

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Saturday 13th February, 1999

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**SPECIAL ORDER****No. 1. CENTRAL BOARD OF SECONDARY EDUCATION**

All-India Senior School Certificate (Class XII) Examination 1999.

**DATE SHEET**

10-30 a.m.—1-30 p.m.

**March**

Thu. 4th	...	001	English Elective
		301	English Core
Sat. 6th	...	302	Hindi Core
Mon. 8th	...	044	Biology
Wed. 10th	...	055	Accountancy
Thu. 11th	...	028	Political Science
Fri. 12th	...	043	Chemistry
Mon. 15th	...	030	Economics
Tue. 16th	...	049	Painting
		051	Sculpture
Wed. 17th	...	042	Physics
Fri. 19th	...	027	History
Mon. 22nd	...	054	Business Studies
Wed. 24th	...	029	Geography
Fri. 26th	...	083	Computer Science
Tue. 30th	...	041	Mathematics

**April**

Thu. 1st	...	037	Psychology
Sat. 3rd	...	064	Home Science

**No. 2. CENTRAL BOARD OF SECONDARY EDUCATION**  
All-India Secondary School Certificate (Class X) Examination 1999.

**DATE SHEET**

10-30 a.m.—1-30 p.m.

**March**

Fri.	5th	...	001	English Course A
Tue.	9th	...	087	Social Science
Tue.	16th	...	086	Science with Practical
Sat.	20th	...	041	Mathematics
Fri.	26th	...	085	Hindi Course B

**R.A. Solomon**  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th February, 1999

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### No. 3. WELCOME

The Offg. Headmistress welcomes all children, members of the staff and their families to Sanawar, and wish them a very happy New Year and a fruitful term at the School.

### No. 4. THE SCHOOL'S CLEANLINESS

The co-operation of all is requested to keep the School neat and clean in every way. At a residential school like ours it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we all should set an example not only by not throwing litter anywhere but also drawing the attention of others to avoid doing so and picking up litter wherever it is found lying. Proper receptacles have been provided. Where, however, any more are required these may be requested for.

### No. 5. PROGRAMME

#### February

Sat. 20th	...	School re-opens.	
		Housestaff Meeting at (MCR)	... 6-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Kit issued	
Sun. 21st	...	Sunday Routine	
Mon. 22nd	...	Rouser	... 7-30 a.m.
		1st & 2nd Schools cancelled	
		Breakfast P.D.	... 8-05 a.m.
		Breakfast Sr. School	... 9-05 a.m.
		Opening of the Term Assembly & Oath taking by the Prefectorial Body 1999 (Barne Hall)	... 9 50 a.m.
		Normal classes resumed after Assembly.	
		Class XII CBSE Practical Exams. commence.	
		Class XII Physics Practical	
		Supplimentary & Re-Exams. commence.	
		General Staff Meeting (MCR)	... 2-30 p.m.

		Workshop for teachers on counseling from 22nd to 25th. GD & BD SUPW sets made (Barne Hall) ... 3-15 p.m. (All concerned staff to be present)
Tue. 23rd	...	Class XII Chemistry Practical. Afternoon activities cancelled. Cricket & Hobbies sets made and Gears issued (BD pavement) ... 3-00 p.m. Weighing & Measuring G.D. :— Himalaya 2-15—2-55 p.m. Nilagiri 2-55—3-35 p.m. Siwalik 3-35—4-15 p.m. Vindhya 4-15—4-55 p.m.
Wed. 24th	...	Class XII Geography & Home Science Practical Afternoon activities cancelled. Weighing & Measuring B.D. :— Himalaya 2-15—2-55 p.m. Nilagiri 2-55—3-35 p.m. Siwalik 3-35—4-15 p.m. Vindhya 4-15—4-55 p.m. Evening Prep commences.
Thu. 25th	...	Class XII Psychology and Biology practical Afternoon activities commence.
Fri. 26th	...	Class XII Computers, Sculpture & Art practical.
Sat. 27th	...	BCS & LSS combined Teachers' Seminar Staff Club AGM & Dinner (Art Room) ... 7-45 p.m.
Sun. 28th	...	Festival Cricket Match (Barne Field) ... 10-00 a.m.
<b>No. 6. DAILY ROUTINE</b>		
		Rouser & Chhota Hazri ... 6-50 a.m.
		House Inspection ... 7-30 a.m.
		1st School 7-40—8-20 a.m.
		2nd School 8-20—9-00 a.m.
		Breakfast P.D. ... 7-45 a.m.
		Breakfast Sr. School ... 9-05 a.m.
		Assembly ... 9-50 a.m.
		3rd School 10-00—10-40 a.m.

4th School	10-40-11-20 a.m.
Milk Break	11-20-11-40 a.m.
M.I. B.D. & G.D. (Birdwood School)	11-20-11-35 a.m.
5th School	11-40 a.m.-12-20 p.m.
6th School	12-20-1-00 p.m.
7th School	1-00-1-40 p.m.
Lunch P.D.	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-15-2-50 p.m.
Afternoon Activities :	
1st Ssssion	3-00-4-00 p.m.
2nd Session	4-10-5-10 p.m.
Tea P.D.	... 3-45 p.m.
Tea Sr. School	... 4-00 p.m.
B.D./Baths	... 5-25 p.m.
Prep Fall in	... 6-05 p.m.
Evening Prep	6-25-7-40 p.m.
Supper P.D.	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Hour	8-40-9-40 p.m.
Lights out	... 9-45 p.m.

**Saturday Timings**

Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-00 p.m.
Lights out	... 10-00 p.m.

**Sunday Timings :**

Rouser	... 7-30 a.m.
Headbath for Sikh Boys	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Dormitory Roll Call	... 12-45 p.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea P.D. & Sr. School	... 4-15 p.m.
Tutorial Meeting	6-00-7-00 p.m.

Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-30 p.m.
Study Hour	8-40—9-40 p.m.
Lights out	... 9-45 p.m.

#### No. 7. MEDICAL CERTIFICATES

The School Office will be sending all medical certificates received, to the R.M.O., who will scrutinise these and take necessary action. In spite of our clear instructions to parents some of them continue to send these along with their children. All House Matrons, however, are requested to collect such Medical Certificates from these children and send them to the R.M.O. latest by 10-00 a.m. on 22nd February, 1999.

Children who appear to be unwell on arrival, especially those who have coughs and colds should be sent to the R.M.O.

#### No. 8. NEW ADMISSIONS

These will take place on Monday, 5th April 1999. Details will be published during the last week of March, 1999.

#### No. 9. LATE ARRIVALS

All late arrivals (irrespective of the Forms in which they are studying), along with explanations, if any, for late arrival are to be reported to the Offg. Headmistress by the Housemasters/Housemistresses by 22nd February, 1999. They are requested to use the zeroxed forms sent to them for this purpose.

#### No. 10. CLOTHING

February 20th & 21st will be devoted to issuing clothing to the children according to the scale laid down. All clothes will bear either the names or the House numbers of the children, and the initials of the House in the case of B.D., and initials of the Departments in the case of G.D. & P.D. All this work of marking clothes must be completed by the evening of 28th February, 1999.

*All House Matrons will please ensure that children are in possession of and do, in fact, wear warm woollen vests during the winter season.*

Long grey flannel trousers will be worn by all children, until further notice.

**No. 11. STRENGTH RETURN**

House Matrons will send numbers of children present, and the names of the children on leave or absent, to the office every day by 3-00 p.m.; if there is no change, a slip saying "no change" will be sent.

**No. 12. ISSUE OF INDENTS BY QUARTERMASTER**

Will members of staff concerned and the Quartermaster kindly note that, when an indent is to be issued to the person making the indent, the actual time of the issue is to be fixed in consultation with the Quartermaster. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual agreement. The time so fixed should not be between 3-00 p.m. and 4-00 p.m. on full working days nor between 12-00 noon and 1-00 p.m. on Saturdays.

The Quartermaster should ensure that all items to be issued are ready for immediate issue at the time fixed, thus ensuring that no unnecessary delay occurs and that indenting staff members are not held up at the Stores for more than the minimum time necessary.

Any difficulties in implementing this order should be brought to the notice of the Bursar immediately.

**No. 13. STAFF VISIT TO Q.M. STORES**

All staff members are reminded that except for taking indents and also as provided below, any staff member wishing to see the Quartermaster on business should see him in his office between 3-00 & 4-00 p.m. *only* on all working days of the week except Saturday when they should see him between 12-00 noon & 1-00 p.m.

Members of the staff will please *not* visit the Quartermaster or the Q.M. stores at other times, except by prior arrangement with the Quartermaster in really emergent circumstances, or where, by reason of routine school duty, it is not possible for them to visit the stores at the specified time.

**No. 14. STAFF VISIT TO BURSAR**

All staff are requested to reduce their visits to the minimum, and observe the following timings :—

Mondays to Saturdays ... 12-00 to 1-00 p.m.

**No. 15. STAFF VISITS TO SCHOOL OFFICE**

For administrative reasons, it is essential that staff should keep their visits to School Office to the minimum; should they need and information urgently they must contact the Bursar first.

**No. 16. STAFF SUPPER TIMINGS**

Those members of the staff who take their supper in CDH, are reminded that they are required to sit down to supper not later than 8-15 p.m. at the very latest. This timing, which is necessary for administrative reasons, may please be strictly observed.

**No. 17. STAFF RATION AND FUEL**

All staff concerned are requested to note the following details regarding issue of dry ration and fuel :

1. For staff drawing pay through Jr. Staff Pay Register
  - (a) 1st & 2nd of each month  
(2-00 p.m. to 6-00 p.m.) } K. oil. Soft coke, Steam  
coal, fuel wood.
  - (b) 3rd, 4th & 5th of each month  
(2-00 p.m. to 6-00 p.m.) } Dry Rations
2. For staff drawing pay through Sr. Staff Pay Register
  - (a) 6th, 7th & 8th of each month  
(2-00 p.m. to 6-00 p.m.) } Dry Rations
  - (b) 9th & 10th of each month  
(2-00 p.m. to 6-00 p.m.) } K. oil, Soft coke, Steam  
coal, fuel wood.

As usual, staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the dates, given above. The Q.M.'s office will remain open on these dates except if it be a holiday.

It is regretted that the Q.M. Stores will not be able to cater for issue of any items after the 10th of the month.

Since the issue will continue upto 6-00 p.m. normally no staff will need to cut short his duty hours for drawing ration items. Heads of Depts. are requested to kindly explain full details of this School Order to all staff working under them, to whom School Orders do not go, or those who cannot read them.

Staff permitted to purchase rations/fuel on cash payment will also kindly do so as per programme given above.

The Quartermaster has the authority to reduce the quantities demanded, if he considers it necessary.



**No. 18. FURNITURE—STAFF QUARTERS & DEPARTMENTS**

Details of Furniture inventory—board are provided in all school departments and quarters of Staff members. It is the personal responsibility of all concerned to ensure that these inventories are kept carefully and made available when required. All concerned are requested to check these inventories carefully on return to school and to report any discrepancies immediately to the Q.M.

In this connection it is also specifically brought to the notice of all concerned that articles of school furniture provided in departments and Staff quarters may not be removed from there or exchanged or interchanged without the written permission of the Bursar. Nor may any additional articles of furniture be issued to or provided in staff quarters without the written permission of the Bursar. When any such changes are permitted, they shall be noted in the furniture inventory of the staff members concerned and the Quartermaster. Departments and staff members are held responsible for the proper maintenance of all school furniture on issue with them.

**No. 19. TUCK SHOP TIMING**

The Tuck Shop will observe the normal timing from 10th February, 1999.

**No. 20. PRIVATE PURCHASES FROM SCHOOL STORES**

It is notified for the information of all members of the staff that no private purchases of any items whatsoever, except those specified below, are permitted to be made from the school Stores without the written permission in every case of the Offg. Headmistress or the Bursar. The Quartermaster has been instructed accordingly.

The following items only may be purchased from the Stores without the written permission, mentioned above:—

- (1) Blue blazer cloth.
- (2) Grey flannel cloth (for trousers & skirts).
- (3) Black Brogue shoes,

This order does not in any way affect the sale of fuel, dry rations, etc., from the school Grocery shop.

**No. 21. TRANSFER OF P.D. STUDENTS**

All Transfers of P.D. children to Sr. School will take place on April 17, 1999. Details will be circulated later.

**No. 22. HOLIDAYS—ADMINISTRATIVE STAFF.**

The following holidays will be observed during 1999 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Friday
2. Guru Govind Singh's Birthday	...	Jan.	5th	Tuesday
3. Id-ul-Fitr	...	Jan.	20th	Wednesday
4. Himachal State Hood Day	...	Jan.	25th	Monday
5. Republic Day	...	Jan.	26th	Tuesday
6. Guru Ravi Das Jayanti	...	Jan.	31st	Sunday
7. Shivratri	...	Feb.	15th	Monday
8. Holi	...	Mar.	1st	Monday
9. Ram Naumi	...	Mar.	25th	Thursday
10. Id-ul-Zuha (Bakrid)	...	Mar.	29th	Monday
11. Good Friday	...	April	2nd	Friday
12. Baisakhi	...	April	13th	Tuesday
13. Dr. Ambedkar's Birthday	...	April	14th	Wednesday
14. Moharram	...	April	27th	Tuesday
15. Milad-ul-Nabi	...	June	27th	Sunday
16. Independence Day	...	Aug.	15th	Sunday
17. Raksha Bandhan	...	Aug.	26th	Thursday
18. Janam Ashtmi	...	Sept.	3rd	Friday
19. Mahatma Gandhi's Birthday	...	Oct.	2nd	Saturday
20. Founder's (After Founder's)	...	Oct.	7th	Thursday
21. Dusehra	...	Oct.	19th	Tuesday
22. Balmiki Jayanti	...	Oct.	24th	Sunday
23. Diwali	...	Nov.	7th	Sunday
24. Vishwakarma Day	...	Nov.	8th	Monday
25. Guru Nanak's Birthday	...	Nov.	23rd	Tuesday
26. Christmas Day	...	Dec.	25th	Saturday

The Tuck Shop, however, will remain open on all of the above holidays except those falling on Wednesdays (Tuck Shop's weekly holiday), 15th of every month as stock-taking day, and also on the following holidays :—

New Year's Day  
Independence Day  
Founder's (After Founder's)  
Republic Day

With effect from 1 Jan. 99 all administrative Non-vacational staff who cannot avail administrative holidays due to their employment will be given the same number of holidays during the break following the term. These holidays will not be accumulated/ carried forward. Procedure for sanction of these holidays will be the same as for casual leave.

Persons in-charge of various departments may recall any member of the staff to duty on any holiday if the need arises.

**No. 23. STAFF GUEST MEALS IN C.D.H.**

Staff entitled for meals in C.D.H. can have their guests for meals in C.D.H. For maintaining records in this connection a register is kept in C.D.H., with Mess Manager for making necessary entries.

Will all concerned staff kindly make it a point to enter relevant details on this register, so that the Mess Manager is able to take further action.

**No. 24. HOSPITAL TIMINGS**

The timings will be as per following details :—

1. *M.I. Timings—Monday to Saturday*  
 During Senior School Milk break ... BD & GD (Birdwood)  
 During P.D. Milk break ... PD (Hospital)
2. *Hospital Timings (OPD)*  
 (a) 9-00 a.m.—12-00 noon } *Monday to Friday*  
 (b) 4-00 p.m.—05-30 p.m. }  
 (c) 9-00 a.m.—01-00 p.m. *Saturday*
3. *Sundays*  
 (i) No OPD, M.I.  
 (ii) Emergencies will be seen by the R.M.O.
4. *Hospital Visiting Hours*  
 PD 4-00 p.m.—4-45 p.m. } *Monday to Saturday*  
 BD, GD 5-00 p.m.—5-45 p.m. }  
*Sundays/Holidays*  
 PD 9-00 a.m.—10-00 a.m.  
 BD, GD 10-00 a.m.—11-00 a.m.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 26th February, 1999

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**No. 25. PROGRAMME****February**

- Fri. 26th ... Class XII Psychology, Sculpture & Art Board  
practical Examination.
- Sat. 27th ... BCS & LSS combined Teachers' Seminar cancelled.  
Staff Club AGM & Dinner  
(Art Room) ... 7-45 p.m.
- Sun. 28th ... Festival Cricket Match (Barne Field) ... 10-00 a.m.

**March**

- Mon. 1st ... Holi—Administrative holiday.  
School Farewell Lunch for Mr. E. Sequeira &  
Mr. R.K. Malviya (C.D.H.) ... 1-45 p.m.
- Thu. 4th ... School Farewell Lunch for the passing  
out Class-XII students (C.D.H.) ... 1-45 p.m.  
Sr. & Jr. Combined Hindi Debating  
Society meeting ... 8-15 p.m.
- Sun. 7th ... Proposed Games Fixture :  
Cricket First-XI, Atoms & Electrons Vs.  
APS, Dagshai (Home).  
Cricket Colts Vs. APS, Dagshai (Away).

**No. 26. CBSE EXAMINATION SCHEDULE**

Class-XII : Thu. 4th ... English Elective &amp; English Core.

Sat. 6th ... Hindi Core.

Class-X : Fri. 5th ... English Course A

**No. 27. PREFECTORIAL APPOINTMENTS FOR THE YEAR 1999.**

Head Boy	...	Satinder Raj S. Dhillon
Head Girl	...	Mihika Baruah
Deputy Head Boy	...	Dennis Ralte
Deputy Head Girl	...	Prachi Agarwalla
M.I. Prefect (Boy)	...	Sanil Juneja
M.I. Prefect (Girl)	...	Divya Bhalai
Academics Prefect (Boy)	...	Aman Suri
Academics Prefect (Girl)	...	Komal Dhillon

<b>H.B.D.</b>	House Captain	...	Adin Jaisinghani
	School Prefect	...	Achint Aggarwal
	House Prefect (Sr. Dorm.)	...	Biswadeep R. Chaudhry
	House Prefect (Jr. Dorm.)	...	Raghvendra S. Gohil
<b>H.G.D.</b>	House Captain	...	Bhavita Jhala
	School Prefect	...	Shweta Jain
<b>N.B.D.</b>	House Captain	...	Shivanshu Thaplyal
	School Prefect	...	Karamjyot S. Bedi
	House Prefect (Sr. Dorm.)	...	Gunjit Singh Syal
	House Prefect (Jr. Dorm.)	...	Sangram Singh
<b>N.G.D.</b>	House Captain	...	Prachi Agarwalla
	School Prefect	...	Samyukta Kanwar
<b>S.B.D.</b>	House Captain	...	Mohd. Yusuf Raza
	School Prefect	...	Aman Suri
	House Prefect (Sr. Dorm.)	...	Vinod Sultanpuri
	House Prefect (Jr. Dorm.)	...	Ravi Inder S. Sekhon
<b>S.G.D.</b>	House Captain	...	Divya Bhalaik
	School Prefect	...	Komal Dhillon
<b>V.B.D.</b>	House Captain	...	Dennis Ralte
	School Prefect	...	Sanil Juneja
	House Prefect (Sr. Dorm.)	...	Prajwal Shahi
	House Prefect (Jr. Dorm.)	...	Avik Paul
<b>V.G.D.</b>	House Captain	...	Kariba Bajwa
	School Prefect	...	Raghine Khanna
<b> Holding House (Boys')</b>			
	House Captain	...	Karan Behal
	School Prefect	...	Anurag Pandey
	House Prefect	...	Bharat Aggarwal
	House Prefect	...	Gauravjit S. Sikand
<b> Holding House (Girls')</b>			
	House Captain	...	Neha Narang
	School Prefect	...	Nameeta Aggarwal

## No. 28. DISTRIBUTION OF TUTORS IN B.D., 1999

**Himalaya :**

Sr. Housemaster ... Mr. R. Puri  
 Jr. Housemaster ... Mr. C.V. Lonappan  
 Matron ... Mrs. R. Dwivedi  
 Tutors ... Mr. K.J. Parel, Mr. A.C. Chauhan,  
 Mr. H. Sikand, Mr. A Mathur, Dr.  
 S. Khan.

**Nilagiri :**

Sr. Housemaster ... Mr. S. Idris  
 Jr. Housemaster ... Mr. A.K. Bhargava  
 Matron ... Mrs. Sunita Singh  
 Tutors ... Mr. D.C. Jangra, Mr. D. Saha, Mr.  
 P. Bannerjee, Mr. K.A. Garman,  
 Mr. A.K. Chandail.

**Siwalik :**

Sr. Housemaster ... Mr. P. Vashisht  
 Jr. Housemaster ... Mr. A. Mukherjee  
 Matron ... Mrs. M.D. Sequeira  
 Tutors ... Mr. C.S. Matharu, Mr. D. Singh,  
 Mr. M. Chand, Mr. R.D. Francis,  
 Mr. R. Kumar.

**Vindhya :**

Sr. Housemaster ... Mr. R.T. Williams  
 Jr. Housemaster ... Mr. R.P. Gautam  
 Matron ... Mrs. D. Sikand  
 Tutors ... Mr. B. D. Attri, Mr. A. Dehloo,  
 Mr. S. Sinhababu, Mr. H. Jamwal,  
 Mr. N. Sharma.

**Holding House :**

Sr. Housemaster ... Dr. V.K. Sharma  
 Jr. Housemaster ... Mr. P.K. Lal  
 Matron ... Mrs. M.B. Singh  
 Tutors ... Mr. H. Rawat, Mr. D. Pant, Mr.  
 T. Das.

**No. 29. HOUSE SHOW SCHEDULE**

Please note that the order in which the House Shows have been put in the Calendar Spring Term 1999 is not correct. The correct order is as follows :

Nilagiri House—1st Performance	...	19-3-99 (Fri.)
Nilagiri House—Final Performance	...	20-3-99 (Sat.)
Siwalik House—1st Performance	...	16-4-99 (Fri.)
Siwalik House—Final Performance	...	17-4-99 (Sat.)
Vindhya House—1st Performance	...	07-5-99 (Fri.)
Vindhya House—Final Performance	...	08-5-99 (Sat.)
Himalaya House—1st Performance	...	21-5-99 (Fri.)
Himalaya House—Final Performance	...	22-5-99 (Sat.)

**No. 30. CHILDREN'S BATHS**

In order to conserve water, baths will be as per the following schedule till further orders :

1. B.D. include Holding House	(Monday)	}	...	Senior
	(Friday)			
	(Tuesday)	}	...	Juniors
	(Saturday)			
SUNDAY	...	Head Baths (Sikh Boys)		
2. G.D.	(Monday)	}	...	Vindhya/Siwalik and Holding House
	(Friday)			
	(Tuesday)	}	...	Himalaya/Nilagiri and Holding House
	(Saturday)			
SUNDAY	...	Head washes 8-00 a.m. to 9-00 a.m. (alternately bet- ween Upper and Lower Dormitory).		
3. P.D. Boys	(Wednesdy)	}	...	Himalaya/Nilagiri
	(Sunday)			
P.D. Boys	(Tuesday)	}	...	Siwalik/Vindhya
	(Friday)			

P.D. Sparrow (Wednesday) }  
 (Saturday) }  
 (Monday) } ... NO BATHS  
 (Thursday) }

#### No. 31. WEEKLY SHOES INSPECTION

In order to ensure that children's shoes are sent to the mochi for repair in good time and before their condition becomes unsatisfactory, all Housemasters and Housemistresses are reminded to personally conduct a shoe inspection parade of all their House children once a week on any day convenient to them. House Matrons, if required, will also be present at such inspections.

#### No. 32. BIRTHDAY PARTIES

The expenditure on these parties will under no circumstance, except with the special permission of the Offg. Headmistress, exceed the sum of Rs. 200/-; House Staff and Mess Manager are requested kindly to ensure this.

#### No. 33. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All House Matrons / Warden, I/c C.D.H. etc. who hold stock are requested to ensure that losses on any account and dhobi, shortages, as also damage, done to clothing by dhobi, **are reported immediately to the Bursar. Such reports should be in writing and dated.** A loss slip duly signed by the dhobi or the person responsible for the loss must also be sent along with the report. **The signature of the dhobi or the person responsible for the loss should also be obtained in the dhobi account book and also on the Loss Slip.**

In this connection the attention of all Matrons, in particular, is also invited to the circular instruction No. E 2 / A 1 dated 1st June, 1966 on the subject.

#### No. 34. SCHOOL VEHICLES

School transport may not be available for private booking, if the driver is not free, or if the vehicle is required for school use.

#### No. 35. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month.**



- (ii) The number / quantity of articles required should be written against each item (e.g. **one** pr. **P.T.** shoes; two pencils). This number / quantity should be written *before* the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one** pr. **P.T.** shoes, **size 6**; one bottle ink, **small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip
- (v) The slip should be signed and dated **in ink** or with ball point pen.
- (vi) Children must **sign their full signatures, not merely initials or first names.**
- (vii) Housemasters/Housemistresses should also *date their signatures.*
- (viii) Housemasters/Housemistresses must initial any corrections/amendments in Tuck Shop Slips.

Tuck Shop Slips are not required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by the children duly examined and passed by Housemasters/Housemistresses under their signatures and date.

All House Staff are also hereby informed that children of their Houses are not permitted to buy any eatable or tonics from Tuck Shop on Tuck Shop Slips, unless especially recommended by the School R.M.O., for which she will issue written recommendations to the House Staff concerned.

#### **No. 36. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES**

It has been seen that many children of employees of the School, in particular the children of Class IV staff, play frequently and in some cases daily on the School's games grounds and do considerable damage thereto, especially to the cricket pitches. *Articles of clothing and games equipment of the school and students have also disappeared when lying on these grounds.*

In this connection, therefore, the following orders are issued :

- (i) During the cricket season *all* the school games grounds are reserved at all times for exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds except under staff supervision, during the cricket season. In the latter case Bursar and Master I/c cricket must be requested 24 hours in advance if the ground is required.
- (ii) During the rest of the year children of School employees may play on Lower Barne ground and the Helipad (the new field below Stoneview), but *only* when these are not being used for any purpose by students of the School.
- (iii) Upper Barne ground, the PD playing field and Peacestead *will not be used at any time by children who are students of the school.*

The heads of staff families will be held responsible for any contravention of this order, or damage done to School playing grounds or School equipment, by their children or the children of relatives living with them. They will also be held responsible if any articles of clothing and games equipment etc. belonging to the School and to School students are found in the possession of their children or family members.

Will heads of Departments please explain this clearly to all staff including Class IV staff, working under them.

**No. 37. LOSSES SUFFERED BY STAFF**

All members of the staff are informed that the School is unable to accept responsibility for the investigation of any losses suffered by them on account of theft resulting from their own negligence with regard to their personal property left lying about unprotected.

**No. 38. SCHOOL PURCHASES BY STAFF MEMBERS**

It has been found that, from time to time, certain staff members have made purchases of various items for the school on their own initiative without first obtaining permission to incur such expenditure. In order to enable a proper control and regulation of the School finances it is emphasized that no purchases of whatever nature may be made against the School account without the express permission, in writing, of the Offg. Headmistress or the Bursar.

Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

**No. 39. CHILDREN'S JERSEYS & SHOES**

House staff are reminded that every child is required to be in possession of at least one long-sleeved navy blue jersey and one pair of broad-toed black brogue shoes, all of the School pattern, which are issued from the Q.M.'s Stores at parents' expenses.

House staff are requested to kindly check immediately and have deficiencies made up where necessary.

**No. 40. MEDICAL CATEGORY OF SCHOOL CHILDREN**

Fresh Medical categories of all school children are being made, and the R.M.O. will send information to this effect to all House Staff and the P.T.I. A special School Order will soon be published in this connection for information of all others.

**No. 41. HOT WATER HAMAM—FILTERS**

The rent per hot water hamam per year would be Rs. 40/- with a maximum of Rs. 20/- payable if the filter is required for a period of six months or less. Q.M. and Engineer are requested to take necessary action in this connection.

Should the staff, having hamams already fitted at their residences, want them removed, they may inform the Engineer.

**No. 42. ELECTRICITY CONSUMPTION**

The load on the Elec. sub-station is high.

All staff and children are requested to kindly switch off lights/electrical gadgets that are not in use.

Staff, in particular, are requested to minimise the use of electrical gadgets during evening hours.

**No. 43. ADMINISTRATIVE HOLIDAY**

Monday, 1st March, 1999, will be observed as a holiday on account of Holi.

**R.A. Solomon**  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Wednesday 3rd March, 1999

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**SPECIAL ORDER****No. 44. MEDICAL CATEGORIES SPRING TERM '99**

**Category C1** (Excused Hikes, Treks, Swimming, Boxing, Cross Country, Activities outside school where immediate first aid is not available).

Narinder Rathore	...	HPD	Manisha Pathak	...	NGD
Ikjot Rana	...	SPD	Nidhi Kumar	...	HGD

**Category C2** (Excused Long distance Runs, Hikes, Treks, Boxing, Activities outside school where immediate first aid is not available).

