

DAV PUBLIC SCHOOL
BRS NAGAR, LUDHIANA

All the teachers of Sports department
Greetings!

In continuation of DAV/Admn.II/2023-2024/1060 dated 28/09/2023 and Circular No. S-06/25 dated 15/07/2025 of this institution, all must go through the following instructions carefully and adhere to these in letter and spirit:

- All the game in-charges must share the details of the tournaments along with the number of participants with Mrs. Kulwinder Kaur, HOD-Sports Faculty at least one day in advance/or first thing in the morning if information is received late.
- No sports teacher should leave the school with his/her team without submitting proper written information at the school reception.
- Whenever any sports teacher is to take any team/student for participation in Inter-School, District/State Tournaments or the tournaments organized by other agencies, then he/she must submit complete details i.e. detailed list of students/team members with their contact numbers duly signed by the teacher at school reception.
- The Entry/Exit Register, available with the Gate Keeper should be neatly and legibly filled clearly indicating the time of entry/exit.
- Ensure that only parents come to pick up the students in case they return late to school. In no case the students should be allowed to go with any other person, except when there is written permission of the parents.

For strict compliance by all the Sports teachers.

Principal