



e-License
For Private Schools

User's **MANUAL**

For School Owners



School Education Department
Powered by PITB

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1. Background

This user manual is part of a larger initiative by School Education Department (SED) in collaboration with Punjab Information Technology Board (PITB) to facilitate private school owners in registering their schools, staff and students with School Education Department, Government of Punjab.

A dedicated online system has been developed for this purpose and is accessible at <https://pepris.punjab.gov.pk/>. In first phase District education authorities have entered the data of registered schools on PEPRIS.

2. Objective

This system, Punjab Education Provider Registration and Information System (PEPRIS) has been designed for

1. Digitizing school registration process for private school owners
2. Minimizing time and effort for completion of registration process
3. Serving as a two-way communication channel between private school owners and SED

This manual takes a step by step approach in elaborating every stage of process for school owners, starting from verifying the school level data entered by District education authorities on PEPRIS till issuance of e-license. This manual includes step by step processes like:

1. If School owner needs to verify his school profile
2. If School is registered with DEA but school owner is unable to find school on PEPRIS
3. If school is registered and school owner needs to get some data rectified from DEA through raise objection feature
4. If school is registered but its registration is expired
5. If school owner wants to get his school registered for the first time

3. Step by step guide for School Verification/Renewal

This user manual is part of a larger initiative by School Education Department (SED) in collaboration with Punjab Information Technology Board (PITB) to facilitate private school owners in registering their schools, staff and students with School Education Department, Government of Punjab.

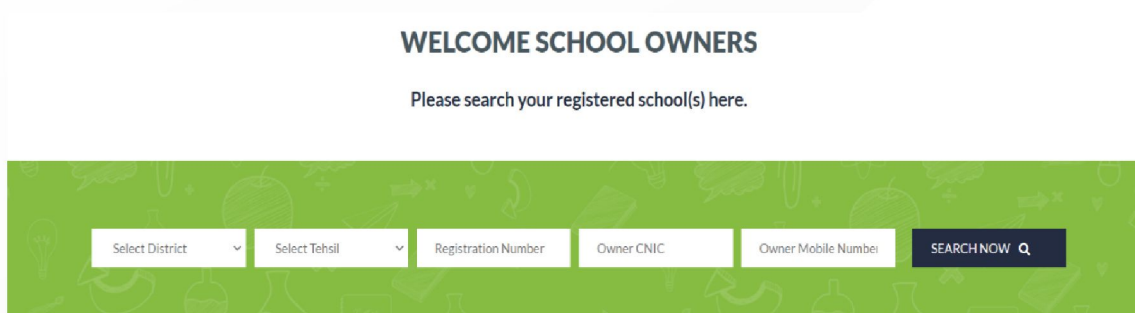
A dedicated online system has been developed for this purpose and is accessible at <https://pepris.punjab.gov.pk/>. In first phase District education authorities have entered the data of registered schools on PEPRIS.

3.1.1 Accessing PEPRIS website:

Go to **PEPRIS** website on your web browser <https://pepris.punjab.gov.pk/>

3.1.2 Searching the registered school entered by District Education Authority:

User will search the school by selecting the concerned District, tehsil and entering either school Registration number, CNIC number or registered mobile number.



WELCOME SCHOOL OWNERS

Please search your registered school(s) here.

Select District ▼ Select Tehsil ▼ Registration Number Owner CNIC Owner Mobile Number SEARCH NOW 🔍

Figure 1: School Search

User will now be able to see the basic information of school which is entered by District education authority, the basic profile section includes information like school name, school address, Owner name, owner CNIC, year of establishment of school, school registration date, registration validity date and registered mobile number of owner.

✓ Success: Successful

Owner Mobile Number
SEARCH NOW

SCHOOL NAME

SCHOOL ADDRESS

OWNER NAME

OWNER CNIC

REGISTERED MOBILE NO

YEAR OF ESTABLISHMENT

REGISTRATION NO

REGISTRATION VALID TILL

CREATE YOUR ACCOUNT

Figure 2: Basic Profile of School

3.1.3 Create Account :

Once user will find his registered school on PEPRIS dashboard and see the basic school level details. Next step is creating account with PEPRIS. User will create account by using his CNIC number and registered mobile number. User will click on the **Create your account** button as shown in below screenshot.

✓ Success: Successful

Owner Mobile Number
SEARCH NOW

SCHOOL NAME

SCHOOL ADDRESS

OWNER NAME

OWNER CNIC

REGISTERED MOBILE NO

YEAR OF ESTABLISHMENT

REGISTRATION NO


REGISTRATION VALID TILL

CREATE YOUR ACCOUNT


Figure 3: Create Account


After clicking on **Create your account** button, user will be directed to create account page. Here he will enter his CNIC, registered mobile number and email. Please note that a single CNIC may only be used for creation of a single user, similarly, only one user can be created using a single mobile phone number. Enter the captcha and click on the **Send verification pin and Set Password** button.

CREATE ACCOUNT


 School Owner CNIC

Registered Mobile Number

 **Disclaimer** : DO NOT give your ported mobile number (which is converted from one network to another) so that SMS delivery is ensured.