Sahil Chander	...	HBD	Ankita Singh	...	HGD
Ishan Gupta	...	NBD	Sonal Ahuja	...	VGD
Angad Bains	...	NBD	Devyani Joon	...	VGD
Adhiraj Singh	...	NBD	Sakshi Kapoor	...	VGD
Adeshpal Sindhu	...	SBD	Arjun Singh Mundy	...	HPD
Aman Pratap Singh	...	SBD	Sahil Mahajan	...	NPD
Deepak Jyot	...	SBD	Parth Maniktala	...	NPD
Amrik Singh	...	VBD	Saranya Ghosh	...	SPD
Saurabh Malhotra	...	VBD	Manshu Sidhu	...	VPD
Kabir Taneja	...	VBD	Vivek Chadha	...	VPD
Guntash Dhingra	...	HGD	Keerat Bhattal	...	SGD

**Category C3** (Excused Boxing, Long distance Runs).

Yuvraj Bhalla	...	HBD	Arjun Chopra	...	VBD
Arjun Chahal	...	SBD	Reetika Matharu	...	HGD
Sidharth Bhandari	...	VBD	Shreya	...	HPD

**Category B1** (Excused Gym., Jumps & Boxing).

Harsh Singh	...	HBD	Disha Jain	...	HGD
Sukreet Sidhu	...	HBD	Shivani	...	HGD
Himanshu Sood	...	HBD	Isha	...	HGD
Gunjeet Sayal	...	NBD	Sohini Chaudhary	...	HGD
Gurpreet Dhillon	...	NBD	Malvika Singh	...	HGD
Sudeep Brar	...	NBD	Bandana Sodhi	...	HGD
Gaurav Jhamba	...	NBD	Sonali Singha	...	HGD

Divraj Jubbal	...	SBD	Diya Narain	...	NGD
Kanav P. Hoon	...	SBD	Anahat Pirzada	...	NGD
Jatin Mehra	...	SBD	Komal Dhillon	...	SGD
Karan Kapur	...	VBD	Gursimran Virk	...	SGD
Kabir Taneja	...	VBD	Shelly Kandhari	...	SGD
Karan Bamba	...	VBD	Namrata Chimney	...	VGD
Nitin Goel	...	VBD	Shilpi Garg	...	VGD
Y. Chankija	...	VBD	Anandita Sekhon	...	VGD
Angad Gyani	...	NPD	Shivani	...	VGD
Nimit Gupta	...	NPD	Alep Dhillon	...	HPG
Sharad Bishnoi	...	NPD	Niharika Chawla	...	SPG
Amardeep Kochar	...	VPD	Nitya Mittal	...	NPG
Prashant Gangwani	...	VPD	Arushi Auluck	...	VPD
Mehmen	...	HGD	Sujoy Das	...	VBD
Mandira Mittal	...	NGD			

**Category B2 (Excused all activities—period specified).**

Abhimanyu Sisodia	...	HBD	(till 15-3-99)
Arjun Mehta	...	HBD	(till 12-5-99)
Sagar Singha	...	HBD	(till 20-3-99)
Jaspratap	...	NBD	(till 20-4-99)
Kilang Longkumer	...	SGD	(till the end of the term)

**Category B3 (Excused swimming & Boxing)**

Himanshu Sood	...	HBD	Karanbir Singh	...	VBD
Abhimanyu Rawat	...	NBD	Amit Prasad	...	VBD
Gurpreet Dhillon	...	NBD	Nayantara Sehgal	...	VGD
Pratyush Aggarwala	...	NBD	Amrita Manocha	...	VGD
Jaideep Rao Bingley	...	SBD	Rohini Karol	...	VGD
Sidharth Kapoor	...	SBD	Pranav Swaroop	...	HPD
Vikaran Chauhan	...	VBD			

R.A. Solomon  
Offg. Headmistress

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 5th March, 1999

45-66

**No. 45. PROGRAMME****March**

- Sun. 7th ... Proposed Cricket matches are cancelled.  
 Wed. 10th ... ASWEMET Society meeting ... 8-15 p.m.  
 Thu. 11th ... Jr. Hindi Debating Society meeting ... 8-15 p.m.  
 Sat. 13th ... Cricket First-XI Vs. Welham Boys' School (Home) ... 3-00 p.m.  
 (To be continued on Sun. 14th).  
 Sun. 14th ... Cricket Colts & Electrons Vs. Pinegrove School (Home).  
 Cricket Atoms Vs. Pinegrove School (Away).  
 Basketball Junior Boys & Girls Vs. Pinegrove School (Home).

**No. 46. CBSE EXAMINATION SCHEDULE**

- Class-XII : Sat. 6th ... Hindi Core.  
 Mon. 8th ... Biology  
 Wed. 10th ... Accountancy  
 Thu. 11th ... Political Science  
 Fri. 12th ... Chemistry  
 Class-X : Fri. 5th ... English Course A  
 Tue. 9th ... Social Science

**No. 47. HOUSESTAFF MEETING**

There will be regular Housestaff meeting every Wednesday at 6-30 p.m. at the Headmaster's residence unless indicated otherwise.

**No. 48. TUTORIAL MEETING**

There will be regular Tutorial meetings at 5-00 p.m. for PD and at 6-00 p.m. for Sr. School every Sunday unless indicated otherwise.

**No. 49. HOUSE REPORTS**

The House reports (BD, GD & PD) must be submitted to Mr. H. Sikand for the school magazine latest by the 16th March.

**No. 50. UNIT TESTS**

The First Unit Tests will be from Mon. 22nd to Fri. 26th March.

**No. 51. SCHOOL E-MAIL ADDRESS**

The E-Mail address of the school is as follows :

hdhillon @ nde. vsnl. net. in

It has presently been put under Mr. R. Puri's charge. The staff can use it for correspondence within India and abroad for official work.

**No. 52. OUT OF BOUNDS**

Children are reminded that they are not allowed to enter the compound of staff residence without specific permission from the person concerned.

**No. 53 COMMUNICATIONS TO OFFICE REGARDING CHILDREN**

When addressing any communication to the School Office regarding children, will all staff members kindly write the names of children *in full* and also mention the House and Deptt. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same.

**No. 54. LEAVE APPLICATION BY STAFF MEMBERS**

All staff members are reminded that except in emergent and unforeseen circumstances where this is not possible, applications for leave for all kinds must be submitted so as to reach the Bursar/ Offg. Headmistress *not less than four clear working days before the day from which the leave applied for will start.* Will all heads of Departments please explain these Orders to all employees serving under them who do not receive Order or cannot read them, particularly all categories of Class IV staff, and also ensure that these instructions are complied with by all concerned.

**No. 55. SCHOOL SONG BOOKS**

The policy with regard to purchase of Song Books by School children is as follows :—

1. All new admissions in the Senior School (B.D. & G.D.) and also those transferred from P.D. are permitted to buy one copy of the School Song Book on their Tuck Shop Slip.

2. All children who were already in the Senior School (B.D. & G.D.) in 1998 are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

**No. 56. USE OF STATIONERY**

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up very high. It has, therefore, become necessary that we exercise the maximum possible economy in the use of all stationery items, **including waxstencil sheets**. Will all heads of Departments, Librarian and all teaching staff kindly bear this in mind before indenting/asking for issue of any stationery items. Your whole-hearted co-operation is solicited in the matter.

**No. 57. DEPOSIT/RECEIPT OF CASH**

Following timings have been fixed with respect to deposit/receipt of cash in School Office (Cashier's Counter).

Monday to Friday	... 10-30 a.m.—12-30 p.m.
Saturday	... 10-00 a.m.—12-00 noon

All categories of staff are requested to strictly comply with these timings.

**No. 58. CASH FROM SCHOOL OFFICE (*Cashier's Counter*)**

When receiving or taking cash from the School Office, all concerned are advised in their own interest to count the cash carefully immediately after signing the receipt, at the School Cashier's counter itself. This is necessary, because it is not possible, once the person concerned leaves the counter, to verify the validity of any discrepancy. The School Office cannot make good any subsequent alleged deficiencies.

**No. 59. SCHOOL KITCHEN**

It is requested that staff give adequate notice to the kitchen incharge when bringing in guests, whether personal or parents of children, to have meals in C.D.H.

**No. 60. SCHOOL ORDERS**

It is emphasised that School Orders are intended to be read and strictly adhered to by all. Heads of Departments should ensure that these Orders are explained fully to all concerned staff



working under them who either do not receive these Orders or who cannot read them including Class IV staff

**No. 61. BICYCLE**

Riding bicycle in the School campus by any body is prohibited. In the interest of safety, this rules will apply to students outside the campus in the hill.

**No. 62. PORTERS AND PORTERAGE CHARGEABLE**

On the dates of closing/reopening of the school and on date for the New admissions, many parents/guardians need porters to carry their child's luggage to the departments from Bakery, B.D. Quadrangle, etc. A considerable harrassment is being caused by the unauthorised porters who demand very heavy charges, creating embarrassing situations to parents.

Following system will therefore be obsetved :

- (1) All those who wish to act as porters on these dates will contact the Bursar 7 days in advance, who will issue a bandage bearing a serial number or an authority letter that will make him an authorised potter. This bandage will *not be transferable*.
- (2) These bandages or authority letter will be issued against the name of an individual, 24 hours before the date of schools closing / reopening / New Admissions, and will be returned to the Bursar, after 24 hrs. after this date.
- (3) A maximum charge of Rs. 5/- per trip from Bakery area, to B.D. Quad area, Hospital area, etc., is permissible.
- (4) Porters without such authorisation, i.e., without a bandage or authority letter will be considered as tresspassers and dealt with accordingly.

Heads of Deptts. are requested to explain carefully to all subordinate staff working under them full details given above, since it is their children or they themselves (being on off day on such dates) usually crowd near Bakery, B.D. Quad, etc., volunteering to act as porters, so that the system given above is implemented, and no harrassment is caused to parents/guardians in future.

**No 63. OUT OF BOUNDS—PEACESTEAD AREA**

With the conversion of the small Peacestead into a Basket Ball ground for Girls, the old Q.M.'s store below Girls Holding

House into Dance Room and another store into Girls' Common Room it is not desirable to use the same area as a thoroughfare. For movement to and from the Green Gate side please use the Short Back or the newly constructed approach between S.S.C. and Leisure Garden (Mall Road).

Please inform all concerned in your department.

#### No. 64. TRANSFER OF P.D. STUDENTS

All transfers of P.D. children to Sr. School will take place on April 4th, 1999. Shifting of dormitories with Sr. School is on April 2nd & 3rd 1999.

#### No. 65. WITHDRAWALS

The following children have been withdrawn from the school with effect from the dates mentioned against their names :

Shaurya Singh	(H)	1-12-'98	Shubham Ahuja	(V)	1-2-'99
Anshdeep S. Sidhu	(H)	11-12-'98	Upaasna Gupta	(S)	3-2-'99
Manish Kumar	(V)	26-12-'98	Prateek Jain	(H)	8-2-'99
Eklavya Bissau	(N)	28-12-'98	Angad Bains	(N)	11-2-'99
Gaurav Gupta	(H)	28-12-'98	Pritish Jetley	(V)	11-2-'99
Anandita Khanijaon	(S)	30-12-'98	Shaffalika Gandhi	(N)	15-2-'99
Abhijeet Deva	(S)	1-1-'99	Ankita Singh	(H)	16-2-'99
Avreet Singh Badwal	(V)	2-1-'99	Dhruv Jain	(V)	16-2-'99
Akhil Babel	(S)	2-1-'99	Manas Pegu	(V)	16-2-'99
Atul Kawatra	(S)	2-1-'99	Angad Hundal	(H)	16-2-'99
Sahil Singla	(N)	4-1-'99	Vaibhav Uppal	(V)	17-2-'99
Varun Garg	(V)	4-1-'99	Saif S. Khan	(N)	18-2-'99
Arjun Garg	(V)	4-1-'99	Parthiv Bharali	(H)	19-2-'99
Taksh Singhvi	(V)	4-1-'99	Siddharth Rana	(V)	20-2-'99
Riddhika Jasrani	(V)	4-1-'99	Mandakini Singh	(H)	5-1-'99
Ashish Dev S. Gill	(N)	6-1-'99	Kanwaldeep Singh	(H)	22-2-'99
Sugam Verma	(S)	11-1-'99	Rahul Anand	(H)	25-2-'99
Jaideep R. Bingley	(S)	12-1-'99	Raobirinder S. Sidhu	(N)	26-2-'99
Arjun Kak	(V)	14-1-'99	Ritika Kaur	(H)	28-2-'99
Visino Geisuo	(V)	15-1-'99	Ambar Mahajan	(S)	3-3-'99
Abhimanyu Singh	(N)	21-1-'99	Rahat Mahajan	(S)	3-3-'99
Manish Ahlawat	(V)	22-1-'99	Abhishek Tewatia	(H)	3-3-'99
Saif Taj	(H)	28-1-'99			

The following children will be withdrawn after the X Class Board Exams. :

Navdeep Singh Sandhu (H)	Marish Grover (S)
Gulshan Jamalta (V)	Harpreet S. Balla (V)
Rachit Harjai (V)	Daman Bhattal (S)
Sumeet Garg (V)	Preetika Sachar (H)
Arjun Singh Hira (H)	Parul Chaudhary (V)
Rachit Kinger (V)	Prashant Jain (V)
Atul Singh (H)	Puneet Singhal (N)
Piyush Khandelwal (S)	Digvijay S. Chauhan (V)
Abhimanyu Ranawat (N)	Karanbir S. Pannu (V)
Rohini Mann (V)	Siddharth Sharma (V)
Kshitij Gupta (N)	Samir Kapoor (S)
Neha Goel (V)	Anika Gupta (V)
Nitin Goel (V)	Shirish Bubna (H)
Nikhil Goel (V)	Saurabh Pant (N)
Vikramjit S. Chadha (H)	

**No. 66. LOWER-VI CLASSES**

Lower-VI Classes will commence on April 6, 1999 in Senior School.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 12th March, 1999**

67—80

**No. 67. PROGRAMME****March**

- Sat. 13th ... Cricket First-XI Vs. Welham Boys' School (Home) ... 3-00 p.m.  
(To be continued on Sun. 14th).
- Sun. 14th ... Cricket Colts & Electrons Vs. Pinegrove School (Home).  
Cricket Atoms Vs. Pinegrove School (Away).
- Fri. 19th ... Nilagiri House Show First Performance ... 4-30 p.m.
- Sat. 20th ... Nilagiri House Final Performance ... 6-15 p.m.
- Sun. 21st ... Cricket LSS Staff-XI Vs. YPS, Mohali Staff-XI (Away).

**No. 68. CBSE EXAMINATION SCHEDULE**

- Class-XII : Fri. 12th ... Chemistry  
Mon. 15th ... Economics  
Tue. 16th ... Painting, Sculpture  
Wed. 17th ... Physics  
Fri. 19th ... History
- Class-X : Tue. 16th ... Science  
Sat. 20th ... Mathematics

**No. 69. BD TUTORS**

Please note that Mr. JS Rawat has been attached to Siwalik BD and Mr. S. Saklani has been attached to the Holding House BD as tutors.

**No. 70. ANNUAL CAMPS**

Please note that the revised period for the Annual Hikes & Camps is from the 19th April (Mon) to the 24th April (Sat).

**No. 71. CHILDREN'S MONEY**

Please note the correction to Item No. 32 of School Orders of 26th : The revised Birthday Money for the children is Rs. 250/- with immediate effect.

The Pocket Money per child per month is being raised to Rs. 240/- with effect from the 1st April.

**No. 72. HOUSE PARTIES**

A House can have a maximum of **Two parties per term** inclusive of the Green Room and the Sixth Form Farewell parties. The Housestaff can withdraw at the rate of Rs. 45/- per child for an ordinary party and Rs. 60/- per child for the Green Room and the SFP from the House Fund. This of course will not include the expenditure for any gift that may need to be given for which an additional withdrawal from the Housefund can be made.

**No. 73. UNIFORM FOR TEAMS**

It is being reiterated that the coaches must hand in their requirements for various uniforms for the teams to the Matrons at least 24 hours in advance. Last moment requests may not be entertained.

**No. 74 ELECTRICAL INSTALLATIONS**

All children are reminded that they are strictly forbidden to tamper with or alter the electrical installations of all kinds in all School buildings including the dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table lamps are permitted, such as for Prefects, etc., provision of plug-point/extension wire etc., has already been made by the Engineer. Will all Housemasters/Housemistresses please immediately check up on this, and ensure that this order is complied with. The Engineer is requested to inspect all the dormitories and report to the Bursar, if he observes any violations of this order. This inspection may please be completed latest by 25th March, 1999.

**No. 75. STAFF GUEST—MESSING IN SCHOOL KITCHEN**

Staff members, entitled to have their messing in school kitchen who wish to bring their guests for meals in the C.D.H., are required to give at least four hours notice in advance to the I/c C.D.H., failing which it will not be possible to arrange for extra meals for guests. It is the responsibility of the staff concerned to enter, in the register provided, the names of their personal guests.

**No. 76. TUCK SHOP FACILITIES**

All categories of staff, receiving pay through Jr. Staff pay register, are reminded that they can make cash purchases from the

Tuck Shop between 11-00 a.m. and 1-00 p.m. on Mondays, Thursdays and Fridays ONLY and NOT at other times or on other days. They are also reminded that this facility is intended to enable them to make purchases for their own personal use only.

Will heads of Departments please explain this order to all staff members concerned who are working under them.

**No. 77. BANK WORKING HOURS**

The State Bank of Patiala Sanawar will be observing the following system for their working hours.

Working hours	Mon.—Fri. : 10-00 a.m.—2-00 p.m.
	Sat. : 10-00 a.m.—12-00 noon

**No. 78. SPORTS ITEM FROM TUCK SHOP**

Squash, Tennis, Badminton and Table Tennis rackets can be purchased by the children on Tuck Shop Slips, duly signed and dated by Housemasters / Housemistresses after having carefully assessed that the need is genuine. A copy of the Tuck Shop Slip *must* be sent by the House Staff to the parent concerned.

**No. 79. SCHOOL MEDICAL SCHEME**

- (i) The School medical scheme is only applicable to all permanent and confirmed employees of School.
- (ii) The medical attention required must have the prior recommendation / approval of the School RMO. In case of ailments during the holidays the reimbursement will be sanctioned only with the RMO's approval in cases where prior approval cannot be taken.
- (iii) The medical attention availed must be from the Government Hospital or recognised / registered Private medical centre.
- (iv) The medical expenses incurred by an employee on things like spectacles, vitamins, tonics etc. shall not be admissible for reimbursement.
- (v) The medical Scheme is applicable for every employee. If his/her spouse is not working in the school and claiming the medical benefit with his/her present employer, he/she will not be entitled for claiming the medical Scheme.

- (vi) As far as possible, the medicines prescribed by the recommended doctor approved by the School RMO must be first procured from the school hospital before purchasing from outside.

**No. 80. WITHDRAWAL**

Subhang Singhal (HBD) will be withdrawn after his Class X Board Exams.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 19th March, 1999**

81—102

**No. 81. PROGRAMME****March**

- Fri. 19th ... Nilagiri House Show First  
Performance ... 4-30 p.m.  
(Boys Lower-V & below will attend.)
- Sat. 20th ... Nilagiri House Show Final  
Performance ... 6-15 p.m.
- Sun. 21st ... Cricket LSS Staff-XI Vs. YPS, Mohali  
Staff-XI (Away).
- Mon. 22nd ... UNIT TESTS commence.
- Thu. 25th ... Ram Navmi—Administrative Holiday.
- Fri. 26th ... Unit Tests conclude.  
Senior English Debating Society  
meeting ... 8-15 p.m.
- Sat. 27th ... Board Exam. Upper-V students  
leave for the Saketi Camp.  
I—H Quiz competition ... 6-30 p.m.
- Sun. 28th ... Cricket First-XI & Atoms Vs. APS,  
Dagshai (Home).  
Cricket Colts Vs. APS, Dagshai (Away).
- Mon. 29th ... Id-Ul-Zuha—School & Administrative Holiday.  
Inter-House Junior Debate ... 6-15 p.m.  
(Lower and below will attend.)
- Tue. 30th ... Interviews for admission to Lower-VI.  
Children return from Saketi Camps.
- Wed. 31st ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.  
Lower-VI Classes commence.

**No. 82. CBSE EXAMINATION SCHEDULE**

- Class-XII : Fri. 19th ... History  
Mon. 22nd ... Business Studies  
Wed. 24th ... Geography  
Fri. 26th ... Computer Science  
Tue. 30th ... Mathematics
- Class-X : Sat. 20th ... Mathematics  
Fri. 26th ... Hindi



**No. 83. UNIT TEST ROUTINE**

The following routine will be followed from 6-00 a.m. on Mon. 22nd to 2-00 p.m. on Fri. 26th :—

Rouser/Chhota Hazri	... 6-00 a.m.
Session-I	7-30—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly & Singing Practice cancelled.	
Dormitory Study Period	9-45—11-00 a.m.
Milk Break & M. I. (Birdwood)	11-05—11-20 a.m.
Session-II	11-30 a.m.—1-00 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-05 p.m.
Compulsory Rest Period in Dorms.	2-00—3-00 p.m.
Dormitory Study Period	3-00—5-00 p.m.
Tea	... 4-00 p.m.

(The Housemasters will put boys on duty to carry the Tea and the Shares from CDH to the Dorms. The kettles must be returned to CDH immediately after the study period.)

No change in the daily routine baths onwards.

**No. 84. DORMITORY SHIFTING**

Please note that the dormitory shifting will take place as per the following schedule :

Shifting from Holding House to parent dormitories :  
Friday 2nd April.

Shifting from PD to Holding House : Saturday 3rd April.

New Admissions : Monday 5th April.

**No. 85. SCHOOL MEDICAL SCHEME**

Please note the change in Item No. 79 Point (vi) Orders dated 12-3-99, the corrected version is as follows :

*Only three days medicines will be purchased from outside in case of medicines prescribed by a doctor on referral by the RMO. The balance of the medications will be collected from the School Hospital or purchased on non-availability of those in the School Hospital.*

**No. 86. FIRST AID LESSONS**

The RMO will give First Aid lessons as per the following schedule :

Wed. 24th 4-00 p.m.—5-00 p.m. : One Girl from every class from every House.

Wed. 31st 4-00 p.m.—5-00 p.m. : One Boy from every class from every House.

The Housestaff will please ensure full attendance and punctuality. The RMO will conduct similar lessons for PD in consultation with I/c PD and also for the staff.

**No. 87. CHILDREN ON MEDICAL CATEGORIES**

The Housestaff and the Coaches are requested to consult the Medical Category list and to follow it strictly for all School and House level sporting activities.

**No. 88. MILK BREAK**

Teachers are requested to visit the MCR at Milk Break to facilitate the circulation of notices etc.

**No. 89. DORMITORY DUTIES**

The Tutorial Meetings and Dormitory Duties must be taken as seriously as class time or afternoon duties by the staff. These duties cannot be missed without prior permission of the Housestaff. The Housestaff are requested to inform the DHM/Senior Mistress/ I/c PD if this is not followed, within 24 hours.

**No. 90. FORWARDING OF LOSS SLIPS, DEBIT NOTES/ VOUCHERS ETC.**

All staff holding school stock, are once again reminded that all loss slips, debit notes / vouchers, etc., in respect of staff, children and others must be sent to office, as soon as the losses, breakages, etc., have occurred. In any case these must come to school office on 1st and 15th of each month. This is necessary for the purpose of bringing the school accounts up-to-date.

**No. 91. PERFORMANCE OF MARRIAGE RITES AND RELIGIOUS CEREMONIES ON THE SCHOOL CAMPUS**

It has been noticed that a lot of disturbing noise is created during the performance of marriage rites and other religious functions on the school campus which seriously interferes with the studies of the school children.

In future all such ceremonies on the campus that entail the use of a band or loudspeakers or where fireworks are likely to be used, will require the sanction of the Offg. Headmistress.

Applications for holding such ceremonies on the campus must be made in writing to the Offg. Headmistress at least three days in advance. Failure to comply will lead to serious disciplinary action.

All Heads of Deptts. are requested to ensure that the contents of this school order are very clearly explained to all staff working under them, in particular to those, who cannot read school orders, or to whom school orders do not go.

**No. 92. USE OF PRIVATE TRANSPORT FOR OFFICIAL PURPOSE**

(1) It is brought to the notice of all concerned that the use of private transport for School Office purpose / work is not to be taken for granted for purposes for claiming reimbursement of travelling expenses.

(2) Where the circumstances necessitate use of private transport for school work formal permission from the Offg. Headmistress/ Bursar is required to be obtained prior to such movement.

(3) For the information of all concerned, it is hereby notified that the present rate of reimbursement is as follows :—

- |                        |                     |
|------------------------|---------------------|
| (a) Car                | ... Rs. 2/- per km. |
| (b) Scooter/Motorcycle | ... Rs. 1/- per km. |

**No. 93. ELECTRICITY CONSUMPTION**

The load on the Sub-Station is rather excessive, going beyond the capacity of the transformer and it may result in damage to the transformer.

All Staff and children are again requested to switch off lights/electrical gadgets that are not in use. The Staff, in particular, are requested to reduce the use of electrical gadgets.

**No. 94. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31-3-1999.**

The following departments will be closed as per details given below for Stock-taking.

- |                  |                       |
|------------------|-----------------------|
| (a) Tuck Shop    | ... 22nd March, 1999. |
| (b) Grocery Shop | ... 24th March, 1999. |

**No. 95. PRIVATE TRADING**

There will be no private trading by members of the school staff (including their family members, etc., residing with them) unless prior permission to do so has been obtained from the Offg. Head-mistress.

Will all heads of Deptts. please explain this order to those working under them.

**No. 96. SCHOOL TELCO BUS**

- (1) School Telco Bus makes trips to Kasauli as transport for staff children going to St. Mary's School Kasauli.
- (2) I am inclined to permit other staff to make use of this transport on days and timings when it is usually in movement, and the driver has been instructed to accept staff inside the Telco Bus provided that :
  - (a) They should get in at the School Bakery and get down at Garkhal or at the St. Mary's School Kasauli halting point.
  - (b) They can get in at the St. Mary's School Kasauli halting point and get down at Garkhal or at School Bakery.
  - (c) They should not expect the Telco Bus to halt at any other point between Sanawar—Kasauli—Sanawar nor wait for it at any point between.

**No. 97. GRATUITY SCHEME RULES**

1. **Extent of applicability** :—The Scheme shall be applicable to all permanent members of the school and to temporary hands who have unbroken service of 5 years or more.
2. **Conditions for the grant of Gratuity** :—
  - (i) Gratuity shall be paid to permanent members of staff who retire on or after reaching the age of superannuation or discharged or removed on medical grounds or on retrenchment or are struck off strength on account of death while in service.
  - (ii) Gratuity shall be paid to any person who resigns his employment with the school on his own volition after completing 5 years of service except in the case of those who are removed or dismissed on disciplinary grounds.

3. **Rate of Gratuity** :—Gratuity payable under the scheme shall be half a month's basic pay drawn at the time of retirement/leaving school service for every year of completed service subject to a maximum of Rs. 50,000/-.
4. **Payment of Gratuity** :—Gratuity due to an employee under these rules shall be payable only to the employee except that in cases of death while in service or in cases where an employee who is entitled to gratuity dies before he received the gratuity, the gratuity shall be paid to his nominee(s)/member(s) of his family according to the following provisions :—
  - (a) Every permanent employee shall on appointment send to the Offg. Headmistress a nomination on a Form prescribed in the Annexure to these rules, conferring on one or more persons, the right to receive the amount of gratuity due to him under these rules. All permanent employees in service, shall send such a nomination.
  - (b) In the matter of the definition of family, conditions and procedure for making the nomination and procedure for payment to the nominee / members of the family, the rules and procedures prescribed under the Lawrence School Sanawar Staff Contributory Provident Funds Rules shall be followed.
5. **Revision of the scheme or power to relax** :—The Board may revise the scheme, from time to time, as considered necessary and may at its discretion relax all or any provision thereof, in any case, if deemed fit.

**No. 98. ANNUITY SCHEME RULES**

1. **Applicability and Eligibility** :—The Scheme shall be applicable to all permanent and confirmed employees of the school who sign the undertaking annexed to this scheme and fulfil the conditions mentioned here-in-after and in the undertaking.
2. **Time limit of Contribution** :—The School will contribute the amount equivalent of 10% (15% in the case of the Headmaster) of the basic salary of the employee mentioned aforesaid as per following :—
  - (i) Until the actual date of retirement of the employee.

- (ii) Until the employee resigns his employment in the school or removed or dismissed on disciplinary grounds.

**3. Terms and Conditions :—**

- (i) The annuity shall be payable to confirmed permanent employee who retire on or after reaching the age of superannuation.
- (ii) No annuity in any form shall be paid to any employee who resigns his appointment in the school on his own volition unless he has put in 10 years of service (5 in the case of Headmaster) in the School or reached the age of 50 years and seeks premature retirement.
- (iii) No annuity shall be payable to any person who is removed or dismissed on disciplinary grounds irrespective of the length of his service in the school;
- (iv) The employees will give written undertaking that he or his heirs or any other assignee will have no claim on any account, on the amount set-aside in the scheme.

**4. Commutation of Annuity :—**Subject to other rules within the scheme, Annuity will become admissible in a lumpsum computed form as per the following provisions :

- (i) 50% of the accumulated amount after 10 years of total unbroken service (5 years in the case of Headmaster).
- (ii) 65% of the accumulated amount after 15 years of total unbroken service (7 years in the case of Headmaster).
- (iii) 80% of the accumulated amount after 20 years of total unbroken service (12 years in the case of Headmaster).

**No. 99. WITHDRAWAL**

Leanino Haralu (NGD) Class IX has been withdrawn from School with effect from 15-3-'99.

**No. 100. TUCK SHOP**

The Tuck-Shop will remain closed for Annual Stock Taking on Monday 22nd March, 1999.

All staff members are requested to return the empty bottles of cold drinks lying with them. Rs. 5/- will be charged per bottle if not returned by 21st March, 1999.

