

COAST GUARD PUBLIC SCHOOL DAMAN

PRIMARY, SECONDARY & SR. SECONDARY

Airport Road, Dalwada, Nani Daman – 396210

Tel: (0260) 2221188 **Fax:** (0260) 2221407

E-mail: cgpsdaman@yahoo.com

Website: www.cgpsdaman.co.in



Education for Excellence

Affix
Passport Size
Photo of Pupil

Name of Pupil: _____

Class: _____ Section: _____ House: _____

G.R.No: _____ Class Roll No. _____

Date of Birth: _____ Blood Group: _____

Aadhar Card No. _____

Father's Name: _____

Mother's Name: _____

Address: _____

Mobile No. (Father) _____ Mobile No. (Mother): _____

E-mail: _____

Class Teacher: _____

Central Board of Secondary Education (CBSE) Affiliation No. 3130001

SCHOOL CALENDAR 2026-2027

Day	April	May	June	July	August	Sept
S						
M			1 re-open			
T			2			1
W	1		3	1		2
T	2		4	2		3
F	3 Good Friday	1 Summer vacation commences	5	3		4 Janmashtami
S	4	2	6	4	1	5
S	5 Easter	3	7	5	2	6
M	6 A.Y Session Begins	4	8	6	3	7
T	7	5	9	7	4	8
W	8	6	10	8	5	9
T	9	7	11	9	6	10
F	10	8	12	10	7	11
S	11 Second Saturday	9 Second Saturday	13 Second Saturday	11 Second Saturday	8 Second Saturday	12 Second Saturday
S	12	10	14	12	9	13
M	13	11	15	13	10	14 Ganesh Chaturthi
T	14 Ambedkar Jayanti	12	16	14	11	15
W	15	13	17	15	12 Diwaso	16
T	16	14	18	16 Rath yathra	13	17
F	17	15	19	17	14	18
S	18	16	20	18	15 Independence Day / Parsi new year	19
S	19	17	21 Int yoga day	19	16	20
M	20	18	22	20	17	21
T	21	19	23	21	18	22
W	22	20	24	22	19	23
T	23	21	25	23	20	24
F	24	22	26 Muharram	24	21	25
S	25	23	27	25	22	26
S	26	24	28	26	23	27
M	27	25	29	27	24	28
T	28	26	30	28	25	29
W	29	27 Eid -ul-Zuha		29	26 Id-e-milad/ Onam	30
T	30	28		30	27	
F		29		31	28 Rakshabandhan	
S		30			29	
S		31			30	
M					31	

SCHOOL CALENDAR 2026 - 27

Day	Oct.	Nov.	Dec.	Jan.	Feb.	March
S		1				
M		2			1	1
T		3	1		2	2
W		4 Diwali vacations commence	2		3	3
T	1	5	3		4	4
F	2 Gandhi Jayanti	6	4	1	5	5
S	3	7	5	2 School reopens	6	6 Mahashivratri
S	4	8 Diwali	6	3	7	7
M	5	9 Govardhan puja	7	4	8	8
T	6	10	8	5	9	9 Ramzan
W	7	11 Bhai Duj	9	6	10	10
T	8	12	10	7	11	11
F	9	13	11	8	12	12
S	10 Second Saturday	14 Second Saturday	12 Second Saturday	9 Second Saturday	13 Second Saturday	13 Second Saturday
S	11	15 Chhat Puja	13	10	14	14
M	12	16	14	11	15	15
T	13	17	15	12	16	16
W	14	18	16	13	17	17
T	15	19	17	14 Makarsankranti/Pongal	18	18
F	16	20	18	15	19	19
S	17	21	19	16	20	20
S	18 Mahaashtami	22	20	17	21	21 Holi Dahan
M	19 Maha Navami	23	21	18	22	22 Holi
T	20 Dussehra	24 Guru Nanak Jayanti	22	19	23	23
W	21	25 School reopens	23 Winter breaks	20	24	24
T	22	26	24	21	25	25
F	23	27	25 Christmas	22	26	26 Good Friday
S	24	28	26	23	27	27
S	25	29	27	24	28	28 Easter
M	26	30	28	25		29
T	27		29	26 Republic Day		30
W	28		30	27		31
T	29		31	28		
F	30			29		
S	31			30		
S				31		
M						
T						
(Subject to change as per Directives of directorate of Education)						

IMPORTANT INFORMATION

MEETING TIME

TEACHERS

14.00-14.15 Hrs. (On All Working Days)

PRINCIPAL

10.00-11.00 Hrs. (On All Working Days or by Prior Appointment)

DIRECTOR

12.30-13.30 Hrs.

Saturday (By Prior Appointment Only)

CHAIRMAN

09.30-10.30 Hrs.

Saturday (By Prior Appointment Only)

OFFICE TIMINGS

10.00-13.00 Hrs. (On All Working Days)

1. Please meet the Principal, by Prior appointment.
2. Parents are requested to intimate the school if there is any change in their Address & Telephone Number, in writing.
3. Any enquiry about Fees, Admission, TC will not be entertained on Telephone.

MESSAGE FROM PRINCIPAL

April 2026

"Let knowledge grow from more to more"

Dear Parents & Children,

Greetings from CGPS!

School Almanac is a bridge connecting school students, teachers and parents. Proper use of the School Almanac ensures quality learning. A regular browse of the Almanac, shows the student's regularity wherein discipline is observed. The Almanac has details of the School Curriculum, Co-Curricular and Extra-Curricular Activities.

The School Almanac should be read thoroughly and adhered to by students, parents and teachers.

Best Wishes & Regards

Dr. Anne Mary Gonsalves

Principal

THIS IS WHAT WE STAND FOR...

