

**GOA BOARD OF SECONDARY AND HIGHER
SECONDARY EDUCATION**

(A Corporate statutory Body Constituted by an Act of the State Legislature)
ALTO BETIM, BARDEZ-GOA, 403 521.



Website www.gbshse.gov.in

Phone (0832) 2417593

GBSHSE/I.T. /ENR-SSC/2013/ 1157

21st June, 2013.

CIRCULAR NO. 16

To
All the Heads of
Secondary Schools under the
Jurisdiction of this Board.

Sub: Enrolment of candidates for SSC March 2014 Examination

Sir/Madam,

I take this opportunity to extend greetings for the new academic year 2013-14!

1. It has been observed that discrepancies in name of the candidate, fathers/mothers name, date of birth, subjects offered etc. are brought to this office for rectification after the declaration of the results. This has caused a lot of inconvenience to this office and hampers the post-examination schedule of the Board in order to eliminate these errors. It is the endeavour of this Board to embark on the process of enrolment of March 2014 Secondary School Certificate Examination.
2. In this regard, head of institutions are requested to provide information of students enrolled in class X for the year 2013-14 in the following format. The file should be prepared in **EXCEL** and should contain the following fields. (Enter the data in 'upper case' i.e. capitals)

FORMAT

A.	B.	C.	D.	E.
Sex (M / F)	Surname	First Name	Second Name	Father's Name

F.	G.
Mother's Name	Date of Birth in text format i.e. 15 th August 1997 to be entered as 15081997

Subjects offered (Code Nos)	H.	I.	J.	K.	L.	M.
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1. The file name should be the index number of the school followed by the year. **For example** school with index number SAL 01.03, the file should be named as **SAL01032014**.

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2. As an example, peruse enclosed annexure before filling the required data.
3. Heads of institutions are directed to send the required format only on email sa-gbshse.goa@nic.in with copy to chairman-gbshse.goa@nic.in and sec-gbshse.goa@nic.in on or before **25th July, 2013**.
4. Once the file is received by the Board it will be processed to allot the enrolment number to each student. The file with the enrolment number shall be **emailed** back to the school . Any discrepancies may be informed to this office through a special messenger.
5. The enrolment number shall be used for all future correspondence with the Board in respect of the student including application form for Board examination, internal assessment marks etc.
6. A print-out of the names of students with enrolment numbers may be collected from the Board's office and copy may be displayed on the notice board of your school for the information of students.

Yours sincerely,

Sd/-
(Bhagirath G. Shetye)
Secretary

Encl: As above.

Copy to: 1. The Director of Education,
Directorate of Education, Porvorim-Goa.

2. Asstt. Secretary (HSSC/SSC)
Examination Section, GBSHSE.

ANNEXURE

A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	L.	M.
Sex	Surname	First Name	Second Name	Fathers Name	Mothers Name	Date of Birth	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6
M	MANDREKAR	SOHAN	RAMESH	MANDREKAR RAMESH	MANDREKAR SWATI	12061996	111	121	133	021	031	049
F	D'SOUZA	MARIA		D'SOUZA AGNEL	D'SOUZA ROSY	15051995	111	121	132	021	031	011
M	GOMES	GODFREY		GOMES MANUEL	GOMES E DIAS FILOMENA	10051996	111	121	141	021	047	011
F	KAMAT	ANCHITA	MAHADEV	KAMAT MAHADEV	KAMAT PARVATI	11061996	111	121	133	047	031	011

* Father's name and mothers name should be restricted to 30 characters each.