



**OFFICE OF THE SECRETARY**  
**DIOCESAN BOARD OF EDUCATION, DOC, CNI**

**AT - STEWART SCHOOL BHUBANESWAR, CAMPUS**  
**UNIT - 8, CRP SQUARE, BHUBANESWAR - 12**

Date :.....

**OFFICE ORDER: 03-A /SECRETARY/DBE,DOC,CNI/2024**

Dated 07.02.2024

It is hereby clarified that the all Saturday will be a working day for all the P.E.T.s, Nurses, Librarian, Office staff and support staff. The Principal is authorized to give one day off if there is no pending work or if there is no activities in any of Saturday.

All PE.Ts. are directed to plan and implement all kinds of sports and games activities for their respective Stewart Schools. Coaching must be given to the students on different games and sports. One and half hour prior to the working hours of the school and one hour during the evening. The performance of the P.E.Ts. will be assessed basing on the different kinds of games, sports achievement in their respective schools. Regular Inter-Stewart School tournament will be held from the current calendar year which is commence just after the school examinations and will continue throughout the year.

Similarly the Librarian must make all effort to update the Library and also download relevant and appropriate e-books for the students which can be kept in the school repository.

The Nurses of the school must undergo 15 days practical training in any Nursing Home and 15 days First-Aid/refresher training to keep them up to date to attend the medical emergency of the children.

The office staff are also directed to get themselves up to date in preparing the School Asset Register and School E-leave management /E-service book operating management.

As per the guidelines of the Pay Revision of the Stewart Schools increment will be provided tp the staff subjected to their satisfactory performance during the school/management assessment.

In view of the above, the Principals are requested ensure implementation of the above guidelines meticulously.

Please note that Saturday will be a working day w.e.f. 1.2.2024 for P.E.T.s, Nurses, Librarian, Office staff and support staff. If any of the P.E.T.s, Nurses, Librarian, Office staff and support staff remain absent on Saturday without proper leave application, it will deemed as misconduct.

  
Secretary,  
Diocesan Board of Education,  
Diocese of Cuttack, CNI

Copy to:     The Chairman, DOC, CNI  
              The C.E.O., Stewart Schools  
              The Secretary/Principal, Stewart Schools