



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

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GBSHSE/ACAD/RECOG/2012-13/

Date: 26/06/2013

Circular No: 17

To
The Heads of all Secondary and
Higher Secondary Schools
Within the jurisdiction of the Board

Sub: A. First-time/ Continuation of recognition and Registration/Additional/Enrolment
fees and Recognition Certificate fees for the year 2013-2014

B. Change in the Management of the School /Change in name of School.

Sir/Madam,

A. *You are informed to check the status regarding period of recognition of your School on Board's website: www.gbshse.gov.in on home page with link Secondary and Higher Secondary Schools recognised by the Board.*

1. The Schools which are granted first time recognition and continuation of recognition for the years 2012-2013 - 2013-2014 shall apply for further period of continuation of recognition/first time recognition to next class as the case may be in Form I which is **to be downloaded from website : www.gbshse.gov.in.**
 - Every year all Institutions, irrespective of the period of recognition or First time recognition will have to submit the application for recognition in triplicate, containing latest updated information in Form I with hard copy in typed form using MS Excel in legible format having minimum font size as 12 and font as "Arial".
 - **Only printed and photocopies of the Form – I, in the latest prescribed downloaded format will be accepted. A typed copy of Form –I in different format and layout will be rejected outright.**
 - **Form of Application for recognition along with fees should necessarily be sent through a special Messenger.**

2. The continuation of recognition is also subject to the fulfillment of the following conditions:
 - a) The Schools shall strictly adhere to the Goa Board of Secondary and Higher Secondary Education Act 1975 and the Rules there under, and Circulars issued till date.
 - b) The School shall strictly adhere to the Goa School Education Act 1984 and the Goa Daman & Diu School Education Rules 1986 Rules there under.
 - c) The School shall make available the staff, accommodation, furniture, equipments; telephone etc. for the purpose of conduct of Board examination including pre and post examination work.
 - d) The School shall supply current statistical and other information as required by the Board from time to time within the prescribed period.
3. Breach of any of the above conditions shall attract the prevailing provision for de-recognition.
4. The norms circulated vide current circular shall be strictly followed by the Institutions while applying for the first time recognition for any of the classes.
5. The taluka-wise time schedule for acceptance of Application with Registration / Additional/Enrolment fees and Recognition Certificate fees (together) is given below:

Taluka in which Secondary and Higher Secondary Schools are located	Last date of acceptance without penalty Time: 10.00 a.m. to 12.30 p.m. and 2.00 p.m. to 4.00 p.m.
i. Salcete,	24/07/2013
ii. Bardez	25/07/2013
iii. Tiswadi,	26/07/2013
iv. Ponda, Dharbandoda	29/07/2013
v. Mormugao, Pernem	30/07/2013
vi. Sanguem, Bicholim	31/07/2013
vii. Canacona, Quepem, Sattari,	01/08/2013

- N. B.** In case the last day happens to be a holiday, the immediate next working day shall be the last day.
- The Institutions which fail to apply for continuation of recognition within the stipulated date may apply with penalty which includes normal fees plus 50% of the normal fees, up to **19/08/2013** and thereafter may apply as time-barred with normal fees plus 50% of normal fees plus of ₹ 20.00 per day till the date of submitting the application form.
 - **Incomplete application will not be accepted and such application submitted later beyond the time schedule will attract penalty as above.**
 - **It may be noted that the applications of candidates for admission to S.S.C. /H.S.S.C. Examination sponsored by the unrecognized Schools under this Board will not be accepted.**

6. Registration/Additional/Enrolment fees and Recognition certificate fees

➤ SECONDARY SCHOOLS

Registration fees IX to X	Upto 100 students 101 to 300 301 to 500 501 and above	₹ 2000/- ₹ 2600/- ₹ 3200/- ₹ 4000/-
Additional fees		₹ 1200/-
Recognition Certificate fees		₹ 200/-
Enrolment fee per student Enrolled in Std IX		₹ 50/-
Inspection Fees (For Schools whose recognition expires in 2012-2013 & 2013-2014.		₹ 1500/-
Fees for Change in name of School / Management		₹ 1000/-

