



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/Result/March/2016/

Date:- 24/05/2016

CIRCULAR NO. 21

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 2016.**

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 2016.
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 no 'Pass' 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 to him/her.**
5. In case of any error in the original statement of Grades/Marks cum-passing certificate, the same should be returned to this office along with consolidated result sheet for further investigation on or before **7th June 2016.**
6. If error is on part of the institution, the Head of Institution shall be held responsible for and accountable to pay the penalty and processing fees towards issue of such certificate.
7. The results kept under Reserved Category ,
 - A – for Non availability of practical marks
 - B – for Non submission of grades.
 - C – for Malpractice cases.
 - E- for not attending discrepancies in sports marks/Internal Assessment mark

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8. VERIFICATION OF MARKS

a. The performa for verification of marks in absentia, Scanned copies and Re-evaluation and for Xerox copies of answer books may be downloaded from the official website of GBSHSE at your end for distribution. The Head of Institute should categorically inform the candidates that seeing scanned answer –book does not mean verification of marks. The Scanned copies shall be e-mailed within four days after receipt of the form.

b. The fees prescribed and last dates for applying are as follows:

Sr. No.	Particulars	Fees	Last date
1.	Supply of Scanned copies of Answer-book (only for English FL and Science in english medium).	₹ 50.00 per subject.	03/06/2016
2.	Re-evaluation of answer book	₹ 700. 00 per subject.	10/06/2016
3.	Verification of marks in Absentia	₹ 75.00 per subject.	24/06/2016
4.	Photocopy of answer book (other than English FL and Science in English medium)	₹ 250.00 per subject	24/06/2016

c. Application along with relevant documents shall be forwarded by the Head of the Institution to this office before last date meant for the purpose through authorized representative and **Parents/Candidates should not be sent to this office for the same.**

d. 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 from 10.00 a.m to 4.00 p.m. at boards office.

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

➤ **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.**

➤ **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 to the Board. All such cases from the school should be sent in one lot. Candidates should not to be sent to the Board to collect the same.**

Yours faithfully

Sd/-
(Shivakumar D. Jangam)
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.