

Vartak Model School

CIRCULAR: ASSIGNMENT OF DUTIES & RESPONSIBILITIES

VMS/2025/03/GEN/70

Date: February 23, 2026

To: All Teaching Staff, Vartak Model School

Dear Teachers,

Pursuant to the directives issued by **Brigadier Sanjeet Singh, Chief Engineer, Project Vartak and Patron, Vartak Model School**, during the staff meeting held at the Vartak Head Office, the following duties and responsibilities are hereby assigned.

To ensure the smooth functioning of school operations, functional groups have been established. The Principal has appointed the Group Leaders, who are further authorized to select their respective team members. These assignments will be effective for a period of two months, from **March 1, 2026, to April 30, 2026**, after which a new roster will be shared.

Duty Assignments:

<u>Task</u>	<u>Group Leader</u>
Admission Process	Mrs. Babika
Examination Conduct	Mrs. Chitrani
Results & Tabulation	Mrs. Anjali

Guidelines for Group Formation:

1. **Team Size:** Each group must consist of exactly **four (4) teachers**, including the Group Leader.
2. **Selection:** Group Leaders are responsible for selecting the other three members of their team.
3. **Planning:** Each group must submit a comprehensive written action plan to the undersigned by **February 27, 2026**.
4. **Reporting:** Group Leaders must provide a progress report to the Principal every **15 days**.

I appreciate your continued hard work and dedication to the excellence of Vartak Model School.

Best regards,

Receipt of the copy is attached.

(Mrs Jonali T. Sarmah)
Principal
Vartak Model School

Copy to:

Chief Engineer, Patron, Vartak Model School by PS

Chairman, Vartak Model School

Secretary, Vartak Model School