

# THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 10th February, 2003

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## SPECIAL ORDER

No. 1. CENTRAL BOARD OF SECONDARY EDUCATION  
EXAMINATION 2003.

The date sheet of the Class XII and X Examination 2003 is  
as follows :—

### CLASS XII

#### March

Mon. 3rd	...	042	Physics
Wed. 5th	...	027	History
Thu. 6th	...	054	Business Studies
Sat. 8th	...	001	English Elective
		301	English Core
Tue. 11th	...	043	Chemistry
Wed. 12th	...	028	Political Science
Sat. 15th	...	029	Geography
Mon. 17th	...	044	Biology
Fri. 21st	...	041	Mathematics
Mon. 24th	...	083	Computer Science
Thu. 27th	...	049	Painting
		051	Sculpture
Sat. 29th	...	030	Economics

#### April

Tue. 1st	...	055	Accountancy
Thu. 3rd	...	037	Psychology
Fri. 4th	...	064	Home Science

**CLASS X****March**

Tue. 4th ... 087 Social Science  
Fri. 7th ... 001 English Course—A  
Mon. 10th ... 085 Hindi Course—B  
Sat. 15th ... 041 Mathematics  
Sat. 22nd ... 086 Science with Prac.

The examination will be from 10-30 a.m. to 1-30 p.m.

**Andrew S. Gray**  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 11th February, 2003

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## SPECIAL ORDER

The following holidays will be observed during 2003 by the School and Administrative staff of the school.

### No. 2. HOLIDAYS—SCHOOL AND ADMINISTRATIVE STAFF

- |                               |     |           |           |
|-------------------------------|-----|-----------|-----------|
| 1. Good Friday                | ... | Apr. 18th | Friday    |
| 2. Independence Day           | ... | Aug. 15th | Friday    |
| 3. Janamashtami               | ... | Aug. 19th | Tuesday   |
| 4. Mahatama Gandhi's Birthday | ... | Oct. 02nd | Thursday  |
| 5. Diwali                     | ... | Oct. 25th | Saturday  |
| 6. Idul Fitter                | ... | Nov. 26th | Wednesday |

### No. 3. HOLIDAYS—ADMINISTRATIVE STAFF ONLY

- |                                 |     |           |           |
|---------------------------------|-----|-----------|-----------|
| 1. New Year's Day               | ... | Jan. 01st | Wednesday |
| 2. Guru Gobind Singh Birthday   | ... | Jan. 09th | Thursday  |
| 3. Lohri                        | ... | Jan. 13th | Monday    |
| 4. Himachal State Hood Day      | ... | Jan. 25th | Saturday  |
| 5. Republic Day                 | ... | Jan. 26th | Sunday    |
| 6. Idul Zuha (Bakrid)           | ... | Feb. 12th | Wednesday |
| 7. Maha Shivratri               | ... | Mar. 01st | Saturday  |
| 8. Holi                         | ... | Mar. 19th | Wednesday |
| 9. Ram Navami                   | ... | Apr. 11th | Friday    |
| 10. Dr. BR Ambedkar's Birthday  | ... | Apr. 14th | Monday    |
| 11. Himachal Day/Mahavir Jaynti | ... | Apr. 15th | Tuesday   |
| 12. Budh Purinama               | ... | May 16th  | Friday    |
| 13. Raksha Bandan               | ... | Aug. 12th | Tuesday   |

14. Dusshra	...	Oct.	04th	Saturday
15. Balmiki's Birthday	...	Oct.	10th	Friday
16. Guru Nank's Birthday	...	Nov.	08th	Saturday
17. Christmas Day	..	Dec.	25th	Thursday
18. Guru Govind Singh Birthday	...	Dec.	29th	Monday

Andrew S. Gray  
*Headmaster*



# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 20th February, 2003

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## No. 4. WELCOME

The 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. 5. PROGRAMME

### February

- Tue. 18th ... Senior Management Team (SMT) Meeting,  
HM's Office ... 10-00 a.m.  
Inspection of BD GD & PD  
dormitories by Deputy Headmaster  
(DHM) ... 11-30 a.m.
- Wed. 19th ... Full Staff Meeting. Birdwood Staff  
Room (Birdwood SR) ... 10-00 a.m.  
Heads of Faculty Meetings,  
Birdwood SR ... 12-00 a.m.  
Individual Faculty Meetings,  
Faculty Rooms ... 2-00 p.m.  
BD & PD House Staff Meetings,  
Respective Sr. Master's Residence ... 6-00 p.m.  
GD House Staff Meeting,  
Birdwood SR ... 6-00 p.m.  
Headmaster's Welcome Dinner for Staff,  
Master's Common Room (MCR) ... 8-00 p.m.  
Class VII (BD & GD) luggage to be  
transferred from Holding Houses to pupils res-  
pective 'parent' Houses. Class VI pupil's luggage  
to be moved from Prep School to respective  
Holding House under arrangement of the  
Quartermaster and respective Matrons.
- Thu. 20th ... **Pupil return to School by 5-00 p.m. Parents are  
requested to ensure that they have left the  
School site by 6-00 p.m. at the latest.**

		Class VI pupils (of 2002) to move directly to their Holding Houses & Class VII pupils (of 2002) to move directly to their respective 'parent' Houses	
		Co-curricular Staff Meeting : Hobbies & Sports	
		Staff, Birdwood SR	... 10-00 a.m.
Fri. 21st	...	School Routine Commences with P.T.	... 6-30 a.m.
		Opening of Term Assembly & Oath taking ceremony by the Prefectorial Body 2003, The School Chapel	... 9-30 a.m.
		'Socially Useful & Productive Work' (SUPW) Programme to be launched for Class XII (Barne Hall)	... 3-00 p.m.
		PD Heights & Weights, Hospital	... 3-00 p.m.
		Cricket Sets to be made	... 4-00 p.m.
		Tutorial Lists to be finalised by House Staff	... 6-00 p.m.
		Evening Prep	... 6-30 p.m.
Sat. 22nd	...	New Pupils Admission, Class VII, All Houses	
		HM's Lunch for new Pupils & their Parents in the MCR	
		Sixth Form Theatre Workshop with Rahul Bose Commences	
		GD Heights and Weights, Hospital	... 3-00 p.m.
		Tutorial Meetings, Respective Tutors'	
		<b>No Walking Out Passes (WOPs) Sleeping Out Passes (SOPs) or other Parental Visits Permitted on this weekend.</b>	
Sun. 23rd	...	Festival Cricket Match :	
		1st XI. v/s Staff	... 10-00 a.m.
		Sixth Form Workshop : Theatre Workshop with Rahul Bose Concludes	
		Presentation : The International Award for Young People (IAYP), Barne Hall	... 5-00 p.m.
		Society, Club and Hobby Lists to be completed by House Staff	... 6-00 p.m.
		Prefects Meeting with DHM, Birdwood School	... 6-30 p.m.

**No. 6. RE-SIT SCHEDULE****21st February, 2003****MORNING SESSION 10-15 a.m.—1-15 p.m.**

Class V	...	General Science/Hindi
Class VI	...	Mathematics'
Class VII	...	General Science/Hindi
Class VIII	...	Mathematics/German
Class IX	...	Mathematics
Class XI	...	Economics/Political Science

**EVENING SESSION 2-30p.m.—5-30 p.m.**

Class V	...	English
Class VI	...	Hindi
Class VII	...	Mathematics
Class VIII	...	G. Science
Class IX	...	Sciences
Class XI	...	Chemistry/B. Studies/Psychology

**22nd February, 2003****MORNING SESSION 10-15 a.m.—1-15 p.m.**

Class VI	...	G. Science
Class VII	...	German/Punjabi/Sanskrit
Class VIII	...	Geography/History
Class IX	...	S. Sciences
Class XI	...	Mathematics/Art

**EVENING SESSION 2-30 p.m.—5-30 p.m.**

Class VII	...	History
Class IX	...	Sciences
Class XI	...	Accounts / Computers

**No. 7. STRENGTH RETURN**

Housemaster/Mistress will hand over the strength of children who have reported after winter vacation by 9-00 a.m. on 21st Feb. 2003 to the following :

- (a) E O. to H.M.
- (b) D.H.M.
- (c) Bursar
- (d) Sr. Master/Mistress B.D., P.D. & G.D.
- (e) I/c C D.H.

**No. 8. DAILY STRENGTH RETURN**

From 22nd February the Daily Strength will be sent by the Matrons to all concerned after getting it counter signed from the House-master/Mistress.

**No. 9. CLOTHING**

February 20th & 21st will be devoted to the issue of clothing to the children according to the scale laid down. All clothes will bear the House numbers of the child, and the initials of the Deptd. House. All the work of marking clothes must be completed by the evening of 23rd February, 2003.

**No. 10. TUCK SHOP TIMINGS**

There is no change in Tuck Shop timings, however the timings are repeated for the benefit of all.

**Monday to Friday :**

Tuck Shop Office Work	...	...	9-30-10-45 a.m.
Jr. Staff Mon., & Fri.	...	...	10-45-1-00 p.m.
Sr. Staff	...	...	10-45-1-00 p.m.
Lunch Break	...	...	1-00-1-30 p.m.
Sr. Staff	...	...	1-30-2-00 p.m.
HPD & HPG	Mon. & Thu.	...	2-00-3-00 p.m.
NPD & NPG	-do-	...	-do-
SPD & SPG	Tue. & Fri.	...	-do-
VPD & VPG	-do-	...	-do-
HGD & HHG	Mon. & Thu.	...	2-30-3-30 p.m.
NGD & NHG	-do-	...	-do-
SGD & SHG	Tue. & Fri.	...	-do-
VGD & VHG	-do-	...	-do-
HBD & HHB	Mon. & Thu.	...	4-00-5-00 p.m.
NBD & NHB	-do-	...	-do-
SBD & SHB	Tue. & Fri.	...	-do-
VBD & VHB	-do-	...	-do-
Tuck Shop Office Work	...	...	5-00-5-30 p.m.
Tuck Shop Close	...	...	5-30 p.m.

On the above given days (Mon. to Fri.) sale will be on Tuck Shop Slips only.

**Saturday Timings :**

(a) P.D.	...	...	1-30-2-30 p.m.
(b) G.D.	...	...	2-30-3-00 p.m.
(c) B.D.	...	...	4-30-5-15 p.m.

Sale will be on cheques only.

**Sundays & Holidays :**

- |                           |     |     |                  |
|---------------------------|-----|-----|------------------|
| (a) Tuck Shop Office Work | ... | ... | 9-30-10-00 a.m.  |
| (b) G.D. & P.D.           | ... | ... | 10-00-12-00 noon |
| (c) Office Work           | ... | ... | 12-00—1-00 p.m.  |
| (d) Lunch Break           | ... | ... | 1-00—2-00 p.m.   |
| (e) B.D.                  | ... | ... | 2-00—5-04 p.m.   |
| (f) Tuck Office Work      | ... | ... | 5-00—5-30 p.m.   |

Sale will be on cheques Only.

**Timing for the Matrons for Clothing (Indents)**

- |                        |      |     |                  |
|------------------------|------|-----|------------------|
| (a) GD Holding/GDL/GDU | Mon. | ... | 11-00-12-30 p.m. |
| (b) PDL/PDU/PD Girls   | Tue. | ... | 11-00—1-00 p.m.  |
| (c) SBD/VBD            | Thu. | ... | 11-00-12-30 p.m. |
| (d) HBD/NBD            | Fri. | ... | 11-00-12-30 p.m. |
| (e) BD Holding         | Sat. | ... | 11-00-12-00 noon |

**No. 11. CHILDREN'S BATHS**

Till 2nd March 2003 the children will have two baths a week as per programme given below :—

- |                 |             |     |  |
|-----------------|-------------|-----|--|
| 1. BD including | (Monday)    | ... | Senior   |
| Holding House   | (Friday)    |     |  |
|                 | (Tuesday)   | ... | Junior & Holding House   |
|                 | (Saturday)  |     |  |
|                 | SUNDAYS     | ... | Head washes (Sikh Boys)<br>8-00 a.m.—9-00 a.m.   |
|                 | (Wednesday) | ... | NO BATHS   |
|                 | (Thursday)  |     |  |
| 2. GD including | (Monday)    | ... | Vindhya/Siwalik &  |
| Holding House   | (Friday)    | ... | Holding House  |
|                 | SUNDAYS     | ... | Head washes 8 00 a.m. to<br>9-00 a.m. (alternately<br>between Upper & Lower<br>Dormitory). |
|                 | (Wednesday) | ... | NO BATHS   |
|                 | (Thursday)  |     |  |
| 3. P.D. Boys    | (Monday)    | ... | Himalaya/Nilagiri  |
|                 | (Thursday)  |     |  |
| P.D. Boys       | (Tuesday)   | ... | Siwalik/Vindhya  |
|                 | (Friday)    |     |  |
|                 | SUNDAYS     | ... | Head washes 8-00 a.m. to<br>8-30 a.m. (Sikh boys)  |

P.D. Sparrow (Wednesday)  
(Saturday)  
SUNDAYS ... Head washes for Sparrows  
8-30 a.m. to 2-30 a.m.

**No. 12. P.C.O. TIMINGS**

1. The P.C.O. will function from 9-00 a.m. to 5-00 p.m. on all working days less administrative holidays.
2. Children may use P.C.O. service as per the schedule given below :

**Girls Department**

Wednesdays From 2-30 p.m. to 3-00 p.m.  
4-30 p.m. to 5-00 p.m.  
Sundays From 9-00 a.m. to 1-00 p.m.

**Prep Department**

Fridays From 2-30 p.m. to 3-00 p.m.  
4-30 p.m. to 5-00 p.m.  
Sunday 9-00 a.m. to 1-00 a.m.

**Boys Department**

Mondays—Himalaya From 2-30 p.m. to 3-00 p.m.  
4-30 p.m. to 5-00 p.m.  
Tuesdays—Nilagiri From 2-30 p.m. to 3-00 p.m.  
4-30 p.m. to 5-00 p.m.  
Thursday—Siwalik From 2-30 p.m. to 3-00 p.m.  
4-30 p.m. to 5-00 p.m.  
Saturdays—Vindhya From 2-30 p.m. to 3-00 p.m.  
4-30 p.m. to 5-00 p.m.  
Sundays—All houses From 2-00 p.m. to 5-00 p.m.

3. Maximum time allowed for a call will be 6 minutes. For a call beyond 6 minutes, Housemaster/Housemistresses are required to indicate the time on the P.C.O. slip.

**No. 13. DRESS**

In view of the cold climate the following dress will be worn :

- (a) School Kit—Grey woollen Trousers.

Full sleeve jersy

Red coats for girls } If necessary  
Jackets for boys }

- (b) P. T. Kit—Track suit

Sleeve less jersy if necessary will be worn.

- (c) Games Kit— —do—

The PD matrons will ensure that the children wear warm vests if necessary.

**No. 14. SWIMMING**

Since the water in the swimming pool has not attained the required temperature there will be no swimming till 1st March. Swimming will commence wef 3rd March, 2003.

Children will be suitably engaged during the swimming session by the Sports Department.

**No 15. STAYING ARRANGEMENTS FOR STUDENTS OF CLASS XII APPEARING IN THE BOARD EXAMINATION**

Arrangements for boarding & lodging for the children appearing in the Class XII Board Examination have been made in the Holiday Home for girls and Tin Huts for boys. Detailed instructions are being issued separately.

**No. 16. MEDICAL CERTIFICATES**

The School Office will send 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 Master/Mistress/Matrons are requested to collect such Medical Certificates from the children and send them to the R.M.O. latest by 10-00 a.m. on 21st February, 2003.

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

**No. 17. CHILDREN RETURNING AFTER SICK LEAVE**

**Children returning to school after sick leave irrespective of whether returning late after the school has reopened or are sent from the Hospital/School during school term must report to the R.M.O. 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 categories etc. House staff will kindly observe this procedure and not accept a child back in dormitory unless he/she produces this green slip. Acceptance of a child in the dormitory without the knowledge of the RMO may result in the treatment/restrictions being overlooked thereby leading to serious complications.

**No. 18. HOSPITAL ORDERS**

MI TIMINGS AT MI ROOM, BIRDWOOD Monday to Saturday  
Lower III, Upper III and Lower IV—8-00 a.m. to 8-20 a.m. (After  
Breakfast)

Upper IV to Upper VI—11-25 a.m. to 11-55 a.m. (During Milk-  
Break

Special M.I. at Hospital OPD—4-15 p.m. to 4-45 p.m. (Monday to  
Saturday)

**OPD TIMING**

OPD hours—Monday to Friday

9-00 a.m. to 11-30 a.m.

No OPD on Sunday

All routine cases to report during OPD hours. Outside the OPD  
hours, it is requested that only in case of emergencies the patients  
will please report to the Nursing Staff on duty. After examination  
and first aid the nursing staff will inform the RMO. All serious  
cases will be seen immediately by the RMO and all other cases will  
be seen in routine during OPD hours.

**Children reporting sick out side M. I. Timings are required to  
obtain a slip from HC'A' during classes and Housemaster/mistress/  
matron during the remaining period.**

**No. 19. STAFF SICK IN QUARTERS**

If the teaching staff is unfit they should inform the DHM/HCA &  
HOF before the 1st School starts and then report to the hospital  
9-00 a.m. to 9-30 a.m. on all working days.

All administrative staff and Supporting Staff reporting unfit for  
the day must do so between 9-00 a.m. and 9-30 a.m. on all working  
days. They will however inform their Head of Dept. before proceed-  
ing to the hospital.

**No. 20. SPECIALIST REFERENCE**

Special sick report for children requiring specialist reference :—  
4-30 p.m. to 5-00 p.m. :

Dental	...	Monday	Eye	...	Wednesday
Any other	...	Wednesday			



**No. 21. HOSPITAL VISITING HOURS**

The following timings for visit to the hospital will be observed :

Monday—BD	} ... 4-30 p.m. to 5-00 p.m.
Tuesday—GD	
Wednesday—PD	
Thursday—BD	
Friday—GD	
Saturday—PD	

Sunday/Holidays—PD—9.00 to 9.30  
                                   BD—9.30 to 10.30  
                                   GD—10.30 to 11.30

**No. 22. 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 the prior permission of the R.M.O.

**No. 23. MEDICAL CATEGORY OF SCHOOL CHILDREN**

Fresh Medical categories list of all school children will be made under arrangement of the RMO and published in a special school order by 1st March, 2003.

**No. 24. STAFF VISIT 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 / Assistant Manager Admin. first. For better management of the office service windows have been provided to the undermentioned who can be contact without entering the school office :—

Cashier, I/c Establishment Section, Despatcher Recorder and the Accts. Section.

**No. 25. LEAVE APPLICATION BY STAFF MEMBERS**

All staff members are reminded that except for unforeseen circumstance applications for casual leave must be submitted so as to reach the DHM/Bursar/Headmaster not less than four clear working days before the day from which the leave applied for will start. All heads of Departments will please explain these orders to all employees serving under them who do not receive Orders or cannot read them, particularly Support Staff and also ensure that these instructions are complied with by all concerned.

**No. 26. EARNED LEAVE APPLICATION**

Earned Leave will be sanctioned for a minimum period of 8 days.

All applications for Earned Leave should be submitted for security at least 7 days in advance, so that the office is able to look through full details regarding Earned Leave account of the concerned staff. 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. 27. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)**

All those entitled to meals in CDH & MCR will comply with the following :—

- (a) Conform to the meals timing as published in the School Orders.
- (b) Conform to the dress code if laid down.
- (c) Enter name(s) of guest(s) in the register provided for this purpose in the CDH/MCR.
- (d) Permission of the Bursar will be taken if the guest(s) are to dine for more than 3 days.
- (e) Guest Children below 8 years are NOT entitled to dine in the CDH/MCR.
- (f) Only Spouse entitled to meals in the CDH/MCR.
- (g) Children of Staff are NOT entitled to meal in the CDH/MCR.

**No. 28. ISSUE OF INDENTS BY QUARTERMASTER**

Members of staff and the Quartermaster kindly note that, when an indent is to be issued the actual time of 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 times 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. 29. PERFORMANCE OF PRIVATE CEREMONEY ON THE CAMPUS**

In order to avoid disturbance to the children and ensure that the school activities are not disrupted in any ways, prior sanction must be taken for functions entailing the use of fireworks, bands or loud-speakers. This school order will be explained to the staff of your department

Applications for holding such ceremonies on the campus must be made in writing to the Bursar. Failure to comply will lead to the intitiation of disciplinary action.

**No. 30. EDUCATION ALLOWANCE**

1. The Education Allowance for children of all grades of staff not studying in our school has now been increased as per details given below :—

	Existing	New	Entitlement
(a) Minimum	Rs. 70/- per child per month	Rs. 120/- per child per month	Maximum 3 children
(b) Maximum	Rs. 200/- per child per month	Rs. 250/- per child per month	Maximum 3 children

2. To claim the actual expenses above Rs. 120/- to a maximum of Rs. 250/- the tuition fee receipt will have to be submitted to the Establishment Officer.
3. The enhanced Education Allowance will come into effect from 1st April, 2002 and arrears for the same will be paid with the salary for the month of February, 2003.

The Heads of Departments are requested to explain the above to all subordinate staff working under them.

**No. 31. 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 everywhere but drawing the attention of other from doing so and also picking up litter lying around. Proper receptacles have been provided, where more are required, they will be provided on request.

**No 32. ADDITIONAL RESPONSIBILITY**

Mrs. S. Cheema, Matron, GD (Lower Dormitory) will look after the duty of Matron, GD (Upper Dormitory) in addition to her own duty till such time a permanent Matron is appointed.

**No. 33. NEW APPOINTMENT**

Mr. Rajiva Kumar is appointed as a Physics teacher from 19th February, 2003.

Sh. Tara Dutt son of Late Sh. Dila Ram No. I (Ex Head Bearer) is appointment Bearer with effect 17th February, 2003.

**Andrew S. Gray**  
*Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th February, 2003

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### No 34. PROGRAMME

#### February

Fri. 28th ... IAYP Silver Enrolment, Barne Hall ... 4-30 p.m.  
 Prefects Meeting & Supper with  
 HM, HM's Residence ... 7-45 p.m.

#### March

Sat. 1st ... Maha Shivratri, Administrative Holiday,  
 School Office Closed.  
 Camps & Expeditions : Class IX  
 Ski-ing at Manali Commences  
 Student Academic Council Meeting,  
 DHM's Office ... 3-00 p.m.  
 Cinematique : 'Bi ly Elliot' ... 5-00 p.m.  
 Society/Club Meetings, Birdwood  
 School & Parker Hall ... 6-15 p.m.  
 Staff Club Annual Genaral  
 Meeting (AGM) Postponed

Sun. 2nd ... **No Walking out passes (WOP's), Sleeping  
 out Passes (SOP's) or other Parental  
 visits Permitted on this week end.**  
 Vindhya House Show Rehearsals Commence  
 SUPW for Class XII ... 10-00 a.m.  
 Personal Grooming Programme to be  
 launched for Class X, Barne Hall  
 Games Committee Meeting MCR ... 11-00 a.m.  
 Entertainment Committee Meeting,  
 Staff Room ... 12-00 a.m.

Mon. 3rd ... CBSE Class XII Examinations Commence  
 SMT Meeting, HM's Office ... 10-30 a.m.  
 School Council Elections, Respective  
 Dormitories ... 1-00 p.m.

Tue. 4th ... CBSE Class X Examinations Commence  
 Sixth Form Workshop : Financial Literacy  
 (Part one), Birdwood School ... 2-30 p.m.

			Founder's Term 2003 1st Calendar	
			Meeting, SR	... 5-00 p.m.
Wed.	5th	...	Mess Committee Meeting, MCR	... 2-30 p.m.
Thu.	6th	...	Camps & Expeditions : Class IX Ski-ing Camp at Manali Concludes. BD House Staff Meeting, BD Senior Master's Residence	... 6-30 p.m.
			GD House Staff Meeting, Birdwood SR	... 6-30 p.m.
Fri.	7th	...	Teaching Staff Appraisals, 1st round Commences PD House Staff Meeting, Senior Master's Residence	... 6-30 p.m.
Sat.	8th	...	United Nations : World Women's Day Old Sanawarian Polo Ball, New Delhi Sixth Form Workshop : 'Cross Culture Writing Skills' Ms Lalita Panicker, Senior Editor, The Times of India. Tutorial Meetings, Respective Tutor's Residence	... 6-15 p.m.
			Nilagiri House Treck : Gurkha Fort Camps & Expeditions : Hot Air Ballooning, Selected Students <b>No Walking out passes (WOP's), Sleeping out passes (SOP's) or other Parental visits Permitted on this week end.</b>	
Sun.	9th	...	Old Sanawarian Polo Match, New Delhi Class VII Visit Chatbir Zoo School Council Meeting. MCR	... 10-00 a.m.
			Personal Grooming Programme to be launched for Class IX, Barne Hall	... 10-00 a.m.
			SUPW for Class XII	... 10-00 a.m.

**No. 35. CHILDREN'S BATHS**

From 3rd March the children will have three baths a week as per programme given below :

**B D.**

Monday	}	... Seniors
Wednesday		
Friday		
Tuesday	}	... Juniors
Thursday		
Saturday		
Sunday	...	Head Baths (Sikh Boys)

**G.D.**

Tuesday	}	... Himalaya/Nilagiri
Thursday		
Saturday		
Monday	}	... Vindhya/Siwalik & Holding House
Wednesday		
Friday		
Sunday	}	Head washes 8-00 a.m. to 9-00 a.m. (alternately between Upper and Lower dormitory)

**P.D.**

Tuesday	}	... Siwalik/Vindhya
Thursday		
Friday		
Monday	}	... Himalaya and Nilagiri
Wednesday		
Sunday		
Monday	}	... Sparrow
Wednesday		
Saturday		

**No. 36. 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 expenditure submitted after considerable delay.
2. In order to ensure that the Accts. 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.*

**No. 37. REIMBURSEMENT OF TRAVEL EXPENDITURE**

To ensure speedy clearance of TA/DA bills the following procedure will be ensured.

- (a) Claim will be made on the form available with the Establishment Section.
- (b) Instruments on the form to be read and complied with.
- (c) Claim to be submitted to Establishment Section within **SEVEN DAYS** of completion of journey.
- (d) Proof of travel and expenditure to be supported with bills duly signed.
- (e) Letter/note sanctioning the move to be attached with the claim
- (f) Photocopy of form and bills to be maintained for personal record.
- (g) The claimant will be entitled to 'A' Class City for the duration of his stay in the city. For the period of travel to & back from the 'A' Class City the claimant will be entitled to normal DA.

**No. 38. CLAIM OF ALLOWANCE**

For better financial management allowance if any due, will be claimed before the end of the financial year (31st March) in which entitled.

If for some reason the claim can not be made within the stipulated period, a letter stating the reasons for the lapse will be attached with the claim.

**No. 39. REQUISITION OF ACCTS. TO SCHOOL OFFICE**

Since the according procedures are elaborate and it is not desirable to upset routine work of the Accts. Branch, Staff Members desirous of taking Monetary advance for official purpose will comply with the following procedure :—

- (a) Requisition for advance to be made on the prescribed form available with Cashier/Accts. Manager.
- (b) Form to be filled and submitted to Accts. Manager.
- (c) Letter/Order which sanctions the duty/purchase to be attached.
- (d) The form to be submitted a maximum of **THREE DAYS** prior to the following actions.
  - (i) Sanction by Bursar.
  - (ii) Preparation of voucher.
  - (iii) Signature of voucher by Bursar.
  - (iv) Preparation of Cheque.



(v) Signature of cheque by Bursar.

(vi) Signature of cheque by HM.

**No. 40. HANDLING OF CORRESPONDENCE**

A considerable amount of paper work goes on in the school and to ensure timely and smooth functioning it is essential that every one knows which Section to contact for work. The distribution of work in the School Office is as follows :—

**(a) Establishment Section :—**

- (i) Pay and Allowance of the employees.
- (ii) Travelling arrangement of staff and students.
- (iii) Handling of TA/DA claims.
- (iv) Matters relating to service conditions.
- (v) Leave
- (vi) Staff Benefit Fund applications.
- (vii) Gratuity
- (viii) Appointment below teacher grade.
- (ix) All retirements.

