

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 31st January, 2000

1—2

SPECIAL ORDER

No. 1. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Senior School Certificate (Class XII) Examination 2000.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

| | | | |
|-----------|-----|-----|--------------------|
| Thu. 2nd | ... | 001 | English Elective |
| | | 301 | English Core |
| Mon. 6th | ... | 302 | Hindi Core |
| Wed. 8th | ... | 044 | Biology |
| Fri. 10th | ... | 055 | Accountancy |
| Mon. 13th | ... | 028 | Political Science |
| Tue. 14th | ... | 043 | Chemistry |
| Wed. 15th | ... | 049 | Painting |
| | | 051 | Sculpture |
| Sat. 18th | ... | 041 | Mathematics |
| Thu. 23rd | ... | 054 | Business Studies |
| Fri. 24th | ... | 027 | History |
| Sat. 25th | ... | 042 | Physics |
| Mon. 27th | ... | 048 | Physical Education |
| Tue. 28th | ... | 029 | Geography |
| Wed. 29th | ... | 083 | Computer Science |
| Fri. 31st | ... | 030 | Economics |

April

| | | | |
|----------|-----|-----|--------------|
| Sat. 1st | ... | 037 | Psychology |
| Mon. 3rd | ... | 064 | Home Science |

No. 2. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Secondary School Certificate (Class X) Examination 2000.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

| | | | | |
|------|------|-----|-----|------------------------|
| Fri. | 3rd | ... | 087 | Social Science |
| Tue. | 7th | ... | 001 | English Course—A |
| Wed | 15th | ... | 086 | Science with Practical |
| Wed. | 22nd | ... | 041 | Mathematics |
| Mon. | 27th | ... | 085 | Hindi Course—B |

R.A. Solomon
Offg. Headmistress

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th February, 2000

3—25

No. 3 WELCOME

The new Headmaster, Mr. Andrew Gray, welcomes all children, members of the staff and their families to Sanawar, and wishes them a very happy New Year and a fruitful term at the School.

No. 4. PROGRAMME

February

| | | | | |
|-----------|-----|--|-----|-----------|
| Sun. 20th | ... | School re-opens. Housestaff Meeting (at the Staff Room) | ... | 6-30 p.m. |
| | | Supper P.D. | ... | 6-15 p.m. |
| | | Supper Sr. School | ... | 7-15 p.m. |
| | | Kit issued | | |
| Mon. 21st | ... | 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 2000 (Barne Hall) | ... | 9-50 a.m. |
| | | Normal classes resumed after Assembly. | | |
| | | General Staff Meeting (MCR) | ... | 2-30 p.m. |
| | | Dormitories tidied. | | |
| Tue. 22nd | ... | Normal routine commences. Class XII CBSE Practical Exams. commence. Class XII Physics Practical. Compartment Exam. commence. G.D. & B.D. SUPW sets made (Barne Hall) | ... | 2-30 p.m. |
| | | (All concerned staff to be present) | | |
| | | H.M's Meeting with the Prefects (HM's residence) | ... | 8-15 p.m. |
| Wed. 23rd | ... | Class XII Biology & Psychology Practicals. Afternoon activities cancelled. | | |

| | | |
|-----------------------------|-----|---|
| | | Cricket & Hobbies sets made and Gears issued (BD pavements) ... 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. |
| Thu. 24th | ... | Class XII Chemistry Practicals. 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 6-25—7-40 p.m. |
| | | Mess Committee Meeting (MCR) ... 2-15 p.m. |
| | | Sr. & Jr. Hindi Debating Society Meeting ... 8-15 p.m. |
| Fri. 25th | ... | Class XII Geography & Home Science Practicals. Afternoon activities commence. |
| Sat. 26th | ... | Class XII Computer, Sculpture & Art Practicals. Staff Club AGM & Dinner (Art Room) ... 7-45 p.m. |
| Sun. 27th | ... | Festival Cricket Match Barne Field ... 10-00 a.m. |
| Mon. 28th | ... | Class XII Physical Education Practicals. |
| No- 5. DAILY ROUTINE | | |
| | | Rouser & Chhota Hazri ... 6-40 a.m. |
| | | House Inspection ... 7-20 a.m. |
| | | Start to class room ... 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 Session | 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. 6. 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 more are required, they will be provided on request.

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 23rd February, 2000.

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 Tuesday, 4th April 2000. Details will be published during the last week of March, 2000.

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 Headmaster by the Housemaster/Housemistresses by 22nd February, 2000. 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, 2000.

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 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.

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 the School Office to the minimum; should they need 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. This timing should 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. 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 is 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 up to 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 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 is 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 of February, 2000.

No. 20. PRIVATE PURCHASE 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 Headmaster 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 Transfer of P.D. children to Sr. School will take place on April 2nd, 2000. Details will be circulated later.

No. 22. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 2000 by the Administrative Staff of the School.

These are as per the Himach Pradesh Govt. holiday list. However, no change in the number of days has been made from the previous years which is one day in excess of the HP Govt. list.

| | | | | | |
|---------------------------------|-----------------------------|-------|------|-----------|----------|
| 1. New Year's Day | ... | Jan. | 1st | Saturday | |
| 2. Id-ul-Fitr | ... | Jan. | 9th | Sunday | |
| 3. Himachal State Hood Day | ... | Jan. | 25th | Tuesday | |
| 4. Republic Day | ... | Jan. | 26th | Wednesday | |
| 5. Guru Ravi Das Jayanti | ... | Feb. | 19th | Saturday | |
| 6. Shivratri | ... | Mar. | 4th | Saturday | |
| 7. Id-ul-Zuha (Bakrid) | ... | Mar. | 17th | Friday | |
| 8. Holi | ... | Mar. | 20th | Monday | |
| 9. Moharram | ... | April | 9th | Sunday | |
| 10. Ram Naumi | ... | April | 12th | Wednesday | |
| 11. Dr. Ambedkar's Birthday | ... | April | 14th | Friday | |
| 12. Mahavir Jayanti | ... | April | 16th | Sunday | |
| 13. Good Friday | ... | April | 21st | Friday | |
| 14. Budh Purnima | ... | May | 18th | Thursday | |
| 15. Milad-ul-Nabi | <i>Baishakh</i> | ... | June | 15th | Thursday |
| 16. Independence Day | <i>13th 2000</i> | ... | Aug. | 15th | Tuesday |
| 17. Raksha Bandhan | ... | Aug. | 15th | Tuesday | |
| 18. Janam Ashtmi | ... | Aug. | 23rd | Wednesday | |
| 19. Mahatma Gandhi's Birthday | ... | Oct. | 2nd | Monday | |
| 20. Dusehra | ... | Oct. | 7th | Saturday | |
| 21. Founder's (After Founder's) | ... | Oct. | 9th | Monday | |
| 22. Balmiki Jayanti | ... | Oct. | 13th | Friday | |
| 23. Diwali | ... | Oct. | 26th | Thursday | |
| 24. Guru Nanak's Birthday | ... | Nov. | 11th | Saturday | |
| 25. Christmas Day | ... | Dec. | 25th | Monday | |
| 26. Id-ul-Fitr | ... | Dec. | 28th | Thursday | |

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. 2000 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 MEAL IN C.D.H.

Staff entitled for meals in C.D.H. can have their guests for meal in C.D.H. For maintaining records in this connection a register is kept in C.D.H., with the 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*
7-00 a.m. to 7-30 a.m. ... BD & GD (Birdwood)
7-30 a.m. to 7-45 a.m. ... PD (Birdwood)
2. *Hospital Timings (OPD)*
(a) 9-00 a.m.—12-00 noon } *Monday to Friday*
(b) 4-00 p.m.—05-00 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 4-00 p.m.—5-00 p.m. }
Sundays/Holidays
PD 9-00 a.m.—10-00 a.m.
BD, GD 10-00 a.m.—11-00 a.m.

No. 25. HOUSE STAFF MEETING HELD ON DEC. 5, 1999 ALL HOUSE STAFF WERE PRESENT

This meeting was specially convened to appoint the Pre-fectorial Body for the year—2000.

1. The appointments are as below :—
- | | | | |
|----------------------------|----------------------------|-----|----------------------|
| | Head Boy | ... | Yaduraj S. Mankotia |
| | Head Girl | ... | Aman Chahal |
| | Deputy Head Boy | ... | Chetak Singh |
| | Deputy Head Girl | ... | Praggya Bakshi |
| | M.I. Prefect (Boy) | ... | Maneet S. Sarla |
| | M.I. Prefect (Girls) | ... | Dawa Khrame |
| | Academics Prefect (Boy) | ... | Roshan Sapam |
| | Academics Prefect (Girl) | ... | Megha Madan |
| H.B.D. | House Captain | ... | Chetak Singh |
| | School Prefect | ... | Varun Gupta |
| | House Prefects (Sr. Dorm.) | ... | Varun Rana |
| | (Jr. Dorm.) | ... | Sherry Longkumar |
| N.B.D. | House Captain | ... | Aman Raj S. Dhillon |
| | School Prefect | ... | Maneet S. Sarla |
| | House Prefects (Sr. Dorm.) | ... | Zorawar S. Johal |
| | (Jr. Dorm.) | ... | Vaibhaa Kumar |
| S.B.D. | House Captain | ... | Manvinder S. Dhillon |
| | School Prefect | ... | Deepinder S. Minhas |
| | House Prefects (Sr. Dorm.) | ... | Varun S. Malik |
| | (Jr. Dorm.) | ... | Sidharth Soneja |
| V.B.D. | House Captain | ... | Roshan Sapam |
| | School Prefect | ... | Harpreet S. Bala |
| | House Prefects (Sr. Dorm.) | ... | Viven Sehgal |
| | (Jr. Dorm.) | ... | Kovid Bhandari |
| Holding House B.D. | House Captain | ... | Rehbar S. Birk |
| | School Prefect | ... | Shashwat Roberts |
| | House Prefects | ... | Abhishek Gupta |
| | | | Abhimanyu Jhamba |
| H.G.D. | House Captain | ... | Madhvi Singh |
| | School Prefect | ... | Dawa Khrama |
| N.G.D. | House Captain | ... | Megha Madan |
| | School Prefect | ... | Divyalal |

| | | | |
|---------------------------|-----------------------------|-----|------------------|
| S.G.D. | House Captain | ... | Gulshan Sokhey |
| | School Prefect | ... | Kilang Longkumer |
| V.G.D. | House Captain | ... | Pragya Bakshi |
| | School Prefect | ... | Shivani Singh |
| Holding House G.D. | | | |
| | House Captain | ... | Radhika Minocha |
| | School Prefect | ... | Gurpreet Chohan |
| 2. | Student Representatives For | | |
| | R.S.I.S. Activities Boy | ... | Sujoy Das |
| | Girl | ... | Naina Mehta |

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th February, 2000**

26—50

No. 26. PROGRAMME**February**

- Fri. 25th ... Class XII Geography & Home Science Practicals.
Afternoon activities commence.
- Sat. 26th ... Class XII Computer, Sculpture & Art Practicals.
Staff Club AGM & Dinner
(Art Room) ... 7-45 p.m.
Morning prep in Birdwood cancelled
till further notice.
- Sun. 27th ... Festival Cricket Match Barne Field ... 10-00 a.m.
School will go down to watch the match.
English Film ... 3-00 p.m.
Study hour (dorms.) for Board Exam.
classes & Tutorial meetings
for the rest 6-00—7-00 p.m.
Lights out (school) ... 9-30 p.m.
Lights out (Board classes) ... 11-30 p.m.
- Mon. 28th ... Class XII Physical Education Practicals.

March

- Thu. 2nd ... CBSE Exams. commence.
School Farewell lunch for the passing
out Class XII students (CDH) ... 1-45 p.m.
- Fri. 3rd ... Jr. English Debating Society
meeting ... 8-15 p.m.
- Sat. 4th ... Shivratri—Administrative Holiday.
Play—Comedy of Terrors by Yavnika
Theatre Group (Barne Hall) ... 6-15 p.m.
Sr. & Jr. Hindi Debating Society
meeting ... 8-15 p.m.
Cricket—First XI Welham Boys
Team arrives (afternoon)

Sun. 5th ... IPAT, Chandigarh—Test for
 Class IXth—10-00 a.m.—1-00 p.m. &
 2-15—3-15 p.m.
 Cricket : First XI Welham Boys Dehradun Vs.
 Sanawar (home) ... 10-00 a.m.
 Hindi Film ... 2-30 p.m.

No. 27. CBSE EXAMINATION SCHEDULE

Thu. 2nd ... Class XII : 001 English Elective
 301 English Core

Fri. 3rd ... Class X : 087 Social Science

No. 28. CLASS XII BOARD EXAM. STUDY TIMINGS

SESSIONS : 7-40—9-00 a.m.
 11-30—1-40 p.m.
 3-00—4-00 p.m.
 6-25—7-40 p.m.

VENUE : B.D.—LIBRARY
 G.D.—DORMS

No. 29. DISTRIBUTION OF TUTORS IN BD, 2000

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,
 Mr. S. Khan.

Nilagiri :

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

Siwalik :

Sr. Housemaster ... Mr. P. Vashist
 Jr. Housemaster ... Mr. A. Mukherji
 Matron ... Mrs. M.D. Sequeira
 Tutors ... Mr. C. S. Matharu, Mr. D. Singh,

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. R. Kumar, Mr. Tarun Das, 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. L. Kane, Mr. Anil Chauhan, Mr. S. Saklani. |

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 & Holding House |
| | (Saturday) | | |
| | SUNDAY | ... | Head Baths (Sikh Boys) |
| (Wednesday) | } ... | NO BATHS | |
| (Thursday) | | | |
| 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 between Upper and Lower Dormitory). | |
| 3. P.D. Boys | (Wednesday) | } ... | Himalaya/Nilagiri |
| | (Sunday) | | |
| P.D. Boys | (Tuesday) | } ... | Siwalik/Vindhya |
| | (Friday) | | |
| P.D. Sparrow | (Wednesday) | } ... | NO BATHS |
| | (Saturday) | | |
| | (Monday) | | |
| | (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 shoes 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 Headmaster, 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 Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket this 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 Tuck Shop at parents' expense.

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 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 Elect. 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. 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. 44. 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. 45. 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 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 is then 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 three days' notice for withdrawal of money.

No. 46. SUBMISSION OF ACCTS. TO SCHOOL OFFICE

1. It has been noticed that advance for purchase of items/ travel expenses are taken from the Accts. Section and details of expenditures submitted after considerable delay.
2. In order to ensure that the accts. are kept reasonably upto date those takeing advance are requested to ensure that the details of expenditure are submitted within one week of the withdrawal. Failing which the amount will be deducted from the salary of the individual.

No. 47. ADMN. ARRANGEMENTS FOR SPORTS FIXTURES AND OTHER ACTIVITIES

In order to take timely action and ensure that necessary arrangements for teams/groups visiting the school or teams/groups going outstation are made in time, the coaches and Incharges of various teams/groups are requested to fill up the proforma available in the School Office one week in advance.

No. 48. POWER FAILURE

This year with the commencement of the term we have had frequent power failure, this is attributed to over loading of our electrical distribution system. The capacity and the over loading is as follows :

| | | Capacity | Overloading |
|-----|------------------------------|-----------------|--------------------|
| (a) | Main distribution system ... | 240 Amps | 285 Amps |
| (b) | Sub distribution system ... | 100 Amps | 185 Amps |

From the above it will be seen that the power failure is due to over loading of the system. In order to ensure uninterrupted power supply and life of our equipment in the Power House, the following actions will be taken.

- (a) Switch off all electrical appliances prior to switching on the geyser.
- (b) Use minimum light points during the peak hours which are :
 - (i) 6-00 a.m. to 9-00 a.m.
 - (ii) 6-00 p.m. to 9-00 p.m.

No. 49. ADMINISTRATIVE HOLIDAY

Saturday, 4th March, 2000, will be observed as a holiday on account of Shivratri.

No. 50. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 27th February, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 3rd March, 2000**

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No. 51. PROGRAMME**March**

| | | | |
|------|------|-----|---|
| Sat. | 4th | ... | Shivratri—Administrative Holiday. Play—Comedy of Terrors by Yavnika Theatre Group (Barne Hall) ... 6-15 p.m. Sr. & Jr. Hindi Debating Society meeting ... 8-15 p.m. Cricket—First XI Welham Boys School (Home) ... 3-00 p.m. (To be continued on Sun. 5th) |
| Sun. | 5th | ... | IPAT, Chandigarh—Test for Class IXth—10-00 a.m.—1-00 p.m. & 12-15—3-15 p.m. Cricket : First XI Welham Boys Dehradun Vs. Sanawar (home) ... 10-00 a.m. Welham Boys School Dehradun Vs. School Squash team ... 10-00 a.m. Hindi Film ... 2-30 p.m. |
| Wed. | 8th | ... | ASWEMET Society meeting ... 8-15 p.m. |
| Sat. | 11th | ... | Stragglers of Asia Cricket Club, England, Vs. First-XI (home) ... 10-00 a.m. Talk by Mr. Vakul Sharma for the Upper VI Commerce students (Barne Hall) ... 10-00 a.m. I—H Sr. Hindi Debate ... 6-30 p.m. |
| Sun. | 12th | ... | Cricket : Colts and Atoms Vs. Pinegrove school Sabathu (away) Proposed Basketball matches cancelled Cricket : Sanawar H.M. XI Vs. YPS Mohali H.M. XI (home) ... 10-00 a.m. English Film ... 3-00 p.m. |

No. 52. CBSE EXAMINATION SCHEDULE

Class-XII : Mon. 6th ... 302 Hindi Core

Wed. 8th ... 044 Biology

Fri. 10th ... 055 Accountancy

Class-X : Tue. 7th ... 001 English Course-A

No. 53. TUTORIAL MEETINGS

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

No. 54. UNIT TESTS

The first Unit Test will be from Monday 27th to Friday 31st March.

No. 55. LOWER-VI CLASSES

Lower-VI Classes will commence on April 1, 2000 in Senior School.

No. 56. B.D. TUTORS

Please note that Mr. M. Chand, Mr. Sinhababu, Mr. J.S. Rawat and Mr. R.D. Francis are attached to Siwalik House B.D.

No. 57. SCHOOL E-MAIL ADDRESS

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

sanawar@vsnl.com

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. 58. OUT OF BOUNDS

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

No. 59. 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 Dept. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same.

No. 60. 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/Headmaster *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 Orders or cannot read them, particularly all categories of Class IV staff, and also ensure that these instructions are complied with by all concerned.

No. 61. 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 1999 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 Slips.

All Housemasters & Housemistresses are requested to take necessary action.

No. 62. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has risen. 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. 63. 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. 64. 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. 65. 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. 66. SCHOOL ORDERS

It has been 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. 67. BICYCLE

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

No. 68. 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 observed :

- (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 letters 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 trespassers 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) who 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. 69. 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 throughfare. 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. 70. TRANSFER OF P.D. STUDENTS

All transfer of P.D. children to Sr. School will take place on April 4th, 2000. Shifting of dormitories with Sr. School is on April 2nd & 3rd 2000.

No. 71. PATIENTS REPORTING TO HOSPITAL OUTSIDE OPD TIMING :

1. All patients will report to the Nursing Staff on duty outside OPD hours. After examination and first aid the RMO will be informed by the Nursing Staff on Duty. All serious cases will be seen immediately by the RMO. Other cases will be seen during routine rounds/OPD.

Information about patients will be given to the RMO by the Nursing Staff on duty during outside OPD hours.

2. It is mandatory for those who are given the Unfit Medical Certificate, that they report again to get their fit Medical Certificate. The office will continue marking for Unfit Medical leave unless informed otherwise.

