



BOARD OF INTERMEDIATE & SECONDARY EDUCATION  
86-Mozang Road, Lahore

764-CCI  
19-9-2024

Subject: **DIRECTIONS FOR PRACTICAL EXAMINERS FOR  
MATRIC & INTERMEDIATE EXAMINATIONS AND  
ONWARDS FOR ALL EXAMINATIONS (SSC & HSSC)**

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 all the Appointed Practical Examiners may be sensitized and communicated the following directions to be followed by all meticulously and in true letter and spirit as breach of any direction shall tantamount misconduct and departmental action may be initiated against those found in violating the same besides disqualification from BISE all duties:

- (a) The directions issued regarding punching/tearing of all the Practical Note Books must be adhered to in true letter and spirit in the light of the directions issued by the BISE vide No.. 09004/COE/PRACTICALS Dated 09-04-2024 are attached as **(ANNEXURE-A)**.
- (b) The RIs must ensure that the Practical Examiners do not have the cell phones with them as they must be in the personal custody of the Resident Inspectors/Heads of the institution.
- (c) No visiting officer is allowed to take his mobile phone in the Laboratories where the practicals are being conducted. The phones must be handed over to the RIs or be placed in their vehicles, they must take the reports on note books and then enter data in the phones after coming out of the laboratories.
- (d) No RI is allowed to remain in the laboratory or send any unauthorized person/officer/official in the laboratories except the ones duly appointed by them from their staff to assist the Practical Examiners.
- (e) If any Practical Examiner, or Lab Attendant/Attendants sent by the Resident inspectors is found involved in helping any candidate to solve the practicals or theory portion, the same shall entail immediate suspension and action in the light of the Provisions of PEEDA ACT 2006.
- (f) The RIs must appoint only officials of integrity and honesty and helpers for the Practical Examiners in the light of the direction letter issued by the BISE vide No. 1405-A/Grade-I directions, Dated 14-05-2024. **(Annexure-B)**.

- (g) If any Practical Examiner after scanning the packets is found having cell phone in his custody and in on mode or off mode, a very strict action shall be taken against him and his duty may be cancelled with permanent debarring from performing any BISE duty in future.
- (h) No unauthorized person shall be allowed to roam about in the institutions especially near the Laboratories where the practicals are being conducted and inside the Laboratories otherwise the concerned RI and the Practical Examiners both shall personally be responsible for any adverse action against them by their Competent Authorities.
- (i) If during the inspection by the BISE appointed officers/squads, any Practical Examiner or Lab Attendant is found having Roll Nos of any candidate in his pocket, note book, documents or mobile phones, immediate removal from duty shall follow along with suspension as well.
- (j) If any RI of the Privately managed registered and affiliated institutions will be found in using unfair means, assisting any candidate or providing any illegal aid to any candidate or found requesting or managing the Practical Examiners, he/she shall be removed from the duty of RI and the laboratory of the Privately managed recognized institution shall be blacklisted for all future BISE examinations and Practicals. Action in the light of BISE affiliation rules and Registration rules shall also be initiated as per rules.
- (k) Only the handwritten and self prepared practical note books shall be awarded marks as per BISE rules.

You are therefore requested to bring the above directions in to the notice of the Resident Inspectors of the Practical Laboratories and the Practical Examiners and the Lab Attendants through the Principals/Heads/DDOs of the Institutions where the Laboratories have been established.

  
(MUHAMMAD ZAHID MIAN)  
Controller of Examinations

**TRANSMISSION:**

- 1-The PS the Secretary of 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-PA to Controller of Examinations, BISE Lahore for dissemination of the directions to all concerned.
- 6-Mr. Sadi Ahmed, Personal Staff to Controller for posting in all whatsapp groups.
- 7-The Computer Incharge for uploading on BISE website.
- 8-The Office Order File.