

**DIRECTORATE OF EDUCATION, GNCT OF DELHI
OFFICE OF THE ADDL. DIRECTOR OF EDUCATION (AWARDS)
LUCKNOW ROAD, TIMARPUR, DELHI-110054**

F.DE.23 (12)/Awards Br./STA/Special Cases/2025/176-181

Dated: 21-08-2025

CIRCULAR

Subject: SHIKSHAK MAHAKUMBH

Special Cases of State Teacher's Award 2025

The State Teachers Awards (Special Cases) was instituted with the primary objective to recognize and honour those (Principals, Vice Principals and Teachers) who, through their extraordinary commitment and exemplary efforts, have contributed to improve the quality of Education in Delhi.

In this regard, the contribution of the members of the teaching fraternity, who are working in different Branches at Head Quarters, is not less important. Such Principals, Vice Principals & Teachers (who are working in some Branch of HQs) are not required to fill up the routine online Proforma for State Teacher's Awards. They may apply for the State Teachers Awards 2025 (Special Categories) by filling the offline Proformas attached herewith for their respective categories.

The guidelines & procedure to be followed for applying for State Teachers' Award-2025 in Special Categories are as under:

PROHIBITIONS:

- 1. The teachers/Principals/Vice Principals who have already received the State Teachers' Award in any category are not eligible.**
- 2. In the case of HOSs who have received Excellence in Education Award in any category during last three years (i.e. 2021-22, 2022-23 & 2023-2024) are not eligible.**

The Category of Awards is as below:

I. Sl. No.	II. Category of Awards	III. Proforma to be filled in	IV. Name of the Concerned Branch
1.	Principals/Vice-Principals/Teachers working in NIOS/Patrachar Vidyalaya	Proforma A	NIOS/Patrachar Vidyalaya Branch
2.	Principals/Vice-Principals/Teachers working in Core	Proforma B	Exam Branch

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	Academic Unit		
3.	Principals/Vice-Principals/Teachers working in Nursery/Primary Branch	Proforma C	Nursery/Primary Branch
4.	EVGCs	Proforma D	EVG Bureau
5.	Mentor Teachers	Proforma E	School Branch
6.	Special Education Teachers	Proforma F	Inclusive Education Branch
7.	Guest Teachers and Contractual Teachers under Samagra Siksha (of the Directorate of Education)	Proforma G	Samagra Siksha Branch

GUIDELINES:

1. Detailed Eligibility criteria are separately attached with all the concerned Special Category proformas.
2. Each desirous applicant for State Teachers' Awards in Special Category must apply offline in the prescribed pro forma meant for their specific category only.
3. No correction will be allowed after the submission of the filled in Proforma. Therefore, in case of any query, please contact the concerned Branch/Award Branch for clarification (before submission of the application) as mentioned below:

PROCEDURE FOR FILLING UP THE PROFORMA

1. The applicants must read the Circular/Guidelines carefully before filling in the Proforma.
2. **The applicants must apply only in one category i.e. in any one of the Proformas A to G.**
Forms of the candidates applying for more than one category shall be summarily rejected.
3. All the applications must be submitted in **the prescribed Proforma only. Applicants must not try to make any changes in the Proforma. Applications received in changed/alterd proforma shall be summarily rejected.**
4. The applicants must submit two Passport size photographs.

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5. Vigilance Clearance Reports of School Level, District Level, HQs Level must be attached with documents, in original.

In case of Vice Principals/Principals, Vigilance Clearance from Directorate of Vigilance, GNCTD is also required.

6. **The candidates must note that merely making a claim fetches No Marks. Marks/weightage will be given only on attachment of proof e.g. certificates/documents/photographs etc. duly authenticated by next higher authority, as desired in the concerned Proformas.**
7. Therefore, all teachers must submit the supporting documents and proofs point-wise in support of each claim made by them in the Application. These proofs may include relevant supporting material such as Certificates by HOS (in case of teachers), Certificates by DDE Zone/DDE of the Concerned Branch (in case of Principal/Vice Principal), documents, tools, reports of activities, field visits, online links accessed for academic growth, copies of articles published in reputed Journals, relevant initial pages of books written & printed, attested copies of results and photographs of the activities conducted etc.
8. Applicants must also attach a Brief Write Up About their 'Achievements in the Field of Education'.
10. The applicants must furnish a Certificate duly signed by next higher authority (after the verification of record) to the effect that the **applicant has never received State Teachers' Award earlier and Excellence in Education Award during last three years (for Vice- Principals/ Principals). This Certificate, in original, must be countersigned by the DDE District and attached with the offline application proforma.**
11. **The applicant must sign a Certificate at the end of the Proforma to the effect that all the information furnished by him/her in the Application & Supporting Documents is correct. Any wrong/false information given by the applicant will attract disqualification as well as disciplinary proceedings.**

PROCEDURE FOR SUBMISSION OF FILLED PROFORMA

1. All desirous teachers/Principals/Vice Principals in Special Category shall submit filled proforma along with photographs and self attested copies of supporting documents and certificates in hard copy with the HoSs concerned as per the Time line prescribed.

2. **Applicants must not wait for the Last Date to submit the Proforma. They should submit it along with all required documents as early as possible.**

The HOS must ensure that all the columns in the Proforma are duly filled in, by the applicant teacher. The information filled-in should be verified from record e.g. teacher's diary, inspection report, exam register, SMC register, annual result of the school and the service book of the applicant etc. The HoS must satisfy herself/himself fully about the veracity of claims made by applicant, wrt. Results, Seminars attended, books/articles published, efforts made to improve attendance, check dropout rate and other innovations claimed to have been introduced in pedagogy.

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The HOS **will stamp & countersign each & every page of the application and the annexures after a thorough verification of all the supporting documents from school records.**

Given the urgency of the matter and limited time available, the HoSs must give Top Priority to thorough scrutiny of the applications and the annexed documents for onward submission to the office of DDE Zone strictly as per the Timeline given in this circular.

It may be noted that the applicant & the HoS shall be jointly responsible for the accuracy of claims made in the Proforma.

3. After verification, the Hos shall forward the complete file to DDE Zone concerned strictly in line with the Timeline.

4. The DDE (Zone) must personally ensure that every page & every column of the proforma is duly verified, countersigned and certified by the HOS of concerned school with his/her stamp & signature.

5. After personally checking all the proformas and the supporting documents provided, the DDE (Zone) will forward all the applications/ nominations of Spl. Category of HOSs/teachers, to DDE (District) concerned.

6. In case of HoS/Principal/Vice Principal, each page of the application & self-attested photocopies of supporting documents will be verified and countersigned by the DDE (Zone) (with stamp) alongwith supporting documents, photographs etc. The file, thus complete, will be forwarded to DDE (District) after complete satisfaction of DDE Zone w.r.t. veracity & accuracy of the information provided.

7. Further, the DDE District, after his/her complete satisfaction wrt. all the required documents and the veracity of facts, will forward only those applications of Principals/vice Principals/Teachers to the concerned branches, which are clear from Vigilance angle at HQs & Distt levels.

8. Please note that in the cases of Vice Principals & Principals, **the Vigilance Clearance Report of Distt. Level, GOC (H.Q.) Level and DOV Level issued for the purpose of State Teachers Award 2025, is mandatory. Vigilance Clearance Certificates with expired validity won't be accepted.**

9. All the applications for Award (refer Proforma A to F) except Proforma G are to be forwarded by District DDEs to the Branches concerned (as mentioned in the column no. IV of the Table above) strictly in accordance with the Timeline provided.

10. The Guest Teachers & Contract Teachers under Samgra Shiksha working in the Directorate of Education, GNCTD shall submit the filled Proforma concerned (G) alongwith self-attested photocopies of supporting documents/certificates with their respective HOS.

As in all other categories, the HoS shall scrutinize and verify each & every page on the basis of record and forward the same to DDE Zone who will, in turn, forward the file to DDE District.

In case of (Guest Teachers& Contract Teachers Under Samagra Shiksha working in the Directorate of Education), the DDE Districts shall forward the same to the Samagra Siksha Branch and the Samagra Siksha Branch will scrutinize all documents and award marks strictly as per the rubric and thus recommend the selected candidates to Awards Branch strictly as per time line prescribed.

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Please note that Vigilance Clearance as such is not a requirement for the Guest Teacher & Contract Teachers under Samagra Shiksha. For more details, please do consult the specific guidelines for this category.

