

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th February, 2005

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## No. 3. WELCOME

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

## No. 4. PROGRAMME

### February

- Fri. 18th ... Staff returns to School  
 Sr. Master/Sr. Mistress Meeting of Matrons  
 with Bursar
- Sat. 19th ... Full Staff Meeting, Birdwood  
 Staff Room ... 10-00 a.m.  
 Head of Faculty Meeting  
 Staff Room ... 12-00 noon  
 Individual Faculty  
 Meetings ... 2-00 p.m.  
 Seperate House Staff Meetings ... 6-00 p.m.  
 OHM's Vacation Staff Dinner  
 in MCR ... 7-45 p.m.
- Sun. 20th ... Pupils return to school by 5-00 p.m. Parents are  
 requested to leave the school site by 6-00 p.m. latest.  
 Class VII pupils of 2004 to move directly to their  
 respective parent houses
- Mon. 21st ... School routine commences from Breakfast  
 Opening Term Assembly  
 Evening Prep commences ... 6-15 p.m.
- Tue. 22nd ... First two schools start  
 Cricket, Basketball teams  
 to be made ... 2-30 p.m.  
 Compartment Exams. commence  
 Hobbies lists to be made by Housestaff

Wed. 23rd ... Oath Taking Ceremony by the Prefectorial  
Body 2005 ... 9-30 a.m.

New pupils admission, class VII, all houses.  
HM's lunch for new pupils & their parents  
in the MCR.

Thu. 24th ... New pupils admission class V,  
Himalaya & Siwalik only  
HM's lunch for new pupils & their parents  
in the MCR  
Games and hobbies commence

No. 5. DAILY ROUTINE (Sr. SCHOOL)

Rouser	... 5-50 a.m.
Morning P.T.	6-30—7-00 a.m.
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	9-05—9-20 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.
Sr. School Lunch	... 1-45 p.m.
1st Session	2-50—3-50 p.m.
Tea	... 3-50 p.m.
2nd Session	4-00—5-00 p.m.
Bath	... 5-20 p.m.
Prep	6-15—7-30 p.m.
Supper	... 7-40 p.m.
Inspection	... 8-20 p.m.
Study hour	8-30—9-45 p.m.
Lights out	... 10-00 p.m.

**No. 6. DAILY ROUTINE P.D.**

M.I.	7.40—8.00 a.m.
Breakfast	7.55—8.15 a.m.
1st School	8.20—9.00 a.m.
2nd School	9.00—9.30 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 p.m.
Games (Mon, Wed., Thu., Sat.)	1.45—2.45 p.m.
Hobbies (Tue. & Fri.)	1.45—2.45 p.m.
Tea	... 4.00 p.m.
Baths	... 4.30 p.m.
Prep	5.15—6.20 p.m.
Supper	... 6.40 p.m.
Study hour	7.30—8.15 p.m.
Lights out	... 9.00 p.m.

**No. 7 STRENGTH RETURN**

Housemaster/Mistress will hand over the strength of children who have reported after winter vacation by 9.00 a.m. on 21st February, 2005 to the following :

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

**No. 8 DAILY STRENGTH RETURN**

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

**No. 9. CLOTHING**

February 20th & 21st will be devoted to the issue of clothing to the children according to the scale laid down. All clothes will bear the house Number of the child, and the initials of the Dept/House.

The work of marking clothes must be completed by the evening of 21st February, 2005.

**No. 10. TUCK SHOP TIMINGS**

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

**Monday to Friday :**

Tuck Shop	Office Work	...	9-30—10-45 a.m.
Jr Staff	Mon. & Fri.	...	10-45—1-00 p.m.
Sr. Staff		...	10-45—1-00 p.m.
Lunch Break		...	1-00—1-30 p.m.
Sr. Staff		...	1-30—2-00 p.m.
HPD & HPG	Mon. & Thu.	...	2-50—3-50 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.	...	4-00—5-00 p.m.
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) PD	...	...	2-50—3-50 p.m.
(b) GD	...	...	2-30—3-00 p.m.
(c) BD	...	...	4-30—5-15 p.m.

Sale will be on cheques only.

**Sundays & Holidays**

(a) Tuck Shop Office Work	...	...	9-30—10-00 a.m.
(b) GD & PD	...	...	10-00—12-00 noc
(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
(f) Tuck Shop Office Work	...	...	5-00—5-30

Sale will be on cheques only.

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

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

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

Till 28th February 2005 the children will have two baths a week as per programme given below :—

1. BD including	(Monday)	...	Senior
Holding House	(Friday)		
	(Tuesday)	...	Junior & Holding House
	(Saturday)		
	SUNDAYS	...	Head washes (Sikh Boys) 8-00 a.m.—9-00 a.m.
	(Wednesday)	...	NO BATHS
	(Thursday)		
2. GD including	(Monday)	...	Vindhya/Siwalik
Holding House	(Friday)	...	Holding House
	SUNDAYS	...	Head washes 8-00 a.m. to 9-00 a.m. (alternately bet- ween 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. 12. 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. 13. STAYING ARRANGEMENTS FOR STUDENTS (IN EMERGENCY) OF CLASS XII APPEARING IN THE BOARD EXAMINATION**

Arrangements for boarding & lodging for the children (in emergency only) 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. 14. 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, 2005.

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

**No. 15. 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 R.M.O., 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. 16. HOSPITAL ORDERS**

**MI TIMINGS AT MI ROOM, BIRDWOOD Monday to Saturday**  
Lower III, Upper III and Lower IV—7-40 a.m. to 8-00 a.m.

Upper IV to Upper VI—11-25 a.m. to 11-45 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 case 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 case will be seen immediately by the RMO and all other cases will be seen routinely during OPD hours.

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

**No. 17. 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 between 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. 18. SPECIALIST REFERENCE**

Special sick report for children requiring specialist reference :—

4-30 p.m. to 5-00 p.m.

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

**No. 19. 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/Holiday—PD—9-00 to 9-30		
		BD—9-30 to 10-00
		GD —10-30 to 11-00

**No. 20. 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. 21. 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, 2005.

**No. 22. 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.

**No. 23. 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 Faculties/Bursar/Offg. 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. 24. EARNED LEAVE APPLICATION**

Earned Leave will be sanctioned for a minimum period of 8 days. All applications for Earned Leave should be submitted for scrutiny at least 7 days in advance, so that the office is able to look through



full details regarding Earned Leave account of the 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. 25. 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.
- (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. 26. MEALS FACILITIES IN THE CDH**

Meal facilities in the CDH is authorized to individuals from Grade IV (b) and above and only they are entitled to have meals in the CDH.

Heads of Departments are required to clarify the above to the individuals working under them. The Mess Manager is requested to follow the instructions strictly as given above.

**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 and not between 12-00 noon and 1-00 p.m. on Saturdays.

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

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

**No. 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, and approval taken in writing.

**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 others 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. NEW PURCHASE SYSTEM**

It has been noticed that the individuals are making certain purchases directly for their departments and only bills are being sent to the Quartermaster for making MRN (Material Receipt Notes), which is against the school rules.

In future all purchased items alongwith bills/Cash Memos will be sent to the Quartermaster for their further necessary action in connection with making Material Receipt Notes (MRN) and Material Issue Notes (MIN) before submitting to the Accounts Department. All concerned are requested to follow the instructions stictly.

**No. 31. PURCHASE COMMITTEE**

The new Purchase Committee for the first quarter i.e. 1st January to 31st March, 2005 is as under :—

(a) Mr. O.P. Patial

Presiding Officer

(b) Mr. Dev Dutt Bhardwaj Purchase Assistant (Member)

(c) Rep. from concerned Deptt. Member

**No. 3 . MEDICAL LOAN**

We have a fund donated by Mr. Gurinder Singh Dhillon, Head, Radha Soami Satsang, Beas, for the immediate help to school employees for medical treatment. As per existing policy the school has been helping the deserving individuals by sanctioning loans from that fund for medical treatment in addition to SBF Loan, on a simple interest of 4%.

In future the Medical Loan will be sanctioned to the deserving cases without charging interest, recoverable in 20 equal instalments, but for the smooth functioning the limits have been fixed for the sanction of Medical Loan, which are as under :—

Major Operation	Rs. 15,000
Minor Operation	Rs. 10,000
Serious Illness	Rs. 10,000
Misc. treatment	Rs. 10,000

The applicants will have to attach the Medical Specialist's report with the loan application for justification duly recommended by the school R.M.O.

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

**No. 33. OVERTIME WORKING**

All overtime working will be got sanctioned from the Bursar in advance or on the same day by the concerned Heads of Departments. However, in an emergency, the temporary hands can be employed to tide over the situation.

**No. 34. MEDICAL REIMBURSEMENT**

It has been observed that a majority of employees are sending medical Reimbursement bills to the school office without verifying from the school hospital, which is against rules. In future only bills duly recommendations from the RMO, will be accepted for making reimbursement for the medical treatment.

**No. 35. SUBMISSION OF ATTENDANCE REGISTERS**

The Attendance Register of every department will be submitted to the Bursar on every Tuesday at 10-00 a.m. for verification and the Incharge responsible for the attendance will be present there to discuss matters in connection with attendance.

**No. 36. WORKING ON SATURDAY/SUNDAY**

No overtime can be given to the individuals working on Saturday from 2-00 p.m. to 5-00 p.m. as the overtime is only entitled to those who work before 9-00 a.m. and after 5-00 p.m., thus the working on Saturday and Sunday will be compensated against single salary or Off.

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

**No. 37. NEW APPOINTMENT**

The following individuals will join new appointments as given below :—

- |                          |     |                                       |
|--------------------------|-----|---------------------------------------|
| (a) Mr. Yogesh Vaidya    | ... | Teacher (Maths)                       |
| (b) Mrs. Kamla Vaidya    | ... | Teacher (English)                     |
| (c) Mr. Davesh Verma     | ... | Teacher (Psychology)                  |
| (d) Mr. Krishna Gopal    | ... | Band Instructor                       |
| (e) Mrs. Daisy Gyani     | ... | Computer Teacher                      |
| (f) Mrs. Vandana Saklani | ... | Gen Science Teacher (will join later) |
| (g) Mrs. Indira Ghosh    | ... | Teacher (Arts)                        |
| (h) Mrs. K. Rampal       | ... | Teacher (English)                     |
| (i) Mr. Nicholas Waywell | ... | Teacher (English)                     |

**No. 38. OUTGOING STAFF**

The under mentioned staff have left/retired/resigned from the school service :—

- |                        |     |                    |
|------------------------|-----|--------------------|
| (a) Mr. H.S. Chahal    | ... | Computer Teacher   |
| (b) Mr. Harish Kumar   | ... | Karate Instructor  |
| (c) Mr. Jagat Ram      | ... | Cook (retired)     |
| (d) Mr. Sanjay Mitra   | ... | Compliance Officer |
| (e) Mrs. N. Sisodia    |     |                    |
| (f) Mrs. S. Bawa       |     |                    |
| (g) Mrs. A. Chatterjee |     |                    |
| (h) Mrs. S. Roberts    |     |                    |

**No. 39. ADDITIONAL RESPONSIBILITY**

The following individuals will shoulder additional responsibility as mentioned against each :

- |                       |     |                         |
|-----------------------|-----|-------------------------|
| (a) Mrs. Meena Bhalla | ... | as Librarian            |
| (b) Mr. Basant Sharma | ... | as Offg. EA to HM       |
| (c) Mr. H.S. Romana   | ... | as Offg. Estate Manager |

**No. 40. 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 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. 41. 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 entitle to administrative holidays expect the following national holidays ---

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

**No. 42. WORKING DAY FOR ADMINISTRATIVE (NON-VACATION) STAFF**

In view of opening the school; 1st Term, Sunday, 20th February, 2005 will be a working day for Administrative Staff.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th February, 2005

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## No. 43. PROGRAMME

### February

- Fri. 25th ... New pupils admission class V,  
Vindhya & Nilagiri only  
HM's lunch for new pupils & their  
parents in the MCR  
SUPW lists to be made for class XI & XII  
Basketball Festival Match GD Staff vs.  
GD 1st XI  
Prefectorial Meeting with OHM at  
HM's Residence followed by dinner ... 7-30 p.m.
- Sat. 26th ... Staff Photograph ... 5-30 p.m.  
Tutorial Meeting ... 6-15 p.m.
- Sun. 27th ... Entrance Test for VI, VIII & IX ... 10-00 a.m.  
Cricket festival Match Staff vs. Students 1st XI  
GD Height & Weights, Hospital ... 3-00 p.m.  
BD Height & Weights, Hospital ... 4-30 p.m.  
Nilagiri House show rehearsal commences.
- Mon. 28th ... PT/Hodson commences  
SMT Meeting ... 2-30 p.m.  
Fire Evacuation Drill in Dormitories  
HoF Meeting with DoF ... 3-00 p.m.

### March

- Tue. 1st ... CBSE class X & XII Examination  
commences in SSC  
PD Height & Weights, Hospital ... 3-00 p.m.
- Wed. 2nd ... Fire Evacuation Drill in CDH
- Sat. 5th ... Mess Committee meeting—after lunch  
Hindi Hand Writing Competition  
L-III & U-III  
Jr. & Sr. English Debating  
Society Meeting  
Trip to Chandigarh by Art students  
after lunch

Hindi Debating Society Meeting  
 Academic Council  
 Meeting ... 2-30 p m.  
 Sun. 6th ... Financial Sub-Committee Meeting ... 10-00 a.m.

**No. 44. CHILDREN'S BATHS**

From 7th 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/Nilagire
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 are 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) Instruction 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.

**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 accounting 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 in advance.



