



Board of Intermediate & Secondary Education Peshawar

No. 1226 /Gen: /Enrol/BISEP

Dated: 31/03/2017

NOTIFICATION (REVISED)

It is hereby notified for general information that the following schedule for enrollment of 9th class regular students for the academic session 2017 is as under:-

GOVT INSTITUTIONS		
DETAIL OF FEE	FROM	TO
With Normal Fee (Enrol+Sports) (150+50) Total = Rs. 200/-	10/04/2017	31/05/2017
With Late Fee (Enrol+Sports+Late fee) (150+50+50) Total = Rs.250/-	01/06/2017	18/09/2017
With Double Late Fee (Enrol+Sports+Double late fee) (150+50+100) Total=Rs.300/-	19/09/2017	02/10/2017

PRIVATELY MANAGED INSTITUTIONSs		
DETAIL OF FEE	FROM	TO
With Normal Fee (Enrol+Sports) (200+50) Total = Rs. 250/-	10/04/2017	31/05/2017
With Late Fee (Enrol+Sports+Late fee) (200+50+50) Total = Rs.300/-	01/06/2017	18/09/2017
With Double Late Fee (Enrol+Sports+Double late fee) (200+50+100) Total=Rs.350/-	19/09/2017	02/10/2017

1. The Heads of the institutions are advised to adopt the procedure of **online enrollment** through portal system(portal.bisep.com.pk) for 9th class regular students and submit along with requisite fee & enrollment hard copy within due date to this office for confirmation physically, otherwise fee shall be charged as per portal system. **Manual Enrollment return shall not be accepted.**
2. The head of the institutions are required to make entry group wise & gender wise with accurate medium (english / Urdu) and also scan photo with white background 300X300 pixels against each student through online web portal. Change in group is allowed to the institution within a month of the normal admission of the student (s). Nadra form B number (optional) of all students is also required in the portal, however for correction & verification of student's particulars (Name, F/Name, DOB), the original withdrawal register shall be treated as valid. Any correction in withdrawal register or in BISE record, on the basis of NADRA form B is not allowed.
3. If an institution fails to submit enrollment forms for confirmation upto, October 02, 2017, a penalty @ Rs.10/- (Rupees Ten) per day per student shall be charged till the October 31st 2017 subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student against the prescribed date.
4. All Heads of the Institutions are advised to ensure comparison of students particular i.e, Name, F/Name & Date of Birth in Draft report with AWR before confirmation.
5. It should be ensured, before admitting a student, whether or not; he/she is already enrolled with BISE Peshawar. In case he/she is already enrolled then he/she must seeks migration certificate ,if otherwise eligible .In case of Re- admission in 9th class, on the previous enrollment Number, shall be communicated for necessary information, if otherwise eligible.
6. A candidate who has not attained 14 year of age on commencement date of SSC (A) Exams 2018 would not be eligible for appearing in SSC 9th class (A) Exams 2018.
7. The Heads of the Institutions are directed to submit the following documents of migrated students from other boards within **fortnight** for enrollment to this office.
 - ❖ **Verified DMC 9th class (regular student) A/2016 & 2017 from Board concerned.**
 - ❖ **Countersigned copy of School Leaving Certificate.**
 - ❖ **Enrollment form/return along with reference letter duly signed by the Head of institution concerned.**
 - ❖ **Original Migration Certificate from board concerned.**
 - ❖ **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.
8. A student of 9th or 10th Class shall not be admitted or enrolled until **Original School to School Migration Certificate and School Leaving Certificate** is submitted; In case of non provision of the same, the penalty will be imposed on the institution.
9. If a regular student(s) remained absent from the institution for seven (07) days without any prior permission/information and the same is not reported by the Head of the institution **within fortnight** to this office, the complaint lodged against the student(s) by the Head of the Institution shall not be entertained.

10. If a regular student failed in (Part-1) 9th class examination. But after qualifying the same examination in the subsequent year, would be eligible for regular admission in any recognized institution in Part-II/10th class subject to the provision of school to school migration certificate for admission in other institution. (Except in subject(s) in which the practical(s) is/are involved). Otherwise he/she will appear in private capacity.
11. The particulars of the student(s) Name, Father Name & Date of Birth and admission withdrawal # must be taken from the **Admission Withdrawal Register** along with covering letter dully signed by the Head of the Institution. Any cutting, erasing and alteration in the above particulars of a student in the online return performa/Hard copy shall not be accepted.
12. The Heads of the Institutions are advised to put their signature and official seal on every page of **Admission Withdrawal Register** & duly countersign by the concerned AEO/DEO (in case of Government institutions) concerned or by Board Regulatory Authority (in case of Private Institutions). **A.W.R** which is not attested and countersigned shall not be entertained for any official use particularly related to correction in name, father name and date of birth.
NOTE:-Incomplete A.W.R found in any institution shall bring a minimum penalty Rs.10000/- to the institution concerned.
13. Any alteration whether by cutting or erasing related to the name, father name and date of birth of the student in A.W.R is strictly prohibited and shall never be accepted for the above particulars correction.
14. Migration (school to school) shall not be allowed after December 31st, 2017 till the declaration of SSC (A) Exams 2017.
15. School Leaving Certificate (S.L.C) shall not be issued to a student until he/she gets migration certificate from Board. In case of admission of a student abroad, the institute must intimate this office through proper official letter. Many students face difficulties when S.L.C is issued before issuance of migration certificate.
16. The Head of the Institutions are advised to conduct the **Detention examination** of 9th & 10th classes of regular students before December 15,2017. Many students face difficulties when they are submit their admission forms for examination concerned or other problems of migration after due date of migration/admission.
17. The Heads of the Institutions are advised never to sign migration application/form after due date i.e. December 31, 2017, when a student seeks migration within jurisdiction of BISE Peshawar.
18. In case of apply for other boards and to get migration certificate from this Board, a regular student of class 09, 10 shall produce copies of DMC (Detail Marks Certificate) & SLC (School Leaving Certificate) dully attested from the concerned Head of the Institution.
19. The Heads of the Institutions are directed to collect fee and other dues from the student(s) at the end of every month; otherwise the complaint of the Head(s) of Institution(s) regarding fee and other dues against the student(s) at the time of migration to the other institution/Board shall not be entertained.
20. The Heads of the Institutions are advised to deposit the enrollment and Annual Renewal/Extension fee for the session 2017-2018 in ABL Branches within the jurisdiction of BISE Peshawar
21. The Heads of the Institutions are advised to provide their specimen signatures along with official stamps to avoid forgery in their signatures & stamps.(In case of migration or other issue)
22. The Heads of the Institutions are strictly advised to provide telephone/mobile #, full mailing address and E-mail address to this office for official purpose.

**Sd/xxx
CHAIRMAN**

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

Copy for information to:

1. PSO to Chief Minister, Govt. of Khyber Pakhtunkhawa
2. PA to Education Minister, (E&S) Govt. of Khyber Pakhtunkhawa
3. P.S to Secretary, Elementary & Secondary Education Govt. of Khyber Pakhtunkhawa
4. The Chairman, BISE Abbottabad, Bannu, D.I.Khan, Kohat, Malakand, Mardan, Swat,
5. DEO/AEO at District/Agency, Charsadda, Chitral, Peshawar, Khyber, Mohmand,FR Peshawar
6. P.S to Chairman, BISE Peshawar
7. All the Head of the Recognized institutions Govt/Private within the jurisdiction of BISE Peshawar
8. All Concerned Sections.


Secretary