

DIRECTORATE OF SECONDARY EDUCATION, ODISHA, BHUBANESWAR

No. 9411 // Date: 19-4-22
DSEO-MISC-0015-2022.

To

The State Project Director,
OSEPA, Bhubaneswar.

Sub:

Uploading Revised Guidelines for State Award to Teachers in OSEPA Website.

Sir,

In inviting a reference to the subject cited above I am to enclose a copy of Govt. Resolution No. 6726/SME Dated 05.04.2022 prescribing the revised guidelines for State Award to Teachers.

I would request you to kindly upload the Govt. Resolution in your website for information of the teachers and public.

An indicative advertisement is being published in news papers within a couple of days giving reference to its availability in OSEPA website. Hence an early action is requested.

Yours faithfully,

omd
19/4/22

DIRECTOR

Memo No. 9412

// Dated 19-4-22

Copy forwarded to Addl. Secretary to Govt. Deptt. Of School & Mass Education,,
Odisha, Bhubaneswar for information & necessary action with reference to Deptt. letter No.
6734/SME dated 05.04.2022.

omd
19/4/22

DIRECTOR

Government of Odisha
School & Mass Education Department

No. 6726 / **RESOLUTION** / SME, Dated 5.4.2022
SME-SSE-SSE-0015/2022

Sub- Revised guidelines for the State Award to Teachers

The Government of Odisha with a clearly defined vision to recognize the contribution, sacrifice and years of hard work of school teachers made provision for **State Award** for them since long. Initially this award was known as "Governor's Award" and subsequently the name was changed to State Award. Over the years this award has witnessed a number of reviews and revisions in terms of provisions, principles, guidelines and incentives to raise its standards. With passage of time and changes in the spread of School and Mass Education Department it was a felt need to review afresh all the principles and guidelines issued so far. The Government after careful consideration revises the award with the following guidelines and principles.

1 . NAME OF THE AWARD: STATE AWARD

2 . NO. OF AWARDS:

- 1) **30 Awards:** For Elementary Teachers (one from each revenue district).
- 2) **30 Awards:** For Secondary Teachers (one from each revenue district).
- 3) **1 Award:** For teachers from Sanskrit Tols across the state (both Prathama & Madhyama included).
- 4) **1 Award:** For teachers from Madrasas across the state
- 5) **1 Award:** For teachers in OAVs
- 6) **1 Award:** For TE/STE from DIET/BITE/STS across the state
- 7) **1 Award:** For teachers in Arts Stream of +2 colleges/schools across the state
- 8) **1 Award:** For teachers in Science Stream of +2 colleges/schools across the state.
- 9) **1 Award:** For teachers in Commerce Stream of +2 colleges/schools across the state.
- 10) **1 Award:** For teachers in Vocational Stream of +2 colleges/schools across the state.

3 . ELIGIBILITY CRITERIA :

- i) To be eligible for State Award a teacher should work in a Govt. managed or Govt. aided institution. Teachers of Non-Govt. recognized institutions shall also be eligible if the institution is recognized/affiliated to Board of Secondary Education or Council of Higher Secondary Education.
- ii) Govt. managed/aided institutions shall include institutions under any department of the State Govt.
- iii) The post of HM/Principal/Vice Principal of an institution will be treated as a teaching post.
- iv) A teacher in order to be eligible for State Award should be holding a regular post on the date of application/nomination with minimum 15 years of teaching experience in Govt. recognized institution(s) as on 1st April of the award year institution. Experience of contractual period will be counted if selection to contractual engagement has been done through a government approved selection process. For teachers of OAVs, past service under any Govt. managed/aided institutions will be counted for experience. The term Govt. will include both Central Govt. or any State Govt.
- v) Inspecting officers like ABEO/BEO/ADEO having minimum 12 years of experience as Asst Teachers/HM and not more than 3 years old in the post of Inspecting officer as on 1st April of the award year will be eligible for consideration.
- vi) PETs/ Hindi/ Sanskrit/TI/TM teachers posted in High Schools are also eligible for consideration under the category of awards meant for secondary teachers
- vii) A teacher who has retired before 1st April of a year will not be eligible for selection against that calendar year or thereafter.
- viii) A teacher who has been selected for State Award in a particular year shall not be nominated for National award in the same calendar year.

