

Date: 12.10.2021

### Attachments

1. Covering letter
2. Items Requirements –Boarders
3. RTPCR – Health Care Circular
- 4.a) Medical History
4. b) Immunization chart
5. Acknowledgement (to be returned to school)
6. General Guidelines for Boarders
7. Consent letter of Parent /Guardian
8. Dorm Schedule – Tentative Schedule
9. SBI Bank challan



Date: 12-10-2021

Dear Parents,

As per the Government announcement we are reopening the School with regular classes for grades I to VIII from 8<sup>th</sup> November 2021 (Monday).

Riverside has taken every precaution to meet the requirements set by the Government and parents for the safety of our students.

Since the reopening of school for Grades, 9<sup>th</sup> to 12<sup>th</sup> from the first week of September, the school has taken several positive steps in maintaining the health and hygiene concerns of the children in a very organized manner. We are very glad to inform you that our students have been attending the classes and are in good health. The school is following all Standard Operation Procedures as prescribed by the Government with utmost dedication and sincerity.

The school has organized the class room activities for boarders and day scholars in strict separation and this is well appreciated by the Government agencies as well as our parents.

Anticipating the reopening of the school for classes I to VIII and the arrival of our children, as is the normal practice, we attach herewith the following details, so that the parents and the students are informed in advance and report to the school well prepared and ready for the regular classes.

Please note that all our staff members (both teaching and non-teaching) are 100% vaccinated.

From the interactions that we regularly have with the parents, we understand that the students as well as the parents are eagerly looking forward to the reopening of regular school and the conduct of normal/ regular classes.

We hereby request you to submit the following items/documents which the boarders/Day scholars must bring to the school on the day of reopening.

1. Boarders -The regular items (List attached) that the boarders should bring when reporting to school including a set of masks for personal use and sanitizer bottle.
2. Boarders and Day scholars R.T.P.C.R Covid test Report taken within 48 hours of entering the campus to be submitted on arrival.
3. Boarders-Medical details and medical prescriptions if any.
4. Boarders and Day scholars - signed parents consent letter.
5. Boarders and Day Scholars- (Complete fee payment receipt)
6. Requisite 'Name Tag' for students to stitch on the garments

Boarders are requested to report on the 8<sup>th</sup> of November (Monday) morning, but are allowed to report before 5-00 p.m on 8<sup>th</sup> November.

The day scholars will report on 9<sup>th</sup> November (Tuesday) before 9-00 a.m.

**Please make sure all fee dues are remitted before attending classes, to help us continue our best possible educational services.**

With warm regards,

Sincerely,

Principal  
Riverside Public school

Note: Masks are compulsory in the campus. Parents are requested to strictly avoid visiting boarders after reopening as the pandemic is still around.

An Institute of



**MANGALAM**  
EDUCATIONAL TRUST

mangalameducation.edu.in

**RIVERSIDE PUBLIC SCHOOL, KOTHAGIRI REQUIREMENTS-BOARDERS**

<b>S.NO</b>	<b>Items</b>	<b>Quantity</b>
1	Vest & Brief	12 pairs
2	Hand kerchiefs	10 Nos
3	Dark coloured Night sweater & Cap(if they need)	1 Each
4	Shoe polish & Brush (40G Tin)	2 Nos
5	Bathroom Slippers to be used inside the Dorm only	1 Pair
6	Adidas shoe black(without any colour borders)	2 Pairs
7	Crocs (Navy Blue colour for girls & Brown colour for boys) Inside the campus and Dining Hall	1 Pair
8	Naughty Boy/Ballerina shoe for black for formal uniform	1 Pair
9	Sports shoe as required for (check with the sports department)	1 Pair
10	Plain Black Tie (3 inch Tip of the Tie)	2 Nos
11	Black Belt (VI & Above Boys)	1 Nos
12	Bed spread in Maroon/dark Brown colour	3 Nos
13	Pillow cover in Maroon/dark Brown colour	3 Nos
14	Towels for regular use(Turkey towels are not allowed)	3 Nos
15	Woolen Blanket(Quilt is not allowed)	1 Nos
16	Fleece	2 Nos
17	<b>Toiletries</b>	
	a. ToothBrush	2 Nos
	b. ToothPaste	2 Nos
	c. Tongue Cleaner	2 Nos
	d. Bath Soap	3 Nos
	e. Shampoo	2 Nos
	f. Body Scruber	1 Nos
	g. Hair oil	As required
	h. Face cream	As required
	i. Face powder	As required
	j. Body Lotion	As required
	k. Hair Comb	2 Nos
	i. Nail cutter	1 Nos
18	Spectacles(if required)	2 Nos
19	Small AIR Bag(Trolley bags are not allowed)	1 Nos
20	Lock & Keys (small size) only for class VI & above	2 Nos
21	Black clip or Black Rubber Band for girls	As required
22	Rain Coat & Umbrella	1 Each
23	Thermo Flask only(water bottels are not allowed)	1 Nos
24	Face Masks	As required
25	Face Shield	1 Nos
26	Hand Sanitizers	1 Nos
27	Black socks	5 Pairs

