

BOARD CALENDAR

Volume – I

(Act & Regulations)

Volume – II

(Rules)

BOARD CALENDAR

Volume – I

(Act & Regulations)

**THE PUNJAB BOARDS OF
INTERMEDIATE & SECONDARY EDUCATION ACT, 1976**

PUNJAB ACT NO. XIII OF 1976

AS AMENDED BY

The Punjab Boards of Intermediate &
Secondary Education (Amendment)
Ordinance, 1985, 1992, 2001.

PUNJAB ORDINANCE NO. XXXIII OF 1985
PUNJAB ORDINANCE NO. XXIII OF 1992
PUNJAB ORDINANCE NO. XLVII OF 2001

Price Rs. 5000/-

Preface to Updated Edition, 2022

The Board of Intermediate and Secondary Education, Sargodha was constituted in 1968 and its first meeting held on 25th June, 1968 (Camp at Lahore) decided to adopt the Rules & Regulations contained in the calendar of the Lahore Board. The Board of Intermediate and Secondary Education, Sargodha has published 04 editions, before the present updated edition of Board Calendar 2022.

Edition	Year	Chairman / Secretary
1 st Revised Edition	Dec.1974	(Dr. Sultan Ali / Dr. M. Mahfooz)
2 nd Revised Edition	Sep.1982	(Dr. M. Anwar Ch. / Ch. M. Shafiq)
3 rd Revised Edition	Sep.1985	(Dr. M. Anwar Ch. / Syed Mukhtar Hussain Tahir)
4 th Revised Edition	June.2015	(Sh. Siraj-ul-Haque / Ch. Abdul Majeed)
5 th Updated Edition	June.2022	(Dr. Kausar Raees / Dr. Mohsan Abbas)

After 2015, no updated edition was published till 2021. On the illuminating instructions of Prof. Dr. Kausar Raees Chairperson B.I.S.E Sargodha, the deletions/additions/amendments made from 2015 to 30.06.2022 have been incorporated in present edition. This calendar (2022) is being computerized/published under the authority of the Board in two volumes, volume-I & volume-II.

Volume-I: Amended Act and Regulations (updated till 30.06.2022)

Volume-II: Rules only (updated till 30.06.2022)

Volume-II has been specified in three parts:-

Part-A	Examination Rules	(updated till 30.06.2022)
Part-B	Academic Rules	(updated till 30.06.2022)
Part-C	Administration Rules	(updated till 30.06.2022)

This updated edition (June, 2022) of calendar of the Board of Intermediate Education, Sargodha replaces all the previous editions.

June, 2022

DR. MOHSAN ABBAS
SECRETARY,
Board of Intermediate &
Secondary Education,
Sargodha

Preface, Edition 2015

The Board of Intermediate and Secondary Education, Sargodha was constituted in 1968 and in its first meeting held on 25th June, 1968 (Camp at Lahore) decided to adopt the Regulations and Rules contained in the calendar of Board of Intermediate and Secondary Education, Lahore. The first revised addition of the calendar of this Board was published in December, 1974 followed by two other revised editions in September, 1982 and September, 1985.

Afterwards, a number of amendments, additions/deletions in Rules and Regulations were made and adopted by the Board in its meetings from 1985 and onward but no one was incorporated in the calendar. In this situation it became necessary to bring the calendar up-to-date in order to serve its purpose well. Worthy Chairman Board, therefore, instructed to update the Calendar of the Board. In compliance with these instructions, all the amendments, additions/deletions made or adopted by the Board, in the relevant Rules and Regulations from 1985 to 30.06.2013 have been incorporated in the Board Calendar as well as two ordinances No. XXIII of 1992 and XLVII of 2001 have also been incorporated in the Act.

This Calendar is being published/computerized under the Authority of the Board, in two volumes:

Volume I: Amended Act and Regulations

Volume II: Rules only

Volume-II has been specified in three parts:-

Part-A Examination Rules

Part-B Academic Rules

Part-C Administration Rules

Note:- Three Chapters regarding Scheme of Studies at SSC/Intermediate/Languages level have been shifted from Volum-I to Volume-II in Academic Part

Previous Chapter 29 (Equivalence of Foreign Certificates with the Pakistani Certificates) has been abolished as all the matters regarding equivalence upto Intermediate Level rest with the Inter Board Committee of Chairmen (IBCC), Islamabad whereas Chapter 45 (The Punjab Civil Servants Efficiency and Discipline Rules, 1975) is also abolished as it is no more in force and disciplinary cases are being dealt under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (PEEDA Act). Whereas four (4) new chapters under the captions of “Encashment of Earned Leave”, “Payment of Honorarium/Late Sitting Allowance to the Employees of the Board”, “Procurement Rules” and “Use of Motor Vehicle/Transport Rules”, have been added in the Board Calendar Volume-II in the Administration Rules portion.

The updated edition of the Calendar of the Board of Intermediate and Secondary Education, Sargodha replaces all the previous editions.

June, 2015

CH. ABDUL MAJEED
SECRETARY,
Board of Intermediate and
Secondary Education,
Sargodha

PREFATORY NOTE

The Board of Intermediate and Secondary Education, Sargodha, in its first meeting held on 25th June, 1968 (Camp at Lahore) adopted the Rules and Regulations contained in the Calendar of Lahore Board. The first revised edition of the Calendar of this Board was published in December 1974, followed by another revised edition in September, 1982.

The amendment in the Board's Act in 1985 brought about many changes in the Rules and Regulations of the Board, which necessitated the revamping of the Calendar to bring it in conformity with the new situation. On the instructions of the Chairman Board, Dr. Muhammad Anwar Chaudhari, the deletions/amendments and additions made upto 31-12-1984 as well as the amended Act have now been incorporated in the present edition. It is being published under the authority of the Board, in two volumes – Vol. I comprises the amended Act the Regulations; Vol. II Contains the Rules only.

The revised edition of the Calendar of the Board of Intermediate and Secondary Education, Sargodha replaces all the previous editions.

(SYED MUKHTAR HUSSAIN TAHIR)

Secretary,

Board of Intermediate & Secondary
Education, Sargodha.

Sept., 1985

Published by the Board Authority

First Revised Edition	1974
Second Revised Edition	1982
Third Revised Edition	1985
Forth Revised Edition	2015
Updated (Fifth) Edition	2022

Composed at:

I. T. Section

Board of Intermediate & Secondary Education, Sargodha.

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**BOARD OF INTERMEDIATE & SECONDARY EDUCATION,
SARGODHA**



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CHAPTER I

THE PUNJAB BOARDS OF INTERMEDIATE AND
SECONDARY EDUCATION ACT, 1976

PUNJAB ACT NO. XIII OF 1976

As amended by

THE PUNJAB BOARDS OF INTERMEDIATE AND
SECONDARY EDUCATION (AMENDMENT)
ORDINANCE, 1985

PUNJAB ORDINANCE NO. XXXIII OF 1985

As amended by

THE PUNJAB BOARDS OF INTERMEDIATE AND
SECONDARY EDUCATION (AMENDMENT)
ORDINANCE, 1992

PUNJAB ORDINANCE NO. XXIII OF 1992

As amended by

THE PUNJAB BOARDS OF INTERMEDIATE AND
SECONDARY EDUCATION (AMENDMENT)
ORDINANCE, 2001*

PUNJAB ORDINANCE NO. XLVII OF 2001

AN ACT

to re-constitute and establish Boards of Intermediate and Secondary Education in
the Punjab and to amend and consolidate the Law relating thereto:

PREAMBLE

WHEREAS it is expedient to re-constitute and establish Boards of Intermediate
and Secondary Education in the Punjab and to amend and consolidate the Law
relating thereto:

1. Short Title and Commencement

It is hereby enacted as follows:

- (i) This Act may be called the Punjab Boards of Intermediate and Secondary
Education Act, 1976.
- (ii) It shall come into force on such date as may be notified by Government
in the Official Gazette.

* The Ordinance No. XLVII of 2001 published 26 November, 2001.

2. Definitions

In this Act, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) 'Board' means a Board of Intermediate and Secondary Education constituted or reconstituted under Section 3;
- (b) 'Chairman' means the Chairman of the Board;
- (c) 'College' means an institution within the jurisdiction of a Board and recognized by it for Intermediate education, and includes a college having Intermediate and Degree Classes and affiliated to the University for the Degree classes;
- (d) 'Committee' means a committee constituted under this Act;
- (e) 'Controller of Examinations' means the Controller of Examinations of a Board;
- (f) 'Controlling Authority' means the Controlling Authority specified in Section 11;
- (g) 'Government' means the Government of the Punjab;
- (h) 'Head of an Institution' means the Principal of a college or the Headmaster or Headmistress of a school;
- (i) 'Institution' means a College or a School;
- (j) 'Intermediate College' means an institution recognized for imparting instruction to Class XI and Class XII and includes an institution having classes for Intermediate and Secondary Education;
- (k) 'Intermediate Education' means education pertaining to Class XI and Class XII;
- (l) 'Member' means a member of a Board;
- (m) 'Prescribed' means prescribed by regulations or rules;
- (n) 'Principal' means the head of a College;
- (o) 'Recognized' means recognized by a Board;
- (p) 'Regulations' and 'Rules' mean respectively the regulations and rules made or deemed to have been made under this Act;
- (q) 'School' means an institution within the jurisdiction of a Board and recognized by it only for Secondary Education;

THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

- (r) 'Secondary Education' means education pertaining to Class IX and Class X and such other classes as may be declared by Government to be classes of Secondary Education;
- (s) 'Secretary' means the Secretary of a Board; and
- (t) 'University' means the University having jurisdiction within an area in which a Board functions under Section 4.

3. Constitution and Reconstitution of the Boards

(1) Government may establish one or more Boards in respect of such institutions or such areas as it may deem necessary; provided that Boards of Intermediate and Secondary Education Bahawalpur, Gujranwala, and Rawalpindi shall be constituted; and provided further that as soon as may be, the Board of Intermediate and Secondary Education, Lahore, reconstituted under the West Pakistan (Boards of Intermediate and Secondary Education, Lahore) Ordinance, 1961 (Ordinance No XVIII of 1961) and the Boards of Intermediate and Secondary Education (Multan and Sargodha) constituted in accordance with the provisions of the West Pakistan Boards of Intermediate and Secondary Education (Multan and Sargodha) Ordinance, 1968 (Ordinance No.VII of 1968) shall be re-constituted by the Government.

(2) A Board shall be a body corporate and shall have perpetual succession and a common seal with power to acquire, hold and transfer property and may sue or be sued by its corporate name.

4. Jurisdiction of the Board

A Board shall exercise its powers in respect of such institutions and within such area as may be determined by the Government from time to time.

5. Constitution of a Board

- (1) A Board shall consist of the following members, namely:
 - (i) The Chairman;
 - (ii) The Vice-Chancellor of the University, or a University Professor nominated by him;
 - (iii) All "Executive District Officers (Education)"* related to the area within the jurisdiction of the Board;
 - (iv) The Director of Technical Education, Punjab, Lahore or his nominee;

* The words "Executive District Officer (Education)" substituted by Punjab Ordinance No. XLVII of 2001.

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- (v) One representative each of the Finance and Education Departments not below the rank of a Deputy Secretary;
 - (vi) One Principal of a Degree College situated within the jurisdiction of the Board to be nominated by the Controlling Authority;
 - (vii) One Female Principal of an Intermediate College situated within the jurisdiction of the Board to be nominated by the Controlling Authority*;
 - (viii) Two Headmasters and one Headmistress of Schools situated within the jurisdiction of the Board to be nominated by the Controlling Authority; and
 - (ix) Two persons including at least one women nominated by the Controlling Authority from amongst scholars and retired educationists*.
- (2) The names of the nominated members shall be notified in the official Gazette.
 - (3) The term of office of members, other than ex-officio members, shall be three years.
 - (4) No member appointed by virtue of his office shall continue to be a member if he ceases to hold that office.
 - (5) When a person ceases to be a member of a Board, he shall cease to be a member of any committee of which he may be a member.

6. Resignation of a Member

A member may resign his membership by a letter addressed to the Chairman.

7. Removal of a Member

- (1) A member shall be liable to be removed by the Controlling Authority if he:
 - (i) becomes of unsound mind;
 - (ii) is declared insolvent by a competent Court; or
 - (iii) is convicted by a Criminal Court of an offence involving moral turpitude;
 - (iv) is found negligent in the discharge of his functions.
- (2) The decision of the Controlling Authority removing a member from his office under sub-section (1) shall be final and shall not be questioned by or before any court or other authority.

* Punjab Fair Representation of Women Act 2014 – Act IV of 2014 Dated 12-03-2014.

8. Casual Vacancies

- (1) Whenever there occurs a vacancy in the membership of a Board due to death, resignation or removal, it shall be filled in accordance with the provisions of this Act.
- (2) The person who fills the vacancy referred to in sub-section (1) shall be a member for the full term of three years.

9. Meetings of the Board

- (1) The Chairman may, whenever he considers necessary, and shall, on a requisition from at least seven members, call a meeting of the Board.
- (2) The quorum for meetings of a Board shall be seven.

10. Powers of a Board

- (1) Subject to the provisions of this Act, a Board shall have power to organize, regulate, develop and control Intermediate Education and Secondary Education.
- (2) In particular and without prejudice to the generality of the powers conferred by the preceding sub-section, a Board shall have the power:
 - (i) to hold and conduct all examinations pertaining to Intermediate Education, Secondary Education, Pakistani and Classical Languages and such other examinations as may be determined by Government;
 - (ii) to prescribe courses of study for its examinations;
 - (iii) to lay down conditions for recognition of institutions;
 - (iv) to accord, refuse or withdraw recognition, wholly or partly:
 - (a) in the case of schools maintained by the Government of Pakistan, after considering inspection reports from the Officer on Special Duty, Ministry of Education, Government of Pakistan or any other authority appointed for the purpose by the said Ministry;
 - (b) in the case of other schools, after considering inspection reports from the "Executive District Officer (Education)"* concerned; and
 - (c) in the case of Intermediate Colleges and institutions preparing candidates for languages examinations, after

* As substituted by the Punjab Ordinance No. XLVII of 2001.

considering reports from an Inspection Committee appointed by a Board in this behalf;

- (v) to inspect and arrange for inspection of a recognized institution and call for inspection reports in respect of such institutions, other than the institutions run by the Government of Pakistan;
- (vi) to lay down conditions for admission to its examinations, to determine the eligibility of candidates and to admit them to such examinations;
- (vii) to grant certificates and diplomas to persons who have passed its examinations and to withdraw such certificates and diplomas;
- (viii) to fix, demand and receive such fee as may be prescribed;
- (ix) to supervise the residence, health and discipline of the students of recognized institutions with a view to promoting their general welfare;
- (x) to institute and award scholarships, medals and prizes in the prescribed manner;
- (xi) to organize and promote extra-mural activities in and for recognized institutions;
- (xii) to hold control and administer its property and funds;
- (xiii) to enter into and carry out contract in exercise of its powers and in the performance of its duties under this Act and the Regulations;
- (xiv) to pass its annual budget;
- (xv) to transfer any movable and immovable property belonging to it;
- (xvi) to hold and manage endowments;
- (xvii) to regulate and decide all administrative matters including the creation and abolition of posts under the Board except matters relating to the appointments, suspension and removal and matters relating to the conditions of service of the officers of the Board; provided that a post carrying an initial pay equal to Basic Scale 17 or more, shall not be created without the prior approval of the Controlling Authority;
- (xviii) to appoint such staff as it may consider necessary for the performance of its functions and define their duties and conditions of service;

THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

- (xix) to make provision for buildings, premises, furniture, apparatus, books and other means required for carrying out the purposes of this Act;
 - (xx) to sanction or incur such expenditure as may be necessary for carrying out the purposes of this Act; and
 - (xxi) to do all other acts necessary for carrying out the purposes of this Act.
- (3) A Board may delegate any of its powers to its Chairman or any officer of the Board or to a committee or sub-committee appointed by it, as it may deem fit.
 - (4) Except where the Controlling Authority directs otherwise*, a Board shall not make any rules or allow any concession, benefit, privilege or allowance to any person which is not in conformity with the rules enforced by the Government on similar matters.

11. Controlling Authority

Government shall be the Controlling Authority of a Board.

12. Powers of the Controlling Authority

- (1) The Controlling Authority shall have the power to inspect and cause an inspection to be made by such person or persons, as it may direct, of the offices, activities and funds of and the conduct of examinations by a Board, and to cause an enquiry to be made in respect of any matter concerning a Board, or the discharge of functions by the members, officers and employees of the Board.
- (1-A) The Controlling Authority may at any time suspend a member, an officer or an employee of the Board.
- (2) The Controlling Authority may communicate to a Board the result of such inspection or enquiry and may advise a Board to take such action and within such period as may be specified.
- (3) The Board shall report to the Controlling Authority the action taken on such communication.
- (4) Where a Board does not, within a specified time, take action to the satisfaction of the Controlling Authority, the Controlling Authority may, after considering any explanation made by a Board, issue such directions as it thinks fit, and the Chairman shall comply with such directions.

* As amended on 17-05-1992 by the Punjab Ordinance No. XXIII of 1992.

- (5) If the Controlling Authority is satisfied that any proceeding of a Board or a Committee is not in conformity with the provisions of this Act, or Regulations or Rules framed thereunder or in public interest, the Controlling Authority may without prejudice to the foregoing provisions of this section, by order in writing, annul such proceeding;

Provided that before making any such order, the Controlling Authority shall, through the Chairman, call upon the Board or the Committee, as the case may be, to show cause why such an order should not be made.

- (6) The Controlling Authority may, from time to time, direct a Board to conduct its affairs and to perform its functions in such a manner as may be specified.
- (7) The Controlling Authority may require a Board to furnish it with:
- (i) any return, statement, estimate, statistics or other information regarding any matter under the control of the Board; or
 - (ii) a report on any such matter; or
 - (iii) a copy of any document in the charge of the Board; and the Chairman shall comply with every such requisition.
- (8) Notwithstanding anything to the contrary contained in this Act, the Controlling Authority may:
- (i) place the services of any of the officers or other employees of any Board at the disposal of the Government or any other Board or institution for such period and on such terms and conditions as may be determined by him provided that such terms and conditions shall not be less favourable than those admissible to him immediately before his transfer;
 - (ii) make appointment to any post in the Board in any capacity from persons in the service of Pakistan or from officers or other employees of any other Board;
 - (iii) make regulations concerning efficiency and discipline of officers and other employees of the Board; and
 - (iv) the Controlling Authority may remove from service any employee of a Board; provided that no such employee shall be removed from service without being given an opportunity of being heard; provided further that where the Controlling Authority has initiated any such proceedings against any such employee, no other person including the Board shall have power to initiate any proceedings or take any steps in the matter.

13. Officers of the Board

The following shall be the officers of a Board:

- (i) the Chairman;
- (ii) the Secretary;
- (iii) the Controller of Examinations; and
- (iv) such other officers as may be appointed by the Controlling Authority.

- 14.** (1) The officers of the Board shall be whole-time officers and shall be appointed by the Controlling Authority on such terms and conditions as may be determined by the Controlling Authority.
- (2) The officers of the Board shall hold office during the pleasure of the Controlling Authority.*
- (3) Notwithstanding anything contained in sub-section (2), a Civil Servant, if appointed on deputation as an officer of the Board, shall cease to hold office in the Board on the date of his retirement from Civil Service.**

15. Chairman

- (1) The Chairman shall be the principal executive and academic officer of the Board and shall, when present, preside at the meeting of:
- (i) the Board; and
 - (ii) the Committees of the Board constituted under section 18.
- (2) It shall be the duty of the Chairman to ensure that the provisions of this Act and the regulations and rules and directions of the Controlling Authority are faithfully observed and carried out, and he shall exercise all powers necessary for this purpose.
- (3) If at any time the office of the Chairman is vacant, temporarily or otherwise, by reason of leave, illness or other cause for a period not exceeding one year, the Controlling Authority shall make such arrangements for carrying on the duties of the office of the Chairman as it may think fit.
- (4) Subject to clause (xvii) of sub-section (2) of Section 10 of this Act, the Chairman may, in case of urgency, create a temporary post in the Board

* Sub-section 2 as amended by the Punjab Ordinance No. XXIII of 1992.

** Sub-Section 3 has been added vide the Punjab Ordinance No. XXIII of 1992.

and may appoint a person against that post for a period not exceeding six months; provided that every appointment so made shall be reported within sixty days of such appointment to the Board for confirmation.

- (5) In any emergency arising out of the administrative business of the Board and requiring, in the opinion of the Chairman, immediate action, the Chairman may take such action as he may deem necessary and shall report the action taken to the Board at its next meeting for approval but not later than sixty days.
- (6) The Chairman shall exercise such other powers as may be prescribed by regulations.

16. Other Officers

Subject to the provisions of this Act, the powers and duties of other officers of a Board shall be such as may be determined by the Controlling Authority.

17. Retirement from Service

An officer or other employee of a Board shall retire from service:

- (i) on such date after he has completed 10* years of service qualifying for pension or other retirement benefits as the competent authority or Controlling Authority may in the public interest direct; or/and
- (ii) where no direction is given under clause (i)*, on the completion of 60th year of his age provided that no order under clause (i) shall be made in respect of an officer or an employee of a Board unless the competent authority or the Controlling Authority, as the case may be, has informed him in writing of the grounds on which it is proposed to be made and has given him an opportunity of showing cause against it.

Explanation:

In this section 'Competent Authority' means the Appointing Authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank to the officer, teacher or other employee concerned.

18. Committees of Boards

- (1) The Boards shall have a Joint Academic Committee** which shall serve all the Boards constituted or re-constituted under this Act.

* As substituted by the Punjab Ordinance No. XXIII of 1992.

** Deleted in Punjab Ordinance No. XXXIII of 1985.

- (2) A Board shall have the following Committees, namely:
 - (i) The Finance Committee;
 - (ii) The Appointments Committee;
 - (iii) The Committee for Appointment of Paper Setters and Head-Examiners; and
 - (iv) The Committees of Courses.
- (3) In addition to the Committees mentioned in sub-section (2) of this Section, a Board may appoint such Committees or Sub-Committees as it may deem necessary.
- (4) A committee may appoint such sub-committees as it may consider necessary.

19. Constitution, Functions and Duties of Committees

The constitution, functions and duties of committees shall be such as may be prescribed by regulations.

20. Powers of a Board to make Regulations

- (1) A Board may, subject to the approval of the Government, frame regulations, not inconsistent with the provisions of this Act, to carry out the purposes of this Act provided that:
 - (i) a Board shall not propose draft of regulations affecting the constitution or power of any authority of the Board until such authority has been given an opportunity of expressing an opinion in writing upon the proposals;
 - (ii) the draft of Regulations shall be forwarded to the Controlling Authority and shall not be effective until it has been approved by the Controlling Authority; and
 - (iii) a Board shall not have the power to frame any regulation or adopt any rules or regulations concerning efficiency and discipline of the officers/officials and other employees which is not in conformity with rules made by the Government.
- (2) In particular and without prejudice to the generality of the foregoing powers, such Regulations may provide for:
 - (a) the terms and conditions of service of the employees of a Board, including matters relating to grant of leave and retirement of such employees;

Explanation:

The terms and conditions should be in conformity with rules applicable to Government servants carrying equivalent pay scales and other benefits.

- (b) the constitution of Pension or Provident Fund or both for the benefit of the officers and other employees of a Board;
- (c) the admission of institutions to the privilege of recognition and withdrawal of recognition;
- (d) a general scheme of studies, including the total number of subjects to be taught and the duration of courses; and
- (e) all other matters required under any of the provisions of this Act to be prescribed by regulations.

21. Powers of a Board to make Rules

A Board may make rules consistent with this Act and the regulations to provide for:

- (i) the inspection of institutions and the reports, returns and other information to be furnished by them;
- (ii) the conditions of admission of candidates to the examinations held by it and their eligibility for diplomas, certificates and titles;
- (iii) the manner and the form in which accounts of a Board shall be maintained; and
- (iv) such other matters as may be required under the regulations to be provided in the rules.

22. Funds

A Board shall have a fund to which shall be credited all its income, including income from fees, endowments, grants and contributions.

23. Accounts and Audit

- (1) The accounts of a Board shall be maintained in such form and in such manner as may be prescribed by rules.
- (2) The accounts of the Board shall be audited in such manner as may be prescribed by regulations.
- (3) A Board shall, as soon as possible after the end of every financial year, submit to Government the annual statement of the accounts of the Board duly audited together with the report of the auditor.

24. Provident Fund or Pension

- (1) A Board shall establish for the benefit of its employees such Pension or Provident Fund or both as it may deem fit in such manner and subject to such conditions as may be prescribed by regulations.
- (2) Government may, by notification in the Official Gazette, declare that the provisions of the Provident Fund Act, 1925 (Act XI of 1925) shall apply to a Provident Fund established by a Board and on the making of such declaration that Act shall apply as if such Board were Government and the said fund were the Government Provident Fund.

25. Submission of Yearly Reports and Returns

A Board shall submit to the Controlling Authority, as soon as possible after the end of every financial year but not later than the 30th September, a report on the conduct of its affairs for that year.

26. Members of the Board Prohibited from Deriving Monetary Gains

No member shall draw any fee or other remuneration in any capacity whatever from the Funds of the Board or enter into any contract with the Board directly or through any other person in connection with the affairs of the Board:

- (1) Provided that the emoluments of the Chairman shall be paid from the funds of the Board in accordance with the terms and conditions of his appointment.
- (2) Nothing in this Section shall be deemed to prohibit a member of a committee from receiving from the Board remuneration in lump sum for writing, compiling or editing a book intended to be prescribed for an examination of the Board.

27. Bar Against Membership

No person who has any financial interest in any book prescribed by a Board as a course of study for any examination conducted by such Board or has a financial interest as a partner or otherwise in any firm which publishes, procures or supplies any such book, shall be eligible to become a member of such Board, or a committee thereof or continue as such after having acquired any such interest.

28. Validations

No act or proceedings of a Board or any Committee shall be invalid merely by reason of the existence of a vacancy on the Board or the committee, as the case may be, or by reason of any irregularity in the appointment of any member of the Board or the Committee.

29. Bar of Suit

No act done, order issued or proceeding taken by a Board in pursuance of the provisions of this Act shall be called in question in any Court.

30. Members and Employees of Boards Deemed to be Public Servants

Members of a Board and its Committees, the officers of the Board, the employees of a Board and other persons appointed for carrying out the purposes of this Act, shall be deemed to be public servants within the meaning of Section 21 of the Pakistan Penal Code (Act XLI of 1860).

31. Protection of Acts and Orders under the Act

No suit for damages or other legal proceedings shall be instituted against the Government, the Controlling Authority, a Board, a Committee, a member of a Committee or an officer or employee of a Board in respect of anything done or purported to have been done in good faith in pursuance of the provisions of this Act and the Regulations and Rules made thereunder.

32. First Regulations

Notwithstanding anything to the contrary contained in this Act, the regulations set out in the Schedule shall be deemed to be the First Regulations framed by the Board under Section 20 of this Act.

33. Transitional Provisions

- (1) Till such time as the constitution of a Board under Section 5 is completed, the Chairman and the ex-officio members shall exercise all the powers and perform all the duties of a Board and its Committees.
- (2) A Board shall exercise all powers and perform all duties of the Committees of a Board till such time as the committees are constituted.
- (3) If any difficulty arises in giving effect to the provisions of this Act, the Controlling Authority may take such action to remove the difficulty as, in the circumstances of the case, it may deem necessary.

34. Savings

Notwithstanding anything to the contrary contained in this Act, everything done, action taken, jurisdiction or power conferred, recognition granted and order issued under any of the provisions of the West Pakistan (Board of Intermediate and Secondary Education, Lahore) Ordinance 1961 (West Pakistan Ordinance No. XVII of 1961) / West Pakistan Boards of Intermediate and Secondary Education (Multan and Sargodha) Ordinance, 1968 (West Pakistan Ordinance No. VII of 1968), as the case may be, and the regulations and rules made thereunder, shall, if not inconsistent with the provisions of this Act and the

THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

Regulations and Rules made thereunder, be continued and, so far as may be, deemed to have respectively been done, taken, conferred, granted and issued under this Act and the Regulations and Rules made thereunder.

35. Repeal and Savings

The following enactments are hereby repealed:

- (a) the West Pakistan (Board of Intermediate and Secondary Education, Lahore) Ordinance 1961;
- and
- (b) the West Pakistan Boards of Intermediate and Secondary Education (Multan and Sargodha) Ordinance 1968.

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SCHEDULE

THE FIRST REGULATIONS OF THE BOARD

(See Section 32)

1. Powers and Duties of the Chairman

The Chairman shall exercise control over the office of the Board as its principal executive and academic officer and shall do all acts to ensure that the officers and the staff properly perform the duties entrusted to them. In particular he shall:

- (i) write confidential reports on the work of officers and employees of the rank of Superintendent and above;
- (ii) make appointment of supervisory, evaluative and other academic staff or Committees concerned with the conduct of examinations.

2. Powers and Duties of the Secretary

- (1) The Secretary shall, subject to the control of the Chairman, be incharge of the academic and administrative sector of a Board's office and cause the orders and decisions of a Board and the Chairman to be carried out.
- (2) The Secretary shall take all possible steps to ensure that the funds of a Board are spent on the purpose for which they are provided.
- (3) The Secretary shall cause to be prepared and submit to a Board for approval the annual statement of accounts and budget estimates.
- (4) All meetings of a Board and the committees shall be convened by the Secretary under the direction of the Chairman. While preparing the agenda for a meeting of a Board or a Committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be considered in the meeting without the prior permission of the Chairman.
- (5) The Secretary shall record the minutes and maintain the records of the proceedings of a Board and the committees.
- (6) The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of examinations.
- (7) All fees and dues payable to the Board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Government Treasury or a bank approved by the Board.

REGULATIONS
THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

- (8) The Secretary shall issue to successful candidates on behalf of the Board, in the prescribed form, certificates of having passed the examinations held by the Board.
- (9) The Secretary shall perform such other duties as may be assigned to him by the Chairman.
- (10) Notwithstanding anything to the contrary contained in these regulations, the Board may assign to any other officer or officers such duties of the Secretary as it may deem necessary.

3. Duties and Powers of the Controller of Examinations

The Controller of Examinations shall, subject to the control of the Chairman, be incharge of the examination sector of the Board, and shall:

- (i) make arrangements for the conduct of all examinations of the Board;
- (ii) conduct official correspondence of the Board relating to the examinations; and
- (iii) perform such other duties as may be assigned to him by the Chairman from time to time.

4. Joint Academic Committee*

5. Appointments Committee

- (1) The Appointments Committee shall consist of:
 - (i) the Chairman of the Board;
 - (ii) the Vice-Chancellor of the University or his nominee;
 - (iii) one “Executive District Officer (Education)”** by rotation from amongst Executive District Officers (Education); and
 - (iv) two nominees of the Controlling Authority.
- (2) The Appointments Committee shall recommend the appointment, confirmation and scale of officers and employees of the Board in BS-16 and above***.

* Deleted in Punjab Ordinance No.XXXIII of 1985.

** The words ‘Director of Education’ substituted by ‘Executive District Officer (Education)’ vide The Punjab Ordinance No. XLVII of 2001.

*** As amended by the Punjab Ordinance No. XXIII of 1992.

REGULATIONS
THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

- (3) The members of the Appointments Committee, other than the ex-officio members, shall hold office for two years.
- (4) The quorum for a meeting of the Appointments Committee shall be three.

6. Constitution and Functions of the Finance Committee

- (1) The Finance Committee shall consist of:
 - (i) The Chairman of the Board;
 - (ii) One Executive District Officer (Education)* by rotation from amongst Executive District Officers (Education);
 - (iii) The representative of the Finance Department, Government of the Punjab; and
 - (iv) Two nominees of the Controlling Authority.
- (2) The functions of the Finance Committee shall be:
 - (i) to examine the annual budget and advise the Board thereon; and
 - (ii) to review the financial position of the Board periodically and make recommendations to the Board for improving its finances.
- (3) The members of the Finance Committee, other than ex-officio members, shall hold office for two years.
- (4) The quorum for the meetings of the Finance Committee shall be three.

7. Constitution and Functions of the Committee for Appointment of Paper Setters and Head Examiners

- (1) There shall be a Committee for the appointment of Paper Setters and Head Examiners which shall consist of:
 - (i) the Chairman of the Board;
 - (ii) the Vice-Chancellor of the University or his nominee who should be a professor in one of the Science subjects; and
 - (iii) the "Executive District Officer (Education)"* concerned.
- (3) The functions of the Committee for the Appointment of Paper Setters and Head Examiners shall be to appoint Paper Setters and Head Examiners for all examinations conducted by the Board, after

* As substituted vide the Punjab Ordinance No. XLVII of 2001.

REGULATIONS
THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

considering the recommendations of the Committee of Courses in this behalf; provided that where a Committee of Courses does not make its recommendations within the time specified by the Committee for Appointment of Paper Setters and Head Examiners, the Committee will make these appointments without the recommendations of the Committee of Courses.

8. Committee of Courses

- (1) There shall be a Committee of Courses for each subject or a group of allied subjects included in the courses of studies organized by the Board. Each Committee shall consist of the following namely:
 - (i) two teachers of the subject or subjects from among the teachers of Intermediate Colleges, nominated by the Board*;
 - (ii) two teachers of the subject or subjects from among the teachers of Secondary Schools, nominated by the Board*;
 - (iii) two persons having experience of Intermediate education, or Secondary education, nominated by the Board; and
 - (iv) one expert in the subject or subjects nominated by the Chairman; provided that if in any subject the required number of teachers is not available, the Chairman may decide that the number of members of the Committee of Courses for that subject may be less than seven or may permit the nomination of suitable persons who are not teachers as members of a particular Committee of Courses.
- (2) The term of office of the members of the Committee of Courses shall be two years; provided that if a vacancy occurs in the Committee during the course of two years, the member appointed to fill the vacancy shall hold office for the remaining term only.
- (3) Each Committee of Courses shall consider academic matters relating to the subject or subjects with which it is concerned and shall recommend to the Board* the courses of study and text books to be prescribed as well as the conditions to be fulfilled by the candidates for passing the relevant examination in the subject or subjects.

* Under Government directive No. SO(Boards)1-38/85 dated 20-11-1985, the nominations of the Members on the Committee of Courses are to be made by the Board instead of the Joint Academic Committee.

REGULATIONS
THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

- (4) Each Committee of Courses shall have a Convener who shall be nominated by the Board.
- (5) The quorum for a Committee of Courses shall be four.

9. Person ceasing to be a Member of a Committee would cease to be a Member of Sub-Committee

Notwithstanding anything contained in these regulations when a person ceases to be a member of a Committee, he shall cease to be a member of any sub-committee of which he may be a member by virtue of his membership of that committee.

10. Recognition of Schools

- (1) The Board shall accord recognition, to the Secondary School Examination, to such schools as are within the jurisdiction of the Board, if it is satisfied, on the basis of the inspection report received in the case of schools maintained by the Government of Pakistan from the Officer on Special Duty, Ministry of Education, Government of Pakistan, or any other authority appointed for the purpose by the said Ministry, and in the case of other schools, from the "Executive District Officer (Education)"* concerned that the conditions prescribed for recognition have been satisfactorily fulfilled.
- (2) If the Board on the basis of a report received, in the case of a school maintained by the Government of Pakistan, from the Officer on Special Duty, Ministry of Education, Government of Pakistan, or any other authority appointed for the purpose by that Ministry, and in the case of any other school, from the "Executive District Officer (Education)"*, is satisfied that the conditions of recognition have ceased to be fulfilled by any school recognized by it, the Board may, after giving the management of the School an opportunity of being heard, cancel the recognition.
- (3) The Board may, if it considers necessary, arrange a special inspection of any school by an Inspection Committee appointed by it.

11. Audit

- (1) The Board shall appoint wholetime Audit Officer and Auditor for the purpose of auditing the accounts and the bills to be paid from the funds of the Board. No expenditure shall be made from the funds of the Board

* As substituted by the Punjab Ordinance No. XLVII of 2001.

REGULATIONS
THE PUNJAB GAZETTE (EXTRAORDINARY), JULY 21, 1976

unless the bill for its payment has been audited by the Auditor in conformity with the regulations and rules.

- (2) The Statement of Accounts of the Board, signed by the Secretary and the Auditor, shall be submitted to Government within six months of the closing of the financial year.
- (3) The accounts of the Board shall be audited once a year, in conformity with the regulations and rules, by Auditors appointed by Government for this purpose.

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By order of the Speaker,
Provincial Assembly of the Punjab,

SH. MUHAMMAD ABDULLAH
Secretary
Provincial Assembly of the Punjab

GOVERNMENT OF THE PUNJAB,
EDUCATION DEPARTMENT.

Dated Lahore, the 16th October, 1977

NOTIFICATION

No.S.O.(S&B)1/10-77. In exercise of the Powers conferred by Section 4 of the Punjab Boards of Intermediate and Secondary Education, Act, 1976, the Governor of the Punjab is pleased to direct that the Board mentioned in column No.2 in the Schedule hereunder shall exercise powers in respect of the areas shown against each in column 3 thereof.

SCHEDULE

Sr. No.	Name of the Board	Area
<u>(1)</u>	<u>(2)</u>	<u>(3)</u>
1.	Board of Intermediate & Secondary Education, Bahawalpur	Civil Division of Bahawalpur
2.	Board of Intermediate & Secondary Education, Multan	Civil Division of Multan
3.	Board of Intermediate & Secondary Education, Gujranwala	Districts of Gujranwala, Sialkot and Sheikhupura
4.	Board of Intermediate & Secondary Education, Lahore	Districts of Lahore & Kasur
5.	Board of Intermediate & Secondary Education, Rawalpindi	Civil Division of Rawalpindi
6.	Board of Intermediate & Secondary Education, Sargodha	Civil Division of Sargodha

2. Irrespective of the constitution of separate Board under this Notification for Gujranwala, Rawalpindi and Bahawalpur, the existing arrangements for conducting examinations by the Lahore, Multan & Sargodha Boards shall continue upto and including spring Examinations, 1978.

BY ORDERS THE GOVERNOR OF THE PUNJAB

(M.S. CHAUDHRY)
SECRETARY TO GOVERNMENT OF THE PUNJAB,
EDUCATION DEPARTMENT.

No.S.O.(S&B)1/10-77, Dated Lahore, the 16th October, 1977.

A copy is forwarded to the Superintendent, Government Printing Press, Lahore for publication in the next issue of the Government Gazette.

Sd/-

SECTION OFFICER (S&B)
EDUCATION DEPARTMENT.

No.S.O.(S&B)1/10-77, Dated Lahore, the 16th October, 1977

A copy is forwarded to:-

1. All Administrative Secretaries to Government of the Punjab.
2. All Heads of Attached Departments.
3. PS/CS and PS/ACS, Services General Administration and Information Department.
4. Directors of Education, Lahore, Rawalpindi, Sargodha, Multan and Bahawalpur.
5. Chairmen, Board of Intermediate and Secondary Education, Lahore, Rawalpindi, Sargodha, Multan, Gujranwala and Bahawalpur.
6. Registrars of Universities in the Punjab.
7. Chairman, Punjab Text Book-Board, Lahore.
8. Chairman, Board of Technical Education, Punjab, Lahore.

Sd/-

SECTION OFFICER (S&B),
EDUCATION DEPARTMENT.

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

Dated Lahore, The 16th October, 1977

NOTIFICATION

No.S.O.(S&B)1/10-77. In exercise of the powers conferred by sub-section (1) of section 1 of the Punjab Boards of Intermediate and Secondary Education Act, 1976 (Act No.XIII of 1976), the Governor of the Punjab is pleased to direct that the said Act shall come into force with effect from the 20th October, 1977.

BY ORDER OF THE GOVERNOR OF THE PUNJAB
(M.S. CHAUDHRY)
SECRETARY TO GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT.

.....
No.S.O.(S&B)1/10-77, Dated Lahore, the 16th October, 1977

A copy is forwarded to the Superintendent, Government Printing Press, Lahore for Publication in the next issue of the Government Gazette.

Sd/-
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EDUCATION DEPARTMENT.

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5. Chairmen, Board of Intermediate & Secondary Education, Lahore, Rawalpindi, Sargodha, Multan, Gujranwala and Bahawalpur.
6. Registrars of Universities in the Punjab.
7. Chairman, Punjab Text Book-Board, Lahore.
8. Chairman, Board of Technical Education, Punjab, Lahore.

Sd/-
SECTION OFFICER (S&B)
EDUCATION DEPARTMENT

CHAPTER II

II.1-8

THE MEETINGS OF THE BOARD

1. Ordinary Meetings

The ordinary meetings of the Board shall be held as may be convened by the Secretary under the directions of the Chairman.

2. Adjourning Meetings

A meeting may be adjourned from time to time to a date and hour specified to conclude an unfinished business.

3. President of Meetings

The Chairman of the Board shall, when present, preside over all meetings of the Board. In his absence, the members present shall elect a Chairman for that particular meeting.

4. Want of Quorum

If the required quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Secretary shall make a record of that fact.

5. No Necessary Quorum for Adjourned Meetings

If a meeting is adjourned for lack of quorum, no quorum shall be necessary for the adjourned meeting.

6. Notice for Meetings

At least 7 days notice shall be given for an ordinary meeting; provided that in a case of emergency, the Chairman may convene an ordinary meeting at a shorter notice.

7. Pre-requisite for Moving a Resolution

Any member of the Board, who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Secretary so as to reach him not less than three days before the date of the meeting. He shall, however, have the right to withdraw the resolution at any time.

8. Requisition for Special Meeting

At a special meeting of the Board convened on a requisition from at least 6 members of the Board under sub-section (1) of section 9 of the Act, only the business for which the meeting is convened shall be transacted; provided that the Chairman may place before it any other business which he considers to be urgent.

REGULATIONS
THE MEETINGS OF THE BOARD

II.9-13**9. Agenda Papers**

Not less than five days before the date of a meeting, the Secretary shall, under the directions of the Chairman, issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items of business to be brought before the meeting; provided that the Chairman may bring before the meeting any business which in his opinion is urgent with shorter notice or without placing it on the agenda paper.

10. Order of Business

At any meeting, it shall be open to a member to move for a change in the order of business as stated in the agenda paper; if the motion is agreed to by the majority of the members present at the meeting, the business shall be transacted in the changed order.

11. Motion without Notice

A motion or a resolution may be moved without previous notice with the permission of the Chairman.

12. Motions to be Moved and Seconded

- (1) The Chairman may in his discretion direct that a motion may be reduced to writing and read out by the mover, and delivered to the Secretary.
- (2) A resolution standing in the name of a member, who is absent from the meeting, may be moved by any other member, with the permission of the Chairman.
- (3) A motion must be seconded before it is considered.

13. Amendments to Resolution

- (1) Every amendment to a resolution must be seconded; otherwise it shall drop.
- (2) The order in which amendments to a resolution are to be moved shall be determined by the Chairman.
- (3) An amendment to a resolution shall be:
 - (i) by leaving out certain words; or
 - (ii) by inserting or adding certain words; or
 - (iii) by leaving out certain words to insert or add others in their place.

The amendment must be relevant to the resolution to which it is moved and must be so worded that if carried, the resolution as

REGULATIONS
THE MEETINGS OF THE BOARD

II.14

amended would form an intelligible and consistent whole. The amendment must not be virtually an independent proposition.

- (4) Not more than one amendment to the resolution shall be placed before the meeting at a time. An amendment to amendment may, however, be permitted by the Chairman.
- (5) When there is an amendment, the amendment shall first be put to the vote. If the amendment is negative, any other amendment to the original motion may then be moved. If the amendment is carried, the motion as amended shall be stated by the Chair and voted upon. If the amendment is lost and no further amendment is proposed, the original motion shall be put to the vote.

14. Debate on Motion or Amendment

- (1) No resolution or amendment shall be withdrawn without the consent of the Chairman. Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been disposed of. The order in which amendment shall be brought forward for debate shall be determined by the Chairman.
- (2) In the event of no member wishing to speak on the motion or in respect of an amendment, or after such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.
- (3) The Chairman may rule a motion or an amendment out of order at any time before the question is put to the vote.
- (4) The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting (i) except in this order and (ii) after the Chairman has called for a vote.
- (5) Members, when speaking, shall stand, unless otherwise permitted by the Chairman and shall address the Chair. No member shall without the leave of the Chairman, speak more than once on any proposition.
- (6) A ruling given by the Chairman shall be final.
- (7) A motion for closure may be moved at any time but not so as to interrupt a speech. It shall be in the form "that the question be now put". If not seconded, it shall drop. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of any section, or that the question before the meeting has not been

REGULATIONS
THE MEETINGS OF THE BOARD

II.15

sufficiently discussed, it shall be put forthwith and decided without amendments or debate. If the motion of closure is carried, the Chairman shall call upon the mover of the original motion to give his reply if he so desires. The original motion shall then be put to the vote.

- (8) The Chairman may, at his discretion limit the duration of speeches on any subject at any stage.
- (9) A member may call the Chairman's attention to a point of order even whilst another member is speaking but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.
- (10) Any member may, with the permission of the Chairman, rise even while another is speaking, to explain any expression used by himself which may have been misunderstood or misconstrued by the speaker.
- (11) When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply to the whole debate. No member shall speak on a question after the mover has made his reply.
- (12) The mover of an amendment has no right of reply.
- (13) The Chairman may, at his discretion, explain to the meeting at any stage in the proceedings the scope of any resolution or amendment or make any statement on any matter arising from or connected with the proceedings of the meeting. He may also, at the conclusion of the debate, sum up the debate if he so desires.

15. Voting Procedure

- (1) When the debate is concluded or if there be no debate, the Chairman shall put the question to the vote.
- (2) All questions shall be decided by a majority of votes of the members present. The Chairman shall be entitled to vote on any question and if the votes be equally divided, he shall have a second or casting vote.
- (3) On a motion being put to the vote, the Chairman shall call for a show of hands and announce the results of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairman directs.

REGULATIONS
THE MEETINGS OF THE BOARD

II.16-24

16. Minutes of Meetings

The minutes of the proceedings of each meeting shall be recorded by the Secretary, and submitted to the Chairman for approval and signatures. The Secretary shall send a copy of the minutes of the proceedings to each member of the Board ordinarily within a fortnight after the meeting.

17. Member's Right to get Information

Any member of the Board may write to the Secretary for the purpose of obtaining information on matters touching the affairs of the Board and the Secretary shall supply the required information with expedition; provided that if the reply, in the opinion of the Chairman, would entail labour and expense not commensurate with the object in view, he may disallow it in which case the reason for such disallowance shall be communicated forthwith to the member concerned.

18. The Meetings of the Committees

The meetings of the Committees shall be held from time to time.

19. Secretary

An officer of the Board shall act as the Secretary of each Committee.

20. Adjournment

Any meeting of any Committee may be adjourned to a date and hour specified to conclude an unfinished business.

21. Lack of quorum

If the required quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Secretary of the Committee shall make a record of that fact.

22. Adjourned meeting

If a meeting is adjourned for lack of quorum, no quorum shall be necessary for the adjourned meeting.

23. Notice of meeting

At least seven days notice of the date of a meeting shall be given; provided that in the case of an emergency, meeting of a Committee may be held at a shorter notice.

24. Chairman of the Committee

The order of speaking and conduct of business in any meeting of a Committee shall be under the control of the Chairman of the Committee.

REGULATIONS
THE MEETINGS OF THE BOARD

II.25-29

25. Minutes of meeting

All proceedings of meeting shall be recorded in writing by the Secretary of the Committee concerned and countersigned by the Chairman of the Committee.

26. Ruling by Committee Chairman

Any ruling given by the Chairman of a Committee shall be final.

27. Date to be fixed in consultation with convener

Ordinarily, the Convener of a Committee of Courses shall be consulted before fixing a date for the meeting of the Committee.

28. Inspection of proceedings by a member

A member of the Committee concerned shall be entitled to inspect, in the office of the Board during office hours, the proceedings of a meeting of the Committee.

29. Inspection of files relevant to agenda by members

A member of the Board shall be entitled to inspect, in the Secretary's office, a file relating to any case on the agenda of the meeting of the Board. He shall not, however, be entitled to inspect a file or ask for any information which is considered by the Chairman to be confidential.

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CHAPTER III

GENERAL REGULATIONS

III.1

1. Definitions

In these Regulations, unless there is anything repugnant in the subject or context:

- (1) 'Academic Year' means the total period during which instruction is required for the purpose of any examination between the commencement of one examination and the commencement of the next examination 12 months later;
- (2) 'Act', 'Regulations' and 'Rules' mean respectively the Act, the Regulations and the Rules of the Board;
- (3) 'Board' means the Board of Intermediate and Secondary Education, Sargodha, as constituted or reconstituted under section 3 of the Act.
- (4) 'Chairman', 'Secretary' and 'Controller' mean respectively the Chairman, the Secretary and the Controller of Examinations of the Board;
- (5) 'Examination' means an examination conducted by the Board and includes an examination recognized as equivalent;
- (6) 'Institution' means a school or college, or both or any other institution recognized as such by the Board;
- (7) 'Modern' or 'Classical' or 'Cognate' Languages shall include such languages as may be determined by the Board;
- (8) 'Prescribed' means prescribed in the regulations or prescribed by the Board, in any form, as the case may be;
- (9) 'Recognized' means recognized by the Board;
- (10) 'School' and 'College' mean respectively a school or a college recognized by the Board;
- (11) 'Student' means a regular student on the rolls of a recognized institution;
- (12) 'Teacher' means a person engaged in teaching work in a recognized institution or in an institution affiliated to a University or any other person recognized as such by the Board;
- (13) The word importing the masculine gender shall be taken to include females and words in singular shall include the plural and vice-versa;
- (14) Terms not expressly defined in the regulations shall bear an interpretation that may be determined by the Board.

REGULATIONS
GENERAL REGULATIONS

III.2-3**2. Manner to make repeal or amend regulations / rules**

- (1) Regulations or Rules may be made, repealed or amended in the following manner:
 - (i) Every draft of a regulation or a rule shall be considered in a meeting of the Board after it has been placed on the agenda.
 - (ii) The Board may approve such draft and pass the regulation or the rule with or without any amendment or may reject it, or refer it to any of the Committees for opinion.
 - (iii) When any regulation has been passed by the Board, it shall be submitted to Government for approval under section 20(1) of the Act.
 - (iv) The Board shall not consider a draft of any regulation affecting the status, power or constitution of any Committee until such Committee has been given an opportunity of expressing its opinion on the draft.
 - (v) The Board shall not consider a draft of any regulation or rule affecting matters that are to be considered by the Academic Committee until the Academic Committee* has been given an opportunity of expressing its opinion on the draft.
- (2) Regulations or rules shall take effect from the date of their approval unless any other date is specified therein as the date from which they are to come into force; provided that a regulation or a rule shall take retrospective effect only if it is not to the detriment of the interest of an employee, or a student, or a candidate for an examination of the Board, or a recognized institution.

3. (i) Power of the Board to make Regulations

The Board shall have the power to make regulations consistent with the Act on all or any of the following matters in addition to those given under section 20(2) of the Act:

- (1) Admission of students to institutions;
- (2) Procedure to be observed and enforced by institutions in respect of the transfer of students;
- (3) Registration of students by the Board;
- (4) Acceptance of endowment;

* Deleted under Government Directive No.SO(Boards)1-38/85 dated 20.11.1985

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- (5) Changes in dates of birth;
- (6) Procedure to be observed at the meeting of the Board and its committees;
- (7) All matters not provided for in the Act but decided by the Board to be included under regulations.

4. (ii) Rules

The Board shall have the power to make rules consistent with the Act and the regulations, on all or any of the following matters in addition to those given under section 21 of the Act:

- (1) Fixation and refund of fees;
- (2) Appointment of examiners, their duties and powers;
- (3) Conduct of examinations;
- (4) Residence, discipline and welfare of students;
- (5) General instruction to be observed by institutions;
- (6) Instruction to institutions in respect of inspection;
- (7) Remuneration to persons for any work connected with examinations conducted by the Board;
- (8) Appointment, duties, powers, rates of payment etc. of persons appointed in connection with the examinations of the Board;
- (9) Physical training in the institutions;
- (10) Travelling and other allowances to be paid to persons engaged in any work connected with the Board;
- (11) Changes in names of registered students;
- (12) Equivalence of examinations;
- (13) Withdrawal of admission forms;
- (14) Condonation of deficiency in lectures;
- (15) Constitution of examination centres;
- (16) Award of scholarships, medals and prizes;
- (17) Changes in subjects offered for an examination;
- (18) Rustication and expulsion of students;
- (19) Appointment of amanuensis;

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- (20) Changes of examination centres;
- (21) Qualifications and mode of appointment of the employees of the Board;
- (22) House building advances;
- (23) Payment of insurance premia out of Provident Fund Account;
- (24) Medical assistance for the employees of the Board;
- (25) Advance from Provident Fund;
- (26) All matters not provided for in the Act or regulations but decided by the Board to be included under rules.

5. Correction in date of birth of a candidate

The date of birth of a candidate who has either applied for appearing in the Secondary School Certificate Examination or has already passed the examination, may be corrected; provided that:

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|--|---|---|
| <ul style="list-style-type: none"> (1) The application is made within; <ul style="list-style-type: none"> i) 2 years from the declaration of the result of Secondary School Certificate Examination; or ii) from 2 to 5 years; or iii) from 5 to 10 years; or iv) after ten years on payment of special fee. | } | on payment of such fee as prescribed by the Board from time to time |
|--|---|---|

Provided further that the fee once received shall not be refunded.

- (2) The Board is satisfied after enquiry and inspection of School records pertaining to the first admission of a particular candidate in a recognized school that the mistake was due to a clerical error in transferring the date of birth from one record, register or document to another record, register or document.

OR

If the entry of the date of birth on first joining a recognized school is not available or is reported to be incorrect, then the birth certificate containing all entries pertaining to his name in the Municipal Birth Register be supplied; provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries;

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Provided further that the Board shall consider only that entry of date in Municipal Birth Register which is made within one year after birth.

OR

If the entry of the date of birth of son/daughter of a military personnel on first joining a recognized school is available but reported to be incorrect, then the Casualty Report (Birth Certificate) containing all entries pertaining to the name in the Central Officer's Record Office (GHQ) Rawalpindi, and in the relevant regimental centres for other ranks be supplied provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries;

OR

If the entry of the date of birth of son/daughter of Air Force/Naval personnel on first joining a recognized school is available but reported to be incorrect, then the Casualty Report (Birth Certificate) containing all entries pertaining to the name in the P.A.F. Record Office, Mauripur, Karachi and the Naval Headquarters, Karachi be supplied provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries.

- (3) The School records are corrected in the same manner as the records in the office of the Board.
- (4) Notwithstanding anything contained in this regulation, the Chairman may accept a certificate of a School duly attested by the foreign mission of Pakistan in a foreign country.

6. Endowments for Prizes, Rewards etc.

- (1) Offers relating to medals, prizes, scholarships and other rewards of a recurring nature shall be accepted only when permanent endowments are made.
- (2) The following shall be the minimum value for endowments:
 - (a) For a Gold Medal Rs.3,000/-
 - (b) For a Silver Medal Rs.1,000/-
 - (c) For a Prize Rs.2,000/-
 - (d) For a Scholarship Rs.8,000/-

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- (3) Before determining the conditions, subject to which an endowment is accepted, the Board shall consult the donor and give effect to his wishes as far as possible.
- (4) Money received in cash shall be invested in Government securities.
- (5) When an endowment is earmarked by the donor for a candidate of particular institution or sex, a minimum standard of efficiency shall be laid down for the award.
- (6) When the conditions of an award become impracticable, the Board shall have power to alter the conditions of the endowment in conformity with the original wishes of the donor, in as near a way as possible.
- (7) The Finance Committee shall satisfy itself in the case of every endowment that the conditions laid down by the Board are satisfied.
- (8) A separate account shall be maintained for each endowment and surplus, if any, shall be added to the endowment.

7. Power to extend date of receipt of Admission form etc.

Notwithstanding anything to the contrary in the regulations, the Board shall have the power to extend the last date for the receipt of admission forms and fee on such conditions as it may prescribe.

8. Schedule for Committee of Courses

Notwithstanding anything to the contrary in the regulations, the Committee of Courses shall follow the following schedule of dates for recommending appointment of examiners:

- (1) Appointment of Paper Setters before the 15th of May each year;
- (2) Appointment of Sub-Examiners and co-Head Examiners for Secondary School Certificate Examination before the end of December each year;
- (3) Appointment of Sub-Examiners and co-Head Examiners for other examinations before the end of January each year;

Provided that in the absence of the recommendations of Committees of Courses, the Courses of Study for the previous year may be prescribed for the next year and the appointments of examiners may be made more or less on the basis of the previous year's list.

9. Delegation of powers by Board or Committee

Notwithstanding anything to the contrary in the regulations, the Board or a Committee may, at its discretion, delegate any of its powers to a Committee, a

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sub-Committee, or the Chairman, or any other officer of the Board. The Board or a Committee or the Chairman may set up sub-Committees for specific purposes and delegate to the sub-Committee such powers as may be deemed necessary by them for that purpose.

10. Chairman's Power to relieve hardship

Notwithstanding anything to the contrary in the regulations and rules, if, in the opinion of the Chairman, there is a case of real hardship due to causes beyond the control of a student or a candidate for an examination of the Board, the Chairman may pass such orders as he may deem necessary to relieve that hardship. The orders of the Chairman, passed under this regulation, shall be reported to the Board for information;

Provided that such orders of the Chairman shall not alter the award of marks, obtained by a candidate or his result, determined on the basis of that award.

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CHAPTER IV
RECOGNITION OF INSTITUTIONS

SECTION-I

(Definitions and General)

1. Definitions

- (i) 'High School' means an institution preparing students for the Secondary School Examination of the Board.
- (ii) 'Institutions other than High Schools' include:
 - (a) Higher Secondary Schools
 - (b) Intermediate Colleges;
 - (c) Intermediate classes of colleges affiliated to the University of the Punjab/Sargodha;
 - (d) Institutions preparing candidates for Languages Examinations;
 - (e) Such other institutions or classes as may be determined by the Board.

2. Admission as Regular in Exams.

No person, except as otherwise provided for in the Regulations, shall be admitted as a candidate at any examination conducted by the Board unless he produces a certificate from an institution to the effect that he has completed the prescribed Course of Instruction.

3. Income of Institutions

Every institution other than a Government shall have either a regular guaranteed income from immovable property or a separate endowment fund.

4. Endowment Fund*

- 1. (i) The Endowment fund/Security for the affiliation of institutions shall be deposited in one of the accounts with BISEs which shall be retained by the Boards and may be kept with maximum profit by bank;
- (ii) The profit of these securities/Endowment Funds, therefore, shall be used by the BISEs for the development and improvement of educational activities etc;
- (iii) However, the institution will be refunded only the actual amount deposited with the Board on de-affiliation.

* Board's decision dated 28.06.2012 Item No.13 with reference to Directive No.SO(Boards)12-7/2004 dated 14.04.2005.

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2. Registration of the institution by Education Department is necessary for registration or affiliation.
 3. The institution will pay inspection fee as prescribed by the Board from time to time.
 4. The institution would be bound to seek fresh registration in case of change of building or confinement.
- 5. List of Recognized Institutions**
- Each year immediately after the publication of examination results, the Secretary shall prepare a list of recognized institutions which have failed to obtain an average of 33 percent of passes in the three preceding examinations, including the examination which has ended. The Board may then arrange for a special inspection of any such institution with a view to ascertaining the competence of the staff, the nature of the teaching, and the mode in which class promotions are given.
- 6. Institutions to make accommodation, Furniture available for Examinations**
- All the recognized institutions within the jurisdiction of the Board shall make available to the Board accommodation and furniture for holding the various Boards' examinations and shall also make available the required supervisory staff duly selected by the Board.

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SECTION-II
(Recognition of High Schools)

7. Conditions for Recognition of High Schools

High Schools shall be recognized for the purpose of Secondary School Examination when the Board is satisfied that the following conditions are fulfilled:

- (1) that financial stability is reasonably assured;
- (2) that in the case of privately-managed schools, the Managing Committee is properly constituted, registered and regularly functioning;
- (3) that it teaches proper subjects upto the proper standard and that due provision is made for the instruction, health, recreation and discipline of pupils;

* Board's decision dated 28.06.2012 Item No.13

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- (4) that no books are taught which are disapproved by the Board or the Education Department;
- (5) that admission to any class or section of a class shall be limited to a maximum of 45 in a class or section of a class;
- (6) that the school is housed in a building which is suitable as regards accommodation, sanitary arrangements and location and conforms to the prescribed standards;
- (7) that due provision will, so far as circumstances may permit, be made for the residence of the head of the institution in or near the institution or the place provided for the residence of the students;
- (8) that provision has been or shall be made in conformity with the rules and regulations laid down by the Board for the residence in the hostels or in lodgings approved by the institution, of students not residing with their parents or guardians, and for the supervision and physical and general welfare of students;
- (9) that the school is provided with suitable equipment and furniture, including apparatus and equipment for science subjects and other subjects in which practical work is conducted, in accordance with the lists prescribed by the Board;
- (10) that the school maintains a library containing minimum number of books prescribed by the Board, and undertakes to incur an expenditure of Rs.10,000/- in the first year and Rs.2,500/- per annum in the subsequent years or such amount as may be prescribed by the Board from time to time for the purchase of library books.
- (11) that teachers are suitable as regards character, number and qualifications;
- (12) that the teachers engaged are whole-time employees;
- (13) that the minimum salary paid to the teachers in the school is such as may be prescribed by the Board or Government;
- (14) that in the case of privately-managed schools, all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
- (15) that the school maintains Provident Fund Account or Pension or both for its teachers;
- (16) that inter-school rules are observed;

REGULATIONS**IV.8-10****RECOGNITION OF INSTITUTIONS**

- (17) that the candidates shall not be prepared and sent up for examinations conducted by any other University or Board when the examination of the same nature is held by the Board;
- (18) that the school maintains such registers and records as may be prescribed by the Board or the Education Department;
- (19) that the Middle Department of the school is recognized by the Education Department of the Division/District in which the school is situated;
- (20) that the school undertakes to observe any rules that may be framed by the Board from time to time and to supply such reports, returns and other information as the Board may require to judge the efficiency of the school.

8. Recognition of Secondary Schools

Recognition of schools within the jurisdiction of the Board may be granted in accordance with provisions of Section-10 of the schedule of the first Regulation of the Board attached with the Act.

9. Recognition of Special Type Institutions

The Board may recognize an institution as Special Type for the purposes of admitting its candidates to the Secondary School Examination as regular students; provided that the school fulfils:

- (1) the conditions laid down for the recognition of a High School;
- (2) such other conditions as may be laid down by the Board from time to time.

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SECTION-III**(Recognition of Institutions other than High Schools)****10. Conditions**

An institution other than a high school shall be recognized when the Board is satisfied that the following conditions are fulfilled:

- (1) that the institution is under the management of a regularly constituted governing body which is registered and regularly functioning;
- (2) that the financial resources are such as to make due provision for the continued maintenance and efficient working of the institution;

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- (3) that the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the courses of instruction and teaching or training to be undertaken by the institution;
- (4) that admission to any class or section of a class shall be limited to maximum of 75 or as may be laid down by the Board from time to time;
- (5) that the buildings in which the institution is located are suitable and that provision will be made in conformity with the rules and regulations laid down by the Board for the residence in the hostels or in lodgings approved by the institutions, of students not residing with their parents or guardians and for the supervision and physical and general welfare of students;
- (6) that proper grounds are available, suitable provision is made for regular games and sports and a suitably qualified Director of Physical Education is engaged by the institution;
- (7) that due provision has been or will, so far as circumstances may permit, be made for the residence of the Head of the institution and some members of the teaching staff in or near the institution or the place provided for the residence of the students;
- (8) that where recognition is sought in any branch of experimental science, arrangements have been or shall be made for imparting instruction in that branch of science in a properly equipped laboratory;
- (9) that due provision has been or will be made for a library and that the institution shall undertake to incur an expenditure of Rs.15,000/ in the first year and Rs.5,000/ per annum in the subsequent years or such amount as may be prescribed by the Board from time to time for the purchase of library books;
- (10) that any specific fee charged from the students is spent in full for the purpose for which it is charged;
- (11) that the teachers employed are suitable as regards character, number and qualifications;
- (12) that teachers engaged are whole-time employees and that if part-time teachers are engaged, prior permission of the Board shall be taken;
- (13) that the minimum salary paid to the teachers shall be such as may be prescribed by the Board;

REGULATIONS**IV.11-13****RECOGNITION OF INSTITUTIONS**

- (14) that all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
- (15) that the institution maintains Provident Fund Account or Pension or both for the teachers;
- (16) that inter-institutional rules are observed;
- (17) that candidates shall not be prepared and sent up for any examination conducted by another University or Board, when the examination of the same nature is held by the Board;
- (18) that the institution maintains such registers and records as may be prescribed by the Board;
- (19) that the institution undertakes to observe any Rules that may be framed by the Board from time to time and to supply such reports and returns and other information as the Board may require to judge the efficiency of the institution.

11. Admission before recognition not permissible

Unless specifically permitted by the Board, no institution desiring recognition shall admit students until the recognition is finally granted.

12. Date for application for recognition

The institution desiring recognition shall make an application on a form prescribed by the Board before 31st January of the year in which it is desired to start classes;

Provided (i) the last date for submission of applications for recognition in the case of an institution maintained by the Government shall be 15th July of the year;

Provided (ii) the delay in submitting an application may be condoned by the Board in special circumstances.

13. Processing of recognition case

- (1) On receipt of an application, the Board shall:
 - (i) direct a local enquiry to be made by a competent person or persons authorized by the Board in this behalf in respect of the matters referred to in regulation 10, and such other matters as may be considered necessary and relevant;
 - (ii) make such further enquiry as may be necessary;

REGULATIONS**IV.14-17****RECOGNITION OF INSTITUTIONS**

- (iii) report to the Board on the question whether the application should be granted or refused, either in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of the matters mentioned in regulation 10, embodying in such report the result of any enquiry under sub-section (i) and (ii) above.
- (2) On receipt of the report under sub-section (iii) above, the Board shall, after such further enquiry, if any, as may appear to them to be necessary, decide whether the recognition shall be refused or granted, in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of matter mentioned in regulation 10.
- (3) Recognition granted provisionally for a specified period, if not extended or made permanent, shall lapse automatically at the end of the period for which it was granted.

The regulations, as amended above, shall be deemed to have come into force from 1st January, 1957.

TRANSITORY REGULATIONS**14. Recognition for additional courses**

When an institution desires to add to the courses of instruction in respect of its recognition, the procedure prescribed for recognition, so far as may be, shall be followed.

15. Inspection of recognized institutions

The Board shall cause the recognized institution to be inspected from time to time by one or more competent persons.

16. The Board may call upon any institution so inspected to take, within a specified period, such action as may appear to the Board to be necessary in respect of any matters.**17. Withdrawal of recognition**

The rights conferred on an institution by recognition may be withdrawn in whole or in part or modified if such an institution fails to continue to satisfy the condition of its recognition or if the institution is conducted in a manner which is prejudicial to the interests of education.

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RECOGNITION OF INSTITUTIONS

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18. Motion of withdrawal

A motion for the withdrawal or modification of such rights may be moved in the Board by any member thereof. The member of the Board who intends to move that the rights conferred on any institution be withdrawn in whole or in part or modified, shall give notice of his motion and shall state the grounds on which the motion is made.

19. Copy of notice and statement to be sent to the Head of Institution concerned

Before taking such a motion into consideration, the Board shall send a copy of the notice and of the written statement submitted by the member of the Board to the Head of the institution concerned together with an intimation that any reference in writing submitted on behalf of the institution within a period specified in such an intimation may be considered by the Board; provided that the period so specified may, if necessary, be extended by the Board.

20. Orders to be based on documents and inquiry if necessary

On receipt of the report or on the expiry of the specified period, the Board, after considering the notice of motion, statement, and report, if any, and after such inspection by any competent person or persons authorized by the Board in this behalf and such further enquiry as may appear to the Board to be necessary, shall make such orders as the circumstances may require.

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SECTION-IV

(Approval of Staff and Teaching Hours in Institutions other than High Schools)

21. Minimum qualifications of teachers

- (1) The following shall be the minimum qualifications of teachers appointed in the institutions:
 - (i) Lecturers for 11th and 12th Classes Master's Degree in the subject in the Second Division.
 - (ii) Demonstrator for 11th and 12th Classes Bachelor's Degree in the subject.
 - (iii) Director of Physical Education A Graduate with a diploma in Physical Education from a recognized institution.

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| (iv) | Librarian | A Graduate with a diploma in Library Science from a recognized institution. |
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Provided that the minimum qualifications of teachers of classes 9th & 10th in composite institutions, having Secondary and Intermediate classes (classes nine to twelve) together, shall be the same as are mentioned above except in the case of special subjects like Drawing; provided further that if, in any case, a person holding lesser qualification is proposed to be appointed, his appointment shall be subject to the approval of the Chairman.

- (2) Persons with Second Class Master's Degree in subjects other than English are permitted to teach English Composition; provided that the subjects in which they hold the Second Class Master's Degree are taught by persons properly qualified to do so.

22. Changes to be notified to the Board

All appointments and all changes in the staff of an institution shall be reported to the Board as soon as they are made.

23. Teacher pupil ratio in Science Subjects

In Science subjects, institutions shall provide at least one teacher for every 20 or fraction of 20 students doing laboratory work at the same time.

24. Maximum teaching periods

The maximum number of teaching periods including tutorials and seminars prescribed for different categories of teachers in the institutions shall, in the case of teachers for Intermediate classes, be 24 periods of 45 minutes each per week including the periods devoted by such teachers to the teaching of Degree classes, where these classes are held in the same institution.

25. Period for Science Practical

In Intermediate classes, three periods of science practical shall be counted as equal to two lectures.

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IV.26-28 RECOGNITION OF INSTITUTIONS

SECTION-V

(Admission of Students to Institutions other than High Schools)

26. Schedule of Admission

The admission to the 11th class shall begin on the tenth day after the publication of the Secondary School Result or on such other dates as may be fixed by the Board.

Note: A candidate whose success in the Secondary School Examination was declared late or who qualified in the Secondary School Supplementary Examination may be admitted to the 11th Class within 10 working days after the declaration of his result; provided that an institution may admit such a student upto 20th working day after the declaration of the result or upto 30th November whichever is later by charging a late fee of Rs.400/- payable to the Board. The amount of fee may be revised by the Board from time to time.

27. Re-Admission to 12th Class

A student who has completed the course but does not appear in the Annual Examination or having appeared has failed in the examination, shall be eligible to join the 12th class not later than 10 days after re-opening of the institution after summer vacation or of the declaration of the examination result. A student who has appeared in the Supplementary Examination shall be eligible to join the 12th class not later than 10 days after the declaration of his examination result.

28. Late admission

After the normal dates of admission prescribed in regulations 26 and 27 above, the Head of an institution may admit a student upto the 15th day from the closing date by charging a late fee of Rs.200/- and upto one calendar month from the closing date by charging a late fee of Rs.300/-. No credit shall be given for any holidays either at the end of the month or in the intervening period except that when the summer vacation begins before the expiry of one calendar month, the institution concerned may permit admission for the un-expired portion of the month from the date of the re-opening of the institution after the summer vacation;

Provided that the Chairman may, in order to avoid real hardship, permit late admission to the 11th class uptill 30th November, on payment of Rs.400/- to the Board. The amount of fee may be revised by the Board from time to time.

Notwithstanding anything contained in this regulation, the Chairman may, in the case of a student who had been awarded scholarship by the Board or

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Government, permit late admission to the 11th class within ten days of the receipt of intimation of the award of scholarship by the student.

29. Admission to Adeeb, Alam and Fazil Classes

Admission to the Adib, Alim and Fazil classes shall begin on 15th September or on earlier date to be fixed by the Head of the institution and shall continue for ten days. The Head of the institution may admit a student upto the 15th day from the closing date by charging a late fee of Rs.200/-, and upto one calendar month from the closing date by charging a late fee of Rs.300/-. The Chairman may, in order to avoid real hardship, permit late admission to these classes upto the 15th December of the year preceding the examination.

