

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/ 149 - 54

Dated 03/07/2023

CIRCULAR

MANDATORY SCHOOL INSPECTION FOR THE MONTH OF JULY 2023

Mandatory Inspection is done to ensure Inspection of all Govt. Schools of Delhi as per DSEAR 1973 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 July 2023.

Mandatory Inspection Proforma is available on MIS. "Part A to Part K" 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
→ 2023-24 → Mandatory School Inspection.

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.

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 DDE Zone as per Annexure-I and submit the file through DDE District along with supporting documents (with proper paging on the correspondence side) to the Inspection branch within 10 days of 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.**

Inspecting Officer also check the progress of Mission Mathematics during the scheduled 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.

This issues with the approval of competent Authority.

No. DDE/IC/HQ/2020-21/ 149 - 54

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

Dated:- 03/07/2023

Addl. DE (Inspection)

Zareen Taj
Renu
DDE (Inspection)

Mandatory Inspection Schedule for July 2023

Total Schools-100

DDE (HQs)					
S. No	Name of the Officer	Designation	School ID	School Name	Shift
1.	Sh. Mohinder Pal	DDE (SS)	1207037	Shakti Nagar, No.1-S(Co-ed)V	General
2.			1207038	Shakti Nagar, No.2-GGSSS	General
3.	Ms. Renu	DDE (Inspection)	1413004	Rohini, Sector 6-SV	Evening
4.			1413006	Rohini, Sector 2 - G(Co-ed) Sarvodaya Vidyalaya	General
5.	Mr. Kailash Chand	DDE (IEB)	1411123	Saraswati Vihar, Block C-SV	General
6.			1411124	Sharda Niketan-SV	General
7.	Dr. Neeraj	DDE (EVGB)	1104004	Gokalpur Village-GBSSS	Evening
8.			1104025	Ghonda No.1, GGSSS	Morning
9.	Mr. Sudhakar Bhimrao Gaikwad	DDE (Science & TV)	1106023	Dilshad Garden, Block J&K-SKV (St. Eknath)	Morning
10.			1106018	New Seemapuri-SKV	Morning
11.	Mr. Rood Mal Meena	DDE (Patrachar/ NIOS)	1617004	Nangloi, Kavita Colony-G(Co-ed)SSS	Morning
12.			1617005	Ranhaul-SKV	Morning
13.	Dr. Davindera	DDE (SOSE)	1002185	Vasundhra Enclave- GGSSS	Morning
14.			1002186	New Kondli-GGSSS	Morning
15.	Ms. Anita Vats	DDE School	1411021	Keshavpuram, Block A-S(Co-ed)V	General
16.			1411026	Ashok Vihar, Phase I, Block H-SKV	Morning

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17.	Dr. Vir Singh	DDE (RTI/R&I)	1104018	Yamuna Vihar, Block C, No.1-SKV	Morning
18.			1104019	Ghonda, No.2-SKV	Morning
19.	Mr. Tej Prakash	DDE (HQ,PGMS)	1002024	Trilokpuri, Block 27-SKV	Morning
20.			1002025	Trilokpuri, Block 20-SKV (Sharda Sen)	Morning

