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

No.F.DE.23 (36)/State Award/Awards /2020/ 742-758 Dated: 24/07/2020

CIRCULAR

STATE TEACHERS' AWARD – 2020

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.**

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 31st March, 2020 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. and Govt. Aided Schools, the Heads of Schools who have got Excellence in Education Award in any category, can apply for State Teachers Award only after a gap of three 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 are not eligible.
- Re-employed teachers/Re-employed Vice Principals or Principals who were Re-employed upto 31/03/2020 are not eligible.
- The teachers, Vice Principals or Principals who have retired on or after 31st March 2020 (full academic session i.e. 2019-20 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 applicants 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---Preview---Submit

- After login of School ID, on submitting information for State Teachers Award-2020, a unique registration number will be reflected on the top of proforma. **The applicant must note their unique registration number for future reference and hard copy of registration is mandatory to be attached the proforma.**
- The proforma is to be filled by the applicants after the login of School ID & Password.
- **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 Award Branch (Tel. No- 23813852 and on mobile number- 9968978849) before due date. No query will be entertained on the last two days before closing date.
- After submission, the applicant must take a hard-copy of the filled proforma.
- The applicant will submit "the same hard copy with two passport size photographs and self attested supporting documents to their next higher authority. The supporting documents must include attested copy of CBSE original gazette/ Annual result for class X and XII, attested copy of annual result for class IX and XI, certificate of participation in co-curricular activities, copy of relevant pages of service book, inspection reports, and other documentary proofs for verification of the information given by him/ her.
- After verification of documents, the higher authority of the applicant will countersign the same and submit in the concerned office of DDE (District) of DoE/Equivalent officer of MCD, NDMC and DCB.
- **FOR RPVV (HOS/Teachers):-** The hard copy of proforma with supporting documents will be submitted in the office of concerned DDE (District) by the next higher authority of the applicant.

GUIDELINES FOR ACADEMIC PERFORMANCE :-

- The number of students appeared in Examination in a year should not be less than 20 for all types of teacher and HOS.
- **Only pre-compartment result** will be considered. The application will be rejected in case of mentioning the post-compartment result.
- **Upto Secondary Level** result of Summative Assessment (SA) only is to be furnished in all points related to result for sessions 2015-16 and 2016-17.
- The annual result (out of 80 marks) is to be furnished for classes upto secondary level from session 2017-18, 2018-19 and 2019-20.

For HOS: *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.

*Point No.4 in online proforma for HOS

1. Result of Class X and XII is to be furnished for Sr. Sec. Schools.
2. Result of class IX and X is to be furnished for Secondary schools.

For Teachers: -

Consolidated result of all sections of each class taught by the teacher is to be furnished.

*Point No.2 in online proforma for Teacher

In case of PGTs, result of class XI and XII is to be furnished.

In case of TGTs result of highest two classes taught is to be furnished. In case of Primary Teacher/ Assistant Teacher result of class taught.

- **GUIDELINE FOR CO-CURRICULAR ACTIVITIES :-** In case, 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 countersigned by the Heads 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 DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB must ensure that every page of proforma alongwith annexures are certified by HOS. The DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB will countersign all application after verification of all documents and annexures.

The application in r/o **HOS** will **be recommended by the DDE (Zone)/ Equivalent Officer of MCD/NDMC/DCB.** The 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 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 on as & when informed through e-mails.

1. List of nominations under zone of consideration for concerned district.
2. 03 Feedback Proformas
3. Marking Schemes
4. Evaluation Sheet
5. Summary Sheet
6. Certificate of No Break in Service
7. Certificate regarding Non Receipt of any award, from DOE.

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 03 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 & submit to DDE District.

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

- Annexures (excluding copy of result gazette) must not contain more than 50 pages A4 size. The attested copy of Annual result and CBSE Gazette for class X and XII must be enclosed with proforma. **Annexures containing more than 50 pages (A4 size) will not be accepted and considered by District Level Committee.**

- **The bench mark is 60%,** District DDEs will send only those nominations through RDE concerned where the teacher got 60% and above marks. / 75% & above marks for RPVV

- A certificate must 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.**
- A certificate must be furnished by the next higher authority that **the applicant has not received State Teachers Award earlier and has not received Excellence in Education Award during last three years.**

Vigilance clearance Certificate: -

- The DDE District will forward only those cases which are clear 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 – 2020.**
- In case of Teachers/Principals/Vice Principals of Govt. Aided /Recognized Un-aided schools, the vigilance clearance certificate will be furnished by the chairman/manager of the school, along with a certificate of continuous & regular service of fifteen years.

District DDEs will submit the nominations complete in all respect as per guidelines in the office of DDE (Awards) after getting recommendations of RDE concerned/ Directors of MCD, NDMC / CEO of 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 **04/08/2020.**

- Last date of submission of hard copy with supporting documents countersigned by next higher authority in the office of DDE (Zone) or Equivalent officer of MCD/NDMC/DCB is **05/08/2020.**

- 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 is **06/08/2020.**

  - Inspection report of the following points is also to be attached by DDE zone/ Equivalent officer of MCD/NDMC/DCB of the applicants under zone of consideration (i.e. above bench mark)

    (i) Online proforma of HOS — **Point No- 16,17**
    (ii) Online proforma of Teacher — **Point No- 9,10,11**
    (iii) Online proforma of Librarian — **Point No- 15,16,17**

- Last date of submission of the followings by District DDE to DDE Awards Branch is **14/08/2020.**

  A. Hard copy of proforma alongwith annexures signed by applicant & countersigned by next higher authority.
  B. Evaluation sheet recommended by District level Committee and concerned RDE.
  C. Three feedback proformas
  D. Summary sheet
  E. Certificate of No Break in Service
  F. Certificate regarding Non Receipt of State Teachers Award and Excellence in Education Award during last three years, from DOE.

For MCD/NDMC/DCB:

The committee also proposed that the MCDs, NDMC and DCB will send hard copies of applications with annexures, under the zone of consideration, to Concerned DDE (District) of DOE.

Note:- Online link to fill the proforma for State Teachers' Award-2020, will be opened on 27/07/2020 and will be closed on 04/08/2020 at 6:00 P.M.

Ms. Zareen Taj
Regional Director of Education(Awards)
(Link Officer)

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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.

24.07.2020
Dr. Mallikarjun K.S
DDE (AWARDS)