

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th February, 2006

3—48

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. 17th	...	Matrons return to school	...	10-00 a.m.
		Teaching Staff returns	...	5-00 p.m.
Sat. 18th	...	Teacher training workshop commences		
		Room No. : 12	...	9-00 a.m.
Sun. 19th	...	Teacher training workshop concludes		
		HM's Vacation Staff Welcome Dinner		
		in HM's Residence	...	7-30 p.m.
Mon. 20th	...	Full Staff Meeting, Staff Room	...	10-00 a.m.
		House Staff Meeting, Staff Room	...	11-00 a.m.
		Head of Faculty Meeting, DoF's Office	...	12-00 noon
		Individual Faculty Meetings	...	1-30 p.m.
		Pupils return to School	...	5-00 p.m.
		Parents are requested to leave the		
		Campus site by 6-00 p.m.		
		Class VII pupils to move to holding		
		house directly.		
		Class VIII pupils will move to their		
		parent houses		
Tue. 21st	...	First two schools are cancelled		
		P.T. to commence from 27th Feb.		
		Breakfast P.D.	...	8-10 a.m.
		Class VI children will go to Library for books		
		Mrs. B. Rishi will Supervise	...	8-30 a.m.
		Breakfast Sr. School	...	9-00 a.m.
		Assembly, Chapel	...	9-40 a.m.
		Classes will start from 3rd School		
		onwards.		

- Cricket and Basketball sets to be made
with hobbies list ... 2-30 p.m.
SUPW list to be made for classes XI
and XII under Mr. Duli Chand ... 3-30 p.m.
- Wed. 22nd ... Regular classes starts from 1st School
Compartment Examination Commences
Class XI—Geography, Accounts, Chemistry
and Informatic Practices
Class IX—Sciences
- Thu. 23rd ... Oath taking ceremony by the Prefectorial
Body in the Assembly
New pupils admission for class VII
HM's Lunch for new Parents in MCR ... 12-30 p.m.
Class XI—Psychology, History and B. Studies
Class IX—Mathematics
- Fri. 24th ... New pupils admission for class V,
Himalaya and Siwalik
HM's Lunch for new Parents in MCR ... 12-30 p.m.
Class XI—Economics and Pol. Science
Class IX—S. Science
- Sat. 25th ... New pupils admission for class V, Nilagiri &
Vindhya
HM's Lunch for new Parents in MCR ... 12-30 p.m.
- Sun. 27th ... Cricket Festival Match
Staff vs. Students ... 10-30 a.m.
Siwalik House Show rehearsal commences.

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—01-00 p.m.
7th School	1-00—1-40 p.m.
Sr. School Lunch	... 1-45 p.m.
Extra classes for XI & XII everyday	2-20—3-20 p.m.
1st Session	2-20—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.

Rouser/P.T./Inspection	As per Sr. School Timings
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.
6th School	12-55—1-30 p.m.
Games & Hobbies (Tue. & Fri.)	2-00—2-50 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. ADDITIONAL RESPONSIBILITY

The under-mentioned individuals will shoulder additional responsibilities as mentioned against their names w.e.f. beginning of Spring Term :—

- | | | |
|-----------------------------|-----|----------------------|
| (a) Mr. Suvabrata Mukherjee | ... | Sr. Housemaster, VBD |
| (b) Mr. Ravi Kumar | ... | Sr. Housemaster, NBD |
| (c) Mrs. Anita Sharma | ... | H.O.F. (Commerce) |
| (d) Mr. Asit Mukherjee | ... | H.O.F. (Science) |
| (e) Mr. A.C. Chauhan | ... | I/c Sports |

No. 8. RETIREMENTS & RESIGNATIONS

The under mentioned individuals are no more in the school services and dates of their leaving the job are mentioned against each names. The concerned Departments are required to send the details of dues, if any, against their names by 22nd February, 2006 to enable the School Office to make recovery from their salary. The details received after that date will not be entertained and the concerned staff member will be responsible for the same :—

- | | | |
|------------------------------------|-----|------------|
| * Mrs. Shobha Gupta Teacher | ... | 18-2-2006 |
| * Mrs. Kavita Rampal Teacher | ... | 18-2-2006 |
| * Col Ranjit Singh Sr. Housemaster | ... | 18-2-2006 |
| * Mrs. Indira Kumar Matron | ... | 18-2-2006 |
| * Mrs. L. Barros Counsellor | ... | 15-2-2006 |
| * Mr. R. Barros HOF (Science) | ... | 15-2-2006 |
| * Mrs. Indira Ghosh Teacher | ... | 18-2-2006 |
| * Mr. Ajay Sharma Teacher | ... | 29-1-2006 |
| * Mrs. Roma Thakur A/Librarian | ... | 22-12-2005 |
| * Mrs. Agnes Lal Teacher | ... | 31-12-2005 |
| * Mr. Sukhbir Singh HOF (Sports) | ... | 01-2-2006 |
| * Mrs. K. Waraich Teacher | ... | 01-2-2006 |

No. 9. CHANGE IN ADDITIONAL RESPONSIBILITY

Miss Ashali Solomon has been shifted as Housemistress, V.G.D., w.e.f. 20th February, 2006.

No. 10. EXTENSION IN CONTRACTUAL APPOINTMENT

Mr. Rajesh Puri, Dean of Faculty, has got an extension in service.

Mr Gaurav Sood Teacher too has been granted an extension in his contractual service for further period of five years effective from 20th February, 2006.

No. 11. SUSPENSION FROM SERVICE

The following individuals are put on suspension for their perpetual absence from school duty :—

- (a) Shri Udi Ram, Mazdoor w.e.f 2nd January, 2006.
- (b) Shri Gopal Dass, Mazdoor w.e.f. 16th January, 2006.

No. 12. NEW APPOINTMENTS

The under-mentioned individuals will join as members of Teaching and administrative staff between 16th to 22nd February, 2006 and their designations are mentioned against each names :—

* Mr. Balbir Bahadur Singh	...	Sr. Medical Asstt. (joined on 10-1-2006)
* Dr. D.P. Tiwari	...	Sr. Teacher, Hindi
* Mr. S.K. Jain	...	Sr. Teacher, Physics (joining 10th March, 2006)
* Mr. Pramod Kumar	...	H.O.F. (Computer Science)
* Mrs. Kamalpreet Dhillon	...	Matron, HHGD
* Mr. Prasun Roy	...	Teacher, Fine Arts
* Mrs. Sipra Roy	...	Teacher, Sculpture
* Mr. Deepak Bahuguna	...	Sr. Teacher, English
* Mrs. Suprita Gill	...	Teacher, English
* Mrs. Naina Dhillon	...	Teacher, English
* Mr. Bhartan Sah	...	Sr. Teacher, Economics
* Mr. Hemraj Swami	...	—do—

All new staff members are requested to submit their Joining Report to the School Office through their Heads of Department, latest by 22nd February, 2006 and they will have to open Saving Account with the State Bank of Patiala, Sanawar, and give SB Account No. to Establishment Officer immediately for the purpose of release of salary. The new staff members are also required to complete formalities with the Establishment Office and will have to furnish a set of Educational Qualifications and other experience certificates for records.

No. 13. CHANGE IN DEPARTMENT

Shri Sunder Singh, Bearer, C.D.H. has now been shifted as Mazdoor and attached with School Engineering Department on disciplinary grounds.

No. 14. CHANGE IN HOUSE

All concerned are requested to note the following details :—

- (a) Mrs. Rakesh Chandel, Matron, SGD is shifted to VBD w.e.f. 18-2-2006.
- (b) Mrs. Parvinder Kohli, Matron, HHGD will now look after SBD.

No. 15. INCREASE IN ELECTRICITY TARRIF

The State Electricity Board has increased the rate and new rate is Rs. 4/- per unit, therefore, it has been decided by the school to charge the under mentioned rates from Staff and Outsider :—

- (a) Staff ... Rs. 2/- per Unit
- (b) Outsider ... Rs. 4/- per Unit.

The rates have already come into effect from December, 2005.

No. 16. 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, 2006 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. 17. 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. 18. CLOTHING

February 20th & 21st will be devoted to the issue of clothing to the children according to the laid down scales. All clothes will bear the House Number of the child, and the initials of the Dept/House. Marking of clothes must be completed by the evening of 23rd February, 2006.

No. 19. 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. Tuck Shop will remain closed on Wednesday.

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 noon
(c) Office Work 12-00—1-00 p.m.
(d) Lunch Break 1-00—2-00 p.m.
(e) B D 2-00—5-00 p.m.
(f) Tuck Shop Office Work 5-00—5-30 p.m.

Sale will be on cheques only.

Timing for the Matrons for Clothing (Indents)

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

No. 20. CHILDREN'S BATH

Till 28th February 2006 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 between Upper and 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. 21. 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

Jackets for boys

} If necessary

- (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 vest if necessary.

No. 22. STAYING ARRANGEMENTS FOR STUDENTS (IN EMERGENCY) OF CLASS XII APPEARING IN THE BOARD EXAMINATION

Arrangements for boarding & loading for the children (in emergency only) appearing in the class XII Board Examination have been made in the GD Common room for girls and Tin Huts for boys. Detailed instruction are being issued separately.

No. 23. 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, 2006.

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

No. 24. 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. 25. 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. 26. STAFF SICK IN QUARTERS

If the teaching staff is unfit they should inform the DHM / Dean of Faculties before the 1st School start 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. to 9-30 a.m. on all working days. They will however inform their Head of Dept. before proceeding to the hospital.

No. 27. 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. 28. 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. 29 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. 30. 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, 2006.

No. 31. 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. 32. 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. 33. 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. 34 MEALS IN CENTRAL DINING HALL (C.D.H.) AND MASTERS COMMON ROOM (M.C.R.)

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. 35. 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. 36. 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. 37. PERFORMANCE OF PRIVATE CEREMONEY ON THE CAMPUS

In order to avoid disturbance to the children and to 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. 38. 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. 39. 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 strictly.

No. 40. 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. 41. 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. 42. 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 recommended from the RMO, will be accepted for making reimbursement for the medical treatment.

No. 43. 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. 44. 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. 45. 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 9-06 a.m. and after 5-00 p.m.

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

No. 46. 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, whereas the temporary workers will have to work for 8 hours a day to claim daily wages. The temporary workers are also not entitled to administrative holidays except the following national holidays :—

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

No. 47. WORKING DAY FOR ADMINISTRATIVE (NON-VACATION) STAFF

In view of opening the school; 1st Term, Sunday, 19th February, 2006 will be a working day for Administrative Staff.

