

Kendriya Vidyalaya, Khunti

Committee for the Session 2024-25. Members are required to perform his/her duty accordingly with effect from 01.04.2024.

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01-4-2024

Sl. No.	Name of Department	Name of Employee	Signature	
1	Admission	1 Mr. Livin Lakra , PGT- (English) I/C		
		2 Mr. Nirdosh Tigga, PGT- (Bio.)		
		3 Mr. Nilmani Kumar, PGT-(CS)		
		4 Mr. Bipin Tete, TGT- Librarian		
		5 Mr. Amar Kumar , PRT		
2	Time Table:			
	Sec. & Sr. Secondary	1 Mr. Nirdosh Tigga, PGT- (Bio.) I/C		
		2 Mr. Bipin Tete, Librarian		
	Primary	3 Mrs. Nikki Shrivastava, PRT (Music)		
		4 Mr. Pankaj Kumar, PRT		
3	Discipline:	1 Mrs. Magan Kujur, TGT- (P&HE) I/C		
		2 Ms. Jacinta Prabha Kindo, PGT- (Hindi)		
		3 Mr. Noel Barla, TGT- (English)		
		4 Mr. Om Prakash Gupta, TGT- (W.E.)		
		5 Mr. Ujjwal Kumar, PRT		
4	Examination:	1 Mr. Eman Surin, PGT- (Maths.) I/C		
		Internal		2 Mrs. Nirdosh Tigga, PGT- (Bio.)
				3 Mrs. Rashmi Lakra, TGT-(SST)
				4 Mr. Noel Barla, TGT- (English)
	Primary	5 Mr. Pankaj Kumar, PRT I/C		
		6 Mr. Anand Prasad, PRT		
	External (CBSE)	Mr. Nilmani Kumar, PGT- (CS) I/C		
		8 Mr. Manoj Kumar Sinha, TGT- (Maths.)		
5	CCA:	1 Mr. Livin Lakra, PGT- (English) I/C		
		Secondary		2 Mr. Jacinta Prabha Kindo, PGT- (Hindi)
				3 Mrs. Nikki Shrivastava , PRT (Music)
				4 Mr. Anand Prasad, PRT
6	Furniture Dept.:	1 Mr. Om Prakash Gupta, TGT- (A.E.) I/C		
				2 Mrs. Rashmi Lakra, TGT- (SST.)
				3 Mr. Anand Prasad, PRT
				4 Mr. Ujjwal Kumar, PRT
7	Computer Education and ICT Infrastructure:	1 Mr. Nilmani Kumar, PGT- (CS) I/C		
				2 Mr. Eman Surin, PGT- (Maths.)
				3 Mr. Ajeet Kumar Verma, TGT- (WE)
				4 Mr. Neetu Rani, PRT
8	Construction , Repaire & Maintanance (Civil and Electical) of the Vidyalaya :	1 Mr. Ajeet Kumar Verma, TGT- (WE) I/C		
				2 Mrs. Magan Kujur, TGT- (P&HE)
				3 Mr. Om Prakash Gupta, TGT- (A.E.)
				4 Mr. Pankaj Kumar, PRT

