

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION, DHARAMSHALA-176700  
**APPLICATION FOR THE CREATION / UP-GRADATION OF EXAMINATION CENTRE**  
**DURING THE ACADEMIC SESSION 2009- 2010**

- for (i) Middle Standard Examination: \_\_\_\_\_  
 or (ii) Middle & Matriculation Examination: \_\_\_\_\_  
 or (iii) Middle, Matric, 10+1 & 10+2 Examination: \_\_\_\_\_  
 or (iv) Matriculation Examination: \_\_\_\_\_  
 or (v) 10+1/10+2 Examination in Govt. Up-graded schools: \_\_\_\_\_

**N. B: -**

1. Last date for receipt of application in the Board's Office:-  
 (i) For Winter Closing Schools (December Examination)- 1st August to 31st August  
 (ii) For Summer Closing Schools (March Examination)- 1st September to 30th September  
 of the year preceding the examination. No application will be entertained after the due date.
2. The application should be submitted duly countersigned/recommended by the concerned Deputy Director (Education).
3. The Institution must have to deposit full fee within 15 days from the creation/up-gradation of centre.
4. A plan of the building of the school applying for the creation/up-gradation of the centre should be attached alongwith this application. The portion of the building intended to the centre 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.
5. A rough sketch indicating the location of the schools applying for the centre, with respect to each other previous centre, nearest Police Station/Post Office/Telegraph Office and Tehsil/District headquarter distance between each place, nature of roads, means of conveyance from the main road etc. should also be attached.
6. Written consent from the local postal authority for booking of answer-books parcel be obtained and must attach with the application. If there is no facility for booking of parcels from local Post Office, transit expenses shall be bearded by the concerned institution.
7. A resolution of local Panchayat to check out-side interference as well as use of unfair means during examination must be attached alongwith application.

**P A R T I C U L A R S**

1. i) NAME OF SCHOOL: \_\_\_\_\_  
 Tehsil \_\_\_\_\_ Distance \_\_\_\_\_  
 Telegraph Office \_\_\_\_\_ Distance \_\_\_\_\_  
 Police Station \_\_\_\_\_ Distance \_\_\_\_\_  
 District \_\_\_\_\_ H.Q. \_\_\_\_\_ Distance \_\_\_\_\_
  - ii) Winter Closing or Summer Closing School \_\_\_\_\_
  - iii) Whether falls in Tribal area or not \_\_\_\_\_
  2. Name of Post office \_\_\_\_\_ PIN \_\_\_\_\_  
 Whether it has a Branch P.O./Sub-P.O./Full fledged P.O. \_\_\_\_\_  
 If not, nearest Post Office \_\_\_\_\_ Distance \_\_\_\_\_  
*(Written consent from local/nearest Post Office for booking of parcels must be attached)*
  3. Distance from road & mode of conveyance available \_\_\_\_\_
  4. School Telephone or Contact No.with code- No: \_\_\_\_\_ Distance \_\_\_\_\_
  5. Name of the nearest Bank \_\_\_\_\_ Station \_\_\_\_\_  
 Distance \_\_\_\_\_
  6. Nearest Board's depot \_\_\_\_\_ Distance \_\_\_\_\_
- OTHER IMPORTANT INFORMATION**
7. Facility of laboratory for practical subjects available in the institution and their capacity for examining the candidates at a time:-  
 (a) Science \_\_\_\_\_ candidates  
 (b) Physics/Chemistry \_\_\_\_\_ candidates  
 (c) Biology \_\_\_\_\_ candidates
  8. (a) Is there a boundary wall (5' high)/barbed wire around the building of the institution \_\_\_\_\_  
 (b) Are the window's ventilators- iron barred and wire gauzed \_\_\_\_\_  
 (c) Whether the examination halls/rooms are electrified \_\_\_\_\_  
 (d) Whether all the halls/rooms are inter-connected \_\_\_\_\_  
 (e) Is there a facility of separate urinals for boys and girls \_\_\_\_\_  
 (f) Seating facility- furniture or tat \_\_\_\_\_  
 (g) Is there a double-lock steel Almira for safety of question papers \_\_\_\_\_
  9. Total seating capacity for written examination: \_\_\_\_\_ candidates.

P.T.O.

