

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/TEACH.INF/2011-12/

CIRCULAR No : 31

Date: 03/08/2011

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

Sub:- Teachers' information for the academic year 2011-12.

Sir/Madam,

This Office requires the following information for planning of the examination work of March/April, **2012**.

- The details of all the Teachers including the Head of the Institution who are teaching different subjects in **Std.X**.
- The infrastructure available in your Institution.
- The information of **all the** Teachers including the Head of the Institution for conducting Public Examination.

Please, therefore, find enclosed herein a **Proforma II** with a request to get necessary copies of the same at your end and to collect the information from your Teachers, only the ones whose information was not sent last year and the ones who are disqualified this year and send the same to this Office. **Heads of Institutions should ensure that all entries are correct and that names of all subject/s are entered in column 2 with corresponding entries against the names of subject. The format of all Proformas enclosed should not be changed.**

The Head of the Institution should also submit his/her information in Proformas I, II and III. In addition, the Head of the Institution shall submit a statement in **Proforma I** enclosed alongside. The Head of the Institution should ensure that all the required information in **Proformas I, IA, II, III, IV and V** are duly verified and completely filled in.

If any of the Teaching faculty is sanctioned long leave on any grounds or transferred or retired on superannuation, the same shall be informed to this Office under reference of this Circular. Information of Teachers whose leave is sanctioned during Board's Confidential Work due to unavoidable circumstances should be communicated to this Office immediately along with the Leave Sanction Order and all relevant documents, including Medical Certificate from the appropriate authority, as soon as the leave is sanctioned.

In case any of your Teachers are engaged in private tuition, the same may be informed by a separate letter addressed to Mr. D. R. Bhagat, Secretary, GBSHSE, giving all relevant information along with documentary evidence, if any. Secrecy will be maintained in this regard.

P.T.O.

It is requested that the desired information in **Proformas I, IA, II, III, IV and V** may kindly be submitted to this Office with hard and soft copies (by e-mail/pen drive/CD). Soft copies should only contain **Proformas I, IA, III, IV and V** using **MS Excel in "Arial" font having minimum font size of '12'**. The **Proformas I, IA, II, III, IV and V** may also be downloaded from the Board's website.

The CD/Pen Drive of the information should be got checked by Computer Section and then submitted to the inward section of this Office along with the hard copy.

<u>Taluka</u>	<u>Date</u>
1) Salcete, Bardez	18/08/2011
2) Tiswadi, Ponda	19/08/2011
3) Mormugao, Pernem	24/08/2011
4) Sanguem, Bicholim	25/08/2011
5) Canacona, Quepem, Sattari	26/08/2011

Incomplete information will not be accepted and such application submitted after scheduled date will attract penalty as per Circular No. 28 dated 30/06/2009.

Sd/-
(D. R. Bhagat)
Secretary

Encl :- **Proformas I, IA, II, III, IV and V.**

Copy forwarded with compliments to:

1. All the members of the Goa Board.
2. The Director of Education, Panaji.
3. All Assistant Directors of Education/Dy.Education Officers, North/South/Central Educational Zone at Mapusa/Margao/Panaji.
4. The Director of S.C.E.R.T., Porvorim, Bardez Goa.
5. The A.D.E.I's of all Talukas.
6. All Heads of Section of this Board's office.
7. Guard file