From

The Secretary,
Haryana State Board of Technical Education,
Government Polytechnic Campus, Sec 26
Panchkula.

To

All the Principal (s),
Govt. / Govt. Aided / Self Financing Polytechnics.

Memo No: 760 /Exam/HSBTE **Dated:** 16|05|2022

Subject: **Instructions regarding PCA for upcoming State Board Examination**

Instructions for upcoming State Board Exams are as under:-

1. **PCA Schedule for Students :**

Sr. No.	Activity	Last Date
1.	• Last date to submit PCA form by the student in their institute • Exam Fee under semester system :Rs. 350/- per student per semester (Including Pharmacy & Reappears of 1ˢᵗ & 2ⁿᵈ sem.) • Exam Fee under annual system : Rs. 700/- per student (except Pharmacy)	Upto 20.06.2022 (Monday)
2.	Last date to submit PCA form by the student in their institute with additional late fee of Rs. 50/- per student per form	Upto 27.06.2022(Monday)
3.	Last date to submit PCA form of **Mercy Chance** by the students of 3yr Diploma Courses (prior to 2016 batch) / 4yr Part Time Diploma Courses (prior to 2014 batch) in their institute with requisite fee of Rs.1000/- per subject.	Upto 27.06.2022 (Monday)
	Note 1: Students shall deposit Examination Fee to their Institute as applicable.	
	Note 2: D. Pharmacy students of any batch can apply / fill the PCA Form if he / she is otherwise eligible.	

NOTE:

I. *The institutes must ensure that for any student, PCA / Examination form should be uploaded only upto 12 subjects (regular + reappears) as per instructions already issued by the Board . (Available on the website under the link 'Common Letters / Instructions for Each Board Exam').*

II. *The candidate will not be promoted to next semester if he / she fails to submit PCA / Examination Form for the respective semester exam as per instructions conveyed by the Board vide Memo No. 2552 /Exam/HSBTE dt. 21.03.2017 (also available on the website under the link 'Common Letters / Instructions for Each Board Exam') and such students shall be considered as 'Dropped Students'.*

III. *The candidate must check their Re-appears and correct subject IDs / Subject Codes from "Student Marks Register"(SMR) which is available on the website of the Board to ensure the correct subject code while filling reappears in PCA.*
The subject code will not be edited / corrected once the PCA submitted / uploaded.

Endst No.: 6127-40 Dated: 17/5/22
A copy of the document is forwarded (Through whatsapp) to the following for information & necessary action:
1. HOD CE/ App. Sc.
2. O/I Civil/ EE/ ECE/ ISC/ Mech/ TO/TP/TTI/ FT/FD/ FAA/ Med.Elex/WS

Govt Polytechni
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2. **PCA Schedule for Institutes:**

Sr. No.	Activity	Dates
1.	Dates of uploading the PCA data by the institute without late fee	w.e.f 01.06.2022 to 21.06.2022 upto 5.00 pm (Tuesday)
2.	Last date of uploading the PCA data by the institute with late fee of Rs.50/-	28.06.2022 upto 5.00 pm (Tuesday)
3.	Last date of uploading PCA form of **Mercy Chance** by the institute with requisite fee of Rs.1000/- per subject	28.06.2022 upto 5.00 pm (Tuesday)
4.	Activation of Admit Card Print Option (If full PCA fees is submitted)	To be conveyed later

a) The PCA fees will be calculated by HSBTE strictly on the basis of the date on which PCA Form / Data is uploaded online by the institute. **Overcharging of Examination Fees by the Institutes is strictly prohibited.**

b) Payment of Examination Fee must not be deposited through Challan. To facilitate institutions in easy deposition of fees and to expedite the reconciliation of fees, PCA fee will be deposited through Payment Gateway under the link *"PCA / Rechecking / Photocopy Fee Detail & Make payment* "at www.hsbte.com using Net-Banking / Credit Card / Debit Card.

