

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: WELFARE BRANCH  
PATRACHAR VIDYALYA, TIMARPUR: NEW DELHI**

No.F.DE.23 (35)/State Award/Wel. /2012/443-467 Dated: 03/07/12

**STATE TEACHERS' AWARD - 2012**

A great teacher & philosopher Dr. Radha Krishnan's (former President of India) birthday is celebrated as a Teachers' Day every year on 5<sup>th</sup> 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 31<sup>st</sup> March, 2012 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 31<sup>st</sup> March 2012, 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 JDE (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 Education, M.C.D's, 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 **18/07/2012.**
- ❖ Last date of sending applications to RDEs for recommendation is **26/07/2012.**
- ❖ Last date of sending applications to JDE (Welfare) is **31/07/2012.**
- ❖ 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( A4 size)** 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.**



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

**Encl: (Proforma for Teacher & Librarian)**

No.F.DE.23 (35)/State Award/Wel. /2012/443-467

Dated: 03/07/12

Copy to: -

1. All RDEs/DDEs/EOs.
2. All H.O.S. of Govt., Govt. Aided, Recognized Unaided Schools.
3. Director Education, South M.C.D, Civic Centre, Minto Road, N.Delhi.
4. Director Education, North M.C.D, Civic Centre, Minto Road, N.Delhi.
5. Director Education, East M.C.D, 419, Patpar Ganj Indu. Area D-92.
6. Director Education, N.D.M.C, Palika Kendra, New Delhi.
7. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt; Delhi.
8. P.S. to Secretary Education for information.
9. P.S. to Director Education for information.
10. P.A. to Addl. D.E. (Admn.) for information.
11. P.A. to Addl. D.E. (Schools) for information.
12. 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.

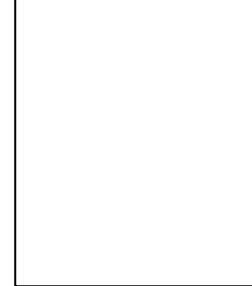
  
**(G.L. MEENA)**  
**J.D.E. (WELFARE)** 31/7/12

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: WELFARE BRANCH  
PATRACHAR VIDYALAYA, TIMARPUR, DELHI**

**STATE TEACHERS AWARD - 2012**

**PROFORMA FOR TEACHER**

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



Application in case of teachers to be checked & verified by the Head of the School, application of Principal/Vice- Principal to be checked & verified by the concerned Education Officer. The information filled in should be verified from teacher's diary, Inspection Report, Annual result of the school and the service book. Applications are to be scrutinized, verified and graded by the district committee, headed by DDE on the prescribed format. Application selected by district committee should be duly recommended by Regional Director before submitting to the Welfare Branch.

Please note that the applicant must submit documentary proof in support of entries made in this proforma along with vigilance clearance issued only for the purpose of State Award - 2012. **No. of Sheets should not be more than fifty including proforma with A4 Size. Upto class X(From I TO X) Board/Annual result of 2008 & 2009 and only Summative Assessment result of 2010,2011 & 2012 should be furnished.**

**Name of Teacher (in Block Letters):**

**Employee Code:**

**Designation:**

**Sex:**

**Date of Birth:**

**Address of the School with ID :**

**Telephone No.**

**Date of Initial Appointment:**

1. Particulars of Experience in chronological order (At least fifteen years continuous and 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 qualification:
  - a. At the time of joining:
  - b. At Present:

**Instruction regarding result for point Nos. 5,6,7 & 8.**

**For HOS/Principal :** The result of Class-XII for Sr. Sec. School/for other HOS if school is upto class X, Board/Annual result of 2008 & 2009 and Summative Assessment for 2010,2011 & 2012 of highest class to be furnished (Certified by E.O. and C/S by DDE Concerned).

**For teachers :** Teacher teaching Sr. Sec. Classes the result of class XII to be furnished. Teacher teaching class upto X, Board/Annual result of 2008 & 2009 and Summative Assessment for 2010,2011 & 2012 of the highest class taught by the teacher to be furnished. (Certified by HOS and C/S by E.O. Concerned).

