



# NUTECH BOARD OF TECHNICAL AND PROFESSIONAL EDUCATION

## National University of Technology (NUTECH)

Main IJP Road, Sector I-12, Islamabad

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### APPLICATION FORM FOR CORRECTION IN NAME (STUDENT / FATHER NAME/ CNIC) TO BE FILLED IN BLOCK (CAPITAL) LETTERS

1.	Name of Institute In block (capital) letters	
2.	Contact No of Institute	
3.	Mobile No of Student concerned	
4.	Incorrect Name of Student (if any) (As per Technical Board record)	
5.	Incorrect Name of Student's Father (if any) (As per Technical Board record)	
6.	Correction in CNIC No as per NADRA record	
7.	Correct Name of Student (as per Matric DMC/CNIC) (this column is essential to be filled)	
8.	Correct Name of Student's Father (as per Matric DMC/CNIC) (this column is essential to be filled)	
9.	Registration No	
10.	Deposited Bank Challan / Slip No _____ dated _____	
11.	Recommended / Not Recommended. Date: _____	_____ Deputy Assistant Controller Examination
12.	Recommended / Not Recommended Date: _____	_____ Deputy Controller Examination
13.	Approved / Not Approved Date: _____	_____ Chairman NBTPE

Following Documents will be attached with application form: -

- The above form must be signed by the student and signed by the Principal.
- Attested photocopy of Matriculation Certificate (Attested by Principal).
- Attested photocopy of student CNIC/Form-B.
- Attested photocopy of Father CNIC.
- Attach photocopy of original certificate (Attested by Principal).
- In case of full name change, attach Court order copy (Attested by notary public).
- Fee Details is as under:-
  - Ordinary (15 x days) : Rs. 1000/-
  - Urgent (3 x working days): Rs. 2000/-
- Bank Details: **Silk Bank Canning Road Branch Saddar, Rawalpindi**  
**Account # 0014-2010893038**

Signature of Student/Requester: \_\_\_\_\_ Dated: \_\_\_\_\_

**Note:** Incorrect / Changed Name of student or his / her Father Name (as the case may be) is to be underlined.

It is certified that the above particulars have been checked / tallied with the CNIC, Matric (SSC) and Registration card / Diploma / Certificate, found correct in all respects, nothing has been concealed thereof and that photo copy of all the require documents mentioned below have also been attached duly attested by the Principal concerned.

Signature of Student

Name and Signature of Principal of College / institute concerned with college stamp

**(FOR OFFICE USE ONLY)**

Recommended / Not Recommended. Date:_____	_____ Deputy Controller Examination
Approved / Not Approved Date:_____	_____ Chairman NBTPE

## **Standard Operating Procedure on Issuance of Revised Certificate**

1. **Introduction / Aim.** NUTECH Board of Technical and Professional Education (NBTPE) is committed to provide accurate and authentic certificates to qualified students of affiliated institutes. In circumstances where students may request for revised certificate due to changes in their name, Father's name, or CNIC number. The aim of this SOP is to provide transparent and standardized procedure for students who request issue of revised certificates with duly corrected and updated information.
2. **Issuance of Revised Certificate Procedure.** Following Procedure will be followed for the issuance of revised certificates on student's request.
  - (1) Student who wants to change their name, father's name or CNIC number on their certificate should submit an application form.
  - (2) The request must clearly state the specific details to be changed (Name, Father's name and CNIC number) along with supporting evidence, such as legal documents if applicable.
  - (3) Following documents are required to be submitted to support the request.
    - (a) Attach a photocopy of the original Certificate
    - (b) Attested photocopy of Matriculation Certificate
    - (c) Proof of deposited fee
    - (d) Copy of CNIC/Form- B (**Attested**)
    - (e) Copy of Father CNIC (**Attested**)
    - (f) In case of the full name change, attach a court order copy (**Attested by Notary Public**)
    - (g) An affiliated institute write a letter to NUTECH Board of Technical and Professional Education (NBTPE) for issuance of revised certificate to their students.
  - (4) Students has to submit the issuance of revised certificate fee in the favor of National University of Technology (NUTECH). Account details are as under: -
    - (a) **Branch name:** Silk Bank Canning Road Branch Saddar, Rwp
    - (b) **Account Title:** NUTECH Board of Technical and Professional Education (NBTPE)

(c) **Account No:** 0014-201089303

(5) Fee for issuance of revised certificate:

Ser		Type	Days	Fee (Per certificate)
a.	<b>Correction of Certificate</b>	All Vocational, DAE and lvl 1- 5	Ordinary:15x working days	Rs. 1000/-
b.			Urgent:3x working days	Rs. 2000/-

- (6) Upon receiving the revised certificate request, the dedicated staff will review the provided information and conduct necessary checks to verify the authenticity of the request.
- (7) After the approval of the director, the certificate printing process will start.
- (8) Certificate will be prepared as per the application requirement (urgent / normal).
- (9) The printing process is done under the supervision of concern officer.
- (10) After the completion of printing process dedicated officer will verify certificate with the result notification and information provided in application form that student wants to change.
- (11) The sign certificate by director will be handover to student or send their mentioned address.
- (12) After the completion of printing and verification process data will be entered in registered.
- (13) To ensure authenticity of printing process relevant printing section keeps scanned copy in hard drive and hard copy of revised certificates separately in strong room, periodically.

**(This SOP may be reviewed on required basis)**