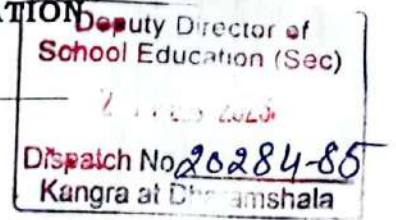


**OFFICE OF THE DEPUTY DIRECTOR OF SCHOOL EDUCATION
(SECONDARY), KANGRA AT DHARAMSHALA**

No.: EDN-KGR-NO-2026(HPBoSE) _____ Date: _____



To

All the Principals / Headmasters / Heads
Government and Private Schools
District Kangra (H.P.)

Subject: Directions to go through the contents of the letter and ensure strict compliance.

Memo:


It has come to the notice of this office that certain important instructions have been issued in the Office Memorandum issued vide letter no. EDN-(SE)-H(17)F(10)3/2024-25/HPBOSE (Copy attached) and further office order issued in pursuance of the office memorandum shared with you earlier too regarding necessary arrangements and compliance requirements during the upcoming board examinations at your respective examination center.

In this regard, you are hereby again directed to carefully go through the contents of the above-mentioned letter in letter and spirit. You must ensure that all the instructions contained therein are implemented meticulously and within the stipulated time frame.

The contact information mentioned in the any lapse, negligence, or non-compliance shall be viewed seriously and responsibility shall be fixed accordingly.


You are further directed to confirm compliance to this office at the earliest.

This may be treated as **most urgent**.


**Deputy Director
School Education (Secondary)
Kangra at Dharamshala**

Copy to:

1. The Director of School Education (Secondary), H.P., for information.
2. Office file.


**Deputy Director
School Education (Secondary)
Kangra at Dharamshala**

Personal Attention
Most Urgent

No. EDN-(SE)-H(17)F(10)3/2024-25/HPBOSE
Directorate of School Education,
Himachal Pradesh.
Dated Shimla-171001

Directorate of School Education
February, 2026
12 FEB 2026
Himachal Pradesh, Shimla-171001

OFFICE MEMORANDUM

Subject: - Comprehensive measures for prevention of copying and use of unfair means in examinations, particularly Board Examinations.

In continuation to this Directorate's letter No. EDN-(SE)-H(17)F(10)3/2024-25/HPBOSE dated 4th February, 2026 addressed to Secretary, Himachal Pradesh Board of School Education, Dharamshala, copy thereof endorsed to you amongst others, it is reiterated that the Directorate of School Education is firmly committed to a zero-tolerance approach towards copying and use of unfair means in examinations and views any such act with utmost seriousness. Further, this Directorate has already prepared to adopt all necessary and effective measures to prevent copying in examinations, particularly during Board Examinations, and to ensure the conduct of examinations in a fair, transparent and malpractice-free manner throughout the State. In order to strengthen supervision, enhance accountability and ensure strict adherence to prescribed norms, all Deputy Directors of School Education (Elementary and Secondary) and Heads of Institutions are hereby directed to adhere strictly to the following instructions forthwith, without any exceptions:-

1. All examination centres shall be mandatorily equipped with fully functional CCTV cameras covering all examination halls including other designated examination halls/rooms, from appropriate angles. The Head of the Institution concerned shall be personally responsible for ensuring proper installation, timely repair of peripherals including backup mechanism, adequate power backup including arrangement of generators to ensure uninterrupted functioning of the CCTV system at the examination centre during the conduct of examinations. Continuous and uninterrupted surveillance through CCTV cameras shall be ensured for the entire duration of examination including mechanism for live streaming / sharing of real time data with Board and Directorate. Video recordings covering the complete conduct of every examination shall be securely preserved for the period as may be prescribed by the Directorate and shall be furnished to the Directorate of School Education immediately as and when required.
2. Live and real-time monitoring through access of CCTV videos / footages of the conduct of examinations shall be ensured at the Directorate of

School Education level through a dedicated centralized monitoring mechanism, for which HPBOSE has already been requested. Monitoring teams shall be constituted under the overall supervision of the undersigned, assisted by the Additional Directors, Deputy Directors, Assistant Directors and all the access for live monitoring of CCTV Camera shall be ensured by IT Cell and Quality Cell of the Directorate. This system shall enable the Directorate to exercise effective oversight and to take prompt and swift administrative action against any officer, official or teacher found negligent or involved in facilitating copying or other examination-related malpractices.