No. 48. BIRTHDAY CAKES

It has been observed that there has been a vast variation in the Quantity of Birthday cake sanctioned for the Students. In order to bring uniformity, the quantity of Birthday cake to be sanctioned for each student has been fixed at 2 kg. House Staff is requested to follow this norm while sanctioning the Birthday Cakes.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 24th February, 2006

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No. 49. PROGRAMME

February

- Fri. 24th ... New pupils admission for class V,
Himalaya and Siwalik
HM's Lunch for new Parents in MCR ... 1-00 p.m.
Class XI—Economics and Pol. Science
Class IX—S. Science
- Sat. 25th ... New pupils admission for class V, Nilagiri &
Vindhya
HM's Lunch for new Parents in MCR ... 1-00 p.m.
- Sun. 26th ... Cricket Festival Match
Staff vs. Students ... 10-30 a.m.
Siwalik House Show rehearsal commences.
- Mon. 27th ... PT/Hodson run commences
SMT Meeting ... 2-30 p.m.
GD Weighing & Measure ... 2-30 p.m.
BD Weighing & Measuring ... 4-30 p.m.
Basketball Festival Match
GD Staff vs. GD 1st XI ... 3-15 p.m.
- Tue. 28th ... PD Weighing & Measuring ... 2-30 p.m.
Fire Evacuation Drill in Dormitories ... 2-30 p.m.
Visit by Class XII Geography Students to
Geological Survey of India, Chandigarh

March

- Wed. 1st ... CBSE Class XII Examination :
English Core ... 10-15 a.m.
- Thu. 2nd ... CBSE Class X Examination :
Social Science ... 10-15 a.m.
Fire Evacuation Drill in CDH after Lunch
- Fri. 3rd ... Mess Committee Meeting ... 2-30 p.m.
- Sat. 4th ... Tutorial Meetings ... 1-00 p.m.

Hindi Handwriting Competition for
 Class V & VI ... 2-20 p.m.
 SUPW 5-00—7-00 p.m.
 Annual General Staff Meeting &
 Dinner at Staff Club ... 7-45 p.m.

Sun. 5th ... Bharat Kapoor and Nanni's Workshop
 for class X students commences

No. 50. HOUSEMISTRESS & TUTORS GD w.e.f. 20th Feb., 2006

Himalaya

Housemistress ... Mrs. N. Tehlan
 Tutors ... Mrs. Neelamjit Kaur
 Mrs. R. Grewal

Nilagiri

Housemistress ... Mrs. A. Suri
 Tutors ... Mrs. M. Solomon
 Mrs. Gyani

Siwalik

Housemistress ... Mrs. R. Vasisht
 Tutors ... Mrs. A. Sharma
 Mrs. S. Chauhan

Vindhya

Housemistress ... Ms. A. Solomon
 Tutors ... Mrs. A. Barth
 Ms. Priya Chauhan

Holding House (N & H)

Housemistress ... Ms. A. Arora
 Tutors ... Mrs. Saklani
 Mrs. N. Dhillon

Holding House (V & S)

Housemistress ... Mrs. A. Singh
 Tutors ... Ms. K. Bakhshi
 Mrs. S. Roy
 Mrs. Samita Mukherji

No. 51. HOUSEMASTERS & TUTORS (B.D.)

Himalaya

Sr. Housemaster ... Dr. V.K. Sharma
 Jr. Housemaster ... Mr. Mukesh Chand
 Tutors ... Mr. Asit Mukherji
 Mr. A.K. Chandel
 Mr. Anil Chauhan
 Mr. Jamwal
 Mr. S. K. Jain

Nilagiri

Sr. Housemaster	...	Mr. Ravi Kumar
Jr. Housemaster	...	Mr. D. Sharma
Tutors	...	Mr. Davesch Verma
		Mr. Dhuli Chand
		Dr. Singla
		Mr. Bhartan Sah

Siwalik

Sr. Housemaster	...	Mr. Daljinder Singh
Jr. Housemaster	...	Mr. N. Sharma
Tutors	...	Mr. Gaurav Sood
		Mr. A.C. Chauhan
		Mr. H. Swami
		Mr. Pramod Kumar

Vindhya

Sr. Housemaster	...	Mr. S. Mukherji
Jr. Housemaster	...	Dr. S. Khan
Tutors	...	Mr. R P. Gautam
		Mr. K. Gopal
		Mr. S. Saklani
		Mr. Deepak Bahuguna
		Dr. Tiwari

Holding House

Sr. Housemaster	...	Mr. Deepak Pant
Jr. Housemaster	...	Mr. A. Dehloo
Tutors	...	Mr. Barikh
		Mr. R.S. Gill
		Mr. Tarun Das
		Mr. N. Waywell
		Mr. Prasun Roy

No. 52. 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/Nilagiri
Thursday		
Saturday		

Monday	}	... Vindhya/Siwalik & Holding House
Wednesday		
Friday		

Sunday	}	Head washes 8-00 a.m. to 9-00 a.m. (alternately between Upper and Lower dormitory)

P.D.

Tuesday	}	... Siwalik/Vindhya
Thursday		
Friday		

Monday	}	... Himalaya and Nilagiri
Wednesday		
Sunday		

Monday	}	... Sparrow
Wednesday		
Saturday		

No. 53. 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. 54. 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. 55. 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 reason for the lapse will be attached with the claim.

No. 56. 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/Finance 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. 57. 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) Student 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. 58. 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 issued to them.

No. 59. STAFF VISIT TO Q. M. STORES

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

No. 60. 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. 61. 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. 62. 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 BD Pavement, Holding House BD Pavement, GD Basketball Ground and the area of Old QM Stores. This restriction also applies to vehicles of visitors to the staff.

No. 63. 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, 2006, failing which they may be denied entry into the campus.

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

No. 64. 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 Bakry.
- (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 class or a hobby session.
- (7) Boys not to hang around the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck Shop is to be visited only on their allotted days and timings.
- (8) Visits to various teachers houses only with the permission of their housemaster/mistress.
- (9) Visits to Prep School by B.D. & G.D. Children restricted to Sundays with Housemaster's/mistress's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hour, or any emergency with due written permission from the relevant staff.
- (12) **Moti Corner, Dharampur including Giani Ka Dhaba, Shaane Himachal, and other eating places.**
- (13) All Sweets-Meats Shop in Garkhal.
- (14) Staff Club.

No. 65. 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. 66. 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 (BD & GD) and also those transferred from PD 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 BD & GD 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. 67. COMMUNICATIONS TO OFFICE REGARDING CHILDREN

When addressing any communication to the School Office regarding children, all staff members kindly write the name of the child 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. 68. 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. 69. 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. 70. OUTSTATION VISITS BY STAFF MEMBERS

Teaching staff undertaking outstation visits without children should adhere to 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 DoF/OHM.
5. The form to be submitted to the Assistant manager (administration) at least one week prior to the date of the visit.

No. 71 MEDICAL REIMBURSEMENT

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

No. 72. 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 Offg. Headmaster.

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

No. 73. USE OF ELECTRICAL APPLIANCES

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 and geysers 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. 74. 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. 75 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 requested 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. 76. 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. 77. ROUTINE INSPECTION OF DEPARTMENTS

This is to commence w.e.f. 28th February, 2006, i.e. 4th Tuesday of this month as per following schedule :

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 accomany the Bursar

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

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd March, 2006

78—87

No. 78. PROGRAMME

March

Fri.	3rd	...	Mess Committee Meeting : A V Room	...	2-30 p.m.
Sat.	4th	...	Tutorial Meetings	...	1-00 p.m.
			Hindi Handwriting Competition		
			for Class V & VI	...	2-20 p.m.
			SUPW		5-00—7-00 p.m.
			Annual General Staff Meeting &		
			Dinner at Staff Club	...	7-45 p.m.
Sun.	5th	...	Bharat Kapoor and Nanni's Workshop		
			for class X students commences		
Mon.	6th	...	GD, BD & PD House Staff Meeting	...	2-15 p.m.
Tue.	7th	...	Individual Faculty Meeting		
Wed.	8th	...	Bharat Kapoor and Nanni's workshop for		
			Class X students concludes		
Sat.	11th	...	Mathematical Aptitude Test for Class X...		2-20 p.m.
			Junior Hindi Debating Society		
			Meeting	...	2-15 p.m.
			Junior English Declamation	...	6-20 p.m.
Sun.	12th	...	Cricket Colts Sanawar vs. Pine Grove		
			at Dharampur		
			Cricket Electron Sanawar vs. Pine Grove		
			at Sanawar		

No. 79. PREFECTORIAL BODY—2006 (Boys)

		Head Boy	...	Jigme Wangchuk
		Deputy Head Boy	...	Raj-ude-Chimni
		M.I. Prefect	...	Anuj Grover
H.B.D.	...	House Captain Sr.	...	Anuj Grover
		House Prefect Jr.	...	Gurmehar Grewal
		School Prefect Sr.	...	Bhawani Minhas
		House Prefect Jr.	...	Kanan Gupta

N.B.D.	...	House Captain Sr.	...	Tarush Jain
		House Prefect Jr.	...	Gaurav Thakur
		School Prefect Sr.	...	—
		House Prefect Jr.	...	Yuvraj Nagpal
S.B.D.	...	House Captain Sr.	...	Farzand Thandi
		House Prefect Jr.	...	Sidak Dhillon
		School Prefect Sr.	...	Baldeep Kang
		House Prefect Jr.	...	Karun Hoon
V.B.D.	...	House Captain Sr.	...	Raj-ude-Chimni
		House Prefect Jr.	...	Mankush Bhopal
		School Prefect Sr.	...	Ankit Grover
		House Prefect Jr.	...	Kush Sehgal

HOLDING HOUSE BOYS

House Captain Sr.	...	Kunal Khurana
House Prefect Jr.	...	Jaspreet S. Arora
School Prefect Sr.	...	Parth Aggarwal
House Prefect Jr.	...	Sahil Abdullah
Sports Coordinator	...	Likumri Changkiri

PREFECTS GD—2006

		Head Girl	...	Shagufta Bhangu
		Deputy Head Girl	...	Jasleen Kaur Rance
		M.I. Prefect	...	Riddhika Khanna
H.G.D.	...	House Captain	...	Prerna Sethi
		House Prefect	...	Meenakshi Saroop
		Holding House Prefect	...	Nimrita Singh
N.G.D.	...	House Captain	...	Riddhika Khanna
		House Prefect	...	Vasundhra Thakur
		Holding House Prefect	...	Tarini Gulia
S.G.D.	...	House Captain	...	Jasleen Kaur
		House Prefect	...	Sanjoli Mangat
		Holding House Prefect	...	Raisa Behal
V.G.D.	...	House Captain	...	Sehaj Mann
		House Prefect	...	Shruti Kapur
		Holding House Prefect	...	Hina Hundal
		Sports Coordinator	...	Eshana Bajaj

No. 80. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper with or alter the electrical installations in the School buildings in-

cluding 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. Will all Housemasters/Housemistresses please check and ensure that this order is complied with. The Asstt. Engineer Electrical 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, 2006.

No. 81. 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 may 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. 82. 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. 7000/-
 - (ii) Marriage of dependants ... Rs. 15000/-
 - (iii) Construction/Repairs of house ... Rs. 15000/-
- (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/Panchyat.

- (b) Medical Recommendation of the School RMO.
- (c) Construction/repair of house Map passed by the Town and Country Planning or concerned Panchyat 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. 83. 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, 2006.

No. 84. 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. 85. SCHOOL UNIFORM

The school uniform is compulsory for the individuals of Grade VI (a) to VII (except Printing Press Staff, Sr. Carpenter, Fitter, PCO Operator, 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, Lab boys, 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.

