



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 0172-2615385, 2622584-85 FAX : 2660734

Application for Change / Correction in Name (Self/Father _____)

Trade/Course _____

A. Particular of the applicant Man/Woman (please tick)

Name: (In capitals):

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Father's Name: (In capitals)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registration No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B. Fees Paid: Rs. _____

Rupees _____

Bank Draft/ Receipt No. _____

Dated _____

C. Old Name:(In capitals) _____

New Name:(In Capitals) _____

Date of Birth _____

D. Reason for applying _____

E. The particulars of the examinations taken and being taken by me are as under :-

	Name of Examination	Month/Year of Exam	Result
1			
2			

F. The cutting from the newspaper in which I have notified the change in my name is pasted below:-

SPACE FOR PASTING THE
CUTTING FROM THE
NEWSPAPER

Name of Newspaper _____

&

Place of Publication _____

Date of Publication _____

Name of Institute :

FOR OFFICE USE

G. Particulars checked and found correct The case is in order. Certificate be issued

Dated _____

Dealing Official/Assistant.

(To be filled by the Candidate)

Name & Address for despatch of Certificate

CERTIFICATES

(i) (For applicants those who are in service)
This office has no objection to the change in name of the applicant. The applicant is employed in this office since _____

ATTESTED

Signature of applicant :

Signature of the Head of the Department.
Designation _____
Official Stamp
Dated _____

(ii) (For applicants those who are/were on the rolls of affiliated/recognised institution.)
This office has no objection to the change in name of the applicant. The applicant is/was a student of _____ class _____, of Regd. No _____, of this institute in the year _____

ATTESTED

Signature of applicant:

Signature :
Designation Stamp.
Dated: _____

INSTRUCTIONS
(Change in Name)

1. Any alteration in the name already recorded in the Board Office is considered as a change in name.
2. Only candidates of this Board are allowed to apply for change in their names.
3. Change in sub-caste is not permissible unless there is any link between the proposed and the one already shown against his /her name. This rule does not apply to women candidates who change their names due to marriage and advertisement in the newspaper is not necessary.
4. The prescribed fee, i.e. Rs. 200/- + Rs. 50/- for the form downloaded from the internet, should be remitted in cash at the Board counter or through **Bank Draft drawn in favour of the Secretary, Punjab State Board of Technical Education & Industrial Training**, payable at **Chandigarh**. Part payment of fee is not acceptable.
5. The application should be forwarded to this Office through the Head of Institution where the applicant is studying or last studied [Certificate No. (ii) is meant for this purpose] or through the head of the Department where he is employed [Certified No. (i) is meant for this purpose]
6. A cutting from the newspaper in which the applicant has advertised the change in his /her name be pasted in the space provided for it in the form. The advertisement will be valid up to six months from the date of publication. Attested copy of the same is not acceptable.
7. ***Duplicate Certificates with changed name can be issued on payment of the prescribed fee and on return of the original certificates. This fee will be in addition to the fee paid for change in name.***
8. If the change in name is permitted, the name in the Board records as well as in the duplicate copies of the certificates /diploma if obtained, will be shown in "New name" alias "Old Name", as for example, where change in name is allowed from 'Bodh Ram to Rajesh Kumar', changed name in the Board records as well as in the duplicate copies of the certificates /diploma will be shown as "Rajesh Kumar alias Bodh Ram"
9. **If there is a link between the proposed and the one already shown against his /her name then it will be considered as correction in name. All other terms and conditions remain the same.**
10. An attested copy of matriculation certificate should be attached for correction in name / father's name / date of birthday etc. of the student.