

From

The Secretary,
Haryana State Board of Technical Education,
Bays No. 7-12, Sector- 4,
Panchkula

To

The Principals,
All the Aided/Private Technical Institutes.

Memo No: 177 /HSBTE Dated: 25.02.2016

Subject: Instructions for the polytechnic institutions seeking extension of affiliation from HSBTE for academic session 2016-17.

Kindly refer to this office Memo No. 132 dt. 19.02.2016 on the subject noted above.

In this regard, it is intimated that the revised instructions for the polytechnic institutions for seeking extension of affiliation from HSBTE for the academic session 2016-17 to be followed by the existing affiliated institutes are as follows:

1. To apply for extension of affiliation 2016-17, please visit the webpage affiliation.hsbte.com and login with the institutional user ID and password already provided by HSBTE for examination purpose.
2. Affiliation Fee must be deposited only through PNB Challan Form (available on the affiliation portal).
3. Amount of Affiliation Fee shall depend upon date of online submission of affiliation application.
4. After filling the online application and uploading the fee details/receipt(s), do not forget to click 'Submit' button.
5. Applications submitted online after 12th April 2016, shall be additionally charged @ Rs. 1000/- per day. No application regarding extension of affiliation shall be allowed to be submitted online after 27th April 2016 even with late fee.

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6. After submission of online application alongwith the details of Affiliation Fee receipt(s), the print option *shall be activated only after the verification of Affiliation Fee deposited* in the account of HSBTE.
7. Take a print out of this filled-up online application and attach the following:
 - a. Undertaking on the letter head of the Educational Society/Trust duly signed by the Chairman/President (Proforma available on the affiliation portal)
 - b. Supplementary Information (available on the affiliation portal)
8. Mere online application shall not be entertained unless supported by Print out/Hardcopy of this application duly signed by the Principal of the institute alongwith Undertaking and Supplementary Information.
9. Print out/Hardcopy of this application duly signed by the Principal of the institute alongwith Undertaking and Supplementary Information must reach Secretary, HSBTE, Bays 7-12, Sector-4, Panchkula through registered post / by-hand *within a week of online submission but not later than 29th April, 2016*.
10. Incomplete applications shall be outrightly rejected and HSBTE will not make any communication in this regard with any such institution(s).

Therefore, it is requested that the applications for seeking extension of affiliation may be submitted as per these instructions.



Deputy Secretary
for Secretary Haryana State Board of
Technical Education, Haryana, Panchkula

Endst. No. 178 / HSBTE

Dated: 25.02.2016

A copy of the above is forwarded to the Assistant Secretary (IT), HSBTE with the request to upload the instruction on the website of HSBTE.



Deputy Secretary
for Secretary Haryana State Board of
Technical Education, Haryana, Panchkula