

केन्द्रीय विद्यालय वीरभूम
अवदारपुर, एफ सी आई गोदाम के पास
डाकघर: वरावगान, जिला: वीरभूम
पश्चिम बंगाल, पिन-731103
दूरभाष: 03462 - 250818, 250515
ई-मेल: principalkvbirbhum@gmail.com



Kendriya Vidyalaya Birbhum
Abdarpur, Beside FCI Godown
PO-Barabagan, District: Birbhum
West Bengal, PIN-731103
Land Line: 03462 - 250818, 250515
E-mail: principalkvbirbhum@gmail.com

KVS Region Code: 06/ Station Code: 617/ KV Code: 2086/ CBSE School Code: 19210 /Affiliation No. 2400052/UDIES No: 19082100107

एफ25043/2086/केविबीरभूम/Admn/2020-2021/ 116

दिनांक / Date 11.06.2020

OFFICE ORDER

It is hereby directed to following staff members to shoulder the duties & responsibilities for the Academic year 2020-21 with immediate effect. The In-charges will be held responsible in any lapses in their respective duties assigned by the undersigned with effect from **20.06.2020**

COMMITTEES FOR THE SESSION: 2020-2021

S. No.	NAME OF THE COMMITTEE	MEMBER
1.	ADMISSION	1. Smt. Joyee Bagchi (I/C) 2. Smt. R D Biswal 3. Ms. B Roy 4. Sh.Ankit Kumar Yadav
2.	EXAM (INTERNAL) SECONDARY	1. Sh. Varun Kumar (I/C) 2. Sh. Shivnandan Agrawal 3. Smt. K.Bandyopadhyay 4. Sh. Nimai Hansda
3.	EXAM (INTERNAL) PRIMARY	1. Sh. ParasVerma(I/C) 2. Sh. Baikunth Kr. Yadav
4.	EXAM(CBSE/EXTERNAL)	1. Smt. Nitesh (I/C) 2. Sh. Madhukar Kr. Singh
5.	TIME TABLE	1. Sh. Shivnandan Agrawal I/C) 2. Sh. Varun kumar 3. Smt.Joyee Bagchi 4. Smt. R D Biswal
6.	CCA	1. Sh. Praveen Singh (I/C) 2. Smt. Joyee Bagchi 3. Smt. R. D. Biswal
7.	DISCIPLINE	1. Smt. Kuheli Biswas (I/C) 2. Sh. A k Gautam 3. Smt. R. D. Biswal 4. Sh. P k singh 5. All Class teachers

8.	ACADEMIC PLANNING COMMITTEE	1. Sh. Varun Kumar (I/C) 2. Sh. Shivnandan Agrawal 3. Smt. K. Bandyopadhyay 4. Smt. R. D. Biswal
9.	ICT uses, Maintenance and Upkeep of Computers and Printers	1. Sh. Madhukar Kr. Singh (I/C) 2. Sh. A K Gautam 3. PGT Computer Science
10.	CONTRACTUAL STAFF (SALARY/LEAVE)	1. Sh. Sanjit Tikader (I/C) 2. Sh. Nimai Hansda
11.	MORNING ASSEMBLY (SUPERVISION)	1. Smt R D Biswal (I/C Programmes) 2. Smt K Biswas (I/C Discipline) 3. Sh A K Gautam (I/C PA System) 4. Sh R K Pal 5. All Class teachers
12.	FURNITURE	1. Sh A K Meena (I/C) 2. Sh. Baikunth Kr. Yadav
13.	ACCOUNTS/TAX	1. Sh. Sanjit Tikader(I/C) 2. Sh. Mukesh Kumar
14.	AEP & GENDER SENSITIZATION	1. Smt. R D Biswal (I/C) 2. Smt. K Biswas 3. Sh Varun Kumar
15.	EXCURSION & TRANSPORT	1. Sh. R K Pal (I/C) 2. Sh. Ankit Kumar
16.	REPAIRING & MAINTENANCE (CIVIL/ELECTRICAL FITTINGS) OF SCHOOL BUILDING	1. Sh. A K Gautam (I/C) 2. Sh. A K Meena
17.	SWACHH VIDYALAYA	1. Sh. A k meena (I/C) 2. Smt. J Bagchi 3. Smt. K Biswas
18.	CLEANING MATERIAL PURCHASE COMMITTEE and its Upkeep	1. Smt. K Biswas(I/C) 2. Sh. Varun Kumar 3. Smt. J Bagchi 4. Sh. A K Gautam
19.	BEAUTIFICATION OF VIDYALAYA, GARDENING AND GRASS CUTTING	1. Smt. Rashmi(I/C) 2. Sh. Paras Verma 3. Sh. R K Pal

