



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

(Polytechnic Wing)

Moga Road, Ferozepur – 152004

(Established by the Punjab Government)

Phone: 82880-12009,82880-12050, 82880-12001, 01632-242138

Fax: 01632-242138

Dated: _____, 2015

Ref.: SBS/POLY/

Institute Code - SBS (71)

The Registrar,

Punjab State Board of Technical Education & Industrial Training,
Plot No. 1A, Sector 36 A,
Chandigarh - 160 036.

Subject: Issuance of DMC of Sem(s)/Transcript/Diploma Certificates
of students–Regarding.

Sir,

It is hereby submitted that the DMC of Sem(s) / Diploma / Transcript
Certificates of following student of this college has not been received till date. The
student has given a request letter for the same. The detail of student is given below:--

1. Name: _____
2. Father's Name:-- _____
3. Registration No.: _____
4. Branch: _____
5. Batch: _____
6. Passing Session: May / Dec., 201____

So, you are requested to issue DMC's/Diploma/Transcript Certificates of the above
mentioned student as early as possible.

Thanks and regards,

Verified that the DMC of Sem /
Diploma / Transcript Certificate not
received in college as on date.

(Amritpal Singh)

Forwarded and Recommended

(Department Incharge)

(In case of issuance of Transcript/Diploma only)

Certified that the student has been issued PDC and his/her No-
Dues are clear.

(Dealing Official Academic Section)

(Principal – Poly Wing)