- ( 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 OHM.

**No. 49 HANDLING OF CORRESPONDENCE**

A considerable amount of paper work goes on in the school and to ensure timely and smooth functioning of the same 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 to 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 staff 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 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 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.

**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. Stores 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 as per programme given above.

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

#### **No. 53. TRAFFIC MANAGEMENT B.D. 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 Basketball Ground and the area of Old Q.M. Stores. This restriction also applies to vehicles of visitors to the staff.

#### **No. 55. CAMPUS SECURITY**

In order to monitor entry into the School Campus it has been decided that dependents of the School Staff who work of the campus

on night shift and return to home after 9-00/leave for duty after 9-00 p.m. are required to have passes issued from the School Office after submitting an application alongwith passport size photograph to the Asstt. Manager Admin. by 6th March, 2005, failing which they may be denied entry into the campus.

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

**No. 56. BOUNDS FOR STUDENTS**

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

- (1) The 'Mall' between Green Gate & the path to the pool.
- (2) The road going towards "Moti Corner" from where one walks upto 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 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 GD area and old Stores below it and Bakery/Charlie are out of bounds for boys.
- (6) Birdwood School / Arts & Hobby faculty 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 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/mistress's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hour, or any emergency with due written permission from the relevant staff.
- (12) Moti Corner. Dharampur including Giani Ka Dhaba, Shaane Himachal and other eating places.
- (13) All Sweets-Meats Shop in Garkhal.
- (14) Staff Club.

**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. are to be in possession of 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 sanctioned by the OHM.
5. The form to be submitted to the Assistant manager (administration) at least one week prior to the date of the visit.

**No. 63. 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. 64. 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. 65. USE OF ELECTRICAL APPLIANCES**

With the onset of winters, it is important that we use electrical gadgets judiciously as the increased electric 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. 66. USE OF FIRE PLACES/BUKHARIS/SIGRIS**

It is imperative that we take care of the surroundings while using fire places. No fire should be lit in the open as it may lead to accidental fire. 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 for to avoid suffocation due to smoke. All Department Heads are requested to for read and explain the above orders to their staff.

**No 67. SMOKING & DRINKING ON THE SCHOOL CAMPUS**

All staff should please note that subsequent to a ruling by the Supreme Court and the Board of Governors of the School, oral use of tobacco (Gutka etc ) smoking and drinking of alcohol is banned throughout 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. 68. DRESS CODE FOR GAMES**

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

**No. 69. ROUTINE INSPECTION OF DEPARTMENTS**

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

**Staff Members to accompany the Bursar**

- |                            |                               |
|----------------------------|-------------------------------|
| (a) Estate Manager         | (b) Engineer                  |
| (c) Q.M.                   | (d) Asstt. Electrical Officer |
| (e) I/c Hyg. & Sanitation. |                               |

**No. 70. REVISION OF PAY SCALES**

The management has revised the Pay Scales and other related allowances and the same will be applicable with effect from 1st April, 2004. The school will inform all individuals by issuing a letter giving complete details for the same.

The arrears on account of revision in basic, Dearness Allowance, Provident Fund etc. is being deposited to individuals Saving Bank Accounts with State Bank of Patiala, Sanawar.

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

**No. 71. DONATION TO TSUNAMI VICTIMS PRIME MINISTER RELIEF FUND**

It has been decided in the Finance Sub-Committee meeting held on 2nd Feb. 2005 that one day salary will be contributed by all the staff in Prime Minister relief fund for Tsunami victims. This may please be informed to all the staff under you.

**Praveen Vasisht**  
*Offg. Headmaster*



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th March, 2005

72—84

## No. 72. PROGRAMME

### March

- Sat. 5th ... Hindi Hand Writing Competition  
 L-III & U-III  
 Jr. & Sr. English Debating  
 Society Meeting  
 Trip to Chandigarh by Art students  
 postponed  
 Academic Council Meeting in  
 HM's Residence ... 2-30 p.m.  
 Mess Committee Meeting at MCR ... 3-00 p.m.
- Sun. 6th ... Financial Sub-Committee Meeting  
 at HM's Residence ... 10-00 a.m.  
 Students XI vs. Kasauli XI ... 10-00 a.m.
- Mon. 7th ... HoF Meeting with Faculty  
 members ... 2-15 p.m.
- Fri. 11th ... Geography Trip for U-VI
- Sat. 12th ... Junior Hindi & English Debating  
 Society Meeting  
 English Hand Writing Competition  
 L-III & U-III  
 Annual General Staff Meeting &  
 Staff club Dinner, Art Room ... 7-30 p.m.
- Sun. 13th ... Cricket : Sanawar staff vs: BCS  
 Staff at BCS Shimla  
 Staff will leave for BCS at 6-00 a.m.  
 From BD Quad

## No. 73. 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 School Asstt. Electrical Engineer. Will all Housemasters/Housemistresses please check and ensure that this order is complied with. The Asstt. 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, 2005.

**No. 74. 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 hour notice in advance to the Mess Manager failing which it will not be possible to arrange for extra meals for guest. It is the responsibility of the staff concerned to enter their names in the register provided.

**No. 75. SPORTS ITEMS 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 & filled 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. 76. 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/Repairs 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/repairs 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) Constructions/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 RMO.
  - (c) Construction/  
repair of house              Map passed by the Town and Country Planning or concerned Panchayat Certificate.
  - (d) A grant of loan will be made as per seniority of application and in accordance with the circumstances.

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

**No. 77. 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, 2005.

**No. 78. SUBMISSION OF LEAVE APPLICATIONS**

It has been noticed that 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. 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 maximum 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 R.M.O. and other medical reports.

The individuals who are on contractual appointment may also apply for a withdrawal from their Provident Fund after completing a minimum of one year service in the school.

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. ADDITIONAL RESPONSIBILITY**

The under mentioned individuals have been appointed Head of Faculty with effect from 18th February 2005.

- |                          |                    |
|--------------------------|--------------------|
| (a) Mr. R. Barros        | Sciences           |
| (b) Miss Kalpana Bakhshi | Social Sciences    |
| (c) Mrs. Sanjeev Chauhan | Head of Curriculum |
| (d) Mr. Amitava Ghosh    | Commerce           |
| (e) Mr. R.P. Gautam      | Maths              |
| (f) Dr. V. K. Sharma     | Oriental Languages |
| (g) Mr. Sukhbir Singh    | Sports             |
| (h) Mrs. Ashima Bath     | English            |
| (i) Mr. Duli Chand       | I/c Hobbies        |
| (j) Mr. Sahil Pradhan    | I/c Computer       |

In addition to above the under mentioned individuals will also look after the following :—

- |                        |  |
|------------------------|--|
| (i) Mr. Rajesh Puri    | I/c Board Exams.   |
| (ii) Mrs. S. Chauhan   | I/c work related with CBSE   |
| (iii) Mrs. Ashima Bath | Coordinator for training programmes in school for teachers and students. |
| (iv) Mr. Sukhbir Singh | Hikes and Camps and Masters on Duty.                                     |

**No. 82. RETIREMENT**

Mrs. Indira Devi, Ayah, school Hospital has retired from the school services with effect from 28th February 2005.

**No. 83. SICK LEAVE**

It has been noticed that Unfit and Fitness Reports of the individuals are being submitted by the school hospital to the school office on the same date and the Auditors have raised certain objections for the same in their audit reports. The RMO is requested to take necessary action for the above and inform the individuals to send such reports to the school office regularly to avoid audit objections.

**No. 84. ADMINISTRATIVE HOLIDAY**

Teusday, 8th March, 2005 will be observed as an administrative holiday on account of Shivratri.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th March, 2005

86—96

## No. 86. PROGRAMME

### March

- Fri. 11th ... Geography Trip for U-VI cancelled  
Sanawar Leadership Program for class XII  
children after lunch
- Sat. 12th ... Junior Hindi & English Debating  
Society Meeting  
English Hand Writing Competition  
L-III & U-III  
Sanawar Leadership Program for class XII  
children  
Annual General Staff Meeting &  
Staff club Dinner, Staff Club ... 7-30 p.m.
- Sun. 13th ... Cricket : Sanawar Staff vs. BCS  
Staff at Sanawar  
Sanawar Leadership Program for class XII  
children
- Fri. 18th ... Nilagiri House Show  
first performance ... 4-30 p.m.
- Sat. 19th ... Nilagiri House Show final  
performance ... 6-00 p.m.
- Sun. 20th ... Himalaya House Show  
rehearsal commences  
Cricket : Colts & Electrons vs.  
Pinegrove at Sanawar  
Cricket : Atoms vs. Pinegrove  
at Dharmpur

## No. 87. 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. 88. 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. 89. 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. 90. TUCK SHOP**

The Tuck Shop will remain closed for Annual Stock Taking on Wednesday, 30th March, 2005.

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, 2005.

**No. 91. WATER CONTROL IN SCHOOL**

Please refer to the earlier School circular 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 Electrical 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. 92. 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. 93. 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 informs the staff working under them.

**No. 94. 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. 95. DENTIST**

A dentist will be available in the School Hospital on every Saturdays from 11-00 a.m. to 5-00 p.m. All Heads of department are requested to inform the Staff working under them.

**No. 96. CLASS 10th BOARD EXAM.**

Children appearing in the Xth Board Exam. will have a brief holiday after their last Exam. They will report back to school by 5-00 p.m. on 3rd April and join normal routine by 4th morning.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 24th March, 2005

109-115

## No. 109. PROGRAMME

### March

- Fri. 25th ... Good Friday + School Holiday  
 Cricket 1st XI vs. British High Commission  
 at Sanawar ... 10-00 a.m.  
 Dinner for British High Commission  
 team ... 7-30 p.m.  
 Historical trip for U-VI (three days) cancelled
- Sat. 26th ... Cricket Staff vs. British High  
 Commission at Sanawar ... 2-30 p.m.  
 Tutorial Meeting ... 6-15 p.m.
- Sun. 27th ... Cricket Students 1st XI vs. BSNL  
 Kasauli XI at Sanawar ... 10-00 a.m.  
 Trip to Sanghol for U-III/L-III  
 Trip to Rock Garden
- Mon. 28th ... SMT Meeting ... 2-30 p.m.  
 HoF Meeting with DoF ... 3-00 p.m.  
 Marks to be fed in the Computer by 6 00 p.m.
- Wed. 30th ... 1st Assessment Meeting  
 for V, VI, VII ... 2-30 p.m.
- Thu. 31st ... Assessment Meeting for VIII, IX,  
 X & XII ... 2-30 p.m.

### April

- Fri. 1st ... Parent Teacher Meeting (Birdwood) ... 2-15 p.m.  
 SOP after Parent Teacher Meeting
- Sat. 2nd ... SOP  
 Cricket OHM XI vs. DOF XI  
 at Sanawar ... 9-30 a.m.  
 Lunch at staff club after the match ... 2-00 p.m.
- Sun. 3rd ... Cricket Staff vs. Pinegrove Staff at  
 Pinegrove ... 10-00 a.m.

Staff team leaves for Pinegrove from  
BD Quad at 8-30 a.m.  
Children will be back from SOP by 5-00 p.m.

**No. 110. 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. 111. 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 is to be filled minimum 48 hours in advance and submitted to the main Office. However, in case of late submission reasons are to be indicated on the form.

**No. 112. 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 play fields 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 play fields 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-PD ground, Lower Barne and New Field.
- (iii) During the school holidays the employees children can play on Lower Barne, PD 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. 113. MEDICAL FIT/UNFIT**

It is for the information of all that any individual declared unfit by the R.M.O., is unfit only for that one day until unless probable/ specific duration has to be mentioned in the slip.

Therefore, the patient declared unfit, has to report to R.M.O., 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. 114. LOCKER CHECK FOR MEDICINES**

The house staff/matrons are requested to check the student 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 school RMO.

**No. 115. 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.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st April, 2005

116—126

## No. 116. PROGRAMME

### April

- Fri. 1st ... Parent Teacher Meeting (Birdwood) ... 2-15 p.m.  
SOP after Parent Teacher Meeting
- Sat. 2nd ... SOP  
Cricket OHM XI vs. DOF XI  
at Sanawar ... 9-30 a.m.  
Lunch at MCR after the match
- Sun. 3rd ... Cricket : Staff vs. Pinegrove Staff at  
Sanawar ... 10-00 a.m.  
Children will be back from SOP by 5-00 p.m.
- Mon. 4th ... HoF Meeting with DoF
- Fri. 8th ... Himalaya House Show first  
performance ... 4-30 p.m.
- Sat. 9th ... Himalaya House Show final  
performance ... 6-00 p.m.
- Sun. 10th ... Cricket 1st XI vs. Pinegrove at  
Pinegrove Dharampur  
Basketball : Electrons Boys & Girls  
at Sanawar

## No. 117. 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. dept. 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. 118. 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. 119. 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 two 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. 120. 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 with immediate effect.

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. 121. NEW APPOINTMENT**

Smt. Shobha Devi, wife of Shri Billoo, Mazdoor (Tuckshop) has been appointed as an Ayah on permanent basis with effect from 1st April, 2005. She will be attached to the school hospital.

**No. 122. RETIREMENT**

Mr Kikar Singh, Driver, is retiring from the school services on 31st March, 2005.

**No. 123. RESIGNATION**

Mr. Arunava Ghosh, Computer Teacher, has resigned from the school services and his last working day is 31st March, 2005.

**No. 124. ENTITLEMENT OF EDUCATION ALLOWANCE**

The Education Allowance is admissible to all school employees, whose child/children are studying in schools other than The Lawrence School, Sanawar. As per existing school policy the allowance is only applicable from KG to plus two level. No Allowance is admissible to those whose child/children are studying in Nursery class. Individuals are entitled to claim the allowance to a maximum of three children, which includes those who have already studied and the individuals have claimed the allowance from the school.

