



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA



New Registration: Renewal: Up-Gradation: Renewal & Upgradation:

Section-A: Basic Information

1. School Name: _____

(In Block Letters)

2. Year of Establishment 3. Telephone Number (With City Code): _____

4. Village/City Name: _____ 5. Tehsil: _____ 6. District: _____

7. PK No. _____ 8. UC/Cantonment _____ 9. Location: (1.Urban 2.Rural)

10. GPS Coordinates: Latitude: _____ Longitude: _____
(Precision upto 6 decimal) (Precision upto 6 decimal)

11. Gender (1.Boys, 2.Girls, 3.Co.Edu) 12. Level (1 = Primary, 2 = Middle, 3 = High, 4 = H.Secy / Inter College)

13. School Type Select one of the following and write number in this box)

**01 = Private 02=Public Private Collaboration (PPC) 03 = The Citizen's Foundation,
04 = Mercy Pak International Schools, 05= Bacha Khan Education System, 06=Medical technologies
07=Tuition Academy 08=Montessori 09= Kindergarten 10= Tuition Center**

11=Any Other (write Name) _____

(Note: If School Type is PPC, then write Name of the Govt School _____ and EMIS Code : _____)

14. Medium of Instruction (1=Urdu, 2=English, 3=Both) 15. Was the School Registered with BISE ? (1 = Yes, 2 = No)

16. If Yes, Write Registration No. _____ 17. Write last registration date as per your school level.
Primary: ___ / ___ / ___, Middle: ___ / ___ / ___, High: ___ / ___ / ___, H.Secy/Inter College: ___ / ___ / ___.

18. Is the School Affiliated with BISE ? (1 = Yes, 2 = No) 19. Name of BISE _____

20. Nature of Management: Individual: Registered Body/Firm: Association of Persons:
Trust: Any Other: _____

Note: (If not managed by an individual, give details of the Members / Partners / Directors / Trustees, as the case may be vide Annex-A. Attach a copy of the Constitution Memorandum, Articles of the Association / Trust Deed / Rules and By-laws of such body, as the case may be.)

21. Institution Bank Account No. _____ 22. Bank Name: _____

23. Bank Branch Code: _____ 24. Bank Branch Address: _____

25. Title of Account: Individual: Designated: Joint:

Section-B: Physical Facilities

26. Building (1=Owned, 2=Rented, 3=Donated/Trusteed)

27. a. No. of Classroom(s) b. No. of Other Room(s) (i.e. Office/Staff room/ Store etc.)

28. a. Total Area (in marlas): b. Covered Area (in Marlas):

29. Whether the following facilities are available in the School? (If Yes Write 1 and if No write 2 in the box)

a. **Physical:** Water Latrines Electricity Boundary Wall

b. **Academic:** Science Lab Library Exam Hall Computer Lab

c. **Co-Curricular:** Play Ground Canteen

d. **Others:** Hostel (For Student) Hostel (For Staff) Transport First Aid

30. If Computer Lab exists then write total no. of Computers (in box)

31. If Latrines exists then write total no. of usable latrines (in box)

32. If Library exists then provide the following details (in the table):

Book Type	No. of Books
Science Books	
General Knowledge Books	
History Books	
Islamic Books	
Other Books	



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Section-C: Class & Age Wise Enrolment

33. a Boys Enrolment by Class: (Note: For example age 3+ means "equal to or greater than 3 but less than 4 years", similarly for 4+ , 5+ and so on.)

Age	Play Group	Nursery	Prep/ KG	CI-1	CI-2	CI-3	CI-4	CI-5	CI-6	CI-7	CI-8	CI-9	CI-10	CI-11	CI-12	Total
3+																
4+																
5+																
6+																
7+																
8+																
9+																
10+																
11+																
12+																
13+																
14+																
15+																
16+																
17+																
18+																
19+																
20+																
>=21																
Total																

33. b Girls Enrolment by Class: (Note: For example age 3+ means "equal to or greater than 3 but less than 4 years", similarly for 4+ , 5+ and so on.)