		5	Mr. Ujjwal Kumar, PRT	Ujjwal
9	Games and Sport Dept.:			
		1	Mrs. Magan Kujur, TGT-(P&HE) I/C	Magan
		2	Mr. Eman Surin, PGT- (Maths.)	Eman
		3	Mr. Noel Barla, TGT- (Eng.)	Noel
		4	Mrs. Rashmi Lakra, TGT- (SST.)	Rashmi
		5	Mrs. Neetu Rani, PRT	Neetu
		6	Mr. Ujjwal Kumar, PRT	Ujjwal
		7	Ms. Riya, PRT	Riya
10	Security & Conservancy, Sanitation, Cleanliness, Drinking Water (Aqeguard)/Swachh Bharat Abhiyan:			
		1	Ms. Jacinta Prabha Kindo, PGT-(Hindi) I/C	Jacinta
		2	Mr. Ajeet Kumar Verma, TGT- (WE)	Ajeet
		3	Mr. Nirdosh Tigga, PGT- (Bio.)	Nirdosh
		4	Mr. Bipin Tete, Librarian	Bipin
		5	Mr. Nikki Shrivastava, PRT(Music)	Nikki
11	Scout & Guide, Adventure, Educational Tour, Excursion:			
	Over All	1	Mrs. Magan Kujur, TGT- (P&HE) I/C	Magan
	Scout	2	Mr. Noel Barla, TGT-(Eng.) I/C	Noel
		3	Mr. Om Prakash Gupta, TGT- (AE)	Om
		4	Mr. Ajeet Kumar Verma, TGT- (WE)	Ajeet
	Guide	5	Mrs. Rashmi Lakra, TGT- (SST) I/C	Rashmi
	Cub	6	Mr. Anand Prasad, PRT I/C	Anand
		7	Mr. Ujjwal Kumar, PRT	Ujjwal
	Bulbul		Mrs. Neetu Rani, PRT I/C	Neetu
12	Arrangement of Part Time Contractual Teacher & Vocational Inst., Monitoring and verification of salary:			
		1	Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	Jacinta
		2	Mr. Livin Lakra, PGT- (Eng.)	Livin
		3	Mr. Nilmani Kumar, PGT- (CS)	Nilmani
		4	Mr. Nirdosh Lakra, PGT- (Bio.)	Nirdosh
13	Gardening/ Horticulure/Decoration:			
		1	Mr. Nirdosh Tigga, PGT- (Bio.) I/C	Nirdosh
		2	Mrs. Rashmi Lakra, TGT- (SST.)	Rashmi
		3	Mr. Ajeet Kumar Vema, TGT- (WE)	Ajeet
		4	Mr. Om Prakash Gupta, TGT- (WE)	Om
		5	Mr. Pankaj Kumar, PRT	Pankaj
14	First Aid/Medical Room/ Medical Check up:			
		1	Mr. Nirdosh Tigga, PGT- (Bio.) I/C	Nirdosh
		2	Mrs. Magan Kujur, TGT- (P&HE)	Magan
		3	Mr. Amar Kumar, PRT	Amar
		4	Mrs. Neetu Rani, PRT	Neetu
15	Science and Nature Club:			
		1	Mr. Nirdosh Tigga, PGT- (Bio.) I/C	Nirdosh
		2	, PGT- (Chem.)	
		3	, PGT- (Phy.)	
		4	Mr. Rashmi Lakra, TGT-(SST)	Rashmi
		5	Mr. Ujjwal Kumar, PRT	Ujjwal
16	Mathematics/ Science Olympiad:			
	Mathematics	1	Mr. Eman Surin, PGT- (Maths.) I/C	Eman
		2	Mr. Manoj Kumar Sinha, TGT- (Maths.)	Manoj
	Science	3	Mr. Nirdosh Tigga, PGT- (Bio) I/C	Nirdosh