**Note: Any additional items apart from above mentioned list will not be allowed.**



**IMPORTANT NOTE**

As per the Covid 19 protocol the students must undergo RTPCR test taken prior 72 hours and submit the 'Negative Report' in printed format only.

Kindly avoid submitting 'what's app' messaging or soft copies

**HEALTH CARE- STUDENT HEALTH HISTORY**

NAME	
ROLL NO	
BLOOD GROUP	
REFRACTORY ERRORS	
<b>HISTORY OF CONVULSIONS (FITS)</b>	
NUMBER OF EPISODES	
OCCURRED WITH FEVER	
CONVULSIONS AFTER FIVE YEARS	
<b>ALLERGIC MANIFESTATIONS</b>	
RESPIRTORY ALLERGIES	
SKIN ALLERGY	
DRUG ALLERGY	
COLD COUGH AND WHEEZING	
ALLERGIC TO ANY FOOD	
LONG TIME MEDICINES	
OTHER HEALTH PROBLEMS	
SELF OR ANY ONE IN YOUR FAMILY AFFECTED BY COVID-19	Yes/ No
DETAILS	
ANY ONE FAMILY MEMBERS ARE SUFFERING FROM	
DIABETICS	
HYPER TENSIONS	
SKIN DISEASES	
BRONCHIAL ASTHMA	
REFRACTORY ERRORS	
OTHER DISEASES	

SIGNATURE & SEAL OF PEDIATRICIAN

**IMMUNISATION CHART**

Name: .....

Age	Vaccine	Due on	Given on	Wt.	Sig of Doctor
Birth	BCG				
	Oral polio Dose 1 <sup>st</sup> Dose				
	Hepatitis B				
6 weeks	DPT + Hepatitis B+ Hib Vaccine				
	Oral Polio Vaccine 2 <sup>nd</sup> Dose				
10 weeks	DPT hepatitis B+ Hib Vaccine				
	Oral Polio Vaccine 3 <sup>rd</sup> Dose				
14 weeks	OPT + Hepatitis B+ Hib Vaccine				
	Oral Polio Vaccine 4 <sup>th</sup> Dose				
9 months	Measles				
≥ 1 year	Chicken Pox Vaccine				
	Hepatitis A Vaccine				
15 months	MMR / Booster ( 5 - 10 years)				
16-18 months	DTP 1 <sup>st</sup> Booster Dose				
	Oral Polio Vaccine 5 <sup>th</sup> Dose				
	Hib Vaccine Booster Dose				
≥ 18 months*	Hepatitis A 2 <sup>nd</sup> Dose				
2 years	Typhoid Vaccine				
5 years	Typhoid Vaccine				
	DP1- 2 <sup>nd</sup> Booster Dose				
	Oral Polio Vaccine 6 <sup>th</sup> Dose				
10 years	TT Booster Dose / MMR Dose				
16 years	TT Booster Bose				

\*Hepatitis A Booster Should be given at 6 month after the primary dose

(To be filled by family pediatrician)

RIVERSIDE PUBLIC SCHOOL, KOTHAGIRI

Student's Name : .....

Address : .....

Brothers & Sisters : .....

Vegetarian/Non-Vegetarian : ..... Height : ..... Weight.....

Family History of : Diabetes / Hypertension /H.R.A.D/Obesity/ other hereditary disorders

Chronic illness : .....

Skin : .....

Deformities : .....

Medications : Name Dose Duration

History of : febrile fits/ atopy/convulsions /head injuries/sleep walking/bed-

Wetting/bowel irregularities /photo sensitivity /Otohorrea /scabies/

measles/varicella/primary complex/mumps/P.S.G.N /rheumatic carditis

/jaundice disorders / blood transfusions/learning disorders /sleep

disturbances /menstrual disorders /sickle anaemia & other anaemias

History of : Any surgeries done or surgeries planned

Vision : If corrected with glasses, please give details

Dental Details : .....