No. 72. 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 March, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th March, 2000

73—91

No. 73. PROGRAMME

March

| | | | |
|-----------|-----|--|---|
| Sat. 11th | ... | Stragglers of Asia Cricket Club, England, Vs. First-XI (home) Talk by Mr. Vakul Sharma for the Upper VI Commerce students (Barne Hall) I—H Sr. Hindi Debate | ... 10-00 a.m. ... 10-00 a.m. ... 6-15 p.m. |
| Sun. 12th | ... | Cricket : Atoms Vs. Pinegrove School Sabathu (Away) Cricket : Colts Vs. Pinegrove School, Sanwara (Home) Cricket : Sanawar H.M. XI Vs. YPS Mohali H.M. XI (Home) English Film | ... 10-00 a.m. ... 10-00 a.m. ... 3-00 p.m. |
| Wed. 15th | ... | Jr. English Debating Society meeting Morning Hodson Run practice commence | ... 8-15 p.m. ... 6-30 a.m. |
| Fri. 17th | ... | Id-Ul-Zoha—School & Adm. holiday. Himalaya House Show First Performance | ... 4-30 p.m. |
| Sat. 18th | ... | Himalaya House Show Final Performance | ... 6-15 p.m. |
| Sun. 19th | ... | Cricket : Electrons Vs. Pinegrove School, Sanwara (Away) Cricket : Atoms Vs. Y.P.S., Mohali (Home) Basketball Girls & Boys Sanawar Vs. Y.P.S., Mohali (U-12) (Away) Hindi Film | ... 10-00 a.m. ... 2-30 p.m. |
| Mon. 20th | ... | Holi—Adm. Holiday. | |

No. 74. CBSE EXAMINATION SCHEDULE

| | | | | |
|-------------|-----------|-----|-----|-------------------------|
| Class XII : | Mon. 13th | ... | 028 | Political Science |
| | Tue. 14th | ... | 043 | Chemistry |
| | Wed. 15th | ... | 049 | Painting |
| | | | 051 | Sculpture |
| | Sat. 18th | ... | 041 | Mathematics |
| Class X : | Wed. 15th | ... | 086 | Science with Practicals |

No. 75. HOUSE SHOW AND I—H QUIZ

Please note the change in the dates for the Siwalik House Show and I—H Quiz.

| | | |
|-----------|-----|----------------------------------|
| Fri. 24th | ... | Siwalik House First Performance. |
| Sat. 25th | ... | Siwalik House Final Performance. |
| Sun. 26th | ... | I—H Quiz Competition. |

No. 76. B.D. PREFECTS

Please note the following change in the N.B.D. Prefectorial Body w.e.f. 1st March, 2000. M. Wellie Haralu (N.B.D.) has been appointed as 'House Prefect', Sr. Dorms.

No. 77. MESS COMMITTEE MEETING

Mess Committee Meeting will be held in MCR on Friday 10th March at 2-15 p.m.

No. 78. DAILY ROUTINE

The following morning routine will be followed w.e.f. 15-3-2000 Wed. :—

| | | |
|---------------------|-----|----------------|
| Rouser/Chhota Hazri | ... | 6-00 a.m. |
| Hodson Run Practice | | 6-30—7-00 a.m. |
| House Inspection | ... | 7-30 a.m. |

No. 79. CHILDREN'S MONEY

Please note the correction to Item No. 32 of School Orders of 25th Feb. : 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. 80. 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 Ks. 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. 81. 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. 82. 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 2000.

No. 83. 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. 84. 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. 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 of 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. 85. 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. 86. 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. 87. 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. 88. BURSAR'S VISIT OF DEPARTMENTS

- I. The Bursar will be visiting various departments once a month as per programme given below :
 - (a) P.D. ... 1st Monday of the month
 - (b) G.D. ... 2nd Monday of the month
 - (c) B.D. ... 3rd Monday of the month
 - (d) Hospital & C.D.H. ... 4th Monday of the month

2. The following will accompany the Bursar :
 - (a) Q.M.
 - (b) Engineer
 - (c) I/c Hygiene & Sanitation.
3. The following are requested to be present in their areas of responsibilities.
 - (a) Matrons.
 - (b) R.M.O.
 - (c) I/c C.D.H.
4. The visit will be scheduled for 10-00 o'clock.

No. 89. WITHDRAWALS

The following withdrawals have taken place :

| | | | | | |
|---------------------|-----|-----|---------------------------|-----|-----|
| Adev Mansahia | ... | NBD | Sahiba Ahluwalia | ... | HGD |
| Gurkaran Singh | ... | VBD | Sahil Mahajan | ... | NBD |
| Jaskirat Singh Bawa | ... | VBD | Sanchi Dutt | ... | NGD |
| Kabir Taneja | ... | VBD | Washipong | ... | NBD |
| Mayank Gulathi | ... | VBD | Abhay Pal Singh | ... | VBD |
| Sanil Sethi | ... | NBD | Ajeshwar Singh Barnala... | ... | VBD |
| Sudeep Singh Brar | ... | NBD | Alak Patel | ... | NBD |
| Sumit Saini | ... | SBD | Ankit Jain | ... | NBD |
| Vikas Bishnoi | ... | VBD | Anishka Singh | ... | NGD |
| Ankit Rajgarhia | ... | HPD | Divyaraj Singh | ... | NBD |
| Malika Ahluwalia | ... | HPG | Ashish Aggarwal | ... | NBD |
| Ankit Saxena | ... | SPB | Gobind Singh Mandher | ... | VBD |
| Asim Rizvi | ... | VPD | Ichha Sethi | ... | SGD |
| Bhavneet Singh | ... | VBD | Jaiteshwar S. Bakshi | ... | NBD |
| Hersh Lalwani | ... | VPD | Jaspartap S. Sekhon | ... | NBD |
| Karun Pratap Hoon | ... | SPD | Kanishka Jain | ... | SBD |
| Pranav R. Swaroop | ... | HPD | Nisar Hussain | ... | HBD |
| Raghvendra Saraf | ... | HPB | Rajat Gupta | ... | SBD |
| Udrek Vikram | ... | SPB | Sartaj Singh Dhillon | ... | NBD |
| Ajit Singh Balyan | ... | NBD | Sirish Rajbhandary | ... | SBD |
| Antriksh Tandan | ... | HBD | Vikram Sharma | ... | SBD |
| Arshpreet Dhillon | ... | HBD | Madhuri Saraf | ... | HGD |
| Jaideep Singh | ... | HBD | Rachita Dutt | ... | NGD |
| Jasreyman Teja | ... | HGD | Zorawar Singh Johal | ... | NBD |
| Jasmine Rajbhandary | ... | HGD | Ashar Idris | ... | HBD |
| Rupali Gulathi | ... | VGD | Deepak Jyot Singh | ... | SBD |
| Safia Gupta | ... | NGD | | | |

No. 90. SCHOOL AND ADMINISTRATIVE HOLIDAYS

1. Friday, 17th March, 2000 will be a holiday on account of Id-ul-Zuha.

2. Monday, 20th March, 2000 will be a holiday on account of Holi for Administrative Staff.

No. 91. 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 March, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Thursday 16th March, 2000**

92—114

No. 92. PROGRAMME**March**

| | | | |
|------------------|-----|--|----------------|
| Fri. 17th | ... | Id-UI-Zoha—School & Adm. holiday. | |
| | | Himalaya House Show First | |
| | | Performance | ... 4-30 p.m. |
| Sat. 18th | ... | Himalaya House Show Final | |
| | | Performance | ... 6-15 p.m. |
| Sun. 19th | ... | Cricket : Electrons Vs. Pinegrove | |
| | | School, Sanwara (Away) | |
| | | Cricket : Atoms Vs. Y.P.S., Mohali | |
| | | (Home) | ... 10-00 a.m. |
| | | Basketball Girls & Boys Sanawar Vs. | |
| | | Y.P.S., Mohali (U-12) (Away) | |
| | | Hindi Film | ... 2-30 p.m. |
| Mon. 20th | ... | Holi—Adm. Holiday. | |
| Fri. 24th | ... | Siwalik House Show First | |
| | | Performance | ... 4-30 p.m. |
| | | Sr. English Debating Society meeting | ... 8-15 p.m. |
| Sat. 25th | ... | Siwalik House Show Final | |
| | | Performance | ... 6-15 p.m. |
| Sun. 26th | ... | I—H Quiz competition | ... 6-15 p.m. |
| Mon. 27th | ... | UNIT TESTS commence | |

No. 93. CBSE EXAMINATION SCHEDULE

| | | | |
|--------------------|------------------|-----|-----------------------------|
| Class XII : | Thu. 23rd | ... | 054 Business Studies |
| | Fri. 24th | ... | 027 History |
| | Sat. 25th | ... | 042 Physics |
| Class X : | Wed. 22nd | ... | 041 Mathematics |

No. 94. UNIT TEST ROUTINE

The following routine will be followed from 6-00 a.m. on
Mon. 27th to 2-00 p.m. on Fri. 31st :—

| | | |
|----------------------------|-----|-----------------------|
| 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. 95. DORMITORY SHIFTING

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

Shifting from Holding House to parent dormitories :
Saturday 1st April.

Shifting from PD to Holding House : Sunday 2nd April,

New Admissions : Tuesday 4th April.

No. 96. SCHOOL MEDICAL SCHEME

Please note the change in Item No. 87 Point (vi) Orders dated 10-3-2000, 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 medication will be collected from the School Hospital or purchased on non-availability of those in the School Hospital.

No. 97. FIRST AID LESSONS

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

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

Sat. 8th April 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. 98. CHILDREN ON MEDICAL CATEGORIES

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

No. 99. MILK BREAK

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

No. 100. DORMITORY DUTIES

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 Housestaff who are requested to inform the DHM/Senior Mistress / I/c PD if this is not followed, within 24 hours.

No. 101. 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 the office, as soon as the losses, breakages, etc., have occurred. In any case these must come to the school office on 1st and 15th of each month. This is necessary for the purpose of bringing the school accounts up to date.

No. 102. 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 Headmaster.

Applications for holding such ceremonies on the campus must be made in writing to the Headmaster 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. 103. 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 work is not to be taken for granted for purposes of claiming reimbursement of travelling expenses.

(2) Where the circumstances necessitate use of private transport for school work formal permission from the Headmaster/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. 104. 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. Staff, in particular, are requested to reduce the use of electrical gadgets.

No. 105. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31-3-2000.

- | | |
|------------------|-----------------------|
| (a) Tuck Shop | ... 22nd March, 2000. |
| (b) Grocery Shop | ... 24th March, 2000. |

No. 106. 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 Headmaster.

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

No. 107. 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. 103. 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. 3,50,000/-.
- 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 Headmaster 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. 109. 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 employees 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 employee 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 lump sum 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. 110. TUCK SHOP

The Tuck-Shop will remain closed for Annual Stock Taking on Wednesday 22nd March, 2000.

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, 2000.

No. 111. PCO TIMINGS

1. The PCO will function from 9-00 a.m. to 5-00 p.m. with a lunch break from 1-00 p.m. to 2-00 p.m.
2. The Children may use PCO service from 2-00 p.m. to 5-00 p.m. as per the schedule given below :

Girls Department and Prep School (Boys & Girls)

| | |
|------------|------------------------------|
| Wednesdays | From 2-00 p.m. to 5-00 p.m. |
| Fridays | ————do———— |
| Sundays | From 10-00 a.m. to 1-00 p.m. |

Boys Department

| | |
|-----------|-----------------------------|
| Tuesdays | From 2-00 p.m. to 5-00 p.m. |
| Thursdays | ————do———— |
| Saturdays | ————do———— |
| Sundays | ————do———— |

3. Maximum time allowed for a call will be 6 minutes. For a call beyond 6 minutes, Housemasters / Housemistress are required to indicate the time on the PCO slip.
4. The PCO will remain close for children on Mondays.

No. 112. PHOTOCOPY WORK

The photocopy work pertaining to Test Papers/Office work will only be done in the School Office. For any other photocopy work, staff is requested to contact I/c School Library.

No. 113. SCHOOL DETENTION

Henceforth for indiscipline during class hours or for not submitting any work on time in Senior School a teacher may chose to put a student on Sunday School Detention as a punishment but not on School Drill. The Detention Book is available with the S.A.C. The teacher should mention the following : (i) Full name, (ii) Class & Section, (iii) House of the child concerned, (iv) Reason for the Punishment, (v) Work set for the Detention. The teacher should also mention his/her own Full name, Date and put his/her signature in the book. The Detention Book will be scrutinised by the Headmaster every Saturday. The Detention will be held in Room No. 15 in Birdwood from 10-00 a.m. to 11-00 a.m. the following Sunday and will be supervised by a teacher on duty. The duration may be, in special cases, be extended up to 12-00 noon. The S.A.C. will keep a roster of teachers on duty fort this purpose.

The Prep' School will follow their existing system.

No. 114. CINEMA

Hindi film 'Khoob Soorat' will be screened in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 19th March, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th March, 2000**

115—124

No. 115. PROGRAMME**March**

| | | | | |
|-----------|-----|---|-----|------------|
| Sat. 25th | ... | Siwalik House Show Final Performance | ... | 6-15 p.m. |
| Sun. 26th | ... | English Film | ... | 3-00 p.m. |
| Mon. 27th | ... | UNIT TESTS commence | | |
| Tue. 28th | ... | Board Exam. Upper-V students leave for the Saketi Camp. | | |
| Thu. 30th | ... | Interviews for admission to Lower-VI | ... | 10-00 a.m. |
| Fri. 31st | ... | Children return from Saketi Camp. Unit Tests conclude Evening Prep cancelled. I—H Quiz competition | ... | 6-15 p.m. |
| | | Supper | ... | 7-30 p.m. |

April

| | | | | |
|----------|-----|---|-----|------------|
| Sat. 1st | ... | Shifting within the dormitories and from Holding House to parent dormitories 2-15 p.m. onwards. | | |
| Sun. 2nd | ... | Shifting from P.D. to Holding House 10-00 a.m. onwards. Cricket : Atoms & Colts Vs. P.P.S. Nabha (Away) Cricket : Electrons & 1st XI Vs. P.P.S. Nabha (Home) | ... | 10-00 a.m. |
| | | Basketball : Boys (Sr.) Sanawar Vs. P.P.S. Nabha (Away) Hindi Film | ... | 2-30 p.m. |

No. 116. CBSE EXAMINATION SCHEDULE

| | | | |
|-------------|-----------|-----|------------------------|
| Class XII : | Mon. 27th | ... | 048 Physical Education |
| | Tue. 28th | ... | 029 Geography |
| | Wed. 29th | ... | 083 Computer Science |
| | Fri. 31st | ... | 230 Economics |
| April | Sat. 1st | ... | 037 Psychology |
| Class X : | Mon. 27th | ... | 085 Hindi Course—B |

No. 117. ANNUAL CAMPS

All members of staff taking children out on Annual Hikes and Camps must inform 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.

No. 118. 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 1-4-2000.

No. 119. DETENTION BOOK

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

No. 120. VISITING HOURS HOSPITAL

Visiting hours in school hospital are as follows :

Weekdays PD 4-00 p.m.—4-45 p.m.

BD/GD 4-00 p.m.—5-00 p.m.

Sundays/School holidays PD 9-00 a.m.—10-00 a.m.

BD, GD 10-00 a.m.—11-00 a.m.

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. 121. 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. 122. 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, should avoid contact with all dogs including pet dogs.

No. 123. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE

Expense voucher, re-imbursements/claims of any kind related to the financial year 1999-2000 need to be submitted by 15th of April, 2000 in order to debit the account in the current financial year (1999-2000). Please make sure that these bills/accounts are submitted by the stipulated date failing which they will not be accepted and the person concerned will be responsible for its clearance. This may be explained to all the individuals of your department.

It has been noticed that advance for purchase of items/travel expenses are taken from the Accts. Section and the details of expenditures submitted after considerable delay.

In order to ensure that the accounts are kept reasonably upto date those taking advance are requested to ensure that the details of expenditure are submitted within one week of the withdrawal, failing which the amount will be deducted from the salary of the individual. It may also be understood that the 2nd advance to the person concerned will only be given after clearing the previous advance.

No. 124. CINEMA

An English Film 'You've Got Mail' will be screened in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 26th March, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 31st March, 2000**

125—134

No. 125. PROGRAMME**April**

| | | | | | |
|------|-----|-----|--|-----|------------|
| Sat. | 1st | ... | Shifting within the dormitories and from Holding House to parent dormitories 2-15 p.m. onwards. PD English Recitation competition (Inter-class) Sat. 1st April | ... | 5-00 p.m. |
| Sun. | 2nd | ... | Shifting from P.D. to Holding House 10-00 a.m. onwards. Cricket : Atoms & Colts Vs. P.P.S. Nabha (Away) Cricket : Electrons & 1st XI Vs. P.P.S. Nabha (Home) | ... | 10-00 a.m. |
| | | | Basketball : Boys (Sr.) Sanawar Vs. P.P.S. Nabha (Away) Hindi Film | ... | 2-30 p.m. |
| Tue. | 4th | ... | NEW ADMISSION DAY | | |
| Wed. | 5th | ... | ASSESSMENT MEETING First Aid lessons in the A.V. Room for both boys & girls | ... | 3-00 p.m. |
| Sat. | 8th | ... | Sr. Inter-Section English Poetry recitation | ... | 6-15 p.m. |
| Sun. | 9th | ... | Basketball : Sanawar (U-12) Vs. B.C.S. Shimla (Away) Cricket : Electrons & Colts Vs. B.C.S. Shimla (Away) English Film | ... | 3-00 p.m. |

No. 126. HODSON RUNS

| | | | | | |
|------|------|-----|--------------------------|-----|-----------|
| Tue. | 11th | ... | Qualifying Runs for B.D. | ... | 3-00 p.m. |
| Wed. | 12th | ... | Qualifying Runs for G.D. | ... | 3-00 p.m. |
| Thu. | 13th | ... | Qualifying Runs for P.D. | ... | 3-00 p.m. |

No. 127. CBSE EXAMINATION SCHEDULE

| | | | | | |
|-------|-------------|------|-----|-----|------------------|
| April | Class XII : | Sat. | 1st | ... | 037 Psychology |
| | | Mon. | 3rd | ... | 064 Home Science |

No. 128. 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. 129. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES

This is the season when rabies-infected dogs stray up into the School 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.

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

No. 130. THE RABIES DANGER

It is clarified, for the particular information of all dogs owners, that even if their dog has been properly inoculated against rabies initially and thereafter once annually, (see S.O. No. 122 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. 131. 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 2000*. 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. 2000/2001.

(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, 2000 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 dogs 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. 132. MEDICAL REIMBURSEMENT FACILITIES

Members of the staff of the School and dependent members of their families are entitled for the reimbursement of the following preventive vaccination :—

- (a) Typhoid Vaccine & Booster
- (b) Hepatitis 'B'—3 doses and booster
- (c) Chicken Pox vaccine—to be reimbursed after the RMO's approval.
- (d) Anti-Rabies vaccine (in case of monkey / Dog bite) after RMO's approval.
- (e) Hepatitis 'A'—NOT REIMBURSABLE

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

No. 133. MEDICAL CATEGORIES TERM "2000"

Category 'C1'—Excused Swimming, Boxing, Hikes, long distance runs, activities outside the school where Immediate first aid is not available.

Narinder Rathore ... NPD Guriqubal Dhillon ... SBD

Category 'C2'—Excused long distance runs, Hikes, Treks, Boxing activities outside the school where Immediate first aid is not available.