c) **To avoid the last minute rush as well as imposition of late fee, the institutes are advised to upload the PCA data on daily basis at www.hsbte.com. The username and password for the site is already provided to the institutions.**

d) **Must ensure to upload the PCA data upto cut-off date after that no further request for correction / uploading will be entertained by the Board under any circumstances. All the institutes must also ensure to take a printout of PCA data uploaded on HSBTE portal and crosscheck the same for correction / missing entry, if any. Any excuse of CLERICAL ERROR or mistake by data entry operator shall not be acceptable.**

3. It shall be **mandatory** for each institution to upload / update **verified email ID & Mobile No. of each candidate** in the PCA Application under the link **"UPLOAD PHOTO"**.

   a) At the link **"UPLOAD PHOTO"**, if the photo of the student has already been uploaded, only email ID and mobile no. are editable. If uploaded email ID / mobile no. is wrong / Changed, the institute can update / correct the email ID / mobile no.

   b) At the link **"UPLOAD PHOTO"** ", if the photo of the student is **NOT** uploaded, the institute must fill all the requisite details along with uploading of the photo as per prescribed instructions mentioned hereunder at **Clause 4**

   c) Make sure the Email ID of the student is valid.

   d) Mobile No. of student should be activated and valid because any communication from HSBTE can be sent on this Registered Mobile Number (RMN). The length of Mobile No. should be 10 digits. Don't add +91 or 0 (zero) before the 10 digit mobile no.

   e) Please don't upload the Mobile No. i.e. 9999999999, 0000000000 etc.

16.05.22

NOTE: Institute / student will be fully responsible for uploading of wrong Email ID / Mobile No.

4. All those students whose photograph have not been uploaded in the Central Database of the Photographs of HSBTE must be uploaded by the Institutes under the link ' Upload Photo' in the PCA portal of HSBTE as per the instructions given under:

1. Only colored photographs with white / light background.
2. The photographs should be clear / visible without borders.
3. The student should not be wearing a cap in the photograph.
4. Roll No must be digitally printed / clearly handwritten on photograph before uploading.
5. Don't upload the photo taken from mobile camera.
6. Take the passport size Photo of student and scan it on the scanner in the jpg format. Before saving, first crop the image and thereafter click 'Save' button.
7. Open the saved image file in 'Paint Application' and resize the image in 140 x 170 pixels (Horizontal – 140 pixels, Vertical – 170 pixels). Save the image file and upload.
8. The image file size should be between 10 – 100 kb.

NOTE: *INSTITUTES ARE DIRECTED TO ENSURE THAT CORRECT PHOTO OF EACH STUDENT IS UPLOADED. IF DUPLICATE PHOTO OR WRONG PHOTOS ARE FOUND AT ANY STAGE, COMPLETE PERFORMANCE / ATTEMPT IN CURRENT EXAM WILL BE CANCELLED.*

5. **SPECIAL INSTRUCTIONS REGARDING PCA**

   I. **PCA of Optional Subjects:**

   In case of Elective subjects the Institutes will fill the optional subjects, if any, manually in PCA software.

   II. **Improvement:** Only students of 2016, 2017 & 2018 batch can apply for Improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012.

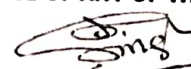   III. **PCA of following cases are not to be filled/uploaded under any circumstances:**

   i. As per Examination rules of HSBTE, students who do not fill regular PCA (Dropped Semester) are not promoted to next semester as per instruction conveyed vide memo no. 2552 /Exam/HSBTE dt. 21.03.2017.**PCA as "Reappear" of such students who did not fill / submit PCA as "Regular" for any semester in previous Exam must not be uploaded. If any such case is observed at any stage, complete performance/ Attempt in the current Exam shall be cancelled and Institute / Students shall be liable and responsible for any legal consequences.**

   ii. PCA of the students, whose readmission case after gap period of 1 year or more has not been approved by the Board, must not be applied / uploaded.

   iii. Institutes must not upload PCA of students in that subject in which they have been declared **pass with Grace Marks**.