Age	Play Group	Nursery	Prep/ KG	CI-1	CI-2	CI-3	CI-4	CI-5	CI-6	CI-7	CI-8	CI-9	CI-10	CI-11	CI-12	Total
3+																
4+																
5+																
6+																
7+																
8+																
9+																
10+																
11+																
12+																
13+																
14+																
15+																
16+																
17+																
18+																
19+																
20+																
>=21																
Total																

Dated: _____ / _____ /2018

Signature: _____

Official Stamp _____



PRIVATE SCHOOLS REGULATORY AUTHORITY
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Section-D: Staff Detail

S#	Name	Father's Name / Husband's Name	CNIC	Qualification (Highest)		Relevant Teacher Training (in Months)	Relevant Teaching experience (in Months)	Date of Appointment	Designation	Net Pay	Annual Increment (If any)
				Academic	Professional						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Q.34

**STAFF STATEMENT
(Teaching and Non-Teaching)**

Note: Please attach additional sheets if required.

Note: Attach extra sheet if required.



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Section-E: Student Dues/Funds Details

Q.35 STATEMENT OF ADMISSION AND TUITION FEE						
S#	Class	Admission Fee (Annual)	Tuition Fee (Monthly)	Security Fund	Other Funds (If Any)	G.Total
1	Play Group					
2	Nursery					
3	Prep/ KG					
4	CI-1					
5	CI-2					
6	CI-3					
7	CI-4					
8	CI-5					
9	CI-6					
10	CI-7					
11	CI-8					
12	CI-9					
13	CI-10					
14	CI-11					
15	CI-12					

Q.36. Whether the above fees are mentioned in the prospectus/admission form. Yes: No:

Signature: _____

Designation: _____

Official Stamp: _____



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Section-F: SECURITY MEASURES

37. Institutional Security Status: Managed: Not Managed:
38. Type of Security Provided: Own Arrangement: Provided by Authorized Security Company:
39. Security Personnel (in Nos):
40. Status of Security personnel: Trained: Retired (Forces): Fresh:
41. Whether security is inline with instruction of Police Department: Yes: No:
42. CCTVs Camera System Installed: Yes: No:
43. If Q.42 is yes, then number of CCTVs Cameras:
44. DVR Maintained: Yes: No:
45. CCTVs Online Accessibility: Yes: No:
46. Number of Exit Doors:
47. Emergency Exit Door Availability: Yes: No:
48. Boundary Wall Height (In Feet):
49. Barbed Wires Provided: Yes: No:
50. Watch Tower: Yes: No:
51. Number of Licensed Weapon(s):
52. License issued by whom (write the matched number in the box):
- (i) Deputy Commission (ii) Home Deptt: KPK (iii) Ministry of Interior Pakistan (iv) Other
53. License No(s): _____
54. Ammunition Status (In Nos.):
55. Metal Detector: Yes: No:
56. Walkthrough gate: Yes: No:
57. Main Gate Barrier: Yes: No:



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Section-G: HAZARDS WITH ASSOCIATED RISKS

Q. 58

Description	Status
Exposed to floods	Yes <input type="checkbox"/> No <input type="checkbox"/>
Drowning (In case of nearby canal)	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Building Condition (Walls, Doors, windows)	Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>
School Access route (If Unsafe: Describe below)	Safe <input type="checkbox"/> Unsafe <input type="checkbox"/>
Main road <input type="checkbox"/> Walk through the market <input type="checkbox"/> Narrow street <input type="checkbox"/> Open filed <input type="checkbox"/> Standing Crops <input type="checkbox"/>	
Other buildings adjacent to School	Safe <input type="checkbox"/> Unsafe <input type="checkbox"/>
Safe assembly points available for (i. Flood ii. Earthquake iii. Fire iii. Human induce)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher trained on School Based Disaster Risk Management	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Improvement plan developed	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Disaster Management plan developed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrification condition	Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>
Proper ventilation system available	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expose to Chemicals in School Laboratory	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expose to Chemicals in school surrounding	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exposed to road accident	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safe drinking water available	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proper sanitation facilities available (Latrine, draining)	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Building Structure	Single storey <input type="checkbox"/> Double storey <input type="checkbox"/>
School surrounded by the community	Local <input type="checkbox"/> Outside <input type="checkbox"/> Refugee <input type="checkbox"/>

Section-H: Fee Concession

Q.59

Concession Type	Percentage	No. of Students
Sibling		
Orphan		
Other (If any)		

Signature: _____

Designation: _____

Official Stamp: _____



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AFFIDAVIT DRAFT FOR STAMP PAPER (Worth of Rs.100)

- I/we have established/opened an institute/center/academy _____ located at _____ in a rented / owned, trusted building (Date of Est.) _____.
- I/we shall not teach in it against Islam and ideology of Pakistan.
- I/we shall abide by all the policy guidelines/directions which the Govt. may issue from time to time.
- There is no teacher/staff in the above named institution whose age is below 18 years.
- That I/we shall teach the curriculum prescribed by the Govt. of Khyber Pakhtunkhwa.
- That I/we shall abide by all the norms & standards, categorization and fee regulations, as and when approved by the authority. In case of failure or non-implementation, the authority will have the right to cancel the registration/renewal/upgradation.

