



BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

CONTROLLER OF EXAMINATIONS

042-99200033-34

Email: controllerbiselahore2019@gmail.com

No: 71 = -CE/P

Dated: 05.04.2025

1. **The worthy Director of Education (Colleges)**
Lahore Division, Lahore
2. **The worthy Chief Executive Officers (Education)**
District Education Authority
Lahore/Kasur/Sheikhupura & Nankana Sahib
3. **The Deputy Directors (Colleges)**
Lahore/Kasur/Sheikhupura & Nankana Sahib

Subject: **DIRECTIONS FOR PRACTICAL EXAMINERS FOR MATRIC & INTERMEDIATE EXAMINATIONS, 2025 AND ONWARDS FOR ALL EXAMINATIONS (SSC & HSSC)**

Apropos the directions of the worthy Commissioner Lahore Division / Chairman, Board of Intermediate & Secondary Education, Lahore, on the subject referred to supra.

2. I am directed by the Chairman-BISE / worthy Commissioner, Lahore Division to intimate that all the Appointed Practical Examiners may be sensitized and communicated the following directions to be followed by all meticulously and in true letter and spirit as breach of any direction shall tantamount misconduct and departmental action may be initiated against those found in violating the same besides disqualification from BISE all duties:

- (a) The directions issued regarding punching / tearing of all the Practical Note Books must be adhered to in true letter and spirit in the light of the directions issued by the BISE vide No.09004/COE/PRACTICALS Dated 09-04-2024 are attached as (ANNEXU RE-A).
- (b) The RIs must ensure that the Practical Examiners do not have the cell phones with them as they must be in the personal custody of the Resident Inspectors / Heads of the institution.
- (c) No visiting officer is allowed to take his mobile phone in the Laboratories where the practicals are being conducted. The phones must be handed over to the RIs or be placed in their vehicles, they must take the reports on note books and then enter data in the phones after coming out of the laboratories.
- (d) No RI is allowed to remain in the laboratory or send any unauthorized person/officer/official in the laboratories except the ones duly appointed by them from their staff to assist the Practical Examiners.
- (e) If any Practical Examiner, or Lab Attendant/Attendants sent by the Resident Inspector is found involved in helping any candidate to solve the practicals or theory portion, the same shall entail immediate suspension and action in the light of the Provisions of PEEDA ACT 2006 by the worthy Competent Authorities.

- (f) The RIs must appoint only officials of integrity and honesty and helpers for the Practical Examiners in the light of the direction letter issued by the BISE vide NO.1405-A/Grade-I directions, Dated 14-05-2024 (**Annexure-B**).
- (g) If any Practical Examiner after scanning the packets is found having cell phone in his custody and in on mode or off mode, a very strict action shall be taken against him/her and his/her duty may be cancelled with permanent debarring from performing any BISE duty in future.
- (h) No unauthorized person shall be allowed to roam about in the institutions especially near the Laboratories where the practicals are being conducted and inside the Laboratories otherwise the concerned RI and the Practical Examiners both shall personally be responsible for any adverse action against them by their Competent Authorities.
- (i) If during the inspection by the BISE appointed officers/squads, any Practical Examiner or Lab Attendant is found having Roll Nos of any candidate in his pocket, note book, documents or mobile phones, immediate removal from duty shall follow along with suspension as well.
- (j) If any RI of the privately managed registered and affiliated institutions will be found in using unfair means, assisting any candidate or providing any illegal aid to any candidate or found requesting or managing the Practical Examiners, he/she shall be removed from the duty of RI and the laboratory of the Privately managed recognized institution shall be blacklisted for all future BISE examinations and Practical. Action in the light of BISE affiliation rules and Registration rules shall also be initiated as per rules.
- (k) Only the handwritten and self prepared practical note books shall be awarded marks as per BISE rules.
- (l) The essential equipment as enlisted in the above referred letters be made available and arranged in a good manner for ready provision to the candidates during exam.
- (m) Practical exams are an essential part of examinations so the Institutions be instructed to guide the students in this regard properly well before the commencement of examinations.
- (n) The candidates are required to perform practical by himself/herself without any help as per questions put in the BISE practical question paper.
- (o) Practical exams shall be monitored strictly and no teacher or helper shall be allowed to be present in the labs at all.
- (p) UMC shall be registered against the candidates found guilty of cheating from practical notebooks or any source/material.
- (q) All the candidates are required to prepare practical notebooks in their own handwriting and the science teachers shall certify the same on the title page of the practical note book. No market prepared practical notebook shall be acceptable, if any candidates found possessing such ready-mode notebook, **UMC under section 3(a) (viii) of the Punjab University and Board of Intermediate & Secondary Education malpractices ACT, 1950 as amended in 1999 shall be registered.**
- (r) No lab examiner, lab attendant or any other person is allowed to collect the notebooks from the candidate for illegal motives/ to sale in the market directly or indirectly, FIR against such culprits shall be registered under anti-corruption laws.



3. You are therefore requested kindly to bring the above instructions into the notice of the Resident Inspectors of the Practical Laboratories, Practical Examiners and the Lab Attendants through the Principals/Heads/DDOs of the Institutions where the Laboratories have been established by the BISE, Lahore.


