

## **MOST URGENT**



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

Website: [www.gbshse.gov.in](http://www.gbshse.gov.in)

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GBSHSE/ACAD/Recognition/2017-18

Date: 28/02/2017  
01/03

### **Circular No: 08**

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

Sub: **A. First-time/ Continuation of Recognition and Registration/Additional  
Subject(s)/Enrolment fees and Recognition Certificate fees for the year 2017-18.**

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

Sir/Madam,

With reference to above cited subject, you are informed to check the status regarding period of recognition of your School on Board's **website: [www.gbshse.gov.in](http://www.gbshse.gov.in)** on home page with link Secondary and Higher Secondary Schools recognised by the Board.

#### **The attention of All Heads is invited to:**

- ◆ 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. The School shall strictly adhere to the Goa School Education Act 1984 and the Goa School Education Rules 1986 Rules there under.
- ◆ Executive Council resolved to withdraw the Circular No.12, Ref No. GBSHSE/ACAD/Recog/SSC/2003 dated 05/02/2003, regarding "**Penalty to the unrecognised Schools sponsoring the Candidates for Examination Through other Recognized Schools**" from the academic year 2016-17 onwards.

**Executive Council further directed that, if such cases are carried forward then the show cause notice to be issued to the Schools for sponsoring such Candidates.**

- ◆ **Copy of permission letter of Directorate of Education Porvorim-Goa, at the time of First Time Recognition and the permission granted by the Board should be submitted.**
- ◆ The School shall make available the staff, accommodation, furniture, equipments; telephone etc. for the purpose of conduct of Board 's examination which includes pre and post examination task.
- ◆ The School shall apply current statistical and other information as required by the

Board from time to time within the prescribed period.

- ◆ Breach of any of the above shall attract the prevailing provision for de-recognition.
- ◆ 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.

**A. I. First Time Recognition /Additional Subjects for Secondary and Higher Secondary Schools**

1. The Secondary Schools/Higher Secondary Schools applying for the First Time Recognition/Additional Subjects shall submit the application duly filled in Form I/Form II ( vide Rule 5 ) for First Time Recognition /Additional Subjects and attached required documents as mentioned in respective forms by 31/05/2017.

2. These forms are available on official website of this Board .in  
Copy of permission letter of Directorate of Education Porvorim-Goa, at the time of First Time Recognition is compulsory.

3. One copy of form shall be submitted to this office for payment and other two copies are required to be submitted to the **concerned Zonal office for inspection.**

4. The School shall request the Zonal office to send report directly to this office before June 2017, as entire process is targeted for completion by end of

**July 2017.**

**5. The mode of payment shall be as under:**

i) D.D. in favour of Secretary Goa Board.

ii) ` 500/- processing fees

iii) ` 1500/ Inspection fees

iv) ` 200/- incase of additional subject along with permission letter from Director of Education .

**A. II. Continuation of Recognition in respect of Secondary Schools and Continuation of Additional subject(s)**

1. The Schools applying for continuation of recognition and additional subject(s) for the years 2017-18 shall submit Form I duly filled along with required documents as per the schedule through special messenger who is well versed with recognition matter.

2. One copy of form shall be submitted to this office for payment and other two copies should be submitted to the **concerned Zonal office for inspection.**

3. The School shall request the Zonal office to send report directly to this office before 30<sup>th</sup> June 2017, as entire process is targeted for completion by end of July 2017.

N.B: \*It may be noted that recognition in additional subjects will not be granted if the additional subject is directly introduced at class X/XII. The recognition in additional subjects shall be sought by the school for introducing those subjects, additional initially at

class IX/XI and subsequently at class 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 presumed that the Recognition of the Board to additional Subject/ course is formality and be taken for granted.

\*Recognition to additional subject(s) shall be granted as per circular No. 50 dated 17/08/2007.

