

From

Secretary,  
Haryana State Board of Technical Education,  
Bays - 7-12, Sector - 4, Panchkula.

To

The Principal(s),  
All Institutes offering Diploma Courses

**Memo. No. 3541**

**/Exam/HSBTE**

**Dated: 07.09.2020**

**Subject: Instructions regarding Readmission Cases**

As per Examination Rule 2.4(1), any candidate of the Institution, who remains absent from the Institution for a period exceeding one year from the date of reopening of the Institute, following the examination in which the candidate had failed to appear or pass, shall be disentitled to continue his/her studies in the institution, without prior written permission of the Secretary, Haryana State Board of Technical Education. However, if the period of absence is less than one year, the Principal of the Institute is competent to allow re-admission. But he/she will have to complete the course as per Rule 2.3 (1) (i). In this regard, action may please taken as per the provision given below:-

**1. Readmission at Institute level:** (where absence period is less than one year)

- The readmission cases approved by the Principal at Institute level should be uploaded at [www.hsbte.com](http://www.hsbte.com) under the link "**Readmission**". The schedule for uploading shall be conveyed later.
- Thereafter, such re-admission case uploaded by the Institute will be scrutinized by HSBTE.
- Only after **scrutiny & acceptance** by HSBTE, the institute(s) can upload PCA form of such re-admitted student(s) as and when the examination process shall start.

**2. Readmission at HSBTE level:** (where absence period is more than one year)

- Re-admission cases where the absence period exceeds more than one year should be forwarded by the Principal of the institute to HSBTE vide email [coe@hsbte.org.in](mailto:coe@hsbte.org.in) latest upto **30.09.2020**.
- As per the decisions taken in 18<sup>th</sup> Board Meeting under the Chairmanship of ACSTE held on 10.01.2019, a fee of Rs 1000/- is being charged for such cases where the absence period exceeds more than one year. The fee must be deposited through RTGS in PNB Account No. 3949000102734253 (IFSC: PUNB0394900) of HSBTE and the receipt for **approval** of Secretary, HSBTE.
- Only after the approval of HSBTE, the institute(s) can upload PCA form of such re-admitted student(s) as and when the examination process shall start.


  
**Controller of Exam  
HSBTE, Panchkula**

**Endst. No.: 3542**

**/Exam/ HSBTE**

**Dated: 07.09.2020**

A copy of the above is forwarded to Secretary, HSBTE for kind information please.

  
**Controller of Exam  
HSBTE, Panchkula**