

SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FERZEPUR

Dated: ____/____, 20____

Ref.: SBS/FZR/ _____

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

Subject: Issuing of DMC– Regarding

Respected Sir,

With due respect it is stated that the undersigned have cleared all the courses (theory and practical's) of ____ Sem. The photo copy of result declared by PTU, Jal. vide result notification no. _____ dated _____ is also enclosed herewith for your kind reference. But, till date the undersigned has not received the DMC for the said Semester. My particulars are given below:--

1. Name: _____
2. Father's Name:-- _____
3. Univ. Roll No.: _____
4. Branch: _____
5. Batch: _____
6. Passing Session of _____
7. Semester Exams: May / Dec., 20_____
8. Present Semester: _____

So, you are requested to kindly issue me the DMC of the said Semester. I will be thankful to you.

(Signature of Student)

Name: _____

Verified that the DMC of ____ Sem. of concerned student has not been received by our Deptt. till date	Forwarded to the Dean (Exams), PTU, Jal., for further n.a. please.
(Deptt. Clerk)	(Dean Academics)
(Signature of the HOD)	

Encl.: ___ Attested copies of Result (as per above)