

THE LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 27th January, 2004

1—2

SPECIAL ORDER

No 1. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Senior School Certificate (Class XII) Examination
2004.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Mon. 1st	...	042	Physics
Fri. 5th	...	044	Biology
Wed. 10th	...	041	Mathematics
Thu. 11th	...	049	Painting
	...	051	Sculpture
Fri. 12th	...	001	English Elective
	...	301	English Core
Mon. 15th	...	029	Geography
Tue. 16th	...	043	Chemistry
Wed. 17th	...	055	Accountancy
Thu. 18th	...	037	Psychology
Fri. 19th	...	065	Informatics Practices
	...	083	Computer Science
Mon. 22nd	...	027	History
Tue. 23rd	...	066	Entrepreneurship
Thu. 25th	...	030	Economics
Mon. 29th	...	054	Business Studies

April

Fri. 2nd	...	028	Political Science
----------	-----	-----	-------------------

No. 2. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Secondary School Certificate (Class X) Examination 2004.

DATE SHEET

10-30 a.m. — 1-30 p.m.

March

Wed. 3rd	...	087	Social Science
Tue. 9th	...	041	Mathematics
Thu. 11th	...	020	German
Mon. 15th	...	085	Hindi Course—B
Thu. 18th	...	101	English Communicative
Tue. 23rd	...	086	Science & Technology

THE LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 17th February, 2004

3—4

SPECIAL ORDER

The following holidays will be observed during 2004 by the School and Administrative Staff of the School. These are as per the Himachal Pradesh Government holidays list.

No. 3. HOLIDAYS—SCHOOL

- | | | | |
|-------------------------|-----|-----------|---------|
| 1. Good Friday | ... | Apr. 09th | Friday |
| 2. Janamashtmi | ... | Sep. 07th | Tuesday |
| 3. Diwali | ... | Nov. 12th | Friday |
| 4. Id-UI-Fitter | ... | Nov. 15th | Monday |
| 5. Guru Nank's Birthday | ... | Nov. 26th | Friday |

No. 4. HOLIDAYS—ADMINISTRATIVE STAFF ONLY

- | | | | |
|----------------------------------|-----|-----------|-----------|
| 1. New Year's Day | ... | Jan. 01st | Thursday |
| 2. Guru Govind's Singh Birthday | ... | Jan. 05th | Monday |
| 3. Lohri | ... | Jan. 14th | Wednesday |
| 4. Himachal State Hood Day | ... | Jan. 25th | Sunday |
| 5. Republic Day | ... | Jan. 26th | Monday |
| 6. Id-ul-Zuha (Bakrid) | ... | Feb. 02nd | Monday |
| 7. Maha Shiv Ratri | ... | Feb. 18th | Wednesday |
| 8. Holi | ... | Mar. 06th | Saturday |
| 9. Ram Naumi | ... | Mar. 30th | Tuesday |
| 10. Mahavir Jayanti | ... | Apr. 03th | Saturday |
| 11. Good Friday | ... | Apr. 09th | Friday |
| 12. Vaishaki | ... | Apr. 13th | Tuesday |
| 13. Dr. B.R. Ambadkar's Birthday | ... | Apr. 14th | Wednesday |
| 14. Himachal Day | ... | Apr. 15th | Thursday |
| 15. Budh Purnima | ... | May 04th | Tuesday |

16. Independence Day	...	Aug. 15th	Sunday
17. Janamastmi	...	Sep. 07th	Tuesday
18. Mahatma Gandhi's Birthday	...	Oct. 02nd	Saturday
19. Dussehra	...	Oct. 22nd	Friday
20. Balmiki's Birthday	...	Oct. 28th	Thursday
21. Diwali	...	Nov. 12th	Friday
22. Id-Ul-Fitter	...	Nov. 15th	Monday
23. Guru Nank's Birthday	...	Nov. 26th	Friday
24. Christmas Day	...	Dec. 25th	Saturday

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 18th February, 2004

5—40

No. 5. WELCOME

The Headmaster, Mr. Gautam Chatterjee, 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. 6. PROGRAMME

February

- Wed. 18th ... Staff returns to school
- Thu. 19th ... Full Staff Meeting, Birdwood
 Staff Room ... 10-00 a.m.
 Head of Faculty Meeting,
 Birdwood Staff Room ... 12-00 noon
 Individual Faculty Meeting ... 2-00 p.m.
 Fire Safety Meeting for Matrons,
 SSC ... 2-00 p.m.
 House Staff Meeting ... 6-00 p.m.
- Fri. 20th ... Pupils 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 2003) to move directly to Holding House & Class VII pupils (of 2003) to move directly to their respective 'parent' Houses.
- Sat. 21st ... School routine Commences
 Opening of Term Assembly & Oath Taking Ceremony by the Prefectorial Body
 2004 in Barne Hall ... 9-30 a.m.
 No PT/Runs till 1-3-2004
 Dorms to be tidied in the afternoon
 Academic Staff Dinner at MCR ... 7-30 p.m.
- Mon. 23rd ... New Pupils Admission,
 Class VII—All Houses
 HM's Lunch for new pupils & their Parents in the MCR

Cricket sets to be made, Hobby lists
to be made

No. 7. TIME TABLE (SR. SCHOOL)

Rouser	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-20 a.m.
Fall in for classes	... 7-30 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast	... 9-05 a.m.
Assembly	... 9-40 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk Break	11-20—11-40 a.m.
5th School	11-40—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch	... 1-45 p.m.
Games/Hobbies	3-00—5-00 p.m.
Baths	... 5-20 p.m.
Evening Prep in Dorms.	6-15—7-30 p.m.
Dinner	... 7-40 p.m.
House Inspection	... 8-15 p.m.
Night Study	8-20—9-35 p.m.
Light Out	... 10-00 p.m.

Note : P.T. will start from 1st March 2004, and till then rouser will be at 6-30 a.m.

No. 8. 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. 2004 to the following :

- (a) E.A. 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. 9. 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. 10. 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, 2004.

No. 11. TUCK SHOP TIMING

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 and 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—5-00 p.m.
(f) Tuck Shop 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. 12. CHILDREN'S BATHS

Till 29th February 2004 the children will have two baths a week as per programme given below :—

- BD including Holding House

(Monday)	...	Senior
(Friday)		
(Tuesday)	...	Junior & Holding House
(Saturday)		
SUNDAYS	...	Head washes (Sikh Boys) 8-00 a.m.—9-00 a.m.
(Wednesday)	...	NO BATHS
(Thursday)		
- GD including Holding House

(Monday)	...	Vindhya/Siwalik
(Friday)	...	Holding House
SUNDAYS	...	Head washes 8-00 a.m. to 9-00 a.m. (alternately between Upper & Lower 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 8-30 a.m. (Sikh boys)
P.D. Sparrow	(Wednesday) (Saturday)
	SUNDAYS ... Head washes for Sparrows 8-30 a.m. to 2-30 p.m.

No. 13. DRESS

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

(a) School Kit—Grey woollen Trousers.

Full Sleeve jersey

Red coats for girls } If necessary
Jackets for boys }

(b) P. T. Kit—Track suit

Sleeve less jersey if necessary will be worn.

(c) Games Kit— —do—

The P.D. Matrons will ensure that the children wear warm vests if necessary.

No. 14. 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 instruction are being issued separately.

No. 15. 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, 2004.

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

No. 16. 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. Housestaff 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. 17. 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 R.M.O. 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 outside M.I. Timings are required to obtain a slip from Dean of Studies during classes and Housemaster/mistress/matron during the remaining period.

No. 18. STAFF SICK IN QUARTERS

If the teaching staff is unfit they should inform the DHM / Dean of Faculties 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 proceeding to the hospital.

No. 19. 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. 20. 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. 21. 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. 22. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical categories list of all school children will be made under arrangement of the R.M.O. and published in a special school order by 1st March, 2004.

No. 23. STAFF VISIT TO SCHOOL OFFICE

For administrative reasons, it is essential that staff should keep their visit to the school office to the minimum; should they need information urgently they must contact the Bursar/Asstt. 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, Establishment Officer, Despatcher, Recorder and the Accts. Section.

No. 24. 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 Dean of Studies/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. 25. 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. 26. 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. 27. 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. 28. 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 intitation of disciplinary action.

No. 29. 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. 30. OBITUARY

With deep sorrow we regret to inform you that Shri Wickson, Head Bearer breathed his last on 9th February, 2004 after a brief illness. He had served the school for more than 26 years. We pray to God for the eternal peace of the departed soul.

No. 31. ADDITIONAL RESPONSIBILITY

1. The Headmaster is away on leave till 12th March, 2004 and during his absence Mr. Praveen Vashisht will officiate as Headmaster.
2. Capt. Rohit Bajaj will officiate as Senior Master, BD, till further orders in addition to his House duty.

No. 32. RETIREMENT

The following individuals are retiring on 18th February, 2004 and will cease to be the employees of the school w.e.f. 19th February, 2004 :—

- | | | |
|-------------------------|-----|------------------|
| (a) Mr. K.J. Parel | ... | H.O.F. (Science) |
| (b) Mrs. Meera B. Singh | ... | Motron |
| (c) Mrs. Sunita Singh | ... | Matron |
| (d) Mrs. M.D. Sequeira | ... | Matron |
| (e) Mrs. S. Roberts | ... | Dance Teacher |

No. 33. CONCLUSION OF CONTRACTUAL APPOINTMENT

Miss. Priya Dubey will cease to be an employee of this school w.e.f. 19th February, 2004 as her contractual period of appointment as German Language Teacher has been concluded.

No. 34. RESIGNATION

The under-mentioned individuals have resigned from the school's service w.e.f. 19th February, 2004 :—

- | | | |
|------------------------|-----|--------------------|
| (a) Mrs. Leena Francis | ... | Psychology Teacher |
| (b) Mrs. R. Romana | ... | Matron, GD Holding |

No. 35. NEW APPOINTMENT

- | | | |
|---------------------|-----|---------------------------------|
| (i) Mrs. S. Roberts | ... | Dance Teacher (on fixed salary) |
|---------------------|-----|---------------------------------|

- (ii) Mrs. Roma Thakur ... Assistant Librarian
- (iii) Mrs. Anju Bhangalia ... Matron (BD Nilagiri)
- (iv) Mrs. Sunita Gautam ... Matron (BD Holding)
- (v) Mrs. Ramita Singh ... Matron (PDL D)
- (vi) Mrs. Namrata Bhushan ... Matron (GDHH)
- (vii) Mrs. Kamalpreet Waraich ... Teacher (English)
- (viii) Mrs. Indira Ghosh ... Teacher (Fine Arts)
- (ix) Mrs. Kamlesh Kumari ... Nursing Sister
- (x) Dr. Rajinder K. Singla ... Biology Teacher
- (xi) Mr. Arunava Ghosh ... Computer Teacher
- (xii) Mrs. Anjana Chatterjee ... Music Teacher (will join in April, 2004)

No. 36. PROMOTION

The Board of Governors has approved the promotion of Miss Shonu Mukherjee as Senior Mistress, GD.

No. 37. TEMPORARY APPOINTMENT

The following temporary appointment have been made :—

- (a) Mr. Sanjay Mitra ... Catering Supervisor (on purely temporary basis)
- (b) Mr. Naresh Handa ... Finance Manager (on a 3 months contract)

No. 38. RELIEVER MATRONS

The following have been appointed as Reliever Matrons on daily wages :—

- (a) Mrs. Subhadra Dehloo ... for Boys Department
- (b) Mrs. Anuradha Chauhan ... for GD & PD

No. 39. WORKING ON WEEKLY OFFS / ADMINISTRATIVE HOLIDAYS

It has been noticed that keeping staff on overtime on their weekly offs/administrative holidays by various departments has become a accepted norm without giving due consideration of work and such individuals are claiming double overtime for the same, which is totally against the School Rules.

The overtime payment at double rates will only be admissible to those individuals who have to work before or after normal duties hours i.e. before 9-00 a.m. and after 5-00 p.m.

In future all those who are expecting to employ their staff on over-time duty on weekly / administrative holidays will have to strictly follow the above instructions.

No. 40. TEMPORARY WORKERS

It has also been noticed that various departments are not working under the instructions issued by the school for temporary staff and are giving them half day on Saturday, where as the temporary workers will have to work for 8 hours a day to claim daily wages. The temporary workers are also not entitled to administrative holidays except the following national holidays :—

- (a) Republic Day
- (b) Independence Day
- (c) Dr. B.R. Ambedkar Jayanti

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th February, 2004

41-67

No. 41. PROGRAMME**February**

Fri. 27th	...	GD Heights & Weights, Hospital	...	3-00 p.m.
		Fire Fighting Evacuation Drill CDH	...	2-15 p.m.
Sat. 28th	...	BD Heights & Weights, Hospital	...	3-00 p.m.
		AS WE MET Society Meeting		
Sun. 29th	...	Cricket Festival Match, Staff Vs. 1st XI Boys Postponed to 7th March, C.E.T. Examination for Classes VI, VIII & IX SSC at	...	10-00 a.m.

March

Mon. 1st	...	PT & Hodson Commences	...	6-30 a.m.
		CBSE Class XII Physics Paper	...	10-30 a.m.
		PD Heights & Weights	...	3-00 p.m.
Wed. 3rd	...	CBSE Class X Social Sciences Paper	...	10-30 a.m.
		Siwalik House Show rehearsals		
		Commence SUPW	...	4-00 p.m.
Fri. 5th	...	Class XII Biology Paper	...	10-30 a.m.
Sat. 6th	...	Junior Hindi—Debating Society Meeting		
		Tutorial Meetings		6-00—7-00 p.m.
Sun. 7th	...	Study hour in dorms.		12-15—1-15 p.m.
		IAYP Silver & Gold Enrolment, Barne Hall	...	10-00 a.m.
		Personal Grooming for Classes VI, VIII & IX	...	10-00 a.m.

All House Staffs of class XII are requested to make a list of these children with their SUPW by Wednesday, 3rd March and submit to Mr. Puri.

