

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

No.F.DE.23 (35)/State Award/Wel. /2013/236-248

Dated: 11/06/13

STATE TEACHERS' AWARD - 2013
GUIDELINES

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 soul of the students with love, devotion and dedication.

The teachers working in Govt. / Govt. Aided / Recognized unaided /MCD/NDMC/Delhi Cantonment Board (DCB) Schools are **rewarded with a cash award of Rs. 25000/- A Citation, A Silver Medal and A Shawl. There are 59 awards for teachers and 01 award for librarian.**

• **ELIGIBILITY CRITERIA**

- Teachers of Primary, Middle, Secondary & Senior Secondary Schools of GNCT of Delhi/Govt. Aided/Recognized Unaided/MCD/NDMC/DCB, who have put in at least 15 years of continuous service as teacher upto 31st March, 2013 including at least 5 years service in the Educational Institution in Delhi.
- Teachers whose names were recommended last year or before, but did not get the award can be recommended again.
- Educational Administrators are not eligible for this award. However, Principal/Vice Principal are eligible.
- Retired teachers, who had worked upto 31st March 2013, are also eligible for the award. Re-employed teacher/V-principal/Principal are not eligible.

• **SELECTION PROCEDURE**

Main considerations 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 application in r/o Teachers and librarians will be recommended by the Head of the Schools and of Principals & Vice-Principals will be recommended by concerned Education Officer. All these recommendations will be submitted to District DDEs at District Level through EO's. 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
• D.D.E. or Equivalent officer of concern MCD zone	Member
• D.D.E. or Equivalent officer of concern NDMC zone	Member
• D.D.E or Equivalent officer of concern DCB	Member

- (The District DDE will include the member of NDMC, MCD and DCB, whosoever falls in their District area).


The Director of Education of 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 along with a nomination of one committee member for evaluation of applications.

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

Note:-

- ❖ Last date of submission of applications to District DDEs is **05/07/13.**
- ❖ Last date of sending applications to RDEs for recommendation is **19/07/13.**
- ❖ Last date of sending applications to DDE (Welfare) is **26/07/2013.**
- ❖ No school will submit more than one file.
- ❖ 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)** including annexure (except copy of result gazette). All the pages should be signed by the concerned Principal/HOS.
- ❖ No. of students appeared in Examination in a year should not be less than 30 for TGT's & not be less than 15 for PGT's.
- ❖ The Reporting Officer should ensure that all columns of the Performa are duly filled in, 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 mentioning the page nos. in the beginning of the file.**
- ❖ **For teachers** the result of highest class will be taken into consideration.
- ❖ **For HOS** result of the highest class of the school will be taken into consideration.
- ❖ **Vice-Principals** if not HOS be evaluated as a teacher.
- ❖ The students evaluation/feedback will be taken into consideration.

- ❖ The teachers who come in the zone of consideration, the concerned E.O. Or equivalent officer will get the Students Assessment sheet filled from the students of the highest class taught by the teacher from his/her school.
- ❖ Performa 'A' for Teachers, 'B' for Music Teachers, 'C' for Drawing Teachers and 'D' for Librarian is applicable.
- ❖ **The application should be strictly furnished on the prescribed Performa.**
- ❖ **Vigilance clearance certificate should be attached at District level in eligible cases.**
- ❖ **In case of Principal & Vice-Principal, Concerned District DDE's to obtain vigilance clearance from GOC (HQ) and from DOV.**
- ❖ **In case of teachers of Govt. Aided/Recognized unaided schools the certificate of continuous & regular service of fifteen years in a recognized school and a vigilance clearance certificate is to be furnished by the chairman/manager of the school, duly C/S by the DEO/EO.**


11/06/13
(DR. SUNITA SHUKLA KAUSHIK)
ADDL. D.E. (SCH/WELFARE)

Encl: (Performa for Teachers, Music Tr., Drawing Tr. & Librarian)

No.F.DE.23 (35)/State Award/Wel. /2013/236-48

Dated: 11/06/13

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 Performas at the earliest.


