Phone: 9200744

SECRETARY

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, GUJRANWALA

No 2302-Affiliation

Date 31-08-2026

To,

Principals / Heads of Private Educational Institutions

Affiliated with the Board of Intermediate & Secondary Education, Gujranwala

SUBJECT: ENSURING UP-TO-DATE RECORDS FOR INSPECTION.

Assalam-o-Alaikum!

All Principals/Heads of Educational Institutions are hereby informed that the Board has commenced the inspection process of educational institutions for the session 2026–28. During the course of inspections, it has been observed that some private educational institutions have not maintained their records up to date. Therefore, you are advised to comply with the following instructions and present the updated records for inspection:

i. Ensure that all entries/columns in the stock registers of the Physics, Chemistry, and Biology laboratories are complete in all respects. Expired chemicals and surplus/unnecessary material must be removed from the science laboratories.

ii. During the inspection, ensure that all computers available in the Computer Lab are switched on and operational. All entries/columns in the computer stock register must be properly completed and up to date.

iii. Ensure that the Library is properly updated and that all entries in the Library Stock Register and Book Issue Register are complete in all respects.

iv. In case the institution is operating in a rented building, the file containing the Rent Agreement must be kept complete and made available for inspection.

v. The teachers' records, salary register, and other relevant records must also be updated and presented for inspection.

vi. If any deficiency, discrepancy or negligence is found in the records during the inspection, the institution may be subject to a revisit/re-inspection.

All Principals/Heads are, therefore, requested to ensure that the above records are properly updated and readily available for inspection.

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