



# ST. FRANCIS XAVIER SCHOOL

GA-Block, Purbachal, Phase-I, Sector-III, Salt Lake, Kolkata-700097

Ph No. : 2335-0584 / 9108

## NOTICE SARASWATI PUJA

### DUTY ROSTER

TEACHER'S & OFFICE STAFF REPORTING TIME: 10:00 AM

SUPPORT STAFF & S&IB STAFF REPORTING TIME: 07:30 AM

CEREMONY TIME: 10:30 AM

### SIGNATURES

<b>1. OVERALL IN-CHARGE:</b>	<b>Mr. Anil Srivastava (OP)</b> .....
	<b>Mrs. Mom Chattopadhyay (HM)</b> .....
<b>2. PURCHASE OF IDOL &amp; PUJA ITEMS (on 13.02.2024)</b>	<b>Ms. Neha Roy</b> .....
	<b>Mr. Rajendra Mahato</b> .....
	<b>Prasun Roy</b> .....
	<b>Kartik Pradhan</b> .....
	<b>Shambhu Routh</b> .....
<b>3. PURCHASE OF LADDOOS (on 13.02.2024)</b>	<b>Mr. Rajendra Mahato</b> .....
	<b>Prasun Roy</b> .....
	<b>Kartik Pradhan</b> .....
<b>4. CLEANING AND SETTING THE HALL AND COMPOUND: (on 13.02.2024)</b>	<b>Suma Pal</b> .....
	<b>Minati Saha</b> .....
	<b>Rakhi Basak</b> .....
	<b>Tumpa Mondal</b> .....

	<b>Kartik Pradhan</b>	.....
	<b>Shambhu Rauth</b>	.....
<b>5. DECORATION</b>	<b>: Ms. Neha Roy</b>	.....
	<b>Mrs. Gargi Banerjee</b>	.....
	<b>Mr. Shaon Mitra</b>	.....
	<b>Mrs. Hassmina Khanam</b>	.....
	<b>Mr. Arnab Sen</b>	.....
	<b>Mrs. Priti Singh</b>	.....
	<b>Ms. Rajasri Mandal</b>	.....
	<b>Mrs. Payel Roychowdhury Dey</b>	.....
	<b>Ms. Trina Chatterjee</b>	.....
	<b>Asha Yadav</b>	.....
	<b>Arati Mondal</b>	.....
	<b>Md. Islam</b>	.....
	<b>Shambhu Rauth</b>	.....
<b>6. PUJA ARRANGEMENT</b>	<b>: Kartick Pradhan</b>	.....
<b>(on 14.02.2024)</b>	<b>Prasun Roy</b>	.....
	<b>Arati Mondal</b>	.....
	<b>Asha Yadav</b>	.....
	<b>Aparna Makal</b>	.....
	<b>Shambhu Rauth</b>	.....
	<b>Rekha Makal</b>	.....
<b>7. DISTRIBUTION OF</b>	<b>: Arati Mondal</b>	.....
<b>PRASAD: ( Cutting &amp; Packing )</b>	<b>Rekha Makal</b>	.....
	<b>Aparna Makal</b>	.....

<b>8. DISCIPLINE</b>	:	<b>Mr. Avishek Gupta</b>	.....
		<b>Mrs. Riti P. Bhat</b>	.....
		<b>Mrs. Mausumi Mondol</b>	.....
		<b>Mr. Nikhil Biswas</b>	.....
		<b>Mr. Suman Chakraborty</b>	.....
		<b>Mr. Sandip Mukherjee</b>	.....
		<b>Md. Islam</b>	.....
<b>9. REPORT &amp; PICS</b>	:	<b>Mr. Amartya Pathak</b>	.....
		<b>Mrs. Indrani Banerjee</b>	.....
		<b>Mr. Kalyan Roy</b>	.....
		<b>Mr. Dominic D. Biswas</b>	.....
<b>10. ADMINISTRATOR'S DUTY</b>	:	<b>Ms. Sayantani Chatterjee</b>	.....
		<b>Suman Saila</b>	.....
<b>11. BACKGROUND MUSIC : (Tech . Sup.)</b>	:	<b>Asha Yadav</b>	.....
		<b>Mr. Arnab Sen</b>	.....
		<b>Mr. Shaon Mitra</b>	.....
		<b>Mrs. B. Bhattacharjee</b>	.....
		<b>Mr. S. K. Bhattacharya</b>	.....
<b>12. DADHIKARMA / IMMERSION (on 15.02.2024)</b>	:	<b>Kartick Pradhan</b>	.....
		<b>Prasun Roy</b>	.....
		<b>Shambhu Rauth</b>	.....
		<b>Mr. Rajendra Mahto</b>	.....
		<b>Asha Yadav</b>	.....
		<b>Arati Mondal</b>	.....

**Rekha Makal**

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**Aparna Makal**

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**13. ACCOUNTS**

**: Mr. Subhankar Das**

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**Mr. Suman Debnath**

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**14. TRANSPORT**

**: Md. Salauddin Sarkar**

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**❖ DRESS CODE : LADIES - SAREE :: GENTS - KURTA PYJAMA**



**PRINCIPAL (O)**