

CHAPTER – I**THE FIRST REGULATIONS OF THE BOARD¹****Under section 32****1. Powers and Duties of the Chairman.**

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

1.1.1. Write confidential reports on the work of Branch Officers of BS-17 and above.

1.1.2. Make appointment of supervisory, evaluative and other academic staff or Committees concerned with the conduct of examination

2. Powers and Duties of the Secretary

2.1. The Secretary shall, subject to the control of the Chairman, be incharge of the academic and administrative sector of a Board's office and cause the orders and decisions of a Board and the Chairman to be carried out.

2.2. The Secretary shall take all possible steps to ensure that the funds of a Board are spent on the purpose for which they are provided.

2.3. The Secretary shall cause to be prepared and submit to the Board for approval the annual statement of accounts and budget estimates.

2.4. All meetings of a Board and the committees shall be convened by the Secretary under the direction of the Chairman. While preparing the agenda for a meeting of a Board or a committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be

¹ The Secretary , Higher Education Department/Controlling Authority of BISEs in Punjab has approved the Regulations of Board of Intermediated & Secondary Education, Multan vide his letter No. S.O.(Boards)6-11/2012 dated 24.8.2016.

considered in the meeting without the previous permission of the Chairman.

- 2.5. The Secretary shall record the minutes and maintain the records of the proceedings of a Board and the committees.
- 2.6. The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of examinations.
- 2.7. All fees and dues payable to the board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Government Treasury or a bank approved by the Board.
- 2.8. The Secretary shall issue to successful candidates on behalf of the Board in the prescribed form certificate of having passed the examinations held by the Board.
- 2.9. The Secretary shall perform such other duties as may be assigned to him by the Chairman.
- 2.10. Write confidential reports on the work of Sr. Superintendents of his Sector.
- 2.11. Notwithstanding anything to the contrary contained in these regulations, the Board may assign to any other officer or officers such duties of the Secretary as it may deem necessary

3. Powers and Duties of the Controller of Examinations

- 3.1. The Controller of Examinations shall, subject to the control of the Chairman be incharge of the examination sector of the Board, and shall:-
- 3.2. make arrangements for the conduct of all examinations of the Board;
- 3.3. conduct official correspondence of the Board relating to the examinations; and
- 3.4. Write confidential reports on the work of Sr. Superintendent of his Sector.

3.5. perform such other duties as may be assigned to him by the Chairman from time to time.

4. Jurisdiction.

Relevant division of the Province of the Punjab and areas notified by the Government of the Punjab from time to time. No Board can affiliate the institution within the jurisdiction of any other Board, conducting same nature of examination.

5. Appointment Committee.

5.1. The appointment Committee shall consist of:-

- 5.1.1. the Chairman of the Board;
- 5.1.2. the Vice-Chancellor of the University or his nominee;
- 5.1.3. one Executive District Officer (Education) by rotation from amongst Executive District Officer (Education); and
- 5.1.4. two nominees of the Controlling Authority,

5.2. The Appointment Committee shall recommend the appointment, confirmation and scale of Officer and employees of the Board in BS- BS-16 & above.

5.3. The members of the Appointment Committee, other than the ex-officio members, shall hold office for two years.

5.4. The quorum for a meeting of the Appointment Committee shall be three.

6. Constitution and Functions of the Finance Committee.

6.1. The Finance Committee shall consist of:-

- 6.1.1. The Chairman of the Board;
- 6.1.2. One Executive District Officer (Education) by rotation from amongst Executive District Officer (Education);
- 6.1.3. The representative of the Finance Department, Government of the Punjab; and
- 6.1.4. Two nominees of the Controlling Authority.

6.2. The functions of the Finance Committee shall be:-

- 6.2.1. To examine the annual budget and advise the Board thereon; and

6.2.2. To review the financial position of the Board periodically and make recommendations to the Board for improving its finances.

6.2.3. The members of the Finance Committee, other than ex-officio members, shall hold office for two years.

6.2.4. The quorum for the meetings of the Finance Committee shall be three.

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

7.1. There shall be a Committee for the appointment of Paper Setters and Head Examiners which shall consist of;

7.1.1. The Chairman of the Board;

7.1.2. The Vice-Chancellor of the University or his nominee who should be a professor in one of the Science subjects; and

7.1.3. The Executive District Officer (Education) concerned.

7.2. The functions of the Committee for the Appointment of Paper Setters and Head Examiners shall be to appoint Paper Setters and Head Examiners for all examinations conducted by the Board, after considering the recommendations of the Committee of Courses in this behalf; provided that where a Committee of courses does not make its recommendations within the time specified by the Committee for Appointment of Paper Setters and Head Examiners, the Committee will make these appointments without the recommendations of the Committee of Courses.

8. Committee of Courses.

8.1. There shall be a Committee of Courses for each subject or a group of allied subjects included in the courses of studies organized by the Board. Each Committee shall consist of the following namely:-

8.1.1. Two teachers of the subject or subjects from among the teachers of Intermediate Colleges, nominated by the Board;

8.1.2. Two teachers of subject or subjects from among the teachers of Secondary Schools nominated by the Academic Committee;

8.1.3. Two persons having experience of Intermediate education, or Secondary education, nominated by the Board; and

8.1.4. One expert in the subject or subjects nominated by the Chairman;

Provided that if in any subject the required number of teachers is not available, the Chairman may decide that the number of members of the Committee of Courses for that subject may be less than seven or may permit the nomination of suitable persons who are not teachers as members of a particular Committee of Courses.

8.2. The term of office of the members of the Committee of Courses shall be two years;

Provided that if a vacancy occurs in the Committee during the course of two years, the member appointed to fill the vacancy shall hold office for the remaining term only.

8.3. Each Committee of Courses shall consider academic matters relating to the subject or subjects with which it is concerned and shall recommend to the Academic Committee the courses of study and text books to be prescribed as well as the candidates for passing the relevant examination in the subject or subjects.

8.4. Each Committee of Courses shall have a convener who shall be nominated by the Board.

8.5. The quorum for a Committee of Courses shall be four.

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

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

10. Recognition of Schools.

10.1. The Board shall accord recognition, to the Secondary School Examination, to such schools as are within the jurisdiction of the Board, if it is satisfied, on the basis of the inspection report received in the case of schools maintained by the Government of Pakistan from the officer on Special Duty, Ministry of Education, Government of Pakistan, or any other authority appointed for the purpose by the said Ministry, and in the case of other schools, from the Executive District Officer (Education) concerned that the conditions prescribed for recognition have been satisfactorily fulfilled.

10.2. If the Board on the basis of a report received, in the case of school maintained by the Government of Pakistan, from the officer on Special Duty, Ministry of Education, Government of Pakistan, or any other authority appointed for the purpose by the Ministry, and in the case of any other school, from the Executive District Officer (Education)², is satisfied that the conditions of recognition have ceased to be fulfilled by any school recognized by it, the Board may, after giving the management of the School an opportunity of being heard, cancel the recognition.

10.3. The Board may, if it considers necessary, arrange a special inspection of any school by an Inspection Committee appointed by it.

11. Audit

11.1. The Board shall appoint whole time Audit Officer and Auditor for the purpose of auditing the accounts and the bills to be paid from the funds of the Board. No expenditure shall be made from the funds of the Board unless the bill for its payment has been audited by the Auditor in conformity with the regulations and rules.

² As substituted by the Punjab Ordinance NO.XLVII of 2001

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

CHAPTER – II**THE MEETINGS OF THE BOARD³****1. Ordinary Meetings**

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

2. Adjourning Meetings

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

3. President of meetings.

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

4. Quorum

4.1 The quorum for the meetings of a Board shall be seven.

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

5. No necessary quorum for adjourned meetings

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

6. Notice for meetings

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

7. Pre-requisite for moving a Resolution.

Any member of the Board who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Secretary, so as to reach him not less than three days before the

³ The Secretary , Higher Education Department/Controlling Authority of BISEs in Punjab has approved the Regulations of Board of Intermediated & Secondary Education, Multan vide his letter No. S.O.(Boards)6-11/2012 dated 24.8.2016.

date of the meeting. He shall, however, have the right to withdraw the resolution at any time.

8. Requisition for special meeting

At a special meeting of the Board convened on a requisition from at least 7 members of the Board under sub-section (1) of Section 9 of the Act only the business for which the meeting is convened shall be transacted; provided that the Chairman may place before it any other business which he considers to be urgent.

9. Agenda papers

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

10. Order of business

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

11. Motion without notice

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

12. Motion to be moved and seconded

12.1. The Chairman may in his discretion direct that a motion may be reduced to writing and read out by the mover, and delivered to the Secretary.

12.2. A resolution standing in the name of a member who is absent from the meeting, may be moved by any other member with the permission of the Chairman.

12.3. A motion must be seconded before it is considered

13. Amendments to resolution

The amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the resolution as amended would form an intelligible and consistent whole. The amendment must not be virtually an independent proposition.

- 13.1. Every amendment to a resolution must be seconded; otherwise it shall drop.
- 13.2. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.
- 13.3. An amendment to a resolution shall be:
 - 13.3.1. by leaving out certain words; or ,
 - 13.4. by inserting or adding certain words; or,
 - 13.5. by leaving out certain words to insert or add others in their place.
- 13.6. Not more than one amendment to the resolution shall be placed before the meeting at a time. An amendment to amendment may, however, be permitted by the Chairman.
- 13.7. When there is an amendment, the amendment shall first be put to the vote. If the amendment is negated, any other amendment to the original motion may then be moved. If the amendment is carried, the motion as amended shall be stated from the Chair and voted upon. If the amendment is lost and no further amendment is proposed, the original motion shall be put to the vote.

14. Debate on motion or amendment.

- 14.1. No resolution or amendment shall be withdrawn without the consent of the Chairman. Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been disposed of. The order in which amendment shall be brought forward for debate shall be determined by the Chairman.