C - CREATIVITY & COMPASSION

O - OPTIMISTIC IN APPROACH

A - ADVENTUROUS

S - STRIVING TO EXCEL

T - TRUTHFULNESS & TRANSFORMATION

G - GRACEFUL TO ACCEPT FAULTS

U - UNITY IN DIVERSITY

A - ANCHOR THAT GIVES US SECURITY

R - REASON TO REFORM

D - DISCIPLINE & DEDICATION IN ACHIEVING OUR GOALS

P - PREPAREDNESS EVER ON THE WATCH

U - UNIVERSAL STUDENT DEVELOPMENT

B - BROTHERHOOD, FOR WHICH WE STAND/BEST IN EDUCATION

L - LOYALTY, THE TEST OF SINCERITY

I - INDIA, THE LOVED BHARATMATA

C - COMMITMENT TO EDUCATE

S - STRENGTH TO OVERCOME ADVERSITY

C - COURAGE TO DISPEL FEAR

H - HEROISM IN WHICH OUR STUDENTS ARE TO EXCEL

O - OCEANIC DEPTH OF KNOWLEDGE

O - ONENESS OF PURPOSE AND MIND

L - LEADERSHIP LIGHT, GUIDING TO HELP US DO WHAT IS RIGHT

THIS IS "COAST GUARD PUBLIC SCHOOL"
A MOTHER, A TEACHER, A GUIDE AND A MENTOR

STUDENTS PERSONAL INFORMATION

(To be filled by parents according to the birth certificate)

Name _____

Class _____ Section _____ House _____

Date of birth _____ Blood Group _____

Caste SC _____ ST _____ OBC _____ GENERAL _____

Aadhar Card No. _____

Father's Name _____

Educational Qualification _____

(a) Occupation/Designation _____

(b) Office Address _____

(c) Mobile No. _____

(d) E-mail ID _____

Mother's Name _____

Educational Qualification _____

(a) Occupation/Designation _____

(b) Office Address _____

(c) Mobile No. _____

(d) E-mail ID _____

Permanent Address _____

Present Address _____

Local Guardian _____

(a) Name _____

(b) Address _____

(c) Mobile No. _____

(d) Relation with the student _____

I shall abide by the rules and regulations of the school, settle the fee related issues in a timely manner and ensure that same will be binding on my ward.

Father's signature:

Mother's signature:

RECORD OF SPECIMEN SIGNATURE

Father's Specimen Signature _____

Mother's Specimen Signature _____

Local Guardian's Specimen Signature _____

Escort's Specimen Signature _____

Class Teacher's Specimen Signature _____

Parents and local guardians are requested to use the above specimen signatures only when signing the Progress Report Card, applications, remarks etc. made by the Principal or Teachers.

In case of loss or disfigurement of this Dairy, the pupil must replace it by a new one on payment of original cost.

STUDENTS PERSONAL INFORMATION

(To be filled by parents according to the birth certificate)

Name _____

Class _____ Section _____ House _____

Date of birth _____ Blood Group _____

Caste SC _____ ST _____ OBC _____ GENERAL _____

Aadhar Card No. _____

Father's Name _____

Educational Qualification _____

(e) Occupation/Designation _____

(f) Office Address _____

(g) Mobile No. _____

(h) E-mail ID _____

Mother's Name _____

Educational Qualification _____

(e) Occupation/Designation _____

(f) Office Address _____

(g) Mobile No. _____

(h) E-mail ID _____

Permanent Address _____

Present Address _____

Local Guardian _____

(e) Name _____

(f) Address _____

(g) Mobile No. _____

(h) Relation with the student _____

I shall abide by the rules and regulations of the school, settle the fee related issues in a timely manner and ensure that same will be binding on my ward.

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In case of loss or disfigurement of this Dairy, the pupil must replace it by a new one on payment of original cost.

COAST GUARD PUBLIC SCHOOL, DAMAN

Do's...

1. Send your ward to school on time, well-groomed with a neat hair cut (boys)/two plaits (girls) in proper uniform and polished shoes.
2. Ensure that your child attends the school regularly.
3. Ensure that your child follows the school Timetable and carries the books as per the day's Time Table.
4. Keep a regular check on the Class WhatsApp group and VMS App for circulars and information.
5. Keep a regular check on your child's work.
6. Plan your family functions in vacations so that it doesn't hamper your child's studies.
7. Encourage your child to participate in school/class activities.
8. Attend the Open House without fail.
9. Kindly ensure that your child does not remain absent during exams.
10. Encourage your child to bring home made food.
11. Speak to child in English at home every day, if possible.
12. Teach your child good manners and politeness, peace and harmony, generosity and kindness

Don'ts....

1. Don't carry any electronic gadgets like Mobiles, I-pod, Tablets etc. to school, they are strictly prohibited in the school campus.
2. Don't encourage your child to wear expensive and gold jewelry to school.
3. Don't carry chewing gums to school.
4. Please discourage your ward's irregularity to school.
5. Please ensure that your child wears decent clothes on birthdays or any celebrations.
6. Don't come to meet the teachers between the school hours.
7. Please discourage your child to use social media but encourage them to use it judiciously.
8. Please discourage your child to speak any vernacular language in school.
9. Don't hesitate to meet the Principal to sort out issues that your child may be facing in the school.
10. Don't take your child home before school's regular dismissal, except in case of emergency.

OUR SCHOOL

AIM

Coast Guard Public School, Daman is an English Medium Secondary and Higher Secondary School and functions under the aegis of Coast Guard Air Station Daman Society. The school aims at meaningful diversification in accordance with existing education policies. It prepares children to harness the potential of modern technology and create awareness for preservation of our environment and rich cultural heritage. The school aims to provide stimulating atmosphere for all round development of children.

INFRASTRUCTURE

The school is situated on Airport Road, Dalwada, Nani Daman. This multi-storey building and its campus are located in a sprawling area of 15 acres. The infrastructure of the school includes well maintained sports ground, CCTV surveillance, laboratories, state-of-the-art, computer lab, library etc. The school is in the process of setting up a modern infrastructure for optimum teaching and learning. The classrooms are well-ventilated and equipped with Smart Boards.

STAFF

The members of the teaching staff are highly qualified and dedicated to their profession. Teachers are encouraged to attend courses and seminars to keep in touch with their subjects and general developments in the field of education. In-house faculty enrichment programmes are conducted frequently.

EDUCATIONAL TECHNOLOGY

Emphasis is laid in the school to ensure an effective and optimum level of educational technology through teaching aids such as interactive classroom smart boards, computers, charts and models, etc.

SCHOLASTIC & CO-SCHOLASTIC ACTIVITIES

The school attaches great importance to "Out for activities" and provides facilities for indoor and outdoor games. There is a fully commissioned unit of the Sea Cadet Corps and NCC Navy Wing in the school campus. The school conducts inter-school contests and students take part in several competitions in other schools and organizations like quiz, debate, music, dance etc.

HOUSE SYSTEMS

A healthy spirit of competition is kept up in the school through a house system in which children have been specifically divided into four houses. Inter-house competitions in various activities are held regularly and the "Best House of the Year", selected on the basis of overall performance of the houses during the academic year, gets the Cock House Trophy. The names of the houses are Nehru, Shastri, Tagore and Tilak respectively.

VISITS, CAMPS & EXCURSIONS

It is a conscious policy of the school to encourage appropriate educational camps, picnics and excursions to cover all classes. The activities are also utilized to train the students to manage the arrangements by themselves, under the guidance of the staff and thereby gain confidence and develop leadership qualities.

