

PART – III

BOARD'S RULES

BOARD OF INTERMEDIATE & SECONATRY EDUCATION, MULTAN

C O N T E N T S

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**CHAPTER-1
R U L E S
REGARDING ADMISSION OF CANDIDATES TO THE
SECONDARY SCHOOL CERTIFICATE EXAMINATION**

NOTE: The word imparting masculine gender shall be taken to include females: and word in singular shall include the plural and vice-versa.

1. COMMENCEMENT OF BI-ANNUAL EXAMINATION.

The Secondary School Certificate Examination shall be held bi-annually i.e twice a year, under part system on such dates and at such places as may be fixed by the Chairman/ PBOC. The nomenclature for the examinations shall be as under:-

- 1.1. Secondary School Certificate Annual Examination.
- 1.2. Secondary School Certificate Supplementary Examination.
- 1.3. And such other exams as may be assigned by the Controlling Authority.
- 1.4. The fresh candidates are not eligible to appear in the Supply Examination. However, candidates failing in two subjects or as a whole shall be eligible to reappear in the Supply Examination of the same year¹

2. CONDITIONS OF ELIGIBILITY REGULAR CANDIDATE FOR PART-I (9TH CLASS)

In order to be eligible to appear in the Part-I (9th class) Secondary School Certificate Examination, a Regular Candidate must have:

- 2.1. Passed, not less than one year previously, the 8th Class Examination or an examination recognized as equivalent thereto;
- 2.2. Enrolled in an institution for at least one academic years preceding the examination in the concerned Board;
- 2.3. Paid the prescribed enrolment fee to the Board at the time of his/her admission in Classes IX through the Institutions.
- 2.4. Have affixed required copies of his recent photograph and thumb impression attested by the person who signs the certificates mentioned in the rules.
- 2.5. Submitted his/her admission form and prescribed fee to the Head of Institution and the Head of institution is responsible to send this admission form to the office of the Board through Online² system and also submit hard copy of this form and bank challan together after attesting the admission form along with recent photograph of the candidate within such dates as may be fixed by the Chairman. The candidate should mention his /her “Bay form” number if the candidate has no “Bay” form then the Head of institution will put his own CNIC number in place of “Bay form” as an introducer³ while submitting online admission form. The Head of Institution also sign the following certificates:

- 2.5.1. Of possessing good moral character:

¹ Amended vide item # 21 date 10.5.93

² Amended due to computerization

³ Addition vide item #15 dated 31.10.2015

- 2.5.2. Of having completed at least 75 % of the attendances;
- 2.5.3. Of having filled all columns of admission form properly.
- 2.5.4. The minimum age of a candidate of 9th class is 13 years on 1st August of the year in which he /she will appear in the SSC (Part-I) Examination.¹ However the chairman has the power to relax this condition case to case basis.²

3. CONDITIONS OF ELIGIBILITY REGULAR CANDIDATE FOR PART-II(10TH CLASS)/COMPOSITE.

In order to be eligible to appear in the Part-II (10th class) Secondary School Certificate Examination, a Regular Candidate must have:

- 3.1. Taken the Part-I (Class IX) Examination at least one year previously;
- 3.2. Got promoted to Class X, not less than one academic year previously;
- 3.3. Have affixed required copies of his recent photograph and thumb impression attested by the person who signs the certificates mentioned in the rules.
- 3.4. Submitted his/her admission form and prescribed fee to the Head of Institution and the Head of institution is responsible to send this admission form to the office of the Board through Online system and also submit hard copy of this form and bank challan together after attesting the admission form along with recent photograph of the candidate within such dates as may be fixed by the Chairman. The candidate should mentioned his /her “Bay form” number if the candidate has no “Bay” form then the Head of institution will put his own CNIC number in place of “Bay” form as an introducer³ while submitting Online admission forms. The Head of Institution will also sign the following certificates:
 - 3.4.1. Of possessing good moral character;
 - 3.4.2. Of having completed at least 75 % of the attendances;
 - 3.4.3. Of having filled all columns of admission form properly.
 - 3.4.4. the minimum age of a candidate of 10th class is 14 years on 1st August of the year in which he /she will appear in the SSC (Part-II) Examination
 - 3.4.5. Of having satisfactorily performed the class assignments and the home task during his stay in the Secondary Classes ; and
 - 3.4.6. Of having devoted at least 72 hours to manual work and Civil Defence Training

4. RECORD OF STUDENT’S PERFORMANCE.

The Head of Institutions will keep proper record of attendances, Class assignments, home task, manual work and Civil Defense training referred to in Rule 3.4 (2, 4 &5).

5. COUNTING OF ATTENDANCE.

The attendances shall ordinarily be counted from the beginning of the 9th Class up to the 14th day before the commencement of the Secondary School Certificate Examination :

¹ Amended vide item # 3 dated 7.06.2012

² Amended vide item # 18 dated 15.02.2017

³ Addition vide item #15 dated 31.10.2015

- 5.1. In the case of a student who does not appear in the annual or supplementary Examination on account of shortage of attendances, the required percentage of the attendances may be counted in the school whether these two years are of 9th and 10th classes or of 10th class only.
- 5.2. If a candidate is short of the prescribed percentage of attendances at the time of submission of admission form and fee to the Board but is likely to make up the shortage in due course of time, the Head of the Institution may send up his admission form and fees provisionally to the Board subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage up to the 14th day before the commencement of the examination, the candidate becomes ineligible for the examination. The Head of the Institution shall withdraw his candidature by writing to the Controller of Examination, under registered cover failing which the admission fee will not be refunded.
- 5.3. If the candidate is not short of the prescribed percentage of attendances at the time of submission of admission form and fee to the Board but subsequently falls short of such percentage the Head of the Institution shall withdraw his candidature as defined under Rule 5.2.

6. WITH DRAWL OF CANDIDATURE.

The Head of the Institution may withdraw the candidature in accordance with the Rules 5.2 & 5.3 prescribed by the Board.

7. CONDONATION OF ATTENDANCE.

No deficiency in attendance will be condoned. However, in case of a candidate who was officially sent to take part in duly authorized Inter-institutional / inter-Board / Inter-provincial or national activities, the Lectures/ practicals delivered / held during that period will not be counted towards the total number of lectures/ practicals delivered / held for the purpose of calculating the prescribed percentage of lectures/ practicals attended.

A candidate whose deficiency is not made up, he shall be permitted to appear in the subsequent Annual Examination on completion of at least 75% attendance.¹

8. Admission forms dealing of Regular Candidates

- 8.1. After declaration of schedule for receipt of admission forms, the examination Branches will make allotment to the officials for receipt of admission forms, gender wise, institute wise and group wise.
- 8.2. After allotment according to Sr. 1, the examination branches will prepare a list of officials alongwith their code, detail of allotted institutions and provide the same to the Computer Section.
- 8.3. After termination of double fee schedule, the Computer Section will provide cut lists of regular candidates to the Examination Branches and these lists shall be in gender wise, institute wise, group wise, admission form number wise and official's code wise.

¹Amended vide item # 21 date 10.5.1993

- 8.4. After receiving the lists from the Computer Section, the officials of the Examination Branches will tally these lists with hard copies of admission forms to ascertain that there is no dummy data received in the Computer Section and if any discrepancy is found in the Computer soft data or hard data of the Branches, the concerned official will get correction in the Computer data. However, the Computer Section will be responsible for the correctness of data after all necessary corrections incorporate in the Computer Section through Examination Branches. Examination Branches will counter check the eligibility of the candidates and be responsible for that.
- 8.5. The Computer Section with the collaboration of Conduct Branch and Examination Branches will allot the Examination Centres to the Candidates in shuffled form and will provide the Centre Statement to the Examination Branches.
- 8.6. The Computer Section will allot roll numbers and provide the same to the Examination Branches for affixing on the hard copies of the admission forms. The Examination Branches will affix these roll numbers on the hard copies of admission forms according to the lists and put these hard copies in their safe custody for proper record.
- 8.7. After affixing the roll numbers on the hard copies, the Examination Branches will check the eligibility of the candidates at their own level to conduct error free examination.

9. CONDITION OF ELIGIBILITY OF PRIVATE CANDIDATES.

Private candidate will be permitted to appear either in Part-I (9th Class) only or in Part-I & Part-II at the same time. However if the private candidate will be appeared under Part System then all the rules of Part system will be applicable on him/her.

- 9.1. Submitted his/her Registration form through Online and also submitted hard copy of Registration form along with the bank challan of the prescribed fee to the Board together after pasting the recent photograph on the Registration form by such dates as may be fixed by the Chairman.
- 9.2. The Registration Form and photo must be got attested from any Headmaster /Headmistress/Principal or his/her nominee of any Govt. High/Higher Secondary School.
- 9.3. Submitted his/her admission form through Online and also submitted hard copy of admission form along with the bank challan of the prescribed fee to the Board together after pasting the recent photograph on the admission form by such dates as may be fixed by the Chairman with the following certificates signed by an authorized person:¹
 - 9.3.1. Of possessing a good moral Character:
 - 9.3.2. Of having paid the prescribed fees to the Board.

¹Substituted under computerization.

- 9.3.3. Of belonging to, or residing in, an area falling within the territorial limits of the Board.
- 9.3.4. Of not simultaneously being a candidate for any examination to be held by this or any other Board or University:
- 9.3.5. Of having filled all columns properly.
- 9.3.6. Of not having been on the rolls of any institution recognized by this or any other Board or university at any time after 24th December of the year preceding the Secondary School Certificate Annual Examination, and 31st December of year preceding the SSC Supplementary Examination and (previous Rule) provided that the Chairman may allow such a candidate to appear as a private Candidate on the request of Head of Institution two months prior to the commencement of Examination with sound justification for disallowing him to appear as regular candidate of that institution if otherwise eligible.¹
- 9.3.7. the minimum age of candidate for 9th class shall be deemed as 13 years on 1st August of the year in which he /she will appear in the SSC (Part-I) Examination and 14 years on 1st August of the year in which he /she will appear in the SSC (Part-II) Examination²
- 9.3.8. Of having completed the Nazira' Quran khawani
- 9.4.** Affix required copies of his recent photograph and thumb impression duly attested by the person who signs the certificates mentioned in the foregoing rules provided that a Private candidate shall not be eligible to appear in Science Group of the SSC Examination unless he/she has:-
- 9.4.1. Appeared in the examination in all such subjects which contain Practicals i.e. Physics, Chemistry, Biology and Computer Science etc previously and failed³
- 9.4.2. Any candidate can appear in Science Group or other Subjects having Practicals as Private if the Govt. allows and there is no need of any certificate regarding Practical.⁴
- 9.4.3. The Private candidate should mentioned his /her "Bay form" while submitted his/her online admission form if the candidate has no "Bay form" number then the Attesting Officer/father/ mother/ guardian will put his/her own CNIC number in place of "Bay form"⁵
- 9.5.** The following persons shall be authorized to sign/attest the certificate mentioned in 8.2:-
- 9.5.1. Head of the affiliated High/ Higher Secondary Schools or his/her nominee not below the rank of Grade 17, as under :-
- 9.5.1.1. In case of regular candidates Head of the concerned High/ Higher Secondary Schools or his/her nominee not below the rank of Grade17.
- 9.5.1.2. In case of Private candidates

¹Changed via item # 21 and 3.2.1993.

²Addition via Item # 3 dated 6.07.2012.

³ Substituted via item # 16 dated 12.05.09

⁴ Amended via Board meeting 4.12.02.

⁵ Addition via item #15 dated 31.10.2015

9.5.1.2.1. Headmaster/Headmistress/ Principal, of High/ Higher Secondary Schools or his / her nominee not below the rank of B.S. 17 of the station proposed as examination centre or from the nearest institution within the jurisdiction of the Tehsil Headquarter. Three copies of his/her specimen signatures will be supplied to the Board's office for record.

Heads of private affiliated Institutions or their nominee may also attest the admission forms of their fresh / old students.¹

9.5.1.2.2. Commanding Officers in case of military personnel.

9.5.1.2.3. Superintendent jail in case of prisoners.

9.5.1.2.4. Member Board

9.4 The authority attesting the admission form shall be required to:-

9.4.1 Certify that the photo and admission form of the same person has been attested and name of the candidate has been written on photographs.

9.4.2 Put his full signature on the photograph and admission form of the candidate.

9.4.3 Certify that the candidate has mentioned his/ her mark of Identification in the admission form.

9.4.4 If any candidate is found to be involved in impersonation then the powers of attestation should be forfeited and disciplinary action would be started against the attesting authority.²

10. Admission forms dealing of Private Candidates

10.1. After termination of double fee schedule, the Examination Branches will read the Bar Code of admission forms. The Computer Section will provide cut lists of Private Candidate to the Examination Branches for checking of eligibility of the candidates and to ascertain that there is no dummy data available in the Computer Section as well in Examination Branches. However, in case of any discrepancy, the Examination Branches will get it corrected from the Computer Section. The Examination Branches will ensure that all the admission forms have been bar coded as per approved schedule.

10.2. The Computer Section with the collaboration of Conduct Branch and Examination Branches, will allot the Examination Centres to the Candidates in shuffled form and provide the Centre Statement to the Examination Branches.

10.3. The Computer Section will allot roll numbers and provide the same to the Examination Branches for affixing on the hard copies of the admission forms. The Examination Branches will affix these roll numbers on the hard copies of admission forms according to the lists and put these hard copies in their safe custody for proper record.

¹ Amended vide item #13 dated 26.4.2018.

² Addition under Board meeting dated 6.03.2010.

10.4. The Computer Section will initiate all possible checks for the eligibility of the candidates in its computer program so that no candidate (who is ineligible) shall submit his/her admission form and if any candidate is succeeded, the Computer Section will be held responsible. Moreover, the checks will be provided by the Examination Branches. However the Examination Branches will counter check the eligibility of the candidates and if any discrepancy will be pointed out later on then the concerned official of Examination Branches will be held responsible.

11. PRIVATE CANDIDATE FROM OUT SIDE THE TERRITORIAL LIMITS.

The Secondary School certificate examination shall also be open to a private candidate residing permanently or temporarily in or belonging to a place within the territorial limits of the Board other than that of Multan-Board. Such candidates shall produce the following certificates in addition to the certificates mentioned in Rule-8:-

11.1. That he has been residing permanently or temporarily in or belonging to a place within the territorial limits of the Board other than that of Multan Board.

11.2. That the relevant Board has no objection to the candidate for taking the examination conducted by the Multan Board.

12. CONDITIONS OF PART SYSTEM EXAMINATION.

12.1. The Admission in Part-I (9th class) will be made in accordance with the schedule approved/ issued by the respective Board.

12.2. It is compulsory for the regular candidates to participate in Board's Part-I (Class 9th) Examination.

12.3. Once Enrolment /Registration of a candidate with the Board for Part-I (9th Class) will also be valid for Part-II (10th Class) SSC examinations.

12.4. The candidates should complete 75% attendance as a regular candidate in respective institutions in each class.

12.5. The duration for theory & practical examination will be in accordance with the published syllabi/curriculum.

13. RE-ADMISSION IN PART-I(9TH CLASS).

No institution will be permitted to demote those students who got less than 33 % marks in Part-I (9th class) examination. However, the candidates obtaining more than 33% marks or less than 33% marks in subject/s can get re-admission in Part-I (9th class) within two years after declaration of result either in same group/combination or any changed group/combination. Such candidates can get re-admission after depositing re-admission fee (as fixed by the Board) either in the same institution or in any other institution Provided that admission should be within the schedule issued by the Board.¹

¹Amended vide item # 7 dated 11.10.013

- 13.1.** However, the pass candidate will get re-admission after getting cancellation of his/her result from the Board submitting an undertaking on stamp paper that he / she never appeared in 10th class. The application for cancellation of result must be reached in the Controller Office within fifteen (15) days after declaration of result. Moreover he/she will not be entitled for the position at any stage. Position will be the right of those students who admitted first time in the institution.¹Moreover re-admission opportunity will be given only once in his /her academic session.

14. DIFFERENT CONDITIONS FOR TAKING EXAMINATION.

- 14.1.** If an institution cannot send admission form of a candidate for Part-I (9th Class) owing to some unavoidable circumstances, such candidate will appear in Part-I (9th Class) examination next year. In case of Part-II (10th Class), the admission form of such candidates will be sent by the head of the institution in the supplementary examination of Part-II (10th Class).
- 14.2.** There will be no supplementary examination for Part-I (9th Class).
- 14.3.** If a Private candidate who appeared in Part-I (9th Class) Examination and obtained less than 33 % marks in any subject/s or remained absent in that part will be allowed to re-appear in Part-I(9th class) Examination in any group at any time provided he did not appear / absent in Part-II (10th Class) Examination.
- 14.3.1.** If a regular /private candidate who passed his Part-I (9th Class) Examination and did not appear in Part-II Examination beyond the period of two years such candidates will be allowed to re-appear in Part-I (9th Class) Examinations as a private² candidate.
- 14.4.** A candidate who could not appear in the examination owing to some unavoidable circumstances after sending admission form & those who want to improve their grades or marks will be able to appear in the forthcoming examination.
- 14.5.** If a regular candidate appeared in Part-I (9th Class) and cannot continue his/her studies due to unavoidable circumstances, he/she can appear in private capacity in Part-II (10th Class) examination if otherwise eligible.
- 14.6.** In case of any hardship (unavoidable situation), a candidate can apply for cancellation of any of his/her paper one month before the declaration of result of Part-II after depositing fee @ Rs. 2000/ per paper per month. In this situation his/her result of Part-I and right to appear in Part-II will remain intact. ³

15. CHANCES

- 15.1.** To qualify for the grant of Secondary School Certificate examination a candidate shall be provided with maximum of four consecutive opportunities which will commence from and include the examination in which a candidate appears for the first time provided that the

¹ Addition vide item # dated 26.09.2014

² Addition vide item #8 dated 24.06.2014.

³ Amended vide Board's decision dated 19.06.2017

candidate must pass in at least six out of eight subjects in order to be eligible to reappear in the failing/left over subjects, in the second, third and fourth attempt.¹

- 15.2.** If a candidate fails to qualify the annual examination and is allowed to re-appear in the failing subjects shall be given three chances to clear the failing subjects and after qualifying the examination, shall be granted a certificate having passed the examination “by parts”.²
- 15.3.** No additional examination (theory or Practical) opportunity shall be provided to the candidate in lieu of an opportunity missed for any reasons except the following cases.
- 15.3.1. Candidates being involved in cases of alleged use of unfair means but acquitted and the decision is taken so late that the period of the chances already permitted expires.
- 15.3.2. Candidates whose results are remain incomplete for no fault of the candidate and completed late and resultantly they miss the permitted chances.
- 15.3.3. The candidates of the above said categories shall have the option to appear in the next examination immediately following the declaration of their results. In case the result is not declared forty days before the commencement of the next examination; they would have the option to appear either in the immediate next examination or the next following examination.
- 15.3.4. A candidate who fails to qualify the examination in the failing subjects in the permissible three consecutive attempts may repeat the examination as fresh candidate in any subsequent annual examination with any combination of subjects.³
- 15.3.5. A candidate who is blind or deaf and dumb may qualify the examination without any restriction to the number of examination opportunities/attempts referred to above and they will be exempted from reappearing in the papers in which they have once passed.⁴
- 15.3.6. A candidate who appeared in the examination but failed in one or two subjects shall be eligible to reappear in the same subjects only in the next three consecutive Examinations unless he appears as a fresh candidate (full combination) in any subsequent examination.⁵
- 15.3.7. Change of subject/s shall be governed under the relevant rules contained in Chapter 11.
- 15.3.8. A candidate who has failed to appear in one or more than one subject of an examination shall be treated to have failed to secure pass marks in the subject/subjects.

¹ Amended vide item # 5 dated 27.03.012.

² Changed vide item # 21 dated 10.05.1993

³ Changed vide item # 21 dated 10.05.1993

⁴

⁵ Changed vide item # 21 dated 10.05.1993

15.3.9. A candidate who failed to appear as a whole, will be treated as absent for the examination and no result Card will be issued.

15.3.10. A candidate accepted for an examination who remained absent throughout the examination will be permitted to appear in the next Annual examination in all the subjects on payment of fresh fee.

16. SCHEME OF STUDIES

The scheme of studies for the SSC Examination including subjects, combination of subjects, Groups, their Weightage in terms of marks, number of papers for a subject, the duration of each paper etc., shall be such as may be prescribed by the Govt. from time to time.

17. MEDIUM OF EXAMINATION

17.1. The medium of examination in all subjects except English shall be Urdu, provided that nothing in this Rule restricts the translation of an English passage into Urdu and vice versa.

17.2. The medium of Examination shall be Urdu or English. The candidates adopting English medium of Examination must indicate the subjects in which he / she wants to appear in English medium in the relevant column provided in the admission form, failing which, he will have to appear in Urdu medium. No separate special permission is required for appearing in English medium.¹ (According to Govt. Policy Both the mediums are in vogue.)

18. PASS MARKS

In order to pass a subject, a candidate must obtain at least 1/3 of the total number of marks allotted to the subject from time to time provided that:-

18.1. A fraction in the minimum pass marks shall be ignored; and

18.2. If a subject consists of theory and practical papers, it shall be compulsory to pass in both the components separately.

18.3. When the result of Part-II (10th class) will be compiled, at that time, the candidate will be given / awarded 1% grace marks of total number in order to pass Part-I & Part-II examination. No such grace marks will be given /awarded in Part-I during result compilation, so that if a candidate is not willing to take this opportunity, he/ she will be given the chance to produce a stamp paper duly attested by the Principal/ Head of the institution at least 30 days before the commencement of next examination that he/she should be considered fail in grace makes subject/subjects. Moreover, he/she will mention in the stamp paper that he/she has not either taken admission in any college or get job on the base of such grace marks result card & he/she will not demand such result card next time. After the provision of such affidavit the candidate will be allowed to appear in failed subject/subjects provided that the candidate has the chances of compartments. Such candidates will not be worthy for grace marks. The option once exercised by the candidate shall be final and irrevocable.

19. QUALIFYING CONDITION.

¹ Amended in Board's meeting 17.10.1999

- 19.1.** The final result of SSC (pass or fail) will be based on total marks obtained by the candidate in class 9th & 10th class examinations. Students of Part-I (9th class) having less than 33% marks in any subject/s will be eligible to appear in Part-II (10th class) examination if he/ she wants to otherwise, their result will be compiled on the basis of obtained marks of Part-I & Part-II. The examination of class 9th & 10th will be considered as one examination and candidate's presence in all subjects at all allotted examination centers will be compulsory. No additional chance will be given due to illness or some other reasons and candidate will be considered absent from the examination centre.
- 19.2.** To qualify for the grant of Secondary School Certificate a candidate must pass all the subjects included in part- I & II of the scheme of studies taken together.¹
- 19.3.** Candidates of Part-I (9th class) will be sent only result intimation. Grades will be assessed on the basis of total marks of Part-I (9th class) and Part-II (10th class).
- 19.4.** Candidate's total obtained marks and grades will be mentioned in his/her certificate.

20. PLACEMENT IN GRADE.

- 20.1.** Candidate, who has qualified for the grant of Secondary School Certificate, shall be placed in one of following grades:-

PERCENTAGE MARKS	OF	GRADE	REMARKS
80 % and above		A+	Represents Exceptional
70 % and above but below 80 %		A	Excellent
60 % and above but below 70 %		B	Very Good
50 % and above but below 60 %		C	Good
40 % and above but below 50 %		D	Fair
Minimum pass marks and above but below 40 %		E	Satisfactory

Provided that the marks obtained by a candidate in a subject in which he has failed shall not be included in the aggregate of marks obtained by him.

- 20.2.** The performance of a candidate in the subject of "Z" list would reflect the certificate in the form of a letter grade as awarded by the institution as a result of internal assessment.

21. CONCESSIONAL MARKS TO PASS THE EXAMINATION:-

- 21.1.** A candidate who is short of 1% marks allotted to the scheme of studies will be awarded the requisite number of marks at the time of preparation the result of Part-II,(10th class) (i.e. 1100), in order to pass him/ her Part-I (9th class) & Part-II(10th class) examination /subject to the condition that such concessional marks will not be physically added

¹ Amended vide item # 21 dated 10.05.1993

to the aggregate. A fraction in the concessional marks shall be counted as one. However grace marks will be granted during the preparation of Part-I result.

21.2. 1% grace marks will be awarded to students of Wafaq-ul-Madaris on the analogy of Secondary School and Intermediate pattern.¹

21.3. No grace marks shall be given to the candidates who, after having passed the Languages Examination / s , appear in the Examination , under Rule 24.

- (i) English only
- (ii) English with two Subjects: and
- (iii) Remaining subject after having already passed English only.
- (iv) Additional Subject/s.
- (v) Improvement of marks.

21.4. Award of Grace Marks to the candidate/s to pass the examination under improvement of Marks Category:

No Grace Marks shall be given to the candidate falling under this category.

22. SCHOLARSHIPS.

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

22.1. Only those candidates shall be entitled to award position, medals& prizes who, pass the Annual Examination as a whole in first attempt at one and the same sitting within two years after registration in 9th class.

²

22.2. A candidate once failed in the examination and thereafter pass the same examination in one attempt shall not be entitled for the awards. In future those candidates who concealed the facts, their medals, scholarships, merit certificates and prizes etc., can be withdrawn at any stage.

22.3. On the basis of results of Secondary School Certificate Examination, One National Talent Scholarship shall be awarded by the Board for every 1000 candidate passing the examination. 500 or more candidates shall be counted as a thousand and less than 500 candidates shall be ignored for the purpose of determining the number of scholar ships.

23. IMPROVEMENT OF MARKS.

The candidates of the following categories who passed the SSC Examination: are entitled to improve the aggregate of marks in one opportunity in the parent Board by reappearing as a private candidate within a period of two year of passing the said Exam.

23.1. As per rule for the purpose of improvement of division or grade or marks a candidate who has passed the SSC (Part-II) Examination will be provided with one examination opportunity in current / prevalent syllabus within a period of two years³ in same subject/ group in which

¹ Addition vide item # 9 dated 27.03.2012.

² Addition vide Item # 11 dated 31.10.2014

³ Substituted vide item#04 dated 17.02.2015.

he /she has previously passed the examination. It will be discretion of a candidate whether he/ she appears for improvement of marks as a whole or in Part-I or in Part-II or in subject/ subjects. However if he/she appears for improvement of marks in the subject/subjects he/she will be bound to take both paper i.e. Part-I & Part-II. In the paper consisting of theory and practical improvement of marks shall be determined on the basis of total marks after obtaining requisite pass marks in each component separately, whereas on improvement of marks in other papers improved result shall be issued. In case a candidate fails to improve his/ her division or grade or marks, his/her previous result will remain intact.⁴

Explanation

- 23.1.1. If a candidate appears in whole part for improvement of grade/marks and obtains higher marks than his / her previous examination, his/her grade stands improved despite of that he / she obtains less marks than the previous in one or more papers.
- 23.1.2. If a candidate appears in subject/s, he/she is bound to appear in both parts of that subject/s. In case he /she obtains more marks in this subject (paper Part-I + Paper Part-II) than previous marks in the same subjects will fall in the category of improvement and if he/she obtains less marks will fall in the category of not improved and his/ her previous status in this subject will remain intact.
- 23.1.3. .If a candidate appears in more subjects for improvement, and gets more marks in one subject and fails to get more marks in other subjects, then the subject in which he/she got more marks than previous will be considered improved in that subject only while his/her previous marks will remain intact in the subjects in which he/she fails to improve.
- 23.1.4. .If a candidate appeared in more than one subjects and remained absent in one subject while the other subjects improved then he will be awarded improved marks in those subjects in which he/she improved and the old marks will be given in the subject in which he/she did not appear.
- 23.2.** A candidate, after passing his /her Part-I(9th Class) Examination, could improve his/her marks of Part-I(9th Class) Examination along with Part-II Examination. For this purpose he/she will be bound to forgo his/her Part-I result after depositing of prescribe fee @. In such a case, no further examination opportunity will be given to him/her improving his/ her marks.
- 23.3.** If a candidate after taking Part- 1st Examination desires to re-appear /repeat some paper/s along with Part-II he/ she will be allowed to do so. For this purpose he/she will be bound to forgo his/her Part-I result of those paper/s after depositing of cancellation fee @ Rs.1000/- per paper per month upto issuance of admission schedule. In such a case no further examination opportunity will be given to him/her for improving

⁴ Substituted in Board's meeting 16.06.2007 & clarification 7.02.2013.

his/her marks and he/she will also not eligible for any position/ Medal/Prize.

- 23.4.** A candidate who has passed the examination by taking the benefit of concessional marks in any subject/s, and wants to improve the marks in part-I or Part-II or subject, he /she will have to appear in the subject/s in which he has earned the concessional marks and must pass that subject/ subjects otherwise he/she will be declared fail to improve the marks.
- 23.5.** Candidates appearing under category (23.1) or (23.2) if successful in improving the aggregate of marks shall be granted a new certificate on surrendering his previous certificate for cancellation. The chance available to the candidate for improvement of marks in category (23.1) or (23.2) will be considered consumed when he physically appears in the examination whether in one or more papers. A candidate who fails to improve his marks shall retain his original certificate. More over those candidates who passed two subjects through any Board at SSC/HSSC level after passing the CGE “O” & “A” level Examinations extended this facility to the candidates of Sanvia Amma/Saniva Khassa/ Al-Suna Sharqia Examinations.
- 23.6.** A candidate who improves the marks may renounce his improved marks and opt for the restoration of original marks for obvious reasons provided he intimates his option to the Controller of Examination of the Board within three months after the declaration of the result of last examination taken by him under the rules. Option so exercised shall be final and shall not be revocable at a later stage.

24. SSC AFTER ADIB, ALIM.

A Candidate who has passed the Adib, Alim Examination of the Board or an examination recognized as equivalent thereto may appear in SSC Examination, in:-

24.1. ENGLISH ONLY with Urdu, Islamic Education, Pakistan Studies, ¹on qualifying the same would be granted a Certificate to that effect:

24.2. ENGLISH WITH TWO SUBJECTS:-

English, G. Math or Pakistan Studies and one other subject from the General group not being a Language, on qualifying in these subjects will be granted the Secondary School Certificate. The Grade of such a candidate shall be determined on the basis of the aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above according the criteria given in Rule 20.1.

24.3. REMAINING SUBJECTS:-

A candidate who has passed in English only with Urdu, Islamiyat, Pakistan Studies of the Secondary School Certificate standard shall be permitted to appear in the remaining subjects in full combinations of any Group that he intends to offer except English in the Secondary School Certificate Examination, and on passing in the remaining subjects shall be granted a certificate to that effect (i.e. Remaining subjects) . The grade of such a candidate shall be determined on the basis of the aggregate of marks secured by him and total number of

¹ Vide IBCC letter No. 608/36 dated 12.2.2016

marks allotted to the subject referred above according to the criteria given in Rule 20.1.

25. ALTERNATIVE TO COMPULSORY URDU.

A candidate falling in any of the following categories may be permitted to take the subject of “Geography of Pakistan” in lieu of the Compulsory Course of Urdu:-

- 25.1. A student of foreign origin or student of Pakistan origin who has acquired foreign nationality or foreign national who never had an opportunity to study Urdu up to the level of Secondary School Certificate Exam.
- 25.2. A Pakistani national who has remained abroad continuously for a period of three years preceding the examination and did not have an opportunity to study Urdu up to the Secondary School level in the foreign country: and
- 25.3. A Pakistan national whose mother tongue is Bengali and who is not proficient in Urdu.

26. ADDITIONAL SUBJECT.

26.1. A candidate who has qualified for the grant of the Secondary School Certificate or an examination recognized as equivalent thereto, may appear on prescribed fee and form in any subsequent examination, in a subject or subjects not offered by him previously before taking higher examination¹, in the same Board from where he /she has passed the SSC. Such a candidate shall, on passing the relevant subject/s in the same sitting be granted a certificate to that effect i.e. additional subject/s. Moreover, if the candidate appeared in more than one subject he/she must pass all the subjects in the same sitting. Provided that on qualifying an additional subject/s will not be allowed to improve the marks.

26.2. A candidate who has passed the Secondary School Certificate Examination by qualifying in seven subjects, under rule 13 would be free to qualify the eighth subject before taking the next higher examination. Such a candidate shall on passing the said subject, be granted a certificate to that effect i.e. an additional subject. However, he may get a combined certificate on the basis of result of both the examinations on payment of prescribed fee after surrendering the certificates issued to him previously. (After the introduction of part system examination the candidate is bound to pass all the eight subjects).

Provided that on qualifying additional subject/s under rule 26(1 & 2), he will not be allowed to improve the marks in that / those subject/s.

27. UNFAIR MEANS CASE

A Candidate who was debarred for use of unfair means may be allowed to appear in the subsequent Examination after expiry of the period of

¹ Amended vide item #01dated 26.04.2018

disqualification in the current syllabus enforced in full combination of subjects.¹

27.1. A candidate who was taking the examination of Part-I and unfair means case registered against him/her. He/ She will be eligible to take exam of both Parts i.e. Part-I & II after expiry of punishment period, provided that he/she is otherwise eligible.

27.2. A candidate who was taking examination of Part-I, one or two failing subjects of Part-I along with Part-II or some papers of Part-II and a UMC has been registered against him/her either in Part-I or Part-II paper, he/ she will be debarred for both the Parts completely.

27.3. A candidate who has passed part-I examination and is taking the exam of Part-II, if a UMC has been registered against him/her. He /She will have to appear in Part-II only after expiry of punishment period. However such opportunity will not be applicable to the candidate of Part-II with last chance, he or she will take the examination of both the Parts as a fresh candidate.

27.4. A candidate, who was taking a papers of Part-I with last chance along with Part-II or failing papers of Part-II and if UMC has been registered against him he / she will be disqualified for both the Parts. He may take the examination of both the Parts after the expiry of disqualification period. Provided that he/she is otherwise eligible.

At the time of issuing the disqualification letter to a candidate of Part-I, Part-II or Composite shall not be mentioned in the letter. However at the time of issuing a charge sheet the Part can be mentioned in the column of subject.

28. TRANSFER FROM OTHER BOARD.

28.1. Any candidate who appeared in part-I (9th class) from one Board and eligible to appear in Part-II (10th class), he /she may appear in the failing subject/s of part-I (9th class) examination alongwith Part –II examination from any other Board under set/prescribed rules. This opportunity will be given only once in his /her academic session. Similarly any candidate who appeared and failed in all subjects of annual examination from one Board can appear in supplementary examination of any other Board after getting N.O.C.

Such a candidate shall, for all other purposes, be governed by the rules and regulations of that Board. Provided further that the contents of course of each paper cleared by him/her in the former Board are the same as prescribed in Multan Board. In case of any substantial variation, the candidate shall be required to pass that paper/ subject afresh in Multan Board. The decision of the Chairman based upon the recommendations of the concerned Convener for Committee of Courses in this regard shall be final. Such a candidate shall, for all other purposes, be governed by the rules and regulations of the Board.²

28.2. The candidates of the following services may also be permitted to complete their examination in this Board on producing no objection

¹ Amended vide Item # 21 dated 15.05.1993

Addition according Part System Rule

² Amended vide item # 17 dated 8.04.2006

certificate and Detailed Marks Certificate from the concerned Board in the event of their Guardian / parents transfer from one jurisdiction to another jurisdiction:-

28.2.1. Defense Services;

28.2.2. Central / Provincial Services.

28.3. The student/s who has paid admission fee and had filed admission papers with a Board where their parents were working/residing will be allowed to appear in the Examination of the new Board in whose jurisdiction their parents had been transferred/shifted and they had to accompany with them¹.

In such a case the admission form and the fee will be transferred to the new Board to enable the student to appear in the respective examination.

29. SCHEDULE OF FEE & ACCEPTANCE OF FORMS.

29.1. Each Regular candidate of recognized Institution of Private Sector and private candidate shall bound to pay admission fee as prescribed by the Board at the time of submission of admission form within the schedule.

29.2. Registration+ processing fee + Sports fee as prescribed by the Board shall be payable by each Regular candidate at the time of his admission to the 9th class in recognized Institutions.

29.3. Each Private Candidate will pay an Registration + Sports fee, as fixed by the Board from time to time at the time of Registration for the forthcoming Annual examination.² This Registration fee will be payable once for an Examination. However, Sports fee will be payable at every subsequent attempt.

29.4. Each and every candidate will pay Rs.30/- toward “Scholarship Fund” for the purpose to facilitate the deserving and talented students³.

29.5. Registration/Admission fee of the students, who admit in Government Institution as well as the schools which are assisted by the Punjab Education Foundation, be waived of. Moreover, in case of PEF Schools:-

29.6. The waiver shall be extended only to those students, whose names are duly verified and provided by the Punjab Education Foundation to concerned Board of Intermediate & Secondary Education.

29.7. The waiver is only to the extent of Registration and Examination Fee levelled at SSC level and does not apply to any other ancillary fees/funds charged by Boards of Intermediate & Secondary Education in the Punjab.⁴

29.8. The blind or deaf and dumb candidates are exempted from charging any original fee i.e. Admission, Registration and Certificate etc⁵.

¹ Amended vide item # 17 dated 8.04.2006

² Addition vide item # 14 dated 8.12.2018.

³ Inserted vide item #12 dated 23.12.2017.

⁴ Addition vide item # 4 dated 9.04.016

⁵Addition vide item #6 dated 29.03.2011

29.9. Board's employees, their children and children of deputationists should be exempted from all kinds of fee for ever.

29.10. The admission forms and the prescribed fees may be accepted after the last dates fixed for such acceptance on payment of late fee at the following rates:-

29.10.1.	<u>First phase:</u>	Without late fee.
29.10.2.	<u>Second Phase:</u>	With late fee equal to the amount of examination fee.
29.10.3.	<u>Third phase:</u>	With late fee equal to three times of the amount of examination fee.
29.10.4.	<u>Fourth Phase:</u>	With late fee equal to three times of the amount of examination fee+500/- per day extra fee after the date of receipt of admission form with triple as fixed time to time ¹ .

Note: - Examination & Registration fee with regard to prisoners has been waived off, who are facing six months or above imprisonment. However such candidates will not be eligible for this facility who are in judicial custody. ²

30. CANDIDATIONS OF ACCEPTANCE OF ADMISSION FORM.

30.1. The application for admission and fee of a candidate may be accepted on payment of double the ordinary fee prescribed for the examination as fixed by the PBCC.

30.2. The admission form and fee of a candidate with triple the examination fee shall be accepted up to the seventh day after the last date for receipt of admission forms with double the ordinary fee as fixed by the PBCC.

30.3. The admission form and fee of a candidate with triple + 500/- per day extra examination fee shall be accepted up to the 10 day before commencement of examination. However in case of regular candidates a flat rate of Rs. 500/- per day be leveled upon the institution failing to submit the admission forms within the triple fee schedule upto 10 days before the commencement of examination. In case of Govt. Institution/ some deserving institution/ deserving candidates, the Chairman will be authorized to give relief in fine/period on case to case basis. ³

30.4. If a candidate pays less than the prescribed fee, he/she shall have to pay Rs.100/- as penalty / service charges in addition to the less deposited fee and late fee if any. ⁴

30.4.1. The Roll No. Slip of fee defaulters will not be issued at any cost to avoid audit objection.

¹ Amended vide item # 7 dated 8.12.2007

² Addition in Board's meeting 9.04.2010

³ Substituted vide item #16 dated 09.04.2016.

⁴ Addition vide item #27 dated 29.9.1994

30.4.2. Fee defaulter will be informed in black and white to deposit the residue amount within one week including Rs.100/- as postal charge.

30.4.3. The chairman has the powers to accept or reject the admission form of any candidate after expiry of phase fourth.

30.4.4. If any fee defaulter contacts the office after start of examination provided that his paper is yet to be scheduled, the Chairman is empowered to accept or reject the admission form, in case of acceptance of admission form, triple fee + fine will be charged.

30.5. If the result of a candidate is declared late, except for reason of any default on his part, and the candidate has to reappear in a subsequent examination, the admission form and the prescribed fee of such a candidate for that examination may be accepted without the payment of late fee within 10 days from the date of declaration / dispatch of his result or the date fixed for the submission of forms and fees without late fee, whichever is later.

30.6. The candidate remaining absent in an examination throughout may not be reminded to clear the outstanding dues. No candidate shall, however, be allowed to appear as a fresh candidate in any subsequent examination unless he clears the previous outstanding dues against him.

31. PRACTICAL EXAM.

The Practical Examination in the subjects of Physics and Chemistry will be held together at one and the same centre by one and the same Examiner. The duration of the Practical Examination shall be of two hours.

32. SULLABI OF THE EXAM.

The candidate of all the categories including those who intend to improve their marks or to reappear shall take the examination in the current syllabi.

33. RESTRICTION TO APPEAR IN THE EXAM.

No one who has passed an examination conducted by the Board shall be permitted to reappear at the same examination except as may be specifically provided in the Regulations or Rules for the examination concerned.

34. CORRESPONDENCE.

34.1. All correspondence pertaining to examination conducted by the Board shall be addressed to the Controller of Examinations of the Board and be delivered in the office by the dates to be prescribed by the office from time to time.

34.2. In case of regular candidates all correspondence pertaining to examination conducted by the Board shall be made through Head of Institution & in case of Private Candidates, through their home address which mentioned in their admission forms

35. EXCLUSION FROM THE EXAMANTION.

Notwithstanding anything contrary to the provisions pertaining to an examination, the Chairman shall have the power to exclude any person

from any examination if he is satisfied that such a candidate is not a fit person to appear in it.

36. BAR ON TAKING THE EXAMINATION.

Notwithstanding anything contrary to the Rules, no candidate who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear, shall be admitted to the examination.

37. RESTRICTION ON DISQUALIFICATION.

No candidate who has been debarred or expelled or rusticated by any examining body / institution shall be admitted to any examination before the expiry of the period for which he has been disqualified.

38. OPTION TO REAPPEAR CANDIDATE TO APPEAR IN FULL COMBINATION AND VICE VERSA.

38.1. A candidate permitted to reappear except under Improvement of Marks Category may at his own option be declared as 'failed' and treated accordingly for the purpose of re-examination, if otherwise eligible.

38.2. Such a candidate shall communicate his option to the controller of Examination within 30 days of the declaration of his result.

38.3. The option once exercised by the candidate shall be final and irrevocable.

38.4. A candidate who appeared in Part-I (9th class) Examination and got less than 33% marks in Paper/s and wants to appear in these papers alongwith Part-II (10th class) Examination, even after the submission of admission form, he may be allowed on the request made on simple paper at least 30 days before the commencement of examination with a fee of Rs.1000 and thereafter, following fee would be levied, if the request for change of option is received:-

38.4.1. Within less than 30 days before the commencement of examination. Rs.2000/-

38.4.2. After the commencement of examination, 20 days after the declaration of the result. RS. 2500/-¹

38.5. A candidate who appeared in Part-I (9th class) Examination and got less than 33% marks in Paper/s or allowed to re-appear in Part-II (10th Class)/Composite but mentioned full paper/s of Part-I(9th Class) and Part-II (10th Class) / Composite in the admission form, will also be permitted to appear in his failing subjects only, if otherwise eligible, on his request which should reach the office at least 30 days before the commencement of examination and thereafter, the fee prescribed under rule 38.4.1 and 38.4.2 will be charged

38.6. A candidate who wants to appear only in Part-I (9th class) Examination but mistakenly mentioned all the papers of Part-I (9th Class) and Part-II (10th Class) may be allowed to appear in Part-I (9th Class) on the request made on simple paper prior to commencement of examination with a fee of Rs. 2000/- and a fee of Rs.2500/- within 20 days even after the declaration of current result. In case of non-submission of proper

¹ Amended vide item # 7 dated 15.02.2017

application within stipulated period, the candidate will be considered absent in Part-II and declared as “ Fail”.

- 38.7.** A candidate who had already passed Part-I (9th Class) examination, applies to appear in Part-II (10th Class) examination and the same time, mistakenly, mentioned all papers of Part-I(9th Class) and does not appear in Part-I(9th class) examination . Such candidate, on his/her written request subject to payment of fee of Rs.2000/-, can keep his previous result intact within 20 days even after declaration of current result.¹

39. GENERAL RULES REGARDING PART SYSTEM.

- 39.1.** The examination of SSC Part-I (Class 9th) will be conducted separately from 2008 and in 2009 onwards. The examination of Part-I (9th class) & Part-II (10th class) will be held under part system.
- 39.2.** Examination of SSC Part System will be conducted in accordance with the Ministry of Education (Curriculum Wing) Islamabad, vide its notification F-1-7/2002 T.B.B. Dated 20th May, 2003.
- 39.3.** According to this Scheme, total marks of SSC examination will be 1100. The classification of subjects & papers with number per subject will be as follows:^{*2}
- 39.4.** The students learning achievements will be determined on the basis of knowledge, comprehension, applications and analysis.
- 39.5.** The question papers will comprise of three parts. The detail is as under:
- 39.6. SETTING OF QUESTION PAPER**
- 39.6.1. Objective part consisting of 20% & MCQs will be set on the pattern of O- Level Examination.
- 39.6.2. Short Questions part will be 50%
- 39.6.3. The Weightage of descriptive answer question will be 30%.
- 39.7.** Questions of objective section/ part will be compulsory while subjective section/ Part-I & Part-II will have 33% choice in the question papers.
- 39.7.1. It is essential that the questions will cover all chapters of book or syllabus.
- 39.8.** The objective type question will be solved on the bubble sheet which will be attached with the answer book. However, short questions and descriptive will be solved on the Answer Book.
- 39.9.** No candidate will be permitted to carry objective paper or any part (question) of objective paper with him/her outside the examination centre.
- 39.10.** Overwriting /Cutting in the answer sheet on the objective type item paper will be considered as wrong/incorrect.
- 39.11.** Only blue ink is allowed for solving the answer sheets. Scientific Calculators will be allowed subject to requirement of question paper unless it is prohibited e.g. likewise minicomputers are not allowed in the examination centers.

¹ Amended vide item #6 dated 23.12.2017

² Under Part System Scheme of studies for session 2012-14 and onward.

- 39.12.** The date for commencement of examination of Part-I (9th Class) & Part-II (10th Class) will be in accordance with the schedule issued by PBCC/Board.
- 39.13.** The students will have to pass the theory & practical examinations separately at the same time.
- 39.14.** If a regular candidate wants to appear as a private capacity then it is compulsory that his name must be struck off from the school record up to 24th December of previous year.
- 39.15.** * Changed under Computerization System.
- 39.16.** The internal grade of the candidate will be provided by the institution on the admission form of Part-II, which will be incorporated on the relevant column of Secondary School Certificate.
- 39.17.** After appearing in Part-I(9th class) examination, the result of Part-I of a candidate will remain intact for two years or till his/ her appearance in Part-II(10th class) whichever is earlier and after that the result of Part-I will be considered as cancelled.
- 39.18.** Candidates of Part-I (9th class) will be sent only result intimation. Grades will be assessed on the basis of total marks of Part-I (9th class) and Part-II (10th class).
- 39.19.** Candidate's total obtained marks and grades will be mentioned in his/ her certificate.
- 39.20.** For getting through SSC examination total marks of Part-I and Part-II will be assessed as fail or pass. Compartment is only offered to failure in two subjects. Failed in more than two subjects is considered totally fail or fail as whole. However, any candidate who remains absent in any subject/s of any Part and gets such marks as are equal to or more than total marks of Part-I & Part-II, he/she will not be declared as passed in that subject. Because remaining absent in one part, he / she did not get any mark in Part-I or Part-II. That is why this result of absent part will not be combined with obtained marks of Part I or Part-II. So he/she will be declared fail in that very part in which he/she remained absent & four consecutive chances will be given in order to get through compartments /failed subjects under section 15 of this chapter. Each candidate has to appear in the both Part (9th& 10th) examination under this section. chances to appear in examination under rules and regulations.
- 39.21.** The candidates of Part-I (9th class) who have been debarred from the examination once or more than once for using unfair means, they will be eligible to appear both in Part-I (9th class) and Part-II(10th class) next annual examination after completing their punishment. The matter of such candidate who used unfair means during Part-II (10th class) will be resolved under set rules and regulations.

40. RULES FOR PRACTICAL EXAMINATIONS SESSION 2015-2017 & ON WARD¹

- 40.1. 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.
- 40.2. The Practical labs would be constituted by the Board either in the Government or private institutions affiliated with the Board.
- 40.3. The Practical in each subject will be conducted in other institutions where the availability is possible.
- 40.4. 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.
- 40.5. The Board will provide practical cut list of the candidates batch wise / subject wise according to practical centre/ labs.
- 40.6. The Board will provide the question papers and answer books according to the total number of candidates to the centers / labs. Before the commencement of examination through banks.
- 40.7. The Board will appoint the well reputed and honest practical examiners for the conduct of practical examination.
- 40.8. The Practical Examiner will deposit Answer Scripts within 24 hours in relevant banks.
- 40.9. 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.
- 40.10. 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.
- 40.11. 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.
- 40.12. 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.
- 40.13. The Scheme of studies will be implemented w.e.f. the session 2015-17 and onwards.
- 40.14. The portion of practical question from subjective paper will be eliminated.
- 40.15. 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.
- 40.16. While the Question Paper of Practical portion will be set separately according to the norms given below:-

¹ Substituted vide item # 10 dated 17.02.2015

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.

41. SCHEME OF STUDIES.

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
1	Urdu-I (In lieu of Geography of Pakistan-I 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	Mathematics-I	75
6	Physics-I	75
7	Chemistry-I	75
8	Biology-I OR	75
	Computer Science-I	75
Total	550	

Part-II (CLASS-X)		
SR.#	SUBJECT	THEORY
1	Urdu-II (In lieu of Geography of Pakistan-II for foreign Students only)	75
2	English- II	75
3	Pakistan Studies- II	50
4	Islamiyat Compulsory- II or Ethics- II (For Non-Muslims)	50

5	Mathematics- II	75
6	Physics- II	75
7	Chemistry-II	75
8	Biology-II OR	75
	Computer Science-II	75
Total		550

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-I (In lieu of Geography of Pakistan-I 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-II (In lieu of Geography of Pakistan-II 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

1	Civics
2	Education

3	Economics
4	Elements of Home Economics
5	Physiology & Hygiene
6	Geography
7	Food & Nutrition
8	Clothing & Textile
9	Military Science
10	History of Pakistan
11	English Literature
12	Urdu Literature
13	Art & Model Drawing
14	Persian/Arabic/Punjabi/Saraiki
15	Advanced Islamic Studies
16	Health & Physical Education
17	Computer Science
18	Environmental Studies
19	*Muslim History
20	*History of Civilization
21	*Agriculture
22	*Secretarial Practice
23	*Business Studies
24	*Commercial Geography

* 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

1	Geometrical & Technical Drawing
2	Electrical Wiring
3	Wood Work (Furniture Making)
4	Repair & Maintenance of Domestic Refrigerator & Air Conditioner
5	Computer Hardware
6	Poultry Farming
7	Fish Farming
8	Dress Making & Fashion Designing
9	Beautician

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	45+45+45
Total		550	

LIST OF ELECTIVE SUBJECTS FOR DEAF AND DUMB

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

**CHAPTER-2
REGARDING ADMISSION OF CANDIDATE TO THE INTERMEDIATE
EXAMINATION.**

NOTE: - The word imparting masculine gender shall be taken to include females: and word in singular shall include the plural and vice versa.

1. The Intermediate Examination shall be held under Part System on such dates and at places as may be fixed by the Chairman/ PBCC. The examination of first year class will be called as Part-I Examination and the examination in Second Year class will be called as Part-II Examination. The nomenclature for the examination shall be as under:-

1.1. Intermediate Annual Examination.

1.2. Intermediate Supplementary Examination.

1.3. The candidates failing in two subjects/ fail as a whole shall be eligible to reappear in supplementary examination. However fresh candidate cannot appear in supplementary examination.¹

2. CONDITION OF ELIGIBILITY OF REGULAR STUDENT.

2.1. PART- I EXAMINATION.

2.1.1. In order to be become eligible to appear in the Intermediate Part-I Examination, as a Regular student must:-²

2.1.2. Have taken at least one year previously the Secondary School Examination or an examination recognized as equivalent.

2.1.3. Have been enrolled in an institution for at least one academic year preceding the examination: or, one academic year preceding thereto if he has completed the 11th class course not more than two years previously:

2.1.4. Have paid the prescribed enrolment fee to the Board through institution at the time of his /her admission in the Class –XI.

2.1.5. Affix required copies of his recent photographs and thumb impression duly signed by him/her and attested by the person who signs the certificates mentioned in the Rules.³

2.1.6. Submitted his/her admission form online as well as hard copy and the prescribed fees to the office of the Board through the head of his/her Institution by such dates as may be fixed by the Chairman, together with the following certificates signed by the head of the Institution;⁴

2.1.6.1. Of possessing a good moral character:

2.1.6.2. Of having filled all columns of admission form properly.

2.1.6.3. Attendance.

2.1.6.4. Of having attended not less than 75% of the total number of lectures delivered in each of the subjects taken up for study:

¹ Changed vide Board's meeting 225th dated 17.11.1997

² Changed Under Part System Exam

³ Substituted vide item # 19 dated 13.01.1999

⁴ Under Computerized system.

- 2.1.6.5. Of having performed at least 75% of the total number of practicals prescribed for each subject Of study a component of which comprises practical work:
- 2.1.6.6. Of having devoted himself/herself during the one academic years preceding the examination
 - 2.1.6.6.1. at least 60 hours to physical exercise:
 - 2.1.6.6.2. at least 72 hours to manual work and civil Defense training w.e.f.1975
- 2.1.6.7. Of having satisfactorily performed the work of the class and the home task during his stay in the Intermediate Classes.

Provided that in case of a candidate who passed the Secondary School Certificate Examination by reappearing in the failing subjects, the period of one year shall be counted from the year in which he was permitted to reappear.

3. PART-II EXAMINATION.

In order to be become eligible to appear in the Intermediate Part-II Examination, as a Regular student must:- ¹

- 3.1.1. Have taken the Part-I (Class IX) Examination at least one year previously;
- 3.1.2. Got promoted to Class XII, not less than one academic year previously;
- 3.1.3. Have affix required copies of his recent photographs and thumb impression duly signed by him/her and attested by the person who signs the certificates mentioned in the Rules.²
- 3.1.4. Submitted his/her admission form online as well as hard copy of admission form and prescribed fees to the office of the Board through the head of his/her Institution by such dates as may be fixed by the Chairman , together with the following certificates signed by the head of the Institution:
 - 3.1.4.1. Of possessing a good moral character:
 - 3.1.4.2. CERTIFICATE PROVIDED BY THE FORM TESTING AUTHORITY.
 - 3.1.4.2.1. of having attended not less than 75% of the total number of lectures delivered in each of the subjects taken up for study:
 - 3.1.4.2.2. of having performed at least 75% of the total number of practicals prescribed for each subject of study a component of which comprises practical work:
 - 3.1.4.3. of having devoted himself/herself during the one academic years preceding the examination
 - 3.1.4.3.1. at least 60 hours to physical exercise:
 - 3.1.4.3.2. at least 72 hours to manual work and civil Defense training w.e.f.1975

¹ Changed under Part system examination.

² Changed under Computerized system.

3.1.4.4. Of having satisfactorily performed the work of the class and the home task during his stay in the Intermediate Classes.

3.1.4.5. Of having filled all columns of admission form properly.

4. RECORD OF STUDENTS PERFORMANCE.

The Heads of Institutions will keep proper record of lectures, practicals, Physical exercises, class work, manual work and Civil Defense training referred to Rule 3.1.4.3.2 & 3.1.4.4 and proper record of the individual candidate as required under Internal testing and grading system.

COUNTING OF LECTURES.

4.1. Dates

4.1.1. The lectures shall ordinarily be counted from the beginning of the 11th Class up to the 14th day before the commencement of the Examination:

4.1.2. The lectures for Part –II shall ordinarily be counted from the beginning of the Class 12th up to the 14th day before the commencement of the Examination:

4.2. A candidate who gets late admission, his/her lectures/periods shall be counted from the beginning of the academic session. If a candidate, whose result of Secondary School Certificate Examination is declared late, and he/she gets admission, then his lectures/periods shall be counted from the 10th day after the publication of his/her result or his/her joining the institution whichever is earlier.

4.3. If a candidate is short of the required number of lectures/practicals at the time of submission of admission form and the fee to the Board is likely to make up the shortage in due course of time, the Head of the Institution may send up his/her admission form and fee provisionally to the Board, subject to confirmation that the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage up to the 14th day before the commencement of the examination, the candidate becomes ineligible for the examination.

4.4. The Head of the Institution shall withdraw his/her candidature by writing to the Controller of Examination not later than the 10th day before the commencement of the examination, under registered cover failing which the admission fee will not be refunded.

4.5. If the candidate is not short of the required number of lectures / practicals at the time of submission of his/her admission form and fees to the Board but subsequently falls short of such number, the Head of the Institution shall withdraw his/her candidature by writing to the Controller of Examination not later than the 10th day before the commencement of the examination as defined under Rule 4.3 & 4.

5. CONDONATION OF SHORTAGE OF LECTURES / PRACTICALS.

5.1. No deficiency in attendance will be condoned. However, in case of a candidate who has been officially sent to take part in duly authorized Inter-institutional/Inter-Board/Inter Provincial or national activities, the lectures/practicals delivered/held during that period will not be counted towards the total number of lectures/practicals delivered/held

for the purpose of calculating the prescribed percentage of lectures/practicals attended.

- 5.2. A candidate whose deficiency is not made up, shall be permitted to appear in the subsequent annual Examination on completion at least 75% lectures delivered after the annual examination by remaining on the rolls of the Institution.¹

6. **RULES FOR PART SYSTEM.**²

- 6.1. The duration of theory and practical papers under the part-system examination shall be determined by the Board from time to time.
- 6.2. The last dated of admission in Class 11th will be fixed by the Board preceding the year of examination.
- 6.3. There will be no supplementary Examination of Part-I.
- 6.4. Once enrolment issued for Part-I will be valid for Part-II.
- 6.5. The candidates of Part-1st, will be promoted to Part-II regardless the result of Part-1st.
- 6.6. The last date for admission in colleges for Part-1st will be fixed by the Board/PBCC from time to time.
- 6.7. After passing part-I, intimation letter / result cards will be issued to Part-I candidates, no certificate will be issued.
- 6.8. The candidates should complete 75% attendance as a regular candidate in respective institutions & having at least E grade to be eligible for Board's Examination. Similarly have completed 75% attendances for Part-II Examination along with E Internal Grade to be eligible for Board's Examination.
- 6.9. If any regular candidate has passed Part-I Examination with Science Group or such Arts Subject which contained practicals and afterward he could not continue his study as a regular candidate then he/she can forego his/her previous result of Part-I and may appear in Part I & II / Composite Examination in Arts Group with subjects which have no Practical work.
- 6.10. Regular/Private candidates who were debarred in Part-I due to using unfair means in the examination, will be able to appear in the next examination both in Part-I & Part-II after their punishment. Those candidates who were debarred from the examination more than one time, their annual as well as supplementary chances will be considered notional. Using unfair means in Part-II either as regular or private students will be treated according to the set/prescribed rules.
- 6.11. A candidate who has passed Part-I Examination in regular capacity, but cannot continue his education due to unavoidable circumstances can participate in the Part-II examination in private capacity having non- practical subjects.
- 6.12. VALIDATION OF PART-I RESULT/ CANCELLATION OF RESULT PART-II.

