

22 October, 2010

**Dear Parent,**

This is to inform you that all students are required to come to school in proper winter uniform from 25<sup>th</sup> November, 2010. Please note that winter dress code for students of grade I to III is Yellow Sweater and grade IV onwards it is Blazer as mentioned in the school diary. The cloth for the school blazer and trousers will be made available from the school book shop. A special order has to be placed with the suppliers as the particular shade of the cloth may not be available in the market. Kindly fill in the following requisition form as per Tailor's measurement in order to enable us to place an order for the cloth well in time. The rates of the various items are as follows:

Trousers Cloth	Rs.440/- per meter
Blazer Cloth	Rs.440/- per meter
Button set	Rs.80/-
Crest	Rs.65/-
Tie (Size 48)	Rs.45/-
Tie (Size 54)	Rs.55/-

Please note that the Buttons, Crest and Tie are compulsory with the blazer cloth, and ensure that the crest is stitched on the pocket.

No student will be allowed to wear the uniform of a different shade or texture.

The form with money should be deposited with the School Office by 1<sup>st</sup> November, 2010 positively.

**The Track Suits in all sizes are available in Book Store, as the students are required to wear the track suits in place of Wednesday and Saturday uniform during winter months.**

**Dr. Ashok Gupta**  
**Director**

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Name of the student :

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Class & Section :

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Enrolment No. :

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Item	Meter (as per Tailor's measurement )	Price	Total
Trouser Cloth		440/- per meter	
Blazer Cloth		440/- per meter	
Button Set		80/- per set	
Crest		65/- per Crest	
Neck-Tie (Size 48)		45/- per tie	
Neck-Tie (Size 54)		55/- per tie	

**Grand Total = Rs.**

Signature of the Parent :

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Received an amount of Rs. \_\_\_\_\_ from \_\_\_\_\_

Grade \_\_\_\_\_ against advance payment for the winter uniform material.

**Date  
recipient**

**Full signature of**