

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION (IEDSS & IE-SSA),  
(ADMINISTRATIVE CELL), DIRECTORATE OF EDUCATION, GNCT OF DELHI  
AMRITA SHERGIL SCHOOL BLDG, LAJPAT NAGAR-IV,  
NEW DELHI-110024, Phone No.26460828**

No. F. 143/DDE (IEDSS)/Admn.Cell/2016/ 1015-1021

Dated: 26.07.2016

**ORDER**

In continuation of order No. F.DDE/Admn.Cell/2015/907-915 dated 01.01.2016 regarding duties and responsibilities of Special Education Teachers (Regular & Guest), all the Special Education Teachers (Regular & Guest) posted in Govt. Schools of Directorate of Education as well as those posted as District Coordinators (IEDSS) are hereby directed to submit their monthly Work Report as per the following instructions:

1. All Special Education Teachers (SETs) to submit their monthly work report to concerned District Coordinator (IEDSS) by 2<sup>nd</sup> of each month through their respective HOS. The format of this work report is attached herewith at **Annexure-I**.
2. All District Coordinators (IEDSS) to prepare a brief work report of all SETs of their District and submit the same to the DDE (IEDSS) by 10<sup>th</sup> of every month through their respective DDE (District). Suggested contents for the same may include these- the progress on the Annual Action Plan of SETs, preparation & implementation of IEPs, periods taken by SETs, interaction with Children with Special Needs (CWSN) and their parents, activities undertaken for sensitization and creating awareness about CWSN. Any other relevant / significant information need also to be included in this report.

This issues with the prior approval of the Competent Authority.

  
26.7.2016

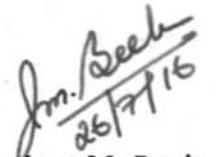
**Dr. Mukesh Chand  
DDE (IEDSS) offg**

Dated:26.07.2016

No.F.DDE/Admn.Cell/2016/ 1015 - 1021

**Copy to:-**

1. PS to Secretary (Education), GNCT of Delhi.
2. PS to Director (Education), GNCT Delhi
3. PA to Spl. DE (IEDSS)/SMD (RMSA), Directorate of Education, GNCT Delhi
4. All HOS of Govt. & Govt. Aided Schools of DoE.
5. District Coordinator (IEDSS), Directorate of Education.
- ✓ 6. OS (IT) for uplinking.
7. Guard file.

  
26/7/16  
**Jess M. Beck  
OS (IEDSS)**

**ANNEXURE-I**

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION (IEDSS & IE-SSA),  
(ADMINISTRATIVE CELL), DIRECTORATE OF EDUCATION, GNCT OF DELHI  
AMRITA SHERGIL SCHOOL BLDG,  
LAJPAT NAGAR-IV, NEW DELHI-110024**

**FORMAT OF WORK REPORT OF SPECIAL EDUCATION TEACHER (SET)**

1. Name of School with ID:
2. Name & Emp ID of SET:
3. Nature of appointment (Regular/Guest/Any other):
4. Specialization of SET & CRR No. (RCI):
5. No. of CWSN:
6. Disability wise CWSN:
7. Number of Periods (Special Education) taken in different classes having CWSN:

Primary	Middle	Secondary	Sr. Secondary	Total

8. Number of Periods taken (in periods of Misc. subjects like games, yoga, library etc.) in one to one mode with CWSN for teaching plus curriculum / expanded core curriculum in Resource Room:

Primary	Middle	Secondary	Sr. Secondary	Total

9. Action Plan prepared and executed, explain briefly:
10. Preparation and Implementation of IEPs, Explain with respect to achievement of goals:
11. Interaction with parents and other family members:

Frequency	Duration	purpose for interaction

12. Sensitization & awareness about CWSN talks given- class/Assembly/ any other :

No. of Talks	Topics	Class & Sections covered

13. Display materials put up, give Details:
14. Challenges faced & possible solutions:
15. Any other activities undertaken / contributions made for learning of CWSN:
16. Remarks:

(Signature of SET)

*Ajay Singh*  
26/7/16

(Signature of HOS with stamp)

*San. Bask*  
26/7/16