PROCEDURE FOR SELECTION

1. The DDEs of concerned HQ branches will constitute a committee to evaluate and scrutinize the nominations/ applications (of Special Category received from Distt. DDEs) according to the Marking Scheme.

The constitution of the Committee is as under:

- | | |
|---|--------------|
| A. Addl. DE of the concerned Branch | -Chairperson |
| B. DDE of the concerned Branch | -Member |
| C. OSD/ State Co-ordinator/Equivalent Officer | -Member |
| D. District Co-ordinator/ Equivalent Officer | -Member |
| E. Any other Officer but not below the rank of Principal | -Member |

Important: While evaluating the applications, the Committee must appreciate the difference b/w routine activities & extraordinary achievements. Marks should be awarded in recognition of the extraordinary achievements which contributed significantly towards upliftment of the standard of learning and Not to 'Routine Activities' performed by the applicants.

2. The minimum benchmark for recommendation of Special Category candidates is 60%. No application below 60% should be recommended by these committees to the Awards Branch at HQs.

TIMELINE

S. No.	Task	Timeline (Latest by 05:00 P.M.)
1.	Submission of offline Proforma/Application by the Applicants to the HoS. HOS will scrutinize the information supplied in the Proforma and the proofs attached on the basis of record and authenticate all documents latest by 26.08.2025.	21/08/2025 to 26/08/2025
2.	Submission of Nominations/Applications with relevant and supporting documents countersigned by HoS, in the office of DDE (Zone)	Upto 26/08/2025
3.	Submission of Nominations/Applications with all relevant and supporting documents by DDE (Zone) in the office of concerned DDE (District).	27/08/2025

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4.	Submission of all Nominations/Applications alongwith relevant and supporting documents for categories A to G by the DDE (District) to concerned Branch.	28/08/2025
5.	Submission of the list of Selected Candidates with relevant details by the concerned Branch with the approval of next higher authority to the office of Awards Branch.	29/08/2025

This issues with the prior approval of Competent Authority.



**ADDITIONAL DIRECTOR OF EDUCATION
(AWARDS)**

F.DE.23 (12)/Awards Br./STA/Special Cases/2025/176-181

Dated: 21-08-2025

Copy for information to:

1. P.S. to Secretary (Education).
2. P.P.S. to Director (Education).
3. All Addl. DEs/ JDEs/RDEs/DDEs.
4. DDE (GOC) with request to personally coordinate with DoV to process all requests of Principals/ Vice Principals for Vigilance Clearance regarding State Teachers Awards promptly.
5. O.S. (I.T) to kindly upload the circular on the official website of Directorate of Education.
6. Guard File.

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DDE (AWARDS)

(SPECIAL CASES)

For Principal/Vice Principal/Regular Teachers (PGT/TGT/PET/Librarian) / Guest Teachers (PGT/TGT/PET/Librarian) posted at Patrachar Vidyalaya / NIOS Project Branch:

ELIGIBILITY CRITERIA:

1. Principal/Vice Principal/Regular Teachers (PGT/TGT/PET/Librarian) who have completed at least 7 Years of Service as above-mentioned categories by 31st March and Guest Teachers (PGT/TGT/PET/Librarian) who have completed at least 5 Sessions of service as above-mentioned categories by 31st March including 3 Years/Sessions or more service at Patrachar Vidyalaya/NIOS School Project Branch, can apply for the award.
2. Principal/Vice Principal/Regular Teachers (PGT/TGT/PET/Librarian)/Guest Teachers (PGT/TGT/PET/Librarian) who have served on or after 31st March 2025 (worked full academic session i.e. 2024-25) are eligible to apply for the award.
3. Principal/Vice Principal/Regular Teachers (PGT/TGT/PET/Librarian)/Guest Teachers (PGT/TGT/PET/Librarian) who have got State Teachers' Award, are not eligible to apply for the award.
4. Principal/Vice Principal/Regular Teachers (PGT/TGT/PET/Librarian)/Guest Teachers (PGT/TGT/PET/Librarian) who have got Excellence in Education Award can apply for State Teachers' Award only after a gap of three years.
5. For Principal/Vice Principal concerned School/Branch Level and GOC (HQ) Level Vigilance Clearance Report must be cleared from Vigilance Angle and it must be submitted along with Application Form.
6. for Regular Teachers (PGT/TGT/PET/Librarian) School/Branch Level and DDE concerned Level Vigilance Clearance Report must be cleared from Vigilance Angle and it must be submitted along with Application Form.
7. For Guest Teachers (PGT/TGT/PET/Librarian) No Inquiry/Court Case Pending Certificate at Branch Level must be submitted along with Application Form.
8. In case of Guest Teachers (PGT/TGT/PET/Librarian), the concerned teacher must never been disengaged during his/her entire service tenure due to misbehavior, misconduct, remained on leave without permission of Head of Office, poor performance or resigned due to personal reasons (*Undertaking is to be annexed*).

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GUIDELINES FOR FILLING/SUBMITTING THE PROFORMA:

1. All the applicants i.e. Principal/ Vice Principal/ Regular Teachers (PGT/TGT/PET/Librarian) /Guest Teachers (PGT/TGT/PET/Librarian) of Patrachar Vidyalaya/NIOS Project Branch will fill the prescribed Proforma manually through their concerned Head of Office within the specified time limit.
2. Applicants must fill the form carefully as no correction will be allowed after submission of the form. The applicant will submit the same hard copy with 02 passport size photographs and self-attested supporting documents to their DDE concerned.
3. All supporting documents are to be numbered accordingly along with proper index.

RECOMMENDATION PROCEDURE:

1. The application must be on prescribed Proforma only, mentioning page numbers for each and every point in the index including all documents/annexures clearly.
2. After verification of documents, the concerned DDE will counter sign the same and forward before the constituted committee.

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UNDERTAKING

I,....., Designation, ,
Emp.ID/Application ID: , working at (Patrachar Vidyalaya/NIOS Project Branch), do
hereby undertake that I have never been disengaged during my entire service
tenure due to misbehavior, misconduct, remained on leave without permission of
Head of Office, poor performance or resigned due to personal reasons.

Signature of Applicant

Date _____

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CERTIFICATE OF NON-RECEIPT OF AWARD

It is certified that I,..... ,
Designation, , Emp.ID/Application ID:
working at (Patrachar Vidyalaya/NIOS
Project Branch), has not received State Teachers' Award earlier and Excellence in
Education Award during last three years.

Signature of Applicant

Date: _____

Counter Sign

Branch Head/DDE Concerned

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**PROFORMA FOR STATE TEACHERS' AWARD-2025
(SPECIAL CASES)**

**For Principals/Vice Principals/Regular Teachers (PGT/TGT/PET/Librarian)
Guest Teachers (PGT/TGT/PET/Librarian) posted at Patrachar Vidyalaya
(HQs)/NIOS Project Branch (HQs).**

(Please read the guidelines of DoE carefully before filling the Proforma)

(A) Personal Details:

1.	Name of Applicant (in BLOCK LETTERS)													
2.	Emp. ID/Application ID													
3.	Designation													
4.	Nature of Post (Tick <input type="checkbox"/> whatever applicable)	(i) Regular <input type="checkbox"/> (ii) Guest <input type="checkbox"/>												
5.	DOB													
6.	Gender													
7.	Mobile													
8.	Email ID													
9.	Date of Initial Joining in DoE													
10.a	No. of Years in DoE Only for Regular Teachers/ Principals/Vice Principals working at PV/NIOS (HQs) (Minimum 07 Years as per guidelines of DoE)	As on 31.03.2025 ____ Years ____ Months ____ Days												
10.b	No. of Sessions/working days in DoE Only for Guest Teachers of Patrachar Vidyalaya/NIOS Project Branch (HQs) (Minimum 05 Years as per guidelines of DoE)	<table> <tr> <th>(Session)</th> <th>(Working Days)</th> </tr> <tr> <td>2024-25</td> <td>.....</td> </tr> <tr> <td>2023-24</td> <td>.....</td> </tr> <tr> <td>2022-23</td> <td>.....</td> </tr> <tr> <td>2021-22</td> <td>.....</td> </tr> <tr> <td>2020-21</td> <td>.....</td> </tr> </table>	(Session)	(Working Days)	2024-25	2023-24	2022-23	2021-22	2020-21
(Session)	(Working Days)													
2024-25													
2023-24													
2022-23													
2021-22													
2020-21													
11.	Date of Posting at Patrachar Vidyalaya/NIOS Project Branch (HQs)													

