



IEM PUBLIC SCHOOL

NOTICE

Session: 2026-2027

Date: 23st April, 2026

Ref. No. IEMPS/SL/NOTICE/2026-27/28

Subject: Instructions for Submission of Mobile Phones at Reception

**Dear Parents,
Greetings from IEM Public School!**

This is to inform all students of **Classes XI & XII** that while submitting mobile phones at the reception, it is mandatory to ensure the following:

- **The mobile phone must be kept in a transparent pouch.**
- **The pouch must be properly labeled with the student's Name and Class-Section.**

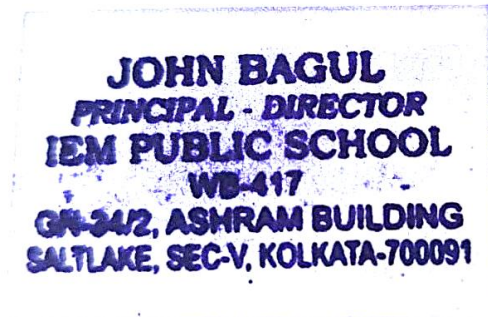
This will help in easy identification and smooth handling during collection and return.

Students are instructed to strictly follow the above guidelines.

Thank you.

Mr. John Bagul

Principal-Director
IEM Public School, Salt Lake



CC to-

- **HR Head**
- **Head Mistress**
- **School Coordinator**
- **Facility Manager**
- **Accounts Department**
- **Admission Head**
- **Reception**
- **Canteen**
- **Security**