

# HARYANA STATE BOARD OF TECHNICAL EDUCATION, PANCHKULA

(To be substituted with bearing same Memo No. and Date)

From

The Secretary  
Haryana State Board of Technical Education  
Govt. Polytechnic Campus, Sector 26, Panchkula

To

The Principal (s)  
Govt./Govt. Aided/Societies/Self –Financing Institutes

Memo No. 133 /HSBTE/CERT

Dated 18.9.25

**Subject : Guidelines for processing cases related to Updation/Correction of Student Photograph on Diploma Certificates/Detailed Marks Certificates**

Respected Sir/Madam,

Keeping in view the decision of competent authority, related to **Updation/Correction of Student Photograph on Diploma Certificates/Detailed Marks Certificates**, it is hereby informed that all institutes running the Diploma courses should follow the guidelines while requesting for photo Updation/Correction as below:

**1. Photo Updation/Correction should only be allowed in genuine cases which includes :**

- Wrong photo /blank photo/No photo was uploaded by the institute at the time of admission or examination PCA form filling.
- Where a technical error on ICOP Portal.
- Where a genuine student provides valid proof such as Aadhar in case of mismatch/blurred photo.

**2. Documents required for Updation/Correction.**

- An application from student mentioning his/her name roll number, session, branch name, institute name along with his latest photograph having roll number on it.
- Forwarding letter from the Principal of the concerned institute certifying verification of records.
- Attested copy of Valid photo ID proof (Aadhar /Driving License/ Passport) for Indian citizens, valid Citizen Id proof of his/her country (for foreign students) .
- Old incorrect photograph along with the new corrected photograph (to be updated) duly attested by the Principal on the institute letterhead, in case uploaded by the institute.
- An prescribed affidavit should be submitted by the student on Rs. 10 /- stamp paper signed by the student and duly notarized and signed by the respective O/I Examination and the Principal of the concerned institute which should authenticate the genuineness of the photo identity of the student (Sample Attached)

**3. Suggested Procedure**

- Student should submit an application with documentary proof to concerned institute mentioned Para 2 cited above.
- The concerned institute will have to verify the records from admission and examination branch and certifies the correctness of record.
- The institute have to forward the verified request of students to HSBTE, Panchkula.

#### 4. General Guidelines

- a) Privilege for photo Updation /Correctness can be availed by the student without any time limit.
- b) Institute found negligence in first attempt will be issued warning, if the same negligence has been reported again second time and so on, the penalty of Rs. 1000/- per student will be imposed on the concerned institute.

This advisory comes into force with immediate effect.

Deputy Secretary (Certification)  
HSBTE, Panchkula

Endst No. 134-137 /HSBTE

Dated 18.9.25

Copy of the following is forwarded to following for information and necessary action, please

1. P.A to Secretary
2. COE, HSBTE
3. Deputy Secretary (I.T) to host on website.
4. Assistant Secretary (Cert.)

Deputy Secretary (Certification)  
HSBTE, Panchkula

## **AFFIDAVIT**

**(To be submitted by student)**

Attested  
Photo

I \_\_\_\_\_ S/D/o \_\_\_\_\_ bearing, Roll No. \_\_\_\_\_  
student of \_\_\_\_\_ (Institute Name), R/O  
\_\_\_\_\_, do hereby solemnly affirm that and declare as under:

1. That I had personally attended the classes of two / three years Diploma Programme in \_\_\_\_\_ (Branch name) at \_\_\_\_\_ (Institute name) for session \_\_\_\_\_.
2. That I had personally appeared in all HSBTE Examinations during my Diploma Programme.
3. That attested photograph affixed on affidavit pertains to me, the genuine student of \_\_\_\_\_ (Institute Name).
4. That this affidavit is submitted for updation / correction of my photograph in the record of HSBTE, and I hereby certify that the same is genuine and not a case of impersonation, as the earlier photograph uploaded by Institute on the ICOP portal was either incorrect/blank/blurred/mismatch due to which the need for this correction/updation has arisen.

Deponent

It is certified that the above statement are correct and genuine to the best of my knowledge and belief. If found incorrect at any stage, I shall be held solely responsible for the consequences arising therefrom.

Deponent

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of this affidavit are true and correct to the best of my knowledge and belief as per the record available at institute.

Counter Signed with Name and Stamp

Officer Incharge (Examination) \_\_\_\_\_

Principal \_\_\_\_\_