

**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/SSC/HSSC/2009/

Date : 23<sup>rd</sup> February, 2009

CIRCULAR No. 10

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

Sir/Madam,

- Sub: (I) Requisitioning of Staff and Infrastructure for conduct of Examination.  
(II) Intimation of new website of the Board.

(I) Attention of all the Heads of Secondary and Higher Secondary Schools recognized by this Board is invited to the following circulars issued on the above subject matter.

**BY GOA BOARD**

- (1) No. 69 dtd. 17/11/1991
- (2) No. 57 dtd. 8/10/2002
- (3) No. 55 dtd. 12/12/2008

**BY DEPT. OF EDN.**

1. Circular No. 224 dtd. 25<sup>th</sup> Aug. 1981
2. Circular No. 158 dtd. 22<sup>nd</sup> Sept. 1988
3. Circular No. 159 dtd. 22<sup>nd</sup> Sept. 1988
4. Circular No. 25 dtd. 27<sup>th</sup> Feb. 1990
5. Circular No. 5/Acad. No. 65  
dtd. 25<sup>th</sup> Feb.1991

In view of smooth conduct of S.S.C. & H.S.S.C. Examination, all the Heads of Secondary and Higher Secondary Schools are hereby requested to extend their full unreserved co-operation by way of paying utmost attention to the following :-

1. Whenever the services of the Teachers are requisitioned by the Board, they are required to be present continuously, regularly and punctually for the period as mentioned on the appointment order.
2. Heads should relieve all the Teachers required and requisitioned by the Board. As far as possible, the Board will try to ensure that minimum staff from each Institution is requisitioned. It may be noted that appointment is done considering various factors such as Teachers with experience, nature of appointment, qualifications etc. Heads should issue the necessary Relieving Orders to the Staff requisitioned by the Board.

Copy of the Relieving Order should be sent to the Board. In case Heads require the services of Teachers for preparation of internal results, etc. the same should be pre-planned and mentioned on the Relieving Order.

3. If any Teacher is proceeding on leave during the month from February to April the same should be sanctioned only on medical grounds and copy of leave order be sent to the Board well in advance to enable the Board to consider the same while requisitioning the services of the Teachers.
4. As services of Teachers will be required for conduct of Examination and confidential work, no activities like NSS, NCC, YRC, Sports, Social Gathering etc. shall be conducted from mid February to April end.
5. No Teacher can refuse Board's confidential work without proper and valid reason.
6. Heads should ensure that Teachers appointed for confidential work of the Board including Paper setters, Examiners, Moderators, Chief Moderators should not be assigned the work of Dy. Conductor or Conductor as far as possible as they are reluctant to accept confidential work after working as Conductor/Dy. Conductor. In case they are willing to take up confidential work after completing the duty of Conductor/Dy. Conductor, they may be considered for the appointment of Conductor/Dy. Conductor. Priority is to be given to confidential work of the Board. Staff who have not been assigned assessment work or confidential work should be assigned the work of Conductor, Dy. Conductor to ensure there is no shortage of personnel for assessment work.
7. As far as possible, equal supervision should be assigned to all Teachers. Heads of Institutions not selected as main/sub centres should depute their Teachers to sub-centres for supervision work, when the Conductor of the main Centre requests for the same.
8. Teachers appointed for assessment work should work as Examiners, Moderators, Scrutinizers, Chief Moderators, irrespective of previous appointment. Appointment of these personnel is usually done in a cycle which has to be repeated periodically so that the same person does not work in the same category for long period. The Chief Moderators may be reassigned the duty of Examiners if they have completed one cycle. It is unfair and unjust for Teachers who have worked as Chief Moderator to refuse the appointment of Scrutinizer or Examiner.
9. Ex-Board Members are not disqualified from the confidential work of the Board and they are expected to accept the same, whenever their services are requisitioned.

10. Teaching/Non Teaching Staff Members should not visit the Board to interact with the staff of the Board with reference to their appointment for confidential work, remuneration, etc...

Any queries, requests with reference to appointment for confidential work, remuneration, etc. should be addressed to the Secretary, Goa Board of Secondary and Higher Secondary Education and forwarded through the Head of the Institution.

11. The Management shall ensure that all the Staff, whose services are requisitioned by the Board, for the purpose of conduct of the Public Examination and confidential work, should extend their whole hearted co-operation as all examination related work is the joint effort and responsibility of Director of Education, Goa Board of Secondary and Higher Secondary Education, Teaching/Non-Teaching Staff, Heads and Management of Institutions for its smooth and successful implementation.

12. Management should ensure that all the infrastructure, particularly furniture are made available for the smooth conduct of the Examination.

13. The Management is requested not to undertake any repair or renovation work at least during the time of Board Examination so that the premises of the Institutions are available for conduct of S.S.C./H.S.S.C. Examination.

(II) It is also to further inform you that the website of the Board has been now changed to <[gbshse.gov.in](http://gbshse.gov.in)> on which all information about Board's circular's etc. will be made available to all concerned.

The contents of this Circular may be brought to the notice of all concerned and their signatures obtained as acknowledgement of the contents of the Circular.

Receipt of the Circular may kindly be acknowledged.

Sd/-

(D. R. Bhagat)  
Secretary

Copy forwarded with compliments to:

1. Manager School Managing Committee
2. All members of the Board.
- 3 The Director of Education, Panaji
4. The Director of SCERT, Alto Betim
5. Asst. Director of Education North/South/Central Edu. Zone – Mapusa/Margao/Panaji
6. Heads of Sections of this office.

Yp/