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SECTION-VI**(Inter-Transfer of Students in Recognized Institutions other than High Schools)****30. Migration**

No student who has joined one institution, shall be admitted to any other institution during the same course unless:

- (1) he applies to the Board on a prescribed form through the Principal of the institution to which he belongs;
- (2) the Head of the institution to which he wishes to migrate gives his consent;
- (3) he obtains a Leaving Certificate from the Head of the institution to which he belongs after his migration has been sanctioned by the Board;
- (4) one or other of the following conditions is satisfied:
 - (i) that a change of residence of his father or guardian has made it necessary for a student to change his institution;
 - (ii) that the father or guardian of the student objects within three months to the admission of the student to that institution;
 - (iii) that a student wishes to take up another subject which is not taught in the institution (the letter sanctioning the migration shall specify this fact and the students shall offer the new subject for the examination);

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- (iv) that a student seeks migration owing to change of financial circumstances (such cases should be supported by a certificate from the Head of the institution);
- (v) that in the interest of discipline of an institution, Heads of the institutions agree.

31. Principal to endorse application

No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students who are provisionally promoted or detained, shall state all the relevant facts on the application.

32. Re-Admission of Students once struck off the rolls

If a student's name is struck off the rolls of an institution, such student may be re-admitted at any time during the same academic year to the same institution from which his name was struck off. Such a student may, at the commencement of the next academic year, be admitted to the same class in the same or in any other institution on production of Leaving Certificate from the institution he last attended not later than the date prescribed for late admission; provided it does not involve any infringement of the rules laid down (a) defining two academic years preceding the examination; and (b) regarding rustication and expulsion of students.

Note*: If a student's name is struck off the rolls of an institution in 2nd year class and is not re-admitted in the same academic year in the same class, such a student may be re-admitted in the same class in next academic session within first ten working days in the month of May in the same or in any other institution on production of College Leaving Certificate from the institution he last attended.

33. Fee to be charged for 24 months

In institutions where fees are charged, students shall be charged fees from the 1st of May. Students of the Intermediate classes shall pay tuition fee for 24 months. A second tuition fee for the same month shall not be charged from a student migrating from one institution to another.

Explanation:

An institution is entitled to the tuition fee for the month in which the student leaves the institution; the other institution to which he migrates is not entitled to the fee for the fraction of a month.

* Board's decision dated 27th, 28th June, 1987

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34. Local Migration

As far as possible, local migration shall not be permitted.

35. Chairman's power

In cases of special hardship, the Chairman shall have the power to authorize transfer from one institution to another, not covered in the regulations.

Note:* In the light of Rules 34 and 35 real hardship cases for local migration will be put up to the Competent Authority (The Chairman) alongwith supporting documents.

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* Board's decision dated 19-01-2013 Item No.49 with reference to Directive No.SO(A-1)7-11/95 dated 27-10-2003.

CHAPTER-V
FINANCES OF THE BOARD

V.1-6**1. Financial Year**

The accounts of the Board shall conform to the financial year.

2. Secretary to keep accounts

The accounts of the Board shall be kept by the Secretary, or under his orders.

3. Heads of account

All the funds belonging to the Board shall be kept in a bank /banks /post office approved by the Board, in the name of the Board of Intermediate and Secondary Education, Lahore under the following distinct heads:

1. General Fund
 - (a) Current Account (b) Saving Account;
- (2) Pension Fund;
- (3) Contributory Provident Fund;
- (4) General Provident Fund;
- (5) Special Endowment Fund;
- (6) Gratuity Fund;
- (7) Confidential Account;

and such other heads as may be determined by the Board from time to time.

4. Gratuity Fund

The annual contributions to the Gratuity Fund for five years commencing from the year 1956-57 shall be Rs.10,000/- and thereafter Rs.5,000/-, or as may be determined by the Board from time to time.

5. Transfer of accounts

No transfer shall be made from accounts 2,4,5 and 6 to any other account except under the express orders of the Board.

6. Board's Property

All property belonging to the Board shall be held in the name of the Board and for the purpose of drawing interest thereupon or transferring any part of such investment as are held in the name of the Board, the Chairman and the Secretary shall be jointly authorized to do all acts necessary for such purpose subject to the approval of the Board.

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7. Government securities

Subject to the general control of the Board, the Chairman and the Secretary shall be competent to direct that any un-invested balance at credit of any particular trust or trusts or any other account of the Board, shall be invested in Government Securities / National Savings Schemes/Banks for the benefit of the account concerned.

8. Amounts payable to Board

All sums payable to the Board shall be deposited either direct with the banker of the Board, or by means of a bank draft issued by any bank easily accessible to the remitter and made available to the account of the Board. The bank draft shall be crossed and marked 'Payee's Account Only'.

All sums received directly by the Secretary shall be forthwith sent by him to the banker of the Board for credit to the account and shall not be used by him for meeting any expenses.

9. Sale of securities

No sale of any securities held in the name of the Board shall be made except under the express orders of the Board.

10. Subscription and donation

All subscriptions or donations shall, on receipt, be immediately sent to the bankers and reported to the Board. The Board shall decide how the sums so received are to be utilized.

EXPENDITURE

11. Conditions for payment

All bills for payment shall be checked in the office of the Board and signed as correct by the Secretary or any other officer or officers nominated by the Board for the purpose; but no payment shall be made from the funds of the Board unless the bill for its payment has been audited by the Auditor of the Board in conformity with the regulations and rules. When the sanction of the Board is required to the payment of any bill, the Secretary shall obtain such sanction and shall endorse on the bill a reference to the order in question.

12. Payment by cheques

Payment shall be made by cheques signed by the Secretary but in case of a Government Department, it may be made by bank draft or money order with the express written permission of the Secretary. The Board may authorize any other officer or officers to sign cheques when the amount does not exceed Rs.10,000/-.

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However, the Secretary shall sign all cheques amounting to Rs.10,001/- to Rs.20,000/-.*

13. Incurrence of expenditure

All expenditure shall be incurred subject to the budget allotment for the year and in accordance with rules regulating the power of the Board to sanction expenditure.

14. Payment of fixed charges

The Secretary shall have power to pass and pay all fixed charges provided for in the budget as well as fees to examiners, printer's bills, bills relating to conduct of examinations, payment to temporary staff, ordinary contingencies and such other expenditure as are approved by the Board from time to time; but he shall obtain the sanction of the Board before passing any other charges. The Board may delegate to one or more officers the powers of the Secretary to pass or pay bills; provided the amount in any individual case does not exceed Rs.5,000/-.

15. Signing of cheques of over Rs.20,000/-

Notwithstanding anything to the contrary in these regulations and subject to such orders as may be passed by the Board from time to time in this behalf, all cheques of over Rs.20,000/- shall be signed jointly by the Secretary and the Chairman*.

16. Imprests

To meet petty expenditure, the Board may authorize such advances as it may from time to time consider necessary to remain in the hands of the Secretary or any other person nominated by the Chairman. The person holding the advance shall be personally responsible for it.

17. Preparation of budget

A budget shall be prepared under the directions of the Finance Committee and shall be submitted for orders of the Board not later than 30th June each year. It shall show the receipts and expenditure of the current account of the ensuing year and investments and special endowments which have been accepted by the Board.

18. Estimates of receipts

In the budget, credit shall be taken for the amount of the interests and profits of

* Vide Notification No. S.O. (Boards) 12-51/2001 dated 18.11.2004, adopted in Board's Meeting dated 03.02.2005 Item No.9.

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the General Endowment Fund, the amount of the Government grant for subscriptions and donations estimated with reference to the average receipts from this source during the previous three years, excluding from this average any subscriptions given for investments or of exceptionally large amount, and for income from fees calculated in the same way.

AUDIT

19. Half yearly audit report

It shall be the duty of the Auditor to submit through the Finance Committee, a brief half-yearly Audit Report to the Board and to see:

- (1) that the accounts of the Board are properly kept;
- (2) that the state of the balance shown therein agrees to the bank account;
- (3) that all payments are supported by vouchers and that they are under proper sanction; and
- (4) that all receipts and payments are classified in accordance with the rules and regulations of the Board.

20. Annual Audit Report

It shall also be the duty of the Auditor to prepare and submit an Annual Audit Report on the accounts of the Board certified by him to be correct.

21. Interpretation of Regulations and Rules

If there is any difference in the interpretation of a regulation or a rule or on any other matter between the Auditor and the Secretary, the matter shall be referred to the Chairman, whose decision shall be final.

Statement of accounts submitted to Government

The statements of accounts of the Board signed by the Secretary and the Auditor shall be submitted to Government within six months of the closing of the financial year.

Annual Audit

The accounts of the Board shall be audited once a year in conformity with the regulations and rules by Auditor appointed by Government for this purpose.

22. Accounts

The Secretary shall keep an account:

- (1) of the General Fund;

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- (2) of the Pension Fund;
- (3) of the Contributory Provident Fund;
- (4) of the General Provident Fund;
- (5) of the Special Endowment Fund;
- (6) of the Gratuity Fund;
- (7) of the Confidential Press Account;

and such other heads as may be determined by the Board from time to time.

23. General Statement of accounts

The Secretary shall prepare an annual general statement showing in detail the state of each of the accounts maintained by the Board which shall be checked and countersigned by the Auditor. This general statement shall then be submitted to the Board through the Finance Committee. The Secretary shall also cause the statement to be published.

24. Books of account and forms

The following books of accounts and forms shall be maintained in the office of the Board:

I For General Fund:

- (1) A Cash Book
- (2) A Classified Register of Receipts
- (3) A Classified Register of Expenditure
- (4) A Bank Pass Book

II For Contributory Provident Fund:

- (1) A Cash Book
- (2) A Ledger, exhibiting separate personal accounts
- (3) A Bank Pass Book

III For Gratuity Fund:

- (1) A Cash Book
- (2) A Ledger
- (3) A Bank Pass Book

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IV For Special Endowment Fund

- (1) A Cash Book
- (2) A Ledger, exhibiting a separate personal account for each trust
- (3) A Bank Pass Book

V For Confidential Press Account:

- (1) A Cash Book
- (2) A Ledger
- (3) A Bank Pass Book

VI For Pension Fund:

- (1) A Cash Book
- (2) An Establishment Check Register
- (3) A Bank Pass Book

VII For General Provident Fund:

- (1) A Cash Book
- (2) A Ledger, exhibiting separate personal accounts
- (3) A Bank Pass Book

25. Half yearly statement

The half-yearly statement of accounts for the previous six months shall be laid before the Finance Committee and the Board, and, when passed, shall be countersigned by the Chairman.

26. Preservation of vouchers

All vouchers in support of items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, at the discretion of the Secretary, be destroyed; provided that all accounts or documents relating to Trusts, Donations and Subscriptions shall be preserved.

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CHAPTER VI

**SERVICE REGULATIONS OF THE EMPLOYEES OF THE BOARD OF
INTERMEDIATE AND SECONDARY EDUCATION, SARGODHA**

DEFINITION AND GENERAL

1. Title

These regulations may be called the Board of Intermediate and Secondary Education, Sargodha Employees Service Regulations and will be deemed to have taken effect from the date of establishment of the Board.

2. Regulation applicable to permanent whole time employees

There shall be three classes of employees of the Board, namely:

Class A All employees drawing their pay in BS-16 and above.

Class B All employees drawing their pay in BS-5 to BS-15 or the incumbents of the posts carrying equivalent pay scales.

Class C All employees drawing their pay in BS-1 to BS-4 or the incumbents of the posts carrying equivalent pay scales.

The regulations in this Chapter shall apply to all permanent whole-time employees of the Board and to such other employees as the Chairman may determine from time to time. Except where express provision to the contrary has been made in these regulations, the Punjab Civil Service Rules as applicable to Punjab Government Servants and amended from time to time shall apply mutatis mutandis to the employees of the Board.

3. Definitions

In these regulations:

- (1) **‘Appointing Authority’** means the Board or a Committee or Officer of the Board competent to appoint an employee as defined for the time being in regulation 8 of this Chapter;
- (2) **‘Service’** means the whole period of continuous service including the period spent on leave;
- (3) **‘Active Service’** means the time spent:
 - (i) On duty;
 - (ii) On privilege leave;
- (4) **‘Emoluments’** mean the amount of monthly pay and allowances granted by the Appointing Authority to any employee;

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- (5) **‘Employee’** means the employee of the Board.
- (6) **Furlough** means leave other than privilege leave, extra-ordinary leave and leave on medical certificate.

4. Whole time employee

The whole time of an employee shall be at the disposal of the Board and he may be employed in any manner required by proper authority without any claim for additional remuneration.

5. Chairman’s permission necessary

No wholetime employee shall be engaged directly or indirectly in any trade, occupation or business, nor shall he be engaged in any other work without the permission of the Chairman.

6. Medical and fitness certificates

No person shall be substantively appointed to a permanent post without a medical certificate of health from any authority prescribed by the Board.

7. Service Books

A service book shall be maintained by the office of the Board for every employee in the prescribed form. The Secretary shall have it kept up-to-date. The service books of the Secretary and the Controller shall be maintained by the Chairman. An up-to-date leave account shall also be maintained by him in a suitable form, save as otherwise provided in the regulations.

8. Authority to appoint, suspend or remove an employee

Unless otherwise permitted in the Act or Regulations, appointment, suspension and removal of the employees in the case of:

- (1) Class A shall rest with the Board;
- (2) Class B shall rest with the Chairman;
- (3) Class C shall rest with the Secretary.

9. Appellate Authorities

In the event of dismissal and disciplinary action, the person affected may appeal against the orders passed by the competent authority as follows:

- (1) in the case of employees of Class A, to the Controlling Authority;
- (2) in the case of employees of Class B, to the Board; and
- (3) in the case of employees of Class C, to the Chairman.

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10. Direct recruitment

No person shall be recruited to the service by direct appointment unless:

- (1) He is a subject of Pakistan or, being a foreigner, is permitted to seek employment with the special permission of the Board.
- (2) He is, in the case of an employee in Class B or C, not more than 25 years nor less than 18 years of age; provided the Appointing Authority may, in special circumstances, waive the age limit.

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11. Office held at Board's pleasure

Except as expressly provided in these regulations, every person who is an employee of the Board, holds office during the pleasure of the Board.

No such person as aforesaid shall be dismissed from service until he has been given a reasonable opportunity to defend himself.

12. Period of Probation

- (1) Employees appointed against permanent vacancies shall, on appointment to any post, remain on probation which shall be two years in the case of persons recruited direct and one year in the case of persons promoted from within the office. The period spent on leave other than casual leave may be excluded for reckoning the period of probation;

Provided that officiating service in a corresponding higher post may be reckoned as the period spent on probation in the post to which he was appointed.

- (2) On or before the conclusion of the period of probation of any employee, the Appointing Authority may either confirm such employee with effect from the date of appointment or if his work or conduct has, in its opinion, not been satisfactory, it may dispense with his service, if he has been recruited by direct appointment; or may revert to his former post, if he has been recruited otherwise; or may extend the period of probation;

Provided that a permanent employee of the Board, if selected for direct recruitment to a higher post, shall retain his lien on his former post or on the post against which he is confirmed (in absentia on promotion by seniority) till he is made permanent on the post to which he is recruited direct.

- (3) If, before the expiry of the period of probation, the Appointing Authority does not issue any orders confirming the employee or dispensing with his

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service or extending the period of his probation, the period of probation shall be considered to have been extended automatically for a period of one year.

SENIORITY

13. Seniority of employees

The seniority of employees shall be determined with reference to the date of continuous appointment, substantive or otherwise, to the grade. In case two persons are bracketed together owing to their appointments taking effect from the same date, the older person shall be given seniority over the other.

Explanation:

For the purpose of this regulation, grade may be defined broadly as consisting of a number of posts of the same class of service carrying the same duties and responsibilities and in a common scale of pay.

14. Inter-Se Seniority

The seniority inter-se of the direct recruits shall be determined on merits on the basis of the results of a competitive examination if held by the Appointing Authority.

15. The seniority inter-se of promoted persons shall be determined with reference to the dates of their substantive appointment in the quota reserved for promotion. If the promotion of two persons takes effect from the same date, their seniority will be determined in order of merit assigned to them by the Appointing Authority. In case two persons are bracketed together in the order of merit, and their appointment also takes effect from the same date, the older will be given seniority over the other.

16. Seniority of direct recruitees and promoties

The Seniority of direct recruits vis-à-vis promoted persons shall be regulated with reference to their respective dates of appointment to the service;

Provided that if persons, appointed by promotion and direct recruitment, join their posts on the same date, the former shall rank senior.

17. Board to determine pay and scale

Officers and other employees of the Board shall be entitled to such salary and scales of pay as may be determined by the Board from time to time.

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NOTICE OF DISCHARGE

18. Period of notice of discharge

In the case of a temporary employee or a permanent employee, whose post is retrenched, or if an employee wishes to leave the service of the Board, the Board or the employee, as the case may be, shall give reasonable notice to the other party. The following shall be considered as the minimum period for this purpose:

- | | | |
|-----|--|----------------|
| (1) | for an incumbent with 5 years or more service. | 90 days notice |
| (2) | for an incumbent with one year's or more but less than five years service. | 30 days notice |
| (3) | for an incumbent with 6 months or more but less than one year's service. | 15 days notice |
| (4) | for an incumbent with less than 6 months service. | 7 days notice |

Provided that:

- (i) the Appointing Authority may, in lieu of any notice herein provided for, give a sum equivalent to the amount of pay for the period of notice, or in the case of a shorter notice than the prescribed limit, equal to the amount of incumbent's pay for the period for which such a notice falls short;
- (ii) the Appointing Authority may, in lieu of the required notice, agree to accept the sum equivalent to the amount of pay for the period of notice or may waive the condition of notice, as a special case.

19. Casual Leave

Casual leave may be granted upto a limit of 25 days in the calendar year, subject to the condition that ordinarily:

- (i) not more than ten days leave including gazetted holidays shall be granted at a time;
- (ii) not more than 15 days leave shall be granted in the first half of the year;
and
- (iii) when causal leave is taken in conjunction with holidays, these holidays may also be treated as casual leave by the Competent Authority.

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Note: A temporary employee may be allowed casual leave upto the limit of 10 days in the first six months of service and thereafter, be equated with a permanent employee.

20. Acting Allowance and Combination of Service

The Appointing Authority may appoint an employee to hold substantively, as a temporary measure, or to officiate in, two or more independent posts at one time. In such cases, his pay shall be regulated as follows.

- (a) The highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post;
- (b) such other post, he draws such reasonable pay, in no case exceeding 25% of the presumptive pay of the post, as the Competent Authority may fix; and
- (c) If compensatory allowances are attached to one or more of the posts, he draws such compensatory allowances as the Competent Authority may fix; provided that such allowance shall not exceed the total of the compensatory allowances attached to all the posts.

21. Officiating allowance

When an employee holds charge of the current duties of a post after being relieved of those of his substantive post, he shall receive such officiating allowance as may be fixed by the Appointing Authority.

22. Allowance for additional charge

When an employee holds current charge of another post in addition to that of his own substantive post, he shall be paid such allowance as may be fixed by the Appointing Authority.

23. Special pay or honorarium

An employee shall not be regarded as holding charge or current charge of a post unless a substantive post exists for the performance of the duties entrusted to him. If any such substantive post exists, the employee may be granted such special pay or an honorarium as the Appointing Authority may determine.

24. Age of retirement

- (a) A wholtime employee of the Board shall retire from service on the date he attains the age of 60 years.

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- (b) A wholetime employee of the Board may be retired from service on such date after he has completed 25 years of service. Provided that the Board has the right to retire its employees even before the completion of 25 years of service as special and rare cases, on disciplinary and health grounds.
- (c) This regulation shall take effect from 22.11.1976.
- (d) The Appointing Authority may obtain the advice of an Advisory Committee, if any, constituted by the Board for the purpose, while considering the cases of retention beyond the age of 55 years and of retirement cases after completion of 25 years' service. The Advisory Committee may consist of two or more members and will consider each case as may be referred to it by the Appointing Authority and submit its report as soon as possible to the Appointing Authority who will pass such orders as may be deemed appropriate in each case.

25. Provident Fund

A provident fund to be called 'The Board of Intermediate and Secondary Education, Sargodha Provident Fund' shall be established for the benefit of the employees.

26. P.F open to whole time permanent employees

The permanent whole-time employee may, as a condition of his service, be required to become a depositor in 'The Board of Intermediate and Secondary Education, Sargodha Provident Fund'.

27. Special cases

The Appointing Authority may, as a special case, allow any employee, other than a permanent wholetime employee, to become a depositor in the Fund.

28. Rate of subscription

The subscription to the Fund shall be 12.5% of the pay, provided it is in whole rupees, i.e., when the calculation involves paisa amounting to less than 50 paisa, the paisa shall be ignored and when it amounts to 50 paisa or more, a full rupee shall be deducted. Each subscription shall be deducted month by month from the pay of each depositor and amount deducted shall be paid into the Board of Intermediate and Secondary Education, Sargodha Provident Fund to the benefit of the depositor;

Provided that in the case of an employee on leave, the subscription shall be on full pay and not on the leave allowance for that period.

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29. Rate of Board's contribution

At the end of each half year, a sum equal to the aggregate amount, subscribed to the Fund during such half year, shall be contributed to the Fund by the Appointing Authority and subject to the conditions contained in proviso to this regulation, such portion of the amount so contributed as shall be equal to the amount deposited by each subscriber during the half year for which contribution was made, shall be placed to the credit of the depositor;

Provided that no employee who has, in the opinion of the Board, been guilty of dishonesty or other gross misconduct, and has been consequently dismissed from his employment, shall be entitled to the benefit of, or receive any part or share in, any sums at any time contributed by the Board to the Fund on his account or the accumulated interest or profits thereof, and that the Board shall be entitled to recover, as the first charge from the amount for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the Board by reason of his dishonesty or misconduct but not exceeding in any case the total amount of contributions credited to his account by the Board and of any interest or increment which has accrued on such contributions;

Provided further that no employee shall be entitled to receive any part or share in any sums contributed by the Board to the Fund and any interest and increment which has accrued on such contributions where he has resigned employment within one year of the commencement thereof, unless he has established to the satisfaction of the Board that his retirement is necessitated by incapacity for further service.

30. Interest on deposits

The Board shall pay interest on all sums deposited in the Provident Fund at the same rate as it earns on the deposits invested from the Fund and the amount of such interest shall be half-yearly placed to the credit of each depositor;

Provided that in case of payment under Regulation -33, interest shall be payable to the person upto the end of the month preceding that in which payment is made or upto the end of the 6 months after the month in which such amount became payable whichever of these periods is less.

31. Subscription exceeding 12.5%

An employee shall be permitted to subscribe to the Fund beyond 12.5% prescribed in regulation 28; provided that:

- (1) The contribution of the Board shall not be more than 12.5% of the pay of the employee.

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- (2) The additional subscription shall be in percentages divisible by 5.
- (3) The additional contribution that an employee may decide to make to his Provident Fund shall be at least for a period of one year.
- (4) The additional contribution shall be considered as a part and parcel of the Fund.

Note: This amendment will take effect from 29-05-1967.

32. Proper accounts to be maintained

The Secretary shall cause to be maintained proper accounts relating to the Fund, showing the account for the time being at the credit of each depositor and the general state of the Fund in such form as the Board may from time to time prescribe. Each depositor shall be supplied with a Pass Book which shall show the amount for the time being at credit of the depositor, and which shall be in such form as the Board may, from time to time prescribe.

33. Amount at credit payable at death or discharge

Subject to the provisions of Regulation 32, the amount standing in the Fund at the credit of a subscriber shall become payable on the death of a subscriber or on his quitting service of the Board.

- 34.** In case of leave granted preparatory to retirement, a subscriber may, at the discretion of the Board, be permitted to withdraw upto ninety percent of his assets in the Provident Fund.

35. Nomination of person to receive payment at employees death

A depositor may make a declaration signed by him and attested by two witnesses, one of whom shall be the Secretary, in his Provident Fund Pass Book as well as in the Provident Fund Register maintained by the Board, stating the name or names of person or persons to whom he desires that in the event of his death, the whole or any part of the amount of his deposit shall be paid. Such nomination may, at any time, be revoked by the subscriber or replaced by a fresh nomination which shall also be attested by two witnesses of whom one shall be the Secretary. If the employee has made such a declaration, the payment shall be made in accordance herewith and no succession certificate shall be required. On such payment being made, the Board shall be absolved of all liability in connection therewith.

36. Power to make rules

The Board may, from time to time, make rules consistent with these regulations and with the provisions of the Act, for:

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- (1) the conduct of the business of the Fund:
- (2) any matter relating to the Fund, or its management or the investment of sums at credit of the Fund, the privileges of depositors not herein expressly provided for, and may add to, vary or cancel any rules so made.

37. Grant of gratuity in recognition of service

As an addition to the benefits given under the Provident Fund Rules, the Board may, at its discretion, grant at the time of retirement to an employee or after his death to the person whose name has been registered under regulation 35, for efficient and faithful service, a gratuity equal to a half month's actual pay which the employee was drawing at the time of retirement or death, in case he dies before retirement for each year's service; provided that no gratuity shall be given to an employee of under 15 year's continuous service and that no gratuity shall accrue for any year over 30 year's service and that no gratuity shall be given to the employees without the sanction of the Board.

38. Retirement after 15 years

An employee is eligible for, but has no right to, retirement after 15 years, service. He has, however, the right to submit his resignation. His retirement can take effect only with the concurrence of the Board.

39. Entitlement to gratuity

No employee is entitled to gratuity as of right. Its payment is in recognition of service rendered and is to be made at the discretion of the Board.

40. Aid in case of premature death of an employee

If an employee of the Board, who has served efficiently and faithfully, dies before the age of retirement during the period of his/her service in the Board, the Board may, in case of real hardship, grant stipend or annuities or both to the children, widow and other dependents of the deceased for such period as it may consider necessary.

41. Payment of premia

Subject to such conditions as may be laid down by the Board from time to time, the payment of premia for a policy of insurance on the life of a permanent wholtime employee, at his option, be made from his personal contributions to the Provident Fund Account.

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42. Medical assistance to employees

The Board shall provide suitable medical assistance to its employees subject to such conditions as may be prescribed by the Board from time to time.

43. Employees transferred from University/Lahore Board to retain all privileges

The employees of the Board, transferred from the University of the Punjab/Lahore Board, shall at least enjoy all privileges in respect of Leave, Gratuity, Provident Fund, Seniority, Confirmation, etc. granted to them in the University service at the time of their transfer to the Board. Their service in the University/Lahore Board shall, for all purposes, be treated as service under the Board.

Foot Note:

- (i) The above provision applies mutatis mutandis in case of employees transferred from the B.I.S.E, Lahore to Sargodha Board on option basis.
- (ii) In case any employee of the Lahore Board has joined the Sargodha Board in the preliminary stage on basis other than the option basis, the Board may extend the concession contained in note (i) above subject to the condition that the Board shall not be liable to undertake any pecuniary liability of the period to his joining the Sargodha Board.

44. Part Time employees ineligible

The above regulations shall not apply to the part-time employees as defined below:

- (a) A part-time employee shall be an employee:
 - (i) whose whole time is not retained for the service of the Board;
 - (ii) who draws fixed remuneration for his services;
 - (iii) who performs the work of the Board at such hours as may be fixed by the Competent Authority.
- (b) The terms and conditions of service of a part-time employee shall be as prescribed in the rules.

45. Compensation in case of accident

In case any person performing the duties of the Board meets with an accident as a result of which he is injured or dies, the Board may, at its discretion, grant to him or to his legal heirs, as the case may be, suitable compensation in Cash or Medal or Certificate, or in any other form. (This regulation shall have retrospective effect from April, 1962.)

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46. Employees in Printing Press

Notwithstanding anything to the contrary in these regulations, the employees engaged in the printing of question papers and in other confidential work of the Board, shall have such conditions of service and shall be eligible for such benefits as may be prescribed in the rules, and shall be entitled to receive gratuity in lieu of Provident Fund, or to opt for pension benefits. The grant of pension shall be at the discretion of the Chairman*.

Explanations:

- (i) **‘Gratuity’** shall mean one month’s salary for every year of approved service.
- (ii) **‘Salary’** shall mean total emoluments for the calendar month preceding the month of retirement, or termination of service with the consent of the Competent Authority.
- (iii) **‘Approved Service’** shall mean satisfactory service as certified and recorded by the Controller of Examinations at the end of each year, after the completion of examinations for that year. (The above regulations shall have retrospective effect from 1958 to cover old cases).

47. Financial assistance to the family of a permanent employee of the Boards who dies while in service.**

“If a permanent employee of the Board, who has served efficiently and faithfully, dies during service (before the age of retirement) the Board may grant financial assistance as under in order to provide financial relief and to provide an umbrella cover to the bereaved family to meet the financial problems that crop up after the death of the earning hands.

Basic Pay Scale	Existing Rates (Rs. in million)	Revised Rates (Rs. in million)***
1-4	0.40	1.60
5-10	0.60	1.90
11-15	0.80	2.20
16-17	1.00	2.50
18-19	1.60	3.40
20 & above	2.00	4.00

* SO(Boards)1-164/89 dated 07.12.1991 adopted in Board Meeting 15.01.1992 under Item No.16

** Under Government Directive No. SO(Boards)1-5/2006 dated 28th September, 2007 adopted in Board’s Meeting dated 29-11-2007, Item No.30.

*** Under Government Directive, Govt. of the Punjab Finance Department, Lahore letter No. FD.SR-I/3-10/2004 dated 15-08-2017 adopted in Board’s Meeting dated 25-08-2017, Item No.11.

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This will be in addition to other benefits admissible to the family of deceased employee under the rules. Sanction will be accorded by the appointing authority in individual case. This will be effective from the date of adoption of Finance Department's circular No.FD.SR.I/3-10/2004, dated 10-11-2004 by the Board".

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1. Short title commencement and application

- (a) These Regulations shall be called the Board of Intermediate and Secondary Education Sargodha Employees revised Leave Regulation, 1981.
- (b) These Regulations shall come into force with immediate effect.

2. They shall apply to all Board Employees other than those who were employed before the first day of July, 1978 and opted not to be governed by the revision of Leave Rules, issued under the Finance Department's circular Letter No.FD-SR-III-I-85/78 dated 5th November, 1978.**3. Definitions**

In these regulations, unless there is anything repugnant in the subject or context;

- (a) Board means the Board of Intermediate and Secondary Education, Sargodha.
- (b) Competent Authority means the Authorities competent to sanction leave to the employees of the Board as detailed below:-
 - (i) Employees in BPS-16 and above: The Board
 - (ii) Employees in BPS-5 to 15: The Chairman
 - (iii) Employees in BPS-1 to 4: The Secretary
- (c) Employee means a whole-time employee of the Board.

EARNED LEAVE**4. Provisions**

The leave of the employees of the Board shall be determined in accordance with the following provisions:

Earning and accumulation of leave

- (i) A Board employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave accounts "Leave, on full pay".
- (ii) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

VII.5-6 EMPLOYEES LEAVE REGULATIONS

- (iii) If a Board employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- (iv) There shall be no maximum limit on the accumulation of such leave.

5. Board employees in vacation department

A Board employee in Vacation Department may earn leave on full pay:-

- (a) When he avails himself of full vacations in a calendar year at the rate of one day for every calendar month of duty rendered;
- (b) When during any year he is prevented from availing himself of the full vacation as for Board employees in a non-vacation department for that year; and
- (c) When he avails himself of only, a part of the vacation as in above (a) plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.
 - (ii) The provisions under rule 3(2)-4 shall also applicable in the case of Board employees of a Vacation Department.

6. Leave on full pay

The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) Without medical certificate 120 days
 - (b) With medical certificate 180 days
 - Plus
 - (c) On medical certificate from leave 365 days
- Account, in entire service.

NOTE: Under leave Rules, 1955 leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate upto a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in the leave account under the said Rules, such leave availed of by the Board employees before the introduction of those rules, shall be debited against maximum limit of 365 days fixed under this rule.

7. Leave on Half Pay

- (i) Leave on full pay may, at the option of the Board employee be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the leave of the latter fraction of one half counting as one full day leave on full pay.
- (ii) The request for conversion of leave referred to in sub-rule, (i) shall be specified by the Board employees in his application for the grant of leave.
- (iii) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

8. Leave preparatory to retirement

- (i) The maximum period upto which a Board employee may be granted leave preparatory to retirement shall be three hundred and sixty five days.
- (ii) Such leave may be taken subject to availability, either on full pay or partly on full pay and partly on half pay or entirely of half pay at the discretion of the Board employee.

9. Recreation leave

Recreation leave may, be granted for fifteen days once in a financial year, the debit to the leave account may, however be for ten days leave on full pay.

Provided that such leave shall not be admissible to Board Employees in a vacation Department.

Note: Casual leave (as recreation leave) shall however continue to be granted for 10 days only, subject to other conditions under the Government instruction.

10. Leave not due

Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of three hundred and sixty five days in the entire period of service subject to the condition that during the first five years of service it shall not exceed ninety days in all.

- (ii) Such leave may be converted into leave on half pay.
- (iii) Such leave shall be granted only when there are reasonable chances of the Board employee resuming duty on the expiry of the above.
- (vi) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary Board employees.

11. Special leave

- (i) A female Board employee on the death of her husband may be granted special leave on full pay when applied for a period not exceeding one hundred and thirty days.
- (ii) Such leave shall not be debited to her leave account.
- (iii) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the Competent Authority either alongwith her application for special leave or if that is not possible the said certificate may be furnished to the leave sanctioning authority separately.

12. Maternity leave

- (i) A female civil servant may, for the maximum period of ninety days, be granted maternity leave with full pay outside her leave account, at any time, immediately before or after the birth of a child and she shall not be required to provide fitness certificate for purposes of joining duties after such leave.
- (ii) Such leave may not be granted for more than three times in the entire service of a female Board employee except in the case of a female Board employee, employed in a vacation department, who may be granted maternity leave without this restriction.
- (iii) For confinements beyond the third one the female Board employees (in a non-vacation Department) would have to take leave from her normal leave account.
- (iv) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.
- (v) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extra ordinary as leave as may be due and admissible to a female Board employee.
- (vi) Leave salary to be paid during maternity leave shall be regulated as for other leave in accordance with the existing instruction of the Government.
- (vii) The leave salary to be paid during maternity leave will, therefore, remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave in the event of resumption of duty by such female Board employee.

13. Paternity Leave

- (i) A male civil servant may, for a maximum period of seven days, be granted paternity leave on full pay outside his leave account on or immediately before the birth of his child:
Provided that such leave shall be admissible only for two times during the entire service*.

* Under Government Directive, Govt. of the Punjab Finance Department, Lahore letter No. FD.SR-II-9-107/2012 dated 30-10-2012 adopted in Board's Meeting dated 27-02-2014, Item No.10.

VII.14-18 EMPLOYEES LEAVE REGULATIONS

14. Disability leave

- (i) Disability leave may be granted, outside the leave account, on each occasion up to a maximum of seven hundred and twenty days, on such medical advice as the head of office may consider necessary to a Board employee, other than a Board employee in part time service etc. disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.
- (ii) The leave salary, during disability leave, shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Extra Ordinary leave (leave without pay)

- (i) Extra ordinary leave without pay may be granted on any ground upto a maximum period of five years at a time provided that the Board employees to whom such leave is granted has been in continuous service for a period of not less than ten years and in case a Board employee has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of the office.

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay if granted in combination with the extra-ordinary leave.

- (ii) Extra-ordinary leave upto a maximum period prescribed under sub-rule (1) may be granted subject to the conditions stated there in irrespective of the fact whether a Board employee is a permanent or a temporary employee.

16. Leave to be expressed in days

Leave to be applied etc. terms of days-leave shall be applied for expressed and sanctioned in terms of days.

17. Leave when start end:

Instead of indicating where his leave starts or ends in the forenoon or afternoon leave may commence from the day following that on which a Board employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

18. Encashment of refused leave preparatory to retirement

- (i) If in case of retirement on superannuation a Board employee cannot for reasons of public service be granted leave preparatory to retirement duly

applied for in sufficient time, he will, in lieu thereof, be granted lump sum leave pay for the leave refused to him subject to a maximum of one hundred and eighty days leave on full pay.

- (ii) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.
- (iii) The payment of leave pay in lieu of such refused LPR may be made to the Board employee either in lump sum at the time of retirement or may at his option be drawn by him month wise for the period of leave so refused.
- (iv) For the purpose of lump sum in lieu of such refused leave only the senior post allowance will be included in leave pay, so admissible.
- (v) In case a Board employee on leave preparatory to retirement dies before completing one hundred and eight days of such leave, his family shall be entitled to lump sum payment equal to the period falling short of one hundred and eighty days.

19. Power to refuse leave preparatory to retirement

- (i) Ordinary leave preparatory to retirement on superannuation shall not be refused.
- (ii) All orders refusing preparatory to retirement on to a Board employee and recalling a Board employee from leave preparatory to retirement shall be passed only by the authorities specified.
 - (a) For an employee in BPS-16 and above: The Board personally
 - (b) For an employee in BPS-5 to 15: The Chairman personally
 - (c) For an employee in BPS-1 to 4 : The Secretary personally
- (iii) The authorities specified in sub-rule (ii) shall not delegate these powers to any other authority.
- (iv) All proposal regarding refusal of such leave to an officer of Grade 16 and above shall be referred to the Board with detailed justification at least three months before an officer is due to proceed on such leave.

20. In service death

- (i) In case a Board employee dies, while in service, lump sum payments equal to full pay up to one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purpose of family pension.

VII.21-23**EMPLOYEES LEAVE REGULATIONS**

- (ii) For the purpose of lump sum payment to the family of the Board employee who dies while in service only the Senior post Allowance will be included in the leave pay so admissible.

21. Recall from leave

- (i) If a Board employee is re-called to duty, compulsory with the personal approval of the head of his office, from leave of any kind that the spending away from his head quarters he may, be granted a single return fare plus Daily Allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.
- (ii) In case, the Board employees recalled to duty at head quarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.
- (iii) If the return from leave is optional, the Board employee is entitled to no concession.

22. Carry forward existing leave

All leave at credit in the account of a Board employee on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account, in such cases shall with effect from the first day of July, 1978 or in the case of a Board employee who was on leave on that date with effect from the date of his return from leave be recast as under:

- (i) Leave on full pay
 - a) 1 month 30 days
 - b) 1 day 1 day
- (ii) Leave on half pay.
 - a) 1 month 15 days
 - b) 2 days 1 day

Note: Fractions, if any shall be ignored.

23. Over stay after sanctioned leave

- (i) Unless, the leave of Board employee is extended by the head of this office, a Board employee who remains absent after the end of his leave, shall not be entitled to any remuneration for the period of such absence, and without pre-judicial to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

- (ii) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. Leave Ex-Pakistan

- (i) Leave Ex-Pakistan may be granted on full pay to a Board employee who applies for such leave or who proceeds abroad during leave or takes leave while posted abroad or is otherwise on duty abroad and makes a specified request to that effect.
- (ii) The leave pay to be drawn abroad (in foreign currency) shall be restricted to a maximum of three thousand rupees per month.
- (iii) The leave pay shall be payable in sterling if such leave is spent in Asia other than Pakistan and India.
- (iv) Such leave pay (in foreign currency) shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.
- (v) The Board employees appointed after the 17th May, 1958 shall draw their leave salary in rupees in Pakistan irrespective of the country where they happen to spend their leave.
- (vi) Grant of leave Ex-Pakistan will be regulated and be subject to the same limits and condition as prescribed in Rules 6, 7 and 14.

25. Reasons need not be specified, etc.

- (i) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a Board employee.
- (ii) Leave applied for on medical certificate shall not.

Provided that the authority competent to sanction LEAVE may at its discretion secure a second medical opinion by requesting the Civil Surgeon or Medical Board as the case may be to have the applicant medically examined.

26. Any type of leave may be applied for

A Board employee may apply for any type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a Board employee may apply for extraordinary leave as leave on half pay even if leave on full pay is otherwise due and admissible to pay him or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay and without pay.

27. Combination of different types of leave

One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the Board employee.

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

28. Leave due may be granted on abolition of post

- (i) When a post is abolished, leave due to the Board employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.
- (ii) The grant of leave in such cases shall, so long as he does not attain the age of super-annuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

29. Manner of handing over charge when proceeding on leave etc.

- (i) A Board employee proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall while handing over charge of the post, sign the charge relinquishment report.
- (ii) If leave Ex-Pakistan has been sanctioned on medical grounds, the Board employee shall take abroad with him a copy of the medical statement of his case.

30. Assumption of charge to return from leave etc.

- (i) A Board employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which the direction by that authority, unless such direction has been given to him in advance.
- (ii) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expensed as on transfer shall be payable to him.

31. Accounts officer to maintain leave account

- (i) Leave account in respect of a Board employee shall be maintained as part of his service book.
- (ii) The account officer shall maintain the leave accounts of Board employees of whom they were maintaining the accounts immediately before the coming into force of these rules.

VII.32-35 EMPLOYEES LEAVE REGULATIONS

32. Leave of lapse when Board employee quits service

All leave at the credit of a Board employee shall lapse when he quits service.

33. Pay during leave

- (i) Leave pay admissible during leave on full pay shall be the greater of:-
 - a) The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins, and;
 - b) The pay drawn on the day immediately before the beginning of the leave.
- (ii) When leave on half pay is taken, the amounts, calculated under clauses (a) and (b) of sub-rule (i) shall be had to determine the greater of the two rates.

34. Leave earned by Board employee employed in non-continuous establishment

- (i) A Board employee employed in non-continuous establishment may be granted only earned leave and disability leave as admissible to and subject to the conditions laid down for a Board employee, employed in a continuous establishment and no other kind of leave shall be admissible to such Board employee.
- (ii) A Board employee who is transferred from a non-continuous establishment to a continuous establishment and, vice versa, shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation: In this rule, “non-continuous establishment” means an establishment which does not function through out the year and “continuous establishment” means an establishment which functions throughout the year”.

35. Quarantine leave

- (i) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a Board employee on such leave.

Provided that where the exigencies of service are compelling, the Head of the office may employ a substitute for reasons to be recorded in writing.
- (ii) A Board employee may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends

and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

36. Leave application its sanction, etc.

- (i) Except where otherwise stated, an application for leave or for an extension of leave must be made to the Head Office where a Board employee is employed and, in the case of the Head of office to the next above administrative authority and the extend of leave due and admissible shall be stated in the application.
- (ii) An audit report shall not be necessary before the leave is sanctioned.
- (iii) When a Board employee submits a medical certificate for the grant of leave it shall be, by an authorized medical attendant in the form attached to these rules.
- (iv) Leave as admissible to a Board employee under these rules may be sanctioned by the Board, Chairman, Secretary or any other authorized officer to do so and, when so required, leave shall be notified in the official Gazette.
- (v) In case where all the applications for leave cannot in the interest of public service be sanctioned to run simultaneously the authority competent to sanction leave shall, in deciding the priority applications consider:-
 - (a) Whether, and how many applicants can, for the time being, best be spared;
 - (b) Whether any applicants were last re-called compulsorily from leave, and;
 - (c) Whether applicants were required to make adjustment in the timing of their leave on the last occasion.

37. Hospital leave and study leave

Subject to these rules, the provisions regarding Hospital Leave and Study Leave continue in the C.S.R. (Punjab) shall continue to apply the Board employees.

38. Board employee on leave not to going duty without permission before its expiry

Unless he is permitted to do so by the authority which sanctioned leave, a Board employee on leave may not return to duty before the expiry of the period of leave granted to him.

VII.39 EMPLOYEES LEAVE REGULATIONS

39. When leave earned

- (i) All service rendered by a Board employee qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.
- (ii) Any period spent by a Board employee in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

.....

(Leave rules circulated vide Notification No.F.D. SS-III-1-85/78 dated 13-07-81 by the Punjab Government and adopted by the Board as Leave Regulations, vide paragraph 6 of the proceedings of its meeting held on 26th & 27th June, 1985).

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VIII.1-2

CHAPTER VIII

**THE BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,
SARGODHA PENSION REGULATIONS**

1. Title

- (1) These regulations may be called the Board of Intermediate and Secondary Education, Sargodha Service Pension Regulations.
- (2) These Regulations shall have effect from the date of inception of the Board.

2. Definitions of Terms

- (1) In these Regulations unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
 - (i) **‘Board’** means the Board of Intermediate & Secondary Education, Sargodha.
 - (ii) **‘Service’** means service rendered in Board and includes such period of service as has been rendered in Punjab University/Board of Intermediate and Secondary Education, Lahore immediately before coming into being of the Sargodha Board.
 - (iii) **‘Competent Authority’** means the authority competent to fill the post vacated by the employee retiring on pension.
 - (iv) **‘Medical Authority’** means the authority appointed to conduct medical examination of Board’s employees for the purpose of granting invalid pension, extraordinary pension or commutation of pension. This authority shall be:
 - (a) The Medical Officer of the Board in respect of employees in BPS No. 1 to 4.
 - (b) A standing Medical Board consisting of not less than two Medical Officers to be appointed by the Board in respect of employees in BPS No 5 to 15.
 - (c) A standing Medical Board consisting of not less than three Medical Officers to be appointed by the Board in respect of Officers in BPS No. 16 and above.

(2) Interpretation

If any question of interpretation of these regulations arises, such interpretation shall be made by the Board with reference to the Punjab Civil Services Pension Rules for the time being in force.

3. Extent of Application

Unless in any case it be otherwise expressly provided, these regulations shall apply only to the directly recruited employees of the Board and not to the officials/officers on deputation with the Board or even to the incumbents who are on contract basis with the Board.

4. Option

Board employees and retired officials mentioned in regulation 3 above may exercise option within a period of 6 months from the date of publication of these regulations in the West Pakistan Gazette. The option shall be communicated in writing to the Secretary and the option once so exercised shall be final. Board employees who fail to exercise option within the stipulated period shall be assumed to have opted for the Board Employees Services Pension Regulations.

Foot Note:*

The Punjab Government in Education Department/Controlling Authority of Education Boards in Punjab, vide memo No.SO(Boards)2-10/84 dated 16th October, 1986 agreed in principle that the employees who earlier opted for contributory provident fund gratuity scheme may be allowed to withdraw their previous option and to re-opt for the pension scheme as a one time concession. These employees shall re-opt for pension within three (3) months from the date of Notification to be issued for this purpose and this will be one time concession only. Option thus exercised shall be final.

5. Explanations**Employees Opting for contributory provident fund**

- (1) A Board employee, who has opted for contributory Provident Fund while in service with the Sargodha Board will continue to be governed by the Provident Rules.
- (2) No other gratuity, bonus, stipends or annuities can be granted to the Board employees or their families under any other statutes on the adoption/application of these regulations.

Note: The employees who may like to continue to subscribe to the General Provident Fund, without any contribution from the

* Board's decision dated 27th, 28th June, 1987.

Board, may do so at their option, after coming under the Pension Scheme.

6. Application of Regulations

These Regulations shall not apply to:

- (i) Any employee of the Board paid from contingencies or borne on work-charged Establishment;
- (ii) Any employee of the Board engaged on contract which contains no stipulation for pension under these regulations;
- (iii) A person for whose appointment and conditions of service, special provision is made by or under law for the time being in force with the exception of the staff of the Confidential Press;*
- (iv) Any employee of the Board who holds a post which has been declared by the Board to be non-pensionable;
- (v) Any employee whose whole time is not retained for Board service such as part-time Legal Advisor, Medical Officer, etc.;
- (vi) Any employee of the Board or class of employees of the Board may be excluded by the Board from the application of these regulations.

7. Punjab Civil Service Pension Rules 1963

Except where express provision to the contrary has been made in these regulations, the Punjab Civil Service Pension Rules, 1963, as applicable to Punjab Government Servants and amended from time to time shall apply mutatis mutandis to the Board employees.

8. Maintenance of & Contribution to Pension Fund

There shall be maintained a pension fund to the credit whereof shall be placed contribution per month @ 240% ** of the pay of each Board employee as would have been payable by the Board under the Provident fund System

9. Pension Sanctioning Authority

The authority competent to sanction the grant of pension shall be the authority competent to fill the post vacated by the employee of the Board retiring on pension.

* Vide SO(Boards)1-164/89 dated 07/12/1991 adopted in Board Meeting dated 15/01/1992 Item No.16

** Board's decision dated 12/05/2022, item No.T-2.

10. Appellate Authority

If any Board employee is aggrieved by an order passed under regulation 9, he may appeal to the authority competent to have heard the appeal, if he were removed or dismissed from the Board service immediately before his retirement, and the provisions of the rules regulating appeals for removal or dismissal shall apply mutatis mutandis to appeals under this regulation.

11. Pension Fund to be adjusted

If the amount in the Pension Fund is surplus to the requirements for the purpose of pension, the surplus fund may be invested with the previous sanction of the Chairman, in such manner as may be necessary and if the Pension Fund is running short of the requirements for the purpose of pension, the Board may raise its contribution to the Pension Fund under regulation No.8 to such extent as may be specified.

12. Pension payable from Pension Fund

All pensions shall be paid out of the Pension Fund maintained under regulation 8.

13. Expeditious completion of formalities regarding pension

All formalities for the grant of pension shall be completed as expeditiously as possible, so that the employees of the Board retiring on pension starts getting his pension regularly within three months of his retirement; provided that if due to unavoidable circumstances such period is to be exceeded, the authority competent to grant the pension, shall sanction anticipatory pension for the interim period.

14. Adoption of the Punjab Regularization of Service ACT, 2018*.

It is submitted that The Punjab Regularization of Service ACT 2018 which has been passed by the Provincial Assembly of the Punjab on April 27, 2018 and circulated by the Govt. of the Punjab S&GAD(Regulation Wing) vide its letter No.SO(ERB)(S&GAD)5-19/2018 dated 18-05-2018. Keeping in view the best interest of the Board employees, the adoption of said Act is necessary.

Decision:

The House deliberately decided to adopt the Punjab Regularization Act, 2018.

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* Added Board's decision dated 24-11-2018 vide item no. 18.

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BOARD CALENDAR

Volume – II

(Rules)



**THE
CALENDAR**

OF THE

**BOARD OF INTERMEDIATE AND
SECONDARY EDUCATION,
SARGODHA**

**VOLUME-II
(RULES)**

**UPDATED EDITION
2022**

RULES

**BOARD OF INTERMEDIATE & SECONDARY EDUCATION,
SARGODHA**

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Preface to Updated Edition, 2022

The Board of Intermediate and Secondary Education, Sargodha was constituted in 1968 and its first meeting held on 25th June, 1968 (Camp at Lahore) decided to adopt the Rules & Regulations contained in the calendar of the Lahore Board. The Board of Intermediate and Secondary Education, Sargodha has published 04 editions, before the present updated edition of Board Calendar 2022.

Edition	Year	Chairman / Secretary
1 st Revised Edition	Dec.1974	(Dr. Sultan Ali / Dr. M. Mahfooz)
2 nd Revised Edition	Sep.1982	(Dr. M. Anwar Ch. / Ch. M. Shafiq)
3 rd Revised Edition	Sep.1985	(Dr. M. Anwar Ch. / Syed Mukhtar Hussain Tahir)
4 th Revised Edition	June.2015	(Sh. Siraj-ul-Haque / Ch. Abdul Majeed)
5 th Updated Edition	June.2022	(Dr. Kausar Raees / Dr. Mohsan Abbas)

After 2015, no updated edition was published till 2021. On the illuminating instructions of Prof. Dr. Kausar Raees Chairperson B.I.S.E Sargodha, the deletions/additions/amendments made from 2015 to 30.06.2022 have been incorporated in present edition. This calendar (2022) is being computerized/published under the authority of the Board in two volumes, volume-I & volume-II.

Volume-I: Amended Act and Regulations (updated till 30.06.2022)

Volume-II: Rules only (updated till 30.06.2022)

Volume-II has been specified in three parts:-

Part-A	Examination Rules	(updated till 30.06.2022)
Part-B	Academic Rules	(updated till 30.06.2022)
Part-C	Administration Rules	(updated till 30.06.2022)

This updated edition (June, 2022) of calendar of the Board of Intermediate Education, Sargodha replaces all the previous editions.

June, 2022

DR. MOHSAN ABBAS
SECRETARY,
Board of Intermediate &
Secondary Education,
Sargodha

Preface, Edition 2015

The Board of Intermediate and Secondary Education, Sargodha was constituted in 1968 and in its first meeting held on 25th June, 1968 (Camp at Lahore) decided to adopt the Regulations and Rules contained in the calendar of Board of Intermediate and Secondary Education, Lahore. The first revised addition of the calendar of this Board was published in December, 1974 followed by two other revised editions in September, 1982, September, 1985 and June, 2015.

Afterwards, a number of amendments, additions/deletions in Rules and Regulations were made and adopted by the Board in its meetings from 2015 and onward but no one was incorporated in the calendar. In this situation it became necessary to bring the calendar up-to-date in order to serve its purpose well. Worthy Chairperson Board, therefore, instructed to update the Calendar of the Board. In compliance with these instructions, all the amendments, additions/deletions made or adopted by the Board, in the relevant Rules and Regulations from 01-01-2014 to 31.05.2022 have been incorporated in the Board Calendar as well as two ordinances No. XXIII of 1992 and XLVII of 2001 have also been incorporated in the Act.

This Calendar is being published/computerized under the Authority of the Board, in two volumes:

Volume I: Amended Act and Regulations

Volume II: Rules only

Volume-II has been specified in three parts:-

Part-A Examination Rules

Part-B Academic Rules

Part-C Administration Rules

Note:- Three Chapters regarding Scheme of Studies at SSC/Intermediate/Languages level have already been shifted from Volume-I to Volume-II in Academic Part

Previous Chapter 29 of addition 1985 (Equivalence of Foreign Certificates with the Pakistani Certificates) has already been abolished as all the matters regarding equivalence upto Intermediate Level rest with the Inter Board Committee of Chairmen (IBCC), Islamabad whereas Chapter 45 (The Punjab Civil Servants Efficiency and Discipline Rules, 1975) is also abolished as it is no more in force and disciplinary cases are being dealt under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (PEEDA Act). Whereas four (4) new chapters under the captions of “Encashment of Earned Leave”, “Payment of Honorarium/Late Sitting Allowance to the Employees of the Board”, “Procurement Rules” and “Use of Motor Vehicle/Transport Rules”, have also been added in the Board Calendar addition 2015 Volume-II in the Administration Rules portion.

Appointment under rule 17-A of the Punjab Civil Servants rules 1974 has been included in this new edition relevant portion of employees service rules Chapter No. 33.

The updated edition of the Calendar of the Board of Intermediate and Secondary Education, Sargodha replaces all the previous editions.

June, 2015

CH. ABDUL MAJEED
SECRETARY,
Board of Intermediate &
Secondary Education,
Sargodha

PREFATORY NOTE

The Board of Intermediate and Secondary Education, Sargodha, in its first meeting held on 25th June, 1968 (Camp at Lahore) adopted the Rules and Regulations contained in the Calendar of Lahore Board. The first revised edition of the Calendar of this Board was published in December 1974, followed by another revised edition in September, 1982.

The amendment in the Board's Act in 1985 brought about many changes in the Rules and Regulations of the Board, which necessitated the revamping of the Calendar to bring it in conformity with the new situation. On the instructions of the Chairman Board, Dr. Muhammad Anwar Chaudhari, the deletions/amendments and additions made upto 31-12-1984 as well as the amended Act have now been incorporated in the present edition. It is being published under the authority of the Board, in two volumes – Vol. I comprises the amended Act the Regulations; Vol. II Contains the Rules only.

The revised edition of the Calendar of the Board of Intermediate and Secondary Education, Sargodha replaces all the previous editions.

(SYED MUKHTAR HUSSAIN TAHIR)

Secretary,

Board of Intermediate & Secondary
Education, Sargodha.

Sept. , 1985



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CHAPTER 1

1.1-2 SECONDARY SCHOOL CERTIFICATE EXAMINATION

1. Examination Bi-Annual*

The Secondary School Certificate Examination shall be held under part wise system bi-annually, i.e., Annual and Supplementary, on prescribed dates and places fixed by the Board, and shall be opened to regular as well as private candidates. The nomenclature shall be as under:

- (1) Secondary School Certificate (Annual) Examination;
- (2) Secondary School Certificate (Supplementary) Examination.

2. Conditions of Eligibility for Regular Candidates for Part-I (Class IX)

In order to be eligible to appear in the Secondary School Certificate Part-I (Class IX) Examination, a regular candidate must have:

- (1) Passed, not less than one year previously, the Class VIII Examination or any other Examination recognized as equivalent thereto;
- (2) Been enrolled in an institution for at least one academic year preceding the examination in the concerned Board;
- (3) Paid the prescribed enrolment fee to the Board at the time of his/her admission to the institution in Class IX;
- (4) Submitted admission list (online) instead of admission forms and the prescribed fees along with the Board through the head of their institution by such dates as may be fixed by the Board, together with the following certificates signed by the Head/ Authorized Person of the Institution***:
 - (i) of possessing good moral character;
 - (ii) of having completed at least 75% attendances;
 - (iii) of having satisfactorily performed the class assignments and the home task;
 - (iv) of having devoted at least 36 hours to manual work and civil defence training during the academic year preceding the examination.
 - (v) of not less than 13 years of age on 1st August of year of the Examination**.
 - (vi) of having acquired the proficiency of Nazira Quran Khawani.

* Board's decision dated 29-11-2007.

** Board's decision dated 19-01-2013

*** Added Board's decision dated 12-05-2022 vide item no. 14.

RULES**1.3 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (5) If he/she has migrated from a place falling outside the jurisdiction of the Board, will submit the following documents:*

 - (a) No Objection Certification from the relevant Board in case of non-registered student in 9th or 10th class.
 - (b) Transfer certificate from the relevant Board in case of registered student with any other Board in 9th or 10th class.

3. Conditions of Eligibility for Regular Candidates for Part-II (Class X)

In order to be eligible to appear in the Secondary School Certificate Part-II (Class X) Examination, a regular candidate must have:

- (1) Taken the Part-I (Class IX) Examination at least one year previously;
- (2) Got promoted to Class X, not less than one academic year previously;
- (3) Submitted his/her admission form and the prescribed fees alongwith one recent photograph to the Board through the Head of his/her institution on the dates fixed by the Board, together with the following certificates signed by the Head/Authorized person of the Institution:
 - (i) of possessing good moral character;
 - (ii) of having completed at least 75% attendances;
 - (iii) of having satisfactorily performed the class assignments and the home task;
 - (iv) of having devoted at least 36 hours to manual work and civil defence training during the academic year preceding the examination.
- (4) If he/she has migrated from a place falling outside the jurisdiction of the Board, will submit the following documents.*
 - (a) No Objection Certificate from the relevant Board in case of non-registered student in 9th or 10th class.
 - (b) Transfer certificate from the relevant Board in case of registered student with any other Board in 9th or 10th class.

* Board's decision dated 27-09-1986

RULES**1.4-5 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

4. Record of Student's Performance

- (a) The heads of institutions will keep proper record of attendance, lectures, practicals, class assignments, home task, manual work and civil defence training referred to in rules 2 & 3.
- (b) (i) The Head of the Institution will also maintain proper record of the marks obtained by students in the periodic tests held during the course of studies. He shall indicate, at the proper place in the admission forms, Letter Grades assigned to the students on the basis of average of aggregate number of marks of the best four out of six tests during two years. The criteria for determining letter grades shall be as follows:*

GRADING FORMULA

Percentage of Marks	Grade	Remarks
80% and above.	A-One	Outstanding
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
Below 40% to 33%	E	Satisfactory
Below 33%	F	Unsatisfactory

- (ii) The Heads of Institution may at their own discretion, forward the names of students obtaining, Grade 'F' in the internal assessment, for admission to the Secondary School Examination. However, the Board does not encourage the submission of names of such students.**

5. Counting of Attendances

- (1) The attendances for Part-I (Class IX) or Part-II (Class X) shall, ordinarily, be counted from the beginning of the Class IX or Class X up to the 14th day before the commencement of the Secondary School Certificate Examination.

* Board's decision dated 27 and 28 June, 1987.

** Board's decision dated 27-09-1986

RULES**1.6 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (2) If a candidate is short of the prescribed percentage of attendances at the time of submission of admission forms and fees to the Board but is likely to make up the shortage in due course of time, the head of institution may send up his/her admission form and fees provisionally to the Board subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage up to the 14th day before the commencement of the examination, the head of the institution shall withdraw his/her candidature by writing to the Controller of Examinations at least 10 days before the commencement of the examination, for cancellation of his/her candidature.
- (3) If the candidate is not short of the prescribed percentage of attendances at the time of submission of admission forms and fees to the Board but subsequently falls short of such percentage, the head of the institution shall withdraw his/her candidature by writing to the Controller of Examinations at least 10 days before the commencement of the examination.
- (4) In the case of a candidate who was officially sent to take part in duly authorized Inter-Institutional/Inter Board/Inter-Provincial or National activities, the attendances held in his/her absence will not be counted towards the total number of attendances for the purpose of calculating the prescribed percentage of attendances made.

6. Condonation of deficiency in attendances

- (i) Taking into consideration the result of the house examinations and general performance of the candidate, the Head of the Institution shall have the power to condone the deficiency in attendances of not more than 15 days provided that deficiency of attendances is on account of participation in duly authorized tournaments, educational excursions, debating contests, or, by reason of a natural calamity, credit may be given for the number of days during the period of attendance or participation aforesaid. However, the total absence in the above case shall not exceed 15 days in one academic year.

Provided that the Head of the Institution shall take a decision about Condonation of deficiency, at least, fourteen days before the commencement of the examination after which no decision in this respect shall be valid.

- (ii) A candidate whose deficiency is not made up, shall not be permitted to appear in the Supplementary Examination, provided he makes up the deficiency before the Supplementary examination.

RULES**1.7-10 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

7. Appearance as a Private Candidate

If a regular candidate takes the examination of Part-I (Class IX), but due to unfavourable circumstances, he/she cannot continue his/her regular study and his/her subjects are not with practical, he/she can take the examination of Part-II (Class X) as a private candidate.

8.(i) Detain or Re-admission*

The candidate of Part-I (Class-IX) will be promoted to Part-II (Class-X) after he takes the examination of Part-I (Class-IX) and he will not wait for the declaration of result. No institution will detain or re-admit any student in Class-IX. However, a student who rather, fail or pass in Part-I (Class-IX) at his own discretion, after foregoing his previous result, will be eligible (boys within two years and girls within five years) for readmission in Class-IX in the same group/combination or after changing the group/combination or in any other institution.

(ii) The passed candidate will get re-admission after getting cancellation of his/her result from the Board by submitting an undertaking on stamp paper that he/she never appeared in 10th class. However He/she will not be entitled for the position at any stage. Position will be the right of only those students who have been admitted first time in the institution**.

(iii) After availing re-admission facility, such candidates will not be allowed to get again re-admission in Part-I at any circumstances. These candidates will only appear in Part-I and Part-II (Combined)***.

9. Admission in Class -IX

The admission in Part-I (Class IX) will be made by the institutions according to the schedule approved/issued by the Board.

10. Admission for Supplementary Examination

(1) If an institution due to unavoidable circumstances cannot forward the admission form of a candidate for the Secondary School Certificate Part-II (Class X) Annual Examination for shortage of 75% attendances, the admission form of such a candidate may be sent in the Secondary School Certificate (Supplementary) Examination.

(2) If a candidate is not able to appear in Secondary School Certificate Part-II (Class X) Annual Examination after the Roll Number Slip has been issued, he/she may appear in the Supplementary Examination.

* Board's decision dated 19-01-2013.

** Added Board's decision dated 31-12-2018 vide item no. 7.

*** Added Board's decision dated 24-05-2014 vide notification no. 11 dated 19-06-2014.

RULES**1.11-12 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (3) Those candidates, who could not deposit the admission form and fee in the Annual Examination, will not be eligible to take the Supplementary Examination as a fresh candidate.
- (4) No supplementary examination of Part-I (Class IX) will be held.

11. Combined Examination

If a candidate could not take the examination of Part-I (Class IX) after the issuance of the Roll Number, such a candidate would have to take the examination of Part-I (Class IX) and Part-II (Class X) combined next year.

12. Conditions of Eligibility of Private Candidates for Part-I (Class IX)

In order to be eligible to appear in the Secondary School Certificate Part-I (Class IX) Examination, a private candidate must:

- (1) Submit his / her admission form, alongwith one copy of recent photograph and the prescribed fee, to the Board by such dates as fixed by the Board, together with the certificates duly signed by an authorized person, and:
 - (a) possessing good moral character;
 - (b) having paid the prescribed fees to the Board;
 - (c) belonging to, or residing in, an area falling within the territorial limits of the Board;
 - (d) not simultaneously being a candidate for any examination to be held by any other Board or a University;
 - (e) not less than 13 years of age on 1st August of the year of the examination;*
 - (f) not having been on the rolls of any recognized institution after 30th June of the year preceding the secondary school certificate (Annual) examination; and
 - (g) having acquired the proficiency of Nazira Quran Khawani;
- (2) Submits the following certificates in addition to above (if he has been residing permanently or temporarily in or belonging to a place not falling within the jurisdiction of the Board);

* Board's decision dated 19-01-2013.

RULES**1.13 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (a) that the relevant Board has no objection to his taking the examination conducted by this Board;
 - (b) that he has not been disqualified by the original Board for the period he is appearing in the Examination; and,
 - (c) that he has not qualified the Secondary School Examination from his parent Board/University earlier.
- (3) Attesting Authority
- (a) Heads of affiliated institutions (Government/Private) within the jurisdiction of the Board or the persons authorized by the Heads who have sent their specimen signatures alongwith National Identity Card number and residential address/telephone number duly certified by the head of institution where they are serving;
 - (b) Jail Superintendent in case of prisoners and the concerned Commanding Officer for the military personnel's.

13. Conditions of Eligibility for Private Candidates for Part-II (Class X)

In order to be eligible to appear in the Secondary School Certificate Part-II (Class X) Examination, a private candidate must:

- (1) Have taken the Part-I (Class IX) Examination, at least, one year previously;
- (2) Have submitted his/her admission form alongwith one copy of recent photograph and the prescribed fee to the Board by such dates fixed by the Board, together with the following certificates signed by an authorized person:
 - a) of possessing good moral character;
 - b) of having paid the prescribed fees to the Board;
 - c) of belonging to, or residing in an area falling within the territorial limits of the Board;
 - d) of not simultaneously being a candidate for any examination to be held by any other Board or a University.
 - e) of not less than 14 years of age on 1st August of the year of the examination; and*

* Board's decision dated 19-01-2013

RULES**1.14 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- f) Of not being on the roll of any recognized institution after 30th June of the year preceding the secondary school certificate (Annual) examination.
- (3) Submits the following certificates in addition to above (if he has been residing permanently or temporarily in or belonging to a place not falling within the jurisdiction of the Board):
 - (a) that the relevant Board has no objection to his taking the examination conducted by this Board;
 - (b) that he has not been disqualified by the original Board for the period he is appearing in the Examination; and
 - (c) that he has not qualified the Secondary School Examination from his parent Board/University, earlier.
- (4) **Attesting Authority**
 - (a) Heads of affiliated institutions (Government/Private), within the jurisdiction of the Board, or the persons authorized by the Heads who have sent their specimen signatures alongwith National Identity Card number and residential address/telephone number duly certified by the head of institution where they are serving;
 - (b) Jail Superintendent in case of prisoners and the concerned Commanding Officer for the military personnels.

14. Number of Attempts to Qualify the Examination

- (1) No candidate shall be failed in Part-I (Class IX) Examination. The final 'Fail/Pass' result in a subject will be determined on the basis of total marks obtained by a candidate in that subject in Part-I (Class IX) and Part-II (Class X) Examinations, with the option that if a candidate in Part-I (Class IX) Examination obtains less than 33% pass marks in a given subject/s and is desirous to reappear/repeat the subject/s along with Part-II (Class X) Examination, he/she will be allowed to do so.
- (2) In order to pass the Secondary School Certificate Examination, a candidate would be considered to have passed or failed in a subject on the basis of aggregate of marks obtained by him/her in the relevant subjects of Part-I (Class IX) and Part-II (Class X). A candidate, who fails in one or more subjects, will be placed under compartment and will be allowed to re-appear in the paper/papers in which he/she failed.

RULES**1.15-16 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

To qualify for the grant of Certificate, a candidate shall be provided with a maximum of four consecutive opportunities which will commence from and include the examination in which a candidate appears for the first time. The candidates are allowed to pass the whole examination in four consecutive chances without the condition to pass minimum number of subjects*. Moreover, if a candidate remains absent in any part of the subject, he/she will remain fail in that part, although he/she gets required pass marks in other part.

- (3) Private candidates will be allowed whether they want to take the examination of Part-I (Class IX) and Part-II (Class X) separately or, both Part-I (Class IX) and Part-II (Class X) Examination, together.
- (4) A candidate who fails to qualify the examination in the first attempt and is allowed to re-appear in the failing subject/s under sub-rule 14(1) above after qualifying the examination, shall be granted a certificate of having passed the examination 'in parts'.
- (5) No additional examination opportunity shall be provided in lieu of an opportunity missed for any reason.
- (6) A candidate who fails to qualify the examination in four** attempts, may repeat the examination in full subjects of Part-I (Class IX) and Part-II (Class X) combined.
- (7) A candidate who is blind or is deaf and dumb may qualify the examination without any restriction to the number of subjects/examination opportunities/attempts referred to above.

15. Scheme of Studies

- (1) The Scheme of Studies for the Secondary School Certificate Examination including the subject groups, the number of subjects, their weightage in term of marks, number of papers for a subject, the duration of each paper etc., shall be such as may be prescribed.
- (2) To qualify for the grant of the Secondary School Certificate, the candidate must pass in all subjects according to the scheme of studies.

16. Description of Papers***

- (1) The question papers will have three parts:
 - I. a) 20% will be objective questions. The questions will have multiple choices on the pattern of A/O level examination.

* Added Board's decision dated 23-06-2022 vide item no. 10

** Board's decision dated 28-11-2011

*** Board's decision dated 29-11-2007. W.R.T. SO(Boards)12-54/2001 dated 08-08-2007

RULES**1.17-18 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- b) 50% questions will be for short answers.
- c) 30% questions will be for descriptive answers.

II. Choice of questions in the question papers will be reduced to 33%.

III. It will be ensured that the papers contain questions from all chapters.

- (2) No candidate will be allowed to take with himself any objective question or even any part of the objective question outside the examination centre.
- (3) The duration of the practical and written examinations will be in accordance with the published syllabi. The dates of the commencement of Secondary School Certificate Examination Part-I (Class IX) or Part-II (Class X) will be in accordance with the schedule announced by the Board.
- (4) The tampered or over-written answers in the objective type of questions will be regarded as wrong.
- (5) Only blue ink will be permitted for attempting papers. Calculators may be used provided these are not of the mini-computer type, the use or possession of which is not permissible in the examination centre.
- (6) The Group or Session, i.e., Group I (Morning Session) or Group II (Evening Session) in which a candidate is to take the examination, shall be mentioned on his/her Roll Number Slip. No candidate shall be allowed, under any circumstances whatsoever, to take examination in a Group (Session) other than the one allotted to him/her.

17. Medium of Examination

The medium of examination shall be Urdu or English, provided that nothing in this rule shall restrict the translation of an English passage into Urdu and vice versa.

18. Pass Marks

In order to pass in a subject, a candidate must obtain at least 33% of the total number of marks allotted to the subject, provided that:

- (1) A fraction in the minimum pass marks shall be ignored;
- (2) If a subject consists of theory and practical papers, it shall be compulsory to pass in both the components separately;

RULES**1.19-21 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (3) The Board will issue the separate award of theory and practicals only in the Result Card, but in the certificate the aggregate marks will be given/awarded.

19. Learning Achievement*

The learning achievement of a candidate will be judged on the basis of his/her capability of knowledge, its comprehension, its application and its analysis.

20. Placement in Grade

- (1) A candidate who has qualified for the grant of the Secondary School Certificate shall be placed in one of the following grades:

	Percentage of Marks	Grade	Remarks
(i)	80% and above marks	A+	Outstanding
(ii)	70% and above but below 80%	A	Excellent
(iii)	60% and above but below 70%	B	Very Good
(iv)	50% and above but below 60%	C	Good
(v)	40% and above but below 50%	D	Fair
(vi)	Minimum pass marks and above but below 40%	E	Satisfactory

- (2) The marks and grade secured by the candidate will be recorded on his/her certificate.