**No. 125. 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 for completion and further return to the school office for implementation.

The last date for submission of the same is 12th April, 2005.

**No. 126. DORMITORY STRENGTH**

Housemaster/Mistress will inform the Strength of Children staying back in the dormitory during S O P to Mess Manager by 1-4-05 ( 5-00 p.m. ).

Praveen Vasisht  
*Offg. Headmaster*



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th April, 2005

127—131

## No. 127. PROGRAMME

### April

Fri. 8th	...	Himalaya House Show first performance	...	4-30 p.m.
Sat. 9th	...	Himalaya House Show final performance	...	6-00 p.m.
		HP State Basketball Championship (boys & girls) at Mandi commences		
Sun. 10th	...	Cricket 1st XI Students vs. Pinegrove at Dharampur	...	10-00 a.m.
		Basketball Electrons matches with Pinegrove postponed		
Tue. 12th	...	Hodson Qualifying (PD & GD)	...	3-30 p.m.
		Summer Kit comes into use		
		HP State Basketball Championship (boys & girls) at Mandi concludes		
Wed. 13th	...	Hodson Qualifying (BD)	...	3-00 p.m.
Thu. 14th	...	Junior Hindi Debating Society Meeting		
Fri. 15th	...	Foundation Day.		
		Hodson's Run Final	...	3-00 p.m.
Sat. 16th	...	Inter House Junior Hindi Debate	...	6-15 p.m.
		Senior English Debating Society Meeting		
		Mathematical Aptitude Test class IX		
		Cricket & Basketball matches vs. BCS postponed.		
		Inter House Cricket Commences		
Sun. 17th	...	Cricket : Colts, Electrons & Basketball 1st XI vs. BCS at BCS		
		Indian Classical Dance Recital by Russian Artistes at Barne Hall	...	6-00 p.m.

**No. 128. 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. 129. 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, 2005. These ledgers will be called for inspection and check-up by the School Office, and also by school auditors.

**No. 130. 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. 131. ADMINISTRATIVE HOLIDAYS**

Wednesday, 13th April, 2005	...	Baisakhi
Thursday, 14th April, 2005	...	Dr. B.R. Ambedkar's Birthday
Friday, 15th April, 2005	...	Himachal Day

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 16th April, 2005

132—136

## No. 132. PROGRAMME

### April

- Fri. 15th ... Foundation Day.  
Hodson's Run Final ... 3-00 p.m.
- Sat. 16th ... Inter House Junior Hindi Debate ... 6-15 p.m.  
Senior English Debating Society Meeting  
Mathematical Aptitude Test class IX  
Cricket & Basketball matches vs. BCS postponed.  
Inter House Cricket Commences  
Staff Club Dinner at Staff Club ... 7-30 p.m.
- Sun. 17th ... Indian Classical Dance Recital by  
Russian Artistes at Barne Hall ... 6-00 p.m.
- Mon. 18th ... HoF Meeting with Faculties ... 2-30 p.m.
- Wed. 20th ... Girls Basketball team leaves for  
wood stock school at 2-30 p.m.
- Thu. 21st ... Inter House Cricket Concludes  
SMT Meeting ... 3-00 p.m.
- Fri. 22nd ... Open North Zone shooting competition  
at Dehradun commences
- Sat. 23rd ... Cricket Atoms & Electrons teams  
leave for BCS after lunch  
Girls Basketball tournament at wood  
stock school concludes  
Cricket Staff vs. OS at Sanawar ... 2-30 p.m.  
Dinner for OS team  
Sr. English Debate ... 6-15 p.m.
- Sun. 24th ... Cricket Atoms & Electrons vs.  
BCS at BCS  
Cricket Students XI vs. OS at Sanawar ... 10-00 a.m.  
SGD—Heritage Walk, Shimla

Mon. 25th ... Open North Zone shooting competition  
at Dehradun concludes  
Faculty Meeting with AC ... 2-30 p.m.

Wed. 27th ... Annual Camps & Hikes commences

**No. 133. 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 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 late in his/her return, House staff will kindly inform the R.M.O. 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. (Offg. H.M. in the absence of the R.M.O. & special cases).

**No. 134. 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. 135. 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. 136. ADMINISTRATIVE HOLIDAY**

Friday, 22nd April, 2005 will be observed as an administrative holiday on account of Budh Purnima.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 21st April, 2005

137—149

## No. 137. PROGRAMME

### April

- Fri. 22nd ... Open North Zone shooting competition  
at Dehradun commences.
- Sat. 23rd ... Cricket Atoms & Electrons teams  
leave for BCS after lunch  
Girls Basketball tournament at wood  
stock school concludes  
Cricket Staff vs. OS at Sanawar ... 2-30 p.m.  
High tea for OS team at Barne Field  
Sr. English Debate ... 6-15 p.m.
- Sun. 24th ... Cricket Atoms & Electrons vs.  
BCS at BCS  
Cricket Students XI vs. OS at Sanawar ... 10-00 a.m.  
SGD—Heritage Walk, Shimla
- Mon. 25th ... Open North Zone shooting competition  
at Dehradun concludes  
Faculty Meeting with AC ... 2-30 p.m.
- Wed. 27th ... Annual Camps & Hikes commences

## No. 138. 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. 1,00,000/-	Nil
Rs. 1,00,001/- to 5,00,000/-	20%
Rs. 5,00,001/- & 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. 1,00,000 for men Rs. 1,25,000 for women
Above Rs. 5,00,000/-	Nil

**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 premises.
- (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, HDFC  
Rs. 12,000/- u/s 80-L
- (b) LIC Jeevan Suraksha Pension Plan  
Rs. 1,00,000/- 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                                  | Rs. 100% u/s 80 G       |
| (h) Physically handicapped                                      | Rs. 50,000/- u/s 80 U   |

**No. 139. 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. 140. 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 April, 2005. 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. 141. 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. 142. 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. 143. 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 is 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. 144. MEDICAL REIMBURSEMENT**

1. No Medical certificate issued to staff of the School other than a registered medical practitioner employed in a Govt. hospital will be entertained.
2. Re-imburement bills without referral slip from R.M.O. and prescription slip from the treating Specialist will not be valid. Signing on purchase bill will not be done otherwise.
3. It has been noticed that some people just keep showing the old prescription and getting bills signed. Medicines prescribed on a particular date are a one time prescription unless mentioned otherwise.
4. Medicines should be purchased on the same day.

5. No Ayurvedic, Homeopathic or Unani prescriptions will be countersigned for re-imbusement.
6. Spectacle and Denture bills are not re-imbursable.

**No. 145. RESIGNATION**

- (a) Mrs. N. Sisodia, Teacher, has resigned from the school services with effect from 16th April, 2005.
- (b) Mrs. Anjana Chatterjee, Music Teacher, is no more in the school services with effect from 18th April, 2005.
- (c) Miss Doris Jacob, Helper (Library) has resigned her job with effect from 15th April, 2005.

**No. 146. APPOINTMENT**

Mr. Hitender Jamwal has been appointed as Teacher (Computer) w.e.f. 18th April, 2005.

**No. 147. SUBMISSION OF EDUCATION ALLOWANCE FORMS**

Those who have not submitted Education Forms till date are required to submit the same by 25th April, 2005 failing which the Education Allowance will not be added to their salaries.

**No. 148. FULL WORKING DAY ON RAMNAUMI**

18th April, 2005 was an administrative holidays for Non-Vacation Staff on account of Ramnaumi, but all departments were open on that day and therefore, all individuals of Non-Vacation Category will be compensated by giving single salary for the same.

All Heads of Departments are required to forward the details of individuals (non-vacation) who have worked full day on 18th April, 2005 to the Establishment Officer by 23rd April, 2005 for making payment through salary for the extra working being an administrative holiday.

**No. 149. ADMINISTRATIVE HOLIDAY**

Friday, 22nd April, 2005 will be observed as an administrative holiday on account of Mahavir Jayanti.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th May, 2005

153—159

## No. 153. PROGRAMME

### May

- Fri. 6th ... Visit to High Court by Political  
Science students
- Sat. 7th ... Jr. English Debate ... 6-00 p.m.  
Mathematical Aptitude Test
- Sun. 8th ... Cricket Tournament at  
BCS concludes
- Mon. 9th ... Inter House Swimming commences  
Assessment Meeting for classes V, VI,  
VII, VIII ... 2-30 p.m.
- Tue. 10th ... Points of the Catherine Longman  
Public Speaking Contest to be tabulated  
SMT Meeting ... 3-00 p.m.  
Assessment Meeting for classes IX, X,  
XI & XII ... 2-30 p.m.
- Wed. 11th ... Rahul Bose interactive Session with  
L-6 in Chapel 2-15—3-15 p.m.
- Fri. 13th ... Vindhya House Show first performance ... 4-30 p.m.
- Sat. 14th ... Vindhya House Show Final performance ... 6-00 p.m.  
Silver Oak Bhatinda Basketball Boys  
Atoms Team arrive
- Sun. 15th ... Siwalik House Show rehearsal commences  
Basketball match Sanawar vs.  
Silver Oak Bhatinda ... 10-00 a.m.

## No. 154. PARENT'S 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 R.M.O. Everybody concerned must respect this rule.

**No. 155. 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. 156. RESIGNATION**

- (a) Shri Ram Pal, Mazdoor (Engineering Department) has resigned from the school services with effect from the morning of 2nd May, 2005 on medical ground.

**No. 157. APPOINTMENT**

- (a) Shri Chain Singh, son of Shri Jeet Ram, Cook, has been appointed as a Cook (HM's House) with effect from 1st May, 2005.
- (b) Shri Hari Lal Safai Karamchari, has been appointed as Head Safai Karamchari with effect from 1st May, 2005.

**No. 158. RETIREMENT**

Shri Gobind Ram, Head Safai Karamchari has retired from the school services w.e.f. 30th April, 2005.

**No. 159. TA/DA RULES**

TA/DA rules have since been revised and new TA/DA Forms are available with Establishment Officer/Printing Press.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

**Sanawar Friday 13th May, 2005**

160—170

**No. 160. PROGRAMME**

**May**

Fri. 13th	... Vindhya House Show first performance ...	4-30 p.m.
Sat. 14th	... Vindhya House Show Final performance ...	6-00 p.m.
	Silver Oak Bhatinda Basketball Boys	
	Atoms Team arrive	
Sun. 15th	... Siwalik House Show rehearsal commences	
	Basketball match Sanawar vs.	
	Silver Oak Bhatinda	... 10-00 a.m.
Mon. 16th	... Faculty Meeting with AC	
Tue. 17th	... PD Quiz	... 5-30 p.m.
Wed. 18th	... Individual Boxing commences	... 3-00 p.m.
Sat. 21st	... Individual Boxing concludes	... 3-00 p.m.
	Inter-House Business Quiz	... 6-30 p.m.
Fri. 27th	... Academic Council Meeting	... 2-30 p.m.
	Siwalik House Show	
	first performance	... 4-30 p.m.
Sat. 28th	... Financial Sub Committee Meeting	... 10-00 a.m.
	Siwalik House Show	
	Final performance	... 6-00 p.m.
Sun. 29th	... Inter House Basketball	
	(GD) commences	
	Inter House Soccer (BD) commences	

**No. 161. CONDEMNATION—JUNE, 2005**

All the store holders are requested to confirm to the Quartermaster by 31st May, 2005 when they would like to get their stores condemned at the end of the 1st term (between 16th to 18th June).

**No. 162. STOCK REQUIREMENTS-SECOND TERM 2005.**

All stock-holders to please send in their requirements for the Second Term of 2005 (25th July to 10th Dec. 2005), through the Indent book to the Bursar by 15th June 2005.

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

**No. 163. 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. 164. 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. 165. CHILDREN DISCHARGED FROM THE HOSPITAL**

All children on being discharged from the hospital are give 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 they 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. 166. CHILDREN RETURNING AFTER MEDICAL/SICK LEAVE**

Children returning to school after sick leave irrespective of whether it is after the school reopens or during the term, are sent from the School Hospital or from the School on any other leave must report to the RMO with all relevant medical papers. He/she will, after a check-up by the RMO, be issued a green slip for the House staff confirming termination of medical leave and other details regarding activities etc., (one copy of this is sent to the 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. 167. 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 and forwarded the details by 20th of every month.

**No. 168. APPOINTMENT**

- (a) Shri Anoop Kumar, Temporary Cook, has been appointed permanent Bearer with effect from 6th May, 2005.
- (b) Smt. Leela Devi, wife of Shri Ram Pal, as a Mazdoor w.e.f. 1st May, 2005.
- (c) Shri Vipin Kondil, as a Driver w.e.f. 16th May, 2005.
- (d) Shri Anil Gupta, as a Driver w.e.f. 16th May, 2005.

**No. 169. EXTENSION IN CONTRACTUAL APPOINTMENT**

The contractual service of Mr. Ram Phal, Life Guard (Swimming) has been extended for a further period of two years w.e.f. 17th May, 2005.

**No 170. ADMINISTRATIVE HOLIDAY**

Monday, the 23rd May 2005, will be a holiday on account of Budh Purnima.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th May, 2005

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171—173

## No. 171. PROGRAMME

### May

Sat. 21st	...	Individual Boxing concludes	...	3-00 p.m.
		Inter-House Business Quiz	...	6-30 p.m.
Fri. 27th	...	Siwalik House Show		
		first performance	...	4-30 p.m.
Sat. 28th	...	Interviews for Selection of Q.M.	...	2-00 p.m.
		Siwalik House Show		
		Final performance	...	6-00 p.m.
Sun. 29th	...	Academic Council Meeting	...	10-30 a.m.
		FSC Meeting	...	2-30 p.m.
		Inter House Basketball		
		(GD) commences		
		Inter House Soccer (BD) commences		

## No. 172. HOUSE FUND ACCOUNTS

All Housemasters and Housemistresses please note that their House Funds account duly completed, should be submitted to the Bursar by June 16th, 2005.