¹ Amended in Board's meeting 10.05.1993 vide item# 21

² Part wise examination system introduced vide item # 20 dated 17.11.1997

- 6.12.1. After appearing in Part-I examination, the result of Part-I (11th class) of a candidate will remain intact for two years or till his/ her appearance in Part-II(12th class) whichever is earlier and after that the result of Part-I will be considered as cancelled.
- 6.12.2. In case of any hardship (unavoidable situation), a candidate can apply for cancellation of any of his/her paper within ten days of the termination of theory examination of Part-II after deposited fee Rs.200/- per paper. His/her result of Part-I and right to appear in Part-II will also remain intact.¹ However if the candidate applied for cancellation his/her paper in the Examination Center then no fee will be charged.
- 6.13.** The internal grade will be required in Part-II which will be mentioned in the relevant column of admission form and will be incorporated in the certificate.
- 6.14.** Any candidate of Intermediate who has appeared in Part-I examination from a board is eligible to take examination of Part-II under rules from any other board.
- 6.15. RE-EXAM OF PRIVATE CANDIDATE IN PART-I**
- 6.15.1. If a Private candidate who appeared in Part-I (11th Class) Examinations and obtained less than 33 % numbers in any subjects or remained absent in that Part will be allowed to re-appear in Part-I Examination in those subject/Groups which have no practical work, in any time provided he did not appear / absent in Part-II Examination.²
- 6.15.2. Furthermore, if a regular /private candidate who passed his/ her Part-I Examination and did not appear in Part-II Examination beyond the period of two years such candidates will be allowed to re-appear in Part-I (11th Class) Examinations as a private candidate.
- 6.15.3. If a candidate after taking Part- 1st Examination desires to re-appear /repeat some paper/s along with Part-II he/ she will be allowed to do so. For this purpose he/she will be bound to forgo his/her Part-I result of those paper/s after depositing of cancellation fee @ Rs.1000/- per paper per month upto issuance of admission schedule. In such a case no further examination opportunity will be given to him/her for improving his/her marks and he/she will also not eligible for any position/ Medal/Prize.

7. RE-ADMISSION IN PART-I (11TH CLASS)

- 7.1.** No Principal is permitted to submit admission form of a candidate having less than 75% attendance, or grade less than 'E'. Such candidates may be readmitted in Part-I and after fulfilling the required attendances his/her admission form can be

¹ Added vide item # 4 dated 26.9.2012

² Amended vide item # 8 dated 24.06.2014

submitted for the next Annual Examination. In case of the same position in Part-II, the admission form can be submitted in Supply Examination. However, if any candidate has appeared in Part-I Examination as regular candidate and he/she was eligible for Part-II Examination but he could not send his admission form for the examination due to his illness. Such candidate will get admission in his college and after fulfilling required lectures, his/her admission form can be submitted by the head of the institution in regular capacity in the Supplementary Examination. If any candidate cannot appear in Part-I Examination as a regular candidate on Medical Grounds he/she will also be eligible in next Annual Examination.

- 7.2. No institution will be permitted to demote or re-admitted those students who appeared in Part-I examination. However, the candidates obtaining more than 33% marks or less than 33% marks in subject/s can get readmission in the 1st year class within two years¹ after declaration of result either in same group/combination or any changed group/combination. Such candidates can get readmission either in the same institution or in any other institution. In case of re-admission, re-admission fee as fixed by the Board from time to time per student will be deposited in Board's account.
- 7.3. However, the pass candidate will get re-admission after getting cancellation of his/her result from the Board submitting an undertaking on stamp paper that he / she never appeared in Part-II examination. The application for cancellation of result must be reached in the Controller Office within fifteen(15) days after declaration of result. Moreover he/she will not be entitled for the position at any stage. Position will be the right of those students who admitted first time in the institution.² Provided that admission should be within the schedule issued by the Board.³
- 7.4. Furthermore re-admission opportunity will be given only once in his /her academic session.

8. Admission forms dealing of Regular Candidates⁴

- 8.1. After declaration of schedule for receipt of admission forms, the examination Branches will make allotment to the officials for receipt of admission forms, gender wise, institute wise and group wise.
- 8.2. After allotment according to Sr. 1, the examination branches will prepare a list of officials alongwith their code, detail of allotted institutions and provide the same to the Computer Section.

¹ Amended vide item # 11 dated 8.12.2018.

² Addition vide item # dated 26.09.2014

³ Amended vide item # 7 dated 11.10.013

⁴ Addition vide item # 7 dated 15.02.2017

- 8.3. After termination of double fee schedule, the Computer Section will provide cut lists of regular candidates to the Examination Branches and these lists shall be in gender wise, institute wise, group wise, admission form number wise and official's code wise.
- 8.4. After receiving the lists from the Computer Section, the officials of the Examination Branches will tally these lists with hard copies of admission forms to ascertain that there is no dummy data received in the Computer Section and if any discrepancy is found in the Computer soft data or hard data of the Branches, the concerned official will get correction in the Computer data. However, the Computer Section will be responsible for the correctness of data after all necessary corrections incorporate in the Computer Section through Examination Branches. Examination Branches will counter check the eligibility of the candidates and be responsible for that.
- 8.5. The Computer Section with the collaboration of Conduct Branch and Examination Branches will allot the Examination Centres to the Candidates in shuffled form and will provide the Centre Statement to the Examination Branches.
- 8.6. The Computer Section will allot roll numbers and provide the same to the Examination Branches for affixing on the hard copies of the admission forms. The Examination Branches will affix these roll numbers on the hard copies of admission forms according to the lists and put these hard copies in their safe custody for proper record.
- 8.7. After affixing the roll numbers on the hard copies, the Examination Branches will check the eligibility of the candidates at their own level to conduct error free examination.

9. WITHDRAWAL OF CANDIDATURE.

The Head of the Institution may withdraw the candidature of a student in accordance with the Rules prescribed by the Board.

10. CONDITIONS OF ELIGIBILITY OF PRIVATE CANDIDATES.

11. In order to be eligible to appear in the Intermediate Examination, a private candidate must:-
 - 11.1. Have submitted his/her enrollment form through Online and also submitted hard copy of enrollment form along with the bank challan of the prescribed fee to the Board together after pasting the recent photograph on the enrollment form by such dates as may be fixed by the Chairman.¹
 - 11.2. The Enrollment Form and photo must be got attested from any Principal or his/her nominee of any Govt. Higher Secondary School/ College.

¹ Addition vide item #14 dated 8.12.2018

- 11.3.** It is compulsory for a private candidate that he passed SSC Examination at least one year before in order to appear in Part-I & two years to appear in Part-II examination. However, the Candidate who passed the Marks Improve examination, his duration of two years will be considered from the year when he passed SSC Examination first time.¹
- 11.4.** If any candidate has passed SSC examination at least one or two years before Intermediate examination then he/she will be eligible to appear in Part-I or Part-II or Composite. Moreover such candidates who passed SSC examination in Supplementary examination may also be eligible to take part-I examination.
Provided further that a private candidate shall not be eligible to appear in Pre-Engineering/ Pre-Medical/ and General Groups and subjects of other groups having practical work of the Intermediate Examination unless he had:-²
- 11.4.1. appeared as a regular student in the aforesaid Examination in the above Group/s previously in Multan Board and failed: or
- 11.4.2. Submitted his admission form and roll number slip issued in regular capacity but remained absent due to any reason.
- 11.4.3. If a candidate fails to appear in the Part-I examination after issuance of roll number, he/ she will be allowed to take the Part-I Examination alongwith Part-II Examination of the next year.
- 11.5.** If any regular candidate of Part-II sends admission form with Science subjects and is eligible for the examination but due to some unavoidable circumstances could not appear in the examination, he/she can appear as a private candidate with Science subjects. However, he/she will be given chances to appear in the examination according to set/prescribed rules.
- 11.6.** Being a private candidate Science subjects or the Arts subjects having practicals cannot be opted. However, those candidates who have already appeared in regular capacity in the examination & also availed all the chances, they can appear in the examination with practical subjects as private student.
- 11.7.** If any candidate appeared in the Intermediate /Part-II examination and declared fail as a whole. He/ She will be eligible to appear in Composite examination only but could not appear in Part-I examination at any cost.
- 11.8.** In order to improve division or grade or marks, the candidate will have to appear in Intermediate Examination from the same Board from where he/she received his/her certificate.

¹ Amended vide item # 7 dated 15.02.2017.

² Amended vide item # 41 dated 12.10.1993

- 11.9.** Submitted his/her admission form online as well as hard copy of the admission form and the prescribed fee to the Board by such dates as may be fixed by the Chairman together with the following certificates signed by an authorized person:¹
- 11.9.1. Of possessing a good moral character:-
 - 11.9.2. Of having paid the prescribed fee to the Board.
 - 11.9.3. Of having filled all the columns of admission form properly
 - 11.9.4. Of belonging to or residing in the area falling within the territorial limits of the Board.
 - 11.9.5. Of not simultaneously being a candidate for any examination to be conducted by this or any other Board or a University:
 - 11.9.6. Of not having been on the rolls of any institution recognized by this or any other Board or a University at any time after 30th June of year preceding the Intermediate annual Examination or after the date on which the result of the annual promotion Examination is , declared by the Institution, whichever is later: and 31st December of the year preceding the Intermediate Supplementary Examination and
 - 11.9.7. Of having performed experiments in a Laboratory approved by the Board at least 75 % of the total number of practicals prescribed for a subject of study a component of which comprises practical work:
- 11.10.** Have affixed required number of copies of his recent photographs and thumb impression in the case duly signed by him/her and attested by the person who signed by him and attested by the person who signs the certificates mentioned in the rules.²
- 11.11.** The following persons shall be authorized to sign/attest the certificates mentioned in 10(6)⁽³⁾
- 11.11.1. Heads of the affiliated Higher secondary schools/ Colleges as under:
 - 11.11.1.1. In case of regular candidates:
 - Head of the concerned Higher Secondary School/ College
 - Or
 - A nominee of the Principal of Higher Secondary School/ College, drawing pay in BPS 19 in case of Degree College and in BPS 18 in case of Intermediate College/ Higher Secondary School. Such nomination will be made by name and three copies of

¹ Under computerized system

² Amended vide item # 19 dated 13.01.99.

³ Amended on 6.03.2010

specimen signatures will be supplied to the Board's Office for record.

11.11.1.2. In case of Private Candidates.

Principal of Higher Secondary School/ College or his / her nominee not below the rank of B.S. 17 of the station proposed as examination centre or from the nearest institution within the jurisdiction of the Tehsil Headquarter. Three copies of his/her specimen signatures will be supplied to the Board's office for record.

Heads of private affiliated Institutions or their nominee may also attest the admission forms of their fresh / old students.¹

11.11.1.3. Commanding Officers in case of Military personal:

11.11.1.4. Superintendent Jail in case of Prisoners:

11.11.1.5. Member of the Board.

11.11.1.6. The authority attesting the admission form shall be required to:

11.11.1.6.1. Certify that the photo and admission form of the same person has been attested and name of the candidate has been written on the photograph.

11.11.1.6.2. Put his full signatures on the Photograph and admission form of the candidate.

11.11.1.6.3. Certify that the candidate has mentioned his / her mark of identification in the admission form.*

Note: - In case of impersonation, the power delegated to the attesting authority will be withdrawn and departmental proceeding will be initiated against him/her.²

12. Admission forms dealing of Private Candidates

12.1. After termination of double fee schedule, the Examination Branches will read the Bar Code of admission forms. The Computer Section will provide cut lists of Private Candidate to the Examination Branches for checking of eligibility of the candidates and to ascertain that there is no dummy data available in the Computer Section as well in Examination Branches. However, in case of any discrepancy, the Examination Branches will get it corrected from the Computer Section. The Examination Branches will ensure that all the admission forms have been bar coded as per approved schedule.

12.2. The Computer Section with the collaboration of Conduct Branch and Examination Branches, will allot the Examination Centres to the Candidates in shuffled form and provide the Centre Statement to the Examination Branches.

12.3. The Computer Section will allot roll numbers and provide the same to the Examination Branches for affixing on the hard copies of the admission

¹ Amended vide item # 13 dated 26.4.18

² Addition on 6.03.2010

forms. The Examination Branches will affix these roll numbers on the hard copies of admission forms according to the lists and put these hard copies in their safe custody for proper record.

- 12.4.** The Computer Section will initiate all possible checks for the eligibility of the candidates in its computer program so that no candidate (who is ineligible) shall submit his/her admission form and if any candidate is succeeded, the Computer Section will be held responsible. Moreover, the checks will be provided by the Examination Branches. However the Examination Branches will counter check the eligibility of the candidates and if any discrepancy will be pointed out later on then the concerned official of Examination Branches will be held responsible.

13. PRIVATE CANDIDATES FROM OUTSIDE TERRITORIAL LIMITS.

The Intermediate Examination shall also be opened to a private candidate residing permanently or temporarily in or belonging to a place within the territorial limits of the Board other than that of Multan Board. Such candidates shall produce the following certificates in addition to the certificates mentioned in Rule 3.1.4.2

- 13.1.** That he has been residing permanently or temporarily in or belonging to a place within the territorial limits of the Board other than that of Multan Board.
- 13.2.** That the relevant Board has no objection to the candidate's taking the examination conducted by the Multan Board.

14. NUMBER OF ATTEMPTS TO QUALIFY THE EXAMINATION.

14.1. To qualify for the grant of Intermediate Certificate, a candidate shall be provided with a maximum of Four¹ consecutive opportunities which will commence from and include the examination in which a candidate appears for the first time, provided that the candidate must pass in subjects carrying at least 700 marks in first attempt in order to be eligible to re-appear in the failing subjects, in the second/third/ fourth attempt.²

14.2. If a candidate fails to qualify the annual examination and is allowed to reappear in the failing subjects shall be given three chances to clear the failing subjects and after qualifying the examination in the first or second attempt, he shall be granted a certificate of having passed the examination "by parts".³

14.3. No additional opportunity of examination(theory and Practical) shall be provided in lieu of an opportunity missed for any reason except in the following cases:-

14.3.1. Candidates being involved in cases of alleged use of unfair means in the examination but acquitted and the decision are

¹ Changed vide item # 5 dated 27.03.012

² Revised in 2013.

³ Addition vide item # 21 dated 10.05.1993

taken so late that the period of the provided chances already permitted expires.¹

14.3.2. Candidates whose results remain incomplete, for not the fault of the candidates and complete late, resultantly they missed all the permitted chance/s

14.3.3. The candidates of the said categories shall have the option to appear in the next examination immediately following the declaration of their results. In case the result is not declared forty days before the commencement of the next examination they would have the option to appear either in the immediate next examination, or in the next following examination.

14.4. A candidate, who fails to qualify the examination in the permissible four consecutive attempts, may repeat the examination as a fresh candidate offering full combination of subjects in any subsequent annual examination².

14.5. RE-APPEAR CANDIDATE CANNOT CHANGE SUBJECT.

14.5.1. A candidate who appeared in the examination but failed in one or more subjects will be eligible to reappear in the same subjects only unless he appears as a fresh candidate (full combination) in any subsequent examination.

14.5.2. Change of subject/s shall be governed under the relevant rules contained in Chapter XXXVI.

14.6. CONSUME OF CHANCE.

14.6.1. A candidate, who has failed to appear in one subject of an examination, shall be treated to have failed to secure pass marks in the subject.

14.6.2. A candidate who has failed to appear as a whole, will be treated absent for the examination and no Result card will be issued

14.7. A candidate accepted for an Examination and remained absent throughout the examination will be permitted to appear in the next examination in all the subjects on submission of fresh form and fee.

14.8. A candidate who is blind or deaf and dumb may qualify the examination without any restriction to the number of examination opportunities/attempts referred to above and they will be exempted from reappearing in the paper/s in which they have once passed.

15. SCHEMES OF STUDIES.

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

16. MEDIUM OF EXAMINATION.

¹ Addition vide item # 21 dated 10.05.1993.

² Addition vide item # 21 dated 10.05.1993

The medium of examination shall be Urdu or English. It will be the discretion of the candidate to opt the medium of examination.

17. PASS MARKS.

In order to pass a subject, a candidate must obtain at least 1/3 of total number of marks allotted to the subject, provided that;

- 17.1.** a fraction in the minimum pass marks shall be ignored; and
- 17.2.** If a subject consists of theory and practical papers, it shall be compulsory to pass in both the components separately.

18. QUALIFYING CONDITIONS.

To qualify for the grant of the Intermediate Certificate, a candidate must pass in all the subjects offered according to the scheme of studies.

19. PLACEMENT IN GRADE.

A candidate, who has qualified for the grant of the Intermediate examination, shall be placed in one of the following grades:-

Percentage of marks	Grade	Remarks
80 % and above marks	A+	Represents Exceptional
70 % and above but below 80 %	A	Excellent
60 % and above but below 70 %	B	Very Good
50 % and above but below 60 %	C	Good
40 % and above but below 50 %	D	Fair
Minimum pass marks and above but below 40 %	E	satisfactory

20. CONCESSIONAL MARKS.

20.1. A candidate who is short of 1% marks allotted to the scheme of studies will be awarded the requisite number of marks at the time of preparation the result of Part-II, (i.e. 1100), in order to pass him/ her Part-I & Part-II examination /subject to the condition that such concessional marks will not be physically added to the aggregate. A fraction in the concessional marks shall be counted as one. However grace marks will be granted during the preparation of Part-I result.

41.1. If a candidate is not willing to avail the opportunity of grace marks, he/she will have to produce/submit an affidavit on prescribed stamp paper duly attested by 1st class Magistrate, at least 30 days before the commencement of next examination, stating therein that he/she may be declared fail in such subject/s in which grace marks have been awarded, as he/she is not ready to accept grace marks. Moreover, the candidate will also declare on the stamp paper that he/she has not either taken admission in any college or got job on the bases of grace marks result card and he/she will not demand such result card next time. In the light of above affidavit, the candidate will be permitted to reappear and he/she will be allowed to appear in the failing subject/s, provided that the candidate has chance/s of compartment. However, if a candidate has been declared pass after granting grace marks in three or four subjects, on withdrawing the grace marks facility he/she will be declared fail as a

whole. The option once exercised by the candidate shall be final and irrevocable.

- 20.2.** A fraction in the concessional marks shall be counted as one.
- 20.3.** 1% grace marks will be granted to the students of Wafaq-Ul-Madaris on the analogy of SSC & HSSC Examination.¹
- 20.4.** No grace marks shall be given to the candidates who, after having passed the Languages Examination/s appear in the examination under Rule 20 in:
- 20.4.1. English only;
- 20.4.2. English with two subjects;
- 20.4.3. Remaining subjects after having already passed English only.
- 20.4.4. Additional Subject/s.
- 20.4.5. Improvement of marks.

21. MEDALS & PRIZE/SCHOLARSHIPS

- 21.1.** Only those candidates shall be entitled to award position, medals & prize who pass the Annual Examination as a whole in first attempt at one and the same sitting within two years after passing the Secondary School Certificate Examination.²
- 21.2.** A candidate once failed in the examination and thereafter pass the same examination in one attempt shall not be entitled for the awards. In future those candidates who concealed the facts, their medals, scholarships, merit certificates and prizes etc., can be withdrawn at any stage.³

22. CRITERIA TO DETERMINE THE POSITION.

The criteria to determine the eligibility is as under:-

- 22.1.** In all the groups number of appearing candidates has been fixed as 1000 for each sex i.e. boys & girls for grant of Medals/ Prizes.

However

- 22.2.** In case of single sex having strength less than 500 and total strength is more than 1000 in a group, the position will be announced over all ignoring any sex.
- 22.3.** In case of having strength of each sex more than 500, the position will be announced separately for male and female.⁴

23. IMPROVEMENT OF MARKS.

The candidates of the following categories who have passed the Intermediate Examination are entitled to improve the aggregate of marks in one opportunity in the parent Board by reappearing as a private candidate within a period of two year of passing the said Exam.

- 23.1.** For the purpose of improvement of division or grade or marks a candidate who has passed the Inter (Part-II) Examination will be provided with one examination opportunity in current / prevalent syllabus within a period of two years after having passed the part-II examination in same subject/ group in which he /she has previously passed the examination. It will be discretion of a candidate whether

¹ Addition vide item # 9 dated 27.03.2012

² Additional vide item # 11 dated 31.10.2014.

³ Amended vide item# 11 dated 31.10.2014

⁴ Amended vide item #7 dated 19.06.2017.

he/ she appears for improvement of marks as a whole or in Part-I or in Part-II or in subject/ subjects.¹ However if he/she appears for improvement of marks in the subject/subjects he/she will be bound to take both paper i.e. Part-I & Part-II. In the paper consisting of theory and practical improvement of marks shall be determined on the basis of total marks after obtaining requisite pass marks in each component separately, whereas on improvement of marks in other papers improved result shall be issued. In case a candidate fails to improve his/ her division or grade or marks, his/her previous result will remain intact.²

23.2. A candidate, after passing his /her Part-I Examination, can improve his/her marks of Part-I Examination along with Part-II Examination after foregoing his /her Part-I result. In such a case, no further examination opportunity will be given to him/her improving his/her marks.

Explanation³

23.2.1. If a candidate appears in whole part for improvement of grade/marks and obtains higher marks than his / her previous examination. His/her grade stands improved despite of that he / she obtains less marks than the previous in one or more papers.

23.2.2. If a candidate appears in subjects, he/she is bound to appear in both parts of that subject. In case he /she obtains more marks in this subject (a paper of Part-I + Paper of Part-II) than previous marks in the same subjects he/she will fall in the category of improvement and if he/she obtains less marks, he/ she will fall in the category of not improved and his/ her previous status in this subject will remain intact.

23.2.3. If a candidate has appeared in more subjects for improvement, and gets more marks in one subject and fails to get more marks in other subjects, the subject in which he/she got more marks than the previous will be considered improved in that subject only while his/her previous marks will remain intact in the subjects in which he/she fails to improve.

23.2.4. If a candidate appeared in more than one subjects and remained absent in one subject while the other subjects improved then he will be awarded improved marks in those subjects in which he/she improved and the old marks will be given in the subject in which he/she did not appear.

23.2.5. Such candidates who passed two subjects through any Board at SSC/HSSC level after passing the CGE “O” & “A” level Examinations extended this facility to the candidates of Sanvia Amma/Saniva Khassa/Al-Suna Sharqia Examinations.⁴

23.3. A candidate who has passed the examination by taking the benefit of concessional marks in any subject/s, and wants to improve the

¹ Addition on 4.02.2009.

² Substituted on 16.06.2007.

³ Clarification made on 7.02.2013

⁴ Substituted vide item # 14 dated 31.10.2014

marks in part-I or Part-II or subject, he /she will have to must appear in the subject/s in which he has earned the concessional marks.¹

Candidates appearing under category 22.1 to 22.3 if successful in improving the aggregate of marks shall be granted a new certificate on surrendering his previous certificate for cancellation. The chance available to the candidate for improvement of marks in category 22.1 to 22.3 will be considered consumed when he/she shall physically appears in the examination whether in one or more papers. A candidate who fails to improve his/her marks shall retain his original certificate.

A candidate who fails to improve his marks under category 22.2 above in the subject /s in which he has earned grace marks, would be declared fail to Marks Improved and his/her previous result will be retained.

Such a candidate shall not be eligible for the award of scholarship or any other academic distinctions on the basis of improved aggregate of marks.

A candidate who improves the marks may renounce his improved marks and opt for the restoration of original marks for obvious reasons provided that he intimates his option to the Controller of Examination of the Board within three months after the declaration of the result of the last examination taken by him/her under the rules. Option so exercised shall be final and shall not be revocable at a later stage.

If a candidate sends admission to improve division or grade or marks but cannot appear in the examination due to some reason then his chance will remain intact within two years.

24. INTERMEDIATE AFTER ALIM OR FAZIL EXAMINATION.

A candidate who has passed the Alim or Fazil examination of the Board, or an examination recognized as equivalent thereto, may appear in:

English, Islamic Education & Pakistan Studies.

English, Islamic Education & Pakistan Studies of the Intermediate standard and on qualifying shall be granted a certificate to that effect.²

24.1. ENGLISH WITH TWO SUBJECTS:

24.1.1. English and two other subjects from the Humanities Group not being Languages, along with Islamic Education & Pakistan Studies, as compulsory and on qualifying in these subjects shall be granted the Intermediate Certificate provided he has passed the Secondary School Certificate Examination at least two years previously. The grade of such candidate shall be determined on the basis of the aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above according to the criteria given in Rule 16.³

¹ Addition vide item #8 dated 8.12.07

² Substituted vide item

³ Additional vide item # 11dated 31.10.2014.

24.1.2. Total four subjects at HSSC level including two compulsory subjects (Urdu and English I & II) and two elective/optional subjects from the list of elective subjects humanities group of HSSC Scheme of Studies of 2012, are to be passed and the two elective/optional subjects should not include more than one language.¹

24.2. REMAINING SUBJECT:

A candidate who has passed English only of the Intermediate Standard after passing the Alim or Fazil Examination shall be permitted to appear in the remaining subject (full combination of any Group he intends to offer except English) in the Intermediate Examination provided that he has passed the Secondary School Certificate Examination in full, at least two years previously and on passing the remaining subjects shall be granted certificate to that effect (i.e., remaining subject). The grade of such a candidate shall be determined on the basis of the aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above according to the criteria given in Rule 16.

25. ALTERNATIVE TO COMPULSORY URDU.

A candidate falling in any of the following categories may be permitted to take subject of Pakistani Culture or Easy Course of Urdu and English compulsory:

- 25.1.** A student of foreign origin or a student of Pakistani origin, who has acquired foreign nationality and never had an opportunity to study Urdu up to the level of Intermediate Examination.
- 25.2.** A Pakistani national who has remained abroad continuously for a period of three years preceding to the examination and did not have an opportunity to study Urdu up to the Secondary School Certificate Level in foreign country.
- 25.3.** A Pakistani national who has availed of the concession of appearing in Geography of Pakistan instead of Urdu Compulsory in Secondary School Certificate Examination and who subsequently studies in Pakistan for Intermediate Examination will be allowed to avail of the same concession as allowed in Secondary School Certificate Examination provided he takes Intermediate Examination after two academic years of passing the Secondary School Certificate Examination.

26. ADDITIONAL SUBJECTS

A candidate who has qualified for the grant of the Intermediate Certificate or an examination recognized as equivalent thereto, may appear in any subsequent examination on prescribed fee and form in a subject or subjects having no practical and not offered by him previously before taking the higher examination², in the same Board from where he /she has passed the Intermediate Examination. Such a candidate shall, on passing the relevant subject/s in the same sitting be granted a certificate to that effect i.e. additional subject/s. Moreover, if the candidate appeared in more than one

¹ Addition vide item #8 dated 9.2010

² Amended vide item 1 dated 26.04.2018.

subject he/she must pass all the subjects in the same sitting. Provided that on qualifying an additional subject/s will not be allowed to improve the marks.¹

27. UNFAIR MEANS IN EXAMINATIONS.

Candidates who were allowed to reappear in one or more subjects in the Annual / Supplementary Examination and were debarred for use of unfair means in that examination may be allowed to reappear in that/ those subjects after the expiry of the period of punishment in the ensuing current syllabus/ syllabi. Provided that this facility would not be available to the candidate appearing in the last permitted chance.

A candidate who was debarred for use of UMC may be allowed to appear in the subsequent Examination after the expiry of the period of punishment in the current syllabi enforced in full combination of subjects.

27.1. A candidate who was taking the examination of Part-I and unfair means case was registered against him/her. He /She will be eligible to take exam of both Parts i.e. Part-I & II after expiry of disqualification period. Provided that otherwise eligible.

27.2. A candidate who was taking examination of Part-I, one or two failing subjects of Part-I along with Part-II or some papers of Part-II and a UMC has been registered against him/her either in Part-I or Part-II paper, he/ she will be disqualified for both Parts fully.

27.3. A candidate who has passed part-I examination and taking the exam of Part-II, if a UMC has been registered against him/her, he / she will have to appear in Part-II only after expiry of punishment period. However such opportunity will not be applicable to the candidate of Part-II with last chance, he or she will take the examination of both Parts afresh.

27.4. A candidate, who was taking papers of Part-I with last chance along with Part-II or failing papers of Part-II and UMC has been registered against him he or she will be debarred for both the Parts and take the examination of both Parts after the expiry of punishment period. Provided that he is otherwise eligible.

27.5. At the time of issuing of punishment letter to a candidate, Part-I, Part-II or Composite shall not be mentioned in the letter. However at the time of issuing of charge sheet the Part can be mentioned in the column of subject.

28. TRANSFER FROM OTHER BOARDS.

28.1. A candidate, who moves from the jurisdiction of a Board of Intermediate & Secondary Education which holds the Intermediate Examination in two parts to the jurisdiction of this Board after appearing in Part I of the Examination from former Board, may be granted exemption from appearing in the papers in which he has qualified in Part I of the said examination and is permitted to appear in Part-II in which he has yet to qualify, provided he has passed Part I of the said examination not earlier than two academic years.

Provided further that the course content of each paper cleared by him in the formal board is the same as prescribed in Multan Board. In case

¹ Amended vide item #22 dated 23.12.2017

of a substantial variation, the candidate shall be required to pass that paper/ subject afresh in Multan Board. The decision of the Chairman based upon the recommendations of the concerned convener committee of courses in this regard shall be final.¹

Such a candidate shall, for all other purposes, be governed by the rules and regulations of the Board.²

28.2. The students who had paid admission fee and had filed admission papers with a Board where their parents were working as public servants/ residing, will be allowed to appear in the examination of the new Board in whose jurisdiction their parents had been transferred/shifted and they had to accompany them.

In such case the admission form and the fee will be transferred to the new Board to enable the student to appear in the respective examination.

29. G.C.E. EXAMINATION

A candidate who has passed the General Certificate of Education (Ordinary Level) Examination of the Cambridge University in all the subjects may be admitted to the Intermediate Examination.*³

29.1. Students who have cleared prescribed number of subjects of O level Examination from foreign countries be allowed to appear in the subjects required to be cleared for becoming eligible for equivalence of SSC Examination as well as in the admission of Class 11th, provisionally in the same academic year.

29.2. Students who after clearing required number of subjects of O level Examination from the institution of the country be not allowed equivalence as well as provisional permission to appear in Class 11th EXAMINATION, such students first will have to clear required number of subjects of the SSC Examination for the purpose of getting equivalence and then be permitted to take admission in class 11th.⁴

29.3. A candidate must have passed the subject of Islamiyat & Pakistan Studies (Compulsory) of the Secondary School Certificate standard previously.⁵

30. RATES OF EXAMINATION FEE AND ACCEPTANCE OF ADMISSION FORMS.

30.1. The rates of Examination fee and the final certificate may be fixed time to time :-

30.2. However such candidates who are offering subject/s which carry practical/s shall pay fee as prescribed for Science and other professional groups.

30.3. For candidates offering one of more subjects will pay full admission fee of the relevant Group.

¹ Addition made in the year 1997.

² Added vide item \$ 17 dated 8.04.2006

³ Substituted vide item # 21 dated 10.5.1997

⁴ Amended vide item # 14 dated 12.10.2003

⁵ Amended vide item # 12 dated 25.5.1998

- 30.4.** An Enrolment + Sports fee, as fixed by the Board from time to time shall be payable to the Board by each Regular Candidate at the time of his admission to the Intermediate Classes in an Institution.
- 30.5.** Each Private Candidate will pay an Enrolment + Sports fee, as fixed by the Board from time to time at the time of enrolled for the forthcoming Annual examination.¹ This enrolment fee will be payable once for an Examination. However, Sports fee will be payable at every subsequent attempt.
- 30.6.** The admission forms and the prescribed fees may be accepted after the last dates fixed for such acceptance on payment of late fee at the following rates:-
- | | | |
|---------|---------------|--|
| 30.6.1. | First Phase: | with single fee. |
| 30.6.2. | Second Phase: | with double the amount of single fee. |
| 30.6.3. | Third Phase: | with triple the amount of normal fee. |
| 30.6.4. | Fourth Phase: | With triple amount of normal fee +Rs.500 per day before 10 days commencement of the relevant examination. ² |
- Note: - Examination & Registration + Sports fee with regard to prisoners has been waived off, who are facing six months or above imprisonment. However such candidates will not eligible for this facility who are judicial custody.³
- 30.7.** The admission form and fee of a candidate with triple + 500/- per day extra examination fee shall be accepted up to the 10 day before commencement of examination. However in case of regular candidates a flat rate of Rs. 500/- per day be leveled upon the institution failing to submit the admission forms within the triple fee schedule upto 10 days before the commencement of examination. In case of Govt. Institution/ some deserving institution/ deserving candidates, the Chairman will be authorized to give relief in fine/period on case to case basis.⁴
- 30.8.** Each and every candidate will pay Rs.30/- toward “Scholarship Fund” for the purpose to facilitate the deserving and talented students⁵.
- 30.9.**
- 30.9.1. Board’s employees, their children and children of deputationists should be exempted from all kinds of fees fixed by the Board for ever.

¹ Addition vide item # 14 dated 8.12.2018.

² Addition vide item # 9 dated 8.12.2007

³ Addition dated 8.12.2007

⁴ Substituted vide item #16 dated 09.04.2016.

⁵ Inserted vide item #12 dated 23.12.2017.

30.9.2. If a candidate pays less than the prescribed fee he has to pay Rs.100/- as a penalty/ service charges in addition to less deposited fee and late fee if any.

30.9.3. The Roll No. Slip of fee defaulters will not be issued at any cost to avoid Audit Objection.

30.10. If the result of candidate is declared late except for reason of any default on his part, and the candidate has to re-appear in a subsequent examination, the admission form and the prescribed fee of such a candidate for that examination may be accepted without the payment of late fee within 10 days from the date of declaration/ dispatch of his result or the date fixed for the submission of forms and fees without late fee, whichever, is later.

30.11. Candidates remaining absent in an examination throughout may not be reminded to clear the outstanding dues. No candidate shall, however, be allowed to appear as a fresh or in the capacity of reappear candidate in any subsequent examination unless he/she clears previous outstanding dues against him.

30.12. The Intermediate Examination held under Part System. So the candidates appeared under composite system will pay the fee of Part I & Part II which is fixed separately.

31. Examination in a Subject in which Institution is not recognized.

A student from an Institution may offer, for the Intermediate Examination a subject in which that Institution is not re-cognized by attending a prescribed course in that subject in another Institution recognized in that subject. In such a case the Head of the Institution in which the student attends the course of Lectures shall certify that the candidate has attended the prescribed number of Lectures/ practicals and the Head of the Institution in which the student is enrolled shall report his name to the Controller of Examination.

32. The candidates of the following services may also be permitted to complete their examination in this Board on producing no objection certificate and Detailed Marks Certificate from the concerned Board in the event of their Guardian / parents transfer from one jurisdiction to another jurisdiction:-

32.1. Defense Services;

32.2. Central / Provincial Services.

33. SYLLABI OF EXAMINATION.

The candidates of all the categories including those who intend to improve their marks or to re-appear (in case of expiry of the period of disqualification) shall take the examination in the current syllabi.

34. ELIGIBILITY TO RE-APPEAR.

A candidate who has failed in an examination may present himself for one or more subsequent examinations provided that he shall, on each occasion, satisfy the office that he has fulfilled the conditions laid down in the Rules for admission of candidates to the Examination conducted by the Board.

Provided further that a student from a recognized Institution who is unable to clear an examination of the Board within a period of two years from the date of his first failure will not be admitted to any examination after that period as

Regular candidate. He may, thereafter, sit in the Public Examination as a Private Candidate.

35. RESTRICTION TO APPEAR IN EXAMINATION.

No one who has passed an examination conducted by the Board shall be permitted to re-appear at the same examination except as may be specifically provided in the Regulation or Rules for the Examination concerned.

36. CORRESPONDENCE.

All correspondence pertaining to examination conducted by the Board shall be addressed to the Controller of Examination of the Board and be delivered in the office by the dates to be prescribed by the office from time to time.

Whereas in case of regular candidates all correspondence pertaining to examination conducted by the Board shall be made through Head of Institution & in case of Private Candidates, through their home address which mentioned in their admission form.

37. EXCLUSION FROM THE EXAMINATION.

Notwithstanding anything to the contrary in the provisions pertaining to an examination, the Chairman shall have the powers to exclude any person from any examination if he is satisfied that such a candidate is not a fit person to appear in it.

38. BAR ON TAKING THE EXAMINATION.

Notwithstanding anything to the contrary in these Rules, no candidate who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

39. RESTRICTION ON DEBARRED CANDIDATES.

No candidate who has been debarred or expelled or rusticated by any examining body/Institution shall be admitted to any examination before the expiry of the period for which he has been disqualified.

40. OPTION TO BE DECLARED FAILED.

40.1. A candidate permitted to reappear except under Improvement of Marks category, may at his own option be declared as “failed” and treated accordingly for the purpose of re-examination, if otherwise eligible.

40.2. Such a candidate shall communicate his option to the Controller of Examination within 30 days of the declaration of his result.

40.3. CHANGE OF OPTION.

The option once exercised by the candidate shall be final and irrevocable.

40.4. A candidate who appeared in Part- I Examination and got less than 33 % marks in Paper/s and wants to appear in these Paper/s along with Part-II (12th Class) Examination, even after the submission of admission form, he may be allowed on the written request made on the simple paper at least 30 days before the commencement of examination with a fee of Rs. 1000/- and thereafter, following fee would be levied, if the request for change of option is received:-

40.4.1. Within less than 30 days before the commencement of examination. Rs.2000/-

40.4.2. After the commencement of examination, 20 days after the declaration of the result. RS. 2500/-¹

40.5. A candidate who appeared in Part-I Examination and got less than 33% marks in Paper/s or allowed to re-appear in Part-II/Composite but mentioned full paper/s of Part-I and Part-II/Composite in the admission form will also be permitted to appear in his failing subjects only, if otherwise eligible, on his request which should reach the office at least 30 days before the commencement of examination with a fee of Rs. 1000/- and thereafter, the fee prescribed under rule 39.4.1 and 39.4.2 will be charged.

40.6. A candidate who wants to appear only in Part-I (11th class) Examination but mistakenly mentioned all the papers of Part-I (11th Class) and Part-II (12th Class) may be allowed to appear in Part-I (11th Class) on the request made on simple paper prior to commencement of examination with a fee of Rs. 2000/- and a fee of Rs.2500/- within 20 days even after the declaration of current result. In case of non-submission of proper application within stipulated period, the candidate will be considered absent in Part-II and declared as “Fail”.

40.7. A candidate who had already passed Part-I (11th class) examination, applies to appear in Part-II (12th class) examination and the same time, mistakenly, mentioned all papers of Part-I(11th class) and does not appear in Part-I(11th class) examination . Such candidate, on his/her written request subject to payment of fee of Rs.2000/-, can keep his previous result intact within 20 days even after declaration of current result.²

41. AGRICULTURE GROUP

A candidate who has passed the first examination in Agriculture of the Punjab University/Agriculture University may be allowed to appear in Intermediate Examination, on payment of the prescribed fee, as a private candidate in English only of Intermediate Examination for the purpose of admission to B.A. examination or the University. Such a candidate on obtaining pass marks shall be granted certificate to that effect.

42. PART SYSTEM RULES

42.1. PART-WISE RULES FOR INTERMEDIATE (FOR THEORY)

42.1.1. Part-wise System for Intermediate Examination was introduced from 1996. Intermediate (11th class) Examination is called Part-I and Intermediate (12th class) Examination will be called as Part-II Examination.

¹ Amended vide item # 7 dated 15.02.2017

² Amended vide item # 06 dated 23.12.2017.

- 42.1.2. In Part-wise System Paper A & Paper B will be called as Part-I & Part-II papers.
- 42.1.3. The examination in the subject of Islamic Education will be taken in Part-I while paper of Pakistan Studies will be taken in Part-II.
- 42.1.4. The total marks for Part-I and Part-II will be 550 each.
- 42.1.5. Candidate must have to qualify Theory and Practical papers separately. If a candidate fails either theory or practical he will be considered fail in that subject of Part-II.
- 42.1.6. The candidates who have passed O-Level, G.C.E. or any equivalent must appear in Part-I.
- 42.1.7. The duration of practical examination will be 3:00 hours. The time allowed for Theory Examination for 3:00 hours while for Islamic Education, Pakistan Studies and Fine Arts will be two hours.
- 42.1.8. The Examination of Part-I & Part-II will be conducted in the month of May or as may be fixed by the Govt. every year.
- 42.1.9. Certificate will be issued only after passing Part-I and Part-II Examinations.
- 42.1.10. Failing candidates of Part-I will be eligible to take the examination along with Part-II.
- 42.1.11. No fresh candidate will be permitted to appear in the Supplementary Examination.
- 42.1.12. If a candidate participates in the examination Part-I & II (Combined), he will have to take the practicals of Part-I & II as per education policy.
- 42.1.13. The result of a candidate will be finalized after cumulating the marks obtained by the candidate in Part-I & part-II. The candidates who remained fail / absent in maximum two subject/papers will be granted compartment. Candidates remained fail or absent in more than two subjects will be declared fail as a whole in Part-I & II both. Candidates having compartment will be granted three more chances in the forthcoming examination. Chances will be considered under Rule No.12. The candidate has to appear in the both Part (11th& 12th) examination under this section. However, any candidate who remains absent in any subject of any Part and gets such marks as are equal to or more than total marks of Part-I & Part-II, he/she will not be declared as passed in that subject. Because remaining absent in one part, he / she did not get any mark in Part-I or Part-II. That is why this result of absent part will not be combined with obtained marks of Part I or Part-II. So he/she will be declared fail in that very part in which

he/she remained absent & will be given chances to appear in examination under rules and regulations.

- 42.1.14. Three chances will be given to such candidates to appear in next examination in order to pass compartments.¹
- 42.1.15. In case of any hardship (unavoidable situation) if a candidate gets his/her paper cancelled one month before the declaration of result of Part-II, his/her result of Part I will remain intact. Moreover, his right to appear in Part II subjects will also remain intact.²

42.2. RULES FOR INTERMEDIATE

PARCTICAL EXAMINATION Session 13-15.³

- 42.2.1. The Practical Examiners will award marks as per previous practice and prepare award list with marks.
- 42.2.2. Practical in each subject will be conducted after completion of Class X & XII examinations as usual w.e.f 2014.
- 42.2.3. Practical Laboratories will be constituted as per existing rules and regulations.
- 42.2.4. Practical question Papers for the Intermediate Examination will be printed with marks and instructions for examiners will be issued clearly by indicating marks for each individual question.
- 42.2.5. Practical Papers will be evaluated as per existing practice by the Practical Examiners and Head Examiners; and Award Lists shall be prepared in the form of marks and will be converted in to grades by the computer as per formula given in Board's Calendar.
- 42.2.6. The scheme of 'fail' and 'pass' in practical subjects will be observed as under:
- 42.2.6.1. The candidates failed in both theory and practical papers or failed in theory paper will be declared fail and will re-appear in theory paper Part-II and Practical in next available chances.
- 42.2.6.2. If a candidate is passed in theory but failed in practical, his marks in theory paper I & II will be considered. In case his overall marks in the subject comes to 40% his F-Grade in practical will be converted in to E-Grade and he will be declared pass. Otherwise he will be declared fail in paper-II and he will re-appear in paper-II theory and practical in next available chances.(inferctuous due to revival of previous policy).

43. SCHEME OF STUDIES

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:

¹ Amended vide item # 5 dated 27.03.2012.

² Amended vide Board's decision dated 19.06.2017

³ Substituted vide item # 10 dated 17.02.2015

Pre-Medical 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	6046	Biology	100
5	6047	Physics	100
6	6048	Chemistry	100
Total			550

Pre-Medical 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	6046	Biology	100
5	6047	Physics	100
6	6048	Chemistry	100
Total			550

Pre-Engineering 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	6019	Mathematics	100
5	6047	Physics	100
6	6048	Chemistry	100
Total			550

Pre-Engineering 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	6019	Mathematics	100

5	6047	Physics	100
6	6048	Chemistry	100
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		<ul style="list-style-type: none"> • Physics, Mathematics, Statistics • Mathematics, Economics, Statistics • Economics, Mathematics, Computer Science. • Mathematics, Statistics, Computer Science • 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		<ul style="list-style-type: none"> • Physics, Mathematics, Statistics • Mathematics, Economics, Statistics • Economics, Mathematics, Computer Science. • Mathematics, Statistics, Computer Science • 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

		Students Only)	
2	6001	English	100
3	6092 6093	Islamic Education or Ethics/Civics (For Non-Muslims)	50
4	(300) marks each (Opt one group only) 1. Medical Lab Technology Group 2. Dental Hygiene Technology Group 3. Operation Theatre Technology Group 4. Medical Imaging Technology Group 5. Physiotherapy Technology Group 6. Ophthalmic Technology Group		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) 1. Medical Lab Technology Group 2. Dental Hygiene Technology Group 3. Operation Theatre Technology Group 4. Medical Imaging Technology Group 5. Physiotherapy Technology Group 6. Ophthalmic Technology Group		100+100+100
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%¹ **EVALUATION OF PRACTICAL²**

Practical is a key factor in engaging, enthusing and inspiring students. High quality appropriate practicals are central to effective learning of science, technical and applied subject/s.

Therefore, a new scheme of practicals has been proposed as under:-

43.1.1. There will be one question of Practical (15 Marks each) in the Theory Paper of Intermediate/HSSC Examinations Part-I and Part-II respectively.

43.1.2. Practical will also be conducted as usual at the end of XII-Class Examination but grades will be awarded on the basis of performance of the candidates as per following criteria:-

¹ Amended vide Item #7 dated 4.07.2015

² Addition vide Item # 18 dated 11.10.2013

A+ =90% & above, A=80%, B=70%, C=60%, D=50%, E=40%,
F=Fail=below 40%

It is clarified that:-

- 43.1.2.1. Practical grades will be mentioned on the certificates issued by the Board.
- 43.1.2.2. It is the responsibility of the institution to ensure the completion of chapter wise practicals as per curricula and syllabi during the teaching learning process.
- 43.1.2.3. The recognized/affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.
- 43.1.2.4. Each institution shall ensure 3 hrs Physical, library & Manual work per week.
- 43.1.2.5. Each period shall be at least of 45 minutes duration.

Commerce Group			
Part-I			
SR.#	CODE	SUBJECT	THEOR Y
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 Baghdad) in Part-II OR Islamic history & Culture with option ii (Cultural system of Islam) in Part-II	100
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	100
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
1	6015	History (Opt one only from the following History Subjects) History of Modern World.
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
3	6009	History of Muslim India
4	6010	History of Pakistan
5	6011	Economics
6	6012	Geography
7	6014	Philosophy
8	6016	Psychology
9	6017	Civics
10	6018	Statistics
11	6019	Mathematics
12	6020	Islamic Studies
13	6021	Outline of Home Economics
14	6023	Fine Art
15	6024	Arabic
	6034	Persian
	6032	Punjabi
	6096	Saraiki
	6033	Pashto
	6038	Balochi
	6039	Sindhi
	6040	Modern Languages
16	6027	English Elective
17	6037	Urdu Advance
18	6042	Health & Physical Education
19	6043	Education
20	6045	Sociology
21	6008	Library Science
22	6083	Computer Science
23	6041	Geology
24	6090	Agriculture
25	6079	Nursing

44. SCHEME OF STUDIES FOR THE LANGUAGES EXAMINATIONS

44.1. Adib, Alim & Fazil Examinations shall be held in the following languages namely;

a)	Urdu	Language & Literature
b)	Arabic	Language & Literature
c)	Persian	Language & Literature
d)	Bengali	Language & Literature
e)	Punjabi	Language & Literature
f)	Sindhi	Language & Literature
g)	Sanskrit	Language & Literature

h)	Hindi	Language & Literature
i)	Pashto	Language & Literature

- 44.2. Six written papers shall be set in each examination except in the examination in the Pashto Language & Literature in which four papers shall be set in each examination and three hours shall be allowed for each paper.

45. RULES FOR PRACTICAL EXAMINATIONS SESSION 2015-2017 & ON WARD¹

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.

- 45.1. The Practical labs would be constituted by the Board either in the Government or private institutions affiliated with the Board.
- 45.2. The Practical in each subject will be conducted in other institutions where the availability is possible.
- 45.3. 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.
- 45.4. The Board will provide practical cut list of the candidate's batch wise / subject wise according to practical center/ labs.
- 45.5. The Board will provide the question papers and answer books according to the total number of candidates to the centers / labs. Before the commencement of examination through banks.
- 45.6. The Board will appoint the well reputed and honest practical examiners for the conduct of practical examination.
- 45.7. The Practical Examiner will deposit Answer Scripts within 24 hours in relevant banks.
- 45.8. 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.
- 45.9. 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.
- 45.10. 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.
- 45.11. 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.
- 45.12. The Scheme of studies will be implemented w.e.f. the session 2015-17 and onwards.
- 45.13. The portion of practical question from subjective paper will be eliminated.

¹Amended vide Item #7 dated 4.07.2015

- 45.14. 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.
- 45.15. 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.

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

**SCHEME OF STUDIES INTERMEDIATE PART-I
FOR HEARING IMPAIRED STUDENTS
SESSION 2016 AND ONWARD.**

First Year.

550 Marks

Sr. No.	Name of Compulsory Subject	Mix. Marks	Pass Marks	Total Mark
1.	English Abbreviation/Code: Eng English (Th)	100	33	100
2.	Urdu Abbreviation/Code: Urdu Urdu (Th)	100	33	100
3.	Pakistan Studies Abbreviation/Code: Pak.ST. Pakistan Studies (Th)	050	16	050
Sr.	Name of Compulsory Subject	Mix. Marks	Pass Marks	Total Mark
1.	Physical Education (Th.)	30 70	10 35	100

	(Practical)			
2.	Fine Art (Th.)	30	10	100
	(Practical)	70	35	
3.	Dress Designing & Dress Making (Th.)	30	10	100
	(Practical)	70	35	
4.	Computer Science (Th.)	30	10	100
	(Practical)	70	35	

Second Year.

550 Marks

Sr. No.	Name of Compulsory Subject	Mix. Marks	Pass Marks	Total Mark
1.	English Abbreviation/Code: Eng English (Th)	100	33	100
2.	Urdu Abbreviation/Code: Urdu Urdu (Th)	100	33	100
3.	Pakistan Studies Abbreviation/Code: Pak.ST. Pakistan Studies (Th)	050	16	050
Sr.	Name of Compulsory Subject	Mix. Marks	Pass Marks	Total Mark
1.	Physical Education (Th.)	30	10	100
	(Practical)	70	35	
2.	Fine Art (Th.)	30	10	100
	(Practical)	70	35	
3.	Dress Designing & Dress Making (Th.)	30	10	100
	(Practical)	70	35	
4.	Computer Science (Th.)	30	10	100
	(Practical)	70	35	

Practical is a key factor in engaging, enthusing and inspiring the students with special needs and help in their effective learning. Therefore, separate paper of practical will also be conducted. It is the responsibility of the institution to ensure the completion of practical as per curricula and syllabi during the teaching

process.

- Note:- The syllabus of any other elective subject offered by PBT will remain unchanged. Any other subject offered or offered in future by PBT will carry Marks as mentioned above.

CHAPTER-3
RULES FOR THE ADIB, ALIM AND FAZIL EXAMINATIONS

Note: - The word imparting masculine gender shall be taken to include females; and word in singular shall include the plural and vice versa.¹

1. Commencement of Bi-Annual Examination

The Adib, Alim and Fazil Examination shall be held on such dates and at such place, as may be fixed by the Chairman/PBCC. The nomenclature of the Examinations as under:-

- 1.1. Languages Annual Examinations.
- 1.2. Languages Supplementary Examinations.

2. CONDITIONS OF ELIGIBILITY.

In order to be eligible to appear in the Adib, Alim and Fazil Examination, a candidate must furnish the following documents provided that a candidate for Fazil Examination shall be eligible only if he has already passed the SSC Examination.

2.1. Submit his admission form and the prescribed fee to the Board by such dates as may be fixed by the Chairman/PBCC together with the following certificates signed by an authorized person:-

- 2.1.1. Of possessing good moral character;
- 2.1.2. Of having paid the prescribed fees to the Board;
- 2.1.3. Of belonging to, or residing in, an area falling within the territorial limits of the Board; and
- 2.1.4. Of not simultaneously being a candidate for any examination to be held by this or any other Board or a University.
- 2.1.5. Have affixed required copies of his recent photographs and thumb impression duly signed by him and attested by the person who signs the certificate mentioned in the Rules.
- 2.1.6. The authority attesting the admission forms shall be required to:-
- 2.1.7. Certify that the photo and admission form of the same person has been attested and name of the candidate has been written on the photograph.
- 2.1.8. Put his full signatures on the photograph and admission form of the candidate.
- 2.1.9. The following persons shall be authorized to sign/attest the certificate :-
 - 2.1.9.1. Any Head of affiliated High/Higher Secondary School/ College of the place where the center of examination has been demanded by a candidate provided that a reappear candidate, who had previously appeared in regular capacity, may get his admission from attested by the Head of the concerned Higher Secondary School/ College last attended; or

¹ Changed vide item # 21 dated 10.5.1993

2.1.9.2. In case of Private candidates Principal of Higher Secondary School/ College or his / her nominee not below the rank of B.S. 17 of the station proposed as examination centre or from the nearest institution within the jurisdiction of the Tehsil Headquarter. Three copies of his/her specimen signatures will be supplied to the Board's office for record.

(ii) Heads of private affiliated Institutions or their nominee may also attest the admission forms of their fresh / old students only Commanding Officers in case of Military personal:

1.1.1.1. Superintendent Jail in case of Prisoners:

1.1.1.2. Member of the Board.

2. NO. OF ATTEMPTS TO QUALIFY THE EXAMINATION.

2.1. To qualify for the grant of the Adib, Alim or Fazil Certificate/ Diploma, a candidate shall (subject to rule 1(2) ibid be provided with a maximum of four examination opportunity which will commence from and include the examination in which a candidate appears for the first time.

2.2. If a candidate fails to qualify the examination in the first attempt, he shall be granted exemption in the paper/papers in which he has pass in an attempt and allowed to re-appear in the subsequent attempt in the paper in which he has failed. Such a candidate on qualifying the examination shall be granted a certificate/diploma of having passed the relevant examination by parts.

2.3. No additional examination opportunity shall be provided in lieu of an opportunity missed for any reason except in the following cases.

2.3.1. A candidate involved in cases of alleged use of unfair means but acquitted and the decision is taken so late that the period of the chances already permitted expire/s.

2.3.2. A candidate who results remain incomplete for no fault of the candidate or completed late and resultantly he/she missed the permitted chances.

2.3.3. The candidates of the said category shall have the option to appear in the next examination immediately following the declaration of their results. In case the result is not declared 40 days before the commencement of next examination. They would have the option to appear either in the immediate next examination or the next following examination.

2.4. Candidate who fails to qualify the examination in the permissible four consecutive attempts may repeat the examination as a fresh candidate in any subsequent examination.

2.5. Candidate who is blind or deaf and dumb may qualify the examination without any restriction to the number of examination opportunities/attempts referred to above.¹

2.6. Candidate must avail of the four chances to pass an examination in parts should commence from and include the examination in which a candidate appears for the first time.

3. SCHEMES OF STUDIES.

¹ Change vide item #5 dated 27.3.2012

The scheme of studies for the Adib, Alim & Fazil Examinations including the number of papers and their weight age in term of marks, the duration of each paper etc. shall be as may be prescribed.

4. MEDIUM OF EXAMINATION.

The medium of examination shall ordinarily be Urdu, provided that the Chairman, as at his discretion allow in an individual case, any other medium after satisfying himself that the candidate concerned is not proficient in Urdu; Provided further that in case of examination in Punjabi languages, the Question Papers shall be printed in Punjabi (Persian Script) as well as in Urdu and the candidate may answer question either in Punjabi or in Urdu.

5. PASS MARKS.

In order to pass in a paper the candidate must obtain at least 1/3 of the total number of marks allotted to the paper, provided that a fraction in the minimum pass marks shall be ignored.

6. QUALIFYING CONDITION.

To qualify for the grant of Adib, Alim and Fazil Certificate/ Diploma, a candidate must pass in all the papers, taken up according to the Scheme of Studies.

7. PLACEMENT IN DIVISION.

A candidate who has qualified in Adib, Alim or Fazil Examination shall be placed in one of the following three divisions:-

7.1. In the first division, if he/she has secured 60% or more of the total number of marks allotted to the Scheme of the Studies.

7.2. In the Second Division, if he/she has secured 45% or more but less than 60% of the total number of marks allotted to the Scheme of studies.

7.3. In the Third Division, if he has secured less than 45% of the total number of marks allotted to the Scheme of Studies.

8. CONCESSIONAL MARKS.

A candidate who fails to qualify for the grant of Adib, Alim or Fazil Certificate/Diploma for want of not more than 1 % of the total number of marks allotted to the Scheme of Studies, shall have the requisite number of marks added to the marks obtained by him in the paper/papers in which he has failed so as to enable him to qualify for the grant of the Certificate/Diploma provided that a fraction in the concessional marks shall be counted as one.

9. MARKS IMPROVEMENT.

Candidates who passed two subjects through any Board at SSC/HSSC level after passing the CGE "O" & "A" level Examinations extended this facility to the candidates of Sanvia Amma/Saniva Khassa/Al-Suna Sharqia Examinations.¹

10. ELEGIBILITY TO APPEAR IN SSC EXAM.

Secondary School Certificate after Adib, Alim & Fazil Examination

A candidate who has passed the Adib or Alim's Examination of the Board, or an Examination recognized as equivalent thereto, may appear in Secondary School Certificate Examination in:-

10.1. English and on qualifying be granted a Certificate to that effect;

¹Added vide item # 14 dated 31.10.2014

- 10.2.** English, General Mathematics, Pakistan Studies and one other subject from the General Group not being a language and on qualifying in these subjects be granted the Secondary School Certificate. The division of such a candidate shall be determined on the basis of the aggregate of marks Secured by him and the total number of marks allotted to subjects referred to above according to the criteria given in Rule 8.
- 10.3.** A candidate who has passed in English only of the Secondary School Certificate standard shall be permitted to appear in the remaining subjects full combination of any Group intend to offer except English in the Secondary School Certificate Examination and on passing in the remaining subjects shall be granted a certificate to that effect (i.e. remaining subjects). The division of such a candidate shall be determined on the basis of aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above according to the criteria given according to the criteria given under Rule 8.

