

Date : 28.07.2020

CIRCULAR

Please note that the 12th class students of academic session 2019-20 will get their Transfer Certificate, Character Certificate and provisional certificate from 4th Aug onwards and It will be issued section wise and roll number wise. The schedule is as follows. Kindly adhere to the timings.

DATE	SECTION	ROLL NUMBER	TIMINGS
04.08.2020	A	1 To 20	9 am to 10 am
		21 onwards	10.30am to 11.30 am
05.08.2020	B	1 To 20	9 am to 10 am
		21 onwards	10.30am to 11.30 am
06.08.2020	C	1 To 20	9 am to 10 am
		21 onwards	10.30am to 11.30 am

Due to corona pandemic situation, students should strictly follow the below mentioned instructions:

1. Students should wear mask and must keep social distancing
2. Students should carry the pen for signature
3. In school premises roaming & gathering will not be allowed.
4. Students should wear the school I-Card without I-card entry will not be allowed
5. Only one member should come from one family, whoever (mother/father / student) is coming to collect the documents they must carry the students I-Card.
6. Students are requested to bring one cancelled cheque from the account of Mother or father or self in order to get the security refund and it should submit at fees counter along with security refund form. The form is also available from the fees counter.


ARCHANA KOUL
Principal
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