

# केंद्रीय विद्यालय सी.आर.पी.एफ. झपहाँ

फा.13/2023-24/केविझपहाँ/

दिनांक -03-2024

## कार्यालय आदेश / OFFICE ORDER

### Vidyalaya Committees for the Session : 2024-25

सत्र 2024-25 के लिए निम्नलिखित समितियों का गठन विभिन्न विभागों से संबंधित क्रय करने के साथ-साथ स्टाफ सदस्यों को कर्तव्यों के आवंटन के उद्देश्य से किया जाता है। अतः सभी संबंधित विभागाध्यक्षों एवं सदस्यों से अनुरोध है कि वे तदनुसार अपनी जिम्मेदारी निभायें। समिति प्रभारी अपने विभाग के प्रति पूर्ण रूप से उत्तरदायी होंगे।

समिति 01.04.2024 से प्रभावी होगी।

नए विभाग प्रभारी, पुराने विभाग प्रभारी से 31.03.2024 तक आवश्यक प्रभार लेन-देन की प्रक्रिया पूर्ण कर अधोहस्ताक्षरी को सूचित करें।

The following committees for the session 2024-25 are hereby constituted for the purpose of allocation of duties to staff members as well for making purchases related to various department. Therefore all concerned department holders and members are requested to take their responsibility accordingly. Committee Incharge will be fully responsible for their Department.

The Committee will be effective from 01.04.2024.

New Department/Stock Incharge must ensure necessary Handing Over/Taking Over by 31.03.2024 under intimation to the undersigned.

प्राचार्य / PRINCIPAL

#### A. ACADEMIC COMMITTEES

| Academics I/c-Secondary |                                | Smt. ARCHANA, TGT SCI          |                        |
|-------------------------|--------------------------------|--------------------------------|------------------------|
| Academics I/c-Primary   |                                | Sh. OMPRAKASH, HM I/C          |                        |
| 1                       | EXAM (SECONDARY)               | Sh. S.K. Chaudhary             | Smt. Archana           |
|                         |                                |                                | Sh. SRK Bage           |
|                         |                                |                                | Sh. P.K. Gupta         |
| 2                       | EXAM (PRIMARY)                 | Sh. Pradeep Kumar              | Smt. Neelam Kumari     |
|                         |                                |                                | Ms. Diksha Yadav       |
|                         |                                |                                | Sh. Sudheer Kumar      |
| 3                       | TIME TABLE (Secondary)         | Sh. A.K. Singh                 | Smt. Archana           |
|                         |                                |                                | Smt. Priyanka          |
| 4                       | TIME TABLE (Primary)           | Sh. Pramod Kumar               | Ms. Swati Sharma       |
| 5                       | CBSE                           | Ms. Megha Verma                | Sh. P.K. Gupta         |
|                         |                                |                                | Sh. Diwakar Kr. Mishra |
| 6                       | ADMISSION                      | Smt. Archana Bharti (I/C)      | Smt. Archana           |
|                         |                                |                                | Smt. Priyanka          |
|                         |                                | Sh. Shailendra Kumar (Primary) | Sh. Om Prakash         |
|                         |                                |                                | Ms. Diksha Yadav       |
| 7                       | CCA (Secondary)                | Smt. Jyoti Rani                | Sh. K.N. Trivedi       |
|                         |                                |                                | Smt. Archana Bharti    |
| 8                       | CCA (Primary)                  | Sh. Diwakar Kr. Mishra         | Sh. Manish Pal         |
|                         |                                |                                | Ms. Priya Tomar        |
| 9                       | BS&G<br>(Bharat Scout & Guide) | Sh. K.N. Trivedi               | Sh. SRK Bage           |
|                         |                                |                                | Sh. P.K. Gupta         |
|                         |                                |                                | Sh. SK Chaudhary       |
|                         |                                |                                | Sh. Prasoon Parmar     |
| 10                      | CUBS & BULBULS                 | Sh. Shailendra Kumar           | Sh. Pradeep Kumar      |
| 11                      | SCIENCE LAB                    | Smt. Archana                   | Sh. Santosh Kumar      |
|                         |                                |                                | Ms. Swati Sharma       |
| 12                      | MATHS LAB                      | Sh. A.K. Singh                 | Ms. Megha Verma        |
|                         |                                |                                | Sh. Sudheer Kumar      |
| 13                      | LIBRARY                        | Sh. SRK Bage                   | Smt. Archana Bharti    |
|                         |                                |                                | Sh. Om Prakash         |
| 14                      | GUIDANCE & COUNSELLING         | Sh. K.N. Trivedi               | Smt. Archana           |
|                         |                                |                                | Sh. Om Prakash         |



|    |  |                           |                                      |
|----|--|---------------------------|--------------------------------------|
| 15 | <b>INTEGRITY CLUB</b>  | <b>Sh. Prasoon Parmar</b> | Smt. Priyanka                        |
|    |  |                           | Ms. Swati Sharma                     |
|    |  |                           | Sh. Sudheer Kumar                    |
| 16 | <b>SPORTS</b>  | <b>Sh. P.K. Gupta</b>     | Sh. Shailendra Kumar                 |
|    |  |                           | Sh. Pradeep Kumar                    |
|    |  |                           | Sports Coach                         |
| 17 | <b>AEP<br/>(Adolescence Edu. Prog.)</b>                            | <b>Smt. Archana</b>       | Sh. Santosh Kumar                    |
| 18 | <b>e-MAGAZINE</b>  | <b>Smr. Anjana Sharma</b> | Sh. K.N. Trivedi                     |
|    |  |                           | Sh. SRK Bage                         |
|    |  |                           | Smt. Archana Bharti                  |
|    |  |                           | Sh. Diwakar Kr. Mishra               |
| 19 | <b>e-NEWSLETTER</b>  | <b>Sh. Om Prakash</b>     | Computer Instructor                  |
|    |  |                           | Sh. Shailendra Kumar                 |
|    |  |                           | Sh. Pramod Kumar                     |
|    |  |                           | Ms. Priya Tomar                      |
| 20 | <b>INSPIRE &amp; NCSC<br/>(National Children Science Congress)</b> | <b>Smr. Archana</b>       | Computer Instructor                  |
|    |  |                           | Sh. Santosh Kumar                    |
| 21 | <b>SCIENCE EXHIBITION</b>  | <b>Sh. Santosh Kumar</b>  | Ms. Diksha Yadav                     |
|    |  |                           | Smt. Archana                         |
| 22 | <b>EBSB/Other SST Activities/PPC</b>                               | <b>Sh S.K. Chaudhary</b>  | Smt. Neelam Kumari                   |
|    |  |                           | Sh. Prasoon Parmar                   |
|    |  |                           | Smt. Archana Bharti                  |
| 23 | <b>LANGUAGE LAB</b>  | <b>Smt. Priyanka</b>      | Sh. Kamod Pathak                     |
|    |  |                           | Smt. Archana Bharti                  |
| 24 | <b>Subject Committee (Hindi)</b>                                   | <b>Smt. Jyoti Rani</b>    | Computer Instructor                  |
| 25 | <b>Subject Committee (Sanskrit)</b>                                | <b>Sh. K.N. Trivedi</b>   | All concernd Sub-teacher             |
| 26 | <b>Subject Committee Convenor (Maths)</b>                          | <b>Sh. A.K. Singh</b>     | All concernd Sub-teacher             |
| 27 | <b>Subject Committee Convenor (English)</b>                        | <b>Smt. Priyanka</b>      | All concernd Sub-teacher             |
| 28 | <b>Subject Committee Convenor (Science)</b>                        | <b>Smt. Archana</b>       | All concernd Sub-teacher             |
| 29 | <b>Subject Committee Convenor (SOST)</b>                           | <b>Sh. S.K. Choudhary</b> | All concernd Sub-teacher             |
| 30 | <b>UBI FEES Portal</b>   | <b>Sh. A.K. Singh</b>     | All class teachers/Co-class teachers |
|    |  |                           | Computer Instructor                  |
|    |  |                           | Sh. Rakesh Kumar                     |
|    |  |                           | Sh. Biranj Kumar                     |
| 31 | <b>UDISE+</b>  | <b>Sh. P.K. Gupta</b>     | All class teachers/Co-class teachers |
|    |  |                           | Computer Instructor                  |
|    |  |                           | Sh. Biranj Kumar                     |