## No. 173. DISPENSATION WITH SCHOOL SERVICE

Service of Mrs. Aradhana Adhikari, E. A. to the Headmaster, has been dispensed w.e.f. 11th May, 2005.

Praveen Vasisht  
Offg. Headmaster



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th May, 2005

174-181

## No. 174. PROGRAMME

### May

Fri. 27th ...	Siwalik House Show		
	first performance	...	4-30 p.m.
Sat 28th ...	Interviews for Selection of Q.M.	...	2-00 p.m.
	Siwalik House Show		
	Final performance	...	6-00 p.m.
Sun. 29th ...	Academic Council Meeting	...	12-30 p.m.
	FSC Meeting	...	3-00 p.m.
	Inter House Basketball		
	(GD) commences		
	Inter House Soccer (BD) commences		

### June

Mon. 6th ...	Half Yearly Exams. commence		
	SMT Meeting	...	3-00 p.m.

## No. 175. SEALING OF BOX ROOMS

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

## No. 176. DORMITORY LOCKERS

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

## No. 177. TRAVEL ARRANGEMENTS DURING VACATIONS : LUGGAGE

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

**No. 178. HANDLING OF PET DOGS**

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

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

**No. 179. REQUIRED SERVICE FOR WITHDRAWAL FROM PROVIDENT FUND****(a) Contractual Employees**

The applicant should have completed a minimum of one year of service including Probation period before applying for a withdrawal from Provident Fund.

**(b) Permanent Employees**

The applicant should have completed a minimum of five years of service including probation period before applying for withdrawal of Provident Fund.

**No. 180. REASONS FOR WITHDRAWAL FROM PROVIDENT FUND**

The applications for withdrawal from Provident Fund may be sanctioned for the following reasons :—

- (a) **Repairs of residential house on submission of proof from concerned Tehsildar's office to justify the repairs.**
- (b) **New construction of a residential house on submission of Town and Country Planning permission, if required, Tehsildar's office.**
- (c) **Marriage of children.**
- (d) **Serious Illness of self/spouse/children on recommendation of School Resident Medical Officer of Medical Specialist of government medical institution.**
- (e) **Higher Education of children on submission of selection letter from government or recognized educational institution.**

The applicant may apply for the withdrawal twice in a year, if required, after serving the school for a period of ten years.

The school may ask the employees to furnish the details of expenditure of previous withdrawal before sanctioning a fresh withdrawal form Provident Fund and in case of doubt the application may be rejected.

The school may also sanction applications from school employees for withdrawal as a special case for the following reasons without considering their length of service :—

- (a) **Serious illness**
- (b) **Higher education of self/spouse/children.**

**No. 181. APPOINTMENT**

Amanjit Singh of S.B.D. has been appointed as the Siwalik Holding House Prefect w.e.f. 23rd May, 2005.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd June, 2005

182—190

## No. 182. PROGRAMME

### June

Mon. 6th ...	SMT Meeting	... 3-30 p.m.
Tue. 7th ...	Half Yearly Exams. commence	
Tue. 14th ...	Half Yearly Exams. conclude	
	Annual Prize Giving	... 3-00 p.m.
	Home party can go home after	
	Prize Giving	... 4-30 p.m.
	Senior School Socials	8-00—10-00 p.m.
Wed. 15th ...	Home Day.	
Fri. 17th ...	Marks to be fed in the Computers by lunch	
Sat. 18th ...	Assessment Meeting	... 3-00 p.m.
	Staff Club Dinner	... 7-45 p.m.

## No. 183. EXAMINATION SCHEDULE

Rouser	... 6-30 a.m.
Prep in Dorms.	7-15—8-45 a.m.
Breakfast P.D.	... 8-05 a.m.
Sr. School	... 9-05 a.m.
Examination : V & VI	10-00—12-00 noon
Rest of the School	10-00—1-00 p.m.
Lunch P.D.	... 12-15 p.m.
Sr. School	... 1-15 p.m.
Study Hour in Dorms.	3-00—4-15 p.m.
Tea	... 4-30 p.m.
Rest of the Schedule is same.	

## No. 184. TO ALL THE DEPARTMENT

Please return all the books borrowed from Library by 7th June, 2005 positively.

## No. 185. APPOINTMENT

Jaspal Pannu of NBD has been appointed as a Prefect w.e.f. 06 Apr. 2005.

**No. 186. SUMMER VACATION**

The school will close on Wednesday, 15th June, 2005 for summer vacation and will reopen on Monday, 25th July, 2005 on which date all children must be back in School by 5-00 p.m.

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

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

With effect from Thursday, 16th June, 2005 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel for staff families who will be at Sanawar during the vacation :—

**Tuck Shop**

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

**Dry Rations and Fuel**

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

**No. 188. RESIGNATION**

Shri Devinder Singh, Tailor has resigned from the school services with effect from 1st June, 2005 on medical ground.

**No. 189. APPOINTMENT**

Shri Trilok Chand (name changed from Rinku) son of Shri Des Raj, Ex Safai Karamchhari, has been appointed as a Safai Karamchhari w.e.f. 1st June, 2005.

**No. 190. RETURN SCHOOL PARTIES**

We are under the process of making reservations for the Return School Parties from New Delhi, Kolkata, Mumbai and Patna. The reservations will be done only for those children, whose parents have written to the school for including their child/children in the school parties. If any child/children are interested in availing the above facilities, he / she may do so by giving their names to the school office through their Housemasters / mistresses by 8th June, 2005.

Praveen Vasishth  
Offg. Headmaster

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th June, 2005

189—192

## No. 189. PROGRAMME

Tue. 14th ...	Half Yearly Exams. conclude	
	Annual Prize Giving	... 3-00 p.m.
	Home party can go home after	
	Prize Giving	... 4-30 p.m.
	Senior School Socials	8-00—10-00 p.m.
Wed. 15th ...	Home Day.	
Fri. 17th ...	Marks to be fed in the Computers by lunch	
Sat. 18th ...	Assessment Meeting	... 3-00 p.m.
	Staff Club Dinner	... 7-45 p.m.

## No. 190. EXAMINATION SCHEDULE

Rouser	... 6-30 a.m.
Prep in Dorms.	7-15—8-45 a.m.
Breakfast P.D.	... 8-05 a.m.
Sr. School	... 9-05 a.m.
Examination : V & VI	10-00—12-00 noon
Rest of the School	10-00—1-00 p.m.
Lunch P.D.	... 12-15 p.m.
Sr. School	... 1-15 p.m.
Study Hour in Dorms.	3-00—4-15 p.m.
Tea	... 4-30 p.m.
Rest of the Schedule is same.	

## No. 191. APPOINTMENT

Mr. Prem Kumar Sharma has been appointed as Finance Manager, on deputation, for a period of three years effective from 1st June, 2005.

## No. 192. CHANGE IN PARA MEDICAL STAFF CATEGORY FROM VACATION TO NON-VACATION

To provide basic medical facilities to the individuals, who are on Non-Vacation staff during vacations, the category of the following Para Medical Staff of school hospital have been changed from Non-Vacation to Vacation staff with effect from 16th June, 2005 :—

- (a) Mr. Ashok Kumar Dhiman ... Sr. Medical Assistant  
(b) Mrs. Shashi Verma ... A. N. M.  
(c) Mr. Pradeep Chand ... M. N. O.

All Heads of Departments are requested to inform the subordinate staff working under them accordingly.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th August, 2005

254—266

## No. 254. PROGRAMME

### August

Sat. 6th	...	Tutorial Meeting	1-00--1-45 p.m.
		Junior Inter-House Quiz	... 6-15 p.m.
		Junior & Senior English Debating	
		Society Meetings	
		Himachal Inter School Shooting	
		concludes	... 3-00 p.m.
Sun. 7th	...	Inter House Swimming Commences	

## No. 255. ROUTINE FOR THE SCHOOL ON THE DAY OF TUTORIAL MEETINGS

Each class is cut short by 5 minutes

Breakfast	...	8-55 a.m.
Singing Practice	...	9-35 a.m.
3rd School		9-50-10-25 a.m.
4th School		10-25-11-00 a.m.
Milk Break		11-00-11-20 a.m.
5th School		11-20-11-55 a.m.
6th School		11-55-12-30 p.m.
7th School		12-30-01-05 p.m.
Tutorial Meetings		01-05-01-45 p.m.
Lunch P.D.	...	12-00 noon
Lunch Sr. School	...	01-50 p.m.

Prep School will have Tutorial Meetings in their own rooms or next to SSC

Girls Department will have their Tutorial meeting in Science Department and in rooms next to Bank.

Boys Department will have as follows :

Holding House	Outside their Dorms.
Himalaya House	Room Numbers 1, 2, 3 & 4.
Nilagiri	Room Numbers 5, 6, 7 & 8
Siwalik	Room Numbers 9, 10, 11a & 11b
Vindhya	Room Numbers 12, 14, 15 & 16



- Mon. 8th ... Mess committee Meeting is postponed to  
23rd August  
Creative writing for selected children  
by Dinyar Dastoor commences 2-30—5-00 p.m.
- Tue. 9th ... House Staff Meetings BD, GD & PD  
Tuesday Test  
U VI Chemistry/Accounts/History  
U VI B. Studies/Physics/Geography  
U V Sciences
- Fri. 12th ... Inter-House swimming concludes
- Sat. 13th ... Inter-House Senior Hindi Debate ... 6-15 p.m.  
Mathematical Aptitude Test for Class V  
Colts Soccer & Basketball teams  
leave for BCS
- Sun. 14th ... Staff Dinner at Staff Club ... 7-45 p.m.  
Soccer Atoms vs. BCS at BCS  
Soccer Electrons vs. BCS at Sanawar  
Colts Soccer & Basketball vs BCS at BCS.

**No. 256. 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. 257 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. 258. 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. 259. 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 all times.

**No. 260. ISSUE OF DRY RATION TO STAFF**

It have 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. 261. 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. 262. 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. 2006, must submit the registration forms of their children to Admission Officer latest by the 26th October, 2005. It may not be possible to accept registration forms received after this date.

**No. 263. 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) Shorts 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 times.
- (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 Gaini Ka Dhabha, Shaane Himachal and other eating places.**
- (13) All Sweet-Meats Shops in Garkhal.

**No. 264. INDEPENDENCE DAY COMMUNITY LUNCH**

A Community Lunch will be held in the Central Dinning Hall on Monday, 15th August, 2005. 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 15-8-2005 will be in the form of supper packets, and will be served in the C.D.H. 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. 265. INDEPENDENCE DAY SPORTS**

Supporting Staff Sports are scheduled for 3-30 p.m. to 4-30 p.m. on 15th August 2005.

**No. 266. APPOINTMENT**

Mr. B. S. Ranot has joined his duties as Q.M. w.e.f. 1st August, 2005.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th August, 2005

267—275

**No. 267. PROGRAMME**

**August**

- Fri. 12th ... Inter-House swimming competition concludes**
- Sat 13th ... Inter-House Senior Hindi Debate ... 6-15 p.m.**  
**Mathematical Aptitude Test for Class V**  
**Soccer Colts/Atoms & Basketball Colts teams leaves for BCS**  
**BCS Soccer Electrons team arrives from BCS**
- Sun. 14th ... Staff Dinner at Staff Club ... 7-45 p.m.**  
**Soccer Atoms vs. BCS at BCS**  
**Sanawar Soccer Electrons vs. BCS Electrons at Sanawar ... 10-00 a.m.**  
**Colts Soccer & Basketball vs. BCS at BCS.**
- Mon. 15th ... Independence Day**  
**School & Administrative Holiday**  
**Flag hoisting & Special Assembly ... 10-00 a.m.**  
**Community lunch in CDH 12-00 noon onwards**  
**Support Staff vs. 1st XI Soccer at Barnes ... 4-00 p.m.**  
**Sports for Support Staff Children at Peacestead ... 3-00 p.m.**
- Tue. 16th ... SMT Meeting ... 2-15 p.m.**  
**Tuesday Tests :**  
**U-VI Psychology/Computers/Physical Education**  
**L-VI Chemistry/Accounts/History/ Psychology**  
**U-V Mathematics**  
**Sanawar Soccer Atoms vs. Pine Grove Atoms at Sanawar ... 3-00 p.m.**

- Sanawar Soccer Electrons vs. Pine Grove  
Electrons at Pine Grove Dharampur ... 3-00 p.m.  
Physical fitness test commences
- Wed. 17th ... HoF's Meeting in DoF's Office at 2-15 p.m.
- Thu. 18th ... Creative writing workshop conclude  
Inter House Badminton G.D. commences
- Sat. 20th ... Tutorial Meetings 1-00—1-45 p.m.  
Inter House Hindi Declamation ... 5-30 p.m.  
Junior & Senior English Debating  
Society Meetings
- Sun. 21st ... U-IV Heritage Walk to Shimla

→ **No. 268. COMPENSATORY OFF FOR WORKING ON SUNDAY, 24th JULY, 2005.**

Sunday, 24th July, 2005 was full working day on account of making ~~certain arrangement~~ before the re-opening of the school on 25th July, 2005. The individuals who have worked on the above weekly off will get one day Compensatory Off for the same.

