

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/CERT-CELL/2008-09/

Date:- 06/05/2009.

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

Sub:- Requests from Schools for rectification of name/date of birth of candidate.

Sir/Madam,

On the above subject it is to inform you that this office is receiving a large number of requests for rectification of name/date of birth of candidates on the certificates already issued by the Board.

In past by our Circular with No. 29 dated 28/6/2004 the schools were informed about the essential documents which they are required to enclosed with each such request. However, still we often find many requests not accompanying the said documents and thereby cause waste of time in back references.

Hence the modified list of the required documents is given herebelow for ready reference.


- ✓ 1. Attested copy of letter from Dy. Education Officer _____ Zone allowing the requested alteration / rectification.
2. Original Statement of marks / Passing Certificate Cum Statement of Marks
- ✓ 3. Express declaration made in the forwarding letter by the Head of the School stating therein that the rectification allowed by Dy. Education Officer _____ Zone is corrected in the School General Registered.
4. The correct name / date of birth of candidates.
5. A crossed D.D. of appropriate amount payable at _____ or original receipt of cash payment made on the counter of the Board.

For this purpose, the fees prescribed for such rectification are as below:

Name of exam.	Fees to be paid	Additional fees for each year thereafter
S.S.C.	Rs.100/- if case is within 5 years	Rs.100/-
H.S.S.C.	Rs.100/- if case is within 3 years	Rs.100/-

It may be noted that in absence of any of the above requirements, the application will not receive attention with desired urgency.

Yours faithfully,


(D. R. Bhagal)
Secretary