

**The Punjab State Board of Technical Education & Industrial Training,
Registration Form for Board's Website (ITI)**

Name of the Institute : _____
Institute Code (4-digit) : _____
Address of the Institute : _____
District : _____
Official Email address : _____
Name of the Principal : _____
Mobile No. of the Principal : _____

Details of the Co-ordinator of the Institute: who will be responsible for online Data Entry & online communication with the Board.

Name of the Official : _____
Designation of the Official : _____
Mobile No. of the Official : _____

Please provide details of nearest Punjab National Bank (PNB) branch for depositing fee:

Branch Code (*six digit numeric code*) : _____
Branch Address : _____

Dated : _____ Signature of the Principal _____ Seal of the Institute _____

Instructions for creating Official email address:

1. Access to this official email should only be restricted to Principal OR authorised Co-ordinator of the Institute (mentioned below).
2. Under no circumstances password of the email should be shared by the principal with anyone else. In case of Transfer of the Principal, it is the duty of the current Principal to handover the password to the new Principal.
3. Email should be kept working as this email will be used for further communication with the Institute.
4. Pattern of Email should be as below :
 - a. For Govt. Institutes : iti_institutecode@gmail.com
(iti_1111@gmail.com **or** iti1111@gmail.com **or** iti_1111a@gmail.com **or** iti1111a@gmail.com)
 - b. For Private Institutes : itc_institutecode@gmail.com
(itc_1111@gmail.com **or** itc1111@gmail.com **or** itc_1111a@gmail.com **or** itc1111a@gmail.com)

For example : INDUSTRIAL TRAINING INSTITUTE, BASSI PATHANA is a Govt. Institute having institute code 1111, created email at website gmail.com :
email address of this institute will be : iti_1111@gmail.com **or** iti1111@gmail.com **or** iti_1111a@gmail.com **or** iti1111a@gmail.com.

All Institutes should follow the above mentioned pattern to create email address.

Note : In case this email address is not available with above said pattern, Institute can use any alphabet in place of <a> after institute code.

To **Register** on the Board's site, Institutes are required to follow the following steps :

1. Fill all the above fields and get it signed from the Principal with the seal of the Institute.
2. Scan the duly filled Registration Letter and send as attachment with email on Board's email address: psbte@punjabteched.com.
3. The subject of the email should be "**Registration for ITI**".