

Roll No.....(indicate if received)

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSALA-176213

(See rules relating to change of centre overleaf. Application submitted should be in conformity with the rules)

FORM OF APPLICATION FOR PERMISSION TO CHANGE AN EXAMINATION CENTRE.

(Particulars to be filled in by the candidate)

1. Name.....
2. Father's Name.....
3. Name of examination.....
4. Board's Receipt No..... Dated:.....
(for having paid the admission fee)
5. Name of school if regular (candidate).....
6. Name of District(if private candidate).....
7. SUBJECTS OFFERED
(i)..... (ii)..... (iii).....
(iv)..... (v)..... (vi) Additional
8. Centre of examination as given in the admission form.....
9. Centre in which the candidate now desires to appear.....
10. Board Receipt No. and date(Fee for centre change)
(if has been acknowledged by the Board office).....
11. Money Order or Postal Order No. and date.....
(To save delay remi fee by Postal Orders).
12. Reasons for change.....

Signature of applicant

Date.....200

.....
Certified that the particulars and reasons stated above by the applicant for change of centre are correct.

Signature of attesting officer
(Seal of his office)

REPORT BY THE EXAMINATION BRANCH

- (1) *Whether photos duly signed and attested received or not.....
- (2) Discrepancy in application, if any.....
- (3) Whether provision and accommodation exist or not

Supdt. Incharge

Dealing Clerk

Necessary provision and accommodation exist in.....

Centre changed from.....Centre No..... to.....

Centre No.....

recommended /not recommended

Final order of Secretary

S.O.(Board).

*Application must be accompanied by two copies of the candidate's photograph bearing the candidates signature in full duly attested on the back by the authority who signed his admission form.

RULES FOR CHANGE OF CENTRE

1. Candidates may be permitted to change the examination centre under the following circumstances:-

(i) If the candidate or his father or guardian is transferred and the head of the office or Department certifies the fact of transfer in which he or his father or guardian is employed.

(ii) if the change of the centre is necessitated by reason of a candidate's ill health and the fact of illness is supported by certificate from a Registered Medical Practitioner not below the rank of an Assistant Surgeon.

(iii) The Secretary might approve change of centre in exceptional cases not covered by the above rules to avoid hardship, 15 days before the commencement of an examination justifying special circumstances..

2. The application on the prescribed form for change of centre should come through the head of the Institution concerned in the case of school candidates and through the person signing or countersigning the admission form in the case of private candidates, in the case the person signing or countersigning the admission form of a private candidate is not available then the prescribed form may be submitted through a Gazetted Officer not below the rank of Second Class Magistrate.

3(a) The fee for effecting a change of centre from one station to another for the whole examination shall be Rs.500/- and for the Practical examination only Rs.10/-

(b) This fee is not refundable unless the Board has rejected the change. The application for refund shall be entertained only if received within four months from the date of issue of the letter rejecting the application.

4. Application and fee for change of centre shall be entertained upto one month before the date of commencement of the examination

5. The Change of centre shall not be permitted in the following cases;-

(a) Change of centre within the same city/town and

(b) Change of centre within one month of the commencement of the examination

6. A candidate who has appeared at an examination centre not allotted to him without prior approval of the Board, shall forfeit his eligibility for examination and the Board reserves the right to declare him not eligible for the concerned examination and cancel his result.