3. A Nodal Officer shall be designated at the Directorate level, Deputy Director Level as well as at every school level to ensure close monitoring, supervision and coordination relating to CCTV surveillance and conduct of examinations and registration of complaints related to conduct of examinations.
4. Dedicated landline and/or mobile numbers shall be officially notified by all Deputy Directors for the general public for registration of complaints / instances of copying, mass copying in examinations including Board Examinations, or any other malpractice during examinations.
5. This Directorate has notified the Helpline Numbers 0177-2807680 and 0177-2812484 for immediate registration of complaints relating to malpractices during the ensuing Board Examinations. These helpline numbers shall remain operational during office hours for prompt redressal of examination-related grievances. In addition, complaints may also be submitted through the official e-mail ID *eleedu-hp@gov.in*. All Deputy Directors of School Education and Heads of Institutions shall ensure that the above helpline numbers and e-mail ID are prominently and conspicuously displayed on the notice boards of their respective offices as well as at all examination centres. This arrangement shall enable students, parents and members of the general public to report instances of copying, use of unfair means or any other examination-related irregularity without delay. Wide, adequate and effective publicity of the helpline numbers and the complaint redressal mechanism shall be ensured at all levels so as to facilitate timely reporting and appropriate action.

Any lapse whatsoever, including non-installation of CCTV cameras, malfunctioning or deliberate disabling of equipment/CCTV/Peripherals, absence of live feed, failure to preserve or produce video recordings, or negligence in supervision and monitoring shall be viewed seriously and shall be treated as grave dereliction of official duty. Such negligence or misconduct shall attract disciplinary action under Rule 3(1) (i), (ii), (iii), (vi), (viii), (ix), (x), (xi), (xiv) (xviii), (xix) (xxi) and Rule 3(2) (i) of CCS (Conduct) Rules, 1964, which mandate that every Government servant shall at all times maintain absolute integrity, devotion to duty, and conduct himself in a manner befitting a public servant; shall not act in a manner unbecoming of a

Government servant; shall not engage in any conduct prejudicial to the interests of the Government; shall maintain discipline, impartiality and courtesy; shall not indulge in any act of insubordination or dereliction of duty; shall not do anything which is inconsistent with the faithful discharge of official duties; and shall ensure proper observance of Government rules, orders and instructions issued from time to time. Contractual teachers, Job Trainees, Period based / Honorarium based teachers found indulging in misconduct or malpractices during examination shall also be dealt strictly under the provisions of relevant policy guidelines/contract agreement or other enabling provisions under law, time being in forced.

In the event of detection or reporting of any activity facilitating copying in examinations, or any instance of mass copying in examinations including Board Examinations at any school or examination centre, strict and prompt disciplinary action shall be initiated against the Principal, Centre Superintendent, Deputy Superintendent, invigilators and any other staff found responsible, under the provisions of CCS (CCA) Rules, 1965 as applicable to Himachal Pradesh Government employees and similarly Contractual teachers, Job Trainees, Period based / Honorarium based teachers shall be strictly dealt under extant policy guidelines/agreement etc. and other provisions of law.

Action against School/Institutions found indulging in copying or use of unfair means shall be taken strictly in accordance with the Himachal Pradesh Board of School Education Examination Bye-laws relating to Unfair Means Cases, including cancellation of examination, blacklisting of examination centre for specified period and other penalties as provided under the relevant clauses of the HPBOSE Examination Bye-laws.

It is further brought to the notice that examination malpractices of any nature are not merely departmental irregularities but constitute cognizable criminal offences under the Himachal Pradesh Prevention of Malpractices at University, Board or Other Specified Examinations Act, 1984. The said Act expressly applies to all examinations conducted by the Himachal Pradesh Board of School Education, including Class 10th and Class 12th Board Examinations. Under the provisions of this Act, acts such as leakage of question papers, unauthorized possession or circulation of question papers prior to examinations, assistance to candidates through unfair means,

copying inside or within the periphery of an examination centre, impersonation, organized mass copying, and abetment of such activities are punishable offences and liable to criminal prosecution and punishment with imprisonment and fine as provided under the Act. Similarly, any officer or official entrusted with setting, printing, custody or conduct of examinations who supplies or discloses question papers, or who facilitates malpractice in any manner, shall also be liable for penal action. All offences under this Act are declared to be cognizable and non-bailable and are triable summarily by a Judicial Magistrate. Therefore, in every case of organized copying, mass copying, leakage of question papers, impersonation or any other serious malpractice, the concerned Deputy Directors and Heads of Institutions shall ensure immediate registration of cases with the police under the relevant sections of the Act, in addition to departmental disciplinary proceedings. Strict enforcement of the provisions of the Act shall be ensured so as to act as a strong legal deterrent against all forms of examination malpractices and to uphold the sanctity, credibility and integrity of Board Examinations in the State.

