



NOTIFICATION

It is hereby notified for general information of all concerned that Enrollment schedule of 9th class (regular students) for the Academic Session 2023-24 is as under: -

CATEGORY	DETAIL OF FEE	UPTO
Both Govt. & Private Institutions	Normal Fee (Enrol + Sports) (300 + 100) Total = Rs. 400/-	05-07-2023
	With Late Fee Rs. 550/-	20-07-2023
	With Double Fee Rs. 700/-	07-08-2023
Change of Subject:	Rs. 300/-	25-09-2023
Change of Group / Faculty:	Rs. 800/-	25-09-2023

Instructions:

1. The Heads of the institutions are advised to enroll 9th class students through Board's portal portal.bisemdn.edu.pk and submit the hard copy (BISE Final Report) alongwith original Bank Receipt (**Computer generated receipts only**) for confirmation within above specified dates. In case of delay, late fee will be charged. **Help Guide** for Enrollment is also available on web portal. (For details contact 0937-844689, 0344-0991734 during office hours).
2. If an institution fails to submit enrollment forms for confirmation by **07-08-2023** (the last date for enrolment with double fee), it can apply within the next 30 days (i.e. by **07-09-2023**), penalty @ **Rs. 30/-** per day per student will be charged along with late fee subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student.
3. NADRA Form B, Father CNIC number, Nationality, Photo, Religion and Student/Parent Mobile Number are necessary to be entered in the portal.
4. Particulars of student(s) name, father name, date of birth, admission number, date of admission, groups, subjects etc must be in conformity with admission withdrawal register. Furthermore, student card must be issued to all students and received duly signed by the student's father / guardian and principal.
5. The heads of the institutions are advised to ensure comparison of student's particulars before finalization of data. Correction will be granted to an institution only once in a session for necessary correction using their credential (username, password).
6. Last date for change of subject / group is **25-09-2023** with fee @**Rs. 300/-** per subject change and **Rs. 800/-** per group change.
7. Minimum age for appearing in SSC (A) Examination (9th) 2024 is **14 years**. This means that students born on or before **01-04-2010** are eligible.
8. Student(s) enrollment data which is not confirmed by **07-09-2023** shall be deleted the next day by the system automatically.
9. No enrollment return will be accepted after **07-09-2023**.
10. Heads of institutions are advised to enroll students migrated from other Boards in "**Other Board Enrollment Menu**" in the portal and submit the following documents of migrated students along with hard copy of online enrollment (**Water Marked as Other Board Students**), within 15 days to this office.
 - i. **Original Migration Certificate from Board concerned.**
 - ii. **Verified DMC of 9th class from Board concerned.**
 - iii. **Countersigned copy of School Leaving Certificate.**
 - iv. **Enrollment Return along with reference letter duly signed by Head of institution concerned.**
 - v. **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.

11. Migration (school to school) shall not be allowed after **29-12-2023** till the result declaration of SSC (Annual) Examination 2024.
12. Heads of institutions are advised to collect fee and other dues from the student(s) at the end of every month. Complaints regarding fee and other dues against the student(s) at the time of migration to other institution / Board shall not be entertained.
13. Cancellation of enrollment or double enrollment are not allowed. Science (failed & absent) student(s) and Arts (absent only) student(s) in SSC Annual Examination 2023 and enrolled in 2021 & 2022 only are allowed to appear as regular candidates in the coming SSC (A) Examination 2024.
14. Enrollment fee shall be deposited in ABL or UBL branches in the jurisdiction of BISE, Mardan.

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**CHAIRMAN
BISE, Mardan**

Copy for information to:

1. P.S.O to Chief Minister, Govt. of Khyber Pakhtunkhwa, Peshawar.
2. P.S to Minister for Education (E&SE), Khyber Pakhtunkhwa, Peshawar.
3. P.S to Secretary (E&SE) Deptt: Khyber Pakhtunkhwa, Peshawar.
4. P.S to Director (E&SE) Deptt. Khyber Pakhtunkhwa, Peshawar
5. Chairmen BISE Abbottabad, Bannu, D.I. Khan, Kohat, Malakand, Peshawar & Swat.
6. DEOs (E&SE) District Mardan, Nowshera & Swabi.
7. P.S to Chairman, BISE, Mardan.
8. All Section Officers BISE, Mardan.
9. All the Heads of the Recognized Govt. / Private Institutions within the jurisdiction of BISE, Mardan.
10. Official website.



SECRETARY