

## Process for Issuance of Certificates - Migration/NOC, Transcript, Duplicate, Correction, Verification

Sr. No.	Title	Documents Required	Fee to be deposited & Fee Code (to be filled up in PNB Challan)	Authority whom to apply
1	Migration Certificate/ NOC (for Higher Studies)	1. Photocopy of Provisional Certificate (Issued by Institute) or 2. Compiled 6th sem DMC (Issued by HSBTE) or	Fee - Rs. 300 (per candidate)  Fee Code for challan - MIFEE	Additional Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
2	Verification of Documents	Photocopies of DMCs & Diploma issued by HSBTE, Panchkula <b>Remarks :-</b> Provisional Certificate issued by Institute will not be verified by HSBTE, Panchkula	Fee - Rs. 200/- (per candidate)  Fee Code for challan - VERFE  <b>Remarks:-</b> Fee exempted for Centre & State Govt. Departments of India.	Additional Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
3	Transcripts	Photocopy of DMCs of all semesters & Diploma Certificate issued by HSBTE, Panchkula	Fee- Rs. 500/- (per candidate)  Fee Code for challan - TRFEE	Additional Secretary, Haryana State Board of Technical Education, Bays - 7-12, Sector - 4, Panchkula
4	Duplicate Diploma Certificate	1. Daily Diary Report (DDR) issued by concerned Police Station 2. Affidavit (Rs. 10/- stamp paper issued by Notary)	Fee- Rs. 1000/- (per Diploma)  Fee Code for challan - DIPFE	Principal (Concerned Institute)
5	Duplicate DMC Certificate	1. Daily Diary Report (DDR) issued by concerned Police Station 2. Affidavit (Rs. 10/- stamp paper issued by Notary)	Fee- Rs. 500/- (per DMC)  Fee Code for challan - DIPFE	Principal (Concerned Institute)
6	Correction in Diploma (Upto one year from date of issuance from HSBTE, Panchkula)	1. Diploma Certificate already issued by HSBTE, Panchkula 2. Photocopy of Matric Certificate.	No Fee to be deposited	Principal (Concerned Institute)
7	Correction in Diploma (After one year from date of issuance from HSBTE, Panchkula)	1. Diploma Certificate already issued by HSBTE, Panchkula 2. Photocopy of Matric Certificate.	Fee - Rs. 1000/-  Fee Code for challan - DIPFE	Principal (Concerned Institute)
8	Correction in DMC	1. DMC already issued by HSBTE, Panchkula 2. Photocopy of Matric Certificate.	(i) Upto one year from date of declaration of result Fee of Rs. 10/- (Per DMC) (ii) After one year from date of declaration of result fee of Rs. 100/- (Per DMC) (iii) After two years from date of declaration of result fee of Rs. 200/- (Per DMC) (iv) After three years from date of declaration of result fee of Rs. 300/- (Per DMC) (v) After four years from date of declaration of result fee of Rs. 400/- (Per DMC) (vi) After five years onwards from date of declaration of result fee of Rs. 500/- (Per DMC)  Fee Code for challan - CCDFE	Principal (Concerned Institute)

**Note:-**

- 1 PNB Challan proforma is downloadable from [www.hsbte.org.in](http://www.hsbte.org.in)
- 2 After depositing Fee in PNB, original Fee Challan to be submitted to HSBTE, Panchkula.

  
 27/04/2016  
 Assistant Secretary  
 State Board of Technical Education  
 Haryana, Panchkula