



Goa Board of Secondary & 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/MAR/APRL-2011/ 12

CIRCULAR NO: 32

Date: 05/08/2011

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

Sub:- Teacher's 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 Teachers who are teaching different subjects in Std. XII.
- The infrastructure available in your Institution.
- The information of all Teachers for conducting Public Examination.

Please, therefore find enclosed herein a **Proforma II** with a request to get the necessary copies of the same at your end to collect the information from your Teachers and send the same to this Office. The format at all Proformas enclosed should not be changed. **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. 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, and submit statements to this effect in all the Proformas.

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.** Teachers requesting change of assessment center closer to their residence shall be paid T.A./D.A. from residence only.

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

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.

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Proforma I, III, IV and V) in printed form using **MS Excel** in “**Arial**” font having minimum font size of ‘12’. The **Proforma I, II, III, IV and V** may also be downloaded from the Board’s website.

The soft copy of the information should be got checked by the computer section and then submitted to the inward section of this Office, along with the hard copy. **The information should be submitted by the dealing clerk personally to this Office on or before 26/08/2011 positively.**

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.**

(D. R. Bhagat)
Secretary

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

Copy forwarded with compliments to:

1. All Members of the Board.
2. The Director of Education, Panaji, Goa.
3. The Director of S.C.E.R.T., Alto-Betim Bardez Goa.
4. Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao /Panaji.
5. All Section Heads of this Office.
6. Guard file.