No. PBTE/REG/2015/848-1100

Dated: 21-02-2015

To,
Principal,

Subject: REGISTRATION & EXAMINATION SCHEDULE FOR SHORT COURSES DURATION 3 & 6 MONTHS 2015.

In pursuance of the directions issued by the office of General Manager (Operations), TEVTA vide letter No. TEVTA/GM(O)/244-15/174 Dated: 10-02-2015 the
Admission Schedule for the below mentioned Short Courses in hereby programmed for
implementation as detailed below:

Three Months Courses

<table>
<thead>
<tr>
<th>Duration of Short course</th>
<th>Last Date of Receipt of Registration Forms</th>
<th>Examination Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>February to April 2015</td>
<td>10-03-2015</td>
<td>Second Week of May 2015</td>
</tr>
<tr>
<td>May to July 2015</td>
<td>10-06-2015</td>
<td>Second Week of August 2015</td>
</tr>
<tr>
<td>August to October 2015</td>
<td>10-09-2015</td>
<td>Second Week of November 2015</td>
</tr>
</tbody>
</table>

Six Months Courses

<table>
<thead>
<tr>
<th>Duration of Short course</th>
<th>Last Date of Receipt of Registration Forms</th>
<th>Examination Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>February to July 2015</td>
<td>10-06-2015</td>
<td>Second Week of August 2015</td>
</tr>
</tbody>
</table>

Fee Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Examination Fee</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>Admission form fee</td>
<td>Rs. 20/-</td>
</tr>
<tr>
<td>Registration form</td>
<td>Rs. 10/-</td>
</tr>
<tr>
<td>Total</td>
<td>Rs. 530/-</td>
</tr>
</tbody>
</table>

Copy for Information to:
1. SA to Chairperson, TEVTA, Lahore
2. PS 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. All DMS TEVTA.
8. PA to Chairman PBTE, Lahore.
9. PA to Secretary PBTE, Lahore.
10. PA to Controller of Examination, PBTE, Lahore.
11. Deputy Controller of Examination, 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 Website).
IMPORTANT INSTRUCTIONS

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

1) The registration forms along with the list as per attached performa duly signed by the principal of the concerned college / institute with fee challan will be submitted in the Board according to the schedule attached. No form will be entertained after the prescribed date.

2) The registration / Admission fee will be deposited in Board account as per strength of students shown in the list within time.

3) Course wise list of the admitted students must be attached with registration forms.

4) Registration forms and list sent by post will not be entertained. Forms with list will only be received in person through the authorized representative of the College / Institute.

5) It is the sole responsibility of head of institute that the registration forms are filled correctly and completely as per academic certificate. Therefore it is must be ascertained that the following information is correct and complete.
   a) Student name, Father's Name (in capital letters), Date of Birth as per Middle / Matric Certificate.
   b) Two Pictures 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 the purpose.
   c) All required information is entered properly in registration form.
   d) Academic and fee information is provided in appropriate column

6) Course must be clearly mentioned on the registration forms.

7) The registration cases only on prescribed forms (issued by the Board), will be accepted.

ASSISTANT SECRETARY