- 14.2. In the event of no member wishing to speak on the motion or in respect of an amendment, or after such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.
- 14.3. The Chairman may rule a motion or an amendment out of order at any time before the question is put to the vote.
- 14.4. The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting
- 14.4.1. except on his turn in the order and
- 14.4.2. after the Chairman has called for a vote.
- 14.5. Members, when speaking, shall stand, unless otherwise, permitted by the Chairman and shall address the chair. No member shall, without the leave of the Chairman, speak more than once on any proposition.
- 14.6. A ruling given by the Chairman shall be final.
- 14.7. A motion for closure may be moved at any time but not so as to interrupt a speech. It shall be in the form “that the question be now put”. If not seconded, it shall drop. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of any section or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith and decided without amendments or debate. If the motion of closure is carried, the Chairman shall call upon the mover of the original motion to give his reply, if he so desired. The original motion shall then be put to the vote.
- 14.8. The Chairman may, at his discretion limit the duration of speeches on any subject at any stage.
- 14.9. A member may call the Chairman’s attention to a point of order even whilst another member is speaking but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

- 14.10. Any member may, with the permission of the Chairman, rise, even while another is speaking, to explain any expression used by himself which may have been mis-understood or mis-construed by the speaker.
- 14.11. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply to the whole debate. No member shall speak on a question after the mover has made his reply.
- 14.12. The mover of an amendment has no right of reply
- 14.13. The Chairman may, at his discretion, explain to the meeting at any stage in the proceedings, the scope of any resolution or amendment or make any statement on any matter arising from or connected with the Proceeding of the meeting. He may also, at the conclusion of the debate, sum up the debate if he so desires.

15. Voting procedure

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

16. Minutes of meetings

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

17. Member's right to get information

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

18. Meetings of Committees

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

19. Secretary of the Meetings

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

20. Adjournment

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

21. Lack of Quorum

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

22. Adjourned Meeting

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

23. Notice of the Meeting

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

24. Chairman of the Committee

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

25. Minutes of Meeting

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

26. Ruling by Chairman of the Committee

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

27. Date to be fixed in consultation with Convener

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

28. Inspection of Proceedings by a Member

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

29. Inspection of a file relevant to agenda by Members or a Member of Board

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

30. Conveyance Allowance for a Member Board

30.1. Conveyance allowance for attending the meeting of Governing Body will be paid as per Board decision from time to time.

30.2. Conveyance allowance for Inspection of examination centers as well as other meetings as per Board decision from time to time, shall be paid.

CHAPTER- III
GENERAL REGULATIONS

1. Definitions

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

- 1.1. “Academic year” means the total period during which instructing is required for the purpose of any examination between the commencement of one examination and the commencement of the next examination 12 months later;
- 1.2. “Act”, “Regulation” and “Rule” means respectively the Act, the Regulations and the Rules of the Board;
- 1.3. “Board” means the Board of Intermediate and Secondary Education, Multan as reconstituted under Section 3 of the BISEs, Act, 1976 as amended in 1985 and the officers and committees of the Board mentioned under Section 13 and 18 respectively of Act ibid severally or collectively, as the case may be, with reference to the context;
- 1.4. “Chairman”, “Secretary” and “Controller “ means respectively the Chairman, the Secretary and the Controller of Examinations of the Board;
- 1.5. “Examination” means an examination conducted by the Board and includes an examination recognized as equivalent;
- 1.6. “Institution” means a school or a college or both or any other institution recognized as such by the Board;
- 1.7. “Modern” or “Classical” or “Cognate” Languages shall include such languages as may be determined by the Board.
- 1.8. “Prescribed” means prescribed in the regulations or prescribed by the Board in any form, as the case may be;
- 1.9. “Recognized” means recognized by the Board;
- 1.10. “School” and “College” means respectively a school or a College recognized by the Board;
- 1.11. “Student” means a regular student on the rolls of a recognized Institution;

- 1.12. “Teacher” means a person engaged in teaching work in a recognized Institution or in an Institution affiliated to a University or any other person recognized as such by the Board; The word imparting the masculine gender shall be taken to include female and words in singular shall include the plural and vice versa;
- 1.13. Terms not expressly defined in the Regulations shall bear an interpretation that may be determined by the Board.

2. Manner to make repeal or amend Regulations/ Rules.

Regulations or Rules may be made, repealed or amended in the following manners:-

- 2.1. Every draft of a Regulation or a Rule shall be considered in a meeting of the Board after it has been placed on the agenda.
- 2.2. The Board may approve such draft and pass the Regulation or the Rule with or without any amendment or may reject it, or refer it to any of the Committees for opinion.
- 2.3. When any Regulation has been passed by the Board, it shall be submitted to Government for approval under section 20(1) of the Act.
- 2.4. The Board shall not consider a draft of any Regulation affecting the status, power of constitution of any Committee until such Committee has been given an opportunity of expressing its opinion on the draft.
- 2.5. The Board shall not consider a draft of any Regulation or Rule affecting matters that are to be considered by the academic Committee until the Academic Committee has been given an opportunity of expressing its opinion on the draft.
- 2.6. Regulation or Rules shall take effect from the date of their approval unless any other date is specified therein as the date from which they are to come into force;

Provided that a Regulation or a Rule shall take retrospective effect only if it is not to the detriment of the interest of an employee or a student or a candidate for an examination of the Board or a recognized institution.

3. Powers of the Board to make Regulations

The Board shall have the power to make Regulations consistent with the Act and with approval of the Controlling Authority on all or any of the following matters in addition to those given under Section 20(2) of the Act:

- 3.1. Admission of students to Institutions;
- 3.2. Procedure to be observed and enforced by Institutions in respect of the transfer of students;
- 3.3. Registration of students by the Board;
- 3.4. Acceptance of Endowment;
- 3.5. Corrections in date of birth;
- 3.6. Procedure to be observed at the meeting of the Board and its Committees;
- 3.7. All matters not provided for in the Act but decided by the Board to be included under regulations.

4. Powers of the Board to make Rules.

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

- 4.1. Fixation and refund of fees;
- 4.2. Appointment of Examiners, their duties and powers;
- 4.3. Conduct of Examinations;
- 4.4. Residence, discipline and welfare of students;
- 4.5. General Instructions to be observed by institutions;
- 4.6. Instructions to institutions in respect of inspection;
- 4.7. Remuneration to persons for any work connected with examination conducted by the Board;
- 4.8. Appointments, duties, powers and rates of payment etc. of persons appointed in connection with the examinations of the Board;
- 4.9. Physical training in the Institutions;

- 4.10. Traveling and other allowances to be paid to persons engaged in any work connected with the Board;
- 4.11. Changes in names of registered students;
- 4.12. Equivalence of Examinations;
- 4.13. Withdrawal of Admission forms;
- 4.14. Condonation of deficiency in lectures;
- 4.15. Constitution of Examination Centres;
- 4.16. Award of Scholarships, Medals and Prizes;
- 4.17. Changes in subjects offered for an examination;
- 4.18. Rustication and expulsion of students;
- 4.19. Appointment of Amanuensis;
- 4.20. Change of Examination Centers;
- 4.21. Qualifications and mode of appointment of the Employees of the Board;
- 4.22. House building advances;
- 4.23. Medical Assistance for the employees of the Board;
- 4.24. All matters not provided for in the Act or Regulations but decided by the board to be included under rules.

5. Correction in date of birth of a candidate.

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

- 5.1. The application will be submitted by the applicant for the correction in the Date of Birth with prescribed fee fixed by the Board from time to time. However normally, after fifteen years of declaration of the SSC (A) result, no such application will be entertained. The fee once received for the purpose shall not be refunded.
- 5.2. The applicant may apply for the correction of his /her date of birth on any one of the three grounds i.e.

5.2.1. School record.

Correction as per Date of Birth entered at the time of admission in class one, if the record of admission in one class is not available

then the correction in Date of Birth can be made according to the date of birth recorded in sixth class or ninth class in a registered /recognized school. For this purpose the candidate has to produce the original record (admission /withdrawal register)of the school before the Date of Birth Committee. The record must show clearly the name , parentage and date of birth of the applicant, satisfying with the record the committee will recommend change/correction in the Date of Birth of the applicant.

5.2.2. **Birth Certificate**

Correction in Date of Birth of the applicant will be made as per Birth Certificate of the applicant issued by the Local Government Bodies working under the Provincial or Federal Government. Provided that the entry of date of birth in the record of the relevant body was made in time i.e. within 180 days of the birth of the applicant. In the case of the Army Personnel, the entry of date of birth in the record of the Cantonment Board or any other Institution of the Army may be acceptable subject to the above conditions.

5.2.3. **Un-natural gap**

The case of un-natural gap between the Date of Births of two sisters/ brothers, change /correction in date of birth will be made up to one and half year maximum, subject to the provision of following documents:-

5.2.3.1. Copies of CNIC of parents.

5.2.3.2. Copies of CNIC of sisters/Brothers if available.

5.2.3.3. Copies of secondary school result cards/certificates, if available.

5.2.3.4. Birth certificate from Local Body (Union Council etc).

5.2.3.5. Affidavit regarding correctness of his /her Date of Birth.

5.3. The school records are corrected in the same manner as the record in the office of the Board.

- 5.4. Notwithstanding anything contained in this Regulation, the Chairman may accept a certificate of a school duly attested by the foreign Mission of Pakistan in the foreign country.
- 5.5. No claim of change of date of birth will be admissible after the expiry of fifteen years.
- 5.6. The date of birth once recorded at the time of joining Govt. Service shall be final and thereafter no alteration in the date of birth of a civil servant shall be permissible.

