

**SHAHEED RAJPAL DAV PUBLIC SCHOOL  
DAYANAND VIHAR, DELHI – 110092**

SRDAV/2022-23/424

Dated: March 3, 2023

Dear Parents

The academic year 2022-23 witnessed many achievements and accomplishments of students and teachers. It is indeed delightful to see students working ardently and collaboratively to win laurels and strive for excellence. It is hoped that more success stories will be written in the session 2023-24.

Annual Examinations for the session 2022-23 are in progress and we hope that students are working diligently to achieve the desired results. The Result Declaration schedule has been given below for your kind reference:-

Class	Date	Timings	Commencement of New Session
VI	March 29, 2023	2:00 pm to 4:00 pm	APRIL 3, 2023
VII	March 24, 2023	8:00 am to 10:00 am	
VIII	March 27, 2023	12:00 noon to 1:00 pm	
IX	March 20, 2023	8:00 am to 9:00 am	
XI	March 18, 2023	8:00 pm to 9:00 am	

**Schedule for the stationary counter for the purchase of book Sets for the session 2023-24**

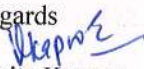
Class	Date	Timings
VI	March 31, 2023	2:00 pm to 5:00 pm
VII	March 29, 2023	2:00 pm to 5:00 pm
VIII	March 24, 2023	8:00am to 11:00am
IX	March 27, 2023	12:00 noon to 2:00pm

**Stationery counter will be open on all Sundays and holidays from 10:00 am to 2:00 pm**

- Kindly adhere to the timings given above as the school is the centre for CBSE Examination.
- Application for obtaining school leaving certificate (if required) must be submitted by March 10, 2023.
- School uniform is available at leading stores in East Delhi.
- In case of change in address / phone number, parents must intimate the school authorities by submitting request through a letter/prescribed proforma\* at Counter no. 2, Admin Office latest by March 20, 2023.
- **Please note that change in name of the student, spellings of name ,name of the parents can be done only through proper procedure. Kindly contact in the Admin. Office for the same. No such change will be accepted in the Date of Birth.**
- For opting/removing transport for session 2023-24 submit the application/transport form\* to the transport incharge Mr. Ajaiveer latest by March 20, 2023.
- Parents are requested to clear the fee till March 2023 & all pending dues latest by at least two days before declaration of the result of their ward as the result will get updated on the software after clearing of dues.
- Details of the Van Driver have to be submitted by the parents on the day of declaration of the result through a proforma\*.

\*A softcopy of the proformas has been shared for your kind perusal on respective class groups. The proformas should be filled carefully and all details should be as per the school records.

Regards

  
Vinita Kapoor  
Principal

**SHAHEED RAJPAL DAV PUBLIC SCHOOL, DAYANAND VIHAR, DELHI – 110092**

**SESSION 2023-24**

The Principal  
SRDAV Public school,  
Dayanand Vihar,  
Delhi – 110092.

Respected Madam,

I would like to submit change in address/mobile no./ email id with immediate effect as mentioned below  
for updation in school records for my ward\_\_\_\_\_

Studying in class& Section \_\_\_\_\_ Admission No. \_\_\_\_\_

NEW ADDRESS
MOBILE NO change if any:. Mobile 1 _____ Mobile 2 _____ Mobile 3 _____
Email id change if any:

**Please note for address change, address proof is mandatory to be attached with this proforma.**

Regards,

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Sign of Parent

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Name of parent

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Date

*For office records :*

*Change done in EIMS by : Sign, Name of IT staff & Date: \_\_\_\_\_*

**SRDAV PUBLIC SCHOOL, DAYANAND VIHAR, DELHI -92**

**SCHOOL TRANSPORT FORM 2023-24**

*P.S. : Transport facility is available only on existing routes. Route / stops will not be changed to suit individual needs. Eleven months fee is charged.*

Student Name : \_\_\_\_\_ Admn no. \_\_\_\_\_

Class & Sec: \_\_\_\_\_ Father/ Mother Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. : Father: \_\_\_\_\_ Mother : \_\_\_\_\_

Bus No. & Name of Stop for Nursery Wing (Class Preschool – I)

Bus No. & Name of Stop for Primary Wing (Class II – V )

Bus No. & Name of Stop for Senior Wing (Class VI – XII)

Remarks if any : \_\_\_\_\_

*I hereby agree to the terms and conditions of school transport & also undertake that I will not withdraw bus facility of my ward in the middle of the session.*

*The cheque for transport fees of April month for Amount of Rs. \_\_\_\_\_, bearing cheque no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on Bank \_\_\_\_\_ is enclosed herewith.*

Date : \_\_\_\_\_

Sign of Parent: \_\_\_\_\_

**FOR OFFICE USE**

Admission No. : \_\_\_\_\_ Bus No. Granted: \_\_\_\_\_

Signature of Transport Incharge : \_\_\_\_\_ Date : \_\_\_\_\_

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**ACKNOWLEDGEMENT**

Received Transport Form and cheque no. \_\_\_\_\_ for Rs. \_\_\_\_\_ from

student : \_\_\_\_\_ Admn no. \_\_\_\_\_ Class \_\_\_\_\_

Signature: \_\_\_\_\_ Name of Employee : \_\_\_\_\_ Dated: \_\_\_\_\_

### Important guidelines for van availing students

- All rules and regulations issued by STA (State Transport Authority) in respect to safety of children should be followed.
- All van drivers should have **valid driving license and mandatory documents** to drive the vehicles legally. Please **verify the antecedents** of the van driver and ensure that Police verification is done.
- You are advised to **note their vehicle no.** and keep a photocopy of their license and their permanent address proof.
- Kindly ensure that the **vehicle is carrying only the permitted no. of students** and not running on LPG cylinder (which is not safe).
- Van should not be changed en route to accommodate children in some other van.
- **A Parent must accompany the driver** in vans so that safety of their wards can be ensured. They can share this duty among themselves. Supervision makes the van drivers more conscious of their conduct. Also it makes them more vigilant about safety of the students.
- **Van drivers must** carry an **authority letter** given by parents to pick up the child everyday from school.
- **Change of driver should be avoided and if done should be intimated to the school** authorities immediately through an application.
- Van should be fitted with **speed governor to limit the speed.**
- The vehicle should be safe and in good condition. It should be GPS enabled.
- You must **instruct the van driver not to allow any unauthorized person to travel in the vehicle.** Van driver should not allow the child to get down at point other than the pick and drop point fixed by the parents.
- You must ensure that the **driver is appropriately dressed, maintains personal hygiene and does not use abusive language.**
- **KINDLY ENSURE THAT VAN DRIVER IS FULLY VACCINATED.**

#### Performa for van students

Name of the student \_\_\_\_\_  
Class & sec \_\_\_\_\_  
Van Driver's Name \_\_\_\_\_  
Mobile no. of Driver \_\_\_\_\_  
Vehicle no. \_\_\_\_\_  
License no. \_\_\_\_\_  
Aadhar No \_\_\_\_\_  
Address of Driver \_\_\_\_\_

Paste  
Photograph of  
Driver

I hereby declare that the details mentioned above are correct to the best of my knowledge.  
I have read all the safety guidelines and will ensure the safety of my ward.

Parents Name: \_\_\_\_\_

Parents Signature & Date: \_\_\_\_\_