



Govt. of West Bengal
Directorate of School Education
Bikash Bhavan, 7th Floor, Salt Lake, Kol-91

Memo No. 220 (25) - Phy. Edn.

Date -24/06/2023

From : Commissioner of School Education
West Bengal.

To: 1. The District Magistrates – All Districts;
2. The Sub-Divisional Officer - Siliguri.

Sub: Teachers' Day 2023 : Application from eligible teachers for Shiksharatna Award 2023.

Sir/Madam,

Apropos the captioned subject, I am to bring the following points for your kind information and consideration

1. Like previous years, a few selected school teachers (Primary – 15 & Secondary – 25) will be conferred with Shiksharatna Award 2023 on the Teachers' Day (Sept 5, 2023) for their outstanding services.
2. In-service teachers having minimum 20 years of teaching experience as on 31-03-2023 in Government schools, Government Sponsored schools and Non-Government Aided schools & Madrasahs (Govt./ Govt. sponsored/ Non-Govt. Aided) and having clear PVRs are only eligible for the award.
3. Intending teachers are required to apply online through the portal www.wbdse.com; The link is also available at www.banglarhiksha.gov.in for the purpose. Format for online application can also be downloaded from Google Play Store (WB Shiksharatna Award).

4. Important activities and dates etc –

Activities

Dates

- i) Opening of web portal & online application starts :
- ii) Online application closes:
- iii) Submission of hardcopy of the supporting documents etc. mentioning application ID in the o/o DI/S(SE)/DI/S(PE)/DDSE-BH(in case of Govt. Schools), Directorate of School Education, WB :
- iv) (a) Verification, screening, evaluation (as per pre-fixed criteria & distribution of marks thereof), short listing, obtaining of **PVRs and online submission** (as per district quota) **by the District Level Screening Committee/ DDSE-BH** (in case of Govt. Schools) for consideration of the State Level Selection Committee in the Directorate of School Education, West Bengal:
(b) However, in addition to district quota, each district (DLSC) may suo-moto consider name of maximum one person among the outstanding teachers (including differently-abled teachers & Heads of institutions). The evaluation criteria & distribution of marks etc remain the same. Recommendation for such teacher (one only) may be e-mailed at wbdse.shiksharatna@gmail.com along with soft copy of all documents and marks awarded within:

27.06.2023

11.07.2023

by 12.07.2023

From 12.07.2023
to 20.07.2023

- v) Hardcopies of documents in respect of the teachers along with category-wise (Primary/Secondary) names etc. have to be submitted by the DI/S(SE) to the Phy. Edn. & Sports Branch of the Directorate of School Education, WB within:

21.07.2023

5. Offline applications from the teachers sent directly to the District Officials or to this Directorate will be rejected.
6. Incomplete online applications / completed online application but not submitted by the teacher through web portal, will be rejected after the last date of submission (11.07.2023).
7. As regards to HOIs and Assistant Masters/ Mistresses and other teachers of Government Schools, all applications are also to be sent online and the same will be scrutinized, evaluated & short-listed at the Directorate level under supervision of DDSE (Boys High), WB.

8. District Level Screening Committee:

- Chairperson - District Magistrate. For Kolkata – Joint Director of School Education-I, West Bengal.
- Members - a) Nominee of the Vice Chancellor of the University under the control of State Government situated/ covered in the district (However, for Kolkata nominee of the VC will be from Calcutta University, for Nadia - from Kalyani University and for North 24 Parganas - from W.B. State University, Barasat. In case of districts where Universities are newly created, the concerned VC will be the additional member of the committee.
- b) Chairman of DPSC/KPSC/District School Board/ Siliguri Pry. School Council;
- c) District Education Officer/District Project Officer (SSM);
- d) District Inspector of Schools (PE);
- e) District Officer for Physical Education & Youth Welfare.
- Member-Convenor - District Inspector of Schools (SE), Kolkata

9. Since the District Level Screening Committee (DLSC) will screen, shortlist and recommend the names of school teachers (as per district quota for recommendation), issues related to any dispute / complaint / RTI matter etc. if raised at district level, may be disposed off by the said committee (DLSC) of the district concerned.

10. District quota for sending names of screened teachers only :

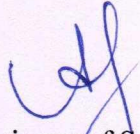
Name of Districts	Primary Category	Secondary Category	Total
Alipurduar	2	2	4
Birbhum	3	4	7
Bankura	4	4	8
Purba Bardhaman	3	4	7
Paschim Bardhaman	2	2	4
Coochbehar	3	4	7
D.Dinajpur	2	2	4
Darjeeling	2	2	4
Kalimpong	2	2	4
Hooghly	3	4	7
Howrah	3	4	7
Jalpaiguri	3	4	7
Kolkata	2	4	6
Malda	3	4	7
Murshidabad	4	4	8
Nadia	4	4	8
North 24 Pgs including Barrackpore	4	6	10
Paschim Medinipur	4	4	8
Jhargram	2	2	4
Purba Medinipur	4	4	8
Purulia	3	4	7
South 24 Pgs	4	4	8
Siliguri	2	2	4
U.Dinajpur	3	2	5
Total Pry / Sec	71	82	153

N.B. Besides, as regards to forwarding names of applicant HOIs and Assistant Masters/ Mistresses and other teachers of Government Schools, like previous year, this year also all applications from Govt. School teachers may be scrutinized, evaluated & short-listed under supervision of DDSE (BH), who may then recommend & forward the names of applicants to the State Level Selection Committee (SLSC, L-1) & quota for the same is: Primary – 03 & Secondary/HS – 05.