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

**No. 269. WATER CONTROL MANAGEMENT**

Mr. Kuldip Minhas has been attached to the Electrical Department as Incharge of School Water Control Management. He will be available on all working days on Telephone No. 138, between 6-00 a.m. to 8-00 a.m., evening 4-00 p.m. to 6-30 p.m. and has been placed on Vacation category.

**No. 270. ADMISSIBILITY OF OVERTIME PAYMENT**

The overtime payment is only admissible to individuals of Grade VI (a) to VII and that too for working before and after normal working hours. No overtime payment is admissible to individuals for working on Weekly Off or on administrative holidays and for that single payment or Compensatory Off is to be given.

The Heads of Department are requested to inform the individuals and to take necessary action accordingly.

**No. 271. IMPROVED LANDSCAPING IN THE SCHOOL**

Effort to improve landscaping of the school is currently in full swing. A large number and variety of saplings have been planted all along the Mall road. All staff members are requested to look after the plants and protect them from being pilfered/damaged.

**No. 272. MESS COMMITTEE MEETING**

The Mess Committee Meeting has been postponed to **23rd August, 2005**.

**No. 273. FOUNDER'S BREAK**

The Founder's Break will start from 6-00 p.m. on 4th October, 2005 and the children will be back by 5-00 p.m. on Sunday, 9th October, 2005.

**No. 274. COMPENSATORY OFF**

If any school employee goes on outstation duty on Saturdays/individual's weekly off day/on any other administrative holidays and claims TA/DA as per the rules, in that condition the Compensatory Off is not admissible.

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

**No. 275. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Monday, 15th August, 2005 will be a School and administrative holiday on account of Independence Day.

Praveen Vasisht  
*Offg. Headmaster*



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th August, 2005

276—282

No. 276. PROGRAMME

August

Fri. 19th ... Inter House Badminton G.D. Postponed  
 Sat. 20th ... Tutorial Meetings 1-00—1-45 p.m.  
                   Inter School Hindi Declamation ... 5-30 p.m.  
                   Junior & Senior English Debating  
                   Society Meetings

## ROUTINE FOR THE SCHOOL ON THE DAY OF TUTORIAL MEETINGS

Each class is cut short by 5 minutes

Breakfast	... 8-55 a.m.
Singing Practice	... 9-35 a.m.
3rd School	9-50-10-25 a.m.
4th School	10-25-11-00 a.m.
Milk Break	11-00-11-20 a.m.
5th School	11-20-11-55 a.m.
6th School	11-55-12-30 p.m.
7th School	12-30-01-05 p.m.
Tutorial Meetings	1-05—01-45 p.m.
Lunch PD	... 12-00 noon
Lunch Sr. School	... 1-50 p.m.

Prep School will have meetings in their own rooms or next to SSC

Girls Department will have their meetings in Science Department and in rooms next to Bank.

Boys Department will have meetings as follows :

Holding House	Outside their Dorms.
Himalaya House	Room Numbers 1, 2, 3 & 4.
Nilagiri	Room Numbers 5, 6, 7 & 8
Siwalik	Room Numbers 9, 10, 11a & 11b
Vindhya	Room Numbers 12, 14, 15 & 16

- Sun. 21st ... U-IV Heritage Walk to Shimla
- Tue. 23rd ... **Tuesday Test**  
 U-VI Business Studies/Geography/Physics  
 L-VI Economics/Comp. Science  
 U-V Social Science
- Wed. 24th ... Clay Modelling Competition (Sculpture Department)  
 Basketball Electrons Boys & Girls vs. Pine Grove at Sanawar  
 Soccer Colts vs. Pine Grove at Sanawar
- Fri. 26th ... Janamashtami School & Administrative Holiday
- Sat. 27th ... English Hand Writing Awareness Camp For Classes V, VI, VII & VIII  
 Arrival of Teams for The Bhupinder Singh Memorial Soccer Tournament
- Sun. 28th ... The Bhupinder Singh Memorial Soccer Tournament Commences ... 7-30 a.m.  
 Sanawar First Match at 7-30 a.m.  
 Sanawar Second Match at 3-00 p m.

**No. 277. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL**

Through this order all concerned are requested to forward to the Bursar any Debit Note, Loss Slips, Credit Tuck Shop Slips etc., latest by 2nd September, 2005 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-2005 whereafter no further adjustments will be possible.

**No. 278. EXCUSE SLIPS FROM R.M.O.**

Children recovering from sprains/fractures/viral fever or any other medical problem which requires exemption from P.T./Games etc. for a limited period are to be given excuse slips duly signed by the R.M.O.

The Housestaff/HOF (Sports)/PTI'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. 279. 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. 280. SCHOOL OFFICE PHOTOCOPY MACHINE**

It has been noticed that members of the teaching staff as well as other individuals have been using the Photocopy Machine in the School Office without prior permission, resulting in the machine going out of order frequently and thus hampering photocopy job of the school.

All staff members are hereby requested either to use Birdwood school photocopy machine or to contact the Librarian for their official photocopy work with prior permission from the Incharge concerned.

**No. 281. VISIT OF PARENTS**

The permission to meet the child/children by the parents can be granted by the concerned House Staff only. All staff member to note please.

**No. 282. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Friday, 26th August, 2005 will be a School and administrative holiday on account of Janamastmi.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 25th August, 2005

283—287

## No 283. PROGRAMME

### August

- Fri. 26th ... Janamashtami : Administrative Holiday
- Sat. 27th ... English Hand Writing Awareness Camp  
For Classes V, VI, VII & VIII  
Arrival of Teams for The Bhupinder Singh  
Memorial Soccer Tournament
- Sun. 28th ... The Bhupinder Singh Memorial Soccer  
Tournament Commences ... 7-30 a.m.  
Sanawar First Match ... 7-30 a.m.  
Breakfast of the Chief Guest with SMT ... 9-00 a.m.  
at HM's Residence after the match  
Sanawar Second Match ... 3-00 p.m.
- Mon. 29th ... Sanawar Match ... 6-30 a.m.  
First two schools are cancelled.  
Breakfast PD ... 8-00 a.m.  
Breakfast Sr. School ... 9-00 a.m.  
HoF's Meeting ... 2-15 p.m.  
Sanawar Second Match ... 3-00 p.m.  
Marks to be filled in the files by 5-00 p.m.  
Files are kept in the Staff Room
- Tue. 30th ... Tuesday Test  
U-VI Economics  
L-VI English  
U-V Hindi  
Sanawar Match ... 3-00 p.m.
- Wed. 31st ... The Bhupinder Singh Memorial Soccer  
Tournament Conclude  
Closing Ceremony & high tea with the  
Chief Guest ... 4-00 p.m.

### September

- Thu. 1st ... Assessment Meeting in the Staff Room ... 2-15 p.m.  
U-VI Dinner for Staff (Teacher's Day) ... 7-45 p.m.

- Fri. 2nd ... Scholastic Club Commences  
Inter-Public School Quiz ... 6-30 p.m.
- Sat. 3rd ... Parents Teachers Meeting for V, VI &  
VII classes in Birdwood ... 2-15 p.m.  
S.O.P. ... 3-30 p.m.
- Mon. 5th ... Children to return from SOP by 5-00 p.m.  
Parents are requested to leave school  
site by 6-00 p.m.

**No. 284. 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. 285. 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 Office.

One proforma can take a number of entries and it is advisable that the proforma is submitted to the Office by 5th of each month for the proceeding month, for sanction.

**No. 286. PRIVATE TRADING**

Reference School Order dated 25th February, 2005. (No 64)

There will be no private trading by members of the school staff (including their spouses & 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 Offg. Headmaster.

All heads of Deptts may please explain this order to those working under them.

**No. 287. ADMINISTRATIVE HOLIDAY**

Friday, 26th August, 2005 will be a holiday on account of Janamashtami for Administrative Staff.

Praveen Vasisht  
Offg. Headmaster

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th September, 2005

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295—299

## No. 295. PROGRAMME

### September

- Sat. 10th ... Mathematical Aptitude Test for Class VI  
 Inter School Hindi Essay Writing  
 Competition for class L-IV & U-IV  
 IPSC Aquatic Championship  
 at Patiala concludes  
 Mess Committee Meeting at MCR ... 2-15 p.m.
- Tue. 13th ... U-VI Maths/Pol. Science/Biology Test  
 L-IV Pol Science/Biology  
 U-V Science Test
- Sat. 17th ... Tutorial Meeting 100—1-45 p.m.  
 Mathematical Aptitude Test  
 for class VII  
 Senior Inter-House Quiz ... 6-15 p.m.  
 Peace-March  
 Staff Dinner at Staff Club ... 7-45 p.m.

## No. 296. 158TH FOUNDERS 2005 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 ... Offg Headmaster/Bursar  
 Co-ordination of Activities ... Capt. Rohit Bajaj

### 2nd October, 2005

- Gandhi Jayanti & Flag Hoisting ... I/c Mrs. Anju Suri, Mrs. K. Puri, Mr. Narinder Sharma, Mr. T. Das, Mr. M.S. Barik.

### Chapel Service for OS 1955 & 1980

### Batch & OHM's Tea for 1955 &

- 1980 Batch ... I/c Miss K. Bakashi, Mr. R. Solomon, Mrs. M. Solomon, Mrs. S. Cheema, Mr. K. Gopal

**3rd October, 2005**

Athletics	...	I/c Mr. Sukhbir Singh Mrs. R. Grewal, Mrs. V. Saklani & Mr. R.S. Gill.
O S. Basketball Matches	...	Mr. Daljinder Singh
O.S. Hockey Match	...	Mr. A.K. Chandel
Parents Teacher Meeting (for X, XI & XII)	...	I/c Mr. R. Puri, Mr. R. P. Gautam.
O.S. Meeting (Preliminary)	...	Miss Shonu Mukherjee, Miss A. Solomon
Blood Donation Camp	...	Dr. B. Sanga, Mr. R. Baross
Inauguration of additional facilities at Hospital	...	Dr. B. Sanga and her staff
School Show	...	I/c Dr. V.K. Sharma
English Play	...	I/c Mr. Nickwavel Mrs. A. Bath, Mr. S. Mukherjee, Miss A. Arora, Mrs. S. Chauhan, Mrs. I. Ghosh, Mr. D. Sharma
Hindi Play	...	I/c Dr. S. Khan Mr. R.P. Gautam, Mr. D. Pant, Mr. Mukesh, Mr. A. Mukherjee, Mr. A. Ghosh, Mr. S. Mukherjee.
Orchestra	...	I/c Mr. M. S. Barik, Mr. T. Das, Mr. N. Sharma
Dance	...	I/c Mrs. Barik, Mrs. B. Rishi, Mrs. D. Gyani, Mrs. S. Mukherjee, Mrs. P. Kohli.
Invitation Cards	...	I/c Mr. A. Dehloo, Mr. A. Mukherjee, Mrs. A. Sharma, Mrs. S. Gupta.

Ushering	... I/c Mr. A. Gohsh, Mrs. S. Gupta, Mrs. K. Warich, Miss P. Chauhan.
<b>Tattoo</b>	... I/c Mr. James Roberts Mrs. R. Vasisht, Mr. A. Mukherji, Miss A. Solomon, Mrs. B. Rishi.
P.T. & Gym.	... Mr. A. C. Chauhan Mr. A.K. Chandel, Mrs. N. Kaur.
Figure Marching	... All P.D. Staff
Bugle Band	... Mr. K. Gopal
Tibetian Dance	... I/c Mr. Dehloo, Mr. Ravi, Mr. R. Jamwal
Mashal Display	... Mr. A.K. Chandel, Mr. D. Pant
Arena Party	... I/c Mr. R. S. Gill, Mr. S. Mukherjee, Mr. Ramphal, Mr. Anil Chauhan
Seating (Chief Guest)	... I/c Mr. Sukhbir Singh Mr. N. Sharma.
<b>4th October, 2005</b>	
Founder's Assembly	... I/c Mr. R.P. Gautam Mr. Deepak Sharma, Mr. R. Solomon, Mrs. M. Solomon.
School N.C.C. Parade	... I/c Capt. R. Bajaj ... Col. Ranjit Singh Mr. A.C. Chauhan, Mr. R.P. Gautam, Mr. A.K. Chandel, Mrs. N. Kaur.
Band	... Mr. K. Gopal
Seating	... I/c Mr. R. Puri Mrs. K. Puri, Miss A. Arora, Mrs. S. Chauhan.



Preparation of Ground	... I/c Mr. H. Romana, Mr. V. Bannyal, Mr. B.S. Ranout.
V.I.P. tea	... Mr. R. Nathaniel
Speeches and Prize Distribution	... I/c Mr. R. Puri, Miss A. Solomon.
Sound Equipment	... Mr. S. Saklani
OHM's Lunch	... I/c Mr. P.K. Sharma, Mr. B. Sharma, Mr. R. Nathaniel.
O.S. Meeting	... Miss S. Mukherjee, Miss A. Solomon, Mr. B.S. Ranout
Exhibitions	... I/c Duli Chand & all hobbies teachers.
Security/Fire Officer	... Mr. H. S. Romana, Mr. V. Banyal
Lunch 3rd October	... Mr. Daljinder Singh, Mrs. A. Suri, Mrs. S. Cheema, Mrs. Arti, Mrs. S. Gupta.
Lunch 4th October	... Mrs. K. Rampal, Mrs. A. Lal, Mrs. S. Cheema, Mrs. Ramita Singh.
Parking	... I/c Mr. H.S. Romana, Mr. V. Banyal.
Acoustics and Recording	... Mr. S. Saklani
Registration	... I/c Mr. L.D. Attri Mr. O.P. Sharma, Mr. Gurmeet Singh, Mr. J.D. Sharma.
Electrical & Lighting	... I/c Mr. O.P. Patial
Co-ordinator for Chief Guest	... Mr. G. Sood, Mrs. R. Grewal
Co-ordinator for V.I.P.'s at HM's Residence	... Mrs. R. Vasisht & Mr. Ravi Kumar.
Parker Hall	... I/c Mrs. M. Bhalla.

