

पीएम श्री केंद्रीय विद्यालय नरसिंहपुर

समस्त शिक्षकों / कर्मचारियों को सूचित किया जाता है की, शैक्षिक एवं शैक्षिक सहायक क्रिया कलाओं/ Academics & Co-Scholastic एवं कार्यक्रमों को सुचारु रूप से सम्पन्न करने हेतु विद्यालय स्तर पर वर्ष 2026-27 के लिए निम्नप्रकार से विभिन्न समितियों का गठन किया गया है। समिति प्रभारी के अनुपस्थिति में स्वाभाविक रूप से सह-प्रभारी कार्य करें एवं प्रभारी के साथ तालमेल बनाते हुए कार्य को यथा समय सम्पन्न करें। अतः सभी से निवेदन है की अपने से संबंधित समितियों की जिम्मेदारी को नोट करे, प्रभार में बदलाव होने की स्थिति में चार्ज / प्रभार हस्तांतरित करे / प्राप्त करे तथा आगामी कार्य का नियोजन कर नियोजन पत्र / PLAN OF ACTION अधोहस्ताक्षरी को दिनांक 10-04-2026 तक जमा करें ।

प्राचार्य

Sl.	Name of the Committee	Primary/ Secondary	Name of Incharges & Associattes	In-charge/ Associate	Sign.	
1	PM SHRI SCHEME IMPLEMENTATION INCHARGE	Secondary	MS. AASHIKA SINGH (PGT-BIO.)	In-Charge		
		Primary	MS. POONAM SHARMA (HM)	In-Charge		
2	Admission Committee	Secondary	MS. NISHA (PGT-COM)	In-Charge		
			MS. SHALININEE JADON (PGT-CS)	Member		
		Primary	MS. POONAM SHARMA (HM)	In-Charge		
			SH. SHUBHAM MARUYA (PRT) BALVATIKA & CLASS-I	Member		
3	Home Examination	Secondary	MS. HINA DUBEY (PGT-PHY.)	In-Charge		
			MS. MONIKA (TGT-ENG.)	Member		
			MS. NISHA (PGT-COM)	Member		
4	CBSE RELATED WORK	Primary	MS. MANGALA GAURKAR (PRT)	In-Charge		
			MS. ANKITA TIWARI (PRT)	Member		
			SH. SHUBHAM MAURYA (PRT)	Member		
5	Time Table	Secondary	MS. HINA DUBEY (PGT-PHY.)	In-Charge		
			MS. ADITI ARSE (PGT-MATHS)	Member		
6	C.C.A.	Secondary	MS. ADITI ARSE (PGT-MATHS)	In-Charge		
			SH. NEELESH NEMA (TGT-MATHS)	Member		
		Primary	MS. ANKITA TIWARI (PRT)	In-Charge		
			SH. RAKESH VISHWAKARMA (PRT)	Member		
7	House Masters	Secondary	MS. MONIKA (TGT-ENG.)	Co-ordinator		
			SH. AMPLESHWAR SINGH (TGT-HINDI)	Member		
			Primary	MS. KANAK SHARMA (PRT)	In-Charge	
				MS. ANKITA TIWARI (PRT)	Member	
				SH. VAIBHAV KR. VERMA (TGT-SST)	HM-SHIVAJI	
				MS. SHALINI NIGAM (TGT-AE)	Associate	
				MS. PREETI VISHWAKARMA (TGT-SCI)	HM-TAGORE	
		MS. NIVEDITA KUMARI (TGT-PHE)		Associate		
		SH. NEELESH NEMA (TGT-MATHS)		HM-ASHOKA		
		SH. DEEPAK MARAVI (TGT-WE)	Associate			
		SH. S.R. CHAKRAVARTI (TGT-MATHS)	HM-RAMAN			
		SH. SACHIN SAHU (LIBRARIAN)	Associate			
		Primary	SH. RAKESH VISHWAKARMA (PRT)	HM-SHIVAJI		
			MS. DIKSHA SACHAN (PRT)	Associate		
MS. VANDANA ATUL RAM (PRT)	HM-TAGORE					
MS. ANKITA TIWARI (PRT)	Associate					
MS. PRATIBHA (PRT)	HM-ASHOKA					
PRT-CONTRACTUAL	Associate					
MS. MANGALA GAURKAR (PRT)	HM-RAMAN					
SH. SHUBHAM MAURYA (PRT)	Associate					