(3) Subject Wise Percentile Scores & Corresponding Letter Grades**

*Percentile Score – Marks obtain by candidate: Maximum marks obtain in subject * 100*

Boundaries of Scores	90-100	87-89	82-86	77-81	70-76	60-69	50-59	40-49	33-39
Grades	A+	A	B+	B	C+	C	D+	D	E

21. Concessional Marks

A candidate who fails to qualify for the grant of the Secondary School

* Board's decision dated 29-11-2007 W.R.T. SO(Boards)12-54/2001 dated 08-08-2007

** Added Board's decision dated 17-10-2020 vide item no. 9.

RULES**1.22-23 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

Certificate, or for eligibility for admission to Intermediate education, for want of not more than one percent (1%) marks, shall be given the benefit of the requisite number of marks so as to enable him just to qualify for the grant of the certificate or eligibility for admission to Intermediate education, as the case may be; provided that these marks shall not be physically added to the marks obtained by the candidate in the subjects/papers in which he had failed, or in the aggregate, but the marks actually obtained by him in such subjects/papers will be included in the aggregate, and a note to this effect will be given on the certificate.

22. Scholarships

To be eligible for the grant of a Scholarship or any other academic distinction, a candidate must appear in the Secondary School Certificate (Annual) Examination and pass in one and the same sitting.

23. Improvement of Marks*

- (1) As per rule for the purpose of improvement of division or grade or marks, a candidate will be provided incoming four examinations/opportunities*** in current/prevalent syllabus within a period of two years** after having passed the Part-II Examination, in the same subjects/group in which he/she previously passed the examination. The candidate will have the option to appear for improvement of marks in Part-I or Part-II or both or any subject/s of Part-I and Part-II both. The candidate, who had qualified the subject(s) with concessional marks, shall also have to appear in those subject(s) for improvement of marks in any Part or subject(s). In case marks are increased, marks improved result shall be issued. In case of concessional marks, the candidate must have cleared the subject(s), otherwise inspite of increase in total marks, his/her result will be declared as marks not improved.

If a candidate appears in more than one subject(s) for improvement of marks (other than any part or combined) and his/her marks are increased in any subject(s), increased marks will be replaced by the previous marks in that subject(s) and his/her result will be declared as "Marks Improved" whereas, if marks are not improved or failed or remained absent, his/her previous marks in the subject(s) will remain intact.

- (2) A candidate, who intends to appear for improvement of grade/marks will not be entitled for the grant of grace marks or for grant of any scholarship or any other academic distinction.

* Board's decision dated 16-04-2009

** Board's decision dated 24-02-2015 vide item # 3

*** Added Board's decision dated 12-05-2022 vide item no. 13.

RULES**1.24-25 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (3) In order to improve grade/marks, a candidate will have to appear in the same Board from where he/she has previously passed his/her Secondary School Certificate Examination; provided he/she will have to do so before appearing in any higher examination conducted by any Board or University. Such a candidate, if successful in improving the marks/grade, shall be granted a fresh certificate on surrendering the certificate issued previously.

When a candidate deposits his/her admission form and fees for the purpose of improvement of marks/grade but cannot appear in the examination due to unavoidable circumstances, he/she will not lose his/her chance provided it lies within the period of two years*

24. Interpretation of the Improvement of Marks Rule**

Only following four options will be available within the aforementioned Rule:

A candidate who intends to improve his position in the examination may appear in all subjects of Part-I only,

He/she may appear in all subjects of Part-II only,

He/she may appear in all subjects of Part-I & Part-II (Composite) examination only; and after declaration of his/her result the aggregate marks/grade of the whole relevant part will be compared with the previous one and the higher position will prevail.

Lastly, an option with regard to improvement of marks in subject(s) but “less than complete” may also be offered and on declaration of result, the aggregate result of individual subject will be compared with the previous one and higher Marks/grade will be awarded to the candidate. If a candidate remains absent in one or more subjects of Part-I or Part-II or Part-I & Part-II (Composite), his result will be declared as “MARKS NOT IMPROVED”.

25. Four Chances/Eligibility for Grades/Marks Improvement of SSC/HSSC Level***

For the purpose of improvement of grad/marks, a candidate may appear in coming four examinations/opportunities in current/prevalent syllabi within a period of two years after having passed the SSC or HSSC Examination subject to the condition

* Board’s decision dated 15-09-2018 vide item no. 13

** Added Board’s decision dated 19-01-2013 vide item no. 49.

*** Added Board’s decision dated 12-05-2022 vide item no. 13.

RULES**1.26 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

that he/she has not attained the higher qualification during this period. However it will be the choice of the candidate whether he/she appears for improvement of marks in any subject/subjects or part I or part II or as whole with the condition that the candidate can avail these four chances mentioned above till the improvement of the actual result within three years. Once the result of the candidate is improved, he/she will not be allowed to appear again.

- i. The candidates appearing to improve their overall Grade "E" or "D" are allowed to avail four chances within three years till the achievement of overall Grade "C" (50%marks).
- ii. The result sheet and certificate issued by the Board must reflect the number of attempts a candidate has availed.
- iii. Other rules of improvement currently in vogue in all Boards of the Punjab will remain the same.

26. Secondary School Certificate After Adib, Alim Examinations

A candidate, who has passed the Adib or Alim Examination of the Board, or an examination recognized as equivalence thereto, may appear in the following categories and qualify the subjects offered by him; in one and the same sitting; Provided that he/she shall appear in Part-I and Part-II examination simultaneously;

- (1) English only; and on qualifying, be granted a certificate to that effect; such a candidate shall be permitted to appear in the remaining subjects in the SSC Exam, and on passing in the remaining subjects shall be granted a certificate to that effect.
- (2) English, Pakistan Studies, Islamiyat (Compulsory)* General Mathematics, and one other subject from the Arts Group, not being a language or having a practical; or in full subjects of Arts Group, having no practical; and on qualifying in these subjects, be granted the Secondary School Certificate. However, if such a candidate passes in English while failing in other subjects, he may, on an application, be granted a certificate of having passed in English only of the Secondary School Standard.

* Board's decision dated 15-09-2018 vide item no. 16

RULES**1.27-28 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (3) The grade of such a candidate shall be determined on the basis of aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above according to the criteria given in the gradation rule.
- (4) 1 % grace marks would be awarded to qualify the offered subjects; provided that these marks shall not be physically added to the marks obtained in the said subject(s) or to the aggregate marks.

27. Secondary School Examination After Sanvia Amma and Sanvia Khalsa

The holders of educational qualification of Sanvia Amma and Sanvia Khalsa from the following Deeni Madaris may appear in any (Annual/Supplementary) Examination in the compulsory subjects of English, Urdu and Pakistan Studies for the purpose of issuance of equivalence certificate by the Inter Board Committee of Chairmen at Secondary School Certificate level.

- (1) Tanzeem-ul-Madaris (Ahl-e-Sunnat), Lahore (Pakistan)
- (2) Wifaq-ul-Madaris-ul-Arabia, Multan (Pakistan)
- (3) Wifaq-ul-Madaris Al-Salfia (Ahle-Hadith), Faisalabad (Pakistan)
- (4) Rabita-tul-Madaris-e-Islamia, Lahore (Pakistan)
- (5) Wifaq-ul-Madaris (Shia), Lahore (Pakistan)

Note: Candidates will have to qualify the whole examination in one and the same sitting and 1%* grace marks would be awarded to qualify the offered subjects.

28. Alternative to Compulsory Urdu

A candidate falling in any of the following categories may be permitted to take the examination in the subject of Geography of Pakistan Part-I (Class IX) and Part-II (Class X) in lieu of the compulsory course of Urdu:

- (1) A student of foreign origin or student of Pakistani origin who has acquired foreign nationality or a foreign national who never had an opportunity to study Urdu up to the level of Secondary School Certificate Examination; and
- (2) A Pakistani national who has remained abroad continuously for a period of three years preceding the examination and did not have an opportunity to study Urdu upto the Secondary School Certificate level in the foreign country.

* Board's decision dated 19-01-2013

RULES**1.29-30 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

29. Additional Subjects

A candidate who has passed the Secondary School Certificate Examination or an examination recognized as equivalent thereto, may appear in any subsequent examination in a subject/subjects having no practical and not offered by him previously, in the same Board from where he/she has passed the Secondary School Certificate Examination. Such a candidate on passing in the subject or subjects be granted a certificate to that effect. To qualify the additional subject(s) a candidate may avail the same number of attempts as available for the regular candidate to qualify the said examination*. No grace/concessional marks would be given to the candidate to qualify the offered subject/s.

30. Unfair Means in Examinations

Notwithstanding anything to the contrary in these rules, a candidate who has been disqualified from passing or appearing in one or more examinations on account of his/her having been found guilty of using unfair means in an examination, may be permitted to avail himself/herself of the un-availed examination opportunities at the end of the period of such disqualification; provided that he will have no claim to be examined in the old courses if these have been changed in the meantime. (Rules relating to penalties for using unfair-means in connection with the Board's examinations are provided separately.)

- (1) The regular candidates of Part-I (Class IX) Examination, who have been disqualified for one or two examinations, could appear in the ensuing annual examination in Part-I (Class IX) and Part-II (Class X) simultaneously after the expiry of the period of disqualification in regular capacity. Similarly, the private candidates of Part-I (Class IX) Examination disqualified for one or two examinations could appear in the ensuing annual Secondary School Certificate Examination Part-I (Class IX) and Part-II (Class X) Examination after the expiry period of their disqualification. Furthermore, a regular candidate of Part-I (Class IX), who is disqualified for three or more examinations would not be eligible to take the Part-II (Class X) Examination till the expiry of the period of disqualification as regular. However, such candidates would be eligible to take the Secondary School Certificate (Combined) Examination of Part-I (Class IX) and Part-II (Class X) after the expiry of the period of the disqualification. Similarly, the private candidates of Part-I (Class IX) Examination, who are disqualified for three or more examinations would be eligible to appear in the ensuing Secondary

* Added Board's decision dated 23-06-2022 vide item no. 11.

RULES**1.31-32 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

School Certificate (Combined) Examination of Part-I (Class IX) & Part-II (Class X) after the expiry of the period of their disqualification. Moreover, the chance of supplementary examination of such candidates, who are disqualified for one or more examinations, would be considered as 'Notional' along with the Secondary School Certificate (Annual) Examination. Besides, the cases of unfair-means registered against the candidates of Part-II (Class X) Examination will be disposed of under the prevalent rules. The said rules will also be applicable to the candidates who appear in the failing subjects/papers of Part-I (Class IX) along with the Part-II (Class X) Examination.

- (2) Further, Part-I (Class IX) Examination result of a candidate, who is disqualified during Part-II (Class X) Examination, will remain in tact.

31. Transfer from other Boards

- (1) A candidate who moves from the jurisdiction of a Board of Intermediate and Secondary Education, which holds the Secondary School Certificate Examination in two parts, to the jurisdiction of the Board after having qualified in Part-I (Class IX) of the Examination from the former Board, may be granted exemption from appearing in the subjects/papers in which he/she has qualified in Part I (Class IX) of the said examination and permitted to appear in the subjects/papers in which he/she has yet to qualify; provided he/she has passed Part I (Class IX) of the said examination not earlier than two academic years. Such a candidate shall, for all other purposes, be governed by the rules and regulations of the Board.
- (2) Any candidate, who has appeared in the Part-I (Class IX) Examination from one Board may appear in Part-II (Class X) Examination in another Board under the rules prevalent in the Board. However, this facility will be available only once during the whole academic session.

32. Rates of Fee

- (1) The rates of examination fee (including the fee for issuing subject-wise marks and the final certificates) are at present in vogue as approved by the Board. However, they are subject to change at any time, as the Board may deem necessary.
- (2) Registration / enrollment fee as fixed by the Board from time to time shall be payable to the Board by each regular candidate at the time of his/her admission to the Secondary classes in an Institution, and by each Private Candidate at the time of submission of his/her admission form and admission fee for the examination which shall not be refundable.

RULES**1.32 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (3) The admission form and admission fee be accepted according to the following four phases:

First Phase	With single fee
Second Phase	With double fee
Third Phase	With tripple fee.
Fourth Phase* (Hardship cases)	With tripple fee alongwith Rs.500/- per day upto 10 days before the commencement of examination.

- (4) The admission forms and fee should reach the office on the date fixed by the Board. If an admission form is sent by registered post and the prescribed fee is deposited in Board Account on the last date of submission of admission fee and form, the date of receipt of the form and fee may be deemed to be the date on which these were sent by the candidate; provided these are received in the Board's office not later than three days after their dispatch / remittance.

- (5) If the result of a candidate is declared late, except for reason of any default on his / her part, and the candidate has to re-appear in a subsequent examination, the admission form and the prescribed fee of such a candidate for that examination may be accepted with the payment of single fee within 15 days from the date of declaration of his/her result or the date fixed for submission of forms and fees without late fee, whichever is later.

The candidates not submitting the balance of fee for successively three years shall have to pay a fine equivalent to the admission fee of the relevant group prevalent at the time of clearing their dues.

- (7) "A student whose Govt. Servant parents are transferred from the jurisdiction of one Board to another after the submission of admission fee/form, will be allowed to appear in the new Board and his/her admission fee will be transferred to the new board. However, he/she shall have to submit new admission form complete in all respects, provided that normal schedule of dates for the submission of admission forms will not be applicable on them; provided further that this concession will not be applicable to the candidates allowed to reappear in failing subjects and they shall complete their examination with their original Board"**.

* Board's decision dated 29-11-2007

** Board's decision dated 26-09-1987

RULES**1.33-35 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

- (8) No examination fee shall be charged from a blind candidate appearing in the Secondary School Examination who submits his admission form on or before the prescribed date. If a candidate fails to submit his admission form on or before the date fixed for receipt of admission forms without late fee, he shall pay only the late fee according to the schedule applicable to other candidates excluding the admission fee*.

33. Issuance of Certificate**

Successful candidates shall be issued SSC Certificates after a period of 120 days of completion of re-checking of answer script/ procedure positively.

34. Uniform Patterns of SSC Certificates Across the Boards*****With Additional Security Features in BISEs Punjab.**

Following security features should be mandatory for all BISEs in Punjab.

- I. Security Thread
- II. D.P Border
- III. Fiber Particles
- IV. Water mark
- V. Serial Number (Pre printed form NSPC)
- VI. Bar Code
- VII. Printing from national Security Printing Company (NSPC) Karachi.
- VIII. Board Monogram
- IX. Specific Paper for Certificate
- X. Inclusion of Country Name(Pakistan)

The House approved to adopt above mentioned ten security features for printing of original Certificate of SSC.

35. Issuance of Result Cards to all the Students (Regular & Private) of SSC Exams.

Result cards will be issued to all the students (Regular & Private) of SSC Exams immediately in the light of PBCC decision without any extra fee. The House further advised the office that colour of pass result card must differ from the failure result card****.

* Board's decision dated 31-03-1988

** Board's decision dated 31-12-2018 vide item no. T-6

*** Added Board's decision dated 30-06-2021 vide item no. 26

**** Added Board's decision dated 21-09-2019 vide item no. 13

RULES**1.36 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

36. General Rules

- (1) A candidate requires at least 33% marks to pass each subject.
- (2) Registration/Enrolment for Part-I (Class IX) will also be valid for Part-II (Class X).
- (3) The duration of theory and practical papers under the part system examination shall be determined by the Board from time to time.
- (4) The last date of admission in Class IX will be fixed by the Board preceding the year of examination.
- (5) If a regular candidate of Part-II (Class X) Examination applies for appearing in the science subjects and is declared eligible for the purpose but cannot take the examination due to certain reasons he/she may appear in science subjects in private capacity.
- (6) In case a regular candidate has qualified the Part-I (Class IX) Examination in Science Group or in the subjects of Humanities Group having theory and practical components but could not continue his/her studies in regular capacity, he/she will have the option to forego the previous result of Part-I (Class IX) Examination. He/she will be eligible to appear as a private candidate in the Part-I (Class IX) and Part-II (Class X) Examination in such subjects, which do not comprise theory and practical components.
- (7) Private candidates will not be eligible to take part in Science Subjects or any other subjects consisting of Practical.
- (8) No fresh candidate will be eligible to appear in the supplementary examination except the candidates appearing in the additional subject/subjects or appearing for improvement of their marks or those who appeared in Secondary School Certificate Annual Examination or remained absent after issuing of roll number slip in Part-II (Class X) or combined examination.
- (9) There will be no supplementary session of the Part-I (Class IX) Examination.
- (10) If a candidate has appeared in the Part-I (Class IX) Examination previously but has not appeared in Part-II (Class X) Examination, his/her result of Part-I Examination will remain preserved till his/her appearance in Secondary School Certificate Part-II (Class X) Examination or for two years at the most whichever occurs earlier. Thereafter, his/her result will stand cancelled.

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1.37 SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (11) The students who fails or obtains less than 33% marks in one or more subjects or remains absent in Part-1 (class-IX) examination, may be re-admitted in Part-1 (9th) (male within 2 years / female within 5 years) with the changed/same combination of subjects/group, in the same or in any other institution*.

However the pass candidate will get re-admission after getting cancellation of his/her result from the Board submitting an undertaking, on stamp paper, that he/she never appeared in 10th class. He/she will not be entitled for the position at any stage. Position will be the right of those students who admitted first time in the institution**.

- (12) Those science students who have passed Part-I Exam as regular, but due to inevitable circumstances, they could not send their Part-II admission to Board during their academic session, such students can get re-admission in next year (in same institution, same group) in Second Year and can send admission to appear in Part-II Examination after completing 75% attendance of lectures from their institutions. However, such students will appear with current course only private candidate who have passed Part-I Exam but could not appear in Part-II may also appear in Exam in next year with non-practical subjects. However, they will appear with current course. Afterwards previous passed result (Part-I) of such students (Private / Regular) will be considered as Cancelled***.

37. Secondary School Certificate Examination for Deaf and Dumb Candidates

1. A candidate who is deaf and dumb may appear in the Secondary School Certificate Examination without restriction of taking the examination in all the subjects at the same time.
2. Regarding eligibility of candidates who are deaf and dumb, the same rules shall be applied as are in force for categories of the candidates of Secondary School Certificate Examination.
3. The Secondary School Certificate Examination for deaf & dumb candidates shall be held annually on the dates and at the places fixed by the Board.
4. No admission form, under any circumstances, shall be accepted after the dates fixed by the Board.

* Added Board's decision dated 19-01-2013 vide item no. 49.

** Added Board's decision dated 31-12-2018 vide item no. 07.

*** Added Board's decision dated 24-05-2014 vide item no. 17.

RULES**1.38 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

5. In addition to the exemption granted to the permanently disabled students of the Government recognized Institute for Special Education from payment of registration fee/admission fee, the Board has also decided to exempt the permanently disabled students belonging to the general institutions from the payment of enrolment fee/registration fee/admission fee; provided that they provide a certificate from the Head of his/her institution verifying their disability.*

6. **Exemption of Fee for Permanent Disable Students**

The certificate fee/funds etc. will be exempted, alongwith the registration fee/admission fee of the Board (already exempted/decided by the BOG dated 24-07-2002), to the permanently disabled students mentioned in the above clause no. 5**.

38. President's Talent Farming Scheme (Middle Standard) Examination

1. Only those regular Science Group students from, or belonging to, the institutions affiliated with the Board shall be eligible to take the President's Talent Farming Scheme (Middle Standard) Examination who secure 80% or more marks in the annual Class VIII school / middle standard examination conducted by the Directorate of Education, Lahore.
2. A candidate must submit his / her admission along with the prescribed fees and three recent photographs through the head of his / her institution by such dates as may be fixed by the Board.
3. The candidates would be examined in the following six papers:

(1) Islamiyat	50 Marks
(2) Pakistan Studies	50 Marks
(3) Urdu	100 Marks
(4) English	100 Marks
(5) Mathematics	100 Marks
(6) General Science	100 Marks

* Board's decision dated 24-07-2002.

** Added Board's decision dated 09-04-2016 vide item no. 23.

RULES**1.38 SECONDARY SCHOOL CERTIFICATE EXAMINATION**

4. The question papers will be set according to Class VIII / middle standard syllabus.
5. A merit list of the candidates qualifying the examination will be prepared according to the number of scholarships fixed by the Board.
6. It will be necessary for the candidates to qualify the written and practical/viva voce, separately.
7. To qualify the examination, a candidate must secure at least 60% marks in each paper. Only such candidates will be entitled to the award of Scholarship, which shall be awarded on merit from amongst the eligible / successful candidates, keeping in view the actual number of Scholarships available, subject to the following:
 - (1) That they offer science subjects and appear as regular students in the Secondary School Certificate Examination.
 - (2) That the Board shall monitor performance of the students by obtaining quarterly progress reports and continuation of the scholarship shall be determined accordingly.
 - (3) That in case a student fails to continue the studies or fails in the Class IX Examination or changes the professional course, the scholarship shall be discontinued and the amount already paid shall be liable to be refunded.
8. The fee schedule can be revised by the Board from time to time.
9. The date of the commencement of the examination and the places of examination will be fixed by the Board.
10. No admission form, under any circumstances, shall be accepted after the dates fixed by the Board.



This scheme of studies has been abolished vide Board's decision dated 21-07-2010 vide Item No.7 in the light of Scholarships announced by PEEF.

CHAPTER 2

2.1-2

INTERMEDIATE EXAMINATION

1. Examination Bi-Annual

The Intermediate (Part System) Examination will be held 'Part-Wise' under the auspices of all the Boards of Intermediate and Secondary Education in the Punjab with effect from 1996 and onward on the dates and places as fixed by the Boards. The examination of first year class will be called as Part-I Examination and the examination in second year class will be called as Part-II Examination.

2. Conditions of Eligibility for Regular Candidates

For Part-I (Class XI)

In order to become eligible to appear in Part-I (Class XI) Examination, a regular candidate must:

- (1) have taken at least one year previously the Secondary School Examination

OR

an examination recognized as equivalent thereto.

- (2) have been registered in an institution for at least one year preceding the examination.
- (3) have paid the prescribed registration fee to the Board at the time of his/her admission in the Class XI.
- (4) submit admission list (online) of their regular students instead of admission forms and the prescribed fee to the Board through the Head of his /her institution, by such dates as may be fixed by the Board, together with the following certificates signed by the Head of the institution*:

For Part-II (Class XII)

In order to become eligible to appear in Part-II (Class XII) Examination, a regular candidate must:

- (1) have taken the Intermediate Part-I (Class XI) Examination.
- (2) have got promoted to Class XII, not less than one academic year previously.
- (3) have selected the same elective subjects as selected in the Part-I (Class XI).
- (4) submit his/her admission form and the prescribed fee alongwith one copy of recent photograph to the Board through the Head of his/her institution, by such dates as may be fixed by the Board, together with the following certificates signed by the Head of the institution:

* Added Board's decision dated 12-05-2022 vide item no. 14.

RULES

2.3

INTERMEDIATE EXAMINATION

- | | |
|---|--|
| <ul style="list-style-type: none"> (a) of possessing good moral character; (b) of having attended not less than 75% of the total number of lectures delivered in each of the subjects taken up for study; (c) of having performed at least 75% of the total number of practicals prescribed for each subject of study a component of which comprises practical work; (d) of having devoted during the one academic year preceding the examination; <ul style="list-style-type: none"> i) at least 30 hours to physical exercise; ii) at least 36 hours to manual work and Civil Defence training. (e) of having satisfactorily performed the work of class during his stay in the Intermediate Part-I (Class XI). | <ul style="list-style-type: none"> (a) of possessing good moral character; (b) of having attended not less than 75% of the total number of lectures delivered in each of the subjects taken up for study; (c) of having performed at least 75% of the total number of practicals prescribed for each subject of study, a component of which comprises practical work; (d) of having devoted during the one academic year preceding the examination; <ul style="list-style-type: none"> i) at least 30 hours to physical exercise; ii) at least 36 hours to manual work and Civil Defence training. (e) of having satisfactorily performed the work of class during his stay in the Intermediate Part-II (Class XII). |
|---|--|
- (5) Submit the following documents, if he/she has migrated from a place falling outside the jurisdiction of the Board*:-
- (a) No Objection Certificate from the relevant Board in case of a non-registered student in 11th or 12th class.
 - (b) Transfer certificate from the relevant Board in case of a registered student with any other Board in 11th or 12th class.

3. **Record of Student Performance**

- (a) The Head of institutions will keep proper record of lectures, practicals,

* Board's decision dated 27-09-1986

RULES**2.3****INTERMEDIATE EXAMINATION**

physical exercises, class work, manual work and civil defence training referred to in the rules 2(4)d(i) & (ii).

(b) (i) **Internal Assessment and Grading Formula**

The Head of the Institution will also maintain proper record of the marks obtained by students in the periodic tests held during the course of studies. He shall indicate at the proper place in the admission forms Letter-Grades assigned to the students, on the basis of average of aggregate number of marks of the best four out of six tests held during two years. The criteria for determining Letter-Grades shall be as follows:-

GRADING FORMULA

Percentage of Marks	Grade	Remarks
80% and above.	A-One	Outstanding
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
Below 40% to 33%	E	Satisfactory
Below 33%	F	Unsatisfactory

(ii) **Policy Regarding Students obtaining Grade ‘F’**

The Heads of Institution may, at their own discretion, forward the names of students obtaining, Grade ‘F’ in the internal assessment, for admission to the Intermediate Examination. However, the Board does not encourage the submission of names of such students.

RULES**2.4****INTERMEDIATE EXAMINATION**

c. Double Admission Forms

- i. The Boards have facilitated the regular students, who cannot continue their studies after Part-I (9th and 11th) examinations due to inevitable circumstances, to appear in Part-II (SSC and HSSC) Examinations as a private candidate.
- ii. On the receipt of double admission forms of a candidate, a committee comprising of four members will be constituted with the approval of Chairman to submit its recommendations to the Controller of Examinations.
- iii. The thumb impression and signatures of the candidate affixed on the admission form, received through the institution, may be verified and if the same are found different from the genuine signature and thumb impression of the candidate, strict action may be taken against the institution.
- iv. The committee, after hearing to the candidate only, should submit its recommendations to the Controller of Examinations. The decision of the Controller of Examinations be final. In case of filing will an appeal against the decision, the Appellant Authority would be Chairman of the Board*.

4. Counting of Lectures

- (1) The lectures shall ordinarily be counted from the beginning of the Class XI up to the 14th day before the commencement of the examination.
- (2) The lectures for Part-II (Class XII) shall ordinarily be counted from the beginning of the Class XII upto the 14th day before the commencement of the examination.
- (3) In the case of candidate whose result is declared late, lectures/periods shall be counted from the 14th day after the publication of his result, or the date of his joining the Institution wherever is earlier.
- (4) In the case of a candidate who joins the 12th class after having failed in the Intermediate Examination, the percentage of lectures/periods shall be counted from the 10th day after the publication of the result upto 14th day before the commencement of the examination. If, however, the result is declared during the summer vacation, the lectures/periods shall be counted from the day of the re-opening of the Institution after the summer vacation.

* Added Board's decision dated 17-11-2017 vide item no. 10.

RULES**2.5****INTERMEDIATE EXAMINATION**

- (5) In the case of a candidate who joins the 11th class after qualifying the Secondary School (Supplementary) Examination, the lectures/periods shall be counted from the 20th day after the publication of the result or the date of his joining the Institution whichever is earlier.

5. Rules for Part Wise Examination for Regular Candidates

1. If a candidate is short of the required percentage of lectures or number of practicals at the time of submission of admission forms and fees to the Board but is likely to make up the shortage in due course of time, the head of the institution may send his admission form and fee provisionally to the Board; subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage upto the 14th day before the commencement of the examination, the head of the institution shall withdraw his candidature by writing to the Controller of Examinations at least 10 days before the commencement of examination.
2. If the candidate is not short of the required percentage of lectures and number of practicals at the time of submission of his admission form and fees to the Board but subsequently falls short of such percentage or number, the head of the institution shall withdraw his/her candidature by writing to the Controller of Examinations not later than the 10th day before the commencement of the examination.
3. In the case of a candidate who was officially sent to take part in duly authorized Inter-Institutional/ Inter-Board/Inter-Provincial or National activities, the lectures/practicals delivered/held in his absence will not be counted towards the total number of lectures/practicals delivered/held for the purpose of calculating the prescribed percentage of lectures/practicals attended.
4. The duration of theory and practical papers under the part system examination shall be determined by the Board from time to time.
5. The last date of admission in Class XI will be fixed by the Board preceding the year of examination.
6. (i) The candidate appearing in the Examination of Part-I (Class-XI) will be promoted to Part-II (Class-XII) and he will not wait for the declaration of result*.
- (ii) The student who fails or obtains less than 33% marks in one or more subjects or remains absent in Part-1 (class-XI) examination (male / female within 5 years), may be re-admitted in Part-1 with

* Board's decision dated 19-01-2013

RULES**2.5****INTERMEDIATE EXAMINATION**

the change/same combination of subjects/group, in the same or in any other institution*.

- (iii) However the pass candidate will get re-admission after getting cancellation of his/her result from the Board, submitting an undertaking on stamp paper, that he/she has never appeared in 12th class. He/she will not be entitled for the position at any stage. Position will be the right of those students who admitted first time in the institution**.

Rule amended in 2018

7. No institution will send the admission form of a candidate for Part-I Examination who fails to attend 75% lectures or in case of having secured less than Grade E. Such candidates would be readmitted to the 11th class and make up the deficiency of required number of lectures and his/her admission form for Part-I Examination would be sent next year. In case of such a situation in the Part-II Examination, the admission form could be sent for supplementary examination as a regular candidate.
8. If a candidate fails to appear in the Part-I Examination after issuance of roll number, he/she will be allowed to take the Part-I Examination along with Part-II Examination of the next year.
9. Internal assessment of the regular students will be obtained from their Heads of institutions at the time of submission of their admission forms for the Part-II Examination and an entry to this effect will be made in the certificate.
10. If a regular candidate of Part-II Examination sends Admission Forms alongwith fee for appearing in the science subjects and is declared eligible for the purpose but cannot take the examination due to certain reasons, he/she may appear in science subjects in private capacity. However, he/she will get chances according to the prevailing rules, and any chance not availed due to any reason, shall be considered as availed.
11. In case a regular candidate has qualified the Part-I Examination in Science Group or in the subjects of Humanities Group having theory and practical components but could not continue his/her studies in regular capacity, he/she will have the option to forego his/her previous result of Part-I Examination. He/she will be eligible to appear as a private candidate in the Part-I and Part-II Examinations in such subjects, which do not comprise theory and practical components.

* Added Board's decision dated 30-08-2016 vide notification no. 19.

** Added Board's decision dated 31-12-2018 vide item no. 07

RULES

2.6

INTERMEDIATE EXAMINATION

6. Conditions of Eligibility for Private Candidates

For Part-I (Class XI)

- (1) In order to become eligible to appear in Part-I (Class XI) Examination, a private candidate must:

- i) have passed at least one year previously the Secondary School Examination

OR

an examination recognized as equivalent thereto.

- (2) submit his/her admission form and the prescribed fee along with one copy of recent photograph to the Board attested by Head of Institution affiliated with Board of Intermediate & Secondary Education, Sargodha, who have sent their specimen signatures along with Computerized National Identity Card number, by such dates as may be fixed

by the Board, together with the following certificates signed by the authorized person:

- (a) of possessing good moral character;

For Part-II (Class XII)

- (1) A private candidate must have:

- i) appeared in the Intermediate Part-I (Class XI) Examination to become eligible to appear in the Intermediate Part-II (Class XII) Examination.

- ii) passed the Secondary School Examination not less than two years previously to become eligible to appear in the Intermediate Part-I & Part-II (Combined) Examination.

submit his/her admission form and the prescribed fees along with one copy of recent photograph to the Board attested by Head of Institution affiliated with Board of Intermediate & Secondary Education, Sargodha, who have sent their specimen signatures along with Computerized National Identity Card number, by such dates as may be fixed by the Board, together with the

following certificates signed by the authorized person:

- (a) of possessing good moral character;

RULES**2.7****INTERMEDIATE EXAMINATION**

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|--|--|
| <p>(b) of having paid the prescribed fees to the Board;</p> <p>(c) of belonging to, or residing in, an area falling within the territorial limits of the Board;</p> <p>(d) of not simultaneously being a candidate for any examination to be held by any other Board or University.</p> <p>(e) Of not having been on the rolls of any recognized institution after 30th June of the year preceding the Intermediate (Annual) Examination.</p> | <p>(b) of having paid the prescribed fees to the Board;</p> <p>(c) of belonging to, or residing in, an area falling within the territorial limits of the Board;</p> <p>(d) of not simultaneously being a candidate for any examination to be held by any other Board or University.</p> <p>(e) Of not having been on the rolls of any recognized institution after 30th June of the year preceding the Intermediate (Annual) Examination.</p> |
|--|--|

(3) Attesting Authority

The following persons shall be authorized to sign the admission forms of the candidates:

- (a) Heads of recognized Institutions/persons authorized by them who have sent their specimen signatures alongwith National Identity Card Number; and,
- (b) Concerned Commanding Officer for the Military Personnel's and concerned Superintendent Jail, in case of prisoners.

7. General Rules

1. The registration made in the Intermediate Part-I Examination will be valid for the Part-II Examination.
2. No candidate shall be allowed, under any circumstances whatsoever, to take examination group (session) other than the one allotted to him.
3. No candidate will be allowed to re-appear in the Part-I Examination, whether he/she qualifies or fails to qualify the aforesaid examination. He/she will have to appear in Part I and II Examination (Combined).

RULES**2.7****INTERMEDIATE EXAMINATION**

4. No fresh candidate will be eligible to appear in the supplementary examination except the candidates appearing in the additional subject/subjects or appearing for improvement of their marks or those candidates who appeared in Intermediate Annual Examination or remained absent after issuance of roll number slip in Part-II or Combined Examination.
5. The science subjects or subjects of Humanities and other groups which comprise theory and practical examination cannot be opted by the candidates appearing in private capacity except the candidates who have already failed in Part-II Examination as regular candidates.
6. Question Papers A and B in each subject will be renamed as Paper-I and Paper-II of each subject.
7. There will be no supplementary session of the Part-I Examination.
8. The students will take the examination in the subject of Islamic Education in the Part-I Examination and they will take the examination in the subject of Pakistan Studies in the Part-II Examination.
9. The students, who appeared in the Intermediate (Part-I) Examination in regular capacity, would be promoted to 12th class, without waiting their result of Part-I.
10. It will be essential to appear in the Intermediate (Part-I) Examination for the candidates, who pass the GCE 'O' Level or any other examination recognized as equivalent thereto.
11. The candidates, who appear in the Part-I Examination, will only be provided with a result intimation.
12. A certificate of having passed the examination will be issued / provided to the candidate on qualifying 'as a whole' in Part-I and Part-II Examination.
13. In case a regular candidate appeared in the Intermediate (Part-I) Examination, but could not continue his study under inevitable circumstances and the subjects offered by him/her in the Part-I Examination do not consist of practical examination, he/she would be eligible to appear in the Part-II Examination as a private candidate.
14. No candidate shall be failed in Part-I Examination. The final 'Fail/Pass' result in a subject will be determined on the basis of total marks obtained by a candidate in that subject in Part-I and Part-II Examination, with the option that if a candidate in a Part-I Examination obtains less than pass

RULES**2.7****INTERMEDIATE EXAMINATION**

- 33% marks in a given subject/s and is desirous to re-appear / repeat the subject/s along with Part-II, he / she will be allowed to do so.
15. No additional examination opportunity will be provided in lieu of an opportunity missed due to illness or any other reason.
 16. Candidates appearing in the failing subject/s (compartment cases) are not allowed to change the subject/s.
 17. If a candidate appeared in the Part-I Examination previously but has not appeared in Part-II Examination, his / her result of Part-I Examination will remain preserved till his / her appearance in Intermediate (Part-II) Examination or for two years at the most whichever occurs earlier. Thereafter, his / her result will stand cancelled.
 - 18 (i). After availing re-admission facility, such candidates will not be allowed to get again re-admission in Part-I any circumstances. These candidates will only appear in Part-I and Part-II (Combined)*.
 - (ii) Those science students who have passed Part-I Exam as regular but due to inevitable circumstances they could not send their Part-II admission to Board during their academic session, such students can get re-admission in next year (in same institution, same group) in Second Year and can send admission to appear in Part-II Examination after completing 75% attendance of lectures from their institutions. However such students will appear with current course only. Private candidates, who have passed Part-I Exam but could not appear in Part-II may also appear in Exam in next year with non-practical subjects. However, they will appear with current course. Afterwards, previous passed result (Part-I) of such students (Private / Regular) will be considered as Cancelled**.
 19. In order to pass the Intermediate Examination, a candidate would be considered to have passed or failed in a subject on the basis of aggregate of marks obtained by him/her in the relevant subjects of Part-I and Part-II. A candidate, who fails in maximum one or more subjects, will be placed under compartment and will be allowed to re-appear in the paper/s in which he/she failed. To qualify for the grant of Certificate, a candidate shall be provided with a maximum of four consecutive opportunities which will commence from and include the examination in which a candidate appears for the first time. The candidates are allowed to pass the whole examination in four consecutive chances without the condition to pass minimum number of subjects***.

* Added Board's decision dated 24-05-2014 vide notification no. 11 dated 19-06-2014.

** Added Board's decision dated 24-05-2014 vide item no. 17.

*** Added Board's decision dated 23-06-2022 vide item no. 11

RULES**2.8-10****INTERMEDIATE EXAMINATION**

Moreover, if a candidate remains absent in any part of the subject, he/she will remain fail in that part, although he/she gets required pass marks in other part.

8. Trained Nurses

Notwithstanding anything contrary contained in the rules, a trained nurse who appears in Intermediate Examination in the 'Nursing Group', will be exempted from appearing in the subject of Nursing for the credit.

9. Transfer from other Boards

Any candidate, who has appeared in the Part-I Examination from one Board may appear in Part-II Examination in another Board, under the rules prevalent in the Board. However, this facility will be available only once during the whole academic session. Moreover, a candidate, desirous to appear in Intermediate Part-I (Class-XI) or Part-I and Part-II (Combined) Examination, after passing the Secondary School Certificate Examination from another Board, will be eligible to appear, after providing 'No Objection Certificate' issued from that Board, under prevalent rules.

10. Unfair Means in Examinations

Notwithstanding anything to the contrary in these rules, a candidate who has been disqualified from passing or appearing in one or more examinations on account of his/her having been found guilty of using unfair means in an examination, may be permitted to avail himself/herself of the un-availed examination opportunities at the end of the period of such disqualification, provided that he will have no claim to be examined in the old courses, if these have been changed in the meantime. (Rules relating to penalties for using unfair-means in connection with the Board's examinations are provided separately.)

- (1) The regular candidates of Part-I Examination, who have been disqualified for one or two examinations, could appear in the ensuing annual examination in Part-I and Part-II, simultaneously, after the expiry of the period of disqualification in regular capacity. Similarly, the private candidates of Part-I Examination disqualified for one or two

* Board's decision dated 28-11-2011

RULES**2.11-13****INTERMEDIATE EXAMINATION**

examinations, could appear in the ensuing annual Intermediate Part-I and Part-II Examination after the expiry period of their disqualification. Furthermore, the regular candidate of Part-I, who is disqualified for three or more examinations, would not be eligible to take the Part-II Examination till the expiry of the period of disqualification as regular. However, such candidates would be eligible to take the Intermediate Part-I and Part-II (Combined) Examination, after the expiry of the period of the disqualification. Similarly, the private candidates of Part-I Examination, who are disqualified for three or more examinations, would be eligible to appear in the ensuing Intermediate Part-I and Part-II (Combined) Examination after the expiry of the period of their disqualification. Moreover, the chance of supplementary examination of such candidates, who are disqualified for one or more examinations, would be considered as 'Notional' along with the Intermediate (Annual)

Examination. Besides, the cases of unfair-means registered against the candidates of Part-II Examination will be disposed of under the prevalent rules. The said rules will also be applicable to the candidates who appear in the failing subjects/papers of Part-I along with the Part-II Examination.

- (2) The result of Part-I Examination of a candidate, who is disqualified during Part-II Examination, will remain in tact.

11. Scheme of Studies

The Scheme of Studies for the Intermediate Examination including the subject groups, the number of subjects, their weightage in term of marks, number of papers for a subject, the duration of each paper etc. shall be such as may be prescribed.

12. Medium of Examination

The medium of examination shall be Urdu or English.

13. Pass Marks

In order to pass in a subject, a candidate must obtain at least one-third of the total number of marks allotted to the subject, provided that:

- (1) a fraction in the minimum pass marks shall be ignored; and
- (2) if a subject consists of theory and practical papers, it shall be compulsory to pass in both the components separately.

RULES**2.14-17****INTERMEDIATE EXAMINATION**

14. Number of Attempts to Qualify the Examination

- (1) To qualify for the grant of the Intermediate Certificate, a candidate shall be provided with a maximum of four* consecutive examination opportunities in case he/she remains 'fail' in not more than two subjects in the Intermediate Part-II Examination.
- (2) A candidate, who fails to qualify the examination in the first attempt and is allowed to re-appear in the failing subject/s under sub-rule (1) above, after qualifying the examination shall be granted a certificate of having passed the examination 'in parts'.
- (3) No additional examination opportunity shall be provided in lieu of an opportunity missed by the candidate for any reason.
- (4) A candidate, who fails to qualify the examination in four* attempts, may repeat the examination as a fresh candidate.
- (5) A candidate, who is blind or is deaf and dumb may qualify the examination without any restriction to the number of subjects/opportunities/attempts referred to above.

15. Qualifying Condition

The final result will be prepared, and grade will be given, after compiling the Part-I and Part-II results. To qualify for grant of the Intermediate Certificate, a candidate must pass in all subjects offered according to the Scheme of Studies.

16. Scholarship

To become eligible for the grant of a scholarship or any other academic distinction, a candidate must appear in the Intermediate (Annual) Examination and pass in one and the same sitting.

17. Improvement of Marks**

- (1) For the purpose of improvement of grade/marks, a candidate will be provided incoming four examinations/opportunities in current/prevalent syllabi within a period of two years*** after having passed the Intermediate Examination, in the same subjects/group in which he/she previously passed the examination. However, it will be the discretion of a candidate whether he/she appears for improvement of marks in Part-I or Part-II or Combined or in any subject/subjects. In the paper consisting of theory and practical, improvement of marks shall be determined on the basis of

* Board's decision dated 28-11-2011

** Board's decision dated 16-04-2009

*** Board's decision dated 12-05-2022 vide item no. 13

RULES**2.18****INTERMEDIATE EXAMINATION**

total marks after obtaining requisite pass marks in each component, separately; whereas on improvement of marks in any subject/marks, improved result shall be issued. In case a candidate fails to improve his / her grade / marks, his/her previous result will remain intact. However, a candidate desirous to improve marks must appear in subject/s already passed with grace marks along with the remaining subjects; and such a candidate will be treated as 'Marks Not Improved', if he/she does not improve in grace-marks subject/s while improving marks in other subjects.

- (2) As the Practical Examination includes in Part-II, hence, the candidates improving Part-I will appear without Practical, and Part-II with Practicals, or as prescribed by the Board from time to time.
- (3) A candidate, who intends to appear for improvement of grade/marks, will not be entitled for the grant of grace marks or for grant of any scholarship or any other academic distinction.
- (4) In order to improve his/her grade, a candidate will have to appear in the same Board from where he/she has previously passed his/her Intermediate Examination; provided he/she will have to do so before appearing in any higher examination conducted by any Board or University. Such a candidate, if successful in improving the marks/grade, shall be granted a fresh certificate on surrendering the certificate issued previously.
- (5) When a candidate deposits his/her admission form for the purpose of improvement of marks/grade but cannot appear in the examination due to unavoidable circumstances, he/she will not lose his/her chance provided it lies within the period of two years*.

18**Interpretation of the Improvement of Marks Rule**

Only following four options will be available within the aforementioned Rule:

A candidate who intends to improve his position in the examination may appear in all subjects of Part-I only,

He/she may appear in all subjects of Part-II only,

* Board's decision dated 24-02-2015 vide item no. 3

RULES**2.19****INTERMEDIATE EXAMINATION**

He/she may appear in all subjects of Part-I & Part-II (Composite) examination only; and after declaration of his result the aggregate marks/grade of the whole relevant part will be compared with the previous one and the higher position will prevail.

Lastly, an option with regard to improvement of marks in subject(s) but “less than complete” may also be offered and, on declaration of result, the aggregate result of individual subject will be compared with the previous one and higher Marks/grade will be awarded to the candidate. If a candidate remains absent in one or more subjects of Part-I or Part-II or Part-I & Part-II (Composite), his result will be declared as “MARKS NOT IMPROVED”*.

19. Four Chances/Eligibility for Grades/Marks Improvement of SSC/HSSC Level**

For the purpose of improvement of grad/marks, a candidate may appear incoming four examinations/opportunities in current/prevalent syllabi within a period of two years after having passed the SSC or HSSC Examination subject to the condition that he/she has not attained the higher qualification during this period. However it will be the choice of the candidate whether he/she appears for improvement of marks in any subject/subjects or part I or part II or as whole with the condition that the candidate can avail these four chances mentioned above till the improvement of the actual result within three years. Once the result of the candidate is improved, he/she will not be allowed to appear again.

- i. The candidates appearing to improve their overall Grade "E" or "D" are allowed to avail four chances within three years till the achievement of overall Grade "C" (50%marks).
- ii. The result sheet and certificate issued by the Board must reflect the number of attempts a candidate has availed.
- iii. Other rules of improvement currently in vogue in all Boards of the Punjab will remain the same.

* Added Board's decision dated 15-09-2018 vide item no. 13

** Added Board's decision dated 12-05-2022 vide item no. 13.

RULES**2.20-22****INTERMEDIATE EXAMINATION**

20. Qualifying Conditions and Concessional Marks

To qualify for the grant of Intermediate Certificate, a candidate must pass in all the subjects. However, the following concessional marks shall be allowed:

A candidate, who fails to qualify for the grant of the Intermediate Certificate for want of not more than 1% of the total number of marks allotted to the relevant Group, shall be given the benefit of requisite number of marks in the subjects/papers in which he has failed so as to enable him just to qualify for the grant of the certificate; provided that these marks shall not be physically added to the marks obtained by the candidate in the said subjects/papers, or the aggregate, but the marks actually obtained by him in these subjects/papers will be included in the aggregate, and a note to this effect will be given in the certificate.

21. Issuance of Certificate*

Successful candidates shall be issued Intermediate Certificates after a period of 120 days of completion of re-checking of answer script/ procedure positively.

22. Issuance of Result Cards to all the Students (Regular & Private) of HSSC Exams**

Result cards will be issued to all the students (Regular & Private) of HSSC Exams with immediate effect in the light of PBCC decision without any extra fee. Colour of pass result card will be different from the failed result card.

* Board's decision dated 31-12-2018 vide item no. T-6

** Added Board's decision dated 21-09-2019 vide item no. 13

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2.23-24

23. Uniform Patterns of HSSC Certificates Across the Boards***With Additional Security Features in BISEs Punjab.**

Following security features should be mandatory for all BISEs in Punjab.

- I. Security Thread
- II. D.P Border
- III. Fiber Particles
- IV. Water mark
- V. Serial Number (Pre printed form NSPC)
- VI. Bar Code
- VII. Printing from national Security Printing Company (NSPC) Karachi.
- VIII. Board Monogram
- IX. Specific Paper for Certificate
- X. Inclusion of Country Name(Pakistan)

The House approved to adopt above mentioned ten security features for printing of original Certificate of HSSC.

24. Grades to be shown in Intermediate Certificate

- (a) Successful candidates shall be issued Intermediate Certificate, showing subject-wise and aggregate number of marks together with the Letter-Grades based on their performance in the public examination and calculated according to the following formula:-

GRADING FORMULA

Percentage of Marks	Grade	Remarks
80% and above.	A-One	Outstanding
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
Below 40% to minimum pass marks	E	Satisfactory

* Added Board's decision dated 30-06-2021 vide item no. 26

RULES**2.25-26****INTERMEDIATE EXAMINATION**

(b) Each certificate will be issued with the following notes:-

- (i) This Certificate may be read in conjunction with the testimonial to be issued by the Head of Institution which will include details of Internal Assessment.
- (ii) An asterisk (*) against a subject indicates the award of concessional marks which have not been included in the aggregate.

25. Bar to appear in the Examination.

A candidate who has already passed the Intermediate Examination cannot re-appear in the said examination excepting as provided in rule (17) above.

26. Intermediate Examination after Alim or Fazil Examinations

A candidate who has passed the Alim or Fazil Examination of the Board, may permit to appear in the following categories and qualify the subjects offered by him; Provided that he/she shall appear in Part-I and Part-II Examination Simultaneously:

1. English only; and on qualifying, be granted a certificate to that effect; such a candidate shall be permitted to appear in the remaining subjects in the Intermediate examination; provided that he/she has passed Secondary School Certificate Examination in full subjects or English only, at least, two years previously, and on passing in the remaining subjects, shall be granted a certificate to that effect;
2. Any candidate who has passed an Alim or Fazil Examination in any Regional Language may be permitted to appear either as a regular or as a private candidate in English, Islamic Education and Pakistan Studies in the Intermediate Examination provided that he has been declared successful in the Secondary School Certificate Examination, at least, two years previously. Such a candidate, on passing in these subjects, shall be granted the Intermediate Certificate in Humanities Group*.
3. The grade of such a candidate shall be determined on the basis of marks secured by him and the total marks allotted to the subjects, referred to above, according to the criteria given in the gradation rule.
4. Moreover 1% grace marks would be awarded to qualify the offered subjects; provided that these marks shall not be physically added to the marks obtained in the said subject(s) or to the aggregate marks.

* Board's decision dated 17-09-1998

RULES**2.27-28****INTERMEDIATE EXAMINATION**

27. Intermediate Examination After Sanviya Aama and Sanviya Khasa

The holders of educational qualification of Sanaviya Aama and Sanaviya Khasa from the following Deeni Madaris may appear in the compulsory subjects of English, Urdu and two elective subjects from Humanities Group of Higher Secondary School Certificate Scheme of Studies for the purpose of issuance of equivalence certificate by the Inter Board Committee of Chairmen at Secondary School Certificate and Intermediate level:

- (1) Tanzeem-ul-Madaris (Ahl-e-Sunnat), Lahore (Pakistan)
- (2) Wafaq-ul-Madaris-ul-Arabia, Multan (Pakistan)
- (3) Wafaq-ul-Madaris Al-Salfia (Ahle-Hadith), Faisalabad (Pakistan)
- (4) Rabita-tul-Madaris-e-Islamia, Lahore (Pakistan)
- (5) Wafaq-ul-Madaris (Shia), Lahore (Pakistan)

Note: Candidates will have to qualify the whole examination in one and the same sitting and 1%* grace marks would be awarded to qualify the offered subjects.

28. Alternative to Compulsory Urdu

A candidate falling in any of the following categories may be permitted to take the subjects of Pakistani Culture or Easy Course of Urdu if they offer English Elective:

- (1) 'O' level, Grade-10, equivalent to Secondary School or candidates who opted Geography of Pakistan in Secondary School Examination in lieu of Urdu Compulsory, are allowed to opt alternative subject in lieu of Urdu Compulsory at the Intermediate level.
- (2) A Pakistani national who has remained abroad continuously for a period of three years preceding the examination and did not have an opportunity to study Urdu upto the Secondary School/Intermediate level in a foreign country.
- (3) Those students of foreign origin offering Pakistani Culture, who have not studied under the British or American system of education or have not appeared or passed such examination at G.C.E. Ordinary or Higher level, will be granted the concession of taking English (Compulsory) in lieu of Higher English.

* Board's decision dated 19-01-2013

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2.29-30

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29. Additional Subjects

A candidate who has passed the Intermediate Examination or an examination recognized as equivalent thereto, may appear in any subsequent examination in a subject/subjects having no practical and not offered by him previously, in the same Board from where he/she has passed the Intermediate Examination. Such a candidate on passing in the subject or subjects be granted a certificate to that effect. To qualify the additional subject(s) a candidate may avail the same number of attempts as available for the regular candidate to qualify the said examination**. No grace marks would be given to the candidate, to qualify the offered subject/s. However, any candidate who has passed the Intermediate Examination may be allowed to appear at any subsequent examination, on payment of prescribed fee, in a subject or subjects not offered by him previously except science subjects involving practicals. Such a candidate, on obtaining pass marks in the subject or subjects, shall be granted a certificate to that effect. This concession shall also be available to a candidate who has passed an examination, recognized as equivalent to the Intermediate Examination.

However, any candidate who has passed the Intermediate Examination may be allowed to appear in the subject of Biology or any other subject having practical subject in any subsequent examination, provided that he/she fulfils the following conditions:-

- i). A candidate desirous of appearing in the subject of biology or any other subject having practical, shall take admission in affiliated institution as regular student; attend classes and perform practicals in laboratory. Institution shall forward his/her registration and admission as regular students. However, the candidate shall appear in both papers i.e. Part-I & Part-II in very next annual examination in the current course not offered by him/her previously*.

30. Rates of Fee

- (1) The rates of examination fee (including the fee for issuing subject-wise marks and the final certificates, registration fee etc.) shall be fixed by the Board, from time to time.
- (2) Registration / enrollment fee, as fixed by the Board, shall be payable to the Board by each regular candidate at the time of his/her admission to the Intermediate classes in an institution, and by each private candidate at

* Added Board's decision dated 30-06-2021 vide item no. 25.

** Added Board's decision dated 23-06-2022 vide item no. 11.

RULES**2.30****INTERMEDIATE EXAMINATION**

the time of submission, of his admission form and admission fee for the examination which shall not be refundable.

- (3)(a) Permanently disabled students are exempted from the payment of the registration fee / enrollment fee / admission fee; provided that they will supply certificate verifying their disability.

(3)(b) Exemption of Fee for Permanent Disable Students*

Certificate fee/funds etc. are exempted, alongwith the registration fee/admission fee of the Board (already exempted/decided by the BOG dated 24-07-2002), to the permanently disabled students mentioned in the above clause no. 3a.

- (4) When the date for the submission of admission form and admission fee is announced, the admission form and fee be accepted according to the following four phases:

First Phase	With single fee
Second Phase	With double fee
Third Phase	With tripple fee.
Fourth Phase** (Hardship cases)	With tripple fee alongwith Rs.500/- per day upto 10 days before the commencement of examination.

- (5) The candidates not submitting the balance of fee for successively three years, shall have to pay a fine equivalent to the admission fee of the relevant group prevalent at the time of clearing their dues.
6. The admission forms and fee should reach the office on the date fixed by the Board. If an admission form is sent by registered post and the prescribed fee is remitted to Board Account on the last date of submission of admission fee, the date of receipt of the form and the fee may be deemed to be the date on which these were sent by the candidate; provided these are received in the Board's office not later than three days after their dispatch / remittance.
7. If the result of a candidate is declared late, except for reason of any default on his part, and the candidate has to re-appear in a subsequent examination,

* Added Board's decision dated **09-04-2016** vide item no. **23**.

** Board's decision dated 29-11-2007

RULES**2.30****INTERMEDIATE EXAMINATION**

candidate for that examination may be accepted without the payment of late fee within 15 days from the date of declaration of his result or the date fixed for submission of forms and fees without late fee, whichever is later.

8. When the admission fee, alongwith the admission form, is received before the last date prescribed, without late fee, and the amount of fee is short of the prescribed amount, an additional amount as may be fixed by the Board from time to time shall be charged over.



CHAPTER 3

3.1-2

ADIB, ALIM AND FAZIL EXAMINATIONS

1. Examination Bi-Annual

The Adib, Alim and Fazil Examinations shall be held, annually, i.e., in the annual and supplementary examination, on the dates and at the places, to be fixed by the Board.

2. Conditions of Eligibility

In order to be eligible to appear in the Adib, Alim and Fazil Examinations, a candidate must:

- (1) Submit his/her admission form, with one copy of photograph and the prescribed fee, to the Board by such dates as may be fixed by the Board, together with the following certificates signed by an authorized person:
 - (i) of possessing good moral character;
 - (ii) of having paid the prescribed fees to the Board;
 - (iii) of belonging to, or residing in, an area falling within the territorial limits of the Board; and
 - (iv) of not simultaneously being a candidate for any examination to be held by any other Board or University.
- (2) If a candidate has been residing permanently or temporarily in, or belonging to, a place not falling within the jurisdiction of this Board, he/she may provide 'No Objection Certificate' from the relevant Board, of the following effect:
 - (a) that the relevant Board has no objection to his/her taking the examination in this Board;
 - (b) that he/she has not been disqualified by the original Board for the period, he/she is appearing in the examination; and,
 - (c) that he has not qualified the Adib, Alim or Fazil Examination from his parent Board/University earlier.
- (3) **Attesting Authority**
 The following persons shall be authorized to sign the Admission Forms of the candidates:
 - (a) Heads of recognized institutions, who have sent their specimen signatures alongwith National Identity Card Number; and,
 - (b) Concerned Commanding Officers for the Military Personnel's and concerned Superintendent Jail, in case of prisoners.

RULES**3.3-8****ADIB, ALIM AND FAZIL EXAMINATIONS**

3. Number of Attempts to Qualify the Examination

- (1) To qualify for the grant of the Adib, Alim or Fazil Certificate/Diploma, a candidate shall be provided with a maximum of three consecutive examination opportunities, in case he/she remains fail in not more than two papers.
- (2) A candidate who fails to qualify the examination in the first attempt and is allowed to re-appear in the failing paper/s, he / she, after qualifying the examination, shall be granted a Certificate / Diploma of having passed the examination 'in parts'.
- (3) No additional examination opportunity shall be provided in lieu of an opportunity missed for any reason.
- (4) A candidate who fails to qualify the examination in three attempts may repeat the examination as a fresh candidate.
- (5) A candidate who is blind or is deaf and dumb may qualify the examination without any restriction to the number of examination opportunities/attempts/papers referred to above.

4. Scheme of Studies

The Scheme of Studies for the Adib, Alim and Fazil Examinations, including the subject groups, the number of subjects, their weightage in term of marks, number of papers for a subject, the duration of each paper etc., shall be such as may be prescribed.

5. Medium of Examination

The medium of examination shall, ordinarily, be Urdu. Provided that in the case of examination in the Punjabi Language, the medium shall be Punjabi.

6. Pass Marks

In order to pass in a paper the candidate must obtain, at least, one-third of the total number of marks allotted to the paper, provided that a fraction in the minimum pass marks shall be ignored.

7. Qualifying Condition

To qualify for the grant of Adib, Alim or Fazil Certificate/Diploma, a candidate must pass in all the papers taken up according to the Scheme of Studies.

8. Placement in Divisions

A candidate who has qualified in Adib, Alim or Fazil Examination, shall be placed in one of the following Divisions.

RULES**3.9-10****ADIB, ALIM AND FAZIL EXAMINATIONS**

Percentage of Marks	Division
60% and above marks	First
45% and above marks but below 60%	Second
Minimum pass marks but below 45%	Third

9 Concessional Marks

A candidate, who fails to qualify for the grant of Adib, Alim or Fazil Certificate/Diploma, for want of not more than 1% of the total number of marks allotted to the Scheme of Studies, shall be given the benefit of requisite number of marks in the paper/papers in which he has failed so as to enable him to qualify for the grant of Certificate/Diploma; provided that these marks shall not be physically added to the marks obtained by the candidate. A fraction in the concessional marks shall be counted as one.

10. Secondary School Examination After Adib, Alim or Fazil Examinations

A candidate, who has passed the Adib, Alim or Fazil Examination of the Board, or an examination recognized as equivalent thereto, may appear in the following categories and qualify the subjects offered by him; in one and the same sitting; provided that he/she shall appear in Part-I and Part-II examination simultaneously;

- 1). English only; and on qualifying, be granted a certificate to that effect; such a candidate shall be permitted to appear in the remaining subjects in the Secondary School Certificate Examination; and on passing in the remaining subjects shall be granted a certificate to that effect.
- 2). English, Pakistan Studies, General Mathematics, and one other subject from the Arts Group, not being a language or having a practical, or in full subjects of Arts Group, having no practical; and on qualifying in these subjects, be granted the Secondary School Certificate. However, if such a candidate passes in English while failing in other subjects, may, on an application, be granted a certificate of having passed in English only of the Secondary School Standard.
- 3). The grade of such a candidate shall be determined on the basis of aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above, according to the criteria given in the gradation rule.
- 4). Moreover, 1%* grace marks would be awarded to qualify the offered

* Board's decision dated 19-01-2013

RULES**3.11-12****ADIB, ALIM AND FAZIL EXAMINATIONS**

subjects; provided that the marks shall not be physically added to the marks obtained in the said subject(s) or to the aggregate marks.

Note: The subjects mentioned in (1) and (2) above relate to the Scheme of Studies for the Secondary School Examination.

11. Intermediate Examination After Alim or Fazil Examination

A candidate who has passed the Alim or Fazil Examination of the Board, may shall be permitted to appear in the following categories and qualify the subjects offered by him; provided that he/she shall appear in Part-I and Part-II examination simultaneously;

- 1). English only; and on qualifying, be granted a certificate to that effect; such a candidate shall be permitted to appear in the remaining subjects in the Intermediate Examination; provided that he/she has passed the Secondary School Certificate Examination in full subjects or English only at least two years previously, and on passing in the remaining subjects, shall be granted a certificate to that effect;
- 2). Any candidate who has passed an Alim or Fazil Examination in any Regional Language shall be permitted to appear either as a regular or as a private candidate in English, Islamic Education and Pakistan Studies in the Intermediate Examination provided that he has been declared successful in the Secondary School Certificate Examination atleast two years previously. Such a candidate, on passing in these subjects, shall be granted the Intermediate Certificate in Humanities Group*.
- 3). The grade of such a candidate shall be determined on the basis of marks secured by him and the total marks allotted to the subjects, referred to above, according to the criteria given in the gradation rules.
- 4). Moreover, 1%** grace marks would be awarded to qualify the offered subjects provided that these marks shall not be physically added to the marks obtained in the said subject(s) or to the aggregate marks.

12. Additional Opportunity

Candidate of the following categories may, on an application, be given additional opportunity to appear in the examination in lieu of the chance missed by them:

- (i) candidates involved in cases of alleged use of unfair means but acquitted of the charges;

* Board's decision 17-09-1998

** Board's meeting dated 19-01-2013

RULES**3.13-14 ADIB, ALIM AND FAZIL EXAMINATIONS**

- (ii) candidates whose results remain incomplete.

Provided that candidates of these categories shall be examined in the current courses.

13. Unfair Means in Examination

If a candidate has been disqualified from passing or appearing in one or more examinations, on account of his having been found guilty of using unfair means in an examination his whole result shall be cancelled and he will have to appear, at the end of period of disqualification, as a fresh candidate.

14. Submission of Admission Forms and Rates of Fee

- (1) The rates of examination fee (including the fee for issuing subject-wise marks and the final certificates) will be as fixed by the Board from time to time.
- (2) Registration / enrollment fee as fixed by the Board shall be payable to the Board by each candidate at the time of submission of his / her admission form and fee for the examination which shall not be refundable.
- (3) Permanently disabled students are exempted from the payment of the registration fee / enrollment fee / admission fee; provided that they will supply certificate verifying their disability.
- (4) The admission forms, along with the prescribed fee, shall be accepted according to the following schedule and on such dates as maybe fixed by the Board; and no admission form under any circumstances shall be accepted after the expiry of dates fixed by the Board:

First Phase	With single fee
Second Phase	With double fee
Third Phase	With triple fee
Fourth Phase* (Hardship cases)	With triple fee alongwith Rs.500/- per day upto 10 days before the commencement of examination.

* Board's decision dated 29-11-2007

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3.15

ADIB, ALIM AND FAZIL EXAMINATIONS

- (5) If an admission form is sent by registered post and the prescribed fee is remitted to Board Account on the last date of submission of admission fees, the date of receipt of the form and the fee may be deemed to be the date on which these were sent by the candidate; provided these are received in the Board's office not later than three days after their dispatch/remittance.
- (6) Except for reason of any default of the candidate such as Fee Defaulter, Doubtful Eligibility, etc., no late fee shall be charged from a candidate when the result of a candidate is declared after the last date prescribed for submission of admission form and fee, provided the admission form and fee are received in the Board's office within 15 days from the date of declaration of his result.
- (7) No late fee shall be charged when the admission fee/form is received in the office of the Board not later than three days after the prescribed last date without late fee, provided the Admission form or Fee has been dispatched/deposited on or before the last date so prescribed.
- (8) When the admission fee, alongwith the Admission Form, is received before the last date prescribed without late fee and the amount of fee is short of the prescribed amount, an additional amount as fixed by the Board shall be charged over and above the full rate of Examination Fee and if the fee deposited is less than half of the prescribed full rate of fee, an additional amount shall be charged equal to the rate of Examination Fee.

15. Equivalence of Adeeb, Alim and Fazil Certificates.

The House approved to adopt IBCC decision / Notification no. IBCC/LHR/BISE's/2019/1706 dated 15-04-2019, in BISE Sargodha.

1. **Adeeb (Urdu):** It is considered equivalent to SSC (Arts Group) subject to passing the subjects of English, Islamiyat and Pak study at SSC level.

2. **Alim:**

- a) **Alim (Urdu):** It is considered equivalent SSC (Art Group) subject to passing the subjects of English, Islamiyat and Pak study at SSC level.
- b) **Alim (Arabic):** It is considered equivalent SSC (Art Group) subject to passing the subjects of English, Urdu and Pak study at SSC level.

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ADIB, ALIM AND FAZIL EXAMINATIONS

- c) **Alim (Other Languages):** It is considered equivalent SSC (Art Group) subject to passing the subjects of English, Urdu, Islamiyat and Pak study at SSC level.
- 3. **Fazil:** The Student must have SSC OR Equivalent qualification before passing Fazil certificate.
 - a. **Fazil (Urdu):** It is considered equivalent HSSC (Humanities Group) subject to passing the subjects of English, Islamiyat, Pak study at HSSC level.
 - b. **Fazil (Arabic):** It is considered equivalent HSSC (Humanities Group) subject to passing the subjects of English, Islamiyat, Pak study at HSSC level.
 - c. **Fazil (Other languages):** It is considered equivalent HSSC (Humanities Group) subject to passing the subjects of English, Islamiyat, Pak study at HSSC level *.

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Added Board's decision dated 19-04-2019 vide item no. T2.

CHAPTER 4
APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION

4.1-3

Section I**General****1. Definitions:**

- (1) 'Examiner' means a Paper Setter, a Head Examiner or a Subordinate Examiner;
- (2) 'Teaching Experience' denotes teaching experience in the subject in an institution recognized by the Board or a college affiliated to a University.

2. Annual Appointment

All Examiners shall be appointed annually.

3. Committee of Courses to Recommend the Panel of names

- (1) The Committee of Courses shall, in accordance with the rules approved by the Board, recommend a panel of names for appointment as Examiners in respective subjects.
- (2) The number of Examiners to be included in the panel shall be as follows:
 - (a) three names per paper in the case of Paper Setters;
 - (b) double the number of vacancies in the case of Head Examiners;
 - (c) 50 per cent more than the number of vacancies in the case of Sub-Examiners;

Provided that if the number required for panel, as defined above, is not available, the Committee concerned shall give a certificate to that effect.

- (3) The recommendations of the Committee of Courses shall be scrutinized in respect of eligibility of the person or persons suggested for appointment by the office and placed before the Committee for Appointment of Sub-Examiners.
- (4) The Committee for Appointment of Sub-Examiners shall consist of the following members of the Board:
 - (a) One Principal of an Intermediate College;
 - (b) One Headmaster of a High School;
 - (c) One other member;
 - (d) Controller of Examinations (ex-officio).

RULES**APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION****4.4-8**

- (5) The recommendations of the Committee of Courses, with regard to the appointment of Paper Setters and Head Examiners, shall be scrutinized by the office and then placed before the Committee for Appointment of Paper Setters and Head Examiners for approval.
- (6) The appointment of Examiners shall ordinarily be made from the panels of names suggested by the Committee of Courses and scrutinized by the office.

4. Chairman's Power to Cancel Appointments

The Chairman shall have the power to cancel the appointment of an Examiner who is shown to be unable to perform the work or to conform to the directions of the Board, or found guilty of malpractices at any time without assigning any reason.

5. Chairman's Power to Appoint

In the case of emergency, when there is no time to bring the appointment of an Examiner or Examiners before the Committees for the Appointment of Sub-Examiners, Paper Setters and Head Examiners, the Chairman shall be empowered to make such appointment or appointments;

Provided that in making such appointment or appointments, the Chairman may consult the Convener of Committee of Courses concerned.

6. Board to Frame Rules

The Board may frame rules, from time to time governing the appointment, removal and control of Examiners and the manner in which they shall be required to do their work.

7. Remuneration to Examiners

The Examiners shall receive such remuneration as the Board may fix from time to time.

Section II**Appointment of Examiners****8. Members of Committee of Course not Eligible**

No member of a Committee of Courses shall be appointed as an Examiner in the subject with which that Committee is dealing. The member of the Examiners Appointment Committee shall not be eligible for appointment as an Examiner;

RULES

APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF REMUNERATION

4.9

but provided that 25%* members of a Committee of Courses may be appointed as Examiner in very exceptional cases in a subject in which persons suitably qualified to act as Examiners are not available. This shall have to be certified by the Committee of Courses in writing while making recommendation to the Examiners Appointment Committee.

9. Minimum Qualifications of Examiners for SSC Examination

The following shall be the minimum qualifications for persons to be appointed as Examiners for the Secondary School Examination:

- (1) **Paper Setters** Graduates in the subject with at least 10 years teaching experience in the subject.
- (2) **Head Examiners** Graduates in the subject with seven years teaching experience in the subject;

Provided (i) they have acted as Sub-Examiners previously; and

- (ii) if they are working in a School/Higher Secondary School/Elementary College, and are not below the rank of Headmaster/Subject Specialist.

OR

They are SST's having teaching experience not less than 7 years in the subject.**

- (3) **Sub-Examiners** Persons having Master's Degree or Trained Graduates who have read the subject, at least, upto the Intermediate standard with atleast one year*** teaching experience in the subject;

Provided that if Sub-Examiners of the requisite qualifications are not available then:

- (a) PTC's, AT's, EST's with graduation and teaching 9th and 10th classes or have taught 9th and 10th classes upto three years earlier, will be eligible for Sub-Examiner; provided that the Head of the Institution will give this certificate in writing***.
- (b) An approved teacher with one*** year teaching experience shall also be eligible for appointment as Sub-Examiner for:
 - (i) Drawing;
 - (ii) Hygiene;
 - (iii) Physiology;
 - (iv) Agriculture;

* Board's decision dated 20.02.1993

** Board's decision dated 31-05-2012

*** Board's decision dated 30-04-2013

RULES

APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION

4.10-12

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|-----|--|------|---|
| (v) | Urdu, Persian, and Arabic if he holds an Honours Diploma in the Language | (vi) | Civics; if he is a Graduate in Political Science; |
|-----|--|------|---|
- (c) For Hygiene and Physiology, an M.B.B.S., preferably employed in a teaching institution or a recognized Civil Hospital; and for Agriculture, a B.Sc. in Agriculture, preferably employed in a Teaching Institution, shall also be eligible for appointment as a Sub-Examiner.

10. Minimum Qualifications of Examiners for Intermediate Examination

A person appointed as an Examiner for the Intermediate Examination shall hold a Postgraduate Degree in the subject, and

- (1) Ten years teaching experience in that subject, if he is a Paper Setter.
- (2) Seven years teaching experience in that subject, if he is a Head Examiner; and
- (3) Atleast one year teaching experience in the subject if he is a Sub-Examiner.

Note:* Sub-Examiner at Intermediate Level may not be below the rank of Lecturer/Subject Specialist. However, SST's who are post graduate in the relevant subject and are teaching relevant subject to Inter Classes in Higher Secondary Schools will also be eligible.

11. Minimum Qualifications of Examiners for Languages Examinations

The following shall be the minimum qualifications for persons appointed as Examiners for the Adib, Alim and Fazil Examinations in Languages;

- (1) **Adib and Alim** Master's Degree in the Language or a Fazil in the Language;

Provided that a B.A./B.Sc., who has also qualified in optional Urdu, shall be eligible for Examinership in Adib Urdu Examination.
- (2) **Fazil Examinations** Postgraduate Degree in the Language.

