



Himachal Pradesh Board of School Education, Dharamshala-176215

No. Hi.Shi.Bo.(22)Matric-2/Later Set/2026/14106-14108

Dated:13/01/2026

To,

The Principals/Headmasters/Heads of Institutions,
All Government and Private Schools affiliated with HPBOSE,
Himachal Pradesh.

Subject: Mandatory Opening of Separate Head/ Bank Account for HPBOSE Examination Related Financial Transactions.

Sir/Madam,

It has been observed that financial transactions pertaining to HPBOSE examination activities are currently being managed through common school accounts or non-uniform banking arrangements. To enhance transparency, ensure accountability, and streamline the audit process, the Board has decided to standardize financial management at the school level.

Accordingly, all Heads of Institutions (Government and Private) affiliated with the Himachal Pradesh Board of School Education (HPBOSE) are hereby directed to open a **Separate Head/ Bank Account** in a Nationalized or Scheduled Commercial Bank, dedicated exclusively to Board-related transactions.

Key Guidelines for the New Account:

- 1. Account Nomenclature:** The account shall be titled as “**Principal/Headmaster, [Name of School] - HPBOSE Exam Head/Account.**”
- 2. Purpose:** This account shall be used solely for the receipt and expenditure of funds related to HPBOSE examinations, practicals, evaluation duties, and other Board-mandated activities.
- 3. Audit & Reconciliation:** All transactions must be documented in a separate cash book to facilitate smooth periodic audits and financial reconciliation.
- 4. No Mixing of Funds:** No other school funds (such as sports funds, library funds, or private donations) shall be deposited into or routed through this account.
- 5. Compliance Deadline:** All institutions are required to open this account and submit the details (Account Number, Bank Name, and IFSC Code) to the Board's Finance Wing within 15 days of the issuance of this letter.

Non-compliance with these instructions will be viewed seriously and may lead to difficulties in the timely disbursement of examination-related grants or reimbursements.

For further inquiries or to submit your details online, please visit the HPBOSE Official Portal.

Dr. (Maj) Vishal Sharma, HAS
Secretary

Copy to:—

1. Section Officer I.T. Cell to upload the letter on board's website and all schools user.
2. Guard file

Dr. (Maj) Vishal Sharma, HAS
Secretary