

DAV PUBLIC SCHOOL
BRS NAGAR, LUDHIANA

Dear Staff Members
Greetings!

Hope you all have enjoyed your Summer Vacation and are waiting to join back. The school is ready to welcome the teaching staff back on 1st July, 2023 (Saturday) at 8:00 am sharp. I would like to share with you that during this summer break we have got wall tiles fixed on the walls of corridors of 1st, 2nd and a part of 3rd floor. There has been lot of dust and debris around due to this work, and the teachers are requested to ensure the following on 1st July, 2023.

1. Proper cleaning, dusting and setting of furniture in the class rooms / staff rooms.
2. Curtains should be hung properly in the class rooms and wall clock should be in working condition.
3. Lecture stand and teacher's table and chair should be properly laid in the class room.
4. Names of the students for the month of July should be entered in the Attendance Register.
5. Calculation of total and month wise attendance must have been completed up to May, 2023.
6. Class Time Table, Menu Chart, Books and Notebooks schedule, Roll No. wise students' duty chart and other important displays should be put up on the Bulletin Board.

The above mentioned work must be completed between 8:00 am to 10:30 am.
Teachers' food break from 10:30 am to 10:55 am.

7. Staff meeting will be held in the school auditorium from 11:00 am to 12:30 pm.
8. Diary writing and checking for the next week should be completed between 12:30 pm to 1:00 pm. and after that the staff can leave.

Principal