

**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/2023-24/Vol-II/ 395 - 400

Dated 29.11.2024

**CIRCULAR**

**MANDATORY SCHOOL INSPECTION FOR THE MONTH OF DECEMBER 2024**

Mandatory Inspection is done to ensure Inspection of all Govt. Schools of Delhi for diagnostic purpose and improvement in the standards of **Teaching, Academics and Administration of the schools**. Mandatory Inspection of schools is scheduled monthly and assigned to the officers of HQ, Districts and Zones who are required to submit the inspection report available online.

Thus, the Officers of the Directorate of Education as per the list enclosed are requested to carryout Mandatory Inspection of Govt. Schools during the month of December 2024.

The Inspecting Officer may visit the School with a team of Officers (Principal/Vice Principal/OSD/SPE/S.O./EVGC nodal counsellor/ Account functionary) from their concerned district /zones. DDE's posted in Headquarters may take OSD's/ Account functionary/S.O. posted in HQ for the Inspection.

Mandatory Inspection Proforma is available on MIS. "Part A to Part I (2)" will display the information submitted by HOS and the Inspecting Officers will have to verify and record their observation on the proforma and submit the online Inspection report on MIS preferably on the same day of Inspection on the link provided below. **The hard copy of the Mandatory Inspection Report duly signed by the Inspecting Team must be submitted to the Inspection Branch (HQ) within three days from the date of Inspection.**

**The Link for submitting the Mandatory Inspection Report can be accessed as below:-**

DeLE/ Branch login → School Plant → Inspection → Inspection Entry / Report 2024-25  
→ Mandatory School Inspection.

**The HoS are directed to coordinate with the Inspecting Officer allocated as per the schedule and ensure that the Inspection be conducted in the allotted month.** The Heads of Schools are directed to take remedial action on the shortcomings pointed out by the Inspecting officers and submit Action Taken Report (Pointwise) to Concerned DDE Zone and concerned DDE District along with supporting documents (with proper paging on the correspondence side) to the Inspection branch within 10 days of Inspection.

- Inspecting Officer check the progress of Mission Mathematics during the scheduled inspection.
- Inspection Officer should crosscheck previous year ATR submitted by the HoS and take strict action against the repeated deficiencies.
- To verify the ATR Submitted by the HoS with all supporting documents, ATR link is provided to concern DDE Zones and the same is to be forwarded to the Inspection Branch after verification.
- Action Taken Report Submitted by HoS must be verified/comments by DDE Zone and countersigned by DDE District (All the details should be mentioned on note sheet).

**\*\*Note:- All the Inspecting Officers of the Directorate are requested to fill Mandatory Inspection Proforma only, available on MIS for this schedule.**

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.

*Renu*  
29/11/24  
(Renu)  
(Inspection)

No. DDE/IC/HQ/2023-24/Vol-II/ 395-400

Dated:-

29.11.2024

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

*Dr. Davindera*  
29.11.24

(Dr. Davindera)  
OSD (Inspection)

# Mandatory Inspection Schedule for December 2024

Total Schools- 54

DDE Districts					
1.	Ms. Neelam Yadav	DDE North (Z- 7,8)	1309008	Guru Teg Bahadur Nagar-GBSSS	Evening
2.			1309128	Azadpur Colony-GBSSS	Evening
3.	Dr. Akhilesh Kumar Bhatta	DDE NW-A (Z-9,10)	1309270	Sarvodaya (Co-ed) Vidyalaya - Mukhmail Pur	General
4.			1309310	Govt. Boys Sr. SEc. School, Bhalswa Village	Evening
5.			1310460	Bawana, J.J Colony- GGSS	Morning
6.	Dr. Balesh Kumari Vijayarun	DDE NW-B I (Z-11,12)	1412133	Mubarikpur Dabas-GGSSS	Morning
7.			1412091	Mubarkpur Dabas, No.1-GBSSS	Evening
8.			1412084	Pooth Kalan, Rohini Extn., Sector 20-SKV	Morning
9.	Dr. Rakesh Rahi	DDE NW B-II (Zone-13)	1413006	Rohini, Sector 2 - G(Co-ed) Sarvodaya Vidyalaya	General
10.			1413011	Rohini, Avantika, Sector 1, No.1-GBSSS	Evening
11.	Dr. Sudha Singh	DDE W-B (Z-17,18)	1310009	Badli-GBSSS	General
12.			1310034	Badli-SKV	General
13.	Sh. Suresh Chand Meena	DDE South East (Z-25,29)	1925440	Molar Band, No. 2- SKV-1925440 (Nursary to XII)	Morning
14.			1925442	Jaitpur Extension Part- II, Gaddha Colony- SV(Middle)	General
15.			1925448	Madanpur Khadar, No. 1- GBSSS	Evening