Regular periodic : .....

Investigations to be done : .....

Alternate Medicines : Homeo/Siddha/Unani/Ayurvedic/others

Address of Pediatrician : .....

and contact number : .....

Signature & Seal of Pediatrician

**Papers to be attached:**

1. Any particular suggestion to the school doctor
2. Ophthalmologist's prescription for glasses or contact lenses
3. Immunisation schedule followed so far
4. List of known drug and other allergies
5. If on any medications attach details of the indication, prescription and the duration of treatment necessary.

Acknowledgement

Student Name: .....  
Fathers Name: .....  
E-mail: .....  
Phone Number: .....

Roll no: .....

To  
The Principal,  
Dear Sir,

I acknowledged the receipt of the general guidelines of our school.

I confirm that I have noted the general guidelines. I assure that me and my ward will abide by the rules and regulations.

Date: .....

Yours faithfully,

.....

Name in capital letters

Signature.....



**Guidelines to the Parents to follow  
and  
to extend co-operation to the school authorities**

S.NO	Description	Guidelines
1	Attendance	Please ensure 100% attendance of your ward. A written leave application is required whenever the absence of the student from the school is absolutely necessary.
2	Discipline	Kindly note that for misdeeds/misbehavior constituting minor offences; corrective steps will be taken by the respective staff.  In case of repeated misdeeds/offences etc, a disciplinary committee consisting of the Principal, Administrator, Counselor and Section Heads will investigate and issue warnings if necessary. In extreme cases, parents will be called to the school to discuss the problem and thereafter, any expulsion or suspension of the student will be contemplated.
3	Fees	a) Please ensure that all school fees and other payments are made without delay. The payment dates will be indicated to you at the beginning of the year. Failure to clear the fee arrears on or before specified date would attract a 'non-compliance charges'. b) Scholarship / Concession / Discount / Payment program – extended, if any by the management, is subject to students & parents following the school rules and adhering to proper payment schedule, otherwise, such benefits will be curtailed without any notification.
4	Language	a) Please note that the medium of the institution is English. b) The school encourages children to pay attention to language proficiency in English and fulfill the desire of the parents whose ambition is to educate their ward to gain proficiency in the English language. Therefore we would advise the children to communicate in the medium and keep up the standard of the school.
5	Withdrawals	If you wish to apply for a transfer certificate for your ward at the end of the academic year, please inform the Principal in writing by the December 15th of the current academic year.
6	Uniforms	a) Students must be properly dressed in full uniform as defined in the uniform schedule given in the diary. Students are expected to come to school dressed neatly and groomed well. b) If students have not received their uniform or have issues due to misplacement, washing delays or if their uniform has worn out, they are expected to approach their respective dorm parents for support and in case of day scholars, students are expected to approach the office who will obtain the necessary permission from the parents to issue the same to them. c) Shoes for specific sports (football boots, shoes for jogging/athletics and other games) as required have to be carried to school in a separate bag and worn only on the games field. Canvas shoes are not treated as uniform shoe. Please contact the Sports Coordinator before investing on any sports shoe. Please avoid <u>buying expensive shoes</u> .



### Boarders

- |   |                  |  |
|---|------------------|--|
| 1 | Calendar         | A Calendar showing the entire schedule for the year including the list of holidays and outing days will be issued at the beginning of the academic year. Any changes in the schedule will be intimated to you.   |
| 2 | Fees             | Please ensure that all fee dues have been paid before reporting at the start of the term. Students will not be admitted if this is not done.   |
| 3 | Reporting        | <b>When reporting to school at the start of the term, please bring with you the following items:</b><br>a) A detailed medical report on the health of your child including prescriptions if necessary. The necessary clothes and toiletries as noted in the Requirement List.<br>b) Before departing the ward please collect the contact of the Dorm Parent, Residential Coordinator & Section Co-coordinator.<br>c) If your child is sick or injured, you will be informed only if the situation merits it. The school will look into if there is a need to send the child home for further treatment.<br>d) Students will not be admitted into the boarding after 4:00 p.m on the day of reporting. If you are dropping off your ward in the morning, please ensure that you are in the campus between 10.00 a.m. and 10.30 a.m. (with no dues pending).   |
| 4 | Long Weekends    | During long weekends, leave will not be granted 'before or after' the designated/appointed dates. Parents are requested to strictly follow the calendar. If for any reason, the student is unable to attend school, 'prior permission' has to be sought from the Principal.  |
| 5 | Outing           | On outing days parents are not permitted to visit or take their wards home. Further, only those in proper uniform will be allowed to go for Outing.  |
| 6 | Pick-up and Drop | The school arranges for the pick-up and drop of students from certain towns and cities at certain times of the year. Parents who wish to avail of this facility may contact the Transport In Charge regarding the details. Please also ensure that your request for a pick-up or drop is sent by e-mail to <a href="mailto:transport@riverside.edu.in">transport@riverside.edu.in</a> and cc to <a href="mailto:admin@riverside.edu.in">admin@riverside.edu.in</a> , well in advance. Please ensure that you have your identity cards with you when you come to the collection center.   |
| 7 | Permitted Items  | <b>a) Boarders are permitted to bring</b><br>(i) only a simple travel bag (no locks permitted)<br>(ii) personal colour dress – two sets only<br>(iii) as many inners as needed(Refer to check list)<br>(iv) all garments and uniforms should be stitched with the name tag & roll numbers<br><b>b) Boarders are not permitted to have in their possession electronic gadgets, cellular phones and valuable watches, jewelry, money, perfume and deodorant sprays (roll-ons are allowed).</b> The school is not responsible for the loss of the same. If there is a requirement of certain items like a camera (for the members of the photography club), please ensure that it is handed over to the school office and registered.<br><br>Please avoid giving cash to the students, if found then it will be collected and donated/contributed for charitable purpose.<br><br>c) If your ward asks for any items for sports or other activity, please check with the Residential Co-Ordinator, Sports Coordinator/ Administrator, if there is a need for the same. |

8	<b>Birthday Celebrations</b>	Parents are allowed to attend their ward's birthday and carry only the birthday cake to school. However, please get prior permission from the Residential Coordinator.
9	<b>Outside Food</b>	Students are not permitted to carry in/bring in any form of foodstuff into the dorm. All food should be consumed on the vehicle or in the 'designated space' outside the campus before entering.  Concerning on the health & hygiene of the students, we advise all to refrain from ordering from the local mess, however, if the students are found not abiding by this clause, the entire dorm will be penalized for non-compliance and misbehavior, with no explanation from the management.
10	<b>Sports &amp; Academics</b>	Boarders must adhere to Sports and Academic schedule - reporting to morning fitness class and similarly paying careful attention to prep schedule is a must.
11	<b>Intra-Dorm Visit</b>	Visiting other dorms by students (boarders) is strictly prohibited and getting prior permission from the Residential Coordinator and dorm parents is mandatory.

#### General

1	<b>Bathing Time</b>	As a normal practice public schools in the hill stations facilitate students with an evening bath (hot water). However, at Riverside, we facilitate that the students take their bath in the morning as scheduled below:  <b>Main Campus:</b> <ul style="list-style-type: none"> <li>• Wake up -5:30 am</li> <li>• Report for fitness -6:00 am to 6:30 am</li> <li>• Bathing Time- 6:30 am to 7:30 am</li> </ul> <b>Junior Campus:</b> <ul style="list-style-type: none"> <li>• Wake up: Class VI and above -5:30 am, Class I to V -6.00 am</li> <li>• Fitness class: Class VI and above - 6:00 to 6:30 am</li> <li>• Bathing Time: 6:30 to 7:15 am</li> </ul> <p>In the event of a non-routine, the bathing would be alternatively organized in the "<u>evening</u>". Depending upon the weather conditions, if there is no fitness class, children will have to wake up at the usual time and go for <u>morning studies</u>, there will be "no extension of sleeping hours."</p>
2	<b>Morning Fitness Classes</b>	To develop a healthy body to support healthy mind, Riverside organizes morning fitness programs for all age groups. It is scheduled in such a manner to help them to perform well in Inter School Tournaments, MRC Meet and AHESN Meet.
3	<b>Study Timing</b>	<ul style="list-style-type: none"> <li>• Studying must be a regular practice. Passed down through generations and advised by the elders, studying during early morning hours kindles and boosts the memory power and retains and absorbs what we study.</li> <li>• Perhaps, it is because of this, every school insists their children (students) to practice getting up early in the morning to study and start the day. Moreover, late-night study generally exhausts and increases fatigue leading to anxiety, giddiness, and sleeplessness and finally fear of facing the exams.</li> </ul>

• It is not only the advice of the elders, but also medically accepted that children should avoid late night study and make a practice of going to sleep by 10.30 pm at least and wake up by 5.30 am to avoid these above-mentioned complications. As we always emphasize, Riverside is a student centric institution, therefore we urge our parents to advise their wards suitably to follow the good practices inculcated by the institution for their academic benefit. You are hereby guided and informed that from henceforth the study timings would be 'after supper from 8:30 pm to 10:30 pm'.