**No. 101. MEDICAL CATEGORIES**

Sagar Bhasin SBD ... Cat. B2  
Aditya Apoorva VPD ... Cat. B2 x 6 weeks wef 8-3-99  
Rajat Gupta SBD ... Cat. B2 x 1 mth. wef 14-3-99  
Pranav Bal NBD ... Cat. C1  
Deepanshu Talwar VBD ... Cat. C3  
Prerna Gupta SBD ... Cat. B3

**No. 102. ADMINISTRATIVE HOLIDAY**

Thursday, March 25, 1999, will be observed as a holiday  
on account of Ram Naumi.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 26th March, 1999**

103—112

**No. 103. PROGRAMME****March**

- Fri. 26th ... Unit Tests conclude.  
Senior English Debating Society meeting ... 8-15 p.m.
- Sat. 27th ... Board Exam. Upper-V students leave for the Saketi Camp.  
I—H Quiz competition<sup>h</sup> ... 6-30 p.m.
- Sun. 28th ... Cricket First-XI & Atoms Vs. APS, Dagshai (Home).  
Cricket Colts Vs. APS, Dagshai (Away).
- Mon. 29th ... Id-Ul-Zuha—School & Administrative Holiday.  
Inter-House Junior Debate ... 6-15 p.m.  
(Lower-V and below will attend.)
- Tue. 30th ... Interviews for admission to Lower-VI (HM's office) ... 10-00 a.m.
- Wed. 31st ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.

**April**

- Thu. 1st ... Morning Cross Country practices commence.
- Fri. 2nd ... Good Friday—School & Administrative Holiday.  
Shifting within the dormitories and from Holding House to parent dormitories 10-00 a.m. onwards.  
Cricket First-XI Vs. British High Commission (Home)  
(Subject to confirmation).
- Sat. 3rd ... Shifting from PD to Holding House 10-00 a.m. onwards.
- Sun. 4th ... Cricket First-XI & Electrons Vs. PPS, Nabha (Away).  
Cricket Atoms & Colts Vs. PPS, Nabha (Home).  
Tentative fixtures :  
Basketball Sr. Boys Vs. PPS, Nabha (Away).  
Basketball Sr. Girls Vs. PPS, Nabha (Home).
- Mon. 5th ... NEW ADMISSIONS.



**No. 104. CBSE EXAMINATION SCHEDULE**

Class-XII : Fri. 26th	...	Computer Science
Tue. 30th	...	Mathematics
Thu. 1st April	...	Psychology
Sat. 3rd April	...	Home Science
Class-X : Fri. 26th	...	Hindi

**No. 105. ANNUAL CAMPS**

All members of staff taking children out on Annual Hikes and Camps must inform the Headmistress or the Bursar immediately if they change their plans for any reason while in school or out. They are expected to be prepared to put a display of their camp time activities with photographs, maps, collected items, write up etc. within 15 days after coming back. Housestaff may please explain this to the Tutors and to the Upper-VI boys going on hikes unescorted.

**No. 106. T.A./D A CLAIM FOR THE STAFF**

- (a) The Claimant will be entitled to claim the D.A. for 'A' Class City for the duration of his stay in the 'A' Class city only.
- (b) During the journey period the entitlement of D.A. would be at normal rates.

This change will be applicable with effect from 1-4-99.

**No. 107. DRILL BOOK**

The staff are requested to write their own names whenever they put children on drill instead of just putting a signature.

**No. 108. VISITING HOURS HOSPITAL**

Visiting hours in school hospital are as follows :

Weekdays	...	PD 4-00 p.m.—5-00 p.m. BD/GD 4-50p.m.—5-30 p.m.
Sundays/School holidays...	9-00 a.m.—10-30 a.m.	( in addition to weekdays timings ).

These hours may be followed strictly by the children as well as staff and that too after taking prior permission of the staff on duty in the Duty Room. The H.O.Ds. and the Housestaff of course can visit their children outside these hours but an information to the hospital staff on duty before entering the wards will be appreciated.

**No. 109. NETS**

The Head Boy will ensure that none of the cricket pitches are used without permission. Nets for the 1st XI and the staff will be arranged by Mr. A.C. Chauhan.

**No. 110. RABIES**

It has been found that the month of March usually finds a number of rabid dogs in the area. All staff and children are advised in their own interest not to have anything to do with stray dogs which wander about on the school estate.

Children, in particular, will avoid contact with all dogs including pet dogs.

**No. 111. WITHDRAWAL**

Gurinder Singh Grewal (HBD), Class X, has been withdrawn from the School w.e.f. 22nd March, 1999.

**No. 112. SCHOOL AND ADMINISTRATIVE HOLIDAYS**

The following will be School and Administrative holidays :—

1. Monday, 29th March, 1999, on account of Id-Ul-Zuha.
2. Friday, 2nd April, 1999, on account of Good Friday.

R.A. Solomon  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 1st April, 1999

113—119

### No. 113. PROGRAMME

#### April

- Fri. 2nd ... Good Friday—School & Administrative Holiday.  
Shifting within the dormitories and from Holding House to parent dormitories 10-00 a.m. onwards.  
Cricket First-XI Vs. British High Commission (Home)  
(Subject to confirmation).
- Sat. 3rd ... Shifting from PD to Holding House 10-00 a.m. onwards.
- Sun. 4th ... Cricket First-XI & Electrons Vs. PPS, Nabha (Away).  
Cricket Atoms & Colts Vs. PPS, Nabha (Home).  
Tentative fixtures :  
Basketball Sr. Boys Vs. PPS; Nabha (Away).  
Basketball Sr. Girls Vs. PPS; Nabha (Home).
- Mon. 5th ... NEW ADMISSIONS:
- Tue. 6th ... Inter-House Cricket Tournament commences.
- Fri. 9th ... Junior English Debating Society meeting ... 8-15 p.m.
- Sat. 10th ... English Poetry Recitation Competition for Lower-IV & Upper-IV ... 6-15 p.m.  
(Lower-IV & Upper-IV students will attend.)
- Sun. 11th ... Cricket LSS Staff-XI Vs. St. Xaviers School, Chandigarh, Staff-XI (Home).
- Mon. 12th ... Inter-House Cricket Tournament concludes.  
Students of Siwalik House are excused afternoon activities till Sat. 17th.

### No. 114. CBSE EXAMINATION SCHEDULE

Class-XII : Sat. 3rd April ... Home Science

**No. 115. IRONING OF STAFF CLOTHES**

Shri Bhagwan Dass, school laundry man, will iron clothes for the staff for a payment of Re. 1/- per piece as per the following schedule :—

Fridays Honoria Court ... 11-30 a.m.-12-30 p.m.

**No. 116. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES**

This is the season when rabies-infected dogs stray up into the School area from outside. Rabies can be caught by human beings by touching dogs already, though not visibly or apparently infected by the disease. Rabies is incurable. DO NOT, THEREFORE, ON ANY ACCOUNT, TOUCH, FEED, PET, ENCOURAGE, ANNOY OR GO ANYWHERE NEAR STRAY DOGS, EVEN IF THEY ARE WEARING COLLARS THEY CONSTITUTE A VERY REAL DANGER.

The presence of stray dogs anywhere in the School should be brought to the *immediate* notice of the Bursar preferably on the telephone otherwise through a messenger.

Would Housemasters and Housemistresses explain the above very clearly to all children, and would Heads of Departments please explain it to all Class IV staff working under them.

**No. 117. THE RABIES DANGER**

It is clarified, for the particular information of all dog owners, that even if their dog has been properly inoculated against rabies initially and thereafter once annually, (see S.O. No. 110 below) *this may not be sufficient protection for the dog against rabies infection if it comes in contact with a rabid dog.* In such cases it is *absolutely imperative* that the dog which has been attacked be *immediately* given a course of seven inoculations i.e. one daily.

Will all Heads of Departments please explain the above clearly to all staff working under them who do not receive School Orders, or cannot themselves read School Orders, and instruct them that should there be any suspicion of their dogs having been attacked by or in any way been in contact with a rabid dog they must report the matter *immediately* to the R.M.O., who will take necessary action. It should also be explained that where such a case comes to notice and it is found that dog owner concerned has not

reported the matter immediately to the R.M.O., strict disciplinary action will be taken against the staff members concerned.

#### No. 118. DOGS AT SANAWAR

1. All dog owners at Sanawar are reminded of the requirements of School Order No. 204 of 19th August, 1966, regarding the primary inoculation/annual inoculation of all dogs against rabies, and the payment of an annual fee of Rs. 5/- for each dog. Following details are again published for the information and necessary action of all concerned. Registration and inoculation of all dogs must be done as early as possible, but in any case before 15th April, 1999. All owners of dogs will register with the School Office all dogs owned by them.

Notes : (a) When dogs are required after 12th April, the above action will be completed by owners *within one month of acquiring* the dogs [but also see the Note para : 4 (d) (i) below].

(b) The term "dog" includes bitches and puppies of all ages.

(c) The annual dog fee of Rs. 5/- and the inoculation fees will be recovered from the pay bill of owners.

2. (a) On fulfilling the requirements as given above, the owner will be issued by the School Office a dog token valid upto 31st March, 2000. The year for which it is valid will be found stamped on it, e.g. 1999/2000.

(b) If a dog token is lost during its period of validity a new one must be obtained immediately by the owner. This will cost him Rs. 2/- per token.

3. Owners failing to comply with the provisions of paras 1 and 2 (b) above will be fined Rs. 20/- per week per dog until these requirements have been fulfilled. In addition, of course, their dogs will meanwhile be liable to be destroyed if found within the school limits.

#### 4. Inoculation against rabies

(a) All dog owners at Sanawar must inform the R.M.O. in writing latest by 12th April, 1999 the number of dogs they own, so as to enable the R.M.O., to arrange for the required quantity of vaccine. The cost of the vaccine, etc., will be recovered from the pay of the owner.

- (b) The R.M.O. will arrange for the inoculation at the School Hospital of all dogs brought to her for this purpose. The R.M.O. will notify the date and time to this effect.
- (c) After the inoculation of the dog, the R.M.O. will forward, in original, a certificate of inoculation, duly dated and signed by the R.M.O. to the School Office, and the duplicate handed over to the owner of the dog.  
When a dog has been immunized by someone other than the R.M.O. a certificate mentioned under (c) above from the R.M.O. must still be obtained by the owner. The R.M.O. will issue this only after having satisfied herself that the dog has in fact been satisfactorily immunized.
- (d) (i) Dogs which have not previously been protected against rabies will in the first year be inoculated twice, the second inoculation being given six months after the first one. It will be the responsibility of the R.M.O. to ensure that the second inoculation is given at the proper time. The R.M.O. will issue the appropriate inoculation certificate in respect of each such inoculation.

*Note* :— Puppies must receive their first inoculation at the age of four months.

- (ii) Dogs which have been protected against rabies previously have to re-inoculated once annually.
- (e) All dog owners must contact the R.M.O. in good time preferably in March annually and ascertain from her the date and time when they should bring their dogs to the School Hospital for inoculation.
5. Dogs owned by staff members, school employees, etc. other than those who are members of the Staff Club are not permitted loose in the school area above the level of the road from the school main entrance to Moti Corner via BD pavement and below the School Hospital, or above the level of Moti Corner to the school main entrance along Long Back, and are liable to be destroyed if found there.
6. All heads of departments will please collect all members of staff and employees working under them to whom

copies of School Orders do not go and/or those who cannot read these instructions themselves, and will explain the instructions to them in detail and satisfy themselves that they have understood them. The responsibility for compliance with the requirements of this order is entirely that of the owners of dog and not that of the R.M.O., the School Office or any one else except as stated in para 4 (d) (i) above.

**No. 119. MEDICAL CATEGORIES**

Manisha Pathak NGD	...	Upgraded from Cat. C 1
Anahat Pirzada NGD	...	Placed in Cat. B 2
Bharat Modi SBD	...	Cat. B 2
Surabhi Sarda NGD	...	Cat. B 2
Varun Singh VBD	...	Cat. B 2

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 9th April, 1999**

120—126

**No. 120. PROGRAMME****April**

- Fri. 9th ... Junior English Debating Society meeting ... 8-15 p.m.  
Students of Siwalik House are excused afternoon activities till Sat. 17th
- Sat. 10th ... English Poetry Recitation Competition for Lower-IV & Upper-IV ... 6-15 p.m.  
(Lower-IV & Upper-IV students will attend.)
- Sun. 11th ... Cricket LSS Staff-XI Vs. St. Xaviers School, Chandigarh, Staff-XI (Home) ... 10-00 a.m.
- Mon. 12th ... Inter-House Cricket Tournament concludes. Basketball Boys & Girls U-12 Vs. Pinegrove School (Home).
- Tue. 13th ... Baisakhi—Administrative Holiday. Cowell Memorial Cross Country races commence. Basketball Boys U-14 Vs. Pinegrove School, Sabathu (Home).
- Wed. 14th ... Basketball Boys & Girls U-16 Vs. Pinegrove School, Sabathu (Away).
- Thu. 15th ... Cowell Memorial Cross Country races conclude
- Fri. 16th ... Siwalik House Show First Performance ... 4-30 p.m.
- Sat. 17th ... Siwalik House Show Final Performance ... 6-15 p.m.
- Sun. 18th ... The Administrative Departments which are essential to function for camps preparations will remain open.  
SPICMACAY programme of Punjabi Folk Songs by Ms. Gurmeet Bawa ... 10-00 a.m.  
(Subject to confirmation.)
- Mon. 19th ... School break for Annual Hikes & Camps.
- Sat. 24th ... School return from Annual Hikes & Camps.



Mon. 26th	...	Summer Kit comes into effect. First two schools cancelled. Mess Committee meeting (MCR)	...	3-00 p.m.
		Soccer & Hobbies sets made	...	2-30 p.m.
		Camping equipments returned	3-00 p.m. onwards.	
		Senior English Debating Society meeting	...	8-15 p.m.
		Slater Memorial Debating Team leave for BCS, Shimla.		
Tue. 27th	...	PT commences. Muharram—Administrative Holiday.		
Wed. 28th	...	Senior English Debating Society meeting	...	8-15 p.m.
Thu. 29th	...	Senior Hindi Debating Society meeting	...	8-15 p.m.
<b>May</b>				
Sat. 1st	...	Morning Prep commences. Inter-House Senior English Debate	...	6-15 p.m.
		Cricket Staff-XI Vs. OS-XI (Subject to confirmation.)	...	3-00 p.m.
Sun. 2nd	...	Cricket First-XI Vs. OS-XI (Subject to confirmation.) Debating Team return from BCS, Shimla	...	10-00 a.m.

**No. 121. MILK AND BREAD**

Milk and breads can be purchased from the Charlie Shop only on Cash Payment everyday with immediate effect.

**No. 122. TUCK SHOP**

Egg, Chicken and Paneer can be purchased from the Tuck Shop between 10-00 a.m. and 1-00 p.m. and between 3-00 p.m. and 3-30 p.m. with immediate effect.

**No. 123. HOUSE GAMES**

It is to remind the Housestaff that the special Housewise games sessions immediately before an Inter House competition should also be supervised by the staff attached to the various Houses.

**No. 124. ANNUAL CAMPS / HIKES**

Camp period will extend from Monday, 19th April (6-00 a.m.) to Saturday, 24th April, (4-00 p.m.) 1999. Following details

are published for information and necessary action by all concerned at their earliest :—

- (1) All camping / hikes / trekking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R.M.O., for first aid boxes for camp.
- (2) All party I/cs are required to submit, in duplicate, the proforma (copies available with D.H.M.) giving names of children along with staff going with the children, indicating House and Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 13th April, 1999. This will help office to work the amount that will be paid regarding food expenses for the period they will be away from Sanawar.
- (3) I/c of Hiking parties are requested to clearly indicate on the proforma the dates with timings of the groups halts at various P.W.D. / Forest Rent House, including the accommodation needed by their group, so that the School Office is in a position to wire, in advance, for reservation to the appropriate authority.
- (4) If rail concession orders are required, staff concerned must send in the list of names of children alongwith the escorts or write on the other side of the proforma showing the list (see para 2 above), alongwith the escorts latest by 13th April, 1999.
- (5) Transport buses could be chartered, through the Bursar but their availability is not guaranteed. Those concerned are requested to kindly send their requirement to the Bursar latest by 13th April, 1999.
- (6) The Q.M. and Mr. Daljinder Singh have limited camp equipment with them, and therefore Staff I/c of various parties are requested to contact them, at their earliest, giving list of items required by them. It is necessary to bear in mind that whatever equipment is available has to be shared.

- (7) Party I/c are requested to inform in writing the House-master / Housemistress and the House Matrons/Warden concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (8) Any requirement with respect to kitchen utensils, aluminium plate, mugs, spoons etc., be submitted to I/c CDH, well in time. It may be possible to provide a cook or a bearer who will also join the party if that is considered essential. The I/c C.D.H. will kindly consult the Bursar if there are any requests in this connection.
- (9) The total expenses during camps and hikes should be kept to the bare minimum, and should not exceed Rs. 800/- per child. This includes all expenses, **no extra amount will be issued except for special cases.**
- (10) Staff I/c of various hikes will be required to submit a statement of account showing complete details of expenses incurred by them during the hike, soon after the camp period is over.
- (11) A separate administrative order will be issued with respect to Prep School, Medical Category and L-IV camps.

**No. 125. MEDICAL CATEGORIES**

Kunal Khurana SPD	...	Cat. B 2 till 19-4-99
Hina Hundal VPD	...	Cat. C 2
Vasudha Sahgal VPD	...	Cat. B 1
Rohit Punaina NBD	...	Cat. B 1
Harpriya Sodhi HGD	...	Cat. C 2
Namrata Adhikari HGD	...	Cat. B 1
Amanat Bawa NGD	...	Cat. B 1
Tenzing Dolkar SGD	...	Cat. B 1
Abhimanyu Sisodia HBD	...	Cat. B 2 x 2 weeks
Keerat Bhattal SGD	...	Cat. B 2 x 3 weeks
Devan Dannel SBD	...	Cat. B 2 x 3 weeks
Ankit Jain VBD	...	Cat. B 2 x 6 weeks
Rubal Singla HGD	...	Cat. B 3

**No. 126. ADMINISTRATIVE HOLIDAYS**

The following will be observed as holidays :—

Tuesday, 13th April on account of Baisakhi.

Wednesday, 14th April on account of Dr. Ambedkar's birthday.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 23rd April, 1999

127—138

**No. 127. PROGRAMME****April**

- Sat. 24th ... School return from Annual Hikes & Camps.  
 Sun. 25th ... Camping equipments returned  
 Mon. 26th ... Summer Kit comes into effect.  
                     First two schools cancelled.  
                     Mess Committee meeting (MCR) ... 3-00 p.m.  
                     Soccer & Hobbies sets made ... 2-30 p.m.  
                     Senior English Debating Society  
                     meeting ... 8-15 p.m.  
                     Slater Memorial Debating Team  
                     leave for BCS, Shimla.  
 Tue. 27th ... PT commences.  
                     Muharram—Administrative Holiday.  
 Wed. 28th ... Senior English Debating Society  
                     meeting ... 8-15 p.m.  
 Thu. 29th ... Senior Hindi Debating Society  
                     meeting ... 8-15 p.m.

**May**

- Sat. 1st ... Morning Prep commences.  
                     Inter-House Senior English Debate ... 6-15 p.m.  
                     Cricket Staff-XI Vs. OS-XI ... 3-00 p.m.  
                     (Subject to confirmation.)  
 Sun. 2nd ... Cricket First-XI Vs. OS-XI ... 10-00 a.m.  
                     (Subject to confirmation.)  
                     Debating Team return from BCS, Shimla

**No. 128. COLLECTION OF SPORTS GEARS**

All sports gears should be collected from Mr. A. C. Chauhan between 2-00 p.m. and 2-50 p.m. from Gaskel Hall and only on weekdays. The gears for the Inter-School matches must be collected at least a day in advance. Mr. A C. Chauhan will be present to take care of any unforeseen situation.

**No. 129. BOOKS BORROWED FROM P.D.**

The staff parents of P.D. children who have borrowed text books/library books from the Prep School from time to time will kindly arrange to return these by 6-5-99.

**No. 130. SCHOOL LEDGERS**

All staff members who have School property on their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought up-to-date, with all entries completed, latest by 11th May, 1999. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit work.

**No. 131. NEW ADMISSIONS—ISSUE OF POCKET MONEY**

Whenever new admissions occur during the term, Housemasters and Housemistresses are requested to send a note to the Bursar asking for issue of pocket money for such newly admitted children in their respective Houses.

**No. 132. INTERNATIONAL HEALTH CERTIFICATES**

Housemasters/Housemistresses are requested to send names of children of their Houses who are going overseas during summer vacation, to RMO, so that she can get necessary inoculation/vaccination done well in time. Kindly send in your lists to RMO latest by 5th May, 1999.

**No. 133. S.B.F. LOANS**

It is notified for the information of all concerned that applications for S.B.F. loans except in emergencies, should be submitted at least 4 weeks in advance.

**No. 134. ECONOMY IN WATER CONSUMPTION**

School water consumption has gone much higher than the supply. All concerned and, in particular, C.D.H. and House matrons, are requested kindly to exercise the greatest possible economy in water consumption, and also to report leakages in taps, tanks, pipes flushes etc. that come to their notice *immediately* to the Engineer. *Particular attention should also be paid to taps being turned off in C.D.H. bath houses and wash houses.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to the minimum.

**No. 135. PARKING OF CARS**

Gate Keepers of Green Gate and Moti Corner will not allow any car to come into the Campus without the permission of one of the following—Headmaster, DHM, Bursar. The cars should be parked near the old bakery.

**No. 136. GRATUITY**

1. The Gratuity limit payable under Gratuity Act 1972 is as follows :—

- |                                |     |                |
|--------------------------------|-----|----------------|
| (a) April, 1994 to March, 1996 | ... | Rs. 1,00,000/- |
| (b) April, 1996 to March, 1998 | ... | Rs. 2,50,000/- |
| (c) April, 1998 onward         | ... | Rs. 3,50,000/- |

2. The implementation will be in retrospect.

**No. 137. SOCIETY CONTRIBUTION TOWARDS PF**

With effect April, 1999 the Society Contribution towards PF will be 12% which is as per Central P.F. rule.

**No. 138. ADMINISTRATIVE HOLIDAY**

Tuesday, April 27, 1999, will be observed as a holiday on account of Moharram.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 30th April, 1999**

139—149

**No. 139. PROGRAMME****April**

Fri. 30th ... Students of Vindhya House will be excused  
afternoon activities till the 8th May  
for House Show practice.

**May**

Sat. 1st ... Morning Prep commences.  
English Poetry Recitation Competition  
PD for Lower-III & Upper-III ... 5-00 p.m.  
Inter-House Senior English Debate ... 6-15 p.m.  
Cricket Staff-XI Vs. OS-XI ... 3-00 p.m.

Sun. 2nd ... Cricket First-XI Vs. OS-XI ... 10-00 a.m.

Mon. 3rd ... Festival Soccer Match ... 4-30 p.m.  
(There will be a tea for the teams and  
all staff after the match.)

Fri. 7th ... Vindhya House Show First  
Performance ... 4-30 p.m.  
(Boys Lower-V & below will attend.)

Sat. 8th ... Hindi Poetry recitation Competition  
PD for Lower-III & Upper-III ... 5-00 p.m.  
Vindhya House Show Final  
Performance ... 6-15 p.m.

Sun. 9th ... Cricket First-XI & Electrons Vs. BCS,  
Shimla (Home).  
Cricket Colts & Atoms Vs. BCS,  
Shimla (Away).  
Basketball Boys Opens Vs. BCS,  
Shimla (Home.)

Mon. 10th ... UNIT TESTS commence.



**No. 140. DAILY ROUTINE**

The following routine will be followed till further orders :

Rouser/Chhota Hazri	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-30 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-50 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk Break	11-20—11-40 a.m.
M.I. BD & GD (Birdwood)	11-20—11-40 a.m.
5th School	11-40 a.m.—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
Rest Hour	2-00—3-00 p.m.
Study Hour (Dorms.)	3-00—4-00 p.m.
Tea Sr. School	4-00—4-10 p.m.
Tea PD	... 4-00 p.m.
1st Session	4-15—5-00 p.m.
2nd Session	5-00—5-45 p.m.
N.C.C.	6-00—6-30 p.m.
BD Baths	... 6-35 p.m.
Supper Sr. School	... 7-10 p.m.
Supper PD	... 8-10 p.m.
Prep' (Birdwood)	7-45—9-15 p.m.
House Inspection	... 9-30 p.m.
Lights Out	... 10-00 p.m.
<b>Saturday Timings :</b>	
Rouser/Chhota Hazri	... 6-00 a.m.
Morning Prep'	6-40—7-35 a.m.
Supper P.D.	... 6-15 p.m.

Supper Sr. School	...	7-15 p.m.
Lights Out	...	10-30 p.m.
<b>Sunday Timings :</b>		
Rouser	...	8-00 a.m.
Head Baths	...	8-00 a.m.
Breakfast PD	...	8-30 a.m.
Breakfast Sr. School	...	9-15 a.m.
Study Hour (Dorms )	12-00 noon—	1-00 p.m.
Lunch PD	...	12-30 p.m.
Lunch Sr. School	...	1-30 p.m.
Dormitory Roll Call	3-00 p.m. &	5-00 p.m.
Tutorial Meetings PD	5-00—	6-00 p.m.
"          "    Sr. School	6-00—	7-00 p.m.
Supper PD	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.
House Inspection	...	8-30 p.m.
Study Bell	...	8-40 p.m.
Lights Out	...	10-00 p.m.

**No. 141. SCHOOL E-MAIL**

The E Mail address of the school now is as under :

**sanawar @ vsnl. com**

**No 142. STUDENTS GOING HOME ON MEDICAL GROUNDS**

- (1) All Students going home on medical grounds whether sent from the dormitories direct, or from School Hospital, *must* report to the RMO. with all documents/certificates, etc. *immediately on their return*. House Staff and House Matrons/Warden are requested to kindly ensure that this procedure is followed in every case.
- (2) In the event of a child going home direct from the dormitory with due permission, and then falling ill, and hence getting delayed in his/her return. House staff will kindly inform the RMO accordingly. Similarly, the RMO will kindly inform the House Staff concerned about the going out of a child home, from School Hospital.
- (3) The Headmistress must in variably be informed by the House Staff and the RMO, if any child is moved out/sent home on medical grounds.

- (4) The intention behind installing the above given system is to keep the Headmistress, R.M.O. and House Staff mutually informed about the movement of a child going home, and to keep the child's medical file upto-date.
- (5) Medical leave can only be given by the R.M.O. (H.M. in special cases) This can only be sanctioned by the House Staff after due endorsement by the R.M.O.

**No. 143. LEAVE OF ABSENCE—SR. SCHOOL CHILDREN**

In the event of children proceeding on medical or any other kind of leave during the course of the week, House Masters/ Mistresses are requested to keep the D.H.M. / Sr. Mistress and Secretary Academic Council.

**No. 144. EARNED LEAVE APPLICATIONS**

Earned leave is now sanctioned, if due, for a minimum period of 8 days.

All applications for Earned Leave should therefore be submitted for scrutiny at least 7 days in advance, so that the office is able to look through full details regarding Earned Leave account of the staff concerned.

All concerned are requested to note the details given above Heads of Departments will kindly explain the details of this do not receive school orders.

**No. 145. HEADMASTER'S CARD**

A Headmaster's Card for indiscipline has been introduced. This Card will be the most serious punishment that a student in the school can be awarded. It will be a formal way in which the school and the parent concerned will be informed immediately of serious misconduct.

The Card will be issued at the discretion of the Headmaster after he has received recommendations from, and has held discussion with the House Staff concerned and the D.H.M. / Sr. Mistress Teachers may, in confidence, recommend students for this Card to the House Staff concerned and the House Staff will decide whether or not to further recommend the case to the Headmaster.

The Card will be effective for a minimum period of 30 days during which time the student concerned will not be permitted and WOPs/SOPs and will not be permitted to wear home clothes (except

for Socials). Additional punishments during this period may or may not be awarded.

**No. 146. HANDING OVER / TAKING OVER OF SCHOOL QUARTERS**

For obvious reasons it is extremely essential that all staff while handing over or taking over any staff quarters or school building, ensure that all furniture items, sanitary fittings, electrical fittings etc., etc., are in order, and should there be any discrepancy or breakages noticeable they should be brought to the notice of the Quartermaster or his representative at the spot so that details could be noted down. Once the quarter/building is taken over, it would be the responsibility of the person to whom the quarter/building is handed over to explain reason for breakages, sanitary or electrical fittings missing, etc., and if found responsible, he will have to make good the same.

**No. 147. HISTORY SHEET**

History Sheet of all students who have been withdrawn from the School during 1999 as on 1-5-1999 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Monday 17-5-1999 (1-30 p.m.)

**No. 148. MEDICAL TREATMENT**

It appears that there exists a misunderstanding in the minds of the Staff, regarding medical treatment and medical cover that school gives or can give. Following details, therefore, are published for information of all concerned, and for record :

School rule No. 14 (f) is reproduced below :—

*Medical facilities* - Members of the Staff of the School and the dependent members of their families shall receive medical treatment at the School Hospital. The Resident Medical Officer shall attend on them free of charge, if they are unable to attend the Hospital. Medicines not in stock in the Hospital shall have to be paid for by the members of the staff themselves. Such facilities as are not available in the School Hospital may be arranged for the members of the staff, if they so desire, at their own cost.

All permanent and confirmed employees are welcome to join the School Medical Scheme, and take advantage of the medical cover this offer.

All Heads of Departments are requested to kindly explain the contents of the School Order clearly to all staff working under them, and to whom School Orders are not issued.

**No. 149. ADMINISTRATIVE HOLIDAY**

Since it was not possible to have an administrative holiday on 15th April, 1999, it will now be observed on Saturday, 1st May, 1999.

