

केंद्रीय विद्यालय सी.आर.पी.एफ. झपहाँ

फा.43/2022-23/केविझपहाँ/

दिनांक 16-03-2023

कार्यालय आदेश / OFFICE ORDER

Vidyalaya Committees for the Session : 2023-24

सत्र 2023-24 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 01.04.2023 से प्रभावी होगी।

The following committees for the session 2023-24 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 01.04.2023.

प्रभारी प्राचार्य

/PRINCIPAL I/C

Sl.No.	Deptt.	Incharge	Designation	Committee Members
1	Conservancy	Sh. P.K. Gupta	TGT (WE)	Sh. SRK Bage
				Sh. SK Choudhary
				Smt. Meenakshi Panjiyar
				Sh. OmPrakash
2	PTA Committee	Ms. Megha Verma	TGT-Maths	Ms. Archna Bharti
				Sh. OmPrakash
3	CCA	Smt. Jyoti Rani	TGT-Hin	Ms. Archna Bharti
				Smt. Pooja
				Sh. Diwakar Kumar Mishra
4	M&R, Cleanliness, Sanitization, Gardening & Beautification.	Sh. P.K. Gupta	TGT (WE)	Sh. K.K. Singh
				Smt. Meenakshi Panjiyar
				Sh. S.R.K. Bage
				Ms. Archana Bharti
				Smt. Neelam Kumari
5	Refreshment for Various Program/Events	Sh. Diwakar Kumar Mishra	PRT	Smt. Ashu
				Sh. P.K. Gupta
				Sh. OmPrakash
				Sh. Rakesh Kumar
				Sh. Ramdhari Singh
6	Back to Basics	Sh. S.K. Choudhary	TGT-SST	Sh. Ram Prakash Singh
				Sh. Kapil Kumar Singh
				Sh. Shailendra Kumar
7	Awakened Citizen Programm	Sh. Kapil Kumar Singh	TGT (Sci)	Smt. Archana
				Sh. S.K. Choudhary
				Sh. P.K. Gupta
8	Pupil Society/Students Welfare	Sh. S.K. Choudhary	TGT-SST	Sh. P.K. Gupta
				Sh. A.K. Singh
				Sh. Kapil Kumar Singh
9	AEP committee	Sh. Kapil Kumar Singh	TGT-Sci	Ms. Archna Bharti
				Smt. Archana
				Smt. Meenakshi Panjiyar
10	First Aid/ Medical Facilities	Smt. Meenakshi Panjiyar	TGT-AE	Smt. Archana
				Sh. Kapil Kumar Singh
				Smt. Pooja
11	Adventure and Excursion	Sh. S.K. Choudhary	TGT-sst	Ms. Megha Verma
				Smt. Neelam Kumari
				Sh. Diwakar Kumar Mishra
12	Nature/Eco Club	Sh. Kapil Kumar Singh	TGT (Sci)	Ms. Archna Bharti
				Ms. Megha Verma
				Smt. Neelam Kumari