**\* In the case of Vice-Principal, please tick whether working as HOS or not. Yes/No.**

**5 (A) RESULT BEFORE COMPARTMENT OF CLASS-XII.**

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2007-08					
2008-09					
2009-10					
2010-11					
2011-12					

**RESULT (BEFORE COMPARTMENT) OF CLASS-X/ HIGHEST CLASS TAUGHT.**

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2007-08					
2008-09					
2009-10					
2010-11					
2011-12					

**5.(B)** Continuous positive improvement of result during the last 3 years (with the base year 2010).

Year	Class	Upto Class X (S.A. only.)	Result of Class XII (Before compartment)
2009-10 (Base year)			
2010-11			
2011-12			

**6. For Class – XIIth:** Particulars of students who secured 100 marks or 97-99 marks in a subject during last 5 years / 95 marks or 92-94 marks in subjects like Physics, Chemistry, Biology, Mathematics, English, Economics & Accountancy during last 5 years (Attach documentary proof).

**For Class – Xth:** Particulars of students who secured 100% marks in subject during academic session 2008 & 2009 and A1 grade results during academic session 2010,2011 and 2012 / above 95% marks in subjects English & Maths during 2008 & 2009 and A1 during academic session 2010,2011 and 2012 (Attach documentary proof).

**Other than class Xth and XIIth:** Particulars of students who secured 100% marks / A1 grades in subject during last five years. (Attach documentary proof).

**Result of any one main subject (Excluding additional subject) is applicable in case of HOS.**

Year	Roll No.	Name of the Students	Class	Subject	Marks/ Grades	% of marks/ grade
2007-08						
2008-09						
2009-10						
2010-11						
2011-12						

- 7. For Class - XIIth:** Particulars of 100 % result of the teacher with no. of students who secured 60% or more marks in his/her subject / 95% and above result of the teacher with no. of students securing 60% or more marks in subjects - Physics, Chemistry, Biology, Mathematics, English , Economics & Accountancy during last 5 years (Attach documentary proof).

**For Class XIIth :-**

Year	Class	Subject	Result	Total no. of students appeared	No. of students who secured 60 % and above marks	% of students who secured 60 % and above marks
2007-08						
2008-09						
2009-10						
2010-11						
2011-12						

**For Class - Xth:** - Particulars of 100 % result of a teacher in Board/Annual examination for year 2008 & 2009 and 100 % result in Summative Assessment only for the years 2010, 2011 and 2012 with no. of students who secured 80% marks/ 'A' grade (A1 & A2) in his/her subject / 95 % result of a teacher in Board/Annual examination for year 2008 & 2009 and 95% result in Summative Assessment only for the years 2010, 2011 and 2012 with no. of students who secured 80% marks/ 'A' grade (A1 & A2) in subject - English and Maths.(Attach documentary proof).

**Highest class other than class Xth and XIIth:** Particulars of 100% result of the teacher in annual examination with no. of students who secured 80% marks/ 'A' grade (A1 & A2) in his/her subject during last five years. (Attach documentary proof).

**Result of any one main subject (Excluding additional subject) is applicable in case of HOS.**

**Result of class Xth/highest class (Marks/Grades whichever is applicable):-**

Year	Class	Subject	Total no. of students		Total no. of students who secured A1 & A2 Grades in SA	Total no. of students who secured above 80% marks	% of students secured above 80% marks/ 'A' grades (A1+A2)
			App.	Pass % in SA - Board/ Annual Exam			
2007-08							
2008-09							
2009-10							
2010-11							
2011-12							

**8. For Sr. Sec. Classes:-** Number of students secured marks in subject in Annual Exam. 2011-12 taught by the teacher, excluding Additional subject. (Attach documentary proof).

**Any one main subject (Excluding additional subject) is applicable in case of HOS**

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of students secured marks	
				above 85-95	above 95-100



**Highest class upto secondary level** - Number of students secured Grades A1 and A2 **(in Summative Assessment only)** in subject/subjects in Annual Exam. 2011-12. (Attach documentary proof). **Any one main subject (Excluding additional subject) is applicable in case of HOS.**

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of students secured grades in Summative Assessment only.		
				A1	A2	A1 + A2

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

<b>Sl.No.</b>	<b>Level</b>
1.	Zonal
2.	District
3.	Region
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 & attach documentary **proof of highest level only** for a particular year and duly certified by the HOS).