**4 Non-Compliance of Rules & Regulations**

As a student 'Centric School' which believes in educating the child with Responsibility and Accountability and providing them a maximum happy environment, the following are to be adhered to at all times.

(a) Uniform: While correction of minor nature in the uniform is allowed; pencil stitch or fashion statement stitches are not allowed.

(b) Shoes: Different styles of shoes or different brands (of individual taste) though black in color not permitted, only those approved by the school is to be used. "No Excuses would be considered / accepted".

(c) Hair Cut: While normal hair trimming/decent cut is acceptable and appreciated. Haircuts of any fashion or style statements are not allowed – like mushroom cut etc.,

(d) Food: Bringing food from outside or ordering food through day- scholars are not allowed, strict disciplinary action will be initiated, if found not adhering to the rules of the school.

(e) Mobile Phones: It is strictly advised that parents to REFRAIN FROM PROVIDING smartphones etc (except the ordinary 1100 style button mobile-No camera) if found it will be accounted as confiscated. This ordinary mobile phone should also handed over to the Dorm parent only upon proper prior permission from the Dorm-incharge.

(f) Parents are advised to refrain from any pressure tactics / external support to gain or fulfill their personal interests leading to coercion or to divert the general/collective decision of the school or argue against the rules, regulations and the principal ethos of the institution.

**Medical facilities**

**1 First Aid**

The school infirmary is equipped with experienced faculty and requisite first aid medical equipments and has bed facilities used in case of minor day care/ hospitalization.

**2 Referral Hospital**

In the event of a medical emergency a child will be referred to the 'Kotagiri Medical Fellowship' now managed by CMC Vellore. The charges thereof have to be cleared immediately without delay otherwise, "extra charges will be levied on delayed payment as charged by the KMF will be applicable", hence the parent is advised to avoid delay in making the payment for medical expenses.

**3 Visiting Doctor**

The School has a regular Medical Officer visiting the school daily to check the health of the students. The medicines prescribed by the MO will be bought from a approved medical shop/store and the same will be charged to the account of the concerned student. However, we would advise the parents to pay/clear such medical bills immediately.

.....Good Wishes.....

## Consent letter of Parent / Guardian

Date:

To,  
The Principal  
Riverside Public School  
Kotagiri

Sub: Academic year 2021-22 – Covid-19 Pandemic – Consent letter of Parent / Guardian for their son/  
daughter to attend School.

Sir/ Madam,

I am willingly giving my consent for sending my son/ daughter to school when school reopens on 1<sup>st</sup> September 2021. My son/daughter is in good health. I am fully aware of Covid-19 Pandemic and also fully aware of the precautionary measures to be taken while sending my son/ daughter to the school. I will follow all the instructions given by the Headmaster/ Principal regarding Covid-19 Pandemic. The student will stay in the campus without any break during the full term to prevent any infection.

Student details

Name:

Class, Section ,Student ID No.

I am in receipt of the "General instructions" and I assure you that we will abide by the same.

Signature of Parent / Guardian

Name -----

Mobile No -----

**RIVERSIDE PUBLIC SCHOOL**  
**TENTATIVE SCHEDULE - I TO VIII**  
**BOARDERS**

**DORM SCHEDULE**

Fitness Daily	6.00 a.m to 6.45 a.m
Bath	6.45 a.m to 7.45 a.m
Morning Prep	7.45 a.m to 8.45 a.m
Breakfast	8.45 a.m to 9.10 a.m
Not allowed to go back to the Dorm on any pretext after the breakfast	
9.15 a.m Temperature checking	
School Daily Routine	
PERIOD	TIMING
Tea & Break	4.30 p.m to 5.00 p.m to get ready for prep
Prep I	5.05 p.m to 6.30 p.m
Supper	6.45 p.m to 7.30 p.m
TV Time	7.30 p.m to 8.15 p.m
Prep II	8.15 p.m to 9.30 p.m
STUDY TIME	9.30 p.m to 10.30 p.m (Optional Only)
Switch off	10.30 p.m no extension

