

**Goa Board of Secondary & Higher Secondary  
Education**

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

ALTO BETIM - GOA 403 521

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CIRCULAR No. 51

GBSHSE/EXAM/CERT-CELL/2004

Date: 6/09/2004

To  
The Heads of all recognised  
Secondary and Higher Secondary  
Schools under the jurisdiction of this Board.

Sub.: - Rates for issuing certificates on urgent bases.

Sir/Madam,

In order to regularize the system of issue of certificates the Board has decided to issue the certificates to the applicants on regular/urgent/very urgent (tatkal) basis. The norms for issue shall be as follows:

1. The certificates shall be issued with normal fees on the eighth day of the receipt of application by this office (exclusive of holidays) and subject to the condition that all the necessary documents are enclosed with the application.
2. The urgent certificates shall be issued with double the normal fees on the third day of receipt of the application (exclusive of holidays). Other conditions remaining same as at 1 above.
3. The very urgent (tatkal) certificates shall be issued with four times the normal fees on the day of the receipt of the application. Other conditions remaining the same as at 1 above.
4. The very urgent (tatkal) certificates shall be issued on the same day after 05.00 p.m. provided applications with all necessary documents are received by the office before 11.00 a.m. If received after 11.00 a.m. the certificate shall be issued on the subsequent working day after 05.00 p.m.
5. In case of urgent and very urgent certificates the remark of the Sr. Steno shall be necessary.
6. All certificates shall be issued only after 05.00 p.m. on scheduled day.
7. The fees shall be as follows:

Certificate	8 <sup>th</sup> day	3 <sup>rd</sup> day	Same day
Migration certificate	Rs.100/-	Rs.200/-	Rs.400/-
Miscellaneous certificate	Rs.100/-	Rs.200/-	Rs.400/-
Duplicate mark-sheet	Rs.200/-	Rs.400/-	Rs.800/-
Duplicate passing certificate	Rs.250/-	Rs.500/-	Rs.1000/-
Duplicate passing certificate-cum-mark-sheet	Rs.300/-	Rs.600/-	Rs.1200/-

Further to Circular No.29 dated 28/06/2004 it is informed that endorsement / correction in name and/or date of birth shall not be done on Duplicate Certificate issued by this office. The endorsement/correction shall only be effected on the Original Certificate.

It is also informed that there is no need for change in the name/date of birth in the document issued by the Board. Instead the students can produce revised Registration Certificate/Divergence Certificate as the case may be to the Authority where such evidence of change of name and/or birth is required.

(Contd. 2/-)

In order to avoid the errors in name/date of birth in the passing certificates/mark-lists of this Board the Head of the Institution should take the following precautions:

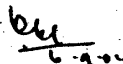
- (i) Every year, by the end of June, the Heads of the institutions should get confirmation in the prescribed proforma (printed below) from all the students studying in Std. X/XII<sup>th</sup> during the academic year in respect of the correct entries of names (including spellings), date of birth and other relevant particulars.

If changes are felt necessary, immediate steps should be taken by the head of the institution to get authorization from the Asstt. Director of the respective Zone/Director of Education as the case may be to effect necessary changes in the General register.

When such authorization is obtained, necessary corrections be effected in General Register in red ink quoting the reference No. of the authorization letter.

- (ii) The discrepancies in the name and/or date of birth, subjects offered by the candidates, exemptions claimed etc. observed by the Board and sent for rectification to the schools should be scrupulously undertaken by the Head of the school to avoid errors in the name, date of birth, etc.
- (iii) The discrepancies in name, date of birth, subjects offered, exemptions claimed be also rectified immediately when the school list of the seat numbers is received and again when the results of the students are declared.

Kindly acknowledge the receipt of this circular.

  
 (Dr. K. K. Nadkarni)  
 Secretary

Copy forwarded with compliments to:

1. All the members of Goa Board of Secondary & Higher Secondary Education, Alto-Betim.
2. The Director of Education, Panaji.
3. The Director of State Institute of Education, Alto-Betim.
4. Asstt. Director of Education, North/South/Central Education Zones, Mapusa / Margao / Panaji.
5. All Section Head of this office.
6. Guard file.

**PROFORMA**

**CONFIRMATION FROM STUDENTS**

**REGARDING CORRECTNESS OF NAMES AND DATE OF BIRTH OF STUDENTS**

1. Name of the school: \_\_\_\_\_
2. Academic year: \_\_\_\_\_ 3. Std.: \_\_\_\_\_

I certify that my name and date of birth as recorded in the General Register are found correct by me.

Roll No.	Name of the Pupil in Block Letters (Beginning with surname)	Date of Birth	Signature of Candidate