



**FEDERAL BOARD OF INTERMEDIATE
AND SECONDARY EDUCATION**

Sector H-8/4, Islamabad, PAKISTAN

No. FBISE/REGN/NOTI/SSC/2020-2022/ **682**

16 June, 2020

NOTIFICATION

It is hereby notified for information of all concerned that the schedule of **ADMISSION** and **REGISTRATION** of the students of **Class-IX** for academic session 2020-2022 will be as follows:

a. SCHEDULE FOR ADMISSION IN INSTITUTIONS

- (1) Last date for Admission - 31 August 2020
- (2) Admission with special (prior) permission of Chairman/Chairperson FBISE with Rs 800/- (inland)/US \$ 20/- (Abroad) per candidate as special permission fee - upto 15 September, 2020

b. SCHEDULE FOR RECEIPT OF REGISTRATION RETURN

Receipt of Registration Return with normal fee @ Rs 800/- (inland)/ US \$ 75/- (Abroad) per candidate - upto 30 September, 2020

c. LATE SUBMISSION OF REGISTRATION RETURN

In case, a candidate is admitted within the stipulated period mentioned above at Para (1a) but Registration Return is not submitted within the stipulated period i.e. upto **30 September, 2020**, a surcharge of Rs 800/- (inland)/US \$ 20/- (abroad) per month per candidate will be levied **upto (15) fifteen days after the announcement of schedule of examination/admission forms**. The part of the month shall be treated as full month for purpose of fee. In late submission cases, the following documents shall also be forwarded with the Registration Returns **duly attested** by the Principal concerned:

- i. Copy of Admission Form (filled at the time of admission in institution)
 - ii. Copy of Admission Withdrawal Register (relevant page)
 - iii. Copy of School Leaving Certificate (previous institution) if any
 - iv. Copy of Fee Deposit Slip (fee deposited for admission in the institution)
- d. No request for late registration will be entertained after the deadline as highlighted at Para 1 (c) above.**

Note: The Board may ask for original record pertaining to documents mentioned at Para 1 (c) or any other document (if required).

2. All affiliated institutions shall submit Registration Returns online by filling the Registration Return proforma available at our website www.fbise.edu.pk. Registration Fee shall be deposited at any nearest HBL Branch by completing and downloading the fee challan available at our website upto 30 September, 2020. Registration fee for institutions abroad may also be paid through **Credit Card (Master or Visa) through FBISE website** OR may be deposited in following accounts:

Accounts	Swift Code	IBAN Code
Foreign Account(Rs)	HABBPCKA	PK26HABB0022110050002001
Foreign Account(\$)	HABBPCKA	PK79HABB0022117900687511

Instructions/procedure for online submission of Registration Returns is attached herewith.

3. Hard copy of Computerized Registration Return alongwith original fee challan (FBISE Copy) and a copy of valid Affiliation letter must be submitted to the Assistant Secretary, SSC Registration by post or at One Window Cell of FBISE upto closing date of Registration Return i.e. 30 September, 2020.

Continued on Page 2

(2)

4. Admission in class IX/X on transfer basis from Board to Board or institution to institution may be made within **thirty (30) days** of withdrawal from previous institution subject to eligibility determined by the Board. Registration of such students must be forwarded **Within (15) days** after admission on payment of normal Registration fee whereafter late fee will be charged as mentioned at para 1(c). Following documents must be enclosed with the Registration Return of transfer cases:

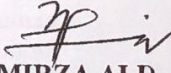
- a. Original NOC/Migration Certificate
- b. Copy of School Leaving Certificate duly attested by the Principal concerned
- c. Proof of promotion to SSC-II/copy of SSC-I Result Card **duly verified by the Board concerned** (in case of admission in class X)
- d. Copy of result card duly attested by the Principal concerned in case of Change of stream

5. A student who is admitted in time in an institution affiliated with any other Board but not registered due to any reason (supported by documents) shall be treated as fresh candidate for the purpose of Registration. In case of delay, late fee will be charged as per schedule described at Para 1 (whichever fee is applicable).

6. The Head of Institution shall be solely responsible for communication of complete and correct particulars of the students, i.e. spellings of name, parentage, date of birth, gender and placement of correctly scanned **recent** photograph (preferably in current School Uniform) etc, **as these particulars shall be treated as full and final; and will be accordingly exhibited on all documents/certificates to be issued by the Board.**

7. Mere registration of a candidate shall not entitle him/her to appear in an examination. He/She must fulfill the conditions laid down for the eligibility to sit an examination. The Board also reserves the right to cancel the registration of a candidate at any stage if it is found that the particulars provided are false.

