

KENDRIYA VIDYALAYA PANAGARH  
SECONDARY & SENIOR SECONDARY & PRIMARY

कार्यालय आदेश

सभी स्टाफ सदस्यों को निर्देशित किया जाता है कि सत्र 2023-24 में कुछ स्टाफ सदस्यों के स्थानांतरण की संभावनाओं को देखते हुए तथा विभिन्न दायित्वों का आवंटन पद योग्यता एवं क्षमताओं के अनुसार संतुलन बनाते हुए निम्नानुसार समितियों के रूप में विभिन्न पदों पर नियुक्त करते हुए किया गया है।

सभी समिति सदस्यों तथा सह प्रभारी एवं प्रभारी शिक्षक शिक्षिकाओं को निर्देशित किया जाता है कि जहां कई प्रभार में परिवर्तन हुआ है, वहां केंद्रीय विद्यालय संगठन के नियमानुसार प्रभार का हस्तांतरण सुनिश्चित करते हुए संबंधित समिति की बैठक का आयोजन अपनी सुविधा अनुसार तीन दिवस के भीतर संपन्न करते हुए समिति विभाग की गतिविधियों का एक वार्षिक कैलेंडर तैयार करें। विभिन्न उद्देश्यों की प्राप्ति हेतु लक्ष्य तय करते हुए कार्य योजना एवं रणनीति तैयार करें तथा प्राचार्य को अवगत कराने का कष्ट करें। समय पर माह में एक बार अथवा एक से अधिक बार आवश्यकतानुसार बैठक का आयोजन इस प्रकार करें जिससे कि वर्ष भर विभिन्न गतिविधियां निर्बाध तरीके से उत्कृष्टता पूर्वक संपन्न की जा सकें।

S.no	Name of the Department	Name of the In-charge	Signature	Members of the Department	Signature
1	Admission	Dr. R K Pandey PGT (Hindi)		1. Mr. Amarendra Kushwaha, PGT (History) Co I/c 2 Mr. Ashish Kumar Singh PGT (CS) Co I/c 3. Ms. Shiba Haider PGT (Eco) Member 4. Mr. Ravi Goswami PRT	
2A	Examination Sec & Sr Sec	Mrs. Moonmoon Mitra PGT (Geo)		1. Mrs. A P Barman Co I/c 2. Mr. Vinay Gupta Co-SIC 3 Mr. Jokhan Prasad Member	
2B	Examination Primary	Mr. Parveen PRT		Mrs. Shahnaj PRT, Co i/c	
3	Time Table i/c	Ms. Shiba Haider PGT (Eco) Secondary		1. Mrs. A P Barman Co I/c	
4	Time Table i/c	Mrs. Swati Nayek, PRT Primary		2. Amardeep Kumar Member 1. Ms. Sanghita Chatterjee PRT Co i/c	
5	CBSE	Mrs. Danda Koni Shankar PGT - Communcation & L Mr. Ashish Kumar Singh PGT (CS) Co-SIC		Ms. Shiba Haider Co I/c Mr. D. Shankar Co-I/c	
6A	CCA & Assembly Coordination	Mr. Ramkumar R PGT (English)		Mr. Amardeep TGT Maths. Member Mr. Ram Dev Sah TGT (English) Co I/c	
6B	CCA & Assembly Coordination (Primary)	Mr. Ravi Goswami PRT		Mr. Brajesh Choudhary TGT (Hindi) Co I/c Mr. Ravikant Tiwari TGT (Hindi) Member	

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S.no	Name of the Department	Name of the In-charge	Signature	Members of the Department	Signature
7	Vidyalaya Patrika	Mr. Ramkumar R PGT (English)		Mr. Ram Dev Sah TGT (English) Co I/c Mr. Brajesh Choudhary TGT (Hindi) Co I/c Mr. Ravikant Tiwari TGT (Hindi) Member Mr. R S Shukla TGT (SKT) Mmber Mrs. Swati Nayek PRT, CO I/c Ms. Sangitha Chatterjee PRT Member Mrs. Pinky Goswami PRT Member TGT English 2	      
8	Spoken English / Literary Club	Mr. Ram Dev Sah TGT (English)		Mr. Brajesh Choudhary TGT (Hindi) Co I/c Mr. Ravikant Tiwari TGT (Hindi) Member Mr. Ravi Goswami	 
9	Hindi Literary club	Dr. R K Pandey PGT (Hindi)		Mr. D Shankar Co I/c	
10	IT & Cyber Crime Awareness Club Integrity Club, Tourism club AKAM, EBSB, CBSE & KVS social Science activities	Mr. Ashish Kumar Singh PGT (CS)		Computer Instructor Mrs. Moonmoon Mitra Co Incharge Ms. Shiba Haider Co I/c Mr. Santosh Kumar TGT SST	   
11		Mr. Amarendra Kumar PGT (History)		Mrs. Moonmoon Mitra Co I/c Mr. Amarendra Kumar PGT (History), Member Ms. Shiba Haider PGT (Eco), Member Mr. Sapon Mandal	   
12	Youth Parliament	Mr. Santosh Kumar TGT SST, Member Mr. Amit Kumar Singh TGT (P&HE) (Secondary)		Mr. Santosh Kumar TGT (SST)	
13	Sports & Games/SBSB/FIT INDIA Secondary, Sr Secondary	Mr. Santosh Kumar Patel PRT Primary		Ms. Sangitha Chatterjee PRT Member Ms. Shiba Haider Co I/c Mr: Amrendra Kumar Co i/c Mr. Ram Dev Sah TGT (English) Co I/c Mr. Ravi Goswami, Member	    
14	Website Development, UBI Fees Monitoring,	Mr. Ashish Kumar Singh PGT (CS)		Mr. R S Shukla TGT (SKT) Co I/c Mr. Santosh Kumar, Member Mr. Jokhan Prasad, Member Mr. Balraj Das, PRT	   
15	Furniture	Mr. Vineet Kumar Gupta PGT (Phy)			

