THE
CALENDAR
OF THE
BOARD OF INTERMEDIATE & SECONDARY EDUCATION
FAISALABAD

VOLUME 1
(RULES)
PREFATORY NOTE

The Board of Intermediate & Secondary Education, Faisalabad was constituted in the year 1988. The Board in its first meeting held in Syndicate Room, Agriculture University, Faisalabad on 18.9.1988 adopted the Rules/Regulations and amendments up to 30.6.1988 contained in the Calendar of Sargodha Board. I attended to a long-felt need of Driving out the first edition of the Calendar to enable the Board to run its affairs independently and efficiently. Luckily enough I got an opportunity of availing myself of the able guidance of Prof. Dr. Bashir Ahmad Rana, the Chairman of the Board, whose profound interest in this matter ultimately led to the constitution of the Calendar Committee. By the grace of Almighty Allah this uphill task completed within a due course of time.

It is apt to mention here that all the members of Committee/Board have tried their level best to in-corporate all the amendments/changes in the Calendar to make it up-to-date as far as possible.

I hereby cordially acknowledge my in-debtedness' to the assistance and co-operation of the staff and Committee for their sincere efforts and day to day hard labour to make the Calendar up to date in accordance with the latest trends by wisely incorporating the faithfully English version of the various amendments/changes etc. Which was oriinally issued in Urdu from time to time. It is being published under the auti wity of the Board, in two volumes Vol. 1 comprises the Act and Regulations Vol-II cont-. , ills the Rules only.

Finally I express my heartfelt thanks to Prof. Dr. Bashir Ahmad Rana the Chairman of this Board, whose sincere guidance, personal keen-and profound interest, the untiring devotion, zeal and earnestness have helped a lot for the preparation and publication of the Board Calendar.

(CH. MUHAMMAD AFZAI. RAJWA) Secretary.
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CHAPTER 1
PUNJAB BOARDS OF INTERMEDIATE AND SECONDARY EDUCATION ACT 1976
PUNJAB ACT NO.XIII OF 1976
AS AMENDED BY
THE BOARD OF INTERMEDIATE AND SECONDARY EDUCATION (AMENDMENT) ORDINANCE 1985
PUNJAB ORDINANCE NO. XXXIII OF 1985

AN ACT
AN ACT to reconstitute and establish Boards of Intermediate and Secondary Education in the Punjab and to amend and consolidate the law relating thereto.

Preamble
WHEREAS it is expedient to reconstitute and establish Boards of Intermediate and Secondary Education in the Punjab and to and consolidate the law relating thereto:-
It is hereby enacted as follows:-

1. Short title and Commencement
1) This Act may be called the Punjab Boards of Intermediate and Secondary Education Act, 1976.
2) It shall come into force on such date as may be notified by Government in the official Gazette.

2. Definitions.
In this Act, unless the context otherwise requires. The following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
a) Board means a Board of Intermediate and Secondary Education constituted or reconstituted under Section 3.
b) ‘Chairman means a Chairman of the Board:
c) ‘College’ means an institution of a Board and recognized by it for Intermediate Education and includes a college having Intermediate and degree Classes and affiliated to the University for the Degree Classes.
d) ‘Committee’ means a Committee constituted under this Act.
e) ‘Controller of Examinations’ means the Controller of Examinations of a Board;
f) Controlling Authority’ means the Controlling Authority specified in Section 11;
g) ‘Government’ means the Government of the Punjab;
h) ‘I lead of an institution’ means the Principal of a college or the head-master or headmistress of a School;
i) ‘Institution means a college or a school;
j) ‘Intermediate College’ means an institution recognized for imparting instructions of Class XI and Class XII and includes an institution having classes for Intermediate and Secondary Education;
k) ‘Intermediate Education’ means Education pertaining to Class XI and Class XII;
l) ‘Member’ means a member of a Board;
m) ‘Prescribed’ means prescribe by regulations of rules;
n) ‘Principal’ means the head of a College;
o) ‘Recognized’ means recognized by a Board;
p) ‘Regulations’ and ‘rules’ means respectively the regulations and rules made or deemed to have been made under this Act.
q) ‘School’ means an institution within the jurisdiction of a Board and recognized by it only for Secondary Education;
r) ‘Secondary Education’ means education pertaining to Class IX and Class X and such other Classes as may be declared by Government to be Classes of Secondary Education;
s) ‘Secretary’ means the Secretary of Board; and
t) ‘University’ means the University having jurisdiction within an area in which a board functions under Section 4.


1) Government may establish one or more Boards in respect of such institutions or such areas as it may deem necessary.

Provided that Boards of Intermediate and Secondary Education, Education Bahawalpur, Gujranwala and Rawalpindi shall be constituted and provided further that as soon as may be, the Board of Intermediate and Secondary Education, Lahore, reconstituted under the West Pakistan (Boards of Intermediate and Secondary Education, Lahore) Ordinance, 1961 (Ordinance No. XVIII of 1961) and the Boards of Intermediate and Secondary Education (Multan and Sargodha) constituted in accordance with the provisions of the West Pakistan Boards of Intermediate & Secondary Education (Multan and Sargodha) Ordinance, 1968 (Ordinance No. VII of 1968) shall be reconstituted by the Government.

2) A Board shall be a body corporate and shall have perpetual succession and a common seal with power to acquire, hold and transfer property and may sue or be sued by its corporate name.


A Board shall exercise its powers in respect of such institutions and within such area as may be determined by the Government from time to time.

5. Constitution of a Board.

1) A Board shall consist of the following members namely:-
   i) The Chairman;
   ii) The Vice Chancellor of the University, or a University Professor nominated by him;
   iii) All Directors of Education related to the area within the jurisdiction of a Board;
   iv) The Director of Technical Education Punjab, Lahore or his nominee;
   v) One representative each of the Finance and Education Departments not below the rank of a Deputy Secretary;
   vi) One Principal of a Degree College situated within the jurisdiction of the Board to be nominated by the Controlling Authority;
   vii) One Principal of an Intermediate College situated within the jurisdiction of the Board to be nominated by the Controlling Authority;
   viii) Two Headmasters and one Headmistress of schools situated within the jurisdiction of the Board to be nominated by the Controlling Authority; and
ix) Two persons nominated by the Controlling Authority from amongst scholars and retired Educationists;

2) The names of the nominated members shall be notified in the official Gazette.

3) The term of Office of members, other than ex-officio members, shall be three years.

4) No members appointed by virtue of his office shall continue to be a member if he ceases to hold that office.

5) When a person ceases to be a member of a Board, he shall cease to be a member of any committee of which he may be a member.

6. Resignation of member.

1) A member may resign his membership by a letter addressed to the Chairman.

7. Removal of a member.

1) A member shall be liable to be removed by the Controlling Authority if he,

i) A member shall be liable to be removed by the Controlling Authority if he,

ii) Is declared insolvent by a competent Court; or

iii) Is convicted by a Criminal Court of an offence involving moral turpitude;

iv) Is found negligent in the discharge of his functions.

2) The decision of the Controlling Authority removing a member from his office under sub-section (i) shall be final and shall not be questioned by or before any court or other authority.

8. Casual vacancies.

1) Whenever there occurs a vacancy in the membership of a Board due to death, resignation or removal it shall be filled in accordance with the provisions of this Act.

2) The person who fills the vacancy referred to in sub-section (i) shall be a member for the full term of three years.

9. Meetings of the Board.

1) The Chairman may, whenever he considers necessary, and shall, on a requisition from at least seven members, call a meeting of the Board.

2) The quorum for meetings of a Board shall be seven.


1) Subject to the provisions of this Act a Board shall have power to organize, regulate, develop and control Intermediate Education and Secondary Education.

2) In particular and without prejudice to the generality of the powers conferred by the preceding sub-section, a Board shall have the power:-

i) To hold and conduct all examinations pertaining to Intermediate Education, Secondary Education, Pakistani and Classical languages and such other examinations as may be determined by Government.

ii) To prescribe courses of study for its examinations.

iii) To lay down conditions for recognition of Institutions.

iv) To accord, refuse or withdraw recognition, wholly or partly:-

a) In the case of schools maintained by the Government of Pakistan, after considering inspection reports from the Officer on Special Duty, Ministry of Education, Government of Pakistan or any other authority appointed for the purpose by the said Ministry;
b) in the case of other schools, after considering inspection reports from the Director of Education concerned; and
c) in the case of Intermediate Colleges and institutions preparing candidates for languages examinations, after considering reports from an Inspection Committee appointed by a Board in this behalf;
v) to inspect and arrange for inspection of recognized institutions and call for inspection reports in respect of such institutions, other than the institutions run by the Government of Pakistan;
vi) to lay down conditions for admission to its examinations, to determine the eligibility of candidates and to admit them to such examinations;
vii) to grant certificates and diplomas to persons who have passed its examinations and to withdraw such certificates and diplomas;
viii) to fix, demand and receive such fee as may be prescribed;
ix) to supervise the residence, health and discipline of the students of recognized institutions with a view to promoting their general welfare;
x) to institute and award scholarships, medals and prizes in the prescribed manner;
xi) to organize and promote extra-mural activities in and for recognized institutions;

xii) to hold control and administer its property and fund;
xiii) to enter and carry out contract in exercise of its powers and in the performance of its duties under this Act and the regulations;
xiv) to pass its annual budget;
xv) to transfer any movable and immovable property belonging to it;
xvi) to hold and manage endowments;
xvii) to regulate and decide all administrative matters including the creation and abolition of posts under the Board except matters relating to the appointment, suspension and removal and matters relating to the conditions of service of the officers of the Board; Provided that a post carrying an initial pay of equal to Basic Scale 17 or more per mensem, shall not be created without the prior approval of the Controlling Authority;
xviii) to appoint such staff as it may consider necessary for the performance of its functions and define their duties and conditions of service;
xix) to make provision for buildings, premises, furniture, apparatus, books and other means required for carrying out the purposes of this Act;
xx) to sanction or incur such expenditure as may be necessary for carrying out the purposes of this Act; and
xxi) to do all other acts necessary for carrying out the purposes of this Act.
3) A Board may delegate any of its powers to its Chairman or any officer of the Board or to a Committee or sub-Committee appointed by it, as it may deem fit.
4) Except where the controlling Authority directs otherwise, a Board shall not make any rules or allow any concession, benefit, privilege or allowance to any person which is not in conformity with the rules enforced by the Government on similar matters.

11. **Controlling Authority.**

Government shall be the Controlling Authority of a Board.

12. **Powers of the Controlling Authority.**
1.) The Controlling Authority shall have the power to inspect and cause an inspection to be made, by such person or persons as it may direct, of the offices, activities and funds of and the conduct of examinations by a Board, and to cause an enquiry to be made in respect of any matter concerning a Board, or the discharge of functions by the members, officers and employees of the Board.

1-A) The Controlling Authority may at any time suspend a member, an officer or an employee of the Board.

2) The Controlling Authority may communicate to a Board the result of such inspection or enquiry and may advise a Board to take such action and within such period as may be specified.

3) The Board shall report to the Controlling Authority the action taken on such communication.

4) Where a Board does not within a specified time, take action to the satisfaction of the Controlling Authority, the Controlling Authority may after considering any explanation made by a board, issue such directions as it thinks fit, and the Chairman shall comply with such directions.

5) If the Controlling Authority is satisfied that any proceedings of a Board or a Committee is not in conformity with the provisions of this Act or Regulations or Rules framed there under or in public interest, the Controlling Authority may, without prejudice to the fore-going provisions of this section, by order in writing, annul such proceeding, provided that before making any such order, the Controlling Authority shall, through the Chairman, call upon the Board or the Committee, as the case may be, to show cause why such an order should not be made.

6) The Controlling Authority may, from time to time, direct a Board to conduct its affairs and to perform its functions in such manner as may be specified.

7) The Controlling Authority may require a Board to furnish it with:
   i) any return, statement, estimate, statistics or other information regarding any matter under the control of the Board; or
   ii) a report on any such matter; or
   iii) a copy of any document in the charge of the Board; and the Chairman shall comply with every such requisition.

8) Notwithstanding anything to the contrary contained in this Act, the Controlling Authority may:
   i) place the services of any of the officers or other employees of any Board at the disposal of the Government or any other Board of institution for such period and on such terms and conditions as may be determined by him provided that such terms and conditions shall not be less favorable than those admissible to him immediately before his transfer;
   ii) make appointment to any post in the Board in any capacity from persons in the service of Pakistan or from officers or other employees of any other Board; and
   iii) make regulations concerning efficiency and discipline of officers and other employees of the Board.

   iv) the Controlling Authority may remove from service any employee of a Board; Provided that no such employee shall be removed from
service without being given an opportunity of being heard; Provided further that where the Controlling Authority has initiated any such proceedings against any such employee, no other person including the Board shall have power to initiate any proceedings or take any steps in the matter.

13. Officers of the Board.
The following shall be the officers of a Board:-

i) the Chairman;

ii) the Secretary;

iii) the Controller of Examination; and

iv) such other officers as may be appointed by the Controlling Authority;

14. Officers of the Board;
1) The officers of the Board shall be whole time officers and shall be appointed by the Controlling Authority on such terms and conditions as may be determined by the Controlling Authority.

2) The Officers of the Board shall hold office during the pleasure of the Controlling Authority;

3) Notwithstanding anything contained in sub-section (2), a civil servant, if appointed on deputations as an officer of the Board, shall cease to hold office in the Board on the date of his retirement from civil service.

15. Chairman.
1) The Chairman shall be the Principal executive and academic officer of the Board and shall, when present, preside at the meeting of:

i) the Board; and

ii) the Committees of the Board constituted under Section 18.

2) It shall be the duty of the Chairman to ensure that the provisions of this Act and the regulations and rules and directions of the Controlling Authority are faithfully observed and carried out, and he shall exercise all powers necessary for this purpose,

3) If at any time the office of the Chairman is vacant, temporarily or otherwise, by reason of leave, illness or other cause for a period not exceeding one year, the Controlling Authority shall make such arrangements for carrying on the duties of the office of the Chairman as it may think fit.

4) Subject to clause (xvii) of sub-section (2) of Section 10 of this Act, the Chairman may, in case of urgency, create a temporary post in the Board and may, appoint a person against that post for a period not exceeding six month; provided that every appointment so made shall be reported within sixty days of such appointment to the Board for confirmation.

5) In any emergency arising out of the administrative business of the Board and requiring, in the opinion of the Chairman, Immediate action, the Chairman may take such action as he may deem necessary and shall report the action taken to the Board at its next meeting for approval but not later than sixty days.

6) The Chairman shall exercise such other powers as may be prescribed by regulations.

16. Other Officers.
Subject to the provisions of this Act the powers and duties of other officers of a Board shall be such as may be determined by the Controlling Authority.
17. **Retirement from service.**

An officer or other employee of a Board shall retire from service:

i) on such date after he has completed 25 years of service qualifying for pension or other retirement benefits as the competent authority or Controlling Authority may in the public interest direct or; and

ii) where no direction is given under clause (i), on the completion of the 60th year of his age. Provided that no order under clause (i) shall be made in respect of an officer or an employee of a Board unless the competent authority or the controlling Authority, as the case may, be, has informed him in writing of the grounds on which it is proposed to be made and has given him an opportunity of showing cause against it.

18. **Committees of Boards.**

1) The Boards shall have a joint Academic, Committee which shall serve all the Boards constituted or re-constituted under this Act.

2) A board shall have the following Committees, namely:-

   i) the Finance Committee;
   
   ii) the Appointments Committee;
   
   iii) Committee for appointment of paper setters and Head-examiners;
   
   iv) Committee of Courses.

3) In addition to the Committees mentioned in sub-section (2) of this section, a Board may appoint such committees or sub-committees as it may deem necessary.

4) A committee may appoint; such sub-committees as it may consider necessary.

19. **Constitution, functions and duties of Committees.**

The Constitution, functions and duties of committees shall be such as may be prescribed by regulations.

20. **Power of a Board to make regulations.**

1) A board may, subject to the approval of the Government, frame regulations, not inconsistent with the provisions of this Act, to carry out the purposes of this Act provided that;

   i) A Board shall not propose draft of regulations effecting the constitution or power of any authority of the Board until such authority has been given an opportunity of expressing an opinion in writing upon the proposals;
   
   ii) the draft of Regulations shall be forwarded to the Controlling Authority and shall not be effective until it has been approved by the Controlling authority; and
   
   iii) a Board shall not have the power to make any regulation or adopt any rules or regulations concerning efficiency and discipline of the officers/officials and other employees which is not in conformity with rules made by the Government.

2) In particular and without prejudice to the generality of the foregoing powers, such regulation may provide for:-

a) the terms and conditions of service of the employees of a Board inc. ?????

   **Explanation:** The terms and conditions should be in conformity with rules applicable to Government servants carrying equivalent pay scales and other benefits;

b) the constitution of pension or provident fund or both for the benefit of the officers and other employees of a Board;
c) the admission of institutions to the privilege of recognition and the withdrawal of recognition;

d) a general scheme of studies. Including the total number of subjects to be taught and the duration of courses; and

e) all other matters required under any of the provisions of this Act to be prescribed by regulations.

A Board may make rules consistent with this Act and the regulations to provide for:-
i) the inspection of institutions and the reports returns and other informations to be furnished by them.

ii) the conditions of admission of candidates to the examinations held by it and their eligibility for diplomas, certificates and titles;

iii) the manner and the form in which accounts of a Board shall be maintained; and

iv) such other matters as may be required under the regulations to be provided in the rules.

22. Fund.
A Board shall have a fund to which shall be credited all its income, including income from fees, endowments, grants and contributions.

23. Accounts and Audit.
1) The accounts of a Board shall be maintained in such form and in such manners as may be prescribed by rules.

2) The accounts of the Board shall be audited in such manner as may be prescribed by regulations.

3) A Board shall, as soon as possible after the end of every financial year, submit to Government, the annual statement of the accounts of the Board duly audited together with the report of the auditor.

24. Provident Fund or Pension.
1) A Board shall establish for the benefit of its employees such pension or provident Fund or both as it may deem fit in such manner and subject to such conditions as may be prescribed by regulations,

2) government may, by notification in the official Gazette, declare that the provisions of the Provident Fund Act, 1925 (Act XI of 1925), shall apply to a Provident Fund established by a Board and on the making of such declaration that Act shall apply as if such Board were government and the said fund were the Government Provident fund.

25. Submission of yearly reports and returns.
A Board shall submit to the Controlling Authority, as soon as possible after the end of every financial year but no later than the 30th September, a report on the conduct of its affairs of that year.

26. Members of the Board prohibited from deriving monetary gains.
1) No member shall draw any fee or other remuneration in any capacity whatever from the funds of the Board or enter into any contract with the Board directly or through any other person in connection with the affairs of the Board;

Provided that the emoluments of the Chairman shall be paid from the funds of the Board in accordance with the terms and conditions of his appointment.
2) Nothing in this Section shall be deemed to prohibit a member of a committee from receiving from the Board, remuneration in lump sum for writing, compiling or editing a book intended to be prescribed for an examination of the Board.

27. **Bar against membership.**

No person who has any financial interest in any book prescribed by a Board as a course of study for any examination conducted by such Board or has a financial interest as partner or otherwise in any form which publishes, procures or supplies any such book, shall be eligible to become a member of such Board, or a committee there of or continue as such after having acquired any such interest.

28. **Validations.**

No act done, order made or proceeding taken by a Board in pursuance of the provisions of this Act shall be called in question in any Court.

29. **Bar of suit.**

No act done, order made or proceeding taken by a Board in pursuance of the provisions of this Act shall be called in question in any court.

30. **Members and employees of Boards deemed to be public servants.**

Members of a Board and its committee, the officers of the Board, the employees of a Board and other persons appointed for carrying out the purposes of this Act, shall be deemed to be public servants within the meaning of Section 21 of the Pakistan Penal Code (Act XLI of 1860).

31. **Protection of acts and order under the Act.**

No suit for damages or other legal proceedings shall be instituted against Government, the Controlling Authority a Board, a committee, a member or a committee or an officer or employee of a Board in respect of anything done or purported to have been done in good faith in pursuance of the provisions of this Act and the regulations and rules made thereunder.

32. **First regulations.**

Notwithstanding anything to the contrary contained in this Act, the regulations set out in the Schedule shall be deemed to be the first regulations framed by the Board under section 20 of this Act. 33. **Transitional Provisions.**

1) Till such time as the constitution of a Board under Section 5 is completed, the Chairman and the ex-officio members, shall exercise all the duties of a Board and its Committees.

2) A Board shall exercise all powers and perform all duties of the committees of a Board till such time as the committees are constituted.

3) If any difficulty arises in giving effect to the provisions of this Act, the Controlling Authority may take such action to remove the difficulty as in the circumstances of the case it may deem necessary.

34. **Savings.**
Notwithstanding anything to the contrary contained in this Act, everything done, action taken, jurisdiction or power conferred recognition granted and order issued under any of the provisions of the West Pakistan (Board of Intermediate and Secondary, Education, Lahore) Ordinance 1961 (West Pakistan Ordinance No. XVII of 1961/West Pakistan Board of Intermediate and Secondary Education, (Multan and Sargodha) Ordinance, 1968 (West Pakistan Ordinance No. W1 of 1968), as the case may be, and the regulations and rules made thereunder, shall, if not inconsistent with the provisions of this Act and the regulations and rules made thereunder, be continued and, so far as may be deemed, to have respectively been done, taken, conferred, granted and issued under this Act and the Regulations and Rules made thereunder.

35. Repeal and savings.

The following enactments are hereby repelled:-

a) the West Pakistan (Board of Intermediate and Secondary Education, Lahore) Ordinance 1961; and

b) the West Pakistan Board of Intermediate and Secondary Education (Multan and Sargodha) Ordinance, 1968.

**S C H E D U L E**

**THE FIRST REGULATIONS OF THE BOARD**

(see section 32)

1. **Powers and duties of the Chairman.**

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

   i) write confidential reports on the work of officers and employees of the rank of Superintendent and above;

   ii) appointment of supervisory, evaluative and other academic staff or Committees, concerned with the conduct of examinations.

2. **Powers and duties of the Secretary.**

   1) The Secretary shall, subject to the control of the Chairman be incharge of the academic and administrative sector or of a Board's Office and cause the orders and decisions of a Board and the Chairman to be carried out;
2) The Secretary shall take all possible steps to ensure that the funds of a Board are spent on the purpose for which they are provided.

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

4) All meetings of a Board and the committees shall be convened by the Secretary under the direction of the Chairman. While preparing the agenda for a meeting of a Board or a committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be considered in the meeting without the previous permission of the Chairman.

5) The Secretary shall record the minutes and maintain the records of the proceedings of a Board and the committees.

6) The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of Examinations.

7) All fees and dues payable to the Board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Government Treasury or a bank approved by the Board.

8) The Secretary shall issue to successful candidates on behalf of the Board in the prescribed form certificates of having passed the examinations held by the Board.

9) The Secretary shall perform such other duties as may be assigned to him by the Chairman.

10) Notwithstanding anything to the contrary contained in these regulations, the Board may assign to any other officer or officers such duties of the Secretary as it may deem necessary.


The Controller of Examinations shall subject to the control of the Chairman, be incharge of the examination sector of the Board and shall ---

i) make arrangements for the conduct of all examinations of the Board.

ii) conduct official correspondence of the Board relating to the Examinations: and

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

5. Appointments Committee.
1) The Appointments Committee shall consist of –
   i) the Chairman of the Board;
   ii) the Vice Chancellor of the University or his nominee;
   iii) one Director of Education by rotation from amongst Directors of Education; and
   iv) two nominees of the Controlling Authority.

2) The Appointments Committee shall recommend the appointment confirmation and scale of officers and employees of the Board in BS-16 and above.

3) The members of the Appointments Committee other than the ex-officio members, shall hold office for two years.

4) The quorum for a meeting of the Appointments Committee shall be three.


1) The Finance Committee shall consist of ---
   i) The Chairman of the Board.
   ii) one Director of Education by rotation from amongst Directors of Education.
   iii) The representative of the Finance Department government of the Punjab.
   iv) Two nominees of the Controlling Authority.

2) The functions of the Finance Committee shall be:-
   i) to examine the annual budget and advise the Board thereon; and
   ii) to review the financial position of the Board periodically and make recommendation to the Board for improving its finances.

3) The members of the Finance Committee, other than ex-officio members, shall hold office for two year's.

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

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

1) There shall be a Committee for the Appointment of Paper Setters and Head Examiners which shall consist of:-
i) the Chairman of the Board;

ii) the Vice-Chancellor of the Punjab University or his nominee who should be a Professor in one of the Science subjects; and iii) the Director of Education concerned.

iii) The director of education concerned.

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

8. Committee of Courses.

1) There shall be a committee of courses for each subject or a group of allied subjects included in the courses of studies organised by the Board. Each Committee shall consist of the following namely:-

i) two teachers of the subject or subjects from among the teachers of Intermediate Colleges, nominated by the Academic Committee;

ii) two teachers of the subject or subjects from among the teachers of Secondary Schools nominated by the Academic Committee;

iii) two persons having experience of Intermediate Education, or Secondary Education, nominated by the Board; and

iv) one expert in the subject or subjects nominated by the Chairman:

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

2) The term of office of the members of the Committee of Courses shall be two years: Provided that if a vacancy occurs in the committee during the course of two years, the member appointed to fill the vacancy shall hold office for the remaining term only.
3) Each Committee of Courses shall consider academic matters relating to the subject or subjects with which it is concerned and shall recommend to the Academic Committee the courses of study and text books to be prescribed as well as the conditions to be fulfilled by the candidates for passing the relevant examination in the subject or subjects.

4) Each Committee of Courses shall have a Convener who shall be nominated by the Board.

5) The quorum for a Committee of Courses shall be four.

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

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

10. **Recognition of Schools.**

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

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

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

11. **Audit**

    1) The Board shall appoint whole-time Audit Officer and Auditor for the purpose of auditing the accounts and the bills to be paid from the funds of the Board. No expenditure shall be made from the funds of the Board, unless the bill for its payment has been audited by the Auditor in conformity with the regulations and rules.
2) The statement of accounts of the Board, signed by the Secretary and the Auditor, shall be submitted to Government within six months of the closing of the financial year.

3) The accounts of the Board shall be audited once a year, in conformity with the regulations and rules, by Auditors appointed by Government for this purpose.

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By order of the
Speaker,
Provincial Assembly of the
Punjab.
SII. MUHAMMAD ABDULIAII
Secretary,
Provincial Assembly of the Punjab.

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
Dated Lahore, the 16th October, 1977.

NOTIFICATION
No.S.O. (S&B)1/10-77. In exercise of the Powers conferred by Section 4 of the Punjab Boards of Intermediate and Secondary Education, Act, 1976, the Governor of the Punjab is pleased to direct that the Board mentioned in column No.2 in the Schedule hereunder shall exercise powers in respect of the areas shown against each in column 3 thereof.

SCHEDULE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Board</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Board of Intermediate &amp; Secondary Education, Bahawalpur</td>
<td>Civil Division of Bahawalpur</td>
</tr>
<tr>
<td>2.</td>
<td>Board of Intermediate &amp; Secondary Education, Multan.</td>
<td>Civil Division of Multan.</td>
</tr>
</tbody>
</table>
5. Board of Intermediate & Civil Division Secondary Education, Rawalpindi. of Rawalpindi.

2) Irrespective of the constitution of separate Board under this Notification for Gujranwala, Rawalpindi and Bahawalpur, the existing arrangements for conducting examinations by the Lahore, Multan & Sargodha Boards shall continue upto and including spring Examination, 1978.

BY ORDER OF THE GOVERNOR
OF THE PUNJAB
(M.S. CIAUDDIIRY)
SECRETARY TO GOVERNMENT OF THE PUNJAB,
EDUCATION DEPARTMENT.

No.S.0.(S&B)1/10L77. Dated Lahore, the 16th October, 1977.

A copy is forwarded to the Superintendent, Government Printing Press, Lahore for publication in the next issue of the Government Gazette.

Sd/-
SECTION OFFICER (S&B)
EDUCATION DEPARTMENT

No.S.0.(S&B)1/10-77. Dated Lahore, the 16th October, 1977.

A copy is forwarded to:-
1. All Administrative Secretaries to Government of the Punjab.
2. All heads of Attached Departments.
3. PS/CS and PS/ACS, Services General Administration and information Department.
4. Directors of Education, Lahore, Rawalpindi, Sargodha, Multan and Bahawalpur.
5. Chairman, Board of Intermediate & Secondary Education, Lahore, Rawalpindi, Sargodha, Multan, Gujranwala and Bahawalpur.
7. Chairman, Punjab Text Book Board, Lahore.
8. Chairman, Board of Technical Education, Punjab, Lahore.

Sd/-
SECTION OFFICER (S&B) 
EDUCATION DEPARTMENT. 

GOVERNMENT OF THE PUNJAB 
EDUCATION DEPARTMENT 


Notification No. S.O. (S&B)1/10-77. In exercise of the powers conferred by sub-section (1) of section 1 of the Punjab Boards of Intermediate and Secondary Education Act, 1976 (Act No.XIII of 1976), the Governor of the Punjab is pleased to direct that the said Act shall come into force with effect from the 20th October, 1977.

BY ORDER OF THE GOVERNOR 
OF THE PUNJAB 
(M.S. CHAUDHRY) 
SECRETARY TO GOVERNMENT OF THE 
PUNJAB 
EDUCATION DEPARTMENT. 


Sd/-

SECTION OFFICER (S&B) 
EDUCATION DEPARTMENT. 

No. S.O. (S&B)1/10-77. Dated Lahore, the 16th October, 1977.

A copy is forwarded to:-

1. All Administrative Secretaries to Government of the Punjab.
2. All Heads of Attached Departments.
3. PS/CS and PS/ACS, Services General Administration and Information Department.
4. Directors of Education, Lahore, Rawalpindi, Sargodha, Multan and Bahawalpur.
5. Chairman, Board of Intermediate & Secondary Education, Lahore, Rawalpindi, Sargodha, Multan, Gujranwala and Bahawalpur.
7. Chairman, Punjab Text Book Board, Lahore.
No. S.O. (Boards) 1-39/9(0 Government of the Punjab Education Department, Dated Lahore,
the 3-5-1992

Sub: Examinations Conducted by Boards Mt' Intermediate & Secondary Education/Universities

1) You are kindly aware that the Examinations conducted by Boards of intermediate &
Secondary Education/Universities are inviting a lot of criticism in the press clue to alleged
malpractices and irregularities. The Law enforcement agencies as well as the Education
Department has so far been relying on the enforcement of Section 144 Cr, P.C. around the
Examination Centres to minimize outside interference. It has been observed that the imposition
of Section 144 has not produced the desired impact due to lenient provisions of punishments etc.

2. The Punjab Government had promulgated "the Universities and Boards of Intermediate &
Secondary Education Malpractices Act, 1950" to eradicate irregularities and other interferences
in the Examinations. The Act is quite comprehensive and is likely to be more effective to deal
with the malpractices as well as outside interferences. A copy of the Act is enclosed for ready
reference.

3. I have been directed to request you to kindly circulate copy of the Act to all the lower
formations at least to the District level for enforcement of the provisions of this Act while
dealing with the malpractices/irregularities observed in the conduct of Examinations.

Sd/-

(KHAIR MUHAMMAD KHAN)
SECTION OFFICER (BOARDS)
THE UNIVERSITIES AND BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MALPRACTICES ACT, 1950.
PUNJAB ACT XXXII OF 1950

(This Act of the Governor was first published in the Punjab Gazette Extraordinary, dated November, 1950.)

An Act to provide for the eradication of malpractices in connection with (Universities and Boards of Intermediate and Secondary Education) Examinations.

Preamble

WHEREAS it is expedient to provide for the eradication of certain malpractices in connection with examination held by the (Universities and Boards of Intermediate and Secondary Education).

AND WHEREAS the Governor of Punjab has, in pursuance of a proclamation issued by the Governor-General of Pakistan under section 92-A of the Government of India Act, 1935, issued on behalf of the Governor-General all powers vested in or exercisable by the Provincial Legislature;

NOW, THEREFORE, in exercise of the powers so assumed, the Governor of the Punjab is hereby pleased to enact as follows:

1. Short title extend and commencement
   i) This Act may be called the (Universities and Boards of Intermediate and Secondary Education Malpractices Act, 1950).
   ii) It shall extend to (whole of the Province of West Pakistan, except the Tribal Areas).
   iii) It shall come into force at once.

2. Definitions

   In this Act, unless there is anything repugnant to the subject or context:
   a) "abetment" shall have the meaning assigned to it in the Pakistan penal Code;
   b) "Answer book" means the document containing the answer of answers as given by a candidate during an examination to the question or questions contained in the question paper meant for the said examination and include a part of an answer book;
   c) "Board" means a Board of Intermediate and Secondary Education established under any law for the time being in force in West Pakistan;
   d) "Candidate" means a person who has applied for admission to an examination or has appeared as an examinee at any such examination;
   e) "Employee" means any person employed by a (University or Board) for the purpose of examining candidates for the grant of certificates, diplomas or degree;
   f) "Examiner" means a person appointed by (University or Board) for the purpose of examining and assessing the answer books of a candidate or his ability through a written or oral examination and award marks therefore, and includes a person appointed to check the standard of marking of such examiner and instructing him in assessing the marks to be awarded by him.
   g) "Premature disclosure of a question or question paper" means a disclosure of a question or any of the questions contained in a question paper before the time at which the
question paper containing the question has to be communicated to a candidate in accordance, with the procedure prescribed by the University (or the Board concerned);

h) "Question Paper" Means a document containing the question or questions to be put at an examination for being answer by the candidate; and

4.1) "University" means a University established under any law for the time being in force in West Pakistan.

3. Punishment for Malpractices.

Who-ever is guilty of:

i) Premature disclosure of a question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or

ii) Replacement of an answer book or any portion thereof; or

iii) Awarding with dishonest motive marks more or less than the marks awarded by a candidate, if the person doing so is an examiner, or

iv) Recording in any document with dishonest motive marks more or less than the marks awarded to candidate by the examiner concerned, if the person doing so is other than the examiner, or

v) Supplying to a candidate during his examination answer to a question contained in the question paper or a question put or to be put at an oral examination; or

vi) Mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by a University or 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

vii) divulging or procuring information pertaining to a University or Board examination papers, answer books, examiners, conduct of examination, fictions roll numbers, examination results or any information incidental thereto; or

viii) Falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of University or Board records; or

ix) impeding the progress of examination at any examination centre by any means whatsoever; or

x) assaulting or threatening any person in charge of an examination centre or any other person employed in connection with an examination; or

xi) approaching of influencing any employee to act corruptly or dishonestly in the conduct or any examination, declaration of any examination result, or marking of papers, or obtaining secret information relating to any examination; or

xii) attempting or abetting the commission of any of the aforesaid acts; Shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to Rs, 1,000 or both.

4. Offence to be cognizable and bailable.

Notwithstanding any provision contained in the Code V of 1898 of Criminal Procedure 1898, or any other law for the time being in force, an offence under this Act shall be cognizable by the Police only on a report made in the case of an offence relating to university or an examination held or to be held by a University, by the Registrar of the University of such other officer of the University as may be specially authorized by him in this respect in writing, and in the case of an offence relating to a Board or an examination held or to be held by a Board, by the
Chairman or the Board or such other officer of the Board as may be specially authorized by him in this respect in writing and every such offence shall be bailable.

5. **Unpublished records to be privileged documents.**

No employee shall give evidence of any fact relating to unpublished records of the University or Board employing him or produce any document pertaining to the affairs of such University or Board except, in the case of University records or documents pertaining to the affairs of the University, with the previous written sanction of the Vice-Chancellor of the Registrar of the University, and in the case of Board records or documents pertaining to the affairs of the Board; of the Chairman of the Board and Vice-Chancellor the Registrar or the Chairman, as the case may be, may given or with-held such permission in his discretion.

6. **Official information not to be asked for by courts for Uniers.**

No employee should be compelled to give evidence in any court of law of communications made to him or information his possession which comes to his knowledge by reason of his employment by a University or Board, except in the case of University employee, with the previous written sanction of the Vice-Chancellor or the Registrar of such University, and in the case of an employee of a Board, with the previous written sanction of the Chairman of the Board, and such Vice-Chancellor, Registrar or Chairman, as the case may be, may given or with-held such sanction in his discretion.

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1. Subs. ibid, s.7, for the original section 4.
2. Subs. ibid, s.8, for the original section 5.
3. Subs. by W.P. Ordinance XVI of 1966, s.9, for the original section 6.
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD

No: 635 / SE / ESTT. DATED: 20 - 9 - 1992

OFFICE ORDER

The above mentioned Mal-practices Act, 1950 is hereby circulated to all Officers / Officials / Head of the institutions for strict compliance in future.

sd / -

(PROF. ATEEQ-UR-REI IMAN KI IAN)
SECRETARY
Ph: 617441

C. C. to:-
1. Commissioner, Faisalabad Division, Faisalabad.
3. Director Education (Colleges), Faisalabad Division, Faisalabad.
4. Director Education (Schools), Faisalabad Division, Faisalabad.
5. All Deputy Commissioners in Faisalabad Division.
6. All Senior Superintendents of Police and Superintendents of Police, in Faisalabad Division.
7. All Assistant Commissioner in Faisalabad Division.
8. All Sub-Divisional Police Officers in Faisalabad Division.
9. All Officers of the 11,1,S. E. Faisalabad.
10. All the Secretary Boards of Intermediate & Secondary Education in Punjab.
11. All Head of Recognized Institutions.

sd / -

(RANA MUIHAMMAD AIIMAD NI IAN)
Assistant Secretary (Meeting & Inquiry)
Ph: 617440
CHAPTER 2

THE MEETINGS OF THE BOARD

1. Ordinary Meetings

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

2. Adjourning Meetings

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

3. President of Meetings

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

4. Quorum

i) Shall be the 50% of the total seats of Board
ii) If the required quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Secretary shall make a record of that fact.

5. Quorum for adjourned meetings

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

6. Notice for Meetings

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

7. Pre-requisite for moving a Resolution

Any member of the Board who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Secretary so as to reach him not less than three days before the date of the meeting. He shall, however, have the right to withdraw the resolution at any time.

8. Requisition for Special Meeting

At a special meeting of the Board convened on a requisition from at least 6 members of the Board under sub-section (1) of section 9 of the Act only the business for
which the meeting is convened shall be transacted; provided that the Chairman may place before it any other business which he considers to be urgent.

9. Agenda Papers

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

10. Order of Business

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

11. Motions without notice

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

12. Motion to be moved and seconded

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

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

3) A motion must be seconded before it is considered.

13. Amendments to resolution

1) Every amendment to a resolution must be seconded; otherwise it shall drop.

2) The order in which amendments to a resolution are to be moved shall be determined by the Chairman an amendment to a resolution shall be:
   i) by leaving out certain words; or,
   ii) by inserting or adding certain words; or,
   iii) by leaving out certain words to insert or add others in their place

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

4) Not more than one amendment to the resolution shall be placed before the meeting at time. An amendment to amendment may, however, be permitted by the Chairman.
5) When there is an amendment, the amendment shall first be put to the vote. If the amendment is negatived, any other amendment to the original motion may then be moved. If the amendment is carried, the motion as amended shall be stated from the Chair and voted upon. If the amendment is lost and no further amendment is proposed, the original motion shall be put to the vote.

14. Debate on motion or amendment

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

2) In the event of no member wishing to speak on the motion or in respect of an amendment, or after such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.

3) The Chairman may rule a motion or an amendment out of order at any time before the question is put to the vote.

4) The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted no member shall address the meeting (i) except in this order and (ii) after the Chairman has called for a vote.

5) Members, when speaking, shall stand, unless otherwise, permitted by the Chairman and shall address the Chair. No member shall, without the leave of the Chairman, speak more than once on any proposition.

6) A ruling given by the Chairman shall be final.

7) A motion for closure may be moved at any time but not so as to interrupt a speech. It shall be in the form "that the question be now put". If not seconded it shall drop. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of any section or that the question before the meeting has not been sufficiently discussed it shall be put forth with and decided without amendments or debate. If the motion of closure is carried, the Chairman shall call upon the mover of the original motion to give his reply if he so desires. The original motion shall then be put to the vote.

8) The Chairman may, at his discretion limit the duration of speeches on any subject at any stage.

9) A member may calls the Chairman's attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

10) Any member may, with permission of the Chairman, rise, even while another is speaking, to explain any expression used by him which may have been misunderstood or misconstrued by the speaker.
11) When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply to the whole debate. No member shall speak on a question after the mover has made his reply.

12) The mover of an amendment has no right of reply.

13) The Chairman may, at his discretion, explain to the meeting, at any stage in the proceedings, the scope of any resolution or amendment, or, make any statement on any matter arising from or connected with the proceeding of the meeting. He may also, at the conclusion of the debate, sum up the debate if he so desires.

15. Voting Procedure

1) When the debate is concluded, or, if there be no debate, the Chairman shall put the question to the vote

2) All questions shall be decided by a majority of votes of the members present. The Chairman shall be entitled to vote on any question, and, if the votes be equally divided, he shall have a second or casting vote.

3) On a motion being put to the vote, the Chairman shall call for a show of hands and announce the results of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairman directs.

16. Minutes of Meetings

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

17. Member’s right to get information

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

18. Meeting of Committees

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

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

20. Adjournment

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

21. Lack of Quorum

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

22. Adjourned Meeting

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

23. Notice of Meeting

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

24. Chairman of the Committee

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

25. Minutes of Meetings

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

26. Ruling by Committee Chairman

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

27. Date to be fixed in consultation with convenor

Ordinarily the Convenor of a Committee of Courses shall be consulted before fixing a date for the meeting of the Committee.
28. Inspection of proceedings by a member

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

29. Inspection of files relevant to agenda by members

A member of the Board shall be entitled to inspect, in the Secretary's office, file relating to any case on the agenda of the meeting of the Board. He shall not however, be entitled to inspect a file or ask for any information which is considered by the Chairman to be confidential.
CHAPTER 3
GENERAL REGULATIONS

1. Definitions

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

1) Academic year' means the total period during which instruction is required for the purpose of any examination between the commencement of one examination and the commencement of the next examination 12 months later;
2) 'Act', 'Regulation' and 'Rule' mean respectively the Act, the Regulations and the Rules of the Board;
3) Board means the Board of Intermediate and Secondary Education, Faisalabad as constituted or reconstituted under Section 3 of the Act.
4) 'Chairman', 'Secretary' and 'Controller' mean respectively the Chairman, the Secretary and the Controller of Examinations of the Board;
5) 'Examination' means an examination conducted by the Board and includes an examination recognized as equivalent;
6) 'Institution' means a school or a college or both or any other institution recognized as such by the Board;
7) 'Modern' or Classical' or Cognate' Languages shall include such languages as may be determined by the Board;
8) 'Prescribed' means prescribed in the regulations or prescribed by the Board in any form, as the case may be;
9) 'Recognized' means recognized by the Board;
10) 'School' and College' mean respectively a School or a College recognized by the Board
11) 'Student' means a regular student on the rolls of a recognized Institution;
12) 'Teacher', means a person engaged in teaching work in a recognized Institution or in an Institution affiliated to University or any other person recognized as such by the Board;
13) The word importing the masculine gender shall be taken to include females; and words in singular shall include the plural and vice versa;
14) Terms not expressly defined in the Regulations shall bear an interpretation that may be determined by the Board.

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

1) Regulations or Rules may be made, repealed or amended in the following manners:-
   i) Every draft of a Regulation or a Rule shall be considered in a meeting of the Board after it has been placed on the agenda.
   ii) The Board may approve such draft and pass the Regulation or the Rule with or without any amendment or may reject it, or refer it to any of the Committees for opinion.
   iii) When any Regulation has been passed by the Board, it shall be submitted to Government for approval under section 20(1) of the Act.
   iv) The Board shall not consider a draft of any Regulation effecting the status, power or constitution of any Committee until such Committee has been given an
opportunity of expressing its opinion on the draft.

v) The Board shall not consider a draft of any Regulation or Rule affecting matters that are to be considered by the Academic Committee until the Academic Committee has been given an opportunity of expressing its opinion on the draft.

2) Regulations or Rules shall take effect from the date of their approval unless any other date is specified therein as the date from which they are to come into force:

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

3. Powers of the Board to make.

(i) Regulations

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

1) Admission of students to Institutions;
2) Procedure to be observed and enforced by Institutions in respect of the transfer of students;
3) Registration of students by the Board;
4) Acceptance of Endowment;
5) Changes in dates of birth;
6) Procedure to be observed at the meeting of the Board and its Committees;
7) All matters not provided for in the Act but decided by the Board to be included under regulations

4. (ii) Rules

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

1) Fixation and refund of fees;
2) Appointment of Examiners, their duties and powers;
3) Conduct of Examination;
4) Residence, discipline and welfare of students;
5) General instructions to be observed by institutions;
6) Instructions to institutions in respect of inspection;
7) Remuneration to persons for any work connected with examinations conducted by the Board;
8) Appointment, duties, powers, rates of payment etc. of persons appointed in connection with the examinations of the Board;
9) Physical training in the Institution;
10) Traveling and other allowances to be paid to persons engaged in any work connected with the Board;
11) Changes in names of registered students;
12) Equivalence of Examinations;
13) Withdrawal of Admission forms;
14) Condonation of deficiency in Lectures;
15) Constitution of Examination Centers;
16) Award of Scholarships, Medals and Prizes;
17) Changes in subjects offered for an examination;
18) Rustication and expulsion of students;
19) Appointment of Amanuensis;
20) Change of Examination Centers;
21) Qualifications and mode of appointment of the employees of the Board; 22) House building advances;
23) Payment of Insurance premium out of Provident Fund Account;
24) Medical Assistance for the employees of the Board;
25) Advance from Provident Fund;
26) All matters not provided for in the Act or Regulations but decided by the Board to be included under Rules.

5. Correction in date of birth of a candidate

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

1) If the application is made with the fee paid to the Board as prescribed by the Board time to time.

2) The Board is satisfied after enquiry and inspection of school records pertaining to the first admission of a particular candidate in a recognized school that the mistake was due to a clerical error in transferring date of birth from one record, register or document to another register or document.

OR

If the entry of the date of birth on the first joining a recognized school is not available or is reported to be incorrect then the birth certificate containing all entries pertaining to his name in the Municipal Birth Register be supplied; provided that the name of the candidate and the name of the father of the candidate are clearly mentioned in these entries.

3) The school records are corrected in the same manner as the records in the office of the
Board.

4) Notwithstanding anything contained in this Regulation, the Chairman may accept a certificate of School along with a certificate issued by the foreign mission of Pakistan in a foreign country.

6. **Endowments for Prizes, rewards etc.**

   1) Offers relating to medals, scholarships and other rewards of a recurring nature shall be accepted only when permanent endowments are made.
   2) The value of medal, prizes & scholarship shall be prescribed by the Board from time to time.
   3) Before determining the conditions, subject to which an endowment is accepted, the Board shall consult the donor and give effect to his wishes as far as possible.
   4) Money received in cash shall be invested in Government securities.
   5) When an endowment is earmarked by the donor for a candidate of particular institution or sex, a minimum standard of efficiency shall be laid down for the award.
   6) When the conditions of an award become impracticable the Board shall have power to alter the conditions of the endowment in conformity with the original wishes of the donor, in as near a way as possible.
   7) The Finance Committee shall satisfy itself in the case of every endowment that the conditions laid down by the Board are satisfied.
   8) A separate account shall be maintained for each endowment and surplus, if any, shall be added to the endowment.

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

   Notwithstanding anything to the contrary in the Regulations, the Board shall have the power to extend the last date for the receipt of Admission Forms and Fee on such conditions as it may prescribe.

8. **Schedule for Committee of Courses**

   Notwithstanding anything to the contrary in the Regulations, the Committee of Courses shall follow the following schedule of dates of recommending the Syllabuses, Courses of Study, Textbooks and appointment of Examiners.

   1) Syllabuses, Courses of Study, Textbooks and appointment of Paper Setters before the 15th of May each year;
   2) Appointment of Sub - Examiners and co-head examiners for Secondary School Certificate Examination before the end of December each year; 3) Appointment of Sub - Examiners and co - Head Examiners for other examinations before the end of January each year;

   Provided that in the absence of the recommendations of Committees of Courses, the Courses of Study for the previous year may be prescribed for the next year and the appointments of examiners may be made more or less on the basis of the previous year's list.
9. Delegation of powers by Board or Committee.

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

10. Chairman's Power to relieve Hardship.

Notwithstanding anything to the contrary in the Regulations, the Rules, if, in the opinion of the Chairman, there is a case of real hardship due to causes beyond the control of a student or a candidate for an examination of the Board, the Chairman may pass such orders as he may deem necessary to relieve that hardship. The orders of the Chairman, passed under this Regulation, shall be reported to the Board for information; Provided that such orders of the Chairman shall not alter the award of mark obtained by a candidate or his result determined on the basis of that award.
CHAPTER 4  
RECOGNITION OF INSTITUTIONS  
SECTION 1  
DEFINITIONS & GENERAL

1. Definitions

i) "High School" means an institution preparing students for the Secondary School Examination of the Board.

ii) "Institutions other than High School" include;
   a) Higher Secondary Schools;
   b) Intermediate Colleges;
   c) Intermediate classes of colleges affiliated to the University of the Punjab;
   d) Institution preparing candidates for Languages Examinations;
   e) Such other institutions or classes as may be determined by the Board.

2. Admission Regular in exams.

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

3. Income of Institutions

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

4. Endowment Fund

That the amount of endowment fund of affiliated Schools/Colleges will be deposited in a separate head of account, the Board will have the right to invest it and profit incurred on it will go to the Board.

5. List of recognized institutions

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

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

SECTION II

Recognition of High Schools

7. Conditions for recognition of High School

High School shall be recognised for the purpose of Secondary School Examination when the Board is satisfied that the following conditions are fulfilled:

1) that financial stability is reasonably assured;
2) that in the case of privately managed schools, the Managing Committee is properly constituted, registered and regularly functioning;
3) that it teaches proper subjects upto the proper standard, and, that due provision is made for the instruction, health, recreation and discipline of pupils;
4) that no books are taught which are disapproved by the Board or the Education Department.
5) that admission to any class or section of a class shall be limited to a maximum of 45 in a class or section of a class.
6) that the school is housed in a building which is suitable as regards accommodation, sanitary arrangements and location and conforms to prescribed standards;
7) that due provision will, so far as circumstances may permit, be made for the residence of the Head of the Institution in or near the Institution or the place provided for the residence of the students;
8) that provision has been or shall be made in conformity with the Rules and Regulations laid down by the Board for the residence in the hostels or in lodgings approved by the Institution, of students not residing with their parents or guardians, and for the supervision and physical and "general welfare of students;"
9) that the school is provided with suitable equipment and furniture, including apparatus and equipment for science subjects and other subjects in which practical work is conducted in accordance with the lists prescribed by the Board;
10) that the school maintains a library containing minimum number of books prescribed by the Board and undertakes to spend at least Rs. 500 per year or such amount as may be fixed by the Board from time to time, on the purchase of library books;
11) that teachers are suitable as regards character, number and qualifications; 12) that the teachers engaged are whole time employees;
13) that the minimum salary paid to the teachers in the school is such as may be prescribed by the Board or Government;
14) that in the case of privately managed schools, all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;

15) that the school maintains Provident Fund Account or Pension or both for its teachers;

16) that inter-school rules are observed;

17) that the candidates shall not be prepared and sent up for examinations conducted by any other University or Board when the examination of the same nature is held by the Board;

18) that the school maintains such registers and record as may be prescribed by the Board or the Education Department;

19) that the Middle Department of the school is recognised by the Education Department of the Region in which the school is situated;

20) that the school undertakes to observe any rules that may be framed by the Board from time to time and to supply such reports, returns and other information as the Board may require to judge the efficiency of the school.


Recognition of schools within the jurisdiction of the Board, may be granted in accordance with the provision of Section 10 of the schedule of the First Regulations of the Board attached with the Act.

9. Recognition of special type Institutions

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

1) the conditions laid down for the recognition of a High. School;
2) such other conditions as may be laid down by the Board from time to time.

SECTION III
Recognition of Institution other than High Schools

10. Conditions for recognition of institutions other than schools

An Institution other than a high School shall be recognised when the Board is satisfied that the following conditions are fulfilled:

1) that the Institution is under the management of a regularly constituted Governing body which is registered and regularly functioning;
2) that the financial resources are such as to make due provision for the continued
maintenance and efficient-working of the Institution;
3) that the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as make due provision for the courses of instructions and teaching or training to be undertaken by the institution;
4) that admission to any class or section of a class shall be limited to a maximum of 75 or as may be laid down by the Board from time to time;
5) that the buildings in which the Institution is located are suitable and that provision will be made in conformity with the Rules and Regulations laid down by the Board for the residence in the hostels or in lodgings approved by the Institutions, of students not residing with their parents or guardians and for the supervision and physical and general welfare of students;
6) that proper grounds are available, suitable provision is made for regular games and sports and a suitably qualified Director of Physical Education is engaged by the Institution;
7) that due provision has been or will, so far as circumstances may permit, be made for the residence of the Head of the Institution and some members of the teaching staff in or near the Institution or the place provided for the residence of the students;
8) where recognition is sought in any branch of experimental science, that arrangements have been or shall be made for imparting instruction in that branch of science in a properly equipped laboratory;
9) that due provision has been or will be made for a library and that the Institution shall undertake to incur an expenditure of such amount as may be prescribed by the Board from time to time for the purchase of books for the library of the Institution;
10) that any specific fee charged from the students is spent in full for the purpose for which it is charged;
11) that the teachers employed are suitable as regards character, number and qualifications;
12) that teachers engaged are whole time employees and that if part time teachers are engaged, previous permission of the Board shall be taken;
13) that the minimum salary paid to the teachers shall be such as may be prescribed by the Board;
14) that all teachers, whether temporary or permanent, shall be employed on a written agreement stating clearly the terms on which they are engaged;
15) that the Institution maintains Provident Fund Account or Pension or Both for the teachers;
16) that inter-Institutional rules are observed;
17) that candidates shall not be prepared and sent up for any examination conducted by another University or Board, when the examination of the same nature is held by the Board;
18) that the Institution maintains such registers and records as may be prescribed by the Board;
19) that the Institution undertakes to observe any Rules that may be framed by the Board from time to time and to supply such reports and returns and other information as the Board may require to judge the efficiency of the Institution.
11. Admission before recognition not permissible.

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

12. Date for application for recognition

The Institution desiring recognition shall make an application on a form prescribed by the Board on the dates as notified by the Chairman.

Provided the delay in submitting an application may be condoned by the Chairman in special circumstances.


1) On receipt of an application the Board shall;
   i) direct a local enquiry to be made by a competent person or persons authorised by the Board in this behalf in respect of the matter referred to in Recognition 10, and such other matters as may be considered necessary and relevant;
   ii) Make such further enquiry as may be necessary.
   iii) report to the Board on the question whether the application should be granted or refused, either in whole or in part on a permanent basis or provisionally for a specified period subject to such condition as may be necessary in respect of the matters mentioned in Regulation 10, embodying in such report the result of any enquiry under sub section (i) and (ii) above;

2) On receipt of the report under sub-section (iii) above, the Board shall, after such further enquiry, If any, as may appear to them to be necessary, decide whether the recognition shall he refused or granted, in whole or in part, on a permanent basis or provisionally for a specified period subject to such conditions as may be necessary in respect of matter mentioned in Regulation 10;

3) Recognition granted provisionally for a specified period, if not extended or made permanent, shall lapse automatically at the end of the period for which it was granted.

