

**SURVEY OF PAKISTAN
SURVEY TRAINING INSTITUTE
ISLAMABAD**

POLICY FOR ISSUING DUPLICATE DIPLOMA / CERTIFICATE

Survey Training Institute (STI) is imparting training to departmental and private candidates. There are two types of long courses run at STI i.e Diploma and Certificate. After completion of these courses, Diploma / Certificate is awarded to the successful private candidates whereas department candidates are awarded Diploma/Certificate as per departmental policy. Following policy for issuing duplicate certificate will be followed.

- a. The courses that are run under examining authority of Punjab Board of Technical Education (PBTE), Lahore and certificates are accordingly issued by the Board, include Advanced Diploma in Land Surveying (DLS – 2 years) and Certificate Course in Land Surveying (CLS – 01 year).
- b. The courses for which certificates are issued under the co-signatures of the Director STI and Surveyor General of Pakistan, include Certificate Course in Land Surveying (6 months), Total Station Course (one month) GPS Course (one month) and Advanced Course in Land Surveying Technologies (06 weeks). Any other course issued on special approval of Surveyor General of Pakistan may also fall under this category.


a) Diploma / Certificate issued by PBTE

For issuing duplicate Diploma / Certificate where issuing authority is PBTE Lahore, the policy and requirement notified by PBTE will be followed. However, all cases duly completed in all respect shall be processed through Survey Training Institute.

b) Diploma / Certificate issued by STI

In the case where original Diploma / Certificate is issued by Survey Training Institute (STI), Survey of Pakistan, following requirements shall be followed.

- i. Application on the prescribed form (given at Annex – I) must be forwarded to DSTI. Incomplete forms will not be entertained.
- ii. In case of incorrect information provided by the applicant the case will be filed unactioned and the fee forfeited Legal action can be initiated after approval of Surveyor General of Pakistan.
- iii. Application form should be filled in and signed by the applicant.


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- iv. In case of loss of certificate FIR will be registered in the concerned Police Station and attested copy of it would be enclosed with the application.
- v. An affidavit on Stamp paper of minimum Rs. 100/- duly attested by Notary Public shall be enclosed
- vi. A duplicate copy will be issued at maximum of two times. Following shall be deposited:
 - a) In case of duplicate copy Rs. 1000/- + Rs. 50/- (form fee)
 - b) In case of triplicate copy Rs. 2000/- + Rs. 50/- (form fee)
- vii. Fee should be remitted through Bank Draft in favour of DDO, STI who will deposit the same in the treasury as per policy in vogue.
- viii. Diploma / Certificate can be collected by the applicant from the office of DSTI, Islamabad during office hours.
- ix. No certificate shall be sent by post unless the applicant (in writing) request to this effect with responsibility that any loss or damage during post shall be at the part of the applicant.

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Application Form

(All information should be in conformity to an original certificate)

Name of applicant _____

Father's/ Spouse Name _____

Date of Birth (in figure) _____ in words _____

CNIC No. _____

Registration No _____

Academic Qualification _____

Name and year of Course _____

Main Subjects of Course _____

Detail of fee: Rs _____ /- Bank Draft No _____ Date _____

Bank and Branch Name with Code _____

Permanent Address (as at the time of admission)

Corresponding Address _____

Signatures (in English) _____

(in Urdu) _____

Date _____

Paste one
photograph here

Note: Attach attested copies of CNIC, 2x photographs (blue back ground passport size) and academic certificate (2 sets)