No. 86. 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 Panchyat/ 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. 87. 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. The School Auditors have raised certain objections for the same in their audit reports. The R.M.O. 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.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th March, 2006

88—97

No. 88. PROGRAMME

March

- Sat. 11th ... Mathematical Aptitude Test for Class X... 2-20 p.m.
 Junior Hindi Debating Society
 Meeting ... 2-15 p.m.
 Junior English Declamation ... 6-20 p.m.
- Sun. 12th ... Cricket Colts Sanawar vs. Pine Grove
 at Dharampur
 Cricket Electron Sanawar vs. Pine Grove
 at Sanawar
- Mon. 13th ... KQ School of Knowledge Workshop for
 selected student of class VII & VIII
 commences
- Tue. 14th ... BD GD & PD House Staff Meeting .. 2-15 p.m.
- Fri. 17th ... Siwalik House Show First Performauce ... 4-30 p.m.
- Sat. 18th ... Tutorial Meeting ... 1-00 p.m.
 Junior Hindi & English Debating
 Society Meeting ... 2-15 p.m.
 Mathematical Aptitude Test for
 Class VI ... 2-20 p.m.
 Siwalik House Show Final Performance ... 6-00 p.m.
- Sun. 19th .. Historical Trip to Sanghol for Class VI &
 Class XII history students
 Visit to Rock Garden, Chandigarh
 for Class V
 Cricket 1st XI Sanawar vs. Pine Grove
 Dharampur
 Cricket Atoms Sanawar vs. Pine Grove at
 Sanawar
 Nilagiri House Show Rehearsal commences

No. 89. 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. 90. 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. 91. TUCK SHOP

The Tuck Shop will remain closed for Annual Stock Taking on Thursday, 30th March 2006.

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, 2006

No. 92. WATER CONTROL IN SCHOOL

Due to restricted water supply from MES water tanks of the staff will be filled on alternate days. Also timing of water given to support staff is being reduced.

Normal water supply will be restored when the situation will improve.

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 requested that due to extreme shortage only potted plants be watered and all other agriculture activity be stopped, and water should not be used for washing of Vehicles/Scooters etc.

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. 93. 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. 94. 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 wanting to amend the details in respect of Gratuity, Annuity and Provident Fund, the formalities be completed and submitted immediately. The blank forms can be collected from the Establishment Section on any working days from 11-00 a.m. to 4-00 p.m.

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

No. 95. STAFF MEALS IN CDH

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. 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 9th April and join normal routine by 10th morning.

No. 97. ADMINISTRATIVE HOLIDAY

Wednesday, 15th March 2006 will be a holiday on account of Holi for Administrative Staff only.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th March, 2006

98—112

No. 98. PROGRAMME

March

Fri. 17th	...	Siwalik House Show First Performance	...	4-30 p.m.
Sat. 18th	...	Tutorial Meeting	...	1-00 p.m.
		Junior Hindi & English Debating		
		Society Meeting	...	2-15 p.m.
		Mathematical Aptitude Test for		
		Class VI	...	2-20 p.m.
		Siwalik House Show Final Performance	...	6-00 p.m.
Sun. 19th	...	Historical Trip to Sanghol for Class VI &		
		Class XII history students		
		Visit to Rock Garden, Chandigarh		
		for Class V		
		Cricket 1st XI Sanawar vs. Pine Grove		
		Dharampur		
		Cricket Atoms Sanawar vs. Pine Grove at		
		Sanawar		
		Nilagiri House Show Rehearsal commences		
Mon. 20th	...	SMT Meeting	...	2-15 p.m.
Wed. 22nd	...	Basketball 1st XI Boys & Girls vs.		
		Pine Grove at Sanawar		
Thu. 23rd	...	KQ School of Knowledge Workshop		
		concludes		
Sat. 25th	...	Mathematical Aptitude Test		
		for class VII	...	2-20 p.m.
		NGD Trip	...	2-30 p.m.
		Junior Inter House Quiz	...	6-20 p.m.
Sun. 26th	...	Basketball Electronics Boys & Girls vs.		
		Pine Grove at Dharampur		
		NGD Trip returns		
		Jr. Inter House English Debate	...	6-20 p.m.
		Nilagiri House Girls will return	...	6-00 p.m.

No. 99. RABIES

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

Children, in particular, should avoid contact with all dogs including pet dogs. Off^d. Estate Manager will ensure that the stray dogs are kept away from school campus at all times.

No. 100. CENSORSHIP OF DOG AND ANTI RABIES INOCULATION

Owner of dogs are required to register their dogs in the Main Office with Asstt. Manager Admin. by 15th April, 2006.

While registering the dogs the following details will be entered :

Owners name, name of pet, breed, colour, sex, age when inoculated for rabies and when inoculation due. Proof of last inoculation will be shown to the Asstt. Manager Admin.

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

No. 101. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE

Expense voucher, re-imbursement/claims of any kind related to the financial year 2005-2006 need to be submitted by 10th of April, 2006 in order to debit the account in the current financial year (2005-2006). **Please make sure that these bills / accounts are submitted by the stipulated date failing which they will not be accepted and the person concerned will be responsible for its clearance. This may be explained to all the individuals of your department.**

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

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

It has also been noticed that individuals are submitting TA/DA bills very late and the school Internal Auditors have been raising

objections for the same in their Audit Reports. All concerned are requested to submit their accounts including TA/DA bills within the specific period i.e. within a week from the date of Arrival of Journey, to the school office, failing which the reimbursement could be withheld.

No. 102. SUBMISSION OF OUT STATION/TOUR FORM :

The outstation/Tour forms are not being submitted on time by the concerned staff. It may please be understood that the submission for sanction must be put up atleast 48 hours in advance, failing which the tour/trip may not be sanctioned.

No. 103. DRESS CODE

It has been noticed that staff members are not complying with the school instructions and are still coming to the MCR for meals in violation of the dress code. All staff members are requested to follow the laid down norms for the dress code please.

No. 104. CONSUMPTION OF FOOD STUFF WITH ALCOHOLIC CONTENTS

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

No. 105. MAINTENANCE OF ATTENDANCE REGISTER

It has been observed that a lot of cuttings and over writing are found in Attendance Registers of the departments and the Internal Auditors have raised this objection in their report also. In future, overwriting should be avoided and all cuttings will be authenticated. Heads of Departments are requested to inform the individuals working under them accordingly.

No. 106. RETIREMENT

Shri Dila Ram, Night Chowkidar has retired from school service on 28th February, 2006.

No. 107. CHANGE IN DESIGNATION

The under-mentioned changes have taken place :—

- (a) Shri Ratti Pal Mazdoor to Night Watchman
- (b) „ Raj Kumar Valveman to Mazdoor (Engineering Department)
- (c) „ Dinesh Kumar Mazdoor (Engg. Department) to Valve-man.

No. 108. EXTENSION IN SERVICE

The services of Shri Kirpal Singh, Driver, who was due for retirement on 31st March, 2006, have been extended till 30th September, 2006.

No. 109. NEW APPOINTMENT

Mr. S.K. Jain, has joined as Physics Teacher on 10th March, 2006.

No. 110. REVOKING OF SUSPENSION ORDER

Shri Sat Pal, Safai Karamchari has been reinstated in his appointment by revoking his suspension order w.e.f. 14th March, 2006.

No. 111. EDUCATION ALLOWANCE

The blank forms for claiming Education Allowance are being sent to the Department concerned for the use by school employees, whose child / children are studying in the schools other than The Lawrence School, Sanawar. The concerned individuals are requested to complete the same and forward to the Establishment Officer, so that the sanction of the Education Allowance as per school policy can take place well in advance.

The concerned individuals of the Teaching and Boarding Staff can collect the blank forms from the school office as per their requirements.

The last date for submission of forms claiming for Education Allowance is 10th April, 2006.

No. 112. FEED MONKEYS AND FACE THE MUSIC

With the monkey menace made worse by people feeding the animals, the Himachal Pradesh government has decided to step in. The HP government has passed a legislation in the Vidhan Sabha stating that feeding monkeys could invite up to one month of imprisonment or a fine of Rs. 1,000 or both.

The new provision states: "Whoever throws eatables in public places, other than those notified by the state government...shall be punished with imprisonment of either up to one month or with a fine to the extent of Rs. 1,000 or both."

All employees of the school and their families are requested to abide by the above provisions of the HP state and help the school in checking monkey menace.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st March, 2006

120—133

No. 120. PROGRAMME

March

Fri. 31st ... Parents Teacher Meeting, for all classes
in Birdwood School ... 2-15 p.m.
SOP after PTM ... 4-00 p.m.

April

Sun. 2nd ... Children will return from SOP ... 5-00 p.m.
Parents are requested to leave the
school site by ... 6-00 p.m.
Cricket Sanawar Staff vs. Pine Grove Staff
at Dharampur

Mon. 3rd ... Head of Faculty Meeting ... 2-15 p.m.

Tue. 4th ... BD, GD & PD House Staff Meeting ... 2-15 p.m.

Thu. 6th ... Jr. Hindi Debating Society Meeting ... 2-20 p.m.

Fri. 7th ... Nilagiri House Show
First Performance ... 4-30 p.m.

Sat. 8th ... Mathematical Aptitude Test for
Class V ... 2-20 p.m.
Nilagiri House Show Final
Performance ... 6-00 p.m.

Sun. 9th ... Himalaya House Show Rehearsal
Commences
Environmental visit to Mrs. Rampal's
House by Class VI
Cricket 1st XI Sanawar vs. Pine Grove
at Sanawar
Basketball Afzal Khan Tournament
Commence at Dehra Doon.
Board of Governors Meeting at H.M.'s
Residence ... 10-00 a.m.

No. 121. 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. 122. 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. 123. 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. 124. 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. 125. RESIGNATION

Mrs. Sheema Barua, Teacher (Fine Arts) and Mr. S. Gill have resigned from school services on their own w.e.f. 1st April, 2006.

No. 126. NEW APPOINTMENTS

The under-mentioned individuals, who have been working in school on daily wages are given permanent appointments with effect from 1st April, 2006 as per details mentioned against their names :—

- (a) Mr. Sanjeev Kumar ... Supervisor-cum ICT Administrator
- (b) „ Neeraj Kumar ... Cook
- (c) „ Mulk Raj ... Cook
- (d) „ Amarjit ... Bearer
- (e) „ Yash Pal ... Bearer
- (f) „ Sanjeev Kumar ... Bearer

No. 127. CHANGE IN DEPARTMENT

Mr. Kuldip Minhas, who was attached with School Electrical Department as I/c Water Control, has now been shifted to Q.M. Stores to work there as Senior Assistant (Stores).

No. 128. CONTRIBUTION AS VOLUNTARY PROVIDENT FUND

The individuals who want to voluntarily contribute towards their Provident Fund Account to a maximum of 15% in addition of compulsory deduction of 12% can do so in the month of April every year, and no such contribution will be permitted after April (first month of new financial year).

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

No. 129. 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. 130. 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, 2006.

No. 131. DORMITORY STRENGTH

Housemaster/Mistress will inform the Strength of Children staying back in the dormitory during S.O.P. to Mess Manager by 31-3-06 (5-00 p.m.).

No. 132. COLLECTION OF HOUSE TAX BY THE GRAM PANCHAYAT

It has been decided by the Gram Panchayat, Garkhal-Sanawar vide their Resolution No. 4 dated 9th January 2006 that the House Tax will be collected by the Gram Panchayat directly from the employees residing on the school campus.

All school employees are requested to pay the House Tax directly to the Gram Panchayat, Garkhal-Sanawar as and when required.

