

From

The Secretary,
Haryana State Board of Technical Education,
Government Polytechnic Campus, Sec 26
Panchkula.

To

All the Principal (s),
Govt. / Govt. Aided / Self Financing Polytechnics.

Memo No: 863

/Exam/HSBTE

Dated: 16.10.2025

Subject: Instructions regarding PCA for upcoming State Board Examination

Instructions for upcoming State Board Exams are as under:-

1. PCA Schedule for Students :

Sr. No.	Activity	Last Date
1.	- Last date to submit PCA form by the student in their institute <u>Exam Fee under semester system</u>: Rs. 650/- per student per semester (including Regular of 1st, 3rd & 5th Sem. & Reappears of all Semester) <u>Exam Fee under annual system</u> : Rs. 1300/- per student per year (including Reappears of Diploma Pharmacy Course & Reappears of 1st year under annual pattern scheme for 2020-batch & 2021 batch)	Upto 5.00 PM on 20.11.2025 (Thursday)
2.	Last date to submit PCA form by the student in their institute with additional late fee of Rs. 50/- per student per form	Upto 5.00 PM on 26.11.2025 (Wednesday)

Note 1: Students shall deposit Examination Fee to their Institute as applicable.
Note 2: Reappear students of D. Pharmacy of any batch (who must be appeared as regular in that particular year) can apply / fill the PCA Form if he / she is otherwise eligible.
Note 3: Mercy Chance is not allowed in Dec-2025 Exam. Hence, the students of 3 years Diploma course of 2020 Batch onwards (2020 batch-2025 Batch) and the students of 4 year Part time course of 2018 batch onwards shall fill the PCA form.

NOTE:

- I. The institutes must ensure that for any student, PCA / Examination form should be uploaded only upto 12 subjects (regular + reappears) as per instructions already issued by the Board . (Available on the website under the link 'Common Letters / Instructions for Each Board Exam').**
- II. 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 dt. 21.03.2017 (also available on the website under the link 'Common Letters / Instructions for Each Board Exam') and such students shall be considered as 'Dropped Students'**
- III. The subject code will not be edited / corrected once the PCA submitted / uploaded.**