

<b>केन्द्रीय विद्यालय</b> <b>दुलहस्ती पावर स्टेशन</b> <b>किश्तवाड़-182206</b> वेबसाइट: <a href="http://www.kishtwar.kvs.ac.in">www.kishtwar.kvs.ac.in</a> दूरभाष :- . 01995-259846 (O)/ फैक्स: 01995- 261066(R) ई-मेल: kvkishtwar@rediffmail.com	 <b>केन्द्रीय विद्यालय संगठन</b> KV CODE - 1685	<b>KENDRIYA VIDYALAYA</b> <b>Dulhasti Power Station,</b> <b>KISHTWAR – 182206</b> Website: <a href="http://www.kishtwar.kvs.ac.in">www.kishtwar.kvs.ac.in</a> Telephone. 01995-259846 (O)/ Fax :- 01995- 261066(R) E-Mail: kvkishtwar@rediffmail.com <b>CBSE AFFILIATION NO.:- 700015</b>
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The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2022-23. All the members of the staff are requested to extend their wholehearted cooperation. The in-charge of each **committee shall be the convener of the committee**. The conveners are requested to hold meeting of their committee under intimation to the undersigned, **prepare an action plan for the year after discussing details with the members and submit a report to the undersigned by 07.04.2022**. The committees will meet at regular intervals and review the progress of their program. The convener will maintain a record of their planning, implementation and follow up of the activities. Your contribution and support in the Vidyalaya is solicited.

### COMMITTEES FOR SESSION 2022-23

1.CCA COMMITTEE (SECONDARY)		Duties & Responsibilities	SIGN.
1	Ms. Ankita , TGT(Hindi) I/C	Preparation of calendar of activities, Division of students in to 4 houses, Conduct various Competitions and Vidyalaya Annual Day/Sports day, maintaining record etc.	
2	Ms. Shoba, TGT(Eng.)		
3	,PGT(Hindi)		
4	Mr. Sunil Kumar, TGT(Skt.)		
5	Mrs. Bhavna Dubey, PRT(Music)		

2.CCA COMMITTEE (PRIMARY)		Duties & Responsibilities	SIGN.
1	Ms. Seema, PRT	As per Secondary	
2	Mr. Santosh Kumar Meena, PRT		
3	Mrs. Bhavna Dubey, PRT(Music)		

3.EXAMINATION(SECONDARY)		Duties & Responsibilities	SIGN.
1	Mr. Sandeep Tak, PGT(Eco), - I/C	To plan Activity Schedule & PT/HYE/SEE schedule well in advance, intimate the students about the dates, setting of the question papers well in time moderation and final declaration of the result. Ensure that the examinations activity and recordings are done properly. Arrangement and necessary materials for the smooth conduct of examination.	
2	Mr. Pramod Kumar, TGT(WE)		
3	Mr. Shiva, TGT(Maths)		
4	Ms. Akansha, TGT(Sc.)		
5	,Computer Instructor		
6	Mr. Gulam, Lab. Attd.		

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4.EXAMINATION(PRIMARY)		Duties & Responsibilities	SIGN.
1	Ms. Khama Sharma I/C	According to Secondary and KVS norms	
2	Mr. Tilak Raj, PRT		
3	Mr. Rakesh Kumar, PRT		
4	Mrs. Shivani, PRT		

5.ADMISSION COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)- I/C	To process registration, verification and admission strictly as per KVS guidelines 2022-23.	
2	Mr. Shivraj Meena, PGT(Hist.)		
3	Mr. Pramod Kumar, TGT(WE)		
4	Mr. Sy. Ameen Ul Hassan, TGT(Lib)		
5	Mr. Pradeep Kumar, TGT(P&HE)		
6	Mr. Tilak Raj, PRT		
7	Ms. Chanchal		
8	Ms. Shivani		

6.SUBJECT COMMITTEE		Duties & Responsibilities	SIGN.
English	Mr. Ashok Kumar, PGT(Eng.) and all TGTs(Eng)	Prepare agenda points and conduct the subject committee meetings once in a month in the presence of Principal. Primary Teachers may also called at the time of meeting for bridge between primary and Secondary.	
Hindi	Ms. Ankita , TGT(Hindi) I/C PGT(Hindi), Mr. Sunil Kumar TGT(Skt.)		
Maths	Ms. Ruchi, TGT(Maths) Mr. Shiva, TGT(Maths) PGT(Maths)		
Science	Ms. Ushmi Bala, PGT(Chem), Mr. Mukesh Kumar, PGT(Phy) PGT(Bio), Ms. Akansha TGT(Sc.)		
Soc. Sci.	Mr. Sandeep Tak, PGT(Geo) Mr. Shivraj Meena, PGT(His), PGT(Geo) Mr. Mithlesh Kumar, TGT(SST)		

