

Process for issuance of Certificates

Sr. No.	Title	Documents Required	Fee to be deposited & Fee Code (to be filled up in PNB Challan)	Authority Whom to apply
	Migration Certificate/ NOC for pursuing Higher Education (for students who have cleared their Diploma course)	1. Photocopy of Provisional Certificate (issued by Institute) Or 2. Photocopy of compiled/photo DMC of 6th semester (issued by HSBTE) Or 3. Photocopy of Diploma Certificate (issued by HSBTE)	Fee - Rs. 300 (per candidate) Fee Code for Challan - MIFEE	The Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
2	Verification of Documents	Photocopies of DMC's & Diploma issued by HSBTE, Panchkula Remarks: Provisional Certificate issued by Institute will not be verified by HSBTE, Panchkula	Fee - Rs. 200/- (per candidate) Fee Code for challan - VERFE Remarks: - Fee exempted for Centre & State Govt. Departments of India	The Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
3	Transcript	Photocopy of DMC's of all semesters and Diploma Certificate issued by HSBTE, Panchkula	Fee - Rs. 750/- (per candidate, per set) Fee Code for challan - TRFEE	The Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
4	Duplicate Diploma Certificate	1. Daily Diary Report (DDR) issued by concerned Police Station 2. Affidavit (Rs. 10/- stamp paper issued by Notary)	Fee - Rs. 1000/- (per Diploma) Fee Code for challan - DIPFE	Principal (concerned Institute)
5	Duplicate DMC Certificate	1. Daily Diary Report (DDR) issued by concerned Police Station 2. Affidavit (Rs. 10/- stamp paper issued by Notary)	Fee - Rs. 500/- (per DMC) Fee Code for challan - DMCFE	Principal (concerned Institute)
6	Correction in Diploma (upto one year from date of issuance from HSBTE, Panchkula)	1. Diploma Certificate already issued by HSBTE, Panchkula 2. Photocopy of Matric Certificate	No Fee to be deposited	Principal (concerned Institute)
7	Correction in Diploma (after one year from date of issuance from HSBTE, Panchkula)	1. Diploma Certificate already issued by HSBTE, Panchkula 2. Photocopy of Matric Certificate	Fee - Rs. 1000/- Fee Code for challan - DIPFE	Principal (concerned Institute)
8	Correction in DMC	1. DMC already issued by HSBTE, Panchkula 2. Photocopy of Matric Certificate	(i) Upto one year from date of declaration of result Fee of Rs. 10/- (Per DMC) (ii) After one year from date of declaration of result fee Rs. 100/- (Per DMC) (iii) After two years from date of declaration of result fee of Rs. 200/- (Per DMC) (iv) After three years from date of declaration of result fee of Rs. 300/- (Per DMC) (v) After four years from date of declaration of result fee of Rs. 400/- (Per DMC) (vi) After five years onwards from date of declaration of result fee of Rs. 500/- (Per DMC) Fee Code of challan - CCDFE	Principal (concerned Institute)
9	Backlog Certificate	Photocopy of DMC's of all semesters and Diploma Certificate issued by HSBTE, Panchkula	Fee - Rs. 750/- (per candidate, per set) Fee Code for challan - VERFE	The Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
10	Special Migration Certificate (for students who could not clear Diploma course)	1. Application from candidate mentioning the purpose for which certificate is required. 2. Self declaration certificate/undertaking that student did not join any other Board/University during that relevant period.	Fee - Rs. 750/- (per candidate, per set) Fee Code for challan - VERFE	The Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula

Note:-

- 1 PNB Challan proforma is downloadable from hsbte.org.in
- 2 After depositing Fee in PNB, original fee challan to be submitted to HSBTE, Panchkula


 29/06/2019
 Assistant Secretary
 State Board of Technical Education
 Haryana, Panchkula