**(b) Accts. Section :—**

- (i) Release of funds.
- (ii) Clearance of bill.
- (iii) Preparation of vouchers and cheques for payment.
- (iv) Details of expenditure under various budget heads.
- (v) Medical Reimbursement.
- (vi) P.F.
- (vii) Annuity.

**(c) Students Section :**

- (i) Students Strength
- (ii) Correspondence relating to withdrawals.
- (iii) General correspondence pertaining to students.
- (iv) Matters relating to fee.
- (v) Matters relating to Examination.
- (vi) Students Tours & visits.
- (vii) Matter relating to students personal A/cs.
- (viii) Miscellaneous deductions pertaining of Students.

**(d) General correspondence Section :—**

- (i) All matters not covered by any of the above sub paras.

In order to ensure speedy disposal of yours correspondence it is recommended to hand over the correspondence to the I/c of the relevant section.

**Submission of Personal Applications/Letters :** These should be prepared in duplicate, first copy given to the Section Incharge and second copy to be retained after taking signature of Section Incharge as proof of submission of application/letter.

**No. 41. 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 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 will 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 quarter 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. 42. STAFF VISIT TO Q.M. STORES**

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

Members of the staff will please **NOT** to visit the Quartermaster or the Q.M. Stores at other times, except by prior arrangement with

**No. 43. 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) 2nd 3rd, 4th & 5th each month<br>(2-00 p.m. to 5-00 p.m.) | } | Dry Rations         |
| (b) 9th of each month<br>(2-00 p.m. to 5-00 p.m.)             | } | K. oil & fuel wood. |

## 2. For staff drawing pay through Sr. Staff Pay Register

- |  |   |                    |
|--|---|--------------------|
| (a) 6th, 7th & 8th of each month<br>(2-00 p.m. to 5-00 p.m.) | { | Dry Ration         |
| (b) 10th of each month<br>(2-00 to 5-00 p.m.)                | { | K. oil, fuel wood. |

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.

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

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

**No. 44. TRAFFIC MANAGEMENT BD PAVEMENT**

It has been seen that a considerable amount of traffic moves through the Gaskel Hall and B.D. Pavement even after lights out times, thus disturbing the children. In order to reduce the noise level it has been decided to stop all traffic from passing through BD from 6-00 p.m. to 7-15 a.m. next day. For this purpose barriers have been provided at the entrance to the BD Pavement from the Gaskel Hall and Hospital side.

**No. 45. PARKING OF VEHICLES IN BD & GD PAVEMENTS**

Since the areas adjacent to dormitories is considered as part of the residential area of the children no vehicles other than staff vehicles are permitted to be parked during term time on the B.D. Pavement, Holding House BD Pavement, GD Basket Ball Ground and the area of Old Q.M. Stores. This restriction also applies to vehicles of visitors of the staff.

**No. 46. CAMPUS SECURITY**

In order to monitor entry onto the School Campus it has been decided that dependents of the School Staff who work of the campus on night shift and return to home after 9-00/leave for duty after 9-00 p.m. are required to have passes issued from the School Office after submitting an application alongwith passport size photograph to the Asstt. Manager Admin. by 6th March 2003, failing which

they may be denied entry onto the campus.

Heads of Departments are requested to inform all the Staff under them.

#### **No. 47. BOUNDS FOR STUDENTS**

Children to remain strictly in bounds and breach of these will be dealt with seriously. The following are out of bounds :

- (1) The 'Mall' between Green Gate & the path to the pool.
- (2) The road going towards "Moti Corner" from where one walks up to the Hospital after the "Horse Shoe Bend".
- (3) Area beyond Hospital towards Moti's Corner.
- (4) Short back from CDH to Bakery.
- (5) Beyond SSC going towards "Peacestead" and GD from the "Main Tar Road" and besides the School Sweeping Pool unless for classes. Also the road going to leisure from the sweeping pool. This means the entire GD area and old Stores below it and Bakery/Charlie are out of bounds for boys.
- (6) Birdwood School in front and behind after lunch unless attending a class or a hobby session.
- (7) Boys not to hang around the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck Shop is to be visited only on their allotted days and timings.
- (8) Visits to various teachers houses only with the permission of their Housemaster/mistress.
- (9) Visits to Prep School by B.D. & G.D. Children restricted to Sundays with Housemaster's/mistress's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hour, or any emergency with due written permission from the relevant staff.
- (12) **Moti Corner, Dharampur including Giani Ka Dhaba, Shaane Himachal and other eating places.**
- (13) All Sweets-Meats Shops in Garkhal.
- (14) Sunnyside School.

#### **No. 48. 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 Order or who cannot read them.

**No. 49. 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 2002 are to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters/Housemistresses are requested to take necessary action.

**No. 50. COMMUNICATIONS TO OFFICE REGARDING CHILDREN**

When addressing any communication to the School Office regarding children, 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 of the names of many children and surname are the same.

**No. 51. 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. Will all Heads of Departments, Librarian and all teaching staff kindly bear this in mind before indenting/asking for issue of any stationery stems.

**No. 52. DEPOSIT/RECEIPTS 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	... 10-00a.m.—12-00 noon

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

**No. 53. OUTSTATION VISITS BY STAFF MEMBERS**

Teaching staff undertaking outstation visits without children should follow the following procedure :—

1. Put in a written proposal outlining the need and relevance of the visit to the HoF.
2. Fill in the outstation forms available with all HoFs / School Office.
3. The visit to be recommended and the form signed by the HoF.
4. The visit to be approved and the form signed by the HCD.
5. The visit to be approved and the form signed by the HCA.
6. The visit to be sanctioned by the DHM.
7. The form to be submitted to the Assistant manager (administration) at least one week prior to the date of the visit.

**No. 54. SMOKING & DRINKING ON THE SCHOOL CAMPUS**

All staff should please note that subsequent to a ruling by the Supreme Court, the Board of Governors decided that with two exceptions only, smoking and drinking of alcohol in a 'public place' should be banned throughout the school site.

For the sake of clarity, staff (and any private guests) may, of course, continue to smoke and drink in the privacy of their own homes. In addition, the drinking of alcohol may take place in an agreed public venue, at an agreed time, when advance permission for such has been obtained in writing from the Headmaster.

Please note that the above is intended primarily for use with regard to events such as the Old Sanawarian Dinner during Founders and Staff Club private events. The Headmaster has no power to allow smoking in any public venue on the school site.

All Heads of Departments are asked to explain this decision to those working under them and to explain to them that breaking of these strictures will be considered to be a disciplinary offence.

**No. 55. QUARTERMASTER'S VISIT TO PARWANOO AND BEYOND**

In order to provide adequate time to the QM to carry out routine administration on the campus his visit to Parwanoo and beyond has been restricted to two days in a week only. The implication of this schedule is that those indenting stores for purchase will have to plan well in advance and not expect the indent to materialise within one day.

The days for purchase are :---

- (a) Wednesday.
- (b) Friday.

**No. 56. MEDICAL REEMBURSEMENT**

All concerned staff are requested to submit their Medical Reembursesment Forms to the Medical Asstt. on duty in the OPD/Dispensary between 2-00 p.m. & 4-00 p.m. on all days except Saturday & Sunday.

**No. 57. POWER SUPPLY**

1. HPSEB has imposed unscheduled power cut due to fall in hydro generation, presently it is 2 to 3 hrs. in a complete day.
2. Just to get the uninterrupted power supply it is suggested not to switch on all the heavy loaded gadgets like geysers, blowers etc. at the same time specially during peak load hrs. i.e. 6-00 a.m. to 9-00 a.m. and 6-00 p.m. to 9-00 p.m., avoid decoration lights also.

Andrew S. Gray  
*Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th March, 2003

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58—70

### No. 58. PROGRAMME

#### March

Fri.	7th	...	PD House Staff Meeting, Senior Master's Residence	...	6-30 p.m.
Sat.	8th	...	United Nations : World Women's Day Old Sanawarian Polo Ball, New Delhi Tutorial Meetings-Talk on UN by Ms. Ellen Cooper Nilagiri House Track : Gurkha Fort Camps & Expeditions : Hot Air Ballooning, Selected Students <b>No Walking out passes (WOP's), Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b>	...	6-15 p.m.
Sun.	9th	...	Old Sanawarian Polo Match, New Delhi Class VII Visit to Chatbir Zoo postponed Cricket 1st XI Boys Vs. Kasauli Club Personal Grooming Programme to be launched for Class IX, Barne Hall SUPW for Class XII	...	10-00 a.m. 10-00 a.m. 10-00 a.m.
Mon.	10th	...	Commonwealth Day Essay Writing Competition, Birdwood School Meeting of Head of Faculty, Staff Room	...	2-30 p.m. 6-30 p.m.
Tue.	11th	...	Individual Faculty Meetings	...	2-30 p.m.
Wed.	12th	...	Presentation on School's Social Service Project	...	5-30 p.m.
Thu.	13th	...	Academic Staff Meeting	...	6-30 p.m.
Fri.	14th	...	Vindhya House Show, First Performance Prep School & L-IV, U-IV & L-V (Boys) to attend	...	4-30 p.m.



Sat. 15th	...	Vindhya House Show, Final Performance	...	6-00 p.m.
		WALKING OUT PASSES (WOPs), SLEEPING OUT PASSES (SOPs) AND OTHER PARENTAL VISITS PERMITTED ON THIS WEEKEND.		
Sun. 16th	...	Entrance Examination for classes V, VI & VIII Birdwood School		
		Monthly Review Meeting, DHM's Office	...	10-00 a.m.
		Class V Outing to 'Eagle's Nest'		
		Camps & Expeditions : Select Students		
		Leave for Hot Air Ballooning		
		Cricket : Staff XI vs. YPS Patiala		
		Staff (Away)	...	10-00 a.m.
		Cricket Atoms vs. YPS		
		Mohali (Home)	...	10-00 a.m.
		Basketball Girls 1st XI vs. YPS		
		Mohali (Home)	...	10-00 a.m.
		Film, Barne Hall	...	2-15 p.m.
		Junior English Inter-House		
		Debate, Barne Hall postponed		

**No. 59. LIST OF PREFECTORIAL BODY—2003**

		Head Boy	...	A. Changkiri
		Deputy Head Boy	...	Jatin Mehra
		Deputy Head Boy	...	Abhimanyu Sisodia
HBD	...	School Prefect	...	Ankit Nanda
		School Prefect	...	Akshay Singh
		House Prefect	...	Kara Himat Singh
NBD	...	School Prefect	...	Aditya Jain
		School Prefect	...	Dhawal Desai
		House Prefect	...	Jaivir Chandel
SBD	...	School Prefect	...	Ishan Yadav
		School Prefect	...	Rahat Mahajan
		House Prefect	...	Dushyant Malik
		House Prefect	...	Trishakti Rana

VBD	...	School Prefect	...	Nikhil Kashyab
		School Prefect	...	Manish Sejwal
		House Prefect	...	Lovekirat Chahal
		House Prefect	...	Sahil Bhalaik
HHBD	...	Deputy Head Boy	...	Abhimanyu Siodia
		School Prefect	...	Ankit Gupta
		House Prefect	...	Puneet Pal S. Sangha
		House Prefect	...	Rahul Uadera
		Head Girl	...	Harpriya Gill
		Deputy Head Girl	...	Sarena Tewari
HGD	...	House Captain	...	Sonali Singha
		House Prefect	...	Sukhmani F.S. Bajwa
NGD	...	House Captain	...	Shivaani Maederatta
		House Prefect	...	Saiah Vogel
SGD	...	House Captain	...	Wati Long Kumar
		House Prefect	...	Rohini Ahuja
VGD	...	House Captain	...	Gursimran Sangha
		House Prefect	...	Neha Bains

**Holding House :—**

Himalaya	...	Avantika Rungta
Nilagiri	...	Neha Jhala
Siwalik	...	Dviya Chauhan
Vindhya	...	Chandni Garg

**No. 60.** The following is the list of Housemistresses, Tutors and affiliate staff attached to each House in G.D. for this year.

House	Housemistress	Tutor	Affiliate Staff
Himalaya	Mrs. Anita Sharma	Mrs. R. Vasisht	Ms. A. Priya Mrs. S. Roberts
Nilagiri	Ms. Shonu Mukherji	Ms. A. Solomon	Mrs. M. Nanda Mrs. Attri
Siwalik	Mrs. Saisha Khanna	Mrs. N. Tahlan	Mrs. S. Chauhan Mrs. Bhargava
Vindhya	Mrs. Anju Suri	Mrs. A. Singh	Mrs. A. Bath Mrs. M. Solomon
Holding House (H. & N.)	Mrs. P. Bhardwaj	Ms. P. Debey	Mrs. N. Kaur Ms. K. Bakshi

Holding House (S. & V.)	Mrs. S. Gupta	Ms. A. Arora	Mrs. L. Francis Ms. K. Ghai
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This accounts for all 24 women staff attached to the Senior School.

**No. 61. HOUSE PARTIES**

A House can have a maximum of **two parties per term** inclusive of the Green Room and the Sixth Form Farewell parties. Housestaff may withdraw at the rate of Rs. 60/- per child for the Green Room and the SFP from the House Fund. This 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. 62. ELECTRICAL INSTALLATIONS**

All children are reminded that they are strictly forbidden to tamper with or alter the electrical installations in the 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-points/extension wire etc., has already been made by the Electrical Engineer. Will all Housemasters/Housemistresses please check and ensure that this order is complied with. The Electrical Engineer is requested to inspect all the dormitories and report to the Estate Manager, if he observes any violances of this order. This inspection may please be completed latest by 15th March, 2003.

**No. 63. STAFF GUESTS—MESSING IN SCHOOL KITCHEN**

Staff members, entitled to have their messing in C.D.H. who wish to bring their guests for meals 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 their names in the register provided.

**No. 64. 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. 65. 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. For items costing more than Rs. 1000/-, permission of the parent will be obtained & filed in the General file of the child. A copy of the Tuck Shop Slip *must* be sent by the House Staff to the parent concerned.

**No. 66. ENTRY TO CIVIL LABOUR**

All Labourers of civil contractors working with the various Departments of the School will be issued tokens by the Security Staff at the Main Gate/Moti Corner Gate on daily basis. Entry to this effect will be made in the registers and token will be returned once the labour returns to their camp outside the school Complex. Any Labour staying within the Complex will have permission and security clearance in writing from the School Administration. All daily wage labour working with Q.M. Stores, Sports Dept. Electrical Dept., C.D.H. etc. will use Main Gate/Moti Corner Gate for their entry and exit.

**No. 67. CONCLUSION OF CONTRACTUAL PERIOD**

Mrs. Rupinder Kaur, Home Science Teacher, has completed her contractual period of one year on 3rd March, 2003.

**No. 68. RESIGNATION**

1. Ms. Sukhpal Kaur Brar, Assistant Teacher, Commerce on 18th February, 2003.
2. Mr. Ankur Nayyar, Computer Teacher has also resigned and his last working day will be 24th March, 2003.

**No. 69. APPOINTMENT**

1. Miss Payal Sharma as Assistant Teacher (English) on 18th February, 2003.
2. Mr. Sahil Pradhan, as Computer Teacher on 18th February, 2003.

**No. 70. ADDITIONAL CHARGE**

Lt. Col. S.K. Rautiyal (Retd) Estate manager has been appointed as Acting Bursar in addition to his own job as Estate Manager w.e.f. **1st March, 2003** on the expiry of temporary appointment period of Col. N.J.S. Pannu (Retd.) as Bursar.

Andrew S. Gray  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th March, 2003

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71—86

## No 71. PROGRAMME

### March

Fri. 14th	...	Vindhya House Show, First Performance	...	4-30 p.m.
		Prep School & L-IV, U-IV & L-V (Boys) to attend		
Sat. 15th	...	Vindhya House Show, Final Performance	...	6-00 p.m.
		WALKING OUT PASSES (WOPs), SLEEPING OUT PASSES (SOPs) AND OTHER PARENTAL VISITS PERMITTED ON THIS WEEKEND.		
Sun. 16th	...	Entrance Examination for classes V, VI & VIII Birdwood School Monthly Review Meeting, DHM's Office	...	10-00 a.m.
		Class V Outing to 'Eagle's Nest' Camps & Expeditions : Select Students Hot Air Ballooning Cricket : Staff XI vs. YPS Patiala Staff (Away)	...	10-00 a.m.
		Cricket Atoms vs. YPS Mohali (Home)	...	10-00 a.m.
		Basketball Girls 1st XI vs. YPS Mohali (Home)	...	10-00 a.m.
		Film, Barne Hall	...	2-15 p.m.
Mon. 17th	...	Co-curricular Staff Meeting, Staff Room	...	6-30 p.m.
Tue. 18th	...	Founder's Term 2003, 2nd Calendar Meeting, Staff Room	...	5-00 p.m.
Wed. 19th	...	Holi, Administrative Holiday, School Office Closed 'Founder's 2003', 2nd Planning Meeting, Staff Room	...	2-30 p.m.

		Social Service League Meeting, Birdwood School	... 5-30 p.m.
Thu. 20th	...	Music Workshop Commences	... 3-00 p.m.
		Inter-House Table Tennis/Badminton postponed	
Fri. 21st	...	United Nations : Racial Discrimination Day World Forestry Day : Poster Display by Nature Club Cricket 1st Eleven Vs. Doon School Dehradun (Away) Team will leave for Dehradun after classes—2-30 p.m.	
Sat. 22nd	...	United Nations : World Water Day Poster Display by Nature Club Society/Club Meetings, Birdwood School & Parker Hall Music Workshop Concludes Class X CBSE Examinations Conclude Camps & Expeditions : Himalaya House Overnight trek to Gurkha Fort Cinematique : 'Seven Years in Tibet' <b>No Walking out passes (WOP's), Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b>	... 6-15 p.m.
Sun. 23rd	...	Siwalik House Show Rehearsals Commences Class VI Outing to 'Eagle's Nest' Philately Club : 'Stamp-Painting' Competition' SUPW for Class XII Basketball : Sanawar Boys and Girls U-16 Vs. YPS Patiala (Away) Cricket 1st XI Sanawar Vs. Doon School Dehradun Concludes School Film : Barne Hall Prefects Meeting with DHM, Birdwood	... 10-00 a.m. ... 10-00 a.m.  ... 2-15 p.m. ... 6-30 p.m.

**No. 72. 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 Q.M. as soon as the losses, breakages, etc. have occurred. In any case these must come to the school office by 10th of the following month duly priced by the Q.M. This is necessary for the purpose of bringing the school accounts up to date.

**No. 73. USE OF PRIVATE TRANSPORT FOR OFFICIAL PURPOSE**

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 purpose of claiming reimbursement of travelling expenses.

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

**No. 74. ELECTRICITY CONSUMPTION**

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

All Staff and children are again requested to switched off lights/ electrical equipment that are not in use. Staff, in particular, are requested to reduce the use of electrical Equipment.

**No. 75. PRIVATE TRADING**

There will be no private trading by members of the school staff (including their family members, residing with them on the campus) or by contractors who are provided with school accommodation 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. 76 TUCK SHOP**

The Tuck-Shop will remain closed for Annual Stock Taking on Friday, 28th March, 2003.

All staff members are requested to return empty bottles of cold drinks lying with them. Rs. 5/- will be charged per bottle if not returned by 27th March, 2003.

**No. 77. WATER CONTROL IN SCHOOL**

Please refer to the School circular of 7th Feb. 2003, where adequate stress has been laid on the management of water in the school. It



is however regretted to note that certain staff members are not storing enough water for their use and are pressing the Engg. Deptt. to open the main line at odd hours/on unscheduled days.

It is reiterated that Engg. Deptt. will not be in a position to open the main line on unscheduled days and all staff must store water for their use.

**No. 78. RESTRICTED WATER SUPPLY FROM MES, KASAULI**

1. Further to this office circular No. B1/3/MES dated 14th Feb. 2002.
2. The two main reservoirs located at Kasauli have since been repaired and have now been put under testing. All the water being pumped from Gambhar river source is being diverted to these two reservoir which can accommodate about 55 lakh gallons of water. The testing may take a time period of 6 to 8 weeks.
3. As all the water from Gambhar is being diverted to the two reservoirs as above, MES at Kasauli is not in a position to meet our water supply requirement in full from their local resources. We, on our part, have already commenced the services of water bowsers to the school to tide over the short fall in water supply. Incidentally the water supply to Army and Air force at Kasauli have been curtailed by half and to the CRI by 2/3rd.
4. We will therefore request all the staff to co-operate and help us in controlling extravagant use/wastage of water and we propose to introduce following measures with immediate effect :
  - (a) Staff Service tanks will be filled half daily.
  - (b) Kitchen gardening/flower beds watering to be restricted.
  - (c) Water supply timings to other residential areas where community living is prevailing to be reduced by half.
  - (d) Matrons are requested to ensure that only one of the night pans is kept open for use by night and dry sweeping/swapping is resorted to at the Dormitories.
  - (e) Water supply to be available as per the timings to be laid down by the Engineer.
5. The above situation may prevail till April 2003.

**No. 79. PROVIDENT FUND**

Any permanent employee including probation staff can contribute a maximum of 15% of the basic salary towards their Provident Fund

(P.F.) account as voluntary contribution. This is in addition to compulsory contribution of 12% of basic salary.

Those who want to make a voluntary contribution to P.F. may do so by writing a letter addressed to the Establishment Officer mentioning the percentage of voluntary contribution.

**No. 80. NOMINATION FORMS FOR GRATUITY, ANNUITY AND PROVIDENT FUND**

The staff members who have not completed the formalities of filling nomination forms till date or those may be a requirement to amend the details in respect of Gratuity, Annuity and Provident Fund, the formalities be completed and submitted immediately. The blank forms can be collected from the Establishment Officer on any working days from 11-00 a.m. to 4-00 p.m.

Head of departments are requested to inform the staff working under them.

**No. 81. EDUCATION ALLOWANCE**

The school employees are entitled to claim Education Allowance for a maximum of 3 children who are studying in various schools other than The Lawrence School, Sanawar in KG and above classes up to plus two level. This will include those children who had already studied in schools and for whom Education Allowance was already claimed and those who are studying or studied in the main school. The present rate of Education Allowance is Rs. 120/- minimum to a maximum of 250/- per child per month.

The claim Education Allowance the employees are required to submit the proof on the prescribed Performa duly signed by the Heads of the Schools where child / children are studying and to claim the allowance above Rs. 120/- per month the employees are required to attach Tuition Fee bill/receipt as proof.

**The Education Allowance Forms are being sent to the departments and Head of Departments are requested to explain the above to all subordinate staff working under them. The last date for submission of forms is 10th April, 2003.**

**No. 82. TUCK SHOP & P.C.O. TIMINGS FOR P.D. CHILDREN**

This has reference to S.O. dated 20-2-2003 the Tuck-Shop & P.C.O. timings for P.D. Children will be 3-00 to 4-00 p.m. on Tuesday to Sunday.

**No. 83. STAFF BENEFIT FUND LOAN**

The S.B.F. loan is fixed to a maximum for various categories as follows :—

- (a) Medical treatment ... Rs. 7,000/- on recommendation of RMO.
- (b) Marriage of children/ self/dependent ... Rs 15,000/- on submission of wedding card or proof.
- (c) Construction/repairs of house ... Rs. 15,000/- on submission of proof.

**In case of Medical Loan the second loan may be allowed only after returning 60% of the first loan. In such case no other loan for medical can be taken unless the second loan is fully paid for.**

**The loan for marriage, construction / repairs of own house can only be taken after one year of the previous loan having been returned.**

The loan will be granted as per seniority of applications and in accordance with the circumstances. The grant of loan will be administered in the following priorities :—

- (a) Marriage
- (b) Medical
- (c) Construction/repairs of own house.

The Head of Departments are requested to clear the above to the staff working them.

**No. 84. CORRIGENDUM**

Ref. S.O. dated 7th March, 2003 No. 70 please read Lt. Col. (Retd) S.K. Nautiyal in place of Lt. Col. (Retd) S.K. Rautiyal.

**No. 85. APPOINTMENTS**

“Aparjyot S. Virk and Varun Nayar have been appointed House Prefects in HBD (Jr. dormitory) and NBD (Sr. dormitory) respectively”.

**No. 86. STAFF MEALS ON 16, MARCH 2003**

Breakfast and Lunch for the staff will be organised at C.D.H. on 16th March, 2003 owing to the Entrance Test.

Andrew S. Gray  
Headmaster

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st March, 2003

87—91

## No. 87. PROGRAMME

### March

- Fri. 21st ... United Nations : Racial Discrimination Day  
 World Forestry Day : Poster  
 Display by Nature Club  
 Cricket 1st Eleven Vs. Doon School  
 Dehradun (Away)  
 Team will leave for Dehradun  
 after classes—2-30 p.m.
- Sat. 22nd ... United Nations : World Water Day  
 Poster Display by Nature Club  
 Society/Club Meetings, Birdwood  
 School & Parker Hall ... 6-15 p.m.  
 Music Workshop Concludes  
 Class X CBSE Examinations Conclude  
 Camps & Expeditions : Himalaya House  
 Overnight trek to Gurkha Fort  
 Cinematique : 'Seven Years in Tibet'  
**No Walking out passes (WOP's), Sleeping  
 out Passes (SOP's) or other Parental visits  
 Permitted on this week end.**
- Sun. 23rd ... Personal Grooming Programme  
 for class X children ... 10-00 a.m.  
 Siwalik House Show Rehearsals Commences  
 Class VI Outing to 'Eagle's Nest'  
 SUPW for Class Xii ... 10-00 a.m.  
 Basketball : Sanawar Boys and Girls  
 U-16 Vs. YPS Patiala (Away)  
 Cricket 1st XI Sanawar Vs. Doon  
 School Dehradun Concludes  
 School Film : Barne Hall ... 2-15 p.m.  
 Prefects Meeting with DHM,  
 Birdwood ... 6-30 p.m.

Mon. 24th	...	Interviews—Vacancy based admission (Girls) BD & PD House staff meetings, Respective Senior Master's Residence	...	6-30 p.m.
Tue. 25th	...	Interviews—Vacancy based admission (Boys) Individual Faculty Meetings	...	2-30 p.m.
		GD House Staff Meeting, Birdwood	...	6-30 p.m.
Wed. 26th	...	Social Service League Meeting, Birdwood	...	6-30 p.m.
		Class X A & B visit to Pollution Control, Unit, Ludhiana		
Thu. 27th	...	Interviews—XI Class admission (Boys/Girls) Newsletter Editorial Board to visit HT Offices in Chandigarh Combined House Staff Meeting with DHM, Staff Room	...	6-30 p.m.
Fri. 28th	...	Prefect Meeting & Supper with HM, HM's Residence	...	7-45 p.m.
Sat. 29th	...	Evacuation Drill practice from CDH after lunch	...	2-45 p.m.
		Camps & Expeditions : Vindhya House overnight trek to Gurkha Fort Class VI Historical Visit to Sanghol <b>No Walking out passes (WOP's) Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b> Staff Club Dinner & Meeting	...	7-30 p.m.
Sun. 30th	...	SUPW for class XII	...	10-00 a.m.
		Personal Grooming Programme for Class IX children, Birdwood	...	10-00 a.m.
		Cricket : Staff XI vs. BCS Staff	...	10-00 a.m.
		Junior Inter-House Quiz Competition, Barne Hall	...	6-15 p.m.
		Evacuation Drill Practice from dormitories	...	8-20 p.m.

**No. 88. T.A./D.A. CLAIM FOR THE STAFF**

- (a) The claimant will be entitled to claim 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. will be at normal rates.

**No. 89. 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. 90. CENSORSHIP OF DCG AND ANTI RABIES INOCULATION**

Owner of dogs are required to register their dogs in the Main Office with Asstt. Manager Admin. by 15th April, 2003.

While registering the dogs the following details will be entered : Owners name, name of pet, breed, colour, sex age when inoculated for rabies and when inoculation due. Proof of last inoculation will be shown to the Asstt. Manager Admin.

This order will be explained to all the employees working in the department.

**No 91. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE**

Expense voucher, re-imburements / claims of any kind related to the financial year 2002-2003 need to be submitted by 15th of April, 2003 in order to debit the account in the current financial year (2002-2003). 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 expenditure 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.

