



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

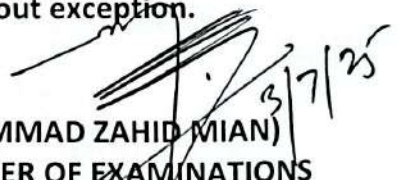
No.0307/COE-Tabulation
Dated: 03-07-2025.

CIRCULAR

I am directed by the Competent Authority/the worthy Chairman BISE Lahore/Commissioner Lahore to communicate the following instructions/guidelines/Standard Operating Procedures/TORs for strict and meticulous implementation by all in true letter and spirit failing which the persons/officials/officers/workers/SOs/Daily wagers/Scanning Officers/Assistants to Heads of the Controller's wing and all other officers and officials appointed in any capacity for the disposal of the BISE examination related business shall personally be held accountable and shall be proceeded against departmentally **WITHOUT EXCEPTION PLEASE:**

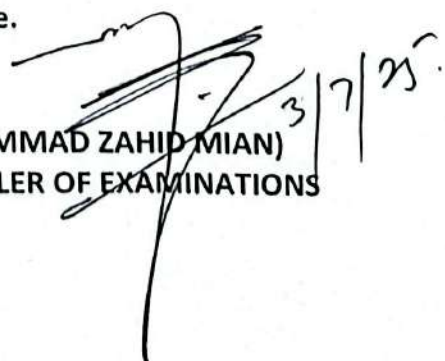
1. There shall be a complete ban on **UNAUTHORIZED ENTRY** into the Matric Tabulation Branches till the declaration of the 1st Annual Examination results 2025 as proofreading work for the SSC Annual Examination 2025 has been commenced in accordance with the schedule approved by the Competent Authority. During this process, the award lists remain open in the Matric Tabulation Branches hence on account of the maintenance of the confidentiality, safety and secrecy of the award lists, no unauthorized person, whosoever he/she, is completely barred to enter into the subject branches.
2. At present, it has been reported by the Branch Officer that there is frequent movements of irrelevant/unauthorized individuals and inquiry visitors within the branch, which pose a potential and serious risk of mishap or data compromise hence in view of the situation, all the main doors of the Matric Tabulation Branch be kept closed/locked except the door adjacent to the lift.
3. The Branch Officer must depute a regular official of the BISE to remain present on the **ONLY ONE OPEN DOOR ADJACENT TO THE LIFT** to enter credentials of all the authorized persons with meticulous watch on to the entrants and leavers from the Matric Tabulation Branch.
4. An armed security guard shall remain deputed on daily basis at the **ONLY ONE KEPT OPEN DOOR** till declaration of the results for complete search of the only authorized entrants into the Matric Tabulation Branch while entering and leaving the Tabulation Branch.

5. If any person from within the BISE or outsider forcibly tries to enter into the Matric Tabulation Branch, he shall be dealt with under legal rules in vogue for the purpose.
6. All the BISE employees are therefore required to implement the above directions of the Competent Authority in true letter and spirit failing which strict departmental action shall be taken/recommended to the Appointing and Competent Authority for strict action without exception against the delinquents.
7. The visitors arriving for inquiry of any kind **MUST BE DEALT WITH** politely and his/her concern must also be duly addressed to immediately however, the visitors must have visiting cards duly issued to them by the BISE at the entry points without the entry cards/passes the VISITORS SHALL ALSO NOT BE ALLOWED TO ENTER INTO THE MATRIC TABULATION BRANCH.
8. The In Charge Matric Tabulation and all the dealing persons concerned shall personally be responsible for the safety and security of their respective sets/data/documents etc.
9. If any unauthorized person is found present in the Matric Tabulation Branch, the security guard, the person recording the credentials, the dealing person and the Branch Incharge shall personally be responsible for the persons being in the Tabulation Branch with their particular references etc.
10. Violation of or breach into any of the above instructions shall entail strict departmental and legal action against the defaulters without exception.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. The Section Officer (Boards), Higher Education Department, Govt. of the Punjab.
2. The PS to Chairman-BISE/Commissioner Lahore Division Lahore.
3. The PS to Secretary, BISE, with the request kindly to depute the armed security guard as requested in the contents of the circular w.e.f. 04-07-2025 till the finalization and declaration of the results please.
4. The Security Officer for doing the needful on priority basis please.
5. PA to Controller of Examinations with the direction to ensure transmission and receipt of the CIRCULAR to all concerned.
6. All Branch Officers BISE, Lahore for information please.
7. The Office Record File-2024.


(MUHAMMAD ZAHID MIAN)
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