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12.	No. of Years/Session at Patrachar Vidyalaya/NIOS Project Branch (Minimum 03 Years for Regular, 03 Academic Sessions for Guest Teachers) (Years must be completed on Past 31 st March 2025)	As on 31.03.2025 ____Years ____Months ____Days
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* (Attach the document in support to Point No. 9, 10.a, 10.b, 11 & 12)

13. Performance Report: (Last 03 Years)

For Regular Teachers (PGT/TGT/PET/Librarian)/ Principals/Vice Principals working in PV/NIOS (HQs) APAR duly Reported & Reviewed by the Competent Authority		For Guest Teachers (PGT/TGT/PET/Librarian) Performance Certificate Issued by Head of Office in case of Patrachar Vidyalaya and NIOS Project Branch	
Session	Grading	Session	Grading (on 10 Grade Point Scale)
2024-25		2024-25	
2023-24		2023-24	
2022-23		2022-23	

* (Attach the documentary proof in support to above grading)

14. Contribution in organizing PCP-I & II in Patrachar Vidyalaya/follow up of NIOS Study Centre in NIOS Project:

PCP-I & II	Session-1	Session-2
Follow-up of PCP Center/ NIOS Study Center		

* Attach documentary proof e.g. Inspection Report of NIOS Study Centre or Certificate issued by NIOS Study Centre HOS/Co-Ordinator. In case of PCP (PV) Certificate by the HOO may be submitted.

15. Results of last 3 years:

Session	Percentage (Highest Class)
2024-25	
2023-24	
2022-23	

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16. Efforts to improve Student Attendance of last 3 years:

Session	Attendance Percentage
2024-25	
2023-24	
2022-23	

17. Steps taken to increase enrollment in PV and reduce dropouts in NIOS:

--

18. Publication of Books/Articles/Support Materials:

--

19. Attended Seminars/Workshops:

Seminars/Workshops	Session

20. Imparted training as Expert/Master Trainer in Seminars/Workshop:

Seminars/Workshops	Session

21. Accessing portals like SWAYAM & MOOCS:

Programmes	Session

22. Creating Online Content for Studies:

Online Content	Session

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23. Promoting ICT in Teaching-Learning:

ICT	Session

24. Using Innovating Teaching Learning Material:

--

25. Role as a team member to implement initiatives of Patrachar Vidyalaya/NIOS Project:

--

26. Most significant contribution for the welfare of Students enrolled at Patrachar Vidyalaya/NIOS Project:

--

27. Recognition/Appreciation Letters or Certificates for extraordinary initiative taken:

--

* (Attach the documentary proofs in support to Point No. 13-27).

Declaration:

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- Page 18
1. All the above information furnished by me is correct to the best of my knowledge and nothing has been concealed.
 2. No vigilance case/criminal case is pending against me.
 3. I am aware of the fact that any wrong information provided by me may cause disqualification and may attract disciplinary action under the CCS (CCA) Rules.
 4. I have never been suspended/disengaged during my entire service tenure due to misconduct, misbehavior or resigned due to personal reasons.

**Signature of Applicant
(PV/NIOS)**

**Counter Signed by DDE
(PV/NIOS)**

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**ELIGIBILITY CRITERIA FOR PRINCIPALS / VICE PRINCIPALS /
TEACHERS OF CORE ACADEMIC UNIT – 2025**

CONDITIONS OF ELIGIBILITY:

- All Principals / Vice Principals / Teachers of Core Academic Unit, DoE who have completed at least 07 years of service as Principal / Vice Principal / Teacher by 31st March, 2025 including 2 years or more service in the Core Academic Unit, DoE can apply.
- The Principals / Vice Principals / Teachers who have already got State Teacher Award are not eligible.
- The Principals / Vice Principals / Teachers who have retired on or after 31st March, 2025 (full academic session i.e., 2024-25) are eligible.

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(SPECIAL CASES)

PROFORMA-B

For Members of Core Academic Unit

FORM FOR THE PRINCIPALS / VICE-PRINCIPALS/ TEACHERS OF CORE ACADEMIC UNIT EXAM BRANCH DIRECTORATE OF EDUCATION		
* Please read all the guidelines on the website of Directorate of Education carefully before filling the proforma.		
* Supporting documents to be attached for each and every point.		
1	Name of the Principal / Vice-Principal / Teacher: -	
2	Designation: -	
3	Employee ID: -	
4	Aadhar Number: -	
5	(a) Date of Joining DoE : - (in DD/MM/YYYY)	
	(b) Date of Joining at CAU:- (in DD/MM/YYYY)	
6	Name of Parent School with ID: -	
7	Total Number of completed years in regular service (at least 07 years of service as Principal/ Vice Principal / Teacher by 31st March, 2025 including 2 years or more service in the Core Academic Unit, DoE): -	
Number of years worked in schools located in the following areas: -		

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8	S.No.	Type	Designation As	Years												
	(i)	Urban														
	(ii)	Rural														
	(iii)	Resettlement Colony														
	(iv)	J J Cluster														
	Total (In Years)															
Grading of the APAR in last 3 years: -																
9	<table border="1"> <tr> <td>S. No.</td> <td>Year</td> <td>Grading</td> </tr> <tr> <td>1</td> <td>2022 – 23</td> <td></td> </tr> <tr> <td>2</td> <td>2023 – 24</td> <td></td> </tr> <tr> <td>3</td> <td>2024 – 25</td> <td></td> </tr> </table>				S. No.	Year	Grading	1	2022 – 23		2	2023 – 24		3	2024 – 25	
	S. No.	Year	Grading													
	1	2022 – 23														
	2	2023 – 24														
3	2024 – 25															
Average attendance in Core Academic Unit during last 2 years: -																
10	<table border="1"> <tr> <td>Year</td> <td>Total Number of working days</td> <td>Number of present days including ON Duty</td> <td>% Attendance</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Year	Total Number of working days	Number of present days including ON Duty	% Attendance								
	Year	Total Number of working days	Number of present days including ON Duty	% Attendance												
Work done during posting at Core Academic Unit																
11	Initiatives taken for Strengthening of Assessment & Evaluation System and Validation of Assessment Tools in the last three (03) years: -															

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12	<p>Innovative Steps Taken to Achieve Learning Outcomes and Need Based Academic Support for Students in the last three (03) years: -</p>
13	<p>Innovations and Interventions in Teaching Learning Process in the last three (03) years: -</p>
14	<p>Contribution to Digital Literacy / E- Content Repository in the last three (03) years: -</p>

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15

Contribution in organising any Academic programme pertaining to Core Academic Unit / Exam Branch in the last three (03) years: -

16

Attended Seminar / Workshops / CBP / CPD as Resource person conducted by DoE / CBSE / NCERT / SCERT / any other Govt. Organisation in the last three (03) years: -

Year	Date(s)	Name of Capacity Building Programmes Undertaken	Number of Sessions	Organised by

17

Attended Seminar / Workshops / CBP / CPD as participant conducted by DoE / CBSE / NCERT / SCERT / any other Govt. Organisation in the last three (03) years: -

Year	Date(s)	Name of Capacity Building Programmes	Venue	Organised by

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Higher / Additional Education acquired during last five (05) years:-						
18	Name of Course (Degree / Diploma / Certificate / Any other)	Name of University / Organisation	Duration of course	Mode of course (Full time / Part time etc.)	Year of passing	Impact of the course in your job profile

(a) Research Papers / Educational Articles / Contribution in Journals (with ISSN) etc. (Print/Online) Published at National / International Level in the last five (05) years: -			
Year	Title (s)	ISSN (if any)	Published by

(b) Editing / Review / Contribution in Books (with ISBN) / Textbook Relevant to School Education at State / National / International level (NCERT / SCERT or any other Govt. organization) in the last five (05) years: -			
Year	Title (s)	ISBN (if any)	Published by

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Participation in Sports & Co-curricular Activities organised by Directorate of Education, Delhi or any other Govt. Organisations / Departments / institutions during last three (03) years:

20

Year	Name of Activity	Organiser	Level	Position

School Visits during last three (03) years:-

21

Date	Name of School	Purpose of visit

Contribution in Analysis of DoE Specific data in the last three (03) years: -

22

Contribution as Coordinator of any Team of DoE in the last three (03) years: -

23

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24	<p>Contribution to Society in the field of Education, Health and Improving the Social Equality and Harmony etc. in the last three (03) years: -</p>
25	<p>Fellowship / Awards / Appreciation Letters or Certificates in the field of Education by any Govt. Organisation in the last three (03) years: -</p>
<p align="center">Declaration given by the applicant</p>	
<p><i>It is certified that all the above information furnished by me is correct to the best of my knowledge and nothing has been concealed. It is also certified that no vigilance/ criminal case is pending against me.</i></p> <p><i>I am aware of the fact that any wrong information given by me may cause disqualification and may attract disciplinary proceedings under the CCS(CCA) Rules.</i></p> <p align="right">Signature of Applicant</p> <p align="right">Signature of the OSD (CAU)</p>	

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Eligibility criteria for teachers working in Nursery & Primary Branch.

Conditions of Eligibility

1. The teachers who have completed 07 years of service by 31st March 2025.
2. Normally retired teachers are not eligible for the award but those teachers who has served up to 31st March 2025 are eligible.
3. Must have worked in Nursery & Primary Branch for minimum of 2 years.
4. The teachers who have already got State Teachers' Award are not eligible.

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Proforma (C)

PROFORMA FOR THE TEACHERS posted in NURSERY PRIMARY BRANCH-6000109				
* Please read the guidelines carefully before filling the proforma				
1	Name of the Teacher:			
2	Designation:			
3	Employee ID:			
4	Date of Joining DoE:			
5	Name of Parent School with ID:			
6	Total No. of completed years in regular service (minimum 7 years):			
7	Date of posting in Nursery Primary Branch:			
8	No. of years of service in schools located in the following areas (Before joining Nursery Primary Branch)			
	S. No.	Type	Designation	Years
	(i)	Urban		
	(ii)	Rural		
	(iii)	Resettlement Colony		
	(iv)	JJ Cluster		
	Work undertaken during posting at Nursery Primary Branch			
9	Initiatives undertaken for Strengthening of Assessment & Evaluation System and Validation of Assessment tools			

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10 Innovative Steps Taken to Achieve Learning Outcomes and Need Based Support for Students.

11 Innovations and Interventions in Teaching Learning Process

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12	Contribution to E-Content Repository/ Development of Resource Content Materials i.e. Teachers' Diary etc.				
13	Sessions conducted as a Resource Person for Capacity building of Assistant Teachers (Nursery) & Assistant Teachers (Primary)				
	Session	Number of capacity building programmes	No. of Sessions taken	No. of Participants	Organized by
14	Attended Seminars/ Workshops conducted by DoE/ CBSE/ NCERT/ SCERT/ any other Govt. organization during last 2 years:				
	Year	1	2	3	4
	2023-24				
	2024-25				
15	Self-Capacity Building in last two years (Beyond those recommended/initiated by the Directorate with a recognized organization):				
	Year	Name of Capacity Building Programmes	Venue	Dates	Organized by
	2023-24				
	2024-25				

Deepa Singh

16	Contribution as Coordinator/ Nodal Incharge of any team of DoE:
17	Contribution to Society in the field of Education, Health and improving the social equality and harmony etc.
18	Contribution in implementation of the Initiatives undertaken by Nursery Primary Branch:
19	Fellowship / Awards in the field of Education:

Deepa Singh

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Appreciation Letters or Certificates in the field of Education:

Declaration given by the Applicant

It is certified that all the above information furnished by me is correct to the best of my knowledge and nothing has been concealed. It is also certified that no vigilance/ criminal case is pending against me.

I am aware of the fact that any wrong information given by me may cause disqualification and may attract disciplinary proceedings under the CCS (CCA) Rules.

Signature of Applicant

Signature of the DDE (Nur. & Pry. Branch)

Deepa Singh

GUIDELINES
STATE TEACHERS AWARD 2025 (SPECIAL CASES)
ELIGIBILITY CRITERIA FOR CICs/EVGCs

1. In case of CICs/Regular EVGCs

All CICs/EVGCs of DoE schools who have completed at least 7 years of service in DoE, NCT of Delhi by 31st March 2025 and must have worked at least , for 7 preceding years in the category (CICs/EVGCs) for which they are applying.

2. In case of Guest EVGCs

All Guest EVGCs who have completed at least 1600 days in DoE as EVGC.

3. The CICs/EVGCs who have already got State Teacher Award are not eligible.

4. In case of EVGCs, the duly signed & verified applications are to be submitted through proper channel, within stipulated time through the HoS, DDE Zone and DDE District to the EVG Bureau.

5. In case of CICs, duly signed and verified applications are to be submitted within stipulated time by the concerned DDE (District) to the EVG Bureau.

6. Responses to items from S. no. 4 to 10 are to be supported by substantial proof duly attested by HoS/ CIC (District)/ DDE (EVGB) as applicable

Deepa Singh

Proforma D

For CICs/EVGC (Regular & Guest)

1. General Information of the Applicant

a. Name of the Applicant	
b. Gender (Female/Male)	
c. Date of Birth	
d. Employee ID/Application ID (in case of Guest EVGC)	
e. Parent School with school ID(in Case of EVGC)/Name of District (in case of CIC)	
f. Place of physical posting if working on Diverted Capacity (if any)	
g. Date of Joining in DoE	
h. Date of joining after promotion as CIC	
i. If Additional Charge as Nodal Officer (mention the Zone/District).	

2. Actual period in terms of Years, Months & Days (please attach proof)

As EVGC	
As CIC	

3. School/Schools of posting (Last 7 years)

Year	Name Of School Allotted (Parent & Cluster schools) (Wherever Applicable)	Enrolment of the schools allotted
2024-25		
2023-24		
2022-23		
2021-22		
2020-21		
2019-20		
2018-19		
Grand Total		

Deepa Singh

4. Whether developed any content for Bureau/District/School/any external agency.

Year	Name of the Level	Content Developed
2024-25		
2023-24		
2022-23		
2021-22		
2020-21		
2019-20		
2018-19		

5. Whether worked as Resource Person for training organized by District/ Zone/School/ any other Govt. Department.

Year	Department	Title of the training	Applicant's Role in Training
2024-25			
2023-24			
2022-23			
2021-22			
2020-21			
2019-20			
2018-19			

6. Presentation/Publication of any research paper at international/ National/State Level.

Year	Organization	Level	Title of the research paper
2024-25			
2023-24			
2022-23			
2021-22			
2020-21			
2019-20			
2018-19			

Deepa Singh

7. Any Special Projects/Initiatives undertaken at School/District level.

Year	Name of the project/Initiative	Description of the project	Role of the Applicant	Outcome of the Project/Initiative
2024-25				
2023-24				
2022-23				
2021-22				
2020-21				
2019-20				
2018-19				

8. Details of Publication of Books /Articles/Journals/Magazines (in Individual capacity).

S. No	Year	Title of the Article	Name of the Book/ Journal/Magazine etc.	Level (International / National /State & School
1	2018-25			

9. Number of students referred to Professionals/Hospitals/Institutions

S. No	Year	No. of Students Referred	Name of Professionals/ Hospitals/ Institutions	Certificate by HoS on School Letter Head
1	2018-25			

10. Any 3 Initiatives at individual level or success stories or any innovative practices or significant contribution towards guidance & counselling services. (Word limit maximum 200 for each year).

Year	Initiatives at Individual Level	Outcome
2024-25		
2023-24		
2022-23		
2021-22		
2020-21		
2019-20		
2018-19		

Deepa Singh

11. In what ways does this Award validate yours efforts and accomplishments (Word limit 50 words)

Undertaking by the applicant

It is certified that all the above information furnished by me is correct to the best of my knowledge and nothing has been misrepresented. It is also certified that no vigilance/criminal case is pending against me.

I am aware of the fact that any wrong information given by me may cause disqualification and may attract disciplinary proceedings under the CCS (CCA) Rules 1965.

Signature of Applicant

Deepa Singh

ELIGIBILITY CRITERIA FOR MENTOR TEACHERS
CONDITIONS OF ELIGIBILITY

1. All teachers who have completed at least 07 years of service as teacher by 31st March, 2025 including 2 years or more services as Mentor Teacher.
2. Retired teachers who have served as Mentor Teachers up to 31st March 2025 are eligible.
3. Must have worked with a minimum of 04 Mentee Schools for preceding 02 years.
4. The teachers who have already got State Teachers' Award are not eligible.

