

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/ 497-02

Dated 09/02/2022

CIRCULAR

**MANDATORY SCHOOL INSPECTION FOR THE MONTH OF FEBRUARY 2022**

The Officers of Directorate of Education as per list enclosed are directed to conduct Mandatory Inspection of Govt. Schools, during the month of February, 2022.

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:-**

DeLE/ 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.

All the inspecting officers are requested to verify the points mentioned in the checklist of the circular issued by the School Branch dated 05/02/2022 regarding Implementation of Standard Operating Procedure (SOP) for re-opening of schools. (Attached as Annexure) and send the same through email to the Inspection Branch on the Email ID [inspcell14@gmail.com](mailto:inspcell14@gmail.com)

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.

This issues with the approval of competent Authority.

  
Zareen Faj  
Addl. DE (Inspection)

No. DDE/IC/HQ/2020-21/ 497-02

Dated:- 09/02/2022

**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)

**Checklist Regarding Implementation of Standard Operating Procedure (SOP) for  
Re-opening of Schools / Institutes**

Sl. No.	Points to be checked	(Yes / No)
1.	Whether thorough sanitization of the school / institute premises is done?	
2.	Whether key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc. are available in adequate quantity in school / institute?	
3.	Whether all the teaching & non-teaching staff as well as all support staff of the school / institute is vaccinated? (If no, please give reasons)	
4.	Whether SMC / PTA Meeting regarding the readiness for re-opening of the school / institute for students was conducted?	
5.	Whether a Time Table for students attending the school after re-opening has been planned?	
6.	Whether the timings of School / Institute and Lunch break for students has been staggered as per SOPs?	
7.	Whether students are made aware regarding not sharing lunch, books, copies and stationery items?	
8.	Whether Students, teachers and other employees living in the containment zone have been directed not to attend the school / institute?	
9.	Whether the area or part of the school / institute building being used for vaccination site / ration distribution is properly separated/ demarcated from the area/part of the school building that will be used for Academic Activities and separate Entry/Exit for this purpose have been made?	
10.	Whether necessary directions regarding Counseling / Guidance Program have been provided to the teachers as given in the SOPs?	
11.	Whether all preparatory steps regarding Health & Safety Guidelines as given in SOPs have been taken?	
12.	Whether the Parental Consent Form as per Annexure - 2 has been obtained from all students who will attend the school / institute after re-opening?	
13.	Whether a Quarantine Room has been earmarked in the school / institute?	
14.	Whether guidelines related to Face Masks / Physical Distancing / Campus Guest Visit have been provided to all concerned as per the SOPs?	
15.	Whether measures regarding awareness about COVID-19 have been undertaken to ensure <b>COVID Appropriate Behavior (CAB)</b> like physical distancing and mask guidelines etc.?	

**Mandatory Inspection Schedule for February 2022**

**Total Schools-102**

S. No	Name of the Officer	Designation	School ID	School Name	Shift
1.	Mr. Suresh Chand Meena	DDE (Vocational)	1310407	Holambi Kalan, Metro Vihar, C-Block- G(Co-ed)SSS	General
2.			1310415	Bawana J. J. Colony No.2 GBSSS	Evening
3.	Dr. Surya Kant Prasad	DDE (Award)	1002031	Patparganj-SKV	Morning
4.			1002032	West Vinod Nagar-SKV	Morning
5.	Mr. Ashok Kumar	DDE (LW)	1925016	Kalkaji, DDA Flats, Phase II-GBSSS	Evening
6.	Sh. Mohinder Pal	DDE (SS)	1003260	Lalita Park-GGSSS	Morning
7.			1003261	Gandhi Nagar-RPVV	General
8.	Ms. Razia Begum	DDE (Co-ordination)	1923065	Dr. Ambedkar Nagar, Sector IV, No.3-GBSSS	Evening
9.			1923066	Dr. Ambedkar Nagar, Sector V, No.3-GBSSS	Evening
10.	Dr. Neeraj	DDE Science Centre-3	1106024	East of Loni Road, DDA Flats-SKV	Morning
11.			1106118	East of Loni Road, DDA Flats-GBSSS	Evening
12.	Mr. Sanjay Subhas Kumar	DDE (Exam)	1412253	Mubarakpur Dabas, No-2,GGSSS-1412253	Morning
13.			1310429	Holambi Kalan, B-Block GBSSS	Evening
14.	Ms. Nirupama Abhyankar	DDE (School of Excellence)	1925430	Kalkaji School of Excellence	General
15.	Mr. Daya Shankar	DDE (SOSE)	1001194	West Azad Nagar-G(co-ed)SS	General
16.			1001208	Anand Vihar - SBV	Evening

