



Board of Intermediate & Secondary Education Dera Ismail Khan, Khyber Pakhtunkhwa, Pakistan.

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It is hereby notified for general information that the following schedule for enrolment of 9th class regular students for the **Academic Session 2018-2019** is as under:

For Government Institutions		
Detail of Fee	From	To
With normal Fee (Enrol+Sports) (150+50) Total = Rs. 200/-	27/04/2018	11/06/2018
With late Fee (Enrol+Sports+Late fee)(150+50+50) Total=Rs.250/-	12/06/2018	24/09/2018
With Double Late Fee (Enrol+Sports+Double late fee) (150+50+100) Total = Rs.300/-	25/09/2018	05/10/2018

For Privately Managed Institutions		
Detail of Fee	From	To
With Normal Fee (Enrol+Sports) (200+50) Total = Rs.250/-	27/04/2018	11/06/2018
With Late Fee (Enrol+Sports+Late fee) (200+50+50) Total= Rs.300/-	12/06/2018	24/09/2018
With Double Late Fee (Enrol+Sports+Double late fee) (200+50+100) Total = Rs.350/-	25/09/2018	05/10/2018

1. The Heads of the institution are advised to adopt the procedure of **Online Enrolment** through portal system (www.bisedik.edu.pk) for the students of 9th class. The requisite fee along with hard copy of enrolment be deposited/ submitted within due date to this office for physical confirmation, otherwise fee shall be charged as per notification. **Manual Enrolment return shall not be accepted.**
2. If an institution fails to submit enrolment forms for confirmation up to 8th October, 2018, a penalty Rs.10/- (Ten rupees only) per day per student shall be charged till 8th November, 2018 subject to produce of Admission Withdrawal Register (AWR) to check the exact date of admission of student(s).
3. **Heads of all the Institutions are advised to make entry Group wise & Gender wise and scan photo with white background 300*300 pixels against each student through online web portal. Change in group is allowed to the institution within a month of normal admission of the student(s). Number of all students is also required in the portal, however, for correction and verification of student's, particulars (Name, Father Name & Date of Birth), the original Withdrawal Register shall be treated as valid. Any correction in withdrawal register or in BISE record, on the basis of NADRA form B is not allowed.**
4. Before admitting a student it must be ensured that the student is not already enrolled with BISE DI Khan. If the student is already enrolled he/she must seek migration certificate if otherwise eligible. In case of Re-admission in 9th class the previous enrolment number shall be communicated to this office if otherwise eligible.
5. A student having not attained the age of 14 years on 31st March, 2019 shall not be eligible for SSC Examination, 2019.
6. Heads of all the Institutions are directed to submit the following documents of migrated student(s) from other boards within a **fortnight**.
 - ❖ **Verified DMC of 9th Class (Regular student)**
 - ❖ **Countersigned copy of School Leaving Certificate**
 - ❖ **Enrolment form/return along with reference letter duly signed by the Head of institution concerned**
 - ❖ **Original Migration Certificate from Board concerned**
 - ❖ **Prescribed Fee**If an 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 9th or 10th class shall not be admitted or enrolled unless **Original School to School Migration Certificate & School Leaving Certificate** is produced.
8. If a regular student(s) remains 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 a fortnight** to this office, the complaint lodged against the student(s) by the Head of the Institution shall not be entertained.

9. If a regular student failed in 9th class examination but after qualifying the same examination in the subsequent year, would be eligible for regular admission in the institution concerned or any recognized institution in 10th class subject to the provision of school to school migration certificate.
10. Heads of all the Institutions are advised to put their signature and official seal on every page of **Admission withdrawal Register** which must be duly countersigned by the concerned AEO/DEO concerned (In case of Government institutions) or by Board (In case of Private Institutions). **AWR** which is not attested and countersigned shall not be entertained for any official use particularly related to correction in Name, Father's Name and Date of Birth.

NOTE. Admission Withdrawal Register if found incomplete in any of the institution shall bring a minimum penalty of Rs.10, 000/-to the institution concerned.

11. Any alteration made by cutting, erasing or overwriting related to the Name, Father's Name and Date of Birth of the student in AWR is strictly prohibited and shall never be accepted for correction.
12. Migration (school to school) shall not be allowed after December 31st, 2018. However students(s) already enrolled and not allotted the Roll No. for SSC annual examination 2018 will be exempted from this ban.
13. School Leaving Certificate (SLC) shall not be issued to a student until he/she gets migration certificate from Board because student(s) face difficulties when S.L.C is issued before issuance of migration certificate.
14. Heads of all the Institutions are advised to conduct the **Detention Examination** of 09th & 10th classes of regular students before December 15, 2018.
15. In case of admission of a student abroad, the institute must intimate this office through official letter.
16. Heads of all the Institutions are advised never to sign migration application/form after 31st December, 2018.
17. In case of migration to other Board, a regular student of class 9th & 10th shall produce copies of DMC (Detail Marks Certificate) & attested SLC (School Leaving Certificate) duly attested by the Head of the Institution concerned.
18. Heads of all 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(s) of Institution(s) regarding pending fees and other dues against the student(s) at the time of migration to the other institution/Board shall not be entertained.
19. Heads of all the Institutions are advised to deposit Annual Renewal/Extension fee for the Session 2018-2019 in National Bank Branches within the jurisdiction of BISE DI Khan per given rate:

S.No	Status	Rate
1.	Government High School	Rs.300/-
2.	Government Higher Secondary School	Rs.600/-

20. Heads of all the Institutions are advised to provide their specimen signatures along with official stamps to avoid forgery in their signatures & stamps (In case of migration or other issue).
21. Heads of all the Institutions are strictly advised to provide their Telephone/Mobile #, full mailing Address and E- mail address, if any, to this office for official purpose.

No.18/Enrl./Reg./BISE/DI Khan

Sd/-
CHAIRMAN
Dated.27/04/2018

Copy to:

1. PS to Chairman, BISE DI Khan.
2. All the Sections In-Charge, BISE DI Khan
3. Office record

Secretary
Phone # 0966-852548
Mobile # 3448221125

