

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

No.F.DE.23 (61)/ Awards Br/National Award/2016/ 644

Dated: 20/1/2017

To

1. All RDEs & DDEs
2. The Director Education (South Delhi Municipal Cooperation), 15th floor, Dr. Shyam Prasad, Civic Centre, Minto Road, New Delhi.
3. The Director Education (North Delhi Municipal Cooperation), 15th floor, Dr. Shyam Prasad, Civic Centre, Minto Road, New Delhi.
4. The Director Education (East Delhi Municipal Cooperation), 419, Patpar Ganj, Industrial Area, Delhi-92.
5. The Director Education (NDMC), Palika Kendra, New Delhi.
6. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt; Delhi.
7. Sanskrit/Urdu/Hindi Academy.

Sub: National Award to Teachers- 2016.

Sir/Madam,

Please find enclosed herewith a copy of scheme/guidelines alongwith proforma for recommending the names of teachers for National Award, 2016.

1. The teachers desiring to submit their application should submit the duly filled format to their respective District DDEs of the Directorate of Education.
2. Teachers, who have already received the National Award, are not eligible to apply.
3. Those teachers, who have already received State Teachers Award/Excellence in Education Award/Indira Award in any category, can apply after a gap of 5 years.
4. A District Level Committee is to be formed as per constitution mentioned below:-

1.	D.D.E. of the District	Chairperson
2.	One Representative of MCD/NDMC/DCB	Member
3.	Principal of D.I.E.T.	Member
4.	Principal of a Recognised Private School	Member

- (a) While forwarding applications DDEs are required to submit separate sheets justifying the recommendation.
- (b) In case of Principals/Vice-Principals vigilance clearance from GOC and DOV has to be submitted alongwith the application forms.
- (c) No District should submit more than 4(Four) recommendations (2 in Primary Category and 2 in Secondary Category).

5. The teachers of MCD, NDMC & DCB shall send their files directly to the concerned office of the Deputy Director of Education, Govt. of NCT of Delhi duly recommended by the Competent Authority of their Department.
6. An evaluation committee will be constituted as per the guidelines of MHRD, Govt. of India. at H.Q. level of Directorate of Education. This committee will scrutinize all the nominations received and will finalize the recommendations for National Award to Teachers, 2016s (Two in Primary Category and two in Secondary Category).
7. The recommendations submitted to DDE (District) concerned is 01/02/2017.
8. The recommendations submitted by DDE (District) to DDE (Welfare), Directorate of Education, Patrachar Building, Timarpur, Delhi is 09/02/2017 positively.

Further, these recommendations of the HQ. Committee shall be forwarded to MHRD, Govt. of India by Awards Branch.

The detail information is available on the website www.edudel.nic.in and website of MHRD.

Yours faithfully,



(Dr. SUNITA S. KAUSHIK)
ADDL.D.E. (AWARDS)

Encl: as above

No.F.DE.23 (61)/Award Br./National Award/2016/

Dated:

Copy forwarded for information & necessary action to the-

1. Director Education (NDMC) / C.E.O.(D.C.B.) / Director Education, (MCD) East/South/North
2. O.S.(IT), Directorate of Education, Govt. of NCT of Delhi, Old Sectt; Delhi with the request to put the above said letter at the earliest on the website of Education Department.



(VIDYA DEVI)
Dy. Director (AWARDS)

No.F.1-4/2016-NAT
Government of India
Ministry of Human Resource Development
Department of School Education and Literacy

Shastri Bhavan, New Delhi
dated 11th January, 2017

To

Smt. Punya Salila Srivastava, IAS
Secretary (Education),
Government of NCT of Delhi,
Department of Education,
Room no. 6, Directorate of Education,
New Delhi – 110054

Subject: National Award to Teachers, 2016 – Allocation of Awards to States / Union Territories / Organisations – Request for recommendations.

