Office of the Principal, Govt. Polytechnic, Manesar

Office Order no:- **527**

Through E-Mail/Whatsapp
Dated.:-**29**-10-2024

As per the Memo No 724/Exam/HSBTE dated 21/10/2024, regarding the PCA forms,All the O/I's are requested to receive the blank PCA forms and inform the students about the below given PCA schedule for July.-2024.

Sr. No.	Filling of PCA form	Date
1	Last Date to submit PCA form by the student in their institute **Exam Fee under semester system:** Rs.600/- Per student per semester (including Regular of 1st, 3rd & 5th Semester & Reappears of all Semester) **Exam fee under Annual system:** Rs 1200/- per student (including Reappears of Diploma Pharmacy course & Reappears of 1st Year under annual pattern scheme for 2019 batch / 2020 batch & 2021 batch)	**Upto 5:00PM on 04/12/2024 (Wednesday)**
2	**Note: Mercy Chance is not allowed in the Dec.-2024 Exam. Hence, the students of 3 years Diploma course of 2019 Batch onwards (2019 batch- 2024 Batch)**	

Note:- All the PCA Forms and students photographs should be authenticated by respective tutors/ HOD's.

1. The candidate will not be promoted to next semester if he/she fails to submit PCA /Examination form for the respective semester exam as per instructions conveyed by the board vide memo no. 2552/Exam/HSBTE dated 21/03/2017 (also available on hsbte.org.in) and such students shall be considered as 'Dropped Students'.

2. The students should provide **the latest passport size photograph with white background and printed Roll No on it on PCA Form. No selfie or photograph with cap will not be allowed** on PCA form.

3. All the students are hereby informed that **10th mark sheet** (Not 10th Result), **aadhar copy, copy of last result and Fees Slip** should be attached and **personal details should be strictly as per 10th certificate.** All **subject Code** and **Name** should be filled properly, as the student will be held responsible for any mistake regarding the **subject codes** which he/she is filling in PCA form.

4. Fee of the PCA can be directly deposited to online on **gpmanesar.ac.in/pay fees online** or if any **student want to pay fee by Debit/Credit Card can contact to the cashier.**

5. Students can also pay through online in the following link and get a print out of receipt to be attached with PCA (**no screenshot allowed**).
   https://erp.eshiksa.net/DirectFeesv3/PCManesar

6. **All the HOD's are requested to submit PCA form in exam branch before 18/11/2024 (Monday) positively for timely updation of PCA forms on HSBTE portal.**

Principal
Govt. Polytechnic
Manesar

Endst. No.- **4923 to 4934**
Dated:- **29**-10-2024
Copy of above is forwarded to following for information and necessary action.

1. HOD Applied Sc., Auto, Civil, Computer, Electrical, Eltx. and Comm., Mechanical Engg, Mechanical(T&D).
2. All Notice Board/Website
3. Cashier
4. Exam Branch

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