



## BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

Controller of Examinations

042-99200033-34

Email: controllerbiselahore2019@gmail.com

No: 34 CE/P

Dated: 08/03/2025

1. **The Director of Education (Colleges)**  
Lahore Division, Lahore
2. **All the worthy Chief Executive Officers (Education)**  
Lahore/Kasur/Sheikhupura/Nankana Sahib
3. **All the Deputy Directors of Education (Colleges)**  
Lahore/Kasur/Sheikhupura/Nankana Sahib
4. **All Principals/Heads/Incharge Heads/DDOs of the Institutions, having BISE examination centres**
5. **All the Centre Superintendents**  
Lahore/Kasur/Sheikhupura/Nankana Sahib
6. **Mobile Inspectors/Distributing Inspectors/Squads**

Subject: **SPECIAL AND EMERGENT INSTRUCTIONS REGARDING CONDUCT OF SSC (1<sup>ST</sup> ANNUAL) EXAMINATION, 2025 & ONWARDS FOR ALL EXAMS**

Reference is made to the surprise visits, made by the worthy Minister for School & Higher Education Department, Chairperson, Chief Minister Task Force on Examination Reforms, Secretary, Higher Education Department and Additional Secretary (Boards), Higher Education Department, in the territorial jurisdiction of BISE, Gujranwala especially, Daska (Male & Female Colleges) and Gujranwala City (Male & Female Colleges) on 7<sup>th</sup> March, 2025, on the subject noted above.

2. Based upon the above surprise visits and action taken against the Resident Inspectors and Centre Superintendents, the following special and emergent instructions are hereby communicated for strict and meticulous implementation by all in true letter and spirit

- i) The Resident Inspectors must be present in the institutions with BISE issued Authority Letters from beginning of all papers till final closure. Duty of RIs is mandatory and non-transferable except in unavoidable circumstances; hence, all appointed RIs must ensure their presence in the centres in both sessions.
- ii) Superintendents must be present with all deputed staff and all appointment letters issued to them. No one be without appointment letters, otherwise, the superintendent shall be responsible. If any government teacher has been provided by worthy CEOs concerned, get it notified till 08.03.2025 today by all means.

- iii) All supervisory staff must wear BISE Cards with having School / College Cards/CNIC with them.
- iv) Paper must be started as per time table and be closed accordingly too.
- v) No one, in any capacity, is allowed to keep mobile phone with them. The mobile phones must be in the custody of Resident Inspectors in off mode.
- vi) Mobile Phones are being checked by all visiting officers, so there must not be any exam-related material or chat at all except duty letters.
- vii) No superintendent is allowed to leave examination centre in any case during the examination from start till the end.
- viii) Mobile Inspectors / Squads must ensure that no centre is left unchecked.
- ix) Halls / Rooms must be spacious with appropriate seating plan and furniture. Examination centre must not be in congested rooms at all.
- x) Watermark, secret invisible codes / features are on question papers, all superintendents must be careful about it so that no leakage or WhatsApp of any examination related material is WhatsApped at all.
- xi) Seating Plan must be appropriate. Candidates must not be made to sit close to each others at all.
- xii) No unauthorized person/officer/official, except having COE/HED authority letters, be allowed to enter in the examination centres/institutions.

3. The worthy Director of Education (Colleges), Lahore, all worthy CEOs and Deputy Directors Colleges are requested kindly to transmit the instructions to all lower formation for strict compliance.

**NOTE:** All BISE assigned duties are MANDATORY and essential services in the light of Chief Secretary Punjab directions issued vide No.SO(Cab-I)2-7/2015, dated 7<sup>th</sup> March, 2025 (copy enclosed).

(MUHAMMAD ZAHID MIAN)  
Controller of Examinations

**Transmission:**

- i. PS to Minister for Higher Education Department, Punjab
- ii. PS to Chairperson, CM Task Force on Examinations Reforms, Punjab
- iii. PS to Secretary, Higher Education Department, Govt. of the Punjab
- iv. PS to Special Secretary, Higher Education Department, Govt. of the Punjab
- v. PS/PA to Secretary, School Education Department, Govt. of the Punjab
- vi. Director (Monitoring), School Education Department, Punjab
- vii. PS to Commissioner, Lahore Division / Chairman, BISE, Lahore
- viii. PS to Additional Secretary (Boards), Higher Education Department, Govt. of the Punjab
- ix. PA to Deputy Secretary (Boards), Higher Education Department, Punjab
- x. The Section Officer (Boards), Higher Education Department, Govt. of the Punjab
- xi. PA to Secretary, BISE, Lahore
- xii. Deputy Controller Conduct (Personnel), BISE, Lahore
- xiii. Mr. Sadi Ahmad, CE Staff for posting of the above instructions in the relevant WhatsApp Groups.
- xiv. Office record file-2025



GOVERNMENT OF THE PUNJAB  
SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT  
(Implementation & Coordination Wing)

Dated Lahore, the 7<sup>th</sup> of March, 2025.

**NOTIFICATION**

**No.SO(Cab-I)2-7/2015.-** In exercise of the powers conferred under section 4 of the Punjab Essential Services (Maintenance) Act, 1958 (XXXIV of 1958) read with Notification No. SO(Cab-I)2-7/2015, dated 01.07.2024, Chief Secretary, Punjab is pleased to direct that Superintendents, Deputy Superintendents, Invigilation Staff, Mobile Inspectors, Distributing Inspectors, Resident Inspectors, Paper Setters, Head Examiners, Sub Examiners and such other officers/officials engaged in conduct of 1<sup>st</sup> annual examinations of Secondary School Certificate and Higher Secondary School Certificate starting from 04.03.2025 and 29.04.2025 respectively shall remain on duty as per duty roster issued by the concerned Board of Intermediate and Secondary Education and shall not depart out from the place of their posting.

2. This order shall come into force with immediate effect and remain in force till conclusion of the aforesaid examinations.

CHIEF SECRETARY  
GOVERNMENT OF THE PUNJAB

**NO. & DATE EVEN:**

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

1. The Principal Secretary to Governor, Punjab.
2. The Principal Secretary to Chief Minister, Punjab.
3. The Senior Member, Board of Revenue, Punjab.
4. The Additional Chief Secretary, S&GAD.
5. The Additional Chief Secretary, South Punjab.
6. The Chairman, Punjab Revenue Authority, Lahore
7. The Accountant General, Punjab, Lahore.
8. The Provincial Police Officer, Punjab.
9. The Registrar, Lahore High Court, Lahore.
10. All Administrative Secretaries to Government of the Punjab.
11. All Divisional Commissioners in the Punjab.
12. All Deputy Commissioners in the Punjab.
13. The Additional Secretary (General)/Staff Officer to Chief Secretary.
14. PS to Secretary (I&C), S&GAD.

*Muhammad Younas Khan*  
(Muhammad Younas Khan) 7/3/2025  
SECTION OFFICER (CAB-I)