

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

No.F.DE.23 (35)/State Award/Wel. /2011/329-380 Dated: 07/07/2011

STATE TEACHERS' AWARD - 2011

A great teacher & philosopher Dr. Radha Krishnan's (former President of India) birthday is celebrated as a Teachers' Day every year on 5th September. It would be a proud privilege to salute & honour the teachers for their dedication and remarkable work who break down the barriers to reach into the souls of the students with love, devotion and dedication working in Govt. / Govt. Aided / Recognized unaided /MCD/NDMC/Delhi Cantonment Board Schools. There are 59 awards for teachers and one award for librarian. On that day the awards are given to teachers which carry with a certificate of merit, a silver medal, cash award money of Rs.10000/- and a Shawl (Dushala).

• **ELIGIBILITY CRITERIA**

- Teachers of Primary, Middle, Secondary & Senior Secondary Schools of GNCT of Delhi/Govt. Aided/Recognized Unaided/MCD/NDMC/Delhi Cantonment Board, who have put in at least 15 years of continuous service as teacher upto 31st March, 2011 including at least 5 years service in the Educational Institution in Delhi are eligible for the award.
- Teachers whose names were recommended last year or before, but did not get the award can be nominated again if they are still eligible and recommended by the District Committee.
- Educational Administrators are not eligible for this award. However, Principal/Vice Principal are eligible.
- Retired teachers, who had worked upto 31st March 2011, are also eligible for the award.

• **SELECTION PROCEDURE**

Main consideration that should guide the selection of teachers at various levels: -

1. Academic efficiency and efforts for adoption of technical and innovative methodology in bringing the scholastic improvement.
2. Contribution and Enthusiastic participation in school activities and improvement in school programmes.
3. Imparting value Education.
4. Promoting general awareness regarding health and environment.
5. Enhancing motivation for the improvement of social life of the community.

The applications in r/o teachers and librarians will be recommended by Head of Schools. The application of Principals & Vice-Principals will be recommended by concerned Education Officer and these recommendations will be submitted to District DDEs at District Level. Each DDE will constitute a committee to evaluate and scrutinize the applications according to the marking scheme (will be provided later on) alongwith the recommendations of concerned Regional Director and the same will be sent to DDE (Welfare) alongwith the evaluation sheet provided. The constitution of the District Level committee is as under:-

D.D.E. of the District	Chairperson
E.O. of the District concerned	Member
E.O. of the District concerned	Member

The Director of M.C.D, N.D.M.C & C.E.O. of Delhi Cantonment Board will send their files directly to the concerned office of the Deputy Director of Education, Govt. of NCT of Delhi.

The State Level Committee constituted by the Director of Education at the Head Quarter Level shall recommend the names for final selection.

Note:-

- ❖ Last date of submission of applications to District DDEs is **20.07.2011.**
- ❖ Last date of sending applications to RDEs for recommendation is **29.07.2011.**
- ❖ Last date of sending applications to DDE (Welfare) is **02.08.2011.**
- ❖ An awardee teacher is not entitled to extension of service under Rule 110 of D.S.E.A. 1973.
- ❖ The file should not contain more than 50 pages and all the pages should be signed by the concerned Principal/HOS.
- ❖ The Reporting Officer should ensure that all columns of the proforma are duly filled in, and the information provided is authentic and attested by the concerned EO in case of Principal/Vice Principal (working as HOS) and attested by the concerned Principal/HOS in case of a teacher. **Index of supporting documents should be clearly mentioned in the beginning of the file.**
- ❖ **Vigilance clearance certificate should be attached at District level in eligible cases.**

[Handwritten signature]

**(DR. SUNITA SHUKLA KAUSHIK)
ADDL. D.E. (SCHOOLS)**

Encl: (Proforma for Teacher & Librarian)

No.F.DE.23 (35)/State Award/Wel. /2011/329-380

Dated: 07/07/2011

Copy to: -

1. All RDEs/DDEs/EOs.
2. All H.O.S. of Govt., Govt. Aided, Recognized Unaided Schools.
3. Director Education, M.C.D, Civic Centre, Minto Road, N.Delhi.
4. Director Education, N.D.M.C, Palika Kendra, New Delhi.
5. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt; Delhi.
6. P.S. to Secretary Education for information.
7. P.S. to Director Education for information.
8. P.A. to Addl. D.E. (Admn.) for information.
9. P.A. to Addl. D.E. (Schools) for information.
- ✓10. O.S. (I.T), Computer Cell to kindly post on the website of the Department of the above said letter alongwith proformas at the earliest.