**Andrew S. Gray**  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th March, 2003

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92—95

## No 92. PROGRAMME

### March

Fri. 28th	... Prefect Meeting & Supper with HM, HM's Residence	... 7-45 p.m.
Sat. 29th	... Evacuation Drill practice from CDH after lunch Camps & Expeditions : Vindhya House overnight trek to Gurkha Fort Class VI Historical Visit to Sanghol <b>No Walking out passes (WOP's) Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b> Staff Club Dinner & Meeting	... 2-45 p.m.        ... 7-30 p.m.
Sun. 30th	... SUPW for class XII Personal Grooming Programme for Class IX children, Birdwood Cricket : Staff XI vs. BCS Staff Junior Inter-House Quiz Competition, Barne Hall Evacuation Drill Practice from dormitories	... 10-00 a.m.  ... 10-00 a.m. ... 10-00 a.m.  ... 6-15 p.m. ... 8-20 p.m.
Mon. 31st	... SMT Meeting, HM's Office Meeting of Head of Faculty, Staff Room Inter House Cricket Competition Commences BD Last 3 Schools will be cut short by 5 mts. Lunch PD Lunch Sr. School	... 10-30 a.m.  ... 2-30 p.m.  ... 2-15 p.m.  ... 12-15 p.m. ... 1-25 p.m.
 <b>April</b>		
Tue. 1st	... Student Academic Council Meeting, DHM's Office Individual Faculty Meetings	... 3-00 p.m. ... 3-00 p.m.

			Last 3 Schools will be cut short by 5 mts.	
			Lunch PD	... 12-15 p.m.
			Lunch Sr. School	... 1-25 p.m.
Wed.	2nd	...	Class X C & D To visit a Pollution Control Unit, Basketball Electrons Boys & Girls Vs. Pine Grove (Home)	... 2-30 p.m.
			Last 3 Schools will be cut short by 5 mts.	
			Lunch PD	... 12-15 p.m.
			Lunch Sr. School	... 1-25 p.m.
Thu.	3rd	...	Class IX A & B Trip to Bon Monastery, Solan Social Service League Meeting, Birdwood School	... 5-30 p.m.
			Mess Committee Meeting, Birdwood School	... 5-30 p.m.
			Entertainment Committee Meeting, Birdwood	... 5-30 p.m.
			Cricket 1st XI leaves for Delhi	... 2-30 p.m.
Fri.	4th	...	Siwalik House Show Postponed to Friday 11th April Cricket 1st XI matches in New Delhi Commences	
Sat.	5th	...	CBSE Class XII Examinations Conclude Basketball 1st XI Boys Vs. YPS Patiala (Home)	... 3-00 p.m.
			Cricket Atoms and Electrons leave for YPS Patiala	... 3-00 p.m.
			Arrival of Cricket YPS & Basketball Girls Teams Inter-Section Hindi Poetry Recitation Competition for V & VI Classes	... 5-15 p.m.
			<b>No Walking out passes (WOP's), Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b>	
Sun.	6th	...	PD picnic to Broken Bridge Cricket Atoms & Electrons Vs. YPS Patiala (Away) Cricket Colts Vs. YPS Patiala (Home)	... 10-00 a.m.



Basketball Girls Vs. YPS Patiala (Home)	... 10-00 a.m.
Fire Fighting Demonstration	... 10-00 a.m.
School Film, Barne Hall	... 2-15 p.m.

**No. 93. 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 R.M.O.'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. 94. OUT STATION VISITS BY STAFF ONLY**

Staff members proceeding on outstation duty other than when accompanying students are required to fill in the proforma which is available with all HOF's. The form to be filled minimum one week in advance and submitted to the Main Office. However, in case of late submission reason to be indicated on the form.

**No. 95. 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 supporting staff, play frequently and in some cases daily on the School's games grounds and do considerable damage thereto especially to the cricket pitches and the facility at Staff Courts. 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 seasons 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 after obtaining permission from the Bursar through HOF Sports.

- (ii) During the term time other than cricket season the following grounds are available to the children of employees if not being used by the students P.D. ground, Lower Barne and New Field.
- (iii) During the school holidays the employees children can play on Lower Barne, P.D. ground and New field.
- (iv) Upper Barne ground, Garden City Ground and Peacestead will not be used at any time by children who are not 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 supporting staff, working under them.

Andrew S. Gray  
*Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 29th March, 2003

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96—100

### SPECIAL ORDER

#### No. 96. FREE HEALTH CAMP ON UNITED NATIONS INTERNATIONAL HEALTH DAY

A Health Camp is being organized in the School Hospital to celebrate the International Health Day on 6th April 2003. The following Specialists will be conducting special Clinics :—

- |                           |                          |
|---------------------------|--------------------------|
| 1. Medical Specialist.    | 2. Pediatric Specialist. |
| 3. Orthopedic Specialist. | 4. Gynecologist.         |
| 5. Dentist.               | 6. Eye Specialist        |
| 7. Counsellors.           |                          |

If required, the following investigations will be done :—

- |           |                 |                 |                 |
|-----------|-----------------|-----------------|-----------------|
| 1. E.C.G. | 2. Blood Sugar. | 3. Haemoglobin. | 4. Blood Group. |
|-----------|-----------------|-----------------|-----------------|
- The Specialist OPD / Clinic and the Investigations are free to all including the dependant family members of the Staff.

Any other investigations advised by the Specialists will be done at 50% concession.

Those wanting to avail of this opportunity for a free check-up on International Health Day are requested to register with the Senior Medical Assistant on any weekday between 4-00 p.m. to 5-00 p.m. by 4th April 2003.

The Heads of the Departments are requested to explain the above to the rest of the Staff.

#### No. 97. ORTHODONTIC LEAVE

The Orthodontic leave is w.e.f. 3rd / 4th April 2003 [2 p.m.] to 6th April 2003 [6 p.m.].

Children going home on orthodontic leave will do so under their own arrangements. All the concerned parents have been informed by telephone.

Children going on orthodontic leave may do so directly from the dorms. after taking the special SOP from their respective House-staff. The list of children going on leave will be finalized and sent to the concerned Staff by 31st March 2003.

#### No. 98. MOUTH GUARDS

All children wearing Braces are in Category B2. They are not allowed to play any contact games, such as Boxing, Judo, Kushti

and Karate with or without mouth guards. Till recently they were allowed to take active part in direct contact games—Soccer, Basketball and Gymnastics. Unfortunately there were cases of severe soft tissue injuries amongst children taking part in these games/sports. It is therefore mandatory that children taking part in Soccer, Basketball and Gymnastic wear **universal mouth guards**. Children returning from Orthodontic Leave are requested to get Universal Mouth Guards. The House-staff is requested to pass this information to the concerned children.

**No. 99. LOCKER CHECK FOR MEDICINES**

The house staff/matrons are requested to check the lockers regularly—at least once a week, for any medicines including homeopathic medicines. Some children are medicating themselves and then reporting with over-medication problems. This can lead to serious repercussions. No one is allowed to keep any kind of medication in the lockers without the prior permission of the RMO.

**No. 100. EXCUSE SLIPS FROM RMO**

Children recovering from sprains/fractures/viral fever or any other medical problems, which require exemption from P.T./Games etc. for a limited period, are given excuse slips duly signed by the RMO.

The House-staff/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.

Andrew S. Gray  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th April, 2003

101—107

## No 101. PROGRAMME

### April

- Fri. 4th ... Siwalik House Show Postponed to  
Friday 11th April  
Cricket 1st XI matches in New Delhi Commence
- Sat. 5th ... CBSE Class XII Examinations Conclude  
Basketball 1st XI Boys Vs.  
YPS Patiala (Home) ... 3-00 p.m.  
Cricket Atoms and Electrons leave  
for YPS Patiala ... 3-00 p.m.  
Arrival of Cricket YPS & Basketball Girls Teams  
Inter-Section Hindi Poetry Recitation  
Competition for V & VI Classes ... 5-15 p.m.  
**No Walking out passes (WOP's), Sleeping  
out Passes (SOP's) or other Parental visits  
Permitted on this week end.**
- Sun. 6th ... PD picnic to Broken Bridge  
Cricket Atoms & Electrons Vs.  
YPS Patiala (Away)  
Cricket Colts Vs. YPS Patiala  
(Home) ... 10-00 a.m.  
Basketball Girls Vs. YPS Patiala  
(Home) ... 10-00 a.m.  
Fire Fighting Demonstration ... 10-00 a.m.  
School Film, Barne Hall ... 2-15 p.m.
- Mon. 7th ... United Nations : International Health Day  
PD House Staff Meeting with DHM,  
Birdwood Staff Room ... 6-30 p.m.  
Last three schools will be cut short by 5 minutes  
PD Lunch ... 12-15 p.m.  
Senior School Lunch ... 1-15 p.m.

Tue. 8th	...	Sixth Form Workshop : Financial Literacy, Part Two	... 2-00 p.m.
		Founder's Term 2003, 3rd. Calendar Meeting SR	... 5-00 p.m.
		Last three school will be cut short by 5 minutes	
		PD Lunch	... 12-15 p.m.
		Senior School Lunch	... 1-15 p.m.
Wed. 9th	...	Last three schools will be cut short by 5 minutes	
		PD Lunch	... 12-15 p.m.
		Senior School Lunch	... 1-15 p.m.
		BD House Staff Meeting : Senior Master's Residence	... 6-30 p.m.
Thu. 10th	...	Hodson Qualifying (PD & GD)	... 3-30 p.m.
		GD House Staff Meeting, Birdwood SR	... 6-30 p.m.
Fri. 11th	...	RAMNAVAMI, Administrative Holiday, School Office Closed	
		Cricket XI, leaves for Six-a-side tournament at YPS Patiala	
		Hodson Qualifying, BD	
		Siwalik House Show First Performance	... 4-30 p.m.
		Prep School & L-IV, U-IV & L-V (Boys) to attend.	
Sat. 12th	...	Cricket six-a-side commences at YPS Patiala	
		Cricket and Basketball fixture with PPS Nabha cancelled.	
		Sixth Form workshop, 'Theatre in Education', Mr. Bharat Kappor, Publisher, 'First City Parenting', Chapel, 2-30 to 5-20 p.m. (Siwalik House excused)	
		Siwalik House Show, Final Performance	... 6-00 p.m.
		<b>Walking out passes (WOP), Sleeping out passes (SOPs) and other Parental visits Permitted on this weekend.</b>	
Sun. 13th	...	Cricket six-a-side at YPS Patiala concludes	
		Spic-Macay Programme, Barne Hall	... 6-15 p.m.

**No. 102. PARENTS / GUARDIANS / GUESTS VISITING THE SCHOOL**

It has been noticed that School Staff are encouraging parents/guardians and personal guests to enter from the Moti's Corner Gate. It may be appreciated that to ensure proper security, visitor's entry should be channelised through one gate and as per school rules, it is the main gate near Engg. deptt. The security staff on duty at Moti's corner gate have been instructed to refuse entry to all except the school staff and employees. You are requested to co-operate.

**No. 103. EARNED LEAVE**

The Earned Leave for non-vacation staff is sanctioned, if due, for a minimum period of eight days and all applications for Earned Leave should be submitted for scrutiny atleast 7 days in advance.

During this period of Earned Leave if the individual wants to re-join his/her duty, he/she can do so, but the earned leave availed will be treated as Casual Leave and if no Casual Leave is there to the credit of the individual then he/she can not rejoin duty and will have to avail the minimum number of earned leave i.e. 8 days. The school reserves the right to re-call any individuals from earned leave if required and in such a case the balance will be credited to the individual leave account.

**No. 104. CASUAL LEAVE**

It has been seen that the Heads of Departments are forwarding Casual Leave applications of staff for sanction after the leave has been availed, this practice is in violation of School Rules.

All staff members are reminded that except in an emergency and unforeseen circumstances where it is not possible to apply earlier the applications for Casual Leave must be submitted so as to reach the Headmaster/Bursar as applicable not less than four clear working days before the day from which the leave applied for will start.

All Heads of Departments are requested to explain this order to all employees serving under them particularly all categories of support staff and also ensure that these instructions are complied with by all concerned.

**No. 105. SCHEDULE FOR PUBLICATION OF SCHOOL ORDER**

The following is the schedule for publication of the School Order. All those concerned are requested to strictly adhere to this so that publication can take place every Friday morning.

1. Monday 9-00 a.m. A sample school order of the previous year to be put up to the Bursar by the printing press.
2. Monday & Tuesday Matters pertaining to the administrative and academic routine, including daily routine, to be handed over to the Bursar and HCA respectively by the concerned staff members.
3. Wednesday 12-00 noon Bursar and HCA to hand over their respective items to the Executive Officer to the Headmaster for compilation.
4. Wednesday 2-00 p.m. The compiled school order to be handed over by the Executive Officer to HM to the press for a first draft to be printed.
5. Thursday 12-00 noon First draft to be submitted to the Executive Officer by the press. This draft may be viewed after lunch by DHM, Bursar, HCA, Senior Masters/Mistress for their information and suggestions. The Executive Officer will then check for typographical errors etc. and put the draft up to the Headmaster for final approval.
6. Thursday 4-00 p.m. The approved draft will be submitted to the Press for printing. Alternatively, for the production of a second draft, if required.
7. Friday morning The school order is printed and distributed at lunch time.

Any delay in this process, by any of the participants, should be avoided if at all possible. Neither should it be necessary for any reminders to be issued.

**No. 106. APPOINTMENT**

Miss Payal Sharma has been appointed as House Tutor for Himalaya PD (Boys) in place of Mr. Chris Williams who is relieved from the duty of a Tutor.

**No. 107. STAFF LUNCH**

Due to Health Camp on United Nation International Health Day, on 6th April 2003, the staff will have their lunch in the C.D.H. instead of M.C.R.

Andrew S. Gray  
Headmaster



## THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 10th April, 2003

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108-113

### No. 108. PROGRAMME

#### April

- Fri. 11th ... RAMNAVAMI, Administrative  
Holiday, School Office Closed  
Cricket XI, leaves for Six-a-side  
tournament at YPS Patiala  
Hodson Qualifying, BD  
Siwalik House Show First  
Performance ... 4-30 p.m.  
Prep School & L-IV, U-IV & L-V  
(Boys) to attend.
- Sat. 12th ... Cricket six-a-side commences at YPS Patiala  
Cricket and Basketball fixture with PPS  
Nabha cancelled.  
Sixth Form workshop, 'Theatre in Education',  
Mr. Bharat Kappor,  
Publisher, 'First City Parenting', Chapel, 2-30 to  
5-20 p.m. (Siwalik House excused)  
Siwalik House Show, Final  
Performance ... 6-00 p.m.  
**Walking out passes (WOP), Sleeping  
out passes (SOPs) and other Parental  
visits Permitted on this weekend.**
- Sun. 13th ... Cricket six-a-side at YPS Patiala concludes  
Inauguration of Spic-Macay by Mrs. K.U.  
Mundkar (Vocalist) Barne Hall ... 6-15 p.m.
- Mon. 14th ... Dr. Ambedkar's Birthday, Administrative  
Holiday, School Office Closed.  
Unit Test Administration Meeting,  
DHM's Office ... 10-00 a.m.  
Hodson Qualifying for U-16 &  
U-14 (BD) ... 3-30 p.m.

		The World of Commerce : Career Talk, Birdwood	... 6-15 p.m.
Tue. 15th	...	FOUNDATION DAY Himachal Day & Mahavir Jayanti, Administrative Holiday, School Office Closed. Hodson's Run Final	... 3-00 p.m.
		Foundation Day Dinner, CDH IPSC Shooting team leaves for RIMC Dehradun	... 5-30 p.m.
		Cricket 1st XI Leaves for BCS Shimla	... 5-30 p.m.
		Prep School Supper	... 6-45 p.m.
		Senior School Supper	... 7-45 p.m.
Wed. 16th	...	Inter-School Cricket Tournament at BCS Shimla Commences. IPSC Shooting Commences at RIMC Dehradun	
Thu. 17th	...	Class XI selected students visit to The Tribune Chandigarh Individual Faculty Meetings, Faculty Rooms	... 3-00 p.m.
		Class VII visit to Horticulture University, Nauni	
Fri. 18th	...	Good Friday School Holiday Cricket Tournament at BCS concludes IPSC Shooting at RIMC Dehradun conclude Cricket Staff vs. British High Commission	... 10-00 a.m.
		Reception for British High Commission Team at HM residence	... 7-30 p.m.
Sat. 19th	...	Prefectorial Body Meets DHM, MCR ... Cricket : 1st XI vs. British High Commission XI	... 2-45 p.m. ... 3-00 p.m.
		<b>Walking Out Passes (WOPs), Sleeping out passes (SOPs) and other Parental visits permitted on this weekend.</b>	
Sun. 20th	...	Monthly review Meeting, DHM's Office SUPW for class XII Class VIII visit to Limestone Caves.	... 10-00 a.m.

Cricket : 1st XI vs. Assam Valley	
School (Home)	... 10-00 a.m.
School Film, Barne Hall	... 2-15 p.m.
Junior English Elocution Competition,	
School Chapel	... 9-00 p.m.

**No. 109. COLLECTION OF SPORTS GEARS**

All sports gear should be collected from Mr. R.S. Gill between 2-30 p.m. and 3-00 p.m., from Gaskel Hall and only on weekdays. The gear for Inter-School matches must be collected at least a day in advance. Mr. R.S. Gill will be present to take care of any unforeseen situation.

**No. 110. 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 30th April, 2003. These ledgers will be called for inspection and check-up by the School Office, and also by school auditors.

**No. 111. 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. 112. STAFF HOUSING LOAN INTEREST SUBSIDY SCHEME**

The school has a scheme "Staff Housing Loan Interest Subsidy Scheme", which is applicable to all permanent and confirmed employees of the school and who directly negotiate a loan from any of the approved financing agencies like :—

- (a) Life Insurance Corporation of India
- (b) State Housing Corporation or Boards.
- (c) Town Development Authority Improvement Trust Boards
- (d) Registered Co-operative Housing Societies.
- (e) Banks

The complete details and conditions including letter of undertaking for the Loan Interest Subsidy Scheme are available with Establishment Section and a copy has been provided to the Head of Departments also.

**No. 113. ADMINISTRATIVE HOLIDAYS**

Friday 11th April, 2003	... Ram Navami
Monday 14th April, 2003	... Dr. BR Ambedkar's Birthday
Tuesday 15th April, 2003	... Himachal Day/Mahavir Jayanti

**DNA MOUNTFORD***Offg. Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 17th April, 2003

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114—121

### No 114. PROGRAMME

#### April

- Fri. 18th ... Good Friday School Holiday  
 Cricket Tournament at BCS concludes  
 IPSC Shooting at RIMC Dehradun conclude  
 Cricket Staff vs. British High Commission 10-00 a.m.  
 Reception for British High Commission  
 Team at MCR ... 7-30 p.m.
- Sat. 19th ... Prefectorial Body Meets DHM, MCR ... 2-45 p.m.  
 Cricket : 1st XI vs. British High  
 Commission XI ... 3-00 p.m.  
**Walking Out Passes (WOPs), Sleeping  
 out Passes (SOPs) and other Parental  
 visits permitted on this weekend.**
- Sun. 20th ... Monthly review Meeting,  
 DHM's Office ... 10-00 a.m.  
 SUPW for class XII  
 Cricket : 1st XI vs. Assam Valley  
 School (Home) ... 10-00 a.m.  
 School Film, Barne Hall ... 2-15 p.m.  
 Junior English Elocution Competition,  
 School Chapel ... 9-00 p.m.
- Mon. 21st ... 1st Unit Tests Commences
- Tue. 22nd ... World Earth Day : Poster Display by Nature Club
- Thu. 24th ... 1st Unit Tests conclude  
 Sixth Form Workshop : Financial Literacy  
 Part III and field trip to 'Pizza Hut' -3-00 p.m.  
 IPSC basketball (Girls) at PPS Nabha Commences
- Fri. 25th ... Historical Circle Essay Writing  
 Competition, Birdwood ... 10-00 a.m.  
 Cricket : Atoms vs. BCS, Pinegrove,  
 YPS Mohali Commences (Home)

		Cricket : Electrons vs. BCS, Pinegrove,, YPS Mohali Commences (Away)	
Sat. 26th	...	Cricket : Staff vs. Old Sanawarians ...	3-00 p.m.
		Reception for Old Sanawarians, MCR...	7-45 p.m.
		Tutorial Meetings ...	6-15 p.m.
		<b>No Walking out Passes (WOP), Sleeping out Passes (SOPs) or other Parental visits Permitted on this weekend.</b>	
Sun. 27th	...	Nilagiri House Show Rehearsals Commences	
		Class V Outing to 'Lovers pond'	
		IAYP Bronze Quality—Control Check,	
		Birdwood ...	9-45 a.m.
		SUPW for Class XII ...	10-00 a.m.
		IPSC Basketball (Girls) at PPS Nabha concludes	
		School Film ...	2-15 p.m.
		Cricket : 1st XI vs. Old Sanawarians ...	10-00 a.m.

**No. 115. DAILY ROUTINE FOR THE UNIT TESTS**

Rouser	...	5-50 a.m.
Prep in the Dorms		6-30—7-15 a.m.
1st Session for Classes VIII upwards		7-30—9-00 a.m.
Breakfast	...	9-05 a.m.
Study hour in Dorms		10-00—11-30 a.m.
Milk Break	...	11-40 a.m.
Second Session for classes		12-00—1-30 p.m.
Lunch	...	1-35 p.m.
Prep in the Dorms		3-00—4-30 p.m.
<b>NO GAMES AND HOBBIES FOR THE PERIOD OF UNIT TEST</b>		
Evening Prep (including U-VI)		6-15—7-15 p.m.
<b>FOR CLASSES V, VI AND VIII</b>		
Rouser	...	5-50 a.m.
Prep in the Dorms		6-30—7-15 a.m.
Breakfast	...	7-35 a.m.
1st Session for Classes V & VI		8-00—9-00 a.m.
for Class VII		8-00—9-30 a.m.
Prep in the Dorms		9-45-10-45 a.m.
2nd Session for V & VI Classes		11-00-12-00 noon
for Class VII		11-00-12-30 p.m.

Lunch ... 12-35 p.m.  
Rest of the schedule is same.

**No. 116. STUDENTS GOING HOME ON MEDICAL GROUNDS**

- (1) All Students going home on medical ground *must* report to the R.M.O. 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 also inform the concerned House Staff of any child going home from the Hospital.
- (3) Medical leave can only be given by the R M.O. (H.M. in the absence of the RMO & special cases).

**No. 117. 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. Master/Sr. Mistress/H.C.A. informed.

**No. 118. NOMINATION FORMS FOR GRATUITY, ANNUITY AND PROVIDENT FUND**

The staff members who have not completed the formalities of filling nomination forms till date or require to amend the details in respect of Gratuity, Annuity and Provident Fund are requested to complete the formalities and submit the same immediately. The blank forms can be collected from the Establishment Section on any working days from 11-00 a.m. to 4-00 p.m.

Head of departments are requested to inform the staff working under them.

**No. 119. ABSENCE FROM DUTY**

It has been noticed that employees are still absenting themselves from duty without taking prior sanction for leave of absence. All heads of departments are requested to educate the employees of their department regarding the **necessity** to attend work daily and if absence of leave is to be availed **then** the procedure mentioned in

Order No. 19 and 20 dated 20th February, 2003 be explained to them.

**No. 120. INTER HOUSE COMPETITION**

Housemasters/Mistresses are reminded to ensure that children who are excused do not take part in the Inter House Competition, it will also be ensured that children participate in their age group. Violation of these instruction can result in the house being disqualified.

**No. 121. ASSISTANT MI PREFECT IN GD**

Shivangi Mittal, L 6, Siwalik House GD, is appointed as an MI Prefect.

**DNA MOUNTFORD**  
*Offg. Headmaster*



## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th April, 2003

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122—133

### No. 122. PROGRAMME

#### April

- Fri. 25th ... Historical Circle Essay Writing  
Competition, Birdwood ... 10-00 a.m.  
Cricket : Atoms vs. BCS, Pinegrove,  
YPS Mohali Commences (Home)  
Cricket : Electrons vs. BCS, Pinegrove,,  
YPS Mohali Commences (Away)
- Sat. 26th ... Cricket : Staff vs. Old Sanawarians ... 3-00 p.m.  
Reception for Old Sanawarians, MCR... 7-45 p.m.  
Tutorial Meetings ... 6-15 p.m.  
**No Walking out Passes (WOP), Sleeping  
out Passes (SOPs) or other Parental  
visits Permitted on this weekend.**
- Sun. 27th ... Nilagiri House Show Rehearsals Commences  
Class V Outing to 'Lovers pond'  
Stamp Painting Competition,  
Art Room ... 10-00 a.m.  
IAYP Bronze Quality—Control Check,  
Birdwood ... 9-45 a.m.  
SUPW for Class XII ... 10-00 a.m.  
IPSC Basketball (Girls) at PPS Nabha concludes  
School Film ... 2-15 p.m.  
Personal Grooming Class for  
U-V Children ... 6-00 p.m.  
Cricket : 1st XI vs. Old Sanawarians ... 10-00 a.m.
- Mon. 28th ... United Nations : World Heritage Day :  
Posters Display by Nature Club  
Workshop for Faculty of Hindi,  
Faculty Room ... 2-30 p.m.  
Unit Test Marks to be fed into  
Computer by Lunch Time.

			Cricket : Colts vs. BCS, Pinegrove, YPS Mohali Commences (Away)
Tue.	29th	...	GD House Staff Meeting, Birdwood SR ... 6-30 p.m. Afzal Khan Basketball Tournament at Doon School Commences
Wed.	30th	...	Assessment Meeting, Birdwood ... 2-30 p.m. Inter-School Shooting Competition (home) Cricket : Colts vs. BCS, Pinegrove School, YPS Mohali Concludes Class XI : Interviews for new admissions
<b>May</b>			
Thu.	1st	...	Summer Kit comes into use Student Academic Council Meeting, DHM's Office ... 2-15 p.m. PD & BD House Staff Meeting, Respective Senior Master's Residence ... 6-30 p.m. Basketball Tournament : Atoms (Boys/Girls) at Pinegrove School Commences
Fri.	2nd	...	Class IX C & D trip to Bon Monastery, Solan. NCC Commences Class XI & XII, Humanities group, visit to High Court/Legislative Assembly in Shimla Inter School Shooting Competition Concludes
Sat.	3rd	...	Cricket : Staff XI vs. 'Old Boys Cricket Club' (Home) ... 3-00 p.m. Reception for 'Old Boys Cricket Club' MCR ... 7-45 p.m. Basketball Tournament at Pinegrove Concludes Society Meetings, Birdwood School & Parker Hall ... 6-15 p.m. Cinematique : 'Dead Poet's Society' ... 5-30 p.m. Camps & Expeditions : Churdhar Trek (Select students : Himalaya & Nilagiri) 'The Sanawarian News Letter' 1st Volume 2003 Despatched <b>No Walking out passes (WOP's), Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b>

Sun.	4th	...	Cricket : 1st XI vs. 'Old Boys Cricket Club' (Home)	...	10-00 a.m.
			SUPW for Class XII	...	10-00 a.m.
			IAYP Silver Quality Control Check, Barne Hall	...	10-00 a.m.
			Senior Inter-House Quiz Competition, Barne Hall	...	6-00 p.m.

**No. 123. SUMMER KIT**

- (a) PT kit and Games kit
  - (i) Games Short.      (ii) House T-Shirt.
  - (iii) PT shoes (White) for PT and for all other physical activities including games only Nike shoes.
- (b) School Kit
  - (i) Summer Trousers for all U-VI boys, shorts for all other boys.
  - (ii) Summer skirts for all girls.
  - (iii) Blue short sleeve shirts.
  - (iv) Regulation shoes for all.

**No. 124. LIVE STOCK**

Rearing and slaughtering of Livestock such as buffaloe, cow, goat, sheep, chickens, 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 animals 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. 125. 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 30 Apr. 2003. 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. 126. MATERNITY CASES**

It is again notified to all categories of Staff that maternity cases cannot be undertaken in staff quarters or in the school hospital;

employees concerned are 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. 127. 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., to the Engineer *immediately* that come to their notice. *Particular attention should also be paid to taps being turned off in C.D.H. 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. 128. WEARING OF SCHOOL CHILDREN'S UNIFORM BY THE SCHOOL EMPLOYEES AND THEIR WARDS**

It has been noticed that the certain school employees and their wards who are not studying in the school are wearing school children's uniform. This is not proper and against the existing orders.

