

ION/07/2018-19

Date: 01 May, 2018

ACADEMIC SESSION 2018-19

The following areas of work are to be carried out by the designated staff :

S NO	AREA OF WORK	I/Cs	CEASE ACTION
1	Police verification of new employees	Mr Anoop Dixit	15 May, 18
2	Verification of Private School Buses and Vans including Drivers & Conductors	Mr B B Srivastava Mr Anoop Dixit Ms Vinaya Pujari Ms Sarika Passi	15 May, 18
3	Safety and Security of the School Campus Gate-1 & 2	Mr A Halder Mr Ajay Kumar E.O.	All time vigilance & monitoring is mandatory (On all working days)
4	Maintenance of Visitor's Register- A track of visitors entering and exiting the school premises to be maintained and checked every 02 hours	Ms Anjuni Razdan Ms Binu Mr Ajay Kumar	All time (On all working days)
5	Security of Wash Rooms ensuring the availability of Lady Guards / Sahayika / Safai Karamchari at all times.	Mr A Halder Mr Ajay Kumar VPL & HMs	All time (On all working days)
6	Generation of ID-Cards of new staff members / support staff members	VPL, HMs & Mr J M Pant	15 May, 18

Distribution
VPL, HMs, A.O
Admin Dept

Asha Prabhakar
(Principal)
स्वच्छ भारत
एक कदम स्वच्छता की ओर