



Board of Intermediate & Secondary Education Dera Ismail Khan, Khyber Pakhtunkhwa, Pakistan.

ENROLLMENT NOTIFICATION

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It is hereby notified for general information that the schedule for enrolment of 9th class regular students for the **Academic Session 2022-2023** is as under:

For Government & PRIVATE Institutions		
Detail of Fee	Total Fee	Up To
With normal Fee (Enrol+Sports) (300+100)	Rs.400/-	20-10-2022
With late Fee (Enrol+Sports+Late fee) (300+100+150)	Rs.550/-	07-11-2022
With Double Late Fee (Enrol+Sports+Double late fee) (300+100+300)	Rs.700/-	21-11-2022

1. The Heads of the educational institution are advised to adopt the procedure of **Online Enrolment** through portal system (www.bisedik.edu.pk) for the students of 9th class. The requisite fee along with hard copy of enrolment be deposited/ submitted within due date to this office for physical confirmation, otherwise fee shall be charged as per notification.
2. If an educational institution fails to submit enrolment forms for confirmation up to 20-11-2022, a penalty Rs.10/- (Ten rupees only) per day per student shall be charged till 20-11-2022, subject to production of Admission Withdrawal Register (AWR) to check the exact date of admission of student(s). **Students Enrollment date not confirmed /unpaid upto 20/11/2022 shall be deleted by the system automatically on next day.**
3. Heads of all the educational Institutions are advised to make entry Group wise & Gender wise and scan photo with white background 300*300 pixels against each student through online web portal. Change in group is allowed to the institution within a month of normal admission of the student(s). Number of all students should be enrolled in the portal, however, for correction and verification of student's, particulars(Name, Father Name & Date of Birth), the original Withdrawal Register shall be treated as valid. Any correction in withdrawal register or in BISE record, on the basis of NADRA form B is not allowed.
4. Before admitting a student it must be ensured that the student is not already enrolled with BISE DI Khan. If the student is already enrolled he/she must seek migration certificate if otherwise eligible. In case of Re-admission in 9th class the previous enrolment number shall be communicated to this office if otherwise eligible.
5. A student having not attained the age of 14 years on 31st March, 2023 shall not be eligible for SSC Annual Examination, 2023.
6. Heads of all the educational Institutions are directed to submit the following documents of migrated student(s) from other boards within fortnight,
 - ❖ **Countersigned copy of School Leaving Certificate**
 - ❖ **Enrolment 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 of Rs.30 per student/per day shall be charged from the date of issuance of migration certificate.
7. A student of 9th or 10th class shall not be admitted or enrolled unless **Original School to School Migration Certificate & School Leaving Certificate** is produced.
8. If a regular student(s) remains 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 a fortnight** to this office, the complaint lodged against the student(s) by the Head of the Institution shall not be entertained.
9. Heads of all the Educational Institutions are advised to put their signature and official seal on every page of **Admission withdrawal Register** which must be duly countersigned by the DEO concerned. (In case of Government institutions) or by PSRA (In case of Private Institutions). **Admission Withdrawal Register** which is not attested and countersigned shall not be entertained for any official use particularly related to correction in Name, Father's Name and Date of Birth.

10. Any alteration made by cutting, erasing or overwriting related to the Name, Father's Name and Date of Birth of the student in AWR is strictly prohibited and shall never be accepted for correction.
11. Migration (school to school) shall not be allowed after **31st December 2022**
12. School Leaving Certificate (SLC) shall not be issued to a student until he/she gets migration certificate from Board because student(s) face difficulties when S.L.C is issued before issuance of migration certificate.
13. Heads of all the Educational Institutions are directed never to sign migration application form after 31st December 2022.
14. In case of migration to other Board, a regular student of class 9th & 10th shall produce an SLC (School Leaving Certificate) duly attested by the Head of the Institution concerned.
15. Heads of all the Educational Institutions are directed to collect fee and other dues (if applicable) from the student(s) at the end of every month; otherwise the complaint of the Head(s) of Institution(s) regarding pending fees and other dues against the student(s) at the time of migration to the other institution/Board shall not be entertained.

16. Heads of all the Educational Institutions are advised to provide their specimen signatures along with official stamps to avoid forgery in their signatures & stamps (In case of Enrolment, migration and other issues).

**Sd/-
Chairman**

Dated.21/09/2022

No. /Enrl./Reg./BISE/DIKhan

Copy to:

1. PSO to Chief Minister, Khyber Pakhtunkhwa.
2. PS to Minister for E&SE Department, Khyber Pakhtunkhwa.
3. PS to Secretary E&SE Department, Peshawar.
4. All Chairmen, BISE, Khyber Pakhtunkhwa.
5. The Director, E&SE Department, Peshawar.
6. The DEO (Male/ Female), DI Khan, Tank and Merged Districts SWTD.
7. All the Heads of the recognized Govt./ Private Educational Institutions within jurisdiction of BISE DI Khan.
8. Controller of Examinations, BISE DI Khan.
9. PS to Chairman, BISE DI Khan.
10. All Sections Officer, BISE DI Khan.
11. PA to Secretary, BISE DI Khan.
12. Office record.


Deputy Secretary
BISE, DI. Khan