



पीएम श्रीकेंद्रीय विद्यालय क्रमांक १ भोपाल
मैदा मिल के सामने हौशंगाबाद रोड - 462011
(शिक्षा मंत्रालय के आधीन स्वायत्त संस्था, भारत सरकार)
PM SHRI KENDRIYA VIDYALAY No.1, Bhopal
Opp. Maida Mill, Hoshangabad Road, - 462011
(AUTONOMOUS BODY UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA)
Website: <https://no1bhopal.kvs.ac.in>
Contact numbers: 0755-2760711(P), 0755-2551640(O)
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F. No. Committees/PM SHRI KV1 BPL/2025-26/

Date : 01.06.2025

ANNUAL COMMITTEES AND CLUBS

SESSION : 2025-26

The following committees are formed for the smooth functioning of the Vidyalaya for the session 2025-26 with immediate effect. All other duties allotted will continue till further orders, all the teachers are requested to extend coordination for better results and harmonious ambience in the School.

ACADEMIC SUPERVISION COMMITTEE

❖ Mr MANISH KUMAR GUPTA, VP	I/C OVERALL SUPERVISION
❖ Mrs BHAVANA JAISWAL	PGT CHEMISTRY
❖ Mrs MADHURI RAJGURU	PGT ENGLISH
❖ Mrs MAMTA JHA	PGT ECONOMICS
❖ Mrs BHAVANA KHARE	PGT PHYSICS I/C VIDYANJALI
❖ Mr DINESH KUMAR TANEJA	PGT HINDI

Supervision of Classwork and Homework at regular interval. (Once in 3 weeks), Monitoring of coverage of Syllabus, Monitoring of Subject Committee Meetings, Monitoring of functioning of Discipline Committee, Any other issues related to academics. Complete Academic Planning, Covering, CCE, EQUIP, Remedial Classes, Planning for better results, Better Academic Environment, Implementation of KVS Policies, etc.

*Progress on above points to be communicated to Vice Principal from time to time.

SUBJECT COMMITTEES

❖ Mr MANISH KUMAR GUPTA	(Vice Principal) I/C
❖ Mrs SUMIT KUSHWAHA	Subject Committee Convener (Maths)
❖ Mrs BHAVANA KHARE	Subject Committee Convener (Science)
❖ Mr DINESH KUMAR TANEJA	Subject Committee Convener (Hindi)
❖ Mr MANOJ KUMAR	Subject Committee Convener (Social Sci)
❖ Mrs RICHA MISHRA	Subject Committee Convener (English)

Subject committee meetings should be held in the presence of Principal/Vice-Principal only on different weekdays as per schedule circulated by VP

EXAMINATION COMMITTEE (HOME EXAM)

- ❖ Mrs RUPA SHRIRAM I/C
- ❖ Mrs BHAVANA KHARE
- ❖ Mrs PRANITA TARE
- ❖ Mr RAJIV BHARTI
- ❖ Mr SANTOSH

Organising internal exams, modification of Question Papers, Ensuring compilation of student data, Maintaining records for assessment, Organising PTM,

EXAMINATION COMMITTEE (CBSE & EXTERNAL)

- ❖ Mr PRAMOD KUMAR SHRIVASTAV I/C
- ❖ Mr LAXMAN SINGH MEENA
- ❖ Mr RAM KISHAN PAL

***Conduct of all CBSE related activities/Exams, Monitoring of CBSE mail and Giving Proper response timely with the help of committee members (Not office). Maintenance of Guard file of all CBSE related documents**

EXAMINATION COMMITTEE (NIOS)

- ❖ Mr PRAMOD KUMAR SHRIVASTAV I/C
- ❖ Mr LAXMAN SINGH MEENA

ADMISSION COMMITTEE

- ❖ Mrs. BHAWANA JAISWAL I/C
 - ❖ Mr MANOJ KUMAR VERMA
 - ❖ Mr SANJAY SONTAKKE
 - ❖ Mrs POONAM GUWALANI
 - ❖ Mrs RITIKA SINGH
- WILL COMPLETE THE ADMISSION IN
CLASS 1st AS PER LIST APPROVED

Ensuring Implementation of Admission Guidelines, Timely Admissions, Entertaining Concerned Parents.

