

DAV Public School, NTPC Faridabad

Circular No: 006/2021

Date: 17.07.2021

DEAR TEACHERS

Kindly note down the following duties w.e.f 19.07.2021

Duty	Teacher	Sign
Time table-to teachers and class group	Ms.Ritu Rana Ms.Ambika Sharma	
Bell Timings	Ms.Ambika Sharma	
Class room furniture checking	Mr.Jitender Mr.Kulbeer	
Class Electrical equipments checking	Mr.Jitender Mr.Kulbeer	
Checking of Toilets/Drinking water/Water Camphors	Ms.Ritu Rana Ms.Ambika Sharma	
Assembly	House on duty	
Arrival Duties *Thermal Scanning *Checking of marks *Use of sanitizer	Mr.Jitender Mr.Kulbeer Mr.Ankit	
Recess Discipline	Dr. Rajeev Godara Mr.Jitender Mr.Kulbeer	
Dispersal Duties *Gate near Computer lab *Gate near chemistry lab *Stairs near NTPC gate(Health center) * Near Yagya shala *Main gate	Ms.Narinderjeet Ms. Yogita Ms. Monika  Ms. Prabha Mr.Jitender Mr.Kulbeer Dr.Rajeev Godara	   

- First Floor Incharge: Mr. Mahender Kumar/Ms. Ritu Rana
- Ground Floor Incharge: Ms. Ambika Sharma

Ms. Alka Arora  
Principal

17/07/2021