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DDE Districts

21.	Dr. Perm Kumar Tyagi	DDE East (Z-1-3)	1104012	Bhajanpura-G(Co-ed)SSS (RDJK)	Morning
22.			1104014	Mustufabad-GBSS	Evening
23.	Ms. Razia Begum	DDE North East- I (Z-4)	1003264	Lalita park – GBSSS	Evening
24.			1003265	Old Seemapur -SBV	Evening
25.	Mr. Ashok Kumar	DDE North EAST-II (Z- 5,6)	1104022	Khajoori Khas-SKV	Morning
26.			1104023	Yamuna Vihar, Block B, No.1-GGSSS	Morning
27.	Mr. Pramod Chander Katiyar	DDE North (Z- 7,8)	1515010	Punjabi Bagh, No.1- GBSSS	General
28.			1515005	Rajouri Garden Main- GBSSS	Evening
29.	Dr. Akhilesh Kumar Bhatta	DDE NW-A (Z-9,10)	1106256	Harsh Vihar GGSS	Morning
30.			1106259	Mandoli Extension GGSSS	Morning
31.	Dr. Harsh Arya	DDE NW-B I (Z-11,12)	1514110	Chand Nagar SBV	General
32.			1515023	Punjabi Bagh No.2 SKV	General
33.	Mr. Satpal Singh	DDE NW-B-II (Z-13)	1822057	Najafgarh, No.3-GBSSS	Evening
34.			1822010	Ghumanhera-GBSSS	General
35.	Dr. Rakesh Rahi	DDE W-A (Z-14,15,16)	1411017	Pitampura, Block SU- GBSSS	General
36.			1411019	Bharat Nagar-GBSSS	Evening
37.	Dr. Rajvir Singh	DDE W-B (Z-17,18)	1821279	Dwarka Sec-17 Govt Co-ed Sarvodaya Vidyalaya	General
38.			1822027	Paprawat-GGSSS	General
39.	Dr. Sanjay Chaturvedi	DDE SW-A (Z-19,20)	1720022	Naraina-SKV	General
40.			1720024	Vasant Vihar, SV	General

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41.	Ms. Savita Drall	DDE SW-B-I (Z-21)	1720032	Mahipal Pur- Amar Shaheed Major Sehrawat SKV	Morning
42.			1822247	Deendar Pur SBV	General
43.	Mr. Anil Kumar	DDE SW-B-II (Z-22)	1720181	Vasant Kunj, D-Block- Sarvodaya (Co-ed) Sr. Sec. School	General
44.			1821001	Palam Enclave, No.2-SBV	Evening
45.	Dr. Ashok Kumar Tyagi	DDE SOUTH (Z-23,24)	1925014	Tuglakabad Village- SBV	Evening
46.			1925017	Tuglakabad, Railway Colony- SBV	Evening
47.	Mr.Suresh Chand Meena	DDE (SE) (Z-25,29)	1924031	Sriniwaspuri GGSSS	General
48.			1925048	Tuglakabad Extn. GGSS	Morning
49.	Ms. Neelam Yadav	DDE CENTRAL (Z-26,27,28)	1413002	Rohini, Sector 3-SV	General
50.			1413027	Sarvodaya Co-ed Vidyalaya Sec. 8 Rohini	General

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DDE ZONES

51.	Mr. Bhagwati Swarup Aggarwal	DDE Zone -1	1002001	Mandawali-SBV (Veer Udham Singh) No. 1	Evening
52.			1002004	Shakarpur, No.2-SBV (Ishwar Chand)	Evening
53.	Dr. Surya Kant Prasad	DDE Zone -2	1001001	Bhola Nath Nagar-SBV (Babu Ram)	General
54.			1001002	Vivek Vihar-SBV	Evening
55.	Dr. Ranjeet Singh	DDE Zone -3	1104015	Khajoori Khas-GBSSS	Evening
56.			1104017	Joharipur-G(Co-ed)MS	Morning
57.	Sh. Vinod Kumar Sharma	DDE Zone -4	1003001	Laxmi Nagar-SBV	Evening
58.			1003002	Rani Garden-SBV	Evening
59.	Sh. Rajeev Kumar	DDE Zone -5	1106025	Dilshad Garden, Block C-SKV	Morning
60.			1106026	Nand Nagri Extn., F-1, F-2, GGSSS	Morning
61.	Mr. Om Prakash Anand	DDE Zone -6	1105008	Jafrabad- SBV	Evening
62.			1105009	New Seelampur, No.2-GBSSS	Evening
63.	Ms. Kanchan Jain	DDE Zone -7	1208016	Idgah Road SKV	General
64.			1208011	Chandni Chowk-G(Co-ed)SS	General
65.	Ms. Raj Kumari	DDE Zone -8	1309126	Model Town No.2 GGSSS	Morning
66.			1309129	Azadpur Village- GGSSS	Morning
67.	Ms. Balesh Kumari Vijayrun	DDE Zone -10	1309274	Bhalswa Dairy, No-2,GBSS	Evening
68.			1309279	Jahangirpuri, Plot No.5, A-Block - SKV	General
69.	Sh. Anil Kumar Sharma	DDE Zone -11	1412009	Mangolpuri, Block U-GBSSS	General
70.			1412011	Mangolpuri, Block R-SBV	General
71.	Mr. Ved Prakash Singh	DDE Zone -12	1411003	Ashok Vihar, Phase I, Block H-SBV	Evening
72.			1411005	Kailash Enclave-SV	General

