

PROFORMA FOR RECOMMENDING THE TEACHERS FOR STATE AWARD

THE DETAILS FOR ASSESSMENT OF WORK OF THE TEACHERS FOR SELECTION BY  
THE INSPECTING OFFICER ARE GIVEN BELOW:

1. Name of the Teacher :
2. Father/Husband's Name :
3. Date of Birth :
4. Qualifications:
  - i) Academic :
  - ii) Professional :
5. Service particulars :
  - (a) Date of Joining into service :
  - (b) Length of continuous service as on 5<sup>th</sup> September :
  - (c) Present Designation :
  - (d) Name of the school with postal Address with pin code number :

(e) Permanent postal Address :

6. Details of service rendered :

Name of the school	Whether belongs to primary school or secondary	Management	Period of service details from appointment date to date	Service rental in agency/slum area, if any	Subject taught
1	2	3	4	5	6

7. Academic achievements :

Year		Subject(s) taught	SSC	VII CLASS	OTHER CLASSES
	No. appeared				
	No. passed				
	Pass percentage				
	Average marks				

Note: The above particulars should be furnished for the last five years

8. Participation of the teachers in the activities of parent teachers Association

9. Special work done for raising the standards of Education (work done by the teacher should be noted in this programme against each item briefly but not objectively Type i.e., Yes or No)

a) Steps taken by the teachers to increase Enrollment in the school and mobilization of out of school children and to avoid Dropouts

Give enrollment/retention percentage Year Enrollment Retention percentage

Figures for the last 3 years of the School

10. Activities undertaken for strengthening

National Integration (give details)

- a) H.C.C.
- b) Scouts and guides
- c) Jamboree
- d) Camps
- e) National green corps
- f) Other activities if any

11. Inculcating Interest in co-curricular and Extra circular activities among the students (work done by the teachers should be Noted against each item briefly but not Objectively type i.e., Yes or No)

a) Annual day function participation

b) Cultural programmes participated and Training given to students to participate in competitions

- i) School level
- ii) Mandal level
- iii) District level
- iv) State level

c) Debates/elocution/Quiz competitions/sports/  
In which the students were made to  
Participate :

i) Inter-school level :

ii) Inter-District level :

iii) State level :

iv) National level :

d) Excurtion/tours to the important places conducted:

i) Social work :

ii) Clean and Green :

iii) Health campaigns :

12. Contribution of the teacher for physical  
Development of the school :

a) Accommodation :

b) Furniture :

c) Other aids :

13. Contribution of the teacher for the development  
Of students educational Standards :

a) Innovative methods of teaching ::

b). Activity packs :

c) Teaching learning material :

d) Evaluation tools developing :

14. Contribution of teachers for promoting literacy  
Is general :

a) Participation in Akshara Sankranti  
(to be certified by the Collector)

b) Back to school programme

15. Interest in helping the gifted/handicapped/  
Mentally retarded and backward students

16. Educational innovative writings useful to the  
Students

a) If text book author, details of the book(s)

- i) Class
- ii) Subject
- iii) Year

b) Publication of articles      name of Journal  
(give details during last 3 years)

Year of publication

- i) State level
- ii) National journal

17. Awards received previously, if any

18. Relationship with (PTA meetings)


- a) Students
- b) Teachers
- c) Parents

19. Any other achievements not mentioned above

20. Brief note on criminal or other cases against

Teacher and character of teachers

21. Specific remarks of the inspecting Officer  
Justifying award for the teacher (1 para)
22. Remarks/Recommendation of the District  
Educational officer  
(specific remarks) justifying the  
recommendation

Signature of the Inspection Officer 

signature of the District Educational  
Officer

23. Remarks/Recommendation of the  
District Educational officer

Place:

Date

Signature of the District Educational Officer

21. SPECIFIC REMARKS OF THE INSPECTING OFFICER

JUSTIFYING AWARD FOR THE TEACHER

PLACE:

DATE :

SIGNATURE OF THE INSPECTING OFFICER

CERTIFICATE OF ANTECEDENTS AND CHARACTER

This is to certify that \_\_\_\_\_  
Recommended for State Award, 2013 by District Selection Committee has an  
absolute clean record of service and faultless antecedents and that no enquiries  
or legal proceeding of any kind, departmental or otherwise, are pending against  
him.

Place

Date:

signature of the  
District Educational officer