



## BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

Controller of Examinations

042-99200033-34

Email: controllerbiselahore2019@gmail.com

No: 85 CE/P

Dated: 17.03.2025

THE ASSISTANT CONTROLLER (SECRECY)  
BISE, LAHORE

Subject: **SPECIAL AND EMERGENT INSTRUCTIONS REGARDING MARKING OF SSC (1<sup>ST</sup> ANNUAL) EXAMINATION, 2025 AND ALL EXAMINATIONS TO COMMENCE IN FUTURE TOO**

The marking of the answer-scripts of the Secondary School Certificate (1<sup>st</sup> Annual) Examination, 2025 has begun at all marking centres established within the jurisdiction of BISE, Lahore, i.e. Districts Lahore, Kasur, Sheikhpura and Nankana Sahib.

2. I am directed by the worthy Commissioner, Lahore Division / Chairman, BISE, Lahore to reiterate the Instructions/Guidlines/SOPs that were already communicated vide No.157-COE, dated 14.04.2024, No.2605-B/6<sup>th</sup> Floor Marking, dated 26.04.2024, No.0505-A/COE/MARKING, dated 05.05.2024, No.2205/COE/MARKING, dated 22.05.2024 and No.0107/COE/BUNDLES, dated 02.07.2024 (copies attached) regarding smooth and transparent functioning of the marking centres and for strict and meticulous compliance by all the concerned by all means. Failure to follow the above instructions will result in strict action under BISE Rules.

  
(MUHAMMAD ZAHID MIAN)  
Controller of Examinations

**Transmission:**

- i. PS to Secretary, Higher Education Department, Govt. of the Punjab
- ii. PS to Special Secretary, Higher Education Department, Govt. of the Punjab
- iii. PS to Additional Secretary (Boards), Higher Education Department, Govt. of the Punjab
- iv. PS to Commissioner, Lahore Division / Chairman, BISE, Lahore
- v. PA to Deputy Secretary (Boards), Higher Education Department, Punjab
- vi. The Section Officer (Boards), Higher Education Department, Govt. of the Punjab
- vii. PA to Secretary, BISE, Lahore, with the request to get the directions implemented through all concerned of the Secretary Wing in true letter and spirit.
- viii. All Superintendents of the Secrecy Branch of the BISE for getting the directions noted and followed by all in true letter and spirit
- ix. All the Assistants/Senior Clerks/Junior Clerks of the Secrecy Branch for strict implementation
- x. All the appointed supervisors for marking of SSC (1<sup>st</sup> Annual) Examination, 2025
- xi. Mr. Sadi Ahmad, CE Staff for posting of the above instructions in the relevant WhatsApp Groups.
- xii. Office record file-2025



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

The Assistant Secretary (Secrecy)  
BISE, Lahore.

Reference No. 157/COE

Dated: 14-04-2024.

Subject: SPECIAL INSTRUCTIONS REGARDING THE DUTIES AND RESPONSIBILITIES OF SUPERVISORS, ASSISTANTS TO HEADS EXTENDING SERVICES AT THE MARKING CENTRES OF SSC 1<sup>ST</sup> ANNUAL EXAMINATION 2024 AND ALL EXAMINATIONS TO COMMENCE IN FUTURE TOO.

Apropos the visits of the undersigned of the Marking Centres and the general conditions found while the visits on the subject cited above.

2. I am directed by the Chairman-BISE/worthy Commissioner, Lahore Division to convey the following special instructions to be followed by the staff deputed at the Marking Centres for the Secondary School Certificate (SSC) 1<sup>st</sup> Annual Examination 2024 and all Examinations to be commenced by the BISE in future.

**MARKING SUPERVISORS & ASSISTANTS TO HEADS**

- (a) The Supervisors shall be deputed by keeping in view their past services, work, performance and conduct and the lists shall be got approved from the Controller of Examinations.
- (b) The Marking Supervisors shall remain present in the Marking Centres for the whole time as stipulated by the BISE Lahore.
- (c) The Supervisors shall issue the bundles for marking to the sub-examiners as per the serial Nos of the Bundles as no random issuance shall be made.
- (d) The limit for issuance of the papers/bundles/packets shall strictly be followed 14/4 without any exception.
- (e) The work completed by the Assistants to Heads and the Sub-Examiners shall daily be uploaded/entered into the computer system.
- (f) The Supervisors shall attach the Assistants to Heads with the Heads and they will work as per the assigned Heads not at random as per the will of the Supervisors.
- (g) In case of emergency, an Assistant to Head may be assigned more than one Head/s as per the need of the Marking centres.
- (h) The Assistants to Heads shall be engaged as per rules and not as per the sweet will of the Supervisors.
- (i) All the Assistants to Heads shall remain present in the Marking Centres as per the timings of the Marking Centres so that the completed works of the Heads

