

PROFORMA FOR RECOMMENDING A PRINCIPAL/HEADMASTER FOR STATE TEACHER AWARD (हिमाचल प्रदेश शिक्षक पुरस्कार प्रश्न प्रसिध्द / प्रश्नपत्रक)

HEAD

BASIC INFORMATION

ANSWER

Details of recommender: The teacher can recommend himself/herself or can be recommended by his/her Head of School or Block/District Officer
(नामांकन करने वाले की जानकारी शिक्षक स्वयं खुद को नामांकित कर सकते हैं, अथवा उनका नामांकन उनके विद्यालय, अथवा खंड या जिला अधिकारी द्वारा किया जा सकता है)

PASTE PASSPORT SIZE PHOTO HERE
(Also attach 2 attested photos with the form/कार्ड के साथ 2 सत्यापित फोटो भी लगाएं)

1	Name	
2	PMIS Code of Recommender (यदि आपको PMIS कोड नहीं पता तो अपने Establishment ऑफिस पर संपर्क करें)	
3	Designation	
4	Office Address	
5	Pin Code	
5	Email Id	
6	Mobile Number	
Details of teacher being recommended (नामांकित होने वाले शिक्षक की जानकारी):		
7	Name of Teacher	
8	PMIS Code of Recommender (यदि आपको PMIS कोड नहीं पता तो अपने Establishment ऑफिस पर संपर्क करें)	
9	Date Of Birth	
10	Date of Appointment as teacher	
11	Designation	
12	Email Id	
13	Mobile Number	
14	Present Address	
14	Pin Code	
15	Permanent Address, if different	
16	Pin Code	
17	School Landline Number	

18 List the schools where the teacher has taught for more than 3 months in the past 5 years (उन विद्यालयों की सूची जहाँ शिक्षक ने पिछले 5 वर्षों में 3 महीने से अधिक समय पढ़ाया हो)

महत्वपूर्ण: सबसे पहले उस विद्यालय का नाम लिखें जहाँ उन्होंने हाल में पढ़ाया और आखिर में उस विद्यालय में जहाँ उन्होंने बीते दिनों में पढ़ाया:

SCHOOL	SCHOOL UDISE	SCHOOL NAME	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	DESIGNATION	PROOF TO BE SUBMITTED
SCHOOL 1						
SCHOOL 2						

12

1



SCHOOL 3				
SCHOOL 4				
SCHOOL 5				
SCHOOL 6				
SCHOOL 7				
SCHOOL 8				
SCHOOL 9				
SCHOOL 10				

19 Awards/Comments received by teacher (शिक्षक को प्राप्त पुरस्कार / प्रशंसापत्र):

अधिकतम 3 पुरस्कार / प्रशंसितियों के बारे में लिखें

SN	RECOGNITION BY Choose among the following options:	RECOGNITION FOR Write in maximum 50 words	PROOF TO BE SUBMITTED
1			Certificate of Award/ Commendation (पुरस्कार प्रमाणपत्र / प्रशंसीपत्र)
2			
3			

ACADEMIC EFFICIENCY AND DESIRE FOR IMPROVEMENT (बैधानिक दक्षता तथा गुणवत्तापूर्ण शिक्षा सुधार हेतु इच्छा)

Write the result of 12th Board Class (बोर्ड कक्षा 12 के परीक्षाफल-परिणाम लिखें)

(यदि स्कूल मुखिया ने पहले विषय शिक्षक का कार्य किया हो, तो शिक्षक द्वारा पढ़ाये गये विषय के लिए ही बोर्ड कक्षा के परीक्षाफल-परिणाम पर गौर किया जायगा):

अगर शिक्षक ने एक शैक्षणिक वर्ष में 1 से ज्यादा में 3 महीने से ज्यादा वक़्त के लिए पढ़ाया हो तो सारे स्कूलों के परिणाम का average निकालें

SCHOOL	Pass Percentage of Board Classes Taught	Percentage of Students with Distinction	PROOF TO BE SUBMITTED
2017-18			Record from school register (स्कूल रजिस्टर से बोर्ड कक्षाओं के परीक्षाफल-परिणाम की प्रतिलिपि)
2016-17			
2015-16			
2014-15			
2013-14			

Write the result of 10th Board Class (बोर्ड कक्षा 10 के परीक्षाफल-परिणाम लिखें) (यदि स्कूल मुखिया ने पहले विषय शिक्षक का कार्य किया हो, तो शिक्षक द्वारा पढ़ाये गये विषय के लिए ही बोर्ड कक्षा के परीक्षाफल-परिणाम पर गौर किया जायगा):

अगर शिक्षक ने एक शैक्षणिक वर्ष में 1 से ज्यादा स्कूल में 3 महीने से ज्यादा वक़्त के लिए पढ़ाया हो तो सारे स्कूलों के परिणाम का average निकालें