 Your email address (optional)

6 + 7

 Please enter sum of above 2 digits

Send Verification Pin and Set Password

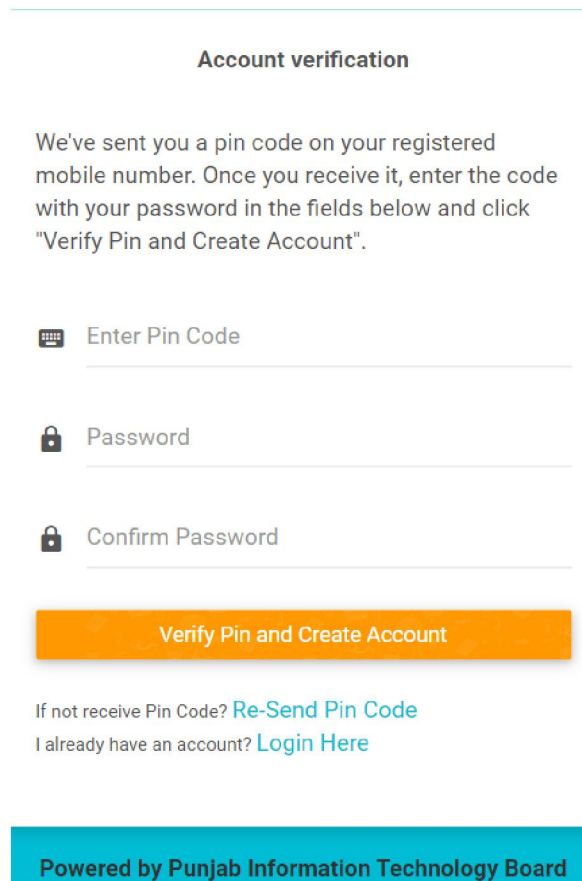
Already have an account? [Login Here](#)

Figure 4: Create account

3.1.4 Account verification:


To ensure validity of users registering in PEPRIS, a verification code will be sent to mobile phone number and email which is entered in **Create Account** page. User will be directed to a new window where he will be entering the **Pin code** received on his mobile and desired password in the relevant fields. Make sure to write exact same password in **Password** and **Confirm Password** fields.


User will then click the button **Verify Pin and Create Account** button to verify his account. If for any reason you haven't received verification code on mobile phone or email or both, please use the **resend Pin code** option to complete email address and mobile phone number verification. Please note that only the last code sent to your respective mobile phone number can be used to complete verification, to avoid any inconvenience, always use the most recently received verification code.




Account verification

We've sent you a pin code on your registered mobile number. Once you receive it, enter the code with your password in the fields below and click "Verify Pin and Create Account".

 Enter Pin Code

 Password

 Confirm Password

Verify Pin and Create Account

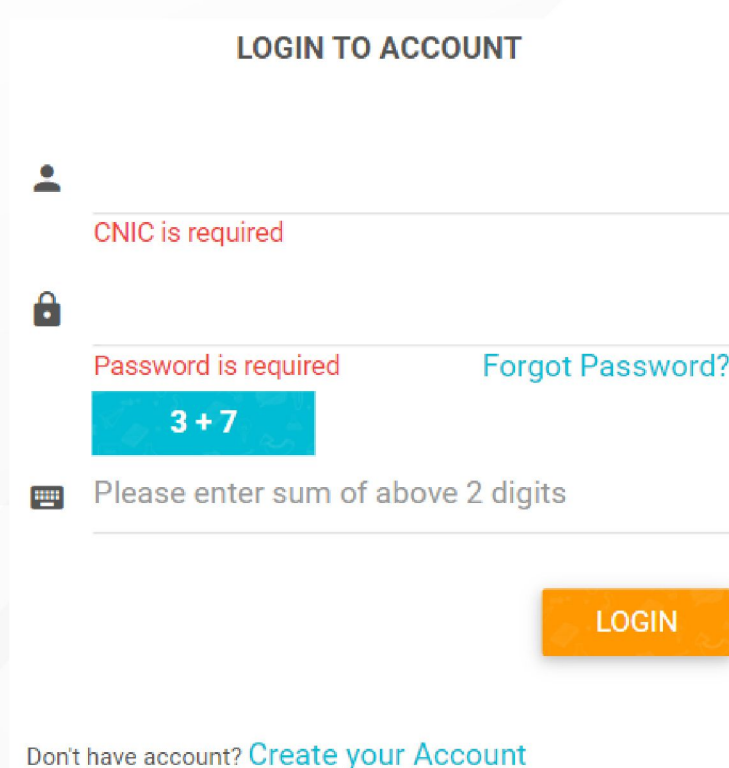
If not receive Pin Code? [Re-Send Pin Code](#)
I already have an account? [Login Here](#)

Powered by Punjab Information Technology Board


Figure 5: Account Verification


3.1.5 Login Account:

Once user has created his account and get it verified through OTP. He will then sign in with his account details including CNIC and password. He will enter captcha and click on **Login**.




LOGIN TO ACCOUNT

 **CNIC is required**

 **Password is required** [Forgot Password?](#)

3 + 7

 Please enter sum of above 2 digits

LOGIN

Don't have account? [Create your Account](#)

Figure 6: Login account

3.1.6 Verify School Profile:

User will enter CNIC and password to log into his account. He will see his school application with details like School name, School type, registration date, registration valid till, gender, level and type of school. User will click on **Click to Verify School Profile** button against application.

