



**ANNUAL STOCK TAKING (2017-18)**

- The Annual Stock checking Boards constituted as under are to physically muster and verify the properties held in each department.

Departments		Reporting Officer	Stock Taking Board		
			In-Charge	Co-ordinator	Members
Labs	General Science	HM (Sr)	Ms. Indula M	Ms T Khurana	Ms. M Sethi
	Home Science	VPL	Ms N Gupta	Ms S Walia	Ms. R Gathania Ms Komal M, Ms K Joshi
	Hardware	VPL	Ms. M. Tripathi	Ms. M Gulati	Mr J M Pant
	Software	VPL	Ms. M Tripathi	Mr J M Pant	Mr Y Malik, Mr J M Pant
	Physics	VPL	Ms Rani Vaid	Mr R K Sikri	Ms Samra R
	Chemistry	VPL	Ms.Vibha Jain	Ms Rani Vaid Ms Indula M	Ms.Namrata K Ms Ruby Singh
	Maths Lab (Pr/Sr)	VPL	Ms Anjali Sharma	Ms Deepika A Khan Ms A Dhar	Ms A Panda
	Biology	VPL	Ms Vidhi Oberoi	Mr U Verma	Ms. N Bhatnagar
Library (Sr) (Jr)	VPL HM (Pr)	Ms. Abha B	Ms. S Tyagi	Ms M Arora Ms Vaishali Mittal Ms. M Srivastava Ms. V Kaul, Ms A Dhar Ms K Shreya Ms D Khanna	
Sports and Games including fitments in the Playfield.	VPL HM (Sr)	Mr. Dinesh B	Mr Vardhan S Ms Rani Negi	Ms. Richa Mohan Ms D Prabhakar	
Music /Dance including Costumes	HM (Sr)	Ms Kavita P Ms S Sengupta	Mr P Pallavi	Ms S Renakumar Ms Nisha Ms. R Bhattacharya	
Art	HM (Sr)	Mr Yuvraj Mr Niladri	Ms Kavita Pandey	Ms Arpita Singh Ms Ruby Singh	
Mont Apparatus (Mont Sec)	HM (Mont)	Ms. P Khanna	Ms V Khurana	Mont-I & II Teachers	
Auditorium	HM (Sr)	Mr P Pallavi	Ms R Sondhi Ms Rumpa B	Ms U Kumari, Ms N Nigam	
Band Instruments / Dress	HM (Sr)	Mr Mohan	Mr Ramesh	Ms S Maitra Ms P Chand	
Swimming Pool	VPL	Ms Rani Negi	Mr D Bist	Ms.Parimeeta K Ms P Chand	
Electrical Equipments	A O	Mr Anoop Dixit	Mr Swapan	Mr Ompal, Mr Jagatpal	
Plumbing Equipments	A O	Mr B B Srivastava	Ms M Aggarwal	Mr Anhul D Mr Harender Singh	
Furniture	A O	Mr A Halder	Ms Deepali Ms Saba Naaz	Mr Deepak Mr Sunderlal	
House Keeping	A O	A.O	Mr Y Malik, Ms Binu	Mr Santhosh Kumar	
Stationery Room	VPL	Ms A Panda	Ms Monika P	Ms Ruchika K Ms V Jain	
Arboriculture (Items & Implements)	HM (Sr)	Ms N Bhatnagar	Ms P Chand	Mr U Verma	
Medical Room	HM (Sr)	Ms Princy	Ms Poonam S	Ms V Oberoi	
Smart Class Rooms	HM (Sr)	Ms Amita Ganjoo	Ms.M.Gulati Ms Rani Vaid	Concerned Cls Trs.	
Transport	VPL	Mr B B Srivastava	Mr A Halder Mr Y Malik	Mr Varughese	

- From the previous experiences it is being observed that the Stock Verification for the Junior Library has been an eye wash during these last 08 years. In view of the same a strict advisory is being issued to all the staff members to discharge the responsibility assigned to them diligently and in a fair manner. The members of the committee shall procure vouchers from the accounts section or statement of purchases from the accounts section and match the same in the Stock Registers.
- The stock checking of the school library will be carried out during the summer vacation (15 May – 21 May 18). For all the other departments the final report is to be submitted along with the recommendations for writing off the unserviceable items latest **by 31 Mar, 18 in the VPL's Room. No staff member will be relieved of his/her duties until the the Stock Checking Report completed in all respects counter signed by the respective Reporting Officers is submitted to the VPL.**

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

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