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7.DISCIPLINE COMMITTEE		Duties & Responsibilities	
1	Mr. Pradeep Kumar, TGT(P&HE)-I/C	To deal effectively with all cases of indiscipline, late coming etc ,to maintain discipline during all functions and programme .Reporting undesirable cases to Principal / Class Teachers.	
2	Mr. Shivraj Meena,PGT(His)		
3	Mrs. Asia, PGT(Pol. Sc.)		
4	Mr. Sunil Kumar , TGT(Skt)		
5	Mr. Sandeep Dahia , PRT		
6	All class Teachers		

8.CLEANLINESS & COVID SOP GUIDELINES FOLLOW UP COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Prakash Soni, TGT(AE)-I/C	To maintain the cleanliness and sanitation of the Vidyalaya. Awareness of cleanliness among staff and students through activities.	
2	Mr.Manoj K. Verma, PGT(CS)		
3	Mr. Pramod Kumar, TGT(WE)		
4	Mr. Rakesh Kumar, PRT		
5	Mr. Pradeep Kumar, TGT (P&HE)		
6	Mr. Gulam Hussain, Lab. Attd.		
7	Mr. Rakesh Kumar, Lab. Attd.		

9.SCHOOL MAGAZINE		Duties & Responsibilities	SIGN.
1	Mr. Ameen Ul Hasan, Librarian	To collect and check the articles for the timely publication of the magazine. Preparation and maintaining e-magazine.	
2	Ms. Ankita , TGT(Hindi)		
3	Mr. Ashok Kumar, PGT(Eng.)		
4	Mr. Sunil Kumar, TGT(Skt)		
5	Ms. Krishna Meena, TGT(Eng.)		
6	Ms. Khama Sharma, PRT		

10.CMP		Duties & Responsibilities	SIGN.
1	Mr. Inderjeet, PRT- I/C	Plan and implement programmes to ensure minimum levels of learning by making primary class rooms a wonderful place of learning through learning activities. To devise new and interesting teaching strategies for the purpose. To coordinate all the activities related to CMP . Preparation of Newsletter, to	
2	Ms. Chanchal, PRT		
3	Mr. Santosh Kumar Meena		
4	Mrs.Nisha, PRT		

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monitor TLM Requirement and purchase and maintenance of stock.

11.EQUIP/ACP	Duties & Responsibilities	SIGN.
1 Ms. Akansha, TGT(Sci.) I/C	To conduct the activities as per calendar of KVS.	
2 Mr. Pramod Kumar, TGT(WE)		
3 Ms. Ruchi, TGT(Maths)		
4 Mr. Sunil Kumar, TGT(Skt)		
5 Mr. Prakash Soni, TGT(AE)		
6 Ms. Bhavana Dubey, PRT(Music)		

12.RAJBHASHA	Duties & Responsibilities	SIGN.
1 Mr. Sunil Kumar, TGT(Skt)	To spread the use of the National Language among students and staff. To prepare quarterly /annual reports on implementation official languages. To plan celebrating HINDI FORTNIGHT etc.	
2 Mr. Javed Iqbal ,SSA		
3 PGT(Hindi)		

13.ART AND CRAFT	Duties & Responsibilities	SIGN.
1 Mr. Prakash Soni, TGT(AE)- I/C	To find out and implement cultural programmes.	
2 Mrs. Bhawna Dubey, PRT(Music)		
3 Mr. Pardeep Kumar, PRT		

14.LIBRARY	Duties & Responsibilities	SIGN.
1 Mr. Ameen Ul Hasan, Librarian	To ensure smooth functioning of the library.	
2 Mr.Manoj K. Verma, PGT (CS)		
3 Ms. Ruchi, TGT(Maths)		
4 Mr. Sanjeev Singh Dahia		

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15.PA SYSTEM		Duties & Responsibilities	SIGN.
1	Mr. Pramod Kumar, TGT(WE)-I/C	Maintain PA system/CCTV/Electricity of the Vidyalaya during assembly and all activities of the Vidyalaya.	
2	Mr. Inderjeet, PRT		
3	Ms. Bhavna Dubey, PRT (Music)		
4	Mr. Rakesh Kumar, Lab. Attd.		
5	Mr. Gulam Hussain, Lab. Attd.		

16.FURNITURE COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Shivraj Meena, PGT(His) I/C	To maintain the stock of all furniture in the Vidyalaya .Prepare condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture .Arrange for repair of broken furniture if any. Plan purchase as per availability of furniture.	
2	Mr. Ameen Ul Hasan, Librarian		
3	Mr. Rakesh Kumar, Lab Attd.		

17.NCC		Duties & Responsibilities	SIGN.
1	Mr. Shiv Raj Meena, PGT(Eco)	Coordination with NCC higher authorities, selecting , awareness and preparing students for NCC.	
2	, TGT(P&HE)		

18.TIME TABLE		Duties & Responsibilities	SIGN.
1	Mr. Ashok Kumar, PGT(Eng.) (I/C Sec.)	TO PRAPRE TIME TABLE AS PER GUIDELINES ISSUED BY KVS.SUBSTITUTION WORK ARRANGMENT, PREPERATION OF TIME TABLE FOR SPECIAL CLASSES.	
2	, PGT(Maths)		
3	Mr. Mithilesh Kumar, TGT(SST)		
4	Mr. Inderjeet (Primary I/C)		
5	Mr. Rakesh Kumar, PRT		
6	Mr. Santosh Meena, PRT		

19.TLM		Duties & Responsibilities	SIGN.
1	Rakesh Kumar, PRT- I/C	Proper arrangement and maintenance of teaching learning material. To see that necessary teaching aids	
2	Mr. Sanjeev Singh Dahia, PRT		

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	are purchased and made available to the subject teachers and maintenance of the stock.	
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20.DISPLAY BOARD		Duties & Responsibilities	SIGN.
House Master for House Display Boards		To maintain and update display boards with correct information.	
1	Ms. Prakash Soni, TGT(AE)-I/C		
2	Mr. Sunil Kumar, TGT(Skt)- Block 3 & 4		
3	, PGT(Geo)		
4	Mr. Pramod Kumar, TGT(WE)-Block 1 & 2		
5	Mrs. Krishna Meena, TGT(Eng)		

21.FIRST AID/MEDICAL CHECKUP COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Pramod Kumar, TGT(WE)- I/C	To purchase necessary first -aid materials and make them available to students when needed and to provide the necessary help to those who require it.	
2	Ms. Akansha Sharma, TGT(Sci)		
3	Ms. Nisha , PRT		
4	Mr. Pardeep Kumar, PRT		
5	,Yoga Coach		

22.GUIDANCE/COUNSELLING		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)- I/C	To give guidance and counselling to students ,arrange for guest lectures.	
2	Mr. Sy. Ameen Ul Hassan,TGT (Lib)		
3	Ms. Khama Sharma, PRT		

23.BEAUTIFICATION		Duties & Responsibilities	SIGN.
1	Mr. Prakash Soni, TGT(AE)- I/C	To look after and the proper maintenance of the school garden, pruning of trees , maintenance of school compound and all other steps needed to beautify the building and campus. See that beautiful campus is not formed in a single day. A collective planning and regular monitoring to be done.	
2	Ms. Krishna Meena, TGT(Eng.)		
2	, PGT(Maths)		
3	, PGT(Bio)		
4	Mr. Rakesh Kumar, PRT		
5	,Yoga Coach		

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24.AEP		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)-I/C	To give guidance and counselling to students on AEP, arrange for guest lectures.	
2	, PGT(Bio)		
3	Ms. Krishan Meena , TGT(Eng)		
4	Ms.Akansha Sharma, TGT(Sci.)		
5	Ms. Khama Sharma		
6	Ms. Shivani, PRT		

25.SCOUT AND GUIDE		Duties & Responsibilities	SIGN.
1	Mr. Shiva TGT(Maths)- I/C	To plan and implement scouting/guiding activities in the Vidyalaya .To train the colour party for special occasions . To get the National flag ready for the National festivals .	
2	Mr. Mithilesh Kumar, TGT(SST)		
3	Mr. Manoj Kumar Verma, PGT(CS)		
4	Ms. Bhavna Dubey, PRT(Music)		
5	Mrs. Shoba, TGT(Eng)		
6	Ms. Krishna Meena, TGT(Eng)		
7	,Yoga Coach		

26.PHOTOGRAPHY/MEDIA		Duties & Responsibilities	SIGN.
1	Mr. Praksh Soni, TGT(AE)-I/C	To get the photography/Videography of important functions in the vidyalaya. Keep and provide record of all photos/videos of all programmes with captions, date wise keeping record on computer, providing photos for website updation.	
2	Ms. Shiva, TGT(Maths)		
3	Mrs. Krishna Meena, TGT(Eng.)		
4	Mr. Santosh Kumar Meena, PRT		
4	Comp. Instructor		

27.PAY BILL CHECKING		Duties & Responsibilities	SIGN.
Mr. Javed Iqbal I/C		To verify the pay bill with leave, Tax and other details of the employees.	
Mr. Ruchi, TGT(Maths)			
Mr. Sandeep Tak, PGT(Eco)			

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28.CBSE		Duties & Responsibilities	SIGN.
1	Ms. Ushmi Bala, PGT(Chem)-I/C	Conduct the All CBSE Examinations including registration of Class IX to XII and all correspondence with CBSE.	
2	Ms. Ruchi, TGT(Maths)		
3	Mr. Mukesh Kumar, PGT(Phy)		
4	,Compu. Instructor		
5	Mr. Rakesh Kumar, Lab. Attd.		