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17.	Mr. Sudhakar Bhimrao Gaikwad	DDE Science & TV	1105239	New Jafrabad- GGSSS	Morning
18.			1105248	Gautam Puri- RPVV	General
19.	Dr. Jai Kishan	DDE PGMS & HQ	1925399	Molar Band, No.3- GBSSS	Evening
20.			1925400	Molar Band, No.4- GGSSS	Morning
21.	Ms. Kanchan Jain	DDE School	1105229	Brahmpuri, GGSSS Block-X	Morning
22.			1105241	Brahmpuri, GBSSS, X-BLOCK	Evening
23.	Ms. Anita Vats	DDE School Branch	1925249	Tughlakabad Extn.- GBSSS No.3	Evening
24.			1925250	Tughlakabad Extn.- GGSSS No.2	Morning

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**DDE Districts**

25.	Dr. Mohammad Javed Qamar	DDE EAST (Z-1-3)	1003036	Krishna Nagar-SKV	Morning
26.			1001106	Kiran Vihar-SKV	Morning
27.	Ms. Neelam Yadav	DDE North East-I (Z-4)	1104029	Vijay Park-GGSSS	Morning
28.			1104142	Karawal Nagar-GGSSS	Morning
29.	Mr. Anil Kumar	DDE North EAST-II (Z- 5,6)	1105110	Shahadara, G.T. Road-SKV (Mani Ben Patel Bharti Mahila)	Morning
30.			1105007	Babarpur-GBSSS	Evening
31.	Mr. Rajveer Singh	DDE NORTH (Z-7,8)	1923016	Dr. Ambedkar Nagar, Sector V, No.1-GBSS	Evening
32.			1923017	Dr. Ambedkar Nagar, Sector-1, Tigri- GBSSS	Evening
33.	Ms. Renu	DDE NW-A (Z-9,10)	1310430	Narela, Sect. A-6, Pkt-2 -SBV	General
34.			1310431	Shahbad Daulatpur- GBSSS	Evening
35.	Mr. Tapeswar	DDE NW-B-I (Z-11,12)	1412092	Nithari Village- SBV	Evening
36.			1412093	Nithari-SKV	Morning
37.	Ms. Savita Drall	DDE NW-B-II (Z-13)	1413316	ROHINI, SEC-24- GGMS	Morning
38.			1413340	Rohini, Sector- 25, Govt. Girls Secondary School	General
39.	Mr. Kailash Chand	DDE W-A (Z-14,15,16)	1925248	Badarpur, No.3-GGSSS	Morning
40.			1925359	Badarpur, Tajpur Pahari - GGSSS	Morning
41.	Dr. Yadaiah Marka	DDE W-B (Z-17,18)	1310034	Badli-SKV	General
42.			1310247	Auchandi-SV	General
43.	Dr. Mukesh Chand	DDE SW-A (Z-19,20)	1925017	Tuglakabad, Railway Colony- SBV	Evening
44.			1925020	Tuglakabad Extn., No.2-GBSSS	Evening
45.	Mr. Satpal Singh	DDE SW-B-I (Z-21)	1412095	Rani Khera-S(Co-ed)V	General
46.			1412131	Nithari-GGSSS	Morning

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47.	Ms. Bimla Kumari	DDE SW-B-II (Z-22)	1925041	Kalkaji, DDA Flats, Phase II- GGSSS	Morning
48.			1925045	Kalkaji, DDA Flats, Phase II- GGSS	Morning
49.	Dr. Harsh Arya	DDE SOUTH (Z-23,24)	1923027	Sangam Vihar-GBSSS	Evening
50.			1923033	Maidan Garhi-G(Co-ed)SS	General
51.	Dr. Sanjay Chaturvedi	DDE (SE) (Z-25,29)	1925058	Tughlakabad, Railway Colony, No.2-GBSSS	Evening
52.			1925060	Chitranjan Park-SKV (Shyama Prasad Mukherjee)	Morning
53.	Mr. Pramod Chander Katiyar	DDE CENTRAL (Z-26,27)	1310458	Tikri Khurd- SBV	Morning
54.			1310460	Bawana, J.J Colony- GGMS	Morning



