

July 31, 2007

Mr. _____
_____ School

City

Dear Madam,

We are pleased to inform you that you are hereby allotted _____ with effect from July 31, 2007.

Please find enclosed list of furniture & other equipments that have been provided with the house.

Please note that you will be governed by the School's Housing Policy with detailed Rules & Regulations and Terms of Service of the School. A copy of the same is attached herewith.

Please sign the duplicate of this letter as confirmation of taking over the House, the furniture & other equipments provided.

We wish you a happy and comfortable stay at _____ School.

Yours sincerely,
for _____ School

Secretary

Cc: 1. ADM Office - for information and necessary action please

SCHOOL

Housing Policy

1. Subject to availability on the Estate, employees will be entitled to free furnished quarters as allotted to them at the discretion of the Principal on the following conditions.
2. That the relationship between the School Management and the resident in respect of such accommodation shall be that of licensor & licensee respectively and the resident shall neither have nor be deemed to have any exclusive right of occupation. The resident shall not at anytime make any claim of right, title or interest of any nature whatsoever in the accommodation allotted to him. In case the accommodation allotted to the employee is required for some other purpose by the school the employee may be asked to shift to another accommodation with due notice.
3. The resident shall use the premises for the purpose of residence only. No other business or activities or acts prejudicial to the school will be carried out by the occupants.
4. The resident shall not make or be allowed to make any structural or permanent additions, variations or alterations in the allotted quarters.
5. The resident shall not keep any livestock/pets like poultry, cattle, goats, dogs, cat etc within the campus.
6. No major functions i.e. weddings, pujas etc. or the like will be allowed within the campus without prior permission from the Principal. The use of mikes and loudspeakers is prohibited.
7. The resident will not be permitted to have relatives & guests living in quarters without prior permission from the Principal. The duration of stay should not exceed 21 days in a year.
8. The accommodation unit will be maintained by the School in good repair & upkeep as part of the property of the school. The resident will be responsible for and charged for any damage caused to the accommodation and furniture/appliances except by Acts of God & fare wear & tear.
9. The School Management will not be responsible for any loss of belongings of the resident, but in case of any loss of School property from the quarters, the resident will be held responsible & the School Management will have the right to recover the whole or part of any pecuniary loss caused to the School.
10. Family in regards to this housing policy means, the spouse & dependent children up to the age of 21 years.
11. If unmarried on the date of allocation of quarter or on subsequent marriage, the resident will not bring his/her spouse or family to live with him/her without prior permission of the Principal.
12. Furniture, Electricity and other appliances will be provided according to scales laid down by the Board of Governors from time to time.
13. Having good reason, the School authorities shall have the right to inspect with due notice the resident's quarters at any time without let or hindrance.
14. The residents are expected to keep their surroundings in clean and hygienic condition.
15. The employee will vacate the quarters allotted to him on the estate if no longer is the employ of the School without demur or appeal. Such order may also be made at the discretion of the Principal at any time but reasonable period of notice (as determined by the Principal) of vacation will be given.

16. Blood relative of Resident staff (Bachelor/Spinsters) can have only one night stay in the Guest House with prior permission in writing.
17. Activity like eating/chewing/drinking such as Pan-massala, tobacco, Gutkha, smoking, alcohol, using of abusive language and loud talking is strictly prohibited in the school premises.

Electricity

- Starting with effect from 1st August 2007 the following monthly electric consumption in terms of units for the resident teaching staff has been fixed according to grade i.e. 75 units per month. Units consumed over and above this limit will be billed for as per latest HSEB rates.

House Keeping

- For house keeping (cleaning of two bathrooms, sweeping and moping) one of the staff appointed in the school can be hired on payment basis @ 300 pm after the school hours i.e. 5p.m. For the same purpose contact _____.
- No outsider will be allowed for house keeping in the staff quarters.
- All Material for cleaning has to be provided by the resident staff only.