It is therefore, directed to ensure strict compliance of the above instructions in letter and spirit so as to ensure smooth, fair and transparent conduct of examinations. Any deviation, negligence or failure in implementation of these directions shall be viewed seriously and shall invite strict action under CCS (CCA) Rules, 1965, Policy Guidelines / Government Instructions and HPBOSE Examination Bye-laws including criminal proceedings under the aforesaid mentioned Act, forthwith, without any exception.


Ashish Kohli, IAS

Director

Directorate of School Education
Himachal Pradesh

Endst. No. Even

dated: Shimla-171001 the

February, 2026.

Copy to: -

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-171002 for information.
2. The Secretary, Himachal Pradesh Board of School Education, Dharamshala, Himachal Pradesh for information.
3. Director, Higher Education, Himachal Pradesh, Shimla-01.
4. All Sub-Divisional Magistrate, Himachal Pradesh for information.
5. All Additional Directors, Joint Directors, Deputy Directors and Assistant Directors, Directorate of School Education, Himachal Pradesh for information.
6. All the Deputy Directors of School Education (Elementary, Secondary and Quality), Himachal Pradesh for information and compliance.

7. All the Principals, Government Senior Secondary Schools, Himachal Pradesh.
8. All Co-coordinator (Board Examinations), Centre Superintendent, Invigilators in Himachal Pradesh, appointed for the conduct of Board examinations of Class 10th and 12th for Academic Session, 2025-26 for information and compliance.
9. Nodal Officer, IT Branch, Directorate of School Education Himachal Pradesh with the request to upload the same on departmental website for information of all concerned.
10. Superintendent, IT Cell/Quality Cell, Inquiry Branch and Store of this Directorate for information and necessary arrangement.
11. PA Cell, Director School Education, Additional Director (Admin) and Additional Director (Admin & Establishment) for information.
12. Guard file.



Ashish Kohli, IAS
Director
Directorate of School Education
Himachal Pradesh



No. EDN-(SE)-H(17)F(10)3/2024-25/Monitoring
Directorate of School Education
Himachal Pradesh
Dated: Shimla-171001 the

February, 2026



OFFICE ORDER

In pursuance of the Office Memorandum No. EDN-(SE)-H(17)F(10)3/2024-25/HPBOSE dated 9th February, 2026, State Level Monitoring Teams are hereby constituted at the Directorate level under the overall supervision and superintendence of the Director, School Education, Himachal Pradesh for ensuring effective, continuous and real-time supervision and CCTV surveillance of all examination centres across the State during the conduct of Class 10th and Class 12th Board Examinations. The composition of the Monitoring Teams and the districts assigned to them are as under:-

A. State Level Monitoring Team-A: Additional Director (Administration) shall act as Team Leader and shall be assisted by Mr. Gaurav Kumar, DEO, PA Cell, Additional Director (Administration) and Sh. Neeraj Kumar, JOA (IT), Quality Cell. The following officers shall ensure real-time and continuous CCTV surveillance of examination centres of the districts allotted against their names under the supervision of Additional Director (Administration):-

1. Smt. Poonam Bisht, Deputy Director- Kangra
& Smt Sujata Thakur, Assistant Director
& Smt. Renu Kumari, Lecturer
2. Smt. Vibhuti Dogar, Assistant Director- Kinnaur
3. Smt. Lakshmi Negi, Assistant Director- Kullu
& Smt. Sapna Bhararia, Lecturer
4. Dr. Nirupama Gupta, Assistant Director- Bilaspur
& Smt. Juhi Kaushal, Lecturer

B. State Level Monitoring Team-B: Additional Director (Administration and Establishment) shall act as Team Leader and shall be assisted by Sh. Satish Verma, Superintendent Grade-II, PA Cell. The following officers shall ensure real-time and continuous CCTV surveillance of examination centres of the districts allotted against their names under the supervision of Additional Director (Administration and Establishment):-

1. Smt. Lata Verma, Deputy Director- Mandi
& Smt. Suman Dharpura, Lecturer
& Sh. Bhupender Kumar, Sr Assistant
E-IV Branch
2. Smt. Puneet Sharma, Assistant Director- Solan
& Smt Manjusha Thakur, HM
3. Smt. Rakesh Kumari, Assistant Director- L&S