11. Smt. Chinmoyee Pattnaik, Joint Director of School Education, West Bengal will act as the Nodal Officer for the purpose.

12. Annexure-A (2 pages) is for circulation (HOIs & Teachers).

Yours faithfully,

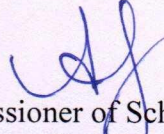

Commissioner of School Education
West Bengal

Memo No: 220 (25)/1(5) - Phy Edn

Date - 24/06/2023

Copy forwarded for information to the :-

- i) Principal Secretary, Higher Education Department, Govt. of WB;
- ii) Principal Secretary, School Education Department, Govt. of WB;
- iii) Secretary, Minority Affairs & Madrasah Education Department, Govt. of WB;
- iv) Secretary, School Education Department, Govt. of WB;
- v) Director of Madrasah Education, Govt. of WB

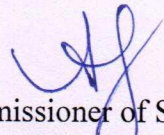

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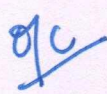
Memo No. 220 (25)/2(7) - Phy Edn

Date - 24/06/2023

Copy forwarded for information and necessary action to the :-

- i) Jt. Director of School Education, Govt. of WB;
- ii) Dy. Director of School Education (BH), Govt. of WB;
- iii) Chairman, DPSC (all)/KPSC/DSB, Darjeeling/ Siliguri Pry. School Council;
- iv) DEO (SSM) – All;
- v) DI/S(SE) / DI/S(PE) / DOPEYW – All;
- vi) Headmaster/Headmistress of Govt. Schools – All;
- vii) Headmaster/Headmistress of English Medium Model Madrasah – All.


Commissioner of School Education
West Bengal



Online application for Shiksharatna award 2023: Guidelines for teachers

- A. Opening & closing of Web Portal for application for Shiksharatna Award, 2023: **27.06.2023 & 11.07.2023**
- B. Mode of application : Online only (through web portal or mobile app as mentioned below)
- C. Web Portal for applying online: www.wbdse.com; link to www.banqlarshiksha.gov.in.
However, an Android Mobile App (shiksharatnaaward) may also be downloaded from Google Play Store for applying online.
- D. Help Desk : No. 6289352676 /9230989151 / e-mail ID – shiksharatna.helpdesk@gmail.com
- E. **Following documents are to be kept ready by the teacher (having minimum 20 yrs. teaching experience as on 31.03.2023) before filling up the online application format for Shiksharatna Award – 2023.** There are many sections/ fields under Part – A, B, C, D & E. The teacher may have more than one supporting documents (hard copies) for a particular section or field. In that case, all such documents have to be scanned and single PDF file (max. 1 Mb) has to be prepared for uploading. In the same way, separate PDF files for each of the sections/ fields have to be uploaded.
- F. Hardcopies of all documents must be submitted to the o/o DI/S latest by 12.07.2023, along with a forwarding letter mentioning application ID.
- G. No provision for Self-assessment; District Level Screening Committee will assess & award marks.

Part – A : Teacher's Profile (Personal Information, other information & bank details)

- | | | |
|--|---|---|
| i) Name in Bengali script (max. 50 Kb JPEG/ JPG) | } | For uploading. |
| ii) Caste Certificate (max. 500 Kb PDF) | | |
| iii) Physically Challenged certificate (max. 500 Kb PDF) | | |
| iv) Date of Birth certificate (max.500 Kb PDF) | | |
| v) Highest academic qualification certificate (max.500 Kb PDF) | | |
| vi) Teacher's Training Degree/Diploma certificate (max.500 Kb PDF) | | |
| vii) Achievement & Special Interest (max. 500 words) | | - Typed matter is to be scanned & uploaded. |
| viii) Bank account details (A/C No., Branch, IFSC, MICR etc.) | | - To be filled in. |
| ix) Photo (100 kb in JPEG/JPG) | | - To be uploaded. |
| x) Signature (max. 50 Kb in JPEG/JPG) | | - To be scanned & uploaded. |
| xi) Identity Document (100Kb in JPEG/JPG) | | - To be scanned & uploaded. |