4. APPLICATION/NOMINATION:

A short indicative advertisement will be given centrally in two leading newspapers by the Director of Secondary Education, Odisha as far as possible in the first week of April every year inviting nominations in prescribed form as at **Annexure-I** for **State Award** meant for that **calendar year**. The detailed advertisement shall be given in the website of Department/ Directorates/ OSEPA/ OAVS.

- i) The nominations in prescribed form in respect of Elementary Teachers shall be made by the concerned HMs to BEOs and the BEOs shall submit such nominations to the DEOs if they are so satisfied on eligibility and find the proposal suitable for recommendation. The BEOs can make nominations in the prescribed form directly to the DEO in respect of HMs of elementary schools and ABEOs.
- ii) The nominations in the prescribed form in respect of Secondary Teachers shall be made by the HMs to the DEOs. The DEOs can make nominations in respect of HMs of secondary schools/ADEOs/BEOs directly.
- iii) The nominations in the prescribed form in respect of teachers in Sanskrit Tols across the state shall be submitted to the State Level Selection Committee by the Superintendent of Sanskrit Studies, Puri through the Director of Secondary Education. Not more than 3 proposals shall be submitted by the Superintendent.
- iv) The nominations in the prescribed form in respect of teachers in Madrasas across the state shall be submitted to the State Level Selection Committee by the Secretary, Odisha State Board of Madrasa Education through the Director of Secondary Education. Not more than 3 proposals shall be submitted.
- v) The nominations in the prescribed form in respect of OAV teachers and Vice Principals shall be done by concerned Principals to the SPD, OAVS. The SPD, OAVS can make nominations in respect of suitable Principals. After an in house evaluation as per Assessment Tool the proposals limited to three in number shall be submitted by the SPD, OAVS to the State Level Selection Committee.

vi) The nominations in the prescribed form in respect of Teacher Educators/ Sr. Teacher Educators/ Vice Principals of TTIs shall be submitted by the Principals to the Director TE & SCERT. The Director TE & SCERT shall make nominations in respect of Principals of TTIs. After an in house evaluation as per Assessment Tool the proposals limited to three in number shall be submitted by the Director TE & SCERT to the State Level Selection Committee.

vii) The nominations in the prescribed form in respect of teachers and Vice Principals of Higher Secondary institutions can be made by the concerned Principals. Such proposals shall be sent to the Director of Higher Secondary Education. The DHSE can make nominations in respect of heads of Higher Secondary institutions. After receipt of all such proposals an in house evaluation as per Assessment Tool shall be made and not more than 3 proposals per category (Arts/Science/Commerce/VE) shall be submitted by the DHSE to the State Level Selection Committee.

In order to prepare proposals for nomination at the bottom level, applications may be invited by the nominating authorities. But it is desirable that right kind of dedicated and suitable teachers should be identified by the nominating authorities themselves and proposals built up with evidence of supporting papers as per Assessment Tool. Unnecessary documents may not be attached to the proposal only to increase the volume. At the DEO level the ADEO-Academic and all others authorized above, as far as possible, shall maintain a register with dossiers and track meritorious teachers who deserve the award.

5. SELECTIONPROCEDURE:

There shall be a District Level Selection Committee (DLSC) at DEO level with following members.

- | | |
|--|---|
| (1) District Education Officer | : Chairperson |
| (2) Principal of the DIET of the district | : Member |
| (3) All available ADEOs | : Members (ADEO-Academic will be the Member-Convenor) |
| (4) Headquarter Block education Officer: | Member |
| (5) Sr. most Block Education Officer if different from Hqr. BEO- | Member |
| (6) One educationist to be nominated by the Collector: | Member |

