



F.NO. PP14(30)Odd/Sem/Aca.cell/2020-21/607

Dated:- 23/10/2020

OFFICE ORDER FOR EXAMINATION FEES

All the Regular/ Part Time/ Improvement /Ex-students of Pusa Institute of Technology are directed to deposit BTE Examination fee for I, III & V Sem. of full time diploma and I, III, V & VII Semester of Part Time diploma courses of all branches through **State Bank Collect (www.onlinesbi.com)** only.

The following points should be noted regarding the same:-

1. The fee may be deposited through State Bank Collect only.
2. The students will submit the Fee slip copy to the proctor concerned along with Examination form as per table given below.
3. The Proctor will make a consolidated list of students as per the Amended Performa enclosed (4 copies) who have deposited the fee in State Bank Collect & submit the list along with fee slip, Examination form & Admit card in the Academic cell through HOD/IC as per table given below.
4. Proctor and HOD/In-charge of Deptt. must ensure that the students have followed the instructions properly and form has been filled up completely as per latest guidelines provided by BTE. The HOD/Proctor will submit the list of Regular students in prescribed amended Performa in 04 Copies in the Academic Cell (copy enclosed as overleaf) along with Green Colour filled Performa of Admit Card, a similar Blue Colour performa is for Institute only.
5. The details of Improvement & Ex-students should be furnished in separate performa along with Red Colour filled performa of Admit Card. A similar Violet Colour performa is for Institute only. Incomplete or not properly filled up Examination form & Admit Card should not be signed & submitted by the Proctor and HOD/In-charge Deptt.
6. The list of the students shall be arranged in the prescribed Performa in ascending order of Board roll no. of students.
7. It must be ensured that the candidate has filled up BTE roll number at all places provided for the purpose on Admit Cards and Examination form.
8. The Proctor/HOD/Incharge must check the decision of Unfair Means Cases before submission of Examination forms.
9. The Proctors are requested to mark 'LE' against Lateral Entry students in the performa.
10. Details of Board Examination fee for odd semester is given below as per BTE order no. F.53/(G)/Exam/BTE/2012/1095-1102 Dated 21/10/2020:-

Sl. No.	Particular	For 5 th / 7 th Sem. only	For 3 rd Sem. only	For 1 st Sem. only
1.	Regular Students Rs 200/- including Mark sheet without late fee	21/10/2020 To 10/11/2020	24/11/2020 To 14/12/2020	28/12/2020 To 18/01/2021
2.	Back Paper fee (Improvement/ Ex-students)Rs 100/- per paper per semester including mark sheet with a maximum of Rs 400/- per semester without late fee	21/10/2020 To 10/11/2020	24/11/2020 To 14/12/2020	28/12/2020 To 18/01/2021
3.	Submission of Examination form by the Department in the Academic cell without late fee.	11/11/2020	16/12/2020	19/01/2021

4.	Regular Students Rs 200/- including Mark sheet with late fee of Rs. 100/-	11/11/2020 To 24/11/2020	15/12/2020 To 28/12/2020	19/01/2021 To 29/01/2021
5.	Back Paper fee (Improvement/ Ex-students) Rs 100/- per paper per semester including mark sheet with a maximum of Rs400/- per semester with late fee of Rs. 100/-	11/11/2020 To 24/11/2020	15/12/2020 To 28/12/2020	19/01/2021 To 29/01/2021
6.	Submission of Examination form by the Department in the Academic cell with late fee 100/-	25/11/2020	29/12/2020	01/02/2021
7.	Regular Students Rs 200/- including Mark sheet with late fee of Rs. 300/-	25/11/2020 To 04/12/2020	29/12/2020 To 04/01/2021	01/02/2021 To 08/02/2021
8.	Back Paper fee (Improvement/ Ex-students) Rs 100/- per paper per semester including mark sheet with a maximum of Rs400/- per semester with late fee of Rs. 300/-	25/11/2020 To 04/12/2020	29/12/2020 To 04/01/2021	01/02/2021 To 08/02/2021
9.	Submission of Examination form by the Department in the Academic cell with late fee 300/-	04/12/2020	04/01/2021	08/02/2021

11. The details of Regular/Improvement/Ex-student should be furnished in separate performer in 04 Copies.
12. The Board will not entertain further correspondence for extension of date of form submission or to waive off the late fee charges.
13. The Proctor's /In charge should ensure that the student has affixed latest photograph not later than 03 months, with name play card & Date of photograph should be pasted and duly attested by HOD, on the examination form (Passport size photograph)& Admit card (photograph size 7.62 cm X 10.16 cm) (It should be noted that, there should be no mixing among the list of students who are going to appear in Odd Semester Regular, Improvement or as Ex-student). All forms duly verified and signed by Proctor's/HOD and also duly signed by Principal must be submitted in the Academic Branch by as per table given above positively. No Examination Form under any circumstances will be accepted in Academic Cell after the last date.
14. No. Govt. Institute or any student shall submit the Examination Form to BTE.



(DR. O. P. SINGH)
PRINCIPAL/HOO

Dated:- 23/10/2020

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Copy for information and necessary action to: -

1. Controller, BTE, Pitampura, New Delhi-110088
2. Notice Board, PIT
3. All HODs/In-charges, PIT
4. Branch Manager SBI, East Patel Nagar, New Delhi-110008
5. Guard file.


(DR. O. P. SINGH)
PRINCIPAL/HOO