PUNCTUALITY

All students must be present in school by 07:30 Hrs. The school gate will be closed at 07:40 Hrs. All late arrivals without justified reasons will be sent back home. Three late arrivals in a month would lead to strict disciplinary action.

PARENTS TEACHER MEETING (PTM)

1. Aim of regular PTM is to establish and maintain rapport between the parents/guardians of the students, teachers and staff of Coast Guard Public School.
2. Parents can discuss the progress of the child with the concerned teacher.
- 3 Parents can meet the teachers as per the PTM open house schedule given below.

SCHOOL TIMINGS

Standard I to XII
07:30 Hrs. to 13:40 hrs

SCHOOL UNIFORM

Dedicated tailor shop for stitching of school uniform as per required standard is located at TRV campus.

BOYS

STD I & II	Monday to Friday	White shirt (Half Sleeve), Dark Grey Shorts, Black Shoes, White Socks.
	Saturday/ Sports	White Shirt (Half Sleeve), White Track Pant, White P.T. Shoes, White Socks.
STD III & V	Monday to Friday	White Shirt (Half sleeve), Dark Grey Shorts, Black Shoes, Which Socks. White Patka for Sikh Boys.
	Saturday/ Sports	House Colour T-Shirt (Half Sleeve), White Track Pant, White P.T. Shoes, White Socks.
STD VI TO XII	Monday to Friday	White Shirt (Half sleeve), Dark Grey Trousers, Black Shoes, Which Socks. White Patka for Sikh Boys.
	Saturday/ Sports	House Colour T-Shirt (Half Sleeve), White Track Pant, White P.T. Shoes, White Socks. White Patka for Sikh Boys.

GIRLS

STD I & II	Monday to Friday	White shirt (Half Sleeve), Dark Grey Tunic/undivided pleated Skirt, Black Shoes with Buckle, White Socks.
	Saturday/ Sports	White Shirt (Half Sleeve), White undivided pleated Skirt, White P.T. Shoes, White Socks.
	Note	Two Plaits with White Ribbons for long hair, White Hair Band for short hair.
STD III TO XII	Monday to Friday	White Shirt (Half sleeve), Dark Grey undivided pleated Skirt (III to V), Dark Grey divided pleated Skirt (VI to XII), Black Shoes with Buckle, White Socks.
	Saturday/ Sports	House Colour T-Shirt (Half Sleeve), White Track Pant, White P.T. Shoes, White Socks.
	Note	Two Plaits with White Ribbons for long hair, White Hair Band for short hair.
STD VI TO XII	Monday to Friday	White Shirt (Half sleeve), Dark Grey Trousers, Black Shoes, Which Socks. White Patka for Sikh Boys.
	Saturday/ Sports	House Colour T-Shirt (Half Sleeve), White Track Pant, White P.T. Shoes, White Socks. White Patka for Sikh Boys.

COMMON TO ALL

School Neck Tie (Dark Blue)

School Belt

School logo embossed on left side of the shirt/T-shirt breast pocket.

OPTIONAL UNIFORM FOR IX TO XII CLASS GIRLS

White Salwar/White shirt/House Shirt

Grey/White Tunic/Kameez

WINTER WEAR I TO XII

Maroon V neck Sweater (Dec. to Feb.) Std I to V boys can wear Grey/White trousers on respective days.

Girls: Grey colour leggings can be worn.

RAINY WEAR I TO XII

Black rubber sandals instead of shoes.

NOTE:

Watches, Mobile and Jewellery of any kind is not allowed in the school. Disciplinary action will be taken against the student found coming to school without valid license and headgear on two wheelers, same rule is valid for those who come to school by four wheelers.

RECOMMENDATION TO PARENTS

The school's objectives can be fully realized only with the full co-operation and active support of parents. Some of the points requiring parents' co-operation are enumerated below:

1. Please read and understand the contents of the diary. In case of any doubts, you may personally clarify from the school teacher/staff.
2. Ensure that your ward takes breakfast and leaves home in time to reach school punctually.
3. Ensure strict adherence to prescribed uniforms, cleanliness and personal hygiene of your ward.
4. See that only the required text/note books and stationery are carried to school each day.
5. Constantly encourage students to take a continuous and balanced interest not only in studies but also in all co-curricular and extra-curricular activities of the school. It is mandatory.
6. Check whether homework and other assignments are completed as required.
7. Parents should furnish the school with latest office and residential address and mobile/telephone number. These are vital in the interest of the safety of the students. Changes, if any, are to be promptly informed.
8. Students suffering from infections or contagious diseases should be sent to school only after the mandatory period of quarantine is over and along with medical fitness certificate.
9. Regularly check if all circulars issued by the school have been received and acknowledge these through the **VMS** app.
10. Students should be advised to take care of school property and fittings. In all cases of damage, cost will have to be paid as decided by the principal/management.
11. It is mandatory for your ward, to choose 2 clubs, for the entire academic year.

12. Pocket money to the wards should be sufficient to cover minor requirements. No money is to be given for events organized by the school, unless asked for through a circular.
13. Parents should ensure good level of communication with their wards.
14. Optimum use should be made of all Parents Teachers Meeting and Open House meeting so that maximum rapport is established between teachers and parents.
15. Parents/Guardians seeking admission of their children /wards are required to submit the prescribed application form duly completed in all respects. When a student is admitted, the parents/guardian is required to produce Transfer Certificate from the school last attended and other prescribed documents. Outstation TC should be countersigned by the concerned authorities.
16. The criteria for admission would require Parents/Guardians to comply strictly with the terms and conditions stated therein and pay the tuition fees and all other charges as laid down in individual fee booklet issued by the school. Fees to be paid through VMS app.
17. A pupil who fails to pay fees up to date would not be allowed to sit for the examination.
18. Parents are requested to enforce regularity and discipline. They should ensure that children prepare their lessons and assigned work daily and devote sufficient time for their studies.
19. Politeness and courtesy in speech and conduct should be inculcated
20. Any communication (request or complaint) made by the parent/guardian should be addressed to the Principal and routed through the class teacher. Parents/guardians are requested to mention name and class with section of their children in their written correspondence.

21. No visitors (parents or other) are allowed to see the pupils or seek interview with teacher during the school hours. They are to strictly follow the laid down timings.
22. Parents are requested not to send for or call away their children during class hours without application except in case of unforeseen emergency.
23. Parents / Guardians are particularly expected to sign messages progress reports or any similar document when so requested. Failure to do so may put their children to great inconvenience and render them liable to being sent home. Repeated late coming or forgetting to bring books would be punished in the same way.
24. Giving presents to any of the school employees either in cash or in kind is totally prohibited.
25. Answer scripts of students for the Annual examination will not under any circumstances, be shown to parents. The school will retain the answer scripts of students for not more than six months.
26. The interpretation of any rule in the prospectus, as well as any amendments rests solely and entirely with the Governing Body of the School. This shall be final and binding on parents/guardians and no case shall lie in any court of law in respect of the decision.

