



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/RECOG/2012-13/

Date: 25/06/2012

Circular No: 28

To
The Heads of all Secondary and
Higher Secondary Schools
Within the jurisdiction of the Board

Sub: A. First-time/ Continuation of recognition and Registration/Additional/Enrolment fees and Recognition Certificate fees for the year 2012-13.

B. Change in the Management of the Institution.

Sir/Madam,

- A. 1. Please find enclosed herewith the Appendix I & II containing index number of Institutions which have been granted first time recognition and continuation of recognition for the period mentioned therein. The Schools which are granted first time recognition and continuation of recognition for the years 2011-12 shall apply for further period of continuation of recognition/first time recognition to next standard as the case may be in the enclosed Form I.

All Institutions, irrespective of the period of recognition, will have to submit the application for recognition, every year containing latest updated information as per enclosed Proforma with hard and soft copy (by e-mail/pen drive/C.D.) in typed form using MS Excel in legible format having minimum font size as 12 and font as "Arial". The formats may be downloaded from the Board's website.

Only printed and photocopies of the Form - I, in the latest prescribed downloaded format will be accepted. A typed copy of Form -I in different format and layout will be outright rejected.

Form of Application for recognition should necessarily be sent through dealing clerk or Heads of the Institution.

2. The continuation of recognition is also subject to the fulfillment of the following conditions:
- The Schools shall strictly adhere to the Goa Board of Secondary and Higher Secondary Education Act 1975 and the Rules there under, and Circulars issued till date.
 - The School shall strictly adhere to the Goa School Education Act 1984 and the Goa Daman & Diu School Education Rules 1986 Rules there under.
 - The School shall make available the staff, accommodation, furniture, equipments; telephone etc. for the purpose of conduct of Board examination including pre and post examination work.
 - The School shall supply current statistical and other information as required by the Board from time to time within the prescribed period.
3. Breach of any of the above conditions shall attract the prevailing provision for de-recognition.
4. The norms circulated vide current circular shall be strictly followed by the Institutions while applying for the first time recognition for any of the classes.
5. The taluka-wise time schedule for acceptance of Application with Registration / Additional/Enrolment fees and Recognition Certificate fees (together) is given below:

Taluka in which Secondary and Higher Secondary Schools are located	Last date of acceptance without penalty Time: 10.00 a.m. to 12.30 p.m. and 2.00 p.m. to 4.00 p.m.
i. Salcete, Bardez	23/07/12
ii. Tiswadi, Ponda, Dharbandoda	24/07/12
iii. Mormugao, Pernem	25/07/12
iv. Sanguem, Bicholim	26/07/12
v. Canacona, Quepem, Sattari	27/07/12

N. B. In case the last day happens to be a holiday, the immediate next working day shall be the last day.

The Institutions which fail to apply for continuation of recognition within the stipulated date may apply with penalty which includes normal fees plus 50% of the normal fees, up to **12th August 2012** and thereafter may apply as time-barred with normal fees plus 50% of normal fees plus of Rs. 20.00 per day till the date of submitting the application form.

Incomplete application will not be accepted and such application submitted later beyond the time schedule stated above will attract penalty.

It may be noted that the applications of candidates for admission to S.S.C. /H.S.S.C. Examination sponsored by the Schools not recognized by the Board will not be accepted.

The application for **first-time** recognition and continuation of recognition is required to be submitted in triplicate as per the enclosed proforma with hard and soft copy (by email/pen drive/C.D.) in typed form using **MS Excel** having minimum font size as 12 and font as **“Arial”**.

Application for recognition in additional subject is to be submitted with the requirements as per circular No. 50 dated 17/8/2007.

6. All Institutions, irrespective of the period for which continuation of recognition have been granted, are required to pay Registration/Additional/Enrolment fees and Recognition certificate fees every year as per the following rates which are subject to periodic revision.