14. Recognition for additional course

When an Institution desires to add to the courses of institution, in respect of its recognition the procedure prescribed for recognition, so far as may be, shall be followed.

15. Inspection of recognized institutions

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

17. Withdrawal of recognition

The rights conferred on an institution by recognition may be withdrawn in whole or in part or modified if such an Institution fails to continue to satisfy the condition of its recognition or if the Institution is conducted in a manner which is prejudicial to the interests of education.

18. Motion of withdrawal

A motion for the withdrawal or modification of such rights may be moved in the Board by any member thereof. The member of the Board who intends to move that the rights conferred on any Institution be withdrawn in whole or in part or modified, shall give notice of his motion and shall state the grounds on which the motion is made.

19. Copy of notice and statement to be sent to the head of institution concerned

Before taking such a motion into consideration, the Board shall send a copy of the notice and of the written statement submitted by the member of the Board to the Head of the Institution concerned together with an intimation that any reference in writing submitted on behalf of the institution within a period specified in such an intimation may be considered by the Board, Provided that the period so specified may, if necessary, be extended by the Board. Orders to be based on documents an enquiry if necessary

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

SECTION IV

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

21. Minimum qualification of teachers

1) The following shall be the minimum qualifications of teachers appointed in the Institution:
   i) Lecturers for 11th and 12th classes. Master's Degree in the subject in the Second Division.
   ii) Demonstrator for 11th and 12th classes. Bachelor's Degree in the Subject.
   iii) Director of Physical Education.
      A Graduate with a diploma in Physical Education from a recognized Institution.
   iv) Librarian
A graduate with diploma in Library Science from a recognized institution.

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

2) Persons with Second Class Master's Degree in subject other than English are permitted to teach English Composition; provided that the subject in which they hold the Second Class Master's Degree are taught by persons properly qualified to do so.

22. Changes to be notified to the Board.

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

23. Teacher pupil ratio in Science subjects.

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

24. Max teaching periods

The maximum number of teaching periods, including tutorials and seminars prescribed for different categories of teachers in the Institution shall, in the case of teachers for Intermediate classes, be 24 periods of 44 minutes each per week including the periods devoted by such teachers to the teaching of Degree Classes, where these classes are held in the same Institution.

25. Periods for science Practical

In Intermediate Classes, three periods of Science Practical shall be counted as to equal two lectures.

SECTION V
Admission of Students of Institutions other than High Schools.

26. Schedule of Admission

The admission to the 11th Class shall begin on the tenth day after the publication of the Secondary School Result or on such other date as may be fixed by the Board and shall continue for ten days.
Note: - A candidate whose success in the Secondary School Examination was declared late or who qualified in the Secondary School Autumn Examination may be admitted to the 11th Class within 10 working days after the declaration of his result, provided that an institution may admit such a student up to 20th working day after the declaration of the result or upto 30th November whichever is later, by charging a late fee of Rs. 45/- payable to the Board.

27. Readmission to 12th class

A student who has completed the course but does not appear in the Spring Examination, or having appeared has failed in the examination, shall be eligible to join the 12th class not later than 10 days after the re-opening of the Institution after summer vacation or of the declaration of the examination result. A student who has appeared in the Autumn Examination shall be eligible to join the 12th class not later than 10 days after the declaration of his examination result.

28. Late admission

After the normal dates of admission prescribed in Regulations 26 and 27 above the Head of an Institution may admit a student upto the 11th day from the closing date by charging a late fee as prescribed by the Board from time to time. No credit shall be given for any holidays either at the end of the month or in the intervening period except that when the summer vacation begins before the expiry of one calendar month, the Institution concerned may permit admission for the unexpired portion of the month from the date of the re-opening of the Institution after the summer vacation;

Provided that the Chairman may, in order to avoid real hardship, permit late admission to the 11th class until the 30th November, on payment of prescribed fee to the Board.

Notwithstanding anything contained in this Regulation the Chairman may, in the case of a student who had been awarded scholarship by the Board or Government, permit late admission to the 11th class within ten days of the receipt of intimation of the award of scholarship by the student.

29. Admission to Adib Alim and Fazil classes.

Admission to the Adib, Alim and Fazil Classes shall begin on 15th September or an earlier date to be fixed by the Head of the Institution and shall continue for ten days. The Head of the Institution may admit a student up to the 15th day from the closing date by charging a late fee as prescribed by the Board and up to one calendar month from the closing date by charging a late fee as prescribed by the Board. The Chairman may, in order to avoid real hardship, permit admission to these classes up to the 15th December of the year preceding the examination.
SECTION VI
Inter-transfer of Students in Recognized Institutions other than High Schools

30. Migration

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

1) he applies to the Board on a prescribed form through the Principal of the Institution to which he belongs:

2) the Head of the Institution to which he wishes to migrate gives his Consent;

3) he obtains a Leaving Certificate from the Head of the Institution to which he belongs after his migration has been sanctioned by the Board;

4) one or other of the following conditions is satisfied;
   i) that a change of residence of his father or guardian has made it necessary for a student to change his Institution;
   ii) that the father or guardian of the student objects within three months to the admission of the student to that Institution;
   iii) that a student wishes to take up another subject which is not taught in the Institution (the letter sanctioning the migration shall specify this fact and the student shall offer the new subject for the examination);
   iv) that a student seeks migration owing to change of financial circumstances (such cases should be supported by a certificate from the Head of the Institution);
   v) that in the interest of discipline of an Institution, Heads of the Institutions agree.

31.

No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students who are provisionally promoted or detained, shall state all the relevant facts on the application.

32.

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

Note: - If a student's name is struck off the rolls of an institution in IIInd year class and is not re-admitted in the same academic year in the same class, such a student may be re-admitted in the same class in next academic session within first ten working days in the month of May in the same or in any other institution on production of College Leaving Certificate from the Institution he last attended.
33. In Institutions where fees are charged, students shall be charged fees from the 1st of May. Students of the intermediate Classes shall pay tuition fee for 24 months. A second tuition fee for the same months shall not be charged from a student migrating from one institution to another.

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

34. Local migration

As far as possible, local migration shall not generally be allowed. However, in case of hardship the Chairman shall have the power to authorize transfer from one Institution to another.
CHAPTER 5
SCHEME OF STUDIES FOR THE
SECONDARY SCHOOL EXAMINATIONS
SCHEME OF STUDIES FOR SECONDARY SCHOOL CERTIFICATE
EXAMINATIONS
UNDER PART SYSTEM FOR SESSION 2012-2014 & ONWARD

Punjab Boards offer qualifications for both English and Urdu medium schools. The revised SSC Scheme of Studies 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. Mode of conduct of practicals is subject to approval by the Government. The marks allocated to the subjects in the revised Scheme of Studies are as follows.

SSC I and II (Class IX and X) subjects on offer for examination

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<td>English- I</td>
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<td>3</td>
<td>Islamiyat Compulsory -I or Ethics -I (For Non-Muslims)</td>
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<td>4</td>
<td>Pakistan Studies -I</td>
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*Evaluation of Practical.* In compliance with the Orders of Ombudsman, Punjab in Complaint No C-1404/04/2011-Adv-II-93/2011 dated 03-08-2011 and the minutes of the PBCC Meeting held on 17-04-2012 at Bahawalpur, it is resolved that There will be one question of Practical (10 Marks each) in the theory paper of SSC Part-I and Part-II respectively. It is pertinent to mention here that Practical is a key factor in engaging, enthusing and inspiring students. High quality, appropriate practicals are central to effective learning in science, technical and applied subject/s. Therefore, Separate paper of practical will also be conducted and grades will be awarded on the basis of performance of the candidates as per following criteria.

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

These grades will be mentioned on certificates issued by the Board.

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.
Foreign students may opt GEOGRAPHY OF PAKISTAN in lieu of Urdu Compulsory, subject to the approval of relevant Board.

- Non-Muslim candidates can opt Ethics in lieu of Islamiyat Compulsory.
- Islamiyat Compulsory composite book for 9th and 10th published in April, 2012 or afterward is valid only.
- Each institution shall ensure 3 hrs Physical, library & Manual work per week.
- Each period shall be at least of 45 minutes duration.

**Notes:** The Government has approved above mode of conduct of practicals examination vide No.S.O(Boards)13-2/2012-P dated 02.05.2012.

### HUMANITIES GROUP

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**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 PRACTICS
23. "BUSINESS STUDIES
24. Commercial Geography

Subjects will be offered 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, languages given at Sr. No. 14.
(iii) Not more than two Histories can be taken 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 and Fashion Designing
9. Beautician

DARS-E-NIZAMI GROUP

Can be taken for examination with the written permission from Chairman of the relevant Board

PART-I (CLASS-IX)

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## DARS-E-NIZAMI GROUP

Can be taken for examination with the written permission from Chairman of the relevant Board

PART-II (CLASS-X)

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## SCHEME OF STUDIES FOR DEAF AND DUMB

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## LIST OF ELECTIVE SUBJECTS FOR DEAF AND DUMB

1. Tailoring
2. Embroidery
3. Type Writing
4. Carpet Making
5. Derry Sauzi
6. Drawing
7. Baking
8. Housekeeping
9. Computer Science
10. Physical Education
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD.

To,

All the Heads of Secondary/
Higher Secondary Schools,
Within the Jurisdiction of BISE,
Faisalabad.

SUBJECT: AMENDMENT IN GRADING FORMULA IN NEW SCHEME OF STUDIES FOR THE CLASS 9TH & 10TH.

In continuation to this office letter No. 217/MS dated 11.06.2012, it is hereby notified for information for all concerned, that Board in its meeting held on 16.08.2012 vide item No. 22 made an amendment (Notified by the PBCC, Gujranwala) in New Scheme of Studies at page 2 for 9th & 10th Class grading formula in connection with practical.

Grading Formula may be read as:

A+ 90% and above. A 80%. B 70%. C 60%. D 50%. E 40%. F= Fail-Below 40%.

Instead of

A+ 90% and above. A 80%. B 70%. C 60%. D 50%. F= Fail-Below 50%.

Prof. Hamid Khalil
(Secretary)

No. 307/MS

Dated: 18-09-2012

A copy is forwarded for information & necessary action to:-

1. Executive District Officer (Education), Faisalabad, Jhang, Toba Tek Singh, Chiniot.
2. District Education Officer (Secondary), Faisalabad, Jhang, Toba Tek Singh, Chiniot.
3. District Information Officer, Faisalabad, Jhang, Toba Tek Singh, Chiniot.
4. Record File.

Naveed Hussain Qureshi
(Deputy Secretary Adm.)
CHAPTER 6
SCHEME OF STUDIES FOR THE INTERMEDIATE EXAMINATION
DECISION OF PBCC DATED 22/23 JUNE, 2012

Item No.2 TO DISCUSS AND FINALIZE THE SCHEME OF STUDIES FOR INTERMEDIATE PART-I (PBCC SECRETARIAT).

SCHEME OF STUDIES FOR INTERMEDIATE EXAMINATIONS UNDER PART SYSTEM FOR SESSION 2012-2014 & ONWARD

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

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### Science Group (General)

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Choose any one combination:
### SCIENCE GROUP (GENERAL)

#### Part-I

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#### Medical Technology Group

#### Part-I

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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. Optometry Technology Group

TOTAL 550

#### Medical Technology Group

#### Part-II

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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. Optometry Technology Group

TOTAL 550
• **EVALUATION OF PRACTICAL.** In compliance with the Orders of Ombudsman, Punjab in Complaint No C-1404/04/2011-Adv-II-93/2011 dated 03-08-2011, it is resolved that there will be one question of Practical (13 Marks) in the theory paper of Intermediate Higher Secondary School Certificate examinations, Part I and Part-II respectively. As Practical is a key factor in engaging, motivating and inspiring students. High quality, appropriate practicals are central to effective learning in science and technology. Therefore, separate paper of practical will also be conducted and grades will be allotted on the basis of marks as under.

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

These grades will be displayed on the mark sheets of candidates.

• 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.

• The recognized affiliated institutions shall offer only those subjects to the candidates for which they are affiliated.

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

• Each period shall be at least of 45 minutes duration for theory.

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### Commerce Group
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### ISLAMIC STUDIES GROUP
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### Humanities Group

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### Scheme of Studies - HSSC Grades XI & XII (Humanities Group) Elective Subjects

1. CODE 6003 HISTORY (OF ONE ONLY FROM THE FOLLOWING HISTORY SUBJECTS)
   - HISTORY OF MODERN WORLD
2. 6007 HISTORY OF ISLAMIC CONQUESTS WITH MUSLIMS IN SPAIN IN PART I
3. 6099 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 OUTLINES OF HOME ECONOMICS
14. 6023 FINE ARTS
15. 6029 ARABIC
    - 6030 PERSIAN
    - 6032 PUNJABI
    - 6036 SINDHI
    - 6033 PUSHTO
    - 6038 BALOCHI
    - 6039 SINDHI
    - 6040 MODERN LANGUAGES
16. 6027 ENGLISH ELECTIVE
17. 6037 URBAN ADVANCE
18. 6043 HEALTH AND PHYSICAL EDUCATION

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The house unanimously approved the above scheme of studies for session 2012-2014 and onward. It was further decided that Government may be taken on board as well.
CHAPTER 7
SCHEME OF STUDIES FOR THE LANGUAGES EXAMINATIONS

1. Adib, Alim and Fazil Examinations shall be held in the following languages, namely;

   a) the Urdu Language and Literature;
   b) the Arabic Language and Literature;
   c) the Persian Language and Literature;
   d) the Bengali Language and Literature;
   e) the Punjabi Language and Literature;
   f) the Sindhi Language and Literature;
   g) the Sanskrit Language and Literature;
   h) the Hindi Language and Literature;
   i) the Pashto Language and Literature;

2. Six written papers shall be set in each examination except in the examination in the Pashto Language and Literature in which four papers shall be set in each examination, and three hours shall be allowed for each paper.
CHAPTER 8
(ORIGINAL REGULATION VI)
FINANCES OF THE BOARD

1. Financial Year

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

2. Secretary to keep accounts

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


All finances of the Board shall be kept in a Bank/Banks approved by the Board, in the name of the Board of Intermediate and Secondary Education, Faisalabad under the following distinct heads:
1) General Fund
   a) Current Account
   b) Saving Account
2) Pension Fund
3) Contributory Provident fund
4) General Provident Fund
5) Special Endowment fund
6) Gratuity fund
7) Confidential Account.
   and such other heads as may be determined by the Board from time to time.

4. Gratuity Fund

The annual contributions to the Gratuity Fund for five years commencing from the year 1956-57 shall be Rs. 10,000/- and thereafter, Rs. 5,000/-

5. Transfer of Accounts

No transfer shall be made from accounts (2), (3), (4), (5) and (6) to any other account except under the express orders of the Board.

6. Board Property

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

7. Government Securities

Subject to the general control of the Board, the Chairman and the Secretary shall be competent to direct that any un-invested balance at credit of any particular trust or trusts or any other account of the Board shall be invested in Government Securities/National Savings Scheme/Bank for the benefit of the account concerned.

8. Amounts payable to Board

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

All sums received direct by the Secretary shall be forthwith sent by him to the Bankers of the Board for credit to the account and shall not be used by him for meeting any expenses.

9. Subscription and donation

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

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

EXPENDITURE

11. Conditions for payment

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

12. Payment by Cheques
Payment shall be made by cheques signed by the Secretary, but in case of Government Department, it may be made by Bank Draft or pay order with the express written permission of the Secretary. The Board may authorize Assistant Secretary/Deputy Secretary and Secretary to sign cheques for an amount from time to time.

13. Incurrence of expenditure

All expenditure shall be incurred subject to the budget allotment for the year and to the Rules regulating the power of the Board to sanction expenditure.

14. Payment of fixed charges

The Secretary shall have power to pass and pay all fixed charges provided for in the budget as well as fees to Examiners, Printer's bills, bills relating to conduct of Examinations, payment to temporary staff, ordinary contingencies and such other bills as are approved by the Board from time to time; but he shall obtain the sanction of the Board before passing any other charges. The Board may delegate to one or more Officers the powers of the Secretary to pass or pay bills, provided the amount in any individual case does not exceed Rs. 50,000/-. 

15. Joint Signing of Cheques

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

16. Imprest

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

17. Preparation of budget

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

18. Estimates of receipts

In the budget, credit shall be taken for the amount of the interest and profits of the
General Endowment Fund, the amount of the Government grant for subscriptions and donations estimated with reference to the average receipts from this source during the previous three years, excluding from this average any subscriptions given for investments or of exceptionally large amount, and for income from fees calculated in the same way.

**AUDIT**

19. **Half yearly Audit report**

   It shall be the duty of the Auditor to submit through the Finance Committee, a half yearly Audit Report to the Board and to see:
   i) that the accounts of the Board are properly kept;
   ii) that the state of the balance shown therein agrees to the Bank account;
   iii) that all payments are supported by vouchers and that they are under proper sanction; and,
   iv) that all receipts and payments are classified in accordance with the Rules and Regulations of the Board.

20. **Annual Audit Report**

   It shall also be the duty of the Auditor to prepare and submit an annual audit report on the accounts of the Board certified by him to be correct.

21. **Interpretation of regulations and rules**

   If there is any difference in the interpretation of a Regulations or a Rule or on any other matter between the Audit and the Secretary, the matter shall be referred to the chairman whose decision shall be final Statement of accounts submitted to Government.

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

**Annual Audit**

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

22. **ACCOUNTS to be kept by Secretary.**

   The Secretary shall keep separate account of the following accounts:
   i) General Fund
   ii) Pension Fund
   iii) Contributory Provident Fund
iv) General Provident Fund v) Special Endowment Fund 
vi) Gratuity fund 
vii) Confidential Press Account and such other heads as may be determined by Board from time to time.

23. General statement of accounts

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

24. Books of account and forms

The following books of accounts and forms shall be maintained in the office of the Board:

I. FOR GENERAL FUND

1) Cash Book 
2) A Classified Register of Receipts 
3) A classified Register of Expenditure 

II. FOR CONTRIBUTORY PROVIDENT FUND

1) A Cash Book 
2) A Ledger Exhibiting separate personal account 
3) A Bank Pass Book

III. FOR GRATUITY FUND

1) A Cash Book 
2) A Ledger 
3) A Bank Pass Book

IV. FOR SPECIAL ENDOWMENT FUND

1) A Cash Book 
2) A Ledger Exhibiting separate personal account for each trust 
3) A Bank Pass Book

V. FOR CONFIDENTIAL PRESS ACCOUNT

1) A Cash Book 
2) A Ledger 
3) A Bank Pass Book

VI. FOR PENSION FUND

1) A cash Book
2) An Establishment Check Register
3) A Bank Pass Book

VII. FOR GENERAL PROVIDENT FUND
1) A Cash Book
2) A Ledger exhibiting separate personal account
3) A Bank Pass Book

25. Half yearly statement

    The half-yearly statement of accounts for the previous six months shall be laid before the Finance Committee and the Board, and when passed, shall be countersigned by the Chairman,

26. Preservation of vouchers

    All vouchers in support of items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, at the discretion of the Secretary, be destroyed; provided that all accounts or documents relating to Trusts, Donations and Subscriptions shall be preserved.
CHAPTER 9
SERVICE REGULATIONS OF
THE EMPLOYEES OF THE BOARD OF
INTERMEDIATE & SECONDARY EDUCATION,
FAISALABAD

Definition and General

1. Title

These Regulations may be called the Board of Intermediate & Secondary Education, Faisalabad Employees Service Regulations and will be deemed to have taken effect from the date of establishment of the Board.

2. Regulation applicable to permanent whole time employees

There shall be three classes of Employees of the Board, namely;
- Class A: An employee in BPS-16 and above
- Class B: An employee in BPS-5 to 15
- Class C: An employee in BPS-1 to 4

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

3. Definition

In these Regulations:

1) 'Appointing Authority' means the Board, Committee or officer of the Board competent to appoint an employee as defined for the time being in Regulation 8 of these Regulations;
2) 'Service' means the whole period of continuous service including the period spent on leave;
3) 'Active Service' means the time spent:
   a) on duty
   b) on privilege/earned leave
4) 'Emolument' means the amount of monthly pay and allowances granted
5) 'Furlough' means leave other than privilege leave, extra-ordinary leave by the Appointing Authority to any employee and leave on medical certificate.
6) 'Employee' means the employee of the Board.

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

5. Chairman's permission necessary

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

6. Medical & Fitness Certificates

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

7. Service Books

A service book shall be maintained by the office of the Board for every employee in the prescribed form. The Secretary shall have it kept up-to-date. The service books of the Secretary and the Controller shall be maintained by the Chairman. An up-to-date leave account shall also be maintained by him in a suitable form, save as otherwise provided in the Regulations.

8. Authority to appoint, suspend or remove an employee

Unless otherwise permitted in the Act or Regulations, appointment, suspension and removal of the employee:
1) in BPS-16 and above shall rest with the Board;
2) in BPS-5 to 15 shall rest with the Chairman;
3) in BPS-1 to 4 shall rest with the Secretary;

9. Appellate Authorities

In the event of dismissal and disciplinary action or with respect to other service matters, the person affected may appeal against the orders passed by the competent authority as follows:-
1) in the case of employees in BPS-16 and above, to the Controlling Authority;
2) in the case of employees in BPS-5 to 15 to the Board.
3) in the case of employees in BPS-1 to 4 to the Chairman.

10. Direct recruitment

No person shall be recruited to the service by direct appointment unless:
1) he is a subject of Pakistan or, being a foreigner, is permitted to seek employment with the special permission of the Board; and,
2) he is, in the case of an employee in BPS-1 to 15 not more than 25 years nor less than 18
years of age. Provided the Appointing Authority may, in special circumstances waive the age limit conformity with the Government instructions.

Conditions of Service

11. Office held at Board's pleasure

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

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

12. Period of probation

1) Employees appointed against permanent vacancies shall, on appointment to any post, remain on probation which shall be two years in the case of persons recruited direct and one year in the case of persons promoted.

from within the office. The period spent on leave other than casual leave may be excluded for reckoning the period of probation: Provided the officiating service in a corresponding higher post may be reckoned as the period spent on probation in the post to which he was appointed.

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

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

3) If, before the expiry of the period of probation, the Appointing authority does not issue any orders confirming the employee or dispensing with the services of extending the period of his probation, the period of probation shall be considered to have been extended automatically for a period of next year.

Seniority

13. Seniority of employees

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

(Explanation: For the purpose of this Regulation grade may be defined broadly, as consisting of a number of posts of the same class of service carrying the same duties and responsibilities and in a common scale of pay).

14. Inter-se seniority

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

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

16. Seniority of direct recruitees and promotees

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

17. Board to determine pay and scale

Officers and other employees of the Board shall be entitled to such salary and scales of pay as may be determined by the Board from time to time. Provided that in case of adoption of Government Notification about pay and allowances, it shall be adopted in toto (letter and spirit) rather its partial adoption.

Notice of Discharge/Termination

18. Period of notice of discharge/Termination.

i) The service of a temporary or a permanent employee who commits mal practice as defined in the Universities and Boards of Intermediate and Secondary Education Act 1950 or involve in any subversive activities against the affairs of the Board shall be liable to be terminated forthwith.

ii) In case, a post is retrenched or employee wishes to leave the service of the Board, the Board or the employee as the case may be shall give notice to the other party.

iii) The following shall be the period of notice for discharge of said employee keeping in view his length of service:

a) for an incumbent with 5 year's or more service;
b) for an incumbent with one year's or more but less than five year's service; 90 days' notice.

c) for an incumbent with 6 months or more but less than one year's service; 30 days's notice

d) for an incumbent with 6 months service; 15 days's notice

d) for an incumbent with 6 months service; 7 days's notice

Provided that:

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

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

### Casual Leave

19. Casual Leave

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

i) not more than ten days leave including gazetted holidays shall be granted at a time:

ii) not more than 15 days leave shall be granted in the first half of the year; and,

iii) when casual leave is taken in conjunction with holidays, these holidays may also be treated as casual leave by the Competent Authority.

Note. A temporary employee may be allowed casual leave up to the limit of 10 days in the first six months of service and thereafter, be equated with a permanent employee.

### Acting Allowance and Combination of Service

20. Combination of Posts

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

a) The highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post:

b) For each other post, he draws such reasonable pay equal to 20% of the presumptive pay of the post to a maximum of Rs.6,000/- per month or in accordance with the instructions issued by the Government by time to time.

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

22. Additional Charge Allowance

When an employee holds additional charge of another post in addition to that of his own substantive post, he shall be entitled for 20% of the presumptive pay of the post as additional charge allowance to a maximum of Rs.6,000/- per month or in accordance with the instructions issued by the Government by time to time.

23. Honorarium

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

Age of Retirement

24. Age of retirement

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

b) A whole-time employee of the Board may be retired from service on such date after he has completed 25 years of service. Provided that the Board has the right to retire its employees even before the completion of 25 years of service as special and rare cases, on disciplinary and health grounds.

c) This Regulation shall take effect from 22.11.1976.

d) The Appointing Authority may obtain the advice of an Advisory Committee, if any, constituted by the Board for the purpose, while considering the cases of retention beyond the age of 55 years and of retirement cases after completion of 25 years service. The Advisory Committee may consist of two or more members and will consider each case as may be referred to it by the Appointing Authority and submit its report as soon as possible to the Appointing Authority who will pass such orders as may be deemed appropriate in each case.

Provident Fund

25. Provident Fund

A Provident Fund to be called The Board of Intermediate and Secondary Education Provident Fund shall be established for the benefit of the employees.

26. P.F. open to whole time permanent employees.
Every permanent whole-time employee shall, as a condition of his service, be required to become a depositor in The Board of Intermediate & Secondary Education Provident Fund.

27. Special cases

The Appointing Authority may as a special case, allow any employee other than a permanent whole-time employee to become a depositor in the fund.

28. Rate of subscription

The subscription to the fund shall be 12-1/2 % of the pay, provided it is in whole rupees, i.e. when the calculation involves paisas amounting to less than 50 paisas, the paisas shall be ignored and when they amount to 50 paisas or more, a full rupee shall be deducted. Each subscription shall be deducted month by month from the pay of each depositor and amount deducted shall be paid into the Board of Intermediate & Secondary Education Provident Fund to the benefit of the depositor:
Provided that in the case of an employee on leave, the subscription shall be on full pay and not on the leave allowance for that period.

29. Rate of Board's contribution

At the end of each half year a sum equal to the aggregate amount, subscribed to the fund during such half year, shall be contributed to the fund by the Appointing Authority and subject to the conditions contained in the proviso to this Regulation. such portion of the amount so contributed as shall be equal to the amount deposited by each subscriber, during the half year for which contribution was made, shall be placed to the credit of the depositor;
Provided that no employee who has, in the opinion of the Board, been guilty of dishonesty or other gross misconduct, and has been consequently dismissed from his employment, shall be entitled to the benefit of, or receive any part or share in, any sums at any time contributed by the Board to the fund on his account or the accumulated interest or profits thereof, and that the Board shall he entitled to recover, as the first charge from the amount, for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the Board by reason of his dishonesty or misconduct but not exceeding in any case the total amount of contributions credited to his account by the Board and of any interest or increment which has accrued on such contributions:
Provided further that no employee shall be entitled to receive any part or share in any sums contributed by the Board to the fund and any interest and increment which has accrued on such contributions where he has resigned employment within one year of the commencement thereof, unless he has established to the satisfaction of the Board that his retirements is necessitated by incapacity for further service.
30. **Interest on deposits.**

The Board shall pay interest on all sums deposited in the provident fund at the same rate as it earns on the deposits invested from the fund and the amount of such interest shall be half yearly placed to the credit of each depositor.

Provided that in case of payment under Regulation 33 interest shall be payable to the person up to the end of the month preceding that in which payment is made or up to the end of the 6 months after the month in which such amount became payable whichever of these periods is less.

31. **Subscriptions exceeding 12-1/2%**

Any employee shall be permitted to subscribe to the Fund beyond 12-1/2% prescribed in Regulation 28 provided that:

1) The contribution of the Board shall not be more than 12-1/2% of the pay of the employee.
2) The additional subscription shall be in percentages divisible by 5.
3) The additional contribution that an employee may decide to make to his Provident Fund shall be at least for a period of one year.
4) The additional contribution shall be considered as a part and parcel of the Fund.

(Note:- This amendment will take effect from 29.5.167).

32. **Proper accounts to be maintained**

The Secretary shall cause to be maintained proper accounts relating to the Fund, showing the account for the time being at the credit of each depositor and the general state of the Fund, in such form as the Board may from time to time prescribe. Each depositor shall be supplied with a Pass Book which shall show the amount for the time being at credit of the depositor, and which shall be in such form as the Board may from time to time, prescribe.

33. **Amount at credit payable at death or discharge**

Subject to the provisions of Regulation 29, the amount standing in the Fund at the credit of a subscriber shall become payable on the death of a subscriber or on his quitting service of the Board.

34.

In case of leave granted preparatory to retirement, a subscriber may, at the discretion of the Board, be permitted to withdraw upto ninety per cent of his assets in the Provident Fund.

35. **Nomination of person to receive payment at employee's death.**
A depositor may make a declaration signed by him and attested by two witnesses, one of whom shall be the Secretary, in his Provident Fund Pass Book as well as in the Provident Fund Register maintained by the Board, stating the name or names of persons to whom he desires that in the event of his death, the whole or any part of the amount of his deposit shall be paid. Such nomination may, at any time be revoked by the subscriber or replaced by a fresh nomination which shall also be attested by two witnesses of whom one shall be the Secretary. If the employee has made such a declaration, the payment shall be made in accordance here with and no succession certificate shall he required. On such payment being made, the Board shall be absolved of all liability in connection therewith.

36. Power to make rules

The Board may, from time to time, make Rules consistent with these Regulations and with the provisions of the Act, for:

1) the conduct of the business of the fund;
2) any matter relating to the fund, or its management or the investment of sums at credit of the fund, the privileges of depositors not herein expressly provided for, and may add to, vary or cancel any Rules so made.

37. Grant of gratuity in recognition of service.

As an addition to the benefits given under the Provident Fund Rules, the Board may, at its discretion, grant at the time of retirement to an employer or after his death to the person whose name has been registered under Regulation 35 for efficient and faithful service, a gratuity equal to a half month's actual pay which the employee was drawing at the time of retirement, or death, in case he dies before retirements, for each year's service. Provided that no gratuity shall be given to an employee of under 15 years continuous service and that no gratuity shall accrue for any year over 30 years service and that no gratuity shall he given to the employees without the sanction of the Board.

38. Retirement after 15 years

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

39. Entitlement to gratuity

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

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

41. Payment of premium

Subject to such conditions as may be laid down by the Board, from time to time, the payment of premium for a policy of insurance on the life of a permanent whole-time employee at his option, be made from his personal contributions to the Provident Fund Account.

42. Medical assistance to employee

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

43. Employees transferred from Lahore Board.

Employees transferred from University / Lahore Board to retain all privileges

The employees of the Board transferred from the University of the Punjab/Lahore Board, shall at least enjoy all privileges in respect of Leave, Gratuity, Provident Fund, Seniority, Confirmation, etc, granted to them in the University service at the time of their transfer to the Board. Their service in the University/Lahore Board shall, for all purposes, be treated as service under the Board.

Foot Note:

i) The above provision applies mutatis mutandis in case of employees transferred from the Board of Intermediate and Secondary Education, Lahore to Sargodha and Sargodha to Faisalabad Board on option basis.

ii) In case any employee of the Lahore Board has joined the Sargodha Board in the preliminary stage on basis other than the option basis, the Board may extend the concession contained in Note (i) above subject to the condition that the Board shall not be liable to undertake any pecuniary liability of the period to his joining the Sargodha Board.

44. Part-time employees ineligible
The above Regulations shall not apply to the part-time employee as defined below:

a) A part-time employee shall be an employee:
   i) Whose whole-time is not retained for the service of the Board.
   ii) Who draws fixed remuneration for his services.
   iii) Who performs the work of the Board at such hours as may be fixed by the Competent Authority

b) The terms and conditions of service of a part-time employee shall be as prescribed in the Rules.

45. Compensation in case of accident

In case any person performing the duties of the Board meets with an accident as a result of which he is injured or dies, the Board may, at its discretion, grant to him or to his legal heirs, as the case may be, suitable compensation in Cash or Medal or Certificates, or in other form. (This Regulation shall have retrospective effect from April, 1962).

46. Employees in Printing Press

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

Explanations:
   i) "Gratuity" shall mean one month's salary for every year of approved service.
   ii) "Salary" shall mean total emoluments for the calendar month preceding the month of retirement, or termination of service with the consent of the Competent Authority.
   iii) "Approved Service" shall mean satisfactory service as certified and recorded by the Controller of Examinations at the end of each year, after the completion of examination for that year.

(The above Regulations shall have retrospective effect from 1958 to cover old cases).

47. Adoption of any Government Notification.

In case of adoption of any Government Notification regarding any matter, it shall be deemed to have been adopted in toto.
CHAPTER 10
LEAVE REGULATIONS THE BOARD OF
INTERMEDIATE & SECONDARY EDUCATION,
FAISALABAD EMPLOYEES LEAVE REGULATIONS.

1. Short title Commencement and application

1.

a) These Regulations shall be called the Board of Intermediate & Secondary Education, Faisalabad Employees revised Leave Regulation, 1981.

b) These Regulations shall come into force with immediate effect.

2. These Regulations shall apply to all Board Employees other than those who were employed before the first day of July, 1978 and opted not to be governed by the Revision of leave Rules, issued under the Finance Department's Circular letter No. FI)SR-III-I-8578 dated 5th November, 1978. They shall come into force at once.

3. Definitions

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

a) Board means the Board of Intermediate & Secondary Education Faisalabad.

b) Competent Authority means the Authorities competent to sanction leave to the employee of the Board as detailed below:

   i) Employees in NPS-16 and above          The Board
   ii) Employees in NPS-5 to 15.              The Chairman
   iii) Employees in NPS-1 to 4.              The Secretary

c) Employee means a whole-time employee of the Board

EARNED LEAVE


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

Earning and Accumulation of leave.

i) A Board employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave accounts "Leave, on full pay."
ii) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

iii) If a Board employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either in month is more than fifteen days the leave to be credited for both the incomplete month shall be restricted to that admissible for one full calendar month only.

iv) There shall be no maximum limit on the accumulation of such leave.

5. **Board employee in vacation Department.**

A Board employee in Vacation Department may earn leave on full pay;

a) When he avails himself of full vacations in a calendar year at the rate of day for every calendar month of duty rendered:

b) When during any year he is prevented from availing himself of the full vacation as for a Board employees in a Non-vacation department for that year and.

c) When he avails himself of only, a part of the vacation as in above (a) plus such proportion of thirty clays as the number of days of vacation not taken bears to the full vacation.

ii) The provisions under rule 3 (2)-4 shall also applicable in the case of Board employees of a Vacation Department.

6. **Leave on full pay.**

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

a) Without medical certificates 120 days
b) With medical certificate plus 180 days
c) on medical certificate from leave account in entire service. 365 days

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

i) Leave on full pay may, at the option of the Board employee be converted into leave on half pay the debit to the leave account will be at the rate of one day of the former for every two days of the leave of the latter fraction of one half counting as one full days leave on full pay.

ii) The request for conversion of leave referred to in sub-rule (i) shall be specified by the Board employees in his application for the grant of leave.

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

8. Leave preparatory to retirement.

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

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

iii)

9. Recreation Leave

Recreation leave may, be granted for fifteen days once in a financial year, the debit to the leave account may, however be for ten days leave on full pay. Provided that such leave shall not be admissible to Board employees in a vacation Department.

NOTE: - Casual leave (as Recreation Leave) shall however continue to be granted for 10 days only, subject other conditions under the Government instruction.

10. Leave not due

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

(ii) Such leave may be converted into leave on half pay.

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

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

11. Special Leave.

i) A female Board employee on the death of her husband may be granted special leave on full pay when applied for a period not exceeding one hundred and thirty days.
ii) Such leave shall not be debited to her leave account.

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

12. Maternity Leave

i) Maternity leave may be granted on full pay, outside the leave account to a female Board employee to the extent of ninety days in all from the date of its commencement (as specified in the application for leave) or forty five days from the date of her confinement which ever be earlier.

ii) Such leave may not be granted for more than three times in the entire service of a female Board employee except in the case of a female Board employee employed in a vacation department who may be granted maternity leave without this restriction.

iii) For confinements beyond the third one the female Board employees (in a non-vacation Department) would have to take leave from her normal leave account.

iv) The spells of maternity leave availed of prior to the coming into force of these rules shall he deemed to have been taken under these rules.

v) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extra ordinary as leave as may be due and admissible to a female Board employee.

vi) Leave salary to be paid during maternity leave shall be regulated as for other leave in accordance with the existing instruction of the Government.

vii) The leave salary to be paid during maternity leave will therefore remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave in the event of resumption of duty by such female Board employee.

13) Disability leaves

Disability leave may be granted outside the leave account on each occasion up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary to a Board employee other than a Board employee in part time service etc. disabled by injury ailment or disease contacted in course or in consequence of duty or official position.

ii) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half for the remaining period.
14. Extra Ordinary Leave (leave without Pay)

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

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

ii) Extraordinary leave upto a maximum period prescribed under sub-rule (1) may be granted subject, to the conditions stated there in irrespective of the fact whether a Board employee is a permanent or a temporary employees.

15. Leave to be expressed in days

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

16. Leave when start end:

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

17. Encashment of refused leave preparatory to retirement.

i) If in case of retirement on superannuation a Board employee cannot for reasons of public service be granted leave preparatory to retirement duly applied for in sufficient time he will in lieu thereof be granted lump sum leave pay for the leave refused to him subject to a maximum of one hundred and eighty days leave on full pay.

ii) Such leave can be refused partly and sanctioned partly but the cash compensation shall he admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.

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

iv) For the purpose of lump sum in lieu of such refuse leave only the senior post allowance will be included in Leave Pay, so admissible.
v) In case a Board employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lump sum payment equal to the period failing short of one hundred and eighty days.

18. Power to refuse leave preparatory to retirement

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

ii) All orders refusing preparatory to retirement on to a Board employee and recalling a Board employee from leave preparatory to retirements shall be passed only by the authorities specified.
   i) For an employee of BPS-16 and above The Board personally
   ii) For an employee of BPS-5 to 15 The Chairman personally
   iii) for an employee in BS-1 to 4 The Secretary personally.

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

iv) All proposal regarding refusal of such leave to an officer of Grade 16 and above shall be referred to the Board with detailed justification at least three months before an officer is due to proceed on such leave.

19. In Service Death

i) In case a Board employee dies while in service lump sum payments equal to full pay up to one hundred and eighty days out of the leave at his credit shall he made to his family as defined for the purpose of family pension

ii) For the purpose of lump sum payment to the family of the Board employee who dies while in service only the senior post Allowance will he included in the leave pay so admissible.

20. Recall from leave.

i) If a Board employee is re-called to duty compulsory with the personal approval of the head of his office from leave of any kind that the spending away from his head quarters he may, be granted a single return fare plus Daily Allowance as admissible on tour from the station where he is spending his leave to the place where he is required to reports for duty.

ii) In case, the Board employees recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

iii) If the return from leave is optional, the Board employee is entitled to no concession.

21. Carry forward existing leave

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

i) Leave on full pay
   a) 1 month  30 days
   b) 1 day            1 day

ii) Leave on half pay
   a) 1 month  15 days
   b) 2 days   1 day

NOTE: - Fractions, if any shall be ignored.

22. Over stay after sanction leave

i) Unless, the leave of Board employee is extended by the head of this office, a Board employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudiced to any disciplinary action that may he taken against him, double the period of such absence shall be debited against his leave account.

ii) Such debit shall, if there is insufficient credit in the leave account be adjusted against future earning.

23. Leave Ex-Pakistan.

i) Leave ex-Pakistan may he granted on full pay to a Board employee who applies for such leave or who proceeds abroads during leave or takes leave while posted abroad or is otherwise on duty abroad and makes a specified request to that effect.

ii) The leave pay to be drawn abroad (in foreign currency) shall be restricted to a maximum of three thousand rupees per month.

iii) The leave pay shall be payable in sterling if such leave is spent in Asia other than Pakistan-tand India.

iv) Such leave pay (in foreign currency shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

v) The Board employees appointed after the 17th May, 1958 shall draw their leave salary in rupees in Pakistan irrespective of the country where they happen to spend their leave.

vi) Grant of leave Ex-Pakistan will be regulated and be subject to the same limits and condition as prescribed in Rules 6,7 and 14.

24. Reasons need not be specified etc.

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

25. Any type of leave maybe applied for.

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

26. Combination of different types of leave.

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

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

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

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

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

i) A Board employee proceeding on leave shall hand over the charge of his post, an if he is in Grade 16 and above, he shall while handing over charge of the post, sign the charge relinquishment.

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

29. Assumption of charge to return from leave etc.

i) A Board employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he direction by that authority unless such direction has been given to him in advance.
ii) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expensed as on transfer shall be payable to him.

30. Accounts officer to maintain leave account.

i) Leave account in respect of Board employees shall be maintained as part of his service book.

ii) The account officer shall maintain the leave accounts of Board-employees of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. Leave of lapse when Board employee quits service.

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

32. Pay during leave.

i) Leave pay admissible during leave on full pay shall be the greater of;
   a) The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins and.
   b) the pay drawn on the day immediately before the beginning of the leave.

ii) When leave on half pay is taken, the amounts, calculated under clauses (a) and (b) of sub-rule (a) shall be have to determine the greater of the two rates.

33. Leave earned by Board employee employed in non-continuous establishment.

i) A Board employed in non-continuous establishment may be granted only earned leave and disability leave as admissible to and subject to the conditions laid down for, a Board employee employed in a continuous establishment and no other kind of leave shall be admissible such Board employee.

ii) A Board employee who is transferred from a non-continuous establishment to a continuous establishment and, vice versa shall carry forward the balance of earned leave at his credit on the date of his transfer.

**Explanation:** In this rule, "non-continuous establishment" means an Establishment which does not function through out the year and "continuous establishment" means an establishment which functions through out the year.

34. Quarantine leave.

i) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a Board employee on such leave.

Provided that where the exigencies of service are compelling, the Head of the office may employ a substitute for reasons to be recorded in writing.
ii) A Board employee may be granted Quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall he treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

35. Leave application its sanction, etc.

i) Except where otherwise stated, an application for leave or for an extension of leave must be made to the Head Office where a Board employee is employed and, in the case of the Head of office to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.

ii) An audit report shall not be necessary before the leave is sanctioned.

iii) When a Board employee submits a medical certificate for the grant of leave it shall be, by an authorized medical attendant in the form attached to these rules.

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

v) In case where all the applications for leave cannot in the interest of public service be sanctioned to run simultaneously the authority competent to sanction leave shall, in deciding the priority applications consider

   a) Whether and how many applicant can, for the time being, best be spared;

   b) Whether any applicants were last re-called compulsorily from leave and;

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

36. Hospital leave and study leave.

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

37. Board employee on leave not to going duty without per-mission before its expiry.

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

38. When leave earned.

i) All service rendered by a Board employees qualifies him to earn leave in accordance with these rules but shall not he earned during the period of leave.
ii) Any period spent by a Board employees in Foreign Service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on accounts of such period.

(Leave rules circulated vide notification No. F.D. SS 111-1-85/78 dated 13.7.1981 by the Punjab Government and adopted by the Board as Leave Regulations, vide paragraph 6 to the proceedings of its meetings held on 26th & 27th June, 1985).
CHAPTER 11
PENSION REGULATIONS
Original Regulations Nos. 63-75

1. Title of Pension Regulations

1) These Regulations may be called the Board of Intermediate & Secondary Education, Faisalabad Service Pension Regulations.
2) These Regulations shall have effect from the date of inception of the Board.

2. Definitions of terms

1) In these Regulations unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
   i) Board means the Board of Intermediate & Secondary Education Faisalabad.
   ii) 'Service' means service rendered in Board and includes such period of service as has been rendered in Punjab University/Board of Intermediate & Secondary Education, Lahore, Sargodha immediately before come into being of the Faisalabad Board;
   iii) "Competent Authority" means the authority competent to fill the post vacated by the employee retiring on pension.
   iv) 'Medical Authority' means an authority appointed to conduct medical examination of Board's employees for the purpose of granting invalid pension, extraordinary pension or commutation of pension.

This authority shall be:
   i) The Medical Officer of the Board in respect of employees in BPS-1 to 4.
   ii) A Standing Medical Board consisting of not less than two Medical Officers to be appointed by the Board in respect of employee in BPS No. 5 to 15.
   iii) A Standing Medical Board consisting of not less than three Medical Officers to be appointed by the Board in respect of Officers in BPS No. 16 and above.

Interpretation

2) If any question of interpretation of these Regulations arises, such interpretation shall be made by the Board with reference to the Punjab Civil Services Pension Rules for the time being in force.
3. **Extent of application only direct recruits eligible.**

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

4. **Option**

**OPTION** Board employees and retired officials mentioned in Regulations 3 above may exercise option within a period of six months from the date of publications of these Regulations in the West Pakistan Gazette. The options shall be communicated in writing to the Secretary and the option once so exercised shall be final, Board servants who fail to exercise option within the stipulated period, shall be assumed to have opted for the Board Servants services Pension Regulations continue to subscribe to the General Provident Fund, without any contribution from the Board may do so at their option, after coming under the Pension Scheme.

6. **Application of Regulations**

These Regulations shall not apply to:

i) Any Employees of the Board paid from contingencies or borne on work- charged establishment;

ii) Any Employees of the Board engaged on contract which contains no stipulation for pension under these Regulations;

iii) A person for whose appointment and condition of service special provision is made by or under any law for the time being enforced with the exception of the staff of the confidential press.

v) Any Employee whose whole-time is not retained for Board service such as Part-time Legal Adviser, Medical Officer, etc;

vi) Any Employee of the Board or class of employees of the Board may be excluded by the Board from the application of these Regulations.

7. **Punjab Civil Service Pension Rules, 1963.**

Expect where express provision to the contrary has been made in these Regulations, the Punjab Civil Service Pension Rules, 1963, as applicable to the Punjab Government Servants and amended from time to time, mutatis mutandis shall he applicable to the Board employees.
8. Maintenance of and contributions to Pension Fund

There shall be maintained a Pension Fund to the credit whereof shall be placed contribution per month @ 33.33 % of the pay of each Board employee as would have been payable by the Board under the Provident Fund system.

9. Pension Sanctioning Authority

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

10. Appellate Authority

If any employee of the Board is aggrieved by an order passed under Regulation 9, he may appeal to the authority competent that would have heard the appeal if he was removed or dismissed from the Board service immediately before his retirement, and the provision of the rules regulating appeals for removal or dismissal shall apply mutatis mutandis to appeals under the Regulations.

11. Pension Fund to be adjusted.

If the amount in the Pension Fund is surplus to the requirements for the purposes of pension, the surplus fund may be invested with the previous sanction of the Chairman, in such manner as may be necessary, and if the Pension Fund is running short of the requirements for the purposes of pensions, the Board may raise its contribution to the Pension Fund under Regulation No. 8 to such extent as may be specified.

12. Pension payable from Pension Fund

All pension shall be paid out of the Pension Fund and maintained under Regulation No. 8.

13. Expeditious completion of formalities regarding pension.

All formalities for the grant of pension shall be completed as expeditiously as possible so that the employee of the Board retiring on pension starts getting his pension regularly within three months of his retirement, provided that if due to unavoidable circumstances such period is to be exceeded the authority competent to grant the pension, shall sanction anticipatory pension for the interim period.
1. Examination Bi-Annual
   1) The Secondary School Examination shall be held twice a year, i.e., in the Spring and the Autumn, beginning on such dates as may be fixed by the Board, and shall be open to both Regular and Private Candidates as specified hereafter. The bi-annual examination shall be called the Secondary School (Spring) Examination and the Secondary School (Autumn) Examination.
   2) The Secondary School Examination shall be open to a regular candidate who:

2. Conditions of eligibility regular candidates.
   1) has passed not less than two years previously the 8th Class Examination of an Institution within the territorial limits of the Board of any other examination recognized as equivalent to the aforesaid examination;
   2) has been enrolled in an institution during the two academic years preceding the examination or has been enrolled throughout the one academic year preceding the examination, provided he has either already completed the prescribed course or has attended and completed the course of the 9th class and has not discontinued his studies for more than two years;
   3) has submitted his admission for and the prescribed fees to the Board through the head of his institution by such dates as may be fixed by the Board;
   4) produces the following certificates signed by the Head of the Institution he has most recently attended;
      i) of having good moral character;
      ii) of having satisfactorily performed the work of the class throughout the two academic years;
      iii) of having completed at least 75% of the attendances;
      iv) of having devoted 72 hours to Manual Work and Civil Defense Training during the two academic years preceding the examination;
      v) of having acquired the proficiency of Nazira Quran Khawani.
   5) Submits the following documents, if he/she has migrated from a place falling outside the jurisdiction of the Board:
a) No Objection Certificate from the relevant Board in case of a non-registered student in 9th or 10th class.
b) Transfer certificate from the relevant Board in case of registered student with any other Board in 9th or 10th class.

3. Record of student performance.
   a) The Head of the Institution will maintain proper record of attendances, class assignments, home task, manual work and Civil Defense Training referred to in Rule 2 (iv) above.
b) i) The Head of the Institution will also maintain proper records of the marks obtained by students in the periodic tests held during the course of studies. He shall indicate, at the proper place in the admission forms, Letter Grades assigned to the students on the basis of average of aggregate number of marks of the best Four out of Six tests during two years. The criteria for determining Letter Grades shall be as follows:-

<table>
<thead>
<tr>
<th>Percentage of Marks</th>
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<th>Remarks</th>
</tr>
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<tbody>
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<td>80% and above</td>
<td>A-One</td>
<td>Outstanding</td>
</tr>
<tr>
<td>70% and above but below 80%</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>60% and above but below 70%</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>50% and above but below 60%</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>40% and above but below 50%</td>
<td>D</td>
<td>Fair</td>
</tr>
<tr>
<td>Below 40% to 33%</td>
<td>E</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Below 33%</td>
<td>F</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

   ii) The Head of Institution may at their own discretion, forward the names of students obtaining, Grade ‘F’ in the internal assessment, for admission the Secondary School Examination. However, the Board does not encourage the submission of names of such students.

4. Counting of Attendance
   1) The attendance shall be counted from the beginning of academic session up to the 14th day. Preceding the commencement of the examination.
2) In the case of a candidate who joins the 10th class after having failed in the Secondary School examination the percentage of attendances shall be counted from the 7th day after the publication of the result up to the 14th day before the commencement of the examination. If, however, the result is declared during the summer vacation, the attendances shall be counted from the day of the re-opening of the school after the summer vacation.

3) If a candidate fails short of required number of attendances up to the date of submission of application for admission to the examination. The Head of the Institution may send up his application for admission to the Controller of Examination provisionally. If the candidate fail to complete the required percentage up to the 14th day before the commencement of the examination for cancellation of his candidature.

4) If a candidate is not short of the required percentage of attendance at the time of submission of the application for admission to the examination but subsequently fails short of such percentage, the Head of the institution shall withdraw the name of the candidate by informing the controller of examination at least 10 days before the commencement of the examination.

5) In the case of a student who does not appear in the Spring or autumn Examination on account of shortage of attendance, the required percentage of the attendance may be counted in the two years of his stay in the school whether these two years are in the 9th and 10th classes or in the 10th class only.

a. Condonation of deficiency in attendance.

1) Taking into consideration the result of the house examination and general performance of the candidate, the Head of the Institution shall have the power to condone the deficiency in attendances of not more than 15 days provided that if deficiency of attendances is on account of participation in duly authorized tournaments, education excursions, participation in duly authorized tournaments, education excursions, debating contests, or by reason of a natural calamity, credit may be given for the number of days during the period of attendance or participation aforesaid. However, the total absence in the above case shall not exceed 15 days in one academic year, Provided that the Head of the Institution shall take a decision about condonation of deficiency at least fourteen days before the commencement of the examination after which no decision in this respect shall be valid.

2) No deficiency in attendance will be condoned. However, in case of candidate who was officially sent to take part in duly authorized Inter-Institutional/Inter-Board/Inter Provincial or National activities, during that period will not be counted towards the total number of attendance that period will not be counted towards the total number of attendance. A candidate, whose deficiency is not made up, shall not be permitted to appear in the Autumn Examination, provided he makes up the deficiency before the Autumn Examination.
5. **Conditions of eligibility private candidate**

The Secondary School Examination shall be open to any private candidate who

1) Submits his admission form and the prescribed fees to the Board by such dates as may be fixed by the Board along with the following certificates signed by the authorized person:
   a) Of having good moral character;
   b) Of residing in or belonging to a place within the territorial limits of the Board
   c) Of not having been on the rolls of any recognized institution after 30th June of the year preceding the Secondary School (Spring) Examination and 31st December of the year preceding the Secondary School (Autumn) Examination;
   d) Of not simultaneously being a candidate for any examination to be held by any other Board or University;
   e) Of not less than 15 years of age on the 1st March of the year of the Examination.
   f) Of having acquired the proficiency of Nazira Quran Khawani.

2) Submits three copies of his recent photograph (except in the case of women) duly signed by him and attested by the person who signs the certificates mentioned in the foregoing rule;

3) Submits the following certificates in addition to above (if he has been residing permanently or temporarily in or belonging to a place not falling within the jurisdiction of the Board);
   a) That the relevant Board has no objection to his taking the examination conducted by this Board;
   b) That he has not been disqualified by the original Board for the period he is appearing in the Examination;
   c) That he has not qualified the Secondary School Examination from his parent Board / University earlier and

6. **Attesting Authority.**

The following persons shall be authorized to sign the admission forms of private candidates;

a) Heads of recognized Institution;

b) Officers of the Board

c) Members of the Board

d) Assistant Commissioner of the Sub-Division concerned

e) Concerned Commanding Officers for the Military personnel and concerned Superintendent Jail in case of Prisoners.

f) Such other persons as may be authorized by the Chairman in this behalf

7. **Number of Attempts to Qualify the Examination.**

1) In order to qualify for the grant of Secondary School Certificate, a candidate shall be granted three consecutive chances provided he/she passes at least four subjects carrying 450 marks or any five subjects in first attempt.
2) If a candidate fails to pass the examination in the first or second attempt, he/she shall be exempted from appearing in the subject/subjects cleared in an attempt/attempt and permitted to appear in the subsequent attempt or attempts in the subject/subjects in which he has failed. Such a candidate on completing the examination shall be granted a certificate of having passed the examination in parts.

3) No additional chances shall be granted in lieu of the one missed by the candidate on account of any reason.

4) A candidate who fails to qualify the examination in three consecutive chances shall repeat it as a fresh candidate.

5) Deaf and dumb or blind candidates may pass the examination in any number of sittings and they will be exempted from reappearing from the paper in which they have once passed.

8. Scheme of Studies.

The general Scheme of Studies, including subjects, their combinations, groups and papers are given in Chapter V of the Board’s Calendar (Volume 1).

9. Medium of Examination.

The medium of Examination in all subjects, except English shall be Urdu; provided that:

a) Candidates from special Type Institutions or such candidates who may write their medium as English or Bengali in their admission forms in the relevant column for subject other than languages:

b) Candidates failing under category (a) above may use Urdu/Bengali as medium of examination in the subjects of Islamiyat (Compulsory) / Islamic Studies (Elective) and Civics (Compulsory) meant for non-Muslim candidates.

