



**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

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Phone (0832) 2417593

GBSHSE/EXAM/HSSC/TEACH.INF/2010-11/

CIRCULAR No : 22

Date: 07/07/2010

To,
The Heads of all recognized
Higher Secondary Schools under the
jurisdiction of this Board.

Sub:- Teachers' information for the academic year **2010-11**.

Sir/Madam,

This Office requires the following information for planning of the examination work of March/April, **2011**.

- The details of Teachers who are teaching different subjects in **Std.XII**.
- The infrastructure available in your Institution.
- The information of **all** Teachers for conducting Public Examination.

Please, therefore, find enclosed herein a **Proforma II** with a request to get necessary copies of the same at your end and to collect the information from your Teachers to send the same to this Office. **The format of all Proforma enclosed should not be changed.**

The Head of the Institution should also submit his/her information in Proforma I, II and III. In addition, the Head of the Institution shall submit a statement in **Proforma I** enclosed alongside. The Head of the Institution should ensure that all the required information in **Proforma I, II, III, IV and V** is duly verified and completely filled in.

If any of the Teaching faculty is sanctioned long leave on any grounds or transferred or retired on superannuation, the same shall be informed to this Office under reference of this Circular. Information of Teachers whose leave is sanctioned during Board's Confidential Work due to unavoidable circumstances should be communicated to this Office immediately. Teachers requesting change of assessment centre close to residence shall be paid T.A./D.A. from residence only.

In case any of your Teachers is engaged in private tuition, the same may be informed by a separate letter addressed to Mr. D. R. Bhagat, Secretary, GBSHSE, giving all relevant information along with documentary evidence, if any. Secrecy will be maintained in this regard.

P.T.O.

It is requested that the desired information in **Proformas I, II, III, IV and V** may kindly be submitted to this Office in hard and soft copies (by e-mail/pen drive/CD) (soft copies should only contain **Proformas I, III, IV and V**) in printed form using **MS Excel in "Arial" font having minimum font size of '12'**. The **Proforma I, II, III, IV and V** may also be downloaded from the Board's website.

The information should be submitted by the dealing clerk personally to this Office on or before 26/07/2010 positively.

Incomplete information will not be accepted and such application submitted after scheduled date will attract penalty as per **Circular No. 28 dated 30/06/2009**.

Sd/-
Secretary

Encl :- **Proforma I, II, III, IV and V.**

Copy forwarded with compliments to:

1. All the members of the Goa Board.
2. The Director of Education, Panaji.
3. All Assistant Directors of Education/Dy.Education Officers, North/South/Central
4. Educational Zone at Mapusa/Margao/Panaji.
4. The Director of S.C.E.R.T., Porvorim, Bardez Goa.
5. The A.D.E.I's of all Talukas.
6. All Heads of Section of this Board's office.
7. Guard file