		4	, PGT- (Phy.)	
		5	PGT- (Chem.)	
17	AEP (Life Skill Education):			
		1	Mr. Nirdosh Tigga, PGT- (Bio.) I/C	<i>Nirdosh</i>
		2	, PGT- (Phy.)	
		3	, PGT- (Chem.)	
		4	Mrs. Rashmi Lakra, TGT- (SST)	
		5	Mr. Noel Barla, TGT- (Eng.)	<i>Noel</i>
18	Printing works (Vidyalaya Magazine, Student Diary, etc.):			
		1	Mr. Bipin Tete, Librarian I/C	<i>Bipin</i>
		2	Ms. Jacinta Prabha Kindo, PGT- (Hindi)	<i>Jacinta</i>
		3	Mr. Livin Lakra, PGT- (Eng.)	<i>Livin</i>
		4	Mr. Noel Barlar, TGT- (Eng.)	<i>Noel</i>
		5	Mr. Om Prakash Gupta, TGT- (AE)	<i>Om</i>
		6	Mr. Pankaj Kumar, PRT	<i>Pankaj</i>
19	Parent Teacher Meeting:			
	Sec. & Sr. Secondary	1	Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	<i>Jacinta</i>
		2	Mr. Livin Lakra, PGT- (Eng.)	<i>Livin</i>
		3	Mr. Manoj Kumar Sinha, TGT- (Maths.)	<i>Manoj</i>
	Primary Section	4	Mrs. Nikki Shrivastava, PRT (Music) I/C	<i>Nikki</i>
		5	Mr. Pankaj Kumar, PRT	<i>Pankaj</i>
		6	Mr. Amar Kumar, PRT	<i>Amar</i>
20	Career Counselling and Guidance / Tarun Utsav:			
		1	Mr. Livin Lakra, PGT- (Eng.) I/C	<i>Livin</i>
		2	Mr. Nirdosh Tigga, PGT- (Bio.)	<i>Nirdosh</i>
		3	Mr. Nilmani Kumar, PGT- (CS)	<i>Nilmani</i>
		4	Mr. Manoj Kumar Sinha, TGT- (Maths.)	<i>Manoj</i>
21	Teaching Aid.			
		1	Mrs. Rashmi Lakra, TGT- (SST) I/C	<i>Rashmi</i>
		2	Ms. Jacinta Prabha Kindo, PGT- (Hindi)	<i>Jacinta</i>
		3	Mr. Noel Barla, TGT- (Eng.)	<i>Noel</i>
		4	Mr. Ajeet Kumar Verma, TGT- (WE)	<i>Ajeet</i>
		5	Mrs. Neetu Rani, PRT	<i>Neetu</i>
22	Study Material			
		1	Mr. Bipin Tete, Librarian I/C	<i>Bipin</i>
		2	Mr. Jacinta Prabha Kindo, PGT- (Hindi)	<i>Jacinta</i>
		3	Mr. Livin Lakra, PGT- (Eng.)	<i>Livin</i>
		4	Mr. Eman Surin, PGT- (Maths.)	<i>Eman</i>
		5	Mrs. Rashmi Lakra, TGT- (SST)	<i>Rashmi</i>
		6	Mr. Anand Prasad, PRT	<i>Anand</i>
23	SUPW / Audio Visual Aid			
		1	Mr. Ajeet Kumar Verma, TGT- (WE) I/C	<i>Ajeet</i>
		2	Mr. Nilmani Kumar, PGT- (CS)	<i>Nilmani</i>
		3	Mrs. Nikki Shrivastava, PRT (Music)	<i>Nikki</i>
24	Youth Parliament, Social Science Exhibition/EBSB:			
		1	Mrs. Rashmi Lakra, TGT- (SST) I/C	<i>Rashmi</i>
		2	Ms. Jacinta Prabha Kindo, PGT- (Hindi)	<i>Jacinta</i>
		3	Mr. Livin Lakra, PGT- (Eng.)	<i>Livin</i>
		4	Mr. Noel Barla, TGT- (Eng.)	<i>Noel</i>
		5	Mr. Om Prakash Gupta, TGT- (AE)	<i>Om</i>