No. 133. ADMINISTRATIVE HOLIDAY

Thursday, 6th April 2006 will be a holiday on account of Ram Naumi for Administrative Staff only.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th April, 2006

134—139

No. 134. PROGRAMME

April

Fri. 7th	...	Nilagiri House Show First Performance	... 4-30 p.m.
Sat. 8th	...	Mathematical Aptitude Test for Class V Nilagiri House Show Final Performance	... 2-20 p.m. ... 6-00 p.m.
Sun. 9th	...	Himalaya House Show Rehearsal Commences Environmental visit to Mrs. Rampal's House by Class VI Cricket 1st XI Sanawar vs. Pine Grove at Sanawar Basketball Afzal Khan Tournament Commence at Dehradun.	
Mon. 10th	...	Assessment Meeting	... 2-15 p.m.
Wed. 12th	...	Hodson Qualifying PD & GD	
Thu. 13th	...	Hodson Qualifying BD Class V & VI Hindi Essay Writing Competition	... 2-20 p.m.
Fri. 14th	...	Good Friday : School and Administrative Holiday	
Sat. 15th	...	Foundation Day, Hodson Run Final	... 3-00 p.m.
Sun. 16th	...	Cricket match 1st XI and Basketball vs. PPS Nabha at Nabha Cricket match Atoms & Electrons vs. PPS Nabha at Sanawar Siwalik & Vindhya GD Trip	

No. 135. 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 136. 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 enteries latest by 30th April, 2006. These ledgers may be called for inspection and check by the School Office, and also by school auditors.

No. 137. S.B.F. LOANS

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

No. 138. ADMINISTRATIVE HOLIDAYS

Tuesday, 11th April, 2006	...	Mahavir Jayanti
Friday, 14th April, 2006	...	Dr. B.R. Ambedkar's Birthday
Saturday, 15th April, 2006	...	Himachal Day

No 139. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 14th April, 2006	...	Good Friday
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Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st April, 2006

146—155

No. 146. PROGRAMME

April

- Fri. 21st ... Charts Display competition
Himalaya House Show First
Performance ... 4-30 p.m.
- Sat. 22nd ... Tutorial Meeting ... 1-00 p.m.
Mathematical Aptitude Test Class VIII ... 2-20 p.m.
Himalaya House Show Final
Performance ... 6-15 p.m.
- Sun. 23rd ... Cricker Staff Sanawar vs. Old Sanawarian
at Sanawar
High tea for OS team at Barne Field
Cricket Ele. & Atom vs. BCS at Shimla
- Tue. 25th ... Inter House Cricket B.D. concludes
- Wed. 26th ... Annual Hikes & Camps commence
- Sun. 30th ... Annual Hikes & Camps conclude

No. 147. INCOME TAX

1. Allotment of Permanent Account Number—Section 139 A.

A person whose total income during previous year exceeds or likely to exceed during the current financial year the taxable limits of Rs. 1,00,000/- & Rs. 1,35,000/- in case of males and females respectively, should apply for allotment of PAN in Form No. 49 A, in case he/she does not own one, by 25th April, 2006.

2. Rate of Income Tax

Income Slab	Rate of Income Tax
In Case of Males	
Upto Rs. 1,00,000/-	Nil
Rs. 1,00,001 to 1,50,000/-	10%
Rs. 1,50,001 to 2,50,000/-	20%
Rs. 2,50,001 and above	30%

In Case of Females

Upto Rs. 1,35,000/-	Nil
Rs. 1,35,000 to 1,50,000/-	10%
Rs. 1,50,001 to 2,50,000/-	20%
Rs. 2,50,001 and above	30%

2% education cess on the taxpayable

3. Allowances Fully Taxable

Dearness Allowance, Deputation Allowance, Interim Relief, C.C.A., Fixed Medical Allowance, Overtime Allowance, Project Allowance, Servant Allowance, Wardenship Allowance, Education Allowance etc.

4. Value of perquisites

- | | |
|---|--|
| (a) Residential accommodation | 15% of Basic salary and Taxable Allowances |
| (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.

5. 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) Amount spent on training of employees or fees paid for refresher managements course.
- (c) Conveyance facility provided for the journey between office and residence and back at free of charge or concessional rates.
- (d) Provision of medical facilities to employees.
- (e) Employer's contribution to staff group insurance scheme.

6. Relief / Rebate under section 80 C upto the Maximum of Rs. 1,00,000/-.

NSCs, PPF A/C., Life Insurance Premium, ULIP, Equity Linked Saving Scheme, Infrastructure Bonds/Units, Pension Funds, Contribution to P.F., Purchase/Construction of Residential House, Tuition fee for children etc.

In addition to Section 80 C

- (a) Medical Insurance premium
(Medi Claim Policy) Payment made
through cheque out of assessee's
Taxable income Rs. 10,000/- u/s 80 D

- (b) Maint. Including medical treatment of handicapped dependant Rs. 50,000/- OR
In case of person with severe disability duly supported by a Medical certificate of the Competent Authority Rs. 75,000/- u/s 80DD
- (c) Medical treatment of self or dependant relatives for specific ailments duly supported by a Medical certificate of the competent Authority Rs. 40,000/- u/s 80 DDB
- (d) Re-payment of loan taken for higher education Rs. 40,000/- u/s 80 E
- (e) Donation to specified fund Rs. 100% u/s 80 G
- (f) Physically handicapped Rs. 50,000/- OR
In case of person with severe disability Rs. 75,000/- u/s 80 U

No. 148. LIVE STOCK

Rearing and slaughtering of Livestock such as buffalo, 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. 149. STUDENTS PERSONAL ACCOUNTS

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

Any loss slips, debit notes, expenses vouchers, etc., involving these students must be sent to school office latest by 30th April, 2006. 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. 150. 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 151. ECONOMY IN WATER CONSUMPTION

We have a crisis on water front and the water consumption in the school continues to exceed 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 tape, 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. All are requested to store water in buckets/containers etc. as water supply from the MES has been reduced to a trickle.

No. 152 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. 153 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-imbursement 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-imbursement.
6. Spectacle and Denture bills are not re-imbursable.

No. 154. SUBMISSION OF EDUCATION ALLOWANCE FORMS

Those who have not submitted Education Forms till date are required to submit the same by 25th April, 2006 failing which the Education Allowance will not be added to their salaries.

No. 155. STUDENT PERSONAL ACCOUNT (ROLL NO.)

1. It has been noticed that while submitting accounts of the advance taken for the cause of students, Computer Numbers of the students are not mentioned. This besides causing lots of delay in booking of the same may also lead to wrong booking to the Personal account of the child.
2. Therefore, all concerned are requested to invariably submit the account pertaining to the child/children Personal account with students computer No. Henceforth No such account without Computer Number will be accepted.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th April, 2006

156—158

No. 156. PROGRAMME

April

Sun. 30th ... Annual Hikes & Camps conclude
Children return from camps and
hikes by 6-00 p.m.

May

Mon. 1st ...	SMT Meeting	... 2-15 p.m.
	Soccer Teams to be made	... 2-30 p.m.
Tue. 2nd ...	Soccer Festival Match at Sanawar	... 3-00 p.m.
Wed. 3rd ...	Chess Inter House commences	
Thu. 4th ...	Cricket 1st XI Tournament commences at BCS Shimla—S'na Cricket Team leaves for BCS Basketball Tournament Boys & Girls commences at Pine Grove at Subathu	
Fri. 5th ...	Visit to High Court & Legislative Assembly, Chandigarh by Class XI & Class XII Political Science Students	
Sat. 6th ...	Tutorial Meeting	... 1-00 p.m.
	Class VII & VIII Hindi Essay Writing Competition	... 2-20 p.m.
	Sr. English Debating Society Meeting	... 2-20 p.m.
	Cricket Tournament at BCS concludes Basketball Tournament Boys & Girls concludes at Pine Grove Subathu Sr. English Declamation	... 6-20 p.m.
Sun. 7th ...	Career Highway Workshop for Class XI commences	

No. 157. WATERING OF GARDENS/VEGETABLE PLOTS

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

No. 158. SETTLEMENT OF ACCOUNTS

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

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

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th May, 2006

159-164

No. 159. PROGRAMME

May

Fri. 5th	...	Visit to High Court & Legislative Assembly, Chandigarh by Class XI & Class XII Political Science Students Postponed	
Sat. 6th	...	Tutorial Meeting	... 1-00 p.m.
		Class VII & VIII Hindi Essay Writing Competition	... 2-20 p.m.
		Sr. English Debating Society Meeting	... 2-20 p.m.
		Cricket Tournament at BCS concludes Basketball Tournament Boys & Girls concludes at Pine Grove Subathu	
		Sr. English Declamation	... 6 20 p.m.
Sun. 7th	...	Career Highway Workshop for Class XI commences	
		Inter House Maths Junior Quiz	... 6-15 p.m.
Mon. 8th	...	Head of Faculty Meeting	... 2-20 p.m.
Tue. 9th	...	BD, GD & PD House Staff Meeting	... 2-20 p.m.
Wed. 10th	...	HOF's Meeting	... 2-20 p.m.
Fri. 12th	...	Vindhya House First Performance	... 4-30 p.m.
Sat. 13th	...	Mathematical Aptitude Test for Class IX	... 2-20 p.m.
		Vindhya House Final Performance	... 6-00 p.m.
Sun. 14th	...	PD Show Rehearsal commences	
		Inter House Computer Quiz	... 6-00 p.m.
		PD Quiz, Barne Hall	... 10-00 a.m.

No. 160. PARENT'S VISITS TO THE HOSPITAL

This is to remind all staff that ONLY the Offg. Headmaster and RMO 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. 161. REQUISITION OF MONEY FROM ACCOUNTS SECTION

1. In spite of detailed instructions on the above subject earlier in various School Orders, 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 Finance Manager personally by the applicant.

No. 162. RESIGNATION

Shri Udi Ram, Mazdoor (Engineering Department) has resigned from the school services with effect from the morning of 8th May, 2006 on his own accord.

No. 163. INCREASE IN DEARNESS ALLOWANCE

3% Dearness Allowance as announced by the Central Government is being given to all permanent and contractual employees (except those on fixed consolidated salary) with effect from 1st January, 2006.

The salary for the month of April, 2006 will be paid @ 17% Dearness Allowance, and arrears for the period January to March, 2006 will be paid with the salary for the month of May, 2006.

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

No. 164. DOG NUISANCE/MENACE

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 I/c Hygiene & Sanitation. If any pet dog seen unattended on the campus is disposed off, the School will bear no responsibility. It has been found that the month of May usually finds a number of rabid dogs in the area. All staff and children are advised in their own interest not to have anything to do with stray dogs which wander about on the school estate.

Children, in particular, should avoid contact with all dogs including pet dogs. Offg. Estate Manager will ensure that the stray dogs are kept away from school campus at all times.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th May, 2006

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No. 165. PROGRAMME

May

Fri. 12th	...	Vindhya House First Performance	...	4-30 p.m.
Sat. 13th	...	Mathematical Aptitude Test for Class IX	...	2-20 p.m.
		Vindhya House Final Performance	...	6-00 p.m.
		H.P. State B/Bail Boys & Girls at Nahan Commences		
Sun. 14th	...	PD Show Rehearsal commences		
		Inter House Computer Quiz	...	6-00 p.m.
		PD Quiz, Barne Hall	...	10-00 a.m.
Tue. 16th	...	Individual Boxing Competition commences		
Wed. 17th	...	Marks to be filled in the folders by lunch.		
Fri. 19th	...	2nd Assessment Meeting	...	2-20 p.m.
Sat. 20th	...	Tutorial Meeting	...	1-00 p.m.
		Class IX & X Hindi Essay Writing competition	...	2-20 p.m.
		Class V & VI English Essay Writing competition	...	2-20 p.m.
		Sr. English Debate	...	6-20 p.m.
		Staff Club Dinner	...	7-30 p.m.
Sun. 21st	...	Inter House Business Quiz	...	6-15 p.m.