No. 42. PD TIME TABLE

Rouser	...	6-00 a.m.
P.T.		6-30—7-00 a.m.
House Inspection	...	7-35 a.m.

Breakfast	... 7-50 a.m.
Medical Inspection	... 8-00 a.m.
1st School	8-20—9-00 a.m.
2nd School	9-00—9-25 a.m.
Assembly	... 9-40 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk-Break	11-20—11-40 a.m.
5th School	11-40—12-20 p.m.
Lunch	12-30—12-50 p.m.
6th School	1-00—1-40 p.m.
7th School on Tuesday & Friday	1-40—2-20 p.m.
Games	2-00—3-00 p.m.
Hobbies on Tuesday & Friday	2-20—3-00 p.m.
Tuck Shop/PCO	3-00—4-00 p.m.
Extra Classes	3-30—4-15 p.m.
Tea	... 4-15 p.m.
M.I.	... 4-20 p.m.
Baths/Washes	... 4-45 p.m.
Prep	5-30—6-30 p.m.
Supper	... 6-40 p.m.
Night Study	7-15—8-15 p.m.
House Inspection	... 8-25 p.m.
Lights Out	... 9-00 p.m.

No. 43. MEMBERS OF STAFF ATTACHED TO PD

Housemistress PUD	... Mrs. S. Nathaniel
House Tutor	... Mrs. K. Puri
House Tutor	... Miss P. Sharma
House Tutor	... Mr. R. Barua
House Matron	... Mrs. D. Sikand
Housemistress PLD	... Mrs. B. Rishi
House Tutor	... Mrs. S. Barua
House Tutor	... Mr. R. Solomon
House Tutor	... Mrs. A. Chatterjee
House Mrtron	... Mrs. R. Singh
Housemistress Sparrow	... Mrs. K. Baduni
House Tutor	... Mrs. N. Sisodia
House Tutor	... Mrs. L. Barros
House Matron	... Mrs. A. Malviya

No. 44. 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. 45. 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. 46. 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. 47. 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 cannot be made within the stipulated period, a letter stating the reasons for the lapse will be attached with the claim.

No. 48. 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 action.
- (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. 49. 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. 50. 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. 51. 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 the Quartermaster.

No. 52. 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. Store will not be able to cater for issue of any items after the 10th of each 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. 53. 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 B.D. 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. 54. 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. 55. 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 the 6th March, 2004, failing which they may be denied entry onto the campus.

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

No. 56. BOUNDS FOR STUDENTS

Children to remain stricly 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 Swimming Pool unless for classes. Also the road going to leisure from the swimming 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 visited only on their alloted 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/mistresse'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. 57. 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. 58. 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 2003 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. 59. 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. 60. 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 items.

No. 61. 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	... 10-00 a.m.—12-00 noon

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

No. 62. 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 63. 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 the power not 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. 64. 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 with in one day.

The days for purchase are :—

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

No. 65. MEDICAL REIMBURSEMENT

All concerned staff are requested to submit their Medical Reimbursement 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. 66. APPOINTMENT

The Chairman of the Board of Governors has approved the appointment of Mr. Parveen Vasisht as Deputy Headmaster. He shall continue to work as Officiating Headmaster till Headmaster returns from leave.

No. 67. ADMINISTRATIVE HOLIDAY

Saturday 6th March, 2004 will be observed as an administrative holiday on account of Holi.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th March, 2004

68—81

No. 68. PROGRAMME

March

Sat. 6th	...	Junior Hindi—Debating Society Meeting Tutorial Meetings	6-00—7-00 p.m.
Sun. 7th	...	Study hour in dorms. IAYP Silver & Gold Enrolment, Barne Hall Personal Grooming for class VII, VIII & IX Staff Vs. Student 1st, XI crickets Festival Match	12-15—1-15 p.m. ... 10-00 a.m. ... 10-00 a.m. ... 10-30 a.m.
Tue. 9th	...	Class X Mathematics Exam.	
Wed. 10th	...	Class XII Mathematics Exam. SUPW	
Thu. 11th	...	Class XII Painting Exam. Class X German Exam. BD & PD House Staff Meeting	... 6-00 p.m.
Fri. 12th	...	Class XII English Exam. GD House Staff Meeting	... 6-00 p.m.
Sat. 13th	...	Visit to Historical Place by Class XII Humanities Group Junior Hindi Debating Society Meeting Senior English Debating Society Meeting	
Sun. 14th	...	Science Aptitude Test for class V & VI Personal Grooming for Class VII, VIII & IX	... 10-00 a.m.

No. 69. 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 violation of this order. This inspection may please be completed latest by 15th March, 2004.

No. 70. 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. 71. 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. 72. 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. 73. LOAN FROM STAFF BENEFIT FUND

(a) The loan from the above Fund is fixed to a maximum for various categories as follows :

(i) Medical	Rs. 7,000
-------------	-----------

- (ii) Marriage Rs. 15,000
 (iii) Construction/Repair of house Rs. 15,000
- (b) In case of Medical loan the second loan will only be allowed 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.
- (c) The loan for marriage, construction/repair of own house can only be taken after one year of the previous loan having been returned.
- (d) The grant of loan will be administered in the following priorities :—
- (i) Marriage.
 (ii) Medical.
 (iii) Construction/Repair of own house.
- (e) The requirement of loan will be supported by the following :—
- (a) Marriage Wedding Card or Certificate from Local Administration/Panchayat.
 (b) Medical Recommendation of the School R.M.O.
 (c) Construction/ Map passed by the Town & Country
 Repair of Planning Or concerned Panchayat Certi-
 house. ficate.
 (f) A grant of loan will be made as per seniority of appli-
 cation and in accordance with the circumstances.

The Heads of the Departments are required to clarify the above details to the individuals working under them.

No. 74 ADDITIONAL RESPONSIBILITY

The under mentioned individuals have been appointed as House-
 master, Mistresses with effect from 18th February, 2004 :—

1. Dr. V.K. Sharma ... Sr. Housemaster, HBD
2. Mr. Narinder Sharma ... Jr. Housemaster, HBD
3. Mr. Mukesh Chand ... Jr. Housemaster, SBD
4. Mr. Sukhbir Singh ... Sr. Housemaster, VBD
5. Mrs. Anita Singh ... Housemistress, GDHH (S/V)

No. 75. EDUCATION ALLOWANCE

The Education Allowance is only admissible to those individuals whose children are studying in K.G. and above till plus two level, in the schools other than The Lawrence School, Sanawar and to claim the same the individuals will have to submit the Certificate issued by the Head of the schools in which the individuals' child/children are studying. The Education Allowance is admissible to a maximum of 3 children including those who have already completed the education. The details of allowance are as under :—

- (a) On submission of Tution Fee proof Rs. 250/- (maximum) per child per month
- (b) Without submission of Tution Fee proof Rs. 120/- per child per month

The Blank Forms are available with Establishment Officer and the last date for submission of the same is 5th April, 2004.

No. 76. JOINING REPORT—VACATION STAFF

All Heads of the Departments were requested to submit the Joining Reports of the individuals including Support Staff after the winter vacations by 20th February, 2004 but the school has not received the same till date as these are required for audit purposes.

Heads of Departments are required to forward the attendance report of academic staff and also for the support staff working under them to the Establishment Officer by 10th March, 2004 positively.

No. 77. SUBMISSION OF LEAVE APPLICATIONS

It has been noticed individuals are submitting their leave applications after availing the same and Heads of Departments are forwarding these applications without clarifying the same to the individuals for which the school auditors are raising objections every time.

Heads of Departments are required to inform the individuals.

No. 78. NEW APPOINTMENT

The under-mentioned new appointments have taken place w.e.f. 1st March, 2004 :—

- (a) Mr. Sanjay Mitra, Catering Supervisor (on temporary basis)
- (b) Shri Sunil Kumar, Safai Karamchari.
- (c) Shri Ramesh Kumar No. I, Bearer
- (d) Shri Ramesh Kumar No. II, Bearer School Guest House.

No. 79. SCHOOL UNIFORM

The school uniform is compulsory for the individuals of Grade VI (a) to VII (except Printing Press staff, Sr. Carpenter, Fitter, Recorder, etc.) and for the up-keep of the uniform, the school is giving an Washing Allowance @ Rs. 110/- per month.

It has been observed that a number of employees including Ayahs, female Bearers, etc. are not wearing their uniforms and are attending their duties in home clothes, which is a serious offence.

The Heads of the Departments are advised to clarify the above to the individuals working under them and individuals who are not in the habit of wearing their uniforms may be deprived of their Washing Allowance in future.

No. 80. WITHDRAWAL FROM PROVIDENT FUND

The employees with a minimum of 5 years of confirmed service with the school may withdraw certain amount from their Provident Fund for the following purposes :—

- (a) Marriage of self and dependants by submitting Wedding Card or certificate.
- (b) Construction of a new house by submitting approved drawing or Certificate from local authority
- (c) Repairs of old house by submitting certificate from Panchayat/local authority
- (d) Higher education on submission of documentary proof.
- (e) Medical treatment on recommendation of School RMO and other medical reports

After submission of application for a withdrawal alongwith documentary proof it will take a minimum of 8 to 10 days for completing various formalities in the School Office hence the individuals should apply for the withdrawal accordingly.

The Heads of Departments are required to inform the individuals working under them accordingly.

No. 81. ADMINISTRATIVE HOLIDAY

Saturday 6th March, 2004 will be observed as an administrative holiday on account of Holi.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th March, 2004

82—95

No. 82. PROGRAMME

March

Fri. 12th	... Class XII English Exam. GD House Staff Meeting	... 6-00 p.m.
Sat. 13th	... Visit to Historical Place at Shimla by Class XII Humanities Group Junior Hindi Debating Society Meeting Senior English Debating Society Meeting	
Sun. 14th	... Science Aptitude Test for class V & VI Personal Grooming for class VII, VIII & IX Cricket Match, Barne Field	... 10-00 a.m.
Mon. 15th	... Class X Hindi Course B Exam. Class XII Geography Exam.	... 10-30 a.m. ... 10-30 a.m.
Tue. 16th	... Class XII Chemistry Exam.	... 10-30 a.m.
Wed. 17th	... Class XII Accountancy Exam. SUPW for class XII	... 10-30 a.m. ... 4-00 p.m.
Thu. 18th	... Class X English Communicative Exam. Class XII Psychology	... 10-30 a.m. ... 10-30 a.m.
Fri. 19th	... Class XII Computer Science & Informatics Practices Exam. Siwalik House Show, First Performance (Prep School & Boys of L-V and below to attend)	... 10-30 a.m. ... 4-00 p.m.
Sat. 20th	... Siwalik House Show Final Performance English Hand Writing Competition for Classes V—VIII Nature Club Meeting	... 6-00 p.m.

Sun. 21st ... WOP for the school children
 World Forestry Day
 Poster display by Nature Club
 Trip to Ramgarh Fort by Class VII students
 Cricket Sanawar Staff Vs. BCS Staff at BCS
 Cricket Electron Vs Pinegrove School at Sanawar
 Cricket Atoms Vs. Pinegrove School at Sabathu
 Nilagiri House Show Rehearsals Commences

No. 83. 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 84 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. 85. 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 switch off lights/ electrical equipment that are not in use specially in the Birdwood. Staff, in particular, are requested to reduce the use of electrical equipment.

No. 86. 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. 87. TUCK SHOP

The Tuck-Shop will remain closed for Annual Stock Taking on Monday, 29th March, 2004.

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, 2004.

No. 88. 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. 89. 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 the 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. 90. 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 submitte 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. 91. SANITARY ROUND AND MONTHLY INSPECTION OF FOOD HANDLERS

Sanitary Round :

- (a) C.D.H. : 4th Monday of every month.
 (b) Cafeteria & Charlie shop : 4th Wednesday of every month.

Medical Check up For FFI For the month of March 2004 for the employees will be held in :

Cafeteria & Charlie Shop : 13-3-04 at 10-00 a.m.

It is requested that all the departments should be kept clean, tidy and hygenically ready for the sanitary round on the dates as given above.

No. 92. STAFF MEALS IN C.D.H.

Spouses are requested to have lunch between 1-00 p.m. to 1-30 p.m. to avoid rush when children are having their lunch.

No. 93. P. C. O.

Holding House boys will use the main P.C.O. at the school office from 2-00 p.m. to 3-00 p.m. as follows :

Himalaya	...	Tuesday
Nilagiri	...	Wednesday
Siwalik	...	Thursday
Vindhya	...	Friday

No. 94. BD BATHS

BD Matrons will no longer supervise junior dormitory boys baths which will be done by junior dormitory Housemaster. Senior House Master will continue supervising senior boys baths as usual. Matrons will instead be on duty at the Cafe on Sundays in rotation.

No. 95. X BOARD CLASS

Children appearing in the Xth Board Exam. will have a brief holiday after their last Exam. on the 23rd of March. They will report back to school by 5-00 p.m. on 26th of March, and came into normal routine by 26th morning.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th March, 2004

96—103

No. 96. PROGRAMME

March

- Fri. 19th ... Class XII Computer Science & Informatics Practices Exam. ... 10-30 a.m.
Siwalik House Show, First Performance ... 4-00 p.m.
(Prep School & Boys of L-V and below to attend)
- Sat. 20th ... Siwalik House Show Final Performance ... 6-00 p.m.
English Hand Writing Competition for Classes V—VIII
Nature Club Meeting
- Sun. 21st ... WOP for the school children
World Forestry Day
Poster display by Nature Club
Cricket Sanawar Staff Vs. BCS Staff at BCS
Nilagiri House Show Rehearsals Commences
- Mon. 22nd ... World Water Day, Poster Display by Nature club
- Thu. 25th ... Interviews of New Admissions for class XI
- Fri. 26th ... Interviews of New Admissions for Class XI
- Sat. 27th ... Inter-Section Essay Writing Competition ... 2-30 p.m.
Junior Hindi Debating Society Meeting
Senior School Inter-House Quiz ... 6-15 p.m.
Senior English Debating Society Meeting

Sun 28th ... Mathematical Aptitude Test for Class VIII
 Cricket Electron and Atoms Vs.
 Pinegrove School at Sanawar
 Personal Grooming for Class VII, VIII & IX

No. 97. 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. 98. 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. 99. CENSORSHIP OF DOG AND ANTI RABIES INOCULATION

Owner of dogs are required to register their dogs in the Main Office with Asstt. Manager Admin. by 15th April, 2004.

