



**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/COMMERCE BASED/2018/

Date:- 21/12/2018.

CIRCULAR No. **39**

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

Sub:- (1) Format of the Certificate and  
(2) Proforma of Continuous Evaluation in the subject 'Office Administration'.

Sir/Madam,

The Sub-committee in Business Administration and Office Administration (Voc) in their meeting held on 12/12/2018, has prepared Format of the Certificate and Proforma of Continuous Evaluation in the subject 'Office Administration' for Std. XII.

The above material is uploaded on the Board's website **under Study material.**

The Head of the institution should prepare and print the Certificate and Proforma of Continuous Evaluation in the subject 'Office Administration' for Std. XII in the prescribed format as stated, with name of the institution and the logo. The certificate shall be issued to the Office Management students alongwith marksheet.

The content of this Circular should be brought to the notice of all concerned.

sd/-  
(Bhagirath G. Shetye)  
Secretary

Copy to:

1. The Director of Education, Porvorim – Goa.
2. Heads of all Sections of this Office.

