

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/2023-24/Vol-II/52-57

Dated 22/04/2024

CIRCULAR

MANDATORY SCHOOL INSPECTIONS FOR THE MONTH OF APRIL 2024

IN continuation to the Circular No. DDE/IC/HQ/2023-24/Vol-II/45-51 dated 19/04/2024. The Officers of the Directorate of Education are hereby requested to carryout Mandatory Inspections of Govt. Schools during the remaining period of April (23-04/2024- 30/04/2024) (as per the list enclosed).

The Inspecting Field Officers have been allotted schools belonging to areas which are not under their jurisdiction. However, the officers may take 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.

Mandatory Inspection Proforma available on MIS. "Part A to Part I (2)" will display the information submitted by HOS and the Inspecting Officers will have to verify and record their observations 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 2024-25
→ Mandatory School Inspection.

The HoS are directed to coordinate with the Inspecting Officers allocated as per the schedule and ensure that the Inspection be conducted in the allotted time. 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 Concerned DDE Zone and concerned DDE District along with supporting documents (with proper paging on the correspondence side) to the Inspection branch within 10 days of Inspection.

Inspecting Officer are requested to pay special attention towards the following points :-

- Basic amenities e.g. drinking water, toilets, sanitation etc.
- Sufficiency of the good quality desks in school
- Proper distribution of writing material and stationery to all the students
- Proper distribution of books.
- Students Classroom Ratio.
- Clubbing of Sections (if any)
- To check the requirement of more classrooms and availability of space to construct new classrooms.
- To verify the ATR Submitted by the HoS with all supporting documents, ATR link is provided to concerned DDE Zones and the same is to be forwarded to the Inspection Branch after verification.
- Action Taken Report Submitted by HoS must be verified/comments by DDE Zone and countersigned by DDE District (All the details should be mentioned on note sheet).

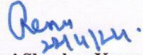

(Renu)
DDE (Inspection)

No. DDE/IC/HQ/2023-24/Vol-II/52-57

Dated:-22/04/2024

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.


Ravi Shankar Kumar
OSD(Inspection)

Mandatory Inspection Schedule for April 2024

Total Schools-64

DDE (HQs)					
S. No	Name of the Officer	Designation	School ID	School Name	Shift
1.	Sh. Sanjeev Kumar	DDE GOC	1309273	Shalamar Village-GBSSS	Evening
2.			1309271	Kalyan Vihar-SV	General
3.			1310169	Holambi Kalan,B-Block GGSSS	Morning
4.			1309280	Bhalswa Village, Sarvodaya Vidyalaya	General
5.	Sh. Manish Jain	DDE Sports/PSB	1208021	SKV, Tulsi Nagar-1208021	Morning
6.			1208023	Kinari Bazar, Gali Barf Wali-GGSSS	General
7.			1208025	Pul Bangash-SKV	General
8.			1208027	Quresh Nagar, GGSSS	General
9.	Ms Sushitha Biju	DDE Sectt. Branch	1309008	Guru Teg Bahadur Nagar-GBSSS	Evening
10.			1208013	Gulabi Bagh-S(Co-ed)V	General
11.			1208014	Partap Nagar- S(Co-ed) V	General
12.			1208015	Sarai Rohilla-SKV-1208015 (Nursery to XII)	Morning
13.	Sh. Devesh Kumar Garg	DDE Planning	1002184	Gazipur-SKV	Morning
14.			1002185	Vasundhra Enclave-GGSSS	Morning
15.			1002039	Kalyanpuri-GGSSS	Morning
16.			1002187	New Ashok Nagar-GBSSS	Evening

17.	Sh. Rajesh Kumar	DDE DBTB	1925353	Jasola Village, GBSSS	Evening
18.			1925356	Tekhand - GBSSS	Evening
19.			1925359	Badarpur, Tajpur Pahari - GGSSS	Morning
20.			1925046	Tuglakabad, Railway Colony, No.2-GGSSS	Morning
21.	Sh. DS Pundir	DDE PFC	1106264	Sunder Nagri- GGSSS	Morning
22.			1106265	Mandoli Extension-GBSSS	Evening
23.			1106279	Sunder Nagari- GBSSS	Evening
24.			1106281	Seemapuri- GGSSS	Morning
25.	Sh. Mohinder Pal	DDE (SS)	1002014	New Kondli-GBSSS	Evening
26.			1002186	New Kondli-GGSSS	Morning
27.			1002013	Dallupura-SBV	Evening
28.			1002197	Trilokpuri, Block 27-GBSSS	Evening
29.	Dr. Mohammad Javed Qamar	DDE (RTI & RTE)	1925040	Tuglakabad Village-SKV	Morning
30.			1925037	Molar Band, No. 1- SKV	Morning
31.			1925003	Chirag Enclave-S(Co-ed)V (Kautilya)	General
32.			1002360	Khichari Pur Village ,J.J Colony - SKV	Morning
33.	Ms. Bimla Kumari	DDE PSB	1821234	Dwarka Sector-I Pkt-7 SBV	Evening
34.			1821041	Shahabad Mohammadpur- SBV	General
35.			1821136	Mahavir Enclave-G(Co-ed)SS	General
36.			1821137	Dwarka Sector-10, RPVV	General

37.	Ms. Renu	DDE (Inspection)	1412084	Pooth Kalan, Rohini Extn., Sector 20- SKV	Morning
38.			1413077	Begumpur-GBSSS	Evening
39.			1412095	Rani Khera-S(Co-ed)V	General
40.			1413070	Rohini, Sector 16, Pocket A-SKV	Morning
41.	Sh. Sanjay Subhas Kumar	DDE Exam	1207009	Burari-SBV	Evening
42.			1207230	Mukund Pur Village - GGSSS	Morning
43.			1207236	Mukund Pur Village - GBSSS	Evening
44.			1207255	JAGATPUR - GBSS	Evening
45.	Dr. Surya Kant Prasad	DDE (Land & Estate)	1002183	New Ashok Nagar-SKV	Morning
46.			1411032	Rampura- Govt. Co-ed Sarvodaya Vidyalaya	General
47.			1411034	Wazirpur, J.J. Colony-SKV	Morning
48.			1411035	Wazirpur Village-SV	General
49.	Mr. Sudhakar Bhimrao Gaikwad	DDE (Science & TV, IEB)	1106001	Nand Nagri, Block B-SBV (B.P)	Evening
50.			1106117	Saboli- GGSSS	Morning
51.			1106009	Sarvodaya Bal Vidyalaya, Seemapuri	Evening
52.			1106010	Ashok Nagar-GBSS	Evening
53.	Ms. Anita Vats	DDE School	1617227	Ranhaul- SBV	General
54.			1617014	Mundka Village-SKV	Morning
55.			1617035	Nangloi, J.J. Colony-GGSSS	Morning
56.			1618001	Matiala-SBV	Evening

57.	Mr. Tej Prakash	DDE (HQ,PGMS)	1105018	Jafrabad, Zeenat Mahal(Urdu Medium)-SKV	Morning
58.			1104335	Sonia Vihar-GGSSS	Morning
59.			1104028	Mustufabad-GGSS	Morning
60.			1104150	Bhajanpura-GBSSS (RDJK)	Evening
61.	Sh. Davendra Mohan	DDE PSB	1923011	Dr. Ambedkar Nagar, Sector V-GBSSS (Shaheed Anushuya Prasad)	Evening
62.			1924041	Nehru Nagar-G(Co-ed)SSS	General
63.			1924043	Hari Nagar Ashram-S(Co-ed) V	General
64.			1923016	Dr. Ambedkar Nagar, Sector V, No.1-GBSS	Evening