



"Notification"

The Chairman, Himachal Pradesh Board of School Education, in exercise of the powers conferred to him under section 19.3 of Himachal Pradesh Board of School Education, Act 1968, is pleased to amend/incorporate following existing rules/new rules under chapter 8 creation of examination centres, as follows:-

The categories of examination centres are as under:-

- A- Centre for +1/+2 in Colleges
- B- Centre for +1/+2 in Schools
- C- Centre for Matric

Chapter-8 creation of examination centres

By: Director of
 H.P. Education
 13 MAY 2025
 4353

Existing rule		Approved rule																																	
8.3.1	<p>Mode of Application: - The institutions applying for creation of new examination Centre or up-gradation/retention/renewal of examination centre should apply through online mode only on the prescribed format available at Board's website after fulfilling the codal formalities as mentioned in the "Terms & Conditions for Centre creation/Up-gradation/ Retention/Renewal" which is available at Board's website under "Download" link.</p> <p>i. All schools/colleges (for annual examination): 1st August to 31st August.</p> <p>ii. All schools/colleges (for annual examination): 1st September to 15th September alongwith late fees of Rs 5000/- for centre creation/up-gradation. Whereas, late fees of Rs. 1000/- will be charged for the cases of center retention/renewal.</p> <p>iii. All schools/colleges (for annual examination): After 15th September to extended time period approved by the competent authority 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/renewal.</p> <p>iv. *****</p>	8.3.1	<p>Mode of Application: - The institutions applying for creation of new examination Centre or up-gradation/retention/renewal of examination centre should apply through online mode only on the prescribed format available at Board's website after fulfilling the codal formalities as mentioned in the "Terms & Conditions for Centre creation/Up-gradation/ Retention/Renewal" which is available at Board's website under "Download" link.</p> <p>i. All schools/colleges (for annual examination): 1st August to 31st August.</p> <p>ii. All schools/colleges (for annual examination): 1st September to 15th September alongwith late fees of Rs 5000/- for centre creation/up-gradation. Whereas, late fees of Rs. 1000/- will be charged for the cases of center retention/renewal.</p> <p>iii. All schools/colleges (for annual examination): After 15th September to extended time period approved by the competent authority 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/renewal.</p> <p>iv. All schools/colleges (for annual examination): After 31st October the centre creation/up-gradation cases will be considered only after the approval of Secretary/Chairman, HPBOSE alongwith late fees of Rs 10000/- and penalty as imposed by the Secretary/Chairman HPBOSE. Whereas, late fees of Rs. 5000/- and penalty imposed by the Secretary/Chairman HPBOSE will be charged for the cases of center retention/renewal.</p>																																
8.5.1	<p>The following fee shall be payable by the all Govt./Privately managed board affiliated schools to the board for the creation/ up-gradation of the examination centre within the stipulated time period i.e. 1st August to 31st August:</p> <p>(1) Centre creation/up-gradation fee</p> <table border="1"> <thead> <tr> <th>category of centre</th> <th>fee</th> </tr> </thead> <tbody> <tr> <td>Centre for C</td> <td>6000/-</td> </tr> <tr> <td>Centre for B & C</td> <td>12000/-</td> </tr> <tr> <td>Centre for A or B</td> <td>6000/-</td> </tr> </tbody> </table> <p>(2) Centre retention fees for government schools & centre renewal fees for privately managed board affiliated institution:</p> <table border="1"> <thead> <tr> <th>category of centre</th> <th>fee</th> </tr> </thead> <tbody> <tr> <td>(for each subsequent year)</td> <td></td> </tr> <tr> <td>A or B or C</td> <td>2000/-</td> </tr> <tr> <td>B & C</td> <td>3000/-</td> </tr> </tbody> </table> <p>(3) Examination centre inspection fees for all Govt./privately managed board affiliated institution: 5000 - (non-refundable) Centre retention fee will only be charged from those centres, which have been created for middle, matric examination after 1996 or up-graded for +1/+2 examination after 2001.</p> <p>(4) *****</p>	category of centre	fee	Centre for C	6000/-	Centre for B & C	12000/-	Centre for A or B	6000/-	category of centre	fee	(for each subsequent year)		A or B or C	2000/-	B & C	3000/-	8.5.1	<p>The following fee shall be payable by the all Govt./Privately managed board affiliated schools to the board for the creation/ up-gradation of the examination centre within the stipulated time period i.e. 1st August to 31st August:</p> <p>(1) Centre creation/ up-gradation fee</p> <table border="1"> <thead> <tr> <th>category of centre</th> <th>fee</th> </tr> </thead> <tbody> <tr> <td>Centre for C</td> <td>6000/-</td> </tr> <tr> <td>Centre for B & C</td> <td>12000/-</td> </tr> <tr> <td>Centre for A or B</td> <td>6000/-</td> </tr> </tbody> </table> <p>(2) Centre retention fees for government schools & centre renewal fees for privately managed board affiliated institution:</p> <table border="1"> <thead> <tr> <th>category of centre</th> <th>fee</th> </tr> </thead> <tbody> <tr> <td>(for each subsequent year)</td> <td></td> </tr> <tr> <td>A or B or C</td> <td>2000/-</td> </tr> <tr> <td>B & C</td> <td>3000/-</td> </tr> </tbody> </table> <p>(3) Examination centre inspection fees for all Govt./privately managed board affiliated institution: 5000 - (non-refundable).</p> <p>(4) 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.</p>	category of centre	fee	Centre for C	6000/-	Centre for B & C	12000/-	Centre for A or B	6000/-	category of centre	fee	(for each subsequent year)		A or B or C	2000/-	B & C	3000/-
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Himachal Pradesh Board of School Education, Dharamshala-176215