TIME TABLE COMMITTEE

- ❖ Ms PRIYA TRIVEDI I/C
- ❖ Mrs SHIKHA S RAJAN
- ❖ Mrs PRAMILA CHAUHAN

Implementation of Time Table related guidelines, Preparing Time Table and looking after daily arrangements. Organising RIE interns effectively without disturbing the routine of regular teachers.

DISCIPLINE COMMITTEE (SECONDARY)

- ❖ Mr MANOJ KUMAR I/C
- ❖ Mr NITIN YADAV
- ❖ Mr SANJAY DIXIT
- ❖ Mrs PRANITA TARE
- ❖ Mrs SUMIT KUSHWAHA
- ❖ Mr ANIL KUMAR MISHRA
- ❖ Mrs SHIRIN QUERESHI
- ❖ Mrs MANISHA HANDE

& All Class Teachers, Co-class teachers, All Sports Coach

1. Keeping record of all cases of indiscipline as reported by class teachers and subject teachers.
2. Organising committee meetings every fortnight (or as and when required) to discuss cases of indiscipline and to suggest actions to be taken against the erring students.
3. Keep the Principal posted on all such cases.
4. Allot duties to RIE interns during morning assembly/Lunch time/dispersal of students from vidyalaya along with regular teachers

SCIENCE EXHIBITION/OLYMPIADS/QUIZ/JIGYASA/INSPIRE AWARD/NCSC

- ❖ Mrs BHAWANA JAISWAL I/C NCSC
- ❖ Mrs SHALINI SHARMA I/C QUIZ
- ❖ Mr MANOJ VERMA I/C INSPIRE
- ❖ Mrs MANISHA HANDE I/C Science Activities in Morning Assembly, Misc. workshops/seminars
- ❖ Ms PRIYA TRIVEDI (Green Audit/ Initiatives/Programmes)
- ❖ Mrs SUMIT KUSHWAHA I/C Maths Olympiad
- ❖ Mrs MAMTA SHRIVASTAV I/C Junior Olympiads, SOF
- ❖ Mrs NIDHI SHARMA (I/C Maths Lab)
- ❖ Mr VANDITA SHRIVASTAVA I/C (Science Exhibitions/Senior Olympiad/ JIGYASA,)

Promoting interest in science, organising exhibition, Quizzes at different levels, Organising various Olympiads.

EK BHARAT SHRESHTHA BHARAT & KALA UTSAV COMMITTEE

- ❖ Mrs MAMTA JHA I/C EBSB
- ❖ Mr MANOJ KUMAR I/C KALA UTSAV
- ❖ Mr HANSRAJ YADAV
- ❖ Mrs RUPA SHRIRAM
- ❖ Mr SANJEEV SONI
- ❖ Mrs MONIKA RANI
- ❖ Mrs RAJIV BHARTI
- ❖ Mrs JYOTI AGRAHARI
- ❖ Mr DATARAM NAMDEV

Promoting interest in subjects of humanities, Organising exhibitions & Cultural activities at different levels under Ek Bharat Shresth Bharat Banner. Ensuring quality script and proper practice and rehearsal for strong presence of our Vidyalaya at various levels.

BUILDING MAINTENANCE & REPAIRS (CIVIL, WATER & ELECTRICAL)

- | | |
|---|--------------------------------------|
| ❖ Mr LOKESH SABRE I/C Overall Maintenance | Mr HANSRAJ YADAV (Furniture repairs) |
| ❖ Mr MANOJ KUMAR | Mr DATARAM NAMDEV |
| ❖ Mr SANJEEV KUMAR SONI | Mr ABHISHEK TIWARI |
| ❖ Mr LAXMAN MEENA | Mr NITIN YADAV |
| ❖ Mr AMAN YADAV | Mr PANKAJ KUMAR |

Identifying areas of repairs, Get the work done timely.