Deepa Singh

PROFORMA E
For Mentor Teachers

STATE TEACHERS' AWARD 2025 APPLICATION FORM FOR MENTOR TEACHERS				
<p>* Please read all the guidelines on the website of Directorate of Education carefully before filling the proforma.</p> <p>* Supporting documents to be attached for each and every point.</p>				
1	Name of the Mentor Teacher: -			
2	Designation: -			
3	Employee ID: -			
4	Aadhar Number: -			
5	(a) Date of Joining DoE (in DD/MM/YYYY): -			
	(b) Date of Joining as Mentor Teacher (in DD/MM/YYYY) and Batch:-			
6	Name of Parent School with ID: -			
7	District and Zone of the Parent School:-			
7	Total Number of completed years in regular service (at least 07 years of service as Teacher by 31 st March, 2025 including 2 years or more service as Mentor Teacher): -			
8	Name of the allotted mentee schools with School IDs (Mention the area of the school whether Urban/Rural/Resettlement Colony/JJ Cluster):			
	S.No.	School Name	School ID	Area of the School (whether Urban/Rural/Resettlement Colony/JJ Cluster):
	(i)			
	(ii)			
	(iii)			
	(iv)			
9	Grading of the APAR in last 3 years: -			
	S. No.	Year	Grading	
	(i)	2022 – 23		
	(ii)	2023 – 24		
	(iii)	2024 – 25		
10	Visits per mentee school during the last academic session 2024-25 done as a mentor teacher (Verified by HoSs of Mentee Schools on the School Letter Head):			
	S.No.	School Name	School ID	No. of Visits
	(i)			
	(ii)			
	(iii)			
	(iv)			

Deepa Singh

11	<p>Initiative(s) taken to improve the learning of students (In terms of Number/Nature/Scale and impact) (Verified by HoSs of Mentee Schools on School Letter Head):</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name/Nature of the Initiative</th> <th>Duration</th> <th>Beneficiaries / Scale</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(ii)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(iii)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Name/Nature of the Initiative	Duration	Beneficiaries / Scale	Impact	(i)					(ii)					(iii)														
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(ii)																															
(iii)																															
12	<p>Share any 2-3 Major Achievements/Success Stories while performing the role as Mentor Teacher</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Achievements/Success Story</th> <th>Evidence (Image/Video link as Evidence)</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td></td> <td></td> </tr> <tr> <td>(ii)</td> <td></td> <td></td> </tr> <tr> <td>(iii)</td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Achievements/Success Story	Evidence (Image/Video link as Evidence)	(i)			(ii)			(iii)																				
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(iii)																															
13	<p>Seminars /Workshops Attended (Recommended by Directorate/SCERT during last three years) Verified by OSD (MT)/ concerned DIET/SCERT):</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of Seminar/ Workshop Attended</th> <th>Name of the organizing Institution</th> <th>Date(s)</th> <th>Impact in enhancing your pedagogical skills</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(ii)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(iii)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Name of Seminar/ Workshop Attended	Name of the organizing Institution	Date(s)	Impact in enhancing your pedagogical skills	(i)					(ii)					(iii)														
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(ii)																															
(iii)																															
14	<p>Self-Capacity Building (Beyond those recommended/initiated by the Directorate/SCERT with a recognized organization during last three years) (Verified by OSD (MT):</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of Seminar/ Workshop Attended</th> <th>Name of the organizing Institution</th> <th>Date(s)</th> <th>Impact in enhancing your pedagogical skills</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(ii)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(iii)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Name of Seminar/ Workshop Attended	Name of the organizing Institution	Date(s)	Impact in enhancing your pedagogical skills	(i)					(ii)					(iii)														
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(i)																															
(ii)																															
(iii)																															
15	<p>Facilitation work done by applicant as a Resource Person (Verified by OSD (MT)- (A) Facilitation of Sessions/Workshops assigned through SCERT/ DIET (Verified by concerned DIET/SCERT):</p> <table border="1"> <thead> <tr> <th>Date(s)</th> <th>Name of Capacity Building Programmes Undertaken</th> <th>Number of Sessions</th> <th>Organised by</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date(s)	Name of Capacity Building Programmes Undertaken	Number of Sessions	Organised by																										
Date(s)	Name of Capacity Building Programmes Undertaken	Number of Sessions	Organised by																												

Deepa Singh

(B) Facilitation of Sessions/Workshops for any other recognised National/International educational institution:

Date(s)	Name of Capacity Building Programmes Undertaken	Number of Sessions	Organised by

Contribution in the development of Content (E-Content, Audio Visual Lesson, Podcasts, Textbooks, Support Material, Teachers' Handbook, or nay other) done by applicant (Supporting documents may be attached)

(A) Allocated by the Directorate:

Type of content	Title of the Material Developed	Month and Year	Impact of the material developed in enhancing teaching learning process

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(B) Beyond the Directorate in a Government Organisation:

Type of content	Title of the Material Developed	Month and Year	Impact of the material developed in enhancing teaching learning process

Research Paper Presentation/ Contribution in Journals etc. with ISSN No. (Print/Online) Published at National / International Level in the last five (05) years: -

Year	Title (s)	ISSN (if any)	Published by

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18	Article(s) published in national/ state level magazine with ISSN/ISBN/RNI No. Published at National / International Level in the last five (05) years:			
	Name of the Magazine	Title(s) of the Article/Paper Essay	Volume, Month and year of publication	ISSN/ISBN/RNI No. (If Any)

19	Do you use Social-Media (Facebook/X/Instagram/LinkedIn/Threads Etc.) for sharing best academic pedagogic practices? Yes/No		
	Name of the Social Media platforms you use	Account Name and Handle	Links for the posts shared by you for educational purpose

20	Fellowship/ Awards/ Recognition by well-known National/International institutions (Attach supporting documents.)			
	S. No.	Fellowship/ Awards/ Recognition	Date	Awarding Institution

21	Work done to strengthen School - Community Linkages (Supporting documents may be attached) (Verified by HoS of Concerned Schools on School Letter Head):			
	Innovations/Initiatives/Best Pedagogic Practices Inside/Outside Classroom			

22	(Supporting documents may be attached)			
		Mention any three of your innovations/initiatives/best pedagogic practices which you have planned and executed	Efforts made to enhance the quality of teaching learning process through the initiatives/Innovative practices (Share your response in 100 words each)	
	1.		Impact of the initiative taken preferably in numerical terms (Share your response in 80 words each)	
	2.			
	3.			
	How have you used ICT for continuous professional development of self and other stakeholders in the last three (03) years? (Supporting documents may be attached)			

23	S. No.	Mention the best use of ICT	Impact of the ICT used (Share your response in 80 words each)
	1.		
	2.		
	3.		

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24	Contribution to the society in the field of education, environment, health and improving the social equality and harmony etc. in the last three (03) years (Supporting documents may be attached):			
	S. No.	Contribution	Impact of the contribution (Share your response in 80 words each)	
	1.			
	2.			
	3.			

25	Mobilizing resources to the schools or contribution to the other schools in any way through your own efforts or Vidyanjali Program:		
		Mobilizing resources to the schools or contribution	Impact
	1.		
	2.		
	3.		

26	Details of Learnings / take aways from National exposure trips during last three years implemented successfully in mentee school(s) (Verified by HoSs of Mentee Schools on School Letter Head):			
	National Exposure Trip	Major Learning /Take aways	School Name, where implemented successfully	Impact

27	Achievement in the field of education regarding self-growth as a professional, Higher/further education acquired during the Last five years.				
	Name of Course/ Degree/Diploma / Certificate/ Any other	Name of University/ Organisation	Duration of the course	Year in which passed	Impact/self-growth as a professional

28	Write any of your outstanding achievements during the last five years (apart from those the once you have already mentioned in the form above) Maximum 200 words. (Supporting documents may be attached):
-----------	--

Declaration given by the applicant	
<i>It is certified that all the above information furnished by me is correct to the best of my knowledge and nothing has been concealed. It is also certified that no vigilance/ criminal case is pending against me. I am aware of the fact that any wrong information given by me may cause disqualification and may attract disciplinary proceedings under the CCS(CCA) Rules.</i>	
Signature of Mentor Teacher	

Deepa Singh

Signature of the OSD (MT/School)