➤ HIGHER SECONDARY SCHOOLS

Registration fees XI & XII	Upto 150 students 151 to 500 501 to 700 700 to 1000 1001 and above	₹ 6000/- ₹ 7000/- ₹ 8000/- ₹ 9000/- ₹10000/-
Additional fees		₹ 1200/-
Enrolment Fees per student enrolled in Std. XIth		₹ 75/-
Recognition Certificate fees		₹ 200/-
The fees for granting recognition for additional subject		₹ 200/-
Fees for additional course in case of Vocational		₹ 1000/- (one time only)
Inspection Fees (For Higher Secondary Schools whose recognition expires in 2012-2013 & 2013-2014.		₹ 1500/-
Fees for Change in name of Higher School / Management		₹ 1000/-

- (i) Fees may be remitted by crossed D.D. in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto- Betim Goa payable at Porvorim or Panaji. All fees should be remitted by one Crossed D.D. only.
- (ii) **Payment can be made by E.C.S** only Through **Central Bank of India** from any branch in Goa with a narration mentioning the name of School.
- (iii) Bank official will be accepting the fees in **CASH** in the Board's Office from **10.00 a.m. to 1.00 p.m.** on the dates mentioned at **Sr. No.5**.
- (iv) All the Higher Secondary Schools shall collect the enrollment fees at the time of admission of students in Std. XI. In case of fresh admissions from other states or from other Boards in Std. XII, the enrollment fees shall be collected accordingly. No enrollment fees shall be collected from repeaters admitted from the same schools or from other Schools recognized by this Board whose one time enrollment fees have been already collected

7. The extract of Section 35 (1) and (2) of the Goa Daman and Diu Secondary and Higher Secondary Education Board Act 1975 is given below:

- 1) “A secondary or higher secondary school desiring to be recognized for the purposes of admission to the privileges of the Board shall, **not later than fifteenth day of the month of July of the year which precedes by two years, the year in which it proposes to present candidates for the final examination conducted by the Board**, apply for recognition to the Secretary of the Board in the form which may be prescribed”

Provided that the Chairman of the Board may, for special reasons to be recorded in writing condone the delay if the delay does not exceed a period of six months.

- 2) An application for recognition shall be made in such a manner as may be prescribed”.

8. Recognition to additional subject, as per circular No.50 dated 17/08/2007 :

It may be noted that recognition in additional subjects will not be granted if the additional subject is directly introduced in Std. X/XII. The recognition in additional subjects shall be sought by the school for introducing those subjects, initially in Std. IX/XI and subsequently in Std X/XII in a phased manner.

It is also informed that the Institutions introducing additional subjects/courses should apply for the recognition of Board simultaneously while applying for the permission from the Directorate of Education.

In no case it should be assumed that the Recognition of the Board to additional Subject/ course is a formality and be taken for granted.

(B) Attention of All Heads are invited to Rule No.5 (14) of The Goa, Daman and Diu Board of Secondary and Higher Secondary Education Board Rule, 1975 regarding the change in Management. The same is required to be strictly adhered to.

The content of this circular to be disseminated to all concerned and the acknowledgement of this circular may be sent by return of post.

This Circular supersedes all the previous Circulars.

Sd/-
(Bhagirath G. Shetye)
Secretary

Copy to:

1. All the members of the Board
2. All the Dy. Directors of Education (North/South /Central Zone)
3. All the Section Heads of this Board.

Encl:

1. Advice Note “F”
2. Pre receipt for Govt. Institution

ADVICE NOTE 'F'

(To be sent with Registration / Additional / Enrolment fees.)

1. **Index No. of the School** :
2. **Name and Address of the School** : _____

3. **Year of First –time Recognition** :
4. **Amount now remitted** :

Year for which Amount is remitted	Total enrolment in Std IX	Total enrolment in Std XI	Amount of Registration fees (U/R 23)	Amount of Additional fees (U/R 6)	Recognition certificate fees	Amount of enrolment Fees	Inspection fees	Fees for Change in name of Higher School / Management	Total Amount

Total Amount Rs. _____

5. Mode of Payment:

- Cash payment: Receipt No. _____ dated _____
- Paid by crossed Demand Draft No. _____ dated _____ for Rs. _____ drawn in favor of Secretary, Goa Board of Secondary and Higher Secondary Education on _____ Payable at Panaji/ Alto – Betim.

Date: _____

**Signature of the Head of
 the Secondary/Higher Secondary
 School with the seal of the Institution.**