Arjun Singh Mundy ... HBD Divyani Joon ... VGD

Sahil Chandel ... HBD Ikjot Rana ... SPD

Ishan Gupta ... NBD Saranya Ghosh ... SPD

Parth Maniktala ... NBD Harpriya Sodhi ... HGD

Adeshpal S. Sidhu ... SBD Rajat Goyal ... VBD

Sohal Ahuja ... VGD Mansher Siphu ... VBD

Sakshi Kapoor ... VGD Amber Mahajan ... SBD

Category 'C3'—Excused long distance runs, Hikes, Treks, Boxing.

Tanya Budhiraja ... HGD Karan Partikh ... NBD

Sujata Das ... NPD Shitiz Arora ... NBD

Category 'B1'—Excused Gyms, Jumps, Boxing.

Category 'B2'—Excused all activities for period specified.

Aprajita Kumari ... NGD Angad Singh ... HBD
Rajinder Rawat ... VBD

Category 'B3'—Excused Swimming

Prerna Gupta ... SGD

No. 134. CINEMA

Hindi film will be screened in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 2nd April, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th April, 2000

135—140

No. 135. PROGRAMME**April**

- Sat. 8th ... Sr. Inter-Section English
Poetry recitation ... 6-15 p.m.
- Sun. 9th ... Basketball : Sanawar (U-12) Vs.
B.C.S. Shimla (Away)
Cricket : Electrons & Colts Vs.
B.C.S. Shimla (Away)
English Film ... 3-00 p.m.
- Tue. 11th ... Hodson Run Heats Starts ... 3-00 p.m.
- Wed. 12th ... Ram Navami—Adm. Holiday.
I—H Cricket commences.
ASWEMET Society meeting ... 8-15 p.m.
Students of Nilagiri House are excused
afternoon activities till Thursday 20th.
- Fri. 14th ... Dr. Ambedkar's Birthday—Adm. Holiday.
Jr. English Debating Society
meeting ... 8-15 p.m.
- Sat. 15th ... FOUNDATION DAY
Hodson Run Finals ... 2-40 p.m.
(last 3 schools will be cut short by
5 mts. each. Afternoon activities cancelled.
Evening Prep. as usual.)
Lunch Prep. School ... 12-30 p.m.
Lunch Sr. School ... 1-30 p.m.
- Sun. 16th ... Cricket : First XI & Atoms
Sanawar Vs. B.C.S. Shimla (Home) ... 10-00 a.m.
Basketball Boys Opens Vs. B.C.S. (Home).

No. 136. 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 4-00 p.m. with immediate effect.

No. 137. 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. 138 ANNUAL CAMPS/HIKES

Camp period will extend from Monday, 24th April, (6-00 a.m.) to Saturday, 29th April, 4-00 p.m.) 2000. 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., This must reach the D.H.M. and Bursar latest by 10th April, 2000, if not already submitted. This will help the office to work out the amount that will be paid for boarding, 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 Rest House, including the accomodation 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 10th April, 2000.
- (5) Transport buses should be chartered, through the Bursar but their availability is not guaranteed.
- (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 a list of items required by them. It is necessary to bear in mind that whatever equipment is available has to be shared.

- (7) Mr. Daljinder Singh will get all the tents pitched and serviceability checked. Mr. Lonappan will assist and QM will provide the mazdoors. This will be completed by 13th April, 2000.
- (8) Party I/c are requested to inform in writing the Housemaster / Housemistress and the House Matrons / Warden concerned at least five days in advance the names of those children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (9) 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.
- (10) 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.
- (11) 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, immediately after the camp period is over.
- (12) A separate administrative order will be issued with respect to Prep School. Medical Category and L-IV camps.

No. 139. ADMINISTRATIVE HOLIDAYS

The following will be observed as holidays :—

1. Wednesday, 12th April on account of Ram Navmi.
2. Friday, 14th April on account of Dr. Ambedkar's birthday.

No. 140. CINEMA

An English Film will be screened in Barne Hall at 3-00 p.m.
for both P.D. and Senior School on Sunday, 9th April, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Thursday 13th April, 2000

141—151

No. 141. PROGRAMME

April

- Sat. 15th ... **FOUNDATION DAY**
 Hodson Run Finals ... 2-40 p.m.
 (last 3 schools will be cut short by
 5 mts. each.
 Afternoon activities cancelled.
 Lunch Prep. School ... 12-30 p.m.
 Lunch Sr. School ... 1-30 p.m.
 Foundation Day Special Dinner
- Sun. 16th ... **Cricket : First XI & Atoms**
 Sanawar Vs. B.C.S. Shimla (Home) ... 10-00 a.m.
 Basketball Boys U—14 Vs.
 B.C.S. Shimla (Home) ... 10-00 a.m.
 Hindi Film ... 2-30 p.m.
- Wed. 19th ... **Nilagiri House Show First**
 Performance ... 4-30 p.m.
- Thu. 20th ... **Morning Prep** ... 6-15 a.m.
 IPSC Girls basketball team
 leaves for Dehra Dun.
 Nilagiri House Show Final
 Performance ... 6-15 p.m.
- Fri. 21st ... **Good Friday—School & Adm. Holiday.**
 Cricket : First XI Vs. British High
 Commission (Home) ... 10-00 a.m.
- Sat. 22nd ... **Normal routine till lunch**
 Afternoon activities cancelled.
 Camping equipment issued.
- Sun. 23rd ... **The Administrative Departments**
 which are essential to function for
 Camps preparations will remain open.
- Mon. 24th ... **School breaks for Annual Hikes & Camps.**

No. 142. 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 gear 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. 143. 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 6-5-2000.

No. 144. SCHOOL LEDGERS

All staff members who have School property on their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested, to make all the necessary entries latest by 11th May, 2000. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit.

No. 145. 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. 146. INTERNATIONAL HEALTH CERTIFICATES

Housemasters/Housemistresses are requested to send names of children of their Houses who are going overseas during summer vacation, to R.M.O., so that she can get necessary inoculation/vaccination done well in time. Kindly send in your lists to R.M.O. latest by 5th May, 2000.

No. 147. 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. 148. 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. 149. 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. 150. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 21st April, 2000 will be a holiday on account of Good Friday.

No. 151. CINEMA

Hindi film 'Khauff' will be screened in Barne Hall at 2-30 p.m. for Senior School on Sunday, 16th April, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Thursday 20th April, 2000

152—161

No. 152. PROGRAMME

April

- Sat. 22nd ... Normal routine till lunch
 Afternoon activities cancelled.
 Camping equipment issued.
- Sun. 23rd ... The Administrative Departments
 which are essential to function for
 Camps preparations will remain open i.e. QM
 Stores / Engg. Deptt. / I/c Equipment.
- Mon. 24th ... School breaks for Annual Hikes & Camps.
 Boys Sr. Basketball team leaves
 for Dehradun to participate in the
 Afjal Khan Memorial tournament.
- Sat. 29th ... Hikes & Camps Groups return.

May

- Mon. 1st ... P.T. commences
 Summer Kit comes into effect.
 Afternoon activities cancelled
 Soccer & Hobbies sets made
 Camping equipment returned.
- Tue. 2nd ... N.C.C. commences.
- Wed. 3rd ... Festival Soccer Match ... 4-30 p.m.
 (There will be a tea for the teams
 and staff after the match)
- Thu. 4th ... Sr. Hindi Debating Society meeting ... 8-15 p.m.
- Fri. 5th ... Mess Committee meeting ... 2-15 p.m.
 O.S. Cricket team arrives.
- Sat. 6th ... Morning Prep. commences 6-40—7-30 a.m.
 Cricket : Sanawar H.M. XI Vs.
 O.S. team ... 3-00 p.m.
- Sun. 7th ... Cricket : Sanawar First XI Vs.
 O.S. team ... 10-00 a.m.
 Basketball - Boys & Girls U-16 &
 U-12 Vs. Pinegrove School ... 10-00 a.m.
 English Film ... 3-00 p.m.

No. 153. ADVANCE NOTICE OF DATE CHANGES

In order to allow for changes in the academic programme the School Calendar for the remainder of the term will need to be amended. Advance notice is therefore given of the following events, these arrangements to take precedence over the printed Calendar.

May

- Fri. 12th ... Parent/Teacher Meetings in the SSC 2-30 p.m.
SOPs may be issued from 2-30 p.m.
- Sun. 14th ... Children return from SOP by 6-00 p.m.
- Mon. 15th ... I—H Chess Commences
- Fri. 19th ... Vindhya House Show First Performance 4-30 p.m.
- Sat. 20th ... Vindhya House Show Final Performance 6-15 p.m.
- Sun. 21st ... I—H Sr. English Debate 6-15 p.m.
English Film
- Mon. 22nd ... Individual Boxing Commences
- Wed. 24th ... ASWEMET Society meeting 8-15 p.m.
- Fri. 26th ... Prep School Show First Performance 4-30 p.m.
Sr. English Debating Society Meeting 8-15 p.m.
- Sat. 27th ... Career Counselling for UV students by Careers
Institute, Lucknow, SSC, 9-30 a.m. to 1-00 p.m.
And 2-30 p.m. to 4-30 p.m.
Prep School Show Final Performance 6-15 p.m.
Supper P.D. 8-15 p.m.
- Sun. 28th ... Career Counselling for U-V 10-00 a.m. to 1-00 p.m.
Hindi Film

June

- Sun. 4th ... English Film
- Tue. 6th ... Half Year Examinations Commence
- Sat. 10th ... Half Year Examinations Conclude
I—H Soccer BD Commences
I—H Basketball GD Commences
I—H Quiz
Staff Club Dinner (Art Room)
- Sun. 11th ... Hindi Film
- Mon. 12th ... Term Averages & Subject Repors handed in to
Form Teachers
I—H Junior English Debate 6-15 p.m.
Weighing and Measuring BD

- Tue. 13th ... Folders handed in to House staff and registers to SAC
 Assessment Meeting
 Weighing and Measuring GD
 Sr. School Social 8-00 ~ 11-00 p.m.
- Wed. 14th ... End of Term Assembly followed by Annual Prize Giving Ceremony in the Barne Hall, 10-00 a.m.
 Escorts Meeting (MCR) 11-30 a.m.
- Thu. 15th ... Home Day
 Folders handed in to HM by 4-00 p.m.

No. 154. DAILY ROUTINE

The following routine will be followed by the Sr. School with effect from Monday 1st May, 2000.

| | |
|--------------------------------|------------------|
| Rouser/Chota Hazri | ... 6-00 a.m. |
| P.T./Hodson Run | 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 Sr. School | 9-00—9-30 a.m. |
| 3rd School | 9-30—10-10 a.m. |
| 4th School | 10-10—10-50 a.m. |
| 5th School | 10-50—11-30 a.m. |
| Milk Break | 11-30—11-50 a.m. |
| M.I. B.D. & G.D. (Piano Cells) | 11-20—11-50 a.m. |
| 6th School | 11-50—12-30 p.m. |
| 7th School | 12-30—1-10 p.m. |
| Lunch Sr. School | 1-10—1-55 p.m. |
| 8th School | 1-55—2-35 p.m. |
| 9th School | 2-35—3-15 p.m. |
| 10th School | 3-15—3-55 p.m. |
| Tea | 3-55—4-25 p.m. |
| 11th School | 4-25—5-25 p.m. |
| B.D. Baths | ... 5-25 p.m. |
| House Inspection | ... 6-00 p.m. |
| Marching up for evening Prep | ... 6-05 p.m. |
| Evening Prep | 6-20—7-40 p.m. |
| Supper Sr. School | ... 7-45 p.m. |
| House Inspection | ... 8-30 p.m. |

| | |
|------------|----------------|
| Study Bell | ... 8-40 p.m. |
| Lights Out | ... 10-30 p.m. |

Saturday Timings :

| | |
|----------------------------|----------------|
| Rouser/Chota Hazri | ... 6-00 a.m. |
| Morning Prep | 6-40—7-30 a.m. |
| Supper P.D. | ... 6-15 p.m. |
| Supper Sr. School | ... 7-15 p.m. |
| Lights Out | ... 10-30 p.m. |
| (No compulsory study hour) | |

Sunday Timings .

| | |
|------------------------------|------------------|
| Rouser | ... 7-30 a.m. |
| B.D. Head Baths | ... 8-00 a.m. |
| Breakfast P.D. | ... 8-20 a.m. |
| Breakfast Sr. School | ... 9-15 a.m. |
| Sunday Detention | 10-00—11-00 a.m. |
| Dormitory Roll Call | ... 12-30 p.m. |
| Lunch P.D. | ... 12-30 p.m. |
| Lunch Sr. School | ... 1-30 p.m. |
| Tea P.D. & Sr. School | ... 4-45 p.m. |
| Tutorial meetings P.D. | 5-00—6-00 p.m. |
| Tutorial meetings 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 | ... 10-30 p.m. |

The following routine will be followed by the P.D. with effect from Monday 1st May, 2000.

| | |
|--------------------|------------------|
| Rouser/Chota Hazri | ... 6-00 a.m. |
| P.T./Hodson Run | 6-30—7-00 a.m. |
| House Inspecrion | ... 7-30 a.m. |
| Breakfast P.D. | 7-40—8-10 a.m. |
| 1st School | 8-10—8-50 a.m. |
| 2nd School | 8-50—9-30 a.m. |
| 3rd School | 9-30—10-10 a.m. |
| 4th School | 10-10—10-50 a.m. |
| Milk Break | 10-50—11-10 a.m. |
| 5th School | 11-10—11-45 a.m. |

| | |
|------------------|------------------|
| 6th School | 11-45-12-20 p.m. |
| Lunch | 12-25-1-20 p.m. |
| 7th School | 1-20-2-00 p.m. |
| 8th School | 2-30-2-40 p.m. |
| 9th School | 2-40-3-20 p.m. |
| 10th School | 3-20-4-00 p.m. |
| Tea | 4-00-4-30 p.m. |
| Evening Prep | 5-15-6-30 p.m. |
| Supper | ... 6-45 p.m. |
| Baths/Washes | 7-10-7-40 p.m. |
| House Inspection | ... 8-05 p.m. |
| Study Hour | 8-15-9-00 p.m. |
| Lights Out | ... 9-30 p.m. |

No. 155. 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 being delayed in his/her return. House staff will kindly inform the RMO accordingly. Similarly, the RMO will kindly inform House Staff concerned of any child going home from the S.H.
- (3) The Headmaster is to be informed by the House Staff and the RMO, if any child is moved out/sent home on medical grounds.
- (4) 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. 156. 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 informed.

No. 157. 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 to the employees working under them.

No. 158. HANDING OVER / TAKING OVER OF SCHOOL QUARTERS.

All staff while handing over or taking over any staff quarters or school building, must 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 on the spot so that details can be noted. Once the quarter/building is taken over, it is 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/she will have to make good the same.

No. 159. HISTORY SHEET

History Sheet of all students who have been withdrawn from the School during 2000 as on 1-5-2000 will be sent to House Staff, fairly soon. These should be completed in all respects, and returned to the Bursar by Wednesday 17-5-2000 (1-30 p.m.)

No. 160. MEDICAL TREATMENT

It appears that there may be a misunderstanding in the minds of some 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 offers.

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. 161. I/c CABLE NET WORK

With immediate effect Mr. Gautam Ahlawat has been appointed I/c Cable Net Work. The handing/taking over between Mr. R. Puri and Mr. Gautam Ahlawat will be completed immediately and they are requested to meet the Bursar together.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 5th May, 2000**

162—179

No. 162. PROGRAMME**May**

| | | | | |
|------|------|-----|---|-----------------|
| Sat. | 6th | ... | Morning Prep. commences | 6-40—7-30 a.m. |
| | | | Cricket : Sanawar H.M. XI Vs. O.S. team (Home) | ... 3-00 p.m. |
| | | | Staff Club Farewell Dinner to Mr. S. Ghosh (Staff Club) | 8-00-10-00 p.m. |
| Sun. | 7th | ... | Cricket : Sanawar First XI Vs. O.S. team (Home) | ... 10-00 a.m. |
| | | | Basketball - Boys & Girls U-16 & U-12 Vs. Pinegrove School | ... 10-00 a.m. |
| | | | English Film | ... 3-00 p.m. |
| Thu. | 11th | ... | Boys & Girls athletics team leaves for B.C.S. | ... 4-00 p.m. |
| Fri. | 12th | ... | Parents—Teachers meeting | ... 2-30 p.m. |
| | | | S.O.P's will be issued from 2-30 p.m. | |
| Sun. | 14th | ... | Children return from S.O.P. by 6-00 p.m. | |

No. 163. A.V. ROOM

Please note that a time slot must be looked at least 24 hours in advance should any teacher want to take his/her class to the A.V. Room to show any educational film. The teacher concerned should contact Miss K. Bakhshi for this purpose.

No. 164. 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 2000.

No. 165. AV ROOM ON SUNDAYS

The AV Room will remain open on Sunday from 10-00 a.m. to 12-00 noon. Teachers are welcome to avail themselves of this opportunity to give the children exposure to different kinds of films and music, for other imaginative purposes or 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. 166. SUPERVISION OF ACTIVITIES :

Staff, supervising 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. 167. RECOMMENDATION FORMS :

Staff are requested to use the official proforma available with the D.H.M. or P.A. to the Headmaster while recommending students for admission to foreign institutions.

No. 168. 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 pointed out in this connection that such activities may NOT cut across academic time unless prior arrangement has been made with the HM.

No. 169. 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, 2000.

No. 170. 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 school land. Heads of Department are requested to explain this to all staff working under them.

No. 171. STUDENTS PERSONAL ACCOUNTS

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

Any loss slips, debit notes, expenses vouchers, etc., involving these students must be sent to school office latest by 20-5-2000. After this date, no such debit notes will be accepted, and staff concerned will have to make good the recoveries outstanding from such students.

No. 172. DOGS AT SANAWAR

Ref. : S.O. No. 131 (4) (a) dated 31st March, 2000.

All dogs owners are once again reminded to inform the R.M.O., in writing, latest by Saturday 27th May, 2000 the number of dogs they own and which are due for inoculation, so as to enable the R.M.O. to arrange for the required quantity of 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. 173. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—11th December 2000, to the Bursar not later than 2nd June 2000.

No. 174. 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 all children travelling by school parties.

No. 175. 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. 176. MATERNITY CASES

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. 177. ECONOMY IN WATER CONSUMPTION

The School water consumption is still exceeding 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, 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 house.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to a minimum.

No. 178. ADVANCE FOR HIKES AND CAMPS

Those who have taken advance from the school office for the above purpose are required to submit their expenditure account latest by 10th of May, 2000 to A/c Manager.

No. 179. CINEMA

An English Film 'Free Willy' will be screened in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 7th May, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th May, 2000

180—190

No. 180. PROGRAMME

May

| | | | | |
|-----------|-----|--|-----|-----------|
| Fri. 12th | ... | Parents -Teachers meeting | ... | 2-30 p.m. |
| | | S.O.'s will be issued from 2-30 p.m. | | |
| Sun. 14th | ... | Children return from S.O.P. by 6-00 p.m. | | |
| Mon. 15th | ... | I—H Chess B.D. & G.D. commences | | |
| Fri. 19th | ... | Vindhya House Show First Performance | ... | 4-30 p.m. |
| Sat. 20th | ... | School Farewell lunch to Mr. S. Ghosh | ... | 1-10 p.m. |
| | | Vindhya House Show Final Performance | ... | 6-15 p.m. |
| Sun. 21st | ... | I—H Sr. English Debate | ... | 6-15 p.m. |
| | | Hindi Film | ... | 2-30 p.m. |

No. 181. SALE OF OLD CLOTHING ITEMS IN Q.M'S STORES

Following clothing items would be on sale in Q.M's Stores (Tailor Section) from 15th May to 18th May, 2000 between 2-00 p.m. to 4-00 p.m.

| | | |
|-----------------------|-----|-----------------------|
| Woollen Shirt Cricket | ... | @ Rs. 20-00 per piece |
| „ Trouser „ | ... | „ „ 30-00 „ „ |

Department Heads are requested to give wide publicity.

