



# Himachal Pradesh Board of School Education, Dharamshala

HPBOSE-6007/138/2025-CONDUCT-I-5581

Dated 13/08/2026

## Terms And Conditions Regarding Retention/Renewal Of Regular Examination Centres For the Academic Session 2026-27

**The categories of Regular Examination Centres for the Session 2026-27 shall be as under:**

- A- Examination Centre for Plus One Plus Two in Colleges.
- B- Examination Centre for Plus One Plus Two in Schools.
- C- Examination Centre for Matriculation only.

### **1. Restriction on designation of new Examination centres**

The designation of any institution as a new Regular Examination Centre for the current session, i.e. 2026-27, shall remain completely prohibited due to administrative reasons. Accordingly, only those institutions which were already designated as Regular Examination Centres during the previous session shall be eligible to apply for retention/renewal of their existing Examination Centre status.

### **2. Mode of application for retention/renewal**

Any institution desirous of retaining/renewing its existing Examination Centre status shall submit its application through online mode only, within the stipulated time period prescribed by the Board.

### **3. Online application and fee Structure**

The online application link for retention/renewal of Examination Centres shall be made available on the official website of the Board for the stipulated period.

It shall be mandatory for all schools/colleges applying for retention/renewal of their Examination Centre to deposit the prescribed fee along with the online application. However, Short Candidate Fee, wherever applicable, shall be charged separately as per the provisions contained in Clause 5 below.

#### **i) Centre Retention/Renewal Fee**

| <u>Category of Examination Centre</u>      | <u>Fee</u> |
|--------------------------------------------|------------|
| Centre for Matriculation                   | ₹2,000/-   |
| Centre for Plus Two                        | ₹2,000/-   |
| Centre for both Matriculation and Plus Two | ₹3,000/-   |

#### **ii) Stipulated Time Period**

- a) From 01.09.2026 to 30.09.2026 – Prescribed fee only, without late fee.
- b) From 01.10.2026 to 15.10.2026 – Prescribed fee along with late fee of ₹1,000/-.
- c) From 16.10.2026 to 31.10.2026 – Prescribed fee along with late fee of ₹2,000/-.
- d) After 31.10.2026, cases for retention/renewal of Examination Centres shall be considered only with the approval of the Secretary/Chairman, HPBOSE, along with a late fee of ₹5,000/- and such penalty as may be imposed by the Secretary/Chairman, HPBOSE.

### **4. Mandatory Infrastructure and Other Arrangements**

Every institution seeking retention/renewal of its Examination Centre shall ensure the availability of all the prescribed infrastructure, security, surveillance and other arrangements required for the smooth, fair and secure conduct of Board examinations at its own cost.

- i) Institutions which were designated as Examination Centres during the previous session but failed to provide any of the prescribed arrangements mentioned below shall first rectify all such deficiencies before applying for retention/renewal of their Examination Centre status.
- ii) If any complaint regarding non-availability, inadequacy or deficiency of the prescribed arrangements is received against an institution applying for retention/renewal and such complaint is subsequently found to be substantiated, the same shall be treated as a violation of the sanctity and integrity of the Board examinations, and appropriate action shall be taken against the institution as per the rules, regulations and instructions of the Board.
- iii) The institution shall have a boundary wall barbed-wire fencing of not less than 5 feet in height around the entire school/institutional premises.



## **Himachal Pradesh Board of School Education, Dharamshala**

- iv)** The institution shall have an adequate number of interconnected examination rooms/halls with proper ventilation and windows fitted with grills or wire mesh.
- v)** Electricity supply shall be available in all rooms/halls designated for the conduct of examinations. The institution shall also make adequate alternative/backup arrangements to ensure uninterrupted power supply during the examination.
- vi)** Separate toilet/urinal facilities for male and female candidates shall be available in proximity to the examination rooms/halls.
- vii)** Adequate furniture shall be provided for all candidates, including separate single-seated desks/benches, as prescribed by the Board.
- viii)** The institution shall install functional CCTV cameras in all examination halls/rooms and at all entry and exit points of the Examination Centre before commencement of the examinations.
- ix)** The CCTV surveillance system shall have both video and audio recording facilities. The institution shall install a Network Video Recorder (NVR) having a minimum recording/storage backup of six months for secure preservation of the surveillance footage.
- x)** The IP address/network connectivity used for the CCTV surveillance system shall be static in nature, wherever required, to facilitate uninterrupted monitoring and reliable accessibility of the CCTV system.
- xi)** The Principal/Headmaster and the designated IT Invigilator shall be jointly responsible for ensuring the proper functioning, continuous monitoring, recording and safe preservation of the CCTV surveillance system throughout the conduct of the examination.
- xii)** The CCTV footage shall be preserved securely for a minimum period of six months from the date of examination and shall be produced before the Board or any authorized officer whenever required.
- xiii)** A fully secured room shall be provided for the storage of Question Papers and other examination material received from the Board. The room shall be under CCTV surveillance and shall contain a double-lock steel/iron almirah.
- xiv)** For the purpose of these instructions, a double-lock system shall mean a locking arrangement operated by two separate keys, wherein both keys are required simultaneously for locking/unlocking the almirah and neither key can independently operate the lock.
- xv)** The institution shall also provide one steel box, permanently and free of cost, for safe custody of answer books, stationery and other examination material, as directed by the Board.
- xvi)** At least one properly functioning wall clock shall be installed in each examination hall/room and shall remain functional throughout the examination for use in the conduct of Board examinations.
- xvii)** The institution shall ensure the availability of adequate teaching and non-teaching staff for the smooth conduct of Board examinations, as and when required by the Board.
- xviii)** If, at any stage, any irregularity is detected in relation to the installation, functioning, monitoring, recording or preservation of CCTV footage during the examination, or such irregularity comes to the notice of the Board after conclusion of the examination, the Chairman/Secretary, HPBOSE, after satisfying himself/herself regarding the facts and circumstances of the case, may impose any one or more of the following penalties upon the delinquent officer/official(s) or institution, as the case may be:
  - a)** Forfeit the whole or part of the remuneration payable to the concerned person.
  - b)** Disqualify the concerned person for a specified period or permanently from being assigned any examination duty of the Board.
  - c)** Recommend disciplinary action against the concerned employee/official through the competent departmental authority.
  - d)** Initiate appropriate legal proceedings, wherever warranted.
  - e)** Abolish the Examination Centre permanently or for such specified period as may be considered appropriate by the competent authority.



# **Himachal Pradesh Board of School Education, Dharamshala**

## **5. Short Candidate Fee**

Where the number of candidates appearing in the theory examination falls below the prescribed minimum number, Short Candidate Fee shall be payable as under:

- Category C (Matriculation only): Minimum 60 candidates (50 candidates in tribal areas).
- Categories A and B (Plus One/Plus Two): Minimum 40 candidates (30 candidates in tribal areas).

Where the number of candidates falls short of the prescribed limit, Short Candidate Fee @ ₹300/- per short candidate, for each applicable category/class shall be charged.

## **The Short Candidate Fee shall be deposited within the following stipulated periods:-**

| <b><u>S/N. Time Period</u></b> | <b><u>Fee Payable</u></b>                                      |
|--------------------------------|----------------------------------------------------------------|
| 1. 01.04.2027 to 30.04.2027    | Requisite Short Candidate Fee without late fee                 |
| 2. 01.05.2027 to 15.05.2027    | Requisite Short Candidate Fee + late fee of ₹1,000/- per class |
| 3. 16.05.2027 to 31.05.2027    | Requisite Short Candidate Fee + late fee of ₹2,000/- per class |
| 4. After 31.05.2027            | Requisite Short Candidate Fee + late fee of ₹5,000/- per class |

## **6. Additional Expenses on Booking of Parcels**

Any additional expenditure incurred on account of booking/transportation of examination-related parcels/material shall be borne by the concerned school/institution from its own funds.

## **NOTES:-**

1. The Board reserves the right to withdraw, suspend or abolish an Examination Centre, even after its designation/retention, if it is subsequently found that the prescribed conditions have not been fulfilled, the required infrastructure/arrangements are not available, any irregularity is detected, or the functioning of the centre is otherwise found unsatisfactory.
2. Any school/institution which has been designated as an Examination Centre and wishes to discontinue the Examination Centre for a particular class, i.e. Matriculation or Plus Two, for any reason, shall intimate the Board through a written application duly signed by the Principal/Headmaster/Headmistress of the concerned institution on or before 30th November of the year preceding the examination.
3. However, if any Government or Private institution has been designated as an Examination Centre for both Matriculation and Plus Two and, during the examination, candidates appear only in one class while the number of candidates in the other class is zero, or vice versa, the prescribed Short Candidate Fee shall be charged for the class having no/short candidates, as applicable under the rules of the Board.
4. Mere submission of an online application for retention/renewal of an Examination Centre shall not confer any right upon the institution for continuation of the Examination Centre. Retention/renewal shall remain subject to fulfillment of all prescribed conditions and approval of the competent authority of the Board.
5. The institution shall be solely responsible for ensuring compliance with all instructions, rules, regulations and directions issued by the Board from time to time regarding the conduct of examinations.
6. The Board reserves the right to amend, modify, relax or supplement any of the above terms and conditions, wherever considered necessary, in the interest of the smooth, fair and transparent conduct of examinations.

Digitally signed by  
ANKUSH SHARMA  
Date: 13-08-2026  
11:58:21

**Secretary**