

From

The Secretary,
Haryana State Board of Technical Education,
Bays 7-12, Sector-4,
Panchkula.

**Scanning of
Award Lists**

To

All the Principal(s) having Table Marking Centres

Memo No.: 2349/Exam/HSBTE

Dated: 09.01.17

Subject: Instructions for TMC - December 2016 Examination

In continuation to this office memo no. 2100/Exam /HSBTE dated 15.12.2016 on the above subject, it is hereby instructed that each TMC shall submit a CD / DVD containing scanned copies of Award Lists as per details given below:


1. All the final Award Lists (after decoding) be scanned at TMC Centre.
2. The CD / DVD shall have institute-wise folders. *Folders should be assigned the codes of institutes instead of institute name.*
3. Each '**Institute Folder**' shall have '**Semester-wise Subfolders**' which shall contain scanned copy of Award Lists of concerned semester.
4. TMC Incharge to ensure that no Award List is left unscanned and all the Award Lists must be copied in CD / DVD.
5. Must write the following on CD / DVD itself with permanent marker:

Scanned Copy of Award Lists

TMC Code =

Exam = Dec. 2016

6. **Principal shall ensure to send the following through special messenger to COE upto 31.01.17** (as already conveyed vide memo no. 2234/Exam/HSBTE dated 27/12/16):
 - a) Original Award Lists
 - b) CD / DVD containing the scanned copies of Award Lists
 - c) Hard copy of Final Marks uploaded at www.hsbte.com duly verified & signed by the Verification Team.
 - d) Certificate / Undertaking by Verification Team in the prescribed performa.


**Controller of Exam
HSBTE, Panchkula**