Part – B : School Details, Service Records

- | | | |
|--|---|----------------|
| i) Name of the present school in Bengali script (max. 50 Kb JPEG/ JPG) | } | For uploading. |
| ii) Authenticated certificate from HOI related to performance of the students in last MP/HS examination in the subject taught by the teacher (in case of HOI, authenticated certificate from MC). For H.S. school, H.S. Exam result only.
[Only 1 PDF file & max. 1 Mb] | | |
| iii) Date of joining as AM/AT/AHM/TIC/HM/HT etc. (approval orders / confirmation orders / joining reports etc. by the higher authority or relevant pages of Service Book) - Only 1 PDF file & max. 1 Mb | | |

Part – C : Objective Based Criteria

- | | | |
|---|---|---|
| i) a) Initiative taken by the teacher for motivating students/parents/community to contribute for development of the school/society | - | Supporting documents are to be uploaded in a single PDF file of max. 1 Mb and video URL is to be mentioned, if any. |
| b) Brief description of initiatives (max.250 words) | - | Typed matter is to be scanned & uploaded. |
| ii) a) Publications - Books with ISBN/ Text books with TB No./ Research papers in National/ International Journals with ISSN etc. | - | Supporting documents are to be uploaded in a single PDF file & max. 1 Mb |
| b) Brief description on publications (max. 250 words) | - | Typed matter is to be scanned & uploaded. |
| iii) a) In service training/ workshops etc. certificates in a single PDF file & max. 1Mb | - | Supporting documents are to be uploaded |
| b) Brief description of the trainings (max. 250 words) | - | Typed matter is to be scanned & uploaded |
| iv) a) Online course completion certificates | - | Supporting documents are to be uploaded in a single PDF file & max. 1Mb |
| b) Brief description about the courses (max. 250 words) | - | Typed matter is to be scanned & uploaded |

- v) a) Development of online /offline teaching contents for SCERT/WBBSE etc. (Recognition letter, relevant cover page of the content/ Book etc.) - Supporting documents are to be uploaded in a single PDF file & max. 1 Mb
- b) Brief description of the contents, target students etc. (max. 250 words) - Typed matter is to be scanned & uploaded

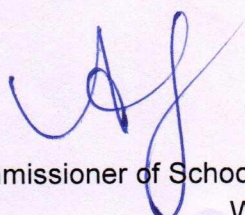
Publications : For books/ text books – Relevant pages containing Title, Name of Author, ISBN No./ T.B. No., Year of Publications etc. are to be uploaded in a single PDF file (1 Mb). For research articles – Relevant pages containing Title, Name of Author, Name of Journal, ISSN No., Year of Publications, Abstracts etc. are to be uploaded. All the aforesaid supporting documents (for Publications under Part - C) are required to be scanned & uploaded in a single PDF file of max. 1 Mb.

Part – D : Achievement Based Criteria

- i) a) Development & use of innovative experiments/ tools in teaching - learning activities - Supporting documents are to be scanned & uploaded in a single PDF file & max. 1 Mb.
- b) List of experiments/ tools used - To be filled in.
- c) Brief description (effectiveness, target students etc.) max. 250 words - Typed matter is to be scanned & uploaded.
- ii) a) Organising/ Participating in various Extra-curricular/ Co-curricular activities (National Days, NCC, Scout & Guide, Science fair, Quiz, Art exhibitions, Competitions in Music/Drama/Recitation/Sports etc.) - Supporting documents are to be scanned & uploaded in a single PDF file & max. 1 Mb.
- b) List of activities organized/ participated - To be typed in online system.
- c) Brief description (max. 250 words) - Typed matter is to be scanned & uploaded.
- iii) a) Works done/ Initiatives taken for social awareness (Nirmal Vidyalaya Abhijan/WASH/Hand Washing Day/ Awareness camps on health & hygiene, Bratachari, School Safety Programme etc.) - Supporting documents are to be scanned & uploaded in a single PDF file & max.1 Mb.
- b) List of initiatives taken - To be filled in.
- c) Brief description (max. 250 words) - Typed matter is to be scanned & uploaded.
- iv) a) Representing his/her institution in different district/ state/national or international events (like, as Guide Teacher in INSPIRE science fair, Science Congress, Kala Utsav, etc.; Selector/ Coach/ Manager of district/ state/national teams (sports etc.); Master Trainer or Trainer (BRP/DRP/SRP)/ CCRT participation etc.) - List of activities is to be filled in the system. Supporting documents are to be scanned & uploaded in a single PDF file & max. 1 Mb.
- b) Brief description of the events (max. 250 words) - Typed matter is to be scanned & uploaded.

Part – E : Appraisal Based Criteria

- i) a) Appraisal report from HOI (Teaching, Co-curricular & activities, Addl. responsibilities, Personality etc.). In case of HOI, report from MC. - Supporting documents are to be scanned & uploaded in a single PDF file & max.1 Mb and video URL to be mentioned, if any.
- ii) a) Efforts made by the teacher to increase & enrolment & reduce dropouts - Supporting documents are to be scanned & uploaded in a single PDF file & max.1 Mb and video URL to be mentioned, if any.
- b) Brief description on the efforts made (max. 250 words) - Typed matter is to be scanned & uploaded


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