

## पीएम श्री केंद्रीय विद्यालय सी आर पी एफ ग्रुप सेंटर नागपुर

समस्त शिक्षकों / कर्मचारियों को सूचित किया जाता है की शैक्षिक एवं शैक्षिक सहायक क्रिया कलापों/ Academics & Co-Scholastic एवं कार्यक्रमों को सुचारु रूप से सम्पन्न करने हेतु विद्यालय स्तर पर वर्ष 2024-25 के लिए निम्नप्रकार से विभिन्न समितियों का गठन किया गया है। समिति प्रभारी के अनुपस्थिति में स्वाभाविक रूप से सह-प्रभारी कार्य करें एवं प्रभारी के साथ तालमेल बनाते हुए कार्य को यथा समय सम्पन्न करें। अतः सभी से निवेदन है की अपने से संबंधित समितियों की ज़िम्मेदारी को नोट करें, प्रभार में बदलाव होने की स्थिति में चार्ज / प्रभार हस्तांतरित करें / प्राप्त करें तथा आगामी कार्य का नियोजन कर नियोजन पत्र / PLAN OF ACTION अधोहस्ताक्षरी को दिनांक 08-04-2024 तक जमा करें।

*Praveen*  
20/3/24  
प्रचार्य

Sl.	Name of the Committee	Primary/ Secondary	Name of Incharges & Associates	In-charge/ Associate	Sign.
1	PM SHRI SCHEME IMPLEMENTATION AND ACADEMIC INCHARGE	Secondary	SH. AMIR HUSAIN (VP)	In-Charge	<i>Amir Husain</i>
		Primary	MS. MADHVI RANADE (HM)	Member	<i>Madhvi Ranade</i>
2	Admission Committee	Secondary	SH. AMIR HUSAIN (VP)	In-Charge	<i>Amir Husain</i>
			SH. RAHUL DHANVIJ (TGT-ENG)	Member	<i>Rahul Dhanvij</i>
		Primary	MS. MADHVI RANADE (HM)	In-Charge	<i>Madhvi Ranade</i>
			MS. SWATI BHAWANE (PRT)	Member	<i>Swati Bhawane</i>
			MS. SHALINI KAUSHAL (PRT)	Member	<i>Shalini Kaushal</i>
MS. PRACHI PANDEY (PRT)	Member	<i>Prachi Pandey</i>			
3	Home Examination	Secondary	SH. RAM SHRIRAO (PGT-BIO)	In-Charge	<i>Ram Shirao</i>
			MS. ROHINI VAZE (TGT-MATHS)	Member	
			MS. SWATI KOTHE (TGT-SST)	Member	<i>Swati Kothe</i>
		Primary	MS. NEETA SISODIA (PRT)	In-Charge	<i>Neeta Sisodia</i>
			SH. UMESH WASNIK (PRT)	Member	<i>Umesh Wasnik</i>
MS. PUNAM HATWAR (PRT)	Member				
4	CBSE RELATED WORK	Secondary	MS. ROHINI VAZE (TGT-MATHS)	In-Charge	
			SH. RAHUL DHANVIJ (TGT-ENG)	Member	<i>Rahul Dhanvij</i>
5	Time Table	Secondary	SH. AMIR HUSAIN (VP)	In-Charge	<i>Amir Husain</i>
			MS. AKSHDEEP Kaur (PGT-PHY)	Member	<i>Akshdeep K.</i>
			MS. SWATI VINCHURKAR (TGT-MATHS)	Member	
		SH. ANUP BOLDHAN (TGT-MATHS)	Member		
		Primary	MS. MADHVI RANADE (HM)	In-Charge	<i>Madhvi Ranade</i>
			MS. PRAKRITI KRISHNAN (PRT)	Member	<i>Prakriti Krishnan</i>
SH. SURABH (PRT)	Member		<i>Surabh</i>		
6	C.C.A.	Secondary	MS. ABHILEKHA CHAND (PGT-ENG.)	Co-ordinator	<i>Abhilekha Chand</i>
			MS. PAPITA BAGDE (TGT-HINDI)	Member	<i>Papita Bagde</i>
		Primary	SH. AKASH YAVLE (PRT)	In-Charge	<i>Akash Yavle</i>
			MS. PRACHI PANDEY (PRT)	Member	<i>Prachi Pandey</i>