R.A. Solomon  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th May, 1999

150—166

### No. 150. PROGRAMME

May

- Fri. 7th ... Vindhya House Show First  
Performance ... 4-30 p.m.  
(Boys Lower-V & below will attend.)
- Sat. 8th ... Talks by Dr. A. Kulshrestha & Mrs. Kalra on  
Technology & Computers resp.  
(Barne Hall) 11-30 a.m.—12-30 p.m.  
Talk by Prof. VS Ramamurthy on Science  
(Barne Hall) 12-40 onwards  
(Entire Sr. School will attend.)  
Hindi Poetry recitation Competition  
PD for Lower-III & Upper-III ... 5-00 p.m.  
Vindhya House Show Final  
Performance ... 6-15 p.m.
- Sun. 9th ... Cricket First-XI & Electrons Vs. BCS,  
Shimla (Home).  
Cricket Colts & Atoms Vs. BCS,  
Shimla (Away.)  
Basketball Boys Opens Vs. BCS,  
Shimla (Home.)
- Mon. 10th ... UNIT TESTS commence.  
Unit Test period Daily Routine comes into effect.
- Thu. 13th ... Senior Hindi Debating Society  
meeting ... 8-15 p.m.
- Fri. 14th ... Unit Tests conclude.  
Parents-Teachers meeting followed by  
SOP (SSC) 2-30—3-30 p.m.
- Sun. 16th ... Children return after SOP by 6 00 p m.
- Thu. 20th ... ASSESSMENT MEETING (MCR) ... 2-30 p.m.

No. 151. SPECIAL DAILY ROUTINE

The following routine will be followed during the Unit Test period i.e. from 6-00 a.m. on Mon. 10th to 2-00 p.m. on Fri. 14th :

Rouser/Chhota Hazri	... 6-00 a.m.
Session-I	7-30—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly & Singing Practice cancelled.	
Dormitory Study Period	9-45—11-00 a.m.
Milk Break	11-05—11-20 a.m.
M.I. BD & GD (Birdwood)	11-05—11-20 a.m.
Session-II	11-30 a.m.—1-00 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-05 p.m.
Rest Hour	2-00—3-00 p.m.
Study Hour (Dorms.)	3-00—5-00 p.m.
Tea	... 4-00 p.m.
BD Baths	... 5-20 p.m.
House Inspection	... 6-00 p.m.
Prep' Fall In	... 6-05 p.m.
Evening Prep'	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7 45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

(The Housemasters will put boys on duty to carry the Tea and Shares from CDH to the Dorms. The kettles must be returned to the CDH immediately after the study hour.)

No. 152. S.S.C.

Mr. D. Saha and Mrs. N. Kaur are the teachers in charge of the S S.C. w.e.f. 1st May 1999.

No. 153. DRILL

Whenever a child is put on drill the following must be written clearly : **The full name of the child / The child's House / The full name of the teacher who puts the child on drill/The reason.**

**No. 154. AV ROOM ON SUNDAYS**

The AV Room will remain open on every Sunday from 10-00 a.m. to 12-00 noon. Teachers are welcome to avail of this opportunity to give the children exposure to different kinds of films and music and also for other imaginative purposes or even entirely for their entertainment. Prior information to Miss K. Bakhshi will help avoid overlapping, though one can always take a chance even if you decide to use it at the last moment. Priority will be given to the teacher who gives prior information.

**No. 155. SUPERVISION OF ACTIVITIES :**

Staff, handling activities involving the children, are requested to work out with the DHM how to keep the children, occupied when they cannot supervise an activity personally because of school work or personal leave.

**No. 156. RECOMMENDATION FORMS :**

Staff are requested to use the official proforma available with the DHM or PA to the Headmaster while recommending students specially for admission to foreign institutions.

**No. 157. SCHEDULING OF ACTIVITIES :**

If any school activity is scheduled at a Time and Venue for which any of the HODs is responsible it is mandatory to consult the concerned HOD well in advance before finalising any plan. This must be strictly adhered to. It is also being pointed out in this connection that there must be a conscious effort made NOT to cut across academic time while arranging for these activities.

**No. 158. HOUSE FUND ACCOUNTS**

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar by 10th June 1999.

**No. 159. LIVE STOCK**

Rearing of Live stock such as buffaloes, cow, goat, sheep, pig etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service



will be imposed on those who disobey this order. Owners of live-stock are warned that their animal must remain outside the school premises and should never be found grazing on the school land. Heads of Department are requested to explain this to all staff working under them.

**No. 160. STUDENTS PERSONAL ACCOUNTS**

Personal accounts of all students who have left the school, are being closed.

Any loss slips, debit notes, expenses vouchers, etc., etc., involving these students must be sent to school office latest by 20-5-1999. After this date, no such debit notes will be accepted, and staff concerned will have to make good for the recoveries outstanding from such students.

**No. 161. DOGS AT SANAWAR**

Ref. : S.O. No. 118 (4) (a) dated 1st April 1999.

All dogs owners are once again reminded to inform the R.M.O., in writing, latest by Saturday 29th May 1999 the number of dogs they own and are due for inoculation, so as to enable the R.M.O. to arrange for the required quantity of the vaccine. Cost of vaccine, etc., will be recovered from the pay of the dog owner.

Once the work of dog-inoculation has been done, any unvaccinated dogs found on the campus will be subject to deportation.

**No. 162. INDENTS FOR NEXT TERM**

Will all concerned, please submit their indents for their requirements for the period 1st August—11th December 1999, to the Bursar not later than 2nd June 1999.

**No. 163. TRAVELLING ARRANGEMENTS MID—SESSION  
BREAK : LUGGAGE**

In order to keep the luggage being taken by children for the short summer break to the minimum, a small attache case and a holdall will be allowed except for Sixth Form students and children going to hill stations. Small travelling bags are available in the Tuck Shop and may be obtained on the Tuck Shop Slip. Warm clothes or bedding need not be packed unless they are in need of repair. This applies to the children travelling by school parties.

**No. 164 STAFF SICK-IN-QUARTERS**

All staff, who are sick, and are likely to be placed on sick-list, are requested to report to the R.M.O., daily (or as per her instructions, if already on 'sick-list'), anytime between 8-30 a.m. and 9-00 a.m. (Sundays and other holidays 10-00 to 10-30 a.m.). The RMO on medical check-up, will forward 'Sick-in-quarters-slip' to the Head of the Department concerned with a copy to School Office. Staff on sick-in-quarters-list when discharged, will be issued 'Fitness Certificate' by the R.M.O., which the employee concerned, will submit to the Head of the Department before rejoining duty.

Will all heads of the Deptts. kindly explain the details given in this order, to Staff working under them, especially to those who cannot read School Orders.

**No. 165. MATERNITY CASES**

In view of lack of proper medical staff and hospital equipment facilities in School Hospital, it is again notified to all categories of Staff that maternity cases cannot be undertaken in staff-quarters or in school hospital; the employee concerned is, therefore, requested to contact, and fix up all relevant details well in time, as also for pre-natal and post-natal care, with any of the following medical authorities :

1. Cantonment Hospital, Kasauli.
2. Primary Health Centre, Dharampur (H.P.)
3. District Hospital, Solan (H.P.)

**No. 166. ECONOMY IN WATER CONSUMPTION**

The School water consumption is still exceeding the supply. All concerned, and in particular CDH and House Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes, etc., etc, to the Engineer *immediately* that come to their notice. *Particular attention should also be paid to taps being turned off in CDH., bath houses and wash houses.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to a minimum.

R.A. Solomon  
Offg. Headmistress

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th May, 1999

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167—175

### No. 167. PROGRAMME

#### May

Fri. 14th ... Unit Tests conclude.  
 Parents-Teachers meeting followed by  
 SOP (SSC) 2-30—3-30 p.m.

NOTE : Sunday Timings will be followed during the  
 SOP period. If any member of staff wants to  
 leave the campus during the SOP period he/she  
 can do so with prior information to the DHM/  
 Sr. Mistress/IC PD.

Sun. 16th ... Children return from SOP by 6-00 p.m.

Mon. 17th ... Learn with Magic Show  
 (Barne Hall) 2-30—3-30 p.m.  
 (PD & Lower-V and below will attend.)

Tue. 18th ... Dr. R. Dhillon's Sex Education programme  
 commences and continues till the 11th June.  
 Detailed programme will be circulated separately.

Wed. 19th ... Junior English Debating Society  
 meeting ... 2-30 p.m.

Thu. 20th ... ASSESSMENT MEETING (MCR) ... 2-30 p.m.

Fri. 21st ... Himalaya House Show First  
 Performance ... 4-30 p.m.  
 (Boys Lower-V and below will attend.)  
 Science Workshop on Miracles commences and  
 continues till the 23rd. (Subject to confirmation.)

Sat. 22nd ... Himalaya House Show Final  
 Performance ... 6-15 p.m.

Sun. 23rd ... Individual Boxing commences.

NOTE : Himalaya House students continue to remain  
 excused afternoon activities till the 22nd.

**No. 168. DRILL SYLTEM**

If any teacher wants to excuse a child from doing drill as a punishment he/she must send a written note to the Head Boy/Head Girl/Mr. A.C. Chauhan/Mrs. N. Kaur. No verbal message will be entertained.

**No. 169. STAYING ARRANGEMENTS FOR VISITING TEAMS :**

If in case of an absolute necessity the dormitories are used for putting up visiting teams etc. the concerned Housemaster/Housemistress needs to be informed in advance. The Housestaff will of course co-operate with the organising authority keeping in mind the need of the school. The Quartermaster will arrange for the night stay for at least three drivers/helpers every time a team visits the school for any purpose. A makeshift arrangement can be made in Gaskel Hall for this purpose.

**No. 170. STOCK REQUIREMENTS—SECOND TERM 1999**

All stock-holders will please send in their requirements for the **Second Term** of 1999 [1st August to 10th Dec. '99], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 14th June, 1999. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

Only in very exceptional circumstances a second indent during the second term will be considered.

**No. 171. CAMPING EQUIPMENT**

All equipment (camping) that is loaned, will be charged for on a daily basis. This will help with maintenance of equipment and will ensure prompt return of equipment. Charges will be @ Rs. 5/- per item per day from students for camps. If anything is required at other times the Headmistress' sanction will be required and charges will be Rs. 5/- per item per day from students and Rs. 10/- per item per day from others. This will apply to school expeditions as well. Staff and staff children will not be charged.

**No. 172. DRESS CODE FOR GAMES**

Teachers are requested to follow the Dress Code suggested by D.H.M. when they turn up for their games duties. The Dress Code for G.D. is Salwar-Kameez/Track suit with Games Shoes and for B.D. it is Ducks/Track suit/shorts with Games Shoes.

**No. 173. PANCHAYAT TAX**

The Lawrence School, Sanawar falls under the Gram panchayat, Garkhal-Sanawar. The Panchayat has proposed a levy tax of Rs. 10/- per family per year to be paid through the school. It has been decided that the amount will be collected through a one time deduction from May '99 salary. The deduction will be made only from the staff staying on the School Campus and if both members of the family are working in the school deduction will only be made from one member.

All the Heads of Deptts. are requested to explain the order to their subordinate staff.

**No. 174. DOG MENACE**

1. There is an increase in the number of stray dogs on the campus. In order to control the menace of the dogs certain steps are being taken.

2. All the dog owners are requested to ensure that their pets do not move around on the campus unattended. The school will not be held responsible if harm is brought to your pet.

**No. 175. LOSS/PURCHASE OF BOOKS**

With immediate effect 20% more than the cost of book/books lost/purchased from Library will be charged to the borrowers/buyers. All are requested to make a note of this. The increase from 10% to 20% is in order to cover the overhead charges.

R.A. Solomon  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 15th May, 1999

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176

### SPECIAL ORDER

#### No. 176. LIST OF SCHOOL AND P & T TELEPHONE NUMBERS

		Office	Residence	P&T
Offg. Headmistress (Mrs. R.A. Solomon) ...	{	120	135	61207 61196
Bursar (Col NJS Pannu) ...		122	132	61174
P.A. to H.M. (Mr. Gian Singh) ...		121	—	61142
A/c Manager (Mr. Pran Nath) ...		123	—	61146
Asstt. Manager (Mr. Basant Sharma) ...		170	170	61179

#### Sr. School (B.D.)

Offg. D.H.M. (Mr. S. Ghosh) ...		171	141	61194
Offg. Secretary Academic Council ...		128	167	61108

#### House Masters :

H.B.D. Sr. (Mr. R. Puri) ...		—	167	61108
H.B.D. Jr. (Mr. C.V. Lonappan) ...		—	177	61129
N.B.D. Sr. (Mr. S. Idris) ...		—	156	61241
N.B.D. Jr. (Mr. A.K. Bhargava) ...		—	145	61127
S.B.D. Sr. (Mr. P. Vasisht) ...		—	144	61204
S.B.D. Jr. (Mr. A. Mukherji) ...		—	108	61131
V.B.D. Sr. (Mr. R.T. Williams) ...		—	173	61110
V.B.D. Jr. (Mr. R.P. Gautam) ...		—	112	61331
Holding House BD Sr. (Dr. V.K. Sharma) ...		—	142	61206
Holding House BD Jr. (Mr. P.K. Lal) ...		—	152	61128

#### House Matrons :

H.B.D. (Mrs. R. Dwivedi) ...		—	147	61191
N.B.D. (Mrs. Sunita Singh) ...		—	146	61130
S.B.D. (Mrs. M. Sequeira) ...		—	107	61192
V.B.D. (Mrs. D. Sikand) ...		—	163	61134
Holding House BD (Mrs. B. Singh) ...		—	165	61112

**Sr. School (G.D.)**

Sr. Mistress (Mrs. M. Khan)	...	176	143	61171
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**House Mistresses :**

H.G.D. (Mrs. A. Sharma)	...	—	142	61206
N.G.D. (Miss Shonu Mukherji)	...	—	131	61180
S.G.D. (Miss K. Bakshi)	...	—	153	61205
V.G.D. (Mrs. A. Suri)	...	—	164	61111
Holding House GD Sr. (Mrs. B. Matharu)...	162	175	61234	
Holding House GD Jr. (Mrs. S. Gupta)	...	—	—	61165

**House Matrons :**

H.G.D.,N.G D. (Mrs. K. Rawat)	...	—	150	—
S.G.D., V.G.D. (Mrs. Veena Chhibber)	...	—	151	—
Holding House G.D. (Mrs. P. Singh)	...	—	111	—
<b>Craft Deptt.</b> (Mr. C.S. Matharu)	...	148	175	61186
School Library	...	166	142	61206
M.C.R.	...	116	—	—
P.T.I. (Mr. A.C. Chauhan)	...	178	178	61126
Rural Edu./Weaving (Mr. B.D. Attri)	...	133	133	61189
Stone View	...	—	117	—

**Prep School**

I/c Prep School (Mr. J. Roberts)	...	140	157	61187
House Master H.P.D. & N.P.D. (Mr. G. Ahlawat)	...	—	160	61170
House Mistress S.P.D. & V.P.D. (Mrs. M. Batish)	...	—	158	61203
House Mistress P.D. Girls (Mrs. K. Puri)	...	—	167	61108

**House Matrons :**

P.D. Upper (Mrs. I Kumar)	...	—	174	61159
P.D. Lower (Mrs. S. Ahlawat)	...	—	160	61170
P.D. Girls (Mrs. A. Malaviya)	...	—	161	61173

**Administrative Staff**

R.M O. (Dr. Bharti Jaswal)	...	124	134	61231
Duty Room (Nursing Sister)	...	125	—	—

Mess Manager (Mr. Nathaniel)	...	136	137	61312
Quartermaster (Mr. S. Gupta)	...	127	154	61182
Engineer (Mr. S. Hooda)	...	126	155	—
Sr. Supdt. Electrical (Mr. G.S. Rawat)	...	138	138	61136
I/c Hygiene and Sanitation (Mr. R. Pahill ...)	...	—	106	61240
Printing Office	...	180	—	—
Tuck Shop	...	162	—	—
Staff Club	...	110	—	—
P.C.O. (in-coming)	...	—	—	{ 61208 61209
Fax	...	—	—	61210
Barne Field	...	103	—	—
Guard Room	...	172	—	—
Moti's Corner Gate	...	104	—	—
Night Chowkidar (School Office)	...	121	—	—
State Bank of Patiala, Sanawar	...	—	—	61219
Post Office	...	—	—	61202
Cable T.V. Control Room	...	—	102	72157
Complaint Office P. & T. Moti Corner	...	—	—	{ 61198 61199
Complaint Office P. & T. Kasauli	...	—	—	72100

**Staff PVT Tele Numbers**

Miss Amarjit Kaur Chauhan (A. Priya)	...	—	—	61250
Mrs. Anita Singh	...	—	—	61193
Mr. Anurag Mathur	...	—	—	61249
Miss Anjana Arora	...	—	—	61132
Mr. Amit Dehloo	...	—	—	61306
Mr. Daljinder Singh	...	—	—	61197
Mr. D. Saha	...	—	—	61315
Mr. Duli Chand Jangra	...	—	—	61138
Mr. J.S. Rawat	...	—	—	62335
Mr. Kuldip Minhas	...	—	—	61137
Mr. L.D. Attri	...	—	—	61155
Mrs. Meena Bhalla	...	—	—	61168
Mr. Mukesh Chand	...	—	—	61139
Mr. Nirmal Chand Barwala	...	—	—	61122
Mrs. Neelam Tahlan	...	—	—	61185
Mrs. Neelamjit Kaur	...	—	—	61251



Mrs. Nirmal Sharma	...	—	—	61302
Ms. Nishi Sharma	...	—	—	61321
Mr. P. Banerjee	...	—	—	61310
Mr. & Mrs. R.D. Francis	...	—	—	61347
Mrs. S. Khanna	...	—	—	61113
Mr. Sukhbir Singh	...	—	—	61226
Mr. S. Behal	...	—	—	61188
Mrs. Sunita Sharma	...	—	—	61307
Mr. A.K. Chandel (PTI)	...	—	—	61355
Sh. Jagdish	...	—	—	61124
Sh. Kikar Singh	...	—	—	61252
Sh. Prem	...	...	—	61102
Sh. Bhagwan Das (Laundry Man)	...	—	—	61147

R.A. Solomon  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st May, 1999

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177—180

### No. 177. PROGRAMME

#### May

- Fri. 21st ... Himalaya House Show First Performance ... 4-30 p.m.  
(Boys Lower-V and below will attend.)  
Science Workshop on Miracles commences and continues till the 23rd.
- Sat. 22nd ... Himalaya House Show Final Performance ... 6-15 p.m.
- Sun. 23rd ... Individual Boxing commences.
- Wed. 26th ... ASWEMET Society meeting ... 8-15 p.m.
- Thu. 27th ... Talk by Mr. A. Rastogi (Barne Hall) 4-15—5-30 p.m.
- Fri. 28th ... PD Show First Performance ... 4-30 p.m.  
(Boys Lower-V & below will attend)  
Junior English Debating Society meeting ... 8-15 p.m.
- Sat. 29th ... PD Show Final Performance ... 6-15 p.m.  
Career Counselling for Upper-V students by Lucknow Institute commences and continues to Sun. 30th.
- Sun. 30th ... English Film ... 3-00 p.m.  
I—H Quiz competition ... 6-00 p.m.,  
Piano Recital by Miss D. Tyler (Barne Hall) ... 7-45 p.m.  
(Those who want to attend must give their names to the Housestaff and the Housestaff will send the lists to DHM/Sr. Mistress by 6-00 p.m.)

**No. 178. BD PREFECTS**

Please note the following changes in the BD Prefectorial Body w.e.f 20th May 1999 Thursday :

Denis Ralte (VBD) takes over as the Headboy.

Shivanshu Thapiyal (NBD) takes over as the Deputy Headboy.

Aman Suri (SBD) takes over as the House Captain SBD.

Ikram S. Aulakh (SBD) takes over as the House Prefect in the SB Junior Dormitory.

**No. 179 DAILY ROUTINE**

The following routine will be followed w.e.f. 24-5-99 Mon. :

Rouser/Chhota Hazri	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-30 a.m.
1st School	7-40—8 20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-50 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk Break	11-20—11-40 a.m.
M.I. BD & GD (Birdwood)	11-20—11-40 a.m.
5th School	11-40 a.m - 12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
1st Session	3-00—4-00 p.m.
2nd Session	4-15—5-15 p.m.
Tea Sr. School	4-00—4-10 p.m.
Tea PD	... 4-00 p.m.
N.C.C.	5-20—6-00 p.m.
BD Baths	... 5-20 p.m.
Marching Up for Prep'	... 6-05 p.m.
Prep' (Birdwood)	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.

Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

**Saturday Timings :**

Rouser/Chhota Hazri	... 6-00 a.m.
Morning Prep'	6-40—7-35 a.m.
Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10-30 p.m.

**Sunday Timings :**

Rouser	... 8-00 a.m.
Head Baths	... 8-00 a.m.
Breakfast PD	... 8-30 a.m.
Breakfast Sr. School	... 9-15 a.m.
Study Hour (Dorms.)	12-00 noon—1-00 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Dormitory Roll Call	3-00 p.m. & 5-00 p.m.
Tutorial Meetings PD	5-00—6-00 p.m.
Tutorial Meetings Sr. School	6-00—7-00 p.m.
Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

**No 180. LEAVE FOR TUTORS**

I request all members of staff, who are attached to dormitories in any capacity, to please inform the Housestaff when they take leave or go out on school duty.

R.A. Solomon  
Offg. Headmistress

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th May, 1999

181—190

### No. 181. PROGRAMME

#### May

- Fri. 28th ... PD Show First Performance  
postponed to 9th June, 4-30 p.m.  
Junior English Debating Society  
meeting ... 8-15 p.m.
- Sat. 29th ... PD Show Final Performance  
postponed to 10th June, 6-15 p.m.  
Career Counselling for Upper-V  
students by Lucknow Institute commences and  
continues to Sun. 30th.
- Sun. 30th ... English Film ... 3-00 p.m.  
I—H Quiz competition ... 6-00 p.m.,  
Western Music Concert (Barne Hall) ... 7-45 p.m.  
(Those who want to attend must give  
their names to the Housestaff and the  
Housestaff will send the lists to DHM/Sr.  
Mistress by 6-00 p.m.)

#### June

- Tue. 1st ... UNIT TESTS commence. Unit Test period  
Daily Routine comes into effect.
- Wed. 2nd ... School Farewell Lunch to  
Dr. H S. Dhillon ... 1-15 p.m.  
Staff Club Farewell Dinner to  
Dr. H.S. Dhillon (Art Room) 8-00-10-00 p.m.
- Sat. 5th ... UNIT TESTS conclude.  
I—H Junior English Debate ... 6-15 p.m.
- Sun. 6th ... I—H Basketball BD commences.  
Individual Boxing commences.  
Hindi Film ... 2-30 p.m.

**No. 182. UNIT TEST PERIOD DAILY ROUTINE**

This will be followed from 6-00 a.m. on 1st June to 2-00 p.m. on 5th June.

Rouser/Chhota Hazri	... 6-00 a.m.
Session-I	7-30—9-00 a.m.
Breakfast PD	... 8-00 a.m.
Breakfast Sr. School	... 9-05 p.m.
Assembly & Singing Practice cancelled.	
Dormitory Study Period	9-45—11-00 p.m.
Milk Break	11-05—11-20 a.m.
Session-II	11-30 a.m.—1-00 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-15 p.m.
Rest Hour	2-00—3-00 p.m.
Dormitory Study Period	3-00—5-00 p.m.
Tea	... 4-00 p.m.
BD Baths	... 5-20 p.m.
House Inspection	... 6-00 p.m.
Marching Up for Prep'	... 6-05 p.m.
Prep' (Birdwood)	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	8-40 p.m.
Lights Out	... 10-00 p.m.

(The Housemasters will put boys on duty to carry the Tea & Shares from CDH to the dormitories. The kettles must be returned to the CDH immediately after the study period.)

**No. 183. CORRECTION**

In the previous orders the Sunday Timing for Breakfast PD has been printed wrong and the correct time is 8-20 a.m.

**No. 184. PARENTS' VISITS TO THE HOSPITAL**

This is to remind all staff that ONLY the Headmistress & RMO are authorised to allow parents to meet children in the hospital. I would like to mention in this connection that any information

regarding a child being admitted to the hospital must NOT be conveyed directly to the parents without prior consultation with the RMO.

Everybody concerned must respect this rule.

**No. 185. TRAVEL ARRANGEMENTS DURING VACATIONS :  
LUGGAGE**

Ref. : School Order No. 163 dated 7th May, 1999.

In order to keep the luggage being taken by children for the vacations to minimum, one suitcase (size 24") and one Air Bag will be permitted.

Dry cleaning / repairs of quilts / woollens etc. will be the responsibility of the Q.M. Matrons should co-ordinate between the children and the Q.M.

**No. 186. SUMMER VACATION**

The School will close on Tuesday, 15th June, 1999 for the summer vacation, and will reopen on Sunday, 1st August '99 on which date all children must be back to School by 5-00 p.m.

A detailed **Special Order** in connection with Summer Vacation School parties' arrangements will be published separately fairly soon.

**No. 187. STAFF FAMILIES' RATIONS ETC., DURING VACATION**

With effect from Thursday, 17th June, 1999 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel for staff families who will be at Sanawar during the vacation :--

**Tuck shop and Vegetables & Fruit shop**

The Tuck shop and the vegetable and fruit shop will be open throughout the vacation from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

**Dry Rations & Fuel**

These will continue to be issued from the Q.M. stores on the same days and at the same timings as usual.

**No. 188. WITHDRAWAL OF MONEY FROM SCHOOL OFFICE**

1. Very often staff members have come to the office to withdraw money as advance for various activities at a short notice which has resulted in disruption of routine office procedures. The reason for this could be either short notice given to the staff members or lack of knowledge of office actions that have to be taken in the office prior to the release of funds.

2. In order to avoid crisis management the complete procedure which is undergone to issue money is enumerated below :

(a) Requisition is put up to the Bursar for sanction.

(b) The requisition then is cleared alongwith routine paper work to the despatcher who hands it over to the Acct. Section.

(c) The Accts. Section prepares the necessary vouchers which is then forwarded to the Bursar for signature.

(d) Thereafter the voucher goes back to the Accts. Section alongwith routine paper work for handing over of the cash/preparation of the cheque.

(e) The cheque then is put up to the Bursar for his signature.

(f) Thereafter the cheque is signed by the HM.

3. You will appreciate that it will take two days to go through all the actions in the normal course of routine work.

4. In order to ensure that office work is not disrupted the staff members are requested to give a minimum of two days' notice for withdrawal of money.

**No. 189. MEDICAL CATEGORIES**

Adhiraj Singh NBD	}	... Upgraded from Cat. C2
Kabir Taneja VBD		
Sonal Ahuja VGD		

Kilang Longkumer SGD ... Upgraded from B2

Placed in medical categories :

Ankit Jain VBD ... Cat. B2 till end of the term

M. Haralu NBD ... Cat. B2 till end of the term

Ayeshwarya Parmar HGD... Cat. B2 till end of the term

Isharn Bajaj SPD ... Cat. B2 2 weeks w.e.f. 16/5

Kabir Taneja VBD ... Cat. B2 till end of the term

Akhil Maediratta HBD ... Cat. B2 till end of the term

Karan Aggarwal HBD ... Cat. B2 till end of the term

Babarak Goni VBD ... Cat. B2 till end of the term



**No. 190. CINEMA**

An English film will be shown in Barne Hall at 3-00 p.m.  
for both P.D. and Senior School on Sunday, 30th May, 1999.

R.A. Solomon  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th June, 1999

191—195

### No. 191. PROGRAMME

#### June

- Sat. 5th ... UNIT TESTS conclude.  
 Special Sr. School Social  
 (Barne Hall) 8-00-10-00 p.m.  
 I—H Junior English Debate ... 6-15 p.m.
- Sun. 6th ... I—H Basketball BD postponed to August 5th.  
 Individual Boxing commences.  
 Hindi Film ... 2-30 p.m.
- Mon. 7th ... I—H Basketball GD commences.  
 Weighing & Measuring GD :  
 VGD 2-30—3-00 p.m.  
 SGD 3-00—3-30 p.m.  
 NGD 3-30—4-00 p.m.  
 HGD 4-00—4-30 p.m.
- Tue. 8th ... Weighing & Measuring BD :  
 VBD 2-30—3-10 p.m.  
 SBD 3-10—3-50 p.m.  
 NBD 3-50—4-30 p.m.  
 HBD 4-30—5-10 p.m.  
 Games Committee Meeting (MCR) ... 2-15 p.m.
- Fri. 11th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.  
 I—H Soccer commences.
- Sat. 12th ... Term Averages & Subject Reports to  
 be handed in to Form Teachers by 2-00 p.m.  
 Staff Club Dinner (Art Room) ... 8-00 p.m.  
 (Housemasters to arrange for the  
 supervision of the dormitories till 11-00 p.m.  
 with the help of the tutors.)
- Sun. 13th ... Folders to be handed in to the Housestaff and  
 Form Registers to the Secy. Academic  
 Council by 2-00 p.m.  
 I—H Soccer concludes.

Mon. 14th ... End of Term Assembly followed by  
 Annual Prize Giving (Barne Hall) ... 10-00 a.m.  
 Escorts' Meeting (MCR) ... 11-30 a.m.  
 Founder's Meeting (MCR) ... 2-15 p.m.

Tue. 15th ... HOME DAY.  
 Children not travelling by School  
 Parties may leave 7-00 a.m. onwards.  
 Reports handed in to the Offg. Headmistress  
 by 4-00 p.m.

**No. 192. VEGETABLE AND FRUIT SHOP TIMINGS**

Staff can buy Vege. & Fruit from the contractor at the following time upto 15-6-1999 :—

Monday, Wednesday, Thursday ... 11-00 a.m.—12-30 p.m.

Tuesday, Friday, Sunday ... 11-00 a.m.—2-00 p.m.

