

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, INSPECTION CELL (HQ)
OLD PATRACHAR BUILDING, LUCKNOW ROAD, TIMARPUR DELHI-110054**

No. DDE/IC/HQ/2020-21/ 422-28

Dated 01/11/2021

CIRCULAR

MANDATORY SCHOOL INSPECTION FOR THE MONTH OF NOVEMBER 2021

The Officers of Directorate of Education as per list enclosed are directed to conduct Mandatory Inspection of Govt. Schools, during the month of November, 2021. Apart from Mandatory Inspection, **Inspecting officer will submit a complete report about the Vaccination centres and Food distribution centres separately (If applicable).**

Mandatory Inspection Proforma is to be filled as usual available on MIS "Part A to Part K" of Inspection Proforma will display the information submitted by HOS and Inspecting Officers will have to verify and record their observation on the proforma and submit online Inspection report preferably on the same day of Inspection. Hard copy of the Inspection Report duly signed by the Inspecting Team must be submitted to Inspection Branch (HQ) within three days from the date of Inspection.

Link for submitting Mandatory Inspection Report:-

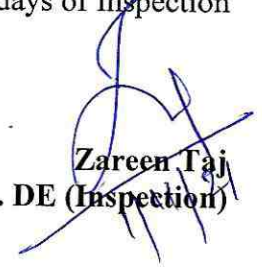
DeIE/ Branch login → School Plant → Inspection → Inspection Entry / Report 2021-22 → Mandatory School Inspection.

The Inspecting Officer may visit the School with a team of Officers (Principal/Vice Principal/OSD/SPE/EVGC nodal counsellor/ Account functionary) from their concerned district /zones.

The Heads of Schools are directed to take remedial action on shortcomings pointed out by the Inspecting officers and submit Action Taken Report (Pointwise) through MIS as well as Hard copy of ATR point wise '**in tabular form**' on note sheet with **Comments of DDE Zone and DDE District** alongwith supporting documents in file (with proper paging on the correspondence side) to the Inspection branch within 10 days of Inspection.

Apart from these, the DDE Districts and the DDE Zones are requested to visit schools under their jurisdiction as per norms and submit the report to the Inspection Branch on regular basis. All the officers are also informed that if there is any **Vaccination centres/ Food Distribution centres** running in school then a separate checklist is to be submitted by mail within two days of Inspection to Inspection branch at Email-**ID-inspcell14@gmail.com**.

This issues with the approval of competent Authority.

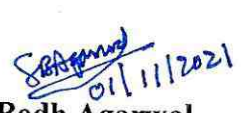

Zareen Taj
Addl. DE (Inspection)

No. DDE/IC/HQ/2020-21/ 426

Dated:- 01/11/2021

Copy to:-

1. PS to Pr. Secretary of Education, GNCT of Delhi.
2. PS/PA to Director of Education, GNCT of Delhi.
3. Addl. Director of Education (Inspection Branch), GNCT of Delhi.
4. All RDE/DDE-District/DDE-Zones/SPE's/ HOS through MIS.
5. OS (IT) with the request to upload the same on the MIS.
6. Office Copy


Shruti Bodh Agarwal
DDE (Inspection)

Vaccination Centre Checklist

S. No	Particular	Yes/ No
1	Number of sites working at vaccination center	
2	Covid Appropriate Behavior followed at the site like Social Distancing, mask, Sanitizing	
3	Ambulance available	
4	Doctors available at vaccination site in case of emergency	
5	Waste of Dosage	
6	Whether the vaccination sites sanitized on daily basis after the vaccination.	
7	Additional Security Guards to maintain the CAB	
8	Sufficient Drinking water facility / Proper cleanliness of toilets	

Food Distribution Center Checklist

S. No	Particular	Yes/ No
1	Whether the sufficient staff is deployed for the Distribution of Ration on rotation basis	
2	Whether the rooms is clean, where the grains is stored	
3	Whether the Social distancing, Crowd Management and other protocol of Covid -19 is maintained properly	
4	Containers with predetermined capacity in Kilogram (4kg & 1kg) is available or not	
5	Covid Appropriate Behavior followed at the site like Social Distancing, mask, Sanitizing etc.	
6	Whether the sufficient number of Gloves, mask, liquid handwash, soap, sanitizers is available	

Remarks/Comments if any:-

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**Mandatory Inspection Schedule for November 2021 /Covering Schools
working as Vaccination and Food Distribution Center**