All employees are advised not to wear items of school uniform themselves or allow their wards to use the same. Any employee of the school or their ward seen with school uniform items will be deemed to have acquired it by unfair means and hence liable to disciplinary action as deemed fit by the school.

House Staff are requested to apprise school children not to give items of school kit (including track suits/jersey) to school employees. An effective implementation of this order can only be ensured if the Sr. Staff involve themselves in checking an individual who is not authorized to wear the school kit items but is seen wearing it.

This order may please be explained by Department Heads to all those working with them.

**No. 129. RESIGNATION**

Mr. Hemendra Rawat, Art Teacher has resigned from the school service w.e.f. 9th May, 2003.

**No. 130. APPOINTMENT**

Mrs. Aarti Kelavkar has joined as House Matron, GD Upper Dormitory w.e.f. 10th April, 2003.

**No. 131. RETIREMENT**

The under mentioned individuals are retiring on 30th April, 2003.

- (a) Smti Kesra Devi, Ayah, GDUD
- (b) Shri Dhani Ram, Armoury Guard

**No. 132. RE-APPOINTMENT**

- (a) Mrs. Meenakshi Soloman has been re-appointed as Assistant Teacher w.e.f. 20th February, 2003.
- (b) Miss Kavita Ghai has also been re-appointed as Cordinator (Art Department) after the expiry of her service contract as Sculpture Teacher on 9th March, 2003.

**No. 133. SUBMISSION OF FORMS FOR CLAIMING EDUCATION ALLOWANCE**

The Last date for submission of forms for claiming Education Allowance for those children who are studying in various recognised schools other than The Lawrence School, Sanawar to 3rd May, 2003. An employee can claim the allowance for a maximum of 3 children during his/her entire service with the school.

The forms can be obtained from the Department Heads/Establishment Officer.

Andrew S. Gray  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd May, 2003

134—138

## No 134. PROGRAMME

### May

Fri.	2nd	...	Class IX C & D trip to Bou Monastery, Solan. NCC Commences Class XI & XII, Humanities group, visit to High Court/Legislative Assembly in Shimla Inter School Shooting Competition Concludes
Sat.	3rd	...	Stamp painting competition ... 3-00 p.m. Basketball Tournament at Pinegrove Concludes Society Meetings, Birdwood School & Parker Hall ... 6-15 p.m. Cinematique : 'Dead Poet's Society' ... 5-30 p.m. Camps & Expeditions : Churdhar Trek (Select students : Himalaya & Nilagiri) 'The Sanawarian News Letter' 1st Volume 2003 Despatched <b>No Walking out passes (WOP's), Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.</b>
Sun.	4th	...	SUPW for Class XII ... 10-00 a.m. IAYP Silver Quality Control Check, Barne Hall ... 10-00 a.m. Senior Inter-House Quiz Competition, Barne Hall ... 6-00 p.m.
Mon.	5th	...	Individual Chess Championship Commences Soccer Sets Constructed Mess Committee Meeting, MCR ... 5-30 p.m.
Tue.	6th	...	Sixth Form Workshop : Financial Literacy, Part IV ... 2-30 p.m. Festival Soccer Match ... 4-00 p.m.
Wed.	7th	...	Trip to Apple Research Centre Shimla for Classes U-V C & D Individual Faculty Meetings Faculty Rooms ... 2-30 p.m.

Thu.	8th	...	Class XII Commerce (Entrepreneurship, Factory visit) 'Founder's 2003' 3rd. Planning Meeting	...	2-30 p.m.
Fri.	9th	...	Nilagiri House Show, First Performance Prep Schpol & L-IV, U-IV & L-V (Boys) to attend Basketball girls & boys from St. Merys Delhi Arrives.	...	4-30 p.m.
Sat.	10th	...	Nilagiri House Show Final Performance <b>Walking out Passes (WOP), Sleeping out Passes (SOPs) and other Parental visits Permitted on this weekend</b>	...	6-00 p.m.
Sun.	11th	...	Himalaya House Show Rehearsals Commences Individual Chess Championship Conclude IAYP Gold Quality Control Check, Barne Hall Inter-School Gymnastic Competition at Dehradun Commences School Film	...	10-00 a.m.      2-15 p.m.

**No. 135. DRESS CODE FOR GAMES**

Teachers are requested to follow the Dress Code when they turn up for their games duties. The Dress Code for ladies is salwar-kameez/ track suit with games shoes and for gents it is white trousers/track suit/shorts with games shoes.

**No. 136. ROUTINE INSPECTION OF DEPARTMENTS**

1. GD & Engg. Dept. ... 1st Tuesday of the month
2. BD ... 2nd Tuesday of the month
3. PD & Birdwood including Barne  
Hall and Office complex ... 3rd Tuesday of the month
4. Gaskel Hall including Store,  
Armoury & Barber's Shop, SSC ... 3rd Thursday of the month
5. CDH, Hospital & Parker Hall ... 4th Tuesday of the month
6. QM Stores Dept. including  
Charlie Shop & Tuck Shop ... 4th Thursday of the month

**Staff Members to accompany the Bursar**

- (a) Estate Manager
- (b) Engineer
- (c) QM
- (d) Sr. Supdt. Electrical
- (e) I/c Hyg. & Sanitation.

**No. 137. CONTINUATION IN SERVICE**

Reference School Order No. 131 dated 25th April, 2003 regarding intimation of retirement of the following individuals on 30th April, 2003.

- (a) Shri Dhani Ram    Armoury Guard
- (b) Smti. Kesra Devi    Ayah, GDUD

Since the above individuals are now on vacation staff category hence their retirement will take place on 15th June, 2003 (end of the first term).

All concerned are requested to note please.

**No. 138. APPOINTMENT**

Mr. Amit Dehloo has been appointed as a Junior Housemaster-Holding house with effect from 1-5-2003.

DNA MOUNTFORD  
*Offg. Headmaster*



## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th May, 2003

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139—143

### No 139. PROGRAMME

#### May

- Fri. 9th ... Nilagiri House Show, First  
Performance ... 4-30 p.m.  
Prep School & L-IV, U-IV & L-V (Boys & Girls)  
to attend
- Sat. 10th ... Nilagiri House Show Final  
Performance ... 6-00 p.m.  
**Walking out Passes (WOP), Sleeping  
out Passes (SOPs) and other Parental  
visits Permitted on this weekend**
- Sun. 11th ... Himalaya House Show Rehearsals Commences  
Individual Chess Championship Conclude  
IAYP Gold Quality Control Check,  
Barne Hall ... 10-00 a.m.  
Inter-School Gymnastic Competition at  
Dehradun Commences  
School Film Barne Hall ... 2-15 p.m.
- Mon. 12th ... Indian Musical Concert will be performed  
by the School Children at St. Stephen  
School, Chandigarh
- Fri. 16th ... Budh Purnima, Administrative Holiday,  
School Office Closed.  
Spic-Macay Mr. Bhajan Sapori  
Santoor HM's Lawn ... 8-15 p.m.  
Camps & Expeditions : Churdhar Trek  
(Selected Students : Vindhya & Siwalik)  
Physical Fitness Tests Commence
- Sat. 17th ... Visit to 'Shoghi Communications' Class IX A & B  
Tutorial Meetings, Respective Tutors  
Residence ... 6-15 p.m.  
Inter House Junior English debate ... 6-15 p.m.

**No Walking out passes (WOP's), Sleeping out Passes (SOP's) or other Parental visits Permitted on this week end.**

Sun. 18th	...	Monthly review Meeting	
		DHM's Office	... 10-00 a.m.
		SUPW for Class XII	... 10-00 a.m.
		Festival Cricket Match : Senior Master's XI vs. HCA's XI Barne Field	... 10-00 a.m.
		Lunch for the teams, MCR	... 1-30 p.m.

**No. 140. MEDICAL LEAVE**

All teaching and hobbies staff are required to inform HCA and the HOFs of the likelihood of medical leave at the **earliest possible opportunity**. Adherence to this guidance will be much appreciated since the intention is to **minimize** the number of classes which are left unsupervised.

**No. 141. WATERING OF GARDENS/VEGETABLE PLOTS**

It has been seen that inspite of extreme water shortage the residents of the campus are maintaining private gardens and vegetable plots. It is requested that due to extreme water shortage only potted plants be watered and all other agriculture activity will be stopped.

**No. 142. SETTLEMENT OF ACCOUNTS**

It has been noticed that certain departments are not sending details of dues to the school office for recovery before finalisation of full and final account of individuals who have resigned/retired from the school services resulting in delay in their full and final accounts.

All Heads of Departments are requested to note that any loss slips, debit notes, etc. must be sent to the school office by the due date. After the due date, no such debit notes will be accepted and staff concerned will have to make good the outstanding recoveries.

**No. 143. TEMPORARY CHARGE**

Mrs. Saisha Khanna, Housemistress, Siwalik GD is proceeding on 42 days half pay leave with effect from 6th May to 16th June, 2003, during her absence Mrs. R. Vashisht, will look after the duties of Housemistress, SGD.

All concerned are requested to note please.

DNA MOUNTFORD  
*Offg. Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 15th May, 2003

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144—148

### No. 144. PROGRAMME

#### May

- Fri. 16th ... Buddh Purnima, Administrative Holiday,  
School Office Closed.  
Camps & Expeditions : Churdhar Trek  
(Selected Students : Vindhya & Siwalik)  
Physical Fitness Tests Commence  
Spic-Macay
- Sat. 17th ... Visit to 'Shoghi Communications' Class IX A & B  
Tutorial Meetings, Respective Tutors  
Residence ... 6-15 p.m.  
Inter House Junior English debate ... 6-15 p.m.  
**No Walking out Passes (WOP's), Sleeping out  
Passes (SOP's) or other Parental visits Permitted  
on this week end.**
- Sun. 18th ... Monthly review Meeting  
DHM's Office ... 10-00 a.m.  
SUPW for Class XII ... 10-00 a.m.  
Festival Cricket Match : Senior Master's  
XI vs. HCA's XI Barne Field ... 10-00 a.m.  
Lunch for the teams, MCR ... 1-30 p.m.
- Mon. 19th ... Individual Boxing Competition Commences  
HoF Meeting, Staff Room ... 2-15 p.m.
- Tue. 20th ... BD House Staff Meeting,  
Senior Master's Residence ... 6-30 p.m.
- Wed. 21st ... Individual Boxing Competition Concludes
- Thu. 22nd ... GD House Staff Meeting,  
Staff Room ... 2-30 p.m.  
Financial Literacy Review Workshop ... 2-30 p.m.
- Fri. 23rd ... Himalaya House Show First  
Performance ... 4-30 p.m.  
Prep School & L-IV, U-IV (Girls &  
Boys) & L-V (Boys) to attend

- Sat. 24th ... Himalaya House Show Final  
Performance ... 6-00 p.m.  
**Walking out Passes (WOPs), Sleeping out  
Passes (SOPs) and other Parental visits Permitted  
on this week end.**
- Sun. 25th ... School Film ... 2-15 p.m.

**No. 145. PARENTS' VISITS TO THE HOSPITAL**

This is to remind all staff that ONLY the Offg. Headmaster and R.M.O. are authorised to allow parents to meet children in the hospital. 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. 146. REQUISITION OF MONEY FROM ACCOUNT SECTION**

1. In spite of detailed instructions on the above subject in School Order No. 39 dated 28-02-2003 it is noticed that the staff members are not complying with the same.
2. Please note that the requisition form for drawing advance has to be completed in all respects less the space 'for office use only' by the individual indenting the money and the form handed over to the Accounts Manager personally by the applicant.

**No. 147. TUCK SHOP TIMINGS**

Keeping in view the daily routine of the children a necessity has been felt to revise the Tuckshop Timings. The revised timings are as follows :

**Monday to Friday :**

Tuckshop Office Work		... 10-00-11-15 a.m.
Jr. Staff	Mon. & Fri.	... 11-15-1-00 p.m.
Sr. Staff		... 11-15-1-00 p.m.
Lunch Break		... 1-00-1-30 p.m.
Sr. Staff		... 1-30-2-00 p.m.
HGD & HHG	Mon. & Thu.	... 2-00-2-45 p.m.
HGD & NHG	—do—	—do—
SGD & SHG	Tue. & Fri.	—do—
VGD & VHG	—do—	—do—

HPD & HPG	Mon. & Thu.	... 3-00—4-00 p.m.
NPD & NPG	—do—	—do—
SPD & SPG	Tue. & Fri.	—do—
VPD & VPG	—do—	—do—
HBD Senior	Tue. & Thu.	... 5-00—6-00 p.m.
NBD Senior	—do—	—do—
SBD Senior	—do—	—do—
VBD Senior	—do—	—do—
Himalaya Jr. & HHB	Mon. & Fri.	—do—
Nilagiri Jr. & NHB	—do—	—do—
Siwalik Jr. & SHB	—do—	—do—
Vindhya Jr. VHB	—do—	—do—

On the above given days (Mon. to Fri.) sale will be on Tuck-Shop Slips & cheques.

**Saturday Timings :**

(a) GD	...	... 2-15—3-00 p.m.
(b) PD	...	... 3-00—4-00 p.m.
(c) BD	...	... 5-00—6-00 p.m.

Sale will be on Cheques only.

**Sundays & Holidays**

(a) GD & PD	...	... 10-00—12-00 noon
(b) Office Work	...	... 12-00—1-00 p.m.
(c) Lunch Break	...	... 1-00—2-00 p.m.
(d) BD	...	... 2-00—5-00 p.m.

Sale will be on cheques only.

**No. 148. P.C.O. TIMINGS**

In order to ensure that the PCO timings do not clash with the daily routine programme the PCO timings have been revised.

**Mon. to Sat.**

HBD & HHB	Mon.	... 2-00—3-00 p.m.
NBD & NHG	Tue.	—do—
SBD & SHB	Thu.	—do—
VBD & VHB	Sat.	—do—

HGD & HHG	Wed.	... 2-15—3-00 p.m.
NGD & NHG	Wed.	—do—
SGD & SHG	Fri.	—do—
VGD & VHG	Fri.	—do—
Prep School	Wed.	... 3-00—4-00 p.m.
<b>Sunday Timings</b>		
GD & PD	...	... 10-00—1-00 p.m.
BD	...	... 2-00—5-00 p.m.

DNA MOUNTFORD  
*Offg. Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd May, 2003

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149—161

### No. 149. PROGRAMME

#### May

- Fri. 23rd ... Himalaya House Show  
 First performance ... 4-30 p.m.  
 Prep School & L-IV, U-IV (Girls & Boys) & L-V (Boys) to attend
- Sat. 24th ... Himalaya House Show  
 Final performance ... 6-00 p.m.  
 The Staff is requested to be present in Birdwood to meet the parents from 4-30 to 6-00 p.m.  
**Walking out Passes (WOPs), Sleeping out Passes (SOPs) and other parental visits permitted this week end.**
- Sun. 25th ... School film ... 2-15 p.m.
- Mon. 26th ... Inter-House Soccer commences ... 3-00 p.m.  
 Inter-House Basketball commences (GD) ... 3-00 p.m.
- Tue. 27th ... Staff Meeting, Staff room ... 2-15 p.m.
- Sat. 31st ... Society/Club Meetings, Birdwood School & Parker Hall ... 6-15 p.m.  
 Hindi Essay-writing Competition, for VII & VIII Classes ... 2-15 p.m.  
 Cinematique : "Wuthering Heights" ... 5-30 p.m.  
**No Walking out Passes (WOP's), Sleeping out Passes (SOP's) or other parental visits permitted this week end.**

### No. 150. CONDEMNATION—JUNE, 2003

All the store holders are requested to confirm to the Quartermaster by 31st May, 2003 whether they would like to get their stores condemned at the end of the 1st term (between 16th to 18th June).

### No. 151. STOCK REQUIREMENTS-SECOND TERM 2003.

All stock-holders to please send in their requirements for the

Second Term of 2003 (25th July to 10th Dec. 2003), through the Indent book to the Bursar by 15th June 2003.

The staff member indenting must fill in all the columns of the indent form.

**No. 152. SICK REPORT OUTSIDE OPD HOURS**

It has been observed that there is a steady increase in the number of children/staff/non staff reporting sick to the nursing staff on duty in the duty room after **OPD hours**. This interferes with the ward work. It is therefore requested that all routine cases must report during the regular OPD hours. Only emergencies will be attended to outside OPD hours. Children reporting outside OPD hours are requested to bring a permission slip from the HC'A' during classes and House staff at other times.

**No. 153. VISIT TO THE HOSPITAL WARDS**

All visitors will meet the patients in the visitors visiting area. No one is allowed to enter the wards without the prior permission of the medical staff on duty room.

**No. 154. 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 around or are involved in playing games, thereby resulting in re-admission, as the injury/weakness gets aggravated. The discharge slip also has information whether the child has to continue his / her medication. The House Staff / matrons are requested to ensure that they check these discharge slips and the concerned children follow the instructions.

**No. 155. CHILDREN PROCEEDING ON MEDICAL / SICK LEAVE**

Currently when a child is sent home on medical leave he / she is issued a Medical Leave Pass [pink slip] by the RMO. A copy of this Pass is sent to the Headmaster, and House Staff for information. Children being sent for out station specialist opinion from the school hospital return the same day except in those cases requiring hospitalization in hospitals other than the school hospital or if the child has left with the parent/guardian for a second opinion. Children not returning the same day are not given the medical sick leave pass. This Medical Leave information is entered in the Night Report.



The MI Prefects enter this information in the MI Registers for the concerned staff.

**No. 156. CHILDREN RETURNING AFTER MEDICAL/SICK LEAVE**

**Children returning to school after sick leave irrespective of whether it is after the school reopens or during the term, are sent from the School Hospital or from the School on any other leave 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. [one copy of this is sent to the Headmaster]. House staff will kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip. Acceptance of a child in the dormitory without the knowledge of the RMO may result in the treatment/restrictions being overlooked thereby leading to serious complications.**

The House Staff is also requested to inform the RMO about any child extending his / her special school leave on medical grounds otherwise the extended school leave will not be treated as medical leave.

**No. 157. M I REGISTERS**

The M I registers have relevant information about those children who have reported sick during M I time and are in the Hospital. This information along with the night report information is duly entered by the MI Prefects and countersigned by the RMO. The registers are then kept in the Staff Room after the MI is over [after milk break]. The House Staff is requested to check the registers for the required information, which is as follows :

Name, House, disease, admitted, detained, excused, medical leave, outstation referrals, to report for evening MI at the Hospital and any other relevant information.

The night report has the following information :

Admissions

Discharges

Detained out

Medical leave... (a) Planned (b) Routine (c) Emergencies [Children sent on planned/routine Medical Leave generally leave with

their parents/guardian and therefore meet the Matron/House-Staff. In case of emergencies the child is taken directly from the school hospital and this information is then entered in the next night report]

The night report information is also entered in the M I Register by the M I Prefects.

The HCA, Sr. Masters BD & PD, Sr. Mistress and the concerned House-staff are requested to check these registers for the relevant information and sign.

**No. 158. HYGIENE & SANITATION**

Mr. Kuldip Minhas will look after the duties of I/c Hygiene & Sanitation Department till further order. He will report to the Estate Manager for duties and will not be reporting to the Engineering Department for the duration of this duty.

**No. 159. SUBMISSION OF MONTHLY DEDUCTION LISTS**

It has been published earlier in the School Order that all deduction lists, overtime bills, extra working details, if any, related with salary must be submitted to the Establishment Officer by the 20th of every month so that all necessary action can be taken before the computation of salary. It is noticed that departments are still sending these details very late which results in the employees not receiving their dues.

Heads of Departments are requested to strictly follow the above instructions in sending the details by 20th of every month.

**No. 160. RETIREMENT—VACATION STAFF**

It has been decided that all support staff who are in the vacation category will work till the completion of term in which an individual is retiring and such staff will also be entitled to vacation salary like the teaching staff.

**No. 161. EXTENSION IN SERVICE**

Mr. K J. Parel, H.o.F. (Sciences) was due to retire on 15th June, 2003 but in view of a suitable relief not being available, Mr. K.J. Parel has been requested to continue service till the end of Founder's Term.

**DNA MOUNTFORD**

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 30th May, 2003

162—166

**No 162. PROGRAMME****May**

Sat. 31st ... Prep ... 7-15 p.m.  
 Hindi Essay-writing competition,  
 for classes VII & VIII ... 2-15 p.m.  
**No Walking out Passes (WOPs), Sleeping out  
 Passes (SOPs) or other parental visits permitted  
 this week end.**

**June**

Sun. 1st ... Class VI outing to 'Lovers Pond'  
 SUPW for Class XII  
 Inter-House Soccer concludes (BD)  
 Inter-House Basketball concludes (GD)

Mon. 2nd ... Student Council Meeting,  
 DHM's Office ... 3-00 p.m.

Tue. 3rd ... Founder's Term 2003 Final Calendar  
 Meeting, Staff Room ... 3-00 p.m.

Wed. 4th ... Individual Faculty Meetings ... 3-00 p.m.  
 Mess Committee Meeting (MCR) ... 5-30 p.m.

Thu. 5th ... United Nations World Environment Day  
 Examination Administration Meeting,  
 DHM's Office ... 10-00 a.m.

Fri. 6th ... Combined House Staff Meeting with  
 DHM, Staff Room ... 6-30 p.m.

Sat. 7th ... Study Hour in the dorms. 6-00—7-00 p.m.

Sun. 8th ... Study Hour in dorms. 12-00—1-00 p.m.  
**No Walking out Passes (WOPs), Sleeping out  
 Passes (SOPs) or other parental visits permitted  
 this week end.**

**No. 163. HOUSE FUND ACCOUNTS**

All Housemasters and Housemistresses please note that their House

Funds account duly completed, should be submitted to the Bursar by June 16, 2003.

**No. 164. DISPOSAL OF OLD WOODEN LOCKERS**

1. Old Wooden lockers were issued one per Support Staff qtr. If any Support Staff has not collected the locker, he/she may do so on 31st May between 2-00 p.m. and 5-00 p.m.
2. For those Support Staff living off campus, it has been decided that the remaining lockers can be purchased at one per School employee. The lockers will be sold on first come first serve basis between 2-00 p.m. and 5-00 p.m. on 31st May 2003.

**No. 165. NEW APPOINTMENTS**

The under-mentioned new appointments have been made :—

- |                       |                                   |                       |
|-----------------------|-----------------------------------|-----------------------|
| (a) Mr. Deepak Talwar | Sr. Manager,<br>Finance           | w.e.f. 26th May, 2003 |
| (b) Mr. R. Barros     | H.O.F. (Science)<br>designate     | „ „ „ „ „             |
| (c) Mrs. L. Barros    | Resident Counsellor               | „ „ „ „ „             |
| (d) Mrs. Simran Bawa  | A/Teacher<br>(Faculty of Science) | „ „ „ „ „             |
| (e) Ms. Vani Singh    | Temporary Yoga<br>Teacher         | w.e.f. 2nd June, 2003 |

**No. 166. RESIGNATION**

Mrs. R. Bhargava has resigned her appointment as Assistant Teacher (Music) with effect from 16th June, 2003.

**DNA MOUNTFORD**

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS**  
**Sanawar Friday 6th June, 2003**

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167—174

**No. 167. PROGRAMME**

**June**

Sat. 7th	...	Study Hour in the dorms.	6-00—7-00 p.m.
Sun. 8th	...	Half Yearly examination commences	
		<b>No Walking out Passes (WOPs), Sleeping out Passes (SOPs) or other parental visits permitted this week end.</b>	
Mon. 9th	...	Hobbies and SUPW Grades to be submitted to HCA	
		Meeting to review Prefectorial Appointments, Staff Room	... 2-00 p.m.
Tue. 10th	...	'Founder's 2003' Final Planning Meeting, Staff Room	... 2-15 p.m.
Wed. 11th	...	Senior Housemasters' Meeting, DHM's Office	... 10-00 a.m.
Fri. 13th	...	Half Yearly examinations conclude	
Sat. 14th	...	End of Term Assembly	... 9-45 a.m.
		Parent—Teachers' Meeting for Classes X & XII, Birdwood	10-30—1-00 p.m.
		Lunch Prep School	... 12-15 p.m.
		Lunch Senior School	... 1-15 p.m.
		Prize Giving	... 2-15 p.m.
		Address by Offg. Headmaster	... 2-30 p.m.
		Address by The Governor	... 2-45 p.m.
		Prize Giving	... 3-05 p.m.
		Tea with Staff & Prefects, HM's Residence	... 4-30 p.m.
		End of Term Dinner :	
		Prep School	... 6-45 p.m.
		Senior School	... 7-45 p.m.
		School Social, Barne Hall	... 8-45 p.m.
Sun. 15th	...	<b>HOME DAY</b>	
Mon. 16th	...	Marks to be fed in the Computer	by 2-00 p.m.
Tue. 17th	...	Assessment Meeting, Staff Room	... 2-00 p.m.
		Staff Club Dinner at Kasauli Resort	... 7-45 p.m.

**No. 168. DAILY ROUTINE FROM SUNDAY, 8th JUNE, 2003**

Rouser	...	6-30 a.m.
<b>Study Hour Dorms :</b>		
Prep School		7-00—8-00 a.m.
Sr. School		7-15—8-30 a.m.
<b>Breakfast :</b>		
Prep School	...	8-10 a.m.
Sr. School	...	9-10 a.m.
Examination Session	10-00—12-00 noon	
	for classes V, VI & VII	
	10-00—1-00 p.m.	
	Rest of the school	
<b>Lunch :</b>		
Prep School	...	12-15 p.m.
Sr. School	...	1-15 p.m.
<b>Rest Hour :</b>		
Prep School		1-00—2-00 p.m.
Sr. School		2-00—3-00 p.m.
<b>Study Hour :</b>		
Prep School		2-00—3-00 p.m.
Sr. School		3-00—4-15 p.m.
Rest of the routine is as usual.		

**No. 169. SEALING OF BOX ROOMS**

House Staff and Matrons are requested to ensure that children put all their personal belongings in the box room and the room is sealed. Concerned Staff must ensure that boxes are stacked properly in the box room to avoid damage to personal belongings. The box rooms will be inspected by the Bursar during stock taking of clothing after school closes.

**No. 170. DORMITORY LOCKERS**

House Staff are requested to impress upon all children in their respective Houses that they must empty their lockers, and leave them open.

**No. 171. TRAVEL ARRANGEMENTS DURING VACATIONS : LUGGAGE**

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

**No. 172. WITHDRAWAL OF PROVIDENT FUND**

Provident Fund can be withdrawn for the following :

1. For purchase of house/flat or for construction of house, provided the member has contributed for at least 5 years.
2. Advance/Withdrawal from funds for illness of member and his family in certain specified cases. A certificate from the doctor will have to be furnished.
3. (a) For member's marriage or marriage of daughter, son, sister, brother

OR

- (b) Higher education of children, provided the member has contributed for at least 7 years.

**No. 173. RESIDENT COUNSELLOR**

The Resident Counsellor can be consulted from 2-00 p.m. to 5-00 p.m. everyday except Sundays, in the Side Room of Tin Hut No. 2 in the Hospital.

**No. 174. HANDLING OF PET DOGS**

It is brought to the notice of all pet dog owners that their pets must be kept at home and not allowed to move around in the School Campus unattended.

Stray dogs are being disposed off under arrangements of Block Development Officer Dharampur. If any pet dog seen unattended on the campus is disposed off, the School will bear no responsibility.

DNA MOUNTFORD

*Offg. Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th June, 2003

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188—194

### No. 188. SUMMER VACATION

The school will close on Sunday, 15th June, 2003 for summer vacation and will reopen on Friday, 25th July, 2003 on which date all children must be back in School by 5-00 p.m.

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

### No. 189. STAFF FAMILIES' RATIONS ETC. DURING VACATION

With effect from Monday, 16th June, 2003 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**

The Tuck shop will be open throughout the vacation from 10-00 a.m. to 2-00 p.m. on Monday, Wednesday and Saturday.

#### **Dry Rations and Fuel**

These will continue to be issued from the Q.M. Stores on the same days and at the same timings as given out earlier in the School Orders.

### No. 190. SCHOOL HOSPITAL

The school hospital will remain closed w.e.f. 18th June 2003 to 22nd July 2003.

1. OPD Timings on 16th and 17th June 2003 & 23rd and 24th July 2003 will be—10-00 am to 12-00 noon and 4-00 p.m. to 4-30 pm
2. All staff members and their dependants on long term treatment are requested to collect their medicines before 17th June 2003.
3. The following departments are requested to detail one responsible person to collect the First Aid Box for the summer vacation on 16th June, 2003.

