



**BOARD OF INTERMEDIATE & SECONDARY EDUCATION  
PESHAWAR**

No: 1353/Gen: /Reg: /BISEP

Dated: 10/07/2018

**NOTIFICATION**

It is hereby notified for the general information of all concerned, that the following schedule of online registration for Intermediate (1<sup>st</sup> Year/11<sup>th</sup>) class for the academic year 2018 is as under:-

<b>GOVT INSTITUTIONS</b>		
<b>DETAIL OF FEE</b>	<b>FROM</b>	<b>TO</b>
With Normal Fee (Reg+Sports) (200+80) Total = Rs. 280/-	14/07/2018	31/08/2018
With Late Fee (Reg+Sports+Late fee) (200+80+100) Total = Rs.380/-	01/09/2018	10/09/2018
With Double Late Fee (Reg+Sports+Double late fee) (200+80+200) Total = Rs.480/-	11/09/2018	17/09/2018

<b>PRIVATELY MANAGED INSTITUTIONS</b>		
<b>DETAIL OF FEE</b>	<b>FROM</b>	<b>TO</b>
With Normal Fee (Reg+Sports) (300+100) Total = Rs. 400/-	14/07/2018	31/08/2018
With Late Fee (Reg+Sports+Late fee) (300+100+50) Total = Rs.450/-	01/09/2018	10/09/2018
With Double Late Fee (Reg+Sports+Double Late fee) (300+100+100) Total = Rs.500/-	11/09/2018	17/09/2018

1. The Head of the Institutions are advised to adopt procedure for online registration through portal system (portal.bisep.com.pk) and submit printout of final report along with requisite fee **(computer generated receipts only)** within due date to this office for confirmation of fee payment against institution concerned, otherwise additional fee shall be charged as per notification. Payment in excess of the submitted cases for registration shall lose entitlement for refund nor to be accepted for the registration of other student(s) if any. Manual registration return shall not be accepted, in any case.
2. All Head of institutions are directed to read carefully instructions provided on the web portal before students registration in the online portal. Enter complete particulars of student as required in the online registration form comprising picture 300 x 300 pixels (white background – JPG), subjects with medium, student mobile number, postal & permanent address and student / father CNIC etc. The institution may change the students group up to 15<sup>th</sup> November 2018, after that no group change is allowed.
3. Late admission can be allowed from 18/09/2018 to 18/10/2018 in really deserving cases under the rules (Chapter No.XVI) item No.03 of Board Calendar on the submission of the prescribed form with fee @ Rs.300/- per student. Late Admission application(s) with cogent reasons on prescribed format shall reach to this office up to 18/10/2018 after provisional admission of such students. The Head of Institution are instructed to produce an affidavit on stamp paper with the submission of Registration on or before 18/10/18 and after the approval of the chairman to the effect that there is no other student on the roll of institution. No registration will be made after 18/10/18. In this regard an affidavit shall be submitted to the board by the institutions, that no student is left due to mistake or any other reason.
4. Late Admission(s) cannot be taken on regular basis till the same is approved by the Chairman, BISE Peshawar. Such application(s) is/are liable to be rejected, if the Competent Authority feels the lack of cogent reasons.
5. **The Head of the institutions are advised to use user credentials provided by BISE Peshawar for entry of the students through portal system gender wise as well as group wise.**
6. **The Head of the Institutions are required to enter the subjects and also upload scanned photo against each student.**
7. The Institution concerned must ensure regular class attendance within the college of all such students, whose cases are submitted via online registration list for confirmation, failing which applications of such students will be entertained for registration in other college without any prior permission/cancellation letter.
8. The Head of the Institutions are advised to submit the original migration certificate(s) and SSC DMC(s) copy/copies of student(s), migrating from other Board(s) along with registration return for 1<sup>st</sup> year/11<sup>th</sup> class registration to this office at the time of confirmation, if an institution fails to provide the same, their applications shall not be entertained and the student name shall be excluded from the list.
9. The Head of the Institutions are advised to maintain proper Admission Withdrawal Register (A.W.R) of their students and send registration of students with accordance to the said A.W.R to avoid any missing and irregularities.