SECONDARY SCHOOLS

1) Registration fees IX to X	Upto 100 students 101 to 300 301 to 500 501 and above	₹ 2000/- ₹ 2600/- ₹ 3200/- ₹ 4000/-
Additional fees		₹ 1200/-
Recognition Certificate fees		₹ 200/-
Enrolment fee per student Enrolled in Std IX		₹ 50/-

HIGHER SECONDARY SCHOOLS

2) Registration fees XI & XII	Upto 150 students 151 to 500 501 to 700 700 to 1000 1001 and above	₹ 6000/- ₹ 7000/- ₹ 8000/- ₹ 9000/- ₹10000/-
Additional fees		₹ 1200/-
Enrolment Fees per student enrolled in Std. XIth		₹ 75/-
Recognition Certificate fees		₹ 200/-
The fees for granting recognition for additional subject		₹ 200/-
Fees for additional course in case of Vocational		₹ 1000/- (one time only)

The Section 35 (1) of the Act is further clarified as follows:

- (a) A secondary or higher secondary school desiring to be recognized for the purpose of admission to the privileges of the Board shall, **not later than fifteenth day of the month of July of the year which precedes by two years, the year in which it proposes to present candidates for the final examination conducted by the**

Board, apply for recognition to the Secretary of the Board in the form which may be prescribed:

Provided that the Chairman of the Board may, for special reasons to be recorded in writing condone the delay if the delay does not exceed a period of six months.

(b) An application for recognition shall be made in such a manner as may be prescribed.

It may be noted that recognition in additional subjects will not be granted if the additional subject is directly introduced in Std. X/XII. The recognition in additional subjects shall be sought by the school for introducing those subjects initially in Std. IX/XI and subsequently in Std X/XII in a phased manner.

It is also informed that the Institutions introducing additional subjects/courses should apply for the recognition of Board simultaneously while applying for the permission from the Directorate of Education.

In no case it should be assumed that the Recognition of the Board to additional subject/course is a formality and be taken for granted.

- i) Fees may be remitted by crossed D.D. in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto- Betim Goa payable at Porvorim or Panaji. All fees should be remitted by one Crossed D.D. only.
- ii) Bank official will be accepting the fees in **CASH** in the Board's Office from **10.00 a.m. to 1.00 p.m.** on the dates mentioned at Sr. No.5.

7. All the Higher Secondary Schools shall collect the enrollment fees at the time of admission of students in Std. XI. In case of fresh admissions from other states or from other Boards in Std. XII, the enrollment fees shall be collected accordingly. No enrollment fees shall be collected from repeaters admitted from the same schools or from other Schools recognized by this Board whose one time enrollment fees have been already collected.

(B) The contents of this circular shall be informed to all concerned and the acknowledgement of this circular may be sent by return of post. Rule No.5 (14) of The Goa, Daman and Diu Secondary and Higher Secondary Education Board Act, 1975 regarding the change in Management is required to be strictly adhered to.

This Circular supersedes all the previous Circulars.

Sd/
(Bhagirath G. Shetye)
Secretary

Copy for information to;

1. All the members of the Board
2. All the Dy. Directors of Education (North/South /Central Zone)
3. All the Section Heads of this Board.

Encl:

1. Application for recognition: Form - I
2. Advice Note "F"
3. Pre receipt for Govt. Institution.
4. List of recognized Secondary and Higher Secondary Schools. (Appendix I and II)

Appendix I

Secondary Schools

List showing Index no. of Secondary Schools which have been granted recognition for the period of one year (2012-13)

Bardez	1.16	1.27	1.37	1.45	1.48	1.51		
Bicholim	2.04	2.05	2.07	2.11	2.20	2.24	2.25	
Canacona	3.07	3.11						
Mormugao	4.06	4.15	4.16	4.17	4.24			
Pernem	5.05	5.07	5.12	5.13	5.15	5.17	5.22	5.28
	5.31							
Ponda	6.07	6.10	6.13	6.22				
Quepem	7.16							
Salcete	8.01	8.15	8.18	8.49	8.53			
Sanguem	9.24							
Sattari	10.05	10.06	10.11	10.14	10.17	10.21	10.22	
Tiswadi	11.06	11.07	11.14	11.29	11.30	11.32	11.33	11.34
	11.35	11.43						

List showing Index No. of Secondary Schools which have been granted recognition for the period of two years (2012-13 & 2013-14)

