

**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/ **318-23**

Dated **12/07/2021**

CIRCULAR

MANDATORY SCHOOL INSPECTION FOR THE MONTH OF JULY 2021

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

Mandatory Inspection Performa 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.

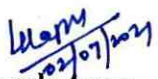
Link for submitting Mandatory Inspection Report:-

DeIE/ Branch login → **School Plant** → **Inspection** → **Inspection Entry / Report 2020-21** **Mandatory School Inspection.** →

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 (on the correspondence side) to the Inspection branch within 10 days of Inspection.

Apart from these, the DDE District 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 a separate checklist for **Vaccination centres/ Food Distribution centre** is to be submitted by mail within two days of Inspection to Inspection branch at E mail **ID-inspcell14@gmail.com**.

This issues with the approval of competent Authority.


Dr. Harsh Arya
DDE (Inspection)

No. DDE/IC/HQ/2020-21/ **322**

Dated:- **12/07/2021**

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


Dhanveer Singh
OSD (Inspection)

Inspection Branch (HQ)
E-Mail ID: inspcell14@gmail.com

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 JULY 2021/ Covering Schools working as
Vaccination and Food Distribution Center**

Total Schools-99

Officers of the DOE					
S.No.	Name of the Officer	Designation	School ID	School Name	Shift
1.	Dr. Harsh Arya	DDE Inspection /Primary/Nursery	1207022	Mori Gate, No.1-SBV	General
2.	Mr. Anil Kumar	DDE (NIOS)	1207009	Burari-SBV	Evening
3.	Mr. Suresh Chand Meena	DDE (Vocational)	1309022	Dhakka-GBSSS	General
4.	Dr. Surya Kant Prasad	DDE (Award)	2128008	Rani Jhansi Road-SBV	General
5.	Mr. Ashok Kumar	DDE (LW)	1719070	R.K.Puram, Sector-6, Govt. S.(Co-ed) SSS	General
6.	Sh. Mohinder Pal	DDE (PGMS & RTI)	1003025	Chander Nagar-SKV	General
7.	Ms. Rajia Begum	DDE (Co-ordination)	2127002	Jama Masjid, No.1(Urdu Medium)-SBV	General
8.	Dr. Neeraj	DDE (Science)	2127024	Jama Masjid, No.1(Hindi Medium)-SKV	General
9.	Mr. Sanjay Subhas Kumar	DDE (Exam)	1310411	Shahbad Daulatpur-GGSSS	Morning
10.	Sh. U.D. Ojha	DDE (School)	1309279	Jahangirpuri, Plot No.5, A-Block - SKV	General

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11.	Ms. Nirupama Abhyankar	DDE (School of Excellence)	1413010	Rohini, Sector 9-SV (shaheed capt. Sanjeev Dahiya)	General
12.	Ms. Asha Aggarwal	DDE (Sports)	1309255	Jahangirpuri, Block D-GBSSS	Evening

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DDE Districts					
13.	Dr. Mohammad Javed Qamar	DDE EAST (Z-1-3)	1002023	Mandawali-SKV No. 2, Mandawali	Morning
14.			1002180	West Vinod Nagar, Block E-G(Co-ed)SSS, West Vinod Nagar, E Block Delhi-92	General
15.	Ms. Neelam Yadav	DDE North East-I (Z-4)	1105023	GGSS School (Pani Ki Tanki) Gautam Puri	Morning
16.			1104012	Bhajanpura-G(Co-Ed)Sss (Rdjk)	Morning
17.	Mr. Pramod Chander Katiyar	DDE North EAST-II (Z- 5,6)	1005246	Govt. Co-Ed School New Seelampur	Morning
18.			1106122	GGSS, Gh Block, Old Seema Puri (Near Jama Masjid - Mcd Office	Morning
19.	Sh. Shruti Bodh Agarwal	DDE NORTH (Z- 7,8)	1207037	SKV Shakti Nagar No 1	Morning
20.			1208030	GGSSS Deputy Ganj, Sadar Bazar	General
21.	Ms. Renu	DDE NW-A (Z- 9,10)	1309017	Kewal Park-G(Co-Ed)SSS	Evening
22.			1310008	GBSSS, PUTH KHURD, DELHI	Evening
23.	Mr. Tapeswar	DDE NW-B-I (Z- 11,12)	1411003	Govt. Sarvodaya Bal Vidhayalya, Wazirpur	Evening
24.			1412033	Govt. Co-ed. Sr. Sec. School, mangolpur kalan, delhi	General
25.	Ms. Savita Drall	DDE NW-B-II (Z-13)	1413268	GGSSS, Begumpur	Morning
26.			1413022	GBSSS, VPO Ladpur	General