- and Sub-Examiner may not be delayed owing to the pending counting by the Assistants to Heads.
- (j) The bundles assigned to the Assistants to Heads shall only be checked by them as per the assignment and nominations of the Assistants to Heads by the Supervisors with the specific Heads/Sub-Examiners.
  - (k) The Supervisors shall not hide the bundles and give to their favourite Assistants to Heads for total checking otherwise strict action shall be taken in case of such detection during the checking and surprise visits by the checking teams.
  - (l) The totals of the marked bundles/packets by the Sub-Examiners shall only be checked by the Assistants to Heads to whom the assignment will have been entrusted with regard to each Head of the Paper by the Supervisors in writing whose record shall be maintained by each supervisor.
  - (m) The Supervisors shall ensure that the Assistants to Heads (Male & Female) are provided separate space to sit and work. They shall not be got mixed at a single place that creates sense of insecurity among the females.
  - (n) New Assistants to Heads be trained first then be sent in the Marking Centres.
  - (o) The Assistants to Heads must behave politely, decently and with grace with the Heads and the Sub-Examiners failing which such AtHs be removed immediately and be not engaged in future too.
  - (p) The Marking Centres Supervisors must behave decently, gracefully and in a dignified manner with the Head Examiners, AtHs and the Sub-Examiners.
  - (q) Sub-Examiners be attached with the Heads as per rule, liking and disliking and favoritism be discouraged at all levels, if any such exercise or activity is detected or any complaint is received, strict disciplinary action shall be taken or recommended as per the requirement of the situation.

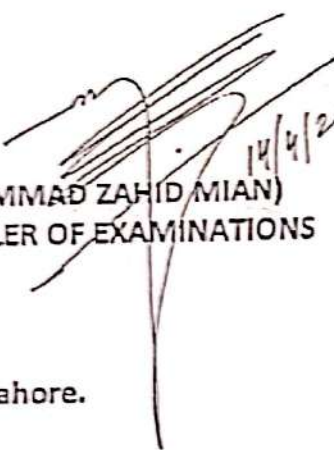
### **APPOINTMENTS OF HEAD EXAMINERS AND SUB-EXAMINERS**

- (a) In the appointments of Head Examiners and Sub-Examiners the provisions of the BISE Calendar 2022 (updated) be followed in true letter and spirit.
- (b) Seniority, previous work, performance and conduct of the teachers must be kept in mind for recommendations/appointments of the Head and Sub-Examiners.
- (c) Government In Service Teachers teaching the subjects for which they are being recommended must be kept in mind for the appointments.
- (d) CTIs, Visiting Teachers must not be recommended/appointed for the subject marking.
- (e) Rest of the teachers be considered only when the In service School and college teachers teaching the subjects are not available.
- (f) In case of "e" above only Retired Government Teachers be appointed that are in good bodily conditions and are apparently health wise fit for marking.
- (g) Only the above cases be presented before the committee of courses and committee of appointments for the Heads and Paper Setters too.

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**Note: All other rules, regulations, SOPs, Guidelines, instructions, directions and provisions of the Calendar of the Board relating to the instant staff are also binding upon the above-mentioned staff along with other generic or emergent instructions to be issued from time to time please.**

3. You are therefore directed to follow the directions in true letter and spirit for all kinds of such appointments/recommendations in future for marking of all kinds of papers and subjects.

  
14/4/24  
(MUHAMMAD ZAHID MIAN)  
CONTROLLER OF EXAMINATIONS

**TRANSMISSION**

1. The PS to Chairman-BISE/Commissioner Lahore Division Lahore.
2. The Deputy Controller (Conduct) BISE, Lahore.
3. PA to Controller of Examinations, BISE Lahore.
4. The Office Order File.



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

1. The Assistant Controller (Secrecy),  
BISE Lahore.
2. The Superintendents (Secrecy)

Reference No.2605-B/6<sup>th</sup> Floor Marking

Dated: 26-04-2024.

