GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
OLD SECRETARIAT, DELHI
STATE AWARD – 2011

PROFORMA FOR LIBRARIAN

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH
DULY ATTESTED ON THE BACK SIDE BY A
PRINCIPAL/HOS IN A SEPARATE
ENVELOPE. THIS PHOTOGRAPH SHOULD
NOT BE DEFACED.

Application (duly filled) in case of Librarian is to be recommended by
Head of the School. It should be recommended by Regional Director of
Education through Deputy Director of Education before submitting to the
Welfare Branch.
Please note that the applicant must supply documentary proof in support
of entries made in this Proforma.

Name of the Librarian (in Block Letters):

Employee Code:

Complete Address of the School:

Designation:

Sex:

School Code:

Telephone No.

Date of Birth:

Date of Initial Appointment:

Particulars of Experience:

<table>
<thead>
<tr>
<th>Name of the School</th>
<th>Duration of service with Date, month &amp; year</th>
<th>Total Period</th>
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1. Total Experience:

2. Date of Superannuation:

3. Educational Qualifications:

4. Particulars of In-service Training from 01.04.2006 to 31.03.2011:
   i. 
   ii. 
   iii. 
   iv. 
   v. 

5. Total enrolment of the School:

6. No. of Sections of the School:

7. Total No. of teachers in the school:

8. Timings when the library is open for teachers & students:

9. No. of books issued during last five years through issue register and library module with documentary proof.
   
   2006-07
   2007-08
   2008-09
   2009-10
   2010-11

10. Details of Books issued through Library Module in session 2010-11 (Class-wise).

11. Whether All the books are uploaded on the Library Module:

12. How are books classified?

13. Shelving of books (whether Open Access or Closed Access).

14. Maintenance of Reference section:

15. Work done for the improvement of Reading Room:
16. Name of Newspapers subscribed:

17. Name of magazines subscribed:
   A: Weekly
   B: Fortnightly
   C: Monthly

18. Has the school arranged for free/subsidized Newspapers for Students?

19. How are books and new arrivals displayed?

20. Does the Librarian maintain a bulletin board in the school (outside the Library) to display important informations/notices/News.

21. Maintenance of stocks of “free supply of books”.

22. (a) Activities undertaken for cultivating interest in reading among students. (With Documentary proof).
   (b) Ensuring the attendance of students in library period.

23. Formation of Readers’ club in any form.

24. Participation in Book Fair.

25. Role in Career guidance.

26. Enrichment of library Resources through NGO or any other Organization.

27. Participation in different School Activities like quiz, Science Fair, Cultural Programs, Yuva etc.

28. Particulars of condemnation of books and library furniture during last five years:

<table>
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<th>Year</th>
<th>Articles condemned worth Rs.</th>
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<td>2006-07</td>
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<td>2007-08</td>
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<td>2008-09</td>
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<td>2009-10</td>
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<td>2010-11</td>
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</table>
29. Particulars of professional growth (in the field of library):

Published/research work.
Particulars of Conferences/Work Shops/Seminars other than In-service training attended.

Recommendations of the Head of School with rubber stamp.

Recommendations of the DEO/EO with rubber stamp.

Recommendations of Deputy Director Education (District Concerned).

I recommend the name of Sh./Smt./Km. __________________ for State Award – 2011 and it is certified that no vigilance case is pending/contemplated against the above named librarian in the Department. The above information is true to the best of my knowledge & belief.

Deputy Director of Education (District)
With Rubber Stamp

Special recommendations of Regional Director of Education (Concerned).

Regional Director of Education
With Rubber Stamp

Note: Application should be completed in all respect. Incomplete application will not be entertained.