

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/SSC/TEACH.INF/2009-10/

CIRCULAR No : 32.

Date: 14/07/2009

To,
The Heads of all recognized
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.**

- a. The details of Teachers who are teaching different subjects in **Std.X.**
- b. The infrastructure available in your Institution.
- c. 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 Head of the Institution shall also submit his/her information in **Proformas I, 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 required information in **Proformas I, II, III, IV and V** are duly verified and completely filled in.

If any of the teaching faculty is sanctioned long leave on any grounds on transferred or retired on superannuation, the same shall be informed to this Office under reference of this Circular.

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, IV and V** may kindly be submitted to this Office with hard and soft copies (by e-mail/pen drive/CD) (soft copies should only contain **Proformas I, III, IV and V**) in printed form using **MS Excel in "Arial" font having minimum font size of '12' on or before 04/08/2009.** The **Proformas I, II, III, IV and V** may also be downloaded from the Board's website.

(D. R. Bhagat)
Secretary

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

Copy forwarded with compliments to:

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