Dated _____

(Signature)

(Official Stamp)

Name: _____

Designation: _____

Phone#: _____

Cell#: _____

Witness#1:

Name

CNIC

Signature (as per CNIC)

Witness#2:

Name

CNIC

Signature (as per CNIC)



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DECLARATION

I _____ S/o, D/o, W/o
_____ solemnly affirm and declare that the
facts and figures as provided in the Application Form from Section A to G are correct to the best of my
knowledge, belief and nothing have been concealed.

(Signature)

(Official Stamp)

Dated _____

(Name in Block Letters)



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA



To

The Chairman District Scrutiny Committee,

Subject: Registration of a Private Educational Institution

Dear Sir,

The undersigned submits herewith the application in duplicate on prescribed proforma, complete in all respects, and requests that the institution mentioned in the attached **Form (From Section-A to G)**, may kindly be consider for registration/renewal/up-gradation under the KP-PSRA Act, 2017 as a Private Educational Institution/Center/Academy, Name _____ located at _____.

(Signature)

Dated: _____

Designation _____

CNIC:

					-									-		
--	--	--	--	--	---	--	--	--	--	--	--	--	--	---	--	--

(Official Stamp)



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA



ANNEX. : A (S. No. 19 of Form)

STATEMENT OF MEMBERS / PARTNERS / DIRECTORS / TRUSTEES				
S#	Name	Occupation	Designation	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

APPENDIX-II

**FEE TO BE RECEIVED BY THE REGULATORY AUTHORITY IN CONNECTION WITH THE REGISTRATION OF
ESTABLISHMENT/RENEWAL & UP-GRADATION OF PRIVATE INSTITUTIONS.**

Category of School	Establishment of Montessori, Kindergarten, Primary, Middle, High and Higher Secondary School (s) or equivalent level (s)		Renewal of Montessori, Kindergarten, Primary, Middle, High and Higher Secondary School (s) or equivalent level (s)			Up-Gradation of Primary, Middle, High and Higher Secondary School (s) or equivalent level (s)			
	Application processing fee	Inspection Fee	Application processing fee	Inspection Fee	Renewal Fee	Application processing fee	Inspection Fee	Renewal Fee	Up-gradation Fee
Charging fee up to Rs.500 per month	Rs. 500	Rs. 4000	Rs. 500	Rs. 4000	Rs. 500	Rs. 500	Rs. 4000	Rs. 500	Rs. 4500
Charging fee more than Rs. 500 and up to Rs.1000 per month	Rs. 700	Rs. 6000	Rs. 700	Rs. 6000	Rs. 700	Rs. 700	Rs. 6000	Rs. 700	Rs. 6700
Charging fee more than Rs. 1000 and up to Rs. 1500 per month	Rs.900	Rs. 7000	Rs.900	Rs. 7000	Rs. 900	Rs.900	Rs. 7000	Rs. 900	Rs. 7900
Charging fee more than Rs. 1500 and up to Rs.2000 per month	Rs. 1000	Rs. 8000	Rs. 1000	Rs. 8000	Rs. 1000	Rs. 1000	Rs. 8000	Rs. 1000	Rs. 9000
Charging fee more than Rs. 2000 and up to Rs.2500 per month	Rs. 1200	Rs. 9000	Rs. 1200	Rs. 9000	Rs. 1200	Rs. 1200	Rs. 9000	Rs. 1200	Rs. 10200
Charging fee more than Rs. 2500 and up to Rs.3000 per month	Rs. 1500	Rs. 10000	Rs. 1500	Rs. 10000	Rs. 1500	Rs. 1500	Rs. 10000	Rs. 1500	Rs. 11500
Charging fee more than Rs. 3000 and up to Rs.3500 per month	Rs. 2000	Rs. 12000	Rs. 2000	Rs. 12000	Rs. 2000	Rs. 2000	Rs. 12000	Rs. 2000	Rs. 14000
Charging fee more than Rs.	Rs. 2500	Rs. 13000	Rs. 2500	Rs. 13000	Rs. 2500	Rs. 2500	Rs. 13000	Rs. 2500	Rs. 15500

