

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/2026-27/ 05

Dated 22/04/2026

CIRCULAR

New Inspection Proforma to check preparedness for the session 2026-27

The Officers of the Directorate of Education are hereby requested to carryout Inspections of All the schools under their jurisdiction and are to pay special attention towards the following points:-

- Overall sanitation in the school
- Distribution of writing material
- Preparedness w.r.t. Heat Wave Precautionary Measures
- Analysis of Annual Result

Deputy Director (Districts) and Deputy Director (Zones) are directed to inspect schools within their area & Jurisdiction. Two schools per day till 10<sup>th</sup> May 2026 and submit inspection report on Email-ID- [Inspecell14@gmail.com](mailto:Inspecell14@gmail.com).

DDI (District Zones) are also directed to take immediate actions in order to rectify the deficiencies pointed out in the Inspection reports. Also, ATR of the shortcomings may be sought at the Zonal level and necessary action should be taken. **DDE District/Zone will try to not to repeat same schools for inspections to cover maximum number of schools.**

Any lapse in this regard will be viewed seriously by the Higher Authorities.

This issues with the approval of Competent Authority i.e Director (Education).

Encl:- (Inspection Proforma)

*Harsh Arya*  
HARSH ARYA  
ADDL. DE (INSPECTION)

No. DDE/IC/HQ/2026-27/ 05

Copy to:-

1. PS to Pr. Secretary of Education, GNCT of Delhi.
2. PPS to Director of Education, GNCT of Delhi.
3. All RDE/DDI:-District/DDE:-Zones/HOS through MIS.
- ✓ 4. OS (IT) with the request to upload the same on the MIS.
5. Office Copy.

Dated:- 22/04/2026

*Deepa Singh*  
DEEPA SINGH  
DDE (INSPECTION) 22/04/26

**SPECIAL INSPECTION PROFORMA 2026-27**

|  |  |
|--|--|
| <b>Name of School and ID</b>                       |  |
| <b>Name &amp; Designation of HoS</b>               |  |
| <b>Date of Inspection (DD/MM/YYYY)</b>             |  |
| <b>Name of the Inspecting Officer</b>              |  |
| <b>Designation of the Inspecting Officer</b>       |  |
| <b>Student Attendance on the day of Inspection</b> |  |

| S.No | Particulars   | YES/NO            |
|------|---|-------------------|
| 1    | New Timetable for Academic Session 2026-27 provided to staff and students   | Yes/No            |
| 2    | Whether sufficient Clean Drinking water facility is available in the school   | Yes/No            |
| 3    | Whether sufficient Desks are available for students   | Yes/No/ Partially |
| 4    | Whether writing material distributed to all the students  | Yes/No            |
| 5    | Whether quality and quantity of writing material is as per guidelines of DOE  | Yes/No/Partially  |
| 6    | Whether Functional Toilets available on all floors  | Yes/No/ Partially |
| 7    | Overall sanitation in the school is properly maintained   | Yes/No/ Partially |
| 8    | Field, playgrounds and open areas in the school are well maintained   | Yes/No/ Partially |
| 9    | Whether the Circular No. DE.23( 386)/Sch.Br./SHP/2026/52-57 dated 08/04/2026 is being followed in the Letter and Spirit (regarding Guidelines for Heat Wave Precautionary Measures for Schools) | Yes/No            |
| 10   | Fire safety equipment's are working properly  | Yes/No            |
| 11   | Whether any Awareness session for heat wave precautions and hydration practices conducted   | Yes/No            |
| 12   | Student Hygiene & Classroom Cleanliness are being maintained properly   | Yes/No/ Partially |
| 13   | Whether First Aid Kit is available in the school  | Yes/No            |
| 15   | Whether safety and security guidelines issued by DoE for students are followed by the school  | Yes/No            |
| 16   | Whether analysis of the results of previous session (2025-26) has been done and remedial steps taken  | Yes/No            |
|      | <b>Any other remarks regarding overall inspection by the Inspecting officer.</b>  |                   |

Signature of the Inspecting Officer

*Deepa Singh*  
22/04/26