



Government of Goa
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Goa Samagra Shiksha Abhiyan
(Teacher Education)
PORVORIM – GOA 403 521
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No. SCERT/Acad /GSSA-HRS-TRS-TRA/707/2018/Vol-II/ 413

Date: 05/07/2019

To,

The Principals of all the Government and Aided Higher Secondary Schools offering **Secretarial Practice** as a Subject in the General stream

Sub: **In-service training programme for Higher Secondary School Teachers teaching Secretarial Practice in the General Stream**

Sir/Madam,

The State Council of Educational Research and Training (S.C.E.R.T.) under Goa Samagra Shikshya (GSS) – Teacher Education, is organizing two-days in-service training programme for Higher Secondary School teachers teaching Secretarial Practice in General Stream on "Marine Insurance, Role of Registrar and Official Liquidator" as per the schedule given below.

Date	Time	Venue
10 th and 11 th July, 2019	9.45 am to 5.00 pm	Room No. G-6, S.C.E.R.T, Alto- Porvorim

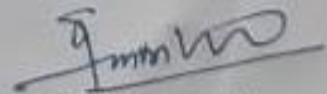
You are requested to depute the teacher/s of your Institution teaching Secretarial Practice in General Stream to participate in the programme as per the date and time specified above. *In case, you are not deputing the concerned teacher/s, inform this Council/Office the reason behind doing so.*

Teachers attending the programme have to remain present full day and have to sign the attendance sheet/register twice a day, once in the Morning session and then in the afternoon session. Any participant remaining absent during any session shall be indicated in his/her Certificate. In case a participant remains absent without prior intimation, then the same shall be communicated to the Principal of the concerned school.

No TA/DA will be paid to the participants by this Council or GSSA. However, they may claim TA from the respective institutions. Refreshment and working lunch will be provided at the Venue.



Yours faithfully,


(S.S. Amonkar)
Director of Education (I/C)

Copy to:

1. The Director, Directorate of Education, Porvorim.
2. SPD, GSSA, Porvorim
3. The Dy. Director of Education of Central, North and South Zones
4. The Secretary, Goa Board of Sec. & Hr. Sec. Edu, Porvorim
5. CAO - GSSA, Porvorim.
6. PA to Director, SCERT.
7. Concerned file
8. Guard File