27. Withdrawal from school:

- (a) **By Parents:** One month notice to be given with fee paid for the quarter.
- (b) **On Disciplinary Ground:** A student may be suspended or expelled from the school by the Principal on the advice of the Discipline Committee, for bad conduct or bad behavior, considered detrimental to school discipline.

28. **ISSUE OF TC**

- (a) Application for TC is to be given at least 07 days in advance. TC will be issued on clearance of all dues.
- (b) Duplicate copy of a TC will be issued only on production of an affidavit that the original TC has been lost.

29. **CHANGE IN NAME/DATE OF BIRTH:** The number of requests for change in Name / Date of Birth are on increase and CBSE does not entertain such requests. Therefore, at the time of admission, parents are requested to give the correct name and date of birth of pupil along with the authentic supporting documents such as DOB Certificate, Transfer Certificate and Aadhar card only. No request for change will be accepted afterwards.

30. **UNFAIR MEANS:** The following practices shall be considered as unfair means.

- (a) During exams, possessing papers, chits, books, notes or any other material or information relevant to the paper concerned.
- (b) Giving or receiving assistance directly or indirectly of any kind or attempting to do so, students are liable to face the following disciplinary action for using unfair means.
 - (i) Student will be awarded zero marks in that subject.
 - (ii) Students will not be eligible for any academic award or school appointment
 - (iii) Student's papers and results will be withheld and/or liable to be cancelled.
 - (iv) The Students are liable to be debarred from appearing in any exam for a period of one year.
 - (v) Repetition of such practices will result in dismissal from school.

31. MANDATORY WORKING DAYS FOR THE STUDENTS:

- 1. Independence Day**
- 2. Republic Day**
- 3. First and Last working days before and after term break.**

32. The School has fully commissioned a unit of Junior NCC Navy wing in the school. The unit comprises of Class VIII & IX.

33. Ensure that if your ward has any type of Disease / Serious Medical Case/ Disability/Allergy, immediately report to the head of the institution.

34. In case of continuous absence for more than 15 Days without prior intimation to the school authority, the student's name would be struck off and the student would require re-admission.

35. Sea Cadet Corps (SCC), an Independently run wing through Coast Guard Air Station, Daman towards Naval orientation, can be availed by the students from class VI to IX. Contact No. The Commanding Officer, Sea Cadet Corp Tel.: 2221188.

36. National Cadets Corps (NCC) Naval wing is the specialized organization under the Ministry of Defence, can be availed by the students of class VIII. Contact Care Taker Officer (CTO) mobile no. 9913133375.

37. Chewing tobacco, chewing gum and smoking is strictly prohibited in the school premises.

Parent/Guardian Signature:



Education for Excellence

GOLDEN RULES

We are gentle

We don't hurt others

We listen

We don't interrupt

We are kind and helpful

We don't hurt anybody's feelings

We are honest

We don't cover up the truth

We work hard

We don't waste our own or other's time

We look after property

We don't waste or damage things

RULES AND REGULATIONS

RULES FOR STUDENTS:

1. Children must come to school neat and tidy in their school uniform.
2. Children must come to class with the lessons well prepared and the home-work completed.
3. Running, playing and shouting inside the school building and corridors is strictly prohibited.
4. When children move along the corridors while changing class rooms, they must walk in silence and in a single line. They should always keep to the left as far as possible.
5. Children should be particularly careful, not to throw paper or fruit peels anywhere in the school premises. They should use the dustbins especially provided for that purpose.
6. Articles found in the school premises are to be handed over to the Teacher/Help Desk.
7. No child will remain in class during P.T. or games (activity) period unless permitted by the Principal.
8. Student should realize that they are responsible to the school authorities for their conduct. Any reported or observed objectionable conduct like usage of abusive language on the part of pupil shall make them liable to disciplinary action.
9. During the absence of teacher, pupil shall not leave the classroom or their places or make noise. They will listen to the monitor's instruction, keep silence and maintain order in class.
10. Students should avoid writing, carving and scratching on the walls and furniture. They should avoid playing around the smart boards. Such habits are detrimental to good education and is a sign of low taste.
11. Any pupil who displays persistent insubordination and or is repeatedly and willfully mischievous or guilty of gross malpractice in connection with examination or unauthorized alterations in Leaving Certificate / Birth Certificate / Progress Reports, may be removed from the roll at the discretion of the principal/management. The removal may be temporary or permanent according to the gravity of the offence.
12. Students are not allowed to enter a classroom other than their own.

GENERAL RULES OF DISCIPLINE:

1. All students should be present in school on the opening day of each term.
2. Irregular attendance, unjustified absence or objectionable moral behaviour justify dismissal. If a student is absent for 15 consecutive days at the beginning of a term, his/her name may be struck off the roll.
3. No students who have been absent from school or is late will be admitted into class without the signed permission of the Principal.
4. All students are expected to line up in silence for the assembly at the sound of first bell. After the assembly, they should disperse in silence to their respective classes
5. Students unless required to stay back for any purpose with the permission of the Principal, should leave the premises as soon as the school gets over. The school authorities are not responsible for the safety of any pupil after school hours. Necessary arrangements, should be made to take Children home immediately after school.
6. No book, other than the approved text books or periodicals as per booklist may be brought into the school premises.
7. No child should leave the premises during class hours without the knowledge of the class teacher and permission of the Principal.
8. Any damage to school property will have to be repaired by the respective person. The decision of the Principal/management regarding the amount is final.
9. The school is not responsible for lost items. Children should not bring or wear valuable articles while coming to school.
10. No pupil suffering from a contagious or infected disease will be permitted to attend school. Post recovery, a medical fitness certificate must be submitted, and permission must be obtained from the Principal to resume attending school.
11. Students are not allowed to receive visitors or make phone calls. They will not be permitted to leave the class to answer a phone call. If the matter is very urgent, the message will be given.
12. A student desiring to be exempted from P.T. or games must produce a doctor's certificate to the effect that he / she is physically unfit to take part.
13. Students are urged to contribute to the discipline of the school by their good manners and general behaviour.
14. They should be polite, friendly and well behaved in and outside the school. They should

be respectful to their elders and teachers and truthful at all times.

