

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/ 390-395

Dated - 01/10/2021

CIRCULAR

MANDATORY SCHOOL INSPECTION FOR THE MONTH OF OCTOBER 2021

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

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:-

DeE/ 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.

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. All the officers are also informed that if there is any **Vaccination centres/ Food Distribution centres** running in school then a separate checklist is to be submitted by mail within two days of Inspection to Inspection branch at Email-**ID-inspcell14@gmail.com**.

This issues with the approval of competent Authority.

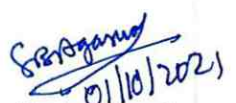

Zareen Taj
Addl. DE (Inspection)

No. DDE/IC/HQ/2020-21/ 394

Dated:- 01/10/2021

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


Shruti Bodh Agarwal
DDE (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 October 2021/ Covering Schools working as
Vaccination and Food Distribution Center**

Total Schools-142

S. No	Name of the Officer	Designation	School ID	School Name	Shift
1	Sh. Shruti Bodh Agarwal	DDE Inspection /Primary/ Nursery/Library	1207114	Nehru Vihar-GBSSS	Morning
2			1207112	Magazine Road-SKV	Morning
3	Mr. Anil Kumar	DDE (NIOS)	1720031	Vasant Kunj B1 -RPVV	General
4			1720173	Vasant Kunj -GBSSS	Evening
5	Mr. Suresh Chand Meena	DDE (Vocational)	1617030	Baprola-GGSSS	General
6			1617211	Baprola Vihar- GGSS	Morning
7	Dr. Surya Kant Prasad	DDE (Award)	1515002	Ashok Nagar-SBV	General
8			1515006	Rajouri Garden Extn.-GBSSS	Evening
9	Mr. Ashok Kumar	DDE (LW)	1924023	Georgi Stoikove Rakovski SKV C- Block Defence Colony	General
10			1924025	Defence Colony Block- A SN SKV	General
11	Sh. Mohinder Pal	DDE (SS)	1207019	Shakti Nagar, No.1-GBSSS	Evening
12			1207027	Kamla Nagar, E-Block, GBSS	General
13	Ms. Razia Begum	DDE (Co-ordination)	2127001	Rouse Avenue SBV	General
14			1719130	R.K Puram Sector-13-G(Co-ed)SV	General
15	Dr. Neeraj	DDE (EVGB)	1105242	Shastri Park, Buland Masjid, CDV	Evening
16			1105247	New Jafrabad- GBSSS	Evening
17	Mr. Sanjay Subhas Kumar	DDE (Exam)	1413019	Rohini, Avantika, Sector 1, No.2- GBSSS	Evening
18			1413336	Rohini, Sec-4- Govt. Co-ed Sarvodaya Vidyalaya	General
19	Ms. Nirupama Abhyankar	DDE (School of Excellence)	1617032	Paschim Vihar, A 6-G(Co-ed)SSS	General
20			1617033	Ambika Vihar-GGSSS	Morning
21	Ms. Asha Aggarwal	DDE (Sports)	1309257	Jahangirpuri, Block E-GBSS	Evening
22			1309026	Model Town, No.1-SKV	Morning

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23	Mr. Daya Shankar	DDE SOSE	1617255	Baprola, Rajiv Ratan Awas-G(Co-ed)SSS	General
24			1618015	Vikas Puri, KG-I/II-GBSSS	General
25	Mr. Sudhakar Bhimrao Gaikwad	DDE Science & TV	1106002	Dilshad Garden, Block C-GBSSS	Evening
26			1106113	Nand Nagri, Block E-SKV	Morning
DDE Districts					
27	Dr. Mohammad Javed Qamar	DDE EAST (Z-1-3)	1002001	Mandawali-SBV (Veer Udham Singh) No. 1	Evening
28			1002002	Patparganj-SBV (Genda Lal Dixit)	Evening
29	Ms. Neelam Yadav	DDE North East-I (Z-4)	1104418	Badarpur Khadar -SV	General
30			1104419	Tukhmirpur, No.2 - GGSSS	Morning
31	Dr. Harsh Arya	DDE North EAST-II (Z- 5,6)	1106022	Nand Nagri, Block B-SKV (Raja Ravi Verma)	Morning
32			1106023	Dilshad Garden, Block J&K-SKV (St. Eknath)	Morning
33	Mr. Pramod Chander Katiyar	DDE NORTH (Z-7,8)	1207041	Roop Nagar, No.3-GGSSS	General
34			1208004	Sarai Rohilla-GBSSS	Evening
35	Ms. Renu	DDE NW-A (Z-9,10)	1309263	Libaspur-GGSSS	Morning
36			1310169	Holambi Kalan,B-Block GGSSS	Morning
37	Mr. Tapeswar	DDE NW-B-I (Z-11,12)	1412132	Nithari-GBSSS	Evening
38			1412133	Mubarikpur Dabas-GGSSS	Morning
39	Ms. Savita Drall	DDE NW-B-II (Z-13)	1413003	Ghevra-SV	General
40			1413013	Rithala-GBSSS	Evening
41	Mr. Kailash Chand	DDE W-A (Z-14,15,16)	1514003	Khyala, J.J. Colony, No.1-GBSSS	Evening
42			1515019	Raghubir Nagar, J.J. Colony-G(Co-ed)SSS	General

