



**Application Form for issue of Certificates**

- Note :** 1. Read the instructions overleaf carefully before filling up the form.  
2. Form to be filled by the candidate in Capital Letters only.

**Diploma Course**

**Pharmacy**

No. \_\_\_\_\_ (For Office Use Only)

Registration No. : \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Course : \_\_\_\_\_

Institute : \_\_\_\_\_

Mode of delivery : To be dispatched to concerned Institute.

Address : \_\_\_\_\_

Phone No. : (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Type of Certificate :** **Duplicate**

**Correction Case**

**1. For Issue of Duplicate / Corrected Certificate :**

I.  Registration Card

II.  Detail Marks Card : Tick Class - All  A  1  2  3  4  5  6  7  8

III.  Transcript Certificate

IV.  Diploma Certificate

**2. In case of Correction :** (Attach Proof/Affidavit for the correction) (Write in Capital Letters only)

Particulars	Incorrect particulars	Correct particulars
Name		
Father's Name		

3. **Attach copy** of receipt of fees deposited in Bank.

4. **Others** (Please Specify) : \_\_\_\_\_

\_\_\_\_\_

5. Date and Time of Submission : \_\_\_\_\_

Place:

Signature of the Student

### Instructions for Issue of Certificates

1. Read the instructions carefully before filling up the form.
2. All the particulars required in the form should be filled accurately by the candidates. The office will not be responsible for any delay in the case where the form is not complete in all respects.
3. Use Block Capital only.

#### **For Duplicate Certificates**

- Attach Affidavit attested by Notary regarding lost of certificates.  
OR  
Attach copy of FIR/DDR/LAR

#### **For Correction cases**

- Attach proof of the correction to be done. (Attested Copy of Matric Certificate in case of correction in Name / Father's Name / Date of Birth.)
- **To collect corrected certificates from institutes** Student have to deposit his/her original certificates in the concerned institute.

#### **Procedure to get the certificates**

1. Fill this form accurately and attach the required documents.
2. Scan this forms and all required documents alongwith copy of requisite fee and send Email to the Board's website only at [onlineservices.psbte@gmail.com](mailto:onlineservices.psbte@gmail.com)
3. Student will deposit the fees in Axis Bank, Account No.914010047177636, Branch-Sector-36 A, Chandigarh. IFSC Code-UTIB0003641
4. The required certificates will be issued as per the schedule given below :
5. Incomplete Forms and Less fees/without fees cases will not be entertained.
6. In Correction cases students have to deposit all original documents in the concerned institute, only after institute will hand over the corrected documents.

	<b>Particular</b>	<b>Fee (in Rs.)</b>	<b>Tentative time taken for preparation of Certificates</b>
1.	Duplicate DMC	200.00 per certificate	To be dispatched to the concerned institute within fifteen working days
2.	Duplicate Registration Card	200.00	To be dispatched to the concerned institute within fifteen working days
3.	Duplicate Transcript	200.00	To be dispatched to the concerned institute within fifteen working days
4.	Duplicate Diploma	200.00	To be dispatched to the concerned institute within fifteen working days
5.	DMC (Correction)	200.00 per DMC	To be dispatched to the concerned institute within fifteen working days
6.	Transcript (Correction)	200.00	To be dispatched to the concerned institute within fifteen working days
7.	Diploma (Correction)	200.00	To be dispatched to the concerned institute within fifteen working days
8.	Registration Card (Correction)	200.00	To be dispatched to the concerned institute within fifteen working days