

Ty Memo No.20/2021-22

Dated: 11 Mar, 2022

This is to bring to the notice of the staff that the Staff Welfare Group is meant only for <u>important</u> <u>information</u> related to <u>SCHOOL WORK</u> only.

The other Whatsapp group of your respective departments are also meant for official purposes only.

It has been expressed by some staff members that the <u>school timings</u> and <u>school work</u> is moving into their personal space and the Whatsapp messages posted after 05.00 p.m. disturb personal life of a teacher.

The point is noted but in exceptional / dire circumstances, the School VPL / HMs have no option, but to post messages to which the staff has to respond immediately.

Post 06.00 p.m. HMs / VPL are requested not to forward any work related messages to staff unless the work is very very urgent.

Also, the staff has to learn <u>Time Management</u> and complete the assigned jobs much before time, so that the intervention in your respective personal spaces is avoided and we are able to live in Joy and Happiness.

Wishing Health and Happiness, always!!

Asha Prabhakar

(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

All staff members (via e-mail) HMs / VPL AR – file

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