

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

No.F.DE.23 (35)/State Award/Wel. /2016/108-118

Dated: 04/07/2016

CIRCULAR

STATE TEACHERS' AWARD – 2016

A great teacher & philosopher Dr. Radha Krishnan's (former President of India) birthday is celebrated as 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 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 74 awards for teachers and 01 award for librarian.**

• **ELIGIBILITY CRITERIA :-**

- All Teachers of Primary, Middle, Secondary & Senior Secondary Schools of GNCT of Delhi/DOE/DOE Aided/DOE Un-Aided/MCD/MCD Aided/MCD Un-Aided/NDMC/NDMC Aided/NDMC Un-Aided/DCB schools who have completed at least 15 years of continuous & regular service as teacher by 31st March, 2016 including 5 years or more service in the Educational Institution in NCT of Delhi can apply.
- The teachers who have already got State Teacher Award are not eligible.

For Govt. Schools & Govt. Aided Schools the teachers who have got Indira/Excellence in Education Award in any category-A and HOS in category-B/Schools 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/EVGC 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 31st March 2016 (full academic session i.e. 2015-16) 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 columns related to result, no weightage will be given for the year where the result is less than 90%.**
- **The applicant will be evaluated in the category where he/she has worked for three & more years during last five years.**

Guidelines for filling the proforma:

- All the applicant of DOE/DOE Aided/DOE Un-Aided /MCD/MCD Aided /MCD Un-Aided/NDMC/NDMC Aided/NDMC Un-Aided /DCB will fill the proforma **on School ID only.**

Open www.edudel.nic.in -- Login School ID-----Enter School Password

----- Go to School Plant ----- Enter Award

- Part-A & Part-B of the proforma to be filled by the applicants after the login of School ID & School Password.
- After login of School ID, on submitting information for point 1 to 5, a unique registration number will be reflected on the top of performa. **The applicant must note their unique registration no. for further reference.**

- No correction will be allowed after submission of proforma. If there is any query the applicant should not submit the information & clarify his/her doubt before submitting the information.
 - After submission the applicants must take a hard-copy of the filled proforma.
 - The applicant will submit "the same hard copy with two passport size photographs and supporting documents which will be self attested" to their next higher authority. The supporting documents must include copy of gazette/annual result, certificate of participation in co-curricular activities, copy of service book showing the experience etc. and other documentary proofs for verification of the information given by him.
 - After verification of documents, the higher authority of the applicant will counter sign the same and submit in the concerned office of DDE (District) for DoE/Equivalent officer of MCD/DCB and NDMC.
 - If the higher authority of the applicant find any incorrect information he/she will not forward such applications and informed the higher authority in the concerned office of DDE (District) for DoE/Equivalent officer of MCD/DCB and NDMC.
 - **FOR RPVV (TEACHER/HOS):** - the hard copy of proforma with supporting documents of RPVV Teachers/HOS will be submitted in the office of DDE (District) **(not in the office of DDE RPVV)** by the next higher authority of the applicant.
- **GUIDELINES FOR ACADEMIC PERFORMANCE :-**
- ‡ The no. of students appeared in Examination in a year should not be less than 20 for all types of teacher (in his/her class) & HOS (in the highest class of the school).
 - ‡ Only pre-compartment result will be considered. The application will be rejected in case of mentioning the post-compartment result.
 - ‡ 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.

- **GUIDELINE FOR CO-CURRICULAR ACTIVITIES :-** In case of participation of students/teachers is in more than one activity, only the certificate of highest level achievement, for each year, is to be attached.

The applicant must certify that all information furnished by him/her is correct. Any wrong information given by the applicant will attract disqualification and disciplinary proceeding.

For DDE Zone/Equivalent officer of MCD/NDMC/DCB: -

- **DDE zone/Equivalent officer of MCD/NDMC/DCB will submit his/her assessment of 'Part-B', after physical verification** to DDE District/ Equivalent of officer/MCD/NDMC/DCB. If DDE zone/ Equivalent of officer/MCD/NDMC/DCB disagree with any information given in Part-B by the applicants, they will give their observation against that point with their initials. They will be provided three proformas by their DDE (District)/ Equivalent of officer/MCD/NDMC/DCB for applicants under zone of consideration.
- The above mentioned three proformas will be filled in the presence of DDE zone/Equivalent officer of MCD/NDMC/DCB.

PART-C

For DDE District/Equivalent officer of MCD/NDMC/DCB: -

DDE District will submit the following documents of applicants under zone of consideration in Welfare Branch.

- A. Hard copy signed by applicant & counter signed by next higher authority.
- B. Assessment of Part-B & three proformas by DDE zone/ Equivalent officer of MCD/NDMC/DCB.

C. A certificate may be taken from the next higher authority of the applicant after the verification of service record that there is no break in service of the applicant during last 15 years.

D. Vigilance clearance Certificate: -

- ❖ The DDE District 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
- ❖ Vigilance report, issued only for the purpose of State Teachers Award – 2016.
- ❖ 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.

PART-D

Recommendation by RDE concerned / Director /CEO of MCD /NDMC/DCB.

For RDE concerned/ Director /CEO of MCD/NDMC/DCB: -

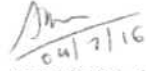
RDE concerned/ Director /CEO of MCD/NDMC/DCB will recommend all applications which will be complete in all respect as per guidelines & submit it back to the office of DDE (District)/ Equivalent officer of MCD/NDMC/DCB.

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

SUBMISSION PROCEDURE :-

- Last date of submission of online proforma is **15/07/2016** .
- Last date of submission of hard copy with supporting documents to the next higher authority by the applicant is **18/07/2016**.

- Last date of submission of hard copy with supporting documents in the concerned District office of DoE/ MCD/NDMC/DCB by the next higher authority of the applicant is **20/07/2016**.
- Last date of submission of verified Part-B & three feed back proformas received from DDE (District)/ Equivalent officer of MCD/NDMC/DCB, **by DDE Zone/ Equivalent officer of MCD/NDMC/DCB** in the office of DDE (District)/ Equivalent officer of MCD/NDMC/DCB **26/07/2016**.
- Last date of submission of applications with relevant documents by District DDE/ Equivalent officer of MCD/NDMC/DCB **with the recommendations of Part-D by RDE/Equivalent officer for MCD/NDMC/DCB** to the Welfare Branch is **01/08/2016**.


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

No.F.DE.23 (35)/State Award/Wel. /2016/108-118
Copy to: -

Dated: 04/07/16

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 (DoE) for information.
9. P.S. to Director (DoE) 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.


OSD (WELFARE BRANCH)