

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 : www.gbshse.gov.in email: goaboard@dataone.in
gbshse@rediffmail.com

Ph: (0832)2417593

CIRCULAR NO.- 07

DATE:- 6th. April 2011

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

Sub: Revised rates in respect of Confidential Work

The following are the new rates of remuneration for the confidential work of the Board will be implemented with effect from 7th. February 2011.

Nature of Duty	New Rate
I. Paper setting work:	
(a) Practical examination: Paper setting (with model answer and marking scheme if required)	Rs.55/-
(b) Theory examination :	
(i) Chairperson of Paper Setter Panel (CPSP) (For moderation proof reading and review of question paper, model answer and marking scheme per set) Paper with duration 3 hrs Paper with duration 2 ½ hrs Paper with duration 2 hrs Paper with duration 1 ½ hrs Paper with duration 1 hr or less	Rs.275/- Rs.245/- Rs.210/- Rs.185/- Rs.155/-
(ii) Paper setter: (Paper setting with model answer and marking scheme per set) Paper with duration 3 hrs Paper with duration 2 ½ hrs Paper with duration 2 hrs Paper with duration 1 ½ hrs Paper with duration 1 hr or less	Rs.245/- Rs.185/- Rs.160/- Rs.140/- Rs.130/-
(iii) Translator: (per set) Paper with duration 3 hrs Paper with duration 2 ½ hrs Paper with duration 2 hrs Paper with duration 1 ½ hrs or less	Rs.95/- Rs.90/- Rs.85/- Rs.75/-
(iv) Writing stencil/typeset with model answer & marking scheme (per set) Paper with duration 3 hrs Paper with duration 2 ½ hrs Paper with duration 2 hrs Paper with duration 1 ½ hrs Paper with duration 1 hr or less (Not admissible if the work is done by the employees of the Board)	Rs.55/- Rs.50/- Rs.45/- Rs.40/- Rs.35/-
(v) Supplying typeset/cyclostyled copies of Q.P/Model answer: Upto 25 copies 25 - 50 copies 51 –100 copies For every next 100 copies (Not admissible if the work is done by the employees of the Board)	Rs.10/- Rs.15/- Rs.20/- Rs.20/-

(vi) Supply of CD Remuneration as in (i) above and exchange of blank floppy or actual price of floppy or CD or Rs.20.00 whichever is less.	Rs.20.00
II. Conduct of Examination:	
(a) Oral Examination: S.S.C. Internal/External Examiner H.S.S.C. Internal/External Examiner	Rs.1.20 per candidate Minimum Rs.17/- per batch Rs.2.40 per candidate Minimum Rs.28/- per batch
(b) Practical Examination: (i) Examiners: S.S.C. Internal/External Examiner H.S.S.C. Internal/External Examiner	Rs.1.20 per candidate Minimum Rs.17/- per batch Rs.2.40 per candidate Minimum Rs.28/- per batch

The remuneration shown above includes assessment work of practical answer books. Assessment of oral/practical examination shall be done on the spot. There shall be no assessment of oral/practical examination in the theory assessment camps.

(ii) Laboratory personnel: Subject Expert (Chemistry only) (one) Laboratory Assistant (one) Laboratory Attendant (one)	Rs.28/- per batch Rs.17/- per batch Rs.17/- per day
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(iii) Pre and post examination work in Practicals:

One Internal Examiner, one Laboratory Assistant and one laboratory Attendant in every separate Laboratory during examination work in practicals as per the rates given above.

One day shall be allowed for preparation and one day for cleaning in every subject involving practicals for one Laboratory Assistant and one laboratory Attendant in every separate Laboratory at SSC/HSSC (General and Vocational) except Stenography, Banking, Geography, Computer Science, Music and subjects having practicals on computer.

(iv) Auditors for practicals examination:

Auditors for practicals examination shall be eligible for only TA/DA and not remuneration.

(v) T.A./D.A. shall be admissible as per Govt. rules.

Conveyance allowance to persons not entitled for TA/DA shall be Rs.70/- per day or as per Food Bill, as admissible as per Grade Pay, provided original copy of Computerised Bill, with name of Establishment, is submitted.