Note: - The subjects mentioned in 11.(1), (2) and (3) above relate to the scheme of studies for the Secondary School Certificate Examination.

11. INTERMEDIATE AFTER ALIM OR FAZIL EXAMINATION.

A candidate who has passed the Alim or Fazil, Examination of the Board, or an examination recognized as equivalent thereto, may appear in the Intermediate Examination in :-

- 11.1.** English and on qualifying be granted a Certificate to that effect, provided that he had previously passed in English of the Secondary School Certificate standard.
- 11.2.** English and two other subjects from the Humanities Group not being languages and on qualifying in these subjects be granted the Intermediate Certificate, provided he has passed the Secondary School Examination at least two years previously. The division of such a candidate shall be determined on the basis of the aggregate of marks secured by him and the total number of marks allotted to the subjects referred to above according to the criteria given in Rule 8.
- 11.3.** A candidate who has passed English only of the Intermediate Standard after passing the Alim or Fazil Examination shall be permitted to appear in the remaining subjects (full combination of any Group he intend to offer except English) in the Intermediate Examination; provided that he has passed the Secondary School Certificate Examination in full, at least two years previously and on passing the remaining subjects shall be granted certificate to that effect (i.e. remaining subjects). The Division of such a candidate shall be determined on the basis of the aggregate of marks allotted to the subjects referred to above according to the criteria given in Rule 8.

- 11.4.** A candidate who has passed the Dars-e-Nazami (Al-shadat-ul-Khasa) an examination from the Wafaq Tanzim-ul-Madares will be allowed to take the examination of two such subjects which have no Practical for the purpose of Intermediate Certificate.¹

Note: - The subjects mentioned in (12.1), (12.2) and (12.3) above relate to the Scheme of Studies for the Intermediate Examination.

12. SCHEME OF STUDIES FOR DARS-E-NAZAMI

DARS-E-NIZAMI GROUP		
Can be taken for Examination with the written permission from Chairman of the relevant Board.		
Part-I (CLASS-IX)		
SR.#	SUBJECT	THEORY
1	Urdu-I (In lieu of Geography of Pakistan-I for foreign Students only)	75
2	English-I	75
3	Seerat-un-Nabi PBUH-I (Alternative of Islamiyat Compulsory)	50
4	Pakistan Studies-I	50
5	General Mathematics-I	75
6	General Science-I	75
7	Al-Quran-I	75
8	Al-Hedith-I	75
Total		550
DARS-E-NIZAMI GROUP		
Can be taken for Examination with the written permission from Chairman of the relevant Board.		
Part-II (CLASS-X)		
SR.#	SUBJECT	THEORY
1	Urdu-II (In lieu of Geography of Pakistan-II 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	Al-Quran-II	75
Addition vide Item # 14 dated 31./10.2014		
8	Al-Fiqah-II	75
Total		550

13. ANOTHER CHANCE UNFAIR MEANS CASES.

A candidates, who was disqualified for use of unfair means may be allowed to appear in the subsequent examination after the expiry of the period of disqualification in full papers in the current syllabi enforced.²

14. RATES OF FEE.

¹ Added vide item # 17 dated 4.11.1998

² Amended vide item # 21 dated 10.05.1993

- 14.1.** The following shall be the rates of Examination fee including the fee for issuing paper-wise marks and the final Certificate:-
- 14.1.1. Adib Examination: Fixed by the Board office.
 - 14.1.2. Alim Examination: Fixed by the Board office .
 - 14.1.3. Fazil Examination: Fixed by the Board.

Candidates appearing in one or more papers shall pay full fee of the relevant Examination.

- 14.2.** A registration as fixed by the Board from time to time shall be payable to the Board by each candidate at the time of submission of his admission form and fees for the examination. This will be payable once for an examination.

SCHEDULE FOR RECEIPT OF ADMISSION FORM.

- 14.3.** The admission forms and the prescribed fees may be accepted after the last dates fixed for such acceptance on payment of late fee at the following rates:-
- 14.3.1. First Phase: without a late fee
 - 14.3.2. Second Phase: with double the amount of fee.
 - 14.3.3. Third Phase: with triple the amount of normal fee.
 - 14.3.4. Fourth Phase: with triple amount of normal fee +Rs.500 per day up to 10 days before the commencement of relevant examination.

The admission form and fee of a candidate with triple+ Rs.500 per day fee shall be accepted up to the 10th day after the last date for receipt of admission forms with triple fee.

- 14.3.5. The application for admission and fee of a candidate may be accepted on payment of double the ordinary fee prescribed for the examination as fixed by the Board/Govt. before the commencement of Annual/Supplementary Examination respectively.
 - 14.3.6. If a candidate pays less than the prescribed fee, he shall have to pay Rs.100/- as a penalty/ service charges in addition to the less deposited fee & late fee, if any.
- 14.4.** If the result of a candidate is declared late, except for reason of any default on his part, and the candidate has to reappear in a subsequent examination on the basis of this result, the admission form and the prescribed fee of such a candidate for that examination may be accepted without the payment of late fee within 10 days from the date of declaration/dispatch of his result or the date fixed for the submission of forms and fee without late fee, whichever is later.

14.5. Candidates remaining absent in examination throughout may not be reminded to clear the outstanding dues. No candidate, shall, however, be allowed to appear as a fresh or in the capacity of reappear candidate in a subsequent examination unless he clears previous outstanding dues against him.

15. CORRESPONDENCE.

All correspondence pertaining to examinations conducted by the Board shall be addressed to the Controller of Examination of Board and be delivered in the office by the dates to be prescribed by the Office from time to time.

16. POWERS OF THE CHAIRMAN.

Notwithstanding anything to the contrary in the provisions pertaining to an examination, the Chairman shall have the power to exclude any person from any examination, if he is satisfied, that such a candidate is not a fit person to appear in it.

17. MARKS IMPROVEMENT.

17.1. The candidates who pass the Languages Examination are entitled to improve the aggregate of marks in one opportunity in the parent Board by appearing as a private candidate within a period of two year of passing the said examination and before appearing in any higher examination held by a Board or University:-

17.2. A candidate who passes the Languages Examination without availing of the benefit of concessional marks in any paper/s will have to appear as a whole.

17.3. A candidate who has passed the examination by taking the benefit of concessional marks in any paper/s will have to appear in the paper/s in which he/she has earned the concessional marks.

Option once exercised will be final and such candidates will be not be entitled for any other chance to improve the aggregate of marks.

17.4. Candidates appearing under category above if successful in improving the aggregate of marks shall be granted a new certificate on surrendering his previous certificate for cancellation.

17.5. The chance available to the candidate for improvement of marks in category 18.2 or 18.3 will be considered consumed when he physically appears in the examination whether in one or more papers.

17.6. A candidate who fails to improve his marks shall retain his original certificate.

17.7. A candidate who improves the marks may renounce his improved marks and opt for the restoration of original marks for obvious reasons provided he intimates his option to the Controller of Examination of the Board within three months after the declaration of the result of last examination taken by him under the rules. Option once exercised shall be final and shall not be revocable at a later stage. Such a candidate shall not be eligible for the award of a scholarship or any other academic distinction on the basis of the improved aggregate of marks.

18. RESTRICTION ON DISQUALIFIED CANDIDATE.

No candidate who has been debarred or expelled or rusticated by any examining body/Institution shall be admitted to any examination before the expiry of the period for which he has been disqualified.

19. AWARD OF MEDALS.

Medals will be awarded to the candidate at Fazil level in accordance with the prescribed rules.

20. Option to reappear candidates to appear in full papers and vice-versa.

Re-appear candidate be allowed to appear in all papers even after the submission of admission form on the request made on simple paper at least 30 days before the commencement of examination.

Provided further, a reappear candidate who opted all papers in the admission form will also be permitted to appear in his failing papers only if otherwise eligible on his request which should reach the office within the period as specified above and thereafter following fee would be levied if the request for change of option is received:-

20.1. Within less than 30 days before the commencement of examination. Rs.1050/-

20.2. After the commencement of examination up to 20 days before the declaration of the result. Rs.1050/-

21. QUALIFY THE REMAINING PAPERS

21.1. A candidate, whose in-service parents are transferred to the jurisdiction of the Board, after having already cleared some of the papers from other Boards, may be permitted to complete the examination by reappearing in the remaining subjects. Such a candidate, on passing the remaining papers, shall be granted the certificate of having passed the relevant examination and the marks obtained by him in the papers cleared by him from other Boards shall be incorporated in the certificate along with name of that Board

21.2. The students who had paid admission fee and had filed admission papers with a Board where their parents were working as public servant will be allowed to appear in the examination of the new Board in whose jurisdiction their parents had been transferred and they had to accompany them. In such case the admission form and the fee will be transferred to the new Board to enable the student to appear in the respective Board.

**CHAPTER-4
RULES**

**APPOINTMENT OF EXAMINERS, THEIR DUTIES, POWERS
SECTION I**

GENERAL

1. EXPLANATION:

- 1.1. Examiner means a Paper Setter, a Head Examiner or a Subordinate Examiner;
- 1.2. Teaching Experience denotes teaching experience in the subject in an Institution recognized by the Board or a College affiliated to a University.

2. All Examiners shall be appointed annually.

3. PROCEDURE OF APPOINTMENT OF EXAMINER

3.1 The Committee of Courses shall in accordance with the Rules approved by the Board, recommend a panel of names for appointment as Examiners in respective subjects.

3.2 The number of Examiners to be included in the panel shall be as follows:

- 3.2.1 Three names per paper in the case of paper setters;
- 3.2.2 Double the number of vacancies in the case of Head Examiner;
- 3.2.3 50 per cent more than the number of vacancies in the case of Sub-Examiners:

Provided that if the number required for panel, as defined above, is not available, the committee concerned shall give a certificate to that effect.

3.3 The recommendations of the Committees of Courses shall be scrutinized by the office in respect of eligibility of the person or persons suggested for appointment and placed before the Committee for appointment of Sub-Examiners.

3.4 The Committee for appointment of Sub-Examiners shall consist of the following members of the Board:

- 3.4.1 One Principal of an Intermediate College.
- 3.4.2 One Headmaster of a High School.
- 3.4.3 One other member (for SSC/Intermediate Examination: This member will be taken from School side and College side respectively).
- 3.4.4 Controller of Examination (EX-OFFICIO).

3.5 The recommendations of the committee of Courses with regard to the appointment of Paper Setters and Head Examiners shall be scrutinized by the office and then placed before the Committee for appointment of Paper Setters and Head Examiners for approval.

3.6 The appointment of Examiners shall ordinarily be made from the panels of names suggested by the Committee of Courses and scrutinized by the office.

4. The Chairman shall have the power to cancel the appointment of an Examiner who is shown to be unable to perform the work or to conform to the directions of the Board.
5. In a case of emergency when there is no time to bring the appointment of an Examiner or Examiners before the Committee for the appointment of Sub-Examiners, Paper Setters and Head Examiners, the Chairman shall be empowered to make such appointment or appointments: Provided that in making such appointment or appointments, the Chairman may consult the Convener of the Committee of Courses concerned.
6. **DIRECTIONS CONTAINED IN THE HAND BOOK FOR EXAMINERS WILL BE A PART OF BOARDS RULES.**
 - 6.1 The Board may frame rules from time to time governing the appointment, removal and control of Examiners and the manner in which they shall be required to do their work.
 - 6.2 Unless otherwise provided in the rules, the directions contained in the Hand Book for Examiners will be a part and parcel of these rules and shall be strictly followed.
7. The Examiners shall receive such remuneration as the Board may fix from time to time.

SECTION II

APPOINTMENT OF EXAMINERS

8. Not more than two members of a Committee of Courses may be appointed examiners in the subject with which that committee is dealing in exceptional cases.

A member of the Examiner's Appointment Committee shall not be, however eligible for appointment as an Examiner

9. The following shall be minimum qualifications for persons to be appointed as Examiners for the Secondary School Certificate Examination:

9.1 Paper Setters:

Graduates in the subject with at least 10 years teaching experience in the subject.

9.2 Head Examiners:

9.2.1 Graduates in the subject with seven years experience in the subject provided.

9.2.2 he has acted as Sub-Examiner previously and

9.2.3 if he is working as a teacher in a school, he has served as such for a period not less than 10 years.

9.3 Sub-Examiners:

Persons having Master's Degree or Trained Graduates who have read the subject at least upto the Intermediate standard with two years teaching experience in the subject:

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

- 9.3.1 Untrained Graduates or those who have passed the Intermediate Examination and are SESE(Urdu), SESE(English), SESE(oriental) and have five years teaching experience in the subject may also be considered for appointment as Sub-Examiners:
- 9.3.2 An approved teacher with three years teaching experience shall also be eligible for appointment as Sub-Examiner for:
- 9.3.2.1 Drawing.
- 9.3.2.2 Hygiene.
- 9.3.2.3 Physiology.
- 9.3.2.4 Agriculture.
- 9.3.2.5 Urdu, Persian and Arabic if he holds an Honours Diploma in the Language.
- 9.3.2.6 Civics : if he is a Graduate in Political Science;
- 9.3.3 For Hygiene and Physiology, an M.B.B.S, preferably employed in a teaching Institution or a recognized Civil Hospital; and for Agriculture, a B.Sc., in Agriculture, preferably employed in a teaching Institution, shall also be eligible for appointment as a Sub-Examiner.
10. A person appointed as an Examiner for the Intermediate Examination shall hold a Post-Graduate Degree in the subject and:
- 10.1 ten years' teaching experience in that subject, if he is a Paper Setter:
- 10.2 seven years' teaching experience in that subject, if he is a Head Examiner; and
- 10.3 Two years' teaching experience in the subject if he is a Sub-Examiner.
- All such persons who were appointed on contract and they have 9 months experience of teaching.¹
- All such persons who are teaching in the Govt. Institutions i.e. Commerce College, Govt. College of Technology , provided that they taught the Books published by the Punjab Text Book Board or the same syllabi which enforced in non vocational Institutions.
- All such persons who have passed the Computer courses and performed their duties as a teacher in affiliated Institutions with Multan Board.
11. The following shall be the minimum qualifications for the Adib, Alim and Fazil Examination in Languages:
- 11.1 Adib and Alim: Master's Degree in the Language or a Fazil in the Language:
- 11.2 Provided that a B.A. /B.Sc. who has also qualified in optional Urdu shall be
- 11.3 Eligible for Examiner ship in Adib Urdu Examination.
- 11.4 Fazil Examinations: Post-Graduate Degree in the Language.
12. Notwithstanding anything to the contrary in these Rules, the Examiners' Appointment Committee shall have the power to relax the minimum

¹ Addition vide item # 14 dated 17.05.2003.

- qualifications for appointment as Examiners; provided that Examiners of requisite qualifications are not available in a subject or a paper.
13. A teacher with requisite teaching experience, if otherwise eligible shall be preferred to a non-teacher as an Examiner. In the case of Adib , Alim and Fazil Examinations, a person of eminence in a particular branch of knowledge may also be considered in exceptional cases for appointment as an Examiner.
 14. Teachers employed in a recognized Institution of another University or Board and possessing the requisite qualifications shall not eligible for appointment as Examiners.
 15. No person shall, ordinarily, be appointed as a Paper Setter or Head Examiner if he has not worked as a Sub-Examiner for at least three years.
 16. No person shall be allowed to continue as an Examiner if he has already worked as such for three consecutive years. Such persons shall be eligible for re-appointment after a gap of two years; provided that if suitable Examiners are not available in a subject, the gap shall be reduced to one year. While making such appointments the Committee of Courses concerned shall certify that qualified Examiners in the subject with which it is concerned are not available.
 17. Notwithstanding anything to the contrary in Rule 16, the condition of two years' gap may be waived in very special circumstances, for reasons to be recorded in writing by the Committee of Courses concerned, in the case of appointment of a Sub-Examiner as a Head Examiner or as a Paper Setter.

18. BAR ON THE APPOINTMENT OF EXAMINERS.

18.1 No person shall be appointed as an Examiner in more than one subject in one year except Science Subjects at Secondary level.¹

18.2 No person shall be appointed as an Examiner in any major subject if he is acting as an Examiner in a subject for an examination conducted by the Education Department, University or another Board, beginning within a period of three weeks before or after the commencement of the Board's examination, however such Resident Inspectors can performed their duties as Head Examiner after closing of center. ²

EXPLANATION: The expression 'Major Subject' means a subject or a paper in which an Examiner has to set a paper and examine/ evaluate Answer books of more than 200 candidates).

19. An Examiner shall ordinarily mark Maximum 50 copies per day with one identity in one subject at HSSC level and three subjects (which he/she teaches) at SSC level in one Part i.e. 9th , 10th , 11th , 12th under the supervision of one H.E.of relevant subject of revelant³ Part.
20. No person who is on the rolls of an Institution or intends to send his Admission Form to appear in any Examination conducted by an examining body shall be appointed as an Examiner.
21. All assignments of the Boards including paper setting and paper marking would be open for all categories of teachers. Accordingly, School and College

¹ Addition vide item # 7 dated 17.05.2003.

² As above.

³ Amended vide item # 20 dated 21.09.2017.

teachers and Head of educational institutions would all be eligible for appointment as paper setters, head examiners, examiners and in other capacities on merit, and if otherwise eligible.

SECTION III

RULES FOR PAPER SETTERS

1. Questions should aim at testing the ability of a candidate; (a) to understand a topic, and (b) to apply his knowledge to solving practical problems and not merely at testing his ability to reproduce the answers which have been given to him in notes or learnt by him from a book.
2. In question papers on Languages, direct questions involving work of memory rather than of intelligence, should be discouraged.
3. Every part of every question shall conform to the prescribed courses of study.
4. Every portion of every question shall be clear and definite in language as well as in regard to the nature of the answer required of the candidates. The question paper shall be fairly distributed over the whole range of the subject and not concentrated on any one portion or a few portions only.
5. The paper setter shall strictly conform to the rules for the examination with which he is concerned respecting the language to be used in stating and answering a Paper.
6. For the Secondary School Certificate Examination at least 33% *¹more short and subjective questions shall be set in Theory paper only than what the candidate are required to answer.
7. For the Intermediate (in Theory Papers only); and Adeeb, Alim and Fazil Examinations, at least 33% more short and subjective questions shall be set than what the candidate are required to answer.
8. The standard of Question Papers as a whole shall not substantially vary from year to year. If the standard is desired to be altered, such change shall be brought about over a number of years.
9. The Paper Setter shall invariably mention the portion of the Syllabus and give reference to pages of the book from which the Question Paper has been set by him.
10. In setting a Question Paper abbreviations of all kinds except those in special subjects shall be avoided.
11. Each Paper Setter shall, at the time of setting a Question Paper, also draw up Instructions to Sub-Examiner, for marking the scripts. He shall do so even if there are no Sub-Examiners in that particular Paper.
12. The Instructions to Sub-Examiners shall be short and clear. Every question shall be properly analyzed and marks allotted to various parts.
13. In Written Papers containing mathematical questions the Paper Setter shall send solutions alongwith the question papers.

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14. The Paper Setter shall assign marks to each question which shall be indicated on the Question Paper for the information of the candidates.
15. For examinations, where the Syllabi are identical, the Question Papers set shall be the same.
16. Each Paper Setter shall be required to certify:
 - 16.1. That the Question Paper was kept under lock and key while in his possession;
 - 16.2. That none of the questions has been set by him for any examination of any other examining body.
 - 16.3. That the Paper (if typed) has been typed by him without any external help and that carbon papers, if used have been destroyed;
 - 16.4. That the Paper (if hand-written) has been written by him personally;
 - 16.5. That he has kept no copy or notes of the Paper with him and he accepts the fullest responsibility for the accuracy and secrecy of the Question Paper;
 - 16.6. That he has checked the Paper and has satisfied himself that it is strictly in accordance with the syllabus prescribed for the examination and that the paper, in his judgment and belief, is upto the standard of that examination;
 - 16.7. That he has taken special care to exclude all obscene and vulgar passages;
 - 16.8. That he has no near relative appearing in that examination.
EXPLANATION: (The term 'near relative' includes son, daughter, wife, husband, brother, sister or a Person with whom the Paper Setter has such relations as would have them easy access to his secret Papers).
 - 16.9. CERTIFICATE FROM THE PAPER SETTER.
 - 16.9.1. that he is not teaching the subject to the class nor has coached/will coach privately any student for the examination for which he has set the paper till the examination for which he has set the paper till the examination in the subject/paper is over;
 - 16.9.2. He has not taught the subject to the classes for which he has set the paper during the previous two years.
17. Each paper setter shall forward his Paper to the officer Confidential Press by name in a prescribed cover which shall be properly sealed, registered and insured. The Officer Confidential Press is authorized to reject or return any Paper to the Examiner which is not forwarded in the prescribed manner.
18. That he has not written or revises any textbook or help book for the particular branch of knowledge for which he has set the Paper;

SECTION IV
APPOINTMENT OF PAPER SETTER'S CO-ORDINATOR

QUALIFICATION

1. At least Graduate for Secondary School Certificate level.
2. At least Master Degree for Intermediate level.
3. Having three year experience as Paper Setter of Equal Weightage. (In case of non-availability of suitable candidate, the Chairman Board will be empowered to relax the period of terms).

ELIGIBILITY

4. That he has not written or revises any textbook or help book for the particular branch of knowledge for which he has set the Paper;
5. Should not be owner of any Private coaching centres, academy, college/school etc.
6. Should have been an in-service Govt. Employee (School/College). (in case of non availability of suitable candidate, Chairman Board will be empowered to select a retired one).
7. Certificate of integrity from concerned head of institution.
8. Should be appointed for a period of one year.¹

SECTION V

HEAD EXAMINERS

1. There shall be one Head Examiner for about Seventy two hundred to Nine thousand candidates.
2. In no case shall the Head Examiner himself increase or decrease the marks assigned to any paper by a Sub-Examiner.
3. In case of a difference of 7 marks or less marks in evaluation of the candidate's answer book arising between a Head Examiner and his of the subordinate Examiners, the Head Examiner shall return such answer book/s of the candidates to Sub-Examiner. The Sub- Examiner shall change the marks already assigned by him according to the instructions of his Head-Examiner.
4. The Chairman may either appoint a third Examiner whose award shall be final or refer the matter to Committee of Courses concerned for a decision which shall be subject to the final approval of the Chairman.
5. When a Head Examiner finds that the work of a Sub-Examiner whose Test Installment has already approved with or without modifications, has subsequently fallen short of the required standard, he shall immediately issue a warning to the Sub-Examiner calling his attention to the standard which has already been approved. If such warning remains in-effective, he shall report the matter to the Controller of Examinations enclosing all the relevant correspondence and recommend:-
6. That permission to check a higher percentage (to be specified by the Head Examiner) of answer books relating to that particular Examiner be accorded.
7. The Chairman shall be authorized to permit the Head Examiner checking of a higher percentage of answer-books than 20 percent.

SECTION VI

¹ Added vide item #6 dated 26.4.2018.

SPECIAL RULES FOR EXAMINERS FOR THE SECONDARY SCHOOL CERTIFICATE/HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATIONS.

- 1.1.1.1. If there are two or more Paper Setters in a paper, it shall be set by them jointly.
- 1.1.1.2. Subject to the provisions of other Rules, one of the Paper Setters for the Secondary School Certificate Examination shall be an experienced teacher from college and the other a person who is familiar with the standard of school teaching problems such a District Education Officer, a teacher in a College of Education or a retired Headmaster.
- 1.1.1.3. The Paper Setter shall hold a meeting with the Head Examiner, and issue instructions to the Head Examiner as regard the standard and method of marking. They shall also examine a number of answer-books to ensure a uniform standard. The work of the Sub-Examiners shall be supervised by the Head Examiners.
- 1.1.1.4. The Head Examiner will check ten copies of each Sub-Examiner as test installment and 20 % checking on daily basis among the marked scripts of each examiner.

SECTION VII

PROCEDURE FOR REGISTRATION AS SUB-EXAMINER

2. The Board shall maintain a register containing the names of persons eligible for appointment as Sub-Examiner in each subject and for each examination. Subject to other provisions, appointment of Sub-Examiner shall be made in the order of the following categories and in each category the names shall be arranged in the order of length of their teaching experience:
 - 2.1. Persons having Master's Degree or trained Graduates;
 - 2.2. Those who have passed the Intermediate Examination and are SESE, SSE, SESE(oriental) or untrained graduates.
3. Suggestions for inclusion of names in this register may be invited from Heads of Institutions and District Education Officers.

*Note:- The Board, in its meeting held 22/11/1973 (Item No.5) decided that the Paper Setters should hold a meeting with the Head Examiners at the Inter level as well.
4. The register so prepared shall be reviewed every year.
5. Appointments shall ordinarily be made in accordance with the serial order in the register.
6. Each Sub-Examiner can mark maximum 50 copies per day with one identity in one subject at HSSC level and three subjects (which he/she teaches) at SSC level in one part (Part-1st & Part-2nd separately i.e. under the supervision of one Head Examiner.¹

SECTION VIII

APPOINTMENT OF ASSISTANT TO HEAD EXAMINER

¹ Amended vide item #20 dated 21.09.017

The office will appoint the Assistant to Head Examiner, for this purpose the Head- Examiner will submit the prescribed application form with his recommendations. He is liable to work with the Head Examiner till the completion and any type of alterations along with signatures.

ELIGIBILITY.

1. Working in the Education Department.
2. Having the knowledge of marking.
3. Not working as Sub-Examiner in any subject.
4. Must be a Graduate.
5. Should not be an employee of any Education Board/University.
6. Should not be a regular student of any recognize institution.

DUTIES OF ASSISTANT TO HEAD-EXAMINER.

7. To count and receive the marked answer books from all sub examiners
8. To check the 100% marked copies of all the sub examiners.
9. To make sure that no any portion of the answer sheet has been left unmarked.
10. To check whether the obtained marks are under the maximum limit.
11. To check the marks written on the title page of the answer sheet and to check the grand total in words and figures.
12. To check and compared the computerized award sheet and bubble sheet with the marked answer books.

SECTION IX

MARKING RULES

Govt. of the Punjab, Higher Education Department has decided that all subjects of all examinations will be got marked under a centralized marking system. The Board will therefore, constitute marking centres at least at Tehsil level. The Head of Institution will work as Moqem Nazir of marking centre.¹

1. DUTIES OF MOQEEM NAZIR

- 1.1. To provide maximum facilities to the marking staff i.e. Rooms/Hall, furniture, cold water etc.
- 1.2. To provide protection to the marking staff, so that they may evaluate the answer sheets peacefully.
- 1.3. To provide the security for the safe custody of solved answer books.

The Chairman Board will have powers to appointment marking supervisor on the recommendations of Maqem Nazirs / Controller of Examinations, among the Teachers / Board Officer (Retired / in-service).

2. DUTIES OF SUPERVISOR.

- 2.1. To receive the bundles of solved answer books and material i.e. question papers, marking instructions, marking keys, award lists, etc. from the Board and make entry in a register subject wise.
- 2.2. To call the Head Examiners/Sub Examiner according to the list of examiners which will be provided by the Board.

¹ Under examination reforms 1998

- 2.3. To make arrangements for meeting of sub examiners with their Head Examiner for correct and up to the mark evolution.
 - 2.4. To issue the bundles of solved answer books to the Head Examiners for marking and after completion of marking in all respect, he will receive back the marked answer books, award lists according to the secrecy memo and pack them in relevant envelopes/cloth lined bags.
 - 2.5. To hand over the marked answer books and award lists to the Board's official.
 - 2.6. To make sure that no examiner will mark more than 900 answer books in a session in Part-I & Part-II Separately and not more than 50 answer books daily.
 - 2.7. To make sure that no examiner will mark the answer books without Board's permission/ approval/ appointment letter.
 - 2.8. To make sure that only six to eight examiners are working under the supervision of each Head Examiner.
 - 2.9. To make sure that no irrelevant person may enter into the marking centre.
 - 2.10. After opening of sealed bundles of answer books before starting of marking, the Head/ Sub- Examiner will count the answer sheets according to the secrecy memo in the presence of Marking supervisor and will be responsible of any discrepancy. Marking supervisor will be responsible to send the written report regarding discrepancy to Chief Secrecy Officer of the Board.
 - 2.11. Marking supervisor will be responsible to get certificate from all the Head Examiners, Sub Examiners, Assistant to Head Examiners, Random checkers that they have not been disqualified from the Board and their no relative is a candidate in current examination.
Marking supervisor will also collect the bio-data forms from the examiners and handed over to the Board's official/officer.
3. Sr. Educations will be appointed as Re-Checker/ Special Checker for the purpose of Re-Checking of marked answer books of position holders as well as the answer books of other candidate who are not satisfied form their results and applied for re-checking.

4. **REMUNERATION**

- 4.1. Re-checker for Inter Exam: Rs.10/- per copy
 - 4.2. Re-checker for SSC Exam: Rs.07/- per copy
 - 4.3. Special Checker Rs.05/- per copy*¹
5. A person who sets the Question Paper but does not mark the scripts shall be paid full fee for setting the question Paper, and that no part of the Paper Setting fee shall be paid to the person who only acts as Head Examiner or Single Examiner.
6. When an Examiner is unable to set and look over the passages for translation into English from other languages specified in the Rules for the Secondary School and Intermediate Examinations, special arrangements may be made by the Secretary for the remuneration of the person selected to set, look over and mark the passages for the translation from the languages into English and to

¹ Changed vide item # 12 dated 10.1.2011

look over and mark the passages set by the Examiners in English for translation into the language.

7. The persons appointed to translate into another language the piece set for translation in a question paper for the Secondary School or Intermediate Examination shall be paid Rs.25/-.
8. The contingent expenses to Sub-Examiners shall be as follows:
 - (a) Rs.40/- for Sub-Examiners belonging to a place other than that of the Head Examiners;
 - (b) Rs.20/- for Sub-Examiners residing in the same town as the Head Examiner:
9. Following payments will be made to such persons who perform the duties :-¹

(i)	Entering marks of question No.1 (objective) in its specific column.	Re.1/-per Roll No.
(ii)	Checking of totals and comparison of marks of Board viz-a-viz NIFT	Re.1/-per copy/Roll No.
(iii)	Tracing out each required Objective Question.	Re.0.25 per Roll No.

10. INSTRUCTION REGARDING RE-CHECKING OF ANSWER

- 10.1. During the re-checking of Answer Books any corrections, marking or unmarked portion will be got corrected/marked by Paper Setter/ Head Examiners of concerned subject within the premises of respective Board.
- 10.2. The Chief Secrecy Officer (CSO) of each Board will keep the Answer Books of top forty candidates separately so that these will be used immediately for rechecking in case of any complaint / rechecking application accordingly.
- 10.3. If any correction is found in consequence of rechecking , CSO will prepare a fresh award list (containing three portions) and will retain one portion of the award list in his office and other will forward to the Tabulation Branch and Computer Section.²
(Note:- One Laboratory Assistant for every 8 candidates in Physics, Chemistry and One Laboratory Assistant for 15 to 20 candidates in Botany and Zoology can be engaged in each Laboratory)
- 10.4. Laboratory Attendant. Rs.10 per day.
- 10.5. Assistant to Practical Examiner:
 1. Rs.15/- for M.A. / M.Sc. for one Session.
 2. Rs.20/- for two Session.
 3. Rs.10/- for B.A. / B.S.c. for one Session.
 4. Rs.15/- for two Session.
 (Note: - One Assistant to Practical Examiner is allowed to work at each Laboratory during the Practical Examination days. One Waterman and One Sweeper, engaged at each Laboratory, be paid Re.1/- per day each).
- 10.6. The payment chart will be submitted with in sixty (60) days after the termination of marking /checking by the Head/Single Examiner

¹ changed vide item # 12 dated 10.1.2011

² Substituted vide Govt. letter No. S.O.(Boards)12-2/2014 dated 25.2.2014.

(theory/ Practical), after that Rs.20/-per day fine will be charged from Head/Single Examiner as penalty, which will be deducted from their remuneration bill. However delay Condonation application must be reached in the Secrecy Branch within 90 days and no application will be entertained at expiry of this period.

- 10.7. The office will be bound to release the payment of Head Examiners & Sub Examiners for all the examinations within (45) days from the receipt of their bills on a lump sum deduction of 1% amount against each individual bill so that the Board may not cause any kind of loss regarding deduction against mistake and on the other hand teachers can get their payments well in time.¹
11. There shall be more than one panel of Chief Secrecy Officer and Secrecy Officers for dispatch of solved answer books to the examiners.
- 11.1. The Chief Secrecy Officer will be appointed by the Chairman in his discretion while the Dy. Chief Secrecy Officers² and Secrecy Officer will be appointed by him in consultation with and at the recommendations of the Chief Secrecy Officer.
- 11.2. The Chief Secrecy Officer shall be paid Rs.70000/-³ per month as a fixed pay package.
- 11.3. Dy. CSO will be paid Rs. 1000/- as remuneration per working day.⁴
- 11.4. The Secrecy Officers shall be paid Rs.1.60 per solved Answer Book.
- 11.5. On introduction of new system of Secrecy Special Secrecy Officer/s could be appointed and they will be paid Rs.750/- per day as remuneration.⁵
12. Rs. 50/- per mistake will be deducted from the Bill of Secrecy Officer as penalty.
13. Approximately 50% remuneration will be paid after completion of Secrecy work on the request of S.Os. However the remaining 50% remuneration will be paid after clearance of RLA / Re-checking etc.⁶
14. Rs.450/- per day will be paid to Special Secrecy Officer a remuneration.⁷
15. The Chairman has the power to engage Special Secrecy Officers as per demand / recommendation of the Chief Secrecy Officer keeping in view the work load.
16. Rs.10 per re-checking application as remuneration will be paid to S.S.O, who will be engaged for processing of re-checking application.
17. Term & Conditions of CSO⁸
- 17.1. Chief Secrecy Officer shall be answerable to the Chairman directly, while others (Dy. Chief Secrecy Officer and Secrecy

¹ Addition vide item # 22 dated 10.02.2012

² Addition vide item # 6 dated 4.07.2015

³ Revised vide item # 28 dated 23.12.2017

⁴ Revised vide item # 20 dated 15.2.2017.

⁵ Addition vide item #13 dated 9.04.2016

⁶ Revised vide item # 17 dated 22.2.2003

⁷ Addition vide item # 11 dated 11.10.013

⁸ Approved by the Board in its meeting 20.4.1999 vide item # 9(iv).

- Officers) shall work under the Supervision of Chief Secrecy Officer and also answerable to him.
- 17.2. The Chief Secrecy Officer can be removed at any time without any reason and he has no right to knock the door of any court of law.
- 17.3. Chief Secrecy Officer shall provide a certificate that “his no relative, is going to appear in the examination” and he shall also get the same certificates from Dy. C.S.O./ S.Os and helpers etc., working under his supervision.
- 17.4. CSO and his team members i.e. Dy. CSO, SOs, and helpers could not meet any irrelevant person during the duty hours.
- 17.5. CSO shall be bound to maintain the secrecy of all such duties assigned to him.
- 17.6. CSO shall be fully responsible for the safe custody of marked answer books.
- 17.7. The CSO shall not perform any examination duty of any Board/University.
- 17.8. The keys of Answer Book Halls will be in the custody of concerned Sr. Superintendent (Secrecy) while the lock shall be sealed by the CSO or his representative. Moreover, these Halls will be opened in the presence of CSO or his representative.
- 17.9. All the Solved answer books received from the Examination Centers shall be counted/checked by the CSO or his representative in the answer book hall with the secrecy memo. In case of any discrepancy, he will inform the concerned Sr. Superintendent of Secrecy Branch for correspondence with the Centre Superintendent.
- 17.10. CSO shall be responsible to inform Secrecy Branch regarding not receiving of packet/bundle of solved answer books of any Examination Center; Secrecy Branch will make correspondence with the Centre Superintendent and Bank authorities for provision of missing bundle/packet.
- 17.11. CSO shall be responsible to eliminate/ remove all such marks/ signs made by the candidate for recognition of answer books.
- 17.12. CSO shall be responsible to keep intact the corners of Answer Books at the time of affixing fictitious roll numbers on the answer books and prepare memos according to the numbers of answer books in the bundles, to trace out for clearing RLA/MLA etc.
- 17.13. CSO shall be responsible to prepare the bundles of solved answer books as per decision/directions of the authority.
- 17.14. CSO shall be responsible to take the marked answer books from the sealed bundles in his presence or he deposes his representative (Secrecy Officer) for the purpose of clearance of RLA/MLA/Rechecking of Position Holders before/ after the declaration of result. Furthermore, he shall prepare revised award list according to the answer book or gets the same through his representative.

- 17.15. CSO will sign on all the revised award list.
- 17.16. If any court of law/ investigation agency demands any marked answer book in any case , CSO shall present the marked answer books in court of law himself or through his representative (SO or Dy. CSO).
- 17.17. In case of wrong fictitious roll number or if the corner is not detached from the solved answer book, an amount fixed by the Board (from time to time) shall be deducted from the payment of S.O/s.
- 17.18. CSO shall be responsible to inform Secrecy Branch all the directions/instructions issued by the Chairman, in written.
- 17.19. CSO shall perform allover duties assigned by the authority/Chairman as per requirement/situation.

18. Marking Supervisor.

During the Centralize marking a Sr. Teacher/Sr. Superintendent or Assistant / retired Board Officer will be appointed as Marking Supervisor for distribution of solved answer books among the Examiner for marking. and get back after completion of marking.

The Marking Supervisor will be paid Rs.900/ per day.**¹

During the centralize marking one Security Guard and an attendant will be appointed among the C. Class employees of the concerned Institution where the Marking Centre has been constituted. However if the strength of marking staff is exceeded from 60 than C. Class staff will be engaged with the following break up on the existing remuneration:-

Strength of Marking Staff	No. of Attendants.
1 to 60	1
61 to 120	2
121 to 180	3
181 to onward	4

Note: GENERAL INSTRUCTIONS²

- 18.1. Search lights/ movie cameras may be installed where fictitious Roll Nos. are to be allotted on the solved answer books by the Secrecy Officers.
- 18.2. Gun man may be deployed at the places where Secrecy Officer/s work for the allotment of fictitious Roll Nos. and if need arises, gun man be hired for the specific period from reputed firms/ companies after completing all the codal formalities.
- 18.3. The Chairman is authorized to sanction expenditure incurred in connection with Sr. 1-2 above
19. To maintain the quality of marking one senior most teacher of science subjects and one more senior teacher of Arts subjects will be appointed at each marking centre of SSC & HSSC Examinations (from School & College

¹ Revised vide item # 10 dated 24.6.2014.

² Addition made on 6.03.2010.

side respectively) against a remuneration of Rs.1000/- per day for SSC & 1500/ per day at Inter level lump sum.¹

- 19.1. For the error free result following steps would be taken:-²
- 19.2. Appoint sufficient number of Market based Qualified Persons viz MBA, M.Com., MCS., BCS., B.Sc. stat. Maths. or other suitable Graduates at Marking Centres and they will be paid Rs.750/- as remuneration against 200 copies per day.³ Moreover Rs.5/- will also be paid as incentive which will be deducted from the payment of Sub-Examiner as well as head examiner , if he/she checked the scripts. However in case of any mistake pointed out during the re- checking , Rs.100/- shall be deducted from the remuneration bill of super checker.⁴
- 19.3. Compared each Answer Book with Award List, Checking of Totals, Transfer of Award and unmarked portion etc.
- 19.4. All marked Answer books of Multan Board either already checked or not by the Super Checkers of other Boards. For this purpose, Award Lists received in Computer Section will also be got rechecked /compared with marked Answer Books. The System Analyst will provide these Award Lists top Super Checkers through Chief Secrecy Officer for comparison/correction. In case of any correction, revised Award List will be prepared for onward submission to the Computer Section with Signature and Stamp of C.S.O.⁵
- 19.5. Rs. 10 will be deducted from the remuneration of each Sub Examiner/ Head Examiner against each error.
- 19.6. 1% deduction will be made across the board from the remuneration of Super Checkers against expected errors, in order to release their payments within short span of time.⁶
- 19.7. 1% deduction across the Board will be deducted from the bills of Sub Examiner/Head Examiners theory & Practical only to release their payments within short span of time.
- 19.8. On the analogy of Marking Supervisor, a Supervisor for supervision of Super Checkers will be appointed and Rs.900/- as Remuneration per day will be paid to Supervisor of Super Checkers.⁷
- 19.9. The teaching staff of Federal Government's institutions like Garrison Schools and Colleges, Technical Colleges, Commerce Colleges, Railway Schools and Colleges, WAPDA Schools and Colleges, Special Education Schools and Colleges and those who are Governed by the Boards of Governors will only be eligible for marking and supervisory duties as well.

¹ Addition vide item # 9 dated 24.6.2014.

² Addition vide item # 17. Dated 7.03.014.

³ Substituted vide item # 10 dated 4.07.2015.

⁴ Amended vide item # 13 dated 22.10. 16

⁵ Amended vide item # 12 dated 22.10.2016.

⁶ Addition vide item # 5 dated 9.04.016.

⁷ Addition vide item # 5 & 13 dated 31.10.014.

- 19.10. A Data Entry Operators will be engaged in Marking Centres of SSC/Intermediate (A) Examinations, 2015 & onward against remuneration of Rs.500/- per day for the computerized marking process. The said remuneration will be paid to the Head of the Institution of the concerned Marking Centre for onward payment to the D.E.O.¹
20. The Marking Key Making Committee will have to give a certificate stating:-
- 20.1. The Question Paper has been perused with great care & found error free as per syllabus.
- 20.2. Key prepared by them is correct as per Question Paper and in accordance with the Text Book prescribed by the Punjab Textbook Board.
21. An instruction may be allowed to be public through press release that if any one has any reservation regarding Question Paper, he/she, their parents/ Institution or anyone else may point out such discrepancy and file their claim 20 days prior to the declaration of result and no claim will be accepted later on in this connection.
22. The MCQs/Question Paper will be returned back to candidates after the completion of the paper.²
23. The marked scripts of top twenty candidates at 9th class/11th class should be got rechecked as per analogy of SSC/Intermediate Part-II as both the examinations have equal weightage.³
24. Super checking of top forty answer sheets of 9th and 11th examinations. Before declaration of result of 9th and 11 classes the Board should get rechecked/ super checked the marked answer books of top forty students. This action will be helped to ensure that any mistake of award may not be carried forward to the next result. i.e Matric /Intermediate.⁴

¹ Addition vide item # 18 dated 17.2.015

² Addition vide item # 18 dated 31.10.14

³ Inserted vide item # 3(ii) dated 23.12.2018.

⁴ Added vide item #7 dated 26.4.2018.

CHAPTER-5 EXAMINATIONS

1. The examinations conducted by the Board shall be held at such places and on such dates as the Chairman may fix from time to time.
2. Bar on taking the same exam which has already been passed.
No one who has passed an examination conducted by the Board shall be permitted to re-appear at the same examination except as may be specifically provided in the regulation or Rules for the examination concerned.
 - 2.1. Notwithstanding anything to the contrary in these rules, anyone who is found guilty of the violation of rule 2, the result and the Diploma of the Examination under which he appears unlawfully and the result / diploma of the previously qualified examination will be cancelled / confiscated and he will be declared unfit candidate to appear in any Board's / University's examination in future.
3. All correspondence pertaining to examinations conducted by the Board shall be addressed to the Controller of Examinations of the Board and be delivered in the office by the dates to be prescribed by the Chairman from time to time.
4. SECONDARY SCHOOL CERTIFICATE EXAMINATION
Each Regular candidate of recognized Institution of Private Sector and private candidate shall bound to pay admission fee as prescribed by the Board at the time of submission of admission form within the schedule.
 - 4.1. At SSC Level each Regular candidate who get admission in such Institutions which are running under the control of Private Sector shall pay the Registration fee (fixed by the Board from time to time) to the Board at the time of his/her admission in an institution, while each regular candidate who get admission in Govt. Institutions will pay processing fee as fixed by the Board and by each Private candidate at the time of submission of his/her admission form and fee for examination to the Board.
 - 4.2. Each and every candidate will pay Rs.30/- toward "Scholarship Fund" for the purpose to facilitate the deserving and talented students¹.
 - 4.3. Registration/Admission fee of the students, who admit in Government Institution as well as the schools which are assisted by the Punjab Education Foundation, be waived of. Moreover, in case of PEF Schools:-
 - 4.4. The waiver shall be extended only to those students, whose names are duly verified and provided by the Punjab Education Foundation to concerned Board of Intermediate & Secondary Education.
 - 4.5. The waiver is only to the extent of Registration and Examination Fee levelled at SSC level and does not apply to any other ancillary fees/funds charged by Boards of Intermediate & Secondary Education in the Punjab.²

¹ Inserted vide item #12 dated 23.12.2017.

² Amended vide item # 17 dated 8.04.2006

Addition vide item # 4 dated 9.04.016

³ Addition vide item #6 dated 29.03.2011

Provided that candidate offering subject/s which carry practical/s shall pay fee as prescribed for Science Group.

4.6. INTERMEDIATE EXAMINATION/ LANGUAGES EXAMINATION.

The rates of Examination fee and the final certificate may be fixed time to time:-

4.7. However such candidates who are offering subject/s which carry practical/s shall pay fee as prescribed for Science and other professional groups.

4.8. For candidates offering one of more subjects will pay full admission fee of the relevant Group.

4.9. An enrolment fee of as fixed by the Board from time to time shall be payable to the Board by each Regular Candidate at the time of his admission to the Intermediate Classes in an Institution, and by each Private Candidate at the time of submission of his admission form and fee for the Examination. This enrolment fee will be payable once for an Examination. However, Sports fee will be payable at every subsequent attempt.

4.10. Each and every candidate will pay Rs.30/- toward "Scholarship Fund" for the purpose to facilitate the deserving and talented students^{1, 2}

4.11. Notwithstanding contrary in these rule the candidate offering thesis in 6th Paper of Fazil examination shall pay Rs.75/- in addition to normal fee.³

5. EXEMPTION FROM FEE.

5.1. All the Employees of the Board and their sons and daughters and sons / daughter's of deputationists / Retired Employees of the Board shall also be exempted from the payment of all kinds of fee i.e. examination fee, registration/enrolment fee , certificate fee, rechecking fee etc forever.⁴

5.2. No fee of any kind viz admission fee, Registration/Enrolment fee and Certificate fee shall be charged from the candidates who are blind.

6. Fee paid by a candidate for an examination in the name of his real father, mother, brother or sister inadvertently may be transferred and treated in his name at the discretion of the Chairman on the production of following documents:-

6.1. Proof of relationship with the person in whose name the fee has been deposited / remitted in his name be transferred / treated in the name of the candidate.

6.2. If fee has been deposited wrongly for any purpose by the candidate can be adjusted as desired by the candidate after imposing, Rs.10/- as penalty.⁵

¹ Inserted vide item #12 dated 23.12.2017.

²

³ Changed in 1991 instead of thesis the candidate would appear in sixth paper .

⁴ Amended vide item #3(xiii) dated 9.04.016

⁵ Amended vide item # 14 dated 31.01.1999.

- 6.3. Affidavit from the person other than the candidate to the effect that fee deposited / remitted in his name be transferred / treated in the name of the candidate.
- 6.4. A penalty of Rs.10/- shall be imposed on the candidate for this lapse.
7. The admission forms presented on the counter of the office may not be accepted on less deposit in any circumstances.
8. All fee prescribed for admission to an examination shall be paid in full before any action can be expected to be taken on the application pertaining to them.
9. Retention of Roll No. Slip and Cancellation of Result of the candidates appearing in the Board's Examinations shall be determined as under:-
 - 9.1. In case of minor discrepancies/deficiencies such as incomplete Attestation of Admission form, one Photo and certificate of Passing the Secondary School Certificate Examination from other Boards wanting, the Chairman at his discretion may permit to issue the Roll Number slips to such candidates on provisional basis but their results shall not be declared unless they fulfill the required formalities. Conditions and if they are found in eligible, their candidature & the result as the case may be would be cancelled by the Chairman.
 - 9.1.1. The Roll No. Slip of fee defaulters will not be issued at any cost to avoid audit objection.
 - 9.2. If the Roll No. Slips of a candidate is not issued by the office on account of non-payment of outstanding fee or non provision of No Objection Certificate from other Board's Candidate or any other discrepancy and he/she appears in the Board's Examination in any way, his/her result will be cancelled by the Chairman considering it his/her unlawful appearance in the examination.
10. Color –Photo graph will be affixed on the Roll No. Slip and Cut List.
11. The size of Photograph image of the candidate should be enlarged to make the candidate's identity recognizable/identifiable.¹

“RESULT” DEFINED.

“Result” is one which is declared and till the time it is not declared, it is only candidature which is to be cancelled.

12. All the correspondence pertaining to discrepancies will be made through the Head of Institution in case of Regular candidates. In the case of Private candidates all the correspondence pertaining to discrepancies will be made on their postal address mentioned in the admission form.
13. Examination fees once paid shall not be refunded or transferred to subsequent examination even if the candidate fails to present himself for the examination except in the following cases:-²

¹ Addition vide item # 14 dated 8.12.2018.

² Amended vide item # 15 dated 12.12.1999.

- 13.1. if the name of a candidate was sent up provisionally on account of shortage in his lectures or attendances and the authority that sent up his name withdraws it at least ten days before the commencement of the Examination for failure to make up the shortage;
- 13.2. if the name of a candidate has been submitted by the head of Institution, but later on his attendances run short of the required percentage and his name has been withdrawn at least ten days before the commencement of examination.
- 13.3. If the candidate dies before the commencement of the examination in which case the fee shall be refunded to the legal heirs of the candidate;
- 13.4. If the candidate is declared ineligible to appear in an examination provided that fee shall not be refunded to a candidate who does not fulfill all the office requirement before the commencement of examination and his candidature shall automatically stand cancelled at his own risk, in such a case a deduction of 25% shall be made from the amount paid as admission fee;¹
- 13.5. In case any amount is paid in the Board's fund either due to mistake or in excess of the amount due, the amount wrongly paid or paid in excess, may be refunded.
- 13.6. If admission fee is paid but the admission form is not submitted and, accordingly, the candidate does not take the examination; provided that in such a case a deduction of 25% shall be made from the amount paid as admission fee;
- 13.7. If admission form received after prescribed schedule (time barred), in such a case a deduction of 25% shall be made from the amount paid as admission fee;
- 13.8. Any fee paid by the candidate may be refunded at the discretion of the Chairman as a case of real hardship. However, the Secretary shall be empowered to order refund of fee under normal rules.
- 13.9. A claim for refund of fee will be entertained if it is made on a prescribed Refund Form within one year from the date of commencement of the examination. Provided further that the refund shall be made after the result of the examination has been declared.
- 13.10. If a candidate/ person wrongly deposited the requisite fee in Board's account for issuance of Certificate but does not want to obtain the certificate due to unavoidable circumstances the fee can be refunded after deduction of 25%.²
14. Notwithstanding anything to the contrary in the provisions pertaining to an examination, the Board shall have power to exclude any person from any examination, if it is satisfied that such a candidate is not fit to appear in it
15. In examinations where textbooks are prescribed, the candidates shall be required not only to show a thorough knowledge of the textbooks, but also to

¹ Amended vide item # 15 dated 10.03.2002

² Revised vide item # 34 dated 10.01.2011.

answer questions of a similar standard set with a view to testing their general knowledge of the subject.

16. The Syllabuses and Courses of Reading prescribed for examinations can be changed from time to time by the Govt; such changes being duly notified ordinarily two years before the date of the examination from which they are to take effect.
17. No candidate who passes an examination in parts or avails himself of the concession of appearing in a Supplementary Examination shall be entitled to a prize, medal or scholarship etc.
18. Notwithstanding anything to the contrary in these Rules, no candidate who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear, shall be admitted to the examination.
19. No candidate who has been debarred by any examining body, whose examinations are recognized by the Board, shall be admitted to any Examination before the expiry of the period for which he has been disqualified.
20. REMEDY TO A CANDIDATE IF HIS SCRIPT LOST .
 - 20.1. If a candidate's paper is lost after having been received and if his result in other subjects/ papers does not entitle him/ her to be declared successful in the examination, his/her result will be completed by giving average on the basis of the marks obtain in the other papers. If his result in other subjects/ papers entitles him to be declared successful in the examination, he/ she may be given an option either:^{*1}
 - 20.1.1. to appear in the missing paper, without the payment of any examination fee and the marks obtained by him/her in that paper shall be duly entered in the Result Sheet and his/her result declared accordingly;
 - 20.1.2. to accept award for the missing paper calculated on the basis of the average of the marks obtained in other paper by him/her.
 - 20.2. to fix responsibility and take appropriate action against the defaulters viz-a-viz Supervisory/ evolution staff or Board employee/s.
 - 20.3. In case of dispute as to whether a candidate's paper was duly received or not, the findings of the Controller of Examinations shall be final.
21. As soon after the completion of an examination as may be possible, the Controller of Examinations shall publish a list of candidate who has passed the examination.
22. Candidates appearing in all the examinations conducted by the Board shall be permitted to get their answer-books rechecked to the effect that:²
 - 22.1. The Chairman, any other officer or a committee of subject experts , authorized by him on receipt of an application on the prescribed form, after the deposit of prescribed fee Rs.1100/ - per paper for rechecking of answer books, may satisfy.

¹ Amended vide item # 11 dated 7.06.91.

² Amended vide item # 12 dated 5.08.2006.

- 22.2. All totals have been correctly forward on the title page of the answer book.
- 22.3. No portion of any answer of the question has been left unmarked.
- 22.4. There is no mistake in the grand total on the title cover of the answer book.
- 22.5. The answer book or any part thereof has not been replaced.
- 22.6. The total of various parts of question/s have been correctly made at the end of the question.
- 22.7. Re-evaluation of answer book/s shall not be done in the light of decision given by Hon'able High Court and Supreme Court of Pakistan in various writ petitions/CPLA.
- 22.8. The answer book may be shown only to the candidate by the Chief Secrecy Officer/ Special Secrecy Officer for the purpose of recognition within 10 days of the issuance of the call letter. No claim in this regard will be entertained after due date. Moreover no other person has any right to see answer book at any cost.
- 22.9. The fee once deposited for the purpose shall not be refunded under any circumstances except where the mistake as mentioned at Sr. # 20.2 to 20.5 above is deducted and it may affect the result.
- 22.10. The candidates are required to submit their applications duly completed in all respects to the Controller of Examinations within 15 days of the declaration of the result of relevant examination. Application received after the prescribed time limit, shall not be entertained.
23. A candidate who has failed in an examination may present himself for one or more subsequent examination; provided that he shall, on each occasion, satisfy the Board that he has fulfilled the conditions laid down in the Rules for admission of candidates to the Examination conducted by the Board.
24. If a candidate is ineligible to appear in any examination but he appeared after giving his/her false information or to conceal the facts regarding his previous appearance in examination. The Chairman shall be empowered to cancel his/her result.
25. Every candidate is bound to take his/her examination according to group/time allotted to him/her in the roll number slip and if he/she missed his/her paper due to any reason, he/she should not be allowed to take his /her paper in another group/time.
26. If a candidate appears at a wrong center/Practical Lab., wrong subject, or in a wrong group, the Controller of Examinations shall be empowered to cancel his answer book/s/ Practical.
27. If a mistake is found in the result of a candidate either by wrong posting or transferring the award/ marks, coding/ decoding or in the gazette etc. The Controller of Examination will have the power to rectify such mistake and fix the responsibility. Whereas the Chairman will have the power to cancel the result and take appropriate action under PEEDA Act-2006 against the defaulters. The wrong entry in the result as aforesaid shall not in itself confer any right or privilege independently on any candidate for grant of a

certificate/sand which will be issued under the regulation on the basis of original record in the Board office. ¹

28. Notwithstanding anything to the Contrary in these Rules, the Board shall have the power to; (i) hold an additional Examination in the same year for special reasons, (ii) cancel the entire examination or the examination held at a particular centre if it is satisfied that the examination has not been held under proper conditions. Provided that there shall be no re-examination in case of walk out at any centre. More over no additional opportunity for theory examination ²shall be provided in lieu of an opportunity missed for any reason.

29. CANCELLATION OF PAPER.

29.1. If a candidate desired to cancel his/her Answer sheet, then he /she is required to cross the answer sheet in the examination centre and submit an application to the centre superintendent in this regard without any fee. If he/she did not do so then his/ her answer sheet would be evaluated and marks will intact. The Centre Superintendent will sand such Answer Sheet as stray to Chief Secrecy Officer.

29.2. If the Answer Sheet was crossed partially i.e. one or two question then the Answer Sheet would be got evaluated and the crossed portion will not be treated as cancelled. However, after the termination of examination if any candidate is not satisfied with his efficiency and he wants to get his answer sheet cancelled then he is desired to submit an application with prescribed fee Rs.600/-³ per paper within 10 days after the termination of concerned examination (Practical /theory Part-I/Part-II) provided that he/ she is eligible. Moreover in case of cancellation of paper theory or Practical he /she has to appear in both the papers i.e. theory & Practical.

29.3. The option once exercised by the candidate shall be final and irrevocable.

¹ Amendment made vide item # 28 dated 7.11.92

² Amendment made vide item # 18 dated 21.09.2017.

³ Amended vide Board decision dated 19.06.2017.

**CHAPTER -6
CONDUCT OF EXAMINATION**

1. APPOINTMENT OF SUPERVISORY STAFF.

1.1. The Superintendent of each Centre shall be appointed ordinarily one month before the date fixed for commencement of examination from the other Tehsils.

Where necessary, the Controller shall arrange for the appointment of one or more persons to assist the Superintendents within the Tehsil .

1.2. One Assistant Superintendent for each set of 50 candidates or a fraction thereof, according to the number of candidates shown in the Centre statement, shall ordinarily be allowed. Provided that no Assistant Superintendent will be appointed at the Centre where the number of candidates is less than 30 and the candidates are seated in one room, provided further that one Invigilator for each separate room shall be allowed even if the number of candidates seated in it is less than fifty¹.

1.3. The Supervisory Staff appointed to conduct the Board's Examinations may be removed at any time by the competent authority (Chairman and Controller of Examinations) on account of any lapse or complaint about the centre and following undertaking shall be obtained from them at the time of appointment:-

“I hereby undertake that the competent authority (Chairman, Chief Inspector and Controller of Examinations) may remove me from my duties at any time during the course of examination on account of any lapse on my part or complaint about the centre and that I shall have no objection, whatsoever, and further shall have no right to seek legal redress”.