11/06/13
(URMIL KHANNA)
D.D.E. (WELFARE)

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

STATE TEACHERS AWARD - 2013

PERFORMA - A
TEACHERS

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

Paste one
self attested
photograph

Application in case of teachers to be checked & verified by the HOS, 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 recommended by District committee should also be duly recommended by Regional Director before submitting to the Welfare Branch.

Please note that the applicant must submit proof in support of entries made in this Performa along with vigilance clearance issued only for the purpose of the State Teachers Award - 2013. **Upto class X (From I TO X) Board/Annual result of 2009 and only Summative Assessment result of 2010, 2011, 2012 & 2013 should be furnished for point no. 5 to 8.**

- **No. of Sheets should not be more than fifty including Performa with A4 Size (excluding copy of Gazette).**

Name of Teacher (in Block Letters):

Employee Code:

Designation:

(In Case of V-Principal working as HOS. Please tick YES / NO).

Gender:

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	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

2. Total Experience:
3. Date of superannuation:
4. Educational qualification:
- a. At the time of joining:
- b. At Present:

5 (A) RESULT (BEFORE COMPARTMENT) OF HIGHEST CLASS TAUGHT (Upto class X Summative Assessment only)(Attach proof).

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2008-09					
2009-10					
2010-11					
2011-12					
2012-13					

Certified by HOS :-

C/S by EO/DEO :-

5.(B) Continuous positive improvement of result during the last 3 years (with the base year 2011). (attach proof)

Year	Class	Upto Class X (S.A. result only)	Result of Highest Class taught at Sr. Sec. level. (Before compartment)
2010-11 (Base year)			
2011-12			
2012-13			

Certified by HOS :-

C/S by EO/DEO :-

6. For Class – XIIth:

- Particulars of students who secured 100 marks or 95-99 marks in a subject during last 5 years
- 95 marks or 90-94 marks in subjects like Physics, Chemistry, Biology, Mathematics, English, Economics & Accountancy during last 5 years (Attach proof).

For Class – Xth (S.A. Result Only):

- Particulars of students who secured 100 marks in subject during academic session 2009 and A1 grade results during academic session 2010,2011, 2012 & 2013
- Above 95 marks in subjects English & Maths during 2009 and A1 during academic session 2010,2011,2012 & 2013 (Attach proof).

Other than class Xth and XIIth: Particulars of students who secured 100 marks / A1 grade (**S.A. Only**) in subject during last five years. (Attach Proof)

In case of HOS, result of one main subject is applicable. (**Subject should be same for all five years**).

Year	Roll No.	Name of the Students	Class	Subject	Marks/ Grades	% of marks/ grade
2008-09						
2009-10						
2010-11						
2011-12						
2012-13						

Certified by HOS :-

C/S by EO/DEO :-

7. For Class – XIIth:

- Particulars of 100 % result of the teacher with no. of students secured 60% or more marks in his/her subject
- 95% and above result of the teacher with no. of students secured 60% or more marks in subjects - Physics, Chemistry, Biology, Mathematics, English , Economics & Accountancy during last 5 years (Attach 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
2008-09						
2009-10						
2010-11						
2011-12						
2012-13						

Certified by HOS :-

C/S by EO/DEO :-

For Class – Xth: -

- Particulars of 100 % result of a teacher in Board/Annual examination for year 2009 and 100 % result in **Summative Assessment only for the years 2010, 2011,2012 & 2013** with no. of students who secured 80% marks/ 'A' grade (A1 & A2) in his/her subject. (Attach proof).
- 95 % result of a teacher in Board/Annual examination for year 2009 and 95% result in **Summative Assessment only for the years 2010, 2011, 2012 & 2013** with no. of students who secured 80% marks/ 'A' grade (A1 & A2) in subject - English and Maths.(Attach proof).

Highest class other than class Xth and XIIth:

- Particulars of 100% result of the teacher in annual examination with no. of students secured 80% marks/ 'A' grade (**SA only**) (A1 & A2) in his/her subject during last five years. (Attach proof). In case of HOS, result of one main subject is applicable. (**Subject should be same for all five years**).