Theory Examination	New Rate
i) Observer	Honorarium allowance Rs.120/- Conveyance allowance Rs.100/- per day.(only for centers having more than one sub centre)
ii) Conductor: with candidates upto 1000	Rs.75/- per session.
with candidates upto 1001-1999	Rs.85/- per session.
with candidates more then 2000.	Rs.100/- per session.
Pre and post Examination work Lumpsum	Rs.205/- (No. TA/DA)
iii) Dy. Conductor: one per sub-center	Rs. 55/- per session on actual days of Exam & one session before & one session after Exam.
iv) Block supervisor:	Rs.35/- 2 hrs. paper Rs.40/- 3 hrs. paper
v) Stationery Supervisor cum dispatch clerk: One per sub-center	Rs.40/- per session on actual days of Exam & one session before and one session after Exam.
vi) Center clerk Cum dispatch clerk: (main center) Center clerk pre-post and during examination upto 500 candidates (Lumpsum) Every additional 100 candidates.	Rs.155/- Rs.15/-
vii) Despatch Clerk One per sub-centre	Rs.35/- per session
viii) Medical attendant:	Rs.100/- per visit.(in case of emergency)
ix) Peon: (main center)	Rs. 25/- per session on actual days of Exam & one session before and one session after Exam
x) Peon : One per sub-center	Rs.25/- per session on actual days of Exam & one session before and one session after Exam.
xi) Water boy: One per sub-center	Rs.25/- per session.
xii) Bell boy: One per sub-center.	Rs.25/- per session.
xiii) Sweeper: One per sub-center.	Rs.25/- per session.

xiv) Scavenger: One per sub-center.	Rs.25/- per session.
xv) Furniture and other seating arrangements rearrangements (Lumpsum)	For the entire Exam. Per Sub Centre Rs.60/- (SSCE) Rs. 100/- (HSSCE)
xvi) Conductors conveyance and Vehicles charges: Per day or actual expenses whichever is less Conductor shall collect the balance stationery from the sub-centers on the last day of Examination while collecting the answer books.	Rs.545/- per day
xvii) Disbursement of cash : Main center only Upto Rs. 5000.00 Rs. 5001.00 to Rs. 10,000 Above Rs. 10,000.00	Rs. 50/- Rs. 60/- Rs. 75/-

(No TA/DA or Conveyance Allowance shall be admissible for conduct of examination)	
(xvii) Vigilance Committee Members Half Day Full Day	Rs.110/- Rs.165/-
(Conveyance as approved by the Office of the Board)	

Meticulous care should be exercised in case of expenditure to be incurred during conduct of examination.

III. Assessment: Theory Examination.

	New Rates
(i) Assessment Camp Observer: (a) If from the same institution (Lumpsum) (b) If from other institution (No TA/DA)	Rs.1155/- Rs.115/- per day
(ii) Chief Moderator (Lumpsum)	Rs.1615/-
(iii) Senior Moderator (Lumpsum)	Rs.1500/-
(iv) Associate Moderator: (Lumpsum)	Rs.1445/-
(v) Moderator: (Lumpsum)	Rs.1380/-
(vi) Scrutinizers Lumpsum	Rs.1050/-
(vii) Senior Examiner: (a) For Assessment work: (b) For Moderation work: With Examiners upto 3(Lumpsum) With Examiner more than 3(Lumpsum)	As per rate of examiner Rs.265/- Rs.400/-
(viii) Associate Examiner: Remuneration as examiner for assessment: With 20 or less than 20 answer-books (Lumpsum) With more than 20 answer-books	Rs.85/- As per rate of Examiner
(ix) Examiner: (per answer- book) Paper with duration 3 hrs (languages as subject) Paper with duration 3 hrs (other than languages as subject) Paper with duration 2 ½ hrs Paper with duration 2 ½ hrs Paper with duration 1 ½ hrs Paper with duration 1 hrs or less	Rs.4.00 Rs.3.65 Rs.3.30 Rs.3.00 Rs.2.80 Rs.2.70

(x) Examiner for assessment of translation passage	Rs.28/- for 50 passages Rs.0.60 per additional passage
(xi) Joint Moderation :(Lumpsum)	Rs.120/-
Conveyance allowance to persons not entitled for TA/DA shall be	Rs.70/- per day or as per Food Bill, as admissible as per Grade Pay, provided original copy of Computerised Bill, with name of Establishment, is submitted.

