



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA

Office House No. 6 D-IV Park Avenue,
University Town, Peshawar
Phone: 091-5700247-8 Fax: 091-5700246



Dated Peshawar the, 12.11.2018

NOTIFICATION

No. MD/PSRA/3-1/Registration/2018-19. In Exercise of the powers conferred by Section 30 of the Khyber Pakhtunkhwa Private Schools Regulatory Authority Act, 2017 and in light of the approval of the 6th authority meeting, it is notified for information of all the Management Owners of the existing and new Private Institution (s) to follow the following procedures for change in name, change in location of building and change in ownership of private institutions including (Montessori, Kindergarten, Tuition academy or center, Primary, Middle, High, Higher Secondary Schools or Institutions imparting equivalent level of education):

I- Procedure for Change in Name of Institution (s):

- i. The concerned Institution (s) will submit an application with cogent reasons for change in the name to the KP-PSRA on a judicial stamp paper worth of Rs. 100/- duly attested by Oath Commissioner.
- ii. New name of the institution (s) should be free from religion and socio-cultural biasness.
- iii. No new name under which another institution is already registered with KP-PSRA will be considered.
- iv. Applicant will submit challan of Rs. 10,000/-, Rs. 15,000/- & Rs. 20,000/- respectively as processing fee for change in name of a Kindergarten/Montessori/Primary, Middle and High/Higher Secondary Schools respectively.

II. Procedure for Change of Building of Institution (s):

- i. The concerned institution (s) will submit an application with cogent reasons for change of building to the KP-PSRA on a judicial stamp paper worth of Rs. 100/- duly attested by Oath Commissioner.
- ii. The new location will be accessible to the students.
- iii. The concerned institution (s) will submit the Registration Form duly filled with the relevant columns pertaining to the facilities in the new premises along with approved drawing design of the building to the office of concerned Chairman District Scrutiny Committee/Tribal District Scrutiny Committee.
- iv. The concerned Institution (s), apart from inspection fee as per slabs specified in the Regulations, will submit challan of Rs. 10,000/-, Rs. 15,000/- & Rs. 20,000/- respectively as processing fee for change in the premises of a Kindergarten/Montessori/Primary, Middle and High/Higher Secondary Schools.
- v. District Scrutiny Committee/Tribal District Scrutiny Committee shall inspect the facilities in the new premises as per Norms and Standards of KP-PSRA
- vi. On the basis of recommendations of the District Scrutiny Committee/Tribal District Scrutiny Committee, KP-PSRA will notify the change in address of the institution (s) housed in new premises

III. Procedure for Change in Ownership of Institution (s):

- i. The concerned institution (s) will submit an application with cogent reasons in ownership to the KP-PSRA on a judicial stamp paper worth of Rs. 100/- duly attested by Oath Commissioner with an undertaking on part of the new owner that he/she shall abide by the Rules & Regulations of KP-PSRA in letter & spirit



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- ii. Transfer of ownership with liabilities taken into account on part of either party should be executed on a judicial stamp paper with all legal formalities completed and submitted to KP-PSRA
- iii. The concerned institution (s) will submit challan of Rs. 20,000/-, Rs. 40,000/- & Rs. 60,000/- respectively as Processing Fee for change in the ownership of a Kindergarten/Montessori/Primary, Middle and High/Higher Secondary Schools.
- iv. No processing fee shall be charged in succession of ownership to the legal heirs in case of death of the owner of an Institution (s).

Note: Fee challan is available on "www.psra.gkp.pk"


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MANAGING DIRECTOR

Endst: of even No. and dated.

Copy Forwarded for information to the;

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


17/11/2018
DEPUTY DIRECTOR (Reg. & Fee Reg.)