

LIST OF PROOFS TO BE SUBMITTED ALONG WITH THE PROFORMA FOR HIMACHAL PRADESH STATE TEACHER AWARD

a) If you are a JBT, TGT, C&V, PGT or Lecturer, please arrange for the following documents for all schools where you have served in last 5 years for more than 3 months:

- i. **Awards/Commendations** - Certificate of Awards and Commendations (if received)
- ii. **Result** - Result record (pass percentage and distinctions) of Board Class Taught/Class 5 (in case of JBT) certified by Head Of School
- iii. **Service as Resource Person** - Copy of order issued (if served as resource person)
- iv. **Enrollment** - Official Enrollment record and Certificate from HOS attributing to the teacher's efforts (if teacher contributed to a school's increase in enrollment)
- v. **Activity Incharge** - Certification from Head Of School (if teacher was an activity incharge or took substantial responsibility of some activity)
- vi. **Outstanding Student Performance** - Copy of awards/certificates received by the students at district level or above (if the students won some awards for an activity that the teacher was incharge /responsible for)
- vii. **Innovation in Teaching/Teaching aid** - Certification from Head Of School and photos of teaching aid (if teacher did some innovation in teaching/teaching aid)
- viii. **Education of teacher's own ward** - Certification from Head Of School for the relevant time (if the teacher's ward studied/is studying in a government school)
- ix. **Articles/Books Written** - Copy of articles written by the teacher (if any)
- x. **Proof of any extra ordinary teacher effort towards school/children**
- xi. **Proof of Service in last 5 years** - Entries from service book of Teacher's service in schools where the teacher served in last 5 years for more than three years attested by HoS
- xii. **Proof of Service in Hard/Tribal Area**- Entries from service book of Teacher's service in Hard/Tribal area attested by HoS
- xiii. **2 Passport Sized Photographs**

b) If you are a Head Master or Principal, please arrange for the following documents for all schools where have served in last 5 years for more than 3 months:

- i) **Result** - Result record of Board Class (pass percentage and distinction) from school register
- ii) **Enrollment** - Official Enrollment proof from school record (if the teacher increased a school's enrollment)
- iii) **School co-curricular activities** - Proof from school record about the activities organized and photographs (if available)
- iv) **Outstanding Student Performance** - Copy of awards/certificates received by the students at district level or above
- v) **School as Venue Incharge** - Certificate /Copy of Order if the school served as a venue incharge for any block, state or national level activity
- vi) **Education of teacher's own ward** - Certification from Head Of School for the relevant time (if the teacher's ward studied/is studying in a government school)
- vii) **Utilization of school grants** - Last page of Cashbook and Passbook and Photos (for all the schools where teacher served as Head of School)
- viii) **Mobilization of quantifiable community resources** - Proof from school record about donation received, Bill /Voucher as proofs for amount spent and photos (if teacher mobilized community resources)
- ix) **Articles/Books Written** - Copy of articles written by the teacher (if any)
- x) **Proof of any extra ordinary teacher effort towards school/children**
- xi) **Proof of Service in last 5 years** - Entries from service book of Teacher's service in schools where the teacher served in last 5 years for more than three years attested by Deputy Director
- xii) **Proof of Service in Hard/Tribal Area**- Entries from service book of Teacher's service in Hard/Tribal area attested by Deputy Director
- xiii) **2 Passport Sized Photographs**

c) If you are a PET or DPE , please arrange for the following documents for all schools where you have served in last 5 years for more than 3 months:

- i) **Awards/Commendations** - Certificate of Awards and Commendations (if received)
- ii) **Result** – Record of distinction for the Board Class Taught certified by Head Of School (only in case of DPE)
- iii) **Student Performance in Tournaments** - Official Record for award winning/participation by students at district level or above
- iv) **Discipline/Decorum** - Official proof for indiscipline cases caught (notes/letters issued) and certification from HoS (if any)
- v) **Morning Assembly** – Certification from HoS (only for the school where teacher is presently serving) about the quality of morning assembly (poor/average/good/very good) that is conducted by the teacher
- vi) **Activity Incharge** - Certification from Head Of School (if teacher was an activity incharge or took substantial responsibility of some activity)
- vii) **Outstanding Student Performance** - Copy of awards/certificates received by the students at district level or above (if the students won some awards for an activity that the teacher was incharge /responsible for)
- viii) **Education of teacher's own ward** - Certification from Head Of School for the relevant time (if the teacher's ward studied/is studying in a government school)
- ix) **Mobilization of quantifiable community resources** - Certification from Donors and certificate from HOS attributing to the teacher's efforts (if teacher mobilized any resources from community)
- x) **Proof of any extra ordinary teacher effort towards school/children**
- xi) **Proof of Service in last 5 years** - Entries from service book of Teacher's service in schools where the teacher served in last 5 years for more than three years attested by HoS
- xii) **Proof of Service in Hard/Tribal Area**- Entries from service book of Teacher's service in Hard/Tribal area attested by HoS
- xiii) **2 Passport Sized Photographs**