**No. 193. CONDEMNATION—JUNE, 1999**

The condemnation programme is as follows:—

Sat. 5th June, 1999 10-00 a.m. C.D.H.

Tue. 8th ,, ,, { 10-00 a.m. P.D. Upper  
 10-20 a.m. P.D. Lower  
 10-40 a.m. P.D. Girls

Wed. 9th ,, ,, { 10-00 a.m. G.D. Upper  
 10-20 a.m. G.D. Lower  
 10-40 a.m. G.D. H.H.

Thu. 10th ,, ,, { 10-00 a.m. HBD  
 10-20 a.m. NBD  
 10-40 a.m. SBD  
 11-00 a.m. VBD  
 11-20 a.m. BD H.H.

**No. 194. HOSPITAL OPD HOURS (during vacations) :**

Mon.—Fri. ... 10-00 a.m.—1-00 p.m.  
 4-00 p.m.—5-00 p.m.

Sat. ... 10-00 a.m.—1-00 p.m.

Sun./Adm. Holidays/Non OPD Hours—On call in case of emergencies.

**No. 195. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 6th June, 1999.

R.A. Solomon  
 Offg. Headmistress

## THE LAWRENCE SCHOOL SANAWAR

SANAWAR, WEDNESDAY, 9TH JUNE, 1999

## Part I

196—207

**SPECIAL ORDER****Summer Vacation Arrangements—1999.****No. 196. GENERAL.***Special note for all Housemasters & Housemistresses.*

*Immediately on receipt of this Special Order* please check that children not included in any school party will definitely be travelling in a privately arranged home party. Where the position in respect of any child is uncertain please inform the Bursar *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include children in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 7-00 a.m. on Tuesday, 15th June, 1999. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them.

(ii) All children travelling in school parties will leave on 15th June, 1999, as detailed later in this order.

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by the R.M.O. Such children will only be permitted to go home under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property except text-books if permitted by subject teachers may be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) All Housemasters/Housemistresses are requested to instruct children in their Houses **not** to lock-up/leave their personal

belongings in the dormitory lockers. **Trunks/Holdalls will NOT be taken home**; instead these will be kept with the Matrons. Only one small suitcase and one air bag will be permitted to be taken home.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the children concerned) must be sent to the Bursar well in advance, and **in no case later than Tuesday 8th June, 1999**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Saturday, 12th June, 1999 by the School Office.

(vii) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course would be to hand over the money direct to the parent or guardian meeting the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office **immediately on the termination of escorts' journey**.

(viii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Broken window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all water taps are turned off in their quarters and departments before they lock them.

(ix) **Before leaving Sanawar all staff members must enter their leave addresses in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.**

#### No. 197. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Monday, 14th, June 1999 at 11-30 a.m. All such staff members are required to attend.

**No. 198. DISCIPLINE—and INDISCIPLINE.**

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will please personally see that the children under their charge maintain discipline at Delhi/Chandigarh and during the journey. Senior boys and girls, particularly Prefects, are expected to assist escorts in this matter.

(ii) Immediately after reaching their party destinations members of staff acting as escorts in-charge of school parties will report to the Bursar in writing the names of any children who acted in an indisciplined manner or failed to behave themselves properly during the journey. Such children will not be accepted in school parties in future and their parents will be informed accordingly.

**No. 199. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 200. LUGGAGE ARRANGEMENTS.**

(i) All luggage must be labelled with the owner's name, Department, House, home address and station of destination. For this purpose all school parties have been allotted the serial numbers given below, and they are printed **partywise** on the luggage labels which should be obtained from the School Office by all Staff concerned personally :—

Srl. No.	School Party
----------	--------------

2	Bombay Central
8	Jammu
9	Calcutta (Howrah) Enroute
10	Calcutta (Howrah)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Guwahati

}	<b>Special note :</b>
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}	Quite a few of these serial numbers have been changed and are <i>not the same as previously</i> . <b>Please note the changes carefully.</b>
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(ii) Party labels will be available in the School Office fairly soon. House Matrons should *personally* collect these from there as per their requirements.

**Special Note :** Stick-on labels must be pasted *on the sides or fronts* of Suitcases and NOT ON TOP. **It will be the personal responsibility of House Matrons to ensure this.**

(iii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Saturday, 12th June, 1999 of the number of packages (luggage) to be collected from their quarters.

(iv) House Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. **They must first ensure that all old labels are completely removed.** They (in particular P.D. & G.D.) will ensure that luggage is kept ready, at least two hours in advance, in the dormitory verandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

Luggage of all children travelling in Bombay, Calcutta, Guwahati & Patna Parties must be ready at the B.D. Quad. **latest by 4-00 a.m. on 15th June, 1999 loaded on to the DCM Toyota and transported to Kalka railway station.**

(v) Luggage of all children going in **Chandigarh, Delhi, parties** must be ready at **B.D. Quadrangle by 7-00 a.m. on 15-6-1999.** The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, which will leave BD Quad at 9-00 a.m. sharp for Chandigarh.

(vi) Luggage of all children going in Jammu party must be ready at B.D. Quadrangle by 6-00 a.m. on 15-6-99. The Quartermaster will arrange for this Luggage to be transported there from departments by the mazdoors and loaded on Chartered Bus, which will leave B.D. Quad at 9-00 a.m. sharp for Ambala Cantt.

(vii) The luggage will be collected by school mazdoors from G.D. & P.D. and taken to Gaskell Hall. Q.M. will arrange to bring luggage from Holding House to Gaskell Hall. Boys of B.D. will carry their own luggage out of their dormitories and stack inside Gaskell Hall against the four walls under QM's supervision. House Staff will please ensure that this is done in an orderly manner. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate

serial numbers on all suitcases/bags after they have been brought down to Gaskell Hall. He will also please ensure very carefully that all previously painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers on this occasion.

(viii) **Light luggage such as handbags, small suit cases, etc., will travel with school parties on the party buses.** The Quarter-master will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given under the heading "Sanawar / Chandigarh Departure Arrangements." The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The DCM Toyota may be used if necessary to cart the luggage to Chandigarh.

(ix) The school accepts no responsibility for losses, and staff and children alike must supervise the loading of luggage.

(x) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or to porters at the Chandigarh railway station.

**No. 201. ALLOTMENT OF ACCOMMODATION IN TRAINS.**

Mr. S.K. Behal of the School Office will be present at Chandigarh railway station and will be incharge of the allotment of seats in coaches to all school parties. Escorts are requested to contact him there in this connection.

**No. 202. BREAKFAST, LUNCH, TEA.**

(a) **Breakfast:**—P.D. will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m.

(b) **Drinking Water for Parties**

Mr. Satish Behal will kindly arrange for sufficient number of surahis/plastic containers, for drinking water purposes during rail journey for all school parties.

**No. 203. ROLL - CALL AT CHANDIGARH/DELHI**

Staff I/c escorting the school parties are requested to arrange a roll-call of children to be escorted by them on the platform at Chandigarh Railway Station, half an hour before the departure time



of the train. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

**No. 204. WALKING DOWN TO KALKA [BOYS]**

No one will walk down to Kalka.

**No. 205. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the escorts from the School office after the escorts meeting.

**No. 206. SANAWAR KALKA / CHANDIGARH / AMBALA CANTT DEPARTURE ARRANGEMENTS**

1. Attached with this Order are detailed lists of all School Parties, a copy of the party programme, and, for escorts only, a copy of the *instructions for escorts*.

2. The School parties will leave from B.D. Quadrangle, in the following order, on Tuesday, 15th June, 1999 :—

<i>School party</i>	<i>Assemble at Moti Corner</i>	<i>Departure Moti Corner</i>	<i>Size of party (including escorts &amp; families)</i>	<i>Transport</i>
Bombay	3-30 a.m.	4-00 a.m.	22	Chartered Bus
Calcutta	—do—	—do—	10	„ „
Patna & Guwahati	—do—	—do—	12	„ „

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts &amp; families)</i>	<i>Transport</i>
Delhi A	8-30 a.m.	9-00 a.m.	37	Chartered Buses
Delhi B	—do—	—do—	49	„ „
Delhi C	—do—	—do—	29	„ „
Chandigarh	—do—	—do—	2	„ „
Jammu	6-30 a.m.	7-00 a.m.	18	„ „

3. **Calcutta Guwahati & Patna and Bombay Central parties** will leave Sanawar at 4-00 a.m. sharp in Chartered Buses to Kalka Railway Station. Bombay party will travel by 2952 Rajdhani Express leaving at 1600 hrs. Patna by 2424 Rajdhani leaving Delhi at 1700 hrs. Calcutta party by 2302 Calcutta Rajdhani leaving at 1715 hrs.

- (a) The children going in Guwahati, Patna, Calcutta & Bombay Central parties will spend the night of 14th June, 1999 at the school Hospital.
- (b) QM to arrange for luggage of these parties to be loaded on to the DCM Toyota (Truck) on 14th June, 1999 to leave Sanawar with the school party at 0400 hours on 15th June 1999.
- (c) RMO please arrange for stay of parties at hospital for night of 14th June, 1999.
4. **Delhi A, B, C parties** will leave Sanawar at 9-00 a.m. in Chartered Buses to Chandigarh. From there they will catch Shatabadi Express, leaving at 1220 hrs. in AC Chair Car Coaches.
5. **Chandigarh party** will travel by Chartered Buses to Chandigarh alongwith Delhi parties leaving B.D Quad. at 9-00 a.m. sharp.
6. **Jammu party** will travel by Chartered Bus, leaving BD Quad. at 7-00 a.m. sharp on 15th June, 1999 for Ambala. From there it will travel by 9367 Dn. Malva Express at 1125 hrs.
7. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—including the escorts—** until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
8. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
9. The Bursar assisted by Mr. Dev Dutt will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

No. 207. NEXT TERM

The next term will begin on Sunday, 1st August 1999,  
and all children must be back by 5-00 p.m. on that day.

R.A. Solomon  
*Offg. Headmistress*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th July, 1999

208—220

## No. 208. PROGRAMME

### August

Sun.	1st	...	School reopens. Children return by 6-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m. Housestaff meeting ... 6-30 p.m. Kit issued.
Mon.	2nd	...	P.T. and first two schools cancelled. Rouser ... 8-00 a.m. Breakfast P.D. ... 8-00 a.m. Breakfast Sr. School ... 9-05 a.m. Afternoon activities cancelled. Dormitories tidied. General staff meeting (MCR) ... 2-30 p.m. Evening Prep' commences.
Tue.	3rd	...	P.T. and normal routine comes into effect. Mid-Term Examinations for Class-X and Class-XII commence. Afternoon activities cancelled. Body Snatching (Barne Hall) ... 2-30 p.m. Athletics sets made ... 3-30 p.m. N.C.C. commences.
Wed.	4th	...	Afternoon activities cancelled. Weighing & Measuring BD : Siwalik 2-30—3-10 p.m. Nilagiri 3-10—3-50 p.m. Himalaya 3-50—4-30 p.m. Vindhya 4-30—5-10 p.m.
Thu.	5th	...	I—H Basketball BD commences. Weighing & Measuring G.D. : Siwalik 2-30—3-00 p.m. Nilagiri 3-00—3-30 p.m.

		Himalaya	3-30—4-00 p.m.
		Vindhya	4-00—4-30 p.m.
Fri.	6th ...	Mess Committee meeting (MCR)	... 2-30 p.m.
Sat.	7th ...	Talk by Dr. A. Syngle on Drug Abuse (Barne Hall)	... 5-00 p.m.
		I—H Basketball BD concludes.	
Sun.	8th ...	Soccer Colts & First-XI Vs. Pinegrove School (Home). Basketball Boys & Girls U—16 Vs. Pinegrove School (Home). Hindi Film	... 2-30 p.m.

**No. 209. DAILY ROUTINE**

**The following routine will be followed w.e.f. 1st August 1999 :—**

Rouser/Chhota Hazri	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-30 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast P.D.	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-50 a.m.
3rd School	10-00-10-40 a.m.
4th School	10-40-11-20 a.m.
Milk Break	11-20-11-40 a.m.
M.I. BD & GD (Birdwood)	11-20-11-40 a.m.
5th School	11-40 a.m-12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
Hobbies etc.	3-00—4-00 p.m.
1st Session	4-15—5-15 p.m.
2nd Session	5-15—5-55 p.m.
N.C.C.	5-25—5-55 p.m.
Tea P.D.	... 4-00 p.m.
Tea Sr. School	4-00—4-10 p.m.
Marching Up for Prep'	... 6-05 p.m.

Prep' (Birdwood)	6-25—7-40 p.m.
Supper P.D.	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
B.D. Baths	... 8-10 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.
<b>Saturday Timings :</b>	
Rouser/Chhota Hazri	... 6-00 a.m.
Morning Prep'	6-40—7-35 a.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10-30 p.m.
<b>Sunday Timings :</b>	
Rouser	... 8-00 a.m.
Head Baths	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Study Hour (Dorms.)	12-00 noon—1-00 p.m.
Lunch P D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Dormitory Roll Call	3-00 p.m & 5-00 p.m.
Tutorial Meeting P.D.	5-00—6-00 p.m.
„ „ Sr. School	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

#### No. 210. RETURN OF SCHOOL CHILDREN

All Housemasters / Housemistresses will please send the lists of children in their Houses, who have not yet reported back to School, to the Offg. Headmistress and will also report about the late arrivals giving reasons for their not being able to join the School in time, latest by Tuesday, 3rd Aug. 1999 (9-00 a.m.)

**No. 211. RETURN SCHOOL PARTIES AUGUST, 1999.**

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Bursar by 3rd August 1999 about unusual situations and problems faced by them in connection with the School return parties. They are also requested to submit the list of children who did not turn up to join the party; also the list of children who were not included in the party, but did travel with the School party.

**No. 212. DEPOSIT OF CASH IN SCHOOL OFFICE**

Following timings be adhered to with respect to deposits/withdrawals at the School Cashier's counter :—

Monday to Friday ... 10-30 a.m.—12-30 p.m. (for all)

Saturday ... 10-00 a.m.—12-00 noon (for all)

**No. 213. CASH FROM SCHOOL OFFICE**

When receiving or taking cash from the School Office, all Staff members are advised in their own interest to count the cash carefully, immediately after signing the receipt at the School Cashier's counter itself. This is necessary because it is not possible, once the person concerned leaves the counter, to verify the validity of a discrepancy. The Office cannot make good any subsequent alleged deficiencies.

**No. 214. TROPHIES, MEDALS ETC.**

All Staff concerned are requested to send in their requirement slip to Bursar with regard to Trophies, Cups, Medals, etc. **at least two days in advance** of the date on which these are required.

**No. 215. STATE BANK OF PATIALA IN SANAWAR**

The working hours of the State Bank of Patiala, Sanawar are reproduced below for information of all concerned :—

Mondays to Fridays ... 10-00 a.m.—2-00 p.m.

Saturdays ... 10-00 a.m.—12-00 noon

Sundays & Bank Holidays ... Closed.

**No. 216. SCHOOL PROPERTY ON LOAN FROM QM STORES**

It has been brought to my notice that Staff do not return various things received by them on loan from Quartermaster's Stores. For obvious reasons it is necessary that these should be returned immediately the purpose, for which they were borrowed,

is over With regard to items of furniture, such as beds, mattresses, etc., it will now be necessary for Staff to specify on their requisition slips to Q.M. the dates during which these items are required.

**No. 217. SCHOOL VEHICLES**

When any school vehicle goes out on School Duty, it is regretted that it will not be possible to permit Staff (or any of their family members) to go in the School Vehicle, without prior permission of the Bursar.

**No. 218. STAFF VISITS TO BURSAR**

All staff are requested to reduced their visit to the minimum, and observe the following timings :—

Mondays to Saturdays ... 12-00—1-00 p.m.

**No. 219. HOSPITAL TIMINGS**

The timings will be as per following details :—

1. *M.I. Timings—Monday to Saturday*

During Senior School Milk break ... BD & GD (Birdwood)

During P.D. Milk break ... PD (Hospital)

2. *Hospital Timings (OPD)*

(a) 9-00 a.m.—12-00 noon } *Monday to Friday*

(b) 4-00 p.m.—05-30 p.m. }

(c) 9-00 a.m.—01 00 p.m. *Saturday*

3. *Sundays*

(i) No OPD, M.I.

(ii) Emergencies will be seen by the R.M.O.

4. *Hospital Visiting Hours*

PD 4-00 p.m.—4-45 p.m.  
BD, GD 5-00 p.m.—5-45 p.m. } *Monday to Saturday*

*Sundays/Holidays*

PD 9-00 a.m.—10-00 a.m.

BD, GD 10-00 a.m.—11-00 a.m.

**No. 220. LEAVE PASSES TO SUBORDINATE STAFF**

Some staff members are not aware that whenever a member of the Subordinate Staff is sanctioned leave of any kind, he/she is issued a "Leave Pass" by the School Office before he/she proceeds on leave. The pass gives details of the name and designation of the individual granted leave, and also the dates from and to which leave has been sanctioned.



The following procedure is observed in respect of Leave Passes :—

- ( i ) On receipt of his/her Leave Passes from the School Office the individual concerned will, the very same day, give it to his/her immediate superior (being a member of the Senior Staff) under whom he/she is working.
- ( ii ) His/her immediate superior will inform the individual as to the date from and to which the leave has been sanctioned.
- ( iii ) The immediate superior will keep the Leave Pass in his/her own possession until the return of the individual concerned from leave, will then complete the space provided in the Leave Pass regarding the individual's return to duty, and thereafter send the Leave Pass back to the School Office for necessary action and record there.

All Senior Staff who have Subordinate Staff working directly under them, are requested to kindly explain this order clearly to them.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 6th August, 1999**

221—239

**No. 221. PROGRAMME****August**

- Fri. 6th ... Mess Committee meeting (MCR) ... 2-30 p.m.
- Sat. 7th ... Talk by Dr. A. Syngle on Drug Abuse  
(Barne Hall) ... 4-30 p.m.  
I—H Basketball BD concludes.
- Sun. 8th ... Soccer Atoms Vs. Pinegrove School,  
Sabathu (Away).  
Soccer Colts & Electrons Vs. Pinegrove  
School (Home).  
Hindi Film ... 2-30 p.m.
- Wed. 11th ... Mid Term Examinations conclude.  
Tree plantation programme 3-00—5-00 p.m.
- Thu. 12th ... Sr. & Jr. combined Hindi Debating  
Society meeting ... 8-15 p.m.
- Fri. 13th ... Sr. & Jr. combined English Debating  
Society meeting ... 8-15 p.m.
- Sat. 14th ... Independence Day Eve Staff Club  
Dinner (Art Room) ... 8-00 p.m.  
Soccer Atoms & Electrons Vs. APS,  
Dagshai (Home).  
Soccer First-XI & Colts Vs. APS,  
Dagshai (Away).  
Basketball Boys Opens Vs. APS,  
Dagshai (Away).  
Basketball Girls Opens Vs. APS,  
Dagshai (Home).
- Sun. 15th ... INDEPENDENCE DAY—School &  
Administrative Holiday.  
Sunday timings will be followed till breakfast.  
Flag Hoisting followed by Special  
Assembly (Barne Hall) ... 10-30 a.m

## ORDER OF EVENTS FOR THE SPECIAL ASSEMBLY :

Song	...	<i>Vande Mataram</i>
Prayer	...	Headmistress
Speech	...	Headgirl
Song	...	School Choir
Speech	...	Headboy
Speech	...	Headmistress
National Anthem		
Community Lunch (CDH)	12-00 noon-2-00 p.m.	
Supporting Staff Sports		
(Barne Field)	...	2-30 p.m.
Tea PD	...	4-00 p.m.
Tea Sr. School	...	4-30 p.m.
Dry Supper PD & Sr. School combined	...	6-30 p.m.

**No. 222. BD TUTORS**

With effect from 4th August 1999 Mr. Ravi Kumar becomes a Tutor to VBD and Mr. S. Sinhababu becomes a Tutor to SBD.

**No. 223. INDEPENDENCE-DAY COMMUNITY LUNCH**

A Community Lunch will be held in the Central Dining Hall on Sunday, 15th August, 1999. Following details are given for necessary action by all concerned :—

(1) The entire community that is all employees of the School, their families and children, including daily wages employees, School contractors and their staff, etc, are invited to this lunch.

(2) Lunch will be served in C.D.H. on tables with chairs as usual. The food will be served on patal or paper plates.

(3) The first shift will consist of P.D. children, and staff and families of Engineering Deptt., and Q M. stores employees and their families, commencing at 12-00 noon. All P.D. Staff are requested to kindly supervise the serving during this shift.

The next shift will be for classes L-IV to U-V, and the employees and their families working in hospital, all ayas, printing office staff and sanitary staff G.D. teaching staff are requested to supervise this shift. The third shift will consist of classes Lower VI and Upper VI, and the other staff.

(4) Mess Manager is requested to hold a meeting with the Head Boy and Head Girl to fix up the batches of services for each shift and all other details connected with the serving part of the lunch. Since it is envisaged that minimum number of cooks and bearers will be retained on duty on this day, it may be necessary that a separate batch of students will be required to clear the tables and clean them for laying down 'patals' for the next shift. This may kindly be kept at the bottom of the stairs from the CDH down to short-back side.

(5) The next shift will sit for lunch at 12-00 noon and the next would sit at intervals of 40 minutes. The servants, the CDH cooks and bears (those who have been retained on duty) may have to sit in the fourth shift.

(6) The supper on 15-8-99 will be in the form of supper packets, and will be served in the CDH at 6-30 p.m.

(7) Supporting staff sports which are scheduled at 2-30 p.m. may get delayed by about 30 minutes, in case the community lunch is not over by 2-00 p.m.

(8) All heads of Deptt. are requested to inform all staff working under them of the details about community lunch given above.

(9) There will be many inconveniences but the staff would kindly overlook the same and lend a helping hand to make the occasion a success.

#### No. 224. VISIT TO HOSPITAL WARDS

All children must obtain permission from the R.M.O. or the sister-in-charge before they enter any of the Hospital wards; this includes the visits during the evening visiting hours also.

#### No. 225. STAFF VISITS TO OFFICE

Would all staff concerned kindly bring into action the old practice of keeping their visits to School Office to the bare minimum, and instead of visits in person, send in, in writing, slips/notes/official papers, through peons.

Where it is absolutely necessary to visit the School Office, would they kindly meet the Bursar first, who will arrange to meet the requirements. It is requested that direct dealing with any of the Office Staff be avoided altogether.

**No. 226. STUDENTS INDENTITY CARDS**

Students who wish to have an Indentity Card should purchase the blank Indentity Card (costing Re. 1/- only) from Tuck Shop, and send the same to the Bursar through their Housemaster/ Housemistress alongwith a passport size photograph, with his/her full name and House, written on the back of the photograph. House Staff are requested to take necessary action in this connection.

**No. 227. CREDIT PURCHASE BY STAFF**

Heavy credit purchase are being made by Staff who are eligible for doing so, resulting in overdrawal of their salary. This is not permissible. Will all staff concerned, take care to see that this does not happen. In those cases where this has occurred will they deposit the excess salary drawn immediately, in the School Office. Failure to do so, will result in withdrawal of the credit purchase facility in future, and the outstanding amount being recovered from their salary.

**No. 228. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN**

All members of the staff are reminded that under no circumstance are they to retain any money in their possession which a parent or guardian of friend may give to be spent on behalf of the child. All such money must forthwith be deposited in the School Office and will be credited to the Personal Account of the child. This rule must be strictly adhered to at all times.

**No. 229. INFORMATION RECORD FROM--TRANSFER OF P.D. STUDENTS TO SENIOR SCHOOL**

All P.D. Housemasters/Housemistresses are requested to hand over files maintained by them of children who have been transferred to the Senior School to their respective Housemasters/ Housemistresses immediately if not done so already. Handing over/ Taking over note duly signed and dated, may please be sent to me latest by 18-8-99.

**No. 230. COUGH, COLD AND FEVER**

Will all House Staff, as far as possible, insist on children in their House using rain coats during the rainy season, and thus help control the increasing numbers of admission to Hospital with cough, cold and fever cases.

**No. 231. SUBMISSION OF REGISTRATION FORM—STAFF CHILDREN**

Staff, whose children are entitled to be considered for admission to the school without or after appearing for the entrance test for classes V and VII from the session commencing April, 2000, must submit completed registration forms of their children in the Admission Office of the school latest by the 14th of October, 1999. It may not be possible to accept registration forms received after this date.

**No. 232. MEALS IN CENTRAL DINING HALL**

1. This is for information of all concerned that food in the Central Dining Hall as per rules is only for staff members and their spouses.

2. For occasional meal for outstation guests the Mess Manager should be informed and the register for guests filled in. For any time beyond one day permission of the Bursar would be required.

3. Children below seven years should not be brought into the CDH.

**No. 233. STAFF SUPPER TIMING (MCR)**

The Staff Supper timing in the MCR is from 8-00 p.m. to 9-00 p.m. The staff need to vacate the MCR latest by 9-00 p.m. for administrative reasons.

**No. 234. LIBRARY TIMINGS**

The Library timings are as follows with immediate effect :

Sundays	...	10-00 a.m.—1-00 p.m. 2-00 p.m.—4-00 p.m.
Mondays		Closed
Tuesday to Saturday		9-00 a.m.—1-45 p.m. 2-15 p.m.—5-00 p.m.

**No. 235. ISSUE OF DRY RATION TO STAFF**

It has been seen that demands from staff for dry ration on the days other than the actual issue days are on the increase. It is regretted that for administrative reasons it is not possible to entertain such demands in future.

All staff are requested to draw dry ration on the days fixed for them.

**No. 236. WITHDRAWALS**

Vaibhav Aggarwal HBD	...	26-4-99
Kabir Arif SBD	...	5-5-99
Devina Ahluwalia NGD	...	10-5-99
Rahul D Shah HBD	...	14-5-99
Vidur Gupta HBD	...	14-5-99
Shikhir Berry HBD	...	17-5-99
Saurav Malhotra VBD	...	26-5-99
Mehar Malhotra NGD	...	1-6-99
Abhishek Pajaja HBD	...	15-6-99
Sonali Bagchi HGD	...	15-6-99
Sukrit Singh Sidhu HBD	...	15-6-99
Mahima Chaturvedi HGD	...	16-6-99
Sahil Chaturvedi HPD	...	16-6-99
Bani Cheema HGD	...	26-6-99
Varun Gupta HBD	...	26-6-99
Amit K Prasad NBD	...	1-7-99
Chinmay Bhandari SBD	...	1-7-99
Arjun Chopra VBD	...	8-7-99
Samriti Rajgarhia HGD	...	8-7-99
Arif Williams SBD	...	9-7-99
Raghav Bhagat HBD	...	9-7-99
Puneet Sharma HBD	...	10-7-99
Kavita Nathaniel HGD	...	12-7-99
Kapil Raizada SBD	...	26-7-99
Shaasha B. Singh	...	28-7-99
Nidhi Kumar HGD	...	31-7-99

**No. 237. NEW ADMISSIONS**

Abdul Salim HBD	...	9th Class
Abhay Bisnoi HBD	...	11th Class
Bani Kaur VGD	...	8th Class
Bhanvi Jain SPG	...	5th Class
Manpreet Gogia VBD	...	9th Class
Parthiv Bharali HBD	...	9th Class
Parul Mittal HGD	...	11th Class
Pereika Sanghera HGD	...	11th Class
Rajkumar Singh Chhabra VBD	...	8th Class
Rashika Benson HGD	...	10th Class

Raunak Gupta HBD	...	9th Class
Sharingain Longkumar HBD	...	11th Class
Tamish Magan HBD	...	11th Class
Varun Nagpal HBD	...	11th Class
Mehjabin Shahed HGD	...	11th Class

**No. 238. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Sunday, 15th August, 1999, will be a holiday on account of Independence Day.

**No. 239. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 8th August, 1999.

R.A. Solomon  
*Offg. Headmistress*



**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 13th August, 1999

240—254

**No. 240. PROGRAMME****August**

- Fri. 13th ... Sr. & Jr. combined English Debating  
Society meeting ... 8-15 p.m.
- Sat. 14th ... Independence Day Eve Staff Club  
Dinner (Art Room) ... 8-00 p.m.  
Soccer Colts & Electrons Vs. BCS, Shimla (Away).  
Soccer First-XI & Atoms Vs. BCS.  
Shimla (Home) ... 3-00 p.m.  
Subject to confirmation :  
Basketball Boys Opens Vs. APS,  
Dagshai (Away).  
Basketball Girls Opens Vs. APS,  
Dagshai (Home).
- Sun. 15th ... INDEPENDENCE DAY—School &  
Administrative Holiday.  
Sunday timings will be followed till breakfast.  
Flag Hoisting followed by Special  
Assembly (Barne Hall) ... 10-30 a.m.

**ORDER OF EVENTS FOR THE SPECIAL ASSEMBLY :**

- Song ... *Vande Mataram*—School Choir  
Prayer ... Headmistress  
Speech ... Headgirl  
Song ... School Choir  
Speech ... Headboy  
Speech ... Headmistress  
National Anthem.
- Community Lunch (CDH) 12-00 noon-2-00 p.m.  
Supporting Staff Sports  
(Barne Field) ... 2-30 p.m.  
Tea PD ... 4-00 p.m.  
Tea Sr. School ... 4-30 p.m.  
Dry Supper PD & Sr. School  
combined ... 6-30 p.m.

- Thu. 19th ... Sr. & Jr. combined Hindi Debating  
Society meeting ... 8-15 p.m.  
Teams for TC Kemp Memorial Debate arrive.
- Fri. 20th ... TC Kemp Memorial Debate commences.
- Sat. 21st ... Soccer Electron & Colts Vs. St. Stephen's  
School, Chandigarh (Home) ... 3-00 p.m.
- Sun. 22nd ... TC Kemp Memorial Debate concludes.  
Soccer Atoms Vs. APS, Dagshai (Away).  
Soccer First-XI Vs. APS, Dagshai (Home).  
Soccer Colts Vs. Pinegrove School (Away).