   THE INSTITUTE SHALL BE LIABLE AND RESPONSIBLE FOR NON COMPLIANCE OF ANY OF THE ABOVE SPECIAL INSTRUCTIONS.

6. **GENERAL INSTRUCTIONS REGARDING UPLOADING OF PCA DATA**

   a) Each Permission Cum Admission Form / Admit Card with photo is to be properly checked and authenticated by the concerned HOD and the Principal of the institute to avoid impersonation cases in the Haryana State Board Diploma Examinations.

   b) **All the students having reappear in 1st/2nd/3rd /4th/5th /6th semester should fill the PCA form as per the New Syllabus of that particular subject. Further, HSBTE time to time has merged many old Subject IDs with New Subject IDs and care must be taken that PCA of such reappear cases must be filled as per the NEW MERGED IDs.**

   NOTE: INSTITUTES MUST CROSS-CHECK/ VERIFY THE SUBJECT IDS FILLED BY THE STUDENT BEFORE UPLOADING ON EXAM PORTAL FAILING WHICH INSTITUTE /CONCERNED OFFICER SHALL BE RESPONSIBLE FOR ANY SUCH LAPSE.

c) No candidate will be allowed to appear in the HSBTE Examination without the online submission of PCA Databy the Institute.

d) **The Computer Generated PCA / Admit Card with photo duly attested by the Principal/Head of the Institute must be carried by the candidate at the time of exam.**

7. **WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION**

   a) Students of 3yr Diploma Courses (prior to 2016 batch) / 4yr Part Time Diploma Courses (prior to 2014 batch) can fill PCA in their Institute in **Mercy Chance.**

   b) Ist Year Annual Pattern, 2^{nd}sem, 4^{th}sem & 6^{th}sem. regular students (Batch 2019, 2020 and 2021) of Diploma Courses.

   c) Reappear of 1st, 2nd, 3rd, 4th, 5th & 6th sem. of all Diploma Courses for Batches 2016, 2017, 2018, 2019, 2020 only.

   d) Ist year & 2nd Year Regular students of MSME under Advance Diploma in Tool & Die

   e) Reappears of 1st year of Diploma Courses under Annual Pattern of 2018, 2019 & 2020 Batch.

   f) Regular and reappear of 1st and 2nd year of Diploma in Pharmacy Course for any Batch.

   g) Regular of 2^{nd}sem, 4^{th}sem & 6^{th}sem of MSIL and reappears of all semesters of MSIL

   h) Regular students of Sem. 2 of Level 3, 4 & 5 and reappear of Sem. 1 & 2 of Level 3, 4 & 5 of DVOC Courses

   i) Regular of 2nd, 4th, 6th& 8^{th}sem Part Time Diploma students and reappear of 1st to 8th sem. students of Part Time Diploma Courses

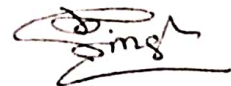   j) Regular and Reappear of Post Diploma in Industrial Safety.

   k) Improvement cases as per HSBTE Exam Regulations

   NOTE: Attention is invited to Clause 3.2 of Examination Regulations which states that:

   > "Before the submission of the Examination Forms the institution shall ensure that the candidate fulfils all the eligibility conditions for appearing in examination as mentioned in Rule 3.1. The institutes also ensure that only the eligible and legitimate candidates who are admitted as per the affiliated programmes / courses and sanctioned intake approved by the Board shall submit the examination form. If at any stage it is found that he/she is not legitimate then the Board has the power to cancel his/her examination form/result and also has the power to take appropriate action against the defaulting institute. Mere filling of PCA Form does not entitle the candidates to appear in the examination. Only eligible and legitimate candidates shall be allowed to appear in the HSBTE Examination."