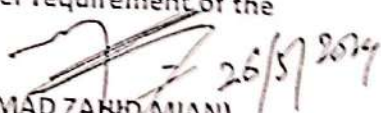
Subject: **EXTRAORDINARY MANAGEMENT AND CARE FOR  
THE MARKING CENTER ESTABLISHED AT 6<sup>TH</sup>  
FLOOR OF THE BISE LAHORE.**

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

2. I am directed by the Chairman-BISE/worthy Commissioner, Lahore Division to intimate that the following directions must be implemented in true letter and spirit:
- (a) The Management of the 6<sup>th</sup> Floor is entirely the responsibility of the Secrecy Branch and the Administrative Wing of the worthy Secretary Wing hence utmost care and caution is to be exercised for its maintenance.
  - (b) You are therefore required to remain in active liaison with the Administration of the BISE for the provision of security and uninterrupted supply of electricity and generator back in case of loadshedding/power failure.
  - (c) There is a huge gathering of worthy Sub-Examiners, Head Examiners, SOs and BISE officials and officers for the purpose of marking and evaluation of the Matric & Intermediate answer books due to which it is imperative that all electricity appliances like Chillers, Tube Lights, Lights, water filtration appliances, computers, printers and all other appliances that are being run because of the electricity supply must be kept under strict watch so that there **MUST NOT BE ANY** spark or short circuit as thousands of bundles, scripts and papers are present in the Hall of 6<sup>th</sup> Floor hence sole responsibility of the floor lies with the Administration wing and the secrecy wing through you and your staff. You need to be very careful in the management of the Hall in active assistance of the Administration wing of the BISE.
  - (d) The lifts of the BISE are being used for the commutation of the sub, head and all other staff including the visitors, hence it is imperative to keep the lifts in operative mode during the marking and evaluation of the scripts.
  - (e) The female sub examiners, head examiners and the SOs must be provided with the separate seating portions and facilities where there must not be any undue and unnecessary interference of the male officers and officials including the SOs.


- (f) No one is allowed to smoke in the Hall of the 6<sup>th</sup> floor hence strict vigilance is to be exercised there as flammable material is there on the floor. No smoking posters must be posted there for general information of all.
- (g) The administration wing of the BISE is requested to issue directions to the Guards (Male & Female) deputed at the entry of the Hall at the 6<sup>th</sup> floor to remain very vigilant and present during the marking from the starting time till the closing time. The guards must check the bags, shoppers and all other articles of the entrants to ensure that no illegal material is either taken into the Hall or taken out of the Hall.
- (h) No one should be allowed to take any paper out of the Hall or into the Hall that is not allowed by the BISE during the marking.
- (i) No one should be allowed to enter into the marking Hall without proper and thorough checking of the males by the Male Guard and females by the female guards.
- (j) In case any thing is taken into or out of the Hall, or any bundle or any other thing is missed, the guards shall personally be held responsible and liable to action as per rules and SOPs.
- (k) No unauthorized person be allowed to enter into the Hall and for the purpose all the officers/officials while entering please cooperate with the guards for the thorough search out of the bags and shoppers etc.
- (l) Any other task/work/assignment/point necessary to be incorporated into the instant direction letter that has been missed entry must be considered and construed to be the integral part and parcel of the instant direction letter for all intents and purpose please.

Please bring the points into the notice of all concerned as in case of any deviation and breach into the directions of the Competent Authority, strict disciplinary action shall be recommended or taken as per requirement of the situation against violators.

  
(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 PS to Secretary BISE with the request please to get the directions implemented through all concerned of the Secretary Wing in true letter and spirit.
6. PA to Controller of Examinations, BISE Lahore for dissemination to all.
7. Mr. Sadi Ahmed, Personal Staff to Controller for posting in all whatsapp groups.
8. The Office Order File.

  
(MUHAMMAD ZAHID MIAN)  
CONTROLLER OF EXAMINATIONS



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

**THROUGH WHATSAPP**

To,

The Assistant Secretary (Secrecy),  
BISE, Lahore.

No.0505-A/COE/MARKING

Dated:05-05-2024.

Subject: DIRECTIONS FOR MARKING SUPERVISORS FOR HSSC EXAMINATION 2024 AND ONWARDS FOR ALL EXAMINATIONS OF BISE LAHORE.

