RATAN BISWAS MEMORIAL SCHOOL

(Under Ratan Biswas Memorial Trust No- IV/00178, UDISE No:- 19220107509, CBSE Secondary Affiliation No:- 2430377)
Vill: Munshipara, Po: Salkumarhat, Dist: Alipurduar, West Bengal- 736204
(M) 9862563890 / Email: rbmsnyp@gmail.com, Website : rbmschool.in

Ref. No. ADMIN/RBMS/2025-26/03

Date. 17/03/2025

OFFICE ORDER

This is for general information to all office staffs, teaching and non-teaching staffs of Ratan Biswas Memorial School that the school timing and duty hour has been fixed for the new session (2025-26) i.e from 1st April 2025 to 31st March 2026 as per the table below:-

Sl. No.	Category	Arrival Time	Departure Time
1	Principal	On or Before 8.30 AM	After 4.00 PM
2	Teaching Staffs	On or Before 8.40 AM	After 3.30 PM
3	Non-Teaching Staffs	On or Before 8.30 AM	After 4.00 PM
4	Office Staff	On or Before 8.30 AM	After 4.00 PM
5	Other Ministerial Staffs	On or Before 8.30 AM	After 4.00 PM
6	Day Guard Duty (Haren Mandal)	From 7.00 AM to 4.00 PM	
7	Night Guard Duty (Labanya Barman)	From 4.00 PM to 7.00 AM	
8	Morning Assembly	8.45 AM to 9.10 AM	
9	Nursery MTS (Beauty Begum)	8.30 AM	4.00 PM
10	LKG MTS (Ranu Biswas)	8.30 AM	4.00 PM
11	UKG (Kalpana Roy)	8.30 AM	4.00 PM
12	Office MTS (Pushpa Biswas)	8.30 AM	4.00 PM
13	Hostel MTS (Sima Biswas)	6.00 AM	6.00 PM
14	Driver (Mahabharat Roy)	7.00 AM	4.00 PM
15	Driver (Biswanath Roy)	7.00 AM	4.00 PM
16	Driver (Tuhin Narjary)	7.00 AM	4.00 PM

All concerned are directed to comply it properly and follow it sincerely

DIRECTOR, RBM SCHOOL