

पीएम श्री केंद्रीय विद्यालय चित्तौड़गढ़ / PM SHRI KENDRIYA VIDYALAYA CHITTORGARH

कार्यालय आदेश / OFFICE ORDER

दिनांक/DATE - 07/07/2026

विषय / Subject : शैक्षणिक सत्र 2026-27 के लिए विद्यालय की विभिन्न समितियों के पुनर्गठन एवं दायित्व निर्धारण के सम्बन्ध में।

विद्यालय समितियों से सम्बंधित दिनांक 24/03/2026 के कार्यालय आदेश को अधिक्रमित करते हुए वर्तमान सत्र 2026 - 27 के लिए विद्यालय की विभिन्न समितियों / दायित्वों को निम्नानुसार पुनर्गठित / निर्धारित किया जाता है। संबंधित प्रभारियों को यह आदेशित किया जाता है कि वे विभाग / कार्यक्षेत्र से सम्बंधित स्टॉक पंजिकाएं इत्यादि का कार्यभार, स्टॉक पंजिकाएं इत्यादि सौंपने/प्राप्त करने की प्रक्रिया (जहाँ लागू हो) तत्काल प्रभाव से पूर्ण करते हुए विद्यालय गतिविधियों के सुचारू सञ्चालन हेतु आवंटित कर्तव्यों को सम्बंधित समिति सदस्यों के माध्यम से पूर्ण निष्ठा, तत्परता एवं त्रुटिरहित रूप से निर्वहन करना एवं तदनुसार अधोहस्ताक्षरी को अवगत करवाना सुनिश्चित करें।

(A)

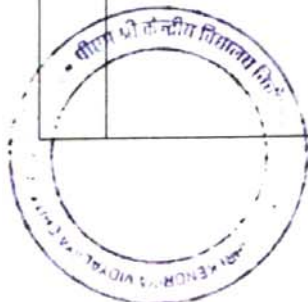
Name & Designation (MS./MRS./MR.)	Duties Assigned	Remark
HEAD MASTER / HEAD MISTRESS 21	OVER ALL IN-CHARGE & SUPERVISOR OF Primary Department INCLUDING KVS FLAGSHIP PROGRAMME FOR PRIMARY CLASSES LIKE FLN , NIPUN MISSION , PRASHAST , RUPANTAR ETC. (FROM CLASS BV-3 TO CLASS - V)	Responsible for Supervising and Coordinating the Functioning of Primary Section (BV-3 to Class -V) & for Discharging Any Other Duty(ies) Assigned by the Undersigned from Time to Time.
TEENA	CLASS TEACHER OF BALVATIKA-3, I/C OF RESOURCE ROOM / CMP ROOM, TOY LIBRARY (CLASS BV TO V)	During the absence of HM, Mrs, Teena Shall Act as Over All In-Charge of Primary Section.



प्राचार्य / PRINCIPAL
पीएम श्री केंद्रीय विद्यालय, चित्तौड़गढ़ (राज.)
PM SHRI KENDRIYA VIDYALAYA
CHITTORGARH (RAJ.)

