PUNJAB BOARD OF TECHNICAL EDUCATION
21- A KASHMIR BLOCK, ALLAMA IQBAL TOWN, LAHORE

Phone: 042-37800187, 37800125, Board Exchange: 37800279, 37800688-89 Ext: 127 FAX: 37800255, Website www pbte.edu.pk

Ref #: PBTE/COM-EXAM/2014/80

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 Commerce Colleges / Institutes affiliated with the Board.

Subject: EXAMINATION SCHEDULE FOR ONLINE ADMISSION DATA FEEDING OF D.COM/DBA/DHO PART-I & II FIRST ANNUAL EXAMINATION 2014.

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

a) Date of commencement of Examination
   - 05-06-2014

b) (i) Last date of deposit of Examination for online with Single Fec.
    - 18-03-2014
   (ii) Last date of online feeding/entry of admission data list by the institute.
    - 20-03-2014
   (iii) Last date of submission the final print of online admission data list along with Original fee Challan in the Board and manual list & fee only if any.
    - 25-03-2014

c) (i) Last date of deposit of Examination for online with Double Fee.
    - 26-03-2014
   (ii) Last date of online feeding/entry of admission data list by the institute.
    - 28-03-2014
   (iii) Last date of submission the final print of online admission data list along with Original fee Challan in the Board and manual list & fee only if any
    - 02-04-2014

d) (i) Last date of deposit of Examination for online with Triple Fee.
    - 03-04-2014
   (ii) Last date of online feeding/entry of admission data list by the institute.
    - 05-04-2014
   (iii) Last date of submission the final print of online admission data list along with Original fee Challan in the Board and manual list & fee only if any.
    - 10-04-2014

Note: In case of real hardship after triple fee admission form/manual admission data list can be accepted with an additional fee of Rs. 100/- per day with the approval of Chairman PBTE.

Examination fee will be charged as under:-

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SINGLE FEE</th>
<th>DOUBLE FEE</th>
<th>TRIPLE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.COM/DBA/DHO PART-I &amp; II (Theory)</td>
<td>Rs:1200/-</td>
<td>Rs:2400/-</td>
<td>Rs:3600/-</td>
</tr>
<tr>
<td>D.COM/DBA/DHO PART-I &amp; II (Practical Fee)</td>
<td>Rs:200/-</td>
<td>Rs:400/-</td>
<td>Rs:600/-</td>
</tr>
<tr>
<td>Admission Form/Admission Data Processing Fee</td>
<td>Rs:20/-</td>
<td>Rs:20/-</td>
<td>Rs:20/-</td>
</tr>
</tbody>
</table>

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

1. Correct Registration number and subjects should be mentioned on the printed admission data list.
2. 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 be forwarded to the Board's office.
3. Candidates are required to take examination in that scheme of studies/group, in which they are registered with the Board.
4. 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/-) 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.
5. 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.
6. 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.
7. 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.
8. 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.

Copy is forwarded to:
1. P.O to Chief Operating Officer (TEVTA), 96-H, Gulberg-II, Lahore
2. P.O to Chairman, PBTE, Lahore.
4. P.O to Secretary, PBTE Lahore.
5. P.O to Controller of Examinations, PBTE Lahore.
6. All the Zonal Managers/District Managers (TEVTA).
7. All Branch Incharges (Concerned) PBTE Lahore.
8. P.R.O, PBTE Lahore to publish as news item in Electronic & Print Media.
9. Web Administrator PBTE, to upload on the website.
Click on online services at www.pbte.edu.pk and log in. Enter your ID and click on Admission Data List. After logging in, select the course and category of admission data list. If you are part I or part II, select Yearwise or Groupwise. Select the payment method and proceed to complete the data entry. Proofreading Print name, year, and group number before printing. CrossTick is a feature for detecting any errors. If you are in Yearwise or Groupwise, select the optional subjects. Fresh, Supplementary, and Consequences are the three sections of the form. Enter the data carefully. Data lock and lock data are important features. Rough print is not saved. Lock data to prevent any changes. Landscape view is helpful for orientation. Submit the form by the deadline. Contact webmaster@pbte.edu.pk for any queries. Phone numbers: 0334-4186420, 0307-4449740, 042-37800255. E-mail: webmaster@pbte.edu.pk.