

INTERNAL CIRCULAR

(Uniform Policy and Guidelines)

Dear Teachers, Administrative Staff, and Support Staff,

A uniform is a symbol of discipline, equality, and unity within our organisation. Wearing the prescribed uniform is considered a matter of pride and professionalism during duty hours. In order to maintain discipline and uphold our organisational standards, the following uniform policy is to be observed:

A. Teachers

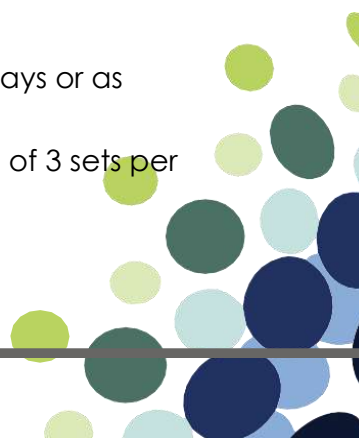
1. All the teachers are required to wear the prescribed uniforms on Mondays or as instructed by the Head of the Institution from time to time.
2. The school will bear 50% of the cost of the uniform, up to a maximum of 1 set of pants and shirts for gentlemen staff and 1 saree for ladies staff per year, along with a blazer every two years.
3. Any additional uniform required during the year, for any reason, will be at the teacher's own expense.

B. Administrative Staff

1. All the administrative staff must wear the prescribed uniform on all working days or as instructed by the Head of the Institution from time to time.
2. The school will bear 50% of the cost of the uniform, up to a maximum of 2 sets of pants and shirts and a blazer per year.
3. Any additional uniform required during the year, for any reason, will be at the staff member's own expense.

C. Support Staff

1. All the support staff must wear the prescribed uniform on all working days or as instructed by the Head of the Institution from time to time.
2. The school will bear 100% of the cost of the uniform, up to a maximum of 3 sets per year.



3. Any additional uniform required during the year, for any reason, will be at the staff member's own expense.

Your cooperation in adhering to this policy is essential for maintaining the professional image and discipline of our institution.

Warm Regards,



Dr. Arup K. Mukhopadhyay

Director

Royal Global School