Page-1/9

S. NO	NAME OF COMMITTEE / DUTIES ASSIGNED	IN-CHARGE & MEMBERS (Dr./ Ms./Mrs./Mr.)
1	ACADEMIC COMMITTEE NEP 2020, NCF FS 2022, NCF SE 2023, LEARNING ENRICHMENT PROGRAM, ASSESSMENTS (FOR LEARNING, AS LEARNING OF LEARNING), TRACKING OF ASSESSMENTS, COMPENSATORY ACADEMIC LOSS PROGRAMME (CALP), ACADEMIC PLANNING FOR LOW ACHIEVERS, AVERAGE ACHIEVERS AND HIGH ACHIEVERS, DIKSHA, NISHTHA, PRE-VOCATIONAL, VOCATIONAL & SKILL EDUCATION, BALA, ART INTEGRATION, SPORTS INTEGRATION, TOY BASED PEDAGOGY, e-CLASSROOMS, TARUNOTSAV, ANNUAL ACADEMIC PLAN, ANNUAL PEDAGOGICAL PLAN, PURPOSEIVE PEDAGOGIES, CLASS APPROPRIATE LEARNING OUTCOMES, VIDYALAYA PLAN, ASSESSMENT TOOLS, SCHOLL DEVELOPMENT PLAN, VISION & MISSION OF SCHOOL, TARA APP, COMPETENCY BASED EDUCATION, PARENT - TEACHER ASSOCIATION, PTM, CMP, NIPUN MISSION, FLN TARGETS, PROMOTION OF READING AND WRITING CULTURE, CMP NEWS LETTERS, VIDYA PRAVESH, SRP, FUN DAY, RESOURCE ROOM, RUPANTAR, TLM, BALVATIKA, JADUI PITARA ETC. ANY OTHER ISSUE RELATED TO ACADEMICS	- MUKESH KUMAR TAILOR - OVERALL I/C - HEAD MASTER / HEAD MISTRESS -I/C PRIMARY - S K PRAJAPAT - I/C TOY LIBRARY (VI TO XII) - AJAY MISHRA (I/C ART EDUCATION & ART INTEGRATION, BaLA ETC and I/C OF ART ROOM.) - RENU BARGUJAR (I/C SPORTS INTEGRATION & I/C SPORTS & GAMES AND GAMES ROOM) - BRAJENDRA SINGH (I/C OF PVEP, VE, BAG LESS DAYS, WORK EXPERIENCE EDUCATION ETC.) - R K MEENA (I/C LIBRARY) - TRIPTI VERMA (I/C MUSIC & ART INTEGRATION IN PRIMARAY SECTION AND I/C - MUSIC ROOM) - SPECIAL EDUCATOR
2	EXAMINATIONS	SECONDARY - M K TAILOR - I/C (ALL INTERNAL EXAMS & ASSESSMENTS, LAT, PARAKH, SAS/NAS, CONDUCTION & RECORD KEEPING OF PARENT - TEACHER MEET PTM - ETC.) - SHALU - I/C (PPC, CBSE EXAM, CBSE REGISTRATIONS, LOC OF STUDENTS, AFFILIATION, SARAS PORTAL, OASIS PORTAL, CBSE EMAIL, SAFAL, EXTERNAL EXAMINATIONS ETC.) - NARENDRA RAISWAL - I/C NIOS, RCI ETC. - DINESH KASHYAP PRIMARY ALL INTERNAL EXAMS & ASSESSMENTS, LAT, NAS, CONDUCTION & RECORD OF PTM ETC - SHAILENDRA KUMAR - I/C - NIDHI



प्राचार्य / PRINCIPAL
 पीएम श्री केन्द्रीय विद्यालय, गुरुगढ़ (राज.)
 PM SHRI KENDRIYA VIDYALAYA
 CANTT. GURGAON (RAJ.)

Page-27

3	VIDYALAYA TIME-TABLE INCLUDING DAILY ARRANGEMENTS OF TEACHERS ON-DUTY / LEAVE, STUDY CAMP, EXTRA CLASSES, REMEDIAL CLASSES, ZERO PERIODS, CAMP ARRANGEMENTS ETC.	SECONDARY • B L SAINI - I/C <i>[Signature]</i> • DUGESH KR LOHAR <i>[Signature]</i> • KARNAWATI SAUDA PRIMARY • SHAILENDRA KUMAR - I/C - <i>[Signature]</i> • S L KOLI <i>[Signature]</i>
4	ADMISSIONS FRESH / KV TC ADMISSIONS AS PER SCHEDULE & GUIDELINES OF KVS FOR 2025-26, UBI FEE PORTAL. IN COORDINATION WITH I/C OF SAMAGAM PORTAL, UDISE PORTAL, APAAR ID CREATION ETC. AND COORDINATION WITH CBSE I/C FOR NEW ADMISSIONS IN CLASS IX TO XII ETC.)	• SAJIDA SIYABI - I/C <i>[Signature]</i> • S K PRAJAPAT <i>[Signature]</i> • SAPNA KUMARI • NIDHI <i>[Signature]</i>
5	CREATIVE LEARNING & CO CURRICULAR ACTIVITIES, MORNING ASSEMBLY & SCHOOL CELEBRATIONS MORNING ASSEMBLY, CREATIVE LEARNING ACTIVITIES, CO CURRICULAR ACTIVITIES, SCHOOL MAGAZINE, STUDENT COUNCIL, LANGUAGE LABS, LITERARY & ART ACTIVITIES, READING CLUBS, NEWS LETTERS, ROUTS 2 ROOTS, VIRSA, SPIC MACAY, JUNIOR EDITOR, ROAD SAFETY (SIAM), SWACHHTA CAMPAIGN, ANNUAL DAY, CELEBRATION OF ALL IMPORTANT DAYS, GUEST SPEAKER PROGRAMME, PAINTING COMPETITION, ANY SPECIAL CELEBRATIONS, GUIDANCE AND COUNSELLING, CAREER CORNER, AEP, INTEGRITY CLUB, ALUMNI ASSOCIATION, HOSPITALITY TO DIGNITARIES / GUEST, PHOTOGRAPHY, MEDIA NEWS, VIDYALAYA'S SOCIAL MEDIA HANDLES ETC.	OVERALL I/C - BHARTI PANWAR SECONDARY • BHARTI PANWAR - I/C <i>[Signature]</i> • M K TAILOR <i>[Signature]</i> • SWPAN SHARMA <i>[Signature]</i> • AJAY MISHRA <i>[Signature]</i> PRIMARY • MEENAKSHI - I/C <i>[Signature]</i> • RASHIKA <i>[Signature]</i> ELECTRICAL & MUSICAL ARRANGEMENTS • BRAJENDRA SINGH - I/C OF PA SYSTEM & ALL ELECTRICAL / TECHNICAL ARRANGEMENTS ETC. <i>[Signature]</i> • TRIPTI VERMA - I/C OF VOCAL & INSTRUMENTAL MUSIC AND MUSICAL ARRANGEMENTS ETC. NEWS IN PRINT MEDIA, e-MEDIA ETC- • SWPAN SHARMA - I/C <i>[Signature]</i> • M K TAILOR <i>[Signature]</i>