SCHOOL	Pass Percentage of Board Classes Taught	Percentage of Students with Distinction	PROOF TO BE SUBMITTED
			Record from school register (स्कूल रजिस्टर से बोर्ड कक्षाओं के परीक्षाफल-परिणाम की प्रतिलिपि)

INVOLVEMENT IN SOCIAL LIFE OF COMMUNITY (सामाजिक जीवन में भारीदारी तथा भूमिका)

29 For all the schools mentioned at Sr. No. 17, steps taken by teacher to increase school enrollment (सीरियल सं. 17 के जवाब में लिखे गए विद्यालयों में शिक्षक द्वारा छात्र-नामांकन बढ़ाने हेतु कार्य की जानकारी दें):

SCHOOL	Increased School Enrollment?	Answer the following only for the school where the teacher has worked to increase school enrollment (केवल उन्ही विद्यालयों के लिए उत्तर दें, जहाँ शिक्षक ने छात्र-नामांकन बढ़ाने के लिए काम किया है)	Steps Undertaken to increase enrollment (in max 50 words)	Proof to be submitted
	Choose among following options: a) Yes b) No	Percentage increase in enrollment	Steps Undertaken to increase enrollment (in max 50 words)	Proof to be submitted
SCHOOL 1				1) Official Enrollment record (आधिकारिक नामांकन रिकॉर्ड)
SCHOOL 2				
SCHOOL 3				
SCHOOL 4				
SCHOOL 5				
SCHOOL 6				
SCHOOL 7				
SCHOOL 8				
SCHOOL 9				
SCHOOL 10				

23 For all the schools mentioned at Sr. No. 17, details of co-curricular / other activities organized in school and performance of students in these activities (सीरियल सं. 17 के जवाब में लिखे गए विद्यालयों में पाठ्यक्रम-संबंधित गतिविधियों / अन्य गतिविधियों का तथा इनमें बच्चों के प्रदर्शन का विवरण दें):

SCHOOL	Activities in school	No. of prizes won at District Level	No. of prizes won at State Level	No. of prizes won at National Level	Steps Undertaken (in max 50 words)	Proof to be submitted
SCHOOL 1						1) Proof from school record about the activities organized
SCHOOL 2						
SCHOOL 3						

B

For all the schools mentioned at Sr. No. 17, outstanding performance of students in co-curricular / other activities at different levels:

SCHOOL	Activities in school	No. of prizes won at District Level	No. of prizes won at State Level	No. of prizes won at National Level	Steps Undertaken(in max 50 words)	Proof to be submitted
SCHOOL 1						1) Proof from school record about the activities organized (गतिविधि संचालित स्कूल रिकॉर्ड) 2) Official record of Award (पुरस्कारों के आधिकारिक रिकॉर्ड की प्रतिलिपि) 3) Photos (तस्वीरें)
SCHOOL 2						
SCHOOL 3						
SCHOOL 4						
SCHOOL 5						
SCHOOL 6						
SCHOOL 7						
SCHOOL 8						
SCHOOL 9						
SCHOOL 10						

For all schools mentioned at Sr. No. 17 where the teacher has served as HOS, details of different activities that have been hosted in the school premises (सीरियल सं 17 के जवाब में लिखे गए विद्यालयों में जहाँ शिक्षक ने स्कूल मुखिया का कार्य निभाया है, विभिन्न गतिविधियों के स्कूल प्रभारी के रूप में स्कूल की भागीदारी का विवरण):

SCHOOL	School used as venue incharge?	Answer the following only for the school where the school has been used as venue incharge (केवल उन्ही स्कूल के लिए उत्तर दें जहाँ स्कूल ने स्थल प्रभारी का रूप निभाया है)

B

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SCHOOL 7			
SCHOOL 8			
SCHOOL 9			
SCHOOL 10			

24

SPECIAL EFFECTS TOWARDS SCHOOL/CHILDREN CARE / बच्चों के प्रति विशेष ध्यान

Details of teacher's own ward studying/studied in Government School (सरकारी विद्यालय में पढ़ने वाले शिक्षक के खुद के बच्चों का विवरण):

Teachers ward in Govt School	Answer the following only if the teacher's ward studied / studying in govt school (अगर शिक्षक के बच्चे सरकारी विद्यालय में पढ़े / पढ़ रहे हों तभी उत्तर दें)	CLASSES STUDIED / STUDYING (Options: Class 1st to 5th/ Class 6th to 8th/ Class 9th to 10th/ Class 11th to 12th)	PROOF TO BE SUBMITTED
Choose among following options: a) Yes b) No	SCHOOL UDISE (of school where studied / studying)		Certification from Head of School (विद्यालय के हेड द्वारा सत्यापित प्रमाणपत्र)