1.4. The Examinees should be bonded to report themselves at the examination centres thirty minutes before the scheduled time of both morning and evening sessions. MCQ papers may not be issued to those candidates who would reached the examination centre after reporting time. However, no candidate shall be allowed to enter the centre after scheduled time.²

¹ Amended vide item # 23 dated 23.12.2018.

² Amended vide item #03 dated 30.8.2018.

- 1.5. The Rules relating to the duties of Superintendent, including the directions to candidates, shall be framed or amended by the Board from time to time.
- 1.6. **Unless otherwise provided in the rules, the directions contained in the HAND BOOK FOR SUPERINTENDENT AND Supervisory STAFF AND INSTRUCTIONS FOR ORAL AND PRACTICAL EXAMINATION will be part and parcel of these Rules and shall be strictly followed.**
2. Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon the candidates to search their pockets and take their belongings i.e. papers, books and notes, which they may have in their possession. No late comer shall be admitted unless this warning has been repeated to him at the gate.
3. The Superintendent or the Deputy Superintendent or both, as the case may be shall forward to the Controller every day a declaration signed by him or them and witnessed by at least two Assistant Superintendents then on duty to the effect that he did call upon the candidates to search their pockets and surrender all papers, books or notes in their possession and this statement shall be conclusive evidence of the contents of the declaration.
- 4. Appointment of Practical Examiner**
 - 4.1. The appointment of Male Practical Examiners would be made inter District.
 - 4.2. The Senior Teachers instead of SS may be appointed as Practical Examiner at the Laboratory of big institution situated at district Head Quarter.
 - 4.3. The teacher having teaching experience less than two years may not be appointed as Practical Examiner. However, in case of any emergency this restriction may be waived off.
 - 4.4. Only such teachers of Schools/ Higher Secondary Schools/ Colleges may be appointed as Practical Examiners who are teaching the relevant subject.*¹
5. For awarding of marks to the candidates by the Practical Examineers only that Practical Note Book will be permitted, which has been prepared by the candidate by him/herself and checked /signed by his concerned teaching faculty.²
- 6. RULES REGARDING CONDUCT OF PRACTICAL EXAMINATIONS.**

¹ Addition vide item # 14 dated 16.06.2003

² Addition vide notification #144-ACC Dated.10.1.2018

- 6.1. Two practical examiner should be appointed on each laboratory to conduct the practical examination.
- 6.2. Both the Examiner will have equal weightage for awarding marks. In case of difference of opinion between examiners, the average of the award the awarded marks will be given.
- 6.3. Both the examiners will affix their signatures on practical Answer Book & Award list.
- 6.4. Practical examiners will not be appointed at the Centre where their own students are appearing for examination.
- 6.5. Preference will be given to public sector institutions, however, in case of shortage, examiners can be engaged from private affiliated institutions also. The criteria of the practical examiners will be as under:
 - 6.5.1. Master Degree holders in practical subjects.
 - 6.5.2. Practical Science teachers of BS-14 and above.
 - 6.5.3. Retired teachers of the practical subjects can be had.
- 6.6. Practical Answer Books after marking should be submitted to the Board directly and Head Examiners shall evaluate the marked Practical Answer Books as per previous practice in the office.¹
- 6.7. Practical note book prepared by a candidate in his own hand writing and checked by his concerned teaching faculty would only be permitted for evaluation purpose. Furthermore, the Practical Examiners would be ensured to tear off Practical Note-Book after evaluation.²

GENERAL INSTRUCTIONS ³

1. Where the Board's authorized Bank Branch is situated at the distance of six kilometers or above while any other Bank situated at the place of constituted centre or within the sphere of six kilometer, the nearest bank may be contacted for hiring its lockers/strong room against payment for the safe custody of question papers/ solved answer books.
2. One office superintendent and one gun man will accompany the vehicle carrying the packets of question papers / solved papers of answer books in addition to the bank staff (if any) and in need, the gun man may be hired for a specific period from reputed firms/ companies after completing all the codal formalities.
3. Distributing Inspectors will perform their assigned duties themselves and will not hand over banks locker's keys to

¹ Vide item # 4 Board's meeting 21.09.2017

² Added vide item #13dated23.12.17.

³ Addition made on 6.03.2010.

anybody, otherwise, stern disciplinary action will be recommended against them.

4. To make the examination crystal clear, the Chairman is authorized to appoint Mobile / Special Inspector/s and determine their routes other than the Inspectors appointed by the Controlling Authority.
5. The Chairman is authorized to sanction expenditure incurred in connection with Sr. 1-5 above.
6. Arrangements shall be made by the Head of the institutions for the provision of the services of menial employees, furniture, Almirahs, light, cleanliness in the hall/rooms and electric fans etc.
7. It shall be the duty of Head of institution concerned to maintain peace and security within and outside the campuses. He is supposed to keep a close liaison with the law enforcing agencies for provision of necessary support and coverage. The Head of institutions should not fail in the performance of this duty.
8. The head of institution shall provide the requisite number of teachers (Male /Female) to work as Superintendent, Deputy Superintendent, Assistant Superintendent, Paper Setters, Head Examiners, Sub –Examiners etc. to the Board. Those, who refuse to act as such or fail to perform their duties efficiently & honestly, would be dealt severely.
9. District Education Officers will provide the names of Supervisory Staff for the conduct of Board's examinations and they must ensure that those appointed as Superintendents, Deputy Superintendents and Assistant Superintendents from the list provided by them must report themselves for duty at the nominated centres. Any failure in this regard must be dealt with adequately.
10. The head of institution (where examination is being conducted) must take all necessary pre-cautionary measures to tackle the interference into the examination centres from gun totting office bearers of the unions in consultation with the law enforcing agencies.
11. The Heads of institution should provide staff statement of their institutions showing qualifications and subject wise teaching experience of all teachers, lectures and Professors. The persons nominated by the Board for any assignment must be duty bound to accept it and not refuse to work as such. The refusal will be viewed with seriously.¹

¹ Rules 6 to 11 have been framed by the Government of the Punjab Education Department vide letter No. SO.(Boards)1-84/89 dated 26.8.89.

12. In future, a specific box for thumb impression shall be printed at top right corner of first page of answer book on all the answer books and the place for said box shall be the same in all Boards and the candidate will be affixed his/her thumb impression on the face of answer book in specified box (for male Left thumb and for Female Right thumb).¹

APPOINTMENT OF INSPECTORS/SPECIAL INSPECTORS

13. Notwithstanding anything contrary to these rules, the Chairman may appoint Inspectors for various examinations and to relax the provisions of the Rules in any manner as he may deem fit.
- 13.1. Resident Inspector: Headmasters, Principals or their nominees of such institutions can be appointed as R.I. where the examinations have been constituted.
- 13.2. Centre Inspectors: Headmasters, Principals, Sr. Educationists of recognized institutions and Board's Officers may be appointed as C.I. to maintain the check and balance/credibility of centres to conduct the examination smooth and error free.
- 13.3. Distribution Inspector: The Head of the Institution may be appointed as D.I., whose institution is not constituted as examination centre.
- 13.4. Flying Squad: Two Senior Educationists (Male + Female) from each district may be appointed as F.S. by the Government for inspection of examination centers situated in urban /Ruler areas.
- 13.5. Normally, an Inspector will visit two centers in a day lying on the same route or at the same place but it shall not be necessary in each case. The Chairman may, in genuine cases, relax the condition of visiting two centers lying on the same route in a day. A member of the Board may inspect any examination centre.
- 13.6. The Inspectors of Examination Centres (Resident Inspectors, Special Centre Inspector, Centre Inspector etc.) shall submit their inspection reports within 15 days after the termination of said examination, otherwise, Rs.50/- per day shall be deducted from the bill of the said Inspector. *²
- 13.6.1. The Chairman may condone the delay in genuine cases.
- 13.6.2. If the Resident Inspector was not available due to his/her pre-engagements and he nominated

¹ Addition vide item # 14 dated 8.12.2018.

any other person as his/her representative than the remuneration will be paid according to their ratio of working days.¹

- 13.6.3. Where more than one examination centers have been constituted in an institution, the services of separate Security Guard, Sweeper and waterman for each centre can be engaged and they will claim separate remuneration.

14. APPOINTMENT OF INSPECTION STAFF.

- 14.1. The Distributing Inspector may be appointed in each bank.
- 14.2. The Special Inspector may be appointed in case of need.
- 14.3. In case the distributing inspectors refuse to perform Board's assignment without sound /cogent reasons, their cases may be refer to their departments for disciplinary action.²
- 14.4. In case of cluster centers, separate Security Guard, Sweeper and water man for each centre may be engaged.³
- 14.5. In case of marking centre, the Security Guard of the concerned Institution may be engaged separately.⁴
- 14.6. Maximum six Examination Centres may be allotted to a Distributing Inspector.⁵
- 14.7. The teaching staff of Federal Government's institutions like Garrison Schools and Colleges, Technical Colleges, Commerce Colleges, Railway Schools and Colleges, WAPDA Schools and Colleges, Special Education Schools and Colleges and those, who are Governed by the Boards of Governors and all other prestigious Institutions affiliated with the Boards, who have a chain of Institutions, can be engaged for supervisory duties.⁶

¹ Addition was made vide item # 11 dated 22.4.01.

² Addition vide item # 1 dated 18.6.2000

³ Changed vide item # 15 dated 27.03.12

⁴ Changed vide item # 15 dated 27.03.12

⁵ Addition vide item # 1 dated 18.6.2000

⁶ Changed vide item # 13 dated 31.10.14.

CHAPTER -7
DISCIPLINARY RULES REGARDING USE OF UNFAIR MEANS FOR
PASSING THE EXAMINATIONS CONDUCTED BY THE BOARD.

1. Any candidate, who is found using any of the unfair means in or around an examination centre, may be expelled from the centre by the Centre Superintendent or the Controller of Examinations or any other officer duly authorize by the Board's authority on his behalf and to such other action as the competent authority may determine in accordance with the rules.
2. If a candidate is found having in his/ her possession or accessible to him, papers, books or notes relating to the syllabus, or which might possibly be of assistance to him/her in solving the relevant question paper in the examination hall, he/she may be penalized up to:
 - 2.1. Cancellation of present examination if the offence is inadvertent.
 - 2.2. Cancellation of present examination and barred from appearing in the immediately following examination (annual or supplementary) if the offence is intentional.
3. The answer-book of a candidate may liable to be cancelled if he/she is found guilty of:
 - 3.1. Removing a leaf from his answer-book;
 - 3.2. Using abusive or obscene language in his answer-book.
4. If a candidate is found to have in his/her possession mobile phone, minicomputer, programmable calculators or devices or other such like implement in or around the examination centre, he/ she may be penalized up to:-

Cancellation of present examination and barred from appearing in one immediately following examination. The Discipline Committee may also decide according to circumstances either the mobile phone, mini-computer etc. is to be returned after first hearing of the accused or after expiry of his/her punishment.
5. A candidate may be penalized upto:-

Cancellation of present examination and barred from appearing in the immediately following examination (annual or supplementary) if he/she is found guilty of:

 - 5.1. Making false representation in his/her admission form/ supply the fake/ forged bank challan/ Money Order receipt with the intent to defraud the Board and deprived it from its legitimate income. Such cases will be decided on merit. If the offence is inadvertent, triple fee +Rs. 500/per day will be recovered in addition to the fee already deposited.¹
 - 5.2. Forging another's signature on any document;
 - 5.3. Refusing to obey the Superintendent of Examination in the Examination Hall.
 - 5.4. Refusing to obey any instruction issued by the Board in connection with the conduct of the Examination;

¹ Amended vide item # 1 dated 24.06.1993

- 5.5. Disclosing his identity or making peculiar marks in his answer-book with a view to disclose his identity.
6. A candidate may be penalized upto:-
Cancellation of present examination and barred from appearing in the immediately following two examinations (annual and supplementary) if he/she is found guilty of:
- 6.1. giving or receiving assistance for solving a question paper, allowing any other candidate to copy from his/her answer-book or using or attempting to use these or other means of solving question paper which may be held as unfair by the competent authority;
- 6.2. Communicating or attempting to communicate directly or indirectly with the examiners with the object of influencing them in award of marks;
- 6.3. Creating any kind of disturbance or other-wise misbehaving in or around the examination hall;
- 6.4. Copying from any paper, book or note; or
- 6.5. Smuggling in an answer-book or a continuation sheet into or out of the Examination hall.
- 6.6. Tempering the marks on the answer book/s during the re-checking.
7. A candidate may be penalized upto:-
Cancellation of present examination and barred from appearing in the following five or more examinations (annual or supplementary) or be declared as not a fit person to be entered to any future examination of the Board according to the seriousness of the offence and the circumstances of the case, if he/she is found guilty of:
- 7.1. Possessing fire-arms or anything capable of being used as a weapon of offence in or around an examination hall.
- 7.2. Misconduct of a serious nature such as impersonation, abusing, assaulting or threatening to assault any person engaged in the conduct of an examination.
- 7.3. A police case must also be got registered against the candidates, who found involved in unfair means cases in addition to initiation of disciplinary proceeding against the candidate under disciplinary rules.¹
8. The Discipline Committee may cancel/quash the result/diploma/certificate awarded to him/her previously and take any other action as the Discipline Committee may deem fit against such person, who impersonates in any examination conducted by the Board. In such cases, the accused shall be given an opportunity to defend himself.
- 8.1. Provided that a candidate who has passed an examination conducted by a Board, shall be liable to action envisaged in rule 8 ibid if he is found guilty of impersonation in an examination conducted by any other Board.

¹ Instruction issued by Government of the Punjab Higher Education Department vide letter No.SO(Boards)/M.C.99 dated 9.3.1999.

- 8.2. Provided further that if a candidate who has passed an examination conducted by the Board, other than Multan Board, found guilty of impersonation in an examination conducted by Multan Board, the case may be reported to the parent Board for taking action against him/her under relevant rules of that Board.
9. No complaint pertaining to unfair means cases or impersonator shall be entertained after expiry of 15 years from the passing year.¹
10. The Discipline Committee may also cancel or quash the result of a candidate before or after it declaration. However for this purpose the unfair means case must be registered against the culprit. In such a cases, the Discipline Committee also have the power to cancel the certificate already issued: - if
- 10.1. he/she has been disqualified for using unfair-means in the examination;
Or
- 10.2. A mistake is found in his/her result;
Or
- 10.3. If it is found that he/she was not eligible to appear in the examination;
Or
- 10.4. He/she has made a false representation in the admission form or any other document connected with the examination;
Or
- 10.5. he/she refused to obey any instruction issued by the office in connection with the examination;
Or
- 10.6. For any other reason that may be determined by the office/Committee;
- The Chairman shall have the power to cancel or quash the result of a candidate before or after it has been declared and cancel the certificate already issued in the cases falling under sub-rules 10.3 & 10.4 above after he/she has been given an opportunity to defend himself/herself.²
11. Notwithstanding, anything to the contrary in these Rules, a candidate or an impersonator, on the expiry of six consecutive examinations (annual and supplementary) including the examination in connection with which he/she was declared to be not a fit and proper person to be admitted to any future examination may, as a special case, be exempted by the Board from further operation of the relevant Rules.
12. In the case of examinations which are held once a year, disqualification from two examinations (Annual & Supplementary) will mean disqualification for one year.
13. If a candidate tampers with or forges any entry in a certificate or any other document issued by the Board, he/she shall be deemed to have used unfair means. The Chairman may cancel the document in question or cancel his/her result or take such other actions he/she may deem necessary.

¹ Amended vide Board's decision dated 19.06.2017

² Amended vide Board decision dated 19.06.2017

14. Notwithstanding, anything to the contrary in these Rules, the Chairman shall have the power to award suitable punishment without reference to the standing Committee to any candidate or to any student on the rolls of a recognized Institution who creates disturbance of any kind during the examination or otherwise misbehaves in or around any examination hall.
15. Any person, whoever, in the opinion of the Board or a Competent authority¹ or a Committee or an Officer appointed by the Board, is guilty of following offences may be liable to such action as the Board may deem fit. A finding of fact arrived at by the Board or a Competent Authority or Committee or an Officer appointed by the Board for the purpose, shall be conclusive and shall not be called into question in any executive, administrative or judicial proceeding:-
- 15.1. pre-mature disclosure of question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or
 - 15.2. substitution of an answer-book, or any portion thereof; or
 - 15.3. awarding with dishonest motive marks more or less than the marks deserved by a candidate, if the person doing so is an examiner; or
 - 15.4. recording in any document with dishonest motive marks more or less than the marks awarded to a candidate by the examiner concerned, if the person doing so is other than the examiner; or
 - 15.5. supplying to a candidate during his/her examination answer to a question contained in a question paper or a question put or be put at an oral examination; or
 - 15.6. mutilation alteration, interpolation or erasure in any certificate or other document or any record maintained by the Board or in any manner using or causing to be used a certificate, document or record knowing that it is so mutilated, altered, interpolated or erased; or
 - 15.7. divulging or procuring information pertaining to the examination papers, answer-books, examiners, conduct of examinations fictitious roll numbers, examination results or any information incidental thereto; or
 - 15.8. falsification of official examination results by any means including substitution of answer-books mutilation, alteration or falsification of any record of the Board; or
 - 15.9. impeding the progress of examination at any examination centre by any means whatsoever; or
 - 15.10. assaulting or threatening to assault in or around the examination hall to any person in charge of an examination centre or any other person employed in connection with an examination; or
 - 15.11. approaching or influencing any employee of the Board to act corruptly or dishonestly in the conduct of an examination,

¹ The Board in its meeting held on 6-3-1988, nominated the Chairman as the 'Competent Authority' under Rule 15 to proceed against the candidate.

- declaration of any examination result, or marking of papers or obtaining secret information relating to an examination; or
- 15.12. Attempting or abetting the commission of any of the aforesaid acts; he/she shall be liable to such action as the Board may deem fit. A finding of fact arrived at by the Board or a Competent Authority or Committee or an Officer appointed by the Board for the purpose, shall be conclusive and shall not be called into question in any executive, administrative or judicial proceeding.
16. If an Examiner or a Superintendent or any other person employed in connection with any examination, fails to comply with any instruction issued by the Board or any of its officers, or commits any other irregularity; or secures such appointment by supplying wrong particulars through mis-statement of facts, the Chairman may:
- 16.1. rescind the appointment; or
- 16.2. refuse to pay the whole or any part of remuneration; or
- 16.3. recover the amount spent by the Board as a result of non-compliance of Instruction; or
- 16.4. report the matter to the Director Public Instruction and E.D.O. (Edu) for suitable disciplinary action.
- 16.5. take any other action that may be deemed necessary.

The decision of the Chairman shall be final whether there has been any mis-statement of facts or irregularity or non-compliance of Instructions.

Provided that if an examiner or a Superintendent or such person as referred to in Sub Rule (16.1) has been disqualified for ever in consequence of any proceedings, the maximum period for which he/she shall stand disqualified shall be ten years and on the expiry thereof, his/her name shall be deleted from the relevant record. Provided further that such person may be assigned, any work pertaining to the examination at the discretion of the Chairman.

17. FORMATION OF DISCIPLINE COMMITTEE:

- 17.1. The Chairman shall appoint half yearly one or more Discipline Committee to deal with cases of the alleged use of unfair means and impersonations in-connection with the examinations with two members of the Discipline Committees may be from amongst the Principals / Headmasters / Headmistresses / Subject Specialists / Professors / Assistant Professors of the recognized institutions. The retired Educationists of the above mentioned category, renowned for their integrity and honesty may also be appointed.
- 17.2. TENURE.
- 17.2.1. The tenure of the Discipline Committee shall be six months, extendable for another period of six months ¹but not exceeding one year.

¹ Amended vide item # 09 dated 8.12.2018.

- 17.2.2. The Chairman shall have the power to discontinue the membership of any member during the tenure, if he is not satisfied with the work or conduct of the member.
- 17.2.3. If the number of unfair means and impersonation cases increases, for their early disposal, may so require, the Chairman may increase the number of Discipline Committees as he may deem fit and proper.
- 17.2.4. The meetings of the Discipline Committees shall normally be-held once or twice in a week.
- 17.3. HONORARIUM FOR THE MEMBERS OF THE DISCIPLINE COMMITTEE: Rs.1000/-per working day will be paid to the Local Member of Discipline/Appellate committee. However, the Chairman will be empowered to fix suitable honorarium from time to time.*¹
- 17.4. FUNCTIONS OF THE DISCIPLINE COMMITTEE.
- 17.4.1. The Controller of Examinations or an officer/official authorized by the Controller of Examinations or the Chairman, on receiving a report regarding the commission of an offence of impersonation or for the use unfair means from an examination centre, sub-examiner, head-examiner, Secrecy Officer or from any other source, shall issue the charge-sheet/ show cause notice to the accused candidate, calling his explanation in-writing, specifying a date, on or before which the same is required to be submitted in the Board's office and affording the accused candidate an opportunity to appear in-person before the Discipline Committee to explain his position and to produce his Defence, if any.
- 17.4.2. On the date fixed, the Discipline Committee shall proceed to decide the case and may consider the explanation submitted by the candidate in writing and also consider the explanation offered personally and or the Defence produced by the candidate. In the absence of written explanation or the personal appearance of the candidate, the Discipline Committee may proceed ex-parte and take a decision in the light of the record available with the office.
- 17.4.3. Powers of Discipline Committee
- 17.4.3.1. If the Discipline Committee is unanimous in finding a candidate's guilty, it shall award him with punishment as provided under the rules.
- 17.4.3.2. If the discipline Committee is unanimous in finding a candidate to be innocent, it shall acquit him of the charges.
- 17.4.3.3. If the Discipline Committee is not unanimous in its findings regarding guilt or innocence of the candidate, it shall refer the matter to the Chairman for enlarging the Committee. The Chairman shall in such an event, appoint another member from any other Discipline Committee on the said committee. The enlarging Discipline Committee

¹ Revised vide item # 9 dated 31.10.2015.

shall again take up the matter for its decision. The majority decision in such a case shall prevail.

- 17.4.3.4. If the candidate is exonerated/let off by the Discipline Committee or penalized with harsh punishment, the Controller of Examinations, may refer the case back to the same Discipline Committee, with his observations, for its reconsideration. If the Discipline Committee after reconsideration upholds its earlier decision, then a Committee comprising Controller of Examinations and a Member Board will have powers to hear the candidate/student personally and decide the case on merit.¹
- 17.4.4. No person, including a lawyer, father/guardian of the candidate, friend or relative, shall be allowed to appear on behalf of concerned candidate or to assist him during an enquiry or any other proceedings under these rules.
- 17.4.5. In case, where it is deemed necessary to obtain the advice of a subject specialist, the Discipline Committee may request the Chairman to provide requisite assistance and the same may be provided.
- 17.4.6. In case, where it is deemed necessary to obtain the advice of the handwriting expert, the Discipline Committee may request the Chairman to provide such an advice from the concerned Government Agency/Department and the same may be provided.
- 17.4.7. In order to decide the unfair means cases expeditiously and to minimize the delaying tactics used by the candidate, adjournment shall be given by the Controller of Examination only in the case of real hardship, where solid proof in respect of the same is provided alongwith the application for the adjournment.
- 17.4.8. The decision of the Discipline Committee shall be communicated to the concerned candidate by registered post.
- 17.5. PROVISION OF APPEAL:
Any candidate, being aggrieved by the decision of the Discipline Committee, may file an appeal to the Appellate Committee within 30 days from the date of issuance of intimation letter on payment of a fee of Rs.1500/- to be deposited in the Board's account. Such an appeal shall be addressed to the Chairman and on entrustment, will be decided by the Appellate Committee appointed for the purpose.
- 17.6. FORMATION OF THE APPELLATE COMMITTEE:
The Chairman shall appoint half yearly one or more Appellate Committee, comprising two members on each committee. The members of the Appellate Committee may be appointed amongst the Principals/ Headmasters/ Headmistresses/subject Specialists/ Professors / Assistant Professors of the recognized institutions.
- 17.7. TENURE

¹ Amended vide Item # 5 dated 20.8.2016

- 17.7.1. The tenure of the appellate Committee shall be six months, extendable for another period of six months but not exceeding one year.
- 17.7.2. The Chairman shall have the power to discontinue the membership of any member during the tenure, if he is not satisfied with the work or conduct of the member.
- 17.7.3. The meetings of the Appellate Committee shall be held once or twice in a week.
18. FUNCTIONS OF THE APPELLATE COMMITTEE.
- 18.1. The appellate Committee shall decide such appeals as are entrusted to it by the Chairman.
- 18.2. The appellate Committee, before deciding an appeal shall afford an opportunity to the appellant to be heard, if so desired in support of the contentions made in the memo of appeal.
- 18.3. The Appellate Committee while deciding an appeal may affirm, modify or alter the decision of the Discipline Committee.
- 18.4. If the Appellate Committee is unanimous in finding a candidate's guilty, it shall reject the appeal.
- 18.5. If the Appellate Committee is unanimous in finding a candidate to be innocent, it shall accept the appeal and acquit him of the charges.
- 18.6. If the Appellate Committee is not unanimous in its decision, the matter shall be referred to the Chairman for enlarging the committee. The Chairman shall, in such an event, appoint another member on the said committee. The enlarged Appellate Committee shall again take up the matter for its decision. The majority decision in such shall prevail.
- 18.7. If the Chairman disagrees with the acquittal of a candidate or rejection of appeal by the Appellate Committee, he may refer the case back to the same Appellate committee with his observations for its reconsideration. If the Appellate Committee, after reconsideration, upholds its earlier decision then the Chairman will have the powers to hear the appellant personally and decide the case on merit. The decision of Chairman shall be final.¹
- 18.8. Notwithstanding, anything to the contrary in these Rules, no act or proceeding by the Discipline Committee to deal with case of the alleged use of unfair means in connection with the examinations shall be invalidated merely by reason of the existence of a vacancy or vacancies on the Committee; absence of a member or by reason of any irregularity in the appointment of any member of the Committee.

¹ Amended vide item # 5 dated 20.08.2016

- 18.9. Notwithstanding, anything to the contrary in these Rules, it shall not be necessary for the Discipline Committee to actually meet or carry on the proceedings or to take decisions regarding the cases falling within its purview and it shall be opened to the members of the Committee to record their opinion or decision when relevant papers are circulated among them.
- 18.10. Provided that if it is deemed necessary to obtain the advice of Handwriting expert or any other expert specialized in the subject, the Chairman is authorized to sanction the suitable remuneration/fee to the person/s engaged for the purpose.
19. The expression "Competent Authority" used in these Rules shall mean the Committee or the Chairman or the Board to deal with cases of the alleged use of unfair means in connection with examinations; in case, the decision of the Committee is not unanimous and the Chairman decides to refer the matter to the Board for final decision.
20. HONORARIUM FOR THE MEMBERS OF THE APPELLATE COMMITTEE: The Chairman shall be authorized to fix suitable honorarium for the members of the Appellate Committee. The present rate of honorarium of the Appellate Committee is as under:-
- 20.1.1. Rs.500/- per member, per working day.¹
- 20.1.2. Rs.1000/-per member per working day as conveyance allowance in case of BS-17 and Rs.500/- in case of below or T.A/D.A. ²

¹ Revised vide Item #9 dated 31.10.2015

CHAPTER -8
CONSTITUTION OF EXAMINATION CENTRES.

1. The feasibility of the creation of a Centre at a proposed place will be determined by and to the satisfaction of the Chairman.
2. The Chairman may (or depute officer/officers to) visit the proposed place for the purpose. The constitution of a Centre will depend on the facilities, such as Rail/Road Links, Post Office, Banks, Police Station, Furniture, Wall Electricity, fans and reasonable accommodation for ladies staff etc.
3. The minimum number of candidates likely to appear at a centre for a Theory Examination shall be as mentioned in the SCHEDULE of which, at least 50% must be regular students of that Institution.
4. The minimum number of candidates likely to appear in a practical centre for the Secondary School Certificate or Intermediate Examination shall be sixty.
5. A Special Centre shall be constituted on payment given in the SCHEDULE. However, if the total number of candidates including private candidates comes up to the number prescribed in the Schedule at Serial No.1, the additional fee, if any will be refunded.

Provided that no combined Centre shall be constituted at a place where there is no School/ College for the Girls.

Provided further that application for creation of a Centre must reach the Board's office upto the 30th of October every year.
6. The Chairman may constitute Examination Centre at New Central jail or District Jail, Multan without any charges for the prisoner Candidates in the jurisdiction of Multan Board as and when necessary.
7. Notwithstanding, anything to the contrary in these Rules, the Chairman shall have the power to constitute a place as a centre of examination under special circumstances on such terms as may be determined by him.
8. If the number of candidates, at a centre already sanctioned, has fallen below the prescribed minimum, the centre will be discontinued. In order to determine the number for retaining a centre, the average of the last three years will be taken into consideration.
9. Each Institution shall provide such accommodation and furniture as may be required by the Board for constituting a centre of examination.
10. If fee is paid for the creation of a new centre but the centre is not created for some reason or other, the fee is refundable to the Institution which has applied for the creation of the Centre.

SCHEDULE¹

THEORY		Minimum	
Sr. No.	Name of Examination	No of Candidate Male	No. of Candidate Female
1	Secondary School Certificate/ Intermediate	150	100
2	Languages	100	50

¹Amended vide Item # 19 dated 29.12.2011

3	P.T.C; C.T., O.T. D.H &P.Ed., Art & Crafts	100	70
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A special centre for the Secondary School Certificate or Intermediate Examination may be constituted on payment of the Examination fee, prescribed for the Private Candidates of Humanities Group, per Short Candidate subject to a minimum of Rs.5000/- which is greater provided that number of candidates likely to appear from that centre is not less than the following minima.

Secondary School Certificate	75 ¹ At least, in case of male (Regular Candidates) of the same Institution where the centre is constitute.	50 At least, in case of female (Regular Candidates) of the same Institution where the centre is constitute.
Intermediate Examination	75 At least, in case of male (Regular Candidates) of the same Institution where the centre is constitute.	50 At least, in case of male (Regular Candidates) of the same Institution where the centre is constitute.

11. At SSC level, the Practical examination will be conducted in three batches every day. The Practical Examiner will send solved scripts with award lists on the same day to his/her Head Examiner after marking of Practical Answer Books while one copy of the award list will be sent to the Computer Section of the Board. The Head Examiner will send the Answer Books and Award lists to the Board within 7 days after checking the marking of Practical Examiner. The Head will check 15 % marked scripts of each Practical examiner. At Inter level, the Practical examination will be conducted in two batches every day. The Practical Examiner will send solved scripts with award lists on the same day to the Computer Section and Secrecy Branch of the Board while the Head Examiner will make checking in the premises of the Board in accordance.

PRACTICAL

Secondary School

Intermediate

No. of candidate 120 or above²

If number of candidate is less than 120³ in any part than the Practical Laboratory may be constituted on payment of the Examination fee, as prescribed for the Private Candidates of Humanities Group, per Short Candidate.

11.1 The maximum strength of candidates in practical at intermediate level will be 20 in each batch/group.⁴

11.2 As per directions of Govt., the candidates would not be allowed to take their Practical examination in own, if more than one institution are

¹ Amended vide item # 23 dated 23.12.2018.

² Amended vide item # 23 dated 23.12.2017.

³ Amended vide item # 23 dated 23.12.2017.

⁴ Amended vide item # 23 dated 23.12.2017.

available. However, the candidates of far flung areas, where only one institution / centre available, are not bound for this restriction like theory centre.¹

12. CONSTITUTION OF CENTRE FOR DISABLE PERSONS.

- 12.1. The examination centre for disable candidates will be constituted on ground floor.²
- 12.2. In the examination Hall, the seating arrangement of Special Candidates will be separate and their invigilators may be teachers of special education.
- 12.3. Physically disable candidates, with weak hands disability, may be allowed extra time and for those who cannot write, facility of writer may be provided. The writer must be one stage/ class low from the candidate.

¹ Addition vide Board's decision dated 6.03.2010

² Addition vide Item # 6 dated 10.01.2011

CHAPTER -9
APPOINTMENT OF AMANUENSIS

1. An amanuensis shall only be allowed in the case of :-
 - 1.1. Blind Candidates;
 - 1.2. Candidates who are permanently disabled from writing with their own hands.
 - 1.3. To the developmental delayed students subject to provision of permanent disability certificate.
 - 1.4. The facility of writer shall be provided only on the provision of disability certificate as issued by the district Disability Assessment Board (being supervised by the Social Welfare Department).¹
2. The Resident Inspectors² shall arrange for the appointment of an amanuensis with the approval of Controller of Examinations and inform the Superintendent of the Centre concerned.
3. The amanuensis shall be of a lower-grade of education than the candidate and shall not be attached to the Institution.
4. The Superintendent shall arrange for a separate room for the disable candidates and appoint a special supervisor for him.
5. The amanuensis shall be paid at the rate of Rs.50/- per paper and the special supervisor according to the scheduled.
6. The claim of the amanuensis and the Supervisor shall be included by the Superintendent in the bill of Supervisor.
7. No additional fee shall be charged from a candidate who has been allowed an amanuensis.
8. Blind candidates and permanent disabled may be given 45 minutes extra time writing their answers in the examination hall. However, they have the option to avail the facility of amanuensis or they want to solve the paper through own Brail Machine. Such institutions will arrange the Brail Machine in which the blind students are studying.³

¹ Addition vide item # 11 dated 15.2.17

² Amended vide item # 23 dated 23.12.2017

³ added vide Item #3(i) dated 11.10.2013

CHAPTER -10
CHANGE OF CENTRES OF EXAMINATIONS

1. Candidates may be permitted to change the examination centre under the following circumstances.
 - 1.1. If the candidate or his father or his guardian has been transferred. The fact of transfer shall be certified by the Head of the Office in which the candidate or his father or his guardian is employed:
 - 1.2. If the candidate or his father or guardian changes the place of business or shifts to another station, this fact shall be certified by a Gazetted Officer, no lower than the rank of a Magistrate II Class **or** by the Nazim of Union Council.
 - 1.3. An application for a change of centre shall be made on prescribed form and shall be submitted through a Gazetted Officer not below the rank of BPS -17 **or** by the Nazim of Union Council.
 - 1.4. In case of male candidates, the application must be accompanied by one copies of the candidate's photograph bearing the Candidate's signature in full duly attested on the back by the Officer through whom the admission form was sent.
 - 1.5. An application for change of centre shall ordinary be entertained upto 02 days before the commencement of the examination with prescribed fee Rs. 2000/- and production of residential certificate issued by the Nazim of Union Council and the Controller of Examinations will pass necessary orders with the approval of the Chairman. However the Chairman shall be empowered to change the examination center but the Examination Centre will not be changed within the city at any cost.¹
 - 1.6. Each application for change of centre shall be accompanied by a fee of Rs.2000/- which shall not be refunded even if the change of centre is not availed of or is not allowed:

Provided that refund of fee with a deduction of 25% shall be allowed, if the candidate deposits the fee but does not submit the application form.
 - 1.7. The Chairman shall have the power to reject an application for a change of centre without assigning any reason for his orders.
 - 1.8. The Chairman may permit the change in date/ time of practical/s of a candidate without changing the practical examiner. Provided further that under no circumstances, a practical examiner shall allow a candidate to appear at his centre without the specific authority of the office.
 - 1.9. Notwithstanding, anything contrary that change of centre may not be allowed without any cogent/ genuine reason.²

¹ Amended vide Item # 01 dated 26.04.2018.

² Addition vide Board decision 1998.

CHAPTER -11 CHANGE OF SUBJECTS/ GROUP

1. CHANGE OF SUBJECTS WITH IN THE SAME GROUP

Change of Subjects within the same group may be allowed to the Regular /Private fresh candidates of Secondary School Certificate and Intermediate Examinations. For this purpose, the Regular Candidate will submit his/her application for change of subject/s/ on the prescribed form alongwith prescribed fee Rs.800/- per subject through his Head of Institution before the start of examination admission schedule to Registration Branch and after start of examination schedule, he/she shall submit his/her application alongwith fee through his/her Head of Institution to Examination Branches. Whereas, Private candidate shall submit his/her application to Examination Branch on the prescribed form and be accompanied by the prescribed fee Rs. 800/- per subject for change of subject. In both cases (Regular/Private) application should reached the office atleast 01 day before the commencement of Part 1st and Part 2nd examinations respectively. However, the Chairman shall be empowered to allow the change of subject/s at any stage on the cogent/genuine reason before commencement of concerned paper, which required opting.

2. CHANGE OF GROUP

¹A **Regular/** Private fresh candidate of Secondary School Certificate and Intermediate Examination may change his/her Group from Science to Humanities or General Group as the case may be. Such candidate may, afterwards, change the Group from Humanities or General Group as the case may be, to Science Group on the basis of his previous eligibility on the Completion of other formalities. **However for this purpose, the Regular Candidate will submit his/her application for change of Group on the prescribed form alongwith prescribed fee Rs.2000/- through his Head of Institution before the start of examination admission schedule to Registration Branch and after start of examination schedule he/she shall submit his/her application alongwith fee through his/her Head of Institution to Examination Branches.** Whereas, Private candidate shall submit his/her application to the Examination Branch on the prescribed form and be accompanied by the prescribed fee Rs. 2000/- for change of Group. In both cases (Regular/Private) application should reached in the office **atleast 01 day** before the commencement of Part 1st and Part 2nd examinations respectively and now application will be entertained at any cost after start of examination.

3. CHANGE OF SUBJECTS IN REAPPEAR CASE.

Change of subject/s in reappear cases will not be permissible.

4. FEE

¹ Amended vide item #12 dated 26.04.2018.

Fee for change of subject /change of group would be fixed by the Board from time to time. In no case, the fee shall be refunded even if the change is not allowed.

5. SUBMISSION OF DUPLICATE FORM NOT PERMISSIBLE

Submission of duplicate form with any changed Particulars viz subjects, center etc; at any later stage is not permissible.

6. AUTHORITY COMPETENT TO ALLOW THE CHANGE.

The Chairman shall be competent authority to allow the change of subject/s and group.

CHAPTER-12
SCRUTINY AND TABULATION OF RESULTS

1. 'Internal Tabulator, means an employee of the Board engaged in the Tabulation of Result.
2. 'Scrutineer' means a person engaged to check the compilation of the result by comparison of Award Lists and the Result Sheet prepared by the Office.
3. 'Comparison' means the comparison of all particulars in the computer sheet prepared by the Computer Section compare with the award list. These particulars shall include marks in individual paper, totals of individual subject, the grand total, the result etc.
4. Scrutineers, shall be appointed by the Chairman from time to time.
5. Scrutineers shall work in pairs (one teacher + one set incharge i.e. official of the Board).
6. Scrutineer shall go through the relevant Rules before preparing or scrutinizing the Result.
7. Ordinarily any member of the teaching staff of recognized Institution shall be eligible for appointment a Scrutineer. In special circumstances, the Chairman may waive this condition.
8. A Scrutineer, when appointed, may continue to act as such as long his work remains satisfactory, but normally 20% of the total number of Scrutineers will retire every year.
9. COMPILATION OF RESULT OF CLASS 10TH /12TH /COMPOSITE.
 - 9.1. The Computer Section will prepare all the results on the double entry basis as well as through scanning by using OMR/OCR/ICR technology.
 - 9.2. After preparation of result, the Computer Section will provide subject wise result lists with fictitious roll numbers to the Examination Branches for comparison with the award lists.
 - 9.3. After comparison, the Examination Branches will prepare lists of differences (difference chart) and provide to the Computer Section through Chief Secrecy Officer for clearance of differences.
 - 9.4. The Computer section will make correction accordingly and compile the result by using old posting data which is already read /checked by the Examination Branches and Scrutinized by the Internal /External Scrutineers.
 - 9.5. However, the Examination Branches will check 10 % old posting of different categories before compiling the result of Part-II. Furthermore, after declaration of result, the Computer Section will provide authenticated result sheets on real roll numbers to

the Examination Branches, and if any difference/mistake is found, the concerned Branches will inform the Computer Section regarding correction/rectification of differences and the Computer Section is responsible for rectification of such differences.

- 9.6. The Internal Tabulator and concerned Scrutineer shall check the result sheet properly with the award lists (real roll numbers) and will also make it assure that all the indicated differences are rectified and after assurance, they will affix their signatures on the result sheets against each roll number and if the mistake is detected at the later stage, they will be penalized according to the rules which are already in vogue.

10. COMPILATION OF RESULT OF CLASS 9TH /11TH

- 10.1. The Computer Section will prepare all the results on the double entry basis as well as through scanning by using OMR/OCR/ICR technology.
- 10.2. After compilation of result, the Computer Section will provide subject wise result lists with fictitious roll numbers to the Examination Branches for comparison with the award lists.
- 10.3. After comparison, the Examination Branches will prepare lists of differences (difference chart) and provide the same to the Computer Section through Chief Secrecy Officer for clearance of differences.
- 10.4. The Computer section will make correction accordingly and compile the result. After declaration of result, the Computer Section will provide signed result sheets on real roll numbers to the examination Branches, and if any mistake is found, the concerned Branches will inform the Computer Section for correction and Computer Section will be entirely responsible for rectification of such differences.
- 10.5. The Internal Tabulator and concerned Scrutineer shall check the result sheets properly with the award lists and make it assure that all the indicated differences are rectified and after assurance, they will affix their signatures on the result sheets against each roll number and if the mistake is detected at the later stage, they will be penalized according to the rules which are already in vogue. ¹

¹ Amended vide item # 7 dated 15.02.2017.

11. RESPONSIBILITY OF MISTAKE AFTER DECLARATION OF RESULT.

For mistake detected after the publication of the result the Internal Tabulator or the Scrutineer and Checker will be held responsible and punishment awarded after a proper enquiry.

- 11.1. The punishment awarded to the Checker / Scrutineer who makes mistakes in the comparison of the result of an Examination entrusted to him shall be penalized according to the following scale:-

i)	Upto 5 mistakes	Rs.10/- per mistake
ii)	Between 6 &10 mistakes	Rs.20/- per mistake
iii)	Above 10 mistakes	The case shall be referred to the Chairman who may award one or more of the following punishment in accordance with the seriousness of case.

- 11.2. With-holding an annual increment or increments with or without permanent effect;
- 11.3. Reduction in pay in the same scale;
- 11.4. Reduction to a lower scale;
- 11.5. Removal or dismissal from service;

Provided that in case of removal or dismissal, the penalties under 11.2 to 11.4 above shall not be imposed.

12. A Scrutineer who commits no mistake shall be awarded a suitable cash prize to be determined by the Chairman.

- 12.1. In case of a dispute whether a mistake is to be counted for infixing the responsibility for a mistake, the decision of the Controller shall be final.

13. The detailed scrutiny of the result shall include:

- 13.1. Comparison of marks entered in the Result Sheet by the Computer Section with the award list submitted by the Examiner;
- 13.2. Checking of (1) subject totals; (2) Grand totals; Verification of absentees from the absentee memos supplied by the Superintendents of the Examination Centre (in case of written papers)or by the Examiners concerned (in case of oral and Practical Examinations);
- 13.3. Checking of transferred marks from the old result sheets in the case of candidates appearing under reappear category;

- 13.4. Comparison of real and link Roll Numbers with the key supplied by the secrecy Officer. (This applies to examinations where fictitious roll numbers are used); and
- 13.5. Such other particulars as may be determined by the Controller.
14. In addition to the detailed scrutiny in Rule13, every Scrutineer shall see that:
 - 14.1. Marks written in words in the Award List against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum.
 - 14.2. Each page of the award list and corrections in awards have been duly signed or initialed as the case may be, by the Examiner or the Head Examiner or both;
 - 14.3. Marks have been correctly posted in the Result Sheet according to the subjects shown against each Roll Number.
 - 14.4. Each Scrutineer shall be required to:-
 - 14.5. Sign against each pass;
 - 14.6. Initial all corrections made in the result;
 - 14.7. Write the letters ' R.L.' (Result Later) or 'M.L. (Marks Later) against the particular roll numbers of the candidates whose result or marks cannot be declared;
 - 14.8. Satisfy himself that each page of the award list is duly signed and corrections, if any, are duly initialed by the Examiner;
 - 14.9. Bring to the notice of the Controller any entry in the award list which might seem doubtful;
 - 14.10. Incorporate in the result any subsequent change effected by an examiner in the revised award list and ;
 - 14.11. After the results have been thoroughly compared or scrutinized, the External Tabulators or the Scrutineers shall sign against each ' Pass '. They shall not sign against any failed candidate unless it is a re-appear. They shall also sign a certificate on the last page of the Result Sheet to the effect that the results of the roll numbers allotted to them have been compared or scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.
 - 14.12. Provided that the Board may, from time to time appoint a committee of moderators to scrutinize pass percentage in general as well as in individual subjects, and to recommend to the Chairman such action as the Committee deems fit with a view to moderating the result. On the advice of the Committee, the Chairman shall pass final orders and the result shall be declared accordingly. The recommendations of the Committee, alongwith the orders of the Chairman shall be placed before the Board for information.
 - 14.13. All corrections in the Result Sheet shall be made by the Scrutineers concerned and duly initial by them as well as by the Internal Tabulators.
 - 14.14. In case of any objection to pass a result, the Scrutineers must put up a note in writing to the Controller of Examinations for decision.

- 14.15. Any suspected case of tampering with the result shall be reported to the Controller.
- 14.16. The Scrutineer shall be responsible for the accuracy in comparison work. They must check the original entries and totals of result prepared by the office and satisfy themselves that entries in Result Sheets prepared by the Computer Section are identical against each roll number.
- 14.17. Each Scrutineer shall submit a Confidential report regarding the work of the Computer Section on the prescribed form to be obtained from the office, soon after the work is over but in no case after 10 days of completion of the work . The will also mention the number of mistakes detected by them during the comparison / scrutiny of the result prepared by the Computer Section. The report shall be handed over to the Deputy/ Assistant Controller of Examinations in a closed cover immediately after the comparison or scrutiny of the result and the Controller of Examination will study these reports and take suitable action within ten days of the submission of the reports. The Internal Tabulator is also required to submit a similar report on the work of Computer Section.
- 14.18. Special Scrutineers may be appointed by the Controller of Examinations from amongst the list of Scrutineers already approved by the Chairman to scrutinize the Result of 'Later Cases'.
- 14.19. If a Scrutineer fails to present himself for the comparison or scrutiny, or fails to complete the work by a given date, the work may be given to another Scrutineer. In the later case, the original scrutineer may forfeit his claim for any remuneration even though he may have done a part of the work.
- 14.20. When on account of non-receipt of awards from examiners or discrepancies in awards, the result or awards of any candidate are with-held the Scrutineers concerned are expected to keep themselves in touch with the office to find out whether such results have been completed and made ready for comparison or scrutiny.
- 14.21. The Scrutineers must immediately report to the Controller if they suspect the genuineness of the signature of any examiner.
- 14.22. The Scrutineer shall not accept the rubber stamp facsimile of the signature of any Examiner or Head Examiner.
- 14.23. Every Scrutineer must finish the work assigned to him and sign the Result Sheets by the given date.
- 14.24. If any correction is found in consequence of rechecking, the same will be uploaded on the website as early as possible by the system Analyst. While Examination Branches will ensure again comparison/scrutiny of results revised in consequence of

rechecking through tabulators and teachers and will maintain the final proof.¹

- 14.25. The result of Diploma in Physical Education will be complied through Chief Secrecy Officer, BISE, Multan @ Rs.10/-per Roll No. & Rs.1000/-as minimum Remuneration /Charges in case of less number of candidates.²

¹ Rule framed by the Govt. of the Punjab, HED vide letter No.S.O. (Boards)12-2/2014 dated 25.2.2016.

² Addition vide Notification dated 30.11.2002

CHAPTER -13
PAYMENT TO SCRUTINEERS, AND TABUATORS/ RE-CHECKERS

1. Payment to Scrutineers shall be made for each examination separately and not by taking together the figures for all the Examination results scrutinized by the same person.
2. The rate of payment to each Scrutineer shall be:
 - 2.1 Rs.150/- per hundred Roll Nos. per scrutineer for regular & Private candidates of 9th & 11th, PTC, CT & Languages Examinations and result intimations. Conveyance charges upto BS-16 to be RS.200 /- per day & BS-17 and above Rs. 250/- per day (Maximum twelve days)¹
 - 2.2 Rs.175/- per hundred Roll Nos. per scrutineer for regular & Private candidates of 10th & 12th Examinations and result intimations. Conveyance charges upto BS-16 to be RS.150 /- per day & BS-17 and above Rs. 200/- per day (Maximum eight days)²
 - 2.3 Special scrutineer/checker shall be paid at the rate of Rs.500/- per visit per day. The special checker will scrutinize at least 10 Roll Nos. per day to justify their attendance and they will ensure their in both Examination Branches (SSC & HSSC), as the case may be during each visit.
 - 2.4 A minimum of Rs.10/- is guaranteed for each examination to each scrutineer.
3. Scrutineer shall be paid at the following rate
For SSC/ Inter (10th/12th Classes/Composite Rs.1.75 per Roll No.
For SSC(9th /11th Classes) Rs. 1.50 per Roll # ³

Payment will be made after deducting absent/cancelled roll Nos.

¹ Amended vide item # 15 dated 21.09.2017.

² Amended vide Item#10 dated 11.10.2013

³ Amended vide Item#10 dated 11.10.2013

CHAPTER -14
WITHDRAWAL OF ADMISSION FORMS

1. An admission form once submitted may be withdrawn by a Principal or Headmaster only under the following conditions:
 - 1.1 When a candidate has been sent up provisionally on account of shortage of attendances and that shortage has not been made up. When a candidate is not short off the attendances at the time of submission of admission form but subsequently falls short of required attendances.¹
 - 1.2 When a candidate's name has been struck off the rolls of the Institution for non-payment of College/ School dues, provided such action has been taken before the commencement of examination.
 - 1.3 When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the conclusion of the examination.
2. A candidate may be sent up provisionally if he is likely to make the grade in respect of satisfactory class work by the end of the session, failing which his name may be withdrawn upto 10th day before the commencement of the examination.

¹ Changed vide Item # 7 dated 15.12.92

CHAPTER -15**AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**

All awards shall be made on the result of an Annual Examination. No award shall be made on the result of Supplementary Examination. Awards are offered to the students/candidates as under:-

1. MERIT CASH AWARD/ PRIZE.

1.1. A Merit Cash Award shall be granted by the Board at the following rates to the candidates obtaining 1st, 2nd and 3rd Positions in the science and General Group of the Secondary school Certificate Examination conducted by the Board.

1st Cash Award	Rs.20000/- + Computer P-IV lump-sum
2nd Cash Award	Rs.15000/-
3rd Cash Award	Rs.10000/- ¹

Such candidates shall be awarded Certificates of Honour by the Board.

1.2. Rates of Prizes to the Heads of Institutions/Teachers for achieving positions: ²

1st Prize	Rs.5000/-
2nd Prize	Rs.4000/-
3rd Prize	Rs.3000/-

2. NATIONAL TALENT SCHOLARSHIP

There are two groups in scheme of studies at SSC level:

Science Group and Arts Group

On the basis of results of Secondary School Certificate Examination, One National Talent Scholarship shall be awarded by the Board for every 1000 candidate passing the examination. 500 or more candidates shall be counted as a thousand and less than 500 candidates shall be ignored for the purpose of determining the number of scholar ships. All the candidate will be taken together as one Group provided that the girl candidates will get at least to the number of girls passing the Examination according to the above formula.³

The Scholarship shall be paid for full academic session of two years at the following rates:-

Resident Scholars	Rs.2500/- P.M.
Non- Resident Scholars	Rs.1500/- P.M.
Purchase of Books	Rs. 3000/- P.A. ⁴

3. HIJRI SCHOLARSHIP⁵

The Hijri Scholarships shall be awarded by the Board to Seventy six candidates for full academic session of two years according to the following formula and rates:-

	Description	Boys	Girls	Total

¹ Changed vide item # 3(ix) dated 8.9.2007

² Addition vide Item # 20 dated 27.02.1997

³ Changed vide Item # 3 dated 15.11.2003

⁴ Amended vide item # 06 dated 15.02.2017

⁵ Changed vide Item # 10 dated 14.10.06

1.	General Merit	30	10	40
2.	Teacher's sons	6	02	08
3.	Children of Board's employees.	20 on merit(without any distinction of male/female)		20
4.	Hafiz-e-Quran	06	02	08
	Total	40	10	76

RATES¹

Nature of Scholar	Amount for per month	
	Resident	Non Resident
Board's Employee	Rs.2500/-	Rs.1500/-
Scholarship		
General Merit	Rs.500/-	Rs.300/-
Purchase of Books	Rs.3000/ per Annum.	
Teacher's son/ Hafiz-e-Quran	Rs.360/-	Rs.180/-
Purchase of Books	Rs.300/- per annum	

4. MATHEMATICS SCHOLARSHIPS.

The number of Scholarships is restricted to six which will be awarded by the Board to girl candidates taking the subject of Mathematics at the Intermediate level as regular students after passing the Secondary School Certificate Examination. Scholarship-holder shall not be debarred from any other Scholarship of the Board/Government.

The Scholarship shall subsist for full academic session of two years and be paid at the rate of Rs.500/- & 300/-P.M. to each Scholar for residential and non residential respectively.Rs.1000/- per annum is awarded for purchase of Books

5. SIR E. P. MOON BOARD SCHOLARSHIPS.

The number of Scholarships is restricted to eight which will be awarded by the Board out of the Donation made by Sir E.P. Moon, an Ex-Deputy Commissioner of Multan in Pre-Independence times, only to orphan students residing and joining the colleges in the Multan District provided they have passed the Secondary School Examination in First Division/ B-Grade in Science/ Agriculture Group and take up the same subjects at Intermediate level.

The Scholarship shall subsist for full academic session of two years and be paid at the rate of Rs.500²/- per month to each Scholar.

6. ON PASSING THE INTERMEDIATE EXAMINATION

6.1. MERIT CASH AWARD /PRIZE.

A merit cash award shall be granted by the Board at the following rates to the candidates obtaining, 1st, 2nd and 3rd positions in the Humanities, General Science, Commerce, Per-Engineering and Pre- Medical Groups of Intermediate Examination conducted by the Board.

¹ Changed vide Item #6 dated 10.02.2014

² Enhanced vide item # 10 dated 23.12.2018

1st Cash Award.	Rs.20000/-lump-sum+ Computer P-IV only for overall Ist. position holder.
2nd Cash Award	Rs.15000/- lump-sum
3rd Cash Award.	Rs.10000/- lump-sum ¹

Such candidates shall be awarded Certificates of Honour by the Board.

6.2. Rates of Prizes to the Heads of Institutions/Teachers for achieving positions: ²

1st Prize	Rs.5000/-
2nd Prize	Rs.4000/-
3rd Prize	Rs.3000/-

7. NATIONAL TALENT SCHOLARSHIPS.

There are five groups of scheme of studies at Intermediated level:-

- 7.1. Pre-Medical Group (Physics, Chemistry, Biology)
- 7.2. Pre- Engineering Group (Physics, Chemistry, Math)
- 7.3. General Science Group (Physics, stat, Math), (Economics, Stat, Math), (Economics, Computer, Math), (Physics, Computer, Math), (Stat, Computer, Math)
- 7.4. Commerce Group
- 7.5. Humanities Group.

On the basis of result of Intermediate Examination, National Talent Scholarship shall be awarded by the Board to the first three position holders in each group.³

	Resident	Non-Resident
7.6. For all other groups:	Rs.5000/-P.M.	Rs.2500/P.M
7.7. Medical & Engineering	Rs.5000/P.M.	Rs.2500/- P.M
7.8. Book Allowance	Rs.6000/- per annum	

8. HIJRI SCHOLARSHIP⁴

Twenty Hijri Scholarships shall be awarded by the Board to Board's Employees sons/ daughters on merit without any distinction of male /female

for full academic session according to the following rates:-

Resident	Non Resident
Rs.5000/- P.M.	Rs.2500/- P.M.
Rs.6000/ per Annum for purchase of Books. ⁵	

9. MATHEMATICS SCHOLARSHIPS

The number of Scholarships is restricted to four which will be awarded by Board to Girls candidates taking the subject of Mathematics at Degree level as regular students after passing the Intermediate Examination.

The Scholarship shall subsist for full academic session of two years and be paid at the rate of Rs.500/ P.M. & 300/- P.M. +1000/- per annum to each

¹ Amended vide Item # 4 dated 17.12.2005

² Addition vide Item # 20 dated 27.02.1997

³ Amended 15.11.2003 & 17.12.05

⁴ Changed vide Item # 10 dated 14.10.06

⁵ Revised vide item # 12 dated 19.06.2017.

scholar for residential and non-residential + Purchase of Books respectively. The Scholarship-holder shall not be debarred from any other Scholarships of the Board/Government.

10. ELIGIBILITY FOR GRANT OF AWARD/SCHOLARSHIPS.

- 10.1. Only those candidates of Secondary School Certificate examination and Intermediate levels shall be entitled to an award who pass the Annual Examination as a whole in first attempt at one and the same sitting within two years after registration in 9th class or passing the Secondary School Certificate Examination.
- 10.2. A candidate once failed in the examination and thereafter pass the same examination in one attempt shall not be entitled for the awards. In future those candidates who concealed the facts, their medals, scholarships, merit certificates and prizes etc., can be withdrawn at any stage.¹
- 10.3. No award shall be given to candidates, who have improved their marks.
- 10.4. The N.T.S. Award shall be made to candidates high achievers according to the merit.
- 10.5. When the last two or more candidates are bracketed together the award shall be made to both/all the candidates.
Provided that in cases where the number of scholarships is specifically fixed, the Award shall be made to the younger in age.
- 10.6. The total number of Scholarships for the examinations of the Board, value and conditions governing each scholarship, shall be such as may be determined by the Board from time to time.
- 10.7. The Scholarship of a student who fails to show satisfactory result in a house or other examinations shall be discontinued unless the Chairman is satisfied that the causes of failure were beyond control of the student.
- 10.8. Except where otherwise provided, no student shall be eligible for two scholarships at a time.
- 10.9. The Winners of the Board's Scholarships will be eligible to receive scholarships if they further continue their studies at any University or other Educational Institution having a character of its own or affiliated to the University or the Board in Pakistan or abroad. Provided that candidates admitted in Army Medical College, Rawalpindi and P.A.F. Aeronautical Engineering College, Karachi shall not be eligible for the award of Board's Scholarship.²
- 10.10. If the winner of Scholarship did not join a recognized Institution or his scholarship was forfeited for this or any other reason, it would be granted to the next candidate on merit. If the next candidate on merit might be in receipt of some other scholarship, he would be given the choice to accept Board' Scholarship by relinquishing the other scholarship or to retain his previous, scholarship and refuse to accept the Board's Scholarship.
- 10.11. The scholarship of the Board will be awarded for the full academic course, which the candidate takes up and the Intermediate level, the courses of 24 months duration. In the case of B.A./B.Sc. it extends over 24 months provided that the candidate taking up B.A. / B.Sc (honour) course shall be paid scholarship for 48 months.³

¹ Amended 15.11.2003 & 17.12.05

² Amended vide Item # 4 dated 17.12.2005

³ Addition vide Item # 7 dated 24.07.2009

The Scholarships shall be paid for the full course, starting from the beginning of the academic session in which the students join an institution and not from the date of admission to the institution. Provided a resident scholar shall be paid the amount of scholarship on the resident rate for the full academic session in which he/she joins the institution unless he/she ceases to be a resident scholar, in which case, he/she would be paid as such.

