



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

THROUGH WHATSAPP

1. The Chief Executive Officers (Lahore, Kasur, Nankana & Sheikhpura).
2. The Deputy Director Colleges (Lahore, Kasur, Nankana & Sheikhpura).
3. The Principals/DDOs of all Govt. Graduate & Associate (Male & Female) Colleges Lahore Division, Lahore.
4. The Principals/Head Masters/Headmistresses/In charges/DDOs of all Govt. Higher Secondary Schools (Male & Female) Lahore Division, Lahore.

No.0505/COE/MARKING

Dated:05-05-2024.

Subject: APPOINTMENTS OF GOVERNMENT TEACHING STAFF FOR MARKING OF SCRIPTS/ANSWER SHEETS FOR SSC & HSSC EXAMINATIONS OF BISE (HEAD & SUB-EXAMINERS FOR ALL SUBJECTS)

Apropos this office earlier communication transmitted bearing No:62/COE/MP, dated 06-04-2024 (**Copy Enclosed**) on the subject referred to supra.

2. I am directed by the Competent Authority & the Controlling Authority i.e. the Secretary to Government of the Punjab, Higher Education Department, Lahore and the Commissioner Lahore/Chairman BISE, Lahore to inform as under:

(a) All the worthy teachers from both Government High & Higher Secondary Schools (Male & Female) and the Public Sector College Teachers from Lahore, Kasur, Nankana and Sheikhpura, eligible to evaluate and mark the answer sheets of SSC & HSSC Examinations of BISE, are duty bound to mark and evaluate the answer sheets/scripts of the BISE/Other Boards as per BISE rules being essential services as envisaged in Section 2(ii) of the Punjab Essential Service (Maintenance) Act 1958 & on the analogy of Election Duty.

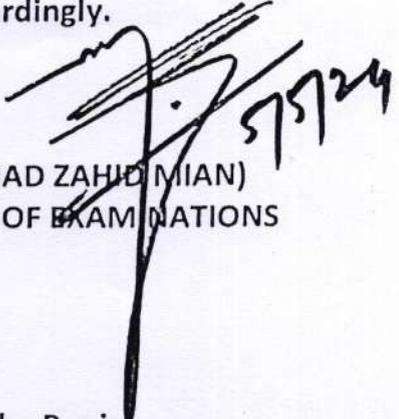
(b) The performance of the duty or otherwise is to be reflected into the Personal Evaluation Reports (PERs) of the teaching staff as well in the light of the Board Calendar-2022 (Updated).

(c) Non performance or refusal to perform any duty of the BISE is to be treated in the light of the provisions of PEEDA ACT 2006 as per the Board Calendar ibid.

3. I am therefore directed to convey that all the Government teaching staff that has been appointed to mark/evaluate the answer sheets/scripts of SSC & HSSC Examinations 2024 and onwards and those who have already been allotted the Board IDs MUST MARK/EVALUATE THE SCRIPTS/ANSWER SHEETS per the requirements of the BISE for which all worthy CEOs, DDCs, Principals and Headmasters/Headmistresses & the In Charge Heads/DDOs are bound to spare the marking staff accordingly.

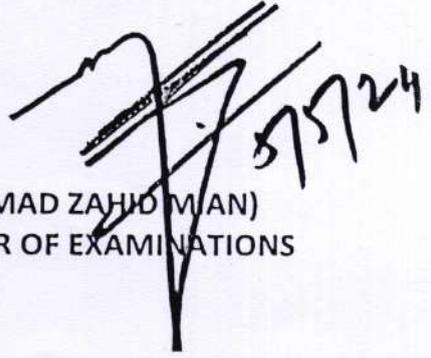
4. It is therefore requested kindly to inform to all the teaching staff to perform the marking duty meticulously as per the requirements of the BISEs failing which departmental action shall be recommended to the Competent & Appointing Authorities of the Government Teaching Staff concerned immediately without any exception on the reports of the Supervisors of BISE appointed to supervise the Marking Centres established in the Government Institutions.

5. Further necessary action may please be taken accordingly.


(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, 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. The In-charge Computer Section BISE Lahore with the request kindly to upload the instant communication on the official website of the BISE for wider circulation and information of all concerned.
7. The PS to Controller of Examinations with the direction to get the instant direction letter emailed to all concerned.
8. Mr. Sadi Ahmed, Controller Personal Staff with the direction to post the instant communication in all the whatsapp groups for compliance by all concerned.
9. The Office Order File.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS

(1)

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

To,

1. The Chief Executive Officers (Lahore, Kasur, Nankana & Sheikhupura).
2. The Deputy Director Colleges (Lahore, Kasur, Nankana & Sheikhupura).
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.

No. 62 - /COE/MP.

Dated:06-04-2024.

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 the following mandatory provisions of the Calendar of the Board of Intermediate and Secondary Education Lahore revised edition 2022 (Updated) for strict compliance by all meticulously and in true letter and spirit and bringing the same into the notice of all lower formations/Heads/Teachers/Officers/Officials.

CHAPTER-II (CONDUCT OF EXAMINATIONS)/APPOINTMENT OF SUPERVISORY STAFF

1. APPOINTMENT AND DUTIES OF SUPERVISORY STAFF/IMPORTANT PROVISIONS

(1) All the District Heads of School and College Education will provide statement of teaching staff working in the institutions under their respective jurisdiction showing the qualifications and subject-wise experience. All the District Heads of Government institutions/DCOs/D.E (Colleges), EDOs (Education) shall be bound to spare all the teachers who are appointed/selected by the Board for examination duties on the analogy of Election Duty.

(2) All examination duties shall be deemed as essential service as defined in Section 2(ii) of the Punjab Essential Service (Maintenance) Act, ~~1958~~ 1958.

(3) All the reporting officers of Education Institutions shall reflect in the Annual Confidential Report (ACR)/Performance Evaluation Reports (PERs) whether the teacher being reported upon, has performed examination duties assigned by the Board or not. In case of non-performance of the said duties, adverse remarks against the said teacher shall be recorded in the ACR/PER by the Reporting Officer on the basis of the reports received from the Board.

(2)

- (4) If any teacher appointed/selected by the Board for Examination Duty refuses to perform the assigned duty, he shall be considered absent from duty and will be proceeded against under PEEDA or the Disciplinary Rules in force by the Government Authority on the recommendation of the Chairman of the Board.
- (5) If a Centre Superintendent or any other person employed in connection with an examination fails to comply with any instruction issued by the Board or any of its officers, or commits any other irregularity; or secures such appointment by supplying wrong particulars through misstatement of facts, the Board may:
- (a) Rescind the appointment; or
 - (b) Refuse to pay the whole or any part of remuneration; or
 - (c) Recover the amount spent by the Board as a result of non-compliance of instructions; or
 - (d) Take any other action that may be deemed necessary
- (6) The Board or any officer authorized by it shall be the sole judge whether there has been any misstatement of facts or irregularity or non-compliance.
- (7) The "Instructions contained in the 'Handbook' for Superintendent and Supervisory Staff" may be treated as binding as the rules governing the conduct of examination".

NOTE: The directions already issued by the office of the undersigned after the approval of worthy Chairman BISE/Commissioner Lahore Division, Lahore, vide No.. 37-CE/P, dated 31-03-2024 shall also be considered as an integral part of the instant circular. (Copy Enclosed).

(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, 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.
8. The Office Order File.

(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS