

**IMMEDIATE/  
DATE BOUND**

**FROM**

**DIRECTOR SCHOOL EDUCATION,  
HARYANA CHANDIGARH.**

**TO**

- 1. ALL THE DISTRICT EDUCATION OFFICER'S**
- 2. ALL THE ADDITIONAL DISTRICT EDUCATION OFFICER'S- CUM- ELEMENTARY EDUCATION OFFICER'S IN THE STATE.**
- 3. ALL THE PRINCIPAL DIET'S /GETTI'S IN THE STATE**

**MEMO NO. 20/2-2010-CO-(1)  
DATED CHANDIGARH THE 26.8.2010**

**SUBJECT:- STATE AWARD TO TEACHERS- 2009 AND  
RECOMMENDATIONS OF ELIGIBLE TEACHERS THEREOF.**

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Reference on the subject cited above.

As you are aware that there is a provision of State Award for honoring the teachers who have done commendable/ exemplary work in the field of education/social sector/co-curriculum activities and sports etc. The cases of all such eligible teachers for the State Award-2009 are invited in the enclosed prescribed Performa. These cases should reach this Directorate up to 31.08.2010 with the recommendations of the District Level Committee.

While sending the cases of State Award it may be strictly ensured:-


1. The Teachers (J.B.T./C&V/Masters/Lecturers/Headmasters/ Principals) working in the Govt. and Govt. Aided Primary, Middle, High and Senior Secondary Schools will be eligible.
2. Teachers/Masters/Lecturers with at least 15 years of regular service and Headmasters/Principals with 20 years of regular service (actually teaching in Govt. and Govt. Aided Primary, Middle, High and Senior Secondary schools) will be considered for these awards.
3. The results of Board Examination of the Teacher should not be less than Board results during the last five years.
4. The School results of the Teacher should not be less than 80% during the last five years.
5. Teachers working or who have worked during the last 5 years in S.C.E.R.T. Gurgaon/ Resource Centers/Text Book Cell./ Directorate/ Sarv Shiksha Abhiyan and in the offices of District Education Officer /District Elementary Education Officer/ Block Education Officer will not be eligible for these awards.
6. Retired teachers will not be eligible for these awards.
7. The teacher has not been awarded any major penalty during his service career.
8. That the certificates/publications attached should be attested by the gazetted officer and countersigned by the District Education Officer concerned.

9. The District Level Committee while recommending the case of any teacher will give specific comments regarding his/ her educational/ social/ co-curricular and sports activities and reputation of the teacher in the society.
10. The District Level Committee will ensure that all the cases are properly indexed, page numbers are indicated and all the information/documents should be strictly according to the prescribed Performa.

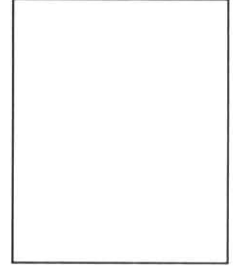
It has been observed that the cases for the State Award are sent in in-sufficient numbers. It is therefore directed that this letter be circulated to all the schools and the Principals and Headmasters be directed to send the cases of all the eligible Teachers of their respective Institutions.

That while examining the cases of the State Award it has been observed that the Performa's circulated by the Directorate have not been properly adhered to/filled up properly, causing inconvenience to the department. It is therefore directed that the cases of all the eligible teachers (as per the enclosed performa) for the State Award-2009 be sent to this Directorate **up to 31.08.2010** with the clear recommendations of the District Level Committee.

**Enclosed:-  
(Proforma's Page 1-5)**

  
**ASSISTANT DIRECTOR CO-ORDINATION  
FOR DIRECTOR SCHOOL EDUCATION  
HARYANA CHANDIGARH**

**Please Note**:-One passport size photograph duly attested on back side by any Gazetted Officer be attached in separate envelope. The Photograph should not be defaced on anyway.



**PROFORMA FOR RECOMMENDING A TEACHER FOR  
STATE AWARD**

**Particulars of the Teacher**

1. Name (in Block letters) : \_\_\_\_\_
2. Sex with marital status : \_\_\_\_\_
3. Designation & complete school address with Pin code number, Telephone number : \_\_\_\_\_  
\_\_\_\_\_
4. Complete Residential address with Pin code number, Telephone number : \_\_\_\_\_  
\_\_\_\_\_
5. Complete Permanent Address with Pin code number : \_\_\_\_\_  
\_\_\_\_\_
6. Whether the school is Primary/ Middle/High/Sr. Secondary : \_\_\_\_\_
7. District : \_\_\_\_\_
8. State : \_\_\_\_\_
9. Date of Birth : \_\_\_\_\_
10. Present age : \_\_\_\_\_
11. Date of Joining (Adhoc) : \_\_\_\_\_
12. Date of Joining (Regular) : \_\_\_\_\_
13. Date of Joining on the present Post. : \_\_\_\_\_
14. Date of Superannuation : \_\_\_\_\_
15. Total Service as Teacher : \_\_\_\_\_ Years \_\_\_\_\_ Months

16.

