

Sub: - PCA schedule for Next State Board Examination.

It is for the information of all the semester students (regular + reappear) that the HSBTE has notified the schedule for the submission of PCA forms for the upcoming Examinations as per memo No: 497/Exam/HSBTE dated 29-12-2021 of HSBTE Panchkula. The last date for submission of PCA forms without late fees is 20-01-2022 and with late fee is 27-01-2022. **But, it takes time to upload the PCA forms by the Institute, so all the students are advised to submit their PCA forms after depositing the requisite fees upto 17-01-2022 in the Institute. The fee detail is as under:**

S N	Filling of PCA Forms	Last Date
1.	Without late fee: Rs. 350/- per student per semester (including re-appear of 1st and 2nd semester)	20.01.2022
2.	With late fee: Rs.50/- per PCA form	27.01.2022
3.	Mercy Chance students (prior to 2016 Batch): Rs. 1000/- per subject	27.01.2022

Note: The PCA form should be submitted in the Examination Branch on the same day along with the fee receipt after getting attested from their HOD/ Class Tutor.

Other important Instruction for filling of PCA form:

1. The students are advised to refer the "Student Marks Register" (www.hsbte.org.in) while filling the PCA form. The students themselves will be responsible in case of any delay in this regard.
2. Students having Re-appear in 1st/2nd/3rd/4th/5th & 6th sem. should fill the PCA form as per the new syllabus/ subject codes as some of the old ID's have been merged to new ID's.
3. Students can apply upto maximum 12 subjects (regular + reappear).
4. The students having reappear in practical subjects of any semester also need to apply for that particular Subject/semester with fee.
5. The students can deposit the fee in the AXIS Bank, Sirsa (Name : Principal Govt. Polytechnic , Sirsa Account No: 913010000333278 , IFSC : UTIB0000609).
6. Only students of 2016, 2017 & 2018 batch can apply for improvement in Next exam in maximum **four subjects** with requisite fees of Rs. 500/- per subject.
7. Students are directed to visit HSBTE web site (www.hsbte.org.in) time to time for the detailed information & updates.

Notice Board (Institute/ Hostel I/ II)

Principal

Endst. No. GPS/EXAMS/2021/ 4470

Date: 31.12.2021

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

1. T.P.O.
2. HOD (Agri. / Civil/ Comp./ Elect. / Elex. / Mech. / Appl. sc.). They are directed to check and authenticate the permission cum admission (PCA) forms/Exam forms including Roll No, Name of student, Father's Name, Mother's Name, valid contact no., valid email ID and **photos (only colored photograph with white/ light background).**
3. O/I (Exam/ Website)
4. Cashier. (He is advised to collect the fee for G.P. Sirsa, G.P. Dhangar and SBS Polytechnic separately and deposit the same to the bank account of HSBTE through separate challans as per