

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: WELFARE BRANCH  
OLD SECRETARIAT, DELHI - 110054**

No.F.DE.23 (5)/National Award/Wel./2010/1232-53

Dated: 01/12/10

To

1. All RDEs & DDEs
2. The Director Education (MCD), Old Hindu College Building,  
Kashmere Gate, Delhi.
3. The Director Education (NDMC), Palika Kendra, New Delhi.
4. The Chief Executive Officer, Delhi Cantonment Board,  
Delhi Cantt; Delhi.
5. Sanskrit/Urdu/Hindi Academy.

**Sub: Nomination for National Award to Teachers, 2010.**

Sir/Madam,

Please find enclosed herewith a copy of letter No.F.1-4/2010-Sch.-5 dated 19.08.2010 alongwith proforma for recommending the name of teachers for National Award, 2010.

(1) The teachers desiring to submit their application should submit the duly filled format to their respective District DDEs of the Directorate of Education.

(2) A District Level Committee to be formed as per constitution mentioned below:-

- |   |             |
|---|-------------|
| 1. D.D.E. of the District                   | Chairperson |
| 2. One Representative of MCD/NDMC/DCB       | Member      |
| 3. Principal of D.I.E.T.                    | Member      |
| 4. Principal of a Recognised Private School | Member      |

No district should submit more than 4 (Four) recommendations (2 in Primary Category and 2 in Secondary Category).

*APC*

(3) The teachers of MCD, NDMC & DCB shall send their files directly to the concerned office of the Deputy Director of Education, Govt. of NCT of Delhi duly recommended by the Competent Authority of their department.

(4) An evaluation committee has been constituted as per the guidelines of MHRD, Govt. of India. at H.Q. level of Directorate of Education. This committee will scrutinize all the nominations received and will finalize the recommendations for National Award to Teachers, 2010 (Two in Primary Category and two in Secondary Category).

These recommendations shall be forwarded to MHRD, Govt. of India.

(5) Kindly acknowledge the receipt of this letter and ensure that recommendations reach the Welfare Branch of Directorate of Education, Old Secretariat, Delhi at the earliest possible and in no case later than **20th December, 2010 positively.**

Yours faithfully,

*[Handwritten Signature]*  
01/12/10

**Encl: as above**

**(DR. SUNITA S. KAUSHIK)  
ADDL.D.E. (WELFARE)**

No.F.DE.23 (5)/National Award/Wel./2010/1232-53

Dated: 01/12/10

Copy forwarded for information & necessary action to the-

1. Director Education (NDMC) / C.E.O.(D.C.B.) / Addl.D.E.(M.C.D.).

**Please note the changes and send nominations accordingly with recommendations of Competent Authority to the concerned District DDE of Directorate of Education.**

✓ 2. O.S.(IT), Directorate of Education, Govt. of NCT of Delhi, Old Sectt; Delhi with the request to put the above said letter at the earliest on the website of Education Department.

*[Handwritten Signature]*  
01/12/10

**(R. P. YADAVA)  
D.D.E. (WELFARE)**

23/8

**BY SPEED POST**

**TIME BOUND/IMMEDIATE**

No.F.1-4/2010-Sch.-5  
Government of India  
Ministry of Human Resource Development  
[Department of School Education and Literacy]

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New Delhi, dated the 19<sup>th</sup> August, 2010

To,

The Principal Secretary (School Education),  
Govt. of National Capital Territory of Delhi,  
R.No.6, Old Secretariat,  
Delhi – 110 054.

Handwritten: 24/8/10, ADD DE (Welfare)

Subject: *National Award to Teachers, 2010* – Allocation of Awards to States/Union Territories/Organisations – Request for Recommendation.

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Sir/Madam,

The Government of India, Ministry of Human Resource Development (Department of School Education & Literacy) implements a Scheme, 'National Award to Teachers' as per which teachers from all over the country are selected for National Awards. The following categories of teachers are eligible for award under this Scheme:

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- Recognised Primary and Secondary School Teachers of States/UTs; (those teaching in schools affiliated to State Boards)
- Sanskrit Teachers of Sanskrit Pathshalas and Tolls run on traditional lines;
- Arabic/Persian Teachers of Madrasas run on traditional lines;
- Teachers of CBSE affiliated schools;
- Teachers of CISCE affiliated schools;
- Teachers of CTSA Schools;
- Teachers of KVS, NVS, Schools run by Atomic Energy Education Society and those under the Ministry of Defence; And
- Teachers who promote the education of children with disability in regular schools by States/UTs/Organisations and other school system.

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Handwritten signature

2. Allocation of Awards, States/ UTs/Organisations and other school system wise, is enclosed.

3. Since the awards are primarily meant to recognize the exemplary services of school teachers, it must be mandatorily certified that the recommended teachers are teaching in primary/secondary classes at the time of their nomination. You are also requested to give suitable representation to lady teachers while making your

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recommendations as it has been noticed that sufficient number of lady teachers is not recommended by the States.

4. It may be noted that 15 years of regular teaching experience is required for class room teachers while for Principals/Headmasters 20 years of regular teaching service is required. However, for the Special award category, in case of teachers, 10 years of regular teaching experience and for Principals/ Headmasters, 15 years of regular teaching experience is required.

5. While recommending the teachers, the State Committee/Central Award Committee are to compulsorily and categorically state the SPECIAL OR UNIQUE attribute of each teacher on the basis of which their names have been recommended. Lack of such information may render the teacher(s) ineligible for the award.

6. Fifteen awards are reserved for Sanskrit Teachers of Sanskrit Pathshalas and Tolls and 5 awards for Arabic/Persian Teachers of Madrasas which cannot be allocated State-wise due to their limited number. Selection of teachers for these awards will, therefore, be made out of all the names that would be recommended by various States/Union Territories. At least two names may be recommended for these categories of teachers. From past experience, it is noticed that recommendations for these awards are not adequate. You are, therefore, requested to make special efforts to locate suitable SANSKRIT AND ARABIC/PERSIAN TEACHERS OF INSTITUTIONS RUN ON TRADITIONAL LINES SO THAT CONTRIBUTION OF THESE TEACHERS DO NOT GO UNREWARDED.

7. It has been noticed that Sanskrit/Arabic/Persian teachers working in regular schools are generally not considered for National Award by the States due to a misunderstanding that such teachers would be eligible for awards from out of the 15 and 5 awards set apart for Sanskrit and Arabic/Persian Teachers of traditional Pathshalas and Madrasas. It is requested that Sanskrit and Arabic/Persian teachers working in regular Primary/Secondary schools should also be considered for National Award under the categories of Primary and Secondary school teachers.

8. A brief citation is required to be attached for teachers being recommended under the categories for special awards. If no suitable candidate is recommended, the allocated special awards shall not be transferred to general category. The other eligibility conditions as also the selection procedure will remain unchanged. Deserving teachers should, therefore, be encouraged by recommending sufficient number of such teachers who themselves may have disabilities and also those who have done commendable work for education of children with disabilities.

9. A copy of the minutes of the meeting of the State/UTs/Organisation Selection Committee finalising the recommendations may also invariably be sent, *in original* duly signed by all committee members. This is important and may please be noted for compliance.

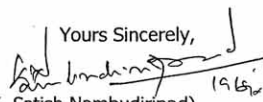
10. It may be reiterated that complete information as per the proforma, in the attached booklet is to be sent. There must be no deviation from the prescribed

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proforma. In case incomplete information is received, the recommendations will not be processed.

It is requested to ensure that your recommendations are reached in this Ministry as early as possible and in any case not later than 31<sup>st</sup> December, 2010 positively, so as to ensure that the awards are finalized and necessary action is taken for their distribution on 5<sup>th</sup> September, 2011.

Yours Sincerely,

  
(K. Satish Nambudiripad) 19/6/11

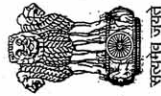
Director

Tele No. 2338 6232

Encl:- As above.

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**SCHEME OF NATIONAL AWARD  
TO TEACHERS**



Government of India  
Ministry of Human Resource Development  
Department of Secondary & Higher Education  
New Delhi

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### **NATIONAL AWARD TO TEACHERS**

The Scheme of National Awards to Teachers was started in the year 1938-59 with the object of raising the prestige of teachers and giving public recognition to the meritorious services of outstanding teachers working in Primary, Middle and Higher Secondary Schools. In 1967-68 the scope of the scheme was enlarged to cover the teachers of Sanskrit Pathshalas, Tolls etc. run on traditional lines. In 1976 the scheme was further enlarged to cover Arabic/Persian teachers of Madrasas.

From the award year 1993, the scheme has further been enlarged to cover teachers from Sainik Schools, Navodaya Vidyalayas and schools run by Atomic Energy Education Society. Earlier CBSE had been allocated a quota of 10 awards - 2 for each zone subject to availability in case of shortfall of recommendation from the entitled States/UTs and organizations. Each award carries with it a certificate of merit, a cash award money of Rs. 25,000/- and a Silver Medal. The enhanced amount has been given to the National Awardee from the Award year, 1999.