[Handwritten signature]
07.07.11

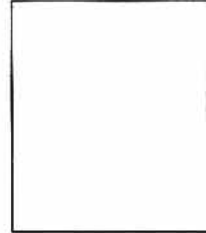
**(URMIL KHANNA)
D.D.E. (WELFARE)**

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

STATE TEACHERS AWARD - 2011

PROFORMA FOR TEACHER

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH DULY ATTESTED ON THE BACK SIDE BY A PRINCIPAL/HOS IN A SEPARATE ENVELOPE. THIS PHOTOGRAPH SHOULD NOT BE DEFACED.



Application in case of teachers to be checked, verified and graded by the Head of the School, application of Principal/Vice-Principal to be checked, verified and graded by an Education Officer. The information filled in should be verified from teacher's diary, Inspection Reports, Examination results of the school and the service book. Applications are to be recommended by Regional Director through concerned District Deputy Director of Education before submitting to the Welfare Branch. Please note that the applicant must supply documentary proof in support of entries made in this Proforma.

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Sex:

Complete Address of the School:

School Code No.

Telephone No.

Date of Birth:

Date of Initial Appointment:

1. Particulars of Experience in chronological order (At least fifteen years regular teaching experience).

Name of the School	Primary/Middle/Secondary/Sr. Secondary	Duration of Service with date, month & year	Total period	Designation
1	2	3	4	5

2. Total Experience:
3. Date of superannuation:
4. Educational qualifications:
 - a. At the time of joining:
 - b. At Present:
5. Results (Before Compartment):
 - A: (For HOS/Principal) result of both Class-X & XII to be given separately. For PGTs result of Class-XII, For TGTs result of Class-X and for teachers who are not teaching Class-X & XII the result of the highest class being taught by them is to be given).
 - B: In the case of Vice-Principal, whether working as HOS
Yes/No

RESULT OF CLASS-X BEFORE COMPARTMENT OR THE HIGHEST CLASS TAUGHT AS PER 5(A) ABOVE.

Year	Class	Subject	Total Students Appeared	No. of Students Passed	%
2007					
2008					
2009					
2010					
2011					

RESULT OF CLASS-XII BEFORE COMPARTMENT OR THE HIGHEST CLASS TAUGHT AS PER 5(A) ABOVE.

Year	Class	Subject	Total Students Appeared	No. of Students Passed	%
2007					
2008					
2009					
2010					
2011					

6. Particulars of students securing 100% marks in a subject during last 5 years in Class- XII / above 90 % marks in subjects – Physics, Chemistry, Biology, Mathematics, English, Economics & Accountancy in Class –XII.

(a) Particulars of students securing 100% marks in subject during academic session 2007, 2008 & 2009 (b) A1 (without star) results during academic session 2010 and 2011/ above 90 % marks during 2007, 2008 & 2009 and A1 (without star) results during academic session 2010 and 2011 for subjects English & Maths in class – Xth.

Year	Roll No.	Name of the Students	Class	Subject	Marks & %

7(a) For Class – XIIth: - Particulars of 100 % results secured by the teacher in Board's Exam. during last 5 years / above 90% in subjects - Physics, Chemistry, Biology, Mathematics, English , Economics & Accountancy .

For Class – Xth: - Particulars of 100 % results secured by the teacher in Board's Exam. during last five years / above 90% results in subjects English & Math.

Year	Class	Subject	Result
2007			
2008			
2009			
2010			
2011			

(b) Continuous positive improvement of result during the last 3 years (with the base year 2008).

Year	Class X or the highest class taught	Class XII or the highest class taught
2008		
2009		
2010		
2011		

8. No of students securing marks in class – XIIth in subject/subjects in Annual Exam. 2011. (Attach documentary proof).

Class XII or the highest class taught.	No. of Students Appeared	No. of Students Passed	No. of students secured marks		
			91-100	81-90	71-80

No of students securing Grade A1, A2 & B1 (without star) in class – Xth in subject/subjects in Annual Exam. 2011. (Attach documentary proof).

Class X or the highest class taught.	No. of Students Appeared	No. of Students Passed	No. of students secured grades (without star)		
			A1	A2	B1

(9) Participation of students in co-curricular activities during last three years by personal efforts of the teacher.

Sl.No.	Level
1.	Zonal
2.	District
3.	Regional
4.	State
5.	National

(In case of participation of student is in more than one activity, credit would be given only for one activity which would be of the highest level).

10. Participation of the teacher in Cultural & Co-curricular activities during the academic session 2010-11.

Sl.No.	Level
1.	Zonal
2.	District
3.	State

(Documentary proof of participation of teacher should be attested by HOS).

11. Achievement in community work (based on documentary proof). (Any four activities).
 - a. Health: School Health Scheme, Polio, AIDS, T.B., First Aid. (Certificates).
 - b. Environment: Eco-club Activities, Gardening, (documentary proof).
 - c. National Integration: Scout, Guides, NSS, Yuva Club, Tours and Camps or Collection for National Calamities.
 - d. School Magazine (Member of Editorial Board or any written contributions).
 - e. Annual Function. Active participation in any cultural activity that has been performed during the function.
 - f. Any other Charge (MDM, PTA, PWF, Examination, Welfare Schemes, Special training under section 4 of RTEA, 2009, etc.).
 - g. Innovative steps undertaken for maintenance of building/infrastructure, holding charge of VKS.

