

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

No.F.DE.23 (35)/State Award/Awards /2017/15-25

Dated: 03/5/2017

**CIRCULAR**

**STATE TEACHERS' AWARD – 2017**

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 74 awards for teachers and 01 award for librarian.**

**GUIDELINES**

**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 31<sup>st</sup> March, 2017 including 5 years or more service in the Educational Institution in NCT of Delhi can apply.
- The teachers who have already got State Teachers Award are not eligible.
- For Govt. Schools & Govt. Aided Schools the teachers who have got Indira/Excellence in Education Award in 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.

- Maximum four nominations (one for HOS, two for teachers & one for Librarian) can be submitted by each school.
- Educational Administrators are not eligible for this award. However, Principals/Vice Principals are eligible.
- Contract Teachers / Guest Teachers/ EVGC Teachers are not eligible.
- Re-employed teachers/Re-employed Vice Principals or Principals who were reemployed upto 31/03/2017 are not eligible.
- The teachers, Vice Principals or Principals who have retired on or after 31<sup>st</sup> March 2017 (full academic session i.e. 2016-17) 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.**
- **Headmistress/Incharges of recognized private unaided schools will be evaluated in the category of teacher.**
- **'PETs/ Yoga Teachers will submit online proforma uploaded by the Sports Branch'**

**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.**

<p><b><u>Open <a href="http://www.edudel.nic.in">www.edudel.nic.in</a> - Login School ID---- Enter School Password---Go to School Plant---Enter Award---Preview--- Submit</u></b></p>
---

- After login of School ID, on submitting information for **State Teachers Award Registration 2017**, a unique registration number will be reflected on the top of proforma. **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 query before submitting the information. Please contact Awards Branch (Tel. No- 23813852)/ CAL before due date.
- 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) of 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 concerned DDE (District) (**not in the office of DDE RPVV**) by the next higher authority of the applicant.

**GUIDELINES FOR ACADEMIC PERFORMANCE :-**

- ✦ 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.**

**RECOMMENDATION PROCEDURE :-**

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

The application in r/o **Teachers and librarians** will be Counter Signed 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 teacher's diary, inspection report, annual result of the school and the service book of the applicant etc.

The DEO/DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB must ensure that every page of proforma alongwith annexures are certified by HOS. The DEO/DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB will C/S all application after verification of all documents and annexures.

The application in r/o **HOS** will be recommended by the DEO/DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB. The DEO/DDE (Zone)/Equivalent Officer of MCD/NDMC/DCB 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 HOS for smooth functioning of the school, annual result and service book of the applicant etc.

The DDE (District) must ensure that every page of proforma alongwith annexures are certified by DEO/DDE (Zone)/Equivalent Officer of MCD/NDMC/DCB. The District DDEs will check and verify all documents.

**DDE (District) will collect the following from Awards Branch (24/05/2017).**

1. List of nominations under zone of consideration for concerned district.
2. Three Feedback Proformas
3. Marking Scheme
4. Evaluation Sheet
5. Recommendation sheet of RDE/Director of MCD, NDMC/ CEO of DCB
6. Summary Sheet

**DISTRICT LEVEL COMMITTEE :-**

Each DDE District will constitute a committee to evaluate and scrutinize the nominations according to the marking scheme.

The constitution of the District Level Committee is as under:-

D.D.E. of the District	Chairperson
DDE Zone of the District Concerned	Member
DDE Zone 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 nominations, duly recommended, directly to the concerned office of the Deputy Director of Education (district), 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.

DDE District will provide three feedback proformas to concerned member of the District level committee. The three proformas will be filled in the presence of DDE zone/Equivalent officer of MCD/NDMC/DCB & submitted to DDE District.

**Instructions for DDE Zone/Equivalent officer of MCD/NDMC/DCB: -**

- Annexures (except copy of result gazette) must not contain more than 50 pages A4 size. The copy of Annual result /Gazette must be enclosed with proforma. **Annexures 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%**, District DDEs will send only those nominations through RDE concerned where the applicant got 60% and above marks. / 75% & above marks for RPVV (Excluding weightage for three feedback proformas and inspection report of DEO/ DDE zone/Equivalent officer of MCD/NDMC/DCB.
- 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.

**Vigilance clearance Certificate: -**

- ❖ The DDE District will be required to forward only those nominations 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 – 2017.
- ❖ 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/DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB, 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/DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB of the concerned District.

**Recommendation by RDE concerned/ Directors of MCD, NDMC / CEO of DCB on Separate sheet.**

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

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 **20/05/2017.**
- Last date of submission of hard copy with supporting documents C/S by next higher authority in the office of DDE (zone) or Equivalent officer of MCD/NDMC/DCB **27/05/2017 .**
- Last date of submission of hard copy with supporting documents in the concerned District office of concerned DDE (District) by DDE (zone)/ Equivalent officer of MCD/NDMC/DCB **03/06/2017.**
- Last date of submission of the following by District DDE to the Awards Branch. **22/06/2017.** (Excluding 03 feedback proformas and inspection report).
  - A. Hard copy of proforma alongwith annexures signed by applicant & counter signed by next higher authority.



**B.** Evaluation sheets recommended by District level Committee.

**C.** Recommendation by the Regional Director concerned/ Directors of MCD, NDMC / CEO of DCB on separate sheet.

- Last date of submission of Inspection Report & three feedback proformas by **DDE Zone/ Equivalent officer of MCD/NDMC/DCB** in the office of DDE (District) is **10/07/2017**.
  - Inspection report of the following points by DDE zone/ Equivalent officer of MCD/NDMC/DCB of the applicants under zone of consideration
    - (i) Online proforma of HOS **Point No-6 & 9**
    - (ii) Online proforma of Teacher **Point No- 5 & 10**
    - (iii) Online proforma of Librarian **Point No- 12 & 13**
- DDEs (District) will submit 03 feedback proformas and inspection report to Awards Branch by **12/07/2017**.

*Dr*  
*03/5/17*

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

No.F.DE.23 (35)/State Award/Awards /2017/15-25

Dated: 03/5/17

Copy to: -

1. All RDEs/DDEs/DDE (Zone) 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.

*galy*

**OSD (AWARDS BRANCH)**