

**CITIZEN’S CHARTER**

**TECHNICAL EDUCATION DEPARTMENT**

**HARYANA**

**www.techeduhry.gov.in**

**HARYANA STATE BOARD OF TECHNICAL EDUCATION, PANCHKULA**

**Directorate of Technical Education Haryana**

**Bays No. 7-12, Sector-4, Panchkula**

**Telephone No. 0172-2583249**

The Department of Technical Education, Haryana is responsible for providing necessary technically trained manpower in various fields of Engg. and Technology covering Diploma, Degree, Post Graduate level courses through various Govt. /Govt. Aided/University Departments/Self Financing Polytechnics/Engg. Colleges/Institutions of Management/Computer/Pharmacy etc. established in the State so as to cater to the requirement of Industries/Departments/Organizations and other Agencies.

Classification of Institutions for which admissions are made by the Department is as follows:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of | Government/University | Aided | Self Financed | Total |
| Institutions | Deptt |  |  |  |  |  |  |
|  | No. of | Intake | No. | Intake | No. of | Intake | No. of | Intake |
|  | Instt. |  | of |  | Instt. |  | Instt. |  |
|  |  |  | Instt. |  |  |  |  |  |
| Engineering |  |  |  |  |  |  |  |  |
| colleges | 10 | 2899 | 0 | 0 | 149 | 55726 | 159 | 25625 |
| MBA | 12 | 880 | 0 | 0 | 160 | 11815 | 172 | 12695 |
| MCA | 9 | 540 | 0 | 0 | 47 | 2850 | 56 | 3390 |
| B. Pharmacy | 5 | 300 | 0 | 0 | 27 | 1740 | 32 | 2040 |
| Hotel Mgt. & |  |  |  |  |  |  |  |  |
| Catering |  |  |  |  |  |  |  |  |
| Tech. |  |  |  |  |  |  |  |  |
|  | 0 | 0 | 0 | 0 | 5 | 300 | 5 | 300 |
| B. Arch. | 1 | 80 | 0 | 0 | 13 | 920 | 14 | 1000 |
| Polytechnics | **28** | **10545** | **4** | **1930** | **162** | **46965** | **194** | **59440** |
|  |  |  |  |  |  |  |  |
| **G. Total** | **65** | **15244** | **4** | **1930** | **563** | **120316** | **632** | **104490** |
|  |  |  |  |  |  |  |  |  |

* (i) Ch. Devi Lal Memorial Govt. Engg. College, Panniwala Mota Sirsa.
	1. Institute of Instrumentation Engg. K. U. Kurukshetra.
	2. Institute of Mass Communication & Media Technology, K. U. Kurukshetra.

In addition to above 640 institutions, there are 22 institutions who make admission at their own level and the sanction seats are 7000 Approx. The overall details is as given below:-

**Total institutions and total sanctioned seats are as under**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **No. of Institutions** | **Mode of Admission** | **No. of sanctioned seats** |
|  |  |  |  |
| 1 | 640 | By HSTES | 143895 |
| 2 | 22 | Admission made at | 7000 |
|  |  | their own level |  |
| **Total** | **662** |  | **150895** |

1. **Activities undertaken by the Haryana State Board of Technical Education, Panchkula:**