VVN SANITARY ITEMS & CLEANLINESS SUPERVISION COMMITTEE

- | | |
|--------------------------------|------------------------|
| ❖ Mr HANSRAJ YADAV Overall I/C | ❖ Mr ANIL KUMAR MISHRA |
| ❖ Mrs MONIKA RANI | ❖ Mrs NIDHI SHARMA |
| ❖ Mrs SHOBHANA SISODIYA | ❖ Mrs SANDHYA JAISWAL |
| ❖ Mrs KIRAN RANI | ❖ Mrs SANGHMITRA |

To entrust responsibilities to teachers for Supervision of cleanliness in washrooms and corridors - floor wise/ wing wise. Ensuring Cleanliness in every nook and corner of the vidyalaya and checking cleanliness of all toilets.

LOCAL PURCHASE COMMITTEE AS APPROVED BY VMC

- | | |
|----------------------|----------------------------|
| ❖ Mr MANISH GUPTA VP | ❖ Mr LOKESH SABRE |
| ❖ Mr SANJAY SONTAKKE | ❖ Mr P R KAWADKAR |
| ❖ Mrs MAMTA JHA | ❖ CONCERNED STOCK INCHARGE |
| ❖ Mrs SUNITA KUMARI | |

To conduct local market survey and to obtain quotations for items as required for Vidyalaya.

LIBRARY COMMITTEE

- | | |
|--------------------------|-----------------------|
| ❖ Mr NITIN YADAV | ❖ Mrs RICHA MISHRA |
| ❖ Mr DINESH KUMAR TANEJA | ❖ Ms PRIYA TRIVEDI |
| ❖ Mrs MADHURI RAJGURU | ❖ Mr SANJAY SONTAKKE |
| ❖ Mrs BHAWANA KHARE | ❖ Mrs PRANITA TARE |
| ❖ Mr MANOJ KUMAR | ❖ Mrs SHIRIN QUERESHI |

Ensuring Library Automation, Implementation of Library Policy, procuring meaningful and related books and content, Promoting the culture of reading, Implementation of Pustkopahar.

Website Updation, E-content and E-classroom, Maintenance of Computers

- ❖ Mr LAKHAN LAL BHAGWAN Overall I/C website updating & activities on FB, Twitter
- ❖ Mr MANOJ KUMAR VERMA
- ❖ Computer Instructors

Timely update of data, Best Possible use of web space, Maintenance of e-classrooms and their best utilization, E-content data bank

NATURE/ECO/INTEGRITY COMMITTEE

- | | |
|---------------------------------------|----------------------------------|
| ❖ Mrs PRIYA TRIVEDI I/C NATURE CLUB | ❖ Mrs MANISHA HANDE I/C ECO CLUB |
| ❖ Mrs RICHA MISHRA I/C Integrity Club | ❖ Mrs MAMTA SHRIVASTAV |
| ❖ Mr HARIS RAEIN | ❖ Ms PREETI |

Maintenance of Eco-Park, Developing Herbal Park, conduct of awareness programme etc

EXCURSION COMMITTEE / ADVENTURE ACTIVITY

- | | |
|----------------------------------|--------------------------|
| ❖ Mr PRAMOD KUMAR SHRIVASTAV I/C | ❖ Mr DINESH KUMAR TANEJA |
| ❖ Mr SANJAY SONTAKKE | ❖ Mr MANOJ KUMAR |
| ❖ Mrs SHALINI SHARMA | ❖ Mr SANJAY DIXIT |

Exploring excursion possibility and organising local as well as Out Station trips.

BHARAT SCOUT & GUIDE, CUBS & BULBUL COMMITTEE

- | | |
|-------------------------|----------------------|
| ❖ Mr DATARAM NAMDEV I/C | ❖ Mrs ARTI PATHAK |
| ❖ Mr A K MISHRA | ❖ Mrs SUSHMITA SINGH |
| ❖ Mr NITIN YADAV | ❖ Mr PANKAJ KUMAR |
| ❖ Mrs MANISHA HANDE | ❖ Ms NUPUR MISHRA |
| ❖ Mrs JYOTI BHARGAV | ❖ Mrs KIRAN RANI |
| ❖ Mrs SUNITA KUMARI | ❖ Mrs NIDHI SHARMA |

& all other trained teachers

And all Other members Supervision of all Scouts, guides, cubs and Bulbuls activities, Organising All Activities related to Scout & Guide and Cubs & Bulbuls

MAINTENANCE OF CS-54 (VERIFICATION OF FEE COLLECTION)

- ❖ Mrs SUMIT KUSHWAHA I/C (Will also keep record of monthly enrolment of students as per format provided by RO from time to time)
- ❖ Mrs SHOBHANA SISODIYA
- ❖ Mr MANISH TIWARI

Keeping record of students who are availing fee concession on various grounds and verification of fee collected from VVN account.

GARDENING & BEAUTIFICATION COMMITTEE

- | | |
|-------------------------|------------------------|
| ❖ Ms PRIYA TRIVEDI I/C | ❖ Mrs SHALINI SHARMA |
| ❖ Mrs KALPANA KHARE | ❖ Mrs PRAMILA CHAUHAN |
| ❖ Mrs RICHA MISHRA | ❖ Mr SANJAY SONTAKKE |
| ❖ Mrs SHOBHANA SISODIYA | ❖ Mrs USHA RAGHUVANSHI |

Development of School Garden, Herbal Garden beautification of vidyalaya walls, Adherence to BALA concept. Identifying areas of the building for use under BALA, selection of suitable learning aids to be drawn/sketched/painted and timely get the work done under BALA.

CCA COMMITTEE

- | | |
|---------------------------|---------------------|
| ❖ Mrs MADHURI RAJGURU I/C | Mrs SANDHYA JAISWAL |
| ❖ Mrs RICHA MISHRA | Mr ABHISHEK TIWARI |
| ❖ Mrs SHIRIN QUERESHI | |

Smooth conduct of all CCA activities as prescribed in curriculum and as entrusted by KVS

HOUSE

- ❖ Sarojini Naidu House
- ❖ Tagore House
- ❖ Aryabhata House
- ❖ Rani Laxmi Bai House

HOUSE MASTER

- Mr Manoj Kumar
- Mrs Mamta Jha
- Mrs VANDITA SHRIVASTAV
- Mr HANSRAJ YADAV

FURNITURE COMMITTEE

- | | |
|------------------------|--------------------|
| ❖ Mr HANSRAJ YADAV I/C | Mr RAJIV BHARTI |
| ❖ Mr SANJEEV SONI | Mrs NISHA SISODIYA |
| ❖ Mr SANTOSH KUMAR | |

Regular upkeep and maintenance of Vidyalaya furniture.

TEACHING AID COMMITTEE

- ❖ Mrs MONIKA RANI I/C
- ❖ Mrs NISHA SISODIYA
- ❖ Mrs SHAKTI RATHORE

Mr LAKHAN LAL BHAGWAN for Technical Assistance

Exploring potential teaching aids, procurement of teaching aids and ensuring their optimum utilisation.

