



## GENERAL CIRCULAR

Circular  
No. **Spl 101** Dated **12-04-2025**

It has come to the notice of management that staff members as well as students frequently use Hindi and Punjabi as common conversation language, of which management has taken a serious view. All staff members as well as students are hereby instructed to use only English as their language of conversation, also hence forthwith, if any body found using conversation language with each other, monetary fines would be imposed in all such cases.

Also it has come to notice that several drivers/ Aayaas, Class-IV staff use filthy and unparliamentary language, often speak TU, TUN, TAINU etc., so if any body found using words other than Aap (आप) for addressing students / parents, they shall also be fined

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|--|-----------------------|
| 1. Staff noticed talking in Hindi/ Punjabi with each other                           | Rs. 50/ per checking  |
| 2. Staff noticed talking in Hindi/ Punjabi with students                             | Rs. 20/ per checking  |
| 3. Students noticed talking in Hindi/ Punjabi with each other                        | Rs. 10/ per checking  |
| 4. Students noticed talking in Hindi/ Punjabi in class                               | Rs. 10/ per checking  |
| 5. Staff found using words other than "Aap" for addressing (आप)                      | Rs. 25/ per checking  |
| 6. Any staff / student found using Mobile while on duty except those authorized      |                       |
| Faculty Member   | Rs. 100/ per checking |
| Staff  | Rs. 50/ per checking  |
| 7. Any staff found consumed any intoxicants substance or found smoking within campus |                       |
|  | Rs. 500/ per checking |

For mobiles, students bags will be checked with bag scanner off and on, similarly staff on duty especially will be checked for toxic substances with the help of liquor checking instrument.

Signed

**PRINCIPAL, KKCS**