**10.** Participation of the teacher in Cultural & Co-curricular activities during the academic session 2011-12.

<b>Sl.No.</b>	<b>Level</b>
1.	Zonal
2.	District
3.	State

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

- 11.** Achievement in community work during last two (02) years (based on documentary proof along with proof of duty assigned). (Any four activities).
- a. **Health:** School Health Scheme, Polio, AIDS, T.B., First Aid.
  - b. **Environment:** Eco-club Activities, Gardening, Disaster Management, Fire Safety..
  - c. **National Integration:** Scout, Guides, NSS, NCC, Yuva Club, and Collection for National Calamities.
  - d. **School Magazine :** Member of Editorial Board.
  - e. **Annual Function:** Active participation in organizing the function.
  - f. **Any other Charge :** Mid Day Meal, PTA, PWF, Examination, Welfare Schemes, UEEM/RMSA Special training u/s - 4 of RTEA, 2009, Ladli, Kishori Yojna, Chacha Nehru Sehat Yojna.
  - 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. (Attach documentary proof).

**13.** Innovative teaching aids/methods used in enhancing quality of teaching. (Attach 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 both are 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 - 2012. 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.**

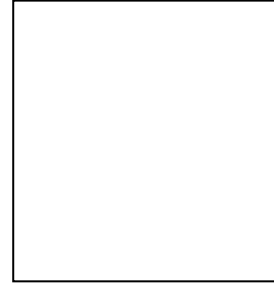
**Regional Director of Education (Region)  
With Rubber Stamp**

**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  
PATRACHAR VIDYALAYA, TIMARPUR, DELHI  
STATE AWARD - 2012**

**PROFORMA FOR LIBRARIAN**

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



Application (duly filled) in case of Librarian is to be recommended and forwarded 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 along with vigilance clearance issued only for the purpose of State Award - 2012. **No. of Sheets should not be more than fifty including proforma with A4 Size.**

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:

<b>Name of the School</b>	<b>Duration of service with Date, month &amp; year</b>	<b>Total Period</b>

- 1.** Total Experience:
- 2.** Date of Superannuation:
- 3.** Educational Qualifications:
- 4.** Total No. of teachers in the school:
- 5.** Total enrolment of the School:
- 6.** No. of Sections of the School:
- 7.** Particulars of In-service Training as Resource person from 01.04.2009 to 31.03.2012:
  - i.
  - ii.
  - iii.
- 8.** Timings when the library is open for teachers & students:
- 9.** No. of books issued during last three years through issue register and library module with documentary proof.  
  
2009-10  
  
2010-11  
  
2011-12
- 10.** Details of Books issued through Library Module in session 2011-12 (Class-wise).
- 11.** Whether All the books are uploaded on the Library Module and stock verified every year (Documentary proof required).
- 12.** How are books classified?
- 13.** Steps taken to inculcate social and moral values among the students, during last three years.
- 14.** Maintenance of Reference Section:
- 15.** Work done for the enrichment of Reading Room/Library in last three years.
- 16.** Use of Audio Visual Aids for the betterment of learning process:

- 17.** Name and No. of magazines/Journals (Specify) :
- 18.** Has librarian help in arranging for free/subsidized Newspapers for Students?
- 19.** How are books/News papers/Magazine/Journals and new arrivals displayed?
- 20.** Does the Librarian maintain a bulletin board in the school in different modes (outside the Library) to display important informations/notices News.
- 21.** Maintenance of stocks of “free supply of books/class library”.
- 22.** (a) Activities undertaken for inculcating interest in reading among students. (With Documentary proof).  
(b) Ensuring the attendance of students in library period.
- 23.** Formation of Readers’ club of the students for last five years in any form.
- 24.** Visit in Book Fair(Give Details).  
i. Date of visit :-  
ii. No. of stall visited :-  
iii. No. of students accompanied:-  
iv. No. of books purchased for school library :-
- 25.** Role in Career guidance(Give Details).
- 26.** Enrichment of library resources through other sources.(Give details).
- 27.** Whether Book week was organised in the school during last three years and the activities under taken during book week, give details.
- 28.** Participation in different school activities like quiz, science fair, cultural program, yuva etc.
- 29.** Particulars of condemnation of books and library furniture during last five years:

<b>Year</b>	<b>Articles condemned worth upto Rs. five thousands</b>
2007-08	
2008-09	
2009-10	
2010-11	
2011-12	

- 30.** Particulars of professional growth (in the field of library):  
Articles Published in News papers/journals /Magazines of repute.

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.**