**No. 241. FOUNDER'S RESPONSIBILITIES—1999**

[ NOTE : Staff are requested to look up their names carefully as some changes have been made due to unavoidable reasons.]

- Service at the Cemetery** ... Mr. K. J. Parel, Mr. P.K. Lal,  
Mrs. L. Francis, New Piano  
Teacher.
- Athletics** ... Mr. Sukhbir Singh, Mr. Daljin-  
der Singh, Mr. R. D. Francis,  
Mr. K. A. Garman, Mr. A.  
Mukherjee, Mr. A. Dehloo,  
Mrs. N. Williams, Miss A.P.  
Chauhan, Mrs. M. Lonappan,  
Mr. G. Ahlawat, Mrs. S.  
Khanna, Mr. H. Jamwal.
- Parents—Teachers Meeting** ... Mr. R. Nathaniel & BD Matrons
- PD Play & Orchestra** ... PD Staff & Mr. P. Bannerjee,  
Mrs. R. Bhargava, Mr. T. Das.
- Seating** ... Mr. AK Bhargava & BD Staff
- Ballet & BD Play** ... Mrs. S. Roberts, Mr. A. Dehloo,  
Mrs. N. Tehlan, Mr. S. Ghosh,  
Miss K. Bakhshi, Miss S. Muk-  
herjee, Miss A. Solomon, Miss  
A. Arora, Mr. S. Sinhababu,  
Mr. R. Kumar, Mr. M. Chand.
- Seating** ... Mrs. B. Matharu & GD Staff.
- Supervision of Make Up** ... Mr. C.S. Matharu
- Tattoo : Announcements** ... Miss K. Bakhshi
- PT & Gym.** ... Mr. A. C. Chauhan, Mr. A.K.  
Chandail, Mrs. Neelamjit Kaur.

<b>Bugle Band</b>	...	Mr. J.S. Rawat
<b>Karate</b>	...	Dr. V. K. Sharma, Mr. PK Lal, Mrs. B. Matharu, Mrs. S. Gupta.
<b>Folk Dance</b>	...	Mrs. N. Sisodia (Parent), Mrs. A. Sharma, Mrs. N. Sharma, Mr. A. Mukherjee
<b>Arena Party</b>	...	Mr. CV Lonappan, Mr. D. Saha, Dr. S. Khan, Mr. N. Sharma.
<b>Seating</b>	...	Mr. S. Idris, Mr. AK Bhargava, Mr. BD Attri.
<b>Founder's Day Assembly</b>	...	Mr. R. T. Williams, Mrs. L. Francis, New Piano Teacher.
<b>Lamp Ceremony</b>	...	Mrs. M. Khan, Mr. S. Ghosh.
<b>Colour Parade</b>	...	Mr. AC Chauhan, Mr. RP Gau- tam, Mr. A.K. Chandail.
<b>Band</b>	...	Mr. JS Rawat
<b>Speeches</b>	...	Mr. H. Sikand
<b>Prizes</b>	...	Mr. R. Puri, Mrs. R. Vashisht.
<b>Seating</b>	...	Mr. R. Puri, Miss A. Arora, Mrs. A. Suri
<b>OS Matches : Basketball</b>	...	Mr. Daljinder Singh, Miss A. Solomon.
<b>Hockey</b>	...	Mr. AK Chandail.
<b>Decoration</b>	...	Mr. C. S. Matharu, Mr. H. Rawat.
<b>Sanitation</b>	...	Mr. R. Pahil, Mr. R. Kumar, Mr. S. Sinhababu.
<b>Accommodation : O.S. Girls</b>	...	GD Matrons
<b>O.S. Married (Tin Huts I &amp; II)</b>	...	Hospital Staff
<b>OS Boys (PD)</b>	...	Mr. G. Ahlawat, Mr. P. Vashisht
<b>Retiring Room</b>	...	Mr. A. Mathur, Dr. S. Khan
<b>O.S. Meetings, Dinner &amp; Dance</b>	...	Col. NJS Pannu, Dr. B. Jaswal, Miss. S. Mukherji, Mr. G. Ahlawat, Mr. P. Vashisht, Miss A. Solomon, Mrs. S. Khauna.
<b>Printing Committee</b>	...	Mr. R. Puri, Mr. D. Saha, Mrs. A. Sharma, Mr. J. Roberts.

<b>Parents' Meals (Staff Courts)</b>	...	DHM, Bursar, Sr. Mistress.
<b>O.S. Meals (SSC)</b>	...	Dr. B. Jaswal, Miss S. Mukherjee, Mr. G. Ahlawat, Mr. P. Vashisht, Miss. A. Solomon, Mrs. S. Khanna.
<b>Barne Hall</b>	...	Mr. K. A. Garman, Mr. N. Sharma.
<b>Parking</b>	...	Bursar, Quartermaster, Engineer
<b>Souvenir Counter</b>	...	Mr. A. Mathur, Mr. H. Jamwal, Mrs. A. Suri.
<b>Exhibitions : Hobbies</b>	...	Hobby Staff, P.D. Staff.
<b>SUPW</b>	...	Mr. B. D. Attri.
<b>Computers</b>	...	Mr. R. Puri, Mr. D. Saha, Mr. H. Jamwal, Mr. R.D. Francis.
<b>Adventure and Photography</b>	...	Mr. C. V. Lonappan, Mr. S. Sinhababu.
<b>Checking of Invitation Cards</b>	...	Mr. P. Vashisht, Mr. A. K. Bhargava, Mr. G. Ahlawat, Mr. Harishpal.
<b>Acoustics &amp; Recording</b>	...	Mr. A. Mukherjee.
<b>Nursery</b>	...	P.D. Matrons & Ayahs.
<b>Registration</b>	...	Mr. S. Behal, Mr. B. Sharma.
<b>ADS (Teachers' Day Eve.)</b>	...	Mr. S. Ghosh, Mr. P. K. Lal, Mrs. A. Lal, Mrs. L. Francis.

#### No. 242. SOUND EQUIPMENTS

Mr. A. Mukherjee In Charge of the Sound equipments should be contacted at least 24 hours in advance for such requirements.

#### No. 243. OUTSTATION MATCHES

The coaches are requested to inform the concerned House-staff in advance about the students chosen for outstation matches.

#### No. 244. CHILDREN VISITING SCHOOL OFFICE

It has come to my notice that very often school children, on one excuse or the other, come to school office. *This is not permissible.* Will all Housemasters and Housemistresses please announce to the children in their Houses, that school office is out of bounds for all children.

**No. 245. FOUNDER'S—STAFF GUESTS**

Members of the staff are well aware of the limitation of the school resources. Much as we would like to extend help it is regretted that it will not be possible to spare any beds or accommodation for staff guests and visitors, in school.

While extending any invitations or accepting the requests of guests, staff may, if it helps them, plead school policy in refusing requests for accommodation.

**No. 246. POST—FOUNDER'S WOPs, SOPs**

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 5-10-99 (1-00 p.m.) to 9-10-99 (6-00 p.m.).

**No. 247. TRESSPASSING**

It has been noticed that some of the staff and their families use the hospital as a thoroughfare for going over to the Moti Corner side which is not permissible. It is therefore, brought to the notice of all concerned that those desirous of going towards Moti Corner should go along the circular cemented path and should not use the passage through the hospital for this purpose.

**No. 248. MEDICAL TREATMENT—SCHOOL HOSPITAL**

It appears that some staff members do not have a clear idea as to which members of their families are entitled to treatment at school hospital. It is hereby clarified that medical treatment at the school hospital will be available to staff and their families (wife and children) and those dependants who are living with them on a permanent basis. It is regretted that the school is unable to extend this facility, to other relatives of school employees.

**No. 249. PORTERAGE FOR PRIVATE TRIPS OF STORES MAZDOORS**

Cartage for private purchases of coal and wood fuel is payable by the staff concerned. The revised rate fixed for this purpose will be Rs. 2/- per trip from Q.M. stores to residence for a maximum load of 50 kg.

This is for information of all concerned.

**No. 250. SCHOOL VEHICLES**

Unauthorised persons are not permitted to travel in School Vehicles without the permission of the Bursar. Any charges for such

persons will be decided by the Headmaster. In case any unauthorised person is found to have travelled in a School Vehicle a fine will be imposed. This includes all vehicles owned by the School.

**No. 251. MEDICAL TREATMENT OF SCHOOL CHILDREN**

Whenever a child is sent out of Sanawar for medical consultation/treatment, even, if it is under school arrangements, the concerned Housestaff must be informed by the Hospital staff.

**No. 252. WITHDRAWAL**

Achal Abott (NBD) has been withdrawn from School with effect from 10-7-99.

**No. 253. DOG MENACE**

Stray Dogs will be caught w.e.f. 14-8-99. All pet dog owners are requested to keep their dogs in their proper custody. School will not be responsible if a dog is caught straying around the campus.

**No. 254. OVERNIGHT HIKE**

The teacher in charge taking children for overnight hikes may take dry ration from CDH and Rs. 30/- per person from the School Office.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 20th August, 1999

255—262

**No. 255. PROGRAMME****August**

- Fri. 20th ... Inauguration of the TC Kemp Memorial  
Debate & Memorized Round  
(Barne Hall) ... 5-00 p.m.
- Sat. 21st ... TC Kemp Memorized Debate  
(Barne Hall) ... 6-00 p.m.
- TC Kemp Memorized Debate  
Semi-Finals (Barne Hall) ... 8-00 p.m.
- Soccer Electrons & Colts Vs. St. Stephen's  
School, Chandigarh (Home) ... 3-00 p.m.
- Sun. 22nd ... TC Kemp Extempore Debate  
(Barne Hall) ... 10-00 a.m.
- TC Kemp Memorized Debate Finals  
followed by Closing Ceremony  
(Barne Hall) ... 2-30 p.m.
- Soccer Atoms Vs. APS, Dagshai (Away).  
Soccer First-XI Vs. APS, Dagshai (Home).  
Soccer Colts Vs. Pinegrove School (Away).
- Wed. 25th ... ASWEMET Society meeting ... 8-15 p.m.
- Thu. 26th ... Raksha Bandhan—Administrative Holiday.  
Tying of Rakhis (Birdwood) ... 7-30 a.m.
- Sr. & Jr. combined Hindi Debating  
Society meeting ... 8-15 p.m.
- Fri. 27th ... Junior English Debating Society  
meeting ... 8-15 p.m.
- Sat. 28th ... Teams for Bhupinder Singh Memorial  
Soccer Tournament arrive.
- Sun. 29th ... Bhupinder Singh Memorial Soccer  
Tournament commences.

**No. 256. REPORTING STUDENTS**

Teachers are requested not to send the students directly to the DHM, Sr. Mistress, Secy. Academic Council or I/c Prep School for an act of indiscipline. The teacher concerned is expected to accompany the student.

**No. 257. ISSUE OF DRY RATIONS AND FUEL FROM Q.M. STORES**

School Order No. 17 dated 8-2-1985—relevant portion—is reproduced below for ready reference :

All staff concerned are requested to note the following details regarding issue of dry rations and fuel :

1. For staff drawing pay through Jr. Staff Pay Register
  - (a) 1st & 2nd of each month (2-00 p.m. to 6-00 p.m.) { K. oil, Soft coke, Steam coal, fuel wood.
  - (b) 3rd, 4th & 5th of each month (2-00 p.m. to 6-00 p.m.) { Dry Rations
2. For Staff drawing pay through Sr. Staff Pay Register
  - (a) 6th, 7th & 8th of each month (2-00 p.m. to 6-00 p.m.) { Dry Rations
  - (b) 9th & 10th of each month (2-00 p.m. to 6-00 p.m.) { K. oil, Soft coke, Steam coal, fuel wood.

As usual staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the due dates, given above.

It is regretted that the Q.M. Stores will not be able to cater for issue of any items after the 10th of the month.

Since the issue will continue upto 6 00 p.m., normally no staff will need to cut short his duty hours for drawing ration items. Heads of Deptt. are requested to kindly explain full details of this School Order to all staff working under them, to whom School Orders do not go, or who cannot read them.

Staff permitted to purchase rations/fuel on cash payment will also kindly do so, as per programme given above.

The Quartermaster has the authority to reduce quantities demanded, if he considers it necessary.

In view of Founder's 1999, the issue dates will shift to, and will be from 11th to 20th October, 1999.

**No. 258. HEPATITIS—B IMMUNISATION**

Staff members desirous of getting themselves/their family members immunised against Hepatitis—B (a course of three injections which will take 6 months for completion of the course—total course will cost approx Rs. 570/- for adults (above 19) and Rs. 285/-



for children (below 19) are requested to give their names, (if children their names along with their age) to the R.M.O. by 1st September 1999, so that the exact number of required vaccines are demanded for and administered together.

**No. 259. DOCUMENTS FOR PHOTOSTATING**

In view of administrative problems, all documents, official or personal, meant for photostating in the School Office, should first be sent to the Bursar, and NOT direct to the person operating the photostat machine.

All Staff are requested to note the above.

Heads of Departments are requested to inform all Staff working under them to whom School Orders do not go.

**No. 260. WITHDRAWAL OF MONEY FROM SCHOOL OFFICE**

1. Very often staff members have come to the office to withdraw money as advance for various activities at a short notice which has resulted in disruption of routine office procedures. The reason for this could be either short notice given to the staff members or lack of knowledge of office actions that have to be taken in the office prior to the release of funds.

2. In order to avoid crisis management the complete procedure which is undergone to issue money is enumerated below :

(a) Requisition is put up to the Bursar for sanction.

(b) The requisition then is cleared alongwith routine paper work to the despatcher who hands it over to the Acct. Section.

(c) The Accts. Section prepares the necessary vouchers which is then forwarded to the Bursar for signature.

(d) Thereafter the voucher goes back to the Acct. Section alongwith routine paper work for handing over of the cash/preparation of the cheque.

(e) The cheque then put up to the Bursar for his signature.

(f) Thereafter the cheque is signed by the H.M.

3. You will appreciate that it will take two days to go through all the actions in the normal course of routine work.

4. In order to ensure that office work is not disrupted the staff members are requested to give a minimum of two days' notice for withdrawal of money.

**No 261. OPD/TIMINGS**

Sr. School ... 7-00 a.m.—7-30 a.m.

Special OPDs ... 4-30 p.m.—5-30 p.m.

Dental Problems — Wednesdays for Sr. School  
Fridays for Jr. School

Eye Problems — Tuesdays.

This is applicable till 31st August after that normal timings.

**No. 262. ADMINISTRATIVE HOLIDAY**

Thursday, 26th August, 1999, will be a holiday on account of Raksha Bandhan.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 27th August, 1999

263—272

**No. 263. PROGRAMME****August**

- Fri. 27th ... Junior English Debating Society meeting ... 8-15 p.m.
- Sat. 28th ... Teams for Bhupinder Singh Memorial Soccer Tournament arrive.
- Sun. 29th ... Opening Ceremony of the Bhupinder Singh Memorial Soccer Tournament (Barne Field) ... 10-00 a.m.  
English Film ... 3-00 p.m.

**September**

- Wed. 1st ... Bhupinder Singh Memorial Soccer Tournament Final Match followed by Closing Ceremony (Barne Field) ... 4-30 p.m.
- Thu. 2nd ... Athletics Heats commence.
- Fri. 3rd ... Jarnashtami—School & Administrative Holiday. Sunday timings will be followed for all meals. Inter-Section Poetry Recitation competition for Lower-V & Upper-V (Barne Hall) ... 6-00 p.m. (Lower-V & Upper-V students will attend).
- Sat. 4th ... Cultural Programme by the Staff (Barne Hall) ... 6-00 p.m.  
Teachers' Day Eve Dinner hosted by the Upper-VI students (Barne Hall) 8-30-11-00 p.m.
- Sun. 5th ... Teachers' Day. Hindi Film ... 2-30 p.m.
- Mon. 6th ... UNIT TESTS commence.

**No. 264. EXTRA DIET**

The student members of any team preparing for an Inter-School tournament may be given extra diet for a maximum period of one month before the tournament. The coaches will specify the duration and numbers to the Mess Manager at least three days in advance. Concerned students will collect the extra items from the main counter in CDH.

**No. 265. DRILL**

Staff members are requested to mention the Houses of the children next to their names whenever the names are given to DHM/ Senior Mistress for punishment drill.

**No. 266. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL**

Through this order all concerned are hereby again requested to forward to the Bursar any Debit Note, Loss Slips, Credit Tuck Shop Slips etc., latest by 2nd September, 1999 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-99 whereafter no further adjustments will be possible.

**No. 267. MISUSE OF SCHOOL STATIONERY ITEMS**

It has been brought to my notice that staff are issuing exercise books and other stationery items to school children without verifying whether or not a student genuinely needs them. In future unless a child produces the previously issued exercise book for inspection by the staff concerned, no new exercise book or stationery items will be issued to any student.

Staff must use Requisition Slips for drawing stationery items from the Librarian.

**No. 268. WITHDRAWALS**

The following students have been withdrawn.

Deepak Goel VPD

Zoraver Ghura NPD

Ranjit S. Nalwa HBD

**No. 269. HOSPITAL TIMINGS**

Unless there is an emergency the following week days have been fixed for :

- |                     |             |                        |
|---------------------|-------------|------------------------|
| Timings             | ...         | 4-30 p.m. to 5-30 p.m. |
| 1. Dental OPD       | (a) Tuesday | L-V to U-VI            |
|                     | (b) Friday  | L-III to U-IV          |
| 2. Vision Problems  |             |                        |
| Eye OPD             | ...         | Wednesday              |
| 3. Gen. Medical OPD | ...         | Monday and Thursday    |

**No. 270. SALE OF TUCKSHOP ITEMS AT REDUCED RATE**

Following items are available at reduced rates in Tuck Shop till 10th September, 1999 :—

	<i>Old Rate</i>	<i>Reduced Rate</i>
1. Aggarbati Maya	Rs. 5-50	Rs. 3-00
2. Bags Air	,, 44-00	,, 25-00
3. Cigarettee Lighter	,, 18-00	,, 10-00
4. Hand Towel	,, 20 00	,, 10-00
5. Shoes Hunter 2—10	,, 185-00	,, 130-00
6. Track Suit small	,, 225-00	,, 100-00
7. Gum Boot size 9—1	,, 125-00	,, 75-00
8. Shoe leather Ringo	,, 250-00	,, 150-00

**No. 271. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Friday, 3rd September, 1999, will be a holiday on account of Janmashtmi.

**No. 272. CINEMA**

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 29th August, 1999.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Thursday 2nd September, 1999

273—284

**No. 273. PROGRAMME****September**

- Fri. 3rd ... Janmashtami—School & Administrative Holiday.  
Sunday timings will be followed for all meals.  
Inter-Section Poetry Recitation competition for  
Lower-V & Upper-V (Barne Hall) ... 6-00 p.m.
- Sat. 4th ... Cultural Programme by the Staff  
(Barne Hall) ... 6-00 p.m.  
Teachers' Day Eve Dinner hosted by the  
Upper-VI students (Barne Hall) 8-30-11-00 p.m.
- Sun. 5th ... Teachers' Day.  
Hindi Film ... 2-30 p.m.
- Mon. 6th ... UNIT TESTS commence.  
Unit Test routine comes into effect.
- Thu. 9th ... SPICMACAY PROGRAMME  
(Barne Hall) ... 4-30 p.m.  
NCC 3-05—4-00 p.m.  
School Play Practice 2-30--3-00 p.m.
- Fri. 10th ... UNIT TESTS conclude.  
Sr. & Jr. combined Hindi Debating  
Society meeting ... 8-15 p.m.
- Sun. 12th ... Basketball Boys & Girls Opens Vs.  
YPS, Mohali (Away)  
—subject to confirmation.  
I—H Senior Hindi Debate  
(Barne Hall) ... 6-00 p.m.  
Test of Educational Abilities for  
Class-X & Class-XI :  
(i) Achievement Test 10-00 a.m.—1-00 p.m.  
(ii) Aptitude Test 2-00 p.m.—4-00 p.m.  
English Film ... 3-00 p.m.
- Thu. 16th ... ASSESSMENT MEETING.

**No. 274. UNIT TEST PERIOD DAILY ROUTINE**

This will be followed from 6-00 a.m. on Mon. 6th to 2-00 p.m. Fri. 10th.

Rouser/Chhota Hazri	... 6-00 a.m.
Session-I	7-30—9-00 a.m.
Breakfast PD	... 8-00 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly & Singing Practice cancelled.	
Dormitory Study Period	9-45—11-00 a.m.
Milk Break	11-05—11-20 a.m.
Session-II	11-30 a.m.—1-00 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-15 p.m.
Rest Hour	2-00—3-00 p.m.
Dormitory Study Period	3-00—5-00 p.m.
Tea	... 4-00 p.m.
NCC	5-00—5-55 p.m.
House Inspection	... 6-00 p.m.
Prep' Time Marching	... 6-05 p.m.
Evening Prep' (Birdwood)	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
BD Baths	... 8-10 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

(The Housemasters will put boys on duty to carry the Tea & Shares from CDH to the dormitories. The kettles must be returned to the CDH immediately after the study period.)

**No. 275. HOSPITAL TIMINGS**

Following timings will be followed with immediate effect for the Hospital & MI :—

- BD & GD MI :** (i) 11-20—11-40 a.m. Birdwood (except Sunday)  
(ii) 4-30—5-00 p.m.—Hospital (except Sat. & Sun.)
- PD MI :** (i) 10-45—11-00 a.m.—Hospital (except Sun.)  
(ii) 4-30—5-00 p.m.—Hospital (except Sat. & Sun.)

- STAFF :**
- (i) 9-00-10-00 a.m.—Hospital (except Sunday)
  - (ii) 5-00—5-30 p.m.—Hospital (except Sat. & Sun.)

**Special OPDs for:**

- (i) Dental    Wed. 4-30—5-30 p.m.—Hospital (Sr. School)  
                  Fri. 4-30—5-30 p.m.—Hospital (only for PD)
- (ii) Eye        Tue. 4-30—5-30 p.m.—Hospital (for all)

**No. 276. BOOKING OF TELEGRAMS BY STUDENTS**

Since the students are not permitted to handle cash. All telegrams being sent by students will be routed through the House Staff to the School Office. It will be arranged to have the telegrams sent and the amount will be debited to students' personal account.

**No. 277. HINDUSTAN PETROLEUM LPG. CYLINDERS**

Staff interested in getting the LPG. cylinders refills should send a note carrying his / her name and LPG. consumer number alongwith cost and cartage charges to Quartermaster, who will then, arranged collection of empty cylinder and its replacement.

Quartermaster will be able to tell what exactly will be the total charges payable per cylinder.

This arrangement is applicable exclusively for the H.P. LPG. cylinders, and all staff are permitted to take advantage of this arrangements.

**No. 278. FOUNDER'S EXHIBITIONS**

The Arts, Crafts, Carpentry, Needlework, Rural Education and other exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 3rd and 4th October, 1999.

**No. 279. ACCOMMODATION**

Staff members are well aware of the limited accommodation which we have, and it is requested that they kindly give preference on the final days of various functions, to School guests and invitees.

**No. 280. TRANSPORT FOR FOUNDER'S**

It is regretted that the school vehicles may not be available as transport from Kasauli to the school and back, for the functions during Founder's.



**No. 281. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS**

It is regretted that, for administrative reason, it will not be possible for subordinate staff and their family members to watch or be present at the following events during Founder's :—

Tattoo (final performance)      Parade (final performance)

Subordinate staff and their family members may, however, attend the tattoo (first performance) on peacestead.

Subordinate staff and their family members are also NOT permitted in Barne Hall or near and around Birdwood School or in the Upper School area any time except for purposes of their normal official duties there.

Will all heads of departments kindly explain the above very clearly to all such staff working under them, and impress upon them that these instructions have to be strictly complied with by all concerned, and that they must pass them on to their own family members, for whom they will be held responsible.

**No. 282. SCHOOL GARDENS**

Staff members are requested NOT to pluck flowers or take sapplings from the school gardens. In case you need anything from the gardens please contact the Master I/c. Campus Beautification.

**No. 283. POINTS FOR THE HEADMASTER'S SPEECH AT FOUNDER'S**

All staff incharge of various activities/depts. who wish to have any points included in the Headmaster's speech should submit these in writing to the HM's P.A., Mr. H. Sikand or Mrs L. Francis as soon as possible.

**No. 284. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 5th September, 1999.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 10th September, 1999

285--291

**No. 285. PROGRAMME****September**

- Fri. 10th ...** UNIT TESTS conclude.  
 Normal afternoon activities resumed  
 2-00 p.m. onwards.  
 Evening Prep' cancelled.  
 Supper PD ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.  
 (Housestaff to kindly ensure that the children remain within the vicinity of their dormitories from 6-00 to 7-00 p.m.)  
 Sr. & Jr. combined Hindi Debating  
 Society meeting ... 8-00 p.m.
- Sun. 12th ...** Basketball Boys & Girls Opens Vs. YPS, Mohali (Away)—subject to confirmation.  
 I—H Senior Hindi Debate (Barne Hall) ... 6-00 p.m.  
 Test of Educational Abilities for Class-X & Class-XI :  
 (i) Achievement Test 10-00 a.m.—1-00 p.m.  
 (ii) Aptitude Test 2-00 p.m.—4-00 p.m.  
 English Film ... 3-00 p.m.
- Mon. 13th ...** I—H Table Tennis BD commences.  
 Night Hobbies may be introduced till ... 9-30 p.m.  
 (The concerned teachers must submit a list of students to the Housestaff and take regular roll call for night hobbies.)
- Tue. 14th ...** United Nations International Peace Day :  
 Special Assembly ... 9-50 p.m.  
 Poster Display & Peace Related Teaching ... 7-40 a.m. onwards.  
 One Minute's Silence Observed ... 12-00 noon  
 Tree Plantation & Visit to the Leprosarium ... 4-15 p.m.  
 Door to Door Singing ... 8-15—9-00 p.m.

Wed. 15th ... ASWEMET Society meeting ... 8-15 p.m.  
 Thu. 16th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.  
 Fri. 17th ... I—H Table Tennis BD concludes.  
 Sat. 18th ... I—H Senior English Debate ... 6-15 p.m.  
 Sun. 19th ... Basketball Boys & Girls Under-10 Vs.  
 YPS, Mohali (Home).  
 Film cancelled.

**PHOTOGRAPHS :**

PD (Prep' School)	9-15-11-00 a.m.
Holding House Boys (Dormitory)	12-00 noon-12-20 p.m.
GD (Peacestead)	2-00—3-20 p.m.
BD (behind HBD) : HBD	3-30—3-50 p.m.
NBD	3-50—4-10 p.m.
SBD	4-10—4 30 p.m.
VBD	4-30—4-50 p.m.
Staff (Barne Hall)	... 5-30 p.m.
Upper-VI (Barne Hall)	... 6-00 p.m.

**No. 286 STAFF FAMILY RATIONS**

In view of Founder's rush of work, fuel and dry rations will be issued from 10th October to 19th October 1999, instead of from 1st October to 10th October 1999, following the same schedule laid down earlier.

**No. 287. BLOCKING OF SEWERAGE LINES**

Repeated reports are coming to me from the sanitary wing of the school that cellophane bags, cotton rags, kitchen waste, etc. are being pushed into the water closets of the bath rooms in staff quarters resulting into blockage of sewerage lines causing great inconvenience to the inhabitants; it is also very difficult for the sanitary staff to clear up such blockages.

May I expect from all concerned that they would take greater care while using water closets.

**No. 288. STAFF RESIDENCE : ALTERATION & ADDITIONS**

It has been noticed that staff members make alterations in their residence without school's permission. Staff members should not make any alterations and additions in their residence without taking prior permission from the school.

**No. 289. CLAIM FOR ALLOWANCES**

Claim for various allowances are not submitted regularly by staff members. In future any allowance not claimed within the financial year (financial year ends on 31 March) will not be paid.

**No. 290. EXPENDITURE FOUNDER'S—1999**

In order to regulate the expenditure for the Founder's celebration '99. 1/cs of the various events / activities will put up their requirement to the Bursar duly approved by the Offg. DHM/ HOD concerned.

**No. 291. CINEMA**

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 12th September 1999.

R.A. Solomon  
*Offg. Headmistress*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th September, 1999

292—300

## No. 292. PROGRAMME

### September

- Fri. 17th ... I—H Table Tennis BD concludes.  
(Evening Prep' will begin at 6-30 p.m.  
till the Founder's Preparation Programme  
comes into effect.)
- Sat. 18th ... I—H Senior English Debate ... 6-15 p.m.
- Sun. 19th ... Basketball Boys & Girls Under-10 Vs.  
YPS, Mohali (Home).  
Film cancelled.
- PHOTOGRAPHS :**
- PD (Prep' School) ... 9-15-11-00 a.m.  
Holding House Boys  
(Dormitory) ... 11-30-11-50 a.m.  
Holding House Girls  
(Peacestead) ... 12-00 noon-12-20 p.m.  
GD (Peacestead) ... 2-00—3-20 p.m.  
BD (behind HBD) : HBD ... 3-30—3-50 p.m.  
                                  NBD ... 3-50—4-10 p.m.  
                                  SBD ... 4-10—4-30 p.m.  
                                  VBD ... 4-30—4-50 p.m.
- Staff (Barne Hall) ... 5-30 p.m.  
Upper-VI (Barne Hall) ... 6-00 p.m.
- Mon. 20th ... I—H Squash BD commences.
- Tue. 21st ... I—H PT Competition PD ... 2-30 p.m.
- Wed. 22nd ... I—H PT Competition BD & GD ... 2-45 p.m.
- Thu. 23rd ... I—H Gymnastics Competition  
BD & GD ... 2-45 p.m.  
(On Wed. 22nd & Thu. 23rd the last three  
schools will be cut short by 5 minutes each.  
PD & Sr. School Lunch will be at 12-30 p.m. &  
1-30 p.m. respectively.)
- Sun. 26th ... Founder's Preparation Programme  
comes into effect.