15. They should be neatly dressed and maintain cleanliness in the school.
16. As far as posture, cleanliness, silence, attention to work, respect to teachers and companions are concerned, a classroom should be looked upon as a place of reverence and discipline.
17. Students should maintain absolute silence during the Morning Assembly and while moving into the classrooms from the Assembly. Silence should also be observed on the way or while returning from games and library
18. Morning Assembly is the most important part of the school day. Every Student should be present, begin the day with prayer to God and listen to the announcements and advice of the Principal.
19. Text and exercise books and material for drawing should be brought to school according to the day's routine.
20. Students are not allowed to visit the Staff Room.
21. No collective petition or complaint will be entertained however reasonable and individual ones will be sympathetically attended to.
22. Penalties may be imposed by the Principal at his/her discretion for breach of discipline, for habitual irregularity or late attendance.
23. No tuition may be taken from the school teacher who teaches the student.
24. For sufficient reasons, such as unsatisfactory progress in studies, serious misconduct, dishonesty or absence from a test / examination, non-payment of school fees, a pupil's name may be struck off the roll.
25. **Bullying/ragging is a punishable offence and is strictly prohibited inside the school premises.**
26. All pupils when admitted and while studying in this school must make themselves acquainted with the rules notified for their conduct. Ignorance of the rules will not be an excuse.
27. The Principal's permission is required for the following:-
 - (i) Money collection for any purpose whatsoever.
 - (ii) Arrange a picnic or meeting.
 - (iii) To join a sport, meet or to play in a game not arranged by the school.

राष्ट्रीय गान / NATIONAL ANTHEM

जन- गण- मन अधिनायक जय हे

भारत- भाग्य- विधाता

पंजाब- सिन्धु- गुजरात- मराठा

द्राविड़- उत्कल- बंगा

विंध्य- हिमाचल- यमुना- गंगा

उच्छल- जलधि- तरंग

तब शुभ नामे जागे ,

तब शुभ आशीष मांगे

गाहे तव जय गाथा ।

जन- गण- मंगल दायक जय हे

भारत भाग्य विधाता ।

जय हे, जय हे , जय हे ,

जय जय जय जय हे।

राष्ट्रीय गीत / NATIONAL SONG

Vande Mataram

Vandēmātaram (2)

Sujalāṃ Suphalāṃ Malayaja Śītalāṃ
Sasya Śyāmalāṃ Mātaram □Vandē□

Śubhrajyōtsnā Pulakitayāminīm
Pullakusumita Drumadala Śōbhinīm
Suhāsinīm Sumadhura Bhāṣiṇīm
Sukhadāṃ Varadāṃ Mātaram || Vandē □

Kōṭikōṭi Kaṇṭha Kalakala Nināda-Karālē
Kōṭi Kōṭi Bhujairdhṛta-Khara-Karavālē
Abalā Kēyanō Mā Ētō Balē
Bahubala Dhāriṇīm Namāmi Tāriṇīm
Ripudala-Vāriṇīm Mātaram || Vandē □

Tumi Vidyā Tumi Dharma Tumi Hṛdi Tumi Marma
Tvam Hi Prāṇāḥ Śarīrē
Bāhutē Tumi Mā Śakti
Hṛdayē Tumi Mā Bhakti
Tō Mārayi Pratimā Gaḍi Mandirē Mandirē || Vandē □

Tvam Hi Durgā Daśa-Praharaṇa-Dhāriṇī
Kamalā Kamaladaḷa-Vihāriṇī
Vāṇī Vidyādāyini
Namāmi Tvām
Namāmi Kamalāṃ Amalāṃ Atulāṃ
Sujalāṃ Suphalāṃ Mātaram || Vandē □

Śyāmalāṃ Saralāṃ Susmitāṃ Bhūṣitāṃ
Dharaṇīm Bharaṇīm Mātaram □

PLEDGE

India is my country,
All Indians are my brothers and sisters,
I love my country,
and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give my parents, teachers and all elders respect
and treat everyone with courtesy.
To my country and my people, I pledge my devotion.
In their well-being and prosperity alone lies my happiness

प्रतिज्ञा

भारत हमारा देश है।
हम सभी भारतवासी भाई बहन हैं।
हमें अपना देश प्राणों से भी प्यारा है।
इसकी समृद्धि एवं विविध संस्कृतियों पर हमें गर्व है।
हम इसके सुयोग्य अधिकारी बनने का सदा प्रयत्न करेंगे □
हम अपने माता-पिता तथा गुरुजनों का आदर करेंगे
और सबके साथ शिष्टता का व्यवहार करेंगे □
हम अपने देश तथा देशवासियों के प्रति वफादार रहने की
प्रतिज्ञा करते हैं।
उनके कल्याण एवं समृद्धि में ही हमारा सुख निहित है।

SCHOOL PLEDGE

We, The Students of CGPS pledge to abide by the
principles of Humanity and Individuality

As children of mother earth, we commit ourselves to
preserve nature and ensure sustainable environment.

We stand together to protect peace and unity in diversity
and strive to realize the zenith of Human Potentiality.

SCHOOL PRAYER

Lord, make me an instrument of Thy purpose. Where there is hatred, let me sow love; where there is injury, forgiveness; where there is doubt, faith; where there is despair, hope; where there is darkness, light, where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be understood as to understand; not so much seek to be loved as to love.

For, it is in giving, that we receive, it is in forgiveness, that we are forgiven.

PRAYER BEFORE MEALS (RECESS)

Thank you God for the food
provided by your grace & blessings

I express my gratitude
please bless the food and bless all

Amen...

CLOSING PRAYER

Thank you Lord
For all we have today
Bless our school, our teachers
And those who help us here
Protect us from all evil things
And keep us safe in your love & care

SCHOOL SONG

Ho Ho Ho (3)

We are, we are Ceegeepians

doves of CGPS

We fly with this region

Education for excellence is our mission

Creating big, hand in hand we know we
will succeed

with learning and creativity in everything we read

भारत के कोने कोने से आए है,
आशाओं के दीप जलाने आए है।
जल से शीतल, थल से प्रबल,
वायु से निर्मल, हम आगे बढ़ने आए है।

We are, we are CEEGEEPIANS

With schooling for the best and blessing to go far

Our vision is to be good citizen and reach
for the stars.