MEDICAL CHECKUP / FIRST AID COMMITTEE

- ❖ Mrs MAMTA JHA I/C
 - ❖ Mrs SHALINI SHARMA
 - ❖ Mrs SUNITA KUMARI
 - ❖ Mrs SHAKTI RATHORE
 - ❖ Mrs SHIKHA S RAJAN
 - ❖ **All Coaches of Games and Sports, Nurse & Doctor**
- Ensuring medical checkup of all children twice in a year with the help of Doctor & Nurse and monitoring of First Aid to the Children as and when required.**

GRIEVANCE REDRESSAL COMMITTEE & SUGGESTION BOX

- ❖ Mrs MANISH GUPTA VP I/C
- ❖ Mrs BHAWANA JAISWAL
- ❖ Mr SANJAY SONTAKKE
- ❖ Mrs VANDITA SHRIVASTAV I/C Suggestion Box
- ❖ Mrs MADHURI RAJGURU
- ❖ Mr SARVESH KUMAR

Opening of suggestion box weekly and discussions on the suggestions/complaints with Principal.

PTA COMMITTEE

- ❖ Mrs BHAWANA KHARE I/C
- ❖ Mrs SHOBHNA SISODIYA
- ❖ Mr SHASHIKANT SINGHAL
- ❖ Mr PRAMOD SHRIVASTAV

Organising PTA Meeting every quarter.

NAEP COMMITTEE

OVERALL INCHARGE - Mrs SHIRIN QUERESHI

BOYS

- ❖ Mr DINESH KUMAR TANEJA
- ❖ Mr MANOJ KUMAR
- ❖ Mr RAJIV BHARTI

GIRLS

- ❖ Mrs SHIKHA S RAJAN
- ❖ Ms PRIYA TRIVEDI
- ❖ Mrs SANDHYA JAISWAL

Counselling of adolescent children as per need.

PHOTOGRAPHY COMMITTEE

- ❖ Mr ABHISHEK TIWARI I/C
- ❖ Mrs NISHA SISODIYA
- ❖ Mrs SUNITA KUMARI
- ❖ Mr PANKAJ KUMAR
- ❖ Mr. ANOOP PATERIA
- Ms KIRAN RANI

Taking the snaps of any event happening in the Vidyalaya and selected few to be uploaded on the website and also hard copies to be kept as record.

GUIDANCE & COUNSELLING

- ❖ Mr MANISH GUPTA, VP I/C
- ❖ Mrs SHIRIN QUERESHI
- ❖ Mrs BHAWANA JAISWAL
- ❖ Mrs SHALINI SHARMA
- ❖ Mrs BHAWANA KHARE
- ❖ Mrs MANISHA HANDE
- ❖ Counsellor as appointed

Counselling of children as per need.

STAFF WELFARE COMMITTEE

- ❖ Mr MANISH KUMAR GUPTA VP
- ❖ Mr D K TANEJA (I/C STAFF ROOM)
- ❖ Mrs SUMIT KUSHWAHA I/C
- ❖ Mr PRAMOD SHRIVASTAV
- ❖ Mrs MADHURI RAJGURU
- ❖ Mr SANJAY DIXIT

Organising farewell/retirement/meetings in respect of staff members.

PROMOTION OF GAMES & SPORTS COMMITTEE

- ❖ Mr SANJAY DIXIT I/C
- ❖ Mrs NISHA SISODIYA
- ❖ Mr NITIN YADAV
- ❖ Mr LAXMAN MEENA
- ❖ Mrs NIDHI SHARMA
- ❖ Mr SANJEEV SONI
- ❖ All SPORTS COACHES

Ensuring general fitness of KV Children, selection of quality children for participation in KVS events, maintenance of Play Grounds, promotion of Games & Sports activities in Vidyalaya campus.

MINUTES OF MEETING RECORDING COMMITTEE

- ❖ Mrs RICHA MISHRA I/C
- ❖ Mrs PRANITA TARE
- ❖ Mrs NISHA SISODIYA

Keeping record of minutes of staff meetings and their proper circulation among staff members.