29.UBI and SHAALA DARPAN		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)- I/C	UBI fee verification. To disseminate messages timely to students and parents and other activities as per MGRM/KVS guidelines.	
2	Mr. Shiva, TGT(Maths)		
3	Mr. Ameen Ul Hasan, TGT(Lib)		
4	Comp. Instructor		

30.CS-54		Duties & Responsibilities	SIGN.
1	Mr. Manoj K. Verma, PGT(CS)	Verify the collection of fees including fresh admissions maintaining the register, reporting the defaulters if any to the class teachers . Cross checking the total collection with the entries in the class attendance register. To maintain the records of fees exemption (RTE and SGC)	
2	Mr. Shiva, TGT(Maths)		
3	Comp. Instructor		

31.ASSEMBLY COORDINATOR		Duties & Responsibilities	SIGN.
1	Ms. Shobha, TGT(Eng.), I/C	To make necessary arrangements for the smooth conduct of Assembly programmes as per the time schedule .To make useful /important announcements. Prepare the list of festivals (International, National & Regional importance) to be celebrated in advance and plan their celebrations in a befitting manner .Coordinate with CCA I/C and members.	
2	Ms. Pradeep Kumar, TGT(P&HE)		
3	Ms Ankita, TGT(Hindi)		
4	Mr. Pramod Kumar, TGT(WE)		
5	Ms. Bhavna Dubey, PRT (Music)		
6	Mr.Tilak Raj, PRT ,Yoga Coach		



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32.NATURE AND ECO		Duties & Responsibilities	SIGN.
1	Mr. Akansha Sharma, TGT(Sci) -I/C	To organize programmes to create awareness for protecting the environment. Ensure a plastic free campus. The major objective of the club is to make the child love his surroundings and protect the beauty of it by not disturbing the existence of the fellow beings.	
2	Ms. Ushmi Bala, PGT(Chem)		
3	PGT(Geo)		
4	Mr. Chanchal, PRT		

33.SEXUAL HARASSMENT COMMITTEE		Duties & Responsibilities	SIGN.
1	Ms. Ushmi Bala, PGT(Chem)	If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.	
2	Mr. Manoj Kumar Verma, PGT(CS)		
3	Mrs. Khama Sharma, PRT		
4			

34.INTERNAL COMPLAINT COMMITTEE "SEXUAL HARASSEMMENT OF WOMEN AT WORKPLACE			Duties & Responsibilities	SIGN.
1	Presiding Officer	KVS RO, Jammu	To develop a policy against sexual harassment of women at the Institute. To develop a policy against sexual harassment of women at the Institute. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures of KVS/Women commission.	
2	NGO Member			
3	Member	Mrs. Ushmi Bala, PGT(Chem)		
4	Member	Ms. Ruchi, TGT(Maths)		
5	VMC Member			

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CBSE AFFILIATION NO.:- 700015

35. GRIEVANCES AND REDRESSAL COMMITTEE			Duties & Responsibilities	SIGN.
1	MANOJ KUMAR VERMA, PGT(CS)	IN-CHARFGE	To monitor the various grievances, suggestions received from students and redressed the grievances with principal.	
2	Mr. Ameen Ul Hasan, Librarian	MEMBER		
3	MR. MITHLESH KUMAR, TGT(SST)	MEMBER		
4	MRS. KHEMA SHRAM, PRT	MEMBER		

36. EXTERNAL EXAMINATIONS AND COMPETITIONS			Duties & Responsibilities	SIGN.
1	MR. Mukesh Kumar, PGT(Phy)	IN-CHARFGE	Conduct various external examinations, guide to participants, motivate for participation, announcement and making report etc.	
2	Mr. Ameen Ul Hasan, TGT(Lib)	MEMBER		
3	Mr. Tilak Raj, PRT	MEMBER		
4	Comp. Instructor	MEMBER		
5	, Yoga Coach	MEMBER		

