

(POSTED UNDER CERTIFICATE OF POSTING)

MOST URGENT
SPECIAL ATTENTION PLEASE

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

Website: www.gbshse.org email: goaboard@data.in (0832) 2417593

Circular No:39 GBSHSE/RP/Brd-Ele-2008/ Date: 20/08/2008

To,
The Heads of all recognised
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 2009 - 2013

Sir/Madam,

In pursuance of the provisions of section 12 and 13 of the Goa Secondary & Higher Secondary Board (Amendment) 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 2009-2013 are proposed to be held in February 2009.

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 Lists of Voters viz (i) Secondary Teachers, (ii) Headmasters of Secondary Schools, (iii) Grade I and Vocational Teachers of Higher Secondary Institutions, (iv) Principals of Higher Secondary Institutions & (v) 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 of 19/08/2008 in the proforma enclosed herewith (Appendix A).

Action 2

Please hand over the enclosed copy of the circular no. ___ dated 20/08/08 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, Following may be carefully noted.

1. A Secondary School is the school which has classes recognised by this Board of at least Std. VIIIth
2. A Secondary Teacher is the Teacher who is appointed against a regular vacancy to teach classes from Std. VIIIth to Xth in graduate Scale (Please do no include lab. Asstts)
3. A Higher Secondary Institution is one which has classes recognised by this Board of at least Std. XIth
4. A Higher Secondary Teacher is the Teacher who is appointed against a regular vacancy to teach classes from Std. XIth and/or XIIth 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 Teachers 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 holds 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 **15/09/2008**

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

Sd/-
(Subhash Lotlikar)
Returning Officer.

Encl: 1. Appendix A
2. Circular No. ___
with Appendix B

APPENDIX - A

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

1. Index No. of the School : _____
2. Name of Secondary/Higher Secondary School : _____

3. Full Address : _____

Category	Sr. No.	Name in full in Block - Letters			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 Sec. Schools and Regular Full time Teachers of Vocational Courses. (Separate list for General and Vocational Stream)	1. 2. 3. etc.					
* Teachers of Secondary School	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. 39 GBSHSE/RP/Brd-Ele-2008/ dated 20/08/2008.

(Signature of Headmaster/Principal)

Dated : -

Seal of the School.