



# **Board of Intermediate & Secondary Education Peshawar**

No. 1225/Gen: /Enrol/BISEP

Dated: 31/03/2016

## **NOTIFICATION**

It is hereby notified for general information that the following schedule for enrollment of 09<sup>th</sup> class regular students for the academic session 2016 is as under:-

<b>GOVT INSTITUTIONS</b>		
<b>DETAIL OF FEE</b>	<b>FROM</b>	<b>TO</b>
With Normal Fee (Enrol+Sports) (150+50) Total = Rs. 200/-	01/04/2016	31/05/2016
With Late Fee (Enrol+Sports+Late fee) (150+50+50) Total = Rs.250/-	01/06/2016	15/09/2016
With Double Late Fee (Enrol+Sports+Double late fee) (150+50+100) Total=Rs.300/-	16/09/2016	30/09/2016

<b>PRIVATELY MANAGED INSTITUTIONS</b>		
<b>DETAIL OF FEE</b>	<b>FROM</b>	<b>TO</b>
With Normal Fee (Enrol+Sports) (200+50) Total = Rs. 250/-	01/04/2016	31/05/2016
With Late Fee (Enrol+Sports+Late fee) (200+50+50) Total = Rs.300/-	01/06/2016	15/09/2016
With Double Late Fee (Enrol+Sports+Double late fee) (200+50+100) Total=Rs.350/-	16/09/2016	30/09/2016

1. The Heads of the institutions are advised to adapt the procedure of **online enrollment** through portal system(portal.bisep.com.pk) for 09<sup>th</sup> 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. If an institution fails to submit enrollment forms for confirmation upto, September 30, 2016, a penalty @ Rs.10/- (Rupees Ten) per day per student shall be charged. In extra ordinary cases till October 31<sup>st</sup> 2016, the penalty shall be waived off subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student against the prescribed date.
3. 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.
4. 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 09<sup>th</sup> class, on the previous enrollment Number, shall be communicated for necessary information, if otherwise eligible.
5. A candidate who has not attained 14 year of age would not be eligible for appearing in SSC 09th class examination annual 2017.
6. 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 09th class (regular student) A/2015 & 2016 from Board concerned.**
  - ❖ **C/Signed copy of School Leaving Certificate.**
  - ❖ **Enrollment form/return alongwith reference letter duly signed by the Head of institution concerned.**
  - ❖ **Original Migration Certificate Board concerned.**
  - ❖ **Prescribed Fee.**If an institution fails to provide the same, a penalty @ Rs 10 per head/per day shall be charged from the date of issuance of migration certificate.
7. A student of 9<sup>th</sup> or 10<sup>th</sup> 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.
8. 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.

9. If a regular student failed in (Part-1) 9<sup>th</sup> 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/10<sup>th</sup> 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.
10. The particulars of the student(s) Name, Father Name & Date of Birth and Admission Number in A.W.R 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.
11. The Heads of the Institutions are advised to put their signature and official seal on every page of **Admission Withdrawal Register** & dully countersigned 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.**
12. 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.
13. Migration (school to school) shall not be allowed after December 31<sup>st</sup>, 2016 till the declaration of annual SSC result in 2016. However already enrolled student(s) and not allotted Roll No for SSC annual examination 2016 exempted from this ban.
14. 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.
15. The Head of the Institutions are advised to conduct the **Detention examination** of 09<sup>th</sup> & 10<sup>th</sup> classes of regular students before December 15, 2016. 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.
16. The Heads of the Institutions are advised never to sign migration application/form after due date i.e. December 31, 2016, when a student seeks migration within jurisdiction of BISE Peshawar.
17. 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.
18. 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.
19. The Heads of the Institutions are advised to deposit the enrollment and Annual Renewal/Extension fee for the session 2016-2017 in ABL Branches within the jurisdiction of BISE Peshawar
20. 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)
21. The Heads of the Institutions are advised strictly to provide their Telephone/Mobile No, full mailing address and E-mail address, if any, to this office for ready use.

**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.

**Sd/xxx**  
**Secretary**