

# KENDRIYA VIDYALAYA IIT Bombay

Office of the PTA  
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May 15, 2004

Dr. Nisha Shah  
Senior Medical Officer  
IIT Bombay  
Powai, India 400076

**Subject:** Ambulance facility for Kendriya Vidyalaya

Dear Dr. Shah,

I am writing to you in my capacity as the secretary of the Parent-Teacher Association of Kendriya Vidyalaya on campus.

As you are aware, KVIIT has about 1800 students and about 40 staff members. The primary section has nearly 750 students. At times children do get injured and need emergency help. This is typically on working days (including working Saturdays), but sometimes could be as early as 7AM when school commences.

The PTA would be very grateful if the hospital provides EMERGENCY facilities. Specifically we think an ambulance should be provided on campus in the event of an injury. A request for ambulance will usually come from the office of the principal, but at times may be made by the office staff.

If you agree to this request, please do instruct the relevant staff at your end. We thank you in anticipation.

With regards  
Sincerely yours,



cc: Principal, KVIIT