



SCHOOL ORDERS

APRIL 9, 2021

33

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 9th April, 2021

83—89

April 2021

No. 83. PROGRAMME

- Fri. 9th ... AEP for U-IV Boys—ONLINE ... 3-00 p.m.
AEP for U-IV Girls—ONLINE ... 3-40 p.m.
Sculpture making competition for L-V & U-V
ONLINE
Sr. Master & Sr. Mistress meet respective
House staff : PD, GD & BD
- Sat. 10th ... Imagine and Inspire :
Interaction with Mr. Iqbal Rizvi
(OS)—Online ... 3-00 p.m.
- Sun. 11th ... SUPW/IAYP
- Mon. 12th ... First Unit Test Marks to be fed in
Computers by ... 11-00 a.m.
Marks to be checked by ... 2-30 p.m.
- Tue. 13th ... First Unit Test Assessment Meeting
(Online) ... 3-00 p.m.
Inter-Section English Spelling Bee Comp.
for U-III during classes
- Wed. 14th ... Dr. B.R. Ambedkar Jayanti :
Administrative Holiday
Inter-Section English Spelling Bee comp.
for L-III during classes
Math Aptitude test for L-V & U-V ... 2-15 p.m.
- Thu. 15th ... Himachal Day : Administrative Holiday
Inter-Section English Essay writing comp.
for L-IV & U-IV during classes
Hodson run for fitness & fun—BD, GD and
staff ... 3-30 p.m.

- Fri. 16th ... Imagine and Inspire: Conversation with Justice Bhalla for U-VI and U-V students (Online) ... 4-00 p.m.
- Sat. 17th ... Inter-House Jr. Hindi Declamation ... 2-15 p.m.
 Jr. & Sr. English Debating Society Meeting ... 3-30 p.m.
 English Literary Club Meeting ... 6-15 p.m.

No. 84. LEAVE OF ABSENCE—SR. SCHOOL CHILDREN

Housemasters/Mistresses are requested to keep the Dean of Faculty/ Sr. Master/Sr. Mistress informed in case children proceed on medical or any other kind of leave during the course of the week.

No. 85. OFFICIATING ALLOWANCE

Officiating allowance will not be given for any appointment which is not authorized. Officiating appointments are an adhoc arrangement for a short period of time.

No. 86. TA/DA CLAIMS

All TA/DA claims will be put once in a month.

No. 87. BILLING/INVOICE

Whenever possible, billing from vendor will be done once a month. Item will be received on challan and towards the end of the month, consolidated bill will be made.

No. 88. REQUISITION SLIPS/INDENT

All requisition slips/Indent will be forwarded through e mail. Hard copy of indent has been discontinued.

No. 89. YOU ARE REMINDED THAT :

- This is a non-smoking campus.
- Please do not spit.

Himmat S. Dhillon
Headmaster