

**DAV PUBLIC SCHOOL**

**BRS NAGAR, LUDHIANA**

Dear Teachers  
Greetings!

As tomorrow is the last working day of the month, kindly note the following instructions:

1. Class attendance registers, duly completed in all respects, must be handed over to Ms. Shital Uppal.
2. Display boards in the classrooms must be vacated. All display material should be stored carefully for re-use in July, 2026. We don't wish to see lot of waste paper in the dustbins.
3. Keys of all laboratories properly labelled with name tags must be deposited with Mr. Vinod Kumar.
4. All glass windows in the classroom, labs, staff rooms, etc. to be tightly shut.
5. All four to six curtains being used in the Classroom/Lab etc. to be taken home by the Class Teacher/Incharge.
6. Staff personal schedule during summer vacation mentioning the dates of being out of station to be submitted in writing to the respective HODs.

(J.K. Sidhu)  
Principal