Madam,

The Government of India, Ministry of Human Resource Development, Department of School Education & Literacy implements a Scheme of 'National Award to Teachers' (www.mhrd.gov.in) as per which teachers from all over the country are selected for National Awards. The following categories of teachers are eligible for award under this Scheme:

- 30/SE/401
16/1/17
- DB
- 16/1/17
- (i) Recognized Primary and Secondary School Teachers of States/UTs/Organisation;
 - (ii) Sanskrit Teachers of Sanskrit Pathshalas and Tolls run on traditional lines;
 - (iii) Arabic/Persian Teachers of Madrasas run on traditional lines;
 - (iv) Teachers of CBSE affiliated schools;*
 - (v) Teachers of CISCE affiliated schools;
 - (vi) Teachers of CTSA affiliated Schools; and
 - (vii) Teachers who promote the education of children with disability in regular schools by States/UTs/Organisations and other school system.

*The teachers recommended by CBSE should be other than those who have already been covered under the allocated quota for States/UTs/Organisations.

2. The States/ UTs/Organisations wise quota for National Awards is given at Annexure-I.

Pg 1 of 3

3. For Sanskrit Teachers of Sanskrit Pathshalas and Tolls, 15 awards are reserved and for Arabic/Persian Teachers of Madrasas 5 awards are reserved, which cannot be allocated State-wise due to their limited number. Selection of teachers for these awards will, therefore, be made out of all the names that would be recommended by various States/Union Territories. At least two names may be recommended for these categories of teachers. From past experience, it is noticed that recommendations for these awards are not adequate. You are, therefore, requested to make special efforts to locate suitable **Sanskrit and Arabic/Persian Teachers of Institutions run on traditional lines so that the Awards do not lapse.** There are a large number of traditional Pathshalas/Tolls/Madrasas functioning in different parts of the country. However, since they may be functioning in an informal way or do not come to the notice of the Education authorities, special efforts need to be made to identify them and recommend their teachers for the National Awards, if they fulfill the necessary conditions.

4. It has been noticed that Sanskrit/Arabic/Persian teachers working in regular schools are generally not considered for National Award by the States due to a misunderstanding that such teachers would be eligible exclusively for awards from out of the 15 and 5 awards set apart for Sanskrit and Arabic/Persian Teachers of traditional Pathshalas and Madrasas. It is requested that Sanskrit and Arabic/Persian teachers working in regular Primary/Secondary schools should also be considered for National Award under the categories of Primary and Secondary school teachers.

5. You are also requested to give suitable representation to women teachers while making your recommendations as it has been noticed that sufficient number of women teachers are not recommended by the States. It may be noted that for class room teachers only 15 years of regular teaching experience is required, while for Principals/Headmasters 20 years of regular teaching service is required. However, for the Special award category, in case of teachers, 10 years of regular teaching experience and for Principals/Headmasters, 15 years of regular teaching experience is required.

6. While recommending the teachers, the State Committee/Central Award Committee shall categorically state the SPECIAL OR UNIQUE attribute of each teacher on the basis of which their names have been recommended. Absence of such information may render the teacher(s) ineligible for the award.

7. A brief citation is required to be attached for teachers being recommended under the categories for special awards. If no suitable candidate is recommended, the allocated special awards shall not be transferred to general category. Other eligibility conditions and the selection procedure remain unchanged. Deserving teachers should, therefore, be encouraged in the interest of education by recommending sufficient number of such teachers who may themselves have disabilities and also those who have done commendable work for education of children with disabilities.

(i) A copy of the minutes of the meeting of the State/UTs/Organisation Selection Committee finalising the recommendations may also invariably be sent, in original duly signed by all committee members. This is vital and may please be noted for compliance.

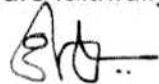
(ii) It may be reiterated that complete information as per the proforma is to be sent. There must be no deviation from the prescribed proforma. Recommendations with incomplete information will not be processed.

8. Kindly acknowledge receipt of this letter and ensure that your recommendations reach this Ministry as early as possible and in any case not later than **28.02.2017** positively. I shall be grateful if a soft copy of the recommendation of the State Selection Committee along with enclosures is e-mailed to natsection2014@gmail.com.