No. 166. CONDEMNATION—JUNE, 2006

All the store holders are requested to confirm to the Quartermaster by 31st May, 2006 when they would like to get their stores condemned at the end of the 1st term (between 16th to 18th June).

No. 167. STOCK REQUIREMENTS-SECOND TERM 2006.

All stock-holders to please send in their requirements for the Second Term of 2006 (25th July to 10th Dec. 2006), through the Indent book to the Bursar by 15th June 2006.

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

No. 168. 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' during classes and House staff at other times.

No. 169. 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. 170. 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 the injury weakens 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 follow the instructions.

No. 171. 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. 172. 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 are 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. 173. G. S. TALWAR SCHOLARSHIP FOR STAFF CHILDREN FROM GRADE V A TO VII FOR THE YEAR 2006-07

Mr. G.S. Talwar (OS 55.64) has sponsored a Scholarship to provide financial assistance to the children of the staff (Grade V A to VII), whose children have not been educated in The Lawrence School, Sanawar, and who have taken the Class XII Board Examination successfully and now want to pursue higher studies in the College/ University. The Rules and regulations determining the eligibility of a child to be entitled for the scholarship have already been communicated to all the departments and copy of Rules and regulations have also been provided to them.

Heads of Departments are requested to give wide publicity to this notice and forward applications to the Establishment Officers by 10th July, 2006.

No. 174. INTER-DEPARTMENT TRANSFER

Shri Gobind Ram, Bearer, who was under suspension, has been shifted to the Engineering Department w.e.f. 9th May, 2006 and his designation has also been changed from Bearer to Mazdoor (Non-Vacation Staff).

No. 175. RESIGNATION

Mr. Bhartan Sah, Teacher (Economics) has resigned from the school services on his own and his last working day will be 16th May, 2006.

No. 176. ADMINISTRATIVE HOLIDAY

Saturday, the 13th May, 2006 will be a holiday on account of Budh Purnima.

Praveen Vasishth
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th May, 2006

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No. 177. PROGRAMME

May

Fri. 19th	... 2nd Assessment Meeting	... 2-20 p.m.
Sat. 20th	... Tutorial Meeting	... 1-00 p.m.
	Class IX & X Hindi Essay	
	Writing competition	... 2-20 p.m.
	Class V & VI English Essay	
	Writing competition	... 2-20 p.m.
	Inter House Junior English Debate	... 6-20 p.m.
	Staff Club Dinner	... 7-30 p.m.
Sun. 21st	... Inter House Business Quiz	... 5-15 p.m.
Mon 22nd	... Individual Boxing concludes	
Tue. 23rd	... SMT Meeting	... 2-15 p.m.
Wed. 24th	... English Recitation for	
	Class VII & VIII	... 4-00 p.m.
Fri. 26th	... PD Show First Performance	... 4-30 p.m.
Sat. 27th	... Class XI & XII Commerce Group	
	visit to Commercial Bank & Co.	
	Chandigarh & Ludhiana	
	PD Show Final Performance	... 6-00 p.m.
Sun. 28th	... Jr. Inter House Hindi Debate	... 5-30 p.m.

No. 178. 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, 2006.

No. 179. EXTENSION IN SERVICE

The following individuals have got extension in service for the a further period of one year from the date of their retirement as per details given below :—

- (a) Mrs. Asha Lata Malaviya ... Matron till 23rd July, 2007
- (b) Mr. Bala Ram ... Assistant till 31st May, 2007

No 180. TERMINATION OF SERVICE

Shri Gopal Dass, Mazdoor, who was not attending his duty for quite some times and was under suspension, is no more in school services w.e.f. 15th May, 2006.

No 181. APPOINTMENT

Mrs. Parul Jain, wife of Mr. S.K. Jain, has joined as a General Science Teacher, on adhoc basis, w.e.f. 8th May, 2006.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th May, 2006

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No. 182. PROGRAMME

May

Fri. 26th	...	PD Show First Performance	...	4-30 p.m.
Sat. 27th	...	Class XI & XII Commerce Group visit to Commercial Bank & Co. Chandigarh & Ludhiana PD Show Final Performance	...	6-15 p.m.
Sun. 28th	...	Jr. Inter House Hindi Debate	...	5-30 p.m.
Mon. 29th	...	BD, GD & PD House Staff Meeting Inter House Basketball GD commences Inter House Soccer BD commences	...	2-15 p.m.

June

Sat. 3rd	...	Tutorial Meeting Inter House Basketball GD concludes Inter House Soccer BD concludes Sr. Inter House Quiz	...	1-00 p.m.
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No. 183. SEALING OF BOX ROOM

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. 184. 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. 185. 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. 186 REQUIRED SERVICE FOR WITHDRAWAL FROM PROVIDENT FUND

(a) Contractual Appointments

The applicant should have been confirmed in the appointment before applying for a withdrawal from Provident Fund.

(b) Permanent Appointments

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

No. 187. 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 authorities, i. e. Municipality, Town & Country Planning Department, concerned Panchayat, etc. to justify the repairs.
- (b) New construction of residential house on submission of permission from Town & Country Planning, local bodies, concerned Panchayat, to justify the withdrawal.
- (c) Marriage of children and dependents.
- (d) Serious illness of self/spouse/children on recommendation of School Resident Medical Officer or Medical Specialist of Govt. Medical Institutions.
- (e) Higher Education of children on submission of selection letter from government or recognized Educational Institutions and also on submission of Tution Fee from concerned Institutions.

The applicant may apply for a 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 expenditures of previous withdrawal before sanctioning a fresh withdrawal from Provident Fund and in case of doubt the fresh applications may be rejected.

The school may also sanctions 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. 188. OVERTIME PAYMENT

It has been noticed that individuals are getting double overtime 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 half an hour extra work.

The Heads of Departments are required to explain the above to the individuals working under them, specially to the support staff.

No. 189. LOST AND FOUND

A HMT wrist watch was found by a school employee near the CDH. Whosoever has lost the wrist watch, kindly contact the Offg. E.A.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd June, 2006

190—195

No. 190. PROGRAMME

June

- Fri. 2nd ... FSC Meeting & AC Meeting—FN & AN respectively
- Tue. 6th ... BD, GD & PD House Staff Meeting ... 2-30 p.m.
- Wed. 7th ... Half Yearly Exams commence
- Mon. 12th ... SMT Meeting ... 2-20 p.m.
- Tue. 13th ... BD, GD & PD House Staff Meeting ... 2-20 p.m.
- Wed. 14th ... Half Yearly Exams conclude
Annual Prize Giving ... 3-30 p.m.
Home Party can go Home after Prize Giving
- Thu. 15th ... HOME DAY
- Sat. 17th ... Marks to be fed in the Computer by Lunch
Staff Club Dinner ... 7-45 p.m.
- Sun. 18th ... Assessment Meeting

No. 191. EXAMINATION SCHEDULE

- Rouser ... 6-30 p.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. 192. TO ALL THE DEPARTMENT

Please return all the books borrowed from Library by 7th June, 2006 positively.

No. 193. SUMMER VACATION

The school will close on Thursday, 15th June, 2006 for summer vacation and will reopen on Tuesday, 25th July, 2006 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. 194. STAFF FAMILIES' RATIONS ETC. DURING VACATION

With effect from Friday, 16th June, 2006 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 during the vacation from 10-00 a m. to 2-00 p.m on Monday, Wednesday and Saturday.

Dry Ration 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 195. 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, 2006.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, THURSDAY, 8TH JUNE, 2006

Part I

196—208

SPECIAL ORDER**Summer Vacation Arrangements—2006.****No. 196. 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 Bursar, Establishment Officer *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include the child in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar on the 14th June, 2006 after the prize distribution up till 7-00 p.m. and then from 8-00 a.m. on Thursday, 15th June, 2006. 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 the campus from 4-30 p.m. onwards on 14th June, 2006 and 7-30 a.m. onwards on 15th June, 2006.

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

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by R.M.O. Such children will 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 well in advance, and **in no case later than Monday, 12th June, 2006** 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 Wednesday, 14th June, 2006 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. 197. SECURITY OF PROPERTY

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

No. 198. LEAVE ADDRESS OF STAFF

HoFs, RMO, Sr. Matrons BD/GD/PD will compile the leave address and telephone numbers of staff in their Faculty/Department and submit the same to the Establishment Officer by 15th June, 2006.

No. 199. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Tuesday, 13th June, 2006 at 2-30 p.m. All Escorts are required to attend.

No. 200. 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 New Delhi/Kalka/Chandigarh Railway Station 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. 201. TRAVELING DRESS

Children travelling in school parties will dress respectably.

No. 202. LUGGAGE ARRANGEMENTS

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

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

(ii) Party labels will be available in the School Office on Tuesday 13th June, 2006. 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 serially numbered labels. Such staff members must inform the Quarter-master by the evening of Wednesday, 14th June, 2006 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.**

All School Parties will depart from Sanawar before 6-30 a.m. on 15th June, 2006 and therefore the luggage of all parties will be collected by the Q.M. Store by the evening of 14th June, 2006 and will also be loaded to the School Truck/Chartered/school buses same day.

(v) NEW DELHI A, B & C (BOYS & GIRLS) PARTIES BY MORNING SHATABADI

The luggage of all children travelling in New Delhi Parties must be ready in PD, GD & BD by 6-00 p.m. on 14th June, 2006 for further collection of the same by Q.M.'s representative from Matrons by 8-30 p.m. on 14th June, 2006 and to deposit with the Q.M.'s Stores with Mr. Ranjit Singh, Assistant or QM's representative. They will ensure that the loading of luggage of these parties is completed by 3-00 a.m. on 15th June, 2006 as the New Delhi Parties will depart from Bakery/BD Quad by 3-30 a.m. on 15th June, 2006.

(vi) KOLKATA, MUMBAI, PATNA AND CHANDIGARH PARTIES

The luggage of children travelling in these parties must be ready in PD, GD & BD by 7-30 p.m. on 14th June, 2006 for further collection by Q.M.'s representative from the concerned Matrons by 8-30 p.m. on 14th June, 2006 and to deposit with QM's Stores with his representative, who will further ensure that luggage of these parties have been received and loading of the same is completed by 6-00 a.m. on 15th June, 2006 as these parties will depart

from Bakery at 6-30 a.m. on 15th June, 2006. The Kolkata, Mumbai and Patna Parties will board Jan Shatabadi Express at Chandigarh Railway Station, departing from there at 10-30 a.m. on 15th June, 2006 and after dropping children of these parties at Chandigarh Railway Station, the bus will further proceed to Hotel Sunbeam, Sector 22 (Opposite Main Bus Stand, Sector 17) with the Chandigarh Party.

Light luggage such as Hand Bags, small suit cases, etc., will be carried by the children in the party buses.

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

(vii) 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 portage charges will be paid for by the School.