10. The Head of the Institutions are required to submit the following documents for regular student(s), HSSC status, migrated from other Board, within fortnight, for registration in 1<sup>st</sup> year/2<sup>nd</sup> year intermediate.

- ❖ Verified SSC DMC (Board Concerned)
- ❖ Verified DMC Part-1(regular student) Annual 2018 from Board concerned.
- ❖ Countersigned copy of College Leaving Certificate.
- ❖ Registration return along with covering letter duly signed by the Head of Institution Concern.
- ❖ Original Migration Certificate.
- ❖ Proper Receipt of prescribed fee.

If an Institution fails to provide the same, a penalty @ Rs.10/- per student per day shall be charged from the date of issuance of migration certificate.

**11. Migration (College to College) shall not be allowed after October 31, 2018 till the result declaration of Annual HSSC Examination 2019.**

12. The admission of a student on scholarship basis, especially in private institutions, in 1<sup>st</sup> /2<sup>nd</sup> year under specific Bond/Agreement with the student(s) at the time of admission is not liable to detain a student migration to other Institution/Board and such Bond/Agreement shall not be acceptable/entertained by this office for such purpose therein.

13. The Head of the institutions are directed to collect fee and other charges from the student at the end of every month. Otherwise the complaint of the Head of Institution regarding fee and other charges against the students at the time of migration to other Institution/Board shall not be entertained.

14. If a regular students remain absent from the institutions/college for 7 days without any prior permission/information's and the same is not reported by the head of Institution within fortnight to this office, the complaint lodged against the student by the Head of Institution shall not be entertained.

15. Particularly the principals of private institution are directed to never admit a student in 1<sup>st</sup> year & 2<sup>nd</sup> year in the jurisdiction of BISE, Peshawar until original migration certificate (college to college) and college leaving certificate is submitted. In case of non provision of the same the penalty shall be levied on institution.

16. Upper age limit of the student for 1<sup>st</sup> year is 19 year for regular male student as per rule.

17. It should be ensured, before admitting a student, as whether or not, the students/applicant is already registered with BISE, Peshawar. In case already registered, he/she is ineligible for new registration and must submit migration certificate, if otherwise the applicant becomes eligible. In case of a student re-admission in 1<sup>st</sup> year, the expired/old registration number shall be communicated for necessary information to this office, if otherwise eligible.

18. The registration fee shall be deposited in any ABL/MCB Branches, within the jurisdiction of BISE, Peshawar.

19. According to online portal system the renewal for new academic year is mandatory and after that the fresh registration is possible.

20. The head of the Institutions are advised to provide authentic and duly verified specimens of their signatures along with stamps to avoid forgery in their signatures & stamps (In case of migration or other issues).

21. The head of the institutions are advised strictly to provide their Telephone/Mobile Numbers, full mailing address and E-Mail address, to this office.

Sd/-  
(Prof. Dr. Fazlur Rehman)  
Chairman

Note: The Last date on the gazatted leave will be posted to the next working day.

**Copy for information to**

1. P.S.O to Chief Minister, Govt. of Khyber Pakhtunkhawa
2. P.S to Education Minister, (E&S) Govt. of Khyber Pakhtunkhawa
3. P.S to Secretary, Elementary & Secondary Education Govt. of Khyber Pakhtunkhawa
4. P.S to Secretary Higher Education Govt Of Khyber Pakhtunkhawa
5. P.S to Director Higher Education, Govt. of Khyber Pakhtunkhawa
6. P.S to Director Education (FATA) Govt Of Khyber Pakhtunkhawa
7. P.S to Director Elementary & Secondary Education Govt of Khyber Pakhtunkhawa
8. The Chairmen, All BISEs Govt of Khyber Pakhtunkhawa
9. Director Research & Development, BISE Peshawar
10. All the Principal Govt/Private recognized intuitions within jurisdiction of BISE Peshawar.
11. P.S to Chairman, BISE Peshawar

Sd/-  
Secretary