In no circumstance any proposed awardee shall be a member of DLSC. In such situations the DEO will nominate another suitable member of same category to the DLSC for that year. The committee shall evaluate all proposals in accordance with the **Assessment Tool** as at **Annexure-II** and recommend maximum 3 proposals each from elementary category and secondary category to the Director of Secondary Education along with Evaluation Sheet of all proposals in the format as at **Annexure-III** and copy of resolution of DLSC. The DLSC should have its meeting preferably in the 3rd week of June every year. Even if there is no central advertisement by the Director of Secondary Education the district can go ahead on its own and finalize its list of recommendations by 3rd week of June every year and transmit proposals in respect of elementary and secondary teachers and HMs to the Director of Secondary Education. Similarly the Superintendent of Sanskrit Studies, Puri, Secretary, Odisha State Board of Madrasa Education, SPD, OAVS, Director of Higher Secondary Education and Director, TE & SCERT shall also complete their short listing of proposals as per given quota by 3rd week of June every year. By 1st week of July every year the State Level Selection Committee (SLSC) shall meet to finalise the list of awardees. It will always be attempted to confer the State Award to teachers on "**Teachers' Day**" every year.

While recommending names utmost care should be taken to see that howsoever genuine a proposal is, teachers who have rendered themselves controversial with criminal background or because of moral turpitude are not recommended to state level. The names of teachers/HMs from High Schools giving Nil result in last HSC Examinations shall not be recommended. Similarly teachers known to public for private tuitions/coaching centre shall not be recommended. As far as possible local enquiry may be made and names of teachers with doubtful integrity held up at lower level. A certificate to this effect must be given with the proposal.

There shall be a State Level Selection Committee (SLSC) with following composition:

- | | |
|--|--------------------|
| 1) Principal Secretary to Govt., S & ME Dept | : Chairperson |
| 2) Director of Secondary Education | : Member |
| 3) Director of Elementary Education | : Member |
| 4) Director of TE & SCERT | : Member |
| 5) Director of Higher Secondary Education | : Member |
| 6) SPD, OAVS | : Member |
| 7) Addl./Jt./ Dy. Secretary dealing with the subject | : Member Secretary |

Apart from above 7 ex-officio members, 3 (three) non-official members are to be nominated to SLSC from among persons in public with high standing in the field of education by the Hon'ble Minister of School and Mass Education Department.

The preservation period of all State Award papers shall be 5 years after which the same may be destroyed.

This supersedes all previous guidelines, circulars and executive instructions issued earlier in the matter.

Order: Ordered that the Resolution be published in an extraordinary issue of the Odisha Gazette for general information.

Also ordered that the copies of the Resolution be forwarded to the Secretary to His Excellency the Governor of Odisha / All Ministers/All Departments of Government / All Heads of the Departments / All Revenue Divisional Commissioners / All Collectors / Accountant General (A & E), Odisha, Bhubaneswar.

By Order of Governor

Nishant S. S. S.
Principal Secretary to Government

17/7/22

Memo No. 6727 /SME, Dated 5.4.2022

Copy along with copy of the Resolution in soft form forwarded to the in charge, Gazette Cell, Commerce & Transport Department, Lok Seva Bhawan for information and necessary action. He is requested to take necessary steps for publication of the Resolution in an extraordinary issue of the Odisha Gazette and supply 200 copies of the same to this Department immediately.

Additional Secretary to Government

Memo No. 6728 /SME, Dated 5.4.2022

Copy forwarded to the Private Secretary to Hon'ble Chief Minister, Odisha / All the Private Secretaries to the Hon'ble Ministers / the Private Secretary to Chief Secretary, Odisha / the Private Secretary to D.C. cum- ACS to Government / the Private Secretary to Principal Secretary, S & ME Department for kind information of Hon'ble Chief Minister / Hon'ble Ministers / Chief Secretary / D.C. cum- ACS / Principal Secretary, S & ME Department respectively.

Additional Secretary to Government

Memo No. 6729 /SME, Dated 5.4.2022

Copy forwarded to the Accountant General (A & E), Odisha, Bhubaneswar / All Revenue Divisional Commissioners / All Heads of the Departments / All Collectors / All Departments of Government / all Officers, S & ME Department/ All District Education Officers/ All Block Education Officers for information and necessary action.