In continuation of this office earlier communications issued bearing Nos.157/COE, dated 14-04-2024, No.2104/Phones, dated 21-04-2024 & No.218/CE/P, dated 26-04-2024 (Copies A, B & C Enclosed) on the subject noted above.

2. The following directions must be conveyed to all the Supervisors appointed for the Marking Centres SSC & HSSC 1<sup>st</sup> Annual 2024 and for all onwards examination of BISE to commence in future too for strict and meticulous compliance in true letter and spirit failing which strict action shall be taken against the delinquent officials/officers:

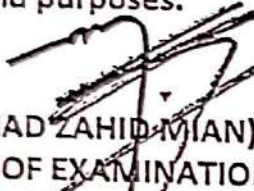
- (a) The Supervisors shall ensure the punctuality and regularity on daily basis as per the time schedule duly communicated to all by the BISE Secrecy Branch.
- (b) If any one is found absent during the checking/inspection of the marking centres, strict disciplinary action shall be taken along with permanent blacklisting from all future BISE outside duties.
- (c) The Supervisors must ensure the filling up of the Centre Mistake Memo of each Sub-Examiner/Head Examiner and will daily update on the computer as per rule. During the inspections the MISTAKE MEMOS and the computer entries shall be matched and tallied for the sake of accuracy and true reflection of the mistakes in the computer.
- (d) The officials/officers appointed to entre the results/awards at the centres are required to update/enter the awards on daily basis without fail.
- (e) No sub-examiner shall be allowed to change the marking centres without the prior approval of the Controller of Examination, and any such change of marking centres applications must be in written form and supported by cogent and genuine reasons for the change of the marking centres. No change shall be allowed without the approval of the Controller of Examinations BISE, Lahore.

- (f) The only In-Service Government teaching staff has been allowed to mark/evaluate the scripts/answer sheets hence no other staff is allowed to mark/evaluate the scripts/answer sheets until further orders are received accordingly. Non-adherence to the direction shall tantamount misconduct and shall be proceeded against departmentally.
- (g) The bundles shall be allotted to all the sub-examiners as per rules and no one be discriminated against on any account, if such a practice is found and detected during the visits/inspections of the appointed committees, strict action shall be taken against such supervisors and marking staff.
- (h) No Sub-examiner shall be attached with any Head Examiner as per his/her will rather the attachments shall be random and as per the number of the sub-examiners to be attached i.e. first the first Head Examiner shall be allotted 10 sub-examiners then the 11<sup>th</sup> shall be attached with other Head (if required). Breach into the direction shall be viewed very seriously with adverse consequences.
- (i) No parties or picnic like parties shall be allowed to be made in any marking centres by any teaching staff or any supervisory staff falling which the supervisors, who shall allow or make other to do it, shall be blacklisted for every BISE outside duties for ever.
- (j) The marking centers shall work as per the schedule announced by the Secrecy Branch no prolongment shall be made at will by the supervisors to make their dailies more than the stipulated time, no such dailies shall be allowed to be paid by the BISE to any supervisor.
- (k) No private persons, in any capacity, other than duly appointed SOs/Assistant to Heads, by BISE, shall be allowed to enter into the Marking Centres as unauthorized entry of any person is strictly prohibited by the BISE. If any unauthorized person, private person is found present in the Marking Centres, and it is noted by the visiting/inspecting teams/undersigned, strict action shall be taken against the supervisor concerned without exception.
- (l) No teaching staff shall be allowed to take the bundles/packets or answer sheets out of the Marking Centres to Staff Rooms, Personal College Rooms, HODs rooms or any other place which is not the part of the Marking Centre. Such practice shall be taken very seriously and the teaching staff and the supervisor both shall be blacklisted for ever for all BISE duties.
- (m) Only the Government Sector Teaching Staff, having the Board IDs, shall be allowed to mark in the marking centres, if any unauthorized person if detected or reported to be present in any marking centres, strict action shall be taken against the person (FIR will be registered against him/her) by the supervisor, and the supervisor shall be blacklisted for every for all BISE duties in future.






