



# Board of Intermediate & Secondary Education, Peshawar

No. **98** /Gen: /Enrol:/BISEP

Dated: 13/08/2021

## 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 2021-2022 is as under. The students will appear in 9<sup>th</sup> examination 2022.

GOVT INSTITUTIONS			
DETAIL OF FEE		FROM	TO
With Normal Fee (Enrol+Sports) (170+50) Total = Rs. 220/-		16/08/2021	30/09/2021
With Late Fee (Enrol+Sports+Late fee) (170+50+50) Total = Rs.270/-		01/10/2021	15/10/2021
With Double Late Fee (Enrol+Sports+Double late fee) (170+50+100) Total=Rs.320/-		16/10/2021	04/11/2021
PRIVATELY MANAGED INSTITUTIONS			
DETAIL OF FEE		FROM	TO
With Normal Fee (Enrol+Sports) (220+50) Total = Rs. 270/-		16/08/2021	30/09/2021
With Late Fee (Enrol+Sports+Late fee) (220+50+50) Total = Rs.320/-		01/10/2021	15/10/2021
With Double Late Fee (Enrol+Sports+Double late fee) (220+50+100) Total=Rs.370/-		16/10/2021	04/11/2021

1. Apply through portal system (portal.bisep.edu.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 04/12/2021 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/subjects within a month of the normal admission of the student and will be charged, after that no group change is allowed.**
3. If an institution fails to submit enrollment forms for confirmation upto 04<sup>th</sup> November, 2021, a penalty @ Rs.10/- (Rupees Ten) per day per student shall be charged till the 04<sup>th</sup> December 2021, 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 and gender with AWR/Form-B 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, DOB and picture etc shall be carried out upto 30th December 2021 after that no corrections are allowed.**
5. **The Head of the Institutions are strictly advised to enter complete and correct Form-B number of each and every student at the relevant columns.**
6. 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.
7. A candidate who has not attained **14 year** of age would not be eligible for SSC **9<sup>TH</sup> Examination, 2022.**
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 and shall also be online.

- # **Verified DMC 9<sup>th</sup> class from other Board concerned.**
- # **Enrollment form/return along with reference letter duly signed by the Head of institution concerned**
- # **Original Migration Certificate from board concerned.**
- # **countersigned copy of School Leaving Certificate.**
- # **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.

9. 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.

10. 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.
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 sealed/signed by the Head of the Institution. Any cutting, erasing and alteration in the above particulars of a student in the online return Performa/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 not be entertained for the above particulars correction.
14. 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.
15. In case of apply for other boards and to get migration certificate from this Board, a regular student of class 09TH, 10TH shall produce copies of DMC (Detail Marks Certificate) & SLC (School Leaving Certificate) dully attested from the concerned Head of the Institution.
16. The Heads of the Private 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 other institution/Board shall not be entertained.
17. The Heads of the Institutions are advised to deposit the enrollment and Annual Renewal/Extension fee for the session 2021-2022 in MCB/ABL Branches within the jurisdiction of BISE Peshawar
18. The Head 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 issues)
19. The Head of the Institutions are strictly advised to provide telephone/mobile #, full mailing address and E-mail address to this office for official purpose.
20. **Migration (School to School) shall not be allowed after December 31, 2021 from the result declaration of SSC Annual Examination 2021.**

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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:

01. PSO to Chief Minister, Govt. of Khyber Pakhtunkhawa
02. PA to Education Minister, (E&S) Govt. of Khyber Pakhtunkhawa
03. P.S to Secretary, Elementary & Secondary Education Govt. of Khyber Pakhtunkhawa
04. The Chairman, BISE Abbottabad, Bannu, D.I.Khan, Kohat, Malakand, Mardan, Swat,
05. DEO at District Peshawar, Charsadda, Chitral, Khyber, Mohmand,FR Peshawar
06. P.S to Chairman, BISE Peshawar
07. Director Regularity Authority Peshawar
08. All the Head of the Recognized institutions Govt/Private within the jurisdiction of BISE Peshawar
09. All Concerned Sections.

  
Secretary