From: The Secretary
H.P. Board of School Education,
Dharamshala-176213

To: All the Principal-cum-Centre Co-ordinator,
Govt.(Boys/Girls) Sr. Sec. School in Himachal Pradesh.

Subject: Appointment as Centre Co-ordinator for Matric/+2 Supplementary Examination June, 2019.

Dear Sir /Madam,

In exercise of the powers vested in me in Chapter 9 of the H.P. Board of School Education Examination Regulations 1994 amended from time to time, you are hereby appointed as Centre Co-ordinator for the conducting of Matric/+2 Class Regular Compartment, Additional subjects, Improvement candidates Supplementary Examination commencing from 1st June, 2019.

2. You will be the representative of the Board and overall In-charge for the smooth and fair conduct of Examinations in your Examination Centre as per rules/instructions of the Board and you will also be competent to take the decision on the spot on behalf of the undersigned.

3. In spite of clear instructions regarding maintaining the secrecy of question papers in some centres, Centre Coordinator/ Superintendent/ Deputy Superintendent/ Supervisor often open Question Paper of the other subject(s)/class, which is not to be opened on that day, this creates serious administrative lapse/problems. So, while opening the question papers envelopes, tally it class wise with date sheet & session and question papers be opened before CCTV cameras and recording be kept for records. In case, any mistake occurs or comes to the notice of the Board, all expenditure incurred on wrong opening of Question paper envelopes will be recovered from all the staff including yourself, deputed in the examination centre concerned.

4. It has come to the notice of this office that at the time of opening of the bundle of answer books received from the Examination Centres, answer-books do not tally with the secrecy memo and some answer-books are not found in the bundle, which not only invites many legal problems but also spoils the career of the students. So, please ensure that the answer books packed in the bundle must tally with the Roll Nos. written on the secrecy memo.

5. You will also be responsible for safe custody of Question Papers, maintenance of secrecy and ensure that the Centre Superintendent dispatch the Answer Books along with Secrecy memo without any delay to the Board's Office or to collection centres established by the Board. The account of Answer Books supplied to your school centre for examination purpose, be maintained properly. Take all necessary steps to check the menace of copying in the Examination and ensure that examination be conducted under the surveillance of CCTV cameras' and candidates must be seated in those rooms/hall only having CCTV cameras.

6. The necessary advance for smooth conduct of Examination is being sent to you. You are also informed that 100% payment may be made to the staff deployed for the smooth conduct of examination in your centre as the norms prescribed by the Board.

7. The appointments of Centre Superintendent/Deputy Superintendent are not being made by the Board. You are, therefore, directed to appoint the Centre Superintendent/Deputy Superintendent from your school/complex from eligible staff. You are hereby authorized that after consulting the Centre Superintendent, you can remove any member of supervisory staff after giving him/her two warnings in written for serious negligence of duty. In case, there is any
complaint against Centre Superintendent/Deputy Superintendent appointed by the Board or by you, the matter may be reported to the undersigned immediately along with full facts, however, they will not be removed by you.

8. It may be ensured that on the day of Examination in a particular subject, the teacher of the same subject should not be allowed for examination duty in the Examination Centre under any circumstances. Please ensure that invigilators for Board examination preferably appointed from amongst the regular staff of the institution.

9. In case, your relative is taking examination in the centre or you are unable to discharge this duty due to leave/duty away from your school or debarred from the Board duty, you may assign the duty to the next senior most lecturer/teacher of your school and send information immediately. Your presence in the Examination Centre is essential during Examination days. In case of lapse in your presence, the matter will be reported to the Principal Secretary(Education) to the Govt. of HP/Director of Education for necessary action.

10. You will appoint Deputy Co-ordinator to control the out-side interference. If the outside interference is out of your control, inform the local authority as well as the undersigned with figure and facts. The Co-ordinator and Deputy Co-ordinator will be paid honorarium for the entire examination as under:

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<tr>
<th>Co-ordinator</th>
<th>Deputy Co-ordinator</th>
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<tr>
<td>₹ 1500/-</td>
<td>₹ 800/-</td>
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11. All forms regarding payment to the Centre Co-ordinator/Deputy Co-ordinator/ Superintendent/Deputy Superintendent /Supervisory staff are being sent to you. You are requested to send these forms duly filled in all respects and packed in Envelop S-2 in Last Superintendent Packet to the Section Officer, Accounts-6, HP Board of School Education Regional Centre, Housing Board Colony, Sanjauli Shimla-171006 after giving complete addresses of the staff deployed for the smooth conduct of examination in your centre.

12. In case, you refuse to discharge the duty assigned to you without any valid reason, you may be punished under Section 9 of Himachal Pradesh prevention of malpractices at University/Board or other specified Examinations Act 1984, besides this, the case may be forwarded to the Govt. of Himachal Pradesh/Directorate of Education for any departmental action.

13. Use of Cellular Phones & Electronics gadgets are strictly prohibited in the Examination Hall by all Invigilators.

You are requested to keep in touch with the Board’s office informing of the happenings during the conduct of examination. For this purpose, you can contact undersigned on telephone Nos. 01892-222373 or 01892-242112 & 01892-242161.

Yours faithfully,

[Signature]

Secretary