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For all the schools mentioned at Sr. No. 17, Total money received and spent by the school in the past 5 years where the Hos served more than three months and till the end of an academic year (सीरियल सं. 17 के अंतर्गत में लिखे गए विद्यालयों में, जहां शिक्षक ने तीन महीने से अधिक समय तक एवं शैक्षणिक वर्ष के अंत तक स्कूल हेड की सेवा की है, विद्यालय द्वारा प्राप्त और खर्च की गयी धनराशि):

SCHOOL	Teacher served as Hos till end of Academic Year?	Answer the following only for the school where the teacher has served as Hos (केवल उन्ही स्कूल के लिए उत्तर दें जहां शिक्षक ने स्कूल हेड की सेवा की है)	Amount Pending (Options: None Pending Upto 10% Pending More than 10% pending)	PROOF TO BE SUBMITTED
SCHOOL 1	Choose among following options: a) Yes b) No			
SCHOOL 2				
SCHOOL 3				
SCHOOL 4				
SCHOOL 5				
SCHOOL 6				
SCHOOL 7				

1) Last page of Cashbook and Passbook (कैशबुक और पासबुक के अंतिम पृष्ठ)
2) Photos of things money spent on (जिन चीजों पर पैसे खर्च किया हो, उनकी

SCHOOL 8					
SCHOOL 9					
SCHOOL 10					

28 List of books authored (or co-authored) / articles (published in newspaper/magazine/journal/periodical) by the teacher (शिक्षक द्वारा लिखित (सह-रचित) पुस्तकों / लेखों की सूची जिनका अखबार / साप्ताहिक पत्रिकाओं में प्रकाशन हुआ हो):
अधिकतम 5

SN	Year Published	Publisher	Type <i>Choose among following options:</i> a) Article b) Book	Topic	Proof to be Submitted
1					In case of article: Attach article यदि निबंध / लेख प्रकाशित हो तो निबंध / लेख की प्रतिलिपि In case of a book: Send a copy of the book
2					
3					
4					
5					

29 For all schools mentioned at Sr. No. 17, extra ordinary contribution by teacher to school/students (सीरियल सं. 17 के जवाब में लिखे गए विद्यालयों में शिक्षक के विद्यालय / छात्रों के लिये विशेष योगदान)

उदाहरणार्थ: प्रशिक्षित बच्चों को हिमाचल बोर्ड या अन्य किसी संस्था से प्राप्त कोई Merit Certificate, छात्रवृत्ति इत्यादि.

SCHOOL	Any other extra ordinary contribution? <i>Choose among following options:</i> a) Yes b) No	Answer the following only for the school where the teacher has undertaken any other extra ordinary contribution (केवल उसी स्कूल के लिए उत्तर दें, जहां शिक्षक ने विशेष योगदान दिया हो)	Level of Performance (Options - School, Block, District, State, National)	Details of work done (in max 50 words)	Proof to be submitted
SCHOOL 1					1) Photocopy of merit certificate or other concerned proofs (Merit Certificate, छात्रवृत्ति इत्यादि अन्य संबंधित प्रमाणपत्र)
SCHOOL 2					
SCHOOL 3					
SCHOOL 4					
SCHOOL 5					
SCHOOL 6					
SCHOOL 7					
SCHOOL 8					

SCHOOL 9		
SCHOOL 10		

Use of School Library		Proof to be submitted: Last 2 pages of 'Books Issued' register with date
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BRIEF OF HARD/TRIBAL AREA SERVICES (कठिन इलाकों / आदिवासी क्षेत्र में सेवा कार्य)

31 Service in Hard/Tribal Area since appointed as a teacher (कठिन इलाक / आदिवासी क्षेत्र में सेवा कार्य) जहाँ पर शिक्षक ने नियुक्त के बाद कार्य भी पढ़ाया हो) :

कठिन इलाक / आदिवासी क्षेत्र के निवासी का अपने गृह/गाँव से कम से कम 10 km की दूरी पर कार्यरत होना अनिवार्य है

SN	SCHOOL UDISE	SCHOOL NAME	No. of Years Served (Options - Less than one year, One year, Two Years, Three Years, Four Years, Five Years, More than five years)	Proof to be submitted
1				1) Entries from servicebook attested by Deputy Director (Deputy Director द्वारा सत्यापित servicebook प्रविष्टियाँ)
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Handwritten mark)

(Handwritten mark)

(Handwritten mark)

