

CHAPTER 1

SECONDARY SCHOOL CERTIFICATE EXAMINATION

1. Examination Bi-Annual

The Secondary School Certificate Examination shall be held bi-annually in part system, i.e., First Annual and Second Annual, on such dates and at such places as may be 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 his/her admission form and the prescribed fees along with three recent photographs 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/ 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 during his/ her stay in class;
 - (iv) of having devoted at least 36 hours to manual work and civil defence training during the academic year preceding the examination.

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 along with three recent photographs to the Board through the Head of his/her institution by such dates as

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

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 during his/ her stay in class.

4. Record of Student's Performance

The heads of institutions will keep proper record of attendances, lectures, practicals, class assignments, home task, manual work and civil defence training referred to in rules 2 & 3.

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.
- (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 immediately.
- (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 not later than the 14th day 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 count towards the total number of attendances for the purpose of calculating the prescribed percentage of attendances made.

6. Appearance as a Private Candidate

If a regular candidate takes the examination of Part-I (Class IX), but because of 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.

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

7. Internal Assessment Grade

Internal assessment grade of the regular students will be obtained from their heads of institutions at the time of submission of their admission forms for examination and its entry will be made in the certificate.

8. Detain or Re-admission

- (1) The student who remains fail or obtains less than 33% marks in one or more subjects or remains absent in Part-I (Class IX) examination, may be re-admitted in Part-I with the changed/same combination of subjects/group in the same or in any other institution.
- (2) If an institution could not submit the admission form of a candidate of Part-I (Class IX) owing to unfavourable circumstances, the Head of the institution would promote him/her in Part-II (Class X) and forward his/her admission form for the examination of Part-I (Class IX) and Part-II (Class X) next year after completion of his/her attendances. If a similar situation arises in Part-II (Class X), the admission form for the examination of Part-II (Class X) be submitted for the Supplementary Examination.
- (3) 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 the result.

9. Admission in Class IX

- (1) The admission in Part-I (Class IX) will be made by the institutions according to the schedule approved/issued by the Board.
- (2) It is compulsory for the regular candidates to participate in Board's Part-I (Class IX) Examination.

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.
- (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.

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

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 and the prescribed fees to the Board by such dates as may be fixed by the Board, together with the certificates duly signed by an authorized person of (i) 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 a University.(v) of not having been on the roll of any institution recognized by this or any other Board or a university. The following persons shall be authorized to sign the requisite certificates mentioned above:

Heads of institutions affiliated with this Board; the Headmaster/ Headmistress/Deputy Headmaster/ Deputy Headmistress belonging to the Government institutions within the jurisdiction of this Board who have sent their specimen signatures along with National Identity Card number and residential addresses duly certified by the head of institution where they are serving.

- (2) Submit four copies of his/her recent photograph duly signed by him/her and attested by the person who signs the above mentioned certificates.
- (3) Submit admission form/certificates attested by the concerned Superintendent Jail in case he/she is a prisoner candidate.

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) submit his/her admission form and the prescribed fees 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;

RULES

SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (iii) of belonging to, or residing in an area falling within the territorial limits of the Board;
 - (iv) of not simultaneously being a candidate for any examination to be held by any other Board or a University.
- (3) Submit four copies of his/her recent photograph duly signed by him/her and attested by the person who signs the above mentioned certificates.
 - (4) Submit admission form/certificates attested by the concerned Superintendent Jail in case he/she is a prisoner candidate.

The following persons shall be authorized to sign the certificates mentioned in (2) above:

Heads of institutions affiliated with this Board; the Headmaster/ Headmistress/Deputy Headmaster/ Deputy Headmistress belonging to the Government institutions within the jurisdiction of this Board who have sent their specimen signatures along with National Identity Card number and residential addresses duly certified by the head of institution where they are serving.

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 maximum two subjects, will be placed under compartment and will be allowed to re-appear in the part in which he/she failed. The candidates, who fail in more than two subjects will be considered to have failed 'as a whole' in the Part-I (Class IX) & Part-II (Class X) Examination. The candidates placed under compartment will be provided with maximum next immediate three consecutive examination opportunities and they will have to appear simultaneously in Part-I (Class IX) & Part-II (Class X) 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.

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (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 included in 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.
 - 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 for 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.

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (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) At the end of any paper, no candidate will be allowed to take the objective paper, any question or part of it along with him.
- (5) The tampered or over-written answers in the objective type of questions will be regarded as wrong.
- (6) 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.
- (7) 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; and
- (3) The Board will issue the separate award of theory and practicals only in the Result Card, but in the certificate the aggregate marks should be given.

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:

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

| Percentage of Marks | Grade | Remarks |
|--|--------------|----------------|
| (i) 80% and above marks | A+ | Exceptional |
| (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.

21. Concessional Marks

A candidate who fails to qualify for the grant of the Secondary School 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 become 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 with one examination opportunity in current/prevalent syllabus within a period of one year 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 subject/s or both. The candidate, who had qualified the subject(s) with concessional marks, will also have to appear in those subject(s) for improvement of marks in any subject(s), marks improved result shall be issued. In case a candidate fails to improve his/her marks in any Part or subject(s), his/her previous result will remain intact.

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (2) A candidate after passing his/her Part-I (Class IX) Examination, can improve his/her marks of Part-I (Class IX) Examination along with Part-II (Class X) Examination after foregoing his/her Part-I (Class IX) result. In such a case, no further examination opportunity will be given to him/her for improving his/her marks.
- (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 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.
- (5) 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 one year.
(Following clauses were approved by the Board in its meeting dated 22-12-2012)
- (6) If a candidate appears in whole part for improvement of grade/marks and obtains more total marks than previous examination, his / her grade stands improved despite in one or more papers he obtains less marks from previous one.
- (7) If a candidate appears in subject, he/ she is bound to appear in both parts of that subject and obtains more marks in this subject (Paper Part-I + Paper Part -II) than previous examination marks in the same subject he/ she will fall in the category of improvement and if he obtains less marks he/she will fall in the category of not improved.
- (8) If a candidate appears in more subjects for improvement, he/ she gets more marks in one subject and fails to get more marks in other subjects, the subject in which he got more marks than previous will be considered improved in that subject only.

24. Secondary School Certificate after Adib, Alim Examinations

Candidate who have passed Board's Examination for 'Adib, 'Alim' or any equivalent examination are eligible to appear in the Secondary School Examination as per criteria laid down in sub-section (1) and (2); and they are to take composite examination of Part-I (Class IX) and Part-II (Class X).

- (1) Examination of the subject of English only: Successful candidates will be awarded Secondary School Certificate in the subject of English only.

RULES

SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (2) English, Pakistan Studies, Mathematics and one subject of Arts Group other than languages and not having practical: The grade of such a candidate shall be determined on the basis of the aggregate of marks secured by him/her and the total number of marks allotted to the subjects referred to above, according to the criteria given in rule 20.
- (3) A certificate of Secondary School level will be issued to the candidates passing in the prescribed subjects in one sitting and their grades will be determined on the basis of the marks secured by them according to the Gradation Rules; provided that no grace marks would be awarded to the candidates qualifying the examination.

25. **Secondary School Examination after Sanvia Amma and Sanvia Khasa**

The holders of educational qualification of Sanvia Amma and Sanvia Khasa 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) Wifaq-ul-Madaris, Pakistan, Multan
- (2) Wifaq-ul-Madaris Salfia (Ahle-Hadith), Faisalabad
- (3) Wifaq-ul-Madaris (Shia) at Jamia Almunzar, Lahore
- (4) Tanzeem-ul-Madaris, Pakistan, Lahore
- (5) Rabita-tul-Madaris, Mansoor, Lahore
- (6) Jamia Ashrafia, Lahore
- (7) Jamia Taleemat-e-Islamia, Faisalabad
- (8) Darul-Uloom Bhera Shari, Sargodha
- (9) Darul-Uloom Karachi, Karachi

Note: Candidates will have to qualify the whole examination in one and the same sitting and no grace marks would be awarded to qualify the offered subjects.

26. **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

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

- (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 up to the Secondary School Certificate level in the foreign country.

27. 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 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 in one and the same sitting is granted a certificate to that effect. No grace/concessional marks would be given to the candidate to qualify the offered subject/s.

28. 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 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

RULES
SECONDARY SCHOOL CERTIFICATE EXAMINATION

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 intact.

29. 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.

30. Rates of Fees

- (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) An enrollment fee of Rs.400/- 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 Rs.400/- 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.
- (3) The admission form and admission fee be accepted according to the following three phases:

| | |
|--------------|------------------|
| First Phase | With single fee |
| Second Phase | With double fee |
| Third Phase | With triple fee. |

RULES
SECONDARY SCHOOL CERTIFICATE 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.
- (6) 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.

31. Issuance of Result Cards/Certificates

- (1) Result intimation will be issued to the candidates who appeared in examination and certificates will be granted to those candidates who qualify all the subjects in which they appeared under the scheme of studies.
- (2) The candidates of Part-I (Class IX) will be issued result cards only for information. They will not be issued any certificates. The issuance of certificate is subject to the condition if the candidate passes both Part-I (Class IX) and Part-II (Class X) Examinations.

32. 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.

RULES
SECONDARY SCHOOL CERTIFICATE 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.

• • •

CHAPTER 2
SECONDARY SCHOOL CERTIFICATE EXAMINATION
FOR DEAF & 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.
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.

• • •

CHAPTER 3

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 may be 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 his/her admission form and the prescribed fees along with three copies of recent photographs 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:

- (a) of possessing good moral character;

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 fees along with three copies of recent photographs 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:

- (a) of possessing good moral character;

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

- | | |
|---|--|
| <p>(b) of having attended not less than 75% of the total number of lectures delivered in each of the subjects taken up for study;</p> <p>(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;</p> <p>(d) of having devoted during the one academic year preceding the examination;</p> <p style="padding-left: 20px;">i) at least 30 hours to physical exercise;</p> <p style="padding-left: 20px;">ii) at least 36 hours to manual work and Civil Defence training.</p> <p>(e) of having satisfactorily performed the work of class during his stay in the Intermediate Part-I (Class XI).</p> | <p>(6) of having attended not less than 75% of the total number of lectures delivered in each of the subjects taken up for study;</p> <p>(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;</p> <p>(d) of having devoted during the one academic year preceding the examination;</p> <p style="padding-left: 20px;">i) at least 30 hours to physical exercise;</p> <p style="padding-left: 20px;">ii) at least 36 hours to manual work and Civil Defence training.</p> <p>(e) of having satisfactorily performed the work of class during his stay in the Intermediate Part-II (Class XII).</p> |
|---|--|

3. Record of Student Performance

The Head of institutions will keep proper record of lectures, practicals, physical exercises, class work, manual work and civil defence training referred to in the rules 2(4) d (i) & (ii).

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.

5. 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

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

- 14th day before the commencement of the examination, the head of the institution shall withdraw his candidature by writing to the Controller of Examinations immediately.
6. 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 14th day before the commencement of the examination.
 7. 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 count towards the total number of lectures/practicals delivered/held for the purpose of calculating the prescribed percentage of lectures/practicals attended.
 8. The duration of theory and practical papers under the part system examination shall be determined by the Board from time to time.
 9. The last date of admission in Class XI will be fixed by the Board preceding the year of examination.
 10. The student who remains fail or obtains less than 33% marks in one or more subjects or remains absent in Part-I (Class XI) examination, may be re-admitted Part-I with the changed/same combination of subjects/group in the same or other institution.
 11. 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.
 12. 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.
 13. 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.
 14. If a regular candidate of Part-II 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.
 15. 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

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

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.

16. 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 taken 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 fees along with four copies of recent photographs to the Board attested by Head of Institution affiliated with Board of Intermediate & Secondary Education, Gujranwala, 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;
- (b) of having paid the prescribed fees to the Board;

For Part-II (Class XII)

(1) A private candidate must have appeared:

- i) in the Intermediate Part-I (Class XI) Examination to become eligible to appear in the Intermediate Part-II (Class XII) Examination.
- ii) in 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 three copies of recent photographs to the Board attested by Head of Institution affiliated with Board of Intermediate & Secondary Education, Gujranwala, 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;
- (b) of having paid the prescribed fees to the Board;

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

- | | |
|---|---|
| <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>(3) A prisoner candidate shall get his admission form / certificate attested by his Superintendent Jail.</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>(3) A prisoner candidate shall get his admission form / certificate attested by his Superintendent Jail.</p> |
|---|---|
17. The registration made in the Intermediate Part-I Examination will be valid for the Part-II Examination.
18. No candidate shall be allowed, under any circumstances whatsoever, to take examination group (session) other than the one allotted to him.
19. 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).
20. 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.
21. Private candidates will be eligible to appear in the Part-I or Part-I & Part-II Examination, simultaneously. It is compulsory for a private candidate that he/she must have passed the Secondary School Examination, or an examination recognized as equivalent thereto, one year previously in case he/she intends to appear in the Part-I Examination and two years previously if he/she appears in the Part-I and Part-II Examination (Combined).
22. 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.
23. Question Papers A and B in each subject will be renamed as Paper-I and Paper-II of each subject.
24. There will be no supplementary session of the Part-I Examination.
25. 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.

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

26. 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.
27. 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.
28. The candidates, who appear in the Part-I Examination, will only be provided with a result intimation.
29. 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.
30. 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.
31. 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 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.
32. No additional examination opportunity will be provided in lieu of an opportunity missed due to illness or any other reason.
33. Candidates appearing in the failing subject (compartment cases) are not allowed to change the subject/s.
34. 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.
35. 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 two subjects, will be placed under compartment and will be allowed to re-appear in the paper/s in which he/she failed. The candidates, who fail in more than two subjects, will be considered to have failed 'as a whole' in the Part-I & II Examination. The candidates placed under compartment will be provided with maximum next immediate three consecutive examination opportunities and they will have to appear simultaneously in Part-I & II 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.

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

36. 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.

37. 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 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 intact.

38. 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.

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

39. Medium of Examination

The medium of examination shall be Urdu or English.

40. 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.

41. 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 three 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 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.

42. 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.

43. Placement in Grade/Division

A certificate bearing grades according to the following grade-table will be issued to the candidates after aggregating Part-I and Part-II marks:

| | Percentage of Marks | Grade | Remarks |
|-----|-----------------------------|--------------|----------------|
| (1) | 80% and above | A+ | Exceptional |
| (2) | 70% and above but below 80% | A | Excellent |

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

| | | | |
|-----|-------------------------------------|---|--------------|
| (3) | 60% and above but below 70% | B | Very Good |
| (4) | 50% and above but below 60% | C | Good |
| (5) | 40% and above but below 50% | D | Fair |
| (6) | Less than 40% to minimum pass marks | E | Satisfactory |

| Percentage of Marks | Division |
|-----------------------------------|-----------------|
| 60% and above marks | First |
| 45% and above marks but below 60% | Second |
| Minimum pass marks but below 45% | Third |

44. 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.

45. Improvement of Marks

- (1) For the purpose of improvement of grade/marks, a candidate will be provided with one examination opportunity in current/prevalent syllabi within a period of one year 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 any subject/subjects. In the paper consisting of theory and practical, improvement of marks shall be determined on the basis of 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) A candidate, after passing his/her Part-I Examination, can improve his/her marks of Part-I Examination along with Part-II Examination after foregoing his/her Part-I result. In such a case, no further examination opportunity will be given to him/her for improving his/her marks.
- (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.

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

(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 one year.

(Following clauses were approved by the Board in its meeting dated 22-12-2012)

(6) If a candidate appears in whole part (part-I or part-II or both parts) for improvement of grade/marks and obtains more total marks than previous examination, his / her grade stands improved despite in one or more papers he obtains less marks from previous one.

(7) If a candidate appears in subject, he/ she is bound to appear in both parts of that subject and obtains more marks in this subject (Paper Part-I + Paper Part -II) than previous examination marks in the same subject he/ she will fall in the category of improvement and if he obtains less marks he/she will fall in the category of not improved.

(8) If a candidate appears in more subjects for improvement, he/ she gets more marks in one subject and fails to get more marks in other subjects, the subject in which he got more marks than previous will be considered improved in that subject only.

46. Concessional Marks

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.

47. Intermediate after Fazil Examination

A candidate, who has passed the Fazil Examination of the Board, or an examination recognized as equivalent thereto, may appear on qualifying English, Islamic Education and Pakistan Studies of the Intermediate standard in the one and the same sitting. He/she

RULES

INTERMEDIATE (PART SYSTEM) EXAMINATION

will be granted a certificate to that effect; provided that he/she had previously passed in English of the Secondary School standard.

Note: No grace marks would be awarded to qualify offered subjects.

48. **Intermediate Examination after Sanaviya Khasa**

The holders of educational qualification of 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 one percent grace marks will be awarded to the candidates:

- (1) Wifaq-ul-Madaris, Pakistan, Multan
- (2) Wifaq-ul-Madaris Salfia (Ahle-Hadith), Faisalabad
- (3) Wifaq-ul-Madaris (Shia) at Jamia Almunzar, Lahore
- (4) Tanzeem-ul-Madaris, Pakistan, Lahore
- (5) Rabita-tul-Madaris, Mansoor, Lahore
- (6) Jamia Ashrafia, Lahore
- (7) Jamia Taleemat-e-Islamia, Faisalabad
- (8) Darul-Uloom Bhera Shari, Sargodha
- (9) Darul-Uloom Karachi, Karachi

Note: Candidates will have to qualify the whole examination in one and the same sitting.

49. **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 and English Elective; provided he passes Geography of Pakistan at the Secondary School level within two years from the date of admission to a college:

- (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 level in a foreign country.

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

- (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.

He will also have to take English Elective in lieu of English Compulsory.

50. 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 in one and the same sitting be granted a certificate to that effect. No grace marks would be given to the candidate to qualify the offered subject/s.

51. Rates of Fees

- (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 fee 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 the time of submission of his admission form and admission 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) 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 three phases:
- | | | |
|-------|--|------------------|
| (i) | First Phase | without late fee |
| (ii) | Second Phase | with double fee |
| (iii) | Third Phase | with triple fee. |
| (iv) | Rs.500 per day will be charged in addition to the triple fee after third phase, up till 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.

- 52.** 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

RULES
INTERMEDIATE (PART SYSTEM) EXAMINATION

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.

53. 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, the admission form and the prescribed fee of such a 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.
54. The Board in its meeting dated 22-12-2012 introduced the new examination of Under Graduate Diploma of Physical Education at Government Colleges for Elementary Teachers. The rules for Under Graduate Diploma of Physical Education are subject to be framed/changed by the Board from time to time. Fee will be as under:

Registration Fee: Rs.1000/-

Examination Fee: Rs.1500/-

The Examination Schedule will be along with the Intermediate Examination.



CHAPTER 4

ADIB, ALIM AND FAZIL EXAMINATIONS

Examination Bi-Annual

1. 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.

Conditions of Eligibility

2. In order to be eligible to appear in the Adib, Alim and Fazil Examinations, a candidate must:
 - (1) have passed the SSC Examination(For Fazil Examination only) and submit his/her admission form and the prescribed fees 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) Submit four copies of his/her recent photograph duly signed by him/her and attested by the person who signs the certificates of the admission form.
 - (3) Submit certificate mentioned in sub-rule (1) above signed by the Heads of institutions affiliated with this Board, who have had sent their specimen signatures along with National Identity Card number.

Number of Attempts to Qualify the Examination

3.
 - (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 four attempts may repeat the examination as a fresh candidate.

RULES
ADIB, ALIM AND FAZIL EXAMINATIONS

- (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.

Scheme of Studies

4. 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.

Medium of Examination

5. The medium of examination shall ordinarily be Urdu.

Pass Marks

6. 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.

Qualifying Condition

7. 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.

Placement in Divisions

8. A candidate who has qualified in Adib, Alim or Fazil Examination, shall be placed in one of the following Grades/Divisions.

| | Percentage of Marks | Grade | Remarks |
|-----|-------------------------------------|--------------|----------------|
| (1) | 80% and above | A+ | Exceptional |
| (2) | 70% and above but below 80% | A | Excellent |
| (3) | 60% and above but below 70% | B | Very Good |
| (4) | 50% and above but below 60% | C | Good |
| (5) | 40% and above but below 50% | D | Fair |
| (6) | Less than 40% to minimum pass marks | E | Satisfactory |

| Percentage of Marks | Division |
|-----------------------------------|-----------------|
| 60% and above marks | First |
| 45% and above marks but below 60% | Second |
| Minimum pass marks but below 45% | Third |

RULES
ADIB, ALIM AND FAZIL EXAMINATIONS

Concessional Marks

9. 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 subject/papers in which he has failed so as to enable him to qualify for the grant of certificate; 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.

Secondary School Examination after Adib or Alim Examinations

10. A candidate, who has passed the Adib or Alim 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:

- (1) English only; and on qualifying be granted a certificate to that effect;
- (2) English, Pakistan Studies, Mathematics, and one other subject from the Arts Group not being a language, not having practical; and on qualifying in these subjects be granted the Secondary School Certificate. The grade of such a candidate shall be determined on the basis of the 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.

No grace marks would be awarded to qualify the offered subjects.

Note: The subjects mentioned in (1) and (2) above relate to the Scheme of Studies for the Secondary School Examination.

Intermediate After Fazil Examination

11. A candidate, who has passed the 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 the one and the same sitting:

- (1) English; Pakistan Studies, Islamic Education; and on qualifying be granted a certificate to that effect; provided that he had previously appeared in English of Secondary School standard.
- (2) English, Pakistan Studies and Islamic Education and on qualifying in these subjects be granted the Intermediate Certificate; provided he has passed the Secondary School Examination at least two years previously. The grade of such a candidate shall be determined on the basis of the 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.

No grace marks would be awarded to qualify offered subjects.

