

<p>केन्द्रीय विद्यालय क्र7 . केआमेर जयपुर.ब.सु.औ. 302 -(राजस्थान) 028 वेब साइट –www.kv7cisfjaipur.org ई-मेल –kv7cisfjpr@gmail.com</p>		<p>Kendriya Vidyalaya No. 7 CISF Amer , Jaipur (Rajasthan) 302028 Web Site:-www.kv7cisfjaipur.org E-mail ID:-kv7cisfjpr@gmail.com</p>
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Kv-7/CISF/2019/

Dated : 30.10.2021

कार्यालय आदेश / OFFICE ORDER

Due to Transfer In/Transfer Out and retirement of some teachers, the new committees/clubs are hereby constituted for the smooth and effective functioning of the Vidyalaya during the session 2021-22 w.e.f. 01.011.2021.

(HL Meena)
Principal

S.No.	Name of Committee	Name of teachers	Signature
1	Purchase Committee	1. Mr. R.N. Meena (I/C)	
		2. Mr. Jale Singh	
		3. Mrs. Anju Choudhary	
		4. Mrs. Monika Gupta	
2	Discipline Committee	1. Mr. Mahesh Kumar (I/C)	
		2. Mr. Kamal Kumar Meena	
		3. Mrs. Shweta Singhal	
		4. All Class teachers	
	Sub Committees under Discipline Committee	<u>To Check late Commers on the Vidyalaya Main Gate:-</u>	
		1. Mr. Mahesh Kumar (I/C)	
		2. Ms. Anuradha Meena	
		<u>Note:-</u>	
		1. When the school is over at 01:40 PM / 02:10 PM in summer & winter respectively, to ensure the safety and security of students, the teacher who has 8 th period in a class will go with the students up to the Vidyalaya Main Gate and will stay with them till the students board the bus/auto rickshaw/any other mode of transportation or go with their guardian/parent to their home.	
		2. All the concerned Class teachers/Co-Class teachers of classes I-IX are directed to take their lunch during the interval with the students of their respective classes. They will be fully responsible for the safety and security of the students during the interval.	
3	Engagement of Part time teachers on contract basis	1. Ms. Sapna Verma (I/C)	
		2. Ms. Monika Gupta	
		Note: - The above committee will call and engage part time contractual teachers/coaches from the panel prepared for the session after consulting with the principal.	
4	Repair & Maintenance Works Committee (Including Civil,	1. Ms. Anuradha Meena (I/C)	
		2. Mr. Laxmi Narayan	

	Electrical & Petty Construction Works)		
5	Water Arrangement Committee	1. Ms. Anuradha Meena (I/C)	
		2. Mr. Laxmi Narayan	
		Note: Committee members will also look after the maintenance of tube well and hygiene condition of the water tank with the help of committee members. They must ensure proper supply of drinking water.	
6	Furniture Committee	1. Mr. R.N. Meena (I/C)	
		2. Mr. Jale Singh	
		3. Mr. Kalyan Meena	
		4.	
7	Pupil Societies & VVN	1. Mr. Jale Singh(I/C)	
		2. Mr. Sanwar Mal	
		3.	
8	Social Science Exhibition Committee (Youth Parliament)	1. Mrs. Seeta Barwal (I/C)	
		2. Mrs. Shweta Singhal	
		3.	
9	Science Exhibition Committee	1. Mrs. Deelesh Kumari (I/C)	
		2. Mrs. Poonam Devi	
		3.	
10	Examination (Home) & CBSE	1. Mrs. Anju Choudhary (I/C)	
		2. Mrs. Sadhna	
		3. Mr. Aditya Jaiman	
		4.	
11	Admission Committee	1. Mrs. Deelesh Kumari (I/C)	
		2. Mr. Jale Singh	
		3. Mr. Aditya Jaiman	
12	Time Table & Arrangement Committee	1. Mrs. Monika Gupta (I/C)	
		2. Mr. Jale Singh	
		3.	
13	Vidyalaya Cleanliness Committee	1. Mr. Kamal Kumar Meena (I/C)	
		2. Mrs. Preetam Kaur	
		3. Mrs. Shweta Singhal	
		4. Mr. Kalyan Meena	
14	School Excursion & Adventure Programme Committee	1. Mrs. Seeta Barwal (I/C)	
		2. Mrs. Shweta Singhal	
		3.	
15	CS-54 Committee	1. Ms. Sapna Verma (I/C)	
16	Beautification, Horticulture & Nature Club	1. Ms. Anuradha Meena (I/C)	
		2. Mrs. Seeta Barwal	
		3. Mrs. Deelesh Kumari	
		4.	
17	Rajbhasha Committee	1. Mr. R.N. Meena (I/C)	
		2. Mr. Ashish Gupta	
18	In-charge of Subject Committee	Maths – Ms. Sapna Verma	
		Science – Mrs. Deelesh Kumari	
		Hindi – Mr. R.N. Meena	
		English - Mrs. Anju Choudhary	
		S.St. – Mrs. Seeta Barwal	
		Computer – Mrs. Preetam Kaur	