No. 182 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 must be informed in advance. Housestaff will co-operate with the organising authority keeping in mind the needs 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. 183. STOCK REQUIREMENTS—SECOND TERM 2000

All stock-holders will please send in their requirements for the **Second Term** of 2000 [1st August to 10th Dec. 2000], by filling in their expendable and non-expendable indent books and send these

indent books to the Bursar latest by 14th June, 2000. 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. 184. 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. 185. DOG MENACE

All 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. 186. 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.

No. 187. RETURN OF CRICKET GEAR

All the coaches are requested to ensure that cricket gear drawn by their teams is returned to the Gear Room/Sports store by 17th May, 2000.

No. 188. INCOME TAX

School staff who come under the perview of Income Tax can invest in the following schemes to get tax rebate :

| <i>S. No.</i> | <i>Schemes</i> | <i>Investment</i> | <i>Rebate in Tax</i> |
|---------------|--|----------------------|----------------------|
| 1. | P.F., L.I.C., P.P.F. N.S.C. | Rs. 60,000.00 | Rs. 12,000.00 |
| 2. | L.I.C. Jeevan Surksha Pension Policy | Rs. 10,000.00 | Rs. 2,000.00 |
| 3. | I.C.I.C.I. or I.D.B.I. Infrastructure Bond | Rs. 10,000.00 | Rs. 2,000.00 |
| Total | | Rs. 80,000.00 | Rs. 16,000.00 |

It is suggested that those who wish to get the income tax rebate may invest in these schemes and inform the Accounts Manager so that deductions could be made accordingly.

No. 189. ADMINISTRATIVE HOLIDAY

Thursday, 18th May, 2000 will be a holiday on account of Budh Purnima.

No. 190. CINEMA

Hindi film 'Khauff' will be screened in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 21st May, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 19th May, 2000**

191—194

No. 191. PROGRAMME**May**

| | | | | |
|-----------|-----|---|----------------------|-----------|
| Sat. 20th | ... | School Farewell lunch for Mr. S. Ghosh | ... | 1-15 p.m. |
| | | Vindhya House Show Final Performance | ... | 6-15 p.m. |
| Sun. 21st | ... | I—H Sr. English Debate | ... | 6-15 p.m. |
| | | Hindi Film (Khauff) | ... | 2-30 p.m. |
| Mon. 22nd | ... | Individual Boxing commences | | |
| Wed. 24th | ... | ASWEMET Society meeting | ... | 8-15 p.m. |
| Fri. 26th | ... | Prep School Show First Performance | ... | 4-30 p.m. |
| | | Sr. English Debating Society meeting | ... | 8-15 p.m. |
| Sat. 27th | ... | Career Counselling for Upper-V students by Careers Institute, Lucknow (SSC) 9-30 a.m.—1-30 p.m. and 2-30 p.m. to 4-30 p.m. | | |
| | | Prep School Show Final Performance | ... | 6-15 p.m. |
| | | Supper P.D. | ... | 8-15 p.m. |
| Sun. 28th | ... | Career Counselling for Upper-V students by Careers Institute, Lucknow (SSC) | 10-00 a.m.—1-00 p.m. | |
| | | Hindi Film | ... | 2-30 p.m. |

No. 192. MEDICAL LEAVE

Members of staff are requested to inform the SAC/IC PD on their own, in case they are likely to be on Medical Leave. It is always too late by the time the Unfit Certificate is sent and a number of classes go unsupervised. Adherence to this for smooth functioning of classes will be appreciated.

No. 193. 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.

No. 194. CINEMA

The Hindi film 'Soldier' will be screened in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 28th May, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th May, 2000

195—207

No. 195. PROGRAMME**May**

- Sat. 27th ... Career Counselling for Upper-V students by Careers Institute, Lucknow (SSC) 9-30 a.m.—1-30 p.m. and 2-30 p.m. to 4-30 p.m.
 Prep School Show Final Performance ... 6-15 p.m.
 Supper P.D. ... 8-15 p.m.
- Sun. 28th ... Career Counselling for Upper-V students by Careers Institute, Lucknow (SSC) 10-00 a.m.—1-00 p.m.
 Hindi Film ('Soldier') ... 2-30 p.m.

June

- Sun. 4th ... English Film ... 3-30 p.m.
 Mon. 5th ... Half Yearly Examinations commence

No. 196. DAILY ROUTINE

The following routine will be followed by the Sr. School during Half Yearly Examinations

| | |
|----------------------|-----------------|
| Prep. in Birdwood | 7-30—9-00 a.m. |
| Breakfast | ... 9-05 a.m. |
| Examination | 10-00—1-00 p.m. |
| Lunch | ... 1-15 p.m. |
| Study hour in Dorms. | 3-00—5-00 p.m. |
| Second Session Exam. | 3-00—5-00 p.m. |
| Baths | ... 5-20 p.m. |
| Evening Prep. | 6-20—7-40 p.m. |
| Supper | ... 7-45 p.m. |
| Study hour in Dorms. | 8-40—10-00 p.m. |
| Lights Out | ... 10-30 p.m. |

No. 197. USE OF STAFF COMPUTER FACILITIES

All Staff Members will please note that they should not approach members of the Computer Faculty or members of the

School Office staff group to word process any documents for them. Computer facilities are available for the use of all members of staff and the school has now provided training through NIIT.

No. 198. PARENTS' VISITS TO THE HOSPITAL

This is to remind all staff that ONLY the Headmaster & 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. 199. TRAVEL ARRANGEMENTS DURING VACATIONS :
LUGGAGE**

146 27 April

Ref. : School Order No. 174 dated 5th May, 2000.

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. 200. SUMMER VACATION

The School will close on Thursday, 15th June, 2000 for the summer vacation, and will reopen on Tuesday, 1st August 2000 on which date all children must be back to School by 5-00 p.m. However, students of L-VI and U-VI will remain in the school for their extra classes till 30th June 2000.

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

No. 201. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Saturday, 17th June, 2000 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. 202. STAFF WITH BUSINESS IN THE SCHOOL OFFICE

Would all staff please note that they should not enter any part of the School Office other than when they have specific business to transact. When they do enter, they should complete that business as quickly and efficiently as possible and then leave. Please note that the School Office is neither a coffee shop nor a gossip parlour and needs to increase the efficiency with which it operates.

No. 203. BUSINESS WITH THE HEADMASTER

Will all staff please note that if they wish to see the Headmaster they should make an appointment with his PA, Mr. Benson, by telephone, in advance. This will save time spent in writing, improve the efficiency of the HMs office by reducing 'traffic', ensure that individual members of staff can secure quality time with the HM on a planned basis.

No. 204. 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 to draw money is enumerated below :

- (a) Requisition is put up to the Bursar for sanction.
- (b) The requisition is then 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 is then 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 staff members are required to give a minimum of two days' notice for withdrawal of money.

No. 205. 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 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.* Edgineer on his own should also arrange for periodic inspection of the taps to keep the leakages to the minimum.

No. 206. SALE OF NEW/USED ITEMS IN Q.M. STORE

Following Items would be on sale in Q.M. Stores (Tailor's Section) from 29th May to 31st May, 2000 between 5-00 p.m. to 6-00 p.m. on cash payment. The sale will be on first cum first bases.

| | | |
|----------------------------|-----|------------------------|
| Stainless Steel Mugs (New) | ... | Rs. 10-00 per piece |
| Almunium Mugs (New) | ... | Rs. 5-00 per piece |
| Jodhpuri Coat (Used) | ... | Rs. 50-00 per piece |
| Darees (Used) | ... | Rs. 25-00 per piece |
| Sewing Machines (Used) | ... | Price to be yet fixed. |
| Flower Vase (Bonne China) | ... | Rs. 40-00 per piece. |

No. 207. CINEMA

An English Film will be screened in Barne Hall at 3-30 p.m. for both P.D. and Senior School on Sunday, 4th June, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 2nd June, 2000**

208—211

No. 208. PROGRAMME**June**

- Sun. 4th ... English Film ... 3-30 p.m.
- Mon. 5th ... Half Yearly Examination commences
Examination period daily routine to
be followed
- Sat. 10th ... Half Yearly Examinations conclude
I—H Soccer B.D. Commences
I—H Basketball G.D. Commences
Staff Club Farewell Dinner to Mr. B.D.
Attri & Mrs. A. Ghosh (Art Room) ... 8-00 p.m.
(House Masters to arrange for the
supervision of the dormitories
with the help of their tutors)
- Sun. 11th ... Weighing & Mersuring B.D. :
H.B.D. 10-00—10-30 a.m.
V.B.D. 10-30—11-00 a.m.
S.B.D. 11-00—11-30 a.m.
N.B.D. 11-30—12-00 noon
Weighing & Measuring G.D. :
H.G.D. 2-00—2-30 p.m.
V.G.D. 2-30—3-00 p.m.
S.G.D. 3-00—3-30 p.m.
N.G.D. 3-30—4-00 p.m.
I—H Quiz 6-15 p.m.
- Mon. 12th ... School Farewell lunch for Mr. B.D.
Attri & Mrs. A. Ghosh ... 1-15 p.m.
Marks and Subject Reports handed
in to Form Teachers by 2-00 p.m.
I—H Junior English Debate ... 6-15 p.m.
I—H Basketball G.D. concludes

| | | | | |
|-----------|-----|---|-----|-----------------|
| Tue. 13th | ... | Folder handed in to the Housestaff and Form Registers to S.A.C. by 2-00 p.m. ASSESSMENT MEETING (Room No. 25) | ... | 6-00 p.m. |
| | | I—H Soccer B.D. concludes | | |
| Wed. 14th | ... | Breakfast P.D. | ... | 8-00 a.m. |
| | | Breakfast Sr. School | ... | 9-00 a.m. |
| | | End of Term Assembly followed by Annual Prize Giving Ceremony (Barne Hall) | ... | 10-00 a.m. |
| | | Escorts Meeting | ... | 11-30 a.m. |
| | | Lunch P.D. | ... | 12-15 p.m. |
| | | Lunch Sr. School | ... | 1-15 p.m. |
| | | Founder's Meeting (Barne Hall) | ... | 2-30 p.m. |
| | | Supper P.D. | ... | 6-15 p.m. |
| | | Supper Sr. School | ... | 7-15 p.m. |
| | | Senior School Social | | 8-00—11-00 p.m. |
| Thu 15th | ... | HOME DAY Children not travelling by School Parties may leave 7-00 a.m. onwards. Reports handed in to H.M. by 4-00 p.m. | | |

No. 209. DAILY ROUTINE

The following routine will be followed by the Senior School during Half Yearly Examinations.

| | | |
|----------------------|-----|-----------------|
| Rouser & Chota Hazri | ... | 6-00 a.m. |
| House Inspection | ... | 6-20 a.m. |
| Prep in Dormitories | | 6-30—7-20 a.m. |
| Prep. in Birdwood | | 7-30—9-00 a.m. |
| Breakfast | ... | 9-05 a.m. |
| Examination Period | | 10-00—1-00 p.m. |
| Lunch | ... | 1-15 p.m. |
| Study hour in Dorms. | | 3-00—5-00 p.m. |
| Second Session Exam. | | 3-00—5-00 p.m. |
| Baths | ... | 5-20 p.m. |
| Evening Prep. | | 6-20—7-40 p.m. |
| Supper | ... | 7-45 p.m. |
| Study hour in Dorms. | | 8-40—10-00 p.m. |
| Lights Out | ... | 10-30 p.m. |

Prep in dormitories to be supervised by House Master/ Mistress with the assistance of Tutors and Prefects.

Lights Out at 10-30 p.m. is to be rigidly enforced by House Masters/Mistresses and strictly observed in **all** dormitories by **all** pupils. The timetable has a considerable amount of study time built in and it is not necessary for any study to take place after 10-30 p.m.

No. 210 CONDEMNATION—JUNE, 2000

The condemnation programme is as follows:—

| | | |
|-----------|------------|---|
| Fri. 16th | June, 2000 | 10-00 a.m. C.D.H. |
| Fri. 16th | „ „ | { 2-00 p.m. P.D. Upper 2-30 p.m. P.D. Lower 3-00 p.m. P.D. Girls |
| Sat. 17th | „ „ | { 10-00 a.m. G.D. Upper 10-20 a.m. G.D. Lower 10-40 a.m. G.D. H.H. |
| Sat. 17th | „ „ | { 2-00 p.m. HBD 2-30 p.m. NBD 3-00 p.m. SBD 3-30 p.m. VBD 4-00 p.m. BD H.H. |

No. 211. 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.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL SANAWARSANAWAR, SATURDAY, 10TH JUNE, 2000

Part I

212—223

SPECIAL ORDER**Winter Vacation Arrangements—2000.****No. 212. 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 7-00 a.m. on Thursday, 15th June, 2000. 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, 2000, 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. 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 child concerned) must be sent to the Bursar well in advance, and **in no case later than Friday 9th June, 2000**. 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 Monday, 12th June, 2000 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 and during the vacation must keep the School Office up-to-date with changes of address.**

No. 213. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the School Visitors Room on Wednesday, 14th, June, 2000 at 11-30 a.m. All escorts are required to attend.

No. 214. 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 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. 215. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 216. 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 | } Special note : Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully. |
| 9 | Calcutta (Howrah) Enroute | |
| 10 | Calcutta (Howrah) | |
| 11 | Delhi 'A' | |
| 12 | Delhi 'B' | |
| 16 | Guwahati | |

(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 requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Monday, 12th June, 2000 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.

Luggage of all children travelling in Bombay, Party must be ready at the B.D. Quad, **latest by 4-00 a.m. on 15th June, 2000 and loaded on to the Telco Bus 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 15-6-2000. The Quartermaster will arrange for this Luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, which will leave B.D. Quad at 9-00 a.m. sharp for Chandigarh.

(vi) Luggage of all children going in **Calcutta, Guwahati Parties** must be ready at **B.D. Quadrangle by 6-00 p.m.** on 15-6-2000. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on School Telco Bus, which will leave BD Quad at 7-00 p.m. sharp for Kalka.

(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 Q.M.'s supervision. Hous 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 Quartermaster 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 employees for carrying their luggage to Gaskell Hall or to porters at the Chandigarh railway station.

No. 217. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. L.D. Attri 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. 218. 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. L.D. Attri will kindly arrange for sufficient number of surahis/plastic containers, for drinking water purposes during rail journey for all school parties,

No. 219. 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. 220. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 221. 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. 222. SANAWAR KALKA / CHANDIGARH 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 Thursday, 15th June, 2000 :—

| <i>School party</i> | <i>Assemble at B.D. Quad.</i> | <i>Departure from B.D. Quad.</i> | <i>Size of party (including escorts)</i> | <i>Transport</i> |
|---------------------|-------------------------------|----------------------------------|--|------------------|
| Bombay | 3-30 a.m. | 4-00 a.m. | 21 | Telco Bus |
| Delhi 'A' | 8-30 a.m. | 9-00 a.m. | 45 | Chartered Bus |
| Delhi 'B' | —do— | —do— | 45 | „ „ |
| Chandigarh | —do— | —do— | 04 | „ „ |
| Calcutta | 6-30 p.m. | 7-00 p.m. | 14 | Telco Bus |
| Guwahati | —do— | —do— | 05 | „ „ |

3. **Bombay Central, party** will leave Sanawar at 4-00 a.m. sharp in Telco Bus to Kalka Railway Station. Bombay party will travel by 2952 Rajdhani Express leaving at 1600 hrs. from New Delhi Railway Station on 15-6-2000.

(a) The children going in Bombay Central, parties will spend the night of 14th June, 2000 at the school Hospital.

(b) QM to arrange for luggage of these parties to be loaded on to the Telco Bus on 14th June, 2000 to leave Sanawar with the school party at 0400 hours on 15th June, 2000.

(c) RMO please arrange for stay of parties at hospital for night of 14th June, 2000.

4. **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.

5. **Chandigarh party** will travel by Chartered Buses to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-00 a.m. sharp.

6. **Calcutta, Guwahati Parties** will travel by Telco Bus leaving B.D. Quad at 7-00 p.m. sharp on 15th June, 2000 for Kalka. From there the party will travel by 2312 Kalka Howrah Mail. The Guwahati party will further travel by Train No. 2436 on 16-6-2000 leaving New Delhi Railway Station at 1245 hrs.
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. Dev Dutt will supervise generally 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. 223. NEXT TERM

The next term will begin on Tuesday, 1st August 2000, and all children must be back by 5-00 p.m. on that day.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th June, 2000

224-232

SPECIAL ORDER

June

No. 224. DAILY ROUTINE

| | |
|-------------------------------------|------------------|
| Chota Hazri | ... 7-00 a.m. |
| Rouser | ... 7-00 a.m. |
| Breakfast | ... 8-00 a.m. |
| 1st School | 8-45-10-15 a.m. |
| Milk Break | 10-15-10-45 a.m. |
| 2nd School | 10-45-12-15 p.m. |
| Lunch | 12-15-1-00 p.m. |
| 3rd School | 1-15-2-45 p.m. |
| Tea | 2-45-3-15 p.m. |
| 4th School | 3-15-4-45 p.m. |
| Free Time & Baths (Tue, Thur & Sun) | 4-45-6-00 p.m. |
| Prep (in Birdwood) | 6-00-7-30 p.m. |
| Class for Compartment Children | 6-00-7-30 p.m. |
| English Elective Class | 6-00-7-30 p.m. |
| Supper | 7-35-8-05 p.m. |
| Study hour in Dorms. | 8-45-10-00 p.m. |
| Lights Out | ... 10-30 p.m. |

No. 225. HIKE IN ELECTRICITY RATES

The H.P. Electricity Board has increased the electricity rates by 76% w.e.f. 1st May, 2000. The rate per unit has increased from Rs. 1-30 to Rs. 2-30. The increase is going to have an adverse effect on the budget for the year 2000-2001 if we do not reduce the consumption of electricity.

No. 226. ISSUE OF PETROL FROM Q.M. STORE

There will be no stock of Petrol available at Q.M. Store with effect 12th June 2000 and hence no sale of petrol will be made.

No. 227. REPLACEMENT OF LPG CYLINDERS FROM Q.M. STORES

With effect from 12th of June the LPG cylinders can be exchanged at the Q.M. stores from 4-00 p.m. to 4-30 p.m. daily. There will be no exchange on admin. holidays and Sundays. The issue will however depend upon the availability of the filled gas cylinders.

No. 228. APPLICATION FOR MONETARY ADVANCE

With immediate effect monetary advance if required will be applied for on the prescribed form available with the Sr. Asstt. Accounts in the school office. The requisition for advance will be signed by the H.O.D. before submitting to the Accounts Manager.

No. 229. RETENTION OF SCHOOL ACCOMMODATION AFTER RETIREMENT/RESIGNATION/DISMISSAL

The School accommodation will be vacated within a week after retirement/resignation and within 48 hours in dismissal cases.

No. 230 CABLE OPERATING INSTRUCTION

1. The cable man will be available on phone, in the cable control room, from 1930 to 2230 hours, every day of the week.
2. Staff members are requested to call the cable control room between the above mentioned hours to lodge complaints. A complaint will be looked into and rectified as soon as possible, but positively within 24 hours.
3. The cable man will maintain a register, where the complaints will be noted down.
4. The complainee is requested to ask for & to note down the complaint number. They will sign the complaints register after the rectification of the fault.
5. The complaints register will be put up to the I/c cable on every Tuesday & will be put up to the Bursar on the last working day of the month.
6. In addition to this, a weekly round will be taken by the cable man to look into problems, if any, in the cable lines.
7. It is requested that the cable rent may, 'please' be paid by the 3rd of every month as the 'channel rent' has to be deposited by the cable man by the 5th of every month.
8. From Monday to Friday, at 19-30 hours, a film will be screened on the cable.
9. In case of any difficulty, which cannot be sorted with the cable man, the Staff member may approach the I/c cable.