9. It has been observed in the past that some States/UTs/Organisations send recommendations much later than the last date for receipt causing avoidable delay in the finalization of awards. It is, therefore, reiterated that nominations in the prescribed proforma only must be sent in time so as to ensure that the awards are finalized and necessary action is taken for their distribution on 05.09.2017.

10. It is also requested that a copy of Aadhaar Card and Bank details/mandate form (Proforma enclosed) of the recommended teachers may be sent to this department for on-line disbursement of award money and Travelling Allowances (TA).

Yours faithfully,



(G.Vijaya Bhaskar)

Director

Tele. 2338 8641

Encl:- As above.

**SCHEME OF NATIONAL AWARD
TO TEACHERS**

**GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SCHOOL EDUCATION & LITERACY
NEW DELHI**

NATIONAL AWARD TO TEACHERS

The Scheme of National Award to Teachers was started in the year 1958-59 with the object of raising the prestige of teachers and giving public recognition to the meritorious services of outstanding teachers working in Primary, Middle and Higher Secondary Schools. In 1967-68 the scope of the scheme was enlarged to cover the teachers of Sanskrit Pathshalas, Tolls etc. run on traditional lines. In 1976 the scheme was further enlarged to cover Arabic/Persian teachers of Madrasas.

From the award year 1993, the scheme has further been enlarged to cover teachers from Sainik Schools, Navodaya Vidyalayas and schools run by Atomic Energy Education Society. Earlier CBSE had been allocated a quota of 10 awards – 2 for each zone subject to availability in case of shortfall of recommendation from the entitled States/UTs and organizations. Each award carries with it a certificate of merit, a cash award money of Rs.50,000/- and a Silver Medal. The enhanced amount will be given to the National Awardee from the Award year, 2014.

2. The number of awards has been increased from 302 to 350 from the award year 2000-2001. 4 additional Awards have been allocated to CBSE from the Award year, 2002. From the award year 2006 the total number of award earmarked to KVS have been increased from 6 to 16. The number of awards further increased from the award year 2007. The number of awards at present stands at 378. The break up of which is as under:

- | | |
|-----------------|---|
| (I) 355 Awards | States/UTs, Kendriya Vidyalayas, Navodaya Vidyalayas, Atomic Energy Education Society, Sainik Schools, Sanskrit And Arabic/Persian teachers. |
| (II) 6 Awards | Teachers of Council for Indian Schools Certificate Examination (CISCE) affiliated schools. |
| (III) 20 Awards | Teachers of Central Board of Secondary Education (CBSE) affiliated schools. The National Awards belonging to CBSE would comprise of awards to 2 teachers each for Northern, Southern, Eastern, Western and North-Eastern, Delhi Zones and 2 |

Slots for the teachers of independent affiliated schools situated abroad. The teachers recommended by CBSE should be other than those who have already been covered under the allocated quota for States/UTs/ Organizations.

(IV) 43 Awards

Teachers promoting Integrated Inclusive Education (IE) in Schools. These "Special" awards would be given to teachers who promote the education of children with disabilities in regular schools run by States/UTs and other schools system. Such awards would be given to the following categories of teachers.

- Teachers with disabilities working in regular schools.
- Special teachers or trained general teachers who may have done outstanding work for Inclusive Education.

I. CONDITIONS OF ELIGIBILITY OF TEACHERS FOR CONSIDERATION FOR THE AWARDS:

1. Classroom teachers with atleast 15 years regular teaching experience and Headmasters with 20 years of regular teaching experience and who are actually working as teachers/headmasters in recognized primary/middle/high/ higher secondary schools only shall be considered. Teachers who are teaching upto class VIII should be considered in the category of Primary School Teachers and those teaching classes IX-XII, in the category of Secondary School Teachers. For teachers promoting Integrated Inclusive Education the eligibility will stand reduced from 15 years of classroom teaching experience to 10 years of service and from 20 years for Headmasters to 15 years if they are to be considered for awards in respect of Inclusive Education.
2. Normally retired teachers are not eligible for the award but those teachers who have served a part of the calendar year (at least for four months i.e. upto 30th April in the year to which National Award relates) may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.