RULES
ADIB, ALIM AND FAZIL EXAMINATIONS

Improvement of Marks

12. A candidate, who has passed the Languages Examination may, at his / her option, avail himself / herself of one opportunity to appear in the examination for the purpose of improving the aggregate of marks obtained by him / her previously in any paper / papers (full);
- Provided that he/she must do so within a period of one year of the passing of the said examination;
- Provided further that he / she has not appeared in any higher examination held by a Board or a University during the above period;
- Provided still further that he / she shall not be eligible for the grant of concessional marks. Such candidate, if declared successful in improving the aggregate of marks, shall be granted a fresh certificate of marks / grades on surrendering the certificate of marks / grades issued previously. A candidate as aforesaid shall not be eligible for the award of a scholarship or any other academic distinction on the basis of the improved aggregate of marks.
13. Thesis writing in the Language Examinations of Arabic / Persian has been abolished; and instead, a sixth paper has been introduced since the Supplementary Examinations, 1999.

Unfair Means in Examinations

14. 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 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.)

Rates of Fee

15. (1) the rates of examination fee (including the fee for issuing subject-wise marks and the final certificates) are as fixed by the Board from time to time.
- (2) A registration 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 fees for the examination.
16. The admission forms along with the prescribed fee shall be accepted according to the following schedule and on such dates as may be fixed by the Board; and no admission

RULES
ADIB, ALIM AND FAZIL EXAMINATIONS

form under any circumstances shall be accepted after the expiry of dates fixed by the Board:

- | | | |
|-----|--------------|------------------|
| (1) | First Phase | without late fee |
| (2) | Second Phase | with double fee |
| (3) | Third Phase | with triple fee. |

17. The admission forms and the prescribed fees 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 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.
18. 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, the admission form and the prescribed fee of such a 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.



CHAPTER 5

WITHDRAWAL OF ADMISSION FORMS

1. 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 and long absence; provided such action has been taken before the commencement of the examination.
 - (4) When a candidate has been rusticated or expelled or his/her character certificate has been withdrawn for misconduct before the conclusion of the examination.

2. Admission form of a candidate may be sent up provisionally if he/she is likely to make the grade in respect of satisfactory class work by the end of the session, failing which his/her name may be withdrawn up to 14th day before the commencement of the examination.

• • •

CHAPTER 6

CHANGE OF SUBJECT

1. Every candidate has to complete 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. Candidate taking admission in the college can change their subject/subjects within 30 days after the date of admission.
3. The following categories of candidates can change their subjects on payment of the prescribed fee:
 - (1) Private candidates, but before taking the relevant 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 clerical mistake. However, this fact shall be justified by the Head of Institution.
 - (4) A candidate may apply to change the subjects with prescribed fee 30 days before starting of the examination.
4. **Rates of fee for subject change.**

| | |
|--|-----------|
| (1) One subject change within the same group | Rs.300/- |
| (2) Change in group of subjects | Rs.1200/- |

The fee is subject to change by the Board from time to time.



CHAPTER 7

CONSTITUTION OF EXAMINATION CENTRES

1. No place shall be constituted as a centre of examination unless:
 - (1) Adequate arrangements for furniture, accommodation, etc. are made to the satisfaction of the Controller of Examinations.
 - (2) Minimum number of candidates likely to appear at a centre for the written examination is as follows:

| | | |
|-------|---|-----|
| (i) | Secondary School Certificate Examination or Intermediate Examination (Boys) | 150 |
| (ii) | Secondary School Certificate Examination or Intermediate Examination (Girls) | 100 |
| (iii) | Languages (Boys) | 100 |
| (iv) | Languages (Girls) | 50 |
 - (3) The minimum number of candidates likely to appear in a Practical Centre for the Secondary School Certificate or Intermediate Examination and Art and Crafts shall be 40.
2. 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/- whichever is greater; provided that the minimum number of candidates likely to appear from that centre is not less than the following:

Secondary School Certificate Examination

| | | |
|-----|----|-----------------------------|
| (1) | 60 | in case of male (Regular) |
| (2) | 40 | in case of female (Regular) |

Intermediate Examination

| | | |
|-----|----|-----------------------------|
| (1) | 70 | in case of male (Regular) |
| (2) | 50 | in case of female (Regular) |
3. 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. 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.

RULES
CONSTITUTION OF EXAMINATION CENTRES

5. 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.
For constitution of centre, only Regular students of an institution shall be taken into account.
6. 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.

• • •

CHAPTER 8

CHANGE OF CENTRE OF EXAMINATION

1. 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; and in such cases, the application shall be accompanied by the certificate signed by a Registered Medical Practitioner.
2. In order to avoid real hardship, the Controller of Examinations may, in exceptional cases not covered by these rules, allow change of centre.
3. 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. 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. An application for change of centre shall ordinarily be entertained upto 15 days before the commencement of the examination.
6. Each application for change of centre shall be accompanied by fee as fixed by the Board which shall not be refundable.
7. 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.
8. The Controller of Examinations shall have the power to reject an application for change of a centre without assigning any reason for his orders.



CHAPTER 9

SCRUTINY AND TABULATION OF RESULTS

1. (1) “External Tabulator” means a person, other than an employee of the Board, specially engaged for tabulating the result from counterfoils of award lists or from such other material as may be provided to him by the office.
(2) “Internal Tabulator” means an employee of the Board engaged in the tabulation of result.
(3) “Scrutineer” means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
(4) “Comparison” means the comparison of all particulars in the register of external Tabulators with similar particulars in the result sheet prepared by the Internal Tabulators. These particulars shall include marks in individual paper, totals of individual subject, the grand total, the result, etc.
- 2- External Tabulators or Scrutineers, as the case may be, shall be appointed by the Chairman from time to time.
3. (1) External Tabulator shall work independently whereas the Scrutineers shall work in pairs.
(2) The External Tabulators or Scrutineer shall go through the relevant rules before preparing or scrutinizing the result.
- 4- Ordinarily any member of the teaching staff of a recognized institution shall be eligible for appointment as an External Tabulator or a Scrutineer. In special circumstances, the Chairman may waive this condition.
- 5- An External Tabulator or a Scrutineer, when appointed, may continue to act as such as long as his work remains satisfactory, but normally 20% of the total number of Scrutineers will retire every year.
- 6- An External Tabulator shall be penalized for the mistakes detected at the time of the comparison according to the following scale subject to a maximum of the total amount earned by him as remuneration for this work:

| | |
|--------------------------|---|
| (1) Up to 50 mistakes | Re. 1/-per mistake |
| (2) From 51-100 mistakes | Rs. 2/- per mistake |
| (3) Above 100 mistakes | No remuneration to be paid and the person concerned to be disqualified for such period as the Chairman may determine. |
- 7- An automatic deduction from the remuneration of each External Tabulator or Scrutineer concerned shall be made as under, subject to maximum of the total amount of the remuneration earned by each External Tabulator or Scrutineer after the External

RULES

SCRUTINY AND TABULATION OF RESULTS

Tabulators or Scrutineer have compared/scrutinized the results and affixed their signatures on the result sheets as a token of their having done so:

- (1) For mistakes in tabulation, totals etc., affecting the general result of a candidate:
Rs. 5/- per mistake.
 - (2) For wrongly declaring a candidate as pass/fail/compartments: / Rs. 20/- per mistake from the External Tabulator and Rs. 10/- per mistake from each of the two Scrutineers, provided that when the number of mistakes of this category exceeds 3, the Chairman may debar the External Tabulator/Scrutineer to work as such for such period as may be determined by him.
 - (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. 5 per mistake.
- 8-
- (1) For mistakes detected after the publication of the results, the External Tabulator or the Scrutineer, and the Checker will be held responsible and punishment will be awarded after a proper enquiry.
 - (2) The punishment awarded to the Checker in such a case shall be one or more of the following categories in accordance with the seriousness of the mistake:
 - (a) Recovery of the remuneration paid:
 - (b) Recovery of the reward paid:
 - (c) Entry to be made in the Confidential Report and the Service Book;
 - (d) He may not be appointed as Checker again.
 - (e) The punishment awarded to the External Tabulator or Scrutineer in such a case will be one or more of the following categories in accordance with the seriousness of the mistake:
 - (i) Deduction of remuneration at the rates specified in rule 7, if still payable;
 - (ii) Forfeiture of entire remuneration, if still payable;
 - (iii) He may be debarred to work as such for a period to be determined by the Chairman.
- 9-
- For mistakes detected in the result scrutinized by him, the Special Scrutineer shall be held responsible and punishment awarded after a proper enquiry. The punishment awarded to the Special Scrutineer in such a case will be one or more of the following categories in accordance with the seriousness of the mistake:
- (1) deduction of remuneration at the rate of Rs. 10/- per mistake;

RULES

SCRUTINY AND TABULATION OF RESULTS

- (2) he may be debarred to work as External Tabulators/Scrutineer/Special Scrutineer for a period to be determined by the Chairman.
- 10- A reward at the rates mentioned in rule 7 subject to the maximum to be determined by the Chairman may be given to a member of the staff of the Board detecting a mistake after the results have been compared or scrutinized and signed by the External Tabulators or the Scrutineers; provided that such mistakes are detected before the publication of the results.
- Explanation:** The rates for the purposes of this rule will be amount deducted from the remuneration of the External Tabulator or both the Scrutineers.
- 11- The Chairman may, in his discretion, remove an External Tabulator or a scrutineer either temporarily or permanently.
- 12- An Internal Tabulator who makes more than 30 mistakes in the tabulation of the result of an examination entrusted to him shall be penalized according to the following scale.
- | | | |
|-----|----------------------|--|
| (1) | from 31-70 mistakes | Rs. 2/- per mistake |
| (2) | from 71-100 mistakes | Rs. 3/- per mistake |
| (3) | above 100 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) With holding an annual increment or increments 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) and (2) above shall not be imposed.
- 13- An Internal Tabulator who commits no mistake shall be awarded a suitable cash prize to be determined by the Chairman.
- 14- If a mistake is reflected in subsequent entries, it shall be counted as only one mistake, e.g. if marks in a Written Science Paper have been entered in excess, and this excess has been shown in the total for Written Papers, the total for the whole subject and the grand total for all the subjects, the error will be counted as one mistake and not as four mistakes.

RULES

SCRUTINY AND TABULATION OF RESULTS

- 15- 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 shall be final.
- 16- The detailed scrutiny/checking of the result shall include:
- (1) Comparison of marks entered in the result sheet by the tabulator with the award list submitted by the Examiner;
 - (2) Checking of (a) subject totals; (b) grand totals; (c) underlining the marks indicating failure with blue pencil: (d) passing and failing according to the rules in force; (e) double underlining with blue and red pencils the marks denoting the grace marks allowed;
 - (3) Verification of absentees from the absentee memos 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);
 - (4) Checking of transferred marks from the old result sheets in the case of re-appearing candidates;
 - (5) Comparison of real and fictitious roll numbers with the key supplied by the Secrecy Officer (this applies to examinations where fictitious roll numbers are used and); and
 - (6) Such other particulars as may be determined by the Controller.
- 17- In addition to the detailed scrutiny in rule 16, every Scrutineer shall see:
- (1) That marks written in words in the Award List 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) 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 both;
 - (3) That marks have been correctly posted in the result sheet according to the subject shown against each roll number.
- 18- Each External Tabulator shall be required to:
- (1) Enter the marks in blue-black ink in the register, paper-wise, in the relevant columns;
 - (2) Enter in red ink the 'Totals' subject-wise, 'Sub-totals' where written and practical papers exist in green ink and 'Grand total' in the case of successful candidates in red ink;
 - (3) Write the word 'Pass' or 'Fail' as the case may be, against the result of each candidate;

RULES

SCRUTINY AND TABULATION OF RESULTS

- (4) Underline with blue pencil the 'Total' or 'Sub-Totals' of a subject in which a candidate fails and double underline with blue and red pencil denoting the grace marks allowed;
 - (5) Put the letter 'A' in the relevant column in place of marks, where a candidate is shown absent in the counterfoil;
 - (6) Sign against each pass;
 - (7) Initial all corrections made in the result;
 - (8) Write the letter 'R. L.' (Result Later) or 'M. L.' (Marks Later) against the particular roll numbers of the candidates whose result or marks cannot be declared;
 - (9) Satisfy himself that each page of the counterfoil of award list is duly signed and corrections, if any, are duly initialed by the Examiner;
 - (10) Bring to the notice of Controller any entry in the counterfoil which might seem doubtful;
 - (11) Incorporate in the result any subsequent change effected by an examiner in the revised counterfoil; and
 - (12) Tabulate from the original award lists, in case of non-receipt of counterfoils, from the Sub-Examiner with the permission of the Controller;
 - (13) Do such other matters as may be determined by the Controller.
- 19- After the results have been thoroughly compared or scrutinized, the External Tabulators or the Scrutineers shall sign against each 'Pass'. They shall not sign against any failed candidate unless it is a compartment case. They shall also sign a certificate on the last page of the result sheet to the effect that the results of the roll numbers allotted to them have been compared or scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary:
Provided that 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.
- 20- All corrections in the 'result sheet' shall be made by the External Tabulators or Scrutineers concerned and duly initialed by them as well as by the Internal Tabulators.

RULES

SCRUTINY AND TABULATION OF RESULTS

- 21- When the result or marks of a candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper or subject, the External Tabulator or the Scrutineer shall write 'M.L.' or 'R.R.' as the case may be, against the particular roll number mentioning also the paper or subject in which marks are missing or unconfirmed. They shall also mention the roll numbers of any such candidates at the bottom of the result sheet.
- 22- In case of any objection to pass a result, the External Tabulator or the Scrutineers must put up a note in writing to the Controller for decision.
- 23- The Scrutineers, External and Internal Tabulators are required to maintain strict secrecy about the results.
- 24- Any suspected case of tampering with the result shall be reported to the Controller.
- 25- The External Tabulators shall be responsible for the accuracy in comparison work. They must check the original entries and totals of result prepared by the office and satisfy themselves that entries in External Tabulator's register and result sheets prepared by the Internal Tabulators are identical against each roll number.
- 26- Each External tabulator or Scrutineer shall submit a confidential report regarding the work of the Internal Tabulators concerned in the form to be obtained from the office. The report shall be handed over to the Deputy Controller/Assistant Controller in a closed cover immediately after the comparison or scrutiny.
- 27- Special Scrutineers may be appointed by the Controller of Examinations from amongst the list of External Tabulators/Scrutineers already approved by the Chairman to scrutinize the result of 'Later Cases' and they will be paid at the rate of Rs. 25/- per diem.
- 28- If an External Tabulator or a Scrutineer fails to present himself for the comparison or scrutiny, or fails to complete the work by a given date, the work will be given to another External Tabulator or Scrutineer. In the latter case, the original External Tabulator or Scrutineer may forfeit his claim for any remuneration even though he may have done a part of the work.
- 29- When on account of non-receipt of awards from Examiners or discrepancies in awards, the result or awards of any candidate are withheld, the External Tabulators or the Scrutineers concerned are expected to keep themselves in touch with the office to find out whether such result has been completed and made ready for comparison of scrutiny.

RULES

SCRUTINY AND TABULATION OF RESULTS

- 30- The External Tabulators or the Scrutineers must immediately report to the Controller if they suspect the genuineness of the signature of any Examiner.
- 31- Each pair of Scrutineers must consider themselves jointly responsible for the correctness of the results.
- 32- The External Tabulator or the Scrutineer shall not accept the rubber stamp facsimile of the signature of any Examiner or Head Examiner.
- 33- Every External Tabulator or Scrutineer must finish the work assigned to him and sign the result sheet by the given date.

• • •

CHAPTER 10

PAYMENT TO SCRUTINEERS AND CHECKERS

1. Payment to Scrutineers shall be made for each examination separately and not by taking together the figures for all the examination results scrutinized by the same person.
2. The rates of payment to each Scrutineer / Special Scrutineer shall be as follows which are subject to change by the Board from time to time:

Scrutineer for Secondary School / Intermediate / Languages Examination (Composite)

- (1) Rs.90/- per hundred roll numbers per Scrutineer for Regular candidates including checking of result intimations and comparison of original result sheet with link result sheet; and Rs.100/- per hundred roll numbers for Private candidates, including checking of new and old posting, result intimations and local conveyance charges of Rs.125/- per day (maximum six days).

Scrutineer for Secondary School / Intermediate / Languages Examination (Part System)

- (2) Rs.90/- per hundred roll numbers per Scrutineer for Part-I Examination.
- (3) Rs.100/- per hundred roll numbers per Scrutineer for Regular & Private candidates of Part-II & combined, including checking of New & Old posting, result intimations and comparison of original result sheet with link result sheet; and conveyance charges of Rs.125/- per day (maximum six days) for both examinations.

Special Scrutineer

- (4) Rs.200/- per hundred roll numbers for scrutiny assignments and Rs.125/- per day conveyance allowance.

Checkers

3. Checking of the result approved by the Scrutineers shall be done by a pair of employees of the office, other than the Tabulators. Remuneration at the rate of Rs.125/- per hundred roll numbers for Secondary School Examination and for the Intermediate / Languages Examination shall be paid to the Checkers.



CHAPTER 11
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.10/- per day for the first week and Rs.50/- 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 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 additional remuneration |

SECTION II: HEAD EXAMINERS

| <u>S.No.</u> | <u>Nature of Irregularity</u> | <u>Penalty</u> |
|--------------|---|--|
| 1. | Failure to observe time limit. | Rs.10/- per day |
| 2. | Failure to submit to the Assistant Controller (Examinations) award lists received from the Sub-Examiners in regular installments according to the weekly Progress Report. | Rs.10/- per day |
| 3. | Failure to submit Payment Charts, Confidential Reports, etc. within 15 days of submission of the last installment of results. | Rs.10/- per day |
| 4. | Failure to keep the result confidential either before or after its publications. | Disqualification |
| 5. | Failure to obtain prior sanction of the Controller of Examinations for calling a Sub-Examiner for discussion to arrive at a uniform standard, if absolutely necessary. | Amount of T.A. to be deducted from the remuneration of the Head Examiner |

RULES
AUTOMATIC DEDUCTIONS

SECTION III: SUB-EXAMINERS

| <u>S.No.</u> | <u>Nature of Irregularity</u> | <u>Penalty</u> |
|---------------------|---|---------------------------|
| 1. | Failure to return answer books and award lists after removing all discrepancies, e.g., Answer Books | Rs.10/- per irregularity |
| (i) | Questions left unmarked. | Rs.10/- per irregularity |
| (ii) | Allotting of more marks than the maximum. | Rs.10/- per irregularity |
| (iii) | Mistakes in totals. | Rs.10/- per irregularity |
| (iv) | Number of answer-books left unsigned. | Rs.10/- per irregularity |
| | Award lists | |
| (v) | Awarding marks to wrong roll numbers or wrong transfer of marks to the award lists. | Rs.10/- per irregularity |
| (vi) | Marks in words and figures not tallying. | Rs.10/- per irregularity |
| (vii) | Number of pages left unsigned. | Rs.10/- per irregularity |
| (viii) | Number of cases in which series were mixed up. | Rs.10/- per irregularity |
| (ix) | Correction left un-initialed. | Rs.10/- per irregularity |
| (x) | Blanks left unfilled. | Rs.10/- per irregularity |
| 2. | Failure to submit to the Head Examiner the test installment within 24 hours. | Rs.10/- per day of delay. |
| 3. | Failure to send Counterfoils to the Deputy Controller (Secrecy) simultaneously at the time when an Examiner sends his award lists to the Head Examiner or the office, as the case may be. | Rs.10/- per day |
| 4. | Failure to observe time-limits. | Rs.10/- per day |

RULES
AUTOMATIC DEDUCTIONS

- | | | |
|----|---|-----------------|
| 5. | Failure to communicate with the Superintendent of the Examination Centre concerned (with intimation to the office) or the Controller direct, as the case may be, in case of discrepancy, if any, in the bundles of scripts immediately after the receipt of such bundles from the Superintendent or the Controller of Examinations. | Rs.10/- per day |
|----|---|-----------------|

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.10/- per mistake |

• • •

CHAPTER 12
APPOINTMENT OF EXAMINERS, THEIR DUTIES,
POWERS AND RATES OF REMUNERATION

Section I

General

1. **Explanation:**

- (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. All Examiners shall be appointed annually.

3. (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).

(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.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

4. 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.
5. 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. 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. The Examiners shall receive such remuneration as the Board may fix from time to time.

Section II

Appointment of Examiners

8. A member of a Committee of Courses shall be appointed as an Examiner in the subject with which that Committee is dealing. A member of the Examiners Appointment Committee shall not be eligible for appointment as an Examiner;

Provided that a member 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. The following shall be the minimum qualifications for persons to be appointed as Examiners for the Secondary School Examination:

- | | |
|---------------------------|---|
| (1) Paper Setters | Graduates+ Professional Education/ Degree in the subject with at least 10 years teaching experience in the subject. Only those persons are eligible for appointment as Paper Setters who teach the class. |
| (2) Head Examiners | Graduates+ Professional Education/ Degree 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, they are not below the rank of a Headmaster/Subject Specialist.

- | | |
|--------------------------|---|
| (3) Sub-Examiners | Persons having Master's Degree or Trained Graduates who have read the subject at least up to the Intermediate standard with two years teaching experience in the subject; |
|--------------------------|---|

RULES

APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF REMUNERATION

Provided that if Sub-Examiners of the requisite qualifications are not available:

- (a) Untrained Graduates or those, who have passed the Intermediate Examination and are S.S.Ts., C.Ts., or P.T.Cs, and have five years teaching experience in the subject, may also be considered for appointment as Sub-Examiners;
- (b) An approved teacher with three years teaching experience shall also be eligible for appointment as Sub-Examiner for:
- | | |
|--|--|
| (i) Drawing; | (ii) Hygiene; |
| (iii) Physiology; | (iv) Agriculture; |
| (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. 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. Only those persons are eligible for appointment of Paper Setters who teach the class.

