



No.198/Reg/Mig/BISE-B

Dated 20-10-2022

**NOTIFICATION**

It is hereby notified for general information that revised schedule for submission of Online Registration of regular students of 1<sup>st</sup> year class for the academic year 2022-23 are as under: -

Rates and Dates for submission of online hard copy registration		
GOVT / PRIVATE INSTITUTIONS	Rates	Dates
DETAIL OF FEE		
With Normal Fee (Registration + Sports) (500+150)	Rs. 650/-	28-10-2022
With Late Fee (Registration + Sports + late fee) (500+150 + 150)	Rs. 800/-	10-11-2022
With Double Late Fee (Registration + Sports + Double late fee) (500+150 + 300)	Rs. 950/-	20-11-2022

1. The Head of the Institutions are advised to adopt procedure for online registration through portal system / Link (portal.biseb.edu.pk) for 1<sup>st</sup> year class regular students and **submit registration hard copy along with requisite fee (computer generated receipt(s) only)** within due date to this office for confirmation of fee payment against institution concerned, otherwise fee shall be charged as per notification. Payment in excess of the submitted cases for registration shall also lose entitlement for refund nor to be accepted for the next registration of the other student(s) if any. **The Hard copy must be reached to this office for confirmation in above dates otherwise penalty @ Rs.30/- per student per day shall be charged.**
2. The Heads of the institutions are advised to ensure user credentials from the Programmer of BISE Bannu before entry of the students through portal system and submit their entries for registration gender wise and group wise through online service.
3. The Heads of the Institutions are required to put the subjects and scan photo of the students against each student through portal system.
4. The Institution concerned must ensure regular class attendance within the college of all such students, whose cases are submitted via online registration list for confirmation, failing which application(s) of such student(s) will be entertained for registration in other college without any prior permission/cancellation letter.
5. The Head of the Institutions are advised to submit the original migration certificate(s), SLC and SSC DMC(s) copy/copies of student(s) migrating from other Board(s) along with registration return for 1<sup>st</sup> year/11<sup>th</sup> class registration to this office at the time of confirmation, if an institution fails to provide the same, their applications shall not be entertained and the student name shall be excluded from the list.
6. The Head of the Institutions are advised to maintain proper Admission Withdrawal Register (A.W.R) of their students and send registration of students in accordance with the said A.W.R to avoid any missing and irregularities.
7. The Head of the Institutions are required to submit the following documents for regular student(s), HSSC status, migrated from other Board, within fortnight, for registration in 1<sup>st</sup> year/2<sup>nd</sup> year intermediate.
  - i. Verified SSC DMC (Board Concerned)
  - ii. Verified DMC Part-I/Part-II (two DMCs attested copies required in case of migrated student)
  - iii. Countersigned copy of College Leaving Certificate.
  - iv. Registration return along with covering letter duly signed and seal by the Head of Institution Concerned.
  - v. Original Migration Certificate.
  - vi. Proper Computer Generated Receipt(s) of prescribed fee.**Attested NADRA Form-B photo copy by the concerned Head of the institution is mandatory.**  
If an Institution fails to provide the same, a penalty @ Rs.30/- per student per day shall be charged from the date of issuance of migration certificate.
8. Migration (College to College) shall not be allowed after **31 December** of the current academic year. Attested Dues clearness or school leaving certificate (SLC) is mandatory for College to College Migration. **All the student(s) are advised to apply for College-to-College Migration through Online portal of BISE Bannu. No Manual Migration will be submitted to this Board.**
9. The Registration of a student on scholarship basis, especially in private institutions, in 1<sup>st</sup> /2<sup>nd</sup> year under specific Bond/Agreement with the student(s) at the time of admission is not liable to detain a student migration to other Institution/Board and such Bond/Agreement shall not be acceptable/entertained by this office for such purpose therein.
10. The Head of the institutions are directed to collect fee and other charges from the student at the end of every month. Otherwise the complaint of the Head of Institution regarding fee and other charges against the students at the time of migration to other Institution/Board shall not be entertained.  
If a regular student remains absent from the institutions/college for 7 days without any prior permission/information's and the same is not reported by the head of Institution within in fortnight to this office, the complaint lodged against the student by the Head of Institution shall not be entertained.
11. If the head of the institution wants to take detention exam, then the exam maybe conducted before **10 November** of the current academic year.
12. Upper Age limit of the student for 1<sup>st</sup> year is 19 years for male student.

