



ION/07/2016-17

LIST OF SCHOOL TELEPHONE LINES

S NO	TELEPHONE NO	POSITIONED AT	ATTENDED BY		I/Cs FOR MAINTNANCE
1	2538530	EPABX BOARD	Ms A Razdan		SL NO. 1-7 I/C : A.O.
2	2534064	EPABX BOARD	Ms A Razdan		
3	2544925	PPL ROOM (DIRECT LINE)	Principal		
4	2537026	MEDICAL ROOM (DIRECT LINE)	School Doctor & Nurse		
5	2538533	EPABX BOARD	Ms A Razdan		
6	4266408	VPL's OFFICE	Vice Principal		
7	4266409	PRINCIPAL's OFFICE	Principal		
	EXTENSIONS		CODE		SL NO. 21-30 I/C : A.O.
1	21	PRINCIPAL	8888	PPL	
2	22	VICE PRINCIPAL	8859	VPL	
3	23	HM (SR)	8855	HM (Sr)	
4	24	HM (PR)	8857	HM (Pr)	
5	25	MONT I/C	8884	Mont I/C	
6	26	A.O.	8818	A.O.	
7	27	ANJUNI/BINU	--	--	
8	28	MALIK/SANTOSH	--	--	
9	29	MR B B SRIVASTAVA	8820	TPT I/C	
10	30	ACCOUNTS	Mr Varghese M John		
11	31	BIO LAB	Mr U Verma		SL NO. 31-38 & SL NO. 43-48 I/C : VPL
12	32	MEDICAL ROOM	Staff Nurse		
13	33	COMP LAB (SR)	Ms N Anju		
14	34	LIBRARY (SR)	Ms A Bhardwaj		
15	35	CONF. ROOM	A.O.		
16	36	GUARD ROOM	Guards on duty		
17	37	EXAM CELL	Ms M Tripathi		
18	38	CHEM. LAB	Ms V Jain		
19	43	PHYSICS LAB	Ms R Vaid		
20	44	LIBRARY (JR)	Ms M Baweja		
21	45	AUDITORIUM	A.O.		
22	46	HOME SC. LAB	Ms Neha		
23	47	COMP LAB (JR)	Ms Asha Menon		
24	48	COUNSELLOR	Ms Aditi Gaur		

- EPBX Board I/C, Ms A Razdan and Ms Binu Baby (LDC) and other employees of the Admin Block are required to ensure that the Peons do not pick up the incoming calls.
- **School Doctor / Nurse are to maintain the record of all outgoing calls in the Medical Room.** Misuse of telephone by making personal calls on the school landline is not permitted.
- The staff attending to the school telephone lines / Intercom (extension lines) is to ensure a smooth run of above lines all days a week.

AMC VENDOR : SIGNITY TECHNOMART

Date : 09 May, 2016

Asha Prabhakar
(Principal)

Distribution

VPL, HM (Sr), HM (Pr), Mont I/C / A.O. / School Nurse
All Teaching Staff, Website I/C, Transport Incharge
A Razdan (File)
Mr Suraj Prakash (Secretary, SMC) & CES office