

SANCTORIA HIGH SCHOOL

Duty roster related to distribution of commodities of mid-day meal & other activities

Date	Cheque list for registration of class x	Shikshashree V to VIII	ODF	Activity task collection	Uniform distribution VII&VIII& X	Rice ,potato distribution
04.08.2020	Malay Mandal inform all guardians about it	Nemai ch Sen& Manjusa Bala	0	0	Amit Rajak	Malay Mandal will inform all guardians.Chandan Dutta(packaging)
06.08.2020	0	Nemai ch Sen& Nanda Dulal Ghosh	Chandan Dutta	Soma Mondal	Amit Rajak & Dhurjoti Hembram	Amal Krishna Mandal& Raju Bandyopadhyay
07.08.2020	0	Nemai ch Sen& Nanda Dulal Ghosh	Sheuli Biswas	Debjani Acherjee	Amit Rajak& Sumita Som	Amal Krishna Mandal& Avijit Sarkar
10.08.2020	Arup karmakar	Nemai ch Sen& Nanda Dulal Ghosh	Sheuli Biswas	Debjani Acherjee	Amit Rajak & Dhurjoti Hembram	Amal Krishna Mandal& Raju Bandyopadhyay
12.08.2020	Arup karmakar	0	Manjusa Bala	Soma Mondal	Amit Rajak	Sumita Som & Avijit Sarkar

All teachers, Para teachers& non- teaching staff are requested to turn up school according to the duty roster and act accordingly.

Time - 10.30a.m to 1.30p.m everyday

All teaching & non -teaching staff are requested to submit the

following documents by 12.08.2020 without fail.

1.House rent declaration (to be provided by school)

2.ODF (to be provided by school)

3.Photocopies of savingsF/Y 19-20& others as shown in the declaration related to Income tax

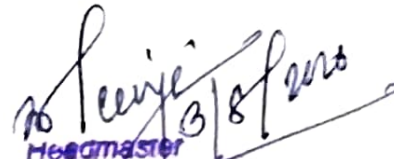
4.All teachers & para teachers must frame activity task on each subject V to VIII comprising 8 or 10 questions(2nd summative) and submit to the undersigned by 07.08.2020

5.Feed back report

6.View 26AS and gross salary 2019-2020 shown in the computation sheet already provided to you (Income Tax).If any mismatch is found

inform me in no time.

7. List of online Teachers' Training :- (1) A. Sankar
(2) S. Som
(3) N. Sen
(4) D. Hembram


 Headmaster
 SANCTORIA HIGH SCHOOL
 Dishergari,
 Paschim Bardhaman