13. While granting Registration/admission, it must be ensured that the student is not already registered with BISE Bannu. Already registered students are ineligible for new registration. They are required to submit Migration Certificate. In case of a student re-admission in 1<sup>st</sup> year, the expired/old registration number shall be communicated for necessary information to this office, if otherwise eligible.
14. The registration fee shall be deposited in any NBP, UBL and HBL Banks Branches mentioned on the **Computer generated receipts only**, situated within the jurisdiction of BISE, Bannu.
15. According to online portal system software the renewal of affiliation of an institution for new academic year is must otherwise registration menu will not get open for the fresh registration.

**Rates of Annual Renewal/Affiliation Fee**

Category	Govt. Institution	Private Institution
School (SSC Only)	600	5000
Colleges (HSSC Only)	600	7000
School & Colleges(Both SSC & HSSC )	1200	12000

**Note:** The enrolment /registration of the students will be subjected to the renewal of affiliation; all those institutions that have outstanding dues must clear before enrolment/registration.

16. The head of the Institutions is advised to provide authentic and duly verified specimens of their signatures along with stamps to avoid forgery in their signatures & stamps (in case of migration or other issues).
17. The head of the institutions are advised strictly to provide their Telephone/Mobile Numbers, full mailing address and E-Mail address, if any, to this office for ready use.
- ➔ 18. The time limit for change of Subject(s)/Group in the Part-I Examination will be one month after closing of admission in college.

**Note:**

- 1) The Heads of the Institutions are advised to provide a copy of the sanction posts of the Finance Department Govt. of Khyber Pakhtunkhwa for Science & Humanities Group in case of newly upgraded Higher Secondary School/Colleges.
- 2) Dues institute(s) will not be given access to the online system.
- 3) Fee must be paid on computer-generated receipts only.
- 4) Fee paid on manual receipt(s) will not be acceptable.
- 5) NADRA Form-B No of the concerned student(s) must be entered during online entries and attested NADRA Form-B photo copy by the concerned Head of the institution along with Hard copy of registration in class 1<sup>st</sup> year must be submitted for office record.

-Sd/-  
**CHAIRMAN**  
 Board of Intermediate &  
 Secondary Education, Bannu

Endstt: No & Date Even

Copy for information to:

- 1) Personal Secretary to Chief Minister, Govt. of Khyber Pakhtunkhwa
- 2) P.S to Education Minister, (E&S) Govt. of Khyber Pakhtunkhwa
- 3) P.S to Secretary, Elementary & Secondary Education Govt. of Khyber Pakhtunkhwa
- 4) P.S to Secretary Higher Education Govt of Khyber Pakhtunkhwa
- 5) P.S to Director Higher Education, Govt. of Khyber Pakhtunkhwa
- 6) P.S to Director Elementary & Secondary Education Govt of Khyber Pakhtunkhwa
- 7) The Chairmen, All BISEs of Khyber Pakhtunkhwa.
- 8) Research & Development Officer, BISE Bannu
- 9) All the Principal of Gov/Private recognized intuitions within jurisdiction of BISE Bannu.
- 10) All Section Officers, BISE Bannu.
- 11) Deputy Director Information District Bannu.
- 12) The Managers, NBP, HBL and UBL within jurisdiction of BISE Bannu.
- 13) P.S to Chairman, BISE Bannu.
- 14) Programmer BISE Bannu (for uploading on BISE Bannu website).

*[Signature]*  
**ASSISTANT SECRETARY**  
 Board of Intermediate &  
 Secondary Education, Bannu