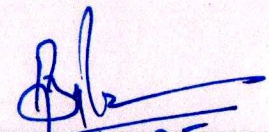


HARYANA STATE BOARD OF TECHNICAL EDUCATION

Process and Revised Fee details for issuance of certificates w.e.f 30.06.2025

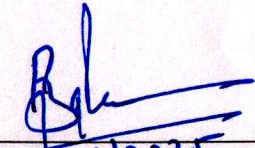
Sr. No.	Certificate	Documents Required	Fee to be deposited at HSBTE Fee counter OR Through online payment gateway available at hsbte.org.in	Authority Whom to apply
1	Migration Certificate/ NOC for pursuing Higher Education (for students who have cleared their Diploma course)	1. Application from student. 2. Attested photocopy of Provisional Certificate (issued by institute). OR Attested photocopy of compiled Detailed Marks Certificate (DMC) of 6th semester (Issued by HSBTE). OR Attested photocopy of Diploma Certificate (issued by HSBTE). For Pharmacy Student:- 1. Application from student. 2. (a) Attested photocopy of Detailed Marks Certificates (DMC's) of 1st and 2nd year. (b) Original Training Certificate completely filled, stamped & signed as per PCI Format. OR Attested photocopy of Diploma Certificate (issued by HSBTE).	Fee - Rs. 300/- (per candidate) Fee Code for Challan - MIFEE	The Secretary, Haryana State Board of Technical Education, Government Polytechnic Campus, Sector- 26, Panchkula
2	Verification of documents	Original or Attested Photocopies of all semesters/years Detailed Marks Certificates (DMC's) and Diploma Certificate issued by HSBTE, Panchkula Remarks : Provisional Certificate issued by Institute will not be verified by HSBTE, Panchkula	(1) Fee - Rs.500/- from Private Candidate/Company/Organazation. (2) Fee - Rs.500/- from State/ Central Board's/Corporations/PSU's/Councils. (3) State Govt. / Central Govt. Dept. of India - No fees will be charged Fee Code for Challan - VERFE	The Secretary, Haryana State Board of Technical Education, Government Polytechnic Campus, Sector- 26, Panchkula
3	Transcript	(1) Application from concerned student for issuance of Transcript. (2) Photocopies of Detailed Marks Certificates (DMC's) of all semesters and Diploma Certificate issued by HSBTE, Panchkula.	1. For Postal Address in India Processing Fee Rs. 750/- per candidate per set. 2. For Postal Address out of India Rs. 2750/- per candidate per set (Rs.750 processing charges + Rs.2000/- postal charges) if candidate want to send Transcript in abroad (University/Collge) 3. Transcript through email in India & abroad - Rs.750/- Fee Code for Challan - TRFEE	The Secretary, Haryana State Board of Technical Education, Government Polytechnic Campus, Sector- 26, Panchkula


 30/06/2025
 (Pawan Baloda)
 Assistant Secretary (Certification)
 HSBTE, Panchkula

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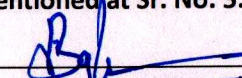
Sr. No.	Certificate	Documents Required	Fee to be deposited at HSBTE Fee counter OR Through online payment gateway available at hsbte.org.in	Authority Whom to apply
4	Duplicate Diploma Certificate	<p>1. Original letter from the Principal of concerned Institute for issuance of Duplicate Diploma Certificate mentioning the semester wise marks detail with passing sessions and attested photo of student should be pasted on letter (Letter should be issued only after proper verification of all the supporting documents and eligibility criteria of student)</p> <p>2. Original Daily Diary Report (DDR) issued by concerned Police Station mentioning the detail of lost Diploma Certificate.</p> <p>3. Original Affidavit (Rs. 10/- stamp paper issued by Notary) mentioning the detail of lost Diploma Certificate.</p> <p>4. Attested photocopy of Matric Certificate (If mother name not mentioned in Matric certificate then for mother name proof, candidate is required to submit either passport or affidavit mentioning the correct spelling of mother name).</p> <p>5. Two passport size, same colored photos with white background (one attested by Principal & one unattested), Roll No. should be printed on photos.</p> <p>For name changed / corrections in Diploma Certificate</p> <p>The name correction through any State or Central Board in 10th DMC then supporting documents (from School or Board or Gazzate Notification or Court Case as the case may be) are required to submit alongwith the documents mentioned at point no. 1, 4 & 5.</p>	<p>Fee - Rs. 1000/- (per Diploma)</p> <p>Fee Code for Challan - DIPFE</p>	Principal (concerned Institute)
5	Duplicate Detailed Marks Certificates (DMC)	<p>1. Original letter from the Principal of concerned Institute for issuance of Duplicate Detailed Marks Certificate (DMC) mentioning the semester wise marks detail with passing sessions and attested photo of student should be pasted on letter (Letter should be issued only after proper verification of all the supporting documents and eligibility criteria of student).</p> <p>2. Original Daily Diary Report (DDR) issued by concerned Police Station mentioning the detail of lost Detailed Marks Certificate.</p> <p>3. Original Affidavit (Rs. 10/- stamp paper issued by Notary) mentioning the detail of lost Detailed Marks Certificate..</p> <p>4. Attested photocopy of Matric Certificate (If mother name not mentioned in Matric certificate then for mother name proof, candidate is required to submit either passport or affidavit mentioning the correct spelling of mother name).</p> <p>5. Two passport size, same colored photos with white background (one attested by Principal & one unattested), Roll No. should be printed on photos.</p> <p>For name changed / corrections in Detailed Marks Certificate (DMC)</p> <p>The name correction through any State or Central Board in 10th DMC then supporting documents (from School or Board or Gazzate Notification or Court Case as the case may be) are required to submit alongwith the documents mentioned at point no. 1, 4 & 5.</p>	<p>Fee - Rs. 500/- (per DMC)</p> <p>Fee Code for Challan - DMCFE</p>	Principal (concerned Institute)