प्रमुख / PRINCIPAL
 श्रीमती कन्द्रीय विद्यालय, चित्तौड़गढ़ (राज.)
 PM SHRI KENDRIYA VIDYALAYA
 CHITTORGARH (RAJ.)

		SOCIAL MEDIA HANDLES, PHOTOGRAPHY, VIDEOGRAPHY ETC. - RASHIKA - I/C <i>Salu</i> - S K PRAJAPAT <i>Suresh</i> - MEENAKSHI <i>B</i> - COMP INST. <i>Jaya</i>
6	PROCUREMENTS, GeM PORTAL, ACCOUNTS COMMITTEE, PM SHRI SCHEME COMMITTEE	- R K SHAKYAWAL- I/C OF PROCUREMENT, GeM PORTAL, PM SHRI SCHEME, PMKVY ETC - GOVERDHAN VORA - I/C ACCOUNTS COMMITTEE <i>B</i> - HEAD MASTER / HEAD MISTRESS - OVERALL I/C PRIMARY SECTION <i>2-1</i> - BRAJENDRA SINGH -I/C, NON REC.-PM SHRI - SHANKAR LAL KOLI - I/C REC.-PM SHRI <i>Sun</i> - TEACHER REPRESENTATIVE - VMC - CONCERNED STOCK I/C OR WORK I/C - SONU SAHU - I/C OFFICE <i>Don</i>
10	FURNITURE	- D K LOHAR- I/C <i>Salu</i> - BRAJENDRA SINGH - - S L KOLI <i>Sun</i> - SEEMA MEENA
11	राजभाषा हिंदी कार्यान्वयन समिति, नराकास / TOLIC राजभाषा हिंदी	- MUKESH KUMAR TAILOR - I/C <i>2-1</i> - HEAD MASTER / HEAD MISTRESS - ANITA SAINI <i>Salu</i> - R K MEENA <i>Don</i> - SONU SAHU <i>Don</i>
12	VIDYALAYA ICT INFRASTRUCTURE COMPUTER LABS, VIDYALAYA WEBSITE, ICT AND CCTV INFRASTRUCTURE, INTERACTIVE TOUCH PANELS, INTERNET FACILITY, EPABX ETC.	- RAJENDRA KUMAR SHAKYAWAL - I/C - HEAD MASTER / HEAD MISTRESS <i>2-1</i> - BRAJENDRA SINGH - COMP. INSTRUCTOR NOTE- CLASS TEACHERS / CO-CLASS TEACHERS WILL BE RESPONSIBLE TO ENSURE THE SAFETY & SECURITY OF INTERACTIVE TOUCH PANELS, CCTV CAMERAS, ROUTERS ETC. INSTALLED IN CLASSROOMS



प्राचार्य PRINCIPAL
 प्रीम श्री केन्द्रीय विद्यालय, चित्तूरगढ़ (राज.)
 PM SHRI KENDRIYA VIDYALAYA
 CHITTORGARH (RAJ.)

