور دستخط میں کسی بھی قسم کی درستی /تبدیلی کی صورت میں فوراً بذریعہ کالج دفتر بورڈ سے رابطہ کرے۔ بصورت دیگر تمام تر ذمہ داری اُمیدوار پر ہو گی۔

ii. A form for purpose will be developed by Registration section which will be implemented in future to deal with such cases after getting formal approval from the authority.

iii. Approval for change / correction in Name, Father's Name, CNIC number and Change of Picture etc. will be sought from authority, by Registration Section. It will be considered as token of reference in all steps i.e. registration, result registers, diploma / certificate etc. This facility will be available for computerized cases only. A notification in this regard will be issued by registration section.

3. No application under Rule 2 shall be entertained unless the candidate applies to the Board through the Head of the Institution in which he was last studying. In case of a private candidate, the application shall be submitted through the Head of a recognized Institution or through a gazetted officer.

4. Change in the name / picture under Rule 2 shall be granted only if the Board is satisfied that all requirements have been fulfilled.

5. The original name shall invariably form a part of the name of the candidate and shall be shown as such in all records of the Board with the addition of the word "alias" between the two names .

Note: No fee will be charged within 30 days after issuance of registration cards for DAE, D.Com, Matric Tech, Matric Vocational one year and two year courses. No fee will be charged within 10 days after issuance of registration cards for short courses of 03, 04 and 06 months duration.

SECRETARY

Copy for information to:-

1. P.A to Chairperson, PBTE.
2. P.A to Secretary, PBTE.
3. Branch Inchareges (Concerned)
4. Notification File.