(2) Seven years teaching experience in that subject, if he is a Head Examiner; and

(3) Two years teaching experience in the subject if he is a Sub-Examiner.

11. 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. Notwithstanding anything to the contrary in these rules, the Examiners Appointment Committee shall have the power to relax the minimum qualifications for appointment as

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Examiners; provided that an Examiner of requisite qualifications is not available in a subject or a paper.

13. 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. 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. 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. 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 one year.
 17. Notwithstanding anything contrary to rule 16, the condition of one year 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.
 - (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 subject if he is also acting as an Examiner for an examination conducted by any other examining body, beginning within a period of six weeks before or after the commencement of the Board's examination in the relevant subject.
- 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.
- Explanation:**
19. 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.
 20. No Principal or Lecturer of an intermediate college with high classes attached or of a Higher Secondary School, Headmaster or a teacher in a school shall be appointed as Paper Setter for the Secondary School Examination.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Section-III

Rules for Paper Setters

21. 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.
22. In question papers on Languages, direct questions involving work of memory rather than of intelligence should be discouraged.
23. Every part of every question shall conform to the prescribed courses of study.
24. 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.
25. 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.
26. 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.
27. 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.
28. In setting a question paper, abbreviations of all kinds, except those in special subjects, shall be avoided.
29. 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.
30. The instructions to Sub-Examiners shall be short and clear. Every question shall be properly analyzed and marks allotted to various parts.
31. In Written Papers containing mathematical questions, the Paper Setter shall send solutions along with the question papers.
32. The Paper Setter shall assign marks to each question which shall be indicated on the question paper for information of the candidates.
33. For examinations where the syllabi are identical, the question papers set shall be the same.
34. Each Paper Setter shall be required to certify:
 - (1) that the question paper was kept under lock and key while in his possession;

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

- (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) that he has no near relative appearing in the paper set by him in the examination ;

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;

Provided that a person, who is author/co-author/reviser/translator of a Textbook Board but has no continuing financial interest in the publication, may be appointed a Paper Setter.

- (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.

35. 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.

Section IV

Rules for Head Examiners

36. There shall be one Head Examiner for about six thousand candidates.
37. (1) In no case shall the Head Examiner himself increase or decrease the marks assigned to any paper by a Sub-Examiner.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

- (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. However, this rule shall not apply to the answer-books checked in Test Installment.
- (4) The appointment of Third Examiner or Moderator shall be made amongst at least Headmasters / Headmistresses of High Schools in the case of Secondary School Examination, and Head Examiners or Assistant Professors in the case of Intermediate Examination.
38. (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 and recommend that:
- (a) the Head Examiner be permitted to send for the Sub-Examiner for personal consultation, and / or permission for examining a higher percentage (to be specified by the Head Examiner) of answer-books relating to that particular Examiner be accorded.
- (b) the Controller of Examinations shall be authorized to call an Examiner from Gujranwala 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 Head Examiner shall be put up to the Board in Statement 'A' for information after the declaration of the result.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

- (c) The Chairman shall be authorized to permit revision by the Head Examiner of a higher percentage of answer books than 15%.

Section V

Special Rules for Examiners for the Secondary School Examination

39. If there are two or more Paper Setters in a paper, it shall be set by them jointly.
40. 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.
41. 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.
42. Each Head Examiner shall revise 20% of the answer-books marked by a Sub-Examiner besides the usual test installments.

Section VI

Procedure for Registration as a Sub-Examiner

43. 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 passed the Intermediate Examination and are S.S.Ts., C.Ts., or P.T.Cs., or untrained Graduates.
44. Suggestions for inclusion of names in this register/list may be invited from Heads of institutions and Executive District Officers.
45. The register/list so prepared shall be reviewed every year.
46. Appointments shall ordinarily be made in accordance with the serial order in the register/list.

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Section VII
Remuneration to Examiners

47. The rates of remuneration are subject to change as the Board may so decide. The rates currently in vogue are as follows:

(1) Scale of remuneration for Examiners for written examinations:

| Name of Examination | Paper Setter (Single) | Paper Setter (Both) |
|---------------------------------|------------------------------|----------------------------|
| SSC (Theory) | Rs.1000/ | Rs.1200/ |
| SSC (Practical) | Rs.150/ | Rs.350/ |
| Intermediate (Theory) | Rs.1200/ | Rs.1500/ |
| Intermediate (Practical) | Rs.150/ | Rs.250/ |

➤ **Remuneration for Paper Setter Coordinator SSC and Intermediate is Rs.800/ per day.**

Fazil Rs.33/-

Alim Rs.33/-

Adib Rs.33/-

(2) Scale of remuneration for Examiners in Science Practical:

| Name of Examination | For Setting the Paper | For Examining Each Candidate |
|----------------------------|--|-------------------------------------|
| Secondary School | Rs.225/- per paper without translation & Rs.300/- per paper with translation | Rs.10/- |
| Intermediate | | Rs.18/- |

Provided that the fee for setting an Oral Paper for the Secondary School, Intermediate and Fazil Examinations will be the same as that for setting a Practical Paper.

48. The fee for conducting an Oral Examination shall be Rs.3/- per candidate subject to a minimum of Rs.50/-.

49. Each Head Examiner shall be paid:

- (1) Rs.100/- for supervising the work of each Sub-Examiner;
- (2) Re-examining at least 20% of the answer-books submitted by each Sub-Examiner;
- (3) 10 Answer Books from the first packet per Sub-Examiner will be marked as Test Installment

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

- (4) Assistant to Head Examiner: Rs1.50 per answer-book for all the Board examinations.
50. Notwithstanding anything to the contrary in these rules, a Head Examiner in Science Practical of the Intermediate Examination shall be paid Rs.30/- per Examiner for supervising the work of the Sub-Examiners, including expenditure on contingencies. He shall also be paid for re-examining 33% of the answer-books examined by the Subordinate Examiners for which he shall be paid the same fee per candidate as is paid to the latter.
51. Examiners in Art Practical shall be paid for different parts of the Practical Examinations, separately.
52. When an answer-paper is divided into parts, the payment for different parts shall be so divided as not to exceed the payment for examining a whole paper.
53. A person, who sets the question paper but does not mark the scripts, shall be paid full fee for setting the question paper, and that no part of the paper-setting fee shall be paid to the person who only acts as Head Examiner or Single Examiner.
54. When an Examiner is unable to set and look over the passages for translation into English for other languages specified in the Rules for the Secondary School and Intermediate Examinations, special arrangements may be made by the Secretary for the remuneration of the person selected to set, look over and mark the passages for the translation from the language into English and to look over and mark the passages set by the Examiners in English for translation into the language.
55. Each person appointed to translate into another language the piece set for translation in a question paper for the Secondary School or Intermediate Examination shall be paid Rs.25/-.
56. Examiners for the Supplementary Examinations shall be treated as separate Examiners.
57. Each Head Examiner in written papers shall be paid at a flat rate of Rs.50/- per Sub-Examiner towards the contingent expenses for the following items:
- Cartage, Ordinary Postage, Stationery, Cloth for Packing and Allowance to Servant.

This charge will be in addition to that made on Railway freight, registered letters, unavoidable telegrams and trunk calls for which payment will be made on the basis of the payee's receipt issued by the relevant department.

Section VIII

Rates for the Contingent Expenses for all Practical Examinations

58. Payment of chemical consumed and breakages at the rate of Rs.5/- per candidate on the basis of total number of candidates taking examination in a laboratory:

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

- | | | |
|-----|----------------------|-----------------|
| (1) | Laboratory Assistant | Rs.65/- per day |
| (2) | Laboratory Attendant | Rs.45/- per day |
| (3) | Waterman / Sweeper | Rs.20/- per day |

The Practical Examiners in Secondary School Examination are allowed to engage one Laboratory Assistant and one Laboratory Attendant during the Practical Examination days.

59. Intermediate Practical Examination

Contingent Expenses

- | | | | |
|-----|------------------|-----------------|---------|
| (1) | Chemistry | (Per candidate) | Rs.12/- |
| (2) | Physics | (Per candidate) | Rs.6/- |
| (3) | Biology | (Per candidate) | Rs.12/- |
| (4) | Nursing | (Per candidate) | Rs.5/- |
| (5) | Psychology | (Per candidate) | Rs.5/- |
| (6) | Geography | (Per candidate) | Rs.5/- |
| (7) | H & P.Ed. | (Per candidate) | Rs.5/- |
| (8) | Statistics | (Per candidate) | Rs.5/- |
| (9) | Computer Science | (Per candidate) | Rs.6/- |

Laboratory Assistants for allotted candidates

- | | | | |
|------|-------------------------|-------------------|---------|
| (11) | Chemistry | (Per candidate) | Rs.4/- |
| (12) | Physics | (Per candidate) | Rs.4/- |
| (13) | Biology | (Per candidate) | Rs.4/- |
| (14) | Fine Arts | (Per candidate) | Rs.3/- |
| (15) | Psychology | (Per candidate) | Rs.3/- |
| (16) | Outlines of H/Economics | (Per candidate) | Rs.3/- |
| (17) | H & P.Ed. | (Per candidate) | Rs.3/- |
| (18) | Nursing | (Per candidate) | Rs.3/- |
| (19) | Geography | (Per candidate) | Rs.3/- |
| (20) | Statistics | (Per candidate) | Rs.3/- |
| (21) | Computer Science | (Per candidate) | Rs.4/- |
| (22) | Waterman/ Sweeper | (Per day) | Rs.20/- |

60. The rates of remuneration admissible to Centre Superintendents and supervisory staff etc. would be as under; however, these are subject to change by the Board from time to time:

| Category | Rate of Remuneration | |
|---|---|--------------------------|
| | Single Session | Double Session |
| Superintendent | | |
| 1) Remuneration | Rs.600/- per working day | Rs.900/- per working day |
| 2) T.A./D.A. | Gazetted holidays and Non-Working Days (Off days) | |
| 3) Conveyance (Local) | | |
| Collection of Question Papers / Dispatch / | Rs.50 | Rs.75 |
| Deposit of answer-books | | |
| 4) Conveyance (Mufussil) | Rs.50 | Rs.75 |
| Collection of Question Papers / Dispatch / | | |
| Deposit of answer-books | | |
| Subordinate Staff | | |
| i) Centre Chowkidar (from preparation day to last day of examination) | | Rs.200/- per day |
| ii) Waterman / Water woman | Rs.150/- | Rs.200/- |
| iii) Sweeper | Rs.150/- | Rs.200/- |
| iv) Daftri | | Rs.100/- per day |
| v) Stationery for use by Superintendent | Rs.400/- | |
| vi) Seating arrangement/ removal of seats | Rs.500/- (Whole examination) | |
| Fair Transportation | Rs.50 | Rs.75 |
| Ice for Exam. Centre(Inter P-I) | Rs.300/ | |
| Ice for Exam. Centre(Inter P-II) | Rs.300/ | |

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Deputy Superintendent / Additional Deputy Superintendent

| | | |
|--------------|---|--|
| Remuneration | Rs.500/- per working day | Rs.700/- per working day only for Deputy Superintendent. |
| T.A./D.A. | Gazetted holidays and Non-Working Days (Off days) | |

Invigilator / Clerk

| | | | |
|------|---|--|--|
| i) | Remuneration | Rs.400/-(single session) per working day | Rs.550/-(double session) per working day |
| ii) | T.A. /D.A. | Only for gazetted holidays | |
| iii) | Conveyance Allowance for Local Gujranwala | Rs.125 | |

Inspection of Examination Centres

| | | | |
|------|----------------------------------|--|--------------------------|
| i) | Resident Inspector | Rs.500/- per working day Maximum Rs.11,000/- | Rs.900/- per working day |
| ii) | Mobile Squad / Inspector (Local) | Rs.500/- per working day Maximum Rs.10,000/- | Rs.800/- per working day |
| iii) | Member Board | Rs.600/- per working day Maximum(For Annual Examination) Rs.14,000/ Maximum(For Supply Examination) Rs.11,000/ | Rs.900/- per working day |

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

| | Distributing Inspector | Single Session | Double Session |
|------|---|-----------------------|--|
| i) | The daily remuneration in SSC examination: | Rs.500/- | Rs.900/- Max. for Annual Examination Rs.12,000/-and Supply Exam.Rs.10,000/- |
| ii) | The daily remuneration in Intermediate examination: | Rs.500/- | Rs.900/- Max. for Annual Examination Rs.12,000/-and Supply Exam.Rs.10,000/- |
| | Distributing Inspector | | |
| | (Practical Exam.) | | |
| iii) | The daily remuneration in SSC examination | | Rs. 400/ per Working Day Max. Rs.6000/- |
| iv) | The daily remuneration in Intermediate examination | | Rs. 400/ per Working Day Max. Rs.7000/- |
| v) | The Distributing Inspectors are required to remain present in the Bank at the time of delivery of question papers to Centre Superintendents and collection of solved answer-books in the bank.* Distributing Inspector will note the time of delivery of solved answer-books and send daily report to the Board office under his signatures. He will also be responsible for packing of sealed envelopes / bags of solved answer-books in a reusable canvas bag prepared on the pattern of Post Office in the Bank, duly sealed by him for onward delivery to the Board. On performing this additional assignment, the respective rate of daily remuneration will enhance by Rs.100/-, subject to a maximum limit of Rs.2, 000/- over and above the said rates. | | |

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

T.A/ D.A Board member as an inspector: Only for gazzeted holidays Rs.350/-for single session and Rs.750/- for double session.

| Name of Examination | Paper Setter (Single) | Paper Setter (Both) |
|---|-----------------------|---------------------|
| SSC (Theory) | Rs.1000/ | Rs.1200/ |
| SSC (Practical) | Rs.150/ | Rs.350/ |
| Intermediate (Theory) | Rs.1200/ | Rs.1500/ |
| Intermediate (Practical) | Rs.150/ | Rs.250/ |
| ➤ Remuneration for Paper Setter Coordinator SSC and Intermediate is Rs.800/ per day. | | |

Centralized Marking

- | | |
|--|--|
| i) Resident Inspector | Rs.150/- per working day +Conveyance Rs.125 |
| ii) Supervisor | Rs.500/- per working day for SSC and Rs. 550/ per working day for Intermediate |
| iii) Security Guard | Rs.200/ per day |
| iv) Daftri / Sweeper / Electrician / Lift Operator / Naib Qasid etc. | Rs.100/- per day |

Sub-Examiners (Theory)

| | |
|---|---|
| Secondary School /Alim /Adib / P.T.C. / O.T./ Middle Standard | Rs.21/- per answer-book for paper having up to 50 marks and others Rs.27/ |
| Intermediate /Fazil / C.T. / D.M. | Rs.27/- per answer-book for paper having up to 50 marks and others Rs.33/ |

Contingent Expenses to Sub Examiners

| | |
|--|--------------|
| Where Sub & Head Examiners the same town reside in | Discontinued |
| Where Sub & Head Examiners reside in different towns | Discontinued |

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Head Examiner (Theory)

| | |
|--------------------------------|---|
| Supervision Fee | Rs.100/- per Sub-Examiner |
| Re-examining Percentage | 20% of the total answer books Remaining after test installment |
| Test Installment | 10 answer-books from first packet of each sub examiner |
| Clerical Assistance | Discontinued |
| Contingent Expenses on Cartage | Discontinued |

Assistant to Head Examiners

| | |
|--|-------------------------|
| S.S./Intermediate / P.T.C. / C.T. Languages/ / O.T./ Art & Crafts | Rs.1.50 per answer book |
|--|-------------------------|

Examiners for Science Practical and Oral Examination

| | |
|---------------|-----------------------|
| S.S. / P.T.C. | Rs.10/- per candidate |
|---------------|-----------------------|

Assistant to Head Examiner(Practical)

Rs.150/- per one thousand
copies

| | |
|--|-----------------------|
| Intermediate / C.T./ O.T. Art & Crafts | Rs.18/- per candidate |
|--|-----------------------|

| | |
|------------|--------------------|
| Conveyance | As per Govt. rules |
|------------|--------------------|

Minimum Fee for Practical / Oral Examinations

| | |
|-----------------------|----------|
| i) Secondary School | Rs.300/- |
| ii) Intermediate | Rs.375/- |
| iii) Oral Examination | Rs.50/- |

Practical Head Examiners

| | |
|--|---|
| i) For Supervision of the work of Practical Examiners | Rs.30/- for each Sub- Examiner with minimum of Rs.250/- |
|--|---|

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

| | | | |
|-----|-------------------------|----------|--------------------|
| ii) | Re-examining Percentage | 33% each | Practical Examiner |
|-----|-------------------------|----------|--------------------|

Secondary School Examination

| | | | |
|------|-------------------------------------|----------------------|--|
| i) | Payment of chemical used & breakage | Rs.5/- per candidate | |
| ii) | Laboratory Assistant | Rs.65/- per day | |
| iii) | Laboratory Attendant | Rs.45/- per day | |

Assistant to Practical Examiner

| | | | |
|-----|----------|-------------------------|--|
| i) | Waterman | Rs.20/- per working day | |
| ii) | Sweeper | Rs.20/- per working day | |

Conveyance to Members of Various Committees for Attending a Meeting

Members of different committees belonging to District Gujranwala and Tehsil Daska Rs. 700/- per working day

Members of different committees belonging to District Gujrat, Tehsil Pasrur, Tehsil Sambrial, Tehsil Sialkot Tehsil Hafizabad Rs. 800/- per working day

Members of different committees belonging to District Narowal, District Mandi Bahauddin and Tehsil Pindi Bhattian Rs. 900/- per working day

Board Members for Attending a Board Meeting:

Member of Board from Lahore, Narowal and Mandi Bahauddin : Rs.3000/

Member of Board from other Districts : Rs.2500/

Local Members: Rs.1500/

Board Members for Attending other Meetings:

Local Members: Rs.1500/

Members from other Districts Rs.2000/

Commission for Supervision of Dispatch Work

| | | | |
|-----|-----------------------------------|---------------------------------|--|
| i) | Chief Secrecy Officer | 10% of total amount of dispatch | |
| ii) | All Deputy Chief Secrecy Officers | Same as above | |

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Secrecy Officer

Secondary School / Intermediate/
C.T. / P.T.C. / O.T. / Art &
Crafts / Languages Examination

- i) Chief Secrecy Officer: Rs.750/- per day
- ii) Deputy Chief Secrecy Officers:
Rs.575/- per day
- iii) Secrecy Officer: Rs.500/- per day
- iv) Refreshment Rs.25/- per day

Coding

Rs.2.10 per copy/Roll Number

External Scrutineers

- i) Rs.90/- per hundred roll numbers
for fresh posting
- ii) Rs.100/- per hundred roll numbers
for old posting
- iii) Conveyance allowance Rs.200/-
per day (Maximum 6 days)

Special Scrutinier

Rs.200/- per day (For scrutiny of
ten Roll No.)

**Certificate
Checker**

Rs.1.50 for one certificate

Re-Checkers

Rs.125/- per hundred roll numbers

Internal Tabulators

Entertainment expenses Rs.40/- per
head per day during result
tabulation period

External Tabulator

Rs.1.50 for one Roll No.

Conveyance Allowance Rs.200/
per day

RULES
APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS AND RATES OF
REMUNERATION

Conveyance Allowances for Practical Central Marking

| | |
|---------------------------------------|--|
| Head Examiners / Sub-Examiner (Local) | Rs. 125 per working day |
| Refreshment | Rs.10/- per working day |
| Mufassil | T.A./D.A. according to Government rates admissible under rules |
| Assistant to Head Examiner | Rs.0/20 per answer-book |
| Refreshment | Rs.10/- per working day. |

• • •

CHAPTER 13

EXAMINATIONS

1. All fees 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. 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.
3. 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. 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. 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 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. 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.
9. 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:
 - (1) 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
 - (2) to accept award for the missing paper calculated on the basis of the average of the marks obtained in other papers by him;

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.

**RULES
EXAMINATIONS**

10. 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.
11. The Chairman or any officer authorized by him may, on receipt of an application on the prescribed form within 15 days of the declaration of result and accompanied by a fee of Rs.600/- per paper, satisfy himself / herself regarding conditions (1) to (5), given below:
- (1) There is no mistake of the grand total on the title cover of the answer-book.
 - (2) The total of various parts of a question has been correctly made at the end of question.
 - (3) All totals have been correctly brought forward on the title page of the answer-book.
 - (4) No portion of any answer-book has been left unmarked.
 - (5) The answer-book or any part thereof has not been replaced.
- 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 conditions.* If any mistake is found in the answer-book, rechecking fee should be refunded to the candidate. Application received after the prescribed time limit shall not be entertained under any circumstances.
12. 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.
13. 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. The Board shall have the power to quash the result of a candidate at any time after it has been declared:
- (1) if he has been disqualified for using unfair means in the examination; or
 - (2) if a mistake is found in his result; or
 - (3) if it is found that he was not eligible to appear in the examination; or
 - (4) for any other reason that may be determined by the Board;

RULES
EXAMINATIONS

provided that if in quashing the result of a candidate under (2) and (3) above, the Board declares a candidate as 'fail' who was previously declared as 'pass' in an examination, the Board 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/she may have acquired by studying in the next higher class in a recognized institution or taking an examination conducted by the Board; provided further that no result of any candidate will be quashed without issuing show cause notice to the candidate and giving him / her an opportunity of defending himself / herself.

15. (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 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) Just one centre and group may be allocated for the disabled male and female candidates of the Institute for the Rehabilitation of the Disabled.
- (3) As more than one admission forms are submitted with the objective of using unfair means, in future, all the admission forms of such candidates 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.
- (4) 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.