Existing rule		Approved rule
8.8	*****	<p>8.8 Penalty:-</p> <p>1) For private examination centres:- The following penalties will be imposed on the private examination centres, if the Chairman is satisfied after enquiry that the integrity of a board examination had been violated at any private examination centre:-</p> <p>(i) First time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be suspended for the period of one year from the date of notification and security deposit will be forfeited. After completion of one year, such school will have to go through the complete process of centre creation alongwith all requisite fees.</p> <p>(ii) Second time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be suspended for the period of two years from the date of notification and double amount to the security deposit will be imposed as penalty. After completion of two years, such school will have to go through the complete process of centre creation alongwith all requisite fees.</p> <p>(iii) Third time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be abolished permanently and amount triple to the security deposit will be imposed as penalty.</p> <p>2) For govt. Examination Centres:- The following penalties will be imposed on the govt. Examination centres, if the chairman is satisfied after enquiry that the integrity of a board examination had been violated at any Govt. Examination centre:-</p> <p>(i) First time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be suspended for the period of one year from the date of notification. After completion of one year, such school will have to go through the complete process of centre creation alongwith all requisite fees.</p> <p>(ii) Second time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be suspended for the period of two years from the date of notification. After completion of two years, such school will have to go through the complete process of centre creation alongwith all requisite fees.</p> <p>(iii) Third time complaint proved:- If a complaint is proved by the investigation conducted by the enquiry committee, such examination centre will be abolished permanently.</p>
8.9	*****	<p>8.9 Creation of examination centres for conducting D.El.Ed examination:- The institutions applying for creation of new examination Centre for conducting D.El.Ed examination should apply to the Secretary, HP Board of School Education on the prescribed format available at Board's website after fulfilling the codal formalities as mentioned in the "Terms & Conditions for D.El.Ed examination centre" which is available at Board's website under "Download" link, as under:-</p> <p>I. 1st April to 30th April along with following required fees:- Centre creation fees = 10000/- Inspection fees = 5000/-(non-refundable) Security Deposit = 20000/-</p> <p>ii. 1st May to 15th May alongwith late fees of Rs. 5000/- in addition to requisite fees.</p> <p>iii. 16th May to 31st May alongwith late fees of Rs. 10000/- in addition to requisite fees.</p> <p>iv. Beyond the above stipulated time period, the Chairman shall be competent to consider the case of creation of examination centre along with requisite fee and late fees decided by him.</p> <p>v. The security deposit amounting to Rs. 20000/- shall remain with the Board as long as the affiliated institute desires to have examination centre and shall be refunded if institution makes a request to discontinue as examination centre. However, this amount will be forfeited by the Board in case of cancellation of examination centre due to any irregularity related to conduct of examination.</p>



Himachal Pradesh Board of School Education, Dharamshala-176215

8.9.1	*****	8.9.1	<p>Penalty: -For private D.El.Ed examination centres:-</p> <p>The following penalties will be imposed on the private examination centres, if the Chairman is satisfied after enquiry that the integrity of a board examination had been violated at any private D.El.Ed examination centre:-</p> <p>(i) First time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be suspended for the period of one year from the date of notification and security deposit will be forfeited. After completion of one year, such private institute will have to go through the complete process of centre creation alongwith all requisite fees.</p> <p>(ii) Second time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be suspended for the period of two years from the date of notification and amount double to the security deposit will be imposed as penalty. After completion of two years, such private institute will have to go through the complete process of centre creation alongwith all requisite fees.</p> <p>(iii) Third time complaint proved:- If a complaint is proved in the investigation by the enquiry committee, such examination centre will be abolished permanently and amount triple to the security deposit will be imposed as penalty.</p>
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-Sd/-
Secretary

Ends :- As above

Copy of the above is forwarded to the following for information and further necessary action:-

1. Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002.
2. Director, School Education, Himachal Pradesh, Shimla-171001.
3. All Deputy Directors, School Education, Himachal Pradesh.
4. Additional/ All Deputy/ All Assistant Secretaries, HPBOSE Dharamshala.
5. Section Officer, General Branch with the direction to put up this notification in the next Board meeting for information and ratification of the decision.
6. In-Charge, I.T. Cell to upload the notification on board's official website and also on the user Ids of the schools.
7. PA to the Chairman/Secretary H.P. Board of School Education, Dharamshala.
8. Senior Assistant, PRO Cell, HPBOSE Dharamshala for publishing the above information in various newspapers.
9. Guard file.

Signed by

Vishal Sharma

Date: 07-05-2025 15:08:17

Secretary

Endst.No-EDN-KGR-(G-4) PS-Exams.2021
Office of the Deputy Director of Higher Education
Kangra at Dharamshala



Dated: Dharamshala-176215

May, 2025

Copy to :-

All The Principal /Headmaster of GSSS/GHS and Private schools affiliated with HPBOSE Board in District Kangra are hereby directed to follow the instructions contained in the letter.

✓ Deputy Director of Higher Education
Kangra at Dharamshala