



BOARD OF INTERMEDIATE & SECONDARY EDUCATION,

MARDAN

No: 4165/Estt/BISEM

Dated: 15-02-2022

To: The Chief Commissioner,
Right to Public Services Commission (RTS),
Government of Khyber Pakhtunkhwa,
Peshawar.

SUB: STANDARDIZATION OF PUBLIC SERVICES COMMON TO ALL BOARDS OF INTERMEDIATE AND SECONDARY EDUCATION

Dear Sir,

With reference to the meeting of chairmen BsISE of Khyber Pakhtunkhwa with chairman RTS Peshawar on 09-02-2022, the following number of services delivered by BsISE, were finalized by all chairmen in the KPBC Meeting No. 227, dated: 15-02-2022 held at BISE, Mardan.

S#	Type of Service	Time Limit	Designated Officer	Appellate Authority	Pre-requisite
1	Issuance of Certificate	Within 6 months.	Secretary	Chairman	Presence of applicant or Blood relatives with CNIC
2	Verification of DMC/Certificate	Within 3 days	Controller/Secretary	Chairman	Deposit of fee
3	Correction of Name/F. Name/Date of Birth in Documents	Within 3 days	Secretary	Chairman	o Admission Withdrawal Register in case of regular students and NADRA form B or CNIC in case of private students. o Deposit of fee.
4	Issuance of Duplicate Certificate	1 day	Secretary	Chairman	Simple application and deposit of fee.
5	Issuance of DMC	Within 3 days after declaration of result	Controller of Examinations	Chairman	-----
6	Duplicate DMC	One day	Controller of Examinations	Chairman	Deposit of fee.
7	Disposal of UFM Appeals	Within 7 days	Controller of Examinations	Chairman	Deposit of fee.
8	Cancellation of Results.	One day	Controller of Examinations	Chairman	o Application within 10 days of declaration of result. o Deposit of fee.

9	Re-totaling of marks	Within 30 days	Controller of Examinations	Chairman	Application within 15 days after result with normal fee and another 15 days with double fee.
10	Migration Certificate a. School to School b. College to College c. Board to Board d. Board to University	One day	Secretary	Chairman	<ul style="list-style-type: none"> ○ Deposit of fee. ○ NOC from both institutions in case of a and b.
11	Change in DoB and Name through Court Decree	Within 10 days	Secretary	Chairman	<ul style="list-style-type: none"> ○ Certified Final Court Decree. ○ Deposit of fee.
12	Nomination of Amanuensis (Helper for disabled candidates)	<ul style="list-style-type: none"> ○ Within 3 days in normal cases. ○ Immediately in case of emergency. 	Controller of Examinations	Chairman	<ul style="list-style-type: none"> ○ On the basis of medical report. ○ Deposit of fee in emergency cases



**SECRETARY
(BISE, Mardan)**

Copy to:

- i. SO (General), Elementary & Secondary Education Department, Civil Secretariat, Peshawar.
- ii. PS to Chairman, BISE, Mardan.