



हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176215
Himachal Pradesh Board of School Education, Dharamshala-176215

No. Hi.Shi.Bo(31)HPSOS Admin/Instructions & Standardized Formats ²⁴²⁰²⁻ Date: 28-01-26
550

"Notification"

Subject: Implementation of Standardized Registers and File Formats for Documentation and Record Keeping under the HPSOS.

It has been observed that many Study Centres under HPSOS are not maintaining their records in a proper and consistent manner due to the absence of standardized formats. This has led to discrepancies in documentation, difficulties in verification, and challenges in ensuring transparency and accountability.

To address this issue, **HPSOS has revised the existing instructions** by incorporating the new and amended rules, and has introduced **uniform standardized formats** for all essential records, including:

1. Admission Done Records Register / Admission Withdrawal Register;
2. File of Candidate's Downloaded Online Filled Forms;
3. Dedicated File for Direct Science Candidates (Class XII);
4. Complete Fee Records Register along with fee receipts;
5. PCP Records Register;
6. Reappear Candidates Records Register;
7. Original Certificates / Detail Marks Certificate (DMC) Records Register;

All HPSOS Study Centres are hereby directed to **adhere strictly to these instructions** and adopt the prescribed standardized formats with immediate effect for record-keeping purposes across all classes under HPSOS.

The **Coordinator and Assistant Coordinator** of each HPSOS Study Centre shall be held personally responsible for ensuring full compliance with these instructions. Any deviation or non-compliance will be viewed with utmost seriousness, and appropriate action shall be initiated against the Coordinator and Assistant Coordinator of the concerned study centre in accordance with the existing rules.

Encl.: - Amended instruction with approved standardized formats.

Dr. (Major) Vishal Sharma, H.A.S.
Secretary

Endst. No. As above

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

1. Sr./Jr. Scale Stenographers, Chairman/Secretary, HPBOSE Dharamshala
2. All Deputy & Assistant Secretaries / Section Officers, HPBOSE Dharamshala
3. All Coordinators / Assistant Coordinators of HPSOS Study Centres in the State — for immediate action in this regard
4. Section Officer, IT Cell — to upload these instructions and formats in HPSOS login IDs as well as on the Board's website

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**“Amended HPSOS Instructions and Introduction of Standardized
Formats for Record Keeping under HPSOS”**

Background:

The Himachal Pradesh State Open School (HPSOS) has been established under the aegis of the Himachal Pradesh Board of School Education (HPBOSE), Dharamshala, following approval from the Government of Himachal Pradesh. The initiative was designed and developed in collaboration with the National Institute of Open Schooling (NIOS), Ministry of Education, Government of India. The project was conceived to provide a parallel system of education that could reach learners who were unable to continue in the formal schooling structure.

HPSOS began its operations with the Secondary Course (Matriculation) in the academic year 2011–12. From the academic session 2012–13, the scope was expanded to include Middle Standard, Secondary, and Senior Secondary courses. Since then, HPSOS has grown into a vital educational institution, offering flexible and inclusive learning opportunities across Himachal Pradesh.

Reasons for Revising Earlier Guidelines:

During every examination session, **HPSOS issues instructions** related to online admissions and other activities connected with the functioning of HPSOS. While it is expected that all study centres will adhere to these directions, it has been observed that a number of HPSOS study centres are still not complying with the issued instructions and prevailing norms.

In order to enhance transparency and uphold the integrity of HPSOS, it has become essential to **amend the existing instructions** issued vide No. कमांक- शिक्षाबोर्ड/राजमुक्ति प्रशासन/Imp Instructions/19504 दिनांक: 07.01.2025. Accordingly, a few new rules have been incorporated, which are required to be listed and implemented as part of these revised instructions in the following manner:

1. Notices and notifications issued by the Board office regarding online admissions and other key activities must be displayed on the school notice board to ensure candidates and guardians can easily access information about available classes and subjects at study centres.
2. Passwords issued by the Board office must be kept strictly confidential and safeguarded against unauthorized access. HPSOS study centres are required to change these passwords periodically to ensure data security and compliance with Board instructions.
3. Updated information, new rules, and amended regulations related to HPSOS are periodically uploaded in the login IDs of HPSOS study centres. Therefore, it is essential that HPSOS study centres regularly access their login accounts to remain informed and updated with the latest instructions and guidelines issued by the HPSOS.
4. All activities related to HPSOS shall be conducted strictly as per the issued HPSOS Calendar, ensuring that every task and event is implemented within the prescribed schedule and in full compliance with the guidelines set forth by the Board.
5. Under HPSOS, online admission forms of Classes 8th, 10th and 12th with the following appearing types are filled through the concerned HPSOS study centres:
 - Fresh Admission (Direct Admission/Direct Science)
 - Fresh Admission (Availing TOC/Re-admission)
 - Re-appear



