

Kala Niketan Sr. Sec. Bal Vidyalaya

Durga Puri Extn., Delhi – 110093

Ref. No: KBV/5(3)/2021-22/Cir./

Date:

Circular No

Subject:- Physical Verification of school property & m/o Stock Register 2022-23.

As per Rule 59(2) (VIII) of Delhi Schools Education Act & Rules 1973 (DSEAR), the physical verification of the school property and stock to be conducted at least once a year and ensure the maintenance of stock registers neatly and accurately. Keeping in view, the following arrangement is made to conduct the physical verification of school property & concerned incharge will be responsible for accurate verification & maintenance of stock registers: verification & m/o stock registers will be completed up to 22.05.23 put up to undersigned on 24.05.23 & 25.05.2023 for counter signatures:

1. Mr. Harsh Kumar Verification & m/o Furniture & Fixtures
2. Mrs. Deepshikha Sharma Verification & m/o Library-counting of books, bind torn books.
Ms. Sudha
Mrs. Kavita Sharma
3. Mrs. Jyoti Arya & Completion of Examination Registers & Other Records
Mrs Geeta Garg Verification of Examination Copies / Stock & m/o Gestatner record.
4. Mrs. Preeti Tyagi Integrated Science Lab Check stock, note the discrepancy & any requirement of
Consumable items and stock Registers.
5. Mrs. Jyoti Verma Non consumable items in stock Registers, Acid Register &
m/o stock register of Eco-Club etc.
6. Mrs. Preeti Sharma Verification & m/o stock register of Mathematics Lab & any requirement.
7. Mrs. Kalpna Sharma Verification & m/o Pre- School & Pre Primary Stock Register
& Preparation of Pre- School Kits.
8. Mrs. Sunita Sharma Verification & m/o Accounts, stock of receipt books, donation books & A/c related to
record to be maintained & binded.
9. Vinay Kumar Sharma Verification & m/o Games & sports,, equipment stock register, issue register.
Cumulative Record Register & requirement if any.
10. Mr. S.P. Sharma Admission withdrawal Register, Admission forms etc.
Mrs. Rita Choudhary
11. Mrs. Akansha Sharma Verification & m/o stock registers of Computer lab & Smart Boards any requirement of
computer lab etc
12. Mrs. Anupma Kaushik All current & old files verification of record

Mrs. Deepshikha Sharma

13. Mrs. Surabhi Tripathi Verification stock registers of Work Experiences & Miscellanies items etc
14. Mr. S.A.K. Zaidi Electrical Appliance & Audio Visual equipments maintained stock register
15. Mrs. Anjali Verification & m/o stock register of Disaster Management & Social Science lab.
16. Mrs. Preeti Tyagi Verification & m/o stock register of Memories of KBV.
17. Mrs. Kalpana Verification of stock Register of Drawing & decoration work
18. Ms. Sudha Complete activity register, record file and requirement if any.
19. Mrs. Sonia Check Kala Niketan Times, collect for school magazine.
20. - Complete list of CWSN students material for such students and maintain stock register

S.P. Sharma
Vice Principal

Copy to:

1. Manager, KBV, for information please.
2. All incharges, KBV, for strict compliance of the above.

S.P. Sharma
Vice Principal