

Office of the Principal, Govt. Polytechnic, Dhangar (Fatehabad)

Office Order No. 267

Dated: 19/05/2023

All the HOD & O/I's are requested to follow the instruction given below for filling of PCA Form for Exam July-2023.

Sr. No.	Filling of PCA Forms	Date
1.	Exam fee under Semester System: Rs.600/- per student per semester(including 2nd, 4th & 6th Regular & Reappear of all semester)	08.06.2023
2.	Exam fee under Annual System: Rs.1200/- per student (Reappear of 1st year for Batch-2018,2019,2020 & 2021)	

1. Maximum number of Subjects in PCA form filling would be 12 (Regular +Re-appear).
2. Particulars furnished by students like Roll No, Name, Father's Name, Mother's Name (as per 10th DMC), Photo, Branch, Semester, Paper Name & Paper Code must be duly checked by tutor. Tutor will be responsible for any such lapse.
3. Two duly colored photographs with white background with student Roll No. digitally printed on it.
4. Tutor make ensure that **Student's Email ID & Mobile No.** is valid & verified.
5. Each form must be duly signed by both tutor & HOD.
6. All the HOD are required to ensure that the PCA forms of only Eligible and Legitimate Candidates are to be submitted to Exam Branch for uploading. In no case the PCA forms of ineligible candidates shall be filled and submitted.
7. The candidate will not be promoted to next semester if he/she fails to submit PCA Examination Form.
8. PCA forms with cutting or overwriting will not be accepted.
9. The candidates must check their re-appear and correct subject IDs/Subject Code from '**Students Marks Register**' which is available on the website of the board (www.hsbte.org.in) to ensure the correct subject code while filling re-appear in PCA. The subject code will not be edited/corrected once the PCA submitted/uploaded.
10. To avoid the last minute rush, the tutors are advised to submit the PCA forms by 3pm on the daily basis along with the fee receipt.
11. For PCA Fee follow the following link: <http://www.gpdhangar.ac.in/> ⇒ Students ⇒ E-service for students ⇒ <https://payments.cashfree.com/forms/govt-poly-dhangar-2>
12. Tutors have to provide details of PCA Fee in the given Performa:-

Govt. Polytechnic Dhangar											
PCA Fee Performa											
Branch			Regular/Re-appear Fee Details						Total Fee	Receipt No.	Date of Receipt
Sr. No.	Roll No.	Name	1st sem.	2nd sem.	3rd sem.	4th sem.	5th sem.	6th sem.			
Total Amount											
Tutor Signature						HOD Signature					

Principal
Govt. Polytechnic
Dhangar (Fatehabad)

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Endst No. GPD/2023/ 2006

A copy of the above is forwarded to following for the information and necessary action.

1. HOD Electrical/Civil/Comp, DMLT & Applied Science/ Mech.
2. O/I Exam/Workshop/ Website
3. DSO
4. Cashier
5. All Notice Board

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