



Dear Parent/Guardian,

We would like to highlight a few points pertaining to the academic session 2020.

1. Transfer Certificate

a. THE LAST DATE FOR APPLYING FOR TRANSFER CERTIFICATE IS 15TH JAN. 2020

- b. An application must be made in writing or by email addressed to the Principal. Verbal / Telephonic requests will not be entertained.
- c. If the application is not received on or before the specified date then all fees upto to month of March 2020 along with the session fees will have to be paid in full.

2. Fees structure, bank details and payment instructions

- a. The fee structure for the academic session 2020 has been attached along with the payment schedule.
- b. All payments to be made in the school account at Indian Overseas Bank, Kalimpong
- c. A/C Number 30640200000500, IFS Code IOBA0003064, Swift Code OBAINBB893.
- d. If the fees is paid online, or deposited at the non home branch, the following action must be taken by the Parent / Guardian / Student:
 - i. Send a image copy of the online receipt / deposit slip counter foil by email / WhatsApp (given below)
 - ii. Send the following details of the student: (a) Student Name (b) Student ID (Admission Number) (c) Class & Section (d) Date of transaction (e) Transaction ID
- e. The above action must be compulsorily done by the Parent / Guardian / Student otherwise the amount deposited will not be credited in the student ledger.

3. Text Books and Exercise Copies

- a. All exercise and text books for all classes will be available from the School from 8th of Feb 2020 between 9:30 a.m. to 12 noon and the payment for exercise copies and text books to be paid in the School Office.

4. School Office working hours during winter break

- a. School Office will remain open during the entire winter break from 9:30 a.m. to 12 noon from Monday to Friday except on Gazetted holidays.

5. School opening dates

- a. The new academic session for the year will be starting as per the dates mentioned below:

Class 2 to 9 - Mon, 17 February, 2020	Class 10 – Mon, 2 March, 2020
Class 11 – Mon, 20 April, 2020	Class 12 – Mon, 9 March, 2020

I would like to take this opportunity to wish you all a Happy New Year 2020.

(Capt. P. M. Pradhan)
PRINCIPAL

For Admission Enquires

First contact: Mr. Deepamni Pradhan @ 8653809777 **Second contact:** Mr. Sylvester Subba @ 9434878580

Contact Details:

Postal Address: 9 Mile Rishi Road, P.O. & Dist. Kalimpong, West Bengal, INDIA, PIN – 734301
Email: principal@rockvaleacademy.com **Website:** www.rockvaleacademy.com **School Office Landline:** +91-3552-255556

To send payment receipt photos to ACCOUNTS DEPARTMENT:

WhatsApp to: Mr. Sylvester Subba @ +91-9434878580

Important Contact Numbers

<u>Capt. P. M. Pradhan</u>	<u>Principal</u>	+91-94340 45295
<u>Mrs. Roshni Pradhan</u>	<u>Vice-Principal</u>	+91-98320 94747
<u>Mrs. Mimila Y. Pradhan</u>	<u>Headmistress</u>	+91-8250637164
<u>Mr. Rajen Kr. Pradhan</u>	<u>School Office Secretary</u>	+91-9434151716
<u>Mr. Sylvester Subba</u>	<u>Asst. Accountant</u>	+91-9434878580
<u>Mr. Satyamani Pradhan</u>	<u>Hostel Administrator</u>	+91-8670059133