10. Name and No. of candidates (class-wise) of own school and that school/s from which the candidates will be seated at the school applying for, if created/up-graded examinations centre:-

S. No.	Name of the school/s (Firstly mention own school & thereafter others, if any)	Class	Number of candidates (Class-wise)			Signature of the head of the institution with office stamp
			Total	Boys	Girls	
(i)						
(ii)						
(iii)						
(iv)						

11. Name of the centre where the candidates of the school/s in item No.10 above appeared last year:-

S. No.	Name of the school/s	Last year's centre(Class-wise)	Distance
(i)			
(ii)			
(iii)			
(iv)			

**“D E C L A R A T I O N”**

I hereby agree to abide by the following conditions as well as those imposed by the Board from time to time:-

- A person by name to help the Centre Superintendent to maintain discipline outside the examination hall and to render necessary assistance in the case of need will be deputed without any payment.
- The requisite accommodation and furniture (single seated desk) for all the candidates including those appearing privately at the centre from time to time will be provided free of charges.
- Disciplinary action against any member of the staff where it is provided that unfair means were used with his/her help or connivance will be taken by the management of the school concerned and report to that effect will be submitted to the Secretary, H.P. Board of School Education, Dharamshala-176 700.
- One clock and one double lock Almirah in the examination hall during the days of examination and also one steel trunk permanently free of charges for keeping answer-books/stationery will be provided.
- The suitable arrangements of urinals both for boys and girls candidates separately near the examination hall/rooms will be made at our own expenses.
- Additional expenses for booking of parcels will be made by the school from own funds.

- Encl: 1) Plan of building.  
 2) Sketch showing the location of institute with distance and mode of conveyance.  
 3) Written consent from the local P.O. for booking of parcels.  
 4) Panchayat resolution to check out-side interference.  
 5) Written consent of willing school/s.  
 6) Copy of affiliation letter, if any affiliated school willing to sit.  
 7) \_\_\_\_\_

Signature of applicant i.e. head of institution applying for creation/up-gradation (with official stamp)

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

13. Recommendation of the Deputy Director (Elementary/Higher Education):-

\_\_\_\_\_

\_\_\_\_\_

**OTHER REQUIREMENTS/CRITERIA DESCRIBED FOR THE CREATION /UP-GRADATION OF THE CENTRE FOR THE MIDDLE/MATRIC/10+1/10+2 EXAMINATION**

1. No application for creation/up-gradation of centre of examination will be considered unless the minimum number of candidates likely to appear in that centre is as stated below:-
  - (i) (a) For Middle/Matric Examination(Each Class) .... 70
  - (b) For 10+1/10+2(Each Class) .... 50
  - (ii) Only for Tribal areas:-
    - (a) For Middle/Matric Examination(Each Class) .... 60
    - (b) For 10+1/10+2(Each Class) .... 40
2. The following fees shall be charged for centre creation and centre retention:-

**CENTRE CREATION FEES**

(a) Centre for Middle	....	Rs.2,500/-
(b) Centre for Matric	....	Rs.4,000/-
(c) Centre for Middle & Matric	....	Rs.6,500/-
(d) Centre for +1/+2	....	Rs.6,000/-
(e) Centre for +1/+2(Up-graded Centres)	....	Rs.5,000/-
(f) Centre for Middle, Matric & +1/+2	....	Rs.12,500/-

**CENTRE RETENTION FEES**

(a) Centre for Middle	....	Rs.750/- each year
(b) Centre for Matric	....	Rs.1,500/- each year
(c) Centre for +1/+2	....	Rs.1,500/- each year
(d) Centre for Middle & Matric	....	Rs.2,250/- each year
(e) Centre for Matric & +1/+2	....	Rs.2,500/- each year
(f) Centre for Middle, Matric & +1/+2	....	Rs.3,000/- each year

**SHORT CANDIDATES FEES**

During each year when the number of candidates for theory examination falls short of the prescribed limit of 70 candidates for Middle/Matric & 50 candidates for +1/+2(for Tribal areas, 60 & 40 candidates respectively) an extra fee @ Rs.30/- per candidate for Middle and Rs.70/- per candidate for Matric & +1/+2 shall be charged. For practical examination, an extra fee @ Rs.30/- per candidate falling short of the prescribed limit of 20 candidates shall be charged.

***To avoid delay in the sending of certificates, the heads of the school concerned must deposit the centre retention fee and short candidates' fee well in time.***

3. If it is intended to have a practical centre also, separate application for this be made on a plain papers indicating (i) the number of candidates in each subject examination-wise likely to appear, (ii) facilities of laboratories available.
4. 20 is the minimum prescribed number of candidates for creation of practical centre for Matric and +1/+2 examination.
5. Written consent from the heads of the school/s, where candidates are likely to appear from the centre, if created must accompany the application. In addition the head of institution give in writing that he shall be wholly responsible for any out side interference during the examination days.
6. It should be the responsibility of the head of the schools where the centre is located to ensure proper security arrangement relating to doors, windows, ventilators and all the windows should be wire gauzed. It must be ensured that no damage is allowed to be done to these arrangements.
7. It shall be obligatory for the institute to provide school building and furniture for the conduct of supplementary examination and re-examination irrespective of any handicap whatsoever. Centre for private candidates can also be made.
8. The Board reserves the right to abolish the centre after it has been created if it is found that the conditions laid down have not been fulfilled or the centre is not working to the satisfaction of the Board.
9. Public co-operation should be listed at the time of opening of a new centre for providing necessary furniture etc. for the centre as also to ensure smooth conduct of examination.
10. All centres should have proper seating arrangements. Jute matting encourages copying. School should be required to provide requisite number of tables with seat within a specific time limit.

