



# BOARD OF INTERMEDIATE & SECONDARY EDUCATION KOHAT

University Road, Kohat Ph# 0922-9260787, Fax.0922-9260788

No.118/Gen /Enrol /BISEK

Dated: 25-06-2024

To:

All the Principals/Headmasters/Headmistresses,  
GHS/GGHS/GHSS/GHSS, Private Recognized,  
Institutions within the jurisdiction of BISE Kohat.

RESIVED

Subject: **ENROLLMENT SCHEDULE OF 9<sup>th</sup> CLASS SESSION 2024-25**

The following schedule for enrollment of 9<sup>th</sup> class for the Academic Session 2024-25 is hereby notified for strict compliance of all the educational institutions within the jurisdiction of BISE Kohat.

INSTITUTION	DETAIL OF FEE	UPTO
<b>Both Govt. &amp; Private Institutions</b>	With Normal Fee (Enroll + Sports)(500+150) Total=Rs.650/-	09/07/2024
	With Late Fee (650+100) Total =Rs.750/-	25/07/2024
	With Double Fee (750+100) Total =Rs.850/-	09/08/2024

**NOTE: LAST DATE FOR ENROLLMENT 9<sup>th</sup> CLASS IS AUGUST 09, 2024.**

1. If an institution fails to submit enrollment forms up to 09/08/2024, a penalty @ Rs.20/- (Rupees Twenty) per day per student shall be charged up to last date of Exam admission forms(normal fee) subject to the provision of original AWR and other documents in justified manner.
2. The heads of the institutions are advised to adopt the procedure of online enrolment through portal system (portal.bisekt.com.pk) for 9<sup>th</sup> class regular students and submit along with requisite fee within due date to this office for confirmation physically, otherwise fee shall be charged as per portal system record.  
**Manual Enrolment return shall not be accepted.**
3. **Enter complete particulars of the students carefully according to the online enrollment form along with picture of white background with 300x300 DPI. Change in Group/Subject is allowed to the institution within a month of the normal admission of the student and will be charged @ Rs.700/-and Rs.500/-per student respectively.**
4. **Enter complete Form B number and Contact Number of each and every student at the relevant columns.**
5. **District of Domicile of the students must be mentioned in the online enrollment form.**
6. It should be ensured, before admitting a student, whether or not, he/she is already a student of another institution. In case, he/she is already admitted then he/she must seek migration from that institution if otherwise eligible.
7. A candidate who has not attained 13 year of age on commencement date of SSC (A) Exams 2024 would not be eligible for appearing in SSC 9<sup>th</sup> class (A) exam 2024.
8. 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. If an institution is failed to provide the same, a penalty would be **imposed on the institution.**  
  
Verified DMC 09<sup>th</sup> class (regular students) from Board concerned.  
Original Migration Certificate.  
C/Signed copy of School Leaving Certificate.  
Enrollment form/return along with reference letter duly signed by the head of institution concerned.  
Prescribed Fee.
9. If regular student(s) remained absent from the institution for seven (07) days without any prior permission and also not reported by the head of the institution within fortnight to this office, in such cases the complaint lodged by the institution would 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 the same institution in (Part-II) 10<sup>th</sup> class, if practical exams are involved, otherwise he/she will appear in private capacity.
11. The particulars of the student(s) i.e. Name, Father Name & Date of Birth must be put from the **Admission Withdrawal Register** along with covering letter duly signed by the Head of the Institution. **CUTTING AND ERASING IN ENROLLMENT RETURN(S)/FORM(S) WILL NOT BE ACCEPTED.** In case of clerical error, the head of Institution should submit application to this effect to this office within thirty days of the submission of the relevant proforma.

The Heads of the Institutions are advised to put sign<sup>2</sup> and stamp on every page of Admission Withdrawal Register & also countersigned by the DEOs concerned/Board Regulatory Authority (in case of Private Institution). Unsigned & unattested A.W.R shall not be entertained for necessary amendment/correction in Board record especially Name, Father Name & Date of Birth.

13. All the students seeking school to school migration are required to apply through online portal system (portal.bisekt.com.pk) of BISE Kohat.
14. No migration (school to school) will be allowed after December 31, 2024 till the result declaration of SSC Annual Examination 2025.
15. The Heads of the Institutions are advised never to sign migration form after due date i.e. December 31, 2024. In such situation, board is authorized to refuse or take disciplinary action.
16. In case of Migration apply for other boards; a regular student of class 9<sup>th</sup> & 10<sup>th</sup> shall produce copies of DMC (Detail Mark Certificate) & SLC (School Leaving Certificate) duly attested migration form from the concerned head of the institution.
17. The Heads of the Institutions are directed to collect fee and other charges from the student(s) at the end of every month; otherwise the complaint of the Head (s) of Institution regarding fee and other charges against the student(s) at the time of migration to the other institution/Board shall not be entertained.
18. The Heads of the Institutions are advised to deposit the enrollment fee for the session 2024-25 in NBP branches within the jurisdiction of BISE Kohat.
19. The Heads of the Institutions are advised strictly to provide their Telephone/Cell No, full mailing address and E-mail address, if any, to this office for ready use.
20. All privately managed educational institutions are directed to get registered by PSRA accordingly and submit registration letter (of session 2024-25) with online enrollment return. Without this registration letter, Enrolment will not be accepted.
21. The Heads of Govt. Institutions are advised to deposit annual renewal/extension fee for the session 2024-25 in NBP Branches within the jurisdiction of BISE Kohat with the following rates:

S. No.	Level	Affiliation Fee	Renewal Fee
1	SSC	Rs.1000/- (Once)	Rs.500/- Per Annum
2	HSSC	Rs.1500/- (Once)	Rs.800/- Per Annum

22. As per 23<sup>rd</sup> BOG Meeting held on 11-08-2020, All privately managed educational institutions of High/Higher Secondary Schools/Colleges shall be affiliated with BISE Kohat with following fee rates:

S. No.	Level	Affiliation Fee	Renewal Fee
1	SSC	Rs.30000/- (Once)	Rs.8000/- Per Annum
2	HSSC	Rs.35000/- (Once)	Rs.10000/- Per Annum

**Note:** The Last date on the gazette holiday will be posted to the next working day.

Sd/-  
CHAIRPERSON  
BISE, Kohat

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. PS to Secretary, Elementary & Secondary Education) Govt, of Khyber Pakhtunkhwa.
4. The Chairmen, BISE Abbotabad, Bannu, D.I.Khan, Malakand, Mardan, Peshawar, Swat.
5. DEO at District, Kohat, Hangu, Karak, Kurram, Orakzai and TSD Darra Adam Khel Kohat.
6. P.S to Chairperson, BISE Kohat for information.
7. All Concerned.

  
SECRETARY  
BISE, Kohat