Food

- The resident teaching staff/guests will get meal on concession basis, provided these meals are taken in the dinning halls. No supply of any meal to the staff quarter.
- Meal charges for resident staff on Sundays/holidays and dinner – **Breakfast-10/Rs Lunch-15/Rs Dinner-15/Rs.**
- Guest will be charged similarly.
- Prior information (minimum 6hrs before) for the requirement of meals has to be provided to the Head Cook (_____) in writing.
- Non veg. is not permitted in the campus.

People within the School Campus

- At no time their should be anybody besides the following in the campus:-
 - Students
 - Teachers
 - School Administrative Staff
 - Security staff in uniform with identity cards
 - Mess Staff
 - Contract Staff & workers with identity cards/temporary gate pass.

EMERGENCY

- **IN CASE OF AN EMERGENCY**, at least two of the following need to be informed in the printed order:
 - _____
 - _____
 - _____

Parking

- Only vehicles of management and staff to be parked inside the school. Other vehicle to be parked outside.

School Transport

- School transport is meant for school duty only accept emergency.

Cable T.V.

This is to inform you that a new Cable T.V. Network will be in operation at the school effective from 1st August 2007. The Cable connection charge will be Rs. 1500/- per year. Payment for this facility will be deducted in two equal installments from your salary.

| FURNITURE PROVIDED TO TEACHERS' HOUSES | | | | |
|---|--------------------------|-------|------|--------|
| S.No | ITEM | QTY. | RATE | AMOUNT |
| 1 | 3 Seater Sofa | 1 | | |
| 2 | 1 Seater Sofa | 2 | | |
| 3 | Centre Table 3' x 6" | 1 | | |
| 4 | TV UNIT | 1 | | |
| 5 | Dining Table Round | 1 | | |
| 6 | Dining Chairs | 4 | | |
| 7 | Double Bed (Box) 6' x 6' | 1 | | |
| 8 | Box Bed Single 3' x 6' | 2 | | |
| 9 | Study Table | 1 | | |
| 10 | Study Chair | 1 | | |
| 11 | Bed Side Table | 2 | | |
| 12 | Bath Room Mirror | 2 | | |
| 13 | | | | |
| 14 | | | | |
| | | TOTAL | | |

| BUILT IN FURNITURE | | | | |
|---------------------------|---|-------|--|--|
| 1 | Wardrobe In Master Bed Room with Mirror | 1 | | |
| 2 | Wardrobe In Bed Room with Mirror | 1 | | |
| 3 | Over Counter Storage In Kitchen | 3 | | |
| 4 | Under Counter Storage In Kitchen | All | | |
| 5 | Storage Cupboard In Kitchen | 1 | | |
| 6 | Loft Storage | 1 | | |
| | | TOTAL | | |

| ADDITIONAL ITEMS | | | | |
|-------------------------|---------------------------------|-------|--|--|
| 1 | Fridge (175 Liters.) | 1 | | |
| 2 | Colour T.V. – LG – 21" | 1 | | |
| 3 | Air Conditioner With Stabilizer | 1 | | |
| 4 | Gas Stove 2 Burner | 1 | | |
| 5 | Cylinder With Regulator | 1 | | |
| 6 | Aqua Guard – Water Filter | 1 | | |
| 7 | Gas Geyser | 1 | | |
| 8 | Pillows | 4 | | |
| 9 | Curtains for All rooms | All | | |
| 10 | Exhaust fan | 3 | | |
| 11 | Fans | 4 | | |
| 12 | Mattress 72"X36" | 2 | | |
| 13 | Mattress 72"X72" | 1 | | |
| | | TOTAL | | |

CIRCULAR

Please find enclosed the following:

1. Operating and maintenance procedures for Refrigerators.
2. Operating and maintenance procedure for room Air Conditioners.
3. Some safety tips on the use of L.P.G. Burners and Cylinders.
4. LPG distribution
5. Cable TV

In the interest of safety and also to enhance the performance and longevity of the above facilities provided by the school, residents are requested to kindly study these instructions and ensure that the guidelines are followed.