No. 203. ALLOTMENT OF ACCOMMODATION IN TRAINS

Mr. Jai Dutt Sharma, Asstt. will be present at Kalka railway station and will be in charge of the allotment of seats to the New Delhi party. Escorts are requested to contact him in case of difficulty. He will travel with the Delhi Party Luggage Travel. Mr. Dev Dutt will travel with Chandigarh party as the representative of QM Stores and will be responsible for allotment of seats for Chandigarh Party.

No. 204. ROLL-CALL AT SANAWAR & KALKA FOR DELHI PARTIES

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

No. 205. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by Escorts from Mr. Jai Dutt Sharma, Assistant, after the Escorts Meeting on 13th June, 2006.

No. 206. DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from QM Stores and B.D. Quad on 15th June, 2006, in the following order.

Date	Party No.	Name of Party	Assemble at	Time	Departure at	Mode of Transport
15-6-06	4	New Delhi 'A'	QM Stores	3-30 a.m.	3-45 a.m.	Chartered Bus
15-6-06	5	New Delhi 'B'	BD Quad	3-30 a.m.	3-45 a.m.	Chartered Bus
15-6-06	6	New Delhi 'C'	QM Stores	3-30 a.m.	3-45 a.m.	School Bus
15-6-06	1	Kolkata Party	QM Stores	5-45 a.m.	6-30 a.m.	} Chartered/ School Bus
15-6-06	2	Mumbai Party	QM Stores	5-45 a.m.	6-30 a.m.	
15-6-06	3	Patna Party	QM Stores	5-45 a.m.	6-30 a.m.	
15-6-06	7	Chandigarh Party	QM Stores	5-45 a.m.	6-30 a.m.	

No. 207. JOURNEY ARRANGEMENT OF SCHOOL PARTIES**New Delhi A, B & C Parties**

The parties will depart from Sanawar at 3-45 a.m. on 15th June, 2006 in Chartered/School buses. From Kalka the parties will further travel by Kalka New Delhi Morning Shatabadi Express, Train No. 2006, leaving Kalka Railway Station at 6-00 a.m. on 15th June, 2006 and will arrive at New Delhi Railway Station at 10-00 a.m. same day.

Kolkata Party

The party will depart from Q.M.'s Stores at 6-30 a.m. on 15th June, 2006 in chartered bus alongwith Patna and Mumbai Parties and from Chandigarh the party will further travel by Jan Shatabadi Express, Train No. 2058, leaving Chandigarh Railway Station at 10-30 a.m. on 15th June, 2006 and will arrive at New Delhi at 2-50 p.m. From New Delhi the party will further travel by Howrah Rajdhani Express, Train No. 2302, in AC 3 Tier Sleeper Coach No. AS6 leaving New Delhi Railway Station at 17-00 Hours on 15th June, 2006.

Patna Party

The party will travel from Sanawar to Chandigarh by Chartered Bus leaving Q.M.'s Stores at 6-30 a.m. on 15th June, 2006 alongwith Kolkata and Mumbai Parties and from Chandigarh the party will travel by Jan Shatabadi Express, Train No. 2058, in Chair

Car, leaving Chandigarh at 10-30 a.m. and will arrive at New Delhi at 2-50 p.m. on 15th June, 2006. From New Delhi the party will further travel by Magadh Express, Train No 2402, in AC 3 Tier Sleeper Coach, Coach No. AS2, leaving New Delhi at 8-00 p.m. on 15th June, 2006

Mumbai Party

The party will travel alongwith Kolkata and Patna Parties leaving Q M.'s Stores at 6-30 a.m. on 15th June, 2006 and from Chandigarh the party will travel by Jan Shatabadi Express, Train No. 2058, in Chair Car, leaving Chandigarh Railway Station at 10-30 a.m. on 15th June, 2006 and will arrive at New Delhi at 2-50 p.m. same day. The party will further travel from New Delhi by New Delhi—Mumbai Central Rajdhani Express, Train No. 2952, in AC 3 Tier Sleeper Coach, No. AS 7, leaving New Delhi Railway Station at 4-00 p.m. on 15th June, 2006.

Chandigarh Party

The party will travel alongwith Mumbai, Kolkata and Patna Parties in Chartered Bus from Q.M.'s Stores leaving at 6-30 a.m. on 15th June, 2006 and will arrive at Hotel Sunbeam at about 9-30 a.m. same day.

No. 208. NEXT TERM

The children are required to be back in school on Tuesday, 25th July, 2006 by 5-00 p.m.

Praveen Vasisht
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th June, 2006

209—212

No. 209. PROGRAMME

June

Mon. 12th ...	SMT Meeting	... 2-20 p.m.
Tue. 13th ...	BD, GD & PD House Staff Meeting	.. 2-20 p.m.
Wed. 14th ...	Half Yearly Exams conclude	
	Annual Prize Giving	... 3-00 p.m.
	Home Party can go Home after Prize Giving	
Thu. 15th ...	HOME DAY	
	BoG Meeting	... 10-00 a.m.
Sat. 17th ...	Marks to be fed in the Computer by Lunch	
	Staff Club Dinner	... 7-45 p.m.
Sun. 18th ...	Assessment Meeting	

July

Fri. 21st ...	Staff return to School by	... 6-00 p.m.
Sat. 22nd ...	Matrons return to School by	... 10-00 a.m.
	Academic Staff Workshop	
Sun. 23rd ...	Academic Staff & Matrons Workshop	
Mon. 24th ...	All Staff Meeting in Staff Room	... 10-00 a.m.
	HoF's Meetings	... 11-00 a.m.
	Faculty Meetings	... 12-00 noon
	House Staff Meetings	... 5-00 p.m.
Tue. 25th ...	Pupils return to School	... 5-00 p.m.

No. 210. APPOINTMENT

Ms. Priya Dhillon has joined as Resident Counsellor, on a Contractual Appointment for Five years from 1st June, 2006.

No. 211. CLOSING OF C D H — SUMMER VACATIONS

The school will break for Summer Vacations on 15th June, 2006, but the CDH will function till ~~Supper~~ on 18th June, 2006, to cater for the Teaching/Boarding and other individuals, who are entitled to have meals in the CDH. The CDH will be sealed on 19th June, 2006.

All the Teaching Staff and Matrons and other individuals attached to the Vacation Staff, will be back on duty on 21st July, 2006, therefore, the CDH will re-open at 9-00 a.m. on 21st July, 2006 to cater the meals from Lunch onwards on 21st July, 2006.

All concerned are requested to note the above details and to act accordingly.

No. 212. MEDICAL FACILITY AVAILABLE IN THE SCHOOL HOSPITAL DURING SUMMER VACATIONS

To provide basic medical facilities to the individuals, who are on Non-Vacation category during Summer Vacations, the under-mentioned Para-Medical Staff (Non-Vacation Category) will be on duty during Summer Vacations :-

- | | |
|------------------------------|-----------------------|
| (a) Mr. Balbir Bahadur Singh | Sr. Medical Assistant |
| (b) Mrs. Shashi Verma | ANM |
| (c) Mr. Pradeep Chand | MNO |

If above individuals have any Compensatory Off to their credit account, they are required to avail the same during Summer Vacations in a staggered manner, under intimation to this office, well in advance.

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

Praveen Vasishth
Offg. Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th August, 2006

254—272

No. 254. PROGRAMME

August

- Fri. 4th ... School Farewell Lunch to Mr. R. Puri,
Ex-DoF.
Fire Evacuation Drill—Boys Dormitories
from L4 to U5 ... 2-30 p.m.
- Sat. 5th ... Tutorial Meetings ... 1-00 p.m.
All schools to be cut short by 5 minutes each.
Practice exam marks to be fed
in Computer by ... 1-00 p.m.
Science Aptitude Test For
Classes L5 & U5 ... 2-15 p.m.
Boys IPSC Shooting Championship—2006
at RIMC, Dehradun concludes
Body snatching and planing for SUPW by
L6 & U6 (Barne Hall) ... 2-15 p.m.
Workshop on “Leadership and Motivation”
for Prefects (Room No. 12) 6-30 to 7-30 p.m.
Inter House Sr Hindi Debate Postponed to 4th Nov.
- Sun. 6th ... Inter House Swimming commences
(Qualifying)
Visit to Blind School Chandigarh
by the students of
“Lepers Colony SUPW” 2-00 to 6-00 p.m.
- Tue. 8th ... Trip to Survey of India, Chandigarh by
L6 Geography Students ... 8-00 a.m.
- Wed. 9th ... Fire Evacuation Drill, GD & PD
Dormitories ... 2-30 p.m.
- Thu. 10th ... HP State Shooting Championship—2006
commence
Annual Book Fair commences

Sat. 12th ... Inter House Junior English Debate ... 6-30 p.m.
 The Book Fair concludes
 Sun. 13th ... HP State Shooting Championship—2006
 concludes
 Inter House Swimming concludes

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

Each class is cut short by 5 minutes

1st School	7-40—8-15 a.m.
2nd School	8-15—8-50 a.m.
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—1-05 p.m.
Tutorial Meetings	1-05—1-45 p.m.
Lunch PD	... 12-00 noon
Lunch Sr School	... 1-50 p.m.

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

Girls Department will have their Tutorial Meetings 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 House	Room Numbers 5, 6, 7 & 8.
Siwalik House	Room Numbers 9, 10, 11a & 11b
Vindhya House	Room Numbers 12, 14, 15 & 16.

No. 256. ANNUAL BOOK FAIR—2006

Dates : 10th, 11th and 12th August

Venue : SSC

Organize by : Scholastic, Chandigarh;
 Student Reading World, Panchkula

Entitlement books for children will be as under :—

For P.D. : Rs. 500

For class L4 to L5 : Rs 800

For class U5 to U6 : Rs. 1200

HOF English is requested to kindly make the arrangement to escort the children to SSC for the Book Fair during the library school on above mentioned dates.

No. 257. 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 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. 258. 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. On Saturday the visiting hours will be between 12-00 noon to 1-00 p.m.

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

No. 259. 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. 260. 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. 261. 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. 262. SCHOOL VEHICLES

Unauthorised person (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 263. 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. 2007, must submit the registration forms of their children to E A to HM latest by the 26th October, 2006. It may not be possible to accept registration forms received after this date.

No 264. 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 SSC going towards "Peacested" and GD from the "Main Tar Road" and besides the School Swimming Pool unless for classes. Also the road going to "leisure" from the swimming pool. This means the entire G.D. area and old Stores below it and Bakery / Charlie are out of bounds for boys.
- (6) Birdwood School in front and behind after lunch unless attending a class or a hobby session.
- (7) Boys not to hang around the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck Shop is to be visited only on their allotted days and times.
- (8) Visits to various teacher's houses only with the permission of their Housemaster/mistress
- (9) Visits to Prep School by BD & G D Children restricted to Sundays with Housemaster/mistress's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M I, during the visiting hours, or any emergency with due written permission from the relevant staff.

- (12) **Moti Corner, Dharampur including Giani Ka Dhabha, Shaane Himachal and other eating places.**
- (13) All Sweet-Meats Shops in Garkhal.

No. 265. INDEPENDENCE DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dinning Hall on Tuesday, 15th August, 2006. 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 CDH. 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 PD children, and staff and families of Engineering Deptt. and QM 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 BD staff under arrangement of Sr. Master BD.
- (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 15-8-2006 will be in the form of supper packets, and will be served in the CDH at 6-30 p.m. for children as

CDH will remain closed after lunch. Separate admin instructions are being issued for the staff.

No. 266. INDEPENDENCE DAY SPORTS

Supporting Staff Sports are scheduled for 3-30 p.m. to 4-30 p.m. on 15th August 2006.

No. 267. RESIGNATION

Shri Sat Pal, Safai Karamchari, has resigned from the school services as a Safai Karamchari, with effect from 1st August, 2006.

Mr. Jai Pratap Singh, Temp. Lab. Technician, has resigned his temporary job with the school and he is no more in the school services w.e.f. 25th July, 2006.

No. 268. APPOINTMENT

The under-mentioned individuals are given permanent appointment in the school as per details given below :—

- (a) Sh. Subhash Chand (Daily wager) ... Helper to the Boiler Operator (w. e. f. 1st August, 2006.
- (b) Smt. Jasmeri, W/o Sh. Satpal ... Safai Karamchari w.e.f. 7th August, 2006 compassionate ground.
- (c) Shri Rajesh Kumar S/o Shri Dila Ram ... Mazdoor in QM Stores

No. 269. CHANGE IN DESIGNATION

Shri Ravinder Massey has been shifted from Mazdoor to Night Watchman, on his request, w.e.f. 1st August, 2006.

No. 270. TEMPORARY APPOINTMENT

The under-mentioned individuals are engaged for Founders Term on fixed salary :—

- (a) Mrs. Parul Jain, Science Teacher ... w.e.f. 25th July, 2006
- (b) Mrs. Harinder Gill, Punjabi Teacher ... w.e.f. 25th July, 2006
- (c) Mr. Victor Messy Clerk (Tuckshop) ... w.e.f. 24th July, 2005
- (d) Mr. Pankaj Kumar Facilitator (T. Shop)... w.e.f. 24th July, 2006

No. 271. EXTENTION IN CONTRACTUAL SERVICE

The Contractual Appointment of Mr. R.S. Gill, Swimming Coach, has been extended for a further period of five years, effective from 1st August, 2006 till 31st July, 2011, without any change in terms and conditions of his appointment.

No. 272. ADMINISTRATIVE HOLIDAY

Wednesday, 9th August, 2006 will be a administrative holiday on account of Raksha Bandhan.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th August, 2006

273—279

No. 273. PROGRAMME

August

- Sat. 12th ... SUPW 2-30 to 3-45 p.m.
 Inter House Junior English Debate ... 6-30 p.m.
 The Book Fair concludes
- Sun. 13th ... HP State Shooting Championship—2006
 concludes
- Mon. 14th ... SMT Meeting ... 2-15 p.m.
 Inter House Swimming GALA
 “Independence Day Eve”
 Staff Dinner at MCR ... 8-00 p.m.
- Tue. 15th ... School & Administrative Holiday
 Flag Hoisting & Special Assembly
 at Barne Hall ... 10-00 a.m.
 Community Lunch in CDH ... 12-00 noon
 Support Staff Games ... 4-00 p.m.
- Wed. 16th ... Janamashtmi—School & Administrative
 Holiday
- Thu. 17th ... BD, GD & PD House Staff
 Meetings ... 2-15 p.m.
- Sat. 19th ... Tutorial Meeting ... 1-00 p.m.
 SUPW 2-30 to 3-45 p.m.
 Inter School Hindi Declamation ... 5-30 p.m.
- Sun. 20th ... Workshop for Prep School with
 Suprita Gill

No. 274. CO-ORDINATOR SPIC-MACAY :

With immediate effect Mr. J. Roberts will be Co-ordinator of SPIC-MACAY on a voluntary basis.

No. 275. 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. 276. IMPROVED LANDSCAPING IN THE SCHOOL

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

No. 277. FOUNDER'S BREAK

The Founder's Break will start from 6-00 p.m. on 4th October, 2006 and the children will be back by 5-00 p.m. on Sunday, 8th October, 2006.

No. 278. 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. 279. SCHOOL AND ADMINISTRATIVE HOLIDAYS

Tuesday, 15th August & Wednesday 16th August, 2006 will be School and administrative holidays on account of Independence Day & Janamashtmi.

Praveen Vasisht
Headmaster

^ THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th August, 2006

280—289

No. 280. PROGRAMME

August

- Sat. 19th ... Tutorial Meetings ... 1-00 p.m.
 SUPW ... 2-30 to 3-45 p.m.
 Inter School Hindi Declamation ... 5-30 p.m.
- Sun. 20th ... Workshop for Prep School with
 Suprita Gill
- Tue. 22nd ... Tuesday Tests commence
 U-6 Economics
 L-6 Business Studies/Physics/Geography
 U-5 Sciences
- Sat. 26th ... SUPW ... 2-15 to 3-45 p.m.
 Inter House Sr English Declamation ... 6-30 p.m.
- Sun. 27th ... Bhupinder Singh Memorial Soccer
 Tournament commences
 Opening ceremony in Barne Field ... 6-55 a.m.

No. 281. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL

Through this order all concerned are requested to forward to the Office any Debit Note, Loss Slips, Credit Tuck Shop Slips etc., latest by 2nd September, 2006 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-2006, whereafter no further adjustments will be possible.

No. 282. 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) PTT'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. 283. PROVIDENT FUND

Any permanent employee including probation staff 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. 284. 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. 285. VISIT OF PARENTS

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

No. 286. DONATION FOR GLOBAL CANCER CONCERN, INDIA

A decision has been taken by the school to contribute as donation for the Global Cancer Concern, India, as per criteria fixed as under :—

- | | |
|---|------------------------|
| (a) Staff from Grade I to V (b) | ... Rs. 25/- per head |
| (b) Staff from Grade VI (a) to VII
(including those on fixed salary) | ... Rs. 20/- per head |
| (c) School children | ... Rs. 25/- per child |

The above referred amount will be recovered as one time donation from the individual's salary for the month of August, 2006.

All concerned to note and also to inform the individuals working under them.

No. 287. ENTITLEMENT OF ANNUAL INCREMENT

The annual increment will be admissible to all permanent employees including those who are on probation, and who have served for the school for a minimum of six months in their appointment. The annual increment will be given to the employees with the salary for the month of August, 2006.

No. 288. REVOKING OF SUSPENSION

The Suspension of Shri Gobind Ram, Mazdoor (Engineering Department) has been revoked w.e.f. 7th August, 2006 by reverting him to the Engineering Department as a Mazdoor.

No. 289. CONTRIBUTION FROM THE MEMBERS OF STAFF CLUB

It has been decided that Rs. 50/- per head will be deducted from the salaries of the members of the Staff Club as contribution for the Staff Club members proceeding on retirement for presenting Silver Salvers.

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th August, 2006

290—293

No. 290. PROGRAMME

August

Sat. 26th	... SUPW	2-30 to 3-45 p.m.
	Inter House Sr English Declamation	... 6-30 p.m.
Sun. 27th	... Bhupinder Singh Memorial Soccer Tournament commences	
	Opening ceremony in Barne Field	... 6-55 a.m.
	PD Breakfast	... 8-20 a.m.
	Sr. School Breakfast after the match	
Tue. 29th	... U-6 Computer/Entrepreneurship	... 6-10 p.m.
	L-6 English	... 6-10 p.m.
	U-5 English	... 7-40 a.m.
	Marks for 3rd ASSESSMENT to be fed in Computer by	... 1-30 p.m.
Wed. 30th	... Subject Teachers to check the marks by	... 1-30 p.m.
	Bhupinder Singh Memorial Soccer Tournament concludes	
Thu. 31st	... Art & Sculpture Competition postponed	
	3rd ASSESSMENT Meeting for V, VI } for VII & above }	2-15 p.m. 3-30 p.m.

September

Fri. 1st	... Parents Teacher Meeting for L-III, U-III, L-IV & U-IV in Birdwood	... 2-30 p.m.
	S.O.P.	... 4-00 p.m.
Sun. 3rd	... Children return from S.O.P.	... 5-00 p.m.
	Parents are requested to leave school site by	... 6-00 p.m.

No. 291. 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. 292. 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 preceeding month, for sanction.

No. 293. PRIVATE TRADING

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 Headmaster.

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

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st September, 2006

294—298

No. 294. PROGRAMME

September

Fri. 1st	...	Parents Teacher Meeting for L-III, U-III, L-IV & U-IV in Birdwood S.O.P.	... 2-30 p.m. ... 4-00 p.m.
Sun. 3rd	...	Children return from S.O.P. Parents are requested to leave school site by	... 5-00 p.m. ... 6-00 p.m.
Mon. 4th	...	SMT Meeting Inter House Athletics Qualifying commences Teacher's Day Eve Party at S.S.C.	... 2-15 p.m. ... 7-45 p.m.
Tue. 5th	...	Normal classes upto Milk Break U-5 Social Science Exam in 1st & 2nd school U-6s to conduct classes after Milk Break Normal afternoon activities including Extra Classes. BD, GD & PD House Staff Meeting	... 2-15 p.m.
Wed. 6th	...	Inter School Business Quiz	... 4-00 p.m.
Thu. 7th	...	Sanawar Team leaves for CBSE Chess Championship HoF's Meeting Visiting Faculty Workshop— Sahil Adhlakha	... 4-00 a.m. ... 2-15 p.m. ... 5-00 p.m.
Fri. 8th	...	CBSE Chess Championship commences at Guru Harkishan Public School, New Delhi Individual Faculty Meeting L-6 Economics/Pol. Sc./Computers U-6 Chemistry/Accounts/History/ Psychology	... 2-15 p.m. ... 6-15 p.m.

IPSE Basketball Tournament for Girls
commences at Mayo College Girls' School,
Ajmer

Sat. 9th ... Tutorial Meeting ... 1-00 p.m.
English Extempore for L-4 & U-4 ... 6-30 p.m.

(only L-4 & U-4 to attend.)

Sun. 10th ... Trip to Kurukshetra by woodcraft
Jr. Students ... 6-00 a.m.

CBSE Chess Championship concludes at
New Delhi

IPSE Basketball Tournament for Girls
concludes at Mayo College Girls' School,
Ajmer

No. 295. BLOCKING OF SEWERAGE LINES

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

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

No. 296. EXPENDITURE FOUNDER'S—2006

In order to regulate the expenditure for the Founder's 2006, I/Cs of the various events/activities will put up their requirements to the Bursar duly approved by the HOFs concerned by 15th September, 2006.

No. 297. PRINTING OF SCHOOL LETTER HEADS, SCHOOL CERTIFICATES, INVITATION CARDS ETC :

All staff members are requested to send their printing requirements with specimen to the main office for approval. No staff member is to deal with the outside printers/school printing press for printing of school Certificates, invitation cards, School Letter Heads etc.