Total Schools-126

S. No	Name of the Officer	Designation	School ID	School Name	Shift
1	Sh. Suresh Chand Meena	DDE (Vocational)	1822066	Najafgarh, Jharoda Kalan-GGSSS	General
2			1822177	Najafgarh Stadium-GGSSS	Morning
3	Dr. Surya Kant Prasad	DDE (Award)	1002199	Mayur Vihar, Phase III GGSS	Morning
4			1003028	Laxmi Nagar-SKV	Morning
5	Ms. Razia Begum	DDE (Co-ordination)	1924038	INA Colony- RPVV	General
6			2026005	Jor Bagh-SV	General
7	Dr. Neeraj	DDE (Science Centre3/EVGB)	1104009	Yamuna Vihar, Block C, No.1-SBV	Evening
8			1104027	Yamuna Vihar, Block B, No.2-GGSSS	Morning
9	Ms. Nirupama Abhyankar	DDE (School of Excellence)	1413318	Rohini Sector 16-GGMS	Morning
10			1413319	Rohini Sector 16-GBMS	Evening
11	Ms. Asha Aggarwal	DDE (Sports)	1309167	Vijay Nagar-SKV	General
12			1309264	Qadipur-GBSSS	Evening
13	Sh. Daya Shankar	DDE SOSE	1822249	Najafgarh-GBSSS(Stadium)	Evening
14			1822257	Goela Khurd-GBSSS	General

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01/11/2021

15	Sh. Sudhakar Bhimrao Gaikwad	DDE Science & TV	1106259	Mandoli Extension-GGSSS	Morning
16			1106263	Old Seemapuri, Block GH- GBSS	Evening
17	Sh. Yogesh Pal Singh	DDE PSB	1207008	Shankarcharya Marg. Shaheed Bhai Bal Mukand- SV	General
18	Sh. Sanjeev Kumar Sharma	DDE (Land & Estate)	1208092	Kishan Ganj -RPVV	General
19	Sh. Sanjay Kumar Ambasta	DDE (ASB)	1309130	Azadpur Village- GBSSS	Evening
20	Sh. Rajvir Singh	DDE E-III	1309302	Govt.(Co-ed) Secondary School, Bhalswa Village	General
21	Sh. Rajesh Kumar	DDE (GOC)	1413016	Prashant Vihar- GBSSS	Evening
22	Sh. Dharmender Kumar Pundir	DDE (PFC & VKS)	1105009	New Seelampur, No.2-GBSSS	Evening
23	Sh. Yogesh Jain	ADE (District West-A)	1514008	Janakpuri, Block B, No.2-SBV (Shaheed Capt. Anuj Nayyar)	General
24	Ms. Nirmala Rani	ADE(Sports)	1002003	Kalyanvas- SBV (Raj Bihari Bose)	Evening

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01/11/2021

DDE Districts

25	Ms. Neelam Yadav	DDE North East-I (Z-4)	1104153	Khajoori Khas-GGSSS	Morning
26			1104336	Sonia Vihar-GBSSS	Evening
27	Mr. Tapeswar	DDE NW-B-I (Z-11,12)	1411124	Sharda Niketan-SV	General
28			1412001	Sultanpuri, Block-C, Sarvodaya Sr. Sec. Vidyalaya	Morning
29	Ms. Savita Drall	DDE NW-B-II (Z-13)	1413070	Rohini, Sector 16, Pocket A-SKV	Morning
30			1413074	Rohini, Sector 7-SV	General
31	Dr. Yadaiah Marka	DDE W-B (Z-17,18)	1618059	Bindapur-GBSSS	Evening
32			1618060	Bindapur-GGSSS	Morning
33	Dr. Mukesh Chand	DDE SW-A (Z-19,20)	1719105	Moti Bagh-II, Nanakpura-(Co-ed)SV	General
34			1923046	Malviya Nagar-SKV	Morning
35	Ms. Bimla Kumari	DDE SW-B-II (Z-22)	1822031	Khera Dabar-G(Co-ed)SSS	General
36			1822033	Kazipur-G(Co-ed)SSS	General
37	Dr. Sanjay Chaturvedi	DDE (SE) (Z-25,29)	1925029	Kalkaji, No.1-SKV (Veer Savarkar)	General
38			1925007	Tuglakabad Extn. - SBV (Sardar Vallabhbhai Patel)	Evening