Page - 4/9

13	STAFF WELFARE & DEVELOPMENT CONDUCTION AND COORDINATION OF STAFF MEETINGS & WORKSHOPS , MINUTES PREPARATION AND CIRCULATION , RECORD KEEPING OF EVENTS LIKE STAFF MEETINGS , IN-HOUSE WORKSHOPS , ORIENTATION PROGRAMMES, KARMYOGI ETC. AND ARRANGING WELCOME, FAREWELL , STAFF CELEBRATIONS ETC. , UPKEEP OF STAFF ROOM	B L SAINI - OVERALL I/C LOGISTIC ARRANGEMENTS LIKE VENUE PREPARATION , SEATING , REFRESHMENTS, SOUVENIRS ETC. • B L SAINI • DHANESH VERMA • SHAILENDRA KUMAR CEREMONIAL ARRANGEMENTS LIKE COMPERING, DOCUMENTATION, PROCEEDINGS ETC. • SWAPN SHARMA • ANITA SAINI
	RUPANTAR (PROGRAM RUN BY SAS) AND PRASHAST 2.0	• ANITA SAINI - I/C • RAVINDRA KUMAR SISODIA • SPECIAL EDUCATOR
14	PHYSICAL & HEALTH EDUCATION And STUDENTS' DISCIPLINE COMMITTEE ANNUAL SPORTS DAY, GAMES & SPORTS ACTIVITIES IN VIDYALAYA , STUDENT POLICE CADET , SELF DEFENCE TRAINING , FIT INDIA , KHELO INDIA, NCC , NSS , ADVENTURE ACTIVITIES, TRACKING ETC. PROVISIONS OF RPWD ACT 2016, ISSUES RELATED TO CWSN, FIRST - AID, , ORGANISING HEALTH / MEDICAL CHECK-UP, MEDICAL ROOM SERVICES, NUTRITION , POSHAN MAH, HEALTH AWARENESS , AIDS & GADGETS, TOYS FOR CWSN, THERAPIST/ EXPERTS VISIT, PARENTS EDUCATION WORKSHOP, PROFESSIONAL DEVELOPMENT OF TEACHERS FOR CWSN, ADOLESCENCE EDUCATION, ADOLESCENCE GIRLS PROGRAMME ETC GENERAL DISCIPLINE OF STUDENTS , STUDENTS' DISCIPLINE AS PER KVS CODE OF CONDUCT FOR STUDENTS	HEAD MASTER / HEAD MISTRESS HARSHA SAHU SPECIAL EDUCATOR SECONDARY • RENU BARGURJAR - I/C • SAJIDA SIYABI • PGT PHYSICS • DINESH KASHYAP • R K MEENA NOTE - ALL CLASS TEACHERS/ CO-CLASS TEACHERS WILL ACT AS MEMBER OF THIS COMMITTEE PRIMARY • HEAD MASTER / HEAD MISTRESS • S L KOLI • SANTOSH MEENA NOTE - ALL CLASS TEACHERS/ CO-CLASS TEACHERS SPECIAL EDUCATOR WILL ACT AS MEMBER OF THIS COMMITTEE COORDINATION & MONITORING TO COORDINATE AND MANAGE WITH THE DAY WISE STUDENTS' SAFETY & SECURITY COMMITTEES CONSTITUTED FOR ENSURING SAFE ARRIVAL , SAFE DEPARTURE INCLUDING LUNCH BREAK • DINESH KASHYAP - I/C • HEAD MASTER / HEAD MISTRESS • RENU BARGUJAR • SPORTS COACH



Principal
PM SHRI KENDRIYA VIDYALAYA
CHITTORGARH (RAJ.)

