

## ADVISORY

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. 73 /HSBTE/CERT

Dated 18/8/2025

**Subject :** Regarding submission of Practical Training Contract Form & related documents for issuance of Diploma Certificates for Pass-out Students of Diploma in Pharmacy

Respected Sir/Madam,

Keeping in view the directions of competent authority, it is hereby informed that all institutes running the Diploma in Pharmacy course shall submit the following documents for all pass-out students of given examination session in a single file (for complete batch) to Haryana State Board of Technical Education (Certification Branch).

1. Diploma Register /List of the particular examination session downloaded from the ICOP Portal.
2. Photocopy of 10 Standard DMC.
3. Photocopies of 1<sup>st</sup> and 2<sup>nd</sup> year Diploma in Pharmacy DMC's.
4. Original Practical Training Contract Form for pharmacist-duly filled in all five section, stamped and signed by the competent authorities as per the guidelines mentioned in Chapter 3 of the Diploma in Pharmacy (Part-III)- Practical Training, with correct sequence of dates.
  - a) Photograph should be attested by the Head of Institute imparting training i.e. Head of Hospital.
  - b) Complete Detail of Apprentice Master in Section –III (Name, Signature Stamp & Registration No.)
  - c) Clear Stamping of the Head of Institute imparting Training (Head of Hospital) in Section I and Section V.
  - d) Principal should ensure the correctness of the certificate in all respect before signing the same in Section V.

It is further clarified that

- a) The documents of individual student or partial submission of documents will not be accepted.
- b) Forms not complying with the above requirements will be returned unprocessed.

All concerned are requested to ensure compliance with the above instructions for timely processing of certification related matters.

This advisory comes into force with immediate effect.

  
Deputy Secretary (Certification)  
HSBTE, Panchkula

Endst No. 74-76 /HSBTE/CERT

Dated 18/8/2025

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.

  
Deputy Secretary (Certification)  
HSBTE, Panchkula