8. **It is expected that all stakeholders i.e. heads of institutions and students etc will follow the SOPs of government regarding Covid-19 while processing the registration data.**


(MIRZA ALI)

Director (Academics)

☎ 051-9269510

Email: director.acad@fbise.edu.pk

The Heads of all Institutions Affiliated at
SSC level with FBISE, Islamabad
(As attachment through E-mail as well)


Copy to:

The Director General, Federal Directorate of Education, G-9/4, Islamabad
The Director of Education, FGEI (C&G), Sir Syed Road, Rawalpindi
The Director, Army Directorate of Education (IGT&E Branch), GHQ, Rawalpindi
The Director of Education, PAF Rear Air HQs, Peshawar
The Director of Education, Naval HQs Islamabad
The Chairman, Private Educational Institution Regularity Authority, G-8, Islamabad
GSO-I, Regional Offices, Rawalpindi, Wah, Peshawar, Mangla, Gujranwala, Lahore, Multan, Quetta,
Bahawalpur & Karachi Cantt
CB Education Directorate, C/o Chaklala Cantonment Board, Murree Road, Rawalpindi
All Embassies/Pakistan Missions concerned

Internal:

APS to Chairman
APS to Secretary
All HODs
The System Analyst (with the request to upload it on website)
The Deputy Secretary (Finance)
The Deputy Director (Audit)
Incharge, FBISE Sub-offices Gilgit-Baltistan and Skardu
Chat Room

Note: Information on the subject matter alongwith Registration Return Proforma and Bank Challan are available at the FBISE Website www.fbise.edu.pk


(SABIR HUSSAIN)

Deputy Secretary (Registration)

☎ 051-9269524

INSTRUCTIONS FOR ONLINE REGISTRATION

1. Open FBISE Website (www.fbise.edu.pk) and click on "Online Registration". Following button would appear:



2. After clicking on this button the following window will open:

USER AUTHENTICATION

SIGN IN

WELCOM TO FBISE!

Sign In

3. Enter institution code & password in the relevant filed and then click on sign in button

User ID: Enter your "Institution Code" as user ID
Password: FBISE123

Note: After first log in password should be changed, in case of any mishandling the institution concerned will be responsible.

4. After submission, the following will appear:

ADD STUDENT INFORMATION!

Show: entries Search:

S.#	Candidate Name	Father's Name	NIC/B'FORM	B Date	A Date	Gender	Group	S	Action
1									

Showing 1 to 2 of 2 entries Previous 1 Next

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5. Click on "Add Student Information" button on top left side of the form.

ADD STUDENT INFORMATION!

Show: entries

6. After clicking the above button the following form will appear:

CANDIDATE NAME:	<input type="text" value="CANDIDATE NAME"/>
FATHER'S NAME:	<input type="text" value="CANDIDATE FATHER NAME"/>
DATE OF ADDMISSION	<input type="text"/>
DATE OF BIRTH	<input type="text"/>
SELECT GENDER	MALE <input type="text"/>
SELECT GROUP	SCIENCE <input type="text"/>
NIC/B' FORM:(XXXXXXXX-XXXXXX-X)	#####-####-#

Save this Record

- Complete the above text fields for each student individually and then click on "Save this Record" button. After this, same text fields will appear and you will complete it with another student record, save it and repeat it for each student.
- To view the saved records click on the "View Student Detail" button on top left side of the form



- After clicking "View Students Detail" button, the following window will appear:

ADD STUDENT INFORMATION

Show: All entries Search:

S.#	Id	Candidate Name	Father's Name	NIC/B'FORM	B Date	A Date	Gender	Group	S	Action
1		m RIAZ KHAN	MUHAMMAD ALI KHAN	12101-3351120-5	06/01/1983	30/03/2016	MALE	SCIENCE	<input type="checkbox"/>	
2		HUZAIFA KHAN	MUHAMMAD RIAZ KHAN	11111-1111111-1	05/01/2010	29/03/2016	MALE	SCIENCE	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries Previous 1 Next

DRAFT PRINT **FINAL SUBMIT** **FINAL PRINT**

DRAFT PRINT **FINAL SUBMIT** **FINAL PRINT**

- User can edit or delete record if required by clicking on the edit or delete in front of each record. The selected record displays on the screen. After editing each record must be saved by clicking on the "Save Updates" button
- Final Submit: After completion each record status field check box be clicked which confirms that record is correct. Then press "Final Submit" button which will send record to final Data and user will not be able to edit or delete record after submitting. Popup box will re-confirm submission.

S.#	Id	Candidate Name	Father's Name	NIC/B'FORM	B Date	A Date	Gender	Group	S	Action
1		m RIAZ KHAN	MUHAMMAD ALI KHAN	12101-3351120-5	06/01/1983	30/03/2016	MALE	SCIENCE	<input checked="" type="checkbox"/>	
2		HUZAIFA KHAN	MUHAMMAD RIAZ KHAN	11111-1111111-1	05/01/2010	29/03/2016	MALE	SCIENCE	<input checked="" type="checkbox"/>	

- Final print: This will print only those records that are checked and submitted by user. A copy of Final print shall be sent to FBISE duly signed and stamped along with relevant records and fee instantly after online submission.
- Online Registration Module is available on FBISE website. Institutions are instructed to check/use the module and in case of any problem contact:

Officer/Office	Phone	E-mail
Chat Room (online help) (For technical issues related to online submission, login and other problems related to website)	-	www.fbise.edu.pk
Assistant Secretary SSC (Registration) (For issues related to eligibility of candidates for registration)	051-9269525	director.acad@fbise.edu.pk