



PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Authority/Nomination Letter to Collect Document(s)

(To be filled by the applicant in his/her own handwriting)

Respected Sir,

I, wish to get collected the following document(s) in possession of your office.

(Write your document numbers in the relevant box & mark "X" in irrelevant box)

Name of Document		Sr. No	Name of Document		Sr. No
Degree(s)	Original		Provisional Certificate (s)	Original	
	Photocopy			Photocopy	
Transcript(s)	Original		Any Other permissible Document	Original	
			-----	Photocopy	

However, I am unable to appear physically to collect the document(s). I hereby authorize/nominate the person, whose details are given below, to collect the documents(s) on my behalf. Therefore, I request you to please allow for handing over the above-mentioned document(s) to the authorized/nominated person.

I hereby confirm that the details provided below are correct, and I take fully responsibility for any loss or damage in this regard.

Name of the Applicant: _____

Father's Name: _____ Regd No.: _____

Name of Degree: _____

CNIC #

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 Cell #: _____

(Please attach attested photocopy)

Applicant's Signature as per CNIC with Date

Details of Authorized/Nominated Person:

Full Name: _____

Relationship with the candidate: _____

CNIC #

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 Cell #: _____

(Please attach photocopy)

Signature of the Authorized/Nominated Person: _____ Date: _____

For Official Use

Mr./Ms. ----- S/O, D/O, W/O ----- is

Allowed

Not Allowed

 to collect the Documents as mentioned above.

Controller of The Examinations

INSTRUCTIONS

1. All entries must be legible, clear and preferably be filled by the candidate in his/her own handwriting.
2. Forms complete in all respect (i.e. duly signed and attached with necessary receipts & other documentary evidences) will be accepted.
3. Candidates applying for Semester Grade Sheets (SGS) should use one form for more than one Semester. All fees should either be deposited in Treasurer Branch or be sent by Postal Order in the name of Punjab Tianjin University of Technology Lahore. The nature of Certificate/ Degree must be indicated in Postal Order and the Bank Challan. THE FEE ONCE PAID SHALL NOT BE REFUNDABLE.
4. Degree/ Transcript/ SGS/Certificate shall not be issued to any person other than the candidate himself. It can, however, be handed over to an authorized person on production of a Letter of authority from the candidate, on a stamped paper worth Rs. 100/- duly testified by the first-class magistrate or class-I officer or Oath Commissioner.
5. A DUPLICATE degree, Provisional Certificate or Transcript of Awards Can Only be Issued if Supported by;
 - a. An affidavit on a stamped paper worth Rs. 100/- duly testified by the first-class magistrate or class-i officer or oath commissioner.
 - b. A press cutting of ABC certified newspaper for the loss/damage.
 - c. A copy of an FIR / Police Report duly attested by the relevant officer.
6. Please Ensure following Attachments:
 - a. Original Bank Challan (counterfoil)
 - b. Attested Copy of SSC certificate.
 - c. Copy of CNIC.
7. For Provisional Certificate, Transcript of Awards. Original Clearance Certificate issued by the Registrar Office.
 8. The amount of fee to be deposited by the candidate for a degree, certificate or a duplicate copy thereof, is as under:
 - a. Semester Grade Sheet. Rs 300/-
 - b. Transcript of Awards (BSc) Rs 1000/-
 - c. Transcript of Awards (MSc) Rs 500/- Per Semester
 - d. Provisional Certificate. Rs 300/-
 - e. Degree in Absentia / Degree before Convocation. Rs.2000/-
 - f. Any Other Certificate Rs 300/-
 - g. Duplicate Rs.2000/-
9. Verification Fee Local:
 - i. Degree/Transcript of Awards Rs 1000/-
 - ii. Semester Grade Sheet/Provisional Certificate/ Any Other Certificate Rs 300/-
10. Verification Fee Foreign: (These rates are subject to revision by University Authorities from time to time.)
 - i. Degree/ Transcript of Awards 10 US Dollar/- per copy
 - ii. Provisional Certificate / Any other Certificate : 10 US Dollar/- per copy

For online Deposit of Fee Details are as under;

Bank Name: The Bank of Punjab, Education University Branch, Lahore
University Name: Punjab Tianjin University of Technology, Lahore, Punjab, Pakistan
Branch Code: 0086
Account Title: Punjab Tianjin University of Technology
Account Number: 6580064981000010
IBAN: PK92BPUN6580064981000010
Swift Code: BPUNPKKA
NTN/FTN NO 9021574

Notes:

- a) The Certificate or Duplicate copy except degree shall ordinarily be issued within FIFTEEN Working Days from the receipt of Application, provided that the relevant result has already been notified and the Application Form is complete in all respects.
- b) In case a duplicate copy of certificate/Transcript is required within 48 hours, the candidate shall deposit double fee prescribed for such certificate, except degree.
- c) A Degree will normally be issued within Two Months of receipt of the application form, complete in all respects. For URGENT issuance of degree double of prescribed fee shall be charged. Urgent Time is 15 Days.
- d) The issuance of Revised/duplicate degree may take more than two months after the submission of the application.
- e) Authorized person must bring his/her 02 Pictures along with authorization Letter.