

**MOST IMPORTANT**



**GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION**

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

Alto Betim, Bardez, Goa 403 521

[www.gbshse.gov.in](http://www.gbshse.gov.in)

[sec-gbshse.goa@nic.in](mailto:sec-gbshse.goa@nic.in)

(832) 241 7593

---

GBSHSE/ACAD/RECOG/2024-25/

Date:- 12/06/2024  
18

**Circular No: 39**

To  
The Heads of all Recognised Secondary  
and Higher Secondary Schools  
Under the jurisdiction of this Board

Sub: First-time/Continuation of Recognition / Additional subject(s) regarding.....

Sir/Madam,

1. With reference to above cited subject, you are informed to check the status regarding period of recognition of your School on Board's website: [www.gbshse.in](http://www.gbshse.in)
2. Before uploading data pertaining to your institution through online web portal designed for First time/Continuation of Recognition of institution, it is informed to maintain following documents for the perusal of inspecting panel.
  - (i) Copy of permission letter from Director of Education, at the time of First Time Recognition.
  - (ii) Details of staff available, accommodation, furniture, equipments, strength of the school, awards obtained by the school or students at various levels State, district etc, different types of registers, result sheets etc.
  - (iii) All documents pertaining to the data uploaded through online web portal for recognition.
3. The portal to upload data shall be available from 01 / 08 / 2024.
4. Needless to mention, the norms for different parameters in the First Time Recognition informed through circulars shall be strictly followed by the institutions.

**I. First Time Recognition (FTR) /Additional Subjects for Secondary and Higher Secondary Schools.**

- (i) The Secondary Schools/Higher Secondary Schools applying for the First Time Recognition shall apply as per Form – I and for Additional subjects as per Form – II, which is available on the official website of this Board, accompanied by Copy of permission letter from Directorate of Education Porvorim-Goa.
- (ii) The application form should also enclose Advice Note ‘F’ and PRE – RECEIPT signed by the Secretary about the details of the payment towards recognition.
- (iii) The School shall obtain provisional index number from the Board's office and thereafter upload institutional information with photographs minimum five from different angles to get clear view of particular items through Web portal designed for recognition of institutions under Goa Board once the link is opened. The link for session 2024-25 will be opened after 01 / 08 / 2024 school login.
- (iv) The payment for FTR shall be only through e-payment after school login from official website of the Board.
  - i) ₹ 500/- processing fees
  - ii) ₹ 1500/ Inspection fees
  - iii) ₹ 200/- incase of additional subject

**II. Continuation of Recognition in respect of Secondary Schools/Higher Secondary schools and Continuation of Additional subject(s)**

1. The Schools applying for Continuation of Recognition shall apply as per Form-I and for Additional subjects as per Form-II available on the official website of this Board.
2. The school shall submit Form – I / Form – II as applicable.
3. The School shall upload the institutional information with minimum five photographs to get clear view of particular items through Web portal of Goa Board once link is opened and the inspecting team of the concerned taluka for respective schools shall verify the information uploaded by the school.
4. The Higher Secondary Schools shall upload the institutional information with photographs minimum five from different angles to get clear view of particular items through Web portal designed for recognition of institution once the link is opened and the appointed inspection panel shall verify the information uploaded by the Higher Secondary Schools.
  - i It may be noted that recognition in additional subjects will not be granted if the additional subject is directly introduced at class X/XII. The recognition in additional subjects shall be sought by the school for introducing those subjects, initially at class IX/XI and subsequently at class X/XII in a phased manner.
  - ii It is also informed that the Institutions introducing additional subjects/courses should apply for the recognition of Board after getting permission from the Directorate of Education latest by June of the concerned year. Recognition of the Board to additional Subject/ course is formality and be taken for granted.
  - iii Recognition to additional subject (s) shall be granted as per circular No.50 dated 17/08/2007.

**III. The documents required to change name of the School/Higher Secondary School are:**

- (i) Permission from the Director of Education, Porvorim.
- (ii) Required fees.
- (iii) Undertaking.

It is enjoined upon all Heads to follow Rule No.5 (14) of Goa, Board of Secondary and Higher Secondary Education Board Rule, 1975 regarding the change in Management. The same is required to be strictly adhered to.

- IV. The High Schools/ Higher Secondary Schools which fail to apply for continuation of recognition within the stipulated date will be levied fees that include normal fees plus 50% of the registration fees, up to 02 / 09 / 2024. Thereafter application shall be treated as time barred with normal fees plus 50% of registration fees plus ₹ 20.00 per day till the date of submission of the application form.
- V. Incomplete application will not be accepted and such application submitted later beyond the time schedule will attract levied fees as above.
- VI. It may be noted that the applications of candidates for admission to S.S.C./H.S.S.C. Examination sponsored by the **unrecognized Schools under this Board will be rejected without mentioning any reason.**

**VII. FEES FOR SECONDARY SCHOOLS 2024-25 onwards:**


Registration fees IX & X	Upto 100 students 101 to 300 301 to 500 501 and above	₹ 5000/- ₹ 7000/- ₹ 9000/- ₹ 10000/-
Annual Recognition fees		₹ 1200/-
Recognition Certificate fees		₹ 200/-
Enrolment fee per student Enrolled in Std IX		₹ 75/-
Inspection Fees (For Schools whose recognition expires in 2023-2024 & 2024-2025)		₹ 1000/-
Fees for Change in name of School		₹ 5000/-
The fees for granting recognition for additional subject		₹ 1000/-