Engineering Department

Electrical Department

QM's Store

School Office



4. During the vacation period the employees on duty are requested to use the medical facilities available in the surrounding areas :
1. Health Sub Center, Sanawar
  2. Cantonment Hospital, Kasauli.
  3. Primary Health Centre, Dharampur.
  4. H.P. Zonal Hospital, Solan.
  5. Any other recognised Hospital Medical Centre.

In case of emergencies that require quick evacuation, the Ambulance will be available outside the QM's Store. Some of the emergencies are—high fever, acute and severe pain in the stomach or chest, injuries such as broken bones or head injury, difficulty in breathing, unconscious patients etc. **This is entirely at the Officiating Headmaster's discretion**

Heads of Departments are requested to explain these order to all employees working under them particularly all categories of Supporting Staff.

**No. 191. WORKING DAY FOR NON-VACATION STAFF**

In view of the various administrative arrangements required for closing of school summer vacation, 14th & 15th June, 2003 (Saturday and Sunday) will be full working days for all departments. All employees will be compensated by getting 20th & 21st June as holidays.

**No. 192. RESIGNATION**

Ms. Jasbir Singh, Sr. Mistress has resigned from the School's services. Her last working day was 10th June, 2003.

**No. 193. OBITUARY**

We regret to inform that Shri Hans Raj, Mazdoor, QM's Department breathed his last on 7th June, 2003 at Indira Gandhi Medical College & Hospital, Shimla. He had served the school for 25 long years. We pray to God for eternal peace of the departed soul.

**No. 194. EMPLOYMENT**

The school requires the services of temporary Ayahs for terms only for the school hospital. The criteria for the same are as under :—

- (a) Dependent of serving/retired employees of the school.
- (b) Preference will to given to matriculate candidates.
- (c) Age below 40 years.

Heads of Departments are requested to give wide publicity amongst the Supporting Staff working under them. Interested persons are requested to send their application to the Establishment Officer. The last date for submission of applications is 20th June, 2003.

DNA MOUNTFORD

*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 24th July, 2003

195—214

## No. 195. WELCOME

The Chairman, Board of Governors & Offg Headmaster extends a warm welcome to Staff on their return to School for the Founder's Term, 2003.

## No. 196. PROGRAMME

### July

Wed. 23rd	...	Senior Management Team Meeting, OHM's Office	...	9-00 a.m.
		OHM's inspection of dormitories and class rooms	...	10-00 a.m.
		Staff to return		
Thu. 24th	...	Full Staff Meeting, Staff Room	...	10-00 a.m.
		Heads of Faculty Meeting, Staff Room	...	11-00 a.m.
		Individual Faculty Meetings, Faculty Rooms	...	12-00 noon
		OHM's Welcome Dinner for Staff at HM's Residence	...	8-00 p.m.
Fri. 25th	...	Pupils return by 5-00 p.m....Parents are requested to ensure that they have left the school site by 6-00 p.m. at the latest		
Sat. 26th	...	School routine commences after break- fast	...	2-15 p.m.
		Founder's Day Meeting, Staff Room	...	2-15 p.m.
		"The Insider" Editorial Board Meeting.	...	2-15 p.m.
		School Newsletter Editorial Board Meeting	...	2-15 p.m.
		Athletics/Soccer/Hobbies sets made	...	3-15 p.m.
		'Cinematique'	...	5-30 p.m.
		Club & Society Meetings	...	6-00 p.m.

			Book Week by 'Scholastic' commences No walking out passes (WoPs), Sleep- ing Out Passes (SoPs) or other parental Visits permitted on this weekend.
Sun. 27th	...	Socially Useful Productive Work (SUPWs) Programme Class XII	... 10-00 a.m.
		Heights & Weights for PD, GD & BD	... 10-00 a.m.
		Workshop on 'Special Education' for academic Staff, Barns Hall	... 10-00 a.m.
		Founder's Musical Rehearsal commences	
		Personal Grooming for Class X	... 10-00 a.m.
Mon. 28th	...	P.T. Commences	... 6-30 a.m.
		Hobbies, Games and NCC commences 'Best-Out-Of-Waste' (Art Workshop)	
Wed. 30th	...	Combined House Staff Meeting with OHM, Birdwood Staff Room	... 2-15 p.m.
Thu. 31st	...	School Council Meeting	... 3-00 p.m.
		<b>August</b>	
Fri. 1st	...	Inter-Class Hindi Handwriting Competition for Class V & VI	... 4-00 p.m.
		'Scholastic' Book Fair concludes Entertainment Committee Meeting, Birdwood Staff Room	... 2-15 p.m.
Sat. 2nd	...	Senior Hindi Debating Society Meeting	... 5-30 p.m.
		Tutorial Meetings	... 6-00 p.m.
		Prefectorial Meeting with OHM at HM's Residence	... 6-00 p.m.
		<b>No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.</b>	
Sun. 3rd	...	SUPW Programme : Class XII	... 10-00 a.m.
		Mathematics Aptitude Test for Classes V and VI	... 10-00 a.m.
		Personal Grooming for Class IX	... 10-00 a.m.
		Trip to BSNL (Ambala) for L 6 -U 6 (Computer Science)	
		School Film, Barne Hall	... 2-15 p.m.

**No. 197. RETURN OF CHILDREN**

All Housemasters / Housemistresses will please send the lists of children in their Houses who have not reported back to the School on due date with reasons if known by 9-00 a.m. on 26th July, 2003 to Asstt. Manager Admin.

**No. 198. RETURN SCHOOL PARTIES JULY, 2003**

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Establishment Section by 26th July 2003, 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 or were included in the party even though their names were not mentioned in the party list.

**No. 199. DAILY STRENGTH RETURN**

From 26th July the Daily Strength will be sent by the Matrons to all concerned after getting it counter signed from the Housemaster/ Mistress.

**No. 200. SUBMISSION OF ACCOUNTS SCHOOL PARTIES**

The School Parties Escorts who have taken advance from School Office are requested to submit the accounts by 1st August, 2003 failing which the amount will be deducted from the salary of the individual.

**No. 201. HOSPITAL TIMINGS**

**M.I. Timings**—Monday to Saturday during milk break

B.D., G.D. & P.D.—11-35 a.m. to 11-55 a.m. at the Hospital till further notice. Evening 4-15 p.m. to 5-00 p.m. at the Hospital.

O.P.D. hours—Monday to Friday 9-00 a.m. to 12-00 noon and 4-00 p.m. to 5-00 p.m.

Saturday 9-00 a.m. to 12-00 noon

Sunday—No O.P.D.

Routine cases will be seen during O.P.D. hours. Only emergencies will be seen by the RMO outside O.P.D. hours. **Children reporting sick outside M.I. Timings are required to obtain a slip from HC'A' during classes and Housemaster/mistress/matron during the remaining period.**

**No. 202. TUCK SHOP TIMINGS**

Keeping in view the daily routine of the children a necessity has been felt to revise the Tuck Shop Timings. The revised timings are as follows :

**Monday to Friday :**

Tuck Shop	Office Work	...	10-00-11-15 a.m.
Jr. Staff	Mon. & Fri.	...	11-15-1-00 p.m.
Sr. Staff		...	11-15-1-00 p.m.
Lunch Break		...	1-00-1-30 p.m.
Sr. Staff		...	1-30-2-00 p.m.
HGD & HHG	Mon. & Thu.	...	2-00-2-45 p.m.
NGD & NHG	-do-		-do-
SGD & SHG	Tue. & Fri.		-do-
VGD & VHG	-do-		-do-
HPD & HPG	Mon. & Thu.	...	3-00-4-00 p.m.
NPD & NPG	-do-		-do-
SPD & SPG	Tue. & Fri.		-do-
VPD & VPG	-do-		-do-
HBD Senior	Tue. & Thu.	...	5-00-6-00 p.m.
NBD Senior	-do-		-do-
SBD Senior	-do-		-do-
VBD Senior	-do-		-do-
Himalaya Jr. & HHB	Mon. & Fri.		-do-
Nilagiri Jr. & NHB	-do-		-do-
Sivalik Jr. & SHB	-do-		-do-
Vindhya Jr. & VHB	-do-		-do-

On the above given days (Mon. to Fri.) sale will be on Tuck-Shop Slips & cheques.

**Saturday Timings :**

(a) GD	...	...	2-15-3-00 p.m.
(b) PD	...	...	3-00-4-00 p.m.
(c) BD	...	...	5-00-6-00 p.m.

Sale will be on cheques only.

**Sundays & Holidays**

(a) GD & PD	...	...	10-00-12-00 noon
(b) Office Work	...	...	12-00-1-00 p.m.
(c) Lunch Break	...	...	1-00-2-00 p.m.
(d) B.D.	...	...	2-00-5-00 p.m.

Sale will be on cheques only.

**No. 203. TUCK SHOP SLIPS**

Housemaster/mistress are requested to ensure that Tuck Shop Slips are filled in capital letters, there should be no over writing and where there is cutting it should be initialled by the Housemaster/mistress.

**No. 204. 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.**

Tuesday	}	... Himalaya/Nilagiri
Thursday		
Saturday		
Monday	}	... Vindhya/Siwalik & Holding House
Wednesday		
Friday		
Sunday		... Head washes 8-00 a.m. to 9-00 a.m. (alternately between Upper and Lower dormitory)

**P.D.**

Tuesday	}	... Siwalik and Vindhya
Thursday		
Friday		
Monday	}	... Himalaya and Nilagiri
Wednesday		
Sunday		
Monday	}	... Sparrow
Wednesday		
Saturday		

**No. 205. P.C.O. TIMINGS**

Inorder to ensure that the PCO timings do not clash with the daily routine programme the PCO timings have been revised.

**Mon. to Sat.**

HBD & HHB	Mon.	... 2-00—3-00 p.m.
NBD & NHG	Tue.	—do—
SBD & SHB	Thu.	—do—
VBD & VHB	Sat.	—do—



successfully and who want to persue higher studies in the College/ University. The Rules and regulations determining the eligibility of a child to be entitled for the scholarship have already been communicated to all the departments and copy of Rules and Regulations have also been provided to them.

**Heads of the Departments are requested to give wide publicity to this notice and forward applications to the Establishment Officer by 9th August, 2003.**

**No. 210. RETIREMENT**

- (a) Shri Asha Ram, Head Printer on 30th June, 2003.
- (b) ,, Dhani Ram, Armoury Guard on 15th June, 2003.
- (c) Smt. Kesra Devi, GD Ayah on 15th June, 2003.

**No. 211. RESIGNATION**

- (i) Mr. Deepak Talwar Chief Financial Officer has resigned from the school services with effect from 19th July, 2003.
- (ii) Mr. Rajiva Kumar's services with the school as Sr. Physics Teacher will not be required by the school from 23rd July, 2003 onward.
- (iii) Mrs. R.B. Bhargava, Music Teacher has resigned from the school services with effect from 15th June, 2003.

**No. 212. APPOINTMENT**

The following individuals are joining the school on 23rd July, 2003 as New Appointments :—

- (a) Mrs. Aradhana Adhikari, PA to Headmaster (Designate)
- (b) Mrs. Neema Suyal, PGT (Entrepreneur, Commerce & Accounts)
- (c) Mr. Rishi Baruah, Faculty of Fine Arts.
- (d) Mrs. Seema Baruah, Faculty of Fine Arts.

**No. 213. CONCLUSION OF CONTRACUTAL APPOINTMENT**

The contractual period of Col NJS Pannu (Retd) as School's Bursar has since expired and he is no more in school service w.e.f. 5th July, 2003.

**No. 214. OVERTIME WORKING**

The Heads of Departments are required to take prior permission on the prescribed performa for detailing individuals of their departments for extra working.

DNA MOUNTFORD

*Offg. Headmaster*



**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 1st August, 2003**

215—234

**No. 215. PROGRAMME****August**

Fri.	1st	...	Entertainment Committee Meeting, Birdwood Staff Room	...	2-15 p.m.
			Inter-Class Hindi Handwriting Competition for Classes V & VI	...	4-00 p.m.
Sat.	2nd	...	Senior Hindi Debating Society Meeting	...	5-30 p.m.
			Tutorial Meetings	...	6-00 p.m.
			<b>No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.</b>		
Sun.	3rd	...	SUPW Programme for Class XII	...	10-00 a.m.
			Mathematics Aptitude Test for Classes V and VI	...	10-00 a.m.
			Personal Grooming for Class IX	...	10-00 a.m.
			School Film, Barne Hall	...	2-15 p.m.
Mon.	4th	...	'The Insider' Editorial Board Meeting	...	2-15 p.m.
			School Newsletter Editorial Board Meeting	...	2-15 p.m.
Tue.	5th	...	'Career Launcher' Aptitude Testing for Class X	...	2-15 p.m.
			Camputer Paint—Brush Competition for class V B	...	3-00 p.m.
			Mess Committee Meeting	...	5-30 p.m.
Wed.	6th	...	'Hiroshima Day' : Poster Display by Nature Club		
			Careers : Personality Testing for Class X	...	2-15 p.m.

Thu.	7th	...	Careers : Personality and Interest Testing for Class X	...	2-15 p.m.
			Games Committee Meeting, MGR	...	2-30 p.m.
			Computer Paint—Brush Competition for class V C	...	3-00 p.m.
Fri.	8th	...	Computer Paint—Brush Competition for class V A	...	3-00 p.m.
Sat.	9th	...	Sixth Form Workshop (Mrs. Bath)	...	2-15 p.m.
			Cinematique	...	5-30 p.m.
			Club and Society Meetings	...	6-00 p.m.
			Squash Tournament at BCS, (Shimla) commences		
			Soccer Atoms v/s BCS, PPS, YPS Mohali at Pinegrove commences		
			Tree Plantation by Nature Club		
			Junior Inter-House Quiz in Barne Hall	...	6-00 p.m.
			<b>No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.</b>		
Sun.	10th	...	Personal Grooming for Class X	...	10-00 a.m.
			SUPW Programme : Class X	...	10-00 a.m.
			U 4 A and B : Visit to Chhatbir Zoo (Dr. Khan and Mrs. Gupta)		
			Junior English Debating Society Meeting	...	10-00 a.m.
			Soccer Electron v/s YPS Patiala (Home)	...	10-00 a.m.
			Basketball U-14 Boys and Girls v/s YPS Patiala (Home)	...	10-00 a.m.
			Greeting-Card Making Workshop	...	10-00 a.m.
			Market Survey—Garkhal/Dharam- pur : U 6 Geography students	...	1-00 p.m.
			School Film	...	2-15 p.m.

#### No. 216. OUT STATION MATCHES

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

**No. 217. 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. 218. POTABLE WATER MANAGEMENT IN THE SCHOOL**

1. It is noticed with concern that enough control is not being exercised on Safaiwalas and Ayahs in the Dormitories and water is being over used. This extravagant use of water is telling on the reserves of water held with the School which augment the routine supply during the dry season from Oct. onwards.
2. It is therefore imperative that we all must ensure that adequate check and restrictions are applied and wastage of potable water is contained immediately.

**No. 219. 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 referred.

**No. 220. HOSPITAL ORDERS**

MI TIMINGS AT MI ROOM, BIRDWOOD from 4th August 2003

Monday to Saturday

Lower III, Upper III and Lower IV—8-00 a.m. to 8-20 a.m. (After Breakfast)

Upper IV to Upper VI—11-25 a.m. to 11-40 a.m. (During Milk-Break)

Special M.I. at Hospital OPD—4-30 p.m. to 5-00 p.m. (Monday to Friday)

**OPD TIMING**

OPD hours—Monday to Friday

9-00 a.m. to 11-15 a.m. & 4-00 p.m. to 5-00 p.m.

Saturday

9-00 a.m. to 11-15 a.m.

No OPD on Sunday

All routine cases to report during OPD hours. Outside the OPD hours, it is requested that only in case of emergencies the patients will please report to the Nursing Staff on duty. After examination and first aid the nursing staff will inform the R.M.O. All serious cases will be seen immediately by the R.M.O. and all other cases will be seen in routine during OPD hours.

**No. 221. SCHOOL CHILDREN REFERRED TO SPECIALISTS**

Students being sent for specialist opinion outside the campus will be communicated to the concerned house-staff. The house staff will be sent intimation to this effect by the medical staff on duty duly signed by the R.M.O. In case house-staff are not available at the time and there is an emergency, it will be the responsibility of the M.I. Prefects to do the needful. The M.I. Prefects will inform Housestaff at the earliest opportunity.

**No. 222. VISITING HOURS**

Monday to Saturday—4-30 p.m. to 5-00 p.m. (BD, GD, PD)

Sunday / Holidays—PD 9-00 a.m. to 10-00 a.m., GD 10-00 a.m. to 11-00 a.m. and BD 11-00 a.m. to 12-00 p.m.

**No. 223. ISSUE OF MEDICINES**

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

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.

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. 224. LOCKER CHECK FOR MEDICINES**

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 the prior permission of the RMO.

**No. 225. MEDICAL REIMBURSEMENT**

All staff members applying for Medical reimbursement are requested to submit the following documents :

Original Bills

Photostate copies of the prescription and investigation reports RMO's referral and prescriptions.

These documents must be attached with the reimbursement form.

The medicines must be purchased within 15 days of the date of prescription.

Long-term medication requiring regular purchase of medicines must be approved by the RMO every month.

The completed Medical Reimbursement Forms to be submitted to the Senior Medical Assistant/Medical Assistant on Monday and Thursday between 12-00 noon to 12-30 p.m. and 2-30 p.m. to 3-30 p.m. Original prescription and investigation reports must be shown to them.

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. 226. CHILDREN RETURNING AFTER SICK LEAVE**

Children returning to school after sick leave irrespective of whether it is after the school re-opens or during the term are sent from the School Hospital or from the School any other leave 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 produce this green slip. Acceptance of a child in the dormitory without the knowledge of the RMO may result in the treatment/restrictions being overlooked thereby leading to serious complications.

The House-staff is also requested to inform the R.M.O. about any child extending his/her leave on medical grounds.

**No. 227. HOSPITAL KIT**

GD and PD—The hospital kit slip will be left with the concerned Matron between 2-00 p.m. and 2 30 p.m. by one of the hospital staff. This is for those children admitted before 2-00 p.m. and for children admitted between 2-00 p.m. and 5 00 p.m., the concerned Matrons will be informed about kit by the Nursing staff on duty. The Matron are requested to send the kit with the dorm. Ayahs going off duty by 6-00 p.m. Between 9-00 p.m. and 9-30 p.m. the hospital night staff will collect the kit of children admitted after 5-00 p m.

BD—The Nursing staff on duty will inform the concerned House-staff/ Matron. They are requested to send the kit to the hospital latest by 3-00 p.m. for children admitted during classes and by 9-00 p m. for children admitted there after.

**No. 228. MEDICAL CATEGORY OF SCHOOL CHILDREN**

Fresh Medical categories of all school children are being made, and the RMO 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. 229. STAFF SICK IN QUARTERS/UNFIT/FIT**

If the taaching staff is unfit they should inform the D.H.M./H.C.A. before the 1st School starts and then report to the hospital between 9-00 a.m. to 10-00 a.m. on all working days.

All administrative staff and the rest of the school employees reporting unfit for the day must do so between 9-00 a.m. and 10-00 a.m. on all working days.

It is mandatory for all staff to report sick to the R.M.O. 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 will report to the R.M.O. produce the relevant medical papers on return / recovery, so that the reimbursement and fitness certificate 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. 230. NCC PARADE PRACTICE**

The NCC Parade practice will be conducted daily from 5-00 to 5-30 p.m.

**No. 231. BATHS BD**

In view of NCC Parade practice being conducted daily the Baths in BD will be as follows :

- (a) Mon.—Sat. ... 5-40—6-05 p.m.
- (b) Sunday ... No Change from the timing given in School Order No. 204 dated 24th July 2003.

**No. 232. ROUTINE INSPECTION OF DEPARTMENTS**

The inspection of School Deptts. will be as per S.O. No. 53 dated 1st March 2002 and will commence w.e.f. 05 Aug. 2003 with GD & Engg. Deptt.

**No. 233. APPOINTMENT**

Mrs. Roopjeet Romana is appointed House Matron (G.D. Holding House) in place of Mrs. R. Grewal who has been shifted to teaching staff.

**No. 234. RESIGNATION**

Mrs. Poonam Bhardwaj has resigned from the school's service as a Teacher on 26th July, 2003.

**DNA MOUNTFORD**

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS**

**Sanawar Friday 8th August, 2003**

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235—247

No. 235. PROGRAMME

August

- Fri. 8th ... Computer Paint—Brush Competition  
for class V A ... 3-00 p.m.
- Sat. 9th ... Cinematique ... 5-30 p.m.  
Club and Society Meetings ... 6-00 p.m.  
Squash Tournament at BCS, (Shimla)  
commences  
Soccer Atoms v/s BCS, PPS, YPS Mohali  
at Pinegrove commences  
Tree Plantation by Nature Club  
Junior Inter-House Quiz in  
Barne Hall ... 6-00 p.m.  
**No Walking Out Passes (WoPs),  
Sleeping Out Passes (SoPs) or other  
parental visits permitted on this weekend.**
- Sun. 10th ... Personal Grooming for Class X ... 10-00 a.m.  
SUPW Programme : Class X ... 10-00 a.m.  
U 4 A and B : Visit to Chhatbir Zoo  
(Dr. Khan and Mrs. Puri)  
Junior English Debating Society  
Meeting ... 10-00 a.m.  
Soccer Electron v/s YPS Patiala  
(Home) ... 10-00 a.m.  
Basketball U-14 Boys and Girls v/s  
YPS Patiala (Home) ... 10-00 a.m.  
Greeting-Card Making Workshop  
Market Survey—Garkhal/Dharam-  
pur : U 6 Geography students ... 1-00 p.m.  
School Film ... 2-15 p.m.
- Mon. 11th ... Squash Tournament at BCS concludes



Tue. 12th	...	Raksha Bandhan (Administrative Holiday) : School Offices closed Brothers and sisters to meet in Birdwood ... 8-00 a.m. HoF's Meeting with OHM ... 2-15 p.m.
Wed. 13th	...	Careers Launchers : Presentation for Staff ( Birdwood Staff Room ) ... 2-15 p.m.
Thu. 14th	...	'The Insider' Editorial Board Meeting... 2-15 p.m. Soccer Electron v/s YPS Mohali, BCS, Pinegrove at Sanawar Commences Soccer Colts v/s YPS Mohali, BCS, Pinegrove at BCS commences
Fri. 15th	...	Administrative & School Holiday : Independence Day PD and Holding House BD Breakfast (Compulsory) ... 8-00 a.m. Senior School Breakfast (compulsory)... 9-00 a.m. Flag Hoisting and Special Assembly (Barne Hall) ... 10-00 a.m. Community Lunch (as per details published later in these School Orders) Support Staff sports, (Barne Field & Peacestead) ... 3-00 p.m. Soccer Electron v/s YPS Mohali, BCS' Pinegrove at Sanawar Concludes Soccer Colts v/s YPS Mohali, BCS, Pinegrove at BCS concludes Senior Hindi Debating Society Meeting ... 5-30 p.m. ASWEMET Society Meeting ... 6-00 p.m. Combined Housestaff Meeting with OHM, Birdwood Staffroom ... 6-30 p.m. <b>No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.</b>
Sun. 17th	...	SUPW Programme for Class XII ... 10-00 a.m. Class V Visit to Monkey point, Kasauli (After Breakfast)

U 4 C & D Visit to Chhatbir Zoo  
 (Breakfast with PD) Mrs. S. Gupta &  
 Mr. Solomon  
 Acrylic Sculpture Workshop for senior  
 students (Miss Kavita Ghai to  
 organise) ... 10-00 a.m.  
 HGD and NGD Picnic to Pinjore  
 Garden (Respective Housestaff to  
 tie up with SUPW I/C and The Mess  
 Manager)  
 VGD Picnic to Broken Bridge (Housestaff  
 to tie up with SUPW I/C and The Mess  
 Manager)  
 School Film ... 2-15 p.m.

**No. 236. ISSUE OF INDENTS BY QUARTERMASTER**

Members of staff 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, 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 2-30 p.m. and 3-15 p.m. on full working days or between 12-00 noon and 1-00 p.m. on Saturdays.

The Quartermaster should ensure that all items to be issued are ready for 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 237. STAFF VISIT TO Q.M. STORES**

All staff members are reminded that except for taking indents and also as provided below, staff members wishing to see the Quartermaster on business should see him in his office between 2-30 and 3-15 p.m. *only* on all working days of the week except Wednesday, Friday. On Saturday the visiting hours will be between 12-00 noon to 1-00 p.m.

Members of the staff will NOT visit the Quartermaster or the Q.M.

store at other times, except by prior arrangement with the Quartermaster.

**No. 238. 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) 2nd 3rd, 4th & 5th each month (2-00 p.m. to 5-00 p.m.) { Dry Rations
  - (b) 9th of each month (2-00 p.m. to 5-00 p.m.) { K. oil & fuel wood.
2. For staff drawing pay through Sr. Staff Pay Register
  - (a) 6th, 7th & 8th of each month (2-00 p.m. to 5-00 p.m.) { Dry Ration
  - (b) 10th of each month (2-00 to 5-00 p.m.) { K. oil, fuel wood.

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.

Staff permitted to purchase ration / 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. 239. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN**

All members of the staff are reminded that under no circumstances are they to retain any money in their possession which a parent or guardian or friend may give to spend 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. 240. 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. 241. SCHOOL VEHICLES**

Unauthorised persons (who are not employees of the school/or do not have prior permission) are not permitted to travel in school vehicle. In case any unauthorized person is found to have travelled in a school vehicle, strict action will be taken against the Driver and Conductor. This applies to all vehicles owned by the School.

**No. 242. SUBMISSION OF REGISTRATION FORM—STAFF CHILDREN**

Staff, whose children are entitled to be considered for admission to the school without appearing in the examination or after appearing for the entrance test for class V and VII for the session commencing Feb., 2004, must submit the registration forms of their children to Admission Officer latest by the 26th October, 2003. It may not be possible to accept registration forms received after this date.

**No. 243. BOUNDS FOR STUDENTS**

Children to remain strictly in bounds and breach of these will be dealt with seriously. The following are out of bounds :

- (1) The 'Mall' between Green Gate & the path to pool.
- (2) The road going towards 'Moti Corner' from where one walks up to the Hospital after the 'Horse Shoe Bend'
- (3) Area beyond Hospital towards Moti's Corner.
- (4) Short back from CDH to Bakery.
- (5) Beyond SSC going towards "Peacested" and GD from the "Main Tar Road" and besides the School Swimming Pool unless for classes. Also the road going to leisure from the swimming pool. This means the entire G. D. area and old Stores below it and Bakery/Charlie are out of bounds for boys.
- (6) Birdwood School in front and behind after lunch unless attending a class or a hobby session.
- (7) Boys not to hang around the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck Shop is to be visited only on their allotted days and timings.
- (8) Visits to various teacher's houses only with the permission of their Housemaster/mistresses.
- (9) Visits to Prep School by B.D. & G.D. Children restricted to Sundays with Housemaster's/mistresse's permission.

- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hours, or any emergency with due written permission from the relevant staff.
- (12) **Moti Corner, Dharampur including Giani Ka Dhaba, Shaane Himachal and other eating places.**
- (13) All Sweet-Meats Shops in Garkhal.
- (14) Sunnyside School.

**No. 244. INDEPENDENCE-DAY COMMUNITY LUNCH**

A Community Lunch will be held in the Central Dining Hall on Friday, 15th August, 2003. 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. P.D. Staff under arrangement of Offg. 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 employees and their families working in hospital, all Ayas, printing office staff and sanitary staff. G. D. staff under supervision of Miss Shonu Mukherjee 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 other staff. This will be supervised by B.D. staff under arrangement of Sr Master B.D.
- (6) Mess Manager is requested to hold a meeting with the staff responsible for each shift, Head Boy and Head Girls to organise the services.
- (7) All heads of Deptt. are requested to inform all staff working under them of the details regarding community lunch given above.

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

(9) The supper on 15-8-2003 will be in the form of supper packets, and will be served in the CDH at 6-30 p.m. for children as C.D.H. will remain closed after lunch. Separate admin instructions are being issued for the staff.