No. 231. EDUCATION ALLOWANCE

As per existing School Rules the Education Allowance is admissible for two children only who are studying in schools other than The Lawrence School, Sanawar. The School has extended this facility from two to three children with effect 1st June, 2000. To claim the allowance above Rs. 70/- per month for the third child, the employees are required to submit the Tuition Fee proof attested by the school authorities where the child is studying.

No. 232. EDUCATION FOR STAFF CHILDREN IN THE LAWRENCE SCHOOL SANAWAR

As per School Rules only two children of staff members from Grade I to Grade VI A can study in this School on a nominal fee. For the third child the staff members will have to pay double fee with effect from 1st June, 2000

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Monday 31st July, 2000**

233—251

No. 233. WELCOME

The Chairman, Board of Governors & Headmaster extend a warm welcome to all Pupils and Staff on their return to School for the Founders Term, 2000.

No. 234. PROGRAMME**August**

| | | | | |
|------|------|-----|--|----------------|
| Tue. | 1st | ... | School re-opens—Pupils return by 6-00 p.m. | |
| | | | Supper P.D. | ... 6-15 p.m. |
| | | | Supper Sr. School | ... 7-15 p.m. |
| | | | Head of Faculties Meeting (HM's Office) | ... 6-30 p.m. |
| | | | Kit Issued | |
| Wed. | 2nd | ... | P.T. & Normal Routine comes into effect | |
| | | | Athletic Sets to be made | ... 4-30 p.m. |
| | | | Teaching Staff Meeting (AV Room) | ... 5-30 p.m. |
| | | | Evening Prep Commences | |
| Thu. | 3rd | ... | NCC Commences | |
| | | | House Staff Meeting | ... 6-30 p.m. |
| Sun. | 6th | ... | IPAT (Chandigarh) Counselling | |
| | | | Soccer Vs. APS Dagshai | ... 10-00 a.m. |
| | | | 1st XI & Atoms (Home) | |
| | | | Colts & Electrons (Away) | |
| | | | Hindi Film | ... 2-30 p.m. |
| Mon. | 7th | ... | Mess Committee Meeting (AV Room) | ... 4-30 p.m. |
| | | | Sports Medicine & Safety | |
| | | | Lecture : (RMO) Basketball | ... 4-30 p.m. |
| | | | Head of Faculties Meeting | ... 6-30 p.m. |
| Tue. | 8th | ... | I—H Basketball Commences | |
| Thu. | 10th | ... | I—H Basketball Concludes | |
| | | | House Staff Meeting (AV Room) | ... 6-30 p.m. |
| | | | Hindi Debating Society Meeting after Supper | |
| Fri. | 11th | ... | Prefects Meeting & Supper, HM's Residence | ... 7-45 p.m. |

| | | | | |
|-----------|-----|--|-----|-----------|
| Sat. 12th | ... | Founders activity Meeting (Barne Hall) | ... | 2-30 p.m. |
| Sun. 13th | ... | Soccer : Vs. YPS, Patiala 1st XI and Colts (Home) Atoms & Electrons (Away) English Film | | |

No. 235. DAILY ROUTINE

The following daily routines will be followed from Wednesday 2nd of August by Senior School, Prep School and Class VII. Please note that Class VII will follow a different routine to that set for the remainder of the School. Class VII will also eat all meals with the Prep. School.

Daily Routine for Senior School :

| | | |
|------------------------------|-----|------------------|
| 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. & L-IV | ... | 7-40 a.m. |
| Breakfast Sr. School | | 9-00—9-35 a.m. |
| 3rd School | | 9-35—10-15 a.m. |
| 4th School | | 10-15—10-55 a.m. |
| 5th School | | 10-55—11-35 a.m. |
| Milk Break | | 11-35—11-55 a.m. |
| M.I. BD & GD (Piano Cells) | | 11-35—11-55 a.m. |
| 6th School | | 11-55—12-35 p.m. |
| 7th School | | 12-35—1-15 p.m. |
| 8th School | | 1-15—1-55 p.m. |
| Lunch Sr. School | | 1-55—2-45 p.m. |
| 9th School | | 2-45—3-25 p.m. |
| 10th School | | 3-25—4-05 p.m. |
| Tea | | 4-05—4-25 p.m. |
| 11th School | | 4-25—5-15 p.m. |
| N.C.C. | | 5-30—6-00 p.m. |
| Marching up for evening Prep | ... | 6-10 p.m. |
| Evening Prep | | 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 Hour | 8-40—9-40 p.m. |
| Lights out | ... 10-30 p.m. |

Daily Routine for Prep School :

| | |
|---------------------|------------------|
| Rouser/Chhota Hazri | ... 6-00 a.m. |
| P.T. | 6-30—7-00 a.m. |
| House Inspection | ... 7-30 a.m. |
| Breakfast PD | 7-40—8-00 a.m. |
| 1st School | 8-10—8-45 a.m. |
| 2nd School | 8-45—9-20 a.m. |
| 3rd School | 9-20—9-55 a.m. |
| 4th School | 9-55-10-30 a.m. |
| Milk Break | 10-30-10-50 a.m. |
| 5th School | 10-50-11-25 a.m. |
| 6th School | 11-25-12-00 noon |
| 7th School | 12-00-12-35 p.m. |
| Lunch | 12-35—1-15 p.m. |
| 8th School | 1-30—2-05 p.m. |
| 9th School | 2-05—2-40 p.m. |
| 10th School | 2-45—3-20 p.m. |
| Tea | 3-30—3-50 p.m. |
| 11th School | 3-50—4-40 p.m. |
| Evening Prep | 5-15—6-30 p.m. |
| Supper | ... 6-45 p.m. |
| Baths/Washes | 7-10—7-40 p.m. |
| House Inspection | ... 8-05 p.m. |
| Study Hour | 8-15—9-00 p.m. |
| Lights out | ... 9-30 p.m. |

Daily Routine for class VII :

| | |
|--------------------|------------------|
| Rouser/Chota Hazri | ... 6-00 a.m. |
| P.T. | 6-30—7-00 a.m. |
| House Inspection | ... 7-30 a.m. |
| Breakfast | 7-40—8-20 a.m. |
| 1st School | 8-20—9-00 a.m. |
| 2nd School | 9-00—9-35 a.m. |
| 3rd School | 9-35-10-15 a.m. |
| 4th School | 10-15-10-55 a.m. |

| | |
|----------------------------------|------------------|
| 5th School | 10-55-11-35 a.m. |
| Milk Break | 11-35-11 55 a.m. |
| M I. B.D. & G.D. (Piano Cells) | 11-35-11-55 a.m. |
| 6th School | 11-55-12-35 p.m. |
| Lunch | 12-35-1-15 p.m. |
| 7th School | 1-15-1-55 p.m. |
| 8th School | 1-55-2-35 p.m. |
| Break | 2-35-2-45 p.m. |
| 9th School | 2-45-3-25 p.m. |
| 10th School | 3-25-4-05 p.m. |
| Tea | 4-05-4-25 p.m. |
| 11th School | 4-25-5-15 p.m. |
| Baths | 5-30-5-50 p.m. |
| Study hour in the dorms. | 6-00-6-40 p.m. |
| Supper (Including VII & VIII | |
| Class girls) | ... 6-45 p.m. |
| Prep in the Dorms. | 7-30-9-00 p.m. |
| Lights out | ... 10-00 p.m. |
| Sunday Timings : | |
| Rouser | ... 7-30 a.m. |
| B.D. Headbaths | ... 8-00 a.m. |
| Breakfast P.D. & H. House | ... 8-20 a.m. |
| Breakfast Sr. School | ... 9-15 a.m. |
| Sunday Detention | 10-00-11-00 a.m. |
| Dormitory Roll Call | ... 12-30 p.m. |
| Lunch P.D. & H. House | ... 12-30 p.m. |
| Lunch Sr. School | ... 1-30 p.m. |
| Tea P.D. & Sr. School | ... 4-45 p.m. |
| Tutorial Meeting P.D. & H. House | 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 Hour | ... 9-40 p.m. |
| Lights out | ... 10-30 p.m. |

No. 236. 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. The Housemaster/mistresses will also report about the late arrivals giving reasons for their not being able to join School in time, latest by Thursday, 3rd Aug. 2000 (9-00 a.m.)

No. 237. RETURN SCHOOL PARTIES AUGUST, 2000.

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Bursar by 3rd August 2000, any unusual situations or 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. 238. 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. 239. 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. 240. 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. 241. 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. 242. SCHOOL PROPERTY ON LOAN FROM QM STORES

It has been brought to my notice that some Staff do not always 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. 243. SCHOOL VEHICLES

Please note that no staff (or their family members) are permitted to travel in any school vehicle other than with the prior permission of the Bursar.

No. 244. STAFF VISITS TO THE HEADMASTER, BURSAR & OTHER SCHOOL OFFICES

All staff are requested to reduced their visits to the School Offices to the minimum. In the case of the Bursar only, these should be within the following timings only :

Monday to Saturday ... 12-00—1-00 pm

No. 245. HOSPITAL TIMINGS

The timings—will be as per following details :—

M. I. Timings—Monday to Saturday

BD & GD 11-35 to 11-55 at piano cells No. 7

P.D. Milk break at Hospital

OPD hours—Monday to Friday

9-00 a.m.-12-00 noon & 4-00 p.m.—5-00 p.m.

Saturday

9-00—12-00 noon

If teaching staff are unfit they should inform the DHM before the 1st School starts and then report to the hospital between 9-00 a.m. to 9-30 a.m. on the day in question.

All administrative staff and class IV employees reporting unfit for the day must do so between 9-00 a.m. and 9-30 a.m. on

No OPD on Sundays

Routine cases will be seen during OPD hours. Only emergencies will be seen by the RMO outside OPD hours.

Special sick report for children requiring specialist reference—4.00 p.m. to 5.00 p.m.

| | | |
|-----------|-----|-----------|
| Eye | ... | Tuesday |
| Dental | ... | Wednesday |
| Any other | ... | Wednesday |

Visiting Hours :

Monday to Saturday—4.00 pm to 5.00 pm (BD, GD, PD)

Sunday/Holidays—PD 9.00 am—10.00 am, BD and GD
10.00 am—11.00 am.

No. 246. LEAVE PASS-EARNED LEAVE-NON VACATION STAFF

With immediate effect the issue of Leave Passes will be applicable to all employees of Non Vacation staff. No individual will proceed on Earned Leave till such time that the Leave Pass has been received by the Department's Head. The following procedure will be observed in respect of sanction of Earned Leave.

- (a) The applications for Earned Leave must be submitted to Head of Department not less than eight clear working days before the day from which the leave applied for will start. The Head of Departments will forward the same with his/her remarks to the School Office the same day.
- (b) On receipt of the leave application the School Office will prepare a Leave Pass and issue to department.
- (c) On receipt of his/her Leave Pass from the School Office the Head of Department will inform the individual as to the date from and to which the leave has been sanctioned.
- (d) The Head of Department will keep the Leave Pass in his/her own possession until the return of the individual concerned from leave. He will then complete the spare provided in the Leave Pass regarding the individual's re-return to duty and thereafter send the same back to the School Office Establishment Section for necessary action and record.

All Head of Departments who have subordinate staff working under them, are requested to kindly explain this order to the employees so that no one proceeds on leave prior to issue of Leave Pass.

No. 247. SUBMISSION OF ACCOUNTS SCHOOL PARTIES

The School Party Escorts who have taken advance from School Office are requested to submit the accounts by 7th August, 2000 failing which the amount will be deducted from the salary of the individual.

No. 248. 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 to draw money is enumerated below :

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

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

(c) The Accts. Section prepares the necessary voucher 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 is then 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 three 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 staff members are required to give a minimum of three days' notice for withdrawal of money.

No. 249. BATHS

Baths will be as per following schedule till further order :

B.D.

| | | |
|-----------|---|-----------------------------|
| Monday | } | ... Seniors |
| Wednesday | | |
| Friday | | |
| Tuesday | } | ... Juniors & Holding House |
| Thursday | | |
| Saturday | | |

| | | |
|-----------|-----|--|
| Sunday | ... | Head Baths (Sikh Boys) |
| | | G.D. |
| Monday | } | ... Vindhy/Siwalik and Holding House |
| Wednesday | | |
| Friday | | |
| Tuesday | } | ... Himalaya/Nilagiri |
| Thursday | | |
| Saturday | | |
| Sunday | } | Head washes 8-00 a.m. to 9-00 a.m. (alternately between Upper & Lower dormitory) |
| | | |
| | | P.D. |
| Monday | } | ... Himalaya & Nilagiri |
| Wednesday | | |
| Sunday | | |
| Tuesday | } | ... Siwalik & Vindhya |
| Thursday | | |
| Friday | | |
| Monday | } | ... Sparrow |
| Wednesday | | |
| Saturday | | |

No. 250. TUCK SHOP SLIPS

In view of computerization / Automation of the students personal accounts only new Tuck Shop Slips will be used w.e.f. 01st August 2000. Housemasters/Housemistresses are requested to ensure that the Tuck Shop Slips are filled in capital letters, are writing is avoided and cutting if any are in-filled by the Housemaster/Housemistress.

No. 251. NIKE SHOES

The Nike Shoes are available in the School Tuck Shop. Housemasters/Housemistress are requested to ensure that every child is in position of one pair of Nike Shoes.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th August, 2000**

252—264

No. 252. PROGRAMME**August**

| | | | |
|-----------|-----|---|----------------|
| Sun. 6th | ... | IPAT (Chandigarh) Counselling | |
| | | Soccer Vs. APS Dagshai | ... 10-00 a.m. |
| | | 1st XI & Atoms (Home) | |
| | | Colts & Electrons (Away) | |
| | | Hindi Film | ... 2-30 p.m. |
| Mon. 7th | ... | Mess Committee Meeting | |
| | | (AV Room) | ... 4-30 p.m. |
| | | Sports Medicine & Safety | |
| | | Lecture : (RMO) Basketball | ... 4-30 p.m. |
| | | Head of Faculties Meeting | ... 6-30 p.m. |
| Tue. 8th | ... | I—H Basketball Commences | |
| Thu. 10th | ... | I—H Basketball Concludes | |
| | | House Staff Meeting (AV Room) | ... 6-30 p.m. |
| | | Hindi Debating Society Meeting after Supper | |
| Fri. 11th | ... | Prefects Meeting & Supper, | |
| | | HM's Residence | ... 7-45 p.m. |
| Sat. 12th | ... | Founders activity Meeting | |
| | | (Barne Hall) | ... 2-30 p.m. |
| Sun. 13th | ... | Soccer : Sanawar 1st XI & Colts Vs. | |
| | | B.C.S. Shimla (Away) | |
| | | Sanawar Atoms & Electrons Vs. | |
| | | B.C.S. Shimla (Home) | |
| | | English Film | |

No. 253. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Tuesday, 15th August, 2000. 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, are invited to this lunch.

(2) Lunch will be served in C.D.H. The food will be served on patal or paper plates.

(3) The first shift from 12-00 to 12-45 p.m. will consist of P.D. children, and staff and families of Engineering Deptt., and Q.M. stores employees and their families. All P.D. Staff under arrangement of I/c P.D. are requested to kindly supervise the serving during this shift.

(4) The second shift from 12-45 to 1-30 p.m. 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. All G.D. staff under supervision of Sr. Mistress are requested to supervise this shift.

(5) The third shift from 1-30 to 2-15 p.m. will consist of classes Lower VI and Upper VI, and the other staff. This shift will be supervised by B.D. staff under arrangements of D.H.M.

(6) 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 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.

(7) The supper on 15-8-2000 will be in the form of supper packets, and will be served in the CDH at 6-30 p.m.

(8) All heads of Deptt. 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. 254. INDEPENDENCE DAY SPORTS

Supporting staff sports are scheduled for 3-00 p.m.

No. 255. 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 photograpn, 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. 256. 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 happnn. 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. 257. 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. 258. 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 airready. Handing over/ Taking over note duly signed and dated, may please be sent to me latest by 18-8-2000.

No. 259. 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 for the session commencing April, 2001, must submit completed registration forms of their children to PA to HM latest by the 14th of October, 2000. It may not be possible to accept registration forms received after this date.

No. 260. 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 anytime beyond one day permission of the Bursar would be required.

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

No. 261. 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. 262. OUT OF BOUND

The Vegetable Shop, Charlie Shop at the Bakery and all the shops at Moti Corner are out of bound for all the children of the School.

No. 263. SCHOOL AND ADMINISTRATIVE HOLIDAY

Tuesday, 15th August 2000, will be a holiday on account of Independence Day and Raksha Bandhan.

No. 264. 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 August, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 11th August, 2000**

265—276

No. 265. PROGRAMME**August**

| | | | | |
|-----------|-----|--|-----|------------|
| Sat. 12th | ... | Boys & Girls leave for Jr. Basketball Nationals | ... | 6-00 a.m. |
| | | Founders activity Meeting (Barne Hall) | ... | 2-30 p.m. |
| Sun. 13th | ... | Soccer : Sanawar 1st XI & Colts Vs. B.C.S. Shimla (Away) | | |
| | | Sanawar Atoms & Electrons Vs. B.C.S. Shimla (Home) | ... | 10-00 a.m. |
| Mon. 14th | ... | Head of Faculties Meeting | ... | 6-30 p.m. |
| | | I—H Table Tennis (B.D.) commences | | |
| | | Independence Day Eve Staff Club Dinner (Art Room) | ... | 8-00 p.m. |
| Tue. 15th | ... | INDEPENDENCE DAY & RAKSHA BANDHAN | | |
| | | School and 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> —School Choir |
| Prayer | ... | Headmaster |
| Speech | ... | Head girl |
| Song | ... | School Choir |
| Speech | ... | Head boy |
| Speech | ... | Headmaster |
| National Anthem. | | |
| Community Lunch (CDH) | 12-00 noon- | 2-15 p.m. |
| Support Staff Sports (Peacestead) | ... | 2-30 p.m. |
| Support Staff Football match (Barne Field) | ... | 2-30 p.m. |
| Tea P.D. | ... | 4-00 p.m. |
| Tea Sr. School | ... | 4-30 p.m. |
| Dry Supper P.D. & Sr. School combined | ... | 6-30 p.m. |

- Thu. 17th ... Sr. English Debating Society
meeting after supper
- Fri. 18th ... Hindi Debating Society
meeting after supper
School team (boys & girls) leaves for
National Gymnastics at Ambala ... 4-00 p.m.

No. 266. SOUND EQUIPMENT

Mr. A. Mukherjee is in charge of school sound equipment and should be contacted at least 24 hours in advance of any requirement.

No. 267. OUT STATION MATCHES

Coaches are required to inform concerned House staff in advance of any students chosen for off site matches.

No. 268. FOUNDER'S—STAFF GUESTS

Members of staff are aware of the limitations of 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. 269. TRESSPASSING

It has been noted that some staff and their families use the hospital as a thoroughfare for going to Moti Corner. This is not permissible. All staff and their families should use the circular cement pathway below the hospital for this purpose.

No. 270. MEDICAL TREATMENT AT THE SCHOOL HOSPITAL

Medical treatment at the school hospital is available to staff, their families and dependants. However, all dependents must be identified on a permanent basis. It is regretted that the school cannot extend this facility to non-entitled relatives although emergency cases will be seen, given first aid and referred.

No. 271. SCHOOL CHILDREN REFERRED TO SPECIALISTS

Students being sent for specialist opinion outside the campus will be informed by the concerned house-staff. The house staff will be sent intimation to this effect by the medical staff on duty duly signed by the RMO. In case house-staff are not available at

the time and there is an emergency, it will be the responsibility of the MI Prefects to do the needful. The MI Prefects will inform the DHM/house-staff at the earliest opportunity.

No. 272. HOSPITAL KIT

The paramedical staff will send the slip for the hospital kit required by the students to the matron/house staff through the Class IV staff, who will collect the kit. In case the kit is not available, the hospital kit slip will be left with the matron/house staff. They are requested to please send the kit the same day and at the earliest.

No. 273. MEDICINES IN DORMS/LOCKERS

Children keeping any medicines in their dorms/lockers are requested to get prior permission from the RMO. Housestaff/matrons are requested to see that no child keeps any medicine without the RMO's permission slip.

No. 274. 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. 275. SCHOOL VEHICLES

Unauthorised persons are not permitted to travel in school vehicles without the permission of the Headmaster/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 applies to all vehicles owned by the School.

No. 276. FOREIGN POSTAGE

Some students are sending letters to foreign countries without fixing adequate postage stamps. As a result of this, letters are being returned to school office without reaching the desired destination. The foreign postage values are mentioned below for the convenience of those students.

| Type of Post | Value of Stamps |
|----------------------|-----------------|
| Post Card | ... Rs. 8-00 |
| Aerogramme | ... Rs. 8-50 |
| Letters Upto 20 gms. | ... Rs. 15-00 |

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th August, 2000

277—287

No. 277. PROGRAMME

August

| | | | | |
|-----------|-----|---|-----|------------|
| Fri. 18th | ... | School Gymnastics team leaves for Ambala | ... | 4-00 p.m. |
| Sat. 19th | ... | Junior I—H Hindi Debate | ... | 6-15 p.m. |
| Sun. 20th | ... | Sanawar Atoms & Electrons Vs. Pinegrove (Home) | ... | 10-00 a.m. |
| | | English Film | ... | 3-00 p.m. |
| Mon. 21st | ... | Head of Faculties Meeting | ... | 6-00 p.m. |
| Wed. 23rd | ... | School Gymnastics team returns Janmashtami—School and Admin. Holiday | ... | 8-00 p.m. |
| Thu. 24th | ... | House Staff Meeting | ... | 6-00 p.m. |
| Fri. 25th | ... | Prefects Meeting & Supper (HM's Residence) | ... | 7-45 p.m. |

No. 278. CHIEF GUEST

Please note that the Chief Guest for Founders 2000 will be the Chief Justice of India, Dr. Adarsh Anand. He will be accompanied by his wife, Mrs. Mala Anand, an Old Sanawarian.

No. 279. FOUNDER'S 2000, STAFF RESPONSIBILITIES

Athletics : Mr. Sukhbir Singh, Mr. Daljinder Singh, Mr. R. D. Francis, Mr. A. Mukherjee, Mr. A. Dehloo, Mrs. N. Williams, Miss A.P. Chauhan, Mrs. M. Lonappan, Mr. G. Ahlawat, Mrs. S. Khanna.

| | | | |
|-----------------|---------------|-----|--|
| Tattoo : | Announcements | ... | Miss K. Bakhshi |
| | PT & Gym. | ... | Mr. A. C. Chauhan, Mr. A. K Chandel. |
| | Bugle Band | ... | Mr. J.S. Rawat |
| | Karate | ... | Dr. V.K. Sharma, Mr. P.K. Lal, Mrs. B. Matharu, Mrs. S. Gupta |
| | Folk Dance | ... | Mrs. Roberts |
| | Arena Party | ... | Mr. C.V. Lonappan, Mr D Saha Dr, S. Khan, Mr. N. Sharma |
| | Seating | ... | Mr. A.K. Bhargava, Mrs. Suri, Mr. Vashisht |

| | | |
|-------------------------------|-----|--|
| Founder's Day Assembly | ... | Mr. R. T. Williams, Mrs. L. Francis, Mrs. Khan |
| Colour Parade | ... | Mr. A. C. Chauhan, Mr. R. P. Gautam, Mr. A.K. Chandail. |
| Band | ... | Mr. J.S. Rawat |
| Prizes | ... | Mr. R. Puri, Mrs. R. Vashisht. |
| Seating | ... | Mr. R. Puri, Miss A. Arora, Mrs. A. Suri |
| Decoration | ... | Mr. C S. Matharu, Mr. H. Rawat |
| Sanitation | ... | Mr. R. Pahil |
| All OS Events | ... | Col. N.J.S. Pannu, Ms. S. Mukherjee, Mrs. G. Ahlawat, Mr. P. Vashisht, Miss A. Solomon, Mrs. S. Khanna |
| Miscellaneous : | | |
| Printing Committee | ... | Mr. R. Puri, Mr. D. Saha, Mrs. A. Sharma, Mr. J. Roberts |
| Visitors Meals | ... | Col. N.J.S. Pannu, Mrs. M. Khan, Miss S. Mukherjee, Mr. G. Ahlawat, Mr. P. Vashisht, Miss A. Solomon, Mrs. S. Khanna |
| Barne Hall | ... | Mr. N. Sharma, Mr. P. Vashisht |
| Parking | ... | Col. N.J.S. Pannu, Mr. S. Gupta, Mr. Romana |
| Souvenir Counter | ... | Mr. A. Mathur, Mrs. Nathaniel, Mrs. A. Banerji |
| Exhibitions | ... | All Staff |
| Computers | ... | Mrs. Malika Nanda, Mr. D. Saha, Mr. R.D. Francis |
| Adventure & Photography | ... | Mr. C. V. Lonappan, Mrs. S. Sinhababu, Ms. S. Mukherjee |
| Invitation Cards | ... | Mr. P. Vashisht, Mr. A. K. Bhargava, Mr. G. Ahlawat |
| Acoustics & Recording | ... | Mr. A. Mukherjee |
| Nursery | ... | Mrs. Malviya |
| Registration | ... | Mr. B. Sharma, Mr. L.D. Attri |

ADS

... Mr. A.K. Bhargava, Mr. P.K.
Lal, Mrs. A. Lal, Mr. Benson

Please note that the combined School Show (i.e. Prep and Senior School) has yet to be agreed. Additional duties will be allocated when this is organised.

No. 280. POLICY ON STAFF CHILDREN TO STAY IN DORMITORIES

As a principle it has been decided that children of staff members who are entitled to education in the school will be admitted as day boarders and will stay with their parents. However, if any staff member wants his/her child to study as a boarder he/she may apply to the Headmaster stating reasons why he/she want his/her child to stay in the dormitory.

The above policy will come into effect immediately but will not be applicable to children already resident.

No. 281. SCHOOL AND ADMINISTRATIVE HOLIDAY

Wednesday, 23rd August 2000, will be a holiday on account of Janam Ashtmi.

No. 282. CINEMA

An English film 'GLADIATOR' will be screened in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday 20th, August, 2000.

No. 283. ISSUE OF DRY RATIONS AND FUEL FROM Q.M. STORES

All staff 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 day 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.

Staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the due date, given above.

Since the issue will continue up to 6-00 p.m., normally no staff will need to cut short their duty hours. 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 2000, the issue dates will shift to, and will be from 11th to 20th October, 2000.

No. 284. SCHOOL CHILDREN ON MEDICAL LEAVE

Currently when a child is sent home on medical leave he/she is issued a pink slip by the RMO. A copy of this slip is sent to the Headmaster and the House staff for information. Sometimes, however, these children return to school without the knowledge of the RMO and their treatment/restriction is overlooked. Therefore, when 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. 285. CHILDREN DISCHARGED FROM THE HOSPITAL

All children on being discharged from the hospital are given discharge slips. Those who are recovering from fractures, sprains or convalescing after illness, get pulled, pushed pushed around or are involvee in playing games, thereby resulting in re-admission, as the injury/weakness gets aggravated.

The House staff/matrons are requested to ensure that they check these discharge slips and the concerned children follow the instructions.

No. 286. LOCKER CHECK UP FOR MEDICINES

The house staff/matrons are requested to check the lockers regularly for any medicines including homeopathic medicines. No one is allowed to keep any kind of medication in the lockers without prior permission of the RMO.

No. 287. WITHDRAWAL OF MONEY FROM SCHOOL OFFICE

1. 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 is then cleared alongwith routine paper work to the despatcher who hands it over to the Accts. Section.
- (c) The Accts. Section prepares the necessary vouchers which are 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.

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

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

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th August, 2000**

288—296

No. 288. PROGRAMME**August**

| | | | | |
|-----------|-----|--|-----|------------------------|
| Sat. 26th | ... | Presentation on the 'Trishna Millennium Sailing Expedition' by Brig. T.P.S. Choudhary Teams for Bhupinder Singh Memorial Soccer Tournament arrive | ... | 6-15 p.m. |
| Sun. 27th | ... | Opening Ceremony of the Bhupinder Singh Memorial Soccer Tournament (Barne Field) Hindi Film | ... | 9-30 a.m. 2-30 p.m. |
| Mon. 28th | ... | Head of Faculties Meeting | ... | 6-30 p.m. |
| Wed. 30th | ... | Bhupinder Singh Memorial Soccer Tournament Final Match followed by Closing Ceremony (Barne Field) | ... | 4-30 p.m. |
| Thu. 31st | ... | I—H Basketball commences Sr. English Debating Society Meeting after supper Orthodontic Leave available till 3rd with permission of R.M.O. | | |

No. 289. 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 Manger at least three days in advance. Concerned students will collect the extra items from the main counter in C.D.H.

No. 290. 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, 2000 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-2000 whereafter no further adjustments will be possible.

No. 291. 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. 292. STAFF SICK IN QUARTERS/UNFIT/FIT

It is mandatory for all staff to report sick to the RMO before he or she is placed on sick-in quarter/unfit list. They must report again for review to be taken off the SIQ/unfit list. The office will continue marking them for SIQ/unfit medical leave unless informed otherwise.

Those falling sick during school term when away from the school should inform the concerned authorities and the RMO. The necessary medical papers to be given/shown to the RMO on return/recovery, so that the fitness can be sent to the office.

Heads of the departments are requested to explain the details of this to the staff working under them and to those who do not get the school orders.

No. 293. CHILDREN FALLING SICK AT HOME DURING SCHOOL TERM

The House-staff will kindly inform the RMO in the event of a child falling sick after going home from the dormitory with due permission. On return this child must report to the RMO and collect the green slip to be shown to the House staff.

No. 294. EXCUSE SLIPS FROM R.M.O.

Children recovering from sprains/fractures/viral fever or any other medical problem which requires exemption from PT/Games etc. for a limited period are given excuse slips duly signed by the RMO.

The Housestaff / H.O.F.(Sports) / P.T.I.'s are requested to ensure that these excuse slips are not misused by the students by way of forged signatures or overwriting for extension of the Stipulated excused period.

No. 295. TUCK SHOP TIMINGS

The Tuck Shop Timings for students for purchase of various item will be as under :

Girls ... 3-30 p.m.—4-30 p.m.

Boys ... 4-30 p.m.—5-30 p.m.

No. 296. CINEMA

A Hindi film Dharkan will be screened in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 27th August, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st September, 2000

297—306

No. 297. PROGRAMME**September**

| | | | | | |
|------|-----|-----|--|-----|---|
| Sun. | 3rd | ... | IPAT (Chandigarh) Career Counselling, L-V (10-00—11-00 a.m.) I—H Basketball concludes English Film | ... | 3-00 p.m. |
| Mon. | 4th | ... | I—H Squash B.D. commences Head of Faculties Meeting Cultural Programme by the Staff (Barne Hall) Teacher's Day Eve Dinner hosted by the Upper-VI students (Barne Hall) | ... | 4-00 p.m. 6-00 p.m. 8-30-11-00 p.m. |
| Tue. | 5th | ... | Teacher's Day | | |
| Wed. | 6th | ... | Athletics Heats commence | | 4-05—5-15 p.m. |
| Thu. | 7th | ... | House Staff Meeting | ... | 6-30 p.m. |
| Fri. | 8th | ... | Prefects Meeting & Supper (HM's Residence) | ... | 7-45 p.m. |

No. 298. 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. 299. NON-ATTENDANCE OF SUPPORTING STAFF AT FOUNDER'S EVENTS

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

Tattoo (final performance) Parade (final performance)

Supporting staff and their family members are also NOT permitted in Barne Hall or near and around Birdwood School or in the Upper School area 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. 300. 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 I/c Hygiene & Sanitation.

No. 301. SALE OF NEW BLANKETS IN Q.M. STORES

The following sizes of blankets will be on sale in Q.M. Stores (Tailor's Section) from 04th September 2000 between 5-00 to 6-00 p.m. on cash payment. The sale will be on first cum first bases.

| | | <i>Cost Price</i> | <i>Selling Price</i> |
|---|--------------|---------------------|----------------------|
| | | <i>(Subsidized)</i> | |
| Blankets—Tex Feb Industries Safari | | | |
| | | Shoddy D.F. | 350/- each |
| | | Safari | 200/- each |
| Blanket | -do- | 165/- each | 100/- each |
| | | Skylark | 110/- each |
| Blanket | -do- (60x90) | 240/- each | 100/- each |
| | | Skylark | 150/- each |

Heads of departments are requested to give wide publicity.

Q.M. Branch to ensure that only two blankets are sold to an employee.

No. 302. VEHICLE PASSES

In order to control the vehicular traffic in the school campus Vehicle Passes will be issued to the employees owning vehicles (Cars/Scooters).

The passes will be collected from Asstt. Manager (Admn.) between 4-30 p.m. to 5-00 p.m. on working days from 04th to 08th September, 2000.

The vehicle owner will be required to show proof of ownership by way of R.C. (Registration Certificate). The pass will cost Rs. 5/- which will be paid in cash.

The passes will be displayed at a prominent place on the vehicle and will come into effect from 09th Sep., 2000. There after vehicle without passes are likely to be denied entry into the school campus.

All department heads are requested to inform their staff of the introduction of the vehicle passes and the requirement to obtain are by 08th September, 2000.

No. 303. HOUSE RENT ALLOWANCE

At present the House Rent Allowance is admissible to those employees who are not staying in the School accommodation. The details for the same are as under :—

| | | | |
|------------|-----|-----------|-----------|
| Grade V A | ... | Rs. 275/- | per month |
| Grade V B | ... | Rs. 250/- | „ „ |
| Grade VI A | ... | Rs. 225/- | „ „ |
| Grade VI B | ... | Rs. 200/- | „ „ |
| Grade VII | ... | Rs. 200/- | „ „ |

The House Rent Allowance has now been increased and linked with the employees Basic Salary and will be paid @ 10% of the Basic Pay of the employees. The employees who are getting a basic salary below Rs. 2,000/- per month will continue to get Rs. 200/- per month.

The enhanced H.R.A. will come into effect from 1st September, 2000.

The Heads of Departments are requested to inform the staff working under them.

No. 304. CHILDREN ADMITTED IN HOSPITAL

Children admitted in Hospitals other than the school hospital are either sent home on medical leave or come back to the school hospital.

This information is usually reported in the Hospital Night report, a copy of which goes to the Headmaster, DHM and I/c PD. One copy is with the RMO. The file copy is seen by the MI Prefects, who enter the relevant information of admissions/discharges in the MI register. This information along with the daily MI sick report is then signed by the DHM, Senior mistress, HCD, HCA and the concerned House-staff. Since it is not possible for the MI Prefects to get the signatures of the concerned staff, the MI register will be kept in DHM's office after the morning MI is over. DHM's copy of the night report will be put on the notice board. The concerned staff is requested to check the night report and then the register for relevant information and sign.

MI Prefects of PD to get the register signed by I/c PD and the concerned House-staff.

No. 305. WITHDRAWALS

The following withdrawals have taken place :—

| | | | | | |
|------------------------|-----|-----|---------------------------|-----|-----|
| Malika Malhotra | ... | HPG | Gurkaran Singh | ... | VBD |
| Harsh Lalwani | ... | VBH | Kabir Taneja | ... | VBD |
| Pranav R. Swaroop | ... | HBH | Guriqbal Singh Dhillon... | ... | SBD |
| Ankit Saxena | ... | SBD | Ishan Gupta | ... | NBD |
| Asim Rizvi | ... | VBH | Jaskirat Singh | ... | VBD |
| Ankit Rajgarnia | ... | HPB | Deepak Jyot Singh | ... | SBD |
| Karun Pratap Hoon | ... | SPB | Ashwat Dhillon | ... | SBD |
| Udrek Vikram | ... | SPB | Karan Ray S. Bhatti | ... | NBD |
| Jasreyman Teja | ... | HGH | Divya Gangwani | ... | VGD |
| Bhavneet S. Sachdeva | ... | VPD | Harsh Gupta | ... | SBD |
| Saranya Ghosh | ... | SBH | Monali Sharma | ... | VGD |
| Sahiba Ahluwalia | ... | HGD | Ichha Sethi | ... | SGD |
| Rupali Gulati | ... | VGD | Simran Dhir | ... | SGD |
| Raghvendra Saraf | ... | VBD | Supriya Suresh | ... | SGD |
| Jaideep Singh Bhullar | ... | HBD | Mohit Gupta | ... | SGD |
| Safra Gupta | ... | NGH | Sidharth Bhandari | ... | VBD |
| Washipong Longkumer... | ... | NBD | Karan Bamba | ... | VBD |
| Ajit Balyan | ... | NBD | Annie Gogia | ... | SGD |
| Arshpreet S. Dhillon | ... | HBD | Saurabh Agarwal | ... | HBD |
| Sahil Mahajan | ... | NBD | Aseem Chaudhary | ... | VBD |
| Jasmine Rajbhandary | ... | SGH | Madhuri Saraf | ... | HGD |
| Aaryaman Shukla | ... | SBD | Zorawar Singh Johal | ... | NBD |
| Karan Dewan | ... | HBD | Ayeshwarya Parmar | ... | HGD |
| Mayank Gulati | ... | VBD | Raunak Gupta | ... | HBD |
| Sudeep Brar | ... | HBD | Namit Ajmani | ... | HBD |

No. 306. CINEMA

An English film 'ALIVE' will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 3rd September, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 8th September, 2000

307—314

No. 307. PROGRAMME

September

| | | | | |
|-----------|-----|--|-----|-----------------------|
| Sat. 9th | ... | Lecture demonstration by Mr. Uday Bhawal (Vocalist) (Barne Hall) | ... | 6-30 p.m. |
| Sun. 10th | ... | House, U-VI & Staff Photographs Hindi Film cancelled Photographs : | | |
| | | P.D. (Prep School) | | 9-15-11-00 a.m. |
| | | Holding House Boys (Dormitory) | | 12-00 noon-12-20 p.m. |
| | | G.D. (Peacestead) | | 2-00-3-20 p.m. |
| | | B.D. (behind H.B.D.) | VBD | 3-30-3-50 p.m. |
| | | | SBD | 3-50-4-10 p.m. |
| | | | NBD | 4-10-4-30 p.m. |
| | | | HBD | 4-30-4-50 p.m. |
| | | Staff (Barne Hall) | ... | 5-30 p.m. |
| | | Upper VI (Barne Hall) | ... | 6-00 p.m. |
| Mon. 11th | ... | Head of Faculties Meeting | ... | 6-30 p.m. |
| | | I—H Squash concludes | | |
| Fri. 15th | ... | ASWEMET Society Meeting | | |

No. 308. FOUNDER'S 2000 SCHOOL CONCERT RESPONSIBILITIES

School Concert Ballet &
Peacestead dance

... I/c Mrs. S. Roberts
 Helpers ... Mrs. A. Sharma
 Miss A. Solomon
 Mrs. A. Suri
 Mrs. S. Gupta

Senior School Show (Music) ... I/c Mrs. R. Bhargava
 Helpers ... Mr. A.K. Bhargava
 Mr. Tarun Das
 Mr. Dhuli Chand

| | | |
|------------------------------|-----|---|
| Senior School Show (Play) | ... | I/c Mrs. M. Khan |
| Helpers | ... | Mrs. A. Bath Mrs. L. Francis Mrs. P. Bhardwaj |
| Prep School Show | ... | I/c Mrs. S. Nathaniel |
| Helpers | ... | Mrs. A. Lal Mr. Deepak Sharma |
| School Concert Stage Manager | ... | Mrs. N. Tehlan |
| Helpers | ... | Miss S. Mukherjee Miss A. Arora Mr. A. Dehloo Mr. R. Kumar Mr. M. Chand |
| School Concert Lights | ... | I/c Mr. S. Sinhababu |

No. 309. STAFF FAMILY RATIONS

In view of Founders and associated activities fuel and dry rations will be issued from 7th October to 16th October 2000, instead of from 1st October to 10th October 2000, following the same schedule laid down earlier.

No. 310. BLOCKING OF SEWERAGE LINES

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

I expect all concerned to take greater care while using water closets.

No. 311. STAFF RESIDENCE : ALTERATION & ADDITIONS

Staff members should not make any alterations or additions to their residence without taking prior permission from the school.

No. 312. 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 31st March) **will not be paid.**

No. 313. STATIONERY DEMAND/INDENTS

All Heads of Deptts and Faculties are requested to note that the stationery store has been shifted to the Library and will be operated under the control of the Librarian. In view of this all indents for stationery will be placed with the Librarian through the Bursar. For this purpose separate Indent Book will be put into use by the Deptt./Faculty. All concerned are requested to plan out their term-wise requirements of stationery items and limit their indent/indents to once a term only. This should be submitted to the Librarian at the end of the term for the coming term. Supplementary indents should be discouraged.

The Librarian is requested to inform all concerned of the Stationary issue timings.

No. 314. EXPENDITURE FOUNDER'S—2000

In order to regulate the expenditure for the Founder's celebration 2000. I/cs of the various events/activities will put up their requirements to the Bursar duly approved by the DHM/HOD concerned.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th September, 2000

315—324

No. 315. PROGRAMME**September**

| | | | |
|-----------|-----|---|-----------------------|
| Fri. 15th | ... | ASWEMET Society Meeting | |
| | | School Squash team leaves for VIII Himachal | |
| | | State Championship tournament | ... 5-00 p.m. |
| Sun. 17th | ... | Hindi Film | ... 2-30 p.m. |
| | | School Squash Team return | ... 8-00 p.m. |
| Mon. 18th | ... | Head of Faculties Meeting | ... 6-30 p.m. |
| Tue. 19th | ... | United Nations International | |
| | | Peace Day | |
| | | Special Assembly | ... 9-50 a.m. |
| | | Poster Display & Peace related | |
| | | Teaching | ... 7-40 a.m. onwards |
| | | One Minute's Silence Observed | ... 12-00 noon |
| | | Tree Plantation by Head Boy | |
| | | Head Girl & one Preper after Assembly | |
| | | Door to Door Singing | 8-15—9-00 p.m. |
| | | I—H PT Competition PD | ... 1-45 p.m. |
| | | I—H PT Competition GD & BD | |
| | | (Peacestead) | ... 3-00 p.m. |
| Thu. 21st | ... | House Staff Meeting | ... 6-30 p.m. |
| Sat. 23rd | ... | UNIT TESTS commence | |
| | | Unit Test routine comes into effect. | |

No. 316. DAILY ROUTINE

Daily routine for the period of Unit Tests :

| | | |
|------------------------|------------------|------------|
| Rouser | ... | 6-00 a.m. |
| Prep (Dorms.) | 6-30—7-15 a.m. | |
| Breakfast (H. House) | ... | 7-00 a.m. |
| 1st Session | 7-30—9-00 a.m. | |
| Breakfast (Sr. School) | ... | 9-05 a.m. |
| Prep (Birdwood) | 9-40—10-40 a.m. | |
| Milk Break | 10-40—10-55 a.m. | |
| 2nd Session | 11-00—12-30 p.m. | |
| Lunch (H. House) | ... | 12-35 p.m. |

| | |
|--------------------|-----------------|
| Prep (Birdwood) | 12-55—1-55 p.m. |
| Lunch | ... 2-00 p.m. |
| 3rd Session | 3-00—4-30 p.m. |
| Tea | ... 4-35 p.m. |
| Supper Prep School | ... 7-40 p.m. |
| Prep | 6-25—7-40 p.m. |
| Supper | ... 7-45 p.m. |
| Baths | ... 8-20 p.m. |

No. 317. OUTSTATION DUTIES

Members of the staff are requested to inform Head of Curriculum Administration House staff & DHM/Sr. Mistress/I/c PD when they go off campus.

No. 318. NOTICE TO STAFF

Teachers are required to visit the MCR regularly during or after Milk Break to check notices.

No. 319. FOUNDER'S HOLIDAYS

Members of the academic staff wishing to take 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 someone 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, House Matrons, will not be able to go out of station during these holidays.

No. 320. EXTRA DIET

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 from RMO to this effect, specifying the diet composition and its duration.

No. 321. 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. 2000 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, 12th November, 2000 (10-00 a.m.)

No. 322. POST FOUNDER'S BREAK

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

- (a) Sanawar to Delhi on 5-10-2000 by Chandigarh Shatabadi/ Kalka—New Delhi Himalayan Queen.
- (b) Delhi to Sanawar on 8-10-2000 by New Delhi—Chandigarh Shatabadi Express leaving New Delhi Railway Station at 7-30 a.m.

No. 323. CABLE TV SUBSCRIPTION

1. With effect from October 2000, the cable TV subscription will be deducted from salary. The deduction will be for a month in advance.
2. The list of subscribers, as on 22nd September 2000, will be handed over by the I/c cable TV to the Est. Section. Thereafter any change in the subscribers will be intimated to the Est. Section by the I/c cable, by 22nd of each month.
3. Installation charges for a new connection however, will be paid directly to the cableman.
4. The above may please be explained to all those, who do not get the school orders.

No. 324. LEFT SCHOOL

The following students have left school.

Ajeshwar Barnala ... VBD Harday Nagu ... VPB

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd September, 2000

325—331

No. 325. PROGRAMME

September

| | | | |
|-----------|-----|--|---------------|
| Sun. 24th | ... | Unit Tests Continue | |
| Mon. 25th | ... | Unit Tests Conclude | |
| | | Head of Faculties Meeting | ... 6-30 p.m. |
| Tue. 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

| | | | |
|----------|-----|-------------------------------|----------------|
| Mon. 2nd | ... | Gandhi Jayanti | |
| | | Winter kit comes into effect | |
| | | Flag Hoisting followed by | |
| | | Special Assembly (Barne Hall) | ... 9-15 a.m. |
| | | <i>Order of Items :</i> | |
| | | Song "श्रे वक्त्र ना ठहरा है" | ... Choir |
| | | Prayer | ... Headmaster |
| | | Speech | ... Headgirl |
| | | Speech | ... Headboy |
| | | Song वैष्णव जन तो | ... Choir |
| | | Speech | ... Headmaster |
| | | Sanskrit Prayer | |
| | | Song राम धुन | ... School |
| Tue. 3rd | ... | Rouser | ... 6-30 a.m. |
| | | B.D. 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. |
| | | Lunch PD | ... 12-45 p.m. |
| | | Lunch Sr. School | ... 1-45 p.m. |
| | | Tea PD & Sr. School | ... 4-00 p.m. |

| | | | |
|--------------|---|-----|------------|
| | Upper Six Play | | |
| | Final Performance (Barne Hall) | ... | 4-30 p.m. |
| | Supper P.D. | ... | 6-00 p.m. |
| | Tattoo Final Performance (Peacestead) | ... | 7-00 p.m. |
| | Headmaster's Dinner for Parents (S.S.C.) | ... | 8-30 p.m. |
| | Supper Senior School | ... | 8-45 p.m. |
| | Lights Out | ... | 9-45 p.m. |
| Wed. 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 | ... | 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. |
| | O.S. Meeting (Trafford Court) | ... | 3-00 p.m. |
| | Tea Sr. School | ... | 4-00 p.m. |
| | Tea PD | ... | 4-30 p.m. |
| | B.D. Baths | .. | 5-00 p.m. |
| | School Concert (Barne Hall) | ... | 6-00 p.m. |
| | Supper PD | ... | 7-00 p.m. |
| | Supper Sr. School | ... | 8-30 p.m. |
| | O.S. Dinner & Dance (S.S.C.) | ... | 8-30 p.m. |
| | Lights Out | ... | 9-30 p.m. |
| Thu. 5th ... | SOP for the Post Founder's Holidays may be issued 7-00 a.m. onwards. | | |

- NOTE :
- 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 of Oct.
 - Dormitory roll call timings :

| | | |
|----------|-----|-----------------------|
| Tue. 3rd | ... | 2-15 p.m. & 5-15 p.m. |
| Wed. 4th | ... | 2-15 p.m. & 4-50 p.m. |
 - Post Founder's Holiday Routine :

| | | |
|------------|-----|-----------|
| Rouser | ... | 8-00 a.m. |
| B.D. Baths | ... | 8-30 p.m. |

| | | | | |
|------|-----|------------|--|----------------|
| | | Breakfast | ... | 9-15 p.m. |
| | | Lunch | ... | 1-15 p.m. |
| | | Tea | ... | 4-00 p.m. |
| | | Supper | ... | 7-15 p.m. |
| | | Lights Out | ... | 9-30 p.m. |
| Sun. | 8th | ... | Children on SOP return | ... 6-00 p.m. |
| | | | Supper PD | ... 6-15 p.m. |
| | | | Supper Sr. School | ... 7-15 p.m. |
| | | | Dormitories tidied | |
| | | | Lights Out | ... 10-30 p.m. |
| Mon. | 9th | ... | Rouser | ... 6-00 a.m. |
| | | | P.T. & Morning Routine comes into effect | |
| | | | Afternoon activities cancelled | |
| | | | Hockey sets made | ... 4-30 p.m. |
| | | | Items borrowed for Founder's returned | |
| | | | Head of Faculties Meeting | |
| | | | HM's office | ... 6-30 p.m. |
| | | | B.D. Baths | ... 5-20 p.m. |

No. 326. FOUNDER'S HOLIDAYS FOR P.D. STAFF

Please refer to the school orders dated 15-9-2000 item No. 319. The P.D. Staff will follow the same procedure as BD and GD staff with the permission of I/c Prep School.

No. 327. 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. 100/- per day, i.e. total Rs. 400/- this year.

Students, whose parents are not coming for Founder's will be issued Rs. 200/- for two days. The housestaff will collect the money from the office, on Submitting a list of names to The Bursar/ Fee I/c. A copy of that list should also be given to the Mess Manager by 8-00 p.m. on the 3rd October.

No. 328. 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.

No. 329. OLD ITEMS

The following old items would be put on sale in Quarter-master Store from Saturday the 23rd September, 2000 from 2-30 p.m. to 3-30 p.m.

Since we have limited stock. Therefore sale would be on first come first serve basis.

- | | | |
|------------------|-----|------------------------|
| 1. Type Writer | ... | 5 No. @ Rs. 500/- each |
| 2. Tea pot China | ... | 6 No. @ Rs. 25/- each |
| 3. Milk Jug | ... | 7 No. @ Rs. 5/- each |

No. 330. MEALS IN CENTRAL DINING HALL/MCR

1. This is for information of all concerned that food in the Central Dining Hall / MCR as per rules is only for staff members and their spouses.
2. For occasional meals for outstation guests the Mess Manager should be informed and the register for guests filled in. For a period more than three days permission of the Bursar would be required.
3. Children below seven years are not to be brought into the CDH/MCR.

No. 331. SWIMMING POOL

The Swimming Pool is being filled with water for the purpose of testing the heating system and other facilities. The Swimming Pool is placed out of bounds for all school children until further orders.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th September, 2000

332

SPECIAL ORDER

No. 332. POST FOUNDER'S HOLIDAYS

02nd October 2000 (Gandhi Jayanti) will be full working day.

The School and Admn. Staff will have one compensatory off on 6th October in lieu of Gandhi Jayanti.

The Admn. Staff will have a post Founder's holiday on 9th October 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Monday 9th October, 2000**

333—340

No. 333. PROGRAMME**October**

| | | | | |
|-----------|-----|---------------------------------------|-----|-----------|
| Mon. 9th | ... | Rouser | ... | 6-00 a.m. |
| | | P.T. & Morning Routine | | |
| | | comes into effect | ... | 6-30 a.m. |
| | | Afternoon activities cancelled | | |
| | | Hockey sets made | | |
| | | Items borrowed for Founder's returned | | |
| | | Head of Faculties Meeting | | |
| | | HM's office | ... | 6-30 p.m. |
| | | B D. Baths | ... | 5-20 p.m. |
| | | Admn. Staff Post Founder's holiday. | | |
| Tue. 10th | ... | Hockey Festival Match followed by | | |
| | | Special Tea (Barne Field) | ... | 4-30 p.m. |
| Thu. 12th | ... | House Staff Meet(ng | ... | 6-30 p.m. |
| Fri. 13th | ... | Balmiki Jayanti, Admn. Holiday. | | |
| | | Prefects Meeting & Supper | | |
| | | (HM's Residence) | ... | 7-45 p.m. |
| Sat. 14th | ... | I—H Quiz | ... | 6-30 p.m. |

No. 334. ARTICLES LOANED BY STORES

Articles taken on loan for Founder's may please be returned to various stores/department by 11th Oct. 2000 if not already done. Store and department incharge will forward list of defaulters by 12th Oct.

No. 335. 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. 336. 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 Deptts. 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. 337. 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. 338. 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, 2000, 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. 339. 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. 340. ADMINISTRATIVE HOLIDAY

Friday, 13th October, 2000 will be a holiday on account of Balmiki Jayanti.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 13th October, 2000**

341—350

No. 341. PROGRAMME**October**

| | | | | |
|-----------|-----|--|-----|-------------------------|
| Fri. 13th | ... | Balmiki Jayanti, Admn. Holiday. Prefects Meeting & Supper (HM's Residence) | ... | 7-45 p.m. |
| Sat. 14th | ... | I—H Quiz | ... | 6-30 p.m. |
| Sun. 15th | ... | Hockey : Sanawar First XI & Electrons Vs. P.P.S. Nabha (Away) Basketball : Sanawar Boys Vs. Y.P.S. Mohali (Home) I—H Tennis (BD) commences English Film | ... | 10-00 a.m. 3-00 p.m. |
| Mon. 16th | ... | Head of Faculties Meeting | ... | 6-30 p.m. |
| Wed. 18th | ... | ASWEMET Society Meeting | | |
| Fri. 20th | ... | Sr. English Debating Society Meeting after supper | | |
| Sat. 21st | ... | I—H Gym. Competition GD & BD | | |

No. 342. SOUND EQUIPMENT

If Microphones and other sound equipments are required for any school programme, written information must be given to Mr. A. Mukherjee at least 24 hours in advance, otherwise it will not be possible to provide the equipment.

No. 343. CHILDREN VISITING RESIDENTIAL AREAS

Children are once again reminded that they are not permitted to visit the residence area of subordinate staff or buy anything from unauthorised vendors. Strict disciplinary action will be taken against offenders.

No. 344. SCHOOL HALWAI (CHARLIE)

It has come to notice that school children are going to School Halwai Shop for making purchases. This is not permitted.

Will all House Staff kindly note that School Halwai Shop is out of bounds for all school children at all times. 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.

The School Halwai contractor has also been warned not to entertain school children at his shop at the School Bakery.

No. 345. SUBORDINATE STAFF CHILDREN

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 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. 346. 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 of meals and all problems regarding shortages, non-availability of items, etc., should be brought to his notice for necessary action.

No. 347. RETURN OF EMPTY BOTTLES TO TUCK SHOP

It has been brought to 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 by 19th Oct. to Tuckshop, failing which Rs. 5/- per bottle will be debited to the account of the staff concerned.

No. 348. 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. 349. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 21st October, 2000 at 2-30 p.m. Failure to do so will result in treating the gear as lost and will be charged for accordingly. All the coaches are responsible for the return of gear Teams.

No 350. 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, 2000 and sign the P.F. register on 20th, 21st and 23rd, October, 2000 in the School Office. It may not be possible for the School Office to extend the dates except for staff on leave.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th October, 2000**

351—362

No. 351. PROGRAMME**October**

- Fri. 20th ... Hockey : Sanawar Colts Vs.
A.P.S. Dagshai (Home)
Electrons Sanawar Vs.
A.P.S. Dagshai (Away)
Sr. English Debating Society
Meeting after supper
- Sat. 21st ... I—H Gym. Competition GD & BD ... 3-00 p.m.
Hockey Colts & Electrons and Squash
teams leave for B.C.S. ... 5-30 p.m.
- Sun. 22nd ... Hockey : Sanawar Colts & Electrons Vs.
B.C.S., Shimla (Away)
Sanawar Atoms Vs. B.C.S. Shimla
(Home) ... 10-00 a.m.
Squash : Sanawar Vs. B.C.S. (Away)
Basketball : Boys team leaves for
I.P.S.C. at P.P.S. Nabha.
Hindi Film
- Mon. 23rd ... Head of Faculties Meeting ... 6-30 p.m.
- Tue. 24th ... 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.
- Wed. 25th ... **DIWALI BREAK**
SOPs can be issued 2-30 p.m. onwards
for being out till 5-00 p.m. on Sun 29th
Housestaff are requested to hand over the
number of children staying back in school
to the DHM/Sr. Mistress/1/c P.D. &
Mess Manager, latest by Tue. 24th.
- Thu. 26th ... **DIWALI—Administrative Holiday,**
except Engineering Deptt. & Printing Office.

- Fri. 27th ... Vishwakarma Puja—Holiday for the
Engineering Deptt. & Printing Office.
- Sun. 29th ... Children return from SOP by 6-00 p.m.

No. 352. 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.

No. 353. 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. 354. 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. 355. 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. 356. 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. 357. SALE OF OLD AND NEW ITEMS IN Q.M. STORE

The following old and new items would be put on sale in Quartermaster store on Monday the 23rd October 2000 from 5.00 p.m. to 6 00 p.m.

Since we have limited stock. Therefore sale would be on first come first Serve basis.

| | | |
|---------------------------------|-----|--------|
| 1. Electric Kettle New | ... | 2 No. |
| 2. Aluminium Donga New | ... | 21 No. |
| 3. Electric Toaster New | ... | 3 No. |
| 4. Quarter Plates Aluminium New | ... | 21 No. |
| 5. Freeze King Size Old | ... | 1 No. |
| 6. Baby Cot Wooden Old | ... | 1 No. |

No. 358. RETURN AFTER SICK LEAVE

Children returning to school after sick leave irrespective of whether sent from the Hospital or from the School must report to the RMO with all relevant medical 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. 359. DEMAND OF MEDICINES

The paramedical staff has strict instructions not to give certain medicines. The School staff is requested to observe this rule strictly and not demand medicines of their choice verbally or on the telephone.

No. 360. MEDICINES TO BE COLLECTED FROM THE HOSPITAL

It is mandatory for all sick/unwell staff members to report to the hospital and take the necessary treatment. No medicines will be sent by the hospital to anyone's residence unless there is an emergency requiring treatment authorized by the RMO.