10.12. The winner of the Scholarship shall join recognized institutions within two months of the receipt of the order, awarding the scholarship or by 30th November of the year concerned, whichever is later. In case of his failure to join recognized Institutions within the time limit mentioned above, he will not be eligible to receive scholarship and this will be awarded to the person next in merit.

10.13. Medals and Badges shall be awarded every year to the candidates who win the National Talent Scholarship on the result of Secondary and Intermediate Examinations. Gold Medals shall be awarded to the candidates who stand first in the Boards Examination in the following manner:

11. MEDALS

SECONDARY SCHOOL CERTIFICATE EXAMINATION

Medals shall be granted as per following criteria in each Group (Science & Arts):-¹

1 st Position (Both Boys/ Girls)	Gold plated
2 nd Position	-do- Silver
3 rd Position	-do- Bronze

12. INTERMEDIATE EXAMINATION

Medals shall be granted as per following criteria in each Group (Medical, Pre-Engineering, General Science, Commerce, Humanities Group :-

1 st Position (Both Boys/ Girls)	Gold plated ²
2 nd Position	-do- Silver
3 rd Position	-do- Bronze

13. PRIZE AT SSC LEVEL FOR DEAF AND DUMB³

Cash Prize will be awarded to deaf and dumb as per criteria given bellow:-

1 st Position (Overall, Boy & Girls Separately)	Rs. 10,000/-
2 nd Position -do-	Rs. 07,000/-
3 rd Position -do-	Rs. 05000/-

14. LANGUAGES EXAMINATION:⁴

One medal each to the candidates who stand first in Fazil-e-Urdu, Fazil-e-Arabic, Fazil-e-Farsi and Fazil-e-Punjabi Examinations. Provided the number of candidates in the relevant examination is not less than 100 (One hundred).

15. The Chairman shall be authorized to approve design of the Medals and Badges.

¹ Changed vide Item # 7 dated 7.06.1997

² Changed vide Item # 3 dated 15.11.2003

³ Addition vide item # 15 dated 9.04.2016

⁴ Changed vide Item # 3 dated 15.11.2003

16. The Medals and Badges shall be delivered to the candidates through their Heads of Institutions concerned, in case they are school/college candidates and directly if they are private candidates.

17. Rates of Prize distribution to the author's of the books are as under:

1 st Prize	Rs.8000/-
2 nd Prize	Rs.5000/-
3 rd Prize	Rs.3000/-

Note: The Board in its meeting held on 22.11.1973 decided that the manufacturing of Gold Medal be of 22 Carat Gold.

Note: "The maximum strength of candidates for the purpose of declaration of positions at SSC/Intermediate (Annual) Examination, will be 1000 in each group. However, at Intermediate level, if total number of candidates is less than 1000 in any group, any sex then they will be merged in Humanities Group." ¹

¹ Amended vide Item # 14 dated 11.10.2013

**CHAPTER -16
TRAVELLING ALLOWANCE**

1. Except as may be provided otherwise, payment of mileage and daily allowance shall be made as under:-

TRAVELLING AND MILEAGE ALLOWANCE:

Transportation	
<u>MILEAGE ALLOWANCE.</u>	
i) Personal car/taxi	Rs. 10/- per K.M.
ii) Motor Cycle/ Scooter	Rs. 4/- per K.M.
iii) Bicycle	Rs. 2/- per K.M.
iv) Public Transport	Rs. 2.50/- per K.M.
<u>TRAVEL BY AIR</u>	
No change	
Carriage of personal effects Transfer/ retirement	Rs. 0.02/- per Kg per K.M.

2. Provided that there are the Chairman, Members and employees of the Board or persons temporarily engaged for Board's assignments purchase a ticket/s in advance but owing to unavoidable circumstances, have to cancel/ postpone their journey deduction on account of such cancellation, if any, shall be paid by the Board.

BPS	DAILY ALLOWANCE	
	Ordinary Rates (Rupees P.M.)	Special Rates (Rupees P.M.)
01-04	496	800
05-11	624	880
12-16	1120	1440
17-18	2000	2560
19-20	2480	3280
21	2800	4000
22	2800	4800

1. Specified stations for special rates are as under:-
2. Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Muzaffarabad(AJ&K), Sukkar, Bahawal Pur, D.G.Khan, Sargodha, Sialkot, Gujranwala, Murree & Northern Areas.
3. The enhanced rates shall not apply where 20 days' "fixed daily allowance" is being paid with salary which will be admissible on existing rates. ¹

NOTE:-

- 2.1.1. The Board in its meeting held on 21.9.2017 vide item # 3(viii) has adopted the rates of Govt. TA/DA rules for payment.

¹ Revised vide Item # 1 dated 7.2.13

2.1.2. The Board, in its meeting held on 26.8.87, adopted the Revised Rates of Govt. of the Punjab regarding Transfer Grant, Transportation of Motor Car/Motor Cycle/Scooter by road mileage allowance and daily allowance.

3. Calculation of Daily Allowance.

For the purpose of calculating daily allowance, payment shall be made at the rate fixed for the category to which a person belongs, according to his pay scale /pay or declared income provided that a member of the Board shall be entitled to the special rate of daily allowance for attending any meeting in the Board or for inspection of any examination centre at Multan or when deputed for any other work outside Multan except that stations where different rates have been prescribed, he will be paid ordinary rate of daily allowance, irrespective of his pay. The employees of the Board including deputationists & teachers engaged for official assignments of the Board shall be paid Hotels charges as per their entitlement without submission of Receipts/Bills of the Hotels/Guest Houses.¹

3.1. For the purpose of mileage allowance/daily allowance, Chairman, Members, Secretary, Controller of Examinations and legal adviser shall be treated as officers of Category I.

4. In an emergency, the Chairman may permit any employee of the Board or another person appointed in connection with an Examination, to travel by car or by air or in a higher class in the case of journey by Rail.
5. Notwithstanding anything contained in these Rules, the Chairman may, in Special Cases, for reasons to be recorded, sanction special rates of T.A.
6. The authority to sanction journey to the Officer/official of the Board shall vest in the Chairman provided that in his absence, the Secretary and the Controller of Examinations may allow the employees to perform such journey/s in emergency subject to the confirmation of the Chairman.
7. The employee of the Board accompanying the Chairman, Secretary, controller of Examinations or any other officer of the Board shall draw TA/DA with the approval of the Chairman.
8. Payment shall be made by the shortest route. Journey by a longer route shall require the sanction of the Chairman.
9. For calculating mileage allowance, fraction of a kilometer shall be treated as one kilometer.
10. The Secretary and the Controller of Examinations shall have the power to sanction the use of taxis, tongas, or any other means of conveyance for any work done in the interest of the Board.
11. A member of the Board or any Committee or sub-committee or a teacher/person appointed/called in the Board's office from time to time shall, for the journey performed by him in connection with meeting of the committee or sub-committee or any official business, be paid conveyance allowance as fixed by the Board from time to time. However, if a member

¹ Inserted vide item # 9 dated 20.8.2016.

of the Board attends the Board of Governors meeting he shall be paid conveyance allowance as under :-

- | | | |
|-------|--|---|
| 11.1. | Local Member Board | Rs.5000/- |
| 11.2. | Mufassil Member Board of
Vehari, Lodhran & Khanewal | Rs.5000/- ¹ Or T.A./D.A. |
| 11.3. | Mufassil Member Board of | Rs.5000/- (for each meeting) ² |
| 11.4. | Education, Finance &
Regulation Departments | Or T.A./D.A. |

For Preparation of Marking Instructions

- | | | |
|-------|--------------------------------------|-----------------------|
| 11.5. | Teacher / person in BS- 17 and above | Rs. 1000/- |
| 11.6. | Teacher /person in BS- 16 | Rs.800/- ³ |

Provided that no such allowance shall be paid to any member who is entitled to TA/DA and remuneration for attending such meeting of the Board/Committee/Sub-Committee/Official business.

Note:- Mufassil Board Members will be paid amount of Toll Plaza for both sides during the meetings, conducted in the campus of the Board (with single Toll Plaza Receipts)⁴

Provided further that a local member of the Board who is called and attends two meetings in a day in the Board's office shall be paid conveyance allowance separately for each such meeting on furnishing a certificate to the effect that he had gone back to his office/residence after attending the first meeting.

12. When the Chairman, or a member or an officer of the Board or a person deputed by the Board or by the Chairman, travels to attend a meeting convened by the Govt. of Pakistan or the Provincial Govt. or to undertake other work at the invitation of the Govt. of the Pakistan or Provincial Govt .or Board, he/she shall be considered to be performing the journey in the respect of the Board shall draw TA & DA at the rates mentioned in Rule 1, provided that he does not receive TA from the Govt. for the concerned journey.
13. Ordinarily, travelling allowance shall be paid from the residence or place of duty. TA/DA may be paid with the sanction of the Chairman in case journey is undertaken from a place other than the place of duty. A certificate will have to be given that the journey was actually undertaken from the place from which TA is charged.
14. Only mileage allowance shall be admissible to a servant or a peon when he is accompanying a member of the Board, an inspection committee, a lady superintendent, an inspectoress of Examination Centre or where specially sanctioned by the Chairman.
15. Payment of T.A./D.A. shall "ordinarily be made after the journey has been completed. In special cases, however, advance payment to the extent of Rs.200/- by the Secretary and above this amount by the

¹ Revised vide item # 18 dated 20.08.2016

² Revised vide Item # 16 dated 20.11.12

³ Addition vide Item # 14 dated 23.12.2017.

⁴ Addition vide Item # 24 dated 27.3.12

Chairman but not exceeding the calculated amount of T.A. may be made to

- 15.1. a whole time employee of the Board and
- 15.2. Delegates approved by the Board for attending conference, meetings of learned Bodies, etc. travelling on behalf of the Board . Provided that the payment of T.A./D.A. to the member of the Board/ Committee/ Sub Committee may be made immediately/ after the close of the meeting subject to the conditions that the following certificates are recorded on the T.A. Bills by the members concerned:-
 - 15.2.1. Certified that the incomplete journey will be performed in the class and in the manner claimed in the T.A. Bill.
 - 15.2.2. Certified that the amount of T.A. for the incomplete journey, if subsequently found in admissible or excessive, will be refunded by me.
16. Daily Allowance to Supervisory Staff.
 - 16.1. Superintendents of Examination centres, Deputy Superintendents and Practical Examiners shall be paid daily allowance for one day previous to the date of commencement of an examination for preparatory work.
 - 16.2. During the commencement of Examination the Superintendents and Deputy Superintendents of Examination centres will be entitled to draw daily allowance of Sunday only.
 - 16.3. Normally, an inspector/ Chief Inspector will visit at least two centres in a day lying on the same route or at the same place but it shall not be necessary in each case. The Chairman may, in genuine cases, relax the condition of visiting two centres lying on the same route in a day.
 - 16.4. The Inspector of Examination Centres (Resident Inspector, Special Centre Inspector, centre Inspectors, etc) shall submit their Inspection Reports so as to reach the Board's office within 15 days after the termination of examination. In case of delay, a deduction of Rs.10/- per day shall be made from the bill of the inspector. The Chairman may, however, in genuine cases, condone the delay.
17. Permission to use Personal Car
For the purpose of inspection of Examination centres, the members of the Board, chief Inspector or Inspectors or officer /officials of the Board may use their own cars and charge mileage allowance as admissible under the rules. However, Chief Inspector or Inspector or officer /officials of the Board has to take permission from the Chairman.
18. T.A./ D.A. for Marking Staff.
The examiners engaged for centralized marking from Mofussil shall be entitled to the payment of T.A/D.A and remuneration as permissible under the rules. In case, a Head Examiner acts as Supervisor, he will be entitled to receive the supervision fee of

Rs.40/- per day in addition to TA/DA and remuneration as permissible under the rules.

19. Conveyance Allowance

19.1. Rate of Conveyance Allowance of Members of the Governing Body enhanced from Rs.2000/- to Rs. 3000/-¹ pr day in case of their participation in other than B.O.G. meeting.

19.2. Rate of Conveyance Allowance of non –BOG Educationist Members of Date of Birth, Change /Correction in Name/Father's name & Appeal Committees enhanced/ fixed as Rs.1000/-per day in case of BS-17 and above, Rs.500/- per day in case of below BS-17 or T.A./D.A under rules.

20. A conveyance allowance of Rs.75/- per day will be paid to special checker to BS- 16 & below and Rs.125 will be paid to BS-17 & above.²

21. In case, the Chairman permits an Enquiry Officer/s to conduct the enquiry or record the evidence in connection with an enquiry at a place outside Multan, he will be paid TA/DA as admissible under the rules in addition to Enquiry Fee fixed by the Board from time to time.

22. The Fee for inspection of each College or School shall be paid Rs.1000/- per visit to Chairman, Rs.900/- per visit to Secretary, Rs.500/- per visit to Assistant, Rs.250/- per visit to Driver and Security Guard respectively. The travelling allowance shall also be paid as admissible under rules. No daily allowance shall be admissible on the days of inspection except to those who are not entitled to receive inspection fee.

23. The following additional facilities shall be given to examiners who have to proceed to another station for conducting practical examination to attend an examiner's meeting or to see the Head Examiner or the Controller of Examinations or to perform any other legitimate work in connection with their duties as examiner:-

23.1. That they shall be paid tonga/taxi charges from residence to centre as under:-

23.1.1. In case of SSC Examination Rs.3/- per day.

23.1.2. In the case of Inter. Examination

23.1.2.1. Ladies examiners. Actual expenses upto Rs.25/- per day.

23.1.2.2. Male Examiners. Rs. 15/- per day.

23.1.2.3. Local examiners. Rs.10/- per day.

23.2. That their certificate as to the amount spent by them will be sufficient for making payment.

23.3. In case, owing to extraordinary and unavoidable circumstances, a practical examiner is unable to perform the return journey on the day the examination terminates, he will be allowed one extra daily allowance subject to furnishing a certificate to this effect with full justification.

24. An employee of the Board who appears before a court in connection with a matter relating to his official duties, he shall, either deposit the T.A.

¹ Revised vide item # 13 dated 22.10.2016.

² Revised vide item # 09 dated 9.04.2016.

received from the court in the Board's Account and get his T.A. according to the Board's Rules or keep the T.A. received from the court with him and obtain the difference between the amount permissible under the Board's Rules and the amount received by him from the court.

The T.A. Bill shall be accompanied with a certificate from the court to the effect that:-

- 24.1. He had given evidence in his official capacity.
- 24.2. He has been paid so much as T.A.
25. For matters not provided for in these rules, the Board shall have the authority to pass such orders as it may deem necessary from time to time.
26. The claim for travelling expenses made under these rules shall be submitted on the prescribed form.
27. All bills shall be submitted duly receipted, affixing a revenue stamp whenever necessary. Un-receipted or insufficiently receipted bills shall not be accepted.
28. Bills not presented within 6 months from the date of journey shall lapse and shall not be entertained unless the period of six months is extended by the Chairman.
29. Persons who as part-time employees of the Board, government or other authorities, be paid mileage allowance on the basis of their declared income and not emoluments as part time employees, subject to the approval of the Chairman.
30. Persons who were not employed may be treated in category if they hold Master's Degree and in category V if they hold a Bachelor's Degree and all under graduates in category VI.
31. Tonga / Taxi charges will be paid to and from the Bus stop/ Railway Station at the rates prescribed in rule. 1 and distance must be mentioned for this purpose.
32. The Practical Examiners will claim the postal charges on actual basis.¹
33. Daily wages employees are also entitled to draw D.A. as per Govt. T.A./ D.A. rates²
34. Persons who were engaged for conduct of Practical of Computer studies from the Private affiliate Institutions will claim the T.A /D.A. according to the following criteria.³
 - 34.1. At Inter level BS.17
 - 34.2. At SSC level BS.16
35. P.S. / P.A will accompany with the Chairman/ Controller of Examination/ Secretary during the conduct of Examination. In this regard external audit objection rejected.⁴
36. Notwithstanding contained in these rules that the Chairman is empowered to sanction double conveyance allowance in particular case.⁵

¹ Addition vide item # 18 dated 4.12.02

² Addition vide Item # 11 dated 10.3.02

³ Addition vide item 16 dated 10.03.02

⁴ Addition vide item #25 dated 27.11.04

⁵ Addition vide item #28 dated 4.12.02

37. Member of Appointment Committee for Appointment of Paper Setters will be paid Rs. 500- as conveyance allowance. ¹
38. The Chairman Board will be entitled to charge/claim actual Room Rent inclusive Taxes etc. in connection with participation in the meetings of IBCC & PBCC only.²
39. Rs. 5000/-per day & Rs. 500/-per day shall be paid to the Chairman & Driver respectively or T.A./D.A. for attending the meetings of PBCC / IBCC and its Sub-Committees.

¹ Revised vide Item # 7 dated 31.10.2014

² Addition vide Item 06 dated 17.02.2015

**CHAPTER -17
PAYMENTS**

1. All expenditures shall be incurred subject to the budget allotment for the year and to the Rules, Regulations and powers of the Board to Sanction Expenditure.
2. Following Officers of the Board are empowered to sanction the expenditures.¹
 - 2.1. Chairman: All kinds of expenditure exceeding from 50000/-subject to budget allocations
 - 2.2. Secretary: All kinds of expenditure upto 50000/-subject to budget allocations and Utility bill above Rs. 5000/- subject to budget allocations.
 - 2.3. Assistant Secretary / Dy. Secretary Finance: Utility bills up to Rs. 5000/-.
3. Authority to sign cheques²

All the payments shall be made by cheques after sanction. For this purpose, the Board authorized following officers to sign the Cheques and pay orders:

 - 3.1. Authority to sign the Cheque:
 - 3.2. Assistant Secretary/ Dy. Secretary Finance: up to Rs.30000/-
 - 3.3. Assistant Secretary/ Dy. Secretary Finance and Secretary Jointly: Rs.30001 to 50000/-
 - 3.4. Chairman and Secretary/ A.S./D.S.(Finance) Jointly: Above Rs.50000/-
 - 3.5. Authority to sign the Pay Orders for contingent bill :
 - 3.5.1. Assistant Secretary/ Dy. Secretary Finance: Upto Rs.30000/-
 - 3.5.2. Assistant Secretary/ Dy. Secretary Finance and Secretary Jointly: Above Rs.30000/-

¹ Board delegated Power in its meeting dated 03.02.1999 vide item # 2.

² Amended vide item # 8 dated 22.10.2016.

CHAPTER- 18
RATES OF REMUNERATION

1. The teachers/ persons engaged in connection with inspection of Examination Centres shall be paid as under:-

Designation	Matric / Intermediate (Annual) Exams.			Matric / Intermediate (Supply) Exams.		
	Single	Double	Max.	Single	Double	Max.
Resident Inspector/Local Inspector	Rs.500/ per day	Rs.900/- per day	Rs.15000/- Full exam.	Rs.500/- per day	Rs.900/- per day	Rs.15000/ - Full exam.
Centre Inspector Mufassil	Rs.500/ per day	Rs.900/- per day	Rs.11000/- Full exam.	Rs.500/- per day	Rs.900/- per day	Rs.11000/ - Full exam.
Distributing Inspector (Th.)	Rs.700/ ¹ per day	Rs.1000 /- per day	Rs.15000/- Full exam.	Rs.700/ per day	Rs.1000 /- per day	Rs.13000/ - Full exam.
Distributing Inspector (Pr)SSC level	Rs.800/- ² per day	-	Rs.15000/- ³ Full Exam.	Rs. 800/- per day	-	Rs.15000/ Full Exam.
Distributing Inspector (Pr) at Inter level	Rs.800/- per day	-	Rs.15000/- Full Exam.	Rs. 800/- per day	-	Rs.15000/ Full Exam.
Distributing Superintendent	Rs.150/- PWD	Rs.200/- PWD	-	RS.150/- PWD	Rs.200/- PWD	-
Mobile Squad/Inspector	Rs.500/ per day	Rs.800/- per day	Rs.15000/- Full exam. Or T.A/D.A	Rs.500/ per day	Rs.800/- per day	Rs.12000/ - Full exam. Or T.A/D.A
Flying Squad	Rs.900/ ⁴ per day	Rs.1300 /- per day	Rs.15000/- Full exam.	Rs.900/ per day	Rs.1300 /- per day	Rs.12000/ - Full exam.
Member Board	Rs.1000/- per day	Rs.1500 per day	Rs.24000/- Full exam. in lieu of T.A./D.A ⁵	Rs.1000/- per day	Rs.1500 per day	Rs.18000/ - Full exam. in lieu of T.A/ D.A
Controller of Examinations	D.A. as per Board/ Govt. Rules					

- 1.1. Normally, an Inspector will visit two Centres in a day lying on the same route or at the same place but it shall not be necessary in each case. The Chairman may, in genuine cases, relax the condition of visiting two Centres lying on the same route in a day. A member of the Board may inspect any examination Centre.

¹ Enhanced vide item #1 dated 15.02.2017.

² Revised vide item #10 dated 19.06.2017.

³ Enhanced vide item 10 dated 19.06.2017.

⁴ Revised vide item # 11 dated 19.06.2017.

⁵ Revised vide item # 14 dated 21.09.2017.

- 1.2. In case of cluster Centre one Resident Inspector will be appointed on each Examination Centre separately and he/she will be entitled to draw remuneration accordingly.¹
2. Rates of Remuneration of Different Categories .
- 2.1. The teachers / persons engaged in connection with inspection of examination centres shall be paid as under:-²

Category	Exams.	Amended/Revised Rates	
		Single	Maximum
Superintendent	SSC (A)&(S) Inter (A) &(S)	900	1300 per working day
Dy. Superintendent	SSC (A)&(S) Inter (A) &(S)	700	1000 per working day ³
Invigilator	SSC (A)&(S) Inter (A) &(S)	550	700 per working day
Water Man/Women	SSC (A)&(S) Inter (A) &(S)	150	200 per working day
Sweeper	SSC (A)&(S) Inter (A) &(S)	200	300 per working day
Dafteri	SSC (A)&(S) Inter (A)&(S)	Rs.100 per working day.	
Collection of Paper Theory/Deposit of Answer Books	SSC (A) & (S) Inter (A) &(S)	Single Session Rs.100/- per day Double Session Rs. 150/- per day	
Collection of Practical Paper	SSC (A) & (S) Inter (A) &(S)	Rs.150/- per working day.	
Seating Arrangement	SSC (A)&(S) Inter (A) &(S)	Rs.500 for whole Examination	
Drawing Master	SSC (A)&(S) Inter (A) &(S)	Rs.200 lump sum	
Security Guard/ Chowkidar	SSC (A)&(S) Inter (A) &(S)	Rs. 300/- per day.	
Paper Setter Theory	SSC(A)&(S)	2000 with translation ⁴ 1500 without translation	
	Inter (A)&(S)	3000 with translation 2500 without translation	
Paper Setter Practical	SSC(A)	Rs.300 for 1 st paper & remaining Papers Rs. 500/- ⁵	
	SSC (S)	Rs.225 for 1 st paper & remaining Papers Rs.300/-	

¹ Added vide item No. 15 dated 26.04.2018.

² Revised vide item # 16 dated 7.02.2013

³ Enhanced vide item # 13 dated 22.10.2016.

⁴ Enhanced vide item #07 dated 9.04.016

⁵ Enhanced vide item # 13 dated 22.10.2016.

	Inter (A)	Rs.300 for 1 st paper & remaining Papers Rs.600/-
	Inter (S)	Rs.225 for 1 st paper & remaining Papers Rs. 400/-
Paper Setter Co-ordinator	SSC(A) & (S)	Rs.1200 per day ¹
	Inter (A)&(S)	Rs . 1200/- per day
Sub Examiner Theory	SSC(A) & (S)	Rs. 30/- per copy. Maximum 50 copies per day with one identity in one subject & one Part (i.e. 9 th , 10 th) under the supervision of one H.E. of relevant Part. Each S/ E can mark maximum 900 copies in an Examination only under the supervision of one H.E of the relevant Part.
	Inter (A)&(S)	Rs.35/- per copy. Maximum 50 copies per day with one identity in one subject & one Part (i.e. 11 th , 12 th) under the supervision of one H.E. of relevant Part. Each S/ E can mark maximum 900 copies in an Examination only under the supervision of one H.E of the relevant Part.
Head Examiner Theory	SSC(A) & (S)	Rs.300 per sub-Examiner and 10 copies for test installment & 20 % percentage checked @Rs.30 per copy.
	Inter (A)&(S)	Rs.300 per sub-Examiner and 10 copies for test installment & 20 % percentage checked @Rs.35 per copy.
Sub Examiner Practical	SSC(A) & (S)	Rs.10 per copy
	Inter (A)&(S)	Rs.18 per copy
Head Examiner Practical	SSC(A)& (S)	Rs.100/- per sub- examiner and percentage checked 33% @Rs.10/- per copy.
	Inter (A)& (S)	Rs.100 per sub-examiner and percentage checked 33% @Rs.18 per copy.
Assistant to Head Examiner	SSC(A) & (S)	Rs. 2/- per copy
	Inter (A)& (S)	One Asstt. to H/E can only be worked with one H/E
Single Examiner	SSC(A) & (S)	At SSC level Rs.30 per copy & at Inter level Rs.
	Inter (A)&(S)	35/per Copy.
Supervisor of Marking Centers	SSC(A) & (S)	Rs. 500/- per day (Local), Rs. 900/- per day
	Inter (A)&(S)	Mufassil.
Data Entry Operators	SSC(A) & (S)	Rs.300/- per day (Local & Mufassil) ²
	Inter (A)&(S)	

¹ Revised vide item # 19 dated 4.07.2015

² Revised vide item # 3 (vi) dated 21.09.2017.

Super Checker	SSC(A) & (S) Inter (A)&(S)	Rs.750/- per day subject to the checking of 200 Copies per day.
Supervisor of Re-checking	SSC(A) & (S)	Rs.550/- per day
	Inter (A)& (S)	Rs.550 per day
Muqem Nazir	SSC (A &S) Inter (A&S)	Rs.300 per day Max.15000/-
Attendant	SSC (A &S) Inter(A&S)	Rs.150 per day
Waterman/ watchman	SSC (A &S) Inter (A&S)	Rs.100 per day
Sweeper Marking Centre	SSC (A &S) Inter(A&S)	Rs.150 per day
Security Guard at the Examination Center	SSC (A &S) Inter(A&S)	Rs.300/- per working day.

- 2.2. The remuneration bills of Centre Superintendent, Dy. Superintendent, Invigilators and the Class-IV (complete in all respect) shall be submitted within 30 days from the date of termination of examination. Bill not presented within stipulated period shall stand lapse and shall not be entertained unless the period of 30 days is extended by the Chairman.
- 2.3. The teaching staff deputed by the Chief Minister's Board of Excellence would be entitled to the remuneration for the checking/re-evaluation of the marked scripts according to the usual rates of the Board in addition to the payment of T.A. /D.A.
- 2.4. Remuneration will be paid all such person who marked the script of easy competition at par with inter.

Provided that the fee for setting an Oral Paper for the Secondary School and Intermediate Examinations will be the same as that for setting a Practical Paper and for the languages Examination (Fazil-e-Arabic), it shall be as under:-

The rate of remuneration for practical examination in Psychology for the Intermediate Examination will be the same as fixed for Science Practical Examinations for the Intermediate Examination.

3. The fee for conducting an Oral Examination shall be 50 Passas per candidate subject to a minimum of Rs.20/-.
4. Each Head Examiner shall be paid:
- 4.1. The examining fee for answer-books marked as "Test Installment"
- 4.2. Clerical assistant @ Rs.6/- per Sub-Examiner.

4.2.1. Assistant to Head Examiners (Theory) Rs.2/- per Answer Book (In all cases of marking)¹

4.2.2. Assistant to Head Examiners (Practical) Rs.400/- for one thousand marked scripts.

Special Checkers (who check Rs.0.35 per Answer Book the marked Answer Books of single Examiners+Rs.125/- per day as conveyance).

5. Notwithstanding anything to the contrary in these Rules, a Head Examiner in Science Practical of the Intermediate Examination shall be paid Rs.160/- for supervising the work of Sub-Examiner. He shall also be paid for re-examining 10 percent of the Answer-Books examined by subordinate Examiners for which he shall be paid the same fee per candidate as is paid to the latter.
6. Examiners in Art Practical shall be paid for different parts of the Practical Examinations separately.
7. When an answer-paper is divided into parts, the payment for different parts shall be so divided as not to exceed the payment for examining a whole paper.
8. Sr. Educations will be appointed as Re-Checker/ Special Checker for the purpose of Re-Checking of marked answer books of position holders as well as the answer books of other candidate who are not satisfied form their results and applied for re-checking.

REMUNERATION FOR RECHECKING

8.1. Re-checker for Inter Exam: Rs.10/- per copy

8.2. Re-checker for SSC Exam: Rs.07/- per copy

8.3. Special Checker Rs.05/- per copy*²

9. A person who sets the Question Paper but does not mark the scripts shall be paid full fee for setting the question Paper, and that no part of the Paper Setting fee shall be paid to the person who only acts as Head Examiner or Single Examiner.
10. When an Examiner is unable to set and look over the passages for translation into English from other languages specified in the Rules for the Secondary School and Intermediate Examinations, special arrangements may be made by the Secretary for the remuneration of the person selected to set, look over and mark the passages for the translation from the languages into English and to look over and mark the passages set by the Examiners in English for translation into the language.
11. The persons appointed to translate into another language the piece set for translation in a question paper for the Secondary School or Intermediate Examination shall be paid Rs.25/-.
12. Examiners for the Supplementary Examinations shall be treated as separate Examiners.
(These rule became in fructuous due to centralize marking system)
13. Following payments will be made to such persons who perform the duties :-³

¹ Revised vide # 6 dated 31.10.2015.

² Changed vide item # 12 dated 10.1.2011

³ changed vide item # 12 dated 10.1.2011

(i)	Entering marks of question No.1 (objective) in its specific column.	Re.1/-per Roll No.
(ii)	Checking of totals and comparison of marks of Board viz-a-viz NIFT	Re.1/-per copy/Roll No.
(iii)	Tracing out each required Objective Question.	Re.0.25 per Roll No.

RATES FOR THE CONTINGENT EXPENSES FOR ALL PRACTICAL EXAMINATIONS

14. Secondary School Certificate / Language Examinations.

1.	Examining Fee	Rs.10/- per candidate.
2.	Minimum Fee	Rs.20/- per session.
3.	Contingent expenses for Science Practical & Oral Examination	Rs.10/- lump sum or according to postal receipts.
4.	Conveyance Charges	Rs.25/- * ¹ per day including one day for preparation.
5.	Payment of chemical consumed and breakages at the rate of Rs.1.50 per candidate on the basis of total number of candidates taking examination in Laboratory.	
6.	Laboratory Assistant	Rs.04/- per candidate
7.	Laboratory Attendant	Rs.150/- per day ²

(Note: - The Practical Examiners in Secondary School Certificate Examination are allowed to engage one Laboratory Assistant and One Laboratory Attendant during the Practical Examination days).

8.	Oral examination (Languages)	Rs.20/- per session
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15. Intermediate Practical Examination.

1.		Rs.18/- per candidate for total number of candidates allotted.
2.	Contingency	Rs.36/- lump sum or actual payee's receipts.
3.	Conveyance	Rs.25/-* ³ per day including one day for preparation.

¹ Changed vide item # 11 dated 16.6.2003

² Revised vide item # 13 dated 22.10.2016.

³ Revised vide item # 11 dated 16.06.2003

15.1. Contingent Expenses SSC Level:

1.	Chemistry	Rs.5/- per candidate.
2.	Physics SSC level	Rs.5/- per candidate.
3.	Biology SSC level	Rs.5/- per candidate.
Contingent Expenses Intermediate Level		
4.	Health & Physical Education.	Rs.5/- per candidate. It will also include lime etc. to be consumed in practical.
5.	Chemistry.	Rs. 12/- per candidate
6.	Physics	Rs. 6/- per candidate
7.	Biology	Rs.12/- per candidate
8.	Geography	Rs.5/- per candidate
9.	Nursing	Rs.5/- per candidate.
10.	Psychology	Rs.5/-per candidate.
11.	Statistics	Rs. 5/- per candidate

15.2. Remuneration of Laboratory Assistant at SSC Level:

1.	Chemistry	Rs. 150/- per working day.
2.	Physics	Rs. 150/- per working day.
3.	Botany/Zoology	Rs. 150/- per working day.
4.	Geography	Rs.0.50 per candidate or minimum Rs.10/-
5.	Fine art, Psychology, Outline of Home Economics, Health and Physical Education	Rs.0.50 per candidate.
6.	Nursing	Rs.10/- per day.

15.3. Remuneration of Laboratory Assistant at SSC Level:

1.	Chemistry	Rs. 4/- per candidate each subject.
2.	Physics	
3.	Biology	
4.	Geography	
5.	Fine art, Psychology, Outline of Home Economics, Health and Physical Education	Rs.3/- per candidate, each subject.
6.	Nursing	Rs.3/- per candidate.

(Note:-One Laboratory Assistant for every 8 candidates in Physics, Chemistry and One Laboratory Assistant for 15 to 20 candidates in Botany and Zoology can be engaged in each Laboratory)

15.4. Laboratory Attendant. Rs.10 per day.

15.5. Assistant to Practical Examiner:

15.5.1. Rs.15/- for M.A. / M.Sc. for one Session.

15.5.2. Rs.20/- for two Session.

15.5.3. Rs.10/- for B.A. / B.S.c. for one Session.

15.5.4. Rs.15/- for two Session.

(Note: - One Assistant to Practical Examiner is allowed to work at each Laboratory during the Practical Examination days. One Waterman and One Sweeper, engaged at each Laboratory, be paid Re.1/- per day each).

15.6. The payment chart will be submitted with in sixty (60) days after the termination of marking /checking by the Head/Single Examiner (theory/ Practical), after that Rs.20/-per day fine will be charged from Head/Single Examiner as penalty, which will be deducted from their remuneration bill. However delay Condonation application must be reached in the Secrecy Branch within 90 days and no application will be entertained at expiry of this period.

15.7. The office will be bound to release the payment of Head Examiners & Sub Examiners for all the examinations within (45) days from the receipt of their bills on a lump sum deduction of 1% amount against each individual bill so that the Board may not cause any kind of loss regarding deduction against mistake and on the other hand teachers can get their payments well in time.¹

15.7.1. The Chief Secrecy Officer shall be paid Rs.60000/-² per month as a fixed pay package.

15.7.2. Dy. CSO will be paid Rs. 1000/- as remuneration.³

15.7.3. The Secrecy Officers shall be paid Rs.1.60 per solved Answer Book.

15.7.4. On introduction of new system of Secrecy Special Secrecy Officer/s could be appointed and they will be paid Rs.750/- per day as remuneration.⁴

16. Rs. 50/- per mistake will be deducted from the Bill of Secrecy Officer as penalty.

17. Approximately 50% remuneration will be paid after completion of Secrecy work on the request of S.Os. However the remaining 50% remuneration will be paid after clearance of RLA / Re-checking etc.⁵

18. Rs.450/- per day will be paid to Special Secrecy Officer a remuneration.⁶

¹ Addition vide item # 22 dated 10.02.2012

² Revised vide item # 8 dated 9.04.2016

³

⁴ Addition vide item #13 dated 9.04.2016

⁵ Revised vide item # 17 dated 22.2.2003

⁶ Addition vide item # 11 dated 11.10.013

19. Rs.10 per re-checking application as remuneration will be paid to S.S.O, who will be engaged for processing of re-checking application.
20. Marking Supervisor.
- 20.1. The Marking Supervisor will be paid Rs.900/ per day.**¹
- 20.2. During the centralize marking one Security Guard and an attendant will be appointed among the C. Class employees of the concerned Institution where the Marking Centre has been constituted. However if the strength of marking staff is exceeded from 60 than C. Class staff will be engaged with the following break up on the existing remuneration:-

Strength of Marking Staff	No. of Attendants.
1 to 60	1
61 to 120	2
121 to 180	3
181 to onward	4

Note: GENERAL INSTRUCTIONS²

21. To maintain the quality of marking one senior most teacher of science subjects and one more senior teacher of Arts subjects will be appointed at each marking centre of SSC & HSSC Examinations (from School & College side respectively) against a remuneration of Rs.1000/- per day for SSC & 1500/ per day at Inter level lump sum.**³
22. For the error free result following steps would be taken:-⁴
- 22.1. Appoint sufficient number of Market based Qualified Persons viz MBA, M.Com., MCS., BCS., B.Sc. stat. Maths. or other suitable Graduates at Marking Centres and they will be paid Rs.500/- as remuneration & Rs.50/- per day as refreshment charges against 200 copies per day. **⁵, Moreover Rs.5/- will also be paid as incentive which will be deducted from the payment of Sub-Examiner as well as head examiner , if he/she checked the scripts. However in case of any mistake pointed out, Rs.100/- shall be deducted from their remuneration bill.⁶
- 22.2. On the analogy of Marking Supervisor, a Supervisor for supervision of Super Checkers will be appointed and Rs.900⁷/- as Remuneration per day will be paid to Supervisor of Super Checkers.⁸
- 22.3. A Data Entry Operators will be engaged in Marking Centres of SSC/Intermediate (A) Examinations, 2015 & onward against remuneration of Rs.500/- per day for the computerized marking process.

¹ Revised vide item # 10 dated 24.6.2014.

² Addition made on 6.03.2010.

³ Addition vide item # 9 dated 24.6.2014.

⁴ Addition vide item # 17. Dated 7.03.014.

⁵ Substituted vide item # 10 dated 4.07.2015.

⁶ Addition vide item # 5 dated 9.04.016.

⁷ Substituted vide item # 6 dated 25.06.2016

⁸ Addition vide item # 5 & 13 dated 31.10.014.

The said remuneration will be paid to the Head of the Institution of the concerned Marking Centre for onward payment to the D.E.O.¹

- 22.4. HONORARIUM FOR THE MEMBERS OF THE DISCIPLINE COMMITTEE: Rs.1000/-per working day will be paid to the Local Member of Discipline/Appellate. However the Chairman will be empowered to fix suitable honorarium from time to time.²
- 22.5. To provide the cold water to the examinees during the Intermediate (A) Examination 2018 and onward, the office will pay the ice charges to the Centre Superintendent without any receipt as mentioned below:-
- 22.6. Rs. 2000/- lump sum for full centre.
- 22.7. Rs.1000/-lump sum for single centre.³

¹ Addition vide item # 18 dated 17.2.2015

² Revised vide item # 9 dated 31.10.2015.

³ Amended vide item # 29 dated 23.12.2017.

CHAPTER -19 AUTOMATIC DEDUCTIONS

(Schedule showing automatic deductions from the remuneration of Paper Setters, Head Examiners, Sub Examiners and Single Examiners).

1. 1% deduction from the bill of Sub-Examiners, Head-Examiners, Super Checker and Assistant to Head Examiner for those who marked scripts of other Boards.
2. Deduction of Rs.10/- from the remuneration of concerned Sub/Head Examiner (if Head checked) against each error and Rs.5/- to be paid to Super Checker for each error pointed out by him in case of marking by our own Board scripts. (Item # 6 dated 31.10.2015)

Sr. No.	Nature of irregularity	Penalty
Section-I		
Paper Setters		
1.	Delay in Submission of Question Paper.	Rs. 1/- per day for the first week and Rs.5/- per day thereafter. Automatic cancellation of appointment after a fortnight.
2.	Failure to seal both inner & outer covers.	A new paper shall be set without any additional remuneration
3.	Failure to follow Rules for Paper Setters.	Half the setting fee if detected before examination. If detected during examination, such penalty as the Chairman may determine.
4.	For setting Questions outside the prescribed syllabus.	-do-
5.	Sending the Question Paper by ordinary Registered Post not insured.	A new paper shall be set without any additional remuneration.
Section- II		
Head Examiners.		
1.	Failure to submit the Award lists/ Answer Books received from the Examiners.	Rs. 5/- per day.
2.	Failure to submit Payment Charts, Confidential Reports, etc., within 15 days of Submission of the last installment of Results.	Rs.5/-
3. ¹	Failure to keep the result confidential either before or after its publications.	Disqualification.
Section- III		
Sub- Examiners.		
1.	Failure to return Answer Books and award lists after removing all discrepancies e.g., ASWER BOOKS	Rs.10/- per irregularity.

¹ This also applies to Sub-Examiners and Assistant to Head Examiner.

	<p>I) Question left unmarked. II) Allotting of more marks than the maximum. III) Mistakes in totals. IV) Number of answer- books left unsigned. AWARD LISTS. I) Awarding marks to wrong Roll Numbers or wrong transfer of marks to the awards list. II) Marks in words and figures not tallying. III) Number of pages left unsigned. IV) Number of cases in which centuries are mixed up. V) Corrections left uninitialed. VI) Blanks left unfilled.</p>	
2.	Assistant to Head Examineer	Rs.10/- per mistake ¹

- 2.1. Rs. 10 will be deducted from the remuneration of each Sub Examiner/ Head Examiner against each error.
- 2.2. 1% deduction will be made across the board from the remuneration of Super Checkers against expected errors, in order to release their payments within short span of time.²
- 2.3. 1% deduction across the Board will be deducted from the bills of Sub Examiner/Head Examiners theory & Practical only to release their payments within short span of time.

¹ Addition vide item # 7 dated 23.12.2018.

² Addition vide item # 5 dated 31.10.014

**CHAPTER -20
CERTIFICATES / DOCUMENTS**

1. The following categories of certificates / documents, other than original certificates, may be issued on payment of the fees as shown against each:-

S.No.	Description	Rate of Fee Rs.	
		Ordinary	Urgent.
1.	Original before time certificate	As fixed by the Board from time to time.	As fixed by the Board from time to time.
2.	Duplicate certificate		
3.	Triplicate certificate		
4.	Fourth time certificate		
5.	Merit Certificate (over & above 80 positions in case of SSC & 20 positions in case of Intermediate Examination).		
6.	Attempt certificate		
7.	Combined certificate		
8.	Duplicate Result Card		
9.	Migration/Transfer certificate Duplicate Migration/ Transfer certificate		
10.	Duplicate Registration/ Enrolment Card.		
11.	Appearance Certificate		
12.	Certified copy of document, decision of an unfair means case taken by the discipline committee or Appellate committee or the Chairman or the Board or an entry relating to a candidate in the Board's record subject to the permission by the Chairman.		
13.	Certificate containing any other information concerning an examination passed by a candidate on payment of the prescribed.		
14.	Verification fee per certificate/result card		
15.	Verification of certificate for abroad		

2. A candidate shall apply for obtaining any kind of document on the prescribed form duly filled in by him/her with own hand writing within 90 days after depositing prescribed fee. Incomplete form returned to the candidate shall be re-submitted by him/her within 180 days from the date of its return, otherwise, the fee paid by him/her shall be forfeited and he/she shall have to pay fresh fee for the purpose.
3. If the original certificate is lost by the Post Office and the Post Office authorities accept the responsibility then the candidate will submit an

affidavit duly attested by the Principal, Headmaster/Headmistress of affiliated institution with Multan Board stating that he/she has not received the certificate and if certificate is received to him/her afterwards, he/she will return the same to the Board's Office. Thereafter, the Examination Branch will issue new certificate to the candidate without charging any type of fee and will also mention a note regarding cancellation of 1st certificate on the Result Sheet. For this purpose application must be received in the Controller Office within Eighteen Months after dispatch of certificate and after Eighteen Months he/ she will apply for Duplicate certificate according to existing rules.¹

All the certificates of the Board will be got printed through Laser Printer duly laminated from front side.

ISSUANCE OF DUPLICATE/ TRIPLICATE CERTIFICATE

4. A candidate whose certificate has been lost, may apply for Duplicate /Triuplicate/ fourth time Certificate shall be accompanied with the following documents:-
 - 4.1. Press cutting of a leading News-paper regarding loss of the original certificate previously issued, containing name, parentage, Roll No. name of the Examination, year of passing, session and other particulars.
 - 4.2. An Affidavit regarding loss of duplicate /triplicate certificate duly verified by the Notary Public/Oath Commissioner/Magistrate Class-1st Class.²
 - 4.3. The candidates who are above 18 years, are bound to provide the attested photo copy of Computerized National Identity Card. If he has no NIC then he/she will provide a copy of his/her father's NIC and if his/her father has expired he/she will provide a copy of NIC of his/her mother/brother.³
 - 4.4. The candidate (male & female) will provide prescribed form alongwith a photograph duly attested by any head of institution affiliated by the Multan Board.
 - 4.5. Triplicate / fourth time Certificate shall be issued with the approval of the Board on recommendations of concerned committee. However, the candidate shall provide affidavit duly verified by the Principal, Headmaster/Headmistress of affiliated institution, Press clipping, Photograph, prescribed application form and fee duly attested by the same Head of institution who verified the affidavit.
5. A candidate applying for attempt/duplicate/triplicate/ fourth time/ No Objection certificate etc. shall, inter-alia, submit an Affidavit duly verified by Principal, Headmaster/Headmistress of recognized institution. The Affidavit will contain the Roll No., year and session of passing the Secondary School Certificate Examination as well as the chance availed by him/her during the Intermediate Examination.

¹ Amended vide item # 16 dated 8.12.2018.

² Amended vide item # 3(viii) dated 15.2.2017.

³

6. A candidate residing outside Pakistan shall submit his/her application form duly attested by the Embassy office through Embassy of Pakistan.
7. No person shall be entitled to apply on behalf of another person. However certificate shall ordinarily be sent by registered post at the address given in the admission/application form or could be received by himself/herself, his/her son/ daughter or brother's certificate personally from the office of the Board on production of CNIC of the concerned person.
8. An application for an original certificate "Before time" from a regular student shall be entertained only if it is accompanied by a statement from the Head of his/her Institution that he/she has no objection if the certificate is issued direct to the candidate.
More over original certificate "Before time" will be issued after completion of rechecking process of concerned examination.
9. In the case of private candidate who has applied for an original certificate before time, may get his/her application form attested by the Head of Institution recognized by the Board.
10. A duplicate certificate shall ordinarily be issued within a week of the receipt of the application form and fee verification. If a certificate is required within four days, the applicant shall deposit the prescribed urgent fee. However, Certificates shall be issued subject to the availability of the relevant record.
11. A detailed marks certificate shall be issued to candidates. It shall ordinarily show the marks obtained by a candidate in each subject.
12. Merit / Position Certificates may be issued on payment of prescribed fee as under:-
13. Merit Certificates Upto the 80th position in the S.S.C. Examination and upto the 20th position in the Intermediate Examination.
14. If a candidate has secured first, second or third position in a group, an entry to this effect may also be made in these certificates.
15. In addition to, the Merit Certificate, Distinction Certificate's shall be awarded to the candidate topping the list of successful boys and girls separately in the Pre-Medical, Pre-Engineering and Humanities Group, commerce, General Science group in the Intermediate Annual Examination in order to recognize their distinctive positions.
Certificates shall be issued subject to the availability of the relevant record.
16. Original certificate shall ordinarily be issued after one year on depositing the prescribed fee by the candidate/institution. However, the son/daughter/s of Board's employee/Retired Board employees shall be exempted from this fee.
17. The original certificate shall be dispatched through Post Office or courier service/by hand :-
 - 17.1. to the private candidates on their addresses available in the admission form or by him/herself or father, mother, real brother, or real sister after proper identification;
 - 17.2. to the regular students through their concerned institutions or by him/herself or father, mother, real brother, or real sister after proper identification;¹

¹ Amended vide Board's decision dated 19.06.2017.

18. After dispatch of original certificate, Result Card of each examination the Board office will send SMS and float a press release in which the candidates may be advised to consult the concerned Post Office/ institution as well as, in case of non receipt of certificate/ Result Card he/she may consult with the Board office within a specific period and after the lapse of mentioned date, the Board office will assure that the candidate has received the certificate and no claim in this regard will be accepted.
19. Notwithstanding anything contained in these Rules, the Chairman may, to avoid hardship, waive the conditions laid down in Rule 6 above in special circumstances.
20. The certificate and the registration fee shall not be refunded or adjusted towards any other account except in the following cases:-
 - 20.1. If the amount paid in the Board's fund is in excess of the amount due from the candidate, the excess fee may be refunded; and
 - 20.2. If the amount was payable to any other institution but was erroneously paid in the Board's fund, such amount may be refunded. In case of a candidate whose name/date of birth is changed, the duplicate/triplicate certificate shall be issued with the following note:-
 - 20.3. "Duplicate/Triplicate Certificate with changed/corrected date of birth/name etc."
 - 20.4. In case of a candidate whose father's name is changed under the decree of the civil Court, the following note shall be recorded on the certificate to be issued to him:-"Father's name **changed/corrected from _____ to _____** ."
21. "Duplicate/Triplicate Certificate with changed date of birth/name etc." and for issuance of revised result card/certificate there is no need of attestation of application form/photo from the Head of institution.
22. The Appearance Certificate may be issued to a candidate on payment of the prescribed fee on the following format:-

TO WHOM IT MAY CONCERN

"This is to certify that a candidate Mr. /Miss _____ son/daughter of _____ Roll No. _____ has appeared as a whole/by parts in the _____ annual/supplementary Examination 19 _____.

His/her result for the said examination will be declared in due course according to the schedule."
23. VERIFICATION OF DOCUMENTS
The certificates of any candidate will be verified on deposit of prescribed fee which fixed by the Board from time to time, on the request of Candidate/ Head of Departments /Institutions where the candidate has got admission /job. The Head of the Departments/ Institutions will send attested photo stat copies of the certificate with one attested photograph of the concerned candidate. However such candidates who have passed the SSC/Intermediate Examination at least ten years before at the time of verification, are exempted

from the provision of photograph. Moreover the following departments are exempted from the verification fee.¹

- 23.1. Defence Armed Forces.
- 23.2. Intelligences agencies
- 23.3. Police
- 23.4. Rescue
- 23.5. Courts
- 23.6. Board employees.

24. ATTESTATION OF DOCUMENTS FOR ABROAD

Attestation of documents of any candidate will be attested with prescribed fee, fixed by the Board from time to time, on the request of the candidate by himself. For this purpose candidate will provide the following document:-

- 24.1. Application form
- 24.2. Copy of NIC
- 24.3. Photographs
- 24.4. Photo copies of documents.

To read the counter foils before printing of certificates some serving or retired officer/officials could be hired against Rs. 6/- each Roll No.

¹ Repeal vide item # 19 dated 9.04.2016

**CHAPTER -21
REGISTRATION OF STUDENTS**

1. The Registration Branch shall maintain **proper** record of the name and other relevant particulars of all students joining recognized Institution in Secondary School / Intermediate Classes, and
 - 1.1. All candidates taking the Board's Examination unless this examination is taken again, after having passed it once to improve marks or to qualify in an additional subject. It shall be necessary for all persons mentioned above to have their names registered in this record.
2. In the Office (Manual/Computer) record shall be recorded, under the name of each registered student, the dates of admission and re-admission and to leaving of any recognized Institution, any scholarship, medal or prize or punishment awarded by the Board to the students, and of every pass or failure in a Board's Examination with his Roll Number will be recorded.
3. All the recognized /affiliated institutions will admit the students in 9th /11th class through Online system and send the data of student through Online as well as deposit hard copy of registration/enrollment return and will also provide a certificate that the Particulars of the students & subjects mentioned in the return are correct as per School /College record.
4. Fee for registration shall be as follows:-

Secondary School Certificate Examination.	Registration fee of Rs.1295/- + Sports fee @ Rs.100/- shall be payable to the Board by each Regular Candidate at the time of his/her admission (who get admission in such schools which are running under the control of Private Sector while Rs. 395/- + Rs.100/-shall be payable to the Board by each Regular Candidate at the time of his/her admission who get admission in such schools which are running under the control of Govt.) to the Secondary class in an Institution, and Rs.1295/- + Rs.100/- by each private candidate at the time of submission of his/her admission form +fees for the examination.
Intermediate Examination.	An registration fee of Rs.1295/- & Sports fee Rs. 100/- shall be payable to the Board by each Regular Candidate at the time of his/her admission to the Intermediate class in an Institution, and Rs.1295/- by each private candidate at the time his admission form and fees for the examination.
Languages Examination	The candidates for the Language Examination would be registered only once and a registration fee of Rs.1295/- & Sports fee Rs.100/- ¹ shall be payable to the Board by each candidate at the time his admission form+ fees for the examination.

5. The Head of every recognized Institution shall forward to the Secretary the name of every student admitted or re-admitted to the Secondary School/Intermediate Classes on the Registration/ Enrolment return alongwith the prescribed fee in accordance with the terms and conditions and schedule notified by the Board office time to time.

¹ Inserted vide item # 5 dated 26.04.2018.

- 5.1. In case of any delay a penalty of Rs. 500/- per day shall be imposed If a student is struck off the Rolls of an Institution, migrates to another Institution, is rusticated or expelled, such fact shall immediately be reported to the Secretary.
- 5.2. In case of less deposit, a penalty of Rs. 50/-or 100/- shall be imposed as service charges. If a student is struck off the Rolls of an Institution, migrates to another Institution, is rusticated or expelled, such fact shall immediately be reported to the Secretary.
- 5.3. In case a student who has already been registered, joins or rejoins an Institution, the registered number of the student shall be quoted by the Head of the Institution while intimating to the Student's admission or re-admission.
6. On registration, every student / candidate shall be informed of the registered number under shall be quoted by the Head of the Institution in all subsequent correspondence relating to the student and by the student / the candidate on all applications made by him to the Board including applications for admission to an examination.
7. Applications for admission to examinations of the Board shall be scrutinized by comparing them with the record in the register. In case, the particulars of a candidate, as given in the admission or permission form, do not tally with those in the registration record, based on the registration return submitted by the Heads of Institutions or on the application for registration submitted by a candidate himself, the Board may refuse to entertain the candidate's application for admission to the examination.
8. In case of an omission in the registration return sent by the Head of the Institution or in the admission form of a private candidate not already registered, the Registration record can be completed on the prescribed payment notified by the Board from time to time before declaration of result of 9th / 11th class. Provided that completion of record shall not involve any amendment or change of the previous record. However:-
9. Due to difference in particulars/bio-data/Photo in admission forms of Private Candidates, Matric Branch may make correction in name/father's name or date of birth, after getting prescribed fee/form prior to declaration of result of 9th class examination.
 - 9.1. Whereas, in case of Regular Students, Registration Branch may make above corrections prior to declaration of result of 9th Class in Registration Return record after getting prescribed fee/form.
 - 9.2. However, the photo may be changed only before the commencement of the relevant exam after paying prescribed fee Rs.200/- by the concerned Branches. But, after the declaration of result of 9th / 11th Classes, the required correction in respect of date of birth/name/father's name/surname will be made by the committee, constituted for the purpose and after commencement of exam of 9th Class the Photo will be corrected through Discipline Committee.¹
 - 9.3. The correction in involved in particulars at Intermediate level, will be made in accordance with the SSC record available in Multan Board.

¹ Amended vide item #14 dated 26.04.2018.

- 9.4. If difference was occurred word or figure of date of Birth in date, month, year or if the relevant columns of admission form were not properly filled or partially filled then date of birth can be corrected according to the registration return. While the correction for private candidates will be made on the basis of school record or Board's previous record or of the Municipal record by the examination Board¹.
- 9.5. For any correction/rectification in the Registration return the school/college authorities will have to submit the original record along with attested copy of the relevant record.
- 9.6. If there is any cutting in the High School record then the lower level school record should be provided.²
10. A, registered student or candidate may obtain a certified copy of his Enrolment/ Registration Card on payment as mentioned in schedule.
11. There is no age limit for deaf and dumb candidate for SSC Examination.³
12. Board employees and their children as well as children of deputations, retired Employees of Multan Board will be exempted from all kinds of fee fixed by the Board from time to time.
13. The students (male/female) who have passed their SSC Examination previous five session/years may be admitted in first year class with the following conditions:-
- 13.1. Principal of the Higher Secondary School /college (Public/Private/ Autonomous) on the recommendation of admission committee shall allow admission considering the hardship /compassionate ground.
- 13.2. The College Council/BOG in its special meeting shall endorse the case and refer it to the BISE.
- 13.3. The Chairman BISE, shall give formal approval of the case of registration.⁴
14. If a candidate desired to get cancel his registration data of 9th and 11th classes then he should paid prescribed fee in the Board's account.⁵
15. In case of regular admission in 9th Class the date of birth should be 13 year at the time of declaration of result of 9th class examination. i.e. 1.8 .⁶

¹ Amended vide item # 19 dated 9.04.2016

² Addition vide item # 26 dated 5.9.02

³ Addition vide item # 3(i) dated 27.03.012

⁴ Substituted vide notification no. S.O.(C.A)1-28/2015 dated 20th July, 2016 of Govt. of the Punjab Higher Education Department.

⁵ Inserted vide item # 26 dated 23.12.2017.

⁶ Decision of Honourable Supreme Court of Pakistan in CPLA 29/Q of 2013 and in CPLA 2608-L to 2637-L , 2123-L to 3134-L of 2017 dated 22.12.2017.

CHAPTER -22 RUSTICATION AND EXPULSION OF STUDENTS

1. DISCIPLINE

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

- 1.1. The Principal of a college shall have powers to impose such fines as he may deem fit.
- 1.2. A student may be placed on probation for a fixed period. If during the period of probation he fails to improve his conduct, he may be rusticated or expelled.
- 1.3. A student may be suspended from the rolls of the College for a period not exceeding two weeks at a time.

2. RUSTICATION AND EXPULSION

Rustication, whenever imposed on a college student, shall always mean the loss of one academic year in so far as his appearance at a Board Examination is concerned. The period of absence from the college will, however, depend upon the time of year when the penalty is imposed. The student under rustication will have the option of re-joining the class at the beginning of the next academic year, and it shall be obligatory on the part of the college to re-admit him if he wishes to rejoin. Tuition fees shall not be charged during the period of rustication, nor will the name of the rusticated student be maintained on the rolls of the college.

