To,

1. The Dy. Director of Education
   Central/South/ North Educational Zone,
   Panaji/ Margao/ Mapusa-Goa.

2. The Principal,
   District Institute of Education & Training
   Porvorim-Goa.

3. All Taluka A.D.E.Is.

4. The Manager/ Heads of all recognized Govt./ Govt. Aided of
   Primary/ Middle/ High/ Hr. Secondary Schools under this Directorate.

**SUB: STATE AWARD TO TEACHERS 2018-19**

Sir/Madam,

We are pleased to inform you that State Government has declared 10 State
Awards to Teachers. Each Award shall consist of Rs. 100,000/- in cash and a
citation. The category-wise distribution of State Awards to Teachers working in
the institutions of School Education shall be as follows :-

1. Primary Teacher - Two Awards - One in each District.
2. Secondary Teacher - Four Awards - Two in each District.
3. High School Headmaster - Two Awards - One in each District.
4. Higher Secondary Teacher - One Award - One in entire State.
5. Higher Secondary Principal - One Award - One in entire State.

In view of the above, Directorate of Education invites applications in the
prescribed proforma for **State Award to Teachers 2018-19**. The last date to receive
the applications by Adm. III Section of this Directorate is 5th **August 2019 on Monday**. The
applications received after due date will not be considered.

**A. The eligibility criteria :-**

1. In-service teachers, who have required academic and professional
   qualifications, as per cadre only are eligible

2. In-service teachers shall have to complete 20 years of regular teaching
   service as on 30th June 2018 that too in the State of Goa only are
   eligible. The teachers serving in particular cadre will be eligible for award
   in that cadre only. Such teachers shall apply for the award in that
   category in which they are presently working. Heads of the institution
   being a teacher is also eligible.
3. The retired teachers and the teachers who are due for retirement during academic year are not eligible.

4. In case, if no sufficient, suitable and eligible teacher/ Head of the Institution are available in that category the government need not declare the award.

5. 50 % of the awards may be given to the teachers/Heads below 45 years of age so as to encourage them.

B. The procedure for applying, recommending and submitting the proposal in the prescribed pro-forma.

i. Proposal should be submitted in Prescribed Format appended herewith.

ii. Teachers who are eligible should fill Part-I and incase of Head Part-I & II of the Prescribed proforma and submit the same to the Heads of the respective School.

iii. The School Managing Committee of the respective school should recommend the name/s of eligible and meritorious teacher/s from among eligible teachers of the school and forward the same through respective zones after filling part II of the prescribed proforma based on the guidelines given below.

iv. Proposal should not be send directly to this office by the schools. If received will not be entertained.

v. The Dy. Director of Education/Dy. Educational Officer from the respective Zones shall offer his/her comments on Part-III of the Prescribed proforma for onwards submission to Adm.III Section of this Directorate.

C. While recommending the teachers/Heads following guidelines be considered.

1) Improvement in Academic and Professional qualification.

2) Proficiency in the subjects taught.

3) Contribution of a teacher to improve the subject and guidance to the colleagues and students.


5) Contribution in Physical Education/ Sports & Games/Yoga.

6) Co-curricular activities-Debates/ Eloquence/Story Telling/ Art & Craft Exhibition/ Science Exhibition/ Science Project/ Field Trips/ Visits/ Tours/ Camps.
7) Identification of Children with Special Need, Slow Learners.

8) Remedial Teaching.

9) Visits to Parents/Guardians.

10) Improvement in Educational Qualifications in the subjects of teaching.

11) Physical Harassment / Abusive Behavior.

12) Adverse remarks by GBSHE/ Directorate of Education/SCERT etc.

13) There shall be no vigilance/criminal case pending against the applicant.

The recommendation of the teachers of Govt. Secondary & Higher Secondary Schools for State Award shall be done by Head of the Institution on Part III in the Prescribed Format. In cases of the Government Primary Schools, the recommendation shall be done by the Asstt. District Educational Inspectors of respective Talukas. The recommendation of Principals/ Headmasters of the Govt. Schools shall be done by the Dy. Education Officer of the concerned Zones.