*Praveen*

Sl.	Name of the Committee	Primary/ Secondary	Name of Incharges & Associates	In Charge/ Associate	Sign
7	House Warden	Secondary	SH. CHITRANGAD SINGH (PRT - 11)	In Charge	
			SH. ABHIR MAHAJAN (PRT - 11)	Member	
			MR. SUDHA DANI (PRT - 11)	Member	
		Primary	MR. SAKITA DOLE (PRT - MATHS)	Member	
			SH. H.P. MESHAM (PRT)	Member	
			SH. KISHOR PRADHAN (PRT)	Member	
			SH. PRASHANT BHABLE (PRT)	Member	
8	Vidyalya Patrika / B. Patrika	Secondary	SH. RAMPRAKASH NAKHATE (PRT)	Member	
			MR. ABHILEKHA CHAND (PRT - ENG.)	In Charge	
			MS. SHILPA RAMTEKE (TGT - HINDI)	Member	
9	News Letter / B. News Letter	Primary	MS. SWATI BHAWANE (PRT)	In Charge	
			SH. UMESH WASNIK (PRT)	Member	
9	Videography & Photography	Secondary	SH. CHITRANGAD SINGH (PRT - COM)	In Charge	
			MS. SHILPA RAMTEKE (TGT - HINDI)	Member	
		Primary	MS. MANSI (PRT)	In Charge	
			MS. PRAKRITI KRISHNAN (PRT)	Member	
10	Furniture	Secondary	SH. SUNIL PARATWAR (PRT)	In Charge	
		Primary	SH. JAYESH TIWARI (PRT)	Member	
11	School Building Maintenance & Repair and Petty Construction work	Secondary	SH. VIKAS PEDE (TGT - WE)	In Charge	
			SH. CHITRANGAD SINGH (PRT - COM)	Member	
		Primary	SH. SUNIL PARATWAR (PRT)	Member	
			SH. JAYESH TIWARI (PRT)	Member	
12	SWACHA VIDYALAYA ABHIYAN SAMITI (SVAS) Cleanliness & Sanitation	Secondary	MS. ARCHANA MISHRA (TGT - AE)	In-Charge	
			SH. KISHOR BHENGADEKAR (TGT - SST)	Member	
		Primary	MS. PUNAM HATWAR (PRT)	In-Charge	
			SH. RAMPRAKASH NAKHATE (PRT)	Member	
13	M I Room & First Aid- Procurement and record keeping	Secondary	MS. KHEMARANI RANGARI (TGT - SCI)	In-Charge	
		Primary	MS. SWATI BHAWANE (PRT)	Member	
14	P.A. System & Central PA System	Secondary	SH. VIKAS PEDE (TGT - WE)	In-Charge	
		Primary	SH. BANKET NAGPURKAR (PRT - M)	In-Charge	
15	Library Committee for procurement, verification and condemnation of books etc.	Secondary	SH. R.G. KUMBHARE (LIBRARIAN)	In-Charge	
			MS. ROHINI VAZE (TGT - MATHS)	Member	
			MS. SWATI KOTHE (TGT - SST)	Member	
			MS. SMITA PANDEY (TGT - ENG)	Member	
			SH. GAUTAM KUMAR (TGT - HINDI)	Member	
			MS. HARSHA NIROSE (TGT - SCI)	Member	
		Primary	SH. PRASHANT BHABLE (PRT)	Member	
			SH. KISHOR PRADHAN (PRT)	Member	
			MS. ARCHANA MISHRA (PRT)	Member	

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Sl.	Name of the Committee	Primary/Secondary	Name of Incharges & Associates	In-charge/Associate	Sign.
16	Sports, Yoga, FIT INDIA, FIT KVIAN PROG. and maintenance of grounds	Secondary	MS. DR. L.K. RANDHAWA (PHET)	In-Charge	
			SH. R.G. KUMBHARE (LIBRARIAN)	Member	
			MS. POOJA RAWAT (PGT-CS)	Member	
		Primary	SH. KISHOR PRADHAN (PRT)	Member	
			SPORTS COACH - CONTRACTUAL	Member	
			YOGA INSTRUCTOR-CONTRACTUAL	Member	
17	Subject Committee	Secondary	MS. SMITA PANDE (TGT-ENG)	In-Charge	
			SH. GAUTAM KUMAR (TGT-HINDI)	In-Charge	
			MS. SWATI VINCHURKAR (TGT-MATHS)	In-Charge	
			SH. LOKESH KUMAR (TGT-SKT)	In-Charge	
			MS. HARSHA NILOSE (TGT-SCI)	In-Charge	
			MS. SWATI KOTHE (TGT-SST)	In-Charge	
		Primary	SH. SURABH (PRT-ENG+HINDI)	In-Charge	
			SH. SUNIL PARATWAR (PRT-MATHS)	In-Charge	
			MS. MANSI (PRT)	In-Charge	
18	PTA & Alumni Association	Secondary	SH. AMIR HUSAIN (VP)	In-Charge	
		Primary	MS. NEETA SISODIA (PRT)	In-Charge	
19	Educational excursion / Tour	Secondary	SH. KISHOR SHENGADEKAR (TGT-SST)	In-Charge	
		Primary	SH. H.P. MESHARAM (PRT)	Member	
20	Echo Club & Green Projects for students	Secondary	MS. KHEMARANI RANGARI (TGT-SCI)	In-Charge	
		Primary	MS. SWATI BHAWANE (PRT)	Member	
21	SARAL related work and liasoning with SANKUL & Co-ordination	Secondary	MS. POOJA RAWAT (PGT-CS)	In-Charge	
			Comp. Instructor		
		Primary	MS. PUNAM HATWAR (PRT)	In-Charge	
			Comp. Instructor	Member	
22	Information & Technology - updation of Website, PIMS, UDISE+ ETC.	Secondary	MS. POOJA RAWAT (PGT-CS)	In-Charge	
			COMPUTER INSTRUCTOR	Member	
23	Teaching & Audio Video Aid	Secondary	SH. ASHISH MANDAVGADE (TGT-SST)	In-Charge	
		Primary	SH. RAMPRAKASH NAKHATE (PRT)	Member	
24	EBSB / KALA UTSAV at School/Cluster/ Regional & National level	Secondary	SH. ASHISH MANDAWGADE (PGT-ECO)	In-Charge	
			MS. SWATI KOTHE (TGT-SST)	Member	
			MS. PALLAVI MANVATKAR (TGT-ENG)	Member	
			MS. ARCHANA MISHRA (TGT-AE)	Member	
			SH. KISHOR SHENGADEKAR (TGT-SST)	Member	

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Sl.	Name of the Committee	Primary/ Secondary	Name of Incharges & Associates	In-charge/ Associate	Sign.
25	Maths, Science Olympiad Foundation	Secondary	MS. SARITA DOLE (PGT-MATHS)	In-charge	[Signature]
			MS. KHEMARANI RANGARI (TGT-SCI)	Member	
26	AEP & Guidance and Counseling	Secondary & Primary	SH. RAM SHRIRAO (PGT-BIO)	In-Charge	[Signature]
			MS. ARCHANA MISHRA (PRT)	Member	
27	Awakened Citizen Programme (ACP)-RKM	Secondary	MS. PALLAVI MANVATKAR (TGT-ENG)	In-Charge	[Signature]
			SH. LOKESH KUMAR (TGT-SKT)	Member	
28	Maintenance of CCTV and IT gadgets.	Secondary	MS. POOJA RAWAT (PGT-CS)	In-Charge	[Signature]
			SH. ANUP BOLDHAN (TGT-MATHS)	Member	
			MS. PRACHI PANDEY (PRT)	Member	
29	Green School Project	Secondary	MS. KHEMARANI RANGARI (TGT-SCI)	In-Charge	[Signature]
			MS. ROHINI VAZE (TGT-MATHS)	Member	
30	Maths Olympiad and Lab.	Secondary	MS. SARITA DOLE (PGT-MATHS)	In-Charge	[Signature]
			MS. SWATI VINCHURKAR (TGT-MATHS)	Member	
31	RAJBHASHA samiti	Secondary	MS. PAPIA BAGDE (TGT-HINDI)	In-Charge	[Signature]
			SH. GAUTAM KUMAR (TGT-HINDI)	Member	
32	ATAL TINKRING LAB	Secondary	SH. ANUP BOLDHAN (TGT-MATHS)	In-Charge	[Signature]
			MS. AKSHDEEP KAUR (PGT-PHY)	Member	
33	GeM Buyers Committee	Secondary & Primary	SH. AMIR HUSAIN (VP)	In-Charge	[Signature]
			MS. MADHVI RANADE (HM)	Member	
			MS. POOJA RAWAT (PGT-CS)	Member	
			SH. RAM SHRIRAO (PGT-BIO)	Member	
			SH. ANUP BOLDHAN (TGT-MATHS)	Member	
			SH. AKASH YAVLE (PRT)	Member	
			MS. NEETA SISODIA (PRT)	Member	
			SH. GOURAV (JSA)	Member	
34	Discipline	Secondary & Primary	MS. DR. L.K. RANDHAWA (PHET)	In-Charge	[Signature]
			MS. ABHILEKHA CHAND (PGT-ENG.)	Member	
			SH. AMIR HUSAIN (VP)	Member	
			MS. MADHVI RANADE (HM)	Member	
			MS. NEETA SISODIA (PRT)	Member	
			ALL CLASS TEACHERS	Member	