## DDE ZONEs

55.	Dr. Davindera	DDE Zone -1	1001109	Kiran Vihar-SBV	Evening
56.			1001110	Rajgarh Colony-SBV	General
57.	Sh. Satish Kumar Sharma	DDE Zone -2	1002004	Shakarpur, No.2-SBV (Ishwar Chand)	Evening
58.			1002007	East Vinod Nagar-SBV (Jai Prakash Narayan)	Evening
59.	Dr. Prem Kumar Tyagi	DDE Zone -3	1003035	Gandhi Nagar, No.3-GGSSS	General
60.			1002027	Dallupura-SKV	Morning
61.	Mr. S.K Sharma	DDE Zone -4	1104417	SABHAPUR-GOVT. BOYS S.SEC. SCHOOL	Evening
62.			1002028	East Vinod Nagar-SKV (Ravindra Thakur)	Morning
63.	Sh. Rajeev Kumar	DDE Zone -5	1105025	New Seelampur, No.2-GGSSS	Morning
64.			1105026	Brahampuri-GGSSS	Morning
65.	Smt. Meena Kumari	DDE Zone -6	1105117	New Usmanpur(Gautam Puri)-GGSSS	Morning
66.			1105236	Shastri Park, Buland Masjid, SKV	Morning
67.	Mrs. Balesh Kumari Vijayrun	DDE Zone -10	1310036	Narela, No.1-SKV	General
68.			1310395	Shahabad Dairy-GBSSS	Evening
69.	Ms. Sangeeta Deshwal	DDE Zone -14	1923042	Deoli-SKV (Bachhan Prasad)	Morning
70.			1923052	Sangam Vihar-GGSSS	Morning
71.	Mr. Rood Mal Meena	DDE Zone -16	1925040	Tuglakabad Village-SKV	Morning
72.			1925062	Madanpur Khadar- SKV	Morning
73.	Ms. Renu Bhatia	DDE Zone -17	1925035	Noor Nagar-SKV	Morning
74.			1925037	Molar Band, No. 1- SKV	Morning
75.	Sh. Hans Raj Meena	DDE Zone -18	1925061	Tughlakabad Extn., No.1-SKV (Aruna Asif Ali)	Morning

76.			1925342	HARKESH NAGAR GBSSS	Evening
77.	Sh. Rajbir Singh Yadav	DDE Zone -19	1923064	Mandi Village - SKV	General
78.			1923069	Khanpur, No.2-GBSS	Evening
79.	Mr. Sushil Kumar	DDE Zone -20	1925401	Molar Band, No.1- GGSSS	Morning
80.			1925402	Molar Band, No.2- SBV	Evening
81.	Ms. Alka Sehrawat	DDE Zone -21	1925053	Molar Band, No.2- GGSSS	Morning
82.			1925360	Badarpur, Tajpur Pahari - GBSSS	Evening
83.	Sh. Anant Ram Meena	DDE Zone -22	1925356	Tekhand - GBSSS	Evening
84.			1925431	Madanpur Khadar Extn., Phase-III- Govt. Co-ed Sarvodaya Vidyalaya	General
85.	Dr. Ashok Kumar Tyagi	DDE Zone -23	1923078	Dr. Ambedkar Nagar, Sector V, No.1-GGSS	Morning
86.			1923351	Dr. Ambedkar Nagar, Sector- V(Dashinpuri Extension)-SV	General
87.	Mr. Ganesh Prasad	DDE Zone -24	1923014	Fatehpur Beri- SBV	General
88.			1923023	Dera- GGSSS	General
89.	Dr. Akhilesh Kumar Bhatta	DDE Zone -25	1924027	East of Kailash, No.2-SKV	General
90.			1925012	Kalkaji, Block G-GBSSS	Evening
91.	Mr. Virender singh	DDE Zone -26	1003152	Radhey Shyam Park-SBV	Evening
92.			1003153	Radhey Shyam Park- SKV	Morning
93.	Dr. Rajeshwari Kapri	DDE Zone -27	1002184	Gazipur-SKV	Morning
94.			1002195	Shakarpur, School Block-SBV	Evening
95.	Mr. Bharat Bhusan Gupta	DDE Zone -28	1925339	Madanpur Khadar Extn. J.J.Colony GBSSS	Evening
96.			1925340	Madanpur Khadar Extn. J.J.Colony GGSSS	Morning

97.	Dr. Shamshad Ali	DDE Zone -29	1925046	Tuglakabad, Railway Colony, No.2-GGSSS	Morning
98.			1925048	Tuglakabad Extn.-GGSS	Morning
SPE ZONEs					
99.	Mrs. Neelam	SPE Zone -1	1001196	Vishwas Nagar-SKV	Morning
100.			1001204	Vishwas Nagar-GBSSS	Evening
101.	Mr. Suresh Chand	SPE Zone -4	1105116	Brahmpuri-GGSSS	Morning
102.	Mrs. Amita Grover	SPE Zone -18	1618061	Hastal -SKV	Morning