The recommendation of all categories of teachers of the aided schools including Principals and Headmasters shall be done by Chairman of the Managing Committee on Part III of the Prescribed Format. Also the copy of the resolution of the same shall be furnished for the further needful action.

The Dy. Director of Education/Dy. Educational Officer from the respective Zones shall offer his/her comments on Part-III at the space reserved on the Prescribed Format and shall submit the same to Directorate of Education, Porvorim-Goa to place before the selection Committee.

The whole procedure from filling of Part-I and Part II as the case may be of prescribed proforma and the submission to the Directorate should be completed within specified date & time. This will be joint responsibility of all the concerned. It is also to be noted that the file/documents received on account of State Award to Teachers will not be returned back to the applicant.

Yours faithfully,

[Signature]
(Nagaraj Honnekeri)
Director of Education

*Copy to:-*

The Technical Officer (IT), Directorate of Education, Panning Section, Porvorim-Goa......................... to upload on website.
The recent passport size photograph duly attested by the Gazetted Officer on the backside of the photograph should be enclosed along with the application form.

PROFORMA FOR RECOMMENDING A TEACHER FOR STATE AWARD FOR THE YEAR 2018-19

PART-I

PARTICULARS OF THE TEACHER (INCLUDING HEAD)

1. Name (in block letters): ________________________________

2. Educational Qualification: (i) Academic ________________________________
   (ii) Professional/Teaching ________________________________
   Phone/Mobile No. ________________________________

3. Designation: ________________________________

4. School where presently working with Address: ________________________________

5. Permanent Residential Address: ________________________________

6. Date of Birth: ________________________________

7. Present Age: ___________ Date of Superannuation: ___________

8. Total Teaching Experience: ________________________________
   Period
   From ___________ To ___________
   i) Primary
   ii) Secondary
   iii) Higher Secondary
   iv) Head master of High School/Vice Principal of Higher Secondary
   v) Principal of Hr. sec. school

9. Teaching Experience in Rural/Remote area ________________________________

10. Service Record ________________________________
<table>
<thead>
<tr>
<th>Name of the Teacher</th>
<th>Primary/Secondary</th>
<th>period of service with designation</th>
<th>Subject (S) taught and any additional qualification acquired in the subject.</th>
<th>Class Taught</th>
<th>Result at Public or Annual examination</th>
<th>Any other responsibility discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**PART-II (only for Head)**

Additional information to be given in case of Head of the Institution.

1. Has the Principal introduced any innovative ideas for raising the quality of education in the School? (Attach abstracts).

2. Does the Principal invite the Parents for their Co-operation for academic development if yes, the details thereof.

3. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details.

4. Are activities like Annual day, Sports day, clubs (nature, Science, reader). Value based education etc. being organized? If so, give details.

5. Is guidance provided to the teachers in professional development, does he/she encourage the teachers as well as students for experimentation/Innovations?
6. What Goal/targets are set in academics/ Sports and Games/ other activities and what are the achievements?

7. Has any project been undertaken during the last 3 years at School level? If yes give details.

PART -III

COMMENTS OF RECOMMENDATION

(Give critical comments in support of points 1 to 9 below. If space is not sufficient pages duly signed may be attached.)

1. Teacher's eligibility.

2. His / Her reputation in the local community.

3. His /Her Academic efficiency and desire for academic improvement.

4. His / Her general interest and affection towards students.

5. His / She share I upliftment of the Community.

6. His/Her contribution towards enhancement of education in rural areas considered to be most remote.

7. Any outstanding work to his /her credit (Newspaper reports/publications) may not be considered for this purpose.
9. Teacher's age, sex and other factors considered.

Signature of Recommending Authority: ____________________________

Name and Designation: _________________________________________

Address in full, of the Institution: _________________________________

Assessment by the Dy. Director of Education/ Dy. Education Officer of the respective Zone on the above recommendation.

Dy. Director of Education/
Dy. Education Officer with stamp.

Place:

Date: