



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/MARCH-/2015

Date:-23/05/2015

CIRCULAR NO.17

To,

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

**Sub:- Statement of Grades/marks-cum-passing certificates of S.S.C.
Examination of March- 2015.**

Sir/Madam,

1. I have the honour to forward herewith, consolidated school-wise result and, statements of Grades/marks-cum-passing certificates of candidates who appeared at S.S.C. Examination of March- 2015.
2. Though this Office has meticulously prepared statements of Grades/Marks-cum-passing certificates, **you are instructed to kindly verify each of the statement of Grades/marks-cum-passing certificates for the following eight entries before the same are issued to the candidates.**

- * Name of the candidate.
- * Subjects offered by the candidate.
- * Exemption, if any, claimed by the candidate.
- * Date of Birth of the candidate.
- * Name of the Centre.
- * Result(Specially Needs improvement/Under Compartment is printed when less than minimum marks for passing or absence is recorded in a subject).
- * Grade.
- * Facsimile signature of the Secretary of the Board.

3. The Statement of Grades/Marks-cum-Passing Certificate in original correct in all respect, should be issued to the candidates by the Head of the institution duly signed and with the school stamp at appropriate place.
4. **The Signature of the candidate in appropriate box in the statement of Grades/ Marks-cum-Passing Certificate should be obtained by the Head of the institution before issuing the same to him/her.**
5. In case, any error is noticed in the original Statement of Grades/Marks cum-Passing Certificate, the same should be returned to this office as it is, along with consolidated result sheet for further investigation on or before **02/06/2015.**
6. If error is on the part of the institution, the Head of institution shall be held responsible and accountable to pay the penalty and processing fees towards issue of such certificate.
7. Your attention is also invited to Circular No.25, dated 23-10-2013 point VIII (2) issued by this Office.
8. The results kept under Reserved Category :
 - A – for Non availability of practical marks
 - B – for Non submission of grades.
 - C – for Malpractice cases.
 - D – for not attending discrepancies in sports marks/Internal Assessment marks

Contd-2

9. VERIFICATION OF MARKS/SUPPLY OF PHOTOCOPIES OF ANSWER-BOOKS

a. The application forms for (i) verification of marks in Absentia (ii) verification of marks in Presence of candidate, (iii) verification of marks in Presence of candidate along with one Parent/Guardian, (iv) Photocopies, (v) Re-evaluation of Answer- books shall be down loaded from the official website of GBSHSE. The verification forms will be charged at the time of submission of application to this office @ 10/- (Rupees ten) each.

b. The norms for verification of marks in Absentia/Presentia/Photocopies/Verification in presence of candidate along with Parent/Guardian & Re-evaluation shall be carried out as per Circular No. 24 dated 27th May, 2002 and Circular No. 10 dated 13th May 2011 and Circular No.22, dated 13th June, 2011 which may be brought to the notice of the candidates.

c. The application for verification of marks in Absentia/Presentia/Re-evaluation shall not be accepted after seeing of the Photocopy of the answer-book, if it is provided to see after the last date for application for verification of marks/Re-evaluation.

The reason for having applied for seeing photocopy of answer-book or of not being provided the photocopy of answer-book to see within the last date for application for verification of marks in Absentia/Presentia/Re-evaluation will not absolve the candidate from applying for verification of marks in Absentia/Presentia/Re-evaluation.

d. The Head of institution should distinctly inform the candidates that seeing photocopy of answer-book does not mean verification of marks.

e. The fees prescribed for Verification of marks shall be as below:

i) Verification of marks in Absentia ₹ 75.00 per subject

ii) Verification of marks in Presentia..... ₹ 350.00 per subject.

iii) Verification of marks in Presence of candidate along with one Parent/Guardian..... ₹ 500.00 per subject.

iv) Photocopies of Answer-books..... ₹ 250.00 per subject.

v) Re-evaluation of Answer- books..... ₹ 700.00 per subject

f. Application along with relevant documents shall be forwarded by the Head of the Institution to this office in the prescribed format (Form-I) before the last date meant for the purpose through authorized representative and **Parents/Candidates should not be sent to this office for the same.**

g. The fees shall be paid either by crossed D.D. drawn in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto Betim, Bardez, Goa payable at Central Bank of India, Alto Betim, Bardez, Goa. **OR** any Bank at Panaji **OR** by cash.

h. Incomplete application or application without the prescribed fees will be summarily rejected and no correspondence shall be entertained in this regard.

10. The last date for accepting the applications in the Office of the Board shall be as follows:

- i] Re-evaluation of Answer script..... **04/06/2015**
- ii] For Verification of marks in presence of candidate along with one Parent/Guardian..... **04/06/2015**
- ii] For Photocopies of Answer-books **04/06/2015**
- iv] For Verification of marks in Absentia/Presentia **12/06/2015**

*** For All cases of Re-evaluation and Verification, the original Mark list/ passing certificate should remain in the custody of the Headmaster/ Headmistress of school till such time the results of Revaluation and Verification are declared by the Board.**

*** The results of the Revaluation shall be hosted on the Boards website on 17th June 2015.**

*** In case of any change in marks after Revaluation it shall be the responsibility of the Headmaster/Headmistress to collect the revised mark list /passing certificates from the Board, after surrendering the original mark list /passing certificates to the Board. All such cases from the school should be sent in one lot. Candidates should not be sent to the Board to collect the same.**

Yours faithfully

(Bhagirath G. Shetye)
Secretary

Copy to:

1. All the members of the Goa Board.
2. The Director of Education, Porvorim .
3. All Heads of Section of this Board's office.
4. Office file
5. Guard file.