CC: 1. _____ - Asst Administrator

OPERATING AND MAINTENANCE PROCEDURES FOR REFRIDGERATORS

INSTRUCTIONS FOR USE:-

The operation manual book for the refrigerators read it carefully. However, the following points are to be noted for the efficient use of the appliance:-

1. Set the temperature control to MED. Allow the refrigerator to operate for 24 hours to stabilize, and then adjust the compartment temperature to the desired level.
2. DO NOT turn the temperature control beyond MAX point.
3. Operated at MAX setting continuously, it will cause excessive cooling and the drains might get clogged.
4. Periodical cleaning is essential for a trouble free service. Remove the power plug and empty out the refrigerator. Wash all removable parts with soapy water, rinse and dry thoroughly. If ice is accumulated inside the refrigerator, let it first melt and then remove. Wipe the interior walls with a cloth soaked in lukewarm water. Please do not use any sharp object to loosen ice formation. If the interior is very dirty – first wipe it with a cloth soaked in good quality soap solution or detergent and then clean with a cloth rinsed in clean water.
5. For efficient service, the refrigerator's doors should be in minimum operation. It is advisable to club various operations of loading and unloading of refrigerator to the bare minimum.
6. To store hot material inside the refrigerator first bring them, to the room temperature before placing them in the refrigerator.
7. DO NOT store chemical inside the refrigerator. This might lead to an explosion.

OPERATING AND MAINTENANCE PROCEDURES FOR ROOM AIR CONDITIONERS

INSTRUCTIONS FOR USE:-

1. The electrical power point provided in the bed room is exclusively meant for air conditioner and is insufficient to take up any additional load arising out of any other appliances i.e. T.V., Music System etc. Hence never run A.C. simultaneously with such appliances connected with this power point. It might lead to damage to the electrical circuit as well as to the T.V., A.C. or any such gadget.
2. The User's guide for the operation of your room air conditioner has been provided with the appliance to each house. In case you do not have a copy of the same, kindly contact the Asst Administrator for one. All the steps and guidelines are detailed in that manual and should be followed for effective and trouble free running of room air conditioners. In addition, considering the local climate and temperature, the thermostat should be set at normal cool position.

REGULAR MAINTENANCE UNIT:-

The air filter should be cleaned at least once in fifteen days. Take out the filter from the right carefully. Wash the filter in Luke warm water and let it dry thoroughly. Replace it from the right by pushing it inside.

LPG DISTRIBUTION

An Emergency stock of one cylinder is being maintained at mess. Kindly contact the Asst Administrator (_____) for issue of the same i.e. between 9:00 a.m. to 9:00 p.m.

Kindly also note the following:

1. The entitlement is 1 Gas cylinder per month.
2. Minimum one working day notice required for refilling the gas cylinder. Issue of gas will be only on availability and against an empty cylinder.
3. Requests for spare cylinders will be charged extra as per actual.
4. The entitlement is 1 gas cylinder per month only.

SOME SAFETY TIPS ON THE USE OF LPG BURNWERS AND CYLINDERS

1. While lighting the burner keep the knob of the burner at OFF position. First open the regulating valve provided on the cylinder. Light the matchstick over the burner part and turn the knob to ON position.
2. While putting off the stove, first close the regulating valve provided with the cylinder and then turn the stove knob to OFF position.
3. The cylinder should never be tilted horizontally.
4. Check the rubber tube periodically i.e. at least one in fifteen days. It should not have any sharp bends and wear marks. The tube should be firmly attached to the burner and regulator. If any damage to the tube is observed, please inform the maintenance manager immediately.
5. While cooking, ensure that the contents being cooked do not overflow and fall on the burners which can lead to extinguishing of the flame and blocking the essential parts of the burners.
6. While changing the cylinder, it is absolutely necessary to ensure correct fitting of the regulator on the cylinder.

7. If at any stage, you smell gas, switch off the regulator and burner immediately. Open the windows and ventilators, but never touch electrical switches for fans, lights etc. at this time. Please inform the Asst Administrator immediately.

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