



ION/03/2016-17

03 May, 2016

UTILIZATION OF SCHOOL PANTRY (ADMIN BLOCK)

- The School Pantry (Admin Block) henceforth will be managed by Ms. Leela (Sahayika) on a daily basis for the Guests of Principal during SMC Meetings and also during the visit of Chairman/Secretary in the school.
- Ms Kamleshwari (Sahayika) will join back to Montessori Wing as a full time Sahayika of the Montessori Wing. She may be used in the Home Science Lab strictly (on a rotation basis) by the Incharge, H.Sc Lab, Ms Neha Gupta only during major school functions. All other Mont. Sahayika will be used and trained by Vice Principal / Home Science Incharge during the miscellaneous events in the school.
- The staff of the Admin Block will disperse for lunch in pair/trio to the Primary School Staff Room. The timings for the same are:
11.30 -11.50 (20 Minute Break)
11.50 – 12.10 (20 Minute Break)

(The Admin Block is required to adhere to the above time schedule w.e.f. 04 May, 2016 onwards)

- All helmets used by the employees of Admin Block are to be left in the guard room.
- All lunch boxes brought by the employee will be stored inside and not on the table itself.
- All employees are to keep the desk and drawers clean, computers machines dust free and ensure the area and space allocated to them looks clean 24x7.

TEA ARRANGEMENTS

- Admin Block employees are to note that the tea for the teaching staff is permitted once a day, and so the same yardstick will be applicable to them.
- The office peon shall prepare tea in the Home Science Lab and serve to the office staff at 10.30 Hrs (on all working days). **Designated Peons, for the office are Yogender and Sohnveer.** Laxman will be attached to VPL's Room and Kanwarpal will be attached to HM (Sr) & HM (Pr)'s Room.
- For School Doctor/Vice Principal/ HM's/ Montessori Incharge, the Home Science Lab shall cater to their tea as per the timings assigned to them. Tea will be served by Ms. Maya (Montessori Sahayika). Procurement of milk and tea bags will be the responsibility of Home Science Lab. Peon attached to Vice Principal's office will fetch the milk only between 09.00 and 09.15 a.m. from the Mother Dairy once in two days.
- The teaching staff of the school have their respective kettles but **ONE MOST IMPORTANT** point to be noted is the cleanliness of staff rooms. Staff Room I/C's are required to ensure that cleanliness of tables by the Ayah's post break hours is a must. Educate the Ayah's, give them the time schedule for cleaning, and upon not cleaning of the tables, report the matter to the respective HM's/ Vice Principal.
- Phy. Edu Dept. and Performing Arts Dept. is hereby requested to adhere to the school rules. Early morning tea between 08.00 and 09.00 a.m. is not permitted. Moreover, the stains of tea on the wall, proper dispersal of tea bags in dustbins, cleanliness of dustbins on a regular basis is a rare sight in these departments here. Even the stale, unwashed glasses are found early morning in these rooms and the members of the above departments are strictly advised to adhere to the school policy.

Distribution

VPL, HM (Sr), HM (Pr), Mont I/C / A.O.
All Teaching & Admin Staff, Website I/C
A Razdan (File)

Asha Prabhakar
(Principal)

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एक कदम स्वच्छता की ओर