



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION



(A Corporate Statutory Body constitute by an Act of the State Legislature)

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GBSHSE/PARAKH/2026/

Date: 04/08/2026

Circular No. 57

To,
The Heads of all recognized
Higher Secondary Schools,
Within the Jurisdiction of this Board.

Sub: - Workshop for teachers teaching the subject **Secretarial Practice** for Std XI and XII.

Sir/Madam,

With reference to above cited subject, it is informed that Goa Board of Secondary and Higher Secondary Education will be organizing a two days Workshop for teachers teaching the subject **Secretarial Practice** for Std XI and XII.

The topics for this workshop will be as follows:-

1. Conduct of company meetings.
2. Stock Markets.
3. Trends in the Insurance sector (Fire & Marine Insurance).
4. Recent trends in the Banking sector.

The details of the workshop are as below:-

Sr. No.	Date	Venue	Time
1.	Monday 10/08/2026	GBSHSE 'Manthan' Conference Hall, 2 nd Floor	9.30 a.m. to 5.00 p.m.
2.	Tuesday 11/08/2026		9.30 a.m. to 5.00 p.m.

The absence of the teachers in the school to attend the workshop shall be considered as in service training.

Further, you are requested to kindly relieve the concerned Teachers teaching the subject **Secretarial Practice** in order to attend the Workshop on time.

T.A. will be borne by the school, however working lunch and refreshments will be provided.

Yours faithfully,

(Sermia Cynthia Gonsalves)
Secretary

Copy to:-

1. The Director, Directorate of Education, Porvorim-Goa.
2. P.A. to Chairman
3. Establishment Section, with a request to make necessary arrangement for refreshment and lunch.
4. Guard file/Office file.