12. Power to Relax Qualifications

Notwithstanding anything to the contrary in these rules, the Examiners

* Board's decision dated 30-04-2013

RULES**APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION****4.13-18**

Appointment Committee shall have the power to relax the minimum qualifications for appointment as Examiners; provided that an Examiner of requisite qualifications is not available in a subject or a paper.

13. Teachers to be Preferred

A teacher with requisite teaching experience, if otherwise eligible, shall be preferred to a non-teacher as an Examiner. In the case of Adib, Alim, and Fazil Examinations, a person of eminence in a particular branch of knowledge may also be considered in exceptional cases for appointment as an Examiner.

14. Subject Teacher of Other Board/University Eligible

Teachers employed in a recognized institution of another University or Board and possessing the requisite qualifications shall also be eligible for appointment as Examiners.

15. Paper Setter / Head Examiner

No person shall ordinarily be appointed as a Paper Setter or Head Examiner if he has not worked as a Sub-Examiner for at least three years.

16. Period of Appointment and Gap

No person shall be allowed to continue as an Examiner if he has already worked as such for three consecutive years. Such persons shall be eligible for re-appointment after a gap of two years. Provided that if suitable examiners are not available in a subject, the gap shall be reduced to one year. While making such appointments the committee of courses concerned shall certify that qualified examiners in the subject with which it is concerned are not available.

17. Power to waive condition

Notwithstanding anything to the contrary in rule 16, the condition of two years gap may be waived in very special circumstances, for reasons to be recorded in writing by the Committee of Courses or by the Chairman, in the case of appointment of a Sub-Examiner as a Head Examiner or as a Paper Setter.

18. Appointment in One Subject Only

- (1) No person shall be appointed as an Examiner in more than one subject in one year.
- (2) No person shall be appointed as an Examiner in any major subject if he is acting as an Examiner in a major subject for an examination conducted by the Education Department, University or any other Board, beginning

RULES**APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION****4.19-25**

within a period of three weeks before or after the commencement of the Board's examination.

Explanation: The expression 'major subject' means a subject or a paper in which an Examiner has to set a Paper and examine answer-books of more than 200 candidates.

19. No. of Scripts

An Examiner shall ordinarily mark answer-books of about four hundred candidates.

20. Persons not Eligible

No person, who is on the rolls of an institution or intends to send his admission form to appear in any examination conducted by an examining body, shall be appointed as an Examiner.

21.* Principal / Professor / Assistant Professor / Lecturer / Subject Specialist of a College / Higher Secondary School and Headmaster of a High School shall be eligible for appointment as Paper Setter for the Secondary School Examination.

Section-III**Rules for Paper Setters****22. Questions to test ability**

Questions should aim at testing the ability of a candidate: (a) to understand a topic; and (b) to apply his knowledge to solving practical problems and not merely at testing his ability to reproduce the answers which have been given to him in notes or learnt by him from a book.

23. Direct Question to be discouraged

In question papers on Languages, direct questions involving work of memory rather than of intelligence should be discouraged.

24. Questions to be conform to courses

Every part of every question shall conform to the prescribed courses of study.

25. Questions to cove the whole range of subjects

Every portion of every question shall be clear and definite in language as well as in regard to the nature of the answer required of the candidates. The question paper shall be fairly distributed over the whole range of the subject and not concentrated on any one portion or a few portions only.

* Board's decision dated 03-05-1990

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION

4.26-34

26. Paper Setter to conform to rules

The Paper Setter shall strictly conform to the rules for the examination with which he is concerned respecting the language to be used in stating and answering a paper.

27. Choice of Questions

Choice of Questions, in Secondary School Certificate / Intermediate / Languages Examinations, will be, as prescribed by the board from time to time.

28. Standard of Question Papers

The standard of question papers as a whole shall not substantially vary from year to year. If the standard is desired to be altered, such change shall be brought about over a number of years.

29. Paper Setter to quote items of Syllabus and Pages of Book

The Paper Setter shall invariably mention the portion of the Syllabus and give reference to pages of the book from which the question paper has been set by him.

30. Abbreviation to be avoided

In setting a question paper, abbreviations of all kinds, except those in special subjects, shall be avoided.

31. Instructions for sub examiners

Each Paper Setter shall, at the time of setting a question paper, also draw up instructions to Sub-Examiners for marking the scripts. He shall do so even if there are no Sub-Examiners in that particular paper.

32. The instructions to Sub-Examiners shall be short and clear. Every question shall be properly analyzed and marks allotted to various parts.**33. Solution of Mathematical Questions**

In Written Papers containing mathematical questions, the Paper Setter shall send solutions along with the question papers.

34. Marks for each question

The Paper Setter shall assign marks to each question which shall be indicated on the question paper for information of the candidates.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION

4.35-36

35. Identical Syllabi

For examinations where the syllabi are identical, the question papers set shall be the same.

36. Certificates to be given by Paper Setters

Each Paper Setter shall be required to certify:

- (1) that the question paper was kept under lock and key while in his possession;
- (2) that none of the questions has been set by him for any examination of any other examining body;
- (3) that the paper (if typed) has been typed by him without any external help and that carbon papers, if used, have been destroyed;
- (4) that the paper (if hand-written) has been written by him personally;
- (5) that he has kept no copy or notes of the paper with him and he accepts the fullest responsibility for the accuracy and secrecy of the question papers;
- (6) that he has checked the paper and has satisfied himself that it is strictly in accordance with the syllabus prescribed for the examination and that the paper, in his judgment and belief, is upto the standard of that examination;
- (7) that he has taken special care to exclude all obscene and vulgar passages;
- (8) Paper setter can set only the paper of the subject part, except paper of P-I/P-II in which their near relative is appearing in said exam. (only in emergency case subject to the prior approval of the Chairman Board if the Paper setter in relevant subject is not available)*.

Explanation: The term 'near relative' includes son, daughter, wife, husband, brother, sister or a person with whom the Paper Setter has such relations as would give him easy access of his secret papers.

- (9) that he has not written or revised any textbook or help book for the particular branch of knowledge for which he has set the paper;

* Added Board's decision dated 21-12-2019 vide item no. 19

RULES

APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF REMUNERATION

4.37

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- (10) (a) he is not teaching the subject to the class for which he has set the paper;
- (b) he has not taught the subject to the classes for which he has set the paper during the previous two years.
- 37.1 Manners to send papers to OCP**
Each Paper Setter shall forward his paper to the Officer Incharge Confidential Press by name in a prescribed cover which shall be properly sealed, registered and insured. The Officer Incharge Confidential Press is authorized to reject or return any paper to the Examiner which is not forwarded in the prescribed manner.
- 2 Auction / Destroying the Original Manuscripts of Question Papers of Secondary School Certificate, Intermediate and Languages Examinations etc**
“The Manuscripts of Question Papers may be disposed off after one Year. However, at least 03 copies of question papers and instructions should retain with secrecy Branch for record”*.
- 3 Approval of 2% wastage ratio paper/page during all kinds of printing of Confidential Press in accordance with Govt. Printing Press Lahore.**
2% provision of ‘wastage of paper’ already allowed by the Govt. of Punjab i.e. Govt. Printing Press Lahore vide letter dated 30-10-2003 being implemented in other Boards, BISE Sargodha is allowed to adopt said Govt. policy in next all examinations in future**.
- 4 Powers of Chairman about Confidential Press.**
The confidential press is totally at the discretion power of Chairman, BISE Sargodha as per Board regulation clause VI-46; adopted by the BOG in its meeting dated 25-6-1968, further terms & conditions for the staff of Confidential Press notified vide order No. 1569-72/PA / CE dated 30-3-1989***.
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* Added Board’s decision dated 21-07-2010.

** Added Board’s decision dated 17-10-2020 vide item no.S-6

*** Added Board’s decision dated 29-12-2021 vide item no. 28.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION

4.38-40

Section IV
Rules for Head Examiners

38. Volume of Work

There shall be one Head Examiner for about six thousand candidates.

39. Chaining Marks Assigned by Sub-Examiner

- (1) In no case shall the Head Examiner himself increase or decrease the marks assigned to any paper by a Sub-Examiner.
- (2) In case of difference of 7 or less marks in evaluation of the candidates' answer-books arising between a Head Examiner and his Sub-Examiners, the Head Examiner shall return such answer-books of the candidates to Sub-Examiner. The Sub-Examiner shall change the marks already assigned by him according to the instructions of his Head Examiner.
- (3) In case of a difference of more than 7 marks in evaluation of the candidates' answer-books arising between a Head Examiner and his Sub-Examiner, the Chairman shall appoint a Third Examiner or a moderator and the marks assigned by him shall be considered as final or Refer the matter to committee of courses concerned, for a decision, which shall be subject to the final approval of the Chairman. However, this rule shall not apply to the answer-books checked in Test Installment.

40. Timely Submission of Result

- (1) The Head Examiner shall be responsible for submitting the result in his subject in time. He shall also certify that he has re-examined the required percentage of answer-books.
- (2) When a Head Examiner finds that the work of a Sub-Examiner, whose Test Installment he has already approved with or without modifications, has subsequently fallen short of the required standard, he shall immediately issue a warning to the Sub-Examiner calling his attention to the standard which has already been approved. If such warning remains ineffective, he shall report the matter to the Secrecy Officer enclosing all the relevant correspondence.
- (3) the Controller of Examinations shall be authorized to call an Examiner from Sargodha or from outside to the Board's office and sanction journey for this purpose. The Controller of Examinations shall also be authorized to permit a Head Examiner to call a Sub-Examiner for personal consultation and permit the Examiner concerned to undertake journeys for this purpose. A list of the Sub-Examiners permitted by the Controller of Examinations to undertake journeys for personal consultation with the

RULES**APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION****4.41-43**

Head Examiner shall be put up to the Board in Statement 'A' for information after the declaration of the result.

- (4) The Chairman shall be authorized to permit revision by the Head Examiner of a higher percentage of answer books than 20%.

Section V**Special Rules for Examiners****41. Joint Paper Setting**

If there are two or more Paper Setters in a paper, it shall be set by them jointly.

Coordinator and concerned paper setter will be responsible in case of any difference between Urdu and English version while setting the Question Papers*.

- 42.** Subject to the provisions of other rules, one of the Paper Setters for the Secondary School Examination shall be an experienced teacher in a college and the other a person who is familiar with the standard of school teaching such as a District Education Officer, a Teacher in a College of Education or a retired Headmaster.

43. Meeting of Paper Setter and Head Examiners

The Paper Setters shall hold a meeting with the Head Examiners, and prepare instructions for the Head / Sub-Examiners as regards the standard and method of marking. They shall also examine a number of answer-books to ensure a uniform standard. The work of the Sub-Examiners shall be supervised by the Head Examiners.

Each Head Examiner shall revise 20% of the answer-books marked by a Sub-Examiner besides the usual test installments.

* Added Board's decision dated 17-11-2017 vide item no. 5.

RULES**APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION****4.44-48**

44. Checking Examiner's Work**Section VI****Procedure for Registration as a Sub-Examiner****45. Appointment of Sub-Examiners**

The Board shall maintain a register/list containing the names of persons eligible for appointment as Sub-Examiner in each subject and for each examination. Subject to other provisions, appointment of Sub-Examiners shall be made in the order of the following categories; and in each category, the names shall be arranged in the order of length of their teaching experience:

- (1) persons having Master's Degree or trained Graduates;
- (2) those who have read subject atleast upto the Intermediate Standard and are S.S.Ts., C.Ts., or P.T.Cs.

46. Suggestions for inclusion of names in this register/list may be invited from Heads of institutions and Executive District Officers.

47. The register/list so prepared shall be reviewed every year.

48. Appointments shall ordinarily be made in accordance with the serial order in the register/list.

Note: The rates of remuneration to Paper Setters, Examiners and contingent expenses for the Practical Examiners at present are given in the end at Appendix. However, all these rates are subject to change by the Board from time to time.



CHAPTER 5

EXAMINATIONS

5.1-2

All correspondence pertaining to examinations conducted by the Board shall be addressed to the Controller of Examinations of the Board and be delivered in the office by the dates to be prescribed by the Board from time to time.

1. **Full Pre-payment**

All fee prescribed for admission to examinations shall be paid in full before any action can be expected to be taken on the application forms pertaining to them.

2. **Fee Once Paid not Refundable or Transferable Except Under Conditions**

Examination fee once paid shall not be refunded under any circumstances or transferred to a subsequent examination even if the candidate fails to present himself for the examination except in the following cases:

- (i) If the name of candidate was sent up provisionally on account of shortage in his lectures or attendances and the authority that sent up his name withdraws it at least ten days before the commencement of the examination for failure to make up the shortage;
- (ii) If the name of a candidate has been submitted by the Head of Institution, but later his attendance run short of the required percentage and his name has been withdrawn atleast ten days before the commencement of examination;
- (iii) If the candidate dies before the commencement of the examination, in such case, the fee shall be refunded to the legal heirs of the candidate;
- (iv) If the candidate is declared ineligible to appear in an examination, except the candidate/s who remained on the rolls of a recognized Institution after 30th June of the year preceding the Annual Examination and concealed this fact*.
- (v)
 - a). In case any amount is paid in the Board's fund either due to mistake or in excess of the amount due, the amount wrongly paid or paid in excess, may be refunded after deduction of 25% to cover service charges**.
 - b). In case, any fee is paid in any head, may also be allowed to be adjusted in any other concerned head which is desired**.
- (vi) If admission fee is paid but the admission form is not sub-mitted, and, accordingly, the candidate does not take the examination; provided that in such a case a deduction of 25% shall be made from the amount paid as admission fee;

* Board's decision dated 26-12-1987

** Added Board's decision dated 24-11-2018 vide item no. 27.

**RULES
EXAMINATIONS**

5.3-8

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- (vii) A claim for refund of any fee, if permissible under the Rules, must be made on the prescribed form within six months from the commencement of Examination. A deduction of 25% shall be made from the refundable amount to cover service charges*.

3. Board's Power to cancel Admission

Notwithstanding anything to the contrary in the provisions pertaining to an examination, the Board shall have the power to exclude any person from any examination, if it is satisfied that such a candidate is not a fit person to appear in it.

4. Examinations to Test Textual and General Knowledge of a Subject

In examinations where textbooks are prescribed, the candidates shall be required not only to show a thorough knowledge of the textbooks, but also to answer questions of a similar standard set with a view to testing their general knowledge of the subject.

5. Changes to be Notified Two Years ahead

The Syllabuses and Courses of Reading prescribed for examinations can be changed from time to time by the Board; such changes being duly notified ordinarily two years before the date of the examination from which they are to take effect.

6. No Medal/Prize etc. on Passing Examination in Parts.

No candidate who passes an examination in parts or avails himself of the concession of appearing in a Supplementary Examination shall be entitled to a prize, medal or scholarship.

7. Disqualification or Expulsion a Bar

Notwithstanding anything to the contrary in these rules, no candidate, who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear, shall be admitted to the examination.

8. No candidate, who has been debarred by any examining body, whose examinations are recognized by the Board, shall be admitted to any examination before the expiry of the period for which he has been disqualified.

* Board's decision dated 07-09-1996.

**RULES
EXAMINATIONS**

5.9-11

9. Option in Case of Lost Paper

If a candidate's paper is lost after having been received by the Superintendent or any of his subordinates in the examination centre, the candidate would be given an option either:

- (i) to re-appear in the missing paper and the marks obtained by him in that paper shall be duly entered in the result sheet and his result declared accordingly; or
- (ii) to accept award for the missing paper calculated on the basis of the average of the marks obtained in other papers by him;
- (iii) In the case of the loss of an answer script, the candidate will be allowed to re-appear in that very paper without the payment of any examination fee after fixing responsibility and taking appropriate action against the defaulter vis-à-vis supervision/evaluation staff and Board's employees.

Provided that if a candidate applied for re-checking of answer-book/s but his / her answer-book/s is / are found lost after evaluation, he / she may be given option either to accept the marks as entered in the award list or re-appear in the relevant subject. In the case of dispute as to whether a candidate's paper was duly received or not, the findings of the Controller of Examinations shall be final.

10. Publication of Result

As soon, after the completion of an examination, as may be possible the Controller of Examinations shall publish the result of the examination.

11. Rechecking of Answer Books

Candidates appearing in all the examinations conducted by the Board shall be permitted to get their answer books rechecked to the effect that:

- (1) Totals have been rightly brought forward;
- (2) No portion of any answer has been left unmarked;
- (3) There is no mistake in the grand total on the cover of answer book.
- (4) The answer book has not been changed.
- (5) The total of various parts of a question has been correctly made at the end of question.
- (6) The answer books of each examination will be disposed off after six

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months from the date of the declaration of the result except the disputed cases.

Candidates desirous of getting their answer books checked in this way, will have to apply for this purpose within 15 days of the declaration of the result and pay fee Rs.1,200/-* or as prescribed by the Board from time to time for rechecking of each paper.

The candidate has the right to see or examine the answer book to satisfy himself/herself with regard to conditions (1) to (5) in the presence of an authorized person of the Board who shall satisfy the candidate of the above condition.

The fee shall be refunded if any mistake is found or the application is rejected being time barred.

12. **Permission to Re-appear**

A candidate, who has failed in an examination, may present himself for one or more subsequent examinations;

Provided that he shall, on each occasion, satisfy the Board that he has fulfilled the conditions laid down in the rules for admission of candidates to the examination conducted by the Board;

Provided further that a student from a recognized institution who is unable to clear an examination of the Board within a period of two years from the date of his first failure will not be admitted to any examination after that period as a regular candidate. He may thereafter sit in the public examination as a private candidate.

13. **Board's Power to Hold Additional Examination or to cancel one held at a particular centre.**

Notwithstanding anything to the contrary in these rules, the Board shall have the power to;

- (i) hold an additional examination in the same year for special reasons; and
- (ii) cancel the entire examination or the examinations held at a particular centre if it is satisfied that the examination has not been held under proper conditions.

14. **Chairman's Power to Quash Result****

The Chairman shall have the power to quash the result of a candidate after it has been declared and cancel the certificate accordingly if already issued;

* Enhanced Board's decision dated 17-10-2020 vide item no. 14.

** Board's decision dated 28-03-1987 and 27, 28-06-1987

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- (1) If he/she has been disqualified for using unfair means in the examination;
or,
- (2) If a mistake is found in his/her result;
or,
- (3) If it is found that he/she was not eligible to appear in the examination;
or,
- (4) For Fraud, Forgery and Impersonation that may be determined by the Chairman,

Provided that the orders of quashing the result are issued not later than four years from the date of detection of the offence mentioned in 1 to 4.

Provided further that if in quashing the result of a candidate under (2) and (3) as 'failed'. Who was previously declared to have passed in an examination, the Chairman may, after considering the circumstances of the case, take such action as it may deem necessary to give to the candidate the benefit of any privilege that he may have acquired by studying in the next higher class in a recognized institution or taking an examination conducted by the Board/University.

Provided further that no result of any candidate will be quashed without issuing a show-cause notice to the candidate and giving him/her an opportunity to defend himself/herself.

15. Evaluation/Cancellation of Crossed Answer Books

- (1) If a candidate himself / herself crosses his / her answer-book in the examination centre, a statement may be taken from the candidate on his / her answer-book that he/she has crossed his / her answer-book himself / herself; therefore, his / her answer-book may be cancelled and that he / she would not make any demand for its marking. The Superintendent and the Deputy Superintendent of the centre should certify the candidate's statement and send the answer-book separately to the Chief Secrecy Officer of the Board in a sealed packet. However, if any crossed answer-book does not bear the signatures of the Superintendent and the Deputy Superintendent, the case of such a candidate may be referred to the Discipline Committee that will decide the matter of cancelling or retaining the answer-book of the candidate after calling him / her*.
- (2) As more than one admission forms are submitted with the objective of using unfair means, in future, all the admission forms of such candidates

* Board's decision dated 16-08-2001

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who send more than one admission forms shall be rejected and such candidates will not be allowed to appear in the examination at any cost. Their admission fees will be confiscated in favour of the Board and will not be refunded to them.

- (3) The candidates for the Secondary School Certificate and Intermediate Examinations will be allowed to use calculators in the examination centres, but those will not be the calculators of mini-computer type. However, the candidates will have to arrange calculators themselves.
16. When the time for attempting objective papers is over, the Centre Superintendent will get them collected and keep them in his custody on his table in a sealed or stapled packet mentioning their number on the packet. When the time of attempting the subjective paper is over, the objective papers will be stitched or stapled with the subjective papers and sent to the Board. The stamp of 'BLANK' should be affixed on the unused objective papers. Thereafter, these should be put into a packet and sealed. This sealed packet of blank objective papers should be put into the bundle of answer-books to be sent to the Board.
17. If a mistake is found in the result of a candidate either by wrong posting/ transferring the award/marks, coding decoding or result gazette etc; does not in itself confer any right or privilege independently on any candidate for the grant of a Certificate/Sanad, which will be issued under the regulation on the basis of original record in the Board's Office. The Controller of Examinations will have the power to rectify such mistakes and affix the responsibility whereas the Chairman will have the power to cancel the result and take appropriate action under E&D Rules/ malpractices Act 1950*.
18. If a candidate walks out in the paper/subject/examination, he/she will be considered ABSENT in that paper/subject/examination and no re-examination will be conducted for the same*.
19. The responsibility of receiving the duly sealed and filled-in packets of question papers sent by the Officer Incharge Confidential Press lies with the concerned Deputy/Assistant Controller who should remain present for the supervision of the section. In the event of the absence of the Deputy/Assistant Controller, the Section Superintendent will be responsible for it. Even if the Superintendent is not present, the senior-most official of the section will be responsible for

* Board's decision dated 19-09-1992

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- receiving the packets. The stitching on the packets must overlap the stickers.
- 20.** Disposal of material relating to all the examinations conducted by the Board*:

DOCUMENTS OF CASES		PERIOD OF PRESERVATION
(1)	Awardlists received from Head / Single Examiners	Two years after the declaration of result
(2)	Counterfoils received from Sub-Examiners	-do-
(3)	Identification sheets received from centres	One year after the declaration of result
(4)	Photographs of candidates received from centres	-do-
(5)	Roll No. slips received from centres	-do-
(6)	Open clothlined envelopes received from centres	-do-
(7)	Cutlists and other material received from centres	-do-
(8)	Various forms received from examination centres and from Examiners, Head Examiners	-do-
(9)	Application forms for various appointments of members of supervisory staff & examiners etc.	One year after the declaration of the result.
(10)	Re-checking cases without mistakes	Six months after the disposal of relevant case.
(11)	Re-checking cases with mistakes	One year after the disposal of relevant case.
(12)	Awardlists/counterfoils of decided wrong Roll Numbers and stray cases	-do-
(13)	Counterfoils of issued result cards of failed candidates	One year after the declaration of result of relevant examination.

* Boards decision dated 12-11-2000

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|------|---|--|
| (14) | Centre Statements/Marked Cutlists
and Registered postal receipts | -do- |
| (15) | Un-issued Roll Number Slips | One year after the
declaration of the result. |
| (16) | Application form/papers for various
appointments of External Tabulators/
Scrutiners | -do- |

Note: The relevant record will be destroyed/disposed off after the concerned result sheets and admission forms have been transferred to Record Branch before making disposal any of the above Documents/Files/Cases special steps would be taken to preserve the following documents of cases:

- (i) Any answer book/s award list or counterfoils needed in some Court or Police or Enquiry Officer/Committee.
- (ii) Any decided cases of the alleged use of unfairmeans needed by some Court or Police or Enquiry Officer/Committee.
- (iii) Any Answer Book, Award List, Counterfoil or decided case of the use of unfairmeans needed in any enquiry against some members of the Supervisory Staff, some Examiner, some Employee of the Board.
- (iv) Any award list, Roll Number Slips, attendance chart/sheet needed by the Police/Court.
- (v) No demand certificate should be obtained from all the Branches of the Board.

- 21.** All the solved Answer Books of the Candidates alongwith the relevant record whose UMC/complaint/disputed cases have been finally decided by all concerned Committees/Court of Law shall be destroyed after six months. The Chairman shall constitute a Committee consisting of One Member Board and One Officer of the Board to Supervise the process of destroying the Answer Books and relevant record of UMC/Complaint/Disputed Cases six month after the final settlement with the exception of disputed pending cases to be settled after the lapse of one year*.

* Board's decision dated 23-08-2007

ANNEXURE TO CHAPTER 5

RATES OF FEE FOR ADMISSION TO EXAMINATION AND ISSUANCE OF DOCUMENTS

1. RATES OF ADMISSION FEE FOR VARIOUS EXAMINATIONS.

Name of Examination	Group	Part I (9 th Class)		Part II (10 th Class)		Composite	
i) Secondary School Certificate Examination	Humanities	<u>Regular</u> Rs. 1275/-	<u>Private</u> Rs.1325/-	<u>Regular</u> Rs. 1275/-	<u>Private</u> Rs. 1325/-	<u>Regular</u> Rs. 1875/-	<u>Private</u> Rs. 1975/-
	Science	<u>Regular</u> Rs. 1325/-	<u>Private</u> Rs. 1375/-	<u>Regular</u> Rs. 1325/-	<u>Private</u> Rs. 1375/-	<u>Regular</u> Rs. 1975/-	<u>Private</u> Rs. 2075/-

Name of Examination	Group	Part I (11 th Class)		Part II (12 th Class)		Composite	
ii) Intermediate Examination	Humanities Certificate: Total:	<u>Regular</u> Rs.1425/-	<u>Private</u> Rs. 1475/-	<u>Regular</u> Rs. 1425/- <u>Rs. 700/-</u> Rs.2125/-	<u>Private</u> Rs. 1475/- <u>Rs. 700/-</u> Rs. 2175/-	<u>Regular</u> Rs. 2175/- <u>Rs. 700/-</u> Rs. 2875/-	<u>Private</u> Rs. 2275/- <u>Rs. 700/-</u> Rs.2975/-
	Science Certificate: Total:	<u>Regular</u> Rs. 1475/-	<u>Private</u> Rs. 1575/-	<u>Regular</u> Rs. 1475/- <u>Rs. 700/-</u> Rs. 2175/-	<u>Private</u> Rs. 1575/- <u>Rs. 700/-</u> Rs. 2275/-	<u>Regular</u> Rs. 2275/- <u>Rs. 700/-</u> Rs. 2975/-	<u>Private</u> Rs.2475/- <u>Rs. 700/-</u> Rs.3175/-
iii) Languages Examination	a) Adib b) Alim c) Fazil	Exam: 1000/- Processing: Rs.395/- Development: Rs.200/- Scholarship: Rs.80/- Certificate: Rs.700/-				Total Rs. 2375/-	

- (i) Rs. 1675/- for SSC P-1 & Rs.1775 for HSSC Part-1 as registration fee shall be charged from the candidates appearing first time in the examination.
- (ii) Rs. 700/- as certificate fee shall be charged from the candidates appearing first time in part second or composite examination.

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(iii) Admission fee fixed for science group shall be charged from the candidates offering subject/s having practical examination in humanities group.

(iv) These rates are subject to change by the Board from time to time.

2. **REGISTRATION FEE**

(i) Secondary School Examination (Govt. Schools)

NOTE! Govt. Institutions of SSC are exempt from Registration Fee

but they will pay Development Fee + Processing Fee* + Scholarship Fee** + Sports Fee***.

Scholarship Fee Rs. 80 (Total 200+395+80) per student Rs. 675/-

SSC Registration / Re-admission	Fees	Approved in BOG
Registration Fee	Rs. 1000/-	17-10-2020 item # 14
Processing Fee	Rs. 395/-	20-12-2014 item # 19
Development Fund	Rs. 200/-	20-03-2021 item # 25
Scholarship Fee	Rs. 80/-	20-03-2021 item # 25
Total:	Rs. 1675/-	

HSSC Registration / Re-admission		Approved in BOG
Registration Fee	Rs. 1000/-	17-10-2020 item # 14
Processing Fee	Rs. 395/-	20-12-2014 item # 19
Sports Fee	Rs. 100/-	07-05-2018 item # 27
Development Fund	Rs. 200/-	20-03-2021 item # 25
Scholarship Fee	Rs. 80/-	07-05-2018 item #
Total:	Rs. 1775/-	

(i) SSC Examination (Govt. Schools) Rs. 675/-

(ii) SSC Examination (Private Schools) &
HSSC Examination (Govt./Private Institutions) Fee chart has
mentioned at Annexure vide serial no. 1 (Rate of Admission Fee)

3. **RATES OF FEE FOR LATE SUBMISSION OF ADMISSION FORMS & FEE**
The admission form and admission fee will be accepted according to the following four phases;

- (i) First Phase With single fee
- (ii) Second Phase With double fee
- (iii) Third Phase With triple fee
- (iii) Fourth Phase With triple fee along with Rs. 500/- per day up to 10
(Hardship Cases) days before the commencement of examination.

* Added Board's decision dated 30-04-2013 vide item no. 33.

** Added Board's decision dated 17-10-2020 vide item no. 14.

*** Added Board's decision dated 07-05-2018 vide item no. 27.

ANNEXURE TO CHAPTER 5

4. RATES OF FEES FOR OBTAINING VARIOUS DOCUMENTS, ETC*.		
i)	Fee for change in date of birth.	
a.	Within two years of the declaration of the result of Secondary School Certificate Examination.	Rs. 3000/-
b.	After two years but within five years of the declaration of result of Secondary School Certificate Examination.	Rs. 4500/-
c.	After five years but within ten years of the announcement of the result of Secondary School Certificate Examination.	Rs. 6000/-
d.	At any time, ten years after the declaration of result of Secondary School Certificate Examination.	Rs. 10,000/-
<i>Note: Form fees Rs. 50 is included in all above categories.</i>		
ii)	Fee for changing in name of the candidate or that of his/her father.	
a.	Within two years of the declaration of the result of Secondary School Certificate Examination.**	Rs. 3000/-
b.	After two years but within five years of the declaration of result of Secondary School Certificate Examination.**	Rs. 4500/-
c.	After five years but within ten years of the announcement of the result of Secondary School Certificate Examination. **	Rs. 6000/-
d.	At any time after ten years the declaration of result of Secondary School Certificate Examination.**	Rs. 10,000/-
iii)	Fee for N.O.C / Migration / Transfer (Normal) **	Rs. 2500/-
iv)	Fee for Migration / Transfer Certificate (Local)**	Rs. 7500/-
v)	Fee for Rechecking marked Answer Books.*** per answer book.	Rs. 1200/-

NOTE: Form Fee Rs.50/- included in all above categories.

* The Board in its meeting held on 20-06-2014 has been approved the enhancement in the following fees w.e.f 01-07-2014.

** Added Board's decision dated 15-09-2018 vide item no. 24.

*** Added Board's decision dated 17-10-2020 vide item no. 14.

ANNEXURE TO CHAPTER 5

		<u>Ordinary</u>	<u>Urgent</u>
vi)	Certificates etc.*		
	a) Original Certificate	Rs. 700/-	Rs. ---
	b). Original (before time) Certificate***	-----	Rs. 1000/-
	c) Duplicate/revised Certificate	Rs. 4000/-	Rs. 5000/-*
	d) Triplicate Certificate	Rs. 10,000/-	-----
	e) Duplicate Result Card / Marks Card	Rs. 1500/-	Rs. 2000/-
	f) Attempt Certificate	Rs. 2050/-	Rs. ---
	g) Quadruplicate Certificate**	Rs. 30000/-	
	<i>i.</i> The committee comprising of Secretary / Controller of Examinations and one Member Board give his recommendations to the Chairman.		
	<i>ii.</i> The Chairman after considering the recommendations of the committee may allow for issuance of quadruplicate certificate to the candidate.		
vii)	Fee for consolidated statement of detailed marks of not less than 10 regular candidates to be supplied to the Head of the Institution.		Rs.20 per student
viii)	Duplicate Roll No. Slip		Rs. 150/-

NOTE: Form Fee Rs.50/- included in all above categories.

* Added Board's decision dated 15-09-2018 vide item no. 24.

** Added Board's decision dated 17-10-2020 vide item no. 14.

*** Added Board's decision dated 31-12-2018 vide item no. T6.

ANNEXURE TO CHAPTER 5

ix)	Duplicate Registration Card.	Rs. 400/-
x)	Fee for correction in Registration Return*	Rs.250/mistake
xi)	Fee for change of subject.*	Rs. 450/-
xii)	Fee for change of group SSC*	Rs. 1050/-.
xiii)	Fee for change of group HSSC*	Rs. 1250/-
xiv)	Fee for correction of Registration No. on Result Card**	Rs. 1750/-
xv)	Fee for correction of Registration No. on Degree*	Rs. 4250/-
xvi)	Gazette fee of SSC/HSSC Part I will be included in** Registration fee for institutions having strength more than 100 students	Rs. 700/-
xvii)	Fee for change of practical laboratory / batch	Rs. 1100/-
xviii)	Fee for change of Centre.	Rs. 1100/-
xix)	Fee for Constitution of a Special Centre of Examination. Chapter 7.2	
xx)	Fee for copies of the decision of the discipline / appellate committee.	Rs. 25 per copy
xxi)	Fee for appeal against the decision of discipline committee	Rs. 1500/-
xxii)	Fee for appeal against the decision of appellate committee	Rs. 3000/-
xxiii)	Fee for verification of certificate (with in country)***	Rs. 1450/-
xxiv)	Fee for verification of certificate (for abroad)***	Rs. 3100/-

NOTE: Form Fee Rs.50/- included in all above categories.

* Added Board's decision dated 14-07-2015 vide item no. 15.

** Added Board's decision dated 07-05-2018 vide item no. 43.

*** Added Board's decision dated 17-10-2020 vide item no. 14.

ANNEXURE TO CHAPTER 5

- | | | |
|--------------|--|-----------|
| xxv) | Fee for verification of certificate student
on behalf (Personal)* | Rs.1500/- |
| xxvi) | Exemption of Fee for Board Employees/their children
Board employees and their children / retired employees /
deputationist exempted from registration /admission / certificate
/ processing fee etc. of Board**. | |

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NOTE: Form Fee Rs.50/- included in all above categories.

* Added Board's decision dated 15-09-2018 vide item no. 24.

** Added Board's decision dated 30-04-2013 vide item no. 14.

CHAPTER 6

6.1 CONDUCT OF EXAMINATIONS

1. Appointment of Centre Superintendents

- i. The Superintendent of each centre shall be appointed ordinarily one month before the date fixed for the commencement of the examination. Where necessary, the Controller of Examination shall arrange for the appointment of one or more persons to assist the Superintendent.
- ii. To appoint supervisory staff from private institutions only in case of emergency but not as routine matter. It was also decided that the laboratory assistants and ministerial staff of the Govt. sector schools and colleges are also eligible as invigilators*.
- iii. To appoint female supervisory staff within Tehsil and male staff out of Tehsil while the practical examiners (male & female) will be appointed with in Tehsil.**

iv. Revised SOPs for Opening the Envelop of Question Papers

For opening the envelopes of Question Papers the revised SOPs are as under:

- Color of envelopes for both groups (Morning and Evening) should be different;
- Accurate geographical mapping of examination centers and designated banks should be carried out by every board to ascertain to reach well in time at respective center after collection of question paper from bank. Effort must be made to acquire nearby banks for swift and safe delivery of question papers. The question papers should be delivered by Distributing Inspector to Superintendents half an hour before start of paper;
- The envelopes containing question papers should be opened only 10 minutes before the start of paper;
- Both, objective portion of paper and Subjective portion should be duly packed in one envelop;
- The Subjective portion of question paper should be opened five minutes before the expiry of objective paper time and distribute the same after the expiry of objective paper time. The objective question paper should be collected after distributing the Subjective question paper;

* Added Board's decision dated 23-02-2019 vide item no. 3

RULES**6.2-4****CONDUCT OF EXAMINATIONS**

- The responsibility of accurate distribution of question paper does not only lie with the Distributing Inspector but shall be equally shared by Concerned Superintendent, Deputy Superintendent and Resident Inspector;
- In no circumstances, the question paper is allowed to be taken out of the examination centers and Resident Inspectors should come to the examination hall and sign the envelop / proforma along with other designated supervisory staff;
- The collection of question papers from designated banks, through Distributing Inspectors, is responsibility of concerned Superintendents and in case of some emergency the Deputy Superintendent. No other person is allowed to take or deliver question papers except aforementioned staff;
- Mobile phones are strictly prohibited in the examination hall. No student or member of supervisory staff, except Superintendent, shall have mobile phones. The Superintendent shall also keep the mobile phone on silent mode and use it only in case of any eventuality / emergency*.

2. Rules Regarding Duties of Superintendent

The rules relating to the duties of Superintendents, including the directions to candidates, shall be framed or amended by the Board from time to time.

3. Matter regarding fixation of number of pages of answer books for SSC & HSSC Examinations.

The House unanimously confirmed and approved recommendations of the sub-committee meeting dated 09-08-2017, regarding fixation of number of pages of answer books as 24 for SSC and 32 for HSSC Examinations alongwith 01 inch margin line on both sides of Answer Sheets**.

4. Declaration to be Made and Signed Daily

Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. No late-comer shall be admitted unless this warning has been repeated to him at the gate. The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller every day a declaration

* Added Board's decision dated 10-12-2016 vide item no. 9.

** Added Board's decision dated 17-11-2017 vide item no. 9.

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6.5-6

CONDUCT OF EXAMINATIONS

signed by him or them and witnessed by atleast two Invigilators then on duty to the effect that he did call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession and this statement shall be conclusive evidence of the contents of the declaration.

5. Implementation of SOPs Regarding Practical Note-Books to be used in Practical Examinations.

Practical Note-book prepared by a candidate in his own handwriting and checked by his concerned teaching faculty would only be permitted for evaluation purpose. Further, the practical examiners will ensure to tear off practical note-books after evaluation*.

6. Conduct of Practical Exam and Marking Process Practical Solved Answer Sheets.

The House approved the decision of PBCC regarding conduct of practical examination and marking process of practical solved answer sheets. The decision of PBCC is reproduced as below in detail:

A meeting of PBCC Sub Committee was held on 14-10-2016, at BISE Lahore, in order to minimize the elements of discretion of practical Examiners. The recommendations of the sub-committee were placed before the PBCC in its meeting dated 26-10-2016 vide item No: 1 (table agenda) for confirmation and the same were confirmed and approved. Recommendations of sub-committee are as under:

- Appointment of competent, efficient and honest staff for the duty of Practical Examinations will be ensured and this duty should be mandatory without any excuse.
- Special squad, Distributing Inspectors and Mobile Inspectors should be appointed for the Practical Laboratories, preferably, amongst Senior Science Teachers / Faculty Members.
- Resident Inspectors should also be appointed in Practical Laboratories like other examinations.
- Police Contingent should be deployed at the Practical

* Added Board's decision dated 17-11-2017 vide item no. 8.

RULES**6.6 CONSTITUTION OF EXAMINATION CENTRES**

Laboratories just like other Examinations of the Board and Practical Examination should be considered as a part of main examination.

- Resident Inspectors / Mobile Inspectors would give a certificate that they have physically checked the Practical Note-Books and got them teared in their presence.
- The Practical Examiner will award his allocated marks on the title page of Answer Sheet.
- Solved answer books will be deposited in the Bank, on the same day, fictitious Roll Numbers would be allocated by the Secrecy Branch.
- The answer sheets will be marked in the Marking Centre by the Science Teachers who will prepare the award list as per requirement of the Board.
- The Practical Examiner shall be bound to mark at least the same number of scripts as he/she has marked in the lab and will be entitled for the remuneration after completing both the assignments.
- During marking in the marking centres, the examiner will prepare the award list of the whole paper including the questions already examined and marked by the lab examiner.
- Model papers for the practical exams shall be got prepared by the subject specialists. Various subjects shall be allocated to various boards and later the samples shall be exchanged.
- The remuneration for conducting the practical exam will remain the same while remuneration for marking the copy at central marking centres will be as follows:-

Matric	@ Rs 15 per copy*
Intermediate	@ Rs 25 per copy*
- Disciplinary proceedings may be recommended against the candidate as well as Practical Examiner if award by the Practical examiner in the Lab is more than 90% while the candidate is getting less than 30% in the award marked in the marking centre & vice versa. It will be considered a malafide on the part of Practical Examiner and this should be made a part of instructions.

Decision of PBCC is as under:

"The house unanimously approved and confirmed the

* Added Board's decision dated 09-06-2016 vide item no. S-7.

RULES

6.7-9 **CONSTITUTION OF EXAMINATION CENTRES**

recommendations of the Sub -Committee in order to minimize the element of discretion of Practical Examiners as presented in agenda item".

In PBCC meeting dated 01-12-2016 vide item No: 3 the decision was reviewed, which was as under:

"The House was informed about the reservations / recommendations of Paper Setters of practical examinations that the table of specification of marks is not doable. In the light of these recommendations, the House unanimously decided that Model Papers would be prepared according to the Scheme of Studies (SSC / HSSC) of 2013 for the subjects allocated to different Boards as per directions of Chief Minister, Punjab vide letter No. SO (Boards) 12-3/2014 dated 24-11-2014*.

7. Unfair-means

Any candidate who fails to part with or is found to have in his possession or accessible to him, papers, books or notes relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair-means in connection with the examination, or is guilty of any offence mentioned hereinafter shall be liable to expulsion from the Examination Hall by Superintendent of the Centre, or the Controller or the Inspector of Centres, or any other officer duly authorized by the Controller, as well as to any other action that the Board may deem fit.

8. For removing leaves or Using Obscene Language

The answer book of a candidate shall be liable to cancellation if he is found guilty of:

- (i) removing a leaf from his answer book;
- (ii) using abusive or obscene language in his answer book.

9. Penalties for Possessing Objectionable Material

- 1. If a candidate is found having in his/her possession or accessible to him/her in the examination centre, papers, books or notes, which might

* Added Board's decision dated 10-12-2016 vide item no. 10.

RULES**6.10-11****CONDUCT OF EXAMINATIONS**

possibly be of assistance to him/her in solving any question or its part relating to the syllabus of the subject, he / she shall be disqualified from:

- (i) passing that particular examination if the offence is inadvertent; and
 - (ii) passing that particular examination and appearing in one immediately following examination, if the offence is intentional.
2. If a candidate is found having in his/her possession mobile phone, mini-computer or other suchlike implement in the examination centre, he/she shall be disqualified from passing that particular examination and appearing in one immediately following examination. The Discipline Committee may decide according to circumstances either the mobile phone, mini-computer etc. is to be returned after first hearing of the accused or after expiry of the punishment provided in the disciplinary rules or otherwise. It shall be indicated on the notice Board of the Examination Centres that the mobile phone or other similar equipment are prohibited in the examination centres and will be confiscated if found during search.*

10. For Forgery/Disobedience

If a candidate is found guilty of any of the following offences, he shall be disqualified from passing that examination and from appearing in one immediately following examination:

- (i) forging another person's signatures on any document;
- (ii) refusing to obey the Superintendent or any other member of the supervisory staff in or around an examination centre; or refusing to give statement when found using unfair means;
- (iii) refusing to follow any instruction issued by the Board in connection with an examination;
- (iv) disclosing his identity directly or indirectly by making peculiar marks in his answer-book.

11. For giving or Receiving Assistance, Creating Disturbance, copying or Smuggling

If a candidate is found guilty of any of the following offences, he shall be disqualified from passing that examination and from appearing in two immediately following examinations:

* Board's decision dated 23-08-2007

RULES**6.12-13****CONDUCT OF EXAMINATIONS**

- (1) copying from any paper, book or note;
- (2) giving or receiving any assistance for solving any part of question paper or allowing any other candidate to copy from his answer-book, or attempting to do so;
- (3) communicating or attempting to communicate, directly or indirectly, with an examiner with a view to influence him in the award of marks;
- (4) misbehaving or creating any kind of disturbance in or around an examination centre including staging of or inciting for a walkout;
- (5) taking the whole or a part of an answer-book or a continuation sheet into or out of an examination centre;
- (6) substituting the whole or a part of an answer-book or a continuation sheet by an answer-book or a continuation sheet not duly issued to him for the examination;
- (7) using abusive or obscene language in an answer-book or a continuation sheet.

Note: If a candidate is found guilty of using any other form of unfair means not specifically mentioned in the rules, he shall be awarded such penalty as the competent authority may determine, provided that the penalty so awarded will not exceed the maximum laid down in rule 6.11.

12. For Possessing Arms or Weapons, Misbehaving, Impersonating or Assaulting etc.

If a candidate is found guilty of any of the following offences, he shall be disqualified from passing that examination and from appearing in five or more immediately following examinations, or be declared as not a fit person to be admitted to any future examination of the Board, according to the seriousness of the offence and the circumstances of the cases:

- (1) possessing fire-arms or anything capable of being used as weapon of offence in or around an examination centre;
- (2) misconduct of a serious nature such as impersonating, abusing, assaulting or threatening to assault any person engaged in connection with an examination.

13. For Impersonation

If any student, regular or private, who passed any examination of the Board in any session, is found guilty of impersonation, the Board may cancel his/her diploma or certificate and take such other action as it may deem fit.

RULES**6.14-18****CONDUCT OF EXAMINATIONS**

Provided that if the impersonator has passed his/her examination from another Board, his certificate/diploma will be cancelled by the parent Board on the recommendations of the Board concerned.

14. Board's Power to Exempt

Notwithstanding anything to the contrary in these Rules, a candidate or an impersonator, on the expiry of six consecutive examinations (Annual and

Supplementary) including the examination in connection with which he was declared to be not a fit/proper person to be admitted to any future examination, may as a special case, be exempted by the Board from further operation of the relevant Rules.

15. Disqualification Explained

In the case of examinations which are held once a year, disqualification from the two examination (Annual and Supplementary) will mean disqualification for one year.

16. Tampering with or Forging Documents

If a candidate tampers with or forges any entry in a Certificate or any other document issued by the Board, he shall be deemed to have used unfair-means. The Board may cancel the document in question or cancel his result or take such other action as it may deem necessary.

17. Chairman's Power to Award Punishment

Notwithstanding anything to the contrary in these Rules, the Chairman shall have the power to award suitable punishment without reference to the Standing Committee to any candidate or to any student on the rolls of a recognized institution who creates disturbance of any kind during the examination or otherwise misbehaves in or around any examination hall.

18. Findings of the Board etc. Conclusive in Respect of Various Offences

Whoever, in the opinion of the Board, or a Competent Authority or a Committee or an officer appointed by the Board, is guilty of:

- (1) premature disclosure of question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or,
- (2) substitution of an answer-book, or any portion thereof; or,
- (3) awarding, with dishonest motive, marks more or less than the marks deserved by a candidate, if the person doing so is an examiner; or,

RULES**6.19****CONDUCT OF EXAMINATIONS**

- (4) recording in any document, with dishonest motive, marks more or less than the marks awarded to a candidate by the examiner concerned, if the person doing so is other than the examiner; or,
- (5) supplying to a candidate, during his examination, answer to a question contained in a question paper or a question put or to be put at an oral examination; or,
- (6) mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the Board, or in any manner using or causing to be used a certificate, document or record knowing that it is so mutilated, altered, interpolated, erased; or ,
- (7) divulging or procuring information pertaining to the examination papers, answer-books, examiners, conduct of examinations, fictitious roll numbers, examination results, or any information identical thereto; or
- (8) falsification of official examination result by any means including substitution of answer-books, mutilation, alteration or falsification of any record of the Board; or,
- (9) impeding the progress of examination at any examination centre by any means whatsoever; or,
- (10) assaulting or threatening to assault, in or around the examination hall, any person incharge of an examination centre or any other person employed in connection with an examination; or,
- (11) approaching or influencing any employee of the Board to act corruptly or dishonestly in the conduct of an examination, declaration of any examination result, or marking of papers or obtaining secret information relating to an examination; or,
- (12) attempting or abetting the commission of any of the aforesaid acts; shall be liable to such action as the Board may deem fit. A finding of fact, arrived at by the Board or a Competent Authority or Committee or an officer appointed by the Board for that purpose, shall be conclusive and shall not be called into question in any executive, administrative or judicial proceedings.

19. Omissions or Commissions of Examiners, Superintendent etc.

If an Examiner or a Superintendent or any other person employed in connection with an examination fails to comply with any instruction issued by the Board or any of its officers, or commits any other irregularity; or secures such appointment by supplying wrong particulars through mis-statement of facts, the Board may:

RULES**6.20-23 CONDUCT OF EXAMINATIONS**

- (1) rescind the appointment; or,
- (2) refuse to pay the whole or any part of remuneration; or,
- (3) recover the amount spent by the Board as a result of non-compliance of instruction; or,
- (4) take any other action that may be deemed necessary.

The Board or any officer authorized by it shall be the sole judge whether there has been any mis-statement of facts or irregularity or non-compliance of instructions.

20. Standing Committees to Deal with Unfair-Means Cases

The Chairman shall appoint annually one or more Standing Committees to deal with cases of the alleged use of unfair-means in connection with examination. When the Standing Committee is unanimous, its decision shall be, normally, final. If the Committee is not unanimous, the matter shall be referred to the Chairman who may decide it himself or refer it to some other Committee having the same jurisdiction for decision. If the Controller of Examinations is not satisfied with the decision of a Discipline Committee, he may prefer an appeal against it to the Appellate Committee with the permission of the Chairman. He may also prefer an appeal to the Chairman against the decision of the Appellate Committee if he is not satisfied with its decision.*

- 21.** Within 30 days of the receipt of the decision of the Discipline Committee, an aggrieved candidate may prefer an appeal against it to the Appellate Committee constituted by the Chairman.

- 22.** The Chairman or any person authorized by him may, at any time, on his own motion or on the application made to him within 30 days of the receipt of the decision, call for the record of any case pending before or disposed off by the Discipline Committee or Appellate Committee subordinate to him for the purpose of satisfying himself as to the legality, propriety or correctness of any orders passed, in the said proceedings and may pass such orders as to revise, modify or set aside them as he deems necessary.

23. Proceeding of Standing Committee Cannot be Invalidated

Notwithstanding anything to the contrary in these rules, no act or proceeding by the standing committee to deal with case of the alleged use of unfair means in connection with the examinations, shall be invalidated merely by reason of the existence of a vacancy or vacancies on the Committee; absence of a member, or,

* Board's decision dated 02-04-1989

RULES

6.24-28 CONDUCT OF EXAMINATIONS

by reason of any irregularity in the appointment of any member of the Committee.

24. **Committee to Record Decision**

Notwithstanding anything to the contrary in these rules, it shall not be necessary for the standing committee to actually meet to carry on the proceedings or to take

decisions regarding the cases falling within its purview and it shall be open to the members of the Committee to record their opinion or decision when relevant papers are circulated among them.

25. **Competent Authority Defined**

The expression “Competent Authority” used in these Rules shall mean the Committee to deal with case of the alleged use of unfair-means in connection with examinations; or the Chairman, in case the decision of the Committee is not unanimous, or the Board if the Chairman decides to refer the matter to the Board.

26. **Counsel not Allowed**

No candidate, charge sheeted under rules relating to the use of unfair-means in any examination, shall be allowed to be represented, at any stage in any inquiry under the Rules of the Board, by a counsel or next friend.

27. **Candidate to pay TA to a Person Required for Cross Examination**

A candidate desiring to cross examine the Centre Superintendent or any member of the Supervisory Staff may be allowed to do so subject to the condition that he/she pays the expenses to be incurred by the Centre Superintendent or any member of the Supervisory Staff, as the case may be, on travelling etc.

28. **Fee for Appeal**

A fee as prescribed by the Board shall be charged for an appeal.

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1. Requirements of a Centre of Examination

(1) Provision of Bank, Pakka Road, exists upto the centre* and adequate arrangements for furniture, accommodation, etc. are made to the satisfaction of the Controller of Examinations.

(i)	Secondary School Certificate Examination or Intermediate Examination (Boys)	150
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(ii)	Secondary School Certificate Examination or Intermediate Examination (Girls)	100
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(iii)	Languages (Boys)	100
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(iv)	Languages (Girls)	50
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Note: For constitution of Centre, only regular students of an Institution shall be taken into account.

A special centre for the Secondary School Certificate or Intermediate Examination may be constituted on payment of the examination fee prescribed for the Private candidates of Humanities group per short candidate subject to a minimum of Rs.5,000/- or as prescribed by the Board from time to time whichever is greater; provided that the minimum number of regular candidates likely to appear from that centre is not less than the following:

(1) 60 in case of male (Regular)

(2) 40 in case of female (Regular)

* Board's decision dated 27-09-1986

RULES**7.3-6 CONSTITUTION OF EXAMINATION CENTRES**

Intermediate Examination

- (1) 75 in case of male (Regular)
- (2) 50 in case of female (Regular)

3. Chairman's Power to Constitute a Centre

Notwithstanding anything to the contrary in these rules, the Chairman shall have the power to constitute a place as a centre of examination under special circumstances on such terms and conditions as may be determined by him.

4. Discontinuation of a Centre

If the number of the candidates at a centre already sanctioned has fallen below the prescribed minimum strength, the centre will be discontinued. In order to determine the number for retaining a centre, the average of the last three years will be taken into consideration.

5. Institutions to Provide Physical Facilities

Each institution shall make available such accommodation and furniture and other articles or accessories as may be required by the Board for constituting a centre of examination.

6. Special Centre Fee Refundable

If fee is paid for the creation of a new centre but the centre is not created for some reason or the other, the fee is refundable to the institution which has applied for the creation of the centre.

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CHAPTER 8**8.1-8 APPOINTMENT OF AMANUENSIS**

1. Cases in which Permission Given

An amanuensis shall only be allowed in the case of:

- (i) blind candidates;
- (ii) candidates who are permanently disabled from writing with their own hands.

2. Controller to Arrange

The Controller of Examinations shall arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned.

3. Qualification of Amanuensis

The amanuensis shall be of a lower grade of education than the candidate and from shall not be attached to the institution to which the candidate belongs.

4. Special Supervision

The Superintendent shall arrange for a separate room for the disabled candidate and appoint a special supervisor for him.

5. Rates of Payment

The amanuensis shall be paid at the rate as prescribed by the Board per paper and the special supervisor according to the scheduled rates.

6. Claim to be Included in Supervisor's bill

The claim of the amanuensis and the supervisor shall be included by the Superintendent in the bill of supervisors.

7. No Additional Fee

No additional fee shall be charged from a candidate who has been allowed an amanuensis.

8. Extra Time

Blind candidates may be given 45 minutes extra time for writing their answers in the examination hall.

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CHAPTER 9

9.1-6 CHANGE OF CENTRE OF EXAMINATION

1. **Condition for Change**

Candidates may be permitted to change the examination centre under the following circumstances:

- (1) if the candidate or his father or his guardian has been transferred. The fact of transfer shall be certified by the Head of the office in which the candidate or his father or his guardian is employed;
- (2) if the candidate or his father or guardian changes the place of business or shifts to another station, this fact shall be certified by a Gazetted Officer, not lower than the rank of a Magistrate 2nd Class or by the Headmaster or Principal who signed the admission form;
- (3) if, on account of ill health, the candidate is not able to proceed to the centre of examination allotted to him; in such cases, the application shall be accompanied by the certificate signed by a Registered Medical Practitioner.

2. **Exceptional Cases**

In order to avoid real hardship, the Controller of Examinations may, in exceptional cases, not covered by these rules, allow change of centre.

3. **Application for Change**

An application for change of a centre shall be made on the prescribed form and shall be submitted through the person signing an admission form. If he is not available, it should come through a Gazetted Officer not below the rank of a Magistrate 2nd Class.

4. **Photographs of the Candidates**

The application must be accompanied by two copies of the candidate's photograph bearing the candidate's signature in full, duly attested on the back by the officer through whom the admission form was sent.

5. **When to apply?**

An application for change of centre shall ordinarily be entertained upto 30 days before the commencement of the examination.

6. **Fee not Refundable**

Each application for change of centre shall be accompanied by fee as fixed by the Board which shall not be refundable, even if the change of centre is not availed of or is not allowed. Provided that refund of fee with deduction of 25% shall be

RULES**9.7-8 CHANGE OF CENTRE OF EXAMINATION**

allowed if the candidate deposits the fee but does not submit the application form.

7. Controllers Power to Reject

The Controller of Examinations shall have the power to reject an application for change of a centre without assigning any reason for his orders.

8. Change of Centre be Avoided

The policy of changing of examination centre should be avoided. In future, even the Group or Session in the papers of theory should not be changed.

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CHAPTER 10

10.1-5 SCRUTINY AND TABULATION OF RESULTS

1.
 - (1) 'Tabulator 1' means an employee of the Board engaged in the tabulation of result feeding Original award.
 - (2) 'Tabulator 2' means an employee of the Board engaged in the tabulation of result feeding Counter award.
 - (3) 'Comparison' means the comparison of marks feeded by the Tabulators, totals of individual subjects, the grand total, the result etc.
 - (4) 'Scrutineers' means employee(s) engaged to check the compilation of the result by comparison of awardlists and the result sheets prepared by Computer.
 - (5) 'Despatcher' means the employee(s) engaged to despatch result cards / certificates / revision of results.
2. Scrutineers shall be Grade 16 (Superintendent(s)) from the office appointed by the Chairman from time to time.
3.
 - (1) Scrutineers shall work in pairs.
 - (2) Scrutineers shall go through the relevant rules before scrutinizing the result.
4. A Scrutineer, when appointed, may continue to act, as such, as long as his work remains satisfactory.
5. A Tabulator, who makes more than 5 mistakes in the tabulation of the result of an examination entrusted to him, shall be penalized, keeping in view the nature of mistakes, according to the following scale:
 - (1) from 1-3 mistakes Rs.50/- per mistake
 - (2) from 4-5 mistakes Rs.100/- per mistake
 - (3) above 5 mistakes The case shall be referred to the Chairman who may award one or more of the following punishments in addition to the penalty imposed under (1) and (2) above:
 - (a) withholding an annual increment with or without permanent effect;
 - (b) reduction in pay in the same scale;
 - (c) reduction to a lower scale;
 - (d) removal or dismissal from service;

RULES**10.6-9 SCRUTINY AND TABULATION OF RESULTS**

Provided that in case of removal or dismissal, the penalties under (1) and (2) above shall not be imposed.

6. The duties of Tabulator :

- (1) feed all awards according to the marks provided by examiner against correct paper / fictitious / link roll number. In case, the marks are not readable consult marks written in words. If also not clear in words, Chief Secrecy Officer (CSO) shall be consulted.
- (2) absentees provided by examination branch shall be fed by Tabulator 2.. In such case if award shows marks, Tabulator 1 shall feed marks whereas Tabulator 2 shall not feed marks. Tabulator 1 shall send difference report to this effect to CSO for verification;
- (3) Tabulator 2 shall send absentee report to Examination branch for verification;
- (4) Tabulator 1 shall provide RL cases paper wise to CSO;
- (5) In case of absentee already fed against a roll number, if revised / new award with marks is received by Tabulators, shall be given preference;
- (6) Awards shall be received by Tabulator 1 from award section and kept in safe custody;
- (7) Such fictitious roll numbers for which computer does not show entry place, Tabulator 1 shall consult Data Entry Supervisor (DES).
- (8) Tabulator 1 and Tabulator 2 shall remove marks differences on daily basis;
- (9) Each Tabulator 1 shall report to DES on 100% completion of any paper awards.
- (10) Revised awards shall be fed on the completion of 100% award entry of a paper.
- (11) Tabulator 1 shall confirm that the awards received from Award Section are duly stamped.

7. A Tabulator who commits no mistake shall be awarded a suitable cash prize to be determined by the Chairman.

8. The marks / absent reflected in entries, shall be counted as only one mistake.

9. In case of a dispute whether a mistake is to be counted for deduction or not, or in fixing the responsibility for a mistake, the decision of the Controller of Examinations shall be final.

RULES**10.10-11 SCRUTINY AND TABULATION OF RESULTS**

10. A Scrutineer, for mistakes detected after the publication of the result, shall be imposed fine as under:

- (1) For mistakes in scrutinizing the result affecting the general result of a candidate: Rs.50/- per mistake.
- (2) For wrongly declaring a candidate as pass/fail/compartments: Rs.100/- per mistake from each of the two Scrutineers;
- (3) If they mention wrong papers/subjects, or omit to mention the papers/subjects, in which a failed candidate was to re-appear in the following examination: Rs.50/- per mistake.
- (4) Provided that when the number of mistakes of this category exceeds 5, the Chairman may award one or more of the following punishments in addition to the penalty imposed under (1) , (2) and (3) above:
 - (a) withholding an annual increment with or without permanent effect;
 - (b) reduction in pay in the same scale;
 - (c) reduction to a lower scale;
 - (d) removal or dismissal from service;

Provided that in case of removal or dismissal, the penalties under (1) , (2) and (3) above shall not be imposed.

11. The detailed scrutiny of the result shall include:

- (1) for comparison, Scrutineers may ask for result sheets of any randomly selected roll numbers;
- (2) comparison of marks entered in the result sheet by the Computer with the award lists submitted by the Examiner;
- (3) checking of (i) subject totals; (ii) grand totals; (iii) passing and failing according to the rules in force;
- (4) verification of absentees from the Attendance Sheets (SF-8) supplied by the Superintendents of the examination centres (in case of written papers) or by the Examiners concerned (in the case of oral and practical examinations);
- (5) checking of marks transferred from the old result sheets in the case of re-appearing candidates;

RULES**10.12-16 SCRUTINY AND TABULATION OF RESULTS**

- (6) comparison of fictitious awards with Original / Link roll numbers awardlists for authenticity of both awardlists;
 - (7) such other particulars as may be determined by the Controller of Examinations.
- 12.** In addition to the detailed scrutiny in rule 10, every Scrutineer shall:
- (1) observe that marks written in words in the awardlist against each roll number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper;
 - (2) observe that each page of the award list and corrections in awards have been duly signed or initialed, as the case may be, by the Examiner or the Head Examiner or by both Chief Secrecy Officer and Secrecy Officer concerned;
 - (3) observe that marks have been correctly posted in the result sheet according to the subjects shown against each roll number;
 - (4) Verify total / sub totals / grand totals etc. of position holders.
 - (5) Sign against each result notification;
 - (6) Sign a certificate on the last page of the result sheet to the effect that the result of roll numbers allotted to him, have been compared or scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.
- 13.** The Board may, from time to time, appoint a Committee of Moderators to scrutinize pass percentage in general as well as in individual subjects, and to recommend to the Chairman, such action as the Committee deems fit, with a view to moderating the result. On the advice of the Committee, the Chairman shall pass final orders and the result shall be declared accordingly. The recommendations of the Committee, along with the orders of the Chairman shall be placed before the Board for information.
- 14.** All corrections in the result sheets shall be made by the despatcher concerned and duly initialed by him as well as by the Scrutineer.
- 15.** In case of any objection to a pass result, the Scrutineers must put up a note, in writing, to the Controller of Examinations for decision.
- 16.** The Scrutineers and Tabulators are required to maintain strict secrecy about the results.

RULES**10.17-26 SCRUTINY AND TABULATION OF RESULTS**

17. Any suspected case of tampering with the result, shall be reported to the Controller of Examinations.
18. The Scrutineers shall be responsible for the accuracy of result compared with awardlist. They must check the original entries and totals of result prepared by the office and satisfy themselves that entries in result sheets prepared by the Computer are identical against each roll number.
19. Each Scrutineer shall submit a confidential report regarding the work of the Tabulators concerned in the form to be obtained from the office. The report shall be handed over to the Controller of Examinations in a closed cover immediately after the comparison or scrutiny.
20. Special Scrutineers may be appointed by the Controller of Examinations from amongst the list of Scrutineers already approved by the Chairman to scrutinize the result of 'Later Cases', or 'other discrepancies / rechecking cases' etc.
21. When on account of non-receipt of awards from Examiners or discrepancies in awards, the result or awards of any candidate are withheld, uptill such result has been completed and made ready for comparison or scrutiny.
22. The Scrutineers must immediately report to the Controller of Examinations if they suspect the genuineness of the signature of any Examiner.
23. Each pair of Scrutineers must consider themselves jointly responsible for the correctness of the results.
24. The Scrutineer shall not accept the rubber stamp facsimile of the signature of any Examiner or Head Examiner.
25. Every Scrutineer must finish the work assigned to him and sign the result sheets by the given date.
26. (1) On completion of the result of an examination by the Board and before its declaration, the Chairman may appoint an Independent Examiner in the relevant subject, who shall:
 - a) check randomly chosen answer books of candidates of an examination conducted by the Board;
 - b) check the scripts of 20-40 top position holders of each group of an examination conducted by the Board.(2) Variation in the marks of a paper upto 10 per cent of the total marks (not the marks obtained by a candidate) of the paper will not be considered for purposes of altering / carrying out reduction or increase in the award.

RULES**10.27-29 SCRUTINY AND TABULATION OF RESULTS**

- (3) Variation beyond 10 per cent of the total marks of the concerned paper (not the marks obtained by a candidate) may be considered for purposes of altering / carrying out reduction or increase in the award. Increase or decrease, as determined above, shall be affected in the result of the candidate after mutual agreement between the Examiner, Head-Examiner and the Independent Examiner appointed under Clause (1) above. In case of difference among them, the average of the three will be taken as final.
- 27.** The despatchers shall be appointed by the Controller of Examinations.
- 28.** Every Despatcher shall:
- (1) enter result card / certificate serial number on result sheet;
 - (2) initiate request for change in result to computer cell due to rechecking or any other reason, what so ever, on prescribed form duly signed by the Controller of Examinations, according to the rules in force;
 - (3) check / verify / make available (Other Board's) Old Posting.
 - (4) verify and provide absentees to computer according to Attendance sheet (SF-8).
 - (5) resolve eligibility cases according to rules in force.
- 29.** *Refund of Rechecking Fee
1. Refund of Fee during rechecking of answer sheet of SSC & HSSC Annual / Supplementary Examination.
 2. Rechecking Fee deposited by the candidates for SSC & HSSC Annual / Supplementary Examination for rechecking process is being refunded to the candidate, if any mistake is found there is his solved answer sheet.
 3. Above said Fee is being refunded through an advance amount in the name of ACS. However, in the best interest of the public and office, it is proposed by the Audit branch that this process may be done through imprest instead of advance amount.

* Added vide Board's decision dated 06-09-2014.

RULES

10.30-31 SCRUTINY AND TABULATION OF RESULTS

30. Online award feeding through bar code reader (external result) and automated result through OMR system (internal result) developed by BISE Sargodha.*

Board approved the following SOP with the directions that Award list & Answer Book/script must be kept saved for the period prescribed in the rules.

1. By feeding marks from answer books through barcode reader printed award may be generated duly signed by Head & Sub examiner and assistant after verification and dispatch will be dispatched to CSO as per previous practice. CSO will hand over these awards to Award section as per previous practice. These awards will be kept in record by Matric and Inter branches.
2. Practical awards will be fed through Key Punch Method in computer cell as per previous procedure.
3. Award Section/Examination branch should not handover theory awards to computer cell and computer cell should not feed theory awards.
4. Exchanged answer books marks will be fed online through barcode reader under the supervision of CSO. Later on, the difference between online fed marks and OMR marks, after comparison will be given to CSO. After rectification, CSO will feed correct marks in online award feeding system and will provide Question wise award after correction to OMR section for feeding and manual award to award section.
5. Result prepared by online award feeding through barcode should be considered as External Result and OMR Section prepared result should be considered as Internal Result. After comparison of these both results final compiled result should be published.

31. Super checking and rechecking of answer books.**

All sorts of mistakes pointed out during super checking of Top Position Holders shall be rectified within the Board under the supervision of Chairman and Controller of Examinations of the Board concerned. But the Chairman PBCC/BISE, Lahore got his reservation recorded saying that marking of any unmarked portion of a question/questions of an Answer Book, marked under exchange programme before declaration of result, was the prerogative of that Examiner only who had marked the rest of the Answer Book. However, the decision was made by majority vote in favor of correction with the Board for mistakes referred above prior to declaration of result. The House approved the above mentioned PBCC decision with a little addition that a Head Examiner will also be allocated/deputed over concerned subject examiner, for transparency, while awarding marks of unmarked portion of answer sheet. The Controller of Examination office will depute well experienced, honest & qualified teachers for the purpose.

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* Board's decision dated 07-05-2018 vide item no. 16

** Added Board's decision dated 17-11-2017 vide item no. 6.

CHAPTER 11

11.1-6

PAYMENTS

1. Payment to re-checker shall be made for each examination separately and not by taking together the figures for all the examination results, re-checked by the same person.
2. The rates of payment to each re-checker / Special re-checker shall be as follows which are subject to change by the Board from time to time:

Re-checker for Secondary School / Intermediate / Languages Examination

Rs.1200/- per local and TA/DA for out of city****.

3. **Payment of Conveyance Expenditures to the Board Members for Inspection of Examination Centres*.**

The Member Board shall be paid inspection of exam center as conveyance expenditures.

4. **Resident Inspector to any Board Officer Appointed as R.I. By the Competent Authority for Exam Centre, Constituted at Board Campus, shall be paid remuneration as R.I (Resident Inspector).**

5. **Fixation of the time schedule for receiving of payment bills of Supervisory Staff/RI/MI/DI/etc.*****

The period / time schedule for receiving the payment bills has fixed as per Govt. rules (i.e. within 3 months after termination of assignment).

6. **Matter regarding fixation of period and payment of refreshment to all employees of computer cell, matric and inter branch for preparation of result.****

The period for payment refreshment of refreshment allowance has been fixed as maximum of 21 days each for inter, SSC & Computer Branches for each exam. The allowance will be paid to only those persons who actually work for the preparation of result on the recommendation of the Controller of Examination who will keep the record of their attendance**.

* Added vide Board's decision dated 14-07-2015 (Item No.11,12,13).

** Added vide Board's decision dated 07-05-2018 (Item No.T-2).

*** Added vide Board's decision dated 19-04-2019 (Item No.T-3).

**** Added vide Board's decision dated 20-03-2021 (Item No.20).

CHAPTER 12**12.1-2 WITHDRAWAL OF ADMISSION FORMS**

1. Conditions

An admission form once submitted may be withdrawn by a Principal or Headmaster / Headmistress only under the following conditions:

- (1) When admission form of a candidate has been sent up provisionally on account of shortage of attendances and that shortage has not been made up or condoned in accordance with the rules.
- (2) If the attendances of a candidate run short of the required percentage although his name had previously been forwarded by the Head of institution to appear in the examination, and the shortage is not condoned or is so much as cannot be condoned in accordance with the rules.
- (3) When a candidate's name has been struck off the rolls of the institution for non-payment of College/School dues; provided such action has been taken before the commencement of the examination.
- (4) When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the conclusion of the examination.

2. Case sent up Provisionally

Admission form of a candidate may be sent up provisionally if he is likely to make the grade in respect of satisfactory class work by the end of the session, failing which his name may be withdrawn upto 14th day, before the commencement of the examination.



CHAPTER 13

13.1-3 **CONDONING OF DEFICIENCY IN ATTENDANCES**

1. **Extents of Deficiency Condonable**

Taking into consideration the results of house examinations, the Head of an institution may condone the deficiency in the full course of lectures or attendances as under:

- (1) Upto 15 attendances in the case of Secondary School Examination;
- (2) In the case of Intermediate Examination taken up as a whole:
 - (a) upto 15 lectures in each compulsory or elective subject;
 - (b) upto 9 practicals in Science subjects;
 - (c) upto 9 periods in Physical Education;

Provided that in the case of Intermediate Examination Part I and Part II taken separately, the Head of an institution may condone the deficiency as under:

- (i) upto 10 lectures in each compulsory or elective subject;
- (ii) upto 5 practicals in Science subjects;
- (iii) upto 5 periods in Physical Education;

Provided further that the Head of the institution shall take a decision about condonation of deficiency at least fourteen days before the commencement of the examination after which no decision in this respect shall be valid.

2. **Discretion of Head of an Institution**

If the Head of the institution is not satisfied with the reasons advanced by the candidate, he shall not be bound to condone the deficiency. No appeal shall be admitted against his orders.

3. **Final Position of Candidates sent up Provisionally**

In the case of candidates whose names are sent up provisionally for the examination, the Head of the institution shall, at least ten days before the date fixed for the examination, intimate to the Controller of Examinations whether:

- (1) deficiency in attendances has been made up by the candidate; or
- (2) deficiency has been condoned in conformity with rule 1 above; or
- (3) deficiency has not been condoned.

RULES**13.4-8 CONDONING OF DEFICIENCY IN ATTENDANCES**

4. Counting of Lectures

For purposes of counting lectures, a lecture for a double period shall count as two lectures.

