



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA

Office: House No18/E, Jamal Ud Din Afghani Road,
University Town, Peshawar
Phone# 091-9216197.



Dated Peshawar the, 25.03.2024

NOTIFICATION

No.MD/PSRA/3-1/Registration/2024-25. 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 2024-25.

Details of Fee for Registration of Privately Managed Institutions Available on the above website	From	To
With Normal Fee	01 st March, 2024	31 st May,2024
With Normal Fee + late fee (15% of the total fee excluding Security fee)	01 st June, 2024	15 th July, 2024
With Normal Fee + late fee (30% of the total fee excluding Security fee)	16 th July, 2024	31 st August, 2024
With Normal Fee + late fee (45% of the total fee excluding Security fee)	01 st Sep, 2024	30 th Sep, 2024
With Normal Fee + late fee (100% of the total fee excluding Security fee)	After 30 th Sep, 2024	

PROCEDURE:

HOW TO APPLY FOR RENEWAL OR UPGRADATION FOR SESSION 2024-25:

1. Go to the website www.psra.gkp.pk/institute/login.
2. Enter your **Username** and **Password** on the login page.
3. Click on "**Login**" to access your dashboard.
4. Once you're logged in, click on the "**Apply for Renewal or Renewal + Upgradation** (whichever is applicable) for the session 2024-25" button.
5. Complete sections **B, C, D, E, F, G, H** and **I** in the form. the next section will be available once the previous section has been filled out.
6. Once all sections are completed, the system will generate a fee challan for Renewal or Upgradation based on the information you entered.
7. Deposit the system-generated Bank Slip at any Bank of Khyber Branch in the province.
8. Once you've deposited your fee, enter the STAN and Date on the receipt provided by Khyber Bank on the online portal and submit your application online.
9. Your renewal or upgradation certificate will be sent to you online after the official formalities have been completed.
10. In case of any deficiency, the same will be communicated to your school through your school online portal and you can check the status of your application on your dashboard which will be updated regularly.



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HOW TO APPLY FOR INSTITUTE REGISTRATION WITH PSRA:

1. Go to the website www.psra.gkp.pk/insitute/login.
2. Click on the **Create Institute Account**.
3. After creating institute account page, Enter Account Username, Account Password, Confirm Password and Email Address and click on **"Create Account"**.
4. After Account created Enter Username and Password and Click on **"login"**.
5. Once you're logged in, enter **institute detail** and click on **Save and Continue**.
6. On Dashboard click on **"Apply for registration"**.
7. Complete sections **B, C, D, E, F, G, H** and **I** of the form. The next section will be available once the previous section has been filled out. Once all sections are completed, the system will generate a fee challan for new registration based on the information you entered.
8. Deposit the system-generated Bank Slip at any Bank of Khyber Branch in the province. Once you've deposited your fee, enter the STAN and Date on the receipt provided by Khyber Bank on the online portal and **"Submit"** your application online.
9. Your registration certificate will be sent to you online after the official formalities have been completed.
10. In case of any deficiency, the same will be communicated to your school through your school online portal and you can check the status of your application on your dashboard which will be updated regularly.

Note:


Owners of all those private schools whose previous renewals i.e. session 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 are still pending are hereby directed to clear their dues/cases immediately otherwise strict action will be initiated under KP-PSRA Act, 2017 and Regulations, 2018.

-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. Deputy Director (MIS), KP-PSRA with the request to upload the same on official website and forward to all private schools Principals via online portal.
8. PS to Secretary, Elementary & Secondary Education Department.
9. PS to Managing Director KP-PSRA.
10. Master File.


(HINA SAEED)
DEPUTY DIRECTOR (R & FR)
KP-PSRA