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			
2008-09							
2009-10							
2010-11							
2011-12							
2012-13							

Certified by HOS :-

C/S by EO/DEO :-

8. For Sr. Sec. Classes:-

- Number of students secured marks as mentioned in the table below in a subject in Annual Exam. 2012-13 taught by the teacher, excluding Additional subject. (Attach proof).

One main 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

Certified by HOS :-

C/S by EO/DEO :-

Highest class upto secondary level :-

- Number of students secured Grades A1 and A2 (**summative assessment only**) in a subject in Annual exam – 2012-13. (Attach proof).

One main 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

Certified by HOS :-

C/S by EO/DEO :-

- 9** Participation of students in co-curricular activities (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization) during last three years with the efforts of the teacher.

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

(In case of participation of student/students is in more than one activity, credit would be given only to the highest level activity performed). Attach proof & certified by HOS.

- 10. Participation of the teacher** in Cultural & Co-curricular activities during the academic session 2012-13.

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

(Proof of participation of teacher must be certified by HOS).

- 11.** Achievement in community work during last two years (attach proof). (Any four activities).
- Health:** School Health Scheme, Polio, AIDS, T.B., First Aid etc.
 - Environment:** Eco-club Activities, Gardening, Disaster Management, Fire Safety etc.
 - National Integration:** Scout, Guides, NSS, NCC, Yuva Club, and Collection for National Calamities etc.

- d. **School Magazine** : Member of Editorial Board.
- e. **School Functions:** Active participation in organizing the functions.
- f. **Any other Charge** : Mid Day Meal, PTA, PWF, Examination, VKS, Welfare Schemes, UEEM,RMSA, Ladli, Kishori Yojna, Chacha Nehru Sehat Yojna etc.
- g. **Innovative steps:** undertaken for maintenance of building/infrastructure.

12. Particulars of Professional growth:

Published works in a Journal of repute/particulars of Conferences/Work Shops (CBSE , NCERT, Dte. of Edn. – Support material, Value based questions, Problem solving assessment (PSA), Worksheet, Sample Paper, Blue Print & Analysis of Question Paper, Bifurcation of Syllabus), resource person in seminars conducted by SCERT . (Attach proof).

13. Innovative teaching aids/methods used in enhancing quality of teaching. (Attach proof).

Recommendation of the Head of School with rubber-stamp in case of **Teacher** duly C/S by DEO/E.O. concerned.

Recommendation of the DEO/EO with rubber-stamp in case of **Principal /V-Principal** duly C/S by DEO/ E.O. concerned.

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for The State Teachers Award – 2013. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and 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**

Recommendation 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 considered.**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDYALAYA, TIMARPUR, DELHI
STATE AWARD - 2013**

PERFORMA- B

MUSIC TEACHER

Paste one
self attested
photograph

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

Application in case of music teacher (TGT & PGT) to be checked & verified by the HOS. 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 recommended by District committee should also be duly recommended by Regional Director before submitting to the Welfare Branch. Please note that the applicant must submit proof in support of entries made in this Performa along with vigilance clearance issued only for the purpose of the State Teachers Award - 2013.

- **No. of Sheets should not be more than fifty including Performa with A4 Size (excluding copy of gazette).**

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Gender:

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

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

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

Part – A Result :-

1 RESULT (BEFORE COMPARTMENT) OF HIGHEST CLASS TAUGHT (Upto class X SA Only) (Attach proof) :

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2008-09					
2009-10					
2010-11					
2011-12					
2012-13					

Certified by HOS :-

C/S by EO/DEO :-

2(A). Highest class taught upto Sec. level :- Number of students secured Grades A1 and A2 in a subject in Annual Exam. 2012-13. (Attach proof).

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

Certified by HOS :-

C/S by EO/DEO :-

2 (B). Highest class upto Sr. Secondary level - Number of students secured marks in a subject in Annual Exam. 2012-13 taught by the teacher. (Attach proof).