5. Remissions

If the percentage of attendances is deficient on account of:

- (1) participation in the Inter-Collegiate Tournaments with the previous sanction of the Head of the institution; or
- (2) attendance at educational excursions certified by the Head of the institution; or
- (3) an epidemic or a natural calamity;

credit may be given for the number of days on which lectures were delivered or tutorials or practical work was done during the period of attendances or participation aforesaid; provided that the total absence in the case of (1) and (2) above shall not exceed 15 days in one academic year.

6. How to makeup deficiency

Deficiency in lectures shall not be made up by permitting a student to attend lectures as a casual student with another class.

7. A candidate who is short of lectures for appearing in the Annual Intermediate Examination must attend the required number of lectures necessary to make up the deficiency in order to appear in the Supplementary Examination;

Provided that the number of lectures attended is not less than two-third of the lectures delivered before the summer vacation.

8. Deficiency in Additional Optional Paper

When the deficiency in an additional optional paper only is not condoned, the candidate shall be allowed to take the examination in other subjects.



CHAPTER 14**14.1-3****CHANGE OF SUBJECTS**

1. Every candidate has to complete at least 75% lectures in the subjects he/she has to offer. Therefore, a regular candidate cannot change his / her subjects which he/she has studied during the session of his/her study.
2. Candidates taking admission in the colleges can change their subject / subjects within 30 days after the date of admission in the college.
3. The following categories of candidates can change their subjects on payment of the prescribed fee:
 - (1) Private candidates, but 30 days before the commencement of the relevant only examination.
 - (2) Such regular candidates as have studied a subject throughout the session but have written some other subject in the admission form by mistake.
 - (3) A subject / subjects can be changed in the Enrolment/Registration return; provided that the subject/subjects required to change have been studied by the candidate concerned during the whole session and those written in the return are mentioned due to a clerical mistake. However, this fact shall be justified by the Head of the institution.

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CHAPTER 15

15.1-7 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

1. **All Awards on Annual Examination Result***

All kinds of Board's awards i.e. medals, Scholarships, merit certificates and prizes etc. shall be made on the result of the Annual Examinations. No award shall be made on the result of Supplementary Examinations.

2. **Conditions*****

- i. "Only those candidates of Secondary School Certificate & Intermediate levels shall be entitled to an award who pass the Annual Examination as a whole in first attempt at one and the same sitting within two years after registration in 9th class or passing the Secondary School Certificate Examination.
- ii. A candidate once failed in the examination and thereafter pass the same examination in one attempt shall not entitled for the awards. In future, those candidates who have concealed the facts, their medals, scholarships, merit certificates and prizes etc., can be withdrawn at any stage."

3. Awards shall be made to candidates securing 60% and above marks.

4. For determining merit, marks in additional optional subject shall also be counted.

5. **Bracketed Candidates****

When two or more candidates are bracketed together, the award shall be made to all bracketed candidates without restriction of numbers of scholarships.

6. Awarding of Scholarships will continue to children of the Board employees, who are students of the Secondary School / Intermediate / Degree classes, according to the prevailing rules and regulations; whereas the scholarships to the children of the Board employees qualifying the Middle Standard Examination shall be given according to the ratio of one percent of the total number of the Board employees as per rates approved by the Board; provided that the children get marks not less than 60%.

7. **National Talent Scholarship**

All scholarships awarded by the Board shall be considered as National Talent Scholarships and will be called Quaid-e-Azam Scholarships.

* Board's decision dated 17-03-1998.

** Board's decision dated 30-04-2013

*** Added Board's decision dated 17-09-2015 vide item no. 14.

RULES

15.8-11 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**8. Board to Determine Number & Value of Scholarships**

- a. The total number of scholarships for the examinations of the Board value and conditions governing each scholarship, shall be such as may be determined by the office from time to time, keeping in view the decisions taken by the Board on the subject from time to time.
- b. The House confirmed the action taken by the office (adoption of PBCC decision dated 10-02-2021 item no. 5) as per Govt. policy COVID-19.

The PBCC decision is reproduced as below:

*No merit certificates are to be given to any student, Further, the House agreed to award Scholarships at HSSC Level on 1000 number of pass students which would be awarded group - wise but without gender discrimination; more over it will be named as Quaid-e-Azam Scholarship**.*

b. Rates of Quaid-e-Azam/President Scholarship*

SSC Level (Annual Exams Basis)		
Residential (Per Month)	Non Residential (Per Month)	Purchase of Books (Annual)
5,000/-	4,000/-	7,000/-

HSSC Level (Annual Exams Basis)		
Residential (Per Month)	Non Residential (Per Month)	Purchase of Books (Annual)
10,000/-	6,000/-	10,000/-

9. Satisfactory Progress Essential

The scholarship of a student who fails to show satisfactory result of house or other examinations shall be cancelled unless the Chairman is satisfied that the causes of a failure were beyond the control of the student.

10. One Scholarship at a time.

No student shall be eligible for two scholarships at a time.

11. Payable Recognized Institutions Anywhere

Winners of the Boards scholarships will be eligible to receive scholarships if they

* Added Board's decision dated 14-07-2015 vide item no. 26.

** Added Board's decision dated 20-03-2021 vide item no. 16.

RULES**15.12-15 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**

continue their studies at any University or Board or other Educational Institutions, having a character of its own or affiliated to the University or the Board in or outside Pakistan.

12. Reward of a Vacant or Forfeited Scholarship

If the winner of scholarship does not join a recognized Institution or his scholarship is forfeited for any reason, it will be granted to the next candidate in merit but he will not be awarded the silver medal. If the next candidate in merit is in receipt of some other scholarship, he will be given the choice to accept his previous scholarship and refuse to accept the Board's scholarship.

13. Payable for Full Academic Course.

The scholarships of the Board will be awarded for the full academic course, which the candidate takes up. The scholarships shall be paid for the full course starting from the beginning of the academic session, in which the student joins an Institution and not from the date of his admission to the Institution.

14. Time Limit for Joining a Recognized Institution

1. The winner of the scholarship shall join recognized institutions within two months of the order awarding the scholarships or by 30th November of the year concerned whichever is later. In case of his failure to join a recognized Institution within the time limit mentioned above, he will not be eligible to receive scholarship except Gold/Silver Medal and this will be awarded to the person next in merit.
2. However, the winner of the scholarship joining a professional institution, shall be eligible to claim his scholarship within sixty days of his date of admission to such institution provided that the admission is taken in the Academic Session immediately following the declaration of his Intermediate Result*.

15. Medals & Badges

Medals and Badges shall be awarded every year to the candidates who win the National Talent Scholarship in order of merit on the result of (I) Secondary, (2) Intermediate Examinations.

* Board's decision dated 17-09-1998

RULES

15.16 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

16. Gold/Silver Medals

- (1) The Board shall award Gold Medals to:
 - (a) Each boy and girl who stands first amongst the boys and girls respectively in the Secondary School Certificate (Annual) Examination in:
 - (i) Science Group
 - (ii) Humanities Group
 - (b) The boy and the girl who stands first amongst boys and girls respectively in the following groups in the Intermediate (Annual) Examination; provided that the number of candidates appearing in the relevant group is not less than 500.
 - (i) Pre-Medical Group
 - (ii) Pre-Engineering Group
 - (iii) General Science Group
 - (iv) Commerce Group
 - (v) Humanities and other Groups
 - (c) The candidate who stands first in the Languages Examination; provided that the number of candidates appearing in the relevant language is not less than 500.
- (2) The Board shall award Silver and Bronze Medals to the candidates getting second and third positions in the Secondary School Certificate and Intermediate Examinations, respectively.
- (3). **Award of grant of medals to the candidates having academic distinction***

The House allowed to adopt PBCC decision dated 12th June, 2017 vide no. 3 has made following directions regarding award of grant of medals to the candidates having academic distinction in annual examination.

* Added Board's decision dated 25-08-2017 vide item no. 12.

RULES**15.17 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**

- a. Medals will be awarded to the candidates having academic distinction in the annual examinations of SSC/HSSC, irrespective of age and gender, as it is against the basic fundamentals rights of a person.
- b. Only those candidates of Secondary School Certificates & Intermediate levels shall be entitled to an award who pass the Annual Examination as a whole in first attempt in one or single sitting within two years after registration in 9th Class or passing the Secondary School Certificate Examination.
- c. The candidate who remains fail in Part-1 of SSC Examinations and desire to get readmission, will have to submit an undertaking that he/she will not claim for any medal/distinction.
- d. A candidate, once failed in the examination and thereafter passes the same examination in one attempt, shall not be entitled for the award of any position/distinction. In future, those candidates who have concealed the facts, their medals, scholarships, merit certificates and prized etc., can be withdrawn at any stage.

17. Cash Prizes

The candidates securing first, second and third positions in the Science and the Arts Groups of the Secondary School Certificate Annual Examination; the candidates securing first, second and third positions in the Pre-Medical, Pre-Engineering and the Humanities, General Science, Commerce, Arts Groups of the Intermediate Annual Examination; and only the first position holder in the

Languages Examination shall be given cash prizes, besides the medals and books, in their relevant Groups at the following rates:*

Secondary School	Science Group	Arts Group
First	Rs.40,000/-	Rs.40,000/-
Second	Rs.30,000/-	Rs.30,000/-
Third	Rs.20,000/-	Rs.20,000/-

* Added Board's decision dated 14-07-2015 vide item no. 27.

RULES**15.18-21 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**

Intermediate	Pre-Medical	Pre-Engineering	Humanities	Gen. Science	Commerce
First	Rs.40,000/-	Rs.40,000/-	Rs.40,000/-	Rs.40,000/-	Rs.40,000/-
Second	Rs.30,000/-	Rs.30,000/-	Rs.30,000/-	Rs.30,000/-	Rs.30,000/-
Third	Rs.20,000/-	Rs.20,000/-	Rs.20,000/-	Rs.20,000/-	Rs.20,000/-

or as fixed by the Board from time to time*.

18. Positions in Commerce Group**

Amendment proposed in rules is as under:

- ii. In case of having less than fixed number of candidates, individually or totally in commerce group, will not be merged in humanities group.
- iii. In case of single sex having strength less than 500 and total strength more than 1000 in commerce group, the position will be announced over all ignoring any sex.
- iv. In case of having strength of each sex more than 500 in commerce group, the position will be announced separately for male and female.

19. Chairman to Approve Designs

The Chairman shall be authorized to approve designs of the Medals and Badges.

20. Channel for delivering Medals/Badges

So long as special function for the award of Medals, Prizes etc., is not organized by the office, the Medals and Badges shall be delivered to the candidates through the Head of Institutions concerned in case they are regular candidates, and directly if they are private candidates, with the permission of the Chairman.

21. Must be Given Within Six Months

The medals and Badges shall be given to the candidates within six months of the declaration of results. In case of delay, the reasons shall be recorded by the Secretary and Medals and Badges will be given with the special permission of the Chairman.

* Added Board's decision dated 14-07-2015 vide item no. 27.

** Added Board's decision dated 17-11-2017 vide item no. 11.

RULES**15.22-25 AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**

22. Medals for Language Examinations

Medals shall be awarded to candidates standing first in the following examinations of Pakistani and Classical Languages:-

1. Fazil-e-Urdu
2. Fazil-e-Arabi
3. Fazil-e-Farsi
4. Fazil-e-Punjabi

23. If any difficulty arises in giving effect to the provisions of the foregoing Rules, the Chairman may take such action to remove the difficulty as in the circumstances of the case, he may deem necessary.

24. One scholarship each shall be awarded on merit from among the concerned categories on the basis of Secondary School (Annual) Examination to:-

- i). Permanently disabled boy and girl; and
- ii). Hafiz and Hafiza of the Holy Quran.

25. Rate of scholarship (Quaid-e-Azam)*

Exam.	Hostel/Monthly	Non-Hostel/Monthly	Annual For Books
SSC	5000/-	4000/-	7000/-
HSSC	10,000/-	6000/-	10,000/-

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* Added Board's decision dated 14-07-2015 vide item no. 26.

CHAPTER 16**16.1-5 RUSTICATION AND EXPULSION OF STUDENTS**

1. Discipline

Disciplinary action by the Head of the Institution against the students might be taken in one or more of the following forms depending upon the nature and severity of the offence:

- (i) The Head of the Institution shall have powers to impose such fines as he may deem fit.
- (ii) A student may be placed on probation for a fixed period. If during the period of probation he fails to improve his conduct, he may be rusticated or expelled.
- (iii) A student may be suspended from the rolls of the Institution for a period of not exceeding two weeks at a time.*

2. Rustication and Expulsion

Rustication, whenever imposed on a student, shall always mean the loss of one academic year. The period of absence from the Institution shall, however, depend upon the time of the year when the penalty is imposed. The student under rustication shall have the option of rejoining the class at the beginning of the next academic year, and it shall be obligatory on the part of the Institution to re-admit him if he wishes to rejoin. Tuition fees shall not be charged during the period of rustication, nor will the name of the rusticated student be maintained on the rolls of the Institution.

- 3. A student expelled from an Institution shall not be re-admitted into the same Institution or into another Institution before the expiry of two academic years from the date of expulsion.

- 4. A Council for each Institution, to which at least two senior members of the staff shall be appointed by the Head of the Institution, shall be formed to consider the cases of expulsion and rustication of students. The Head of the Institution shall be the Chairman of the Council and the other members shall act in an advisory capacity. The final decision in every case shall, however, rest with the Head of the Institution. The names of the members should be communicated by the Institution to the Board each year.

5. Welfare

Each recognized Institution should set up a Welfare Committee to keep in touch with the students and deal with their problems and to look after their welfare, in general. The members of this committee should be nominated by the Head of the Institution.

* Board's decision dated 22 and 23 June, 1988

RULES**16.6-7 RUSTICATION AND EXPULSION OF STUDENTS**

6. Code of Honour

The following code of honour, enunciating the basic principles of conduct expected of a student, should be propagated through the Head of the recognized Institution:

- (1) Respect for order, morality, personal honour and rights of others.
- (2) Honesty and integrity in all dealings with fellow students, teachers and others both on and off the campus.
- (3) Protection of the property of the Institution and property of the fellow students.
- (4) Showing due respect to elders, teachers and outside visitors.
- (5) Courteous and helpful behavior towards all those with whom they come in contact.
- (6) Pledge to work hard and complete the courses of studies in the shortest possible period without wasting time or causing disturbance to others.

7. The authority for expulsion and rustication of a Collage/School student shall rest with the Head of the Institution:

- i) An expelled or rusticated candidate shall be permitted to enjoy all the privileges which candidates normally enjoy, after the expiry of the period of punishment. This would also apply to the candidates who are disqualified for use of unfair means in an examination.
- ii) Notwithstanding anything to the contrary contained in these rules, a student shall continue to be under the disciplinary jurisdiction of the Head of the Institution till completion of his Examination, including practicals.
- iii) The students of the Institution shall not keep in their possession fire arms or any other weapons of offence on the premises and the hostel of the institution. The offender shall be liable to severe punishment which may amount to rustication or expulsion.



CHAPTER 17**17.1****COMPULSORY PHYSICAL EDUCATION**

1. List of Activities

The following are the activities approved for Compulsory Physical Education and duration of the period of these activities would be according to National Sports Rules:

Sr. No.	Activity
1.	Hockey match or practice
2.	Football match or practice
3.	Cricket practice:- batting, bowling and fielding
4.	Cricket match (one full innings of two periods duration)
5.	Softball match or practice
6.	Tennis singles or doubles match or practice
7.	Wrestling or Boxing bout or training
8.	Basketball match or practice
9.	Volleyball match or practice
10.	Kabaddi match or practice
11.	Swimming and Diving competitions or practice
12.	Water Polo match or practice
13.	Gymnastics
14.	Calisthenics (formal and informal) and small area games
15.	Weight training or Body Building
16.	Corrective and Medical exercises
17.	Cycling competition or practice
18.	Horse Riding
19.	Military Training
20.	Badminton match or practice (for girls)
21.	Net Ball match or practice (for girls)
22.	Deck Tennis match or practice (for girls)

RULES**17.2-6****COMPULSORY PHYSICAL EDUCATION**

2. Credit Per Week

No student shall be given credit for attendance for more than three periods per week in any class.

3. Conditions

The credit for attendance shall be given only when the activities are properly organized by the institution. Properly qualified and adequately trained Physical Education Teachers are essential for this purpose.

4. Credit for Games and Sports Social Reconstruction Work

In the case of students who are members of college teams in the various games and sporting activities that comprise the Sports Tournament of the Board of Intermediate and Secondary Education or undertake social reconstruction work involving physical labour to the satisfaction of the Principal of the college concerned, credit for 50 percent of the requirements in each class may be given for participation in those games and sports and social reconstruction work and 50 percent shall be obtained from attending Physical Education classes.

5. Special Credit for Walking and Cycling etc.

(a) Students who live far away from their colleges and walk at least six miles or cycle at least 10 miles daily to and from the college, may be given credit for these activities upto 50 percent of the requirements in each class. In the case of women students, this credit may be given for walking at least four miles or cycling at least six miles daily. Living far away from the college will not be accepted as a reason for exemption. Arrangements should be made for Physical Training during college hours.

(b) In the case of normally healthy and active students living far away, as provided for in 5(a) above;

Provided that if it is not found possible to arrange their Physical Education during college hours, their Principals may recommend further exemptions to the Chairman of the Board.

6. Lectures in Physical Education

A minimum of 20 lectures (10 in Class XI and 10 in Class XII) are necessary to cover the Health Education Syllabus prescribed by the Board. Every student must attend this lecture irrespective of the fact that he falls in any of the categories mentioned earlier in the rules.

RULES**17.7-13****COMPULSORY PHYSICAL EDUCATION**

7. Physical Efficiency Tests

In order to ensure that every student takes a keen interest in the scheme of Compulsory Physical Education and attains a reasonable standard of physical fitness, all the colleges are required to carry out the physical efficiency test prescribed by the Board very carefully at least twice a year and to send Annual Results to the Department of Physical Education of the Board in a tabulated form along with their Annual Reports on Health and Physical Education by the end of February each year.

8. Second Class Pass Essential

Every student must pass Physical Efficiency Test in Class XI and in Class XII. He should improve upon his performance and pass the Physical Efficiency Test in at least 2nd class before his name is submitted to the Board for Intermediate Examination.

9. Application of Medically Unfit for total Exemption

Students, who are organically or medically unfit for Physical Education or Physical Efficiency Test and desire total exemption, must submit their application to the Chairman duly supported by certificates from their college physicians, along with the recommendations of their Principals, ordinarily before the 31st October in the First Year class.

10. All medical certificates should be issued by the college physician. When this cannot be done, Principals should investigate cases carefully and then recommend applications for total exemption.

11. Partial Exemption

In case of illness and temporary incapacity, only part exemptions shall be granted on a periodic basis of one or two months or one term at a time. At the end of the exempted period, students should be carefully re-examined, and if the illness or any consequent weakness still continues, a further medical certificate should be submitted and exemption shall be granted, if necessary.

12. Medical Certificates

All medical certificates submitted to the Board must be on proper printed or typed forms or on official college note paper. Ordinary blank paper or chits will not be accepted.

13. Failed Students Exempted

Failed students shall not be required to attend the periods of Physical Training on their rejoining the Class XII.

RULES**17.14****COMPULSORY PHYSICAL EDUCATION****14. T.A. & D.A. and Cooliage etc.**

- (a) For all contests in the Mofussall, Referees, Umpires and Judges will be paid T.A. and D.A. as admissible to officials in Grade IV (a) mentioned in T.A. Rules.
Provided that on journey days daily allowance shall be paid at half the rates.
- (b) Umpires and referees who may be required to carry with them the Trophies and Certificates to the Zonal Tournaments of the Board, shall be paid an amount as fixed by the Board from time to time to cover up the cooliage and transport charges of trophies.
- (c) The House granted approval of the recommendations of Sports Committee (enhancement in remuneration/fee/allowances etc.) w.e.f. 2015-16 as per below.*

Sr. No.	Description	Existing	Amended/A approved
1.	Refreshment (Per Player Per Match)	Rs. 30/-	Rs. 50/-
2.	Conveyance (Per Player Per Day)	Rs. 50/-	Rs. 100/-
3.	Protest Fee	Rs. 3000/-	Rs. 5000/-**
4.	Duplicate Sports Certificate	Rs. 150/-	Rs. 1000/-
5.	Entry Fee (Major Game)	Rs. 450/-	Rs. 600/-
6.	Entry Fee (Minor Game)	Rs. 220/- Rs. 260/-	Rs. 300/-
7.	Trial Fee	Rs. 50/-	Nil
8.	Best Athlete School & College Boys & Girls	Rs. 1000/-	Rs. 1500/-
9.	Members College/School Sports committee Boys & Girls/Selection Committee/Protest Committee Conveyance Allowance (Per Member)	Rs. 150/-	Rs. 300/-
10.	Members College / School Sports committee Boys & Girls/Selection Committee/Protest Committee Refreshment Allowance (Per Member)	Rs. 30/-	Rs. 100/-

* Added Board's decision dated 09-01-2016 vide item no. 16.

** Added Board's decision dated 29-12-2021 vide item no. 15.

RULES

17.15

COMPULSORY PHYSICAL EDUCATION

- 15. Fixation of age and eligibility of players on migration from one institution to other for inter collegiate tournaments.***

The House approved the proposed rules by the IBSC dated 13-09-2017 and college sports committee (dated 19-09-2018) with immediate effect as per below:

Article no. 5 (Rules of IBSC)

d). The age of participants/players may not exceed 21 year on 30th June of the academic year for which a tournament is held. Moreover, eligibility will be determined by age limit and enrollment/registration in Board.

Article no. 14 (Sports Rule of BISE Sargodha)

The migrated students/players (Male/Female) from one institution to other institution who is participating in the tournament, will only be eligible if his/her migration procedure has been done/completed well before thirty (30) days starting of the tournament.

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* Added Board's decision dated 24-11-2018 vide item no. 35.

CHAPTER 18

TRAVELLING ALLOWANCE

18.1

1. T.A./D.A. will be paid according to the Provincial Government T.A. Rules:

The TA/DA Rules of Government of Punjab shall be applicable to the members, employees and officers of the Board and a teacher or any other person deputed to perform journey in the interest of the Board except the provisions given below at Rule 2 to 23:

TRAVELLING AND MILEAGE ALLOWANCE*

TRANSPORTATION	RATES
<u>TRANSPORTATION</u>	
i). Motor Car	Rs.10/- Per K.M.
ii). Motor Cycle/Scooter	Rs.4/- Per K.M.
<u>MILEAGE ALLOWANCE</u>	
i). Personal Car/Taxi	Rs.10/- Per K.M.
ii). Motor Cycle/Scooter	Rs.4/- Per K.M.
iii). Bicycle	Rs.2/- Per K.M.
iv). Public Transport	Rs.2.50 Per K.M.
<u>TRAVEL BY AIR</u>	Admissible to Government Servants in BPS 17 and above.
Carriage of personal effects on Transfer/retirement	Rs.0.02/- Per K.G Per K.M.

DAILY ALLOWANCE*

BPS	ORDINARY RATES	SPECIAL RATES
01 – 04	496	800
05 – 11	624	880
12 – 16	1120	1480
17 – 18	2000	2560
19 – 20	2480	3280
21	2800	4000
22	2800	4800

* Added Board's decision dated 25-08-2017 vide item no.15.

RULES

18.2

TRAVELLING ALLOWANCE

Note: Special rate of daily allowance shall be admissible at Faisalabad, Hyderabad, Islamabad, Karachi, Lahore, Multan, Muzaffarabad, Mirpur (Azad Jammu & Kashmir), Peshawar, Quetta, Rawalpindi and Sargodha.

2. (1) Daily allowance will be admissible at full rate when during the absence from headquarters a night is spent while being on tour.
- (2) Daily allowance will be admissible at half rate when the absence from headquarters is for more than 4 hours but no night intervenes the said absence.
- (3) A day is to be reckoned from midnight.
- (4) A part of the day, at the commencement or end of the tour is to be reckoned as a full day if it is 8 hours or more and half day if it is less than 8 hours but more than 2 hours.

A part of day less than 2 hours is to be ignored for the purpose of daily allowance.
- (5) In case of journey by rail, no D.A. shall be admissible for journey days but for the day of arrival at and of departure from the place of temporary duty, half of normal D.A. shall be admissible.
- (6) The rate of Daily Allowance for an employee who spent part of a day in one locality and a part in a locality for which special D.A is admissible should be determined according to the place where he spent the major part of such day. This principle will also apply in case of incomplete days at the beginning and end of a tour and an employee will be entitled to D.A. at the higher rate fixed for a locality if the half at that place was more than half of the period of incomplete day in question.
- (7) Daily Allowance shall be paid at half rate after the continuous stay of ten days.
- (8) For calculating mileage allowance, fraction of a kilometer shall be treated as one kilometer.

RULES

18.3-5

TRAVELLING ALLOWANCE

(9) Fixation of Minimum Limit for Night Stay for Board Employees

*The minimum limit for night stay up-to 135 km from Board for any duty assigned by the Board authority has approved. The House directed Board office to appoint only local Inspectors (from Education Sector) on hard examination centres. However in case of emergency /serious complaint, Board employees (BS-16 & above) may be deputed on hard centres (in other Districts) with the permission of Board Authority.**

3. (1) The Secretary and the Controller of Examinations shall be empowered to sanction journeys performed in the interest of the Board; provided the journeys performed by the Secretary and the Controller of Examinations shall require the sanction of the Chairman.
- (2) The Chairman shall have the power to sanction the use of taxis, tongas, or any other means of conveyance by the Board Employees for any work done in the interest of the Board.
4. (a) The fee payable to each Member of the Inspection Committee for inspection of each college and each school shall be as follows w.e.f. 29-12-2021:**

i).	Chairman	Rs.1200/-
ii).	Secretary	Rs.1000/-
iii).	Officer/Official (affiliation)	Rs.600/-
iv).	Security Guard/Driver	Rs.300/-
- (b) Rate of participants of PBCC/IBCC sub committee meetings***

(1) Chairman/Secretary/Controller/Participant	Rs. 8000/-
(2) Driver/Security Guard	Rs. 1500/-
5. (1) Inspectors / Mobile Squads shall inspect at least two centres in a day where two or more centres are located at the same station.

* Added Board's decision dated 31-12-2020 vide item no. 17.

** Added Board's decision dated 29-12-2021 vide item no. 24.

*** Added Board's decision dated 17-10-2020 vide item no. S-2.

RULES**18.6-14****TRAVELLING ALLOWANCE**

- (2) Inspectors / Mobile Squads shall visit at least two centres lying on the same route in one journey and not return to the headquarters after inspecting each centre.
 - (3) Inspectors/Mobile Squads shall arrange their inspection programme in accordance with (1) and (2) above and undertake journeys for this purpose with the previous concurrence of the Controller of Examinations.
6. Travelling Allowance to a servant or a peon shall be admissible when the servant or the peon is accompanying an employee of the Board of Class 'A', Inspection Committee or a Lady Superintendent of Examination Centre or an Inspector of Examination Centres; or where specially sanctioned by the Chairman.
 7. Superintendents of Examination Centres and persons appointed to assist the Superintendents and Examiners in Practicals shall be paid Daily Allowance for one day prior to the Examination for preparation work.
 8. Journey shall be performed by the shortest trafficable route if the two places are so connected. Journey by a longer route shall require previous sanction of the Chairman.
 9. T.A./D.A. will not be paid within the radius of 16 kilometers under Government Provincial T.A. Rules.
 10. A declaration to the effect that the class actually travelled has been charged, shall be recorded on the face of the Travelling Allowance bill.
 11. The claim for travelling expenses made under Provincial Government T.A. Rules shall be submitted on the prescribed bill form.
 12. All bills shall be submitted duly receipted, affixing a revenue stamp wherever necessary. Un-receipted and insufficiently receipted bills shall not be accepted.
 13. When the Chairman or a Member or an Officer of the Board or a person deputed by the Board or by the Chairman, travels to attend a meeting convened by the Government of Pakistan or the Provincial Government or to undertake other work at the invitation of the Pakistan Government or the Provincial Government, he shall be considered to be performing the journey in the interest of the Board and shall draw T.A. and D.A. under Provincial Government T.A. Rules; provided he does not receive T.A. and D.A. from the Government for the journey concerned.
 14. If an employee appears before a Court in connection with a matter relating to his official duties, he should either deposit the T.A. received from the Court in the Board's account and get his T.A. according to rules of the Board or keep the T.A., received from the Court, with him and obtain the difference between the

RULES**18.15-19****TRAVELLING ALLOWANCE**

amount permissible under rules of the Board and the amount received by him from the Court.

15. (1) Payment for T.A. shall ordinarily be made after the journey has been completed. In special cases, however, advance payment not exceeding the calculated amount of T.A., may be made to (i) whole time employees of the Board and (ii) delegates approved by the Board for attending conferences, meetings of Learned Bodies, etc., travelling on behalf of the Board.
- (2) The payment of T.A/D.A. to the member of the Board, Committee/Sub-Committee may be made immediately after the close of the meeting at the discretion of the Chairman and subject to the conditions that the following certificates are recorded on the T.A. Bills by the members concerned:
 - (i) Certified that the incomplete journey will be performed as claimed in the T.A. Bill.
 - (ii) Certified that the amount of T.A. for the incomplete journey, if subsequently found inadmissible or excessive will be refunded by me.
16. Bill not presented within six months from the date of journey shall lapse and shall not be entertained unless the period of six months is extended by the Chairman, for good cause shown.
17. Travelling allowance/Mileage allowance/transfer grant/transportation for journey on transfer of an officer/official of the Board will be made according to the Government of Punjab Rules.
18. (1) The term "Personal Car" means a car registered in the name of the claimant or in the name of any member of his family as defined under rules of the Government.
- (2) The persons travelling in a Board's conveyance for official duty shall be entitled to one Daily Allowance for each day including the day or days of journey and no mileage allowance shall be admissible.
- (3) In an emergency, the Chairman may permit any employee of the Board or another person appointed in connection with an examination to travel by Car or by Air or in a higher class in case of journey by Rail.
19. Persons, who are part-time employees of the Board, Government or other authorities, be paid T.A. on the basis of their declared income and not emoluments as part-time employees subject to the approval of the Chairman. The

RULES**18.20-26****TRAVELLING ALLOWANCE**

- Legal Advisor of the Board will, however, be treated as Grade-1 Officer of the Board.
20. Retired officers who perform duty in connection with the affairs of the Board shall be paid T.A. / D.A. on the basis of the maximum of the present pay scale of their post from which they retired instead of the pay last drawn by them.
21. Persons who are neither employed nor have any declared income, may be treated in Grad – III if they hold Master’s Degree and Grade - IV if they hold Bachelor’s Degree. All other undergraduates will be treated as Grade – V above.
22. The centre staff summoned by the Court other than Sargodha will be paid T.A/D.A. according to the rules and regulations.
23. The payment of time-barred T.A. bills will be subject to the approval of the Chairman.
24. Notwithstanding anything contained in these rules, the Chairman may, in special cases for reasons to be recorded, sanction special rates of Travelling Allowance and Daily Allowance. All such cases shall be reported to the Board for information.
25. For matters not provided above, the Board shall have the authority to pass such orders as it may deem necessary from time to time.
26. Paper setters shall be paid Daily Allowance, without Hotel Receipt, upto three Dailies as per the days of attendance for which maximum estimated cost of BS-17 & BS-18 shall be Rs. 38400/- and for BS-19 & BS-20 shall be Rs. 49200/-*.

* Board’s decision dated 31-12-2018 vide item no. 12

(A) CHANGE IN THE NAMES OR SURNAMES OF REGISTERED STUDENTS

1. Circumstances Under Which Change May Be Never Allowed

Change in name or surname shall be allowed to a candidate who has either applied for appearing in any examination or has previously been registered with this Board or has embraced Islam.

2. An application for change in name or surname in the certificate shall be entertained from a registered candidate who has passed a public examination or going to appear in an examination conducted by the Board, provided it is accompanied by:

- (a) An affidavit to this effect given before a Principal, Headmaster / Headmistress of a recognized institution or a First Class Magistrate or Civil Judge or an Oath Commissioner.
- (b) The particular issue of a daily newspaper with countrywide circulation containing advertisement of the intended change in name marked in red. Advertisement in local newspaper will not be accepted for this purpose.
- (c) The original certificate along with any certificate of higher or lower examination passed by the applicant.
- (d) The revised certificate with the changed name issued by another Board in case of applicant who has passed a lower examination from that Board.
- (e) The fee deposited, shall not be refundable even if the change is not made.

3. Prescribed Form and Channel of Application

No application under rule 2 shall be entertained unless the candidate applies to the Board on a prescribed form through the Head of the institution in which he was last studying. In case of a private candidate, the application shall be submitted through the Head of a recognized institution.

4. Requirements Must Be Fulfilled

Change in name under rule 2 shall be granted only if the Board is satisfied that all the requirements have been fulfilled.

5. Use of Alias

The original name shall invariably form a part of the candidate and shall be shown as such in all records of the Board with the addition of the word 'alias' between the two names. No change shall, however, be made in the records pertaining to an examination taken before the change is sanctioned.

(A) CHANGE IN THE NAMES OR SURNAMES OF REGISTERED STUDENTS

6. Change in Documents

No change in any particular given or statement made in an admission form or any other form or document submitted by a candidate to the Board shall be allowed except as may be admissible under the regulations or rules.

N.B. Rates of fee for change in the name of candidate shall be as fixed by the Board from time to time.

(B) CORRECTION IN FATHER'S NAME OF A CANDIDATE

7. Change in Father's Name of a Candidate

- (1) The father's name of a candidate may be corrected on the recommendations of a Committee to be appointed by the Chairman of the Board from time to time. Provided that an application is accompanied by:
 - i) An affidavit of the candidate (containing prescribed text) given before a Principal, Headmaster / Headmistress of a recognized institution or a 1st Class Magistrate or Civil Judge or an Oath Commissioner.
 - ii) An affidavit (containing prescribed text) of Union Nazim and Councilor of the area where the candidate resides.
 - iii) National Identity Card or Passport of the candidate and his father.
 - iv) Candidate's Birth Certificate issued by the Corporation / Town Committee / Union Council showing his name as well as his father's name.
 - v) Nikah Nama of the father, if available.
 - vi) The school record of a candidate regarding his first admission in a recognized school, if available.
 - vii) The particular issues of daily English and Urdu newspapers with countrywide circulation containing specified advertisement of the intended change in father's name. The advertisement should contain a photograph of the candidate and his father. Advertisement in local newspaper shall not be accepted for this purpose.
 - viii) Rates of fee for correction in father's name of candidate shall be as fixed by the Board from time to time.

RULES**19.8 (B) CORRECTION IN FATHER'S NAME OF A CANDIDATE**

- ix) The original certificate along with any certificate of higher or lower examination passed by the applicant.
 - x) The revised certificate with the corrected father's name issued by another Board in case of a candidate who has passed a lower examination from that Board.
 - xi) Any other document/evidence, which the Committee/Board may require.
- (2) The Board is satisfied after enquiry and inspection of the recognized school's record that the mistake was due to an error in transferring the father's name from one record register or document to the other at either stage i.e. Primary/Middle/High School or wrong transfer of entries from first admission form in infant class to the Admission and Withdrawal Register of a School.

OR

If the entry of father's name on first joining a recognized school is not available, or, is reported to be incorrect, then the birth certificate containing all entries pertaining to his name in the Municipal Birth Register be supplied, provided that the name of the candidate and his father are clearly mentioned in these entries.

- (3) The school records are corrected in the same manner as the records in the office of the Board.
 - (4) Notwithstanding anything contained in this rule, the Chairman may accept a certificate of school duly attested by the Foreign Mission of Pakistan in a foreign country or the Chairman may waive the condition and allow the correction in Father's name under Regulation III (10) of the Board's Calendar.
 - (5) In case of major/basic change in the father's name, the applicant will have to produce a decree from the court of law as a proof and then apply with prescribed fee to the Board in the usual manner.
 - (6) If the change is of minor nature, the school record, birth record of union council, passport/license/CNIC of the father with Bay-Form etc. can be presented as proof but in this case the previous name will be added after corrected name as "alias".
8. No application under rule 7 shall be entertained unless the candidate applies to the Board on a prescribed form through the Head of institution in which he was

RULES

19.9-12 (B) CORRECTION IN FATHER'S NAME OF A CANDIDATE

last studying. In case of a private candidate, the application shall be submitted through the Head of a recognized institution.

9. In case of a candidate, whose father's name is corrected, the following note shall be given in the record / certificate:

“Father's name is corrected from _____
to _____ on _____.”

10. The correction in father's name of a candidate involving spelling mistake, without having any substantial change, may be made with the permission of the Chairman according to the name contained in the Board's record in Urdu and English version on submission of an application form together with the prescribed fee within 120 days after the termination of theory examination. Afterwards the candidate shall have to follow the normal procedure.
11. (a) Fresh fee may be charged from those whose cases are rejected and reopened/considered for one reason or the other.
- (b) No fee of any kind in such cases be charged from those Non-Muslims who embrace Islam.
12. **Correct Spelling of the Name of Holy Prophet of Islam Should be Written as Muhammad in Official and Non Official Record***
- (a) Correction in the spelling of '**MUHAMMAD (PBUH)**' in the name or father's name of the candidate will be corrected without fee (free cost of correction).
- (b) The same spellings will be incorporated in systems/software so that in future the name of Prophet (PBUH) shall always be spelled as **MUHAMMAD** with the name and father's name of candidate”.
- (c) The standard for the PBCC would remain as “**MUHAMMAD**” but can be written as “MOHAMMAD” on request of candidate.

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* Added Board's decision dated 12-05-2022 vide item no. 20.

CHAPTER 20

AUTOMATIC DEDUCTIONS

(Schedule showing automatic deductions from the remuneration of Paper Setters,
Head Examiners, Sub-Examiners and Single Examiners)

SECTION I: PAPER SETTERS

<u>Sr. No.</u>	<u>Nature of Irregularity</u>	<u>Penalty</u>
1.	Delay in submission of Question Paper.	Rs.5/- per day for the first week and Rs.20/- per day thereafter. Automatic cancellation of appointment after a fortnight.
2.	Failure to seal both inner and outer covers.	A new paper shall be set without any additional remuneration.
3.	Failure to follow Rules for Paper Setters.	Half the setting fee if irregularity detected before examination; if detected during examination, such penalty as the Chairman may determine.
4.	For setting questions outside the prescribed syllabus.	-do-
5.	Sending the Question Paper by any ordinary registered post not insured.	A new paper shall be set without any additional remuneration

SECTION II: HEAD EXAMINERS

<u>Sr.No.</u>	<u>Nature of Irregularity</u>	<u>Penalty</u>
1.	Failure to submit Payment Charts, Confidential Reports, etc. within 15 days of submission of the last installment of results.	As fixed by the Authority
2.	Failure to keep the result confidential either before or after its publications.	Disqualification

SECTION III: SUB-EXAMINERS

<u>S.No.</u>	<u>Nature of Irregularity</u>	<u>Penalty</u>
Answer Books		
(i)	Questions left unmarked.	Rs.50/- per irregularity

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(ii)	Allotting of more marks than the maximum.	Rs.50/- per irregularity
(iii)	Mistakes in totals.	Rs.50/- per irregularity
(iv)	Number of answer-books left unsigned.	Rs.50/- per irregularity

Award lists

(v)	Awarding marks to wrong roll numbers or wrong transfer of marks to the award lists.	Rs.50/- per irregularity
(vi)	Marks in words and figures not tallying.	Rs.50/- per irregularity
(vii)	Number of pages left unsigned.	Rs.50/- per irregularity
(viii)	Number of cases in which series were mixed up.	Rs.50/- per irregularity
(ix)	Correction left un-initialed.	Rs.50/- per irregularity
(x)	Blanks left unfilled.	Rs.50/- per irregularity

- | | | |
|----|--|---------------------------|
| 2. | Failure to submit to the Head Examiner the test installment within 48 hours. | Rs.50/- per day of delay. |
|----|--|---------------------------|

SECTION IV

ASSISTANT TO HEAD-EXAMINERS

<u>S.No.</u>	<u>Nature of Irregularity</u>	<u>Penalty</u>
1.	Mistakes committed by Assistant to Head-Examiners.	Rs.50/- per mistake

NOTE! Rates of deductions are subject to change by the Board from time to time.



CHAPTER 21

21.1-3

CERTIFICATES

1. Categories of Certificates

The following categories of certificates shall be issued by the Board:

- (i) A Duplicate / Revised Certificate;
- (ii) An Original Certificate Before Time;
- (iii) A Detailed Marks Certificate;
- (iv) A Merit Certificate / Attempt Certificate;
- (v) A Duplicate Result Card;
- (vi) A Migration / Transfer Certificate;
- (vii) A certified copy of a document or an entry relating to a candidate in the Board's record; provided that the permission to supply the copy of the document or the entry is granted by the Chairman;
- (viii) A certificate containing any other information concerning an examination passed by a candidate;
- (ix) A Triplicate Certificate; provided that the permission is granted by the Chairman;
- (x) With effect from the Annual Examinations, 1971, each candidate shall be issued a result-cum-Detailed Marks Result Card. It shall ordinarily show the marks obtained by a candidate in each subject.

2. The rates of fee shall be as follows:

- | | | | |
|-----|--------------------------------------|--|--|
| (1) | For Migration / Transfer Certificate | Rs.2500/-* | <div style="font-size: 3em; vertical-align: middle;">}</div> Or as fixed by the Board from time to time. |
| (2) | For Duplicate / Combined Certificate | Rs.4000/- (Ordinary)**
Rs.5000/- (Urgent)** | |
| (3) | For Triplicate Certificate | Rs.10,000/- (Ordinary)** | |

3. The prescribed form and one photograph, male and female, shall be duly attested by the Headmaster, Headmistress/Principal of an institution from where he/she passed the examination. If the candidate has passed the examination as a private student, then he/she should get attested his/her form and photograph from any High School/institution recognized by the Board. A candidate residing outside Pakistan shall submit the prescribed form after getting it attested from Diplomatic or a Councilor Officer. Attested copy of National Identity Cards of the candidate and his/her father must be attached with the application form.

* Added Board's decision dated 17-10-2020 vide item no. 14.

** Added Board's decision dated 15-09-2018 vide item no. 24.

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4. Triplicate Certificate shall be issued if the following documents in addition to documents prescribed for duplicate certificate are provided by the applicant.
 - (a) A detailed testimonial copy of the F.I.R registered in the relevant Police Station regarding the loss of the certificate.
 - (b) A cutting of the Newspaper of National Level, wherein all the particulars of the applicant be mentioned regarding the loss of the Certificate.
5. **Diplomas Before Time**
The diplomas of Fazil Examinations shall be issued before their actual date of issue on payment of Rs.3500/-.
6. **Original Certificate Before Time**
An application for an Original Certificate Before Time from a regular student shall be entertained only if it is accompanied by a statement from the Head of the Institution that he has no objection if the certificate is issued direct to the candidate:

Provided that in the case of a private boy candidate who has applied for an Original Certificate Before Time, he shall be required to submit his photograph, duly attested by the Head of the Recognized Institution.
7. If the Head of an institution requires a consolidated statement of detailed marks of not less than 10 students, the rate of fee to be charged shall be Rs.200/- per student.
8. Candidates shall apply for a certificate on a prescribed form which shall only be entertained if it is complete in all respects. Incomplete forms returned to the candidates shall be resubmitted by them within three months; otherwise the fee received shall be forfeited.
9. **Special Fee For Issuance of Certificate of SSC/HSSC on Urgent Bases After Declaration of Result*.**
Rs.1000/- fee for issuance of urgent Certificate (fresh) up-to 180 days of declaration of result. The concerned Branches will ensure sending of original certificates after 120 days of completion of re-checking of answer script/ procedure positively.

* Board's decision dated 31-12-2018 vide item no. T-6

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21.10-17**10. Application for or Receipt of Certificates by other Persons not Allowed**

No person shall be entitled to apply on behalf of another person or to receive his own or another person's certificate personally from the office of the Board. The certificate shall ordinarily be sent by registered post.

11. Ordinary or Urgent Certificates

A certificate shall ordinarily be issued within a week of the receipt of the application form and fee. If a certificate is required within 48 hours, the applicant shall deposit an extra fee as prescribed by the Board.

12. Detailed Marks Certificates

A Detailed Marks Certificate shall be issued to a successful as well as to an unsuccessful candidate. It shall ordinarily show the marks obtained by a candidate in each subject. Marks in each paper shall be supplied on receipt of fee as prescribed by the Board from time to time.

13. Merit Certificates

Merit certificate shall be issued upto 80 places in Secondary School Examination; 20 places in the Intermediate Examination and 5 places in other examinations.

Note: In addition to the Merit Certificates, Distinction Certificates shall be awarded to the candidates topping the list of successful boys and girls separately in the Pre-Medical, Pre-Engineering and Humanities Groups in the Annual Intermediate Examination in order to recognize their distinctive positions.

14. Certificates shall be issued subject to the availability of the relevant record.**15. Chairman's Power to Waive Rules**

Notwithstanding anything contained in these rules, the Chairman may, to avoid hardship, waive the conditions laid down in rule 9 above in special circumstances.

16. All candidates shall have to affix their attested photographs on the application forms for obtaining all types of Duplicate Certificates.**17. The prescribed verification fees of result card / certificate shall be charged from all agencies except Armed Forces, Police and Courts.**

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- 18.** The concerned department/authority should send two attested photocopies of the documents and two photographs of the candidate, one copy will be returned after verification.
- 19.** In future, all the equivalence certificates shall be issued by the Inter Board Committee of Chairmen, Islamabad.
- 20. Fee not Refundable**
The Certificate Fee shall not be refunded or adjusted towards any other account except in the following cases:
- (i) if the amount paid in the Board's fund is in excess of the amount due from the candidate, the excess may be refunded; and
 - (ii) if the amount was payable to any other Institution but was erroneously paid in the Board's fund, such amount may be refunded.
- 21.** Certificates 'A' as given in the Schedule, shall be substituted by the certificate as given in the revised Schedule as under:

CERTIFICATE A

(To be signed by the Head of any recognized Institution within the Jurisdiction of the Board)

ATTESTATION

I have satisfied myself that Mr./Miss _____
who has applied for grant of _____
certificate has given his/her correct particulars and that he/she is entitled to
receive the certificate applied for.

Date _____

Signature _____

Stamp of the Office _____

* Board's decision dated 16-05-2006

CHAPTER 22

INSPECTION OF INSTITUTIONS AND THE REPORTS, RETURNS AND OTHER INFORMATION

22.1-5

1. **Submission of Annual Returns**

In the month of October every year or in such other month as the Board may determine, the Head of every institution shall submit a report to the Board on a prescribed proforma showing the changes in the management, changes in the staff and qualifications and grades of pay of new members, number and distribution of students, income and expenditure of previous year, results of examinations, changes in the scale of fees and exemptions or reductions permitted, scholarships, condition of library, number of students in boarding houses, rules of the institution, etc.

2. **Report Regarding Withdrawal and Transfer**

The Head of every institution shall report to the Secretary, within a fortnight, any withdrawal and transfer of students for record in the register maintained by the Board.

3. **Essential Record for Recognized Institutions**

The following shall be kept by every recognized institution and submitted, when required, to an officer appointed by the Chairman:

- (1) A Register of Admissions and Withdrawals
- (2) A Register of Attendance at Lectures
- (3) A Register of Fees
- (4) The Time Table.

4. **Periodic Inspection of Institutions**

Inspection of every institution shall be held from time to time. The inspection may relate to the accommodation, sanitary arrangements and provision made for games, residence, supervision and instruction of students, the library, furniture and apparatus, the registers and the qualifications and duties performed by each member of the staff; but in other respects, it shall not refer to the internal management of the institution which shall be left to the discretion of the responsible authority.

5. **Inspection Report**

The report of such inspection shall be submitted to the Board on the prescribed proforma.

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CHAPTER 23

23.1-3 RECOGNITION OF INSTITUTIONS

1. Minimum Building Specification.

The following minimum Building specifications are prescribed:

- | | | |
|-----|-----------------------|---|
| (1) | Class Rooms | 12 sq.ft. per student for High School and 15 sq.ft. per student for other institutions; |
| (2) | Hostel Accommodation | 50 sq.ft per student for High School and 75 sq.ft. per student for other institutions; |
| (3) | Laboratory | 45' x 25' |
| (4) | Drawing Room | 35' x 25' |
| (5) | Workshop | 95' x 25' |
| (6) | Number of Class Rooms | One room for each class or a section of a class in addition to separate rooms in the subjects in which practical work is conducted. |

2. Suggestion for Library materials:

The following may serve as a suggestion for building up materials in the various fields of the Library of the institution:

General Reference	06 to 10 %
Social Sciences	12 to 16 %
Sciences	08 to 10 %
Useful Arts (Applied Sciences)	08 to 10 %
Fine Arts	02 to 04 %
Literature	08 to 16 %
Geography and Travel	15 to 25 %
History and Biography	15 to 25 %
Fiction	15 %

3. The Head of the institution as ex-officio/member

The Head of the institution as ex-officio/member shall be an ex-officio member of the Managing Committee of the institution.

RULES**23.4-8****RECOGNITION OF INSTITUTIONS**

4. Minimum Rate of Contribution:

Each permanent teacher shall contribute at least 8.33% of his pay towards Provident Fund and the management of the institution shall also contribute not less than 6.25% towards the Provident Fund of each teacher.

5. Work load as fixed by Board:

No College Teacher shall be required to work for more periods than laid down by the Board.

6. Proper Appointment:

The management shall appoint members of the teaching staff after proper advertisement, save in the case of a temporary appointment for a period not exceeding six months to fill a sudden and unexpected vacancy in accordance with the conditions laid down by the Board with reference to academic qualifications.

7. Probationary Period:

A selected candidate shall be appointed on one year's probation period after the expiry of which he shall be confirmed; provided that his work and conduct are satisfactory.

8. Written Contract:

All appointments shall be made on a written contract which shall state the salary and grade and benefit of the Provident Fund and include the points mentioned below:

- (i) There shall be three months' notice on each side for termination of the contract, or in lieu of such notice, payment of three months' salary except when service is terminated for wilful neglect of duty or misconduct.
- (ii) When a Principal or teacher attains the age of 60, and the Management shall consider the question whether he should be retained; and if he is physically and mentally fit, he shall be given extension for one or two years at a time as the Management may decide upto the age of 65 years.
- (iii) The Principal and the staff shall be paid their salary regularly not later than the 5th day of the month following that for which the salary is due.
- (iv) The Principal and the teaching staff shall be given regular annual increment except in cases where the work or conduct is not satisfactory.
- (v) After confirmation, the services of the Principal or a member of the teaching staff may be terminated, only on the following grounds:
 - (a) Wilful neglect of duty;

RULES**23.9****RECOGNITION OF INSTITUTIONS**

- (b) Misconduct and insubordination;
- (c) Physical or mental unfitness;
- (d) Abolition of the post with the previous concurrence of the Chairman of the Board.
- (vi) The service record of the Principal and every teacher and the annual confidential report on his work and conduct shall be maintained properly.
- (vii) The Management shall not terminate the services of the Principal or a teacher without informing him of the grounds, on which they propose to take action; and giving him a reasonable opportunity of making representations in writing or in person, if he so desires. Any representation made by him shall be duly considered before a final decision is taken.
- (viii) In case of termination of services, except during the probationary period, the Principal or a teacher shall have the right to refer an appeal to a Committee consisting of one member appointed by the Management, one nominated by the teacher concerned and one umpire appointed by the Chairman. The decision of the Committee shall be binding on both parties.
- (ix) Save in the case of a teacher who leaves service of his own accord before the summer vacation, a teacher, who has put in nine months' service immediately preceding the summer vacation, shall be entitled to full pay for the summer vacation. This rule shall apply to such incumbents as are confirmed in due course of time. If a teacher has served for a shorter period, he shall be paid proportionately.

9. Pay Scale:

No whole-time teacher whether in a Government or non-Government recognized Institution shall draw salary not less than the National Pay Scale prescribed for the following posts:

- (a) Lecturer engaged for teaching 11th and 12th Classes.
- (b) Teacher engaged for 9th and 10th Classes in the Higher Secondary Schools and other Institution preparing candidates for Pakistan and Classical Languages Examinations.
- (c) Demonstrators engaged in Institutions teaching Science subjects upto Intermediate Standard.

RULES**23.10-12****RECOGNITION OF INSTITUTIONS**

- (d) Director of Physical Education grade equivalent to that in the Department of Education, Punjab.
- (e) Librarian.
- (f) Teacher of 9th and 10th Classes. Minimum of the scale of pay permissible in Government Service.

Provided that this rule may be relaxed in the case of a life member on the staff of an institution. An employee will be deemed to be a life member who has agreed to serve an institution for not less than 15 years. For this purpose, a bond shall be executed between the employee and the employer and a copy of such bond, duly signed and attested by a Civil Judge or 1st Class Magistrate, will be deposited with the Secretary of the Board. Such a life member shall not be permitted to apply for service in any other institution during this period. The terms and conditions of the bond shall be such as are approved by the Board.

10. Women Lecturers:

Ordinarily, women lecturers shall be appointed in the institutions for women.

11. Endowment fund:

The minimum Endowment Fund shall be as follows:

- (a) For High School (Boys/Girls)* Rs. 60,000/-
- (b) For Higher Secondary School / Intermediate College (Boys/Girls)* Rs. 140,000/-

12. Guaranteed annual income:

- (a) For a High School Rs.4,000/-
- (b) For an institution teaching Science subjects upto the Intermediate standard Rs.8,000/-
- (c) For an institution teaching Arts subjects upto the Intermediate standard Rs.6,000/-
- (d) For an institution teaching candidates for Pakistani and Classical Languages Examinations Rs.4,000/-

Provided that this guaranteed income should invariably be in the name and annual budget of the institution concerned.

* Added Board's decision dated 17-10-2020 vide item no. 14.

RULES

23.13-14

RECOGNITION OF INSTITUTIONS

13. Trust Deed:

In the case of institutions founded by individual donors, the following basic conditions for a Trust Deed shall be observed:-

- (i) That the Founder of the Trust is the sole absolute owner of the property endowed.
- (ii) That the Trust is created by a regularly registered Deed to be approved by the Chairman.
- (iii) That the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property owned.
- (iv) That the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of the Trust.
- (v) That the Board of Trustees consists of at least seven members of whom five are independent persons who are not in any way related to or dependent upon the Founder of the Trust.
- (vi) That in the case of future vacancies in the Board of Trustees, nominations are made by that Board and not by the Founder and such recommendations are forthwith reported to the Chairman.
- (vii) That all buildings included in the Trust are sufficiently insured against fire.
- (viii) That copies of the proceedings of the Board of Trustees and a statement of the actual income and expenditure of the Trust is supplied to the Chairman.

Explanation:

Rules concerning Trustees are not applicable to institutions whose Management is vested in Societies registered under Government Acts.

14. Inspection Committee

For inspection of the schools and colleges, the committee will consist of the following members:

1. The Chairman of the Board

Or

 The Secretary of the Board
2. The Branch Officer concerned
3. The Nearest Member of Board

RULES

23.14

RECOGNITION OF INSTITUTIONS

RULE AMENDED IN BOG 15-09-2018 AS PER BELOW:*

The House unanimously allowed the nominee of the Chairman, not below the rank of BS-17, to inspect/visit the institutions for the purpose of affiliation, extension in affiliation and, further, approved the remuneration ratio for the nominee of the Chairman. If the nominee is in BS-17 and BS-18 he will be entitled to get the remuneration equal to the remuneration of the Secretary and if the nominee is above BS-18 he will be entitled the remuneration as admissible for the Chairman. The driver and security guard will accompany the officer and will get the remuneration already approved.

1. Chairman / Nominee of the Chairman
2. Secretary of the Board
3. Incharge Affiliation Branch

RULE AMENDED IN BOG 31-12-2018 AS PER BELOW**

The Board, in its meeting dated 15-09-2018, allowed the Nominee of the Chairman to inspect/visit the institutions, along with Secretary to fulfill the requirement of the committee, in case if Chairman is not available to inspect/ visit with the Secretary for the purpose of affiliation/ extension in affiliation. The House unanimously decided to withdraw the provision of the Nominee of the Chairman and further clarified that the committee will visit the institution personally and further authorized the Chairman to co-opt the technical member and educationist and approved the proposed committee for inspection of privately managed educational institutions for their affiliation/ extension in affiliation.

It was also decided that at least, two members will ensure the visit of privately managed educational institutions if the whole committee is not available.

Therefore, for inspection of the schools and colleges, the committee will consist of the following members:

1. The Chairman of the Board
2. The Secretary of the Board
3. The Branch Officer Concerned/PS/PA
 - i. Co-opt Technical Member (if required on the will of Chairman)
 - ii. Educationist / Member of Board (if required)

* Added Board's decision dated 15-09-2018 vide item no. 2.

** Added Board's decision dated 31-12-2018 vide item no. 14.

RULES

23.15-19

RECOGNITION OF INSTITUTIONS

RULE AMENDED IN BOG DATED 30-06-2021 AS PER BELOW*

The House agreed the proposal regarding revision in the decision of BOG dated 31-12-2018 (affiliation / recognition of institutions) and approved as per below:

1. The Chairman of the Board
2. The Secretary of the Board
3. ***The Branch Officer Affiliation/Branch Official Affiliation***
 - iii. Co-opt Technical Member (if required on the will of Chairman)
 - iv. Educationist / Member of Board (if required)

15. Extensions in Affiliation:

In future, an extension of four years, instead of two years, will be given to the Government institutions in their temporary affiliation.

16. New Affiliation after Violation of Rules:

The temporary affiliation of such Schools / Higher Secondary Schools / Colleges, that violate the rules and regulations or do not comply with the terms and conditions imposed by the Board or convert an institution for boys into an institution for girls, and vice versa, will have to be sought affiliation afresh with new documents according to the rules and regulations.

17. Shifting of Building:

The affiliation and all documents of such Schools / Higher Secondary Schools / Colleges will be cancelled which shift their institutions to any other building from that shown at the time of affiliation; and they will have to apply anew for affiliation, submitting the prescribed charges again.

18. Schedule for Applying Affiliation**

The Schedule for the Affiliation of Private Institutions is as follows:

	Inspection Fee	Fine
(1) Without fine before starting Class IX and Class XI upto 31 st January	Rs.25,000/-	----
(2) From 1 st February to 28 th February	Rs.25,000/-	Rs. 2,000/-
(3) From 1 st March to 31 th March	Rs.25,000/-	Rs. 4,000/-
(4) After 31 th March with permission of the Chairman	Rs.25,000/-	Rs. 10,000/-

19. Rate of Inspection Fee (Schools/Colleges)***

	Inspection Fee	Fine
(1) Inspection Fee (Schools/Colleges)	Rs.20,000/-	----

* Added Board's decision dated 30-06-2021 vide item no. 30.

** Added Board's decision dated 17-10-2020 vide item no. 14.

*** Added Board's decision dated 15-09-2018 vide item no. 24.

RULES**23.20-21****RECOGNITION OF INSTITUTIONS**

20. Fixation of fine on late submission of cases for extension in affiliation

The grace period for the institutions will be only up to 31st January for submission of extension cases and after 31st January Rs. 1000/- fine per month will be charged from the institutions*.

21. Rates of registration fee of students of newly affiliated institutions

The affiliation files, submitted within stipulated time, will be dealt as per previous decision and files submitted after due date will be calculated fees and fine till the date of submission of the file and the grant of first affiliation and if the institutions are re-visited due to the discrepancies of the institution then the fees and fine will be calculated till the date of grant of affiliation**.

• • •

* Added Board's decision dated 23-02-2019 vide item no. T5.

** Added Board's decision dated 31-12-2018 vide item no. 15.

CHAPTER 24

FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

- Note:** (i) The answer to each question should be clear and definite.
(ii) Please attach extra sheets where necessary.

P R O F O R M A

I-General

1. Name of institution:
2. Location and address:
Telephone No. _____
Mobile No. _____
3. Date from which it is proposed to start classes:
4. Classes for which recognition is applied:
5. Subjects for which recognition is applied:

II-Management

1. Is the Managing Body registered?
2. Is the Head of the institution a member of the Managing Body?
3. Name and address of the Manager / Secretary of the Managing Body.
4. Attach:
 - (a) A list of members of Managing Body;
 - (b) A copy of the Constitution.

III-Staff

1. Has the staff statement, showing their qualifications and number on prescribed form, been attached?
2. If no statement has been supplied, what would be the criteria for the appointment of the staff?
3. Are the teachers employed on written agreement?
4. Are the teachers paid at least the minimum salary prescribed in the rules?
5. Is dearness allowance paid? What is the scale?

RULES**FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS**

6. Does the institution maintain Provident Fund or Pension (or both) for teachers?
7. What is the percentage of contribution made by the institution towards Provident Fund?
8. Are there any Service Rules? If so, Attach a copy.

IV-Finances

1. Does the institution possess the required amount of Endowment Fund? (Quote the number and amount of Fixed Deposit Receipts and name of bank.)
2. Is the receipt in the name of the institution?
3. What are the sources of income of the institution?
 - (a) Income from investment and property.
 - (b) Income from fixed donations.
 - (c) Expected annual income from fees.
 - (d) Any other source.

Total:

4. How has the expected annual income from fee been worked out?
5. What is the expected annual total expenditure of the institution?
6. Do the income and expenditure balance? If not, how does the institution propose to balance them?

V-Buildings

1. Is the plan of the buildings attached?
2. Does the institution possess buildings of its own?
3. Are the buildings acquired on long lease for the minimum period of fifty years? If so, a copy of the lease should be attached.
4. What is the number of Class Rooms?
5. What is the size of each Class Room?

RULES**FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS**

6. Is there properly equipped Staff Room?
7. Is there a Hall Room for holding meetings, etc. of the institution?
8. Are the buildings fitted with electric lights?
9. Is the Head of the institution residing in or near the premises of the institution?

VI-Hostel

1. What provision has been made for the residence of students?
2. What is the maximum number of boarders which can be lodged in the hostel?
3. Is there a Common Room?
4. What is the arrangement for medical aid?
5. What are the qualifications of Superintendent/Warden?
6. Does the Superintendent/Warden reside inside or near the hostel?

VII-Play Grounds

1. Does the institution possess play grounds? Give details.
2. Are the play grounds near the institution or the hostel?
3. For what games has the institution made provision?
4. Has the institution employed a wholetime Physical Instructor?
5. What are the qualifications of the Physical Instructor?
6. What is the arrangement for physico-medical examination of students?
7. Is there a gymnasium and provision for athletics?

RULES**FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS**

VIII-Library and Museum

1. What amount is proposed for allocation on the Library?
 - (a) Recurring:
 - (b) Non-Recurring:Total:
2. What journals and newspapers are proposed to be subscribed?
3. Has the Librarian been employed?
4. What are the qualifications of the Librarian?
5. How many students can be accommodated in the Reading Room?
6. What is the total number of books in the Library?
7. Has the institution a Museum? Give details.

IX – Furniture and Equipment

1. What amount is proposed to be spent on furniture?
 - (a) Recurring:
 - (b) Non-Recurring
2. What amount is proposed to be spent on equipment?
 - (a) Recurring:
 - (b) Non-recurring:

X- Laboratories

1. What is the number and size of Laboratories and Workshops?
2. What accommodation is there in the Laboratories for each Science subject?

RULES**FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS**

3. Are Laboratories and Workshops properly equipped in accordance with the list of apparatus supplied by the Board?
4. What amount has been provided for the apparatus in the following Science subjects: **Recurring** **Non-recurring**
- | | | |
|--------------------------------------|-------|-------|
| (i) For Physics and Chemistry | ----- | ----- |
| (ii) For Physiology and Hygiene | ----- | ----- |
| (iii) For Drawing and Painting, etc. | ----- | ----- |
| (iv) For Biology | ----- | ----- |
| (v) For Agriculture | ----- | ----- |
| (vi) For History and Geography | ----- | ----- |
| (vii) For Industrial Arts | ----- | ----- |
| (viii) For Computer Science | ----- | ----- |
| (ix) Miscellaneous | ----- | ----- |

XI-Tuition Fee

- What is the scale of tuition fee for each class?
- What is the fee for games, Union Fund, etc.?

XII-Office Establishment

- What is the number of Clerks employed?
- How have the duties been allocated?

XIII-Documents to be Attached

- A list of members of Managing Body.
- A copy of Constitution of Managing Body.
- Copy of the Registration Certificate of the Managing Body.
- Copy of Rules, Appointment, Salary, Leave, etc. of members of teaching and clerical staff.
- Staff statement on prescribed form.
- Fixed Deposit Receipt.

RULES

FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

- 7. A plan of the buildings.
- 8. Deed of ownership of the land.

OR

- A copy of the lease of Buildings.
- 9. Report on the Library on prescribed form.
- 10. Copy of registration certificate issued by the EDO (Education).
- 11. Copy of Building Health Certificate issued by DHO concerned.

Certified that:

- (i) The facts stated above are true to the best of my knowledge and belief.
- (ii) The Management has agreed to abide by the regulations and rules of the Board.

Signature of
Head of the Institution

Dated _____

CHAPTER 25**QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS**

- Note**
- (i) The answer to each question should be clear and definite.
 - (ii) Please attach extra sheets where necessary.

I-General

1. Name of the proposed institution:
2. Location and address:
Telephone No.
Mobile No.
3. Date from which started:
4. Classes for which recognition is sought:
5. Subjects for which recognition is applied:
6. Date of inspection:

II-Management

1. Is the Managing Body registered? If so,
2. Attach:
 - (a) A list of the members of the Managing Body.
 - (b) A copy of the Constitution.
3. Will the Head of the institution be an ex-officio member of the Managing Committee?
4. Does the Constitution secure to the Governing Body the adequate control over the general policy of the institution and to the Head of the institution sufficient freedom for the discharge of his responsibilities?

III-Staff

1. What staff does the institution propose to appoint?
2. Is the proposed staff qualified and adequate?

RULES**QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS**

3. What are the proposed scales of pay and grades? Do you consider them to be adequate?
4. Are there any Service Rules? Attach a copy.
5. Are the Service Rules reasonable?
6. Are the teachers employed on written agreement?
7. Are the teachers paid at least the minimum salary prescribed in the rules?
8. Do the rules include a provision for security of tenure of service?
9. Is there a provision against arbitrary dismissal?
10. Is any Dearness Allowance proposed to be paid? If so, at what rate?
11. Does the institution propose to maintain Provident Fund or Pension (or both) for teachers?
12. What is the proposed percentage of the contribution to be made by the institution towards Provident Fund?
13. Have you any other comments to make on the staff statement submitted by the institution?

IV-Finances

1. Does the institution possess the required amount of Endowment Fund? (Quote the number and amount of Fixed Deposit Receipts and name of bank.)
2. Is the receipt in the name of the institution?
3. What are the sources of income of the institution?
 - (a) Income from investment and property.
 - (b) Income from fixed donations.
 - (c) Expected annual income from fees.
 - (d) Any other source.
4. How has the expected annual income from fee been worked out?

RULES**QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS**

5. What is the expected annual total expenditure of the institution?
6. Do the income and expenditure balance? If not, how does the institution propose to balance them?

V-Buildings

1. Has the institution submitted a plan of the buildings?
2. Does the institution possess buildings of its own?
3. Are the buildings acquired on long lease? If so, a copy of the lease should be attached.
4. Are the lecture rooms commodious and well ventilated?
5. Are sanitary conditions satisfactory?
6. Is there a Hall for holding general meetings, etc.?
7. What is the maximum number of classes to be held at the same time?
8. What is the proposed maximum strength of a section?
9. Are the surroundings satisfactory?
10. Are the buildings fitted with electric light?
11. Is the Head of the institution provided with residential quarters on the premises or near the institution?

VI-Hostel

1. What provision has been made for the residence of students?
2. What is the maximum number of boarders which can be lodged in the hostel?
3. Is there a Common Room?
- 4.. What is the arrangement for medical aid?
5. Are sanitary conditions satisfactory?

RULES**QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS**

6. What are the qualifications of Superintendent/Warden?
7. Does the Superintendent / Warden reside inside or near the hostel?

VII-Play Grounds

1. Does the institution possess play grounds?
2. Are the play grounds near the institution or the hostel?
3. For what games will the institution make provision?
4. What are the qualifications of the Physical Instructor?
5. What is the arrangement for physico-medical examination of students?
6. Is there a gymnasium and provision for athletics?

VIII-Library and Museum

1. What amount is proposed to be spent on Library?
Recurring:
Non-Recurring:
2. To what journals and papers is it proposed to subscribe?
3. What are the qualifications of the Librarian?
4. How many students can be accommodated in the Reading Room? Is it properly furnished?
5. Do you think the number of books in the Library to be adequate?
6. Has the institution a Museum? Give details.

IX- Laboratories and Workshops

1. What accommodation is there in the Laboratories for each Science subject?

RULES**QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS**

2. Are Laboratories and Workshops properly equipped in accordance with the list of apparatus supplied by the Board?
3. What amount has been provided for the apparatus for different Science subjects?
Recurring:
Non-Recurring:
4. Have any orders been placed for apparatus?

X-Tuition Fee

1. What is the scale of tuition fee for each class?
2. What is the fee for games, Union Fund, etc.?

XI-Recommendations

1. Does the Committee recommend recognition?
2. Summary of recommendations.

Signature of

Dated _____

MEMBERS OF THE COMMITTEE

• • •

CHAPTER 26

QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS

I-General

1. Name of the institution:
2. Date of inspection:

II-Management

1. Is the Managing Body regularly functioning?
2. Are you satisfied with the working of the Managing Body?

III-Staff

1. Does the institution possess adequate staff consistent with its enrolment?
2. What is the ratio of the enrolment to the number of teachers? (List of members of the staff with their qualifications, grades, salaries, etc. may be attached.)
3. Is the staff qualified and adequate?
4. Is any member of the staff over-worked?
5. Are any members of the staff teaching subjects for which they are not qualified?
6. Is there any member on the teaching staff whose name has not been approved by the Board?
7. Have any members of the staff interests or responsibilities which interfere with the proper discharge of their duties?
8. What is the practice of the institution with regard to staff meetings?
9. Is any member of the staff being paid less than the minimum prescribed by the Board?
10. Is every member of the staff getting Dearness Allowance?
11. Are rules of service followed strictly?
12. Is the system of Provident Fund functioning efficiently?

RULES**QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS**

- 13 Is the institution regularly contributing its share as laid down by the Board to the Provident Fund?
- 14 Are members of the staff generally satisfied with the conditions of their service?

IV-Finances

1. Does the institution possess the required amount of Endowment Fund?
2. Is the Endowment Fund intact?
3. Have you assured yourself that no money from the Endowment Fund is being spent on current expenses?
4. Are the finances of the institution sound?
5. What is the annual income from:
 - (a) Investment and property
 - (b) Donations
 - (c) Fees
 - (d) Grant-in-aid
 - (e) Any other source
6. What is the annual expenditure on:
 - (a) Salaries
 - (b) Capital
 - (c) Miscellaneous
7. Do the income and expenditure balance?
8. Are the accounts audited?

V-Buildings

1. Is the building suitable and adequate for the number of students enrolled?
2. Are the rooms commodious and well-ventilated?
3. Does the institution possess a Hall?

RULES**QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS**

5. Are the sanitary conditions satisfactory?
6. Is the Staff Room properly equipped?

VI-Hostel

1. Does the institution possess a hostel? If so, is it suitable and adequate for the students?
2. Is there a Common Room in the hostel, and is it provided with indoor games, journals and newspapers?
3. Is the hostel under supervision of a Warden/ Superintendent?
4. Are the sanitary conditions of the hostel satisfactory?
5. Are the mess arrangements satisfactory?
6. What are the monthly expenses of a student on :
 - (a) Board:
 - (b) Lodging:

VII-Play Grounds

1. Does the institution possess sufficient and suitable play grounds for students?
2. Does the institution have on its staff a qualified Physical Instructor?
3. Is there any provision for gymnasium and athletics ?
4.
 - (a) Is medical examination of the students held every year?
 - (b) Are serious physical defects reported to the parents/guardians?
5. For which games has the institution made adequate provision?
6. What is the most popular game in the institution?

RULES**QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS**

VIII-Library and Museum

1. Do you think the Library is well equipped for the needs of the students and members of the staff?
2. What is the total number of books in the Library?
3. Is there a well-equipped Reading Room?
4. What are the journals and newspapers to which the institution subscribes?
5. Is the Library properly used by the students and the staff?
6. What is the total number of books lent during the previous academic year to:
(a) Staff (b) Students:
7. What is the annual expenditure on:
(a) Library: (b) Reading Room:
8. Is the Librarian properly trained?
9. Is there any Museum in the institution?

IX- Laboratories & Workshops

1. Are the Laboratories properly equipped?
2. What amount was spent during the last year on apparatus for different Science subjects?
3. Is there any Workshop attached to the institution?
4. Is the Workshop well equipped?

X-Enrolment

1. What is the total number of students?
(a) Class-wise:
(b) Subject-wise:
2. What is the maximum strength of a section?
3. Is there any over-crowding?

RULES

QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS

XI-Teaching and Student Activities

1. Are seminars held in the institution?
2. Are House Examinations held regularly?
3. What is the number of examinations held during the course of one year ?
4. What is your opinion about the system of class-promotions?
5. What are the social activities of the students of the institution?

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CHAPTER 27**27.1 RESIDENCE & DISCIPLINE OF STUDENTS**

1. Every student of a recognized institution shall live during the term time:
 - (i) with his guardian or a near relative appointed by the guardian for this purpose;

Explanation:

The word 'Guardian' means the person on whom the student is dependent and who bears the cost of his living and education.

OR

- (ii) in a College or School Hostel; or
- (iii) in a Hostel recognized by the Board;

Provided that the Head of an institution may permit a student to live in an unrecognized hostel or other lodging, as a special case. A list of all such cases shall be forwarded to the Board.

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CHAPTER 28

28.1-3 REGISTRATION OF STUDENTS

1. **Secretary to Maintain Register**

The Secretary shall maintain a register to keep a record of the names and other relevant particulars of all students joining recognized institutions in the following classes:

- (1) Secondary School
- (2) Intermediate
- (3) Languages

2. **Particulars to be Recorded**

In this register shall be recorded, under the name of each registered student, the dates of admission and re-admission to, and, leaving of any recognized institution, group of subjects, any scholarship, medal or prize or punishment awarded by the Board to the students, and of every 'pass' or 'fail' in a Board's examination with his roll number.

3. **Rates of Fee**

Fee for Registration / enrollment shall be as follows:

(1) **Secondary School Examination**

Registration / enrolment fee of Rs.1100/- or as fixed by the Board from time to time shall be payable to the Board by each regular candidate at the time of his admission to the Secondary classes in an institution, and Rs.1100/- by each private candidate at the time of submission of his admission form and admission fee for the examination.

- 1a. The Exemption of Certificate Fee/All Other Funds to the Permanently Disabled Students has allowed*.
- 1b. The decision of the Chairman subject to registration of institutions with PEF as mentioned in Government of the Punjab, Higher Education Department letter No. SO (Boards)12-1/2015 dated 31-12-2015 reproduced as below*:

* Added Board's decision dated 09-04-2016 vide item no. 23, T5.

RULES**28.3****REGISTRATION OF STUDENTS**

- i. The waiver shall be extended only to those students whose names are duly verified and provided by Punjab Education Foundation to concerned Boards of Intermediate & Secondary Education.
- i. The waiver is only up to the extent of registration and examination fee levied at SSC level and does not apply to any other ancillary fees/funds charged by the Boards of Intermediate & Secondary Education in Punjab.

(2) Intermediate Examination

Registration / enrolment fee of Rs.1100/-, or as fixed by the Board from time to time, shall be payable to the Board by each regular candidate at the time of his admission to the Intermediate classes in an institution, and Rs.1100/- by each private candidate at the time of submission of his admission form and admission fee for the examination.

- 2a. The Exemption of Certificate Fee/All Other Funds is allowed only to Permanently Disabled Students.*

(3) Languages Examination

Registration / enrolment fee of Rs.1100/- or, as fixed by the Board from time to time, shall be payable to the Board by each candidate for the Languages Examination at the time of submission of his admission form and admission fee for the examination.

- 3a. The Exemption of Certificate Fee/All Other Funds, to the Permanently Disabled, Students is allowed.*

Enrollment / registration fee, once received, shall not be refunded.

* Added Board's decision dated 09-04-2016 vide item no. 23, T5.

RULES**28.4-7****REGISTRATION OF STUDENTS**

4. Time Limit for Submission of Names and Fee

The Head of every recognized institution shall forward to the Secretary, the name of every student, admitted or readmitted to classes mentioned in rule 1 above, together with enrolment / registration fee required under the rules, in accordance with the schedule issued by the Board every year for this purpose. Enrolment/registration of a student, left over due to some clerical mistake on the part of the institution, would be made subject to the permission of the Chairman. However, the concession in the payment of fine shall not be given.

- (i) If a student is struck off from the rolls of an institution, migrates to another institution, is rusticated or expelled, such fact shall immediately be reported to the Secretary.
- (ii) In case a student, who has already been registered, joins or rejoins an institution, the registered number of the student shall be quoted by the Head of the institution while intimating the student's admission or re-admission.

5. Registration Number to be Communicated to Each Student

On enrolment / registration, every student or candidate shall be informed of the registered number under which his name has been enrolled / registered. The registered number shall be quoted by the Head of the institution in all subsequent correspondence relating to the student, and by the student or the candidate on all applications made by him to the Board including applications for admission to an examination.

6. Scrutiny of Particulars

Applications for admission to examinations of the Board shall be scrutinized by comparing them with the record in the register. In case the particulars of a candidate, as given in the admission form, do not tally with those in the registration record based on the enrolment / registration return submitted by the Heads of institutions or on the application for enrolment / registration submitted by a candidate himself, the Secretary may refuse to entertain the candidate's application for admission to the examination.

7. Printing CNIC of the Candidate According to B.Form at the Result Cards, Roll No. Slips and Certificates as Unique Identity of the Candidates.

The printing of Bay Form/CNIC Number on the Roll No. Slips and Result Cards /Certificates are unique identity of the candidates has approved and implemented*.

* Added Board's decision dated 14-03-2014 vide item no. 5.

RULES

28.7a-10

REGISTRATION OF STUDENTS

7(a). Correction in Registration Return

In the enrolment / registration return, a correction shall be made in the particulars of regular candidates till the date of commencement of the examination on payment of *Rs.250/-; and within 30 days after declaration of the result (Part-1) on payment of **(Correction: 250 + Result Card Fee: 1500) = Rs.1750/- on production of the documentary proof in support of the correction, subject to the satisfaction of the Board.

(b). Submission of late return hard copy*

- i. Strength till 5 students up to 30 days fine Rs. 1000/- and after this per month Rs. 3000/-.
- ii. Strength till 10 students up to 30 days fine Rs. 2000/- and after this per month Rs. 5000/-.
- iii. More than 10 students up to 30 days, fine Rs. 500/- per day and after this Rs. 1000/- per day, will be charged.

(c) Registration as a Special Case in 9th & 11th*

Board Authority (Chairman) may allow registration on hard ship basis to any individual student (after laps of schedule) with a fine Rs. 500/- per day after closing date.

However, any correction sought thereafter would be treated in accordance with the prescribed procedure as laid down in regulation 5 of Chapter III.

8. An enrolled / registered student or candidate may obtain a duplicate registration card on payment of a fee of Rs.400/- or as prescribed by the Board.
9. The O-Level students may be admitted to the Intermediate Part-I before they clear the subjects of Pakistan Studies and Islamiyat. However, they shall have to clear these subjects in the first available examination chance. If they fail to do so, their Intermediate result shall be withheld until they clear the subjects of Pakistan Studies and Islamiyat. This concession is meant only for those students who qualify their O-Level from abroad. The registration card would, however, be issued on production of an equivalence certificate from the Inter-Board Committee of Chairmen.
10. The candidates seeking migration from one Board to another, shall have to seek admission within 45 days of the date of issue of the No Objection Certificate and

* Added Board's decision dated 14-07-2015 vide item no. 14.

** Added Board's decision dated 15-09-2018 vide item no. 24.

RULES

28.11-14

REGISTRATION OF STUDENTS

the registration return shall have to be sent to the Board within 10 days of the admission of students.

11. For correction of clerical mistakes in the enrolment / registration cases, a request from the Head of institution on the letter pad bearing his stamp shall be considered enough and the correction shall be made on receipt of the prescribed fee; provided that the correction in the name, father's name and date of birth shall not be made at a time.

12. **Deletion of registration data of the candidates of SSC/HSSC Part-I***

The House unanimously approved the policy that such students of SSC/HSSC Part-I may be allowed to apply Board Office for deletion of their Data/Registration @Fee Rs. 1100/-. The House further decided that the office will get affidavit from the candidate that he/she has not got admission, earlier, in any institution, and that his/her data has been entered in the system wrongly/mistakenly/unknowingly/unwillingly.

13. **Exemption from "Bay Form" to the Afghan refugees & refugees of Occupied Jammu & Kashmir 1990**.**

The House Approved the decision of PBC reproduced as below:

"The House, after having considered matter unanimously, decided that in such cases where "B-Form" of a candidate to Afghan Refugees and Refugees of Occupied Jammu & Kashmir is not available then:

In case of a regular student, head of the institution will put his own CNIC Number in place of "Bay Form" as an introducer while submitting Online Admission Form.

In case of private student, the Attesting Officer will put his own CNIC number in place of "Bay _Form" as an Introducer while submitting Online Admission Form".

14. **Eligibility for First Year Registration (Male/Female) with 5 years of gap***.**

The House confirmed the action taken by the office vide notification no. 19 dated 30-08-2016 issued in compliance with the Govt. of Punjab Notification vide no. SO(C.A)1-28/2015 dated 20-07-2016, according which the students (Male/Female) of previous five session/years are allowed, for registration, in all public/private colleges.

* Board's decision dated 24-11-2018 vide item no. 21.

** Added Board's decision dated 17-09-2015 vide item no. T1.

*** Added Board's decision dated 08-10-2016 vide item no. 9.

RULES

28.15-17

REGISTRATION OF STUDENTS

15. Registration for GCE/GCSE 'O' Level Students in HSSC Part-I

The students who have passed their GCE/GCSE 'O' Level Examinations in their respective Boards shall get themselves registered with the concerned BISE in Punjab through their respective institutions, within 15 days after the declaration of the result of fall session*.

16. Local Migration (within City/Tehsil)

The House allowed to adopt & implement the PBCC decision dated 20-11-2020 in this Board, subject to fulfillment of the Codal formalities and procedure required for local migration at HSSC level**.

17. Admission on the base of Migration Certificate***

After issuance of migration certificate (9th /11th) the migration report (data of migrated students) will be auto-received from new institution log-in /user (to which institution student transferred).

When student submit its migration certificate to next (desiring) institution for joining, the new institution will open the option of leaving /joining of migrated student through its login/user and will send online report (data of student) to Board (which was earlier done by F.C. Board). No need of submission of hard copy of migration certificates to Board office.

18. Ban on Admission in Part-I After Appeared in Part-II Examination

- (i) No one is allowed to get admission in Part-I (in 9th/11th Class) as regular student after appearing in Part-II exam; whether he/she has appeared in this Board or any other Board. Furthermore if a candidate has submitted his/her admission form for Part-II annual Examination but remained absent in exam will also not eligible for admission in Part-I as SSC and HSSC level.
- (ii) A candidate who gets admission in Part-I by cancelling the facts that he/she has already appeared in part-II exam in any Board, his/her admission/registration will be cancelled. If such student will appear in any forthcoming examination, his/her result will be not be considered for position/distinction/medal and his/her result will be quashed consequently. Those institutions, who will offer the admission to such students, will be preceded in prevailing law/rules. Such institutions will be de-affiliated as per Board Policy****.

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* Added Board's decision dated 17-10-2020 vide item no. 8.

** Added Board's decision dated 31-12-2020 vide item no. 7.

*** Added Board's decision dated 12-05-2022 vide item no. 24.

**** Added Board's decision dated 06-09-2014 vide item no. 32.

CHAPTER 29**29.1-6 RULES FOR THE USE OF BOARD'S LIBRARY**

1.* Who Can Draw Books

The following classes of persons shall be permitted to draw books from the Library for use at home:-

- a) College/School teachers and bonafide students of an affiliated College/School when recommended by the Principal/Headmaster. (In case of students the Heads of their Institutions will stand "Surety" for the return of Books).
- b) Members, Officers and those employees of the Board who have atleast one year of service at their credit and have deposited one month's salary as security.
- c) Such other applicants as are permitted for special reason by the Chairman after depositing Rs.200/- (Refundable) in the Board's account as membership fee.

2. Borrower's Card

A card known as the Borrower's card shall be maintained by each of the person entitled to draw books from the Library. Such cards shall be strictly "Non-transferable".

3. Drawl & Return, fine for Delay and Loss of Books*

A borrower member is expected to have in his possession, at one time, not more than 2 Books of his own subjects and he will return them within two weeks at the latest. If he fails to do so, a fine of Rs.5/- per day per volume will be charged from him upto 30 days and the books not returned after thirty days will be treated as "lost books" and the borrower will either replace the book immediately or pay-double the price of the books (excluding those issued for official purpose).

4. Text Books

Books prescribed by the Board for various examinations will not be issued except with explicit orders of the Secretary to the effect.

5. Books for Paper Setters

Books for paper-setters will be issued on demand by the Controller of Examinations/Assistant Controller for not more than one month.

6. General Books

Two general books can be issued to any member irrespective of the conditions of the subject.

* Board's decision dated 31-12-1985

CHAPTER 30

SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS UNDER PART SYSTEM FOR SESSION 2012-2014 & ONWARD*

Punjab Boards offer qualifications for both English and Urdu medium schools. The revised SSC Scheme of Studies issued by the Curriculum Wing will be implemented from session 2012 -2014 and onward. Accordingly, each SSC subject will be taught across both the classes IX & X. The Science group and Humanities group subjects are offered at SSC level. Mode of conduct of practicals is subject to approval by the Government. The marks allocated to the subjects in the revised Scheme of Studies are as follows.

SSC I and II (Class IX and X) subjects on offer for examination

SCIENCE GROUP		
PART-I (CLASS-IX)		
Sr. No.	SUBJECT	THEORY
1	Urdu- I (In lieu Geography of Pakistan-I for foreign Students only)	75
2	English- I	75
3	Islamiyat Compulsary -I or Ethics -I (For Non-Muslims)	50
4	Pakistan Studies –I	50
5	Mathematics –I	75
6	Physics –I	75
7	Chemistry- I	75
8	Biology -I OR	75
	Computer Science- I	75
	Total	550

* In accordance with letter No.418/PBCC/GRW dated 01.06.2012, updated copy of New Scheme of Studies for Class IX and X, Session 2012-2014 and onward, approved by PBCC in consultation with Higher Education Department and Punjab Text Book Board.

REGULATIONS
SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS

PART-II (CLASS-X)		
Sr. No.	SUBJECT	THEORY
1	Urdu -II (In lieu Geography of Pakistan-II for foreign Students only)	75
2	English –II	75
3	Pakistan Studies –II	50
4	Islamiyat Compulsory- II or Ethics -II (For Non-Muslims)	50
5	Mathematics- II	75
6	Physics –II	75
7	Chemistry- II	75
8	Biology- II OR	75
	Computer Science- II	75
	Total	550

- Evaluation of Practical. In compliance with the Orders of Ombudsman, Punjab, in Complaint No C-1404/04/2011-Adv-II-93/2011 dated 03-08-2011 and the minutes of the PBCC Meeting held on 17-04-2012 at Bahawalpur, it is resolved that There will be one question of Practical (10 Marks each) in the theory paper of SSC Part-I and Part-II respectively. It is pertinent to mention here that Practical is a key factor in engaging, enthusing and inspiring students. High quality, appropriate practicals are central to effective learning in science, technical and applied subject/s. Therefore, Separate paper of practical will also be conducted and grades will be awarded on the basis of performance of the candidates as per following criteria.

A+ =90% & above, A=80%, B=70%, C=60%, D=50%, F=Fail=below 50%

These grades will be mentioned on certificates issued by the Board.

- It is the responsibility of the institution to ensure the completion of chapter wise practicals as per curricula and syllabi during the teaching learning process.
- Foreign students may opt GEOGRAHY OF PAKISTAN in lieu of Urdu Compulsory, subject to the approval of relevant Board.

REGULATIONS**SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS**

- Non-Muslim candidates can opt Ethics in lieu of Islamiyat Compulsary.
- Islamiyat Compulsory composite book for 9th and 10th published in April, 2012 or afterward is valid only.
- Each institution shall ensure 3 hrs Physical, library & Manual work per week.
- Each period shall be at least of 45 minutes duration.

Note:- The Government has approved above mode of conduct of practicals examination vide No.S.O(Boards)13-2/2012-P dated 02.05.2012.

HUMANITIES GROUP		
PART-I (CLASS-IX)		
Sr. No.	SUBJECT	THEORY
1	Urdu- I(In lieu Geography of Pakistan-I for foreign Students only)	75
2	English- I	75
3	Islamiyat Compulsary- I or Ethics- I (For Non-Muslims)	50
4	Pakistan Studies –I	50
5	General Mathematics- I	75
6	General Science- I	75
7	Two elective Subjects (From the List of Elective Subjects) OR	150
	(In Case of Technical Subject) Two Technical Subjects OR	150
	One Elective Subject & One Technical Subject	150
	Total	550

REGULATIONS
SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS

PART-II (CLASS-X)		
Sr. No.	SUBJECT	THEORY
1	Urdu -II (In lieu Geography of Pakistan-II for foreign Students only)	75
2	English –II	75
3	Islamiyat Compulsary- II or Ethics- II (For Non-Muslims)	50
4	Pakistan Studies- II	50
5	General Mathematics –II	75
6	General Science –II	75
7	Two elective Subjects (From the List of Elective Subjects) OR	150
	(In Case of Technical Subject) Two Technical Subjects OR	150
	One Elective Subject & One Technical Subject	150
	Total	550

SCHEME OF STUDIES –SSC GRADES IX & X (HUMANITIES GROUP) ELECTIVE SUBJECTS	
1.	CIVICS
2.	EDUCATION
3.	ECONOMICS
4.	ELEMENTS OF HOME ECONOMICS
5.	PHYSIOLOGY & HYGIENE
6.	GEOGRAPHY
7.	FOOD & NUTRITION
8.	CLOTHING & TEXTILE

REGULATIONS
SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS

9.	MILITARY SCIENCE
10.	HISTORY OF PAKISTAN
11.	ENGLISH LITERATURE
12.	URDU LITERATURE
13.	ART & MODEL DRAWING
14.	PERSIAN/ARABIC/PUNJABI/Saraiki
15.	ADVANCED ISLAMIC STUDIES
16.	HEALTH & PHYSICAL EDUCATION
17.	COMPUTER SCIENCE
18.	ENVIRONMENTAL STUDIES
19.	*MUSLIM HISTORY
20.	*HISTORY OF CIVILIZATION
21.	*AGRICULTURE
22.	*SECRETARIAL PRACTICES
23.	*BUSINESS STUDIES
24.	Commercial Geography

* Subjects will be offered on the availability of the syllabus subject to the prior approval of the relevant Board

- Note:-** (i) The recognized /affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
- (ii) Only one language can be taken from the approved list of languages, languages given at Sr. No.14.
- (iii) Not more than two Histories can be taken from the approved list of elective subjects.

TECHNICAL SUBJECTS	
1.	Geometrical & Technical Drawing
2.	Electrical Wiring
3.	Wood Work (Furniture Making)

REGULATIONS
SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS

4.	Repair & Maintenance of Domestic Refrigerator & Air Conditioner
5.	Computer Hardware
6.	Poultry Farming
7.	Fish Farming
8.	Dress Making and Fashion Designing
9.	Beautician

DARS-E-NIZAMI GROUP		
Can be taken for examination with the written permission from Chairman of the relevant Board		
PART-I (CLASS-IX)		
Sr. No.	SUBJECT	THEORY
1	Urdu- I(In lieu Geography of Pakistan-I for foreign Students only)	75
2	English-I	75
3	Seerat-un-Nabi, Peace Be Upon Him-I (Alternative Islamiyat Compulsary)	50
4	Pak Studies-I	50
5	General Mathematics-I	75
6	General Science-I	75
7	Al-Quran-I	75
8	Al-Hedith-I	75
Total		550

REGULATIONS
SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS

DARS-E-NIZAMI GROUP		
Can be taken for examination with the written permission from Chairman of the relevant Board		
PART-II (CLASS-X)		
Sr. No.	SUBJECT	THEORY
1	Urdu -II(In lieu Geography of Pakistan-II for foreign Students only)	75
2	English-II	75
3	Islamiyat Compulsary-II or Ethics-II(For Non-Muslims)	50
4	Pak Studies-II	50
5	General Mathematics-II	75
6	General Science-II	75
7	Al-Quran-II	75
8	Al-Fiqah-II	75
Total		550

SCHEME OF STUDIES FOR DEAF AND DUMB			
Sr. No.	SUBJECT	THEORY	PRACTICAL
1	Urdu	75	
2	English	75	
3	Pakistan Studies	50	
4	Islamiyat Compulsory or Ethics (For Non-Muslims)	50	
5	Mathematics	75	
6	3 Elective subjects	30+30+30	90+90+90
Total		685	

SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE EXAMINATIONS**LIST OF ELECTIVE SUBJECTS FOR DEAF AND DUMB**

1	Tailoring
2	Embroidery
3	Type Writing
4	Carpet Making
5	Derry Saazi
6	Drawing
7	Baking
8	Hosiery
9	Computer Science
10	Physical Education

EXAMINATIONS REFORMS OF THE PBCC MEETING DATED 13/11/2021

Existing pattern of question papers for MCQs, Short and Long questions are changed/modified according to international standard of learning through SLOs from rote learning to conceptual learning in the year of 2022 and onward at SSC/HSSC level as under:

Category	Year	Weightage		
		Knowledge	Understanding	Application
Phase 1	2022	70%	20%	10%
Phase 2	2023	50%	35%	15%
Phase 3	2024	30%	50%	20%

• • •

* Added Board's decision dated 12-05-2022 vide item no. 10.

**SCHEME OF STUDIES FOR THE PRESIDENT'S
TALENT-FARMING SCHEME EXAMINATION**

(Middle Standard)

On the direction of the president of Pakistan the Punjab Board will hold, at District Headquarters, a special examination consisting of six papers to award scholarships to the talented students of Class-IX for the development of the education of science:

The list of subjects and papers for the examination:

1.	Urdu/Regional Language	100 Marks
2.	English	100 Marks
3.	Islamiyat	50 Marks
4.	Pak-Studies	50 Marks
5.	Science	100 Marks
6.	Mathematics	100 Marks

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This scheme of studies has been abolished vide Board's decision dated 21.07.2010 vide Item No.7, in the light of Scholarships announced by PEEF.

CHAPTER 31

SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

UNDER PART SYSTEM FOR SESSION 2012-2014 & ONWARD

Punjab Boards offer qualifications for both English and Urdu medium candidates for Intermediate/Higher Secondary School Certificate (HSSC) level education. The revised Intermediate/HSSC Scheme of Studies issued by the Curriculum Wing will be implemented from session 2012 -2014 and onward. Accordingly, each Intermediate/HSSC subject will be taught across both the classes XI & XII. The marks and groups allocated to the subjects in the revised Scheme of Studies are as follows.

Pre-Medical Group			
PART-I			
Sr. No.	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS/CIVICS (FOR NON MUSLIMS)	
4	6046	BIOLOGY	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

Pre-Medical Group			
PART-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

3	6091	PAKISTAN STUDY	50
4	6046	BIOLOGY	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

Pre-Engineering Group			
PART-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS / CIVICS (FOR NON MUSLIMS)	
4	6019	MATH	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
	TOTAL		550

Pre-Engineering Group			
Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6019	MATH	100
5	6047	PHYSICS	100
6	6048	CHEMISTRY	100
TOTAL			550

SCIENCE GROUP (GENERAL)

Part-I

S NO	CODE	SUBJECT NAME	THEORY
1	6002 6006	URDU/ PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	100
2	6001	ENGLISH	100
3	6092 6093	ISLAMIC EDUCATION OR ETHICS / CIVICS (FOR NON MUSLIMS)	50
4	(A)PHYSICS, MATHMATICS, STATISTICS (B) MATHMATICS, ECONOMICS, STATISTICS (C) ECONOMICS, MATHMATICS, COMPUTER SCIENCE (D) MATHMATICS,STATISTICS, COMPUTER SCIENCE (E) Math, Physics, Computer Science (CHOOSE ANY ONE COMBINATION)		100+100+100
TOTAL			550

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

SCIENCE GROUP (GENERAL)			
Part-II			
S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	(A)PHYSICS, MATHMATICS, STATISTICS (B)MATHMATICS, ECONOMICS, STATISTICS (C) ECONOMICS, MATHMATICS, COMPUTER SCIENCE (D) MATHMATICS,STATISTICS, COMPUTER SCIENCE (E) Math, Physics, Computer Science (CHOOSE ANY ONE COMBINATION)		100+100+100
TOTAL			550

Medical Technology Group			
Part-I			
S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS / CIVICS (FOR NON MUSLIMS)	

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

300 marks each (Opt. one Group only)	
1. Medical Lab Technology Group	
2. Dental Hygiene Technology Group	
3. Operation Theatre Technology Group	
4. Medical Imaging Technology Group	
5. Physiotherapy Technology Group	
6. Ophthalmic Technology Group	
TOTAL	550

Medical Technology Group			
Part-II			
S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
300 marks each (Opt. one Group only)			
1. Medical Lab Technology Group			
2. Dental Hygiene Technology Group			
3. Operation Theatre Technology Group			
4. Medical Imaging Technology Group			
5. Physiotherapy Technology Group			
6. Ophthalmic Technology Group			
TOTAL			550

- **EVALUATION OF PRACTICAL.** In compliance with the Orders of Ombudsman, Punjab, in Complaint No C-1404/04/2011-Adv-II-93/2011 dated 03-08-2011, it is resolved that There will be one question of Practical (15 Marks) in the theory paper of Intermediate /Higher Secondary School Certificate

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

examinations, Part-I and Part-II respectively. As *Practical is a key factor in engaging, enthusing and inspiring students. High quality, appropriate practicals are central to effective learning in science and technology.* Therefore, Separate paper of practical will also be conducted and grades will be allotted on the basis of marks as under.

**A+ =90% & above, A=80%, B=70%, C=60%, D=50%, E=40%,
F=Fail=below 40%**

These grades will be displayed at the mark sheets of candidates.

- It is the responsibility of the institution to ensure the completion of chapter wise practicals as per curricula and syllabi during the teaching learning process.
- The recognized /affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
- Each institution shall ensure 3 hrs Physical, library & Manual work per week.
- Each period shall be at least of 45 minutes duration for theory.

Commerce Group			
Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS / CIVICS (FOR NON MUSLIMS)	
4	6070	PRINCIPLES OF ACCOUNTING	100 *
5	6054	PRINCIPLES OF ECONOMICS	75
6	6058	PRINCIPLES OF COMMERCE WITH BANKING IN PART II OR	
	6095	PRINCIPLES OF COMMERCE WITH COMPUTER STUDIES IN PART II	75

* **Board's decision dated 09-01-2016 vide item no. 27.**

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

7	6064	BUSINESS MATHEMATICS	50*
	TOTAL		550

Commerce Group			
Part-II			
S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6070	PRINCIPLES of ACCOUNTING	100*
5	6054	COMMERCIAL GEOGRAPHY	75
6	6058	COMPUTER STUDIES/	75
	6095	BANKING	
7	6064	STATISTICS	50*
	TOTAL		550

ISLAMIC STUDIES GROUP			
Part-I			
S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS / CIVICS (FOR NON MUSLIMS)	

* Board's decision dated 09-01-2016 vide item no. 27.

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

4	6024	ARABIC	100
5	6025	ISLAMIC STUDIES (FIQH AND USUL-E-FIQH)	100
6	6082	ISLAMIC HISTORY AND CULTURE with option i (The Political & Cultural History of Islam from the beginning of Abbacies to falls of Baghdad) in part II	100
		OR	
	6081	ISLAMIC HISTORY AND CULTURE with option ii (The cultural system of Islam) in part II	
	TOTAL		550

ISLAMIC STUDIES GROUP

Part-II

S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDIES	50
4	6024	ARABIC	100
5	6025	ISLAMIC STUDIES (THE QURAN AND HADITH)	100
6	6082	ISLAMIC HISTORY AND CULTURE with option i (The Political & Cultural History of Islam from the beginning of Abbacies to falls of Baghdad) in part II OR	100
	6081	ISLAMIC HISTORY AND CULTURE with option ii (The cultural system of Islam) in part II	
	TOTAL		550

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

HOME ECONOMICS GROUP			
Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS / CIVICS (FOR NON MUSLIMS)	
4	6073	BIOLOGY	50
5	6074	CHEMISTRY	50
6	6076	HOME MANAGEMENT	100
7	6075	CLOTHING & TEXTILE	100
	TOTAL		550

HOME ECONOMICS GROUP			
Part-II			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6091	PAKISTAN STUDY	50
4	6072	APPLIED ART	100
5	6077	FOOD & NUTRITION	100

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

6	6078	CHILD DEVELOPMENT AND FAMILY LIVING	100
	TOTAL		550

Humanities Group			
Part-I			
S NO	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100
3	6092	ISLAMIC EDUCATION OR	50
	6093	ETHICS / CIVICS (FOR NON MUSLIMS)	
4	3 ELECTIVE SUBJECTS (From List of Elective subjects)		100+100+100
5	TOTAL		550

Humanities Group			
Part-II			
S No	CODE	SUBJECT NAME	THEORY
1	6002	URDU/	100
	6006	PAKISTANI CULTURE (FOR FOREIGN STUDENTS ONLY)	
2	6001	ENGLISH	100

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

3	6091	PAKISTAN STUDIES	50
5	3 ELECTIVE SUBJECTS (From List of Elective subjects)		100+100+100
6	TOTAL		550

SCHEME OF STUDIES –HSSC GRADES XI & XII (HUMANITIES GROUP) ELECTIVE SUBJECTS		
1.	CODE	HISTORY (OPT ONE ONLY FROM THE FOLLOWING HISTORY SUBJECTS)
	6015	HISTORY OF MODERN WORLD
2.	6031	HISTORY OF ISLAM BANU UMMAYYAH WITH (MUSLIM IN SPAIN) IN PART II
	6007	HISTORY OF ISLAM BANU UMMAYYAH WITH (ABBASI OF BAGHDAD) IN PART II
3.	6009	HISTORY OF MUSLIM INDIA
4.	6010	HISTORY OF PAKISTAN
5.	6011	ECONOMICS
6.	6012	GEOGRAPHY
7.	6014	PHILOSOPHY
8.	6016	PSYCHOLOGY
9.	6017	CIVICS
10.	6018	STATISTICS
11.	6019	MATHMATICS
12.	6020	ISLAMIC STUDIES
13.	6021	OUTLINES OF HOME ECONOMICS

REGULATIONS
SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS

14.	6023	FINE ARTS
15.	6024	ARABIC/
	6034	PERSIAN/
	6032	PUNJABI/
	6096	SARAIKI/
	6033	PUSHTO/
	6038	BALOCHI/
	6039	SINDHI/
	6040	MODERN LANGUAGES
16.	6027	ENGLISH ELECTIVE
17.	6037	URDU ADVANCE
18.	6042	HEALTH AND PHYSICAL EDUCATION
19.	6043	EDUCATION
20.	6045	SOCIOLOGY
21.	6008	LIBRARY SCIENCE
22.	6083	COMPUTER SCIENCE
23.	6041	GEOLOGY
24.	6090	AGRICULTURE
25.	6079	NURSING

CHAPTER 32

32.1-3 SCHEME OF STUDIES FOR THE LANGUAGES EXAMINATIONS

1. Adib, Alim and Fazil Examinations shall be held in the following languages namely:

(a) the Urdu	Language and Literature;
(b) the Arabic	Language and Literature;
(c) the Persian	Language and Literature;
(d) the Bengali	Language and Literature;
(e) the Punjabi	Language and Literature;
(f) the Pashto	Language and Literature;
(g) the Sindhi	Language and Literature;
(h) the Sanskrit	Language and Literature;
(i) the Hindi	Language and Literature.
2. Six written papers shall be set in each examination except in the examination in Pashto Language and Literature in which four papers shall be set in each examination, and three hours shall be allowed for each paper.
3. **Examinations Reforms of the PBCC Meeting Dated 13/11/2021**

Existing pattern of question papers for MCQs, Short and Long questions are changed/modified according to international standard of learning through SLOs from rote learning to conceptual learning in the year of 2022 and onward at SSC/HSSC level as under*:

Category	Year	Weightage		
		Knowledge	Understanding	Application
Phase 1	2022	70%	20%	10%
Phase 2	2023	50%	35%	15%
Phase 3	2024	30%	50%	20%

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* Added Board's decision dated 12-05-2022 vide item no. 10.

CHAPTER 33

33. QUALIFICATIONS AND MODE OF APPOINTMENT OF EMPLOYEES OF THE BOARD

NOTIFICATION

Dated: 31-05-2013

No. **5-Admn/2013/649** In exercise of the powers conferred by section 21 of the Punjab Boards of Intermediate & Secondary Education Act 1976, the B.I.S.E., Sargodha is pleased to make the following rules:

1. Short title and commencement.— (1) These rules shall be called Board of Intermediate & Secondary Education Sargodha **Qualification and Mode of Appointment of employees, rules 2013.**

(2) These rules come into force at once.

(3) Qualification as well as mode of appointment of various categories of employees in Board of Intermediate & Secondary Education Sargodha will be as under:-

1.	Chairman/Secretary/ Controller of Examinations		To be appointed by the Government.
2.	Audit Officer BS-18		Qualification Bachelor's Degree with S.A.S / PIPFA / CIA qualifications with five years experience in Audit / Accounts work. Age: 22-45 years. Mode of appointment. The post of Audit Officer may be filled in by direct recruitment at the discretion of the Board on the basis of the minimum qualification as prescribed above. OR An officer may be appointed by Govt. of the Punjab, Finance Department, on deputation basis, on the terms and conditions as notified by the Govt.

** Added PBCC decision dated 21-12-2019 vide item no. 05.

** Added Board's decision dated 31-12-2018 vide item no. 8.

*** Added Board's decision dated 08-08-2019 vide item no. 9.

Letter No. FC.PC14-19/2014 Dated 04-03-2015 adopted regarding grant of BS-17 to the Superintendents (BS-16) and other Supervisory Posts**

- a). All the existing Superintendents (BS-16), as on 04-03-2015, shall be granted (BS-17), irrespective to their length of service and without formal process of DPC, while in future three years satisfactory service as Superintendent (BS-16) is prescribed for grant of BS-17 subject to the terms and conditions as laid down in the respective Govt. policy letter.
- b). The Superintendent who proceeded on retirement before 1st December 2014, shall be eligible for annual increment in the former pay scale i.e. BS-16 provided they have completed six months service in the year of retirement.
- c). The Supervisory Post holders, with different nomenclature as detailed in the respective policy letter, shall also be entitled to the benefit of BS-17 strictly in accordance with the criteria/terms/lines prescribed by the Govt.

7. *	Assistant BS-16***	(i) (ii)	In promotion case only seniority cum fitness with minimum five years' service as Senior Clerk. Qualification in case of direct recruitment: B.Sc / B.A or equivalent from recognized University with minimum 45% marks with typing speed of 40 wpm on computer and key depression of 8000/hrs, having knowledge and skills of MS Office: Word Processing, Spread sheet Development and Composing etc. Age: 18-25years Mode of Appointment 20% by initial recruitment 80% by promotion
8. *	Senior Clerk BS-14***		In promotion case only seniority cum fitness with minimum five years service as Junior Clerk. Mode of Appointment 100% by promotion as per Govt. rule

* Board Meeting dated 24-05-2014 vide item No. 8 (Table Agenda) with reference to PBCC Meeting dated 26-04-2014.

** Added Board's decision dated 14-07-2015 vide item no. 5.

*** Added Board's decision dated 09-01-2016 vide item no. 32.

*** Notification No. SOR-III(S&GAD)2-54/2010 dated 04-04-2016 adopted regarding the qualification for the post of Junior Clerk (BS-11) has been amended as HSSC 2nd Division instead of SSC 2nd Division.

*** Added Board's decision dated 09-06-2016 vide item no. S-3.

10.	Estate Officer BS-16/17 (Ex-cadre post)		Qualification i) M.A / M.Sc with two years relevant experience. OR ii) Bachelor's Degree in Second Division and five years experience of office work / estate management. Age: 22-40 years. Mode of Appointment The post will be filled in by direct recruitment.
11.	Welfare Officer BS- 17		Qualification Master's Degree in 2 nd division in Sociology or Social Work with one year experience in relevant field. Age: 22-40 years. Mode of Appointment By direct recruitment.
12.	Civil Engineer BS-17		Qualification B.Sc (Civil Engineering) in 2 nd Division with two years relevant experience. OR Associate Diploma in Civil Technology in 1 st Division with at least 10 years experience. Age: 22-40 years. Mode of Appointment By initial recruitment or deputation from Govt.
13.	Sub Engineer Civil (BS-14)*		Qualification DAE (3-Years) Civil Engineering with two years experience. Age: 21-30 years. Mode of Appointment By Direct Recruitment

* Added Board's decision dated 17-10-2020 vide item no. S-5.

14.	Research Officer BS-17 (Ex-Cadre Post)	Qualification M.Phil (Education) OR M.A (Education) /M.Ed in 1 st Division with one year relevant experience. OR M.A/M.Ed in 2 nd Division with three years relevant experience. Preference shall be given to those who have specialization in Educational Research, Curriculum Planning & Development or Educational assessment. Age: 22 to 40 years. Mode of Appointment By direct recruitment or deputation.
15.	Public Relations Officer BS-17 (Ex-Cadre post)	Qualification M.Sc. / M.A. (Journalism, Sociology, History, Political Science, Psychology, Social Work) in 2 nd Division. Age: 22-40 year Mode of Appointment By direct recruitment or deputation.
16.	Librarian BS-17 (Ex-Cadre Post)	Qualification Master's Degree minimum Second Division in Library Science with two years experience in the relevant field. Age: 22-40 Mode of Appointment By promotion from Assistant Librarian having two years experience. In case of non availability of suitable candidate post will be filled in by initial recruitment or deputation.

17.	Asstt. Librarian (BS-16)		Qualification i) M.A Library Science in 2 nd Division OR ii) Graduation 2 nd Division with Library Science with three years experience. Mode of Appointment By direct recruitment.
18.	System Analyst BS-18		Qualification M.Sc Computer Sciences / BS Computer Sciences with five years experience of programming and Database Administration. Age: 22-45 Years Mode of Appointment By direct recruitment.
19.	Computer Programmer BS-17		Qualification M.Sc Computer Sciences / BS Computer Sciences with three years experience of programming. Age: 22-40 Years Mode of Appointment By direct recruitment or at the discretion of Board.

20.	Junior Computer Programmer BS-16	Qualification M.Sc / BS (4-years) Computer Sciences or equivalent degree in 2nd Division having one year practical experience of web programming / designing. Preference will be given to the candidate having knowledge and experience of programming and relational database management systems like Oracle, MS SQL etc. Age: 22-40 Years Mode of Appointment By direct recruitment.
21.	Data Manager BS-17	Qualification M.Sc / BS (4-years) Computer Sciences or equivalent degree having two years experience of Database Administration, Data Security and Data ware Housing. Age: 22-40 Mode of Appointment. By direct recruitment.
22.	Web Developer & Manager BS-17	Qualification M.Sc / BS (4-years) Computer Sciences or equivalent degree having three years experience of Web Development in ASP.Net /Database Management its security and Warehousing Programming and Managing in Visual Tools. Age: 22-40 Mode of Appointment. By direct recruitment OR By promotion from amongst the Junior Web Developer & Manager with seven years experience as such.

23.	Assistant Web Developer Manager (BS-16)		Qualification M.Sc / BS (4-years) Computer Sciences or equivalent degree having one year experience of Web Development in ASP.Net /Database Management its security and Warehousing Programming and Managing in Visual Tools. Age: 22-40 Years Mode of Appointment By direct recruitment.
24.	Senior Data Entry Supervisor BS-17		Qualification M.Sc Computer Sciences / BS (4-years) Computer Sciences or equivalent with five years experience of programming. Age: 22-35 Years Mode of Appointment By 100% promotion from amongst the Data Entry Supervisors / Junior Computer Programmer with seven years experience as such.
25.	Data Entry Supervisor BS-16		Qualification M.Sc / BS (4-years) Computer Science or equivalent degree with 1st Division OR M.Sc/BS (4-years) Computer Sciences or equivalent degree with 2nd Division having three years relevant experience. Age: 22-40 Years Mode of Appointment 33% of the total posts will be filled in by direct recruitment whereas remaining 67% posts will be filled in by promotion from amongst the Senior Data Entry Operators with five years experience on the basis of seniority cum merit.

26.	Senior Data Entry Operator BS-14	Qualification B.Sc/B.A or equivalent with typing speed of 50 wpm on computer, key depression of 10000/hrs with two year experience of computer programming. Preference will be given to those who have one year post Intermediate Diploma or degree in computer science. Age: 18-30 years Mode of Appointment 50% by promotion from amongst the Data Entry Operators with three years on the basis of seniority cum merit and 50% by direct recruitment*. However their performance shall be reviewed periodically (at least after every five years) by the experts. Proper opportunities of training in the field shall be extended to improve qualification.
27.	Junior Computer Operator BS-12*	Qualification Intermediate + MS Office / ICS (2nd Division) with 40 wpm speed on computer.** Age: 22-30 Years Mode of Appointment By direct recruitment
28.	Senior Hardware Technician BS-16	Mode of Appointment 100% by promotion from amongst Hardware Technician BS-14 having at least 5 years experience as Hardware Technician BS-14.

* Added Board's decision dated 06-09-2014 vide item no. 07.

** Added Board's decision dated 22-06-2020 vide item no. 12.

29.	Hardware Technician BS-14		Qualification DAE in Computer Technologies / Hardware from recognized Technical Board. Preference will be given to Technicians having experience in relevant field in a registered national/ multinational firm. Age: 18-30 years Mode of Appointment The post shall be filled in by direct recruitment through open competition.
30.	Private Secretary (BS-17) & Personal Assistant BS-16		Mode of Appointment 100% by promotion on the basis of seniority-cum-merit from amongst the Senior Stenographers BS-15 with ten years experience as Senior Stenographer. Fixation of Seniority On promotion as P.S / PA the incumbent will be placed at the bottom of seniority list of superintendents. Note:- The Senior most Private Assistant will be designated as Private Secretary in scale No.17. The incumbents working as PA who have already not been included in the seniority list of Superintendents, will be placed at the bottom of seniority list of Superintendents, as per order of their own seniority, on the date of promulgation of these rules.
31.	Senior Stenographer BS-15		Mode of Appointment By promotion on the basis of seniority-cum-merit from amongst the Stenographers BS-12 with five years experience as Stenographer.

32.	Stenographer BS-12	Qualification i) Intermediate in 2nd Division ii) And a speed of at least 80 wpm in Short-hand and 40 wpm typewriting (English) iii) At least 60 wpm in Urdu short-hand and 25 wpm in Urdu Type-writing. iv) Having knowledge of computer will be preferred. Age: 18-25 Years Mode of Appointment The posts shall be filled in by initial recruitment.
33.	Manager General Press BS-16/17	Qualification Diploma in printing administration / Graphic Reproduction / Photo-Lithography / Printing Technology in the relevant field obtained as a result of at least three years full-time studies from a recognized Pakistani / Foreign institute with ten years experience in Industry. Age limit 22-35 years. Age and experience relaxable in exceptional cases. Mode of Appointment By promotion amongst the Offset Machine Operators having experience of 5 years. In case of non-availability of suitable candidate, by direct recruitment. Note: The incumbent already working as MGP for 10 years in the scale below than prescribed one will be granted Scale No.17 as personal from the date of promulgation of these rules subject to qualification of BA/BSc from recognized university or diploma in printing administration with 7 years experience as Supervisor General Press BS-16.

34.	Supervisor General Press BS-16	Qualification i) Diploma in printing administration OR ii) Matric having 45% marks* with fifteen years experience in the relevant field. Mode of Appointment* By promotion from Assistant Supervisor at least five years service as Assistant Supervisor General Press. In case of non availability of suitable candidates the post may be filled in by direct recruitment.
35.	Assistant Supervisor General Press BS-11	Qualification Matric with ten years experience in the relevant field. Mode of Appointment By promotion from within the staff of Board's General Press having above qualification. In case of non availability of suitable candidate the post may be filled in by direct recruitment.
36.	Offset Machine Operator BS-14	Qualification Diploma of Associate Engineer in Printing and Graphic Arts Technology with three years experience as Assistant Offset Machine Operator. Age: 18-35 years Mode of Appointment 100% by promotion from amongst the Assistant Offset Machine Operators (BS-12) having at least 7 years experience. In case of non availability of suitable candidates, the post will be filled in by direct recruitment.

* Added Board's decision dated 25-08-2017 vide item no. 9.

37.	Assistant Offset Machine Operator BS-12	Qualification i) Three years Diploma of Associate Engineer in Printing and Graphic Arts Technology with one year relevant experience OR ii) Matric with 3-5 five years experience as Offset Machine Operator. Age: 18-30 years Mode of Appointment By initial recruitment.
38.	Offset Helper (BS-2)	Qualification Literate with five years experience as Offset paper man. Mode of Appointment By direct recruitment.
39.	Senior Compositor BS-8	Qualification Matric with ten years experience in the relevant field. Incumbents having computer skill will be preferred. Age: 18-30 years Mode of Appointment By promotion from amongst the Junior Compositor with the relevant qualification and 5 years experience within the staff of Board's General Press. In case of non availability of suitable candidates the post will be filled in by direct recruitment.

40.	Junior Compositor BS-6		Qualification* Matric with five years experience in the relevant field. Age: 18-30 years Mode of Appointment* 100% by promotion from amongst the distributor of General Press. OR In case of non availability of suitable candidates the post may be filled in the by direct recruitment.
41.	Mono Operator BS-8		Academic Qualification Matric with ten years experience in the relevant field. Mode of Appointment Direct recruitment. Age: 18-30 years
42.	Process Camera Operator (BS-7)		Qualification Matriculation with two years experience in the trade. Mode of Appointment By direct recruitment.
43.	Machine man (Letter Press) BS-6		Qualification Matric with two years experience as Machine Man. Age: 18-30 years Mode of Appointment By promotion from within the staff of Board's General Press with the relevant qualification and experience. In case of non availability of suitable candidates the post will be filled in by direct recruitment. Note:- The incumbent already working as Machine man for 10 years in the scale below than prescribed one will be granted Scale No.6 as personal from the date of promulgation of these rules subject to having prescribed qualification.

* Added Board's decision dated 25-08-2017 vide item no. 9.

44.	Plate Maker / Copy Paster BS-6	Qualification Matriculation with three years experience of plate making both deep and surface. Age: 18-30 years Mode of Appointment By promotion from within the staff of Board's General Press having the relevant qualification. In case of non availability of suitable candidates the post will be filled in by direct recruitment.
45.	Junior Caster BS-6	Qualification Middle pass Mono Quli having five years service. Mode of Appointment By promotion from within the staff of Board's General Press having the relevant qualification In case of non availability of suitable candidates the post will be filled in by direct recruitment.
46.	Assistant Rolling Machine Man (BS-5)	Qualification Middle pass with three years experience. Mode of Appointment By direct recruitment
47.	Embossing Machine Operator BS-5	Qualification Middle with Five years experience as Embossing Machine Operator/Book Binder. Mode of Appointment By promotion from within the staff of Board's General Press having the relevant qualification/experience. In case of non availability of suitable candidates the post will be filled in by direct recruitment.

48.	Stitcher BS-4		Qualification Five years experience in the relevant field. Mode of Appointment By promotion from amongst employees of the Board having the relevant skill & experience.
49.	Cyclostyle Machine Operator / Gestetner Operator BS-4		Qualification Matriculation with one year experience of operating all kinds of duplicating machines. Age: 18-30 years. Mode of Appointment By direct recruitment.
50.	Katib (BS-6)		Qualification i) Matric with Computer Short Course OR ii) Matric with two years experience in Graphic Arts. Age; 18-30 Mode of Appointment By direct recruitment
51.	Copy Holder (BS-5)		Qualification Matric 2nd Division with three years experience in graphic arts. Age; 18-30 Mode of Appointment By direct recruitment
52.	Plate Grainer (BS-3)		Qualification Middle pass with experience of work on graining machine. Age; 18-30 Mode of Appointment By direct recruitment

53.	Inkman cum cleaner (BS-3)		Qualification Middle Pass and three years experience of working on automatic offset printing machine Age: 18-30 years. Mode of Appointment By promotion OR direct recruitment on the discretion of Board.
54.	Distributor BS-3		Qualification At least Middle Pass and three years experience in the relevant field. Mode of Appointment By promotion from amongst Mono Quli.
55.	Mono Quli BS-1		Qualification Middle and one year experience in the relevant field. Age: 18-30 years. Mode of Appointment Direct recruitment.
56.	Head Driver BS-9		Mode of Appointment By promotion amongst the Drivers of BS-8 on seniority-cum-fitness.
57.	Senior Driver BS-8		Mode of Appointment By promotion amongst Drivers of BS-6 having four years service.
58.	Driver BS-6		By promotion amongst Cleaner-cum-driver on seniority-cum-fitness.

59.	Cleaner-cum-driver (BS-4)		Qualification Middle having LTV driving license with three years experience. Age: 18-30 years. Mode of Appointment By promotion from Class-IV employees subject to at least LTV license OR by direct recruitment on the basis of prescribed qualification.
60.	Conductor (BS-4)		Qualification Middle pass. Age: 18-30 years. Mode of Appointment By direct recruitment
61.	Mason BS-7		Qualification At least middle and two years experience in the relevant field. Age: 18-30 years. Mode of Appointment By initial recruitment.
62.	Telephone Operator BS-7		Qualification Matric 2nd Division with a certificate of Telephone Operator issued by Telephone Inspectorate or its equivalent along with one year experience. Age: 18-30 years. Mode of Appointment By initial recruitment.

63.	Telephone Technician (BS-7)		Qualification Matric and a certificate of Telephone Technician issued by Telephone Inspectorate OR its equivalent. Age: 18-30 years Mode of Appointment By direct recruitment
64.	Electric Supervisor BS-14		Qualification DAE in Electrical. Age: 18-30 years. Mode of Appointment By initial recruitment.
65.	Electrician BS-7		Mode of Appointment By promotion from amongst Assistant Electrician.
66.	Assistant Electrician / Wireman (BS-5)		Mode of Appointment By promotion from Helper Electrician on seniority-cum-fitness
67.	Helper Electrician BS-3		Qualification Middle pass with technical knowledge of Electric work. Preference shall be given to diploma holders. Mode of Appointment By direct recruitment or at the discretion of the Board.
68.	Workshop Mechanic (Wood & Steel Work) (BS-5)		Qualification Matric with 2nd Division and certificate of wood and steel work issued by the Govt. Vocational Institute. Age: 18-30 years Mode of Appointment By direct recruitment or at the discretion of the Board.

69.	Plumber BS-5		Qualification Matric with 2nd Division and certificate of plumber issued by the Govt. Vocational Institute. Age: 18-30 year Mode of Appointment By direct recruitment.
70.	Photographer BS-7		Qualification Matric with 2nd Division and certificate of photography issued by the Govt. Vocational Institute. Age: 18-30 years. Mode of Appointment By direct recruitment.
71.	Senior Record Lifter BS-5		Mode of Appointment By promotion from amongst Record Lifters of BS-4 on seniority-cum-fitness having five years service.
72.	Record Lifter BS-4		Mode of Appointment By promotion from amongst Record Lifters of BS-2 on seniority-cum-fitness having two years service.
73.	Junior Record Lifter BS-2		Qualification At least Middle Pass from a Government / registered school. Age: 18-30 years. Mode of Appointment By initial recruitment.

74.	Security Supervisor BS-14		Qualification Retired Sobedar from armed services. Age: 35-50 years Mode of Appointment By initial recruitment.
75.	Head Security Guard BS-7		Qualification Ex-military man having minimum service of 20 years in armed forces. Age: 40-45 years. Mode of Appointment By promotion from amongst Security Guards on seniority-cum-fitness.
76.	Security Guard BS-5		Qualification Ex-military man with minimum 15 years service in armed forces. Age: 35-40 years. Mode of Appointment By initial recruitment or at the discretion of the Board. Note:- The incumbents already working against the said post in the scale below than prescribed one will be granted Scale No.5 as personal from the date of promulgation of these rules subject to having prescribed qualification.
77.	Head Mali BS-5		By promotion from amongst Malies of BS-2 having two years service as such.

78.	Mali BS-3		Qualification Literate and having knowledge of the job. Age: 18-30 years. Mode of Appointment By initial recruitment or at the discretion of the Board.
79.	Qasid BS-5		Mode of Appointment By promotion from amongst Naib Qasids on seniority-cum-fitness.
80.	Naib Qasid BS-2		Qualification Literate. Age: 18-30 years. Mode of Appointment By initial recruitment or at the discretion of the Board.
81.	Sanitary Supervisor (BS-5)		Qualification: Matric with diploma in sanitation. Age: 18-30 years. Mode of Appointment By promotion amongst the sanitary workers having prescribed qualification, in case otherwise by direct recruitment.
82.	Sanitary Worker BS-1		Qualification Having knowledge of the job. Age: 18-35 years. Mode of Appointment By direct recruitment or at the discretion of the Board.

83.	Book Binder BS-4	Qualification Middle pass with two years experience of book binding. Age: 18-30 years. Mode of Appointment By direct recruitment. Note:- The incumbent already working against the said post in the scale below than prescribed one will be granted Scale No. 4 as personal from the date of promulgation of these rules subject to having prescribed qualification.
84.	Photostat Machine Man BS-5	Qualification At least Middle Pass having knowledge of handling Photostat Machine. Age: 18-30 years. Mode of Appointment By direct recruitment.
85.	Lift Operator BS-5	Qualification Literate and having minimum one year experience as Lift Operator. Age: 18-30 years. Mode of Appointment By initial recruitment or at the discretion of the Board.
86.	Cook BS-5	Qualification Literate and having knowledge of the job. Age: 18-30 years. Mode of Appointment By direct recruitment or at the discretion of the Board.

87.	Waterman BS-1		Qualification Literate, Good Physique and sound health. Age: 18-30 years. Mode of Appointment By direct recruitment or at the discretion of the Board.
88.	Farrash BS-1		Qualification Having knowledge of the job. Age: 22-30 years. Mode of Appointment By direct recruitment or at the discretion of the Board.
89.	Head Baildar BS-3		Mode of Appointment By promotion from amongst the Baidars on seniority-cum-fitness.
90.	Baildar BS-1		Qualification Having knowledge of the job with sound health. Age: 18-30 years. Mode of Appointment By direct recruitment or at the discretion of the Board.
91.	Imam Masjid (BS-9)		Qualification Fazil Dars-e-Nizami, Hafiz-e-Quran. Age: 25-40 years. Mode of Appointment By direct recruitment

92.	Khadim Masjid (BS-5)	Qualification Matriculation or equivalent, accuracy in the Azzan, Physically / medically fit. Age: 22-40 years. Mode of Appointment By direct recruitment.
93.	SST (BS-16) (Female)	Qualification i) B. Sc 1st Division B. Ed OR ii) M. A 2nd Division B. Ed. Age: 22-40 years Mode of Appointment 33% of posts will be filled in by promotion subject to having prescribed qualification from amongst the EST's and remaining through direct recruitment. In case of none availability of suitable candidate, all the posts will be filled in by direct recruitment. i) 50% of SST's will be granted Scale No.17 as personal on completion of 10 years service. ii) 33% of SST's BS-17 will be granted Scale No.18 as personal after completion of 7 years service in Scale No.17 having qualification of Master's. iii) The senior most SST with service of 7 years in Scale No.18 will be designated as Head Teacher.

94.	EST (BS-14) (Female)		Qualification i) M.A Education, English Literature or Urdu, B.Ed. OR ii) B. Sc 2nd Division B. Ed OR iii) B.A 2nd Division with English Literature or Urdu. Age: 22-35 years Mode of Appointment By direct recruitment
95.	P.E.T. (BS-9) (Female)		Qualification Matric with junior Diploma in physical education. Age: 18-30 years Mode of Appointment By direct recruitment
96.	Aya (BS-1)		Qualification Matric and sound health. Age: 18-25 years Mode of Appointment By direct recruitment
97.	Coach (BS-11)		Qualification 1) i) Matric ii) Player of National Level OR 2) i) Certificate of Intermediate ii) Selector Player of Board / University or Divisional Level iii) National Grade “A” referee and umpire with experience of International matches. iv) Qualified Coach OR

			3) i) B.A Degree ii) Selector Player of Board / University. OR Divisional Level. iii) Qualified Umpire. Having certificate of national level coaches courses will be preferred. Age: 22-35 years Mode of Appointment By direct recruitment
98.	Tube Well Operator (BS-5)		Qualification Middle pass and two years experience in relevant filed. Age: 18-30 years Mode of Appointment By direct recruitment
99.	Assistant Tube Well Operator (BS-3)		Qualification Middle pass with one year experience of Tube well operating. Age: 18-30 years Mode of Appointment By direct recruitment.
100.	Janitor (BS-2)		Qualification Middles Pass Age: 18-30 years Mode of Appointment By direct recruitment
101.	Care Taker (BS-14)		Qualification Bachelor Degree in at least 2nd Division. Experience holder will be preferred. Age: 22-30 years Mode of Appointment By direct recruitment

102.	Generator Operator BS-7		Qualification Matric with two years experience as Generator Operator. Age: 18-30 years Mode of Appointment By direct recruitment
103.	Workshop Man (BS-1)		Qualification Middle Pass, experience in wood and steel work. Age: 18-30 years Mode of Appointment By direct recruitment
104.	Plumber (BS-1)		Qualification Middle pass with five years experience as Plumber. Age: 18-30 years Mode of Appointment By direct recruitment
105.	Ground Man (BS-1)		Qualification Middle Pass with good physique having knowledge of job. Age: 18-30 years Mode of Appointment By direct recruitment

4. Govt. of the Punjab Regularization Act, 2018 (in case of contract employees) has been adopted.*
5. BS-11 to BS-18 the Posts will be filled through PPSC.**
6. Examination, Training and other conditions required for confirmation / promotion for Junior Clerks will be in accordance with S&GAD (RW) Notification No. SOR-III(S&GAD)2-54/2010 dated 20-10-2011 adopted by

* Added Board's decision dated 24-11-2018 vide item no. 18.

** Added Board's decision dated 29-12-2021 vide item no. 18.

BISE Sargodha in its meeting dated 28-06-2012 vide item No. 18 (Office Order No. 5-Admin/2012/706 dated 02-07-2012).

7. SCHEME FOR GRANTING OF HIGHER SCALES TO EX-CADRE POSTS.

The incumbents appointed through initial recruitment against the ex-cadre posts may be granted higher scales, as personal, in accordance with following criteria. The posts having no further line of promotion are ex-cadre posts.

Scale No. (For initial recruitment) of Ex-cadre post in BS	1st Step After 15-years in BS	2nd Step After 10- years in BS	Decision of PBCC about 1st Step * vide item No. 3 PBCC Meeting dated 26-04- 2014
17	18	----	18 (After 8 Years)
16	17	18	17 (After 10 Years)
14	16 - subject to the qualification of graduation	17	After 13 Years
11	14	16 - subject to the qualification of graduation	After 13 Years
09	11	14	After 13 Years
07	09	11	After 13 Years
06	07	09	After 13 Years
05	07	08	After 13 Years
04	06	07	After 13 Years
03	05	07	After 13 Years
02	04	06	After 13 Years
01	03	05	After 13 Years

Note: The person(s) should not have been awarded any major penalty / punishment under the disciplinary Rules during his last Five Years of service.

** The Board in its meeting held on 24-05-2014 directed to send back the case of Ex-cadre employees rules to the PBCC to make it at par with the general cadre as this is a discrimination.*

The grant of above personal scales will be subject to the following conditions:-

1. His annual confidential reports for the last 05 years should be satisfactory.
2. He should have not been awarded any major penalty / punishment under the disciplinary rules during his whole service career.
3. No departmental proceedings are pending against the employee to be considered for the grant of personal scale.
4. Recommendations of promotion committee or authority.
5. Service record comprising PERs / ACRs.
6. Minor penalty of withholding of promotion for a specific period, will take effect from the date after the specific period on completion of above prescribed period for granting of higher personal scale.
7. Successful completion of mandatory training and passing of prescribed departmental examination, if any.
8. Any other condition laid down with the approval of the Competent Authority for a specific category of officers / officials.
9. The above scheme will be applicable to the regular board employees of EX-cader posts only.
10. A board employee can be deferred from granting of higher personal scale by the promotion committee on the basis of anyone or more of the following reasons.
 - a. The officer / official has failed to submit his PER forms after completing Part-I to the Reporting Officer.
 - b. PER dossier is incomplete, especially last full year's report is missing or any other documentation required by the Promotion Committee for determining his suitability for promotion is not available.
 - c. The record of the board employee is not clear, especially for the last five years (contains adverse remarks—pending decision on the representation).
 - d. Disciplinary proceedings, anticorruption or other enquiries or criminal cases are pending against him. However, preliminary inquiry / probe in the matter or complaint pending with Anti-Corruption Establishment shall not be considered as a cause of deferment.
 - e. He is on deputation with other institution.
 - f. He is on training abroad / long leave for a period of more than six months or he is not likely to return within a period of six months.
 - g. He is on contract appointment outside or within the Board.
 - h. He has not earned a full year's report after having been on deputation abroad / employment with foreign government / long leave.
 - i. The record of the employee contains adverse remarks (not expunged after representation) during the last three years.

- j. He has failed to qualify or to appear in the prescribed departmental examination (within the prescribed attempts) or mandatory training.
 - k. His performance in the mandatory training courses is unsatisfactory.
 - l. He has been awarded three or more minor penalties during the last five years. He does not fulfill any specific condition laid down for a specific category of officers / officials.
11. The officer / official deferred by the Promotion Committee be informed about the reasons for his deferment to enable such officer / official to improve his performance and to complete his record / any other deficiency, as the case may be.
 12. The board employee whose higher personal scale has been deferred will be considered as soon as the reason, on the basis of which deferment took place, ceases to exist.
 13. The Promotion Committee may assess of an officer / official on the basis of his entire service record and not only on a portion of it. However, it may give due weight-age to the recent reports, but the older reports should not completely be ignored for assessment of overall evaluation of the service record.
 14. The recommendations of Promotion Committee shall be implemented immediately after approval of the competent authority and orders issued in consequence thereof.
 15. The recommendations of the Promotion Committee shall remain valid for one year. The period shall be counted from the date of approval accorded by the appointing authority.
 16. During the process of granting of higher personal scale if any official / officer is proceeded against under disciplinary laws, pertaining to the period prior to consideration of his case, the results of proceedings shall be awaited and if he is exonerated during the validity period of recommendation, his promotion may be allowed to be actualized. In case of otherwise, his case shall again be placed before the promotion committee.
 17. A Board employee during LPR will not be considered for grant of higher personal scale.
 18. No incumbent will be granted higher personal scale before completion of prescribed length of service at all.
 19. **The promotion tier earlier in practice for any of Ex-cadre post will not be affected by the above scheme and will remain continuing without application of scheme of granting higher personal scales.**
6. **Terms and Conditions of service for Part Time Employees will be as under:-**
 1. The post of Legal Adviser, and such other posts as the Board may decide from time to time, shall be held by the part-time employees.

2. The appointments against these posts shall be made by the Board on such fixed rates of salary and on such terms and conditions as the Board may prescribe in each case.
3. Except as provided in rule 2 above, the part-time employees shall not be entitled to payment of any other remuneration from the Board.

Exception: The Legal Adviser will be entitled to a fee for conducting each case of the Board in a Court of law, as decided by the Board.

4. Unless otherwise provided, the part-time employees shall not be entitled to any other concession.
5. The Board may, at any time, terminate the services of a part-time employee by giving one month's notice or one month's salary in lieu thereof;
 Provided that if such an employee desires to leave the service, he shall be required to give one month's notice or salary in lieu thereof.

7. Terms and Conditions for having Daily Wager Staff:-

The Chairman is fully empowered to hire the services of suitable persons from the market for services in computer or any other section/vacant post not filled due to continuous ban, in case of dire need, on daily wages as per rates and terms & conditions as approved by him from time to time. The daily wagers will not be entitled to any other financial benefit available for regular employees of the Board.

8) Relaxation of Rules.

1. The Board will be competent to relax / change / modify any clause of these rules in the best interest of the Board.
2. The Board will be competent to regularize any deviation / violation of these rules or discrepancies.
3. Difference of opinion between the office of Board and external audit will be placed in the meeting of Board for decision.

9) Repeal.

Any existing rules or instructions of BISE on the subject will automatically be repealed on the promulgation of these rules except those not covered under these rules.

10) Appointment under rule 17-A of the Punjab Civil Servants (Appointment & Condition of Service) rules 1974

17.A. Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared

invalidated/incapacitated for further service, one of his unemployed children or his widow/wife may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child or the widow/wife may be given 10 additional marks, in the aggregate, by the Public Service Commission or by the appropriate Selection Board or Committee provided he/she otherwise qualifies in the test/examination and/or interview for posts in BS-6 and above.

Provided further that only one child or widow or wife of an employee who dies during service or is declared invalidated or incapacitated for further service, if otherwise eligible for the post, shall be appointed to a post in BS-1 to 11* in the department where the Government servant was serving at the time of the death or the declaration, without observance of the procedural requirements prescribed for such appointment**.

Govt. of the Punjab, S&GAD vide notification NO.SOR-III(S&GAD)2-8/2018* dated 19-01-2021, ordered to regularize the services of employees appointed on contract basis under rule 17-A and further appointment to be made under rule 17-A in future would be on regular basis***.

The Board adopted the clarifications NO.SOR-III(S&GAD) 2-61/2018 dated 24-11-2020, NO.SOR-III(S&GAD)2-61/2018 dated 03-03-2021 and NO.SOR-III(S&GAD)2-21/2016 dated 03-03-2021 issued by S&GAD (Regulation Wing), Govt. Of The Punjab and decided that****:

"Retirement on medical grounds in category B does not fall in type of permanent disability/ invalidation. Hence the regulation wing, S&GAD is of the view that children / wife of the official / Officer who retired on medical grounds in category "B" are not entitled to get benefit of Job under Rule 17-A [NO. SOR-III(S&GAD)2-61/2018 dated 06-05-2021]*****.

* Amended vide Govt. Notification No. SOR-III(S&GAD)2-02/2012 dated 24-09-2017.
 ** As per Esta Code.
 *** Adopted in Meeting of the Board dated 20-03-2021 vide item NO. 17
 **** As per Esta Code.
 ***** Adopted in Meeting of the Board dated 30-06-2021 vide item NO.24

11) **TIME SCALE PROMOTION / PERSONAL SCALE**

(i) **Time Scale Promotion to Class-IV Employees (BS-1 to BS-4)**

Governor of the Punjab has been pleased to decide that employees in BS-1 to BS-4 may be allowed up-gradation into next pay scales, four times in whole service, instead of the two times, on satisfactory completion of 8, 16, 24 and 30 years of service from the date of regular appointment subject to the fulfillment of following terms and conditions:

- i) Recruitment of employees in BS-1 to BS-4 should be made in a transparent manner after due process.
- ii) There should be a proper mechanism to assess job performance.
- iii) Drivers should be skilled, have experience, certification in service or before service. They must be required to pass periodic mandatory tests to ensure safety and security of vehicles and passengers.
- iv) Refresher courses should be conducted periodically for employees in BS-1 to BS-4.
- v) Gardeners (Malis) and Cooks must be got trained from Institutions like PHA and College of Tourism and Hotel Management respectively.
- vi) Administrative Departments should look into the up-grading of skills through methods and modes of their employees in BS-1 to BS-4.

*(Ref: Govt. Letter No. FD.PC.39-14/77(PT-IV)(APCA/2008)(PROVL) dated 21-06-2017) adopted in BOG *.*

(ii) **Time Scale Promotion to Incumbents of All Promotion / Non-Promotion Posts in BS-5 To BS-15**

Governor of the Punjab has been pleased to allow time scale promotion to employees in BS-5 to BS-15 holding promotion / non-promotion posts, where none or only one time promotion in the entire service is prescribed in the rules, on satisfactory completion of each 10-years of service is as under:

1)	BS-5-10	3 steps
2)	BS 11-15	2 steps

* Added Board's decision dated 25-08-2017 vide item no. 7.

3)	Auto CAD Operator (BS-12)	3 steps
4)	Date Entry Operator (BS-12)	3 steps
5)	Sanitarian (BS-9)	4 steps
6)	Surveyor (BS-11)	4 steps

*(Ref: Govt. Letter No. FD.PC.40-80/2015) dated 26-07-2017) adopted in BOG *.*

(iii) Time Scale Promotion to Officers (BS-16 and Above)

Governor of the Punjab has been pleased to allow Time Scale Promotion twice in their entire service to the officers / officials with effect from 01-02-2019 in the following prescribed manners:

- i). The officers / officials who have served for more than 10 years of service in the same scale even if they have opportunity of promotion, but they are not promoted, due to a few number of posts in the upper tier, may be up-graded to next scale as personal to them as one time dispensation, subject to the condition that they possess good/satisfactory service record.
- ii). The officers in BS-16 and above having stagnant posts may also be allowed Time Scale Promotion, on completion of 10 years' satisfactory service, twice in their entire service.

Premature increment is not admissible on grant of Time Scale Promotion.

*(Ref: Govt. Letter No. FD.PC.40-12/2017 dated 19-04-2019) adopted in BOG**.*

**SECRETARY
B.I.S.E., SARGODHA**

* Added Board's decision dated 25-08-2017 vide item no. 8.

** Added Board's decision dated 08-08-2019 vide item no. 8.

CHAPTER 34

34.1-5

HOUSE BUILDING ADVANCE

1. Permanent employees eligible

An advance may be made by the Board to a confirmed employee, with five years service, who desires to build a house for occupation, by himself or by his family, at a place where no houses are available or where house rent is exceptionally high. The advance will be admissible for the construction of a house anywhere in Punjab*.

2. Conditions for Staff of Confidential Press

An advance to an employee working in the Confidential Press may be sanctioned, if, inter-alia, the Officer Incharge Confidential Press certifies:

- (1) That he has completed 5 years approved service; and
- (2) That he also fulfils the conditions prescribed by the Gratuity Fund (Confidential Employees) Accounts Rules.

3. Advance Refundable before Retirement

The advance may not be granted to an employee unless it can be repaid before the normal date of retirement from service. The amount of the advance should be suitably regularized as not to require an employee to pay more than one third of his basic pay in any month, provided his remaining period of service be less than 10 years**.

4. Bonafide Requirement

All advances must be bonafide requirement for the purpose of building a suitable house for the Personal resident of the employee concerned or for his family, and if more is advanced than is actually expended for the purpose, the surplus shall be refunded to the board.

5. Mode of Drawal and Recovery

The advance shall be drawn by installments, the amount of each installment being such as is likely to be required for expenditure in the next three months. Satisfactory evidence shall be produced to show that the amount of the installment has been actually utilized for the purpose for which it was drawn, before the next installment is paid. The repayment shall commence from the forth issue of pay after the first installment is taken and be completed in ten years or less.

Provided further that if the amount to be advanced for house building is very meager (below Rs.3,500/-), it may be paid in two installments. The second installment may be advanced when receipts showing the first advance, having been spent in full, have been produced.

* Board's decision dated 22, 23 June 1988

** Board's decision dated 28-9-1985

RULES**34.6-11****HOUSE BUILDING ADVANCE**

6. Advance for Construction of House in Satellite Town

If an advance is required by an employee for the construction of house on the land allotted to him in the satellite town and is intended to have the house constructed through the executing agencies of the urban development department, public works department, building and roads branch, or the local improvement trust, it will be drawn in full and deposited with the urban development department/Public works department, building and road branch, provided the house is built and mortgaged to the board within 6 months of drawl of the advance.

7. Repayment Of Lumpsum advance

If an advance is paid in lumpsum, the recovery shall commence from the 4th issue of pay after the payment of the advance.