	6	Mrs. Nikki Shrivastava, PRT (Music)	MS
25	Science Exhibition, Science Congress and Science Olympiad/NCSC:		
	1	Mr. Nirdosh Tigga, PGT- (Bio.) I/C	MS
	2	, PGT- (Phy.)	
	3	, PGT- (Chem.)	
	4	Mr. Eman Surin, PGT- (Mths.)	
	6	Mr. Manoj Kumar Sinha, TGT-(Maths.)	MS
	7	Mr. Ujjwal Kumar, PRT	Ujjwal
26	Purchasing:		
	1	Mr. Livin Lakra , PGT- (Eng.) I/C	MS
	2	Ms. Jacinta Prabha Kindo, PGT- (Hindi)	
	3	Mr. Nilmani Kumar, PGT- (CS)	
	4	Mrs. Magan Kujur, TGT- (P&HE)	
	5	Mr. Ajeet Kumar Verma, TGT- (WE)	
	6	Mr. Ujjwal Kumar, PRT	Ujjwal
27	Library:		
	1	Mr. Bipin Tete, Librarian I/C	
	2	Ms. Jacinta Parabha Kindo, PGT- (Hindi)	
	3	Mr. Livin Lakra, PGT- (Eng.)	
	4	Mr. Manoj Kumar Sinha, TGT- (Maths.)	
	5	Mr. Pankaj Kumar, PRT	
	6	Ms. Riya, PRT	
28	Rajbhasha Samitee:		
	1	Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
	2	Mrs. Rashmi Lakra, TGT-(SST)	
	3	, TGT- Sanskrit	
	4	Ms. Riya, PRT	
29	Holiday Declaration:		
	1	Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
	2	Mr. Nilmani Kumar, PGT- (CS)	
	3	Mr. Livin Lakra, PGT- (Eng.)	
	4	Mr. Manoj Kumar Sinha, TGT- (Maths.)	
	5	Mrs. Nikki Shrivastva, PRT (Music)	
30	Checking of CS-54, Cash Book and Pay Bill:		
	1	Mr. Eman Surin, PGT- (Maths.) I/C	
	2	Mr. Manoj Kumar Sinha, TGT- (Maths.)	
	3	Mr. Nilmani Kumar, PGT- (CS)	
31	Calculation of Income Tax:		
	1	Mr. Eman Surin, PGT- (Maths.) I/C	
	2	Mr. Nilmani Kumar, PGT- (CS)	
	3	Mr. Manoj Kumar Sinha, TGT- (Maths.)	
32	Photography, Decoration:		
	1	Mr. Om Prakash Gupta, TGT- (AE) I/C	
	2	Mr. Ajeet Kumar Verma, TGT- (WE)	
	3	Mr. Nilmani Kumar, PGT-(CS)	
	4	Mr. Ujjwal Kumar, PRT	
33	Academic Advisory/ Vidyalaya Plan :		
	1	Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
	2	Mr. Livin Lakra, PGT- (Eng.)	

		3	Mrs. Eman Surin, PGT- (Maths.)	
		4	Mr. Nirdosh Tigga, PGT- (Bio.)	
		5	Mrs. Magan Kujur, TGT-(P&HE) I/C	
		6	Mrs. Nikki Shrivastava, PRT(Music)	
34	Checking of Enrolment and student attendance Register:			
		1	Mr. Nilmani Kumar, PGT- (CS) I/C	
		2	Mrs. Rashmi Lakra, TGT- (SST)	
		3	Mr. Pankaj Kumar, PRT	
35	Identity Card Purchase and distribution:			
		1	Mr. Om Prakash Gupta, TGT- (AE) I/C	
		2	Mr. Ajeet Kumar Verma, TGT- (WE)	
		3	Mr. Anand Prasad, PRT	
		4	Mrs. Magan Kujur, TGT- (P&HE)	
		5	Ms. Riya, PRT	
36	Vidyalaya Activity record:			
		1	Mr. Bipin Tete, Librarian I/C	
		2	Mrs. Nikki Shrivastava, PRT (Music)	
37	Music Department:			
		1	Mrs. Nikki Shrivastava, PRT (Music) I/C	
		2	Mr. Avjeeet Kumar Verma, TGT-(WE)	
		3	Mr. Om Prakash Gupta, TGT- (AE)	
		5	Mrs. Neetu Rani, PRT	
38	CMP/ TLM:			
		1	Mr. Amar Kumar, PRT I/C	
		2	Mr. Ujjwal Kumar, PRT	
		3	Mr. Pankaj Kumar, PRT	
		4	Ms. Riya, PRT	
39	E- Classroom/ E- Content/Website:			
		1	Mr. Nilmani Kumar, PGT- (CS) I/C	
		2	Mr. Eman Surin, PGT- (Maths.)	
		3	Mr. Ajeet Kumar Verma, TGT- (WE)	
		4	Mr. Neetu Rani, PRT	
40	Student council:			
	Sec. & Sr. Secondary	1	Mr. Nirdosh Tigga, PGT- (Bio.) I/C	
		2	Mr. Noel Barla, TGT- (Eng.)	
		3	Mrs. Rashmi Lakra, TGT- (SST)	
	Primary	4	Mrs. Nikki Shrivastava, PRT (Music) I/C	
		5	Mr. Anand Prasad, PRT	
41	P A System:			
		1	Mr. Ajeet Kumar Verma, TGT- (WE) I/C	
		2	Mr. Om Prakash Gupta, TGT- (AE)	
		3	Mrs. Magan Kujur, TGT- (P&HE)	
		4	Mrs. Nikki Shrivastava, PRT (Music)	
42	Correspondence and dealing with state Govt.:			
		1	Mrs. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
		2	Mr. Ajeet Kumar Verma, TGT- (WE)	
		3	Mr. Anand Prasad, PRT	
43	Grievance of Girl Students:			
		1	Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
		2	Mrs. Magan Kujur, TGT (P&HE)	