ये चेतना है लक्ष्य की, ये आधार है हमारा
हर सपनों को उड़ान देना, है **CGPS** का नारा (२)

We are, we are CEEGEEPIANS

doves of CGPS (3)

हम होंगे कामयाब

हम होंगे कामयाब - हम होंगे कामयाब - हम होंगे कामयाब
एक दिन....हो.....मन में है विश्वास,
पूरा है विश्वास, हम होंगे कामयाब एक दिन ।

होगी शान्ति चारों ओर - होगी शान्ति चारों ओर
होगी शान्ति चारों ओर एक दिन....हो.....मन में है विश्वास
पूरा है विश्वास, हम होंगे कामयाब एक दिन ।

हम चलेंगे साथ - साथ, डाले हाथों मे हाथ
हम चलेंगे साथ - साथ एक दिन...हो.....मन में है विश्वास
पूरा है विश्वास, हम चलेंगे साथ - साथ एक दिन ।

होगा भय, न किसीका आज, होगा भय न किसीका आज
होगा भय न किसीका एक दिन....हो.....मन में है विश्वास
पूरा है विश्वास, हम होंगे कामयाब एक दिन ।

हम होंगे कामयाब - हम होंगे कामयाब - हम होंगे कामयाब
एक दिन....हो.....मन में है विश्वास,
पूरा है विश्वास, हम होंगे कामयाब एक दिन ।

प्रार्थना - तू प्यार का सागर

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 $\square \square \square \square$ $\square \square \square$ $\square \square \square \square$ $\square \square \square \square$, ...
 $\square \square \square \square \square$ $\square \square \square \square$ $\square \square \square$ $\square \square \square \square \square$ $\square \square$, ...
 $\square \square \square \square$ $\square \square \square \square \square \square$ $\square \square \square \square \square$, ...

प्रार्थना - हे शारदे माँ

हे शारदे माँ - (2)

अज्ञानता से हमें तार दे माँ ॥
तू स्वर की देवी, ये संगीत तुझसे ।
हर शब्द तेरा, ये हर गीत तुझ से ॥
हम हैं अकेले , हम हैं अधूरे ।
तेरी शरण में , हमें प्यार दे माँ ॥

हे शारदे माँ

मुनियों ने समझी , गुणियों ने जानी ।
वेदों की भाषा , पुराने की वाणी ॥
हम भी तो समझे , हम भी तो जाने ।
विद्या का हमको , तू अधिकार दे माँ ॥

हे शारदे माँ

तू श्वेतवर्णी , कमल पर विराजे ।
हाथों में वीणा, मुकुट सर पे साजे ॥
मन से हमारे, मिटा दे अंधेरा ।
उजालो का हमको तू संसार दे माँ ॥

हे शारदे माँ . . . ।

सरस्वती वन्दना

माता सरस्वती देवी माँ, (3)

विद्या दायिनी देवी शारदा

हस्त पुस्तिका त्रिभुवन ज्ञानी दयानी (3)

माता सरस्वती

कमल विराजित हँस वाहिनी

कर वीणाधर अन्ध तारिनी

ज्ञान की उज्ज्वल मंगल धारा (2)

श्वेत वसन धारिणी माता (2)

दिग - दिगत में तुम्हारी महिमां

रे रे रे सां नि सां ध नि नि प म प (2)

म प ध नि सां नि सां (3)

तुम प्रति पालक अन्तर्यामी

ज्ञान तुम्ही हो बोध तुम्ही हो

आकर वर दो माता (2)

माता सरस्वती (3)

तेरी है ज़मीन तेरा आसमान

तेरी है ज़मीन तेरा आसमान तू बड़ा मेहरबान तू बक्शीस कर सभी का है तू
सभी तेरे खुदा मेरे तू बक्शीस कर

तेरी मर्जी से ऐ मालिक हम इस दुनिया में आये हैं तेरी रहमत से हम सबने
ये जिस्म और जान पाए हैं तू अपनी नज़र हम पर रखना किस हाल में हैं ये
खबर रखना

तेरी है ज़मीन तेरा आसमान.....

तू चाहे तो हमें रखे तू चाहे तो हमें मारे ओ तेरे आगे झुकाके सर खड़े हैं
आज हम सारे ओ सबसे बड़ी ताक़त वाले तू चाहे तो हर आफ़त टाले

तेरी है ज़मीन तेरा आसमान.....

ऐ मालिक तेरे बन्दे हम

ऐ मालिक तेरे बन्दे हम
ऐसे हों हमारे करम
नेकी पर चलें और बदी से टलें
ताकि हंसते हुए निकले दम
ऐ मालिक तेरे बन्दे हम

ये अँधेरा घना छा रहा
तेरा इंसान घबरा रहा
हो रहा बेखबर कुछ न आता नज़र
सुख का सूरज छुपा जा रहा
है तेरी रोशनी में जो दम
तू अमावास को कर दे पूनम
नेकी पर चलें और बदी से टलें
ताकि हंसते हुए निकले दम
ऐ मालिक तेरे बन्दे हम

इतनी शक्ति हमें दे न दाता

इतनी शक्ति हमें दे न दाता
मनका विश्वास कमज़ोर हो ना
हम चलें नेक रास्ते पे हमसे
भूलकर भी कोई भूल हो ना . . .

दूर अज्ञान के हो अन्धेरे
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचके रहें हम
जितनी भी दे, भली ज़िन्दगी दे
बैर हो ना किसीका किसीसे
भावना मन में बदले की हो ना . . .

हम चले . . .

तुम्ही हो माता.

तुम्ही हो माता, पिता तुम्ही हो
तुम्ही हो बंधु, सखा तुम्ही हो

तुम्ही हो साथी, तुम्ही सहारे
कोई न अपना सिवा तुम्हारे
तुम्ही हो नैया, तुम्ही खवैया
तुम्ही हो बंधु ...

जो खिल सके न वह फूल हम हैं
तुम्हारे चरणों की धूल हम हैं
दया की दृष्टि सदा ही रखना
तुम्ही हो बंधु ...

प्रार्थना

गुरु ब्रह्मा गुरु विष्णु,
गुरु देवो महेश्वरा
गुरु साक्षात् परब्रह्म,
तस्मै श्री गुरुवे नमः

God's love it's so wonderful

God's love it's so wonderful

God's love it's so wonderful

Oh! Wonderful love!

So high you can't get over it

So high you can't get over it

So high you can't get over it

Oh! Wonderful love!

So deep you can't get under it

So deep you can't get under it

So deep you can't get under it

Oh! Wonderful love!

So wide you can't get around it

So wide you can't get around it

So wide you can't get around it

Oh! Wonderful love!

God's love it's so wonderful

God's love it's so wonderful

God's love it's so wonderful

Oh! Wonderful love!