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 Admn.

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

No. 100. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE

Expense voucher, re-imburements / claims of any kind related to the financial year 2003-2004 need to be submitted by 15th of April, 2004 in order to debit the account in the current financial year (2003-2004). 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.

No. 101. SUBMISSION OF OUT STATION/TOUR FORM :

The outstation / Tour forms are not being submitted on time by the concerned staff. It may please be understood that the submission for sanction must be put up atleast 48 hours in advance, failing which the tour/trip may no be sanctioned.

No. 102. APPOINTMENTS

While Mr. and Mrs. Solomon will be incharge of the maintenance and upkeep of the Chapel, Mr. Amit Dehloo will be incharge of Barne Hall.

No. 103.

Consumption of foodstuff having any content of alcohol is strictly forbidden in the campus.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th March, 2004

104—111

No. 104. PROGRAMME

March

- Sat. 27th ... Inter-Section Essay Writing
Competition ... 2-30 p.m.
Junior Hindi Debating Society Meeting
Senior School Inter-House Quiz ... 6-15 p.m.
Senior English Debating Society Meeting
- Sun. 28th ... Mathematical Aptitude Test for Class VIII
Cricket Electron and Atoms Vs.
Pinegrove School at Sanawar
Personal Grooming for Class VII, VIII & IX
- Mon. 29th ... PD Inter-House Cricket Competition
Commences
- Wed. 31st ... Inter-House Cricket Concludes (PD)
SUPW ... 4-00 p.m.

April

- Fri. 2nd ... Nilagiri House Show, First Performance
Barne Hall ... 4-30 p.m.
- Sat. 3rd ... Nilagiri House Show, Final Performance
Barne Hall ... 6-15 p.m.
Class Elocution for Class V, VI & VII
SOP After 2-30 p.m. (only one in a term)
Junior Hindi Debating Society Meeting
- Sun. 4th ... WOP
Cricket Atoms & Electrons Vs. BCS at
Sanawar
Basketball 1st XI Vs. BCS at BCS

No. 105. 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. 106. 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 48 hours in advance and submitted to the main Office. However, in case of late submission reason to be indicated on the form.

No. 107. 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 the 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.

No. 108. MEDICAL FIT/UNFIT

It is for the information of all that any individual declared unfit by the RMO, is only for one day until unless probable/specific duration is not mentioned.

Therefore, the patient declared unfit, has to report to RMO, the very next day morning for follow up / check up, failing which the fitness certificate will automatically be forwarded to the School Office/concerned dept.

No. 109. 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 R.M.O.

No. 110. 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.

No. 111. ADMINISTRATIVE HOLIDAY

Tuesday 30th March, 2004 will be a holiday on account of Ram Navami.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd April, 2004

112—119

No. 112. PROGRAMME

April

Sat.	3rd	...	Cricket 1st XI, Colts and Boys Basketball teams leave for BCS Shimla	...	3-00 p.m.
Sun.	4th	...	Cricket 1st XI & Colts Vs. BCS At Shimla Boys Basketball Vs. BCS at Shimla Cricket Electrons & Atoms Vs. BCS at Sanawar	...	10-00 a.m.
Mon.	5th	...	Inter House Cricket Commences Last three schools are cut short by 5 minutes till Thursday Lunch PD Lunch Senior School	...	12-15 p m. 1-30 p.m.
Wed.	7th	...	SUPW		
Thu.	8th	...	BD, GD & PD House Staff Meetings	...	6-00 p.m.
Fri.	9th	...	Good Friday, School & Administrative Holiday Cricket Match School 1st XI Vs. British High Commission Reception for British High Commission, MCR Junior Hindi Debating Society Meeting	...	10-00 a.m. 8-00 p.m.
Sat.	10th	...	Junior Inter-House Hindi Debate Cricket Match : School Staff Vs. British High Commission	...	2-15 p.m.
Sun.	11th	...	Cricket Match : School Staff & British High Commission Vs. Pine Grove School 1st XI at Pine Grove PD Inter-House Quiz	...	10-00 a.m.

No. 113. 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. 114. 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 individual from earned leave if required and in such a case the balance will be credited to the individual leave account.

No. 115. 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. 116. LEAVE APPLICATION FORM

The existing Leave Application form has been modified as per the advise of school Auditors and the revised format will be used w. e. f. 1st April, 2004 onward.

Heads of Departments are requested to ensure that the revised form for leave application is completed in all respects before forwarding the same to the school office for sanction failing which the leave applications may be sent back to the concerned department for completing the same.

No. 117. SUBMISSION OF FORMS FOR CLAIMING EDUCATION ALLOWANCE

The forms for claiming Education Allowance by the individuals whose children are studying in the schools other than The Lawrence School, Sanawar, have already been issued to the Departments in the first week of March, 2004 for completion and further return to the school office for implementation.

The last date for submission of the same is 12th April, 2004.

No. 118. NEW APPOINTMENT

The under-mentioned new appointments have taken place :—

- (a) Mr. Parul Sood, Teacher (Accounts) w.e.f. 18th February, 2004
- (b) Mrs. Anjana Chatterjee, Teacher, Music w.e.f. 1st April, 2004.

No. 119. ADMINISTRATIVE HOLIDAY

Saturday, 3rd April, 2004 will be a holiday on account of Mahavir Jayanti and the School Office will remain closed.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 8th April, 2004

120—126

No. 120. PROGRAMME

April

Fri. 9th	...	Good Friday, School & Administrative Holiday Cricket Match School 1st XI Vs. British High Commission Reception for British High Commission, MCR Junior Hindi Debating Society Meeting	... 10-00 a.m. ... 8-00 p.m.
Sat. 10th	...	Junior Inter-House Hindi Debate Cricket Match : School Staff Vs. British High Commission	... 2-15 p.m.
Sun. 11th	...	Cricket Match : School Staff & British High Commission Vs. Pine Grove School 1st XI at Pine Grove PD Inter-House Quiz	... 10-00 a.m.
Mon. 12th	...	Hodson Qualifying PD, GD Summer Kit comes into use	
Tue. 13th	...	Hodson Qualifying BD	
Wed. 14th	...	SUPW	
Thu. 15th	...	FOUNDATION DAY Hodson Run Final Foundation Day Dinner—CDH	
Sat. 17th	...	Hindi Hand Writing Competition for classes V & VI Cricket Match : School 1st XI Vs. OBCC Inter House Senior English Debate Barne Hall	... 2-30 p.m. ... 6-15 p.m.
Sun. 18th	...	Cricket Match : School Staff Vs. OBCC	... 10-00 a.m.

No. 121. 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. 122. 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, 2004. These ledgers will be called for inspection and check-up by the School Office, and also by school auditors.

No. 123. 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. 124 STAFF HOUSING LOAN INTEREST SUBSIDY SCHEME

The school has a "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. 125. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 9th April, 2004 will be a holiday on account of Good Friday.

No. 126. ADMINISTRATIVE HOLIDAYS

Tuesday, 13th April, 2004 ... Baisakhi
Wednesday, 14th April, 2004 ... Dr. B.R. Ambedkar's Birthday
Thursday, 15th April, 2004 ... Himachal Day

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th April, 2004

127—133

No. 127. PROGRAMME

April

- Fri. 16th ... Science & Mathematics Tutorials 3-00—5-00 p.m.
 Staff Club Dinner & AGM, MCR ... 8-00 p.m.
- Sat. 17th ... Hindi Hand Writing Competition for
 classes V & VI
 Cricket Match : School 1st XI Vs.
 OBCC cancelled ... 2-30 p.m.
 Science & Mathematics Tutorials 3-00—5-00 p.m.
- Sun. 18th ... Cricket Match : School Staff Vs.
 OBCC cancelled
 Science & Mathematics Tutorials 10-00—12-00 noon
- Mon. 19th ... First Unit test Commence
 L-VI will have their Classes according
 to the Time-Table to be put up
 In Staff Room
- Thu. 22nd ... Unit Test Conclude
 Science & Mathematics Tutorials
 start 3-00—5-00 p.m.
- Sun. 25th ... Unit Test Marks to be fed into
 the computer by 4-00 p.m.

No. 128. DAILY ROUTINE FOR THE UNIT TESTS

For Classes VIII to XII

Rouser	... 6-00 a.m.
Study Hour in Dorms.	6-30 a.m.—7-20 a.m.
House Inspection	... 7-25 a.m.
1st Session of tests	7-40 a.m.—9-10 a.m.
Breakfast	... 9-15 a.m.
Study Hour in Dorms.	10-00 a.m.—11-30 a.m.
Milk Break	... 11-30 a.m.
Ind Session	12-00 noon—1-30 p.m.
LUNCH	... 1-40 p.m.
Rest hours	2-15 p.m.—3-15 p.m.

Study Hour in Dorms.	3-15 p.m.—4-30 p.m.
Rest of the routine as usual	
For Classes V to VII	
Rouser	... 6-00 a.m.
Study Hour in Dorms.	6-30 a.m.—7-20 a.m.
House Inspection	... 7-25 a.m.
Breakfast	... 7-45 a.m.
Ist Session for Classes V & VI	8-10 to 9-10 a.m.
Ist Session for Class VII	8-10 to 9-40 a.m.
Study Hour in Dorms. for Class VII	10-00 to 10-45 a.m.
For Classes V & VI	10-00 to 11-15 a.m.
IInd Session for Classes V & VI	11-30 to 12-30 p.m.
IInd Session for Class VII	11-00 to 12-30 p.m.
LUNCH	... 12-35 p.m.

No. 129. STUDENTS GOING HOME ON MEDICAL GROUNDS

- (1) All Students going home on medical grounds *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 R.M.O. 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 R.M.O. & special cases).

No. 130. 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 / Dean of faculties informed.

No. 131. 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. 132. INTER HOUSE COMPETITION

Housemaster/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. 133. APPOINTMENT

Dr. (Mrs.) Bandita Sangha has been appointed as School R.M.O. and will take charge of the school hospital from Col. (Retd) Dr. O.C. Sawhney w.e.f. 19th April, 2004.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd April, 2004**

134—142

No. 134. PROGRAMME**April**

- Fri. 23rd ... Inter-House Chess Competition Commences
Himalaya House Show Rehearsals
Commences
- Sat. 24th ... Unit Test Marks to be fed in by 4-00 p.m.
(Prep School)
- Sun. 25th ... Unit Test Marks to be fed into
the computer by 4-00 p.m.
(Rest of the School)
- Mon. 26th ... Assessment Meeting for Classes V & VI,
Staff Room ... 2-15 p.m.
Basketball Match : U-16—Sanawar
Vs. Pinegrove ... 2-30 p.m.
- Tue. 27th ... Assessment Meeting for Classes VII,
VIII & IX, Staff Room ... 2-15 p.m.
Basketball Match : Opens—Sanawar
Vs. Pinegrove ... 2-30 p.m.
- Wed. 28th ... Assessment Meeting for Classes X
& XII, Staff Room ... 2-15 p.m.
- Thu 29th ... School breaks up for Annual Camps & Hikes
H.P. State Shooting Championship
Commences

May

- Sat. 1st ... H.P. State Shooting Championship
Conclude.
- Mon. 3rd ... Pupils return from Annual Camps.
- Tue. 4th ... No P.T.
Normal Classes will start from 1st School

No. 135. INCOME TAX**1. Allotment of Permanent Account Number—Section 139-A**

A person whose total income during any previous year exceeds the taxable limits of Rs. 50,000/- should apply for allotment of PAN in Form No. 49-A (in duplicate) before 30th June of the relevant assessment year.

2. Rate of Income Tax	
Income Slab	Rate of Income Tax
Upto Rs. 50,000/-	Nil
Rs. 50001 to Rs. 60000	10%
Rs. 60001 to Rs. 1,50000	20%
Rs. 150001 and above	30%
3. Allowances Fully Taxable	
Dearness Allowance, Deputation Allowance, Interim Relief, C.C.A., Fixed Medical Allowance, Overtime Allowance, Project Allowance, Servant Allowance, Wardenship Allowance.	
4. Standard Deduction	
Upto Rs 5,00,000/-	Rs. 30,000 00
Above Rs. 5,00,000/-	Rs. 20,000.00
5. Value of perquisites	
(a) Residential accommodation	7.5 % of Basic salary
(b) Furniture	10% per annum of cost of the furniture provided by the employer as reduced by the rent, if any, paid by the employee will be the perquisite value.
(c) Car	Where motor cars are provided by the employer partly for the private and personal use of the employees.
(d) Household Servants	Perquisite value in respect of services of a Sweeper, gardener, watchman or a personal attendant, shall be the actual cost incurred by the employer.
(e) Supply of Gas, electric energy or water	Perquisite value shall be the amount paid by the employer to the agency supplying the services as reduced by amount if any paid by the employee for such services.