		3 Mrs. Rashmi Lakra, TGT- (SST)	
		4 Mrs. Neetu Kumari, PRT	
44	Grievance of Employee:		
		1 Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
		2 Mr. Livin Lakra, PGT- (Eng.)	
		3 Mr. Nilmani Kumar, PGT- (CS)	
		4 Mr. Manoj Kumar Sinha, TGT- (Maths.)	
45	Planing of Vidyalaya level academic activity and organization of programme:		
		1 Mr. Nirdosh Tigga, PGT- (Bio.) I/C	
		2 Ms. Jacinta Prabha Kindo, PGT- (Hindi)	
		3 Mr. Eman Surin, PGT- (Maths.)	
		4 Mrs. Nikki Shrivastava, PRT (Msic)	
46	Checking of Salary Bill:		
		1 Mr. Manoj Kumar Sinha, TGT- (Maths.)/I/C	
		2 Mr. Eman Surin, PGT- (Maths.)	
		3 Mr. Nilmani Kumar, PGT- (CS)	
47	Monitoring of students details , Uploading in UBI Portal for Fee verification, Monthly enrollement:		
		1 Mr. Nilmani Kumar, PGT- (CS)I/C	
		2 Mr. Ajeet Kumar Verma, T- (WE)	
		3 Mrs. Rashmi Lakra, TGT- (SST)	
		4 Mr. Amar Kumar, PRT	
48	RTI:		
		1 Ms. Jacinta Prabha Kindo, PGT- (Hindi) I/C	
		2 Mr. Livin Lakra, PGT- (Eng.)	
		3 Mr. Nilmani Kumar, PGT- (CS)	
9	CPPDPT:		
		1 Mr. Pankaj Kumar, PRT I/C	
		2 Mrs. Neetu Rani, PRT	
		3 Mr. Anand Prasad, PRT	
0	Back to Basics/ PISA/ CCT:		
		1 Mr. Noel Barla, TGT- (Eng.) I/C	
		2 Mr. Manoj Kumar Sinha, TGT- (Maths.)	
		3 Mr. Ujjwal Kumar, PRT	
	Alumni Association:		
		1 Mr. Bipin Tete, I/C	
		2 Mrs. Rashmi Lakra, TGT- (SST)	
		3 Mrs. Nikki Shrivastava, PRT (Music)	
	Vidyalaya level Grievance of women employee:		
		1 Mrs. Jacinta Prabha Kindo, PGT- (Hindi)I/C	
		2 Mrs. Magan Kujur, TGT- (P&HE)	
		3 Mrs. Nikki Shrivastava, PRT (Music)	
	School Building Fire safety/ Structural Safety/Drinking water:		
		1 Mr. Ajeet Kumar Verma, TGT- (WE) I/C	
		2 Mr. Om Prakash Gupta, TGT- (AE)	
		3 Mrs. Magan Kujur, TGT- (AE)	
		4 Mr. Anand Prasad, PRT	
	Intigrity Club:		
		1 Mr. Noel Barla, TGT- (Eng.)I/C	
		2 Mrs. Bipin Tete, Librarian	

