



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

No. 1351 /Gen: /Enrol/BISEP

Dated: 20/05/2019

NOTIFICATION

It is hereby notified for general information that the following schedule for enrollment of 8th class regular students for the academic session 2019 is as under:-

CATEGORY	WITH NORMAL FEE 3-6-2019 to 31-07-2019	WITH LATE FEE 1-8-2019 to 30-08-2019	WITH DOUBLE LATE FEE 31-8-2019 to 30-9-2019
GOVERNMENT & PRIVATE INSTITUTIONS	Rs.150/- Per Candidate	Rs.170/- Per Candidate	Rs.300/- Per Candidate

If an institution fails to submit enrollment forms up to 30/09/2019, a penalty @ Rs.05/- (Rupees Five) per day per students shall be charged up to last date of admission forms.

1. Apply through portal system (portal.bisep.com.pk) for 8th 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 31/12/2019 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 data any time until not submitted to Board.
3. All Heads of the Institutions are advised to ensure comparison of students 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 till the commencement of admission schedule.
4. Candidates having attained the age of 13 Years would be eligible for appearing in the 8th Examination 2020. The minimum level for date of Birth is 31/03/2007.
5. 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.
6. 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.
7. School to School Migration (Local Migration) shall not be entertained in any cost after 31/10/2019.
8. 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.
9. 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.
10. 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.

11. The Heads of the Institutions are advised to deposit the enrollment and Annual Renewal/Extension fee for the session 2019-2020 in MCB/ABL Branches within the jurisdiction of BISE Peshawar as per decision of the BOG.

RATES OF ANNUAL RENEWAL/ AFFILIATION FEE.

S.No	Status of School	Annual Renewal Fee
1	Government High School	Rs. 300/-
2	Government Higher Secondary School	Rs. 600/-
3	Private Schools upto SSC Level	Rs. 5000/-
4	Private Schools & Colleges upto Hssc Level	Rs. 7000/-

12. 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)
13. 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.
14. The above rules/ directives are subject to changes, if any, issued by the Competent Authority.

**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 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. The Director Private Schools Regularity Authority
6. DEO/AEO at District/Agency, Charsadda, Chitral, Peshawar, Khyber, Mohmand, FR Peshawar
7. P.S to Chairman, BISE Peshawar
8. Director Regularity Authority
9. All the Head of the Recognized institutions Govt/Private within the jurisdiction of BISE Peshawar
10. All Concerned Sections.

**Sd/xxx
Secretary**