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43	Dr. Yadaiah Marka	DDE W-B (Z-17,18)	1617013	Nangloi, Sultanpuri Road-SKV	Morning
44			1618004	Uttam Nagar, No.2-GBSSS	General
45	Dr. Mukesh Chand	DDE SW-A (Z-19,20)	1719073	Moti Bagh I-SKV	General
46			1720034	Ghitorni-GBSSS	General
47	Mr. Satpal Singh	DDE SW-B-I (Z-21)	1821001	Palam Enclave, No.2-SBV	Evening
48			1821015	Palam Village, No.2-SKV	Morning
49	Ms. Bimla Kumari	DDE SW-B-II (Z-22)	1822027	Paprawat-GGSSS	General
50			1822028	Goela Khurd-GGSSSS	General
51	Mr. Rajveer Singh	DDE SOUTH (Z-23,24)	1925032	Green Park Extn.-SKV(Gargi)	General
52			1720026	Vasant Kunj - GGSSS	Morning
53	Dr. Sanjay Chaturvedi	DDE (SE) (Z-25,29)	1925335	Lajpat Nagar Govt.(Co-ed)SSS	General
54			1925031	Tuglakabad, Railway Colony-SKV(Rani Jhansi)	Morning
55	Sh. Vikas Kalia	DDE CENTRAL (Z-26,27)	2127032	Ajmeri Gate, Gali Bansi Koyle Wali(Urdu Medium)-GBMS	General
56			2127034	Kotla Firozshah-G(Co-ed)MS	General

DDE ZONEs

57	Dr. Davindra	DDE Zone -1	1002190	Mandawali , No.3 - SKV	Morning
58			1002352	Mayur Vihar, Phase III, Kondli Gharauli-GGSS	Morning
59	Sh. Satish Kumar Sharma	DDE Zone -2	1002196	Shakarpur, No.1-SKV	Morning
60			1002197	Trilokpuri, Block 27-GBSSS	Evening
61	Dr. Prem Kumar Tyagi	DDE Zone -3	1002368	Mandawali, No.1- SKV	Morning
62			1003002	Rani Garden-SBV	Evening
63	Mr. S.K Sharma	DDE Zone -4	1104017	Joharipur-G(Co-ed)MS	General
64			1104018	Yamuna Vihar, Block C, No.1-SKV	Morning

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65	Sh. Rajeev Kumar	DDE Zone -5	1105011	Shastri Park-GBSSS	Evening
66			1105013	Shahadara, G. T. Road-GBSecondarySchool	Evening
67	Smt. Meena Kumari	DDE Zone -6	1106025	Dilshad Garden, Block C-SKV	Morning
68			1106026	Nand Nagri Extn., F-1, F-2, GGSSS	Morning
69	Smt. Kamal Jeet Kaur	DDE Zone -7	1207255	JAGATPUR - GBSS	Evening
70			1208001	Gulabi Bagh-SBV	Evening
71	Ms Sudha Singh	DDE Zone -8	1208016	Idgah Road-SKV	General
72			1309012	Rana Partap Bagh-GBSSS	Evening
73	Mr. Bhagwati Swarup Aggarwal	DDE Zone -09	1309124	Shalimar Bagh, Block BT-RPVV	General
74			1309127	Azadpur Colony-GGSSS	Morning
75	Mrs. Balesh Kumari Vijayrun	DDE Zone -10	1310025	Shahabad Dairy- GGSSS	Morning
76			1310026	Harewali-G(Co-ed)SSS	General
77	Ms. Reeta Gupta	DDE Zone -11	1310420	Siraspur-GBSSS	Evening
78			1411040	Ashok Vihar, Block D-GGSSS	Morning
79	Ms. Sunita Shokeen	DDE Zone -12	1412259	Nithari Village- GBSSS	Evening
80			1412289	Rohini, Phase-III, Sec-21- Govt. Co-ed Sarvodaya Vidyalaya	General
81	Ms. Raj Kumari	DDE Zone -13	1413009	Nizam Pur-G(Co-Ed)SSS	General
82			1413026	Rithala-SKV	Morning
83	Dr. Jai Kishan	DDE Zone -14	1514004	Khyala, No.2-GBSSS	Evening
84			1514013	Khyala, No.2-SKV	Morning
85	Dr. Rakesh Rahi	DDE Zone -15	1515022	Rajouri Garden Main-SKV	Morning
86			1515025	Tagore Garden, No.2-SKV	General