## **B. ADMINISTRATIVE COMMITTEES**

| <b>Administrative I/c</b> |                         | <b>Sh. SRK Bage, Librarian</b> |                      |
|---------------------------|-------------------------|--------------------------------|----------------------|
| 1                         | <b>DISCIPLINE</b>       | <b>Sh. K.N. Trivedi</b>        | Smt. Archana         |
|                           |                         |                                | Sh. P.K. Gupta       |
|                           |                         |                                | Smt. Jyoti Rani      |
|                           |                         |                                | Sh. Om Prakash       |
|                           |                         |                                | Sports Coach         |
| 2                         | <b>PURCHASING (All)</b> | <b>Sh. P.K. Gupta</b>          | Smt. Archana         |
|                           |                         |                                | Sh. SRK Bage         |
|                           |                         |                                | Sh. Om Prakash       |
|                           |                         |                                | Sh. Shailendra Kumar |
|                           |                         |                                | Sh. Rakesh Kumar     |

|    |  |                    |                     |
|----|--|--------------------|---------------------|
| 3  | STUDENT'S I-CARD                                 | Sh. SRK Bage       | Smt. Jyoti Rani     |
|    |  |                    | Sh. Manish Pal      |
|    |  |                    | Sh. Pramod Kumar    |
| 4  | PRESS/PUBLICITY                                  | Sh. K.N. Trivedi   | Smt. Jyoti Rani     |
|    |  |                    | Smt. Priyanka       |
|    |  |                    | Sh. Sudheer Kumar   |
| 5  | RAJBHASHA  | Smt. Jyoti Rani    | Smt. Neelam Kumari  |
|    |  |                    | Sh. Biranj Kumar    |
| 6  | FIRST AID  | Smt. Anjana Sharma | Smt. Archana        |
|    |  |                    | Ms. Priya Tomar     |
| 7  | PHOTOGRAPHY/Videography                          | Sh. Manish Pal     | Sh. Pramod Kumar    |
|    |  |                    | Computer Instructor |
| 8  | DECORATION                                       | Smt. Anjana Sharma | Smt. Archana Bharti |
|    |  |                    | Ms. Priya Tomar     |
| 9  | ICC<br>(Internal Complaint Committee) /<br>POCSO | SMT. ARCHANA       | Sh. SRK Bage        |
|    |  |                    | Smt. Archana Bharti |
|    |  |                    | Smt. Jyoti Rani     |
|    |  |                    | Smt. Neelam Kumari  |
| 10 | INCOME TAX<br>Calculation                        | Ms. Megha Verma    | Sh. A.K. Singh      |
|    |  |                    | Sh. Rakesh Kumar    |
| 11 | KV WEBSITE/PIMS UPDATION/SOCIAL<br>MEDIA         | Sh. Biranj Kumar   | Sh. P.K. Gupta      |
|    |  |                    | Computer Instructor |
| 12 | PA SYSTEM  | Sh. P.K. Gupta     | Sh. Kamod Pathak    |
|    |  |                    | Sh. RP Singh        |

### C. MISC. COMMITTEES

| Misc. I/c |   | Sh. P.K. Gupta, TGT-WE |                                 |
|-----------|---|------------------------|---------------------------------|
| 1         | SCHOOL SECURITY                           | Sh. P.K. Gupta         | Smt. Archana                    |
|           |   |                        | Sh. Omprakash                   |
|           |   |                        | All staff and outsourcing staff |
| 2         | CLEANLIENSS/CONSERVANCY/<br>SANITIZATION  | Sh. SRK Bage           | Sh. P.K. Gupta                  |
|           |   |                        | Smt. Neelam Kumari              |
| 3         | BEAUTIFICATION/GARDENING                  | Smt. Anjana Sharma     | Smt. Priyanka                   |
|           |   |                        | Sh. Prasoon Parmar              |
|           |   |                        | Ms. Diksha Yadav                |
|           |   |                        | Sh. Manish Pal                  |
| 4         | M&R-School Building                       | Sh. P.K. Gupta         | Sh. SRK Bage                    |
|           |   |                        | Sh. Prasoon Parmar              |
|           |   |                        | Sh. Omprakash                   |
|           |   |                        | Sh. Pradeep Kumar               |
| 5         | REFRESHMENT for Various<br>Program/Events | Sh. Shailendra Kumar   | Sh. P.K. Gupta                  |
|           |   |                        | Smt. Jyoti Rani                 |
|           |   |                        | Sh. Omprakash                   |
|           |   |                        | Sh. Rakesh Kumar                |
|           |   |                        | Sh. Ram Prakash Singh           |
| 6         | ACP                                       | SMT. ARCHANA           | Sh. P.K. Gupta                  |
|           |   |                        | Sh. S.K. Chaudhary              |
|           |   |                        | Ms. Megha Verma                 |
| 7         | ECO CLUB                                  | Sh. Santosh Kumar      | Smt. Archana                    |
|           |   |                        | Ms. Megha Verma                 |
|           |   |                        | Ms. Priya Tomar                 |