**Medical Guidelines for Boarders**

1. As per the COVID-19 protocol the students must undergo RTPCR test taken prior 72 hours and submit the "Negative Report" in printed format only. Kindly avoid submitting "Whatsapp" messages or soft copies.
2. It is advised to carry individual thermo water bottles.
3. a. Wear masks properly while travelling to the school and inside the school campus.  
b. Face shield is a must in the campus
4. Maintain social distancing at dining hall and other places inside the school Campus.
5. Wash your hands frequently
6. Use sanitizer before and after using Restroom. Bring personal Sanitizer.
7. Used masks should be put in the dustbin properly. Avoid throwing it in public.
8. Spitting inside the school campus is prohibited.
9. Out side vehicles are NOT permitted inside the campus
10. Wearing of Mask (Properly) is a "MUST" while travelling in the school bus.

**Note:** Boarders are NOT allowed to go home between the term and Parents are not allowed to visit them due to COVID RESTRICTIONS.


The above Dorm-schedule is subjected to change.

  
 PRINCIPAL  
 12/18/21

**REMITTER'S COPY**  
**STATE BANK OF INDIA**

BRANCH : KOTAGIRI

Code No. : 4876      Date :

 Paid into the credit of  
RIVERSIDE PUBLIC SCHOOL  
KOTAGIRI

POWER JYOTI A/C No. 31104371795

Name of the Student :  
Roll No. :  
Class :

CODE	CLASSIFICATION OF FEES	AMOUNT
A	1st Term Fee	
B	2nd Term Fee	
C	3rd Term Fee	
TOTAL		

Amount in words  
(Rupees)  
Nature of payment  
Cash/Draft No.      Date :  
Bank      Amount  
Branch


Journal No.      Signature of the Remitter  
(FOR BANK'S USE)      Officer

All CBS branches are to accept the remittance Phase refer e-circular SME/LS/TP/Cir No. 13/2007-2008 dt. 07-07-08 Charges for fee collection Rs. 50/- to be collected manually separately.

**SCHOOL COPY**  
**STATE BANK OF INDIA**

BRANCH : KOTAGIRI

Code No. : 4876      Date :

 Paid into the credit of  
RIVERSIDE PUBLIC SCHOOL  
KOTAGIRI

POWER JYOTI A/C No. 31104371795

Name of the Student :  
Roll No. :  
Class :

CODE	CLASSIFICATION OF FEES	AMOUNT
A	1st Term Fee	
B	2nd Term Fee	
C	3rd Term Fee	
TOTAL		

Amount in words  
(Rupees)  
Nature of payment  
Cash/Draft No.      Date :  
Bank      Amount  
Branch


Journal No.      Signature of the Remitter  
(FOR BANK'S USE)      Officer

All CBS branches are to accept the remittance Phase refer e-circular SME/LS/TP/Cir No. 13/2007-2008 dt. 07-07-08 Charges for fee collection Rs. 50/- to be collected manually separately.

**BANKERS COPY**  
**STATE BANK OF INDIA**

BRANCH : KOTAGIRI

Code No. : 4876      Date :

 Paid into the credit of  
RIVERSIDE PUBLIC SCHOOL  
KOTAGIRI

POWER JYOTI A/C No. 31104371795

Name of the Student :  
Roll No. :  
Class :

CODE	CLASSIFICATION OF FEES	AMOUNT
A	1st Term Fee	
B	2nd Term Fee	
C	3rd Term Fee	
TOTAL		

Amount in words  
(Rupees)  
Nature of payment  
Cash/Draft No.      Date :  
Bank      Amount  
Branch

Journal No.      Signature of the Remitter  
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All CBS branches are to accept the remittance Phase refer e-circular SME/LS/TP/Cir No. 13/2007-2008 dt. 07-07-08 Charges for fee collection Rs. 50/- to be collected manually separately.

14

Denomination	Qty.	Amount
2000 X		
500 X		
200 X		
100 X		
50 X		
20 X		
10 X		
TOTAL		

Denomination	Qty.	Amount
2000 X		
500 X		
200 X		
100 X		
50 X		
20 X		
10 X		
TOTAL		

Denomination	Qty.	Amount
2000 X		
500 X		
200 X		
100 X		
50 X		
20 X		
10 X		
TOTAL		