CIRCULAR

IIS/JED/PRL/2022-23/107   Date: March 22, 2023

Subject: Timings of Office & Fee Counter during Ramadan-2023

Dear Parents,

The following will be the working schedule for the Office & Fee Counters during Ramadan-2023 effective from Thursday, March 23, 2023 to Monday, April 10, 2023.

Details	Timings
Administrative & Accounts Staff (From 23-Mar-2023 to 10-Apr-2023)	09.00 AM to 02.30 PM
Fee Counter - GS **Fee Counter – BS** (From 23-Mar-2023 to 10-Apr-2023)	08:30 AM to 01:30 PM 09:00 AM to 02:00 PM

On account of Ramadan & Eid holidays, the school will remain closed w.e.f. Tuesday, April 11, 2023 to Monday, April 24, 2023. However, for the convenience of the parents fee counter in the Girls' Section will be operated between 08:30 AM to 01:30 PM during Ramadan Holidays excluding all Fridays and on the day of Eid.

(Dr. Muzaffar Hassan)
Principal

Copy to:
- VP-GS
- COE & VP-BS – i/c
- FO
- AO
- All HMs
- KG Supervisor
- Office Superintendent
- System Administrator
- Accounts Section
- Estate Section
- Transport Section
- All the students
- School Website / Help Desk
- SMC for information