



# महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन

(शिक्षा मन्त्रालय, भारत सरकार के अधीन स्वायत्तशासी संस्था)

**Maharshi Sandipani Rashtriya Vedavidya Pratishthan, Ujjain**

(An autonomous organisation under Ministry of Education, Govt. of India)

17-3/2026(A&F)/MSRVVP/

Date : 15-06-2026

**Official Circular - 2034**

**For all Pathshala In-charges and for all Guru-Shishya Parampara Gurus.**

**Sub :- Safe custody and control of items from the perspective of students' safety-reg.**

Keeping the safety of students as the foremost priority, all Pathshala In-charges, office staff, teachers and other related personnel are hereby directed to ensure mandatory compliance with the following safety instructions at their respective places of duty:

1. All such items that are used in the kitchen or at any other place which may cause a risk of physical injury or accident of any kind shall be kept completely out of the reach of students.
2. It shall be ensured that after the completion of the work the aforesaid items are kept in a secure place under lock and key.
3. The employee concerned shall conduct a daily count of these items and ensure that no item is removed from its designated place without proper authorization.
4. If any item is found to be missing, the matter shall be reported immediately to the Pathshala In-charge and as deemed necessary, the bags of all students and any other place may be searched to ensure the recovery of the missing item.
5. If any sharp-edged or similar object is found lying unattended within the premises, the security personnel or the employee concerned shall immediately place it in its designated place and ensure its safe custody by securing it under lock and key.
6. The use of acids or any other chemical substances should be avoided as far as possible. In exceptional circumstances where their use is unavoidable, it shall be ensured that such substances are securely stored under lock and key immediately after use. Chemicals used for toilet cleaning, such as **Harpic, Toilet Cleaners, Phenyl and Other Similar Substances**, shall be stored in a safe and secure place completely out of the reach of students.
7. The use, possession, storage, or placement of any poisonous substances, including rat poison and similar materials, is strictly prohibited within the nearby area of Veda Pathshala/GSP Unit and hostel. This shall apply under all circumstances without exception.

**The secure handling and safe storage of the following items shall be ensured :**

- **Items used in Kitchen**
  1. Large and small ladles (karchi-s).
  2. Vegetable-cutting tools such as knives, etc.
  3. Gas lighters and matchboxes.
  4. Tawas, tongs, and other metallic utensils that may cause injury if used to strike someone.
- **Chemical and cleaning substances**
  1. Toilet cleaners such as Phenyl, Harpic and other acid-based cleaning agents.
  2. Bleaching powder.
  3. Detergents and other chemical substances.
- **Sports Equipment**
  1. Cricket Bat.
  2. Wickets (Stumps), etc.

In case of any negligence or security lapse, the In-charge/Employee concerned shall be held accountable individually.

(Prof. Viroopaksha V. Jaddipal)  
Secretary

- Copy to :
1. For information of Assistant Director (Acad).
  2. For information and compliance of all the Pathshalas and the GSP Units.
  3. Office Order File.

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