



Board of Intermediate & Secondary Education, Peshawar

No.12/Gen: /Enrol/BISEP

Dated:15/06/2023

NOTIFICATION

The following schedules for class 9th enrollment for the session 2023 is hereby notified:

| GOVERNMENT & PRIVATELY MANAGED INSTITUTIONS | |
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| DETAIL OF FEE | UPTO |
| With Normal Fee (Enrol+Sports) (300+50) Total = Rs. 350/- | 15/09/2023 |
| With Late Fee (Enrol+Sports+Late fee) (300+50+150) Total = Rs.500/- | 30/09/2023 |
| With Double Late Fee (Enrol+Sports+Double late fee) (300+50+300) Total=Rs.650/- | 15/10/2023 |

1. Apply through online portal system (portal.bisep.com.pk) for class 9th (regular) enrolment and submit along with requisite fee (**computer generated receipts only**) and final report duly signed by the head of institution within due date to this office for confirmation, otherwise late fee shall be charged as per notification. **Students enrollment data not confirmed upto 15/11/2023 shall be deleted by the system automatically on the next day.**
2. **Enter complete particulars of students carefully according to the online enrolment form along with pictures of 300x300 pixels (white background). The institution may change the students group upto October 15, 2023, after that group change shall not be allowed.**
3. If an institution fails to submit enrollment for confirmation upto October 15, 2023, a penalty @ Rs.10/- (Rupees Ten) per day, per student shall be charged till November 15, 2023 subject to the provision of Admission Withdrawal Register (AWR), to check the exact date of admission of students against the prescribed date.
4. **All head of Institutions are directed to issue enrollment cards showing proper fields of student's particulars e.g. Name, Father Name & Date of Birth, duly signed by the student, Father/guardian and Principal. The comparison of the particulars shall be carried out by the institutions with their AWR. All corrections in Names, Father Names, and Date of Birth shall be carried out upto November 15, 2023 after which no correction shall be allowed.**
5. All head of institutions are directed to check previous enrollment whether he/she is already enrolled with BISE Peshawar or not. If already enrolled then he/she must obtain migration certificate first, otherwise eligible. Also, in case of re-admission in 9th class on previous enrollment number, it 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, 2024 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 valid copy of DMC 9th class from concern Board.**
 - ❖ **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 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 any recognized institution in Part-9/10th 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 on 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 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 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, 2023 till December 31st, 2023.
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. However exceptional & genuine/hardship cases shall be dealt with as per existing policy
16. The Heads of the Institutions are advised, never to admit a student after due date of migration, if 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 9th/10th shall produce copies of DMC (Detail Marks Certificate) & SLC (School Leaving Certificate) duly attested from the concerned Head of the Institution subject to not send admission form for forthcoming examination.
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 Annual Renewal/Extension fee for the session 2023-2024 through Easy Paisa MCB/ABL/ Branches within the jurisdiction of BISE Peshawar for opening portal for enrollment within due course of time.
20. The Heads of the Institutions are advised to never share user name and password with other to avoid forgery/fraud (In case of migration or other issue)

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
20/6/2023