

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/TEAC.INFORM/2009-10/

CIRCULAR No. 30

Date: 03/07/2009

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

Sub:- Teachers information for the academic year **2009-10**.

Sir/Madam,

This Office requires the following information for planning of the examination work of March/April, **2010**.

- The details of Teachers who are teaching different subjects in **Std.XII**
- The total number of batches in subjects involving practicals.
- The infrastructure available in your Institution.
- The information of **all** Teachers for conducting Public Examination.

Please, therefore, find enclosed herein a **Proforma II** with a request to get necessary copies of the same at your end and to collect the information from your Teachers to send the same to this Office. The format of all **Proformas** enclosed should not be changed. The information in **Proforma I, II & IV** is to be submitted separately for General Stream and Vocational Stream in two separate letters for Institutions having both streams. However, the information in **Proforma III** may be submitted alongwith letter containing General Stream information.

The Head of the Institution shall also submit his/her information in **Proformas II and III**. In addition, the Head of the Institution shall submit a statement in **Proforma I** enclosed alongside. The Head of the Institution should ensure that all the requested information in **Proformas I, II, III and IV** are duly verified and completely filled in.

In case any of your Teacher is engaged in private tuition, the same may be informed by a separate letter addressed to Mr. D. R. Bhagat, Secretary, GBSHSE, giving all relevant information along with documentary evidence, if any. Secrecy will be maintained in this regard.

It is requested that the desired information in **Proformas I, II, III and IV** may kindly be submitted to this Office with hard and soft copies (by e-mail/pen drive/CD) in printed form using **MS Excel in "Arial" font having minimum font size of '12' on or before 28/07/2009**. The Proformas I, II, III and IV may be downloaded from the Board's website.

(Mr. D. R. Bhagat)
Secretary.

Encl :- **Proformas I, II, III and IV.**

Copy forwarded with compliments to:

- All the members of the Goa Board.
- The Director of Education, Panaji.
- All Assistant Directors of Education/Dy.Education Officers, North/South/Central Educational Zone at Mapusa/Margao/Panaji.
- The Director of S.C.E.R.T., Porvorim, Bardez Goa.
- The A.D.E.I's of all Talukas.
- All Heads of Section of this Board's office.
- Guard file.