

**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.

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Circular No: **05**

GBSHSE/I.T./Brd-Ele-2017/

Date:15/02/2017

To,

The Heads of all recognized  
Secondary & Higher Secondary Institutions  
Under the jurisdiction of this Board

Sub: Preparation of List of Voters for Election of members of the Board for the  
term 2017- 2021

Sir/Madam,

In pursuance of the provisions of section 12 and 13 of the Goa Secondary & Higher Secondary Board (Amendments) Act 1996 (to the Principal Act 1975) the election of the Members of the Board under section 12 (1) Class B (iii) to (vii) of the said Act and for the tenure 2017-2021 are proposed to be held in July 2017.

The procedure of the election will be as laid down by Goa, Daman, Diu Secondary & Higher Secondary Education Board Members Election Procedure Rules, 1979 published in the Official Gazette No.47 series I dated 21/02/1980.

In view of the conduct of said election this Board has to prepare separate list of voters viz (i) Secondary Teachers, (ii) Headmasters of Secondary Schools, (iii) Grade I of Higher Secondary Teachers (iv) Vocational Teachers of Higher Secondary Schools, (v) Principals of Higher Secondary Institutions & (vi) President/Chairman of the Society/Trust Managing the Secondary/Higher Secondary Institutions.

In order to enable this office to take up this work, you are hereby requested to kindly extend your co-operation by way of complying the following two actions.

**Action 1**

Please supply the information about the Headmaster/Principal and the Secondary/Higher Secondary Teachers of your Institution as on **20<sup>th</sup> February 2017** in the proforma enclosed herewith (Appendix A)

**Action 2**

Please hand over the enclosed copy of the circular No. **06** dated 15/02/2017 to the Chairman/President of the managing body of the trust/society of your institution and collect the proforma appended to it duly filled in. The same may kindly be forwarded to this office alongwith the list as contemplated in Action 1 above.

While taking action 1, the following may be carefully noted.

1. A secondary school is the school which has classes recognized by the Board of at least Std. IX.
2. A secondary teacher is the teacher who is appointed on probation/permanent basis against a regular vacancy to teach classes from Std. IXth to Xth in graduate scale. (Please do not include Lab. Asstts.)
3. A Higher Secondary institution is one which has classes recognized by this Board of at least Std. XIth.
4. A Higher Secondary teacher is the teacher who is appointed on probation/permanent basis against a regular vacancy to teach classes from Std. XIth and/or XII th and who is drawing a regular Grade I scale.
5. The Headmaster/Principal of a Secondary School/Higher Secondary School is the person in-charge of the academic administration of Secondary/Higher Secondary School and such appointments are approved by the Directorate of Education.

While furnishing the data about the Headmaster/Principal and Teacher of your institution, the names of the persons falling within the above mentioned categories only, should be included in the list. The teachers appointed against leave vacancy or against payment on contract/lecture basis should not be included. If a Secondary/Higher Secondary Teacher hold the charge of current duties of a higher post, he/she should be included in the category of his/her regular post and not in the higher post.

It is requested that the list in appendix A and also the response of the President/Chairman in appendix B should be invariably forwarded so as to reach this office latest by **15<sup>th</sup> March 2017**

Your co-operation in this matter by way of prompt action is solicited.

Sd/-  
J.R. Rebello  
Chairman  
(GBSHSE)

Encl: 1. Appendix A  
2. Circular No. **06** with Appendix B

**APPENDIX - B**

1. Name & Address of the Educational Society/Trust \_\_\_\_\_  
\_\_\_\_\_
2. Registration No. & Date: \_\_\_\_\_
3. Full Name (In block letters) of the President/Chairman Managing the Society/Trust.

SURNAME

FIRST NAME

FATHER'S/SECOND/OTHER NAME

4. Name & Addresses of Secondary/Higher Secondary Schools run by this Society/Trust.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - etc.

Signature of the President/Chairman

Date:

Seal of the Society/Trust

## **APPENDIX - A**

List of Headmaster/Principal and Secondary/Higher Secondary Teachers of :-

1. Index No. of the School : \_\_\_\_\_
  
2. Name of the Secondary/Higher Secondary School: \_\_\_\_\_  
\_\_\_\_\_
  
3. Full Address: \_\_\_\_\_  
\_\_\_\_\_

Category	Sr. No.	Name in Full Block - Letter			Sex M / F	Age in completed years
		Surname	First Name	Father's/ Second/ other part of name		
*Head of Secondary/Higher Secondary School						
*Grade I Teachers of Higher Secondary Schools	1. 2. 3.					
Regular Full time Teachers of Vocational Courses of HSSC (Including Vice-Principal) if any.  (Separate list for General and Vocational Stream)	1.  2.  3.  etc					
*Teachers of Secondary School in Graduate scale (Including Asst. Headmaster) if any.	1. 2. 3. etc					

- Strike out whichever is not applicable

Certified that the names included in the above list are strictly in accordance to the instructions in the Circular No. **05** GBSHSE/IT/BRD-ELE-2017 dated 15/02/2017

(Signature of Headmaster/Principal)

Dated:

Seal of the School.