Bardez	1.02	1.19	1.28	1.32	1.54			
Bicholim	2.23							
Mormugao	4.04	4.18	4.22	4.26	4.29	4.32		
Pernem	5.02	5.11	5.16					
Ponda	6.03	6.09	6.29	6.43				
Quepem	7.02	7.12	7.20					
Salcete	8.51							
Sanguem	9.08	9.22						
Sattari	10.01	10.09	10.12	10.18				
Tiswadi	11.16	11.20	11.39					

List showing Index No. of Secondary Schools which have been granted recognition for the period of three years (2012-13, 2013-14 & 2014-15)

Bardez	1.03	1.09	1.23	1.31	1.33	1.38		
Bicholim	2.22							
Canacona	3.04	3.05	3.08	3.09				
Mormugao	4.10							
Pernem	5.30							
Ponda	6.04	6.39						
Quepem	7.03	7.04	7.06	7.10	7.15	7.17		
Salcete	8.27	8.31	8.42	8.54				
Sanguem	9.04	9.10						
Sattari	10.03	10.04						
Tiswadi	11.10	11.19						

List showing Index No. of Secondary School which have been granted recognition for the period of Five years (2012-2017)

Canacona 03.02

Appendix II

Higher Secondary Schools

List showing Index No. of Higher Secondary Schools which have been granted continuation of recognition for the period of one year (2012-13)

HS-03	HS-13	HS-17	HS-21	HS-25	HS-26	HS-31	HS-33
HS-38	HS-50	HS-55	HS-57	HS-58	HS-59	HS-67	HS-70
HS-72	HS-77	HS-78	HS-80				

List showing Index No. of Higher Secondary Schools which have been granted continuation of recognition for the period of two years (2012-13 & 2013-14)

HS-08	HS-09	HS-15	HS-16	HS-18	HS-19	HS-28	HS-22
HS-54	HS-61	HS-64	HS-66	HS-68	HS-73	HS-74	HS-79

List showing Index No. of Higher Secondary Schools which have been granted continuation of recognition for the period of three years (2012 to 2015)

HS-05	HS-06	HS-20	HS-23	HS-39	HS-40	HS-42	HS-43
HS-47	HS-52	HS-69	HS-71				

List of Secondary Schools granted recognition for First Time

Sr. No	Index No.	Name of the School	Std. for which Recognition is granted	Year
1.	6.45	St. Joseph High School, Takwada, Usgao, Goa.	X	2011-12
2.	8.66	Posh English High School, Navelim, Salcete, Goa	X	2011-12
3.	9.24	New English High School, Panchawadi, Digas, Goa	X	2011-12
4.	11.09	Sunshine Worldwide Secondary School, Bainguinim, Old Goa	IX	2011-12

List of Higher Secondary Schools granted recognition for First Time

Sr. No	Index No.	Name of the Hr. School	Std. for which Recognition is granted	Year
1.	HS-81	St. Xaviers Academy Higher Secondary School, Old Goa	XII	2012-13

Secondary Schools

List showing Index No. of Secondary Schools which have been already granted recognition for the period of two years (2011-12 & 2012-13)

Bardez	01.17	01.22	01.25	01.30	01.34	01.36	01.42	01.50	01.55
Bicholim	02.01	02.09	02.12	02.13	02.21				
Mormugoa	04.12	04.19	04.28						
Pernem	05.08	05.25	05.26						
Ponda	06.02	06.11	06.12	06.20	06.21	06.23	06.27	06.28	06.38
	06.40	06.41							
Quepem	07.18								
Salcete	08.05	08.08	08.19	08.30	08.36	08.41	08.43	08.50	08.56
	08.63								
Sanguem	09.09	09.19							
Sattari	10.10	10.23							
Tiswadi	11.01	11.04	11.22	11.23	11.24	11.36	11.37		

List showing Index No. of Secondary Schools which have been already granted recognition for the period of three years (2011-12, 2012-13 & 2013-14)

Bardez	01.05	01.10	01.13	01.15	01.20	01.43	01.46		
Bicholim	02.03	02.15	02.18	02.23					
Canacona	03.12	03.13	03.16						
Mormugoa	04.03	04.11							
Pernem	05.01	05.09	05.24	05.29					
Ponda	06.01	06.05	06.06	06.17	06.32	06.42			
Quepem	07.11	07.14							
Salcete	08.60								
Sanguem	09.03	09.17							
Sattari	10.07	10.13	10.20						
Tiswadi	11.38								