- (ni) The Supervisors must reach the Marking Centres in the Morning as per the opening time and must leave the Marking centres as per the closing notified and allowed time. Late arrivals and early going shall be taken very seriously and the supervisors shall be proceeded against in such cases.
- (oj) No Marking Centre shall be closed except with the prior approval of the Controller of Examination. If any supervisor is found or reported to be involved in any unauthorized holiday/off at the Marking Center he shall be proceeded against departmentally.
- (pi) No supervisor is allowed to stop issuing the bundles/packets to sub-examiners at his own sweet will as the directions of the Controller of Examinations shall be obtained in such cases by the Supervisors through the Assistant Secretary (Secrecy). No supervisor shall stop issuing bundles to the Sub examiners until such directions are passed on by the Controller of Examination office.
- (qj) No unmarked/un-evaluated bundles shall be sent back to BISE by any supervisor without the permission of the Controllers of Examinations of the BISE. Deviation of the direction shall entail strict action against the supervisor.
- (ri) All other already issued directions to the Supervisor and Assistants to Heads shall be followed in true letter and spirit.
- (sj) Any other breach or violation, not allowed by the BISE, shall be taken very seriously even if it has not been mentioned in the instant communication.
- (ti) Any other important rule missed in the instant communication but the same is an integral part of the marking must be considered to be the part of the instant communication for all intents and purposes.

  
 (MUHAMMAD ZAHID MIAN)  
 CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. All superintendents of the Secrecy Branch of the BISE for getting the directions noted and followed by all in true letter and spirit.
2. All the Assistants/Senior Clerks/Junior Clerks of the Secrecy Branch for strict implementations.
3. All the appointed supervisors for marking of SSC & HSSC all Examinations.
4. The RA to Controller for getting the directions noted by all concerned.

  
 (MUHAMMAD ZAHID MIAN)  
 CONTROLLER OF EXAMINATIONS



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

To,

The Assistant Controller (Secrecy),  
BISE, Lahore.

No.2205/COE/MARKING

Dated:22-05-2024.

Subject: 100% ADHERENCE TO WORK CHART OF CENTRALIZED MARKING SYSTEM IN ALL THE ESTABLISHED MARKING CENTRES FOR ALL EXAMINATIONS INCLUDING 1<sup>ST</sup> ANNUAL SSC & HSSC-2024.

In continuation of this office earlier communications issued bearing Nos.0505-A/COE-Marking and all previous correspondence regarding marking/evaluation of scripts & their supervision by the BISE appointed Marking Supervisors/AtHs/SOs etc on the subject noted above.

2. I am directed by the worthy Chairman BISE Lahore/Commissioner Lahore to transmit the following directions to all the Marking Supervisors appointed for the Marking Centres SSC & HSSC 1<sup>st</sup> Annual 2024 and for all onwards examination of BISE to commence in future too for strict and meticulous compliance in true letter and spirit failing which strict action shall be taken against the delinquent officials/officers immediately and without any exception:

(a) All marking supervisors shall create very conducive marking/evaluation atmosphere within the marking centres for all staff engaged in marking purposes especially the worthy female teachers/SOs be provided separate seating portions without disturbance from any male staff engaged in any capacity therein.

(b) The male teaching and assisting staff, female teaching and assisting staff must be treated with decent behaviour and polite disposition failing which strict action shall be taken upon detection or furnishing the complaint by any female staff (teaching or SOs).

(c) All the marking supervisors and their allied staff shall ensure 100% distribution of the bundles/Packets/Marking Materials to the Sub-Examiners of all subjects strictly in accordance with WORK CHART OF CENTRALIZED ENTRY SYSTEM failing which shall be viewed very seriously and very stern action shall immediately be taken against the ones found in deviation of the online bundles distribution

system that may be but not limited to disciplinary action along with permanent debarment from the marking and external all duties of BISE in future.

(d) The sub-examiners shall also be assigned Head Examiners as per the work chart of centralized entry system and no excuse whatsoever shall be entertained if any officer/official is found in the committal of the deviation or breach into the directions.

(e) No manual entry of any bundle prior, during or after the marking closes shall be made by Admn of the Secrecy without the approval of the Assistant Controller (Secrecy) & the Controller of Examinations BISE. The supervisors who shall approach for the manual entries through the Admn shall be taken to task very severely and proceedings shall also follow under the prevalent rules besides removing them from such all duties being performed and to be performed permanently. In addition to that, if cogent and tangible reasons shall be furnished relating to the subject matter based on force majeure/reasons beyond control, only the Controller of Examinations shall be the authority to allow such entries.