6. Endowments for Prizes rewards etc.

- 6.1. Offers relating to medals, prizes, scholarships and other rewards of a recurring nature shall be accepted only when permanent endowments are made.
- 6.2. The value of medals, prizes & scholarships shall be prescribed by the Board from time to time.
- 6.3. Before determining the conditions, subject to which an endowment is accepted, the Board shall consult the donor and give weightage to his wishes as far as possible.
- 6.4. Money received in cash shall be invested in Banks under rules.
- 6.5. When an endowment is earmarked by the donor for the candidates of particular institution or gender, a minimum standard of efficiency shall be laid down for the award.
- 6.6. When the conditions of an award become impracticable, the Board shall have power to alter the conditions of the endowment in conformity with the original wishes of the donor, in as near a way as possible.
- 6.7. The Finance Committee shall satisfy itself in the case of every endowment that the conditions laid down by the Board are met properly.
- 6.8. A separate account shall be maintained for each endowment and surplus, if any, shall be added to the endowment.

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

Notwithstanding anything to the contrary in the Regulations, the Board shall have the power to extend the last date for the receipt of

Admission forms and Fee on such conditions as it may prescribe or delegation of power to the Chairman.

8. Schedule for Committee of Courses.

Notwithstanding anything to the contrary in the Regulations, the Committee of Courses shall follow the following schedule of dates of recommending the syllabi, Courses of study, Text-books and appointment of Examiners____

- 8.1. Syllabi, Courses of study, Textbooks and appointment of Paper Setters before the 15th of May each year;
- 8.2. Appointment of Sub-Examiners and Head Examiners for Secondary School Certificate Examination before the end of December each year;
- 8.3. Appointment of sub-Examiners and Head Examiners for other examinations before the end of January each year;
- 8.4. Provided that in the absence of the recommendations of the Committees of Courses, the Courses of Study for the previous year may be prescribed for the next year and the appointments of examiners may be made more or less on the basis of the list of previous year with approval of the Chairman.

9. Delegation of powers by Board or Committee.

Notwithstanding anything to the contrary in the Regulations, the Board or a Committee may at its discretions, delegate any of its powers to a Committee, a Sub-Committee or the Chairman or any other officer of the Board. The Board or a Committee or the Chairman may set up Sub-Committees for specific purposes and delegate to the sub-Committees such powers as maybe deemed necessary for that purpose.

10. Chairman's Power to relieve Hardship.

Notwithstanding anything to the contrary in the Regulations and Rules, if, in the opinion of the Chairman, there is a case of real hardship due to causes beyond the control of a student or a candidate for an examination of the Board, the Chairman may deem necessary to relieve that hardship. The orders of the Chairman,

passed under this Regulation, shall be reported to the Board for information.

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

CHAPTER-IV
RECOGNITION OF INSTITUTIONS
SECTION – 1
DEFINITIONS & GENERAL

1. Definition.

“High School” means an Institution preparing students for the Secondary School Examination of the Board.

“Institution other than High Schools” include:

Higher Secondary Schools means an Institution preparing students for the Secondary School Intermediate Examination of the Board.

Intermediate Colleges;

Intermediate Classes of Colleges affiliated to the Bah-ud-din Zakariya University, or with any other University recognized by HEC;

Institutions preparing candidates for Languages Examinations;

Such other Institutions or classes as may be determined by the Board.

2. Regular Admission in Exams.

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

3. Income of Institutions

Every Institution other than a Government Institution shall have either a regular guaranteed income from immovable property or a separate Endowment Fund.

4. Endowment Fund

Recognition of a new Institution, other than a Government Institution shall be granted after deposit of Endowment Fund by the institution as fixed by the Board from time to time, in the given account of the Board. At the time of de-affiliation of the Institution

only original amount which was deposited at the time of affiliation of the institution with the Board shall be refunded.

5. List of recognized institutions

Each year immediately after the publication of examination results, the Secretary shall prepare a list of recognized Institutions which have failed to obtain an average of 33 per cent passes in the three preceding examinations, including the examination which has ended. The Board may then arrange for a special inspection of any such Institution, with a view to ascertain the competence of the staff, the nature of the teaching, and the mode in which class promotions are given.

6. Institutions to make accommodation, furniture available for examinations

All the recognized Institutions within the jurisdiction of the Board shall make available to the Board, accommodation and furniture for holding the Board's examination.

SECTION II

Recognition of High Schools/Higher Secondary Schools /Colleges etc.

7. Conditions for recognition of Institution.

High Schools shall be recognized for the purpose of Secondary School Examination, while Higher Secondary Schools shall be recognized for Secondary School as well as Intermediate Classes and College shall be recognized for Intermediate Classes when the Board is satisfied that the following conditions are fulfilled:-

- 7.1. that financial stability of the Institution is reasonably assured;
- 7.2. that in the case of privately managed institution, the Managing Committee is properly constituted, registered and regularly functioning;
- 7.3. that it teaches proper subjects upto the proper standard, and, that due provisions are made for the academics, health, recreation and discipline of pupils;

- 7.4. that no books are taught which are disapproved by the Board or the Education Department;
- 7.5. that admission to any class or section at secondary school level shall be limited to a maximum of 45 in a class or section of a class;
- 7.6. that the institution is housed in a building which is suitable as regards accommodation, sanitary arrangements and location and conforms to the prescribed standards;
- 7.7. that the provision will, so far as circumstances may permit, be made for the residence of the Head of the Institution in or near the Institution;
- 7.8. that provision has been or shall be made in conformity with the Rules and Regulations laid down by the Board for the residence of the willing students in the hostels or in the lodging approved by the institution, with proper supervision and general welfare of students.
- 7.9. that the institution is provided with suitable equipment and furniture , including apparatus and equipments for science subjects and other subjects in which practical work is conducted, in accordance with the lists prescribed by the Board. Provision of separate science laboratories for each science discipline for intermediate classes are mandatory;
- 7.10. that the institution maintains a library containing minimum number of books prescribed by the Board and under takes to spend at least Rs.10000/- per year or such amount as may be fixed by the Board from time to time, on the purchase of library books;
- 7.11. that teachers are suitable as regards character, number and qualifications;
- 7.12. that the teachers engaged are whole time employees;
- 7.13. that the minimum salary paid to the teachers in the school is such as may be prescribed by the Board or Government;

- 7.14. that in the case of privately managed institution, all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
- 7.15. that provision of Provident Fund Account or Pension or both schemes for its teachers;
- 7.16. that inter-institution rules are observed;
- 7.17. that the candidates shall not be prepared and sent up for examinations conducted by any other University or Board when the examination of the same nature is held by the Board;
- 7.18. that the institution shall maintain such registers and record as may be prescribed by the Board / the Education Department;
- 7.19. that the institution undertakes to observe any rules that may be framed by the Board from time to time and to supply such reports returns and other information as the Board may require to judge the efficiency of the institution.
- 7.20. that admission to any class or section of a class at intermediate level shall be limited to a maximum of 50 or as may be laid down by the Board from time to time.
- 7.21. That the building in which the institution / hostel is located is suitable as per requirement laid down by the Board or the Government.
- 7.22. That proper play grounds are available, suitable provision is made for regular games and sports and suitable qualified Physical Education teacher is engaged by the institution.
- 7.23. That any specific fee charged from the students is spent in full for the purpose for which it is charged.
- 7.24. That the institution will undertake to abide by the directions /instruction of the Board / of the Government passed from time to time.

- 7.25. That the institution will observe all possible measures regarding safety , security and welfare of the students. All requirements regarding the building structure of the institutions are made properly.

8. Recognition of Secondary Schools/ Colleges.

Recognition of schools/college etc. within the jurisdiction of the Board may be granted if such schools/ colleges etc. have fulfilled conditions of recognition and are inspected by an Inspection Committee appointed by the Board.

9. Recognition of special type Institutions

The Board may recognize an Institution as Special Type for the purposes of admitting its candidates to the Secondary Schools Examination as regular students provided that the school fulfills:

- 9.1. The conditions laid down for the recognition of a High School or colleges;
- 9.2. Such other conditions as may be laid down by the Board from time to time.

10. Admission before recognition not permissible

Unless specific permitted by the Board no Institution desiring recognition shall admit students until the recognition is granted.

11. Processing of recognition case.

The Institution desiring recognition shall make an application on a form and as per schedule declared by the Board

However that the Chairman himself may condone delay in submission of such applications.

12. Processing of recognition case.

- 12.1. On receipt of an application the Inspection Committee constituted by the Board will visit the institution on behalf of the Board and inspect the facilities provided by the institution in comparison with requirements for the grant of recognition .:

12.1.1. make such further enquiry as may be necessary;

- 12.2. As a result of this inspection the committee will decide whether the recognition shall be refused or granted, in whole or in part, on permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of matters mentioned in Regulation 7;
- 12.3. Recognition granted provisionally for a specified period, if not extended or made permanent, shall lapse automatically at the end of the period for which it was granted.
- 12.4. Late registration cases by the department will further be entertained up to August 31, with triple fee for SSC & July, 31 for Intermediate levels. No case will be entertained after these dates, and late institutions will have to wait till next calendar year. However in special circumstances the application can be considered under Hardship rule with triple fee + Rs. 1000/ per day as fine;
- 12.5. Provisional recognition will be granted to the Institutions upto two years and, thereafter, extension shall be granted on Session basis subject to the fulfillment of conditions

13. Recognition for additional courses.

When an Institution desires to add to the courses of instruction, in respect of its recognition the procedure prescribed will be followed.

14. Inspection of recognized institutions

- 14.1. The Board shall cause the recognized Institution to be inspected from time to time by one or more competent persons.
- 14.2. The Board may call upon any Institution so inspected to take, within a period, such action as may appear to the Board to be necessary in respect of any matters.

15. Withdrawal of recognition.

The rights conferred on an Institution by recognition may be withdrawn in whole or in part or modified if such an Institution fails to continue to satisfy the condition of its recognition or if the

Institution is conducted in a manner which is prejudicial to the interests of education.