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8	Vidyalaya Patrika /E-Patrika	Secondary	SH. AMPLESHWAR SINGH (TGT-HINDI)	In-Charge	
			MS. MONIKA (TGT-ENG.)	Member	
	News Letter / E-News Letter	Primary	MS. KANAK SHARMA (PRT)	In-Charge	
			MS. PRATIBHA (PRT)	Member	
9	Videography & Photography	Secondary	MS. SHALINI NIGAM (TGT-AE)	In-Charge	
		Primary	SH. SHUBHAM MAURYA (PRT)	Member	
10	Furniture	Secondary	MS. SHALINI NIGAM (TGT-AE)	In-Charge	
		Primary	MS. DIKSHA SACHAN (PRT)	Member	
11	School Building Maintenance & Repair and Petty Construction work	Secondary	SH. DEEPAK MARAVI (TGT-WE)	In-Charge	
		Primary	SH. MAYANK KR. VISHWAKARMA (PRT-M)	Member	
12	SWACHA VIDYALAYA ABHIYAN SAMITI (SVAS)-Cleanliness & Sanitation	Secondary	MS. SHALINI NIGAM (TGT-AE)	In-Charge	
		Primary	MS. DIKSHA SACHAN (PRT)	In-Charge	
13	M I Room & First Aid-Procurement and record keeping	Secondary	MS. VANDANA ATUL RAM (PRT)	In-Charge	
		Primary	MS. KANAK SHARMA (PRT)	Member	
14	P.A. System & Central PA System	Secondary	SH. DEEPAK MARAVI (TGT-WE)	In-Charge	
		Primary	SH. MAYANK KR. VISHWAKARMA (PRT-M)	Member	
15	Library Committee for procurement, verification and condemnation of books etc.	Secondary	SH. SACHIN SAHU (LIBRARIAN)	In-Charge	
			MS. ARCHANA GOVIL (PGT-PHY)	Member	
			MS. HINA DUBEY (PGT-PHY.)	Member	
			MS. NISHA (PGT-COM)	Member	
			SH. S. R. CHAKRAVARTI (TGT-MATHS)	Member	
			MS. MONIKA (TGT-ENG.)	Member	
		Primary	MS. POONAM SHARMA (HM)	Member	
			SH. RAKESH VISHWAKARMA (PRT)	Member	
		MS. MANGALA GAURKAR (PRT)	Member		
16	Sports, Yoga, FIT INDIA, FIT KVIAN PROG. and maintence of grounds	Secondary	MS. NIVEDITA KUMARI (TGT-PHE)	In-Charge	
			SH. DEEPAK MARAVI (TGT-WE)	Member	
		Primary	SH. RAKESH VISHWAKARMA (PRT)	Member	
			MS. DIKSHA SACHAN (PRT)	Member	
17	Subject Committee	Secondary	MS. MONIKA - ENGLISH	In-Charge	
			SH. AMPLESHWAR SINGH - HINDI	In-Charge	
			SH. S.R. CHAKRAVARTI (TGT-MATHS)-MATHS	In-Charge	
			MS. PREETI VISHWAKARMA - SCIENCE	In-Charge	
			MS. NISHA (PGT-COM)	In-Charge	
		Primary	MS. POONAM SHARMA (HM)	In-Charge	
			MS. VANDANA ATUL RAM (PRT)	Member	
	MS. PRATIBHA (PRT)	Member			
18	PTA & Alumni Association	Secondary	MS. ARCHANA GOVIL (PGT-PHY)	In-Charge	
		Primary	MS. VANDANA ATUL RAM (PRT)	In-Charge	