55	Games and Sport Dept.:	3	Mr. Ujjwal Kumar, PRT	Ujjwal
		1	Mrs. Magan Kujur, TGT-(P&HE) I/C	
		2	Mr. Noel Barla, TGT-(Eng.)	
56	Arrangement and monitoring of remedial Class.	3	Mr. Pankaj Kumar, PRT	
		1	Mr. Nirdosh Tigga, PGT-(Bio.) I/C	
		2	Mr. Noel Barla, TGT-(Eng.)	
		3	Mr. Pankaj Kumar, PRT I/C	
57	Physics Department:	4	Mrs. Neetu Rani, PRT	
		1	Mr. Eman Surin, PGT-(Maths.) I/C	
		2	Mr. Nirdosh Tigga, PGT-(Bio.)	
		3	Mr. Manoj Kumar Sinha, TGT-(Maths.) ,PGT-(Phy.)	
58	Chemistry Department:	1	Mr. Manoj Kumar Sinha, TGT-(Maths.) I/C	
		2	Mr. Nirdosh Tigga, PGT-(Bio.)	
		3	Mr. Eman Surin, PGT-(Maths.)	
		4	,PGT-(Chem.)	
59	Biology Department:	1	Mr. Nirdosh Tigga, PGT-(Bio.) I/C	
		2	Mr. Eman Surin, PGT-(Maths.)	
		3	Mr. Manoj Kumar Sinha, TGT-(Maths.)	
60	Junior Science Labrotary:	1	Mr. Nirdosh Tigga, PGT-(Bio.) I/C	
		2	Mr. Eman Surin, PGT-(Maths.)	
		3	Mr. Manoj Kumar Sinha, TGT-(Maths.)	
61	Mathematics Labrotary:	1	Mr. Eman Surin, PGT-(Maths.) I/C	
		2	Mr. Manoj Kumar Siha, TGT-(Maths.)	
		3	Mr. Nilmani Kumar, PGT-(CS.)	
62	Language Labrotary (Hindi):	1	Mr. Jacinta Prabha Kindo, PGT-(Hindi) I/C	
		2	Mrs. Rashmi Lakra, TGT-(SST)	
		3	,TGT- Sanskrit	
63	Language Labrotary (English):	1	Mr. Livin Lakra, PGT-(Eng.)	
		2	Mr. Noel Barla, TGT-(English)	
		3	Mr. Amar Kumar, PRT	
64	Classroom Library in Primary section:	1	Mrs. Pankaj Kumar, PRT I/C	
		3	Mrs. Neetu Kumari, PRT	
		4	Mr. Anand Prasad, PRT	
65	NIPUN, FLN :	1	Mrs. Neetu Kumari, PRT I/C	
		2	Mr. Ujjwal Kumar, PRT	
		3	Mr. Amar Kumar, PRT	

66	Suggestion Box :	
	1	Mrs. Magan Kujur, TGT- (P&HE)
	2	Ms. Jacinta Prabha Kindo, PGT- (Hindi)
67	KV Quarter Allotment :	
	1	Ms. Jacinta Prabha Kindo, PGT-(Hindi) I/C
	2	Mr. Ajeet Kumar Verma, TGT- (WE)
	3	Mr. Manoj Kumar Sinha, TGT- (Maths.)
	4	Mr. Noel Barla, TGT- (Eng.)
68	Planing of Annual Sport Day Celebration:	
	1	Mrs. Magan Kujur, TGT- (P&HE)
	2	Mr. Noel Barla, TGT- (Eng.)
69	Planing of Annual Day celebration:	
	1	Mrs Nikki Shrivastava, PRT (Music)
	2	Ms. Jacinta Prabha Kindo, PGT- (Hindi)
	3	Mr. Livin Lakra, PGT- (Eng.)
	4	Mr. Manoj Kumar Sinha, TGT- (Maths.)
70	Aanandwar:	
	1	Mrs. Nikki Shrivastava, PRT (Music) I/C
	2	Mr. Amar Kumar, PRT
	3	Mrs. Neetu Rani, PRT