






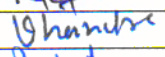
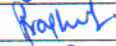


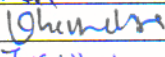
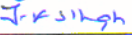






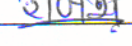
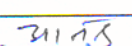
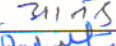



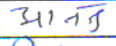
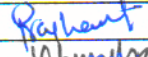
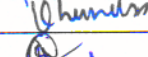




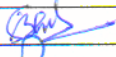




## कार्यालय आदेश-61 (w.e.f. 01/04/2023)

निम्नलिखित अध्यापकों / कर्मचारियों को उनके नाम के सम्मुख उल्लिखित कार्यों का निर्वहन एवं उससे सम्बंधित पत्राचार करने की जिम्मेदारी सौंपी गयी है। पुनः उन्हें निर्देशित किया जाता है की वे समय- समय पर अपने व्यक्तिगत ईमेल एवं whatsapp का अवलोकन करें एवं समुचित उत्तर भेजना सुनिश्चित करें एवं अधोहस्ताक्षरी को सूचित करें। कर्तव्य निर्वहन में किसी भी प्रकार की देरी / असफलता हेतु वे स्वयं जिम्मेदार होंगे एवं केन्द्रीय विद्यालय संगठन के नियमानुसार आवश्यक कार्यवाही संपन्न की जायेगी।

SL. No.	Department	Name and Desig.	Signature
1.	CCA /EBSB	1. Mr. Jitendra Singh, PRT – I/C	J.K. Singh
		2. Mr. Sanjay Kumar- PRT Mus	
		3. Mr. Dinesh Chandra, PRT	Dhondor
		4. Mr. Ram Kumar, TGT SKT	
2.	Admission	1. Mr Shamindra Singh , TGT, I/C	Shamindra
		2. Mr N N Mishra , Librarian	N.N. Mishra
		3. Mr Dinesh Chandra,PRT	Dhondor
		4. Mr Sanjay Kumar,PRT Music	
3.	Examination/ PTA(Primary)	1. Mr. Prashant Shukla, PRT I/c	Prashant
		2. Mr. Jitendra Kumar, PRT	J.K. Singh
		3. Ms. Archana Vishwakarma, PRT	
		4. Rajaram, Substaff	
4.	Examination/ PTA(Secondary)	1. Mr. Shamindra Singh, TGT- Eng I/C	Shamindra
		2. Mr. S.B. Singh, TGT Maths	S.B. Singh
		3. Rajaram, Substaff	
5.	Discipline	1. Mr. S.B. Singh TGT Math (I/C secondary)	S.B. Singh
		2. Mr. Prashant Shukla, PRT	Prashant
		3. Mr. Dinesh Chandra, PRT (I/C Primary)	Dhondor
		4. Ms. Archana Vishwakarma, PRT	
		5. All Class teachers	
6.	Scout/ Guide	1. Ms. Archana Vishwakarma, PRT. I/C Guide / Flocks	
		2. Mr. Ram Kumar, TGT SKT I/C Scout & Cub	
7.	Furniture	1. Mr. Prashant Shukla, PRT I/c	Prashant
		2. Mr. Dinesh Chandra, PRT	Dhondor
		3. Mr. S.B. Singh TGT Maths	S.B. Singh
		4. Rajaram, Substaff	
8.	SUPW	1. Mr. Dinesh Chandra, PRT	Dhondor
		2. Mr. Rajesh Patel, PRT	Rajesh Patel
		3. Rajaram, Substaff	
9.	First Aid/ Health Checkup	1. Mr. N.N. Mishra, Lib I/C	N.N. Mishra
		2. Mrs. Archana Vishwakarma,PRT	

