



**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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**GBSHSE/EXAM/HSSC/March/2018/**

**CIRCULAR NO. 09**

**Date:- 28/04/2018**

**To,**

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

**Sub:- Statement of Grades/marks-cum-passing certificates of H.S.S.C.  
Examination of MARCH- 2018.**

Sir/Madam,

1. I am pleased to forward herewith consolidated school-wise result and statements of Grades/marks-cum-passing certificates of candidates who appeared at H.S.S.C. Examination of March – 2018.
2. Though this Office has meticulously prepared statements of Grades/Marks-cum-passing certificates, **you are instructed to kindly verify each of the statement of Grades/marks-cum-passing certificates for the following eight entries before the same are issued to the candidates.**
  - \* Name of the candidate.
  - \* Subjects offered by the candidate.
  - \* Exemption if any claimed by the candidate.
  - \* Date of Birth of the candidate.
  - \* Name of the Centre.
  - \* Result (Specially 'Pass' is not printed when less than minimum marks for passing or absence is recorded in a subject).
  - \* Grade.
  - \* Facsimile signature of the Secretary of the Board.
3. The statement of Grades/Marks-cum-passing certificate in original correct in all respect, should be issued to the candidates by the Head of the Institution duly signed and with the school stamp at appropriate place.
4. **The Signature of the candidate in appropriate box in the statement of Grades/Marks-cum-passing certificate should be obtained by the Head of the Institution before issuing to him/her.**
5. In case of any error in the original statement of Grades/Marks cum-passing certificate, the same should be returned to this office along with consolidated result sheet for further investigation on or before **04/05/2018**. If returned after **04/05/2018** for correction and/or with changes/additions to incorporate therein, the Head of Institution shall be held responsible and accountable to pay the necessary extra fees towards issue of such certificate.
6. The results kept under Reserved Category ,
  - A – for Non availability of practical marks
  - B – for Non submission of grades.
  - C – for Malpractice cases.
  - D – for Non submission of Final Eligibility Certificate.
  - E- for not attending discrepancies in sports marks/Internal Assessment mark

**Contd-p/2**

**7. VERIFICATION/REVALUATION OF MARKS**

- a. The performa for verification of marks in Absentia, Photocopies and Re-evaluation, may be downloaded from the official website of GBSHSE at your end for distribution. **The Head of Institution should categorically inform the candidates that obtaining photocopy of answer-book does not mean verification of marks and does not make candidate eligible to apply for re-evaluation beyond last date.** The photocopies shall be made available after thirty (30) days of receipt of the request in prescribed form by the Board.
- b. The fees and last date are as follows

<b>SR No</b>	<b>PARTICULARS</b>	<b>FEEES</b>	<b>LAST DATE</b>
1.	Re-evaluation of answer-book	Rs.700/- per subject	<b>07<sup>th</sup> May 2018</b>
2.	Supply of Photocopies of answer-book	Rs.75/- per subject	<b>12<sup>th</sup> May 2018</b>
3.	Verification of marks in absentia	Rs.75/- per subject	<b>25<sup>th</sup> May 2018</b>

- c. Application along with relevant documents shall be forwarded by the Head of the Institution to this office before last date meant for the purpose through authorized officials of the school in one lot.  
**Candidates or their parents should not be sent to the Board for this purpose.**
- d. Schools are required to pay the fees vide cash/crossed cheque payable to the Secretary, Goa Board of Secondary and Higher Secondary Education to the nearest Central Bank of India Branch only. List of branches are available on the Goa Board Website.
- e. Incomplete application or application without prescribed fees will be summarily rejected and no correspondence shall be entertained in this regard.
- \* For All cases of verification/re-evaluation, the original mark-list/passing certificate should remain in the custody of the Head of the institution till the declaration of results of verification/re-evaluation.
- \* **In case of any change in marks after verification/re-evaluation, it shall be the responsibility of the Head of the institution to collect the revised marklist/passing certificate from the Board after surrendering the original to the Board. Candidates or parents should not to be sent to the Board to collect the same.**

Yours faithfully

(Bhagirath G. Shetye)  
Secretary

- Copy to:**
1. All members of the Board.
  2. The Director of Education, Porvorim , Bardez , Goa.
  3. Directorate of Sports & Youth Affairs, Campal, Panaji-Goa.
  4. Director of SCERT, Alto Betim Bardez Goa
  5. Directorate of Skill Development & Entrepreneurship, Shrama Shakti, Panaji-Goa.
  6. All Section Heads of this office.
  7. Office file.
  8. Guard file.