To,

The Principal

1. Govt. College of Technology,
2. Govt. College of Technology for Women,
3. Govt. Polytechnic Institute for Women,
5. Govt. Institute of Commerce for Women.
7. Govt. Institute of Commerce.
8. All Private Institutes / Colleges affiliated with PBTE.

Subject: **ONLINE REGISTRATION SCHEDULE FOR 1ST YEAR SESSION 2012-2013 FOR DAE, DDM, D.COM, DBA, DIPLOMA IN HOTEL OPERATIONS & DIPLOMA IN CULINARY ARTS.**

Please find enclosed herewith the instructions regarding Online Registration for the Academic Session 2012-13 along with important instructions, Detail of fee etc.

**NOTE:** You are requested to follow the instructions accordingly.

**COPY FOR INFORMATION:**

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, Lahore.
8. P.A to Secretary, PBTE, Lahore.
10. All DMS TEVTA.
11. Deputy Controller of Examinations, PBTE, Lahore
12. Deputy Secretary, PBTE, Lahore.
14. All Assistant Controllers of Examinations, Assistant Secretaries, PBTE, Lahore.
15. Public Relations Officer, PBTE, Lahore.
16. Web Administrator, PBTE, Lahore. (for uploading of schedule on Board’s Web Site).

P. T. O
SECTION - II
IMPORTANT INSTRUCTIONS

The Punjab Board of Technical Education, Lahore has introduced a computerized online student registration system. For this purpose a user manual along with process flow diagram of registration is being forwarded herewith. You are requested to follow the instructions while feeding student's registration data online.

Below mentioned instructions are also requested to be followed.

1) 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.

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

3) 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.

4) Courses / Technologies must be clearly mentioned on the Registration Forms (Banking, OSP, Account etc. for D. Com and Electrical, Electronics etc. for DAE).

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

6) The Board allowed the affiliated institutions to admit the matric failed students provisionally in DAE, DDM, D. Com/DBA and equivalent courses provided that such students have passed examination of the 9th class completely and failed in not more than two (2) subjects in the examination of the 10th class.

The institutions would send lists of such students separately to the Board office and the Board office would register them only after they have passed the subsequent matric supplementary examination.

The Instructions for Registration should be displayed on the Notice Board of the Institute

[Signature]

SECRETARY
SECTION III

Online Registration Schedule of DAE, DDM, D.COM, DBA,
DIPLOMA IN HOTEL OPERATIONS & DIPLOMA IN CULINARY ARTS
for the Session 2012-2013

ADMISSION SCHEDULE

<table>
<thead>
<tr>
<th>Description</th>
<th>D.COM / DBA DHO / DCA</th>
<th>DAE / DDM</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Last date for Admission without late fee</td>
<td>01-09-2012</td>
<td>01-09-2012</td>
</tr>
<tr>
<td>☐ Last date of Deposit of registration and sports Fee</td>
<td>17-09-2012</td>
<td>21-09-2012</td>
</tr>
<tr>
<td>☐ Last date of Registration Forms Entry (Online)</td>
<td>25-09-2012</td>
<td>28-09-2012</td>
</tr>
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<td>☐ Last date of receipt of Registration Forms with Registration / Sport Fee Challan in PBTE.</td>
<td>01-10-2012</td>
<td>04-10-2012</td>
</tr>
<tr>
<td>☐ Last date for Admission with late fee</td>
<td>24-09-2012</td>
<td>13-10-2012</td>
</tr>
<tr>
<td>☐ Last date of Deposit of registration and sports Fee</td>
<td>03-10-2012</td>
<td>18-10-2012</td>
</tr>
<tr>
<td>☐ Last date of Registration Forms Entry (Online)</td>
<td>08-10-2012</td>
<td>22-10-2012</td>
</tr>
<tr>
<td>☐ Last date of receipt of Registration Forms with Registration / Sport Fee Challan in PBTE.</td>
<td>13-10-2012</td>
<td>06-11-2012</td>
</tr>
<tr>
<td>☐ Last date for Admission with Double late fee</td>
<td>04-10-2012</td>
<td>08-11-2012</td>
</tr>
<tr>
<td>☐ Last date of Deposit of registration and sports Fee</td>
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<td>12-11-2012</td>
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<tr>
<td>☐ Last date of Registration Forms Entry (Online)</td>
<td>16-10-2012</td>
<td>15-11-2012</td>
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<td>☐ Last date of receipt of Registration Forms with Registration / Sport Fee Challan in PBTE.</td>
<td>23-10-2012</td>
<td>20-11-2012</td>
</tr>
</tbody>
</table>

Fee Schedule

Board's Account Number 0012000003-7 in UBL for fee deposit

FOR TEVTA INSTITUTIONS

- Registration Form Fee: Rs. 10/-
- Registration Fee: Rs. 500/-
- Sports Fee: Rs. 150/-
- Total: Rs. 660/-

Registration with Late Fee

Reg. Form Fee + Registration Fee + Sports Fee + Single Late Fee: Rs. 10+500+150+200=860/-
Reg. Form Fee + Registration Fee + Sports Fee + Double Late Fee: Rs. 10+500+150+400=1060/-

FOR NON TEVTA / PRIVATE INSTITUTIONS

- Registration Form Fee: Rs. 10/-
- Registration Fee: Rs. 500/-
- Sports Fee: Rs. 150/-
- Total: Rs. 660/-

Registration with Late Fee

Reg. Form Fee + Registration Fee + Sports Fee + Single Late Fee: Rs. 10+500+150+300=960/-
Reg. Form Fee + Registration Fee + Sports Fee + Double Late Fee: Rs. 10+500+150+600=1260/-

SECRETARY