

Shaheed Bhagat Singh College of Engineering & Technology, Ferozepur

Dated: _____, 20__

Ref.: SBS/FZR/ _____

The Dean (Examination)

Punjab Technical University Jalandhar,
Jalandhar-Kapurthala Highway, Post Bag No 01,
Kapurthala.

Phone: 01822-255516

Mobile No: 98722-80044

Fax: 01822-255514

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 goodself 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)

Name: _____

Forwarded and verified as per record (Deptt.)

(Deptt. Clerk)

(Signature of the HOD)

**Forwarded to the Dean (Exams), PTU,
Jal., for further n.a. please.**

(OIAA)

Verified by Student Section

(Clerk – Student Section)

(Receiving Official)

(I/c – Student Section)

Enclosure: 1. Original DMC's of _____ Semester(s) bearing Nos. _____
2. Attested copy of Matriculation certificate