**No. 293. OUTSTATION DUTIES**

For the smooth running of the system the members of the staff are requested to inform the Secy. Academic Council, Housestaff & DHM/Sr. Mistress/I/c PD when they go out of campus even on school duty.

**No. 294. STUDENTS LEAVING THE CAMPUS**

Whenever a child goes on any leave or goes out to represent the School for which he / she may miss classes, the Housestaff/I/c of that particular activity must inform the SAC in writing.

**No. 295. NOTICE TO THE STAFF**

It has been pointed out before also, that circulating notices from person to person has become very difficult. Therefore teachers are requested to visit the MCR regularly during or after Milk Break to look up the notices.

**No. 296. FOUNDER'S HOLIDAYS**

Members of the academic staff wishing to avail of the Founder's holidays are requested to kindly inform the DHM/Sr. Mistress in writing stating the dates on which they will be away from the campus. House Staff if they wish to leave the campus will kindly depute some one to look after those children of their Houses who happen to stay back for the Founder's holidays. It is regretted that in view of the nature of their work, all the House Matrons, at the same time will not be able to go out of station during these holidays which are essentially for the students.

**No. 297. EXTRA DIET**

There exists some confusion with regards to the issue of extra diet to staff and students in CDH. Following details are therefore, given for action :—

Extra diet at parents cost will be arranged in CDH., for those only who have been unwell and are now recuperating from the illness they suffered earlier provided there is a written recommendatory note to I/c CDH to this effect, specifying the diet composition and its duration.

**No. 298. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER SCHOOL RULE 14 (e).**

- (1) Admission of children of staff cited above : such staff will have to fill in registration forms which can be obtained

from school office, and submit them latest by 15th Oct. 1999 in the Admission Office of the School.

- (2) Further, such children will have to appear at the Entrance Test which is scheduled to be held on Sunday, 14th November, 1999 (10-00 a.m.)
- (3) The above given details would apply also for future years.

**No. 299. POST-FOUNDER'S BREAK**

The School offered to arrange a School party from Sanawar to Delhi and Delhi to Sanawar as under :—

- (a) Sanawar to Delhi on 5-10-'99 by Kalka—New Delhi Himalayan Queen leaving Kalka Railway Station at 4-55 p.m.
- (b) Delhi to Sanawar on 10-10-'99 by New Delhi—Chandigarh Shatabadi Express leaving New Delhi Railway Station at 7-30 a.m.

**No. 300. ADMINISTRATIVE HOLIDAY**

Saturday, 25th September, 1999 will be a holiday for the Administrative staff on account of elections in Himachal Pradesh for the Lok Sabha seats.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**  
**Sanawar Friday 24th September, 1999**

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301—304

**No. 301. PROGRAMME**

**September**

Thu. 23rd ... I—H Gymnastics Competition is postponed to 15-10-1999.

Sun. 26th ... Founder's Preparation Programme comes into effect and will be followed till the 2nd October.  
 (It is essential for the staff to be present for Breakfast and Lunch with the children as normal.)

**October**

Sat. 2nd ... Gandhi Jayanti.  
 Winter Kit comes into effect.  
 Flag Hoisting followed by special  
 Assembly (Barne Hall) ... 9-15 a.m.  
*Order of Items*  
 Song—Abide with me ... School  
 Prayer ... Headmistress  
 Speech ... Headgirl  
 Speech ... Headboy  
 Song ... Choir  
 Speech ... Headmistress  
 Sanskrit Prayer  
 Song—Ram Dhun ... School

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Sun. 3rd ... Prayer service at the Cemetary ... 3-00 p.m.  
 Rouser ... 6-30 a.m.  
 BD Baths ... 7-00 a.m.  
 Breakfast Sr. School ... 8-00 a.m.  
 Breakfast PD ... 8-45 a.m.  
 Annual Athletic Meet (Barne Field) ... 9-30 a.m.  
 Parents—Teachers Meeting &  
 Coffee (Staff Tennis Court) ... 12-00 noon  
 Lunch PD ... 12-45 p.m.  
 Lunch Sr. School ... 1-45 p.m.



		Tea PD & Sr. School	... 4-00 p.m.
		Orchestra & Prep School Concert	
		Final Performance (Barne Hall)	... 4-30 p.m.
		Supper Sr. School	... 6-15 p.m.
		Supper PD	... 7-00 p.m.
		Tattoo Final Performance (Peacestead)	... 7-30 p.m.
		Cocoa	... 9-15 p.m.
		Lights Out	... 9-45 p.m.
Mon.	4th ...	FOUNDER'S DAY.	
		Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 7-00 a.m.
		Breakfast PD	... 8-00 a.m.
		Founder's Day Assembly & Lamp Ceremony (Chapel)	... 8-00 a.m.
		Trooping of Colour (Peacestead)	... 10-00 a.m.
		Speeches & Prize Giving (Peacestead)	... 10-55 a.m.
		Exhibitions	... 12-00 noon
		Founder's Day Lunch PD	... 12-30 p.m.
		Founder's Day Lunch Sr. School	... 1-30 p.m.
		OS Meeting (Trafford Court)	... 3-00 p.m.
		Tea Sr. School	... 4-00 p.m.
		Tea PD	... 4-30 p.m.
		BD Baths	... 5-00 p.m.
		Sr. School Concert (Barne Hall)	... 6-00 p.m.
		Supper PD	... 7-00 p.m.
		Supper Sr. School	... 8-30 p.m.
		OS Dinner & Dance (SSC)	... 8-30 p.m.
		Lights Out	... 9-30 p.m.
Tue.	5th ...	Rouser	... 8-00 a.m.
		BD Baths	... 8-30 a.m.
		Breakfast PD	... 8-30 a.m.
		Breakfast Sr. School	... 9-15 a.m.
		OS Matches (Peacestead)	... 10-00 a.m.
		SOPs for the Post-Founder's Holidays may be issued 11-30 a.m. onwards.	

[NOTE : 1. Exhibitions in Birdwood School & in the Hobbies Block will be open from 2-15 p.m. to 4-00 p.m. on the 3rd & 4th.

## 2. Dormitory roll call timings :

Sun. 3rd ... 2-15 p.m. & 5-15 p.m.  
 Mon. 4th ... 2-15 p.m. & 4-50 p.m.

## 3. Post Founder's Holiday Routine :

Rouser ... 8-00 a.m.  
 BD Baths ... 8-30 a.m.  
 Breakfast ... 9-15 a.m.  
 Lunch ... 1-15 p.m.  
 Tea ... 4-00 p.m.  
 Supper ... 7-15 p.m.  
 Lights Out ... 9-30 p.m.]

Sun. 10th ... Children on SOP return ... 6-00 p.m.  
 Supper PD ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.  
 Lights Out ... 9-30 p.m.

Mon. 11th ... Rouser ... 6-45 a.m.  
 Morning Prep' cancelled.  
 Classes begin First School onwards.  
 Afternoon activities cancelled.  
 Hockey sets made ... 2-45 p.m.  
 Items borrowed for Founder's  
 returned 3-15—4-15 p.m.  
 Dormitories tidied 4-15—5-15 p.m.  
 BD Baths ... 5-20 p.m.

Tue. 12th ... Morning Prep' commences.  
 Festival Hockey Match followed by  
 Special Tea (Barne Field) ... 3-30 p.m.

**No. 302. FOUNDER'S HOLIDAYS FOR P.D. STAFF**

Please refer to the school orders dated 17-9-99 item No. 296. The P D. Staff will follow the same procedure as BD and GD staff with the permission of I/c Prep School.

**No. 303. POST-FOUNDER'S POCKET MONEY**

Extra pocket money in cash will be issued to the children who will be on the campus during the post-Founder's Holidays at the rate Rs. 50/- per day, i.e. total Rs. 300/- this year plus Rs. 200/- for outside trip, which will be retained by the House Staff and issued later.

Students, whose parents are not coming for Founder's will be issued Rs. 120/- for two days. The housestaff will collect the money from the office. Submitting a list of names to The Bursar on behalf of the children. A copy of that list should also be given to the Mess Manager by 8-00 p.m. on the 4th October.

**No. 304. HOUSE PARTY CONTRIBUTION**

The housestaff can withdraw at the rate of 50/- per child for ordinary parties and Rs. 65/- per child for Break Up party from the Housefund.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

**Sanawar Friday 1st October, 1999**

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305

**SPECIAL ORDER**

No. 305. POST FOUNDER'S OFFS ADMINISTRATIVE STAFF

Following will be full working days :—

2nd October '99 (Gandhi Jayanti) & 3rd October '99  
(Sunday).

Administrative Staff will have 2 compensatory offs and a  
post Founder's holiday from 6th October '99 to 8th October '99  
(3 days).

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Saturday 9th October, 1999**

306—318

**No. 306. PROGRAMME**

Sun. 10th	...	Children on SOP return	...	6-00 p.m.
		Supper PD	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Lights Out	...	9-30 p.m.
Mon. 11th	...	Rouser	...	6-45 a.m.
		Morning Prep' cancelled, Classes begin First School onwards. Afternoon activities cancelled.		
		Hockey sets made	...	2-45 p.m.
		Items borrowed for Founder's returned		3-15—4-15 p.m.
		Dormitories tidied		4-15—5-15 p.m.
		BD Baths	...	5-20 p.m.
Tue. 12th	...	Morning Prep' commences. Festival Hockey Match followed by Special Tea (Barne Field)	...	3-30 p.m.
Wed. 13th	...	ASWEMET Society meeting	...	8-15 p.m.
Fri. 15th	...	I—H Gymnastics Competition		
		BD & GD	...	2-30 p.m.
		(The last three schools will be cut short by 5 minutes each).		
		Lunch PD	...	12-30 p.m.
		Lunch Sr. School	...	1-30 p.m.
Sat. 16th	...	I—H Quiz	...	6-30 p.m.
Sun. 17th	...	Hockey First—XI & GD Team Vs. APS, Dagshai (Home). Hockey Atoms & Colts Vs. APS, Dagshai (Away). Basketball Boys & Girls Open Vs. YPS, Patiala (Away) Hindi Film.		
Tue. 19th	...	Dushera—Administrative Holiday.		
Fri. 22nd	...	Hodson Run Finals.		

## No. 307. DAILY ROUTINE

Rouser/Chhota Hazri	... 6-00 a.m.
Morning Prep'	6-40—7-35 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-50 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk Break	11-20—11-40 a.m.
MI BD & GD	11-20—11-40 a.m.
5th School	11-40—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
1st Session	3-00—4-00 p.m.
Tea PD	... 3-50 p.m.
Tea Sr. School	4-00—4-15 p.m.
2nd Session	4-15—5-15 p.m.
BD Baths	... 5-20 p.m.
Prep' Fall In	... 6-05 p.m.
Evening Prep'	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 9-45 p.m.

**Saturday & Sunday Timings remain as before.**

Indian Music and Band Hobbies for selected candidates from Lower-IV & Upper-IV can be scheduled in the Hockey Season Afternoon Time Table.

## No. 308. COMPLIMENT

As the Curtain went down on the 152nd Founder's Day Celebrations a large number of visitors, parents and OS came over and conveyed their appreciation on the conducts of the various events. For this I must compliment the Children, Supporting Staff,

Admin. Staff and the Teaching Staff because without your selfless, dedicated support we as a School could not have achieved the high standards Exhibited.

**No. 309. SUBSTITUTION DUTIES OF STAFF MEMBERS**

When a member of staff is absent for official / medical reasons, other member of the staff will be placed on substitution duties. The decision of the authorities responsible for this will be final.

**No. 310. ARTICLES LOANED BY STORES**

Articles taken on loan for Founder's may please be returned to stores immediately, if not already done.

**No. 311. SCHOOL VEHICLES**

It is repeated that all those who ask for the booking of the School Vehicles for private purpose should do so in writing well in advance, and at least 24 hrs. before the date on which the vehicle is required.

**No. 312. LIVESTOCK**

School Order No. 166 date 15th June 1973, is reproduced below again. Heads of departments are again requested to explain this order to all the employees of the School working under them, especially the subordinate staff.

Rearing of live stock such as buffaloes, cows, goat, sheep, pig, etc., within the school premises is completely forbidden. Severe disciplinary action, including heavy fine will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain far outside the school premises and should never be found grazing on the school lands.

**No. 313. STAFF SICK IN QUARTERS**

Will all staff please report to the R.M.O. before being placed on sick-in-Quarters list, and also before being discharged from the Sick-in-Quarters list so that proper account of the number of days (date-wise) one has remained on Sick-in-Quarters list, could be maintained in School Office.

Heads of Dep'ts. are requested to explain the details of this S.O., to staff who are working under them and to whom the School Order do not go.

**No. 314. DISCIPLINE**

Following is again brought to the notice of all employees of the School, especially to the subordinate staff for strict compliance :—

1. It is not permissible to open any fund or ask for subscription/contribution to any fund or collection, or send or circulate notice to this effect; without prior written sanction from the Headmaster.
2. Lending and borrowing money between the employees of the school is prohibited.

Contravention of these orders will lead to disciplinary action against the employee concerned.

Heads of departments are requested to explain the above details once again to all those, working under them soon after the issue of this order.

**No. 315. INTERNATIONAL HEALTH CERTIFICATES**

School children who are likely to go abroad during vacation are required to have International Health Certificates brought uptodate and in this connection Housemasters/Housemistresses are requested to kindly forward to the R.M.O. lists of such children of their Houses so that the R.M.O. could get necessary inoculations/vaccinations done well in time.

These lists must reach the R.M.O. latest by 26th October, 1999, failing which it will not be possible for the R.M.O. to arrange for International Health Certificates. This advance information is needed by the R.M.O. for the reason that International Health Certificates now have to be brought uptodate by the Distt. Medical authorities as per Ministry of Health Govt. of India regulations.

Some children may be having I.H. Certificates with them; House staff may please arrange to send these to the R.M.O.

All concerned are requested to take prompt action.

**No 316. STAFF PROCEEDING ON LEAVE**

All staff are hereby informed that they must obtain proper sanction of leave, before they proceed on such leave. This also includes station leave.



**No. 317. STAFF—GUEST MEALS IN CDH**

Staff inviting their personal guests or parents in CDH for any meal(s) must inform the Mess manager, in writing, well in advance. A requisition slip for this purpose is available with the Mess Manager.

**No. 318. ADMINISTRATIVE HOLIDAY**

Tuesday, 19th October, 1999, will be a holiday on account of Dushera.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 15th October, 1999

319—329

**No. 319. PROGRAMME****October**

- Fri. 15th ... Inter-House Gym. B.D. & G.D.  
Postponed to Saturday.  
Junior English Debating Society meeting  
after supper.
- Sat. 16th ... Inter-House Gym. (B.D. and G.D.) ... 2-45 p.m.  
(Last 3 schools will be cut short by  
5 mts. each.)  
Lunch PD ... 12-30 p.m.  
Lunch Sr. School ... 1-30 p.m.  
I—H Quiz ... 6-30 p.m.
- Sun. 17th ... Inter-House Tennis Matches begin  
All scheduled Matches are cancelled.  
Study Period B.D. & G.D. 12-15—1-15 p.m.  
Tutorial Meetings P.D. 5-00—6-00 p.m.  
Tutorial Meetings Sr. School 6-00—7-00 p.m.  
Hindi Film.
- Tue. 19th ... Dushera—Administrative Holiday.
- Wed. 20th ... Hodson Run Heats starts.
- Fri. 22nd ... Hodson Run Finals.

**No. 320. SOUND EQUIPMENT**

If Microphones and other sound equipments are required for any school programme a written information must be given to Mr. A. Mukherjee at least 24 hours in advance, otherwise it will not be possible to provide these equipments except in case of emergency.

**No. 321. DISCIPLINE B.D.**

Children are once again reminded that no one is permitted to visit the residence area of subordinate staff or buy anything from unauthorised vendors. Strict disciplinary action will be taken against all offenders.

**No. 322. CHILDREN DISCHARGED FROM HOSPITAL**

It has been observed that children who have just been discharged from the hospital and are recovering from fracture, sprains or convalescing after illness, get pulled, pushed around or involved in playing games, thereby resulting in re-admission, as the injury/weakness gets aggravated.

In order to prevent this, R.M.O. if possible, will issue a **Red Band** to be placed on the arm of the children concerned, for a period prescribed by the R.M.O.

House Matrons and House Staff are requested to ensure that children concerned do, in fact, wear the Red Band on the arm for the period specified by the R.M.O.

**No. 323. SCHOOL HALWAI (CHARLIE)**

It has come to my notice that school children are going to School Halwai Shop for making purchases. This is not permissible.

Will all House Staff kindly note that School Halwai Shop is out of bounds for all school children at all times, except when they are on SOPs or WOPs with their parents. Children may please be told that they are allowed to make purchases from the School Halwai only on days and timings and at the place fixed for this purpose in different departments. Strict disciplinary action will be taken against any defaulter.

The School Halwai contractor has also been warned not to entertain school children at his shop at the School Bakery.

**No. 324. DISCIPLINE**

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on B.D. pavement, B.D. Quadrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible, Employees concerned are therefore, hereby advised in their own interests, to ensure that their children do not visit any such place. Consequences following from disobedience of this order will result in disciplinary measures against the parents of such children.

Will all heads of Departments, under whom subordinate staff work kindly explain the contents of this order, so that they are made aware of the implications and thus realise the urgent need to observe the instructions given in this order.

**No. 325. C.D.H. PANTRY**

The C D.H. Pantry is **Out of Bounds** for all children.

Staff are requested not to enter the pantry area during meals.

The Mess Manager in his capacity as I/c C D.H. is solely in charge of service and meals and all problems regarding shortages, non-availability of items, etc., should be brought to his notice for necessary action.

**No. 326. RETURN OF EMPTY BOTTLES TO TUCK SHOP**

It has been brought to my notice that staff seem to be rather casual with regard to return of empty bottles of soft drink/soda/juice to Tuckshop, which is causing considerable difficulty in the Tuckshop.

All concerned are requested to kindly arrange to return empty bottles immediately to Tuckshop, failing which Rs. 5/- per bottle will be debited to the account of the staff concerned.

**No. 327. SCHOOL CHILDREN ON MEDICAL LEAVE**

Currently when a child is sent home on medical leave he/she is issued a pink slip by the R.M.O. for the House Staff.

Some times, however, these children return to school without the knowledge of the R.M.O. and their treatment (or restrictions) is overlooked. Therefore, now whenever a child returns from Medical Leave he/she should report *directly* to the hospital with all his/her papers. He/She will, after a check-up by the RMO, be issued a green slip for the House Staff confirming termination of medical leave and other details regarding activities, etc. House Staff will kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip.

**No. 328. SPORTS GEAR**

All outstanding sports gear may be returned to the B D. gear room by 21st October, 1999 at 2-30 p.m. Failure to do so will result in treating the gear as lost and will be charged for accordingly.

**No. 329. PROVIDENT FUND**

The staff members subscribing towards Provident Fund account are requested to confirm the balances in their P.F. account as on 31st March, 1999 and sign the P.F. register on 21st, 22nd and 23rd, October, 1999 in the School Office. It may not be possible for the School Office to extend the dates except for staff on leave.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 22nd October, 1999**

330—338

**No. 330. PROGRAMME****October**

- Fri. 22nd ... Hodson Run Finals ... 2-40 p.m.  
 (Last 3 Schools will be cut short by 5 mts. each)  
 After-noon Prep & activities cancelled.  
 Evening Prep as usual.
- Sat. 23rd ... Hockey First XI, Colts and Tennis First XI  
 leave for BCS Shimla after lunch.  
 Honoria Lawrence Basket Ball Tournament  
 teams arrive
- Sun. 24th ... Balmiki Jayanti—Adm. Holiday.  
 Honoria Lawrence Basket Ball Tournament  
 opening ceremony ... 10-15 a.m.  
 Hockey First XI, Colts and Tennis  
 First XI Vs. BCS (Away).  
 Study hour BD and GD 12-15 p.m.—1-15 p.m.  
 Tutorial Meetings PD 5-00 p.m.—6-00 p.m.  
 Tutorial Meetings BD and GD 6-00 p.m.—7-00 p.m.  
 Supper PD ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.
- Tue. 26th ... Honoria Lawrence Basket Ball  
 Tournament closing ceremony ... 3-30 p.m.  
 CBSE Cluster 11 Basket Ball Tournament  
 for Boys teams arrive.
- Wed. 27th ... CBSE Cluster 11 Basket Ball Tournament  
 for Boys commences.
- Sun. 31st ... CBSE Cluster 11 Basket Ball Tournament  
 for Boys concludes.  
 Study period for BD and GD 12-15 p.m.—1-15 p.m.  
 Tutorial Meetings PD 5-00 p.m.—6-00 p.m.  
 Tutorial Meetings BD and GD 6-00 p.m.—7-00 p.m.  
 English Film

**No. 331. STAFF GUEST—MESSING IN SCHOOL KITCHEN**

Staff members, entitled to have their messing in school kitchen who wish to bring their guests for meals in the CHD, are required to give at least four hours notice in advance to the I/c CDH, failing which it will not be possible to arrange for extra meals for guests. For meals more than a day approval from the Bursar is to be taken. It is the responsibility of the staff concerned to enter, in the register provided, the names of their personal guests.

Catering charges in the CDH from 1st November 1999 will be as follows :

(a) Breakfast	...	Rs. 10-00
(b) Lunch	...	Rs. 15-00
(c) Dinner	...	Rs. 10-00

**No. 332. LOSSES SUFFERED BY STAFF MEMBERS**

All members of the staff are informed that the school is unable to accept responsibility for the investigation of any losses suffered by them on account of theft etc. of their personal property left lying about unprotected.

**No. 333. SCHOOL PURCHASES BY STAFF MEMBERS**

Staff members are reminded that in order to exercise a proper control and regulation of the school finances, no purchases of whatever nature may be made against school account without the express permission *in writing* of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good the sum involved.

**No. 334. ENCASHMENT OF STAFF CHEQUES AT S.B.P. SANAWAR**

All staff are requested not to send school children to State Bank of Patiala, Sanawar, with their personal cheques/withdrawal forms or any other documents involving handling of cash.

**No. 335. ELECTRICITY CONSUMPTION**

The electricity consumption has gone very high, resulting in the overloading of the sub-station, and this may lead to a break-down/damage to the sub-station.

Staff and I/c C.D H., House Matrons and House Staff, I/c S.S.C. Hall etc. are requested to pay particular attention to switching off the lights, when these are NOT needed.

**No. 336. USE OF CATAPULTS**

All School children are forbidden to use catapults; House Staff are requested to kindly confiscate the same from their House children immediately, if any of them are in their possession.

**No. 337. WATER CONSUMPTION**

Water consumption on the campus has far exceeded the in-coming water supply from the MES Kasauli.

Every unit living on the campus is requested to make efforts to reduce water consumption and eliminate wastage.

All taps in night rooms, bath houses, wash houses, CDH, various school deptts., staff quarters, etc., be please checked and if found leaking, the staff concerned is requested to report to the Engineer immediately.

If water consumption does not come down to a reasonable level, it would then become necessary to impose water rationing.

**No. 338. VEGETABLE & FRUIT SHOP TIMINGS**

Vegetable and Fruit Shop run by Contractor will remain open on all working days at the timings mentioned below:—

10-30 a.m. — 1-30 p.m.

2-00 p.m.—5-00 p.m.

R.A. Solomon  
*Offg. Headmistress*



**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 29th October, 1999

339—349

## No. 339. PROGRAMME

**October**

- Thu. 28th ... CBSE Cluster-XI Basketball Tournament commences.
- Sun. 31st ... CBSE Cluster-XI Basketball Tournament concludes  
Hindi Film ... 2-30 p.m.

**November**

- Mon. 1st ... UNIT TESTS commence.  
Unit Test period special Daily Routine comes into effect.
- Fri. 5th ... Unit Tests conclude.  
Evening Prep' cancelled.  
Pre-Diwali Dinner (PD) ... 6-15 p.m.  
Pre-Diwali Dinner (Sr. School) ... 7-15 p.m.  
Socials 8-00-10-00 p.m.
- Sat. 6th ... Morning Prep' cancelled.  
Parents-Teachers meeting (SSC) 2-30—3-30 p.m.  
SOPs can be issued 2-30 p.m. onwards for being out till 6-00 p.m. on Tue. 9th.  
(Houestaff are requested to hand over the number of children staying back in school to the DHM/Sr. Mistress/I/c PD & Mess Manager latest by 2-00 p.m. on Fri. 5th.)
- Sun. 7th ... DIWALI—School and Administrative Holiday, except Engineering Deptt. & Printing Office.  
Bon Fire (Peacestead) ... 6-15 p.m.  
Packed Supper (CDH) ... 7-15 p.m.
- Mon. 8th ... Vishwakarma Puja—Holiday for the Engineering Deptt. & Printing Office.
- Tue. 9th ... Children return from SOP by 6-00 p.m.  
Supper PD ... 6-15 p.m.  
Supper Sr. School ... 7-15 p.m.

Wed. 10th ... Morning Prep' cancelled.  
 SPICMACAY Programme  
 (Barne Hall) ... 5-00 p.m.  
 Thu. 11th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.  
 PD Inter-School Hockey Tournament  
 commences.

**No. 340. DAILY ROUTINE**

Rouser/Chhota Hazri	... 6-00 a.m.
Morning Prep'	6-40—7-35 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-50 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk Break	11-20—11-40 a.m.
MI BD & GD	11-20—11-40 a.m.
5th School	11-40 a.m.—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
1st Session	3-00—4-00 p.m.
Afternoon Prep' (Birdwood)	3-00—4-05 p.m.
Tea PD	... 3-50 p.m.
Tea Sr. School	4-00—4-15 p.m.
2nd Session	4-15—5-15 p.m.
BD Baths	... 5-20 p.m.
Prep' Fall In	... 6-05 p.m.
Evening Prep'	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 9-45 p.m.

**Saturday & Sunday Timings remain as before.**

Indian Music and Band Hobbies for selected candidates from Lower-IV & Upper-IV can be scheduled in the Hockey Season Afternoon Time Table-

**No. 341. UNIT TEST PERIOD DAILY ROUTINE**

This will be followed from 6-00 a.m. on Mon. 1st to 2-00 p.m. Fri. 5th. :—

Rouser/Chhota Hazri	... 6-00 a.m.
Session-I	7-30—9-00 a.m.
Breakfast PD	... 8-00 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly & Singing Practice cancelled.	
Dormitory Study Period	9-45—11-00 a.m.
Milk Break	11-05—11-20 a.m.
Session-II	11-30 a.m.—1-00 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-15 p.m.
Rest Hour	2-00—3-00 p.m.
Dormitory Study Period	3-00—5-00 p.m.
Tea	... 4-00 p.m.
BD Baths	... 5-15 p.m.
House Inspection	... 6-00 p.m.
Prep' Time Marching	... 6-05 p.m.
Evening Prep' (Birdwood)	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

(The Housemasters will put boys on duty to carry the Tea and Shares from CDH to the dormitories and will kindly ensure that the kettles are returned to the CDH immediately after the Study Period.)

**No. 342. UNIFORMS FOR OUTSTATION FIXTURES**

The I/cs of various activities must give the requirements of uniforms needed by the children to the matrons in advance specially when the teams go out, so that the matrons can ensure that the children are properly dressed. Only U-VI students will wear Blazer. White Shirt & Tie as formals, others will be in school kit.

**No. 343. BORROWING OF ITEMS FROM THE MATRONS**

It is absolutely essential to submit a written request to the matrons should any member of staff need to take any article from

the matrons on loan and the borrowed article must be returned to the matrons within 48 hours of completion of the purpose.

**No. 344. WINTER VACATION**

Home Day is on Saturday, 11th December, 1999 and the children can leave 7-00 a.m. onwards. The School will close on Sunday, 12th December, 1999 for the winter vacation and will re-open on Sunday 20th February, 2000 on which date all children must be back in the School by 5-00 p m.

A detailed Special Order in connection with the winter vacation School parties arrangements will be issued separately.

**No. 345. STAFF VACATION ADDRESS AND QUARTERS' KEYS**

Before leaving Sanawar all members of staff must enter their names and the vacation address in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.

Keys of all quarters may be labelled and handed over to Q.M. All keys of residence and department, stock rooms, night-rooms, wash and bath houses and box-room, etc., should be clearly labelled as such with strong labels before being handed over to the Q.M.

**No. 346. BAGGAGE, SCHOOL PARTIES**

Children travelling in school parties are not permitted to carry trunks or bed rolls. Each child is permitted to carry one suitcase and one hand bag. No exceptions are permitted.

Matrons should coordinate with the Bursar and Engineer to ensure a safe and suitable room in which trunks etc. are to be locked during the vacations.

Dry cleaning and reconditioning of quilts etc. will be arranged for by the Q.M. as per indents received from Matrons.

**No. 347. SCHOOL AND ADMINISTRATIVE HOLIDAY**

(a) Sunday, 7th November, 1999, will be observed as a holiday by the School and the Administrative Staff, except the Printing Office and Engineering Deptt. on account of Diwali.

(b) Monday, 8th November, 1999, will be observed as a holiday by the Printing Office and Engineer Deptt. on account of Vishwakarma Day.