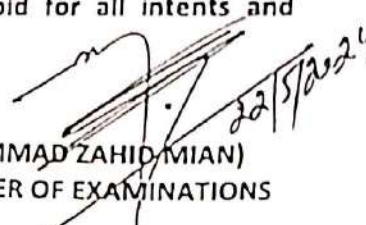
(f) No one shall be issued any bundle manually other than the online integrated system of issuance of the Bundles to the Sub-Examiners.

(g) The bundles/packets for checking the totals of the evaluated bundles/packets/scripts be only assigned to the Assistants to Heads/SOs who have duly been attached with the Heads, provision of evaluated bundles for checking totals to favourite SOs shall lead to severe action upon detection of the same by the undersigned/checking teams. Only the supervisors shall entrust the bundles for totals to the SOs/Assistants to Heads who have duly been attached on register with the Heads.

(h) It has also been noted with serious concern that the bundles are intentionally entrusted for total checking to the SOs/Assistants to Heads who tend to ignore mistakes of the Sub & Head Examiners which is a totaling fraud that entail strict action against the sub examiner, Head Examiner and the Supervisors of the marking centres as the activity/exercise deprives the rightful candidates from excelling and the others to excel who do not deserve the status. In addition to that such activity helps the sub-examiners, Head Examiners and the Supervisor to continue the marking and getting marked the scripts without punishment of blacklisting on account of committing mistakes more than the allowed percentages.

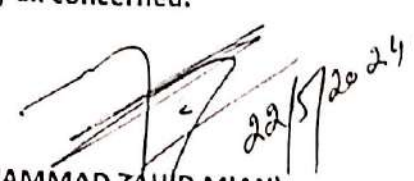
(i) Only 50 scripts per day average be issued to all sub examiners till the time the range is increased or decreased by the orders of the Chairman BISE/Controller of Examinations.

- (j) The Supervisors must indicate the mistakes committed by each sub-examiners and Head Examiners on the daily mistake proforma as per the actual mistakes duly entered into the Work Chart of Centralized Marking against the BISE IDs of the Sub-Examiners and the Head Examiners for penalties accordingly as per BISE Marking/Evaluation of the scripts rules.
- (k) The admn in the Secrecy Section shall not generate or delete any BISE ID without the written permission of the Controller of Examinations/Assistant Controller (Secrecy) and proper record of each addition/deletion/generation and removal of the BISE ID shall be maintained accordingly that shall be presented to the Controller of Examination on daily basis by the Assistant Controller of Examination (Secrecy) without fail.
- (l) Any other important point, related to the WORK CHART OF THE CENTRALIZED MARKING and evaluation, distribution of bundles, checking the totals of the bundles, assigning the bundles to the SOs duly attached with the Heads in writing, provision of separate portions for marking to the worthy female teachers and staffs/SOs, issuing 50 scripts/answer books as per range on daily basis, punctuality and regularity of the staff, that has been missed incorporation in the instant direction letter must be considered and construed to be the integral and part and parcel of the direction letter ibid for all intents and purposes.

  
(MUHAMMAD ZAHID MIAN)  
CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. All superintendents of the Secrecy Branch of the BISE for getting the directions noted and followed by all in true letter and spirit.
2. All the Assistants/Senior Clerks/Junior Clerks of the Secrecy Branch for strict implementations.
3. All the appointed supervisors for marking of SSC & HSSC all Examinations.
4. The PA to Controller for getting the directions noted by all concerned.

  
(MUHAMMAD ZAHID MIAN)  
CONTROLLER OF EXAMINATIONS

Receival  
Dak Book ACS/Secrecy General/Examinar  
22/5/24

(1)  
**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION**  
**66-MOZANG ROAD, LAHORE.**

**MOST URGENT/IMMEDIATE**


To,

1. The Assistant Controller (Secrecy)  
BISE, Lahore.
2. The Superintendent (Secrecy Answer Books Inter),  
BISE, Lahore.
3. The Superintendent (Secrecy Answer Books Matric),  
BISE, Lahore.
4. The Superintendents Awards Section (Matric & Inter),  
BISE, Lahore.
5. All Marking Centre Supervisors (Inter & Matric)  
BISE, Lahore.

Memo No.0107/COE/BUNDLES

Dated: 02-07-2024.

Subject: BREACH INTO THE SOPS REGARDING HANDING OVER AND TAKING OVER OF BISE EXAMINATION RELATED MATERIALS LIKE BUNDLES, PACKETS, BUBBLE SHEET PACKETS, ANSWER SHEETS, AWARD LISTS AND MIXING OF THE BUBBLE SHEETS AND AWARDS INTO THE BUNDLES.