*[Signature]*  
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### DDE ZONES

16.			1003030	Rani Garden-Sarvodaya Kanya Vidyalaya	Morning
17.	Sh. Rajpal Singh	DDE Zone- 3	1003033	Kailash Nagar-GGSSS	Morning
18.			1003035	Gandhi Nagar, SKV	General
19.	Sh. Chand Babu	DDE Zone -5	1309127	Azadpur Colony-GGSSS	Morning
20.			1309034	Adarsh Nagar-GGSSS	Morning
21.	Dr. Gokulanand Deolal	DDE Zone -6	1207011	Govt. Sarvodaya Vidyalaya No.3, Shakti Nagar	General
22.			1310014	Alipur-GBSSS	General
23.	Sh. Arvind Marotrao Bhile	DDE Zone -8	1310170	Narela, No.2-SKV	General
24.			1310472	Holambi Khurd- G(Co-ed)SSS	General
25.			1310473	Sarvodaya (Co-ed) Vidyalaya Village Libaspur	General
26.			1309273	Shalamar Village-GBSSS	Evening
27.	Ms. Sonia Bhatia	DDE Zone -9	1309271	Kalyan Vihar-SV	General
28.			1309302	Govt.(Co-ed) Secondary School, Bhalswa Village	General
29.			1412290	Rohini, Sec-22- Govt. Co-ed Sarvodaya Vidyalaya	Evening
30.			1310399	Holambi Kalan, Metro Vihar,A-Blk G(Co-Ed)Sss	General
31.	Sh. Vinod Kumar Sharma	DDE Zone -10	1310033	Dariyapur Kalan-SKV (Updesh Kaur)	General
32.			1310470	Bhorgarh- GGSSS	Morning
33.			1310476	Govt. Co-ed Senior Secondary School, Pocket- C2, Sector-27, Rohini, Delhi	General
34.			1310411	Shahbad Daulatpur- GGSSS	Morning
35.	Sh. Anil Kumar Sharma	DDE Zone -11	1310431	Shahbad Daulatpur- GBSSS	Evening
36.			1411032	Rampura- Govt. Co-ed Sarvodaya Vidyalaya	General

*[Signature]*  
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37.	Mr. Ved Prakash Singh	DDE Zone -12	1412248	Pooth Kalan, Rohini Extn., Sector 20-SBV	Evening
38.			1412259	Nithari Village- GBSSS	Evening
39.			1412288	Sultanpuri, P-Block - GBSSS	Evening
40.			1412289	Rohini, Phase-III, Sec-21- Govt. Co-ed Sarvodaya Vidyalaya	General
41.	Sh. Arvind Kumar	DDE Zone -13	1413340	Rohini, Sector- 25, GGSSS	General
42.			1413341	Rohini, Sector 11- GBSSS	Evening
43.			1413266	Sawada(Ghevra) Colony, A-Block-SKV	General
44.			1413004	Rohini, Sector 6-SV	General
45.	Ms. Sunita Dua	DDE Zone -14	1412001	Sultanpuri, Block-C, Sarvodaya Sr. Sec. Vidyalaya	Morning
46.			1412090	Mangolpuri, Block P- SBV	Evening
47.	Ms. Sarita Sharma	DDE Zone -16	1310468	Prahaladpur- S(Co-ed)V	General
48.			1412095	Rani Khera-S(Co-ed)V	General
49.	Ms Harpreet Kaur	DDE Zone -17	1412130	Mongolpuri, Block D GBSSS	General
50.	Ms. Ritu Puri	DDE Zone -22	1822305	Govt. Co-ed Sarvodaya School, Jharoda Kalan, New Delhi (English Medium School)	General
51.	Mr. Shashi Kant Singh	DDE Zone -24	1720026	VASANT KUNJ- GGSSS	Morning
52.	Sh. Chitender Singh Verma	DDE Zone -25	1925431	Madanpur Khadar Extn., Phase-III-SKV	Morning
53.			1925401	Molar Band, No.1- GGSSS	Morning
54.	Ms. Ravinder Kaur	DDE Zone -26	1822249	Najafgarh-GBSSS(Stadium)	Evening

  
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