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01/11/2021

DDE ZONEs

39	Dr. Davindra	DDE Zone 1	1001018	Bhola Nath Nagar, No.1-SKV	Evening
40			1002182	Mayur Vihar, Phase I, Chilla Gaon-G(Co-ed)SSS	General
41	Sh. Satish Kumar Sharma	DDE Zone 2	1002024	Trilokpuri, Block 27-SKV	Morning
42			1002006	Mayur Vihar, Phase I, Pkt. II-SBV (Prem Chand)	Evening
43	Dr. Prem Kumar Tyagi	DDE Zone 3	1002400	khichripur School of Excellence	General
44			1003003	Jheel Khurenja, No.1-SBV	Evening
45	Mr. S.K Sharma	DDE Zone 4	1104022	Khajoori Khas-SKV	Morning
46			1104026	Dayalpur-GGSSS	Morning
47	Sh. Rajeev Kumar	DDE Zone 5	1105002	Gautam Puri-SBV	Evening
48			1105003	Brahmpuri-SBV	Evening
49	Smt. Meena Kumari	DDE Zone 6	1106007	Shahdara, Mansarovar Park, No.2-GBSSS	Evening
50			1106009	Seemapuri-GBSSS	Evening
51	Smt. Kamal Jeet Kaur	DDE Zone 7	1207013	Roop Nagar,RSV NO-4	General
52			1207033	Sabzi Mandi, Kedar Building, Amar Shaheed Matadeen Lodha-SKV	General
53	Ms Sudha Singh	DDE Zone 8	1208029	Idgah Road-GGSS	General
54			1208091	Naya Bazar,Sushila Mohan Marg-(Co-ed)Sec. School	General
55	Mr. Bhagwati Swarup Aggarwal	DDE Zone 09	1309025	Dhakka-SKV	Morning
56			1309028	Rana Partap Bagh-SKV	Morning

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01/11/2021

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57	Mrs. Balesh Kumari Vijayrun	DDE Zone 10	1310031	Alipur-SKV	Morning
58			1310032	Prahalad Pur-SKV	General
59	Ms. Reeta Gupta	DDE Zone11	1411002	Shakurpur, No.1-SBV	General
60			1411005	Kailash Enclave-SV	General
61	Ms. Sunita Shokeen	DDE Zone12	1412254	Mubarkpur Dabas, No.2-GBSSS	Evening
62			1412258	Nithari Village- GGSSS	Morning
63	Ms. Raj Kumari	DDE Zone 13	1413076	Rohini, Sector-11-RPVV	General
64			1413077	Begumpur-GBSSS	Evening
65	Dr. Jai Kishan	DDE Zone 14	1515030	Raghubir Nagar, J.J. Colony- GGSSS	Morning
66			1515139	Tagore Garden-GBSSS	General
67	Dr. Rakesh Rahi	DDE Zone 15	1515010	Punjabi Bagh, No.1-GBSSS	General
68			1515017	Raghubir Nagar, J.J. Colony- GBSS	Evening
69	Mr. Rood Mal Meena	DDE Zone 16	1515028	Madipur, No.1-GGSSS	Morning
70			1516142	West Patel Nagar-SKV	General
71	Ms. Renu Bhatia	DDE Zone 17	1617007	New Multan Nagar-SV(Co-ed)	General
72			1617008	Paschim Vihar, B 4-SV(Co-ed)	General
73	Sh. Hans Raj Meena	DDE Zone 18	1618006	Janakpuri Block C No.1 GBSSS	Evening
74			1618016	Vikas Puri, Block-F- G(Co-ed) SSS	General
75	Sh. Rajbir Singh Yadav	DDE Zone 19	1719101	Laxmi Bai Nagar(Co-ed)-SSS	General
76			1719102	Netaji Nagar(Co-ed)-SV	General
77	Mr. Sushil Kumar	DDE Zone 20	1720121	Inder Puri, Shahid Captain Amit Verma Govt, Sarvodaya (Co-ed) Vidyalaya	General
78			1720181	Vasant Kunj, D-Block- Sarvodaya(Co-ed)Sr. Sec. School	General