Page - 5/9

15	BHARAT SCOUT & GUIDE ACTIVITIES SCOUT / GUIDE / CUB / BULBUL UNIT FORMATION, CONDUCTION OF BSG ACTIVITIES IN VIDYALAYA ON AS PER APRO I, II, III, COLOUR PARTY, BAND PARTY, ETC CELEBRATIONS OF SPECIAL DAYS UNDER B & SG ACTIVITIES.	• DHANESH VERMA - OVERALL I/C OF VIDYALAYA BS & G ACTIVITIES • AJAY MISHRA - I/C SCOUT WING • ANITA SAINI - I/C GUIDE WING • S L KOLI - I/C CUB WING • SANTOSH MEENA - I/C BULBUL WING • ALL BS & G TRAINED TEACHERS WILL ACTIVELY PARTICIPATE IN ALL BS & G ACTIVITIES
16	LIBRARY COMMITTEE VIDYALAYA LIBRARY, e-GRANTHALAYA, PUSTAKOPHAR, BOOK FAIR, BOOK REVIEWS, LIBRARY BOOKS, MAGAZINES & PERIODICALS, STUDENTS DIARY, READING CLUB, READING AWARENESS ETC.	• RAJENDRA KUMAR MEENA - I/C VIDYALAYA LIBRARY • BHARTI PANWAR • HEAD MASTER / HEAD MISTRESS • KARNAWATI SOUSA • SAPNA KUMARI
17	NATIONAL INTEGRATION & STUDENT DEVELOPMENT COMMITTEE ACP, FCP, AV AIDS, RASHTRIYA EKTA PARV, EBSB, KALA UTSAV, AKAM, YOUTH CLUB, YUVA TOURISM, YOUTH PARLIAMENT, EXCURSIONS, CONSTITUTION DAY, EDUCATIONAL TOUR / VISIT, PRERNA, VIKSIT BHARAT, INTELLECTUAL PROPERTY, VEER GATHA ETC	• RAVINDRA SISODIA - I/C • SAJIDA SIYABI • SWAPN SHARMA • DHANESH VERMA • AJAY MISHRA • TRIPTI VERMA • ALL ACP/ FCP TRAINED TEACHERS
	STEM ACTIVITIES (RBVP, NCSC, INSPITE -MANAK, BUILDATHON, VIGYAN JYOTI, MORNING ASSEMBLY ACTIVITIES, SCIENCE EXHIBITIONS, OLYMPIADS, ECO CLUB, GREEN SCHOOL, JIGYASA, PRAYAAS, QUIZES OR ANY OTHER STEM ACTIVITIES ETC)	• VANDANA SHARMA - OVERALL I/C & I/C OF RBVP, INSPIRE-MANAK, NCSC, ECO CLUB FOR MISSION LIFE, EPMKN, ACTIVITIES PROMOTING GREEN SCHOOL, GREEN INITIATIVES, GRIHA COUNCIL, COMPOSTING FACILITY, SWACHHTA & GREEN RATING, ACTIVITIES PROMOTING STEM ACTIVITIES, YUVA SCIENTIST, JIGYASA, PRAYAAS, VIDYARTHI VIGYAN MANTHAN (VVM), ALL SCIENCE OLYMPIADS, GREEN OLYMPIADS, ETC. AND I/C BIOLOGY LAB • B L SAINI - I/C IOQM, MATHS OLYMPIAD, MATHS FAIR, MATHS CIRCLE, MATHS CLUB & ALL MATHS ACTIVITIES AND I/C OF MATHS LAB.



प्राचार्य / PRINCIPAL
 पीएम श्री केन्द्रीय विद्यालय, चित्तौड़गढ़ (राज.)
 PM SHRI KENDRIYA VIDYALAYA
 CHITTORGARH (RAJ.)