**Website: www.hsbte.org .in**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Activity Planning | Procedure | Officer Concerned | Schedule/Duration | Officers name & Designation in case action not taken |
| 1. | 2 | 3 | 4 | 5 | 6 |
|  | Academic Affairs, Examination and Certification for Diploma level programmes : Monitoring and evaluation of academic activities for Diploma level programmes | All these activities are handled by Haryana State Board of Technical Education established in the year 2008 by an Act of Legislature.  | Additional Secretary. | Academic monitoring of Govt/Govt. Added Polytechnic twice in a semester Exams twice in a year (semester wise) | Finance Commissioner and Principal Secretary, Technical Education/Director General Technical Education. |
| (i) | Migration Certificate/NOC | Application in favour of Secretary alongwith receipt of Rs. 300/- to be deposited into State Board of Technical Education, Haryana Account through challan available on HSBTE, Panchkula website (<http://hsbte.org.in>). In the main menu click on HSBTE Fee Deposit Bank Challan on deposit through POS terminal at HSBTE office |  | Same Day |  |
| (ii) | Diploma.  | Diploma issued by HSBTE, Panchkula after verification of all the record. No fee is charged.  |  | 15 working days after receiving the required exam Data from the Institute.  |  |
| (iii) | DMC. | Online DMC, to be issued by the Principal of concerned institution. No Fee is charged.  |  | 15 working days after receiving required exam data from Institute & after declaration of rechecking result.  |  |
| (iv) | Duplicate Diploma | Application through the concerned Principal alongwith a copy of FIR/DDR, affidavit on Rs. 10 stamp paper an attested by the First Class Magistrate/Notary alongwith receipt of Rs.1000/- to be deposited into State Board of Technical Education, Haryana Account through challan available on HSBTE, Panchkula website (http://hsbte.org.in). In the main menu click on HSBTE fee deposit Bank challans or deposit through POS terminal at HSBTE office. | . | 7 working days after receipt of application by the board |  |
| (v) | Duplicate DMC | Application through concerned Principal alongwith a copy of FIR/DDR, an affidavit on Rs. 10/- stamp paper attested by the First Class Magistrate, Notary alongwith receipt of Rs500/-to be deposited into State Board of Technical Education, Haryana Account through challans available on HSBTE, Panchkula website (http://hsbte.org.in). In the main menu click on HSBTE Fee Deposit Bank Challan or deposit through POS terminal available at HSBTE office. |  | 15 working days after receipt of application by the Board |  |
| (vi) | Verification of Diploma/DMC | Application with relevant document of verification alongwith receipt of Rs.200/- to be deposited into State Board of Technical Education, Haryana Account through challans available on HSBTE, Panchkula website (<http://hsbte.org.in> In the main menu click on HSBTE Fee Deposit Bank Challan or deposit through POS terminal available at HSBTE office. |  | 7 working days after receipt of application by the board |  |
| 1 | 2 | 3 | 4 | 5 | 6 |
| (vii) | Rechecking/photocopy of answer sheet | Application through the concerned principal within 15 days of declaration of result alongwith receipt of Rs. 200/- fir each subject, to be deposited into State Board of Technical Education, Haryana Account (PNB A/c No. 0087000111223535). For getting photocopy of answer sheets, Rs. 1000/- for each subject has to be deposited. |  | 3 working weeks after cut off date for receipt of application by the board. |  |
| (viii) | Inter institutional migration (Diploma) | Migration is allowed only in 2nd semester which shall be effective in 3rd semester in semester system as per rules. Application has to be submitted to HSBTE, Panchkula alongwith receipt of Rs. 2000/- (non refundable) to be deposited into State Board of Technical Education, Haryana Account (PNB A/c No. 3949000102734253) for general category and Rs. 500/- (non refundable for all reserved categories including girls. Prescribed forms for each of the above are available with the concerned Principals/website |  | As per notified calendar of the board. The migration list is finalized well before the start of session (3rd semester) |  |
|  |  |  |  |  |  |

1. **Redressal of Grievances.**

The list of senior officers to whom complaint can be filed is given in the Table below. Normally the grievances are redressed with in one week of the filling of complaint. If there is any procedural requirement then the complaint will be redressed within 15 days. RTI has been implemented in the Department, Haryana State Board of Technical Education, Haryana State Technical Education Society as well as the field units.

**LIST OF OFFICERS OF HSBTE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. | Name of the Officer S/Sh. | Designation | Telephone | House Address |
| No. |  |  | Nos. Office |  |
|  |  |  |  |  |
| 1. | Sh. Anil Malik, IAS | Chairman, HSBTE | 2711963 | **H.No. 299, Sector - 16,****Chandigarh** |
|  |  |  |  |  |
| 2. | Dr. Saket Kumar , IAS | DGTE  | 2583249 | **H.No. 622, Sector-6, Panchkula** |
|  |  |  |  |  |
| 3. | Sh.K.K.Kataria | Secretary,  |  2583259 |  H. No. 905, Sector-7, Chandigarh |
|  |  | HSBTE |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Subject:- Advertisement of provisions of Haryana Right to Service Act 2014.

 Placed below PUC may kindly be perused.

 Vide PUC office of the Chief Secretary (Administrative Reforms Department) has advised that all Services notified under Haryana Right to Service Act, 20104 to be prominently displayed on their departmental website.

 In this regard, it is submitted that Services of Haryana State Board of Technical Education (HSBTE) are already displayed on website under citizen charter (Flag-‘A’). All the services may be taken under Haryana Right to Service Act, 2014 and displayed on website of HSBTE.

 Submitted please.

Subject:- Regarding updated the citizen charters related to HSBTE.

 Will Additional Director (IT), Technical Education, AS (Exam.) refer to the subject cited above?

 In this regard, it is requested to upload/display updated citizen charter related to Haryana State Board of Technical Education on the website of HSBTE.

 Assistant Secretary (Admn.)

 Haryana State Board of Technical Education,

 Panchkula

To

 Additional Director (IT),

 Technical Education,

 Haryana Panchkula.

2. Assistant Secretary, (Exam.),

 HSBTE, Panchkula.

**UO No. /Admn./HSBTE/2017 dated**

Subject:- Regarding uploaded/display the Services under Right to Service Act 2014 related to HSBTE.

 Will Additional Director (IT), Technical Education, AS (Exam.) refer to the subject cited above?

 It is intimated that Government of Haryana Administrative Reforms Department vide No. 4/26/2016-RU dated 16.01.2017 has advised that all services notified under Haryana Right to Service Act, 2014 to be prominently displayed on their Department website.

 In this regard, it is requested to upload/display the enclosed herewith Services under Right to Service Act 2004 related to Haryana State Board of Technical Education on the website of HSBTE (www.hsbte.org.in).

 Assistant Secretary (Admn.)

 Haryana State Board of Technical Education,

 Panchkula

To

 Additional Director (IT),

 Technical Education,

 Haryana Panchkula.

2. Assistant Secretary, (Exam.),

 HSBTE, Panchkula.

**UO No. /Admn./HSBTE/2017 dated**