**Office of the Head Master Govt. Secondary School Chak No. 143p**

**No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To,  
 All Staff of the school**

**Subject: Duty rooster for distribution of free textbooks**

With reference to subject cited above, I am directed by DEO SE for distribution of free textbooks for the academic session 2020-21 to the students studying in our school. This distribution is going to start from Monday.

You all are directed to attend the school for books distribution as per your duty schedule mentioned below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Class** | **Time** | **Teachers** |
| **Monday** | **9th** | **9:00 am** |  |
| **8th** | **11:00 am** |
| **Tuesday** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Instructions:**

1. Contact lists of parents are being attached, class incharges are directed to call all parents of the students one by one and inform them to receive books on given date and time.
2. Convey to them, no one will be allowed to enter the school premises without mask and washing hands.
3. Teachers will arrange mask, gloves and sanitizer on their own before coming to school.
4. Teachers will attend the school an hour before given time to make necessary arrangements keeping in view COVID 19 SOPs of social distancing.
5. No excuse in this regard will be entertained

**Head Master**

**GHS 143p**

**Rahim Yar Khan**