



# BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU

No. 9451/ Enrollment /BISE-B

Dated: 20-05-2019

## NOTIFICATION

It is hereby notified for general information that the following schedule for enrollment of Grade-VIII (8<sup>th</sup> class) regular students for the academic session 2019-20 is as under: -

FOR GOVT & PRIVATE INSTITUTIONS		
DETAILS OF FEE	TOTAL FEE	UPTO
With Normal Fee (Enrolment)	Rs. 150/-	31-07-2019
With Late Fee (Enrolment+ Late fee) (Rs.150+20)	Rs.170/-	30-08-2019
With Double Late Fee (Enrolment Double late fee) Rs. 150 +150	Rs.300/-	30-09-2019

1. The Heads of the institutions are advised to adopt the procedure for online enrollment through portal system ([portal.biseb.edu.pk](http://portal.biseb.edu.pk)) for Grade-VIII regular students and submit hard copy of enrollment along with original receipt of the requisite fee, within due date to this office for physically confirmation, Otherwise fee shall be charged as per portal system.  
**Manual Enrollment return shall not be accepted at any cost after 31-12-2019.**

2. The Heads of Government and Private Institutions are required to deposit the below mentioned fee for extension in annual affiliation on the prescribed bank slip along with covering letter/Performa signed by Principal/Headmaster/Headmistress of the concerned institution. (Extension in registration of Private Institutions by KPPSRA is)

S.No	CATEGORY OF SCHOOL	ANNUAL RENEWAL FEE
01	Government Middle School	Rs.300/-
02	Government High School	Rs.300/-
03	Government Higher Secondary School	Rs.600/-
04	Private Middle School	Rs.3000/-
05	Private High School	Rs.5000/-
06	Private Higher Secondary School/Colleges	Rs.7000/-

3. The heads of the institutions are required to make gender wise entry with accurate medium (English / Urdu) and also scan fresh photo with white background 300X300 pixels against each student through online web portal. For correction & verification of student's particulars (Name, F/Name, DOB), the original withdrawal register shall be considered valid. Any correction in withdrawal register or in BISE record, on the basis of NADRA "Form B", is not allowed.

4. If any institution fails to submit enrollment forms for confirmation up to, September 30, 2019, a penalty of Rs.5/- (Rupees Five) per day per student shall be charged till the December 31, 2019 subject to the provision of Admission Withdrawal Register (AWR) to check the exact date of admission of student against the prescribed date.

5. The Lower age limit for appearing in Middle Standard Examination will be **13 years**.

6. All Heads of the institutions are advised to check and verify the Name, Father Name, Date of Birth, Picture, Medium in Draft report with AWR before confirmation.

7. The Heads of the institutions are directed to submit the following documents of migrated students from other Boards after online enrollment, along with hard copy of online enrollment, within **15 days** to this office.

- (i) Countersigned copy of School Leaving Certificate.
- (ii) Enrollment form/return along with reference letter duly signed by the Head of institution concerned.
- (iii) Prescribed Fee.
- (iv) Manual enrollment proforma for other board students will not be accepted, migrated students must be enrolled using online portal system.

8. If any institution fails to provide the same, a penalty of Rs.5/- per student per day shall be charged from the date of issuance of migration certificate.

9. A student of Grade-VIII 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.

10. 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.

11. The particulars of the student(s) Name, Father Name, Date of Birth, 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.

12. The heads of the institutions are advised to put their signature and official seal on every page of **Admission Withdrawal Register** & duly 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.
13. 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 particulars correction.
14. In hardship cases only, migration (school to school) shall be allowed up to December 31, 2019. Reason on which migration certificates will be issued are financial crisis, enmity, unavailability of teaching staff & long distance.
15. School Leaving Certificate (S.L.C) shall not be issued to a student until he/she gets migration certificate from Board.
16. The Heads of the institutions are advised to conduct the **Detention Examination** of Grade-VIII of regular students before 31<sup>st</sup> December of the said session.
17. The Heads of the institutions are advised to never sign migration application/form after due date i.e. 31<sup>st</sup> December of the said session, when a student seeks migration within jurisdiction of BISE BANNU.
18. The Heads of the institutions are directed to clear any kind of dues of the student(s) at the end of each & every month, they are further informed that please do not approach to this Board regarding dues of the students as this is the responsibility of the Institutions.
19. 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.
20. The last date on the gazatted leave will be posted to the next working day.

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

Note: Edstt: No: and Date Even.

Copy for information to:

1. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa, Peshawar.
2. Director Elementary & Secondary Education, Khyber Pakhtunkhwa, Peshawar.
3. Director DCTE, Khyber Pakhtunkhwa, Abbottabad.
4. Director, PITE, Khyber Pakhtunkhwa, Peshawar.
5. Managing Director Private Schools Regulatory Authority, Peshawar.
6. Manger Govt. Printing Press Peshawar for Publication in the Govt Gazette.
7. The Commissioner, Peshawar.
8. PS to Governor, Khyber Pakhtunkhwa, Peshawar.
9. PS to Advisor to the Chief Minister on E&SE, Khyber Pakhtunkhwa, Peshawar.
10. PS to Secretary Higher Education Department, Khyber Pakhtunkhwa, Peshawar.
11. PS to Secretary E&SE Department of Khyber Pakhtunkhwa, Peshawar.
12. PS to Special Secretary E&SE Department Khyber Pakhtunkhwa, Peshawar.
13. PS to Additional Secretary E&SE Department of Khyber Pakhtunkhwa, Peshawar.
14. PA to Deputy Secretary (Admin), E&SE Department Khyber Pakhtunkhwa, Peshawar.
15. All District Education Officers Male & Female Bannu, Lakki & NWTD Miranshah.
16. Controller of Examination, BISE Bannu
17. All Heads of Institutions Male, Female Public & Private.
18. PS to Chairman, BISE Bannu

20/5/19  
 SECRETARY  
 Board of Intermediate &  
 Secondary Education, Bannu