3. Teachers whose names were recommended last year or before can be considered again if they are still otherwise eligible and are recommended by the State Government/ Union Territories.
4. Educational Administrators, Inspectors of Education, and the staff of training colleges are not eligible for these awards.
5. Only those teachers, having requisite years of teaching experience, as mentioned at Sl.No.1 above, on 31st December of the preceding year of the Award, will be eligible to be considered for the award.

II. MAIN CONSIDERATIONS THAT SHOULD GUIDE THE SELECTION OF TEACHERS AT VARIOUS LEVELS:

1. Teachers' reputation in the local community;
2. His/her academic efficiency and desire for its improvement.
3. His/her genuine interest in and love for children; and
4. His/her involvement in the social life of the community.

III. PROCEDURE FOR SELECTION:

1. The initial selection shall be made at the District level by a District Committee from amongst the names recommended by the District Education Officer, a District Inspector of schools or such other local authorities e.g. Corporation, Panchayat etc. which the State Government may determine in the context of local conditions. No teacher shall be asked or permitted to apply for the award. The names shall be recommended by the District Education Officer etc. on the basis of the Teachers' record of work.
2. The State Selection Committee shall scrutinize and sift the recommendations of the District Committee and recommend to the State Government two names for each award allotted to the State and one or two names of Sanskrit/Arabic teachers if found suitable. The names of teachers selected by the State Committee shall be arranged in order of merit before they are recommended to the State Government who shall forward the same to the Union Government alongwith character certificate of faultless antecedents and absolute integrity duly signed by the Education Secretary. The recommendations of the State Selection Committee shall not be modified by the State Government to substitute names, or to disturb the order of merit recommended by the State Selection

committee. However, if the State Government is of the view that any of the selected teacher is otherwise unfit for the award, it may recommend omission of such names to the Union Government furnishing details for the same.

3. The State/UTs/School systems shall recommend at least the prescribed number of awards under the category "Special Awards". In case they do not find suitable number of teachers under this category, the award will not be recommended, but in that situation the number of allocated awards for special award shall not be transferred to the general category.
4. The final selection will be made by the Union Government.

DISTRICT COMMITTEE

- | | |
|---|----------|
| 1. District Inspector of Schools | Chairman |
| 2. Head of a Primary Training Institution | Member |
| 3. Headmaster of a Secondary School | Member |

STATE COMMITTEE

- | | |
|--|----------|
| 1. Director of Education/
Director of Public Instructions | Chairman |
| 2. Principal of Training College | Member |
| 3. Nominee of the Union Government | Member |

**STATE/UT/ORGANIZATION-WISE ALLOCATION OF AWARDS FOR NATIONAL
AWARD TO TEACHERS**

Sl. No.	State/UTs	Primary Category		Secondary Category		Total Awards
		Primary	Special	Secondary	Special	
1	2	3	4	5	6	7
1.	Andhra Pradesh	6	1	3	--	10
2.	Arunachal Pradesh	1	----	1	----	2
3.	Assam	5	1	2	----	8
4.	Bihar	5	1	3	----	9
5.	Chhattisgarh	4	1	2	----	7
6.	Goa	1	----	1	----	2
7.	Gujarat	10	1	4	1	16
8.	Haryana	4	1	3	----	8
9.	Himachal Pradesh	2	----	2	----	4
10.	Jammu & Kashmir	2	----	2	----	4
11.	Jharkhand	2	----	2	----	4
12.	Karnataka	9	1	4	1	15
13.	Kerala	7	1	7	1	16
14.	Madhya Pradesh	8	1	4	1	14
15.	Maharashtra	18	2	8	1	29
16.	Manipur	1	----	1	----	2
17.	Meghalaya	1	----	1	----	2
18.	Mizoram	1	----	1	----	2
19.	Nagaland	1	----	1	----	2
20.	Orissa	7	1	3	----	11
21.	Punjab	4	1	4	1	10
22.	Rajasthan	7	1	5	1	14
23.	Sikkim	1	----	1	----	2
24.	Tamil Nadu	15	2	7	1	25
25.	Telangana	4	---	3	1	8
26.	Tripura	1	----	1	----	2
27.	Uttar Pradesh	17	2	8	1	28
28.	Uttarakhand	4	1	3	----	8
29.	West Bengal	14	1	7	1	23
Sub Total (A)						287
UNION TERRITORIES						
30.	Andaman & Nicobar Islands	1	----	1	----	2
31.	Chandigarh Administration	1	----	1	----	2
32.	Dadra & Nagar Haveli	1	----	1	----	2
33.	Delhi	2	----	2	----	4
34.	Daman & Diu	1	----	1	----	2
35.	Lakshdweep	1	----	1	----	2
36.	Puducherry	1	----	1	----	2
Sub Total (B)						16
OTHERS						
37..	Atomic Energy Education Society (Under Deptt. of Atomic Energy)	1	----	1	----	2
38.	CBSE	---	----	18*	2	20
39.	C.I.S.C.E.	---	----	5	1	6
40.	CTSA	1	----	1	----	2
41.	Kendriya Vidyalaya Sangathan	6	2	6	2	16
42.	Navodaya Vidyalaya Samiti	1	1	1	1	4
43.	Schools Under M/o Defence	1	----	1	----	2
Sub Total (C)						52
Grand Total (A+B+C)		180	23	135	17	355