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27.	Mr. Kailash Chand	DDE W-A (Z-14,15,16)	1515029	GGSSS, No.1, Blk-3, Arya Samaj Mandir, Subhash Nagar	General
28.			1515023	PUNJABI BAGH, NO.2-SKV	General
29.	Dr. Yadaiah Marka	DDE W-B (Z-17,18)	1617005	GSKV, Main Najafgarh Road, Ranhola,	Morning
30.			1618058	HASTSAL-GBSSS, NEAR DDA Janta Flats, Hastsal	Evening
31.	Dr. Sanjay Chaturvedi	DDE (SE) (Z-25,29)	1924031	GGSSS, Srinivasपुरi	General
32.			1925038	GBSSS NO.2, Kalkaji	Morning
33.	Dr. Mukesh Chand	DDE SW-A (Z-19,20)	1719104	SV SECTOR 5 R K Puram	General
34.			1720174	Govt. Co-ed. Middle school, Vasant vihar, C-4,	General
35.	Mr. Satpal Singh	DDE SW-B-I (Z-21)	1821024	GGSSS NO-3 Palam Enclave	Morning
36.			1821018	SCSR SKV No-1, Palam Enclave	Morning
37.	Ms. Bimla Kumari	DDE SW-B-II (Z-22)	1822258	GBSSS, DHARAMPURA	Evening
38.			1822003	Surhera-SV, Surhera	General
39.	Mr. Rajveer Singh	DDE SOUTH (Z-23,24)	1923021	GBSSS, Hauz Rani Near Malviya Nagar,	Evening
40.			1923038	SKV Ramanujan, Mehrauli	General
41.	SH. Vikas Kalia	DDE CENTRAL (Z-26,27)	2128031	RPVV Karol Bagh, Link Road, Plot No.1	General

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DDE ZONES					
42.	Mr. Daya Shankar	DDE Zone 1	1002187	New Ashok Nagar-GBSSS	Evening
43.					
44.	Sh. Satish Kumar Sharma	DDE Zone 2	1002360	Khichari Pur Village ,J.J Colony - SKV, Khichari Pur Village ,J.J Colony	Morning
45.			1002193	RSKV NO.2, SHALARPUR	Morning
46.	Dr. Prem Kumar Tyagi	DDE Zone 3	1003034	GGSSS NO.2, Gandhi Nagar,	General
47.			1003007	GBSSS, C-BLOCK Krishna nagar	Morning
48.	Mr. S.K Sharma	DDE Zone 4	1104335	Sonia Vihar-GGSSS	Morning
49.			1104006	Ghonda, No.1-GBSSS	Evening
50.	Sh. Rajeev Kumar	DDE Zone 5	1104014	Mustufabad-GBSS	Evening
51.			1104015	Khajoori Khas-GBSSS	Evening
52.	Smt. Meena Kumari	DDE Zone 6	1104001	Yamuna Vihar, Block B, No.1-SBV	Evening
53.			1104262	Tukhmirpur-GGSSS	Morning
54.	Smt. Kamal Jeet Kaur	DDE Zone 7	1207005	SKV (Mahavir singh), Jagatpur Village	Morning
55.			1207117	Nathupura-GGSS, NEAR SANT NAGAR, Tomer Colony, Nathupura	Morning
56.	Ms Sudha Singh	DDE Zone 8	1208018	Skv Padam Nagar	Morning
57.			1208090	Skv Inderlok	General
58.	Mr. Bhagwati Sawarup Aggarwal	DDE Zone 09	1309008	GBSSS GTB Nagar	Evening
59.			1309003	Govt. Boys sr. Sec school mukherjee nagar bandh	General

