



Himachal Pradesh Board of School Education, Dharamshala (Kangra)-176213

Terms & Conditions for Center Creation/ Up- Gradation/Retention:-

The categories of Examination Centers are as under:-

- A- Center for +1/+2 in colleges
- B - Center for +1/+2 in Schools
- C - Center for Matric

1. The institution(s) apply for creation of new examination Center or up-gradation of examination center or retention of examination centre should apply through online mode only.
2. Online application link will be available at Board's website within stipulated time period. The stipulated time period and detail of late fees for filing the online application is as under:-
 - a) W.e.f. 01st August to 31st August of the year preceding the examination (Without late fees)
 - b) W.e.f. 01st September to 15th September of the year preceding the examination (With late fees of Rs 5,000/- in addition to other requisite fees). Whereas, late fees of Rs. 1000/- will be charged for the cases of center retention/renewal.
 - c) W.e.f. 16th September to upto extended time period of the year preceding the examination as approved by the Competent authority of the Board alongwith late fees of Rs 10000/- for centre creation/up-gradation. Whereas, late fees of Rs 2000/- will be charged for the cases of center retention.
 - d) After 31st October the centre creation/up-gradation cases will be considered only after the approval of Secretary/Chairman, HBPBSE alongwith late fees of Rs 10000/- and penalty as imposed by the Secretary/Chairman HBPBSE. Whereas, late fees of Rs. 5000/- and penalty imposed by the Secretary/Chairman HBPBSE will be charged for the cases of center retention/renewal.
3. No application for creation of Examination center will be considered unless the 15 candidates likely to appear in the Center.
4. It is mandatory to upload the following requisite documents alongwith application: -
 - i) A recommendation letter from Concerned Deputy Director regarding creation/Up-gradation of examination center at their respective institute.
 - ii) A plan of the building of the school applying for the creation/up-gradation of the center should be attached alongwith this application. The portion of the building intended to the center of examination should be marked with red pencil. The measurements of each room/hall should be given and if these inter-connected, this fact should also be indicated in the plan.
 - iii) A rough sketch indicating the location of the schools applying for the center, with respect to each other previous center, nearest Police Station/Post Office and Tehsil/District headquarter distance between each place, nature of roads, means of conveyance from the main road etc. should also be attached.
 - iv) Written consent from the local postal authority for booking of answer-books parcel be obtained. If there is no facility for booking of parcels from local Post Office, transit expenses shall be borne by the concerned institution.
 - v) A resolution of local Panchayat to check out-side interference as well as use of unfair means during examination.
 - vi) A resolution of concerned school's SMC regarding creation/up-gradation of examination center at respective school.
 - vii) An application alongwith written consent of the Principal/Principals of other schools opting for that center. Copy of Affiliation letter of willing school.
5. It is mandatory to provide the following arrangements at their own cost:-
 - i) To construct a boundary wall 5ft. high all around the school building.
 - ii) Adequate number of inter-connected rooms with proper ventilation and windows fitted with grills/wire-gauge.
 - iii) To provide electricity to the rooms used for examination center, and in case of power failure backup arrangement should be made.
 - iv) To provide urinals for use of the candidates close to the examination rooms for the boys and girls separately.
 - v) To provide furniture/desk etc. (single seated desk) to all the candidates appearing at the center.
 - vi) CCTV installation in all examination hall, rooms, entry and exit points of examination centre before the commencement of examination.
 - vii) It is the joint responsibility of the Principal/Headmaster (Centre Co-ordinator) & IT invigilators to ensure safely functioning, monitoring, recording and preservation of CCTV footage during the examinations. The CCTV footage may be preserved for the minimum period of 6 months.
 - viii) A fully secured room installed with a double lock Steel/Iron almirah under the surveillance of CCTV Cameras for storage of Question papers and other examination material received from the Board, and also one steel box permanently free of charges for keeping answer-books/stationery will be provided.



