

Circular No. S-21/24

Date: 16/12/2024

DAV PUBLIC SCHOOL
BRS NAGAR, LUDHIANA

Dear Staff Members

The teachers who have been assigned any kind of printing work for the next session must submit compiled information in hard copy to the undersigned on 23rd December, 2024.

The work to be submitted includes:

1. Syllabus Booklets for Classes III to VII and IX
2. Student's Diary (School Almanac)
3. Teacher's Diary
4. School Calendar

Subject-wise inputs for any addition / deletion for syllabus booklets (Sr. No. 1) must be provided by the subject HODs to Mrs. Malwinder Kaur, Supervisor by 20th December, 2024 positively.

Treat it as urgent as winter vacation is about to start and printing work takes a lot of time.

Principal