**No. 297. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER AUTHORISED CATEGORY**

- (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 24th October 2005, to the Admission Office of the the School.
- (2) Such children will have to appear for the Entrance Test which is scheduled to be held on Sunday 6th November, 2005 (10-00 a.m.)

**No. 298. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)**

This reference School Order dated 18th February, 2004. 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 in the register provided for this purpose in the CDH/MCR.
- (d) Permission of the Bursar will we take 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 meals in the CDH/MCR.

**No. 299. ADMINISTRATIVE HOLIDAY**

Tuesday, 13th September, 2005 will be holiday on account of Gugamarhi.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th September, 2005

300—309

## No. 300. PROGRAMME

### September

Sat. 17th ...	Tutorial Meeting Mathematical Aptitude Test for class VII Staff Dinner at Staff Club	1-00—1-45 p.m.  ... 7-45 p.m.
Sun. 18th ...	Peace-March	... 6-30 p.m.
Tue. 20th ...	U-VI Chem./Accounts/History Test L-VI B. Studies/Physics/Geography Test U-V Mathematics Test	
Wed. 21st ...	Mathematical Talent Search Exam for class L-III, U-III & L-V	... 4-30 p.m.
Thu. 22nd ...	Mathematical Talent Search Exam for class L-IV, U-IV & U-V	... 4-30 p.m.
Fri. 23rd ...	Inter-House Gym. Competition GD & BD postponed.	
Sat. 24th ...	SMT Meeting Inter-House PT Competition on P. Stead at 3-15 p.m. G.D. & B.D. Junior-Inter House English Debate	... 2-15 p.m.
Sun. 25th ...	Founder's preparation program comes into effect.	

## No. 301. POCKET MONEY FOR THE CHILDREN, WHOSE PARENTS ARE NOT ATTENDING FOUNDERS

Students, whose parents are not attending Founder will be issued Rs. 200/- per day for two days i. e for 3rd & 4th October. The house staff will collect the money from the office, on submitting the list of names to Bursar or Fees Incharge on 2nd October.

**No. 302. POST-FOUNDER'S POCKET MONEY**

Extra pocket money in cash will be issued to the children who will be on the campus during the Post-Founder's Holidays at the rate of Rs. 50/- per day i.e. total Rs. 200/- this year. The house staff will collect the money from the office, on submitting the list of names to Bursar or Fees Incharge on 3rd October. A copy of the list should also be given to the Mess Manager by 8-00 a.m. on 3rd October, 2005.

**No. 303. TUCK SHOP MONTHLY CLOSING**

The Tuck Shop will be closed on 20-9-2005 for Monthly Stock Taking.

**No. 304. SUBMISSION OF LEAVE APPLICATIONS**

The Leave Applications for their sanction are being forwarded to the School Office without the mention of employee Code and date of submission of Leave Application, particularly from the Teaching Staff and the Internal Auditors have raised this issue in their Audit Report for the quarter ending 31st March, 2005.

All Heads of Departments are requested to make a special note for the above and ensure that no Leave Application without the mention of Employee Code and Date of Submission is forwarded.

**No. 305. PROMOTION**

Shri Prem Singh, Mazdoor (Electrical Department) has been upgraded to the post of Valveman in Grade VI(b) with effect from 1st September, 2005.

**No. 306. CHANGE IN NAME**

The name of Shri Ravi Massey, newly appointed Mazdoor, in the School Engineering Department, is changed as per School Leaving Certificate to Ravinder Kumar.

**No. 307. MAINTENANCE OF ATTENDANCE RECORD**

It has been pointed out by the Internal & Statutory Auditors that no Attendance Register is being maintained for the Teaching staff and also for supporting staff attached to the Teaching Staff. The Dean of Faculties is requested to maintain the Attendance Register by detailing one of the members of the teaching staff, for the individuals of Grade III(a) and below till Grade VII. The Attendance Register is to be forwarded to the Bursar on every Tuesday, like other departments do, in order to meet the audit's requirements. The

**maintenance of Attendance record is compulsory for all the individuals from Grade III(a) to VII as per school rules for all the departments of the school.**

**No. 308. DUTY HOURS**

It has been noticed that some of the members of the support staff attached to the Teaching category are being relieved from duty without performing normal duty of eight hours, which is against school rules. It is once again brought to the notice of all concerned that every one will have to work for a minimum of 8 hours.

**No. 309. SUBSTITUTION OF STAFF MEMBERS AND INVIGILATION DUTY**

When a member of staff is absent for official/medical reasons, other member of the staff will be placed on substitution duties. The decision of the authorities responsible for this will be final. The same rule will be applicable for invigilation duties also.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd September, 2005

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310—313

## No. 310. PROGRAMME

### September

- Fri. 23rd ... Inter-House Gym. Competition  
GD & BD postponed.
- Sat. 24th ... Inter-House PT Competition on  
P. Stead at 3-15 p.m.  
G.D. & B.D. Junior-Inter House  
English Debate  
Peace March 8-15---9-00 p.m.
- Sun. 25th ... Founder's preparation programme  
comes into effect.

### October

- Sat. 1st ... First Performance School Concert ... 4-30 p.m.  
First Performance of Tattoo ... 7-20 p.m.
- Sun. 2nd ... Winter Kit Comes into effect  
Gandhi Jayanti : School & Administrative  
Holiday  
Gandhi Jayanti Flag hoisting followed  
by Special Assembly ... 10-00 a.m.  
Chapel Service for the batch  
of '55 & '80 ... 4-00 p.m.
- Mon. 3rd ... Rouser ... 6-00 a.m.  
Baths ... 6-30 a.m.  
Breakfast Sr. School ... 8-00 a.m.  
Breakfast P.D. ... 9-00 a.m.  
Annual Athletics Meet ... 10-00 a.m.  
Parent Teachers Meeting Birdwood  
for classes X, XI & XII 12-00 noon onwards

	Offg. H.M.'s Lunch for Parents, Old Sanawarian & Guests at Staff Courts	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 for Parents upto class L-V	... 4-30 p.m.
	O.S. Preliminary Meeting S.S.C.	... 5-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Tattoo Final Performance	... 7-20 p.m.
	<b>All Visitors to be off Campus by 9-00 p.m.</b>	
	Supper Sr. School	... 9-00 p.m.
	Lights Out	... 10-00 p.m.
Tue. 4th ...	Rouser	... 5-50 a.m.
	Breakfast Sr. School	... 7-00 a.m.
	Founder's Assembly in Chapel	... 8-00 a.m.
	Breakfast P.D.	... 8-00 a.m.
	NCC followed by Offg. HM's Speech, Chief Guest Speech, Prize giving and introduction with the staff	... 10-00 a.m.
	Offg. Headmaster's Lunch for Chief Guest, Special Invitees, Prefects & their Parents (H.M.'s Residence)	1-00—2-00 p.m.
	Exhibitions	2-00—3-30 p.m.
	OS Meeting (SSC)	... 3-00 p.m.
	School Concert for parents U-V, L-VI and U-VI.	... 4-30 p.m.
	S.O.P. Prep School and upto L-V children.	... 3-00 p.m.
	S.O.P. Sr. School (U-V, L-VI, U-VI)	... 6-00 p.m.
	<b>Note :</b> Dormitory roll call timings :	
	Mon. 3rd	: 2-15 p.m. & 5-15 p.m.
	Tue. 4th	: 2-15 p.m.
	<b>Post Founder's Holiday Routine :</b>	
Sun. 9th ...	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 P.D. ... 6-30 p.m.  
Supper Sr. School ... 7-30 p.m.

Mon. 10th ... 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, they should enter the Birdwood only after the bell.**

**No. 311. WORKING DAYS FOR NON-VACATION STAFF**

In view of Founder's preparation 24th and 25th Sept. (Sat. & Sun.) will be full working days.

2nd October will also be a working day. Loss of holidays on 24th (half day), 25th Sept. & 2nd Oct., will be compensated by salary as per existing rules.

**No. 312. 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 I/c Hygn. & Sanitation. If any pet dog seen unattended on the campus is disposed off, the School will bear no responsibility.

**No. 313. RESPONSIBILITY FOR THE PRESS COVERAGE**

Reference School Order No. 295-99 dated 9-9-05 serial No. 296 :

Mr. Ajay Sharma, Teacher will be responsible for the Press coverage for the events during Founders and will work directly under the Bursar and also will be part of the hosts for the 4th October, 2005 lunch at Staff Court.

Praveen Vasisht  
Offg. Headmaster



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th September, 2005

314—316

## No. 314. PROGRAMME

### October

Sat. 1st	...	First Performance School Concert	...	4-30 p.m.
		First Performance of Tattoo	...	7-20 p.m.
Sun. 2nd	...	Winter Kit Comes into effect		
		Gandhi Jayanti : School & Administrative		
		Holiday is cancelled		
		Gandhi Jayanti Flag hoisting followed		
		by Special Assembly	...	10-00 a.m.
		Chapel Service for the batch		
		of '55 & '80, U-V & above to attend	...	4-00 p.m.
Mon. 3rd	...	Rouser	...	6-00 a.m.
		Baths	...	6-30 a.m.
		Breakfast Sr. School	...	8-00 a.m.
		Breakfast P.D.	...	9-00 a.m.
		Annual Athletics Meet	...	10-00 a.m.
		Parent Teachers Meeting Birdwood		
		for classes X, XI & XII	12-00 noon onwards	
		Inauguration of facilities at Hospital	...	12-30 p.m.
		Offg. H.M.'s Lunch for Parents,		
		Old Sanawarian & Guests at		
		Staff Courts	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 for Parents upto		
		class L-V	...	4-30 p.m.
		O.S. Preliminary Meeting S S C.	...	5-00 p.m.
		Supper P.D.	...	6-30 p.m.
		Tattoo Final Performance	...	7-20 p.m.
		<b>All Visitors to be off Campus by 9-00 p.m.</b>		
		Supper Sr. School	...	9-00 p.m.
		Lights Out	...	10-00 p.m.

Tue. 4th ... Rouser	...	5-50 a.m.
Breakfast Sr. School	...	7-00 a.m.
Founder's Assembly in Chapel	...	8-00 a.m.
Breakfast P.D.	...	8-00 a.m.
NCC followed by Offg. HM's Speech, Chief Guest Speech, Prize giving and introduction with the staff	...	10-00 a.m.
Chief Guest visit to Exhibition	12-00—1-00	p.m.
Offg. Headmaster's Lunch for Chief Guest, Special Invitees, Prefects & their Parents (H.M.'s Residence)	1-00—2-00	p.m.
Exhibitions	2-00—3-30	p.m.
OS Meeting (SSC)	...	3-00 p.m.
School Concert for parents U-V, L-VI and U-VI.	...	4-30 p.m.
S.O.P. Prep School and upto L-V children.	...	3-00 p.m.
S.O.P. Sr. School (U-V, L-VI, U-VI)	...	6-00 p.m.

**Note :** Dormitory roll call timings :

Mon. 3rd : 2-15 p.m. & 5-15 p.m.

Tue. 4th : 2-15 p.m.

**Post Founder's Holiday Routine :**

**No. 315. WORKING DAYS FOR NON-VACATION STAFF**

Please refer to the School Order dated 23rd September, 2005 on the above cited subject and note that Saturday, 1st October, 2005 will also be full working days for the Non-Vacation Staff, which will be compensated by giving single salary for the same.

All concerned are requested to give the details of extra working of Non-Vacation Staff to the Establishment Officer so that extra payment for the same may be released accordingly. The full days working are 24th, 25th September and 1st & 2nd October, 2005.

The details should reach the School Office by 15th October, 2005 positively.

No. 316. BLOOD DONATION CAMP

A blood donation camp is being organized in the school on 3rd & 4th October, 2005 at the Gaskel Hall as part of the Founder's—2005 between 11 00 a.m. to 5 00 p.m. You are requested to donate blood generously and take active part in the same as "RAKT DAAN IS MAHAA DAAN".

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 10th October, 2005

317—325

## No. 317. PROGRAMME

### October

- Mon. 10th ... SMT Meeting ... 2-15 p.m.
- Tue. 11th ... GD, BD & PD House Staff Meeting  
 U-VI Psychology/Comp.  
 L-VI Chemistry, Accounts, History/  
 Physics Test  
 U-V S. Science Test  
 Physical Fitness Test commence
- Wed. 12th ... Dussehra Administrative Holiday  
 Inter House Basketball BD commences
- Fri. 14th ... Workshop on Painting by artist from  
 Shantiniketan 3-30—5-00 p.m.
- Sat. 15th ... Tutorial Meeting 1-00—1-45 p.m.  
 Inter House Senior English Debate
- Sun. 16th ... Staff Badminton & TT Matches commence

## No. 318. HOLDING HOUSE AND PD M.I. TIMINGS

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

## No. 319. ARTICLES LOANED BY STORES

Articles taken on loan for Founder's may please be returned to various stores / department by 12th Oct. 2005 if not already done. Stores and department incharges will forward lists of defaulters by 15th October.

## No. 320. 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 Offg. 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. 321. 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 24th October, 2005, 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. 322. HEALTH CAMP**

A Multi Speciality Health Camp is being organized by Fortis Hospital Mohali & Global Cancer Concern on 15th & 16th October 2005 from 9-30 a.m. to 5-00 p.m. at the School Hospital.