## SECONDARY &amp; SENIOR SECONDARY &amp; PRIMARY

S.no	Name of the Department	Name of the In-charge	Signature	Members of the Department	Signature
16	E classroom & Smart Classroom	Mr. Ashish Kumar Singh PGT (CS)		Mr. D Shankar Co l/c Mr. Santosh Patel, PRT Member Mr. Ashish Kumar Singh PGT (CS) co l/c Mrs. Gopi Priya PGT (Chemistry) Ms. Shiba Haider PGT (Eco) Mr. Anuj Kumar TGT (WE) Mr. Ramdev Sah TGT (English) Mr. Santosh Patel, PRT Member Mr. Parveen PRT Member	
17	Purchase committee/Firm Registration Committee	Dr. R K Pandey PGT (Hindi)		Mr. R S Shukla TGT (Skt) Mr. Sapan Mondal TGT (Lib) Mr. Anuj Kumar TGT (WE) Mr. Santosh Kumar TGT (Sst)	
18	Beautification & Gardening	Mr. Sukhnath Oraon TGT (AE)		Ms. Shiba Haider Co l/c Mr. Ramkumar R PGT (English) Member Mr, Ravikant TGT (Hindl) Mr. Amit kumar Singh Ms. Sanghita Chatterjee PRT Mr. Santosh Kumar TGT SST, Member Mr. Amardeep TGT Maths, Member Mr. Amit kUmar Singh, Member Mr. Jokhan Prasad, Member Mr. Manoj Kumar TGT (Sci) - Co J.C. Mr. Ravi Goswami, PRT Mr. Swati Nayek, PRT Member Mrs. Pinky Goswami PRT Member Ms. Sangitha Chatterjee PRT Member Mrs. Shahnaj PRT, Member Mr. Ashish Kumar Singh PGT (CS) co l/c Ms. Shiba Haider PGT (Eco) Mrs. Gopi Priya PGT (Chemistry) Mr. Amardeep TGT (Maths) Mr. Parveen PRT Member	
19	AEP, Guidance & Counselling & Discipline	Mrs. Gopi Priya PGT (Chemsitry)			
20	Observation of cleanliness	Mr. D Shankar PGT (Commerce)			
21	CCTV Safety & security, Monitory Maintenance & Repair, Fire safety, PA System, Potable water	Mr. Anuj Kumar TGT (WE)			

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S.no	Name of the Department	Name of the In-charge	Signature	Members of the Department	Signature
22	Auction Committee	Mr. Ashish Kumar Singh PGT (CS)		Mr. Vineet Kumar Gupta Co I/c Mr. Anuj Kumar TGT (WE) Mr. Sapan Mondal TGT (Lib) Mr. Balraj Das, PRT	
23	Photography, Videography and Press publication committee	Mr. Ravikant Tiwari		Mr. Ram Dev Sah TGT (English) Co I/c Mr. Sukhnath TGT (AE) member	 
24	Teaching Aids	Mr. D Shankar PGT (Commerce)		Mr. Amarendra Kumar PGT (History) Co I/c Mrs. Moonmoon Mitra PGT (Geography Co-I/c)	 
25	Eco club	Mr. Vineet Kumar Gupta PGT (Phy)		Mrs. Gopi Priya PGT (Chemistry)	
26	Raj Bhasha	Dr. R K Pandey PGT (Hindi)		Mr. Manoj Kumar TGT (Sci) Mr. Ravikant Tiwari TGT (Hindi) Co I/c Mr. Brajesh Choudhary TGT (Hindi) Co I/c	  
27	Bharat scouts and Guides & Flag Hoisting/Cubs and Bulbuls	Mr R S Shukla TGT SKT		Mr. Sapan Mondal TGT (Lib) Co I/c Mr. Amit Kumar Singh TGT (P&HE) Mr. Brajesh Choudhary TGT (Hindi) Co I/c Mr. Balraj Das, PRT I/c/Cubs Mr. Ravi Goswami PRT Mrs. Swati Nayek PRT, CO I/c Mrs. Pinki Goswami PRT (Guides)	      
28	BPL Exemption Verification	Mr. Amardeep TGT Maths		Mr. Jokhan Prasad Co I/c Santosh Kumar TGT (SST) Mr. Amit Kumar Singh TGT (P&HE) Mr. Vineet Kumar Gupta Co I/c	   
29	Science Exhibition	Mrs. Gopi Priya PGT (Chemistry)		PGT Biology Mr. Manoj Kumar TGT (Sci) Mr. Vineet Kumar Gupta Co I/c Mrs. Gopi Priya PGT (Chemistry) Mr. Amit Kumar Singh TGT (P&HE)	   
30	Health Club & Medical, First Aid Committee	Mrs. Aditi Paul Barman PGT (Maths)		Mr. Santosh Kumar Patel PRT Mrs. Sahahnaj PRT Mr. Parveen PRT Co I/c Mrs. Swati Nayek PRT, CO I/c Mrs. Ritu Vidyarthi PRT	    
31	Adventure Activities & Excursion Primary	Mr. Santosh Patel PRT		Mr. Ramdev Sah TGT (English) CO I/c Mrs. Gopi Priya PGT (Chemistry)	 
	Adventure Activities & Excursion				 