 2/7  
Apropos the directions of the worthy Commissioner Lahore/Chairman, BISE, Lahore on the subject referred to supra and in continuation of all previous correspondence made by the office of the undersigned on all examination related matters.

2. I am directed by the Chairman-BISE/worthy Commissioner, Lahore Division to transmit the following directions for meticulous and strict compliance by all in true letter and spirit:

- (a) It has been noted with grave and serious concern by the undersigned and the Authority that the Marking Centre Supervisors are breaking the SOPs of handing over and taking over of the Bundles of Answer Books, bubble sheet packets and award lists without counting and checking which is a serious breach into the already conveyed directions hence an action on the basis of MISCONDUCT shall be taken against those marking centre supervisors who shall deliver or receive the Answer Books bundles, award lists and bubble sheets or any other examination related material without giving or taking proper receipts of the material in all examinations (current and to come). In case of any bundle, bubble sheet or award list is taken or given without receiving and the same is

(2)

missing on any account an immediate FIR shall be got registered against such delinquent officer or official by the Branch Incharge with a copy to the undersigned for the perusal of the Competent Authority/Chairman BISE, Lahore.

(b) It has also been noted with astonishment that the bundles sent from the Marking Centres are thrown in bulk in the Secrecy Answer Books Wings/Sections (Inter and Matric) without taking any receiving after getting the bundles counted and on the other side the superintendents of the secrecy answer book sections (Matric and Inter) also do not count the bundles themselves or through their deputed officials hence there is no custodian of the bundles thrown in the Secrecy answer books sections where many went missing ultimately and no one takes the responsibility. It is therefore directed that henceforth no bundles, bubble sheet packets or award lists shall be sent from the Marking Centres by the Supervisors without the receipts containing the number of the bundles, bubble sheets packets and award lists sent to the Secrecy Answer Book Sections (Inter & Matric) and conversely, no superintendent or his nominee in the secrecy answer book sections of Matric and Inter shall receive the bundles, bubble sheets packets and awards lists without counting and satisfying themselves by tallying the total with the actual bundles, bubble sheets packets and the award lists. If any officer, official, supervisor or staff shall receive or sent any such material without receipt memo containing the totals shall be proceeded against under the prevalent rules and in case of anything found missing due to negligence of any one, the official, officer or staff concerned shall face registration of an FIR on criminal act as well.

*[Handwritten signature]*  
2/17  
(c) No supervisor of any Marking Centre shall send any bubble sheets packets or awards lists by putting them inside the answer book bundles. They will send bubble sheet packets and award lists in separate packets/envelops. If any centre supervisor will send any bubble sheet packets and award lists inside the bundles, he will be proceeded against under the BISE rules and in case of anything found missing, an FIR shall be got registered against such a supervisor by the Assistant Controller (Secrecy) immediately with the copy thereof to the undersigned without wastage of any time.

(d) No superintendent or his nominee shall accept any bundles, bubble sheets packets or awards lists packed inside the bundles. At the time of sending or receiving any bundles at the marking centres or from the marking centres to the Secrecy Answer Book Sections (Inter and Matric) there must be the presence of the superintendent/nominees and supervisor at both the locations even though the bundles are being sent at night, day or at any time of the day or night. The supervisor will give everything to the vehicle driver and his nominee after getting them count the bundles, bubble sheets packets and award lists. The supervisor himself or his nominee shall accompany the official vehicle carrying the bundles to the BISE secrecy Inter and Matric Sections. No driver shall hand over any bundles at the BISE in the secrecy branches except the supervisor himself or his nominee with proper handing and taking

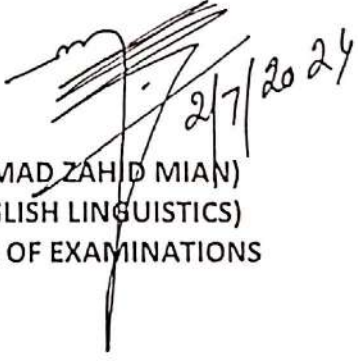
over after proper separate counting of the bundles, bubble sheets packets and the award lists packets.