10. Pass Marks

The minimum pass marks in an individual subject shall be 33%. In a subject having two papers, the candidate shall be required to obtain 33% of the total marks of the two papers taken together, provided that in a subject having practical’s, the candidate shall have to pass in Theory and Practical separately. The minimum pass marks in a practical having 20 marks shall be 7.

12.

1) To qualify for the grant of Secondary School Certificate, a candidate must pass in seven subject, provided that he/she would be free to qualify in the eighth subject in any subsequent examination before taking the next higher examination. Provided further that no candidate would be allowed to change the Board for his/her examination in the eighth subject. A fresh certificate will be issued on surrendering the previous one, if the candidate qualifies in the eighth subject.
2) i) A candidate who passes in seven subjects would be eligible for admission to the Intermediate Examination on provisional basis. If he takes up the same subject in which he failed; his admission would be confirmed on passing the eighth subject.

ii) In the case of a candidate who passes in seven subjects and seeks admission to the higher classes in subjects other than the one in which he failed, the condition for passing the eighth subject would not be imposed on him.

3) A candidate who is short of 1% marks allotted to the scheme of studies, will be awarded the requisite number of marks so as to enable him/her to pass the examination in seven or eighth subjects, as the case may be, subject to the condition that these marks will not be physically added to the aggregate; provided further that this grace shall not be admissible to a candidate who appears in the examination to clear only the eighth subject.

4) One percent grace marks subject to the maximum of nine / ten may be given to the failing candidates who appear in the Secondary School/Intermediate Examination of the Board after qualifying part – 1 of the respective examination from the other board.

13. Grade to be Shown in S.S. Certificate

a) Successful candidate shall be issued Secondary School Certificate showing subject-wise and aggregate of marks together with the letter Grades based on their performance in the public examination and calculated according to the following formula.

**GRADING FORMULA**

<table>
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<tr>
<th>Percentage of Marks</th>
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<td>Good</td>
</tr>
<tr>
<td>40% and above but below 50%</td>
<td>D</td>
<td>Fair</td>
</tr>
<tr>
<td>Below 40% to minimum pass marks</td>
<td>E</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

**NOTE TO BE PRINTED IN THE CERTIFICATES**

b) Each Certificate will be issued with the following notes.

i) This certificate may be read in conjunction with the testimonial to be issued by the Head of the Institution which will include details of Internal Assessment:

ii) The marks in a subject in which the candidate has failed are not included in the aggregate number of marks

iii) An asterisk mark * against a subject indicate the award of concessional marks which have not been included in the aggregate.
14.

i) A candidate who has already passed the examination may be given one opportunity to re-appears in the examination as a private candidate in the current courses for Improvement of Grade/Marks provided that he avails himself of this concession within a period of two years of passing the said examination and before appearing in the higher examination held by a Board or University. If such a candidate improves his Grade/Marks he shall be entitled to receive a new Certificate on surrendering his previous Secondary School Certificate. Such a candidate shall not be eligible for award of scholarship or any academic in distinction on the basis of his improved aggregate of marks. In such cases grace for Grade or general grace is not admissible.

ii) A Certificate who has passed the examination by taking the benefit of concessional marks in a subject/s will have the option either to appear in the subject/s in which he/she earned the concessional marks or may take the examination as a whole in accordance with rule 14 above, provided that only one chance will be given for this purpose option once exercised will be final such candidate will not be entitled for any other chance to improve the aggregate of marks each candidate will seek the Permission of Controller of Examination for this purpose.

A candidate who fails to improve his Grade/Marks shall retain his original Certificate and shall not be eligible to receive any result/detailed marks card/Certificate in respect of the result of that particular examination in which he appeared but failed to improve his Grade/Marks.

A candidate, who fails to improve the Grade/Marks, may avail himself/herself of the remaining chance/s if any for qualifying the eight subjects.


A candidate who has already passed the Secondary School Examination cannot reappear in the said examination excepting as provided in rule 14 above.

16. Scholarship

In order to become eligible for award of a scholarship, a candidate shall have to appear in the Spring Examination and pass it in one and the same sitting.

17.

1) A candidate who has passed the Adib, Alim or Fazil Examination may be permitted to qualify in English only in the Secondary School Examination and if successful be granted a certificate to that effect. 2) A candidate who has passed the Adib, Alim or Fazil Examination of the Board or an Examination recognized as equivalent thereto, may appear in the subjects of English and General Mathematics or Pakistan Studies of the Secondary School Examination, and if
successful, shall be granted the certificate of having passed the Secondary School Examination. However, if such a candidate passes in English while failing in the other subject, he may, on an application; he granted a certificate of having passed in English only of the Secondary School Certificate Standard

3) If a candidate after having passed the Adib, Alim or Fazil Examination, appears in the Secondary School Examination in full subjects and passes in English while failing in the examination as a whole, he may, on an application, be granted a certificate of having passed in English only of the Secondary School Certificate Standard

4) A candidate who has passed in English only of the Secondary School Certificate shall be permitted to appear in the remaining subject in the Secondary School Examination and on passing in the remaining subjects shall be granted a certificate to that effect.

18. Additional subjects.

Any candidate who has passed the Secondary School examination may be allowed to appear at any subsequent examination on payment of the prescribed fee in a subject or subjects not offered by him previously. Such a candidate on obtaining pass marks in the subject or subjects shall be granted a Certificate that effect. This concession shall also be available to a candidate who has passed an examination recognized as equivalent to the Secondary School Examination.

19. Irrevocable option.

1) A candidate permitted to appear in the subject/subjects in which he fails, may, at his own option, be declared as having failed and treated as a fresh candidate in a subsequent examination if otherwise eligible.

2) Such a candidate shall communicate his option to the Controller of Examinations at least 30 days before the commencement of examination.

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

20. Practical Examination

The Practical Examination in the subjects of Physics and Chemistry will be held separately according to the allotted centre by the practical examiner. The duration of the practical examination shall be 1 1/2 hours.

21. Additional Opportunity

Candidate of the following categories may, on an application, be given additional opportunity to appear in the examination in lieu of the chance missed by them:
i) Candidates involved in cases of alleged use of unfair means but acquitted of the charges:

ii) Candidates whose results remain incomplete. Provided that candidates in these categories shall be examined in the current courses.

22. Unfair means in Examination

If a candidate has been disqualified from passing or appearing in one or more examinations on account of his having been found guilty of using unfair means in an examination, his whole result shall be cancelled and he shall have to appear, at the end of the period of disqualification, as a fresh candidate.

23. Alternative to compulsory Urdu.

1) The following categories of candidates may be permitted by the Chairman to offer any subject from '11' List carrying 150 marks instead of 100 or "Geography of Pakistan in lieu of Urdu (Compulsory) if they offer "English Literature" provided that the subject taken in one Component shall not be taken in another component.

   a) Students of foreign origin who never had an opportunity to study Urdu up to the level of Secondary School Examination; and,

   b) Pakistani nationals who have remained abroad for a continuous period of three years before appearing in an examination of this Board and had not an opportunity to study Urdu in the foreign country up to the level of Secondary. School Examination.

2) Those candidate of foreign origin offering any subject from 'Y' List or "Geography of Pakistan Who have not studied under the British or American system of education or have not prepared or passed such examination at G.C.E. ordinary or higher level may be granted the concession of taking English (Compulsory) in lieu of English Literature.

3) A candidate coming from any other Board, after qualifying in the Secondary School Examination of part - I shall be permitted to appear in the remaining papers by offering the same combination and marks obtained by him in the part I examination will be added to result of the examination taken under the auspices of this Board.

24. Transfer from other Board,

A candidate migrating from any other Board to the Faisalabad Board after qualifying the Secondary School Examination Part - 1 in certain papers, shall be permitted to appear in the remaining papers of the Secondary School Examination of this Board and the marks obtained by him in these papers shall be added to the result of his examination taken under the auspices of the other Board. Provided that the examination of reappearing in the papers cleared by him from
the other Board shall be tenable for a period of three years from the year of his having qualified
Part. 1 Examination. *

25. Last dates for receipt of admission forms and. fees.

1) Every regular candidate shall submit his application for admission to the examination on the
prescribed form and remit the prescribed fee through the Head of the Institution concerned so as
to reach the Board by 15th December of the year preceding the examination in case of spring
Examination and 15th April of the same year in the case of Autumn Examination.

2) Every private candidate shall submit his admission form and the prescribed fee so as to reach
the Board by 1st November of the year preceding the examination in case of Spring Examination
and 1st April of the same year in the case of autumn examination.

3) Admission Forms and the prescribed fees for both regular and private candidates may be
accepted after the above mentioned dates up to such last dates as may be fixed by the Board on
payment of late fee at the following rates: First Phase: With late fee of Rs.50/- (For 15 days).
(Second Phase: fee up to the 30th day before commencement of the examination.

(Foot note to Rule 24 Candidates who do not want to avail themselves of the exemption granted
under this rule, will be at liberty to appear in full subjects of the Secondary School Examination.)

4) If the application for admission to the examination is dispatched under registered cover and
the admission fee is remitted by money order at least three days before the date prescribed for the
submission of admission form with or without late fee, the application form and fee shall be
considered to have been received in time provided they are received in the office of the Board
not later than 20 days before the commencement of the examination.

5) Except for reason of any default of the candidate such as Fee defaulter, Doubtful Eligibility,
etc., no late fee shall be charged from a candidate when the result of a candidate is declared after
the last date prescribed for submission of admission form and fee provided the admission form
and fee are received in the Board's office within 20 days from the date of declaration of his
result.

6) No late fee shall be charged from regular as well as private candidate/s provided the
admission fee is deposited on or before the prescribed date without late fee and the admission
form is received in the office 3 days late after the date prescribed without late fee. Such concession will apply to reappear candidates also.

7) When the admission fee along with the Admission Form is received before the last date prescribed without late fee and the amount of fee is short of the prescribed amount, an additional amount Rs.50/- shall be charged over and above the full rate of Examination Fee and if the fee deposited is less than half of the prescribed full rate of fee, an additional amount shall be charged equal to the rate of Examination Fee.

8) "A student, whose Govt. Servant parents are transferred from the jurisdiction of one Board to another after the submission of admission fee/form, will be allowed to appear in the new Board and his/her admission fee will he transferred to the new Board. however, he/she shall have to submit new admission form complete in all respects, provided that normal schedule of dates for the submission of admission forms will not be applicable on them; provided further that this concession will not he applicable to the candidates allowed to reappear in failing subjects and they shall completed their examination with their original Board".

9) No examination fee shall be charged from a blind candidate appearing in the Secondary School Examination who submits his admission form on or before the prescribed date. If a candidate fails to submit his admission form on or before the date fixed for receipt of admission forms without late fee, he shall pay only the late fee according to the schedule. Applicable to other candidates excluding the admission fee.
CHAPTER 2

INTERMEDIATE EXAMINATION in Force from spring 1974)

1. Examination Bi-annual

   The Intermediate Examination shall be held twice a year, i.e., in the Spring and Autumn, beginning on such dates as may be fixed by the Board, and shall be open to both Regular and Private candidates as specified hereafter. The Hi-annual Examinations shall be called the Intermediate (spring) Examination and the Intermediate (autumn) Examination.

2. Conditions of Eligibility regular candidates.

   The Intermediate Examination shall be open to a regular candidate who:-

   1) has passed, not less than two years previously the Secondary School Examination or any other Examination recognized as equivalent to the aforesaid examination;

   2) has been enrolled in an Institution during the two academic years preceding the examination;

   3) has submitted his admission form and the prescribed fees to the Board through the head of his institution by such dates as may be fixed by the Board;

   4) Produces the following certificates signed by the Head of the institution he has most recently attended;

      i) Of having good moral character;

      ii) Of having satisfactorily performed the work of the class throughout the two academic years;

      iii) Of having attended/perform during the two academic years preceding the examination, not less than;

         A) Seventy-five percent of the total number of lectures delivered in each of the subjects of study;

         B) Seventy-five percent of the number of practical’s prescribed for each subject of study, component of which comprises practical work;

         C) Sixty periods of physical training;
iv) A) Seventy five % of the total number of lectures delivered in each of the subjects taken up for study.

B) Of having performed at least 75% of the total number of practical's prescribed for each subject of study, component of which comprises practical work.

V) Submits the following documents, if he/she has migrated from a place falling outside the jurisdiction of the Board:-

a) No Objection Certificate from the relevant Board in case of a non-registered student in 11th or 12th class.

b) Transfer certificate from the relevant Board in case of a registered student with any other Board in 11th or 12th class.

3. Record of Student Performance

a) The Head of Institution will maintain proper record of the lectures, practical’s, physical exercise, class work, manual work and civil defence training referred to in rule 2(4).

b) i) Internal Assessment and Grading of Student The Head of the Institution will also maintain proper record of the marks obtained by students in the periodic tests held during the course of studies, he shall indicate at the proper place in the admission form. Letters-Grades assigned to the students, on the basis of average of aggregate numbers of marks of the best four out of six tests held during 2 years. The criteria for determining the Letter-Grades shall be as follows:-

GRADING FORMULA

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<td>70% and above but below 80%</td>
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</table>
40% and above but below 50%  D  Fair
Below 40% to 33%  E  Satisfactory
Below 33%  F  Unsatisfactory

ii) Policy restudents obtaining Grade (F)

The Heads of Institution may, at their own discretion, forward the names of students obtaining Grade 'F' in the internal assessment, for admission to the Intermediate Examination. However, the Board does not encourage the submission of names of such students.

4.

1) The lectures/periods shall be counted from the beginning of the academic session upto the 14th day preceding the commencement of the examination.

2) In the case of candidate whose result is declared late, lectures/periods shall be counted from the 14th day after the publication of his result; or the date of his joining the Institution whichever is earlier.

3) In the case of a candidate who joins the 12th class after having failed in the Intermediate Examination, the percentage of lectures/periods shall be counted from the 10th day after the publication of the result up to 14th day before the commencement of the examination. If, however, the result is declared during the summer vacation, the lectures/periods shall be counted from the day of the re-opening of the Institution after the summer vacation.

4) In the case of a candidate who joins the 11th class after qualifying in the Secondary School (autumn) Examination, the lectures/periods shall be counted from 20th day after the publication of the result or the date of his joining the Institution whichever is earlier.

5) If a candidate falls short of required number of lectures and practical’s at the time of submission of admission form and fees to the Board, the Head of the Institution may send up his admission form to the Controller of Examinations provisionally. If the candidate fails to complete the required percentage upto the 14th day before the commencement of the examination, the Head of the Institution shall report his name to the Controller of Examinations at least 10 days before the commencement of examination for cancellation of his candidature.

6) If the candidate is not short of the required percentage of lectures and number of practical’s at the time of submission of the application for admission to the examination but subsequently
falls short of such percentage, the Head of the Institution shall withdraw the name of the candidate by informing the Controller of Examinations at least 10 days before the commencement of the examination.

5. Condonation of deficiency in lectures/practical

Taking into consideration the result of the house examination and general performance of the candidate, the head of an Institution shall have the power to condone the deficiency in lectures/practical’s as under:-

a) 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/practical’s delivered/held during that period, will not be counted towards the total number of lectures/practical’s delivered / held for the purpose of calculating the prescribed lectures/practical’s attended.

b) A candidate whose deficiency is not made up, shall not be permitted to appear in the Autumn Examination, provided he makes up the deficiency and attends at least 75% lectures delivered after the Annual Examination by remaining on the rolls of the Institution.

6. G.C.E. Examination

A candidate who has passed the Overseas School Certificate Examination of the Cambridge University or General Certificate of Education (Ordinary Level) Examination or such other examination as may be recognized equivalent to this examination in five subjects including English and Urdu in one sitting or six subjects including English and Urdu in more than one sitting, may be admitted to the Intermediate Examination as a regular candidate provided that he has been enrolled in the 11th class in an Institution not later than 1st May of the year preceding the examination and as a private candidate if he has passed the aforesaid examination earlier than 1st May of the year Preceding the examination.

7. Appearing in a subject for which an Institution is not recognized

A student from an Institution may offer, for the Intermediate Examination, a subject in which that Institution is not recognized, 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 percentage of lectures/periods and the head of the Institution in which the student is enrolled shall report his name to the Controller of Examinations.

8. Conditions of eligibility-private candidates
The Intermediate Examination shall be open to any private candidate who:-
1) has passed, not less than two years previously, the Secondary School Examination, or any other Examination recognized as equivalent to the aforesaid examination, provided that nothing to the contrary to the Rules, Autumn Examination of a year may be treated as Spring Examination of the same year.

2) Submits his admission form and the prescribed fees to the Board by such dates as may be fixed by the Board along with the following certificates signed by an authorized person:

   a) Of having good moral character;

   b) Of residing in or belonging to a place within the territorial limits of the Board:

   c) Of not having been on the rolls of any recognized Institution after 30th June of the year preceding the Intermediate (spring) Examination and 31st December of the year preceding the Intermediate (Autumn) Examination;

   d) Of not simultaneously being a candidate for any examination to be held by any other Board or a University; and, **

   e) of having undergone practical training during the year preceding the examination in a laboratory approved by the Board provided that the Practical training shall not be less than two-thirds of work in an Institution, the minimum number of practical’s being 40, 0 Only following categories of candidates can appear in Pre-Engineering & Pre-Medical Groups in the Intermediate Examination as private candidate with effect from Intermediate (Spring) Examination 1982.-

   i) Appeared as a Regular candidate but failed.

   ii) Appearing to improve marks/grade after passing the Intermediate Examination.

   (In the case of candidates who have migrated from other boards the word "Board" shall mean either the board from which the candidate has migrated or "Faisalabad Board").

   iii) Students of P.A.P. College, Sargodha shall be exempted from the above conditions, provided they produce a certificate from the Principal concerned that they have completed three academic terms.

3) Submits three copies of his recent Photograph (except in the case of women) duly signed by him and attested by the person who signs the certificates mentioned in the foregoing rule;
4) Submits the following certificates in addition to above (if he has been residing permanently or temporarily in or belonging to a place not falling within the jurisdiction of this Board):

a) That the relevant Board has no objection to his taking the examination conducted by this Board;

b) That he has not been disqualified by the original Board for the period he is appearing in the examination; and,

c) That he has not qualified the Intermediate Examination from any other Board/university of the country earlier.

9. **Attesting authority**

The following persons shall be authorized to sign the admission form of private candidates:

a) Heads of recognized Institutions;

b) Officers of the Board;

c) Members of the Board;

d) Assistant Commissioner of the Sub-Division concerned.

e) Concerned Commanding Officers for the Military personnel and concerned Superintendent jail in case of Prisoners.

f) Such other persons as may be authorized by the Chairman in this behalf.

10.

1) In order to qualify for the grant of Intermediate Certificate, a candidate shall be granted three consecutive chances; he/she passes at least in three subjects carrying 600 marks in the first attempt.

2) If a candidate fails to qualify the Examination in first or second attempt, he shall be exempted from appearing in the subjects cleared in an attempt/s and allowed to appear in the subsequent attempt/s in the subject/s in which he has failed. Such a candidate on completing the examination shall be granted a certificate of having passed the examination "In parts".

3) No additional chance shall be granted in lieu of the one missed by the candidate on account of any reason.
4) A candidate who fails to qualify the examination in three consecutive chances shall repeat it as a fresh candidate. i) Deaf and dumb or blind candidates may pass the examination in any number of sittings and they will be exempted from reappearing in the papers in which they have once passed.

11. **Trained Nurses**

Notwithstanding anything contrary contained in these rules, a trained nurse who appears in Intermediate Examination in the Nursing Group will be exempted from appearing in the subject of Nursing and given the credit.

12. **Scheme of studies**

The general Scheme of Studies including subjects, their combination, groups and papers to be offered in the examination are given in Chapter VI of the Board's Calendar (Vol.1).

13. **Medium of Examination**

The following shall be the medium of examination:-

<table>
<thead>
<tr>
<th>Subject</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Urdu</td>
<td>Urdu</td>
</tr>
<tr>
<td>ii) English</td>
<td>English</td>
</tr>
<tr>
<td>iii) Language other than Language concerned or Urdu</td>
<td>Urdu and English</td>
</tr>
<tr>
<td></td>
<td>iii) Other subjects in Urdu or English various groups.</td>
</tr>
</tbody>
</table>

14. **Pass Marks**

The minimum pass marks in individual subjects shall be 33%. In subjects having two papers, a candidate shall be required to obtain 33% of the total marks of the two papers, provided that in the subjects having practicals, the candidate shall have to pass in Theory and Practical separately.

15. **Qualifying conditions and grace marks**
1) To qualify for the grant of Intermediate Certificate, a candidate must pass in all the subjects. However, the following concessional marks shall be allowed:

A candidate who fails to qualify for the grant of Intermediate Certificate for want of not more than one percent of the total number of marks allotted to the relevant group, shall be given the benefit if requisite number of marks in the subjects/papers in which he has failed so as to enable him just to qualify for the grant of the Intermediate Certificate, provided that these marks shall not be physically added to the marks obtained by the candidate in the said subjects/papers or the aggregate, but the marks actually obtained by him in these subjects/papers will be included in the aggregate.

2) One percent grace marks may be given to the failing candidates who appear in the Secondary School or Intermediate Examination of the Board after qualifying Part-I of the respective examination from other Boards.

16. Grades to be shown in Intermediate Certificate

a) Successful candidates shall be issued Intermediate Certificate, showing, subject-wise and aggregate number of marks together with the Letter-Grades based on their performance in the public examination and calculated according to the following formula:-

<table>
<thead>
<tr>
<th>Percentage of Marks</th>
<th>Grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% and above</td>
<td>A-one</td>
<td>Out Standing</td>
</tr>
<tr>
<td>70% and above but below 80%</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>60% and above but below 70%</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>50% and above but below 60%</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>40% and above but below 50%</td>
<td>D</td>
<td>Fair</td>
</tr>
<tr>
<td>Below 40% to minimum pass marks</td>
<td>E</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

b) Each certificate will be issued with the following notes:-
i) This Certificate may be read in conjunction with the testimonial to be issued by the lead of Institution which will include details of Internal Assessment.

ii) An astonic marks (*) against a subject indicates the award of concessional marks which have not been included in the aggregate.

17.

1) A candidate who has already passed the Intermediate Examination may be given one opportunity to re-appear in the examination as a private candidate in the current course and the same subjects for the improvement of Grade/marks provided that he avails himself of this concession within a period of two years after passing the said examination and before appearing in the next higher examination held by a Board or University. If such a candidate improves Grade/marks, he shall be entitled to receive a new certificate on surrendering his previous Intermediate Certificate. Such a candidate shall not be eligible for award of scholarship or any academic distinction on the basis of improved aggregate of marks.

2) A candidate who has passed the Examination by taking the benefit of Concessional marks in a subject/s will have the option either to appear in the subject/s in which he/she earned the concessional marks or may take the examination as a whole in accordance with rule 17 (1) above provided that only one chance will be given for this purpose. Option once exercised will be final. Such candidate will not be entitled for any other chance to improve the aggregate of marks.

3) In such cases general grace is not admissible. A candidate who fails to improve shall retain his original certificate and shall not be eligible to receive any result/Detailed Marks Cards/Certificate in respect of the Result of that particular Examination in which he appeared and failed to improve Grade/Marks.

18. Bar to appear in the Examination

A candidate who has already passed the Intermediate Examination cannot re-appear in the said examination excepting as provided in rule 17 above.

19. Scholarship

In order to become eligible for the award of a scholarship, a candidate shall has to appear in the Spring Examination and pass it in one and the same sitting.

20. Intermediate after Alim or Fazil Examination
1) A candidate who has passed the Alim or Fazil Examination may be permitted to qualify in English only in the Intermediate Examination and if successful shall be granted a certificate to that effect; provided that such a candidate shall have passed in English only of the Secondary School Examination previously.

2) A candidate who has passed in English only of the Intermediate Standard, after passing the Alim or Fazil Examination shall be permitted to appear either as a regular student or as a private candidate in the remaining subjects in the Intermediate Examination provided that he has passed the Secondary School Examination in full subjects at least two years previously and on passing in the remaining subjects shall be granted a certificate to that effect.

3) Any candidate who has passed an Alim or Fazil Examination in any Regional language may be permitted to appear either as a regular or as a private candidate in English and two other subjects other than Regional Languages in the Humanities Group of the Intermediate Examination provided that he has been declared successful in the Secondary School Examination at least two years previously. Such a candidate on passing in these subjects shall be granted the Intermediate Certificate.

4) Any candidate who has passed an Alim or Fazil Examination in Arabic, Persian, Urdu or Bengali may be permitted to appear either as a regular or as a Private candidate in English and one other subject, not being a language in the Humanities Group of the Intermediate Examination provided he has declared successful in the Secondary School Examination at least one year previously and on passing in these subjects shall be granted the Intermediate Certificate.

21. First Examination in Agriculture

A candidate who has passed the first examination in Agriculture of the Punjab University/Agriculture University may be allowed to appear in the Intermediate Examination on payment of the prescribed fee, as a private candidate in English Poetry of Intermediate Examination for the purposes of admission to B.A. Examination of the Punjab University. Such a candidate on obtaining pass marks. Shall he grant a certificate to that effect?

22.

And candidate who has passed the Intermediate Examination may be allowed to appear at any subsequent examination, on payment of prescribed in a subject or subjects not offered by him previously except science Subjects involving practicals. Such a candidate on obtaining pass marks in the subject or subjects shall be granted a certificate to that effect. This concession shall also be available to a candidate who has passed an examination recognized as equivalent to the
Intermediate Examination. I however any candidate who has passed the Intermediate Examination in Pre-Engineering Group may be allowed to appear in the subject of Biology in any subsequent examination provided that he/she fulfils the following conditions:-

i) He/She would get casual admission for one academic year in a recognized college with the prior permission of the Board.

ii) He/She would produce a certificate of having completed the attendances and performed requisites No. of practical’s in this subject of the college where he/she sought admission. The admission form would be attested by the same Principal.

23. Irrevocable Option

1) A candidate permitted to reappear in the subject/subjects in which he fails, may, at his own option, be declared as having failed and treated as a fresh candidate in a subsequent examination if otherwise eligible.

2) Such a candidate shall communicate his option to the Controller of Examination at least 30 days before the commencement of examination.

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


Candidates of the following categories may, on an application, be given additional opportunity to appear in the examination in lieu of the chance missed by them

i) Candidates involved in cases of alleged use of unfair means but acquitted of the charges.

ii) Candidates whose results remain incomplete. Provided that candidates of these categories shall be examined in the current courses.

25. Unfair means in Examination

If a candidate has been disqualified from passing or appearing in one or more examinations on account of his having been found guilty of using unfair means in an examination, his whole result may be cancelled and he will have to appear at the end of the period of disqualification, as a fresh candidate.
26. Alternative to compulsory Urdu

1) The students coming from the English Medium Schools/Colleges and appearing in the Intermediate Examination may offer either:

   a) Compulsory I It-du/Bengali and compulsory English OR h) Alternative Easy Course in Urdu/Bengali in lieu of the normal-compulsory course till 1975; provided they take up English Elective in lieu of normal course of English compulsory.

2) With effect from the Intermediate (spring) Examination 1976, the following categories of candidates may be permitted to offer Pakistani Culture in lieu of Urdu (Compulsory) if they offer English Elective:

   a) Students of foreign origin who never had an opportunity to study Urdu upto the level of Intermediate Examination;

   b) Pakistani nationals who remained abroad for a continuous period of three years before appearing in an examination of the Board and had not an opportunity to study Urdu in the foreign country upto the level of Intermediate Examination.

3) Those students of foreign origin offering "Pakistani Culture" who have not studied under the British or American System of Education or have not appeared or passed such examination at G.C.E. Ordinary or Higher level will he granted the concession of taking English (Compulsory) in lieu of Higher English.

4) A candidate coming from any other Board to the Faisalabad Board after qualifying in the Intermediate Examination Part I with Alternative Easy Course of Urdu and English compulsory or with alternative easy course of Urdu and English of a higher standard shall he permitted to appear in the remaining papers by offering the same combination of the above mentioned subjects as offered by him in the Part 1 Examination of the relevant Board and that the marks obtained by him in the Part Examination will be added to the result of his examination taken tinder the auspices of this Board.

27. Transfer from other Boards.

* I) A candidate migrating from any other Board to the Faisalabad Board after qualifying the Intermediate Examination Part 1 in certain papers shall be permitted to appear in the remaining papers of the Intermediate Examination of this Board and that the marks obtained by him in these papers, shall be added to the result of his examination taken under the auspices of the other Board. Provided that the exemption of reappearing in the paper cleared by him from the other Board shall be tenable for a period of three years front the year of his having qualified Part 1 Examination.
2) Candidates taking the examination in remaining papers/subjects after qualifying Part 1 Examination of another Board shall be eligible to complete the examination in two consecutive chances.

(Foot note to Rule 27 (1) Candidates who do not want avail themselves of the exemption granted under this rule’ will be appear in full subjects of the Intermediate Examination in or fresh subjects).

28. Last dates for receipt of admission forms and fees.

1) Every regular candidate shall submit his application for admission to the examination on the prescribed form and remit the prescribed fee through the Head of the Institution concerned so as to reach the Board by the 1st January of the year of examination in case of spring examination and by the 1st June of the same year in the case of Autumn Examination.

2) Every private candidate shall submit his admission form and the prescribed fee so as to reach the Board by 1st December of the year preceding the examination in case of Spring Examination and by 1st May of the same year in the case of Autumn Examination.

3) Admission forms and the prescribed fees for both regular and private candidates may be accepted after the above mentioned dates up to such last dates as may be fixed by the Board on payment of late fee at the following rates:-

First phase:

(For 15 days) Second phase:

With late fee of Rs. 50/ =

Double fee up to the 30th day before commencement of Examination.

4) If the application for admission to the examination is dispatched under registered cover and the admission fee is remitted by money order at least. Three days before the date prescribed for the submission of admission form with or without late fee the application and fee shall he considered to have been received in time provided they are received in the office of the Board not later than 20 days before the commencement of the examination.

5) Except for reason of any default of the candidate such as Fee Defaulter, Doubtful Eligibility etc., no late fee shall he charged from a candidate when the result of a candidate is declared after the last date prescribed for submission of admission form and fee provided the admission form and fee are received in the Board's office within 20 days from tile date of declaration of his result.
6) No late fee shall be charged when the admission fee form is received in the office of the Board not later than three days after the prescribed last date without late fee, provided the Admission Form or Fee has been dispatched/deposited on or before the last date so prescribed.

7) When the admission fee along with the Admission Form is received before the last date prescribed without late fee and the amount of fee is short of the prescribed amount, an additional amount Rs. 50 shall be charged over and above the full rate of Examination Fee and if the fee deposited is less than half of the prescribed full rate of fee, an additional amount shall be charged equal to the rate of Examination Fee.

8) "A student whose Govt. Servant parents are transferred from the jurisdiction of one Board to another after the submission admission fee/form, will be allowed to appear in the new Board and his/her admission fee will be transferred to the new Board. However, he/she shall have to submit new admission form complete in all respects, provided that normal schedule of dates for the submission of admission forms will not be applicable on them: provided further that this concession will not be applicable to the candidates allowed to reappear in failing subjects and they shall complete their examination with their original Board."

9) No examination fee shall be charged from a blind candidate appearing in the Intermediate Examination who submits his admission form on or before the prescribed date. If a candidate fails to submit his admission form on or before the date fixed for receipt of admission form without late fee, he shall pay only the late fee according to the schedule applicable, to other candidates excluding the admission fee.
CHAPTER 3
ADIB, ALIM AND FAZIL EXAMINATIONS
(In Force from Spring 1974)

1. Examination Bi-Annual

The Adib, Alim and Fazil Examinations shall be held twice a year i.e., in the spring and the Autumn, beginning on such dates as may be fixed by the Board.

2. Conditions of eligibility regular candidates

The Adib, Alim and Fazil Examinations shall be open to a regular candidate who:

i) has been enrolled in an Institution throughout the one academic year previous to the examination;

ii) has submitted his admission form and prescribed fees to the Board through the I lead of his Institution by such dates as may be fixed by the Board:

iii) submits the following certificates signed by the I lead of Institution he has most recently attended:

a) Of having good moral character, and,

b) Of having attended not less than two-thirds of lectures delivered in the subject in which he desires to be examined.

3. Conditions of eligibility private candidates

The Adib, Alim and Fazil Examinations shall be open to any private candidate who:

1) Submits his admission form and the prescribed fee to the Board by such dates as may be fixed by the Board along with the following certificates signed by an authorized person:

a) of having good moral character;

b) of not having been on the rolls of any recognized institution after 30th of June of the year preceding the Adib, Alim and Fazil (Spring) Examinations and 31st December of the year preceding the Adib, Alim and Fazil (Autumn) Examination;

c) Of residing in or belonging to a place within the territorial limits of the Board; and, d) of not simultaneously being a candidate for any examination to be held by any other Board or a University:
2) Submits three copies of his recent photograph (except in the case of women) duly signed by him and attested by the person who signs the certificates mentioned in the foregoing rule;

3) Submits the following certificates in addition to above (if he has been residing permanently or temporarily in or belonging to a place not falling within the jurisdiction of this Board).
   
a) That the relevant Board has no objection to his taking the examination conducted by this Board;
   
b) That he has not been disqualified by the original Board for the period he is appearing in the examination; and, c) that he has not qualified the Adib, Alim or Fazil Examination from his parent Board / University earlier.

4. **Attesting Authority.**

The following persons shall he authorised to sign the admission form of private candidates:

a) Heads of recognised institutions;
   
b) Officers of the Board;
   
c) Members of the Board;
   
d) Assistant Commissioner concerned.
   
e) Concerned Commanding Officers for the Military personnel and concerned Superintendent Jail in case of Prisoners.
   
f) Such other persons as may be authorised by the Chairman in this behalf*.

5. **Number of attempts to qualify the Examination.**

1) in order to qualify for the grant of the Adib, Alim or Fazil Certificate / Diploma, a candidate shall he granted three consecutive chances.

2) If a candidate fails to qualify the Examination in the first or second attempt, he shall be exempted from appearing in the paper / papers cleared in an attempt's and allowed to reappear in the subsequent attempt/is in the paper/s in which he has failed. Such a candidate on completing the examination shall be granted a certificate of having passed the examination "In parts".

3) No additional chance shall be granted in lieu of one missed by the candidate on account of any reason. 4) A candidate who fails to qualify the examination in three consecutive chances shall repeat it as fresh candidate.
5) Deaf and dumb or blind candidates may pass the examination in any number or sitting and they will be exempted from reappearing in the papers which they have once cleared.

6. Scheme of Studies.

The languages in which the examination shall be held, the number of papers, the scale of marks etc., are given in Chapter VII of Board's Calendar.

7. Medium of Examination

Urdu shall be the medium of examination for Medium of languages examination provided that the Board may, Examination as its discretion, allow in an individual case, any other medium after satisfying itself that the candidate concerned is not proficient in Urdu. Provided further that in the case of examination in the Punjabi Language, the question papers shall be printed in Punjabi (Persian script) and the candidates shall answer questions in Punjabi.

8. Minimum passes marks.

The minimum marks required to pass the Languages Examination, i.e., Adib, Alim and Fazil shall be 33% in each paper.

9. Divisions

Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First Division; those who obtain 45% or more but less than 60%, in the Second Division and all below 45%, in the Third Division.

10. Qualifying conditions & Grace Marks.

To qualify for the grant of Adib, Alim or Fazil certificate / diploma a candidate must pass in all the papers. However, the following concessional marks shall be allowed; A candidate who fails to qualify for the grant of Adib, Alim or Fazil Certificate or Diploma for want of not more than 1% of the total number of marks allotted to the scheme of studies, shall be given the benefit of requisite number of marks in the paper / papers he has failed so as to enable him to qualify for the grant of Certificate / Diploma provided that these marks shall not he physically added to the marks obtained by him in the aid paper papers or to the aggregate number of marks, but only the marks actually obtained by him in the paper / papers shall be included in the Certificate / Diploma.

A candidate who has passed the Adib, Alim or Fazil Examination may be permitted to appear in English only in the Secondary School Examination (and if successful shall be granted a certificate to that effect.

A candidate who has passed the Aclib, Alim or Fazil Examination, the Board, or an examination recognised as equivalent thereto, may appear in the subject's of English and General Mathematics or Pakistan Studies of the Secondary School Examination, and if successful, shall be granted the certificate of having passed the Secondary School Examination, however, if such a candidate passes in English while failing in the other subject, he may, on an application, be granted a certificate of having passed in English only of the Secondary School Certificate standard.

If a candidate after having passed the Adib, Alim or Fazil Examination appears in the Secondary School Examination in full subjects and passes in English while failing in the examination as a whole, he may, on an application, be granted a certificate of having passed in English only of the Secondary School standard.

A candidate who has passed in English only of the Secondary School Certificate standard, shall be permitted to appear in the remaining subjects in the Secondary School Examination and on passing in the remaining subjects shall be granted a certificate to that effect.

12. Intermediate after Alim or Fazil Examination.

A candidate who has passed the Alim or Fazil Examination may be permitted to appear in English only in the intermediate Examination and if successful shall be granted a certificate to that effect provided that such a candidate shall have passed in English only of the Secondary School Examination previously.

A candidate who has passed in English only of the Intermediate standard, after passing the Alim or Fazil Examination shall be permitted to appear either as a regular student or as a private candidate in the remaining subjects in the Intermediate Examination provided that he has passed the Secondary School Examination in full subjects at least two years previously and on passing in the remaining subjects shall be granted a certificate to that effect.

Any candidate who has passed an Alim or Fazil Examination in any Regional language may be permitted to appear either as a regular or as a private candidate in English and two other subjects other than Regional Languages in the Humanities Group of the Intermediate Examination, provided that he has been declared successful in the Secondary School Examination.
Examination at least two years previously. Such a candidate on passing in these subjects shall he granted the Intermediate Certificate.

iv) Any candidate who has passed an Alim or Paul Examination in Arabic, Persian, Urdu or Bengali may he permitted to appear either as a regular or as a private candidate in English and one other subject, not being a language in the Humanities Group of the Intermediate Examination provided that he has been declared successful in the Secondary School Examination at least one year previously and on passing in these subjects shall be granted the Intermediate certificate.

13. Additional opportunity

Candidates of the following categories may on an application, be given additional opportunity to appear in the examination in lieu of the chance missed by them:

i) Candidates involved in cases of alleged use of unfair means but acquitted of the charges,

ii) Candidates whose results remain incomplete. Provided that candidates of these categories shall be examined in the current courses.

14. Unfair means in examination

If a candidate has been disqualified from passing or appearing in one or more examinations on account of his having been found guilty of using unfair means in an examination his whole result shall be cancelled and he will have to appear, at the end of period of disqualification, as a fresh candidate.

15. Last dates of receipt of admission forms and fees

1) Every regular candidate shall submit his application for admission to the examination on the prescribed form and remit the prescribed fee through the I lead of the Institution concerned so as to reach the Board by 1st January of the year of Examination in case of Spring Examination and 1st June of the same year in the case of Autumn Examination.

2) Every Private Candidax shall submit his admission form and the prescribed fee so as to reach the Board by 15th November of the year preceding the examination in case of Spring Examination and 15th May of the same year in the case of Autumn Examination.

3) Admission Forms and the prescribed fees for both regular and private candidates may be accepted, after the above mentioned dates upto such last dates as may he fixed by the Board on payment of late fee at the following rates:

First Phase: (For 15 days) with late fee of Rs. 50/-Second Phase: With late fee equal to the amount of examination fee up to the 30th day before commencement of examination.
4) If the application for admission to the examination is dispatched under registered cover and the admission fee is remitted by money order at least three days before the date prescribed for the submission of admission form with or without late fee, the application form and fee shall be considered to have been received in time provided they are received in the office of the Board not later than 20 days before the commencement of the examination.

5) Except for reason of any default of the candidate such as Fee Defaulter, Doubtful Eligibility, etc., no late fee shall be charged from a candidate when the result of a candidate is declared after the last date prescribed for submission of admission form and fee provided the admission form and fee are received in the Board's office within 20 days from the date of declaration of his result.

6) No late fee shall be charged when the admission fee form is received in the office of the Board not later than three days after the prescribed last date without late fee, provided the Admission Form or Fee has been dispatched / deposited on or before the last date so prescribed.

7) When the admission fee along with the Admission Form is received before the last date prescribed without late fee and the amount of fee is short of the prescribed amount, an additional amount Rs. 50/- shall be charged over and above the full rate of Examination Fee and if the fee deposited is less than half of the prescribed full rate of fee, an additional amount shall be charged equal to the rate of Examination Fee.

8) "A student whose Govt. servant parents are transferred from the jurisdiction of one Board to another after the submission of admission fee / form, will be allowed to appear in the new Board and his / her admission fee will transferred to the new Board. I however, he / she shall have to submit new admission form complete in all respects, provided that normal schedule of dates for the submission of admission forms will not be applicable on them; provided further that this concession will not be applicable to the candidates allowed to reappear in failing subjects and they shall complete their examination with their original Board".

9) No examination fee shall be charged from a blind candidate appearing in who submits his admission form on or before the prescribed date. If a candidate fails to submit his admission form on or before the date fixed for receipt of admission forms without the late fee, he shall pay only the late fee according to the schedule applicable to other candidates excluding the admission fee.
CHAPTER 4
APPOINTMENT OF EXAMINERS, THEIR
DUTIES, POWERS AND RATES OF
REMUNERATION

SECTION 1
General

1. Explanation: Definition

1) Examiner means a Paper Setter, a Lead Examiner or a Subordinate Examiner;

2) 'Teaching Experience' denotes teaching experience in the subject in an Institution recognized by the Board or a College affiliated to a University

2. Annual appointment All Examiners shall be appointed annually.

3. Committee of courses to recommend panel of names

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

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

i) three names per paper in the case of Paper Setters;

ii) double the number of vacancies in the case of Lead Examiners;

iii) 50 percent more than the number of vacancies in the case of Sub-Examiners: Provided that if the number required for panel as defined above, is not available, the Committee concerned shall give a certificate to that effect.

3) The recommendation of the Committee of Courses shall be scrutinized in respect of eligibility of the person or persons suggested for appointment by the office and placed before the Committee for Appointment of Sub-Examiners.

4) The Committee for appointment of Sub Examiners shall consist of the following members of the Board: i) One Principal of an Intermediate College. ii) One Headmaster of a I light School. iii) One other member. iv) Controller of Examinations (Ex-officio).
5) The recommendations of the Committee of Courses with regard to the appointment of Paper Setters and I lead Examiners shall he scrutinized by the office and then placed before the Committee for Appointment of Paper Setters a I lead Examiners for approval.

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

4. Chairman's Powers to cancel appointment

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 or found guilty of malpractices at any time without assigning any reason.

5. Chairman's power to account

In a case of emergency when there is no time to bring the appointment of an Examiner or Examiners before the committees for the appointment of Sub-Examiners, Paper Setters and Head Examiners, the Chairman shall be empowered to make such appointment, or provided that in making such appointment or appointments the Chairman may consult the Convener of the Committee of Course concerned.

6. Board to frame rules

The Board may frame rules from time to time governing the appointment, removal and control of Examiners and the manner in which they shall be required to do their work.

7. Remuneration to Examiners

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

SECTION II

Appointment of Examiners

8. Members of committee of courses not eligible.

No member of a Committee of Courses shall be appointed as an Examiner: In the subject in which that committee is dealing. A member of the examiners appointment committee shall not be eligible for appointment as an examiner Provided that a member of a Committee of courses may be appointed as Examiner in very exceptional cases in a subject in which persons suitably qualified to act as Examiners are not available. This shall have to be certified by the Committee of Courses in writing while making recommendation to the Examiner's Appointment Committee.
09 Minimum qualifications of Examiners for S.S. Examination

The following shall be the minimum qualifications for persons to be appointed as Examiners for the Secondary School Examination; 1) Paper Setters Graduate in the subject with at least 10 year's teaching experience in the subject. 2) Head Examiners Graduates in the subject with seven year's teaching experience in the subject.

Provided (i) he has acted as a Sub-Examiner previously; Provided (ii) If he is teaching in a school, he is working not below the rank of a I lead master.

3) Sub-Examiners:

Persons having Master's Degree or Trained Graduates who have read the subject at least upto the Intermediate standard with three year's teaching experience in the subject; provided that if Sub-Examiners of the requisite qualifications are not available:

1) Untrained Graduates or those who have passed the Intermediate Examination and are S.A.V's C.T.'s or J.A.V's. and have five year's teaching experience in the subject may also be considered for appointment as Sub-Examiners; 2) an approved teacher with three year's teaching experience shall also he eligible for appointment as a Sub-Examiner for i) Drawing
ii) Hygiene

(iii) Physiology

iv) Agriculture

(v) Urdu, Persian and Arabic if he holds an honours Diploma in the Language.

(vi) Civics: if he is a Graduate in Political Science;

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.

3. Minimum qualifications for Examiners for Inter Examination

A person appointed as an Examiner for the Intermediate Examination shall hold a Post-Graduate Degree in the subject and:

1) ten year's teaching experience in that subject, if he is a Paper Setter;

2) seven year's teaching experience in that subject, if he is a Lead Examiner; and,

3) three year's teaching experience in the subject if he is a Sub-Examiner.

11. Minimum qualifications of Examiner for Language Examinations

The following shall be the minimum qualifications for persons appointed as Examiners for the Adib, Alim and Fazil Examinations in Languages:

1) Adib and Alim: Master's Degree in the Language or a Fazil in the Language:
Provided that a B.A./B.Sc. who has also qualified in optional Urdu shall be eligible for Examiner ship in Adib Urdu Examination.

2) Fazil Examinations:

Post Graduate Degree in the Language.

12. Power to relax qualifications

Notwithstanding anything to the contrary in these Rules, the Examiner's Appointment Committee shall have the power to relax the minimum qualifications for appointment as Examiners; provided that an Examiner of requisite qualifications is not available in a subject or a paper.

13. Teachers to be preferred

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. Subject teacher of other Board / University eligible

Teachers employed in a recognized Institution of another University or Board and possessing the requisite qualifications shall also be eligible for appointment as Examiners.

15. Paper Setter / Head-Examiners

No person shall, ordinarily, he appointed as a Paper Setter or Head Examiner if he has not worked as a Sub-Examiner for at least three years.

16. Period of appointment and gap

No person shall he allowed to continue as an examiner if he has already worked as such for three consecutive years. Such persons shall be eligible for re-appointment after a gap of one year.

17. Power to work conditions

Notwithstanding anything to the contrary in Rule 16, the condition of one year gap may be waived in very special circumstances, for reasons to be recorded by the Chairman or by the
common rules of courses in writing in the case of appointment of a Sub-Examiner as a I lead
Examiner or a Paper Setter.

18. Appointment in one subject only

1) No person shall he appointed as an Examiner in more than one subject in one year.

2) No person shall he appointed as an Examiner in any major subject if he is acting as an
Examiner in a major subject for an examination conducted by the Education Department,
University or any other Board, beginning within a period of three weeks before or after the
commencement of the Board's examination. (Explanation: The expression 'Major Subject' means
a subject or a paper in which an Examiner has to set a Paper and examine answer hooked of more
than 200 candidates)

19. No. of Scripts

An Examiner shall ordinarily mark answer-hooks of about four hundred candidates.

20. Persons not eligible

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. No Principal or Lecturer of an Intermediate College with high classes attached or of a Higher
Secondary School, Headmaster or a teacher in a School shall be appointed as Paper Setter for the
Secondary School Examination.

SECTION III

Rules for Paper Setters

22. Question to test ability

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.

23. Direct question to be discouraged

In question Papers on languages, direct questions involving work of memory rather than
of intelligence, should be discouraged.

24. Question to conform to courses

Every part of every question shall conform to the prescribed courses of study.

25. Questions to cover the whole range of subjects

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.

26. Paper Setter to conform to rules

The Paper Setter shall strictly conform to the rules for the examination with he is
concerned respecting the language to he used in stating and answering 1 Paper.
27. Choice of questions in S.S. Examination
   For the Secondary School Examination, at least 50% more questions shall be set in Theory Paper only than what the candidates are required to answer.

28. Choice of question in Inter. Examinations and Language Examination
   For the Intermediate (in Theory, Papers only) I and Adib, Alim and Fazil Examinations, at least 50% more questions shall be set than what candidates are required to answer.

29. Standard of question papers
   The standard of Question Paper 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.

30. Paper Setter to quote items of syllabus & pages of book
   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.

31. Abbrev. to be avoided
   In setting a Question Paper abbreviation of all kinds except those in special subjects shall be avoided.

32. Instructions for Sub-Examiners
   Each Paper Setter shall, at the time of setting a Question Paper also draw up Instructions to Sub-Examiners for marking the scripts. He shall do so even if there are no Sub-Examiners in that particular Paper.

33. The Instructions" to Sub-Examiners shall be short and clear. Every question shall be properly analysed and marks allotted to various parts.

34. Solution of mathematical questions
   In Written Papers containing mathematical questions the Paper Setter shall send solutions along with the question papers.

35. Mark for each question
   The Paper Setter shall assign marks to each question which shall be indicated on the Question Paper for the information of the candidates.

36. Identical Syllabi
   For examinations, where the Syllabi are identical, the Question Papers set shall be the same.

37. Certificates to be given by Paper Setter
   Each Paper Setter shall be required to certify:
   1. That the Question Paper was kept under lock and key while in his possession)
2. that none of the questions has been set by him for any examination of any other examining body:
3. that the Paper (if typed) has been set by him without any external help and that carbon papers, if used, have been destroyed;
4. that the Paper (if hand-written) has been written by him personally;
5. that he has kept no copy or notes of the Paper with him and he accepts the fullest responsibility for the accuracy and secrecy of the Question Paper
6. that he has checked the Paper and has satisfied himself that it is strictly in accordance with the syllabus prescribed for the examination and that the Paper, in his judgment and belief, is upto the standard of that examination;
7. that he has taken special care to exclude all obscene and vulgar passages
8. that he has no near relative appearing in the Paper set by him in the examination:
   (Explanation: The term 'near relative' includes son, daughter, wife, husband, brother, sister or a person with whom the Paper Setter has such relations as would give him easy access to his secret Papers).
9. that he has not written or revised any textbook or help book for the particular branch of knowledge for which he has set the Paper;
10. i) He is not teaching the subject to the class for which he has set the Paper;
    ii) He has not taught the subject to the classes for which he has set the Paper during the previous two years.

38. Manners to send papers to C.E.
   Each Paper Setter shall forward his Paper to the Controller by name in a prescribed cover which shall be properly sealed, registered and insured. The controller is authorized to reject or return any Paper to the Examiner which is not forwarded in the prescribed manner.

SECTION IV
Head Examiners

39. Vol. of work
   There shall he one Head Examiner for about six thousand candidates.

40. Changing marks assigned by Sub-Examiner
   In no case shall the Head Examiner himself increase or decrease the marks assigned to any paper by a Sub-Examiner. In case of a difference arising between a I lead Examiner and one of the subordinate Examiners, 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.

41. Timely submission of result
   1) The Head Examiner shall be responsible for submitting the results in his subject in time. I le shall also certify that he has re-examined the required percentage of answer hooks.
   2) The Head Examiner shall invariably include in the percentage of answer books required to be re-examined by him, all the scripts of candidates containing more than 60% of the total marks allotted to the Paper/Subject.
3) When a Head Examiner finds that the work of a Sub-Examiner whose Test Instalment he has already approved with or without modifications, has subsequently fallen short of the required standard, he shall immediately issue a warning to the Sub-Examiner calling his attention to the standard which has already been approved. If such warning remains in-effective, he shall report the matter to the Secrecy Officer enclosing all the relevant correspondence and recommend:
   i) that the Head Examiner he permitted to send for the Sub-Examiner for personal consultation, and/or
   ii) that permission for examining a higher percentage (to be specified by the Head Examiner) of answer hooks relating to that particular Examiner be accorded.

4) The Controller of Examinations shall be authorised to call an Examiner from IIABCD or from outside, to the Board's office and sanction journey for this purpose. The Controller shall also he authorised to permit a Lead Examiner to call a Sub-Examiner for personal consultation and permit the Examiner concerned to undertake journeys for this purpose.

   A list of the Sub-Examiners, permitted by the Controller of Examinations to undertake journeys for personal consultation with the Head Examiner, shall he put to the Board in Statement 'A' for information after the declaration of the result.

5) The Chairman shall be authorised to permit revision by the Head Examiner of a higher percentage of answer hooks than 10 per cent:

SECTION V
Special Rules for Examiners for the
Secondary School Examination

42. Joint Paper-setting
If there are two or more Paper Setters in a paper, it shall he set by them jointly.

43. Subject to the provisions of other Rules, one of the Paper Setters for the Secondary School Examination shall he an experienced teacher in a college and the other a person who is familiar with the standard of school teaching such as an inspector of Schools, a Teacher in a Training College or a retired headmaster.

44. Meeting of Paper-Setter & Head Examiner
The Paper Setters shall hold a meeting with the Head Examiners, and issue instructions to the Head Examiners as regards the standard and method of marking. They shall also examine a number of answer-hooks to ensure a uniform standard. The work of the Sub-Examiners shall be supervised by the Head Examiners.

45. Checking Examiner's work
Each Head Examiner shall revise 10% of the answer-hooks marked by a Sub-Examiner besides the usual test Installments.
SECTION VI
Procedure for Registration as a Sub Examiner

40. Appointment of Sub-Examiner.

The Board shall maintain a register containing the names of persons eligible for appointment as Sub-Examiners in each subject and for each examination. Subject to other provisions, appointment of Sub-Examiners shall be made in the order of the following categories and in each category the names shall be arranged in the order of length of their teaching experience:

i) persons having Master's Degree or trained Graduates
ii) those who have passed the Intermediate Examination and are S.A.Vs., C.Ts., or J.A.Vs., or untrained graduates.

47. Suggestions for inclusion of names in this register may be invited from Heads of Institutions and Inspectors of Schools.

48. The register so prepared shall be reviewed every year.

49. Appointment shall ordinarily be made in accordance with the serial order in the register.
### SECTION VII Remuneration to Examiners

**50. Rates of remuneration for (1) written examinations**

Scale of remuneration to Examiners for written examinations shall be as follows:

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>For setting a paper Without Translation</th>
<th>With Translation</th>
<th>A paper for examining</th>
<th>Minimum fee per single examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary School</td>
<td>350/-</td>
<td>400/-</td>
<td>4.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td>350/-</td>
<td>400/-</td>
<td>5.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Fazil</td>
<td>350/-</td>
<td>400/-</td>
<td>5.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Alim</td>
<td>350/-</td>
<td></td>
<td>4.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Adib</td>
<td>350/-</td>
<td></td>
<td>4.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Provided that for examining a thesis of Fazil Examination in Languages, Rs. 100/- per thesis shall be paid to each Examiner:

Provided further that the Internal and External Examiners will be paid separately for each answer-book examined by them while the paper-setting fee will be shared by the two (Internal and External) Paper Setters.
*51. (ii) Practical Exams.*
The scale of remuneration for examination in Science Practical Examination shall be as follows:

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>For setting first Paper</th>
<th>For setting each subsequent</th>
<th>For examining each candidate</th>
<th>Minimum fee per Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Without translation</td>
<td>Without translation</td>
<td>Without translation</td>
<td></td>
</tr>
<tr>
<td>Secondary School Intermediate</td>
<td>125/-</td>
<td>100/-</td>
<td>3.00</td>
<td>100.00 per session</td>
</tr>
<tr>
<td>Intermediate</td>
<td>125/-</td>
<td>100/-</td>
<td>5.00</td>
<td>150.00 per session</td>
</tr>
<tr>
<td>Oral. Fazil Arabic</td>
<td>100/- For each subsequent</td>
<td>125/- For each Subsequent</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

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

52. (iii) Oral Exam.
The fee for conducting an Oral Examination shall be Rs.3.00 per candidate subject to a minimum of Rs.40/-.  