37. PISA COMMITTEE			Duties & Responsibilities	SIGN.
1	MR. Shivraj Meena, PGT(His)	IN-CHARFGE	To conduct PISA exam, training to teachers ,data uploading and maintaining the record of PISA.	
2	Mrs. Ruchi, TGT(Maths)	MEMBER		
3	Mr. Ameen Ul Hasan, Librarian	MEMBER		
4	MR. MITHLESH KUMAR, TGT(SST)	MEMBER		

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5	MS. KRISHNA MEENA, TGT(ENG.)	MEMBER		
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<b>37. SBSB COMMITTEE</b>			<b>Duties &amp; Responsibilities</b>	<b>SIGN.</b>
1	Mr. Pradeep Kumar , TGT(P&HE)	IN-CHARFGE	To conduct SBSB activities, training to teachers , data uploading and maintaining the record of SBSB.	
2	Mr. Ameen Ul Hasan, Librarian			
3	MR. Pramod KUMAR, TGT(WE)	MEMBER		
4	Mr.MANOJ K. VERMA, PGT(CS)	MEMBER		
5	Mr. Sandeep Singh Dahia, PRT	MEMBER		
6	Comp. Instructor	MEMBER		
7	Yoga Coach	MEMBER		
8				

<b>38. WEBSITE MANAGEMENT &amp; UPDATION COMMITTEE</b>			<b>Duties &amp; Responsibilities</b>	<b>SIGN.</b>
1	Mr.MANOJ K. VERMA, PGT(CS)	IN-CHARFGE	To update all pages of vidyalaya's website regular.	
2	Mr. Ameen Ul Hasan, Librarian	MEMBER		
3	MR. Pramod KUMAR, TGT(WE)	MEMBER		

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4	Comp. Instructor	MEMBER	
5	,PGT(Hindi)	MEMBER	

39. PURCHASE COMMITTEE			Duties & Responsibilities	SIGN.
1	MR. Pramod KUMAR, TGT(WE)	IN-CHARFGE	To purchase the items from GeM as per approval, maintain record and followed the procedure of KVS/GOI.	
2	Mr. Ameen Ul Hasan, Librarian	MEMBER		
3	Mr. Mithlesh Kumar , TGT(SST)	MEMBER		
4	Mr. Manoj K Verma, PGT CS	MEMBER		
5	Mr. Sandeep Tak, PGT(Eco.)	MEMBER		
6	Mr. Javed Iqbal, SSA	MEMBER		
7	Mr. Tilak Raj, PRT	MEMBER		

39. NISHTHA COMMITTEE			Duties & Responsibilities	SIGN.
1	Mr. Ameen Ul Hasan, Librarian	IN-CHARFGE- Secondary	To compile the details of training of teachers conducting by CBSE on DIKKSHA Platform.	
2	Computer Instructor	MEMBER		
3	Mr. Mithlesh Kumar , TGT(SST)	MEMBER		
4	Mr. Santosh Kumar Meena, PRT	IN-CHARFGE- Primary		
5	Yoga Coach	MEMBER		

# केन्द्रीय विद्यालय

दुलहस्ती पावर स्टेशन  
किश्तवाड़-182206

वेबसाइट: [www.kishtwar.kvs.ac.in](http://www.kishtwar.kvs.ac.in)

दूरभाष :- . 01995-259846 (O)/

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केन्द्रीय विद्यालय संगठन

KV CODE - 1685

## KENDRIYA VIDYALAYA

Dulhasti Power Station,

KISHTWAR – 182206

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CBSE AFFILIATION NO.:- 700015

39. SAFETY & SECURITY OF CHILDREN COMMITTEE			Duties & Responsibilities	SIGN.
1	Mr. Pradeep Kumar, TGT(P&HE)	IN-CHARFGE	To find out all risky/dangerous point in the Vidyalaya, removing these points, taking care of the safety and security of the children, Guide and training to the children for self-defense etc.	
2	Manoj Kumar Verma, PGT-CS	MEMBER		
3	Mr. Mithlesh Kumar , TGT(SST)	MEMBER		
4	Mrs.Khama Sharma, PRT	IN-CHARFGE- Primary		
5	Yoga Coach	MEMBER		

40. DATA COMPILATION COMMITTEE			Duties & Responsibilities	SIGN.
1	Manoj Kumar Verma, PGT-CS	IN-CHARFGE	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.	
2	Computer Instructor	MEMBER		
3	Yoga Coach	MEMBER		
4	Mr. Tilak Raj, PRT	MEMBER		
5	Mr. Shiva, TGT(Maths)	MEMBER		
6	Ms. Asia Aman, PGT(Pol. Sc.)	MEMBER		
7	Mr. Javed Iqbal, SSA	MEMBER		

PRINCIPAL