43. Arabic/Persian Teachers = 5 Awards + 1 Spl. Award

44. Sanskrit Teachers = 15 Awards + 2 Spl. Award

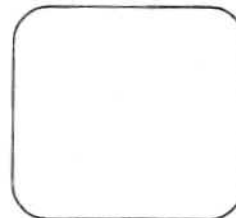
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PROFORMA FOR TEACHERS FOR NATIONAL AWARD TO TEACHERS

Please Note:- One passport size photograph duly attested on back side by any Gazetted Officer of your Town, Tehsil or District be attached in separate envelope. The Photograph should not be defaced in anyway.



**PROFORMA FOR RECOMMENDING A TEACHER FOR
NATIONAL AWARD**

Parts A, B and C are to be filled by the District Education Authority from sources such as Teacher's Diary, records of Inspection, records kept by the Headmaster, examination results of the school, Confidential reports and Service Book, etc. of the teachers, Part D and E are to be filled in respectively by the Chairman of the district Committee and the State Committee appointed for the purpose.

PART-A

Particulars of the teacher

1. Name (in Block letters) : _____
2. Sex with marital status : _____
3. Designation & complete school address _____
with Pin code number, Telephone number: _____
4. Complete Residential address with _____
Pin code number, Telephone number _____
5. Complete Permanent address with _____
Pin code number _____
6. Whether the school is primary/ _____
Secondary/Hr. Secondary _____
7. District: _____
8. State: _____
9. Date of birth: _____
10. Age (as on 31.12.2016) _____
11. Date of superannuation: _____

12. If ~~superannuated~~, please clarify whether extension has been given by the State Authorities with supporting documents

13. Total Service with date of joining as teacher

Total service _____ Years _____ Months

Date of joining as teacher: _____

SERVICE RECORD

Name of the Institution	Level: Primary/ Secondary Etc.	Management Govt.aided Or Unaided	Total enrolment	Duration Of service With date, Months And year	Subject(s) taught	Classes taught	Result at Public or Annual Examination(s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

14. Total Experience	Period	
	From	To
Teaching:		
Administrative:		
Others:		
Total		

PART-B

I

15. In the case of Primary School Teachers, what concrete steps has the teacher taken to increase enrolment in the school and to avoid dropouts? Give enrolment/retention percentage figures for the last three years of school and District to show the progress made in achieving universalisation of elementary education.
16. In the case of Secondary School teachers, what has been the dropout rate in the school at the secondary level in last five years? What steps has the teacher taken to avoid dropouts?
17. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisionary in the class/subject of the teacher for the last five years.
18. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
19. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
21. The following information may specifically be given:
 - does he/she indulge in tuitions?
 - does he/she in the habit of submitting complaints and indulging in litigation?
 - is he/she punctual?

NB: 75% weightage may be given to the above information while finalizing the recommendations.

II

22. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
25. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.

26. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.
27. Has the teacher written any article, text books etc.? If so, give details.
28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
29. Any other significant achievement not mentioned above.

PART-C

Remark about the Teacher based on the assessment of his/her superiors:

30. Does the teacher command respect among the students?
31. Is he/she able to maintain discipline among the students?
32. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
33. If he/she held in high esteem by the community, particularly the parents?
34. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?
35. General assessment by the Head of the Institution.
36. General assessment by the District Inspector of Schools/Education Officer.

District Inspector of Schools/
Education Officer with rubber stamp.

PART-D

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE:

Chairman of the District Committee

PART-E

RECOMMENDATION BY THE STATE COMMITTEE

Chairman of the State Committee

GUIDELINES FOR ORGANIZATIONS

PROCEDURE FOR SELECTION:


1. The initial selection shall be made at the Regional level by a Regional Award Committee from amongst the names recommended by the Principals/Inspectors of Schools or such other local authorities e.g. Corporation Panchayat etc., which the organization may determine in the context of local conditions. No teacher shall be asked or permitted to apply for the award. The names shall be recommended on the basis of the Teachers' record of work.
2. The Central Awards Committee shall scrutinize and sift the recommendations of the Regional Award Committee and recommend to the organization two names for each award allotted to the organization and one or two names of Sanskrit/Arabic teachers if found suitable. The names of teachers selected by the Central Award Committee shall be arranged in order of merit before they are recommended to the organization who shall forward the same to the Central Government alongwith character certificate of faultless antecedents and absolute integrity duly signed by the Head of the Organization. The recommendations of the Central Award Committee shall not be modified by the Organization to substitute names, or to change the order of merit recommended by the Central Awards Committee. However, if the organization is of the view that any of the selected teachers is otherwise unfit for the award, it may recommend omission of such names to the Union Government furnishing details of the same.
3. The Organization shall recommend at least the prescribed number of awards under the category "Special Awards". In case they do not find suitable number of teachers under this category, the award will not be recommended. But in that situation the number of awards for the category "Special Awards" shall not be transferred to the general category.
4. The final selection will be made by the Union Government.

REGIONAL COMMITTEE

- | | |
|--|----------|
| 1. Regional Head of the Organization or person Equivalent to Regional Head nominated by Head of Organization | Chairman |
| 2. Director of a SCERT | Member |
| 3. Principal of a Secondary School | Member |

CENTRAL AWARD COMMITTEE

- | | |
|---|----------|
| 1. Chairman/Director/Commissioner/ Head of the Organization | Chairman |
| 2. Principal of a Teacher's Training College | Member |
| 3. Nominee of the Union Government | Member |



PROFORMA FOR TEACHERS FOR NATIONAL AWARD TO TEACHERS

Please Note:- Two passport size photograph
DULY attested on back side by any Gazetted
Officer of your Town, Tehsil or District be attached
in separate envelope. The Photograph should not
be defaced in anyway.

Space for
affixing
Passport
size
Photographs

PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Parts A, B and C are to be filled by the Principal/Head of the School in case of a teacher and by the Chairman, Managing Committee of the School in case of Principal from sources such as Teacher's Diary, records of inspection, records kept by the Principal, Examination results of the school, Confidential reports and service book etc. of the teacher.

PART-A

Particulars of the teacher/Principal

1. Name (in Block letters) : _____
2. Designation & complete school address _____
with Pin code number, Telephone number: _____
3. State: _____
4. Date of birth: _____
5. Present age: _____
6. Date of superannuation: _____
7. If superannuated, please clarify
whether extension has been given
by the Competent Authorities with
supporting documents _____
8. Sex: _____
9. Marital Status: _____
10. Residential address with Pin code
number, Telephone Number: _____

11. Permanent address with Pin code No.: _____

12. Whether the school is Primary/
Secondary/Sr. Secondary: _____

13. Academic Qualification:

Examination Passed	University Board/ Department	Year	% of marks obtained	Subjects

14. Total Service with date of joining as teacher : Total Service _____ years _____ months
Date of joining as teacher _____

SERVICE RECORD

Name of the Institution(s)	Level: Primary/ Secondary/Sr. Sec. Etc.	Total enrolment	Period of service with designation (Exact dates to be indicated)	Subject(s) taught	Classes taught	Results at Public or Annual Examination(s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

15. Total experience (mention teaching Experience of recognized schools Only. Period From To

Teaching:

Administrative:

Other:

Total:

*Teaching experience of recognized schools only has to be given. The Head of the Institution should certify where the teacher has served. (Please attach photocopy of service book(s) in support of service record).