(MUHAMMAD ZAHID MIAN)
Controller of Examinations

CC:

1. PS to Secretary, Higher Education Department, Punjab
2. PS to Special Secretary, Higher Education Department, Punjab
3. PS to Secretary, School Education Department, Punjab
4. PS to Additional Secretary (Boards), Higher Education Department, Punjab
5. Director (Monitoring), School Education Department, Punjab with the request kindly to transmit the instant instructions to all lower formation for strict implementation
6. PS to Chairman, BISE, Lahore
7. Deputy Secretary (Boards), Higher Education Department, Punjab
8. Section Officer (Boards), Higher Education Department, Punjab
9. The Computer Incharge for uploading on BISE website
10. Incharge Practical Section with the instructions to communicate the instant directions to all the RIs and Practical Examiners for meticulous compliance.
11. The PRO for wider publicity of the instructions through Facebook & Media.
12. Mr. Sadi Ahmad, Staff Member of Controller Office for posting in all WhatsApp Groups.
13. Office Order file-2024



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
86-MOZAND ROAD, LAHORE.**

URGENT/OUT TODAY

1. The Chief Executive Officers (Lahore, Kasur, Nankana & Sheikhpura).
2. The Deputy Director Colleges (Lahore, Kasur, Nankana & Sheikhpura).
3. The Principals of all Govt. Graduate & Associate (Male & Female) Colleges Lahore Division, Lahore.
4. The Principals/Head Masters/Headmistresses of all Govt. Schools Lahore Division, Lahore.
5. All the Principals/Headmasters/Headmistresses and Executives of the Recognized/Affiliated Institutions Lahore Division.

No 0904 /COE/PRACTICALS.

Dated:09-04-2024.

CIRCULAR

I am directed by the worthy Chairman, Board of Intermediate and Secondary Education, Lahore/Commissioner Lahore Division, Lahore, to bring into your kind notice that in the light of the Form No.SE/C-27, Board of Intermediate and Secondary Education Lahore Instructions for the Oral and Practical Examiners Secondary School and Intermediate & other Practical Examinations Vide Provision No 8 & Provision No.4 of the Chart, wherein it has specifically been emphasized that:

"8.It is mandatory for the Practical examiners that after the checking/evaluating the Practical Note Book of the candidates, it must be punched or torn and the examiner must satisfy himself that the Practical torn/punched note book has been returned to the candidate as some time the Laboratory staff or other people make the examiner sure that they will return the note book to the candidate whereas actually instead of returning the note book back to the candidates, the note book is sold away."

"4.After checking/evaluating the Practical Note Book of every candidate, punch/tear it immediately and return it back to the candidates".

2. It is therefore reiterated that if during the checking and inspection of the Practical Examination Centres w.e.f 16th of April, 2024 onwards by the visiting teams, Chairman Squad, Mobile Inspectors and other officers, it is found that the Practical note books are found in the premises of the laboratory or around in their original shape without punching/torn condition, strict action will be taken against the ones

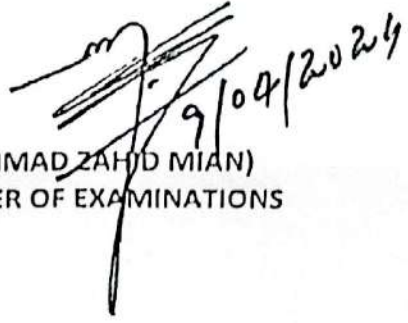
INTERMEDIATE AND SECONDARY EDUCATION

from whom such practical note books shall be recovered. Furthermore, permanent disqualification shall follow against all involved in the malpractice, the Practical Examiner or any other staff of the Schools/Colleges/Institutions.

3. The Practical Note Books that are not punched or torn are sold away in the markets and the candidates tend to buy the same for their purpose which kills the creativity and practical work tendency among the candidates that ultimately make the candidates/students work shirker which is not warranted at all.

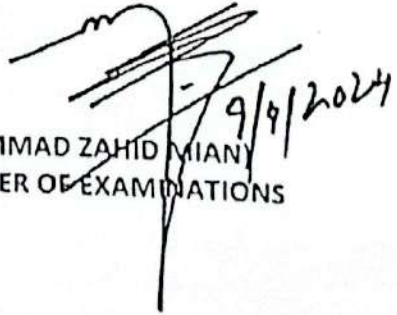
4. To nip the menace in the bud, it is reiterated that the Practical Examiners must invariably punch/tear the Practical Note Books to keep the instinct of creativity and industrious nature of the students/candidates intact and alive for the academic excellence.