|    |                                  |                         |                             |
|----|----------------------------------|-------------------------|-----------------------------|
| 8  | <b>EXCURSION/ADVENTURE</b>       | <b>Sh. SRK Bage</b>     | <i>Sh. Prasoon Parmar</i>   |
|    |                                  |                         | <i>Ms Megha Verma</i>       |
| 9  | <b>ALUMNI</b>                    | <b>Sh. P.K. Gupta</b>   | <i>Sh. K.N. Trivedi</i>     |
|    |                                  |                         | <i>Computer Instructor</i>  |
| 10 | <b>RTI</b>                       | <b>Smt. PRIYANKA</b>    | <i>Sh. P.K. Gupta</i>       |
|    |                                  |                         | <i>Sh. Omprakash</i>        |
|    |                                  |                         | <i>Sh. Rakesh Kumar</i>     |
| 11 | <b>GEM (Tenders/Bids)</b>        | <b>Sh. Rakesh Kumar</b> | <i>Sh. SRK Bage</i>         |
|    |                                  |                         | <i>Sh. P.K. Gupta</i>       |
|    |                                  |                         | <i>Sh. S.K. Chaudhary</i>   |
|    |                                  |                         | <i>Sh. Omprakash</i>        |
|    |                                  |                         | <i>Sh. Shailendra Kumar</i> |
|    |                                  |                         | <i>Smt. Neelam Kumari</i>   |
| 12 | <b>STAFF MEETING AND MINUTES</b> | <b>Smt. Jyoti Rani</b>  | <i>Smt. Archana Bharti</i>  |
| 13 | <b>e-CLASSROOM</b>               | <b>Sh. P.K. Gupta</b>   | <i>Ms. Megha Verma</i>      |
|    |                                  |                         | <i>Sh. Shailendra Kumar</i> |
|    |                                  |                         | <i>Computer Instructor</i>  |
| 14 | <b>FURNITURE</b>                 | <b>Sh. SRK Bage</b>     | <i>Smt. Archana Bharti</i>  |
|    |                                  |                         | <i>Sh. Omprakash</i>        |
|    |                                  |                         | <i>Sh. Pramod Kumar</i>     |
| 15 | <b>CMP</b>                       | <b>Sh. Om Prakash</b>   | <i>Sh. Shailendra Kumar</i> |
|    |                                  |                         | <i>Ms. Priya Tomar</i>      |
| 16 | <b>RECESS DUTY</b>               | <b>Sports Coach</b>     | <i>All Class Teacher</i>    |
| 17 | <b>STAFF CLUB</b>                | <b>Sh. Om Prakash</b>   | <i>Sh. SRK Bage</i>         |
| 18 | <b>COMPUTER AMC/CCTV</b>         | <b>Sh. P.K. Gupta</b>   | <i>Sh. Prasoon Parmar</i>   |
|    |                                  |                         | <i>Ms. Diksha Yadav</i>     |
|    |                                  |                         | <i>Sh. Sudheer Kumar</i>    |
| 19 | <b>CONDEMNATION</b>              | <b>Sh. SRK Bage</b>     | <i>Sh. P.K. Gupta</i>       |
|    |                                  |                         | <i>Sh. SK Chaudhary</i>     |
|    |                                  |                         | <i>Sh. Pradeep kumar</i>    |
| 20 | <b>ANTI-BULLYING COMMITTEE</b>   | <b>Sh. P.K. Gupta</b>   | <i>Smt. Archana</i>         |
|    |                                  |                         | <i>Sh. Om Prakash</i>       |
|    |                                  |                         | <i>Head Boy/Head Girl</i>   |

**PRINCIPAL**