STATE AWARD CRITERIA FOR HM AND PRINCIPAL

SECTION	CRITERIA	SCORING	MAXIMUM MARKS	PROOF
ACADEMIC EFFICIENCY AND DESIRE FOR IMPROVEMENT	Awards / Commendation	a) Commendations by HOD - 1 Mark Other higher state award - 2 Marks Other higher national award - 3 marks (Maximum 3 Marks) Average of marks for past 5 years: Excellent : 5 Very Good : 3 Good : 2 Average : 0	b) 3	Certificates 1) ACR will be provided by the concerned Department if not available than ACR of preceding years to be considered
	ACR	a) For Principal: Average of the pass percentage of Board Classes (10th and 12th) in past 5 years multiplied by 0.25 b) For Headmaster: Average of the pass percentage of Board Classes in past 5 years multiplied by 0.25 (In case the HOS has served as a subject teacher in previous schools, marks of Board Class/Classes for the subject taught by teacher would be considered)	25	
	Qualitative Result (last 5 years)	Average of percentage of distractions in Board Classes (in case of CCE - No. of students in Grade A) in the past 5 years: a) above 30% - 25 marks b) 25% - 30% - 15 marks c) 10% - 25% - 10 marks d) 5% - 10% - 5 marks e) less than 5% - 0 marks (In case the HOS has served as a subject teacher in previous schools, marks of Board Class / Classes for the subject taught by teacher would be considered)	25	1) Proof from recorded school register (verify by committee)
	Enrollment in schools (for schools where teacher posted for more than 3 months in past 5 years)	For each school, if increase in enrollment is: a) 5% - 10% - 3 mark b) 11% - 25% - 5 marks c) More than 25% - 8 marks	8	1) Enrollment proof from school record

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INVOLVEMENT IN SOCIAL LIFE OF COMMUNITY	School co-curricular activities: (1/2 Mark Each)	<ul style="list-style-type: none"> a) Cultural Activities b) NCC/NSS c) Scouts & Guide d) MDI e) Eco Clubs f) Vigyan Meela g) Yogas/Sports h) Disaster Management i) Declaration/Debate/Mock parliament j) Swachha 	5	<ul style="list-style-type: none"> 1) Proof from school record 2) Photos and verify by concerned Deputy Director
Outstanding performance of students in co-curricular activities)	<ul style="list-style-type: none"> a) Block Level - 1 mark for each award Dist Level-2 marks for each award c) State Level-3 marks for each award d) National level-4 marks for each award (Maximum 4 marks are to be awarded under this head) 	4	<ul style="list-style-type: none"> 1) Official record of Award 2) Photos 	
Participation of the school as venue Incharge in different activities during last 5 years	<ul style="list-style-type: none"> a) Block level- 1 mark b) District level- 2 marks c) State- level- 3 marks 	3	<ul style="list-style-type: none"> 1) Certificate /Copy of office Order 	
Teacher's own ward studied / is studying in Government School	<ul style="list-style-type: none"> Class 1st to 5th - 5marks Class 6th to 8th - 4 marks Class 9 th to 10th - 3 marks Class 11th to 12th - 2 Marks 	5	<ul style="list-style-type: none"> 1) Certification from Head of School for the relevant time 	
Total money received and spent by the school in the past 5 years where the HOS served more than three months and till the end of an academic year (only for schools where the teacher has served as HoS)	<ul style="list-style-type: none"> For each school, if: <ul style="list-style-type: none"> 1) None Pending - 2 marks 2) Up to 10% pending - 1 mark 3) More than 10% pending - 0 mark Calculate average of marks received for each year 	2	<ul style="list-style-type: none"> 1) Last page of Cashbook and Passbook 2) Photos (if available) 	
List of books authored (co-authored) articles published in newspaper / magazine / journal / periodical	<ul style="list-style-type: none"> a) For 3 articles- 1 mark b) Any type of book having educational value - 3 marks 	3	<ul style="list-style-type: none"> In case of article: <ul style="list-style-type: none"> 1) Attach article 	
Any other extra ordinary contribution to school / students (eg. merit certificate / scholarship by HPP Board of School Education or any other institute)	<ul style="list-style-type: none"> a) Block Level-2 marks for each award b) Dist Level-3 marks for each award c) State/National level-4 marks for each performance/award 	4	<ul style="list-style-type: none"> 1) Proof 	
Use of School Library	<ul style="list-style-type: none"> (Maximum 4 marks are to be awarded under this head) 	3	<ul style="list-style-type: none"> Last Two page of Distribution register as proof with date 	
Service in Hard / Tribal Area (since appointed as a teacher)	<ul style="list-style-type: none"> 1 mark for each year service in hard / tribal area (native of hard / tribal area should be atleast 10 km away from his / her home town) 	5	<ul style="list-style-type: none"> 1) Entries from service book 	
BRIEF OF HARD/TRIBAL AREA SERVICES		Total	100	

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