2. The number of awards has been increased from 302 to 350 from the award year 2000-2001. 4 additional Awards have been allocated to CBSE from the Award year, 2002. The number of awards at present stands at 354. The break up of which is as under :

- (I) 302 Awards States/UTs, Kendriya Vidyalayas, Navodaya Vidyalayas, Atomic Energy Education Society, Sainik Schools, Sanskrit and Arabic/Persian teachers.
- (II) 5 Awards Teachers of Council for Indian Schools Certificate Examination (CISCE) affiliated schools.
- (III) 14 Awards Teachers of Central Board of Secondary Education (CBSE) affiliated schools. The National Awards belonging to CBSE would comprise of awards to 2 teachers each for Northern, Southern, Eastern, Western and North-Eastern, Delhi Zones and 2 Slots for the teachers of independent affiliated schools situated abroad. The teachers recommended by CBSE should be other than those who have already been covered under the allocated quota for States/UTs/Organisations.

- (IV) 33 Awards Teachers promoting Integrated Inclusive Education (IE) in schools. These "Special" awards would be given to teachers who promote the education of children with disabilities in regular schools run by States/UTs and other schools system. Such awards would be given to the following categories of teachers.

**I. CONDITIONS OF ELIGIBILITY OF TEACHERS FOR CONSIDERATION FOR THE AWARDS :**

- Teachers with disabilities working in regular schools.  
Special teacher or trained general teachers who may have done outstanding work for Inclusive Education.
1. Classroom teachers with at least 15 years regular teaching experience and Headmasters with 20 years of regular teaching experience and who are actually working as teachers/headmasters in recognized primary/middle/higher secondary schools only shall be considered. Teachers who are teaching upto class VIII should be considered in the category of Primary School Teachers and those teaching classes IX-XII, in the category of Secondary School Teachers. For teachers promoting Integrated Inclusive

18/c



Education the eligibility will stand reduced from 15 years of classroom teaching experience to 10 years of service and from 20 years for Headmasters to 15 years if they are to be considered for awards in respect of Inclusive Education.

2. Normally retired teachers are not eligible for the award but those teachers who have served a part of the calendar year (atleast for four months i.e. upto 30th April in the year to which National Award relates) may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannation will not count as eligible service.

3. Teachers whose names were recommended last year or before can be considered again if they are still otherwise eligible and are recommended by the State Govt./Union Territories.

4. Educational Administrators, Inspectors of Education, and the staff of training colleges are not eligible for these awards.

5. Only those teachers, having requisite years of teaching experience, as mentiohed at Sl. No. 1 above, on 31st December of the preceding year of the Award, will be eligible to be considered for the award.

**II. MAIN CONSIDERATIONS THAT SHOULD GUIDE THE SELECTION OF TEACHERS AT VARIOUS LEVELS :**

- 1. Teachers' reputation in the local community;
- 2. His/her academic efficiency and desire for its improvement;
- 3. His/her genuine interest in and love for children; and
- 4. His/her involvement in the social life of the community.

**III. PROCEDURE FOR SELECTION :**

1. The initial selection shall be made at the District level by a District Committee from amongst the names recommended by the District Education Officer, a District Inspector of schools or such other local authorities e.g. Corporation, Panchayat etc. which the State Government may determine in the context of local conditions. No teacher shall be asked or permitted to apply for the award. The names shall be recommended by the District Education Officer etc. on the basis of the Teachers' record or work.

2. The State Selection Committee shall scrutinize and sift the recommendations of the District Committee and recommend to the State Government two names for each award allotted to the State and one or two names of Sanskrit/Arabic teachers if found suitable. The names of teachers selected by the State Committee

shall be arranged in order of merit before they are recommended to the State Government who shall forward the same to the Union Government along with character certificate of faultless antecedents and absolute integrity duly signed by the Education Secretary. The recommendations of the State Selection Committee shall not be modified by the State Government to substitute names, or to disturb the order of merit recommended by the State Selection Committee. However, if the State Government is of the view that any of the selected teacher is otherwise unfit for the award, it may recommend omission of such names to the Union Government furnishing details for the same.

3. The State/UTs/School systems shall recommend at least the prescribed number of awards under the category "Special Awards". In case they do not find suitable number of teachers under this category, the award will not be recommended, but in that situation the number of allocated awards for special awards shall not be transferred to the general category.