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of students secured marks			
				85 – 95 marks		Above 95-100 marks	
				No. of students	% of students	No. of students	% of students

Certified by HOS :-

C/S by EO/DEO :-

PartB : Student Activities :-

3. Achievements of students in co-curricular activities/competitions during last three years with the efforts of the teacher. (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization). **(Attach proof of highest level activity for consideration) :**

(a) Position at Zonal level :-

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(b) Position at District level :-

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(c) Participation/Position at State level :-

S.No	Year	Activity/ Event	Organized by	Name of the Participant/ Participants	class	Participation /Position

4. Any programme presented by Student/Students on Television / Radio at least once in the last two years (Attach proof & certified by HOS).
5. Any act performed by Student/Students to bring positive social reforms/changes. At least once in the last two years. (Attach proof & certified by HOS).

Part C : Teacher Activities :-

6. Participation and achievement of Teacher in co-curricular activities/competitions during last two years. (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization) **(Attach proof of highest level activity for consideration) :**

7. Participation/Involvement/Achievement of the teacher in major function /Activity (Organized by Delhi Admin /MCD/NDMC/DCB/Any other Govt. Organization in last two years). (attach proof).
8. Lyrics or Songs composed by the teacher in the form of cassette or CD. (attach proof). (certified by HOS).
9. Preparation of Item with the teacher's own composed Ideas and performed by students. (Attach brief write-up with proof) (certified by HOS).
10. Mention any choir group of students formed by the teacher. Give particular of students (certified by HOS) (Attach proof with students name, ID, Class & section) :
 - i. District
 - ii. State
11. Mention the no. of languages other than Hindi, the teacher can sing. (Certified by HOS).
12. Mention the no. and names of Instrument the teacher is able to play. (Certified by HOS).
13. Mention the forms of the dance the teacher is able to make the students perform. (Certified by HOS). (Attach proof).
14. Any article/book published by a teacher during last two years (Attach proof & certified by HOS).
15. Innovative teaching aids/methods used in enhancing quality of teaching in the year 2012-13 (attach proof):-
16. Achievement in community work during last two years. (Any four activities). (attach proof).
 - a. **Health:** School Health Scheme, Polio, AIDS, T.B., First Aid etc.
 - b. **Environment:** Eco-club Activities, Gardening, Disaster Management, Fire Safety etc.
 - c. **National Integration:** Scout, Guides, NSS, NCC, Yuva Club, and Collection for National Calamities etc.
 - d. **School Magazine :** Member of Editorial Board.
 - e. **School Functions:** Active participation in organizing the functions.

- f. **Any other Charge** : Mid Day Meal, PTA, PWF, Examination, VKS Welfare Schemes, UEEM,RMSA, Ladli, Kishori Yojna, Chacha Nehru Sehat Yojna etc.
- g. **Innovative steps** undertaken for maintenance of building/infrastructure.

Recommendation of the Head of School with rubber stamp and duly C/S by DEO/EO concerned.

Recommendation of the DDE with specific remarks.
I recommend the name of Sh./Smt./Km. _____ for State Award – 2013. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and 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**

Recommendation of the Regional Director of Education (Concerned).

**Regional Director of Education
With Rubber Stamp**

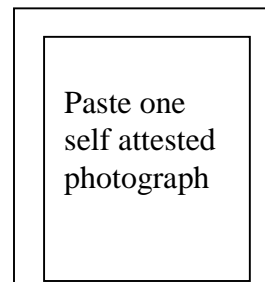
Note: - Application should be completed in all respect. Incomplete application will not be considered.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 DIRECTORATE OF EDUCATION: WELFARE BRANCH
 PATRACHAR VIDYALAYA, TIMARPUR, DELHI
STATE AWARD - 2013**

PERFORMA - C

DRAWING TEACHER

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



Application in case of drawing teacher (TGT & PGT) to be checked & verified by the HOS. 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 recommended by District committee should also be duly recommended by Regional Director before submitting to the Welfare Branch.