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- Additional Subject(s)
 - Improvement (within 1 year)
 - Special Marks Improvement Exam
6. The examinations under HPSOS are conducted twice a year. Accordingly, HPSOS study centres must refrain from initiating online admissions of candidates without thoroughly reviewing and strictly adhering to the instructions, notifications, prospectus, and other guidelines issued by the Board from time to time in this regard.
 7. PCP (Personal Contact Programme) classes must be organized for all registered students strictly in accordance with the notifications issued by the HPSOS. It is mandatory for study centres to carefully read and follow all instructions before commencing these classes. Failure to conduct PCP classes will result in the barring of all associated payments under HPSOS.
 8. HPSOS conducts examinations for Classes 8th, 10th and 12th twice a year. Only online admission forms are accepted, and these are duly filled by the designated HPSOS study centres after thoroughly verifying each applicant's eligibility criteria to ensure strict compliance with the Board's requirements.
 9. It is reiterated that before filling online forms of candidates, their eligibility and supporting documents must be thoroughly verified. The fee should be deposited only after uploading accurate details and valid documents, including the candidate's signature and latest photograph.
 10. Under HPSOS, it is mandatory to upload each candidate's latest photograph, as these images will be reflected in their certificates, admit cards, and other official activities. Therefore, all HPSOS study centres are strictly directed to ensure that the correct and most recent photographs of candidates are uploaded in their online admission forms.
 11. No application form should be filled for ineligible candidates. The list of recognized boards is available on the Board's official website: www.hpbose.org, and study centres must ensure that candidates meet the eligibility criteria before proceeding with online admissions.
 12. It is once again directed that a new **dedicated bank account** must be opened exclusively for HPSOS activities. This account should be provided with **net banking rights and related facilities** to ensure smooth financial transactions and proper management of HPSOS operations.
 13. It is directed to all HPSOS study centres to strictly align with the Board's issued recognition. Online admissions of candidates must be carried out only as per the affiliation granted by the Board, ensuring compliance with the specific class and stream mentioned in the affiliation. Admissions should be done online only for the classes and streams allowed in their affiliation.
 14. The examination fee under HPSOS has been prescribed keeping in view the benefit of candidates. In this regard, all HPSOS study centres, both government and private, are directed to collect the examination fee strictly as per the prescribed schedule and must not charge any excess fee. Additionally, it is reiterated that a **system-generated fee receipt** must be issued to candidate, duly signed by both the SOS in-charge and the candidate to ensure transparency and accountability.
 15. It is reiterated that all HPSOS study centres must retain the candidates' **downloaded online forms** along with all supporting documents in duly attested form. In addition, study centres are required to maintain **dedicated records** of direct science students of 10+2 class, fee records, admission done records or admission withdrawal register, Detail Marks Certificate records, PCP records and result records etc. strictly in the **prescribed standardized formats only** to ensure authenticity,



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accountability, and proper record-keeping in full compliance with the Board's requirements and guidelines.

The Board reserves the right to conduct **surprise inspections** at any time. Failure to produce these records or negligence in maintaining them will render the concerned study centre liable for **cancellation of recognition/affiliation**.

16. All HPSOS study centres will receive payments under *Core Staff, Miscellaneous, Contingency*, and *PCP* for managing HPSOS activities and dealing with candidates. These payments will be based on the actual number of candidates appearing. After receiving the payments, it is **mandatory** for each HPSOS study centre to submit the Utilization Certificate (UC) within the stipulated time.
17. The Himachal Pradesh Board of School Education (HPBOSE) reserves the exclusive right to allot examination centres.
18. These are the main instructions for all HPSOS study centres. However, they may be amended, and separate instructions may be issued as and when required.



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“Prescribed Standardized Formats under HPSOS”

Problems with Current Record Keeping system and Need for Standardized Formats:

As we emphasize the importance of retaining documents under HPSOS, it has become evident that there are currently no standardized formats available for maintaining records. This lack of uniformity has resulted in many study centres failing to preserve their records properly, leading to inconsistencies and difficulties during verification.

Therefore, it is both appropriate and necessary to develop and implement standardized formats under HPSOS to ensure proper documentation, transparency, and accountability across all institutions.

The absence of such formats has been identified as the root cause of inconsistent record-keeping practices. When each study centre maintains registers and files in its own style, important details are often omitted, documents are arranged differently, and verification becomes cumbersome.

Importance of Standardized Formats:

These formats are essential because they provide a **structured and standardized framework** to manage every aspect of the Himachal Pradesh State Open School’s functioning—from admissions and fee collection to academic records and certification. By maintaining registers and files in a uniform format, the school ensures **transparency, accountability, and efficiency** in handling large numbers of students.

By introducing standardized formats, HPSOS will ensure that all study centres follow a **uniform system of record-keeping**. This initiative will:

- Improve **accuracy** in documentation.
- Enhance **transparency** in processes.
- Facilitate smoother **audits and inspections**.
- Strengthen **student support services** through reliable records.
- Promote **discipline, accountability, and trustworthiness** across all HPSOS study centres.

In short, the development of these formats is **essential to bring order, consistency, and credibility** into the record-keeping process of HPSOS.