16. Copy of notice and statement to be sent to the head of Institution concerned.

Before taking such a decision into consideration, the copy of the notice will be sent to the Head of the Institution concerned along with an intimation that any reference in writing submitted on behalf of the Institution within a period specified in such an intimation may be considered by the authority. Provided that the period so specified may, if necessary, be extended by the competent authority.

17. Orders to be based on documents and enquiry if necessary

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

SECTION III

APPROVAL OF STAFF AND TEACHING

HOURS IN INSTITUTIONS OF

HIGH SCHOOLS.

18. Minimum qualification of teachers

The following shall be the minimum qualifications of teachers appointed in the Institutions:

- | | |
|---|--|
| 18.1. Teachers for 9 th
and 10 th
Classes | At least Bachelor's/Master's Degree
in the subjects with minimum of
45% marks. |
| 18.2. Technical
teachers for 9 th
and 10 th
classes. | Graduation in the relevant subject
with 2nd Division |

- 18.3. Teacher of M.A in Physical Education or Physical Education. Graduation 2nd Division with Junior diploma in Physical Education from a recognized Institution, with three years experience.
- 18.4. Librarian A Graduate with Diploma in Library Science from a recognized Institution.

Provided that the minimum qualifications of teachers of classes 9th and 10th in Composite Institutions, having Secondary and Intermediate Classes (Classes nine to twelve) together, shall be the same as are mentioned above except in the case of special subjects like Drawing. Provided further that if, in any case, a person holding lesser qualifications are proposed to be appointed, his appointment shall be subject to the approval of the Chairman.

19. Changes to be notified to the Board.

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

20. Teacher pupil ratio in science subjects.

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

21. Max. Teaching periods.

The maximum number of teaching periods, including tutorials and seminars prescribed for different categories of teachers in the Institutions shall, in the case of teachers for SSC Classes, be 36 periods of 45 minutes each per week.

SECTION IV

Admission of students In High Schools.

22. Schedule for Admission

All institutions will follow the admission schedule announced by the Board Authority.

23. Re-admission to 9th class.

A student who has completed the course but does not appear in the Annual Examination, or got his/her result cancelled shall be eligible to join the 9th class as per admission schedule.

24. Late admission

After the normal dates of admission as prescribed under Regulation 22 and 23 are over, no admission should be permitted by any institutions at any cost.

However, the Chairman may, in order to avoid real hardship can permit late admission to the 9th class, on the payment of a particular fee prescribed by the Board from time to time.

Notwithstanding anything contained in this Regulation, the Chairman may, in the case of a student who had been awarded scholarship by the Government, permit late admission to the 9th class within ten days of the receipt of intimation of the award of scholarship by the student.

SECTION V

**APPROVAL OF STAFF AND TEACHING HOURS
IN INSTITUTIONS OTHER THAN HIGH SCHOOLS.**

25. Minimum qualification of teachers

The following shall be the minimum qualifications of teachers appointed in the Institutions:

- | | |
|---|---|
| 25.1. Lecturers for 11 th and 12 th classes | Master's Degree in the subject with minimum 45%marks. |
| 25.2. Demonstrator for 11th and 12th classes. | Bachelor's Degree in the subject. |
| 25.3. Director of Physical Education. | M.A. in Physical Education minimum of 2nd Division |
| 25.4. Librarian | Master in Library Science. |

26. Changes to be notified to the Board.

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

27. Teacher pupil ratio in science subjects.

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

28. Max. Teaching Period

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

29. Periods for science practical

In Intermediate Classes, three periods of science Practical shall be counted as equivalent with two lectures.

SECTION VI**Admission of students to Institutions
other than High Schools.****30. Schedule for Admission**

All institutions will follow the admission schedule announced by the Board office.

31. Readmission to 11th class.

A student who has completed the course but does not appear in the Annual Examination, or got his/her result cancelled shall be eligible to join the 11th class as per admission schedule.

32. Late admission

After the normal dates of admission as prescribed under Regulation 30 and 31 are over no admission should be permit by any institution at any cost.

However, the Chairman may, in order to avoid real hardship can permit late admission to the 11th class, on the payment of a particular fee prescribed by the Board from time to time.

Notwithstanding anything contained in this Regulation, the Chairman may, in the case of a student who had been awarded

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

33. Admission to Adib, Alim and Fazil Classes.

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

SECTION VIII

Inter-transfer of students in recognized Institutions High Schools and other than High Schools

34. Migration

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

- 34.1. He applies to the Board on prescribed form through the Head Master / Principal of the Institution to which he belong;
- 34.2. The Head of the Institution to which he wishes to migrate gives his consent;
- 34.3. He obtains a Leaving Certificate from the Head of the Institution to which he belongs after his migration has been sanctioned by the Board;
- 34.4. One or other of the following conditions is to be met for the grant of migration:-
 - 34.4.1. that a change of residence of his father or guardian has made it necessary for a student to change his Institution;

- 34.4.2. that the father or guardian of the student shows dissatisfaction over the working of the institution within three months to the admission of the student to that Institution.
- 34.4.3. that a student wishes to take up another subject which is not taught in the Institution (the letter sanctioning the migration shall specify this fact and the student shall offer the new subjects for the examination);
- 34.4.4. that a student seeks migration owing to change of financial circumstances (such cases should be supported by a certificate from the Head of the Institutions);
- 34.4.5. that in the interest of discipline of an Institution, Heads of the Institution must agree;

35. Principal, to endorse application

Generally application for transfer shall be forwarded by the Principal who, in the case of migration of students who are provisionally promoted or detained, shall state all the relevant facts on the application. However the Chairman may consider any case presented before him.

36. Readmission of students once struck off the roll.

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

37. Fees to be charged for 24 months.

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

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

38. Local migration

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

39. Chairman's power in hardship cases

- 39.1. Migration from one institution to another should be allowed before closing of schedule of submission of admission forms with double fee. However in case of transfer of parents/guardian, the migration may be allowed up to 20 days before conduct of examination.
- 39.2. In case of newly affiliated/established institution migration in part –II at Matric/Intermediate level should not be allowed because the said institutions and new establishment are entitled only for admission in part-I, hence they should not be allowed to get migrate the student in Part-II at Matric & Intermediate level till the commencement of their own class/batch of Part-II at SSC/HSSC level.
- 39.3. Such restriction should be indicated/notified in their affiliation letter as well as in the NOC/Migration form.
- 39.4. In cases of special hardship, the Chairman shall have the power to authorize transfer from one Institution to another, not covered in the Regulation.
- 39.5. The photo will be pasted on the NOC at the time of migration from one Board to the other Board.

CHAPTER-V
(ORIGINAL REGULATIONS VI)
FINANCES OF THE BOARD

1. Financial Year.

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

2. Secretary to keep accounts.

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

3. Heads of Account

All the funds belonging to the Board shall be kept in a Bank/Banks/Post office approved by the Board, in the name of the Board of Intermediate and Secondary Education, Multan under the following distinct heads:-

3.1 General Fund

3.1.1 Current Account

3.1.2 Saving Account

3.2 Pension Fund

3.3 Special Endowment Fund

3.4 Gratuity Fund

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

4. Board Property

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

5. Government Securities

Subject to the general control of the Board, the Chairman and the Secretary shall be competent to direct that any un-invested balance at credit of any particular trust or trusts or any other account of the

Board, shall be invested in Government Securities/National Saving Scheme, Bank for the benefit of the account concerned.

The Chairman and Secretary, will be empowered to draw interest and purchase, sell, transfer, endorse, negotiate and/or otherwise deal with the Government Securities on behalf of the Board.

6. Amounts Payable to Board

All sums payable to the Board shall be deposited either direct with the Banker of the Board or by means of a Bank Draft issued by any Bank easily accessible to the remitter and made available to the account of the Board. The Bank Draft shall be crossed and marked "Payee's Account only".

7. Sale of Securities

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

8. Subscription/ Donations

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

E X P E N D I T U R E

9. Conditions for Payments

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

10. Payment by Cheques

Payment shall be made by cheques signed by the Secretary, but in case of Government Department, it may be made by Bank Draft or Money Order with the express written permission of the Secretary.

The Board may authorize any one officer or two officers jointly to sign cheques upto the certain limit of amount from time to time.

11. Incurrence of Expenditure

All expenditure shall be incurred subject to the budget allotment for the year and to the Rules, regulations and the powers of the Board to sanction expenditure

12. Payment of Fixed charges

The Secretary shall have power to pass and pay all fixed charges provided for the budget as well as fees to Examiners, Printer's bills, bills relating to conduct of Examinations, payment to temporary staff, ordinary contingencies and such other bills as are approved by the Board from time to time; but he shall obtain the sanction of the Board before passing any other charges. The Board may delegate the powers of the Secretary to anyone or more officers to pass pay bills, upto a certain limit of amount from time to time.

13. Joint Signing of Cheques

Notwithstanding anything to the contrary in these Regulations and subject to such orders as may be passed by the Board from time to time in this behalf, all cheques above the powers of the Secretary, shall be signed jointly by the Secretary and the Chairman.

14. Imprests.

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

15. Preparation of Budget

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

16. Estimates of Receipts

In the budget, credit shall be taken for the total amounts of income expected from revenue and capital receipts from all sources (in all types of fee , interest/ profit, penalties/ fines, income from actions/lease including disposal of capital amount and sale of investments etc) during the financial year.

AUDIT**17. Annual Audit Report**

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

18. Interpretation of Regulations and Rules.

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

19. Statements of Accounts Submitted to Government

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

20. Annual Audit

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

21. Accounts to be Kept by Secretary

The Secretary shall keep separate account of the following accounts:

- 21.1 General Fund
- 21.2 Pension & Gratuity Fund
- 21.3 Endowment Fund

22. General Statement of Accounts

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

23. Preservation of vouchers

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

CHAPTER VI
SERVICE REGULATIONS OF
THE EMPLOYEES OF THE BOARD OF
INTERMEDIATE & SECONDARY EDUCATION,
MULTAN.

Definition and General

1. Title

These Regulations may be called the Board of Intermediate & Secondary Education, Multan Employees Service Regulations.

2. Regulations Applicable to Permanent Whole-time Employees

2.1. For the purpose of these Regulations, there shall be three classes of Employees of the Board, namely;

2.1.1. Class A: An employee in BS-17 and above.

2.1.2. Class B: An employee in BS-9 to 16.

2.1.3. Class C: An employee in BS-1 to 8.

2.2. The Regulations in this Chapter shall apply to all permanent whole-time employees of the Board and to such other employees as the Chairman may determine from time to time.

3. Definitions

In these Regulations:

3.1. "Appointing Authority" means the Board, Committee or officer of the Board competent to appoint an employee as defined for the time being in Regulation 8 of this chapter.

3.2. 'Service' means the whole period of continuous service including the period spent on leave;

3.3. 'Active Service' means the time spent;

3.3.1. on duty,

3.3.2. on privilege/ earned leave.

3.4. 'Emoluments' means the amount of monthly pay and allowances granted by the Appointing Authority to any employee;

3.5. Furlough means leave other than privilege leave, extra-ordinary leave and leave on medical certificate.

3.6. Employees means the employees of the Board.

4. Whole-time employees

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

5. Chairman's permission necessary.

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

6. Medical & Fitness Certificates.

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

7. Service Books

A service book shall be maintained by the office of the Board for every employee in the prescribed form. The Assistant Secretary /Deputy Secretary Admin will keep the books under signature of Secretary. The service books of the Secretary and the Controller in case of the Board employees shall be maintained by the Chairman. An up-to-date leave account shall also be maintained by him in a suitable form, save as otherwise provided in the Regulations.

8. Authority To appoint, Suspend or Remove an Employee.

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

8.1. Of the rank of Assistant Secretary/Assistant Controller and above shall rest with the Board;

8.2. in BS-11 to 17 shall rest with the Chairman;

8.3. in BS-1 to 10 shall rest with the Secretary.

9. Authority to initiate the Confidential reports.

9.1. The Chairman shall write the confidential reports of Branch Officer BS-17 and above.

- 9.2. The Sector Head shall initiate the confidential reports of Superintendents of their relevant Sectors which will be countersigned by the Chairman.
- 9.3. The Branch Officers will initiate the confidential reports of Assistant and Senior Clerks which will be countersigned by the concerned Sector Head.
- 9.4. The Sr. Superintendent will initiate the confidential reports of Junior Clerks and “C” class employees which will be countersigned by the Branch Officer.
- 9.5. In Case of Personal Staff of Chairman P.A will initiate the confidential reports of Senior /Junior Clerks/ Naib Qasid/ Driver which will be countersigned by the P.S.
- 9.6. In case of Secretary /Controller’s Personal Staff, P.A. will initiate the confidential reports of Senior /Junior Clerks/ Naib Qasid which will be countersigned by the Secretary/Controller of Examinations.
- 9.7. In case of other officer’s personal staff the Branch officer will initiate the confidential report which will be countersigned by the concerned Sector Head.

10. Appellate Authorities

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

- 10.1. Of the rank of Assistant Secretary/Assistant Controller and above shall rest with the Controlling Authority;
- 10.2. in the case of employees in BS-11 to 17 to the Board;
- 10.3. in the case of employees in BS-1 to 10 to the Chairman.

11. Direct Recruitment.

In case of direct recruitment Govt. Recruitment Policy in vogue will be followed.

12. Office held at Board's pleasure

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

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

13. Period of probation

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

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

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

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

13.3. If, before the expiry of the period of probation, the Appointing Authority does not issue any orders confirming the employees or dispensing with the services of extending the period of his probation, the employee shall be considered confirmed.

14. Seniority of Employees

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

15. Inter-se seniority of Direct Recruittee

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

15.2. Inter-se seniority of Promotees

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

16. Seniority of Direct Recruittees & promotes

The seniority of direct recruits' vis-à-vis promoted persons shall be regulated with reference to their respective dates of joining to the service; provided that if persons, appointed by promotion and direct recruitment, join their posts on the same date, the former shall rank senior.

17. Board to Determine Pay and scale

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

However the Board may adopt notification of the Government about the Pay & Allowances in toto or partial.

18. Period of Notice of Discharge

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

- 18.1. for an incumbent with 5 years or more service; 90 days' notice
- 18.2. for an incumbent with one year's or more but less than five years service; 30 days' notice
- 18.3. for an incumbent with 6 months or more but less than one year's service; 15 days' notice
- 18.4. for an incumbent with 6 months service; 7 days' notice
- 18.5. However:

18.5.1. the Appointing Authority may, in lieu of any notice herein provided for, give a sum equivalent to the amount of pay for the period of notice, or in the case of a shorter notice than the prescribed limit, equal to the amount of incumbent's pay for the period for which such a notice falls short;

18.5.2. The Appointing Authority may in lieu of the required notice agree to accept the sum equivalent to the amount of pay for the period of notice or may waive the condition of notice as a special case.

19. Casual Leave

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

- 19.1. not more than ten days leave including gazetted holidays shall be granted at a time;
- 19.2. not more than 15 days leave shall be granted in the first half of the year; and,
- 19.3. When casual leave is taken in conjunction with holidays, these holidays may also be treated as casual leave.

20. Acting Allowance & Combination of Service

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

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

21. Officiating Allowance

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

22. Allowance for Additional Charge

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

23. Special pay or honorarium

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

24. AGE OF RETIREMENT.

- 24.1. A whole-time employee of the Board shall retire from service on the date he attains the age of 60 years.

- 24.2. A whole-time employee of the Board may be retired from service on such date after he has completed 25 years of service.
- 24.3. Provided that the Board has the right to retire any of its employee even before the completion of 25 years of service in special and rare cases, on disciplinary grounds.
- 24.4. The Appointing Authority may obtain the advice of an Advisory Committee, if any, constituted by the Board for the purpose, while considering the cases of retention beyond the age of 55 years and of retirement cases after completion of 25 years service. The Advisory Committee may consist of two or more members and will consider each case as may be referred to it by the appointing Authority and submit its report as soon as possible to the Appointing Authority who will pass such orders as may be deemed appropriate in each case.

25. Grant of Gratuity in Recognition of service

Board may, at its discretion, grant at the time of retirement to an employee or after his death to the person whose name has been registered under Regulation 34 for efficient and faithful service, a gratuity equal to a half month's actual pay which the employee was drawing at the time of retirement or death, in case he dies before retirement, for each year's service. Provided that no gratuity shall be given to an employee of under 15 years continuous service and that no gratuity shall accrue for any year over 30 years service and that no gratuity shall be given to the employees without the sanction of the Board.

26. Retirement After 15 Years

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

27. Entitlement of Gratuity

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

28. Aid in case of Premature death on an employee.

If an employee of the Board, who has served efficiently and faithfully, dies before the age of retirement, the Board may, in cases of real hardship, grant stipends or annuities to the children, widow and other dependents of the deceased for such period as it may consider necessary.

29. Payment of Premium.

Subject to such conditions as may be laid down by the Board, from time to time, the payment of premium for a policy of insurance on the life of a permanent whole-time employee, be made from his personal pay/salary.

30. Medical Assistance to Employees

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

Employees transferred from University of the Punjab or BISEs of the Punjab to retain all privileges.

31. Employees transferred from Universities of the Punjab or BISEs of the Punjab to retain all privileges

The employees of the Board transferred from Universities of the Punjab or Boards on option basis at the establishment of Multan Board shall at least enjoy all privileges in respect of Leave, Gratuity, Seniority, Confirmation, etc. granted to them in the University/Board service at the time of their transfer to the Board. Their service in the University/Board shall, for all purposes, be treated as service under the Board.

32. Part-time Employees.

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

- 32.1. A part-time employee shall be an employee:
- 32.1.1. Whose whole-time is not retained for the service of the Board.
 - 32.1.2. Who draws fixed remuneration for his service.
 - 32.1.3. Who performs the work of the Board at such hours as may be fixed by the Competent Authority.
- 32.2. The terms and conditions of service of a part-time employee shall be as prescribed in the Rules.

33. Compensation in case of accident.

In case any person performing the duties of the Board meets with an accident as a result of which he is injured or dies, the Board may, at its discretion, grant to him or to his legal heirs, as the case may be, suitable compensation in any form deemed suitable.

34. Employees Confidential Press/ Section

Notwithstanding anything to the contrary in these Regulations, the employees engaged in the printing of question papers and in other confidential work of the Board, shall have such conditions of service and shall be eligible for such benefits as may be prescribed in the Rules, and shall be entitled to receive Gratuity.

Explanation:

- 34.1. "Gratuity" shall mean one month's salary for every year of approved service.
- 34.2. "Salary" shall mean total emoluments for the calendar month preceding the month of retirement, or termination of service with the consent of the Competent Authority.
- 34.3. "Approved Service" shall mean satisfactory service as certified and recorded by the office of the Chairman at the end of each year, after the completion of examination for that year.
- 34.4. Mode of appointment:
Serving and retired personnel can be employed in confidential Press on the basis of their honesty and

competency on mutually agreed terms and conditions. The Chairman is fully competent to appoint officers and staff of confidential press on recommendations of the Controller of Examinations and Officer Incharge Confidential Press.

CHAPTER -VII
LEAVE REGULATIONS THE BOARD OF
INTERMEDIATE & SECONDARY EDUCATION, MULTAN

1. Leave Regulations.

- 1.1. These Regulations shall be called the Board of Intermediate & Secondary Education, Multan Employees revised Leave Regulation, 1985.
- 1.2. These Regulations shall come into force with immediate effect. Whereas, the Govt. leave rules, 1955 were enforced in the Board prior to these leave rules.

2. Definitions

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

- 2.1. Board means the Board of Intermediate & Secondary Education MULTAN.
- 2.2. Competent Authority means the Authorities competent to sanction leave to the employee of the Board as detailed below:-
- 2.2.1. Officer of the rank of Assistant Secretary/Assistant Controller in BS-17 and above. The Board
- 2.2.2. Employees in BS-11 to 17. The Chairman
- 2.2.3. Employees in BS-1 to 10. The Secretary
- 2.3. Employee means a whole-time employee of the Board.

EARNED LEAVE

3. Provisions

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

Earning and Accumulation of leave.

- 3.1. A Board employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave accounts "Leave, on full pay."

- 3.2. More than fifteen duty days are required to consider full calendar month for the purpose of calculation of earned leave
- 3.3. If a Board employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either of the months is more than fifteen days the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- 3.4. There shall be no maximum limit on the accumulation of such leave.

4. Leave on full pay.

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

- | | |
|--|----------|
| 4.1. Without medical certificates | 120 days |
| 4.2. With medical certificate | 180 days |
| 4.3. on medical certificate from leave | 365 days |
- account in entire service.

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

5. Leave on Half pay.

- 5.1. Leave on full pay may, at the option of the Board employee be converted into leave on half pay the debit to the leave account will be at the rate of one day of the former for every two days of the leave of the latter fraction of one half counting as one full days leave on full pay.
- 5.2. The request for conversion of leave referred to in sub-rule (i) shall be specified by the Board employees in his application for the grant of leave.

5.3. There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. Leave preparatory to retirement.

6.1. The maximum period upto which a Board employee may be granted leave 'preparatory to retirement shall be three hundred and sixty five days.

6.2. Such leave may be taken subject to availability, either on full pay or partly on full pay and partly on half pay or entirely on half pay at the discretion of the Board employee.

7. Leave not due

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

7.2. Such leave may be converted into leave on half pay.

7.3. Such leave shall be granted only when there are reasonable chances of the Board employee resuming duty on the expiry of the above.

7.4. Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary Board employees.

8. Special Leave.

8.1. A female Board employee on the death of her husband may be granted special leave on full pay when applied for a period not exceeding one hundred and thirty days.

8.2. Such leave shall not be debited to her leave account.

8.3. Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the Competent Authority either alongwith her application for special leave or if that is not possible the said certificate may be furnished to the leave sanctioning authority separately.

9. Maternity Leave

- 9.1. Maternity leave may be granted on full pay, out side the leave account to a female Board employee to the extent of ninety days in all from the date of its commencement (as specified in the application for leave) or forty five days from the date of her confinement which ever be earlier.
- 9.2. Such leave may not be granted for more than three times in the entire service of a female Board employee.
- 9.3. For confinements beyond the third one the female Board employees (in a non-vacation Department) would have to take leave from her normal leave account.
- 9.4. The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.
- 9.5. Maternity leave may be granted in continuation of or in combination with any other kind of leave including extra ordinary leave as may be due and admissible to a female Board employee.
- 9.6. Leave salary to be paid during maternity leave shall be regulated as for other leave in accordance with the existing instruction of the Government.
- 9.7. The leave salary to be paid during maternity leave will therefore remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave in the event of resumption of duty by such female Board employee.

10. Disability leaves

- 10.1. Disability leave may be granted outside the leave account on each occasion up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary to regular Board employee only. Disabled by injury ailment or disease contacted in course or in consequence of duty or official position.

10.2. The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half for the remaining period.

11. Extra Ordinary Leave (leave without Pay)

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

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

11.3. Extra-ordinary leave upto a maximum period prescribed under sub- rule

11.3.1. may be granted subject, to the conditions stated there in irrespective of the fact whether a Board employee is a permanent or a temporary employees.

12. Leave to be expressed in days

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

13. Leave when start end.

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

14. Encashment of refused leave preparatory to retirement

14.1. If in case of retirement on superannuation a Board employee cannot for reasons of public service be granted leave preparatory to retirement duly applied for in sufficient time he

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

14.2. Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding 365 days.

14.3. The payment of leave pay in lieu of such refused LPR may be made to the Board employee either in lump sum at the time of retirement or may at his option be drawn by him month wise for the period of leave so refused.

14.4. For the purpose of lump sum in lieu of such refused leave only the senior post allowance will be included in Leave Pay, so admissible.

14.5. In case a Board employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lump sum payment equal to the period falling short of one hundred and eighty days.

15. Power to refuse leave preparatory to retirement.

15.1. Ordinary leave preparatory to retirement on superannuation shall not be refused.

15.2. All orders refusing preparatory to retirement leave on to a Board employee and recalling a Board employee from leave preparatory to retirements shall be passed only by the authorities specified.

15.2.1. For an Officer of the rank of Assistant Secretary/Assistant Controller in BS-17 and above. The Board

15.2.2. For an employee of BS-11 to 17 personally; The Chairman

15.2.3. For an employee in BS-1 to 10 personally. The Secretary

15.3. The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

- 15.4. All proposals regarding refusal of such leave to an officer of Grade 17 and above shall be referred to the Board with detailed justification at least three months before an officer is due to proceed on such leave.

16. In Service Death.

- 16.1. In case a Board employee dies while in service lump sum payments equal to full pay up to 365 days out of the leave at his credit shall be made to his family as defined for the purpose of family pension
- 16.2. For the purpose of lump sum payment to the family of the Board employee who dies while in service only the senior post Allowance will be included in the leave pay so admissible.

17. Recall from leave.

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

18. Carry forward existing leave

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

18.1. Leave on full pay

- | | | |
|---------|---------|---------|
| 18.1.1. | 1 month | 30 days |
|---------|---------|---------|

18.1.2.	1 day	1 day
18.2. Leave on half pay		
18.2.1.	1 month	15 days
18.2.2.	2 days	1 day

NOTE: - Fractions, if any shall be ignored.

19. Over stay after sanction leave

- 19.1. Unless, the leave of Board employee is extended by the Competent Authority, a Board employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudiced to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.
- 19.2. Such debit shall, if there is insufficient credit in the leave account be adjusted against future earnings.

20. Leave Ex-Pakistan.

- 20.1. Leave ex-Pakistan may he granted on full pay to a Board employee who applies for such leave the applicant will proceed abroad after proper sanctioning of the leave by the Chairman of the Board.
- 20.2. Grant of leave Ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Rules 6,7 and 14.

21. Reasons need not be specified etc.

- 21.1. It shall not be necessary to specify the reasons for which leave has been applied so long -as that leave is due and admissible to a Board employee.
- 21.2. Leave applied for on medical certificate shall would not be refused. Provided that the authority competent to sanction LEAVE may at its own discretion secure a second medical opinion by requesting the Civil Surgeon or Medical Board as the case may be to have the applicant medically examined.

22. Any type of leave maybe applied for.

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

23. Combination of different types of leave.

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

24. Leave due may be granted on abolition of post.

24.1. When a post is abolished, leave due to the Board employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

24.2. The grant of leave in such cases shall, so long as he does not attain the age of super-annotation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

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

25.1. A Board employee proceeding on leave shall hand over the charge of his post, and if he is in Grade 17 and above, he shall while handing over charge of the post, sign the charge relinquish.

25.2. If leave ex-Pakistan has been sanctioned on medical grounds, the Board Employee shall take abroad with him a copy of the medical statement of his case.

26. Assumption of charge to return from leave etc.

A Board employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the

post on he was working of previously or as directed by the authority.

27. Accounts officer to maintain leave account.

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

28. Lapse of Leave when Board employee quits service.

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

29. Pay during leave.

- 29.1. Leave pay admissible during leave on full pay shall be the greater of;
 - 29.1.1. The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins and.
 - 29.1.2. the pay drawn on the day immediately before the beginning of the leave.
- 29.2. When leave on half pay is taken, the amounts, calculated under clauses (29.1.1 & 29.1.2) and of sub-rule (29.1.1) shall be determined the greater of the two rates.

30. Leave application its sanction, etc.

- 30.1. Except where otherwise stated, an application for leave or for an extension of leave must be made to the competent authority through proper channel. The extent of leave due and admissible shall be stated in the application.
- 30.2. An audit report shall be necessary before the earned leave is sanctioned.
- 30.3. When a Board employee submits a medical certificate issued by authorized medical attendant and counter signed

by the Medical Superintendent concerned for the grant of medical leave it shall be, sanctioned without audit report. However the leave account of the employee will be adjusted accordingly.

30.4. Leave as admissible to a Board employee under these rules may be sanctioned by the Board, Chairman, Secretary or any other authorized officer to do so and, when so required, leave shall be notified in the official Gazette.

30.5. In case of a number of applications for leave, the competent authority, keeping in view the interest of the public service and in the fitness of things will decide to sanction the leave of applicants considering;

30.5.1. Whether and how many applicant can, for the time being, best be spared;

30.5.2. Whether any applicants were last re-called compulsorily from leave and;

30.5.3. Whether applicants were required to make adjustment in the timing of their leave on the last occasion.

31. Hospital leave and study leave.

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

32. Board employee on leave will not join duty before expiry of leave without permission.

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

33. When leave earned.

33.1. All service rendered by a Board employees qualifies him to earn leave in accordance with leave rules but shall not be earned during the period of leave.

33.2. Any period spent by a Board employee in Foreign Service qualifies him to earn leave provided that contribution

towards leave salary is paid to the Government on accounts of such period.

(Leave rules circulated vide notification No. F.D. SS 111-1-85/78 dated 13.7.1981 by the Punjab Government and adopted by the Board as Leave Regulations, vide paragraph 6 to the proceedings of its meetings held on 26th & 27th June, 1985).