4. The final selection will be made by the Union Government

**DISTRICT COMMITTEE**

- 1. District Inspector of Schools                      CHAIRMAN
- 2. Head of a Primary Training Institution          MEMBER

3. Headmaster of a Secondary School                      MEMBER

**STATE COMMITTEE**

- 1. Director of Education/                                      CHAIRMAN  
Director of Public Instructions
- 2. Principal of Training College                              MEMBER
- 3. Nominee of the    MEMBER  
Union Government

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**Please Note** :- One passport size photograph duly attested on back side by any Gazetted Officer of your Town, Tehsil or District be attached in separate envelope. The Photograph should not be defaced in anyway.



**PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD**

Parts A, B and C are to be filled by the District Education Authority from sources such as Teacher's Diary, records of Inspection, records kept by the Headmaster, examination results of the school, Confidential reports and Service Book, etc. of the teachers; Part D and E are to be filled in respectively by the Chairman of the District Committee and the State Committee appointed for the purpose.

**PART - A**

**Particulars of the Teacher**

1. Name (in Block letters) : \_\_\_\_\_
2. Sex with marital status : \_\_\_\_\_
3. Designation & complete school address with Pin code number, Telephone number : \_\_\_\_\_

4. Complete Residential address with Pin code number, Telephone number : \_\_\_\_\_
5. Complete Permanent address with Pin code number : \_\_\_\_\_
6. Whether the school is Primary/Secondary/Hr. Secondary : \_\_\_\_\_
7. District : \_\_\_\_\_
8. State : \_\_\_\_\_
9. Date of birth : \_\_\_\_\_
10. Present age : \_\_\_\_\_
11. Date of superannuation : \_\_\_\_\_
12. If superannuated, please clarify whether extension has been given by the State Authorities with supporting documents : \_\_\_\_\_
13. Total Service with date of joining as teacher : Total Service  
\_\_\_\_\_ Years \_\_\_\_\_ Months  
Date of joining as teacher :  
\_\_\_\_\_



14. Total Experience	Period	
	From	To
Teaching :		
Administrative :		
Other :		
Total		

**PART - B**

**I**

15. In the case of Primary School Teachers, what concrete steps has the teacher taken to increase enrolment in the school and to avoid dropouts? Give enrolment / retention percentage figures for the last three years of school and District to show the progress made in achieving universalisation of elementary education.
16. In the case of Secondary School teachers, what has been the dropout rate in the school at the secondary level in last five years? What steps has the teacher taken to avoid dropouts?
17. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
18. Has the teacher mobilised quantifiable community resources for the physical development of the school? If so, give details.
19. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.

21. The following information may specifically be given :
- does he/she indulge in tuitions?
  - does he/she indulge in political/trade union activities?
  - is he/she in the habit of submitting complaints and indulging in litigation?
  - is he/she punctual?
- NB. 75% weightage may be given to the above information while finalising the recommendations.

## II

22. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
25. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years?
26. Does the teacher take active interest in organising co-curricular or extra-curricular activities in the schools? Give details.



27. Has the teacher written any article, text books etc.? If so, give details.
28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
29. Any other significant achievement not mentioned above.

*Additional Information to  
be given in case of Princi-  
pal only (points 30 to 36)*

30. Has the Principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts).
31. Does the Principal invite the parents for their co-operation for academic development? If yes, the details thereof.
32. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details.

33. Are the activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organised? Is so, give details.
34. Is guidance provided to the teachers in professional development? Does he/she encourage the teachers as well as students for experimentation/innovations?
35. What goals/targets are set in academic/sports and games/other activities and what are the achievements?
36. Has any project been undertaken during the last three years at school level? Please give a brief account in this regard. (attach abstracts.)

**PART-C**

Remark about the Teacher based on the assessment of his/her superiors :

- 37 Does the teacher command respect among the students?
- 38 Is he/her able to maintain discipline among the students?
- 39 Does the teacher maintain cordial relations with his/her fellow-teachers and others?
40. Is he/her held in high esteem by the community, particularly the parents?
41. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?
42. General assessment by the Head of the Institution.
43. General assessment by the District Inspector of Schools/ Education Officer.

District Inspector of Schools/  
Education Officer with rubber stamp.

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**PART-D**

**REMARKS/RECOMMENDATIONS OF THE DISTRICT  
COMMITTEE**

Chairman of the District Committee

**PART-E**

**RECOMMENDATION BY THE STATE COMMITTEE**

Chairman of the State Committee

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