No. 361. SCHOOL AND ADMINISTRATIVE HOLIDAY

(a) Thursday, 26th October, 2000, 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) Friday, 27th October, 2000, will be observed as a holiday by the Printing Office and Engineer Deptt. on account of Vishwakarma Day.

No. 362. DIWALI—SAFETY RECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting of crackers on Diwali day, Thursday, 26th October, 2000, 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. Lighting/blasting of 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.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th October, 2000**

363—369

No. 363. PROGRAMME**October**

- Fri. 27th ... Vishwakarma Puja—Holiday for the
Engineering Deptt. & Printing Office
- Sun. 29th ... Children return from SOP by 6-00 p.m.
- Mon. 30th ... Head of Faculties Meeting ... 6-30 p.m.

November

- Wed. 1st ... Pre-Mock Exams. commence
for class XII
- Thu. 2nd ... Pre-Mock Exams. commence
for class X
- Sat. 4th ... Pre-Mock Exams. conclude for
class X and XII
Inter-Section Sr. English
Recitation L-V & U-V
(Barne Hall) ... 6-15 p.m.
- Sun. 5th ... Hockey : Girls 1st XI L.S.S. Vs.
Auckland, Shimla (Home) ... 10-00 a.m.
Colts Boys L.S.S. Vs.
Pinegrove (Home) ... 10-00 a.m.
Atom Boys L.S.S. Vs. Pinegrove (Away)
Basketball : Girls L.S.S. Vs. Auckland,
Shimla (Home) ... 10-00 a.m.

No. 364. 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 so that they can ensure children are properly dressed. Only U-VI and L-VI students will wear Blazer, White Shirt & Tie as formals, others will be in school kit.

No. 365. BORROWING OF ITEMS FROM THE MATRONS

It is absolutely essential to submit a written request to matrons should any member of staff need to take any article on loan. The borrowed article must be returned within 48 hours of completion of the purpose.

No. 366. WINTER VACATION

Home Day is Monday, 11th December, 2000 and the children can leave from 7-30 a.m. onwards. The School will close on Tuesday, 12th December, 2000 for the winter vacation and will re-open on Tuesday 20th February, 2001 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. 367. STAFF VACATION ADDRESS AND QUARTERS' KEYS

Before leaving Sanawar all members of staff must enter their names and 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.

No. 368. 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. 369. TUCK SHOP TIMINGS

The Tuck Shop will be opened from 09-45 to 05-45 on all days less Wednesday. The detailed timings are as follows :—

- | | |
|---------------------------|---|
| (a) Tuck Shop office Work | ... 9-45-10-45 a.m. |
| (b) Jr. Staff | ... 10-45—1-00 p.m. on Mondays, Thursdays, Fridays (only) |
| (c) Sr. Staff | ... 10-45—1-00 p.m. |
| (d) Lunch Break | ... 1-00—2-00 p.m. |
| (e) Sr. Staff | ... 2-00—3-00 p.m. |

- (f) P.D. ... 3-00—4-00 p.m.
- (g) G.D. ... 3-30—4-15 p.m.
- (h) B.D. ... 4-30—5-30 p.m.
- (i) Tuck Shop closing ... 5-30—5-45 p.m.

Sundays & Holidays

- (a) Tuck Shop opening ... 09-45-10-00 a.m.
- (b) G.D. ... 10-00—1-00 p.m.
- (c) P.D. ... 10-00—1-00 p.m.
- (d) Lunch ... 1-00—2-00 p.m.
- (e) B.D. ... 2-00—5-00 p.m.
- (f) Tuck Shop office work ... 5-00—5-45 p.m.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd November, 2000

370—377

No. 370. PROGRAMME**November**

- Sat. 4th ... Pre-Mock Exams. conclude
for class X and XII
Inter-Section Sr. English
Recitation L-5 & U-5 postponed
to Nov. 18th 2000
- Sun. 5th ... Atom Boys L.S.S. Vs.
Pinegrove (Away) ... 10-00 a.m.
Hindi Film
- Mon. 6th ... Head of Faculties Meeting ... 6-30 p.m.
- Thu. 9th ... House Staff Meeting ... 6-30 p.m.
Sr. English Debating Society
Meeting after supper
- Fri. 10th ... Prefects Meeting & Supper,
HM's Residence ... 7-45 p.m.
P.D. Inter School Hockey Tournament
commences at Pinegrove.
- Sat. 11th ... Gurupurab—School and Administrative Holiday
- Sun. 12th ... Common Entrance Examination
for classes V and VII

No. 371. VACATION STAFF LEAVING CAMPUS

Please note that SOP weekends are not intended as holidays for staff. Any staff member wishing to leave the campus on these weekends should follow the normal procedures.

No. 372. C.D.H. ITEMS

Any C.D.H. items lying in dormitories and in other places around the school should be returned to C.D.H. as soon as possible.

No. 373. 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. 374. REIMBURSEMENT OF TRAVEL EXPENDITURE

Expenditure incurred on travel while on duty will only be reimbursed if tickets are submitted along with the TA/DA claim.

No. 375. STAFF CHILDREN

Every staff child studying in school will make an annual contribution of Rs. 400/- to the House Fund. Housemasters/Mistress and Fee I/c to ensure.

No. 376. SUBMISSION OF LEAVE APPLICATIONS TO SCHOOL OFFICE

1. It would appear that some Heads of Departments are forwarding leave applications for staff working under them after availing the leave and thus violating the instructions published in School Order No. 246, dated 31st July, 2000.

2. Heads of Departments are requested to kindly explain the following instructions to the staff working under them :—

- (a) No Leave Applications will be considered without submission of a printed leave form.
- (b) Applications for Earned Leave must be forwarded to the School Office with Head of Departments remarks at least four clear days in advance before proceeding on leave.
- (c) Casual Leave applications must reach the School Office duly recommended by the Head of Department at least three days in advance before proceeding on leave. In case of any emergency the procedure mentioned can be avoided.
- (d) Extension of leave, if any, granted by the Head of Department must be submitted on the printed form to the School Office alongwith Leave Pass on rejoining duty.

No. 377. SCHOOL AND ADMINISTRATIVE HOLIDAY

Saturday, 11th November, 2000 will be a holiday on account of Gurupurab.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th November, 2000

378—384

No. 378. PROGRAMME**November**

- Sat. 11th ... Cultural Groups participate in the Plaza Carnival, Chandigarh.
GURPURAB—School & Administrative Holiday.
The Housestaff will collect the names of any children who would like to visit the Garkhal Gurdwara and stay on for Langar and confirm this to the Mess manager and Mr. C.S. Matharu latest by 9-00 a.m. on Friday 10th. The children can visit the Gurdwara between 12-00 noon and 3-00 p.m. with escorts arranged at the House level.
- Sun. 12th ... Common Entrance Examination for classes V and VII
English Film.
Pentagonal Hockey Tournament commences.
- Mon. 13th ... Head of Faculties Meeting ... 6-30 p.m.
- Tue. 14th ... Pentagonal Hockey Tournament concludes.
- Thu. 16th ... House Staff Meeting ... 6-30 p.m.
- Fri. 17th ... Prefects Meeting & Supper (HM's Residence) ... 7-45 p.m.
- Sat. 18th ... Inter-Section Sr. English Recitation L-5 & U-5 ... 6-15 p.m.

No. 379. LIBRARY BOOKS

All books borrowed from the Sr. School Library by staff should be returned to the library latest by 27-11-2000 if it is felt that the books need repair/binding.

No. 380. COMMON ENTRANCE TEST FOR CLASS V & VII

Common Entrance Test will be held for class V & VII on 12th Nov. 2000 from 10-00 a.m. to 3-30 p.m. House Staff and

Matrons are requested to ensure that children are appropriately turned out.

The S.S.C. will be out of bounds for all children on 12th November 2000.

No. 381. EDUCATION ALLOWANCE

1. As per existing School Rules the Education Allowance is admissible for three children only who are studying in schools other than the Lawrence School, Sanawar in class I to XII.
2. The school has extended this facility to those whose children are studying in KG and also for Plus-I and Plus-II level in colleges.
3. To claim the allowance employees are required to submit the Tuition Fee proof attested by the school/college authorities to the Establishment Section by 20th Nov. 2000. The claim is applicable w.e.f. the academic session of the year 2000.

No. 382. RESIGNATION

Shri Thakur Das, Ex-Mazdoor, Engineering Deptt. has resigned from the school services and he is no more an employee of the school with effect the morning of 23rd Oct. 2000.

No. 383. CONDEMNATION OF STORES

All the stock holders are requested to confirm to the Quartermaster by the 14th November, 2000 if they want a condemnation of stocks to be held for stores before end of the term.

The Quartermaster will work out a condemnation schedule and issue to all the concerned after taking the approval from the Bursar.

No. 384. RETIREMENT

Shri Shamsher Singh Senior Groundman is retiring from the school services on 30th November, 2000 and if there is any due in his name, please send the detail to Establishment Section latest by 5th December, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th November, 2000

385—394

No. 385. PROGRAMME

November

| | | |
|-----------|--|--|
| Sat. 18th | ... Meeting of the Lawrence School (Sanawar) Society (HM's Residence) ... 11-00 a.m. Inter-Section Sr. English Recitation L-5 & U-5 | ... 6-15 p.m. |
| Mon. 20th | ... Head of Faculties Meeting | ... 6-30 p.m. |
| Thu. 23rd | ... House Staff Meeting | ... 5-30 p.m. |
| Fri. 24th | ... Prefects Meeting Supper (HM's Residence) | ... 7-45 p.m. |
| Sat. 25th | ... Weighing & Measuring B.D. :— N.B.D. H.B.D. V.B.D. S B.D. | 2-30—3-00 p.m. 3-00—3-30 p.m. 3-30—4-00 p.m. 4-00—4-30 p.m. |
| Sun. 26th | ... Weighing & Measuring G.D. :— N.G.D. H.G.D. V.G.D. S.G.D. | 10-00—10-30 a.m. 10-30—11-00 a.m. 11-00—11-30 a.m. 11-30—12-00 noon |
| Mon. 27th | ... Team Photographs : Prep School (P.D. Pavement) B.D. (Behind H.B.D.) G.D. (Peacestead) | ... 9-00 a.m. ... 10-00 a.m. ... 12-00 noon |

- 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/c 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. 386. LAWRENCE SCHOOL (SANAWAR) SOCIETY

The Lawrence School (Sanawar) Society is the 'parent' body of the school and is made up of a number of distinguished individuals, many of whom are Old Sanawarians. The Society will be holding its Annual General Meeting at 11-00 a.m. on the morning of Saturday the 18th of November, 2000 in the Headmaster's Residence. Members of the Society will be around the campus all day on Saturday and all pupils and staff are requested to make them welcome. House staff should make every effort to ensure that their children are turned out as smartly as possible.

No. 387. EXAMINATION PERIOD DAILY ROUTINE

Daily routine during the Promotional Examinations, Nov.—Dec. 2000.

| | | |
|--|-----|-----------------|
| Rouser | ... | 6-30 a.m. |
| Prep (In the Dorms. Under the supervision of House Staff | | 7-15—8-30 a.m. |
| Breakfast | ... | 8-45 a.m. |
| 1st Session Examination | | 10-00—1-00 p.m. |
| 1st Prep (in the Birdwood, for those who do not have a paper) | | 10-30—1-00 p.m. |
| Lunch | ... | 1-15 p.m. |
| 2nd Session of Examination | | 2-00—5-00 p.m. |
| 2nd Session of Prep (in Birdwood, for those who do not have a paper) | | 2-30—4-00 p.m. |
| Tea | .. | 5-05 p.m. |
| Rest of the routine is as usual | | |

No. 388. 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. 389. 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. 390. 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. 391. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 30th November, 2000. Failure to do so will result in treating the gear as lost and will be charged accordingly.

No. 392. 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.

No. 393. BUDGET PROPOSAL FOR 2001—2002

1. All budgetary proposals for the year 2001 must be handed over to Bursar latest by 30th November. The proposals must be endorsed by the departmental heads and should include the approx. cost.

2. The budgets of academic Faculties will be drawn up as per decisions taken in H.M.'s meetings with HOFs.

No. 394. CINEMA

An English film 'The Edge' will be screened in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 26th November, 2000.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th November, 2000**

395—396

No. 395. PROGRAMME**November**

| | | | |
|---|-----|---|------------------|
| Sat. 25th | ... | Weighing & Measuring B.D. :— | |
| | | N.B.D. | 2-30—3-00 p.m. |
| | | H.B.D. | 3-00—3-30 p.m. |
| | | V.B.D. | 3-30—4-00 p.m. |
| | | S B.D. | 4-00—4-30 p.m. |
| Sun. 26th | ... | Weighing & Measuring G.D. :— | |
| | | N.G.D. | 10-00-10-30 a.m. |
| | | H.G.D. | 10-30-11-00 a.m. |
| | | V.G.D. | 11-00-11-30 a.m. |
| | | S.G.D. | 11-30-12-00 noon |
| | | Team Photographs : | |
| | | Prep School (P.D. Pavement) | ... 9-00 a.m. |
| | | B.D. (Behind H.B.D.) | ... 10-00 a.m. |
| | | G.D. (Peacestead) | ... 12-00 noon |
| 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/c 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. | | | |
| Mon. 27th | ... | Head of Faculties Meeting | ... 6-30 p.m. |
| Wed. 29th | ... | Annual Examinations commence for classes V to IX. | |
| | | Pre-Board Examinations for classes X and XII commence | |
| | | Time tabled classes continue for class XI | |
| Thu. 30th | ... | House Staff Meeting cancelled | |

December

Sat. 2nd ... House Staff Meeting to elect the Prefectorial Body for 2001 .. 4-30 p.m.
Staff Club General Meeting and Dinner (Art Room) ... 7-30 p.m.
(The Housemasters B.D. 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. 3rd ... Film cancelled

No. 396. 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.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st December, 2000

397—399

No. 397. PROGRAMME**December**

- Sat. 2nd ... House Staff Meeting to discuss the Prefectorial Body for 2001 ... 4-30 p.m.
 Staff Club General Meeting and Dinner (Art Room) ... 7-30 p.m.,
 (The Housemasters B.D. 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. 3rd ... English Film cancelled
- Mon. 4th ... Head of Faculties Meeting ... 6-30 p.m.
- Tue. 5th ... Class XIth UNIT TEST commence
- Thu. 7th ... ANNUAL EXAMINATIONS conclude ... 5-00 p.m.
 Second Session of Examination U-4 and L-4 2-00—5-00 p.m.
 Class XIth UNIT TESTS conclude ... 5-00 p.m.
 Second Session of Prep in Birdwood cancelled
 Sunday Timings will be followed from Supper Time on Thu. 7th till the end of the term. The Staff should be present for Breakfast and Lunch as normal. The Housestaff must ensure that the children are present for all meals.
- Fri. 8th ... B.D. and G.D. I—H Hockey commences
 House Farewell Parties to U-VI students ... 8-00 p.m.
 Vindhya ... B.D. Dorms, Himalaya ... Gaskel Hall
 Nilagiri ... Barne Hall, Siwalik ... B.D. Dorms

- Sat. 9th ... Marks to be entered in the Computer
by Supper time.
Carol Service (Chapel) ... 6-00 p.m.
Sr. School Social 8-00-11-00 p.m.
- Sun. 10th ... Escorts Meeting (A.V. Room) ... 10-00 a.m.
Promotion Meeting (Barne Hall) ... 2-30 p.m.
I—H Hockey concludes
End of Term Assembly
(Chapel) ... 5-30 p.m. ▲
(Giving away of certificates to U—6
and signing of the 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.
- Mon. 11th ... **HOME DAY**
Marks and Reports to be handed
in to H.M. by 4-00 p.m.
Children not going by School Parties
may leave after 7-00 a.m

No. 398 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 any be re-directed to them by the Post Office.

No. 399. STAFF VACATION ADDRESS AND QUARTERS' KEYS

Before leaving Sanawar all members of staff must enter their names and 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.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 4TH DECEMBER, 2000

Part I

400—411

SPECIAL ORDER**Winter Vacation Arrangements—2000.****No. 400. 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 Monday, 11th December, 2000. 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, 2000, 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.

(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 Thursday 7th December, 2000.** 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 Saturday, 9th December, 2000 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. 2000, and during the vacation must keep the School Office up-to-date with changes of address.**

No. 401. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 10th, December, 2000 at 2-15 p.m. All escorts are required to attend.

No. 402. 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. 403. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 404. 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 |
| 10 | Calcutta |
| 10 | Mugal Sarai |
| 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 <i>are not the same as previously</i> . Please note the changes carefully. |
|---|--|

(ii) Party labels will be available in the School Office on Thursday 7th December 2000 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 Friday, 8th December, 2000 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, 2000 and loaded on to the DCM Toyota at 3-30 a.m. on 11th December 2000 and transported to Kalka railway station along with the bus leaving BD Quad at 4-00 a.m.

(vi) Luggage of all children going in Chandigarh, Delhi parties must be ready at **B D. Quardangle by 7-00 a.m.** on 11-12-2000. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, which will leave B.D. Quad at 9-00 a.m. sharp for Chandigarh.

(vii) **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. 405. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. L.D. Attri 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. 406. 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) **Lunch :**—Lunch for both P.D. and Senior School will be at 12-45 p.m. on home day.

No. 407. 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. 408. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 409. 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. 410. 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 Monday, 11th December, 2000 :—

| <i>School party</i> | <i>Assemble at B.D. Quad.</i> | <i>Departure from B.D. Quad.</i> | <i>Size of party (including escorts & families)</i> | <i>Transport</i> |
|---------------------|-----------------------------------|--|---|---------------------|
| Bombay | 3-30 a.m. | 4-00 a.m. | } 50 | Chartered Bus/T.Bus |
| Calcutta | —do— | —do— | | |
| Guwahati & Patna | —do— | —do— | | |
| Delhi 'A' | 8-30 a.m. | 9-00 a.m. | 56 | „ „ |
| Delhi 'B' | —do— | —do— | 42 | „ „ |
| Delhi 'C' | —do— | —do— | 25 | „ „ |
| Chandigarh | —do— | —do— | 6 | „ „ |

3. **Bombay Central, Calcutta, Guwahati—Patna parties** will leave Sanawar at 0400 hours sharp in Chartered Buses for Kalka Railway Station on Monday 11th December, 2000 from BD Quad.

- (a) The children going in Bombay Central, Guwahati, Patna & Calcutta parties will spend the night of 10th December, 2000 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 (BD Quad) with the school party at 0400 hours on 11th December 2000.
- (c) RMO please arrange for stay of parties at hospital for night of 10th December, 2000.

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. 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.

7. 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.
8. The Bursar assisted by Mr. Ranjit Singh Tuckshop Clerk, 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. 411. NEXT TERM

The next term will begin on Wednesday, 20th February 2001, and all children must be back by 5-00 p.m. on that day.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th December, 2000

412—420

No. 412. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school clothes, etc., to the House Matrons after 3-00 p.m. on 10th December, 2000. Housemasters and Housemistresses will kindly assist in ensuring the presence of children and that the handing over of clothes, etc., is done in an orderly manner.

No. 413. SEALING OF BOX ROOMS

House Staff and Matrons are requested to ensure that children put all their personal belonging in the box room and the room is sealed.

Concerned Staff has to ensure that boxes are stacked properly in the Box Room to avoid damage to the personal belongings. The box rooms will be inspected by the Bursar during stock taking of clothing after school closes.

No. 414. DORMITORY LOCKERS

House Staff are requested to impress upon all children in their respective Houses that they will empty their lockers, and leave them open, for repairs, polishing etc.

No. 415. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Monday, 11th December, 2000 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 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

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