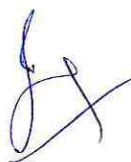
01/11/2021

79	Ms. Alka Sehrawat	DDEZone21	1821027	Raj Nagar-I SKV	General
80			1821028	Vijay Enclave-SBV	Evening
81	Sh. Anant Ram	DDE Zone 22	1822009	Najafgarh, No.2-GBSSS	Evening
82	Meena		1822010	Ghumanhera-GBSSS	General
83	Dr. Ashok Kumar	DDE Zone 23	1923004	Mehrauli Qutub, Sarvodaya Bal Sr. Sec. Vidaylaya	General
84	Tyagi		1923008	Dr. Ambedkar Nagar, Sector IV, No.1-GBSSS	Evening
85	Mr. Ganesh Prasad	DDE Zone 24	1923018	Deoli-GBSSS	Evening
86			1923020	Khanpur, No.1-GBSSS	General
87	Dr. Akhilesh Kumar	DDE Zone 25	1924033	Andrews Ganj-SKV	General
88	Bhatta		1924037	Jungpura-SKV (Kamla Nehru)	Morning
89	Mr. Virender singh	DDE Zone 26	1003265	Old Seelampur -SBV	Evening
90			1105014	New Seelampur, Marginal Band-GBSS	Evening
91	Dr. Rajeshwari Kapri	DDE Zone 27	1002005	West Vinod Nagar-SBV	Evening
92			1002185	Vasundhra Enclave-GGSSS	Morning
93	Mr. Bharat Bhusan	DDE Zone 28	1413284	Rohini Sector-16, pocket -A GBSSS	Evening
94	Gupta		1413342	SOE Rohini Sector 23	General
95	Dr. Shamshad Ali	DDE Zone 29	1925056	Tuglakabad Extn. - SBV	Morning
96			1925057	Molar Band, No.2 - GBSSS	Evening
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97	Ms. Sangeeta	DEO Zone 28	1618005	Janakpuri, Block C, No.2-SBV	Evening
98	Deshwal		1618020	Kakrola-GGSSS	Morning

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01/11/2021

SPE ZONEs

99	Mrs. Neelam	SPE Zone-1	1002010	Trilokpuri, Block 20-SBV	Evening
100			1002012	Khichripur-GBSSS	Evening
101	Mr. Suresh Chand	SPE Zone-4	1104406	Loni Road, East Gokul Pur, Govt. Boys Sr. Sec. School	Evening
102			1105001	Shahadara, G.T. Road-SBV (Gandhi Memorial)	Evening
103	Mrs. Sunil Devi	SPE Zone -7	1309259	Jahangirpuri, Block K-GBSSS	Evening
104			1309260	Jahangirpuri, Block K-GGSSS	Morning
105	Ms. Kamlesh Chandra	SPE Zone-8	1106011	New Seemapuri-GBSSS	Evening
106			1106012	Dilshad Garden, Block J&K-GBSSS	Evening
107	Ms. Kamlesh Kumari Sirohi	SPE Zone-9	1309261	Bhalswa Dairy, No-1, GGSS	Morning
108			1309262	Libaspur-GBSSS	Evening
109	Smt. Kamini Rawat	SPE Zone -11	1411030	Shakurpur, No.2-SKV	General
110			1411031	Bharat Nagar-SKV	Morning
111	Mrs. Kiran Sharma	SPE Zone -14	1617003	Paschim Vihar A2- SV(Co-ed)	General
112			1515004	East Punjabi Bagh-SV	General
113	Smt. Bhupinder Ahlawat	SPE Zone -16	1413067	Prashant Vihar-SKV	General
114			1413069	Rohini, Avantika, Sector 1-GGSSS	Morning
115	Smt. Bharpai Sehrawat	SPE Zone -17	1617223	Govt. Sarvodaya Bal Vidyalaya, Nihal Vihar, Nangloi	General
116			1617227	Ranhaul-SBV	Evening
117	Ms. Indira Rikhi	SPE Zone -20	1720024	Vasant Vihar, SV	General
118			1720030	Rajokari-SKV	General



Chauhan
01/11/2021

119	Ms. Roshni Gulati	SPE Zone -21	1821285	Dwarka Sec-19 RPVV	General
120			1821286	Dwarka Sec-5- RPVV	General
121	Mrs. Amita Grover	SPE Zone -22	1822004	Mundela Kalan-Govt.(Co-ed)SSS	General
122			1822005	Pandwala Kalan-SV	General
123	Smt. Sriparna Sinha	SPE Zone -23	1923010	Malviya Nagar-GBSSS	General
124			1923013	Begumpur-GBSSS	Evening
125	Dr. Leena Vyas	SPE Physical Education Branch	1207012	Timar Pur-SBV	General
126			1207034	Timar Pur-SKV	General

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