## #OM# DAV PUBLICATION DIVISION

## DAV COLLEGE MANAGING COMMITTEE

E-mail: dav.publication@davcmc.net.in Chitra Gupta Road Paharganj, New Delhi-110055

## **URGENT AND IMMEDIATE**

## ALL Regional Directors and Heads of DAV Public Model Schools

The Publication Division had sought the information as to the expected Students' Strength in classes LKG to VIII in various schools. This was done with a purpose to determine the number of Text books to be printed by the department.

Subsequently the department asked for the demand of text books for the year 2017-2018 on a prescribed proforma. On this proforma the information was sought in three columns namely

- 1. No of students likely to come from lower class
- 2. Additional number of students to be admitted
- 3. Expected number of students in 2017-18 (i.e. 1+2)

On reconciling the Students Strength, submitted by the schools, and the Proforma for Text books received from them, a clear contradiction was observed.

- 1. In certain cases the expected number of students in 2017-18 as per text books proforma is lesser than the number shown on the proforma of Students' strength.
- 2. In certain cases this is otherwise.

It is requested that all the Regional Directors and the schools may please hurriedly examine both the proformas sent by them and send the resultant information through email to this office, so that proper invoices can be prepared and sent.

13/16.