PART-B

<p>16. what has been the teacher's class results in Board/School Examination? Give the percentage of pass and grade-wise positions A, A, B, B, in the class/subject of the teacher for the last five years. (Give the results of the last five years). Use additional sheets if required.</p> <p>17. Has the teacher mobilized any quantifiable community resources for the physical development of the School? If so, give details.</p> <p>18. Has the teacher undertaken specific activities for promoting National Integration? Give details.</p> <p>19. The following information may specifically be given:</p> <ul style="list-style-type: none"> - does he/she indulge in tuitions? - Is he/she in the habit of submitting complaints and indulging in litigation? - Does he/she indulge in political/trade union activities? - Is he/she punctual? 	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Year</th> <th rowspan="2">Classes taught</th> <th rowspan="2">Subject Taught</th> <th colspan="2">Pass % of</th> </tr> <tr> <th>School Exam.</th> <th>Board Exam.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Year	Classes taught	Subject Taught	Pass % of		School Exam.	Board Exam.																																			
Year	Classes taught				Subject Taught	Pass % of																																					
		School Exam.	Board Exam.																																								

II

<p>20. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note. Give a brief resume of any experimentation in the following areas:</p> <ul style="list-style-type: none"> (a) Class-room instructions (b) Laboratory/Library work (c) Assessment & Evaluation (d) Administrative work <p>21. Which teaching learning practices have been adopted and what are the types of teaching aids, including mass media, used by the teacher to make class-room instruction more interesting?</p>	Empty space for answer
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22. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
23. Has the teacher participated in in-service training programmes, workshops etc. or acted as Resource Person? If so, give details of the last five years.
24. Has the teacher carried out any functional research in pedagogy and obtained visible improvement in performance of the students? (Attach abstracts).
25. Does the teacher take active interest in organizing co-curricular or extra curricular activities in the school? Give details (NCC, Scouts & Guides etc.)
26. Has the teacher written articles, text books etc.? If so, give details.
27. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
28. Any other significant achievement not mentioned above.
29. Self assessment/appraisal of the Teacher/Principal to be attached.

Additional Information to be given in case of Principal only (points 30 to 36)
30. Has the Principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts).
31. Does the Principal invite the parents for their co-operation for academic development? If yes, the details thereof.

<p>32. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details.</p> <p>33. Are the activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.</p> <p>34. Is guidance provided to the teachers in professional development? Does he/she encourage the teachers as well as students for experimentation/innovations?</p> <p>35. What goals/targets are set in academic/sports and games/other activities and what are the achievements?</p> <p>36. Has any project been undertaken during the last three years at school level? Please give a brief account in this regard. (attach abstracts.)</p>	
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PART-C

Remarks about the Teacher/Principal based on his assessment:

<p>37. Does the teacher command respect among the students?</p> <p>38. Is he/she able to maintain discipline among the students?</p> <p>39. Does the teacher maintain cordial relations with his/her fellow-teachers and others?</p> <p>40. Is he/she held in high esteem by the community, particularly the parents?</p> <p>41. What is the extent of participation of the teacher in activities of parent-teacher Association etc., if any?</p>	
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42. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school.	
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1. Principal of the School
(in case of a teacher)
2. Chairman/Manager
Managing Committee of the School
(in case of Principal)

Tele.No. O:

R:

Fax No. :

E-Mail :

Recommendation of the Regional Committee:

Signature
Regional Head nominated
By the Head of Organisation/
Chairman of the Regional Committee

Recommendations of the Central Award Committee:

Signature
Chairman

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)
facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.