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

Cases of rustication and expulsion shall be reported to the Board by the Principal concerned for registration and notification. If a case of rustication/expulsion is revised by the Principal concerned, it shall be reported to the Board with reasons for revising the orders. A council for each college, to which at least two senior members of the staff shall be appointed by the Principal, shall be formed to consider the cases of expulsion and rustication of students. The Principal shall be the Chairman of the Council and the other members shall act in an advisory capacity. The final decision in every case shall, however, rest with the Principal. The names of the members should be communicated by the college to the Board each year.

4. WELFARE

Each recognized college should set up a welfare committee to keep in touch with the students and deal with their problems and to look after their welfare in general. The members of this committee should be nominated by the Principal.

CODE OF HONOUR

5. The following code of honor, enunciating the basic principle of conduct expected of a student, should be propagated through the principals of the recognized colleges:-
 - 5.1. Respect for order, morality, personal honor and rights of others.
 - 5.2. Honesty and integrity in all dealings with fellow students, teachers and other both on and off the campus.
 - 5.3. Protection of the college property and property of the fellow students.
 - 5.4. Showing due respect to elders, teachers and outside visitors.
 - 5.5. Courteous and helpful behavior towards all those with whom they come in contact.
 - 5.6. Pledge to work hard and complete the courses of studies in the shortest possible period without wasting time or causing disturbance to others.
6. The authority for expulsion and rustication of a school student shall vest in District Education Officer.

Note:- An expelled or rusticated candidate shall be permitted to enjoy all the privileges which he would normally enjoy after the expiry of the period of punishment. This would also be applied to the candidates who are disqualified for use of unfair means in an examination.

CHAPTER -23
CONDONING OF DEFICIENCY IN ATTENDANCE

“No deficiency in attendance will be condoned. However, in case of a candidate who was officially sent to take part in duly authorized Inter-Institutional/Inter Board/Inter Provincial or national activities, the lectures/practicals delivered/ held during that period will not be counted towards the total number of lectures/ practicals delivered/ held for the purpose of calculating the prescribed percentage of lectures/ practicals attended.

A candidate, whose deficiency in attendance is not made up, shall not be permitted to appear in the supplementary Examination unless he makes up the deficiency before the Supplementary Examination.”

CHAPTER -24
CHANGE IN THE NAME OR SURNAMES AND OR CORRECTION IN
FATHER'S NAME OF REGISTERED STUDENTS

1. Application for change of name or surname and correction in father's name be entertained only if the applicant has been registered with the Board or has appeared in any public examination held by the Board.
 - 1.1. All the applications for change of name or surname be accompanied by:-¹
 - 1.1.1. An application form and photo duly attested by the Head of his/her concerned Union Council or nearby Head of Institution affiliated with Multan Board where he /she resides and receipt of deposited prescribed fee fixed by the Board from time to time. However such fee shall not be refunded even if the correction in name is not allowed.
 - 1.1.2. An affidavit duly attested by the Head of concerned Union Council or Head of nearby institution affiliated with Multan Board where the candidate resides in addition to Oath Commissioner.
 - 1.1.3. A cutting of an advertisement (in which the snap of candidate is published) showing the required change in a leading Newspaper. A non-Muslim who seeking correction in father's name need not submit such a cutting.
 - 1.1.4. Copy of CNIC if available or Passport of the candidate and his /her father/Mohter.
 - 1.2. If the minor change is involved in the candidate's name i.e. deletion or addition of caste, surname (Hafiz, Haji, Malik, Chauhary, Khan etc)then:-
 - 1.3. Application form alongwith prescribed fee fixed by the Board from time to time;
 - 1.4. School or Board's record of any Board/University record
 - 1.5. The Controller of Examinations will be competent to allow the change on the recommendation of Branch Officer concerned.²
 - 1.6. If the name of the candidate is required to be major /totally changed then the correction will be made on the basis of Court Decree and no other document will be required. However, the applicant will submit an application on the prescribed application form as mentioned in Rule 1.1.1 of Chapter -24 alongwith Court Decree and prescribed fee under rules.³
 - 1.7. In case of New Muslim
 - 1.7.1. The applicant who embracing Islam after registering himself with the Board, shall have to produced an affidavit given before the Ist class Magistrate to the effect that he has embraced Islam giving details of changed name and particulars of the noble person admitting him to Islam.
 - 1.7.2. A non Muslim who has changed his name after embracing Islam need not pay any fee.

¹ Amended vide item # 4©(viii) dated 25.06.2016

² Amended vide item# 3(v) dated 20.08.2016

³ Amended vide item # 20 dated 23.12.2017.

- 1.8.** The procedure for change in name of Govt. Servant (male/female) will be adopted as per instruction of Govt. vide S& GAD letter No. SOX-II-2-145/59. SOX. -II(S&GAD)2-59 and No. S.OX-II-2-59/62 dated 9.3.1960, 7.9.1962 and 5.6.1960 respectively.
- 2.** In case of Change of Father's name/Surname:-
All the applications for change of Father's name be accompanied by:-
- 2.1.** If the father's name is not required to be totally changed then the correction will be made on the recommendations of a committee to be appointed by the Chairman of the Board from time to time on the production of following documents:
- 2.1.1.** An application form and photo duly attested by the Head of his/her concerned Union Council or nearby Head of Institution affiliated with Multan Board where he/she resides.
- 2.1.2.** A cutting of an advertisement (in which the snaps of candidate and his/her father/Guardian are published) showing the required change in two leading Newspapers i.e Urdu & English.
- 2.1.3.** Candidate's birth certificate issued by the Local bodies OR The School record of a candidate regarding his/her 1st admission in a recognized school, if available OR 'B' Form showing his name as well as his father's name or any other document/ evidence, which the committee/Board may require.
- 2.1.4.** Nikkah Nama of his/her father, if available;
- 2.1.5.** National Identity Card or Passport of the candidate and his/her father or mother.
- 2.1.6.** A fee of Rs.4500/- if within two years after declaration of result of the particular examination or a fee of Rs.5500/- if more than two years but less than five years, after declaration of result of the particular examination, or Rs.6500/- if more than five years or Rs.7500/- if more than ten years, after declaration of result of the particular examination. However such fee shall not be refunded even if the correction in father's name is not allowed.
- 2.2.** If the Father's Name is required to be totally changed then the correction will be made on the basis of Court Decree and no other documentation will be required. However the applicant will submit an application form as mentioned in rule No.2.1.1 along with Court Decree and prescribed fee under rules.
- 2.3.** If the minor change is involved in the Father's name i.e. deletion or addition of caste, surname (Hafiz, Haji, Malik, Chaudhary, Khan) etc. the Controller of Examinations will allow the change on the recommendation of Branch Officer concerned after receiving of an application as mentioned in rule 2. 1.1 and prescribed fee fixed by the Board from time to time.¹
- 2.4.** A Govt. Servant will not be allowed to get his father's name changed.
- 2.5.** No application under rule (1) shall be entertained unless the candidate applies to the Board on a prescribed form as per mentioned in rule 1.1.

¹ Amended vide item # 3(v) dated 20.08.2016.

- 2.6. Correction in the SSC/HSSC can be made after passing 9th , 11th , 10th , 12th classes examinations conducted by the BISEs in Pakistan as these are Public Examinations.¹
- 2.7. The correction in father's name of a candidate involving spelling mistake, without having any substantial change, will be made with the permission of the Controller of Examinations according to the name contained in the Board's Record in Urdu and English version on submission of an application on plain paper together with the prescribed fee.
3. No application under Rule 2 shall be entertained unless the candidate applies to the Board on a prescribed form as per rule 2.1.
- 3.1. Change/ Correction under Rule 2 shall be granted only if the Board is satisfied that all requirements have been fulfilled.
- 3.2. Any certificate required by the candidate after the change in name/ correction in father's name is allowed, will be issued on payment of the prescribed fee of form.
- 3.3. No change in particulars given or statement made in the admission form or any other form or documents submitted by a candidate to the Board shall be allowed except as may be admissible under the Rule.
- 3.4. An application will be allowed to change his name only once except when allowed by the Board under special circumstances. This is, however, not for the applicant seeking correction in his father's name.
- 3.5. In case of a candidate whose father's name is changed under the decree of the Civil Court, following note shall be recorded on the certificate to be issued to him:-
“ Father Name changed/ corrected by the orders of Civil Court from _____ to _____ ”

Second time correction / change in name/ father's name/ change in date of birth will not be admissible. However Court's orders in such cases will be implemented.

4. In case of correction in date of birth, the minimum age limit at the time of result of Secondary School Certificate i.e. 1st August of each year should not be less than 14 years. ²
5. The cases of change in date of birth, change in name / correction in father's name etc. shall be processed by a committee appointed by the Board. The recommendations of the committee shall be submitted to the Chairman for final decision. If he does not agree with the recommendations of the committee in any case, he will refer back the case to the Committee alongwith his observations for re-consideration. If the Committee sticks to its recommendations on re-consideration, the case will be referred to the Board for final decision.
6. In case of un-natural gap, the following documents required however late entry in the union council/Municipal corporation will be acceptable/valid.

¹ Adopted vide item #4 dated 23.04.2005.

² Changed vide item # 5 dated 19.05.2006

- 6.1. Affidavit duly verified by Principal, Headmaster/Headmistress regarding un-natural gap.
 - 6.2. Attested copies of CNIC of his /her father & mother.
 - 6.3. "Bay" form or record of union council/Municipal corporation in which the names of brothers & sisters are mentioned alongwith date of birth or the Primary School Record in which names of brothers & sisters are mentioned.
7. If the name / father's name of a candidate varies in Urdu and English to the extent of being incorrectly spelled out or the date of birth differs in words and figures, the same may be corrected by the office under the orders of the Controller of Examinations. If, on production of any one of the following documents, the Controller of Examinations is satisfied that such a correction does not involve any substantial change and that the mistake was committed inadvertently:-
- 7.1. School leaving certificate;
 - 7.2. Admission and withdrawal register;
 - 7.3. Form "B" of the Registration Office; and
 - 7.4. Previous record, if any, available in the office.
 - 7.5. If any column of the admission form is not filled, the same may be filled with the approval of Controller of Examination on the production of above mentioned documents and fee of Rs.350/- per column.
 - 7.6. According to Govt. instructions issued vide Notification No.F.I(1YAD) (1.1/2015 dated 21.3.2016 the spelling of the name of the Holy Prophet of Islam(PBUM) should be mentioned in all official and Non-official record as "Muhammad" instead of "M". "Mohd."
 - 7.7. Correction in name/father's name in Intermediate certificate/ record may be corrected on the basis of record available in the Matric Branch of Multan Board.
- Provided that candidate shall apply on the prescribed form and pay a fee as fixed by the Board from time to time.
8. Due to difference in particulars/bio-data/Photo in admission forms of Private Candidates, Matric Branch may make correction in name/father's name or date of birth, after getting prescribed fee/form prior to declaration of result of 9th class examination.
- 8.1. Whereas, in case of Regular Students, Registration Branch may make above corrections prior to declaration of result of 9th Class in Registration Return record after getting prescribed fee/form.
 - 8.2. However, the photo may be changed only before the commencement of the relevant exam after paying prescribed fee Rs.200/- by the concerned Branches. But, after the declaration of result of 9th / 11th Classes, the required correction in respect of date of birth/name/father's name/surname will be made (except official mistake) by the committee, constituted for the purpose and after commencement of exam of 9th Class the Photo will be corrected through Discipline Committee.¹
9. Finality of Bio Data.

¹ Amended vide item #14 dated 26.04.2018.

- 9.1. If a candidate passed an examination and the office has issued the Result card or certificate according to his last admission form or otherwise i.e. with wrong spelling of name , father's name, date of birth or with incomplete name/father's name and the candidate could not contacted with the office within two month after receiving result card/certificate for correction than it will be presumed the candidate has accepted these particulars i.e. name, father's name, date of birth then these particulars/bio-data of the candidate will be considered as final for the issuance of certificate or further examinations and the office will make correction on the admission form with the prior permission of Controller of Examinations. If, afterward he/she wants any substantial change, then he/she will apply according to the rule.¹
- 9.2. If there will be a leap year or month of 31 days and the provided record not help to consider the correct date of birth, then the month of February will be considered 28 days and April, June, September, and November will be counted as 30 days for the entry of correct date of birth otherwise the correction will be made according to the rules.
- 9.3. If there is difference between figures & words of date of birth, name, father's name, surname in Urdu and English version and the column of the admission forms regarding to the date of birth, name, father's name, surname cannot be filled in properly then the date of birth, name, father's name, surname will be corrected according to the record of Registration Return in case of regular student and previous school/Board record/Municipal Record in case of private candidate.
- 9.4. The original record with attested copies from the concerned authority will be provided by the candidate for necessary correction.
- 9.5. If there is cutting in the High School Record, and the committee is not satisfied, then the candidate will be required to provide the Middle/Primary School Record.²

¹ Amended vide Board's decision dated 19.06.2017.

² Repealed the chapter vide item # 19 dated 9.4.2016

CHAPTER -25
MIGRATION OF STUDENTS

Rules for Migration from Board to Board

1. The change of Board (No objection Certificate) Fee (fixed by the Board from time to time) should be deposited in Multan Board's account with the Habib Bank Limited through Online System and the original deposit receipt should be pasted at the Back of the application.
2. Only those students shall be permitted change of Board (No Objection Certificate) who have been registered with the Multan Board as private candidate or regular school/college students. If a student getting admission to the class IX or XI of any school/college within the jurisdiction of the Multan Board is desirous of seeking migration to any other Board/ University before his registration, he/she should first apply through the School /college, Headmaster/ Headmistress/ Principal for registration. The permission for migration shall be granted only after the registration.
3. A duplicate copy of No Objection Certificate (N.O.C) for migration shall be issued on re-payment (fixed by the Board) along with an affidavit attested by the oath Commissioner or Gazetted Officer.
4. If a candidate getting admission in any Higher Secondary School/College situated in the jurisdiction of Multan Board, after clearing his/ her Secondary School Certificate Examination from any Board other than Multan Board, desires to seek migration to any other Board/ University before obtaining his/her Registration Card, he should first submit:-
 - 4.1. Hard copy of Online Registration Form;
 - 4.2. Original bank challan of Registration Fee;
 - 4.3. Original Certificate /Result card issued by the pervious Board;
 - 4.4. The No Objection Certificate issued by the pervious Board through his /her Principal.Migration (N.O.C) shall be permitted after the Registration.
5. The Enrolment Scheme in the Secondary School Certificate Examination has been introduced since 1971. The students, who have passed or failed in the Secondary School Examination before 1971, shall be issued N.O.C. even without the Enrolment Number.

6. Those students, who appeared and passed or failed in the Matric /Intermediate / Adib, Alim, Fazil Examinations before 1968, should apply for migration to Lahore Board.
7. A student getting admission in the Class IX or XI of a School or College situated in the jurisdiction of the Multan Board after the date fixed for admission should Submit;
 - 7.1. Application (Late admission Form) along with;
 - 7.2. Late admission fee (fixed by the Board);
 - 7.3. Registration fee (fixed by the Board)
 - 7.4. Recommendation of Head of institutions to the Multan Board for its approval.
8. The attested photocopies of the Certificate/Degree/Result Card and Registration No should be provided to the Board.
9. For obtaining Migration (N.O.C.) Certificate, the candidates clearing their Secondary School in any examination before the current year will have to submit an affidavit on the stamped paper attested by the oath Commissioner or Gazetted Officer to the fact that they did not appear in the Secondary or Higher Secondary School Certificate during the intervening period.
10. For obtaining Migration (N.O.C.) Certificate, the candidates failing in the Secondary School/ Intermediate examination before the current year will have to submit an affidavit on the stamped paper attested by the oath Commissioner or Gazetted Officer to the fact that he/she did not clear the Secondary or Higher Secondary School Examination from any other Board.
11. The Board has banned the Inter-Province migration except in the event of transfer/change of residence. Such candidates will have to submit an attested affidavit on the stamped paper from Tehsildar/ Magistrate of concerned area / Nazim of concerned Union Council of the Province to which they have shifted. Also such candidates will have to affix their photographs on the migration.
12. The candidates desirous of seeking migration to any Board situated in the Province of Punjab must attach two Photographs with their application form.
13. The candidates seeking migration from one Board to another Board within the Province of Punjab will have to affix their photographs on the migration certificate.
- 14. Conditions for Migration from College to College.**

- 14.1. If the changing of college has become inevitable because of the change of father's or guardian's residence.
 - 14.2. If a student's father or guardian had developed any objection to the student's admission in the present college within three months of the admission.
 - 14.3. If a student wants to take such subject or subjects as are not taught in his present college. These new subjects will have to be mentioned in the migration form and the student must appear in these subject/s.
 - 14.4. If the migration has become inevitable in the event of the changed financial conditions of a candidate. The Principal of the student's present college shall append a separate certificate of his recommendations with the migration form.
15. Instructions for Migration from College to College.
- 15.1. The Migration Fee (fixed by the Board from time to time) should be deposited in Multan Board's account with the Habib Bank Limited through Online System and the original deposit receipt should be pasted at the Back of the application form.
 - 15.2. Migration shall be allowed only those who have been registered with the Multan Board as private candidate or regular school/college students. If a student getting admission to the class IX or XI of any school/college within the jurisdiction of the Multan Board is desirous of seeking migration to any other School/College before his registration, he/she should first apply through the School /college, Headmaster/ Headmistress/ Principal for registration. The permission for migration shall be granted only after the registration.
 - 15.2.1. Hard copy of Online Registration Form;
 - 15.2.2. Original bank challan of Registration Fee;
 - 15.3. The migration form should be attested by the Head of Institute where the student has got admission. Any remarks against the student in any case should also be mentioned by the Principal in the form.
 - 15.4. The approval of the Head of institution to which a student is desirous of seeking migration is also necessary.

- 15.5. The institution should not issue College Leaving Certificate before the Board's approval; otherwise the admission will be treated as illegal.
 - 15.6. In the event of illness, a Medical Certificate from a registered medical practitioner must be appended with the application.
 - 15.7. The migration form will not be acceptable unless the Head of Institution makes an entry in it regarding the provisional promotion of the student to the next class or detaining him/her in the same class.
 - 15.8. If a student has been struck off the college rolls, he may seek re-admission in the same class of that college at any time during the educational term. Such a student may seek admission in the same class in that college or any other college; provided that he produces the College Leaving Certificate and that the date of admission has not expired and it is not against the established rules. i.e.
 - 15.8.1. Two years academic session before the examination.
 - 15.8.2. The Principal's action with regard to the rustication.
 - 15.9. The fee receiving colleges will collect fees at the time of admission. The Intermediate students will have to pay fee for twenty-four months. The fee for month will not be received again from a student by the college to which a student is seeking migration.
 - 15.10. Migration from one college to another in the same city may be discouraged to every possible extent.
 - 15.11. Despite the above rules and instructions, the Chairman is empowered to allow migration from one to another institution in the same city in view of the difficulties faced by any student.
16. Conditions for Migration from School to School.
- 16.1. If the changing of school has become inevitable because of the change of father's or guardian's residence.
 - 16.2. If a student's father or guardian had developed any objection to the student's admission in the present college within three months of the admission.
 - 16.3. If a student wants to take such subject or subjects as are not taught in his present school. These new

- subjects will have to be mentioned in the migration form and the student must appear in these subject/s.
- 16.4. If the migration has become inevitable in the event of the changed financial conditions of a candidate. The Principal of the student's present school shall append a separate certificate of his recommendations with the migration form
17. Instructions for Migration from School to School.
- 17.1. The Migration Fee (fixed by the Board from time to time) should be deposited in Multan Board's account with the Habib Bank Limited through Online System and the original deposit receipt should be pasted at the Back of the application form.
- 17.2. The institution should not issue Schoole Leaving Certificate before the Board's approval; otherwise the admission will be treated as illegal.
- 17.3. In the event of illness, a Medical Certificate from a registered medical practitioner must be appended with the application.
- 17.4. If a student has been struck off the school rolls, he may seek re-admission in the same class of that school at any time during the educational term. Such a student may seek admission in the same class in that school or any other school; provided that he produces the school Leaving Certificate and that the date of admission has not expired and it is not against the established rules. i.e.
- 17.4.1. Two years academic session before the examination.
- 17.4.2. The Headmaster/Headmistress/Principal's action with regard to the rustication.
- 17.5. The fee receiving school will collect fees at the time of admission. The Intermediate students will have to pay fee for twenty-four months. The fee for month will not be received again from a student by the school to which a student is seeking migration.
- 17.6. Migration form one college to another in the same city may be discouraged to every possible extent.
- 17.7. Despite the above rules and instructions, the Chairman is empowered to allow migration from one to another institution in the same city in view of the difficulties faced by any student

CHAPTER -26

INSPECTION OF INSTITUTION AND THE REPORTS, RETURNS AND OTHER INFORMATION

The initial recognition will be granted to the privately managed institutions for 1 to 2 academic sessions i.e. 2 to 4 years and extension in provisional recognition would be granted for one academic session i.e. two years after charging prescribed inspection fee on yearly basis. However inspection would be made every year to observe adequate maintenance laboratories, Libraries and Hygienic condition of the institutions. ¹

1. In the month of October of each year or in such other month as the Board may determine, the Head of every institution shall submit a report to the Board on a prescribed form showing the changes in the management, staff and qualifications and grades of pay of new members, number and distribution of students, income and expenditure of previous year, results of examination, changes in the scale of fees and of exemptions or reductions permitted, scholarships, condition of library, number of students in Boarding Houses, rules of the Institutions, etc.
2. If the application for affiliation purpose has been submitted before the start of educational session to the EDO(Edu)/D.E.(College) offices before 31st March then Single Fee will be charged from the institutions.²
3. If the application for affiliation purpose has been submitted to the EDO(Edu)/D.E.(Colleges) offices after 31st March then Fee will be charged from the institutions as per Schedule. However Late registration cases by the department will further be entertained up to August 31st, with triple fee for both SSC & Intermediate Levels. No case will be entertained after August, 31st and such institutions will have to wait till next Calendar Year.³

Schedule for fresh affiliation

Secondary level			Intermediate Level	
Sr. #	Rate of Affiliation fee	Period	Rate of Affiliation fee	Period
1	Single fee	Up to 31 st March of the year	Single fee	Up to 30 April of the year
2	1 ½ time fee	1 st April to 30 th April	1 ½ time fee	1 st May to 31 th May
3	Double Fee	1 st May to 31 st May	Double Fee	1 st June to 30 th June
4	Triple Fee	1 st June to 30 th June	Triple Fee	1 st July to 31 th July

4. On the first affiliation 15 days will be granted to Govt./ Private Institution to submit their returns in case of newly affiliation after that prescribed fine will be charged according to notified schedule.

¹ Amended vide item # 5 dated 26.6.2009

² Amended vide Item # 7 dated 07.6.012

³ Amended vide Item # 7 dated 07.6.012

5. The Head of every Institution shall report to the Secretary within a fortnight, for record in the register of students maintained by the Board, withdrawal and transfer/ migration of students.
6. The following shall be kept by every recognized officer appointed by the Chairman:
 - 6.1. A Register of Admissions and withdrawal;
 - 6.2. A Register of Attendance of Lectures;
 - 6.3. A Register of Fees;
 - 6.4. The Time Table.
7. Inspection of every Institution shall be held from time to time. The inspection may relate to the accommodation, sanitary arrangements and provisions made for games, residence, supervision and instruction of students, the library, furniture and apparatus, the registers and the qualifications and duties performed by each member of the staff but in other respects, it shall not refer to the internal management of the Institution which shall be left at the discretion of the responsible authority.
8. The report of such inspection shall be submitted to the Board in the prescribed form.
9. Expenditure to be incurred in connection with the visits of the Inspection Committee under Regulation Chapter IV and rule 4 of this Chapter will be borne by the Board.
 Provided that a privately managed institution shall pay a lump sum inspection fee as decided by the PBCC/Board from time to time in advance for first and subsequent inspections.
 - 9.1. Committee for First Affiliation¹
 - 9.1.1. Chairman or his nominee
 - 9.1.2. Secretary Board or Controller of Examinations or any nominee of Chairman
 - 9.1.3. Senior Educationist preferably with science background nominated by the Chairman.
 - 9.2. Committee for Extension or periodical inspection.
 - 9.2.1. Chairman or his Nominee
 - 9.2.2. Secretary Board or Controller of Examinations or any nominee of Chairman
 - 9.2.3. Senior Educationist preferably with science background nominated by the Chairman.²

Note:- Committee can accompany with one official/officer for assistance.
 INSPECTION FEE RATES FOR THE MEMBERS OF INSPECTION COMMITTEE.³

- | | |
|--------------------------------|---------------------------------------|
| 9.2.4. Chairman | Rs.1000/-per visit per
institution |
| 9.2.5. Secretary/ Member Board | Rs.800/- per visit per
institution |

¹ Substituted vide item # 6 dated 27.03.2016

² Amended vide item # 15 dated 19.06.2017.

³ Revised vide item # 4(ii) dated 24.06.2014

- 9.2.6. Branch Officer Rs.500/- per visit per
institution
- 9.2.7. Official Rs.500/- per visit per
institution
- 9.2.8. Driver Rs.250/- per visit per
institution
- 9.2.9. Security Guard Rs.250/- per visit per
institution
- OR as decided by the PBCC/Board from time to time.

**CHAPTER -27
RECOGNITION OF INSTITUTIONS**

1. The following minimum building specifications are prescribed:-

I	Class Room	12 sq. ft. per student for High Schools and 15 sq. ft. per student for other institutions.
Ii	Hostel Accommodation	50 sq. ft. per student for High Schools and 75 sq. ft. per student for other institutions
Iii	Laboratory	45' x 25'
Iv	Drawing Room	35' x 22'
V	Workshop	95' x 25'
vi	Number of Class Rooms	One room for each class or a Section of a Class in addition to separate rooms in subjects in which practical work is conducted.

2. The following may serve as a suggestion for building up materials in the various fields of the Library of the Institutions:-

General Reference	6 to 10 %
Social Science	12 to 16 %
Sciences	8 to 10 %
Useful Arts (Applied Sciences)	8 to 10 %
Fine Art	2 to 4%
Literature	8 to 16 %
Geography and Travel	15 to 25 %
History and Biography	15 to 25 %
Fiction	15 %

3. The Head of the Institution shall be an ex-officio member of the institution's Managing Committee.
4. CONTRIBUTION TO PROVIDENT FUND.
Each permanent teacher shall contribute at least $8\frac{1}{3}$ % of his pay towards Provident Fund and the Management of the Institution shall also contribute at least $6\frac{1}{4}$ towards the Provident Fund of each teacher.
5. AMOUNT OF WORK TO BE DONE BY DIFFERENT CATEGORIES OF STAFF
No college teacher shall be required to work for more period than laid down by the Board from time to time.
6. SERVICE RULES.
The Management shall appoint members of the teaching staff after proper advertisement, safe in the case of a temporary appointment for a period not exceeding six months to fill a sudden and unexpected vacancy in accordance with the conditions laid down by the Board with reference to academic qualification.

7. The candidate selected shall be appointed on one year's probation after the expiry of which he shall be confirmed provided that his work and conduct are satisfactory.
8. All appointments shall be made on a written contract which shall state the salary and grade and benefit of the Provident Fund and include the points mentioned below:-
 - 8.1. There shall be three months notice on each side for termination of the contract, or in lieu of such notice payment of three month salary except when service is terminated for willful neglect of duty or misconduct.
 - 8.2. When a Principal or teacher or other employee attains the age of 60 years, the management shall consider the question whether he should be retained and if he is physically and mentally fit, he shall be given extension for one or two years at a time as the Management may decide upto the age of 65 years.
 - 8.3. The Principal and the staff shall be paid their salary regularly not later than the 5th day of the month.
 - 8.4. The Principal and the teaching staff shall be given regular annual increments except in cases where the work or conduct is not satisfactory as adjudged by the Management committee.
 - 8.5. After confirmation, the services of the Principal or a member of the teaching staff or other employee may be terminated, only on the following ground.
 - 8.5.1. Willful neglect of duty
 - 8.5.2. Misconduct and insubordination
 - 8.5.3. Physical or mental unfitness
 - 8.5.4. Abolition of the post with the prior concurrence of the Chairman of the Board.
 - 8.6. The service records of the Principal and every teacher other employee and the Annual Confidential report on his work and conduct shall be maintained properly.
 - 8.7. The Management shall not terminate the services of the Principal or a teacher or other employee without informing him of the grounds, on which they propose to take action; and giving him a reasonable opportunity of making representations in writing or in person if he so desires. Within the specific time any representation made by him shall be duly considered before a final decision is taken.
 - 8.8. In case of termination of services, except during the probationary period, the Principal or a teacher or other employee shall have the right to prefer an appeal to a committee consisting of one member appointed by the Management, one nominated by the teacher concerned and one umpire appointed by the Chairman. The decision of the committee shall be binding on both parties.
 - 8.9. Save in the case of a teacher who leaves service at his own accord before the summer vacation, a teacher or other employee who has put in nine month's service immediately preceding the summer vacation shall be entitled to full pay for the summer vacation. This Rule shall apply to

- such incumbents as are confirmed in due course of time. If a teacher has served for a shorter period, he shall be paid proportionately.
9. No whole-time teacher whether in a Government or a non-Government recognized Institution shall draw less than the salary prescribed below.
 - 9.1. Lecturer engaged for teaching 11th and 12th classes. Scale as per Govt. rates
 - 9.2. Teacher engaged for 9th and 10th classes in the Higher secondary Schools and other Institutions preparing candidates for Pakistan and classical Languages Examinations.
 - 9.3. Demonstrators engaged in Institutions teaching Science subjects upto Intermediate standard.
 - 9.4. Director of Physical Education grade equivalent to that in the Department of Education.
 - 9.5. Librarian
 - 9.6. Teacher of 9th and 10th classes. (Minimum of the scale of pay permissible in government service).

Provided that this Rule may be relaxed in the case of a life member on the staff of an Institution. An employee will be deemed to be a life member who has agreed to serve an Institution for not less than 15 years. For this purpose, a bond shall be executed between the employee and the employer and a copy of such bond duly signed and attested by a Civil Judge /1st class Magistrate will be deposited with the Secretary of the Board. Such a life member shall not be permitted to apply for service in any other Institution during this period. The terms and conditions of the bond shall be such as are approved by the Board.
 10. Ordinarily women lecturers shall be appointed in the institution for women.
 11. The minimum Endowment fund shall be as follows:
 - 11.1. For High school (Boys /Girls) Rs.35,000/-
 - 11.2. For an Institution teaching upto the Intermediate Standard. Rs.95,000/-¹
 12. In the case of Institutions founded by individual donors, the following basic conditions for a Trust Deed shall be observed:-
 - 12.1. That the Founder of the Trust is the sole and absolute owner of the property endowed.
 - 12.2. That the Trust is created by a regularly registered Deed to be approved by the Chairman.
 - 12.3. That the Founder permanently and unequivocally divests himself, his heirs and executors of all interests in the property owned.
 - 12.4. That the endowed property is made to vest permanently and absolutely in the trustees collectively for the purpose of the Trust.
 - 12.5. That the Board of Trustees consists of at least seven member of whom five are independent person who are not in any way related to or dependent upon the Founder of the Trust.
 - 12.6. That in the case of future vacancies in the Board of Trustees nominations are made by that Board and not by the Founder and such recommendations are forthwith reported to the Chairman.

¹ Substitute vide item # 6 dated 27.03.2012

- 12.7. That all buildings included in the Trust are sufficiently insured against fire.
- 12.8. That copies of the proceedings of the Board of Trustees and a statement of the actual income and expenditure of the Trust is supplied to the Chairman.

EXPLANATION

Rules concerning Trustees are not applicable to Institutions whose management is vested in Societies registered under Govt. Acts.

CHAPTER -28
FORM OF APPLICATION FOR RECOGNITION OF INSTITUTIONS

Note:-

1. The answer to each question should be clear and definite.
2. Please attach extra sheets where necessary.

1. GENERAL

- 1.1. Name of Institution.
- 1.2. Location and address.
- 1.3. Date/session from which it is proposed to start classes.
- 1.4. Classes for which recognition is applied.
- 1.5. Subjects for which recognition is applied.

2. MANAGEMENT

- 2.1. Is the Managing Body registered?
- 2.2. Is the Head of the Institution a member of the Managing Body?
- 2.3. Name and address of the Manager/Secretary of the Managing Body.
- 2.4. Attach:
 - a) A list of members of Managing Body.
 - b) A copy of the Constitution.

3. STAFF

- 3.1. Has the staff statement showing their qualifications and number, on prescribed form, been attached?
- 3.2. If no statement has been supplied what staff does the Institution propose to appoint?
- 3.3. Are the teachers employed on written agreement?
- 3.4. Are the teachers paid at least the minimum salary prescribed in the rules?
- 3.5. Is dearness allowance paid? What is the Scale?
- 3.6. Does the Institution maintain Provident fund or Pension (or both) for teacher?
- 3.7. What is the percentage of contribution made by the Institution towards Provident fund?
- 3.8. Are there any Service Rules? Attach a copy.

4. FINANCES

- 4.1. Does the Institution possess the required amount of Endowment Fund? (Quote the number and amount of Fixed Deposit Receipts and name of Bank).
- 4.2. Is the receipt in the name of the Institution?
- 4.3. What are the sources of income of the Institution?
 - a) Income from investment and Property.
 - b) Income from fixed donations.
 - c) Expected annual income from fees.
 - d) Any other source.

Total: _____

- 4.4. How has the expected annual income from fee been worked out?
- 4.5. What is the estimated annual total expenditure of the Institutions?
- 4.6. Do the income and expenditure balance? If not, how does the Institution propose to balance it?

5. BUILDINGS
 - 5.1. Is the plan of the buildings attached?
 - 5.2. Does the Institution possess buildings of its own?
 - 5.3. Are the buildings acquired on long lease for the minimum period of 50 years? If so, copy of the deed should be attached.
 - 5.4. What is the size of each Class Room?
 - 5.5. What is the number of Class Rooms?
 - 5.6. Is there a properly equipped Staff Room?
 - 5.7. Is there a Hall Room for building meetings, etc., of the Institution?
 - 5.8. Are the buildings fitted with electric lights?
 - 5.9. Is the Head of the Institution residing in or near the premises of the Institution?
6. HOSTEL
 - 6.1. What provision has been made for the residence of student?
 - 6.2. What is the maximum number of boarders which can be lodged in the hostel?
 - 6.3. Is there a Common Room?
 - 6.4. What is the arrangement for medical aid?
 - 6.5. What are the qualifications of the Superintendent/Warden?
 - 6.6. Does the Superintendent/Warden reside inside or near the hostel?
7. PLAY GROUNDS
 - 7.1. Do the Institutions possess play ground? Give details.
 - 7.2. Are the play grounds near the Institution or the Hostel?
 - 7.3. For what games has the Institution made provision?
 - 7.4. Has the Institution employed a whole time Physical Instructor?
 - 7.5. What are the qualifications of the Physical Instructor?
 - 7.6. What is the arrangement for Physio-medical examination of students?
 - 7.7. Is there a gymnasium and provision for athletics?
8. VIII-LIBRARY AND MUSEUM
 - 8.1. What journals and newspapers is it proposed to subscribe for allocation on the Library?
 - (a) Recurring.
 - (b) Non-Recurring.
 - 8.2. What journals and newspapers is it proposed to subscribed?
 - 8.3. Has a Librarian been employed?
 - 8.4. What are the qualifications of the Librarian?
 - 8.5. How many students can be accommodated in the Reading Room?
 - 8.6. What is the total number of books in the Library?
 - 8.7. Has the Institution a Museum?

Give details.
9. FURNITURE AND EQUIPMENT
 - 9.1. What amount is proposed to be spent on furniture?
 - (a) Recurring
 - (b) Non-Recurring
10. LABORATORIES
 - 10.1. What is the number and size of Laboratories and Workshops?

- 10.2. What accommodation is there in the Laboratories for each Science Subjects?
- 10.3. Are the Laboratories and workshops properly equipped in accordance with the list apparatus with the list of apparatus supplied by the Board.
- 10.4. What amount has been provided for the apparatus in the following Science?

		Recurring	Non-Recurring
1.	For Physics and Chemistry		
2.	For Physiology and Hygiene		
3.	For Drawing and Painting, etc.		
4.	For Biology		
5.	For Agriculture		
6.	For history and Geography		
7.	For Industrial Arts		
8.	Miscellaneous		

11. TUITION FEE

- 11.1. What is the scale of tuition fee for each class?
- 11.2. What the fee is for games, union fund etc?

12. OFFICE ESTBLISHMENT

- 12.1. What is the number of clerks employed?
- 12.2. How have the duties been allocated?

13. DOCUMENTS TO BE ATTACHED.

- 13.1. A list of members of Managing Body.
- 13.2. A copy of Constitution of Managing Body.
- 13.3. A copy of the Registration Certificate of the Managing Body.
- 13.4. Copy of rules, appointment, Salary, Leave, etc. of members of teaching and clerical staff.
- 13.5. Staff statement on prescribed form.
- 13.6. Fixed Deposit Receipt.
- 13.7. A plan of the Buildings.
- 13.8. Deed of ownership of the land.
- 13.9. OR
- 13.10. Copy of the lease of Buildings.
- 13.11. Report on the Library on prescribed form.
- 13.12. Certified that:-
- a. The facts stated above are true to the best of my knowledge and belief.
 - b. The Management has agreed to abide by the Regulations and Rules of the Board.

Signature of

Manager or Secretary

Dated:_____.

LIBRARY

As on 1st October of the year _____

	2	3	4	5
Name of subject	No. as on 1 st Oct. of preceding year	No. purchased during one year (Oct. to Oct.)	Total	Amount Spent Rs. Ps.
Urdu				
English				
Islamiyat				
Pakistan Studies				
Mathematics				
Physics				
Chemistry				
Biology				
Computer Science				
General Science				
Civics				
Education				
Economics				
Elements of Home Economics				
Physiology & Hygiene				
Geography				
Food & Nutrition				
Clothing & Textile				
Military Science				
History of Pakistan				
English Literature				
Urdu Literature				
Art & Model Drawing				
Persian/Arabic/Punjabi/ Saraiki				
Advanced Islamic Studies				
Health & Physical Education				
Computer Science				
Environmental Studies				
Muslim History				
History of Civilization				
Agriculture				
Secretarial Practice				
Business Studies				
Commercial Geography				
G.&T. Drawing				
Electrical Wiring				
Wood Work (Furniture Making)				
Repair & Maintenance of Domestic Refrigerator & Air Conditioner				

Computer Hardware Poultry Farming Fish Farming Dress Making and Fashion Designing Beautician Al-Hadith				
Journals Newspaper				

Total number of books issued during previous session.

Total _____

Head of the Institution.

CHAPTER -29
QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS

Note:-

1. The answer to each question should be clear and definite.
2. Please attach extra sheets where necessary.

1. GENERAL

- 1.1. Name of proposed Institution.
- 1.2. Location and address.
- 1.3. Date from which started.
- 1.4. Classes for which recognition is sought.
- 1.5. Subjects for which recognition is applied.
- 1.6. Date of inspection.

2. II- MANAGEMENT

- 2.1. Is the Managing Body registered?
- 2.2. Attach:
 - a. A list of members of the Managing Body.
 - b. A copy of the Constitution.
- 2.3. Will the Head of the Institution be an ex-officio member of the Managing Body.
- 2.4. Does the Constitution secure to the Governing Body adequate control over the general policy of the institution and to the head of the institution sufficient freedom for the discharge of his responsibilities?

3. III-STAFF

- 3.1. What staff does the Institution propose to appoint?
- 3.2. Is the proposed staff qualified and adequate?
- 3.3. What are the proposed scales of pay and grade? Do you consider them to be adequate?
- 3.4. Are there any service rules?
- 3.5. Are the service rules reasonable?
- 3.6. Are the teachers or other employed on written agreement?
- 3.7. Are the teachers or any other employee paid at least the minimum salary prescribed in the rules?
- 3.8. Do the rules include a provision for security of tenure of service?
- 3.9. Is there a provision against arbitrary dismissal?
- 3.10. Is any dearness allowance proposed to be paid? If so, at what rate?
- 3.11. Does the institution propose to maintain Provident Fund or Pension (or both) for teachers?
- 3.12. What is the proposed percentage of the contribution to be made by the institution towards Provident fund?
- 3.13. Have you any other comments to make on the staff statement submitted by the Institution.

4. IV-FINANCES

- 4.1. Does the Institution possess the required amount of Endowment Fund? (Quote the number and amount of Fixed Deposit Receipts and name of Bank).

- 4.2. Is the receipt in the name of the Institution?
- 4.3. What are the sources of income of the Institution?
 - a. Income from investment and Property.
 - b. Income from fixed donations.
 - c. Expected annual income from fees.
 - d. Any other source.
- 4.4. How has the expected annual income from fee been worked out?
- 4.5. What is the estimated annual total expenditure of the Institutions?
- 4.6. Do the income and expenditure balance? If not, how does the Institution propose to balance them?

5. BUILDINGS

- 5.1. Has the Institution submitted a plan of the building?
- 5.2. Does the Institution possess buildings of its own?
- 5.3. Are the buildings acquired on long lease? If so, copy of the lease be attached.
- 5.4. Are the lecture rooms commodious and well ventilated?
- 5.5. Are sanitary conditions satisfactory?
- 5.6. Is there a hall for holding general meetings etc.?
- 5.7. What is the proposed number of classes to be held at the same time?
- 5.8. What is the proposed maximum strength of a section?
- 5.9. Are the buildings fitted with electric lights?
- 5.10. Are the surroundings satisfactory?
- 5.11. Is the Head of the Institution residing in or near the premises of the Institution?

6. HOSTEL

- 6.1. What provision has been made for the residence of students?
- 6.2. What is the maximum number of boarders which can be lodged in the hostel?
- 6.3. Is there a provision of a Common Room?
- 6.4. What is the proposed arrangement for medical aid?
- 6.5. Are sanitary conditions satisfactory?
- 6.6. What are the qualifications of the Superintendent/Warden?
- 6.7. Does the Superintendent/Warden reside inside or near the hostel?

7. PLAY GROUNDS

- 7.1. Do the Institution possess play ground?
- 7.2. Are the play grounds near the Institution or the Hostel?
- 7.3. For what games will the Institution make provision?
- 7.4. What are the qualifications of the Physical Instructor?
- 7.5. What is the arrangement for Physio-medical examination of students?
- 7.6. Is there a gymnasium and provision for athletics?

8. LIBRARY AND MUSEUM

- 8.1. What amount is proposed to be spent on Library?
 - a. Recurring.
 - b. Non-Recurring.
- 8.2. To what journals and papers is it proposed to subscribe?
- 8.3. What are the qualifications of the Librarian?

- 8.4. How many students can be accommodated in the Reading Room? Is it properly furnished?
- 8.5. Do you think the number of books in the library to be adequate?
- 8.6. Has the Institution a Museum? Give details.

9. LABORATORIES AND WORKSHOPS

- 9.1. What accommodation is there in the Laboratories for each Science Subject?
- 9.2. Are laboratories properly equipped in accordance with the list of apparatus supplied by the Board?
- 9.3. What amount has been provided for the apparatus for the different Science subjects?
- 9.4. Recurring:
- 9.5. Non-Recurring:
- 9.6. Have any orders been placed for apparatus?

10. TUITION FEE

- 10.1. What is the scale of tuition fee for each class?
- 10.2. What the fee for games, union fund etc?

11. RECOMMENDATIONS

- 11.1. Does the committee recommend recognition?
- 11.2. Summary of recommendations

Signature of the Members of the Committee

Dated:_____.

CHAPTER -30
QUESTIONNAIRE FOR PERIODICAL INSPECTION OF
INSTITUTIONS.

1. GENERAL

- 1.1. Name of the Institution.
- 1.2. Date of Inspection

2. MANAGEMENT

- 2.1. Is the Managing Body regularly functioning?
- 2.2. Are you satisfied with the working of the Managing Body?

3. STAFF

- 3.1. Does the institution possess adequate staff consistent with its enrolment?
- 3.2. What is the ratio of the enrolment to the number of teachers? (list of the members of the staff with their qualifications, grades, salaries, etc. may be attached).
- 3.3. Is the staff qualified and adequate?
- 3.4. Is any member of the staff over worked?
- 3.5. Are any members of the staff teaching subjects for which they are not qualified?
- 3.6. Is there any member on the teaching staff whose name has not been approved by the Board?
- 3.7. Have any member of the staff interests or responsibilities which interfere with the proper discharge of their duties?
- 3.8. What is the practice of the Institution with regard to staff meetings?
- 3.9. Is any member of the staff being paid less than the minimum prescribed by the Board?
- 3.10. Is every member of the staff getting dearness allowance?
- 3.11. Are the Service Rules being followed strictly?
- 3.12. Is the system of Provident Fund functioning efficiently?
- 3.13. Is the institution regularly contributing its share as laid down by the Board to the Provident Fund?
- 3.14. Are members of the staff generally satisfied with the conditions of their service?

4. FINANCES

- 4.1. Does the Institution possess the required amount of Endowment Fund?
- 4.2. Is the Endowment Fund intact?
- 4.3. Have you assured yourself that no money from the Endowment Fund is being spent on current expenses?
- 4.4. Are the finances of the institution sound?
- 4.5. What is the Annual Income from:
 - a) Investment and property
 - b) Donations
 - c) Fees
 - d) Grant in Aid
 - e) Any other source
- 4.6. What is the Annual expenditure on:-

- a) Salaries
- b) Capital
- c) miscellaneous

4.7. Do the income and expenditure balance?

4.8. Are the accounts audited?

5. BUILDINGS

5.1. Is the building suitable and adequate for the number of students enrolled?

5.2. Are the rooms commodious and well ventilated?

5.3. Does the Institution possess a Hall?

5.4. Does the Head of the Institution reside on the premises?

5.5. Are the sanitary conditions satisfactory?

5.6. Is the staff room properly equipped?

6. HOSTEL

6.1. Does the institution possess a hostel? If so, is it suitable and adequate for the students?

6.2. Is there a common room in the hostel, and is it provided with indoor games, journals and newspapers?

6.3. Is the hostel under supervision of a Warden/Superintendent?

6.4. Are the sanitary conditions of the hostel satisfactory?

6.5. Are the mess arrangements satisfactory?

6.6. What are the monthly expenses of a student on:

- a. Board
- b. Lodging

7. PLAY GROUNDS

7.1. Does the Institution possess sufficient and suitable play grounds for students?

7.2. Does the institution have on its staff a qualified Physical Instructor?

7.3. Is there any provision for Gymnasium and Athletics?

7.4. .

- a. Is medical examination of the students held every year?
- b. Are serious physical defects reported to the guardians?

7.5. For which games has the institution made adequate provision?

7.6. What is the most popular game in the Institution?

8. LIBRARY AND MUSEUMS

8.1. Do you think the library is well equipped for the needs of the students and members of the staff?

8.2. What is total number of books in the Library?

8.3. Is there a well equipped Reading Room?

8.4. What are the journals and newspapers to which the institution subscribes?

8.5. Is the Library properly used by the students and the staff?

8.6. What is the total number of books lent during the previous academic years to:-

- a. Staff

- b. students
- 8.7. what is the annual expenditure on:-
 - a. library
 - b. Reading Room
- 8.8. Is the Librarian properly trained?
- 8.9. Is there any Museum in the Institution?

9. LABORATORIES& WORKSHOPS

- 9.1. Are the Laboratories properly equipped?
- 9.2. What amount was spent during the last year on apparatus for different Science subjects?
- 9.3. Is there any workshop attached to the institution.
- 9.4. Is the workshop well equipped?

10. ENROLMENT

- 10.1. What is the total number of students?
 - a. Class-wise
 - b. Subject-wise
- 10.2. What is the maximum strength of a Section?
- 10.3. Is there any overcrowding?

11. TEACHING AND STUDENTS ACTIVITIES

- 11.1. Are Seminars held in the Institution?
- 11.2. Are House Examinations held regularly?
- 11.3. What is the number of examinations held during the course of one year?
- 11.4. What is your opinion about the system of class promotions?
- 11.5. What are the social activities of the students of the Institution?

**CHAPTER -31
RESIDENCE & DISCIPLINE OF STUDENTS.**

- 1. Every student of a recognized Institution shall live during the term time:**
1.1. With his guardian or a near relative appointed by the guardian for this purpose;

(Explanation : The word “ Guardian” means the person or whom the student is dependent and who bears the cost of his living and education)

OR

- 1.2. In a College or School Hostel; or
1.3. In a Hostel recognized by the Board:
Provided that the Head of an Institution may permit a student to live in an unrecognized Hostel or other Lodging as a special case. A list of all such cases shall be forwarded the Board.

CHAPTER-32
COMPULSORY PHYSICAL EDUCATION

1. The following are the activities approved for Compulsory Physical Education. The duration of the period is shown against each activity:-

S.No	Activity	Period
1.1	Hockey match or practice	60 minutes
1.2	Football match or practice	60 minutes
1.3	Cricket practice: batting, bowling and fielding.	60 minutes
1.4	Cricket match	
1.5	(One full innings of two periods duration)	60 minutes
1.6	Softball matches or practice	60 minutes
1.7	Tennis singles or double match or practice	60 minutes
1.8	Wrestling or Boxing out or training	45 minutes
1.9	Basketball match or practice	45 minutes
1.10	Volleyball match or practice	60 minutes
1.11	Kabaddi match or practice	45 minutes
1.12	Swimming and Diving competitions or practice	45 minutes
1.13	Water Polo match or practice	45 minutes
1.14	Gymnastics	45 minutes
1.15	Calisthenics (formal and informal) and small area games	60 minutes
1.16	Weight training or Body Building	60 minutes
1.17	Corrective and medical exercise	60 minutes
1.18	Cycling competition or practice	45 minutes
1.19	Horse riding	60 minutes
1.20	Military Training	60 minutes
1.21	Badminton match or practice (for girls)	60 minutes
1.22	Net ball match or practice (for girls)	60 minutes
1.23	Deck Tennis match or practice (for girls)	60 minutes

2. No student shall be given credit for attendance for more than three periods per week in any class.

- 3 The credit for attendance shall be given only when the activities are properly qualified and adequately trained Physical Education Teachers are essential for this purpose.
- 4 In the case of students who are member of college teams in the various games and sporting activities that comprise the Sport Tournament of the Board of Intermediate and Secondary Education or undertake social reconstruction work involving physical labor to the satisfaction of the Principal of the college concerned, credit for 50 percent of the requirements in each class may be given for participation in those games and sports and social reconstruction work and 50 percent shall be obtained from attending Physical Education Classes.
- 5 Students who live far away from their Colleges and walk at least six miles or
cycle at least 10 miles daily to and from College, may be given credit for these activities upto 50 percent of the requirements in each class.
In the case of women students, this credit may be given for walking at least four miles or cycling at least six miles daily.
Living far away from the college will not be accepted as a reason for exemption. Arrangements should be made for Physical Training during college hours.
- 6 A minimum of 20 lectures (10 in the 11th Class, 10 in the 12th class) is necessary to cover the Health Education, syllabus described by the Board. Every student must attend this lecture irrespective of the fact that he falls in order to ensure that every student any of the categories mentioned earlier in the Rules.
- 7 In order to ensure that every student takes a keen interest in the scheme compulsory Physical Education and attains a reasonable standard of physical fitness all the colleges are required to carry out the physical efficiency test prescribed by the Board every carefully at least twice a year and to send the Annual Results to Department of Physical Education of the Board in tabulated form along with their Annual Reports on Health and Physical Education by the end of February each year.
- 8 Every student must pass Physical Efficiency Test in 11th class so that his name may be sent up Intermediate Examination Part I, and in the 12th class he should improve upon his performance and pass the physical

- efficiency test in at least 2nd class before his name is submitted to the Board for Intermediate Examination Part II.
- 9 Students who are organically or medically unfit for Physical Education or Physical to the Chairman duly supported by Certificates from Efficiency Test and desire total exemption must submit their application their College, Physicians along with the recommendations of their Principals, ordinarily before the 31th October in the First Year Class.
- 10 All Medical Certificates should be given by the college Physician. , When this cannot be done Principals should investigate cases carefully and then recommend applications for total exemption.
- 11 In case of illness and temporary incapacity, only part exemptions shall be granted, on a periodic basis of one or two months or one term at a time. At the end of the exempted period, students should be carefully re-examined, and if the illness or any consequent weakness still continues, a further medical certificate should be submitted and exemption shall be granted, if necessary. All Medical Certificates submitted to the Board must be on proper printed or typed forms or on official college note paper. Ordinary blank paper or chits will not be accepted.
- 12 Failed students shall not be required to attend t he periods of Physical Training on their rejoining the 12th Class.

INTER – COLLEGIATE AND INTER – SCHOOLS TOURNAMENTS

Pakistan Boards Sports rules have been adopted for sports purpose.

13 Inter-collegiate Tournaments shall be held in accordance with the provisions of Sports constitution.

14 .

14.1 Inter-Schools Tournaments shall be held by and under the control the District Headmasters/Headmistresses Associations and following Grant-in-Aid shall be given by the Board through EDO (Education) concerned, for the purpose:-

14.2 Grant in aid will be released on receipt of expenditure vouchers and subject to passing of these vouchers by the Finance/ Audit wings of the Board¹

District Headmaster's Association.- Rs.50000/- per annum

District Headmistresses Association -Rs.40000/- per annum²

15 Inter-District Schools Tournaments shall be held in accordance with By-laws of the Schools Sports tournament Committee.

16 The Entry Fees etc., for Inter-Collegiate and Inter-District Schools Tournaments shall be as under:-

ENTRY FEE.

16.1 INTER-COLLEGIATE (GIRLS) TOURNAMENTS

16.1.1 Badminton, Table Tennis,

Hand Ball Rs.140/- per team

16.1.2 Tennis, Hockey Rs.275/- per team

16.1.3 Basket Ball, Volley Ball, Net Ball,

Gymnastic, Cycling Rs.110/- per team

16.1.4 Rounder, Hand Ball Rs.140/- per team

16.1.5 Athletics Rs.150/- per team

16.2 INTER-COLLEGIATE (BOYS) TOURNAMENTS

16.2.1 Hockey, Football, Cricket,

Tennis Rs.275/-per team

16.2.2 Badminton,Table Tennis,Hand

Ball,Squash Rs.140/-per team

16.2.3 Volley Ball,Basket Ball, Gymnastic,

¹ Adopted vide Item # 8 dated 17.05.03

² Changed vide Item # 13 dated 11.06.2005

Cycling, Kabaddi, Body Building, Weight Lifting,
Tackwando, Cross Country, wrestling, Swimming, Tug
off War Rs.110/- per team

16.2.4 Athletics Rs.150/-per team

16.3 INTER-DISTRICT SCHOOLS (GIRLS) TOURNAMENT

16.3.1 Basket Ball, Net Ball, Volley Ball, Table Tennis, Hockey,
Athletics. Rs.110/- per team

16.3.2 Badminton Rs.140/- per team

16.4 INTER-DISTRICT SCHOOLS (BOYS) TOURNAMENT

16.4.1 Football, Hockey, Cricket, Kabaddi, Badminton, Table
Tennis, Volley Ball, Basket Ball, Swimming, Athletics
Rs.140/-per team

16.4.2 Trial Fee Rs.50/- per player

16.4.3 Protest Fee Rs.1500/-per player

17 The payments in connection with the conduct of Inter-Collegiate and
Inter-District Schools Tournaments shall be made at the rates mentioned
in the Sports Constitution.

18 Notwithstanding contrary to anything this rules that the Chairman has the
power to sanction amount occurred on the employee's tournament.

CHAPTER -33
QUALIFICATIONS AND MODE OF APPOINTMENT OF EMPLOYEES
OF THE BOARD

Short title and commencement. –

1. These rules shall be called Board of Intermediate & Secondary Education, MULTAN Qualification and Mode of Appointment of employees, rules 2012.
2. These rules will come into force at once.
3. Qualification as well as mode of appointment of various categories of employees in Board of Intermediate & Secondary Education will be as under:-

1.	Chairman (BS-20) Secretary & Controller of Examinations (BS-18/19)	To be appointed by the Controlling Authority on deputation basis on the terms and conditions as notified by the Govt.
2.	Audit Officer BS-18)	<p>Qualification Bachelor's Degree with minimum 45% marks and S.A.S / PIPFA / CA qualifications with five years experience in Audit / Accounts work. Age: 22-45 years.</p> <p>Mode of appointment. The post of Audit Officer may be filled in by initial recruitment at the discretion of the Board on the basis of the minimum qualification as prescribed above.</p> <p style="text-align: center;">OR</p> <p>An officer may be appointed by Controlling Authority of the Boards on deputation basis on the terms and conditions as notified by the Govt.</p>
3.	Deputy Secretary/ Deputy Controller of Examinations BS-18	<p>Qualification Master's Degree or equivalent with 60% marks and five years experience of academic / administration preferably in Management Information System.</p> <p style="text-align: center;">OR</p> <p>Master's Degree or equivalent with 45% marks and seven years experience of academic / administration preferably in Management Information System. Ten additional marks will be given to the candidates possessing qualification of M.Sc. computer science / B.S computer science (4-years)/ MBA (IT) from the institution recognized by HEC. Age: 21-35 years.</p> <p>Mode of Appointment</p>

		100% by promotion from amongst Assistant Secretaries / Controllers on the basis of seniority-cum-merit with minimum five years service in Scale No. 17 and minimum qualification of Graduation.
4.	Director Physical Education BS-17 (One post of DPE has been abolished vide Notification # 40/Admn dated 10.1.2018.)	<p>Qualification Master's in Health and Physical Education with minimum 45% marks and two years experience OR Lecturer / SS Health and Physical Education with 2 years experience in Govt. institution. Age: 21-30 years.</p> <p>Mode of Appointment The post shall be filled in through deputation.</p>
5.	Assistant Secretary / Assistant Controller of Examinations BS-17	<p>Qualification Master's Degree or equivalent with 60% marks preferably in Management Information System. , OR Master's Degree or equivalent with 45% marks and three years experience of academic / administration preferably in Management Information System. Ten additional marks will be given to the candidates possessing qualification of M.Sc (Computer Science)/ B.S (4-years) in computer science/ MBA (IT). Age: 21-30 years.</p> <p>Mode of Appointment 25% by initial recruitment. 75% by promotion from amongst the Senior Superintendent/P.S./P.As. on the basis of seniority - cum - merit with three years experience.¹</p>
6.	Superintendent BS-17²	<p>Mode of Appointment 100% by promotion on the basis of seniority cum merit³.</p>
7.	Assistant BS-16	<p>Qualification B.Sc / B.A with minimum 45% marks or equivalent with typing speed of 40 wpm on computer, key depression of 8000/hrs, having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc. Age: 18-25years</p> <p>Mode of Appointment 20% by initial recruitment.</p>

¹ Amended vide item # 05 dated 21.09.2017.