[Signature]

Name of the Committee	Primary/ Secondary	Name of Incharges & Associates	In charge/ Associate	Sign
35 Complaint Grievance Redressal (other than ICC)	Secondary & Primary combined	SH. AMIR HUSAIN (VP)	In Charge	
		MS. SMITA PANDIT (TGT ENG)	In Charge	
		MS. NEETA BISOLIA (PRT)	Member	
		SH. DHANRAJ NANDURKAR (PRT)	Member	
36 Committee for Prevention of Sexual Harassment of Women Employee/ ICC	Secondary & Primary combined	MS. ABHILEKHA CHAND (PRT ENG)	In Charge	
		MS. SMITA PANDIT (TGT ENG)	Member	
		MS. MADHVI BANALDE (HM)	Member	
37 Gardening / Horticulture and Upkeep of Garden	Secondary & Primary combined	MS. HARSHA NIKOSE (TGT SCI)	In Charge	
		MS. PRAKRITI KRISHNAN (PRT)	Member	
38 Science Exhibition	Secondary	MS. SEEMA RANI (PRT CHEM)	In Charge	
		MS. KHEMARANI RANGARI (TGT SCI)	Member	
		MS. HARSHA NIKOSE (TGT SCI)	Member	
39 Inspire Award , NTSE/KVPY/CSIR & External Comptt. TERI, KAMP Etc.	Secondary	MS. SARITA DOLE (PRT MATHS)	In Charge	
	Primary	SH. H.P. MESHAM (PRT)	Member	
40 Scout & Guide and Cubs & Bulbul -conduct of activities	Secondary and Primary both	SH. PRASHANT BHABLE (PRT)	In Charge	
		MS. PUNAM HATWAR (PRT)	Member	
		SH. RAMPRAKASH NAKHATE (PRT)	Member	
		SH. UMESH WASNIK (PRT)	Member	
41 Time Table arrangements daily	Secondary	SH. VIKAS PEDE (TGT-WE)	In Charge	
		SH. R.G. KUMBHARE (LIBRARIAN)	Member	
		MS. ARCHANA MISHRA (TGT-AE)	Member	
	Primary	SH. SOURABH (PRT)	In Charge	
		MS. PRAKRITI KRISHNAN (PRT)	Member	

**The official staff i.e. ASO, SSA & JSA are requested to**

1. All the letters on receipts from the variouse offices and duly marked by principal to be handed over to the incharges teachers immediately after making entry in inward register and acknowledgement or receipts of same to be obtained and place in concern file.
2. Report in the form of "Note" should be obtained from the concern incharges teacher duly signed by them.
3. The dealing clerk will prepare the letter / reply and put up to the principal for approval well in time and will send reply further.
4. Timely compliance must be ensured as per the work allotted / defined by the KVS RO and Head Quarter.
5. All the letters / documents/ files etc. be preserved and maintained respectively being the custodian of the same.

श्री धनराज नंदुरकर ( सहायक अनुभाग अधिकारी) \_\_\_\_\_

श्री गौरव ( कनिष्ठ सचिवालय सहायक ) \_\_\_\_\_

*[Handwritten Signature]*  
30/3/14 प्राचार्य