



**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/HSSC/Oct/2016/**

**Date:- 31/10/2016**

**CIRCULAR NO. 53**

**To,**

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

**Sub:- Statement of Grades/marks-cum-passing certificates of H.S.S.C. Examination of OCTOBER- 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 H.S.S.C. Examination of October- 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 **14/11/2016**. If returned after **14/11/2016** for correction and/or with changes/additions to incorporate therein, the Head of Institution shall be held responsible and accountable to pay the necessary extra fees towards issue of such certificate.
6. 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 Non submission of Final Eligibility Certificate.
  - E- for not attending discrepancies in sports marks/Internal Assessment mark

**Contd-p/2**

## 7. VERIFICATION OF MARKS

a. The performa for verification of marks in Absentia may be downloaded from the official website of GBSHSE at your end for distribution. The verification form will be charged at the time of submission to this office @ 10/- (Rupees ten) each.

b. The fees and last date as follows

| SRNo | PARTICULARS   | FEES                 | LAST DATE  |
|------|---|----------------------|------------|
| 01   | Verification of marks in absentia.(only of October Exam. 2016.) | Rs. 75/- per subject | 17/11/2016 |

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.

d. The fees shall be paid either by cash or crossed cheque drawn in favour of Secretary, Goa Board of Secondary and Higher Secondary Education, Alto Betim, Bardez, Goa payable at any branch of Central Bank of India in Goa.

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 verification, the original Mark-list/passing certificate should remain in the custody of the Head of the institution till such time the results of verification are declared by the Board.**

\* **In case of any change in marks after verification, it shall be the responsibility of the Head of the institution to collect the revised marklist/passing certificate from the Board after surrendering the original to the Board. All such cases from the school should be sent in original to the Board and 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.