Additional Secretary to Government

ANNEXURE-I

NOMINATION/APPLICATION OF NAMES FOR STATE AWARD TO TEACHERS

1. Year of Award (Colander year) :
2. Inclusion category (Elementary/ Secondary/OAV / DIET-BITE/Tol/Madrassa/ HS-Arts/HS-Sc/HS-Com/HS-VE) :
3. Name :
4. Date of Birth :
5. Father's Name :
6. Qualification :
7. Post held in the present Institution :
8. Date of entry into service as a teacher :
9. Present Institution Address with PS name :
10. Permanent Address of Nativity with PS name :
11. Contact Email address of the teacher :
12. Contact Mobile No :
13. Write 2/3 sentences as to why the name should be considered :

Photo
Affix one and
staple another

14. Name of previous schools, if any where worked earlier in last 10 years:

Sl No	Name of the School & Block	From	To

**Full Signature of the
authority who nominates with seal
or Applicant**

8

Declaration

I Shri/ Smt..... at present working as.....
in.....School,.....under.....block and.....district
do hereby declare as follows:

- 1) That I myself am the applicant hereinabove and I stand by all the entries made in the application form as well as authenticity of copies of records submitted by me in shape of a booklet/bound volume in support of my candidature. I shall be held responsible if anything wrong is established in future. I further declare that no criminal proceeding or departmental proceeding is pending against me.

- 2) That I have seen the nomination above made by my senior authority and I am willing for consideration of my name for State Award. I further declare that the entries made in the nomination above are true and correct. The copies of records in the accompanying booklet/bound volume in support of my candidature are authentic and there is no criminal proceeding or departmental proceeding pending against me

Place:

Date:

**Signature of the Applicant
or
person being nominated**

- *Please strike off the paragraph not applicable*

**ANNEXURE-II
ASSESSMENT TOOL**

1	ACADEMIC AND TRAINING QUALIFICATION				HIGHEST SCORE
a- Elementary	QUALIFICATION	SCORE	TRAINING	SCORE	07
	+2/ I.A.	02	CT	01	
	+3/B.A/B.Sc/B.Com MA/M.Sc	03	B.Ed	02	
		04	M.Ed	03	
b- Secondary	+3/BA/B.Sc/B.Com MA/M.Sc.	03	B.Ed.	02	07
		04	M.Ed.	03	
2	AWARD AND RECOGNITION ALREADY RECEIVED				18
a	Award / Certificate of recognition from National Level				3
b	Award/ Certificate of recognition from State Level				3
c	Publication in Magazines/ Journals for Teachers and Students published at the State Level				3
d	Participation in development of Text Books/ Resource Books of Board of Secondary Education/ OSEPA/SCERT/OAVS/NCERT				3
e	Trainer or Resource Person at State Level/ District Level				3
f	Participation in Seminars / Conferences at National Level conducted by National Level Bodies, Government of India or similar Govt. Organisations .				3
3	TEACHER EFFECTIVENESS				24
a	Regular attendance at duty point above 85% in preceeding two calendar years				3
b	Effective discharge of duties - academic and administrative				3
c	Consistency in results for classes / subject taught for past three years				3
d	Scholarship/ Achievements (at National Level) by the students of the teacher as Class Teacher consistently				3

e	Special achievements by students of the Class of which one is Class Teacher consistently for 03 years at District / State Level	3
f	Effective time and task management between academic and other administrative tasks during school hours	3
g	Special contribution to the school through Mo School activities or any other activity from institutions, individuals or other Departments.	3
h	Mobilising community for universalization of Elementary Education and universalization of Secondary Education	3
4	PLANNING & PREPAREDNESS	9
a	Lesson Planning Daily & Monthly	3
b	Question Bank Prepared for the subjects one is teaching	3
c	Activity Bank/TLM prepared for the subjects one is teaching	3
5	ATTRIBUTES	15
a	Inclusive and positive behaviour	3
b	Personal involvement with children without being assertive.	3
c	Engaging with parents and community for improved educational outcomes	3
d	Positive feedback about the teacher from supervisors , Colleagues and parents	3
e	Ownership of Govt. policies and programmes and obedience to higher authorities	3