Deepa Singh

**GUIDELINES FOR FILLING THE APPLICATION FORM FOR STATE AWARD
FOR TGT/PGT (SPECIAL EDUCATION TEACHERS) for 2025**

A. Guidelines for TGT/PGT (SETs) working in schools

Eligibility Criteria:-

- All TGT/PGT (SETs) working in Schools of DOE, GNCT of Delhi who have completed at least 7 years of continuous & regular service as a Special Education Teacher by 31st March, 2025 in DoE, GNCT of Delhi can apply.
- All TGT-Special Education Teachers (Guest) working in Govt. and Govt. Aided schools of DoE, GNCT of Delhi, who have completed atleast 1000 total working days of service as a Special Education Teachers (Guest) under DoE, GNCTD. Out of 1000 days services concerned Guest (SET) under DoE must have worked atleast for 180 days each session/year (2020-2025) during last five years.
- Maximum two nomination can be submitted by each school.
- Re-employed teachers are not eligible.
- **TGT/PGT (SETs) who have taught minimum 5 Children with Bench mark Disabilities in per year during the last four shall only be eligible.**

Guidelines for filling the proforma:-

- **TGT/PGT (SETs) themselves shall apply directly by filling the application form (Performa-A) online on the official website of Directorate of Education between _____**
- Applicants must maintain a copy of the filled Proforma for future reference.
- The applicant should submit the duly filled application along with two passport size photographs and self attested supporting documents to their next/immediate higher authority for further submission to Inclusive Education Branch (HQ), Lajpat Nagar, New Delhi.
- **All claims made in the application form should be supported with documents.**
- **The supporting documents must include attested copy of CBSE original gazette/Annual result for class X and XII / attested copy of annual result for class IX and XI, certificate of participation in co-curricular activities, copy of relevant pages of service book, inspection reports, disability certificate/assessment report of student, and other documentary proofs for verification of the information given by him/her.**
- In case participation of students/teachers is in more than one activity, only the certificate of highest level achievement, for each year, is to be attached.
- After verification of documents, the higher authority of the applicant will countersign the same and submit in the concerned office of DDE (District) of DoE.

Deepa Singh

Recommendation Procedure:

The application must be submitted through online mode, however, hard copy shall be submitted on **prescribed proforma only**, mentioning page numbers for each and every point in the index including all documents/annexure clearly.

The application (Hard copy) will be countersigned by the Head of the Schools. The information filled-in should be verified from teacher's diary, IEPs, inspection report, annual result of the school, the service book of the applicant (in case of regular SET), and other records. Duly filled proforma shall be forwarded by HoS to DDE (Zone).

The DDE (Zone) must ensure that every page of proforma along with annexure are certified by HOS. The DDE (Zone) will countersign all application after verification of all documents and annexure before forwarding to DDE (District).

The DDE (District) must ensure that every page of proforma along with annexure is certified by DDE (Zone). The District DDEs will check and verify all documents. Further, DDE (District) shall forward the complete applications in all respect to DDE (IEB).

The DDE (District) will forward only those cases which are clear from vigilance. The Addl. DE (IEB) shall form a committee and evaluate the applications as per the approved marking scheme and evaluation criteria.

B. Guidelines to TGT/PGT (SETs)/ working in Zone/District/State level, Supervisor Inclusive Education Zone and District**Eligibility Criteria:-**

- A. All TGT/PGT (SETs) who are presently working in Zone/District/State level, Supervisor Inclusive Education Zone and District of DoE, GNCT of Delhi and who have completed at least 7 years of continuous & regular service and 4 years service at Zone/District/State level by 31st March, 2025 in DOE, GNCT of Delhi.

Guidelines for filling the proforma:-

- TGT/PGT (SETs) who are presently working in Zone/District/State level, Supervisor Inclusive Education Zone and District themselves shall apply directly by filling the application form (Performa-B) online on the official website of Directorate of Education between _____.
- Applicants must maintain a copy of the filled Proforma for future reference.
- The applicant should submit the duly filled application along with two passport size photographs and self attested supporting documents & photographs to their next higher authority.
- All claims made in the application form should be supported with documents.

Deepa Singh

- The supporting documents must include attested copy of CBSE original gazette/Annual result for class X and XII,
- Certificate of participation in co-curricular activities, copy of relevant pages of service book (in case of regular SET), inspection reports, disability certificate/assessment report of student, and other documentary proofs for verification of the information submitted by SETs shall be attached along.
- In case participation of students/teachers is in more than one activity, only the certificate of highest level achievement, for each year, is to be attached.
- After verification of documents, the higher authority of the applicant DDE (Zone) in case of Supervisor Inclusive Education Zone/Zonal Coordinators (IE), DDE (District) in case of Supervisor Inclusive Education District/District Coordinators (IE); and DDE (IEB) in case State Coordinator (IE) & Academic Coordinators (IE), will countersign the same and submit it in the 'concerned office of DDE (District)/DDE (IEB).

Recommendation Procedure

The application must be on prescribed proforma only, mentioning page numbers for each and every point in the index including all documents/annexure clearly.

The application will be countersigned by the higher authority of the applicant. The higher authority should ensure that all the columns in the proforma are duly filled-in. The information filled-in should be verified from teacher's diary, IEPs, inspection report, annual result of the school, the service book of the applicant, and other records.

In case of application TGT/PGT (SETs) working in zone/districts, Supervisor Inclusive Education Zone and District, the DDE(Districts) must ensure that every page of proforma along with annexure is certified by the higher authority of applicant. The DDE (District) will countersign all application after verification of all documents and annexure before forwarding to DDE (IEB).

The DDE (District)/DDE(IEB) will forward only those cases which are clear from vigilance angle.

Then Addl. DE (IEB) shall form committee and evaluate the applications as per the approved marking scheme and evaluation criteria. The shortlisted applications shall then be forwarded to DDE (Awards).

Deepa Singh

Annexure-III

Undertaking by TGT- Special Education Teacher (Guest)

1. All the above information furnished by me is correct to the best of my knowledge and nothing has been concealed.
2. It is certified that No criminal case is pending against me.
3. I have never been disengaged during my entire service tenure as TGT-Special Education Teacher (Guest) under DoE, GNCTD due to misconduct, misbehavior, remained on leave without permission of HOS, poor performance or resigned due to personal reasons.

I am aware of the fact that any wrong information given by me may cause disqualification.

SIGN. of Concerned Applicant

Counter Signed by HOS

NOTE: Applicant must submit following undertaking/ certificate along with application form.

1. UNDERTAKING by the guest teacher that he/she has never been disengaged during his/her entire service in the capacity of GUEST SET due to misconduct/ misbehavior/ remained on leave without prior permission of HOS.
2. CERTIFICATE from HOS that- (name of concerned GUEST SET) has never been disengaged during his/her entire service in the capacity of GUEST SET due to misconduct/ misbehavior/ remained on leave without prior permission of HOS.
3. CERTIFICATE from DDE(District) (name of concerned GUEST SET) has never been disengaged during his/ her entire service in the capacity of GUEST SET due to misconduct/ misbehavior/ remained on leave without, prior permission of HOS.

Deepa Singh

PROFORMA -F :
FOR TGT/PGT (SPECIAL EDUCATION TEACHER)

1. Name of School & ID :
2. Name (In Block Letters) & Emp. ID :
3. Date of Birth :
4. Qualification :
5. Area of specialization :
6. CRR. No. of Rehabilitation Council of India :
7. Aadhar Number:
8. Designation : TGT/PGT (Special Education Teacher)
9. Place of posting if diverted :
10. Total No. of students taught by the teacher during 2024-25:
(Enclose data of CWSN)
11. Whether teacher is providing services to two different schools: Yes/No
If yes, mention the names & IDs of the schools:
12. Comparison of Achievement/progress of CWSN (of 5 CWSN) during the last three academic years:

Name of CWSN	Type of Disability & percentage	Class & Section	School Name & ID	Academic year	Baseline/Functioning level as on beginning academic year (as per IEP)	Achievement/Functioning level at the end of academic year (as per IEP)
				2022-23		
				2023-24		
				2024-25		

(Enclose documents related to baseline & achievement and copy of disability certificate of students)

13. Result of the Students with Disabilities appeared in Board Classes X & XII (if no children in class X & XII give details of class IX & XI). Further, in schools where no CwDs appeared in classes IX & XI then the annual result of last academic session for CwDs for classes VI to XIII shall be submitted:

No. of Students appeared:

Deepa Singh

No. of Students Passed:

Pass percentage:

Detail of two students who achieved highest score in Class X/Class XII (name, student ID, type of disability, % of disability, marks achieved, & % of marks):

Detail of two students who achieved highest score in Class IX/Class XI (name, student ID, type of disability, % of disability, marks achieved, & % of marks):

Detail of two students who achieved highest score in Class VI to Class VIII (name, student ID, type of disability, % of disability, marks achieved, & % of marks):

(Enclose documentary proof)

14. Percentage of attendance of CWSN in individual sessions taken in a group of maximum two CWSN per week during 2024-25:

(Enclose the copy of attendance)

15. Impact of individual sessions taken in a group of maximum two CWSN per week during 2024-25:

(Enclose documentary proof)

16. Impact of Innovative Teaching Learning Material (TLM)/Assistive aids prepared and used during 2024-25:

(Enclose proof regarding the TLM prepared and its impact on CWSN)

17. Whether resource room/resource corner has been established and maintained:

(Enclose photographic evidence)

18. Impact of plus curriculum Activities (Braille, Sign Language, Daily Living Skills, Orientation & Mobility or any other Disability Specific Activities) undertaken for Children with Intellectual Disability, Cerebral Palsy, Autism Spectrum Disorder, Hearing Impairment, and Blindness during 2024-25:

(Enclose documentary proof containing baseline & achievement and disability certificate)

19. Achievement of CWSN in co-curricular and curricular activities during last three years:

Academic year	Name of CWSN	Type of Disability & percentage	Class & Section	School Name & ID	Name of activity	Level	Position Achieved	Organized by
2022-23								
2023-24								
2024-25								

(Enclose proof of achievement & disability certificate of students)

Deepa Singh

20. Achievement of TGT/PGT (SET) in co-curricular and curricular activities during last three years:

Academic year	Name of activity	Level	Position Achieved	Organized by
2022-23				
2023-24				
2024-25				

(Enclose proof of achievement)

21. Impact of IEPs prepared and implemented during 2024-25 on CWSN:
(Enclose supporting documents and upload IEP of five children with disabilities, preferably with different disabilities)
22. Percentage of attendance of parents of CWSN in IEP review meeting held during 2024-25:
(Enclose attendance related documents)
23. List the activities taken up by the TGT/PGT (SET) to create awareness among Peers, Staff members, & Community during 2024-25 and also brief on its impact:
24. Effect of workshop/session taken for other TGT/PGT (SETs) during monthly meeting at District during 2024-25:
(Enclose supporting documents)
25. Impact of in service training programmes/cross disability training program attended during 2024-25 on your teaching:
(Enclose documentary proof)
26. How did you coordinate with subject teachers to ensure inclusion of CWSN (write in maximum 200 words):
27. Details of initiatives undertaken including Action Research/Publication during last three years (Specify giving details):
(Enclose documentary proof)
28. Grading received in APAR/ACR in last three years:
(Enclose copies of APAR/ACR)

In case of Guest (TGT/PGT SETs) the following will be applicable in place of APAR/ACR:

S. No.	Experience in following locations:	Total No. of working days	Grand total working days
1.	Urban		
2.	Rural		
3.	Resettlement colony		
4.	J.J. cluster		

29. Any other significant achievement in the field of inclusive education during 2024-25 and its impact on CWSN, i.e. innovative experiments:

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(Enclose documentary proof)

30. Why you consider yourself as suitable for State Award? (write in maximum 200 words)

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PROFORMA -F:

**FOR TGT/PGT (SETs), WORKING IN ZONE/DISTRICT/HEAD QUARTER,
SUPERVISOR INCLUSIVE EDUCATION ZONE AND DISTRICT**

1. Name of School & ID :
2. Name (In Block Letters) & Emp. ID :
3. Date of Birth :
4. Qualification :
5. Area of specialization :
6. CRR. No. of Rehabilitation Council of India :
7. Aadhar Number:
8. Designation : TGT/PGT (Special Education Teacher), Supervisor Inclusive Education Zone and District
9. Place of posting (diverted) :
10. Percentage of supervisions/visits of schools/Resource Centres/NGOs undertaken :
(Enclose documentary proof)
11. Effect of the supervisions/visits of schools/Resource Centres/NGOs undertaken for inclusive education implemented in schools/zone/Districts :
(Enclose documentary proof)
12. Percentage of CWSN attended Assessment Camp from schools under concerned zone/district/state during last year (compare with estimated no. of CWSN as per circular/order):
(Enclose copy of attendance of CWSN)
13. Percentage of CWSN attended Distribution Camps from schools under concerned zone/district/state during last year (compare with estimated no. of CWSN as per circular/order):
(Enclose copy of attendance of CWSN)
14. Percentage of CWSN attended Camps for assessment of Intellectual Ability from schools under concerned zone/district/state during last year (compare with estimated no. of CWSN as per circular/order):
(Enclose copy of attendance of CWSN)
15. Percentage of CWSN attended Camps for assessment of specific learning disability from schools under concerned zone/district/state during last year (compare with estimated no. of CWSN as per circular/order):
(Enclose copy of attendance of CWSN)
16. Comparison of result of the Students with Disabilities appeared in Board (Class X & XII) in the schools under zone/ district/state during last four years:

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School Name & ID	Academic Year	Class X			Class XII		
		No. of CWSN appeared	No. of CWSN passed	Pass %	No. of CWSN appeared	No. of CWSN passed	Pass %
	2021-22						
	2022-23						
	2023-24						
	2024-25						

(Enclose document related to result submitted by HOS)

17. Achievement of Official in co-curricular and curricular activities during last three years:

Academic year	Name of activity	Level	Position Achieved	Organized by
2022-23				
2023-24				
2024-25				

(Enclose proof of achievement)

18. Percentage of attendance of TGT/PGT (SETs)/Zonal/District Coordinator (IE), Supervisor Inclusive Education Zone and District in the monthly meeting/orientation programme/HQ level meeting during 2024-25:

(Enclose copy of attendance sheet)

19. Impact of workshop/session taken in the monthly meeting/ orientation programme/ HQ level meeting/Virtual/online meeting of TGT/PGT (SETs)/Zonal/District Coordinator (IE), Supervisor Inclusive Education Zone and District during 2024-25. Also mention the number of workshops attended.

(Enclose supporting documents)

20. List the involvement of official in any other additional work related to inclusive education of children with special needs in DoE.

(Enclose documentary proof)

21. Details of significant state /national/international level achievement of CWSN from the schools under zone/district/state during 2024-25:

(Enclose documentary proof)

22. Details of significant state /national/international level achievement of TGT/PGT (SETs) working in the schools, Supervisor Inclusive Education Zone and District under zone/district/state during 2024-25:

(Enclose documentary proof)

23. Details of initiatives undertaken; including Action Research/Awareness Programme during last three years (Specify giving details) :

(Enclose documentary proof)

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24. Awarded Ph.D or M.Phil in the area of Special/Inclusive Education during last five years.
(Enclose documentary proof)
25. Grading received in APAR/ACR in last three years:
(Enclose copies of APAR/ACR)
26. Any other significant achievement in the field of inclusive education during 2024-25 and its impact on CWSN, i.e. innovative experiments:
(Enclose documentary proof)
27. Why do you consider yourself as suitable for State Award? (write in maximum 200 words)

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STATE TEACHERS' AWARD-2025

GUEST TEACHERS/ CONTRACT TEACHER UNDER SAMAGRA SHIKSHA

The GUEST TEACHERS/CONTRACT TEACHERS UNDER SAMAGRA SHIKSHA working in Govt & Govt Aided schools of DoE GNCT of Delhi are eligible to apply.

GUIDELINES

ELIGIBILITY CRITERIA:

- All GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA working in Govt. and Govt. Aided schools of DoE GNCT of Delhi, who have completed at least 07 years (at least 1400 total working days) of service as GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA are eligible to apply. Out of 07 years service, concerned GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA must have worked, at least, for 180 days each session/ year (2018-2025) during last 07 years.
- Maximum 02 nominations for GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA DELHI can be submitted by each school.
- Concerned applicant must not have been disengaged during his/her entire service tenure as GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA DELHI due to any reason whatsoever misconduct, misbehavior, remained on leave without permission of HoS, poor performance or resigned due to personal reasons.

Guidelines for filling the Proforma:

- All the applicants (GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA) of Govt. & Govt. Aided schools of GNCT of Delhi will fill the prescribed Proforma manually through their concerned HoS.
- Applicants (GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA DELHI) must fill the form carefully as no correction will be allowed after submission of the form.
- The applicant will submit the same hard copy with 02 passport size photographs and self attested supporting documents to their respective HoS. Supporting

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documents must include attested copy of CBSE original gazette/ annual result for class 10th and 12th, attested copy of annual result of class 9th and 11th or as the case may be for rest of classes, certificate of participation in co-curricular activities, copy of online experience certificates, online copy of engagement letter for the session 2024-25, Inspections reports and other relevant documentary proofs for verification of the Information given by the applicant.

