



Inspiration Sr. Sec. School

Kathgodam

Dear Parents,

You are requested to abide by the Guidelines for the issuance of TC in order to prevent the spread of COVID-19.

GUIDELINES

- 1- TC application forms are available at the school gate security room and can be collected from 9.00 AM to 1.00 PM on all working days on the basis of **ODD-EVEN** formula. Parents of the Students with **EVEN** admission number can collect/ submit on the dates with **EVEN** number and those with **ODD admission numbers** can collect/submit on the dates with **ODD number** respectively. For example, Student with admission No. 174 can collect/submit on the dates 2,4,6,8..... Similarly with the admission No. 115 can collect/ submit on 1,3,5,7,9.....
- 2- TC will be issued within 7 days from the date of submission of the application, subject to the clearance of all the school fees and other dues.
- 3- Please follow the circles marked outside security room in order to maintain social distance to prevent the spread of COVID -19.
- 4- Please ensure to put on the face mask all the time while interacting with the staff.
- 5- Please ensure to sanitize your hands before and after the interchange of documents or coming in contact with anything which is exposed to the public.

Your kind Cooperation is solicited.

PRINCIPAL

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