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87	Mr. Rood Mal Meena	DDE Zone -16	1516017	Saraswati Garden-G(Co-ed)SS	General
88			1516027	Ramesh Nagar-SKV	General
89	Ms. Renu Bhatia	DDE Zone -17	1617006	Hiran Kudna-SV(Co-ed)	General
90			1617012	Tikri Kalan-SKV	General
91	Sh. Anil Kumar	DDE Zone -18	1618001	Matiala-SBV	Evening
92			1618003	Janakpuri, Possangipur B1-SV(Co-ed)	General
93	Sh. Rajbir Singh Yadav	DDE Zone -19	1719029	Sarojini Nagar, No.1-SKV	General
94			1719030	R.K. Puram, Sector 4- GGSSS	General
95	Mr. Sushil Kumar	DDE Zone -20	1720017	Pusa, IARI-SKV	Morning
96			1720018	Delhi Cantt.-SKV	General
97	Ms. Alka Sehrawat	DDE Zone -21	1821003	Palam Village, Raj Nagar Extn., Part 2-GBSSS	Evening
98			1821016	Sagarpur, No.1-SKV	Morning
99	Sh. Anant Ram Meena	DDE Zone -22	1822013	Ujwa-GBSSS	General
100			1822014	Dhansa-GBSSS	General
101	Dr. Ashok Kumar Tyagi	DDE Zone -23	1923050	Dr. Ambedkar Nagar, Sector-V, No.2-GGSSS	Morning
102			1923051	Lado Sarai-GGSS	General
103	Mr. Ganesh Prasad	DDE Zone -24	1923003	Jonapur – Baba Neem Karoli, SKV	Morning
104			1923015	Mehrauli, No.2-GBSSS	Evening
105	Dr. Akhilesh Kumar Bhatta	DDE Zone -25	1925049	Joga Bai-SKV	Morning
106			1925052	Joga Bai-GBSSS	Evening

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107	Mr. Virender singh	DDE Zone -26	1924001	Sriniwaspuri – SBV (Govind Ballabh Pant)	General
108			1924003	Ali Ganj-SV	General
109	Sh. Hans Raj Meena	DDE Zone -27	2127026	Bela Road- GGSSS	Morning
110			2127027	Kalan Mahal –GGSSS	Morning
111	Mr. Bharat Bhusan Gupta	DDE Zone -28	2128006	New Rohtak Road,22-B Dev Nagar-GBSS	General
112			2128032	New Rajinder Nagar-SV (Rana Pratap)	General
113	Dr. Shamshad Ali	DDE Zone -29	1925024	Kalkaji, DDA Flats, Phase II-GBSS	Evening
114			1925039	Kalkaji, No.3-GGSSS	Morning
DEOs					
115	Ms. Sangeeta Deshwal	DEO Zone -28	1618009	Kakrola-SV	General
116			1821279	Dwarka sec-17 GOVT CO-ed Sarvodaya Vidyalaya	General
SPE ZONEs					
117	Mrs. Neelam	SPE Zone -1	1002036	Mayur Vihar, Phase I, Pkt.IV-SKV	Morning
118			1002037	Khichripur-GGSSS	Morning
119	Mr. Suresh Chand	SPE Zone -4	1104028	Mustufabad-GGSS	Morning
120			1105006	Shahadara, G.T. Road-GBSSS	Evening
121	Mrs. Sunil Devi	SPE Zone -7	1105107	New Usmanpur(Gautam Puri)-GBSSS	Evening
122			1106020	Shahdara, Mansarovar Park, No.1-SKV	Morning
123	Ms. Kamlesh Chandra	SPE Zone -8	1309011	Model Town, No.2-GBSSS	Evening
124			1309024	Haider Pur-GGSS	Morning

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125	Ms. Kamlesh Kumari Sirohi	SPE Zone -9	1310166	Narela-GBSSS (Mussadi Lal)	General
126			1310168	Bankner-SBV	General
127	Smt. Kamini Rawat	SPE Zone -11	1412083	Sultanpuri, F-Block, GBSSS	Evening
128			1412084	Pooth Kalan, Rohini Extn., Sector 20- SKV	Morning
129	Mrs. Kiran Malhotra	SPE Zone -14	1514018	Ashok Nagar-GGSSS	General
130			1514022	Hari Nagar, Block-L S(Co-ed)V	General
131	Smt. Bhupinder Ahlawat	SPE Zone -16	1516022	Shadi Khampur-SKV	General
132			1516140	West Patel Nagar-GBSSS	General
133	Smt. Bharpai Sehrawat	SPE Zone -17	1617015	Amalwas, Jawalपुरi-GBSSS	General
134			1617019	Ambika Vihar-GBSS	Evening
135	Ms. Indira Rikhi	SPE Zone -20	1720032	Mahipal Pur- Amar Shaheed Major Sehrawat SKV	Morning
136			1720022	Naraina-SKV	General
137	Mrs. Amita Grover	SPE Zone -22	1822024	Ratwa-G(Co-ed)SSS	General
138			1822025	Jhatikara-G(Co-ed)SSS	General
139	Smt. Sriparna Sinha	SPE Zone -23	1719069	R.K. Puram, Sector-2, No.-1 SV	General
140			1719103	R.K. Puram, Sector-3-GBSSS	General
141	Dr. Leena Vyas	SPE Physical Education Branch	1310408	Narela Sector B-4, SV-1310408	General
142			1310409	Narela, A-10 Pocket-5, RPVV	General

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