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19	Educational excursion / Tour	Secondary	SH. VAIBHAV KR. VERMA (TGT-SST)	In-Charge	
		Primary	MS. KANAK SHARMA (PRT)	Member	
20	Echo Club & Green Projects for students	Secondary	MS. AASHIKA SINGH (PGT-BIO.)	In-Charge	
		Primary	MS. PRATIBHA (PRT)	Member	
21	SARAL related work and liasoning with SANKUL & Co- ordination & Education 3.0 portal	Secondary	MS. SHALINEE JADON (PGT-CS)	In-Charge	
		Primary	SH. SHUBHAM MAURYA (PRT)	In-Charge	
22	Information & Technology - updation of Website, PIMS,UDISE+ ETC.	Secondary	MS. SHALINEE JADON (PGT-CS)	In-Charge	
			MS. AASHIKA SINGH (PGT-BIO.)	Member	
23	Teaching & Audio Video Aid	Secondary	SH. VAIBHAV KR. VERMA (TGT-SST)	In-Charge	
		Primary	MS. PRATIBHA (PRT)	Member	
24	EBSB / KALA UTSAV at School/Cluster/ Regional & National level	Secondary	SH. VAIBHAV KR. VERMA (TGT-SST)	In-Charge	
			PGT- ECONOMICS CONTRACTUAL	Member	
			TGT-SST- CONTRACTUAL	Member	
25	Maths, Science Olympiad Foundation	Secodary	MS. ADITI ARSE (PGT-MATHS)	In-charge	
			SH. S.R. CHAKRAVARTI (TGT-MATHS)	Member	
26	AEP & Guidance and Counseling	Secodary & Primary	MS. PREETI VISHWAKARMA (TGT-SCI)	In-Charge	
			MS. VANDANA ATUL RAM (PRT)	Member	
27	Awakened Citizen Programme (ACP)-RKM	Secodary	MS. SHALINI NIGAM (TGT-AE)	In-Charge	
			SH. AMLESHWAR SINGH (TGT-HINDI)	Member	
28	Maintenance of CCTV and IT gadgets.	Secondary	MS. SHALINEE JADON (PGT-CS)	In-Charge	
			SH. NEELESH NEMA (TGT-MATHS)	Member	
			SH. MAYANK KR. VISHWAKARMA (PRT-M)	Member	
29	Green School Project	Secondary	SH. SACHIN SAHU (LIBRARIAN)	In-Charge	
			MS. AASHIKA SINGH (PGT-BIO.)	Member	
30	RAJBHASHA samiti	Secondary	SH. AMLESHWAR SINGH (TGT-HINDI)	In-Charge	
			PGT- HINDI CONTRACTUAL	Member	
31	Discipline	Secondary & Primary	MS. NIVEDITA KUMARI (TGT-PHE)	In-Charge	
			MS. ARCHANA GOVIL (PGT-PHY)	Member	
			SH. NEELESH NEMA (TGT-MATHS)	Member	
			MS. POONAM SHARMA (HM)	Member	

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32	Complaint Grievance Redressal (other than ICC)	Secondary & Primary combined	MS. HINA DUBEY (PGT-PHY.)	In-Charge	
			MS. POONAM SHARMA (HM)	Member	
			MS. PREETI VISHWAKARMA (TGT-SCI)	Member	
			SH. NAVEEN (JSA)	Member	
33	Committee for Prevention of Sexual Harassment of Women Employee/ ICC	Secondary & Primary combined	MS. HINA DUBEY (PGT-PHY.)	In-Charge	
			MS. POONAM SHARMA (HM)	Member	
			MS. PREETI VISHWAKARMA (TGT-SCI)	Member	
34	Gardening / Horticulture and Upkeep of Garden	Secondary & Primary combined	MS. AASHIKA SINGH (PGT-BIO.)	In-Charge	
			MS. PREETI VISHWAKARMA (TGT-SCI)	Member	
35	Science Exhibition	Secondary	MS. ARCHANA GOVIL (PGT-PHY)	In-Charge	
			MS. AASHIKA SINGH (PGT-BIO.)	Member	
			MS. PREETI VISHWAKARMA (TGT-SCI)	Member	
36	Scout & Guide and Cubs & Bulbul -conduct of activities	Secondary and Primary both	MS. SHALINI NIGAM (TGT-AE)	In-Charge	
			SH. DEEPAK MARAVI (TGT-WE)	Member	
			MS. VANDANA ATUL RAM (PRT)	Member	
			SH. RAKESH VISHWAKARMA (PRT)	Member	
37	Time Table arrangements daily	Secondary	MS. ADITI ARSE (PGT-MATHS)	In-Charge	
			SH. NEELESH NEMA (TGT-MATHS)	Member	
			SH. DEEPAK MARAVI (TGT-WE)	Member	
		Primary	MS. ANKITA TIWARI (PRT)	In-Charge	
			SH. RAKESH VISHWAKARMA (PRT)	Member	

The official staff i.e. SSA & JSA are requested to

1. All the letters on receipts from the variouse offices and duly marked by principal to be handed over to the incharges teachers immediately after making entry in inward register and acknowledgement or receipts of same to be obtained and place in concern file.
2. Report in the form of "**Note**" should be obtained from the concern incharges teacher duly signed by them.
3. The dealing clerk will prepare the letter / reply and put up to the principal for approval well in time and will send reply further.
4. Timely compliance must be ensured as per the work allotted / defined by the KVS RO and Head Quarter.
5. All the letters / documents/ files etc. be preserved and maintained respectively being the custodian of the same.

SH. NAVEEN (JSA) _____

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