8. Amount Of Advance

No advance shall exceed 24 months pay of the employee to whom it is paid.

9. Only One Advance For Same House

Not more than one advance shall be made for the same house and no employee may receive a second advance while any portion of previous advance is outstanding against him.

10. Conditions for Second Advance

Second house building advance shall not be granted for building a second house, at the same station, unless the house built with the first advance is disposed of by the employee before the second advance is granted, and the amount of such advance together with the sale, proceeds of the first house should not exceed 24 months pay of the employee.

11. Mode of Recovery

Advances shall be recovered by deducting monthly installments, extending over a period of not more than 120 months, from the pay bills of the employees concerned. The authority sanctioning an advance may, however, permit recovery to be made in a smaller number of installments if the employee receiving the advance so desires.

- (i) No Interests shall be charged from the employees in BPS 1-15 on house building advances sanctioned on or after December 2, 1978, or on advances which were in the process of repayment on that date.
- (ii) In case an employee, who was in BPS-15 or below at the time when the house building advance was sanctioned to him, is promoted to BPS-16 or

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34.12-13

HOUSE BUILDING ADVANCE

above, no interest shall be charged from him. However, if the amount of advance is revised on the basis of his pay in BPS-16 or above, interest @ 5% per annum shall be-come payable on the amount outstanding against him. The interest shall be calculated on the balance outstanding on the last day of each month. The amount of interest shall be recovered in one or more installments; each such installment being not appreciably greater than the installment by which the principal was recovered. The recovery of interest will commence from the month following that in which the whole of the principal has been repaid.

- (iii) In case an employee who was in BPS-16 or above, when house building advance was sanctioned to him, is reverted to a post in BPS-15 or below, interest @ 5% per annum shall be charged from him according to the same terms and conditions as laid down in (ii) above.

Note: The interest @ 5% per annum shall be charged from employees in BPS-16 or above according to the same terms and conditions as laid down in (ii) above.

12. Monthly Installment to be fixed

The amount of the advance to be recovered monthly should be fixed in whole rupees except in the case of the last installment, when the remaining balance including any fraction of a rupee should be recovered.

13. Property to Be Mortgaged Till Liquidation of Full Amount

In order to secure the Board from loss consequent on an employee dying or quitting the service before complete re- payment of the advance, the house so built, together with the land it stands upon, must be mortgaged to the Board. The mortgagor shall get it entered in the revenue record, and will provide a copy of Register Haqdaran (Fard), showing the fact that the mortgaged property has been transferred in favor of the Secretary of the Board. However , if the amount of loan is upto Rs. 20, 000/- (Twenty thousand) the following procedure can be allowed*:-

- (a) Agreement executed.
- (b) A surety Bond on stamp paper, worth Rs. 30/-, duly verified, will be produced by the borrower. The person standing surety shall produce the original documents showing him in possession of property-worth Rupees more than Twenty thousand.

Note: The mortgaged property shall be released on liquidation of the full amount due.

* Boards decision dated 26-12-1987

RULES**34.14-17****HOUSE BUILDING ADVANCE**

14. Mortgage Bond

The mortgage bond form 'B' shall be registered with Registrar of Property Sargodha.

15. Undisputed Title To Land Essential

In the case of a house building advance, the employee must satisfy the Board that he has undisputed title to the land on which the house is proposed to be built and that, in the case of an advance for the purchase of a house, he will obtain such title as soon as the purchase price is paid; that there will be no legal obstacle, in either case, to the property being mortgaged to the Board; and that the Board will have the right of foreclosing on the conditions mentioned in the mortgaged bond. This rule does not preclude the grant of advance for the purpose of building houses on plots of Land taken from any Improvement Trust or Registered Co-operative House Building Society under an Agreement for sale even though in such cases the employee concerned acquires proprietary rights to the land only if he constructs the house in accordance with the terms of the said Agreement. The grant of an advance in such cases is, however, subject to the condition that the applicant executes an agreement undertaking to repay the advance and execute a mortgage of the land and building immediately he acquires proprietary rights thereto. Advances sanctioned under this rule will be made in installments, the first installment not exceeding the amount of the premium paid for the site and subsequent installments being based on the progress of work.

16. Application for Advance

Applications for the advance must be made to the Secretary who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended on building only, and pledge himself that should there be any surplus funds after the house is completed, they will be at once refunded to the Board.

17. Conditions For Advance To Purchase Land

Advances may also be given, where considered necessary, for the purchase of land on which to construct a house, if the following conditions are satisfied and the total amount of the advance for the purchase of the land does not exceed eighteen month's pay of the employee concerned:-

- (i) The employee should sign an agreement in Form 'A' at the time of taking an advance for the purchase of land.
- (ii) A mortgage deed in Form 'C' should be executed before any further advance is drawn for the purpose of constructing the house.

RULES**34.18-19****HOUSE BUILDING ADVANCE**

- (iii) The mortgage deed must be resisted within 4 months of its execution.

The mortgage bond shall be kept in the safe custody of the Secretary and shall not be released till such time as the advance has been fully repaid.

18. Advance for Purchase of A House

An advance may be made to an employee in exceptional circumstances for the purchase of a house in place where house rent is exceptionally high; the general principles of the above rules being applicable and the employee being required in addition to a mortgage deed, to deposit with the Board satisfactory evidence of a clear title to the house.

An advance drawn under this rule may include provision not only for the cost of the house purchased but also for the cost of any repairs or improvements which the purchaser of the house may desire to make.

The advance may be drawn in full at once, but satisfactory evidence should be produced before the Board to show that the amount advanced for the purchase has been spent within 3 months of its drawal and the amount advanced for repairs or improvements within a further period of 2 months. The repayment in this case shall commence with the first issue of pay, after the advance is taken and be completed in ten years. Interest will be calculated in accordance with rule 11 above.

19. Advance For House Repairs Conditions

An advance may be made under the following conditions, to an employee, to enable him to effect repairs to this house:-

- (i) An advance may be made only if
 - (1) the repairs are required to make the house habitable, (2) they are not in the nature of ordinary repairs, and (3) they involve an outlay large in comparison with the value of the house.
- (ii) Not more than one advance is admissible in respect of the same house.
- (iii) No advance shall exceed six month's pay of the employee to whom it is made, and it will be drawn as laid down in rules 1 & 2.
- (iv) An advance may be made to an employee to repair a house which he has built or purchased with a previous advance under Rules 1, 2 and 18 above but unless the competent authority permits otherwise, at least five years must elapse since the previous advance was drawn.

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- (v) The maximum period for repayment of such advances shall be four years. Interest will be calculated and recovered in accordance with rule 11. Provided that four years fall within the period before retirement*.

20. Advance Admission to A Deputationist.

An employee, on foreign service with the Board, may avail of the benefits of house building/ purchase of land / house advance on such conditions as would apply to him if he were serving in his parent department; provided that in case the employee reverts to his parent department before the complete recovery of the advance, the parent department will undertake to recover the balance of amount, due from the employee, from his pay in such monthly installments as had been agreed upon while he was serving under the Board and credit them to the accounts of the Board every month, provided further that if the employee leaves the service of the Government, before the complete recovery of the advance, he will deposit the balance of the amount due from him in the accounts of the Board.

21. Mode of Recovery of Advance from Employees Appointed on Contractual Basis

Notwithstanding anything contained to the contrary in the contract, an employee appointed on contractual basis may be allowed house building/purchase of land or house advance on such terms and conditions as may be considered necessary;

Provided that the amount of advance and the installment of recovery is fixed in such a way that the total amount of advance is recovered before the expiry of the period of contract.

* Board decision dated 24-6-1990

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HOUSE BUILDING ADVANCE

P.F.R FORM 19

(REFERRED TO IN NOTE BELOW P.F.R. 10.16(IX) AND NOTE 3 BELOW P.F.R.10.17)

Agreement to be executed at the time of drawing an advance for the purchase of land on which to construct a house or of a house readymade.

AN AGREEMENT MADE ----- day of ----- two thousand -----and ----
----- of ----- BETWEEN

(hereinafter called the Borrower, which expression shall include his legal representatives and assignees) of the one part and THE BOARD OF INTERMEDIATE & SECONDARY EDUCATION, SARGODHA (hereinafter called the BOARD of the other partly WHEREAS the borrower has agreed to purchase for the purpose of erecting a house thereon the piece of land situated in----- in the thana ----- containing ----- more or less and bounded on the north by ----- on the south by ----- on the east by ----- and on the west by ----- for the sum of Rupees ----- .

AND WHEREAS the Borrower has, under the provision of the Punjab Financial Rules (hereinafter referred to as the said Rules which expression shall include any amendments thereof for the time being in force), applied to the Board for a loan of Rupees ----- to enable him to purchase the said piece of land and the Board has agreed to lend the said sum of Rupees ----- to the ----- Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties, hereto, that in consideration of the sum of Rupees ----- paid by the Board to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Board (1) to repay the Board the said amount, with interest, calculated according to the said Rules by monthly deductions from his salary as provided for by the said Rules and hereby authorizes the Board to make such deduction and (2) within one month from the date of these, presents to expend the full amount of the said loan in the purchase of the said piece of land and if the actual price paid is less than the loan to repay the difference to the Governor forthwith and (3) to execute a document mortgaging the said piece of land and the house to be erected thereon to the Board as security, for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rules AND IT IS HEREBY FURTHER AGREED that the Borrower shall, immediately, purchase the said piece of land commence and erect thereon a suitable residence for his own use or for the use of his family AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the said piece of land has not been purchased and mortgaged as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the services of Board or dies, the whole amount of the loan and interest accrued thereon shall, immediately, become due and payable. IN WITNESS whereof the Borrower has hereinto set his hand the day and year first before written.

SIGNED by the said
In the presence of

1. _____
2. _____

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FORM OF MORTGAGE FOR HOUSE
BUILDING ADVANCE

THIS INDENTURE made the ----- day of two thousand ----- and ---- BETWEEN ----- of the Board of Intermediate & Secondary Education, Sargodha, an employee of the Board (Hereinafter referred to as the mortgagor which term shall where the context so admits include his/heirs, executors, administrators and assignees) of the one part and The Chairman, Board of Intermediate and Secondary Education, Sargodha (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assignees) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and express to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of sum of Rs. ----- for the purpose of enabling him to defray the expenses of ----as a suitable residence for his own use, or for the use of his family.

AND WHEREAS under the provisions contained in the Board's House Building Advance Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendments thereof or addition thereto; for the time being in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. ----- (payable as follows that is towards the sum of Rs. ----- on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by an installment payable monthly the first of such installments to be payable in ----- day of -----.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. ----- paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the hereinbefore recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs. ; ----- (and such further sum as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf) and interest thereon calculated according to the said Rules on the ----- day of ---- - next and if the loan shall not be repaid on that day will pay interest in accordance with the said rules. AND THIS INDENTURE ALSO WITNESSETH that for consideration after said the mortgagor doth hereby convey transfer and assure into the mortgage ALL that piece of land situated in the ---- district of ---- registration district of ---- sub-registration district of ---- containing ---- more or less now in the occupation of the mortgagor and bounded on the east by ---- and on the west by ---- together with the dwelling house and the out-offices, stables, cook-rooms and out-building now erected or

Note:- There must be two witnesses to a mortgagee.

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FORM-C

MORTGAGE DEED TO BE EXECUTED IN CONNECTION WITH AN ADVANCE
FOR THE PURCHASE OF LAND ON WHICH TO CONSTRUCT A HOUSE

THIS IS DENTURE made the----day of two thousand ----- and ----- BETWEEN----- of a civil servant of----- (Hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assignee) of the one part and THE BOARD OF INTERMEDIATE & SECONDARY EDUCATION, SARGODHA (hereinafter referred to as the mortgagee which term shall, where not repugnant to the context include his successors and assignees) of the other part WHEREAS by an Agreement dated the ---- day of ---- and made between the mortgagor of the one part and the "mortgagee of the other part, the mortgagee advanced and lent to the mortgager the sum of Rupees ---- for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgager agreed to execute a mortgage in favour of the mortgagee in the form of these presents AND WHEREAS THE mortgagor on the ---- day of duly purchased the said piece of land and is now absolutely seized and possessed of or otherwise well entitled to the said piece of

land AND WHEREAS the mortgagor has applied to the mortgagee for a further advance of the sum of Rupees ---- for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use or for the use of his family AND WHEREAS under the provisions contained in Punjab Financial Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor, the said further sum of Rupees ----- (payable as follows that is to say the sum of Rupee ----- on or before the execution of these presents) and the balance (unless and until the power of sale applicable hereto shall have become exercisable by---- equal installments Payable quarterly the first of such installments to be payable on the ---- day of -----.

NOW THIS INDENTURE WITNESSETH that in consideration of said advances of Rupees ----- and Rupees ----- making a total of Rupees ----- so advanced as aforesaid and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagor the said sum of Rupees --- (and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the herein before recited agreement or in that behalf), and interest thereon calculated according to the said Rules on ----- day of ----- next and if the loan shall not be repaid on that date will pay interest in accordance with said Rules.

AND THE INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby transfer, assign and assure unto the mortgagee ALL

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THAT piece of land situate in the registration District of ----- Sub – district ----- thana ----
- containing ----- more or less and bounded on the north ----- by ----- on the south ----- by
----- on the east ----- by ----- and on the west ----- by -----.

Together with the dwelling-house and the out offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling house (erected or hereafter to be erected on the said piece of land) together with all rights, easements and appurtenances to be same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land (hereinafter referred to as the said premises) unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of Rupees ---- (and of such further sums as may have been paid as aforesaid) made upon the security of these presents and interest thereon calculated according to the said Rules shall have been repaid by the deduction of monthly installments of the salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever then add in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said premises unto and to the use of the mortgagee AND the mortgagor hereby covenants with the mortgagee that he the mortgagor now hath good right to transfer the said premises unto the mortgagee free from encumbrances AND FURTHER that he the mortgagor and all other persons having or lawfully claiming any estate or interest in the said premises or any part thereof shall and will from time to time and at all times hereafter at his or their own cost do and execute or cause to be done and executed all such acts, deeds and things for further and more perfectly assuring the said premises unto the mortgagee in manner aforesaid as shall or may be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenant on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings standing thereon or any part thereof either together or in parcels and either by public auction or by private contract with power to but in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND IT IS HEREBY DECLARED that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchase or purchase there from AND IT IS HEREBY DECLARED that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place there out to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys

RULES
HOUSE BUILDING ADVANCE

in or toward satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of these security shall have effect unless the mortgagee shall consent there to in writing.

IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first above written.

SIGNED BY the said (mortgagor)

in the presence of

1st Witness _____ Address _____ Occupation _____

2nd Witness _____ Address _____ Occupation _____

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CHAPTER 35**PAYMENT OF INSURANCE PREMIA OUT OF THE PROVIDENT FUND**

1. Payment of Premium

Payment of premium for a policy of insurance may, at the option of a subscriber, be made from his subscriptions to the Provident Fund.

2. Amount Payable

The amount of annual premium shall not exceed half the amount standing at the credit of a subscriber in a particular year.

3. Nature of Policy

The policy to be financed out of the Provident Fund shall be effected for the benefit of the employee himself or for the benefit of his wife or children.

4. Assignment of Policy

The policy shall be assigned to the Secretary of the Board.

5. Payment to the Insurance Company

The payment of premium shall be made direct to the company by the Board on behalf of the subscriber. A subscriber shall enter into contract for an insurance policy with such company only as may be approved by the Chairman.

6. Procedure on Maturity of Policy

If the policy assigned to the Secretary matures before the subscriber quits the service of the Board, the Secretary shall proceed as follows:

- (i) If the amount assured together with the amount of profits, if any, is greater than the total amount withdrawn from the fund in respect of the policy, the Secretary shall re-assign the policy to the subscriber and make it over to him and the subscriber shall pay to the fund, the total amount withdrawn, with interest accrued thereon.
- (ii) If the amount assured together with the amount of profits, if any, is less than the total amount withdrawn with interest, the Secretary shall realize the amount assured together with the profits and place the amount so realized in the Provident Fund Account of the subscriber.

Note: The Board authorized the payment of the annual premium for group insurance from the funds of the Board in respect of those employees who had opted for availing of this facility on the condition that the sum so advanced would be recovered from the salaries of the employees concerned in 12 monthly installments together with the interest that would have accrued on the sum advanced.

7. Profits on Policy

The profits which accrue on any policy may be allowed to accumulate with the policy until it matures, but if it is incumbent on the policy holder to withdraw them as they fall due, the amount shall be credited to the subscriber's account in the Fund.

8. Preforms for Assignment

The assignment shall be endorsed on the policy and shall be in the following form:

“I, A.B. of _____ hereby assign unto the Secretary of the Board within the policy of assurance as security for payment of all sums which under the rules may hereafter become liable to pay to the Board of Intermediate & Secondary Education Provident Fund.”

In the case of policies of insurance effected by the subscriber for the benefit of a sole beneficiary, the endorsement shall be made as follows:

“We, A.B. (the subscribers) of ----- and C.D. (the sole beneficiary of the policy) of ----- in consideration of the Secretary of the Board, agreeing at our request to accept payments towards/within the policy of assurance in substitution for the subscriptions payable by the said A.B. to the Board of Intermediate & Secondary Education Provident Fund (or, as the case may be, to accept the withdrawal of the sum of Rupees ----- from the sum to the credit of the said A.B. in the Provident Fund for payment of the premium within the policy of assurance) hereby jointly and severally assign unto the said Secretary within the policy of assurance as security for payments of all sums which the said A.B. may hereafter become liable to pay to that Fund.”

Save as provided in rule 9 below, the policy shall be re-assigned to the subscriber and handed back to him on quitting his service or on his refunding with the full interest thereon any advance taken from the Provident Fund for the purpose of paying premium thereon and in the event of his death before quitting the service, a re-assignment shall be executed in favour of him and the policy handed to the legal representative of his estate as determined by a civil court having competence to pass orders in this respect. Notice of the re-assignment shall be sent to the Insurance Company by the Secretary of the Board.

9. Pre-assignment of Policy

If notice has been received by the Secretary, of any assignment or attachment of, or encumbrance on the policy, he shall not execute a re-assignment of policy in

favour of the subscriber, or in the event of his death, of the legal representative of his estate as determined by a civil court having competence to pass orders in this respect until he shall have obtained the orders of the Board.

- 10.** (i) When the assigned policy is delivered to the Secretary, it shall be accompanied with a certificate from the subscriber to the effect that no prior assignment of the policy exists. This certificate shall be certified by a direct reference to the Insurance Company.
- (ii) Notice of the assignment of the policy shall be given by the subscriber to the Insurance Company and acknowledgement of receipt of the notice shall be handed over by the subscriber to the Secretary within three months of the date of the assignment.

11. Loan on Policy

No subscriber shall be allowed to take any loan on the policy.

12. Insurance Policy

Notwithstanding anything to the contrary in these rules, if an employee holds a Postal Insurance Policy, the rules relating to the assignment of the Policy shall be such as may be prescribed in the Post Office Insurance Fund Rules, published by the Government of Pakistan from time to time.

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MEDICAL ASSISTANCE TO THE EMPLOYEES OF THE BOARD

1. These rules shall apply to:-
 - (i) All whole time permanent employees of the Board.
 - (ii) all employees of the Board working against substantive/temporary posts.
 - (iii) such other employees as are specially permitted by the Chairman*.
2. In these Rules:-
 - a) “Employee” means an employee of the Board and for purposes of these rules shall include his family.
 - b) “Family” means parents, wife and children of an employee residing with and wholly dependent upon him. The word “Children” would include orphans brought up by an employee of the Board.
 - c) “Medical Assistance” means medical advice and attendance and medicines provided in any hospital or dispensary approved by the Board.
3. Medical allowance shall be given to all the employees at the rate to be fixed by the Board from time to time. In case hospitalization is considered necessary in case of any employee or his family member, Medical Officer of any Government Hospital situated within Sargodha Division shall refer the case to the Medical Superintendent District Headquarters Hospital, Sargodha or if the situation so demands, the employee can directly go to the Medical Superintendent District Headquarter Hospital Sargodha for hospitalization.
4. If an employee or his family member, on the recommendations of the Medical Officer of any Government Hospital within Sargodha Division, is treated in the District Headquarters Hospital, Sargodha or any other Government Hospital approved by the Board, expenses on his medical treatment but not on his food during his stay in that hospital shall be paid by the Board to the employee on the presentation of the actual receipt, employee shall be entitled to treatment in the general ward ordinarily and only with the prior permission of the Chairman in the private or family ward. For such permission, the recommendations of Medical Officer of Government Hospital within Sargodha Division, shall have to be produced. In case of emergency, however such permission shall have to be obtained within 24 hours.
5. In case, there is no arrangements in the District Headquarters hospital or Government Dispensary for any special treatment e.g. pathological, bacteriological, radiological and other tests etc. such treatment shall be allowed in

* Board’s decision dated 20-02-1993

MEDICAL ASSISTANCE TO THE EMPLOYEES OF THE BOARD

- a private hospital or clinic, on the recommendations of the Medical Superintendent of the District Headquarters Hospital and subject to the prior approval of the Chairman. In case of emergency, approval of the Chairman shall have to be obtained within 24 hours.
6. District Headquarters Hospital, Sargodha or any other hospital to be approved by the Chairman shall be the approved hospital for providing medical assistance.
 7. In serious cases of illness when the Medical Officer of any government Hospital within Sargodha Division refers the case to Medical Superintendent for hospitalization and in case he advises consultation and treatment by a specialist, the fee of the Specialist shall be paid by the Board, alongwith actual expenses of treatment, provided prior permission of the Chairman is obtained.
 8. Medical Allowance shall be paid to the retired employees of the Board at the same rate as is permissible to the in-service employees, provided that the Medical Allowance to retired employees will be paid on gross pension.
 9. An employee shall not be entitled to get medical allowance for the month during which he or any of his family member, are admitted in the hospital and the expenses on treatment are charged from the office.
 10. The hospitalization charges will be admissible for District Headquarters hospital Sargodha or for any other hospital to which the case is referred by the Medical Superintendent, District Headquarters Hospital Sargodha. The prior approval of the Chairman shall have to be obtained in such cases.
- In case of emergency such permission shall have to be obtained within 24 hours.
11. No medical assistance shall be given in case the father or the mother of an employee is employed in an organization where medical allowance/aid/assistance is provided or is a retired Government servant. However, the father or mother who is not serving such an organization or is not a retired government servant shall be entitled to avail this facility.
 12. **Deduction of Medical Allowance only for the period of hospitalization of patient***

کمیٹی نے بورڈ ملازمین اور ان کے ذریعہ کفالت افراد کے میڈیکل ری امبرسٹم دینے جانے کے معاملہ میں میڈیکل ایڈوائس کی کوئی بارے بعد از غور و خوض
 سفارش کی کہ بورڈ ملازمین اور ان کے ذریعہ کفالت افراد کے علاج معالجہ پر اٹھنے والے اخراجات کی ری امبرسٹم کرتے وقت ملازمہ کوئی کی بجائے صرف
 hospitalization والے ایام کا میڈیکل ایڈوائس منہا کیا جائے۔

* Added Board's decision dated 09-06-2016 vide item no. 13.

MEDICAL REIMBURSEMENT 2015*

- 1 یہ قوانین "Medical Re-imbursement Rules 2015" کہلائیے گئے۔
- 2 تمام ملازمین اور ان کے لواحقین (بیوی، بیٹے اور والدین) / ڈیپنڈنٹس (مستعار والدینی) / کنٹریکٹ ملازمین ان قوانین کے مطابق علاج معالجہ کی سہولت حاصل کر سکیں گے۔
- 3 سرکاری ہسپتالوں سے براہ راست جب کہ پرائیوٹ ہسپتال سے جناب چیئر مین کی اجازت سے علاج معالجہ کروائیں گے۔
- 4 پرائیوٹ ہسپتال سے علاج کے لیے پیشگی منظوری لینا ہوگی تاہم ایمر جنسی کی صورت میں جناب چیئر مین بعد ازاں بھی منظوری دے سکیں گے۔
- 5 ملازمین کے بلوں کی ادائیگی Entitlement کے مطابق ہوگی بشرطیکہ یہ بل وارڈ رجسٹرار کی وساطت سے آئے ہوں اور ان کے ساتھ ڈسچارج سلیپ بھی ہو۔
- 6 ہسپتال میں داخلے کی صورت میں جس عرصہ کا میڈیکل بل تسلیم کیا جائے گا۔ متعلقہ ملازم کی تحفہ دے اس عرصہ کا میڈیکل بل / وٹس وضع کر کے ادائیگی کی جائے گی۔ جب کٹاؤٹ ڈور کی صورت میں یا میڈیکل ٹیمٹ حسب سابق کسی بھی لیبارٹری سے کروائے گئے گے اور برطانیہ نوٹیفیکیشن D-PC-2-2/2010 Govt. of the Punjab Finance Department Lahore بتاریخ 15-07-2010 ادائیگی کی جائے گی۔
- 7 ملازمین کے میڈیکل بل / تعلیم کی دستاویزات کی جانچ پڑتال اور سفارشات کیلئے ایک Medical Re-imbursement Committee (MRC) تشکیل دی جائے گی جو کہ ایک معزز ممبر بورڈ، ڈپٹی اسسٹنٹ سیکرٹری ایڈمن اور ڈپٹی اسسٹنٹ سیکرٹری فنانس پر مشتمل ہوگی جس کی منظوری جناب چیئر مین دیا جائے گی۔
- 8 کمیٹی میڈیکل بل / تعلیم دستاویزات کی چھان بین کر کے Entitlement کے مطابق ادائیگی کی سفارش کرے گی۔ اگر ضروری سمجھا گیا تو متعلقہ ہسپتال سے رپکارڈ کی تصدیق کر سکے گی۔
- 9 MRC کی سفارش پر میڈیکل ایک لاکھ روپے مالیت کے بل کی ادائیگی کی منظوری کا حتمی اختیار جناب چیئر مین کو حاصل ہوگا تاہم ایک لاکھ روپے سے زیادہ مالیت کے بل کی ادائیگی کیلئے بورڈ سے منظوری حاصل کرنا لازمی ہوگا۔
- 10 ان میڈیکل قوانین میں کسی قسم کے رد و بدل کا اختیار جناب چیئر مین کو حاصل ہوگا۔ تاہم بورڈ سے توثیق حاصل کرنا ضروری ہوگی۔
- 11 بورڈ ملازمین اور ان کے لواحقین سرکاری ہسپتالوں کے علاوہ صرف منظور شدہ نجی ہسپتالوں کے درج ذیل ہسپتال سے علاج کروائیں گے۔
 - (i) صادق ہسپتال سرگودھا
 - (ii) فیض میموریل ہسپتال سرگودھا
 - (iii) مبارک ہسپتال سرگودھا
 - (iv) ابن سینا ہسپتال سرگودھا
 - (v) ابراہیم ہسپتال سرگودھا
 - (vi) اشرف میڈیکل سٹریٹ سرگودھا
 - (vii) بال میڈی کینٹر ہسپتال سرگودھا
 - (viii) قاطع ہسپتال سرگودھا
 - (ix) مسعود میڈیکل فیصل ٹاؤن لاہور
 - (x) چلڈرن ہسپتال، لاہور
 - (xi) آئی سٹریٹ جوہر ٹاؤن لاہور
 - (xii) PAF ہسپتال سرگودھا
 - (xiii) کمپائٹڈ ٹری ہسپتال
 - (xiv) ہسپتال سرگودھا
- 12 ہارٹ کے مریض FIC فیصل آباد یا PIC لاہور کے علاوہ طاہر ہارٹ سٹریٹ چنگی کینسر کے مریض شوکت خانم ہسپتال لاہور، انمول ہسپتال لاہور اور قائم ہسپتال فیصل آباد سے جناب چیئر مین کی منظوری سے علاج معالجہ کر سکیں گے۔
- 13 انتخابی ناگزیر اور مخصوص حالات میں جناب چیئر مین پاکستان کے کسی بھی ہسپتال سے علاج معالجہ کی منظوری دے سکیں گے۔ تاہم پنجاب سے باہر کسی بھی ہسپتال سے علاج معالجہ کی حتمی منظوری کیلئے Justification کے ساتھ معاملاً BOG کو پیش کیا جائے گا۔

یہ قوانین فوری طور پر نافذ العمل ہوں گے۔

- * Added vide Board's decision dated 24-02-2015 vide item no. 20.
- * Added Board's decision dated 09-04-2016 vide item no. 22.
- * Added Board's decision dated 20-03-2021 vide item no. 23.
- * Added Board's decision dated 25-09-2021 vide item no. T4.

CHAPTER 37**37.1-6 ADVANCE FROM PROVIDENT FUND**

1. Purpose for which Admissible

An advance from Provident Fund Account shall be admissible for the following purposes.

- (1) To pay expenses incurred in connection with the illness of a depositor or of a depositor's wife, parents or children;
- (2) To pay for a journey outside the Indo-Pakistan subcontinent;
- (3) To pay expenses in connection with marriages and funerals;
- (4) To defray the cost of (a) purchase of a house, or construction of a house, or (b) land for a house; or (c) major repairs and alterations to the house;
- (5) To purchase a cycle or a motor-vehicle;
- (6) To meet the cost of education of children abroad;
- (7) To pay Insurance Premium.

2. Second Advance

The Chairman may, in cases of extreme necessity, sanction a second advance before the full recovery of the first advance. The grant of the second advance shall be subject to the same conditions that have been laid down for the first advance with the proviso that the total amount of the second advance plus the unrecovered portion of the first advance shall not exceed half the amount standing at the credit of the subscriber.

3. In Hardship Cases only

The advance shall be sanctioned by the Chairman in cases of real hardship only.

4. Amount of Advance

The advance shall not exceed three months' pay of the depositor in the case of rules 1(1), 1(2), and 1(3); six months' pay in the case of rule 1(5); nine months' pay in the case of rule 1(6); and twenty-four months' pay in the case of rule 1(4).

5. Conditions

An advance shall not be made unless the depositor has subscribed to the fund for five years and the advance shall not exceed half the amount standing at the credit of the subscriber.

6. Mode of Recovery

When the depositor is on full pay, the principal of such an advance shall be repaid by compulsory deductions from the pay through equal installments during

RULES**37.7****ADVANCE FROM PROVIDENT FUND**

the next twelve months in the case of rules 1(1), 1(2), and 1(3); twenty-four months in the case of rule 1(5); thirty-six months in the case of rule 1(6), and 120 months in the case of rule 1(4).

7. Rate of Interest

After the completion of the repayment of the principal, the depositor shall in the next month pay the amount of interest at the rate then in force under regulations relating to Provident Fund that would have been credited to him if no advance was made to him.

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CHAPTER 38

38.1-7 **ADVANCE OUT OF THE BICYCLE LOAN FUND**

1. General Conditions

An advance for purchase of a bicycle shall be sanctioned by the Chairman to a confirmed employee holding a post in the basic pay scale No.1-11 having not less than four years service. The amount sanctioned shall, however, be released on production of a surety by the concerned official for the repayment of advance from a person not below the rank of Assistant having not less than 4 years service*.

2. Official of Confidential Press

An advance to an official working in the Confidential Press may be sanctioned, if inter alia, the O.C.P, certifies,;

1. that he has completed 4 years service; and,
2. that he also fulfills the conditions prescribed for the Gratuity Fund (Confidential Employees) Accounts Rules.

3. Not Admissible

No advance shall be permissible to an employee who is likely to retire before the completion of repayment of the amount advanced.

4. Bonafide Requirement

Advance must be bonafide requirement for purchase of a bicycle for personal use of the employee and if the amount advanced is in excess, the balance shall be refunded to the Board.

5. Amount of Advance

No advance shall exceed four month's pay of the employee or Rs.1,000/-, whichever is less*.

6. Interest

No interest shall be charged from the Borrower.

7. Mode of Recovery

Advance shall be recovered from the borrower by compulsory deduction from his pay by monthly installments equal to one-forty-eight part of the total advance. The Authority sanctioning the advance may, however, permit as a special case recovery to be made by smaller number of installments if the borrower so employees.

In case of death or quittance of service by the Borrower, the balance, if any, of the amount advanced shall be recovered from the person who stands surety for the Borrower.

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* Board's dated 26-12-1987

CHAPTER 39

39.1-2

UNIFORMS

1. Employees Entitled

The permanent employees, mentioned in Appendix-A, working in the office of the Board may be supplied with uniforms in accordance with the scale mentioned against each.

2. Conditions*

The temporary employees of the categories defined in Appendix-A may also be given uniforms under the following conditions:

- (i) If working against a permanent post but not confirmed; after completion of six months service.
- (ii) If working against a temporary post; after completion of one year's service, provided security equal to one month's salary has been deducted from the pay of such an employee.

Provided in such cases the employee concerned is able to produce a surety to the cost of uniform.

- (iii) The provision of uniform/shoes to the Security Guards, Drivers and Cleaners has been allowed in accordance with terms/conditions as under**:

Sr .#	Description of employees	Winter Uniform		Summer Uniform	
		Description of uniform	Quantity to be supplied	Description of uniform	Quantity to be supplied
1	Chaukidar	i. Qamiz Malatia (Cotton) ii. Pant (Blue Blazer) iii. Jarsi (Blue) iv. Brandi kot (Brown)	1 after two years 1 after two years 1 after three years 1 after seven years	i. Qamiz Malatia (Cotton) ii. Pant Khaki Zeen	2 sets every year -do-
2	Drivers and Cleaners	i. Shalwar kamiz irish color silver grey with badges ii. Jarsi silver grey color with badges	2 sets every year 1 for alternate year	1 Shalwar Kamiz K.T (Blue)	2 Sets every year

Note: The House decided to approve the matter with direction that daily wagers will be bound to wear the uniform***.

* Board's decision dated 27-12-1986

** Added Board's decision dated 04-02-2017 vide item no. 9.

*** Added Board's decision dated 15-04-2017 vide item no. 9.

CHAPTER 39**39.3****UNIFORMS**

3. Shoes may be Supplied

- i. Shoes may be supplied once in a year before 'Eid-ul-Fitre' to the employees defined in Appendix-A who are entitled to the uniform in accordance with Rule 1 & 2. However, the price of Shoes shall be fixed by the Board from time to time.
- ii. *Financial assistance to Class-IV employees for purchase of shoes, on Eid-ul-Fitar occasion, has been enhanced from Rs. 2000/- to Rs. 2300/- *.*

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* Added Board's decision dated 21-09-2019 vide item no. 10.

APPENDIX-A

Sr. No.	Description of Employees	WINTER UNIFORM		SUMMER UNIFORM	
		Description of Uniform	Quantity to be Supplied	Description of Uniform	Quantity to be Supplied
(1)	Chaukidar	i) Qamiz Malatia (Cotton) ii) Pant (Blue Blazer) iii) Jarsi (Blue) iv) Brandi Kot (Brown)	1 after two years. 1 after two years 1 after three years 1 after seven years.	i. Kamiz Malatia (Cotton) ii. Pant Khaki Zeen	2 sets every year -do-
(2)	Driver and Cleaner	i)* Shalwar Kamiz Irish Color Silver Grey with Badges ii) Jarsi Silver Grey Color with Badges.	2 set every year 1 for alternate year	1. Shalwar Kamiz K.T (Blue)	2 Sets every Year
(3)	Qasid	i) Kamiz & Shalwar Irish. ii) Sherwani Khaki iii) Turban Khaki (Malmal)	1 set for alternate year -do- Two for alternate year	i. Shalwar Kamiz K.T. White. ii. Achkin White Top Tax iii. Turban White (Malmal)	2 sets every year. 1 every year 2 every year

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* Board's decision dated 27-12-1986

CHAPTER 40

40.1-3 AUTHORITY TO SANCTION LEAVE

Leave shall be granted by the following Competent Authorities:

1. In the Case of Earned Leave

- | | |
|--|-------------------|
| (i) to Employees in Basic Pay Scale No. 16 and above | By the Board. |
| (ii) to employees in Basic Pay Scale No. 5 to 15 | By the Chairman. |
| (iii) to employees in Basic Pay Scale No. 1 to 4 | By the Secretary. |

2. In the Case of Casual Leave to Employees in Basic Pay Scale No. 16 and above*

- | | |
|--|--|
| (i) to Secretary, Audit Officer
and Controller of Examinations | By the Chairman. |
| (ii) to the Deputy Secretaries,
Assistant Secretaries &
Headmistress | By the Secretary upto 2 days and by the
Chairman for more than 2 days. |
| (iii) To the Deputy Controllers and
Assistant Controllers | By the Controller upto 2 days and by the
Chairman for more than 2 days. |
| (iv) to Superintendents | By the Deputy Secretary or Deputy
Controller upto 2 days, by the Secretary
or the Controller, upto 5 days and by the
Chairman for more than 5 days. |

3. In the Case of Casual Leave to Employees in Basic Pay Scale No. 5 to 15*

- | | |
|--|--|
| (i) to Assistants, Senior Clerks and
Junior Clerks | By the Assistant Secretary/Assistant
Controller upto 3 days and by the Deputy
Secretary/Deputy Controller upto 5 days
and by the Secretary or the Controller for
more than 5 days. |
| (ii) to Junior Auditors and other staff
working in the Audit Branch | By the Audit Officer. |
| (iii) To the S.S.T, P.E.T and School
Clerk | By the Headmistress upto 5 days. By the
Secretary upto 10days and by the
Chairman for more than 10 days |

* Board's Decision Dated 28.09.1985.

RULES

40.4-5

AUTHORITY TO SANCTION LEAVE

- | | |
|---|--|
| 4. In the Case of Casual Leave to The Employees in Basic Pay Scale No. 1 to 4 | By the Superintendent upto 2 days, by the Branch Officer upto 7 days and by the Secretary or Controller for more than 7 days. |
| 5. In the Case of any other Leave not mentioned in these rules | By the Board in the case of Employees in Basic Pay Scale No. 16 and above, and by the Appointing Authority in the case of other employees. |

• • •

TERMS AND CONDITIONS OF SERVICE OF PART-TIME EMPLOYEES

1. Categories of Part Time Employees

The post of Legal Adviser, and such other posts as the Board may decide from time to time, shall be held by the part-time employees.

2. Terms and Conditions

The appointments against these posts shall be made by the Board on such fixed rates of salary and on such terms and conditions as the Board may prescribe in each case.

3. Remuneration

Except as provided in rule 2 above, the part-time employees shall not be entitled to payment of any other remuneration from the Board;

Exception: The Legal Adviser will be entitled to a fee for conducting each case of the Board in a Court of law, as decided by the Board.

(i) *Legal Advisor (Supreme Court), Legal Advisor Sargodha, Salary + Clerk Salary P.M will be paid as per fixed in nomination letter / Board decision.*

(ii) *Legal Counsels may be hired at tehsil level, per case counsel fee + expenditure + clerk fee, has been fixed by the Board in, decision dated 28-06-2012* & revised rates, decisions of Board dated 20-12-2014**, 24-02-2015*** & 09-04-2016****.*

5. Concessions

Unless otherwise provided, the part-time employees shall not be entitled to any other concession.

6. Termination of Service

The Board may, at any time, terminate the services of a part-time employee by giving one month's notice or one month's salary in lieu thereof;

Provided that if such an employee desires to leave the service, he shall be required to give one month's notice or salary in lieu thereof.

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* Added Board's decision dated 28-06-2012 vide item no. 2 (approval of finance committee meeting recommendations under item no. viii).

** Added Board's decision dated 20-12-2014 vide item no. 33.

*** Added Board's decision dated 24-02-2015 vide item no. 14.

**** Added Board's decision dated 09-04-2016 vide item no. 14.

CHAPTER 42

ADVANCE FOR THE PURCHASE OF MOTOR CAR, MOTOR CYCLE, SCOOTER AND LAPTOP

42.1-3

1. Purpose

Advance may be sanctioned to an employee for the purchase of a Motor Car subject to the following conditions:

Conditions

- (i) Ordinarily, an advance will be given to an employee holding a permanent post in substantive capacity. The Board may, however, in its discretion grant an advance to a temporary employee or an employee on deputation with the Board.
- (ii) The Car Advance will be given only to employees in Pay Scale No.16 and above.
- (iii) An advance to an employee working in the Confidential Press may be sanctioned if, inter-alia, the Officer Incharge Confidential Press certifies that the employee fulfils the conditions prescribed by the Gratuity Fund (Confidential Employees) Accounts Rules.
- (iv) An advance will be given only when the Board considers it to be in the interest of the Board's service that the employee should use a Motor Car in the discharge of his duties.

Advance can only be granted to such employees as are compelled in the course of their official duties to do much touring or to making frequent journeys at short notice, or where the saving of time is of real importance.

2. Amount of Advance

The total amount to be advanced to an employee shall not exceed 36 months' pay or Rs.100,000/- whichever is less, in the case of a Motor Car or the anticipated price of the vehicle, whichever is less. If the actual price paid is less than the advance taken, the balance shall be refunded to the Board forthwith.

3. Mode of Recovery

Recovery of advance will commence with the first issue of pay after the advance is drawn. It will be recovered in 100 monthly installments in the case of advance for the purchase of a car. The Chairman may, however, permit recovery to be made in a smaller number of installments, if the employee receiving the advance so desires.

RULES**ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP****42.4-6**

The amount of simple interest which is to be calculated at the rate of 5% per annum on the balance outstanding on the last day of each month, will be recovered in one or more installments, each installment being not appreciably greater than the installment by which the principal amount was recovered. The recovery of interest will commence from the month following the month in which the whole of the principal amount has been repaid.

4. Execution of Agreement and Bond

In order to secure the Board from loss consequent on an employee dying or quitting the service before complete repayment of the advance, with interest accrued thereon, an employee will be required to execute an agreement in Form 'A' attached to these rules, before drawing the advance from the Board. The conveyance shall be purchased within one month from the date on which the advance is taken. On completing the purchase, the employee will further execute a bond in Form 'B' attached to these rules hypothecating the conveyance to the Board as a security for advance. The bond shall be kept in safe custody of the Secretary.

Note: Besides the Agreement and Bond referred to above, a temporary employee shall be required to give surety by a permanent employee of the Board undertaking to refund the amount of advance in case of his default.

5. Conditions for advance to employees on foreign service with the Board

An employee on Foreign Service with the Board may avail himself of the benefit of advance for the purchase of Motor-Car on such conditions would apply to him as if he were serving in his parent department.

Provided that in case the employee reverts to his parent department before the complete recovery of the advance, the parent department will undertake to recover the balance of amount due from the employee from his pay in such monthly installments as had been agreed upon while he was serving under the Board and credit the amount so recovered to the accounts of the Board every month; provided further that if the employee leaves the service of the government before the complete recovery of the advance, he will deposit the balance of the amount due from him in the accounts of the Board.

6. Subject to the provisions of the rules contained in this Chapter, an advance for purchase of Laptop may be sanctioned to a regular employee of the Board, not below the rank of Junior Clerk having computer skill, according to the following conditions*:-

* Board's decision dated 01-09-2012

RULES**ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP****42.7**

1. The chairman will approve this advance on the recommendation of the Committee constituted for this purpose.
2. Atleast five years service remaining before retirement.
3. Office may sanction an advance upto Rs.50,000/-, without interest, for purchase of Laptop extra price will be paid by the employee himself, whereas, in the case price is below Rs.50,000/- the remaining amount shall be deposited back by the employee, immediately.
4. The laptop, atleast, be according to the following specifications:
 - i) Screen atleast 15".
 - ii) Processor speed 2.3 GHZ.
 - iii) Hard Drive 500 GB
 - iv) RAM 4 GB.
 - v) Camera
 - vi) WiFi
5. It shall be compulsory for the borrower employee to use laptop for the official working, atleast, till the recovery of the loan.
6. The employee concerned will provide two sureties from two employees of the Board whose remaining service should be atleast 5 years. If the borrower will fail to refund the advance, the same will be recovered from the pay of the officials giving sureties.
7. The employee shall buy laptop as soon as possible and provide its proof to the office of the Secretary.
8. Recovery of advance will be made in installments within three years. 1st installment will commence, one month after the drawal of the advance. However, the Chairman may extend this period.
9. In case of discontinuation of service or death of the employee (borrower), the remaining amount of advance will be recovered from his emoluments, if the amount of recovery exceeds his emoluments, the employees giving sureties will be held responsible for the remaining recovery.

RULES

**ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP****42.7**

10. Deputationists may avail this facility. However, the amount of advance shall be recovered within the period of deputation, otherwise this amount will be recovered from their emoluments.

11. **Amendment in Chapter No. 42 Volume-II Board Calendar “Loan for the Purchase of Motor Cycle/Scooter.”**

The Board, in its meeting held on dated 17-09-2015 vide item no. 12, has approved the following amendment in chapter no. 42 volume-II Board Calendar “Loan for the purchase of Motor Cycle / Scooter”.

- i. The Chairman will sanction these loans to the employees on the recommendations of the committee constituted for this purpose.
- ii. This loan will be given to an employee not below the rank of Senior Clerk and who have not less than five years regular service in the Board and no major punishment was imposed upon him. In case of major punishment, the ACR's of three years were correct.
- iii. Loan will be granted to those employees whose five years service still remain in hand and any other loan is not sanctioned to him from the Board.
- iv. Maximum Rs.50000 /- loan will be paid for purchase of Motor Cycle. If the actual price paid is less than the loan, the balance shall be refunded to the Board forth with.
- v. The employee who received the loan for the purchase of Motor Cycle shall be required to use the Motor Cycle for office duty till the recovery of amount of said loan and employee concerned will provide under taking, on stamp paper, that he will not sale the Motor Cycle till refund of loan.
- vi. The employees concerned will provide guarantee of two employees of the Board that if the borrower will not pay the amount of loan,

RULES**ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP****42.7**

this amount will be recovered from the salary of the guarantors. Both guarantors should have five years' service in hand.

- vii. The recovery of advance will be made in 60 equal installments from the salary of employees. Mark up of loan will be at the rate of Board rules.
- viii. On retirement/ dismissal or the death of borrower, the balance amount of loan will be recovered at the time of payment of his dues. If the due amount of employee is less than the amount of balance of loan then the guarantors will be bound to pay this amount.
- ix. The borrower will provide copy of registration, as a proof, in the office of Secretary within two months of the purchase of motor cycle. The registration of motor cycle must be in the name of borrower*.
- x. The employees working in BS-16 and above, who receives an advance for the purchase of Motor Cycle or Scooter shall be required to pay a simple interest @5% per annum on amount outstanding against him. The interest shall be calculated on the balance outstanding on the last day of each month**.

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* Added Board's decision dated 17-09-2015 vide item no. 12.

** Added Board's decision dated 12-12-1988 vide item no. 15.

RULES**ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP**

REFERRED TO IN NOTE 4 BELOW P.F.R. 10-21(7)

Agreement to be executed when drawing an advance for the purchase of a Motor Car/Motor Cycle/Scooter.

AN AGREEMENT made -----day of -----, two thousand and -----of ----- BETWEEN (hereinafter called the Borrower, which expression shall include his legal representatives and assignees) of the one part and the Board of Intermediate & Secondary Education, Sargodha (hereinafter called “the Board”) of the other part;

WHEREAS the Borrower has under the provisions of the Board Rules (hereinafter referred to as the said Rules which expression shall include any amendments thereof for the time being in force) applied to the Board for loan of Rs. ----- for the purchase of Motor Car/ Motor Cycle/Scooter and the Board has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained;

NOW IT IS HEREBY AGREED between the parties, hereto, that in consideration of the sum of Rs. ----- paid by the Board to the Borrower, (the receipt of which the Borrower hereby acknowledges) the Borrower here by agrees with the Board: (1) to pay the Board, said amount with interest, if any, calculated according to the said Rules by monthly deductions from his salary as provided for by the said Rules and, hereby, authorizes the Board to make such deductions : (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a Motor Car/Motor Cycle/ Scooter or if the actual price paid is less than the loan to re-pay the difference to the Board forthwith; and (3) to execute a document hypothecating the said Motor Car/ Motor Cycle/Scooter to the Board, as security for the amount lent to the Borrower, as aforesaid and interest in the form provided by the said Rules.

RULES

**ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP**

REFERRED TO IN NOTE 4 BELOW P.F.R. 10-21(7)

AND IT IS HEREBY LASTLY AGREED AND DECELARED that if the Motor Car/Motor Cycle/Scooter has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of the Board or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS WHEREOF the Borrower has hereunto set his hand the day and year first before written.

SIGNED by the said
In the presence of

Witness 1 _____

Witness 2 _____

RULES
ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP

REFERRED TO IN NOTE 4 BELOW P.F.R. 10-21(7)

MORTGAGE BOND FOR MOTOR CAR/MOTOR CYCLE/SCOOTER ADVANCE

This INDENTURE made this ----- day of ----- two thousand and -----
 BETWEEN ----- (hereinafter called "the Borrower") of the one part and the
 BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SARGODHA
 (hereinafter called "the Board") of the other part.

WHEREAS THE Borrower has applied for and has been granted as advance of Rupees --
 ccp-----to purchase a Motor Car/Motor Cycle/Scooter on the terms contained in the
 Board Rules (hereinafter referred to as "the said Rules" which expression shall include
 any amendment thereof or addition thereto for the time being in force); AND WHEREAS
 one of the conditions upon which the said advance has been/was granted to the Borrower
 is/was that the Borrower will/would hypothecate the said Motor Car/Motor Cycle/Scooter
 to the Board as security for the amount lent to the Borrower; AND WHEREAS the
 Borrower has purchased with or partly with the amount so advanced as aforesaid the Motor
 Car/Motor Cycle/Scooter particulars whereas are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and
 for the consideration aforesaid the Borrower doth hereby covenant to pay to the Board
 the sum of Rs. ----- aforesaid or the balance thereof remaining unpaid at the date
 of these present by equal payments of Rs.----- each on the first day of every month
 and will pay interest, if any, on the sum for the time being remaining due and owing
 calculated according to the said Rules and the Borrower doth agree that such payments
 may be recovered by monthly deductions from his salary in the manner provided by the
 said Rules and in further hereby pursuance of the said agreement the Borrower doth
 assign and transfer unto the Board the Motor Car/Motor Cycle/Scooter the particulars
 whereof are set out in the Schedule hereunto written by way of security for the said
 advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase
 price of the said Motor Car/Motor Cycle/Scooter and that the same is his absolute
 property and that he has not pledged and so long as any money remains payable to the
 Board in respect of the said advance will not sell, pledge or part with the property in or
 possession of the said Motor Car/Motor Cycle / Scooter PROVIDED ALWAYS and it is
 hereby agreed and declared that if any of the said installments of principal of interest
 shall not be paid or recovered in manner aforesaid within ten days after the same are due
 or if the Borrower shall die or at any time cease to be in the service of the Board or if the
 Borrower shall sell or pledge or part with the property in or possession of the said Motor
 Car/Motor Cycle/Scooter or become insolvent or make any composition or arrangement
 with his creditors or if any person shall take proceedings in execution of any decree or
 judgment against the Borrower the whole of the said principals sum which shall then be

RULES
ADVANCE FOR THE PURCHASE OF MOTOR CAR,
MOTOR CYCLE, SCOOTER AND LAPTOP

remaining due and unpaid together with interest thereon calculated as aforesaid shall forth with become payable AND IT IS HEREBY AGREED and declared that the Board may on the happening of any of the events herein before mentioned seize and take possession of the said Motor Car/Motor Cycle/Scooter and either remain in possession thereof without removing the same or else may remove and sell the said Motor Car/Motor Cycle/ Scooter either by public auction or private contract and may out of the sale money's retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs charges, expenses and payments properly incurred or made in maintaining, defending or realizing his rights hereunder and shall pay over the surplus, if any, to the Borrower his executors, administrators or personal representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said Motor Car/Motor Cycle/ Scooter shall not prejudice the right of the Board, to sue the Borrower or his personal representatives for the said balance remaining due and interests or in the case of the Motor Car/ Motor Cycle/ Scooter being sold the amount by which the net sale proceeds fall short of the amount owing;

AND the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the Board he, the Borrower will insure and keep insured the said Motor Car/Motor Cycle/Scooter against loss or damage by fire, theft, or accident with an Insurance Company to be approved by the Board and will produce evidence to the satisfaction of the Board that the Motor Insurance Company with whom the said Motor Car/ Motor Cycle/ Scooter is insured have received notice that the Board is interested in the Policy. And the Borrower hereby further agrees that he will not permit or suffer the said Motor Car/ Motor Cycle/Scooter to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof, AND further that in the event of any damage or accident happening to the said Motor Car/ Motor Cycle/ Scooter the Borrower will forthwith have the same repaired and made good.

IN WITNESS whereof the said ----- (Borrower) hath hereunto set his hand the day and the year first above written.

THE SCHEDULE

Description of Motor Car/ Motor Cycle/Scooter Maker's Name.

Description.

No. of Cylinders.

Engine No.

Chasis No.

Cost price.

Signed by the Borrower
In the presence of

Witness 1 _____

Witness 2 _____

CHAPTER 43

PROHIBITION OF EMPLOYEES OF THE BOARD FROM TAKING PART IN POLITICS AND ELECTIONS

43.1-7

1. **Bar on Participating in any Political Movement**

No employee of the Board shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

2. **Dependents to be restrained**

No employee of the Board shall permit any person, dependent on him for maintenance or under his care or control, to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly, to be subversive of Government law established in Pakistan.

3. **Canvassing for Election not Allowed**

No employee of the Board shall canvass or interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere;

Provided that an employee of the Board or a Government servant on deputation to the Board, who is qualified to vote at such election, may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

4. **Dependent no to Canvass**

No employee of the Board shall permit any member of his family dependant on him to act in a manner in which he himself is not permitted by rule 3.

5. **Candidature for Election to a Legislative Body**

An employee of the Board, who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body, shall be deemed for the purpose of rule 3 to take part in an election to such body.

6. **Local Body Election**

The provisions of rules 3 and 4 shall, so far as may be, apply to elections to local authorities or bodies save in respect of Board employees / Government servants on deputation to the Board required or permitted by or under any law, or order of the Board, for the time being in force, to be candidates at such elections.

7. **Board to Determine Nature of any Movement**

If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Board thereon shall be final.



CHAPTER 44

44.1-4 GRANT OF WEDDING GIFT TO “C” CLASS EMPLOYEES

1. Eligibility

These rules shall apply to:-

- i) All whole-time permanent employees in Basics Pay Scale Nos. 1 to 4.
- ii) All whole-time employees in Basic Pay Scale Nos. 1 to 4 working against permanent posts; provided that they have worked against these posts for at least six months.

2. Amount

A sum of Rs. 500/- may be given as gift to an employee for his own marriage. A sum of Rs. 2000/- may be given as gift to an employee for the marriage of his daughter.

3. Condition

- i) In case an employee applies for gift before marriage, he shall produce a certificate from a Gazetted Officer that the marriage is taking place on a particular date.
- ii) In case the request for gift is made after marriage, the employee concerned shall produce “NIKAH NAMA” in original. The request for grant of gift in such cases shall be made within one month after the marriage and no application after the expiry of one month from the date of marriage shall be entertained.

4. Sanctioning Authority

The secretary shall be competent to grant the wedding gift.



CHAPTER 45

45.1-4

GENERAL PROVIDENT FUND RULES

1. Purpose

A General Provident Fund to be called “The Board of Intermediate & Secondary Education, Sargodha. General Provident Fund” shall be established for the benefit of the employees of the Board.

2. Employees who have to join

All whole-time employees of the Board in permanent service and employees in temporary service, who are likely to be retained in service for at least three years with the exception of those who have opted for Contributory Provident Fund, shall be required to join the General Provident Fund of the Board.

3. Conditions and Rates of Subscription

- i) A subscriber shall subscribe monthly to the Fund except during the period of suspension;

Provided that a subscriber on reinstatement, after a period passed under suspension, shall be allowed the option of paying in lump sum or in installments any sum not exceeding the maximum amount of subscription permissible for that period.

- ii) The amount of subscription shall be as fixed by the Government of the Punjab.

Note:- when the calculation involves less than 50 paises, the paises shall be ignored and when the calculation involves paisa 50 or more, a full rupee shall be counted.

- iii) The rate of subscription shall be fixed on the basis of the pay of the subscriber on 30th June of the proceeding year. If a subscriber joined the fund for the first time on a day subsequent to the above date, his pay shall be the pay to which he was entitled on such subsequent date.

- iv) The amount of subscription so fixed shall remain un-changed through out the financial year.

- v) The subscription shall be deducted from the pay of the subscriber monthly and shall be credited to his account.

4. Nominations

- i) A subscriber shall, as soon as may be possible after joining the fund, send to the Secretary of the Board, a nomination conferring of one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his death before that amount has become payable or having become payable, has not been paid. Provided that if at

RULES**45.5-6****GENERAL PROVIDENT FUND RULES**

the time of making the nomination the subscriber has a family, the nomination shall not be in favour of person or persons other than the member of his family.

- ii) If a subscriber nominates more than one person, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- iii) The subscriber may, at any time, cancel a nomination by sending a notice to the secretary alongwith a fresh nomination.
- iv) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Secretary.

5. Subscriber's Account

- i) An account shall be prepared in the name of its subscriber and shall show the amount of his subscription with interest thereon calculated as prescribed in rules.
- ii) The Secretary shall cause to be maintained proper accounts relating to the fund showing the account for the time being at the credit of each subscriber and the general state of the fund, in such form as the Board may prescribe. After the end of every financial year, each subscriber shall be supplied with a Pass Book which shall show the amount for the time being at credit of the subscriber.

6. Interest

- i) The Board shall pay to the credit of the account of a subscriber, interest at such rate as may be determined by the Board for each year which shall not be more than the interest earned on the investments made by the Board from the fund.
- ii) The interest shall be credited w.e.f. the last day in each year in the following manner.
 - a. On the amount at the of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year interest for twelve months;
 - b. On sums withdrawn during the current year interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal;

RULES**45.7****GENERAL PROVIDENT FUND RULES**

- c. On all sums credited to the subscribers account after the last day of the preceding year interest from the date of deposit up to the end of the current year;
- d. The total amount of interest shall be rounded to the nearest whole rupee (Paisa 50 and above counting as the next higher rupee).
- iii) In this rule the date of deposit shall in the case of a recovery from pay be deemed to be the first day of the month in which it is recovered and in the case of an amount forwarded by the subscriber shall be deemed to be first day of the month of receipt, if it is received on or after the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.
- iv) The interest shall not be credited to the account of a subscriber if he informs the Secretary that he does not wish to receive it but if he subsequently asks for the interest, it shall be credited w.e.f the first day of the year in which he asks for it.

7. Advance from G.P.F

- 1. A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the direction of the Chairman subject to the following conditions;
 - a) No advance shall be granted unless the Chairman is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following object or objects;
 - i) To pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him provided further that the loan will be granted on production of Medical Certificate from the authorized Medical Officer.
 - ii) A temporary advance may be granted to the subscriber for the performance of Hajj.

Note: In cases falling under item (i) above, advance may be granted by the Chairman to pay debts incurred; provided an application is made within a reasonable time after the event to which it relates. What is a reasonable time will be determined on the merit of each case. Advances to pay debts incurred in cases falling under item (ii) require the sanction of the Board.

RULES**45.7****GENERAL PROVIDENT FUND RULES**

- b) An advance shall, not except for special reasons to be recorded in writing by the Chairman;
 - i) Exceed 3 month's pay or half the amount at the credit of the subscriber in the fund whichever is less.
 - ii) Unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-clause (b) (i) be granted until at least twelve months after the final re-payment of all previous advances together with interest thereon.
- 2. An advance shall be recovered from the subscriber in such number of equal monthly installments as approved by the Chairman, but such number shall not be less than twelve unless the subscriber so elects or in any case more than twenty-four.
- 3. The recovery shall be made by deduction from pay monthly and shall commence on the first occasion after the advance is made on which the subscriber draws pay for a full month.
- 4. If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.
- 5. After the principal amount of the advance has been fully repaid, interest shall be paid thereon at the rate fixed by the Board. Interest shall ordinarily be recovered in one installment in the month after complete repayment of the principal; but if the period of repayment exceeds 20 months, interest may, if the subscriber so desires, be recovered in two equal monthly installments. The amount of interest shall be rounded to the nearest rupee.
- 6. 1. An advance for the construction or purchase of a house for occupation by the subscriber himself or his family or for making addition to or alteration in an existing house owned by the subscriber, whether or not constructed or purchased with a House Building Advance, may be granted to him from the amount standing to his credit in the fund at the discretion of the Chairman subject to the following conditions:-
 - a) The advance shall, in no case, 24 months pay of the subscriber or 80% of the amount at the credit of the subscriber in the fund, whichever is less.
 - b) Advance granted for the construction of house shall be paid in two equal installments.

RULES**45.8****GENERAL PROVIDENT FUND RULES**

- c) If the first installment is not utilized for the purpose of construction of the house within eight months of its drawal, it shall be refunded unless the Chairman extends this period.
 - d) For the purpose of drawal of the 2nd installment, the subscriber shall be required to give under his hand a certificate to the effect that he had actually utilized the first installment on the construction of the house.
 - e) The subscriber shall not dispose of the house constructed with an advance from the fund unless the advance has been repaid or the subscriber retires from Board's service.
 - f) Recovery shall be made at 7% of the subscriber's pay commencing from the 2nd issue of pay after the first installment of the advance is drawn.
 - g) Advance out of G.P. Fund for extension/alteration may be granted only on production of title of property/ house.
2. In case where a subscriber draws only a part of the house building advance from his G.P. Fund, the total of the house building advance obtained from the Board as loan and advance from G.P. Fund shall be limited to 24 month's pay of the subscriber. Recovery in such cases on account of advance from the Fund will commence immediately after the loan from the Board with interest accrued thereon has been fully paid.
 3. Interest on the above advance shall be recovered at the rate and in the manner prescribed under sub Rule (5) above.
 7. The subscriber whose deposits in the Fund carry no interest shall not be required to pay interest on the advance granted to him from the Fund.

8. Payment towards insurance premia

The amount of subscription with interest thereon, standing to the credit of a subscriber in the fund, may be withdrawn for payment of insurance premium according to the rules of the Board for similar payment from the Contributory Provident Fund.

RULES**45.9****GENERAL PROVIDENT FUND RULES**

9. Final withdrawal & Accumulation in fund

1. when a subscriber quits the service of the Board, the amount standing to his credit in the fund shall, become payable to him provided that a subscriber who has been dismissed from the service and is subsequently reinstated in the service shall, if required to do so by the Board, repay any amount paid to him from the fund with interest thereon at the rate prescribed by the Board. The amount so repaid shall be credited to his account in the Fund.
2. When a subscriber has proceeded on Leave Preparatory to Retirement, the amount standing to his credit in the Fund, upon application made by him in this behalf to the Secretary shall become payable to the subscriber.
3. On the death of a subscriber before the amount standing at his credit has become payable;
 - (i) When the subscriber leaves a family;-
 - a) If a nomination made by the subscriber in favour of a member or members of his family subsists the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in nomination
 - b) If no such nomination in favor of any member of the family of the subscriber subsists or if such nomination related only to a part of the amount standing to his credit in the Fund, the whole amount of the part thereof to which the nomination does not relate as the case may be shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, shall become payable to the members of his family in equal shares subject to the conditions prescribed in the G.P. Fund rules of the Provincial Government.
 - (ii) When the subscriber leaves no family and if a nomination made by him subsists, the amount standing to his credit in the Fund on the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

RULES**45.10 GENERAL PROVIDENT FUND RULES**

4. Any person who desires to claim payment under this rule shall send a written application in this behalf to the Secretary of the Board.
10. For the matters not provided for in these rules, the rules of the Punjab Government for the G.P. Fund may be followed;

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CHAPTER 46**46.1-6 ADVANCE FROM MARRIAGE LOAN FUND**

1. Conditions

An advance for marriage may be granted by the Chairman to a confirmed employee subject to the following conditions;

- i) A certificate from two officers of the Board to the effect that the financial assistance is a bonafide requirement of the employee/s.
- ii) A copy of Nikah Nama duly attested by an officer of the Board within a fortnight of the date of solemnization of marriage.
- iii) If the employee fails to submit the copy of Nikah Nama, he will have to refund the amount without any reservation.

2. Amount

The advance will be admissible in the following manner;

- a) Employee's own marriage 3 months pay.
- b) Marriage of real daughter / s
Sister /s 3 months pay.
- c) Marriage of real son and one dependent younger brother 2 months pay.

3. Application

Application for the Advance must be made at least one month before the fixed date of marriage.

4. Mode of Recovery

Advance shall be recovered from the borrower by compulsory deduction from his pay by monthly installments equal to one thirty sixth part of the total advance. The Chairman may as a special case reduce the number of installments if the borrower so applies.

5. Advance Refundable before Retirement

The remaining balance of advance of an employee who is likely to retire before the complete repayment of the loan, shall be recovered by an increase in the monthly installment in such a manner that the total recovery does not exceed $\frac{1}{4}$ of the pay.

6. Interest

No interest shall be charged from the borrower.

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CHAPTER 47

47.1-7 **BOARD EMPLOYEES BENEVOLENT FUND RULES**

1. These rules shall come into force with effect from 1st July, 1983.
2. **Categories of Employees**
 - Category-I: BPS-16 and above (“A” Class Employees)
 - Category-II: BPS-1 to 15 (B & C Class Employees)
3. **Rate of Monthly Contribution**
 - Category-I: 3 % of Basic Pay*
 - Category –II: 3% of Basic Pay instead of 2% Basic Pay*
4. **Eligibility**

All whole time employees working against permanent posts who have completed atleast two years service.
5. **Management Committees**
 - For Category-I:
 - (1) Chairman
 - (2) Secretary
 - (3) One employee in BPS-16
 - (4) One employee in BPS-17
 - (5) One employee in BPS-18

The members at Sr.No.3 to 5 above will nominated by the Chairman.
 - For Category-II:
 - (1) Chairman
 - (2) Secretary
 - (3) One employee in BPS-1 to 4.
 - (4) Two employees in BS-5 to 10.
 - (5) One employee in BPS-11 to 15.

The members at Sr. No.3 to 5 above will be nominated by the Chairman.
6. **Tenure:** The tenure of the nominated members will be for a Calendar/Financial year.
7. **Account:**
 1. There shall be two separate Accounts one for “A” Class employees and

* Board’s decision dated 20-04-2005

RULES**47.8-9 BOARD EMPLOYEES BENEVOLENT FUND RULES**

the other for "B & C" Class employees, maintained with U.B.L. Board's Campus in the name of Secretary.

2. The Board will allocate annual contribution as and when it is required.

8. Procedure for Withdrawal of Amount

The cheques upto Rs. 10,000/- will be signed by the Assistant/Deputy Secretary, above Rs. 10,001/- upto Rs.20,000/- by the Secretary and Rs.20,001/- and above will be signed jointly by the Chairman and the Secretary*.

9. The employees and the members of their families of category I and II will be eligible for aid in the circumstances and to the extent indicated below:

(A) Monthly Aid

If an employee is invalidated or dies during service or the death occurs within 15 years after his retirement, he or his family as the case may be shall be entitled to a monthly grant at the following rates:-

BPS 1 to 4	=	Rs.1000/- P.M.
BPS 5 to 10	=	Rs.1100/- P.M.
BPS 11 to 15	=	Rs.1300/- P.M.
BPS 16	=	Rs.1600/- P.M.
BPS 17	=	Rs.1800/- P.M.
BPS 18	=	Rs.2000/- P.M.
BPS 19	=	Rs.2300/- P.M.
BPS 20 and above	=	Rs.2500/- P.M.

Provided that:-

- (i) The monthly aid for life shall be admissible to the widows of only such government servants who die during in service.
- (ii) in case death occurs after retirement, the monthly grant shall be admissible for the unexpired period of 15 years from his retirement.

Note: The revised rates mentioned above shall be effective from 01-07-1990.

RULES**47.9****BOARD EMPLOYEES BENEVOLENT FUND RULES**

Note: Approved rates of Scholarship, marriage grant and funeral grant

The rates of Scholarship, marriage grant and funeral grant from benevolent fund has been approved according to the Govt. of Punjab benevolent fund rules and further decided to abolish 2nd scholarship from General Fund on the recommendations of the committee*.

(B) FUNERAL GRANT

- | | |
|---|---|
| (i) On the death of an employee | as per Govt. Rates/rules amended from time to time. |
| (ii) On the death of a dependent member of the family of an employee. Provided that the application is made within 190 days of the death. | as per Govt. Rates/rules amended from time to time. |
| (iii) On the death of Board Employee in BPS-1 to 15 after his retirement | as per Govt. Rates/rules amended from time to time. |

(C) MARRIAGE GRANT

- | | |
|---|---|
| (i) For the marriage of each daughter. | |
| (ii) To a "A" Class Board Employees in BPS-16 and above while in service and for 15 years after his retirement. | as per Govt. Rates/rules amended from time to time. |
| (iii) To a "B & C" Class Board Employee in BPS-1 to 15 while in service and for 15 years after his retirement. | as per Govt. Rates/rules amended from time to time. |
| (iv) To the deceased or invalidated and retired employee who dies within 10 years of the retirement. | as per Govt. Rates/rules amended from time to time. |

Provided that the application for the grant is made by the applicant within 90 days of the marriage.

* Added Board's decision dated 15-09-2018 vide item no. 23.

RULES**47.9****BOARD EMPLOYEES BENEVOLENT FUND RULES**

(C) EDUCATIONAL SCHOLARSHIPS

- (i) In case of a retired or in service Board Employees:
 - (a) Grant may be admissible to not more than two children of a Board Employees who has or have passed all the subjects of Matric or Post-Matric examination from a recognized Board of Examination or University securing at least 60% aggregate marks and is or are studying in the next class in a recognized educational institution;
 - (b) If one or more of the children of a Board Employees are studying in a recognized educational institution meant for special children, then not more than three children shall be eligible for the grant;
- (ii) In case of a Board Employees who has died or retired on grounds of invalidation or incapacitation, the grant may be admissible to not more than three children;
- (iii) The concerned branch shall each year invite applications on the prescribed form through notification;
- (iv) The application shall be verified by the head of department and the head of the educational institution and accompanied by the following documents:
 - (a) Computerized nation identity card of a Board Employees and/or of the student (if applicable);
 - (b) Result card, detailed marks sheet, certificates and degree pertaining to the preceding educational classes;
 - (c) Certificates of recognition of previous and current education institution in case of the private educational institution; and
- (v) And application received after the cut off date mentioned in the notification and not verified and supported by the documents mentioned above shall not be entertained.

@Provided further that every such child who secures at least 90% marks in any examination in Matriculation or above, shall be granted a special scholarship of Rs. 50,000/- per annum in lieu of the scholarship admissible under this clause.

RULES**47.10-11 BOARD EMPLOYEES BENEVOLENT FUND RULES**

Primary level	as per Govt. Rates/rules amended from time to time.	PA for day scholars
Middle level	as per Govt. Rates/rules amended from time to time.	PA for day scholars
Matric level	as per Govt. Rates/rules amended from time to time.	PA for day scholars
	as per Govt. Rates/rules amended from time to time.	PA for Hostel residents
F.A & Equivalent classes	as per Govt. Rates/rules amended from time to time.	PA for day scholars
	as per Govt. Rates/rules amended from time to time.	PA for Hostel residents
B.A. or Equivalent Classes	as per Govt. Rates/rules amended from time to time.	PA for day scholars
	as per Govt. Rates/rules amended from time to time.	PA for Hostel residents
M.A. or Equivalent Classes	as per Govt. Rates/rules amended from time to time.	PA for day scholars
	as per Govt. Rates/rules amended from time to time.	PA for Hostel residents

10. Ineligible Employees

The employees who resigned, removed from service or dismissed from service will not be eligible for any benefit out of this Fund and they will also not be entitled to get the refund of their own contribution.

11. The matters relating to the Benevolent Fund will be sent to the Board for information.

CHAPTER 48

48.1-5 ENCASHMENT OF EARNED LEAVE

1. **The Board's Employees Encashment of Earned Leave Rules, 1991**

Encashment of earned leave to the employees of all the Boards of Intermediate and Secondary Education in the Punjab has been allowed by the Controlling Authority of the Boards of Intermediate and Secondary Education in the Punjab, with immediate effect, vide Notification No. SO(Boards)1-144/91 dated 29-09-1991.

2. **Short Title, Commencement and Application**

- (1) These rules may be called the Board's Employees Encashment of Earned Leave Rules, 1991.
- (2) These rules shall be deemed to have taken effect from the date already notified by the Controlling Authority, i.e., 29.9.1991.
- (3) These rules shall apply to all the wholetime employees in the service of the Board and also to the 'Deputationists' during the period of their deputation.

