

**NOTIFICATION**

It is hereby notified for general information that the following schedule for enrollment of 9<sup>th</sup> class regular students for the academic session 2018 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/-	07/05/2018	20/06/2018
With Late Fee (Enrol+Sports+Late fee) (150+50+50) Total = Rs.250/-	21/06/2018	18/09/2018
With Double Late Fee (Enrol+Sports+Double late fee) (150+50+100) Total=Rs.300/-	19/09/2018	02/10/2018

<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/-	07/05/2018	20/06/2018
With Late Fee (Enrol+Sports+Late fee) (200+50+50) Total = Rs.300/-	21/06/2018	18/09/2018
With Double Late Fee (Enrol+Sports+Double late fee) (200+50+100) Total=Rs.350/-	19/09/2018	02/10/2018

1. Apply through portal system (portal.bisep.com.pk) for 9<sup>th</sup> class regular enrolment of students 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 fee shall be charged as per notification. **Students enrollment data not confirmed/unpaid upto 31/10/2018 shall be deleted by the system automatically on next day.**
2. Enter complete particulars of student carefully according to the online enrolment form along with picture 300x300 pixels (white background). The institution may change the students group upto 30th November 2018, after that no group change is allowed.
3. If an institution fails to submit enrollment forms for confirmation upto 2nd October 2018, a penalty @ Rs.10/- (Rupees Ten) per day per student shall be charged till the October 31st 2018 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 student's particular i.e, Name, Father Name & Date of Birth with AWR before confirmation. Furthermore, draft enrolment cards must be issued to all students and shall be received in return duly signed by the student, father/guardian and principal. All corrections in name, father name and DOB etc shall be carried out upto 30th November 2018 after that no correction is allowed.
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 9<sup>th</sup> 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 2019 would not be eligible for appearing in SSC 9th class (A) Exams 2019.
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 and shall also be online.
  - ❖ Verified DMC 9th class (regular student) A/2017 & 2018 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 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.
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) 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-9/10<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.*
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 proforma/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 October 31st, 2018 till the declaration of SSC (A) Exams 2018.
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 Heads of the Institutions are advised never to sign migration application/form after due date i.e. October 31, 2018, 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 2018-2019 in MCB/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 strictly advised to provide telephone/mobile #, full mailing address and E-mail address to this office for official purpose.

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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 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.

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**Secretary**