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S.no	Name of the Department	Name of the In-charge	Signature	Members of the Department	Signature
32	Adventure Activities & Excursion Secondary	Mr. Ramkumar R PGT (English)		Mr. Ramdev Sah TGT (English) CO I/c Mrs. Gopi Priya PGT (Chemistry) Ms Shiba Haider PGT (Economics) Mr. Parveen PRT Co I/c Mrs. Swati Nayek PRT, CO I/c Mrs. Ritu Vidyarthi PRT	     
34	Adventure Activities & Excursion Primary	Mr. Santosh Patel PRT		Mr. Ashish Kumar Singh PGT (CS) co I/c Mrs. Gopi Priya PGT (Chemistry) Mr. Vineet Kumar Gupta PGT (Physics) Mr. Ramkumar R PGT (English) Mr. Amarendra Kumar PGT (History) Mr. D Shankar PGT (Commerce)	     
35	Moderation	Dr. R K Pandey PGT (Hindi)		Mr. Ram Dev Sah TGT (English) Co I/c Mr. Amardeep TGT (Maths) Co I/c Mr. Jokhan Prasad TGT (English) 2 Mr. Santosh Kumar TGT SST	    
36	PISA	Mr. Manoj Kumar TGT (Sci)		All ACP Trained teachers (Write Your Names and sign with class details) RAVI KANT TIWARI - CLASS - 7 SUKHNATH ORAON CLASS - 9	  
37	ACP	Mr. Anuj Kumar TGT (WE)		Dr. R K Pandey PGT (Hindi) Mrs. Moonmoon Mitra PGT (Geo) Mr. Ashish Kumar Singh Mrs. Aditi Paul Barman All teachers TGT (English) 2 Mr. Ravikant Tiwari TGT (Hindi)	      
38	Back to Basic Staff Meeting Record & Staff room Set	Mr. Ramkumar R PGT (English) Mr. Ram Dev Sah TGT (English) Mr. Brajesh Choudhary TGT (Hindi)			
39	up				

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S.no	Name of the Department	Name of the In-charge	Signature	Members of the Department	Signature
40	National Scholarship Portal, SSSM, ID, SC/ST Certificate	Dr. R K Pandey PGT (Hindi)	<i>Dr</i>	Mrs. Gopi Priya PGT (Chemistry) Ms. Shiba Haider PGT (Economics) Mr. Jokhan Prasad TGT (Maths) Mr. Balraj Das PRT	<i>Dr</i> <i>Shiba</i>
41	Maths lab/ Garden	Mrs. Aditi Paul Barman PGT (Maths)	<i>Aditi</i>	Mr. Amardeep TGT (Maths) Mr. Jokhan Prasad TGT (Maths) Mr. Parveen Kumar PRT Mr. Ashish Kumar Singh Co I/c Mr. Ramkumar R PGT (English) Mr. Vineet Kumar Gupta PGT (Physics)	<i>Aditi</i> <i>P</i> <i>J</i> <i>M</i>
42	RTI	Dr. R K Pandey PGT (Hindi) Dr. R K Pandey PGT (Hindi)	<i>Dr</i>		<i>Dr</i>
43	Subject Committee Convenors	Mr. Ramkumar R PGT (English) Mrs. Aditi Paul Barman PGT (Maths) Mr. Ashish Kumar Singh PGT (CS) Mrs. Moonmoon Mitra PGT (Geo)			<i>R</i> <i>A</i> <i>M</i> <i>M</i>
44	PTM/PTA	Mrs. Gopi Priya PGT (Chemistry)	<i>Gopi</i>	Mr. Ramkumar R PGT (English) Co I/c Mr. Amarendra Kumar PGT (History) Mrs. Ritu Vidyarthi PRT Co I/c Ms. Sanghita Chatterjee PRT Mrs. Swati Nayek PRT	<i>R</i> <i>A</i> <i>S</i> <i>S</i>
45	CMP	Mr. Balraj Das, PRT			<i>S.C</i>
46	Primary Library	Mrs. Pinky Goswami Co I/c		Mr. Ravi Goswami PRT Co I/c	<i>P</i>

*Principal*

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