



Government of Goa  
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
Goa Samagra Shiksha (Teacher Education)  
PORVORIM – GOA 403 521  
Website: [www.scert.goa.gov.in](http://www.scert.goa.gov.in)  
e-mail-[scertgoa@gmail.com](mailto:scertgoa@gmail.com)

PHONE/FAX-0832- 2417276/ 2413940

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Date: 08/01/2020

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To,

The Principals of all the Government and Aided Higher Secondary Schools having Vocational Stream.

**Sub: In-service Teacher Education Programme for Higher Secondary School Teachers teaching English Communication Skill.**

Sir/Madam,

The State Council of Educational Research and Training (S.C.E.R.T.) under Goa Samagra Shiksha (GSS) – Teacher Education, is organizing three days in-service Teacher Education programme for Higher Secondary School teachers teaching **English Communication Skill** on "Business English Skill & Use of ICT" as per the schedule given below.

Date	Time	Venue
21 <sup>st</sup> , 22 <sup>nd</sup> & 23 <sup>rd</sup> January 2020	9.45 am to 5.00 pm	Room No. S-1 (on 21 <sup>st</sup> & 23 <sup>rd</sup> Jan) & in G-6 (on 22 <sup>nd</sup> Jan), S.C.E.R.T, Alto-Porvorim

You are requested to depute all the teacher/s of your Institution teaching **English Communication Skill** in Class XI & XII 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, the same shall be communicated to the Principal of the concerned school.

**The participating teachers are required to bring a fully charged Laptop and Mobile on 23<sup>rd</sup> January 2020.** No TA/DA will be paid to the participants by this Council or GSS. However, they may claim TA from the respective institutions. Refreshment and working lunch will be provided at the Venue.



Yours faithfully,

(N.G. Honnekeri)  
Director of SCERT

Copy to:

1. The Director, Directorate of Education, Porvorim.
2. SPD, GSS, 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 - GSS, Porvorim.
6. PA to Director, SCERT.
7. Accountant (GSS), SCERT.
8. Guard File.