



Directorate of Distance Education

PTU

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
Estd. Under Punjab Technical University Act 1996
(Punjab Act No 1 of 1997)

Ref No IKGPTU/DDE. 13869

Dated 08/02/16

To

All Learning Support Centers of IKGPTU Distance Education Program

Sub: Settlement of pending LC share of sessions prior to July-2015.

Dear LC Head

It is for your information that Directorate of Distance Education is in the process of settling all pending LC share payments of Learning Support Centers. While the LC share of July-2015 readmissions will be released shortly, we are also processing any pending share payments of previous sessions.

If you have any claims about pending LC share of any session prior to July-2015, you are required to submit your claim to the university through email at ptudepleshare@gmail.com as follows:

1. LC share claim sheet (As per excel file performa attached herewith)
2. All registered students list of that particular session (As per excel file performa attached)
3. Scan pdf file of the fee submission proof (DD/Bank Challan) of all students of that session.

Please note that if you have any claim of a particular session, you must provide list of all registered students of your LC in that session as well as proof of having submitted their fee as per the formats mentioned above. Without this, no claim will be processed.

All pending LC share claims must be sent through email at ptudepleshare@gmail.com latest up to 15-02-2016 by 02:00 PM.

University will process your claims received as above against the available records after due authentication and verification and amount due if any will be released as per departmental recommendation.

No claims will be entertained after the above mentioned last date


Deputy Registrar (DDE)

CC:

1. Dean (DLP)
2. Director (DDE)
3. DR (Computers) with request to upload at website
4. All C&F for proper circulation this letter to all LSCs of their zones.
5. File

I K Gujral Punjab Technical University Jalandhar
Jalandhar-Kapurthala Highway, Kapurthala - 144 603 Tele 01822-662502, 662503
Website www.ptu.ac.in, www.dde.ptu.ac.in E-mail dde@ptu.ac.in

Roll No	Name	Course	Semester	LC Code	Admission Session