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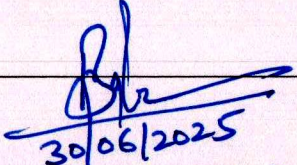
Sr. No.	Certificate	Documents Required	Fee to be deposited at HSBTE Fee counter OR Through online payment gateway available at hsbte.org.in	Authority Whom to apply
6	Correction in Diploma Certificate	<p>1. Original letter from the Principal of concerned Institute for issuance of correction in Diploma Certificate mentioning the semester wise marks detail with passing sessions and attested photo of student should be pasted on letter (Letter should be issued only after proper verification of all the supporting documents and eligibility criteria of student).</p> <p>2. Original Diploma Certificate already issued by HSBTE, Panchkula</p> <p>3. Attested photocopy of Matric Certificate (If mother name not mentioned in Matric certificate then for mother name proof candidate is required to submit either passport or affidavit mentioning the correct spelling of mother name).</p> <p>4. Two passport size, same colored photos with white background (one attested by Principal & one unattested), Roll No. should be printed on photos.</p> <p>For name changed / corrections in Diploma Certificate</p> <p>The name correction through any State or Central Board in 10th DMC then supporting documents (from School or Board or Gazzate Notification or Court Case as the case may be) are required to submit alongwith the documents mentioned at point no. 1, 3 & 4. It will be consider as a case of Duplicate Diploma Certificate and fees will be charged Rs.1000/- (per Diploma Certificate) as mentioned at Sr. No. 4.</p>	<p>(i) Upto one year from date of issuance of Diploma Certificate by HSBTE, Fee of Rs. 300/- (per Diploma Certificate)</p> <p>(ii) After one year from date of issuance of Diploma Certificate BY HSBTE, Fee of Rs.1000/- (Per Diploma Certificate)</p> <p>Note: In the event of correction in Diploma Certificates due to error on the part of HSBTE, no fee will be charged.</p> <p>Fee Code for challan: CCDFE</p>	Principal (concerned Institute)
7	Correction in Detailed Marks Certificates (DMC)	<p>1. Original letter from the Principal of concerned Institute for issuance of correction in DMC mentioning the semester wise marks detail with passing sessions and attested photo of student pasted on letter (Letter should be issued only after proper verification of all the supporting documents and eligibility criteria of student).</p> <p>2. Original Detailed Marks Certificates already issued by HSBTE, Panchkula</p> <p>3. Attested photocopy of Matric Certificate (If mother name not mentioned in Matric certificate then for mother name proof candidate is required to submit either passport or affidavit mentioning the correct spelling of mother name).</p> <p>4. Two passport size, same colored photos with white background (one attested by Principal & one unattested), Roll No. should be printed on photos.</p> <p>For name changed / corrections in Detailed Marks Certificate (DMC)</p> <p>The name correction through any State or Central Board in 10th DMC then supporting documents (from School or Board or Gazzate Notification or Court Case as the case may be) are required to submit alongwith the documents mentioned at point no. 1, 3 & 4. It will be consider as a case of Duplicate Detailed Marks Certificate and fees will be charged Rs.500/- (per Detailed Marks Certificate) as mentioned at Sr. No. 5.</p>	<p>(i) Upto one year from date of declaration of result Fee of Rs. 50/- (per DMC)</p> <p>(ii) After one year to 4th year from date of declaration of result fee Rs.300/- (per DMC)</p> <p>(iii) After four year and onwards from date of declaration of result fee Rs.500/- (per DMC)</p> <p>Note: In the event of correction in Detailed Marks Certificates (DMC's) due to error on the part of HSBTE, no fee will be charged.</p> <p>Fee Code for challan: CCDFE</p>	Principal (concerned Institute)


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Sr. No.	Certificate	Documents Required	Fee to be deposited at HSBTE Fee counter OR Through online payment gateway available at hsbte.org.in	Authority Whom to apply
8	Backlog Certificate	(1) Application for issuance of Backlog Certificate (2) Attested photocopy of Detailed Marks Certificates (DMC's) of all semesters and Diploma Certificate issued by HSBTE, Panchkula	Fee - Rs. 750/- (per candidate, per set) Fee Code for Challan - BKLFE OR VERFE	The Secretary, Haryana State Board of Technical Education, Government Polytechnic Campus, Sector- 26, Panchkula
9	Special Backlog Certificate (for students who could not clear Diploma Course)	1. Application from candidate mentioning the purpose for which certificate is required. 2. Self declaration certificate/undertaking that student did not Join any other Board/University during that relevent period. 3. Photocopies of Detailed Marks Certificates (DMC's) if issued by HSBTE.	Fee - Rs. 750/- (per candidate, per set) Fee Code for Challan - BKLFE OR VERFE	The Secretary, Haryana State Board of Technical Education, Government Polytechnic Campus, Sector- 26, Panchkula


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