**VIII. FEES FOR HIGHER SECONDARY SCHOOLS 2024-25 onwards:**

Registration fees XI & XII	Upto 150 students 151 to 500 501 to 700 700 to 1000 1001 and above	₹ 10000/- ₹ 12000/- ₹ 14000/- ₹ 16000/- ₹ 18000/-
Annual Recognition fees		₹ 1200/-
Enrolment Fees per student enrolled in Std.XIth		₹ 100/-
Recognition Certificate fees		₹ 200/-
The fees for granting recognition for additional subject		₹ 1000/-
Fees for additional course in case of Vocational		₹ 1000/- (one time only)
Inspection Fees (For Higher Secondary Schools whose recognition expires in 2023-2024 & 2024-2025)		₹ 3000/-
Fees for Change in name of School		₹ 5000/-

**Note:**

- (i) Fees to be remitted through online mode only. Service for payment shall be activated on the portal (Institution Login) from 16 / 08 /2024.
- (ii) All the Secondary and Higher Secondary Schools shall collect the enrollment fees at the time of admission of students in class IX and XI respectively. In case of fresh admissions at class X and XII from other states or from other Boards the enrollment fees shall be collected accordingly. No enrollment fees shall be collected from repeaters admitted from the same school or from other Schools recognized by this Board whose one time enrollment fees have been already collected.
- (iii) All the Head of Institutions are hereby informed to submit hard copy of Form - I and receipt of payment done to this office.

  
(Vidhyadatta B. Naik)  
Secretary

**Copy to:**

1. The Director, Directorate of Education, Porvorim-Goa
2. The Director, SCERT, Porvorim-Goa
3. All the Section Heads of this Board.

**Encl:**

1. Pre receipt for Govt. Institution
2. Form – I for FTR/ Continuation of Recognition
3. Form – II for Additional Subjects

Goa board of Secondary  
and  
Higher Secondary  
Education,  
Alto Betim, Bardez – Goa.

PRE – RECEIPT

Received sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

from The Headmaster / Principal, **Govt. High / Higher Secondary School,** \_\_\_\_\_  
\_\_\_\_\_ towards:

- |                                 |          |
|---------------------------------|----------|
| 1. Registration fees            | Rs. .... |
| 2. Annual Recognition fees      | Rs. .... |
| 3. Inspection fees              | Rs. .... |
| 4. Recognition Certificate fees | Rs. .... |
| 5. Additional subject fees      | Rs. .... |

for the year \_\_\_\_\_.

Higher Sec./ Secondary School:

Index No. \_\_\_\_\_

Place : -

Date : -

Secretary

**FORM – I**

To,  
The Secretary,  
Goa Board of Secondary &  
Higher Secondary Education,  
Alto Betim Goa.

Sub:- First time/Continuation of Recognition .

Sir /Madam,

1. With reference to the above cited subject, it is hereby requested to consider the application for First time/Continuation of Recognition for class \_\_\_\_\_ for the Year \_\_\_\_\_. The detailed information as desired will be uploaded / is uploaded on the webportal designed for Recognition of Institution.
  
2. It is also certified that all the information to be uploaded / uploaded on the webportal for recognition regarding the Institution is correct and authentic to the best of my knowledge.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

**Head of Institution :**

**Rubber Stamp**

Office T.No.	: _____	_____
Residence T. No	: _____	_____
Fax	: _____	_____
Mobile	: _____	_____
Email	: _____	_____

**Head of Institution :**

**Manager :**

Place :

Date :

**CERTIFICATE OF ENDORSEMENT**

(By President / Chairman / Manager of the Trust/Society/ Organisation)

In support of the application, I certify that, having read the Norms and Procedure for affiliation of institutions, I undertake to ensure that the Institution will abide by the Rules and Regulations and terms of conditions, as made applicable to the Affiliated Institution of the Board & Directorate of Education from time to time. I further affirm that affiliation, if granted to the Institution, will not be used for commercial purpose, rather will be used to serve the needs of students. I shall do what is in my power to ensure the smooth and proper functioning of the Institution.

\_\_\_\_\_  
(Signature of the President/Chairman/Manager of the applying Institution / Society)

Name: \_\_\_\_\_  
(President/Chairman/Manager of the applying Institution / Society)



Rubber Stamp

Place :

Date :

Yours faithfully,

\_\_\_\_\_  
(Signature of Head of Institution)

**FORM – II**

To,  
The Secretary,  
Goa Board of Secondary &  
Higher Secondary Education,  
Alto Betim Goa.

Sub:- Recognition for Additional subject/s regarding.....

Sir /Madam,

With reference to the above cited subject, kindly consider the proposal for Recognition in Additional subject/s for class \_\_\_\_\_ for the Year \_\_\_\_\_. The detailed information as desired will be uploaded / is uploaded on the web portal designed for Recognition of Institution.

**APPLICATION FOR RECOGNITION IN ADDITIONAL SUBJECT/S**

1. Name of the Institution :
2. Number and date of the letter communicating previous recognition :
3. Subject/s in which recognition has already been granted.
4. Additional subject/s or subjects in which medium of instruction proposed for the subject or subject/s.
5. List of teaching staff with qualification, scale of pay, present pay and subjects taught (attach separate sheet as per the format given in the application form for 1st time recognition).
6. Equipment/s provided for teaching additional subject/s:
7. Accommodation (including laboratory accommodation) provided for the additional classes:
8. Permission letter from the Directorate of Education.

**CERTIFICATE**

I certify that the arrangement for teaching the additional subjects detailed above are adequate and I promise that the conditions of recognition mentioned in my previous application shall continue to be observed.

**Signature of Head of Institution**

**Signature and Seal of the Manager**