SCHEDULE FOR CCA ACTIVITIES

CLASS I & II

DATE	DAY	ACTIVITY
18-04-2026	SAT	MEMORY TEST
06-06-2026	SAT	ENGLISH RECITATION
20-06-2026	SAT	CLUB ACTIVITIES
04-07-2026	SAT	STORY TELLING COMPETITION
18-07-2026	SAT	CLUB ACTIVITIES
01-08-2026	SAT	FOLK DANCE COMPETITION
22-08-2026	SAT	PATRIOTIC SONG COMPETITITON
29-08-2026	SAT	CLUB ACTIVITIES
05-09-2026	SAT	TEACHER'S DAY CELEBRATION
26-09-2026	SAT	HINDI RECITATION
03-10-2026	SAT	FANCY DRESS COMPETITION
24-10-2026	SAT	CLUB ACTIVITIES
31-10-2026	SAT	DIWALI CARD MAKING COMPETITION
28-11-2026	SAT	MASK MAKING COMPETITION (SANTA CLAUS)
02-01-2027	SAT	CLUB ACTIVITIES
16-01-2027	SAT	SOLO DANCE COMPETITION(PATRIOTIC)
23-01-2027	SAT	CLAY MODELLING
30-01-2027	SAT	PAPER CRAFT
06-02-2027	SAT	THUMB PRINTING COMPETITION
Note: The above schedule is tentative. Regular circulars will be updated.		

SCHEDULE FOR CCA ACTIVITIES

CLASS III TO V

DATE	DAY	ACTIVITY
18-04-2026	SAT	HOUSE MEETING
06-06-2026	SAT	HINDI CALLIGRAPHY COMPETITION
20-06-2026	SAT	FOOTBALL COMPETITION
04-07-2026	SAT	FANCY DRESS
18-07-2026	SAT	CLUB ACTIVITIES
01-08-2026	SAT	FLAG MAKING COMPETITION/RAKHI MAKING COMPETITION
22-08-2026	SAT	GROUP SONG COMPETITION (PATRIOTIC)
29-08-2026	SAT	CLUB ACTIVITIES
05-09-2026	SAT	TEACHER'S DAY CELEBRATION
26-09-2026	SAT	ENGLISH RECITATION
03-10-2026	SAT	SOLO SINGING COMPETITION
24-10-2026	SAT	KABADDI COMPETITION
31-10-2026	SAT	DIYA MAKING COMPETITION
28-11-2026	SAT	CHRISTMAS CARD MAKING COMPETITION
02-01-2027	SAT	CLUB ACTIVITIES
16-01-2027	SAT	SOLO DANCE COMPETITION (PATRIOTIC)
23-01-2027	SAT	CLAY MODELLING COMPETITION
30-01-2027	SAT	BUTTON ART
06-02-2027	SAT	KHO-KHO COMPETITION
Note: The above schedule is tentative. Regular circulars will be updated.		

SCHEDULE FOR CCA ACTIVITIES

CLASS VI TO VIII

DATE	DAY	ACTIVITY
18-04-2026	SAT	HOUSE MEETING
06-06-2026	SAT	BEST OUT OF WASTE
20-06-2026	SAT	YOGA DAY/CHESS COMPETITION
04-07-2026	SAT	FOOTBALL COMPETITION
18-07-2026	SAT	CLUB ACTIVITIES
01-08-2026	SAT	GROUP SINGING (PATRIOTIC SONG)
22-08-2026	SAT	SPEECH COMPETITION(HINDI/ENGLISH)
29-08-2026	SAT	CLUB ACTIVITIES
05-09-2026	SAT	FOLK DANCE COMPETITION(GROUP)
26-09-2026	SAT	THALI DECORATION COMPETITION
03-10-2026	SAT	HERITAGE INDIA QUIZ
24-10-2026	SAT	KHO-KHO COMPETITION
31-10-2026	SAT	CRICKET COMPETITION
28-11-2026	SAT	CAROL SINGING COMPETITION(GROUP)
02-01-2027	SAT	CLUB ACTIVITIES
16-01-2027	SAT	BEST OUT OF WASTE
23-01-2027	SAT	SOLO DANCE COMPETITION(PATRIOTIC)
30-01-2027	SAT	MONO ACTING COMPETITION
06-02-2027	SAT	KABADDI COMPETITION(BOYS/GIRLS)
Note: The above schedule is tentative. Regular circulars will be updated.		

SCHEDULE FOR CCA ACTIVITIES

CLASS IX TO XI

DATE	DAY	ACTIVITY
18-04-2026	SAT	HOUSE MEETING
06-06-2026	SAT	POT DECORATION COMPETITION
20-06-2026	SAT	CLUB ACTIVITIES/YOGA DAY CELEBRATION
04-07-2026	SAT	FOLK DANCE COMPETITION
18-07-2026	SAT	CLUB ACTIVITIES
01-08-2026	SAT	BEST OUT OF WASTE (CREATIVE ART COMPETITION)
22-08-2026	SAT	GROUP SONG – VARSHA RITU
29-08-2026	SAT	CLUB ACTIVITIES
05-09-2026	SAT	TEACHERS DAY CELEBRATION
26-09-2026	SAT	DIWALI LAMP MAKING COMPETITION
03-10-2026	SAT	FOOTBALL COMPETITION (BOYS & GIRLS)
24-10-2026	SAT	KABADDI COMPETITION
31-10-2026	SAT	SOLO DANCE (SEMI CLASSICAL)
28-11-2026	SAT	CHRISTMAS CRIB MAKING COMPETITION
02-01-2027	SAT	VOLLEY BALL COMPETITION
16-01-2027	SAT	HERITAGE INDIA QUIZ COMPETITION
23-01-2027	SAT	CRICKET COMPETITION
30-01-2027	SAT	STAND UP COMEDY
06-02-2027	SAT	CHESS COMPETITION
Note: The above schedule is tentative. Regular circulars will be updated.		

EVALUATION SCHEDULE

CLASS I TO XII

SR.NO	NAME OF EXAMINATION	CLASS	COMMENCES	CONCLUDES	OPEN HOUSE
1	EVA-I/PRE-MID/PERIODIC TEST-I	I TO X & XII	06/07/2026	17/07/2026	22/08/2026
2	EVA-II/UNIT TEST-I/MID TERM EXAM/ PERIODIC TEST-2	I TO XII	21/.09/2026	05/10/2026	31/10/2026
3	EVA-III/POST MID/ PRELIM-1	I TO XII	01/12/2026	14/12/2026	21/01/2027
4	PRELIM -2	X & XII	05/01/2027	18/01/2027	06/02/2027
5	EVA-IV/ANNUAL EXAM	I TO IX & XI	18/02/2027	10/03/2027	27/03/2027

Note: Evaluation schedule is subject to change depending as per directives from Govt./CBSE.

