



Board of Intermediate & Secondary Education, Peshawar

No.15/Gen: /Enrol/BISEP

Dated:03/05/2024

NOTIFICATION

The following schedules for class 9th enrollment for the session 2024 is hereby notified:

GOVERNMENT & PRIVATELY MANAGED INSTITUTIONS	
DETAIL OF FEE	UPTO
With Normal Fee (Enrol+Sports) (500+150) Total = Rs. 650/-	16/09/2024
With Late Fee (Enrol+Sports+Late fee) (500+150+250) Total = Rs.900/-	01/10/2024
With Double Late Fee (Enrol+Sports+Double late fee) (500+150+500) Total=Rs.1150/-	16/10/2024

1. Ensure the renewal/extension for the current academic session and submit all enrollments online through portal.bisep.edu.pk, fee via computer generated receipts and duly signed final report before the deadline to avoid late fee. **Enrollment not confirmed up to 15/11/2024 shall be deleted by the system automatically.**
 2. **Enter complete particulars of students along with pictures of 300x300 pixels (white background). The institution may change the students' group up to October 16, 2024.**
 3. If an institution fails to submit enrollment for confirmation up to October 16, 2024, a penalty @ Rs.10/- (Rupees Ten) per day, per student shall be charged till the end of the closing of BISE portal.
 4. **All head of Institutions are directed to issue draft cards to verify their particulars and collect back duly signed by the student, Father/guardian. The comparison of the particulars shall be carried out by the institutions with their AWR. All corrections (if any) shall be carried out up to November 15, 2024.**
 5. Already enrolled students are allowed for the re-admission subject to migration if enrolled from another institution. While cases with more than one year old enrollment must be communicated with Registration Section for eligibility.
 6. A candidate who does not attain the age of 13 years before the date of commencement of SSC Annual Examination, 2025 will not be eligible for 9th class enrollment.
 7. The Heads of the Institutions are directed to submit the following documents of migrated students from other board(s). along with online enrollment form to this office within fortnight for confirmation.
 - ❖ **Verified copy of DMC 9th class (if any) from concerned Board.**
 - ❖ **Countersigned copy of School Leaving Certificate.**
 - ❖ **Enrollment form along with reference letter duly signed by the Head of institution concerned.**
 - ❖ **Original Migration Certificate from concerned Board.**
 - ❖ **Prescribed Fee receipt.**
- 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. 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 of a group where practical(s) are involved, is failed in (Part-1) 9th class examination, but after qualifying the same examination in the subsequent year, would be eligible for regular admission in same school & any recognized institution in 9th/10th class, subject to the provision of school-to-school migration certificate for admission in other institution. The rest will appear in private capacity.
 10. The particulars of the student(s) e.g. Name, Father Name, Date of Birth and Admission withdrawal number must be taken from the **Admission Withdrawal Register** along with covering letter duly signed by the Head of the Institution shall be submitted to this office after proper comparison. Any cutting, erasing and alteration in the above particulars of a student in the online return proforma/Hard copy shall not be accepted.

11. The Heads of the Institutions are advised to properly sign and stamp every page of **Admission Withdrawal Register** & duly countersign by the concerned 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:- If incomplete A.W.R found in any institution, a penalty of Rs.10,000/- shall be imposed.

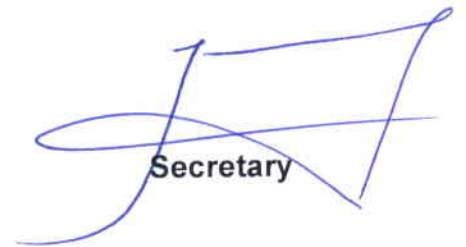
12. Any alteration whether by cutting or erasing in the name, father name and date of birth of the student in A.W.R is strictly prohibited and shall never be accepted for the above particular corrections.
13. Migration (school to school) of the regular student(s) shall be started from the date of declaration of result of SSC Annual-I Examination, 2024 till December 31st 2024.
14. School Leaving Certificate (S.L.C) shall not be issued to a student until he/she gets migration certificate from Board. Many students face difficulties when S.L.C is issued before issuance of migration certificate.
15. Particularly the Principals of private institution are directed to never admit a student in 9th/10th class under the jurisdiction of BISE Peshawar until proper migration on portal (school to school) and school leaving certificate is submitted. In case of non-provision of the same, the penalty shall be levied on institution.
16. The Heads of the Institutions are advised, never to admit a student after due date of migration.
17. A student can apply for other board migration before admission for the forthcoming examination and the following documents shall be attached.
- Copy of DMC (if any)
 - SLC (School leaving certificate) duly attested from Head of concerned Institution.
18. The Heads of the Institutions are directed to collect all their dues from the student(s) on monthly basis; otherwise, the complaint of the Head(s) of Institution(s) regarding fee 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 never share username and password of their portal account with anyone to avoid forgery/fraud (In case of migration or other issue)

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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 Pakhtunkhwa.
2. PA to Education Minister, (E&S) Govt. of Khyber Pakhtunkhwa.
3. P.S to Secretary, Elementary & Secondary Education Govt. of Khyber Pakhtunkhwa.
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. Web Master, BISE Peshawar to upload on BISE Website.
9. All Concerned Sections.


Secretary