

INSTRUCTIONS

1. The bill should be submitted within 5 days after termination of the Examination, in case of any delay applicant will be responsible.
2. The bill should be prepared according to the date-Sheet, payment will be made for the working days on the basis of Daily Reports received in the office of the Asstt/Deputy. Controller Conduct Branch.
3. The Date of Examinations should be mentioned in the relevant column and Tick () the Morning & Evening Sessions.
4. Copy of the C.N.I. C. & Appointment Order, must be attached with the bill. otherwise the Payment will not be processed.
5. R.I. Bill must be verified by the head of Institution.
6. RI will submit the report on daily bases to the board office, failing which he/she will not be allowed to claim the bill. Payment will be made after submitting the daily reports to the concerned Board.
7. A copy of the report may be taken himself/herself for record.
8. In case, the RI applied for first time, then he/she will download the data form from the boards website (www.BISELahore.Com) and after necessary filling and got verify form the Head of the institution and must be attached the attested copy of salary slip, CNIC and Photo with the application form, otherwise remuneration bill will not be processed.