The following **user-friendly and practical formats of registers and files** are to be kept under the custody of all HPSOS Study Centres. It shall be **mandatory** for every centre to **prepare, maintain, and retain these records without any deviation**;

1. **Admission Done Records Register/Admission Withdrawal Register:** This register must contain complete details of all candidates admitted or withdrawn. The following particulars are mandatory to be entered for each candidate:

- Registration Number, Roll Number
- Full Name of Candidate
- Father’s Name, Mother’s Name
- Date of Birth (DOB)
- Valid Aadhaar Card Number
- Valid Mobile Number, Valid Permanent Address
- Correspondence Address
- Appearing Type (e.g., Fresh, Reappear, Improvement)
- Enrolled Subjects, Transfer of Credit (TOC) Subjects
- Appearing Subjects and Final Result of the candidate

All entries must be maintained in a clear, systematic, and updated manner to ensure authenticity, accountability, and ease of verification during inspections or audits.



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Registration No.	Roll No.	Full Name	Father's Name	Mother's Name	DOB	Aadhaar No.	Mobile No.	Permanent Address	Correspondence Address	Appearing Type	Enrolled Subjects	TOC Subjects	Appearing Subjects	Final Result

- File of Candidate's Downloaded Online Filled Forms:** This file must contain each candidate's **duly online filled application form**, along with **all supporting documents** after downloading. All documents must be properly attested and preserved in a systematic order to ensure authenticity, accountability, and ease of verification during inspections or audits.
- Dedicated File for Direct Science Candidates (Class XII):** This file must contain each candidate's **duly online filled application form**, along with **all supporting documents** after downloading. All documents must be properly attested and preserved in a systematic order. The file should be maintained separately for Direct Science candidates of Class XII to ensure authenticity, accountability, and ease of verification during inspections or audits.
- Complete Fee Records Register:** This register must contain the complete fee details of all candidates. It is mandatory to **record every transaction**, including the **amount paid**, **date of payment**, **mode of payment**, and **purpose of fee**. Each entry must be supported with the corresponding **fee receipt duly signed by the candidate and HPSOS study centre incharge**, duly numbered and preserved in proper sequence, to ensure transparency, accountability, and ease of verification during inspections or audits.

Registration No.	Roll No.	Candidate Name	Date of Payment	Amount Paid	Mode of Payment (Cash/Online/DD)	Purpose of Fee	Receipt No.	Remarks

- PCP Records Register:** This register must contain complete details of all Personal Contact Programme (PCP) activities conducted at the HPSOS study centre. The following particulars are mandatory to be recorded:

- Number of lectures held for each class
- Details of teachers engaged (name, designation, subject taught, contact information)
- Amount paid to teachers, with supporting payment records
- Attendance of students during PCP sessions
- Any additional remarks regarding conduct of PCPs

In addition, a **Xerox copy of Annexure-1** must be preserved in this register as part of the mandatory record-keeping process.

Class	No. of Lectures	Teacher Name	Subject	Contact Info	Amount Paid	Payment Record Ref.	Student Attendance	Remarks	Annexure-1 Copy Attached

- Reappear Candidates Records Register:** Under HPSOS regulations, each candidate is granted a maximum of **nine chances within five years** to clear their class. If a student does not pass in a given attempt, he/she is provided another opportunity. This register must therefore maintain a **class wise complete and systematic record** of all reappear candidates, including:

- Candidate details (Name, Registration No., Roll No.)
- Subjects in which the candidate has reappeared



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- Session/Year of each attempt
- Result status of every attempt
- Balance chances remaining within the five-year limit

Maintaining this register is mandatory to ensure proper tracking of candidates' progress, authenticity of records, and compliance with Board guidelines.

Registration No.	Roll No.	Candidate Name	Subject(s) Reappeared	Session/Year	Result Status	Balance Chances Remaining

7. **Original Certificates / Detail Marks Certificate (DMC) Records Register:** It is mandatory to maintain a proper and systematic record of all issued Original Certificates / Detail Marks Certificates (DMCs). The register must include:

- Candidate details (Name, Registration No., Roll No. Result, DMC serial no)
- Date of issue of the DMC
- Signature of the candidate/receiver acknowledging receipt
- Contact details of the receiver (mobile number, address)
- Remarks column to note any special observations or corrections

Additionally, the register must clearly display the **date of issuance** and preserve all entries in chronological order to ensure authenticity, accountability, and ease of verification during inspections or audits.

Registration No.	Roll No.	Candidate Name	Result	DMC Serial No.	Date of Issue	Candidate/Receiver Signature	Receiver Contact Details

Note: The above-mentioned registers and files are **mandatory** for retention at all study centres. Strict adherence to these formats is required to uphold the integrity of the examination process and compliance with HPBOSE/HPSOS regulations. These amended instructions and latest standardized formats shall come into effect from the **September 2026** session onwards.

Dr. (Major) Vishal Sharma, H.A.S.
Secretary

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