



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

NO.0404-A/2025/VERIFICATION

DATED: 04-04-2025.

To,

1. The Chief Secrecy Officers (Matric & Inter).
2. All Deputy & Assistant Controllers Tabulations & Records (Matric & Inter Branches)
3. The Deputy Controller (Conduct Personnel).
4. The Assistant Controller/In charge Conduct Practicals.
5. The Computer Incharge & Programmers/Dealing Persons.
6. The Assistant Controller (Secrecy) BISE, Lahore.
7. All Dealing Personal Staff of the Controller.
8. All Branch Officers of BISE, Lahore.
9. All Dealing Persons/Officers/Officials BISE, Lahore.

Subject:

DISPOSAL OF BISE ALL KINDS OF BUSINESS/ASSIGNMENTS, APPOINTMENTS/DUTIES/TASKS/RESPONSIBILITIES ETC AFTER PROPER AND THOROUGH EXAMINATION, VERIFICATION & COUNTER VERIFICATIONS FOR THE SAKE OF TRANSPARENCY.

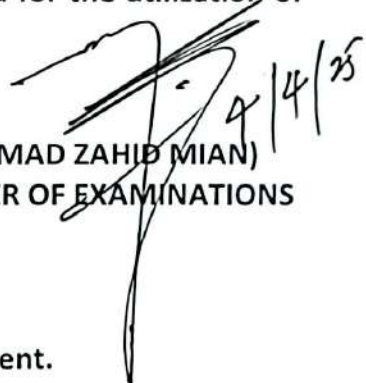
Apropos the subject noted and all kinds of correspondence made earlier on the subject referred to supra.

2. I am directed by the worthy Competent Authority/Chairman BISE/Commissioner Lahore to convey and communicate to all the officers/officials/branch officers/Assistant Controllers, Deputy Controllers, Computer In charge, Programmers, all controller staff and dealing assistants etc are hereby cautioned to dispose of the BISE all kinds of business, assignments, appointments, duties, tasks and responsibilities, documentation, issuance of certificates, duplicates, issuance of certificates after necessary corrections as per rules, issuance of Roll No Slips, date sheet and such all other documents/appointments/matters/assignments/tasks/duties and responsibilities after proper and thorough examination of all relevant records, verifications and re-verifications and counter-checking of the submitted documents through all available sources like the officers/officials/candidates concerned,, their institutions, the teachers concerned and their institutions, Principals/Headmasters, Headmistresses, DDOs, and In charge Principals/Heads and the relevant all record of the BISE available with the file and other sources and then recommend or ensure issuance of all kinds of letters/appointments, documents, certificates, Roll No slips, Date Sheet, Admission Forms and duties to ensure merit, transparency and fairness in the disposal of all such matters.

3. In case of issuance or presentation on file of any document/certificate/verification/attestation, appointment of supervisory or evaluatory staff or any other document etc in violation of any BISE rules/laws/policy/BOG decision/Provisions of the BISE Calendar/SOPs, Directions, Instructions, guidelines, verifications, counter-verifications and proper and thorough examination, THE DEALING PERSON AND THE BRANCH OFFICER CONCERNED SHALL PERSONALLY BE HELD RESPONSIBLE AND STRICT ACTION SHALL BE TAKEN/GOT TAKEN against the delinquent officer/official without exception.

4. It is therefore reiterated that all BISE related business/tasks/assignments/duties/responsibilities/appointments/issuance of certificates etc MUST BE GOT PROCESSED VERY METICULOUSLY, CAREFULLY, CAUTIOUSLY AFTER PROPER AND THOROUGH CHECKING, EXAMINATION, VERIFICATION, RE-VERIFICATIONS AND COUNTER VERIFICATIONS THROUGH AVAILABLE ALL SOURCES and in addition to all above, the receiving and handing over of all kinds of materials must also be in writing as already communicated through multiple pieces of correspondence.

5. Further action may kindly be taken accordingly and the instant instructions must also be brought into the notice of all your seniors and juniors and proper receipt of the instructions be taken and kept in record for the utilization of the same at the time of need please.

  
(MUHAMMAD ZAHID MIAN)  
CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. The Section Officer (Boards), Higher Education Department.
2. The PS to Chairman/Commissioner Lahore Division.
3. The PA to Secretary BISE, Lahore.
4. PA to Controller of Examinations with the direction to ensure transmission and receipt of the instructions/directions to all concerned.
5. The Assistant Controller (Secrecy Appointments), BISE Lahore with the direction to ensure presentation of all relevant record/officials/officers to the Probe Committee as per time line without fail.
6. The Office Record File-2025.

  
(MUHAMMAD ZAHID MIAN)  
CONTROLLER OF EXAMINATIONS