**No. 245. INDEPENDENCE DAY SPORTS**

Supporting Staff Sports are scheduled for 3-30 p.m. to 4-30 p.m. on 15 August 2003.

**No. 246. REQUIREMENT AUDIO VIDEO ETC.**

"All requirements related to Audio Video/Microphones must be put up 24 hours before the event takes place. Mr. Suresh Saklani to be contacted for the purpose."

**No. 247. ADMINISTRATIVE HOLIDAY / SCHOOL HOLIDAY**

Tuesday 12th August, 2003 & Friday, 15th August, 2003 will be administrative holiday and School Holiday respectively on account of Raksha Bandhan & Independence day.

**DNA MOUNTFORD**

*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th August, 2003

248

## SPECIAL ORDER

No. 248. LIST OF SCHOOL & P. & T. TELEPHONE NUMBERS

### SENIOR STAFF APPOINTMENT

	Office	Resi.	P&T
H.M.	...	120	118 261207
DHM	...	148	106 261394
Bursar	...	122	132 261174
Sr. Manager Estate & Services	...	181	184 261414

### OFFICE AND ADMINISTRATIVE STAFF

(Mrs.) R. Dhillon	R.M.O.	...	124	134	261231
Mr. Pran Nath	Accts. Manager	...	123		
Mrs. A. Adhikari	P.A. to H.M.	...	121	193	
Mr. H. Romana	Engineer	...	126	155	261394
Mr. R. Nathaniel	Mess Manager	...	136	137	
Mr. Subhash Gupta	Q.M.	...	127	154	261392
Mr. O. P. Patial	Sr. Supdt. Elect.	...	138	100	
Mr. A. Dhiman	Sr. Medical Asstt...			196	
Mr. Basant Sharma	{ Asstt. Manager (Admin)	...	170	187	
Mr. L.D. Attri	Establishment Officer	...	188		
Mr. K. Minhas	Offg. I/c Hyg. & Sani.	...	189		
I/c Nova		...	172		

### SENIOR ACADEMIC STAFF

Mr. R. Puri	Director Academic	...	148	167	
Dr. V. K. Sharma	H.C. 'A'	...	133	190	
Mrs. L. Francis	{ C-ordinator, Curriculum Enrichment	...		194	

### HOUSE STAFF (B.D.)

Mr. P. Vashisht	Sr. Master B.D.	...	178	144	
Mr. J. Roberts	Director Activities	...	171	157	
Mr. Sukhbir Singh	Director, Phy. Educ.	...	112	113	

**HIMALAYA HOUSE**

Mr. P. K. Lal	Sr. Housemaster	...	182
Mr. S. Krishnan Jr.	Housemaster	...	177
Mrs. R. Dewevedi	Housematron	...	147

**NILAGIRI HOUSE**

Col Ranjit Singh	Sr. Housemaster	...	145
Mr. Deepak Sharma Jr.	Housemaster	...	152
Mrs. Sunita Singh	Housematron	...	163

**SIWALIK HOUSE**

Capt R. Bajaj	Sr. Housemaster	...	108
Mr. Daljinde Singh	Jr. Housemaster	...	176
Mrs. E Sequiera.	Housematron	...	107

**VINDHYA HOUSE**

Mr. S. Mukherjee	Sr. Housemaster	...	173
Dr. S. Khan	Jr. Housemaster	...	117
Mrs. I. Kumar	Housemaster	...	146

**HOLDING HOUSE (BOYS)**

Mr. D. Pant	Sr. Housemaster	...	142
Mr. A. Dehloo	Jr. Housemaster	...	114
Mrs. B. Singh	Housematron	...	165

**HOUSE STAFF (GD)**

	Sr. Mistress	...	178	135
Ms. Shonu Mukherji	Director Activities	...	171	130

**HIMALAYA HOUSE**

Mrs. N. Tehlan	Housemistress	...	153
Mrs. A. Keivelkar	Housematron	...	150

**NILAGIRI HOUSE**

Mrs. A. Suri	Housemistress	...	164
Mrs. A. Kelvelkar	Housematron	...	150

**SIWALIK HOUSE**

Mrs. R. Vashisht	Housemistress	...	144
Mrs. S. Cheema	Housematron	...	151

**Vindhya House**

Mrs. S. Gupta	Housemistress	...	131
Mrs. S. Cheema	Housematron	...	151



**Holding House (Girls)**

Miss A. Solomon	{	Housemistre HHG & NHG ...	183	
Miss P. Chauhan	{	Housemistress SHG & VHG ...	175	
Mrs. R. Romana	{	Housematron Holding House...	111	155

**Prep Department**

Mrs. S. Nathaniel	...	Offg. Sr. Mistress		137
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**Himalaya & Nilagiri (Boys)**

Mrs. S. Nathaniel	...	Housemistress		137
Mrs. D. Sikand	...	Housematron		174

**Siwalik & Vindhya (Boys)**

Mrs. B. Rishi	...	Housemistress		158
Mrs. Chandel	...	Housematron		160

**Prep School (Girls)**

Mrs. K. Baduni	...	Housemistress		110
Mrs. A. Malviya	...	Housemarron		161

**Miscellaneous**

Barne Field	...	103
Cable T.V. Room	...	102
Guard Room (Main Gate)	...	172
Guard Room (Moti Corner)	...	104
Hospital Duty Room	...	125
Library	...	166
M.C.R.	...	116
Printing Office	...	180
Staff Room	...	128
Sunny Side School	...	156
Stone View	...	191
Tuck-Shop	...	162

DNA MOUNTFORD

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Thursday 14th August, 2003**

249—255

**No. 249. PROGRAMME****August**

- Thu. 14th ... 'The Insider' Editorial Board Meeting... 2-15 p.m.  
 The School Newsletter Editorial  
 Board Meeting ... 2-15 p.m.  
 Staff Club Dinner, HM's Residence ... 8-00 p.m.  
 Independence Eve School Social 8-00-10-00 p.m.
- Fri. 15th ... School Holiday & Administrative Holiday :  
 Independence Day  
 PD and Holding House BD Breakfast  
 (Compulsory) ... 8-00 a.m.  
 Senior School Breakfast (compulsory)... 9-00 a.m.  
 Flag Hoisting and Special Assembly  
 (Barne Hall) ... 10-00 a.m.  
 Soccer Electron v/s BCS, Home ... 10-45 a.m.  
 Soccer Colts v/s BCS, Home ... 11-30 a.m.  
 Community Lunch (as per details  
 published later in these School Orders)  
 Support Staff sports, (Barne Field &  
 Peacestead) ... 3-00 p.m.  
 Programme in Barne Hall for  
 Support Staff by their children ... 5-00 p.m.  
 Supper Packets :  
 a) For Boarders and Day Scholars  
 in their respective dorms under  
 supervision of Housestaff /  
 Martons ... 5-00 p.m.  
 b) Staff (From MCR) 5-00—6-00 p.m.
- Sat. 16th ... **Parent Teacher Meeting for  
 Classes V & VI, Birdwood 2-15—5-00 p.m.**  
 Senior Hindi Debating Society  
 Meeting ... 5-30 p.m.  
 ASWEMET Society Meeting ... 6-00 p.m.

- Combined Housestaff Meeting with  
OHM, Birdwood Staffroom ... 6-30 p.m.  
**No Walking Out Passes (WoPs),  
Sleeping Out Passes (SoPs) or other  
parental visits permitted on this weekend.**
- Sun. 17th ... SUPW Programme for Class XII ... 10-00 a.m.  
Class V Visit to Monkey point, Kasauli  
(After Breakfast)  
U 4 C & D Visit to Chhatbir Zoo  
(Mrs. S. Gupta & Mr. Solomon)  
(Breakfast with PD)  
Acrylic Sculpture Workshop for senior  
students (Miss Kavita Ghai to  
organise) ... 10-00 a.m.  
School Film ... 2-30 p.m.
- Mon. 18th ... U 5 and U 6 unit Tests Commence  
(as per date sheet put up on the notice  
Board) (They will attend normal classes also)  
Inter-House Badminton/Table Tennis/  
Squash commences  
Founder's day Meeting, Birdwood  
Staffroom ... 2-15 p.m.
- Tue. 19th ... Janamashtmi : School and Administrative  
Holiday (Sunday Timings)
- Wed. 20th ... 'ASWEMET' Society Meeting
- Fri. 22nd ... 'The Insider' Editorial Board Meeting  
The School Newsletter Editorial  
Board Meeting
- Sat. 23rd ... PD Quiz ... 5-00 p.m.  
Cinematique ... 5-30 p.m.  
Club and Society Meetings (Juniors) ... 6-00 p.m.  
Tree Plantation by Nature Club  
Senior Inter-House Hindi Debate,  
Barne Hall ... 6-15 p.m.  
**No Walking Out Passes (WoPs),  
Sleeping Out Passes (SoPs) or other  
parental visits permitted on this weekend.**
- Sun. 24th ... Mathematics Aptitude test for  
Classes VII and VIII ... 10-00 a.m.

Junior English Debating Society Meeting	... 10-00 a.m.
IAYP Quality control Check, Bronze Standard	... 10-00 a.m.
Soccer Atoms and Electrons v/s PPS Nabha (Away)	
Soccer First XI v/s YPS Mohali at Sanawar	
Basketball First XI Girls v/s YPS Mohali at Sanawar	
Class VI Outing to Monkey Point	
Musical Act-1 Run Through	
School Film	... 2-15 p.m.

**No. 250. G. S. TALWAR SCHOLARSHIP FOR SUPPORT STAFF CHILDREN**

Mr. G. S. Talwar (O. S. 55—64) has sponsored a scholarship to provide financial assistance to the children of the Supporting Staff who having taken the class XII Board Examination successfully want to pursue higher studies in the college / university. The rules and regulations determining the eligibility of a child to be entitled for the scholarship have been communicated to all the departments. Heads of Departments are requested to give wide publicity to this notice and forward applications to the Establishment Officer by 22nd August, 2003.

**No. 251. NEW APPOINTMENTS**

The under-mentioned new appointments have taken place :—

- |                         |  |
|-------------------------|--|
| (a) Mrs. A. Lal         | ... Teacher (English)                        |
| (b) Mrs. N. Sosodia     | ... Teacher (Sciences) (new contract)        |
| (c) Mrs. Rakesh Chandel | ... Matron, PDL D                            |
| (d) Mr. Ranjeev Solomon | ... Teacher (Hindi & Geography)              |
| (e) Mr. Ajay Sharma     | ... Sr. Teacher (Entrepreneurship)           |
| (f) Mrs. K. Baduni      | ... Housemistress, P.D. Girls (New contract) |
| (g) Mrs. M. Solomon     | ... Teacher (new contract)                   |

**No. 252. ABSENCE**

Mrs. Saisha Khanna, Housemistress, SGD will be away on leave without pay for the duration of Founder's term.

**No. 253. G. S. TALWAR SCHOLARSHIP FOR THE STAFF CHILDREN FOR THE YEAR 2003-04**

Please refer to School Order No. 209 dated 24th July, 2003 on the above subject. Till date we have not received any application from the employees for the award of above mentioned scholarship hence all heads of Departments are requested to inform the employees working under them to send application with other required details to the School Office so that a final decision can take place for the award of above cited scholarship.

The date of submission of application is extended to 22nd August, 2003.

**No. 254. RESIGNATION**

Mrs. Saisha Khanna, Teacher has resigned from School Service w.e.f. 1-8-2003.

**No. 255. ADMINISTRATIVE & SCHOOL HOLIDAY**

Tuesday, 19th August, 2003 will be a holiday on account of Janamastami for the School & Administrative Staff.

**DNA MOUNTFORD**

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 22nd August, 2003**

256—260

**No. 256. PROGRAMME****August**

- Fri. 22nd ... 'The Insider' Editorial Board Meeting  
The School Newsletter Editorial  
Board Meeting
- Sat. 23rd ... U 6 Bio Extra Class  
(with Mr. Pranav Mehra) ... 2-00 p.m.  
(only for 23rd and 30th Aug.)  
(L 6 Bio Extra Class after Supper)  
PD Quiz ... 5-00 p.m.  
Cinematique ... 5-30 p.m.  
Club and Society Meetings (Juniors) ... 6-00 p.m.  
Tree Plantation by Nature Club  
Senior Inter-House Hindi Debate,  
Barne Hall ... 6-15 p.m.
- No Walking Out Passes (WoPs),  
Sleeping Out Passes (SoPs) or other  
parental visits permitted on this weekend.**
- Sun. 24th ... Mathematics Aptitude test for  
Classes VII and VIII (Birdwood) ... 10-00 a.m.  
Junior English Debating Society  
Meeting ... 10-00 a.m.  
IAYP Quality control Check,  
Bronze Standard ... 10-00 a.m.  
Basketball First XI Boys v/s YPS  
Mohali at Sanawar ... 10-00 a.m.  
School Film ... 2-15 p.m.  
Soccer First XI v/s Kalka District  
Soccer teams ... 2-45 p.m.  
Class VI Outing to Monkey Point  
(after Breakfast)  
Musical Act-1 Run Through

- Mon. 25th ... Theatre Presentation (Faculty of Cultural development) Cancelled  
Presentation from the Deakin University, Australia for classes IX, X, XI & XII.
- Tue. 26th ... Inter-House Badminton/Table-Tennis/Squash concludes
- Wed. 27th ... 'The Insider' Editorial Board Meeting  
Arrival of teams for the Bhupinder Singh Memorial Soccer Tournament (Teams to be received and looked after as per Circular No. G1/A dated 9th August 2003)
- Thu. 28th ... Bhupinder Singh Memorial Soccer Tournament Commences :
- 1.0 Opening Ceremony (Barne Field) ... 7-00 a.m.  
1.1 Morning P.T. Cancelled  
1.2 Morning Prep Cancelled  
1.3 First School Cancelled  
1.4 P.D. and Holding House  
    B.D. Breakfast ... 7-55 a.m.  
1.5 Sr. School Breakfast ... 8-55 a.m.  
1.6 Normal activities after Breakfast
- Fri. 29th ... Tech-Festival 2003 (ICT Dept.) cancelled
- Sat. 30th ... U 6 Bio Extra Class (with Mr. Pranav Mehra) ... 2-00 p.m.  
Inter-School Hindi Declamation (Barne Hall) ... 5-00 p.m.  
(Mr. Baruah is requested to be available for writing the Certificates)  
**Parent teacher Meeting for Classes VII and VIII (Birdwood) 2-15—5-00 p.m.**  
(Dr. Khan and Mrs. A Lal are requested to allot rooms for each teacher of L 4 and U 4 and tie up with the Mess Manager for refreshment arrangements)  
**No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.**

Sun. 31st ... Bhupinder Singh Memorial Soccer  
Tournament Concludes  
Closing Ceremony (Barne Field) ... 4-00 p.m.

**No. 257. HINDI FACULTY**

Henceforth Faculty of Oriental Languages will be known as the Faculty of Hindi.

**No. 258. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL**

Through this order all concerned are requested to forward to the Bursar any Debit Note, Loss Slips, Credit Tuck Shop Slips etc., latest by 2nd September, 2003 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-2003 whereafter no further adjustments will be possible.

**No. 259. 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 to be given excuse slips duly signed by the RMO. The Housestaff/HOF (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. 260. PROVIDENT FUND**

Any permanent employee including probation staff can contribute a maximum of 15% of the basic salary towards their Provident Fund (PF) account as voluntary contribution. This is in addition to compulsory contribution of 12% of basic salary.

Those who want to make a voluntary contribution to PF may do so by writing a letter addressed to the Establishment Section mentioning the percentage of voluntary contribution.

**DNA MOUNTFORD**

*Offg. Headmaster*



## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th August, 2003

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261—262

### No. 261. PROGRAMME

#### August

- Fri. 29th ... Tech-Festival 2003  
cancelled
- Sat. 30th ... U 6 Bio Extra Class (with Mr. Pranav Mehra) ... 2-00 p.m.  
Inter-School Hindi Declamation  
(Barne Hall) ... 6-00 p.m.  
(Mr. Baruah is requested to be available for writing the Certificates)  
**Parent teacher Meeting for Classes VII and VIII (Birdwood) 2-15—5-00 p.m.**  
(Dr. Khan and Mrs. A Lal are requested to allot rooms for each teacher of L 4 and U 4 and tie up with the Mess Manager for refreshment arrangements)  
**No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.**
- Sun. 31st ... Bhupinder Singh Memorial Soccer Tournament Concludes  
Closing Ceremony (Barne Field) ... 4-00 p.m.

#### September

- Mon. 1st ... Inter-House Athletics commences  
HoF's Meeting in OHM's Office ... 2-15 p.m.
- Tue. 2nd ... Mess Committee Meeting, MCR ... 5-30 p.m.  
Career Counselling for class X Postponed.
- Wed. 3rd ... Career Counselling for class X Postponed.
- Fri. 5th ... IPSC Swimming at YPS Patiala commences  
'The Insider' Editorial Board Meeting ... 2-15 p.m.  
Talk for class XI in Barne Hall ... 2-15 p.m.  
U 6 Dinner for Teachers ... 8-00 p.m.

- Sat. 6th ... Special Assembly to mark Mr. R. Puri's completion of 25 years of service at Sanawar  
 Special Lunch for entire School in honour of Mr. R. Puri (CDH)  
 Factory Visit, Entrepreneurship  
 Class XI Postponed.  
 Individual Faculty Meetings ... 5-30 p.m.  
 OHM's Dinner to honour Mr. R. Puri (Staff Club members to attend) ... 8-00 p.m.  
**Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.** ... **2-15 p.m.**  
 (Parents are permitted to enter the school campus at 2-00 p.m.)
- Sun. 7th ... IPSC Swimming at YPS Patiala concludes  
 School Film ... 2-15 p.m.  
 Children return from SOP/WOP by 5-00 p.m.  
 (Parents are requested to leave the campus by 6-00 p.m.)  
 SPIC MACAY—Dance Programme (Barne Hall) ... 6-15 p.m.

#### No. 262. REIMBURSEMENT OF TELEPHONE BILL

The Staff Members who make official calls on their private telephones are entitled to reimbursement provided they put up the details of the calls on the proforma which is available with the Asstt. Manager (Admin.)

One proforma can take a number of entries and it is advisable that the proforma is submitted to the Asstt. Manager (Admin.) by 5th of each month for the proceeding month, who will then work out the amount and put up to the Acting Bursar for sanction.

**DNA MOUNTFORD**

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 5th September, 2003**

263—267

**No. 263. PROGRAMME****September**

- Fri. 5th ... Teachers' Day  
 First School cancelled  
 Breakfast ... 8-55 a.m.  
 Assembly ... 9-35 a.m.  
 U 6s to conduct classes in 2nd,  
 3rd & 4th Schools  
 Children to sit in Form Rooms :  
 L 4 : A (1), B (2), C (3), D (4);  
 U 4 : A (5), B (6), C (7), D (8);  
 L 5 : A (9), B (10), C (11-A), D (11-B);  
 U 5 : A (12), B (14), C (15), D (16);  
 L 6 : A (18), B (19), C (20), D (21).  
 Normal Classes after Milk-break.  
 'The Insider' Editorial Board  
 Meeting ... 2-15 p.m.  
 U6 Dinner for Teachers ... 8-00 p.m.
- Sat. 6th ... Special Assembly to mark Mr. R. Puri's  
 completion of 25 years of service at  
 Sanawar  
 Special Lunch for entire School in honour  
 of Mr. R. Puri (CDH)  
 Factory Visit, Entrepreneurship  
 Class XI Postponed.  
 Individual Faculty Meetings .. 5-30 p.m.  
 HM's Dinner to honour Mr. R. Puri  
 (Staff Club members to attend) ... 8-00 p.m.  
**Walking Out Passes (WoPs),  
 Sleeping Out Passes (SoPs) or other  
 parental visits permitted on this  
 weekend.** ... **2-15 p.m.**  
 (Parents are permitted to enter the  
 school campus at 2-00 p.m.)

- Sun. 7th ... School Film ... 2-15 p.m.  
 Musical Act II run-through  
 Children return from SOP/WOP  
 by 5-00 p.m.  
 (Parents are requested to leave the campus  
 by 6-00 p.m.)  
 SPICMACAY—Dance Programme  
 (Barne Hall) ... 6-15 p.m.
- Mon. 8th ... Full Staff Meeting (Academic,  
 Hobbies and Sports staff, Matrons,  
 R.M.O., Estate Manager, Q.M.,  
 Engineer) ... 5-30 p.m.
- Wed. 10th ... 'The Insider' Editorial Board  
 Meeting Careers Presentation
- Fri. 12th ... Form Teachers & Subject teachers to  
 meet HM outside School Chapel  
 immediately after Assembly  
 (Ref. PTM 13th Sept.)
- Sat. 13th ... **Parent-Teacher Meeting for Class  
 IX and XI, Birdwood 2-15—4.45 p.m.**  
 (Parents are permitted to enter the  
 school campus at 2-00 p.m. They are  
 requested to leave the campus by 5-15 p.m.)  
 Mr. S. Krishnan and Mr. G. Sood  
 are requested :
- (a) to allot rooms for teachers of L5 & L6
  - (b) to tie up with Mess Manager for  
 refreshment arrangements
  - (c) to provide section-wise lists of children  
 whose parents are expected to attend  
 PTM. These lists must reach HCA  
 by milk-break on Thursday, 11th  
 September.
- SPICMACAY Society Meeting ... 6-15 p.m.

**No Walking Out Passes (WoPs),  
Sleeping Out Passes (SoPs) or other  
parental visits permitted on this weekend.**

Sun. 14th ... Musical Run-through  
Annual Athletics Meet (Barne Field) ... 3:00 p.m.

**No. 264. UNIT TESTS**

The second Unit Tests scheduled for starting from September 18, 2003 will now start from Monday, September 15, 2003 and will get over on September 18, 2003.

**No. 265. DAILY SCHEDULED DURING UNIT TESTS**

**For PD and Holding House (L-4) :**

Rouser	... 6-00 a.m.
Study Hour (in dorms.)	6-25—7-25 a.m.
Breakfast	... 7-35 a.m.
1st Unit Exam (For L3 & U3)	8-00—9-00 a.m.
1st Unit Exam (For L4)	8-00—9-30 a.m.
Study Hour (in dorms)	9-40—10-40 a.m.
Milk Break	... 10-40 a.m.
2nd Unit Exam (For L3 & U3)	11-00—12-00 noon
2nd Unit Exam (For L4)	11-00—12-30 p.m.
Lunch	... 12-35 p.m.
Study Hour (in dorms)	3-00—4-00 p.m.
Rest of the activities as usual	

**For Senior School :**

Rouser	... 5-50 a.m.
Study Hour (in dorms)	6-15—7-10 a.m.
1st Unit Exam	7-30—9-00 a.m.
Breakfast	... 9-15 a.m.
Study Hour (in dorms)	10-00—11-00 a.m.
Milk Break	... 11-00 a.m.
2nd Unit Exam	11-30—1-00 p.m.
Lunch	... 1-30 p.m.
Study Hour (in dorms)	3-00—4-00 p.m.
Rest of the activities as usual	

**No 266. 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 / open drains in staff quarters resulting in blockage of sewerage lines & storm water drains 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. 267. EXPENDITURE FOUNDER'S—2003**

In order to regulate the expenditure for the Founder's celebration 2003. I/cs of the various events/activities will put up their requirements to the Acting Bursar duly approved by the HOFs concerned by 15th September, 2003.

**DNA MOUNTFORD**

*Offg. Headmaster*

**THE LAWRENCE SCHOOL ORDERS****Sanawar Thursday 11th September, 2003**

268—272

**No. 268. PROGRAMME****September**

- Fri. 12th ... Form Teachers & Subject teachers of L5 and L6 to meet HCA outside School Chapel immediately after Assembly (Ref. PTM on 13th Sept.)  
Musical Practices 3-00—5-00 p.m.  
Morning and After Supper Musical practices cancelled  
No Athletics  
Normal Hobbies
- Sat. 13th ... Trials for Youth National Basketball Championship at Kangra.  
Musical Practices 3-00—5-00 p.m.  
Morning and After Supper Musical practices cancelled  
No Athletics  
Normal Hobbies  
**Parent-Teacher Meeting for Class IX and XI, Birdwood 2-15—4-45 p.m.**  
(Parents are permitted to enter the school campus at 2-00 p.m. They are requested to leave the campus by 5-15 p.m.)  
Mr. S. Krishnan and Mr. G. Sood are requested :
- (a) to allot rooms for teachers of L5 & L6
  - (b) to tie up with the Mess Manager for refreshment arrangements
  - (c) to provide section-wise lists of children whose parents are expected to attend PTM. These lists must reach HCA by milk-break on Friday, 12th September.
- No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.**

		Study Hour in Dormitories	6-15--7-15 p.m.
Sun. 14th	...	Basket Ball Trials Kangra conclude. Musical Run-through cancelled	
		Study Hour in Dormitories	12-00--1-00 p.m.
		Study Hour in Dormitories	6-15--7-15 p.m.
Mon. 15th	...	2nd Unit Tests Commence	
Tue. 16th	...	Unit Tests	
Wed. 17th	...	Unit Tests	
Thu. 18th	...	Unit Tests Conclude Normal Afternoon Activities	
Fri. 19th	...	Normal Classes, Afternoon activities including extra classes, Evening Prep and Enrichment Classes. 'The Insider' Editorial Board Meeting ...	2-15 p.m.
		School Council Meeting	... 2-15 p.m.
Sat. 20th	...	Careers Presentation Tree Plantation by Nature Club Peace March (Subject to confirmation from UN Office, ND) <b>No Walking Out Passes (WoPs), Sleeping Out Passes (SoPs) or other parental visits permitted on this weekend.</b>	
Sun. 21st	...	Sunday Timings	

**No. 269. DAILY SCHEDULE DURING UNIT TESTS**

For the convenience of all concerned School Order No. 265 dated September 5, 2003 is being reproduced here below with minor changes :

**For PD and Holding House (L4) :**

Rouser	...	6-00 a.m.
Study Hour (in dorms)		6-25--7-25 a.m.
Breakfast	...	7-35 a.m.
1st Unit Exam (For L3 & U3)		8-00--9-00 a.m.
1st Unit Exam (For L4)		8-00--9-30 a.m.
Study Hour (in dorms)		9-40-10-40 a.m.
Milk Break	...	10-40 a.m.
2nd Unit Exam (For L3 & U3)		11-00-12-00 noon
2nd Unit Exam (For L4)		11-00-12-30 p.m.
Lunch	...	12-35 p.m.
Study Hour (in dorms)		3-00--4-00 p.m.



No games and hobbies  
Evening Study Hour in Dorms

**FOR SENIOR SCHOOL :**

Rouser	... 5-50 a.m.
Study Hour (in dorms)	6-15—7-10 a.m.
1st Unit Exam	7-30—9-00 a.m.
Breakfast	... 9-15 a.m.
Study Hour (in dorms)	10-00—11-00 a.m.
Milk Break	... 11-00 a.m.
2nd Unit Exam	11-30—1-00 p.m.
Lunch	... 1-30 p.m.
Study Hour (in dorms)	3-00—4-00 p.m.
No games and hobbies	
Evening Study Hour in Dorms	6-15—7-15 p.m.

**No. 270. FACULTY MEETINGS**

Various Faculty Meetings with the Headmaster will continue during Unit Test days also as scheduled earlier. Staff is requested to refer to the schedule put up in Staff Room.

**No. 271. 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 5-10-2003 by Kalka—New Delhi Shatabadi
- (b) Delhi to Sanawar on 8-10-2003 by New Delhi—Chandigarh Shatabadi leaving New Delhi Railway Station at 7-30 a.m.

Staff wishing to escort the school party to Delhi and back to give their names to Establishment Officer.

**No. 272. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER 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 26th October, 2003 to the Admission Office of the School
- (2) Such children will have to appear for the Entrance Test which is scheduled to be held on Sunday 10th November, 2003 (10-00 a.m.)

Gautam Chatterjee  
*Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 18th September, 2003

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273

### SPECIAL ORDERS

**No. 273. 156TH FOUNDERS 2003 RESPONSIBILITIES OF STAFF**

The Incharge will oversee the items and co-ordinate the various items being put up in each of the events.