- (e) There must not be any kind of mixture of the bundles of the Inter (Part-I and Part II), Matric (Part-I and Part II), Composite, Local or exchanges. Bubble sheets packets or award list packets. All shall be received, given or taken separately after proper counting and tallying the number of packets, bundles with the actual presence of the same.
- (f) If the superintendents or their nominees (properly nominated in writing) of the Matric and Inter Secrecy shall receive any thing without counting, tallying, without receipt memos and the actual material, strict action shall be departmentally taken against them and in case of anything missing an FIR shall be got registered against the one found at fault in any way.
- (g) The Assistant Controller (Secrecy), the superintendents secrecy answer books (Inter and Matric), the transport in charge and the Supervisors must have strong coordination and liaison among themselves and shall have the knowledge that when the bundles are being sent or received so that there must be one nominated BISE employee there to take or give the material in writing after proper receipt and counting. Nothing must be taken or given without proper counting and checking and receipts.
- (h) If anything is found missing at the Marking Centre, the marking supervisor shall personally be held responsible for the loss. In case of non-recovery of the missed examination related any material the Assistant Controller (Secrecy) shall immediately got registered an FIR against the Marking Centre Supervisor without delay and any exception.
- (i) If anything is properly received by the Superintendents Secrecy Answer Books (Inter and Matric) or their properly nominees in writing, and the same is found missing in any form, an FIR shall be got registered against such a Superintendent or his nominee by the Assistant Controller (Secrecy) immediately without any loss of time.
- (j) No centre supervisor shall receive any bundles from any BISE employee without properly counting and tallying the bundles with the receipt memos. The BISE wing concerned must send a responsible official or officer with each official vehicle delivering the bundles to the Marking Supervisors. The vehicle must also accompany with an armed gunman. The marking supervisors must count the bundles and after checking and satisfaction give the receiving of the bundles as after their receipt any bundle is missed, FIR shall be registered against such a Supervisor without any exception and departmental action shall also follow.

- (4)
- (k) All Superintendents and Supervisors shall give and take bundles, bubble sheets packets and awards lists without proper receipts and keep them for future record and use in case of need arises.
- (l) The administration wing of the BISE is earnestly implored please to send an armed gunman with the official BISE vehicles taking into the Marking Centres the examination material or taking the same from the BISE to the Marking Centres.
- (m) CCTV cameras are requested to be installed at all important points from where or through which the bundles are transported to the 6<sup>th</sup> floor of the BISE. In addition to that the old and non-functional CCTV cameras (if found) may please immediately be got replaced with new one and with proper vision and clarity.

The directions must be brought into the notice of all staff engaged in sending or receiving the bundles especially the supervisors, superintendents' secrecy answer books inter and matric, their staff and all other connected directly or indirectly with the above subjects. No one will be spared if found delinquent and negligent in the performance of the assigned tasks regarding receiving or handing over any examination related material i.e. bundles, bubble sheets, award lists or any other examination related material in any form, mode, shape or otherwise.

This intimation is now the final one after which no one found delinquent shall be spared at any cost as nothing shall be tolerated that is against the norms, rules, SOPs and instructions of the BISE regarding the discharge of the Examination business.

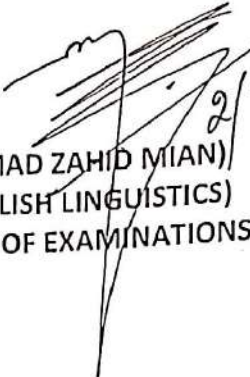
  
(MUHAMMAD ZAHID MIAN)  
PH.D.(ENGLISH LINGUISTICS)  
CONTROLLER OF EXAMINATIONS

#### TRANSMISSION

1. The PS to Secretary to Government of the Punjab, Higher Education Department, Lahore.
2. The PS to Chairman BISE, Lahore/Commissioner Lahore.



3. The PS to Additional Secretary (Boards), Higher Education Department.
4. The Section Officer (Boards) Higher Education Department, Lahore.
5. The PS to Secretary BISE, Lahore.
6. All the Branch Officers of the Controllers wing.
7. The PS to Controller of Examinations BISE, Lahore for getting the instant direction letter received by all concerned for record.
8. Mr. Sadi Ahmed Controller staff with the direction to post the instant direction letter in the whatsapp groups concerned.
9. The Office Order File.

  
(MUHAMMAD ZAHID MIAN)  
PH.D.(ENGLISH LINGUISTICS)  
CONTROLLER OF EXAMINATIONS