8. It is requested to ensure strict compliance of Clause 3.2 of Examination Regulations and PCA / Admit Card must be issued only to eligible and legitimate students. The responsibility for the issue of wrong PCA / Admit Card to any ineligible candidates shall rest with the Principal of the Institute and action for non compliance shall be initiated against the Principal orthe Institute even to the extent of Disaffiliation besides the appropriate action against the candidate.

NOTE: *Admit Card of any two or more students cannot have same photo. It shall be the duty of the Principal and concerned HOD / officer verifying the Photo that PCA-Cum-Admit card having wrong / same Photos or blur photo is not issued to studentsunder any circumstances failing which Institute itself shall be fully responsible and liable for any consequences.*
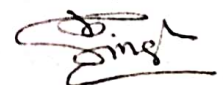
Controller of Exam
HSBTE, Panchkula

Endst. No. 761   /Exam /HSBTE   Dated: 16|05|2022

A copy of the above is forwarded to the Secretary,HSBTE for information.

Controller of Exam
HSBTE, Panchkula

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Order No. 654   Dated: 18-5-22

In terms of Instructions under Rule 25 of Chapter III contained in Haryana Civil Service (Allowance) Rules, 2016, and FD Instructions No. 4/ 5/ 2009-5PR(FD) dated 20/06 2018, sanction is hereby accorded to the grant of Education Allowance to the following officers officials for the period mentioned against each:

Sr. No.	Name and Designation Sh. Smt.	No. of Children	Period	Education Allowance	Total	Net Payment
1	Rajeev Sardana, HOD Computer	01	01/10/2021 to 31/03/2022	1125	1125	6750
2.	Nitin, Lecturer in Computer	02	01/10/2021 to 31/03/2022	1125	2250	13500
3.	Munish Kumar, Lecturer in Computer	02	01/10/2021 to 31/03/2022	1125	2250	13500
4.	Raj Bala, Lect. in Computer	01	01/10/2021 to 31/03/2022	1125	1125	6750
5.	Ravi Kumar Sangwan, Lect. in Computer	02	01/10/2021 to 31/03/2022	1125	2250	13500
6.	Kulbhushan, Lect. in Computer	02	01/10/2021 to 31/03/2022	1125	2250	13500
7.	Rajesh Kumar, Lect. in Computer	02	01/10/2021 to 31/03/2022	1125	2250	13500
8.	Manish Nagar, Programmer	01	01/10/2021 to 31/03/2022	1125	1125	6750
9.	Naresh Kumar, SL in I&C	02	01/04/2021 to 30/09/2021	1125	2250	13500
			01/10/2021 to 31/03/2022	1125	2250	13500
10.	Roshni, Lect. in I&C	01	01/10/2021 to 31/03/2022	1125	1125	6750
11.	Rajat Thakral, Sr. Lect. in I&C	01	01/10/2021 to 31/03/2022	1125	1125	6750
12.	Ashok kumar, Lecturer ECE	01	01/10/2021 to 31/03/2022	1125	1125	6750
13.	Arshad Jamal, Lect. in ECE	01	01/10/2021 to 31/03/2022	1125	1125	6750
14.	Sandeep Kumar, Lect. in FT	02	01/10/2021 to 31/03/2022	1125	2250	13500
15.	Tarun Kumar, Sr. Lect. in FT	02	01/10/2021 to 31/03/2022	1125	2250	13500
16.	Rakesh Jindal, Lect. in TT	01	01/10/2021 to 31/03/2022	1125	1125	6750
17.	Sunny Pannu, Lect. in FT	01	01/04/2021 to 30/09/2021	1125	1125	6750
			01/10/2021 to 31/03/2022	1125	1125	6750
18.	Sunil Bhutani, Lect. in TD	02	01/10/2021 to 31/03/2022	1125	2250	13500
19.	Garima Ahlawat, Lect. in FD	01	01/10/2021 to 31/03/2022	1125	1125	6750
20.	Ajay Jindal, Lect. in TP	01	01/10/2021 to 31/03/2022	1125	1125	6750
21.	Teena, Lect. in FT	01	01/10/2021 to 31/03/2022	1125	1125	6750
22.	Ashok Kumar Bankar, Workshop Instructor	01	01/10/2021 to 31/03/2022	1125	1125	6750
23.	Azad Singh, Workshop Instructor	02	01/10/2021 to 31/03/2022	1125	2250	13500
24.	Vijay Pal, Workshop Instructor	01	01/10/2021 to 31/03/2022	1125	1125	6750
25.	Satish Kumar, Lecturer Medical Eltx	02	01/10/2021 to 31/03/2022	1125	2250	13500
26.	Krishan Kumar, Peon	01	01/09/2021 to 31/03/2022	1125	1125	7875
27.	Kuldip, WI	01	01/04/2021 to 30/09/2021	1125	1125	6750

