

**Duty list for return of notebooks on 2nd August, 2021**

**Overall Incharges: Ms. Poonam Vig and Manu Joshi**

CLASS TEACHER	CLASS	Support Staff	TEACHERS ON DUTY, (9 am – 10 am)	GATE NO.	Room allotted for storing
Ms. Parmjit Kaur	V A	Tara chand	Ms. Sonia Bhardwaj	1	LKG A
Ms. Sakshi Jain	V B	Harminder	Ms. Rimpay Khera		LKG B
Ms. Interject	V C	Kuldeep Mishra	Ms. Soviya Sharma		LKG C
Ms. Seema Sharma	V D	Surinder			LKG D
Ms. Sonia Bhardwaj	V E	Yudhveer	Ms. Bandhan Preet	2	LKG E
Ms. Sushma Chopra	V F	Bihari	Ms. Kanchan Devi		LKG F
Ms. Neha Jain	V G	Suresh Chand	Ms. Kirandeep		LKG G
Ms. Anu Kapoor	V H	Mohan			Pre KG A
Ms. Harjinder Kaur	VI A	Jatinder	Ms. Suman Arora	3	Pre KG B
Ms. Rajni Maheshwari	VI B	Karnail	Ms. Sumit Kaur		Pre KG C
Ms. Rachna Nayyar	VI C	Paramjit	Ms. Sakshi Jain		Pre KG D
Ms. Bandhan Preet	VI D	Anil rana			Pre KG E
Ms. Neha Verma	VI E	Umed	Ms. Beena Sharma	4	Pre KG F
Ms. Mamta Jain	VI F	Gurmeet	Ms. Priya Sharma		Pre KG G
Ms. Kirti Verma	VI G	Thamman	Ms. Silky Dhir		UKG A
Ms. Neha Lohia	VI H	Surinder(Library)			UKG B

**NOTE:**

- Teachers on gate should arrange tables for keeping the notebooks.
- Respective class teacher should collect the notebooks from the duty staff on the same day.
- Class teachers will further segregate the notebooks subject wise and will hand over the same to respective subject teachers.
- Class/ Subject teachers are free to use the rooms on the ground floor for checking as well as for making packets before returning the notebooks to parents.

**J.K. Sidhu**

**Principal cum ARO**