



BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU

No. 41/Reg/Mig/BISE-B

Dated:03-05-2024

NOTIFICATION

It is hereby notified for general information of all concerned that schedule of online Enrolment for SSC Class 9th for the academic year 2024-2025 is as under:

Rates and Dates for submission of online hard copy Enrolment		
GOVT / PRIVATE INSTITUTIONS		
DETAIL OF FEE	Rates	Dates
With Normal Fee (Enrolment+ Sports) (500+150)	Total = Rs. 650/-	07-06-2024
With Late Fee (enrolment + Sports + late fee) (500+150 + 250)	Total = Rs. 900/-	05-07-2024
With Double Late Fee (Enrolment + Sports + Double late fee) (500+150 + 500)	Total = Rs. 1150/-	12-08-2024

1. The Heads of the Institutions are advised to adopt procedure for online enrolment through portal system (portal.biseb.edu.pk) for class 9th regular students and **submit enrolment hard copy along with requisite fee, student NADRA B-Form, and along with covering letter duly signed by the head of institution**, within due date to this office for confirmation of fee payment against institution concerned, otherwise fee shall be charged as per notification.
2. Payment in excess of the submitted cases for enrolment shall lose entitlement for refund nor to be accepted for the next enrolment of the other student(s) if any.
3. **The Hard copy must be reached to this office in above dates otherwise penalty @ Rs.30/- per student per day shall be charged.**
4. The Heads of the Institutions are required to enter accurate information from **Attested Withdrawal Register**, put the subjects and fresh photo of the students against each student through portal system. Any cutting, erasing and alteration in **(enrolment)** the above particulars of a student in the online return / hard copy shall not be accepted.
5. All the Heads of the institutions are advised to take print of the Student Card (Draft) and hand it over to the parents of the students to verify the Name, Father Name, Date of Birth and Group before Finalization of Online Enrolment Form.
6. Correction in Name, Father Name, B.O.B, Picture and Group Change is allowed to the institution after one month of the closing of admission of the online portal. Fresh Correction Fee Per Student Name, Father Name, B.O.B and Picture is 500/-, Per Subject change Fee is 500/-, and Group Change Fee per student is 800/-
7. Minimum Age of the student at the time of enrolment of each Academic Year must be more than Twelve 12 Years. Each Academic Session starts from 1st April of Each year.
8. It should be ensured before saving a New Enrolment 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.
9. The Heads of the institutions are directed to enroll other board migrated students in Other Board Enrolment Menu in the Portal and submit along with the following documents of regular students of SSC Who have migrated from other Board(s) within fortnight for enrolment in SSC Class 9th & 10th. Otherwise Rs. 30/- per student per day shall be charged from the date of issuance of migration certificate.

1.	Original Migration Certificate
2.	Countersigned copy of leaving School/College Certificate (For School Record)
3.	Enrolment returns along with covering letter duly signed by the Head of Institution with seal
4.	Prescribed Fee
5.	Submit Verified DMC Copy of the Concerned student in Secrecy Section for further correspondence.

If any institution fails to provide the same their applications shall not be entertained and the student's name shall be excluded from the list.

10. In case of provision of Bogus Migration Certificate/DMC or any other related documents, all the responsibility will rest on the student and institution, and also disciplinary action will be taken according to Board Rule.

➔ 11. The Heads of the Institutions are directed to mention/write BISE, Bannu allotted Enrolment Number and School/College Code on the front of other Board Migrated Students' DMCs and Migration Certificates along with photocopy.

12. 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.
13. The Institution concerned must ensure regular class attendance within the college of all such students, whose cases are submitted via online registration list for confirmation, failing which application(s) of such student(s) will be entertained for enrolment in other school without any prior permission/cancellation letter.
14. Migration (School to School) shall not be allowed after **31 October 2024** of the current academic year. School to School Migration will be done through concerned institutions and Computerized Generated Fee Receipt of Migration ought to be submitted in BISE, Bannu Registration/Migration Section within 15 days. **Migration deposited fee after due date shall not be accepted at any cost.**

15. The Head of the institutions are directed to collect fee and other charges from the student at the end of every month. Otherwise, the complaint of the Head of Institution regarding fee and other charges against the students at the time of migration to other Institution/Board shall not be entertained.
16. If the Head of the Institution wants to take detention exam, then detention examination may kindly be conducted before **30 September 2024** of the current academic year.
17. While granting admission, it must be ensured that the student is not already enrolled with BISE Bannu. Already enrolled students are ineligible for new enrolment. They are required to submit Migration Certificate. In case of a student re-admission in class 9th, the expired/old enrolment number shall be communicated for necessary information to this office, if otherwise eligible.
18. The Enrolment Fee shall be deposited in any NBP, BoK, UBL and HBL Banks Branches mentioned on the **Computerized Generated Fee Receipt** only situated within the jurisdiction of BISE, Bannu.
19. According to online portal system software the renewal of affiliation of an institution for new academic year is must otherwise Enrolment menu will not get open for the fresh enrolment.
20. The Enrolment of the students will be subjected to the renewal of Affiliation; all those Institutions that have outstanding dues must clear before Enrolment.
21. The head of the institutions are advised strictly to provide their Telephone/Mobile Numbers, full mailing address and E-Mail address, if any, to this office for ready use.
22. All the Heads of the Private institutions of **NWTD** are once again directed to **enroll students as per reserved seating capacity**. Otherwise, strict action will be taken and the whole responsibility rest at your end. In case of any observation regarding increasing of Seat Reservation Capacity, you are bound to submit an application of inspection along with fee for further decision well in time.

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(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 Govt of Khyber Pakhtunkhwa
8. Director Research & Development, BISE Bannu
9. All Section Officers, BISE Bannu.
10. DEOs (Male/Female) of Bannu, Lakki Marwat, North Waziristan Tribal District.
11. All the Principal of Govt/Private recognized intuitions within jurisdiction of BISE Bannu.
12. The Managers, NBP, HBL, UBL & BoK within jurisdiction of BISE Bannu.
13. P.S to Chairman, BISE Bannu.
14. Programmer and Webmaster BISE Bannu for uploading on website and also to make necessary arrangements regarding seat reservation capacity.



(ASSISTANT SECRETARY)

Board of Intermediate &
Secondary Education, Bannu