

ANNUAL STOCK TAKING (2022-23)

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

| DEPARTMENT | REPORTING OFFICER | STOCK TAKING BOARD | | | |
|--|-----------------------------------|--------------------|--|---|---|
| | | IN-CHARGE | CO-ORDINATOR | MEMBERS | |
| Labs | Home Science | VPL | Ms N Gupta | Ms Sabri M | Ms Deepa C |
| | Artificial Intelligence | VPL | Ms Asha M | Mr Hansraj | Ms Rashi Anand |
| | Jr Comp - Hardware | HM(Pr) | Ms Alka Rai | Mr Rajkumar Ms Sonam M | Ms Garima Mr Sunder |
| | Jr Comp - Software | HM(Pr) | Ms Asha M | Ms Garima | Ms Leena M Mr Rajkumar |
| | Middle School Computer - Hardware | HM(Sr) | Ms Meetu T | Mr Mr Rajkumar Ms Sonam M | Ms Swati C Ms Yasha S Mr Narendra |
| | Middle School Computer - Software | HM(Sr) | Ms Asha M | Ms Meenakshi G | Ms Nupur B Ms Nisha R |
| | Sr Comp - Hardware | VPL | Ms Meetu T | Ms Meenakshi G Mr Rajkumar | Mr Yograj Ms Sumana Mr Narendra |
| | Sr Comp - Software | VPL | Ms Asha M | Ms Meenakshi G | Ms Alka R Ms Ankita Batra |
| | Resource Room | VPL | Mr Rajkumar | Ms Meenakshi G | Mr Yograj |
| | Atal Tinkering | HM (Sr) | Mr U Verma | Ms Divya M | Mrs Nupur S Ms Swati C |
| | Physics | VPL | Ms Swati C | Ms Namrta K | Ms Anita V Ms Subha R Mr Deepak |
| | Chemistry | VPL | Ms Vibha J | Ms Indula M | Ms Neerja B Ms Pooja K |
| | Maths (Pr/Sr) | VPL | Mr Sanjay D | Ms K Shreya | Ms Ruchika K |
| | Biology | HM (Sr) | Ms Vidhi O | Mr Indula M | Mr Mohit B |
| Library (Sr) | VPL | Ms Abha B | Ms Rumpa B Ms Mamta M | Ms Komal Ms Nishi Sourabh Ms Sweta Gupta Ms K Shreya Ms Nivedita B Ms D Tiwari | |
| Library (Jr) | HM (Pr) | Ms Mamta M | Ms Kamna J Ms Abha B | Ms Sona R Ms Dhanya P Ms Mukul S Ms Parimeeta K Ms Meena A Ms Charu G | |
| Mont Apparatus & Equipment (Pre Primary) | HM (PP) | Ms Neeru S | Ms Kuldeep S Ms Nitika Bhatia Ms Vibha K | PS & PP Teachers | |

| DEPARTMENT | REPORTING OFFICER | STOCK TAKING BOARD | | |
|---|---------------------------|----------------------------|--|--|
| | | IN-CHARGE | CO-ORDINATOR | MEMBERS |
| 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 | -- |
| Music /Dance including Costumes | HM (Pr) HM (PP) | Ms Kavita P Ms Sumana S | Mr P Pallavi | Ms Syed Humera Ms Kuldeep S Ms. Monika |
| Art | HM (Sr) | Mr Yuvraj | Mr Niladri S Das | Ms Arpita S Ms Ruby Singh |
| Auditorium | A.O. | Mr P Pallavi | Mr Swapan M | Ms Rachna S Mr Jagatpal |
| Band Instruments / Dress | HM (Sr) | Mr Vardhan S | Ms Sabari M Ms Mamta M | Ms Eva K and Ms. Ankita T |
| Swimming Pool | VPL | Ms Rani Negi | Mr D Bist | Ms Manami G Mr Vardhan S |
| Electrical Equipment | A O | Mr Anoop D | Mr Yuvraj P | Mr Ompal, Mr Jagatpal |
| Plumbing Equipment | A O | Mr Anil | Mr Mohit Bhola | Mr D Bist |
| Furniture (As per Fixed Asset Register) | A O | Mr A Halder | Mr Sanjay D Mr Anshul D Ms Sheuli G Ms Smriti S | Mr Deepak Mr Harender Mr Dipti |
| House Keeping | A O | A.O. | Mr Ajay Kumar | Ms Binu, Mr Ompal |
| Stationery Room | VPL | Ms Deepti | Ms Kritika Shreya Ms. Ruchika K | Ms Neha Yadav Ms Nandini Giridhari |
| Arboriculture (Items & Implements) | HM (Sr) | Ms Neerja B | Ms Gitika T | -- |
| Medical Room | HM (Sr) | Ms V Oberoi | Ms Poonam S | Ms. Jinu J |
| Smart Class Rooms | HM (Sr) HM (Pr) | Ms M Gulati | Ms Ruchika Gupta | Concerned Cls Trs. |
| Transport | VPL | Mr Anoop Dixit | Mr A Halder Mr Ravindra Singh | Mr Varughese |

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.

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 29 May, 2024 in VPL's office personally.**

Asha Prabhakar

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution
VPL, HMs, A.O.
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A Razdan – File