

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/ 419-424

Dated 12/01/2024

**CIRCULAR**

**MANDATORY SCHOOL INSPECTION FOR THE MONTH OF JANUARY 2024**

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 January 2024.

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:-**

DeIE/ 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.

To verify the ATR Submitted by the HoS with all supporting documents, ATR link is provided to concern DDE Zones and the same is to be forwarded to the Inspection Branch after verification.

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/ 419-424

Dated:- 12/01/2024

Zareen Taj  
Addl. DE (Inspection)

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

Renu  
DDE (Inspection)

**Mandatory Inspection Schedule for January 2024**

**Total Schools- 34**

<b>DDE ZONES</b>					
1.	Dr. Vijay Kumar Kaushik	DDE Zone -1	1001110	Rajgarh Colony-SBV	General
2.	Mr. Bhagwat Swarup Aggarwal	DDE Zone -2	1002190	Mandawali , No.3 - SKV	Morning
3.			1002191	Shakarpur, School Block-GGSSS	Morning
4.			1002008	Kalyanpuri-SBV	Evening
5.			1002189	Patparganj, I.P. Extn- Sarvodaya (Co-ed) SSS	General
6.	Sh. Birjesh kumar Sharma	DDE Zone -4	1104261	Tukhmirpur-GBSSS	Evening
7.	Ms. Harpreet Kaur	DDE Zone -5	1105238	New Seelampur, No.1-GGSS	Morning
8.			1105001	Shahadara, G.T. Road-SBV (Gandhi Memorial)	Evening
9.			1105029	Shahadara, G.T. Road-GGSS	Morning
10.	Sh. Raj Pal Singh	DDE Zone -6	1106009	Sarvodaya Bal Vidyalaya, Seemapuri	Evening
11.			1106010	Ashok Nagar-GBSS	Evening
12.			1106117	Saboli- GGSSS	Morning
13.			1106004	Nand Nagri, Janta Flats-SBV	Morning
14.	Ms. Kanchan Jain	DDE Zone -7	1207255	JAGATPUR - GBSS	Evening
15.			1207032	Lancer Road Near Maal Road	Morning
16.			1207108	Raj Niwas Marg, RPVV	General
17.	Dr. Ranjeet Singh	DDE Zone-9	1309024	Haider Pur-GGSS	Morning
18.	Sh. Vinod Kumar Sharma	DDE Zone -10	1310031	Alipur-SKV	Morning
19.			1310472	Holambi Khurd- G(Co-ed)SSS	General

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20.	Mr. Ved Prakash Singh	DDE Zone -12	1412248	Pooth Kalan, Rohini Extn., Sector 20- SBV	Evening
21.			1412090	Mangolpuri, Block P- SBV	Evening
22.	Ms. Sarita Sharma	DDE Zone -14	1514022	Hari Nagar, Block-L S(Co-ed)V	General
23.	Sh. Sanjay Chawla	DDE Zone -15	1515030	Raghubir Nagar, J.J. Colony-GGSSS	Morning
24.	Dr. Vir Singh	DDE Zone -16	1516003	Mansarovar Gardern SV	General
25.			1516010	Moti Nagar SBV	General
26.	Sh. Hari Ram Sharma	DDE Zone-17	1617025	Nangloi, Phase I-GBSSS	Evening
27.	Mr. Hans Raj Meena	DDE Zone -18	1618061	HASTSAL-SKV	Morning
28.	Sh. Rajbir Singh Yadav	DDE Zone -19	1719125	Munirka, Sarvodaya(Co-ed) SSS	General
29.	Mr. Shashi Kant Singh	DDE Zone -25	1925339	Madanpur Khadar Extn. J.J.Colony GBSSS	Evening
30.			1925340	Madanpur Khadar Extn. J.J.Colony GGSSS	Morning
31.			1925341	HARKESH NAGAR GGSSS	Morning
32.	Dr. Jai Kishan	DDE Zone -29	1925020	Tuglakabad Extn., No.2-GBSSS	Evening
33.			1925061	Tughlakabad Extn., No.1-SKV (Aruna Asif Ali)	Morning
34.			1925062	Madanpur Khadar, No. 1- SKV	Morning

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