53. Remuneration Head Examiner
Each I lead Examiner shall be paid:
1) Rs.50/- per Sub-Examiner for supervising the work of Sub-Examiners.
2) The examining fee for re-examining at least 10% of the answer-books submitted by each Sub-Examiner;
3) The examining fee for answer-books marked as “Test Installment”
4) Clerical assistance at the rate of Rs 20.00 Per Sub-Examiner.

*(The rate of remuneration for Practical Examination in Psychology for the Intermediate Examination will be the same as fixed for Science Practical Examinations of the Intermediate Examination given in Rule 4.51.)*

54. Head Examiner in Science Practical Inter Exam.
Notwithstanding anything to the contrary in these Rules, a Head Examiner in Science Practical of the Intermediate Examination shall also be paid Rs.250/- for supervising the work of Sub-Examiners. lie shall also be paid for re-examining 10 per cent 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.

55. Art Practical
Examiners in Art Practical shall be paid for different parts of the Practical Examinations separately.

56. Payment for parts of a paper
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.
57. **Paper Setter Fee**

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.

58. **Setting & marking passages for translation and retranslation**

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.

59. **Fee for translation into another language**

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.15/-. 

60. **Examiners for Autumn Exam.**

Examiners for the Autumn Examinations shall be treated as separate Examiners.

61. **Contingent expenditure for (i) Head Examiner**

Each Head Examiner shall he paid at a flat rate of Its.25/- per Sub-Examiner towards the contingent expenses for the following items:

Cartage, Ordinary Postage, Stationery, Cloth for Packing and Allowance to Servant.

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

62. **Sub Examiner**

The contingent expenses to Sub-Examiners shall be as follows:-

a) Rs.100/- for Sub-Examiners belonging to a place other than that of the Head Examiner;

b) Rs.50/- for Sub-Examiners residing in the same town as the Head Examiner;

c) Rs.100/- to Sub-Examiners in Practical Examinations who reside at a place other than that of the Head Examiner.
SECTION VIII

Rates for the Contingent Expenses for all Practical Examinations

63. Rates for Prac. Exam (I) S.S. Exam.

i) Payment of Chemical consumed and Breakages at the rate of Rs.3.50 per candidate on the basis of total number of candidates taking examination in Laboratory:

ii) Laboratory Assistant Rs.30.00 per day

iii) Laboratory Attendant Rs.15.00 per day.

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

64. (ii) Inter Exam.

Intermediate Practical Examination

Contingent expenses

i) Chemistry (per candidate) Rs. 10.00

ii) Physics (per candidate) Rs. 4.00

iii) Biology (per candidate) Rs. 10.00

iv) Geography (per candidate) Rs. 4.00

v) Psychology Rs. 4.00

vi) Health & Physical Education Rs. 2.00

vii) Nursing (per candidate) Rs. 4.00

Laboratory Assistants

i) Chemistry / Physics / Biology (per candidate in each subjects) Rs. 3.00

ii) (iv) Fine Arts / Outlines of Home Economics / health & Physical Education / Psychology per candidate each subject Rs. 2.00

iii) (v) Nursing / Geography Rs. 10.00 per day each subject.

iv) 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.
**Assistant to Practical Examiner.**

One Session Rs.10/- for B.Sc.

Two Sessions Rs.15/- and Msc

One Session Rs.5/-

Two Sessions Rs.8/- for other.

**Assistant to Practical Examiner & Waterman**

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 Rs.5/- and Rs.2/- per diem respectively.

**65. Secrecy Officer**

Secrecy Officer for despatch of Answer Books to the Examiners for each examination conducted by the Board shall be paid in accordance with the rates mentioned at Appendix A (L).

**66. Assistant To Head Examiner**

A sum of Rs.300/- shall be paid to the Assistant to Bead Examiner and Rs.80/- to Special Checker for checking of one thousand Answer Books for Secondary School and Intermediate Examination. A sum of Rs.40 per 1000 answer-books shall be given to Special Checkers for a Language Examination.
CHAPTER 5
EXAMINATIONS

1. Chairman to fix places & dates
   The Examinations conducted by the Board shall be held at such places as may be
determined by the Board and on such dates as the Chairman may fix from time to time.

2. Examination not open to successful candidates
   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.

3. Correspondence pertaining to Examination
   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 Board from time to time.

4. Rate of fees
   The fees for admission to examinations of the Board and for other purposes shall be as
indicated in the Annexure to this Chapter.

5. Full Pre-payment
   All fees prescribed for admission to examinations shall be paid in full before any action
can be expected to be taken on the applications pertaining to them. Fee once paid not
refundable or transferable except under conditions

6. Fees once paid not refundable or transferable except under conditions.
   Examination fees once paid shall not be refunded or transferred to a subsequent
examination even if the candidate fails to present himself for the examination except the
following cases:-

1) if the name of 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;

2) if the name of a candidate has been submitted by the Head of Institution, but later his
   attendances run short of the required percentage and his name has been withdrawn at least
ten days before the commencement of examination;
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;

4) if the candidate is declared ineligible to appear in an examination, except the candidate/s who remained on the rolls of a recognized Institution after 30th June and 31st December of the year proceeding the Spring/Autumn Examination respectively and concealed this fact.

5) in case any amounts 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.

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;

7) A claim for refund of any fee if permissible under the Rules must be made on the prescribed form within one year after the fee is deposited. A deduction of Rs. 6/- shall be made from the refundable amount to cover service charges.

7. **Board's power to cancel admission**

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 a fit person to appear in it.

8. **Examination to test textual and general knowledge of a subject**

In examinations where text-books are prescribed, the candidates shall be required not only to show a thorough knowledge of the text-books, but also to answer questions of a similar standard set with a view to testing their general knowledge of the subject.

9. **Changes to be notified two years ahead**

The Syllabuses and Courses of Reading prescribed for examinations can be changed from time to time by the Board; such changes being duly notified ordinarily two years before the date of the examination from which they are to take effect.

10. **No medal prize etc. on passing Exam.**

in parts No candidate who passes an examination in parts or avails himself of the concession of appearing in the Autumn Examination shall be entitled to a prize, medal or scholarship.

11. **Disqualification or expulsion a bar**
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.

12.

No candidate who has been debarred by any examining body, whose examinations are recognised by the Board shall be admitted to any examination before the expiry of the period for which he has been disqualified.

13. Option in case of lost paper

i) If a candidate's paper is lost after having been received by the Superintendent or any of his / her subordinates in the examination centre, the candidate would be given an option either:

ii) To accept award for the missing paper calculated on the basis of the average of the marks obtained in other papers by him / her provided that if a candidate applied for re-checking of Answer Book/s but his / her answer book/s is / are found lost after evaluation, he/she may be given option either to accept the marks as entered in the award list or re-appear in the relevant subject.

In case of dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations shall be final.

iii) Average marks will not be given to such candidates whose result has been prepared according to the Award Lists / Counterfoils but the Answer Book in the subject/paper is lost after having been received from the Head/Sub Examiner and Counterfoils or Award Lists are available.

In case of the dispute as to whether a candidate's paper was duly received or not the findings of the Controller of Examinations shall be final.

14. Publication of results

As soon after the completion of an examination as may be possible, the Controller of Examinations shall publish a list of candidates who have passed the examination.

15. Rechecking of answer books

Candidates appearing in all the examinations conducted by the Board shall be permitted to get their answer books rechecked to the effect that;
1) totals have been rightly brought forward;

2) no portion of any answer has been left unmarked;

3) there is no mistake in the grand total on the cover of the answer-book; or/and 4) the answer-book has not been changed.

5) the answer-books of each examination will be disposed of after six months from the date of the declaration of the result except the disputed cases. Candidates desirous of getting their answer-books checked in this way, would have to apply for this purpose within 30 days of the declaration of the result and pay Its 200/- as fee for rechecking each paper. The fee shall be refunded if any mistake is found or the application is rejected being time-barred.

16. Permission 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 Board 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 a regular candidate. Ile may thereafter sit in the public examination as a private candidate.

17. Board’s Power & hold additional examination or to cancel’ one held at a particular centre

Notwithstanding anything to the contrary in these Rules, the Board shall have the power to;

i) hold an additional examination in the same year for special reasons, and

ii) cancel the entire examination or examinations held at a particular centre if it is satisfied that the examination has not been held under proper conditions.

18. Chairman’s power to quash result.

The Chairman shall have the power to quash the result of a candidate after it has been declared and cancel the certificate accordingly if already result issued.

1) if he/she has been disqualified for using unfair means in the examination; or

2) if a mistake is found in his/her result; or
3) if it is found that he/she was not eligible to appear in the examination; or

4) for Fraud, Forgery and Impersonation that may be determined by the Chairman. Provided that the orders of quashing the result is issued not later than four years from the date of detection of the result of the examination concerned offence mentioned in 1 to 4. Provided further that if in quashing the result of 'a candidate under (2) and (3) above the chairman declares a candidate as 'failed'. Who was previously declared to have passed in an examination the Chairman may, after considering the circumstances of the case, take such action as it may deem necessary to give to the candidate the benefit of any privilege that he may have acquired by studying in the next higher class in a recognized institution or taking an examination conducted by the Board.

Provided further that no result of any candidate will be quashed without issuing a show-cause notice to the candidate and giving him/her an opportunity to defend himself / herself.

**ANNEXURE TO CHAPTER 5**

**RATES OF FEE FOR ADMISSION TO EXAMINATION AND ISSUANCE OF DOCUMENTS**

1. **RATES OF ADMISSION FEE FOR VARIOUS EXAMINATIONS.**

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>Group/Subject</th>
<th>Fee of candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regular</td>
</tr>
</tbody>
</table>
| i)Secondary School Examination | a) Humanities Group  
b) Science and professional Group  
c) One subject or more in any of the above Groups | Rs.250/-  
Rs.300/-  
Full fee of the relevant group | Rs.325/-  
Rs.375/-  |
| ii) Intermediate Examination | a) Humanities Group  
b) Science or Technical/Professional Group  
e) One subject or more in any Group | 350/-  
400/-  
Full fee of the relevant Group | 425/-  
475/-  |
| iii) Languages Examination | a) Adib  
b) Alim  
c) fazil | Rs.300 |
N.B i) These rates are subject to revision from time to time.

   ii) Admission fee fixed for science Group will be charged from the candidate offering subject/s having practical Examination in Humanities Group.

2. REGISTRATION FEE.
   i) Secondary School Examination 100/-
   ii) Intermediate Examination 100/-
   iii) Language Examination 100/-

3. SPORTS FEE

Rs. 25 per candidate, payable by the regular candidates along with the Registration Fee, and by the private candidates along with the admission fee. However Sports Fee shall be charged from each candidate for each and every examination.

4. RATES OF FEE, FOR LATE SUBMISSION OF ADMISSION FORMS AND/OR FEE.

i) First Phase: - Rs. 50/-within 15 days of the fixed date.

ii) Second Phase: - Late fee equal to the amount of examination fee upto the 30th day before the commencement of an examination.

iii) Third Phase: -

   Late fee equal to double the amount of examination fee upto the 11th day before the commencement of an examination.

5. ADDITIONAL FEE IF THE ADMISSION FEE DEPOSITED IS LESS THAN THE PRESCRIBED AMOUNT.

i) Rs. 40/- plus balance if the balance payable is less than half the full amount.

ii) Late fee, equal to the amount of admission fee plus the balance of admission fee if the balance payable is more than half of full amount.

6. RATES OF FEES FOR OBTAINING VARIOUS DOCUMENTS, ETC.

1) Fee for change in date of birth.

   a) Rs. 450/-. within two years of declaration of the result of Secondary School Examination.

   b) Rs. 700/- after two years but within five years of the declaration of result of Secondary School Examination.
c) Rs. 1800/- after five years but within ten years of the announcement of the result of Secondary School Examination.

d) Rs. 2000/- at any time, ten years after the declaration of result of Secondary School Examination.

**ii) Fee for change in name of the candidate or that of his/her father.**

a) Rs. 450/- within two years of the declaration of result of Secondary School Examination.

b) Rs. 700/- after two years but within four years of the declaration of the result of Secondary School Examination.

c) Rs. 1600 within five years of the declaration of the result of secondary School Examination.

d) Rs. 1800/- after five years but within ten years of the announcement of the result of Secondary School Examination.

e) Rs. 2000/- at any time after ten years of the declaration of the result of Secondary School Examination.

iii) Fee for Migration/Transfer Certificate/N.O.C. Rs. 150/-

iv) Fee for Rechecking marked Answer Books. Rs. 200/- per answer-book. N.B. Fee will be refunded if the result is revised on the basis of re-checking.

v) Fee for obtaining copies of statements etc. in cases of alleged unfair means in the Board's Examinations Rs.100/- per copy

vi) Certificates etc.

a) Duplicate/Original (before time) Certificate Rs.250/-

b) Duplicate Result Card/Marks Card. Rs.250/-

c) Attempt Certificate Rs.250/-

vii) Extra fee for obtaining any duplicate certificate etc. within 48 hours.

Rs. 300/-

viii) Extra fee for obtaining Detailed Marks paper-wise.

Rs. 300/-

ix) Fee for consolidated statement of detailed marks of not less than 10 regular candidates to be supplied to the Head of the Institution.
x) Duplicate Roll No. Slip
   Rs. 50/-

xi) Duplicate Registration Card.
   Rs. 100/-

xii) Fee for change of subject.
   Rs. 100/-

xiii) Fee for change of Centre.
   Rs. 200/.

xiv) Fee for Constitution of a Special Centre of Examination.
    Chapter 7.2

xv) Dale of Birth/Merit Certificate
    Rs. 300/.

xvi) Fee for Photostat-copy/s of the decision of the Discipline/appellate committee.
    Rs. 100/. per copy
CHAPTER 6

CONDUCT OF EXAMINATIONS

1. Appointment of Centre Supdt. Assistants.

The Superintendent of each Centre shall be appointed ordinarily one month before the date fixed for the commencement of the examination. Where necessary the Controller shall arrange for the appointment of one or more person to assist the Superintendents.

2. Rules re-duties of Supdt.

The Rules relating to the duties of Superintendents, including the directions to candidates, shall be framed or amended by the Board from time to time.

3. Declaration to be made & signed daily

Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon the candidates to search their pockets and part with, and, deliver to him, all papers, books or notes, which they may have in their possession. No latecomer shall be admitted unless this warning has been repeated to him at the gate.

The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller every day a declaration signed by him or them and witnessed by at least two Invigilators then on duty to the effect that he did call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession and this statement shall be conclusive evidence of the contents of the declaration.

4. Unfair means

Any candidate who fails to part with or is found to have in his possession or accessible to him, papers, hooks or notes relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair-means in connection with the examination, or is guilty of any offence mentioned herein-after shall be liable to expulsion from the Examination Hall by Superintendent of the Centre, or the Controller or the Inspector of Centres, or any other officer duly authorrised by the Controller, as well as to any other action that the Board may deem fit.

5. Penalties for (i) possessing Objectionable material

If a candidate is found having in his possession or accessible to him in the examination hall, papers, hooks or notes, which might possibly be of assistance to him in solving the relevant question papers he shall be disqualified:
i) from passing that particular examination if the offence is inadvertent, and

ii) from passing that particular examination and from appearing in the immediately following examination (Spring or Autumn) if the offence is intentional.

6. (ii) **For removing leaves or using obscene language**

The answer-book of a candidate shall be liable to cancellation if he is found guilty of:

i) removing a leaf from his answer-book;

ii) using abusive or obscene language in his answer-books.

7. (iii) **For forgery disobedience**

A candidate shall be disqualified from passing the relevant examination and from appearing in the immediately following examination (Spring or Autumn) if he is found guilty of:

i) forging another's signature on any document.

ii) refusing to obey the Superintendent of an examination in the examination hall;

iii) refusing to obey any instruction issued by the Board in connection with the conduct of examination;

iv) disclosing his identity or making peculiar marks in his answer book with a view to disclosing his identity:

7. (iv) **For giving or receiving assistance creating disturbance, copying or smuggling**

A candidate shall be disqualified from passing the particular examination and from appearing in the immediately following three examination (Spring and Autumn) if he is found guilty of:

i) a) giving or receiving assistance for solving a question paper, allowing any other candidate to copy from his answer-hook or using or attempting to use these or other means of solving question paper which may be held as unfair by the competent authority;

b) provided further that a candidate shall be disqualified from passing the relevant examination and from appearing in the following three examinations if he is found guilty of making false representation in his admission form or any other document connected with the examination;

ii) communicating or attempting to communicate directly or indirectly with the examiners with the object of influencing them in the award of marks;

iii) creating any kind of disturbance or otherwise misbehaving in or around the examination hall; iv) copying from any paper, book or note: or

v) smuggling an answer-book or a continuation sheet into or out of the examination hall.
9. (v) **For possessing arms or weapons, misbehaving impersonating or assaulting etc.**

A candidate shall be disqualified from passing the relevant examination and appearing in the following five or more examinations (Spring or Autumn) or be declared as not a fit person to be admitted to any future examination of the Board according to the seriousness of the offence and the circumstance of the case, if he is found guilty of:

i) possessing fire-arms or anything capable of being used as a weapon of offence in or around an examination hall;

ii) misconduct of a serious nature such as impersonation, abusing assaulting or threatening to assault any person engaged in the conduct of an examination.

10. (vi) **For impersonation.**

If any student, regular or private, who passed any examination of the Board in any session, is found guilty of impersonation, the Board may cancel his/her diploma or certificate and take such other action as it may deem fit. Provided that if the impersonator has passed his examination from another Board, his certificate/diploma will be cancelled by the parent Board on the recommendations of the Board concerned.

11. **Board's Power to exempt.**

Notwithstanding anything to the contrary in these Rules, a candidate or an impersonator, on the expiry of six consecutive examinations (Spring and Autumn) including the examination in connection with which he was declared to be not a fit & proper person to he admitted to any future examination may as a special case, be exempted by the Board from further operation of the relevant Rules.

12. **Disqualification explained**

In the case of examination which are held once a year, disqualification from two examinations (Spring and Autumn) will mean disqualification for one year.

13. **Tampering with or forging documents**

If a candidate tampers with or forges any entry in a Certificate or any other document issued by the Board, he shall be deemed to have used unfair means. The Board may cancel the document in question or cancel his result or take such other action as it may deem necessary.

14. **Chairman's power to award punishment**
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 any student on the rolls of a recognised Institution who creates disturbance of any kind during the examination or otherwise misbehaves in or around any examination hall.

15. Findings of the Board etc. conclusive in respect of various offences,

Whoever, in the opinion of the Board, or a competent authority or a Committee or an Officer appointed by the Board, is guilty of

1) premature disclosure of question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or,

2) substitution of an answer-book, or any portion thereof; or,

3) awarding with dishonest motive marks more or less than the marks deserved by a candidate, if the person doing so is an examiner; or,

4) recording in any document with dishonest motive marks more or less than the mark awarded to candidate by the examiner concerned, if the person doing so is other than the examiner; or,

5) supplying to a candidate during his examination answer to a question contained in a question paper or a question put or be put at an oral examination; or,

6) mutilation, alternation, 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,

7) divulging or procuring information pertaining to the examination papers, answer-hooks, examiners, conduct of examinations, fictitious roll numbers, examination results, or any information incidental thereto; or,

8) falsification of official examination result by any means including substitution of answer-hooks, mutilation, alteration or falsification of any record of the Board; or,

9) impending the progress of examination at any examination centre by any means whatsoever; or,

10) assaulting or threatening to assault in or around the examination hall any person in charge of an examination centre or any other person employed in connection with an examination; or,

11) approaching or influencing any employee of the Board to act corruptly or dishonestly in the conduct of an examination, declaration of any examination result, or marking of papers or obtaining secret information during an examination; or,
12) attempting or abetting the commission of any of the aforesaid acts; he shall be liable to such action at the Board may deem fit. A finding of fact approved at by the Board or a Competent Authority or Committee or an Officer appointed by the Board for that purpose, shall be conclusive and shall not be called into question in any executive, administrative or judicial proceeding.

16. **Omissions or commissions of examiner Supdt. etc.**

If an Examiner or a Superintendent or any other person employed in connection with an examination fails to comply with any instruction issued by the Board or any of its Officers, or commits any other irregularity or secures such appointment by supplying wrong particulars through mis-statement of facts, the Board may;

a) rescind the appointment; or

h) refuse to pay the whole or any part of remuneration; or,

c) recover the amount spent by the Board as a result of non-compliance of Instruction; or

d) take any other action that may be deemed necessary

The Board or any Officer authorized by it shall be the sole judge whether there has been any mis-statement of facts or irregularity or non-compliance of instructions.

17. Within 30 days of the receipt of the decision of the Discipline Committee an aggrieved candidate may prefer an appeal against it to the Appellate Committee constituted by the Chairman.

18. The Chairman or any person authorised by him may, at any time, on his own motion or on the application made to him within 30 days of the receipt of the decision, call for the record of any case pending before or dispose of by the Discipline Committee or Appellate Committee subordinate to him for the purpose of satisfying himself as to the legality, propriety or correctness of any orders passed, in the said proceedings and may pass such orders as to revise, modify or set a side them as he deems necessary.

19. **Proceeding of Standing Committee cannot be invalidated**
Notwithstanding anything to the contrary in these Rules, no act or proceeding by the Standing Committee to deal with case of the alleged use of unfair means in connection with the examinations shall be invalidated merely by reason of the existence of 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.

20. **Committee to record decision**

Notwithstanding anything to the contrary in these Rules, it shall not be necessary for the Standing Committee to actually meet to carry on the proceedings or to take decision regarding the cases falling within its purview and it shall be open to the members of the Committee to record their opinion or decision when relevant papers are circulated among them.

21. **Competent Authority defined**

The expression "Competent Authority" used in these Rules shall mean the Committee to deal with case of the alleged use of unfair-means in connection with examination; or the Chairman, in case the decision of the Committee is not unanimous, or the Board if the Chairman decides to refer the matter to the Board.

22. **Counsel not allowed**

No candidate charge sheeted under Rules relating to the use of unfair means in any examination shall he allowed to be represented at any stage in any inquiry under the Rules of the Board by a counsel or next friend.

23. **Candidate to pay A to a person required for cross-Examination**

A candidate desiring to cross examine the Centre Superintendent or any member of the supervisory staff may be allowed to do so subject to the condition that he/she pays the expenses to be incurred by the Centre Superintendent or any member of the supervisory staff, as the case may be, on travelling etc.

24. **Fee for Appeal**

A fee of Rs. 150/- will he charged for an appeal

25.

A fee of Rs. 300/. will he charged for an appeal against appellant Committee.
CHAPTER 7

CONSTITUTION OF EXAMINATION CENTRE

1. No place shall be constituted as a centre of examination unless:-

1) Provision of Bank, Pacca Road, exists upto the centre and adequate arrangements for furniture, accommodation, etc., are made to the satisfaction of the Controller of Examinations.

2. 1) 0 Secondary School Certificate Examination or Intermediate Examination Regular Boys 100.


2) A special centre for the Secondary School Certificate / Intermediate Examination may be constituted on payment of Rs. 1600/- or Rs. 100/-per regular candidate short of the minimum prescribed in these rules, whichever is less provided the minimum number of regular candidates likely to appear at that centre is not less than 50 in case of Boys and 15 in case of Girls candidates.

3. 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.

4. Discontinuance of a centre

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 of retaining a centre, the average of the last three years will be taken into consideration.

5. Institutions to provide Physical facilities

Each Institution shall make available such accommodation and furniture as may be required by the Board for constituting a centre of Examination.

6. Special Centre fee refundable

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.
CHAPTER 8

APPOINTMENT OF AMANUENSIS

1. Cases in which permission given An amanuensis shall only be allowed in the case of:-

1) Blind Candidates;

2) Candidates who are permanently disabled from writing with their own hands.

2. Controller to arrange

The Controller shall arrange for the appointment of an amanuensis anii inform the Superintendent of the centre concerned.

3. Qualification of amanuensis

The amanuensis shall be of a lowergrade o'; ducaation than the candidate and shall not be attached to the Institution to rich the candidate belongs.

4. Special supervision

The Superintendent shall arrange for separate room for the disabled candidate and appoint a special supervisor him.

5. Rates of payment

The Amanuensis shall be paid at the rate of Rs.30/- per paper and the special supervisor according to the scheduled rates.

6. Claim to be included in supervisor's bill

The claim of the amanuensis and tli. Supervisor shall be included by the Superintendent in the bill of Supervisors.

7. No additional fee

No additional fee shall he charged from a candidate who has been allowed as amanuensis.

8. Extra time

Blind candidates may be given 45 minutes extra time for writing their answers in the examination hall.
CHAPTER 9
CHANGE OF CENTERS OF EXAMINATION

1. Condition for change

Candidates may be permitted to change the examination centre under the following circumstances:

1) if the candidate or his father or his guardian has been transferred shall be certified by the Head of the Office in which the candidate or his father or his guardian is employed;

2) if the candidate or his father or guardian changes the place of business or shifts to another station. This fact shall be certified by a Gazetted Officer, no below the rank of a Magistrate Class II or by the Headmaster or Principal who signed the admission form;

3) if on account of ill-health the candidate is not able to proceed to the centre of examination allotted to him. In such cases the application shall be accompanied by a certificate signed by a Registered Medical Practitioner.

2. Exceptional cases

In order to avoid real hardship, the Controller may, in exceptional cases not covered by these Rules, allow change of centre.

3. Application for change

An application for a change of centre shall be made on a prescribed form and shall be submitted through the person signing an admission form. If he is not available, it should come through a Gazetted Officer not below the rank of a Magistrate Class II.

4. Photographs of the candidates

In case of men candidates the application must be accompanied by two copies of the candidate's photograph hearing the candidate's signature in full duly attested on the hack by the Officer through whom the admission form was sent.

5. When to apply

An application for change of centre shall ordinarily he entertained up to 30 days before the commencement of the examination.

6. Fee not refundable
Each application for change of centre shall be accompanied by a fee of Rs.200/- which shall not be refunded even if the change of centre is not availed of or is not allowed;

7. Exception for refund

Provided that refund of fee, with deduction of 25% shall be allowed if the candidate deposits the fee but does not submit the application form.

8. Controller's power to reject

The Controller shall have the power to reject application for change of centre without assigning any reason for his orders.
CHAPTER 10
SCRUTINY AND TABULATION OF RESULT

1. Definition

i) "External Tabulator" means a person, other than an employee of the Board, specially engaged for tabulating the result from counterfoils of Award lists or from such other material as may be provided to him by the office.

ii) 'Internal Tabulator' means an employee of the Board engaged in the tabulation of result.

iii) 'Scrutineer' means a person engaged to check the compilation of the result by comparison of award lists and Result Sheets prepared by the office.

iv) 'Comparison' means the comparison of all particulars in the register of External Tabulators with similar particulars in the Result Sheets prepared by the Internal Tabulators. These particulars shall include marks in individual paper, totals of individual subject, the grand total, the result etc.

2. Chairman to appoint

External Tabulators or Scrutineers, as the case may be, shall be appointed by the Chairman from time to time.

3. Manner of work

a) External Tabulators shall' work independently whereas the Scrutineers shall work in pairs.

b) The External Tabulator or Scrutineer shall go through the relevant Rules before preparing or scrutinizing the result.

4. Persons eligible

Ordinarily any member of the teaching staff of a recognized Institution shall be eligible for appointment as an External Tabulator or a Scrutineer. In special circumstances, Chairman may waive this condition.

5. Condition for continuance

An External Tabulator or a Scrutineer when appointed, may continue to act as such as long as his work remains satisfactory, but normally 20% of the total number of Scrutineers will retire every year.
6. Penalties for mistakes

An External Tabulator shall be penalized for the mistakes detected at the time of the comparison according to the following scale subject to a maximum of the total amount earned by him as remuneration for this work:-

i) upto 50 mistakes Rs.1/- per mistake

ii) for 51-100 mistakes Rs.2/- per mistake

iii) above 100 mistakes No remuneration to be paid and the person concerned to be disqualified for such period as the Chairman may determine.

7. Automatic deductions

An automatic deduction from the remuneration of each External Tabulator or Scrutineer concerned shall be made as under subject to a maximum of the total amount of the remunerations earned by each External Tabulator or Scrutineer after the External Tabulators or Scrutineers have compared/scrutinized the results and affixed their signatures on the result sheets as a token to their having done so:

i) for mistakes in tabulation, totals etc., affecting the general result of a candidate: Rs.5/- per mistake;

ii) for wrongly declaring a candidate as pass/fail/compartment: Rs.20/- per mistake from the External Tabulator and Rs. 10/- per mistake from each of the two Scrutineers, provided that when the number of mistakes of this category exceed 3, the Chairman may debar the External Tabulator/Scrutineer to work as such for such period as may be determined by him;

iii) if they mention wrong papers/subjects, or omit to mention the papers/subjects, in which a failed candidate was to re-appear in the following examination; Rs.5 per mistake.

8. Mistakes detected after publication of result

a) For mistakes detected after the publication of the result, the External Tabulator or the Scrutineer and the Checker will be held responsible and punishment awarded after a proper enquiry.

(1) Checker

The punishment awarded to the Checker in such a case shall be one or more of the following categories in accordance with the seriousness of the mistake:
i) recovery of the remunerations paid;
ii) recovery of the reward paid;
iii) entry to be made in the Confidential Report and the Service Book;
iv) he may not be appointed as Checker again.

c) (ii) **External Tabulator/Scrutineer**

The punishment awarded to the External Tabulator or the Scrutineer in such a case will be one or more of the following categories in accordance with the seriousness of the mistake;

i) deduction of remunerations at the rates specified in Rule 7, if still payable;
ii) forfeiture of entire remunerations, if still payable;
iii) he may be debarred from working as such for a period to be determined by the Chairman.

9. **Penalties for mistakes committed by special scrutineer**

For mistakes detected in the results scrutinized by him, the Special Scrutineer shall be held responsible and punishment awarded to him after a proper enquiry. The punishment awarded to the Special Scrutineer in such a case will be one or more of the following categories in accordance with the seriousness of the mistake:

i) deduction of remunerations at the rate of Rs.10/- per mistake;
ii) he may be debarred to work as External Tabulator / Scrutineer / Special Scrutineer for a period to be determined by the Chairman.

10. **Reward of detecting mistakes**

A reward at the rates mentioned in Rule 7 subject to the maximum to be determined by the Chairman may be given to a member of the staff of the Board detecting a mistake after the results have been compared or scrutinized and signed by the External Tabulators or the Scrutineers; provided that such mistakes are detected before the publication of the results.

Explanation: The rates for purpose of this rule will be the amount deducted from the remunerations of the External Tabulator or both the Scrutineers.

11. **Power of Chairman to remove Ext. Tabulator**
The Chairman may, in his discretion, remove an External Tabulator or a Scrutineer either temporarily or permanently.

12. Penalties for mistakes of Internal Tabulator

An Internal Tabulator who makes more than 30 mistakes in the tabulation of the result of an examination entrusted to his shall be penalized according to the following scale:-

i) for 31-70 mistakes Rs.2/- per mistake

ii) for 71-100 mistakes Rs.3/- per mistake.

iii) above 100 mistakes: The case shall be referred to the Chairman who may award one or more of the following punishments in addition to the penalty imposed under (i) and (ii) above:-

a) witholding an annual increment or increments with or without recurring effect;

b) reduction in pay in the same scale;

c) reduction to a lower scale;

d) removal or dismissal from service:

Provided that in case of removal or dismissal the penalties under (i) and (ii) above shall not be imposed.

13. Prize for flawless work

An Internal Tabulator who commits no mistake shall be awarded a suitable cash prize to be determined by the Chairman.

14. Calculation of mistakes

If a mistake is reflected in subsequent entries, it shall be counted as only one mistake; e.g., if marks in a Written Science Paper have been entered in excess, and this excess, has been shown in the total for Written Papers; the total for the whole subject and the grand total for all the subjects, the error will be counted as one mistake and not as four mistakes.
15. Controller to decide dispute

In case of a dispute whether a mistake is to be counted for deduction or not, or in fixing the responsibility for a mistake, the decision of the Controller shall be final.

16. Detailed scrutiny

The detailed scrutiny or the result shall include:

I) Comparison of marks entered in the Result Sheet by the tabulator with the award list submitted by the Examiner:

II) Checking of (1) subject totals: (2) Grand totals: (3) underlining the marks indicating failure with blue pencil: (4) passing and failing according to the Rules in force: (5) double underlining with blue and red pencil the marks denoting the grace marks allowed:

III) Verification of absentees from the absentee memos supplied by the Superintendents of the Examination Centres (in case of written papers) or by the Examiners concerned (in the case of oral and practical examination);

IV) Checking of transferred marks from the old result sheets in the case of candidates appearing under Compartment.

V) Comparison of real and fictitious roll numbers with the key supplied by the secrecy officer (this applies to examination were fictitious roll numbers are used, and

VI) Such other particulars as may be determined by the Controller.

17. Duties of a scrutineer

In addition to the detailed scrutiny in Rule 16, every Scrutineer shall see:

a) That marks written in words in the Award list against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper.

b) That each page of the award list and corrections in awards have been duly signed or initialed as the case may be, the Examiner or the Head Examiner or both;

c) That marks have been correctly posted in the Result Sheet according to the subjects shown against each Roll Number.

18. Duties of an External Tabulator

Each External Tabulator shall be required to:

I) Enter the marks in blue-black ink in the register, paperwise, in the relevant columns;

II) Enter in red ink the ‘Totals’ subject-wise’ where written and practical papers exist in green ink and ‘Grand total’ in the case of successful candidates in red ink;
III) Write the word ‘Pass’ or ‘Fail’ as the case may be, against the result of each candidate;

IV) Underline with blue pencil the ‘Total’ or ‘Sub-totals’ of a subject in which a candidate fails and double underline with blue and red pencil denoting the grace marks allowed;

V) Put the letter “A” in the relevant column in place of marks, where a candidate is shown absent in the counterfoil;

VI) Sign against each pass;

VII) Initial all corrections made in the result;

VIII) 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.

IX) Satisfy himself that each page of the counterfoil of award list is duly signed and corrections, if any, are duly initialed by the Examiner;

X) Bring to the notice of the Controller any entry in the counterfoil which might seem doubtful;

XI) Incorporate in the result any subsequent change effected by an examiner in the revised counterfoil

XII) Tabulate from the original award lists, in case of non-receipt of counterfoils, from the Sub-Examiners with the permission of Controller; and

XIII) Do such other matters as may be determined by the Controller.

19. External Tabulator to sign each ‘pass’ but not to sign ‘fail’

After the results have been thoroughly compared or scrutinized, the External Tabulators or the Scrutinees shall sign against each ‘Pass’. They shall not sign against any failed candidate unless it is a compartment case. They shall also sign a certificate on the last page of the Result Sheet to the effect that the Results or 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:

Committee of Moderator

Provided that the Board may, from time to time, appoint a committee of moderators to scrutinize pass percentage in general as well as in individual subjects, and to recommend to the Chairman such action as the Committee deems fit with a view to moderating the result. On the advice of the Committee, the Chairman shall pass final orders and the result shall be declared accordingly. The recommendations of the Committee, along with the orders of the Chairman shall be placed before the Board for information.

20. Correction in result Sheet
All corrections in the Result Sheets shall be made by the External Tabulators or Scrutineers concerned and duly initialed by them as well as by the Internal Tabulators.

21. Marking M.I./R-L.

When the result or marks of a candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper or subject, the External Tabulator or the Scrutineer shall write ‘M.L’. or ‘R.L’. as the case may be, against the particular roll number mentioning also the paper or subject in which marks are missing or unconfirmed. They shall also mention the roll numbers of any such candidates at the bottom of the Result Sheet.

22. Disputed cases to be reported

In case of any objection to pass a result, the External Tabulator or the Scrutineer must put up a note in writing to the Controller for decision.

23. Secrecy about result

The Scrutineers, External and Internal Tabulators are required to maintain strict secrecy about the results.

24. Suspected cases

Any suspected case of tampering with the result shall be reported to the Controller.

25. Responsibility of External Tabulator for accuracy

The External Tabulators shall be responsible for the accuracy in comparison work. They must check the original entries and totals of result prepared by the office and satisfy themselves that entries in External Tabulator’s Register and Result Sheets prepared by the Internal Tabulator are identical against each roll number.


Each External Tabulator or Scrutineer shall submit a confidential report regarding the work of the Internal Tabulators concerned in the form to be obtained from the office. The report shall be handed over to the Deputy Controller/Assistant Controller in a closed cover immediately after the comparison or scrutiny.

27. Special scrutineer for R.L. cases

Special Scrutineers may be appointed by the Controller of Examinations from amongst the list of External Tabulators/Scrutineers already approved by the Chairman to scrutinize the Result of ‘Later Cases’ and they will be paid at the rate of Rs.15/- per diem.
Provided in case of scrutiny of less than 10 roll Nos. the scrutineers will submit a Certificate that upto the scrutiny there is no Roll No. whose result has been unscrutinized and this Certificate will be signed by all the Assistants of both the Examination Branches. In case of Urgency/Emergency, the special scrutineers may be summoned with the special permission of the Chairman of the Board.

28. A defaulting External Tabulator not to be paid

If an External Tabulator or a Scrutineer fails to present himself for the comparison or scrutiny, or fails to complete the work by a given date, the work will be given to another External Tabulators or Scrutineer. In the later case original external tabulator he may have done part of the work.

29. External Tabulator to contact office for finalizing pending cases.

When on account of non-receipt of awards from Examiners or discrepancies in awards, the result or awards of any candidate are withheld, the External Tabulators or the Scrutineers concerned are expected to keep themselves in touch with the office to find out whether such results have been completed and made ready for comparison or scrutiny.

30. Doubtful signature to be reported

The External Tabulators or the Scrutineers must immediately report to the Controller if they suspect the genuineness of the signature of any Examiner.

31. Joint responsibility of scrutineers

Each pair of Scrutineers must consider themselves jointly responsible for the correctness of the results.

32. Rubber stamp signature unacceptable.

The External Tabulator or the Scrutineer shall not accept the rubber stamp facsimile of the signature of any Examiner or Lead Examiner.

33. Timely completion of work

Every External Tabulator or Scrutineer must finish the work assigned to him and sign the Result Sheets by the given date.
CHAPTER 11

PAYMENT TO SCRUTINEERS AND TABULATORS

1. Payment for each examination

Payment to Scrutineers shall be made for each examination separately and not be taking together the figures for all the examination results scrutinized by the same person.

2. Rate fee (i) Scrutineers

The rate of payment to each Scrutineer shall be:

i) a) For examinations other than Intermediate Examination where fictitious Roll Numbers are not use Rs.30/- per hundred; the fraction to be paid proportionately and for this purpose 10 to constitute a unit.

b) For Intermediate Examination; Rs.30/- per hundred; the fraction to be paid proportionately and for this purpose 10 to constitute a unit.

ii) For examinations in which fictitious Roll Numbers are used; Rs.12/- per hundred; the fraction to be paid proportionately and for this purpose 10 to constitute a unit.

iii) A minimum of Rs. 10/- is guaranteed for each examination to each Scrutineer.

3. (ii) External Tabulators

External Tabulators shall be paid at the rate of Rs.50/- per hundred candidates, including result intimation and certificates.

4. (iii) Checkers

Checking of the result approved by the external tabulators of the scrutineers shall be done by the employees of the office, other than the Internal Tabulators. Remuneration at the rate of Rs.100/- per hundred roll numbers checked shall be paid to the checkers but the penalty imposed shall also increase to three times and instead of penalty imposed at hundred mistakes now be at 50 mistakes.

5. (iv) Checkers of Certificates

Original certificates will be checked by Special Checkers appointed by the Chairman and they will be paid Rs.50/- per thousand certificates provided that remunerations will be paid three months after the completion of whole assignment. Provided further that if, during the above mentioned period, any assignment. Provided further that if, during the
above mentioned period, any discrepancy is reported from any, quarter, deduction will be made from their remuneration in accordance with the following formula:-

Penalties for discrepancies in certificates

<table>
<thead>
<tr>
<th>Nature of Discrepancy</th>
<th>Penalty for each Discrepancy/Mistake</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Issuing of a certificate to a candidate</td>
<td></td>
</tr>
<tr>
<td>Not declared successful in the examination</td>
<td>Rs.50/-</td>
</tr>
<tr>
<td>ii) Omission/mistake regarding actual Grade</td>
<td>Rs.30/-</td>
</tr>
<tr>
<td>iii) Any other omission/mistake such as misprint in name, subjects and date of birth (in words and figures) etc.</td>
<td>Rs.10/-</td>
</tr>
</tbody>
</table>
CHAPTER 12
WHITHDRAWAL OF ADMISSION FORMS

1. Conditions

An admission form once submitted may be withdrawn by a Principal or Headmaster only under the following conditions:

i) When a candidate has been sent up provisionally on account of shortage of attendances and that shortage has not been made up or condoned in accordance with the Rules.

ii) If the attendances of a candidate run short of the required percentage although his name had previously been forwarded by the head of Institution to appear in the examination and the shortage is not condoned or is so much as cannot be condoned in accordance with the Rule.

iii) 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 the examination.

iv) When a candidate has been rusticated or, expelled or his character certificate has been withdrawn for misconduct before the conclusion of the examination.

2. Case sent up provisionally

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 14th day before the commencement of the examination.
CHAPTER 13
AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES

1. All awards on Spring Exam. result

All awards shall be made on the result of the Spring Examination. No award shall be made on the result of Autumn Examinations.

2. Conditions

Only those candidates shall be entitled to an award who take and pass the Spring Examination as a whole at one and the same sitting.

3.

Awards shall be made to candidates securing 60% and above marks.

4.

For determining merit, marks in an additional optional subject shall also be counted.

5. Bracketed candidates

When two or more candidates are bracketed together, the award shall be made to the youngest candidate.

6.

In an examination where an award is to be made in a particular subject in which two or more candidates are bracketed together, the candidates showing better results in the examination as a whole shall be entitled to the award.

7. National Talent Scholarship

All scholarships awarded by the Board shall be considered as National Talent Scholarships and will be called Quaid-e-Azam Scholarships.

8. Board of determine number & value of scholarships

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 office from time to time, keeping in view the decisions taken by the Board on the subject from time to time.
9. **Satisfactory Progress essential**

The scholarship of a student who fails to show satisfactory result of house or other examinations shall be cancelled unless the Chairman is satisfied that the causes of a failure were beyond the control of the student.

10. **One scholarship at a time**

No student shall be eligible for two scholarships at a time.

11. **Payable in recognized institutions anywhere**

Winner of the Boards scholarships will be eligible to receive scholarships if they continue their studies at any University or Board or other Educational Institutions having a character of its own or affiliated to the University or the Board in or outside Pakistan.

12. **Reward of a vacant or forfeited scholarship**

If the winner of scholarship does not join a recognized Institution or his scholarship is forfeited for any reason, it will be granted to the next candidate in merit but he will not be awarded the silver medal. If the next candidate in merit is in receipt of some other scholarship, he will be given the choice to accept his previous scholarship and refuse to accept the Board’s scholarship.

13. **Payable for full academic course**

The scholarships of the Board will be awarded for the full academic course, which the candidates take up. The scholarships shall be paid for the full course starting from the beginning of the academic session in which the student joins an Institution and not from the date of his admission to the Institution.

14. **Time limit for joining a recognized institution**

The winners of the scholarships shall join recognized Institutions within two months of the order awarding the scholarships or by 30th November of the year concerned whichever is later. In case of his failure to join a recognized Institution within the limit mentioned above, he will not be eligible to receive scholarship except Gold/Silver Medal and this will be awarded to the person next in merit.

15. **Medals & Badges**

Medals and Badges shall be awarded every year to the candidates who win the National Talent Scholarship in order of merit on the result of (1) Secondary, (2) Intermediate Examinations.

16. **Gold/Silver Medals**
1) Gold Medals shall be awarded to the boys and girls who stand first amongst boys and girls respectively in the Examination concerned. The rest of the National Talent Scholars whether or not they accept the Quaid-e-Azam Scholarship shall get Silver Medals.

2) Sand-e-Iftikhar shall be awarded to:
   a) First three position holders in each group amongst the boys and girls separately for the Intermediate Examination.
   b) First three position holders amongst the boys and girls separately on the basis of overall result for the Secondary School Examination.
   c) For the Fazil Examination in various Languages:
      i) First position holder only if the maximum number of candidate is 10.
      ii) First two position holders if the maximum number of candidates is 11 to 20.
      iii) First three position holders if the maximum number of candidates is more than 20.

17. Chairman to approve designs

   The Chairman shall be authorized to approve designs of the medals and Badges.

18. Channel for delivering Medals/Badges

   So long as special function for the award of Medals, Prize, etc., is not organized by the office, the medals and Badges shall be delivered to the candidates through the Institution concerned in case they are regular candidates and directly if they are private candidates with the permission of the Chairman.

19. Must be given within six months

   The Medals and Badges shall be given to the candidates within six months of the declaration of results. In case of delay, the reasons shall be recorded by the Secretary and Medals and Badges will be given with the special permission of the Chairman.

20. Medals for Language Examinations.

   Medals shall be awarded to candidates standing first in the following examinations of Pakistan and Classical Languages:

   1. Fazil - e - Urdu
   2. Fazil - e - Arabi
   3. Fazil - e - Farsi
   4. Fazil - e – Punjab

21.
If any difficulty arises in giving effect to the provisions of the foregoing Rules the Chairman may take such action to remove the difficulty as in the circumstances of the case he may deem necessary.

22.

Ten scholarships each to the students of 9th and 11th class respectively shall be awarded under the president talent farming scheme. The students of 9th class shall be selected by holding a competitive test/examination of the students securing at least 80% marks in the 8th class annual examination. The students of 11th class shall be selected on merit on the basis of result of secondary school examination. The students who win this scholarship shall not be eligible for admission in any professional college.

They shall have to take basic science as their subjects of study.

23.

One scholarship each shall be awarded on merit from among the concerned categories on the basis of Secondary School (Spring) Examination to:-

i) Permanently disabled boy and girl; and

ii) Hafiz and Hafiza of the Holy Quran.
CHAPTER 14
RUSTICATION AND EXPULSION OF STUDENTS

I. DISCIPLINE

1.

Disciplinary action by the Head of the Institution against the students might be taken in one or more of the following forms depending upon the nature and severity of the offence:

i) The Head of the Institution shall have powers to impose such fines as he may deem fit.

ii) 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.

iii) A student may be suspended from the rolls of the Institution for a period of not exceeding two weeks at a time.

II. RUSTICATION OR EXPULSION

2.

Rustication, whenever imposed on a student, shall always mean the loss of one academic year. The period of absence from the Institution will however depend upon the time of the year when the penalty is imposed. The student under rustication may, at the discretion of the Head of the institution be permitted to rejoin the class in the same Institution in the beginning of the next academic year.

3.

A student expelled from an institution shall not be readmitted in the same or into another Institution before the expiry of two academic years from the date of expulsion.

4.

A Council for each institution shall be formed to consider the cases of expulsion and rustication of students. The Council shall consist of the Head of the Institution and at least two senior members of the teaching staff to be nominated by the Head of the institution. The Head of the Institution 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 Head of the Institution. The names of the members should be communicated to the Board by the Institution each year.
III. WELFARE

5. Each recognized institution will set up a Welfare Committee to keep in touch with the students and their problems and to look after their welfare in general. The members of the Committee should be nominated by the Head of the Institution.

IV. CODE OF HONOUR

6. The following Code of Honour enunciating the basic principles of conduct expected of a student should be encouraged through the Heads of the recognized institutions.

   i. Honesty and integrity in all dealings with fellow student’s teachers and others both on and off the campus.
   ii. Protection of the property of the Institution and that of fellow students. Showing due respect to ciders, teachers and outside visitors, morality personal honour and rights of others.
   iii. Courteous and helpful behavior towards all those with whom they come in contact.
   iv. Pledge to work hard and cooperate in completing the courses of studies in time, and to refrain from any anti-social or unacademic activity.

7. The authority for expulsion and rustication of a College/School student shall rest with the Head of the Institution.
   i. An expelled or rusticated candidate shall be emitted to all the privileges after the expiry of the period of punishment. This would also apply to the candidates who are disqualified by the Board.
   ii. Notwithstanding anything to the contrary contained in these rules, a student shall continue to be under the disciplinary jurisdiction of the Head of the Institution till completion of his examination on, including practicals.
   iii. The students of the Institution shall not keep in their possession fire arms or any other weapons of offence on the premises and the hostel of the Institution. The offender shall be liable to severe punishment which may amount to rustication or expulsion.
1. Extents, of deficiency condonable
   Taking into consideration the results of house examinations, the Head of an Institution may condone, the deficiency in the full course of lectures or attendances as under:
   1) Upto 15 attendances in the case of Secondary School Examination;
   2) In the case of Intermediate Examination taken up as a whole:
      i) upto 15 lectures in each compulsory or elective subject;
      ii) upto 9 practical in Science subjects;
      iii) upto 9 periods in Physical Education:
   Provided that in the case of Intermediate Examination Part I and Part II taken separately, the Head of an Institution may condone the deficiency as under:
      i) upto 10 lectures in each compulsory or elective subject;
      ii) upto 5 practicals in Science subjects.
      iii) upto 5 periods in Physical Education;
   Provided further that the Head of the Institution shall take a decision about condonation of deficiency at least fourteen days before the commencement of the examination after which no decision in this respect shall be valid.

2. Discretion of Head of an institution
   If the Head of the Institution is not satisfied with the reasons advanced by the candidate, He shall be bound to condone the deficiency. No appeal shall be admitted against his orders.

3. Action re-candidates sent up provisionally
   In the case of candidates whose names are sent up provisionally for the examination, the Head of the Institution shall, at least ten days before the date fixed for the examination, intimate to the Controller whether:
   i. deficiency attendances has been made up by the candidate; or.
   ii. deficiency has been condoned in conformity with Rule 1 above, or,
   iii. deficiency has not been condoned.

4. Counting of lecturers
   For purposes of counting lecturers, a lecture for a double period shall count as two lectures.

5. Remissions
   If the percentage of attendances is deficient on account of:
   i) Participation in Inter-Collegiate Tournaments with the previous sanction of the Head of the Institution; or,
   ii) attendance at educational excursions certified by the Head of the Institution; or,
   iii) an epidemic or a natural calamity; credit may be given for the number of days on which lectures were delivered or tutorials or practical work was done during the period of
attendance or participation aforesaid, provided that the total absence in the case of (I) and (2) shall not exceed 15 days in one academic year.

6. **How to make up deficiency**

   Deficiency in lectures shall not be made up by permitting a student to attend lectures as a casual student with another class.

7. A candidate who is short of lectures for appearing in the Spring Intermediate Examination must attend the required number of lectures necessary to make up the deficiency in order to appear in the Autumn Examination; provided that the number of lectures attended is not less than 2/3rds of the lectures delivered before the summer vacation.

8. **Deficiency in additional optional paper**

   When the deficiency in an additional optional paper only is not condoned, the candidate shall be allowed to take the examination in other subjects.
CHAPTER 16
COMPULSORY PHYSICAL EDUCATION

1. List of activities
The following are the activities approved for Compulsory Physical Education. The duration of the period is shown against each activity:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hockey match or practice</td>
<td>60 minutes</td>
</tr>
<tr>
<td>2.</td>
<td>Football match or practice</td>
<td>60 minutes</td>
</tr>
<tr>
<td>3.</td>
<td>Cricket practice -- batting bowling and fielding.</td>
<td>60 minutes</td>
</tr>
<tr>
<td>4.</td>
<td>Cricket match (one full innings of two periods duration).</td>
<td>60 minutes</td>
</tr>
<tr>
<td>5.</td>
<td>Softball match or practice</td>
<td>60 minutes</td>
</tr>
<tr>
<td>6.</td>
<td>Tennis singles or doubles match or practice</td>
<td>60 minutes</td>
</tr>
<tr>
<td>7.</td>
<td>Wrestling or Boxing bout or training</td>
<td>45 minutes</td>
</tr>
<tr>
<td>8.</td>
<td>Basketball match or practice</td>
<td>45 minutes</td>
</tr>
<tr>
<td>9.</td>
<td>Volleyball match or practice</td>
<td>60 minutes</td>
</tr>
<tr>
<td>10.</td>
<td>Kabaddi match or practice</td>
<td>45 minutes</td>
</tr>
<tr>
<td>11.</td>
<td>Swimming and Diving competitions or practice</td>
<td>45 minutes</td>
</tr>
<tr>
<td>12.</td>
<td>Water Polo match or practice</td>
<td>45 minutes</td>
</tr>
<tr>
<td>13.</td>
<td>Gymnastics</td>
<td>45 minutes</td>
</tr>
<tr>
<td>14.</td>
<td>Calisthenics (formal and informal) and small area games.</td>
<td>60 minutes</td>
</tr>
<tr>
<td>15.</td>
<td>Weight training or Body Building</td>
<td>60 minutes</td>
</tr>
<tr>
<td>16.</td>
<td>Corrective and medical exercises</td>
<td>60 minutes</td>
</tr>
<tr>
<td>17.</td>
<td>Cycling competition or practice</td>
<td>45 minutes</td>
</tr>
<tr>
<td>18.</td>
<td>Horse riding</td>
<td>60 minutes</td>
</tr>
<tr>
<td>19.</td>
<td>Military Training</td>
<td>60 minutes</td>
</tr>
<tr>
<td>20.</td>
<td>Badminton match</td>
<td>60 minutes</td>
</tr>
<tr>
<td>21.</td>
<td>Net ball match or practice (for girls)</td>
<td>60 minutes</td>
</tr>
<tr>
<td>22.</td>
<td>Deck Tennis match or practice (for girls)</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

2. Credit per week
No student shall be given credit for attendance for more than three periods per week in any class.

3. Condition
The credit for attendance shall be given only when the activities are properly organised by the Institution. Properly qualified and adequately trained Physical Education Teachers are essential for this purpose.
4. Credit for games & sports social reconstructior work

In the case of students who are members of College teams in the various games and sporting activities that comprise the Sports Tournament of the Board of Intermediate & Secondary Education or undertake social reconstruction work involving physical labour to the satisfaction of the Principal of the College concerned credit for 50 percent of the requirements in each class may be given for participation in those games and sports and social reconstruction work and 50 percent shall be obtained from attending Physical Education Classes.

5. Special credit for walking and cycling etc.

a) 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 up to 50 percent of the requirements in each class. In the case of women students this credit may be given for walking at least four miles or cycling at least six miles daily. Living far away from the College will not be accepted as a reason for exemption. Arrangements should be made for Physical Training during College hours.

b) In the case of normally healthy and active students living far away as provided for in (a) above; provided that it is not found possible to arrange their Physical Education during College hours, their Principals may recommend further exemptions to the chairman of the Board.

6. Lectures in Physical Education

A minimum of 20 lectures (10 in the 11th Class, 10 in the 12th class) is necessary to cover the Health Education syllabus prescribed by the Board. Every student must attend this lecture irrespective of the fact that he falls in any of the categories mentioned earlier in the Rules.