SCHOOL MAGAZINE COMMITTEE

- | | |
|------------------------------|---|
| ❖ Mr DINESH KUMAR TANEJA I/C | ❖ Mr SANJAY SONTAKKE |
| ❖ Mr MANOJ KUMAR | ❖ Mrs PRAMILA CHAUHAN |
| ❖ Mrs MONIKA RANI | ❖ Mrs RITIKA SINGH |
| ❖ Mr ABHISHEK TIWARI | ❖ School Publication captain Boys and girls |
| ❖ Mrs SHAKTI RAHORE | |

Giving ample opportunities to all students to showcase their talent through different CCA and other activities and selection of best articles, drawings, sketches, paintings of students and staff, photographs of sample activities to be published in school magazine.

FEE COLLECTION MONITORING COMMITTEE

- | | |
|-----------------------------|--------------------|
| ❖ Mr LAKHAN LAL BHAGWAN I/C | ❖ Mr MANISH TIWARI |
| ❖ Mr MANOJ KUMAR VERMA | |

Monitoring of Fee Defaulters and timely intimation to concerned class teachers.

LITERATURE CLUB

- | | |
|-----------------------|--------------------------|
| ❖ Mr RICHA MISHRA I/C | ❖ Mr NITIN YADAV |
| ❖ Mrs MADHURI RAJGURU | ❖ Mr DINESH KUMAR TANEJA |

Formation of Literature Club by keeping interested children and creating a separate corner for display of literature related activities.

HOSPITALITY COMMITTEE

- | | |
|-----------------------|------------------------|
| ❖ Mrs ARTI PATHAK I/C | ❖ Mrs USHA RAGHUVANSHI |
| ❖ Mrs JYOTI BHARGAV | ❖ Ms NUPUR MISHRA |
| ❖ Mrs ROOPA PANDEY | ❖ Mrs KIRAN RANI |

VIP HOSPITALITY AT VARIOUS OCCASSIONS

RAJBHASHA & CELEBRATION OF HINDI PAKHAWARA

- | | |
|------------------------------|----------------------|
| ❖ Mr DINESH KUMAR TANEJA I/C | ❖ Mrs SHAKTI RATHORE |
| ❖ Mrs SANDHYA JAISWAL | ❖ Mrs SUNITA KUMARI |
| ❖ Mr ABHISHEK TIWARI | ❖ Mr RAJESH TRIPATHI |

Celebration of Hindi Pakhwada in befitting manner and work under Rajbhasha.

KV ALUMINI ASSOCIATION

- ❖ Mrs MADHURI RAJGURU I/C
- ❖ Mrs BHAWANA JAISWAL

Registration of Alumni on School website and organising yearly meetings.

PRESS & PUBLICITY

- ❖ Mr ANIL KUMAR MISHRA I/C
- ❖ Mr ABHISHEK TIWARI (To Preserve records of media publicity)
- ❖ Mr SANJAY SONTAKKE
- ❖ Mr DINESH KUMAR TANEJA

Due publicity of various events in News Paper and keep cuttings of such published news articles.

PREVENTION OF SEXUAL HARRASSMENT AT WORK PLACE

- ❖ Mr MANISH KUMAR GUPTA
- ❖ Mrs BHAWANA JAISWAL (PRESIDING OFFICER)
- ❖ ONE FEMALE NGO MEMBER
- ❖ Mr SANJAY SONTAKKE , HM
- ❖ Mrs MADHURI RAJGURU

Ensuring safe environment for the women at work place and risk free/anger free environment for female employees of Vidyalaya.

FIRE SAFETY/DISASTER MANAGEMENT

- ❖ Mr MANOJ KUMAR I/C
- ❖ Mr LOKESH SABRE
- ❖ Mr SANJAY DIXIT
- ❖ Mrs MAMTA SHRIVASTAVA

Maintenance of Fire cylinders from time to time, Proper display at strategic locations, Conducting Mock drill, Choking out the plan for emergency evacuation.

