क्षेत्रीय शिक्षा संस्थान

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## REGIONAL INSTITUTE OF EDUCATION

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Date: 31/1/2018

No. F. 755

## CIRCULAR

The 54<sup>th</sup> Annual Athletic Meet of the Institute will be held on 1<sup>st</sup> and 2<sup>nd</sup> February, 2018. It is a collective effort of all staff and students of the Institute. A duty chart has been prepared. All members of the staff are requested to be present on field to conduct the events smoothly and encourage the students. It may be mentioned that it is difficult to find a substitute against a person to whom duty is given when he/she is not available on the ground.

Therefore, it is requested that all the members should be available during the meet from the beginning to the end i.e. 9:30 A.M. to 1:00 P.M. & 2:30. P.M. to 5:30 P.M.(on 1st and 2nd February, 2018)

I thank you in anticipation and bank on your whole-hearted cooperation

and support.

## Copy to:

- 1. Person concerned
- 2. All Heads of Departments (DESM/DESSH/DEE/DE)
- 3. All Sections In-charge
- 4. Medical Officers
- 5. Headmaster, D.M. School
- 6. Library
- 7. P.A. to Principal
- 8. Office copy.