5. It is therefore requested kindly to bring the above instructions of the Competent Authority/Chairman BISE Lahore into the notice of all lower formations and the worthy teachers for meticulous and in time compliance please.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. The PS to Secretary, Higher Education Department, Govt. of the Punjab.
2. The PS to Additional Secretary (Boards), Higher Education Department, Govt. of the Punjab.
3. The PS to Chairman-BISE/Commissioner Lahore Division Lahore.
4. The Section Officer (Boards), Higher Education Department, Govt. of the Punjab.
5. The PS to Secretary, BISE, Lahore.
6. All Branch Officers/Officials concerned of the BISE Lahore.
7. The PS to Controller of Examinations with the direction to get the circular noted by all branch officers and other officers concerned and keep record of the same for future use.
8. The Office Order File.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
86-MOZANG ROAD, LAHORE.**

1. All the Chief Executive Officers (Education), Lahore, Kasur, Nankana & Sheikhpura.
2. All the Deputy Directors of Education (Colleges), Kasur, Lahore, Nankana & Sheikhpura.
3. All Resident Inspectors (RI)/Heads of Institutions Lahore Division, Lahore.

Memo No.1405-A/Grade-I directions

Dated: 14-05-2024.

Subject: **ASSIGNMENT OF BISE DUTIES TO GRADE I OFFICIALS (MALIS, CHOWKIDARS, LAB ATTENDANTS, BAILDARS, NAIB QASIDS ETC)**

Apropos the surprise inspection visit by the undersigned at Govt. High School, Harbanspura, Lahore, on 13-05-2024 on the subject noted.

2. During the subject inspection visit by the undersigned and the Controller squad, it was noted that a chowkidar was invigilating the Chemistry Practical Examination and a Naib Qasid was deputed to serve cold water to the candidates attempting the Theory Paper of Chemistry at the School. Both the officials were deputed by the Resident Inspector at the School as per the mandatory requirements of the BISE.

3. However, it was noted with grave concern that both the officials Grade-I were found involved in malpractices, corruption and misconduct (**confessional videos are attached**) for which both of them have been recommended to be suspended with imposition of PEEDA ACT 2006 on both of them to the CEO Lahore. (**Copies Attached**).

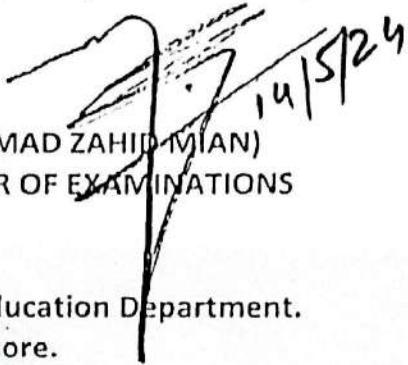
4. The Practical Examiner was removed with entry of his BISE ID into the Red Box, the RI was also removed for assigning duties to the corrupt officials and the Superintendent and the Deputy Superintendent of the Centre were also removed for failing to stop the on-going corruption in the centre.

5. Foregoing in view it is therefore requested that the Resident Inspectors must depute only those **officials Grade-I**, for the service to the candidates for serving them cold water, cleanliness of the rooms/halls, for assisting the Practical Examiners for the conduct of practicals and assistance to the Supervisors at the Marking Centres as per BISE rules/instructions, who are honest, dedicated, committed and persons of strong integrity as the corrupt elements indulge themselves in malpractices which render the quality of the

conduct of examination, practicals and evaluation under the shadow of doubts and apprehensions of many kinds.

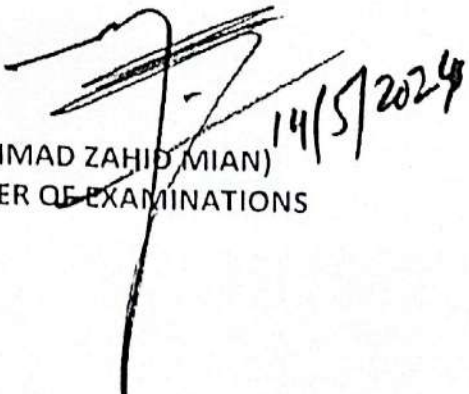
6 You are therefore requested to disseminate the above directions to all the concerned officials and always depute only those officials Grade-I who are honest, dedicated, committed and persons of integrity to strengthen the plea of the BISE for smooth, transparent and fair conduct of all Examinations please.

7. In case of the deputation of the corrupt elements in such duties of the BISE and the same are found and detected too while inspection visits of the centres, the concerned Resident Inspectors shall be held personally responsible and appropriate departmental action shall immediately be recommended against them to their Appointing and Competent Authority without any exception in future.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. The PS to Secretary to Government of the Punjab, Higher Education Department.
2. The PS to Chairman-BISE/Commissioner Lahore Division Lahore.
3. The Additional Secretary (Boards) Higher Education Department.
4. The Section Officer (Boards) Higher Education Department.
5. The Deputy Controller (Conduct) BISE, Lahore.
- ✓ 6. PA to Controller of Examinations, BISE Lahore for collection and consolidation on daily basis.
7. Mr. Shahbaz Shameen Qureshi with the direction to collect and consolidate the absentees list on daily basis in collaboration with PA to Controller for action on daily basis.
8. Mr. Sadi Ahmed, Personal Staff to Controller for posting in all Superintendents and Deputy Superintendents Whatsapp groups (Male and Female)
9. The Office Order File.


(MUHAMMAD ZAHID MIAN)
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