

ION/05/2021-22

Date: 16 July, 2021

ANNUAL STOCK TAKING (2020-21)

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			PERIOD OF STOCK TAKING
			IN-CHARGE	CO-ORDINATOR	MEMBERS	
Labs	Home Science	VPL	Ms N Gupta	Ms S Walia	Ms R Gathania Ms Komal	19 – 21 Jul, 2021
	Artificial Intelligence	HM(Sr)	Ms Sheetal S	Ms K Joshi	Ms Vaishali M	
	Jr Comp - Hardware	HM(Pr)	Ms Sonam Malik	Mr Sachin Kumar Mr Yograj M	Ms Smriti S Mr Sunder	
	Jr Comp - Software	HM(Pr)	Ms Asha M	Ms Sheetal S Ms Sonam M	Mr Prabhat M	
	Middle School Computer - Hardware	HM(Sr)	Ms Meetu T	Mr Sachin Kumar Mr Yograj M	Ms Poonam S Ms Anita P Mr Narendra	
	Middle School Computer - Software	HM(Sr)	Ms Asha M	Ms Sheetal S Ms Sonam M	Ms Manisha A Ms Sheetal S	
	Sr Comp - Hardware	VPL	Ms Meetu T	Mr Sachin Kumar Mr Yograj M	Ms Anita P Ms Poonam S Mr Narendra	
	Sr Comp - Software	VPL	Ms Asha M	Ms Sheetal S Ms Sonam M	Ms Sheetal S Ms Manisha A	
	Resource Room	VPL	Ms Meenakshi G	Mr Yograj Malik	Mr Anshul D	
	Atal Tinkering	HM (Sr)	Ms Rani Vaid	Ms Prabhat M	Mr Umesh Verma Mr Deepak	
	Physics	VPL	Ms Swati Chawla	Mr Sanjay Dua	Mr Swapan M Ms Umesh K	22 & 23 Jul, 2021
	Chemistry	VPL	Ms Vibha Jain	Ms Vaishali Mittal	Mr Dinesh Bist Mr Anshul D	
	Maths (Pr/Sr)	VPL	Ms Anjali Sharma	Ms Namrata Kaushik	Ms Pooja Kapoor	
	Biology	VPL	Ms Vidhi Oberoi	Mr Indula M	Ms N Bhatnagar	
Library (Sr)		VPL	Ms Abha B	Ms S.Renakumar Ms Mamta Maggu	Ms M Arora Ms Nishi Saurabh Ms Sweta Gupta Ms K Shreya Ms Nivedita B	19 – 25 Jul, 2021
Library (Jr)		HM (Pr)	Ms Mamta Maggu	Ms Sharmishtha C Ms Abha B	Ms Vandana Kaul, Ms Mukul S Ms Kavita P, Ms Sumana S Mr Swapan M	
Mont Apparatus (Mont Sec)		HM (PP)	Ms P Khanna	Ms V Khurana	PP-I & II Teachers	19 – 23 Jul, 2021
Sports and Games including fitments in the Playfield and the fitments procured during the Sports Meet		VPL HM (Sr) HM (Pr)	Mr Dinesh B	Mr Vardhan S Ms Rani Negi	Mr Mohit Bholla Ms Pooja Kapoor	22 & 23 Jul, 2021
Music /Dance including Costumes		HM (Pr) HM (PP)	Ms Kavita P Ms S Sengupta	Mr P Pallavi	Ms N Nigam Ms R Bhattacharya	19 & 20 Jul, 2021
Art		HM (Sr)	Mr Yuvraj	Ms Kavita Pandey	Mr Niladri Ms Ruby Singh	19 & 20 Jul, 2021
Auditorium		A.O.	Mr P Pallavi	Ms R Sondhi	Ms Jagatpal	19 & 20 Jul, 2021

Band Instruments / Dress	HM (Sr)	Mr Vardhan S	Mr D Bist	Ms S Maitra	22 & 23 Jul, 2021
Swimming Pool	VPL	Ms Rani Negi	Mr D Bist	Ms.Parimeeta K	22 & 23 Jul, 2021
Electrical Equipment	A O	Mr Anoop Dixit	Mr Yuvraj	Mr Ompal, Mr Jagatpal	26 Jul, 2021
Plumbing Equipment	A O	Mr Ashkar Husain	Mr Mohit Bhola	Mr D Bist	26 Jul, 2021
Furniture (As per Fixed Asset Register)	A O	Mr A Halder	Mr Anshul D	Ms Neha Yadav Ms Payal Chauhan Ms Meena Aggarwal Mr Deepak Mr Harender	19 – 23 Jul, 2021
House Keeping	A O	A.O.	Mr Ajay Kumar	Ms Binu, Mr Ompal	
Stationery Room	VPL	Ms A Panda	Ms Monika P	Ms Ruchika K	
Arboriculture (Items & Implements)	HM (Sr)	Ms N Bhatnagar	Ms V Oberoi	Ms Smriti Sharma	
Medical Room	HM (Sr)	Ms V Oberoi	Ms Poonam S	Ms Ruchika Gupta	19 – 23 Jul, 2021
Smart Class Rooms	HM (Sr) HM (Pr)	Ms M Gulati	Ms Deepti Mehra	Concerned Cls Trs.	
Transport	VPL	Mr Anoop Dixit	Mr A Halder Mr Y Malik	Mr Varughese	

The Assets of General Science Lab are to be re-distributed to the Physics, Chemistry and Biology Labs under the supervision of Ms Indula Mishra and Mr Jagatpal. The relevant entries pertaining to giving of stocks and taking over the stock are to be made in the Stock Registers of all 04 Labs by 26 Jul, 2021.

A strict advisory is being issued to all the staff members to discharge the responsibility assigned to them diligently and in a fair manner, they are to report to the school on all the days mentioned in front of the areas of Stock Taking assigned to them. 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.

For all the departments the final report duly checked and verified by the Reporting Officers is to be submitted by the In-Charge along with the recommendations for writing off the unserviceable items latest **by 26 July, 21 in VPL's office personally.**

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL, HMs, A.O.

Staff (via e-mail)

A Razdan – File