Page - 6/9

		• PGT PHYSICS- I/C PHYSICS LAB • SHALU SOLANKI -I/C <i>Shalu</i> TECHNOTHELON, NTSE, KVPY, , IIT-SATHEE, SHAKURA EXCHANGE, ATL, AND I/C CHEMISTRY LAB • SURESH PRAJAPAT- I/C- BIS CLUB , YUVIKA AND I/C JUNIOR SCIENCE LAB <i>Suresh</i> <i>Sh</i> NOTE - MRS. SHALU SOLANKI WILL ACT AS I/C OF PHYSICS LAB TILL JOINING OF REGULAR PGT PHYSICS. PRIMARY • SHALENDRA KUMAR - <i>Shu</i> • HARSHA SAHU <i>Harsha</i> 20/08/2026
19	BEAUTIFICATION & HORTICULTURE	• RAJENDRA KUMAR MEENA - I/C HORTICULTURE • AJAY MISHRA - I/C BEAUTIFICATION <i>Ajay</i> • KARNAWATI SOUDA • SANTOSH MEENA • SPORTS COACH - • SP EDUCATOR - • BALVATIKA TEACHERS -
20	CLEANLINESS OF VIDYALAYA CAMPUS & SURROUNDINGS MAINTAINING CLEANLINESS OF VIDYALAYA CAMPUS, BUILDING, ROOFS, INTERNAL ROADS, STAGE AREA , MORNING ASSEMBLY AREA PLAY GROUNDS INCLUDING COMPLETE VIDYALAYA PREMISES AND SURROUNDINGS ALONG BOUNDARY WALLS) MAINTENANCE & REPAIR INCLUDING ALL WORKS OF ELECTRICAL & CIVIL NATURE, WATER SUPPLY , DRINKING WATER FACILITIES ETC. SAFETY & SECURITY SAFETY & SECURITY OF VIDYALAYA CAMPUS, STUDENTS & STAFF. SECURITY SERVICES, DISASTER MANAGEMENT, FIRE SAFETY, BUILDING SAFETY, SAFETY AUDIT & STRUCTURAL, AUDIT , COMPLIANCE OF NCPCR	• AJAY MISHRA - I/C CLEANLINESS <i>Ajay</i> • BRAJENDRA SINGH - <i>B</i> I/C M&R AND SAFTY & SECURITY (INCLUDING I/C OF SUPW, VOCATIONAL LAB & W.E. ROOM AND SCHOOL BUILDING) ▪ R K MEENA <i>RK</i> ▪ RENU BARGUJAR <i>Renu</i> ▪ S L KOLI <i>SLK</i> ▪ SANTOSH MEENA ▪ HARSHA SAHU <i>Harsha</i> 20/08/26

	/NDMA /M&E /NCERT /CBSE SCHOOL SAFETY & SECURITY GUIDELINES, SAFETY WALK , MOCK DRILLS, CYBER SAFETY, ETC.	
23	GRIEVANCE REDRESSAL COMMITTEE	• BHARTI PANWAR <i>Pa</i> • HEAD MASTER / HEAD MISTRESS • SAJIDA SIYABI <i>as</i> • RENU BARGUJAR <i>Ren</i> • SHAILENDRA KUMAR <i>Sh</i>
25	SUBJECT COMMITTEES / CURRICULAR AREAS COMMITTEES	INCHARGES - AS FOLLOWS • GOVERDHAN VORA - COMMERCE <i>Pa</i> • BHARTI PANWAR-ENGLISH <i>Pa</i> • R. SHAKYAWAL- C.S / A.I • M K TAILOR- HINDI & SANSKRIT <i>+</i> • B L SAINI -MATHS <i>as</i> • SHALU SOLANKI- SCIENCE <i>as</i> • SAJIDA SIYABI- ECO. & SOCIAL Sc. <i>as</i> • HEAD MASTER / HEAD MISTRESS- ALL SUBJECTS OF PRIMARY CLASSES INCLUDING FLN, NIPUN MISSION ETC NOTE- CONCERNED SUBJECT TEACHERS WILL ACT AS MEMBERS OF RELEVANT SUBJECT COMMITTEE
26	OFFICE OPERATION & MAINTENANCE OF ALL GENERAL & ROUTINE OFFICE RELATED WORKS, MAINTENANCE OF CS-54 ACCOUNTS, SERVICE BOOKS, CASHBOOK, PAY BILLS, ALL OFFICE FILES & DOCUMENTS ETC., CORRESPONDENCE FROM OTHER OFFICES, ADMIN & ACCOUNTS RELATED WORKS, ANNUAL BUDGET, ANNUAL ACCOUNTS, CLAIMS OF STAFF AND STUDENTS, STATUTORY LIABILITIES, NPS, GPF, AUDIT, PIMS, SCHOLARSHIP, ANNUAL TRANSFER OF STAFF, VIDYANJALI, VIDYADAN, RTI, CONTRACTUAL STAFF APPOINTMENT, CPD, SAMAGAM PORTAL, UDISE PORTAL, APAAR IDs ETC	• S.S.A. - OVER ALL I/C OF OFFICE • SONU SAHU, JSA - I/C OF ALL ADMINISTRATIVE & FINANCIAL OFFICE WORK, I/C OF STOTE (HOUSEKEEPING ITEMS) <i>son</i> • GOVERDHAN VORA - I/C OF UBI FEE PORTAL INCLUDING ACTIVATION / DEACTIVATION OF STUDENTS. I/C OF VERIFICATION OF PAY BILLS, VARIOUS CLAIMS OF STAFF, TDS CALCULATION, INCOME TAX DOCUMENTS LIKE 24 Q 26 Q, FEE STATEMENT CS 54. ETC <i>as</i> • NARENDRA RAISAWAL - I/C OF CPD, SAMAGAM PORTAL, UDISE PORTAL, APAAR IDs, PEN, MATTERS RELATED TO VMC, PIMS, SCHOLARSHIP, ANNUAL