7. Physical efficiency tests

In order to ensure that every student takes a keen interest in the scheme of Compulsory Physical Education and attains a reasonable standard of physical fitness, all the colleges are required to carry out the physical efficiency test prescribed by the Board very carefully at least twice a year and to send 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. Second class pass essential

Every student must pass Physical Efficiency Test in 11th Class 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.

9. Application of medically unfit for total exemption

Students who are organically or medically unfit for Physical Education or Physical Efficiency Test and desire total exemption must submit their application to the Chairman duly supported by Certificates from their College Physicians, along with the recommendations of their Principals, ordinarily before the 31st October in the First Year Class.
10. All Medical Certificates should be given by the College Physician. When this cannot be done, principals should investigate cases carefully and then recommend applications for total exemption.

11. Partial exemption

In cases of illness and temporary incapacity, only part exemptions shall be granted, on a periodic basis of one or two months or one term at a time. At the end of the exempted period, students should be carefully re-examined, and if the illness or any consequent weakness still continues, a further medical certificate should be submitted and exemption shall be granted, if necessary.

12. Medical Certificates

All Medical Certificates submitted to the Board must be on proper printed or typed forms or on official college note-paper. Ordinary blank paper or chits will not be accepted.

13. Failed Students exempted

Failed students shall not be required to attend the period of Physical Training on their rejoining the 12th Class.

14. T.A. & D.A.

a) For all contests in the Mofussil. Referees, Umpires and judges will be paid T.A. and D.A. as admissible to officials in Grade IV (a) mentioned in TA Rules.

   Provided that on journey days daily allowance shall be paid at half the rates.

b) Cooliage etc: Umpires and referees who may be required to carry with them the Trophies and Certificates to the Zonal Tournaments of the Board, shall be paid an amount of Rs. 3/- to cover up the Cooliage and transport charges of trophies.
CHAPTER 17
TRAVELLING ALLOWANCE

Application of T.A. Rules.
These Rules shall be applicable to the Members of the Board, Principal officers of the Board i.e. Chairman, Secretary, Controller of Examination, Legal Advisor, Inspectors of Examination Centres, Employees of the Board, Examiners appointed by the Board and any other person deputed to perform journey in the interest of the Board.
These Rules shall take effect from the 11th January, 1979.

1. D.A. Mileage allowance and class
For the purpose of calculating daily allowance and mileage allowance, the persons undertaking the journey shall be divided into the following grades according to their pay or declared income. They shall be entitled to the daily allowance, mileage allowance and class of accommodation on rail as shown against each in the following table:

<table>
<thead>
<tr>
<th>Pay Limits</th>
<th>Special rate of D.A. Rs.</th>
<th>Ordinary rate of D.A Rs.</th>
<th>Class of accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 5000/- and above</td>
<td>150/-</td>
<td>130/-</td>
<td>ACC (BPS-17 and above)</td>
</tr>
<tr>
<td>From Rs. 4000/- to Rs. 4999/- p.m</td>
<td>130/-</td>
<td>110/-</td>
<td></td>
</tr>
<tr>
<td>From Rs. 2700/- to Rs. 3999/- p.m</td>
<td>110/-</td>
<td>95/-</td>
<td></td>
</tr>
<tr>
<td>From Rs. 1300/- to Rs. 2699/- p.m</td>
<td>70/-</td>
<td>60/-</td>
<td></td>
</tr>
<tr>
<td>From Rs. 700/- to Rs. 1299/- p.m</td>
<td>60/-</td>
<td>50/-</td>
<td></td>
</tr>
<tr>
<td>Upto Rs. 699/- p.m</td>
<td>40/-</td>
<td>30/-</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:
The Member of the Board and Directors of Education shall be paid Rs. 90/- per day as, D.A. irrespective of the place of duty.
Board servant in BPS-20 or above, who stays in a hotel, rest house, inspection bungalow or a residential club, shall, in addition to the above daily allowance, be entitled to actual single room rent subject to the production of receipt/voucher upto the following maximum per day in lieu of the half extra railway fare:
3 times Special D.A. 1 1/2 times D.A.

i) Localities of special D.A. 3 times special D.A.
ii) Other localities 1 1/2 times D.A.

Note 1: For the purpose of travelling allowance the gradation of the employees of the Board shall be as under.
Grade I: Employees in RPS-17 and above and all others in receipt of pay exceeding Rs. 2200/-
Grade II: Employees drawing pay exceeding Rs. 700/- p.m. But not exceeding Rs. 2200/-
Grade III: All other employees drawing pay not exceeding Rs. 700/- p.m.

**D.A. admissible to the Chairman**

Note 2: In case the Chairman is on tour in connection with the Board's work at any place or to attend the meetings of the Committee of Chairmen of the Boards of Intermediate & Secondary Education Punjab or Pakistan, he shall draw daily allowance as per rules mentioned above. However, he will get Hotel rent equal to three D.A. according to the place of duty on the production of actual receipts for attending official work at Islamabad and places out of Province of the Punjab.

**D.A. admissible to members & officers of Board**

Note 3: Members of the Board when attending meetings of the Board, committees or Subcommittees or deputed to do some work of the Board, the Secretary, the Controller of Examinations and the Audit Officer will be classed 'as Grade-I officers provided that the MNA's or MPA's when appointed as members of the Board, shall be entitled to the Daily Allowance admissible to them with respective Assemblies.

**D.A. admissible to retired Officials**

Note 4: Retired Officers who perform duty in connection with the affairs of the Board shall be paid T.A./D.A. on the basis of the maximum of the present pay scale of their post from which they retired instead of the pay last drawn by them.

**D.A. admissible to part time employees**

Note 5: persons. who are part-time employees of the Board, Government or other authorities be paid T.A. on the basis of their declared income, and, not on the basis of their emoluments as part-time employees, subject to the approval or the Chairman. The Legal Advisor of the Board will, however, be treated as Grade-I officer of the Board.

**D.A. to non employee**

Note 6: Persons who are neither employed nor have any declared income, may be treated in Grade-III if they hold Master's Degree and Grade N if they hold Bachelor's Degree. All other undergraduates will be treated as Grade-V above.

2. **Mileage allowance for Journey by Rail**
   i. Journey shall he performed by the shortest rail route if two places are so connected. Journey by longer route shall require previous sanction of the Chairman.
   ii. Mileage Allowance for journey by rail shall be, the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class plus half of the fare of the class of accommodation to which he is entitled.
   iii) Reservation-charges, taxes and surcharges actually paid with the fare shall be permissible in addition to the mileage allowance.

**DAILY ALLOWANCE**

3. **Calculating D.A.**
   i) The daily allowance is a uniform rate for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by an employee in consequence of such absence.
   ii) For the purpose of calculating the amount of daily allowance, the period of absence from headquarters shall commence from the time of departure of the employee from his
office or residence, as the case may be, till the time of his return to his office or residence, as the case may be.

iii) A day is to be reckoned from mid-night.

iv) A part of the day, at the commencement or end of the tour is to be reckoned as a full day if it is 8 hours or more and half day if it is less than 8 hours but more than 2 hours.

v) Daily Allowance at half rate will be admissible for half day.

vi) A part of day less than 2 hours is to be ignored for the purpose of daily allowance.

vii) In case of journey by rail, no D.A. shall be admissible for journey days but for the day of arrival at and of departure from the place of temporary duty. Half of normal D.A. shall be admissible.

viii) Special rate of Daily Allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Mullan, Peshawar, Querta, & Rawalpindi.

ix) The rate of Daily Allowance for an employee who spent part of day in one locality and a part in a locality for which special D.A. is admissible should be determined according to the place where he spent the major part of such day. This principle will also apply in case of incomplete days at the beginning and end of a tour and an employee will be entitled to D.A. at the higher rate for a locality if the half at that place was more than half of the period of incomplete day in question.

x) Daily allowance shall not be admissible for a continuous halt of more than ten days at any one place unless the prolonged halt is specially allowed by the Chairman.

4. T.A. /D.A. By air

i) An officer falling in Grade-I above drawing pay Rs.3200/- or above shall be entitled to travel by air in the First Class and those drawing pay less than Rs.3200/- p.m. shall be entitled to travel by air in the tourist class.

ii) No extra fare shall be admissible for journey by air.

RATE OF MILEAGE ALLOWANCE FOR JOURNEY BY ROAD.

5. Rate of Journey by Road

For journey by Road, Mileage Allowance shall be admissible at the following rates according to the different modes of travel.

<table>
<thead>
<tr>
<th>Mode of travel</th>
<th>Rate per K/M</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Personal Car or engaging a full Taxi.</td>
<td>Rs. 1.20</td>
</tr>
<tr>
<td>b) Borrowed Car/Animal Driven Carriage.</td>
<td>Rs. 0.60</td>
</tr>
<tr>
<td>c) Motor Cycle or Scooter.</td>
<td>Rs. 0.40</td>
</tr>
<tr>
<td>d) Bicycle, Animal back or foot.</td>
<td>Rs. 0.30</td>
</tr>
<tr>
<td>e) Public Transport playing for hire on single scat basis for the employees drawing pay as under.-</td>
<td></td>
</tr>
<tr>
<td>i) Basic pay upto Rs. 700/-</td>
<td>Rs. 0.12/-</td>
</tr>
<tr>
<td>ii) Basic pay 701/- and above</td>
<td>Rs. 0.20/-</td>
</tr>
</tbody>
</table>

Note 1,2,3,4 & 4 (ii) shall be re-numbered as 1.2.3 & 3 (ii)

Cost of carriage of personal effects upto the maximum number of Kilo-grammes as in sub-rule (a) shall be allowed at the rate of 3 paisa per Kilo-gramme per road Kilo-
meter from the residence of the employee at the old station to his residence at the new station: irrespective of the mode by which personal effects are carried. (It will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects). These rates shall, except (C) above be admissible from the residence at Headquarters tel the residence at the temporary place of duty of the employee.

**Journey between stations connected by rail**

Note:— Journey between the stations connected by Rail shall not be allowed by Personal Car/Full Taxi to persons falling in any Grade other than Grade I above. The Chairman may, however, allow persons falling in other Grades to perform journey by Personal Car/Taxi in exceptional circumstances for reasons to be recorded and charge mileage allowance as admissible by mad, In the absence of any special authorization by the Chairman for the journey by road in a private car or taxi between the Stations connected by rail. T.A. shall be paid as admissible by road or rail., whichever is less.

**T.A. admissible to members of Board**

Note:— Since the Members of the Board do not get any remuneration for attending various meetings or doing other work of the Board, they will be entitled to mileage allowance at the rate of Rs. 0.94 per kilometer for journey in a personal car or engaging a full taxi. In case they perform journey by Bus, They may claim Travelling Allowance as admissible for journey by Rail.

**Personal car defined**

Note:— The term "Personal Car" means a car registered in the name of the claimant or in the name of any member of his family as defined under rules of the Government.

**Calculating mileage allowance.**

Note 4: i) For calculating mileage allowance fraction of a mile/Kilometer shall be treated as one mile/Kilometer.

Note 4: ii) No extra fare shall be admissible for journey by road.

Note 4: iii) The persons travelling in a Board's conveyance for official duty shall be entitled to one Daily Allowance for each day including the day or days of journey and no mileage allowance shall be admissible.

6. **Place from and upto which mileage allowance admissible.**

Mileage Allowance shall be admissible from the residence of the employee to the railway station or bus stand or the Airport, or the sea/riverport as the case may be, at his headquarters and from the railway station or Bus stand or the Airport, or the sea/riverport to the place of his temporary residence at the out station, instead of from and upto the Chief Public Office.

7. **Proceeding on casual leave from out station.**

An employee who takes casual leave immediately on the conclusion of temporary duty will draw Daily Allowance for the day of departure from the out station to which he would have been entitled had he not proceeded on casual leave.

8. **Honorarium to local Members.**

A local Member of the Board including Directors of Education and other Members of the Committees constituted by the Board from time to time shall for the journey thus performed
be paid a fixed honorarium Rs. 160/- and Rs.40/- respectively subject to his/her entitlement. Members of the Board shall be paid Rs. 100/- as Members.

9. Meetings held by Government.
When the Chairman, a member of the Board or an officer of the Board, or any person deputed by the Board or by the Chairman, performs journey to attend a meeting convened by the Government of Pakistan or the Provincial Government or if the Chairman attends a function of any Institution as Chief Guest being Chairman of the Board, such a journey shall be treated to have been performed in the interest of the Board.

10. Inspection of colleges/schools
The fee for inspection of each College and School shall be Rs. 60/- and Rs. 50/- respectively for each member of the Inspection Committee plus mileage allowance as admissible under the rules: The Inspectors may, however, claim Daily Allowance admissible to them in lieu of inspection fee beneficial to them.

11. Inspection of Examination centers
i. Inspectors of Examination Centres shall be paid an Inspection Fee of Rs. 100/-per diem or DA in addition to usual mileage allowance. They may, however, claim Daily Allowance in lieu of inspection fee if beneficial to them. The members of the Board shall be paid T.A. /D.A. according to entitlement
ii. The Inspectors shall inspect at least two centres in a day where two or more centers are located at the same station.
iii. The Inspectors shall visit at least two centres lying on the same route in one journey, and shall not return to the headquarters after inspecting only one centre.
iv. The Inspectors shall arrange their inspection programme in accordance with (ii) and (iii) above and undertake journeys for the purpose with the previous concurrence of the Controller of Examinations. The Inspectors shall inspect institution at daily allowance@ Rs. 50/- per day besides mileage allowance admissible.

12. Examiners in Practical
Examiners in Practical Examination shall be paid Daily Allowance for one day previous to the Examination for preparation work.

13. Peon/servant accompanying member/officer
Travelling Allowance shall be admissible to a servant or a peon at the usual rates as provided in the Rules when such a servant or peon is accompanying a member of the Board, a class A employee of the Board, Inspection Committee, Lady Superintendent or an Inspectors of Examination Centre or where specially sanctioned by the Chairman.

14. Travel by higher class
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 case of journey by Rail.

15. Power of Secretary and C.E.
   The Secretary and Controller of Examinations shall be empowered to sanction journey performed in the interest of the Board provided that the journey performed by the Secretary and Controller of Examinations shall require the sanction of the Chairman.

16. T.A. Bill form
   The claim for Travelling Allowance made under the rules shall be submitted on the prescribed bill form.

17. Bills be submitted duly receipted.
   All bills shall be submitted duly receipted, affixing a revenue stamp wherever necessary. Un-receipted or insufficient by receipted bills shall not be entertained.

18. Bills within 6 months
   Bills not presented within 6 months from the date of journey shall lapse and shall not be entertained unless the period of 6 months is extended by the Chairman.

19. Immediate payment to members
   The payment of T.A. /D.A. to the members of the Board, Committee/Sub committee may be made immediately after the close of the meeting at the discretion of the Chairman and subject to the conditions that the following certificates are recorded on the T.A. Bills by the members concerned:
   i) Certified that the incomplete journey will be performed as claimed in the T.A. Bill.
   ii) Certified that the amount of T.A. For the incomplete journey, if subsequently found inadmissible or excessive will be refunded by me.

20. T.A. for attending courts
   i) An employee of the Board, who appears before a Court should receive his T.A. and diet money from the Court. In case: his attendance in the Court is in a private capacity he shall not be paid T.A. /D.A. by the Board.
   ii) If an employee appears before a Court in connection with a matter relating to his official duties he shall either deposit the T.A. 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.
   iii) The T.A. Bills shall be accompanied with a certificate from the Court to the effect:
     a) that he had attended the court in his official capacity.
b) has been paid so much as T.A.

21. T.A. & D.A. for Educational Officers/Officials

Officers/officials of various Educational Institutions who come to attend the meetings of the various Committees/Sub-Committees or under take the journeys in the interest of the Board shall be entitled to T.A./D.A. as permissible under the Board's T.A. Rules.

22. Transfer T.A.

On transfer, two extra fares as for journeys by rail or steamer shall be discontinued subject to the proviso to sub-rule (b) of Rule 23 below.

23. On transfer, an employee shall be granted the following:-

a) MILEAGE ALLOWANCE
i) In the case of journey by rail, mileage allowance for himself or for each member of his family equal to the fare of the class of accommodation to which he is entitled.
ii) In the case of journey by modes other than rail one full mileage allowance for himself and one full mileage allowance for each member of his family above 12 years of age and one half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour; provided that where mileage is charged for journey by personal car or by taxi, only a single mileage will be admissible.

b) TRANSFER GRANT
i) Employees Possessing a Family. One month's pay subject to a maximum of Rs.2,000/-
ii) Employees not possessing a Family Half a month’s pay subject to a maximum of Rs. 1,000/-

Provided that if the employee is transferred within one year of his continuous posting at a station except in the case of transfer on promotion or is transferred to a station within the same district, he will not be entitled to receive the transfer grant but will draw two extra fares of the class of accommodation to which he is entitled in the case of journey by rail and two extra mileage allowance in the case of journey by modes other than rail.

Explanation: For the purpose of provision to this rule the period of one year will be counted from the date on which the employee relinquished charge on previous transfer to the date on which he relinquished charge on the transfer for which T.A. is claimed.

24. Transportation Charges for Personal effects

a) The maximum limit up to which personal effects can be transported at Board's expense shall be as follow:-

<table>
<thead>
<tr>
<th>Grade of employee</th>
<th>Kilo-gammas</th>
</tr>
</thead>
<tbody>
<tr>
<td>If possessing a family</td>
<td>If not possessing family</td>
</tr>
<tr>
<td>Grade-I</td>
<td>4500 k.g.</td>
</tr>
<tr>
<td>Grade</td>
<td>Maximum Weight (kg)</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------</td>
</tr>
<tr>
<td>II</td>
<td>3000</td>
</tr>
<tr>
<td>III</td>
<td>1500</td>
</tr>
<tr>
<td>IV</td>
<td>560</td>
</tr>
</tbody>
</table>

b) Cost of carriage of personal effects up to the maximum number of Kilo grammes as in sub-rule (a) shall be allowed at the rate of 5 paisa per Kilo gramme per road Kilometer from the residence of the employee at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried. (It will not be necessary to nil for receipt in support of the claim of cost of transportation of personal effects).

25. Transportation of Vehicles

The rate of allowance admissible to an employee who transports his Motor Car or Motor Cycle/Scooter by road between stations connected by rail or steamer or partly by rail or partly by steamer shall be raised to 30 paisa as per Kilometer in respect of a Motor Car and 60 paisas per kilometer in respect of a Motor Cycle/Scooter.

26. Duties of Controlling Officer

Before signing or counter-signing a travelling allowance bill, the Controlling Officer shall:

- Scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration;
- Ensure that the admissibility of mileage allowance be governed by the principle that a journey between two places should be performed by the shortest of two routes or by the cheapest of such routes as may be equally short.

There are certain stations between which the performance of journey by road is quick, cheap and convenient as compared with the journey by Rail. Examples of such stations are as under:

1. Between Sargodha and Faisalabad.
2. Between Faisalabad & Tandlianwala.
4. Between Faisalabad & Kamalia.
5. Between Jhang & Toba Tck Singh.
6. Between Jhang and Gojru
7. Between Jhang and Faisalabad.

- The mileage allowance for journey between the above stations should be allowed as admissible by road unless the journey by rail is allowed by the Controlling Officer for the reasons to be recorded.
- Observe another order or rule issued by the Board.
The Government T.A. Rules shall be followed in respect of the matters not provided for in these rules and in the absence of any Govt. Rule on the subject, the Board shall have the authority to pass such orders as deemed necessary.
CHAPTER 18
CHANGE IN THE NAMES OR SURNAMES OF REGISTERED STUDENTS

1. Circumstances under which change may be never allowed
Change in name or surname shall be allowed to a candidate who has either applied for appearing in any examination or has previously been registered with this Board or has embraced Islam.

2. Application and other requirements
An application for a change in name or surname of registered student for any subsequent public examination that a candidate wishes to take may be entertained; provided that it is accompanied by:

i) An affidavit given before a 1st Class Magistrate or a Civil Judge or an Oath Commissioner to this effect.

ii) A cutting of advertisement announcing the Intended change in at least one leading daily newspaper; and,

iii) A fee as detailed in Note under Rule 6 of this Chapter. The fee shall not be refundable if even the change is not made.

3. Prescribed form & channel of application
No application under Rule 2 shall be entertained unless the candidate applies to the Board on a prescribed form through the Head Of the Institution in which he was last studying. In case of a private candidate, the application shall be submitted through the Head of a recognized Institution:

4. Requirements must be fulfilled
Change in name under Rule 2 shall be granted only if the Board is satisfied that all requirements have been fulfilled.

5. Use of alias
The original name shall Invariably form a part of the name Of the candidate and shall be shown as such in all records of the of the Board with the addition of the word ‘alias’ between the two names. No change shall however be made in the records pertaining to an examination taken before the change is sanctioned.

6. Change in documents
No change in any particular given or statement made in an admission form or any other form or document submitted by a candidate to the Board shall be allowed except as may be admissible under the Regulations or Rules.

N.B: Rates of fee for change in the name of candidate shall be as under:

<table>
<thead>
<tr>
<th>Period within which application is made after the declaration of result.</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>within two years.</td>
<td>Rs. 450/-</td>
</tr>
</tbody>
</table>

195
(B) CORRECTION IN FATHER'S NAME OF A CANDIDATE

7. Change in Father’s Name of a candidate

The father's name of a candidate who either applied for appearing in the Board's examination or has already passed the examination may be corrected provided that it is a minor change and that:

1) The application is made within two years from the date of declaration of result of the examination on payment of Rs. 450/- or within four years, Rs. 700/- or within five to ten years, Rs. 1800/- or ten years and there after Rs. 2000/-

2) The Board is satisfied after enquiry and inspection of the recognized school's record that the mistake was due to an error in transferring the father’s name from one record register or document to the other at either stage Le. Primary /Middle, High School or wrong transfer of entries from first admission form in infant class to the Admission and Withdrawal Register of a School.

OR

If the entry of father's name on first joining a recognized school is not available, or, is reported to be incorrect, then the birth certificate containing all entries pertaining to his name in the Municipal Birth Register be supplied, provided that the name of the candidate and his father are clearly mentioned in these entries.

3) The school records are corrected in the same manner as the records in the office of the Board.

4) Notwithstanding anything contained in this rule, the Chairman may accept a certificate of school duly attested by the foreign Mission of Pakistan in a foreign country or the Chairman may waive the condition and allow the correction in father's name under Regulation III (10) of the Board's Calendar.

5) In case of major/basic change in the father’s name the applicant will have to produce a degree from the court of law as a proof and then apply with, prescribed fee to the Board in the usual manner.

8. No fee for duplicate certificate involving corrections.

Provided further that:

1) No fee for duplicate: certificate in lieu of correction in Father's name date of birth, change in the name of candidate be charged.
2) Fresh fee may be charged from those whose cases are rejected. And reopened/considered for one reason or the other.
3) No fee from Non-Muslims.
   No fee of any kind in such cases is charged from those non-Muslims who embrace Islam.
## CHAPTER 19
### AUTOMATIC DEDUCTIONS

Schedule showing automatic deduction from the remunerations of Paper Setters, Head Examiners, Sub-Examiners and Single Examiners.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of irregularity</th>
<th>Penalty</th>
<th>Reference to Book of Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>Delay in submission of Question Paper.</td>
<td>Re. 1/- per (lay for the first week and Rs. 5/- per day thereafter. Automatic cancellation of appointment after a fortnight.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Failure to seal both inner and outer covers.</td>
<td>A new paper shall be set without any additional remuneration.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Failure to follow Rules for Paper Setters.</td>
<td>Half the setting fee if irregularity detected before examination if detected during examination, such penalty as the Chairman may determine.</td>
<td>- do -</td>
</tr>
<tr>
<td>5</td>
<td>For setting questions outside the prescribed syllabus.</td>
<td>A new paper shall be set without by ordinary Registered post any additional remuneration</td>
<td></td>
</tr>
</tbody>
</table>
Section II - Head Examiners

1. Failure to observe time limits Rs. 5/- per day 3.1 & 3.8

2. Failure to submit to the Secrecy Officer award list, received Rs. 2/- per day upto from the Sub-Examiner in regular a week and Rs. 5/- instalments according to the weekly per day thereafter. 4.14

Progress Report.

3. Failure to submit Payment Charts. Confidential Reports, etc. within 15 days of submission of the last instalment of results. Rs. 5/- per day. 4.20 & 4.21

4. Failure to keep the result confidential either before or after its publication. Disqualification 1.6

5. Failure to obtain previous sanction of the Controller for calling Amount of T.A. to be a Sub-Examiner for discussion to be deducted from the remunerations of the absolutely necessary. Head Examiner. 4.12 & 4.13

SECTION III - SUB-EXAMINERS

1. Failure to return answer-books and Rs. 1 Per irregularity 2.13

award list after removing all discrepancies. e.g.

Answer-books

i) Questions left unmarked. Rs. 1 Per irregularity 2.13

ii) Allotting more marks than Rs. 1 Per irregularity 2.13

the maximum.

iii) Mistakes in totals. Rs. 1 Per irregularity 2.13

iv) Number of answer-books left unsigned. Rs. 1 Per irregularity 2.13

Award Lists

v) Awarding marks to wrong Roll Rs. 1/- per irregularity. 2.13

Number or wrong transfer of marks to the award list. Rs. 1/- per irregularity. 2.13
vi) Marks in words and figures not tallying.

vii) Number of pages left unsigned

viii) Number of cases in which centuries are mixed up.

ix) Corrections left uninitialled.

x) Blanks left unfilled

\[ \text{Rs. 1 Per irregularity} \]

\[ 2.13 \]

2. Failure to submit to the Head Examiner the test instalment within 48 hours.

\[ \text{Rs. 10/- per day of delay} \]

\[ 2.3 \]

3. Failure to send Counterfoils to the Controller simultaneously at the time when an Examiners sends his award lists to the Head Examiner or the Office, as the case may be:

\[ \text{Rs. 2/- per day upto a week and Rs. 5/- per day thereafter.} \]

\[ 5.12 \]

\[ 5.13 \]

4. Failure to observe time-limits.

\[ \text{Rs. 10/- per day of delay} \]

\[ 3.1 \]

5. Failure to communicate with the Superintendent of the Examination centre concerned (with intimation to the Office) or the controller direct, as the case may be.

\[ \text{Rs. 1/- plus responsibility for loss.} \]

\[ 2.1 \]

in case of discrepancy, if any, in the bundles of scripts immediately after the receipt of such bundles from the Superintendent or the Controller.

\[ \text{SECTION IV - ASSISTANTS TO HEAD EXAMINERS} \]

\[ \text{Mistakes committed by Assistants to Head Examiner } \]

\[ \text{Rs. 1/- per mistake.} \]

\[ 7.9 \]

\[ 200 \]
CHAPTER 20
CERTIFICATES

1. Categories of Certificates
The following categories of certificates, other than the original certificates, shall be issued by the Board:
   i) A Duplicate Certificate
   iii) A Result-cum-Detailed Marks Certificate.
   iv) A Merit Certificate
   v) A Migration/Transfer Certificate
   vi) A certified copy of document or any entry relating to a candidate in the Board's record provided the permission to supply the copy of the document or the entry is granted by the Chairman.
   vii) A certificate containing any other information concerning an examination passed by a candidate.

2. Rates of fee for various certificates
The rates of fee for various certificates are available at annexure to Chapter 5.

3. With effect from the inception of Faisalabad Board, each candidate shall be issued a Result-cum-Detailed Marks Card in addition to result intimation, statement. It shall ordinarily show the marks obtained by a candidate in each subject. The charges for this card are included in the admission fee prescribed for each examination.

4. Application on prescribed form
Candidates shall apply for a certificate on a prescribed form which shall be entertained if it is complete in all respects. Incomplete forms returned to the candidates shall be resubmitted by them within three months otherwise the fee received shall be forfeited.

5. Channel of application
   i) Regular students
   A regular student shall submit Certificate A (given in the Schedule) signed by the Headmaster or the Principal of the institution from which he/she appeared in the Examination.

6. (ii) Private candidate
   A private candidate shall submit the following documents along with his application:
   i) Certificate A signed by a Headmaster of a School or a Principal of a College.
   OR
   ii) Certificate B (given in the Schedule) signed by a 1st Class Magistrate or Gazetted Officer and bearing his seal of Office.

7. (iii) Candidates from abroad
   A candidate residing outside Pakistan shall submit Certificate B only signed by a Diplomatic or Consular Officer.
8. **Power to waive condition**
   Notwithstanding anything to the contrary in these Rules, the Secretary or the Controller may waive the condition of submitting Certificate A or B or both in an exception case to avoid real hardship. He shall, however, state his reasons in writing for doing so on the form of application and shall submit all such cases in the form of a statement to the Board for information.

9. **Application for or receipt of certificate by other persons not allowed**
   No person shall be entitled to apply on behalf of another person or to receive his own or another person's certificate personally from the office of the Board. The certificate shall ordinarily be sent by registered post.

10. **Diplomas before time**
    The diplomas of Paul Examinations shall be issued before their actual date of issue on payment of Rs. 250/-

11. **Original certificates before time**
    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 Institution that he has no objection if the certificate is issued direct to the candidate: Provided that in the case of a private boy candidate who has applied for an Original Certificate Before Time, he shall be required to submit his photograph, duly attested by a 1st Class Magistrate.

12. **Ordinary or urgent certificates**
    A certificate shall ordinarily be issued within a week of the receipt of the application form and fee. If a certificate is required within 48 hours, the applicant shall deposit an extra fee of Rs. 50/.

13. **Detailed Marks Certificates**
    A detailed Marks Certificate shall be issued to a successful as well as to an unsuccessful candidate. It shall ordinarily show the marks obtained by a candidate in each subject. Marks in each paper shall be supplied on receipt of an extra fee of Rs. 50/.

14. **Merit certificate**
    Merit certificate shall be issued upto 80 places in Secondary School Examination; 20 places in the Intermediate Examination and 5 places in other examinations.

15. **Availability of record**
    Certificate shall be issued subject to the availability of the relevant record.

16. **Original certificate**
    Original Certificates shall ordinarily be issued by the end of December each year in the case of Spring Examinations and by the end of March of the next year in the case of Autumn Examinations.

17. **Chairman's power to waive Rules**
    Notwithstanding anything contained in these Rules, the Chairman may, to avoid hardship, waive the conditions laid down in Rules 8 and 9 above in special circumstances.

18. **Fee not refundable**
The Certificate or Registration fee shall not be refunded or adjusted towards any other account except in the following cases:

i) if the amount paid in the Board's fund is in excess of the amount due from the candidate, the excess may be refunded; and

ii) if the amount was payable to any other Institution but was erroneously paid in the Board's fund, such amount may be refunded.

CERTIFICATE A

(To be signed by Headmaster/Principal)

I hereby certify on basis of School/College record that-____________________________ whose particulars are given in this application form is the same person who passed the__________ Examination in ________________ (year) from _________________School/College and that the particulars filled in by him

Date____________      Signature________________

School/College Stamp
Designation________________

CERTIFICATE B

I hereby certify that on the basis of personal knowledge or the evidence produced before me, I am satisfied that________________________ s/o ________________is the same person whose particulars are given in this application form.

Date____________      Signature___________

Designation and Seal of the Office
CHAPTER 21
INSPECTION OF INSTITUTION AND THE REPORTS, RETURNS AND OTHER INFORMATION TO BE FURNISHED BY THEM

1. Submission of annual returns
   In the month of October 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, changes in the staff and qualifications and grades of pay of new members, income and expenditure of previous year, results of examinations, 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 Institution, etc.

2. Report reg. withdrawal & transfer
   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 of students.

3. Essential record for recognized institutions
   The following shall be kept by every recognized Institution and submitted, when required, to an officer appointed by the Chairman:
   1) A Register of Admissions and withdrawals;
   2) A Register of Attendance at Lectures;
   3) A Register of Fees; 4) The Time Table.

4. Periodic inspection of institutions
   Inspection of every Institution shall be held from time to time. The inspection may relate to the accommodation, sanitary arrangements and provision made for games, residence, supervision and instruction of students, the library, furniture and apparatus, the registers and the qualifications and duties performed by each member of the staff; but in other respects it shall not refer to the internal management of the Institution which shall be left to the discretion of the responsible authority.

5. Inspection report
   The report of such inspection shall be submitted to the Board in the prescribed form.
CHAPTER 22
RECOGNITION OF INSTITUTIONS

1. Minimum Building Specifications
   The following minimum building specifications are prescribed:
   i) Class Rooms  12 sq. ft. per student for High Schools and 5 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 25'
   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. Suggestions for Library materials
   The following may serve as a suggestion for building up materials in the various fields of the Library of the institution:
   General Reference   6 to 10%  Social Science 8 to 10%
   12 to 16% Sciences  8 to 10%  Useful Arts 8 to 10%
   8 to 10%
   Fine Arts  2 to 4%  Literature 8 to
   16% Geography and Travel  15 to 25%  History and Biography 15 to 23%
   Fiction 15%

3. Head of the Institution as ex-officio member
   The head of the Institution shall be an ex-officio member of the Managing Committee. Contribution to Provident Fund

4. Minimum rate of contribution
   Each permanent teacher shall contribute at least 8-1/3% of his pay towards Provident Fund and the Management of the institution shall also contribute not less than 6-1/4% towards the Provident Fund of each teacher.
   Amount of work to be done by different categories of staff

5. Work-load as fixed by Board
   No college teacher shall be required to work for more periods than laid down by the Board.

Service Rules

6. Proper appointment
   The management shall appoint members of the teaching staff after proper advertisement, save in the case of a temporary appointment for a period not exceeding six months to fill a sudden and unexpected vacancy in accordance with the conditions laid down by the Board with reference to academic qualifications.
7. **Probationary period**
The candidate selected shall be appointed on one year's probation after the expiry of which he shall be confirmed provided his work and conduct are satisfactory.

8. **Written contract**
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:

i) There shall be three months notice on each side for termination of the contract, or in lieu of such notice payment of three months' salary except when service is terminated for willful neglect of duty or misconduct.

ii) When a Principal or teacher attains the age of 60, 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.

iii) The Principal and the staff shall be paid their salary regularly not later than the 5th day of the month following that for which the salary is due.

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

v) After confirmation, the services of the Principal or a member of the teaching staff may he terminated, only on the following grounds.
   a) Willful neglect of duty
   b) Misconduct and insubordination;
   c) Physical or mental unfitness;
   d) Abolition of the post with the previous concurrence of the Chairman of the Board.

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

vii) The Management shall not terminate the services of the Principal or a teacher without informing him of the grounds on which they propose to take action and giving him a reasonable opportunity of making representations in writing or in person if he so desires. Any representation made by him shall be duly considered before a final decision is taken;

viii) In case of termination of services, except during the probationary period, the Principal or a teacher shall have the right to prefer an appeal to a Committee consisting of one member appointed by the Management, one nominated by the teacher concerned and one umpire appointed by the Chairman. The decision of the Committee shall he binding on both parties.

ix) Save in the case of a teacher who leaves services of his own accord before the summer vacation, a teacher 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. **Pay Scale**
No whole-time teacher whether in a Government or non-Government recognized Institution shall draw salary not less than the National Pay Scale prescribed for the following posts:

a) Lecturer engaged for teaching 11th and 12th Classes.
b) Teacher engaged for 9th and 10 Classes in the Higher Secondary Schools and other Institutions preparing candidates for Pakistan and Classical Languages Examinations.
c) Demonstrators engaged in Institutions teaching Science subjects upto Intermediate standard.
d) Director of Physical Education grade equivalent to that in the Department of Education, Punjab.
e) Librarian.
f) Teacher of the and 10th Classes. Minimum of the scale of pay permissible in Government service.

**Life Member**

Provided that this Rule may be relaxed in the case of a life member on the staff of an Institution. An employee will be deemed to be a life member who has agreed to serve an Institution for not less than 15 years. For this purpose, a bond shall be executed between the employee and the employer and a copy of such bond duly signed and attested by a Civil Judge or 1st Class Magistrate will be deposited with the Secretary of the Board. 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. Women Lecturers**

Ordinarily women lecturers shall be appointed in the institutions for women.

**11. Endowment Fund**

The minimum Endowment Fund shall be as follows:

a) For High School Arts Rs. 20,000/-
   Science Rs. 25,000/-

b) For an Institution teaching Science Subjects upto the Intermediate Standard, Rs. 50,000

c) For an Institution teaching Arts subjects upto the Intermediate Standard. Rs. 45,000

d) For an Institution teaching candidates for the Pakistan and Classical languages Examinations. Rs. 15,000/-

Provided that in the case of an institution for women the Endowment Funds shall be as follows,

a) For High School. Rs. 15,000/-
b) For an Institution teaching Science Subjects upto the Intermediate Standard. Rs. 25,000/-
c) For an Institution teaching Arts Subjects upto the Intermediate Standard. Rs. 20,000
d) For an Institution preparing candidates for the Pakistan and Classical Languages Examinations. Rs. 12,000/-

1. **Guaranteed annual income**

The guaranteed annual income shall be as follows:-
a) For High Schools. Rs. 4,000  
b) For an Institution teaching Science Subjects upto Intermediate Standard. Rs. 6,000  
c) For an Institution teaching Arts Subjects upto Intermediate Standard. Rs. 5,000  
d) For an Institution preparing candidates for the Pakistan and Classical Languages Examinations. Rs. 4,000  
e) Recognition Fee Rs. 2,000  

2. **Trust deed**  
   In the case of Institutions founded by individual donors, the following basic conditions for a Trust Deed shall be observed:-  
   i. That the Founder of the Trust is the sole absolute owner of the property endowed.  
   ii. That the Trust is created by a regularly registered Deed to be approved by the Chairman.  
   iii. That the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property owned.  
   iv. That the owned property is made to vest permanently and absolutely in the Trustees collectively for the purpose of the Trust.  
   v. That the Board of Trustees consists of at least seven members of whom five are independent persons who are not in any way related to or dependent upon the Founder of the Trust.  
   vi. That in the case of future vacancies in the Board Trustees nominations made by that Board and not by the Founder and such recommendations are forthwith reported to the Chairman.  
   vii. That all buildings included in the Trust are sufficiently insured against fire.  
   viii. That copies of the proceedings of the Board of Trustees and a statement of the actual income and expenditure of the Trust is supplied to the Chairman. Explanation: Rules concerning Trustees are not applicable to Institutions whose management is vested in Societies registered under Government Acts.
CHAPTER 23
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.

I-General

1. Name of Institution.
2. Location and address.
3. Date from which it is proposed to start classes.
4. Classes for which recognition is applied.
5. Subjects for which recognition is applied.

II-Management

1. Is the Managing Body registered?
2. Is the I lead of the Institution a member of the Managing Body?
3. Name and address of the Manager/Secretary of the Managing Body.
4. Attach:
   a) A list of members of Managing Body;
   b) A copy of the Constitution.

III-Staff

1. Has the staff statement, showing their qualifications and number, on prescribed form, been attached?
2. If no statement has been supplied what staff does the Institution propose the appoint?
3. Are the teachers employed on written agreements?
4. Are the teachers paid at least the minimum salary prescribed in the Rules?
5. Is dearness allowance paid/ What is the scale?
6. Does the Institution maintain Provident Fund or Pension (or both) for teachers?
7. What is the percentage of contribution made by the Institution towards Provident Fund?

IV-Finances

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

4. How has the expected annual income from fee been worked out?
5. What is the estimated annual total expenditure of the Institution?
6. Do the income and expenditure balance? If, not how does the Institution propose to balance it?

**V-Buildings**

1. Is the plan of the buildings attached?
2. Does the Institution possess building of its own?
3. Are the buildings acquired on long lease for the minimum period of 50 years? If so a copy of the deed should be attached.
4. What is the number of Class Rooms?
5. What is the size of each Class Room?
   Is there properly equipped Staff Room?
6. Is there a Hall Room for holding meetings, etc., of the Institution?
7. Are the buildings fitted with electric lights?
8. Is the head of the Institution residing in or near the premises of the Institution?

**VI-Hostel**

1. What provision has been made for the residence of students.
2. What is the maximum number of boarders which can be lodged in the hostel?
3. Is there a Common Room?
4. What is the arrangement for medical aid?
5. What are the qualifications of the Superintendent/Warden?
6. Does the Superintendent/Warden reside inside or near the hostel?

**VII-Play Grounds**

2. Are the play grounds near the Institution or the Hostel?
3. For what games has the Institution made provision?
4. Has the Institution employed a whole-time Physical Instructor?
5. What are the qualifications of the Physical Instructor?
6. What is the arrangement for Physico-medical examination of students?
7. Is there a gymnasium and provision for athletics?
VIII-Library and Museum

1. What amount is proposed for allocation on the library?
   a) Recurring
   b) Non-recurring
2. What journals and newspapers is it proposed to subscribe?
3. Has a librarian been employed?
4. What are the qualifications of the Librarian?
5. How many students can be accommodated in the Reading Room?
6. What is the total number of books in the Library?
7. Has the institution a Museum? Give details.

IX-Furniture and Equipment

1. What amount is proposed to be spent on equipment?
   Recurring
   Non-Recurring

X – Laboratories

1. What is the number and size of Laboratories and Workshops?
2. What accommodation is there in the Laboratories for each Science subject?
3. Are Laboratories and Workshops properly equipped in accordance with the list of apparatus supplied by the Board?
4. What amount has been provided for the apparatus in the following Science subjects:
   i) For Physics and Chemistry
   ii) For Physiology and hygiene
   iii) For Drawing and Painting, etc.
   iv) For Biology
   v) For Agriculture
   vi) For History and Geography
   vii) For Industrial Arts
   viii) Miscellaneous

XI - Tution Fee

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

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

XIII-Documents to be attached

1. A list of members of Managing Body.
4. Copy of Rules, Appointment, Salary, Leave, etc., of members of teaching and clerical staff.
5. Staff statement on prescribed form.
6. Fixed Deposit Receipt.
8. Deed of ownership of the land.

OR

A copy of the lease of Buildings.

9. Report on the Library on prescribed form. Certified that:
   i) The facts stated above are true to the best of my knowledge and belief
   ii) The Management has agreed to abide by the Regulations and Rules of the Board.

Dated ..................  Signature of: Manager or Secretary

LIBRARY
As on 1st October of the year 19....................

<table>
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<tr>
<th>Name of Subject</th>
<th>No. as on 1st Oct. of preceding year</th>
<th>No. purchased during one year (Oct. to Oct)</th>
<th>Total</th>
<th>Amount spent</th>
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<td>Hygiene</td>
<td></td>
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<tr>
<td>Industrial Arts</td>
<td>Language (other than those specified in the list)</td>
<td></td>
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<td>Mathematics</td>
<td>Persian</td>
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<td>Misc. Books</td>
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<td>Journals</td>
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<tr>
<td>Newspapers</td>
<td></td>
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</tr>
</tbody>
</table>
CHAPTER 24

QUESTIONNAIRE FOR FIRST INSPECTION OF INSTITUTIONS

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

I – General

1. Name of the proposed Institution.
2. Location and address.
3. Date from which started:
4. Classes for which recognition is sought.
5. Subjects for which recognition is applied.
6. Date of inspection.

II - Management

1. Is the Managing Body registered?
2. Attach:
   a) A list of the members of the Managing Body;
   b) A copy of the Constitution;
3. Will the !lead of the Institution be an ex-officio member of the Managing Committee? .
4. Does the Constitution secure to the Governing Body adequate control over the general policy of the Institution and to the head of the Institution sufficient freedom for the discharge of his responsibilities?

III - Staff

1. What staff does the institution propose to appoint?
2. Is the proposed staff qualified and adequate?
3. What are the proposed scales of pay and grades? Do you consider them be adequate?
4. Are there any service rules? Attach a copy.
5. Are the service rules reasonable?
6. Are the teachers employed on written agreement?
7. Are the teachers paid at least the minimum salary prescribed in the rules?
8. Do the rules include a provision for security of tenure of service?
9. Is there a provision against arbitrary dismissal?
10. Is any Dearness Allowance proposed to be paid? If so, what is the rate?
11. Does the institution propose to maintain Provident Fund or Pension (or) for teachers?
12. What is the proposed percentage of the contribution to be made by the Institution towards Provident Fund?
13. Have you any other comments to make on the staff statement submitted by the institution?

IV - Finances

1. Does the institution possess the required amount of Endowment Fund? (Quote the number and amount of the Fixed Deposit Receipt and the name of Banks.

2. Is the receipt in the name of the Institution?

3. What are the sources income of the Institution?
   a) Income from investments and property;
   b) Income from fixed donation;
   c) Expected annual income from fees;
   d) Arts' other source.

4. How has the expected annual income from fees been worked out?

5. What is the expected annual total expenditure of the college?

6. Do the income and expenditure balance? If not, how does the Institution propose to balance them?

V - Buildings

1. Has the Institution submitted a plan of the buildings?

2. Does the Institution possess building of its own?

3. Are the buildings acquired on the long lease? If so, a copy of the lease be attached.
4. Are the lecture rooms commodious and well ventilated?
5. Are sanitary conditions satisfactory?
6. Is there a hall for holding general meetings etc?
7. What is the maximum number of classes to be held at the same time?
8. What is the proposed maximum of a section?
9. Are the buildings fitted with electricity?

VI - Hostel
1. What provision has been made for the residence of
2. What is the maximum number of boarders which can be lodged in the hostel?
3. Is there a provision for a Common Room?
4. What is the proposed arrangement for medical aid?
5. Are sanitary condition satisfactory?
6. What are the qualifications of the Superintendent/Warden?
7. Does the Superintendent/Warden reside inside or near the hostel?

VII - Play grounds
1. Does the Institution possess play grounds?
2. Are the play-grounds near the Institution or the hostel?
3. For what games will be Institution make provision?
4. What are the qualifications of the Physical Instructor?
5. What is the arrangement for the Physical medical examination of the students?

VIII - Library and Museum
1. What amount is it proposed to spend on?
2. To what journals answers in it proposed to subscribed.
3. What are the qualifications of the librarian?
4. How many students can be accommodated in the Reading Room? Is it prepared furnished?

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


**IX - Laboratory and Workshop**

1. What accommodation is the Laboratory for each Science subject?

2. Are Laboratories property

3. What amount has been provided for the apparatus for the different Science subjects? Recurring Non-Recurring:

4. Have any orders been placed for apparatus?

**X - Tuition Fee**

1. What is the scale of tuition fee for each class?

2. What is the fee for games, Union Fund, etc?

**XI - Recommendations**

1. Does the Committee recommend recognition?

2. Summary of recommendations.

Dated........................ Signatures of
                          the Members of the Committee
CHAPTER 25

QUESTIONNAIRE FOR PERIODICAL INSPECTION OF INSTITUTIONS

I-General

1. Name of the Institution,
2. Date of Inspection.

II-Management

1. Is the Managing Body regularly functioning?
2. Are you satisfied with the working of the Managing Body?

III - Staff

1. Does the institution possess adequate staff consistent with its enrollment?
2. What is the ratio of the enrollment to the number of teachers? (list of members of the staff with their qualifications, grades, salaries, etc, may be attached).
3. Is the staff qualified and adequate?
4. Is any member of the staff over worked?
5. Are any members of the staff teaching subjects for which they are not qualified?
6. Is there any member on the teaching staff whose name has not been approved by the Board?
7. Do any members of the staff interest or responsibilities which interfere with the proper discharge of their duties?
8. What is the practice of the Institution with regard to staff meetings?
9. Is any member of the staff being paid less than the minimum prescribed by the Board?
10. Is every member of the staff getting dearness allowance? Are the rules of service followed strictly?
11. Is the system of Provident Fund functioning efficiently?
12. Is the Institution regularly contributing to the Provident Fund, its share as laid down by the Board?
13. Are members of the staff generally satisfied with the conditions of their service?

IV - Finances

1. Does the Institution possess the required amount of Endowment Fund?
2. Is the Endowment Fund intact?
3. Have you assured yourself that, no money from the Endowment Fund is being spent on current expenses?
4. Are the finances of the Institution sound?

5. What is the Annual Income from:
   a) Investment & property   b) donations   c) fees
   d) grant in - aid   e) any other source

6. What is the Annual Expenditure on:
   a) Salaries   b) capital   c) miscellaneous

7. Do the income and expenditure balance?

8. Are the accounts audited?

V – Buildings

1. Is the building suitable and adequate for the number of students enrolled?

2. Are the rooms commodious and well ventilated?

3. Does the Institution possess a Hall?

4. Does the head of the Institution reside on the premises?

5. Are the sanitary conditions satisfactory?

6. Is the staff room properly equipped?

VI - Hostel

1. Does the Institution possess a hostel? If so, is it suitable and adequate for the students?

2. Is there a Common Room in the hostel, and is it provided with indoor games, journals and newspapers?

3. Is the hostel under supervision of a Warder/Superintendent?

4. Are the sanitary conditions of the hostel satisfactory?

5. Are the mess arrangements satisfactory?

6. What are the monthly expenses of a student on:
   a) Board.
   b) Lodging
VII - Playgrounds

1. Does the Institution possess sufficient and suitable playgrounds for students?
2. Does the Institution have on its staff a qualified Physical Instructor?
3. Is there any provision for Gymnasium and Athletic?
4. a) Is medical examination of the students held every year?
   b) Are serious physical defects reported to the parents/guardians?
5. For which games has the institution made adequate provision?
6. What is the most popular game in the Institution?

VIII - Library & Museum

1. Do you think the library is well equipped for the needs of the students and members of the staff?
2. What is the total number of books in the Library?
3. Is there a well-equipped Reading Room?
4. What are the journals and newspapers to which the Institution subscribed?
5. Is the Library properly used by the students and the staff?
6. What is the total number of books lent during the previous, academic year to:
   a) Staff:    b) Students:
7. What is the annual expenditure on:
   a) Library:    b) Reading Room:
8. Is the Librarian properly trained?
9. Is there any Museum in the Institution?

IX - Laboratories & Workshop

1. Are the Laboratories properly equipped?
2. What amount was spent during the List year on apparatus for different Science subjects?
3. Is there any workshop attached to the Institution?
4. Is the workshop well equipped?
X - Enrollment

1. What is the total number of students:
   a) Class - wise   b) Subject – wise

2. What is the maximum strength of a Section?

3. Is there any over - crowding?

XI - Teaching and Student Activities

1. Are Seminars held in the institution?
2. Are House Examinations held regularly?
3. What is the number of Examinations held during the course of one year?
4. What is your opinion about the system of class-promotions?
5. What are the social activities of the students of the Institution?
CHAPTER 26

RESIDENCE & DISCIPLINE OF STUDENTS

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

   i) With his guardian or a near relative appointed by the guardian for this purpose;

      Explanation: The word 'Guardian' means the person on whom the student is
dependent and who bears the cost of his living and education).

      OR

   ii) in a College or School hostel; or,

   iii) in a I 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 to the Board.
CHAPTER 27

CHANGE OF SUBJECTS

1. Permission for change of group

Any student offering the Science Group or the Technical Group, who has attended the full course of lectures and, either has not appeared in the examination, or, having appeared, has failed in the Examination, may change his group and appear in the Languages Group or the Humanities Group as a private candidate or as a regular College student; provided that in the later case his attendances will be counted from 15th day of the beginning of the admission of the Class XII after the summer vacation, if he has failed.

2. Change of a subject or subjects

Any student offering the Humanities Group or the Languages Group, who has attended the full course of lectures and, either has not appeared in the examination or, having appeared has failed in the examination, may change his Group and appear in either the Languages Group or the Humanities Group, or, may change a subject or subjects within the same Group and appear as a private candidate.

3. Change of additional or elective subject within group

Any student, who has attended full course of lectures and has not appeared in the examination, or having appeared, has failed in the examination, can change an additional subject or, in the case of Humanities and languages Groups, an elective subject within the group on re-joining the college, provided he has completed the full course of lectures in one academic year preceding the examination.

4. If a Science Group candidate passes in compulsory subject/s in the first or second attempt, he/she can he allowed to appear in Arts subject/s instead of Science Group in the remaining chance/s and in this way he would be given exemption in the subject/s which he/she has cleared in the first and second sitting. However this change would be allowed from Science to Arts group and pt e-Medical to Pre-Engineering group only. This change will be allowed if and when the candidate applies cm the prescribed form alongwith fee. However, condition of passing three subjects of 600 marks in the Intermediate Examination will not be applicable to such candidates.
5. **Application on prescribed form with reason**

Any student who has offered a certain elective subject or subjects in the Admission Form for any examination of the Board, shall be allowed to change the subject or subjects only when he/she applies on the prescribed form giving cogent reasons for the change provided further that such an application is received in the Board's Office at least 30 days before the commencement of the Examination.
CHAPTER 28

REGISTRATION OF STUDENTS

1. Secretary to maintain-Register
   The Secretary shall maintain a register to keep a record of the names and other relevant particulars of all students joining recognized Institutions in Secondary School and Intermediate Classes and all candidates taking the Board's examinations. It shall he necessary for all persons mentioned above to have their names registration in the Register on admission or re-admission to Class IX or XI, two months after the first date of admission.

2. Particulars to be recorded
   In this Register shall he recorded the names of all registered students, the dates of admission and re-admission to, and, leaving of any recognized Institution, any scholarship, medal or prize or punishment awarded by the Board to the students and every pass or failure in a Board's Examination with their Roll Numbers.

3. Rates of fee
   Fee for registration shall be as follows:-
   i) On first admission to Secondary School and Intermediate Classes; Rs. 100/- per student.
   ii) All private candidates taking Board's Examinations but not already registered: Rs. 100/- per candidate.
   iii) On readmission to Secondary School or Intermediate Classes: Rs. 1/- per candidate

4. Time limit for submission of names and fee
   The Head of every Institution shall forward to the Secretary the name of every student admitted or readmitted to Classes both Secondary School and Intermediate as per the following schedule, together with the registration fee required under these rules:-
   a) Secondary School: The Registration Return is to be submitted to the Secretary within two months from the first date of admission in the Institution.
   b) Intermediate: The Registration Return is to be submitted to the Secretary within two months from the first dates of admission or within one month from the date of declaration of the Secondary School (Autumn) Examination result whichever is later
   c) The Registration Fee at present fixed as Rs. 100/- per candidate is subject to revision as per the provisions of the Calendar.
   d) In case of non-receipt of Registration Return and, or, Registration Fee as per the above schedule, the defaulting Institution shall be liable for a penalty of Rs. 200/- within one month after the expiry of the last date.
Thereafter the Institution shall have to pay a further penalty of Rs. 5p/- for every subsequent month on account of be fated submission of the Registration Return.

e) In case of a student individually admitted in 9th or 11th class after the scheduled dates, the registration return alongwith fee, shall be submitted to the Secretary within two months from the date of admission, failing which Rs. 20/- shall be charged as late fee per month, per student from the institution concerned.

f) If a student is struck off the roll of an institution or expelled or he migrates, such fact shall immediately he reported to the Secretary.

g) In case a student, who has already been registered, joins or rejoins an institution, his registered number shall be quoted by the Head of the Institution while intimating the student's admission or readmission.

5. **Registration No. to be communicated be each student**

On registration, every student or candidate shall be informed of the registered number under which his name has been registered. The registered number shall be quoted by the Head of the Institution in all subsequent correspondence relating to the student, and by the student or the candidate on all applications made by him to the Board including applications for admission to an examination.

6. **Admission to the examination**

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 I leads of institutions or on the application for registration submitted by a candidate himself, the Secretary may refuse to entertain the candidate's application for admission to the examination.