- (f) Free Educational facilities Perquisite value shall be the actual cost incurred by the employer as reduced by amount if any paid by the employee for such services.
- (g) Concessional/Interest free loans The difference between the interest computed at the following simple rates on the maximum outstanding monthly balance and the interest if any actually paid by the employees is to be treated as the value of perquisites.
- (i) Loan for House, Conveyance 10% p.a. of the outstanding on the last day of each month.
- (ii) Other Loans 13% p.a. of the outstanding on the last day of each month.
- 6. Perquisites Exempted :**
- (a) Refreshment upto a value of Rs. 50/- per meals or tea or snacks provided by an employer to all employees during working hours in office permises.
- (b) Subsidised lunch or dinner provided by an employer to his employees.
- (c) Amount spent on training of employees or fees paid for refresher management course.
- (d) Conveyance facility provided for the journey between office and residence and back at free of charge or concessional rates.
- (e) Provision of medical facilities to employees.
- (f) Employer's contribution to staff group insurance scheme.
- 7. Relief/Rebate under Chapter vi-A and VII**
- (a) Interest Income on investment in Post Office, Bank, IFCI, IDBI, ICICI, HPFC, HUDCO Rs. 12,000/- u/s 80-L

- | | |
|---|-----------------------------|
| (b) LIC Jeevan Suraksha Pension Plan | Rs.10,000/- u/s 80 CCC |
| (c) Medical Insurance premium (Medi Claim Policy) | Rs. 10,000/- u/s 80 D |
| (d) Maint. Including medical treatment of handicapped dependant. | Rs. 50,000/- u/s 80 DD |
| (e) Medical treatment of self or dependant relatives | Rs. 40,000/- u/s 80 DDB |
| (f) Re-payment of loan taken for higher education | Rs. 40,000/- u/s 80 E |
| (g) Donation to specified fund | 100% u/s 80 G |
| (h) Physically handicapped | Rs. 50,000/- u/s 80 U |
| (i) Woman aged below 65 years | Rs. 5,000/- u/s 88c |
| (j) Housing Loan | Rs. 20,000/- u/s 88 (2)(xv) |
| (k) Any sum paid not exceeding of Rs. 12,000/- per child, as tuition fees whether at the time of admission or thereafter to any university, college, school or other educational institution situated within India for the purpose of full time education of any two children of an assessee U/s 88 (xi). | |

No. 136. LIVE STOCK

Rearing and slaughtering of Livestock such as buffaloe, cow, goat, sheep, pig etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service may 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. 137. 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 30th Apr. 2004. 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. 138. 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. 139. ECONOMY IN WATER CONSUMPTION

The water consumption in the school is still exceeding the supply. All concerned, and in particular C.D.H. and House matrons, are requested to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes, etc., to the Engineer *immediately* as & when 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. 140. WEARING OF SCHOOL CHILDREN'S UNIFORM BY THE SCHOOL EMPLOYEES AND THEIR WARDS

It has been noticed that 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 do 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. 141. RESIGNATION

Mrs. Malika Nanda, Computer Teacher has resigned from the school service w.e f. 8th May, 2004.

No. 142. 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 has been postponed to 3rd May, 2004. 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.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th May, 2004**

143—147

No. 143. PROGRAMME**May**

- Fri. 7th ... Goldstein Memorial Cricket Tournament at BCS**
Visit to High Court by Class XII
- Sat. 8th ... Inter-House Hindi Essay Writing Competition**
Inter-House Swimming Commences
Vindhya House Show Rehearsals Commence
Cricket Match OS Vs. Staff ... 2-30 p.m.
- Sun. 9th ... Mathematical Aptitude Test for Class X**
- Wed. 12th ... SUPW**
- Thu. 13th ... BD, GD & PD House Staff Meeting ... 6-00 p.m.**
- Fri. 14th ... Himalaya House Show**
First Performance—Barne Hall ... 4-00 p.m.
- Sat. 15th ... Himalaya House Show**
Final Performance ... 6-00 p.m.
SOP after 2-30 p.m.
- Sun. 16th ... WOP**
Cricket Match : Staff XI Vs. Pinegrove School Staff XI
At Pinegrove School, Dharampur.

No. 144. MEDICAL LEAVE

All teaching and hobbies staff are required to inform DOF 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. 145. 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 be stopped.

No. 146. 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. 147. ADMINISTRATIVE HOLIDAY

Monday, 10th May, 2004 will be observed as a holiday for admin. staff due to the Lok Sabha Elections.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 14th May, 2004

148—151

No. 148. PROGRAMME

May

- Fri. 14th ... Himalaya House Show
 First Performance—Barne Hall ... 4-00 p.m.
- Sat. 15th ... Himalaya House Show
 Final Performance ... 6-15 p.m.
 SOP after 2-30 p.m.
 SOP's to be issued from Birdwood
 School
- Sun. 16th ... WOP
 Cricket Match : Staff XI Vs.
 Pinegrove School Staff XI
 At Pinegrove School, Dharampur.
- Mon. 17th ... Inter-House Swimming Conclude
- Tue. 18th ... Individual Boxing Commence
- Wed. 19th ... SUPW
- Thu. 20th ... Individual Boxing conclude
- Fri. 21st ... Under-14 Girls & Boys Basketball Tournament
 Commences at Pinegrove School
- Sat. 22nd ... English Creative Writing Competition
 for Classes VII & VIII
- Sun. 23rd ... Personal Grooming for Classes VII, VIII & IX
 Basketball Tournament at Pinegrove School
 Conclude

No. 149. PARENTS' VISITS TO THE HOSPITAL

This is to remind all staff that **ONLY** the 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. 150. 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 respect 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. 151. NEW APPOINTMENTS

1. Mrs. Rosemarie K. Cheema has been appointed as German teacher w.e.f. 22nd March, 2004 to 14th December, 2004.
2. Mr. Sanjay Mitra has been appointed as compliance officer w.e.f. 27th April, 2004.
3. Miss Doris Jacob has been appointed as Library helper on temporary basis w.e.f. 1st May, 2004 to 30th April, 2005.
4. Mrs. Sarla Thakur has been appointed on temporary basis as helper for Staff Room and B.D. w.e.f. 12th May, 2004 for term time only.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 21st May, 2004

152—162

No. 152. PROGRAMME

May

- Fri. 21st ... Under-14 Girls & Boys Basketball Tournament
 Commences at Pinegrove School
- Sat. 22nd ... English Creative Writing Competition
 for Classes VII & VIII
- Sun. 23rd ... Personal Grooming for Classes VII,
 VIII & IX
 Basketball Tournament at Pinegrove
 Conclude
- Wed. 26th ... SUPW
- Fri. 27th ... Vindhya House Show, First
 Performance ... 4-30 p.m.
- Sat. 28th ... Vindhya House Show, Final
 Performance ... 6-15 p.m.
- Sun. 30th ... WOP
 Inter-House Basketball GD Commences
 Inter-House Basketball BD Commences

No. 153. CONDEMNATION—JUNE, 2004

All the store holders are requested to confirm to the Quartermaster by 31st May, 2004 when they would like to get their stores condemned at the end of the 1st term (between 16th to 18th June).

No. 154. STOCK REQUIREMENTS-SECOND TERM 2004.

All stock-holders to please send in their requirements for the Second Term of 2004 (25th July to 10th Dec. 2004), through the Indent book to the Bursar by 15th June 2004.

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

No. 155. 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 'DoF'/DHM during classes and House staff at other times.

No. 156. 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 present on duty

No. 157. 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. 158. 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 DHM, and House Master, Sr. Master/Mistress 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 M I Prefects enter this information in the M I Registers for the concerned staff.

No. 159. CHILDREN RERURNING 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 DHM]. 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. 160. 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 M I Prefects and countersigned by the RMO. The registers are then kept in the Staff Room after the M I 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 M I 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 DoF, Sr. Masters BD & PD, Sr. Mistress and the concerned House-staff are requested to check these registers for the relevant information and sign.

No. 161. 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 concerned clerk 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. 162. EXTENSION IN SERVICE

Mr. Subhash Gupta, Q.M., who was due to retire on 31st July, 2004, has been granted one year extension of service by the Headmaster till 31st July, 2005.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 28th May, 2004

163—165

No. 163. PROGRAMME

May

Fri. 28th ...	Vindhya House Show, First Performance	... 4-30 p.m.
Sat. 29th ...	Vindhya House Show, Final Performance	... 6-15 p.m.
Sun. 30th ...	WOP Inter-House Basketball GD Commences Inter-House Basketball BD Commences	

June

Wed. 2nd ...	SUPW	
Thu. 3rd. ...	BD, GD & PD House Staff Meeting	... 6-00 p.m.

No. 164. 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, 2004.

No. 165. RESIGNATION

Mr. Balkar Singh, Astd. Engineer Electrical has resigned from school service w.e.f. 26th May, 2004.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL SANAWARSANAWAR, THURSDAY, 10TH JUNE, 2004

Part I

173—184

SPECIAL ORDER**Summer Vacation Arrangements—2004.****No. 173. GENERAL.**

Special note for all Housemasters, Housemistresses, Matrons & Party Escorts.

Immediately on receipt of this Special Order please check that children not included in any school party will be travelling under their own arrangements. If the position in respect of any child's uncertain, please inform the Headmaster / Compliance Officer immediately as nothing can be done at the last minute either to inform or enquire from parents or to include the child in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar on the 14th June, 2004 after the prize distribution up till 7-00 p.m. and from 8-00 a. m. on Tuesday, 15th June, 2004. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. Vehicles of parents will be permitted on to the campus from 7-30 a.m. onwards.

(ii) All children traveling in school parties will leave as per details given out later in this order.

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

(iv) **No School bedding, clothing or other school property, except text-books if permitted by subject teachers, will be taken away from the School.**

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

belongings in the dormitory lockers. **Trunk/Holdalls will NOT be taken home by children travelling by school parties. These will be kept with the Matrons. Only one suitcase and one air bag will be permitted to be taken home by children travelling by school party.**

(vi) House Staff will please note that demands for traveling money in respect of children travelling under own arrangements (subject to permission to be obtained, in writing by the child concerned) must be sent to the Headmaster/Compliance Officer well in advance, and **in no case later than Monday 14th June, 2004.** Requests for travel money required by individual children **will not be entertained by the office after that day.**

(vii) The normal traveling money for school parties will be issued to Escorts I/c on Monday, 14th June, 2004 by the School Office.

(viii) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. The detailed accounts of expenditure and all refundable balances should be submitted to the School Office **immediately on return to school.**

No. 174. SECURITY OF PROPERTY

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

No. 175. LEAVE ADDRESS OF STAFF

HoFs, RMO, Sr. Matrons will compile the leave address and telephone numbers of staff in their Faculty/Department and submit the same to the E.A. to H.M., by 15th June, 2004.

No. 176. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Monday, 14th June, 2004 at 2-30 p.m. **All Escorts are required to attend.**

No. 177. DISCIPLINE

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

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

No. 178. TRAVELING DRESS

Children traveling in school parties will dress respectably.

No. 179. LUGGAGE ARRANGEMENTS

(i) All luggage must be labeled with the owner's name, Department, House, home address and station of destination. For this purpose all school parties have been allotted the serial numbers given below, and they are printed **partywise** on the luggage labels which should be obtained from School Office by all Staff concerned personally. The Luggage without proper label pasting will not be accepted.

Srl. No.	School Party	Label Colours
1	Kolkata & Enroute Evening Party	—Khaki
2	New Delhi 'A' Morning Party	—Red
3	New Delhi 'B' Morning Party	—Green
4	New Delhi 'C' Morning Party	—Blue
5	New Delhi 'D' Morning Party	—Khaki
6	Mumbai & Enroute Party	—Yellow
7	Patna Morning Party	—Light green
8	Chandigarh Party	—White

(ii) Party label will be available the School Office on Saturday 12th June, 2004. House Matrons should *personally* collect these as per their requirements.

Special Note : Stick-on labels must be pasted *on the side or front* of Suitcase and NOT ON TOP. It will be the **personal responsibility of House Master/Mistress & Matron to ensure this.**

(iii) Staff members and their families traveling with school parties are requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Monday, 14th June, 2004 of the number of packages (luggage) to be collected from their quarter.

(iv) House Master/Mistress & Matron are responsible for the correct labeling of the luggage of all children. They will please see that labels are firmly pasted on. **They must first ensure that all old labels are removed.**

(v) KOLKATA AND ENROUTE PARTIES

Since the Kolkata Party will travel by Kalka Howrah Mail on 15th June, 2004 hence Luggage of all children traveling in Kolkata and Enroute party must be ready in PD, GD and BD by 5-00 p.m. on 15th June, 2004. The Q.M.'s representative will collect the same from the Matrons by 5-00 p.m. and deposit the luggage in the Q.M.'s Store. The loading to commence at 6-00 p.m. on 15th June, 2004 in the presence of Mr. Tarun Dass, Incharge of the party and representative Q. M. Store. The Kolkata Party will depart from Q.M.'s Store at 7-30 p.m. on 15th June, 2004 in the school Telco Bus.

(vi) NEW DELHI 'A' 'B' 'C' AND 'D' PARTY (MORNING SHATABADI)

Luggage of all children traveling in the party must be ready in PD, GD & BD by 7-00 p.m. on 14th June, 2004. The QM's representative will collect the same from the Matrons by 8-00 p.m. and deposit the same the QM's Store in the presence of Mr. Saju Ram and Gurumeet Singh Clerk, on 14th June, 2004. Mr. Saju Ram is to ensure that the loading of luggage in the truck (DCM Toyata) is completed by 3-45 a.m. on 15th June, 2004. The Party will depart from QM's Stores.

(vii) MUMBAI AND CHANDIGARH PARTIES

Luggage of all the children traveling in these parties must be ready in PD, GD and BD by 8-00 p.m. on 14th June, 2004. The Q.M.'s representative will collect the same from the Matrons by 8-00 p.m. and deposit in the Q.M. Stores with Mr. Saju Ram Clerk on 14th June, 2004. Mr. Saju Ram will ensure that the

loading of luggage is completed by 3-45 a.m. on 15th June, 2004. The party will depart from QM's Stores in School Mini Bus.

Mr Gurumeet and Mr. Saju Ram will ensure that the luggage is loaded in the Chartered Bus/DCM Toyota/School Bus by 3-45 a.m. on 15th June, 2004.

Light luggage such as hand bags, small suit cases, etc., will be carried by the children in the party bus.

The school accepts no responsibilities for losses and staff and children alike must supervise the loading of luggage.

(viii) PORTAGE CHARGES

Children are advised not to give any money to the school employees for carrying their luggage to Gaskell Hall or to porters at the Railway Station. The portage charges will be paid for by the School.

No. 180. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Ranjeet Singh (H.M. Secretariat) and his supporting staff will be present at Kalka railway station and will be Incharge of the allotment of seats to the Delhi party. Escorts are requested to contact him in case of difficulty.

