

Dear Parents,  
Please note the following contact details for your easy reference:

SL	Name	Areas of Responsibility	Official Numbers
1	Mr. Zaman	<b>Admin:</b> PG - Cls. 1 & Books.	01785548557, 9858364
2	Ms. Dilruba	<b>Senior Admin:</b> Cls.2 - Cls. 6 & Admission.	01749920790, 9858427
3	Mr. Saiful	<b>Admin:</b> Front & RS For Appointments with Head and others. (Calls to be made between 9am – 12pm for appointment on the following working day).	01799438837, 9858320
4	Mr. Faruck	<b>Admin:</b> ECA	01785548559, 9858320
5	Mr. Amitave	<b>Senior Accountant</b>	01785548558, 9858296

**School e-mail:** [cgs.dhk2@gmail.com](mailto:cgs.dhk2@gmail.com)

**School website:** [www.chittagonggrammarschool.com](http://www.chittagonggrammarschool.com)

**Official e-mail IDs of respective classes:**

PG - pg.cgsd@gmail.com  
Nursery - nursery.cgsd@gmail.com  
KG - kg.cgsd@gmail.com  
Cls.1 - class1.cgsd@gmail.com  
Cls.2 - class2.cgsd@gmail.com  
Cls.3 - class3.cgsd@gmail.com  
Cls.4 - class4.cgsd@gmail.com  
Cls.5 - class5.cgsd@gmail.com  
Cls.6 - class6.cgsd@gmail.com

**Instructions for Parents using class specific e-mail IDs:**

1. Queries e-mailed to be in reference to academic issues only. These must be outside the parameters of regular academic instructions which the students receive in class.
2. Not applicable for absent student information and lesson notification or explanation.
3. Irrelevant queries not related to academic issues will not be addressed by the Coordinators (Cos).
4. To kindly bear with patience for the CO's replies within a time-frame of 01-02 working day(s).

Regards,  
**CGSD Primary**