7. **Omission in Registration Return**

In case of an in the Registration Return sent by the Head of an Institution, or, in the admission form of a private candidate not already registered, the registration record can be completed on payment of Rs. 5/-. provided that completion of record does riot involve any amendment or change in the previous record.

8. **Certified colony of R.R.**
A registered student or candidate may obtain a certified copy of his registration card on payment of Rs 100/-

**Note:**

1) All the candidates already registered in other Boards shall not have to pay the registration fee as permissible under the rules.

2) All specified rules shall, unless otherwise specified, be operative w.e.f. June, 1988.

3) The employees of the Board and their children will be exempted from the payment of registration anti sports fee. They will also be exempted for the payment of admission Ice for the examinations of the Board.

4) In addition to above the tee paid by them either for the examinations of other Board or for the examinations of University, upto post graduation level will be refunded for one chance only of each examination.
CHAPTER 29

EQUIVALENCE OF FOREIGN CERTIFICATES WITH THE PAKISTAN CERTIFICATES

Note:

The statements appended below show the Equivalences of Certificates, Diplomas and Examinations of examining bodies both Pakistani and foreign, in terms of Certificates, Diplomas of the Board 01 Intermediate and Secondary Education, Faisalabad.

These statements are based on the decision arrived at by the Equivalence Committees and approved by the Inter-Board Committee of Chairmen of the Boards of Intermediate and Secondary Education- in Pakistan.

The data included in this chapter may help educational institutions in the jurisdiction of this Board in determining the equivalence of certificates, diplomas and grade levels of students coming from other examining bodies or institutions.

The statements are, however, subject to the conditions. If any, prescribed under the Regulations dealing with examinations concerned.

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</table>

EQUIVALENCE OF FOREIGN EDUCATIONAL CERTIFICATES TO THAT OF PAKISTAN CERTIFICATES

1. AFGHANISTAN

1) Eleventh Grade Examination. Ministry of Education Department of Secondary Education, Kabul. Class IX


4) Grade Twelve. A Student who has completed Grade Twelve from American International School, Kabul is eligible for admission to University in Pakistan. The Subjects to be taken by him/her will be determined by University concerned
5) **12th Class Examination.**

- **Grade VIII**
- Habiba & Ghazi College, Kabul.
- S.S.C (Matric)

Department of Secondary Education.

Eligible for admission to Class IX (SSC pt.1)

Note:- If requested, admission be allowed to HSC/Intermediate classes of Pakistan to candidates who have already obtained Baccalaureate Certificate.

### 2. AUSTRALIA

1) **Matriculation**

- University of Sydney
- Secondary School Certificate/Matriculation.

2) **Fourth Form Examination.**

- Australian Educational Institution.
- SSc/Matriculation.

3) **Form III Examination**

- -do-
- SSc Part-I (Class IX)

4) **Junior Certification (10 Years)**

- Board of Secondary School Studies, Queensland.
- SSC/Matriculation.

5) **Year 10.**

- Australian Capital Territory (ACT), Canberra.
- SSC/Matriculation.

6) **University of New South Wales.**

- Intermediate
- Intermediate

7) **Intermediate**

- Australian Educational
- HSC / Intermediate.

8) **HSC (High School Certificate).**

- Australian Educational Institutions.
- HSC / Intermediate.

9) **Senior**

- Board of Secondary School Studies.
- HSC / Intermediate.
Certificate (12 Years)  Queensland.

3. BAHARAIN

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4. BANGLADESH

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<td>High School Certificate</td>
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3) **High School Examination.**

4) **Higher Secondary Certificate (Home Economics)**

5) **Final Day Course.**

6) **Inter Commerce.**

7) **Intermediate.**

8) **Grade X.**

---

**05.**

1) **12 Grade**

2) **Anglo Vernacular High School Examination provided Mathemetic is included.**

3) **European School Final Examination Subscription for entering a college.**

4) **Basic Education High School Pass Certificate.**

5) **Matriculation Examination.**

6) **Matriculation Examination.**

7) **Tenth standard Promotion Examination passed Burma.**

8) **Through an accredited Institution.**

9) **G.C.E. ‘O’ Level.**

10) **Anglo-Vernacular High School Examination.**

11) **High School (Final Exam).**

12) **European School Final.**

13) **Inter (Arts / Commerce).**

14) **Inter.**

15) **Intermediate.**

16) **Intermediate (Science).**

---

**BRAZIL**

1) **12 Grade**

2) **I ISC / Intermediate (Pre-medical).**

**06.**

1) **Class IX Examination**

2) **Anglo Vernacular High School Examination provided.**

3) **Ministry of Education. Burma.**

4) **Burma.**

5) **Recognized Boards / Universities of Burma.**

6) **University of Rangoon.**

7) **Department of Education,**

8) **Burma.**

9) **Imperial College, Rangoon.**

10) **All universities / Boards.**

11) **All Universities / Boards.**

12) **Institute of Medicine, Rangoon.**

13) **All Universities / Boards.**

14) **Institute of Medicine, Rangood.**

15) **All Boards.**

16) **All Boards.**

---

**BURMA**

1) **Class IX Examination Burma.**

2) **Education Department, Burma.**

3) **Burma.**

4) **Burma.**

5) **Ministry of Education. Burma.**

6) **Recognized Boards / Universities of Burma.**

7) **University of Rangoon.**

8) **Department of Education, Burma.**

9) **Imperial College, Rangoon.**

10) **All universities / Boards.**

11) **All Universities / Boards.**

12) **Institute of Medicine, Rangoon.**

13) **All Universities / Boards.**

14) **Institute of Medicine, Rangood.**

15) **All Boards.**

16) **All Boards.**
17) Inter Science | Institute of Medicine, Rangood | eligible for B.Sc. Engineering 1st year. 
18) Pre-Medical Course, | Institute of Medicine, Rangood | HSC/ Intermediate (Science) Pre Medical 
19) MBBS (Pass) | Instate of Medicine, Rangoon. | HSC/Intermediate (Pre Medical) 

7. BULGARIA 
1) 9th Class graduation | Ministry of Peoples Examination. | Class XI, (as a special case) 

8. CANADA 
1) Grade VIII | Canada | Class IX (SSC part-I) 
2) Grade X | Canada | SSC / Matriculation. 
6) 13th Grade Diploma | Ontario Deparment of Education | HSC/ Intermediate (Pre-Medical). 

9. CYPRUS 
1) Final certificate | Forestry College. | HSC / Intermediate (Science). 

10 DENMARK 
1) Class 10 | Denmark Institutions. | SSC/Matriculation. 

11. EGYPT 
1) Secondary School certificate | Cairo | SSC/Matriculation 
2) Lincoln School fifth form Examination | American University of Cairo. | SSC/Matriculation 
3) Second Secondary School scientific section | U.A.R | SSC/Matriculation 
5) Intermediate | Cairo University. | HSC/intermediate. 
6) Egyptian General Secondary Study certificate Examination (Scientific Section) | Cairo University. | HSC/ Intermediate (Science). 
7) First Year Examination of Faculty of Science. | Alexandria University. | HSC/ Intermediate (Pre-Engineering).
9) 2 years Medical Course Egypt Alexandria University. HSC/Intermediate (Pre-Medical).
11) B.Sc.Agriculture. Faruq University, Cairo. B.Sc. (Agriculture)
12) B.Sc.Agriculture. Faruq University, Cairo. S.SC 
12. ETHIOPIA

1) Commercial Certificate. Ministry University Cairo. SSC/ Matriculation.

13. FIJI

1) School Certificate Fiji Govt. SSC/Matriculation.
2) University Entrance Examination Fiji Govt. HSC / Intermediate.

14. FRANCE

3) Certificate of 2nd year Inter Studies + (Plus) Dip.in German for West Germany. Paris Academy, Board of National Education. HSC / Intermediate.

15. GERMANY DEMOCRATIC REPUBLIC (GDR)

1) Class 10 Polytechnical Secondary School. German democratic republic. SSC (Technical)
2) Abshlu sszeungris GDR. SSC.
3) Reifezeungris GDR. HSC.

16. GERMANY, FEDERAL REPUBLIC / WEST

1) Mitte Reif Examination. West Germany. SSC/Matriculation.
2) SSC Examination. University of Frankfurt, Berlin. SSC/Matriculation.
3) Grade 10 Federal republic of Germany. SSC/Matriculation.
4) Reifezcgznis Germany University. SSC/Matriculation.
5) 12 year successful schooling All German universities. HSC/Intermediate.
6) Abitur Cert. West Germany. HSC/Intermediate
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<td>Diploma Examination.</td>
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<td>University Mainz. HSC/Intermediate</td>
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<td><strong>GHANA</strong></td>
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<td>East African School certificate Examination with Eng, Maths, Biology, Science.</td>
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<td>3)</td>
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<td>Matriculation / Higher School Examination</td>
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<tr>
<td>29</td>
<td>Matriculation / Higher School Examination</td>
</tr>
<tr>
<td>30</td>
<td>Matriculation / Higher School Examination</td>
</tr>
<tr>
<td>31</td>
<td>Matriculation / Higher School Examination</td>
</tr>
<tr>
<td>32</td>
<td>Matriculation / Higher School Examination</td>
</tr>
<tr>
<td></td>
<td>Examination</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>36</td>
<td>S.S.L.C Examination.</td>
</tr>
<tr>
<td>38</td>
<td>Secondary School certificate Examination</td>
</tr>
<tr>
<td>39</td>
<td>Higher grade School final Examination</td>
</tr>
<tr>
<td>40</td>
<td>Secondary School Certificate Examination</td>
</tr>
<tr>
<td>41</td>
<td>Anglo Indian high school Examination (Standard XI)</td>
</tr>
<tr>
<td>42</td>
<td>High School Certificate Examination</td>
</tr>
<tr>
<td>43</td>
<td>High School Certificate Examination /Matriculation</td>
</tr>
<tr>
<td>44</td>
<td>High School Certificate, Delhi Secondary School or All India Secondary School</td>
</tr>
<tr>
<td>45</td>
<td>Matriculation / High School Education Certificate</td>
</tr>
<tr>
<td>46</td>
<td>Matriculation Examination</td>
</tr>
<tr>
<td>47</td>
<td>Entrance Examination.</td>
</tr>
<tr>
<td>48</td>
<td>Diploma Examination.</td>
</tr>
<tr>
<td>49</td>
<td>Higher Educational test.</td>
</tr>
<tr>
<td>50</td>
<td>Educational Test Pass Certificate.</td>
</tr>
<tr>
<td>51</td>
<td>Leading Education Aircraftman</td>
</tr>
<tr>
<td>52</td>
<td>S.S.L.C</td>
</tr>
<tr>
<td>53</td>
<td>Pre-university Examination</td>
</tr>
<tr>
<td>54</td>
<td>Higher Secondary Certificate</td>
</tr>
<tr>
<td>55</td>
<td>Eleven years Higher Secondary Certificate and Pre-University</td>
</tr>
<tr>
<td>No.</td>
<td>Course</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>56</td>
<td>High School Examination (Eleven Years) Course</td>
</tr>
<tr>
<td>57</td>
<td>Higher Secondary certificate</td>
</tr>
<tr>
<td>58</td>
<td>Eleven years Higher Secondary Certificate Examination</td>
</tr>
<tr>
<td>59</td>
<td>Pre-degree / Pre-University Examination.</td>
</tr>
<tr>
<td>60</td>
<td>Pre-university Examination</td>
</tr>
<tr>
<td>61</td>
<td>Higher Secondary Education certificate Examination</td>
</tr>
<tr>
<td>63</td>
<td>Pre-University Examination</td>
</tr>
<tr>
<td>64</td>
<td>Diploma in domestic Science (3 years Course for Teachers)</td>
</tr>
<tr>
<td>65</td>
<td>Diploma in domestic Science, Intermediate (Arts, Science and Commerce)</td>
</tr>
<tr>
<td>67</td>
<td>Pre-Engineering Examination</td>
</tr>
<tr>
<td>68</td>
<td>Higher Secondary School multi—purpose,Pre-Engineering Examination</td>
</tr>
<tr>
<td>69</td>
<td>F.S.C Examination</td>
</tr>
<tr>
<td>70</td>
<td>Inter Science Examination</td>
</tr>
<tr>
<td>71</td>
<td>Pre-engineering</td>
</tr>
<tr>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Qualification</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------</td>
</tr>
<tr>
<td>73</td>
<td>F.Sc. Pre-engineering</td>
</tr>
<tr>
<td>74</td>
<td>F.Sc. Examination</td>
</tr>
<tr>
<td>75</td>
<td>F.Sc. Examination</td>
</tr>
<tr>
<td>76</td>
<td>F.Sc. Examination</td>
</tr>
<tr>
<td>77</td>
<td>Intermediate Examination</td>
</tr>
<tr>
<td>78</td>
<td>Three years post matric Technical Diploma</td>
</tr>
<tr>
<td>79</td>
<td>Pre-degree Examination subsequent to passing professional (Medicine)</td>
</tr>
<tr>
<td>80</td>
<td>Senior School certificate Delhi School Certificate or All India School certificate.</td>
</tr>
<tr>
<td>81</td>
<td>Fazil-e-Deoband</td>
</tr>
<tr>
<td>82</td>
<td>I) Urdu Aala.</td>
</tr>
<tr>
<td></td>
<td>II) Kamil</td>
</tr>
</tbody>
</table>

**21. INDONESIA**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Exam</th>
<th>Institutions</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Secondary School Examination</td>
<td>Indonesian Institutions</td>
<td>SSC/ Matriculation</td>
</tr>
<tr>
<td>2</td>
<td>‘IDJAZAII” Grade X of Higher Secondary Certificate Diploma</td>
<td>Indonesian Institutions</td>
<td>SSC/ Matriculation</td>
</tr>
<tr>
<td>3</td>
<td>Two years course after, Senior Secondary School Examination.</td>
<td>Indonesian Institutions</td>
<td>SSC/ Matriculation</td>
</tr>
</tbody>
</table>

**22. IRAN**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Exam</th>
<th>Institutions</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3rd Grade.</td>
<td>Iranian National Emblem Ministry of Education, Tehran</td>
<td>SSC/ Matriculation</td>
</tr>
<tr>
<td>2</td>
<td>5th Grade of general Secondary Education.</td>
<td>Ministry of Education Iran.</td>
<td>SSC/ Matriculation</td>
</tr>
<tr>
<td>3</td>
<td>Eleven Years Secondary School Examination.</td>
<td>Ministry of Education Iran</td>
<td>SSC/ Matriculation</td>
</tr>
<tr>
<td>4</td>
<td>Secondary School</td>
<td>Kirman Shah Iran.</td>
<td>SSC/ Matriculation</td>
</tr>
<tr>
<td>Examination</td>
<td>University/Institution</td>
<td>Grade/Programme</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>5) High School Diploma Examination</td>
<td>University of Tehran.</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>6) Certificate of Secondary Education.</td>
<td>Ministry of Education.</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>7) Grade X Examination of the Old System (Prior to 1975)</td>
<td>Iran</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>8) Grade IX &amp; X of Secondary Stage (which follows 5 years of primary and 3 years of Guidance cycle) under the Revised System 1975</td>
<td>Iran</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>9) Grade 2 of Secondary Programme</td>
<td>Ministry of Education. Iran.</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>12) Grade XI Pass and promoted to Grade XII 1979</td>
<td>Iran.</td>
<td>Eligible for admission to class XII to take HSC Part I &amp; II Examination in 1981.</td>
<td></td>
</tr>
<tr>
<td>13) 3\textsuperscript{rd} Grade of Senior High School.</td>
<td>Iran.</td>
<td>Eligible for admission to class XII to appear in all papers of HSC Part I &amp; II.</td>
<td></td>
</tr>
<tr>
<td>14) Secondary Instruction Examination</td>
<td>University of Tehran.</td>
<td>SSC / Intermediate.</td>
<td></td>
</tr>
</tbody>
</table>
16) Diploma Examination (12th Class).
   Secondary High School Abadan.
   SSC / Intermediate.

17) Inter Science Examination.
   Alberz Intermediate College, Tehran.
   SSC / Intermediate.

18) 6th Grade
   Tehran University.
   SSC / Intermediate.

19) Intermediate Examination.
   School, Yazd.
   SSC / Intermediate.

20) High School Examination.
    RAshidia Secondary School No. 1 Tehran.
    SSC / Intermediate.

21) Higher Secondary (Scientific)
    Shah Raza Institute, College, Zahidan (East Iran.)
    SSC / Intermediate.

22) 4th Grade of Commerce.
    Ministry of Education. Iran.
    SSC / Intermediate (Commerce).

23) Grade 4
    (Experimental Science Biology Group)
    Ministry of Education. Iran
    SSC / Intermediate (Pre-medical).

24) Two years Technical Programme
    (Complete in Electronics.
    Pehalvi University Technical Course.
    Diploma of Associate Engineer Engineer.

25) Diploma in Science Examination.
    Iran
    SSC / Intermediate (Pre-Engineering).

26) Secondary School Diploma
    Examination in Mathematics and Science.
    Iran,
    SSC / Intermediate (Pre Engineering)
<table>
<thead>
<tr>
<th>27)</th>
<th>Sixth Grade High School Examination.</th>
<th>Ministry of Education Iran</th>
<th>SSC / Intermediate (Pre-Engineering)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28)</td>
<td>Sixth Grade Examination of Metal Works Branch.</td>
<td>Vocational High School Ahzam.</td>
<td>SSC / Intermediate (Pre-Engineering)</td>
</tr>
<tr>
<td>29)</td>
<td>Diploma in Mathematics (sixth Grade high school).</td>
<td>Ministry of education, Iran.</td>
<td>SSC / Intermediate (Pre-Engineering)</td>
</tr>
<tr>
<td>30)</td>
<td>Sixth Class / Automechanics Branch examination.</td>
<td>Ministry of training and culture of Iran.</td>
<td>SSC / Intermediate (Pre-Engineering)</td>
</tr>
</tbody>
</table>

23. IRAQ

<table>
<thead>
<tr>
<th>1)</th>
<th>Grade X of General Ministerial Examination of 12 Years.</th>
<th>Director of Secondary School of Commerce Baghdad.</th>
<th>SSC / Matriculation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4)</td>
<td>3 years course of secondary school of Agriculture.</td>
<td>College of Agriculture, University of Baghdad.</td>
<td>HSC / Intermediate (Agriculture subject to passing in entrance examination of Intermediate (agriculture)</td>
</tr>
<tr>
<td>5)</td>
<td>B.Sc.</td>
<td>University of Baghdad.</td>
<td>HSC / Intermediate (Pre-medical)</td>
</tr>
<tr>
<td>6) Baccalaureate Examination.</td>
<td>University of Baghdad.</td>
<td>HSC / (Pre-medical) Pre-Engineering.</td>
<td></td>
</tr>
<tr>
<td>24. ITALY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Secondary School Certificate (10 years schooling)</td>
<td>Rome</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>2) School certificate</td>
<td>State Technical and Commercial Institutes in Italy.</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>25. JAPAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Grade X.</td>
<td>St. Mary’s International School. Tokyo</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>2) Graduation Diploma (12 years)</td>
<td>St. Maurs Convent High School Hokohama.</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>4) Grade VIII Examinations</td>
<td>Japan Institutions.</td>
<td>Class VIII&gt; Eligible for admission to Class IX (SSC Pt. -1)</td>
<td></td>
</tr>
<tr>
<td>26. JORDAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) High School Certificate with English as compulsory subject.</td>
<td>Government of Jordan.</td>
<td>SSC / Matriculation..</td>
<td></td>
</tr>
<tr>
<td>2) Matriculation.</td>
<td>Jordanian Secondary School</td>
<td>SSC / Matriculation..</td>
<td></td>
</tr>
<tr>
<td>3) Secondary Education Certificate</td>
<td>Government of Jordan.</td>
<td>SSC / Matriculation..</td>
<td></td>
</tr>
<tr>
<td>4) Al Fadiliyah Secondary School.</td>
<td>Tukram Jordan.</td>
<td>SSC / Matriculation..</td>
<td></td>
</tr>
<tr>
<td>5) 2nd year (Grade X) of Egyptian General Secondary Education.</td>
<td>College, nablus.</td>
<td>SSC / Matriculation.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Course Description</td>
<td>Institution/Location</td>
<td>Qualification</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>6</td>
<td>First Secondary Class</td>
<td>Jordan.</td>
<td>SSC / Matriculation.</td>
</tr>
<tr>
<td>11</td>
<td>General vocational commercial secondary examination</td>
<td>Ministry of Education Jordan.</td>
<td>Inter.com / D.Com</td>
</tr>
<tr>
<td>12</td>
<td>General Secondary Education.</td>
<td>Ministry of education.</td>
<td>HSC / Intermediate (Science)</td>
</tr>
<tr>
<td>13</td>
<td>4 years course.</td>
<td>Hussain College of Agriculture Tulkram.</td>
<td>HSC / Intermediate (Agriculture)</td>
</tr>
<tr>
<td>14</td>
<td>General Secondary School scientific section</td>
<td>Jordan.</td>
<td>HSC / Intermediate (Pre-engineering)</td>
</tr>
<tr>
<td>16</td>
<td>Diploma of High Agriculture</td>
<td>Jubaidah Agriculture College Jordan.</td>
<td>3rd year (subject to passing the entrance examination of F.Sc.</td>
</tr>
</tbody>
</table>
science (Agriculture).

NOTE: General Secondary Certificate and General Secondary Education Certificate from Jordan are the same.

27. KENYA
   5 passes at Level in one attempt.
4) East African Certificate of Education (General Form) University of Cambridge and East African Examination Council. SSC / Matriculation.
6) Standard form four examination Jamhuri Gouthghi School Nairobi. SSC / Matriculation.
7) Kenya Certificate of Education Kenya. SSC
8) School Certificate Examination taken East Africa. after 121 years of Education.
10) Cambridge overseas higher school certificate. Kenya. HSC

28. KUWAIT:
1) Second year of the general secondary certificate examination (science section 4 years course) Shuwaikh secondary school Kuwait. SSC / Matriculation.
2) Secondary school certification. Ministry of Education Kuwait HSC.
3) General secondary education Kuwait HSC.
4) Secondary school examination
   Shawaikh Secondary school, Kuwait
   HSC.

29. LEBANON.

1) Diploma of Secondary & Technical School Secondary Section Examination
   Beruit (ministry of Education
   SSC.

2) Freshman and Sophomore Course.
   American University of Beruit.
   SSC and HSC Examination respectively.

3) Farracuhan high school certificate.
   American university of Beruit.
   HSC

4) College preparatory certificate examination.
   Beruit.
   HSC

5) Certificate of General scholarship.
   Avengelical school, Lebanon.
   HSC

6) Higher school certificate (Science group).
   Makacid Islamic college. Lebanon
   HSC (Pre-engineering)

7) Lebanese Baccalaureate Examination Scientific Section
   Lebanon.
   HSC (Pre-engineering)

30. MALAYASIA.

1) Form IV
   Malaysia.
   Class IX. Eligible for admission to class X to appear in SSC Part ( & II.
   SSC.

2) SPM
   Malaysia
   SSC

3) Cambridge school Certificate.
   Malaysian Institution.
   SSC

4) Senior Cambridge examination.
   Malaysian Institution.
   SSC

5) Overseas Cambridge Examination.
   Malaysian Institutions.
   SSC

6) Higher school certificate Federation of Malaya
   St. Xavier’s Institute, Penang.
   SSC

7) General Certificate of Education.
   Any Institution of Secondary Education in Malaysia.
   SSC

8) School Leaving Certificate Examination.
   Lampur, conducted by the Malaysian Government and supervised by Cambridge University
   SSC
9) Malaysia
Certificate of Education
Malaysia

31. MALDIVES
CCE Certificate if passed by Cambridge University.
Maldive Institutions.

32. MAURITIUS.
1) Second Class Teacher Examination.
Mauritius School Department.

2) Form II Examination Pass.
Mauritius School
Class VIII eligible for admission to class IX (S.S.C. Part I).

33. MOROCCO
Secondary Education Certificate.
Morocco.

34. MOZAMBIQUE.
High school supplementary course (XI Class).
Maputo (Mozambique).

35. NEPAL
1) S.I.C
Nepal Government

2) Secondary school Leaving Certificate Examination.
Education Department, Nepal.

3) Final Examination.
Lincoln School, Lhatmando.

4) Intermediate (Arts, Science, Commerce).
Tribhuvan University, Kathmandu.

5) Intermediate = Examination.
Tri Chandra College. Intermediate (Pre-engineering)

6) Certificate Examination (previous Intermediate)
Tribhuwan University HSC.

36. NEW ZEALAND.
Dental intermediate.
University of Otago, Dunedin, HSC eligible for admission to 1st year B.D.S. Course.

37. NIGERIA.
1) West African school certificate
University of Cambridge.

2) GCE I level Niger state of Nigeria.

3) Form 5 Ministry of Education.

4) GCE. West African Examination Council

5) HSc. Nigeria.

6) Intermediate Nigerian College of Arts, Science and Technology, Zaria.

7) HSC. Queens college, Yaba. Negira.
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8)</td>
<td>High school certificate examination</td>
</tr>
<tr>
<td>9)</td>
<td>Diploma in Electrical</td>
</tr>
<tr>
<td>10)</td>
<td>Form II Examination Passed.</td>
</tr>
<tr>
<td>38. PAKISTAN</td>
<td>1) Grade 10</td>
</tr>
<tr>
<td></td>
<td>3) Chelmsford Training Class Examination</td>
</tr>
<tr>
<td>4)</td>
<td>High School or secondary school leaving certificate.</td>
</tr>
<tr>
<td>5)</td>
<td>Matric or Intermediate.</td>
</tr>
<tr>
<td>6)</td>
<td>Matric or Intermediate.</td>
</tr>
<tr>
<td>7)</td>
<td>High School examination.</td>
</tr>
<tr>
<td>8)</td>
<td>The diploma examination of Chiefs college provided it is passed in course A with either science or a classical language.</td>
</tr>
<tr>
<td>9)</td>
<td>Technical School certificate</td>
</tr>
<tr>
<td>10)</td>
<td>The higher Educational Test.</td>
</tr>
<tr>
<td>11)</td>
<td>The Pakistan Army Special Certificate of Education. Examination</td>
</tr>
<tr>
<td>12)</td>
<td>RPAF Service Education Test Certificate.</td>
</tr>
<tr>
<td>13)</td>
<td>Pakistan Air Force Leading Air Craftsman Education Test Certificate (L.A.C.)</td>
</tr>
</tbody>
</table>
14) Pakistan Air Force
Service Education
Test Certificate.
P.A.F. SSC (Science Group)

15) S.L.C.
Examination.
PAF Public School Lower Topa
(Murree) SSC (Science Group)

16) Flying &
Academic
Training
Certificate.
P.A.F. SSC (Science Group)

17) P.A.F. Cadet
Certificate.
PAF college, Risalpur. SSC

18) C.Com
Commercial Institutes of Pakistan
Lahore American High School
11th Class.

19) Grade 12
International School of Islamabad
HSC

20) Graduation
Diploma.

21) The certificate of
School of Medical
Technology
National Health Laboratories
Islamabad. HSC (Pre-medical)

22) Intermediate of
HSC
Board of Intermediate & Secondary
HSC

23) Nizazah Second
Year
Jamial Islamia Bahawalpur
HSC. (Arts)

24) Intermediate
Examination
Agriculture University, Faisalabad
(Lyallpur).
HSC

25) Diploma in
Nursing.
Punjab Nursing Services Council.
HSC (Nursing Group)

26) Diploma in
Commerce
Pakistan Technical Education Boards.
HSC (Commerce Group)

27) Diploma of
Associate
Engineers
Boards of Technical Education
Pakistan.
HSC (Pre-engineering)

28) Certificate of Fazil
ul Qirat.
Madresah Markazi Darul-Tajweed wal
Qirat, Lahore. HSC (Arts) as a special case.

29) Intermediate
examination
Pakistan Military Academy, Kakul.
HSC (relevant Group)

30) PAF Apprentices
Course.
School of Aeronautics & Electronics.
HSC (Technical Group)

31) Army / Armed
Forces
Pakistan Army
HSC

32) Diploma in
Weaving
Technology.
Government WEAVING & Finishing
Institute, Shahdara.
HSC

33) D.Com
Commercial Institutes of Pakistan
HSC.

34) Diploma in Electro
Mechanic Course
(GEMC).
Government Technical Institute,
Lahore.
Diploma of Associate
Engineers for the purpose of
initial recruitment to the post
of Junior Instructors in
Former College of Engineering Lahore.

Government Technical Institute, Sialkot and Lahore issued under the authority of Industries Department.

West Pakistan Board of Technical Education or DE Department of Education, Government of West Pakistan.

38) Associate Engineer’s Diploma.
West Pakistan Board of Technical Education.

39) Associate Engineer’s diploma.
Government Polytechnic Institute, Rawalpindi and Karachi.

40) Diploma in Radio Mechanic (R.M.C.)
Government Institute of Technology, Lahore.

41) Diploma in Electro Mechanic Course (E.M.C.)
Government Technical Institute, Lahore from 1951 onward.

42) Certificate
Government School of Engineering Rasul.

43) Diploma in Mechanics Supervisors.
Government Technical Institute, Sialkot (A four year’s Post-matric Course)
Diploma of Associate Engineer.

44) Three year’s Diploma.
N.E.D. Engineering College, Karachi.
Three year’s Post-Matric Diploma of Associate Engineer.

45) Diploma of Associate Engineer in various technologies.
Swedish Pakistani Institute of Technology, Gujrat.

46) Three years Diploma Course
Previously run at National College of Arts, Lahore.
Three year’s Post-Matric Diploma of Associate Engineer.

47) Instructional Programme.
School of Electronics, PAF Diploma of Associate Engineers (Can appear it B.A. Examination).

48) Instructional School of Aeronautics, PAF.
--do--
Programme.

49) Instructional Programme.

Technical Artificer Courses at PNS Naval Headquarters, Karachi.

50) Foreman Signals Course.

Army School of Signals, Rawalpindi.

51) Machine Shop Courses.

EME Quetta.

52) Auto & Diesel Courses.

--do--

53) MT Fitter Course

PAF Headquarter, Peshawar.

54) Radio and Electronics Course

EME Quetta.

55) National Certificate in Mechanical Engineering (supplemented by the Apprenticeship of PAF.

Institute of Mechanical Engineers London.

56) Three years Apprenticeship course in England.

Radio School, RAF, London.

Three years, Post-Matric Diploma of Associate Engineers (Can appear in B.A. examination).

57) Advance course of School of Aeronautics.

PAF Korangi (Creek, Karachi).

3 years’ Post-Matric Polytechnic Diploma of Associate Engineer.

58) Apprentice Course of Aeronautics.

--do--

59) Apprentice course of school of Electronics.

PAF Korangi (Creek, Karachi).

Three years Post-Matric Diploma of Associate Engineers (Can appear in B.A. examination).

60) Advanced Course of School of Electronics.

--do--

61) Pakistan Army Certificate of Education 1st Class Plus Army 1st Class English.

--do--

Middle standard (Anglo Vernacular Class-VII).

62) Apprentices Course of School of Aeronautics, Karachi.

Higher Secondary Certificate Examination Part-II (Technical Group).

63) Army Education Certificate.

Civil Certificate as detailed below:-

a) Army Education 2nd class renamed Primary Certificate (5th Class Pass).
64) Two years Artificers Course at PNS KARSAZ for sailors of Electrical & Engineering Branches.

65) Apprentice / Advance Course of Administrative Trades Training School.

66) Two years Artificers Course at PNS Karsaz for sailors of Electrical and Engineering branches.

67) Foreman Signals Course.

Three years Post-Matric Polytechnic Diploma of Associate Engineer.

PAF Kohat. --do--

Pakistan Navy. --do--

Pakistan Army. Three years post-matric diploma in Radio Electronics.

68) Armament

Artificers Course in various branches of Technology

Armed Forces Three years post-rmatric Diploma in respective Technologies

39. PHILIPPINES

1) 1) Grade X of Secondary School Diploma (General).

Earned through a school affiliated to the Bureau of Public Schools, Department of Education St. Scholastica's College, Manila. SSC.

2) Grade X of Diploma Course (Academic Secondary Course.)

3) Grade X of High School Graduation Diploma.

Catholic University of the Philippines. SSC

40. PORTUGAL
1) Course of Commerce (formative Course) Commercial School of Dr. Arzevedo Silva. SSC (Commerce Group)

41. QATAR

1) Final Secondary Examination Ashatcti Secondary School, Jeddah. SSC.
2) Final Secondary School Mecca SSC.
3) Adadi Third Year of Sanwi (Class XI) Ministry of Education, Doha. Class XI. Eligible for HSC Part II.
4) Secondary School Examination School of Saudi Arabia JTSC (Science).
5) General Secondary Scientific Ministry of Education. Saudi Arabia, Riyadh 228 HSC (Science)

6) Final 3rd Year Examination Scientific. School of Saudi Arabia. HSC. (Pre-medical).

42. SAUDI ARABIA

1) Certificate of completion of class. IX. Saudi Arabia. Class IX. Eligible for admission to class X.
2) Industrial Secondary Education Certificate..do.. SSC.
3) Grade I of Secondary circle class X, which follows 6 years of elementary and 3 years of middle school). Institutions of Saudi Arabia. SSC.
4) final Secondary Examination. Ashatcti Secondary School, Jeddah SSC.
5) Final Secondary or Second Secondary. Makkah. SSC.
6) Secondary Certificate of 10 years plus 2 years experience after completion considered equivalent to General Secondary of Saudi Arabia. Institution of Saudi Arabia. HSC.
43. SINGAPORE

1) Intermediate. Singapore University. HSC.

44. SOMALIA

1) Commercial Training Examination. Govt. of Somalia. SSC.
2) Secondary School Leaving Certificate. Somalia. HSC (Provided awarded after 12 years)

45. SOUTH AFRICA

1) School Leaving Certificate Examination. Joint Board of University. SSC.
2) Secondary School Certificate Examination. Transval Education Department. SSC.
3) Qualifying Examination for admission to B.Sc. Degree. University of Wit water, Sand. SSC.
4) Cape Senior Certificate Examination. Education Department Cape of Good Hope. SSC.
5) Matriculation Examination. Joint Matriculation Board Pretoria. SSC.
6) National Senior Certificate Examination Standard. Union of South Africa. SSC.
7) Grade X of Transvaal University Entrance Certificate Examination. Joint Matriculation Examination Board. SSC.
8) General Certificate Examination 'O' level with English and 4 other academic subjects including Mathematics or Science. South Africa. SSC.
9) South African Certificate Union of South Africa. SSC.
10) Certificate of passing Standard X. Directorate of Education, Transval Education Department. SSC.
11) Senior Certificate Examination. Department of Indian Affairs Education Division, S. Africa. SSC.
12) National Senior Certificate. National Educational Department. SSC.
13  1st Year B.Sc. University of Witwater sand and Johannesburg Cape Town. SSC.

14  1st Year B.Sc. 

46. SOUTH KOREA:

1) Grade X Seoul Foreign School SSC.

47. SOUTH YEMEN

1) Grade X of General Secondary Certificate Ministry of Education, South Yemen. SSC.
2) General Secondary Certificate (Science Section), South Yemen Government. IISC. (Pre-engineering).

48. SPAIN

1) Senior High School Diploma (awarded after completion of 12th grade). Autonomous University of Madrid. HSC.

49. SRI LANKA

1) Senior School Certificate Govt of Ceylon. SSC.
2) Preliminary Education Ceylon University. SSC.
3) Ceylon Certificate of Education Examination. Ceylon Government. SSC.
4) National Certificate of General Education Ceylon Government. SSC.
5) Final Examination of GCE 5 subjects from Lakphana Training Institute. Ceylon SSC.
6) GCE 'O' level. All Universities and Boards SSC.
7) School Certificate of Cambridge University. Business University of Ceylon SSC.
9) Intermediate Business University of Ceylon I.Com.
10) General Certificate of Education (with 2 subjects at 'A' level and 3 subjects at 'O' level. All Boards of Secondary Education / High Education and Intermediate HSC.

255
11 Inter. (Arts, Science and Commerce).
   AH Boards.
   HSC (Arts, Science and Commerce respectively).
12 University Entrance Examination in Physics, Chemistry, applied Mathematics and Pure Mathematics.
   Board of Secondary Education.
   HSC (Pre-engineering).
13 Certificate in Agriculture.
   Aquinas University College
   HSC (Science).
14 University Entrance Examination in Physics, Chemistry Applied Math’s.
   Board of Secondary Education.
   HSC (Pre-engineering).
15 A pass at the 1st, 2nd and 3rd year examination of the 3 year (Honors).
   All Boards.
   Corresponding Course respectively.
16 Course after Intermediate or similar Examination.
17 Senior School Certificate.
18 Intermediate Examination.

50. SUDAN
   Ministry of Education, Sudan.
   SSC.
2) Sudan School Certificate.
   Ministry of Education, Sudan.
   SSC.
3) Sudan School Certificate (with English, Math, Additional Math, Physics and Chemistry.
   Government of Sudan.
   Intermediate Pre-Engineering Eligible for B.Sc. Engineering 1st Year.
   HSC.
4) School Certificate.
   Sudan Colleges.
5) Secondary School Certificate:
   Sudan Examination Committee, Ministry of Education and Guidance, Sudan
   HSC.
6) Joint Examination of Sudanese School
   Sudan Colleges.
   HSC Pre-engineering).
Certificate and General Certificate of Education.

7) Secondary School Certificate
8) First Year Secondary

51. SWITZERLAND

1) Swiss Examination.
2) Eleven Year Course.

52. SYRIA

1) Certificate of Secondary (Science Section).
3) Grade X of Syrian Secondary Certificate Examination.
4) Grade X of the Secondary School Certificate (Scientific Section).
5) Certificate of Technical Secondary Education.
6) General Secondary School (Faculty of Science).
7) General School Science Education Certificate.
8) G. C. for Secondary Studies Baccalaureate (Scientific Section).
9) General Certificate of Secondary Education.
10) General Certificate of Secondary Education (Scientific Section).

53. TANZANIA

1) National Form Four Examination.
2) National Secondary School Leaving Certificate. Tanzania. SSC.

**54. THAILAND**

1) Thai High School Certificate Examination. Ministry of Education, Bangkok. SSC.
2) Second Final Year Examination of Preparatory College Courses in Science. ·do· SSC.
3) 2nd (Final) year Examination of the Preparatory College course in Arts after the 10th Grade Examination. Christian College, Bangkok. SSC for purpose of admission to the 1st year B.Sc. Agri. Course.
4) Form VI.i-e., Final of the Secondary Examination. Suan Kularb College, Bangkok. SSC.
5) Matriculation Examination. Union of Thailand. SSC.
7) Grade 10. St. Gabriels recognised by the Ministry of Education, Thailand. SSC.
8) Final Examination of Lower Secondary Education. Ministry of Education, Thailand. SSC.
9) Mathayon Suksa III (equivalent to grade 10 New System). Thailand. SSC.

10) Second Final Year Examination of Preparatory College Courses in Arts. Ministry of Bangkok. HSC (Arts).
11) Pre-university Course II. Thailand Institutions HSC.
12) Secondary Education Vocational Course in Electricity. Technical Institute, Thailand. HSC (Pre-engineering).
13) Mattyam 8th. Islamia Collegem HSC (Pre-engineering).
14) Examination of 5th year of the Senior (Final Pre-
engineering) Science Section held in Bangkok.

15 Grade 12 Examination. International School, Bangkok. HSC.

16 Form III Examination passed.

Thailand Class VIII Eligible for admission to Class X (S.S.C. I)

2 3 4

55. TURKEY
1) Lycee II Grade. Turkey. SSC.
2) XII Class Examination. Imam Hatip College, Adana Turkey. SSC.

56. TRANVANCORE
1) S.S.I.C. Travancore University. SSC (Matric).
2) Intermediate -- do Intermediate.

57. U.A.E.

58. UGANDA
1) Uganda Certificate of Education. Uganda. SSC.
2) Uganda Advance Certificate of Education. ---do --- HSC.

59. U.K.
1) General Certificate of Education Examination (Ordinary) GCE 'O' level with five subjects. University of London. SSC.
2) General Certificate of Education. University of Cambridge. SSC.
3) Matriculation. National University of Ireland. SSC.
4) Secondary School Certificate Examination. (Senior) Ministry of Education, North Ireland. SSC.
5) School Certificate of General School Examination (provided the candidate qualifies in all the subjects required for the Secondary School. London SSC.
Matriculation Examination of the Board.

6) Join Matric Examination, conducted by Manchester, Liverpool, Leeds and Birmingham University. U.K. SSC.

7) School Certificate Oxford and Cambridge Examination Board. U.K. SSC.


9) Responsibility Examination. Oxford. SSC.

10) Cambridge School Certificate Overseas Examination Grade-III. Cambridge. SSC.

11) Five 'O' Levels passed between 1 to 8. U.K. SSC.

12) G.C.E. ‘O’ Level. University of London SSC.

13) Five G.C.E U.K. SSC / Additional passes at the SSC / HSC levels in Mathematics and Physics only from a Board of Intermediate & Secondary Education in Pakistan, cannot make any student eligible for admission to a degree course without passing either the full Intermediate Examination in Pakistan or three 'G.C.E., subjects (two Principal or subsidiary) at 'A' level SSC.

14) The G.C.E. Examination with
English and at least England.
other academic subjects.

15) GCE 'A' level 2 subjects and 'O' level 2 subjects.

16) Matriculation Examination.

17) 3 years course in Science (complete)

18) The Matriculation Examination.

19) General Certificate of Education Examination provided it includes passes at Ordinary level in at least 5 subjects, 2 of which must be English, Math, (or other Science subject)

   i) Associated Examining Board South Kensington London

   ii) University of Cambridge Local Examination Syndicate Building, Cambridge

   iii) University of Durham, School Examination, New Castle upon Tyne

   iv) University Entrance and School Examination Council, University of London

   v) Joint Matriculation
20) Certificate Examination. Cambridge School. HSC (1st year)
24) Syndicate Higher School University of HSC (Arts).
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Institution/Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Higher Oxford Local Examination.</td>
<td>University of Oxford</td>
<td>HSC.</td>
</tr>
<tr>
<td>27</td>
<td>1st University Examination in Arts.</td>
<td>National University Republic of Ireland,</td>
<td>HSC.</td>
</tr>
<tr>
<td>28</td>
<td>School Leaving Certificate.</td>
<td>Ministry of Education, North Ireland,</td>
<td>HSC.</td>
</tr>
<tr>
<td>29</td>
<td>Higher Cambridge School Certificate Examination with 2 passed at Subsidiary Level and one pass in General Paper.</td>
<td>University of Cambridge.</td>
<td>HSC.</td>
</tr>
<tr>
<td>31</td>
<td>School Certificate Exam.</td>
<td>Oxford School.</td>
<td>HSC (1st year) provided the subjects taken up by candidate satisfy the requirements of the SSC examination of the Board concerned. Class VIII Eligible for admission to Class IX (SSC.Part1) Eligible to join 1st year course M.B.B.S Cambridge G.S.E. with grades other than I. Class IX. Eligible for admission to Class X (S.S.C. Part I &amp; II HSC (Pre-medical) Ireland.</td>
</tr>
<tr>
<td>32</td>
<td>Form III Passed</td>
<td>U.K.</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>C.C.I. with Physics, Chemistry and Biology and any other 4th subject with or at least at advanced level.</td>
<td>Cambridge</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>G.S.E. with grades other than I.</td>
<td>U.K.</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>G.C.E with Physics Chemistry and Biology at A level Cambridge after doing C.C.E. in 5 subjects</td>
<td>Cambridge</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>School Leaving Certificate at Higher Level.</td>
<td>Ireland.</td>
<td>HSC. (Arts &amp; Science)</td>
</tr>
</tbody>
</table>
37) G.C.E. 'A' Level (3 subjects). University of London. HSC
38) Five passes at GCE 'O' level and three passes at 'A' level U.K. HSC
39) GCE 'O' Level in 5 subjects and in 'A' level 2 subjects U.K. HSC (not eligible for admission to professional Colleges).
40) Scottish Certificate of Education (Advanced level) U.K. HSC
41) GCE 'A' level in Physics and Math’s. U.K. HSC (Not eligible for admission to medical college & engineering University. Polytechnic Diploma. Three years of Post Matric Diploma of Associate Engineers, for the purpose of admission in Engineering University, Lahore.
42) OND Polytechnic Diploma
43) Ordinary National Diploma of Willesden College of Technology, London U.K. Three years of Post Matric Diploma of Associate Engineers, for the purpose of admission in Engineering University, Lahore.
44) Three years Apprenticeship Three years Apprenticeship course in England at Radio School RAF, London.

60. U.S.A
Note: Graduation diploma, Higher School Graduation / diploma or High School Certificate from US is considered equivalent to IISC in the following qualifications if awarded after Grade 12.
1) Diploma California State Polytechnic College SSC.
2) Course of Studies prescribed for the Washington Junior High School.

3) 10th Grade

4) 10th Grade

5) Grade X of Diploma Examination

6) Grade X of College Entrance Examination

7) Grade X of Diploma Examination

8) Grade X of Diploma Examination

9) Grade: X of Graduation Diploma

10) Grade: X of Graduation Diploma

11) Grade: X of Graduation Diploma

12) Grade: X of Graduation Diploma

13) Grade: X of Graduation Diploma

14) American 12th Grade Diploma.

15) High School Diploma

16) One year Diploma.

17) Graduation Diploma.


Public High School, Honolulu. SSC.

Board of Education, City of New York (John Adams High School). SSC.

Los Angeles Catholic Girls High School, California. SSC.

Jude Memorial High School Salt Lake City U. Tah. SSC.

Washington Irving Hall School, City of New York. SSC.

Westwood High School Westwood. New Jersey. SSC.

Jackson High School Michegon. SSC.

St. Pauls Public School Minnestoa. SSC.

Tulia High School. Texas. SSC.

U.S.A. Institutions. HSC provided examination is passed from an accredit institution of the States.

Buligton High School Kingston High School, Ohio Cleveland. HSC.
<table>
<thead>
<tr>
<th>No.</th>
<th>Certificate Type</th>
<th>Institution/Details</th>
<th>Grade/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Graduation Diploma</td>
<td>Snohomish High School, Washington. HSC.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>High School Diploma</td>
<td>Wisconsin Avenue, Washington. HSC.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>High School Diploma</td>
<td>Western High School, Washington. HSC.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Diploma obtained after 12 years schooling.</td>
<td>American Universities Colleges. HSC.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>High School Graduation Certificate</td>
<td>Master’s School, New York. HSC.</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>High School Diploma</td>
<td>Highland School California. HSC.</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Entrance Examination of the College Board</td>
<td>Washington. HSC (Pre-engineering) eligible for B.Sc. Engineering 1st Year.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>High School Diploma</td>
<td>Burlington High School. HSC.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Diploma</td>
<td>Cambridge High School and Latin School, Cambridge, Massa, Chuseus. HSC.</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Certificate of High School Equivalency</td>
<td>U.S Departments of Education HSC</td>
<td></td>
</tr>
</tbody>
</table>

61. USSR

1) Certificate issued in the USSR for successful completion of 8 years in a General Secondary School. SSR. SSC (1st and 2nd Division).

NOTE: The owner of this certificate has the right to continue education at a complete secondary school or join specialized secondary education establishments.

2) The certificate of Secondary Education issued in the USSR after completing 10 years at a General Secondary School. USSR. HSC in the 1st and 2nd division.
NOTE: The owner of this certificate has the right to join a higher educational establishment in accordance with the specialization of the applicant.

3) The Diploma awarded in the USSR after successful completion of a specialized Secondary Establishment. USSR. 2-1 year’s regular studies at higher educational establishments in accordance with specialization of applicant. These Diplomas are recognised.

62. WEST AFRICA

1) School Certificate Examination. West African West Africa. SSC
2) School Certificate. Kamuaib Secondary School, Lusaka. SSC.
3) West African School Certificate GCE. West African Examination Council SSC.
5) East African Certificate of education Examination Cambridge and East African Examination Council SSC.
6) Standard Form Four Ngra Secondary School Nairobi SSC.(Matric)
7) Standard Form Four Examination Jamhuri Couthghi School Nairobi. SSC.(Matric)
8) School Certificate Examination Taken After 12 years of Education. East Africa. Intermediate.

63. YEMAN (Arab Republic North)

1) Secondary School Certificate. Ministry of Education. SSC.

64. YUGOSLAVIA
1) 2nd Grade Examination (Natural Science and Mathematics Group) (10 years School) Belgrade Gymnasium. SSC.

2) 4th Grade Examination (Natural Science and Mathematics Group (12 years schooling.)) Belgrade Gymnasium. HSC (Pre- medical) for purpose of admission to MBBS Course.

65. ZAMBIA

CHAPTER 30

QUALIFICATIONS AND MODE OF APPOINTMENT OF EMPLOYEES OF THE BOARD

1. **Short title and commencement.** – (1) These rules shall be called Board of Intermediate & Secondary Education Faisalabad Qualification and Mode of Appointment of employees, rules 2012.

   (2) These rules come into force at once.

   (3) Qualification as well as mode of appointment of various categories of employees in Board of Intermediate & Secondary Education Faisalabad will be as under:-

1. **Chairman/Secretary/ Controller of Examinations**

2. **Audit Officer Qualification**

   BS-18 Bachelor’s Degree minimum 45% marks and S.A.S / PIPFA / CA qualifications with five years experience in Audit / Accounts work.

   Age: 22-45 years.

**Mode of appointment.**

The post of Audit Officer may be filled in by direct recruitment at the discretion of the Board on the basis of the minimum qualification as prescribed above.

OR

An officer may be appointed by Controlling Authority of The Boards on deputation basis on the terms and
conditions as notified by the Govt.

3. **Deputy Secretary/Deputy Controller of Examinations**

   **BS-18**

   **Qualification**

   Master's Degree or equivalent with minimum 60% marks with five years experience of academic/administration preferably in Management Information System.

   **OR**

   Master's Degree or equivalent with minimum 45% marks with 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.

   **Mode of Appointment**

   The post of Deputy Secretary / Deputy Controller may be filled in by direct recruitment or by promotion in the ratio of 50:50.

   In case of appointment against promotion quota, the said posts should be filled in 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.

   **Note:** Provided that restriction of qualification of graduation will not be applicable to the existing
4. Director Physical Education (Male and Female) 
BS-17. 

**Qualification**

Master’s in Health and Physical Education with minimum 45% marks with two years experience OR

Lecturer / SS Health and Physical Education with 2 years experience in Govt. institution.

**Age:** 21-30 years.

**Mode of Appointment**

The post shall be filled in through deputation.

5. Assistant Secretary / Assistant Controller of Examinations

**Qualification**

Master’s Degree or equivalent with minimum 60% marks with one year experience of academic / administration preferably in Management Information System.

**OR**

Master’s Degree or equivalent with minimum 45% marks with 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 / B.S (4-years) in computer science/ MBA (IT) from the institutions recognized by HEC.
**Age:** 21-30 years.

**Mode of Appointment**

33% of total posts of Assistant Secretary / Assistant Controller of Examinations shall be filled in by direct recruitment on the basis of merit and qualification as prescribed. Whereas 67% of the posts in the cadre will be filled in by promotion from the next lower grade on the basis of seniority - cum - merit subject to qualification of graduation and seven years experience as Superintendent.

**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.

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6. **Superintendent**  
**BS-16**

**Qualification**

i) Master’s Degree with minimum 45% marks or  
ii) Bachelor’s Degree with minimum 60% marks with two years experience OR  
iii) Bachelor’s Degree with minimum 45% marks with 5 years experience of office work.  
In case of initial appointment against the post, ten additional marks will be given to the candidate possessing qualification of M.Sc. computer / B.S computer sciences / MBA (I.T) from the institutions recognized by HEC to promote the cause of automation and computerization.  
Age 21-30 years.

**Mode of Appointment**

100% by promotion amongst the Assistants.

**Note:** The restriction of qualification of graduation, in the cases of promotions, will not be applicable to the existing officials for five years from the date of
7. **Assistant**

**BS-14**

**Qualification**

B.Sc / B.A or equivalent with minimum 45 % marks 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:** 18-25 years

**Mode of Appointment**

20% of the posts of Assistant shall be filled in by direct recruitment on the basis of merit and qualification as mentioned above. Whereas 80% of the posts in the cadre will be filled in by promotion from the next lower grade on the basis of seniority - cum - merit subject to qualification of graduation with at least twelve years experience as Senior Clerk /Junior Clerk

**Note:** Provided that in promotion cases, the restriction of qualification of Graduation will not be applicable to the existing officials for five years from the date of promulgation of these rules.

8. **Senior Clerk**

**BS-9**

**(i)** Ten years experience as Junior Clerk and knowledge of computer (MS Office) with speed 40 wpm.

**OR**

Intermediate/Diploma in Commerce or equivalent with minimum 45% marks and three years
(ii) experience of office work and having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc, with typing speed 40wpm.

**Age:** 18-25

**Mode of Appointment**
100% of the posts in the cadre will be filled in by promotion from amongst the Junior Clerks on the basis of seniority - cum - merit subject to qualification of Intermediate/ equivalent with at least ten years experience as Junior Clerk.

Provided that if persons with the requisite qualifications and merit are not available from within the office, the posts may be filled in by direct recruitment.

**NOTE:** Provided that in promotion cases, the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.

<table>
<thead>
<tr>
<th>9. <strong>Junior Clerk</strong></th>
<th><strong>Qualification</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BS-7</strong></td>
<td>Matriculation with minimum 45% marks with typing speed of 40 words per minute in English or 30 wpm in Urdu along with having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc;</td>
</tr>
</tbody>
</table>

**Age:** 18-25 years.
Mode of Appointment

80% by direct recruitment

(i) 20% by promotion on the basis of seniority cum fitness from amongst the employees of all categories from (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 and Urdu.

Note:- In case of non availability of suitable candidates for promotion, the vacant posts may be filled in by direct recruitment.

10. Estate Officer

BS-16

Qualification

i) M.A / M.Sc with minimum 45% marks with two years relevant experience.

OR

ii) Bachelor’s Degree with minimum 45% marks and five years experience of office work / estate management.

Age: 21-30 years.

Mode of Appointment

By direct recruitment.

11. Welfare Officer

BS-16

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
By direct recruitment.

12. Assistant Engineer

Qualification
BS-17
B.Sc (Civil Engineering) with minimum 45% marks with two years relevant experience.

Age: 21-30 years.

Mode of Appointment
By initial recruitment or on deputation

13. Research Investigator

Qualification
BS-16
(Ex-Cadre Post)
M.Phil (Education)

OR
M.A(Education) / M.Ed with minimum 60% marks with one year relevant experience.

OR
M.A/M.Ed with minimum 45% marks with three years relevant experience.

Preference shall be given to those who have specialization in Educational Research, Curriculum Planning & Development or Educational Assessment.
**Age:** 21-30 years.

**Mode of Appointment**
By direct recruitment or on deputation.

14. **Public Relations Officer**  
**Qualification**  
**Age:** 21-30 years  
**Mode of Appointment**  
By direct recruitment or deputation.

15. **System Analyst**  
**Qualification**  
M.Sc Computer Sciences / BS Computer Sciences with minimum 45% marks from the institutions recognized by HEC with five years experience of programming and Database Administration. Preference will be given to the candidate having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc.
Age: 21-35 Years

Mode of Appointment

100% by promotion with minimum 5 years service in scale BS-17 as Programmer, Incase of non availability by direct recruitment.

