



Dt: 22.07.2020

**Sub: IMPORTANT CIRCULAR REGARDING ATTESTATION**

Dear Parents,

For attestation of all I.C.S.E. / I.S.C. documents, photocopies of documents in a A4 size envelope to be kept with the security at the entrance after signing the special register kept with the security against the documents submitted. Attested copies will be returned after THREE WORKING DAYS. Kindly note that all staff may not be present due to COVID situation.

For example :

Documents submitted on Monday will be returned on Thursday

Documents submitted on Tuesday will be returned on Friday

Documents submitted on Wednesday will be returned on Saturday

Documents submitted on Thursday will be returned on Monday

Documents submitted on Friday will be returned on Tuesday

By Order

Management