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- ix) One wall clock in each examination hall/room should be installed during the days of examination.
- x) To make available the staff for the conduct of Board examination.
- xi) If at any stage, irregularities are detected in connection with the installation, functioning, monitoring and recording of footage of CCTV Cameras during the examination or comes to the knowledge of Board after the closure of examination, the Chairman/Secretary, after satisfying himself, may impose any or all of the following penalties on delinquent officer/official(s) deployed for examination: -
 - a) Forfeit the whole or part of the remuneration due to him.
 - b) Disqualify him for specified period or permanently from assigning any duty of the Board.
 - c) Recommended disciplinary action against him through the departmental agency.
 - d) Initiate legal action.
 - e) Abolish the examination centre for future or for a specific period.

6. **Fee Structure:-**

It will be mandatory to all schools/colleges, which apply for creation/up-gradation/ retention/renewal of examination center, will deposit all requisite fees except short candidate fee along with application, detailed fee structure is as under:-

i) **Proposed Examination center Inspection fees:-**

Examination Center inspection fees for Govt./Privately managed Board affiliated institution: 5000/- (non-refundable).

ii) **Center Creation Fee:-**

Center for Matric	-	6000
Center for Plus Two	-	6000
Center for Matric & Plus Two	-	12000

iii) **Center Up-gradation Fee (Matric to Plus two)** - 6000

iv) **Center Retention/Renewal Fee:-**

Center for Matric	-	2000
Center for Plus Two	-	2000
Center for Matric & Plus Two	-	3000

- v) It will be mandatory for all the examination centres to pay the required centre retention fee whether it is a government institution or a private institution. There will no exemption in retention fee for any institution.

vi) **Short Candidate Fee:-**

During each year when the number of candidates for theory examination falls short of the prescribed limit of 60 candidates (50 candidates for tribal area) in respect of C category and 40 candidates (30 candidates for tribal area) in respect of A & B category centres, Fee @ 300/- per short candidate for each category of centre or as prescribed by the Board from time to time will also be charged within the following stipulated time period with and without late fees:-

Sr. No.	Time period	Fees
1.	01 st April to 30 th April	Requisite short candidate fees without late fees.
2.	01 st May to 15 th May	Requisite short candidate fees with late fees of Rs.1000/- per class.
3.	16 th May to 31 st May	Requisite short candidate fees with late fees of Rs.2000/- per class.
4.	After 31 st May	Requisite short candidate fees with late fees of Rs.5000/- per class.

vii) **Security Deposit (for all privately managed Board affiliated institutes):-**

It will be mandatory for all Privately managed Board affiliated institutes to deposit a sum of ₹10000/- as Security Deposit on refundable basis. This amount shall remain deposited with the Board as long as the affiliated institute desired to have examination center and shall be refunded if school makes a request to discontinue as the examination center. However, this amount will be forfeited by the Board in case of cancellation of examination center due to unfair practices related to examination.

- viii) Additional expenses for booking of parcels will be made by the school from own funds.



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Note:-

1. The schools which have been designated/ are designated/or will be designated as examination centre, will only be retained as examination centre subject to the fulfilment and observance of the following terms & conditions-
 - i. That the Board examination will be conducted peacefully & smoothly without any disturbances.
 - ii. That if cases of unfair means/mass copying are reported and the staff of examination centre is found indulged in helping the candidates to cheat, the retention of such centres will not be considered.
 - iii. That the CCTV cameras footage during board exams must be preserved for at least six months, otherwise it would be tantamount to violating the sanctity of the board exams.
 - iv. That the payment of requisite fees during prescribed time period.
2. The Board reserves the right to abolish the center after it has been created, if it is found that the conditions laid down have not been fulfilled or the center is not working to the satisfaction of the Board.
3. The schools which have been designated as examination centre, intend to discontinue their school as examination centre for any of the class due to any reason, will have to apprise the Board by written application duly signed by the concerned School principal/headmaster/headmistress before 15th September of the year preceding the examination. In case, if any of the institution whether it is govt. or pvt. Designated as examination centre for Both classes and during examination there are only matriculation students are appeared whereas Plus Two class students are nil or vice-versa happened, then the short candidate fees will be charged for that particular Class.

Dr. (Maj.) Vishal Sharma, HPAS
Secretary