19	Income Tax Committee	1. Ms. Sapna Verma (I/C) 2. Mr. Sanwar Mal	
20	Games & Sports Committee	1. Mr. Mahesh Kumar (I/C) 2. Mr. Jale Singh 3. Ms. Preetam Kaur	
21	Computer Lab	1. Ms. Preetam Kaur (I/C) 2. Mr. Aditya Jaiman	
22	First Aid / Medical / Health Checkup Committee	1. Mrs. Deelesh Kumari (I/C) 2. Mr. Mahesh Kumar	
23	Staff Room In-charge	1. Mr. R.N. Meena (I/C) 2. Mr. Jale Singh	
24	Total and Sub-Total checking of Cash Book	1. Ms. Sapna Verma	
25	Bharat Scout & Guide Committee	1. Mr. Kamal Kumar Meena (I/C) 2. Mr. Jale Singh 3. Ms. Preetam Kaur 4. Ms. Poonam Devi	
26	PTA Meeting	1. Mrs. Anju Choudhary(I/C) 2. Mr. All Class Teachers	
27	Student Strength Information Committee	1. Ms. Sapna Verma	
28	Photography & Media	1. Ms. Anuradha Meena (I/C) 2. Mrs. Poonam Devi	
		Note: I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book.	
29	Safety & Security Monitoring Committee	1. Mr. Mahesh Kumar (I/C) 2. Mr. Seeta Barwal 3. Mrs. Shweta Singhal	
30	Arrangement of Refreshment for VIPs Committee	1. Mrs. Anju Choudhary (I/C) 2. Mrs. Monika Gupta	
31	Pay Bill Checking	1. Ms. Sapna Verma (I/C)	
32	NAEP	1. Mrs. Deelesh Kumari (I/C) 2. Nurse	
33	Website, Internet & TC Uploading on Website	1. Mr. Ashish Gupta (I/C) 2. Mr. Aditya Jaiman	
34	CCA & Morning Assembly	1. Mr. R.N. Meena (I/C) 2. Ms. Poonam Devi 3. Mrs. Shweta Singhal	
35	House Master	1. Mrs. Anju Choudhary (Shivaji House I/C) 2. Ms. Monika Gupta 3. Mrs. Preetam Kaur 4. Mrs. Deelesh Kumari (Tagore House I/C) 5. Mr. Kamal Kumar Meena 6. Ms. Anuradha Meena 7. Mrs. Seeta Barwal (Ashoka House I/C) 8. Mrs. Sadhna 9. Mr. Aditya Jaiman	

		10. Ms. Sapna Verma (Raman House I/C)	
		11. Mr. Jale Singh 12. Ms. Durgesh	
36	Olympiad Examination (NTSC/ Green Olympiad, etc.)	1. Ms. Sapna Verma (I/C) 2. Mrs. Deelesh Kumari 3.	
37	Vidyalaya Magazine	1. Mr. R.N. Meena (I/C) 1. Ms. Poonam Devi	
38	RTI	1. Mrs. Seeta Barwal (I/C) 2. Mr. Ashish Gupta	
39	PA System	1. Ms. Anuradha Meena (I/C) 2. Mr. Laxmi Narayan	
40	Woman Grievances Redressal Committee	1. Mrs. Seeta Barwal (I/C) 2. Mrs. Monika Gupta	
41	SC/ST Grievances Redressal Committee	1. Mr. R.N. Meena (I/C) 2. Mrs. Seeta Barwal	
42	RTE Reimbursement Committee	1. Mr. Kamal Kumar Meena (I/C) 2. Mrs. Sadhna 3.	
43	Integrity Club	1. Mrs. Seeta Barwal (I/C) 2. Mrs. Shweta Singhal 3.	
44	Tender Opening Committee	1. Mr. Mahesh Kumar (I/C) 2. Mr. R.N. Meena 3. Mr. Jale Singh 4. Mrs. Monika Gupta 5.	
45	Event Decoration Committee	1. Mrs. Seeta Barwal (I/C) 2. Mrs. Deelesh Kumari 3. Mrs. Poonam Devi 4.	
46	Guidance & Counselling Committee	1. Ms. Sapna Verma (I/C) 2. Mrs. Sadhna 3. Ms. Monika Gupta	
47	Internet Complaint Committee	1. Ms. Preetam Kaur (I/C) 2. Mr. Aditya Jaiman 3.	
48	Evacuation Committee (For Emergency Situation)	1. Mr. Mahesh Kumar (I/C) 2. Ms. Anuradha Meena 3. 4.	
49	Sexual Harrashment (Prevention) & Child Rights Protection Committee	1. Mrs. Seeta Barwal (I/C) 2. Mrs. Shweta Singhal	
50	Academic Committee	1. Mrs. Anju Choudhary (I/C) 2. Mrs. Sadhna	
51	UBI Salary & Fee Portal	1. Mr. Sanwar Mal (I/C) 2. Mr. Ashish Gupta 3. Ms. Preetam Kaur	
52	CMP	1. Ms. Monika Gupta (I/C)	

53	Fun Day Activities	1. Mrs. Monika Gupta (I/C)	
54	COVID-19	1. Mr. Mahesh Kumar (I/C)	
		2. Mrs. Preetam Kaur	
		3. Mr. Kamal Kumar Meena	
		4. Mr. Kalyan Sahay Meena	
		5. Mr. Laxmi Narayan	
55	Quarter Allotment Committee	1. Mr. Mahesh Kumar (I/C) 2. Mr. R.N. Meena 3. Mr. Jale Singh	