Please note that the applicant must submit proof in support of entries made in this Performa along with vigilance clearance issued only for the purpose of The State Teachers Award - 2013. **No. of Sheets should not be more than fifty including Performa with A4 Size (excluding copy of gazette).**

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Gender:

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

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

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

Part – A Result :-

1. Result (before compartment) of Highest class taught (Upto class X, Result of SA Only) (attach proof):-

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2008-09					
2009-10					
2010-11					
2011-12					
2012-13					

Certified by HOS :-

C/S by EO/DEO :-

2(A). Highest class taught upto Sec. level :- Number of students secured Grades A1 and A2 in a subject in Annual Exam. 2012-13. (Attach proof).

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

Certified by HOS :-

C/S by EO/DEO :-

2(B). Highest class upto Sr. Secondary level - Number of students secured marks in a subject in Annual Exam. 2012-13 taught by the teacher. (Attach proof).

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

Certified by HOS :-

C/S by EO/DEO :-

Part B: Student Activities :-

3. Achievements of students in co-curricular activities/competitions during last three years with the efforts of the teacher. (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization) **(Attach proof of the highest level activity for consideration).**

(a) At Zonal level :-

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(b) At District level :-

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(c) At State level :-

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Participation/ Position

4. Published work of students in reputed National News papers/Magazines by efforts of the teacher. (Attach proof with students name, ID, Class & section).
5. If any student/Students after 10+2 adopting visual discipline like :- Mass-communication, B.F.A, Designing courses, Animation courses, Diploma in NIIT, NIFT and NID, etc for the last two years. (Attach proof with students name, ID, Class & section).
6. Work done to inspire and infuse the use of waste material :-
Craft work with paper/waste material. (Attach proof).
7. Solo / Group Activities :- Exhibition of Art works, Posters and display on awareness and useful activity with Waste material. (Attach proof with students name, ID, Class & section).

Part C. Teacher Activities :-

8. Participation and achievement of Teacher in co-curricular activities /competitions during last two years (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization). **(Attach proof of the highest level activity for consideration).**

(a) At District level :-

S.No.	Year	Activity/Event	Organized by	Achievement

(b) At State level :-

S.No.	Year	Activity/Event	Organized by	Achievement

9. Participation/Involvement/Achievement of the teacher in major function Organized by Delhi Admin /MCD/NDMC/DCB/Any other Govt. Organization in last two years. (Attach proof).
10. Any exhibition conducted (Only in reputed & recognized galleries/venues) during last three years. **Solo /Group exhibition** (Attach proof).

a. Solo exhibition

S.No.	Year	Activity/Event	Organized by	Duration	Venue

b. Group exhibition

S.No.	Year	Activity/Event	Organized by	Duration	Venue

11. Participation in major Artists camp at National/ State level during 2012-13 (Attach proof).

S.No.	Year	Activity/Event	Organized by	Duration	Venue

12. Particulars of Conferences /Workshops / Seminars/ In service training as resource person during last two years. (Attach proof).
13. Article written by teacher on Visual Art and Aesthetics, published in National level newspaper/magazine etc during last two years. (Attach proof).
14. Innovative teaching Aids/methods used in enhancing quality of teaching during 2012-13 (Attach proof).
15. Photograph of two best Art works by the teacher (5"x7" Prints). (Certified by HOS).
16. Achievement in community work during last two years. Any four activities. (Attach proof).
 - a. **Health:** School Health Scheme, Polio, AIDS, T.B., First Aid etc.
 - b. **Environment:** Eco-club Activities, Gardening, Disaster Management, Fire Safety etc.
 - c. **National Integration:** Scout, Guides, NSS, NCC, Yuva Club, and Collection for National Calamities etc.
 - d. **School Magazine :** Member of Editorial Board.
 - e. **School Functions:** Active participation in organizing the function.
 - f. **Any other Charge :** Mid Day Meal, PTA, PWF, Examination, VKS, Welfare Schemes, UEEM,RMSA, Ladli, Kishori Yojna, Chacha Nehru Sehat Yojna etc.
 - g. **Innovative steps** undertaken for maintenance of building/infrastructure.

