



THE ORCHID SCHOOL
Baner, Pune

Date: 18.06.20

Circular Number: TOS/HR/CIR/20-21/02

Circular for Office Opening

This is to state that The Orchid School Office resumes functioning for all Office matters from 18th June 2020 from 10.00am to 3.00pm (Monday to Saturday).

The following departments are working:

- Front Office
- Admissions
- Accounts
- Stores
- Maintenance
- IT
- Library
- HR

Please note that the School timings can change as per the need of the School.

Approved by

Authorized by

Namrata Majhail
Principal

Lakshmi Kumar
Director