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60.	Mrs. Balesh kumar Vijayrun	DDE Zone 10	1310414	Bawana J. J. Colony No.1 GGSSS	General
61.			1310002	Prahalad Pur-SBV	Evening
62.	Ms. Reeta Gupta	DDE Zone 11	1411009	GBSSS No.1 Nimri Colony	Evening
63.			1411035	Sarvodaya Vidhayalya WAZIR PUR VILLAGE	General
64.	Dr. Devender	DDE Zone 12	1412288	GBSSS, Block-P, Sultan Puri,	Evening
65.			1412024	SKV Block-H, Mangolpuri,	Morning
66.	Ms. Raj Kumari	DDE Zone 13	1413071	Govt. Co-ed sr. Sec school f- block sec-15 Rohini	General
67.			1413320	Govt. Co-ed. Sec school, sec- 15 rohini	General
68.	Dr. Jai Kishan	DDE Zone 14	1514005	SBV No.1 Tilak Nagar,	General
69.			1514011	SKV No.1 Chand Nagar,	Morning
70.	Dr. Rakesh Rahi	DDE Zone 15	1515007	SBV No.1 Madipur,	Evening
71.			1515018	GBSSS Rajouri Garden Extn.,	General
72.	Mr. Rood Mal Meena	DDE Zone 16	1516010	Moti Nagar SBV	General
73.			1516025	Kirti Nagar-GGSSS	General
74.	Mrs. Alka Sehrawat	DDE Zone 17	1617018	Mundka Village-GBSSS	Evening
75.			1617029	Bakkarwala-G(Co-ed)SSS	General
76.	Sh. Anil Kumar	DDE Zone 18	1618018	SKV, Block-A, Janakpuri	General
77.			1618017	SKV No.1, C-Block Janakpuri	Morning
78.	SH. Rajbir Singh Yadav	DDE Zone 19	1719010	GBSSS, Moti Bagh-1	General
79.			1719006	Sarojini Nagar, No.4-GBSSS, Sarojini Nagar	General

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80.			1720001	SBV Delhi Cant..	General
81.	Sh. Sudhakar Bhimrao Gaikwad	DDE Zone 20	1720003	GOVERNMENT CO-ED SSS, EAST MEHRAM NAGAR, DELHI CANTT	Morning
82.			1821029	DWARKA, SECTOR- 2 - G(CO-ED)SSS	General
83.	Mr. Sushil Kumar	DDE Zone 21	1821025	VIJAY ENCLAVE-SKV	Morning
84.	Sh. Anant Ram Meena	DDE Zone 22	1822050	Dichaon Kalan-GGSSS, Dichaon Kalan	General
85.			1822063	GBSSS No.-1, Najafgarh	Evening
86.	Dr. Ashok Kumar Tyagi	DDE Zone 23	1923019	SBV SEC.4 Dr. Ambedkar Nagar Near pili building	General
87.			1923060	GGSSS No.3 Dr Ambedkar Nagar Sector 4,	Morning
88.			1923354	GBSSS, AYA NAGAR	General
89.	Mr. Ganesh Prasad	DDE Zone 24	1924044	Jungpura-G(Co-ed)SS	General
90.	Dr. Akhilesh Kumar Bhatta	DDE Zone 25	1925059	Lajpat Nagar, Ring Road-SBV (Shaheed Hemu Kalani)	General
91.			1925015	Badarpur, No.1-GBSSS	Evening
92.			1925003	Chirag Enclave-SBV (Kautilya)	General
93.	Mr. Virender singh	DDE Zone 26	2127030	Bulbuli Khana(Urdu Medium)-Sv (Middle), Kali Masjid, Near Bazar Sita Ram	General
94.			2127023	Ggsss Panama Building Jama Masjid	General
95.	Sh. Hans Raj Meena	DDE Zone 27	2127031	GGSS Lambi Gali	General
96.			1925341	GGSSS Harkesh Nagar	Morning
97.	Mr. Bharat Bhusan Gupta	DDE Zone 28	1925027	GGSSS, Tekhand, Okhla Phase-I,	Morning

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98.	Dr. Shamshad Ali	DDE Zone 29	1923346	Sangam Vihar, J-Block- SKV	Morning
99.			1923357	Sangam Vihar, J-Block - SBV	Evening

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