NORMS FOR PENALTIES

	New Rate
(1) Minor mistake in question paper setting, translating, moderating, proof reading etc.	5% per mistake deduction in remuneration.
(2) Minor mistakes on the part of functionaries during conduct of examination such as not reporting of	
(i) erasures in seat numbers in answer-books	Rs.20/-
(ii) discrepancies in number of supplements	Rs.20/-
(iii) variation in handwriting	Rs.20/-
(iv) missing pages of answer-books	Rs.20/-
(v) wide variation	Rs.20/-
(vi) other mistakes of similar nature.	Rs.20/-
(3) Minor mistakes in assessment identified	
(i) during verification of marks in practical/theory like totaling/transferring/ etc.	Rs.25/-
(ii) parts of answer left unassessed identified during verification of marks	Rs.35/-
(4) The major mistake/serious lapses identified shall be place before the Executive Council for decision which shall be confirmed by the Board.	
(5) The mistakes covered under malpractice shall be dealt with by the Executive Council for decision which shall be confirmed by the Board.	

Rules 31 and 32 are reproduced below for ready reference:

31. Remuneration and TA/DA to the staff appointed for examination work:-

- (1) The staff appointed for examination work shall be eligible to get remuneration at the specified by the Board from time to time and TA/DA is admissible as per Government rules.
- (2) The staff appointed for the examination work but not entitled for TA/DA shall be paid conveyance at the rate approved by the Board.

32. Withholding or reduction in the remuneration and other penalties:-

- (1) The Board shall lay down the norms for withholding or reducing the remuneration and for imposing other penalties on the persons appointed for confidential work, if the persons appointed for the purpose do not adhere to the norms laid down by the Board while performing the duties assigned to them.
- (2) His/Her making a false declaration or statement while submitting acceptance under rule 30(4) for confidential work or in any other document submitted to the Board in connection with his/her appointment.
- (3) The reduction in remuneration shall be according to the schedule of penalties specified by the Board.
- (4) In case of gross negligence and the matters not mentioned in the schedule of penalties, such cases shall be referred to the Executive Council for inquiry. The decision of the Executive Council in this respect shall be brought to the notice of the concerned defaulters under intimation to the respective management the Director of School Education and the penalty shall be executed under intimation to the Board.

Norms for appointment of required staff and Rates of remuneration to the official/officer appointed at the center/sub-center for the conduct of Exam. To be implemented with effect from March/April/June 2011 HSSC and SSC Exam.

NOTE

1. Conductor/Dy. Conductor shall obtain bills/vouchers of the remuneration of Supervisors and other staff appointed for the purpose of Examination work in prescribed form, duly signed by them.
2. All the expenditure incurred by the Dy. Conductor should be supported by the Bills/vouchers duly certified by the Dy. Conductor and counter signed by the Conductor of the respective centers.
3. Bills for Xeroxing if claimed shall indicate the details of the items on the Xerox bills.
4. At list 200 – 240 students shall be accommodated in each sub-center of Examination.
5. When there is enough accommodation and furniture available in the main center the school should be allocated as one of the sub-center.
6. The Conductor shall obtain the expenditure accounts of each one of the Dy. Conductor in prescribed proforma supplied by the Boards office and shall forward the same to the Secretary along with bills/expenditure vouchers incurred by the Conductor (main center) for settlement of accounts within fifteen days after completion of exam.

7. Conductor shall forward the center expenditure accounts through forwarding letter.
8. Any expenditure incurred which is not admissible will require prior permission of this office. Copy of permission may be attached.
9. It will not always be possible to collect the answer books from the center on each day of Examination at the certain fixed timing as such the center authorities should cooperate with the Board's representative authorized for collection.
10. As far as possible Conductor should occupy custody on ground floor for the convenience.
11. Prior approval may be obtained from higher authorities in respect of Transport/Labour charges towards transportation of furniture in emergency cases

Yours faithfully,

Sd/-
(D. R. Bhagat)
Secretary.

Copy forwarded with compliments to:-

1. All Members of the Goa Board of Secondary & Higher Secondary Education Alto Betim Goa.
2. The Director of Education Panaji.
3. The Director of State Institute of Education, Alto Betim Goa.
4. All Assistant Directors/Deputy Education Officers North/South/Centre Educational Zones, Mapusa/Margao/Panaji.
5. All Section Heads of this Office.
6. Guard file.