12. Particulars of Professional growth:

Published works in a Journal of repute/particulars of Conferences/Work Shops/Seminars other than in service training attended.

13. Technical & innovative teaching aids used with documentary proof.
14. Subject related Power Point Presentation in case of teacher. Power Point Presentation in r/o School Activities, in case of HOS. (Print out & CD required).

Recommendations of the Head of School with rubber-stamp in case of Teacher/Vice-Principal.

Recommendations of the DEO/EO with rubber-stamp in case of Head of School.

Recommendations of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for State Award – 2011. It is certified that the teacher recommended has an absolutely clean record of service and faultless antecedents and that no enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

**Deputy Director of Education (District)
With Rubber Stamp**

Recommendations of the Regional Director of Education.

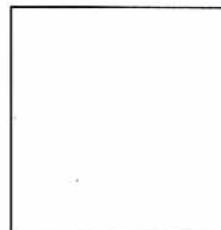
**Regional Director of Education
With Rubber Stamp**

**Note: - Application should be completed in all respects.
Incomplete application will not be entertained.**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
OLD SECRETARIAT, DELHI
STATE AWARD - 2011**

PROFORMA FOR LIBRARIAN

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH
DULY ATTESTED ON THE BACK SIDE BY A
PRINCIPAL/HOS IN A SEPARATE
ENVELOPE. THIS PHOTOGRAPH SHOULD
NOT BE DEFACED.



Application (duly filled) in case of Librarian is to be recommended by Head of the School. It should be recommended by Regional Director of Education through Deputy Director of Education before submitting to the Welfare Branch.

Please note that the applicant must supply documentary proof in support of entries made in this Proforma.

Name of the Librarian (in Block Letters):

Employee Code:

Complete Address of the School:

Designation:

Sex:

School Code:

Telephone No.

Date of Birth:

Date of Initial Appointment:

Particulars of Experience:

Name of the School	Duration of service with Date, month & year	Total Period

1. Total Experience:
2. Date of Superannuation:
3. Educational Qualifications:
4. Particulars of In-service Training from 01.04.2006 to 31.03.2011:
 - i.
 - ii.
 - iii.
 - iv.
 - v.
5. Total enrolment of the School:
6. No. of Sections of the School:
7. Total No. of teachers in the school:
8. Timings when the library is open for teachers & students:
9. No. of books issued during last five years through issue register and library module with documentary proof.

2006-07

2007-08

2008-09

2009-10

2010-11
10. Details of Books issued through Library Module in session 2010-11 (Class-wise).
11. Whether All the books are uploaded on the Library Module:
12. How are books classified?
13. Shelving of books (whether Open Access or Closed Access).
14. Maintenance of Reference section:
15. Work done for the improvement of Reading Room:

16. Name of Newspapers subscribed:
17. Name of magazines subscribed:
- A: Weekly
- B: Fortnightly
- C: Monthly
18. Has the school arranged for free/subsidized Newspapers for Students?
19. How are books and new arrivals displayed?
20. Does the Librarian maintain a bulletin board in the school (outside the Library) to display important informations/notices/News.
21. Maintenance of stocks of "free supply of books".
22. (a) Activities undertaken for cultivating interest in reading among students. (With Documentary proof).
(b) Ensuring the attendance of students in library period.
23. Formation of Readers' club in any form.
24. Participation in Book Fair.
25. Role in Career guidance.
26. Enrichment of library Resources through NGO or any other Organization.
27. Participation in different School Activities like quiz, Science Fair, Cultural Programs, Yuva etc.
28. Particulars of condemnation of books and library furniture during last five years:

Year	Articles condemned worth Rs.
2006-07	
2007-08	
2008-09	
2009-10	
2010-11	

29. Particulars of professional growth (in the field of library):

Published/research work.

Particulars of Conferences/Work Shops/Seminars other than In-service training attended.

Recommendations of the Head of School with rubber stamp.

Recommendations of the DEO/EO with rubber stamp.

Recommendations of Deputy Director Education (District Concerned).

I recommend the name of Sh./Smt./Km./ _____
for State Award – 2011 and it is certified that no vigilance case is pending/contemplated against the above named librarian in the Department. The above information is true to the best of my knowledge & belief.

**Deputy Director of Education (District)
With Rubber Stamp**

Special recommendations of Regional Director of Education (Concerned).

**Regional Director of Education
With Rubber Stamp**

**Note: - Application should be completed in all respect.
Incomplete application will not be entertained.**