

Ref. No.: RGS/DO/2026-27/0005

CIRCULAR FOR PARENTS

(FOR CLAIMING LOST ITEMS)

Dear Parents,

This is to inform you that several items such as water bottles, sports jackets etc. have been found unclaimed within the school premises and are currently under the custody of the Lost and Found Cell.


Parents are requested to kindly **visit the Lost and Found Cell on Monday, 6th April 2026**, after the Meet & Greet session, to identify and claim any lost item belonging to their ward.

Please note that items remaining unclaimed after the above-mentioned date will be donated, and the school will not be held accountable for the same.

For claiming lost items, you may contact **Ms. Ritu Batra** (Lost and Found Cell), Block- A, Ground floor at Mob No.: 7099036959.

Your cooperation in this matter is highly appreciated.

Warm regards,



Dr. Arup K. Mukhopadhyay
Director