**RULES
EXAMINATIONS**

17. A committee consisting of the following members would take appropriate measures to avoid wastage of the furniture used in the Board examinations and to make arrangements for repairs of the damaged furniture:
- (1) The Secretary Board / the Controller of Examinations
 - (2) The Head of the concerned institution
 - (3) Any Senior Headmaster of the concerned District according to the Chairman's direction.
18. The drivers and the gun-men discharging duties with the Police squad and the Board officers on inspection duty of examination centres will be provided lunch and tea during the examinations in future as well.
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 Assistant Controller who should remain present for the supervision of the section. In the event of the absence of the 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 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) Award lists received from Head / Single Examiners | Two years after the declaration of result |
| (2) Counterfoils received from Sub-Examiners | One year after the declaration of the result of relevant examination |
| (3) Identification sheets received from centres | -do- |
| (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) Cut lists and other material received from centres | -do- |

**RULES
EXAMINATION**

- | | | |
|------|---|--|
| (8) | Various forms received from examination centres and Examiners, Head | -do- |
| (9) | Decided cases of the use of unfair means | -do- |
| (10) | Application forms for various appointments of members of supervisory staff & examiners etc. | One year after the expiry period of disqualification |
| (11) | Re-checking cases without mistakes | One year after the declaration of result of the relevant examination |
| (12) | Re-checking cases with mistakes | Six months after disposal of the case |
| (13) | Award lists/counterfoils of decided wrong Roll Numbers and stray cases | One year after conclusion of the relevant examination |

Provided that the following steps would be taken to preserve the documents / files / special cases:

- (i) Any answer-book/s award lists or counterfoils needed by some Courts or Police or Enquiry Officer / Committee.
- (ii) Any decided case of the alleged use of unfair means needed by some Court or Police or Enquiry Officer / Committee.
- (iii) Any answer-book, award list, counterfoil or decided case of the use of unfair means needed in an enquiry against some member of the supervisory staff, some examiners, some employees of the Board etc.
- (iv) Any award list, roll number slip, attendance sheet needed by the Police / Court.

• • •

CHAPTER 14

CONDUCT OF EXAMINATIONS

1. 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.
2. 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. 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 signed by him or them and by at least 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.
4. Any candidate, who is found using any of the following unfair means in or around an examination centre, shall be liable to expulsion from the centre by the Superintendent, or the Controller of Examinations, or the Inspector of Centres, or any other officer duly authorized by the Board in this behalf and to such other action as the competent authority may determine in accordance with the rules.
5. If a candidate is found guilty of removing a leaf from his answer-book, the answer-book shall be cancelled.
6. 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 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:
 - (1) passing that particular examination if the offence is inadvertent; and
 - (2) passing that particular examination and appearing in one immediately following examination, if the offence is intentional.

RULES
CONDUCT OF EXAMINATIONS

7. 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. The punishment will be according to Rule 6(2) of this chapter.
8. 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:
- (1) making false representation in his admission form or any other document connected with the examination;
 - (2) forging another person's signatures on any document;
 - (3) 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;
 - (4) refusing to follow any instruction issued by the Board in connection with an examination;
 - (5) disclosing his identity directly or indirectly by making peculiar marks in his answer-book.
9. If a candidate is found guilty of any of the following offences, he shall be disqualified from passing that examination and from appearing in three immediately following 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 influencing him in the award of marks;
 - (4) inducing or attempting to induce, directly or indirectly, an official of the Board or any person engaged in connection with an examination to give any kind of undue assistance to him including disclosure of guarded information;
 - (5) Misbehaving or creating any kind of disturbance in or around an examination centre including staging of or inciting for a walkout;

RULES
CONDUCT OF EXAMINATIONS

- (6) taking the whole or a part of an answer-book or a continuation sheet into or out of an examination centre;
 - (7) 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;
 - (8) forging, mutilating, altering, erasing or otherwise tampering with any document connected with an examination or making undue use of such document or abetting in the commission of such offences;
 - (9) using abusive or obscene language in an answer-book or a continuation sheet.
10. 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(2).
11. 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 other implement capable of being used as weapon of offence in or around an examination centre;
 - (2) abetting in or committing misconduct of a serious nature such as impersonating, abusing, assaulting or threatening to assault any person engaged in connection with an examination or an official of the Board.
12. (1) Notwithstanding anything contrary to the rules, if an impersonator and impersonatee are on the rolls of a recognized institution, the Board may order his expulsion from the institution for two years or more, and cancel the diploma or certificate if any awarded to him previously;
- (2) In case the impersonator and impersonatee are not on rolls of a recognized institution, any Diploma/Certificate* in his possession shall be liable to be cancelled by the Board.
- (3) If a candidate impersonates in place of another candidate or arranges another person for impersonation in his/ her place, in both the cases the result and certificates of his/ her passed examinations from this Board will be cancelled.

RULES

CONDUCT OF EXAMINATIONS

- (4) The result and bio data along with snaps of such candidate/s who has migrated from any other Board to this Board will be compared with his / her previous record. In case of impersonation, the recommendation for cancellation of his/ her result will be submitted to the relevant Board.
 - (5) If a candidate submits a bogus certificate of SSC examination with the admission form of Intermediate, an FIR to the effect will be lodged with the police and the office will pursue the case.
13. If a candidate is found guilty of more offences than one, the punishments awarded to him for such offences may run concurrently or consecutively as the competent authority may determine; and in the latter case, the words 'that examination' occurring in these rules shall mean the examination immediately following the completion of preceding punishment.
14. If a person commits a cognizable offence, the Board may, in addition to taking action under the above rules, initiate legal proceedings against the offender under the law for the time being in force.
15. 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.
16. 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
 - (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

RULES

CONDUCT OF EXAMINATIONS

- (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 or 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 results 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 in charge 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.
17. 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:
- (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.

RULES
CONDUCT OF EXAMINATIONS

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.

18. (1) (i) The Chairman shall, from time to time, appoint one or more Discipline Committees comprising three members each to deal with cases of the alleged use of unfair means in connection with the examinations.
- (ii) The member of Discipline Committee should not be below the rank of Grade 18 Officer of Education Department.
- (2) The moment any sort of complaint is received against any candidate before the declaration of result, his result shall be withheld till the final decision of the complaint, i.e., up to appeal and revision by either side (candidate as well as the office). The Controller of Examinations or an officer authorized by the Chairman shall, on receiving a report from examination centre or any examiner or such other source as may indicate a prima facie case against a candidate, register an unfair means case, frame charges against the accused candidate, and issue the charge sheet to him demanding his explanations in writing and asking him to state if he wants to be heard in person. He shall be provided an opportunity to be heard by the competent authority. When no reply is received to the charge sheet within 15 days after its receipt by the accused candidate, the Controller of Examinations shall issue a reminder to the accused candidate warning him that ex-parte action shall be taken against him if no reply is received within 10 days after the receipt of reminder by the candidate. On receipt of the reply to a charge sheet, the Controller of Examinations shall place it before one of the Discipline Committees referred to in the rule 18(1) above together with the charge sheet.
- (3) When the Discipline Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be decided by the Chairman or a Third Person to be nominated by him and this decision shall be final.
- (4) If a candidate to whom the decision of the competent authority is communicated has valid reasons to appeal against such decision, he may do so within 30 days of the date of receipt of the decision in writing and by depositing Rs.1,000/- in the Board's account addressed to the Controller of Examinations. The appeal shall be considered by an Appeal Committee comprising three persons to be nominated by the Chairman, excluding the persons who may have dealt with the case at a previous stage; and the appellant will be given an opportunity to be heard in person by the Appeal Committee, if he so desires. However, such a candidate may file a revision against the decision of the Appeal Committee with the Chairman within 15 days after such decision by depositing the prescribed fee of Rs.1,000/-. The Chairman may appoint a Committee and in the light of the

RULES
CONDUCT OF EXAMINATIONS

recommendations of the Committee, final decision shall be made by the Chairman. The Controller of Examinations or any other officer authorized by him has also the right to prefer an appeal and revision against the decision of the Discipline Committee and Appeal Committee without depositing any fee.

- (5) No lawyer or next friend shall be allowed to appear on behalf of or assist an accused candidate during inquiry or appeal under these rules.
- (6) If the presence of Centre Superintendent / Deputy Superintendent or other invigilation staff is required by a candidate before the Discipline Committee and if Discipline Committee thinks it appropriate, it may call him/them at the expense of the candidate, that has been fixed as Rs.500/- for the Superintendent, Rs.400/- for Deputy Superintendent and Rs.300/- for invigilation staff.
19. 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 vacancy or vacancies on the Committee, absence of a member, or by reason of any irregularity in the appointment of any member of the Committee.
20. 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.
21. Definitions for the purpose of these rules:
- (1) “**Competent Authority**” means the Discipline Committee as constituted under rule 18(1) above or the ‘Third Person’ as nominated under rules 18(3) above or the ‘Appeal Committee’ as formed under rule 18(4) above.
- (2) “**Superintendent**” means the Superintendent of an examination centre of the Board.
- (3) “**Examination Centre**” means the premises on which the Board holds an examination.
22. The fee for appeal against the decisions of the Discipline Committee and the fee for review appeal against the decisions of the Appeal Committee will be Rs.1000/- per case.

• • •

CHAPTER 15

APPOINTMENT OF AMANUENSIS

1. An amanuensis shall only be allowed in the case of:
 - (1) blind candidates;
 - (2) candidates who are permanently disabled from writing with their own hands.
2. The Controller of Examinations shall arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned.
3. The amanuensis shall be of a lower grade of education than the candidate and shall not be attached to the institution to which the candidate belongs.
4. The Superintendent shall arrange for a separate room for the disabled candidate and appoint a special supervisor for him.
5. The amanuensis shall be paid at the rate of Rs.50/- per paper and the special supervisor according to the scheduled rates.
6. The claim of the amanuensis and the supervisor shall be included by the Superintendent in the bill of supervisors.
7. No additional fee shall be charged from a candidate who has been allowed an amanuensis.
8. Blind candidates may be given 45 minutes extra time for writing their answers in the examination hall.



CHAPTER 16

AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

1. The Board shall institute National Talent Scholarships for those students who stand high up in the order of merit as determined by the number of marks obtained in the Secondary School Certificate and / or Intermediate Examinations.
2. The number and value of these scholarships shall be such as may be determined by the Board from time to time. The Board may also grant such allowance for the purchase of books to the winners of National Talent Scholarships, as it may deem fit.
3. To be eligible for the award of National Talent Scholarship, a student must:
 - (1) pass the relevant Annual Examination in Grade ‘A’ in a single sitting;
 - (2) join, in the academic year immediately following the relevant examination, a higher course of study in an institution recognized by a Board of Education or a University in Pakistan, or such other course of study as may be specially approved by the Board; provided that a National Talent Scholar shall continue receiving the scholarship even if he migrates from one Board to the other.
 - (3) not be in receipt of any other scholarship from any other source; and
 - (4) show satisfactory progress in studies and exhibit good conduct throughout the duration of the course.
4. The National Talent Scholarships and the book allowance shall be tenable for the full duration of the course of study joined by the scholar, and shall be paid through the head of the institution concerned.
5. Notwithstanding anything to the contrary in these rules, if the last winner of the National Talent Scholarship is bracketed with one or more other students in respect of the marks obtained, the scholarship shall be awarded to all such students; provided that if the winner of a National Talent Scholarship fails to fulfill any of the conditions laid down in rule 3, the amount of scholarship and the allowance for the purchase of books shall be granted to the next eligible candidate in the order of merit, while the original winner shall receive the medal to which he was entitled under these rules.
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.
 - (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:

RULES
AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

- (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.
8.
 - (1) Medals would be awarded to the position holders in the Annual Secondary School Certificate, Intermediate and the Languages Examinations; and the weight of each medal would be 40 grams. Distinction Certificates shall be given to the candidates securing positions in the Secondary School Certificate / Intermediate Annual Examinations along with the medals.
 - (2) Distinction Certificates shall also be given to a male and female candidate at Intermediate level receiving gold medal from the philanthropists in the subject of Psychology, and the highest achiever in Chemistry, subject to the approval of the Board.
9. A reward at the rate of Rs.5,000/- per head, allocated for the purpose, shall be given to those Superintendents and other members of the staff of Secondary School Certificate and Intermediate Examination centres who discharge their duties diligently and honestly. A committee will be constituted, with a member from among the Board Members, for nominating those who are found deserving this reward.
10. The students securing first, second and third positions in the Eid-e-Miladun Nabi and the Independence Day Husn-e-Qirat, Naat Khawani, National Songs, Speech and Quiz Contests shall be given Rs.2,500/-, Rs.2,000/- and Rs.1,600/- respectively, and rest of the participants will be paid Rs.1,000/- each. The Judges, adjudging the students' performance, the compere, the scorer and the stage secretary will also be paid Rs.600/- per head.

RULES
AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

11. 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.20,000/- | Rs.20,000/- |
| Second | Rs.15,000/- | Rs.15,000/- |
| Third | Rs.10,000/- | Rs.10,000/- |

| Intermediate | Pre-Medical | Pre-Engineering | Humanities | Gen. Science | Commerce |
|---------------------|--------------------|------------------------|-------------------|---------------------|-----------------|
| First | Rs.20,000 | Rs.20,000 | Rs.20,000 | Rs.20,000 | Rs.20,000 |
| Second | Rs.15,000 | Rs.15,000 | Rs.15,000 | Rs.15,000 | Rs.15,000 |
| Third | Rs.10,000 | Rs.10,000 | Rs.10,000 | Rs.10,000 | Rs.10,000 |

12. (1) The number of scholarships at Middle Standard level shall be based on the number of candidates appearing in the Secondary School Certificate Examination; however, if the number of successful candidates is five thousand or less than five thousand, the number of scholarships shall be three.
- (2) In the case of more than five thousand candidates, the number of scholarships on the first five thousand will be three; whereas number of one scholarship would increase on every following five thousand or less.
- (3) The number of scholarships in the Middle Standard Examination shall be less by two than those in the Secondary School Certificate Examination, i.e., if the number of scholarships in the Secondary School Certificate Examination is fifteen (15), the number of scholarships in the Middle Standard Examination will be thirteen (13).
- (4) The rates of scholarships given on the basis of the results of the Middle Standard, the Secondary School Certificate and the Intermediate Examinations will be as under:

RULES
AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

| Sr. No. | Nature of Scholarship & Examination | Amount Per Month | | Book Allowance Per Annum |
|---------|---|------------------|--------------|--------------------------|
| | | Resident | Non-Resident | |
| (i) | Hijri (Secondary School) | Rs.500/- | Rs.300/- | Rs.1,000/- |
| (ii) | National Talent Scholarship (S.S.) | Rs.500/- | Rs.300/- | Rs.1,000/- |
| (iii) | National Talent Scholarship (Inter. Pre-Medical & Pre-Engineering) | Rs.1,000/- | Rs.600/- | Rs.1,000/- |
| (iv) | National Talent Scholarship Intermediate (All Other Groups) | Rs.750/- | Rs.500/- | Rs.1,000/- |
| (v) | Board Employees Scholarship (Degree Classes) | Rs.1200/- | Rs.1000/- | Rs.2000/- |
| (vi) | Board Employees Scholarship (Inter.) | Rs.1000/- | Rs.800/- | Rs.1,500/- |
| (vii) | Board Employees Scholarship (S.S.) | Rs.1000/- | Rs 800/- | Rs.1,500/- |
| (viii) | Board Employees Scholarship (Middle) | Rs.800/- | Rs.600/- | Rs.800/- |

13. The number of stipends for the children of the Board employees, on merit basis, has been raised to ten (10) in the Secondary School Certificate (Annual) Examination, and six (6) in the Intermediate (Annual) Examination.



CHAPTER 17

CERTIFICATES

1. The following categories of certificates, other than the original certificates, shall be issued by the Board:
 - (1) A Duplicate / Revised / Combined Certificate;
 - (2) A Detailed Marks Certificate;
 - (3) A Merit Certificate / Attempt Certificate / Date of Birth Certificate;
 - (4) A Duplicate Result Card;
 - (5) A Migration / Transfer Certificate;
 - (6) 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;
 - (7) A certificate containing any other information concerning an examination passed by a candidate;
2. The rates of fee shall be as follows:

| | |
|--|--|
| (1) For Migration / Transfer Certificate | Rs.1000/- |
| (2) For Duplicate / Combined Certificate | Rs.2000/- (Ordinary) Rs.3000/- (Urgent) |
| (3) For Triplicate Certificate | Rs.4,000/- |
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.
4. For triplicate certificate, an FIR from a concerned Police Station is required with the prescribed application form.
5. Rates of fee for issuance of different cards/certificates would be as under:

| | |
|---|---|
| (1) For provisional result card of every examination | Rs.200/- |
| (2) : For Duplicate / Detailed Marks / Merit / Date of Birth / Revised Certificate / Attempt Certificate | Rs.700/- (Ordinary) Rs.1000/- (Urgent) |

**RULES
CERTIFICATES**

- | | | |
|-----|--|--------------------------|
| (3) | For verifications of Certificates and Result Cards received from private institutions and Departments in Pakistan | Rs.500/- per certificate |
| (4) | For verification of Certificates and Result Cards for abroad | Rs.1,500/per certificate |
| (5) | For verification/attestation of additional copy of Certificates / Result Cards for abroad. | Rs.300/- per copy |
| (6) | For any other Certificate or document of any entry, if it relates to the Secondary School, Intermediate, Adib, Alim or Fazil Examination in respect of rules 1(6) & (7) above. | Rs.500/- per document |
6. 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.
7. 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.
8. 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.
9. A certificate shall ordinarily be issued within 15 days of the receipt of application form and fee. If a certificate is required within a week, the applicant shall deposit urgent fee as per rule 2(2).
10. 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 per rule 6(2).
11. Merit Certificates to the candidates topping the first among boys and girls, separately, in the Pre-Medical, Pre-Engineering and Humanities Groups in the Intermediate (Annual) Examination shall be awarded in order to recognize their distinctive positions.
- Note:** In addition to Merit Certificates, 'Distinction Certificates' shall be awarded to the candidates topping the list and successful boys and girls, separately in the Pre-Medical, Pre-Engineering and Humanities Groups in the Intermediate (Annual) Examination.
12. Certificates shall be issued subject to the availability of the relevant record.

RULES
CERTIFICATES

13. Original Certificates shall ordinarily be issued by the end of December each year in the case of Annual Examinations and by the end of March of the next year in the case of Supplementary Examinations.
14. Notwithstanding anything contained in these rules, the Chairman may, to avoid hardship, waive the conditions laid down in rule 9 above in special circumstances.
15. All candidates shall have to affix their attested photographs on the application forms for obtaining all types of Duplicate Certificates.
16. The prescribed verification fees of result card / certificate shall be charged from all agencies except Armed Forces, Police and Courts.
17. All the employees of the Boards in Punjab are exempted from the payment of verification fee. (Vide Board's Notification No. 39/13)
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. The fee once paid in the Board account shall not be refunded in any circumstances.



CHAPTER 18

ENROLMENT AND REGISTRATION OF STUDENTS

1. 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. 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. Fee for enrolment and registration shall be as follows:
 - (1) **Secondary School Examination**

Prescribed enrolment fee and price of admission form 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.900/- by each private candidate at the time of submission of his admission form and admission fee for the examination.
 - (2) **Intermediate Examination**

Prescribed registration fee and price of admission form 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.900/- by each private candidate at the time of submission of his admission form and admission fee for the examination.
 - (3) **Languages Examination**

Prescribed registration fee and price of admission form 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.

 - Enrollment / registration fee once received shall not be refunded.
4. The Head of every recognized institution shall forward to the Secretary within prescribed schedule of admission, the name of every student admitted or readmitted to classes mentioned in rule 1 above together with enrolment / registration fee required under the rules, followed by prescribed schedule fee for submission of particulars of the students. If an institution does not submit the Enrolment/Registration forms along with the required fee within the schedule, that institution shall have to pay fine according to the prescribed schedule. 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. The concession in the prescribed schedule fee/ fine shall not be given:

RULES
ENROLMENT AND REGISTRATION OF STUDENTS

- (1) If a student is struck off the roll of an institution, migrates to another institution, is rusticated or expelled, such fact shall immediately be reported to the Secretary.
 - (2) 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. 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. 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 or permission 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. 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 as per prescribed schedule fee on production of the documentary proof in support of the correction, subject to the satisfaction of the Board. 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.500/-.
 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 other Board shall have to take admission on previous institution leaving certificate during the one month (30) days with the prescribed registration fee. In addition registration of candidates with fine of Rs.500/ can be made within 15 days. (Amount of fine will be payable to the Board) and after this no admission will be accepted on NOC basis. After admission registration Return form, original NOC, fee bank challan and attested copy of institution leaving certificate will be submitted

RULES
ENROLMENT AND REGISTRATION OF STUDENTS

within 10 days in Board Office, not submitting said documents additional Rs.500/ will be received by the Board.

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 for mistakes correction/subject/group change; provided that the correction in any two, in the name, father's name, photo and date of birth, can be made.
12. Any regular or private candidate getting 33% marks or above in Part-I examination is not allowed to re-admit in Part-I.
13. Any regular or private candidate who appears in Part-I examination and gets less than 33% marks in one or more subjects or he is absent in Part-I examination, will be allowed to re-admit in same/other group/combination of subjects in any institution, in the same year.
14. Any regular or private candidate who has sent admission form for Part-II examination cannot be re-admitted in Part-I.
15. Any regular candidate who gets admission in an institution in Part-I and after that he gets 2nd admission with in schedule in another institution, his 1st admission will be considered cancelled and 2nd admission will be considered valid. However, the candidate will have to apply to the Board for cancellation of 1st admission through the head of the previous institution.
16. A candidate getting admission in an institution in class ix shall be of 12 years of age by 1st August of the year of enrolment/ registration with the Board.
17. In any institution subjects will be offered to the candidates, applying for admission on the availability of the syllabus subject to the prior approval of the Board.
18. The recognized/ affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
19. Those students who are not entered in registration return are not allowed to appear in the Part-I examination as regular candidates.



