



# BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU

No. 72/Reg/Mig/BISE-B

Dated: 27-07-2020

## NOTIFICATION

It is hereby notified for general information that the following schedule for online enrollment of 9th class regular students for the academic session 2020-21 are as under: -

FOR GOVT. INSTITUTIONS		
DETAILS OF FEE	TOTAL FEE	UPTO
With Normal Fee (Enrol+Sports) (170+50)	Rs. 220/-	30-09-2020
With Late Fee (Enrol+Sports+Late fee) (170+50+50)	Rs.270/-	15-10-2020
With Double Late Fee (Enrol+Sports+Double late fee) (170+50+100)	Rs.320/-	25-10-2020
FOR PRIVATE INSTITUTIONS		
DETAILS OF FEE	TOTAL FEE	UPTO
With Normal Fee (Enrol+Sports) (220+50) Total	Rs.270/-	30-09-2020
With Late Fee (Enrol+Sports+Late fee) (220+50+50)	Rs.320/-	15-10-2020
With Double Late Fee (Enrol+Sports+Double late fee) (220+50+100)	Rs.370/-	25-10-2020

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 9<sup>th</sup> class regular students and submit hard copy of enrollment along with original receipt of the requisite fee, within due date to this office for confirmation physically, otherwise fee shall be charged as per portal system. Manual Enrollment return shall not be accepted at any cost after 25-10-2020.
  2. The heads of the institutions are required to make group wise & 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. 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 college through formal letter. Per student fee for subject change will be charged @Rs.100/- and group change will be charged @ Rs.200/-. 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.
  3. If any institution fails to submit enrollment forms for confirmation up to, 25-10-2020, a penalty of Rs.10/- (Rupees Ten) per day per student shall be charged till the 30-11-2020 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 check and verify the Name, Father Name, Date of Birth, Group and Medium in Draft report with AWR before confirmation.
  5. It should be ensured before admitting a student, whether or not, he/she is already enrolled with BISE Bannu. If he/she is already enrolled then he/she must seek migration certificate instead of re-enrollment. Fresh enrollment for already enrolled students are not allowed.
  6. 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) **Verified DMC 9<sup>th</sup> class (regular student) 2019 & 2020 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, migrated students must be enrolled using online portal system.**
- If any institution fails to provide the same, a penalty of Rs.10/- per student per day shall be charged from the date of issuance of migration certificate.
7. A student of 9<sup>th</sup> or 10<sup>th</sup> 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 particulars correction.

12. In hardship cases only, migration (school to school) shall be allowed up to October 31, 2020. Reason on which migration certificates will be issued are financial crisis, enmity, unavailability of teaching staff & long distance. *Institute dues clearness certificate must be attached with Migration form.*

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 9<sup>th</sup> class of regular students before 31<sup>st</sup> October of the said session.

15. The Heads of the institutions are advised to never sign migration application/form after due date i.e. 31<sup>st</sup> October of the said session, when a student seeks migration within jurisdiction of BISE BANNU.

16. 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 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.

18. Late Enrolment must be submitted in soft copy too for smooth conduction of Enrolment.

**Note: Dues institute(s) will not be given access to the online system.**

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

Endstt: No. & Date Even.

Copy for information to:

1. P.S.O 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. Director Research & Development, BISE Bannu
9. DEO (Male/Female) at Bannu, Lakki Marwat, North Waziristan Tribal District
10. All the Heads of Govt / Private recognized intuitions within jurisdiction of BISE Bannu.
11. All Section Officers, BISE Bannu.
12. Deputy Director Information District Bannu.
13. The Managers, NBP, HBL and UBL within jurisdiction of BISE Bannu.
14. P.S to Chairman, BISE Bannu.
15. Programmer and Webmaster BISE Bannu.

  
**SECRETARY**  
Board of Intermediate &  
Secondary Education, Bannu