

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/HSSC/01/

Date : 3rd February, 2009

CIRCULAR No. 05

To,
The Heads of all recognised
Secondary & Higher Secondary Schools within the
jurisdiction of this Board.

Sir/Madam,

It has been often observed that the statement of the bills submitted by the staff drawn from various Institutions for examination work is delayed for longer time than needed, due to several avoidable errors committed by the claimants in their bills.

The errors so committed not only cause hardships to the claimants but also make unnecessary demand on the time of the staff of the Board for correspondence on the back references thereby disrupting their schedule of duties and resulting into uncleared backlog.

This waste of time can be conveniently avoided if some control is exercised at the Institutional level only before forwarding the said bills to this office.

Therefore it is requested that the Heads of Institutions may kindly arrange to process the said bills for scrutiny on the broad lines given below:

1. All the bills pertaining to Examination staff drawn, shall be procured within a fortnight from the last day of attending the duties.
2. All the bills so procured should be invariably and immediately put up for scrutiny at the Institutional level and then forwarded to the Board's Office in single bunches of each type of bills such as T.A. bill, remuneration bills, etc. within next fortnight. Bills received after 31st May and 31st December in respect of examination conducted in March and October respectively will not be entertained.
3. While scrutinizing the bills it should be ensured that all the details as required in the self explanatory formats are correctly filled in.
4. In the T.A. bills, the details of basic pay, time and date for each outward and return journey to the headquarters, entries of station, signature of claimant, counter

signature of Internal/External Examiner or Moderator/Chief Moderator as may be applicable for practical Examination or other confidential work should be checked alongwith the enclosures needed to authenticate the journey shown in the bill.

5. The remuneration bills for practical Examination work/Audit should be countersigned by the Head of the Institution/Auditor, with the Institutional seal thereon (as may be applicable) where the said work is attended.
6. Each remuneration bill of practical Examination shall indicate batchwise entries of time and date of attending the work.
7. The Relieving orders issued by Head of Institution directing their staff member to attend the Examination duties should invariably indicate full name of the employee, designation, full time scale and present basic pay. The appointed member of the staff shall invariably produce this Relieving Order at the duty point.
8. The bills should be rigorously checked against any discrepancies of erroneous entries.

It is further informed that the cheques towards settlement of their claim will be issued in the name of respective Institution and the Institutional Head shall arrange to encash the same and disburse to the respective staff against properly signed acquittance roll within a week's time. The acquittance roll should be immediately forwarded to the Board's Office for timely closure of the case.

The contents of this circular may be brought to the notice of your staff by suitably procuring their acknowledgement.

It is earnestly desired that full co-operation of the Institutional Heads in this matter may come forward for avoidance of unwanted waste of time and correspondence and mutual convenience of all concerned.

Sd/-

(D. R. Bhagat)
Secretary

Copy forwarded with compliments to:

1. All members of the Board.
2. The Director of Education, Panaji
3. The Director of SCERT, Alto Betim
4. Asst. Director of Education North/South/Central Edu. Zone – Mapusa/Margao/Panaji
5. Heads of Sections of this office.

Yp/