

**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:** Issuing of DMC – Regarding**Respected Sir,**

With due respect it is stated that the undersigned have cleared all the courses (theory and practicals) 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 \_\_\_\_ Semester  
Exams: May / Dec., 20\_\_\_\_
7. Present Semester: \_\_\_\_\_

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

**(Signature)**

Name: \_\_\_\_\_

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

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

**(Director)**

**Verified that the DMC of \_\_\_\_ Sem. of concerned student  
has not been received by our Deptt. till date**

**(Deptt. Clerk)****(Signature of the HOD)**

**Verified that the college has not received the said DMC till date**

**(Clerk – Student Section) (Receiving Official) (I/c – Student Section)**

Encl.: PTU Receipt Slip