Recommendation of the Head of School with rubber stamp and duly C/S by DEO/EO concerned.

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for State Award – 2013. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and 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**

Recommendation of the 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 considered.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 DIRECTORATE OF EDUCATION: WELFARE BRANCH
 PATRACHAR VIDYALAYA, TIMARPUR, DELHI
STATE AWARD - 2013**

**PERFORMA -D
LIBRARIAN**

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

Paste one
 self attested
 photograph

Application in case of Librarian is to be checked & verified by the HOS. 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 recommended by district committee should also be duly recommended by Regional Director before submitting to the Welfare Branch.

Please note that the applicant must submit proof in support of entries made in this Performa along with vigilance clearance issued only for the purpose of the State Teachers Award - 2013.

- **No. of Sheets should not be more than fifty including Performa with A4 Size (excluding copy of Gazette).**

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Gender :

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

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

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

1. Total Experience:
2. Date of Superannuation:
3. Educational Qualification:
4. Total No. of teachers in the school:
5. Total enrolment of the School:
6. No. of Sections in the School:
7. Particulars of In-service Training as Resource person from 01.04.2010 to 31.03.2013:
 - i.
 - ii.
 - iii.
8. Library timings after school hours for the benefit of students those who want to avail the facility of books and venue. (Certified by HOS).
9. No. of books issued during last five years through issue register and library module with proof.

Year	No. of Student	Book issued
2008-09		
2009-10		
2010-11		
2011-12		
2012-13		

10. Class-wise detail of Books issued through Library Module in session 2012-13.
11. Year wise stock verification of the books for the last three years. (attach proof).
12. Mode of classification of books. Attach proof. (Certified by HOS).
13. Steps taken to inculcate social and moral values amongst the students, during last three years. Attach proof. (Certified by HOS).
14. Maintenance of Reference Section: (Certified by HOS).

- 15.** Introduction of new sections in the reading room/library during last three years. (Certified by HOS).
- 16.** Use of Audio Visual Aids for the betterment of learning process. (Certified by HOS).
- 17.** Name of the magazines/Journals for the reference of students. (Certified by HOS).
- 18.** Arrangement of free/subsidized Newspapers for Students. (Certified by HOS).
- 19.** Display of books/News papers/Magazines/Journals and new arrivals. (Attach proof & Certified by HOS).
- 20.** Maintenance of bulletin board in the school in different modes (outside the Library) to display important information /notices / news etc. (Attach proof & Certified by HOS).
- 21.** Maintenance of stock of “free supply of books/class library ”. (Certified by HOS).
- 22.** (a) Activities undertaken for inculcating interest in reading habit amongst students. (Attach proof & Certified by HOS).
(b) Ensuring the attendance of students in library period. (Certified by HOS).
- 23.** Formation of Reader’s club of the students for last five years. (Certified by HOS).
- 24.** Visit to a Book Fair(Give Details) during 2012-13. (Certified by HOS).
 - i. Date of visit :-
 - ii. No. of stall visited :-
 - iii. No. of students accompanied:-
 - iv. No. of books purchased for school library (attach copy of receipt) :-

25. Role as Career guidance for the students, if any. (Give Details , Certified by HOS).
26. Enrichment of library resources through other sources.(Give details). (Certified by HOS).
27. Organization of Book week in the school for the last three years and the activities under taken during the book week, give details. (Certified by HOS).
28. Guidance in different school activities e.g. quiz, science fair, cultural program, yuva or important days etc. (attach proof). (Certified by HOS).
29. Particulars of condemnation of books and library furniture during last five years: (Certified by HOS).

Year	Articles condemned worth upto Rs. five thousands
2008-09	
2009-10	
2010-11	
2011-12	
2012-13	

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

Recommendation of the Head of School with rubber stamp and duly counter signed by DEO/EO concerned.

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for State Award – 2013. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and 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**

Recommendation of the 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 considered.