3500 and up to Rs.4000 per month									
Charging fee more than Rs. 4000 and up to Rs.4500 per month	Rs. 3,000	Rs. 15000	Rs. 3,000	Rs. 15000	Rs. 3,000	Rs. 3,000	Rs. 15000	Rs. 3,000	Rs. 18000
Charging fee more than Rs. 4500 and up to Rs.5000 per month	Rs. 3500	Rs. 16000	Rs. 3500	Rs. 16000	Rs. 3500	Rs. 3500	Rs. 16000	Rs. 3500	Rs. 19500
Charging fee more than Rs. 5000 and up to Rs.6000 per month	Rs. 4000	Rs. 18000	Rs. 4000	Rs. 18000	Rs. 4000	Rs. 4000	Rs. 18000	Rs. 4000	Rs. 22000
Charging fee more than Rs. 6000 and up to Rs.7000 per month	Rs. 4200	Rs. 20,000	Rs. 4200	Rs. 20,000	Rs. 4200	Rs. 4200	Rs. 20,000	Rs. 4200	Rs. 24,200
Charging fee more than Rs. 7000 and up to Rs.8000 per month	Rs.4500	Rs. 22,000	Rs.4500	Rs. 22,000	Rs.4500	Rs.4500	Rs. 22,000	Rs.4500	Rs. 26,500
Charging fee more than Rs. 8000 and up to Rs.9000 per month	Rs. 4800	Rs. 23000	Rs. 4800	Rs. 23000	Rs. 4800	Rs. 4800	Rs. 23000	Rs. 4800	Rs. 27800
Charging fee more than Rs. 9000 and up to Rs.10000 per month	Rs. 5000	Rs. 25000	Rs. 5000	Rs. 25000	Rs. 5000	Rs. 5000	Rs. 25000	Rs. 5000	Rs. 30000
Charging fee more than Rs. 1000 and up to Rs.11000 per month	Rs. 6000	Rs. 27500	Rs. 6000	Rs. 27500	Rs. 6000	Rs. 6000	Rs. 27500	Rs. 6000	Rs. 33500
Charging fee more than Rs. 1100 and up to Rs.12000 per month	Rs. 7000	Rs. 30,000	Rs. 7000	Rs. 30,000	Rs. 7000	Rs. 7000	Rs. 30,000	Rs. 7000	Rs. 37,000
Charging fee more than Rs. 12000 and up to Rs.13000 per month	Rs. 8000	Rs. 32500	Rs. 8000	Rs. 32500	Rs. 8000	Rs. 8000	Rs. 32500	Rs. 8000	Rs. 40500
Charging fee more than Rs.	Rs. 9000	Rs. 35000	Rs. 9000	Rs. 35000	Rs. 9000	Rs. 9000	Rs. 35000	Rs. 9000	Rs. 44,000

13000 and up to Rs.14000 per month									
Charging fee more than Rs. 14000 and up to Rs.15000 per month	Rs. 10,000	Rs. 37,500	Rs. 10,000	Rs. 37,500	Rs. 10,000	Rs. 10,000	Rs. 37,500	Rs. 10,000	Rs. 47,500
Charging fee more than Rs. 15000 and up to Rs.16000 per month	Rs. 11,000	Rs. 40000	Rs. 11,000	Rs. 40000	Rs. 11,000	Rs. 11,000	Rs. 40000	Rs. 11,000	Rs. 51,000
Charging fee more than Rs. 16000 and up to Rs.17000 per month	Rs. 12,000	Rs. 42500	Rs. 12,000	Rs. 42500	Rs. 12000	Rs. 12,000	Rs. 42500	Rs. 12000	Rs. 54,500
Charging fee more than Rs. 17000 and up to Rs.18000 per month	Rs. 13,000	Rs. 45,000	Rs. 13,000	Rs. 45,000	Rs. 13000	Rs. 13,000	Rs. 45,000	Rs. 13000	Rs. 58,000
Charging fee more than Rs. 18000 and up to Rs.19000 per month	Rs. 14,000	Rs.47,500	Rs. 14,000	Rs.47,500	Rs. 14,000	Rs. 14,000	Rs.47,500	Rs. 14,000	Rs.61,500
Charging fee more than Rs. 19000 and up to Rs.20000 per month	Rs. 15,000	Rs. 50,000	Rs. 15,000	Rs. 50,000	Rs.15,000	Rs. 15,000	Rs. 50,000	Rs.15,000	Rs. 65,000
Charging fee more than Rs. 20000 and up to Rs.25000 per month	Rs. 17,000	Rs. 55,000	Rs. 17,000	Rs. 55,000	Rs. 20,000	Rs. 17,000	Rs. 55,000	Rs. 20,000	Rs. 72,000
Charging fee more than Rs. 25000 and up to Rs.30000 per month	Rs. 20,000	Rs. 65,000	Rs. 20,000	Rs. 65,000	Rs. 20,000	Rs. 20,000	Rs. 65,000	Rs. 20,000	Rs. 85,000
Charging fee more than Rs.30000 per month	Rs. 25,000	Rs. 75,000	Rs. 25,000	Rs. 75,000	Rs. 25,000	Rs. 25,000	Rs. 75,000	Rs. 25,000	Rs. 100,000

