

**Government of National Capital Territory of Delhi**  
**Directorate of Education: Nursery Primary Branch**  
**Old Secretariat, Delhi- 110054**  
**(E-mail ID: edu.primarybranch@gmail.com)**

**No. DE/64/Nur.Pry.Br./PLDP/2023/500**

**Date: 28/08/23**

**CIRCULAR**

**Subject: Organising a State Level Handwriting & Dictation Competition both in Hindi & English Language for the students of Primary Classes (Classes III to V) of Sarvodaya Vidyalayas.**

Nursery Primary Branch, DoE continuously endeavours to achieve the target of high degree of proficiency in mathematical, reasoning and language skills by the students of primary classes with a continuous series of State Level initiatives like Chess League, TLM Exhibition-cum-Competition etc.

These kinds of initiatives not only help to boost the confidence of the students to showcase their talent on a larger Platform but also recognise the efforts put in by the Assistant teachers in the primary sections thus resulting in higher engagement in the classes.

In continuation of these initiatives, it has now been decided to organise the 'State Level Handwriting & Dictation Competition' for the students of Primary Classes (Classes III to V) both in Hindi and English language enrolled in the Sarvodaya Vidyalayas under DoE. Participating in a writing & dictation Competition offers several benefits, like:

- Improves listening skills
- Enhances spelling and vocabulary
- Boosts memory and focus
- Improves language proficiency
- Increases writing speed
- Confidence building
- Competitive spirit

**The schedule of the competition at different level is as follows:**

Sr. No.	Level	Organiser	Schedule	No. of best entries to be sent on next level
1	Intra class	Schools Concerned	14 <sup>th</sup> to 16 <sup>th</sup> September, 2023	2 best entries from each class (III to V) will be shared for Zonal Level Competition both in Hindi & English separately.
2	Inter Class			





Date -			Name of the Zone -				
S. No.	Name of student (ID)	Class & Sec	Language	Name of the School	School ID	Name of the HoS	Contact No.

### 3. DDE (District)

All the DDEs (District) will organise the event at the district level with the help of District Synergizers concerned as per scheduled given at Sr. No. 4. After the district level competition, details of 20% best entries in both the language i.e., Hindi & English in both competitions separately must be shared with the Nursery Primary Branch latest by 5<sup>th</sup> November, 2023 in the format as follows:

Details of Best entries selected at District level Dictation Competition							
Date -			Name of the District -				
S. No.	Name of student (ID)	Class & Sec	Language	Name of the School	School ID	Name of the HoS	Contact No.
Details of Best entries selected at District level Handwriting Competition							
Date -			Name of the District -				
S. No.	Name of student (ID)	Class & Sec	Language	Name of the School	School ID	Name of the HoS	Contact No.

Exact dates for the state level competition will be declared later on.

### General Guidelines for the Dictation Competition to be held at different level:

- Dictation shall not be for more than 50 words.
- Any grade appropriate textbook available in the classroom of primary classes may be used for dictation purpose.
- The pronouncer should speak loudly & clearly without distorting the pronunciation. Each organiser should select the pronouncer carefully.
- Words/Sentences shall not be pronounced more than three times at each stage. Directions regarding the same must be given to all the participants prior to the competition.

- Each organiser may constitute a committee for the judgement process.

**General Guidelines for the Handwriting Competition to be held at different level:**

- A paragraph from the grade appropriate textbook may be used for handwriting competition.
- The paragraph could be shown through K-YAN/ Projector or through any other means available in the school.
- Paragraph must not contain more than 10 lines/100 words in each Hindi & English.
- Paragraph must be visible to all clearly and adequate time should be provided to the students for writing.
- The name & student ID should be written on the reverse side of the papers.

Judgement once declared will be final and binding on all the stakeholders at each stage. The inclusion of language teachers must be ensured by each stakeholder i.e. HoSs, DDEs (Zone) & DDEs (District) while constituting judgement committee.

The refreshment to the participants and escorting teachers is to be provided by the school concerned itself as per the existing norms during the Zonal & District Level Competition. However, during State Level Competition the same will be provided by the Care Taking Branch, HQ.

This issues with the approval of the Competent Authority.

**All Heads of Government Schools through DEL-E.**

*[Handwritten signature: Dr. Kanchan Jain]*  
*[Handwritten date: 28-08-23]*

**Dr. Kanchan Jain**

**DDE (Nursery Primary Branch)**

**No. DE/64/Nur.Pry.Br./PLDP/2023/500**

**Date: 28/08/23**

**Copy to:**

1. PA to Director, Education
2. PA to Addl. Director (School)
3. DDE (CTB) through MIS
4. All DDEs (District) & DDEs (Zone) through MIS
5. OS (IT) for uploading on MIS
6. Guard File

*[Handwritten signature: Kavita Rana]*  
*[Handwritten date: 28/8/23]*

**Kavita Rana**

**OSD (Nursery Primary Branch)**