C. State Level Monitoring Team-C: Additional Director shall act as Team Leader and shall be assisted by Sh. Amit Kumar, JOA (IT), E-V Branch

and Sh. Pradeep Sharma, JOA (IT), Scholarship Branch. The following officers shall ensure real-time and continuous CCTV surveillance of examination centres of the districts allotted against their names under the supervision of Additional Director:-

1. Smt. Maya Chauhan, Assistant Director- Sirmaur
& Smt. Leena Sharma, Lecturer
2. Smt Savita Gupta, Assistant Director- Una
& Smt. Ambika Chandel, Lecturer
3. Smt. Rekha Kashyap, Assistant Director- Hamirpur
& Gayatri Sharma, Lecturer

D. State Level Monitoring Team-D: Joint Director shall act as Team Leader and shall be assisted by Sh. Rohit, JOA (IT), General Branch and Sh. Kamlesh, JOA (IT), E-II Branch. The following officers shall ensure real-time and continuous CCTV surveillance of examination centres of the districts allotted against their names under the supervision of the Joint Director:-

1. Smt. Sheetal Sharma, Assistant Director- Shimla
& Smt. Nancy Grower, Lecturer
& Sh. Saurav Kumar, JOA (IT),
Plg Branch
2. Smt Sneh Lata Rana, HM Chamba
& Sh. Sumit Guleria, DEO, IT Cell
& Sh. Rajneesh Kumar, JOA (IT),
Budget Branch

Further, Dr. Chhaya, Assistant Director, Sh. Kuldeep Sharma, PGT (IP), IT Cell, Sh. Vinay Kumar, JOA (IT), CBSE Cell and Sh. Neeraj Minhas, JOA (IT), PA Cell office of Director, School Education shall provide necessary assistance to the undersigned for coordination and monitoring work.

In addition, Smt. Kiran Kanwar, JPA (IT), PA Cell Office of Director, Smt. Manjula, DEO, ACR Branch, Smt Rinku, Clerk, IT Cell and Sh. Kushal, JOA (IT), E-IV Branch are hereby assigned the duty of attending to all complaints received through the dedicated landline numbers during office hours. They shall maintain a proper log book of all complaints received and submit a consolidated daily report to the undersigned.

The Monitoring Teams shall be responsible for live and real-time monitoring of CCTV footage from all examination centres through the centralized monitoring system established at the Directorate. They shall maintain continuous vigil on the conduct of examinations, verify compliance with instructions relating to CCTV surveillance, preservation of video recordings at school level and overall examination discipline, and shall immediately report any suspicious activity or instance of copying, mass copying or any other malpractice to the undersigned. The teams shall also coordinate with Deputy Directors of School Education and Centre Superintendents for prompt intervention wherever required.

The Monitoring Teams shall scrutinize complaints received through helpline numbers and e-mail and recommend immediate administrative, disciplinary or legal action in cases of negligence or misconduct. The IT Cell shall provide all necessary technical support and access for live monitoring, while the Quality Cell shall assist in coordination, compilation of reports and documentation.

Each Monitoring Team shall submit daily reports to the undersigned detailing observations, irregularities noticed, actions taken and further recommendations. The teams are hereby authorized to seek any information, records or assistance from Deputy Directors, Heads of Institutions or examination centres for the effective discharge of their duties.

This order shall come into force with immediate effect and shall remain valid till the completion of the Board Examinations for the academic session 2025-26.

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Ashish Kohli, IAS
Director
Directorate of School Education
Himachal Pradesh

Endst. No. Even, Dated: Shimla-171001

February, 2026

Copy to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-02.
2. Secretary, Himachal Pradesh Board of School Education, Dharamshala, Himachal Pradesh.
3. The Resident Commissioner, Pangi, District Chamba, Sub Divisional Magistrate, Spiti at Kaza, District Lahaul Spiti and Sub Divisional Magistrate, Dodra-Kwar, District Shimla.
4. All Additional Directors, Directorate of School Education, Himachal Pradesh, Shimla-01.
5. All Joint Directors / Deputy Directors / Assistant Directors, Directorate of School Education, Shimla-01.
6. All Deputy Directors of School Education (Elementary, Secondary and Quality), Himachal Pradesh.
7. The Block Elementary Education Officers in Himachal Pradesh.
8. Branch Officer/ Nodal Officer, Store, IT Cell, Budget and Quality Cell for necessary arrangements.
9. Concerned Officers/Officials for necessary compliance.
10. Guard file.

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Ashish Kohli, IAS
Director
Directorate of School Education
Himachal Pradesh