Overall Administration and Management

... **Lt. Col. S. K. Nautiyal & Mr. P. Vasisht**

Co-ordination of Activities ... **Mr. J. Roberts, Miss S. Mukherji**  
**2nd October, 2003**

Gandhi Jayanti  
(Flag Hoisting)

... **I/c Dr. V. K. Sharma,**  
Mr. N. Sharma, Mr. T. Das,  
Mr. R. Solomon

Chapel Service for OS 1953  
Batch

... **I/c Mrs. A. Bath, Mrs. S. Chauhan,**  
Mrs. K. Baduni, Mrs. Barros

HM's Dinner for OS 1953  
Batch

... **I/c Mrs. A. Bath,**  
Mr. B. Sharma, Mrs. A. Adhikari

**3rd October,**  
Athletics

... **I/c Mr. Sukhbir Singh**  
**I/c Athletics G. D.,**  
Mrs. A. Chauhan & Mrs. R. Grewal  
**I/c Athletics P. D. ... Mr. R.S. Gill**

Jury of Appeal

... **Mr. P. Vasisht, Mr. J. Roberts,**  
Miss S. Mukherji

Judges at the Finish

... **Dr. V. K. Sharma, Miss K. Bakshi,**  
Mrs. K. Puri, Mrs. S. Gupta

Timekeepers

... **Capt. R. Bajaj, Mr. P.K. Lal,**  
Mr. D. Sharma, Mr. R. S. Gill

Time Recorders  
Recorders

... **Mrs. N. Tehlan, Mr. G. Sood**  
... **Mrs. A. Suri, Mr. R. P. Gautam,**  
Mrs. K. Baduni

Track Umpires	...	Dr. S. Khan, Mr. Radhakrishnan, Mr. A. Ghosh
Marshals	...	Mr. Mukesh Chand, Mr. Anil Kumar, Mr. A. Dehaloo, Mr. R. Solomon, Mrs. N. Kaur
Starters	...	Mr. A. K. Chandel, Mr. D. Singh
Announcer	...	Mr. S. Mukherji
Certificates	...	Miss A. Solomon, Mrs. B. Rishi, Mr. R. Barua
Prizes	...	Mr. D. Pant
Opening & Closing	...	Mr. A. C. Chauhan, Mr. A. K. Chandel
Medical officer	...	Dr. R. Dhillon
Band	...	Mr. J. S. Rawat
Sound Equipment	...	Mr. S. Saklani
Basketball	...	Mr. Daljinder Singh
Hockey	...	Mr. A. Chandel
Parent Teachers Meeting (Classes X & XII)	...	<b>I/c Mr. R. Puri</b> , Dr. V. K. Sharma, Miss K. Bakshi, Mrs. Tehlan & all teachers teaching classes X & XII
Careers	...	<b>I/c Mrs M. Solomon</b>
OS Meeting (Preliminary)	...	<b>Capt. R. Bajaj</b> , Miss A. Solomon
Musical	...	<b>I/c Mrs. A. Bath</b> Mr. C. Williams, Mr. S. Mukherjee, Miss A. Arora, Mr. T. Dass, Mr. D. Sharma, Mrs. B. Rishi, Miss P. Dubey, Miss P. Sharma, Miss K. Chai, Mrs. N. Sisodia, Mr. J. Oddie
Invitation Cards		<b>I/c Mr. R. P. Gautam</b> , Mrs. A. Sharma, Mrs. A. Suri, Mr. N. Sharma, Dr. S. Khan, Capt. R. Bajaj
Event Management	...	<b>I/c Miss P. Dubey</b> , Miss P. Chauhan. Mrs. M. Solomon, Mrs. S. Bawa, Mr. A. Ghosh, Mr. A. Sharma, Mr. P. Sood

<b>Tattoo</b>	... I/c Mr. P. K. Lal assisted by Mrs. A. Suri
Announcement	... Miss P. Dubey
P. T. & Gym	... Mr. A. C. Chauhan, Mr. A. K. Chandel, Mrs. N. Kaur
Dumbell Drill (PD)	... I/c Mrs. S. Nathaniel, Mr. R. S. Gill, Mr. Rampal, Mrs. B. Rishi
Yoga	... Miss Vani Singh, Mrs. K. Baduni
Club Drill	... Mr. A. K. Chandel, Mr. D. Singh
Bugle Band	... Mr. J. S. Rawat
Dance item	... Mrs. N. Sisodia, Mrs. R. Grewal, Mrs. A. Lal, Miss P. Sharma
Arena Party	... I/c Mr. D. Pant, Mr. A. Dehaloo, Mr. S. Mukherjee, Mr. R. S. Gill Mr. S. R. Karishnan, Mr. A. Ghosh
Seating (Chief Guest)	... I/c Mr. Sukhbir Singh, Miss A. Solomon, Mr. N. Sharma
HM's Dinner For Parents and Old Sanawarians	... I/c Lt. Col. S. K. Nautiyal, Mr. B. Sharma, Mrs. A. Adhikari
<b>4th October</b>	
Founder's Assembly	... I/c Mr. P. Vasisht Mrs. L. Francis, Capt. R. Bajaj, Mrs. M. Nanda, Mr. R. Barros
School N.C.C. Parade	... I/c Mr. P. Vasisht ... I/c Col. Ranjit Singh, Mr. A. C. Chauhan, Mr. R. P. Gautam, Mr. A. K. Chandel, Mrs. N. Kaur
Band	... Mr. J. S. Rawat
Seating (to include VIP)	... I/c Dr. V. K. Sharma, Mrs. S. Chauhan, Mrs. S. Gupta, Miss A. Arora
Preparation of Ground	... I/c Mr. H. S. Romana, Mr. Basant Sharma
Sanitation	... Mr. Minhas
V I P (Tea)	... Mr. R. Nathaniel

Speeches & Prize	
Distribution	... Mr. R. Puri
Sound Equipment	... Mr. S. Saklani
Lunch HM's Residence	... I/c Mrs. A. Adhikari, Mr. R. Nathaniel
O. S. Meetings	... Capt. Rohit Bajaj, Miss A. Solomon
Exhibitions	... I/c Miss Kavita Ghai, All teachers putting up stalls
Miscellaneous	.. I/c Mr. H. S. Romana, Mr. B. Sharma
Security/Fire officer	... Mr. H.S. Romana, Security Supervisor, Nova
(a) Lunch 3rd Oct.	... Col. Ranjit Singh, Mrs. S. Gupta, Mrs. A. Suri
(b) Lunch 4th Oct.	... Miss A. Arora, Mrs. R. Grewal, Mr. R. P. Gautam
Parking	... I/c Mr. H. S. Romana, Mr. B. Sharma, Security Supervisor, Nova
Acoustics & Recording at functions	... Mr. S Saklani
Registration	... I/c Mr. L. D. Attri, Mr. O. P. Sharma, Mr. Gurmit Singh, Mr. Jai Dutt Sharma, Mr. Ranjit Singh
Electrical & Lighting	... I/c Mr. O. P. Patial

Gautam Chatterjee  
*Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 18th September, 2003

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274—278

### No. 274. PROGRAMME

#### September

- |           |     |   |
|-----------|-----|---|
| Fri. 19th | ... | Normal Classes, Afternoon activities<br>including extra Classes, evening prep and<br>U6 Enrichment Classes<br>'The Insider' Editorial Board Meeting ... 2-15 p.m.<br>School Council Meeting ... 2-15 p.m.   |
| Sat. 20th | ... | L3 & U3 marks to be computerised<br>by lunch time<br>Careers Presentation<br>Tree Plantation by Nature Club<br>National Car Rally<br>English Debate and Quiz at<br>Doon School<br>Peace March (Subject to confirmation<br>from UN Office ND)<br><b>No Walking Out Passes (WoPs),<br/>Sleeping Out Passes (SoPs) or other<br/>parental visits permitted on this<br/>weekend.</b> |
| Sun. 21st | ... | Sunday Timings<br>English Debate and Quiz at<br>Doon School   |
| Mon. 22nd | ... | L3 & U3 Assessment in Birdwood<br>Staff Room ... 2-15 p.m.<br>L4 to U6 marks to be computerised<br>definitely by lunch time   |
| Tue. 23rd | ... | Assessment of L4 to U6 (Birdwood<br>Staff Room) ... 3-00 p.m.   |
| Wed. 24th | ... | Inter-House Gymnastics<br>Competition ... 3-00 p.m.   |
| Thu. 25th | ... | Inter-House P.T. Competition ... 3-00 p.m.  |

Sat. 27th ... Classes discontinue  
 Founder's Practices start as per  
 Special Orders  
 All India Inter-School Shooting  
 Championship at Ghaziabad Commences

Sun. 28th ... Founder's Practices

Mon. 29th ... Founder's Practices

Tue. 30th ... Founder's Practices  
 All India Inter-School Shooting  
 Championship at Ghaziabad Concludes

**No. 275. ENRICHMENT CLASSES FOR U6 :—**

From Friday 19th to Friday 26th September U 6 Teachers are permitted to teach during Enrichment Classes.

**No. 276. APPOINTMENT**

Mr. Praveen Vasisht has been appointed as the Officiating D.H.M. w.e.f. September 05, 2003.

**No. 277. POCKET MONEY FOR THE CHILDREN, WHOSE PARENTS ARE NOT ATTENDING FOUNDERS**

Students, whose parents are not attending Founder will be issued Rs. 100/- per day for two days i.e for 3rd & 4th October. The house staff will collect the money from the office, on submitting the list of names to Bursar or Fees Incharge on 2nd October.

**No. 278. 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 of Rs. 50/- per day i.e. total Rs. 200/- this year. The house staff will collect the money from the office, on submitting the list of names to Bursar or Fees Incharge on 3rd October. A copy of the list should also be given to the Mess Manager by 8-00 a.m. on 3rd October.

Gautam Chatterjee  
 Headmaster

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th September, 2003

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279—281

### No. 279. PROGRAMME

#### September

- Fri. 26th ... Normal Classes  
No Evening Prep and Enrichment Classes
- Sat. 27th ... Classes discontinued  
Founder's Practices commence as per  
detailed itinerary already provided  
All India Inter-School Shooting  
Championship at Ghaziabad Commences  
**No Sleeping Out Passes and No  
Parental Visits**
- Sun. 28th ... Founder's Practices as per detailed  
itinerary already provided  
**No Walking Out Passes and No  
Parental Visits**
- Mon. 29th ... Founder's Practices as per detailed  
itinerary already provided
- Tue. 30th ... Founder's Practices as per detailed  
itinerary already provided  
**First Performance of Musical  
"A Coolies Tale" for L6 downwards ... 4-30 p.m.**  
All India Inter-School Shooting  
Championship at Ghaziabad Concludes

#### October

- Wed. 1st ... Founder's Practices  
**First Performance of Tattoo ... 7-20 p.m.**
- Thu. 2nd ... Winter kit comes into effect  
Gandhi Jayanti Flag hoisting  
followed by Special Assembly in  
Barne Hall ... 10-00 a.m.  
Chapel Service for The Batch of 1953 ... 4-30 p.m.



Fri.	3rd	...	Rouser	...	6-00 a.m.
			Baths	...	6-30 a.m.
			Breakfast (Senior School)	...	8-00 a.m.
			Breakfast (PD & Holding House)	...	9-00 a.m.
			Athletics	10-00—11-30	a.m.
			Careers Fair		
			Parent Teacher Meeting for Classes		
			X & XII (Birdwood)	11-30—1-10	p.m.
			Lunch (PD & Holding House)	...	12-30 p.m.
			Lunch (Senior School)	...	1-30 p.m.
			Exhibitions & Careers Fair	2-00—4-00	p.m.
			Old vs. Present Sanawarian Boys Hockey		
			Match (Barne Field)	...	4-00 p.m.
			Girls Basket Ball Match (New		
			B/Ball Court)	...	4-00 p.m.
			Musical—'A Coolies Tale' (Parents of		
			Children of L5 downwards to attend)	...	4-00 p.m.
			OS Preliminary Meeting (SSC)	...	5-00 p.m.
			Supper (PD & Holding House)	...	6-30 p.m.
			Tattoo Final Performance	...	7-20 p.m.
			HM's Dinner for Parents		
			(Staff Court)	...	8-30 p.m.
			Supper (Senior School)	...	9-00 p.m.
			Lights Out	...	10-00 p.m.
Sat.	4th	...	Rouser	...	5-50 a.m.
			Breakfast (Senior School)	...	7-00 a.m.
			Founder's Assembly in the Chapel	...	8-00 a.m.
			Breakfast (PD & Holding House)	...	8-00 a.m.
			NCC followed by HM's Speech,		
			Prize Giving, Chief Guest's Speech	...	10-00 a.m.
			The HM introduces the staff to the		
			Chief Guest and then escorts the		
			Chief Guest to see the exhibitions in		
			the Art Department and		
			Birdwood	12-00—1-00	p.m.
			Lunch (PD & Holding House)	...	12-30 p.m.
			HM's Lunch for Chief Guest/		
			BOG/Special Invitees	...	1-00 p.m.
			Lunch (Senior School)	...	1-30 p.m.

Exhibition	2-00—3-30 p.m.
OS Meeting (SSC)	... 3-00 p.m.
Musical—A Coolies Tale (Parents of children of U5 upwards & OS to attend)	... 4-30 p.m.
S.O.P. (Prep School)	... 5-30 p.m.
S.O.P. (Senior School)	... 6-30 p.m.

*Note :* Dormitory roll call timings :

Fri. 3rd	2-15 p.m. & 5-15 p.m.
Sat. 4th (Whole School)	... 2-15 p.m.
(Sr. School only)	... 5-15 p.m.

Post Founder's Holiday Routine :

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

Wed. 8th ... Founder's Break concludes  
Children return by 5-00 p.m.

**All Parents are requested to ensure that they have left the School site by 6-00 p.m.**

Supper for V, VI and VII	... 6-30 p.m.
Supper for Sr. School	... 7-30 p.m.
Dormitories tidied up	
Lights Out	... 10-00 p.m.

Thu. 9th ... Rouser ... 5-50 a.m.  
Normal Classes commence with  
1st School at 7-40 a.m.  
Full Staff Meeting ... 2-15 p.m.  
Hockey Team selection  
'The Insider' Editorial Board  
Meeting postponed to 10th Oct.

Fri. 10th ... 'The Insider' Editorial Board Meeting  
Valmiki's Birthday (Administrative Holiday,  
School Office Closed)  
Hockey Festival Match

Sat. 11th	...	Junior Declamation (L3 to L4)	...	5-00 p.m.
		HoF's Meeting in HM's Office	...	2-15 p.m.
		Entertainment Committee Meeting	...	2-15 p.m.
		<b>No Sleeping Out Passes (SoPs) and No Parental Visits</b>		
Sun. 12th	...	<b>No Walking Out Passes (WoPs) and No Parental Visits</b>		
		Mathematical Aptitude test for		
		Classes IX and X (Birdwood)	...	10-00 a.m.
		Personal Grooming for Class X	...	10-00 a.m.
		School Film	...	2-15 p.m.

**No. 280. WORKING DAYS FOR NON-VACATION STAFF**

In view of Founder's preparation 27th and 28th Sep. (Sat. & Sun.) will be full working days.

2nd Oct. & 4th Oct. which are holidays will also be working days.

After Founders in order to collect all the items 5th Oct. (Sun.) will also be full working day.

Loss of holidays on 27th (half day), 28th Sep., 2nd Oct., 4th Oct. and 5th Oct. will be compensated by salary as per existing rules.

**No. 281. HANDLING OF PET DOGS**

It is brought to the notice of all pet dog owners that their pets must be kept at home and not allowed to move around in the School Campus unattended and specially during Founders.

The Stray dogs are being disposed off under arrangements Block Development Officer Dharampur. If any pet dog seen unattended on the campus is disposed off, the School will bear no responsibility.

Gautam Chatterjee  
*Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 11th October, 2003

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282—293

### No. 282. PROGRAMME

#### October

- Sat. 11th ... Junior Declamation (L3 to L4) Cancelled  
 HoF's Meeting in HM's Office Postponed  
 Entertainment Committee Meeting ... 2-15 p.m.  
 Talk on "Art of Living" for U5 and  
 above ... 6-00 p.m.  
**No Sleeping Out Passes (SoPs) and  
 No Parental Visits permitted**
- Sun. 12th ... **No Walking Out Passes (WoPs) and  
 No Parental Visits permitted**  
 Mathematical Aptitude test for  
 Classes IX and X (Birdwood) ... 10-00 a.m.  
 Personal Grooming for Class X ... 5-00 p.m.  
 School Film ... 2-15 p.m.
- Tue. 14th ... Academic Staff Meeting ... 2-15 p.m.
- Wed. 15th ... HoFs' Meeting with HM ... 2-15 p.m.  
 Mess Committee Meeting ... 5-30 p.m.
- Thu. 16th ... Special Dinner from The Headmaster for Children.  
 (C D H)
- Fri. 17th ... 'The Insider' Editorial Board Meeting ... 2-15 p.m.  
 CBSE Cluster XI Table Tennis at DAV Public  
 School Chandigarh Cancelled  
 Science Magic Show by HABITAT ... 2-30 p.m.  
 Special Dinner for Staff in HM'S residence 8-00 to  
 10-00 p.m.
- Sat. 18th ... Unit Test for Classes X and XII commence  
 Cinematique  
 Campus Cleaning by Nature Club  
**No Sleeping Out Passes (SoPs) and No Parental  
 Visits permitted**
- Sun. 19th ... L4 Field Trip to Sanawar Village  
 (Mrs. B Rishi) ... 9-00 a.m.

Junior English Debating Society Meeting	... 10-00 a.m.
Personal Grooming for Class IX (Barne Hall)	... 10-00 a.m.
School Film	... 2-15 p.m.
<b>No Walking Out Passes (WoPs) and No Parental Visits permitted</b>	

**No. 283. HOLDING HOUSE AND PD M.I. TIMINGS**

Instead of 8-00 a.m. to 8-20 a.m. Holding House and PD morning M.I. will now take place from 7-40 to 8-00 a.m.

**No. 284. ARTICLES LOANED BY STORES**

Articles taken on loan for Founder's may please be returned to various stores / department by 12th Oct. 2003 if not already done. Store and department incharges will forward lists of defaulters by 15th October.

**No. 285. 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.

**No. 286. INTERNATIONAL HEALTH CERTIFICATES**

School children who are likely to go abroad during vacation are required to have International Health Certificates brought up to date and in this connection Housemasters/Housemistresses are requested to kindly forward to the Offg. R.M.O. lists of such children of their Houses so that the Offg. R.M.O. could get necessary inoculations/ vaccinations done well in time.

These lists must reach the Offg. R.M.O. latest by 26th October, 2003, failing which it will not be possible for the Offg. R.M.O. to arrange for International Health Certificates. This advance infor-

mation is needed by the Offg. R.M.O. for the reason that International Health Certificates now have to be brought up to date 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 Offg. R M.O.

All concerned are requested to take prompt action.

**No. 287. ACCOUNTING OF MONEY DRAWN FOR FOUNDER'S 2003**

All Staff Members who have drawn money from the Accts. Section for meeting expenditures for Founder's 2003 are requested to submit details of expenditures alongwith supporting documents by 17th Oct. 2003 failing which the outstanding amount will be deducted from the salary for the month of Oct. 2003.

**No. 288. DEPOSITING OF MONEY RECEIVED ON ACCOUNT OF SALE PROCEEDS ( EXHIBITION STALLS ) DURING FOUNDER'S**

Money received on account of sale proceeds of items through the Exhibition Stalls will be deposited with the Accts. Section by 15 Oct. through the HOF (Arts & Craft).

**No. 289. SCHOOL BUSINESS/VISITING HOURS**

The School Business/Visiting Hours will be as follows :—

- (a) Business Hours ... 10-00 a.m. to 4-00 p.m. (on all days less Sunday & Holiday).
- (b) Business Hours ... 10-00 a.m. to 1-00 p.m. on Saturday.
- (c) Visiting Hours ... 10-00 a.m. to 12-30 p.m. (on all days less Sunday & Holidays).

**No. 290. ADMINISTRATIVE HOLIDAY**

Friday, 10th October 2003, will be a holiday on account of Balmiki's Birthday by the Administrative Staff. The School Office will be closed.

**No. 291. APPOINTMENT**

Lt. Col. (Retd) S. K. Nautiyal has been appointed as Bursar of The Lawrence School, Sarawar w.e.f. 23rd September, 2003.

**No. 292. RESIGNATION**

Mr. R.D. Francis, Computer Teacher has resigned from the school services.

Dr. (Mrs.) R. Dhillon, R.M.O. has since resigned from the school services w.e.f. 1st Oct. 2003. Col. (Retd) O.C. Sawhney has been appointed as offg. R.M.O. for the Founder's Term.

**No. 293. ESCORT'S DUTY**

We are arranging school parties for Diwali break for New Delhi and back. If any member of the teaching staff is interested in Escorting school parties on 24th October, 2003 from Sanawar to New Delhi and 28th October, 2003 from New Delhi to Sanawar he/she may apply to the Bursar for the same latest by 15th October, 2003,

Gautam Chatterjee  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th October, 2003

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294—310

## No. 294. PROGRAMME

### October

- Fri. 17th ... 'The Insider' Editorial Board Meeting ... 2-15 p.m.  
 CBSE Cluster XI Table Tennis at DAV Public  
 School, Chandigarh cancelled  
 Science Magic Show by HABITAT Cancelled  
 Special Dinner for Staff in MCR ... 8-00 p.m.
- Sat. 18th ... Unit Test for Classes X and XII commence  
 Cinematique  
 Campus Cleaning by Nature Club  
**No Sleeping Out Passes (SoPs) and No Parental  
 Visits permitted**
- Sun. 19th ... L4 Field Trip to Sanawar Village  
 (Mrs. B Rishi, Mrs. Solomon,  
 Mrs. Grewal and Mrs. Sisodia) ... 9-00 a.m.  
 Junior English Debating Society  
 meeting ... 10-00 a.m.  
 Personal Grooming for Class IX  
 (Barne Hall) ... 10-00 a.m.  
 School Film ... 2-15 p.m.  
**No Walking Out Passes (WoPs) and  
 No Parental Visits permitted**
- Mon. 20th ... Fashion Design Workshop cancelled  
 Workshop on Resume Writing for class  
 XII cancelled
- Tue. 21st ... I-H Tennis Cancelled
- Wed. 22nd ... Combined House Staff Meeting ... 2-15 p.m.  
 'The Insider' Editorial Board  
 Meeting ... 2-15 p.m.  
 Career Presentation



- Thu. 23rd ... Unit Test for Classes X and XII conclude  
**Evening Prep Cancelled**  
 Diwali Eve Dinner (CDH) ... 7-30 p.m.  
 School Social in SSC 8-00 to 10-00 p.m.
- Fri. 24th ... **Diwali SoPs issued** ... 2-30 p.m.  
**(Parents permitted to enter the campus at 2-00 p.m.)**  
 Housestaff to please hand in number of children not going on SOP to the Mess Manager by 4-00 p.m.
- Sat. 25th ... Sunday Timings
- Mon. 27th ... Sunday Timings
- Tue. 28th ... Sunday Timings  
 Children return from SOP by 5-00 p.m.  
**(Parents are requested to leave the campus by 6-00 p.m.)**

**No. 295. CHILDREN VISITING RESIDENTIAL AREAS**

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

**No. 296. 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 Bakery.

**No. 297. SUBORDINATE STAFF CHILDREN**

It has come to notice that children of Subordinate Staff are seen roaming / playing 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 the order.

**No. 298. C.D.H. PANTRY**

The C.D.H. Pantry is **Out of Bounds** for all children.

Staff members 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. 299. RETURN OF EMPTY BOTTLES TO TUCK SHOP**

It has been brought to notice that staff seems 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 25th Oct. to Tuckshop, the Tuckshop will forward a list to the Bursar giving details of outstanding bottles. Rs. 5/- per bottle will be charged.

**No. 300. RETIREMENT**

Shri Hari Mohan, Groundman retired from the school services w.e.f. 11th October, 2003.

**No. 301. PAYMENT OF DA**

The Board of Governors has sanctioned Dearness Allowance @ 7% of basic salary w.e.f. 1st April, 2003 and the arrear for the period April to September, 2003 has already been credited to individual's respective Saving Bank Account with State Bank of Patiala, Sanawar.

**No. 302. SUBMISSION OF LEAVE APPLICATIONS**

It has been noticed that individuals are submitting leave applications very late sometimes even after availing the leave for which the school auditors have raised objections.

Head of Departments are requested to explain the above instruction to the individuals working under them specially support staff. In future late receipt of applications will be considered as Leave without pay.

**No. 303. RESIGNATION**

Mr. O.P. Patial, Assistant Electrical Engineer, has resigned from the school services and his last working day will be 28th October, 2003. Heads of Departments are requested to submit the details of dues, if any, against his name so that the recovery for the same can be made through his salary. **The details should reach the Establishment Officer latest by 24th October, 2003.**

**No. 304. OVERTIME**

It has been noticed that individuals are getting overtime in double even for half an hour which is not admissible. In the past the school had already clarified that no overtime payment will be given for working half an hour extra.

Heads of Departments are requested to explain the details to the individuals working under them, specially to the support staff.

**No. 305. EMPLOYMENT ON DAILY WAGES**

As per standing instructions already forwarded to the Departments the temporary employment will be given to school employees wards only but it has been noticed that outsiders are being engaged for working on daily wages in various departments which is totally against school policies.

The Heads of Departments are hereby required to give the details of such individuals to the school office immediately but not later than 24th October, 2003.

**No. 306. ADDITIONAL RESPONSIBILITY**

Mr. H.S. Romana will look after the additional responsibilities as Estate Manager in addition to his own duties as Resident Engineer.

**No. 307. APPOINTMENT**

- (a) Smti. Saraswati Devi, as PD Ayah w.e.f. 1st September, 2003.
- (b) Shri Narinder Pal, as Mazdoor (Engineering Department) on compassionate ground w.e.f. 15-9-03.
- (c) Mr. A. Ghosh as Computer Teacher (ad-hoc basis).

**No. 308. SMOKING & DRINKING ON THE SCHOOL CAMPUS**

Further to School Order dated 28th February 2003, smoking and drinking of alcohol in the school is banned throughout the school

site as per the ruling given by the Supreme Court of India and subsequent decision by the Board Of Governors of The Lawrence School. For the sake of clarity, staff (and any private guests) may smoke and drink alcohol in their own home only.

All Heads of Departments are required to explain this decision to those working under them and to impress upon the staff that breaking of these strictures will be considered to be a breach of discipline.

**No. 309. WASTE FOOD OF CDH**

All the food wastage at CDH will be collected and disposed off under the direct supervision of I/c Hygiene & Sanitation with immediate effect.

**No. 310. DIWALI HOLIDAYS—ADMINISTRATIVE STAFF**

- (a) Saturday 25th October, 2003, will be observed as a holiday on account of Diwali. However Electrical Deptt., Printing Office and Engineering Deptt. will function on Diwali Day and will be closed on Vishwakarma Day on 26th Oct. 2003.
- (b) Monday 27th Oct. 2003, will be observed as administrative holiday on account of (Diwali) Bhai Dooj.

Gautam Chatterjee  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 23rd October, 2003

311—315

## No. 311. PROGRAMME

### October

- Fri. 24th ... **Diwali SoPs issued (Birdwood) ... 2-30 p.m.**  
**(Parents permitted to enter the campus at 2-00 p.m.)**  
 Housestaff to please hand in number of children not going on SOP to the Mess Manager by 4-00 p.m. on 23rd Oct.
- Sat. 25th ... Sunday Timings
- Mon. 27th ... Sunday Timings
- Tue. 28th ... Sunday Timings  
 Children return from SOP by 5-00 p.m.  
**(Parents are requested to leave the campus by 6-00 p.m.)**  
 Supper PD and Holding House ... 6-30 p.m.  
 Supper Sr. School ... 7-30 p.m.  
 Dormitories tidied up  
 Lights Out ... 10-00 p.m.
- Wed. 29th ... Normal activities start with Rouser  
 Honoria Lawrence Basketball  
 Tournament for Girls cancelled
- Fri. 31st ... U5 and U6 UT marks (calculated on 50)  
 to be handed in to HCA by Milk Break  
 Dulip Hockey Tournament for boys  
 commences at BCS, Shimla  
 "The Insider" Editorial Board  
 Meeting ... 2-15 p.m.