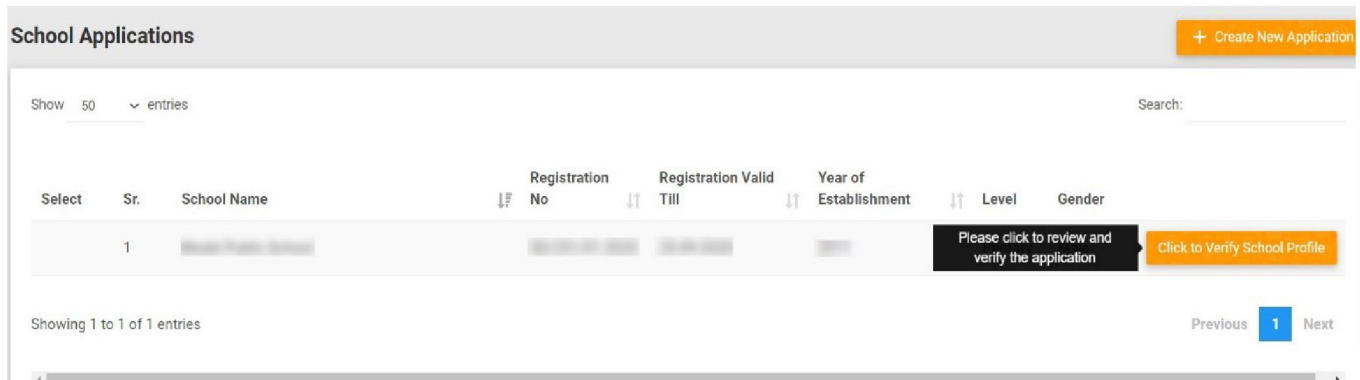


Figure 7: School Profile Verification

User will then review the application thoroughly. Application is broadly divided into categories like **Basic School profile, contact information, Building fitness/Hygienic information and school stats**. User will make sure that all the data entered by District education authority in the application is correct in every field. Once he will review all the fields and don't find any error, he will click **Save changes and verify button**, after locating school location on map and dropping pin on exact location.

Now a button named **E-License** will appear against school application. User will click on **E-License** button and E- License would display on screen.

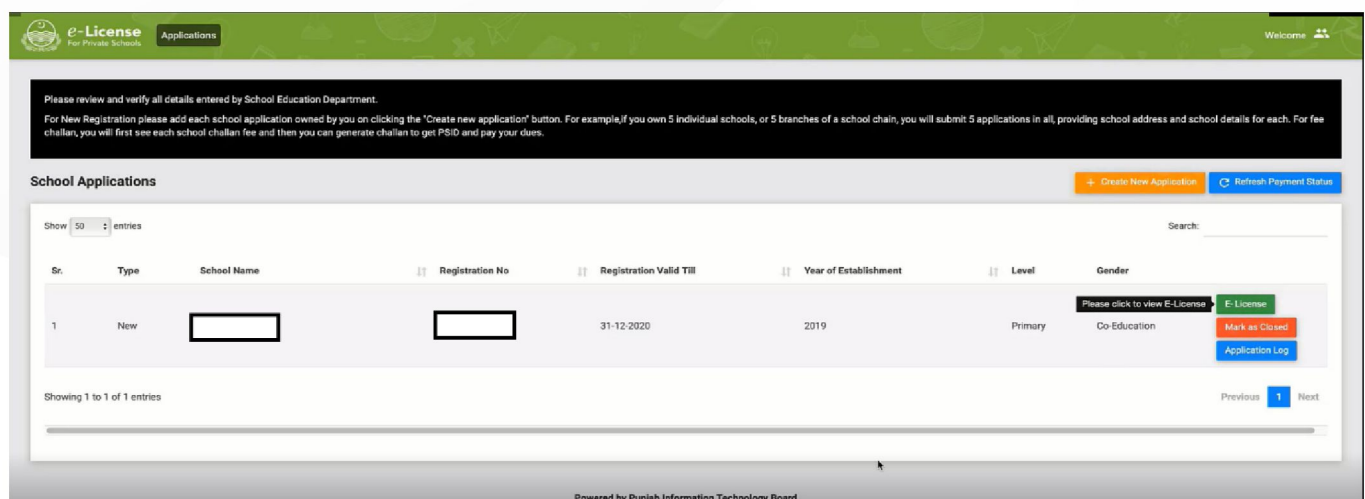


Figure 8: E-License button

E-license would contain name of school, name of owner, established year, registration number, registration validity, school level and school address. User can get print out of the E-license to keep it safe in school record.



The image shows a digital e-license certificate from the School Education Department of the Government of Punjab. At the top is the official seal of the department. Below it, the department's name is written in blue. The school's name, 'Hira Islamic Model Secondary School', is in orange, followed by its address. A yellow box highlights the 'School Ownership Details' section, which lists the owner's name (Adnan Khan), CNIC number (31202-6899815-6), gender (For Girls), and school level (Secondary School). A QR code is located at the bottom left, and the validity date (11 September 2022) and EMIS Code (488158) are on the bottom right. A footer note states that the certificate is computer-generated and can be verified via the QR code.



SCHOOL EDUCATION DEPARTMENT

GOVERNMENT OF THE PUNJAB

Hira Islamic Model Secondary School

Village P/O Qazian Tehsil Gojar Khan, Rawalpindi

School Ownership Details

Owner Name : Adnan Khan

CNIC Number : 31202-6899815-6

Gender : For Girls

School Level : Secondary School



Valid Till : 11, September 2022

EMIS Code : 488158

This is Computer Generated Certificate. It can be verified by scanning the QR-Code.

Figure 9: e- License

3.2.0 Register Complaint:

In case school is registered with District education authority and user will not find his school in search option, he can lodge a complaint by visiting the website <http://pepris.punjab.gov.pk/complaints>

COMPLAINTS
Your Relationship with School

Complaint Type *

Complaint Type ▾

School Details *

Select District ▾ Select Tehsil ▾ Name of School Year of Establishment ▾

Address of School

Figure 10: Complain Portal

User will click Complaint as and from the drop down menu user will either select School Owner or Parents/Guardian. User will then select Complaint Type. As a School owner, he will enter School details including district, tehsil, school name, school address and year of establishment. User will then add Ownership Details including Name, CNIC and mobile number.

If user will select Parents/Guardian from the Complaint as menu, he will select the Complaint Type and then enter school details including District, tehsil, school name and address of school. He can attach document, if necessary. User can add Comments/Details in comment box. User will then add Complainant Details including Name, CNIC, Mobile and Email.

Complainant Details *

Name CNIC Mobile Email

SUBMIT **RESET**

Figure 11: Complainant Information

After entering the details user will press the submit button to register the complaint. User can also lodge complaint on SED Hotline (042-111 11 2020) or sending an email on pepris@punjab.gov.pk with details of complain along with relevant documents.

User will then visit district education authority along with relevant documents and approach Data entry operators who will then entering the details of school on PEPRIIS.

3.3.1 Renewal of Registration:

If the annual registration of school is expired the status against school application will be displayed as **Registration Expired**, and button of **Renew Registration** will be shown. When the user clicks on **Renew Registration** button and all the fields of the form will become editable. User will have to attach latest School building certificate and School hygiene certificates with the renewal application.

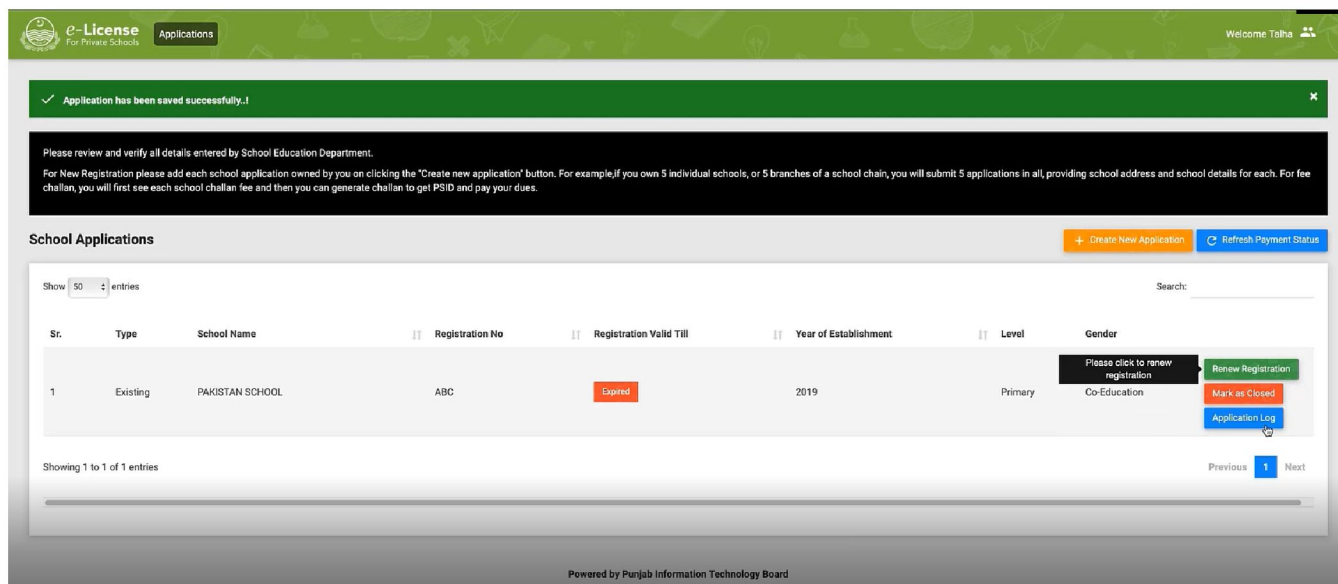


Figure 12: Renewal of registration

3.3.2 Generation of E-Challan:

After filling the application form for renewal and make changes in the form, if necessary, e- challan will be generated. User will click on Fee challan button, a fee challan will be generated along with PSID text / email on registered mobile number / email of user.

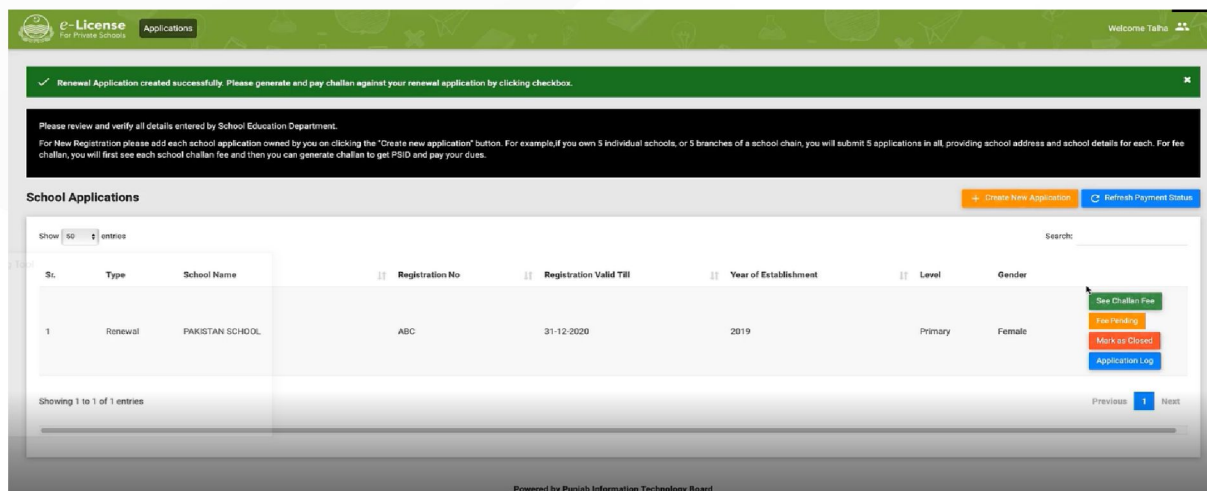


Figure 13: Fee Challan generation

E- Challan will have details like School name, applicant name, PSID, application type, school, gender, account number, school level and fee details.

eLicense for Private Schools
Registration / Renewal fee Challan
School Education Department, Punjab

This is computer generated fee slip. Applications are considered complete only when processing fee is paid.

Applicant Copy

PEPRIS Application System			
Application ID	1357	Print Date	2 December, 2020
Applicant Name		Cell No	
CNIC		PSID	
School Name			
Application Type	New Registration	School Level	Primary
School Gender	Co-Education		
Account No	CO-2818, treasury account, State bank of Pakistan		

Fee

Fee	Amount (Pak Rupees)
Application Processing Fee	5500

(Rs. Five Thousand and Five Hundreds)

Bank official's Signature & Bank Stamp

Bank Copy

PEPRIS Application System			
Application ID	1357	Print Date	2 December, 2020
Applicant Name		Cell No	
CNIC		PSID	
School Name			
Application Type	New Registration	School Level	Primary
School Gender	Co-Education		
Account No	CO-2818, treasury account, State bank of Pakistan		

Fee

Fee	Amount (Pak Rupees)
Application Processing Fee	5500

(Rs. Five Thousand and Five Hundreds)

Bank official's Signature & Bank Stamp

PEPRIS Application System

Figure 14: E-Challan

3.3.3 CEO review of application:

Once the user submits the registration application through PEPRIS, application will be sent to CEO for review. If the CEO finds anything missing in the application, he will return the application to user for correction. User will be able to see the status of application in his account.

User will also visit District education authority in his district for submission of hard copy of his application of registration along with School building fitness

3.3.4 Issuance of E-License:

If the CEO approves the application, User will log in his account and find a button **Certificate Issued** against his application. User will click on the button and **E- License** would be generated.



Figure 15: E-License

3.4.0 Raise Objection:

If school owner finds any details in the application are incorrect, for example wrong data or spelling mistakes in any name, he can raise objection against that section. All the major categories in the application have **Raise Objection** button against them. User just have to click on **Raise Objection** button against category and edit the data in relevant field and have to upload valid proof.

The screenshot shows a web form titled "Registration Information". It contains three input fields: "Registration Number *", "Registration Date *", and "Registration valid till *". Below these is a section for "Upload Registration Certificate (Only for already registered school) *" with a "Choose File" button and the text "No file chosen". A red arrow points to an orange button labeled "Raise Objection" in the top right corner of the form.

Figure 16: Raise Objection

After editing the data in the field, user will click on **Submit objection** button. User can raise objection against multiple fields in all the major application form categories including **Basic school profile, contact information, registration information, school building certificate /school hygiene and school stats.**

The screenshot shows a modal window titled "Basic School Profile - Objection Form". It contains several form fields: "District *", "Tehsil *", "School Name *", "Nature of School *", "Nature of Management*", "School Level *", "School Gender *", "Year Established*", "School building status *", "Postal Address *", and "Postal City *". There is also an "Upload Proof Documents *" section with a "Choose Files" button and the text "No file chosen". At the bottom right, there are two buttons: a grey "Close" button and a blue "Submit Objection" button. A red arrow points to the "Submit Objection" button.

Figure 17: Submission of Raise objection form

User will then visit District education authority in their concerned district along with evidences of the changes, he made in application. CEO will review the changes in light of evidences provided and approve or reject the changes. If CEO approves the changes, data will be updated on the dashboard of school. If the CEO rejects the changes made by school owner, data on the application will remain unchanged.

4. Step by step guide for New School Registration

4.1.1 Accessing PEPRIS website:

User will go to PEPRIS website on your desktop/laptop

<https://pepris.punjab.gov.pk/>

4.1.2 Registering with PEPRIS:

On top right of the PEPRIS website homepage, a button will be visible labelled '**Register**', User will click on that button.



Figure 18: Register school

4.1.3 Create Account:

After clicking on the Register School button on PEPRIS website a new dialogue box will appear. User will enter his **CNIC** and **mobile number** and enter the Captcha. After that user will click on **Send Verification Pin and set password button**.

A white rectangular form titled 'CREATE ACCOUNT' in bold black text. It contains three input fields: 'School Owner CNIC' with a person icon, 'Registered Mobile Number' with a mobile phone icon, and a captcha field showing '6 + 2' in a blue box with the text 'Please enter sum of above 2 digits' below it. At the bottom is a large orange button labeled 'Send Verification Pin and Set Password'. Below the button is a link: 'Already have an account? [Login Here](#)'.

Figure 19: Create Account


4.1.4 Account verification:


To ensure validity of users registering in PEPRIS, a verification code will be sent to mobile phone number which is entered in **Create Account** page. User will be directed to a new window where now he will be entering the **Pin code** he received on his mobile/email and desired password in the relevant fields. Make sure to write exact same password in **Password** and **Confirm Password** fields.


User will then click the button **Verify Pin and Create Account** button to verify his account. If for any reason you haven't received verification code on mobile phone or email or both, please use the **resend Pin code** functionality to complete email address and mobile phone number verification. Please note that only the last code sent to your respective mobile phone number can be used to complete verification, to avoid any inconvenience, always use the most recently received verification code.

Account verification

We've sent you a pin code on your registered mobile number. Once you receive it, enter the code with your password in the fields below and click "Verify Pin and Create Account".

 Enter Pin Code

 Password

 Confirm Password

Verify Pin and Create Account

If not receive Pin Code? [Re-Send Pin Code](#)

I already have an account? [Login Here](#)

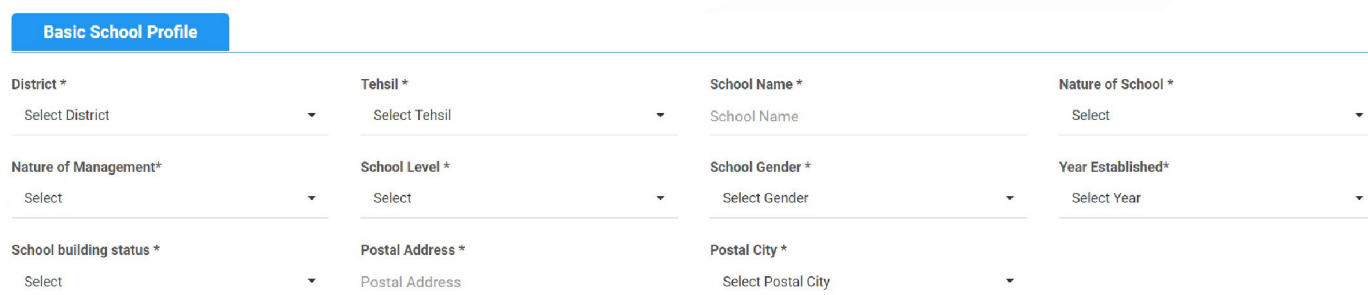
Figure 20: Profile verification

4.1.5 Create new Application:

After creation of account and verification of the mobile number, user is now ready to create new application for school registration.

User will enter the details about **Basic School Profile** as following:

1. District
2. Tehsil
3. Name of School
4. Nature of School
5. Nature of management
6. School level
7. School gender
8. Year of Establishment
9. School building status
10. Postal address
11. Postal City

The image shows a web form titled "Basic School Profile" in a blue header. The form is divided into three rows of four fields each. Each field has a label, a dropdown arrow, and a placeholder text. The fields are: District *, Tehsil *, School Name *, Nature of School *, Nature of Management*, School Level *, School Gender *, Year Established*, School building status *, Postal Address *, Postal City *, and an unlabeled field with a dropdown arrow. The labels for the first three rows are: District *, Tehsil *, School Name *, Nature of School *, Nature of Management*, School Level *, School Gender *, Year Established*, School building status *, Postal Address *, Postal City *, and an unlabeled field with a dropdown arrow.

District *	Tehsil *	School Name *	Nature of School *
Select District	Select Tehsil	School Name	Select
Nature of Management*	School Level *	School Gender *	Year Established*
Select	Select	Select Gender	Select Year
School building status *	Postal Address *	Postal City *	
Select	Postal Address	Select Postal City	

Figure 21: Basic Profile of School

User will enter the details about **Contact information** as following:

1. Owner Name
2. Owner mobile no
3. Owner CNIC
4. Alternate phone no
5. Principal/administrator name
6. Principal job title
7. Principal CNIC
8. Principal mobile no
9. Principal email
10. Contact Person Name
11. Contact person designation
12. Contact person CNIC
13. Contact person Phone number
14. Contact person email

Contact Information			
Owner Name * Owner Name	Owner CNIC * [Redacted]	Owner Mobile Number (03xxxxxxxx) * [Redacted]	Alternate Phone Number Alternate Phone number
Principal/Administrator Name * Name	Principal/Administrator Designation/Job-Title * Designation or Job Title	Principal/Administrator CNIC * Enter CNIC	Principal/Administrator Phone Number * Enter Phone number
Principal/Administrator Email * Email			
Contact Person Name * Name	Contact Person Designation/Job-Title * Designation or Job Title	Contact Person CNIC * Enter CNIC	Contact Person Phone Number * Enter Phone number
Contact Person Email * Email			

Figure 22: Contact information

User will enter details about **Building Fitness /Hygienic Information** as following:

1. Fitness certificate number
2. Building fitness certificate Issuance date
3. Building fitness certificate till date
4. Issued by
5. Hygienic Certificate number
6. Hygienic Certificate Issuance date
7. Hygienic Certificate valid till
8. Hygienic Certificate issue by

School owner would need to upload and attach Scanned copies of updated original Building fitness certificates and Hygienic certificate.

Building Fitness/Hygenic Information			
Building Fitness Certificate Number * Building Fitness Certificate Number	Building Fitness Certificate Issuance Date * Building Fitness Certificate Issuance Date	Building Fitness Certificate Valid Till * Building Fitness Certificate Valid Till	Issued By Issued By
Upload Building Certificate * <input type="button" value="Choose File"/> No file chosen			
Hygienic Certificate Number * Hygienic Certificate Number	Hygienic Certificate Issuance Date * Hygienic Certificate Issuance Date	Hygienic Certificate Valid Till * Hygienic Certificate Valid Till	Hygienic Certificate Issued By * Hygienic Certificate Issued By
Upload Hygienic Certificate * <input type="button" value="Choose File"/> No file chosen			

Figure 23: Building fitness / Hygienic information

User will enter **Class Wise Enrolment/School Stats:**

1. Total Enrollment and Class Wise Enrollment
2. Total teaching staff
3. Total Non-Teaching staff

Classwise Enrollment

<div>Play Group *</div> <div>Boys</div> <div>Girls</div>	<div>Nursery *</div> <div>Boys</div> <div>Girls</div>	<div>Prep *</div> <div>Boys</div> <div>Girls</div>	<div>Class 1 *</div> <div>Boys</div> <div>Girls</div>
<div>Class 2 *</div> <div>Boys</div> <div>Girls</div>	<div>Class 3 *</div> <div>Boys</div> <div>Girls</div>	<div>Class 4 *</div> <div>Boys</div> <div>Girls</div>	<div>Class 5 *</div> <div>Boys</div> <div>Girls</div>

School Stats

<div>Total Enrollment *</div> <div>Total Enrollment</div>	<div>Total Teaching Staff *</div> <div>Male Staff</div> <div>Female Staff</div> <div>Total Teaching Staff</div>	<div>Total Non Teaching Staff *</div> <div>Total Non Teaching Staff</div>
---	---	---

Figure 24: School stats

4.1.6 Geo Tag school on Map:

After filling all the school related data on new registration form on PERIS, user will locate his school on map and drop the pin at exact location. After that user will click to submit application. A dialogue box will appear which will ask the user to confirm the accuracy of data entered. If the user is sure that the data entered in School registration application is accurate, he will click on **Submit** button.

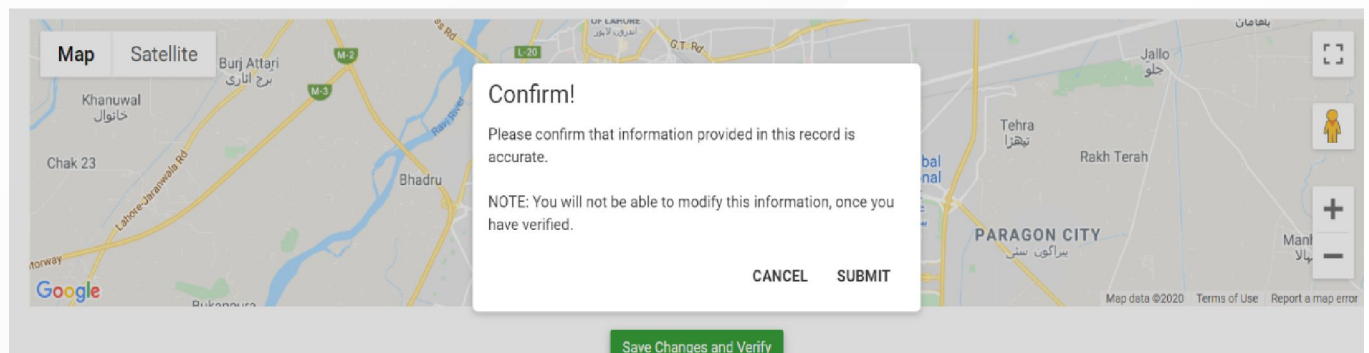


Figure 25: Application submission for e-Challan

4.1.7 Generation of E-Challan:

Once the application is submitted, the user will find the status of application on his dashboard as **Fee Pending**. User will see “**See Fee Challan**” button. User will click on “**See Fee Challan**” button.

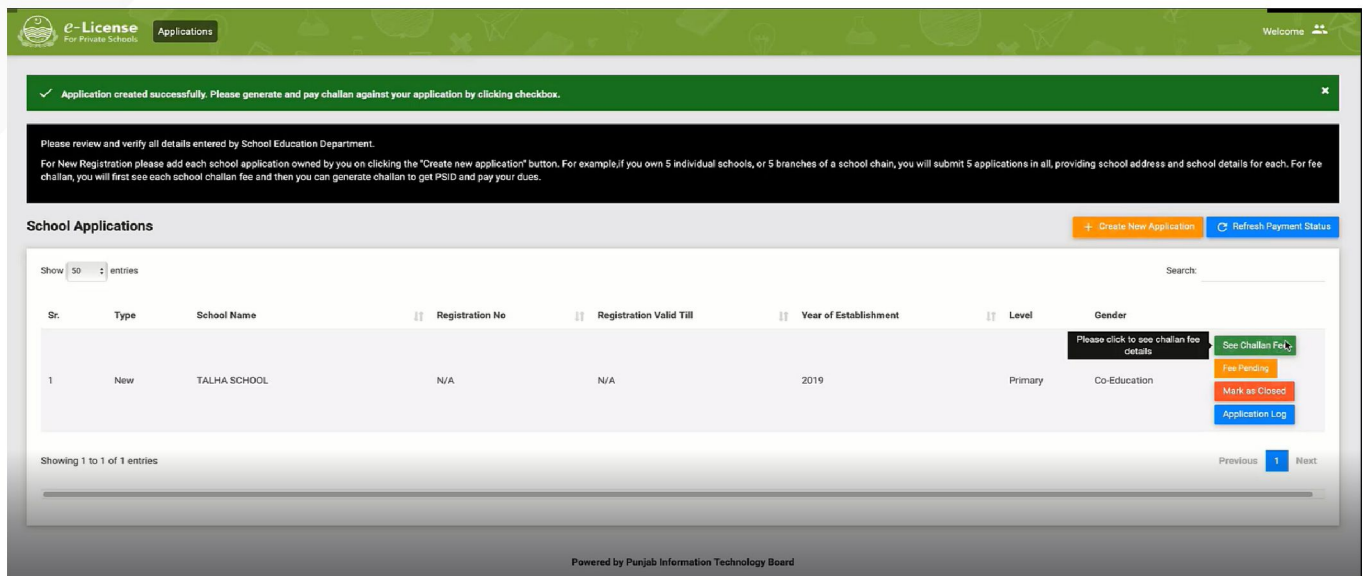


Figure 26: Generation of E-Challan

A fee challan would be generated with school related details and amount to be submitted against registration application.

eLicense for Private Schools
Registration / Renewal fee Challan
School Education Department, Punjab

This is computer generated fee slip. Applications are considered complete only when processing fee is paid.

Applicant Copy

PEPRIS Application System									
Application ID	1357	Print Date	2 December, 2020						
Applicant Name		Cell No							
CNIC		PSID							
School Name									
Application Type	New Registration	School Level	Primary						
School Gender	Co-Education								
Account No	CO-2818, treasury account, State bank of Pakistan								
Bank official's Signature & Bank Stamp		<table border="1"> <thead> <tr> <th>Fee</th> <th>Amount (Pak Rupees)</th> </tr> </thead> <tbody> <tr> <td>Application Processing Fee</td> <td>5500</td> </tr> <tr> <td colspan="2">(Rs. Five Thousand and Five Hundreds)</td> </tr> </tbody> </table>		Fee	Amount (Pak Rupees)	Application Processing Fee	5500	(Rs. Five Thousand and Five Hundreds)	
Fee	Amount (Pak Rupees)								
Application Processing Fee	5500								
(Rs. Five Thousand and Five Hundreds)									

Dept. Copy

PEPRIS Application System									
Application ID	1357	Print Date	2 December, 2020						
Applicant Name		Cell No							
CNIC		PSID							
School Name									
Application Type	New Registration	School Level	Primary						
School Gender	Co-Education								
Account No	CO-2818, treasury account, State bank of Pakistan								
Bank official's Signature & Bank Stamp		<table border="1"> <thead> <tr> <th>Fee</th> <th>Amount (Pak Rupees)</th> </tr> </thead> <tbody> <tr> <td>Application Processing Fee</td> <td>5500</td> </tr> <tr> <td colspan="2">(Rs. Five Thousand and Five Hundreds)</td> </tr> </tbody> </table>		Fee	Amount (Pak Rupees)	Application Processing Fee	5500	(Rs. Five Thousand and Five Hundreds)	
Fee	Amount (Pak Rupees)								
Application Processing Fee	5500								
(Rs. Five Thousand and Five Hundreds)									

PEPRIS Application System

Figure 27: E-Challan

Moreover, a PSID is generated and sent to registered mobile number / email of the user. User will bring the challan and PSID SMS /email to authorized bank branch to submit the application fee.

Once user will submit the registration fee in bank, a confirmation SMS / email will be sent to user.

4.1.8 CEO review of application:

Once the user submits the registration application through PEPRIS, application will be sent to CEO for review. If the CEO finds anything missing in the application, he will return the application to user for correction. User will be able to see the status of application in his account.

User will also visit District education authority in his district for submission of hard copy of his application of registration along with School building fitness and School hygiene certificates.

4.1.9 Issuance of E - License:

If the CEO approves the application, User will log in his account and find a button **Certificate Issued** against his application. User will click on the button and E- License would be generated.

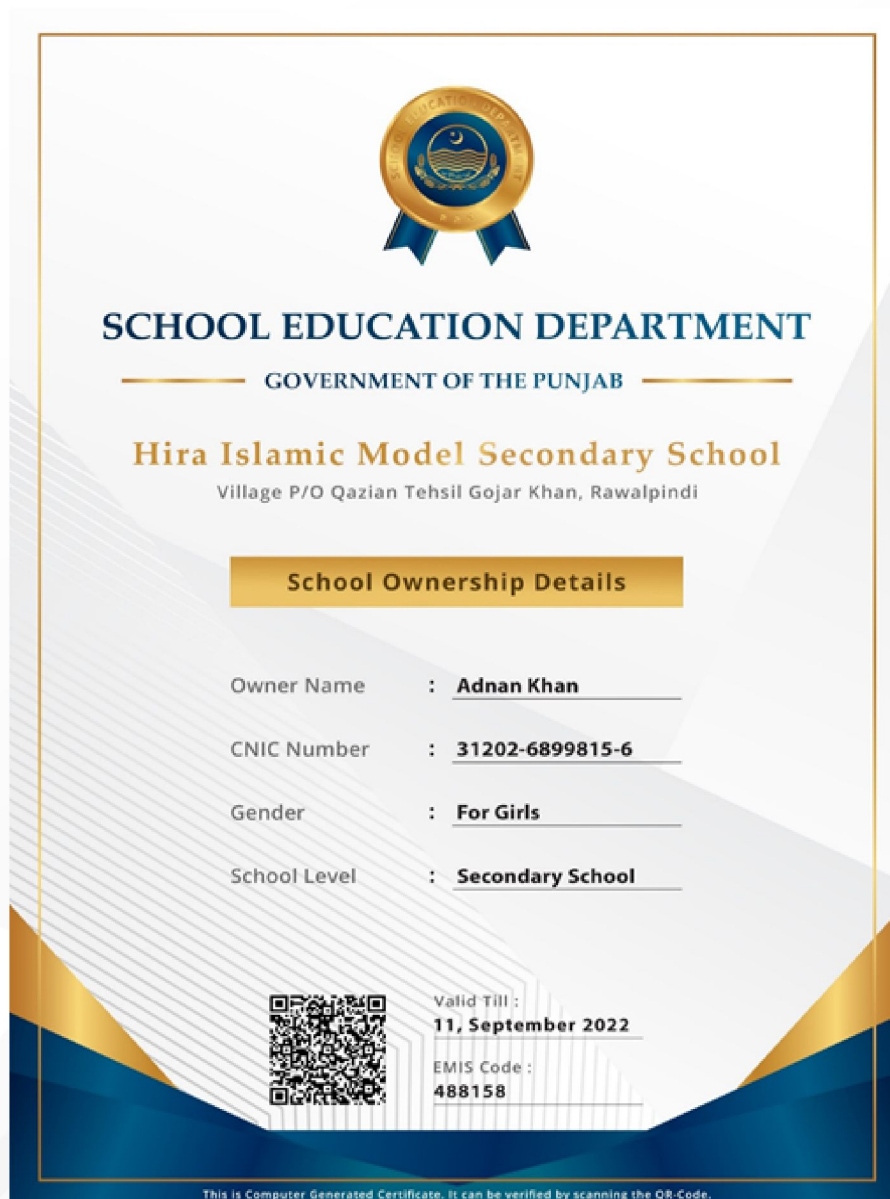


Figure 28: E- license