- 11. Depending on the seriousness of trouble a centre should either be closed or the students should be required to appear at a centre in some other school by way of punishment mass copying is reported. The Board would be competent to cancel the paper/s and also abolish the centre for future or for a specific period.

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 DURING THE ACADEMIC SESSION 2009 - 2010**

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- or (ii) Middle & Matriculation Examination: \_\_\_\_\_
- or (iii) Middle, Matric, 10+1 & 10+2 Examination: \_\_\_\_\_
- or (iv) Matriculation Examination: \_\_\_\_\_
- or (v) 10+1/10+2 Examination in Govt. Up-graded schools: \_\_\_\_\_

**N. B. :-**

- Last date for receipt of application in the Board's Office:-  
 (i) For Winter Closing Schools - 1st August to 31st August  
 (ii) For Summer Closing Schools - 1st September to 30th September  
 of the year preceding the examination. No application will be entertained after the due date.
- The application should be submitted duly countersigned/recommended by the concerned Deputy Director (Education).
- The Institution must have to deposit full fee within 15 days from the creation/up-gradation of centre.
- A plan of the building of the school applying for the creation/up-gradation of the centre should be attached alongwith this application. The portion of the building intended to the centre 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.
- A rough sketch indicating the location of the schools applying for the centre, with respect to each other previous centre, nearest Police Station/Post Office/Telegraph Office and Tehsil/District headquarter distance between each place, nature of roads, means of conveyance from the main road etc. should also be attached.
- Only Government school can apply for creation/ up-gradation of examination centre.
- Written consent from the local postal authority for booking of answer-books parcel be obtained and must attach with the application. If there is no facility for booking of parcels from local Post Office, transit expenses shall be bearded by the concerned institution.
- A resolution of local Panchayat to check out-side interference as well as use of unfair means during examination must be attached alongwith application.

**PARTICULARS**

- NAME OF SCHOOL:** \_\_\_\_\_  
 Telegraph Office \_\_\_\_\_ Distance \_\_\_\_\_  
 Tehsil \_\_\_\_\_ Distance \_\_\_\_\_  
 Police Station \_\_\_\_\_ Distance \_\_\_\_\_  
 District \_\_\_\_\_ H.Q. \_\_\_\_\_ Distance \_\_\_\_\_

- Name of Post office \_\_\_\_\_ PIN \_\_\_\_\_  
 Whether it has a Branch P.O./Sub-P.O./Full fledged P.O. \_\_\_\_\_  
 If not, nearest Post Office \_\_\_\_\_ Distance \_\_\_\_\_  
 (Written consent from local/nearest Post Office for booking of parcels must be attached)

- Distance from road & mode of conveyance available \_\_\_\_\_
- Telephone available with code: - No. \_\_\_\_\_ Distance \_\_\_\_\_
- Name of the nearest Bank \_\_\_\_\_ Station \_\_\_\_\_  
 Distance \_\_\_\_\_
- Nearest Board's depot \_\_\_\_\_ Distance \_\_\_\_\_

**OTHER IMPORTANT INFORMATION**

- Facility of laboratory for practical subjects available in the institution and their capacity for examining the candidates at a time:-  
 (a) Science \_\_\_\_\_ candidates  
 (b) Physics/Chemistry \_\_\_\_\_ candidates  
 (c) Biology \_\_\_\_\_ candidates
- (a) Is there a boundary wall (5feet high)/barbed wire around the building of the institution \_\_\_\_\_  
 (b) Are the window's ventilators, iron barred and wire gauzed \_\_\_\_\_

(c) Whether the examination halls/rooms are electrified \_\_\_\_\_

(d) Whether all the halls/rooms are inter-connected \_\_\_\_\_

(e) Is there a facility of separate urinals for boys and girls \_\_\_\_\_

(f) Seating facility- furniture or tat \_\_\_\_\_

(g) Is there a double-lock steel Almirah for safety of question papers \_\_\_\_\_

9. Total seating capacity for written examination: \_\_\_\_\_ candidates.

P.T.O.