List showing Index No. of Secondary School which have been already granted recognition for the period of Five years (2011-2016)

Tiswadi	11.08
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List showing Index No. of Secondary Schools which have been already granted recognition for the period of three years (2010-13)

Bardez	01.01	01.04	01.06	01.07	01.11	01.12	01.14	01.18	01.21
	01.24	01.26	01.39	01.40	01.41	01.44	01.49	01.52	01.53
Bicholim	02.02	02.06	02.08	02.10	02.14	02.16	02.17	02.19	
Canacona	03.01	03.03	03.06	03.10	03.14	03.15			
Mormugoa	04.01	04.02	04.05	04.07	04.08	04.09	04.13	04.20	04.21
	04.23	04.27	04.31						
Pernem	05.03	05.04	05.06	05.10	05.14	05.18	05.19	05.20	05.21
	05.23	05.27							
Ponda	06.03	06.08	06.14	06.15	06.18	06.19	06.24	06.25	06.26
	06.31	06.33	06.34	06.35	06.36				
Quepem	07.01	07.05	07.09	07.13	07.19				
Salcete	08.03	08.04	08.06	08.07	08.09	08.10	08.13	08.14	08.16
	08.17	08.21	08.22	08.23	08.24	08.25	08.26	08.28	08.29
	08.32	08.33	08.34	08.35	08.38	08.39	08.40	08.45	08.46
	08.47	08.48	08.55	08.57	08.58	08.59	08.61	08.62	08.65
Sanguem	09.02								
Sattari	10.02	10.15							
Tiswadi	11.02	11.03	11.05	11.11	11.12	11.15	11.21	11.27	11.28
	11.31	11.40	11.41						

Higher Secondary Schools

List showing Index No. of Higher Secondary Schools which have been already granted continuation of recognition for the period of two years (2010-13)

HS-10	HS-11	HS-12	HS-27	HS-30	HS-32	HS-35	HS-36
HS-37	HS-45	HS-46	HS-48	HS-53	HS-75	HS-76	

List showing Index No. of Higher Secondary Schools which have been already granted recognition for the period of Two years (2011-12 & 2012-13)

HS-01	HS-04	HS-07	HS-14	HS-24	HS-34	HS-41	HS-44
HS-60	HS-62	HS-63	HS-65				

List showing Index No. of Higher Secondary Schools which have been already granted recognition for the period of three years (2011 to 2014)

HS-02	HS-29	HS-51
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ADVICE NOTE 'F'

(To be sent with Registration / Additional / Enrolment fees.)

1. **Index No. of the School** :
2. **Name and Address of the School** : _____

3. **Year of First –time Recognition** :
4. **Amount now remitted** :

Year for which Amount is remitted	Total enrolment in Std IX	Total enrolment in Std XI	Amount of Registration fees (U/R 23)	Amount of Additional fees (U/R 6)	Amount of enrolment Fees	Total Amount

Total Amount Rs. _____

5. Mode of Payment:

1. Cash payment: Receipt No. _____ dated _____
2. Paid by crossed Demand Draft No. _____ dated _____ for Rs. _____ drawn in favor of Secretary, Goa Board of Secondary and Higher Secondary Education on _____ Payable at Panaji/ Alto – Betim.

Date: _____

**Signature of the Head of
the Secondary/Higher Secondary
School with the seal of the Institution.**

PRE-RECEIPT

Received sum of Rs. _____ (Rupees _____) from
the Headmaster / Principal, Govt. High / Higher Secondary School, _____ towards
Registration / Additional fees for the year _____.

HS / School Index No. _____

Place: -

Date: -

Secretary

Goa Board of Secondary and
Higher Secondary Education,
Alto Betim, Bardez – Goa

PRE-RECEIPT

Received sum of Rs. _____ (Rupees _____) from
the Headmaster / Principal, Govt. High / Higher Secondary School, _____ towards
Registration / Additional fees for the year _____.

HS / School Index No. _____

Place: -

Date: -

Secretary