No. 181. ROLL-CALL AT SANAWAR & KALKA FOR SCHOOL PARTIES

Staff I/c escorting the school parties are requested to arrange a roll-call, of children to be escorted, at the BD Quad for New Delhi 'B' and 'C' party and the Q.M. Store for Delhi A,B,C, Kolkata, Mumbai and Chandigarh parties. A Roll call will be arranged at Kalka Railway Station, half an hour before the departure of the train. Children of each party should be present at the roll-call. No excuse for absence will be accepted.

No. 182. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the Escorts from Mr. Ranjeet Singh after the escorts meeting.

No. 183. DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from QM Store and B. D. Quad on 15th June, 2004. in the following order.

Date	Party No.	QM Store	Assemble at QM Store	Departure From QM Stores	Transport
15-6-04	1	Kolkata Party	7-30 p.m.	8-00 p.m.	School Bus
15-6-04	2	New Delhi 'A'	3-30 a.m.	4-00 a.m.	Charter Bus
15-6-04	3	New Delhi 'B'	3-30 a.m.	4-00 a.m.	Charter Bus
15-6-04	4	New Delhi 'C'	3-30 a.m.	4-00 a.m.	School Bus
15-6-04	5	New Delhi 'D'	3-30 a.m.	4-00 a.m.	Charter Bus
15-6-04	6	Mumbai Party	3-30 a.m.	4-00 a.m.	Mini Bus
15-6-04	7	Patna Party	3-30 a.m.	4-00 a.m.	Charter Bus
15-6-04	8	Chandigarh Party	3-30 a.m.	4-00 a.m.	Mini Bus

3. Kolkata Party will depart from school at 7-30 p.m. on 15th June, 2004. From Kalka the party will further travel by Kalka Howrah Mail, Train No. 2312 in AC 3 Tier Sleeper leaving Kalka at 11-40 p.m. same day.
4. New Delhi A, B, C & D parties will leave Sanawar at 4-00 a.m. on 15th June, 2004 for Kalka in the Chartered Bus and luggage in DCM Toyota. From Kalka the Party will further travel by Morning Shatabadi Train No. 2006 leaving Kalka at 6-00 a.m. and will reach New Delhi Railway Station at 10-00 a.m. on 15th June, 2004.
5. Mumbai and Chandigarh Parties will leave Sanawar at 3-30 a.m. on 15th June, 2004, in School Mini Bus for Kalka. The children of Mumbai party will get down at Kalka Railway Station and the bus will further leave for Chandigarh Bus Stand (Hotel Sunbeam) to drop the children of Chandigarh.
6. Compliance Officer assisted by Mr. Saju Ram Clerk and Mr. Gurumeet Singh will supervise departure arrangements. The latter will also please note down the numbers of staff members, their families (aged over three years) and servants if any traveling in party buses other than Escorts of School parties, in order to enable recovery bus fares.

7. Col. Ranjeet will be over all incharge. He will control all Boys and guide all the Escorts till party departure.

No. 184. NEXT TERM

The children are required to be back in school on Sunday, 25th July, 2004 by 5-00 p.m.

Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd July, 2004**

188—204

No. 188. WELCOME

The Chairman, Board of Governors & Headmaster extends a warm welcome to Staff on their return to School for the Founder's Term, 2004.

No. 189. PROGRAMME**July**

- Fri. 23rd ... Staff returns to the school by 6-00 p.m.
- Sat. 24th ... Entire House Staff Meeting,
 Staff Room ... 10-00 a.m.
 HoF Meeting in DoF's Office ... 11-00 a.m.
 Individual Faculty Meetings ... 12-00 noon
- Sun. 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.
- Mon. 26th ... School routine commences after
 breakfast.
 Body snatching & games sets made ... 2-30 p.m.
- Tue. 27th ... P.T. and N.C.C. to commence
 Class X, XII practice examinations
 and the examinations for the other
 classes commences
 The timings are 2-30—5-30 p.m.
- Fri. 30th ... Full Staff Meeting, Staff Room ... 2-30 p.m.
 House Staff Meeting, Staff Room ... 3-00 p.m.
 Founder's Meeting in HM's office ... 3-30 p.m.
- Sat. 31st ... Examinations Conclude.
 Senior Hindi Debating Society
 Meeting

No. 190. DAILY ROUTINE FOR THE SCHOOL

- Rouser ... 5-50 a.m.
 P.T. ... 6-30 a.m.

House Inspection	... 7-20 a.m.
Marching Up	... 7-30 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast (Compulsory for everyone)	9-05—9-25 a.m.
Assembly	9-45-10-00 a.m.
3rd School	10-00-10-40 a.m.
4th School	10-40-11-20 a.m.
Milk Break (Recess)	11-20-11-40 a.m.
5th School	11-40-12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch (Compulsory for everyone)	1-45—2-10 p.m.
1st Session of Games & Hobbies	2-45—3-35 p.m.
Tea Break	3-35—3-50 p.m.
2nd Session of Games & Hobbies	3-50—4-40 p.m.
N. C. C.	5-15—6-00 p.m.
Evening Prep	6-15—7-30 p.m.
Supper	7-40—8-00 p.m.
Baths	... 8-15 p.m.
House Inspection	... 8-25 p.m.
Night Study Hour	8-30—9-45 p.m.

No. 191. 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, 2004 to the Compliance Officer.

No. 192. RETURN SCHOOL PARTIES JULY, 2004

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Establishment Section by 26th July, 2004, 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. 193. 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. 194. 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, 2004 failing which the amount will be deducted from the salary of the individual.

No. 195. 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. 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 R.M.O. 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. 196. 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. 197. 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. 198. 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.
Sunday Timings		
GD & PD 10-00—1-00 p.m.
BD 2-00—5-00 p.m.

No. 199. STAFF VISITS TO THE SCHOOL OFFICE

All staff are requested to reduce their visits to the School Offices to the minimum.

No. 200. THE SCHOOL 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 but drawing the attention of others from doing so and also picking up litter lying around. Receptacles have been provided, where more are required, they will be provided on request.

No. 201. CASUAL LEAVE

It has been observed that Heads of Departments are recommending Casual Leave applications of such individuals working under them who have no leave to credit accounts hence such leave are being treated as leave without pay.

For the smooth functioning and better management it is suggested that departments should keep a track of leave availed by the individuals and only those individuals applications be forwarded duly recommended who have leave to their credit accounts so that employees are aware of their leave position.

No. 202. G. S. TALWAR SCHOLARSHIP FOR STAFF CHILDREN FROM GRADE V-A TO VII FOR YEAR 2004-05.

Mr. G S. Talwar (OS 55-64) has sponsored a scholarship to provide financial assistance to the children of the staff (Grade V-A to VII) whose children have not been educated in The Lawrence School, Sanawar and who have taken the Class XII Board Examination successfully and who 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 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 2004.

No. 203. LEAVING FROM SCHOOL SERVICE

1. Mr. S.R. Radha Krishnan—Math Teacher resign w.e.f. 14-7-2004
2. Mrs. Kamal Baduni—Math Teacher resign w.e.f. 14-7-2004.

No. 204. 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.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th July, 2004

205—224

No. 205. PROGRAMME**July**

Sat. 31st ... Examinations Conclude.
 Senior Hindi Debating Society
 Meeting
 Tutorial Meetings 6-00—7-00 p.m.

August

Sun. 1st ... Study Hour in dorms. 12-15—1-15 p.m.

Wed. 4th ... Steve Young, Singer, Songwriter,
 Guitarist's visit to the school
 Arrival in the School ... 9-00 a.m.
 Morning Assembly 9-40-10-15 a.m.
 Steve Young speaks to the students
 Interactive session with students
 (Class IX to XII) 10-20-10-40 a.m.
 Concert by Steve Young in
 Chapel 5-05—6-15 p.m.
 Dinner hosted by HM in MCR 7-30—9-00 p.m.

Thu. 5th ... Senior English Society Meeting

Sat. 7th ... Senior Hindi Society Meeting
 Junior Inter House Quiz ... 6-15 p.m.
 Visit to Art Museum by Class XI
 and XII Art children

Sun. 8th ... Sanawar Soccer Colts & Atoms v/s
 BCS at BCS
 Teams will leave after lunch.
 Sanawar Soccer Electrons v/s BCS
 at Sanawar

No. 206. OUT STATION MATCHES

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

No. 207. 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. 208. 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. 209. 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. 210. HOSPITAL ORDERS

MI TIMINGS AT MI ROOM, BIRDWOOD from 4th August 2004
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. 211. 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 needfull. The M.I. Prefects will inform Housestaff at the earliest opportunity.

No. 212. VISITING HOURS

Monday to Saturday—4-30 p m to 5-00 p.m. (B.D., G.D., P.D.)

Sunday / Holidays—P.D 9-00 a. m. to 10-00 a.m., G. D. 10-00 a.m. to 11-00 a m. and B. D. 11-00 a.m. to 12-00 noon.

No. 213. 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 R.M.O.

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. 214. LOCKER CHECK FOR MEDICINES

House staff/matrons are requested to check the lockers regularly for any medicines including homcopathic medicines. No one is allowed to keep any kind of medication in the lockers without the prior permission of the R.M.O.

No. 215. 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 R.M.O. 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 3-00 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. 216. 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 R.M.O. with all relevant medical papers. He/she will, after a check-up by the R.M.O., 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. 217. 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. 218. 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. 219. STAFF SICK IN QUARTERS/UNFIT/FIT

If the teaching staff is unfit they should inform the D.H.M./D.O.F. 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. 220. N.C.C. PARADE PRACTICE

The N.C.C. Parade practice will be conducted daily from 5-15 to 6-00 p.m.

No. 221. BATHS B.D.

In view of N.C.C. Parade practice being conducted daily the Baths in B.D. will be as follows :

- (a) Mon.—Sat. ... 8-15—8-45 p.m.
 (b) Sunday ... No Change from the timing given in School Order No. 197 dated 23rd July 2004.

No. 222. P.C.O. TIMINGS B.D.

H.B.D.	Monday	...	2-00 to 2-40 p.m.
N.B.D.	Tuesday		—do—
S.B.D.	Thursday		—do—
V.B.D.	Friday		—do—

PCO Timings—GD

(2-00—2-45 p.m. and 4-45—5-30 p.m.)

Monday	...	Nilagiri & Himalaya
Tuesday	...	Siwalik & Vindhya
Wednesday	...	Holding House
Thursday	...	Siwalik & Vindhya
Friday	...	Nilagiri & Himalaya
Saturday	...	Holding House
Sunday	(10-00 a.m.—12-00 noon)	

&

(2-00—5-00 p.m.) Open to all Houses

PCO Timings—Holding House B.D.

- The Holding House Boys will make the phone call from school PCO with immediate effect as per schedule given below :
 - Himalaya House Tuesday ... 2-00 pm to 3-00 pm
 - Nilagiri House Wednesday ... 2-00 pm to 3-00 pm
 - Siwalik House Thursday ... 2-00 pm to 3-00 pm
 - Vindhya House Friday ... 2-00 pm to 3-00 pm
 - All Houses Sunday ... 10-00 am to 1-00 pm
- The PCO Operator (Mrs. Usha Thakur) will avail her weekly off on Wednesday instead of Monday.

3. When PCO operator goes on leave or avail weekly off, Mr. Gurmeet Singh/Mrs. Satya Rana will do the PCO duty.

PCO Timings for Prep School

Monday to Friday ... 3-00 p.m. to 4-00 p.m.
Sunday ... 10-00 a.m. to 1-00 p.m.

No. 223. APPOINTMENT

Mr. Asit Mukherjee w.e.f. 25th July 2004.

No. 224. RESIGNATION

Mrs. Namrata Bhushan has resigned from the school service.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 6th August, 2004**

225—239

No. 225. PROGRAMME**August**

- Sat. 7th ... Senior Hindi Society Meeting
Junior Inter House Quiz ... 6-15 p.m.
Visit to Art Museum by Class XI
and XII Art children
- Sun. 8th ... Sanawar Soccer Colts & Atoms v/s
BCS at BCS
Teams will leave after lunch.
Sanawar Soccer Electrons v/s BCS
at Sanawar
- Sat. 14th ... Inter Section English Recitation
for V & VI
English Debating Society Meeting
Mathematical Aptitude Test for
Class VII
PPS Nabha Basketball 1st XI boys
team arrives ... 5-00 p.m.
Staff Club Dinner Staff Club ... 7-15 p.m.
- Sun. 15th ... School Holiday
Flag Hoisting followed by
Special Assembly ... 10-00 a.m.
Community Lunch in C.D.H. ... 12-00 noon
Sanawar 1st XI Basketball boys v/s PPS
Nabha at Sanawar
Sanawar 1st XI v/s Support Staff
Soccer Match ... 4-00 p.m.
Sanawar Soccer Atoms v/s Pine
Grove at Sabathu
Sanawar Soccer Electrons v/s Pine
Grove at Sanawar ... 3-00 p.m.

No. 226. REVISED SENIOR SCHOOL TIME TABLE

Rouser	... 5-50 a.m.
P.T.	... 6-30 a.m.
House Inspection	... 7-20 a.m.
Marching Up	... 7-30 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast (Compulsory for everyone)	9-05—9-25 a.m.
Assembly	9-45-10-00 a.m.
3rd School	10-00-10-40 a.m.
4th School	10-40-11-20 a.m.
Milk Break (Recess)	11-20-11-40 a.m.
5th School	11-40-12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.

No. 227. POST LUNCH ROUTINE

Lunch	1-45--2-10 p.m.
First session (Games and hobbies)	2-45—3-35 p.m.
Second session (Games and hobbies)	3-45—4-30 p.m.
Tea	4-30—4-45 p.m.
Baths	4-45—5-15 p.m.
N. C. C.	5-30—6-15 p.m.
Evening Prep	6-20—7-30 p.m.
Supper	7-40—8-00 p.m.
House Inspection	... 8-25 p.m.
Night Study hour	8-30—9-40 p.m.
Lights out	... 10-00 p.m.