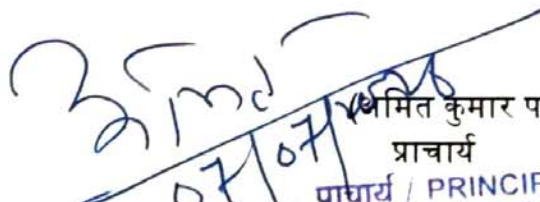


प्राचार्य / PRINCIPAL
 पीएम श्री केन्द्रीय विद्यालय, चित्तौड़गढ़ (राज.)
 PM SHRI KENDRIYA VIDYALAYA
 CHITTORGARH (RAJ.)

Page-8/9

		TRANSFER OF STAFF, VIDYANJALI, SCHOLARSHIPS, CONTRACTUAL STAFF APPOINTMENT ETC. - SUB-STAFF NOTE- - SSA/JSA WILL PERFORM THEIR DUTIES AS PER KVS INSTRUCTIONS REGARDING DISTRIBUTION OF WORKS AMONG NON-TEACHING STAFF AND WORK ASSIGNED BY PRINCIPAL. - SONU SAHU, JSA SHALL ACT AS I/C OFFICE TILL THE JOINING OF REGULAR SSA
29	STAFF QUARTERS ALL ISSUES RELATED TO STAFF QUARTERS & STAFF COLONY INCLUDING QUARTER ALLOTMENTS, STAFF QUARTER M & R - CIVIL & ELEC. WORKS, STAFF COLONY CLEANLINESS, WATER SUPPLY ETC.	- BRAJENDRA SINGH - I/C - SAJIDA SIYABI - DINESH KASHYAP - RENU BARGUJAR - SHANKAR LAL KOLI

समितियों के समक्ष उल्लिखित कार्य विवरण दृष्टांतमक एवं मार्गदर्शी प्रकृति के है तथा इसे समिति के दायित्वों की संपूर्ण अथवा परिसीमित सूची नहीं माना जाएगा। प्रत्येक समिति केंद्रीय विद्यालय संगठन द्वारा समय-समय पर जारी आदेशों, परिपत्रों, दिशा-निर्देशों तथा अधोहस्ताक्षरी के निर्देशों के अनुरूप विद्यालय एवं विद्यार्थियों के हित में अपेक्षित समस्त शैक्षणिक, सह-शैक्षणिक एवं प्रशासनिक दायित्वों का प्रभावी, समयबद्ध एवं गुणवत्तापूर्ण निर्वहन सुनिश्चित करेगी। आवश्यकतानुसार समिति के कार्य-क्षेत्र एवं दायित्वों में संशोधन, परिवर्धन आदि किया जा सकेगा। ऐसे सभी आदेश तत्काल प्रभाव से लागू होंगे तथा उनका अनुपालन संबंधित समिति प्रभारी एवं सदस्यगण द्वारा सुनिश्चित किया जाएगा। कर्तव्य निर्वहन में किसी भी प्रकार की लापरवाही को अधोहस्ताक्षरी द्वारा गंभीरता से लिया जाएगा। उक्त नवीन समितियाँ एवं दायित्व निर्धारण तत्काल प्रभाव से लागू है।


 हिममत कुमार पालीवाल)
 प्राचार्य
 प्राचार्य / PRINCIPAL
 पीएम श्री केंद्रीय विद्यालय, चित्तौड़गढ़ (राज.)
 PM SHRI KENDRIYA VIDYALAYA
 CHITTORGARH (RAJ.)

प्रति - सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

(पीएम श्री केंद्रीय विद्यालय चित्तौड़गढ़ में कार्यरत निम्न कार्मिकों को)

1. मुख्याध्यापक / मुख्याध्यापिका
2. प्रभारी शिक्षकगण / कार्मिकगण एवं समस्त शिक्षकगण / कार्मिकगण
3. प्रभारी कार्यालय
4. नोटिस बोर्ड - स्टाफ कक्ष
5. विद्यालय वेबसाइट
6. कार्यालय पत्रावली