### November

- Sat. 1st ... Inter House Music Competition ... 6-15 p.m.  
 (Participants from PD and Holding House to have their supper with Sr. School. Mr. Tarun Das to please coordinate)

	Individual Faculty Meetings	...	2-15 p.m.
	Workshop : Personal Essay Writing for Class XII Cancelled		
	Club and Society Meetings	...	6-00 p.m.
	Cinematique	...	5-30 p.m.
	Visit to Col. Rampal's Residence (Sanwara Village) by Nature Club (Miss A. Solomon to please coordinate)		
	Interviews for Exchange Programme Commence (Mrs. Barros)		
	<b>No Sleeping Out Passes (SoPs) and No Parental Visits</b>		
Sun. 2nd	<b>No Walking Out Passes (WoPs) and No Parental Visits</b>	...	
	Dulip Hockey Tournament for boys concludes at BCS, Shimla		
	Catherine Longman Public Speaking Contest for class XI in respective classrooms (Eng. Faculty to organize)	...	10-00 a.m.
	Personal Grooming for class X	...	10-00 a.m.
	Junior English Debating Society Meeting	...	10-00 a.m.
	School Film	...	2-15 p.m.

#### No. 312. ELECTRICITY CONSUMPTION

The electricity consumption has gone very high, resulting in the overloading of the sub-station, and this may lead to a breakdown/damage to the sub-station.

Staff and I/c C.D.H., House Matrons and House Staff, I/c S.S.C., Barne Hall etc., are requested to pay particular attention to switching off the lights, when these are NOT needed.

#### No. 313. DEMAND OF MEDICINES

The paramedical staff has strict instructions from the R.M.O. not to give certain medicines. School staff are requested not to demand medicines of their choice verbally or on the telephone.

**No. 314. 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 R.M.O.

**No. 315. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)**

Please refer to School Order No. 27, dated 20th February, 2003 (reproduced as under) :—

All those entitled to meals in CDH and MCR will comply with the following :—

- (a) Conform to the meals timing as published in the School Orders.
- (b) Conform to the dress code if laid down.
- (c) Enter name(s) of guest(s) in the register provided for this purpose in the CDH/MCR.
- (d) Permission of the Bursar will be taken if the guest(s) are to dine for more than 3 days.
- (e) Guest children below 8 years are not entitled to dine in the CDH/MCR.
- (f) Only Spouse entitled to meals in the CDH/MCR.
- (g) Children of Staff are NOT entitled to meal in the CDH/MCR.

Gautam Chatterjee  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st October, 2003

316—325

## No. 316. PROGRAMME

### October

Fri. 31st ... U5 and U6 UT marks (calculated on 50)  
to be handed in to HCA by Milk Break  
Dulip Hockey Tournament for boys  
at BCS, Shimla cancelled  
"The Insider" Editorial Board  
Meeting ... 2-15 p.m.

### November

Sat. 1st ... Inter House Music Competition ... 6-15 p.m.  
(Participants from PD and Holding  
House to have their supper with Sr.  
School. Mr. Tarun Das to please  
coordinate)  
Individual Faculty Meetings cancelled  
Workshop : Personal Essay Writing  
for Class XII Cancelled  
Club and Society Meetings ... 6-00 p.m.  
Cinematique ... 5-30 p.m.  
Visit to Col. Rampal's Residence  
(Sanawar Village) by Nature Club  
(Miss A. Solomon to please coordinate)  
Interviews for Exchange Programme  
Commence (Mrs. M. Solomon)  
**No Sleeping Out Passes (SoPs) and  
Parental Visits**  
Sun. 2nd ... **No Walking Out Passes (WoPs) and  
Parental Visits**  
Hockey Atoms v/s BCS at BCS  
Basket Ball Boys 1st XI v/s BCS at BCS  
Boys & Girls Shooting competition  
at BCS.  
Catherine Longman Public Speaking  
Contest for class XI in respective  
classrooms (Eng. Faculty to organize) ... 10-00 a.m.



			Personal Grooming for class X	... 10-00 a.m.
			Junior English Debating Society Meeting	... 10-00 a.m.
			School Film	... 2-15 p.m.
Mon.	3rd	...	Workshop : Personal Essay Writing for Class XII Cancelled	
			Hockey Pentangular Matches start	... 4-10 p.m.
Tue.	4th	...	Mess Committee Meeting	... 5-30 p.m.
Wed.	5th	...	'The Insider' Editorial Board Meeting	... 2-15 p.m.
Fri.	7th	...	Junior Hockey Tournament at Pinegrove commences	
Sat.	8th	...	Guru Nanak's Birthday : School and Administrative Holiday. Sunday Timings (Sikh Children to Visit Garkhal Gurudwara under Housestaff arrangements. Housestaff to please provide the Mess Manager the number of children having 'Langer' in Gurudwara) Hockey Atoms v/s BCS, YPS Mohali and Pinegrove at Sanawar cancelled Squash Tournament at BCS commences Interviews for Exchange Programme conclude <b>No Sleeping out Passes (SoPs) and parental visits</b>	
Sun.	9th	...	<b>No Walking out Passes (WoPs) and parental visits</b> <b>Common Entrance Examination for Classes V and VII (Birdwood)</b> The Birdwood, Parker Hall and SSC will remain 'Out of Bounds' for School Children <b>Fall-in for Breakfast and Lunch :</b> BD : Holding House BD Pavement GD : In front of Parker Hall Junior Hockey Tournament at Pinegrove concludes	

Squash Tournament at BCS concludes  
 School Film cancelled  
 Senior Inter-House Quiz ... 6-00 p.m.

**No. 317. BORROWING OF ITEMS FROM THE MATRONS**

In order to control the use of School property and to ensure that Matrons do not over stock items, it has been decided that in case the Staff Members want any item on loan to tide over a situation they will put up their request to the concerned department and not to the Matrons as being done presently.

Matrons are requested to withdraw items they may have loaned out to various Staff Members by 10th Nov. 2003.

**No. 318. PROCUREMENT OF FOOD FOR SCHOOL CHILDREN**

It has come to notice that some staff members are offering cigarettes, chewing tobacco to the children and are allowing their telephones to be used by children for various purposes. Please note that this practice should cease forthwith.

Heads of various Departments are also requested to explain this to all support staff working for them and make it clear that any violation of this instruction could lead to serious disciplinary action.

**No. 319. ENTRANCE TEST FOR ADMISSION TO CLASS V & VII ON SUNDAY 9th NOVEMBER 2003.**

- (a) **Turnout of children :** The House staff and matrons will ensure that children are turned out neatly on 9th Nov. 2003.
- (b) **Fall in For Lunch :** The School children will fall in for lunch on 9th Nov. 2003 at the following places :
  - (i) Boys ... Holding House B.D.
  - (ii) Girls ... Educational Resource Centre (Parker Hall)
- (c) **Out of bound for school children :** The Birdwood school, SSC and Bakery Area will be out of bound for School children from 9-00 a.m. to 3-00 p.m. on 9th Nov. 2003.
- (d) **Cinema :** There will be no film on Sunday the 9th Nov. 2003. The Cable TV Operator will be requested to show a movie. I/c Cable and Cinema to coordinate.
- (e) **P.C.O. :** There will be no P.C.O. facilities for the children on 9th Nov. 2003 Housemasters/mistress to note.

**No. 320. WEEKLY OFF**

It has come to notice that weekly off in respect of staff of all categories which falls on a week day is not always being availed on the due date but is being availed at the convenience of the staff members. The practice is incorrect and all department heads / housemasters/ mistresses are requested to ensure that those working under them avail the weekly off on the due date.

**No. 321. NEW APPOINTMENT**

Nb Sub (Retd) Balkar Singh has been appointed as Asstt. Electrical Engineer on 27th Oct. 2003.

**No. 322. RESIGNATION**

Miss Vani Singh, Yoga teacher has resigned her job w.e.f. 12th Dec. 2003.

**No. 323. CONCLUSION OF CONTRACTUAL APPOINTMENT**

Miss Kavita Ghai has completed the period of her contractual appointment on 4th October, 2003 and she is no more in school's service w.e.f. 5th October, 2003.

**No. 324. RETIREMENT**

Shri Hari Mohan Groundman has retired on 11th October 2003 his service was extended till 11th October, 2003 in view of the Founders—2003.

**No. 325. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Saturday 8th November, 2003 will be a holiday on account of Guru Nanak's Birthday. **The House staff will inform Mr. Sukhbir Singh by 4th Nov. 4-00 p.m. the number of Sikh children desirous of attending the prayer at the Garkhal Gurudwara and those who will stay back for the langar. The timings of langar has been fixed tentatively at 1-00 p.m. Mr. Sukhbir is requested to confirm the detailed timings of the function to the House Staff by 6th Nov. in writing.**

Gautam Chatterjee  
Headmaster

**THE LAWRENCE SCHOOL ORDERS****Sanawar Friday 7th November, 2003**

326—327

**No. 326. PROGRAMME****November**

- Fri. 7th ... Junior Hockey Tournament at Pinegrove commences
- Sat. 8th ... Guru Nanak's Birthday : School and Administrative Holiday.  
 Sunday Timings  
 (Sikh Children to Visit Garkhal Gurudwara under Housestaff arrangements. Housestaff to please provide the Mess Manager the number of children having 'Langar' in Gurudwara)  
 Hockey 1st XI and Colts v/s BCS at Sanawar  
 Basketball Colts v/s BCS at Sanawar  
 Hockey Atoms v/s BCS, YPS Mohali and Pinegrove at Sanawar cancelled  
 Squash Tournament at BCS commences  
 Interviews for Exchange Programme conclude  
**No Sleeping out Passes (SoPs) and parental visits.**
- Sun. 9th ... **No Walking out Passes (WoPs) and parental visits**  
**Common Entrance Examination for Classes V and VII (Birdwood)**  
**The Birdwood and SSC will remain 'Out of Bounds' for School Children**  
**Fall-in for Breakfast and Lunch :**  
 BD : Holding House BD Pavement  
 GD : In front of Parker Hall  
 Junior Hockey Tournament at Pinegrove concludes  
 Squash Tournament at BCS concludes  
 School Film cancelled

- Senior Inter-House Quiz ... 6-00 p.m.
- Mon. 10th ... **Workshop : Interview Skills for class XII cancelled**
- Fri. 14th ... PD Art Competition cancelled  
Talk by "Maritime Agencies" for classes X, XI and XII (Mrs. M. Solomon is requested to make arrangements with the help of Mr. S. Saklani) 3-00—4-00 p.m.  
Variety Programme by Staff ... 5-00 p.m.  
Evening Prep and Enrichment  
Classes Cancelled for 14th Nov.
- Sat. 15th ... Club and Society Meetings cancelled  
Inter House Junior English Debate Cancelled  
Career Presentation  
**Sleeping Out Passes (SoPs) and Parental Visits permitted**
- Sun. 16th ... **Walking out Passes (WoPs) and parental visits permitted**  
Children's Day Picnic for Prep School to Chhatbir Zoo cancelled  
School Film ... 2-15 p.m.  
Personal Grooming for class IX ... 6-15 p.m.  
Junior English debating Society  
Meeting cancelled  
Sanawar Staff v/s BCS Staff  
Hockey Match at BCS

**No. 327. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Saturday 8th November, 2003 will be a holiday on account of Guru Nanak's Birthday.

Gautam Chatterjee  
*Headmaster*

**THE LAWRENCE SCHOOL ORDERS**

Sanawar Friday 14th November, 2003

328—333

## No. 328. PROGRAMME

## November

- Fri. 14th ... PD Art Competition cancelled  
 Talk by "Maritime Agencies" for  
 classes X, XI and XII (Mrs. M.  
 Solomon is requested to make  
 arrangements with the help of  
 Mr. S. Saklani) 3-00—4-00 p.m.  
 Variety Programme by Staff ... 5-00 p.m.  
 Evening Prep and Enrichment  
 Classes Cancelled for 14th Nov.
- Sat. 15th ... **Sleeping Out Passes (SoPs) and  
 Parental Visits permitted**  
 ASWEMET Society Meeting  
 cancelled 6-00 p.m.  
 Club and Society Meetings cancelled ... 6-00 p.m.  
 Inter House Junior English Debate  
 Cancelled  
 Career Presentation cancelled
- Sun. 16th ... **Walking out Passes (WoPs) and  
 parental visits permitted**  
 Children's Day Picnic for Prep School  
 to Chhatbir Zoo cancelled  
 School Film ... 2-15 p.m.  
 Personal Grooming for class IX ... 6-15 p.m.  
 Sanawar Staff v/s BCS Staff  
 Hockey Match at BCS
- Mon. 17th ... Inter House Hockey Competition  
 commences
- Sat. 22nd ... **No Sleeping out Passes (SoPs) and  
 parental visits permitted**

	Staff Photograph (Barne Hall)	...	5-00 p.m.
	U6 Photograph (Barne Hall)	...	5-30 p.m.
	SPICMACAY Society Meeting	...	6-15 p.m.
Sun. 23rd ...	<b>No Walking out Passes (WoPs) and parental visits permitted</b>		
	Holding House BD Photograph (Barne Hall)	...	9-00 a.m.
	PD Photographs (PD Boys' Pavement)...		9-20 a.m.
	Maths Olympiad Test for U5 and U6	...	10-00 a.m.
	GD Photographs (including Holding House) at Peace stead		10-20—11-30 a.m.
	BD and Team Photographs (Behind HBD Dormitory)	...	11-45 a.m.
	School Film	...	2-45 p.m.
	Personal Grooming for Class X	...	6-15 p.m.

**No. 329. CONDEMNATION OF STORES**

All stock holders are requested to confirm to the Quartermaster by the 20th November, 2003 if they want a condemnation of stocks to be held for stores before the end of the term.

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

**No. 330. USE OF ELECTRICAL APPLIANCES**

With the onset of winter, it is important that we use electrical gadgets judiciously as the increased load can harm the electrical distribution net work. Increased electric load can lead to short circuits thereby causing accidental fire. All staff members are requested to ensure that room heaters are used only while they are present in that particular room and are switched off once they leave the room. House staff are requested to ensure that no heating appliances are used in the dormitories. Also avoid using heavy electrical appliances at the peak load time i.e. between 6-00 a.m. to 9-00 a.m. and 6-00 p.m. to 9-00 p.m.

**No. 331. USE OF FIRE PLACES/BUKHARIS/SIGRIS**

It is imperative that we take care of the surroundings while using fire places. All staff members working in the night are advised to take extra care while using heaters, bukharis, sigris etc. so that

the fire risk is reduced to the minimum. It will also be ensured that proper ventilation is catered to avoid suffocation due to smoke. All Department Heads are requested to read and explain the above orders to their staff.

**No. 332. LIBRARY BOOKS**

Books borrowed by the children from the School Library are to be returned by 2nd Dec. The responsibility of ensuring that the children comply with the instruction is that of the Housemaster/mistresses.

**No. 333. LIVE STOCK**

Rearing and slaughtering of Livestock such as buffalo, cow, goat, sheep, chickens, pigs 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 animals must remain outside the school premise and should never be found grazing on school land if the live-stock is found grazing on the School land, the School authorities will be free to translocate them any where outside the school campus. Heads of Department are requested to explain this to all staff working under them.

Gautam Chatterjee  
*Headmaster*



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st November, 2003

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334—335

## No. 334. PROGRAMME

### November

Sat. 22nd	...	<b>No Sleeping out Passes (SoPs) and parental visits permitted</b>	
		Staff Photograph (Barne Hall)	... 5-00 p.m.
		U6 Photograph (Barne Hall)	... 5-30 p.m.
		Study Hour	6-15—7-15 p.m.
		Inter House Hockey competition concludes	
Sun. 23rd	...	<b>No Walking out Passes (WoPs) and parental visits permitted</b>	
		Holding House BD Photograph (Barne Hall)	... 9-00 a.m.
		PD Photographs (PD Boys' Pavement)	... 9-20 a.m.
		Maths Olympiad Test for U5 and U6	... 10-00 a.m.
		GD Photographs (including Holding House) at Peace stead	10-20—11-30 a.m.
		BD and Team Photographs (Behind HBD Dormitory)	... 11-45 a.m.
		School Film	... 2-15 p.m.
		Study Hour	6-15—7-15 p.m.
Mon. 24th	...	Admission Interviews for Classes V and VII commence	
Tue. 25th	...	BD Heights and Weights (School Hospital)	... 3-00 p.m.
Wed. 26th	...	Idul-Fitr ; School and Administrative Holiday	
		Sunday Timings	
Thu. 27th	...	GD Heights and Weights (School Hospital)	... 3-00 p.m.
Fri. 28th	...	PD Heights and Weights (School Hospital)	... 3-00 p.m.

Admission Interviews for Classes  
V and VII conclude

- Sat. 29th ... **No Sleeping Out Passes (SoPs) and  
Parental Visits permitted**  
Study Hour 6-15--7-15 p.m.
- Sun. 30th ... **No Walking out Passes (WoPs) and  
parental visits permitted**  
Sunday Timings  
Study Hour 12-15--1-15 p.m.  
Study Hour 6-15--7-15 p.m.

**No. 335. SALE OF IRON BEDS & WOODEN LOCKERS**

Serviceable iron beds and Wooden Lockers are available in the Q.M. Stores for sale to school employees only. The sale will take place on 24th & 25th Nov., from 2-00 p.m. to 5-00 p.m. The sale will be on first come bases.

Gautam Chatterjee  
*Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th November, 2003

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336—341

## No. 336. PROGRAMME

### November

- Fri. 28th ... PD Heights and Weights (School Hospital) ... 3-00 p.m.
- Sat. 29th ... **No Sleeping Out Passes (SoPs) and Parental Visits permitted**  
 SPIC-MACAY Programme of  
 'KUTIYATTAM' Dance (Barne Hall)  
 (Compulsory upto L5 & optional for U5 to U6) ... 6-00 p.m.
- Sun. 30th ... **No Walking out Passes (WoPs) and parental visits permitted**  
 Sunday Timings

### December

- Mon. 1st ... Admission Interviews for Classes V and VII conclude  
 L4 and U4 Computer (theory) exam 2-30—3-30 p.m.  
 Study Hour in Dorms for rest of the school 3-15—4-15 p.m.
- Tue. 2nd ... Promotion Exams for Classes V to VIII & XI commence  
 Pre-Boards for Class X & XII commence
- Sat. 6th ... **No Sleeping out Passes (SoPs) and parental visits permitted**
- Sun. 7th ... **No Walking out Passes (WoPs) and parental visits permitted**  
 Sunday Timings
- Tue. 9th ... Promotion Exams and Pre-Boards conclude.

L3 and U3 Text Books to be returned  
in the library.

(Mrs. Bhalla is requested to draw up a  
schedule and put up a notice to this  
effect in Birdwood).

Supper PD and Holding House ... 6-15 p.m.  
Supper Sr. School ... 7-15 p.m.  
Break-Up Parties 8-00—11-00 p.m.

**Venues for Break Up parties (these  
venues will be in rotation with effect  
from 2003) :**

**Himalaya : Gaskel Hall**

**Nilagiri : Art Room**

**Siwalik : SSC**

**Vindhya : Barne Hall**

Wed. 10th ... Sunday Timings  
Breakfast and lunch compulsory for  
both Staff and children  
L4, U4, L5 and L6 Text Books to be  
returned in the library as per schedule  
put up in Birdwood  
Lunch ... 1-30 p.m.  
**End of Term Special Assembly in  
Chapel (School kit) ... 2-15 p.m.**  
Thu. 11th ... Home Day  
Marks to be computerised by 5-00 p.m.  
Staff Club Dinner (Kasauli Resorts) ... 7-00 p.m.  
Sat. 13th ... Promotion Meeting ... 2-00 p.m.

**February 2004**

Wed. 18th ... Staff returns to school by 6-00 p.m.  
Thu. 19th ... General Staff Meeting ... 10-00 a.m.  
Fri. 20th ... Pupils return by 5-00 p.m.

**No. 337. DAILY ROUTINE FROM DECEMBER 2, 2003 TILL  
DECEMBER 9, 2003**

**For Classes VIII To XII :**

Rouser ... 6-45 a.m.

Chhota Hazri	... 6-50 a.m.
Prep in Dorms.	7-30—8-45 a.m.
Breakfast	... 9-00 a.m.
Examination	10-00—1-00 p.m.
Lunch	... 1-15 p.m.
Compulsory Rest in Dorms.	2-00—3-00 p.m.
Study Hour in Dorms.	3-15—4-15 p.m.
Tea	... 4-30 p.m.
Baths	... 5-00 p.m.
Evening Prep in Dorms.	6-10—7-25 p.m.
Supper	... 7-55 p.m.
House Inspection	... 8-25 p.m.
Study Hour	8-30—9-40 p.m.
Lights Out	... 10-00 p.m.
<b>For Classes V, VI and VII</b>	
Rouser	... 6-30 a.m.
Chhota Hazri	... 6-40 a.m.
Prep in Dorms.	7-00—8-00 a.m.
Breakfast	... 8-10 a.m.
Exam For VII	9-00—12-00 noon
V & VI	10-00—12-00 noon
Lunch	... 12-15 p.m.
Compulsory Rest	1-00—2-00 p.m.
Study Hour in dorms.	2-15—3-15 p.m.
Study Hour in dorms. for HH-GD	3-15—4-15 p.m.
Tea	... 4-00 p.m.
Baths	... 4-30 p.m.
Evening Prep for V and VI	5-15—6-25 p.m.
Evening Prep for Holding	
House <b>BD</b>	5-15—6-25 p.m.
Evening Prep for Holding	
House <b>GD</b>	6-10—7-25 p.m.
Supper (V & VI & HH-BD)	... 6-35 p.m.
Supper for VII (HH-GD with Sr. School)	... 7-35 p.m.
Study Hour for VII (HH-BD & GD)	8-30—9-40 p.m.
Study Hour for V and VI	7-15—8-15 p.m.

Lights out (V & VI) ... 9-15 p.m.  
 Lights Out for VII (HH-BD &GD) ... 10-00 p.m.

**No. 338. STAFF—VACATION ADDRESSES**

Heads of Faculties, RMO and Sr. Matrons of each department are requested to obtain the leave address of the staff members of their faculty / department and handover the same to the Establishment Officer by 12th Dec. 2003.

**No. 339. RESIGNATION**

The under-mentioned individuals have resigned from the school's services :—

- (a) Mr. Chris Williams      Composer-in-Residence
- (b) Mr. P. K. Lal            Teacher
- (c) Miss Vani Singh        Yoga Teacher

**No. 340. RETIREMENT**

The following individuals are retiring from the school services and will cease to be employees of the school from the morning of 20th February, 2004 :—

- (a) Mrs. Meera B. Singh      Matron
- (b) Mrs. Sunita Singh        „
- (c) Mrs. M. D. Sequeira      „
- (d) Mrs. S. Roberts          Dance Teacher

**No. 341. CONCLUSION OF CONTRACTUAL APPOINTMENT'S PERIOD**

The contractual period of Miss Priya Dubey's appointment will conclude in February, 2004. Hence she will be no more in school's services from 20th February, 2004 onward.

Gautam Chatterjee  
 Headmaster

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th December, 2003

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355—366

No. 355. PROGRAMME

- Fri. 5th ... Final Exams
- Sat. 6th ... **No Sleeping out Passes (SoPs) and parental visits permitted**
- Sun. 7th ... **No Walking out Passes (WoPs) and Parental Visits permitted**  
Sunday Timings
- Tue. 9th ... Promotion Exams and Pre-Boards conclude.  
L 3 and U 3 Text Books to be returned  
Supper PD and Holding House ... 6-15 p.m.  
Supper Sr. School ... 7-15 p.m.  
Break-Up Parties 8-00—11-00 p.m.  
**Venues for Break Up parties (these venues will be in rotation with effect from 2003) :**  
**Himalaya : Gaskel Hall**  
**Nilagiri : Art Room**  
**Siwalik : SSC**  
**Vindhya : Barne Hall**
- Wed. 10th ... Sunday Timings  
Breakfast and lunch compulsory for both Staff and children  
L4, U4, L5 and L6 Text Books to be returned as per schedule put up in Birdwood  
Lunch ... 1-30 p.m.  
**End of Term Special Assembly in Chapel (School kit) ... 2-15 p.m.**
- Thu. 11th ... Home Day  
Marks to be computerised by 5-00 p.m.  
Staff Club Dinner (Kasauli Resorts) ... 7-00 p.m.
- Sat. 13th ... Answer Sheets to be handed in to

Form Teachers as follows : ... 10-00 a.m.

L 3 Room 24  
 U 3 „ 25  
 L 4 „ 11—A  
 U 4 „ 11—B  
 L 5 „ 12  
 U 5 „ 14  
 L 6 „ 15  
 U 6 „ 16

Promotion Meeting ... 2-00 p.m.

#### February 2004

Wed. 18th ... Staff returns to school by 6-00 p.m.

Thu. 19th ... General Staff Meeting ... 10-00 a.m.  
 HoF Meeting 12-00 noon  
 Individual Faculty Meetings 2-00 p.m.

Fri. 20th ... Pupils return by 5-00 p.m.

#### No. 356. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school kit, to the House Matrons after 5-00 p.m. 9th December, 2003. House masters and Housemistresses will kindly assist in ensuring the presence of children and that the handing over of kit is done in an orderly manner.

#### No. 357. SEALING OF BOX ROOMS

Housemasters/mistresses and Matrons are requested to ensure that children put all their personal belonging in the box room and the room is sealed before the Matrons leave the campus for winter vacation.

Concerned Staff is requested to ensure that boxes are stacked properly in the Box Room so as to avoid damage to the personal belongings of the children. The box rooms will be inspected by the Bursar during stocktaking of clothing after the school closes.

#### No. 358. DORMITORY LOCKERS

Housemasters/mistresses and Matrons are requested to impress upon all children in their respective Houses that they will empty their lockers, and leave them open for repairs and polishing before proceeding on vacation.



**No. 359. TUCK SHOP TIMINGS DURING VACATIONS**

The Tuck Shop will remain open to customers on Monday, Wednesday and Saturday from 10-00 a.m. to 1-00 p.m. only.

**No. 360. VEGETABLE SHOP TIMINGS DURING VACATIONS**

The Vegetable Shop will remain open on all days from 10-30 a.m. to 5-30 p.m. daily.

**No. 361. COLLECTION OF DRY RATIONS**

Dry ration and fuel will continue to be issued from Q.M. Stores as per days and timings followed during the term time.

**No. 362. HOSPITAL OPD TIMINGS**

After the departure of children for vacation and before their return the OPD timings will be as follows :

- |                          |                                      |
|--------------------------|--------------------------------------|
| (a) 11 Dec. to 14 Dec. } | 10-00 a.m. to 12-00 noon & 4-00 p.m. |
| (b) 19 Feb. to 20 Feb. } | to 4-30 p.m.                         |

**No. 363. ELECTRIC CONSUMPTION**

The Electric load on the Power house has increased and our system is overloaded. To get uninterrupted power supply it is advised to switch off all other appliances before switching on the geyser or water heating rods, avoid decoration electric lights etc., specially during peak load hrs. i.e. (6-00 a.m. to 9-00 a.m. and 6-00 p.m. to 9-00 p.m.)

**No. 364. DISPOSAL OF WOODEN JOINERY AND FOLDING BEDS FROM Q.M. STORES**

The School has decided to make used wooden joinery (door/window frames & door Window shutters) old folding beds available for sale to the school employees on 7th December from 2-00 p.m. to 5-00 p.m. at the Q.M. Stores.

Heads of Departments to give wide publicity to this school order.

**No. 365 SCHOOL HOSPITAL**

Since all the children and majority of the staff is now placed in the category of vacation staff, the school hospital will remain closed during the vacations w.e.f 15th Dec. 2003 to 18th Feb. 2004.

During the vacation period the employees on duty will approach the following medical facilities in the surrounding area if necessary.

1. Health Sub Centre, Sanawar.
2. Cantonment Hospital, Kasauli.
3. Primary Health Centre, Dharampur.

4. H. P. Zonal Hospital, Solan.
5. Any other recognised medical centre.

Heads of the Departments are requested to explain these orders to all employees working under them particularly all categories of supporting staff.

**No. 366. RETIREMENT**

Mr. K. J. Parel, H.O.F. (Sciences) will cease to be an employee of this school w.e.f. 20th February, 2004 as he is proceeding on retirement.

Gautam Chatterjee  
*Headmaster*