



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION PESHAWAR

No.1169/Gen/Enrol/Mig/BISEP

Dated: 10/04/2015

NOTIFICATION

The following schedule for online enrolment of 09th class is hereby notified for the academic year 2015.

FEE DETAIL		
GOVT. INSTITUTIONS		
With Normal Fee(Enrol+Sports)(150+50)	Total =Rs.200/-	31 st May,2015
With Late Fee of Rs.50/-(150+50+50)	Total =Rs.250/-	15th Sept,2015
With Double Fee Rs.100/-(150+100+50)	Total =Rs.300/-	30th Sept,2015

PRIVATELY MANAGED INSTITUTIONS		
With Normal Fee(Enrol+Sports)(200+50)	Total =Rs.250/-	31 st May,2015
With Late Fee of Rs.50/-(200+50+50)	Total =Rs.300/-	15th Sept,2015
With Double Fee Rs.100/-(200+100+50)	Total =Rs.350/-	30th Sept,2015

1. If an institution fails to submit enrollment forms upto, September 30, 2015, a penalty @ Rs.10/- (Rupees Ten) per day per student shall be charged. In extra ordinary cases till October 31st, 2015, the penalty shall be waived off subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student against the prescribed date.
2. 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 submit migration certificate, if otherwise eligible. In case of Re-admission in 09th class on the expired/old Enrollment Number shall be contacted for necessary information to this office, if otherwise eligible.
3. The candidate who has not attained 14 years of age would not be eligible for appearing in SSC Part-1(09th) examination, 2016. Minimum approximate limit of date of birth of a student may be March 31st, 2002.
4. The Head of the institutions are directed to submit the following documents of migrated student(s) from other Board within fortnight for enrollment to this office.
 - Verified DMC of class 9th (regular student) A/2014 from Board concerned.
 - Countersigned copy of school leaving certificate.
 - Enrolment form / return along with reference letter duly signed by the Head of the institution concerned.
 - Original Migration Certificate.
 - Prescribed fee.

If an institution fails to provide the same, a penalty @ Rs.10/- per head/per day shall be charged from the date issuance of migration.

5. A student of 9th or 10th class shall not be admitted or enrolled until **Original Migration Certificate (School to School) and School Leaving Certificate** is submitted, In case of non provision of the same , penalty will be imposed on the institution.
6. If a regular student remained absent from the institution for seven (07) days without any prior permission/information and the same not reported by the Head of the institution within fortnight to this office, the complaint lodge against the student(s) by the Head of the institution shall not be entertained.
7. If a regular student failed in (Part-1) 09th class examination and qualify the same examination in the subsequent year, would be eligible for regular admission in any institution in (Part-II) 10th class subject to the provision of school to school migration certificate. (Especially subject(s) in which practical(s) is/are involved).Otherwise he/she can appear in private capacity.
8. The particulars of student(s) Name, Father Name and Date of Birth and Admission Number in A.W.R must be taken from the **Admission Withdrawal Register** along with along with covering letter dully signed by the Head of institution. Any cutting, erasing and alteration in the above particulars of a student in the online Enrolment return Performa shall not be accepted.

9. The Head of the institutions are advised to adapt the procedure of **online enrollment** through portal system (portal.bisep.com.pk) for 09th class regular students and submit along with requisite fee within due date to this office for confirmation physically, otherwise fee shall be charged as per portal system record. **Manual Enrollment return shall not be accepted and strictly disciplinary action shall be taken against the institution.**
10. The Head of Institutions are directed to put their signature and official stamp on every page of **Admission Withdrawal Register** & duly countersigned by the concerned AEO/DEO (in case of Government institutions) or by Board Regularity 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/change in name, father name and date or birth.
NOTE:-Incomplete A.W.R found in any institution shall bring a minimum penalty of Rs.10000/- to the institution concerned
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 correction.
12. Migration (school to school) shall not be allowed after December 31, 2015 till the declaration of annual SSC examination result in 2016.
13. School Leaving Certificate (S.L.C.) shall not be issued to a student until he 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.
14. The Head of the institutions are advised to conduct the **detention examination** of 09th & 10th classes' of regular students before 15th December 2015.Many students face difficulties when they are submitted their admission forms for exam; concern or other problems of migration after due date.
15. The Head of the institutions are advised never to sign migration application after due date i.e. December 31, 2015.
16. In case of apply to other Boards and to get migration certificate from Board, a regular student of class 09 & 10 shall produce copies of DMC (Detail Marks Certificate) & SLC (School Leaving Certificate) dully attested from the concerned Head of the institution.
17. The Head of the 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 of the institution(s) regarding fee and other dues against the student(s) at the time of migration to the other institution/Board shall not be entertained.
18. The Head of the institutions are advised to deposit of enrollment and annul Renewal/Extension fee for the session 2015-2016 in ABL Branches within the jurisdiction of BISE Peshawar.
19. The Head of the institutions are advised to provide their specimen signatures along with stamps to avoid forgery in their signatures & stamps.(in case of migration or other issues)
20. The Head of the institutions are advised strictly to provide their Telephone/Mobile Numbers, full mailing address and E-Mail, if any, to this office for ready use.

Sd/xxx
CHAIRMAN

Note:-The last date on the gazatted leave will be posted to the next working day.

Copy for Information to:-

1. PSO to Chief Minister, Govt of Khyber Pakhtunkhwa .
2. PA to Education Minister,(E & S) Govt of Khbyer Pakhtunkhwa.
3. PS to Secretary, Elementary & Secondary Education Govt of Khyber Pakhtunkhwa.
4. The Chairman BISE,Abbotabad,Bannu,D.I.Khan,Kohat,Malakand,Mardan,Swat.
5. DEO/AEO at District/Agency Charsadda,Chitral,Peshawar,Khyber,Mohmand.
6. PS to Chairman BISE Peshawar
7. All the Heads of the Recognized institutions Govt/Private within the jurisdiction of BISE Peshawar.
8. All concerned Sections.

SECRETARY