On Monday, Tuesday and Thursday, H.M. will take classes of selected students from 3-00 p.m. to 4-00 p.m.

No. 228. 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. 229. STAFF VISITS 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. stores at other times, except by prior arrangement with the Quartermaster.

No. 230. 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 rations / fuel on cash payment will also kindly do so as per programme given above.

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

No. 231. 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. 232. 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. 233. SCHOOL VEHICLES

Unauthorised persons (who are not employees of the school/or do not have prior permission) are not permitted to travel in the 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. 234. 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. 2005, must submit the registration forms of their children to Admission Officer latest by the 26th October, 2004. It may not be possible to accept registration forms received after this date.

No. 235. 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 S.S.C. going towards "Peacested" and G.D. 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/mistress'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 Dhabha, Shaane Himachal and other eating places.**
- (13) All Sweet-Meats Shops in Garkhal.

No. 236 INDEPENDENCE DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dinning Hall on Sunday, 15th August, 2004. 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 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 Girl 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 15-8-2004 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. 237. INDEPENDENCE DAY SPORTS

Supporting Staff Sports are scheduled for 3-30 p.m. to 4-30 p.m. on 15th August 2004.

No. 238. 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. 239. APPOINTMENT

Mr. Duli Chand has been appointed as co-ordinator in the Department of Extra Curricular Activities.

The following boys are appointed prefects for this Founder's Term

- | | |
|-----------------------------------|-------------------|
| (a) Navjot Jammu (SBD) | ... House Prefect |
| (b) Kunal Mahajan (Holding House) | ... House Prefect |
| (c) Deepak Kumar (VBD) | ... House Prefect |

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th August, 2004

240—244

No. 240. PROGRAMME

August

Sat. 14th ...	Inter Section English Recitation for V & VI English Debating Society Meeting Mathematical Aptitude Test for Class VII PPS Nabha Basketball 1st XI boys team arrives ... 5-00 p.m. Staff Club Dinner Staff Club ... 7-15 p.m. Senior School Socials in SSC 8-00-10-00 p.m.
Sun. 15th ...	School Holiday PD and Holding House Breakfast ... 8-00 a.m. Senior School Breakfast (Compulsory) ... 9-00 a.m. Flag Hoisting followed by Special Assembly ... 10-00 a.m. Community Lunch in C.D.H. ... 12-00 noon <u>Sanawar 1st XI v/s Support Staff</u> Soccer Match ... 4-00 p.m. Sanawar Soccer Atoms v/s Pine Grove at Sabathu Sanawar Soccer Electrons v/s Pine Grove at Sanawar ... 3-00 p.m. Sanawar 1st XI Basketball boys v/s PPS Nabha at Sanawar
Mon. 16th ...	Inter House Clay Modeling competition 3-00—5-00 p.m.
Tue. 17th ...	School Art Competition ... 3-00 p.m.
Sat. 21st ...	Inter School Hindi Declamation Competition NGD visit to Army & Air Force Base Ambala Cantt. ... 2-30 p.m.

Basketball Senior Boys & Girls
 Leave for Baru Sahib
 Sun. 22nd ... Picnic at Eagle's Nest for U-III
 Sanawar Basketball Senior Boys &
 Girls v/s Akal Academy Baru Sahib
 Sanawar Soccer 1st XI v/s Solan Distt.
 at Sanawar ... 3-00 p.m.

No. 241. 157TH FOUNDERS 2004 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

... **Headmaster**
Mr. S. Mitra/Mr. Romana

Co-ordination of Activities

... **D H M.**

2nd October, 2004

Gandhi Jayanti (Flag Hoisting) ... **I/c Mrs. Anju Suri, Mr. N. Sharma, Mr. T. Das, Mr. R. Solomon and Mrs. Anjana Chatterjee.**

Chapel Service for OS 1954
 Batch

... **I/c Mrs. N. Sisodia, Mrs. S. Chauhan, Mrs. Barros.**

HM's Tea for OS 1953 Batch

... **I/c Mrs. N. Sisodia, Mrs. A. Adhikari.**

3rd October, 2004

Athletics

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

Jury of Appeal

... **Mr. Vashisht, Capt. R. Bajaj, Mr. J. Roberts, Mrs. A. Bath**

Judges at the Finish

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

Timekeepers	... Mr Asit Mukherjee, Mr. Ravi Mr. D. Sharma, Mr. R.S. Gill
Time Recorders Recorders	... Mrs. N. Tehlan, Mr. G. Sood ... Mrs. A. Suri, Mr. R. P. Gautam, Mrs. M. Bhalla.
Track Umpires	... Dr. S. Khan, Dr. Singla, Mr. Amitava Ghosh.
Marshals	... Mr. Mukesh Chand, Mr. Anil Kumar, Mr. A. Dehloo, Mr. R. Solomon, Mrs. N. Kaur
Starters	... Mr. A. K. Chandel, Mr. D. Singh.
Announcer	... Mr. S. Mukherji
Certificates	... Miss A. Solomon, Mrs. Banita Rishi, Mr. R. Barua
Prizes	... Mr. D. Pant
Opening & Closing	... Mr. A.C. Chauhan, Mr. A.K. Chandel.
Medical Officer	... Dr. (Mrs.) B. Sangha
Band	... Mr. J.S. Rawat
Sound Equipment	... Mr. Suresh Saklani
Basketball	... Mr. Daljinder Singh
Hockey	... Mr. A.K. Chandel
Parent Teachers Meeting (for all Birdwood)	... I/c Mr. R. Puri
Careers	... I/c Mrs. M. Solomon, Mrs. Barros
OS Meeting (Preliminary)	... Mr. Vashisht, Miss A. Solomon
School Show	... I/c Dr. Sharma
Ballet	... Miss Ashli Solomon, Mrs. N. Tehlan, Mrs. Nathaniel, Mrs. M. Bhalla, Mr. Asit Mukherjee, Mr. Solomon, Mr. Narender Sharma, Mrs. S. Gupta, Dr. Khan, Mrs. Puri & Music Deptt.

Invitation Cards	... I/c Mr. R.P. Gautam Mrs. A. Sharma, Mrs. A. Suri, Mr. N. Sharma, Dr. S. Khan, Mr. Ravi Kumar.
Event Management	... I/c Mrs. Chauhan , Mrs. A. Bath Mr. Shubh Mukherjee, Miss P. Chauhan, Mrs. M. Solomon, Mrs. S. Bawa, Mr. Amitava Ghosh, Mr. A. Sharma, Mr. G. Sood.
Tattoo	... I/c Mr. James Roberts Mrs. R. Vasisht
P.T. & Gym.	... Mr. A.C. Chauhan Mr. A.K. Chandel, Mrs. N. Kaur.
Figure Marching	... All P.D. Staff
Bugle Band	... Mr. J. S. Rawat
Dance Item	... Mrs. N. Sisodia, Mrs. R. Grewal, Mrs. A. Lal, Mrs. Waraich, Mrs. Dehloo.
Arena Party	... I/c Mr. D. Pant , Mr. A. Dehloo, Mr. S. Mukherjee, Mr. R.S. Gill, Mr. Mukesh, Mr. Arunava Ghosh.
Seating (Chief Guest)	... I/c Mr. Sukhbir Singh Miss A. Solomon, Mr. N. Sharma.
4th October	
Founder's Assembly	... I/c Capt. R. Bajaj Mr. Deepak Sharma, Mr. & Mrs. Solomon
School N.C.C.	... I/c Mr. P. Vasisht
Parade	... 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 Mr. R. Puri Miss K. Bakshi, Mrs. S. Gupta, Miss A. Arora.
Preparation of Ground	... I/c H.S. Romana, Mr. Gurmeet Singh
<u>Sanitation</u>	... <u>Mr. K. Minhas</u>
V.I.P. Tea	... Mr. R. Nathaniel
Speeches and Prize Distribution	... I/c Mr. R. Puri, Miss A. Solomon
Sound Equipment	... Mr. Suresh Saklani
HM's Lunch	... I/c Mrs. A. Adhikari Mr. R. Nathaniel
O.S. Meetings	... Mr. Vashisht Miss A. Solomon
Exhibitions	... I/c Mr. Duli Chand, All teachers putting up stalls
Miscellaneous	... I/c Mr. H.S. Romana, Mr. K. Minhas
<u>Security/Fire Officer</u>	... <u>Mr. H.S. Romana/Col. Ranjeet</u>
(a) Lunch 3rd Oct.	... <u>Col. Ranjit Singh,</u> Mrs. S. Gupta, Mrs N. Tehlan
(b) Lunch 4th Oct.	... Miss A. Arora, Mrs. R. Grewal Mr. R. P. Gautam
Parking	... I/c Mr. H.S. Romana, Mr. B. Sharma, Mr. S. Mitra.
Acoustics & Recording at functions	... Mr. Suresh Saklani
<u>Registration</u>	... <u>I/c Mr. L.D. Attri,</u> Mr. O.P. Sharma, Mr. Gurmeet Singh, Mr. Jai Dutt Sharma, Mr. Ranjit Singh.

Electrical & Lighting ... I/c Mr. O.P. Patial
 Co-ordinator for Chief
 Guest & Media : ... Mrs. A. Adhikari, Miss S.
 Mukherji.

**No. 242. 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, 2004.

No. 243. MEAL IN M. C. R.

“All School Staff members will henceforth be permitted to dine in MCR with their children over the age of seven, upon payment. This payment does not apply to any child who is a student of the school.”

No. 244. TUCKSHOP MONTHLY CLOSING AUGUST 2004

The Tuck Shop will be closed on 20th August, 2004 (Friday) for monthly closing.

Professor Gautam Chatterjee
 Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th August, 2004**

245—249

No. 245. PROGRAMME**August**

- Sat. 21st ... Inter School Hindi Declamation
Competition
Art Students of Class XI & XII,
Visit to Delhi—
They will leave at 4-00 a.m. to catch
Shatabadi from Kalka.
NGD visit to Army & Air Force Base
Ambala Cantt. ... 2-30 p.m.
Basketball Senior Boys & Girls
Leave for Baru Sahib
Soccer 1st XI Boys leave for PPS
Nabha ... 2-45 p.m.
- Sun. 22nd ... Picnic at Eagle's Nest for U III
Sanawar Basketball Senior Boys &
Girls v/s Akal Academy Baru Sahib
Sanawar Soccer colts v/s Pine Grove
at Sanawar ... 3-00 p.m.
Sanawar Soccer 1st XI v/s PPS
Nabha at Nabha
Study Hours in dormitory 12-15—1-15 p.m.
Art Students of XI & XII, return from
Delhi
- Mon. 23rd ... Inter House Badminton (GD) commences
- Wed. 25th ... Arrival of Teams for Bhupinder Singh
Memorial Soccer Tournament
- Thu. 26th ... Bhupinder Singh Memorial Tournament
commences

Toutine for Thursday

P.T. and First School	Normal time
Breakfast PD & Class VII	... 7-35 a.m.
Breakfast Sr. School	... 8-25 a.m.

Opening Ceremony of Bhupinder

Singh Memorial Tournament	... 9-00 a.m.
---------------------------	---------------

After the match is over School will march up to Birdwood and classes will start from 3rd. School onwards as follows :

3rd School	10-30—11-05 a.m.
4th School	11-05—11-40 a.m.
Milk Break	11-40—11-55 a.m.
5th School	11-55—12-30 p.m.
6th School	12-30—1-05 p.m.
7th School	1-05—1-40 p.m.
Lunch	1-45 p.m.

Senior English Debating Society Meeting

Sat. 28th ... Mathematical Aptitude Test for Class VI

Senior Hindi Debating Society Meeting

Sun. 29th ... Bhupinder Singh Memorial Soccer Tournament concludes

No. 246. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL

Through this order all concerned are requested to forward to the Compliance Officer any Debit Note, Loss Slips, Credit Tuck Shop Slips etc , latest by 2nd September, 2004 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-2004 whereafter no further adjustments will be possible.

No. 247. 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 R. M. O.

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. 248. 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 P.F. may do so by writing a letter addressed to the Establishment Section mentioning the percentage of voluntary contribution.

No 249. CORRIGENDUM

While Mrs S. Roberts will be incharge of the School Ballet, Mr. Ravi Kumar will assist Mrs. N. Sisodia for Tattoo dance practices.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th August, 2004**

250—253

No. 250. PROGRAMME**August**

- Sat. 28th ... Mathematical Aptitude Test for
Class VI
Senior Hindi Debating Society Meeting
- Sun. 29th ... Bhupinder Singh Memorial Soccer
Tournament concludes
4th H.P. State Inter School Shooting
Championship commences
- Mon. 30th ... 1st School cancelled
Brothers & Sisters to tie Rakhi in
Birdwood
Administrative Holiday
- Tue. 31st ... 4th H.P. State Inter School Shooting
Championship concludes

September

- Wed. 1st ... Inter House Athletics Commences
- Thu. 2nd ... IPSC Table Tennis Tournament for Boys &
Girls cancelled
- Sat. 4th ... Mathematical Aptitude Test for class V
Upper sixer's Dinner for Staff on the
eve of Teachers Day
7th CBSE Cluster Basketball for boys
Commences at Chandigarh
- Sun. 5th ... Teacher's Day
Staff & Upper Sixer's Photograph

No. 251. RULES FOR DAY SCHOLARS

- 1. Day scholars will be governed by the same school policies and rules as the boarders, especially with regard to leave.**

2. **It is compulsory for all Day Scholars in the Campus to attend all School activities from morning P.T. to evening Prep.**
3. **Birdwood is out of bounds for everyone, after supper.**

No. 252. 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 Compliance Officer.

One proforma can take a number of entries and it is advisable that the proforma is submitted to the Compliance Officer by 5th of each month for the proceeding month, who will then work out the amount and put up to the Compliance Officer for sanction.