CHAPTER VIII
PENSION REGULATIONS

1. Title of Pension Regulations.

- 1.1. These Regulations may be called the Board of Intermediate & Secondary Education, Multan Service Pension Regulations.
- 1.2. These Regulations shall have effect from the date of **inception of the Board.**
- 1.3. All the regular employees of the Board shall be entitled of pension benefits.

2. Definitions of terms

- 2.1. In these Regulations unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
 - 2.1.1. Board means the Board of Intermediate & Secondary Education , Multan
 - 2.1.2. “Service “ means service rendered in Board and includes such period of service as has been rendered in Punjab University/ Board of Intermediate & Secondary Education , Lahore immediately before coming into being of the Multan Board;
 - 2.1.3. “Competent Authority” means an authority competent to fill the post vacated by the employee retiring on pension.
 - 2.1.4. “Medical Authority” means an authority appointed to conduct medical examination of Board’s employees for the purpose of granting invalid pension, extra-ordinary pension or commutation of pension.
- 2.2. This authority shall be:-
 - 2.2.1. The Medical Officer of Government hospital in respect of employees in BS- No.1 to 8.
 - 2.2.2. A Standing Medical Board consisting of not less than two Medical Officers to be appointed by the Medical Superintendent of a Government hospital on the request of the Board in respect of employees in BS-9 to 16.

2.2.3. A Standing Medical Board consisting of not less than three Medical Officers to be appointed by the same as above Board in respect of Officers in BS-17 and above.

Interpretation.

2.3. If any question of interpretation of these Regulations arises, made by the Board with reference to the Punjab Civil Services Pension Rules for the time being.

3. Extent of application.

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

4. Application of Regulation.

These Regulations shall not apply to:-

- 4.1. Any Employees of the Board paid from contingencies or borne on work charged establishment;
- 4.2. Any employees of the Board engaged on contract which contains no stipulation for pension under these Regulations ;
- 4.3. Any persons for whose appointment and conditions of service, special provision is made by or under law for the time being in force;
- 4.4. Any employee of the Board who holds a post which has been declared by the Board to be non pension able;
- 4.5. Any employee whose whole time is not retained for Board service such as part time Legal Adviser, Medical Officer, etc;
- 4.6. Any employee of the Board or class of employees of the Board who may be excluded by the Board from the application of these Regulations.

5. Pension Sanctioning Authority.

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

6. Appellate Authority

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

7. Pension shall be paid to the Employees from Board's Fund.

All pensions shall be paid out of the Board's fund.

8. Expeditious completion of formalities regarding pension.

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

9. Punjab Civil Service Pension Rules, 1963 applicable

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

CHAPTER IX
SCHEME OF STUDIES FOR THE
SECONDARY SCHOOL EXAMINATIONS

UNDER PART SYSTEM FOR SESSION 2012-2014 &
ONWARD

Punjab Boards offer qualifications for both English and Urdu medium schools. The revised SSC Scheme of Studies, 2006 issued by the Curriculum Wing will be implemented from session 2012-2014 and onward. Accordingly, each SSC subject will be taught across both the classes IX & X. The Science Group and Humanities Group subjects are offered at SSC level. The marks allocated to the subjects in revised Scheme of Studies are as follows:

**SSC PART-I & II (CLASS IX & X) SUBJECTS OFFERED
FOR EXAMINATION**

SCIENCE GROUP			
Part-I (CLASS-IX)			
SR. #	SUBJECT	THEORY	PRACTICAL
	Urdu compulsory-I /Geography of Pakistan- I in lieu of for foreign Students only)	75	
	English-I	75	
	Islamiyat Compulsory-I or Ethics-I (For Non-Muslims)	50	
	Pakistan Studies-I	50	
	Mathematics-I	75	
	Physics-I	60	15
	Chemistry-I	60	15
	Biology-I OR	60	15
	Computer Science-I	50	25
Total		550	

Part-II (CLASS-X)			
SR#	SUBJECT	THEORY	PRACTICAL
	Urdu Compulsory-II/ Geography of Pakistan-II in lieu of for foreign Students only)	75	
	English- II	75	
	Pakistan Studies- II	50	
	Islamiyat Compulsory- II or Ethics- II (For Non-Muslims)	50	
	Mathematics- II	75	
	Physics- II	60	15
	Chemistry-II	60	15
	Biology-II OR	60	15
	Computer Science-II	50	25
Total		550	

Each institution shall ensure 3 hrs Physical, library & Manual work per week.

- Each period shall be at least of 45 minutes duration.

HUMANITIES GROUP		
Part-I (CLASS-IX)		
SR.#	SUBJECT	THEORY
1	Urdu compulsory-I /Geography of Pakistan- I in lieu of for foreign Students only)	75
2	English-I	75
3	Islamiyat Compulsory-I or Ethics-I (For Non-Muslims)	50
4	Pakistan Studies-I	50
5	General Mathematics-I	75
6	General Science-I	75
7	Two Elective Subjects (From the list of Elective Subjects) OR	150

	(In case of Technical Subjects) Two Technical Subjects OR	150
	One Elective Subject & One Technical Subject	150
Total		550

Part-II (CLASS-X)		
SR.#	SUBJECT	THEORY
1	Urdu compulsory-II/Geography of Pakistan- II in lieu of for foreign Students only)	75
2	English-II	75
3	Islamiyat Compulsory-II or Ethics-II (For Non-Muslims)	50
4	Pakistan Studies-II	50
5	General Mathematics-II	75
6	General Science-II	75
7	Two Elective Subjects (From the list of Elective Subjects) OR	150
	(In case of Technical Subjects) Two Technical Subjects OR	150
	One Elective Subject & One Technical Subject	150
Total		550

SCHEME OF STUDIES – SSC GRADES IX & X

(HUMANITIES GROUP)

ELECTIVE SUBJECTS

Sr. #	Subject	Theory	Practical
1	Civics	75	
2	Education	75	
3	Economics	75	
4	Elements of Home Economics	75	
5	Physiology & Hygiene	75	
6	Geography	75	
7	Food & Nutrition	60	15

8	Clothing & Textile	60	15
9	Military Science		
10	History of Pakistan	75	
11	English Literature	75	
12	Urdu Literature	75	
13	Art & Model Drawing	40	35
14	Persian/Arabic/Punjabi/Saraiki	75	
15	Advanced Islamic Studies	75	
16	Health & Physical Education	60	15
17	Computer Science	50	25
18	Environmental Studies		
19	*Muslim History	75	
20	*History of Civilization	75	
21	*Agriculture		
22	*Secretarial Practice		
23	*Business Studies		
24	Commercial Geography	75	

* Marked subjects will be offered only on the availability of the syllabus subject to the prior approval of the relevant Board.

Note:-

- i) The recognized/affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
- ii) Only one language can be taken from the approved list of languages, as mentioned at Sr. No.14 above.
- iii) Only two History Papers can be opted at a time from the approved list of Elective Subjects.

TECHNICAL SUBJECTS

Sr.#	Subject	Theory	Practical
1	Geometrical & Technical Drawing	75	
2	Electrical Wiring	40	35
3	Wood Work (Furniture Making)	40	35
4	Repair & Maintenance of Domestic	40	35

	Refrigerator , Air Conditioner & Desert Cooler.		
5	Computer Hardware	40	35
6	Poultry Farming	40	35
7	Fish Farming	40	35
8	Dress Making & Fashion Designing	40	35
9	Beautician	40	35

SCHEME OF STUDIES FOR DEAF AND DUMB

Sr#	Subject	Theory	Practical
1	Urdu	75	-
2	English	75	-
3	Pakistan Studies	50	-
4	Islamiyat Compulsory or Ethics (For Non-Muslims)	50	-
5	Mathematics	75	-
6	(3) Elective Subjects	30+30+30	90+90+90
Total		685	

LIST OF ELECTIVE SUBJECTS FOR DEAF AND DUMB

1	Tailoring
2	Embroidery
3	Type Writing
4	Carpet Making
5	Darry Saazi
6	Drawing
7	Baking
8	Hosiery
9	Computer Science
10	Physical Education

The Practical in each subject will be conducted separately after completion of class 10th & 12th Examinations. The marks of practical would be counted with theory marks obtained by the candidates.

- The Practical in each subject will be conducted separately after completion of class 10th & 12th Examinations. The Practical labs would be constituted by the Board either in the Government or private institutions affiliated with the Board.
- The Practical in each subject will be conducted in other institutions where the availability is possible.
- The Board will issue computerized practical schedule of the relevant practicals i.e. date time and lab on the roll number slips of the candidates.
- The Board will provide practical cut list of the candidates batch wise / subject wise according to practical centre/ labs.
- The Board will provide the question papers and answer books according to the total number of candidates to the centres / labs. before the commencement of examination through banks.
- The Board will appoint the well reputed and honest practical examiners for the conduct of practical examination.
- The Practical Examiner will deposit Answer Scripts within 24 hours in relevant banks.
- The Practical paper may be evaluated by the Sub examiner/Head Examiners according to given Criteria / Marking Scheme after the termination of practical examination in all subjects.
- The candidate who fails either in theory or practical paper or in both, he/she will be declared as fail and will reappear in theory paper and practical in next available chances, if eligible.
- If a candidate passes in theory paper but fails in practical in any subject, then he/she will be declared fail in the same subject of Part-II and will reappear in theory part-II and practical in next available chances if eligible.
- The Examiners appointed by the Board would be bound to perform the practical duty because examination duty has been declared mandatory by the Government of the Punjab.

- The Scheme of studies will be implemented w.e.f. the session 2015-17 and onwards.
- The portion of practical question from subjective paper will be eliminated.
- The division of marks in each subject in SSC/HSSC in theory objective/subjective portion and as well as the practical will be as per Annual Examination, 2013.
- While the Question Paper of Practical portion will be set separately according to the norms given below:-

10%	Copy (Practical Note Book)
10%	Viva voce (Conducted by Practical Examiner)
30%	Performance evaluated by Practical Examiner
50%	Set procedural description related to the Practical Examination evaluated in centralized marking centers of concerned BISE

For example if total numbers are 30, the weightage of marks of copy and viva voce, performance and procedural description related to the Practical Examination are 3,3,9 & 15 respectively.