FOUNDATION OF CITIZENSHIP (FCP) & ROOPANTAR PROGRAMME

- ❖ Mr ANIL KUMAR MISHRA I/C
- ❖ Mrs MONIKA RANI
- ❖ Mr DATARAM NAMDEV
- ❖ Mr RAJIV BHARTI

Conduct of Modules of FCP as per plan & Coordination of activities under ROOPANTAR with the help of CBL, CBA, PBL coordinators.

ATAL TINKERING LAB

- ❖ Mr LOKESH SABRE I/C
- ❖ Mrs MAMTA SHRIVASTAV
- ❖ Mrs MANISHA HANDE I/C Junior Sc Lab
- ❖ Mrs SHALINI SHARMA

Optimum utilisation of Atal Tinkering Lab.

CALP (COMPENSATION OF ACADEMIC LOSS PROGRAMME)

- ❖ Mrs BHAWANA KHARE I/C
- ❖ Mrs MAMTA JHA
- ❖ Mr HANSRAJ YADAV

Ensuring proper planning for Academic Loss Compensation to all such children who take part in various activities conducted by KVS and thus miss their classes.

CBT (COMPETENCY BASED TEST)

- ❖ Mr MANOJ KUMAR VERMA I/C
- ❖ Mrs RUPA SHRIRAM (for conduct of Exam as per schedule)
- ❖ Mr SANJAY SONTAKKE

Conduct of CBT exam for various classes as per plan given by regional office

KVS SAMAGAM/SAMAGRA PORTAL / UDICE / SCHOLARSHIP

- ❖ Mr LAKHAN LAL BHAGWAN I/C KVS SAMAGAM
- ❖ Mr MANOJ KUMAR VERMA I/C SAMGRA UDICE & SCHOLARSHIP PORTAL

Proper maintenance of all the above platforms

UTILISATION OF PM SHREE FUND AND SHOWCASING PM SHRI ACTIVITIES

- ❖ Mr MANISH KUMAR GUPTA VP
- ❖ Mr SHASHIKANT SINGHAL I/C
- ❖ Mrs RICHA MISHRA
- ❖ Mr LAKHAN LAL BHAGWAN
- ❖ Mr LOKESH SABRE
- ❖ Mr SANJAY SONTAKKE

Proper planning of the requirement as per Priority of the vidyalaya and keeping track of the proper utilisation of the funds under PM SHRI

KVS TRANSFER PORTAL

- ❖ Mr SHASHIKANT SINGHAL I/C
- ❖ Mr LAKHAN LAL BHAGWAN

To add/delete employee from portal as and when required and to assist in profile updation of employees on the portal as per direction of KVS

INCOME TAX CALCULATION FOR THE STAFF OF VIDYALAYA

- ❖ Mr SHASHI KANT SINGHAL I/C
- ❖ Mrs SHIKHA S RAJAN

To prepare the annual salary sheet of all employees and calculate the tax to be deducted per month as per existing GOI regulations.

GeM PORTAL HANDELING ON BEHALF OF BUYER

- ❖ Mr MANOJ KUMAR VERMA I/C
- ❖ Mr SHASHIKANT SINGHAL
- ❖ Mr LAKHAN LAL BHAGWAN
- ❖ Mr MANISH TIWARI

To place orders on GeM portal as instructed by BUYER (Principal) and timely completing PRC, CRC and bill creation/process on GeM portal.

CANTEEN SUPERVISION COMMITTEE

- ❖ Mr MANISH KUMAR GUPTA I/C VP
- ❖ Mr PRAMOD KUMAR SHRIVASTAV
- ❖ Mr LAKHAN LAL BHAGWAN
- ❖ Mr LOKESH SABRE
- ❖ Mr SANJAY SONTAKKE
- ❖ Mrs ARTI PATHAK

To supervise the functioning of the canteen, to keep check on the quality of food/articles being sold, to supervise hygiene in and around the canteen,

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NOTE : THERE WILL BE A SEPARATE COMMITTEE FOR SMOOTH FUNCTIONING OF PRIMARY WING TO BE CIRCULATED BY Sh SANJAY SONTAKKE, HM