CHAPTER 19

MIGRATION OF STUDENTS

Rules for Migration from Board to Board

1. The change of Board (No Objection Certificate) Fee of Rs.1000/- should be deposited with the Habib Bank Ltd. B.I.S.E Branch, Gujranwala or in any other branch of the bank approved by the Board and the original bank challan should be pasted at the back of the application form for change Board. However, rates of fee are subject to change by the Board from time to time.
2. Only those students shall be permitted change of Board (No Objection Certificate) who has been registered with the Gujranwala Board as private candidates or regular school/college students. If a student getting admission to the Class XI of any college within the jurisdiction of the Gujranwala Board is desirous of seeking migration to any other Board / University before his registration, he should first apply through the college principal for registration on the prescribed registration form along with the original bank challan worth Rs.400/-, as registration fee. The permission for migration shall be granted only after the registration.
3. A duplicate copy of No Objection Certificate (N.O.C.) for migration shall be issued on repayment of Rs.1000/- along with an affidavit attested by a Magistrate or Gazetted Officer.
4. If a student getting admission in any college situated in the jurisdiction of Gujranwala Board, after clearing his Secondary School Certificate Examination from any Board other than the Gujranwala Board, desires to seek migration to any other Board / University before obtaining his Registration Card, he should first submit:
 - (1) Registration Form
 - (2) Original bank challan of Rs.900/- as Registration Fee
 - (3) Original Certificate / Detailed Marks Certificate from the previous Board.
 - (4) The No Objection Certificate from the previous Board through his Principal.Migration (N.O.C.) shall be permitted after the Registration.
5. The Enrolment Scheme in the Secondary School Certificate Examination has been introduced since 1971. The students, who have passed or failed in the Secondary School Examination before 1971, shall be issued N.O.C. even without the Enrolment Number.
6. Those students, who appeared and passed or failed in the Matric / Intermediate / Adib, Alim, Fazil Examinations before 1955, should apply for migration to Registrar, Punjab University, Lahore.
7. A student getting admission in the Class XI of a College situated in the jurisdiction of the Gujranwala Board after the date fixed for admission should submit:

- (1) Late admission form

RULES
MIGRATION OF STUDENTS

- (2) Late admission fee of Rs.300/-
- (3) Registration fee Rs.900/- along with the original bank challan and Principal's recommendations to the Gujranwala Board for its approval.
8. The attested photocopies of the Certificate / Degree / Result Card and Registration Card should be provided to the Board.
9. For obtaining Migration (N.O.C.) Certificate, the candidates clearing their Secondary School in any examination before the current year will have to submit an affidavit on the stamped paper attested by a Magistrate or Principal/Headmaster/ Headmistress to the fact that they did not appear in the Intermediate Examination during the intervening period due to the following reasons that he / she has:
- i) not got admission in any college,
 - ii) not registered in Board,
 - iii) not been disqualified and
 - iv) not got admission in college as a private/ regular candidate or he/ she has not been declared as disqualified from any Board.
10. For obtaining Migration (N.O.C.) Certificate, the candidates failing in the Secondary School / Intermediate Examination before the current year will have to submit an affidavit on the stamped paper attested by a Magistrate or Principal/Headmaster/ Headmistress to the fact that they did not clear the Secondary School / Intermediate Examination from any other Board.
11. The Board has banned the Inter-Province migration except in the event of transfer / change of residence, subject to an attested affidavit from Tehsildar / Magistrate.
12. The candidates desirous of seeking migration to any Board situated in the Province of Punjab must attach two extra photographs with their applications.
13. Only the students of those C.P.P. (Community Private Project) institutions, which have been closed, are allowed the facility of migration under the relevant rules. A certificate regarding closure of such institutions will be obtained from the concerned DEO (Education) before issuing migration to the affected students.
14. The students seeking migration from one Board to another within the Province of Punjab will have to affix their three photographs on the migration certificates.
15. The issuance of Inter-Province Migration Certificate has been banned; however, in transfer cases, the candidates have been exempted from it. Such candidates will have to submit an affidavit on stamped paper attested by the concerned First Class Magistrate or Tehsildar of the area of the province to which they have shifted. Also such candidates will have to affix their photographs on the migration applications.

RULES
MIGRATION OF STUDENTS

16. Conditions for Migration from College to College

- (1) If the changing of college has become inevitable because of the change of father's or guardian's residence.
- (2) If a student's father or guardian has developed any objection to the student's admission in the present college within three months of the admission.
- (3) If a student wants to take such subject or subjects as are not taught in his present college. These new subjects will have to be mentioned in the migration form and the student must appear in these subjects.
- (4) If the migration has become inevitable in the event of the changed financial conditions of a candidate. The Principal of the student's present college shall append a separate certificate of his recommendations with the migration form.

17. Instructions for Migration from College to College

- (1) The migration fee of Rs.1000/- for migration from college to college should be deposited only in the Habib Bank Limited, BISE Branch Gujranwala and the original bank challan should be pasted on the back of the migration form.
- (2) Migration shall be allowed only to those students who have been registered after seeking admission in any college within the jurisdiction of this Board.
- (3) If a student getting admission in any college, after clearing his Secondary School Examination from a Board other than the Gujranwala Board has not been registered yet but is desirous of seeking migration to any other college, he should apply for migration along with:
 - (a) Registration Form
 - (b) Registration Fee of Rs.900/-
 - (c) The Secondary School Certificate or the Detailed Marks Certificate
 - (d) The Migration Certificate (N.O.C.) from the previous Board / University attested by the Principal.
- (4) The migration form should be attested by the Principal of the College where the student has got admission. Any remarks against the student in any case should also be mentioned by the Principal in the form.
- (5) The approval of the Principal of the college to which a student is desirous of seeking migration is also necessary.
- (6) The Principal should not issue College Leaving Certificate before the Board's approval; otherwise the admission will be treated as illegal.

- (7) In the event of illness, a Medical Certificate from a registered medical practitioner must be appended with the application.

RULES
MIGRATION OF STUDENTS

- (8) The migration form will not be acceptable unless the Principal makes an entry in it regarding the provisional promotion of the student to the next class or detaining him in the same class.
- (9) If a student has been struck off the college rolls, he may seek re-admission in the same class of that college at any time during the educational term. Such a student may seek admission in the same class in that college or any other college; provided that he produces the College Leaving Certificate and that the date of admission has not expired and it is not against the established rules, i.e.,
- (a) Two years' academic session before the examination.
- (b) The Principal's action with regard to the rustication.
- (10) The fee-receiving colleges will collect fees at the time of admission. The Intermediate students will have to pay fee for twenty-four months. The fee for one month will not be received again from a student by the college to which a student is seeking migration.
- (11) Local Migration is prohibited, so Migration from one college to another in the same city may be discouraged to every possible extent.
- (12) Despite the above rules and instructions, the Chairman is authorized to allow migration from one to another college in view of the difficulties faced by any student.

18. Conditions for Migration from School to School

- (1) If the change of school has become inevitable because of the change of father's or guardian's residence.
- (2) If a student's father or guardian has developed any objection to the student's admission in the present school within three months of the admission.
- (3) If a student wants to take such subject or subjects as are not taught in his present school. These new subjects will have to be mentioned in the migration form and the student must appear in these subjects.
- (4) If the migration has become inevitable in the event of the changed financial conditions of a candidate. The Headmaster / Headmistress of the student's present school shall append a separate certificate of his recommendations with the migration form.

19. Instructions for Migration from School to School

- (1) The migration fee of Rs.1000/- for migration from school to school should be deposited only in the Habib Bank Limited, BISE Branch and the original bank

challan should be pasted on the back of the migration form and the fee shall not be refundable.

RULES
MIGRATION OF STUDENTS

- (2) Migration shall be allowed only to those students, who have been registered after seeking admission in any school within the jurisdiction of the Gujranwala Board.
- (3) The migration form should be attested by the Headmaster / Headmistress of the school where the student has got admission. Any remarks against the student in any case should also be mentioned by the Headmaster / Headmistress in the form.
- (4) The approval of the Headmaster / Headmistress of the school to which a student is desirous of seeking migration is also necessary.
- (5) In the event of illness, a Medical Certificate from a registered medical practitioner must be appended with the application.
- (6) The migration form shall not be acceptable unless the Headmaster / Headmistress makes an entry in it regarding the provisional promotion of the student to the next class or detaining him in the same class.
- (7) If a student has been struck off the school rolls, he may seek re-admission in the same class of that school at any time during the educational term. Such a student may seek admission in the same class in that school or any other school; provided that he produces the School Leaving Certificate and that the date of admission has not expired and it is not against the established rules.
- (8) The fee-receiving schools shall collect fees at the time of admission. The students of Class IX and Class X shall have to pay fee for twenty-four months. The fee for one month will not be received again from a student by the school to which a student is seeking migration.
- (9) Local migration is prohibited, so migration from one school to another in the same city may be discouraged to every possible extent.
- (10) Despite the above rules and instructions, the Chairman is authorized to allow migration from one to another school in view of the difficulties faced by any student.

• • •

CHAPTER 20

DISCIPLINE, RUSTICATION AND EXPULSION OF STUDENTS

1. **Discipline**

Disciplinary action by the Principal of a college against the students might take one of the following forms depending upon the nature and severity of the offence:

- (1) The Principal of a college shall have powers to impose such fines as he/she may deem fit.
- (2) A student may be placed on probation for a fixed period. If during the period of probation he/she fails to improve his/her conduct, he may be rusticated or expelled.

2. **Rustication and Expulsion**

Rustication, whenever imposed on a college student, shall always mean the loss of one academic year in so far as his/her appearance in a Board examination is concerned. The period of absence from the college 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 college to re-admit him/her if he/she 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 college.

3. A student expelled from a college may not be re-admitted into the same college or into another college without the sanction of the Board; and, in no case, he shall be allowed to do so before the expiry of two academic years from the date of expulsion.

4. The case of rustication and expulsion shall be reported to the Board by the Principal concerned for registration and notification. If a case of rustication / expulsion is revised by the Principal concerned, it shall be reported to the Board with reasons for revising the orders.

5. A Council for each college, to which at least two senior members of the staff shall be appointed by the Principal, shall be formed to consider the cases of expulsion and rustication of students. The Principal 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 Principal. The names of the members should be communicated by the college to the Board each year.

6. **Welfare**

Each recognized college 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 Principal.

7. **Code of Honour**

The following code of honour, enunciating the basic principle of conduct expected of a student, should be propagated through the principals of the recognized colleges:

RULES
DISCIPLINE, RUSTICATION AND EXPULSION OF STUDENTS

- (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 college property 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.
8. The authority for expulsion and rustication of a school student shall vest in the District Education Officer.

Note: 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.

• • •

CHAPTER 21

CONDONING OF DEFICIENCY IN ATTENDANCES

1. 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. If the Head of the institution is not satisfied with the reasons advanced by the candidate, he/she shall not be bound to condone the deficiency. No appeal shall be admitted against his/her orders.
3. 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.
4. For purposes of counting lectures, a lecture for a double period shall be counted as two lectures.
5. 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;

RULES
CONDONING OF DEFICIENCY IN ATTENDANCES

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. 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. 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 22

CHANGE/CORRECTION IN THE NAME, FATHER'S NAME OR SURNAME OF REGISTERED STUDENTS

1. The name of a candidate may be changed/ corrected on the recommendations of a Committee to be appointed by the Chairman of the Board from time to time. An application for change/correction in name or surname in the certificate shall be entertained from a candidate who has passed a public examination conducted by the Board provided it is accompanied by:
 - (1) An affidavit to this effect given before a First Class Magistrate or Civil Judge.
 - (2) The particular issue of a daily newspaper with countrywide circulation containing advertisement of the intended change/correction in name marked in red. Advertisement in local newspaper will not be accepted for this purpose.
 - (3) The original certificate along with any certificate of higher or lower examination passed by the applicant.
 - (4) The revised certificate with the changed/corrected name issued by another Board in case of applicant who has passed a lower examination from that Board.
 - (5) A fee of Rs.2,000/- if within two years after the declaration of the result of the particular examination; or a fee of Rs.3,000/- if within more than two years but less than five years after the declaration of the result of the particular examination; or Rs.5,000/- if within more than five years but less than ten years; and Rs.9,000/- after ten years of the declaration of the result of the particular examination. However, fee once received shall not be refundable in any case. The fee shall be charged according to the rates prescribed by the Board from time to time.
 - (6) Candidate's Birth Certificate issued by the Municipal Corporation / Town Committee / Union Council showing his name as well as his father's name or a Bay- form issued by the NADRA.
2. No application under rule 1 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.
3. Change/correction in name under rule 1 shall be granted only if the Board is satisfied that all the requirements have been fulfilled.
4. In case of a candidate' name is changed/ corrected; the following note shall be given in the record / certificate:

"Name is changed/ corrected from _____
to _____ on _____."

RULES
CHANGE/CORRECTION IN THE NAME, FATHER'S NAME OR SURNAME OF
REGISTERED STUDENTS

5. No change/correction in any particular given or statement made in 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.
6. An application for change/correction in father's name in the certificate / record shall be entertained from a candidate who fulfills the requirements of these rules.
7. The father's name of a candidate may be changed/ corrected on the recommendations of a Committee to be appointed by the Chairman of the Board from time to time; provided an application is accompanied by:
 - (1) 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.
 - (2) National Identity Card or Passport of the candidate and his father.
 - (3) Candidate's Birth Certificate issued by the Municipal Corporation / Town Committee / Union Council showing his name as well as his father's name or a Bay- form issued by the NADRA.
 - (4) Nikah Name of the father, if available.
 - (5) The school record of a candidate regarding his first admission in a recognized school, if available.
 - (6) The particular issued in daily English and Urdu newspapers with countrywide circulation containing specified advertisement of the intended change/correction 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.
 - (7) A fee of Rs.5,000/- if within two years after declaration of the result of the particular examination; or a fee of Rs.6,000/- if within more than two years but less than five years after declaration of the result of the particular examination; or Rs.7,000/- if within more than five years but less than ten years after declaration of the result; or a fee of Rs.10,000/- if within more than ten years after declaration of the result of the particular examination. However, fee once received shall not be refundable in any case. The fee shall be charged according to the rates prescribed by the Board from time to time.
 - (8) The original certificate along with any certificate of higher or lower examination passed by the applicant.
 - (9) The revised certificate with the changed/corrected father's name issued by another Board in case of a candidate who has passed a lower examination from that Board.

RULES
CHANGE/CORRECTION IN THE NAME, FATHER’S NAME OR SURNAME OF
REGISTERED STUDENTS

- (10) a decree, in original, issued by a Civil Court of the area against the Board for correction in father’s name.
- (11) Any other document/evidence, which the Committee/Board may require.
8. No application under rule 1 shall be entertained unless the candidate applies to the Board on a prescribed form through the Head of 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.
- “Father’s name is changed/corrected from _____
to _____ on _____.”
9. If the candidate fails to appear before the committee or in case of non availability of record for three consecutive chances, the case will be rejected. However, the candidate will have the right to appeal within 30 days with a prescribed fee of Rs.1500/. The Appeal Committee will provide two chances for finalization of the case.
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.



CHAPTER 23

INSPECTION OF INSTITUTIONS AND THE REPORTS, RETURNS AND OTHER INFORMATION

1. 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/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 of boarding houses, rules of the institution, etc.
2. 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. 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. 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. The report of such inspection shall be submitted to the Board on the prescribed proforma.



CHAPTER 24

RECOGNITION OF INSTITUTIONS

1. The following minimum specifications are prescribed for the building of an institution:
 - (1) Class Rooms 12 sq.ft. for High School and 15 sq.ft. for other institutions
 - (2) Hostel Accommodation 50 sq.ft for High School and 75 sq.ft. 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. 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 shall be an ex-officio member of the Managing Committee of the institution.

4. **Contribution to Provident Fund**

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. **Amount of Work to be done by Different Categories of Staff**

No College Teacher shall be required to work for more periods than laid down by the Board.

RULES
RECOGNITION OF INSTITUTIONS

6. Service Rules

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. 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. 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:

(1) 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.

(2) 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 up to the age of 65 years.

(3) 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.

(4) The Principal and the teaching staff shall be given regular annual increment except in cases where the work or conduct is not satisfactory.

(5) 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;

(b) Misconduct and insubordination;

(c) Physical or mental unfitness;

(d) Abolition of the post with the previous concurrence of the Chairman of the Board.

(6) The service record of the Principal and every teacher and the annual confidential report on his work and conduct shall be maintained properly.

(7) 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.

RULES
RECOGNITION OF INSTITUTIONS

- (8) In case of termination of services, except during the probationary period, the Principal or a teacher shall have the right to prefer 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.
- (9) 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. No whole time teacher, whether in a Government or a Non-Government recognized institution, shall have been placed in the grade other than that prescribed below:
- | | | |
|-----|--|--|
| (1) | Lecturer engaged for teaching Class XI and Class XII | B.S. 17 |
| (2) | Teacher engaged for Class IX and Class X in the Higher Secondary School and other institutions preparing candidates for Pakistani and Classical Languages Examinations | B.S. 14 |
| (3) | Demonstrator engaged in institutions teaching Science subjects upto Intermediate standard | B.S. 14 |
| (4) | Director of Physical Education in grade equivalent to that in the Department of Education | B.S. 16 |
| (5) | Librarian | B.S. 16 |
| (6) | Teacher of Class IX and Class X | 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.

RULES
RECOGNITION OF INSTITUTIONS

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. Ordinarily, women lecturers shall be appointed in the institutions for women.
11. The minimum Endowment Fund shall be as follows:
 - (a) For High School Rs. 35,000/-
 - (b) For Higher Secondary School / Intermediate College Rs. 95,000/-
12. In the case of institutions founded by individual donors, the following basic conditions for a Trust Deed shall be observed:
 - (1) That the Founder of the Trust is the sole absolute owner of the property endowed.
 - (2) That the Trust is created by a regularly registered Deed to be approved by the Chairman.
 - (3) That the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property owned.
 - (4) That the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of the Trust.
 - (5) 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.
 - (6) 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.
 - (7) That all buildings included in the Trust are sufficiently insured against fire.
 - (8) 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.

13. 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 and official concerned.

RULES
RECOGNITION OF INSTITUTIONS

14. In future, an extension of four years, instead of two years, will be given to the Government institutions in their temporary affiliation.
15. An additional fee of Rs.10,000/-, besides the prescribed fee for affiliation with the Board, will afterwards be charged for every inspection with regard to the temporary / permanent affiliation.
16. The tenancy period of the building of the School / College seeking affiliation with the Board has been decreased to five years from ten years.
17. As far as possible, the Chairman and the Secretary Board should be in the Inspection Committee constituted for permanent / temporary recognition of institutions; otherwise they would nominate their representatives.
18. The temporary affiliation of such Schools / Higher Secondary Schools / Colleges, as violate the rules and regulations or as do not comply with the terms and conditions imposed by the Board or as convert an institution for boys into an institution for girls, and vice versa, will have to be sought afresh with new documents according to the rules and regulations.
19. The affiliation and all documents of such Schools / Higher Secondary Schools / Colleges will be cancelled as shift their institutions to any other building than that shown at the time of affiliation; and they will have to apply anew for affiliation submitting the prescribed charges again.
20. The Schedule for the Affiliation of Private Institutions is as follows:
 - (1) Fee for recognition of institution. Rs. 20,000/- and subsequently per visit Rs.10,000/-
 - (2) Without fine till 14th of May every year.
 - (3) With fine Rs. 1000/- till 14th of June every year.
 - (4) With fine Rs. 1000/- + Rs. 500/- per month till 14th of November.
 - (5) After 14th of November with permission of the Chairman.



CHAPTER 25

PROFORMA 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.

PROFORMA

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 staff does the institution propose to appoint?

RULES
PROFORMA OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

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?
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? 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?

RULES
PROFORMA OF APPLICATION FOR RECOGNITION 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. 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 five 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?
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?

RULES
PROFORMA OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

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 whole time 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?

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?

RULES
PROFORMA OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

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?
2. What amount is proposed to be spent on equipment?
 Recurring:
 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?
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 | ----- | ----- |

RULES
PROFORMA OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

- | | | | |
|--------|---------------------------|-------|-------|
| (v) | For Agriculture | ----- | ----- |
| (vi) | For History and Geography | ----- | ----- |
| (vii) | For Industrial Arts | ----- | ----- |
| (viii) | For Computer Science | ----- | ----- |
| (ix) | Miscellaneous | ----- | ----- |

XI-Tuition Fee

1. What is the scale of tuition fee for each class?
2. What is the fee for games, Union Fund, etc.?

XII-Office Establishment

1. What is the number of Clerks employed?
2. How have the duties been allocated?

XIII-Documents to be Attached

1. A list of members of Managing Body.
2. A copy of Constitution of Managing Body.
3. Copy of the Registration Certificate of the Managing Body.
4. Copy of Rules, Appointment, Salary, Leave, etc. of members of teaching and clerical staff.
5. Staff statement on prescribed form.
6. Fixed Deposit Receipt.
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.

RULES
PROFORMA OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

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

Manager or Secretary or Principal

Dated -----

• • •

CHAPTER 26

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?
- 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 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?
- 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?

RULES
QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS

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?
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.?

RULES
QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS

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?
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?
5. Do you think the number of books in the Library to be adequate?

RULES
QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS

6. Has the institution a Museum? Give details.

IX- Laboratories and Workshops

1. What accommodation is there in the Laboratories for each Science subject?
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

Manager or Secretary or Principal

Dated -----



CHAPTER 27
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?
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?

RULES
QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS

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?
4. Does the Head of the institution reside on the premises?
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:

RULES
QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS

(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 guardians?
5. For which games has the institution made adequate provision?
6. What is the most popular game in the institution?

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?

RULES
QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS

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?

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?



CHAPTER 28

RESIDENCE & DISCIPLINE OF STUDENTS

1. Every student of a recognized institution shall live during the term time:

- (1) 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

- (2) in a College or School Hostel; or
(3) in a Hostel recognized by the Board;

Provided that the Head of an institution may permits 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.



RULES
MEDICAL ASSISTANCE TO THE EMPLOYEES OF THE BOARD

6. The Board extended medical facilities to its retired employees and their families and the families of deceased employees of the Board at par with the whole time employees of the Board.
7. The employees of the Board may get treatment from Private/ Semi Government Hospitals but rates of only Govt. Hospital /Jinnah Hospital, Lahore will be paid and excess charges will be borne by the employees.
8. The Board has also extended the following facilities to its employees.
 - (1) **Cost of Blood Transfusion**

The cost of blood transfusion shall henceforth be reimbursable to the Board employees and their families in accordance with the procedure laid down for reimbursement of cost of medicines, etc.
 - (2) **Definition of Family**

The word 'Family' for the purpose of medical treatment shall also include parents of the Board employees residing with and dependent upon him.
9. The Chairman has been authorized to sanction re-imburement of the medical bills of the Board Employees up to twenty thousand rupees according to the prevailing procedure; but the medical bills exceeding twenty thousand rupees will be presented to the Board for approval.
10.
 - (1) The Board employees of all categories including the Board Officers shall be paid 50% of their basic pay drawn per month as Medical Allowance which may be revised by the Board from time to time.
 - (2) The pensioners shall be given 50% of their gross pension; and in case of family pension, 50% of their net pension as Medical Allowance per month which may be revised by the Board from time to time.

• • •

CHAPTER 41
TRAVELLING ALLOWANCE, REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS/PRICED ITEMS ETC.

1. T.A./D.A. will be paid according to the Provincial Government T.A. Rules:

Schedule of Payment of Daily Allowance

(at Provincial Government Rates)

| Scale No. | Special Rate (Rs.) | Ordinary Rate (Rs.) | Mileage Allowance By Own Car |
|-----------|-----------------------|------------------------|---|
| 1 to 4 | 500/- | 310/- | Rs.10/- per kilometer (Grade 17 & above) |
| 5 to 11 | 550/- | 390/- | |
| 12 to 16 | 900/- | 700/- | |
| 17 to 18 | 1600/- | 1250/- | |
| 19 to 20 | 2050/- | 1550/- | |
| 21 | 2500/- | 1750/- | |
| 22 | 3000/- | 1750/- | |

Note: Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Muzaffarabad and Mirpur (Azad Jammu & Kashmir).

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 intervene the said absence.
3. (1) The Members of the Board will be paid daily allowance according to the Provincial Government rules. But T.A. will be paid at Rs.1/- per kilometer plus $\frac{1}{2}$ + $\frac{1}{2}$ A.C.C. (Sleeper) fare for both the ways if they travel by Bus. Only for inspection of examination centers, a journey performed by rail shall be paid at 1.5 Railway Fare.
- (2) The Inspectors of Canters will be paid Rs.500/- for Single Session and Rs.800/- for Double Session per day, maximum of Rs.10,000/-
- (3) For calculating mileage allowance, fraction of a kilometer shall be treated as one kilometer.
4. (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.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

- (2) The Secretary and the Controller of Examinations 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.
- (3) The following additional facility for conveyance shall be given to Practical Examiners for conducting Local Practical Examination:
- | | |
|---|-------------------|
| Secondary School & Intermediate Examination | Rs.125/- per day. |
|---|-------------------|
5. The fee payable to each Member of the Inspection Committee for inspection of each college and each school shall be Rs.60/- and Rs.50/-, respectively. The travelling allowance shall be paid as admissible under the rules; provided that a Member may at his discretion draw daily allowance instead of fee, if it is more beneficial to him.
6. (1) Inspectors / Mobile Squads of Examination Centres (Mufassil) shall be paid at usual rates of travelling allowance and for local centres will be paid inspection fee of Rs.500/-for single session and Rs.800/- for double session.
- (2) The Member of the Board will be paid Rs.900/- double and single Rs.600/- as Local conveyance allowance for attending meeting / inspection of local examination centres.
- (3) Inspectors / Mobile Squads shall inspect at least two centres in a day where two or more centres are located at the same station.
- (4) Inspector / 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.
- (5) Inspectors/Mobile Squads shall arrange their inspection programme in accordance with (3) and (4) above and undertake journeys for this purpose with the previous concurrence of the Controller of Examinations.
- (7) The Special Inspection Teams functioning in Lahore will be provided the Board transport, and remuneration of Rs.60/- per day will be paid to each member of the team (excluding Police Officer and Board official).
- Note:** The fare shall be paid for the actual kilometers travelled by Road or Rail.
7. Traveling 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.
8. 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.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

9. 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.

10. **Borrowed Car**

A Government servant travelling in a borrowed motor car may charge mileage allowance at the rate of Rs.10/- per kilometer if he incurs in the cost of propulsion himself. In the bill claiming travelling allowance in such a case, the Government servant should give the number of the car, the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

| | |
|---------------------------------------|---|
| Motor Cycle, Scooter or Auto Cycle | Mileage allowance is admissible @ of Rs.4/- per kilometer. |
|---------------------------------------|---|

| | |
|---------------------------------|--|
| Bicycle, animal back or on foot | Mileage allowance is admissible @ Rs.2/- per kilometer. |
|---------------------------------|--|

Public transport plying for hire on single seat basis:

| | |
|---|--|
| (1) Government servants of Grades I & II | Mileage allowance is admissible @ Rs.2.50 per kilometer for Government Servants in BS-7 and above. |
|---|--|

| | |
|---|--|
| (2) Government servants of Grades III & IV | Mileage allowance is admissible @ Rs.2.50 per kilometer for Government Servants in BS-6 and below. |
|---|--|

11. T.A. /D.A. will not be paid within the radius of 16 kilometers under Government Provincial T.A. Rules.

12. A local Member of the Board or of a Committee constituted under Section 18 of the Boards Ordinance, who is not entitled to T.A. under the forgoing rules for the journey performed by him in connection with a meeting of the Board or Committee, will be paid actual travelling expenses incurred by him on hiring of conveyance at the rate not exceeding Rs.5/- per kilometer, subject to the production of certificate to the effect that the amount claimed was actually spent on hiring of conveyance or using a private car for this purpose; provided that actual travelling expenses will not be paid to such Member who is entitled to remuneration for attending such meetings of the Board / Committee.

13. A declaration to the effect that the class actually travelled has been charged shall be recorded on the face of the Travelling Allowance bill.

14. The claim for travelling expenses made under Provincial Government T.A. Rules shall be submitted on the prescribed bill form.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

15. All bills shall be submitted duly receipted, affixing a revenue stamp wherever necessary. Un-receipted and insufficiently receipted bills shall not be accepted.
16. 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 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.
17. 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 amount permissible under rules of the Board and the amount received by him from the Court.
18. Payment for T.A. shall ordinarily be made after the journey has been completed. In special cases, however, advance payment to the extent of Rs.200/- by the Secretary and above this amount by the Chairman, but 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.
19. All employees of the Board, who appear before a Court, should get T.A. and diet money from the Court. In case their attendance in the Court is in a private capacity, they will not be paid anything by the Board. If the attendance is before a Lahore Court, the diet money will be credited to the Board's account. If the employee appears before a Court outside Lahore, the T.A. and diet money should not be credited to the Board's account.
20. The T.A. bill should be accompanied along with a certificate from the court, to the effect that he:
 - (1) had given evidence in his official capacity;
 - (2) has been paid so much as T.A. and so much as diet money.
21. 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.
22. 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.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

23. For matters not provided above, the Board shall have the authority to pass such orders as it may deem necessary from time to time.
24. (1) 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.
- (2) Persons, who were neither employed nor had any declared income, may be treated in Category III above if they hold a Master's Degree, and in Category IV above if they hold a Bachelor's Degree.
25. The members of Discipline Committee / Appeal Committee / Review Committee, dealing with the unfair-means cases of candidates of the Secondary School / Intermediate / Oriental Languages (Annual and Supplementary) Examinations will be paid as under:
- Members of different committees belonging to
District Gujranwala and Tehsil Daska:Rs. 700per working day
- Members of different committees belonging to
District Gujrat, Tehsil Pasrur, Tehsil Sambrial,
Tehsil Sialkot Tehsil Hafizabad.....Rs. 800/- per working day
- Members of different committees belonging to District
Narawal, Mandi Bahauddin and Tehsil Pindi Bhattian:.....Rs. 900/- per working day
26. **Simplification of Procedure and Process**
- Due to increase in the rates of remunerations relating to the conduct of examinations and all other bills, simplification of procedure and process has been done by allowing amounts of sanction as under:
- | | | |
|-----|---|---|
| (1) | Assistant / Deputy Secretary and Assistant / Deputy Controller | upto Rs.5,000/- |
| (2) | Secretary/Controller of Examinations | from Rs.5,001 to Rs.10,000/- |
| (3) | Chairman | from Rs.10,001/- and above (unlimited) |
27. The Chairman has been endowed with the authority of sanctioning all the expenses incurred on the proper running of the Board affairs, the smooth conduct of examinations, the in-time completion of construction work, etc.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

28. The Chairman, the Secretary, the Controller of Examinations and other officers/officials representing the Board will be entitled to draw the actual amount (Central Excise Duty and Provincial Bed Tax) spent on stay in hotels/restaurants.
29. T.A./D.A. of the Board Members acting as Inspectors has been increased from Rs.12,000/- to Rs.14,000/- for Annual Examination and from Rs.9000/- to Rs.11,000/- for Supplementary Examination. And from Rs.12,000/- to Rs.14,000/- for Intermediate Annual Examination and from Rs.6500/- to Rs.11000/- for Intermediate Supplementary Examination.. However, it should be kept in mind that an examination means the theory and the practical examination as well. Intermediate Part-I and II Examinations along with practicals will be considered as one examination.
30. The Centre Superintendents in the Secondary School Certificate, Intermediate and other examinations will be paid transportation charges, charges for additional water-carrier and the expenses incurred on the purchase of ice at the following fixed rates:
- | | | |
|-------|---|------------------|
| (1) | The additional Water-Carrier when the number of candidates is more than 100 | Rs.30/- per day |
| (2) | Transportation Charges: | |
| (i) | One-way fare for the nearby local examination centres | Rs.75/- per day |
| (ii) | One-way fare for the distant local examination centres | Rs.125/- per day |
| (iii) | One-way fare for the Mufassil examination centres | Rs.25/- per day |
| (3) | Ice (from 1 st April to 30 th October) | |
| (i) | Class IX or Part-I (Inter.) | Rs.500/- |
| (ii) | S.S.C. and Inter Part-I & II | Rs.1,000/- |
31. The Enquiry Officers in an ordinary enquiry case will be paid Rs.1,000/- and for regular enquiry the fee will be Rs.1,500/-. If a committee is constituted with regard to the enquiry of any case, each member will be paid according to the prescribed rate.
32. Those members of the personal staff of the Chairman, the Secretary and the Controller of Examinations, who work till late hours, will be paid Rs.40/- each per day as Refreshment Allowance.
33. The members of the Board will be paid Rs.850/- for a Board meeting and Rs.500/- will be paid for other meetings. The Board member belonging to Mufassil area may claim TA/DA in lieu of Rs.850/500.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

34. The Examiners submitting the Counterfoils of Practicals on the same day will be paid Rs.50/- and the Heads of institutions responsible to deliver the Practical Question Papers will be paid Rs.100/-.
35. The names of the menial staff (Chowkidar, Sweeper, Water Carrier, etc.) discharging duties with the Centre Superintendent in the Secondary School Certificate/Intermediate Part-I and II or other examinations will be included in the payment bills to make payment to them by cheques.
36. The cheques amounting to Rs.1,500/- will be issued as order cheques instead of cross cheques so that they may be encashed by the persons to whom these are issued.
37. The drivers of the Board Members will be paid Rs.100/- per head as refreshment during the Board meeting / other meetings.
38. Rules regarding the issuance of Duplicate cheque in lieu of lost / uncashed cheque are as under:
- (1) Duplicate cheques in lieu of lost/un-cashed cheques over-dated by two years time limit may be allowed and issued with the approval of the Secretary.
 - (2) Duplicate cheques in lieu of lost / un-cashed / over-dated cheques beyond two years but not exceeding six years may be allowed and issued with the approval of the Chairman.
 - (3) No duplicate cheque after the lapse of six years be issued.
39. The Secretary of the Board has been given the power of sanctioning the bills up to Rs.5,000/.
40. The sanctioning power of the Controller of Examinations is Rs.5,000/- in view of the nature of work of the Controller Sector with the objective of its timely completion.
41. The centre staff summoned by the Court other than Lahore will be paid T.A/D.A. according to the rules and regulations whereas the Centre staff summoned by any local Court will be paid Rs.125/- per head as conveyance allowance.
42. The payment of time-barred remuneration / T.A. bills will be subject to the following deduction policy:
- (1) The time-barred bills from six months to one year 10%
 - (2) The time-barred bills from one year to two years 20%
 - (3) The time-barred bills from two years to three years 30%
 - (4) The time-barred bills for more than three years. Non-Payable

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

43. The daily-wager employees of the Board will be given Rs.10/- per day as entertainment allowance as it is paid to the regular/permanent employees of the Board; however, it will be given to the daily-wagers only during the preparation of results.
44. The Chairman has been authorized to grant imprest amount to the Superintendent Recognition, but the amount of the advance should not be more than ten thousand rupees.
The Chairman has also been authorized to sanction imprest amount to other Branches of the Board and to increase or decrease this amount according to the needs of the office.
45. The entertainment allowance to the Board officers will be given at the following rates:
- | | | |
|-----|--|------------|
| (1) | The Regular Branch Officers | Rs.300/- |
| (2) | Audit Officer | Rs.500/- |
| (3) | The Secretary and the Controller of Examinations | Rs.2,000/- |
| (4) | The Chairman | Rs.3,000/- |
46. To avoid the mistakes left and the delay caused by the External Result Tabulators in the Certificates, Office Superintendents, who check the certificates, shall be paid remuneration @ Rs.25/- per hundred certificates.
47. The following Branches of the Board have been allowed Imprest Amounts to run the Board affairs smoothly and to meet the urgent needs:
- | | | |
|-----|-----------------|--|
| (1) | Store Section | Rs. 15,000+ Rs. 15000 |
| (2) | Estate Officer | Rs. 20 ,000/- |
| (3) | Legal Section | Rs. 2,000/- |
| (4) | Transport Cell | Rs. 50,000/- Repair Rs. 15,000/- Fuel |
| (5) | Meeting Section | Rs. 45,000/- Rs. 10,000/- (Refreshment +T.A.) |
- However, in the event of any emergency, a branch can get a temporary advance which will have to be re-adjusted within 15 days.
48. The syllabus for the Secondary School Certificate/Intermediate/Languages Examinations will be sold on the following rates:
- | | | |
|-----|---------------------------------|----------|
| (1) | Secondary School / Intermediate | Rs.100/- |
| (2) | Languages | Rs.35/- |

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

49. No Enquiry fee will be paid to the Board employees conducting preliminary enquiry in any case. Enquiry fee will be paid only to those enquiry officers who are not employees of the Board.
50. Six percent deduction will be made from the amount of remuneration of every type in the light of the Income Tax Ordinance, 1979 (revised in 2006).
51. The members of the Punjab Examination Authority will be paid Conveyance Allowance according to the following rates:
- (1) Conveyance Allowance
for attending meeting Rs.125/- per day (Local)
- (2) T.A./D.A. (Mufassil) According to the Punjab Government's T.A./D.A. Rules
52. The Resident Inspectors discharging inspection duty as Organizing Inspectors in more than two centres will be paid an additional remuneration of Rs.50/- per additional centre besides their daily remuneration of Rs.500/-. This decision will be effective since the Secondary School Certificate Examination, 1998.
53. A fee of Rs.100/- has been prescribed for the issuance of Duplicate Roll No. Slip for all the written as well as practical examinations.
54. The Centre Superintendents and the Deputy Superintendents will be fined Rs.50/- per mistake instead of Rs.10/-.
55. The blind candidates have been excluded from paying the Admission / Enrolment / Registration fee for the Board examinations.
56. In addition to the exemption given to the permanently disabled students of the Government recognized Institute for Special Education from payment of the Registration Fee / Admission Fee, the permanently disabled and blind students of the general institutions have also been exempted from payment of Enrolment Fee / Registration Fee / Admission Fee; provided that they supply a certificate from the Head of the institution verifying their disability.
57. All deputationists shall enjoy all such benefits as are given to the Board employees.
58. (1) The Mobile Inspector will be paid Rs.500/- for single session and Rs.800/- for double session or maximum of Rs.10,000/- in the Secondary School Certificate School Certificate Examination as well as in the Intermediate Examination will be paid Rs.6,000/- in future.
- (2) Those discharging duty in Part-I or Part-II, i.e., only in one Part, will be paid maximum Rs.3,000/-; whereas the remuneration in the Supplementary Examinations of Secondary School and Intermediate will be Rs.6,000/-.

RULES
TRAVELLING ALLOWANCE/REMUNERATIONS TO THE PERSONS
ENGAGED FOR THE EXAMINATIONS / PRICED ITEMS ETC.

- (3) The rate of remuneration for inspection in theory and practical examinations of the Secondary School Certificate and the Intermediate Examinations has been revised to Rs.6,000/-.
59. The Police Squad / Gunman / Security Guards discharging duty with the Chairman, the Secretary, the Controller of Examinations or other officers during the inspection of examination centres will be given three Refreshments in cash of Rs.30/- (10+10+10) per head instead of two Refreshments of Rs.20/- (10+10), per head.
60. Members of the Rechecking Committees in the Secondary School Certificate/Intermediate and other Examinations checking answer-books of the candidates applying for re-checking of their awards will be paid according to the following rates:

Travelling Allowance:

Members of different committees belonging to District Gujranwala and Tehsil Daska: Rs. 700/- per working day

Members of different committees belonging to District Gujrat, Tehsil Pasrur, Tehsil Sambrial, Tehsil Sialkot Tehsil Hafizabad: Rs. 800/- per working day

Members of different committees belonging to District Narowal, Mandi Bahauddin and Tehsil Pindi Bhattian: Rs. 900/- per working day

Remuneration will be paid at the following rates:

Secondary School Rs. 4/- per script

Intermediate/Languages Rs. 5/- per script

• • •

CHAPTER 42

PURCHASE RULES

1. Short title and commencement.

- (1) These rules may be called “**Board of Intermediate & Secondary Education Gujranwala Procurement Rules, 2012**”.
- (2) These rules come into force at once.

2. Definitions.-

- (1). In these rules, unless there is anything repugnant in the subject or context:-

- i) ‘**Act**’ means Punjab Boards of Intermediate & Secondary Education Act 1976 as amended by Punjab Ordinance No. XXXIII of 1985 and may be amended in future.
- 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 Gujranwala.
- 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 Gujranwala.
- 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 Gujranwala.
- x) ‘**Corrupt and fraudulent practices**’ includes the offering, giving, receiving, or soliciting of anything of value to influence the 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 exercising his duty;

RULES
PURCHASE PROCEDURE

xi)“**Emergency**” means natural calamities, disasters, accidents, war and operational emergency such as conduct of examinations, completion of 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,-

- a. Time barred offer by any person, firm, consultant & company at lower price and other conditions.
- b. a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and
- c. having lowest evaluated cost;

xiii)“**Ordinance**” means the Punjab Boards of Intermediate & Secondary Education (Amendment) Ordinance 1985 (No. XXXIII of 1985)

xiv)“**Procuring Agency**” means Administration of Board of Intermediate & Secondary Education Gujranwala.

xv) ‘**Purchase Committee**’ means the Committee who has been authorized for procurement of items, works or services etc.

xvi) ‘**Purchase Committee No.1**’ mean the Committee comprising following officers for purchase of an amount above Rs. 5 lac.

- a. Two Members of Board as Convener to be nominated by the Chairman.
- b. Secretary BISE, Gujranwala. as Member
- c. Controller of Examinations BISE, Gujranwala. as Member
- d. Audit Officer BISE Gujranwala as member. (The matter of member will be discussed in the meeting of PBCC)
- e. Deputy / Assistant Secretary (Stores) as Member
- f. Branch Officer concerned as Member

xvii) ‘**Purchase Committee No.2**’ means the Committee for the purchase of value Rs. 1 lac to Rs.5 lac comprising following officers.

- a. One Member Board
- b. Secretary
- c. Deputy Secretary/Deputy Controller
- d. Branch officer concerned

RULES
PURCHASE PROCEDURE

xviii) ‘**Purchase Committee No.3**’ means the Committee for the purchase of value below Rs. 1 lac.

a. Deputy Secretary / Deputy Controller as Convener

b. Deputy / Assistant Secretary (Stores) as Member

c. Branch Officer concerned as Member.

xix)“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 Gujranwala.

xx) “**supplier**” means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works; and

xxiii) “**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.

3. The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Ordinance and Act.

4. **Scope and applicability:**

Save as otherwise provided, these rules shall apply to all procurements made by Board of Intermediate & Secondary Education Gujranwala whether within or outside the Punjab / Pakistan.

5. **Principles of procurements:**

BISE Gujranwala, 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.

6. **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.

7. **Language:**

(1) All communications and documentation related to procurements of procuring agency shall either be in Urdu or English or both.

RULES
PURCHASE PROCEDURE

(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.

