

To

The Controller of Examinations  
Punjab Technical University  
Jalandhar-Kapurthala Highway  
Post Bag No. 1, Near Science City  
Jalandhar

Through : Head of Department

**Subject : Correction in Detail Marks Card/s.**

Sir,

I \_\_\_\_\_, S/o \_\_\_\_\_, University Roll No. \_\_\_\_\_, Branch \_\_\_\_\_ am / was a student of 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> year of Bhutta College Of Engineering & Tech, Ludhiana.

Following discrepancies in DMC/s	It should be corrected as

It is requested that the above discrepancies may kindly be removed.

Yours sincerely,

( \_\_\_\_\_ )

\_\_\_\_\_  
\_\_\_\_\_

Encl. : As above

**Bhutta College Of Engineering & Tech, Ludhiana.**

No. \_\_\_\_\_

Dated \_\_\_\_\_

Forwarded to Controller of Examinations, Punjab Technical University, Jalandhar, for necessary correction in the original degree certificate.

**Dean (Academic)**