All staff and families are requested to take full advantage of the same.

**No 323. ACCOUNTING OF MONEY DRAWN FOR FOUNDER'S 2005.**

All Staff Members who have drawn money from the Accts. Section for meeting expenditures for Founder's 2005 are requested to submit details of expenditures alongwith supporting documents by 12th Oct. 2005 failing which the outstanding amount will be deducted from the salary for the month of Oct. 2005.

**No. 324. 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. 325. ADMINISTRATIVE HOLIDAY**

Wednesday, 12th October, 2005 will be a administrative holiday on account of Dusshera.

**Praveen Vasisht**  
*Offg. Headmaster*

## THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th October, 2005

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326—335

### No. 326. PROGRAMME

#### October

- Fri. 14th ... Workshop on Painting by artist from  
Shantiniketan Cancelled  
Inter House Basketball (BD) Concludes
- Sat. 15th ... Tutorial Meeting 1-00—1-45 p.m.  
Inter House Senior English Debate  
postponed to 5th Nov.  
Founder's Dinner at HM's Residence ... 7-30 p.m.
- Sun. 16th ... Staff Badminton & TT Matches  
commence
- Mon. 17th ... Balmiki Jayanti Administrative Holiday
- Tue. 18th ... U-V Hindi Test
- Fri. 21st. ... Dulip Memorial Hockey  
Tournament at B.C.S. Cancelled  
U-VI B. Studies/Geography,  
Physics Test  
L-VI Economics/Comp.
- Sat. 22nd ... Communication Skills for U-VI  
(selected students) by Mala Tandon  
commences  
Hindi Poetry Recitation for L-III & U-III  
Sanawar Hockey 1st XI and Electrons  
teams leave for BCS Shimla  
BCS Atoms team arrives
- Sun. 23rd ... BCS Hockey Atoms vs. Sanawar Hockey  
Atoms at Sanawar ... 10-00 a.m.

### No. 327. 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. 328. 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. 329 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 interest, 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. 330 C.D.H. PANTRY**

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

**No. 331. RETURN OF EMPTY BOTTLES TO TUCK SHOP**

It has been brought to notice that staff seems to be rather casual with regard to return of empty bottles of soft drink/ soda/juice to Tuckshop, which is causing considerable difficulty in the Tuckshop. All concerned are requested to kindly arrange to return empty bottles by 25th Oct. to Tuckshop, the Tuckshop will forward a list



to the Bursar giving details of outstanding bottles for which Rs. 5/- per bottle will be charged.

**No. 332. 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. 333. 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. 334. SMOKING AND 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.

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. 335. ADMINISTRATIVE HOLIDAY**

Monday, 17th October, 2005 will be a administrative holiday on account of Balmiki Jayanti.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st October, 2005

336—345

## No. 336. PROGRAMME

### October

- Fri. 21st ... Dulip Memorial Hockey  
Tournament at B.C.S. Cancelled  
U-VI B. Studies/Geography,  
Physics Test  
L-VI Economics/Comp.
- Sat. 22nd ... Communication Skills for U-VI  
(selected students) by Mala Tandon  
commences  
Hindi Poetry Recitation for L-III & U-III  
Sanawar Hockey 1st XI and Electrons  
teams leave for BCS Shimla  
BCS Atoms team arrives
- Sun. 23rd ... BCS Hockey Atoms vs. Sanawar Hockey  
Atoms at Sanawar ... 10-00 a.m.
- Mon. 24th ... SMT Meeting ... 2-15 p.m.
- Tue. 25th ... U V—English Test
- Wed. 26th ... Presentation on exchange by our  
Students ... 2-30 p.m.
- Thu. 27th ... Communication Skills  
for U VI (selected students)  
by Mala Tandon concludes  
ASSESSMENT Meeting postponed
- Fri. 28th ... U VI—Economics/Computer (83) Test  
L VI—English Test  
Dewali Dinner & Social
- Sat. 29th ... Parent Teacher Meeting for classes  
VIII & IX in Birdwood School ... 2-15 p.m.  
Diwali Break from ... 3-30 p.m.

### November

- Thu. 3rd ... Children to come back from Dewali Break.

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st October, 2005

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336—345

## No. 336. PROGRAMME

### October

- Fri. 21st ... Dulip Memorial Hockey  
Tournament at B.C.S. Cancelled  
U-VI B. Studies/Geography,  
Physics Test  
L-VI Economics/Comp.
- Sat. 22nd ... Communication Skills for U-VI  
(selected students) by Mala Tandon  
commences  
Hindi Poetry Recitation for L-III & U-III  
Sanawar Hockey 1st XI and Electrons  
teams leave for BCS Shimla  
BCS Atoms team arrives
- Sun. 23rd ... BCS Hockey Atoms vs. Sanawar Hockey  
Atoms at Sanawar ... 10-00 a.m.
- Mon. 24th ... SMT Meeting ... 2-15 p.m.
- Tue. 25th ... U V—English Test
- Wed. 26th ... Presentation on exchange by our  
Students ... 2-30 p.m.
- Thu. 27th ... Communication Skills  
for U VI (selected students)  
by Mala Tandon concludes  
ASSESSMENT Meeting postponed
- Fri. 28th ... U VI—Economics/Computer (83) Test  
L VI—English Test  
Dewali Dinner & Social
- Sat. 29th ... Parent Teacher Meeting for classes  
VIII & IX in Birdwood School ... 2-15 p.m.  
Diwali Break from ... 3-30 p.m.

### November

- Thu. 3rd ... Children to come back from Dewali Break.

**No. 337. 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. 338. 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. 339. MEDICINES TO BE COLLECTED FROM THE HOSPITAL**

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

**No. 340. MEALS IN CENTRAL DINING HALL (CDH) AND MASTER 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 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) Only Spouse entitled to meals in the CDH/MCR.

**No. 341. CONTRIBUTIONS FOR J. & K. EARTHQUAKE**

Ref. appeal for contributions towards J. & K. Earthquake Relief. All are requested to give their contributions towards J. & K. Earthquake Relief to the Cashier/Estt. Officer by 24th October, 2005.

**No. 342. ARREARS FOR ENHANCED HOUSE RENT ALLOWANCE**

Arrears for the period 1st April, 2005 for enhanced House Rent Allowance due to revision of salary is being paid through salary for the month of October, 2005 to those who are entitled to HRA.

**No. 343 ARREARS ON ACCOUNT OF ENHANCED DEARNESS ALLOWANCE**

The FSC has agreed to pay 3% Dearness Allowance (announced by the government) to all permanent and contractual employees w.e.f. 1st January, 2005 and arrears for the period January to September, 2005 will also be paid through salary for the month of October, 2005.

**No. 344. PAYMENT OF SALARY FOR THE MONTH OF OCTOBER, 2005**

Due to Diwali holidays it has been decided that the Bank will disburse the salary for the month of October, 2005 on 29th October, 2005 (Saturday) so that employees may get salary before Diwali.

**No. 345. OBITUARY**

With deep sense of regret we are grieved to inform that Shri Gulzara, Safai Karamchari, died on 28th September, 2005 due to a massive heart attack leaving behind his wife, Smt. Sheela and son Shri Ranjit Singh, both school employees. Also, Mr. Ashok Kumar Dhiman, Senior Medical Assistant died on 19th October, 2005 leaving behind wife Mrs. Madhu Bala and two children. We pray to God the Almighty for the peace of the departed souls.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th October, 2005

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346—351

## No. 346. PROGRAMME

### November

- Thu. 3rd ... Children to come back from Dewali Break.  
 Fri. 4th ... Id-ul Fittar Administrative Holiday  
 Sat. 5th ... Tutorial Meeting 1-00—1-45 p.m.  
                   TC Kemp Memorial  
                   English Debate postponed  
 Sun. 6th ... Entrance Test for Class V & VII  
                   Interview for New Admission commences

## No 347. 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 incase 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. 2005 and confirm in writing to this effect.

## No. 348. PROCUREMENT AND OFFERING OF ARTICLES TO SCHOOL CHILDREN

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

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

## No. 349. ENTRANCE TEST FOR ADMISSION TO CLASS V & VII ON SUNDAY 6th NOVEMBER 2005

- (a) **Turnout of Children** : The House staff and matrons will ensure that children are turned out neatly on 6th Nov. 2005.

- (b) **Fall in For Lunch** : The School children will fall in for lunch on 6th Nov. 2005 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 am to 3-00 pm on 6th Nov. 2005.
- (d) **Cinema** : There will be no film on Sunday the 6th Nov. 2005. 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 6th Nov. 2005 Housemasters/mistress to note.

**No. 350. 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. 351. ADMINISTRATIVE HOLIDAYS**

Following administrative holidays will be observed by the non-vacation staff :—

- (a) 31st October, 2005 ... Monday, Founder's Holiday
- (b) Tuesday, 1st November, 2005 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 2nd November, 2005.
- (c) 3rd November, 2005 ... Bhai Duj
- (d) 4th November, 2005 ... Id-ul-fiter.

Praveen Vasisht  
Offg. Headmaster

# THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 10th November, 2005

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352—361

## No. 352. PROGRAMME

### November

- Thu. 10th ... 8th Sub Junior Inter Public School  
Hockey Tournament at Pine Grove  
commences
- Fri. 11th ... Interview for Exchange Programme  
concludes  
GD, BD & PD House Staff Meeting
- Sat. 12th ... Inter House Sr. English Debate  
Barne Hall ... 6-15 p.m.  
Staff Dinner at Staff Club ... 7-30 p.m.  
8th Sub Junior Inter Public School  
Hockey Tournament at Pine Grove  
concludes
- Mon. 14th ... Staff Variety Programme ... 6-15p.m.
- Tue. 15th ... Guru Nanak's Birthday  
School & Administrative Holiday  
Sanawar 1st XI & Atoms Hockey  
Matches at Pine Grove.
- Sat. 19th ... Tutorial Meeting 1-00—1-45 p.m.  
SMT Meeting ... 2-15 p.m.  
Inter House Hockey BD, GD & PD  
commences
- Sun. 20th ... Inter House Music competition

## No. 353. CONDEMNATION OF STORES

All stock holders are requested to confirm to the Quartermaster by the 21st November, 2005 if they want a condemnation of stocks to be held for stores before the end of the term.



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

**No. 354. 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. 355. 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. 356. 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. 357. LIVE STOCK**

Rearing and slaughtering of Livestock such as buffalo, cow, goat, sheep, chickens, pigs etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain outside the school premise and should never be found grazing on school land if the live-stock is found grazing on the School land, the School authorities will be free to translocate them any where outside the school campus. Heads of Department are requested to explain this to all staff working under them.

**No. 358. RESIGNATION**

The under mentioned have resigned their positions and are no more in the school services :—

- (a) Mr. Sahil Pradhan Computer Teacher (wef 6th Nov., 2005)
- (b) Mr. Amitava Ghosh Economics Teacher (wef 3rd Nov., 2005)
- (c) Mr. Dhananjay Kumar Lab. Technician (wef 26th Sept., 2005)

**No. 359. APPOINTMENT**

Shri Subhash, temporary Safai Karamchari, has been given permanent appointment of Safai Karamchari, wef 1st November, 2005.

**No. 360. P.C.O. TIMINGS**

The P.C.O. will remain open from 6-30 a.m. to 10-00 p.m. on all school working days during term to provide better facilities to parents and other interested individuals.

**No. 361. SCHOOL AND ADMINISTRATIVE HOLIDAY**

Tuesday, 15th November, 2005 will be a holiday on account of Guru Nanak's Birthday and the Guru Nanak's Birthday is being celebrated in the school alongwith the Guru Ka Langar on 15-11-2005.

**Praveen Vasisht**  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th November, 2005

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362—363

## No. 362. PROGRAMME

### November

Sat. 19th ...	Tutorial Meeting	1-00—1-45 p.m.
	SMT Meeting	... 2-15 p.m.
	Inter House Music competition	... 5-15 p.m.
Sun. 20th ...	Inter House Hockey BD, GD & PD commences	
Mon. 21st ...	HoF's Meeting	... 2-15 p.m.
Tue. 22nd ...	U VI—Chem./Accounts/History	
	L VI—B. Studies/Physics/Geography	
	U V—S. Science	
	FSC Meeting	... 10-00 a.m.
Thu. 24th ...	Inter House Hockey BD, GD & PD concludes	
Fri. 25th ...	PD Weighing & Measuring	
Sat. 26th ...	GD Weighing & Measuring	

## No. 363. STAFF—VACATION ADDRESS

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 Establishment Officer by 12th December, 2005.

Praveen Vasisht  
*Offg. Headmaster*

# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th November, 2005

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364—368

## No. 364. PROGRAMME

### November

- Thu. 24th ... Inter House Hockey BD, GD & PD  
concludes
- Fri. 25th ... PD Weighing & Measuring
- Sat. 26th ... GD Weighing & Measuring
- Mon. 28th ... BD Weighing & Measuring  
After study commences 3-15—4-30 p.m.
- Tue. 29th ... U V—Hindi Test

### December

- Fri. 2nd ... L VI—English Test
- Sat. 3rd ... Staff & U VI Photographs 5-00 p.m. & 5-30 p.m.
- Sun. 4th ... House & Teams Photographs  
8-00 a.m. G.D.  
9-00 a.m. P.D.  
10-00 a.m. onwards B.D. & Teams

## No. 365. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school kit, to the House Matrons after 3-00 p.m. 16th December, 2005. Housemasters 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. 366. SEALING OF BOX ROOMS

Housemasters/mistresses and Matrons are requested to ensure that children put all their personal belongings 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. 367. 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. 368. 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 decorative 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.)