6	CLASSROOM TRANSACTION	15
a	Interactive classroom transaction with activities and Team Work	3
b	Regularity in written work correction and informal assessments	3
c	Participation of children and self in activities like Sports, School Cabinet, School Clubs, Co- curricular activities, Projects, Literary activities.	3
d	Support to Slow Learners/Doubt Clearing and Remedial Teaching in additional time/ vacations.	3
e	Use of technology for optimal learning/ Effectiveness in online education when required	3
7	COMPLIANCE TO GOVT. PROVISIONS	9
a	Guarding against violation of Child Rights like sexual abuse, corporal punishment, discrimination etc.	3
b	Sincerity in implementation of Govt. provisions for MDM, Free Text Books, Free Uniform, Free Bi-Cycle, Mukshya Mantri Bhasabruti, Mukshya Mantri Medhabruti, different other Scholarships etc.	3
c	Awareness in different rules, provisions, schemes, programmes of Govt.	3
8	INNOVATIVE PRACTICES IF ANY?	3
a	Any innovative practice relating to learning enhancement/community participation in school activities having significant results.	3
	Total Marks	100

Annexure-III**EVALUATION SHEET**

DISTRICT: _____

Item No.	Specific Area of Assessment	Break Up of Total Maximum Score 100	Name (Applicant -1)	Name (Applicant -2)	Name (Applicant -3)	Name ...
1	ACADEMIC AND TRAINING QUALIFICATION	07				
2	AWARD AND RECOGNITION ALREADY RECEIVED	18				
a	Award / Certificate of recognition from National Level	3				
b	Award/ Certificate of recognition from State Level	3				
c	Publication in Magazines/ Journals for Teachers and Students published at the State Level	3				
d	Participation in development of Text Books/ Resource Books of Board of Secondary Education/ OSEPA/SCERT/OAVS/NCERT	3				
e	Trainer or Resource Person at State Level/ District Level	3				
f	Participation in Seminars / Conferences at National Level conducted by National Bodies, Government of India or similar Govt. Organisations .	3				
3	TEACHER EFFECTIVENESS	24				
a	Regular attendance at duty point above 85% in preceding two calendar years	3				

b	Effective discharge of duties – academic and administrative	3				
c	Consistency in results for classes / subject taught for past three years	3				
d	Scholarship/ Achievements (at National Level) by the students of the teacher as Class Teacher consistently	3				
e	Special achievements by students of the Class of which one is Class Teacher consistently for 03 years at District / State Level	3				
f	Effective time and task management between academic and other administrative tasks during school hours	3				
g	Special contribution to the school through Mo School activities or any other activity from institutions, individuals or other Departments.	3				
h	Mobilising community for universallsation of Elementary Education and universalisation of Secondary Education	3				
4	PLANNING & PREPAREDNESS	9				
a	Lesson Planning Daily & Monthly	3				
b	Question Bank Prepared for the subjects one is teaching	3				
c	Activity Bank/TLM prepared for the subjects one is teaching	3				

5	ATTRIBUTES	15				
a	Inclusive and positive behaviour	3				
b	Personal involvement with children without being assertive.	3				
c	Engaging with parents and community for improved educational outcomes	3				
d	Positive feedback about the teacher from supervisors , Colleagues and parents	3				
e	Ownership of Govt. policies and programmes and obedience to higher authorities	3				
6	CLASSROOM TRANSACTION	15				
a	Interactive classroom transaction with activities and Team Work	3				
b	Regularity in written work correction and informal assessments	3				
c	Participation of children and self in activities like Sports, School Cabinet, School Clubs, Co-curricular activities, Projects, Literary activities.	3				
d	Support to Slow Learners/Doubt Clearing and Remedial Teaching in additional time/ vacations.	3				
e	Use of technology for optimal learning/ Effectiveness in online education when required	3				

7	COMPLIANCE TO GOVT. PROVISIONS	9				
a	Guarding against violation of Child Rights like sexual abuse, corporal punishment, discrimination etc.	3				
b	Sincerity in implementation of Govt. provisions for MDM, Free Text Books, Free Uniform, Free Bi-Cycle, Mukshya Mantri Bhasabruti, Mukshya Mantri Medhabruti, different other Scholarships etc.	3				
c	Awareness in different rules, provisions, schemes, programmes of Govt.	3				
8	INNOVATIVE PRACTICES IF ANY?	3				
a	Any innovative practice relating to learning enhancement/community participation in school activities having significant results.	3				
		100				