20.	NEWS LETTER MAGAZINE	1. Sh. P K Singh 2. Smt. J Bagchi 3. PGT English 4. Sh R K Pal
21.	PHOTOGRAPHY PRESS & PUBLICITY	1. Sh. Madhukar Kr. Singh 2. Sh. ParasVerma 3. Computer instructor
22.	PURCHASE COMMITTEE	1. Sh. Amit Kumar Meena (I/C) 2. Sh. P K Singh 3. Sh A K Gautam 4. Smt. R D Biswal 5. Sh Ankit Kumar
23.	LIBRARY COMMITTEE	1. Ms. B Roy (I/C) 2. All Class teacher
24.	SCOUTS & GUIDE	1. Sh. M K Keshri (I/C scout and Cub)
25.	RAJ BHASHA & HINDI	1. Sh. P K Singh (I/C) 2. Sh R K Pal 3. Sh. ParasVerma
26.	RTE & RTI	1. Ms. B Roy (I/C) 2. Sh. Madhukar Kr. Singh
27.	PTA Meetings	1. R K Pal (I/C Secondary) 2. Smt. J Bagchi 3. Smt. Rashmi(I/C Primary) 4. Smt R D Biswal
28.	MEDICAL CHECK UP & FIRST AID COMMITTEE	1. Smt. K Biswas (I/C) 2. Smt. Rashmi 3. All Class Teachers
29.	SF & VVN ACCOUNTS & PROPER KEEP OF OFFICE RECORD and CS 54 FILLING	1. Sh. Sanjit Tikader (I/C) 2. Sh. Mukesh Kumar
30.	UBI, FEES, SALARY, STUDENT ENROLLMENT STAFF VACANCY	1. Sh. Sanjit Tikader (I/C) 2. Sh. Mukesh Kumar
31.	HINDI & SANSKRIT SUBJECT COMMITTEE	1. Sh P K Singh (I/C) 2. Sh R K Pal 3. Sh. ParasVerma
32.	ENGLISH SUBJECT COMMITTEE	1. Smt. J Bagchi (I/C) 2. PGT English

33.	SOCIAL SCIENCE SUBJECT COMMITTEE	1. Sh. Mukesh Kr. Kesri(I/C) 2. Smt. Nitesh 3. Sh. Varun Kumar
34.	SCIENCE SUBJECT COMMITTEE	1. Smt. K Bandhyopadhyay (I/C) 2. Sh. A K Meena 3. PGT Biology 4. PGT Computer science
35.	MATHS & COMPUTER SCIENCE COMMITTEE	1. Sh. Shivnandan Agrawal(I/C) 2. PGT Computer Science 3. Sh. Ankit Kumar
36.	GAMES & SPORTS COMMITTEE	1. Smt. K Biswas (I/C) 2. Smt. R D Biswal
37.	Shala Darpan	1. Sh. A K Meena(I/C) 2. Sh. Paras Verma 3. Computer instructor
38.	Communication Skills	1. Smt. J Bagchi (I/C) 2. PGT English
39.	Back to Basics- Implementation	1. Sh R K Pal(I/C)
40.	GPS-Audit	1. Sh. Sanjit Tikader(I/C)
41.	NCC/CO Club/Maintenance of Labs.	1. Sh. Madhukar(I/C) 2. Sh. A K Gautam 3. PGT Computer Science
42.	POSCO & Other related to Sexual Harrassment etc	1. Smt. Kuheli Biswas (I/C) 2. Sh. Varun Kumar 3. Smt. R. D. Biswal 4. Sh. P k singh
43.	Disaster Management Committee	1. Sh. A k Gautam(I/C) 2. Smt. Kuheli Biswas

Copy to

1. All Staff Members
2. Guard File (Office Order)

Sh. A. K. Gautam
Principal (I/C) 11/06/2020

प्राचार्य / Principal
केन्द्रीय विद्यालय बीरभूम
KENDRIYA VIDYALAYA BIRBHUM
एफ. सी. आइ. गोदाम के निकट
सिउड़ी, बीरभूम
पश्चिम बंगाल- 731103