**Praveen Vasisht**  
*Offg. Headmaster*



2. The following Para medical staff will be on duty through out the Winter Vacation :

- (a) Offg. Senior Medical Assistant
- (b) A.N.M. (Mrs. Shashi Verma)
- (c) M.N.O. (Shri Pradeep Chand)

**No. 372. INCREASE IN DEARNESS ALLOWANCE**

The FSC has agreed to pay 4% Dearness Allowance (announced by the government) to all permanent and Contractual employees (except those on fixed consolidated salary) with effect from 1st July, 2005 and arrear for the period July to October, 2005 including Provident Fund benefit thereof, has already been released with the salary for the month of November, 2005.

**No. 373. INCREASE IN MINIMUM WAGES**

The management has approved the increase in Minimum Wages for daily wage workers from Rs. 65/- per day to Rs. 70/- per day with effect from 15th August, 2005. It has already been informed to all Departments vide Circular No. E2/5, dated 29th November, 2005 to prepare wages bill of temporary workers (General Category) @ Rs. 70/- per day for the month of November, 2005.

The Heads of Departments are requested to give the details of working of temporary workers (General category) w.e.f. 15th August to 31st October, 2005 so that difference in wages due to increase in Minimum wages @ Rs. 5/- per day can be paid separately.

**No. 374. TEMPORARY EMPLOYMENT**

Mrs. Madhu Dhiman, W/o Late Mr. Ashok Kumar Dhiman, has been provided a Contractual Appointment as an Assistant (School Office) on a fixed consolidated salary for a period of one year effective from 1st December, 2005. She will be entitled to all facilities like transport facility of school bus for St. Mary School, Kasauli, Education Allowance and other entitlement except Medical Reimbursement.

**No. 375. PROFESSIONAL TAX**

The HP Government has withdrawn the Professional Tax w.e.f. 1st November, 2005 and therefore no such tax is being charged from the school employees.

**No. 376. CHANGE OF CABLE OPERATOR**

Shri Shyam Lal, Cable Operator has been changed and now Mr. Anil Kalra of Dharampur will be the new Cable Operator w.e.f. 1st December, 2005. It has been decided after a meeting with new Cable Operator that he shall charge the Cable Rent every month in advance i.e. in the first week of every month.

**Praveen Vasisht**  
*Offg. Headmaster*



# THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th December, 2005

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377—380

## No. 377. PROGRAMME

### December

- Fri. 9th ... FINAL EXAMS Commence
- Sun. 11th ... Interview for Teachers of Physics & Economics,  
Hindi & English 10-00 a.m. onwards
- Mon. 12th ... Interview for Teachers of HOD Computer &  
Art/Sculpture 10-00 a.m. onwards
- Wed. 14th ... House Staff Meeting with  
Offg. Headmaster to select Prefects  
Academic Council Meeting 2-00 p.m. onwards
- Thu. 15th ... SMT Meeting ... 2-15 p.m.
- Fri. 16th ... FINAL EXAMS Conclude  
Special Assembly at Chapel ... 3-00 p.m.  
Home Party can go home from 4-30 p.m.  
House Break Up Parties ... 8-00 p.m.
- Venue :
- Himalaya ... SSC  
Nilagiri ... Barne Hall  
Siwalik ... Gaskell Hall  
Vindhya ... Art Room
- Sat. 17th ... HOME DAY
- Mon. 19th ... Marks to be fed in Computers by ... 2-00 p.m.
- Tue. 20th ... Promotion Meeting ... 3-00 p.m.  
Staff Dinner at HM's Residence ... 7-30 p.m.

**No. 378. DAILY ROUTINE FROM 9th DECEMBER**

Rouser	... 6-30 a.m.
Prep	7-15—8-45 a.m.
Breakfast Sr. School	... 9-00 a.m.
P.D.	... 8-00 a.m.
Examination Sr. School	10-00—1-00 p.m.
Prep School	10-00—12-00 noon
Lunch Prep School	... 12-15 p.m.
Sr. School	... 1-15 p.m.
Prep in Dorms.	3-15—4-30 p.m.
Baths	... 5-00 p.m.

Rest of the Routine is same.

**No. 379. PRIVATE TRADING BY SCHOOL EMPLOYEES**

It has been noticed that certain school employees, residing on the school campus are doing private trading and working as "Domestic Helpers" which is against the School Rules and is not permitted. However, spouses, who are not in the school services, are permitted to do the job of "domestic helpers" in the school campus.

The Heads of Departments are requested to explain the above instructions to those individuals working under them once again.

**No. 380. CLOSING OF CDH WINTER VACATIONS**

The school will break for Winter Vacations on 17th December, 2005, but the CDH will function till Lunch on 20th December, 2005 to cater for the teaching staff and other individuals, who are entitled to have meals in the CDH.

As the Matrons and other teaching staff will be back on duty on 17th February, 2006, therefore, the CDH will re-open at 9-00 a.m. on 16th February, 2006, in order to cater the meals from supper onwards on 16th February, 2006.

All concerned are requested to note the above details accordingly.

Praveen Vasisht  
*Offg. Headmaster*

## THE LAWRENCE SCHOOL SANAWAR

SANAWAR, WEDNESDAY, 14TH DECEMBER, 2005

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## Part I

381—392

**SPECIAL ORDER****Winter Vacation Arrangements—2005.****No. 381. GENERAL.**

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

*Immediately on receipt of this Special Order* please note 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 Offg. 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 4-30 p.m. on Friday, 16th December, 2005. 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 4-00 p.m. onwards.

(ii) All children travelling in school parties will leave on 16th/17th December, 2005 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 travel 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 Bursar in advance, and **in no case later than Thursday, 15th Dec., 2005**. Requests for travel money required by individual children **will not be entertained by the office after that day**.

(vii) The normal travel money for school parties will be issued to Escorts I/c on Friday, 16th Dec., 2005 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. 382. 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. 383. 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 Establishment Officer by 15th Dec., 2005.**

**Matrons will also submit their addresses and telephone number to Establishment Officer.**

#### No. 384. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Friday, 16th Dec., 2005 at 2-15 p.m. **All Escorts are required to attend.**

**No. 385. 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 Bursar 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. 386. TRAVELING DRESS**

Children travelling in school parties will dress respectably.

**No. 387. 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(Girls)	—White
4	New Delhi 'B' Morning Party (Boys)	—Blue
5	Mumbai & Enroute Party	—Green
6	New Delhi 'C' Morning Party (Combined)	— Red
7	Chandigarh Party	—Khaki

(ii) Party labels will be available in the School Office on Thursday 15th Dec., 2005. 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 Quartermaster by the evening of Thursday, 15th Dec., 2005 of the number of packages (luggage) to be collected from their quarter.

(iv) House Masters/Mistresses & 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) **PATNA AND KOLKATA PARTIES**

The Luggage of all children travelling in Patna and Kolkata parties must be ready in PD, GD & BD by 4-00 p.m. on 16th December, 2005. The Q.M.'s representative will collect the same from the Matrons by 5-00 p.m. and deposit in the QM's Stores with Mr. Ranjit Singh, on 16th December, 2005 Mr. Ranjit Singh to ensure that the loading of luggage is completed by 6-00 p.m. on 16th December, 2005. The Patna Party will depart from Q.M.'s Stores at 6-00 p.m. same day to Ambala Cantt to board Amritsar-Howrah Mail whereas Kolkata Party will depart from Q.M Stores at 8-30 p.m. on 16th December, 2005 to Kalka Railway Station to board Kalka Mail from there.

(vi) **NEW DELHI GIRLS & BOYS PARTIES**

The luggage of all children travelling in these Parties must reach PD, GD & BD by 6-00 p.m. on 16th December, 2005 and the Q.M.'s representative will start collecting luggage from the respective Matrons by 6-00 p.m. same day and deposit with Mr. N.K. Sharma and Mr. Ranjit Singh, Assistant on 16th December, 2005. The Girls Party will depart from QM's Stores and Boys Party from BD Quad. All luggage of students travelling in New Delhi Parties will be loaded to the School DCM Toyota properly without removing Students Labels from the luggage as without labels it will not be possible to identify the owner of the same.

The parties will depart from QM Stores (Girls Party) and BD Quad (Boys Party) at 3-15 a.m. sharp on 17th December, 2005 to Kalka Railway Station to board Morning Shatabadi, departing from Kalka at 6-00 a.m.

**(vii) MUMBAI & CHANDIGARH PARTIES**

The luggage of all the children travelling in these parties must be ready in PD, GD & PD by 9-00 p.m. on 16th December, 2005. The QM's representative will collect the same from the respective Matrons after the luggage of New Delhi Parties and shall deposit the same with QM Stores. These parties will depart from QM Stores at 6-45 a.m. on 17th December, 2005 to Chandigarh Railway Station and after dropping Mumbai Party at the Railway Station, the Chandigarh Party will further depart for Hotel Sunbeam, Opposite ISBT, Sector 17, Chandigarh.

Mr. N.K. Sharma duly assisted by Mr. Ranjit Singh will ensure that the luggage is loaded in the School Truck/buses well in advance before the departure of school parties to avoid any problems in the smooth movement of school parties.

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) PORTERAGE 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 portorage charges will be paid for by the School.

**No. 388. ALLOTMENT OF ACCOMMODATION IN TRAINS**

Mr. Jai Dutt Sharma, Asstt. will be present at Kalka railway station on 17-12-05 and will be Incharge of the allotment of seats to the Delhi parties. Escorts are requested to contact him in case of difficulty.

**No. 389. BREAKFAST**

**Breakfast :** The children remaining in the school will have their breakfast at 7-30 a.m. on 17th Dec. 2005.

**No. 390. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the Escorts from Mr. Jai Dutt immediately after the Escorts Meeting.

**No. 391. DEPARTURE ARRANGEMENTS**

Attached with 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*.

The School parties will leave from QM Store and B. D. Quad on 16th & 17th Dec., 2005, in the following order:

Date	Name of Party	Assemble at	Departure from	Transport	Units
16-12-05	Patna Party	QM Stores 5-45 pm	QM Stores 6-00 pm	School bus/ Hired vehicle	15
16-12-05	Kolkata Party	QM Stores 8-00 pm	QM Store 8-30 pm	Tata Sumo	05
17-12-05	New Delhi (Girls)	QM Stores 3-00 am	QM Stores 3-15 am	Chartered bus	50
17-12-05	New Delhi (Boys)	BD Quad 3-00 am	BD Quad 3-15 am	,, ,,	48
17-12-05	New Delhi 'C' Party	BD Quad 3-00 am	BD Quad 3-15 am	School Bus	10
17-12-05	Mumbai Party	QM Stores 6-30 am	QM Stores 6-45 am	,,	0
17-12-05	Chandigarh Party	QM Stores 6-30 am	QM Stores 6-45 am	,,	15

**The exact numbers of children travelling in the above parties are given in the attached list.**

The Patna Party will depart from QM's Stores at 6-00 p.m. on 16th December, 2005 to Ambala Cantt to board Amritsar-Howrah Mail, Train No. 3006, which will depart from Ambala Cantt at 11-30 p.m. on 16th December, 2005 (Coach No. AS-1) Mr. Pran Nath, Accounts Manager, will be the I/C of the Party.

The Kolkata Party will depart at 8-30 pm from QM's Stores on 16th December, 2005 in Tata Sumo to Kalka Railway Station, from there the party will further travel by Kalka Mail, Train No. 2312, AC 3 Tier Sleeper Coach No. AS-1, leaving Kalka Railway Station at 11-50 p.m. same day. Mr. Tarun Das, Music Teacher is detailed as Escort for the party.

The New Delhi Parties (Girls & Boys) will depart from QM's Stores/BD Quad at 3-15 a.m. sharp on 17th December, 2005 in Chartered buses to Kalka Railway Station and from there the parties will further travel by morning Kalka-New Delhi-Shatabadi Express, Train No 2006, in Coach No. C/6 for Girls



and C/4 for boys) leaving Kalka Railway Station at 6-00 a.m. on 17th December, 2005. Mr. D. C. Jangra and Mr. R. S. Gill are detailed as Escorts for the Boys Party, whereas Mrs. Rina Barik and Mrs. S. W. Attri, will look after the Girls Party.

The New Delhi (C) Party will depart from BD Quad at 3-15 a.m. on 17th December, 2005 alongwith New Delhi Girls & Boys Parties and from Kalka the party will further travel by morning Shatabadi Express, Train No. 2006, in AC Chair Car. Mr. Ram Phal, Swimming Life Guard, will be the Incharge of the Party.

The Mumbai and Chandigarh Party will depart from QM's Stores at 6-45 a.m. on 17th December, 2005 in School Bus for Railway Station, Chandigarh and after dropping the Mumbai Party at Railway Station, the bus will further proceed to Hotel Sunbeam, Opposite ISBT, Sector 17, Chandigarh. The Mumbai Party escorted by Mr. Krishan Gopal will travel by Jan Shatabadi to New Delhi and further by Rajdhani Express, Train No 2952, Coach No. AS-5, leaving New Delhi Railway Station at 4-00 p.m. on 17th December, 2005. Mr. Jai Dutt Sharma will be the Incharge of Chandigarh Party.

QM/Mr. N.K. Sharma assisted by Mr. Ranjit Singh, Assistant, will supervise departure arrangements. The latter will also please not 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. Mr. Jai Dutt Sharma will be available at Kalka Rnilway Station.

**No. 392. NEXT TERM**

The children are required to be back in school on Monday, 20th February, 2006 by 5-00 p.m.

Praveen Vasisht  
*Offg. Headmaster*