			01/10/2021 to 31/03/2022	1125	1125	6750
28.	Rajesh Lamba, Peon	02	01/10/2021 to 31/01/2022	1125	2250	9000
29.	Sh. Ashok Kumar Saini, WI	02	01/04/2021 to 30/09/2021	1125	2250	13500
			01/10/2021 to 31/03/2022	1125	2250	13500
30.	Sh. Parveen Pannu, Lect.	02	01/10/2021 to 31/03/2022	1125	2250	13500
31.	Sh. Arvind Kumar, Lect.	01	01/10/2021 to 31/03/2022	1125	1125	6750
32.	Sh. Anil Kumar, Clerk	01	01/10/2021 to 31/03/2022	1125	1125	6750
33.	Sunil Dutt, Lect. in TD	02	01/10/2021 to 31/03/2022	1125	2250	13500
34.	Satinder, Lecturer in Mechanical	01	01/10/2021 to 31/03/2022	1125	1125	6750
35.	Kamlesh Kumari	01	01/10/2021 to 31/03/2022	1125	1125	6750
36.	Sanjeev Kumar, Lect. Com.	02	01/10/2021 to 31/03/2022	1125	2250	13500
37.	Ritu Singh, Lect. in Applied &Science	01	01/04/2021 to 31/01/2022	1125	1125	11250
38.	Ravinder Punia	02	01/10/2021 to 31/03/2022	1125	2250	13500
39.	Raj Kumar, DSO	01	01/10/2021 to 31/03/2022	1125	1125	6750
40	Raj Kumar, Worshop Supdt	02	01/10/2021 to 31/03/2022	1125	2250	13500
			Total			**433125**

Rupees Four Lakh Thirty Three Thousand One Hundred Twenty Five only.

Principal,
Govt. Polytechnic, Hisar.

Endst. No. GPH/ CEA/ 2022 6166-6167

A copy of the above is forwarded to the following for information and necessary action:

1. The Treasury Officer, Hisar
2. Pay Bill Asstt. along with one spare copy

Dated: 18-5-22

Principal,
Govt. Polytechnic, Hisar

Order No: 655

Dated: 18-5-22

An Expert lecture on " **PIC Microcontroller & its Application** " will be delivered by Sh. Vikash Kumar for 4th sem Medical Electronics students as per below schedule:-

Sr.No.	Date	Class	Timing	Venue
1	19.05.2022	4th semester	2:00 to 4:00 PM	C-303
2	20.05.2022		10:00 AM to 12:00 noon	C-303

Principal
Govt. Polytechnic,Hisar

Endst No: GPH/2022/

Dated:

A Copy of the above is forwarded to the following for the information & necessary action:

1) O/I Medical Electronics

2) Notice Board

Principal
Govt. Polytechnic,Hisar

OFFICE OF THE PRINCIPAL GOVT POLYTECHNIC HISAR

Office order No. GPH/2022/656   Dated:- 18/5/22

    Sh. Tarun Kumar, Sr. Lecturer in FT will proceed to Bhiwani for GeM work on dated 19.05.2022.

