

**TITIKSHA PUBLIC SCHOOL  
SECTOR-XI, ROHINI, DELHI-110085**

**CIRCULAR NO. TITIKSHA/2017-18/35**

**Dated : 25th October, 2017**

To all the educarers

Due to Chhath Puja, the school will remain closed for classes Pre-School to XII on Thursday, 26<sup>th</sup> October 2017.

Class educarers from classes Pre-school to V to write in the link book of the children and rest to announce in the class. The intimation of the same is to be sent through Snaphomework.

As the MUN inter school event is being organised in the school on 27<sup>th</sup> and 28<sup>th</sup> October, 2017, all the staff members are to report to school from 8:30 a.m to 11:30 a.m. on 26<sup>th</sup> October, 2017. Request for leaves on the above mentioned dates will not be entertained in any circumstances.

(Ms.) Upasana Kinra  
Offg. Principal

**TITIKSHA PUBLIC SCHOOL  
SECTOR-XI, ROHINI, DELHI-110085**

**CIRCULAR NO. TITIKSHA/2017-18/36**

**Dated : 31st October, 2017**

To all the educarers

Kindly Note

1. It is being repeatedly observed that the staff members are taking leaves without any prior permission sought from authorities. It becomes a cause of inconvenience in smooth functioning of the school. Hence you are required to take permission before taking any leave. Also, kindly fill the prescribed leave proforma at the reception.  
**Noncompliance would be viewed seriously.**
  
2. Regarding the booking of events or activities being organised in the school (either inhouse or external), all are informed to kindly make an entry in the prescribed proforma in the Activity file maintained at the reception,  
**minimum one week prior to the event.**

Regards

(Ms.)Upasana Kinra  
Offg. Principal