The Private Institutions which are not registered with any statutory body under any Act, if apply for registration shall deposit application processing fee, inspection fee and renewal fee. The renewal fee shall be multiplied by the number of year (s) from the year establishment of such un-registered Private Institution (s). Under KP-PSRA Act, 2017 and KP-PSRA Regulations, 2018, fine of Rs. 200,000/- shall be imposed on un-registered high and higher secondary school (s) or equivalent level and a fine of Rs. 50,000/- in case of Montessori, Kindergarten, a tuition academy/center, Primary, Middle School(s) or equivalent level of institution(s).

Security Deposits Detail

S.No.	Level of Institution (s)	Security Fee to be deposited by New Institution(s) (Rs)
1	Montessori, Kindergarten, or Primary level School	10,000
2	Middle level Institution (s)	15,000
3	High level Institution (s)	15,000
4	Higher Secondary level Institution (s) or Equivalent	25,000
5	Tuition Academy/Center (s) (for ETEA & other professional courses)	30,000
6	Tuition Academy/Center (s) (for general classes)	5,000

Note: Private Institution (s) already registered with any statutory examining body/BISE in Khyber Pakhtunkhwa province are required to deposit the Security Fee by minusing, the TDR already deposited in BISE. However, new established private institution (s) are required to deposit the above mentioned fee.

PSRA Copy

B A N K	The Bank of Khyber, Civil Secretariat Branch Peshawar (0015) A/C No. PLS. 7331-2
	On Account of: Managing Director Private Schools Regulatory Authority
	Bank Chalan No:

Institution Name: _____

Level of Institution: Primary: Middle: High: H.Secy / Inter College: Tuition Academy/Center: Any Other: _____Institution Status: New Registration: Renewal: Up-gradation:

Date _____ No. _____

Fee Category	Amount (Rs.)
Application Processing Fee	
Inspection Fee	
Renewal Fee	
Up-Gradation Fee	
Security Deposit	

Applicant Signature_____
Cashier_____
Bank Officer**Institution Copy**

B A N K	The Bank of Khyber, Civil Secretariat Branch Peshawar (0015) A/C No. PLS. 7331-2
	On Account of: Managing Director Private Schools Regulatory Authority
	Bank Chalan No:

Institution Name: _____

Level of Institution: Primary: Middle: High: H.Secy / Inter College: Tuition Academy/Center: Any Other: _____Institution Status: New Registration: Renewal: Up-gradation:

Date _____ No. _____

Fee Category	Amount (Rs.)
Application Processing Fee	
Inspection Fee	
Renewal Fee	
Up-Gradation Fee	
Security Deposit	

Applicant Signature_____
Cashier_____
Bank Officer**Bank Copy**

B A N K	The Bank of Khyber, Civil Secretariat Branch Peshawar (0015) A/C No. PLS. 7331-2
	On Account of: Managing Director Private Schools Regulatory Authority
	Bank Chalan No:

Institution Name: _____

Level of Institution: Primary: Middle: High: H.Secy / Inter College: Tuition Academy/Center: Any Other: _____Institution Status: New Registration: Renewal: Up-gradation:

Date _____ No. _____

Fee Category	Amount (Rs.)
Application Processing Fee	
Inspection Fee	
Renewal Fee	
Up-Gradation Fee	
Security Deposit	

Applicant Signature_____
Cashier_____
Bank Officer

DOCUMENTS TO BE ATTACHED

- 1) Scaled map of the school building with play area and assembly area.
- 2) Appointment orders of all the employees (Teaching and Non-Teaching) of the school.
- 3) Photocopy of Rent Deed of the school building (In case the building is rented).
- 4) Copy of Prospectus/Admission Form having all the merit criteria, fee structure (Annual/Monthly) etc.
- 5) Copies of the syllabus of the school.

Note: All copies must be duly attested by the Head of Institution with official seal.