No. 253. ADMINISTRATIVE HOLIDAY

Monday, 30th August, 2004 will be a holiday on account of Raksha Bandhan for Administrative Staff.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd September, 2004

254—257

No. 254. PROGRAMME**September**

- Sat. 4th ... Mathematical Aptitude Test for class V
7th CBSE Cluster Basketball for boys
Commences at Chandigarh
Upper Sixer's will take the classes
after Milk Break
Senior Hindi Debate, Barne Hall ... 6-15 p.m.
Upper sixer's Dinner for Staff on the
eve of Teachers Day
- Sun. 5th ... Teacher's Day
Staff & Upper Sixer's Photograph
postponed
- Mon. 6th ... Special programme for Janamashthmi
in Barne Hall 6-45—7-45 p.m.
The whole school will attend
Supper for PD & Holding House
will be at 6-15 p.m.
- Tue. 7th ... Janamashthmi School &
Administrative Holiday
- Thu. 9th ... Senior English Debating Society
Meeting
Workshop on Glass Blowing
- Fri. 10th ... Tutorial Meeting of the Prefects
with Headmaster 7-30—8-30 p.m.
- Sat. 11th ... Inter Section English Elocution for
Class V & VI
Recitation for Class VII & VIII
- Sun. 12th ... Ramgarh Fort Trip for U IV
Picnic to Eagle's Nest for L III
Inter House Business Quiz for XI & XII

No. 255. 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. 256. EXPENDITURE FOUNDER'S—2004

In order to regulate the expenditure for the Founder's celebration 2004 I/cs of the various events/activities will put up their requirements to the Compliance Officer duly approved by the HOFs concerned by 15th September, 2004.

No. 257. SCHOOL AND ADMINISTRATIVE HOLIDAY

Tuesday, 7th September, 2004 will be a holiday on account of Janamashthmi for School and Administrative staff.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th September, 2004

258—261

No. 258. PROGRAMME**September**

- Fri. 10th ... Tutorial Meeting of the Prefects
with Headmaster 7-30—8-30 p.m.
- Sat. 11th ... Inter Section English Elocution for
Class V & VI
Recitation for Class VII & VIII
- Sun. 12th ... Ramgarh Fort Trip for U IV
Picnic to Eagle's Nest for L III
Inter House Business Quiz for
XI & XII ... 6-30 p.m.
- Thu. 16th ... IPSC Boxing Championship at
MNSS Rai Cancelled
- Sat. 18th ... Junior English Debating Society Meeting
Senior Inter-House Quiz
Peace March

No. 259. 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 5-10-2004 by Kalka—New Delhi Shatabadi/
Kalka (AC Chair Car) at 0600 Hrs.
- (b) Delhi to Sanawar on 7-10-2004 by New Delhi—Evening
Shatabadi leaving New Delhi Railway Station at 4-30 p.m.

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

No. 260. 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 2004, 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 7th November, 2004 (10.00 a.m.).

No. 261. APPOINTMENT

Shivangi Mittal has been appointed House Prefect SGD for the Founder's Term.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th September, 2004**

262—265

No. 262. PROGRAMME**September**

Sat. 18th ... Junior English Debating Society Meeting
Senior Inter-House Quiz
Peace March

Sat. 25th ... Inter-House P.T. Competition
Feed the marks by Lunch.
Founder's Programme from 28th
September, 2004

No. 263. 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 Compliance Officer or Fees Incharge on 2nd October.

No. 264 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 Compliance Officer 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.

No. 265. TUCK SHOP MONTHLY CLOSING

The Tuck Shop will be closed on 20-9-2004 for Monthly Stock Taking.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th September, 2004**

266—268

No. 266. PROGRAMME**September**

Sat. 25th	...	Inter-House P.T. Competition	...	3-00 p.m.
		Feed the marks by Lunch.		
Sun. 26th	...	Tattoo Practices Start	...	7-00 p.m.
Tue. 28th	...	Founder's Practices as per detailed itinerary		
		Assessment Meeting V, VI & VII	...	10-00 a.m.
		Assessment Meeting VIII & above	...	12-00 noon
Wed. 29th	...	All India Inter School Shooting at Indore		
Thu. 30th	...	First Performance of the School Concert	...	4-30 p.m.

October

Fri. 1st	...	Founder's Practices		
		First Performance of Tattoo	...	7-20 p.m.
Sat. 2nd	...	Winter Kit Comes in to effect		
		Gandhi Jayanti Flag hoisting followed by Special Assembly	...	10-00 a.m.
		Chapel Service for the batch of '54	...	4-00 p.m.
Sun. 3rd	...	Rouser	...	6-00 a.m.
		Baths	...	6-30 a.m.
		Breakfast Sr. School	...	8-00 a.m.
		Breakfast PD & HH	...	9-00 a.m.
		Annual Athletics Meet	...	10-00 a.m.
		Career Fair/Parent Teachers Meeting Birdwood	12-00 noon onwards	
		HM's Lunch for Parents & Old Sanawarian	12-30—2-00 p.m.	
		Exhibitions	2-00—4-00 p.m.	

		Old vs. Present Sanawarian	
		Hockey/Basketball Match	... 4-00 p.m.
		School Concert	... 4-30 p.m.
		OS Preliminary Meeting SSC	... 5-00 p.m.
		Supper P.D. & H.H.	... 6-30 p.m.
		Tattoo Final Performance	... 7-20 p.m.
		All Visitors to be off Campus by 9-00 p.m.	
		Supper Sr. School	... 9-00 p.m.
		Lights Out	... 10-00 p.m.
Mon. 4th	...	Rouser	... 5-50 a.m.
		Breakfast Sr. School	... 7-00 a.m.
		Founder's Assembly in Chapel	... 8-00 a.m.
		Breakfast PD & HH	... 8-00 a.m.
		NCC followed by HM's Speech, Prize giving, Chief Guest Speech and introduction with the staff	... 10-00 a.m.
		Headmaster's Lunch for Chief Guest, Special Invitees, Prefects & their Parents (MCR)	1-00—2-00 p.m.
		Exhibitions	2-00—3-30 p.m.
		OS Meeting (SSC)	... 3-00 p.m.
		School Concert	... 4-30 p.m.
		S.O.P. Prep School	... 5-30 p.m.
		S.O.P. Sr. School	... 6-30 p.m.
		Note : Dormitory roll call timings :	
		Sun. 3rd :	2-15 p.m. & 5-15 p.m.
		Mon. 4th :	2-15 p.m.
		Post Founder's Holiday Routine :	
Thu. 7th	...	Founder's Break Conclude 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 PD & HH	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Fri. 8th	...	Rouser	... 6-00 a.m.
		Normal classes commence with 1st School.	

No child should be out of classroom when the class is on.

No child should be outside the class after one school if there is a double school.

If the children are in Art, Computers or Physical Education classes should enter the Birdwood only after the bell.

No 267. WORKING DAYS FOR NON-VACATION STAFF

In view of Founder's preparation 25th and 26th Sep. (Sat. & Sun.) will be full working days.

2nd Oct & 3rd Oct. which are holidays will also be working days. Loss of holidays on 25th (half day), 26th Sep., 2nd Oct., 3rd Oct. will be compensated by salary as per existing rules.

No. 268. 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.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Monday 11th October, 2004**

269—276

No. 269. PROGRAMME

Mon. 11th ...	Hockey teams to be made	... 3-00 p.m.
Wed. 13th ...	Festival Match between Staff & Students	... 3-30 p.m.
	P. D. Hockey team leave for Pine Grove School Subathu	... 5-00 p.m.
Thu. 14th ...	Junior Hockey Tournament at Pine Grove Subathu Commences. Senior English Debating Society Meeting	
Sat. 16th ...	Junior H.T. at Subathu conclude. Senior Inter House Quiz.	... 5-00 p.m.
Sun. 17th ...	Hockey Senior Boys & Girls V/s Pinegrove at Sanawar cancelled.	

No 270. 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. 271. ARTICLES LOANED BY STORES

Articles taken on loan for Founder's may please be returned to various stores / department by 12th Oct. 2004 if not already done. Store and department incharges will forward lists of defaulters by 15th October.

No. 272. 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. 273. 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 R.M.O. lists of such children of their Houses so that the R.M.O. could get necessary inoculations/vaccinations done well in time.

These lists must reach the R.M.O. latest by 26th October, 2004, failing which it will not be possible for the R.M.O. to arrange for International Health Certificates. This advance information is needed by the R.M.O. for the reason that International Health Certificates now have to be brought 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 R.M.O.

All concerned are requested to take prompt action.

No. 274. ACCOUNTING OF MONEY DRAWN FOR FOUNDER'S 2004.

All Staff Members who have drawn money from the Accts. Section for meeting expenditures for Founder's 2004 are requested to submit details of expenditures alongwith supporting documents by 17th Oct. 2004 failing which the outstanding amount will be deducted from the salary for the month of Oct. 2004.

No. 275. 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. 276. 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 | ... | 1-00 a.m. to 12-30 p.m. (on all days less Sunday & Holidays). |

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 15th October, 2004**

277—288

No. 277. PROGRAMME

- Sat. 16th ... Junior Hockey Tournament at Subathu
conclude
Senior Inter House Quiz postponed
to Saturday, 27th Oct.
Supper P.D. ... 6-00 p.m.
Musical Presentation by Mr. Pallav
Banerjee in Barne Hall 6-30—7-30 p.m.
- Sun. 17th ... Hockey Senior Boys & Girls V/s Pinegrove
Cancelled.
- Mon. 18th ... Inter House basketball (BD) Commences
- Wed. 20th ... Visit to Legislative Assembly,
Chandigarh for XII class Pol. Sc. Students
postponed
- Fri. 22nd ... Dusehra Administrative Holiday
- Sat. 23rd ... Inter House basketball (BD) Conclude
Inter House Quiz (Seniors)
Barne Hall ... 5-00 p.m.
Hockey Atoms & Colts leave for
BCS Shimla ... 4-00 p.m.
BCS Hockey Colts & Basketball colts
teams arrive ... 5-00 p.m.
- Sun. 24th ... Hockey Atoms & Colts at BCS Shimla
BCS Hockey Colts & Basketball
at Sanawar.

No. 278. 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. 279. 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. 280. 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. 281. 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. 282. 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 Compliance Officer giving details of outstanding bottles Rs. 5/- per bottle will be charged.

No. 283. 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. 284. 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. 285. SMOKING & DRINKING ON THE SCHOOL CAMPUS.

Further to School Order dated 27th February 2004, 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. 286. WASTE FOOD OF C. D. H.

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

No. 287. SALE OF PEPSI IN TUCK SHOP

Some left over Pepsi (2 ltrs) bottles from Founders 2004 are available for sale in Tuck Shop at reduced rate of Rs. 35/- (M.R.P. Rs. 40/- per bottle). The sale would be on cash payment.

No. 288. ADMINISTRATIVE HOLIDAY

Friday, 22nd October, 2004, will be a holiday on account of
Dusehra.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Thursday 21st October, 2004**

289—294

No. 289. PROGRAMME

- Sat. 23rd ... Inter House basketball (BD) matches Concludes
 Hockey Atoms & Electrons teams leave for
 BCS Shimla ... 4-00 p.m.
 Hockey 1st XI team leaves for YPS
 Mohali ... 4-00 p.m.
 Inter House Quiz (Seniors)
 Barne Hall ... 5-00 p.m.
 BCS Hockey Colts & Basketball colts
 teams arrives ... 5-00 p.m.
- Sun. 24th ... Hockey Atoms & Electrons Vs. BCS
 at BCS Shimla
 Hockey Colts Vs. BCS at Sanawar
 Basketball Colts Vs. BCS at Sanawar.
 Hockey 1st XI Vs. YPS Mohali at Mohali
 IPSC Precision shooting competition
 RIMC Dehradun cancelled
- Wed. 27th ... Basket Ball Colts Boys & Girls Vs.
 APS Dagshai Cancelled.
 Hockey Colts & Atoms boys Vs.
 APS Dagshai Cancelled.
- Thu. 28th ... Balmiki Jayanti Administrative Holiday
 BCS Staff Hockey team arrives ... 12-00 noon
 BCS Staff Vs. Sanawar Staff
 Six a—side Hockey at Sanawar ... 3-00 p.m.
- Sat. 30th ... Inter House Junior English Debate
 Inter House Poetry Recitation for
 Class V & VI

No. 290. 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. 291. 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 292. 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. 293. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)

Please refer to School Order No. 26, dated 18th February, 2004 (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 DHM will be taken if the guest(s) are to dine for more than 3 days.
- (e) Only Spouse entitled to meals in the CDH/MCR.

No. 294. ADMINISTRATIVE HOLIDAY

Thursday 28th October, 2004, will be a holiday on account of Balmiki's Birthday.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th October, 2004

295—301

No. 295. PROGRAMME

October

- Sat. 30th ... Inter House Junior English Debate
Inter House Poetry Recitation for
Class V & VI
Hockey Atoms and Basketball Electrons
teams leave for BCS Shimla
- Sun. 31st ... Hockey Atoms vs. BCS at BCS Shimla
Basketball Electrons Boys vs. BCS at
BCS Shimla

November

- Mon. 1st ... Interview for Exchange Programme
- Thu. 4th ... Hockey 1st XI team leaves for Duleep
Memorial Hockey Tournament at BCS
- Fri. 5th ... Dulip Memorial Hockey Tournament at
BCS Commences
IPSC Athletics Meet Boys & Girls cancelled
- Sat. 6th ... Senior English Debate
Interview for Exchange Programme conclude
- Sun. 7th ... Entrance Examination for class V and VII
Dulip Memorial Hockey Tournament at
BCS Concludes

No. 296. 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. 2004.

No. 297. 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. 298. ENTRANCE TEST FOR ADMISSION TO CLASS V & VII ON SUNDAY 7th NOVEMBER 2004.

- (a) **Turnout of children :** The House staff and matrons will ensure that children are turned out neatly on 7th Nov. 2004.
- (b) **Fall in For Lunch :** The School children will fall in for lunch on 7th Nov. 2004 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 7th Nov. 2004.
- (d) **Cinema :** There will be no film on Sunday the 7th Nov. 2004. 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 7th Nov. 2004 Housemasters/mistress to note.

