

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

No.F.DE.23 (35)/State Award/Wel. /2014/193-215

Dated: 30/04/14

**STATE TEACHERS' AWARD – 2014**  
**GUIDELINES**

A great teacher & philosopher Dr. Radha Krishnan's (former President of India) birthday is celebrated as 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 care.

The teachers working in Govt. / Govt. Aided / Recognized Unaided Private /MCD/NDMC/Delhi Cantonment Board (DCB) Schools are eligible to apply. The selected teachers 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 :-**

- All Teachers of Primary, Middle, Secondary & Senior Secondary Schools of GNCT of Delhi/Govt. Aided/Recognized Unaided Private/MCD/NDMC/DCB schools who have completed at least 15 years of continuous & regular service as teacher by 31<sup>st</sup> March, 2014 including 5 years and more service in the Educational Institution in NCT of Delhi can apply.
- The teachers who have got Indira Award can apply for State Teachers Award only after a gap of five (05) years.
- Teachers whose names were recommended last year or before, but did not get the award can apply again.
- Educational Administrators are not eligible for this award. However, Principals/Vice Principals are eligible.
- Contract Teachers / Guest Teachers are not eligible.

- Re-employed teachers/Re-employed Vice Principals or Principals are not eligible.
- The teachers, Vice Principals or Principals who have retired on or after 31<sup>st</sup> March 2014 (full academic session i.e. 2013-14) are eligible.

**For Vice-Principal :-**

- The Vice-Principal must have held independent charge of school for at least three years out of last five years. If not he/she can apply under the category of teachers.

✚ **The result should not be less than 90 % in the academic year 2013-14.**

- **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 applicant will be evaluated in the category where he/she has worked for three & more years during last five years.**

The Director of Education has the right to shift any award in other category if the applications received are inadequate in number in a particular category.

- **RECOMMENDATION PROCEDURE :-**

The application must be on prescribed proforma only, mentioning page numbers for each and every point in the index including all documents/annexure clearly.

The application in r/o **Teachers and librarians** will be recommended by the Head of the Schools. The HOS should ensure that all the columns in the proforma are duly filled-in. The information filled-in should be verified from teachers diary, inspection report, annual result of the school and the service book of the applicant etc.

The DEO/EO must ensure that proforma along with certificate and proofs are certified by HOS. The DEO/EO will C/S all application after verification of all documents and annexures.

The application in r/o Principals/Vice-Principals will be recommended by the DEO/EO. The DEO/EO should ensure that all columns of the proforma are duly filled-in. The information filled-in should be checked & verified from inspection register, copy of order book, other records maintained by the Principal/Vice Principal for smooth functioning of the school, annual result and service book of the applicant etc.

The DDE must ensure that proforma alongwith certificates and proofs is certified by DEO/EO/Equivalent Officer of MCD/NDMC/DCB. The District DDEs will check and verify all documents.

An awardee teacher is not entitled to extension of service under Rule 110 of D.S.E.A.R 1973.

Performa '**A**' for HOS , '**B**' for Teachers, '**C**' for Music Teachers, '**D**' for Drawing Teachers and '**E**' for Librarian is applicable.

- **DISTRICT LEVEL COMMITTEE** :- Each DDE will constitute a committee to evaluate and scrutinize the applications according to the marking scheme (will be provided later on).

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, N.D.M.C & C.E.O. of Delhi Cantonment Board will send their files, duly recommended, 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 on or before the last date of submission.

- **THE FILE MUST NOT CONTAIN MORE THAN 50 PAGES (A4 size)** including annexure (except copy of result gazette). The copy of Annual result /Gazette must be enclosed with proforma. **The file containing more than 50 pages (A4 size) are not to be considered at District DDE level and are not to be accepted by District Level Committee.**
- **The bench mark is 60%/for RPVV 75%**, District DDEs will send only those files through RDE concerned where the teacher got 60% and above marks / 75% & above marks for RPVV.

The application along with evaluation sheet, recommended by District level Committee and Recommended by the Regional Director concern to be sent to Welfare Branch by District DDE **on or before the last date of submission.** If the application is not recommended at any level, it will be deemed rejected at the level of District Level Committee.

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

- **VIGILANCE CLEARANCE CERTIFICATE :-**

- ❖ Vigilance Clearance Certificate should be attached at District level in all eligible cases. The District Level Committee will be required to forward only those cases which are cleared from vigilance angle.

- ❖ In case of Principal and Vice Principal, the District DDEs must furnish the Vigilance Clearance report of GOC (H.Q.) and DOV along with District Vigilance Report, issued only for the purpose of State Teachers Award – 2014.
- ❖ In case of teachers/Principals/Vice Principals of Govt. Aided /Recognized Un-aided schools, the vigilance clearance certificate is to be furnished by the chairman/manager of the school, duly c/s by the DEO/EO, along with a certificate of continuous & regular service of fifteen years in a recognized Govt. Aided/Un-aided school furnished by chairman/manager of the school & duly c/s by DEO/EO of the concerned District.

• **GUIDELINES FOR ACADEMIC PERFORMANCE :-**


- ✚ The no. of students appeared in Examination in a year should not be less than 35 for TGT and not less than 20 for PGT.
- ✚ The no. of students appeared in Examination in a year should not be less than 35 for HOS.
- ✚ Only pre-compartment result will be considered. The application will be rejected in case of mentioning the post-compartment result.
- ✚ Copy of Gazette/Annual result duly verified by Examination Incharge, certified by HOS and C/S by DEO/EO/Equivalent Officer of NDMC/MCD/DCB for teachers and DDE/Equivalent Officer of NDMC/MCD/DCB for Principal/Vice Principal on each page is required.
- ✚ Result of Summative Assessment (SA) only is to be furnished up to Sec. level in all points related to result.
- ✚ **For HOS :-** Overall result of the highest class of the school is to be furnished (upto secondary level, the Result of Summative Assessment (SA) only to be furnished).
- ✚ **For TEACHERS:- Consolidated result of all sections of the highest class taught by the teacher is to be furnished.** If the result is upto secondary level, the Result of Summative Assessment (SA) only to be furnished.

- **CO-CURRICULAR ACTIVITIES :-** In case of participation of students is in more than one activity, the certificate of highest level achievement only is to be furnished.

**The applicant must certified all information furnished by him/her in the prescribed proforma.**

- **SUBMISSION PROCEDURE :-**

- ❖ Last date of submission of applications in the office of E.O. of DOE/Equivalent officer of DCB/MCD/NDMC of concerned is **08/07/2014 upto 3.00 pm.**
- ❖ Last date of submission of applications in the office of District DDEs concerned is **11/07/2014.**
- ❖ Last date of sending applications in the office of RDEs concerned for recommendation is **22/07/2014.**
- ❖ Last date of sending applications by District DDE to Welfare Branch is **28/07/2014 upto 3.00 pm.**

  
**(DR. SUNITA SHUKLA KAUSHIK)  
ADDL. DE (SCH/WELFARE)**

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

No.F.DE.23 (35)/State Award/Wel. /2014/193 - 215

Dated: 30/04/14

Copy to: -

1. All RDEs/DDEs/EOs through MIS.
2. All H.O.S. of Govt., Govt. Aided, Recognized Unaided Schools through MIS.
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 Ind. 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. (Schools) for information.
11. O.S. (I.T) to kindly paste on the website of the Department of the above said letter alongwith Proformas.

  
**(URMIL KHANNA)  
DDE (WELFARE)**