No. 298. ADMINISTRATIVE HOLIDAY

Saturday, 2nd September, 2006 will be administrative holiday on account of Gugamarhi.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th September, 2006

299—305

No. 299. PROGRAMME

September

- Fri. 8th ... CBSE Chess Championship commences
at Guru Harkishan Public School,
New Delhi
Individual Faculty Meeting postponed
L-6 Economics/Pol. Sc./Computers } ... 6-15 p.m.
U-6 Chemistry/Accounts/History/
Psychology }
- IPSE Basketball Tournament for Girls
commences at Mayo College Girls' School,
Ajmer
- Sat. 9th ... Tutorial Meeting ... 1-00 p.m.
English Extempore for L-4 & U-4 ... 6-30 p.m.
(only L-4 & U-4 to attend.)
- Sun. 10th ... Trip to Kurukshetra by Woodcraft
Jr. Students ... 6-00 a.m.
CBSE Chess Championship concludes at
New Delhi
IPSE Basketball Tournament for Girls
concludes at Mayo College Girls' School,
Ajmer
- Mon. 11th ... Sanawar team returns from CBSE
Chess Championship ... 2-00 p.m.
- Tue. 12th ... UV Hindi Test ... 7-40 a.m.
UVI Political Science/Biology Test }
LVI Maths/Entrepreneurship/IP (065) } ... 6-15 p.m.
Test }
- Fri. 15th ... Workshop for PD Teachers on Special
Needs in Education

Sat. 16th ... SPIC—MACAY Programme(SSC) ... 11-40 a.m.
 English Poetry Recitation for LIII & UIII
 (During classes only)
 Inter House Sr English Debate postponed to
 11th November, 2006
 Peace March ... 7-15 p.m.
 Staff Dinner at Staff Club ... 8-15 p.m.

No. 300. 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, 2006 to the Admission Office of the School.
- (2) Such children will have to appear for the Entrance Test which is scheduled to be held on Sunday 12th November, 2006 (10-00 a.m.)

No. 301. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)

Reference School Order dated 9th September, 2005. All those entitled to meals in C.D.H. and M.C.R 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 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 is entitled to meals in the CDH/MCR.
- (g) Children of Staff are NOT entitled to meals in the CDH/MCR.

No. 302. G.S. TALWAR SCHOLARSHIP

The G.S. Talwar Scholarship for the year 2006-07 amounting to Rs. 6,500/- has been awarded to the daughter of Shri Khayali Ram, Wireman, who had passed her Senior Secondary School Examination

(Class XII) from Kendriya Vidyalaya, Kasauli, with 64% marks and got admission to B.Sc. (1st Year) in Govt. College, Chandigarh. She was the only staff child who has applied for the above referred scholarship.

No 303. RE-DESIGNATION OF POST

Shri Partap Singh, Helper (Printing) has been up-graded to Grade VI(a) on a re-designated post at par with other individuals working in the School Printing Press.

No. 304. FOUNDER'S BREAK, 2006—SCHOOL PARTIES

We will require the services of three individuals from Teaching & Hobbies Staff for outgoing school parties from Sanawar to New Delhi and four individuals for return Parties from New Delhi to Sanawar. The interested staff members are requested to give their names to the School Office, so that they may be detailed as Escorts.

No. 305. INTER-DEPARTMENT TRANSFER

The under-mentioned members of the Clerical Staff have been transferred (inter-department), which is effective from 1st September, 2006 :—

- * Mr. Jai Dutt Sharma ... Establishment to Accounts
- * Mr. Gurmit Singh ... Engineering Department to
Establishment
- * Mr. Victor Massey ... Tuckshop to Engineering Depart-
ment.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th September, 2006

306—317

No. 306. PROGRAMME

September

- Fri. 15th ... Workshop for PD Teachers on Special Needs in Education postponed
- Sat. 16th ... SPIC—MACAY Programme ... 11-40 a.m.
5th, 6th & 7th schools cancelled
for Upper V and below
Normal afternoon activities
English Poetry Recitation for LIII & UIII
(During classes only)
Inter House Sr English Debate postponed to
11th November, 2006
Peace March ... 7-00 p.m.
Staff Dinner at Staff Club ... 8-15 p.m.
- Tue. 19th ... UVI Maths/Entrepreneurship/IP (065) ... 6-15 p.m.
LVI Biology ... 6-15 p.m.
UV Mathematics ... 7-40 a.m.
- Wed. 20th ... Talk by a Stock Broker for
Commerce Students (Subject to
confirmation) ... 2-30 p.m.
- Thu. 21st ... PD Inter House PT & Gym.
Competition ... 2-30 p.m.
- Sat. 23rd ... Tutorial Meetings ... 1-00 p.m.
BD, GD Inter House PT Competition ... 3-00 p.m.
Inter Class Hindi poetry
Recitation for L-3 & U-3 ... 5-15 p.m.
- Sun. 24th ... Founder's preparation programme
comes into effect

No. 307. 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 2nd October, on submitting the list of names to Bursar or Fees Incharge.

No. 308. 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. The house staff will collect the money from the office on 3rd Oct. 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, 2006.

No. 309. TUCK SHOP MONTHLY CLOSING

The Tuck Shop will be closed on 20-9-2006 for monthly Stock Taking.

No. 310. 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, and the Internal Auditors have raised this issue in their Audit Report for the quartet ending 31st March, 2006.

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. 311. 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 Offg. 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. 312. 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. 313. 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.

No. 314. EXTENSION IN SERVICE

The service of Shri Kirpal Singh, Driver, who was due for retirement on 30th September, 2006 after availing six months extension in service, has been extended for a further period of six months till 31st March, 2007.

No. 315. DISBURSEMENT OF SALARY FOR THE CURRENT MONTH

The salary for the month of September, 2006 will be prepared three days in advance to enable the school to transfer amount to the Employees Saving Bank Accounts with State Bank of Patiala, Sanawar, latest by 28th September, 2006, as the Bank will be closed till 3rd October, 2006.

All concerned Departments and individuals are requested to provide the Earnings/Deduction lists, Overtime details, and salary related documents by 20th September, 2006, so that further necessary action in computation of salary can take place well in time.

Please note that details received after 22nd September, 2006 will be considered for the next month salary

No. 316. SANCTION OF EDUCATION ALLOWANCE TO NURSERY STUDENTS

The Education Allowance is permissible to school employees, whose children are studying in schools other than The Lawrence School, Sanawar, from Class KG to Plus Two level of School Education and as per existing practice, no Education Allowance is being granted to Nursery Class.

It is brought to the notice of all concerned that it has been decided by the school to extend this facility to Nursery Class also and the same will be effective from 1st October, 2006. The staff members

whose wards are studying in the Nursyay Class can apply on the prescribed form, for the sanction of Education Allowance on production of proof of Tuition Fee, The blank forms are available with the School Office.

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

No. 317. 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.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th September, 2006

318

SPECIAL ORDER

No 318. 159TH FOUNDERS 2006 RESPONSIBILITIES OF STAFF

The In-charges will oversee the items and coordinate the various items being put up in each of the events.

Overall Administration
and Management

... **Headmaster/Bursar**

Coordination of Activities

... **Capt. Rohit Bajaj**

Committee for Galian and
Lawrencians Visit

... **I/C Ms. Kalpana Bakhshi**

Mr. R. S. Chauhan, Mr. S.
Mukherji, Mr. G. Sood,
Dr. S. Khan, Mrs. P. Kohli
and Mrs. A. Bangalia.

2ND OCTOBER, 2006

Gandhi Jayanti & Flag Hoisting ... **I/C Mrs. Anju Suri,**
Mrs. K. Puri, Mrs. K. Vaidya,
Mr. T. Das, Mr. N. Sharma,
Mr. M. S. Barik.

Chapel Service for OS 1956 & 1981
batches followed by HM's Tea for
1956 and 1981 Batch

... **I/C Mr. R. Solomon &**
Mrs. M. Solomon
Mrs. K. Dhillon, Mr. S K. Jain
and Mr. K. Gopal.

3RD OCTOBER, 2006

Athletics

... **I/C Mr. A.K. Chandel**
Mrs. Neelamjit Kaur,
Mrs. Naina Tipnis Dhillon,
Mrs. V. Saklani and Mr. R.S.
Gill.

O.S. Basketball Matches	... Mr. Daljinder Singh
O.S. Hockey Match	... Mr. A.K. Chandel
Parents—Teachers Meeting (For Classes LV, UV, LVI & UVI)	... I/C Dr. V. K. Sharma Mrs. S. Chauhan and Mr. H. Swami.
O.S. Meeting (Preliminary)	... I/C Ms. A. Solomon Mrs. Priya K. Dhillon, Mr. R. Nathaniel & Mr. B.S. Ranot.
Blood Donation Camp	... Dr. B. Sangha
SCHOOL SHOW	... I/C Mr. Asit. Mukherjee Astt. Mr. D. Verma.
English Play	... I/C Mr. Nick Waywell Mrs. A. Bath, Mr. R. P. Gautam, Mr. S. Mukherjee, Miss A. Arora, Mrs. S. Chauhan & Mr. D. Sharma.
Orchestra	... I/C Mr. M. S. Barik Mr. T. Das & Dr. D.P. Tiwari.
Dance	... I/C Mrs. Rina Barik Mrs. S. Mukherjee, Mrs. D. Gyani & Mrs. K. Dhillon.
Invitation Cards	... I/C Mr. Amit Dehloo, Mr. Pradeep Kumar, Mrs. A. Sharma, Mrs. Meena Bhalla and Mrs. N. Tehlan.
Ushering	... I/C Mrs. S. Chauhan Mr. D. Bahuguna, Mr. Vinod Kumar & Ms. Priya Chauhan.
TATTOO	... I/C Mr. James Roberts Astt. Mr. S. Mukherjee, Ms. A. Solomon, Mrs. B. Rishi and Mrs. Priya K. Dhillon.
Announcements by	... Students
P. T. and Gym.	... I/C Mr. A. C. Chauhan Mr. A. K. Chandel and Mrs. Neelamjit Kaur.

P.D. Nati Dance	... I/C Mr. R. Solomon Mrs. M. Bhalla, Mrs. K. Vaidya and Mrs. S. Bahuguna.
Hoop Drill	... I/C Mrs. S. Nathaniel Mrs. K. Puri, Mrs. B. Rishi & Mr. Y. Vaidya.
Bugle Band	... I/C Mr. K. Gopal
Naga Dance	... I/C Mrs. Rina Barik Mr. M. S. Barik,
Bhangra	... I/C Mr. Daljinder Singh Mrs. R. Grewal and Mr. Vinod Kumar.
Ribbon Dance	... I/C Mrs. Neelamjit Kaur Mrs. Arti Kelavkar.
Arena Party	... I/C Mr. R. S. Gill Mr. D. Bahuguna, Mr. Anil Chauhan, Mr. Ramphal and Mr. Pradeep Kumar.
Seating (Chief Guest)	... I/C Mr. Ravi Kumar Mrs. A Bath, Mr. N. Sharma.

4TH OCTOBER, 2006

Founder's Assembly	... I/C Mr. R. P. Gautam Mr. Deepak Sharma, Mr. R. Solomon, Mrs. M. Solomon, Dr. D.P. Tiwari, Mr. S.K. Jain
School N.C.C.	... I/C Capt. Rohit Bajaj
Parade	... Mr. A. C. Chauhan Mr. R.P. Gautam, Mr. A. K. Chandel, Mrs. N. Kaur and Mr. D. Verma
Band	... Mr. K. Gopal
Seating	... I/C Dr. V. K. Sharma Mrs. S. Chauhan, Mrs. K. Puri & Ms. A. Arora.

Preparation of Ground	... I/C Mr. H. S. Romana Mr. V. Banyal and Mr. B. S. Ranot.
V.I.P. Tea	... I/C Mr. R. Nathaniel
Speeches & Prize Distribution	... I/C Dr. V. K. Sharma Miss A. Solomon
Sound Equipment	... I/C Mr. Suresh Saklani
H.M.'s Lunch	... I/C Mr. P. K. Sharma Mr. B. K. