



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body Constituted by an Act of the State Legislature)
ALTO BETIM – GOA 403 521

Website: gbshse.gov.in

email: goaboard@dataone.in

Phone (0832) 2417593

GBSHSE/EXAM/SSC/HSSC/2009/ 2706

Date : 17th September, 2009

CIRCULAR No. 45

To,

The Heads of all recognised Secondary
& Higher Secondary Schools within the
jurisdiction of this Board.

Sub: Cooperation from Institutions for Examination related work.

- Ref: 1) Circular No. 57 dt. 08/10/2002**
2) Circular No. 55 dt. 12/12/2008
3) Circular No. 10 dt. 23/02/2009

Sir/Madam,

As you are aware, this Board has to meticulously plan in advance, its schedule of examinations, assessment of answerbooks and declaration of results, all within a rigid time-frame.

For this purpose, the Board requires whole hearted cooperation from its affiliated Institutions by way of readily allowing the use of their infrastructure and their Teaching Staff as well as other Staff, as may be seasonally needed at the time.

Though the Board has repeatedly attempted to impress upon the said Institutions the need and importance of their unstinted full cooperation to the Board, the response recorded is often below the expected mark, thereby pushing the entire schedule into disarray, needing innumerable last minute reshuffling and making extra demand on time and energy and causing bitter embarrassment and inconvenience to many, which would otherwise be avoidable.

In order to avoid the undesirable confrontations and enable the Institutions to be comfortably in position to extend the requested cooperation, it is hereby desired that all the Institutions shall adhere to the following instructions in the mutual interest of all :

1. All the Institutions of which buildings, other infrastructure and staff are normally requisitioned by the Board to locate the centre and sub-centres for both written and practical examinations shall plan and conclude their curricular and co-curricular programmes, orientation programmes, activities like NSS, NCC, YRC, Sports, Social Gathering, educational tours, etc. and also other works such as repairs of the furniture, maintenance work of the premises, etc. before January end so that their entire premises including laboratories and the Staff are made available for the conduct of Board's practical and written examinations from February to April of every year. Classes should not be conducted during the tenure and conduct of the SSCE or HSSCE, particularly in Sub Centres where the said examinations are being conducted.

2. The Heads of Institutions shall promptly keep the Board informed whenever there is change in their staff due to retirement, transfer, maternity/paternity leave, appointment of new Staff, etc., giving full details of the qualification/s, experience, subjects taught, etc. by the new comers, so that the Board can timely update its data for purpose of deciding on matters of appointments for Board's work. So also, the Heads of Institutions shall promptly inform the Board in case any Staff Member proceeds on long/short term leave on medical grounds, enclosing the leave sanction order and relevant Medical Certificates.
3. The final examination/tests of pre-SSC classes and of Std. XI may be scheduled and concluded before the commencement of the SSC Examinations and HSSC Examinations, respectively.
4. While allotting class-teachership or any other work to the Teachers, it should be ensured that such work will not come in the way to relieve such Teachers when appointed for Board's work, particularly the assessment work.
5. The Heads of the Institutions shall impress upon their Teachers that the work of the Board for which services of the Teachers are requisitioned in various capacities, happens to be lawfully part and parcel of their duties and they need to attend the same with utmost devotion, punctuality, regularity and integrity.
6. The Teachers may be required for any one or more than one type of the work such as supervision or assessment or both.
7. The Heads of the Institutions, on request from any Conductor of the public examination at any centre or Secretary of the Goa Board, shall promptly relieve the required number of staff for supervisory or other work as may be required by the Conductor/Secretary of the Goa Board. The said Staff should be issued relieving orders by endorsing one copy to the concerned Conductor of the examination centre.
8. The Heads of Institutions, on receipt of the intimation from the Board requisitioning the Staff for the confidential work, shall immediately issue Relieving Order/s to the concerned Teacher/s and forward a copy/copies of the same, along with the Acceptance letter/s of the Teacher/s , to the Board's Office, preferably by return of post, **within eight days of receipt of said requisition.**
9. The Relieving Orders issued to the Teachers shall incorporate therein directions on/to:
 - i) The date of the very first day from which the Teacher shall attend the Board's work.
 - ii) the venue of the work place/assessment centre and the daily reporting time as informed by the Board.
 - iii) meticulously sign the attendance record at the work place at the time of arrival and also departure by faithfully recording the time of arrival and also of departure.
 - iv) attend the assigned duties regularly, punctually and un-interruptedly throughout the entire period of confidential work scheduled by the Board.

- v) attend the assigned work with utmost care, diligence, accuracy and entirely error free.
- vi) complete, without fail, the daily assigned quota of assessment work as fixed by the Board.
- vii) not leaving the assessment centre before the fixed closing hour unless permitted by the Camp Observer/Secretary of the Board, through a written order.

A copy of the format of the Relieving Order be issued as per details at sr. no. 9 is enclosed for necessary action.

10. A Teacher who is relieved to attend Board's work shall be allowed to report back to his/her duties in the School only on production of the Relieving Order issued by the Board. A copy of the said Relieving Order presented by the Teacher should be procured and retained in the records of the School.
11. All the Teachers should be appropriately informed that the refusal to accept or any laxity or dereliction in attending the work pertaining to the Examination conducted by the Board is liable to entail disciplinary action and also action under Provision of Goa Prevention of Malpractice at University, Board and other specified Examinations Act, 1991.
12. In any rare case, if a Teacher who is already relieved to attend Board's work, is urgently needed to attend any emergency eventuality in the school, **only a written request from the Head of Institution** giving detailed grounds of the case to relieve the concerned Teacher will be entertained by the Board.
13. While relieving the Teachers for assessment work, they should be informed that though the assessment work is normally planned to conclude in ten days, at times it may extend beyond that period and should be attended to.

It is requested that the Head of Institution shall rightly appreciate the need to readily and positively respond to the request of the Board and promptly relieve the Teachers whenever their services are requisitioned, particularly so, for the assessment work.

It should be noted that any reluctance to relieve any Teacher when requisitioned, will have rebounding effect of overburdening the other Teachers, prolonging the period to complete the work, enhancing the factor of fatigue, increasing the shortfall in time for post assessment compilation work, causing delay in declaration of results and consequent inconvenience to the public in general, the worst of all infliction of injustice on those Institutions which rightly and judiciously appreciate our need and sincerely extend their full co-operation. Such a situation can neither be overlooked nor tolerated and therefore invites, much to Board's consternation, unnecessary, avoidable correspondence and action.

All the Head of Institutions are requested to vigilantly adhere to the above instructions in best of the public interest.

The contents of this Circular should be brought to the notice of all concerned and acknowledgement of receipt of this Circular may kindly be sent to the Board's Office, within eight days of receipt of this Circular.

(D. R. Bhagat)
Secretary

Copy forwarded with compliments to:

1. All Members of the Board.
2. The Director of Education, Panaji
3. The Director of SCERT, Alto Betim
4. Asst. Director of Education North/South/Central Edu. Zone – Mapusa/Margao/Panaji
5. Heads of Sections of this Office.

Yp/

Name & address : _____

RELIEVING ORDER

To,

Sir/Madam,

With reference to letter No. _____ dtd. _____ received from the Goa Board of Secondary & Higher Secondary Education, you are hereby relieved from this Institution for a period of 10 to 15 days which may be extended, for the confidential work of the Goa Board depending upon the requirement of service.

You are to report at _____ place on _____ by 9.30 a.m. and regularly thereafter at the same time for the confidential work. You are required to sign the attendance records at the time of arrival and so also at the time of departure. You are required to attend the assigned duties regularly, punctually and continuously (without any interruption) throughout the period of confidential work as scheduled by the Board. You are to discharge the duties assigned to you with utmost care, diligence, accuracy and entirely error free. You are to complete the daily assigned quota of assessment work as fixed by the Board. You should not leave the assessment centre before the fixed closing hours unless permitted by the Secretary/Camp Observer of the Board through a written order. You should not leave the venue of the confidential work unless relieved from duties by a written relieving order from the Secretary/Camp Observer.

Refusal to accept or any laxity or dereliction of duties for not attending to the confidential work of the Board is liable to entail disciplinary action and also action under provision of the Goa Prevention of Malpractice at University, Board and other specified Examinations Act, 1991.

SEAL OF
INSTITUTION

Principal

Copy to:

The Secretary,
Goa Board of Secondary &
Higher Secondary Education,
Alto Betim – Goa. 403 521.

This Teacher draws pay in Pay Band of Rs. _____ with Grade pay of Rs. _____.