16. Computer Programmer

BS-17

Qualification

M.Sc Computer Sciences / BS (4-years) Computer Sciences with minimum 45% marks from the institutions recognized by HEC with three years experience of programming. Preference will be given to the candidate having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc.

Age: 21-30 Years

Mode of Appointment

By direct recruitment 33% or by promotion 67% from Junior Programmers having 7 years experience.

17. Junior Computer Programmer

BS-16

Qualification

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% marks from the institutions recognized by HEC having one year practical experience of web programming / designing.

Preference is given to the candidate having knowledge and experience of programming and Relational Database Management Systems like
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Web Developer</td>
<td>BS-17                                                                                           M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% marks from the institutions recognized by HEC having three years experience of web development in ASP.NET / Database Management its security and warehousing. Programming and Managing in Visual Tools.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Age: 21-30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>By direct recruitment.</td>
</tr>
<tr>
<td>19.</td>
<td>Data Entry Supervisor</td>
<td>BS-16                                                                                           M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 60% marks from the institutions recognized by HEC OR M.Sc/BS(4-years) Computer Science or equivalent degree with with minimum 45% marks from the institutions recognized by HEC having two years relevant experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Age: 21-30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>By direct recruitment.</td>
</tr>
</tbody>
</table>
**Age:** 21-30 Years

**Mode of Appointment**

33% of the total posts will be filled in by direct recruitment whereas remaining 67% posts will be filled in by promotion from amongst the Senior Data Entry Operators with five years experience on the basis of seniority cum merit.

20. **Senior Data Entry Operator**

**Qualification**

B.Sc/B.A or equivalent with minimum 45% marks with typing speed of 50 wpm on computer, key depression of 10000/hrs with two years experience of computer programming.

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 Data Entry Operators with three years experience on the basis of seniority cum merit.

However their performance shall be reviewed periodically (at least after every five years) by the
experts. Proper opportunities of training in the field shall be extended to improve qualification.

21. Data Entry Operator
   Qualification
   BS-11
   B.Sc/B.A with subject of computer Science or equivalent with minimum 45% marks with typing speed of 50 wpm on computer, key depression of 10000/hrs.
   OR
   F.Sc/F.A or equivalent with minimum 45% marks with 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/intermediate diploma or degree in Computer Science from recognized institutions.

   Age: 18-25 Years

   Mode of Appointment
   By direct recruitment

22. Private Secretary / Personal Assistant
   Mode of Appointment
   BS-16
   100% by promotion on the basis of seniority-cum-merit from amongst the Senior Stenographers BS-15 with ten years experience as Senior Stenographer.

   Fixation of Seniority
   On promotion as P.S / PA the incumbent will be
placed at the bottom of seniority list of superintendents.

Note:- The Senior most Private Assistant will be designated as Private Secretary in the same scale.

The incumbents working as PA who have already not been included in the seniority list of Superintendents, will be placed at the bottom of seniority list of Superintendents, as per order of their own seniority, on the date of promulgation of these rules.

23. **Senior Scale Stenographer**

**Mode of Appointment**

By promotion on the basis of seniority-cum-merit from amongst the Junior Scale Stenographers BS-12 with five years experience as Jr.Scale Stenographer.

24. **Junior Scale Stenographer**

**Qualification**

i) Intermediate with minimum 45% marks;
ii) And a speed of at least 80 wpm in Shrot-hand and 40 wpm typewriting (English)
iii) At least 60 wpm in Urdu short-hand and 25 wpm in Urdu Type-writing.
iv) Having knowledge of computer will be preferred.

**Age:** 18-25 Years

**Mode of Appointment**

The post shall be filled in by initial recruitment.

25. **Senior Computer**

**Qualification**
Operator BS-17

M.Sc/BS(4-years) Computer Science or equivalent degree with minimum 45% from the institutions recognized by HEC division having two years experience of Database Administration, Data Security, Data Ware Housing, having knowledge and experience of programming and Relational Database Management systems like Oracle, MS SQL etc.

Age: 21-30 years

Mode of Appointment

The post shall be filled in by direct recruitment.

26. Superintendent General Press

BS-16

Qualification

3 years Diploma in printing administration / Graphic Reproduction / Photo-Lithography / Printing Technology with minimum 45% marks from the institutions recognized by Technical Board in the relevant field obtained as a result of at least three years full-time studies from a recognized Pakistani / Foreign institute with seven years experience in Industry.

Age: 21-30 years

Mode of Appointment

The post shall be filled in by direct recruitment.

27. Offset Machine-Man

BS-09

Qualification

Diploma of Associate Engineer in Printing and Graphic Arts Technology from the institutions recognized by Technical Board with two years experience as Assistant Offset Machine Operator.

OR
SSC with minimum 45% marks with seven years experience in relevant field.

**Age:** 18-25 years

**Mode of Appointment**

100% by promotion from amongst the Machine-man (BS-5) having at least 7 years experience.

In case of non availability of suitable candidates, the post will be filled in by direct recruitment.

---

28. **Machine-man**

<table>
<thead>
<tr>
<th>BS-5</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Literate with two years experience as Machine Man.</td>
</tr>
</tbody>
</table>

**Age:** 18-25 years

**Mode of Appointment**

By promotion from within the staff of Board's General Press having experience of two years.

29. **Plate Maker**

<table>
<thead>
<tr>
<th>BS-5</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Matriculation with minimum 45% marks with three years experience of plate making both deep and surface.</td>
</tr>
</tbody>
</table>

**Age:** 18-25 years
Mode of Appointment

By promotion from within the staff of Board’s General Press having the relevant qualification.

In case of non availability of suitable candidates the post will be filled in by direct recruitment.

<table>
<thead>
<tr>
<th>30. Assistant Rolling Machine Man (BS-5)</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mode of Appointment</strong></td>
<td></td>
</tr>
<tr>
<td>By direct recruitment</td>
<td></td>
</tr>
<tr>
<td><strong>Qualification</strong></td>
<td></td>
</tr>
<tr>
<td>SSC with minimum 45% marks with three years experience.</td>
<td></td>
</tr>
<tr>
<td><strong>Age:</strong> 18-25 years</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>31. Plate Grainer (BS-3)</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mode of Appointment</strong></td>
<td></td>
</tr>
<tr>
<td>By direct recruitment</td>
<td></td>
</tr>
<tr>
<td><strong>Qualification</strong></td>
<td></td>
</tr>
<tr>
<td>Middle pass with experience of work on graining machine.</td>
<td></td>
</tr>
<tr>
<td><strong>Age:</strong> 18-25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>32. Cleaner cum Inkman (BS-1)</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mode of Appointment</strong></td>
<td></td>
</tr>
<tr>
<td>By direct recruitment</td>
<td></td>
</tr>
<tr>
<td><strong>Qualification</strong></td>
<td></td>
</tr>
<tr>
<td>Middle Pass and three years experience of working</td>
<td></td>
</tr>
</tbody>
</table>
on automatic offset printing machine

**Age:** 18-25 years.

**Mode of Appointment**
By Direct recruitment.

### 33. Driver

**Qualification**

**BS-4**
Literate having HTV driving license with three years experience.

**Age:** 18-25 years.

**Mode of Appointment**
By direct recruitment.

### 34. Cleaner

**Qualification**

**(BS-1)**
Middle having three years experience in relevant field.

**Age:** 18-25 years.

**Mode of Appointment**
By direct recruitment

### 35. Electrician

**Mode of Appointment**
By promotion from amongst Electrician Helper having 10 years service experience as Electrician Helper
36. Electrician Helper

**Qualification**

BS-3
Middle pass with technical knowledge of Electric work.
Preference shall be given to diploma holders.

**Mode of Appointment**

By direct recruitment.

37. Plumber

**Qualification**

BS-5
Matric with minimum 45% marks with certificate of plumber issued by the Govt. Vocational Institute/equivalent.

**Age:** 18-25 years

**Mode of Appointment**

By direct recruitment.

38. Carpenter

**Qualification**

BS-3
Literate and knowing knowledge of his job.

**Age:** 18-25 years

**Mode of Appointment**

By direct recruitment.

39. Record Lifter

**Qualification**
BS-2  At least Middle Pass from a Government / registered school.  

Age: 18-25 years.  

Mode of Appointment  
By initial recruitment.  

40. Head Security Guard  
BS-3  Ex-military man having minimum service of 10 years in armed forces.  

Age: 18-25 years.  

Mode of Appointment  
By promotion from amongst Security Guards on seniority-cum-fitness having at least 10 years service experience as Security Guard.  

41. Mali  
BS-1  Literate and having knowledge of the job.  

Age: 18-25 years.  

Mode of Appointment  
By initial recruitment.  

42. Qasid  
BS-3  By promotion from amongst Naib Qasids on seniority-cum-fitness with 10 years service as Naib
43. Naib Qasid

Qualification

BS-1

Literate.

Age: 18-25 years.

Mode of Appointment

By initial recruitment.

44. Daftari

Qualification

BS-4

Middle pass with two years experience of book binding.

Age: 18-25 years.

Mode of Appointment

By direct recruitment.

45. Waterman

Qualification

BS-1

Literate, Good Physique and sound health.

Age: 18-25 years.
**Mode of Appointment**

By direct recruitment

---

**46. Sweeper**

**Qualification**

BS-1

Having knowledge of the job.

**Age:** 18-25 years.

**Mode of Appointment**

By direct recruitment.

---

**47. Baildar**

**Qualification**

BS-1

Having knowledge of the job with sound health.

**Age:** 18-25 years.

**Mode of Appointment**

By direct recruitment

---

**48. Coach (Cricket)**

**Qualification**

BS-11

1) i) Matric with minimum 45% marks
   ii) Player of National Level

   OR

2) i) Certificate of Intermediate with minimum 45% marks
   ii) Selector Player of Board / University or Divisional Level
iii) National Grade “A” refree and umpire with experience of International matches.
iv) Qualified Coach
   OR

3) i) B.A Degree with minimum 45% marks
     Selector Player of Board / University. OR Divisional Level.
     ii) Qualified Umpire. Having certificate of national level coaches courses will be preferred.

**Age:** 18-25 years

**Mode of Appointment**
By direct recruitment

49. **Library Attendant**
   **Qualification**
   BS-01
   Middle pass and having experience in library work.
   **Age:** 18-25 years

**Mode of Appointment**
By direct recruitment

50. **Gestetnor Operator**
   **Qualification**
   BS-04
   Middle pass and having experience at relevant/Sycholo-style machine.
   **Age:** 18-25 years

**Mode of Appointment**
4. **Training:** It is mandatory for all employees to qualify the required Training for confirmation of their appointment and promotion for each post as prescribed by the Board

5. **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.

<table>
<thead>
<tr>
<th>Scale No. (For initial recruitment) of Ex-cadre post in BS</th>
<th>One Step After 15-years In BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>14</td>
<td>16 - subject to the qualification of graduation</td>
</tr>
<tr>
<td>11</td>
<td>14</td>
</tr>
</tbody>
</table>

51. **Cook**

**Qualification**

BS-01 Literate and having three years experience in well reputed restaurant.

**Mode of Appointment**

By direct recruitment
The grant of above personal scales will be subject to the following conditions:-

1. His annual confidential reports for the last 05 years should be satisfactory.
2. He should have not been awarded any major penalty / punishment under the disciplinary rules during his whole service career.
3. In case of departmental proceedings pending against the employee to be considered for the grant of personal scale.
4. Recommendations of promotion committee or authority.
5. Service record comprising PERs / ACRs.
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.
7. Successful completion of mandatory training and passing of prescribed departmental examination, if any.
8. Any other condition laid down with the approval of the Competent Authority for a specific category of officers / officials.
9. The above scheme will be applicable to the regular board employees of EX-cader posts only.
10. A board employee can be deferred from granting of higher personal scale by the promotion committee on the basis of any or more of the following reasons.
   a. The officer / official has failed to submit his PER forms after completing Part-I to the Reporting Officer.
   b. PER dossier is incomplete, especially last full year’s report is missing or any other documentation required by the Promotion Committee for determining his suitability for promotion is not available.
   c. The record of the board employee is not clear, especially for the last five years (contains adverse remarks—pending decision on the representation).
d. In case of any criminal case, anti corruption or other enquiries or criminal cases are 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.
e. He is on deputation with other institution.
f. He 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.
g. He is on contract appointment outside or within the Board.
h. He has not earned a full year's report after having been on deputation abroad / employment with foreign government / long leave.
i. The record of the employee contains adverse remarks (not expunged after representation) during the last three years.
j. He has failed to qualify or to appear in the prescribed departmental examination (within the prescribed attempts) or mandatory training.
k. His performance in the mandatory training courses is unsatisfactory.
l. He has been awarded three or more minor penalties during the last five years.
m. He does not fulfill any specific condition laid down for a specific category of officers / officials.

11. The officer / official deferred by the Promotion Committee be informed about the reasons for his deferment to enable such officer / official to improve his performance and to complete his record / any other deficiency, as the case may be.

12. 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.

13. The Promotion Committee may assess of an 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 over all evaluation of the service record.

14. The recommendations of Promotion Committee shall be implemented immediately after approval of the competent authority and orders issued in consequence thereof.
15. 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.

16. 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 case, the results of proceedings shall be awaited and if he is exonerated during the validity period of recommendation, his promotion may be allowed to be actualized. In case of otherwise his case shall again be placed before the promotion committee.

17. A Board employee during LPR will not be considered for grant of higher personal scale.

18. No incumbent will be granted higher personal scale before completion of prescribed length of service at all.

19. 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.

1. Short title, commencement and application:
1) These rules may be called the Board's Employees Encashment of Earned Leave Rules, 1991.
2) These shall come into force 'With immediate effect and shall be deemed to have taken effect from the date already notified by the Controlling Authority i.e. 29.9.91.
3) These rules shall apply to all the whole time employees in the service of the Board and also the 'deputationists' during the period of their deputation.

2. Definitions:
The following words used in the text of these rules shall have and bear the meanings, as respectively assigned to them hereunder»
i) "Board" means The Board of Intermediate & Secondary Education, Faisalabad.
ii) "Deputationist", means an officer or employee transferred and/or appointed by the Controlling Authority.
iii) "Employee", means an employee of the Board.
iv) "Leave", means earned leave.

3. Computation of Leave.
1) The leave shall be computed from the 1st of January to the 31st of December every calendar year and credited regularly to the leave account of the employees.
2) In case, an employee avails of his leave, he shall not earn leave during the period he remains on leave.

4. Encashment of leave.
Earned Leave shall be encased under these rules once a year, in the month of January. on the written request of an employee, provided that.-
i) Encashment of leave shall not affect the payment of honourarium to the Employees/s.
ii) Encashment of leave preparatory to retirement (I.PR) shall continue to be admissible under the relevant rules.

5. Entitlement to Encashment of Earned Leave.
i) Except in the cases of removal, dismissal and termination of services. leave standing to the credit of another employee/ deputationists shall be encashed.

ii) Normally, the leave shall be encashed in the first quarter of the calendar year on the request of a employee/deputations. In exceptional circumstances, the Chairman may allow the encashment of leave at any time.

6. Rate of Encashment.
The rate for encashment will be the same as admissible during leave on the basis of emoluments drawn by an employee on 31st December of the preceding year.

5. Grant of advance increments to employees.

1) The employees of the Board who improve their educational qualification while in service of the Board may be granted advance increments according to the following formula/conditions:

**EXAMINATION NO. OF ADVANCE INCREMENTS.**

i) Intermediate (full subjects) OR Intermediate (English only with Fazil in a Language or equivalent Examinations

   Two Increments.

ii) B.A. (Full subjects) OR B.A. (English Only) with Fazil in a Language or equivalent Examinations.

   Two Increments.

iii) M.A. or equivalent examinations.

   Two Increments.

iv) Ph.D.

   Three Increments.

2) Employees as have been serving the Board since its inception in 1955 or were transferred from the Punjab University and have improved their qualifications during the period of their service in the Board or the University shall be eligible for the grant of advance increment/s in accordance with the above mentioned formula.

3) Employees who possess or possessed higher qualifications at the time of their recruitment than these prescribed in the Board's Calendar for the respective post shall be eligible for advance increment/s.

4) Seasonal Staff or employees recruited on purely temporary basis would not be eligible for the advance increment.

5) Grant of advance increment/s shall be subject to satisfactory record of service. However, each case will be decided keeping in view the nature of punishment if awarded, evidences and backgrounds of the particular case.
6. Should the grant of advance increments involve crossing of efficiency bar, entitlement of advance increment/s shall be subject to the employee's crossing the efficiency bar with the orders of the competent Authority.

7. In the case of employees improving their qualifications after 28.7.1977, the date of declaration of the result of the relevant examination shall be taken grant of advance increment/s to the employee concerned.

8. Employees who improved qualification before 1977

All such employees as have already improved their qualifications before the year 1977 shall be eligible for the grant of advance increments in accordance with the above mentioned formula and subject to the provisions of clauses 1,2,3,4, & 5 above with effect from 28.7.1977.


While granting advance increments, the minimum qualification as prescribed in the Board's Calendar should be kept in view in the case of employees recruited by the Board.

10. Annual increment no to be effected.

On grant of qualification increments the Annual Increment of an employee will not be effected.

11. Increment for BPS-17 and above.

No qualification increment will be granted to an officer in BPS-17 and above who did not improve his/her qualification during Board's service or recruited under direct quota.

12. Increments for PhD

Employee having improved his/her qualification at Ph. D. leave will be granted extra three increments from the date of the declaration of the result and if such employees reached at maximum of his/her scale will be eligible for such increments when he/she moves over to the next scale.

13. Increments for employee

Notwith
CHAPTER 31
HOUSE BUILDING ADVANCE

1. Permanent Employees eligible

An advance may be made by the Board to a confirmed employee with five years service, who desires to build a house, for occupation by himself or by his family at a place where no house are available or where house rent is exceptionally high. The advance will admissible for the construction of a house anywhere in Punjab.

2. Conditions for staff of Confidential Press

An advance to an employee working in the Confidential Press may be sanctioned, if inter alia, the Officer Incharge Confidential Press certifies:
1) That the applicant has completed five years approved service, and,
2) That he also fulfils the conditions prescribed by the Gratuity Fund (Confidential Employees) Accounts Rules.

3. Advance refundable before retirement

The advance may not be granted to an employee unless it can be repaid before the normal date of retirement from service. The amount of the advance should be suitably regularized as not to require an employee to pay more than one third of his basic pay in any month, should his remaining period of service be less than 10 years.

4. Bonafide requirement

All advances must he bonafide requirement for the purpose of building a suitable house for the residence of the employee concerned, or for his family anti if more is advanced, than is actually expended for the purpose the surplus shall be refunded to the Board.

5. Mode of drawl and recovery

The advance should be drawn by instalments, the amount of each instalment being such as is likely to be required for expenditure in the next three months. Satisfactory evidence should be produced to show that the amount of the instalment has been actually utilized for the purpose for which it was drawn before the next instalment is paid. The repayment shall commence from the fourth issue of pay after the first instalment is taken and be completed in ten years or less.

Provided further that if the amount to be advanced for house building is very meagre (below Rs. 3500/-) it may be paid in two instalments. The second instalment may he advanced when receipts showing the first advance having been spent in full, have been produced.

6. Advance for construction of house in Satellite Town

If an advance is required by an employee for the construction of house on the land allotted to him in the Satellite Town and it is intended to have the house constructed through the
executing agencies of the Urban Development Department, the Public Works Department, Building and Roads Branch, or the

local Improvement Trust, it will be drawn in full and deposited with the Urban Development Department/Public Works Department, Building and Road Branch, provided the house is built and mortgaged to the Board within 6 months of drawl of the advance.

7. Repayment of lump sum advance
If an advance is paid in lump sum, the recovery shall commence from the 4th issue of pay after the payment of the advance.

8. Amount of advance
No advance shall exceed 24 months pay of the employee to whom it is paid.

9. Only one advance for same house
Not more than one advance shall be made for the same house and no employee may receive a second advance while any portion of previous advance with interest accrued thereon is outstanding against him.

10. Conditions for second advance
Second House Building Advance shall not be granted for building a second house at the same station unless the house built with the first advance is disposed of by the employee before the second advance is granted and the amount of such advance together with the sale proceeds of the first house, should not exceed 24 months pay of the employee.

11. Mode of recovery
Advances shall be recovered by deducting monthly installments extending over a period of not more than 120 months, from the pay bills of the employees concerned. The authority sanctioning an advance may, however, permit recovery to be made in a smaller number of installments if the employee receiving the advance so desires.

i) No interest shall be charged from employees in BPS-1 to 15 on house building advances sanctioned on or after December 2, 1978, or on advances which were in the process of repayment on that date.

ii) In case an employee who was in BPS-15 or below at the time when house building advance was sanctioned to him, is promoted to BPS-16 or above no interest shall be charged from him. However, if the amount of advance is revised on the basis of his pay in BPS-16 or above, interest qr.: 5% per annum shall be come payable on the amount outstanding against him. The interest shall be calculated on the balance outstanding on the last day of each month. The amount of interest shall be recovered in one or more installments; each such installment being not appreciably greater than the installment by which the Principal was recovered. The recovery of interest will commence from the month following that in which the whole of the Principal has been repaid.
iii) In case an employee who was in BPS-16 on above when house building advance was sanctioned to him, is reverted to a post in BPS-15 or below, interest 5% per annum shall be charged from him according to the same terms and conditions as laid-down in (ii) above.

Note: The interest a 5% per annum shall be charged from employees in BPS-16 or above according to the same terms and conditions as laid down in (ii) above.

12. Monthly installment to be fixed

The amount of the advance to be recovered monthly, should be fixed in whole rupees except in the case of the last installment when the remaining balance including any fraction of a rupee should be recovered.

13. Properly to be mortgaged till liquidation of full amount.

In order to secure the Board from loss consequent on an employee dying or quitting the service before complete repayment of the advance with interest the house so built together with the land it stands upon, must be mortgaged to the Board. The mortgagor shall get it entered in the revenue record and will provide a copy of Register Haqdaran (Fard) showing the fact that the mortgaged property has been transferred in favor of the secretary of the Board. However, if the amount of loan is up to Rs. 50,000/- (Fifty thousand) the following procedure can be allowed.

a) Agreement executed.
b) A surety Bond on stamp paper worth Rs. 30/- duly verified will be produced by the borrower. The person standing surety shall produce the original documents showing him in possession of property worth Rupees more than fifty thousand.

NOTE: The mortgaged property shall be released on liquidation of the full amount due.

14. Mortgage Bond

The mortgage bond form IV shall be registered with the Registrar of Property Faisalabad

15. Undisputed title to land essential

In the case of a house building advance, the employee must satisfy the Board that he has undisputed title to the land on which the house is proposed to be built and that, in the case of an advance for the purchase of a house” he will obtain such title as soon as the purchase price is paid; that there will be no legal obstacle in either case to the property being mortgaged to the Board; and that the Board will have the right of foreclosing on the conditions mentioned in the mortgage bond. This rule does not preclude the grant of advance for the purpose of building houses on plots of Land taken from any Improvement Trust or Registered Co-operative House Building Society under an Agreement for sale even though in such cases the employee concerned acquires proprietary rights to the land only if he constructs the house in accordance with the terms said Agreement. The grant of an advance in such cases is, however, subject to the condition that the applicant executes an agreement undertaking to repay the advance and execute a mortgage of the land and building immediately he acquires proprietary rights thereto. Advance sanctioned under this rule will be made in instalments, the first instalment not exceeding the
amount of the premium paid for the site and subsequent instalments being based on the progress of work.

16. Application for advance

Applications for the advance must be made to the Secretary who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended on building only, and pledge himself that should there be any surplus funds after the house is completed they will be at once refunded to the Board.

17. Conditions for advance to purchase land

Advances may also be given where considered necessary, for the purchase of land on which to construct a house, if the following conditions are satisfied and the total amount of the advance for the purchase of the land does not exceed eighteen month's pay of the employee concerned:

i) The employee should sign an agreement in Form 'A' at the time of taking an advance for the purchase of land.

ii) A mortgage deed in Form 'C' should be executed before any further advance is drawn for the purpose of constructing the house.

iii) The mortgage deed must he registered within 4 months of its execution, The mortgage bond shall be kept in the safe custody of the Secretary and shall not be released till such time as the advance has been fully repaid.

18. Advance for purchase of a house

An advance may be made to an employee in exceptional circumstances, for the purchase of a house in place where house rent is exceptionally high: the general principle of the above rules being applicable and the employee being required in addition to a mortgage deed, to deposit with the Board satisfactory evidence of a clear title to the house.

An advance drawn under this rule may include provision not only for the cost of the house purchased but also for the cost of any repairs or improvements which the purchaser of the house may desire to make. The advance may be drawn in full at once, but satisfactory evidence should be produced before the Board to show that the amount advance for the purchase has been spent within 3 months of its drawl and the amount advance for repairs or improvements within a further period of 2 months. The repayment in this case shall commence with the first issue of pay after the advance is taken and he completed in ten years. Interest will be calculated in accordance with rule 11 above.

19. Advance for house repairs; Conditions

An advance may be made under the following conditions to an employee enable him effect repairs to his house:

An advance may be made only if

i) the repairs are required to make the house habitable, (2) they are not in the nature of ordinary repairs, and (3) they involve an outlay large in comparison with the value of the house.

ii) Not more than one advance is admissible in respect of the same house.
iii) No advance shall exceed six month's pay of the employee to whom it is made, and it will be drawn as laid down in rules 1 & 2.

iv) An advance may be made to an employee to repair a house which he has built or purchased with a previous advance under Rules 1, 2 and 18 above but unless the competent authority permits otherwise, at least five years must elapse since the previous advance was drawn.

v) The maximum period for repayment of such advance shall be two years. Interest will be calculated and recovered in accordance with Rule II.

20. Advance admission to a deputationist

An employee on foreign service with the Board may avail of the benefits of house building purchase of land or house advance on such conditions as would apply to him if he were serving in his parent department; 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 pay in such monthly instalments as had been agreed upon while he 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 of the Government before, complete to recovery of advance he will deposit the balance of the amount due from him in the accounts of the Board.

21. Mode of Recovery of advance from employees appointed on contractual basis

Notwithstanding anything contained to the contrary in the contract, an employee appointed on contractual basis may be allowed house building purchase of land or house advance on such terms and conditions as may be considered necessary, provided that the amount of advance and the instalment of recovery is fixed in such a Way that the total amount of advance is recovered before the expiry of the period of contract.

APPENDIX IV

P. F. R. FORM 19

(Referred to in note below P.F.R 10.16 IX and note 3 below P.F.R 10.17)

Agreement to be executed at the time of drawing an advance for the purchase of land on which to construct a house or of a house readymade.

AN AGREEMENT MADE _______ day of __________ One thousand nine hundred and _________ of __________ BETWEEN
(hereinafter called the Borrower, which expression shall include his legal representatives and assignees) of the one part and THE BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD) (hereinafter called the BOARD) of the other part.

WHEREAS the Borrower has agreed to purchase for the purpose of erecting a house thereon the piece of land situated in the thana containing more or less and bounded on the north by on the south by on the east by and on the west by for the sum of Rupees AND

WHEREAS the Borrower has under the provision of the Punjab Financial Rules thereinafter referred to as the said Rules which expression shall include any amendments therefor the time being in force) applied to the Board for a loan of Rupees to enable him to purchase the said piece of land and the Board has agreed to lend the said sum of Rupees to the Borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rupees paid by the Board to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Board (1) to repay the Board the said amount with interest calculated according to the said Rules by monthly deductions from his salary as provided for by the said Rules and hereby authorizes the Board to make such deduction and (2) Within one month from the date of these presents to expend the full amount of the said loan in the purchase of the said piece of land and if the actual price paid is less than the loan to repay the difference to the Governor forthwith and (3) to execute a document mortgaging the said piece of land and the house to the erected thereon to the Board as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rules AND IT IS HEREBY AGREED that the Borrower shall immediately he has purchased the said piece of land commence and erect thereon a suitable residence for his own use or for the use of his family AND IT IS HEREBY AGREED AND DECLARED that if the said piece of land has not been purchased and mortgaged as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the services of Board or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the Borrower has hereinto set his hand the day and year first before written.

Signed by the said in the presence of

1. 
2. 
FORM “B”
FORM OF MORTGAGE FOR HOUSE BUILDING ADVANCE

THIS INDENTURE made the ______________ day of ____________ One thousand nine hundred and ____________ BETWEEN ________________ of the board of Intermediate & Secondary Education, Faisalabad, an employee of the Board (Hereinafter referred to as the mortgagor which term shall where the context so admits include his/her, executors, administrators and assignees) of the one part and The Chairman, Board of Intermediate and Secondary Education, Faisalabad (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assignees) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and express to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

AND WHEREAS the mortgagor has applied to the mortgagee for an -for the purpose of enabling him to defray the as a suitable residence for his own use, or for the use of expenses of his family.

AND WHEREAS under the provisions contained in the Board's I louse Building Advance Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto; for the time being in force the mortgagee has agreed to advance to the mortgagor the said sum of Rs. ________________ (Payable as follows that is towards the sum of Rs. ________________ on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by an installment payable monthly the first of such installments to the payable in ________________ day of ________________.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. ________________ Paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor do the hereby acknowledge) for the purpose of enabling the mortgagor to defray the here in before recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs. ________________; (and such further sum as shall hereafter he paid by him to the mortgagor pursuant to the here in before recited agreement in that behalf) and interest thereon calculated according to the said Rules on the ________________ day of ________________ next and if the loan shall not be repaid on that day 1NiII pay interest in accordance with the said rules. AND THIS N DENTU RES ALSO WITNESSET II that for the consideration after said the mortgagor do the hereby convey transfer and assure into the mortgagee ALL that piece of land situated in the ________________ district of ________________ registration district of ________________ sub registration district of containing more or less now in the occupation of the mortgagor and bounded on the east by ________________ and on the west by ________________ together with the dwelling house and the offices, stables, cook rooms and out building now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenance to the said ditaments or any of them belonging to OLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of Rs. ________________ ______ (and of such further sums as may have been paid as aforesaid made upon the
security of these presents shall have been repaid and interest thereon calculated according to the said Rules by the deduction of monthly installments of the salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor recovery, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the said sum of rupees __________ and any further sum as may have been paid as aforesaid) and interest thereon calculated according to the said Rules shall have been fully paid off then and in any of such cases it shall be lawful for the mortgage to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers there from AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place there Out to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor AND it is hereby agreed and declared that the said Rules shall he deemed and taken to the part of these presents.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Rules on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof the mortgagor, hath hereunto set his hand the .day and year first above written.

Signed by the said (Mortgagor) in the presence of

1st Witness,
Address,
Occumtion:

2nd Witness-
Address,
Occumtion: should be registered)

Note:- There must be two witnesses to a mortgagor.
FORM “C”

MORTGAGE DEED TO BE EXECUTED IN CONNECTION WITH AN ADVANCE FOR THE PURCHASE OF LAND ON WHICH TO CONSTRUCT A HOUSE

THIS IS DENTURE made the one thousand nine hundred and ______ day of ______ of ______ BETWEEN
a civil servant of

(Hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD, (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part WHEREAS by an Agreement dated the_______day of _______ and made between the mortgagor of the one part and the mortgagee of the other part, the mortgagee advanced and lent to the mortgagert the sum of Rupees_______ for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgagor agreed to execute a mortgage in favour of the mortgagor in the form of these presents AND WHERE AS THE mortgagor on the______ day of _______ duly purchased the said piece of land and is now absolutely seized and possessed of or otherwise well entitled to the said piece of land AND WHERE the mortgagor has applied to the mortgagee for a further advance of the sum of Rupees_________ for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use or for the use of his family AND WHEREAS under the provisions contained in Punjab Financial Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor, the said further sum of Rupees.

(payable as follows that is to say the sum of Rupee_______ on or before the execution of these Presents) and the balance (unless and until the power of sale applicable hereto shall have become exercisable by_______ equal instalments payable quarterly the first of such instalments to be payable on the _______ day of _______ -

NOW THIS INDENTURE WITNESSETH that in consideration of said advance of Rupees______ and Rupees______ making a total of Rupees______ so advanced as aforesaid and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagor the said sum of Rupees______ (and such further sum
as shall hereafter be paid by him to the mortgagor pursuant to the herein before recited agreement or in that behalf), and interest thereon calculated according to the Rules on _______day of _____next and if the loan shall not be repaid on that date will pay interest in accordance with said Rules.

AND THE INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby transfer, assign and assures unto the mortgagee ALL THAT piece of land situate in the registration District of _______Sub.district_______ than a_______containing______more or less and bounded on the north _______by_______on the south _______by_______on the east _______by_______and on the west _______by_______.

Together with the dwelling-house and the out offices, stables, coook.rooms and out.buildings and all kinds used or intended to be used with the said dwelling house (erected or hereafter to be erected on the said piece of land) together with all rights, easements and appurtenances to be same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said (land hereinafter referred to as the said premises) unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of Rupees _________(and of such furthersums as may have been paid as aforesaid made upon the security of these presents and interest thereon calculated according to the said Rules shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever then add in such case the mortgagee will upon the request and at the cost of the mortgagee re.convey, re.transfer or re.assure the said premises unto and to the use of the mortgagee AND the mortgager hereby catens with the mortgagee that the mortgager now hath goath the right to transfer the said premises unto the mortgagee free from encumbrances AND FURTHER that he the mortgagor and all other persons having or lawfully claiming any estate or interest in the said premises or any part thereof shall and will from time to time and at all times hereafter at his or their own cost do and execute or cause to be done and executed all such acts, deeds and things for further and moreperfectly assuring the said premises unto the mortgagee in manner aforesaid as shall or may be reasonably required-PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the convenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings standing thereon or any part thereof either together or in parcels and either by public auction or by private contract with power to but in or to rescind any contract for sale and to re.sell without being responsible for any loss which may be occasioned hereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND IT IS HEREBY DECLARED that the receipt of the mortgagee for the purchase money of the premises
sold or any part thereof shall effectually discharge the purchase therefrom AND IT IS HER
DELCARED that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising
from the premises or from any such letting or sale as aforesaid UPON trust in the first place there
out to pay all expenses attending such sale or otherwise incurred in relation to this security and in
the next place to apply such moneys or….satisfaction of all moneys for the addenting owing on
the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS
HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part
there of during the continuance of these security shall have effect unless the mortgagee shall
consent there to in writing.

IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first
above written.

SIGNED BY the said (mortgagor) in the presence of

1ST Witness
Address
Occupation

2ND Witness
Address
Occupation
CHAPTER 32

PAYMENT OF INSURANCE PREMIA OUT OF THE PROVIDENT FUND

1. Payment of premium
   Payment of premium for a policy of insurance may, at the option of a subscriber, be made from his subscriptions to the Provident Fund.

2. Amount Payable
   The amount of annual premium shall not exceed half the amount standing at the credit of a subscriber in a particular year.

3. Nature of policy
   The policy to be financed out of the Provident Fund shall be effected for the benefit of the employee himself or for the benefit of his wife or children.

4. Assignment of policy
   The policy shall be assigned to the Secretary of the Board.

5. Payment to the Insurance Company
   The payment of premium shall be made direct to the company by the Board on behalf of the subscriber. A subscriber shall enter into contract for an insurance policy with such company only as may be approved by the Chairman.

6. Procedure on maturity of policy
   i) If the amount assured together with the amount of profit if any, is greater than the total amount withdrawn from the fund in respect of the policy, the Secretary shall reassign the policy to the subscriber and make it over to him and the subscriber shall pay to the fund, the total amount withdrawn, with interest approved hereon.
   ii) The amount assured together with amount of profits, if any, is less than the total amount withdrawn with interest, the Secretary shall realise the amount assured together with the Profits and place the amount so realized in the Provident Fund Account of the subscriber.

7. Profits on policy
   The profits which accrue on any policy may be allowed to accumulate with the policy until it matures, but if it is incumbent on the policy holder to withdraw them as they fall due, the amount shall be credited to the subscriber’s account in the Fund.

8. Performs for assignment
   The assignment shall be endorsed on the policy and shall be in the following form:
   “I, A. B. of _____ hereby assign unto the Secretary of the Board the within policy of assurance as security for payment of all sums which under the Rules may hereafter become liable to pay to Board of Intermediate & Secondary Education Provident Fund”.

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In the case of policies of insurance effected by the subscriber for the benefit of a sole beneficiary, the endorsement shall be made as follows:-

“We, A. B. (the subscriber of _______ and C. D. (the sole beneficiary of the policy) of____in consideration of the Secretary of the Board, agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by the said A. B. to the Board of Intermediate & Secondary Education Provident Fund (or,as the case may be, to accept the withdrawal of the sum of Rupees_______ from the sum to the credit of the said A. B. in the Provident Fund for payment of the premium of the within policy of assurance) hereby jointly and severally assign unto the said Secretary the within policy of assurance as security for payments of all sums which the said A.B. may hereafter become liable to pay to that fund”.

Save as provided in Rule 9 below the policy shall be re-assigned to the subscriber and handed back to him on quitting his service or on his refunding with the full interest thereon any advance taken from the Provident Fund for the purpose of paying premia thereon and in the event of his death before quitting the service, a reassignment shall be executed in favour of and the policy handed to the legal representative of his estate as determined by a civil court having competence to pass orders in this respect. Notice of the reassignment shall be sent to the Insurance Company by the Secretary of the Board.

9. Reassignment of policy

If notices have been received by the Secretary, of any assignment or attachment of, or encumbrance on the policy, he shall not execute reassignment of the policy in favour of the subscriber, or in the event of his death, of the legal representative of his estate as determined by a civil court having competence to pass orders in this respect until he shall have obtained the orders of the Board.

10. i. When the assigned policy is delivered to the Secretary, it shall be accompanied with a certificate from the subscriber to the effect that no prior assignment of the policy exists. This certificate shall be certified by a direct reference to the Insurance Company.

ii. Notice of the assignment of the policy shall be given by the subscriber to the Insurance Company and acknowledgement of receipt of the notice shall be handed over by the subscriber to the Secretary within three months of the date of the assignment.

11- Loan on policy

No subscriber shall be allowed to take any loan on the policy.

12- Insurance policy

Notwithstanding anything to the contrary in these Rules, if an employee holds a Postal Insurance Policy, the Rules relating to the assignment of the policy shall be such as may be prescribed in the Post Office Insurance Fund Rules published the Government of Pakistan from time to time.
CHAPTER 33
RULES FOR THE REIMBURSEMENT OF MEDICAL CHARGES TO BOARD’S
EMPLOYEES

1. These Rules shall apply to:
   i) All whole-time permanent employee of the Board.
   ii) All employees of the Board working against substantive/temporary posts.
   iii) Such other employees as are specially permitted by the Chairman.

2. In these Rules:
   a). “Employee” means an employee of the Board and for purposes of these rules shall include his family.
   b). “Family” means parents, wife and children of an employee residing with and wholly dependent upon him. The word “Children” would include orphans brought up by an employee of the Board.
   c). “Medical Assistance” means medical advice and attendance and medicines provided in any hospital or dispensary approved by the Board.

3. Medical allowance shall be given to all the employees at the rate to be fixed by the Board from time to time. In case hospitalization is considered necessary in case of any employee or his family member, the approved Medical Officer of the Board shall refer the case to the Medical Superintendent, District Headquarters Hospital, Faisalabad or if the situation so demands, the employee can directly go the Medical Superintendent District Headquarter Hospital, Faisalabad for hospitalization.

4. If an employee or his family member, on the recommendations of the approved Medical Officer of the Board, is treated in the District Headquarters Hospital, Faisalabad or any other Government hospital approved by the Board expenses on his medical treatment, but no on his food during his stay in that hospital, shall be paid by the Board to the employee on the presentation of the actual receipts: Employee shall be entitled to treatment in the general ward ordinarily and only with the prior permission of the Chairman in the private or family ward. For such permission, the recommendations of the approved Medical Officer of the Board shall have to be produced. In case of emergency, however, such permission shall have to be obtained within 24 hours.

5. In case, there is no arrangements in the District Headquarters hospital or dispensary approved by the Board for any special treatment e.g., pathological, bacteriological, radiological and other tests etc., such treatment shall be allowed in a private hospital or clinic, on the recommendations of the Medical Superintendent of the District Headquarters Hospital and subject to the prior approval of the Chairman. In case of emergency, approval of the Chairman have to be obtained within 24 hours.
6. District Headquarters Hospital Faisalabad or any other hospital to be approved by the Chairman shall be the approved hospital for providing medical assistance.

7. In serious case of illness when the Medical Officer approved by the Board refers the case to Medical Superintendent for hospitalization and in case the advises consultation and treatment by a Specialist, the fee of the Specialist shall be paid by the Board, alongwith actual expenses of treatment, provided prior permission of the Chairman is obtained.

8. Medical Allowance shall be paid to the retired employees of the Board at the same rate as is permissible to the in-service employees, provided that the Medical Allowance to retired employees will be paid on gross pension with effect from 19-5-91.

9. An employee shall not be entitled to get medical allowance for the month during which he or any of his family member, are admitted in the hospital and the expenses on treatment are charged from the office.

10. The hospitalization charges will be admissible for District Headquarters Hospital Faisalabad or for any other hospital to which the case is referred by the Medical Superintendent, District Headquarters Hospital Faisalabad. The prior approval of the Chairman shall have to be obtained in such cases. In case of emergency such permission shall have to be obtained within 24 hours.

11- No medical assistance shall be given in case the father or the mother of an employee is employed in an organization where medical allowance/aid/assistance is provided or is a retired Government Servant. However, the father or mother who is not serving such an organization or is not a retired Government servant shall be entitled to avail this facility.
CHAPTER 34
ADVANCE FROM PROVIDENT FUND

1. Purpose for which admissible
   An advance from provident Fund Account shall be admissible for the following purposes:-
   1) to pay expenses incurred in connection with the illness of a depositor or of a depositor’s wife parents or children;
   2) to pay for a journey outside the Indo-Pakistan Sub-continent;
   3) to pay expenses in connection with marriages and funerals;
   4) to defray the cost of (i) purchase of a house, or construction of a house, or (ii) land for a house, or (iii) major repairs and alternations to the house;
   5) to purchase a cycle or a motor vehicle;
   6) to meet the cost of education of children abroad;
   7) to pay Insurance Premium.

2. Second advance
   The Chairman may, in case of extreme necessity, sanction second advance before the full recovery of the first advance. The grant of the second advance shall be subjected to the same conditions that have been laid down for the first with the proviso that the total amount of the second advance plus the un-recovered portion of the first advance shall not exceed half the amount standing at the credit of the subscriber.

3. In hardship cases only
   The advance shall be sanctioned by the Chairman in cases of real hardship only.

4. Amount of Advance
   The advance shall not exceed three month’s pay of the depositor in the case of (1), (2) and (3); six month’s pay in the case of (5); nine month’s pay in the case of (6); and twenty-four months pay in the case of (4) of Rule 1.
   (This Rule shall be operative with effect from 28-10-1964).

5. Conditions
   An advance shall not be made unless the depositor has subscribed to the fund for five years and the advance shall not exceed half the amount standing at the credit of the subscriber.

6. Mode of recovery
   When the depositor is on full pay, the principal of such an advance shall be repaid by compulsory deduction from pay by equal instalments during the next twelve months in
the case of (1), (2) and (3); 24 months in the case of (5); 36 months in the case of (6) and, 120 months in the case of (4).

(This Rule shall be operative with effect from 28-10-1964).

7. **Rate of interest**

After the completion of the repayment of the principal, the depositor shall in the next month pay the amount of interest at the rate then in force under Regulations relating to Provident Fund that would have been credited to him if no advance was made to him.
CHAPTER 35
ADVANCE OUT OF THE CYCLE LOAN FUND

An advance for purchase of a Cycle shall be sanctioned by the Chairman to a confirmed
employee holding a post in the basic pay scale No.1-11 having not less than four years
service. The amount sanctioned shall, however, be released on production of a surty by
the concerned official for the repayment of advance from a person not below the rank of
Assistant having not less than 4 years service.

2- Official of Confidential Press
An advance to an official working in the Confidential Press may be sanctioned, if inter
alia, the O.C.P. certifies;
1)- that he has completed 4 years service;and.
2)- that he also fulfils the conditions prescribed for the Gratuity Fund
(Confidential Employees) Accounts Rules.

3- Not Admissible
No advance shall be permissible to an official who is likely to retire before the
completion of repayment of the amount advanced.

4- Bonafide requirement
Advance must be bonafide requirement for purchase of a cycle for the personal use
of the official and if the amount advanced is in excess the balance shall be refunded to the Board.

5- Amount of advance
No advance shall exceed Rs.1500/-

6- Interest
No interest shall be charged from any employee.

7- Mode of Recovery
Advance shall be recovered from the borrower by compulsory deduction from his
pay by monthly installments equal to one-forty-eight part of the total advance. The authority
sanctioning the advance may, however, permit as a special case recovery to be made by smaller
number of installments if the borrower so applies.
CHAPTER 36

UNIFORMS

1. **Employees entitled**
   The permanent employees mentioned in Appendix-A working in the office of the Board may be supplied with uniforms in accordance with the scale mentioned against each.

2. **Conditions**
   The temporary employees of the categories defined in Appendix-A may also be given uniforms under the following conditions:
   i) If working against a permanent post but not confirmed; after completion of six months service.
   ii) 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 able to produce a surety to the cost of uniform.

3. **Shoes may be supplied**
   Shoes may be supplied once in a year before Eid-ul-Fitr' to the employees defined in Appendix-A who are entitled to the uniform in accordance with Rule 1 & 2. I however, the price of shoes should not exceed Rs.250/- per pair.
## APPENDIX-A

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity to be supplied</th>
<th>No of Years</th>
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<tbody>
<tr>
<td><strong>WINTER UNIFORM</strong></td>
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<td><strong>SUMMER UNIFORM</strong></td>
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<td>Noof Employees</td>
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<tr>
<td>1. Choukidar</td>
<td>i)Qamiz</td>
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<td>Malatia (Cotton)</td>
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<tr>
<td>ii) Pant</td>
<td>1 after two</td>
<td>(Blue Blazer) years</td>
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<td>iii) Jarsi</td>
<td>1 after</td>
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<tr>
<td>iv) Brandi Kot</td>
<td>1 after</td>
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<tr>
<td>(Brown)</td>
<td>1 after three years</td>
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<td>2. Driver and Cleaner</td>
<td>i) Shalwar</td>
<td>2 set every</td>
</tr>
<tr>
<td></td>
<td>i) Kamiz &amp; Shalwar Irish</td>
<td>Alternate</td>
</tr>
<tr>
<td></td>
<td>ii) Jarsi Silver</td>
<td>one Gray Colour year</td>
</tr>
<tr>
<td></td>
<td>ii) Sherwani</td>
<td>ii) Achkin White</td>
</tr>
</tbody>
</table>

### Notes:
- i) Kamiz 2 sets.
- Kamiz Iresh year with Kamiz K.T every Year.
- Colour Silver Badges.
- (Blue) Gray Badges.
- For alternate one Gray Colour.
- White.
- ii) Sherwani ii) Achkin White 1 every
khaki -do- Top tax year.

iii) Turban Two for iii) Turban 2 every

Khaki (Malmal) alternate year. While (Malmal) year.
CHAPTER 37

AUTHORITY TO SANCTION LEAVE

Leave shall be granted by the following competent authorities:-

1. Competence to sanction Earned Leave
   In the case of Earned Leave.
   i) to employees in Basic Pay Scale No. 16 and above (by board)
   ii) to employees in Basic Pay Scale Nos. 5 to 15 (by the Chairman)
   iii) to employees in Basic Pay Scale Nos. 1 to 4 (by the Secretary).

2. Competence to sanction casual leave to employees in BPS 16 and above.
   In the case of Casual Leave to employees in the Basic Pay Scale Nos. 16 and above.
   i) to Secretary, Audit Officer and Controller (by the Chairman).
   ii) to the Deputy Secretaries and Assistant Secretaries (by the Secretary upto 2 days and by the Chairman for more than 2 days)
   iii) to the Deputy Controller and Assistant Controllers (by the Controller upto 2 days and by the Chairman for more than 2 days)
   iv) to Superintendents (by the Deputy Secretary or Deputy Controller upto 3 days, by the Secretary or Controller upto 5 days and by the Chairman for more than 2 days)

3. Competence to sanction casual leave to BPS 5-15
   In the case of casual leave to employees in Basic Pay Scale Nos. 5 to 15:
   i) to assistants, Senior Clerks and Junior Clerks. (By the Assistant Secretary or Assistant Controller upto 3 days, by the Deputy Secretary or Deputy Controller upto 5 days and by the Secretary or the Controller for more than 5 days.
   ii) to Junior Auditors and other staff working in the Audit Branch (By the Audit Officer).

4. To employee in BPS 1-4
   In the case of casual leave to the
   (to the employees in Basic Pay Scale Nos. 1 to 4 (By the Superintendent upto 2 days; by the Branch Officer upto 7 days and by the Secretary or Controller for more than 7 days).
5. **Competence to sanction any other leave.**

In the case of any other leave not mentioned in these rules (By the Board in the case of employees in Basic Pay Scale Nos. 16 and above, by the Appointing Authority in the case of other employees).
CHAPTER 38

TERMS AND CONDITIONS OF SERVICE OF PART-TIME EMPLOYEES

1. **Categories of Part time employees.**
   The Posts of Medical Officer, Lady Doctor, Legal Adviser, Board's Engineer and such other posts as the Board may decide from time to time shall be held by the part-time employees.

2. **Terms and conditions.**
   The appointments against these posts shall be made by the Board on such fixed rates of salary and on such terms and conditions as the Board may prescribe in each case.

3. **Remuneration.**
   Except as provided in Rule 2 above the part time employees shall not be entitled to payment of any other remuneration from the Board. Exception:

   i) The present Medical Officer will be entitled to charge a fee of Rs. 5/- for Medical Test from each new entrant, to reimbursement of actual, deleted rental charges of the telephone at his residence, to payment of conveyance at the rate of Rs. 5/- p.m., to accept remunerative work of the examinations conducted by the Board. The present Medical Officer and his family will also be entitled to the facility of free medical assistance from the Board.

   ii) in addition to a retainer ship fee of Rs. 350/- per month, the Legal Adviser will be entitled to a fee as specified below for conducting each of the Board in a Court of Law:-

<table>
<thead>
<tr>
<th>Court Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trial Court</td>
<td>Rs 440/per case</td>
</tr>
<tr>
<td>Appellate Court</td>
<td>550/ per case</td>
</tr>
<tr>
<td>High Court</td>
<td>660/per case</td>
</tr>
<tr>
<td>Supreme Court</td>
<td>1100/per case</td>
</tr>
</tbody>
</table>

4. **Concessions.**
   Unless otherwise provided the part-time employees shall not be entitled to any other concession.
EXCEPTION:

i) The present Medical Officer and the present Lady Doctor will be entitled to 3/4 of earned leave and casual leave at the rate admissible to whole time permanent employees of the Board.

ii) The present Lady Doctor will be entitled to the concession of maternity leave on the terms and conditions on which it is admissible to whole-time permanent employees.

iii) The present Medical Officer and the present Lady Doctor will continue to enjoy the benefit of subscribing towards the Board's Provident Fund with the Board contributing an equal amount.

5. Termination of Service.

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; provided that if such an employee desires to leave the service he shall be required to give one month's notice or salary in lieu thereof. NOTE: These Rules will have retrospective effect from 1958 to cover old cases.
CHAPTER 39
ADVANCE FOR THE PURCHASE MOTOR CAR, MOTOR CYCLE AND SCOOTER

1. **Purpose**
   Advance may be sanctioned an employee for the purchase of a Motor Car, a Motor Cycle or a Scooter subject to the following conditions; Conditions
   
i) Ordinarily an advance will be given to an employee holding a permanent post in the substantive capacity but not below the rank of a Senior Clerk. for the purchase of Motor-Cycle/Scooter. Provided that the employee concerned will provide two sureties on stamped paper from two employees of the Board who have not less than fifteen years service in the Board.
   
ii) The Car Advance will be given only to employees in Pay Scale No. 17 and above.
   
iii) An Advance to an employee working in the Conditional Press may be sanctioned if inter alia, the O.C.P. certifies that the employee fulfils the conditions prescribed by the Gratuity Fund (Confidential Employees) Accounts Rules.
   
iv) An advance will be given only when the Board considers it to he in the interest of the Board's service that the employee should use a Motor Car, Motor Cycle or a Scooter in the discharge of his duties. Advance can only be granted to such employees as are compelled in the course of their official duties to do much touring or to making frequent journeys at short notice, or where the saving of time is of real importance.

2. **Amount of advance.**

   The advance for purchase of a Motor Car shall he admissible only to the officers BPS - 17 OR above. The total amount to be advance to an employee shall not exceed 36 months pay or Rs. 75,000/- whichever is less in case of Motor Car and 16 months pay or Rs. 20,000/- whichever is less in case of Motor Cycle/Scooter, or the anticipated price of the vehicle if the actual price is paid than the advance taken the balance shall be refunded to the Board forthwith.

3. **Mode of recovery**

   Recovery of advance will commence with the first issue of pay after the advance is drawn: It will be recovered in 100 monthly installments in case of advance for the purchase of a Car, and 80 monthly installments in the case of advance for the purchase of a Motor Cycle/Scooter. The Chairman may, however, permit recovery `to he made in a smaller number of installments if the employee receiving the advance so desires. The amount of simple interest which is to he calculated at the raw of 5% per annum on the balance outstanding on the last day of each month, will be recovered in one or more installments, each installment being not appreciably greater than the installment by which the
principal amount was recovered. The recovery of interest will commence from the month following the month in which the whole of the principal amount has been repaid.

4 Execution of agreement and bond.

In order to secure the Board from loss consequent on an employee dying or outing the service before complete repayment of the advance, with interest accrued thereon, an employee will he required to execute an agreement in Form 'A' attached to these rules before drawing the advance from the Board. The conveyance shall be purchased within one month from the date on which the advance is taken. On completing the purchase the emplDyee will further execute a bond in Form 'IV attached to these rules hypothecating the conveyance to the Board as a security for advance. The bond shall be kept in safe custody of the Secretary. Note: Besides the Agreement and Bond referred to above a temporary employee shall be required to give surety by a permanent employee of the Board undertaking to refund the amount of advance in case of his default.

5 Rate of Interest

The employee who receives an advance for the purchase of Motor-Cycle or Scooter shall be required to pay a simple interest @. 5% per annum on amount outstanding against him. The interest shall be calculated on the balance outstanding on the last day of each month.

6 Conditions for advance to employees on foreign service with the Board.

An employee on Foreign Service with the Board may avail himself of the benefit of advance for the purchase of Motor-Car or Motor-Cycle/Scooter on such conditions as would apply to him if he were serving in his parent department. 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 pay in such monthly installments as had been agreed upon while he was serving under the Board and credit the amount so recovered to the accounts of the Board every month: provided further that if the employee leaks the service of the Government before the complete recovery of the advance, lie will deposit the balance of the amount due from him in the accounts of the Board.
FORM A

Referred to in note 4 below P.F.R. 10-21 (7).

