

(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)

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Circular No: 55

GBSHSE/I.T./Brd-Ele-2025-2029/

Date: 11/09/2025

To,

The Heads of all recognized
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 2025- 2029

Sir/Madam,

In pursuance of the provisions of Sections 12 and 13 of the Goa Secondary & Higher Secondary Board (Amendment) Act, 1996 (to the Principal Act, 1975), the election of Members of the Board under Section 12(1) Class B (iii) to (vii) of the said Act, for the tenure 2025–2029, is proposed to be held in November 2025.

The procedure for the said election will be as laid down in the Goa, Daman and Diu Secondary & Higher Secondary Education Board Members Election Procedure Rules, 1979, published in Official Gazette No. 47, Series I, dated 21/02/1980.

Accordingly, this Board has to prepare separate lists of voters under the following categories:

- (i) Secondary Teachers
- (ii) Headmasters/Headmistress of Secondary Schools
- (iii) Grade I Higher Secondary Teachers
- (iv) Vocational Teachers of Higher Secondary Schools
- (v) Principals of Higher Secondary Institutions
- (vi) President/Chairman of the Society/Trust managing the Secondary/Higher Secondary Institutions

To enable this office to prepare the above lists, you are requested to kindly take the following action:

Action 1

Submit information regarding the Headmaster/Principal and Secondary/Higher Secondary Teachers of your institution as on 17th September 2025 in the proforma enclosed (Appendix A).

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Action 2

Hand over the enclosed copy of Circular No. 56 dated 11/09/2025 to the Chairman/President of the Managing Body of your institution and collect the duly filled-in proforma (Appendix B). The same should be forwarded to this office along with the list under Action 1.

Important Instructions for Action 1

1. A Secondary School is one with classes recognized by the Board of at least Std. IX.
2. A Secondary Teacher is one appointed on probation/permanent basis against a regular vacancy to teach Std. IX–X in graduate scale (Lab. Assistants not to be included).
3. A Higher Secondary Institution is one with classes recognized by the Board of at least Std. XI.
4. A Higher Secondary Teacher is one appointed on probation/permanent basis against a regular vacancy to teach Std. XI and/or XII and drawing a regular Grade I scale.
5. The Headmaster/Headmistress/Principal is the person in charge of academic administration of the school/institution and whose appointment is approved by the Directorate of Education.

While furnishing data, include only those persons falling strictly within the above definitions. Teachers on leave vacancy, contract basis, or lecture basis should not be included. Teachers holding current duty charge of a higher post should be listed under their substantive post, not the officiating one.

You are requested to ensure that the completed lists in Appendix A and the response of the President/Chairman in Appendix B are forwarded to this office by email at sec-gbshse.goa@nic.in on or before 10th October 2025.

Your cooperation by way of prompt compliance is solicited.


Bhagirath G. Shetye
Chairman
(GBSHSE)

Encl: 1. Appendix A
2. Circular No. 56 with Appendix B

APPENDIX - A

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

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

3. Full Address: _____

Category	Sr. No.	Name in Full Block - Letter			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 Secondary Schools	1. 2. 3.					
Regular Full time Teachers of Vocational Courses of HSSC (Including Vice- Principal) if any. (Separate list for General and Vocational Stream)	1. 2. 3. etc					
*Teachers of Secondary School in Graduate scale (Including Asst. Headmaster) if any.	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. 55 GBSHSE/IT/BRD-ELE-2025-2029 dated 11/09/2025

(Signature of Principal/ Headmaster/Headmistress)

Dated:

Seal of the School.