



**The Punjab State Board of
Technical Education & Industrial Training,**
Plot No. 1-A, Sector 36-A, Chandigarh. Ph. 2615385,2622584-85 Fax 2660734

To No. 129

Dated - 21/01/2010

The Principal,
All the institutes,

Subject: Corrections to be done in the data of Registration for the students admitted in year 2009.

Sir,

Board is in the process to despatch photo registration cards to all the students admitted in the year 2009 through JET or at institute's level. Before the printing, correct data of registration is required. To avoid all the later stage corrections in the Registration details, all the institutes will follow the following procedure for the corrections: -

1. Registration data consisting of Students' Registration No., Name, Father's Name, Mother's Name, Session of Admission and Gender along with Course and Institute's Name will be available on Board's website www.punjabteched.net.
2. Institutes will ask all the Students to view their full details on Board's website www.punjabteched.net at '**Registration Correction**' link on the **Home Page** by entering their Registration No. issued by the Board.
3. Full details will be displayed on the screen and if any student finds that any of the information displayed is wrong or incorrect then the student will download and fill the Correction Form as per the instructions on it. In this Form, the student will enter the correct data for only those fields which are required to be modified.
4. After this the student will submit it with their respective institutes and the institutes will forward these forms to the office of the Board before the specified date.
5. For the **Photo not available cases**, the student will come to know about it from the status field in the Registration Detail Form. Those students with Photo not available status will deposit their recent passport size photo with their institute. The Institute will paste the photos of these students on a Performa (available on the website) and write the Registration no. and Name of the student below each photo.
6. Institutes will submit all these cases manually or scan the same Performa in color JPEG format and email on the Official email address of the Board.
7. Any Correction application received after the issue of the Registration Cards will be done after the payment of Rs.200/- per card.

Students will submit all types of corrections till 30th Jan'2010 in their respective institutes and the institutes will further forward these corrections to the Board through website till 5th Feb' 2010.


Secretary