



**The BGES School (ICSE)  
12B Heysham Road  
Kolkata 700020**

**NOTICE: VACATION OFFICE OPEN DATE AND TIMMMINGS**

**It may please be noted that member of Office Staff will be available on all Mondays to Fridays except Thursdays from 1030h to 1300h during the complete duration of Summer Vacations.**

**The DHM will be available on above timings daily from 16 May to 20 May 16.**

**Headmaster will not be available during the Vacation period.**

**The availability of the above is to enable the school assist parents for urgent and emergency work. All routine work will be done on reopening of school on 13 Jun 16.**

**The School management System SS13.1 and School Web site will be functional 24\*7 during the entire years, work through the same may please be initiated/completed as required.**

**Brij Bhushan Singh  
Headmaster  
06 May 2016**

**Tues& Fri: Representative Accounts Branch (HKM/JS)  
Mon& Wed: Office Representative (RMJ/AD)**