² Vide Notification # FD.PC.39-14/77(Pt. IV) (APCA) 2008(Provl.) dated 4.1.2016

³ Amendment made vide item #05 dated 24.06.2014

		80% by promotion from the next lower grade on the basis of seniority -cum - merit with at least five ¹ years experience as Senior Clerk.
8.	Sr. Clerk BS-14	Mode of Appointment 100% by promotion from amongst the Junior Clerks on the basis of seniority - cum – merit. ²
9.	Junior Clerk BS-11	Qualification Intermediate with minimum Second Division ³ and having typing speed of 40 words per minute in English or 30 wpm in Urdu on Computer along with knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc ; Age: 18-25 years. Mode of Appointment (i) 80% by initial recruitment (ii) 20% by promotion on the basis of seniority cum merit from amongst all the regular employees of the Board working in (BS-1 to 4) with qualification of Matriculation with minimum 45% marks or equivalent and knowledge of computer (MS Office) with typing speed of 25 wpm in English or 25wpm in Urdu. The condition of 45 % marks will be waived off in case of higher academic qualification in case of both direct recruitment and promotion cases ⁴ . In case of non availability of suitable candidates for promotion, the vacant posts may be filled in by initial recruitment.
10.	Private Secretary (BS-17)	Mode of Appointment 100% by promotion on the basis of seniority-cum-merit from amongst the P.As. BS-17 having the qualification of graduation. Seniority of Superintendent and Private Secretary as per existing service rules should be maintained jointly. ⁵
11.	Personal Assistant BS-17	Mode of Appointment 100% by promotion on the basis of seniority-cum-merit amongst the Senior Stenographers BS-16 having the qualification of graduation. Fixation of Seniority On promotion as PA, the incumbent will be placed at the bottom of seniority list of Superintendents. Note: Provided that the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.
12.	Senior Scale	Mode of Appointment

¹ Amendment made vide item # 05 dated 21.09.2017.

² Amendment made vide item # 05 dated 24.06.2014.

³ Amended vide item # 5 dated 27.6.2016.

⁴ Amendment made vide item #05 dated 24.06.2014.

⁵ Vide letter No. S.O(Board)2-4/2013dated 03.09.2013, Govt. of the Punjab, Education Deptd.

	Stenographer (BS-16)	100% by promotion on the basis of seniority-cum-merit from amongst the Stenographers BS-14 with five year experience as Junior Scale Stenographer having graduation qualification. Note: The restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules. ⁶
13.	Junior Scale Stenographer BS-14	Qualification (i) Intermediate with minimum 45% marks. (ii) A speed of at least 80 wpm in Shorthand and 40 wpm typing speed in (English) on computer OR At least 60 wpm in Urdu short-hand and 25 wpm in Urdu Typing on computer. Preference will be given to those who know both Urdu and English typing/ short hand. Age: 18-25 Years Mode of Appointment 100% by initial recruitment.
14.	System Analyst BS-18	Qualification M.Sc. Computer Sciences with minimum 45% marks / BS Computer Sciences (4-years) with five years experience of programming and Database Administration. Preference will be given to the candidates having knowledge and experience of programming and Relational Database Management system like Oracle, MS SQL/MYSQL Mode of Appointment 100% by promotion with minimum 5 years service in BS-17 as programmer with the relevant qualification. In case of non availability of suitable candidate, by initial recruitment.
15.	Computer Programmer BS-17	Qualification M.Sc. Computer Science / BS Computer Science (4 years) with minimum 45% marks and three years experience of programming. Preference will be given to the candidates having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL/MYSQL. Age: 21-30 Years Mode of Appointment 33% by initial recruitment. 67% by promotion from amongst Junior Programmers having 5 years experience and relevant qualification. In case of non availability of suitable candidates, by initial recruitment.
16.	Junior Computer	Qualification

⁶ Upgraded vide Notification # FD.PC. 14-38/78(Pt-V) dated 12.02.2013 and amended by the Board in the light of above notification vide item # 18 dated 18.04.2013.

	Programmer BS-16	M.Sc (Computer Science)/BS(4-years) Computer Science or equivalent degree with minimum 45% marks and having one year practical experience of programming / designing. Preference will be given to the candidates having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL/MYSQL. Age: 21-30 Years Mode of Appointment 100% by initial recruitment.
17.	Data Manager BS-17 (Ex cadre Post)	Qualification M.Sc/ (Computer Science) BS(4-years) Computer Science or equivalent degree with minimum 45% marks having two years experience of Database Administration, Data Security and Data Warehousing. Preference will be given to those having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL/MYSQL etc. Age: 21-30 years Mode of Appointment. 100% by initial recruitment.
18.	Web Developer & Manager BS-17 (Ex Cadre Post)	Qualification M.Sc (Computer Science) /BS(4-years) Computer Science or equivalent degree with minimum 45% marks from institution recognized by HEC and having three years experience of web development in ASP.NET /PHP Database Management its security and warehousing. Programming and Managing in Visual Tools. Age: 21-30 Mode of Appointment 100% by initial recruitment.
19.	Senior Data Entry Supervisor BS-17	Qualification M.Sc Computer Science / BS (4-years) Computer Science or equivalent with five years experience of Data Entry Supervisor having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL/ MYSQL etc. Mode of Appointment 100% by promotion from amongst the Data Entry Supervisors/Computer Operators with relevant qualification and 7 years experience as Data Entry Supervisor/Computer Operator. In case of non availability of suitable candidates for promotion, by initial recruitment. Note:- Provided that restriction of qualification of graduation will not be applicable to the existing officers for five years from the date of promulgation of these

		rules.
20.	Computer Operator BS-16	<p>Qualification M.Sc. Computer Science with minimum 60% marks. OR B.Sc (Hons) in Computer Science with minimum 45% marks having four years relevant experience OR MIT with minimum 2nd division/C grade/3.0 CGPA from HEC recognized University. Age: 21 – 30 Mode of appointment 100% by initial recruitment.</p>
21.	Data Entry Supervisor BS-16	<p>Qualification M.Sc(Computer Science)/BS(4-years) Computer Science or equivalent degree with minimum 60% marks from institution recognized by HEC OR M.Sc(Computer Science)/BS(4 years) Computer Science or equivalent degree with minimum 45 % marks from institution recognized by HEC with two years relevant experience Mode of Appointment 100% by promotion from amongst the Senior Data Entry Operators on the basis of seniority cum merit having relevant qualification and seven years experience as Sr. Data Entry Operator.¹ In case of non availability of suitable candidates for promotion, by initial recruitment. Note: Provided that in promotion cases, the restriction of qualification will not be applicable to the existing officers for five years from the date of promulgation of these rules.</p>
22.	Senior Data Entry Operator BS-14	<p>Qualification B.Sc/B.A with the subject of Computer Science or equivalent with minimum 45% marks and typing speed of 40 wpm on computer, key depression of 10000/hrs. Preference will be given to those who have one year post graduate diploma or degree in Computer Science. Mode of Appointment 100% by promotion from amongst the Data Entry Operators with the relevant qualification and five years experience on the basis of seniority cum merit. In case of non availability of suitable candidates for promotion, for initial recruitment.</p>
23.	Data Entry Operator BS-11	<p>Qualification B.Sc/B.A with subject of computer Science or equivalent with 45% minimum marks and typing speed of 40 wpm on computer, key depression of 10000/hrs. OR F.Sc/F.A minimum 45% marks or equivalent with</p>

¹ Amended vide item #08 dated 15.03.2017

		<p>typing speed of 50 wpm on computer, key depression of 10000/hrs and knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc with one year experience. Preference will be given to those who have one year post graduate diploma or degree in Computer Science. Age: 18-25 Years. Mode of Appointment 100% by promotion from amongst the KPOs with relevant qualification and at least five years experience as K.P.O. In case of non availability of suitable candidates, by initial recruitment.</p>
24.	KPO¹ BS-5	<p>Qualification F.A./F.Sc. with the subject of Computer Science with minimum 45% marks or equivalent and one year diploma in computer from any recognized institution having at least 50 wpm typing speed in English on computer and also key depression 10000/hrs. Preference will be given to those who know typing both in Urdu/English. Age 18-25 Mode of Appointment 100% by initial recruitment</p>
25.	Senior Hardware Technician BS-16	<p>Qualification DAE in Computer Technologies / Electronics from any institution recognized by Technical Board or equivalent. Preference will be given to Technicians having 03 years experience in relevant field in a registered national / multinational firm. Mode of Appointment 100% by promotion from amongst Hardware Technician BS-14 with relevant qualification and at least 5 years experience as Hardware Technician. In case of non availability of suitable candidates for promotion, by initial recruitment.</p>
26.	Hardware Technician BS-14	<p>Qualification DAE in Computer Technologies / Electronics from any institution recognized by Technical Board or equivalent. Preference will be given to Technicians having 03 years experience in relevant field in a registered national/multinational firm. Age: 18-25 years Mode of Appointment 100% by Initial recruitment</p>
27.	Estate Officer BS-16 (Ex-Cadre post)	<p>Qualification i) M.A / M.Sc with minimum 45% marks and two years relevant experience. OR</p>

¹ The post of KPO converted in data entry operator in 2010.

		<p>ii) Bachelor's Degree with minimum 45% marks and five years experience of office work / estate management. Age: 21-30 years. Mode of Appointment 100% by initial recruitment.</p>
28.	Welfare Officer BS-16 (Ex Cadre Post)	<p>Qualification Master's Degree with minimum 45% marks in Sociology or Social Work with one year experience in relevant field. Age: 21-30 years. Mode of Appointment 100% by initial recruitment.</p>
29.	Resident Engineer BS-17 (Ex Cadre Post)	<p>Qualification B.Sc. Civil Engineering with minimum 45% marks from any HEC approved university and three years relevant experience. Age: 21-30 years. Mode of Appointment 100% by initial recruitment.</p>
30.	Asstt/sub Engineer BS-11 (Ex Cadre Post)	<p>Qualification Diploma in Associate Engineering (Civil) with minimum 45% marks from Punjab Technical Board and two years relevant experience. Age: 18-25 years Mode of Appointment 100% by initial recruitment.</p>
31.	Research Investigator and Coordination Officer BS-17 (Ex Cadre Post)	<p>Qualification M.Phil (Education) OR M.A (Education) / M.Ed with minimum 45% marks and one year relevant experience. OR M.A/M.Ed with minimum 45% marks and three years relevant experience. Preference shall be given to those who have specialization in Educational Research, Curriculum Planning & Development or Educational Assessment. Age: 21 to 30 years. Mode of Appointment 100% by initial recruitment.</p>
32.	Public Relations Officer BS-17 (Ex-Cadre post)	<p>Qualification M.Sc. / M.A. (Journalism, Mass Communication Sociology, Psychology, Social Work) with 45% marks from any HEC approved university. Age: 21-30 year Mode of Appointment 100% by initial recruitment.</p>
33.	Librarian BS-17 (Ex-cadre Post)	<p>Qualification Master's Degree with 45% marks in Library Science with two years experience in the relevant field. Age: 21-30 years</p>

		Mode of Appointment 100% by initial recruitment
34.	Supervisor General Press BS-14	Qualification Diploma in Associate Engineering in Graphic Arts Technology from any institution by PBTE, and 07 years experience as Offset Machine Man/Operator. Age 22-35 Mode of Appointment 100% by promotion from amongst the Offset Machine man/ Operators with the relevant qualification and ten years experience as offset machine man/ operator. In case of non availability of suitable candidates, the post may be filled in by initial recruitment. Note: Provided that the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.
35.	Offset Machine man/ Operator BS-11	Qualification Diploma of Associate Engineer in Printing and Graphic Arts Technology from any institution recognized by technical Board and with two years experience in the relevant field. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
36.	Kirma Machine Man BS-7 (Ex-Cadre Post)	Qualification Matric with minimum 45%marks with Five years experience in the relevant field. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
37.	Offset Helper/ Machine man BS-2 (Ex-Cadre Post)	Qualification Matric with minimum 45%marks with two years experience as Offset Paper Feeder. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
38.	Junior Compositor/ Calligrapher / Copy Paster BS-6 (Ex Cadre Post)	Qualification Matric with minimum 45% marks and two years relevant experience. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
39.	Machine man (Letter Press) BS-6 (Ex Cadre Post)	Qualification Matric with minimum 45% marks and two years relevant experience. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
40.	Plate Maker / BS-6 (Ex Cadre Post)	Qualification Matric with minimum 45% marks and two years experience of plate making both deep and surface. Age: 18-25 years Mode of Appointment 100% by initial recruitment.

41.	Rolling Machine Man (BS-5) (Ex Cadre Post)	Qualification Matric with minimum 45% marks and two years experience in the relevant field. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
42.	Embossing Machine Operator BS-5 (Ex Cadre Post)	Qualification Matric with minimum 45% marks and two years experience as Embossing Machine Operator/Book Binder. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
43.	Plate Grainer BS-3 (Ex Cadre Post)	Qualification Middle pass with one year experience of work on graining machine. Age: 18-25 Mode of Appointment 100% by initial recruitment
44.	Ink man cum Cleaner BS-2 (Ex Cadre Post)	Qualification Middle Pass with one year experience of working on automatic offset printing machine Age: 18-25 years. Mode of Appointment 100% by Initial recruitment.
45.	Distributor BS-3 (Ex-Cadre Post)	Qualification Middle Pass with one year experience in the relevant field. Age: 18-25 years Mode of Appointment 100% by initial recruitment
46.	Care Taker BS-11 (Ex-Cadre Post)	Qualification Bachelor Degree in 2 nd Division with one year Experience of relevant field. OR Intermediate in 2 nd Division with five years experience in relevant field. Age: 18-25 years Mode of Appointment 100% by initial recruitment According to Notification No.SOR-III(S&GAD)1-10/2004 dated 2.11.2009 the Post of Care taker is at par with Assistant- BS-16. ¹
47.	Transport Supervisor BS-11 (Ex-cadre)	Qualification DAE in Mechanical Engineering with at least 45% marks with LTV licence and 3 years experience in the relevant field. Age: 21-30 Mode of Appointment 100 % by initial recruitment.
48.	Driver² BS-4	Qualification Middle pass with HTV Driving License and 3 years

¹ Addition vide item #8 dated 15.2.2017.

² Amended vide item # dated 22.10.2016.

	(Ex-cadre)	driving experience. Age 18-25 Mode of Appointment 50% by initial recruitment. 50% by promotion amongst C-Class Boards employee on the basis of seniority –cum-fitness having relevant qualification, HTV licence and experience. In case of non availability of suitable candidate, by initial recruitment.
49.	Cleaner-cum-Driver BS-3(Ex-cadre)	Qualification Middle pass having LTV driving license with three years experience in the relevant field. Age: 18-25 years. Mode of Appointment 100% initial recruitment.
50.	Imam Masjid BS-9 (Ex Cadre Post)	Qualification Matric with minimum 45% marks with Hafiz-e-Quran and Fazil Dars-e-Nizami. Age: 25-40 years. Mode of Appointment 100% by initial recruitment.
51.	Khadim Masjid BS-5 (Ex Cadre Post)	Qualification Matric minimum 45% marks or equivalent, Hafiz-e-Quran, accuracy in the Aazan, Physically / Medically fit. Age: 21-35 years Mode of Appointment 100% by initial recruitment.
52.	Tube Well Operator BS-5 (Ex-Cadre Post)	Qualification Middle Pass and two years experience in the relevant field. Age: 18-25 Mode of Appointment 100% by initial recruitment.
53.	Photostat Machineman BS-5 (Ex-Cadre Post)	Qualification Matric with minimum 45% marks, having knowledge of handling Photostat Machine. Age: 18-30 years. Mode of Appointment 100% by initial recruitment
54.	Duplicating Machine Man/Franking Machine Operator BS-3 (Ex-Cadre Post)	Qualification Matric with minimum 45% marks and experience as Machine Man. Good physique and having knowledge of job. Age: 18-30 years Mode of Appointment 100% by initial recruitment.
55.	Head Canner Worker BS-8	Mode of Appointment 100% by promotion from lower formation having 10 years experience in the relevant field. ¹
56.	Canner	Qualification

¹ Addition vide item # 16 dated 27.6.2016

	BS-3 (Ex-Cadre Post)	Middle pass and having certificate of technical expertise from a Govt. Institution or registered institution by the Govt. or Social Welfare Department and two years experience in the relevant field. Age: 18-30 years Mode of Appointment 100% by initial recruitment.
57.	Electrician BS-5 (Ex-Cadre Post)	Qualification Matric with minimum 45% marks having 6 months diploma of electrician from any recognized institution from PTBE with 3 years relevant experience Age 18-25 Mode of Appointment 100% initial recruitment.
58.	Helper Electrician BS-3 (Ex-Cadre Post)	Qualification Middle pass with technical knowledge of Electric work. Preference shall be given to six months diploma holders in electrician. Age 18-25 Mode of Appointment 100% by initial recruitment.
59.	Workshop Mechanic/ Carpenter (Wood & Steel Work) BS-5 (Ex Cadre Post)	Qualification Matric with 45% marks and one year certificate of wood and steel work issued by the Govt. Vocational Institute or equivalent qualification. Age: 18-25 years Mode of Appointment 100% by initial recruitment.
60.	Senior Plumber BS-5	Qualification Matric with minimum 45% marks and a certificate of plumber issued by the Govt. Vocational Institute or equivalent qualification. Age: 18-25 years Mode of Appointment 100% by promotion from amongst Plumbers having relevant qualifications and experience and 7 years service as Plumber. In case of non availability of suitable candidate, by initial recruitment. Note: Provided that the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.
61.	Plumber BS-1	Qualification Middle pass with five year experience as Plumber. Age 18-30 Mode of Appointment 100% by initial recruitment.
62.	Senior Record Lifter BS-5	Qualification Matric with 45% marks. Age 18-25 Mode of Appointment 100% by promotion from amongst junior Record Lifters on the basis of seniority-cum-fitness with relevant qualification, having five years service as

		Junior Record Lifter. In case of non availability of suitable candidates for promotion, by initial recruitment.
63.	Junior Record Lifter BS-2	Qualification Matric with minimum 45% marks Age: 18-25 years. Mode of Appointment 100% by initial recruitment.
64.	Head Security Guard BS-3	Mode of Appointment 100% by promotion from amongst Security Guards on seniority-cum-fitness and 7 years experience as Security Guard.
65.	Security Guard BS-2	Qualification Middle pass with 5' 7" height/ Ex-military man with minimum 7 years service in Armed Forces. Age: 18-30 years. Mode of Appointment 100% by initial recruitment.
66.	Head Mali BS-3	Mode of Appointment 100% by promotion from amongst Mali's of BS-2 having seven years service as such.
67.	Mali BS-1	Qualification Primary pass with good health. Age: 18-25 years. Mode of Appointment 100% by initial recruitment.
68.	Qasid BS-3	Qualification Middle pass with good health.(The restriction of qualification has been withdrawn vide item #13 dated 31.10.2015) Mode of Appointment 100% by promotion from amongst Naib Qasids on seniority-cum-fitness.
69.	Naib Qasid BS-1	Qualification Middle pass with good health. Age: 18-25 years. Mode of Appointment 100% by initial recruitment
70.	Book Binder BS-4	Qualification Matric minimum, 45% marks with two years experience of book binding. Age: 18-25 years. Mode of Appointment 100% by promotion from amongst the Daftries having the relevant qualification and seven years experience as Daftri. In case of non availability of suitable candidates for promotion, by initial recruitment. Note: Provided that the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.
71.	Daftri BS-2	Qualification Middle pass having experience in the relevant field.

		Age: 18-25 Years. Mode of appointment 100% by initial recruitment.
72.	Cook BS-2 (Ex Cadre Post)	Qualification Middle pass having knowledge of the job with two years experience in well reputed restaurant. Age: 18-30 years. Mode of Appointment 100% by initial recruitment.
73.	Waterman /Baildar/Ground man/Sanitary worker/ sweeper BS-1 (Ex Cadre Post)	Qualification Literate, Good Physique and sound health. Age: 18-30 years. Mode of Appointment 100% by initial recruitment

1. The Chairman shall be competent to appoint seasonal workers as daily wages¹ workers for the assistance of Secrecy Branch, General Press and Computer Section, Embossing Cell and other Branches of the Board² during each examination for a specified period and may extend the period of their appointment. They shall be paid daily wage basis according to the rates fixed by the Commissioner/District Co-ordination Officer concerned from time to time. The Chairman shall be competent to adopt these rates.
2. Notwithstanding anything to the contrary contained in rules of this Chapter, the Board is, however, competent to relax the conditions of qualification for appointment/mode of appointment / ratio of initial recruitment and promotion for any of the post in the best interest of the institution.
3. **SCHEME FOR GRANTING OF HIGHER SCALES TO EX-CADRE POSTS.**

The incumbents appointed through initial recruitment against the ex-cadre posts may be granted higher scales as personal in accordance with following criteria. The posts having no further line of promotion are ex-cadre posts.

Scale No. (For initial recruitment) of Ex- cadre post in BS	After 15-years in BS
17	18 (after 10 year) ³
16	17(after 12 year)
14	16(As per Govt. Policy)
11	14(As per Govt. Policy)
09	11(As per Govt. Policy)
07	09(As per Govt. Policy)

¹ **Repeal** Chapter XXIX of Rules in existing Board Calendar shall be repealed and replaced with this new chapter.

² Amended vide item No. 20 dated 26.12.2018.

³ Vide Item # 5 dated 24.6.2018.

06	08(As per Govt. Policy)
05	07(As per Govt. Policy)
04	06(As per Govt. Policy)
03	05(As per Govt. Policy)
02	04(As per Govt. Policy)
01	03(As per Govt. Policy)

4. The grant of above personal scales will be subject to the following conditions:-

- 4.1** His/her annual confidential reports for the last 05 years should be satisfactory.
- 4.2** He/She should have not been awarded any major penalty / punishment under the disciplinary rules during his whole service career.
- 4.3** No departmental proceedings are pending against the employee to be considered for the grant of personal scale.
- 4.4** Recommendations of promotion committee or authority.
- 4.5** Service record comprising PERs / ACRs should be completed.
- 4.6** Minor penalty of withholding of promotion for a specific period, will take effect from the date after the specific period on completion of above prescribed period for granting of higher personal scale.
- 4.7** Successful completion of mandatory training and passing of prescribed departmental examination, (if any).
- 4.8** Any other condition laid down with the approval of the Competent Authority for a specific category of officers / officials.
- 4.9** The above scheme will be applicable to the regular board employees of Ex-cadre posts only.
- 4.10** A board employee can be deferred from grant of higher personal scale by the promotion committee on the basis of anyone or more of the following reasons.
- 4.11** The officer / official has failed to submit his PER forms after completing Part-I to the Reporting Officer.
- 4.12** PER dossier is incomplete, especially last full year's report is missing or on the basis any other document required by the Promotion Committee for determining his suitability for promotion available.
- 4.13** The record of the board employee is not clear, especially for the last five years (contains adverse remarks—pending decision on the representation).

- 4.14** Any criminal case, anti corruption case or other regular enquiry is pending against him. However, preliminary inquiry / probe in the matter or complaint pending with Anti-Corruption Establishment shall not be considered as a cause of deferment.
- 4.15** He/she is on deputation with other institution.
- 4.16** He/she is on training abroad / long leave for a period of more than six months or he is not likely to return within a period of six months.
- 4.17** He is on contract appointment outside or within the Board.
- 4.18** He has not earned a full year's report after having been on deputation abroad / employment with foreign government / long leave.
- 4.19** The record of the employee contains adverse remarks (not expunged after representation) during the last five years.
- 4.20** He/she has failed to qualify or to appear in the prescribed departmental examination (within the prescribed attempts) or mandatory training (if any).
- 4.21** His/her performance in the mandatory training courses is unsatisfactory.
- 4.22** He/she has been awarded three or more minor penalties during the last five years.
- 4.23** He/she does not fulfill any specific condition laid down for a specific category of officers / officials.
- 4.24** The officer / official deferred by the Promotion Committee be informed about the reasons for his/her deferment to enable such officer / official to improve his performance and to complete his/her record / any other deficiency, as the case may be.
- 4.25** The board employee whose higher personal scale has been deferred will be considered as soon as the reason, on the basis of which deferment took place, ceases to exist.
- 4.26** The Promotion Committee may assess any of the officer / official on the basis of his entire service record and not only on a portion of it. However, it may give due weight-age to the recent reports, but the older reports should not completely be ignored for assessment of overall evaluation of the service record.
- 4.27** The recommendations of Promotion Committee shall be implemented immediately after approval of the competent authority and orders issued in consequence thereof.

- 4.28** The recommendations of the Promotion Committee shall remain valid for one year. The period shall be counted from the date of approval accorded by the appointing authority.
- 4.29** During the process of granting of higher personal scale if any official / officer is proceeded against under disciplinary laws pertaining to the period prior to consideration of his/her case, the results of proceedings shall be awaited and if he/she is exonerated during the validity period of recommendation, his/her promotion may be allowed to be actualized. In case of otherwise his/her case shall again be placed before the promotion committee.
- 4.30** A Board employee during LPR will not be considered for grant of higher personal scale.
- 4.31** The personal higher scale shall always be granted with immediate effect and in no case from any earlier date or from the date of deferment.
- 4.32** No premature increment shall be allowed on award of higher personal scale.
- 4.33** On award of higher scale, pay fixation will be made for the employee under Rule 10 (3) of pay fixation rule 1977.
- 4.34** No increment will be granted higher personal scale before completion of prescribed length of service at all.
- 4.35** The promotion tier earlier in practice for any of Ex-cadre post will not be affected by the above scheme and will remain continuing without application of scheme of granting higher personal scales.
- 5. RULES FOR UP GRADATION OF EMPLOYEES BS-1-4 IN TO NEXT PAY SCALES, FOUR TIMES IN WHOLE SERVICE INSTEAD OF TWO TIMES ON COMPLETION OF 8,16,28 AND 30 YEARS' SERVICE.**
- The aforesaid structure would be implemented after fulfillment of following conditions.
- 5.1** Recruitment of employees in BS-01 to BS-04 should be made in a transparent manner after due process.
- 5.2** There should be a proper mechanism to assess job performance.
- 5.3** Drivers should be skilled, have experience, certification in service or before service. They must be required to pass periodic mandatory tests to ensure safety and security of vehicles and passengers.

- 5.4 Refresher courses should be conducted periodically for employees in BS-01 to BS-04.
- 5.5 Gardeners (Malis) and Cooks may be got trained from institution like PHA and College of Tourism and Hotel Management respectively.
- 5.6 Administrative Departments should look in to the up-grading of skills through methods and modes of their employees in BS_)!to BS-04.¹

¹ Amended vide notification No. F.D.PC.. 39-14/77(Pt-IV)(APCA/2008)(PROVI) dated 21.06.2017 adopted by the Board vide Item # 11 dated 21.09.2017

**CHAPTER -34
TERMS AND CONDITIONS OF SERVICES OF PART TIME
EMPLOYEES.**

1. The posts of Medical Officer, Lady Doctor, Legal Advisor, and such other posts as the Board decides from time to time, shall be filled in on part time basis.
2. The appointment against these posts shall be made by the Board on such fixed rates / salary on such terms and conditions as the Board may prescribe in each case.
3. Except as provided in Rule 2 above, the part time employees shall not be entitled for payment of any other remuneration from the Board.
4. The Doctor will assess the patient regarding the need of indoor treatment and will give his clear-cut opinion for issuance of medical docket for indoor treatment on daily basis keeping in view the expenditure involved and nature of disease preferably to a low cost hospital.
5. In case of emergency, he will physically visit the hospital and check whether the patient was genuinely admitted.
6. He will check the claim bills of hospitals and assess as to whether the claimed bills of medicines/services are relevant to the treatment or otherwise and according to the contract agreement.¹
7. The Legal Advisor shall be entitled to such a fee /retainer ship and miscellaneous expenses/contingency for conducting each case of Board in the court of Law, as decided by the Board from time to time.
8. Unless otherwise provided, the part time employees shall not be entitled for any other concession.
9. The Board may at any time terminate the services of a part time employee by giving one month's notice or one month's salary in lieu thereof;
10. Provided that if such an employee desires to leave the service, he/she shall be required to give one month's notice or salary in lieu thereof.²
Provided further that in case of registration or termination of services of Legal Adviser, he/she will be governed by the conditions prescribed by the Govt.

Remuneration of legal Advisor

¹ Addition vide item # 15 dated 15.2.2017.

² Substitute vide item # 11 dated 25.06.2010.

The legal Advisor will be entitled to draw per month retainer ship fee alongwith contingencies on the following rates as fixed by the Board from time to time:-

- | | | |
|---|---|--|
| 10.1. | Retainership | Rs.80,000/- per month ¹ |
| 10.2. | Lower Court | Rs.800/- per case ² |
| 10.3. | High Court | Rs.1000/per case except
appeal Cases. |
| 10.4. | Appeal cases in any court
rate. | 1-1/2 time of the approved
rate. |
| 10.5. | Profession fee for the apex Court | Rs. 15000/- per case for
AOR. |
| 10.6. | Contingent charges/ miscellaneous | Rs.10000/- per case |
| 10.7. | Expenses including judicial tickets,
for the preparation of case about 11 copies | oath commissioner & others |
| 11. Remuneration of Additional legal Advisor. | | |
| 11.1. | Retainership | Rs.30,000/- per month ³ |
| 11.2. | Lower Court | Rs.800/- per case |
| 11.3. | Counsel fee other than Multan | Rs.9500/ per Case. ⁴ |

¹ Revised vide item # 08 dated 20.8.2016.

² Revised vide item # 21 dated 27.03.2012

³ Revised vide item # 19 dated 20.8.2017.

⁴ Enhanced vide item #09 dated 26.04.2018.

CHAPTER -35
EMPLOYEES OF BOARD'S CONFIDENTIAL PRESS

1. All posts of the Board's Confidential Press shall be regular but the incumbents of these posts shall not be confirmed in view of peculiar nature of work in the press.
2. The powers relating to the appointment from outside the office and transfer of the employees from within the office for a specific period in the Confidential Press and removal of the staff of the press shall be vested with the Chairman. However, extension shall be granted on the express condition that services of the concerned employee may be terminated at any time during the extended period.¹
 - 2.1. The employees appointed from outside the office shall be entitled to such pay and allowances as may be determined by the Chairman which shall, in no case be less than those being given to other employees of the comparable scales in the Board. For this purpose, they will be governed under the relevant rules of the Board.
 - 2.2. The employees engaged in the Confidential Press from within the office shall be entitled to such pay and allowances as already drawing in General Establishment.
 - 2.3. The employees who have been transferred in the Confidential Press from within the office will be entitled to draw eight² basic pays instead of four basic pays as late sitting allowance in a year during working in the Confidential Press, keeping in view the peculiar interest of the work in the Confidential Press.
3. The employees who have been transferred in Confidential Press from within the office will get their promotion on their own turn in the General Establishment. They will join back in the General Establishment and thereafter they may be again transferred to Confidential Press, if required.
4. The employees engaged from outside the office shall be entitled to the benefit enumerated under Regulation 57 of the Chapter VI of Board's Calendar.
5. All other conditions of service and security money to be deposited by the staff of the Press shall be determined by the Chairman.

¹Amended vide item # 5 dated 8.9.07

² Substituted vide item # 08 dated 26.04.2018.

CHAPTER -36
MEDICAL ASSISTANCE TO THE EMPLOYEES OF THE BOARD.

1. These rules shall apply to all the whole time permanent employees of the Board including deputationists.
2. In these Rules:
 - 2.1. "Employee" means an employee of the Board and for purpose of these rules shall include his /her family.
 - 2.2. "Family" means wife, husband, children & parents of an employee residing with and wholly dependent upon him/her. The word "Children" would include orphans brought up by an employee of the Board. Provided that such orphans do not have any property of their own and that they live with and are entirely dependent upon the employee.
 - 2.3. "Medical Assistance" means medical advice and attendance, medicines and other facilities provided in a hospital.
3. Medical Allowance.
 - 3.1. All employees of the Board, deputationists shall be paid medical allowance at the rate of 50% of their basic pay per month in lieu of medical assistance.
 - 3.2. The retired employees of the Board and the family of deceased will be paid 50% medical allowance on their gross pension/net family pension as the case may be.
4. If an employee or his/her dependent is treated in a Govt. Hospital or in other hospital approved by the Board, expenses on his/her medical treatment (but not in his food during his/her stay in the hospital) shall be paid by the Board directly to the approved Hospitals on presentation of Bill/actual receipts along with prescription of the Doctor and such other evidences signed by the administration of that Hospital.
5. "Expenses" on Medical Treatment included cost of medicines, room rent charges as per entitlement, operation fee plus Doctor's visit fee at Govt./ approved Hospital rates, cost of blood transfusion and such other expenses as are permissible under the rules.
6. The expenses incurred on medical treatment of an employee shall be reimbursed subject to the condition that:
 - 6.1. Treatment has been made only at the station of posting i.e. Multan or a hospital referred by the approved Hospital of Multan in addition to any Govt. Hospital.

- 6.2. In case of treatment at a place other than Multan, admission has been taken in a Govt. Hospital nearest to the residence of the employee.
- 6.3. In case of treatment in private hospitals, prior permission of the Chairman is necessary.
7. In case of non availability of medical treatment in Multan, medical facility can be availed at any other city with prior permission of the Chairman.
8. Medical charges of the following Tests/ Surgeries will also be paid/ reimbursed by the Board on submission of bill by the approved hospital on production of evidence / receipt etc. of payment of test/ operation charges by the employee, as the case may be.
9. Cataract Surgery, 2. MRI, 3. CT Scan, 4. Endoscopy, 5. Angiography,
6. Treatment of Fracture, 7. CT Angiography, 8. Dialysis,
9. Treatment of Cancer, 10. Treatment of Hepatitis "C"
11. HIV.
10. The reimbursement of these tests/surgeries will only be subject to prior permission of the Authority and recommendations of a specialist doctor/ physician of the respective field from panel hospitals.
11. In case of any emergency, the employee will inform the office within 24 hours of admission in Hospital and get docket from the office for the purpose.
12. In case of treatment in private hospital, the Secretary shall have the power to sanction all medical reimbursement charges upto Rs.50,000/-, Chairman from Rs.50,001/- to Rs.3,00,000/- and Board above Rs.3,00,000/-.
13. Employees from BS-1 to 15 shall be entitled to get treatment in General Ward. Employees of BS-16 & 17 shall be entitled for private rooms with bath. Officers in BS-18 and above shall be entitled for private rooms/Family Wards with Bath and A.C.¹

14. **GYNECOLOGICAL CASES**

Sr. No.	Scale	Maximum Limit of Expenses	
		Normal Delivery Charges	Operation Charges
1	Principal Officer	Rs.35,000/-	Rs.55,000/-
2.	17 to 19	Rs.30,000/-	Rs.50,000/-
3.	15 to 16	Rs.25,000/-	Rs.45,000/-

¹Amended vide Item #12 dated 17.02.2015

4	01 to 14	Rs.20,000/-	Rs.40,000/-

In case of Gynecological cases, following charges/ expenses will be paid three times in service:

15. In case of treatment at approved private hospital, total medical charges will be paid by the Board directly to the hospital. In case of treatment at Govt. Hospital, the amount spent on treatment (excluding food charges) shall be reimbursed to the employee. No Medical Allowance shall be deducted from the salary of the employee.¹

16. All the Govt. Hospitals and following private Hospitals are approved by the Board for providing medical assistance:-
 - 16.1. Fatima Medical Centre, Rashidabad Chowk, Multan.
 - 16.2. Chanab General Hospital, Chungi No.1, Suraj Miani Road, Multan.
 - 16.3. Sial Medical Centre, Chowk Kutchery, Multan.
 - 16.4. Cardiology Centre, Abdali Road, Multan.
 - 16.5. Bodla Eye Care Hospital, Jail Road, Gillani Colony, Multan.²
 - 16.6. Sadiq Eye Clinic, 16-Khan Medical City, Nishtar Road, Multan.
 - 16.7. Waqar Laser Eye Clinic, 48-Jail Road, Multan.³

17. No medical reimbursement will be made over and above the approved budget allocation for each financial year.

¹ Amended vide Item # 4©(vii) dated 25.06.2016

²Addition vide item # 16 meeting held on18.04.2013

³ Addition vide item # 4 © (vi) dated 25.06.2016

CHAPTER -37
FINANCIAL ASSISTANCE TO THE EMPLOYEES

1. EMERGENCY FUND

- 1.1. There shall be an Emergency Fund for the financial assistance of the 'C' class employee of the Board.
- 1.2. The advance out of Emergency assistance Fund shall be permissible to all "C" Class employees whether confirmed or unconfirmed with at least one year's service of the Board.
The maximum amount of advance shall not exceed Rs.5000/-¹ in each case.
- 1.3. The advance will be permissible in the following cases:-
 - 1.3.1. Death of dependents as defined in C.S.R.
 - 1.3.2. Illness (Self/ dependents).
 - 1.3.3. Marriage (Self/dependents).
 - 1.3.4. Repair of house damaged by Flood, rains or any other natural calamity.

2. MARRIAGE GIFT.

- 2.1. All the permanent "C" Class employees of the Board will be eligible for the grant of wedding gift @ Rs.20000/-² on the eve of the marriage of each of their daughter/s.
- 2.2. In case, an employee applies for gift before the marriage, he/she shall produce a certificate from a Gazetted Officer that the marriage is taking place on a particular date.
- 2.3. In case, the request is made after marriage, the employee concerned shall produce "NIKH-NAMMA" in original. The request for grant of gift in such cases shall be made within one month after the marriage. No application after the expiry of the one month from the date of marriage shall be entertained.
- 2.4. The Secretary will be competent to grant the wedding gift.

3. FUNERAL CHARGES

- 3.1. An amount of Rs.8000/- shall be granted on the death of a 'C' Class employee of the Board as funeral charges.

¹ Revised vide Item #Item 19 dated 25/6/2010

² Revised vide item # 16 dated 4.7.2015

- 3.2. The above grant shall not be refundable
4. **PERFORMANCE OF HAJJ**
- 4.1. Every year one Muslim employee shall be sent Hjaz-e- Muqaddas for the performance of Hajj by air at the expense of the Board by the draw of a ballot.
- 4.2. All the regular and permanent employees of the Board including those on deputation shall be eligible to apply for the purpose but the employee who has already performed Hajj shall not be eligible.
- 4.3. Only such amount as is fixed by the Ministry of Hajj shall be granted for the purpose. In addition thereto, the employees shall be paid travelling expenses by rail from Multan to Karachi/ Islamabad and back as per their entitlement under rules.
- 4.4. The Chairman will be competent to sanction all expenses in this connection.
5. If any employee of the Board died during the service, his family will be compensated according to Govt. rules. (vide letter **No.FD.SR.1/3-10/2004 dated 15.8.2018.**¹

BPS	EXISTING RATES	REVISED RATES
1-4	400,000/-	1600000
5-10	600,000/-	1900000
11-15	800,000/-	2200000
16-17	1,000,000/-	2500000
18-19	1,600,000/-	3400000
20 & above	2,000,000/-	4000000

6. The payment of remuneration equal to one day running Basic Pay will be made to the employees who are engaged on Gazetted Holiday, Sunday or Off days subject to the condition that the prior approval of the Chairman through Sector Heads shall be obtained to engage services of employees for specific /work on holidays and the concerned Branch Officers shall be bound to maintain separate

¹Amended in Board's meeting 8.12.2018 vide item #17.

attendance record for the said purpose at their level which will form basis for processing and payment of claims. ²

²Addition vide Item #06 dated 13.12.2014

CHAPTER -38
ENCASHMENT OF EARNED LEAVE

1. The Board's employees Encashment of Earned Leave Rules, 1991.
Encashment of earned leave to the employees of all the Boards of Intermediate and Secondary Education in the Punjab has been allowed by the Controlling Authority of the Boards of Intermediate and Secondary Education in the Punjab, with immediate effect, vide Notification No. S.O(Boards)1-144/91 dated 29.09.1991.
2. Short Title, Commencement and Application
 - 2.1. These rules may be called the Board's Employees Encashment of Earned Leave Rules, 1991.
 - 2.2. These rules shall be deemed to have taken effect from the date already notified by Controlling Authority, i.e. 29.09.1991.
 - 2.3. These rules shall be applied to all the whole time employees in the service of the Board and also the 'Deputationists' during the period of their deputation.
3. Definitions
 - 3.1. The following words and expressions used in these rules shall bear the meaning, as respectively assigned to them hereunder.
 - 3.2. 'Board' means the Board of Intermediate & Secondary Education, Multan.
 - 3.3. 'Deputationists' means an officer or employee transferred /appointed on deputation by the Controlling Authority/Government.
 - 3.4. 'Employee' mean an employee of the Board.
 - 3.5. 'Leave' means earned leave.
4. Computation of Leave.
 - 4.1. The leaves shall be computed from 1st of January to 31st of December of every calendar year and credited regularly to the leave account of the employee/s.
 - 4.2. In case, an employee avails his leave, he shall not earn leave during the period he remains on leave.
5. Encashment of Leave
Earned Leave shall be encashed under these rules once in a year, in the month of January, on the written request of an employee, provided that:

- 5.1. Encashment of leave shall not affect the payment of late sitting allowance to the employee/s.
- 5.2. Encashment of leave preparatory to retirement (LPR) shall continue to be admissible under the relevant rules.
6. Entitlement of Encashment of Earned Leave.
 - 6.1. Except in case of removal, dismissal and termination of services, leave earned by the employees of the Board/deputationists during a calendar year shall be encashed.
 - 6.2. Normally, the leave shall be encashed in the first quarter of the calendar year on the request of employee/deputationists. In exceptional cases, the Chairman may allow the encashment of leave at any time.
7. Rate of Encashment
 - 7.1. The rate of encashment will be the same as admissible during the leave on the basis of emoluments drawn by officers/employees on 31st December of the preceding year.
 - 7.2. The Board employee /deputationists residing in the Board's /Government's residences will be paid encashment of earned leave with allowances including house rent except conveyance allowance. ¹
 - 7.3. The payment of leave encashment in lieu of LPR will be paid 365 days instead of 180 days. ²

¹ Amended vide Govt. letter No.S.O.(Boards)1-85/92 dated 23.02.2009.

²Adopted Govt. Notification No. FD-SR-11/2-141/2012 dated 09.09.2013 vide Item #18 dated 11.10.2013

**CHAPTER -39
PAYMENT OF LATE SITTING ALLOWANCE TO THE EMPOLYEEES
OF THE BOARD.**

1. Short Title and Application.

- 1.1. These rules may be called the Late Sitting Allowance Rules.
- 1.2. These shall be applicable to the employees and officers of the Board including deputationists and shall be applicable to such other employees as may be specified by the Chairman.

2. Rate of Late Sitting Allowance.

The late sitting allowance shall be paid at the rate prescribed by the Board from time to time.

3. Admissibility of Late Sitting Allowance.

- 3.1. The payment of late sitting allowance shall be made to such employees/deputationists of the Board, who had to sit late hours over an extended period of time in order to complete their assignments on schedule; provided a certificate to the effect is furnished by concerned officer.
- 3.2. No payment of late sitting allowance shall be made to such employees whose late sitting is not certified by the concerned officer.

4. Payment of Late Sitting Allowance During Leave.

- 4.1. An employee, who has proceeded on extraordinary leave, shall not be entitled to late sitting allowance.
- 4.2. Earned Leave less than eleven days in whole quarter shall not affect the payment of late sitting allowance.
- 4.3. Casual Leave shall not affect the payment of late sitting allowance.

5. Payment During Suspension.

No payment of late sitting allowance shall be made for the suspension period even after reinstatement.

6. Payment of Late Sitting Allowance on Promotion /Demotion

In case an employee is promoted /demoted, his late sitting allowance shall be calculated according to the pay scale /pay admissible to him.

7. Mode of Payment.

Normally, the payment of four Late Sitting Allowances shall be made in four installments on quarterly basis. However, the Chairman shall have the power to allow the payment for any duration.

8. Late Sitting Allowance to Confidential Press Staff.

Late Sitting allowance may be extended to the staff of Confidential Press, as per rules framed by the Board from time to time.

9. Payment of Late Sitting Allowance to Drivers

The Late Sitting Allowance will be paid to the Drivers at the rate of half basic pay every month.

10. Payment of Late Sitting Allowance during the Disciplinary Proceeding.

Payment of late sitting allowance shall not be affected in the event of initiation of disciplinary proceedings under Efficiency and Discipline Rules.

CHAPTER -40
HOUSE BUILDING ADVANCE

1. An advance to build, purchase or complete a house may be sanctioned to the permanent employees of the Board and deputationists with not less **than 10 years** approved service subject to the following condition:-
 - 1.1. He is not above the age of 57years.¹
 - 1.2. No enquiry case is pending against him/her.
2. Allocation of Budget.
 - 2.1. The Budget provision under the relevant head shall be sub divided as under:-

Scale No. 1 to 4	20%
Scale No. 5 to 15	50%
Scale No.16 to 20	30%
 - 2.2. The Chairman may change the allocation/division upto 5%.
3. In case , an employee after receiving House Building Loan, applies for retirement prior to superannuation, the balance amount of the loan against him/her, will be recovered in full from his/her amount of commutation.
4. Amount of advance shall not exceed 36 and 24 month's initial pay to the employee in BS-1 to 4 and BS-05 and above respectively.
5. The amount of advance shall be determined for different categories by keeping in view the availability of annual budgetary allocation.
6. Interest on the amount of advance will be charged from each loanee as per kibar rates fixed by the State Bank of Pakistan in each financial year.
7. The advance shall be recovered in 60 installments (maximum) or as per their remaining service and deduction will be made on monthly basis from their salary bills.
8. To secure the BISE, Multan from loss consequent upon death of Board employee/s before entire recovery of the amount of advance with interest accrued thereon, the amount of House Building Advance granted to employee/s of the Board will be got insured from Insurance Company in order to ensure 100% recovery of loan and expenditure incurred thereon, will also be recovered from the beneficiary.
9. An application for the advance must be submitted to the Secretary who will record his opinion as to the necessity for the assistance solicited.

¹ Amended vide item #3(i) dated 22.10.2016

10. An advance may also be made to employee/s including deputationists for purchase of a **house/plot or build/repair of a house**. In this case the advance is drawn in full at once, satisfactory evidence should be produced before the authority sanctioning the advance to show that the amount advanced has been spent on the purchase within **90 days** of its drawl. The repayment in this case shall commence immediately.
11. An employee of foreign service with the Board may avail the benefits of house building/purchase advance on such conditions *as are applicable for the permanent employees of the Board*, provided that, in case the employee reverts to his parent department before the complete recovery of the advance, the parent department will undertake to recover the balance of amount due from the employee from his/her pay in such monthly installments as had been agreed upon while he/she was serving under the Board and credit them to the accounts of the Board every month, provided further that if the employee leaves the service before the complete recovery of the advance, he/she will deposit the balance of the amount due from him/her in the account of the Board.
12. An affidavit along with two witnesses will be provided by the loanee to ensure that the amount of loan will be utilized for the specific purpose for which the advance is granted as well as to ensure recovery from the witnesses in case the loanee becomes defaulter.
13. If an employee who wants to get adjusted the amount of loan prior to its maturity then the interest will be charged up to the date of adjustment of the loan alongwith balance principal amount of the loan.¹
14. The Chairman of the Board may relax the rules in special circumstances.
15. An employee can apply for second House Building Advance after 5 years of the clearance of his/her last loan.

¹ Amended vide item # 10 dated 15.2.2017.

CHAPTER -41
ADVANCE OUT OF THE CYCLE LOAN FUND

The Govt. rules on the subject shall be followed. However the cycle loan will be given to the regular employee having 3 years regular service scale 1 to 11. However, maximum amount will be paid Rs.2,000/- to each.¹

¹Changed vide item # 16 dated 1.10.1997

CHAPTER -42
ADVANCE FOR PURCHASE OF MOTOR CAR, MOTOR CYCLE AND
SCOOTER

MOTOR CYCLE AND SCOOTER

The Govt. rules on the subject shall be followed. However this loan will be granted to the employee not below the rank of Senior Clerk.

The Motor Cycle/ Scooter loan will be granted to two confirmed / regular employees of the Board BS-9 or above having at least ten years to his retirement.

However, maximum amount will be paid Rs.50000/- to each. ¹

CAR LOAN

This loan will be granted to the officers/officials BS.14 and above. The amount will be paid Rs.1,00,000/-The Car Loan will be granted to two confirmed / regular employees / Officers of having at least ten years to his retirement. ²

¹Revised vide Item 19 dated 25/6/2010

²Revised vide Item 19 dated 25/6/2010

**CHAPTER -43
DEPARTMENTAL PERMISSION TO THE EMPLOYEES
TO APPEAR IN PUBLIC EXAMINATIONS.**

1. The permission to appear at any public examination may be given to an employee of the Board by the Chairman on the recommendation of the Secretary/ Controller of Examinations. The official seeking such permission shall be required to give an undertaking that his studies will in no way affect his duties in the office.
2. The employees preparing to take any examination as a Private candidate shall seek the permission of the Chairman in writing of their intention to do so before beginning preparation or 9 months in advance of the examination whichever is earlier.
3. The permission to join evening classes in any College/ Institute may be given to an employee of the Board by the Chairman on the recommendations of Secretary / Controller of Examinations up to a limit of 10% of the total strength in each Sector. The official seeking such permission shall be required to give an undertaking that his/her studies will in no way affect his/her duties in the office.
4. The permission to appear at any public examination or to join evening classes in any College/ Institute shall not be claimed as a matter of right and only such employees shall be eligible to seek permission to appear at any public examination/join evening classes in any College / Institute as may have earned at least satisfactory Confidential Reports.
5. The permission once granted can be withdrawn at any time if in the opinion of the Chairman the official is not doing proper justice to his/her duties in the office or it is likely to tell upon the efficiency of the office.
6. The Admission / registration fee will not be charged from the Contractual Employees and their children as per existing rules of the Board for its regular employees. ¹
7. The contract employees of the Board are also allowed to take admission/ examination on the same terms and conditions meant for regular employee of the Board under the provision of leave rules for contract employees. ²
8. The employee of the Board who attains the qualification of M. Phil /Ph.D. will be entitled to draw Science & technology allowance @Rs. 5000/- & Rs.10000/- per month respectively. ³

¹Addition vide item # 3 (ii) dated 23.02.2008

²Addition vide item # 4 dated 14.5.08

³Addition vide item # 30 dated 29.12.11

**CHAPTER -44
AUTHORITY TO SANCTION LEAVE**

Leave shall be granted by the following Competent Authorities:-

1. IN CASE OF EARNED LEAVE TO :-
 - 1.1. Officers & Employees in Pay Scale 5
and above By the Chairman
 - 1.2. Employees in Pay Scale 1 to 4. By the Secretary
2. IN CASE OF CASUAL LEAVE TO:-
 - 2.1. Secretary, Audit Officer and Controller By the Chairman
Deputy Secretaries and Assistant By the Secretary Secretaries
upto 2 days and by
the Chairman for
more than 2 days
 - 2.2. Deputy Controller and Assistant
Controllers By the Controller
upto 2 days and by
the Chairman for
more than 2 days.
3. IN CASE OF CASUAL LEAVE TO:-
 - 3.1. Senior Superintendents upto 5 days by
the Secretary or
by the Controller as
the case may be;
Chairman for more
than 5 days
 - 3.2. Assistant, Senior & Junior Clerks. By the Branch
Officer/ Branch
Incharge upto
3 days and by the
Secretary or the
Controller for
more than 3 days.
 - 3.3. Assistant (Auditors) & other Staff By the Audit
Officer working
in the Audit
Branch

4. In the case of Casual Leave to employees in Pay Scale 1 to 4
By the Superintendent up to 2 days; by the Branch Officer upto 7 days and by the Secretary or Controller for more than 7 days.
5. In case of leave without pay
By the Chairman upto 5 years

Compensatory leave will be allowed to the staff Deputed for strenuous duties in lieu of Sundays/ holidays spent by the employees in connection with official duties. However the Chairman has the Power to reject such leave. ¹	By the Chairman upto 4 days in a year
--	---------------------------------------

6. Declaration of Holidays
By the Chairman upto 2 days in a year in addition to the public Holidays/Holidays announced by the Civil Administration.
7. In case of any other leave not mentioned in these Rules.
By the Board in the case of officer in Pay Scale No.16 & above and by the Appointing Authority in the case of other employees.
8. Notwithstanding contained in rule that the Chairman is empowered to sanction Ex-Pakistan leave. ²

¹ Vide Item # 13 dated 8.04.2006

² Addition vide item # 3 dated 21.1.1995

**CHAPTER -45
UNIFORM TO PEONS, SWEEPERS AND SECURITY GUARD**

1. The Permanent 'B' and 'C' class employees of the Board as mentioned in Appendix 'A' may be supplied with uniform in accordance with the scale mentioned against each.
2. The above mentioned 'B' and 'C' class employees who are not permanent may also be given uniform under the following conditions:-
 - 2.1. If working against a permanent post but not confirmed; after completion of six months service;
 - 2.2. If working against a temporary post; after completion of one year's service, provided security equal to one month's salary has been deducted from the pay of such an employee;

Provided in such cases, the employee concerned is liable to produce a surety to the extent of the cost of the uniform.

3. Notwithstanding anything contained in these Rules, the Chairman shall have the power to decide the type of uniform to be supplied to any employee mentioned in these Rules.

SR #	Name of Post	Summer Uniform		Winter Uniform	
		Description of uniform	Quantity to be supplied	Description of Uniform	Quantity to be supplied
1.	Security Guard/Head Security Guard. ¹	Shalwar, Kameez (Malatia)with cap, badge, Kohatti Chapal,	Two suits every Year with a Pair of Shoes	Shalwar, Kameez (Malatia), Jarsi, with cap, belt, badge, Boots	One set every alternate Year
	Besides, One belt with plate and two shoulder badges, one cap, badge with the words "BISE" thereon shall also be supplied to the Security Guard/Head Security Guard.				
2.	Driver	Shalwar, Kameez with Kohatti Chapal,	Two suits every Year with a Pair of Shoes	Shalwar, Kameez and jarsi.	One set every alternate year.
3.	Cleaner-cum-Driver	Shalwar, Kameez with Kohatti Chapal,	one suit every Year with a Pair of Shoes	Shalwar, Kameez and jarsi.	One set every alternate year.
4.	Peon, Head Peon,				

¹Amended vide item # 12 dated 17.04.2004

	Sweepers, Daftri, Junior/Senior Record Lifter/ Mali, Head Mali, Electrician, Tube well Operator, Gestetnor machines Operator, Water man, Beldar and Plumber	Entitled to draw uniform allowance as per Govt. Schedule.
5.	Technical Employees of General Press	Shalwar, Kameez with Kohatti Chapal, ¹

The office will pay Rs.6600/-² to each entitled "C" Class Employee with the pay of October in each year in lieu of uniform. ³

¹Amended vide Item #14 dated 12.8.2009

² Enhanced vide item # 15 dated 23.12.2017.

³Amended vide Item # 06 dated 11.10.2013

CHAPTER -46
PROHIBITION OF THE EMPLOYEES OF THE BOARD FROM
TAKING PART IN POLITICS AND ELECTIONS

1. No employee of the Board shall take part in, subscribe in aid of or assist in any way any political movement in Pakistan or relating to the affairs of Pakistan.
2. No employee of the Board shall permit any person dependent on him for maintenance or under his/her care or control to take part in, or in any way assist, any movement or activity which is or tends directly or indirectly to be, subversive of Government as by law established in Pakistan.
3. No employee of the Board shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere;

Provided that, an employee of the Board or a Government servant on deputation to the Board who is qualified to vote at such election may exercise his/her right vote but if he does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

4. No employee of the Board shall permit any member of his/her family dependent on him to act in a manner in which he/she himself/herself is not permitted by rule 3.
5. An employee of the Board who issues an address to electors or in any other manner publicly announces himself/herself or allows himself/herself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of rule 3 to be taking part in an election to such body.
6. The provisions of rules 3 and 5 shall, so far as may be, apply to elections to local authorities or bodies save in respect of Board employees/Government servants on deputation to the Board required or permitted by or under any law or order of the Board for the time being in force, to be candidates at such elections.
7. If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Board thereon shall be final.
8. No Government Servant shall express views detrimental to the ideology or integrity of Pakistan.

9. Violation of these Rules would be considered an act of grave misconduct and would be liable for severe disciplinary action.

**CHAPTER -47
MISCELLANEOUS (GENERAL DECISION)**

GRANT OF INCENTIVE AWARD.

1.

- 1.1. An Award known as "Incentive Award" may be granted to the employees for extraordinary and meritorious services rendered by them.
- 1.2. Only 'B' & 'C' Class employees including the contingent staff will be eligible for the award.
- 1.3. The award will be granted upto a maximum of Rs.500/- according to the merits of each case. However the Chairman is empowered to fix the rate / amount of incentive award.¹
- 1.4. For the purpose of award, the overall record and conduct of an employee in the year of award which will coincide with the financial year will be taken into consideration.
- 1.5. The officers recommending names for the award will give concrete examples for employee's sense of duty, integrity, efficiency, contribution to the Board and suggestions made by him and found practicable.
- 1.6. The officers will submit their recommendations confidentially to the Chairman who will be the sole authority to sanction the award.
- 1.7. The persons working in the Confidential Press will be excluded as they will be rewarded, if eligible, out of the fund of the Confidential Press.
- 1.8. The fact that an employee receives incentive award will be recorded / entered in his Service Book.

2. Disposal of old/used records & articles

Sr. No.	Name of document	Period for preserve
1.	used envelopes of Award Lists	Be burnt out after one year
2.	(a) The used answer books	Be sold out after six months from the publication of the result of a particular examination but the answer books required in litigation/disputed cases shall not be disposed of.
	(b) Main scripts of question papers	Be disposed off after six months. However, at least three copies of question papers and instruction be retained with the secrecy Branch for record. ²

¹ Addition vide item # 26 dated 29.03.011

² Addition vide Board's decision 6.03.2010

4.	Following documents may be destroyed	After one year
	(i) SF-01 to 8, SF-10 to 16, and SF-28.	After one year
	(ii) Centre Statement.	After two year
	(iii) Cut List.	After two year
	(iv) Seating Plan.	After one year
	(v) Photos and Roll No. Slips.	After one year
	(vi) Examiner's report (Practical).	After one year
11.	Counterfoils of the awards/	May be destroyed after two years result declaration of relevant examination.
12.	empty cloth bags	shall be distributed amongst the low-paid employees of the Board
13.	record of unfair means cases	<p>may be destroyed after the expiry of punishment except the cases of following categories which shall be detained and kept in the record for ever:-</p> <ol style="list-style-type: none"> 1. Cases in which result of a candidate has been quashed. 2. Court cases or cases referred to police. 3. Cases in which supervisory staff has been punished but such cases shall be preserved till the expiry of period of disqualification only.
14.	Journals reg. dispatch of roll Nos.	May be destroyed after 1 year.
15.	Journals reg. dispatch of result cards.	May be destroyed after 1 year.
16.	Journals reg. dispatch of certificates.	May be destroyed after 5 year.
17.	Office copies of result cards Except detailed/blank result cards.	May be destroyed after 5 year.
18.	Forwarding letters for dispatch of Roll No. slips. (Regular.)	May be destroyed after 5 year.