Principal
Govt Polytechnic
Hisar

Endst No. GPH/2022/6170-71   Dated:

A copy of the above is forwarded to the following for information and necessary action:-
1. O/I FT
2. Sh. Tarun Kumar, Sr. Lect. in FT

Principal
Govt Polytechnic
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

ORDER NO. 657   **DATED: - 18.05.2022**

Sh. Pardeep Kumar, Senior Lecturer, Applied Science will proceed to Govt. Polytechnic, Jhajjar on 19.05.2022 as a committee member constituted by DGTE, Haryana vide office order no. P-3813/Proc. dated 05.05.2022 received this office vide diary no. 302 dated 10.05.2022. He will travel by the institute jeep.

Sh. Balraj Singh, Driver will drive the institute jeep.

Principal
Govt. Polytechnic
Hisar

Endst. No./GPH/2022   **Dated: - 18.05.2022**

A copy of the above is forwarded to the following for kind information and necessary action.

1. HOD – Applied Science/TPO
2. Sh. Pardeep Kumar, Sr. Lect.
3. Sh. Balraj Singh, Driver

Principal
Govt. Polytechnic
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Order No.GPH/2022 658   Dated: 18/5/22

      Sh. Rakesh Jindal, Lect. will proceed to Jaipur & surrounding area for signing MoU with Weavers Service Centre, Jaipur and Training & Placement work from 19.05.2022 to 20.05.2022 by his own car as the institute jeep is going to Jhajjar for official work.

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Principal,
Govt. Polytechnic,
Hisar

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Endst. No. GPH/2021/   Dated:
A copy of the above is forwarded to the following for information and necessary action:
1. TPO
2. O/I TT
3. Sh. Rakesh Jindal, Lect.

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Principal,
Govt. Polytechnic,
Hisar

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Office of the Principal Govt. Polytechnic Hisar

Office Order No: 659   Date: 18/05/22

Sh. Sunil kumar H.O.D. App. Science will proceed to Sri VishwaKarma Skill University Gurugram on 20.05.2022. to attend the Pay variation Committee Meeting.

Principal
Govt. Polytechnic, Hisar

Endst. No: Date:

A copy is forwarded to the following for information and necessary action.

1. Sh. Deputy Director Sri Vishwakarma Skill University Gurugram
2. Sh. Pardeep Kumar Sr. Lect. App. Science

Principal
Govt. Polytechnic, Hisar

प्रधानाचार्य कार्यालय : राजकीय बहुतकनीकी,हिसार

यादी क्रमांक : 660   दिनांक : 18/5/22

सभी आउटसोर्सिंग कर्मचारियों को सूचित किया जाता है कि जिसका ईएसआई कार्ड बना हुआ है वह अपने ईएसआई कार्ड की फोटोकॉपी परीक्षा शाखा में जमा करवाएं। इसके अलावा अगर किसी भी कर्मचारी का ईएसआई कार्ड नहीं बना हुआ है तो उसके लिए आवश्यक दस्तावेज परीक्षा शाखा में 2 दिन के अंदर जमा करवाएं। ईएसआई कार्ड सभी कर्मचारियों के लिए अनिवार्य है।

ईएसआई कार्ड बनवाने के लिए जरूरी दस्तावेज:

1. परिवार पहचान पत्र
2. परिवार के सभी सदस्यों का आधार कार्ड
3. परिवार के सभी सदस्यों का ग्रुप फोटो

प्रधानाचार्य
राजकीय बहुतकनीकी
हिसार

पृष्ठ क्रमांक :   दिनांक :

उपरोक्त की एक प्रति निम्नलिखित को आवश्यक कार्यवाही हेतु प्रेषित है :

1. प्रभारी अधिकारी आउटसोर्सिंग (रिकॉर्ड हेतु)
2. Sai Ram Security & Placement Service, 74, Gali No. 2, Aadrash Colony, Azad Nagar, Hisar

प्रधानाचार्य
राजकीय बहुतकनीकी
हिसार