13	Alumni Association	Ms. Megha Verma	TGT-Maths	Sh.SRK Bage Computer Instructor
14	RTI committee	Smt. Ambika Kumari	TGT-Hindi	Sh. P.K. Gupta Sh. Rakesh Kumar
15	Tender/Quotation verifying	Sh. S.R.K. Bage	Librarian	Sh. P.K. Gupta Sh. OmPrakash Sh. SK Choudhary Smt. Neelam Kumari Sh. Diwakar Kumar Mishra
16	SC/ST redressal	Sh. Pradeep Kumar	PRT	Sh. S.K. Choudhary Sh. P.K. Gupta Sh. OmPrakash Sh. Pramod Kumar Sh. Shailendra Kumar
17	Sexual Harassment Redressal	Smt. Ambika Kumari / Smt. Archana	TGT-Hindi / TGT-Sci	Ms. Archna Bharti Sh. P.K. Gupta Smt. Neelam Kumari Sh. Om Prakash
18	Staff meeting and Minutre recording	Smt. Jyoti Rani	TGT (Hin)	Smt. Ambika Kumari Ms. Archna Bharti Sh. S.K. Choudhary
19	e-classroom	Sh. P.K. Gupta	TGT (WE)	Ms. Archna Bharti Sh. SRK Bage Sh Om Praksh Computer Instructor
20	Admission	Smt. Ambika Kumari/ Ms. Archna Bharti	TGT (Hindi)/ TGT-Eng	Sh. Om Prakash Sh. Shailendra Kumar Mr. P.K. Gupta Sh. SRK Bage Smt. Neelam Kumari Sh. Diwakar Kumar Mishra
21	(a) Examination Internal	Smt. Archana/ Sh. SRK Bage	TGT-Sci Librarian	Sh. P.K. Gupta Sh. KK Singh Smt. Neelam Kumari Sh. A.K. Singh Sh. Shailendra Kumar
	(b) Examination External	Sh. P.K. Gupta	TGT (WE)	Sh. S.R.K. Bage Ms. Archna Bharti Sh. Kapil Kumar Singh
22	Library	Mr.S.R.Kr. Bage	Librarian	Sh. S.K. Choudhary Smt. Neelam Kumari Ms. Archna Bharti Smt. Ashu
23	Furniture	Mr.S.R.Kr. Bage	Librarian	Mr. P.K.Gupta Smt. Meenakshi Panjiyar Sh. Om Prakash Sh. Diwakar Kumar Mishra
24	Games & Sports	Sh. P.K. Gupta	TGT-WE	Sh. SRK Bage Smt. Meenakshi Panjiyar Sh. Om Prakash Sh. Shailendra Kumar
25	Science Lab	Sh. Kapil Kumar Singh	TGT (Science)	Smt. Archana Sh. A.K. Singh Smt. Neelam Kumari Sh. Diwakar Kumar Mishra
26	Maths Lab	Sh. A.K. Singh	TGT (Maths)	Ms. Megha Verma Smt. Neelam Kumari Mr. P K Gupta

27	Language Lab	Ms. ARCHANA BHARTI	TGT (Eng)	Sh. P.K. Gupta
				Sh. K.K. Singh
				Smt. Ambika Kumari
				Computer Instructor
28	Scout & Guide	Sh. Kapil Kumar Singh	TGT (Sci)	Mr. P.K.Gupta
				Sh. S.R.K. Bage
				Ms. S.K. Choudhary
				Sh. Prasoon Parmar
				Sh. Shailendra Kumar
				Smt. Ashu
29	Rajbhasha	Smt. Ambika Kumari / Smt. Jyoti Rani	TGT (Hindi)	Sh. Om Prakash
				Sh Biranj Kumar
30	CMP	Sh OMPRAKASH	PRT	Sh. Shailendra Kumar
31	EQUIP	Ms. ARCHANA BHARTI	TGT (Eng)	Smt. Ashu
				Sh. S.K. Choudhary
				Sh. Prasoon Parmar
32	Social Science Exhibition	Sh. S.K. Choudhary	TGT (SST)	Sh. Kapil Kumar Singh
				Mrs. Meenakshi Panjiyar
				Ms. Archna Bharti
				Sh. Kamod Pathak
33	Income Tax / Salaries/Arrears	Sh. P.K. Gupta	TGT-WE	Smt. Pooja
				Smt. Megha Verma
				Sh. A.K. Singh
34	Website Updation	Sh. Biranj Kumar	JSA	Sh. Rakesh Kumar
				Sh. P.K. Gupta
35	P.A. System	Mr. P.K.Gupta	TGT (WE)	Computer Instructor
				Sh.A.K. Singh
				Smt. Meenakshi Panjiyar
				Sh. Kamod Pathak
36	Computer Purchase/AMC/ CCTV	Mr. P.K.Gupta	TGT (WE)	Sh. Ram Prakash Singh
				Sh. SRK Bage
				Smt. Neelam Kumari
				Sh. Om Prakash
37	Guidance & Counselling	Mr. K.N.Trivedi / Sh. S.R.K. Bage	TGT (Sanskrit) Librarian	Sh. Kamod Pathak
				Ms. Ashu
				Smt. Ambika Kumari
				Smt. Archana
38	School Magazine	Smt. Meenakshi Panjiyar	TGT-AE	Sh. Om Prakash
				Ms. Archna Bharti
				Sh. S.K. Choudhary
				Smt. Pooja
				Sh. Diwakar Kumar Mishra
39	Time-Table/ Arrangement	Ms. Megha Verma Sh. Shailendra Kumar	TGT (Maths) PRT	Sh. Shailendra Kumar
				Sh. P K Gupta
				Sh. A.K. Singh
40	Local Purchasing	Sh.P.K. Gupta	TGT-WE	Sh. Diwakar Kumar Mishra
				Sh. SRK Bage
				Sh. S.K. Choudhary
				Smt. Neelam Kumari
				S. OmPrakash
41	Condemnation	Sh.P.K. Gupta	TGT-WE	Sh. Diwakar Kumar Mishra
				Smt. Archana
				Sh. S.R.K. Bage
				Sh. Kapil Kumar Singh
42	Discipline	Sh. A.K. Singh	TGT-Maths	Smt. Neelam Kumari
				Mr. P K Gupta
				Smt. Ambika Kumari
				Smt. Meenakshi Panjiyar
				Ms. Archna Bharti

