



**PRIVATE SCHOOLS REGULATORY AUTHORITY
GOVERNMENT OF KHYBER PAKHTUNKHWA**

Office: House No.18-E, Syed Jamal-ud-Din Afghani Road University Town, Peshawar
Phone# 091-5619512. Fax# 091-5700246



Dated Peshawar the, 31.05.2021

NOTIFICATION

No.MD/PSRA/3-1/Registration/2021-22. In partial modification of this Authority Notification of even No. dated 04.03.2021, keeping in view of current situation of COVID-19 and in anticipation of approval of the Regulatory Authority, the Competent Authority is pleased to grant extension of schedule for registration/renewal/up-gradation of all the Private Institutions including (Montessori, Kindergarten, Primary, Middle, High, Higher Secondary Schools or Institutions imparting equivalent level of education) for the **Academic Session 2021-22**. It is further informed that Registration Form for establishment/ renewal/up-gradation of the institutions is available on the KP-PSRA website www.psra.gkp.pk.

Details of Fee for Registration of Privately Managed Institutions Available on the above website	From	To
With Normal Fee	01 June, 2021	30 June, 2021
Normal fee + Late fee (15% of the total fee excluding security fee)	01 July, 2021	15 August, 2021
Normal fee + Late fee (30% of the total fee excluding security fee)	16 August, 2021	30 Sep, 2021
Normal fee + Late fee (45% of the total fee excluding security fee)	01 Oct, 2021	30 Oct, 2021

PROCEDURE:

A. NEW REGISTRATION:

- Go to the website www.psra.gkp.pk.
- Click on the **Registration Menu**.
- Click on the **Apply for user name & Password** option. After filling the requisite information's in the form submit it. After submission of the form, the proposed **user name and password** will be activated.
- After activation of user name and password, click on the **Apply Online** → Private Schools.
- Enter user name and password in the window and click **Login**.
- Enter school data in the forms one by one.
- After filling the Registration Form, get a print and attach all the required documents along-with required fee challan deposited into Account No. 07331-00-2 in any branch of the Bank of Khyber in Khyber Pakhtunkhwa and then submit the registration form complete in all respect in the office of KP-PSRA House No. 18-E, Syed Jamal Ud Din Afghani Road, University Town, Peshawar.

Note: If made any wrong entry then do not click back. At the end of submission of all data, Edit /Delete / Add option are available.

B. RENEWAL OF REGISTRATION:

- Click on Apply Online. Enter the already allotted User Name and Password in the window.
- After the above, you will get Edit option for your previously entered data for the Current Session.
- After filling the Registration Form, get a print and attach fee challan deposited into Account No. 07331-00-2 in any branch of the Bank of Khyber in Khyber Pakhtunkhwa and then submit the registration form complete in all respect in the office of KP-PSRA House No. 18-E, Syed Jamal Ud Din Afghani Road, University Town, Peshawar.



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- d) After submission of the form, Registration /Renewal and Up-gradation of the existing and new institute(s) will be issued by the Registration and Inspection Committee of KP-PSRA.
- 2 For Registration/Renewal/Up-gradation Fee Slab and Security Fee Slab go to Registration Menu. In Registration Menu click on Fee Structure.
- 3 After expiry of the due date, the list of registered institution(s) with KP-PSRA shall be uploaded on the official website of KP-PSRA.

NOTE ALL SCHOOLS WHOSE PREVIOUS RENWALS I.E SESSION 2018-19, 19-20, 20-21 ARE STILL PENDING ARE DIRECTED TO CLEAR THEIR CASES IMMEDIATELY. AS PER ONLINE FORM WITHOUT CLEARING PREVIOUS CASES THEY WILL NOT BE ABLE TO APPLY FOR RENEWAL FOR THE SESSION 21-22.

-Sd-
MANAGING DIRECTOR
KP-PSRA

Endst: of even No. and dated.

Copy Forwarded for information to the;

1. Director E&SE, Peshawar.
2. Director Education for Tribal Districts, Warsak Road, Peshawar.
3. Director Information Khyber Pakhtunkhwa, Abdul Wali Khan Block, Civil Secretariat, Peshawar, for wide publicity in the print and electronic media.
4. All the Deputy Commissioners including Tribal Districts in Khyber Pakhtunkhwa.
5. All the Chairmen BISEs, Khyber Pakhtunkhwa.
6. All the District Education Officers (M/F) including Tribal Districts of Khyber Pakhtunkhwa.
7. All the Members of the Regulatory Authority.
8. PS to Secretary, Elementary & Secondary Education Department.
9. PS to Managing Director KP-PSRA.
10. Master File.

(UMAR ARSHAD KHAN)
DEPUTY DIRECTOR (REG & FEE REG)
KP-PSRA