



PUNJAB BOARD OF TECHNICAL EDUCATION

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No. PBTE/REG/2021/ 2164


Dated: 06-12-2021

To,

The Director,
Survey Training Institute,
Survey of Pakistan,
Islamabad.

Subject: **ONLINE ADMISSION & REGISTRATION SCHEDULE OF ONE YEAR CERTIFICATE IN LAND SURVEYING COURSE FOR THE SESSION 2021-22.**

Please find enclosed herewith the online Admission & Registration schedule of One Year Certificate in Land Surveying course for the Academic Session 2021-22 along with important instructions, Detail of fee etc. You are requested to follow the instructions accordingly.


SECRETARY

Copy for information:

1. PS to Minister, Industries, Commerce, Investment and Skills Development, Lahore.
2. PS to Secretary, Industries, Commerce, Investment and Skills Development Department, Lahore.
3. SA to Chairperson TEVTA, Lahore.
4. PS to Chief Operating Officer, TEVTA, Lahore.
5. GM (Operations), TEVTA, Lahore.
6. GM (F&A) TEVTA, Lahore.
7. GM (Academics), TEVTA, Lahore.
8. DGM (Academics), TEVTA, Lahore.
9. ZM (North / Central / South), TEVTA, Lahore.
10. PS to Chairman, PBTE, Lahore.
11. PA to Secretary, PBTE, Lahore.
12. PA to controller of Examinations, PBTE, Lahore.
13. Deputy Controller of Examinations Conduct / Deputy Controller of Examinations Secrecy, PBTE, Lahore.
14. Deputy Secretary, PBTE, Lahore.
15. System Analyst, PBTE, Lahore.
16. All Assistant Controllers of Examinations, / Assistant Secretaries, PBTE, Lahore.
17. Public Relations Officer, PBTE, Lahore.
18. Web Administrator (for uploading of schedule on Board's Web Site).

SECTION II

IMPORTANT INSTRUCTIONS FOR ADMISSION & REGISTRATION OF STUDENTS OF ONE YEAR CERTIFICATE IN LAND SURVEYING COURSE

The Punjab Board of Technical Education, Lahore has introduced a computerized **online** student Registration system. For this purpose a **user manual** alongwith **process flow diagram** of Registration is being forwarded herewith. You are requested to follow the instructions as mentioned in user manual attached herewith.

- 1) The Director of the institute is required to read the Assessment and Promotion rules of course carefully before admission to avoid future inconvenience. The Assessment & Promotion Rules are available at Board's Website.
- 2) The students who have passed Matriculation Examination from other than "Board of Intermediate & Secondary Education" must provide the Matric equivalent certificate from IBCC. Otherwise Registration Cards will not be issued.
- 3) The Board allowed the affiliated institutions to admit the Matric Failed students provisionally in One Year Certificate in Land Surveying course. The Institutions would **send manual lists of such students on College Letter Head separately** to the Board and the Board would register them only after they have passed the subsequent Matric Supplementary Examinations.
- 4) If a student got admission in more than one course / institute; he / she will only be Registered with PBTE after sending undertaking (on stamp paper) through institute, confirming that he is attending regular classes in only one respective course in one Institute / College.
- 5) It is mandatory on part of the institutions to get verified the Matric Certificate of the admitted students from the respective Boards. The responsibility of admission of any student on basis of fake or bogus Matric Certificate will lie with the institute. Such cases must be sent to the PBTE office immediately for cancellation of Registration of such students.
- 6) Online feeding of the enrolled students do not create a right for registration. The pre-requisites such as affiliation of institute, eligibility of students etc. should be completed and intact for registration and issuance of registration card thereafter.

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

Note:- In case of any query please contact the following.

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| a. Superintendent (Registration) | 042-99260276 |
| b. Dealing Assistant (Registration) | 042-99260276 |
| c. Web Administrator / Computer Section | 042-99260284 |
| d. Assistant Secretary (Affiliation) | 042-99260283 |


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