8. Integrity pact:

Procurements exceeding the prescribed limit shall be subject to an integrity pact, as specified by regulation with approval of the Board between the procuring agency and the suppliers or contractors.

9. 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.

10. Limitation on splitting or regrouping of proposed procurement:

Save as otherwise provided and subject to this rule B.I.S.E Gujranwala, 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. The annual requirements thus determined would be advertised in advance on the PPRA's website as well as on its own website and newspapers.

11. 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 shall 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".

12. Methods of advertisement.

(1) Procurements over five hundred thousand rupees and up to the limit of two million rupees shall be advertised on the PPRA's website in the manner and format specified by rule by the Board from time to time. These procurement opportunities may also be advertised in print media / or in at least one daily national newspaper if deemed necessary by Chairman.

(2) All procurement opportunities over two million rupees should be advertised on the PPRA's website as well as in other print media or newspapers having wide

RULES
PURCHASE PROCEDURE

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.

13. **Response time:**

- (1) The Board 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, response time shall not 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, 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.

14. **Exceptions:**

It shall be mandatory for the Board to advertise all procurements exceeding rupees five lac. However under following circumstances deviation from the requirement is permissible with the prior approval of the Chairman.

- (1) The proposed procurement is related to national security and its publication could jeopardize national security objectives; and
- (2) 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.
- (3) Any other procurement which declared by the Board according to situation or circumstances.

RULES
PURCHASE PROCEDURE

15. **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:
 - i) relevant experience and past performance;
 - ii) capabilities with respect to personnel, equipment, and plant;
 - iii) financial position;
 - iv) appropriate managerial capability; and
 - v) any other factor that the Board may deem relevant, not inconsistent with these rules.

16. **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 of documents which is Rs.1000/-

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.

RULES
PURCHASE PROCEDURE

(4) The Secretary shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.

17. **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:

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.

18. **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.

19. **Blacklisting of suppliers and contractors:**

The Chairman will have the power to bar any contractor permanently or temporary from participating in its respective procurement proceedings supplies who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated who the PPRA, other Boards and Universities etc.

Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard.

20. **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.

21. **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.

22. **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.

RULES
PURCHASE PROCEDURE

23. **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:-

- (i) Invitation to bid
- (ii) Instructions to bidders
- (iii) Form of bid
- (iv) Form of contract
- (v) General or special conditions of contract
- (vi) Specifications and drawings or performance criteria (where applicable)
- (vii) List of goods or bill of quantities (where applicable)
- (viii) Delivery time or completion schedule
- (ix) Qualification criteria (where applicable)
- (x) Bid evaluation criteria
- (xi) Format of all securities required (where applicable)
- (xii) Details of standards (if any) that are to be used in assessing the quality of goods, works or services specified; and
- (xiii) 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.

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.

RULES
PURCHASE PROCEDURE

(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.

24. **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.

25. **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 provided that can be adjusted in performance Security or the security to be withheld from payments with prior approval of Chairman.

26. **Bid validity:**

(1) The Board 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 Chairman 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. Board will be competent to extend validity for more than 90 days after the Chairman's competency.

(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 extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

(4) Bidders who:

i) 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;

ii) agree to the Secretary Board request for extension of bid validity period shall not be permitted to change the substance of their bids; and

RULES
PURCHASE PROCEDURE

iii) 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.

27. **Extension of time for submission of bids:**

Where the Secretary 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.

28. **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 aloud 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 and returned without being opened.

29. **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.

30. **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.

RULES
PURCHASE PROCEDURE

31. **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.

32. **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.

33. **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 grounds.
- (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.

34. **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.

RULES
PURCHASE PROCEDURE

i) Rates received are reasonable and competitive to market rates.

ii) The members of Purchase Committee will certify the same.

35. **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.

36. **Procedures of open competitive bidding:**

Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:-

(1) 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 be opened and evaluated in the manner prescribed in the bidding document.

(2)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

RULES
PURCHASE PROCEDURE

respective bidders; and

- (ix) The bid found to be the lowest evaluated bid shall be accepted

(3) Two stage bidding procedure.

First stage

- (i) the bidders shall first submit, according to the required specifications, a technical proposal without price;
- (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:

RULES
PURCHASE PROCEDURE

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.

(4) **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 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 changes in the technical proposal and to prepare the required supplementary financial proposal; and

RULES
PURCHASE PROCEDURE

(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.

37. **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:-

(1) 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;

(2) 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

(3) 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

38. **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 Gujranwala shall be awarded the procurement contract, within the original or extended period of bid validity.

39. **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.

40. **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:

Provided the extent of negotiation shall be in the interest of Board by recording reasons by purchase committee / officer authorized by the Chairman.

41. **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.

RULES
PURCHASE PROCEDURE

42. **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:-

PETTY PURCHASES.-

(1) A Purchase up to rupees twenty five thousands will be made by the officer in-charge store with the approval of the Chairman and the branch officer concerned without obtaining quotations, 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.

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.

(2) **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.100000/-.
- iv) three quotations under “sealed cover” shall be required for the purchase from Rs.100001 to Rs.500000/- through registered post / courier services through purchasing committee No.1. The quotation notice (as the case may be) will be sent to the well reputed firms through registered post as well as to be affixed on notice board in the office of BISE Gujranwala.

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;

(3) **Direct contracting.-**

The Board shall only engage in direct contracting if the following conditions exist, namely:-

RULES
PURCHASE PROCEDURE

- 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 period for the contract or contracts do not exceed three years.

- iv) tenders / quotations once invited shall remain valid for a period of six months from the date of their opening. After satisfactory compliance of work order, a repeat order can be placed on the basis of accepted rates provided that:-

- a) The repeat order will normally be placed up to 5% of the value of original work order of approved tender/ quotation, with the approval of the Chairman. However in emergency it can be increased up to 10% with the approval of the Chairman provided that canon of financial proprieties are observed.

- b) 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.

- c) Repeat order can be placed within six months of the original orders.

- d) Adequate budget provision exists.

- v) In case of an emergency: Chairman is the competent authority to declare emergency. The action taken will be intimated to Board for information.

- a) When the price of goods, services or works is fixed by the government or any other authority, agency or body duly authorized by the Government, on its behalf, and

- b) For purchase of motor vehicle from local original manufacturers or their authorized agents at manufacturer's price.

- c) The Board reserve the right to claim compensation for the loss caused due to delay by the contractor 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

RULES
PURCHASE PROCEDURE

cancellation of contract will not be in the interest of Board. However, grant of extension and Condon of delay in supply period may be granted by the Chairman on the request of the bidder. Request of extension in supply period will be entertained if made prior to completion of the supply period.

- (4) **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;
 - 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.

43. **On account payments.-**

- (1) 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, which shall not exceed thirty days.
- (2) In case of purchases through Purchase Committees, Advances of appropriate amounts will be issued to in the name of any officer 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.

44. **Entry into force of the procurement contract.-**

A procurement contract shall come into force,-

- (1) 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

RULES
PURCHASE PROCEDURE

(2) 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:

(3) 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.

45. **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 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.

46. **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.

47. **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 Board.

48. **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.

RULES
PURCHASE PROCEDURE

(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 and Secondary Education Gujranwala** whose decision will be final and will not be challenged any court of Law.

49. **Arbitration.**–

In case of any dispute between the Secretary and the Contractor the matter will be referred to Chairman whose decision shall be final and can't be challenged in any court of Law.

50. **Mis-procurement.**– Any unauthorized breach of these rules shall amount to mis-procurement.

51. **Regularization.**– If anything regarding any payment or sanction will not be in constant with the rules, the Audit officer will give observation and case will be referred to Chairman or the Board for its decision or regularization.

Provided that the prevailing rules and procedures will remain applicable only for the procurement of goods, services and works for which notice for invitation of bids had been issued prior to the commencement of these rules unless the Board deems it appropriate to re-issue the notice for the said procurement after commencement of these rules.

52. **Powers of write off.** – On replacement of consumable items or otherwise, the powers of write off will be rest with the Chairman.

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.

53. **Imprest for purchase.** – The Branch officers of Board of Intermediate & Secondary Education, Gujranwala shall be allowed permanent advances / imprest as per need and volume of the work of branch.

The imprest holder will replenish his imprest on consumption of 75% amount of his imprest on submission of the account to the Chairman.

RULES
PURCHASE PROCEDURE

Provided that the above officers will be authorize to sanction up to 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.

Provided further that payment on account of remunerations, up to any extent, to the members of Board will also be made by the concerned Branch Officer from his imprest.

- 54 All the Branch Officers will be required to intimate their annual demands to the stores in-charges before 1st June of the Calendar year to be incorporated in the annual budget.
- 55 The Store In-charge will prepare a comprehensive statement / list for purchase of articles on the basis of demands of Branch Officers.
- 56 This statement will be scrutinized by a 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.
- 57 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.
- 58 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.
- 59 Income Tax / Sales Tax will be deducted in the light of rules / instructions issued by the Government from time to time.
- 60 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.
- 61 The supplier / contractor will have to supply the articles in the office of BOARD OF INTERMEDIATE & SECONDARY EDUCATION, GUJRANWALA or the place specified the procuring agency.
- 62 **Relaxation of Rules.** 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.
63. **Repeal.** The Board rules (as amended) are hereby repealed.

CHAPTER-43

WORKS RULES

1 Short title and commencement.

- (1) These rules may be called **Board of Intermediate & Secondary Education Gujranwala, Works Rules, 2011**.
- (2) They shall come into force at once.

2 Definitions.

- (1) In these rules, unless the subject or context otherwise requires-
 - i) “**administrative approval**” means the approval of the Board to the suitability of the work from the administrative point of view, and the incurring of the proposed expenditure thereon;
 - ii) “**Board**” means Board of Intermediate & Secondary Education, Gujranwala.
 - iii) “**Board’s Engineer**” means a person appointed or hired for the purpose by the competent authority.
 - iv) “**Chairman**” means Chairman Board of Intermediate & Secondary Education, Gujranwala.
 - v) “**Contractor**” means a person consultant, firm, company or an organization who under take to supply goods, services or works.
 - vi) “**contract**” means an agreement, executed on stamp paper of appropriate value, enforceable by law;
 - vii) **Development Committee** means the committee through which constructive works are executed departmentally.
 - viii) “**Deposit work**” means any work of this organization, which is executed or is to be executed by an Agency other than the BOARD OF INTERMEDIATE & SECONDARY EDUCATION, GUJRWALA.
 - ix) “**Government**” means the Government of the Punjab.
 - x) “**maintenance work**” means any operation undertaken to maintain an existing work in proper condition and repair;
 - xi) “**major work**” means a work, the estimated cost of which is more than rupees five hundred thousand or above;
 - xii) “**Minor work**” means a work, the estimated cost of which is less than rupees five hundred thousand but more than rupees fifty thousand.
 - xiii) “**Ordinance**” means the Punjab Boards of Intermediate & Secondary Education (Amendment) Ordinance 1985 (No.XXXIII of 1985) and as may be amended from time to time.

RULES
WORKS RULES

- xiv) “**original work**” means any new construction whether of an entirely new work, or involving material additions or alterations to an existing work;
- xv) “**petty work**” means a work, the estimated cost of which does not exceed rupees fifty thousand or such other sum as may be specified by the Board from time to time;
- xvi) “**Secretary**” means Secretary Board of Intermediate & Secondary Education, Gujranwala.
- xvii) “**Technical sanction**” implies the scrutiny of estimates from technical point of view and denotes that the estimates as sanctioned are technically correct and in order.
- xviii) “**Work**” means any work executed in accordance with these rules.

(2) Words and expressions used herein but not defined shall have the same meanings as are assigned to them in the Ordinance and Act.

PREPARATION OF SCHEMES

- 3. Where BISE, Gujranwala has to undertake an original work costing rupees five hundred thousand or more with regard to construction/repair of building, water supply, drainage, sewerage, development of roads and streets lighting or any other similar service, the BISE Gujranwala shall, subject to the provisions of the Ordinance and these rules, frame a scheme for the execution of such work.

Provided works costing below five hundred thousand shall be prepared and approved on the basis of cost estimates only.
- 4. A scheme shall be prepared as a rough cost estimate in the first instance. Such a scheme may be prepared through the Campus Development Committee or through such technical agency as may be specified by the Board.
- 5. Where a scheme is prepared by an agency other than BISE Gujranwala, the BISE Gujranwala may pay to such agency such fees for the preparation of the scheme as may be fixed by Board either generally or in any specific case.
- 6. A draft scheme prepared under these rules shall among other matters, specify-
 - (1) detailed history of the scheme including nature and location of the scheme;
 - (2) full particulars of the works to be executed;
 - (3) justification for the scheme;
 - (4) the estimated cost;
 - (5) the manner in which the scheme shall be financed;
 - (6) the agency through which the scheme shall be executed;

RULES
WORKS RULES

- (7) the phases in which the scheme shall be executed;
 - (8) the period during which the scheme in its various phases shall be completed;
 - (9) the benefits and returns from the scheme;
 - (10) Such other particulars as prescribed in the standard PC-I form.
7. After the scheme has been sanctioned, the BISE Gujranwala shall take all necessary steps to implement the scheme through the Board's Engineer after issuance of formal administrative approval, technical sanction and appropriation of funds.

ESTIMATES & PLANS

8. Whenever a necessity for undertaking an original work, a major work, petty work or repair/ maintenance work arises, the Chairman may require the Board's Engineer to prepare the rough cost estimates or PC-I for the vetting from Campus Development Committee.
9. When a work is to be undertaken other than that relating to repair and maintenance the Board's Engineer shall obtain the approval of the Chairman before the preparation of plans and estimates.
10. The BISE Gujranwala shall follow the MRS/ Schedule of Rates as notified by the Government of the Punjab, Finance Department from time to time.
11. The tenders invited may be accepted by the Chairman on the recommendations of Campus Development Committee subject to the conditions that-
- (1) The normal procedure for invitation of tenders has been adopted;
 - (2) The rates quoted and amounts tendered are such that the total cost of the project shall not exceed the amount for which the technical sanction has been accorded by more than 4.5%; and
 - (3) Only the lowest tender is accepted unless reasons are recorded in writing for refusing the same.
 - (4) Sufficient budget provision exists for execution work.
12. The estimates for a work under these rules shall be prepared in the form and manner prescribed for the preparation of estimates in the West Pakistan Building and Road Department Code.
13. An estimate on the basis of which a work is to be undertaken shall be subject to;
- (1) Sanction and grant of administrative approval by the competent authority;
 - (2) Technical sanction by competent authority in accordance with the provisions of these rules; and
 - (3) Availability of funds for the scheme,

RULES
WORKS RULES

14. The executive powers of BISE, Gujranwala with regard to the grant of administrative approval of each work or scheme up to rupees one million included in the approved Budget of BISE, Gujranwala shall vest to the Chairman.
Provided that administrative approval for petty works/repair works of any amount will be granted by the Chairman from block allocation of funds.
15. The schemes costing above rupees one million shall be submitted to the Board for administrative approval.
16. Unless Board otherwise decide the Chairman shall have the power of Technical Sanction and approval of rates as vested in him vide letter No. F.D (FR) II-2/89(Prov-I) dated 9th May, 1990 in consultation with the Building Committee of the Board.
17. The authority competent to grant administrative approval/sanction, may approve or sanction the estimates subject to such modifications as it may deem fit. Approval of the rates in the administratively approved estimates shall constitute authority for approving rates in the technical sanction.
18. An estimate for a maintenance work .if not undertaken, shall lapse after the expiry of the financial year to which it relates. An estimate for a work, other than a maintenance work, shall unless otherwise specified, lapse after a period of three years.
19. During execution of work or scheme, the cost of scheme shall not be allowed to exceed 25% of the approved cost due to change in design, scope or rates. If the cost of scheme exceeds such cost, a new scheme shall be formulated.
Provided that during execution of projects, for the works up to Rs. five lac, the chairman and the other works, the Board will be competent for change in design, scope of work or rates on the recommendation of Campus Development Committee, if such change is unavoidable. The contractor will be bound to carry out the work as per changes. Such alterations will not invalidate the contract.

ANNUAL DEVELOPMENT PLAN

20. The BISE, Gujranwala may prepare its Annual Development Plan and get it approved by the Board.
21. Before the start of work on a project included in the Annual Development Plan the detailed estimates of work shall be prepared and approved by the chairman.
22. The Annual Development Plan, among other matters, shall specify-
- (1) the various works to be undertaken;
 - (2) the order in which they shall be undertaken;
 - (3) the probable dates of the commencement and the completion of various works;
 - (4) whether a specified work shall be executed departmentally or through contractor

RULES
WORKS RULES

or agency; and

(5) such other particulars necessary or as may be specified by the BISE, Gujranwala.

23. Any Development Plan shall be placed before the Board in its ordinary meeting for consideration and approval which may sanction it with or without modification.

Provided that a block/lump sum allocation of funds for petty and repair/maintenance works can be sanctioned by the Board in the annual budget. However funds allocation for original works/projects as Development Plan will be provided separately in the budget.

24. The Annual Development Plan sanctioned or modified shall be appended with the annual Budget.
25. As soon as the Annual Development Plan is sanctioned, the Board engineer shall, subject to the direction of the chairman, proceeds to take such steps as may be necessary, to execute the work in accordance with the Annual Development Plan.
26. The Board engineer shall submit to the secretary Board, on the seventh day of every month, progress report of the Annual Development Plan for the preceding month.
27. The secretary shall submit to the chairman at least once in three months the progress report about the implementation of the Annual Development Plan.
28. No new original work shall be executed unless it is included in the Annual Development Plan, administratively approved and technically sanctioned by the competent forum or authority.

AGENCIES FOR THE EXECUTION OF PROJECTS.

29. If a work is to be undertaken as part of a scheme, it shall be executed through such agency as may be specified in PC-I or rough cost estimates of the scheme.
30. If Government has sanctioned a grant for the execution of any work and the agency through which such work shall be executed has been specified in the conditions for the grant, the work shall be executed by such agency.
31. If a work is not covered by the provisions of rule 29 and 30, it shall be executed by the BISE Gujranwala through its Campus Development Committee or through contract or through any agency as deposit work as decided by the chairman.
32. Where a work is executed or is to be executed by an agency, BISE Gujranwala may pay such agency such charges for the execution of works as may be fixed by the Board.
33. Where a work is to be executed by an agency, the Campus Development Committee shall keep in touch with the progress of the work at various stages, and such agency shall forward to the chairman BISE Gujranwala weekly report about the progress of the work.
34. Whenever a work is to be executed by BISE Gujranwala it may be executed

RULES
WORKS RULES

departmentally, through a contract or through Development Committee, with the permission of chairman, in accordance with the Annual Development Plan:

Provided that the execution of work through Development Committee shall be liable to the technical supervision and evaluation by the Board engineer.

35. (1) Subject to the provisions of these rules BISE Gujranwala may carry out work of any cost through the development Committee.
- (2) The Campus Development Committee for the execution of works shall as approved by the Board.
- (3) The BISE Gujranwala shall be competent to get the works executed through the Development Committee under the order of the Chairman where the project costs up to one million rupees and with approval of the Board where the project costs exceeds this amount.
- (4) Before the start of work the detailed estimates of the work shall be got technically sanctioned by the Chairman.
- (5) The Development Committee shall be responsible, through the caretaker, for arranging the supply of material and skilled labour, etc. at competitive rates by calling quotations etc. through open competition.
- (6) The Board's Engineer shall be responsible for the execution of work according to design and specifications. The Development Committee shall also furnish a completion certificate in respect of each scheme separately in the pro-forma as being used by Communication and Works Department.
- (7) The Chairman may release the estimated cost if the project is less or equal to 5 lac through crossed cheque in the name of Concerned Branch Officer.
- (8) The expenditure upon will be maintain properly.
- i) detailed estimates duly approved administratively and technically sanctioned by the competent authorities;
 - ii) the quotations and vouchers of all articles or materials etc. purchased by the Project Committee duly verified by the Convener of the Project Committee.
 - iii) Master roll for payment of labour charges;
 - iv) inspection register for each scheme;
 - v) completion report verified by all the members of the development Committee; and
 - vi) assessment report of each work prepared by the Boards engineer and duly verified by the development committee.
- (9) All members of the Committee shall be authorized to periodically inspect the

RULES
WORKS RULES

work/Project and check the quality of work .The results of inspection will be recorded in the inspection register by the concerned member under his signature.

- (10) Engineer of the BISE Gujranwala shall inspect all Projects and provide technical guidance at the spot to the Committee regularly.
- (11) The accounts of the Project shall be rendered, within one month of the date of completion of the Project, by the Secretary to the chairman BISE Gujranwala for adjustment.

CONTRACTORS

36. Tender Documents, Bill of Quantities (B.O.Q.) along with specifications shall be issued along with Tender Form.
37.
 - (1) the person/ firm registered with Pakistan Engineer Council/C&W/Building Department/District Govt. can participate in tendering process of BISE.
 - (2) In case of belated renewal, penalty @25% of renewal fee per quarter will be charged along with renewal fee.
 - (3) Tender form shall not be issued except on payment of fee as prescribed by Board.
38.
 - (1) If a registered contractor is, in the opinion of the chairman, guilty of any misconduct, or a breach of the terms of the contract, the chairman may after giving the contractor such opportunity of explanation as may be necessary, black list his name from the list of registered contractors for such period as may be specified by him.
 - (2) The aggrieved contractor may file an appeal before the Board within thirty days of the communication of order passed under sub section (1).