43	Recess Duty	Sports Teacher/Games Coach	TGT (P&HE)	All class teachers/Co-class teachers
44	Staff Club	Sh. Om Prakash	PRT	Sh. S.R.K. Bage Sh. Rakesh Kumar
45	Subject Committee (Hindi & Sanskrit)	Smt. Jyoti Rani	TGT (Hindi)	Smt. Ambika Kumari & All concern Sub-teacher
46	Subject Committee Convenor (Maths)	Sh. A.K. Singh	TGT Maths	All concern Sub-teacher
47	Subject Committee Convenor (English)	Ms. ARCHANA BHARTI	TGT English	All concern Sub-teacher
48	Subject Committee Convenor (Science)	Sh. Kapil Kumar Singh	TGT Sci	All concern Sub-teacher
49	Subject Committee Convenor (SOST)	Sh. S.K. Choudhary	TGT (SST)	All concern Sub-teacher
50	Teaching Aids.	Sh. S.K. Choudhary	TGT (sst)	Ms. Archana Bharti Sh. Om Prakash
51	ART	Mrs. Meenakshi Panjiyar	TGT (AE)	Sh. P.K. Gupta Sh. SRK Bage Smt. Pooja
52	Music	Mr. Kamod Pathak	PRT Music	Sh. P.K. Gupta Smt. Ashu
53	UBI FEES Portal	Mr. P K Gupta	TGT WE	Computer Instructor All class teachers/Co-class teachers
54	U-DISE+	Mr. P K Gupta	TGT WE	Ms. Archana Bharti Sh. Kapil Kumar Singh Smt. Neelam Kumari Computer Instructor
55	EBSB/AKAM	Sh. S.K. Choudhary	TGT-SST	Sh. Prasoon Parmar Ms. Archana Bharti Smt. Ambika Kumari Sh. Kamod Pathak Sh. Pradeep Kumar
56	NISHTHA	Sh. Kapil Kumar Singh	TGT-Sci	Sh. S.K. Choudhary Ms. Archana Bharti Smt. Ambika Kumari Sh. Pradeep Kumar
57	CCT	Ms. Megha Verma	TGT-Maths	Sh. A.K. Singh Sh. K.K. Singh Ms. Archana Bharti Smt. Neelam Kumari
58	TIME TABLE (PRIMARY)	Sh. Diwakar Kumar Mishra	PRT	Sh. Pradeep Kumar Sh. Shailendra Kumar Smt. Pooja
59	EXAMINATION (PRIMARY)	Sh. Shailendra Kumar	PRT	Sh. Pramod Kumar Smt. Ashu
60	CCA (PRIMARY)	Smt. Pooja	PRT	Smt. Neelam Kumari Sh. Pradeep Kumar
61	ADMISSION (PRIMARY)	Sh. Shailendra Kumar	PRT	Sh. Diwakar Kumar Mishra Smt. Neelam Kumari
62	CMP	Sh. Om Prakash	PRT	Smt. Pooja Sh. Kamod Pathak
63	CUBS AND BULBUS (BS&G)	Sh. Pradeep Kumar	PRT	Smt. Pooja Smt. Ashu
64	POCSO	Ms. ARCHANA BHARTI	TGT-Eng	Smt. Archana Smt. Ambika Kumari Sh. Om Prakash Smt. Neelam Kumari Sh. S.R.K. Bage