**No. 348. DIWALI—SAFPTEY RECAUTIONS**

With a view to avoid occurrence of any mishap/accident while bursting of crackers on Diwali day, Sunday, 7th November, 1999, following precautions will be observed :—

1. Blasting of crackers inside any building or in the immediate vicinity of the buildings (such as between Wavell Court and B.D. Bath House, etc., or the pavements and Quad) is completely forbidden. Lightiug/blasting or any fireworks on the Tuck-Shop slope is also forbidden.

2. While blasting crackers on Peacestead, great care will be taken to see that they do not get projected on to the adjoining buildings or in such directions that they are likely to go and hurt others.

**No. 349. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 31st October, 1999.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 5th November, 1999

350—358

**No. 350. PROGRAMME****November**

- Fri. 5th ... Unit Tests conclude.  
 Evening Prep' cancelled.  
 Pre-Diwali Dinner (PD) ... 6-15 p.m.  
 Pre-Diwali Dinner (Sr. School) ... 7-15 p.m.  
 Socials 8-00-10-00 p.m.
- Sat. 6th ... Morning Prep' cancelled.  
 Parents-Teachers meeting cancelled.  
 SOPs can be issued 2-30 p.m. onwards  
 for being out till 6-00 p.m. on Tue. 9th.  
 (Houestaff are requested to hand over the  
 number of children staying back in school  
 to the DHM/Sr. Mistress/I/c PD & Mess  
 Manager latest by 2-00 p.m. on Fri. 5th.)
- Sun. 7th ... DIWALI—School and Administrative  
 Holiday, except Engineering Deptt. &  
 Printing Office.  
 Bon Fire (Peacestead) ... 6-15 p.m.  
 Packed Supper (CDH) ... 7-15 p.m.
- Mon. 8th ... Vishwakarma Puja—Holiday for the  
 Engineering Deptt. & Printing Office.
- Tue. 9th ... Children return from SOP by 6-00 p.m.  
 Supper PD ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.
- Wed. 10th ... Morning Prep' cancelled.  
 SPICMACAY Programme  
 (Barne Hall) ... 5-00 p.m.
- Thu. 11th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.  
 PD Inter-School Hockey Tournament commences.
- Fri. 12th ... Sr. & Jr. Combined English Debating Society  
 Meeting ... 8-15 p.m.
- Sat. 13th ... Hockey Girls Opens Vs. Sports College,  
 Chandigarh (Away).

cultural Groups participate in the Plaza Carnival,  
Chandigarh.

Sun. 14th ... PD Inter-School Hockey Tournament concludes.  
English Film ... 3-00 p.m.

**No. 351. STAFF LEAVING CAMPUS**

The breaks during the SOPs are by no means holidays or vacations for the staff. The staff must obtain written permission for leaving the campus from the DHM / Sr. Mistress / I/c PD. It is not sufficient just to inform the concerned people. A member of staff can not leave the campus unless the permission for doing so is granted

**No. 352 CDH TABLE WARE AND KITCHEN ITEMS**

Any CDH crockery, cutlery, kettles, kitchen items, etc., that may be lying in the dormitories/House clothing rooms all staff are requested to kindly return the same to the Mess Manager at the earliest,

**No. 353. MILK BREAK**

Teachers are requested to return the Cups, Mugs and Saucers to MCR after having their tea. Please do not leave them outside.

**No. 354. STOCK CONDEMNATION—NOV. 1999**

1. All condemnations will be completed by the Bursar latest by 26th November, 1999 as per the programme given below :—

Mon. 22nd	Nov.	'99	{	9-15 a.m. P.D. Upper (Boys)
			{	9-35 a.m. P.D. Lower (Boys)
			{	9-55 a.m. P.D. Girls
			{	10-20 a.m. G.D. (Upper Dorm.)
			{	10-45 a.m. G.D. (Lower Dorm.)
Tue. 23rd	..	'99	{	11-00 a.m. HBD
			{	11-30 a.m. NBD
			{	12-00 noon SBD
			{	12-30 p.m. VBD
Wed. 24th	..	..		10-00 a.m. CDH.

2. Stock holders are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is clean.

3. Quartermaster will please arrange to have condemned articles duly stamped at the time of condemnation, and will also depute four mazdoors to be present at each of above places at timings and date specified above.

**No. 355. REIMBURSEMENT OF TRAVEL EXPENDITURE**

The expenditure incurred on travel while on duty will only be reimbursed if ticket is submitted along with the TA/DA claim.

**No. 356. STAFF BENEFIT FUND REGULATION**

1. With effect from 01 Nov. '99 the maximum amount of loan admissible from SBF is as follows for all grades :—

- |                                  |     |              |
|----------------------------------|-----|--------------|
| (a) Medical                      | ... | Rs. 7,000/-  |
| (b) Marriage                     | ... | Rs. 15,000/- |
| (c) Construction/Repair of House | ... | Rs. 15,000/- |

2. In case of the Medical loan the second loan may be allowed only after returning 60% of the first loan. In such case no other loan for medical can be taken unless the second loan is fully paid for.

3. The loan for marriage, construction/repair of own house can only be taken after one year of the previous loan having been returned.

4. The Staff Benefit Fund shall be administered by the Headmaster and Bursar.

5. A grant of loan will be made as per seniority of application and in accordance with the circumstances.

6. The grant of loan will be administered in the following priorities :—

- |                                      |  |
|--------------------------------------|--|
| (a) Marriage                         |  |
| (b) Medical                          |  |
| (c) Construction/Repair of own house |  |

7. The requirement of loan will be supported by the following :—

- |                                  |     |  |
|----------------------------------|-----|--|
| (a) Marriage                     | ... | Wedding Card or Certificate of Pradhan Grampanchayat |
| (b) Medical                      | ... | Recommendations of the RMO                           |
| (c) Construction/Repair of house | ... | Map passed by the Nagar Mahapalika for a new house.  |

**No. 357. STAFF CHILDREN**

Every staff child studying in school will make an annual contribution of Rs. 400/- to the House Fund.



**No. 358. EDUCATION ALLOWANCE**

1. The Education Allowance for children of all grades of staff not studying in our school is Rs. 70/- per month per child for two children only. The allowance has now been increased to cover the actual tuition fee paid to a maximum of Rs. 200/- per month per child for two children only.

2. However to claim the actual expenditure above Rs. 70/- the tuition fee receipt will have to be submitted to the Establishment Section as proof of payment.

3. The enhanced tuition fee will come into effect from 01-11-99.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 12th November, 1999

359—363

**No. 359. PROGRAMME****November**

- Fri. 12th ... Sr. & Jr. Combined English Debating Society Meeting cancelled.
- Sat. 13th ... Hockey Girls Opens Vs. Sports College, Chandigarh (Away).  
Cultural Groups participate in the Plaza Carnival, Chandigarh.
- Sun. 14th ... PD Inter-School Hockey Tournament concludes.
- Sun. 21st ... Talk on Admission to colleges in the UK, USA & Australia For Upper-V, Lower-VI & Upper-VI (Barne Hall) ... 10-00 a.m.
- Tue. 23rd ... GURPURAB—School & Administrative Holiday.  
The Housestaff will collect the names of the children who would like to visit the Garkhal Gurdwara and stay on for Langar and confirm this with the Mess Manager and Mr. CS Matharu latest by 9-00 a.m. on Saturday, 20th. The children can visit the Gurdwara between 12-00 noon and 3-00 p.m. with escorts arranged at the House level.

**No. 360. NEXT YEAR'S BUDGET**

All budgetary proposals for the year 2000 must be handed in to the Bursar latest by the 30th November. The proposals must be endorsed by the departmental heads and should include the approx cost.

**No. 361. LIBRARY BOOKS**

All books borrowed from the Sr. School Library by the staff should be returned to the library latest by 27-11-99 if it is felt that the books need repair/binding.

**No. 362. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Tuesday, 23rd November, 1999, will be a School and Administrative holiday on account of Guru Nanak's Birth day.

**No. 363. RAISING LOAN FROM STATE BANK OF PATIALA,  
SANAWAR**

1. Loans can be raised for the following purposes :—
  - (a) Consumer Durables
  - (b) Vehicle
  - (c) Housing
  - (d) Social Function
2. The procedure to be followed for obtaining the above mentioned loans will be as follows :—
  - (a) Application to be submitted to the Establishment Section on the form available with the Section.
  - (b) Having obtained the sanction from the Establishment Section approach the Bank for filling up the undertaking form as required by the Bank.
  - (c) Submit the undertaking form duly filled to the Establishment Section for the signature of the Drawing and Disbursing Salary and Allowances Officer (Bursar).
  - (d) Submit the undertaking form along with photo copy of the application to the Bank.
3. Details of instalments to be paid can be obtained from the Bank.

R.A. Solomon  
*Offg. Headmistress*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 19th November, 1999

364—371

**No. 364. PROGRAMME****November**

- Sat. 20th ... Pentangular Hockey Tournament commences.
- Sun. 21st ... Pentangular Hockey Tournament continues.  
Talk on Admission to colleges in the UK,  
USA & Australia For Upper-V, Lower-VI &  
Upper-VI (Barne Hall) ... 5-00 p.m.
- Tue. 23rd ... GURPURAB—School & Administrative Holiday.  
The Housestaff will collect the names of the  
children who would like to visit the Garkhal  
Gurdwara and stay on for Langar and confirm  
this with the Mess Manager and Mr. CS Matharu  
latest by 9-00 a.m. on Saturday, 20th. The children  
can visit the Gurdwara between 12-00 noon and  
3-00 p.m. with escorts arranged at the House level.  
Pentangular Hockey Tournament Final  
(Barne Field) ... 10-00 a.m.
- Sat. 27th ... ANNUAL PROMOTION EXAMINATIONS  
commence.  
Examination Period Daily Routine  
comes into effect.
- Sun. 28th ... Teams Photographs :  
Prep' School (PD Pavement) ... 9-00 a.m.  
BD (Behind HBD) ... 10-00 a.m.  
GD (Peacestead) ... 11-00 a.m.

- [NOTE : 1. The order of the games is Cricket, Soccer,  
Hockey, Basketball, Athletics, Gym. &  
other games.  
2. For every game the order will be Atoms,  
Colts, First-XI.  
3. The I/Cs and the Coaches must be present to  
organise the photographs.  
4. The Coaches must inform the Matrons in  
advance about the dress for the children.]

**No. 365. EXAMINATION PERIOD DAILY ROUTINE**

Rouser/Chhota Hazri	... 7-00 a.m.
Morning Prep' (Dorms.)	7-40—8-40 a.m.
Breakfast PD	... 8-00 a.m.
Breakfast Sr. School	... 8 45 a.m.
MI BD & GD (Birdwood)	9-15—9-35 a.m.
Assembly (Barne Hall)	... 9-40 a.m.
Examination	10-05 a.m.—1-05 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-15 p.m.
Afternoon Prep (Dorms.)	2-05—3-05 p.m.
Tea Sr. School	3-10—3-20 p.m.
House Games : 1st Session	3-20—4-20 p.m.
2nd Session	4-20—5-20 p.m.
Tea PD	... 4-00 p.m.
BD Baths	... 5-20 p.m.
Prep' Fall In	... 6-05 p.m.
Evening Prep'	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 10-00 p.m.

[NOTE : The games schedule will be announced daily].

**No. 366. BRINGING EATABLES TO SCHOOL**

It is a school rule that the children are not allowed to bring perishable food items to the campus. This applies to any outstation visit—Medical, Teams or any other purpose and also to visits by people from home. All Escorts, Housestaff and Matrons are requested to ensure a strict implimentation of this rule.

**No. 367. DURATION OF PARTIES**

Henceforth the following regulations should be maintained:

School Socials	... Upto 11-00 p.m.
House Parties	... Upto 12-00 midnight.
House Green Room & Break Up parties may be extended till 12-30 a.m. if allowed by the Housestaff.	

Any Party or Social should end at 10-30 p.m. if the following day happens to be a working day.

**No. 368. BIRTHDAY MONEY**

Henceforth a child may take a special Birthday Slip worth Rs. 250/- from his/her Housestaff to spend at the Tuck Shop.

**No. 369. SPORTS GEAR**

All outstanding sports gear may be returned to the B.D. gear room by 30th November, 1999. Failure to do so will result in treating the gear as lost and will be charged accordingly.

**No. 370. WATER CHARGES FOR SCHOOL STAFF AND PRIVATE CONSUMERS**

The M.E.S. Kasauli has increased the water supply rate to the School w.e.f. 1st April '99 from Rs. 9-84 per 1000 ltrs. to 14-51 for which the bill was received in September '99.

With effect from 1st November '99 the revised water charges are as under for school employees.

**Senior Staff :**

Rs. 12/- per 1000 ltrs.

Rs. 39/- flat rate for single member

Rs. 78/- flat rate for couple.

Rs. 95/- flat rate for family.

**Private Consumers : (w.e.f. 01 April '99)**

Rs. 16-50 per 1000 Ltrs.

**No. 371. WATER CONTROL IN THE SCHOOL**

The M.E.S. Kasauli has intimated that their annual maintenance/cleaning of reservoirs is going on and will continue for two weeks. They have reduced our water supply. Hence with immediate effect the water of all the departments including employees living on the campus is being reduced as follows :—

1. There will be no bath in GD/BD/PD on Wednesday and Thursday. The students will have bath twice a week only.
2. All storage tanks of staff will be filled on alternate days i.e. on Tuesday, Thursday and Saturday.
3. The class IV employees will be given water in the morning for 50 minutes only.

4. Our main lines will be open for minimum duration required.
5. All staff members should have some water stored with them as it will not be possible to open the main lines for individual member of staff.

R.A. Solomon  
*Offg. Headmistress*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th November, 1999

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372—381

### No. 372. PROGRAMME

#### November

Sat. 27th ... ANNUAL PROMOTION EXAMINATIONS

commence.

Examination Period Daily Routine

comes into effect.

Sun. 28th ... Teams Photographs :

Prep' School (PD Pavement) ... 9-00 a.m.

BD (Behind HBD) ... 10-00 a.m.

GD (Peacestead) ... 11-00 a.m.

[NOTE : 1. The order of the games is Cricket, Soccer,  
Hockey, Basketball, Athletics, Gym. &  
other games.

2. For every game the order will be Atoms,  
Colts, First-XI.

3. The I/Cs and the Coaches must be present to  
organise the photographs.

4. The Coaches must inform the Matrons in  
advance about the dress for the children.]

English Film ... 3-00 p.m.

#### December

Wed. 1st ... Weighing & Measuring GD :

Nilagiri ... 3-00—3-30 p.m.

Himalaya ... 3-30—4-00 p.m.

Vindhya ... 4-00—4-30 p.m.

Siwalik ... 4-30—5-00 p.m.

Thu. 2nd ... Weighing & Measuring BD :

Nilagiri ... 2-30—3-10 p.m.

Himalaya ... 3-10—3-50 p.m.

Vindhya ... 3-50—4-30 p.m.

Siwalik ... 4-30—5-10 p.m.

Fri. 3rd ... Farewell Lunch to the Upper-VI students hosted  
by the Officiating Headmistress ... 1-15 p.m. (Dress  
Formal)



- Sat. 4th ... Housestaff meeting to elect the Prefectorial Body for 2000 ... 3-00 p.m.  
 Staff Club General Meeting & Dinner (Art Room) ... 7-30 p.m.  
 (The Housemasters BD will arrange for the supervision of the dormitories with the help of the Tutors by rotation from 8-00 p.m. to 11-30 p.m.)
- Sun. 5th ... Hindi Film ... 2-30 p.m.
- Mon. 6th ... ANNUAL PROMOTION EXAMINATIONS conclude.  
 BD & GD Inter-House Hockey commence.  
**Sunday Timings will be followed from Tea time on Mon. 6th till the end of the term.**  
**The staff should be present for Breakfast & Lunch as normal. The Housestaff must ensure that the children are present for all meals.**
- Tue. 7th ... Carol Service (Chapel) ... 6-00 p.m.
- Wed. 8th ... House Farewell Parties to Upper-VI students ... 8-15 p.m.  
 Vindhya ... Barne Hall, Himalaya ... Art Room, Nilagiri ... Dormitory, Siwalik ... Dormitory
- Thu. 9th ... Marks, Term Averages & Subject Reports to be handed over to the Form Teachers by 1-00 p.m.
- ~~Fri.~~  
 Thu. 10th ... Senior School Social (Barne Hall) 8-00-11-00 p.m.  
 Escorts' Meeting (MCR) ... 10-00 a.m.  
 Folders to be handed in to the Housestaff and Registers to the SAC by 1-00 p.m.  
 PROMOTION MEETING (MCR) ... 2-30 p.m.  
 End of Term Assembly (Chapel) ... 5-30 p.m.  
 (Giving away of certificates to and signing of Honours Book by the Upper-VI students will be done.)  
**Strict monitoring of the movement of the children at the dormitory level is to be ensured by the Housestaff from after supper.**
- ~~Sat.~~  
 Fri. 11th ... HOME DAY.  
 Reports to be handed over to the Officiating Headmistress by 4-00 p.m.

Children not leaving by school parties may leave after 7-00 a.m.

- [NOTE : (i) The Oath Taking Ceremony by the Prefectorial Body 2000 will take place at the Opening of the Term Assembly in February 2000.
- (ii) The School Farewell Lunch for the outgoing Upper-VI batch will be held in March 2000 on the day of the CBSE Class-XII English Examination].

**No. 373. EXAMINATION PERIOD DAILY ROUTINE**

Rouser/Chhota Hazri	...	6-45 a.m.
House Inspection	...	7-30 a.m.
Morning Prep' (Dorms.)	7-40—8-40	a.m.
Breakfast PD	...	8-00 a.m.
Breakfast Sr. School	...	8-45 a.m.
MI BD & GD (Birdwood)	9-15—9-35	a.m.
Assembly (Barne Hall)	...	9-40 a.m.
Examination	10-05 a.m.—1-05	p.m.
Lunch PD	...	12-30 p.m.
Lunch Sr. School	...	1-15 p.m.
Afternoon Prep (Dorms.)	2-05—3-05	p.m.
Tea Sr. School	3-10—3-20	p.m.
House Games : 1st Session	3-20—4-20	p.m.
2nd Session	4-20—5-20	p.m.
Tea PD	...	4-00 p.m.
BD Baths	...	5-20 p.m.
Prep' Fall In	...	6-05 p.m.
Evening Prep'	6-25—7-40	p.m.
Supper PD	...	6-45 p.m.
Supper Sr. School	...	7-45 p.m.
House Inspection	...	8-30 p.m.
Study Bell	...	8-40 p.m.
Lights Out	...	10-00 p.m.

- [NOTE : (i) The games schedule will be announced daily.
- (ii) Sunday timings will be followed from Tea time on the day the Exams conclude till the end of the term. Staff should attend Breakfast and Lunch as normal.]

**No. 374. HANDING IN OF SCHOOL CLOTHING**

Children of all Departments will hand in their school clothes, etc., to the House Matrons immediately after the End of Term Assembly on 10th December, 1999. Housemasters and Housemistresses will kindly assist in ensuring the presence of children and that the handing over of the clothes, etc., is done in an orderly manner.

**No. 375. SEALING OF CLOTHING ROOMS**

House Matrons are requested to put all the belongings of the children left behind by them and any, that of the school, in the clothing rooms before they seal the locks.

**No. 376. STAFF—VACATION ADDRESSES**

All staff going on vacation, are also requested to leave their addresses with Post-Master, Sanawar, so that their in-coming mail, could be re-directed to them, by the Post Office itself.

**No. 377. DORMITORY LOCKERS**

House Staff are requested to impress upon all children in their respective Houses that they must empty their lockers, and leave them open, for repairs, polishing etc.

**No. 378. STAFF FAMILIES' RATIONS ETC., DURING VACATION**

With effect from Monday, 13th December, 1999 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel for staff families who will be at Sanawar during the vacation :—

**Tuck shop and Vegetables & Fruit shop**

The Tuck shop and the vegetable and fruit shop will be open throughout the vacation from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

**Dry Rations & Fuel**

These will continue to be issued from the Q.M. stores on the same days and at the same timings as usual.

**No. 379. TUCKSHOP HOURS DURING VACATION**

The Tuckshop will be open from 10-00 a.m. to 2-00 p.m. on Monday, Wednesday and Saturday, throughout the vacation.

**No. 380. HOSPITAL OPD TIMINGS—DURING VACATIONS**

Mon.—Fri.	...	10-00 a.m.—1-00 p.m. 4-00 p.m.—5-00 p.m.
Sat.	...	10-00 a.m.—1-00 p.m.
Sundays/Holidays	...	Closed (on call)

**No. 381. CINEMA**

An English film will be shown in Barne Hall at 3-00 p.m.  
for both P.D. and Senior School on Sunday, 28th November 1999.

R.A. Solomon  
*Offg. Headmistress*

# THE LAWRENCE SCHOOL SANAWAR

SANAWAR, SATURDAY, 27TH NOVEMBER, 1999

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## Part I

382—393

### SPECIAL ORDER

#### Winter Vacation Arrangements—1999.

##### No. 382. GENERAL.

*Special note for all Housemasters & Housemistresses.*

*Immediately on receipt of this Special Order* please check that children not included in any school party will be travelling under their own arrangements. If the position in respect of any child is uncertain please inform the Bursar *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include the child in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Saturday, 11th December, 1999. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them.

(ii) All children travelling in school parties will leave on 11th December, 1999, as details later in this order.

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by the R.M.O. Such children will only be permitted to go home under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property except text-books if permitted by subject teachers will be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) All Housemasters/Housemistresses are requested to instruct children in their Houses not to leave their personal

belongings in the dormitory lockers. **Trunks/Holdalls will NOT be taken home;** instead these will be kept with the Matrons. (Ref. School Order No. 377 26th Nov. 1999.)

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the child concerned) must be sent to the Bursar well in advance, and **in no case later than Tuesday 7th December, 1999.** Requests for travel money required by individual children **will not be entertained by office after that day.**

(vii) The normal travelling money for school parties will be issued to escorts I/c on Thursday, 9th December, 1999 by the School Office

(viii) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course would be to hand over the money direct to the parent or guardian meeting the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office **immediately on the termination of escorts' journey.**

(ix) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Broken window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all water taps are turned off in their quarters and departments before they lock them.

(x) **All staff members must enter their leave addresses in the address book at the School Office by 7 Dec. 99, and during the vacation must keep the School Office up-to-date with changes of address.**

#### No. 383. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Friday, 10th, December 1999 at 2-15 p.m. All escorts are required to attend.

**No. 384. DISCIPLINE**

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will personally see that the children under their charge maintain discipline at Delhi/Chandigarh and during the journey. Senior boys and girls, particularly prefects, are expected to assist escorts in this matter.

(ii) Immediately after reaching their party destinations members of staff acting as escorts in-charge of school parties will report to the Bursar in writing the names of any children who acted in an indisciplined manner or failed to behave themselves properly during the journey. Such children will not be accepted in school parties in future and their parents will be informed accordingly.

**No. 385. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 386. LUGGAGE ARRANGEMENTS.**

(i) All luggage must be labelled with the owner's name, Department, House, home address and station of destination. For this purpose all school parties have been allotted the serial numbers given below, and they are printed partywise on the luggage labels which should be obtained from the School Office by Escorts & Matrons concerned personally :—

Srl. No.	School Party
2	Bombay Central
8	Jammu
10	Calcutta
10	Mugal Sarai
10	Kanpur
10	Allahabad
11	Delhi 'A'
12	Delhi 'B'
14	Chandigarh
16	Patna
16	New Jalpaiguri
16	Guwahati

**Special note :**

Some of the serial numbers have been changed and are not the same as previously. Please note the changes carefully.

(ii) Party labels will be available in the School Office on Tuesday 7th December 1999. House Matrons should personally collect these from there as per their requirements.

**Special Note :** Stick-on labels must be pasted *on the sides or fronts* of Suitcases and **NOT ON TOP. It will be the personal responsibility of House Matrons to ensure this.**

(iii) Staff members and their families travelling with school parties are requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Wednesday, 8th December, 1999 of the number of packages (luggage) to be collected from their quarter.

(iv) House Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. **They must first ensure that all old labels are completely removed.** They (in particular P.D. & G.D.) will ensure that luggage is kept ready, at least two hours in advance, in the dormitory verandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

(v) Luggage of all children travelling in Bombay, Guwahati-Patna & Calcutta Parties must reach QM Stores latest by 6-00 p.m. on 10th December, 1999 and loaded on to the DCM Toyota at 3-30 a.m. on 11th December '99 and transported to Kalka railway station along with the bus leaving Moti's Corner at 4 00 a.m.

(vi) Luggage of all children going in Jammu party must be ready at B.D. Quadrangle by 6-00 a.m. on 11-12-99. The Quartermaster will arrange for this Luggage to be transported there from departments by the mazdoors and loaded on Chartered Bus, which will leave B.D. Quad at 7-00 a.m. sharp for Ambala Cantt.

(vii) Luggage of all children going in **Chandigarh, Delhi, parties** must be ready at **B.D. Quadrangle** by 7-00 a.m. on 11-12-1999. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, which will leave BD Quad at 9-00 a.m. sharp for Chandigarh.

(viii) **Light luggage such as handbags, small suit cases, etc., will travel with school parties on the party buses.** The Quartermaster will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately on arrival. Luggage should be loaded according to the order of departure of parties as given under the heading " Sanawar / Chandigarh Departure Arrangements." The



luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Q.M. will, if necessary engage one or two trucks, to cart all luggage in one trip Mr. Dev Dutt Bhardwaj will be I/c of all luggage arrangements at Chandigarh and all problems and enquiries should be referred to him. It is specially pointed out that although Mr. Dev Dutt Bhardwaj is in general charge of all luggage arrangements at Chandigarh, escorts on arrival there are required to assist him in supervising the sorting out of the luggage which travels with them in school party buses to Chandigarh. Children must **not** be permitted to touch any of their luggage at Chandigarh railway station or to put it into trains until permitted to do so by him. *Escorts and children supervise the loading of their luggage into their compartments by station mazdoors* after having been permitted to do so by Mr. Dev Dutt Bhardwaj.

The school accepts no responsibility for losses, and staff and children alike must supervise the loading of luggage.

Children are warned not to give any money to the school employees for carrying their luggage to Gaskell Hall or to porters at the Chandigarh railway station.

**No. 387. ALLOTMENT OF ACCOMMODATION IN TRAINS.**

Mr. S.K. Behal of the School Office will be present at Chandigarh railway station and will be incharge of the allotment of seats in coaches to all school parties. Escorts are requested to contact him there in this connection.

**No. 388. BREAKFAST, LUNCH, TEA.**

(a) **Breakfast:**—P.D. & Jammu party, will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m.

(b) **Lunch :**—Lunch for both P.D. and Senior School will be at 12-45 p m. on **home day**.

**No. 389. ROLL - CALL AT CHANDIGARH/DELHI**

Staff I/c escorting the school parties are requested to arrange a roll-call of children to be escorted by them on the platform at Chandigarh/Delhi Railway Station, half an hour before the departure time of the train. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

**No. 390. WALKING DOWN TO KALKA [BOYS]**

No one will walk down to Kalka.

**No. 391. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the escorts from the School office after the escorts meeting.

**No. 392. SANAWAR CHANDIGARH / DELHI DEPARTURE ARRANGEMENTS**

1. Attached with this Order are detailed lists of all School Parties, a copy of the party programme, and, for escorts only, a copy of the *instructions for escorts*.

2. The School parties will leave from B.D. Quadrangle, in the following order, on Saturday, 11th December, 1999 :—

<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party</i>	
			<i>(including escorts &amp; families)</i>	<i>Transport</i>
Bombay	3-30 a.m.	4-00 a.m.	20	Chartered Bus
Calcutta	—do—	—do—	20	„ „
Guwahati & Patna	—do—	—do—	11	„ „

<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party</i>	
			<i>(including escorts &amp; families)</i>	<i>Transport</i>
	<i>B.D. Quad.</i>	<i>from B.D. Quad.</i>		
Delhi A	8-30 a.m.	9-00 a.m.	51	Chartered Buses
Delhi B	—do—	—do—	47	„ „
Chandigarh	—do—	—do—	6	„ „
Jammu	6-30 a.m.	7-00 a.m.	7	„ „

3. **Bombay Central, Calcutta, Guwahati - Patna parties** will leave Sanawar at 0400 hours sharp in Chartered Buses for Kalka Railway Station on Saturday 11th December, 1999 from Moti Corner.

- (a) The children going in Bombay Central, Guwahati, Patna & Calcutta parties will spend the night of 10th December, 1999 at the school Hospital.
- (b) QM to arrange for luggage of these parties to be loaded on to the DCM Toyota (Truck) to leave Sanawar (Moti Corner) with the school party at 0400 hours on 11th December 1999.

- (c) RMO please arrange for stay of parties at hospital for night of 10th December, 1999.
4. **Jammu party** will travel by School Transport, leaving BD Quad. at 7-00 a.m. sharp on 11th December, 1999 for Ambala Cantt. From there it will travel by Malva Express at 11-00 a.m.
  5. **Delhi A, B, parties** will leave Sanawar at 9-00 a.m. in Chartered Buses to Chandigarh. From there they will catch Shatabadi Express, leaving at 1220 hrs. in AC Chair Car Coaches.
  6. **Chandigarh party** will travel by Chartered Buses to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-00 a.m. sharp.
  7. All parties, including escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—including the escorts—**until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
  8. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
  9. The Bursar assisted by Mr. Anil Attri will supervise departure arrangements. The latter will also please note down the numbers of staff members, their families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

**No. 393. NEXT TERM**

The next term will begin on Sunday, 20th February 2000, and all children must be back by 5-00 p.m. on that day.

R.A. Solomon  
Offg. Headmistress