- After verification of documents, the concerned HoS of the applicant will counter sign all documents and submit the same in the office of concerned DDE Zone for onward submission to concerned DDE District of DoE.

GUIDELINES FOR ACADEMIC PERFORMANCE:

- The number of students appeared in Examination in a year should not be less than 20 for all types of GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA DELHI.
- Only pre-compartment result will be considered. The application will be rejected in case of mentioning the post-compartment result.
- Only the Annual Final Result is to be furnished for classes taught during session 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25.

Consolidated result of all sections of each class taught by the teacher is to be furnished.

In case of TGTs, result of highest two classes taught is to be furnished.

In case of Primary Teacher/ Assistant Teacher result of class(es) taught.

GUIDELINES FOR CO-CURRICULAR ACTIVITIES:

- In case, participation of students/ teachers is in more than one activity, **only the certificate of highest level achievement**, for each year, is to be attached.

The applicant must certify that all information furnished by him/her is correct. Any wrong information given by the applicant will lead to disqualification.

RECOMMENDATION PROCEDURE:

The application must be on prescribed Proforma only, mentioning page numbers for each and every point in the Index including all documents/ annexures clearly

The application in r/o GUEST TEACHERS/CONTRACT TEACHER UNDER SAMAGRA SHIKSHA DELHI will be countersigned by the Heads of the Schools,

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The Hos should ensure that all the columns in the Proforma are duly filled-in. The information filled-in should be verified from teacher's diary, inspection report and annual result of the school and the service particulars of the guest teacher from school record/online record.

The DDE Zones must ensure that every page of Proforma along with annexure are certified by the HoS. The DDE Zone will also countersign all applications after verification of all documents and annexure accordingly

The DDE District must also ensure that every page of Proforma along with annexure are certified by the DDE Zone. The District DDEs will also check and verify all documents.

DDE District may constitute a committee headed by DDE Zone along with two members not below the rank of Vice Principal to take feedback in respect of the applicant from students, parents and colleagues.

SUBMISSION PROCEDURE:

- Applicants have to apply manually through the HoS on the prescribed format only within the specified time limit.
- All supporting documents are to be numbered accordingly along with proper Index
- All papers/documents annexed with the application are to be got countersigned by the HOS concerned before being forwarded to the office of the DDE Zone concerned.

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PERFORMA G

FOR GUEST TEACHERS AND CONTRACTUAL TEACHER (UNDER SAMAGRA SHIKSHA-DELHI)

Tick appropriate box	
Guest Teachers	Contract Teacher under Samagra Shiksha (SS)

- a. Name of Guest teacher/contract teachers under SS:-
- b. Employee Id:-
- c. Application number of the Guest Teacher/Contract Teacher under SS:-
- d. Designation with Subject:-
- e. Aadhar No.:-
- f. Name of the Present School:-
- g. School ID:-
- h. Zone:-
- i. District:-
- j. Year wise experience during last Five Session/years as per MIS module for Guest Teachers and manual experience in case of Contract Teachers under SS need to be verified by HoS and countersigned by DPO/DDE: **(Attach supporting documents in respect of this information).**

Sl. No.	Session/Year	Total No. of working days in the session
1	2024-25	
2	2023-24	
3	2022-23	
4	2021-22	
5	2020-21	
Grand Total of Working Days		

1. (a) Total experience of the Guest Teacher/Contract Teacher under SS (Total No. of working **(Attach supporting documents in respect of this information).**

Sl. No.	Experience in Following Locations	Total No. of working days in the session
1	Urban	
2	Rural	
3	Resettlement Colony	
4	J.J. Cluster	
Grand Total of Working Days		

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(b). Total no. of students taught by the Teacher (all Classes with Sections) during 2024-25 as per Time-Table.

Sl. No.	Subject Taught	Class with section	No. of students
	Grand Total		

2. Subject result before Compartment of the class taught for Last five Year
(Attach supporting document in respect of this information)

- For PGT Result of Class XI & XII.
- For TGT highest Two Classes Taught.
- For Assistant Teachers Classes Taught (Actual Result)

Year	Class Nursery & KG to XII	Subject taught	No. of students Appeared	No. of students Passed	Pass%	+ve/-ve variation in Pass%
2024-25						
2023-24						
2022-23						
2021-22						
2020-21						

3. Number of students who secure 90% and above marks in A.Y.2024-25 (in digits only):-
(Highlight marks of these students)

- For PGT - Class XII.
- For TGT- highest Class Taught.
- For Assistant Teachers – The Highest Class Taught

Sl. No.	Name of Student	Class with Section	Total No. of students who secured 90% and above marks

4. Participation of Teachers in co-curricular activities in academic year 2023-24 & 2024-25:
(organized by DoE or Any other Govt. Organization. (Yes/No)_____

If YES, then give details as per given table, highest level certificate with hard copy, duly certified by the HoS:

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Year	Name of Activity	Level (Zone/District/State /National)	Participation/ Position	Organized by
2024-25				
2023-24				

5. Participation of Students in Co-curricular activities during last two year, mentored by concerned Teacher: (Subject specified only and organized by DoE or Any other Govt. Organization), **attach highest level certificate with hard copy, duly certified by the Hos:**

Year	Name of Activity	Name of Students	Class of Student	Level (Zone/District/ State/National)	Participation /Position	Organized by
2024-25						
2023-24						

6. Particulars of Charges held by the Guest Teacher/Contract Teacher under SS for last two years:
Note 1: Examination/Admission/RTI/MDM/Welfare Schemes/Time-Table/Property or any other (Attach supporting documents duly verified by HoS).

Year	Whether held any charge	Name of Charges
2024-25	Yes/No	
2023-24	Yes/No	

7. Work done by the Guest Teacher/Contract Teacher under SS during last two years in the publication at Headquarter Level like preparation of support material/question bank/sample papers/or any other (Attach supporting documents duly verified HoS).

Year	Mention work done	Organized by
2024-25		
2023-24		

8. Attended Seminars/workshops conducted by DoE/CBSE/NCERT/SCERT/any other Govt. Organization recognized by DoE during last five years: (Attach supporting documents duly verified HoS).

Year	As resource Person/ Participant	No. of days of seminar/ workshop	Organized by
2024-25			
2023-24			
2022-23			
2021-22			
2020-21			

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9. Any significant Achievement in the field of education during last five academic session/year i.e. innovative experiments (like use of ICT, Joyful learning techniques use of pedagogic approaches in teaching activities etc., for an impact on the students. (Write in not more than 150 words) (**Attach supporting documents duly verified by HoS**).
10. Work done by the teacher to increase enrolment and reduce dropout. If yes, (write in not more than 100 words and duly verified by HoS).

Declaration given by Teacher

It is certified that:

1. All the above information furnished by me is correct to the best of my knowledge and nothing has been concealed.
2. No criminal case is pending against me.
3. I have never been disengaged during my entire service tenure as Guests Teacher/Contract Teacher under SS due to misconduct, misbehaviour, remained on leave without permission of HoS, poor performance or resigned due to personal reasons.

I am aware of the fact that any wrong information given by me may cause disqualification.

Signature of the Applicant

**Counter Signed by the HoS
With Stamp**

Note:-All entries made by applicant must attach documentary proof (s) duly signed by the HoS concerned.

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Note: Applicant must submit following undertaking/certificate along with application form.

1. UNDERTAKING by the Guest Teacher/ Contractual Teacher that he/she has never been disengage during his/her entire service in the capacity of GUEST TEACHER/CONTRACTUAL TEACHER due to misconduct/ misbehaviour/ remained on leave with prior permission of HoS.
2. CERTIFICATE from HoS that- (name of concerned GUEST TEACHER/ CONTRACTUAL TEACHER) has never been disengaged during his/her entire service in the capacity of GUEST TEACHER/ CONTRACTUAL TEACHER due to misconduct/misbehaviour/remained on leave with prior permission of HoS.
3. CERTIFICATE from DDE (District) (name of concerned GUEST TEACHER/ CONTRACTUAL TEACHER) has never been disengaged during his/her entire service in the capacity of GUEST TEACHER/ CONTRACTUAL TEACHER due to misconduct/misbehaviour/ remained on leave with prior permission of Hos.

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