



BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU

No. 240/Reg/Mig/BISE-B

Dated 31-05-2023

NOTIFICATION

It is hereby notified for general information that schedule for submission of Online Enrollment/ hard copy of regular students of **9th class** for the academic Session 2023-24 are as under: -

CATEGORY	DETAIL OF FEE	TOTAL FEE	UPTO
Both Govt & Private Institution	Normal Fee (Enrol+Sports) (300+100)	Rs.400/-	20-06-2023
	With late Fee (Enrol+Sports+Late Fee) (300+100+150)	Rs.550/-	10-07-2023
	With Double Fee (Enrol+Sports+Double Late Fee) (300+100+300)	Rs.700/-	25-07-2023

1. All The Heads of the institutions are advised to Enroll 9th class students through <http://portal.biseb.edu.pk> Link is available on BISE Bannu official Website (<https://www.biseb.edu.pk>) and submit the hard copy (BISE/Final Report) for office record along with students, **Nadra B-Form** within the above specified dates.

2. The heads of the institutions are required to enter accurate information of the students and upload fresh photo with white background 300X300 pixels in .jpg format against each student while entering in New Enrollment Form in the Portal. Change in-group is allowed to the institution within a month of the normal admission of the student(s). The correction cases of Subject(s)/group change in Board record will be processed by school through online portal. Per student fee for subject change will be charged @Rs.300/- and group will be changed @ Rs.800/-. Correction will be granted to any institute only once in a session which institute will be able to do any type of correction using their credential (username, Password).

3. If any institution failed to submit the fees and hard copy (Both) of the student(s) for confirmation within time period to this office in the above dates, a penalty of Rs.30/-(Rupees Thirty) per day per student shall be charged till the August 25, 2023 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 take print of the Student Card (Draft) and hand it over to the parent of the students to verify the Name, Father Name, Date of Birth and group before Finalization of Online Enrollment Form. Minimum age for appearing in SSC (A) Examination (9th) 2024 is **13 years**. This Means that student born on or before **31-03-2011** are eligible.

5. It should be ensured before saving a New Enrollment Form that whether a student is enrolled or not, If He/she is already enrolled; Portal will not allow the same student to re-enroll in any school affiliated with BISE Bannu.

6. The Heads of the institutions are directed to enroll other board migrated students in Other Board Enrollment menu in the Portal and submit the following documents of migrated students from other Boards after online enrollment, along with hard copy of online enrollment "water marked as Other Board Students", within **15 days** to this office.

- (i) **Verified DMC 9th class (regular student) from Board concerned.**
- (ii) **Countersigned copy of School Leaving Certificate.**
- (iii) **Enrollment form/return along with reference letter duly signed by the Head of institution concerned.**
- (iv) **Original Migration Certificate from board concerned.**
- (v) **Prescribed Fee.**
- (vi) **Manual enrollment proforma for other board students will not be accepted, other Board migrated students must be enrolled through online portal system.**

If any 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. In case of Bogus Migration Certificate / DMCs provided by the institution all, the responsibility will be fix upon the institution.

7. A student of 9th or 10th 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.

8. 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 **15 days** to this office, the complaint Lodged against the student(s) by the Head of the institution shall not be considered.

9. The particulars of the student(s) Name, Father Name, Date of Birth, Group & admission withdrawal number 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.

10. The heads of the institutions are advised to put their signature and official seal on every page of Admission **Withdrawal Register** & dully countersigned by the concern DEO (in case of Government Institutions) or by Private Schools Regulatory Authority (in case of private institutions). A.W.R which is not attested and countersigned shall not be considered for any official use particularly related to correction in Name, Father Name and Date of Birth.

11. 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 never be accepted for the above particular corrections.
12. In hardship cases only, migration (school to school) shall be allowed up to October 31, 2023 through online portal only. Reasons on which migration certificates will be issued are financial crisis, enmity, unavailability of teaching staff & long distance etc. **All the student(s) are advised to apply for School-to-School Migration from his/her concerned institute through online portal of BISE Bannu. No Manual Migration shall be submitted to this Board. Migration after October 31, 2023 will be stopped automatically by the Portal.**
13. School Leaving Certificate (S.L.C) shall not be issued to a student until he/she gets migration certificate from Board.
14. The Heads of the institutions are advised to conduct the **Detention Examination** of 9th class of regular students before 15 June of the said session.
15. The Heads of the institutions are advised to never migrate a student after due date i.e., October 31 of the said session, when a student seeks migration within jurisdiction of BISE BANNU.
16. The Heads of the institutions are directed to clear all kind of dues of the student(s) before the issuance of Roll Number slips, they are further informed that please do not approach to this office regarding dues of the students, as this is the responsibility of the Institutions not this office.
17. All the Heads of the Private Institutions are directed to sign the A.W.R from Private Schools Regulatory Authority after the closing date of Admission for each & every session.

Note:

- (i) **Only those student(s) shall be enrolled through online portal of BISE Bannu which are already admitted well on time in your institutions.**
- (ii) **Access to Online Portal will be locked in case of any type of dues against any institution.**
- (iii) **For any Query contact with 0928-633266 ,0928-633170-71**
- (iv) **All the institutes are directed, not to approach for late enrolment. No Late enrollment should be allowed after due date.**

-Sd/-
CHAIRMAN
Board of Intermediate &
Secondary Education, Bannu
Dated 31-05-2023.

Endstt: No.241-257/

Copy for information to:

1. P.S 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. PA to Secretary BISE Bannu
10. DEO (Male/Female) of Bannu, Lakki Marwat, North Waziristan Tribal District
11. All the Heads of Govt / Private recognized intuitions within jurisdiction of BISE Bannu.
12. All Section Officers, BISE Bannu.
13. Deputy Director Information District Bannu.
14. The Managers, NBP, HBL and UBL within jurisdiction of BISE Bannu.
15. P.S to Chairman, BISE Bannu.
16. Programmer and Webmaster BISE Bannu for uploading on website.


SECRETARY
Board of Intermediate &
Secondary Education, Bannu

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