3. **Definitions**

The following words and expressions used in these rules shall bear the meaning, as respectively assigned to them hereunder:

- (1) 'Board' means the Board of Intermediate & Secondary Education, Sargodha.
- (2) 'Deputationist' means an officer or employee transferred/appointed on deputation by the Controlling Authority / Government.
- (3) 'Employee' means an employee of the Board.
- (4) 'Leave' means earned leave.

4. **Computation of Leave**

- (1) The leave shall be computed from the 1st of January to the 31st of December every calendar year and credited regularly to the leave account of the employee/s.
- (2) In case an employee avails of his leave, he shall not earn leave during the period he remains on leave.

5. **Encashment of Leave**

Earned Leave shall be encashed under these rules once a year, in the month of January, on the written request of an employee, provided that:

RULES**48.6-8****ENCASHMENT OF EARNED LEAVE**

- (1) Encashment of leave shall not affect the payment of honorarium/Late Sitting Allowance to the employee/s.
- (2) Encashment of leave preparatory to retirement (LPR) shall continue to be admissible under the relevant rules.
- (3) The benefit of payment of Encashment of LPR extended up-to 365 days instead of 180 days to the employees of BISE Sargodha on retirement under the prescribed rule w.e.f the date of issuance of letter of Finance Department No. FD.SR-II/2-141/2012 dated 09-09-2013*.

6. Entitlement to Encashment of Earned Leave

- (1) Except in the case of removal, dismissal and termination of services, leave earned by the employees of the Board/deputationists during a calendar year shall be encashed.
- (2) Normally, the leave shall be encashed in the month of January each year on the request of an employee / deputationist. In exceptional cases, the Chairman may allow the encashment of leave at any time.
- (3) 48 days leave shall be encashed if the leave balance of employee is 90 days otherwise 30 days' leave shall be encashed and balance will be submitted to his/her leave account every year till it reaches 90 days**.

7. Rate of Encashment

- (1) The rate of encashment will be the same as admissible during the leave on the basis of emoluments drawn by an officer/employee on 31st December of the preceding year.
- (2) The Board employees / deputationists residing in the Board's/Government's residences will be paid encashment of earned leave with allowances including house rent except conveyance allowance.

8. In case of any ambiguity arising out of these rules, the decision of the Chairman shall be final.

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* Added Board's decision dated 06-09-2014 vide item no. 25.

** Added Board's decision dated 28-01-2009 vide item no. 46.

CHAPTER 49

PAYMENT OF HONORARIUM / LATE SITTING ALLOWANCE TO THE EMPLOYEES OF THE BOARD

1. Short Title and Application

- (1) These rules may be called the Honorarium / Late Sitting Allowance Rules.
- (2) These rules shall be applicable to the employees and officers of the Board including deputationists and shall be applicable to such others employees as may be specified by the Chairman.

2. Rate of Honorarium / Late Sitting Allowance

The honorarium / late sitting allowance shall be paid at the rate prescribed by the Board from time to time.

3. Admissibility of Honorarium / Late Sitting Allowance

- (1) The payment of honorarium / late sitting allowance shall be made to such employees / deputationists of the Board, who had to sit late hours over an extended period of time in order to complete their assignments on schedule; provided a certificate to the effect is furnished by concerned officer.
- (2) No payment of honorarium / late sitting allowance shall be made to such employees whose late sitting is not certified by the concerned officer.

4. Payment of Honorarium / Late Sitting Allowance During Leave

- (1) An employee, who has proceeded on extraordinary leave, shall not be entitled to honorarium/ late sitting allowance.
- (2) Earned Leave less than one month shall not affect the payment of honorarium / late sitting allowance.
- (3) Casual Leave shall not affect the payment of honorarium / late sitting allowance.

5. Payment During Suspension

No payment of honorarium / late sitting allowance shall be made for the suspension period even after reinstatement.

6. Payment of Honorarium / Late Sitting Allowance on Promotion / Demotion

In case an employee is promoted / demoted, his honorarium / late sitting allowance shall be calculated according to the pay scale / pay, admissible to him.

49.7-11

RULES**PAYMENT OF HONORARIUM / LATE SITTING ALLOWANCE
TO THE EMPLOYEES OF THE BOARD****7. Mode of Payment**

Normally, the payment of honorarium / late sitting allowance shall be made in four installments on quarterly basis. However, the Chairman shall have the power to allow the payment for any duration under Punjab Employees Efficiency, Discipline and Accountability Act, 2006.

8. Honorarium / Late Sitting Allowance to Confidential Press Staff

The honorarium / late sitting allowance may be extended to the staff of Confidential Press, as per rules applicable to the other employees.

The staff of the confidential press will be entitled to Honorarium/Late sitting allowance as admissible to the staff working in the General Branches of the Board*.

9. Payment of Honorarium / Late Sitting Allowance during the Disciplinary Proceedings

Payment of honorarium / late sitting allowance shall not be affected in the event of initiation of disciplinary proceedings under Efficiency and Discipline Rules.

10. Payment of Honorarium / Late Sitting Allowance to the Principal Officers Working on Additional Charge Basis

The Honorarium/Late Sitting Allowance will be paid to the Principal Officers who are working in additional charge basis w.e.f. their joining date in BISE Sargodha on the analogy of other Boards e.g. Gujranwala, Rawalpindi & Sahiwal**.

11. Awarding of Half Basic pay to Head Driver, Senior Driver, Drivers and Cleaner cum Drivers in Lieu of Monthly Honorarium / Late Sitting Allowance

Half basic pay will be paid along with monthly salary in lieu of honorarium/late sitting allowance/over time to the senior driver, drivers and cleaner cum drivers as the nature of their duty is same***.

* Enhanced vide Board's decision dated 30-03-1989.

** Added Board's decision dated 25-08-2017 vide item no. 13.

*** Added Board's decision dated 19-04-2019 vide item no. 25.

CHAPTER 50

M.PHIL/PH.D ALLOWANCE / DEDUCTION OF ALLOWANCES / MEDICAL ALLOWANCE OF DEPUTATIONIST

50.1-4

1. M. Phil / Ph. D Allowance

- a). M. Phil and Ph. D Allowance Rs. 5000/- and Rs. 10,000 per month respectively will be paid to those Board employees who passed M. Phil / Ph. D examination from the recognized institutions by the Higher Education Commission.
- b). M.Phil allowance will be paid/granted to all MS Degree of (18) eighteen years duration after getting due verification from the concerned university and equivalence certificate from H.E.C (if needed)*.

2. Deduction of House Rent Allowance

In case of Government / Boards Employees Couple (Husband and Wife) residing in the Govt. / Board's residences, the House Rent Allowance will be deducted one of them**.

3. House Rent@50% of Basic Pay to the Deputationist

The payment of house rent@50% of basic pay to the deputationist allowed in the light of judgement of Lahore High Court Multan Bench, Multan from the date of decision of the court on fulfillment of all other codal formalities to the extent of the serving deputationist / officers ***.

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* Added Board's decision dated 09-04-2016 vide item no. 11.

** Added vide Board's decision dated 15-07-2013 vide Item No. 4 & 5.

*** Added Board's decision dated 23-02-2019 vide item no. 17.

CHAPTER 51

51.1-2

PROCUREMENT RULES

In exercise of the powers conferred by section 21(iv) of the Punjab Boards of Intermediate & Secondary Education Act 1976, the B.I.S.E., Sargodha is pleased to make the following rules in its meeting held on 19-03-2012 vide Item No.27:

1. Short title and commencement

- (1) These rules may be called Board of Intermediate & Secondary Education, Sargodha **Procurement Rules, 2012.**
- (2) These rules come into force at once.

GENERAL PROVISIONS

2. Definitions

- (1) In these rules, unless there is anything repugnant in the subject or context,-
 - (i) Act means Punjab Board of Intermediate & Secondary Education Act and Ordinance as amended from time to time.
 - (ii) “bid” means a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;
 - (iii) “bidder” means a person who submits a bid;
 - (iv) Board means Board of Intermediate & Secondary Education, Sargodha.
 - (v) “Competitive bidding” means a procedure leading to the award of a contract, whereby all the interested persons, firms, companies or organizations may bid for the contract;
 - (vi) Chairman means Chairman Board of Intermediate & Secondary Education, Sargodha.
 - (vii) “contractor” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;
 - (viii) “contract” means an agreement, executed on stamp paper of appropriate value, enforceable by law;
 - (ix) Controller means the Controller of Examinations, Board of Intermediate & Secondary Education, Sargodha.
 - (x) “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of any thing of value to influence the

RULES**51.2****PROCUREMENT RULES**

action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;

- (xi) “emergency” means natural calamities, disasters, accidents, war and operational emergency such as conduct of examinations, completion of assignments in time & situation bound assignment and preparation of results of examinations which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to students / candidate / person, property or the environment or for the benefit of the organization.
- (xii) “lowest evaluated bid” means,-
 - (i) Time barred offer by any person , firm, consultant & company at lower price and other conditions.
 - (ii) a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and
 - (iii) having lowest evaluated cost;
- (xiii) “Ordinance” means the Punjab Boards of Intermediate & Secondary Education (Amendment) Ordinance.
- (xiv) Procuring Agency means Board of Intermediate & Secondary Education, Sargodha.
- (xv) Purchase Committee means the Committee who has been authorized for procurement.
- (xvi) Purchase Committee No.1 means the Committee comprising following officers for purchase amounting to rupees above five lac.
 - i) One Member of the Board as Convener to be nominated by the Chairman.
 - ii) One Member of the Board to be nominated by the Chairman as Member.

RULES**51.3-4****PROCUREMENT RULES**

- iii) Secretary BISE, Sargodha as Secretary.
- iv) Controller of Examinations BISE, Sargodha as Member.
- v) Audit Officer BISE Sargodha as Member.
- vi) Deputy / Assistant Secretary (Stores) as Member
- vii) Branch Officer concerned as Member
- (xvii) Purchase Committee No.2 means the Committee comprising following officers.
 - i) Deputy Secretary / Deputy Controller as Convener
 - ii) Deputy / Assistant Secretary (Stores) as Member
 - iii) Branch Officer concerned as Member.
 - iv) The senior most Assistant Secretary / Assistant Controller as Convener in case the post of Deputy Secretary / Deputy Controller is vacant*.
- (xviii) “repeat orders” means procurement of the same commodity from the same source without competition and includes enhancement of rates if any as in the contracts already executed.
- (xix) Secretary means Secretary Board of Intermediate & Secondary Education, Sargodha.
- (xx) “supplier” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works; and
- (xxi) “value for money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the procuring agency’s requirements.
- (2) The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Ordinance and Act.

3. Scope and applicability

Save as otherwise provided, these rules shall apply to all procurements made by Board of Intermediate & Secondary Education, Sargodha whether within or outside the Punjab / Pakistan.

4. Principles of procurements

Board of Intermediate & Secondary Education, Sargodha while engaging in procurements, shall ensure that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the agency and the procurement process is efficient and economical.

* Added Board’s decision dated 01-09-2012.

RULES**51.5-9****PROCUREMENT RULES**

5. International and inter-governmental commitments of the Board

Whenever these rules are in conflict with an obligation or commitment of the Board arising out of an international treaty or an agreement with a State or States, or any international financial institution the provisions of such international treaty or agreement shall prevail to the extent of such conflict.

6. Language

- (1) All communications and documentation related to procurements of procuring agency shall either be in Urdu or English or both.
- (2) Where the use of other language is found essential, the original documentation shall be in Urdu or English, which shall be retained on record; for all other purposes their translations in that language shall be used:

Provided that such use of other language ensures maximum economy and efficiency in the procurement.

- (3) In case of the dispute reference shall be made to the original documentation retained on record.

7. Integrity pact

Procurements exceeding the prescribed limit shall be subject to an integrity pact, as specified by rules with the approval of Chairman between the procuring agency and the suppliers or contractors.

PROCUREMENT PLANNING**8. Procurement planning**

All sectors shall devise a mechanism, for planning in detail for all proposed procurements with the object of realistically determining the requirements of procuring agency, within its available resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in future.

9. Limitation on splitting or regrouping of proposed procurement

Save as otherwise provided and subject to this rule, B.I.S.E., Sargodha shall announce in an appropriate manner all proposed procurements for each financial year and shall proceed accordingly without any splitting or regrouping of the procurements so planned. However, if the need arises for splitting or regrouping, it shall be made with the approval of Chairman. The annual requirements thus determined would be advertised on its own website, News papers and on the PPRA's website accordingly.

RULES**51.10-12****PROCUREMENT RULES**

10. Specifications

Specifications shall allow the widest possible competition and shall not favour any single contractor or supplier nor put others at a disadvantage. Specifications shall be generic and will not include references to brand names, model numbers, catalogue numbers or similar classifications. However if the procuring agency is convinced that the use of or a reference to a brand name or a catalogue number is essential to complete an otherwise incomplete specification, such use or reference shall be qualified with the words “or equivalent”.

PROCUREMENT ADVERTISEMENTS**11. Methods of advertisement**

- (1) Procurements over five hundred thousand rupees and up to the limit of five million rupees shall be advertised in the manner and format specified by the Chairman from time to time. These procurement opportunities may also be advertised in print media / electronic media, if deemed necessary by Chairman.
- (2) All procurement opportunities over five million rupees should be advertised on the Board’s website etc. as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu.
- (3) The Board may also post all advertisements concerning procurement on its website as well.
- (4) The Board utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

12. Response time

- (1) The Chairman may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement’s complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen days for national competitive bidding and thirty days for international competitive bidding from the date of publication of advertisement or notice. All advertisements or notices shall expressly mention the response time allowed for that particular procurement along with the information for collection of bid documents which shall be issued till a given date,

RULES**51.13-14****PROCUREMENT RULES**

allowing sufficient time to complete and submit the bid by the closing date:

Provided that no time limit shall be applicable in case of emergency

- (2) The response time shall be calculated from the date of first publication of the advertisement in a newspaper or posting on the web site, as the case may be.
- (3) In situations where publication of such advertisements or notices has occurred in both electronic and print media, the response time shall be calculated from the day of its first publication in the newspapers.

13. Exceptions

It shall be mandatory for the Board to advertise all procurement requirements exceeding rupees five lac. However under following circumstances deviation from the requirement is permissible with the prior approval of the Chairman.

- a) the proposed procurement is related to national security and its publication could jeopardize national security objectives; and
- b) the proposed procurement advertisement or notice or publication of it, in any manner, relates to disclosure of information, which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.
- c) The proposed procurement is related to conduct of examinations, Re-evaluation of script, compilation of result or in Public interest.

**PRE-QUALIFICATION, QUALIFICATION AND
DIS-QUALIFICATION OF SUPPLIERS AND CONTRACTORS**

14. Pre-qualification of suppliers and contractors

- (1) The Board, prior to the floating of tenders, invitation to proposals or offers in procurement proceedings, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of cloth, paper, answer sheets and expensive, and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualification shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily.
- (2) The Board while engaging in pre-qualification may take into consideration the following factors, namely:

RULES**51.15-16****PROCUREMENT RULES**

- (a) relevant experience and past performance;
- (b) capabilities with respect to personnel, equipment, and plant;
- (c) financial position;
- (d) appropriate managerial capability; and
- (e) any other factor that the Board may deem relevant, not inconsistent with these rules.

15. Pre-qualification process

- (1) The Board's Purchase Committee while engaging in pre-qualification shall announce, in the pre-qualification documents, all information required for pre-qualification including instructions for preparation and submission of the pre-qualification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the Purchase Committee deems necessary for pre-qualification.
- (2) The Secretary shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, as determined by the Board.

Explanation: For the purposes of this sub-rule price means the cost of printing and providing the documents only.

- (3) The Secretary shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.
- (4) The Secretary shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.

16. Qualification of suppliers and contractors

The Chairman, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

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Provided that such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.

17. Disqualification of suppliers and contractors

The Chairman shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

18. Blacklisting of suppliers and contractors

The Chairman shall have the power to bar permanently or temporarily from taking part in proceedings to suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action may also be duly publicized and communicated to the PPRA:

Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard.

METHODS OF PROCUREMENT**19. Principal method of procurement**

Save as otherwise provided hereinafter, the Purchasing Officer / Purchase Committees shall use open competitive bidding as the principal method of procurement for the procurement of goods, services and works.

20. Open competitive bidding

Subject to the provisions of rules 22 to 37 the Purchase Committee shall engage in open competitive bidding if the cost of the object to be procured is more than the financial limit of rupees five lac.

21. Submission of bids

- (1) The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.
- (2) The Secretary shall specify the manner and method of submission and receipt of bids in an unambiguous and clear manner in the bidding documents.

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22. Bidding documents

- (1) The Secretary shall formulate precise and unambiguous bidding documents that shall be made available to the bidders on prescribed cost immediately after the publication of the invitation to bid.
- (2) For competitive bidding, whether open or limited, the bidding documents shall include the following, namely:-
 - a) invitation to bid;
 - b) instructions to bidders;
 - c) form of bid;
 - d) form of contract;
 - e) general or special conditions of contract;
 - f) specifications and drawings or performance criteria (where applicable);
 - g) list of goods or bill of quantities (where applicable);
 - h) delivery time or completion schedule; \
 - i) qualification criteria (where applicable);
 - j) bid evaluation criteria;
 - k) format of all securities required (where applicable);
 - l) details of standards (if any) that are to be used in assessing the quality of goods, works or services specified; and
 - m) any other detail not inconsistent with these rules that the Board may deem necessary.
- (3) Any information, that becomes necessary for bidding or for bid evaluation, after the invitation to bid or issue of the bidding documents to the prospective bidders, shall be provided in a timely manner and on equal opportunity basis. Where notification of such change, addition, modification or deletion becomes essential, such notification shall be made in a manner similar to the original advertisement.
- (4) The Secretary shall use standard bidding documents as and when needed, notified by the Board.

RULES**51.23-25****PROCUREMENT RULES**

Provided that bidding documents already in use of the Board may be retained in their respective usage to the extent they are not inconsistent with these rules / notified by the Board.

- (5) The Secretary shall provide a set of bidding documents to any supplier or contractor, on request and subject to payment of price / prescribed cost.

Explanation: For the purpose of this sub-rule price means the cost of printing and providing the documents only.

23. Reservations and preference

- (1) The Secretary will allow all prospective bidders to participate in procuring procedure without regard to nationality, except in cases in which the Chairman decides to limit such participation to national bidders only or prohibit participation of bidders of some nationalities, in accordance with the policy of Board.
- (2) The Chairman shall allow for a preference to domestic or national suppliers or contractors in accordance with the policies of the Board. The magnitude of price preference to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

24. Bid security

The Chairman may require the bidders to furnish a bid security not exceeding five per cent of the bid price. It will be refunded to the un-successful bidders after completion of competitive bidding. However security of successful bidder will be refunded on completion of contractual period. However, it can be adjusted in performance Security or the security to be withheld from payments with prior approval of Chairman.

25. Bid validity

- (1) The Chairman keeping in view the nature of the procurement, shall subject the bid to a bid validity period.
- (2) Offers / tenders will be valid for 90 days from the date of opening. However, the Purchase committee will be competent to extend the period of validity of the tender / quotation for a further period of 90 days in consultation with the bidder. Chairman will be competent to extend validity for more than 180 days.
- (3) The Secretary shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an

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extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.

- (4) Bidders who:
- (a) agree to extension of their bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;
 - (b) agree to the Secretary Board request for extension of bid validity period shall not be permitted to change the substance of their bids; and
 - (c) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid bonds or securities.

26. Extension of time for submission of bids

Where the Chairman of the Board has already prescribed a deadline for the submission of bids and due to the reason the Chairman finds it necessary to extend such deadline, it shall do so only after recording its reasons in writing and in an equal opportunity manner. Advertisement of such extension in time shall be done in a manner similar to the original advertisement.

OPENING, EVALUATION AND REJECTION OF BIDS**27. Opening of bids**

- (1) The date for opening of bids and the last date for the submission of bids shall be the same. Bids shall be opened at the time specified in the bidding documents. The bids shall be opened at least thirty minutes after the deadline for submission of bids.
- (2) All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. The Secretary shall read by the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet. All bids submitted after the time prescribed shall be rejected.

28. Evaluation criteria

The Secretary with approval of the Chairman shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated. Such evaluation criteria shall form an integral part of the bidding documents.

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29. Evaluation of bids

- (1) All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents. Save as provided for in sub-clause (iv) of clause (c) of rule 36 no evaluation criteria shall be used for evaluation of bids that had not been specified in the bidding documents.
- (2) For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
- (3) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

30. Clarification of bids

- (1) No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the Secretary with the permission of Chairman may seek and accept clarifications to the bid that do not change the substance of the bid.
- (2) Any request for clarification in the bid, made by the Secretary shall invariably be in writing. The response to such request shall also be in writing.

31. Discriminatory and difficult conditions

Save as otherwise provided, the Purchasing Officer or Purchase Committee shall not introduce any condition, which discriminates between bidders or that is considered to be met with difficulty. In ascertaining the discriminatory or difficult nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related.

32. Rejection of bids

- (1) The Chairman may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those rounds.

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- (2) The Secretary shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.
- (3) Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

33. Re-bidding

- (1) If the Chairman has rejected all bids under rule 33, it may call for a re-bidding.
- (2) The Chairman before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders as it may deem necessary.
- (3) In case of poor or no response for any item (even on second invitation of tenders / quotations), the Store In-charge along with Purchase Committee No. One or two as the case may be, personally collect the sealed quotations from the well reputed firms from the open market with the prior approval of the Chairman without getting necessary documents prepared for evaluation. The members of purchase committee will certify that the rates so obtained are the lowest market rates.
- (4) If only one bidder offers rate in response to 2nd time advertisement, the same will be considered valid as there will be no useful purpose for re-tendering. It will be subject to the following conditions.
 - i) Rates received are reasonable and competitive to market rates.
 - ii) The members of Purchase Committee will certify the same.

34. Announcement of evaluation reports

Procuring agencies shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

35. Procedures of open competitive bidding

Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:-

(a) Single stage – one envelope procedure

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall

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be opened and evaluated in the manner prescribed in the bidding document.

(b) Single stage – two envelope procedure

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelope marked as “FINANCIAL PROPOSAL” shall be and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) retained in the custody of the procuring agency without being opened;
- (v) the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the Secretary, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) the bid found to be the lowest evaluated bid shall be accepted.

(c) Two stage bidding procedure**FIRST STAGE**

- (i) the bidders shall first submit, according to the required \ specifications, a technical proposal without price;

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- (ii) the technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;
- (iii) after such discussions, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the Board;
- (iv) the Chairman may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules:

Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids, and that sufficient time is allowed to the bidders to prepare their revised bids:

Provided further that such allowance of time shall not be less than fifteen days in the case of national competitive bidding and thirty days in the case of international competitive bidding;

- (v) those bidders not willing to conform their respective bids to the procuring agency's technical requirements may be allowed to withdraw from the bidding without forfeiture of their bid security;

SECOND STAGE

- (vi) the bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the Board, shall be invited to submit a revised technical proposal along with the financial proposal;
- (vii) the revised technical proposal and the financial proposal shall be opened at a time, date and venue announced and communicated to the bidders in advance; and
- (viii) the revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above. The bid found to be the lowest evaluated bid shall be accepted:

Provided that in setting the date for the submission of the revised technical proposal and financial proposal, Chairman shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and prepare their financial proposals accordingly.

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(d) Two stage - two envelope bidding procedure.–

FIRST STAGE

- (i) the bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the Secretary without being opened;
- (v) the technical proposal shall be discussed with the bidders with reference to the Board technical requirements;
- (vi) those bidders willing to meet the requirements of the Board shall be allowed to revise their technical proposals following these discussions;
- (vii) bidders not willing to conform their technical proposal to the revised requirements of the Board shall be allowed to withdraw their respective bids without forfeiture of their bid security;

SECOND STAGE

- (viii) after agreement between the Secretary, with the approval of Chairman, and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement with the approval of the Chairman;
- (ix) the revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the Chairman / Secretary.

Provided that in setting the date for the submission of the revised technical proposal and supplementary price proposal, the Chairman shall allow sufficient time to the bidders to incorporate the agreed upon

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changes in the technical proposal and to prepare the required supplementary financial proposal with the Chairman; and

- (x) the Purchase Committee with consultation of experts shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the lowest evaluated bid shall be accepted.

36. Conditions for use of single stage two envelope, two stage and two stage two envelope bidding procedures.-

Single stage one envelope bidding procedure shall ordinarily be the main open competitive bidding procedure used for most of the procurement. Other appropriate procedures of open competitive bidding shall be selected in the following circumstances, namely:-

- (a) single stage two envelope bidding procedure shall be used where the bids are to be evaluated on technical and financial grounds and price is taken into account after technical evaluation;
- (b) two stage bidding procedure shall be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the Board is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the Board; and
- (c) two stage two envelope bidding method shall be used for procurement where alternative technical proposals are possible, such as certain type of machinery or equipment or manufacturing plant

ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

37. Acceptance of bids

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the B.I.S.E., Sargodha shall be awarded the procurement contract, within the original or extended period of bid validity.

38. Performance guarantee

Where the Chairman considers it necessary and clearly expressed in the bidding documents, the Board shall require the successful bidder to furnish a performance guarantee which shall not exceed ten per cent of the contract amount.

39. Limitation on negotiations

Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder:

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Provided that the extent of negotiation shall be in the interest of Board by recording reasons by purchase committee / officer authorized by the Chairman.

40. Confidentiality

The Board shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report in accordance with the requirements of rule 35.

41. Alternative methods of procurements

The procuring agency may, with the approval of Chairman, utilize the following alternative methods of procurement of goods, services and works, namely:-

(a) Petty purchases

Purchase up to rupees twenty five thousand will be made by the officer in-charge store and the branch officer concerned without obtaining quotations with the approval of Chairman, keeping in view the highest standard on minimum rates in the market. They will also furnish a certificate to this effect on the purchasing voucher that the item was purchased on the basis of minimum price.

Provided that the Board convinced of the inadequacy of the financial limit prescribed for petty purchases in undertaking their respective operations may enhance the same with full and proper justifications.

(b) Request for quotations

The procuring agency shall engage in this method of procurement only if the following conditions exist, namely;

- (i) The cost of object of procurement is more than twenty five thousand upto 5 lac.
- (ii) The object of the procurement has standard specifications;
- (iii) Three quotations under “sealed cover” shall be collected by hand through the Purchase Committee No.2 for the items valuing from Rs.25001/- to Rs.200000/-.
- (iv) Three quotations under “sealed cover” shall be required for the purchase from Rs.200001/- to Rs.500000/- through registered post or courier service by purchase committee No.1. The quotation notice (as the case may be) will be sent to the well reputed firms through registered post / Courier Service as well as to be affixed on notice board in the office of BISE.

RULES**51.41****PROCUREMENT RULES**

Provided that members of Committee No.1 will ensure highest standard on lowest rates and furnish a certificate to this effect.

- (v) the object of the procurement is purchased from the supplier offering the lowest price:

Provided that procuring agency convinced of the inadequacy of the financial limit prescribed for request for quotations in undertaking its respective operations may approach the Board for enhancement of the same with full and proper justifications;

(c) Direct contracting

The Board shall only engage in direct contracting if the following conditions exist, namely:-

- (i) the procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier:

Provided that the same are not available from alternative sources;

- (ii) only one manufacturer or supplier exists for the required procurement:

Provided that the Board shall specify the appropriate forum which may authorize procurement of proprietary object after due vigilance; and

- (iii) where a change of supplier would oblige the Board to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance:

Provided that the contract or contracts do not exceed three years in duration;

- (iv) tenders / quotations once invited shall remain valid for a period of six months from the date of their opening. A repeat order can be placed on the basis of accepted competitive rates provided that:-

- 1) The repeat order will normally be place upto 50% of the value of original tender / quotation with the approval of the Chairman. However in emergency it can be

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increased upto 100%, provided that canon of financial proprieties are observed.

- 2) Respective purchase committee before placing the repeat order should record certificate to the effect that the rates received are still reasonable and lowest in the market.
 - 3) Repeat order is placed within six months of the original orders.
 - 4) Adequate budget provision exists .
- (v) in case of an emergency:
- Chairman Board of Intermediate & Secondary Education, Sargodha is the competent authority to declare emergency under intimation to the Board.
- (vi) when the price of goods, services or works is fixed by the government or any other authority, agency or body duly authorized by the Board, on its behalf, and
- (vii) for purchase of motor vehicle from local original manufacturers or their authorized agents at manufacturer's price.
- (viii) The Board reserve the right to claim compensation for the loss caused by delay in the delivery of store @ 0.50% per day upto 10 days, @ 1% per day for further ten days and @ 2% per day of the tender cost for further period of delay, if the Chairman considers that cancellation of contract will not be in the interest of Board. However, grant of extension and Condonation of delay in supply may be made by the Chairman on the request of the bidder. Request of extension will be entertained if made prior to the stipulated period of supply.

(d) Negotiated tendering -

The procuring agency may engage in negotiated tendering with one or more suppliers or contractors with or without prior publication of a procurement notification. This procedure shall only be used when,-

- (i) the supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;

RULES**51.42-43****PROCUREMENT RULES**

- (ii) for technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;
- (iii) for reasons of extreme urgency brought about by events unforeseeable by the office of Board, the time limits laid down for open and limited bidding methods cannot be met. The circumstances invoked to justify extreme urgency must not be attributable to the Board.

Provided that the Board desirous of using negotiated tendering as a method of procurement shall record its reasons and justifications in writing for resorting to negotiated tendering and shall place the same on record.

42. On account payments

- a) The Board shall make prompt payments to suppliers and contractors against their invoices or running bills within the time given in the conditions of the contract.
- b) In case of purchases through Purchase Committees, Advances of appropriate amounts will be issued in the name of officers concerned with the sanction of Chairman. The recipient of advances will immediately be required to prepare / maintain the relevant record and submission of vouched account accordingly for adjustment with the sanction of the Chairman.

The surplus amount of advance will promptly be refunded to Board's fund.

43. Entry into force of the procurement contract

A procurement contract shall come into force,-

- (a) where no formal signing of a contract is required, from the date the notice of the acceptance of the bid or purchase order has been given to the bidder whose bid has been accepted. Such notice of acceptance or purchase order shall be issued within a reasonable time; or
- (b) where the Board requires signing of a written contract, from the date on which the signatures of both the Secretary and the successful bidder are affixed to the written contract. Such affixing of signatures shall take place within a reasonable time:

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- (c) The agreement will be executed on stamp paper of appropriate value.
- Provided that where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.

44. Closing of contract

- (1) Except for defect liability or maintenance by the supplier or contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on the issue of overall delivery certificate or taking over certificate which shall be issued within thirty days of final taking over of goods or receiving the deliverables or completion of works enabling the supplier or contractor to submit final bill and the auditors to do substantial audit.
- (2) In case of defect liability or maintenance period, defect liability certificate shall be issued within thirty days of the expiry of the said period enabling the supplier or contractor to submit the final bill. Except for unsettled claims, which shall be resolved through arbitration, the bill shall be paid within the time given in the conditions of contract, which shall not exceed sixty days to close the contract for final audit.

MAINTENANCE OF RECORD AND FREEDOM OF INFORMATION**45. Record of procurement proceedings**

- (1) The Secretary Board shall maintain a record of its respective procurement proceedings along with all associated documentation for a minimum period of five years.
- (2) Such maintenance of record shall be subject to the rules framed in this regard from time to time.

46. Public access and transparency

As soon as a contract has been awarded, the Secretary shall make all documents related to the evaluation of the bid and award of contract public:

Provided that where the disclosure of any information related to the award of a contract is of proprietary nature or where the Secretary / Chairman is convinced that such disclosure shall be against the public interest, it can withhold only such information from public disclosure subject to the prior approval of the Chairman.

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REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES**47. Redressal of grievances by the procuring agency**

- (1) The Chairman shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- (2) Any bidder feeling aggrieved by any act of the Purchase Committee after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35 to the Secretary.
- (3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- (4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- (5) Any bidder not satisfied with the decision of the committee of the Board may lodge an appeal to the Chairman Board of Intermediate & Secondary Education, Sargodha whose decision will be final and will not be challenged any court of law.

48. Arbitration

In case of any dispute between the Secretary and the Contractor, matter shall be referred to Chairman whose decision shall be final, which cannot be challenged in any court of law.

49. Mis-procurement

Any unauthorized breach of these rules shall amount to mis-procurement.

MISCELLANEOUS**50. Powers of write off**

On replacement of consumable items or otherwise, the powers of write off will be as under:-

- i) Board for the items / articles of any kind more than Rs.150000/- on the recommendations of Chairman Board.
- ii) Chairman Board upto Rs.150000/- on the recommendations of Purchase Committee No.1.

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- iii) Secretary Board upto Rs.25000/- on the recommendation of Purchase Committee No.2.
- iv) The Sector Incharge concerned for the consumable articles upto the value of Rs.5000/- on the recommendation of Branch Officer concerned.

Provided that all the written off articles / goods will be handed over to the Store Branch who will record these items in a register of un-serviceable items for open auction at a later stage.

51. Imprest for purchase

- (1) The Board officers shall be allowed permanent advances as per need keeping in view the volume of work of the Branches to the tune as approved by the Board from time to time.

- (2) The imprest holder will replenish his imprest on consumption of 50% amount of his imprest on submission of the account to the Chairman.

Provided that the above officers will be authorize to sanction upto Rs.2500/- for payment from their imprest. However payment more than Rs.2500/- to Rs.5000/- will be made out of imprest with the sanction of Chairman.

Provide further that payment on account of remunerations upto any extent to the members of Board will also be made by the concerned branch officer from his imprest.

- (3) Enhancement of Imprest is following;*

- (i) The House approved enhancement of imprest from Rs. 25,000 to Rs.50,000**** (fifty thousand) for gardening expenditure of State Welfare branch.

- (ii) The House approved enhancement of imprest from Rs. 40,000 to Rs. 1,00,000 (one lac) for technical expenditure of State Welfare branch.

- (iii) The House approved issuance of imprest for development activities Rs. 5,00,000 (five lac) of State Welfare branch***.

- (iv) The Board has been approved enhancement of imprest of advance regarding expenditure Rs. 5,00,000/- (five lac) for Stores Branch***.

* Added vide Board's decision dated 06-09-2014.

** Added vide Board's decision dated 09-06-2016 item no. 17.

*** Added vide Board's decision dated 20-12-2014 item no. 24.

**** Added vide Board's decision dated 10-12-2016 item no. 11.

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*To run the affairs of office smoothly the approved imprest of different branches is under

Sr. No.	Branch	Officer concerned	Amount of Imprest	Purpose
1	Finance Branch	Asstt/Deputy Secretary Finance	2,00,000/- (Two Lac)	On the spot payment to members etc.
2	General Branch	Asstt/Deputy Secretary General	15,00,000/- (Fifteen Lac)	Purchase of Service Stamps etc.
3**	Meetings Section	Superintendent Meetings	1,50,000/- (One lac fifty thousand)	Refreshment of meetings
4	General Press	Manager General Press	50,000/- (Fifty Thousands)	Repair of Machinery for General Press
5	Research Cell	Research Officer	1,50,000/- (One Lac fifty thousand)	Conduct of ceremonies etc.
6***	Physical Education Branch	Director Physical Education	2, 00,000/- (Two Lac)	Payment on a/c of conduct of games
7	Secrecy Branch	Asstt/Deputy Controller Secrecy	2,00,000/- (Two Lac) w.e.f. Annual/Supply Exams 2014	Refund of re checking fee & payment to different paper setters and committee members
8****	Confidential Press Note: Abolished Imprest vide BOG decision dated 09-04-2016 item no. 18	Officer In-charge Confidential Press	2,00,000/- (Two Lac)	Repair of Machines and purchase of parts etc. (Decision amended in clause 50.57-60.) Note:
9	Welfare Branch	Estate / Welfare Officer	2,00,000/- (Two Lac)	POL & Repair/maintenance of Vehicles & generators
10*****	Welfare	Estate / Welfare Officer	1,00,000/- (One Lac)	POL & other expenditure during journey of office vehicle out of city.

- 52) All the Branch Officers will be required to intimate their annual demands to the store in-charges before 1st June of the Calendar year to be incorporated in the annual budget.
- 53) The Store In-charge will prepare a comprehensive statement / list for purchase of articles on the basis of demands of Branch Officers.

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- * Added vide Board's decision dated 24-02-2015.
- ** Added Board's decision dated 20-03-2021 vide item no. 19.
- *** Added Board's decision dated 08-10-2016 vide item no. 16.
- **** Added Board's decision dated 09-04-2016 vide item no. 18.
- ***** Added Board's decision dated 17-09-2015 vide item no. T2.

RULES

51.54-60

PROCUREMENT RULES

- 54) This statement will be scrutinized by an Indent Committee under the Chair of Secretary Board and submit the same to the Chairman, who will constitute a special Indent Committee, if deem necessary before final approval.
- 55) Every purchasing committee, after physical verification, will furnish a certificate to the fact that the purchase articles are correct to the required quality as well as quantity and the same has been entered into the Stock / Property Register accordingly.
- 56) Security @ 10% will be withheld from the payment of supplier / contractor for a minimum period of three months or period of Guaranty whichever is later.
- 57) Income Tax / Sales Tax will be deducted in the light of rules / instructions issued by the Government from time to time.
- 58) On the end of every financial year the concerned sector officer will certify that articles have been utilized in accordance with the rules and regulations, during the year. He will also carry out physical verification and stock taking and furnish a certificate to this effect. All such registers will also be signed by him for inspection by the Chairman.
- 59) The supplier / contractor will have to supply the articles in the office of Board of Intermediate & Secondary Education, Sargodha or the place specified by the procuring agency.
- 60) **Abolishing of imprest in favor of Officer In-Charge Confidential Press and repairing of printing machines through Estate Welfare Branch.**

The House in its meeting dated 24-02-2015 vide Item no. 13 sanctioned the imprest of Rs. 200000/- (two lac only) in favour of Officer In-charge Confidential Press for the repair/maintenance of printing machine of Confidential Press.

The House revised the said decision in its meeting 09-04-2016 vide item no. 18 regarding in confidential press nature of printing work is sensitive & huge work load. So, the repair-maintenance work of these printing machines will be done through Estate Welfare Branch as previous procedure. The Estate Welfare Branch will complete all formalities of the agreement with the concerned firm for repair/maintenance of machines. The House abolished the above sanctioned imprest and reinstate the previous procedure as mentioned above*.

* Added Board's decision dated 09-04-2016 vide item no. 18

RULES**51.61-62****PROCUREMENT RULES**

61) Relaxation of Rules

- (1) The Chairman Board will be competent to relax / change / modify any clause of these rules in the best interest of the Board. However such action will be placed in the meeting of Board for approval.
- (2) The Board will be competent to regularize any deviation / violation of these rules or discrepancies.
- (3) Difference of opinion between the office of Board and external audit will be placed in the meeting of Board for decision.

62) Repeal

Any existing rules of BISE on the subject will automatically be repealed on the promulgation of these rules.

• • •

CHAPTER 52

52.1-3 **USE OF MOTOR VEHICLE/TRANSPORT RULES**

In exercise of the powers conferred by section 21(iv) of the Punjab Boards of Intermediate & Secondary Education Act 1976, the B.I.S.E., Sargodha is pleased to make the following rules in its meeting dated 04-04-2012 vide item No.6:

1. **Short Title and Commencement**

- (1) These rules may be called Board of Intermediate & Secondary Education Sargodha **Use of Motor Vehicle / Transport Rules, 2012.**
- (2) These rules come into force at once.

2. **Definitions**

- (i) In these rules, unless there is anything repugnant in the subject or context,-
 - (1) ‘**Vehicle**’ means all types of motor vehicles owned by BISE and used as transport by the staff of the Board for official duties.
 - (2) ‘**Competent Authority**’ means the Chairman, Board of Intermediate and Secondary Education, Sargodha.
 - (3) ‘**Officer Incharge**’ means an officer, appointed by the competent authority, responsible for the proper maintenance and utilization of the transport in accordance with these rules.
 - (4) ‘**Duty or Official Business**’ means journeys between office and any other place of duty and vice versa.
 - (5) ‘**Board**’ means the Board of Intermediate and Secondary Education, Sargodha.
 - (6) ‘**M.V.E.**’ means motor vehicle examiner posted by the Govt. ,
 - (7) ‘**Driver**’ means a person authorized by the competent authority to drive vehicles.
 - (8) ‘**Form**’ means a form appended to these rules.
 - (9) ‘**Repair**’ means any work required to keep the vehicle in running position.
- (ii) The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Act.

3. **General**

- (i) Each vehicle, immediately after its purchase, shall be registered in the name of the Secretary, Board of Intermediate and Secondary Education,

RULES**52.4-6 USE OF MOTOR VEHICLE/TRANSPORT RULES**

Sargodha with the Taxation authorities, as required by the Government Rules in force.

- (ii) Vehicles shall always be driven by authorized licensed person. No person other than authorized one shall handle the vehicles except for testing with the permission of the officer in-charge.
- (iii) Small semi-circular board shall be fixed above the front and rear number plates of the vehicles with the inscriptions 'Board of Intermediate and Secondary Education, Sargodha as required under the rules.
- (iv) On the front and the back, the number plates of the vehicles as required under the rules will be fixed.

4. Use of Vehicle

Vehicles shall be used by the employees of the Board for official business only except as otherwise permitted by the competent authority or his nominee.

5. Private Use

Subject to availability, the following exceptions to rule 4 may be permitted:

- (i) Vehicles may be provided for use of official guests of the Board, if permitted by the competent authority or his nominee on a whole or part-time basis free of cost.
- (ii) Members and Officers/officials of the Board may use vehicles on private account, once in a month and or on the discretion of competent authority or the officer authorized by the Chairman, on payment of rates as specified by the Board from time to time for different vehicles.
- (iii) The chairman may permit the use of vehicles by any Govt. Official / VIP free of cost.
- (iv) Journeys, to and from Airport/Railway Station/Bus Stand etc. undertaken by the members of the Board/ Committee/Guests of the Board when coming to Board in connection with Board affairs, will be treated as official.

6. Use of Vehicle in Emergency

The competent authority may permit the borrowing of vehicle, free of charge, for employees of the Board in case of emergency arising out of accident, serious diseases or death of an employee or his dependents.

RULES**52.7-10 USE OF MOTOR VEHICLE/TRANSPORT RULES**

7. Use of vehicle in violation of rules

For any journey made in contravention of these rules, mileage shall be recovered from the employee concerned at double the rate mentioned in rule 5(ii) above in addition to disciplinary action against the defaulter.

8. Purpose of use to be recorded

The details and purpose of the journeys shall be stated specifically in the requisition form;

Provided that in case the vehicle is used by the Chairman, it will not be necessary to record the details of journeys and instead the words 'under service to Chairman' shall be recorded in the log book.

9. Completion of requisition form

An officer / official requiring the Board's vehicle shall complete the requisition form before the vehicle leaves the office premises.

No vehicle will be allowed for journey unless requisition form has been signed by the authorized officer.

Provided that in case of the Chairman, no such requisition would be required.

Provided further that one vehicle will remain on the disposal of Controller of Examinations concerned during the conduct of examinations with the permission of Chairman. For such reserved vehicle condition of requisition will not be applied during such period for each journey.

10. Repair of vehicles

- (i) The Officer Incharge will be competent to sanction the service, repairs and replacement of unserviceable parts of vehicles valued upto the amount fixed by the Competent Authority from time to time and repairs, servicing or replacement of parts etc. beyond this amount shall require sanction of the competent authority*.
- (ii) The Officer Incharge may, with the approval of the Authority, incur expenditure on repair, purchase and replacement of parts etc to the extent as fixed by the Competent Authority from time to time without referring it to the Transport Committee; provided that the charges and rates of such job conform to the market*.
- (iii) For expenditure on repairs, purchase and replacement of parts etc. of vehicle involving amounts more than as fixed in sub para-ii above, a Committee of three officers, to be nominated by the Chairman, shall get such jobs executed after obtaining report from Workshop Mechanic.

* Board's decision dated 31-05-2012

RULES**52.11-12 USE OF MOTOR VEHICLE/TRANSPORT RULES**

- (iv) The Committee, as provided in the sub-rule (iii) of rule 10, shall be competent to get the repair work of vehicles executed without obtaining quotations in case the amount of expenditure does not exceed Rs.25,000/-. However, it shall be mandatory to obtain at least three quotations (by hand) for any job exceeding Rs.25,000/-.
- (v) In case of expenditure exceeding Rs.25,000/- and for the jobs detailed hereunder, a technical representative of the Board shall assist Transport Committee
 - (a) Overhauling of Engine;
 - (b) Replacement of Gear Box and Steering Assembly;
 - (c) Denting & Painting of Body;
 - (d) Replacement of Tyres.
 - (e) Major repair due to accident or otherwise.
- (vi) The details of all kinds of repairs, recharging of batteries etc. as well as normal servicing of the vehicles shall be entered in the relevant register (called History Sheet of the vehicle). The entries of this register will be signed by the Officer In-charge.

11. Sanctioning of journeys

The officer authorized by the Chairman shall be competent to sanction journeys on official business or for private use within City of Headquarter. The vehicle would not move out of the City of Headquarter without the prior permission of the Chairman or the officer authorized.

Provided that Chairman may authorize any officer to sanction official journeys and also private use in case of real emergency out of City of Headquarter.

12. Responsibility of mis-use of vehicle

The Officer Incharge shall take necessary steps to ensure that the vehicles in his charge are not misused or neglected by the Driver/s or any other person and that the petrol is not wasted. In order to have a general watch, he shall scrutinize the requisition forms at least fortnightly to see that all journeys made were properly authorized. This opportunity shall also be taken by the Officer Incharge to see that avoidable journeys are not made by the vehicles. On each occasion, he shall record the following certificate under his full signature:

“I have examined all the entries since this register was last checked and have no observation to make except the following:

Signature _____
 Designation _____
 Date _____

RULES**52.13-15 USE OF MOTOR VEHICLE/TRANSPORT RULES**

13. Recovery for private use

- (i) A bill shall be prepared by the officer incharge in respect of private trip/s soon after the last working day of the month and passed on to the Establishment Section for recovery from the concerned officer. A certificate shall be recorded after the final entry for the month that the registers have been examined and necessary bills prepared. Where sufficient indication of the nature of the trip has not been given or officer concerned has not signed the requisition forms or filled the particulars properly, it will be assumed that the trip was a private one and recovery at the rates laid down under rule 5(ii) above will be made from the officer / official concerned.

All recoveries for use of vehicles on private account will be made at the end of the month through the salary bill of the officer / official concerned. Recovery on account of private use of vehicle by the members of the Board/Committee shall be effected through their T.A. claims. Such amount can also be remitted in Board's Account through Bank Challan.

- (ii) Recoveries on account of private use of vehicles shall not be normally delayed beyond one month and the Officer Incharge shall be personally responsible for scrutinizing the requisition forms at the close of each month to see that all recoveries on account of private use of vehicles have been made. Delays in recoveries will have to be clearly explained by the Establishment Section.
- (iii) The Chairman may provide/permit a vehicle for pick & drop to an officer on deputation in lieu of conveyance allowance.

14. Audit of Accounts

Audit of accounts relating to vehicles shall be conducted by the Audit Officer of the Board on the direction of Chairman.

However, the vehicle/s under the use of Chairman are not auditable because these journeys are made mostly for secret assignments and smooth as well as fair conduct of examinations and working of the Board.

15. Responsibilities of drivers

The Driver of each vehicle shall strictly observe the following instructions:

- (i) He shall be responsible for the proper upkeep and cleanliness of the vehicle, petrol consumption and careful driving and caution against accidents.

RULES**52.16 USE OF MOTOR VEHICLE/TRANSPORT RULES**

- (ii) He shall get entries completed in the requisition form before an officer leaves the vehicle, except where the officer is not required to make them personally.
- (iii) He shall be responsible for damage to the vehicle caused by his negligence.
- (iv) The Driver shall be personally responsible in case he is penalized for disregarding the driving and traffic regulations and speed limits in different areas.
- (v) Vehicles shall not be left un-attended, un-locked or in a dangerous position.
- (vi) Should any officer refuse to cooperate in the observance of these rules, the Driver shall not argue with him but carry out the orders of that officer and report the incident to the Officer Incharge or the competent authority or his nominee.
- (vii) No driver will drive the vehicle unless he is in proper uniform with cap.
- (viii) The driver will refrain from smoking during duty.
- (ix) If speedometer of any vehicle stops working while on duty, the driver of the vehicle should immediately record, with the help of officer / official traveling in the said vehicle, the speedometer reading in the Log book along with time, date and place where the meter stopped working. The driver, on returning to the Headquarter, report the matter to the officer in-charge for immediate necessary action.
- (x) The driver will take every possible step to minimize the consumption of POL.
- (xi) Any contravention of the above instructions shall be considered as an offence and disciplinary action shall be taken against the Driver.

Note: The above instructions will be translated in Urdu and hand over the same to all the drivers for strict compliance.

16. Maintenance of record

The following books shall be maintained for each vehicle:

(i) Specification

Details should be copied from the registration book of the vehicle on the form prescribed (Annexure-A) and placed in the history sheet register as well as log book of the vehicle.

RULES

52.16 USE OF MOTOR VEHICLE/TRANSPORT RULES

(ii) Requisition Form

The requisition forms given at Annexure "B" will be filled up by the requisitioning officer and signed by the authorized officer. It will be considered as movement order for the vehicle, without which the vehicle will not move out of the office premises.

(iii) Log Book

A bound book or register (Log Book) shall be maintained in the form shown at Annexure "C" where in day-to-day entries regarding journeys shall be made from the requisition forms. The entries showing journey by the vehicle shall be signed by the official / officer using the vehicle. Officer Incharge will countersigned such entries.

The car or any other vehicle will remain reserved for the chairman, when the car or vehicle is used by the Chairman, it will not be necessary to record the details of journeys and instead the words "under service to chairman" shall be recorded in the Log Book.

The Private Secretary to Chairman or any other person authorized by the Competent Authority will be the officer in-charge for the vehicle/s under the use of Chairman.

(iv) Record of Mileage

A Fuel consumption certificate for each vehicle shall be got from any officer/s authorized by the Chairman.

Average consumption of fuel Kilometers per liter shall be worked out on the basis of the results entered in the LOG BOOK on the last day of each month in the form given at **Annexure "D"**. This summary will be signed by the concerned driver and verified by the Officer In-charge.

(v) POL Account Register

POL Account shall be maintained in the relevant register. The entries of this register will be compared with the log books of concerned vehicles by the Officer In-charge at the end of every month.

(vi) Record of the Vehicle Tools/Equipment

Entry of all types of tools / equipments and spare parts of a vehicle shall be made in the relevant register as perform given at Annexure "E".

RULES**52.17-22 USE OF MOTOR VEHICLE/TRANSPORT RULES**

(vii) Record of Tyres and Tubes

Tyres/ Tubes may be replaced after 50000 Kms. If any tyre / tube comes defective before the prescribed limit, it shall be replaced with the prior permission of the Chairman. Record of tyres and tubes and other consumable articles etc. (apart from POL) connected with the vehicle shall be entered in the relevant register /history sheet of each vehicle.

17. Fitness Certificate

A fitness certificate will be got after every six months / as required by the Govt. of the Punjab. Such certificate will be obtained from the Motor Vehicle Examiner.

18. Renewal of Tokens

Token of every vehicles shall be renewed every year by paying all necessary dues with the Motor Registering Authority / as required by the Govt. of the Punjab.

19. Service

Every Vehicle will be got serviced after 1600 Kms travelling. Required items such as engine oil, filters, carosine oil, grease and washing of vehicle will be issued accordingly.

The used up items will be entered in a register of unserviceable articles and retained in store for further action.

20. Sealing of Speedometer

Speedometer cable of every vehicle at both ends shall be sealed by the Officer In-charge personally and inspect the same periodically for his satisfaction. In case of broken seals Officer In-charge will take strict action against the concerned driver.

21. Garaging of Vehicle

Soon after the official duty is over, the official transport shall be garaged in Board campus. No officer, except Chairman, shall take official vehicle to his residence for garage.

22. Insurance / Vehicle Bank Account Fund

Every vehicle of the Board will be got insured with the Insurance Company by paying annual insurance premium or a bank account captioned as Vehicle Insurance Fund will be maintained with the approval of Board. The amounts equal to insurance premium will be transferred to the said fund. Expenditure for

RULES**52.23-24 USE OF MOTOR VEHICLE/TRANSPORT RULES**

repairs (in case of accident only) of vehicles will be met out of this fund. In case of shortage of funds the excessive expenditure will be incurred from general fund of the Board.

23. Replacement of Vehicle

Vehicle may be replaced in the light of rules / instructions of Govt. of the Punjab.

24. Appointment of Drivers

- a) Drivers for the Board's vehicles shall be appointed as per provisions of BISE Sargodha Service (Appointment and conditions of service) rules 2012.
- b) If a board employee of any other category having driving license, is required to perform duties as driver in his own pay & scale, on completion of one year of satisfactory performance, he will be promoted/ appointed as Driver.
- c) Every driver will be required to undergo Medical Examination every year from the authorized medical officer on official cost and fitness certificate will be communicated to the Deputy / Assistant Secretary/ Establishment / Admin. In case of failure concern Branch may stop the salary of concerned drivers until such certificate is received.
- d) In case of vacant posts of drivers, the Chairman may appoint drivers on daily wages basis on the following terms and conditions.
 - i. The period of appointment will be on the discretion of Chairman.
 - ii. The driver will be engaged in the prescribed pay scale and rate of daily wages will be fixed on the following formula.

$$(\text{Initial of the Pay Scale} + \text{Usual Allowances}) \div 30 = \text{One days Wages OR rates determined by District Coordination Officer for skilled persons, which ever is beneficial for the driver.}$$
 - iii. The person must hold at least LTV/ License
 - iv. The driver will be paid Daily Allowance of the relevant scale of the post if he is required for duty other than the Headquarter.
 - v. He will be allowed late sitting allowance / Over time Allowance on the basis of minimum of the pay scale of the post on the recommendation of the Officer In-charge.
 - vi. The driver will be paid daily wages if he is engaged on the gazetted holidays.

RULES**52.25-27 USE OF MOTOR VEHICLE/TRANSPORT RULES**

25. Relaxation of Rules.

- (1) The Chairman Board will be competent to relax / change / modify any clause of these rules in the best interest of the Board. However such action will be placed in the meeting of Board for approval.
- (2) The Board will be competent to regularize any deviation / violation of these rules or discrepancies.
- (3) Difference of opinion between the office of Board and external audit will be placed in the meeting of Board for decision.

26. Repeal

Any existing rules / instructions of BISE on the subject will automatically be repealed on the promulgation of these rules.

27. Charges of Private use of Board Vehicle's

The following rates regarding charges of private use of Board vehicles are suitable and no change is needed*.

- | | | |
|-------|--------------------|-------------------|
| (i) | Car SGJ-99 | @ Rs. 10/- per km |
| (ii) | Car SGL-9596 | @ Rs. 10/- per km |
| (iii) | Car SGJ-100 | @ Rs. 10/- per km |
| (iv) | Hilux Double Cabin | @ Rs. 17/- per km |
| (v) | Hiace | @ Rs. 20/- per km |
| (vi) | Shehzore / Hilux | @ Rs. 19/- per km |
| (vii) | Master Mini Truck | @ Rs. 25/- per km |

• • •

* Added vide Board's decision dated 29-12-2021 vide item no. 27.

RULES
USE OF MOTOR VEHICLE/TRANSPORT RULES

ANNEXURE “A”

Details of Specifications

1. Class of vehicle.
2. Maker's name.
3. Type of Body.
4. Year of Manufacture.
5. Number of Cylinder.
6. Chassis No.
7. Engine No.
8. Maker's classification.
9. Seating Capacity.
10. Un-Laiden Weight.
11. Registered Laiden weight.

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USE OF MOTOR VEHICLE/TRANSPORT RULES

Annexure "B"

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، سرگودھا

درخواست برائے استعمال گاڑی

گاڑی نمبر _____

1- نام وعہدہ/ براؤنچ _____

2- تاریخ _____ وقت متوقع روانگی _____ وقت روانگی _____ وقت واپسی _____

3- جگہ کا نام جس کے لئے گاڑی کی ضرورت ہے _____

4- سرکاری / پرائیویٹ _____

5- کام کی تفصیل _____

دستخط درخواست گزار _____ تاریخ _____

رپورٹ ویلفیئر براؤنچ _____

دستخط کلرک / اسٹنٹ _____ ویلفیئر آفیسر _____

اجازت ہے / اجازت نہیں ہے۔

چیئر مین

سیکرٹری

6- میٹر ریڈنگ: سفر کرنے سے پیشتر _____ سفر کرنے کے بعد _____ مجموعی کلومیٹر _____

7- سفر کی تفصیل _____

نام ڈرائیور _____ دستخط ڈرائیور _____ دستخط سفر کنندہ _____

Annexure “C”

[illegible]

RULES
USE OF MOTOR VEHICLE/TRANSPORT RULES

ANNEXURE “D”

Certified that according to the quantity fuel issued to vehicle No. _____
and the total mileage covered by the said vehicle, the average consumption is as under:-

_____	Km. Per Liter
_____	Per Liter
_____	Per Liter (if applicable)

TRANSPORT OFFICER

RULES
USE OF MOTOR VEHICLE/TRANSPORT RULES

ANNEXURE “E”

RECORD OF VEHICLE TOOLS AND EQUIPMENT

Vehicle No. _____

Sr. No.	Description of tools and Equipment	Quantity	Signature Driver's	Remarks

APPENDIX
RATES OF REMUNERATION FOR BOARD ASSIGNMENTS

(Effective from Annual 2013 and onward Examinations)

A.	<u>SUPERVISORY STAFF</u>		
	CATEGORY	RATES	
	1. Superintendent Examination (Local / Mofussil Center)	Single Session	Double Session
		Rs.1000/- ***	Rs.1400/-***
		Per Working Day	Per Working Day
		i) T.A. / D.A. at Government rates. Also entitled to draw remuneration for one preparatory day. ii) Rs. 300/- for single session and Rs. 600/- for double session. Conveyance charges to collect question papers from the Bank and to deposit of solved answer books in the bank (Thr)*.	
	2. Deputy Superintendent (local and Mofussil Centers).	Single Session	Double Session
		Rs.800/-***	Rs.1100/-***
		Per Working Day	Per Working Day
		T.A. / D.A. at Government rates. Also entitled to draw remuneration for one preparatory day.	
	3. Invigilator. (Local/Mofussil)	Single Session	Double Session
		Rs.600/-***	Rs.800/-***
		Per Working Day	Per Working Day
NOTE:	i) T.A. / D.A will be paid to the Superintendent / Deputy Superintendent and Invigilators for journey days to reach the examination centre and back. ii) D.A. will be paid to the Superintendent and Deputy Superintendent for the whole duration of the examination and the Invigilators for working days only. iii) The House approved the period/time schedule for receiving the payment bills as per Govt. rules i.e. 90 days after termination of assignment**.		

* Added Board's decision dated 08-10-2016 vide item no. 8.

** Added Board's decision dated 19-04-2019 vide item no. T3.

*** Added Board's decision dated 23-06-2022 vide item no. T5.

APPENDIX

		Single Session	Double Session	Maximum
	4. Distributing Inspector (Theory).	Rs.770/-* PWD	Rs.1100/-* PWD	-
	5. Distributing Inspector (Practical)	Single Session	Double Session	Maximum
		Rs.400/-	--	Rs.6000/- for SSC and Rs.7000/- for Inter Examination
	6. Member Board**	Single Session	Double Session	Maximum
		Rs.700/-	Rs.1000/-	Rs.15000/- for annual and Rs.12000/- for Supplementary Examination

* Added Board's decision dated 23-06-2022 vide item no. T5.

** Added Board's decision dated 09-06-2016 vide item no. 27.

APPENDIX

B. Subordinate Staff & Sundries			
	1. Chowkidar for the Center	Rs. 200/- per day.	
	2. Waterman/Water Woman*.	Single Session	Double Session
		Rs.200/- Per Working Day	Rs.300/- Per Working Day
	3. Sweeper*	Single Session	Double Session
		Rs.200/- Per Working Day	Rs.300/- Per Working Day

	4. Daftri (Wages for stitching and sealing packets)*.	Rs. 300/- per working day for all Examinations..	
	5. Seating Arrangement**	Rs. 1000/- for whole Examination.	

* Added Board's decision dated 09-06-2016 vide item no. 25.

** Added Board's decision dated 08-10-2016 vide item no. 8.

APPENDIX

	6. Stationery for the personal use of the Superintendent, Deputy Superintendent at the centre, and Stationery to be used at Examination Centre*.	Rs. 500/- for whole Examination.
	7. Drawing Master for arrangement of Drawing Model in the S.S.C. Examination.	Rs. 200/- lump sum.
	8. Amanuensis.	Rs. 40/- per paper.

C: INSPECTORS OF EXAMINATION CENTRES.				
	1. Resident Inspector*.	Single Session	Double Session	Maximum
		Rs.500/-	Rs.900/-	Rs.15000/-
	2. Distributing Inspector*.	Single Session		Double Session
		Rs.700/- Per Working Day		Rs.1000/- Per Working Day
	3. Mobile Squad Inspector*.	Single Session	Double Session	Maximum
		Rs.600/-	Rs.900/-	Rs.15000/-

Mode of Payment to class-IV employees hired on examination centres

After going through the matter the House agreed the proposal of Board Office and approved to accord/to send the payment of Class-IV employees (hired/pointed on examination centers) through their bank accounts within fifteen days after receiving of the bills**.

* Added Board's decision dated 08-10-2016 vide item no. 8.

** Added Board's decision dated 20-03-2021 vide item no. 21.

APPENDIX

D: <u>PAPER SETTER/MODEL PAPER SETTER.</u>		
a. <u>Theory</u>		
	1. *Secondary School Examination. 2. Intermediate. } 3. Fazil } 4. Alim } 5. Adib. }	i. Rs. 2000/- per paper with translation. ii. Rs. 1600/- per paper without translation. i. Rs. 2500/- with translation. ii. Rs. 2000/- without translation.
b. <u>Practical/Oral Examinations.</u>		
	1. S.S.C*	i. Rs. 300/- for 1 st set of paper and Rs. 500 for remaining with translation. ii. Rs. 225/- for 1 st set of paper and Rs. 300/- for remaining without translation.
	2. Intermediate*	i. Rs. 300/- for 1 st set of paper and Rs. 600 for remaining with translation. ii. Rs. 225 for 1 st set of papers and Rs. 400 for remaining without translation.
	3. Paper Setter Coordinator.	Rs. 1500/- per day.

* Added Board's decision dated 08-10-2016 vide item no. 8.

** Added Board's decision dated 09-06-2016 vide item no. T6 & T7.

APPENDIX

E: <u>EXAMINERS.</u>		
<u>A. Sub-Examiners (Theory)</u>		
*	1. S.S.C. Examination	Rs. 40/- per copy. Note: Paper having weightage of 50 marks or less will be paid @ Rs. 30/- per paper for Matric.
*	2. Intermediate Examination 3. Fazil Examination. 4. Alim Examination. 5. Adib Examination.	Rs. 45/- per copy. Note: Paper having weightage of 50 marks or less will be paid @ Rs. 35/- per paper for Intermediate.
<u>b. Single Examiner.</u>		<u>Minimum</u>
	1. S.S.C. Examination 2. Intermediate Examination. 3. Fazil. 4. Alim. 5. Adib.	As per the rate permissible for sub-examiner
F. <u>HEAD EXAMINERS.(Theory)</u>		
	1. For supervising the work of sub-Examiners.	Rs. 300/- per sub-Examiner.
	2. Ten answer books for test installment and 20% checking.	As for Sub-Examiner per Answer Book.
3. <u>Assistant to Head Examiner.</u>		
**	a) Secondary School.	Rs. 3/- per Answer Books.
**	b) Intermediate.	Rs. 3/- per Answer Books
**	c) Languages.	Rs. 3/- per Answer Books

* Added Board's decision dated 04-02-2017 vide item no. 6.

** Added Board's decision dated 08-10-2016 vide item no. 8.

APPENDIX

G. Staff for Central marking.		
	1. Resident Inspector	Rs. 500 per working day (Maximum Rs. 15000/-)
**	2. Center Supervisor	Rs. 800/- (Local) per working day Rs. 1000/- (Mufassal) per working day
**	3. Security Guard/Chowkidar	Rs. 300/- per working day
**	4. Waterman	Rs. 200/- per working day
**	5. Sweeper	Rs. 150/- per working day
**	6. Daftri	Rs. 300/- per working day
***	7. I.T Assistant (Regular Employee) I.T Assistant (Daily Wager)	Rs. 1000/- per working day (Local) Remuneration equal to his/her Daily Wager Rate only. Rs. 1000/- (Mufassal) per working day in lieu of salary
****	8. Supervisor of Marking Center NOTE:: The retired Board Employee (vigilant, competent and healthy) can also be appointed to the entire satisfaction of the Controller of Examinations and they will also get remuneration already decided per day.	Rs. 800/- (Local) per working day Rs. 1000/- (Mufassal) per working day
	9. Chief Secrecy Officer (SSC/HSSC)	Rs. 65,000 per month***
	10. Deputy Chief Secrecy Officer (SSC Annual / Supplementary)	Rs. 45,000 per month***
	11. Deputy Chief Secrecy Officer (HSSC Annual / Supplementary)	Rs. 40,000 per month***
	12. Assistant Secrecy Officer (SSC & HSSC Annual / Supplementary)	Rs. 12,000 per month

The use of generator & the payment of the bill for the marking center's during the marking of SSC/HSSC Annual & Supplementary Examinations is following*;

- i) Resident Inspector of the marking center will make the necessary arrangement in this regard.
- ii) Use of generator may be allowed for maximum 5 hours per day. The bill will be paid at the rate of Rs. 100/-per hour maximum upto Rs. 500/-
- iii) The bill of generator will be verified by supervisor & resident inspector of that marking centre.

* Added vide Board decision dated 20-12-2014 vide item No. 5.

** Added vide Board decision dated 09-06-2016 vide item No. T6, T7 & S-6.

*** Added vide Board decision dated 07-05-2018 vide item No. 41.

**** Added vide Board decision dated 31-12-2018 vide item No. T7.

APPENDIX

<u>H</u> <u>EXAMINERS FOR SCIENCE.</u>		
<u>(Practical and Oral Exams).</u>		
	i. Secondary School*.	Rs. 15/- per answer books.
	ii. Intermediate*.	Rs. 25/- per answer books.
	iii. Contingency.	Rs. 150/- or according to original postal receipts.
	iv. Contingent expenses for Sub-Examiners.	Local Rs.75/- Moffussil Rs.150/-
<u>v. Minimum Fee for Practical/Oral Exams.</u>		
	Secondary school/Intermediate	Rs. 500/-
<u>I.. PRACTICAL HEAD EXAMINERS.</u>		
	i. For supervising the work of Sub-Examiners.	Rs. 100/- per sub-Examiner*.
	ii. 33% rechecking of allotted candidate.	Same fee per candidate as paid to the Sub-Examiner.
<u>J.. RATES OF CONTINGENT EXPENSES FOR PACTICAL EXAMINATIONS (LABORATORY CHARGES).</u>		
<u>1. S.S.C Examination.</u>		
	i. Payment for chemical consumed and breakage.	Rs. 5/- per candidate.
	ii. Laboratory Assistant	Rs. 150/- per day.
	iii. Laboratory Attendant.	Rs. 150/- per day.
<u>2. Intermediate Examination (Contingent Expenses)</u>		
	i. Chemistry	Rs. 12/- per candidate.
	ii. Physics.	Rs. 6/- per candidate
	iii. Biology.	Rs. 12/- per candidate.

* Added Board's decision dated 09-06-2016 vide item no. T6 & T7.

APPENDIX

3. <u>LABORATORY ASSISTANT.</u>		
	i. Chemistry.	Rs. 4/- per candidate.
	ii. Physics.	Rs. 4/- per candidate.
	iii. Biology	Rs. 4/- per candidate.
4. <u>ASSISTANT TO PRACTICAL EXAMINER.</u>		
	For B.A./B.Sc, M.A./MSc.	Rs. 0.60/- per answer book.
NOTE: one Sweeper @ 15/-per day for each Laboratory.		
K <u>MEMBERS OF DISCIPLINE/APPELATE COMMITTEE.</u>		
****	i. Discipline Committee	Rs. 1200/- per day.
	ii. Appellate Committee	Rs. 1500/- per day.
L <u>REMUNERATION TO MEMBERS OF INSPECTION COMMITTEE FOR RECOGNITION</u>		
*****	i. Chairman.	Rs. 1200/-.
	ii. Secretary	Rs. 1000/-.
	iii. Officer/Official.	Rs. 600/-
	iv. Driver/Security Guard.	Rs. 300/-
NOTE: A Member of the Board will be paid T.A./D.A. for Inspection of Schools or Colleges for recognition.		
M. <u>SECRECY OFFICERS*.</u>		
	i. Secrecy Officer.	Rs. 700 + 50 (Refreshment) per day (Check 200 Answer Books daily) - On Point out per mistake extra Rs. 5 per copy - Deduction of H.E / S.E remuneration Rs. 10 on per mistake
	a. Coordinator Local SSC**	Rs. 1200/- per day
	b. Coordinator Mufsal SSC	Rs. 1500/- per day

NOTE: The House allowed to use personal car for Board Members for any duty/assignment by the Board Office***.

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- * Board's decision dated 14-03-2014 vide item No. 6.
 ** Added Board's decision dated 14-07-2015 vide item no.29.
 *** Added Board's decision dated 25-08-2017 vide item no. 21.
 **** Added Board's decision dated 20-03-2021 vide item no.20.
 ***** Added Board's decision dated 29-12-2021 vide item no. 24.

APPENDIX

N <u>SOCIAL AND CULTURAL ACTIVITIES.</u>		
i.	Paper setter for Science quiz.	Rs.300/-
ii.	Local Member.	Rs. 600/- per day.
iii.	Local Judge.	Rs. 600/- per day.
iv.	Local Stage Secretary	Rs. 600/- per day.
O* REMUNERATION/CONVEYANCE ALLOWANCE FOR THE MEMBERS OF VARIOUS COMMITTEES		
Sr. No.	Description	Approved Rates
1	Appeal Committee	Rs. 1500/- per Local or TA/DA for out of city
2	Discipline Committee	Rs. 1200/- per Local or TA/DA for out of city
3	Keys Makers Committee (for preparation Marking instructions etc.)	
4	Rechecking/Super Checking Committee (for Position Holders Answer Books)	
5	Finance Committee	Rs. 2000/- to Member Board/Member of Appointment/Finance Committee as or TA/DA for mufassal Rs. 1200/- to other Local Member Rs. 1500/- to Technical Member per day (excluding income tax)
6	Appointment Committee	
7	Correction Committee General For DOB	
8	Correction Committee General for Name/Father's Name	
9	Investment Committee	
10	Inquiry Committee (for emergency)	
11	Medical Re-imbursement Committee	
12	Purchase Committee	
13	Technical member for any committee	Rs. 2000/- to Member Board Rs. 1500/- to Technical Member (excluding income tax)
14	Committee for appointment of Paper Setter and Head Examiner	Rs. 1200/- to Local or TA/DA for out of city
15	Committee of Course	Rs. 1500/- per Local or TA/DA for out of city
16	Campus Development Committee or any other committee	Rs. 2000/- to Member Board Rs. 1200/- to other Local Member Rs. 1800/- to Technical Member per day (excluding income tax)

* Enhanced vide Board's decision dated 20-03-2021 vide item no. 20.

APPENDIX

17	Board Meeting*	Rs. *7000/- Local Board Member (excluding income tax) as conveyance/traveling. Member Board can claim Rs. 7000/- lum sum Or TA/DA according as per rules.
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The House approved PBCC decision dated 07-12-2015 vide item no. 10 (regarding clarification about payment of honourarium to the members of Boards in view of audit objection). The decision/clarification of PBCC is reproduced as below.

*The Sub-Committee of PBCC deliberated the matter at length and clarified that the member Boards are only paid conveyance allowance or actual expenditures on traveling in order to visit the Board or to inspect the examination. They are not paid any remuneration against any assignment of the Board *.*

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* Added Board's decision dated 09-04-2016 vide item no. 16.

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