PERFORMA FOR STATE AWARD-2009

SR. No.	CONDITIONS OF ELIGIBILITY OF THE TEACHERS FOR CONSIDERATION FOR THE STATE AWARD	CRITERIA FOR ADJUDGING THE PERFORMANCE OF THE TEACHER	INDICATE THE PAGE NUMBERS OF DOCUMENTS ATTACHED IN SUPPORT OF RESULTS/ACTIVITIES ETC.
<b>PART-A</b>			
1	In the case of Secondary School Teachers, what has been the dropout rate in the school at the secondary level in last five years? What steps has the teacher taken to avoid dropout?	i) Number of dropout students ii) Below 25% dropout students enrolled back to school. iii) 25-50% dropout students enrolled back to school. iv) 50-75% dropout students enrolled back to school. v) 75-100% dropout students enrolled back to school	
2	What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.	i) Are class results more than Board Results but difference is less than 10%. ii) Are class results 10-20% more than of Board results? iii) Are class results more than 20% of Board Results? i) Is the pass percentage of students in Home results (school's own exam) is more than 80%? ii) Is the percentage of first divisioner students is more than 10% of total students of the classes taught by the Teacher. iii) In case of Head of Institutions overall results and Ist divisioner students of the school will be considered.	
2.A	Has the teacher undertaken any specific activities for promoting sports? Give details.  (In case of PTI/DPE and Head of Institution only)	i) Have the students/school team got 1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup> Position at National Level Games. ii) Have the students/school team got 1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup> Position at State Level Games. iii) Have the students/school team got 1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup> Position at District Level Games.  (Certificate issued by the concerned Administrative authority will be considered only; photo albums should be attached)	

3	Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.	Donation given by Panchayati Raj Institution's /Private individuals upon motivation by the teacher i) Less than Rs. 50,000 ii) Rs. 50,000 and above  (A certificate indicating the specific contribution of the teacher concerned issued by Gram Panchayat/ Municipal Committee / Corporation authenticated by the Head of Institution and the counter signed by District Education Officer will be considered)	
4	Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.	i) Exam cheating cases, if any, ii) Rustication, if any,	
5	Has the teacher undertaken any specific activities for promoting National Integration? Give details.	i) Participation of students in Scouts activities at National Level.	
		ii) Participation of students in N.C.C/N.S.S. activities at National Level.	
		iii) Participation of students in Cultural activities such as Republic Day/Independence Day /Martyr Day at State/ National Level.  (Certificate issued by the concerned Administrative authority will be considered only; photo albums should be attached)	
6	The following information may specifically be given: - does he/she indulge in tuitions? - does he/she indulge in political/trade union activities? - is he/she in the habit of submitting complaints and indulging in litigation? - is he/she punctual?	i) Non-indulgence in tuitions	
		ii) Non-indulgence in politics	
		iii) Non-indulgence in trade union activities	
		iv) habit of submitting complaints and indulging in litigation against the Department/Govt.	
		v) punctuality (High level of punctuality)  (A certificate issued by Head of Institution authenticated by the Gram Panchayat/ Municipal Committee/ Corporation and the counter signed by District Education Officer will be considered)	
<b>PART-B</b>			
7	Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.	Innovative experiment undertaken by the Teacher which has been recognized/certified/appreciated by the SCERT/NCERT/Board of School Education, Bhiwani or any national level institution.	

8	What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?	Does the Teacher utilise:- i) Activity based learning ii) Project based learning iii) Technology based learning (A certificate issued by the Head of Institution and authenticated by District Education Officer will be considered/ Attach proof in shape of photo albums)	
9	Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.	Details of such children along with photos – details of weaker students and gifted students – names/ages/photos/etc.  (A certificate indicating therein as to what type of special attention/ assistance has been given by teacher and the number of beneficiaries. The certificate should be issued by Gram Panchayat/ Municipal Committee/ Corporation authenticated by the Head of Institution and the counter signed by District Education Officer will be considered).	
10	Has the teacher participated in any in-service training programmes, workshops, etc? If so, give details of the last five years.	Training Programmes/Workshop not less than 15 days attended at SCERT Gurgaon/NCERT New Delhi/ HIPA/ NIPA during last 5 years. (Only a certificate of participation issued by the above mentioned respective authorities will be considered)	
11	Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.	The activities such as Essay Writing Competitions, Painting Competitions, Declamation Contest, and Dance Competitions of the School Students performed at Block/District/State Level. (Certificate by any administrative authority)	
12	Has the teacher written any article, text books etc? Is so, give details?	i) Minimum 5 Articles on any National/ Educational issue/debit in last 5 years (not less than 500 words each) written in the National Newspapers/ Magazine published by the Education Department .  ii) Writing of any Text Book in relevant subject being taught by the Teacher.	
13	Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.	Only a certificate from the District Administration will be considered.	
14	Any other significant achievement not mentioned above.		

<b>PART-C</b>			
15	Does the teacher command respect among the students?	A certificate issued by Head of Institution authenticated by the Gram Panchayat/ Municipal Committee/ Corporation and the counter signed by District Education Officer will be considered.	
16	In he/she above to maintain discipline among the students?	-do-	
17	Does the teacher maintain cordial relations with his/her fellow-teachers and others?	-do-	
18	Is he/her held in high esteem by the community, particularly the parents?	-do-	
19	What is the extent of participation of the teacher in activities of Parent-teacher Association, etc, if any?	-do-	
20	General assessment by the Head of the Institution.		
21	General assessment by the District Education Officer/ District Elementary Education Officer.		

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