

Office of the Principal, Govt. Polytechnic, Manesar

Office Order no:- 262

Dated:- 16-05-2023

As per the Memo No 331/Exam/HSBTE dated 15/05/2023, regarding the PCA forms, All the O/I's are requested to receive the blank PCA forms and inform the students about the below given PCA schedule for July.-2023.

Sr. No.	Filling of PCA form	Date
1	Date to submit PCA form by the student in their institute Exam Fee under semester system : Rs.600/- Per student per semester (including Regular of 2 nd , 4 th & 6 th Semester & Reappears of all Semester) Exam fee under Annual system : Rs 1200/- per student (including Reappears of Diploma Pharmacy course & Reappears of 1 st Year for 2018 batch / 2019 batch / 2020 batch & 2021 batch	Upto 5:00PM on 15/06/2023 (Thursday)
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 5:00 PM on 22/06/2023 (Thursday)
3	Last Date to submit PCA form of Mercy Chance by the students of 3yr diploma Courses (Prior to 2017 batch) /4yr part time diploma courses (Prior to 2015 batch) in their institute with requisite fee of Rs.1000/- per Subject	Upto 5:00 PM on 22/06/2023 (Thursday)

- Note:-** All the PCA Forms and students photographs should be authenticated by respective tutors/ HOD's.
- 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 dated 21/03/2017 (also available on hsbte.org.in) and such students shall be considered as 'Dropped Students'.
- The students should provide the latest passport size photograph with white background and printed Roll No on it on PCA Form. No selfie or photograph with cap will not be allowed on PCA form.
- All the students are hereby informed that **10th mark sheet (Not 10th Result), aadhar copy, copy of last result and Fees Slip** should be attached and personal details should be strictly as per 10th certificate. All subject Code and Name should be filled properly, as the student will be held responsible for any mistake regarding the subject codes which he/she is filling in PCA form.
- Fee of the PCA can be directly deposited to online on gpmansar.ac.in/pay_fees_online or if any student want to pay fee by Debit/Credit Card can contact to the cashier.
- Students can also pay through online in the following link and get a print out of receipt to be attached with PCA (no screenshot allowed).
<https://www.onlinesbi.sbi/sbicollect/>
- All the HOD's are requested to submit PCA form in exam branch before 31/05/2023 positively for timely updation of PCA forms on HSBTE portal.

Principal
Govt. Polytechnic
Manesar

Endst. No.- 2370

Dated:- 16-05-2023

Copy of above is forwarded to following for information and necessary action.

- HOD Applied Sc., Auto, Civil, Computer, Electrical, Eltx. and Comm., Mechanical Engg, Mechanical(T&D).
- All Notice Board/Website ✓
- Cashier
- Exam Branch

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