19.	Forwarding letters for dispatch of regular certificates.	May be destroyed after 5 year.
20.	Black lists/ result statements.	May be destroyed after 1 year.
21.	Receipt Registers of Admission Forms	May be destroyed after 1 year.
22.	Award lists	May be destroyed after 2 years. ¹
23.	Press copies	May be destroyed after 5 years.
24.	Cancelled certificates in case of Marks improved.	May be destroyed after 2 years before preparing a register.
25.	Diary/ dispatch registers	May be destroyed after 2 years.
26.	Record of duplicate Roll number slips, centre change and subject change.	May be destroyed after 2 years of getting annual audit.
27.	Original "Keys, reverse Keys and duplicate keys in c/w fictitious roll numbers	May be destroyed after 5 year.
28.	Re-checking forms	May be destroyed after 1 st annual audit. However NOC may also be obtained from the relevant branches.
29.	Permission forms for the inter examination	May be destroyed after 5 years.
30.	Application forms for duplicate certificates/ result cards	May be destroyed after 3 years.
31.	Attested photo copies of certificates, Matric/ Inter.	May be destroyed after 5 years but office copies of letter be preserved for ever.
32.	Used books of duplicate certificates/ result cards/ detailed marks/ merit slip etc.	May be destroyed after 1 st annual audit and getting NOC from Finance Branch.
33.	Cancelled certificates of Matric/ Inter	May be destroyed after one year of preparing the triplicate lists.
34.	Counter files of certificates for Matric/ Inter Examinations	May be destroyed after 2 years.
35.	Inspection reports of every kind	May be destroyed after 3 years except the cases where the payment is pending
36.	Bank challans/ money orders receipts.	May be destroyed after 10 years.
37.	Payment vouchers/ Registers.	May be destroyed after 15 year.
38.	Copies of Office Orders / Notifications/ Internal Dockets etc. received from the Estt.	May be destroyed after 5 years.

¹ Amended vide item # 08 dated 23.12.2017.

	Branch.	
39.	Duplicate list (registered letters) sent by the Post Office along with registered post	May be destroyed after 5 years.
40.	Counterfoils (verification books) of Verification cases	May be destroyed after 3 years. ¹
41.	Record of attested certificates for other countries/IBCC	May be destroyed after 3 years
42.	Record of bogus departmental verification	Retained forever.
43.	Result checking lists	May be destroyed after 1 year ²

3. Payment of Refreshment Charges.

- 3.1. The Internal Tabulators may be served light refreshment upto a maximum of Rs. 40/- per head per day.³
- 3.2. The staff engaged in the sorting, packing, sealing and bundling of the question papers may be served as under:-
- 3.2.1. Breakfast Rs.6/- per head per day.⁴
- 3.2.2. Lunch Rs.14/- per head per day.
- 3.2.3. Dinner Rs.14/- per head per day.

Category	Period	Rate of Refreshment
Conduct Branch/ Matric Branch/ Inter Branch/Chairman's P/Staff, Secretary's P/Staff, Controller's P/Staff	During the examination days	Rs.40/ per head per day
CSO, Secrecy Branch(Matric & Inter Answer Book sections)Marking supervisor, Assistant to H. Examiner, Special Checker	During marking days	40/- per head per day
Computer Section/ Award Section	During tabulation days	40/- per head per day ⁵

¹ Addition vide item # 4©(ii) dated 25.6.2016.

² Insertion vide item # 08 dated 23.12.2018.

³ Changed vide item # 15 dated 29.10.011

⁴ Changed vide item #27 dated 14.5.2008

⁵ Revised vide item #05 dated 13.12.204

- 3.3. The External Tabulators who tabulate the results in the office of the Board may be served light refreshment upto a maximum of Rs.10/- per head per day.
- 3.4. During the journey, Position holder, High Achievers/PEEF Scholars at SSC/ Intermediate level may be served Breakfast , Lunch, Dinner and refreshment upto Rs. 1200/- per day per student.
- 3.5. During the official meeting the officers/ officials of the Board may be served light refreshment as per notification No. FD(FR)II-2/89(P) dated 29.11.2006 issued by the Finance Department.¹
- 3.6. The members of the Board / Committees / Sub Committees may be served light refreshment upto Rs.150/- per head twice a day. However the members of the Committee/sub-committee other than Members Board may be served light refreshment upto Rs.100/-per head twice a day. The Secretary shall be competent to sanction such expenditure and the Chairman shall be empowered to sanction any extra expenditure involved in this respect.²
- 3.7. The members of the Board may be served breakfast upto Rs.200/-per head and lunch / dinner subject to the maximum of Rs. 1200/-per head twice a day if the meeting of the Board gets prolonged. Moreover the high ups viz officers of the Controlling Authority / Civil Secretariat/ Govt. Audit, OCPs, Head of the Institutions, Supervisory Staff, Resident Inspectors, Distributing Inspectors, Flying Squad, Special Inspectors, Paper Setters, Sub/Head Examiners, Enquiry Officers, Controllers, Secretaries, Chairmen of Pakistan Education Boards, Officers of Universities of Pakistan, VIPs and others dignitaries etc. who visit Multan Board in connection with different assignments related to the Board/official duties may be served light refreshment upto maximum of Rs.100/- per head twice a day, breakfast upto Rs. 200/- per head and lunch/Dinner may be served upto maximum Rs.1000/- per head twice a day, if the assignment prolongs, the Chairman shall be empowered to sanction extra expenditure involved in this regard.³
- 3.8. The Chairman shall be competent to allow serving of lunch / dinner whenever need arises.

¹ Addition vide item # 6 dated 9.04.2016.

² Revised vide item #05 dated 13.12.204

³ Revised vide item #05 dated 13.12.204

- 3.9. When a meeting of the committee of Chairman is held at Multan, the Expenditure in connection with serving light refreshment, lunch / dinner shall be borne by the Board.
- 3.10. The official of Sports tournament may be served light refreshment upto Rs.100/- per head

4. ENTERTAINMENT ALLOWANCE OF SECRETARY & CONTROLLER OF EXAMINATIONS

The Chairman shall be paid Rs.10,000/-per month and Secretary, Controller of Examinations shall be paid Rs.5000/- per month while Audit Officer shall be paid Rs.4000/-Per month respectively for entertaining distinguished guests who attend their offices in connection with official work.²

5. In order to meet day to day expenses, the following officers shall keep the imprest money which may be recouped from time to time on rendering the accounts:-

6. IMPREST

6.1. Officer In-charge General Printing Press.	Rs.10,000/-
6.2. Officer In-charge Stores.	Rs.50,000/-
6.3. Officer In-charge Vehicles.	Rs.50,000/-
6.4. Officer In-charge Finance.	Rs.45,000/-
6.5. System Analyst	Rs.35000/-
6.6. Officer In-charge Meeting	Rs.60000/- ³
6.7. Estate Officer	Rs.25000/- ⁴
6.8. Resident Engineer	Rs.50000/- ⁵
6.9. P.S. to Chairman	Rs.30000/- ⁶
6.10. Assistant Secretary General	Rs.40000/- ⁷

7. LIMIT OF EXPENDITURE ON TELEPHONE.

- 7.1. The maximum limit of expenditure on the telephone of Deputy Secretaries/ Deputy Controllers/ Audit officer shall be allowed 14000 calls/ mobile calls per annum except DSL charges, line rent and official out station calls. Assistant Secretaries/ Assistant Controllers shall be allowed 10000 calls/ mobile calls per annum except DSL charges, line rent and official out station calls.

¹ Revised vide Item # 4 dated 15.2.2017

² Revised vide item # 25 dated 31.10.2014

³ Revised vide Item #15 & 17 dated 13.12.2014

⁴ Revised vide Item #15 & 17 dated 13.12.2014

⁵ Revised vide item # 11 dated 20.8.2016.

⁶ Revised vide item #12 dated 24.07.2009.

⁷ Added vide item # 7 dated 22.10.2016.

- 7.2. If extension has been provided to other officer then the entitlement of the calls will be doubled.
- 7.3. There is no ceiling on the telephone of the Assistant /Dy. Controller Conduct & Assistant/Dy. Controller Secrecy.¹
- 7.4. There would be no ceiling on the office telephones of Chairman, Secretary, and the Controller of Examinations.
- 7.5. The limit of expenditure on the residential telephones of the Chairman is 600 local / mobile calls per month except line rent and official out station calls. The Secretary and Controller of examinations shall be allowed 400 local/ mobile calls per month except line rent and official out station calls.
- 7.6. The chairman may, on sound reasons, sanction the expenditure of the bills exceeding the prescribed limit.
- 7.7. Ceiling of Mobil charges
- | | |
|-----------------------------|---------------------|
| Chairman | Rs.5000/- Per Month |
| Secretary | Rs.3500/- Per Month |
| Controller of Examinations. | Rs.3500/- Per Month |

The advances in this regard will be adjusted on tendering a certificate by the user to the effect that the amount so drawn/ advanced has been spent.²

8. USE OF BOARD'S EXAMINATION FURNITURE BY OTHER INSTITUTIONS

The Chairman may, in his discretion, allow the use of Board's Examination furniture by other agencies without charging any rent but transportation charges shall be borne by the borrowing institutions.

9. EXPENDITURE ON CELEBRATION OF NATIONAL DAYS ETC.

The Chairman shall be empowered to sanction expenditure in connection with celebration of National Days and various other ceremonies.

10. CHECKING OF ORIGINAL CERTIFICATES BEFORE ISSUE.

The final checking of the original certificates, after completion of relevant procedure, shall be made by Assistants/ Superintendents or other employees of the Board in higher Grades.

11. APPLICABILITY OF FINANCE & CIVIL SERVICES RULES OF THE GOVT.

¹ Revised vide item #12 dated 24.07.2009

² Addition vide item # 12 dated 21.1.2010.

The Financial and Civil Services Rules of the Punjab Government shall be applicable in such cases where Multan Board's Calendar is silent.

12. For the grant of loan to the employees for the purchase of Cycles/Scooters/Motor Cycles and Motor Cars etc., the rules laid down by the Government shall be followed.
13. The Enquiry officer and each member of the Enquiry Committee appointed in connection with any enquiry under E &D Rules/PEEDA Act, 2006 from outside the office of Board shall be paid as per following criteria as honorarium.

Probe/initial Enquiry Officer

- i. Mofassil Rs.2000/- + T.A./D.A. per head
- ii. Local Rs. 2000/- +Conveyance allowance
per head

Final Enquiry Officer

- i. Mofassil Rs.3000/- + T.A./D.A. per head
- ii. Local Rs. 3000/- +Conveyance
allowance per head

Note: Probe / Final Enquiry Officer will visit three times only and if the enquiry is not completed then fourth visit will be made with the special permission of the Chairman.^{1*}

14. WRITE OF /AUCTION PROCEDURE OF UNSERVICEABLE /SURPLUS STOCK

The Board accorded its approval to the rules / guide-lines suggested by the office:-

- 14.1. Every year in the month of June or at any time when the need arises, every Branch officer will forward a list of unserviceable / surplus articles to the Secretary intimating the number and model thereof. Thereupon the Secretary will arrange for recording the date of purchase and cost against each item of the list submitted to him.
- 14.2. The Secretary shall, with the approval of the Chairman, constitute a three members committee consisting of one member Board and two officers of the Board. The committee will determine the book value and depreciation value of the unserviceable / surplus articles according to the following formula. If, in the opinion of the

¹ Amended vide item # 10 dated 31.10.2014

committee, the depreciation value is too much less, it will fix the minimum price of the article on its own accord. The committee will also certify that the reported article is actually unserviceable / surplus:-

S.No	Items	Rate of Depreciation
1.	Machinery, tools, iron safes / racks, all sort of furniture.	10 % per annum
2.	Typewriter, Duplicating Machines, Fans etc.	5 % per annum
3.	Cycle, Cooler	20% per annum
4.	The rates of depreciation in all other cases / items which are mentioned under 2(i), (ii) and (iii) above, shall be recommended by the above three members committee. The final approval of the rates recommended by the committee will be accorded by the Chairman.	

- 14.3. The certified copy of the list of articles required to be declared unserviceable / surplus shall be put up to the Board for approval and for constituting a three members auction committee for the disposal of these articles.
- 14.4. The auction notice of the articles upto the value of Rs.50,000/- shall be pasted / circulated in the District Courts and also within the territorial jurisdiction of the Board. In case of value exceeding Rs.50,000/- the notice shall be advertised in the national press.
- 14.5. It will be compulsory for the interested parties participating in the bid to remit an amount equal to 2% of the value of the disposable item as security money in favour of the Board before hand. If the highest bidder refuses from the bid, the security money paid by him shall be forfeited and in that case, the committee shall

negotiate with the next two highest bidders but in no case, a rate lesser than the minimum (reserved) price determined by the committee shall be accepted. The auction committee shall remit the receipted amount in the Board's account forthwith.

- 14.6. A list of articles thus disposed of together with other necessary particulars shall be put up to the chairman who will pass orders about writing off the same from the Board's records/stock. The matter will also be reported to the Board for information.
- 14.7. The Chairman shall be empowered to relax / add / delete the prescribed conditions relating to the auction.
- 14.8. The whole exercise / assignment shall be executed by Estate Branch with the cooperation of Stores Section.

15. TENANCY RULES OF RESIDENCE FOR THE OFFICERS AND OTHER EMPLOYEES OF THE BOARD

- 15.1. These rules shall be called the "Tenancy Rules of the Residences for the officers and other employees of the Board" and shall come into force on the date of their approval by the Board.
 - 15.2. The cases of the existing allottees /occupants may, however, be reviewed by the competent authority or an officer or a committee appointed by the competent authority or an officer or a committee appointed by him after the approval of these rules in the light thereof.
- 16.** The following expressions used in these rules shall bear the meanings as respectively assigned to them hereunder:-
- 16.1. "Allottee" means an officer or employee whom a residence has been allotted in the Board's campus/Colony.
 - 16.2. "Competent Authority" means the Chairman of the Board.
 - 16.3. "Employees" mean and include all employees of the Board except "Officers".
 - 16.4. "Occupant" means an allottee who has physically taken over the possession of the residence allotted to him. The occupation is completed when any allottee receives the allotment order and physically enters into the allotted residence in the presence of Estate officer of the Board.
 - 16.5. "Officers" have the same meanings as given under Section 13 of the Board's Act.

17.

- 17.1. Only a whole time officer, a regular and confirmed employee shall be eligible for the allotment of a residence in the Board's campus/ Colony subject to availability. No part-time officer or employee shall be eligible.
- 17.2. If the Board provides accommodation to an officer or an employee in the colony, he will pay rent to the Board at the rates prescribed by the Govt.
- 17.3. All employees of the Board whether they have their own house or not will be entitled for the allotment of residence in the colony.

- 18.** The officers and employees of the Board shall be eligible for the residence of the following standards:-

Type of Residence	Number of Residence	Class of officers and employees who are entitled
Category -I	One	Chairman of the Board.
Category-II	Three	Officer or an employee working in BS-18 (Regular Scale).
Category III	One	Employees working in BS-15 to BS-17 (Regular Scale)
Category IV	Two	Employees working in BS-11 to 14 (Regular scale).
Category V	Two	Employees working in BS-01 to 10 (Regular scale).
Category VI	Four	Employees working in BS-01 to 10 (Regular scale).
Category VII	one	Tube well Operator

Provided that, a residence of a higher or lower grade may be allotted to an officer or an employee subject to the payment of rent as per Govt. rules and such other conditions as may be levied by the competent authority.

19.

- 19.1. On the vacation/availability of a residence (other than a designated house), fresh applications shall be invited for allotment. No application made before or after the prescribed date/s shall be considered.
- 19.2. The allotment shall be made by the competent authority or by an officer or a committee appointed by him. The allotment shall be made strictly on seniority, based on length of service rendered in the Board and satisfactory service record.
- 19.3. No house shall be allotted to a bachelor in the colony unless bachelor's flats are constructed by the Board.

- 19.4. An application for allotment of a residence may be withdrawn before the issuance of allotment order.
- 19.5. If the residence is not occupied within (7) days of the receipt of allotment order by the allottee, the allotment shall stand cancelled and the residence shall be allotted to next candidate as per rule 19(2) *ibid*.

20. Payment of Allottee

- 20.1. An allottee shall be responsible for the payment of rent as per Govt. rules and other utility bills etc. from the date of receipt of allotment order/possession. The photo-copies of the monthly paid utility bills will be handed over to the Establishment Branch regularly.
- 20.2. The existing fixtures, fittings and connection at residences shall continue. However, provision of electric bulbs, tubes, gas lamps, heaters etc. shall be liability of the tenant and nothing shall be paid by the Board to the tenant for the same.
- 20.3. If, at any time, a residence of higher type/grade falls vacant, it may be allotted to an officer or employee (one step lower in grade) in the manner prescribed in these rules subject to the payment of rent as per Govt. rules. However, an undertaking shall be obtained from the allottee to the effect that he would vacate the house if it is intended to be allotted to an officer/employee of the grade for which it originally meant.

21.

- 21.1. One residence only shall be allotted to an employee. Similarly, if husband and wife or father and his children are employees of the Board, they would be entitled to only one residence. No employee shall sublet his residence partly or wholly or share the same with any other person.
- 21.2. In case of husband and wife, one of whom is a Board's employee and has been allotted a residence and the other is an employee or the Govt. or a local / Autonomous Body both posted in Multan, the husband or wife, as the case may be, not being an employee of the Board, shall deposit the house rent allowance received by him/her in addition to the rent payable by the Board's employees as per rules.

22. Except in the cases covered under 26(1), a tenant may vacate his residence by giving one month's notice in writing to the competent authority or any other officer appointed by him in his behalf. The tenant shall be liable to pay the rent and other charges upto the date he actually hands over the possession to the Estate Officer.
23. The competent authority or any other officer appointed by him in this behalf may, on his discretion, allow mutual exchange of residences between the tenants living in the same type of residences or allow shifting of a tenant to other residence of the same type. This discretion shall be used only in very exceptional circumstances on the grounds to be recorded in writing.
24. When a tenant moves to a higher pay scale as a result of promotion, he may apply to the competent authority for allotment of a residence of the type to which he has become eligible. If such a residence is not available, he may continue to occupy the house in his possession or quit the house on appropriate notice.
25. The competent authority or an officer or a committee appointed by him may enter into a house to satisfy that the house is being used for merely residential purposes and for no other purposes prohibited by law.
26.
 - 26.1. A tenant shall vacate the residence on or before the expiry of the period mentioned in the following cases:-
 - 26.1.1. On retirement from Govt. / Board's Services and on the expiry of the period not exceeding six months.
 - 26.1.2. On transfer from the Board. On the expiry of a period not exceeding six months.
 - 26.1.3. In case of Removal or Dismissal from Service. On the expiry of a period not exceeding one month.
 - 26.1.4. In case of death of an allottee. On the expiry of a period not exceeding six months as may be specified by the competent authority.
 - 26.1.5. In all other cases: On the expiry of notice period to be served by or to an allottee not exceeding one month.
 - 26.2. On vacation, the possession of the residence alongwith the fixture must be handed over to the Estate Officer of the Board.

27. The competent "Authority may require a tenant to vacate the residence within such period (not exceeding one month) as may be specified in the notice in the following cases but, before doing so, reasonable opportunity must be provided to the tenant to explain his point of view:-
- 27.1. If he is found to have sublet his residence to or have shared it with any other person.
 - 27.2. If he makes un-authorized changes additions or alteration in his residence in any way without the written permission of the competent Authority.
 - 27.3. If it is noticed that he is keeping his residence in an unhygienic condition.
 - 27.4. If he molests, assaults or otherwise interferes in the private affairs of an employee residing in the colony.
 - 27.5. If he proceeds on long leave and refuses to pay the rent for that period or makes default in it.
 - 27.6. If he refuses to move into a higher type of residence offered to him when he becomes eligible of it.
 - 27.7. If he gives up the services of Board or the period of his/her services expires.
 - 27.8. If he fails to pay the rent and or utility charges for a period of two months.
 - 27.9. If he brings or causes to be brought into residences or colony any milk cattle, horse, buffalo, sheep and goat etc. except casually for sacrificial purposes. However only one animal may be kept in the compound of a house by tenant prior written approval of the competent authority.
 - 27.10. If he or any member of his family or his guest indulges into activities prejudicial to good order or discipline.
28. When a tenant, who becomes ineligible for keeping a residence under Rule 24 or when a tenant who is served with a notice to vacate the house under Rule 27 does not vacate it within prescribed period, he shall be charged 60% of his running pay for unauthorized period, the residence remains in his possession. He will be also liable to be a rejected in accordance with law.
29. Where the Board's Tenancy Rules are silent, the Govt. Rules shall be followed.

30. The Estate Officer shall maintain all the record for allotment or residences, payments of utility charges, (repairs carried out and white wash etc).

RULES FOR OCCUPATION OF BOARD'S REST HOUSE

31. THESE RULES SHALL BE CALLED "The Rules for occupation of Board's Rest House". And shall come into force at once.

32. The chairman and in his absence, or if authorized by him, the Secretary of the Board shall be competent authority to allow the reservation of accommodation in the Rest House.

33.

33.1. The accommodation in the Rest House may be reserved for the officers of Federal govt./Provincial govt./Autonomies Bodies/Retired Officers/employees of the Board(retired in BS-17 and above) and other dignitaries subject to payment of the prescribed occupation charges under rule 13(2)(1) provided that, no occupation charges shall be charged from the persons who come in connection with the affairs of the Board.

33.2. Before occupying or leaving the room as the case may be, every person, who stays in the rest House, shall be required to get his particulars recorded with date and time of arrival and departure in the register maintained at the Rest House.

33.2.1. The occupation charges per day shall be as follows but the Board may revise the same from time to time:-

With air-conditioner (During summer)	Without Air-conditioner
15 th April to 15 th October	15 th April to 15 th October
Rs. 2000/- per day	Rs. 1000/- per day

"Expression "Day" means a calendar day comprising 24 hours beginning from the time of occupation of room. A fraction of a day shall be counted as a full day for the purpose of payment of occupation charges."

33.2.2. If an officer (Chairman, secretary, C.E and audit Officer etc.) appointed on deputation in the Board is not provided with official accommodation, the competent authority may allow such an officer to temporarily stay in the Rest House

subject to payment of a single room occupation charges @ Rs.1500/- P.M. from 16th October to 14th April and Rs. 2000 /P.M.(in case of air-conditioned room) from 15th April to 15th October. ¹

If the chairman, secretary and controller of examinations want to use double room of the Rest House then they required to pay as per the rates already approved by the Board for single room. ²

Free accommodation will be provided to the Members Board, Committees, Sub-Committees, VIPs, officers from Education Department and Autonomous Bodies under the control of Education Department only in case of official duty, otherwise Rs.200/- will be charged.

34. The payment of occupation charges shall be made in cash by the person occupying the room in advance. The occupant of a room will be personally responsible for making over the articles in his use and make good the loss for any breakage and missing articles. A proper receipt shall be issued for the payment so made by the officer in-charge of the Rest House.

34.1. If at any time, an emergency arises, a reservation already made may be cancelled or a room already occupied by any person may be got vacated by the Competent Authority and the person so occupying the room shall immediately vacate the room without any hindrance. In such cases, occupation charges of the remaining period shall be refunded.

34.2. An occupant shall be immediately expelled/ dislodged if he is found to be involved in unlikable, immoral and un-lawful activities in the Rest House.

RULES FOR THE VISITORS.

35. Visitors are kindly requested to cooperate with the Board's staff and maintain the decorum and sanctity of the Institution. Particularly, they are kindly requested:-

35.1. To see that motor vehicles etc. are parked in a place set apart for the purpose or outside the Rest House compound;

¹ Revised vide item #2 dated 2.9.2010.

² Added vide item #2 dated 31.10.2015.

- 41.4 Charpoys /beds of the rest house must not be used by the staff posted at the rest house.
- 41.5 All brass fittings of the rooms must be polished at least once a month with Brasso or similar preparation.
- 41.6 Crockery, cutlery and lamp should be kept thoroughly cleaned and stored neatly. The lamp should always be kept in working order.
- 41.7 Only silver powder should be used for polishing all articles of silver.
- 41.8 The damage (lost or broken) of articles of crockery, cutlery lamp etc. should be recovered in cash from the person responsible, as fixed by the Competent Authority, keeping in view the cost of replacement.
- 41.9 Bath rooms utensils should be thoroughly washed and dried after vacated by the officer. The rest house and floor should be washed with phenyl or any other similar disinfectant.
- 41.10 Iron flaps should be provided to all drains of the bath rooms to prevent snakes, mosquitoes, frogs and rodent getting in.
- 41.11 To avoid mosquitoes breeding in bath rooms and kitchen, the attendant must empty and put upside down all jugs, bath tubs, mugs, and drums as soon as the Rest House is vacated.
- 41.12 Earthen flower pots should be coated outside preferably dull red and crimson at suitable intervals.
- 41.13 All rooms should be properly aired every day by opening all doors and windows but keeping the wire-gauze closed.
- 41.14 All grass should be removed near the walls and rest house compounds should be kept clean from all rubbish.
- 41.15 Wire gauze doors should not be kept open.
- 41.16 Cleats should be got removed from the doors of bath rooms, pantry and kitchen.
- 41.17 Kitchen refuses etc. should be dumped into a pit away from the passage at a corner of the rest house compound.
- 41.18 All pits in the rest house compound except those meant for throwing rubbish should be filled up. Stagnant water should be drained promptly after rains.
- 41.19 During malaria season, all the rooms should be sprayed with flit or other insecticide before a rest house is occupied by an officer.

	<p>clearance certificate thereof, from the Estate officer of the Board.</p> <ol style="list-style-type: none">7. The user will be responsible for any loss of the Board's property, caused due to the function.8. The user will make electricity etc. arrangement at his own level. <p>These terms and conditions are in addition to terms and conditions already settled.</p>
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**CHAPTER -48
VEHICLE RULES**

- 1. Short title and commencement.**
 - 1.1.** These rules may be called Board of Intermediate & Secondary Education Multan Vehicles Rules, 2012.
 - 1.2.** These rules come into force at once.
- 2.** These rules may be called 'Board of Intermediate and Secondary Education Multan Motor Vehicles Rules, 2012.
- 3.** In these rules, the term:
 - 3.1.** 'Vehicle' means all types of motor vehicles used as transport by the staff of the Board for official duties.
 - 3.2.** 'Competent Authority' means the Chairman, Board of Intermediate and Secondary Education, Multan.
 - 3.3.** 'Officer Incharge' means an officer appointed by the competent authority responsible for the proper maintenance and utilization of the transport in accordance with these rules.
 - 3.4.** 'Duty or Official Business' means journeys between office and any other place of duty and vice versa.
 - 3.5.** 'Board' means the Board of Intermediate and Secondary Education, Multan.
 - 3.6.** M.V.E. means motor vehicle examiner posted by the Govt.
 - 3.7.** "Driver" means a person having a valid driving license and authorized by the competent authority to drive vehicles.
 - 3.8.** "Form" means a form appended to these rules.
 - 3.9.** "Repair" means any work required to keep the vehicle in running position.
- 4.**
 - 4.1.** Each vehicle, immediately after its purchase, shall be registered in the name of the Secretary, Board of Intermediate and Secondary Education, Multan with the Taxation Authorities, as required by the Government Rules in force.
 - 4.2.** Vehicles shall always be driven by authorized licensed person. No person other than authorized one shall handle the vehicles except for testing with the permission of the officer in-charge.
 - 4.3.** Small semi-circular board shall be fixed above the front and rear number plates of the vehicles with the inscriptions 'BOARD OF

INTERMEDIATE AND SECONDARY EDUCATION, MULTAN', as required under the rules.

- 4.4. On the front and the back, the number plates of the vehicles as required under the rules will be fixed.
5. Vehicles shall be used by the employees of the Board for official business only except as otherwise permitted by the competent authority or his nominee.
6. .
 - 6.1. Vehicles may be provided for use of official guests of the Board, if permitted by the competent authority or his nominee on a whole or part-time basis free of cost.
 - 6.2. Members and Officers/officials of the Board may use vehicles for private purpose, with prior approval of the competent authority or the officer authorized by the Chairman, on payment of rates as specified by the Board from time to time for different vehicles.
 - 6.3. The Chairman may permit the use of vehicles by any Govt. Official / VIP free of cost.
 - 6.4. Journeys to and from Airport/Railway Station/Bus Stand etc. by the members / Committee/Guests of the Board to attend the meetings of the Board/Committee will be treated as official.
7. The competent authority may permit the use of vehicle, free of charge, for employees of the Board in case of emergency arising out of accident, serious diseases or death of an employee.
8. For any journey made in contravention of these rules, mileage shall be recovered from the employee concerned at double rate as mentioned in rule 3.6(2) above.
9. The details and purpose of the journeys shall be stated specifically in the requisition form; provided that in case the vehicle is used by the Chairman, it will not be necessary to record the details of journeys, only 'under service to Chairman' shall be recorded. The P.S. to Chairman or any other officer as directed by the Chairman shall sign the Log Book of the Vehicles used by the Chairman.
10. An officer / official requiring the Board's vehicle shall complete the requisition form before the vehicle leaves the office premises.

No vehicle will be allowed for journey unless requisition form has been signed by the authorized officer. The details and purpose of the journeys shall be stated specifically in the requisition form. Provided that in case of the Chairman, no such requisition would be required.

11.

11.1. The Officer Incharge Vehicles will be competent to sanction the service, repairs and replacement of unserviceable parts of vehicles valued up to Rs.5000/- and repairs, servicing or replacement of parts beyond this amount shall require the sanction of the competent authority.

11.2.

11.2.1. The Officer Incharge may, with the approval of the Authority, incur expenditure on repair, purchase and replacement of parts to the extent of Rs.2,500/- without referring it to the Transport Committee; provided that the charges and rates of such job conform to the market.

11.2.2. The minor repairs of the Board's Vehicles will be made by the Transport Supervisor i.e. Change of Mobil Oil, Oil Filters, Fuel Filters, Air Filters, Brake Services and Engine Tuning etc.

11.3. For expenditure on repairs, purchase and replacement of parts of vehicle involving amounts from Rs.2,501/- to Rs.25,000/-, a Committee of three officers, to be nominated by the Chairman, shall get such jobs executed after obtaining report from Transport Supervisor / Workshop Mechanic.

11.4. The Committee, as provided in the sub-rule (3) of rule 3.11, shall be competent to get the repair work of vehicles executed without obtaining quotations in case the amount of expenditure does not exceed Rs.50,000/-. However, if the amount exceeds Rs.50,000/- but bellow Rs.5,00,000/- it shall be mandatory to obtain at least three quotations (by post) for any job.

11.5. In case of expenditure exceeding Rs.25,000/- and for the jobs detailed hereunder, a technical representative of the Board shall assist Transport Committee:

11.5.1. Overhauling of Engine

11.5.2. Replacement of Gear Box and Steering Assembly

11.5.3. Denting & Painting of Body

11.5.4. Replacement of Tyres

12. The officer authorized by the Chairman shall be competent to sanction journeys on official business or for private use within City of Headquarter. The vehicle would not move out of the City of Headquarter without the prior permission of the Chairman or the officer authorized.

Provided that Chairman may authorize any officer to sanction official journeys out of the Headquarter City.

13. The Officer Incharge shall take necessary steps to ensure that the vehicles in his charge are not misused or neglected by the Driver/s and that the petrol is not wasted. In order to have a general watch, he shall scrutinize the requisite forms at least fortnightly to see that all journeys made were properly authorized. This opportunity shall also be taken by the Officer Incharge to see that avoidable journeys are not made by the vehicles. On each occasion, he shall record the following certificate under his full signature:

“I have examined all the entries since this register was last checked and have no observation to make except the following:

_____”

Signature _____

Designation _____

Date _____

14. A bill shall be prepared in respect of private trip/s on the last working day of the month and passed on to the Establishment Section for recovery from the concerned officer/official. A certificate shall be recorded after the final entry for the month that the registers have been examined and necessary bills prepared. Where sufficient indication of the nature of the trip has not been given or officer concerned has not signed the requisition forms or filled the particulars properly, it will be assumed that the trip was a private one and recovery at the rates laid down under rule 3.6(2) above will be made from the officer concerned. All recoveries for use of vehicles on private account will be made at the end of the month through the salary bill of the official concerned. Recovery on account of private use of vehicle by the members of the Board/Committee shall be effected through their T.A. claims or through Bank Challan.

Recoveries on account of private use of vehicles shall not be normally delayed beyond one month and the Officer Incharge shall be personally responsible for scrutinizing the requisition forms at the close of each month to see that all recoveries on account of private use of vehicles have been made. Delays in recoveries will have to be clearly explained by the Establishment Section / Officer Incharge Transport.

15. Audit of accounts relating to vehicles shall be conducted periodically by the Audit Officer of the Board.
16. The Driver of each vehicle shall strictly observe the following instructions:

- 16.1. He shall be responsible for the proper upkeep and cleanliness of the vehicle, petrol consumption and careful driving and caution against accidents.
- 16.2. He shall get entries recorded in the requisition form before an officer leaves the vehicle, except where the officer is not required to make them personally.
- 16.3. He shall be responsible for damage to the vehicle caused by his negligence.
- 16.4. The Driver shall be personally responsible in case he is penalized for disregarding the driving and traffic regulations and speed limits in different areas.
- 16.5. Vehicles shall not be left un-attended, un-locked or in a dangerous position.
- 16.6. If any officer refuses to cooperate in the observance of these rules, the Driver shall not argue with him but carry out the orders of that officer and report the incident to the Officer Incharge or the competent authority or his nominee.
- 16.7. Any contravention of the above instructions shall be considered as an offence and disciplinary action shall be taken against the Driver.
- 16.8. No driver will drive the vehicle unless he is in proper uniform with cap.
- 16.9. The driver will refrain from smoking during duty.
- 16.10. If speedometer of any vehicle stops working while on duty, the driver of the vehicle should immediately record, with the help of officer / official traveling in the said vehicle, the speedometer reading in the Log book along with time, date and place where the meter stopped working. The driver, on returning to the Headquarter, reports the matter to the officer Incharge for immediate necessary action.
- 16.11. The driver will take every possible step to minimize the consumption of P.O.L.

Note:- The above instructions will be translated in Urdu and handed over the same to all drivers for strict compliance.

17.

17.1. SPECIFICATION

Details should be copied from the registration book of the vehicle on the form prescribed (Annexure-A) and placed in the history sheet register as well as log book of the vehicle.

17.2. REQUISITION FORM

The requisition forms given at Annexure -"B" will be filled in by the requisitioning officer and signed by the authorized officer. It will be considered as movement order for the vehicle, without which the vehicle will not move out of the office premises during the conduct of examination.

17.3. LOG BOOK

A log book or register shall be maintained in the form shown at Annexure "C" where in day-to-day entries regarding journeys shall be made from the requisition forms. The entries showing journey by the vehicle shall be signed by the official / officer using the vehicle.

17.4. RECORD OF MILEAGE

A Fuel consumption certificate for each vehicle shall be got from Motor Vehicle Examiner or any officer authorized by the Chairman. Average consumption of fuel Kilometers per liter shall be worked out on the basis of the results entered in the LOG BOOK on the last day of each month in the form given at Annexure "D". This summary will be signed by the concerned driver and verified by the Officer In-charge.

17.5. REPAIR OF VEHICLES.

All the vehicles shall be got repaired according to the purchase rules of BISE Multan. For this purpose Purchase Committee as prescribed in the Purchase Rules will be called as Vehicle Repair Committee. The details of all kinds of repairs, recharging of batteries etc. as well as normal servicing of the vehicles shall be entered in the relevant register (called History Sheet of the vehicle). The entries of this register will be signed by the Officer In-charge.

17.6. P.O.L. ACCOUNT REGISTER

POL Account shall be maintained in the relevant register. The entries of this register will be compared with the log books of concerned vehicles by the Officer In-charge at the end of every month.

17.7. RECORD OF THE VEHICLE/TOOLS/EQUIPMENT

Entry of all types of tools / equipments and spare parts of a vehicle shall be made in the relevant register as proforma given at Annexure "E".

17.8. RECORD OF TYRES AND TUBES

Tyres/ Tubes may generally be replaced after 50000 kilometers. If any tyre / tube comes defective before the prescribed limit, shall be replaced

with the prior permission of the Chairman. Record of tyres, tubes and other consumable articles etc. (apart from POL) connected with the vehicle shall be entered in the relevant register of each vehicle.

18. FITNESS CERTIFICATE:

A fitness certificate will be got after **every six months** / as required by the Govt. of the Punjab. Such certificate will be obtained from the Motor Vehicle Examiner.

19. RENEWAL OF TOKEN

Token of every vehicles shall be renewed every year by paying all necessary dues with the Motor Registering Authority / as required by the Govt. of the Punjab.

20. SERVICE

Every Vehicle will be got serviced after 2500 Kilometers travelling. Required items such as engine oil, filters, kerosene oil, grease and washing of vehicle will be issued accordingly.

21. SEALING OF SPEEDOMETER

Speedometer cable of every vehicle at both the ends shall be sealed by the Officer In-charge personally and inspect the same periodically for his satisfaction. In case of broken seals, Officer In-charge will take strict action against the concerned driver.

22. GARAGING OF VEHICLE.

After the official duty, the official transport shall be garaged in Board campus promptly. No officer, except Chairman, shall take official vehicle to his residence for garage.

23. INSURANCE / VEHICLE BANK ACCOUNT FUND.

Every vehicle of the Board will be got insured with the Insurance Company by paying annual insurance premium or a bank account captioned as Vehicle Insurance Fund duly maintained with the approval of Board. The amounts equal to insurance premium will be transferred to the said fund. Expenditure for repairs (in case of accident only) of vehicles will be met out of this fund. In case of shortage of funds, the excessive expenditure will be incurred from general fund of the Board.

24. REPLACEMENT OF VEHICLE.

Vehicle may be replaced in the light of rules / instructions of Govt. of the Punjab.

25. POL for Motor Cycle

If the Motor cycle used for official purposes then 20 liters petrol per month will be allowed.¹

26. APPOINTMENT OF DRIVERS.

26.1. Drivers for the Board's vehicles shall be appointed as per provisions of BISE Multan Service (Appointment and conditions of service) Rules 2012.

26.2. Every driver will be required to undergo on the official cost of Board every year from the authorized medical officer and fitness certificate will be communicated to the Deputy / Assistant Secretary/ Establishment / Admin. In case of failure, concern Branch may stop the salary of concerned drivers until such certificate is received.

26.3. In case of vacant posts of drivers, the Chairman may appoint drivers on daily wages basis on the following terms and conditions.

26.3.1. The period of appointment will be on the discretion of the Chairman.

26.3.2. The driver will be engaged in the prescribed pay scale and rate of daily wage will be fixed on the following formula.

26.3.3. $(\text{Initial of the Pay Scale} + \text{Usual Allowances}) \div 30 = \text{One day wage OR rates determined by District Coordination Officer for skilled persons, whichever is beneficial for the driver.}$

26.3.4. The person must hold at least LTV License with five years experience as driver after getting License.

26.3.5. The driver will be paid Daily Allowance of the relevant scale of the post if he is required for duty other than the Headquarter.

26.3.6. He will be allowed late sitting allowance on the basis of minimum of the pay scale of the post on the recommendation of the Officer In-charge Transport.

25.5 The office vehicles would be got repaired/general overhauled the Engines of Board's Vehicles from local market in addition to Toyota Multan Motors, for Toyota Vehicles, Hyundai Multan Motors, Multan for Hyundai vehicles, Suzuki Multan Motors, Multan for Suzuki vehicles in the best interest of the office.²

¹ Approved by Board in its meeting held on 21.09.2017 vide item # 3(x).

² Amended vide Item # 17 dated 17.2.2015

**CHAPTER -49
WORKS RULES**

PRELIMINARY

1. Short title and commencement.

- 1.1. These rules may be called Board of Intermediate & Secondary Education Multan Works Rules, 2013.
- 1.2. They shall come into force at once.

2. Definitions.

- 2.1. In these rules, unless the subject or context otherwise requires-
 - 2.1.1. “administrative approval” means, the approval of the Chairman Board to the suitability of the work from the administrative point of view and the incurring of the proposed expenditure thereon;
 - 2.1.2. “Board” means, Board of Intermediate & Secondary Education Multan.
 - 2.1.3. “Board’s Engineer” means, a person appointed or hired for the purpose by the competent authority.
 - 2.1.4. “Chairman” means, Chairman Board of Intermediate & Secondary Education Multan.
 - 2.1.5. “Contractor” means, a person, consultant, firm, company or an organization who under takes to supply goods, services or works.
 - 2.1.6. “contract” means, an agreement, executed on stamp paper of appropriate value, enforceable by law;
 - 2.1.7. **Development Committee (Campus Construction Committee)** means, the committee through which constructive works are executed departmentally.
 - 2.1.8. “Deposit work” means, any work of this organization which is executed or is to be executed by an Agency other than the Board of Intermediate & Secondary Education, Multan.
 - 2.1.9. “Government” means, the Government of the Punjab.
 - 2.1.10. “maintenance work” means, any operation undertaken to maintain an existing work in proper condition and repair;
 - 2.1.11. “major work” means, a work, which estimated cost is rupees five hundred thousand or above;

- 2.1.12. "**Minor work**" means, a work, which estimated cost is less than rupees five hundred thousand but more than rupees fifty thousand.
- 2.1.13. "**Ordinance**" means, the Punjab Boards of Intermediate & Secondary Education (Amendment) Ordinance 1985 (No.XXXIII of 1985) and as may be amended from time to time.
- 2.1.14. "**original work**" means, any new construction whether an entirely new work or involving material additions or alterations to an existing work;
- 2.1.15. "**petty work**" means, a work, which estimated cost does not exceed rupees fifty thousand or such other sum as may be specified by the Board from time to time;
- 2.1.16. "**Secretary**" means, the Secretary, Board of Intermediate & Secondary Education Multan.
- 2.1.17. "**Technical sanction**" implies the scrutiny of estimates from technical point of view and denotes that the estimates as sanctioned are technically correct and in order.
- 2.1.18. "**Work**" means, any work executed in accordance with these rules.

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

PREPARATION OF SCHEMES

3. Where BISE, Multan has to undertake an original work costing rupees five hundred thousand or more with regard to construction/repair of building, water supply, drainage, sewerage, development of roads and streets lighting or any other similar service, the BISE, Multan shall, subject to the provisions of the Ordinance and these rules, frame a scheme for the execution of such work. Provided works costing below five hundred thousand shall be prepared and approved on the basis of cost estimates only.
4. A scheme shall be prepared as a rough cost estimate in the first instance. Such a scheme may be prepared through the **Campus Construction Committee** or through such technical agency as may be specified by the Board.

5. Where a scheme is prepared by an agency other than BISE, Multan, the BISE, Multan will pay such fees for the preparation of the scheme as may be fixed by Board either generally or in any specific case.
6. A draft scheme prepared under these rules with other matters shall specify:-
 - 6.1. detailed history of the scheme including nature and location of the scheme;
 - 6.2. full particulars of the works to be executed;
 - 6.3. justification for the scheme;
 - 6.4. the estimated cost;
 - 6.5. the manner in which the scheme shall be financed;
 - 6.6. the agency through which the scheme shall be executed;
 - 6.7. the phases in which the scheme shall be executed;
 - 6.8. the period during which the scheme in its various phases shall be completed;
 - 6.9. the benefits and returns from the scheme;
 - 6.10. Such other particulars as prescribed in the standard PC-I form.
7. After the approval of the scheme, the Chairman BISE, Multan shall take all necessary steps to implement the scheme through the Board's Engineer after formal administrative approval, technical sanction and appropriation of funds.

ESTIMATES & PLANS

8. Whenever a necessity for undertaking an original work, a major work, petty work, repair and maintenance work arises, the Chairman may require the Board's Engineer to prepare the rough cost estimates or PC-I for vetting from Campus construction Committee.
9. When a work is to be undertaken other than relating to repair and maintenance, the Board's Engineer shall obtain the approval of the Chairman before the preparation of plans and estimates.
10. The BISE, Multan will follow the MRS/ Schedule of Rates as notified by the Government of the Punjab, Finance Department from time to time for preparation of estimates.
11. The tenders invited under rule 50 may be accepted by the Chairman on the recommendations of **Campus Construction Committee** subject to the conditions that:-

- 11.1. The normal procedure for invitation of tenders has been adopted;
- 11.2. The rates quoted and amounts tendered are such that the total cost of the project shall not exceed the amount for which the technical sanction has been accorded by more than 4.5%; and
- 11.3. Only the lowest tender is accepted unless reasons are recorded in writing for refusing the same.
- 11.4. Sufficient budget provision exists for execution of work.
12. The estimates for a work under these rules shall be prepared in the form and mode prescribed for the preparation of estimates in the West Pakistan Building and Road Department Code.
13. An estimate on which a work is to be undertaken shall be subject to;
 - 13.1. Sanction and grant of administrative approval by the competent authority.
 - 13.2. Technical sanction by competent authority as referred in item No. 9, Board Meeting No. 276 dated 18-02-2005.
 - 13.3. Availability of funds for the scheme.
14. The executive powers of BISE, Multan with regard to grant of administrative approval / technical sanction of each work or scheme up to rupees two millions included in the approved budget of BISE, Multan shall vest to the Chairman after recommendations of Campus construction Committee.

Provided that administrative approval for petty works/repair works of any amount will be granted by the Chairman from block allocation of funds, after the recommendations of campus construction committee.
15. The executive powers of BISE, Multan with regard to grant of administrative approval / technical sanction of each work or scheme above rupees two millions included in the approved budget of BISE, Multan shall vest to the Chairman after recommendations of **Campus Construction Committee** and Board.
16. The Chairman shall have the power to grant Technical Sanction and approval of rates upto Rs. 20,00,000/-as vested with him vide letter No. F.D (FR) II-2/89(Prov-1) dated Lahore, the 9th May, 1990 in consultation with the **Campus Construction Committee** of the Board.
17. The authority, competent to grant administrative approval/ sanction, may approve or sanction the estimates subject to such modifications as it may deem fit.

18. If an estimate for a maintenance work is not undertaken then it shall be lapsed after the expiry of the financial year to which it relates. An estimate for a work other than a maintenance work shall unless otherwise specified, lapse after a period of three years.
19. During execution of work or scheme, the cost of scheme shall not be allowed to exceed 25% of the approved cost due to change in design, scope or rates. If the cost of scheme exceeds more than 25% of the approved cost, revise administrative approval/ revise technical sanction may be taken from the competent authority.
Provided that during execution of projects, the Chairman is competent upto Rs.20 lacs and the Board more than 20 lacs for change in design, scope of work or rates on the recommendations of Campus construction Committee, if such change is unavoidable. The contractor will be bound to carry out the work as per changes. Such alterations will not invalid the contract.

ANNUAL DEVELOPMENT PLAN

20. The BISE, Multan may prepare its Annual Development Plan and get it approved by the Board.
21. Before the start of work on a project included in the Annual Development Plan, the detailed estimates of work shall be prepared and approved by the Chairman.
22. The Annual Development Plan, among other matters, shall specify-
 - 22.1. the various works to be undertaken;
 - 22.2. the order in which they shall be undertaken;
 - 22.3. the probable dates of the commencement and the completion of various works;
 - 22.4. whether a specified work shall be executed departmentally or through contractor or agency; and
 - 22.5. such other necessary particulars or as may be specified by the BISE, Multan.
23. Any Development Plan shall be placed before the Board in its ordinary meeting for consideration and approval which may be sanctioned with or without modification.
Provided that a block/lump sum allocation of funds for petty repair/maintenance works can be sanctioned by the Board in the annual budget. However, funds allocation for original works/projects as

- Development Plan will be provided separately in the budget.
24. The Annual Development Plan sanctioned or modified shall be appended with the annual Budget.
 25. As soon as the Annual Development Plan is sanctioned, the Board's Engineer shall, subject to the direction of the Chairman, proceed to take such steps as may be necessary to execute the work in accordance with the Annual Development Plan.
 26. The Board's Engineer shall submit the report of ADP schemes / running schemes to the Secretary Board on the seventh day of every month,
 27. The Secretary shall submit the implementation progress report of ADP to the Chairman at least once in three months.
 28. No new original work shall be executed unless it is included in the Annual Development Plan, administratively approved and technically sanctioned by the competent forum or authority.

AGENCIES FOR THE EXECUTION OF PROJECTS.

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

Provided that the execution of work through **Campus Construction Committee** shall be liable to the technical supervision and evaluation by the Board's Engineer.

35.

- 35.1. Subject to the provisions of these rules BISE, Multan may carry out work of any cost through the campus construction Committee.
- 35.2. The Campus Construction Committee shall ensure the execution of work as Approved by the Board
- 35.3. The BISE, Multan shall be competent to get the works executed through the Campus Construction Committee under the order of the Chairman where the project costs is up to two million rupees and with approval of the Board where the project costs exceeds from two million.
- 35.4. Before the start of work, the detailed estimates of the work shall be got technically sanctioned by the Chairman.
- 35.5. The Campus Construction Committee shall be responsible through the Engineer for arranging the supply of material and skilled labour, etc. at competitive rates by calling quotations etc. through open competition.
- 35.6. The Board's Engineer shall be responsible for the execution of work according to design and specifications. The Board's Engineer shall also furnish a completion certificate in respect of each scheme separately on the Proforma as being used by Communication and Works Department.
- 35.7. The Chairman may release the estimated cost if the project is less or equal to Rs. 20 lacs through crossed cheque in the name of Concerned Branch Officer if deemed necessary.
- 35.8. The record of expenditure occurred upon the scheme will be maintained properly including the following.
 - 35.8.1. Detailed estimates duly approved administratively and technically sanctioned by the competent authorities;
 - 35.8.2. The quotations and vouchers of all articles or materials etc. purchased by the Board's Engineer as per rule.
 - 35.8.3. Master roll for payment of labour charges;
 - 35.8.4. Inspection registers for each scheme;

- 35.8.5. Payments / bills verified by all the members of the campus construction Committee; comparative statement prepared and signed by Board's Engineer.
- 35.8.6. Assessment report of each work prepared by the Board's Engineer and duly verified by the campus construction Committee.
- 35.9. All members of the Construction Committee shall be authorized to inspect the work/project periodically and check the quality of work. The results of inspection will be recorded in the inspection report by the concerned members under their signatures.
- 35.10. The engineer of the BISE, Multan shall inspect all Projects and provide technical guidance at the spot to the Committee regularly.
- 35.11. The accounts of the Project shall be referred by the Secretary to the Chairman BISE, Multan within one month of the date of completion of the Project for adjustment.

CONTRACTORS

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

sub-section (1). The decision of the Board will be final and cannot be challenged in any court of law.

WORK ORDERS AND CONTRACTS

39. When any work is to be executed by employment of daily labour, a master roll shall be maintained for such work.

40. Where a work is to be carried out through contract, the Secretary Board shall invite tenders/ quotations in the mode prescribed in the construction rules of the Board.

Provided that for participating in tendering, the contractor will be liable to attach CDR issued by HBL Board campus branch, Multan or any scheduled bank of Pakistan @ 2% of estimated cost.

Provided further that tender forms will be issued by the Board's Engineer to the participants on payment of nonrefundable fee on the rates as in C&W Department.

41. A complete case, comprising administratively & technically sanctioned estimate, budget availability report from DSF, tender/quotation notice, tenders/quotations received from the contractors, comparative statement, a copy of enlistment of contractors, proof of deposited tender form fee, recommendations of **Campus Construction Committee** in addition to any other required record, will be submitted to the Chairman through Secretary by the Engineer. The work shall be given to the person offering the lowest tender/ quotation after approval of the Chairman.

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

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

Provided that agreement deed will be signed by the Secretary on behalf of BISE, Multan.

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

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

44. In case of works to be executed through contractor, the Board's Engineer shall prepare contract documents which shall include the following:-
- 44.1. a complete set of drawings, the general dimension of the proposed work and so far as necessary details of the various parts of the works;
 - 44.2. a complete specification of the work to be done and of the materials to be used;
 - 44.3. a schedule of the quantities of the various descriptions of works; and
 - 44.4. a set of 'conditions of contract' to be complied by the contractor.
- 45.
- 45.1. When a work is to be carried out as a contract work, tenders shall be invited and accepted by the Chairman after scrutiny by the Secretary and certification of availability of funds by the Deputy Secretary Finance in the manner as prescribed in the BISE, Multan construction rules 2012-2013 and in the forms being used by the Communication and Works Department.
 - 45.2. The performance security shall be taken from the contractor as per building rules wherever it is necessary and it will be refunded after three months of the completion of work as per building rules, failing which his tender shall be cancelled and re-invited while the earnest money would be forfeited by the BISE, Multan.
The amount of above said earnest money shall be refunded in the first running bill. The performance security will be refunded after 3 months of the successful completion of the project.

EXECUTION AND INSPECTION OF WORKS

46. The Board's **Campus Construction Committee** shall be responsible for ensuring that:-
- 46.1. all works are executed in the best interest of the BISE, Multan.
 - 46.2. all works are executed in accordance with the specifications in the sanctioned estimates and the provisions of these rules;
 - 46.3. the terms of contract are strictly enforced and nothing is done to nullify or vitiate a contract; and
 - 46.4. the Competent Authority, who accords technical sanction inspects the projects from time to time by and convey his observations to the Resident Engineer.

47. If due to any unavoidable circumstances, a work cannot be completed within the period, specified in a contract, an extension in such period may be allowed on the request of contractor as per contract conditions by the Chairman on the recommendations of Campus Construction Committee.
48. If there is:-
 - 48.1. any interruption in the execution of a work;
 - 48.2. any unusual loss in materials;
 - 48.3. any damage to property; or
 - 48.4. any accident during the execution of any work, the Board's Engineer or the person in-charge of the work shall report the case to the Secretary, who shall take such action as he may deem necessary under intimation to the Chairman.
49. The works shall be inspected by-
 - 49.1. The Chairman.
 - 49.2. The Secretary.
 - 49.3. The Campus Construction Committee or its members.
 - 49.4. The Board's Engineer.
 - 49.5. Any officer or authority responsible for inspection of the work of the BISE, Multan.
50. The Competent Authority, who accords technical sanction may inspect the projects from time to time and convey his observations for rectification to the Board's Engineer.
51. An order book will be maintained for every work which includes the following information :-
 - 51.1. the orders and instructions given to the subordinates or to the contractor; and
 - 51.2. The remarks about the inspection of the work.
52. An administrative diary consisted of progress shall be maintained for every work in the form and manner as being used by Communication and Works Department.

COMPLETION OF WORKS

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

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

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

ACCOUNTS FOR WORKS

64. Payment bills for work shall be prepared by the Engineer in the form as being used in C&W department.
65. When a work is executed by daily labour, a master roll accompanied by an abstract of work executed as a petty work or a contract work and the measurement book shall form the basis of the account.
66. Any payment, either for the work done or supply made irrespective of any amount, must be entered in stock register for petty works and in the measurement book for tendered works.
67. Final payment shall be made when the work has been completed but running payments may be made during the course of the execution of the work in accordance with the principles prescribed in the West Pakistan Building and Road Departments Works Code.
68. When any establishment is engaged for the purpose of a particular work and the cost of such establishment is to be charged against such work, the payment of such establishment shall be made by means of a work charge establishment pay bill as used in the Communication and Works Department. The appointment of work charged establishment shall be made by the Chairman on the recommendations of the Secretary within the provision of sanctioned estimate.
69. The Board's Engineer shall prepare and submit the running or final bills, as the case may be, of work done at site to the Branch Officer through the Secretary Board, who may raise such objections and seek such information as he may consider necessary. If Finance Branch has no objection, the bill shall be submitted to the Secretary for onward transmission to Audit Officer for application of necessary checks. The bill will be submitted to the Chairman for sanction. As and when the sanction is accorded by the Chairman; the voucher will be signed by the Secretary. It will be forwarded to the Audit Officer for pre audit and then to the Deputy Secretary (Finance) for disbursement of money in a prescribed manner.

Provided that final payment will not be made without verification and recommendations of **Campus Construction Committee** at all.

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

Provided further that 10% security from bills of works and 3.5% security from the bills of supply will be withheld while making payment.

70. Payment to contractors shall be made by crossed cheques and as far as possible within thirty days of the completion of the work. If for any reason, the payment is not made or cannot be made within the specified period of thirty days, the reasons for such non-payment shall be reported to the Chairman by the Engineer.
71. The security, deposited by the contractor, withheld from the bill, if any, shall be retained by the Finance Branch for six months after completion of the work and shall be returned to the contractor on his request, unless in the meantime the work has been found to be defective or not up to the specifications and the contractor has not remedied such defects or failed to comply with the specifications in such case, the security or sum deducted shall be retained until such defects have been remedied. In the case of supply of materials, security shall be retained for three months subject to the conditions mentioned above.
72. The bill for refund of security shall be processed in the same manner as prescribed in rule No.2.70 above in addition to a satisfactory report from **Campus Construction Committee** after getting the work verified physically.
Provided that in case, the defects are not rectified by the contractor even after serving two notices, the amount of security will be forfeited in favour of this organization. If the loss is not made good from the forfeited amount then the excessive incurred amount will be recovered from the defaulting contractor.
73. For the purpose of accounts of BISE, Multan works, such registers and forms shall be maintained as are in use of Communication and Works Department.
Provided that the Board's Engineer will be responsible for the maintenance of proper stock and store account, enlistment of contractors fee register, tender form fee register etc. The works register, contractors ledger as well as security register will be maintained by the Finance Branch.
74. No advance, in any rate, will be made to contractor for any work to be executed for BISE, Multan.
75. **Relaxation of Rules.** The Chairman Board will be competent to relax / change / modify any clause of these rules in the best interest of the Board. However such action will be placed in the meeting of Board for approval.

76. Where The Board of Intermediate & Secondary Education ,Multan Works Rules 2013 are silent , Works Rules approved by Board in its 276th meeting dated 18-02-2005 under item No. 9 and Building Department Rules, Govt. of Punjab will be applicable.

**CHAPTER -50
PURCHASE RULES**

All the purchases in the Board are being made under PPRA rules 2014.