No. 299. 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. 300. DIWALI HOLIDAYS—ADMINISTRATIVE STAFF

Friday 12th November, 2004 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 13th November 2004.

No. 301. 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 11th November, 2004 from Sanawar to New Delhi and 16th November, 2004 from New Delhi to Sanawar he/she may apply to the Compliance Officer for the same latest by 1st November, 2004.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th November, 2004

302—303

No. 302. PROGRAMME**November**

- Fri. 5th ... Dulip Memorial Hockey Tournament at
BCS Commences
IPSC Athletics Meet Boys & Girls cancelled
Inter-Class Hindi Poetry Recitation
For Classes V & VI, Barne Hall ... 5-30 p.m.
- Sat. 6th ... Senior English Debate
Interview for Exchange Programme conclude
- Sun. 7th ... Entrance Examination for class V and VII
Dulip Memorial Hockey Tournament at
BCS Concludes
- Mon. 8th ... Interview for New Admission Children
for class V & VII commences
Pentangular Hockey Tournament Commence
- Tue. 9th ... Interview for New Admission Children
for class V & VII
State Chess Championship at Solan
Commences
- Wed. 10th ... Interview for New Admission Children
for class V & VII Conclude
State Chess Championship at Solan
Conclude
- Thu. 11th ... Parents Teacher Meeting of L-VI &
U-VI children, Birdwood ... 2-15 p.m.
Children to go home for Diwali
Break at ... 2-30 p.m.
- Fri. 12th ... Administrative Holiday—Diwali
- Mon. 15th ... School & Administrative Holiday for
Id-ul-Fitter

Tue. 16th ... Children return after Diwali & Id-ul-Fitter
Break by 5-00 p.m.

No. 303. SCHOOL AND ADMINISTRATIVE HOLIDAY

Monday, 15th November, 2004 will be a holiday on account of
Id-ul-Fitter.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th November, 2004

304—311

No. 304. PROGRAMME**November**

- Fri. 19th ... Inter-House Hockey Tournament
- Sat. 20th ... Inter-House Music Competition Cancelled
- Sun. 21st ... Inter-House Hockey Tournament
- Mon. 22nd ... Inter-House Hockey Tournament
Conclude
Practical Examination for Class XII
Commences
- Fri. 26th ... Guru Nanak's Birthday
School & Administration Holiday
Health Camp by Doctors from Fortis
Chandigarh from 9-30 to 5-00 p.m.
- Sat. 27th ... Health Camp by Doctors from Fortis
Chandigarh from 9-30 to 5-00 p.m.

No. 305. CONDEMNATION OF STORES

All stock holders are requested to confirm to the Quartermaster by the 20th November, 2004 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 Compliance Officer.

No. 306. 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. 307. 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. 308. 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. 309. 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 anywhere outside the school campus. Heads of Department are requested to explain this to all staff working under them.

No. 310. OBITUARY

"I convey with sorrow and deep regret that Mr. Ram Kishan Mazdoor working in Electrical department has passed away on 14-11-2004".

No. 311. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 26th November, 2004 will be a holiday on account of Guru Nanak's Birthday.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th November, 2004

312—314

No. 312. PROGRAMME**November**

- Fri. 26th ... Guru Nanak's Birthday
 School & Administration Holiday
 Health Camp by Doctors from Fortis
 Chandigarh from 9-30 to 5-00 p.m.
- Sat. 27th ... Health Camp by Doctors from Fortis
 Chandigarh from 9-30 to 5-00 p.m.
 Hockey Six-a-Side Pine Grove Staff Vs.
 Sanawar Staff at Sanawar ... 3-00 p.m.

December

- Thu. 2nd ... Staff & Upper Six Photograph 3-00 p.m. onwards
- Sat. 4th ... Final Examination Commences
- Fri. 10th ... Final Examination Conclude
- Sat. 11th ... Home Day
- Sun. 12th ... Marks to be fed into Computer
 by 3-00 p.m. positively
- Mon. 13th ... Promotion Meeting ... 2-15 p.m.
 Staff Club Dinner at Kasauli
 Resort ... 8-00 p.m.

No. 313. BREAK UP PARTY VENUES—2004

- | | | |
|-----------------|-----|---------------------|
| Himalaya | ... | Art Room |
| Nilagiri | ... | S.S.C. |
| Siwalik | ... | Barne Hall |
| Vindhya | ... | Gaskell Hall |

No. 314. STAFF—VACATION ADDRESSES

Heads of Faculties, R.M.O. 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 Department Officer by 12th Dec. 2004.

Professor

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 3rd December, 2004**

315—324

No. 315. PROGRAMME**December**

Sat. 4th	...	Final Examination Commences	
Fri. 10th	...	Final Examination Conclude	
		Home Party can go after Lunch	
Sat. 11th	...	Home Day	
Sun. 12th	...	Marks to be fed into Computer	
		by 3-00 p.m. positively	
Mon. 13th	...	Promotion Meeting	... 2-15 p.m.
		Staff Club Dinner at Kasauli	
		Resort	... 8-00 p.m.

No 316. 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, 2004. 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. 317. 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 stock taking of clothing after the school closes.

No. 318. 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 319. 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. 320. 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. 321. 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. 322. 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. 323. 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 324. 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. 2004 to 18th Feb. 2005.

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.

Professor Gautam Chatterjee
Headmaster

THE LAWRENCE SCHOOL SANAWARSANAWAR, MONDAY, 6TH DECEMBER, 2004

Part I

325—337

SPECIAL ORDER**Winter Vacation Arrangements—2004.****No. 325. GENERAL.***Special note for all Housemasters, Housemistresses, Matrons & Party Escorts.*

Immediately on receipt of this Special Order please check that children not included in any school party will be travelling under their own arrangements. If the position in respect of any child is uncertain, please inform the Headmaster *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include the child in any school party.

(i) Children going home with their parents can be allowed to leave Sanawar from 4-00 p.m. on Friday, 10th December, 2004. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. Vehicles of parents will be permitted on to the campus from 3-00 p.m. onwards.

(ii) All children travelling in school parties will leave on 10th December, 2004 as per details given out later in this order.

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

(iv) **No School bedding, clothing or other school property, except text-books if permitted by subject teachers, will be taken away from the School.**

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

belongings in the dormitory lockers. **Trunks/Holdalls will NOT be taken home by children travelling by school parties. These will be kept with the Matrons. Only one small suitcase and one air bag will be permitted to be taken home by children travelling by school party.**

(vi) House Staff will please note that demands for travelling money in respect of children travelling under own arrangements (subject to parents permission to be obtained, in writing by the child concerned) must be sent to the Headmaster in advance, and **in no case later than Friday 3rd December, 2004.** Requests for travel money required by individual children **will not be entertained by the office after that day.**

(vii) The normal travelling money for school parties will be issued to Escorts I/c on Thursday, 9th Dec., 2004 by the School Office.

(viii) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. The detailed accounts of expenditure and all refundable balances should be submitted to the School Office **immediately on return to school.**

No. 326. SECURITY OF PROPERTY

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

No. 327. LEAVE ADDRESS OF STAFF

HoFs, RMO, Sr. Matrons will compile the leave address and telephone numbers of staff in their Faculty/Department and submit the same to the E.A. to H.M., by 15th Dec., 2004.

Matrons will submit their addresses and telephone numbers direct to Asstt. Manager (Admin.)

No. 328. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Friday, 10th December, 2004 at 2-15 p.m. **All Escorts are required to attend.**

No. 329. DISCIPLINE

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

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

No. 330. TRAVELING DRESS

Children travelling in school parties will dress respectably.

No. 331. LUGGAGE ARRANGEMENTS

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

Srl. No.	School Party	Label Colours
1	Patna Party	—Yellow
2	Kolkata & Enroute Party	—Khaki
3	New Delhi 'A' Morning Party	—White
4	New Delhi 'B' Morning Party	—Blue
5	Mumbai & Enroute Party	—Green
6	New Delhi 'C' Evening Party	—Red
7	New Delhi 'D' Evening Party	—White
8	Chandigarh Party	—Khaki

(ii) Party labels will be available in the School Office on Wednesday 8th Dec., 2004. House Matrons should *personally* collect these as per their requirements.

Special Note : Stick-on labels must be pasted *on the side or front* of Suitcase and NOT ON TOP. It will be the **personal responsibility of House Master/Mistress & Matrons to ensure this.**

(iii) Staff members and their families travelling with school parties are requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quarter-master by the evening of Thursday, 9th Dec., 2004 of the number of packages (luggage) to be collected from their quarter.

(iv) House Master/Mistress & Matrons are responsible for the correct labeling of the luggage of all children. They will please see that labels are firmly pasted on. **They must first ensure that all old labels are removed.**

(v) KOLKATA PARTIES

The luggage of all children travelling in the party must be ready in PD, GD & BD by 6-00 p.m. on 10th December, 2004. The Q.M.'s representative will collect the same from the Matrons by 6-00 p.m. and deposit in the Q.M.'s Stores with Mr. Saju Ram on 10th December, 2004. Mr. Saju Ram to ensure that the loading of luggage is completed by 7-30 p.m. on 10th December, 2004. The children of these Parties will depart from Q.M. Stores.

(vi) NEW DELHI 'A' 'B' 'C' AND CHANDIGARH PARTY

Luggage of all children travelling in the party must be ready in PD, GD & BD by 1-30 p.m. on 10th Dec., 2004. The QM's representative will collect the same from the Matrons by 1-30 p.m. and deposit with Mr. Saju Ram on 10th December, 2004. Mr. Saju Ram to ensure that the loading of luggage is completed by 1-30 p.m. on 10th December, 2004. The children from GD & PD will depart from QM's Stores and BD from BD Quad.

(vii) MUMBAI AND PATNA PARTIES

Luggage of all the children travelling in these parties must be ready in PD, GD and BD by 7-00 p.m. on 10th Dec., 2004. The Q.M.'s representative will collect the same from the Matrons by 8-00 p.m. and deposit in the Q.M. Stores with Mr. Saju Ram Clerk on 10th Dec., 2004. Mr. Saju Ram will ensure that the loading of luggage is completed by 8-30 p.m. on 10th Dec., 2004. The party will depart from Q.M.'s Stores at 3-45 a.m. on 11th December, 2004.

Mr. Jai Dutt and Mr. Saju Ram will ensure that the luggage is loaded in the Chartered Buses / DCM Toyota by 2-00 p.m.

Light luggage such as hand bags, small suit cases, etc., will be carried by the child in the party bus.

The school accepts no responsibilities for losses and staff and children alike must supervise the loading of luggage.

(viii) PORTAGE CHARGES

Children are advised not to give any money to the school employees for carrying their luggage to Gaskell Hall or to porters at the Railway Station. The portage charges will be paid for by the School.

No. 332. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Ranjeet Singh will be present at Kalka railway station and will be Incharge of the allotment of seats to the Delhi party. Escorts are requested to contact him in case of difficulty.

No. 333. BREAKFAST

Breakfast :—P.D., Mumbai & Chandigarh Party will have breakfast at 7-00 a.m., and the Senior School at 8-30 a.m.

No. 334. ROLL-CALL AT SANAWAR & KALKA FOR DELHI PARTIES

Staff I/c escorting the school parties are requested to arrange a roll-call, of children to be escorted, at the BD Quad for Delhi 'D' party (BD & PD Boys) and the Q.M. Store for Delhi (C), party (GD and PD Girls). A Roll call will also be arranged at Kalka Railway Station, half an hour before the departure of the train. Children of each party should be present at the roll-call. No excuse for absence will be accepted.

No. 335. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the Escorts from Mr. Ranjeet Singh after the escorts meeting.

No. 336. DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from QM Store and B.D. Quad on 10th Dec., 2004, in the following order.

QM Stores	Date	Assemble at QM Stores	Departure from QM Stores	Transport
Patna Party (11-12-2004)		3-15 a.m.	3-45 a.m.	Chartered Bus
Kolkata Party (10-12-2004)		7-30 p.m.	8-30 p.m.	Chartered Bus
New Delhi 'B' Party (, ,)		2-15 p.m.	2-30 p.m.	Chartered Bus
Mumbai Party (11-12-2004)		3-15 a.m.	3-45 a.m.	Chartered Bus
Chandigarh Party (10-12-04)		2-15 p.m.	2-30 p.m.	Chartered Bus
BD Quad	Date	Assemble at BD Quad	Departure from BD Quad	Transport
New Delhi A Party (10-12-04)		2-15 p.m.	2-30 p.m.	School Bus

3. The Patna, Mumbai (A Party will leave Sanawar at 3-45 a.m. on 11th December, 2004) for Kalka in Chartered Bus.
4. The New Delhi (B) party will leave Sanawar at 2-30 p.m. on 10th December, 2004 for Kalka in the School Bus/DCM Toyota will be used for their luggage.

The children going by Evening Parties, House Staff will be responsible to ensure that the children reach the QM Stores per para above.

5. Kolkata Parties will leave Sanawar at 8-30 p.m. on 10th December, 2004, in School Mini Bus for Kalka. The children of Kolkata party will get down at Kalka Railway Station and the bus will further leave for Chandigarh Bus Stand (Hotel Sunbeam) to drop the children of Chandigarh Party.
6. New Delhi 'C' & 'D' Parties will leave Sanawar at 2-30 p.m. on 10th December, 2004 in Chartered Bus/School Bus. From Kalka the parties will travel by Evening Shatabadi. Train No. 2012 for New Delhi, leaving Kalka at 5-30 p.m.

→. The Asstt. Manager (Admin.) assisted by Mr. Saju Ram Assistant and Mr. Jai Dutt will supervise departure arrangements. The latter will also please note down the numbers of staff members, their families (aged over three years) and servants if any travelling in party buses other than Escorts of school parties, in order to enable recovery of bus fares.

No. 337. NEXT TERM

The children are required to be back in school on Sunday, 20th February, 2005 by 5-00 p.m.

Gautam Chatterjee
Headmaster