



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, 05.04.2022

NOTIFICATION

No.MD/PSRA/3-1/Registration/2022-23. In light of decision of the 11th Regulatory Authority, the Competent Authority is pleased to notify the following 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 Session 2022-23. 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 March, 2022	31 May, 2022
Normal fee + Late fee (15% of the total fee excluding security fee)	01 June, 2022	15 July, 2022
Normal fee + Late fee (30% of the total fee excluding security fee)	16 July, 2022	31 August, 2022
Normal fee + Late fee (45% of the total fee excluding security fee)	01 Sep, 2022	30 Sep, 2022

PROCEDURE:

E. 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 options are available.

F. 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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- h) 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.
- 4 For Registration/Renewal/Up-gradation Fee Slab and Security Fee Slab go to Registration Menu. In Registration Menu click on Fee Structure.
- 5 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 renewals i.e session 2018-19, 19-20, 20-21 & 21-22 are still pending are directed to clear their cases immediately, otherwise strict action will be initiated against the school.

-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. PS to Secretary, Elementary & Secondary Education Department.
8. PS to Managing Director KP-PSRA.
9. Master File.

(HINA SAEED)
DEPUTY DIRECTOR (REG & FEE REG)
KP-PSRA