- All other subjects having different total marks in practical paper will be prepared according to the above said percentage practical.**

CHAPTER X
SCHEME OF STUDIES FOR THE
INTERMEDIATE EXAMINATION
UNDER PART SYSTEM FOR SESSION 2012-2014 AND ONWARD

The Boards offer qualifications for both English and Urdu medium candidates for Intermediate (Higher Secondary School Certificate) level education. The revised Intermediate/HSSC Scheme of Studies, 2006 issued by the Curriculum Wing will be implemented from session 2012-2014 and onward. Accordingly, each Intermediate/HSSC subject will be taught across both the classes XI & XII except Islamiyat & Pakistan Studies. The marks & groups allocated to the subjects in revised Scheme of Studies are as follows:

Pre-Medical Group				
Part-I				
Sr#	Code	Subject	Theory	Practical
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100	
2	6001	English	100	
3	6092 6093	Islamic Education OR Ethics/Civics (For Non-Muslims)	50	
4	6046	Biology	85	15
5	6047	Physics	85	15
6	6048	Chemistry	85	15
Total			550	

Pre-Medical Group				
Part-II				
Sr#	Code	Subject	Theory	Practical
1	6002 6006	Urdu/Pakistani Culture (For Foreign Students Only)	100	
2	6001	English	100	
3	6091	Pakistan Studies	50	

4	6046	Biology	85	15
5	6047	Physics	85	15
6	6048	Chemistry	85	15
Total			550	

Pre-Engineering Group				
Part-I				
Sr#	Code	Subject	Theory	Practical
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100	
2	6001	English	100	
3	6092 6093	Islamic Education OR Ethics/Civics (For Non- Muslims)	50	
4	6019	Mathematics	100	
5	6047	Physics	85	15
6	6048	Chemistry	85	15
Total			550	

Pre-Engineering Group				
Part-II				
Sr#	Code	Subject	Theory	Practical
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100	
2	6001	English	100	
3	6091	Pakistan Studies	50	
4	6019	Mathematics	100	
5	6047	Physics	85	15
6	6048	Chemistry	85	15
Total			550	

General Science Group			
Part-I			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6092 6093	Islamic Education or Ethics/Civics (For Non-Muslims)	50
4		A) Physics, Mathematics, Statistics B) Mathematics, Economics, Statistics C) Economics, Mathematics, Computer Science. D) Mathematics, Statistics, Computer Science E) Mathematics, Physics, Computer Science (Choose any one combination)	100+ 100+ 100
Total			550

General Science Group			
Part-II			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6091	Pakistan Studies	50
4		A) Physics, Mathematics, Statistics B) Mathematics, Economics, Statistics C) Economics, Mathematics, Computer Science. D) Mathematics, Statistics, Computer Science E) Mathematics, Physics, Computer Science (Choose any one combination)	100+ 100+ 100
Total			550

Medical Technology Group			
Part-I			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6092 6093	Islamic Education or Ethics/Civics (For Non-Muslims)	50
4	(300) marks each (Opt one group only) A. Medical Lab Technology Group B. Dental Hygiene Technology Group C. Operation Theatre Technology Group D. Medical Imaging Technology Group E. Physiotherapy Technology Group F. Ophthalmic Technology Group		100+ 100+ 100
Total			550

Medical Technology Group			
Part-II			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6091	Pakistan Studies	50
4	(300) marks each (Opt one group only) A. Medical Lab Technology Group B. Dental Hygiene Technology Group C. Operation Theatre Technology Group		100+ 100+ 100

	D. Medical Imaging Technology Group E. Physiotherapy Technology Group F. Ophthalmic Technology Group	
Total		550

The paper of Business Mathematics & Business Statistics will carry 50 marks each while the paper of Principles of Accounting will carry 100marks. The weight-age of marks allocated to different questions in the paper of Principles of Accounting will be as under: MCQs = 20 %, Short Questions =20 % Long Question =60 , Total =100% (Item #7 dated 4.07.2015)

- Each institution shall ensure 3 hrs Physical, library & Manual work per week.
- Each period shall be at least of 45 minutes duration.

Commerce Group			
Part-I			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6092 6093	Islamic Education OR Ethics/Civics (For Non-Muslims)	50
4	6070	Principles of Accounting	100
5	6054	Principles of Economics	75
6	6058 6095	Principles of Commerce with Banking in Part-II OR Principles of Commerce with Computer Studies in Part-II	75
7	6064	Business Mathematics	50
Total			550

Commerce Group			
Part-II			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6091	Pakistan Studies	50
4	6070	Principles of Accounting	100
5	6054	Commerce Geography	75
6	6058 6095	Computer Studies/ Banking	75
7	6064	Statistics	50
Total			550

Islamic Studies Group			
Part-I			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6092 6093	Islamic Education OR Ethics/Civics (For Non-Muslims)	50
4	6024	Arabic	100
5	6025	Islamic Studies (Fiqh & Usul-e- Fiqh)	100
6	6082 6081	Islamic History & Culture with option i (Political & Cultural History of Islam from the beginning of Abbasies to falls of	100

		Baghdad) in Part-II OR Islamic history & Culture with option ii (Cultural system of Islam) in Part-II	
Total			550

Islamic Studies Group			
Part-II			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6091	Pakistan Studies	50
4	6024	Arabic	100
5	6025	Islamic Studies (Quran & Hadith)	100
6	6082 6081	Islamic History & Culture with option i (Political & Cultural History of Islam from the beginning of Abbasies to falls of Baghdad) in Part-II OR Islamic history & Culture with option ii (Cultural system of Islam) in Part-II	75
Total			550

Home Economics Group			
Part-I			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100

2	6001	English	100
3	6092 6093	Islamic Education OR Ethics/Civics (For Non-Muslims)	50
4	6073	Biology	50
5	6074	Chemistry	50
6	6076	Home Management	100
7	6075	Clothing & Textile	100
Total			550

Home Economics Group			
Part-II			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6091	Pakistan Studies	50
4	6072	Applied Art	100
5	6077	Food & Nutrition	100
6	6078	Child Development & Family Living	100
Total			550

Humanities Group			
Part-I			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6092 6093	Islamic Education OR Ethics/Civics (For Non-Muslims)	50

4	(3) Elective Subjects (From list of Elective Subjects)	100+ 100+100
Total		550

Humanities Group			
Part-II			
Sr#	Code	Subject	Theory
1	6002 6006	Urdu/ Pakistani Culture (For Foreign Students Only)	100
2	6001	English	100
3	6091	Pakistan Studies	50
4	(3) Elective Subjects (From list of Elective Subjects)		100+ 100+100
Total			550

SCHEME OF STUDIES – HSSC GRADES XI& XII

(HUMANITIES GROUP)

ELECTIVE SUBJECTS

Sr#	Code	Subject	Theory	Practical
1	6015	History (Opt one only from the following History Subjects) History of Modern World.	100	
2	6031 6007	History of Islam Banu Ummayya with (Muslim in Spain) in Part-II History of Islam Banu Ummayya with (Abbasi of Baghdad) in Part-II	100	
3	6009	History of Muslim India	100	
4	6010	History of Pakistan	100	
5	6011	Economics	100	

6	6012	Geography	85	15
7	6014	Philosophy	100	
8	6016	Psychology	85	15
9	6017	Civics	100	
10	6018	Statistics	85	15
11	6019	Mathematics	100	
12	6020	Islamic Studies	100	
13	6021	Outline of Home Economics	85	15
14	6023	Fine Art	40	60
15	6024	Arabic	100	
	6034	Persian	100	
	6032	Punjabi	100	
	6096	Saraiki	100	
	6033	Pashto	100	
	6038	Balochi	100	
	6039	Sindhi	100	
	6040	Modern Languages	100	
16	6027	English Elective	100	
17	6037	Urdu Advance	100	
18	6042	Health & Physical Education	85	15
19	6043	Education	100	
20	6045	Sociology	100	
21	6008	Library Science	100	
22	6083	Computer Science	75	25
23	6041	Geology	85	15
24	6090	Agriculture	85	15
25	6079	Nursing	85	15

RULES FOR PRACTICAL EXAMINATIONS SESSION
2015-2017 & ON WARD

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- The Practical in each subject will be conducted in other institutions where the facility is available.
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- The Scheme of studies will be implemented w.e.f. the session 2015-17 and onwards.
- The portion of practical question from subjective paper will be eliminated.
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- While the Question Paper of Practical portion will be set separately according to the norms given below:-

10%	Copy (Practical Note Book)
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30%	Performance evaluated by Practical Examiner
50%	Set procedural description related to the Practical Examination evaluated in centralized marking centers of concerned BISE

For example if total numbers are 30, the weightage of marks of copy and viva voce, performance and procedural description related to the Practical Examination are 3,3,9 & 15 respectively.

- All other subjects having different total marks in practical paper will be prepared according to the above said percentage practical.*

CHAPTER -XI

SCHEME OF STUDIES FOR THE LANGUAGES EXAMINATIONS

1. Adib, Alim and Fazil Examinations shall be held in the following languages, namely;
 - 1.1. Urdu Language and Literature;
 - 1.2. Arabic Language and Literature;
 - 1.3. Persian Language and Literature;
 - 1.4. Bengali Language and Literature;
 - 1.5. Punjabi Language and Literature;
 - 1.6. Sindhi Language and Literature;
 - 1.7. Sanskrit Language and Literature;
 - 1.8. Hindi Language and Literature;
 - 1.9. Pashto Language and Literature;
2. Six written papers shall be set in each examination except in the examination in the Pashto Language and Literature in which four papers shall be set in each examination, and three hours shall be allowed for each paper.