

SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FERZEPUR

Dated: ____/____, 20____

Ref.: SBS/FZR/ _____

The Dean /Controller of (Examination)
Punjab Technical University Jalandhar,

Subject: Correction in Name/Father's Name

Respected Sir,

With due respect it is stated that my Name/Father's Name printed on the DMC(s) issued by your good self is incorrect. My correct details are given below:--

1. **Name: Mr. / Miss:** _____

2. **Father's Name:** _____

3. **Univ. Roll. No.:** _____

4. **Present Semester:** _____

5. **Branch :** _____

6. **Batch :** _____

7. **DMC's issued till date are:** 1st Sem. / 2nd Sem. / 3rd Sem. / 4th Sem. / 5th Sem. / 6th Sem.

The incorrect name of mine / my father, printed on the DMC, is _____.

My **original DMC's** of _____ Semester(s) bearing nos. _____ are enclosed herewith for your kind consideration. The attested copy of my Matriculation Certificate is also enclosed herewith as a proof for correct name.

So, you are requested to correct mine / father's name, and issue the correct DMC to the undersigned. I shall be thankful to you.

(Signature of student)

Name: _____

<p>Verified and forwarded as per department record</p> <p>(Deptt. Clerk) (Signature of the HOD)</p>	<p>Forwarded to the Dean/Controller of (Exams), PTU, Jal., for further n.a. please.</p> <p>(Dean Academics)</p>
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Enclosure: 1. Original DMC's of _____ Semester(s) bearing Nos. _____
2. Attested copy of Matriculation certificate