

Dear Parents,

Greetings of the day !

The books and copies for the session 2020-21 will be issued as per the following time schedule in view of the ensuing lockdown.

**SCHEDULE FOR ISSUE OF TEXT BOOKS & COPIES FOR THE SESSION 2020-21**

Dates	Classes	Particulars	8.00 a.m. to 09.00 a.m.	09.00 a.m. to 10.00 a.m.	10.00 a.m. to 11.00 a.m.	11.00 a.m. to 12.00 p.m.	12.00 p.m. to 01.00 p.m.
10/05/2020	III	Books	Sec-A	Sec-B	Sec-C	Sec-D	
11/05/2020	IV & VI	Books & Copies	Sec-A	Sec-B	Sec-C	Sec-D	
12/05/2020	I & V	Books & Copies	Sec-A	Sec-B	Sec-C	Sec-D	
13/05/2020	IX	Books & Copies	Sec-A	Sec-B	Sec-C	Sec-D	
14/05/2020	II & VIII	Books & Copies	Sec-A	Sec-B	Sec-C	Sec-D	Sec-E
15/05/2020	VII & UKG	Books & Copies	Sec-A	Sec-B	Sec-C	Sec-D	
16/05/2020	XII	Books & Copies	Sec-A (Bio)	Sec-B (Bio)	Sec-C (Comp.Sc & Eco)	Sec-D (P.Ed)	Sec-E & F (Commerce & Humanity)

Parents are required to pay the charges of text books and note books (if not paid) by filling the yellow Challan available at **UCO Bank, Pokhariput Branch** or available with the security personnel at **Gate no -1** before the stipulated date and produce the Counterfoil at the Book Counter as per the above mentioned schedule. **Parents of Std-III to VIII, who have already collected the note books are requested to produce the payment receipt issued by the School and collect the pending compulsory books, if available, at the Book counter.**

**The cost of Compulsory Books & Note books:**

For Class- IX -Rs.1783/-

For Class-XII - Biology-Rs.1719/-, Comp.Sc-1675/-, P.Ed-2253/-, Commerce-1760/- & Humanity-Rs.1734/-

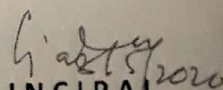
**N.B:-**A few Optional books of Class-IX, and XII are available at School Counter. Parents can take it on payment.

**IMPORTANT POINTS TO BE FOLLOWED :**

Please follow the following Standard Operating Procedure (SOP) while collecting the text books.

- Only one of the Parents/ Guardians should come to the school point to receive the text books. Under no circumstances the students should come to collect the books.
- Parents/Guardians must wear mask while coming to collect books.
- At the entrance point of the school (**Gate No-4**), all parents and guardians will be provided with Hand Sanitizer for disinfecting the hands.
- Maximum 15 parents/guardians will be allowed to the different book counters at a time. The others have to wait at the Waiting lobby and sit on the chairs arranged for the purpose within the above stipulated time with adequate Social distancing norms.
- Please carry the **Identity Card** of your Child and a **Carry Bag** for taking the Books and copies.
- Do not move towards the counter unless the person at the Book Counter has vacated the place.
- After collecting the text books please leave the campus immediately.

**"Help us in implementing the Covid-19 guidelines."**

  
**PRINCIPAL**