



BALOCHISTAN PRIVATE EDUCATIONAL INSTITUTIONS, REGISTRATION & REGULATION AUTHORITY (BPEIRRA)

Application Form for the Registration/NOC of Private
Institutions, Balochistan

Balochistan Education Foundation

Balochistan Education Foundation,
House No. 1/10/11 shalimar city, Killi Gul Muhammad Cross
near NADRA Verification Center Airport Road Quetta.

Ph. No. 081-4123001-2-3
Email: info@bef.org.pk,
www.bef.org.pk

First Time NOC: Primary Middle High College Others

Renewal of Registration/NOC: Primary Middle High College Others

Up gradation from: Primary to Middle
Middle to High
High to College

Upgradation Fee: Rs. **15,000/-**

Registration/NoC Fee Deposit Information

The applicant may deposit the fee using any one of the options below:

Option A:

Deposit Bank:

Account No. 08737901201201

Account title: Balochistan Education Foundation Private School Fee

Bank: Habib Bank Limited, University Branch Quetta

Option B:

Bank draft on the name "Managing Director, Balochistan Education Foundation"

Important Note:

Operator shall submit **Rs. 15,000/-** as registration fees along with application form as per BPEIRRA Act 2015. For ready reference please see Schedule-II of BPEIRRA rules.

The institutions that will complete their first 2 years of registration with BPEIRRA, shall submit the following Registration Renewal Fee: (After very two years)

- Primary Level School Rs. 6,000/- for two years;
- Middle Level School Rs. 8,000/- for two years;
- Secondary Level School Rs. 10,000/- for two years;
- Higher Secondary School/College Rs. 15,000/- for two years;

The institutions that Applies for Upgradation of School, shall submit the following Upgradation Charges:

- Institutions charging monthly tuition fee Rs 500/ and below-
Renewal fee Rs: **5000/-** (for two years)
- Institutions charging monthly average tuition fee between Rs 501/- to Rs 1,000/-
Renewal fee Rs: **8,000/-**(for two years)
- Institutions charging monthly average tuition fee between Rs 1,001/- to Rs 2,000/-
Renewal fee Rs: **10,000/-**(for two years)
- Institutions charging monthly average tuition fee Rs 2,000/- and above
Renewal fee Rs: **20,000/-**(for two years)

1. Applicant/Operator /Owner Details:

A) Name: _____ S/O, D/O, W/O: _____

B) CNIC:

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C) Qualification: _____ D) Contact No: _____

E) Fax: _____

F) Mailing Address: _____

2. Proposed name of the Institution: _____

Address: _____

UC: _____ Tehsil/Town: _____

District: _____ Urban/Rural: _____

GPS Coordinates: Latitude: _____ Longitude: _____

3. Type of institution: Boys Girls Co-education

4. Medium of Instruction: Urdu English

5. Date of Establishment: Month: _____ Year: _____

6. A) Has institute previously received recognition from Education Department?
 Yes No

If yes, registration No & date copy enclosed: _____

B) Has institute previously received NOC from Education Department?
 Yes No

7. If yes, registration No & date: _____

8. Academic Session (Winter/Summer) _____

9. Other Branches of the Institution Operating in Balochistan or other parts of Pakistan: Yes No

If yes, branches details be enclosed: _____

10. Society Registered (Optional): Yes No

If Yes, Date & Registration Number:
(DD/MM/YY): _____ Reg No.: _____

11. Detail of institution building:

Institution building is:
 Owned Rented

Name of building owner: _____

CNIC:

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Contact #: _____

Indicate Monthly Rent:

In figure Rs: _____ In Words Rupees: _____

Total Land Area in possession of the institution (in Sqr ft): _____

Building is used for any other purpose during or after the working of institution; Yes No
If yes, for what purpose : _____

**12. DETAILS OF CLASS ROOMS, LABORATORY FACILITIES, LIBRARY, LECTURE HALL/
AUDITORIUM OTHER INFRASTRUCTURE ETC.**

(Copy of sketch specifying room sizes to be attached)

Details	Kacha	Paka	Mix	Total
Class Rooms Primary				
Class Rooms Middle				
Class Rooms High				
Class Rooms Higher Secondary				
Office				
Staff room				
Library				
Lecture Hall				
Auditorium				

Details of toilets	Kacha	Paka	Mix	Water available Yes/N0	Soap Available Yes/No
Toilets for Staff					
Toilets for Boys					
Toilets for Girls					

Details of other infrastructure	Yes/No	Total covered area of played ground in sqr ft
Play Ground		
Cafeteria/Canteen		

Details Science lab	Yes/No	Total covered area of science lab in sqr ft
Science lab available		
Water facility available at Lab		
Fire extinguisher available		
First aid facility available at lab		

DETAILS OF LABORATORIES MAINTAINED AND THEIR EQUIPMENT / APPARATUS

Please provide subject wise details of apparatus/ equipment along with its quantity on separate sheet as per prescribed table.

PHYSICS LABORATORY		
S.No	Name of Equipment /Apparatus	Quantity of Apparatus Available in Laboratory

BIOLOGY LABORATORY		
S.No	Name of Equipment /Apparatus	Quantity of Apparatus Available in Laboratory

CHEMISTRY LABORATORY		
S.No	Name of Equipment /Apparatus	Quantity of Apparatus Available in Laboratory

13. Detail of Institution Facilities:

S#	Facilities	Provided to institution(Y/N)				
1.	Drinking water	TAPE <input type="checkbox"/>	WELL <input type="checkbox"/>	TUBE WELL <input type="checkbox"/>	KAREZ <input type="checkbox"/>	SPRING <input type="checkbox"/>
2	Electricity	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
3	Gas	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
4	Generator	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
5	Solar Panel	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
6	E/Fans	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
8	Computer Lab	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
13	Furniture	Yes <input type="checkbox"/>		No <input type="checkbox"/>		

14. Institution Records Details

S#	Record	Available Yes/No	Maintained Yes/No
1.	Attendance registers of students		
2.	Attendance registers of teachers		
3.	Admission & withdrawal register		
4.	Cash book		
5.	Payroll register		
6.	Teacher's documents (Personal file or C V)		
7.	Examination register		
8.	Stock register		
9.	Visitors register		
10.	Teacher agreements/appointment letters		

13. Detail of Staff (Admin, Teaching & Support):

S.#	Name	CNIC	Designation	Qualification	Professional Qualification	Date of appointment	Salary (Rs)		Experience	Contact # (Optional)
							Last year	Current year		
1.										
2.										

Note: Provide detail of staff in separate sheet as per above prescribed table.

14. Detail of Enrolments:

Class	Enrolments			Fee							
	Total Boys	Total Girls	Total enrollm ent	Admission		Monthly		Security	Annual	Library/Lab	Others
				Last Year	Current Year	Last Year	Current Year				

Note: Provide detail of students as per above prescribed format of all classes in a separate sheet

Other source of income: Yes No

If yes, mention source: _____ Amount: _____

15. Did the institution ever receive grant from BEF? Yes No

If yes, please give details:

S. No.	Year	Amount	Sanctioned for
1.			
2.			
3.			

16. Please provide details of the BoD members of the aforementioned registered society:

S. No.	Name	Designation	CNIC # (with copies)	Contact #
1.				
2.				
3.				
4.				
5.				
6.				
7.				

17. DETAILS OF SECURITY AND SAFETY MEASURES

- | | | |
|---|------------------------------|-----------------------------|
| a. Security guard appointed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Security camera/s installed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Barbed wires fixed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Boundary walls with proper height and gate | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Metal detector available and used | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Emergency exit available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. First aid box available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Fire extinguisher available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Emergency alarm available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Attachments: (should be duly attested by a Gazetted Officer BPS-17 or above)

S. No.	Attachments	Yes	No
1	Copy of owner/applicant CNIC	<input type="checkbox"/>	<input type="checkbox"/>
2	Sketch of the institution building specifying room sizes	<input type="checkbox"/>	<input type="checkbox"/>
3	Institution building Safety certificate by a PEC professional engineer	<input type="checkbox"/>	<input type="checkbox"/>
4	An Affidavits stating that institution will not involve in any activity repugnant to spirit of Islam and Ideology of Pakistan	<input type="checkbox"/>	<input type="checkbox"/>
5	Certificate of the "Society "registered with industries or Social Welfare Department (Optional)	<input type="checkbox"/>	<input type="checkbox"/>
6	Specimen of institution leaving Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
7	Specimen of the institution admission form/prospectus	<input type="checkbox"/>	<input type="checkbox"/>
8	First & last pages of admission /draw register of the institution.	<input type="checkbox"/>	<input type="checkbox"/>
9	Copy (ies) of NOC & Recognition order (if got earlier from Education Directorate)	<input type="checkbox"/>	<input type="checkbox"/>
10	Contract copies of teachers and staff recruited /hired.	<input type="checkbox"/>	<input type="checkbox"/>
11	Bank Challan/Fee Deposit Slip or Bank draft	<input type="checkbox"/>	<input type="checkbox"/>
12	Detail of staff on separate sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
13	Detail of students on separate sheet attached	<input type="checkbox"/>	<input type="checkbox"/>
14	Details of science lab apparatus/ equipment along with its quantity on separate sheet as per prescribed table attached	<input type="checkbox"/>	<input type="checkbox"/>
15	Copy of agreement in case of rented building	<input type="checkbox"/>	<input type="checkbox"/>
16	Copy of ownership of building	<input type="checkbox"/>	<input type="checkbox"/>
17	NOC for foreign faculty member /teacher	<input type="checkbox"/>	<input type="checkbox"/>

UNDERTAKING

1. The Institution will observe all orders of private Educational Institutions Regulatory Authority, Balochistan, relating to dates and duration of academic terms and holidays summer and winter vacations, scheme of studies reports returns records registers physical well-being of students discipline etc.
2. The teaching staff shall in no manner either by sign or word of mouth of or writing or any other means, propagate anything repugnant to ISLAM and IDEOLOGY of Pakistan.
3. The Curricula, courses of studies and books being used or to be used for preparing students for conducted by a foreign educational agency contain nothing repugnant to ISLAM or IDEOLOGY of Pakistan or discriminatory prejudicial against minority communities.

Seal of School

Principal / Headmistres

UNDERTAKING

I Engineer _____

S/o D/o _____

Bearing _____ Pakistan _____ Engineering _____ Council _____ Number _____

Civil _____

has _____ visited _____ the _____ institution _____ building _____ of _____

_____ School of Tehsil _____ District _____

and found that the building is safe for use of school purpose.

Deponent
Engineer Name _____

Signature _____

PEC No. Civil _____