10. Name and No. of candidates (class-wise) of own school and that school/s from which the candidates will be seated at the school applying for, if created/up-graded examinations centre:-

S. No.	Name of the school/s (Firstly mention own school & thereafter others, if any)	Class	Number of candidates (Class-wise)			Signature of the head of the institution with office stamp
			Total	Boys	Girls	
(i)						
(ii)						
(iii)						
(iv)						

11. Name of the centre where the candidates of the school/s in item No.10 above appeared last year:-

S. No.	Name of the school/s	Last year's centre(Class-wise)	Distance
(i)			
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**"D E C L A R A T I O N"**

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- The requisite accommodation and furniture (single seated desk) for all the candidates including those appearing privately at the centre from time to time will be provided free of charges.
- Disciplinary action against any member of the staff where it is provided that unfair means were used with his/her help or connivance will be taken by the management of the school concerned and report to that effect will be submitted to the Secretary, H.P. Board of School Education, Dharamshala-176213.
- One clock and one double lock Almirah in the examination hall during the days of examination and also one steel truck permanently free of charges for keeping answer-books/stationery will be provided.
- The suitable arrangements of urinals both for boys and girls candidates separately near the examination hall/rooms will be made at our own expenses.
- Additional expenses for booking of parcels will be made by the school from own funds.

- Encl:
- Plan of building.
  - Sketch showing the location of institute with distance and mode of conveyance.
  - Written consent from the local P.O. for booking of parcels.
  - Panchayat resolution to check out-side interference.
  - Written consent of willing school/s.
  - Copy of affiliation letter, if any affiliated school willing to sit.
  - \_\_\_\_\_

Signature of applicant i.e. head of institution applying for creation/up-gradation (with official stamp)

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deputy Director (Education)  
(with official stamp)

**OTHER REQUIREMENTS/CRITERIA RESCRIBED FOR THE CREATION /UP-GRADATION OF THE CENTRE FOR THE MIDDLE/MATRIC/10+1/10+2 EXAMINATION**

1. No application for creation/up-gradation of centre of examination will be considered unless the minimum number of candidates likely to appear in that centre is as stated below:-

(a) For Middle/Matric Examination	....	80
(b) For 10+1/10+2(Sr.Sec.Examination)	....	50

2. The following fees shall be charged for centre creation and centre retention:-

**CENTRE CREATION FEES**

(a) Centre for Middle	....	Rs.2,500/-
(b) Centre for Matric	....	Rs.4,000/-
(c) Centre for Middle & Matric	....	Rs.6,500/-
(d) Centre for +1/+2	....	Rs.6,000/-
(e) Centre for +1/+2(Up-graded Centres)	....	Rs.5,000/-
(f) Centre for Middle, Matric & +1/+2	....	Rs.12,500/-

**CENTRE RETENTION FEES**

(a) Centre for Middle	....	Rs.750/- each year
(b) Centre for Matric	....	Rs.1,500/- each year
(c) Centre for +1/+2	....	Rs.1,500/- each year
(d) Centre for Middle & Matric	....	Rs.2,250/- each year
(e) Centre for Matric & +1/+2	....	Rs.2,500/- each year
(f) Centre for Middle, Matric & +1/+2	....	Rs.3,000/- each year

**SHORT CANDIDATES FEES**

During each year when the number of candidates for theory examination falls short of the prescribed limit of 80 candidates for Middle/Matric & 50 candidates for +1/+2, an extra fee @ Rs.30/- per candidate for Middle and Rs.70/- per candidate for Matric & +1/+2 shall be charged.

For practical examination, an extra fee @ Rs.30/- per candidate falling short of the prescribed limit of 20 candidates shall be charged.

***To avoid delay in the declaration of result/sending of certificates, the heads of the school concerned must deposit the centre retention fee and short candidates fee well in time.***

3. If it is intended to have a practical centre also, separate application for this be made on a plain papers indicating (i) the number of candidates in each subject examination-wise likely to appear, (ii) facilities of laboratories available.
4. 20 is the minimum prescribed number of candidates for creation of practical centre for Matric and +1/+2 examination.
5. Written consent from the heads of the school/s, where candidates are likely to appear from the centre, if created must accompany the application. In addition the head of institution give in writing that he shall be wholly responsible for any out side interference during the examination days.
6. It should be the responsibility of the head of the schools where the centre is located to ensure proper security arrangement relating to doors, windows, ventilators and all the windows should be wire gauzed. It must be ensured that no damage is allowed to be done to these arrangements.
7. It shall be obligatory for the institute to provide school building and furniture for the conduct of supplementary examination and re-examination irrespective of any handicap whatsoever. Centre for private candidates can also be made.
8. The Board reserves the right to abolish the centre after it has been created if it is found that the conditions laid down have not been fulfilled or the centre is not working to the satisfaction of the Board.
9. Public co-operation should be listed at the time of opening of a new centre for providing necessary furniture etc. for the centre as also to ensure smooth conduct of examination.

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