**A. III .Continuation of Recognition in respect of Higher Secondary Schools and Continuation of Additional subject**

The Higher Secondary Schools applying for Continuation of Recognition and Additional subject(s) for the year 2017-18, shall submit the forms in duplicate to this office along with payment. **The inspection will be carried out by this Board.**

**B. I. The permission to change name of the School/Higher Secondary School and name of the of Management shall be requested with the following documents:**

- i) Permission from the Director of Education, Porvorim.
- ii) Required fees.
- iii) Undertaking.
- iv) Last date for submission is **30/06/2017**

It is enjoined upon all Heads to follow Rule No.5 (14) of Goa, Board of Secondary and Higher Secondary Education Board Rule, 1975 regarding the change in Management. The same is required to be strictly adhered to.

**B. II. The taluka-wise (SSC) schedule for acceptance of Application and fees for Registration / Additional Subject(s) and Recognition Certificate is as below:**

**a) Last date of acceptance of fees without penalty. (Time: 10.00 a.m. to 1.00 p.m at Board's office. 2.00 p.m to 4.00 p.m at Central Bank of India Porvorim.)**  
**Secondary Schools Talukawise dates are as below:**

|                               |            |
|-------------------------------|------------|
| i Salcete,                    | 08/05/2017 |
| ii Bardez                     | 09/05/2017 |
| iii Tiswadi,                  | 10/05/2017 |
| iv Ponda, Dharbandoda         | 11/05/2017 |
| v Mormugao, Pernem            | 12/05/2017 |
| vi Sanguem, Bicholim          | 15/05/2017 |
| vii Canacona, Quepem, Sattari | 16/05/2017 |

**b) Last date of acceptance of fees without penalty. (Time: 10.00 a.m. to 1.00 p.m at Board's office 2.00 p.m to 4.00 p.m at Central Bank of India Porvorim.)**  
**Higher Secondary Schools dates are as below:**

1. 19/06/2017
2. 20/06/2017
3. 21/06/2017

**B. III.** The Institutions which fail to apply for continuation of recognition within the stipulated date shall have to apply with penalty that includes normal fees plus 50% of the normal fees, up to 17/05/2017 for S.S.C. and 22/06/2017 for H.S.S.C. respectively, thereafter application shall be treated as time-barred with normal fees plus 50% of normal fees plus ` 20.00 per day till the date of submitting the application form.

**B. IV.** Incomplete application will not be accepted and such application submitted later beyond the time schedule will attract penalty as above.

**B. V.** 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 by this Board will be rejected without mentioning any reason.

**B. VI. FEES FOR SECONDARY SCHOOLS**

|  |  |  |
|--|--|--|
| Registration fees IX to X  | Upto 100 students<br>101 to 300<br>301 to 500<br>501 and above | ` 2000/-<br>` 2600/-<br>` 3200/-<br>` 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 2016-2017 & 2017-2018) |  | ` 1500/-                                     |
| Fees for Change in name of School / Management                                   |  | ` 5000/-                                     |
| The fees for granting recognition for additional subject                         |  | ` 200/-                                      |

**B. VII. FEES FOR HIGHER SECONDARY SCHOOLS**

|   |  |   |
|---|--|---|
| Registration fees XI & XII  | Upto 150 students<br>151 to 500<br>501 to 700<br>700 to 1000<br>1001 and above | ` 6000/-<br>` 7000/-<br>` 8000/-<br>` 9000/-<br>` 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 2016-2017 & 2017-2018) |  | ` 1500/-  |

|  |  |        |
|--|--|--------|
| Fees for Change in name of School / Management |  | 5000/- |
|--|--|--------|

**Note:**

- (i) Fees to be remitted by crossed D.D in favour of Secretary Goa Board of Secondary and Higher Secondary Education, Alto-Betim Goa payable at Porvorim of Panaji. All fees should be remitted by one Corssed 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.
- (ii) Cash above ₹2000/- may be deposited in the Bank.
- (iv) All the Higher Secondary Schools shall collect the enrollment fees at the time of admission of students in class XI. In case of fresh admissions at class XII from other states or from other Boards the enrollment fees shall be collected accordingly. No enrollment fees shall be collected from repeaters admitted from the same school or from other Schools recognized by this Board whose one time enrollment fees have been already collected.

The acknowledgment of this circular is to be sent by return of post.

sd/-  
(Shivakumar D. Jangam)  
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