VACATION AND RE-OPENING

DATE	DAY	EVENT
01-05-2026	THURSDAY	SUMMER VACATION COMMENCES
01-06-2026	THURSDAY	SCHOOL RE-OPENS
04-11-2026	WEDNESDAY	DIWALI VACATION COMMENCES
25-11-2026	WEDNESDAY	SCHOOL RE-OPENS
23-12-2026	WEDNESDAY	WINTER BREAK COMMENCES
02-01-2027	SATURDAY	SCHOOL RE-OPENS

Note: Vacation and re-opening of the school is subject to change depending as per directives from Govt./CBSE.

SCHOOL CELEBRATIONS AND EVENTS

DATE	DAY	NAME OF EVENT
23-04-2026	THURSDAY	ANNUAL DAY
TO	TO	
26-04-2026	SUNDAY	
20-06-2026	SUNDAY	INTERNATIONAL YOGA DAY CELEBRATION
10-07-2026	FRIDAY	STUDENT COUNCIL INVESTITURE CEREMONY
15-08-2026	SATURDAY	INDEPENDENCE DAY CELEBRATION
05-09-2026	SATURDAY	TEACHERS' DAY CELEBRATION
05-11-2026	THURSDAY	DIWALI CELEBRATION
14-12-2026	MONDAY	SCHOOL PICNIC
TO	TO	
18-12-2026	FRIDAY	
23-12-2026	WEDNESDAY	CHRISTMAS CELEBRATION
26-01-2027	TUESDAY	REPUBLIC DAY CELEBRATION
29-01-2027	FRIDAY	ANNUAL SPORTS DAY CELEBRATION
06-02-2027	SATURDAY	FAREWELL CLASS XII

◆ ANNUAL DAY, SPORTS DAY & PICNIC DATES ARE TENTATIVE

DATE	DAY	NAME OF FESTIVAL
03-04-2026	FRIDAY	GOOD FRIDAY
14-04-2026	TUESDAY	AMBEDKAR JAYANTI/VISHU
01-05-2027	FRIDAY	BUDDHA PURNIMA
27-05-2026	WEDNESDAY	BAKRID
26-06-2026	TUESDAY	MUHARRAM
16-07-2026	THURSDAY	RATH YATHRA
12-08-2026	WEDNESDAY	DIWASO
26-08-2026	WEDNESDAY	ID-E-MILAD
28-08-2026	FRIDAY	RAKSHABANDHAN
04-09-2026	FRIDAY	JANMASHTAMI
14-09-2026	MONDAY	GANESH CHATURTHI
02-10-2026	FRIDAY	GANDHI JAYANTHI
19-10-2026	MONDAY	MAHANAVAMI
20-10-2026	TUESDAY	DUSSEHRA
09-11-2026	MONDAY	GOVARDHAN POOJA
11-11-2026	WEDNESDAY	BHAI DUJ
24-11-2026	TUESDAY	GURU NANAK JAYANTHI
25-12-2026	FRIDAY	CHRISTMAS
01-01-2027	FRIDAY	NEW YEAR
14-01-2027	THURSDAY	MAKARSANKRANTI
06-03-2027	SATURDAY	MAHASHIVRATRI
09-03-2027	TUESDAY	RAMZAN
22-03-2027	MONDAY	HOLI
26-03-2027	FRIDAY	GOOD FRIDAY

NOTE:

- As a regular routine is followed for all the Saturdays, 2nd Saturday of every month is compensated as holiday.
- Any other discretionary holiday announced by the school management/Daman & Diu Education department subject to the appearance of the moon
- The school office will remain closed on these days.

Academic Year 2026– 27

Account of Working Days

No. of working days : 234

No. of Holidays : 17

Vacation days:

Summer : 32

Diwali : 21

Winter : 10

No. of Sundays : 41

No. of 2nd Saturdays : 10

Total days : 365

[illegible]

[illegible]

LITTLE THINGS THAT MATTER MUCH
ABSENCE WITHOUT EXCUSE

[illegible]

LITTLE THINGS THAT MATTER MUCH

MISBEHAVIOUR

[illegible]

LITTLE THINGS THAT MATTER MUCH
PROPER BOOKS NOT BROUGHT TO CLASS

[illegible]

LITTLE THINGS THAT MATTER MUCH

HOME WORK NOT DONE

[illegible]

RECORD OF PERSONAL CLEANLINESS

[illegible]

LITTLE THINGS THAT MATTER MUCH WITHOUT PROPER UNIFORM

[illegible]

LITTLE THINGS THAT MATTER MUCH LEAVE RECORD

[illegible]

LITTLE THINGS THAT MATTER MUCH

COMMUNICATION FROM TEACHER TO PARENT

[illegible]

LITTLE THINGS THAT MATTER MUCH

COMMUNICATION FROM PARENT TO TEACHER

[illegible]

FORM OF APPLICATION FOR TRANSFER CERTIFICATE

Date: _____

THE PRINCIPAL
COAST GUARD PUBLIC SCHOOL
AIR PORT ROAD, DAMAN-396210

Madam,

Please furnish me with the Transfer Certificate of my ward. The necessary particulars are given below.

Student Name: _____

Admission Number: _____

Class in which studying: _____

Date of Admission: _____

Date of Leaving School: _____

Reason for Leaving: _____

Signature of the Parent/Guardian

FOR OFFICE USE ONLY

Fees paid/Sign of the Office Assistant _____

Lab _____ Sports _____

Library books returned (Librarian) _____

Signature of Class Teacher _____

N.B. 1) T.C. will not be issued unless all the dues of school have been cleared.

2) The transfer certificate will be given only after the submission of the
application one month in advance.

3) Any application in mid-term must be accompanied by the remaining fees of the term in which the student has applied for T.C. The student who intends to discontinue in the school from the beginning of the new academic year **should apply T.C. before 31st March. T.C. will be issued one week from the declaration of Annual Exam result date.**

**APPLICATION FOR REQUEST FOR
REFUND OF CAUTION DEPOSIT**

From: _____

Contact No. _____

The Principal,
Coast Guard Public School,
Daman.

REQUEST FOR REFUND OF CAUTION DEPOSIT

Madam,

With reference to the above matter kindly refund the caution deposit of Master/Miss

_____ Class _____. Since I am withdrawing my ward from the school.

My A/c No. _____ IFSC Code _____

Branch Name _____ Bank Name _____

Thanking you,

Yours faithfully,

(_____)



LEAVE APPLICATION

Name of the Student _____

Class: _____ Section: _____ Roll No. _____

Date of leave: _____

Reason for leave:

Signature of Father/Mother:

Mobile No. _____

Signature of Class Teacher:

Signature of Principal: