

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 Asha Menon	Mr J M Pant	Mr Y Malik, Mr J M Pant
	Physics	VPL	Ms Megha C	Mr R K Sikri	Ms Samra R
	Chemistry	VPL	Ms Vibha Jain	Ms Rani Vaid Ms Indula M	Ms Swati C
	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 Ms Richa M, Ms Nivedita B
Sports and Games including fitments in the Playfield.		VPL HM (Sr) HM (Pr)	Mr Dinesh B	Mr Vardhan S Ms Rani Negi	Ms Namrta K Ms D Prabhakar
Music /Dance including Costumes		HM (Pr) HM (PP)	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 (PP)	Ms P Khanna	Ms V Khurana	PP-I & II Teachers
Auditorium		A.O.	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
Swimming Pool		VPL	Ms Rani Negi	Mr D Bist	Ms.Parimeeta K
Electrical Equipment		A O	Mr Anoop Dixit	Mr Swapan	Mr Ompal, Mr Jagatpal
Plumbing Equipment		A O	Mr B B Srivastava	Ms M Aggarwal	Mr Anoop D Mr Harender Singh
Furniture		A O	Mr A Halder	Mr Mohit 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 V Oberoi	Mr U Verma
Medical Room		HM (Sr)	Ms Princy	Ms Poonam S	Ms V Oberoi
Smart Class Rooms		HM (Sr) HM (Pr)	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
Atal Tinkering Lab		HM (Sr)	Mr U Verma	Ms Sunayana P	Ms Rani Vaid Mr Deepak

- 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 ask for 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. 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, 19 in VPL's office. No staff member will be relieved of his/her duties until the Stock Checking Report, complete in all respects counter signed by the respective Reporting Officers is submitted to the VPL.**

Distribution

VPL, HMs, A.O.

Staff (via e-mail)

A Razdan – File / Office Notice Board

Website

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