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73.	Dr. Sudha Singh	DDE Zone -13	1412029	Sultanpuri, Block H-SKV	Morning
74.			1412030	Mangolpuri, Block U-SKV	General
75.	Ms. Sarita Sharma	DDE Zone -14	1515001	Jaidev Park-SV	General
76.			1515002	Ashok Nagar-SBV	General
77.	Ms. Sunita Tudu	DDE Zone -16	1617001	Tikri Kalan- GBSSS	General
78.			1617002	Nangloi-SBV	Evening
79.	Mr. Hans Raj Meena	DDE Zone -18	1719001	R.K. Puram, Sector 12-SV (Jose Marti)	General
80.			1719002	Sarojini Nagar, No.1-SBV (Ganesh Shankar Vidyarthi)	General
81.	Sh. Rajbir Singh Yadav	DDE Zone -19	1720029	Mahipal Pur-GBSSS	Evening
82.			1720030	Rajokari-SKV	General
83.	Mr. Thandi Lal Meena	DDE Zone -21	1822006	Daulat Pur-SV	General
84.			1822007	Shikar Pur-SV	General
85.	Sh. Anant Ram Meena	DDE Zone -22	1821285	Dwarka, Sec-19- RPVV	General
86.			1821286	Dwarka, Sec-5- RPVV	General
87.	Ms. Anju Chawla	DDE Zone -23	1923033	Maidan Garhi-G(Co-ed)SS	Evening
88.			1923038	Mehrauli Ramanujan-SKV	General
89.	Mr. Ganesh Prasad	DDE Zone -24	1821280	Samalka- GGSSS	Morning
90.			1821281	Dwarka, Sector-13- Govt. Co- ed Sarvodaya Vidyalaya	General
91.	Mr. Shashi Kant . Singh	DDE Zone -25	1923346	Sangam Vihar J Block SKV	Morning
92.			1925002	Noor Nagar SBV	Evening

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93.	Mr. Virendra Singh	DDE Zone -26	1106005	Mandoli-GBSSS	Evening
94.			1106006	Shahdara, Mansarovar Park, No.1-GBSSS	General
95.	Dr. Rajeshwari Kapri	DDE Zone -27	1002010	Trilokpuri, Block 20-SBV	Evening
96.			1002012	Khichripur-GBSSS	Evening
97.	Ms. Reeta Gupta	DDE Zone -28	2127030	Bulbuli Khana(Urdu Medium)- SV (Middle)	General
98.			2127031	Lambi Gali- GGSS	General
99.	Dr. Jai Kishan	DDE Zone -29	1923046	Malviya Nagar-SKV	Morning
100.			1821034	Kangan Heri-G(Co-ed)SSS	General

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Process to follow to submit the Action Taken Report -2023

As per revised Mandatory Inspection proforma 2023-24 steps to be followed by the HoS and DDE Zone to submit the Action Taken report 2023-24 are as below :-

"Deficiencies observed by Inspecting officer → ATR Generated at HOS Level on MIS → ATR submitted by HOS to DDE Zone on MIS → After verification of ATR by Zonal DDE on MIS → Submitted to Inspection Branch on MIS"

Steps to Follow at HOS Level.

1. Deficiencies observed by the Inspecting officer will reflect on School ID.
2. HoS has to submit the reply of all the deficiencies displayed in Action Taken Report.
3. Take printout and attached all the supporting documents in the file and forward the file to DDE Zone for verification and countersigned for DDE District.

Steps to Follow at Zonal Level.

1. DDE Zone should ensure/ verify that all the deficiencies observed by the Inspecting officer removed by the HoS.
2. After verification forward the file to DDE District for countersigned
3. And after that the file submitted to the Inspection branch at the earliest for further submission to the competent Authority.

*Revised
3/1/22*