

**Shaheed Bhagat Singh College of Engineering & Technology,
Ferozepur**

Dated: _____, 20__

Ref.: SBS/FZR/ _____

The Director,
Shaheed Bhagat Singh College of Engg. & Tech.,
Ferozepur.

Subject: Issuing of Provisional/Duplicate Admit Card - Regarding

Respected Sir,

With due respect it is stated that I had not received my Admit Card from PTU, Jal. for appearing in the Term End Examinations of May / December, 20___. I had filled in Regular / Reappear Examination Form and the photocopy of Fee Receipt as proof is enclosed herewith for your kind consideration. My details are given below:--

1. Name: Mr. / Miss: _____

2. Father's Name: _____

3. Univ. Roll. No. : _____

4. Present Semester: _____

5. Branch: _____

6. Batch: _____

I had filled the Examination Form for appearing in following Regular/Reappear Exams:--

Sem.: _____ Subjects (with Codes) : 1. _____ 2. _____
3. _____ 4. _____ 5. _____

So, you are requested to issue me, provisional/duplicate Admit Card. I shall be thankful to you.

(Signature)

Name: _____

**Verified that the student is eligible for appearing
in above said Exams and had submitted the said
Examination Form for appearing in said Exam**

(Deptt. Clerk)

(Signature of the HOD)

Verified as per record

(Deptt. Clerk)

(I/c – Student Section)

Enclosure: 1. Photocopy of the Fee receipt