*Prashant*  
16/04/23  
के०वि० आयर, वाराणसी

10.	Cleanliness	1. Mr. NN Mishra, Librarian – I/C 2. Mr Rajesh patel, PRT 3. Ms. Archana Vishwakarma, PRT 4. Rajaram, Substaff	<del>Net</del> 2/10/21
11.	Maintenance & repair civil and electrical work	1. Mr. Shamindra Singh TGT Eng I/C 2. Mr. Dinesh Chandra, PRT	Ch Dhundra
12.	Teaching Aids	1. Mr. N. N. Mishra, Librarian I/C 2. Mr. Jitendra Singh, PRT	Net J.K. Singh
13.	Guidance and Counselling	1. Mr. N. N. Mishra, Librarian. I/C 2. Ms. Archana Vishwakarma, PRT 3. All class teacher	Net 3
14.	Vidyalaya Plan	1. Mr. Shamindra Singh TGT Eng 2. Mr. S.B. Singh TGT Maths 3. Mr. Prashant Shukla, PRT 4. All Department holders	Ch Bh Prashant
15.	Rajbhasha	1. Mr. Ram Kumar, TGT-SKt I/C 2. Mr. Dinesh Chandra PRT 3. Mr. Anand Singh Patel	Ch Dhundra 3/11/21
16.	Resource Room and Primary Activity	1. Mr. Rajesh Patel, PRT I/C 2. Mr. Dinesh Chandra, PRT	2/10/21 Dhundra
17.	Resource Room (Secondary)	1. Mr. S.B. Singh, TGT Math I/C 2. Mr. Ram Kumar, TGT SKT	Bh R
18.	UNESCO and ECO club	1. Mr Jitendra Kumar, PRT. I/C 2. Mr. Sanjay Kumar 3. Mr. Dinesh Chandra, PRT	J.K. Singh Dhundra
19.	Science Olympiad, Science Exhibition and Science Congress	1. Mr. S.B. Singh, TGT Maths I/C 2. Mr. Dinesh Chandra, PRT 3. Ms. Archana Vishwakarma, PRT	Bh Dhundra
20.	Green Olympiad	1. Mr. S.B. Singh, TGT Maths I/C 2. Mr. Dinesh Chandra, PRT	Bh Dhundra
21.	Mathematics Olympiad	1. Mr. S.B. Singh, TGT Maths I/C 2. Ms. Archana Vishwakarma, PRT	Bh
22.	Social Science Exhibition	1. Mr. Shamindra Singh TGT Eng I/C 2. Mr. Jitendra Kumar, PRT 3. Ms. Archana Vishwakarma, PRT 4. Mr. Sanjay Kumar, PRT Mus	Ch J.K. Singh Dh
23.	NAEP	1. Mr. S.B. Singh, TGT Maths I/C 2. Ms. Archana Vishwakarma, PRT	Bh
24.	Public Relation Officer	1. Mr. Shamindra Singh TGT Eng I/C 2. Mr. Sanjay Kumar, PRT Mus 3. Ms. Archana Vishwakarma, PRT	Ch Dh
25.	Library	1. Mr. N. N. Mishra, Librarian 2. Mr. Dinesh Chandra, PRT	Net Dhundra

		3. Mr. Sanjay Kumar , PRT Mus	
26	Time Table/ Arrangement (Primary section)	1. Mr. Sunil Kumar Bharti , PRT I/C (Primary section)	
		2. Mr. Sanjay Kumar , PRT Music	
	Time Table/ Arrangement (Secondary section)	1. Mr. S B Singh, TGT Maths (I/C Secondary section)	
		2. Mr NN Mishra	
27	FLN	1. Mr. Dinesh Chandra, PRT I/C	
		2. Mr. Prashant Shukla, PRT	
28.	Awakened Citizen Programme	1. Mr. Sanjay Kumar , PRT Mus I/c	
		2. Mr. N. N. Mishra Librarian	
29.	Morning Assembly	1. Mr. Dinesh Chandra, PRT I/C	
		2. Mr Jitendra Singh	
		3. Mr. Sanjay Kumar , PRT Mus Asso I/C	
		4. Mr. Shamindra Singh TGT Eng	
		5. Mr. Ram Kumar, TGT SKT	
		6. All Class Teachers	
30.	SOP/ NDMA/ Mock Drill	1. Mr. Shamindra Singh, TGT I/C	
		2. Mr. Prashant Shukla, PRT	
31.	CMP	1. Mr. Rajesh Patel, PRT I/C	
		2. Ms. Archana Vishwakarma, PRT	
32.	UBI Portal	1. Mr. Anand Singh Patel I/C	
		2. Mr. Prashant Shukla PRT	
33.	Internal Complain Committee (POSH)	1. Ms. Neelam , SO, KVS RO VNS	
		2. NGO Members	
		3. Ms. Archana Vishwakarma	
		4. Mr. Sanjay Kumar , PRT Mus	
34.	Internal Complain Committee (POCSO)	1. Mr Shamindra Singh, TGT I/C	
		2. Mrs Archana Vishwakarma, PRT	
35.	Website	1. Mr. Anand Singh Patel I/C	
		2. Mr. Prashant Shukla PRT	
36.	Photography	1. Mr. Dinesh Chandra , PRT	
		2. Mr. Sanjay Kumar , PRT Mus	
37.	School Magzine and Diary	1. Mr. Shamindra Singh TGT Eng	
		2. Mr. Ram Kumar, TGT SKT	
		3. Mr. N. N. Mishra Librarian	
		4. Ms. Archana Vishwakarma	
38.	Subject Committee	1. Science- Mr. S.B . Singh	
		2. Hindi- Mr. Ram Kumar	
		3. English- Mr. Shamindra Singh	
		4. Maths- Mr. S.B. Singh	
		5. Social Science- Mr. Shamindra Singh	

M. Patil  
16/12/23

प्राचार्य  
के०वि० आयर, वाराणसी