Agreement to be executed when drawing an advance for the purchase of a Motor Car / Motor Cycle/Scooter. AN AGREEMENT made day of . One thousand nine hundred and of BETWEEN (hereinafter called the Borrower, which expression shall include his legal representatives and assignees) of the one part and the Board of Intermediate & Secondary Education, Faisalabad (hereinafter called "the Board") of the other part;

Whereas the Borrower has under the provisions of the Board Rules (hereinafter referred to as the said Rules which expression shall include any amendments thereof for the time being in force) applied to the Board for loan of Rs. for the purchase of Motor Car/Motor Cycle/Scooter and the Board has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. paid by the Board to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Board: (1) to pay the Board the said amount with interest calculated according to said Rules by monthly deductions from his salary as provided for by the said Rules and hereby authorizes the Board to make such deductions: (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a Motor Car/Motor Cycle/Scooter or if the actual price paid is less than the loan to re-pay the difference to the Board forthwith; and (3) to execute a document hypothecating the said Motor Car/Motor Cycle/Scooter to the Board as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rules.

AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the Motor Car/Motor Cycle/Scooter has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of the Board or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS WHEREOF the Borrower has here-up to set his hand the day and year first before written.

SIGNED by the said in the presence of
FORM B

Referred to in note 4 below P.F.R. 10-21 (7)

Mortgage Bond for Motor Car/Motor Cycle/Scooter Advance.

THIS INDENTURE made this day of One thousand nine hundred and BETWEEN (hereinafter called "the Borrower") of the one part and the BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, FAISAIABAD. (Hereafter called the Board") of the other part.

WHEREAS the Borrower has applied for and has been granted an advance of Rupees to purchase a Motor Car/Motor Cycle/Scooter on the terms contained in the Board Rules (hereinafter referred to as "the said Rules" which expression shall include any amendment thereof or addition thereto for the time being in force); AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said Motor Car/Motor Cycle/Scooter to the Board as security for the amount lent to the Borrower; AND WHEREAS the Borrower has purchased with or partly with the amount so advanced as aforesaid the Motor Car/Motor Cycle/Scooter particulars whereas are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETII that in pursuance of the said agreement and for the consideration aforesaid the Borrower cloth hereby convenient to pay to the Board the sum of Rs. Aforesaid or the balance thereof remaining unpaid at the date of these present by equal payments of Rs. each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the said Rules and the Borrower cloth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules and in further hereby pursuance of the said agreement the. Borrower doth assign and transfer unto the Board the Motor Car/Motor Cycle/Scooter the particulars whereof are set out in the Schedule hereunto written by way of security for the said advance and the interest thereon as required by the said Rules.

And the Borrower cloth hereby agree and declare that he has paid in full the purchase price of the said Motor Car/Motor Cycle/Scooter and that the same is his absolute property and that he has not pledged and so long as any money remains payable to the Board in respect of the said advance will not sell, pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Scooter PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said installments of principal of interest shall not be paid or recovered afraid within ten days after the same or due or if the borrower shall die at any time cease to be in the service of the Board or if the Borrower shall sell or pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Scooter or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgment against the Borrower the whole of the said principals sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forth-with become payable AND IT IS HEREBY AGREED and declared that the Board may on the happening of any of the events herein before mentioned seize and take possession of the, said Motor Car/Motor Cycle/Scooter and either remain in possession thereof without removing the same or else may remove and sell the said Motor Car/Motor Cycle/Scooter either by public auction or private contract and may out of the sale money's retain the balance of the said advance then remaining unpaid and any interest
due thereon calculated as aforesaid and all costs charges, expenses and payments properly incurred or made in maintaining, defending or realizing his rights hereunder and shall pay over the surplus, if any, to the Borrower his executors, administrators or personal representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said Motor Car/Motor Cycle/Scooter shall not prejudice the right of the Board, to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Motor Car/Motor Cycle/Scooter being sold the amount by which the net sale proceeds fall short of the amount owing;

AND the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the Board he, the Borrower will insure and keep insured the said Motor Car/Motor Cycle/Scooter against loss or damage by fire, theft, or accident with an Insurance Company to be approved by the Board and will produce evidence to the satisfaction of the Board that the Motor insurance company with whom they said Motor Car/Motor Cycle/Scooter is insured have received notice that the Board is interested in the Policy. And the Borrower hereby further agrees that he will not permit or suffer the said Motor 'Car/Motor Cycle/Scooter to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof, And further that in the event of any demage or accident happening to the said Motor Car/Motor Cycle/Scooter the Borrower will forthwith have the same repaired and made good deletes. IN WETNESS whereof the said….. (Borrower) hath hereunto set his hand the day and year first above written.

THE SCHEDULE

Description of Motor Car/Motor Cycle/Scooter Maker's Name.

Description.

No. of Cylinders.

Engine No,

Chassis No.

Cost Price.

Signed by the Borrower in the presence of
CHAPTER 40

PROHIBITION OF THE EMPLOYEES OF THE BOARD FROM TAKING PART IN POLITICS AND ELECTIONS

1. Bar on participating in any political movement

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. Dependents to be restrained

No employee of the Board shall permit any person dependant on him for maintenance or under his 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. Canvassing for election not allowed.

No employee of the Board shall canvass or otherwise interfere or use his 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 right to vote; but if he does so, he shall give no indication of the mariner in which he proposes to vote or has voted.

4. Dependant not to canvass

No employee of the Board shall permit any member of his family dependant on him to act in a manner in which he himself is not permitted by sub rule (3) to act.

5. Candidature for election to a legislative body.

An employee of the Board who issues an address to electors or in any other manner publicly announces himself or allows him to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-rule (3) to take part in an election to such body.

6. Local body election

The provisions of sub-rules (3) and (4) shall, so far as maybe, 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. Board to determine nature of any movement

IF any question arises whether any movement or activity falls within the scope of these rules, the decision of the Board thereon shall be final.
CHAPTER 41
RULES FOR THE USE OF BOARDS LIBRARY

1. Who can draw books

The following classes of persons shall be permitted to draw books from the Library for use at home:

a) College School teachers and bonafide students of an affiliated College / School when recommended by the Principal / Headmaster. (In case of students the Heads of their Institutions will stand "Surety" for the return of Books).

b) Members, Officers and those employees of the Board who have at least one year of service at their credit and have deposited one month's salary as security.

c) Such other applicants as are permitted for special reason by the Chairman after depositing Rs. 200/- (Refundable) in the Board's account as membership fee.

2. Borrower's Card

A card known as the Borrower's card shall be maintained by each of the person entitled to draw books from the Library. Such cards shall be strictly "Non-transferable."

3 Drawl & return, Fine for delay and loss of books,

A Borrower member is expected to have in his possession at one time not more than 2 Books of his own subjects and he will return them within two weeks at the latest. If he fails to do so, a fine of Rs. 00.25 per day per volume will be charged from him up to 30 days and the books not returned, after 30 days will he treated as "Lost Books" and the borrower will either replace the book immediately or pay double the price of the books (Excluding those issued for official purpose).

4 Text-books Books

Prescribed by the Board for various examinations will not be issued except with explicit orders of the Secretary to the effect.

5. Books for Paper-Setters

Books for paper-setters will be issued on demand by the Controller of Examinations / Assistant Controller for not more than one month.

6. General books Two general books can be issued to any member irrespective of the conditions of the subject.
CHAPTER 42
GRANT OF WEDDING GIFT TO 'C' CLASS EMPLOYEES

1. Eligibility

These rules shall apply to:-

i) All whole-time permanent employees in Basic Pay Scale Nos. 1 to 4.

ii) All whole-time employees in Basic Pay Serial Nos. 1 to 4 working against permanent posts; provided that they have worked against these posts for at least six months.

2. Amount

A sum of Rs. 500/- may be given as gift to an employee for his own marriage. A sum of Rs. 2000/- may be given as gift to an employee for the marriage of his daughter.

3. Condition

In case an employee applies for gift before marriage; he shall produce a certificate from a Gazette Officer that the marriage is taking place on a particular date.

4.

In case the request gift is made after marriage, the employee concerned shall produce 'NIKAH NAMA.' in original. The request for grant of gift in such cases shall be made within one month after the marriage and no application after the expiry of one month from the date of marriage shall he entertained.

5 Sanctioning authority

The Secretary shall be competent to grant the wedding gift.
CHAPTER 43.

GENERAL PROVIDENT FUND RULES

1. Purpose

A General Provident Fund to be called "The Board of Intermediate & Secondary Education, Faisalabad General Provident Fund" shall be established for the benefit of the employees of the Board.

2. Employees who have to join

All whole-time employees of the Board in permanent service, and employees in temporary service who are likely to be retained in service for at least three years with the exception of those who have opted for Contributory provident Fund, shall be required to join the General Provident Fund of the Board.

3. Conditions and Rates of Subscription

1) A subscriber shall subscribe monthly to the Fund except during the period of suspension: Provided that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in lump sum or in installments any sum not exceeding the maximum amount of subscription permissible for that period.

2) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions:

-a) It shall be expressed in whole rupee.

b) It may be any sum so expressed not less than:

i) Pay up to Rs. 750/- p.m. = 3 %

ii) Pay Rs. 751/- to Rs. 1550/- p.m. = 5%

iii) Pay above Rs. 1550/- p.m. = 8%

Note: When the calculation involves less than 50 paisa’s, the paisa’s shall be ignored and when the calculation involves paisa 50 or more, a full rupee shall be counted.

3) The rate of subscription shall be fixed on the basis of the pay of the subscriber on 30th June of the preceding year. If a subscriber joined the Fund for the first time on a day subsequent to the above date, his pay shall be the pay to which he was entitled on such subsequent date.

4) The amount of subscription so fixed shall remain unchanged throughout the financial year. The subscription shall be deducted from the pay of the subscriber monthly and shall be credited to his account.
4. Nominations

1) A subscriber shall, as soon as may be possible after joining the fund, send to the Secretary of the Board, a nomination conferring of one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his death before that amount has become payable or having become payable has not been paid. Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of person or persons other than the member of his family.

2) If a subscriber nominates more than one person, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

3) The subscriber may at any time cancel a nomination by sending a notice to the Secretary along with a fresh nomination.

4) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Secretary.

5. Subscriber's Account

1) An account shall be prepared in the name of its subscriber and shall show the amount of his subscription with interest thereon calculated as prescribed in rule 6.

2) The Secretary shall cause to be maintained account relating to the fund showing the account for the time being at the credit of each subscriber and the general state of the fund, in such form as the Board may prescribe. After the end of every financial year, each subscriber shall be supplied with a Pass Book which shall show the amount for the time being at credit of the subscriber.

6. Interest

1) The Board shall pay to the credit of the account of a subscriber, interest at such rate as may be determined by the Board for each year which shall not be more than the interest earned on the investments made by the Board from the fund.

2) On the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year interest for twelve months;

i) On sums withdrawn during the current year-interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal;

ii) On all sums credited to the subscribers account after the last day of the preceding year interest from the date of deposit up to the end of the current year;

iii) The total amount of interest shall be rounded to the nearest whole rupee (Paisa 0 and above count as the next higher rupee;
3) In this rule the date of deposit in the case of a recovery from pay be deemed to be the first day of the month in which it is recovered and in the case of an amount forwarded by the subscriber shall be deemed to be first day of the month of receipt if it is received on or after the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.

4) The interest shall not be credited to the account of a subscriber if he informs the Secretary that he does not wish to receive it but if he subsequently asks for the interest, it shall be credited w.e.f. the first day of the year in which he asks for it.

7. Advance form. G.P.F.

1) A temporary advance may be granted to a subscriber from the amount. standing to his credit in the Fund at the direction of the Chairman subject to the following conditions:

   a) No advance shall be granted unless the Chairman is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following object or objects;

   i) To pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependant on him provided further that the loan will be granted on production of Medical Certificate from the authorized Medical Officer

   . Note: 1) A temporary advance may be granted to the subscriber for the performance of I Iajj.

   Note: 2) In cases falling under item (i) above, advance may be granted by the Chairman to pay debts incurred; provided an application is made within a reasonable time after the event to which it relates. What is a reasonable time will be determined on the merit of each case. Advances to pay debts incurred in cases falling under item (ii) and (iii) require the sanction of the Board.

   b) An advance shall, not except for special reasons to be recorded in writing by the Chairman;

   i) Exceed 3 month's pay or half the amount at the credit of the subscriber in the fund whichever is less:

   ii) Unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-clause

   (b)

   i) be granted until at least twelve months after the final re-payment of all previous advances together with interest thereon.

   2) An advance shall be recovered from the subscriber in such number of equal monthly installments as approved by the Chairman, but such number shall not be less than twelve unless the subscriber so elects or in any case more than twenty-four.

   3) The recovery shall be made by deduction from pay monthly and shall commendation the first occasion after the advance is made on which the subscriber draws pay for a full month.
4) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

5) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate fixed by the Board. Interest shall ordinarily be recovered in one installment in the month after complete repayment of the principal; but if the period of repayment exceeds 20 months, interest may, if the subscriber so desire, be recovered in two equal monthly installments. The amount of interest shall be rounded to the nearest rupee.

6 (i) An advance for the construction or purchase of a house for occupation by the subscriber himself or his family or for making addition to or alteration in an existing house owned by the subscriber, whether or not constructed or purchase with a House Building Advance, may granted to him from the amount standing to his credit in the Fund at the discretion of the Chairman subject to the following conditions:

a) The advance shall, in no case, 24 months’ pay of the subscriber or 80% of the amount at the credit of the subscriber in the fund, whichever is less.

b) Advance granted for the construction of house shall be paid in two equal installments.

c) If the first installment is not utilized for the purpose of construction of the house within eight months of its drawl, it shall be refunded unless the Chairman extends this period.

d) For the purpose of drawl of the 2nd installment the subscriber shall be required to give under his hand a certificate to the effect that he had actually utilized the first installment on the construction of the house.

e) The subscriber shall be dispose of the house constructed with an advance from the Fund unless the advance has been repaid or the subscriber retire-s from Board's service.

f) Recovery shall be made at 7% of the subscriber's pay commencing from the II and issue of pay after the first installment of the advance is drawn.

g) Advance out of G.P. Fund for extension alteration may be granted only on production of title of property / house.

ii) In case where a subscriber draws only a part of the house building advance from his G.P. Fund, the total of the house building advance obtained from the Board as loan and advance from GP. Fund, shall be limited to 24 month's pay of the subscriber. Recovery in such cases on account of advance from the Fund will commence immediate13, after the loan from the Board with interest accrued thereon has been fully paid.

iii) Interest on the above advance shall be recovered at the rate and in the manner prescribed under sub Rule (5) above.

7) The subscriber whose deposits in the Fund carry no interest shall not be required to pay interest on the advance granted to him from the Fund.
8. Payment towards insurance premium

The amount of subscription with interest thereon standing to the credit of a subscriber in the fund may be withdrawn for payment of insurance premium according to the rules of the Board for similar payment from the Contributory Provident Fund (Chapter 32).

9. Final withdrawal & accumulation in fund

1) When a subscriber quits the service of the Board, the amount standing to his credit in the fund shall, become payable to him provided that a subscriber who has been dismissed from the service and is subsequently re-instated in the service, shall if required to do so by the Board, re-pay any amount paid to him from the Fund with interest thereon at the rate prescribed by the Board. The amount so repaid shall be credited to his account in the Fund.

2) When a subscriber has proceeded on Leave Preparatory to Retirement, the amount standing to his credit in the Fund, upon application made by him in this behalf to the Secretary shall become payable to the subscriber.

3) On the death of a subscriber before the amount standing at his credit has become payable;

   i) When the subscriber leaves a family:

       a) If a nomination made by the subscriber in favour of a member or members of his family subsists the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in nomination.

       b) If no such nomination in favour of any member of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount of the part thereof to which the nomination does not relate as the case may be shall, notwithstanding any nomination proposing to be in favour of any person or persons other than a member or members of his family, shall become payable to the member of his family in equal shares subject to the conditions prescribed in the G. P. Fund Rules of the Provincial Government.

   ii) When the subscriber leaves no family and if a nomination made by him subsists, the amount standing to his credit in the Fund on the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

4) Any person who desires to claim payment under this rule shall send a written application in this behalf to the Secretary of the Board.

10. For the matters not provided for in these rules, the rules of the Punjab Government for the G. P. Fund may be followed.
CHAPTER 44

ADVANCE FROM MARRAIGE LOAN FUND

An advance for marriage may he granted by the Chairman to a confirmed employee subject to the following conditions:

1. Conditions.
   
   i) A certificate from two officers of the Board to the effect that the financial assistance is a bonafide requirement of the employee/s.
   
   ii) A copy of Nikkah Nama duly attested by an officer of the Board within a fortnight of the date of solemnization of marriage.
   
   iii) if the employee fails to submit the copy of Nikkah Nama, he will have to refund the amount without any reservation.

2. The advance will be admissible in the following manner: Amount
   
   a) Employee's own marriage 3 months pay.
   
   b) Marriage of real daughter/s Sister/s 3 months pay.
   
   c) marriage of real son and one dependant younger brother 2 months pay,

3. Application
   
   Application for the Advance must he made at least one month before the fixed date of marriage.

4. Mode of Recovery
   
   Advance shall be recovered from the borrower by compulsory deduction • from his pay / by monthly installments equal to one thirty sixth part of the total advance. "1.1w Chairman may as a special case reduce the number of installments if the borrower so applies.

5. Advance Refundable before Retirement.
   
   The remaining balance of advance of an employee who is likely to retire before the complete repayment of the loan, shall be recovered by an increase in the monthly installment in such a manner that the total recovery does not exceed 1/ i of the pay.

6. Interest.
   
   No interest shall be charged from the borrower.
CHAPTER 45
THE PUNJAB CIVIL SERVANTS
(EFFICIENCY AND DISCIPLINE)
RULES, 1975.
(The 12th March, 1975)

No. S.O.R.I. & GAD) 1-65/73 In exercise of the powers conferred by Section 23 of the
Punjab Civil Servants Act, 1974 the Governor of the Punjab is pleased to make the following
Rules, namely:

CHAPTER-I
PRELIMINARY

1. Short title, commencement and application :

1) These rules may be called the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975)
2) They shall come into force at once and apply to all Civil Servants except members of
such services and holders of such posts, as may be specified by Government.

2. Definitions:

1) In these rules, unless the context otherwise requires
a) accused means a Civil Servant against whom action is taken under these rules:
b) 'authority' means the Government or an officer or authority designated by it to
exercise the powers of the authority under these
c) "authorized officer" means an officer 'authorized or designated by Government to
perform the functions of an authorized officer under these Rules: Provided that
where in the case of a Civil Servant no authorized officer has been so authorized
or designated, the authority shall have power to appoint an officer to act as
authorized officer in that case'
d) "misconduct" means conduct prejudicial to good order or service discipline or
contrary to the West Pakistan Government Servants (Conduct) Rules, 1966, as
applicable to the Province of the Punjab or conduct unbecoming of an officer and
a gentleman and includes any action on the part of a Civil Servant to bring or
attempt to being political or other outside influence directly or indirectly to bear on
the governor, the Chief Minister, a minister, or any Government Officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of a Civil Servant; and

e) "Penalty" means a penalty, which may be imposed under these rules.

2) In case two or more civil servants are to be proceeded against jointly, the authority or, as the case may be, the authorised officer for the civil servant senior most in rank, shall be the authority or as the case may be, the authorised officer in respect of all such accused.

3) The various authorities empowered to award major punishment under the various Delegation of powers Rules, shall, in respect of civil servants to whom they are competent to award major punishment, exercise the powers of 'the authority' under these rules and the authorities empowered to award minor punishment under the said Delegation of powers Rules are, in respect of the civil servants to whom they are competent to award minor punishment authorised to exercise the powers of 'Authorised Officer' under these rules.

4) Words and expressions used but not defined shall bear the same meanings as they bear in the Punjab Civil Servants Act, 1974.
CHAPTER - II
PENALTIES

3. **Grounds for penalty:**

A civil servant, who ----

a) is inefficient or has ceased to be efficient; or

b) is guilty of misconduct; or

c) is corrupt, or may reasonably be considered corrupt because

i) he is, or any of his dependents or any other person through him or on his behalf, is in possession of pecuniary resources or of property disproportionate to his known sources of income, which he cannot reasonably account for or

ii) he has assumed a style of living beyond his *ostensible means*; or

d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorised person, and his retention in service is, prejudicial to national security; shall he liable to he proceeded against under these rules and one or more of the penalties hereinafter mentioned may be imposed on him.

4. **Penalties:**

1) The following are the minor and major penalties, namely -----

a) Minor Penalties:

i) Censure:

ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or order pertaining to the service or post;

iii) Stoppage for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar;

b) Major penalties:

i) reduction to a lower grade or post or time-scale or to a lower stage in a time-scale; (i-a) recovery of the whole or any part of any pecuniary loss caused to Government by negligence or breach of orders

ii) compulsory retirement;
iii) removal from service, and
iv) dismissal from service.

2) Removal from service does not, but dismissal from service does, disqualify for future employment.

3) In this rule, removal or dismissal from service does not include the discharge of a civil servant:
   a) appointed, on probation during the period of probation or in accordance with the probation or training rules applicable to him or.
   b) appointed, otherwise than under a contract to hold a temporary appointment, on the expiration of the period of appointment or
   c) engaged under a contract in accordance with the terms of the contract
CHAPTER III

INQUIRY AND IMPOSITION OF PENALTIES


1) If, on the basis of its own knowledge or information placed before it, the authority is of the opinion that there are sufficient grounds for proceeding against a civil servant, or where in a case in which Anti-Corruption Committee No. 1, as defined in the Punjab Anti-Corruption Establishment Rules, 1974, has decided to take departmental action, it shall direct the authorized officer to proceed against such civil servant.

2) Where no authorized officer stands designated in respect of the accused civil servant, the authority shall simultaneously appoint an officer senior in rank to the accused, to perform the functions of an authorised officer."

6. Procedure to be observed by the authorised officer

1) In a case where a civil servant is accused of subversion, corruption or misconduct, he may be placed under suspension by the authority, or with the prior approval of the authority, by the authorized officer, or he may be required by the authorized officer to proceed on leave.

Provided that the continuation of suspension, if ordered by the authorized officer, or grant of any extension in leave shall require the prior approval of the authority after every three months.

2) Within three days of the receipt of the direction from the authority under rule 5, or within such further period as may be allowed by the authority at the written request of the authorized officer, the authorized officer shall decide whether in the light of the facts of the case or in the interest of justice, an inquiry is necessary.

3) If the authorized officer decides that it is not necessary to have an inquiry conducted against the accused, he shall

a) inform the accused forthwith, by an order in writing, of the action proposed to be taken in regard to him and the grounds of the action; and

b) give him a reasonable opportunity of showing cause against that action within a period of fourteen days from the date of receipt of the order under clause (a): Provided that no such opportunity shall be given where, in the interest of security of Pakistan or any part thereof, it is not expedient to do so but before denying this opportunity, the authorized officer shall obtain the prior approval of the authority.

4) Within seven days of the receipt of the explanation, if any, of the accused, or within such further period as may be allowed by the authority at the written request of the authorized officer, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If, however the
authorized officer considers it to be a case for a major penalty, he shall forthwith forward the case to the authority alongwith the explanation of the accused and his own recommendations regarding the penalty to be imposed.

5) If under sub-rule (2) the authorized officer considers that an inquiry is necessary, he shall appoint an Inquiry Officer or an Inquiry Committee consisting of two or more persons who or one of whom shall be of a rank senior to that of the accused or if there are more than one accused, senior to all the accused.

6) Where an Inquiry Officer or an Inquiry Committee is appointed under sub-rule (5), the authorized officer shall simultaneously frame a charge and communicate it to the accused together with a statement of allegations explaining 'lie charge and other relevant circumstances which are proposed to he taken into consideration and require the accused, within a reasonable time which shall not be less than seven days or more than fourteen days 'from the day the charge has been communicated to him, to put in a written defence directly before the Inquiry Officer or the Inquiry Committee, as the case may be.

7) The authorized officer,. immediately after communicating the charge t, the accused .under- sub-rule (6) Shall forward such record or copies.

thereof and such other material as is necessary for the conduct 01 the inquiry to the Inquiry Officer of the Inquiry Committee, as the case may he.

PROCEDURE

7. Procedure to be observed by the Inquiry Officer or Inquiry Committee.

1) On receipt of the record and the explanation of the accused referred to in the preceding rule the Inquiry Officer or the Inquiry Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused, as may be considered necessary and where any witness is produced by one party, the other party shall he entitled to cross-examine that witness.

2) If the accused fails to furnish his explanation within the period specified, the Inquiry Officer or the Inquiry Committee, as the case may he shall proceed with the inquiry.

3) The Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given, except for reasons to be recorded in writing. However, every adjournment with reasons therefor, shall be reported forthwith to the authorized officer. Normally, no adjournment shall he for more than a week.

4) Where the Inquiry Officer or the Committee, as the case may he, is satisfied that the accused is hampering or attempting to hamper the progress of the enquiry, he or it shall administer a warning and if, thereafter, he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
5) If the accused absents himself from the enquiry on medical grounds he shall be deemed to have hampered or attempted to hamper the progress of the enquiry, unless medical leave, applied for by him, is sanctioned on the recommendations of a Medical Board. Where, in view of the serious condition of the accused, it may not be possible for him to appear before the Medical Board, the Board shall examine him at his residence of which complete address must always be given in the leave application and at which he must be available.

Provided that the authorized officer may, in his discretion, sanction medical leave upto seven days without the recommendation of the Medical Board.

6) The Inquiry Officer or the Inquiry Committee, as the case may be, shall complete the Inquiry proceedings a period of sixty days commencing from the last date of submission of the written defence by the accused and shall, within ten days of the expiry of the said period of sixty days or within such further period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

7 - A.

The Authorized Officer, on receipt of the report of the Inquiry Officer or Inquiry Committee, shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall after affording the accused an opportunity of showing cause against the action proposed pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority alongwith the charge sheet, a statement of allegations served on the accused, explanation of the accused, the finding of the Inquiry Officer or the Inquiry Committee, as the case may be and his own recommendations regarding the penalty to be imposed. In case it is proposed to drop the proceedings, the authorized officer shall submit the case with all relevant material / documents to the Authority for appropriate orders.

7 - B. Appearance of Counsel.

No party to any proceeding under these rules before the authority, the authorised officer, an inquiry officer, an inquiry committee or appellate authority shall he represented by a lawyer.

7 - C. Expeditious disposal of proceedings

1) In a case where the authorized officer decides not to have an inquiry conducted against the accused, the proceedings must be finalized by him within a period of forty five days from the date of receipt of the direction under rule 5 and a report to that effect submitted to the authority.

2) In a case where the authorized officer has appointed an inquiry Officer or Inquiry Committee, he should ensure that the entire proceedings are completed within a period of ninety days from the date of receipt of direction under rule 5 and shall submit a report thereof to the authority.
3) Where inquiry proceedings are not completed by the Inquiry Officer on the Inquiry Committee, as the case may be, within a period of forty five days of the date on which the accused puts in his written defense if any, the Inquiry Officer or the Inquiry Committee, as the case may be, shall report the position of the Inquiry to the authorized officer intimating the reasons why the inquiry could not be completed within that period and the approximate further time that is likely to be taken in the completion of the Inquiry and the authorized officer shall immediately cause the same to be produced before the authority.

4) The Authority on receipt of report under sub-rules (2) and (3) shall pass such orders for expeditious finalization of the proceedings as it may deem fit.

8. Action by the Authority:

In the case of any proceedings the record of which has been reported for orders under sub-rule (4) of rule 6 or rule 7-A the authority shall, after affording the accused an opportunity of being heard in person, pass such orders as it may deem fit.

9. Certain Rules not to apply in certain cases.

1) Where a civil servant is convicted of an offence involving moral turpitude which has led to a sentence of fine or imprisonment. He may, after being given a show cause notice be dismissed. Removed from service or reduced in rank without following the procedure laid down in rules 5,6,7, and 8.

2) Where the authority is satisfied, that for reasons to be recorded in writing, it is not reasonably practicable to give the accused civil servant an opportunity of showing cause it may impose any of the penalties under these rules without following the procedure laid down in rules 5,6,7, and 8.

10. Procedure of Inquiry against officers lent to other Governments, etc:

1) Where the service of a civil servant to whom these rules apply are lent to any other Government or to a local or other authority, the borrowing authority shall have the powers of authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules;

Provided that the borrowing authority shall forthwith inform the authority which has lent his services. Hereinafter in these rules referred to as the lending authority. Of the circumstances leading to the order of his suspension or the commencement of the proceeding, as the case may be:

Provided further that the borrowing authority shall obtain prior approval of the Government of the Punjab before taking any action under these rules against a civil servant holding a post in B.P.S:17 or above.

2) If, in the light of the findings in the proceedings taken against a civil servant in terms of sub-rule(1) above, the borrowing authority is of the opinion that any penalty should be imposed on him. It shall transmit to the lending Authority shall take action as prescribed in these rules.
3) Notwithstanding anything to the contrary contained in sub-rules (1) and (2) Government may, in respect of certain civil servants or categories of civil servants, authorize the borrowing authority to exercise all the powers of authority and authorized officer under these rules.

11. **Power to order Medical Examination as to mental or bodily infirmity:**

1) Where it is proposed to proceed against a civil servant on the ground of inefficiency by reason of infirmity of mind or body, the authority may, at any stage, whether or not an authorized officer has been directed to proceed against him, require the civil servant to undergo a medical examination by a Medical Board or a Medical Superintendent as the authority may direct and the report of the Board or the Medical Superintendent shall form part of the proceedings.

2) If a civil servant refuses to undergo such an examination. His refusal may, subject to the consideration of such grounds as he may give in support of it, be taken into consideration against him as showing that he had, reason to believe that the result of the examination would prove unfavorable to him.

12. **Powers of inquiry Officer and Inquiry Committee:**

1) For the purpose of an inquiry under these rules, the Inquiry Officer and the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure. 1908 (V of 1908), in respect of the following matters, namely:-
   a) Summoning and enforcing the attendance of any person and examining him on oath:
   b) Requiring the discovery and production of documents:
   c) Receiving evidence on affidavits; and
   d) Issuing commissions for the examination of witnesses or documents.

2) The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of Sections 193 and 228 of the Pakistan Penal Code (XIV of 1860)

**Chapter – IV**

**APPEALS, REVISION, ETC.**

13. **Appeal against penalty:**

   Any civil servant on whom a penalty has been imposed under these rules, except where the penalty has been imposed by the Government, may within 30 days from the date of the communication of the order, appeal to such authority as may be prescribed:

   Provided if the appellate authority is satisfied that there is sufficient ground for extending the time may entertain the appeal at any time.
14. Petition of appeal:

Every appeal preferred under these rules shall be made in the form of a petition, in writing and shall set forth concisely the grounds of objection to the order appealed from and shall not contain disrespectful or improper language and shall be filed with the authority which or the authorized officer who as the case may be, passed the original order. The authority or the authorized officer, receiving the appeal shall forward the same along with the comments within a fortnight to the appellate authority.

15. Determination of appeal:

1) The appellate authority shall cause notice to be given to the appellant and the authority or the authorized officer imposing penalty, of the time and place at which such appeal will be heard. The appellate authority shall send for the record of the case, if such record is not already with it. After perusing such record and hearing the appellant, if he appears, and the representative of the punishing authority if he appears appellate authority may, if it considers that there is no sufficient ground for interfering dismiss the appeal of may
   a) Reverse the finding and acquit the accused; or
   b) Order and direct that further or fresh inquiry be made or
   c) Alter the finding maintaining the penalty or with or without altering the finding. Reduce the penalty; or
   d) Subject to the provisions of sub-rule (2) enhance the penalty.
2) Where the appellate authority proposes to enhance the penalty, it shall ----
   i) By order, in writing, inform the accused of the action proposed to be taken and the grounds of the action: and
   ii) Given him a reasonable opportunity to show cause against the action.
3) In dealing with an appeal. The appellate authority if it thinks additional evidence to be necessary, may either take such evidence itself or direct it to be taken by the authorized officer and when such evidence has been taken the appellate authority shall thereupon proceed so dispose of the appeal.

16. Review and not appeal in certain cases:

Where the original order has been passed by the Government, no appeal shall lie, and instead a review petition shall lie to the Government and the Government may, in its discretion exercise any of the powers conferred on the appellate authority:

Provided that it shall not be necessary for the Government to afford the accrued an opportunity to be heard in person except where the Government proposes to increase the penalty, in which case he shall, by order in writing, inform the accused of the action proposed to be taken and the grounds of the action and give him a reasonable opportunity to show cause against that action.
17. No second appeal except in certain cases:

1) No appeal shall lie against any order made by the appellate authority except in case the appellate authority enhances the penalty.

2) In every case, in which the appellate authority enhances the penalty imposed by the authority or the authorized officer the accused may, within 30 days of the communication of the orders. Appeal to the authority next higher thereto:

   Provided if the second appellate authority is satisfied that there is sufficient ground for extending the time, it may entertain the appeal at any time.

3) The appeal shall be filed in the manner indicated in rule 14 and the second appellate authority shall determine the appeal in the manner provided for the first appellate authority and may exercise any of the powers conferred on the first appellate authority.

18. Revision:

1) The Government may call for and examine the record of any proceeding before any authority for the purpose of satisfying as to the correctness, legality or propriety of any finding. Penalty or order recorded or passed and as to the regularity of any proceeding of such authority.

2) On examining any record under this rule, the Govt. may direct the authority to make further inquiry into the charges of which the accused has been acquitted and discharged. And may in its discretion exercise any of the powers conferred on an appellate authority;

   Provided any order under this rule made prejudicial to the accused shall not be passed unless he has been given an opportunity to show cause against the proposed action:

   Provided further that an order imposing punishment shall not be revised suo moto or otherwise after the lapse of a period of three months from the date of its communication to the accused if no appeal is preferred.

3) No proceeding by way of revision shall be entertained at the instance of the accused who has a right of appeal under these rules and has not brought the appeal.
CHAPTER V

REPEAL

19. Repeal:

1) The West Pakistan government servants (Efficiency and Discipline) Rules, 1960, in their application to the civil servants to whom these rules apply, are hereby repealed.

2) Notwithstanding the repeal of the West Pakistan Government Servants (Efficiency and Discipline) Rules, 1960 hereinafter referred to in this sub-rule as the said rules…….
   i) Subject to the provisions of Chapter IV of these rules, any departmental inquiry or proceedings pending immediately before the coming into force of these rules, shall be completed and orders passed thereon as if the said rules had not been repealed, and
   ii) Any notification or instruction issued there under so far as they are not inconsistent with these rules, shall be deemed to have been issued under these rules.

4) Any person or authority. Or the successor of the same authorized to exercise powers by virtue of a delegation made by the Government from time to time subsisting immediately before the commencement of these rules, shall, to the extent of powers delegated and so far as is not inconsistent under these rules, be deemed to be an authority designated under these rules.
CHAPTER 46

BOARD EMPLOYEES BENEVOLENT FUND RULES

1. These Rules shall come into force with effect from 1st July, 1983.

2. Categories of Employees

   Category I: BPS 16 and above   (A Class employees)
   Category II: BPS 1 to 15   (B&C Class employees)

3. Rate of Monthly Contribution:

   1% of Basic Pay

4. Eligibility

   All whole time employees working against permanent posts who have completed at least two years

5. Management Committees:

   For Category I
   1) Chairman
   2) Secretary
   3) One employee in BPS-16
   4) One employee in BPS-17
   5) One employee in BPS-18

   The member sat S.No.3 to 5 above will be nominated by the Chairman.

   For Category II:
   1) Chairman
   2) Secretary
   3) One employee in BPS 1 to 4
   4) Two employees in BPS 5 to 10
   5) Two employees BPS 11 to 15

   The member sat S.No.3 to 5 above will be nominated by the Chairman.

6. Tenure:

   The tenure of the nominated members will be for a Calendar / Financial year.

7. Account:

   1) There shall be two separate Accounts one for “A” Class employees and the other for “B & C” Class employees, maintained with National Bank Board’s Campus in the name of Secretary.
2) The Board will allocate annual contribution as and when it is required.

8. Procedure for withdrawal of amount

The Secretary will sign the Cheques for the amount up to Rs. 5000/- and the Cheques above Rs. 5000/- will be signed jointly by the Chairman and the Secretary.

9.

The employees and the members of their families of category I and II will be eligible for aid in the circumstances and to the extent indicated below:

A- MONTHLY AID

If an employee is invalided or dies during services or the death occurs within 10 years after his retirement, he or his family as the case may be shall be entitled to a monthly grant at the following rates:

| BPS 1 to 5 | Rs. 350/- P.M |
| BPS 6 to 10 | Rs. 450/- P.M |
| BPS 11 to 15 | Rs. 500/- P.M |
| BPS 16 | Rs. 650/- P.M |
| BPS 17 | Rs. 700/- P.M |
| BPS 18 | Rs. 800/- P.M |
| BPS 19 | Rs. 900/- P.M |
| BPS 20 | Rs. 1000/- P.M |

Provided that:

i) The monthly grant shall be admissible for a period of 10 years in case if invalidation and death during services and

ii) In case death occurs after retirement, the monthly grant shall be admissible for the unexpired period of 10 years from the retirement.

B – FUNERAL GRANT

i) On the death of an employee RS. 1000/-

ii) On the death of a dependent member of the family of an employee. Provided that the application is made within 190 days of the death RS. 1000/-

C – MARRIAGE GRANT

i) To an in-service Board employee for two Daughters at the maximum Rs. 2500 for marriage of each daughter.

ii) To the deceased or in-validatted and Rs.5000/- for marriage of
Retired employee who dies within 10 years each daughter of the retirement.

D-EDUCATIONAL SCHOLARSHIPS

Primary level          Rs. 500/- PA for day scholars
Middle level           Rs. 500/- PA for day scholars
Matric level           Rs. 1000/- PA for day scholars
                      Rs. 2200/- PA for Hostel residents

F.A & Equivalent classes
Rs. 1000/- PA for day scholars
Rs. 2200/- PA for Hostel residents

B.A or Equivalent classes
Rs. 2000/- PA for day scholars
Rs. 3200/- PA for Hostel residents

M.A or Equivalent classes
Rs. 2000/- PA for day scholars
Rs. 3200/- PA for Hostel residents

i) In case of an in-service employee scholarship will be admissible for only one child for post matric classes.

ii) In case of death or invalidation during service and if death occurs within 10 years after retirement, Scholarship will be admissible up to three children from Primary level till they complete their education; and

iii) In case of children of in-service employees, the minimum marks obtained will be 45% in the respective examinations.

Note: The amount of scholarship will be determined by the Management Committee.

APPENDIX

RATES OF REMUNERATION FOR BOARD ASSIGNMENTS
(Effective from AUTMN 1991 and ONWARD Exams)

A. SUPERVISORY STAFF

<table>
<thead>
<tr>
<th>Category</th>
<th>Remuneration</th>
<th>Rates Recommendation</th>
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<tbody>
<tr>
<td>1. Superintendent Examination Center</td>
<td></td>
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<tr>
<td>(Local / Mofussil Conveyance)</td>
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<tr>
<td>Faisalabad Local</td>
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<tr>
<td>Double-session Rs 50/- Single Session Rs. 35/- Other than Faisalabad Double session 30/- single session 15/-</td>
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</table>

2. Deputy Superintendent | | |

i) Rs. 35/- for one session.
(local and Mofussil Centers) ii) Rs. 50/- for two sessions on The same day inclusive conveyance allowance. iii) T.A / D.A at Government rates. Also entitled to draw remuneration for one preparatory day.

3. Invigilator. (local mafussil) i) Rs. 30/- for one session. ii) Rs. 40 /- for two sessions on the same day.

NOTE:- i) T.A /D.A will be paid to the Superintendent / Deputy Superintendent and Invigilators for journey days to reach the examination centre and back to their respective institution. ii) D.A will be paid to the Superintendent and Deputy Superintendent for the whole duration of the examination and the Invigilators for working days only.

4. Distributing Superintendent Rs. 25/- in addition to the Conveyance Allowance per day for collection of collection of question papers from the Bank.

B. SUBORDINATE STAFF & SUNDRIES

1. Chowkidar for the Centre Rs. 15/- per day

2. Chowkidar for safe-custody of question papers where there is no Bank. Rs. 30/- per day.

3. Waterman / Water Woman Rs. 30/- per day.

4. Sweeper Rs. 15/- per day.

5. Daftari (wages for stitching and sealing packets). Rs. 15/- per day of examination

6. Seating Arrangements Rs. 200/- for L.S.

7. Typing Plan Rs. 50/- L.S Subject to report of Resident Inspector.

8. Stationery for the personal use of the Superintendent, Rs.150/- Deputy Superintendent at the centre, and Stationery to be used at Examination Centre.

9. Drawing Master for arrangement of Drawing Model in the S.S.C Examination Rs. 50/- L.S

10. Amanuensis. Rs. 30/- per paper.

C. INSPECTORS OF EXAMINATION CENTRES

1. Resident Inspector Rs. 1200/- L.S

2. Centre Inspector. i) Rs. 100/- local
ii) T.A / D.A or T.A + Rs. 30/- per day other than Faisalabad.

3. Mobile Squad Inspector
   Rs. 100/- per day for local.

   A member of the Board will be paid Rs. 100/- Conveyance Allowance, for inspecting local Examination Centers and T.A. / D.A for Mofussil Centers.

D. PAPERS SETTER / MODEL PAPER SETTER

b. Theory
   1) Secondary School Examination
      Rs. 350/- per paper without translation
   2) Intermediate
      ---do---
   3) Fazil
      ---do---
   4) Alim S.S.C. Inter
      Rs. 400/- per paper with translation
   5) Adib
      ---do---

   c. Practical / Oral Examinations
      1. S.S.C / Intermediate
         i) Rs. 150/- for setting first with translation
         ii) Rs. 125/- for setting each subsequent paper.
      2. Fazil-eArabic (Oral)
         i) Rs. 150/- for setting first paper with Translation.
         ii) Rs. 125/- for setting each subsequent paper with translation.

E. EXAMINERS

   125/- without translation

   a. Sub-Examiners (Theory)
      100/- for each subsequent
      1. S.S.C. Examination
         Rs 400 per A. Book.
      2. Intermediate Examination
         Rs. 500 per A/ book
      3. Fazil Examination
         Rs. 500 per A/ Book
      4. Alim Examination
         Rs. 400 per A / book
      5. Adib Examination
         Rs. 400 per A / book

   b. Single Examiner
      Minimum Note: If less than
      1. S.S.C Examination
         Rs. 100/- 25 scripts in case
      2. Intermediate Examination
         Rs. 150/- of S.S.C / Alim / /
      3. Fazil
         Rs. 150/- Adib and less than
      4. Alim
         Rs. 100/- 30 scripts in case
      5. Adib
         Rs. 100 of inter / Fazil
6. Examiner of a Thesis is Fazil Rs. 100 per thesis He will
7. Translator (for translating a passage) Rs 100/- be paid minimum

c. Contingent Expenses to Sub Examiner

  i) Sub-Examiners belonging to a place other than that of the Head Examiner. Rs.100/- lump sum.
  ii) Sub-Examiners residing in the same town of the Head Examiner Rs. 50/- lump sum

F. HEAD EXAMINERS.

i) For supervising the work of sub-Examiners. i) Rs. 50 oer syb-Examiner.
Sub-Examiners.

ii) For re-examining at least 10% of the answer books submitted by each sub-Examiner and 10% including test installment in case of centralized marking ii) As for Sub-Examiner per Answer book.

iii) For examining A / book marked as Test Installment (15 A / Book for each examiner).

iv) Clerical Assistance Rs. 20/- per Sub-Examiner.

v) Contingent Expenses on cartage, ordinary postage, stationery, cloth for packing and allowance to servant.

vi. Assistant to Head Examiner

b) Secondary School Rs. 300/- per thousand Answer Book

c) Intermediate Rs. 300/- per thousand Answer Book

d) Languages Rs. 40/- per thousand answer books.

G. EXAMINERS FOR SCIENCE
(Practical and Oral Exams).

i) Secondary School Rs.3/- per candidate

ii) Intermediate. Rs. 5/- per candidate for total number of candidates allotted.

iii) Congungency Rs. 50/- or according to original postal receipts

iv) Conveyance Rs.100/- (For Mofussil).
40/- per day (local examines & T.A / D.A (For Mofussil).
v) Oral Examination. Rs. 3/- per candidate
vi) Contingent expenses for Sub-Examiners residing at places other than that of the Head Examiner. Rs. 100/- lump sum or 50/- L.S for local

vii) Oral Exams
1) Secondary School Minimum Fee for Practical / Rs. 100/- per session
2) Intermediate Rs. 150/- L.S
3) Oral Examination Rs. 40/-

H. PRACTICAL HEAD EXAMINERS
i) For supervising the work of Sub-Examiners Rs. 250/-
ii) For examining 10% of A / books Same fee per candidate as Examined by each Sub-examiner and 10% paid to the sub-examiner Including test instalment in case of centralized Marking.

I. RATES OF CONTINGENT EXPENSES FOR PRACTICAL EXAM (LABORATORY CHARGES)

1) S.S.C Examination
   i) Payment for chemical consumed and breakage. Rs. 3.50 per candidate.
   ii) Laboratory Assistant Rs. 30/- per day
   iii) Laboratory Attendant Rs. 15/- per day

2) Intermediate Examination (Contingent Expenses)
   i) Chemistry Rs 10/- per candidate
   ii) Physics Rs 4/- per candidate
   iii) Biology Rs. 10/- per candidate
   iv) Geography Rs. 4/- per candidate
   v) Health & Physical Education Rs. 2/- per candidate
   vi) Nursing Rs. 2/- per candidate
   vii) Psychology Rs. 4/- per candidate

3) LABORATORY ASSISTANT
   i) Chemistry / Biology / physics Rs. 3/- per candidate
   ii) Physics Rs. 3/- per candidate
   iii) Botany / Zoology / Biology Rs. 3/- per candidate
   iv) Outlines of Home Economics Rs.2/- per candidate
   v) Health & Physical Education Rs. 2/- per candidate
   vi) Nursing / Geography Rs. 10/- per candidate
   vii) Fine Art/Psychology Rs. 2/- per candidate

4. ASSISTANT TO PRACTICAL EXAMINER
   i) For B.A / B.Sc. , M.A / M.Sc. Rs 10 for one session.
ii) For others

Rs. 15/- for two session in the same day.
Rs. 5/- per session. Rs. 8/- for two sessions in the same day.

NOTE:- One Waterman at the rate of Rs. 5/- and one Sweeper at the rate of Rs. 2/- per day for each Laboratory.

J. MEMBERS OF DISCIPLINE / APPELLATE COMMITTEE

i) Local Members
Rs 100/- per Meeting (per member)

ii) Mofussil
T.A / D.A

K. REMUNERATION TO MEMBERS OF INSPECTION COMMITTEE FOR RECOGNITION

i) School
Rs. 50/- + T.A. (No D.A)

ii) College
Rs. 60/- + (T.A. / No D.A)

NOTE:- A member of the Board will be paid T.A. / D.A for Inspection of Schools or College for recognition For inspection of local institutions, he will be paid Rs. 100/- only

L. SECRECY OFFICERS

i) Secondary School / Intermediate / Languages Examinations. For
Rs. 100/- per thousand scripts and Rs. 450/- per thousand scripts (with factious Roll Nos.

ii) Chief Secrecy Officer / Secrecy Officer

iii) Decoding of fictitious Roll No.

M. EXTERNAL TABULATORS, SCRUTINEERS ETC.

i) External Tabulators
Rs.50/- per hundred candidates including checking of result intimidation and certificates

ii) Scrutinizers (Special) 15/- per visit (at least 10 Roll Numbers). Rs.22/- per hundred fictitious Roll Numbers.
iii) Certificate Checkers Rs. 15/- per hundred Roll numbers checked
iv) Result Card Checkers. Rs 7/- per hundred
v) Special Checkers:-
   a) S.S.C & Inter Examination Rs. 80/- per thousand Answer Books.
   b) Language Exams Rs. 40/- per thousand Answer Books.

N. SOCIAL AND CULTURAL ACTIVITIES
i) Paper setter for Science quiz Rs 300/-
ii) Local Member Rs 40/- honorarium
iii) Local Judge Rs. 40/- honorarium
iv) Local Stage Secretary Rs. 40/- honorarium

O. DISTRIBUTING OFFICERS
i) At places where distributing officer / inspector is independently appointed Rs. 75/- Rs. 50/-
ii) At places where one of the Superintendents is assigned the duty of distributing of Superintendent. Rs. 25/- per day.
NOTIFICATION NO.02
Dated 21 - 2 – 1993

Secondary School Examination

The Secondary School Certificate Examination shall be held on the dates to be fixed by Board.

Candidate failing in one subject shall be eligible in the Supplementary Examination.

Explanation

There shall be Supplementary Examination for those candidate who fail in two subjects in the Annual Examination in 1993 and one subject in 1994 and onward.

Intermediate Examination

The Intermediate Examination shall be held annually on the dates to be fixed by Board.

Candidate failing in one subject in the Annual Examination shall be eligible in the Supplementary Examination.

Explanation

There shall be Supplementary Examination for those candidates who fail in two subjects in the Annual Examination in 1993 and one subject in 1994 and onward.

Languages Examination

The Languages Examination shall be held annually on the dates to be fixed by Board.

Candidate failing in one subject/paper in the Annual Examination shall be eligible to appear in the Supplementary Examination.

Explanation

There shall be Supplementary Examination for those candidates who fail in two subjects/papers in the Annual Examination in 1993 and one subject/paper in the Annual Examination in 1993 and one subject/paper in 1994 and onward.

To qualify for the grant of Adib. Alim/Fazil Certificates, a candidate must pass in all the subjects/papers.
# CHAPTER 1

**RULES: 1, 8 (1) (2) (4)**

**SECONDARY SCHOOLS EXAMINATION**

<table>
<thead>
<tr>
<th>EXISTING</th>
<th>AMENDED</th>
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<tbody>
<tr>
<td><strong>1. i)</strong> The Secondary School Examination shall be held bi-annually, i.e. in the Spring and Autumn, On such dates and at such places as may be fixed by the Board, and shall be open to regular as well as private candidates. The nomenclature for the bi-annual examinations shall be as under.</td>
<td>The Secondary School Examination shall be held annually beginning in the month of March on the dates to be fixed by the Board every year.</td>
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<tr>
<td>2. Secondary Scholl (Spring) Examination.</td>
<td><strong>Note:-</strong></td>
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<tr>
<td>3. Secondary Scholl (Autumn) Examination.</td>
<td>They Secondary School Supplementary Examination shall be open to those candidates who fail to qualify in the Annual Secondary School Certificate Examination on account of their failure in any one/two subject/s in which they failed in the Annual Examination of the same year.</td>
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<tr>
<td>8. <strong>i)</strong> To qualify for the grant of Secondary School Certificate a candidate shall be provided with a maximum of three consecutive examination opportunities in case he/she qualifies at least four subjects in the first attempt.</td>
<td>To qualify for the grant of the Secondary School Certificate. The candidate must pass in all the eight subjects. He / she shall be provided two (Annual / Supplementary) examination opportunities in case he/she qualifies at least six subjects in Annual Examination 1993 and seven subjects in Annual examination 1994 and thereafter.</td>
</tr>
<tr>
<td>8. <strong>ii)</strong> A candidate who fails to qualify the examination in the first attempt and is allowed to reappear in the failing subjects under sub-rule (i) above,, after qualifying the examination shall granted a certificate of having passed the examination ‘in parts’.</td>
<td>A candidate who fails to qualify the examination in Annual Examination and is allowed to reappear in the failing subjects shall be given one chance in the Supplementary Examination of the same year to clear the subjects in which he/she fails in the Annual Examination and after qualifying the Examination shall be granted a Certificate of having passed the examination ‘in parts’.</td>
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<tr>
<td>8.iv) A candidate who fails to qualify the examination in three attempts may repeat the examination as a fresh candidate.</td>
<td>A candidate who fails to qualify the examination in failing subjects in the Supplementary Examination as a whole in the forthcoming Annual Examination</td>
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CHAPTER 2

RULES: 1, 10 (1) (2) (3) (4)

INTERMEDIATE EXAMINATION

<table>
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<th>EXISTING</th>
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| 1. i) The intermediate Examination shall be held biannually, i.e. in the Spring and Autumn, on such places as may be open to regular as well as private candidates. The nomenclature examinations for the bi-annual examination shall be as under
   1. Intermediate (Spring) Examination.
   2. Intermediate (Autumn) Examination.
| The Intermediate Examination shall be held annually beginning on the dates to be fixed by Board every year. The Intermediate Annual Examination shall be open to a student who has passed at least two years previously the Secondary School Certificate Examination or any other examination recognized as equivalent of the aforesaid examination. |
| 10. i) To qualify for the grant of Intermediate Certificate a candidate shall be provided with a maximum of three consecutive examination opportunities in case he/she qualifies at least in the subjects carrying 600 marks in the first attempt. |
| Note: Intermediate Supplementary Examination shall be open to those candidates who appeared in the Annual Examination but failed in tow/one subject/s and have been given one chance in the (Supplementary) examination, of the same year to clear the subject/s in which they failed in the Annual Examination. |
| 10. ii) A candidate who fails to qualify the examination in the first attempt and is allowed to reappear in the failing subjects under sub-rule 6 (i) above, after qualifying the examination shall be granted a certificate of having passed the examination ‘in parts’. |
| A candidate who fails to qualify the examination in Annual Examination and is allowed to reappear to the failing subjects in the Supplementary Examination, shall be given only one chance in the Supplementary Examination to clear the subject and shall be granted a certificate of having passed the examination ‘in parts’. |
| 10. iii) No additional examination opportunities shall be provided in lieu of an opportunity missed for any reason. |
| A candidate who fails to qualify the examination in three attempts may repeat the examination as a fresh candidate. |
| A candidate who fails to qualify the examination by appearing in failing subject/s in the Supplementary Examination shall have to repeat the examination as a whole in the following Annual Examination. |
**CHAPTER 3**

**RULES: 1, 5 (4)**

**ABID, ALIM & FAZIL EXAMINATION**

<table>
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<tr>
<th>EXISTING</th>
<th>AMENDED</th>
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<tr>
<td>1. To qualify for the grant of the Adib. Alim or Fazil Certificate/Diploma, a candidate shall be provided with a maximum of four examination opportunities within a period of 21 months.</td>
<td></td>
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<tr>
<td>5.iv) A candidate who fails to in four attempts, may repeat the examination as a fresh candidate.</td>
<td>To qualify for the grant of the adib. Alim or Fazil Certificate/Diploma, a candidate shall be provided with a maximum of two i.e. Annual/Supplementary Examination opportunities in the same year, only those candidate will be eligible to appear in the Supplementary Examination who will fail only in two papers in the Annual Examination.</td>
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<td></td>
<td>A candidate who fails to quify the examination i.e. Annual/Supplementary Examination may repeat the Examination as whole, as fresh candidate, appearing in all the subjects fresh in the forthcoming Annual Examination.</td>
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**CHAPTER 1, 2, 3**

**RULES: 12(40, 13 (1), (10)**

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<tr>
<th>EXISTING</th>
<th>AMENDED</th>
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<tbody>
<tr>
<td>A candidate who fails to qualify for the grant of Secondary School or for eligibility for admission to Intermediate Educational, for want of not more than nine marks, shall be given the benefit of the requisite number of marks, shall be given the benefit of the requisite number of marks (not being more than nine) so as to enable him just to qualify for the grant of the Certificate or eligibility for admission to Intermediate Education, as the case may be provided that these marks shall not be physically added to the marks obtained by the candidate in the subject/s paper in which he had failed, or in the aggregate, but the marks actually obtained by him in such subjects/papers will be included in the aggregate, and a note to this effect will be given on the Certificate.</td>
<td>Abolished.</td>
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