WORK ORDERS AND CONTRACTS

39. When any work is to be executed by employment of daily labour a master roll shall be maintained for such work.
40. Where a work is to be carried out through contract, the secretary Board shall invite tenders/ quotations in the manner prescribed in the procurement rules of the Board.
Provided that, for participating in tendering, the contractor will be liable to attach CDR (issued by HBL Board campus branch BISE Gujranwala) @ 2% of estimated cost.
Provided further that tender forms will be issued by the Board engineer to the participants after recovery of nonrefundable fee on the rates as in C&W department.
41. A complete case, comprising administratively & technically sanctioned estimate, budget availability report from DSF, tender/quotation notice, tenders/quotations received from the contractors, comparative statement, a copy of enlistment of contractor, proof of deposited tender form fee, recommendation of development committee in addition to any other required record, will be submitted to the chairman through secretary by the engineer. The work shall be given to the person offering the lowest tender/ quotation after approval of

RULES
WORKS RULES

chairman.

Provided that the chairman may, for reasons to be recorded in writing, refuse to accept the lowest tender/ quotation.

42. Where a tender/quotation of a contractor has been accepted under rule 45, the secretary, after entering into agreement deed on stamp paper of appropriate value, shall issue a work order for the execution of the work in the form and in the prescribed manner.

Provided that agreement deed will be signed by the secretary on behalf of BISE Gujranwala.

Provided further that a penal clause for breach of any condition by the contractor must be included in the agreement deed.

43. The Board Engineer and his subordinates shall be responsible for strict implementation of the terms of the contract and execution of the work strictly in accordance with the approved specifications.

44. In the case of works to be executed through contractor, the Board engineer shall prepare contract documents which shall include the following:-

- (1) a complete set of drawings, the general dimension of the proposed work, and so far as necessary details of the various parts of the works;
- (2) a complete specification of the work to be done and of the materials to be used;
- (3) a schedule of the quantities of the various descriptions of works; and
- (4) a set of 'conditions of contract' to be complied with by the contractor.

45. (1) When a work is to be carried out as a contract work, tenders shall be invited and accepted by the chairman after scrutiny by the secretary and certification of availability of funds by the deputy secretary Finance, in the manner as prescribed in the BISE Gujranwala procurement rules 2011 and in the forms being used by the Communication and Works Department.

- (2) The contractor shall provide performance security equal to 5% of the amount of the accepted bid including 2% earnest money, within seven days of the acceptance of tenders, failing which his tender shall be cancelled and re-invited and earnest money forfeited by the BISE Gujranwala. The chairman can relax the condition of performance security as a general or in a specific case. The amount of above said security except earnest money shall be refunded in the final bill. Whereas, the amount of earnest money will be refunded on successful completion of the contract.

EXECUTION AND INSPECTION OF WORKS

46. The Board Campus Development Committee shall be responsible for ensuring that:

- (1) All works are executed in the best interest of the BISE Gujranwala.

RULES
WORKS RULES

- (2) All works are executed in accordance with the specifications in the sanctioned estimates, and the provisions of these rules;
 - (3) The terms of contract are strictly enforced, and nothing is done to nullify or vitiate a contract; and
 - (4) The competent authority to accord technical sanction inspects the projects from time to time by
and convey his observation to the chairman.
47. If due to any unavoidable circumstances, a work cannot be completed within the period specified in a contract an extension in such period, on the request of contractor, may be allowed as per contract conditions by
The Chairman on recommendation of Campus Development Committee extend the completion period on the request of the contractor.
48. If there is-
 - (1) Any interruption in the execution of a work;
 - (2) Any unusual loss in materials;
 - (3) Any damage to property; or
 - (4) Any accident during the execution of any work,The Board engineer or the person in-charge of the work shall report the case to the secretary who shall take such action as he may deem necessary, with intimation to the chairman.
49. The works shall be inspected by-
 - (1) The Chairman.
 - (2) The Secretary.
 - (3) The Campus Development Committee or its Members.
 - (4) The Board Engineer.
 - (5) Any officer or authority responsible for inspection of the work of the BISE, Gujranwala.
 - (6) The competent authority to accord technical sanction may inspect the projects from time to time and convey his observations for rectification to the Board Engineer under intimation to the chairman.
50. An order book shall be maintained for every work in which, shall be written from time to time-
 - (1) The orders and instructions given to the subordinates or to the contractor; and

RULES
WORKS RULES

(2) The remarks about the inspection of the work.

51. An administration diary of progress shall be maintained for every work in the form and manner as being used by the Communication and Works Department for such purpose.

COMPLETION OF WORKS

52. The works shall be measured and inspected daily by the Board engineer, who shall also ensure timely completion of work by the contractor. In case of failure penalty will be deducted from the bill as specified in the work order/ agreement deed.

Provided that chairman will be competent to decrease or waive off the amount of penalty on the request of contractor duly recommended by the secretary.

53. As soon as a work has been completed, it shall be inspected and measured by the Board engineer, within ten days from the date of completion.
54. All measurements under rules shall be recorded in a measurement book by the Board engineer. Full particulars of the work measured shall be given in measurement book which shall include the work being readily identified, and the measurement being checked. The entries of M.B. will be signed by the engineer and Branch officer concerned. However entries of final bill in the M.B. will also be signed by the Secretary.
55. All measurements made by the engineer shall be checked by the campus development committee and a certificate to this effect will be signed by the members of the committee.
56. If any contractor is found guilty of any breach of the terms of a contract the provisions of the penalty clause in the contract deed shall be enforced against him with the sanction of the chairman.
57. In case the contractor absconds without completion of work, his work order will be cancelled and the work be completed on his risk & cost. His earnest money/security will stand forfeited automatically. The amount of risk & cost, if any will be recovered from the defaulting contractor.
58. Provided that if the work, as a result of risk & cost, is completed less than contractual amount then nothing will be paid to the contractor.
59. Where, on inspection and measurement, a work is found to be in order, a completion certificate and a completion report shall be prepared in the form in use of the Communication and Works Department.
60. For every original work which is completed, a record plan shall be prepared which shall be the correct representation of the work as actually executed.
61. On the seventh day of every month, a statement shall be forwarded by the engineer to the secretary under intimation to the chairman showing the details of the work completed during the preceding month.
62. When a work has been completed, all documents connected with that work shall be duly

RULES
WORKS RULES

checked, filed and recorded in the works register under supervision of Board Engineer.

ACCOUNTS FOR WORKS

63. Bills for payment for work shall be prepared by the engineer in the form as being used in C&W department.
64. When a work is executed by daily labour, a muster roll accompanied by an abstract of work executed as a petty work or a contract work and the measurement book shall form the basis of the account.
65. Any payment either for the work done or supply made irrespective of any amount must be entered in the measurement book.
66. Final payment shall be made when the work has been completed but running payments may be made during the course of the execution of the work in accordance with the principles prescribed in the West Pakistan Building and Road Departments Works Code.
67. When any establishment is engaged for the purpose of a particular work, and the cost of such establishment is to be charged against such work, the payment of such establishment shall be made by means of a work charge establishment pay bill as in use in the Communication and Works Department

The appointment of work charged establishment shall be made by the chairman on the recommendation of secretary within the provision of sanctioned estimate.

68. The Board engineer shall prepare and submit the running or final bills, as the case may be, of work done at site to the Branch Officer through Secretary Board who may raise such objections and seek such information as he may consider necessary. If the finance branch has no objection the bill shall be submitted to the secretary for onward transmission to Audit officer for application of necessary checks. The bill will be submitted to the chairman for sanction .As and when the sanction is accorded by the Chairman; the voucher will be signed by the secretary. It will be forwarded to the Audit Officer for pre audit and then to the deputy secretary finance for disbursement of money in a prescribed manner.

Provided that final payment will not be made without verification and recommendation of Development Committee at all.

Provided further that running payments should not be allowed more than 80% of the total cost of the project.

Provided further that 10% security from bills of works and 3.50% security from the bills of supply will be with-held while making payment.

69. Payment to contractors shall be made by crossed cheques and as far as possible within thirty days of the completion of the work. If for any reason the payment is not made or cannot be made within the specified period of thirty days, the reasons for such non-payment shall be reported to the Chairman by the engineer.

RULES
WORKS RULES

70. The security deposited by the contractor/ withheld from the bill, if any, shall be retained by the finance branch for six months after completion of the work and shall then be returned to the contractor on his request, unless in the meantime the work has been found to be defective or not up to the specifications and the contractor has not remedied such defects or failed to comply with the specifications in which case such security or sum deducted shall be retained until such defects have been remedied. In the case of supply of materials, security shall be retained for three months subject to the conditions mentioned above.
71. The bill for refund of security shall be processed in the same manner as prescribed in rule No.2.70 above in addition to a satisfactory report from campus development committee after getting the work verified physically.
- Provided that in case, the defects are not rectified by the contractor even after serving two notices, the amount of security will be forfeited in favour of this organization. If the loss is not made good from the forfeited amount then the excessive incurred amount will be recovered from the defaulting contractor.
72. For the purpose of accounts of BISE Gujranwala Works, such registers and forms shall be maintained as are in use of Communication and Works Department.
- Provided that the Board engineer will be responsible for the maintenance of proper stock and store account, enlistment of contractors fee register, tender form fee register etc. The works register, contractors ledger as well as security register will be maintained by the finance branch.
73. Under no circumstances shall an advance be made to contractor for any work to be executed for BISE Gujranwala.
- Relaxation of Rules.** 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.
75. **Repeal.-** The Board of Intermediate & Secondary Education Gujranwala Works Rules,2005 are hereby repealed.

• • •

CHAPTER 46

USE OF BOARD LIBRARY

1. The following classes of persons shall, on application on a prescribed proforma, be permitted to draw books from the Library for use at home:
 - (1) Permanent lecturers of the Intermediate Colleges (within the jurisdiction of the Gujranwala Board) on the recommendations of their Principals.
 - (2) Headmasters / Headmistresses of recognized High Schools (within the jurisdiction of the Gujranwala Board) and their permanent graduate teachers, if the Head of the institution undertakes to make the loss good according to the rules of the Library.
 - (3) Lecturers of the Degree Colleges who teach the Intermediate Classes as well.
 - (4) All the permanent employees of the Board.
2. The Secretary can allow the part-time employees and retired employees of the Board for special reasons.
3. The Chairman can allow any person to become member of the Library.
4. Borrower card shall be non-transferable.
5. The members falling under rules 1(1), 1(2) & 1(3) above can draw two books at a time in their subjects for a period of two weeks only.
6. A fine of Re.1 per volume per day will be charged in case books are retained beyond the prescribed period. In the case of loss of any book, the original book has to be replaced or triple the price of the book is to be deposited in the Board's account in case of non-availability of the book.
7. Text-books cannot be issued without the permission of the Secretary.
8. Paper Setters of the Gujranwala Board can draw the books for paper setting through the Examiner Section. If the books are not received back, triple the price of the book will be deducted from their remuneration. Finance Branch shall make the payment to the Paper Setter after getting clearance from the Library.
9. Board Members will automatically be members of the Library during their tenure.
10. The position holders of the Secondary School and Intermediate (Annual) Examinations can become members of the Library during their tenure only, if they continue their studies; and the Heads of the institutions undertake to make the loss good according to the rules of the Library.
11. Reference Books / Magazines cannot be issued to any person without the permission of the Chairman.
12. Books drawn by the borrowers shall be returned not later than two weeks from the date of issue.

RULES
USE OF BOARD LIBRARY

13. The Committee would have the power to sanction the purchase of books worth Rs.10,000/- annually at its own initiative. Beyond this limit, the books shall be purchased on the recommendations of the Committee with the sanction of the Chairman. The Secretary and Chairman are authorized to purchase books worth Rs.2,000/- and Rs. 5,000/- respectively at their own initiative.



CHAPTER 47

COMPULSORY PHYSICAL EDUCATION

1. 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:

Activity

1. Athletics
2. Badminton match or practice (for girls)
3. Basketball match or practice
4. Calisthenics (formal & informal) and small area games
5. Corrective & medical exercises
6. Cricket match (one full innings of two periods duration)
7. Cricket practice: batting, bowling & fielding
8. Cross Country
9. Cycling competition or practice
10. Football match or practice
11. Gymnastics
12. Handball
13. Hockey match or practice
14. Kabaddi match or practice
15. Netball match or practice (for girls)
16. Softball match or practice
17. Swimming competitions or practice
18. Table Tennis match or practice (for boys/girls)
19. Taekwondo
20. Tennis singles or doubles match or practice
21. Tug of War
22. Volleyball match or practice
23. Weight Lifting
24. Body Building
25. Wrestling

RUELS
COMPULSORY PHYSICAL EDUCATION

26. Boxing bout or training
2. No student shall be given credit for attendance for more than three periods per week in any class.
 3. 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. 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.
 - (1) 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 up to 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.
 - (2) In the case of normally healthy and active students living far away, as provided for in 5(1) 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. 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.
 7. 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. 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.

RUELS
COMPULSORY PHYSICAL EDUCATION

9. 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 given by the college physician. When this cannot be done, Principals should investigate cases carefully and then recommend applications for total exemption.
11. 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. 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 shall not be required to attend the periods of Physical Training on their rejoining the Class XII.
14. Cycling, and Gymnastics have been included in the Inter-Collegiate Sports Competitions and uniform-kit, bags, vests, shorts and socks would be provided by the Board to the players, and track-suit to the Manager/Coach.
15. Rs.30/- have been fixed as Entry Fee per player in the introduced games of Cycling in the Physical Education Department for Boys, and the games of Cycling and Gymnastics, in the Physical Education Department for Girls for participation in the Inter-District, Inter-Collegiate Tournaments.
16. The District Sports Committee has been re-constituted according to following new set-up:
 - (1) D.E.O. Secondary Education, Gujranwala
 - (2) D.E.O. Secondary Education, Sialkot
 - (3) D.E.O. Secondary Education, Gujrat
 - (4) D.E.O. Secondary Education, Narowal
 - (5) D.E.O. Secondary Education, Hafizabad
 - (6) D.E.O. Secondary Education, Mandi Bahauddin
 - (6) The Presidents and the Secretaries of the Headmasters Association of the Districts falling in the jurisdiction of the Board.
 - (7) The Director Physical Education (Male): Organizing Secretary.
17. In the Inter-School / Inter-District Tournaments:

RUELS
COMPULSORY PHYSICAL EDUCATION

- (1) The teams standing second will also be allowed to participate along with the teams standing first in every District.
 - (2) The Incharges of the teams standing first and second will also be given prizes at the following rates:
 - (a) Incharge of the team standing first Rs.500/-
 - (b) Incharge of the team standing second Rs.300/-
18. In the Inter-School and Collegiate, Inter-Board and Board Tournaments, the following revised rates of remuneration have, since 6th July 2012 onwards, been approved for players, officials, umpires, managers, coaches, helpers, servicemen, ground men, doctors, etc. on the recommendations of the Sub-Committee constituted by the All Pakistan Education Boards Sports Committee, which are subject to change by the Board from time to time:

Foot Ball

Referee (4) Rs.300/- per match

Kabaddi

Umpires (2) Rs.300 /- per match

Other officials (5) Rs.300/- per match

Badminton

Referee (1) Rs.300/- per match

Scorer (1) Rs.300/- per match

Linemen (2) Rs.150/- per match

Table Tennis

Referee (1) Rs.200/- per match

Scorer (1) Rs.150/- per match

Squash

Referee (1) Rs.300/- per match

Scorer (1) Rs.300/- per match

Lawn Tennis

Referee (1) Rs.300/- per match

Linemen (2) Rs.300/- per match

Pickers (3) Rs.150/- per match

RUELS
COMPULSORY PHYSICAL EDUCATION

Net Ball (Girls)

| | | |
|-------------|-----|--------------------|
| Time Keeper | (1) | Rs.200/- per match |
| Scorer | (1) | Rs.200/- per match |
| Linemen | (2) | Rs.200/- per match |
| Umpire | (2) | Rs.300/- per match |

Hockey

| | | |
|-----------------|-----|--------------------|
| Umpire | (2) | Rs.300/- per match |
| Other Officials | (4) | Rs.300/- per match |

Cricket

| | | |
|---------|-----|----------------|
| Umpires | (2) | Rs.500/- daily |
| Scorer | (1) | Rs.300/- daily |

Wrestling

| | | |
|-----------------|------|------------------|
| Referee | (1) | Rs.300/- per day |
| Other officials | (10) | Rs.300/- per day |

Basket Ball

| | | |
|--------------|-----|--------------------|
| Time Keeper | (1) | Rs.200/- per match |
| Referee | (1) | Rs.300/- per match |
| Scorer | (2) | Rs.200/- per match |
| Board Scorer | (2) | Rs.200/- per match |
| Umpire | (1) | Rs.300/- per match |

Volley Ball

| | | |
|---------|-----|--------------------|
| Referee | (1) | Rs.300/- per match |
| Umpire | (1) | Rs.300/- per match |
| Scorer | (1) | Rs.200/- per match |
| Lineman | (2) | Rs.200/- per match |

Body Building

| | | |
|-----------------|-----|------------------|
| Chief Judge | (1) | Rs.300/- per day |
| Referee | (1) | Rs.300/- per day |
| Other officials | (7) | Rs.300/- per day |

RUELS
COMPULSORY PHYSICAL EDUCATION

Athletics

Officials (40) Rs.300/- per day

Weight Lifting

Referee (1) Rs.300/- per day

Other Officials (8) Rs.300/- per day

Swimming

Officials (20) Rs.300/- per day

Cross Country Race

Officials (20) Rs.300/- per day

Tug-of-War

Payable according to rates approved by the
Pakistan Tug-of-War Federation

Gymnastic

Chief Judge/ (1) Rs.300/- per day

Referee

Judges (3) Rs.300/- per day

Announcer (1) Rs.300/- per day

Scorer (1) Rs.300/- per day

Hand Ball

Umpire (2) Rs.300/- per match

Referee (1) Rs.300/- per match

Scorer (1) Rs.200/- per match

Time Keeper (1) Rs.200/- per match

Cycling

Chief Officials/ (15) Rs.300/- per day

Judges

Judge (1) Rs.300/- per day

RUELS
COMPULSORY PHYSICAL EDUCATION

Taekwondo

Chief Officials/ (16) Rs.300/- per day

Conveyance to the Officials Rs.150/- per day for all games

Note: The officials (Referee/Umpire/Camp Commandant/Coaches) to be appointed by the Secretary, Board Sports Committee.

Doctor (if necessary)

For all games (1) Rs.1,000/-

Rates of Players Attending Training & Coaching Camps

All players attending training/coaching camps shall get Rs.200/- per head, per day. Players from outstations will receive Economy Class Railway / A.C. Coach Wagon / Bus fare both ways. The players will also get Rs.100/- per head, per day as Refreshment during the training/coaching camps. Other facilities admissible to Players/ Camp Commandant & Coaches are given below:

- | | | |
|-----|---------------------------------------|---|
| (a) | T.A. | Economy Class Railway / A.C. Coach / Wagon / Bus actual fare, both ways |
| (b) | Hostel Charges | Actual or Rs.60/- per head, per day (under very acute circumstances) |
| (c) | Camp Commandant & Coach | Local: Rs. 200/- per day each. T.A. admissible as (a) above. |
| (d) | Mufassil T.A./D.A. | Rs.150/- per day as conveyance |
| (e) | Attendant (2) (for all games) | Rs.200/- each per day |
| (f) | Ground men (6) | Rs.200/- each per day |
| (g) | Ground men (10) (for Athletics) | Rs.200/- each per day |
| (h) | Other Laborers required for all games | Rs.100/- each per day |

Board Team Proceeding for participation in Inter-Board Tournament/Exhibition Matches

- | | | |
|-----|--|---------------------|
| (a) | T.A Economy Class Railway fare | Two-Way Full Ticket |
| (b) | Actual Coach /Wagon/Bus Fare/Special Coach | Two-Way Full Ticket |

RUELS
COMPULSORY PHYSICAL EDUCATION

- | | | |
|-----|---|--|
| (c) | D.A. to Player per day including journey days | Rs.300/- |
| (d) | Conveyance | Rs.50/- per player, per match |
| (e) | Refreshment | Rs.100/- per match per player |
| (f) | Conveyance to Coach / Manager / Umpire/ Referee | T.A. as per entitlement plus Rs.50/- per day as conveyance and D.A. according to Government rules. |
| (g) | T.A./D.A. to Referees / Umpires / Officials | As per entitlement. If not Government Employees, Rs.300/- will be paid as D.A. each per day plus actual Railway/Bus/Wagon fare |
| (h) | Attendant | Three (3) Economy Class Railway fare with reservation charges/as per entitlement and D.A. according to Board T.A. / D.A Rules. |
| (i) | Selection Committee | The out stationed members of Selection Committee will receive T.A. as per Government rules. |

Inter-School/Inter-Collegiate Tournaments, if held at out of Board Headquarters

- | | | |
|-----|------------------------------|--|
| (a) | T.A. Referees / Umpires etc. | Three (3) first class sleeper / as per entitlement |
| (b) | D.A. Referees / Umpire etc. | Rs.100/- each per day / as per entitlement |
| (c) | D.A. Supervisor (Mufassil) | Rs.100/- each per day / Rs.125/- |
| (d) | Supervisor (Local) | Rs.125/- per day |
| (e) | Medical Expenses | Actual expenses as per recommendation of the registered M.B.B.S. physician |
19. The teams standing first second and third in the Inter-Collegiate/Inter-District Schools Tournament would also be given the cash prizes at the following rates:
- | | | |
|-----|----------------------|-----------------------|
| (1) | Team standing first | Rs.350/- (per player) |
| (2) | Team standing second | Rs.250/- (per player) |
| (3) | Team standing third | Rs.200/- (per player) |
20. Football, Taekwondo, Tchoukball for female and Tchoukball for male have been included in the Inter-District School / Inter-Collegiate Sports Competitions.

RUELS
COMPULSORY PHYSICAL EDUCATION

21. Sports grant for Headmasters / Headmistress Associations has been increased from Rs.100,000/- to Rs.125,000/-.
22. In the Inter-Board Tournament, the team standing first would be given cash prize of Rs.500/- (per Player/Manager/Coach).

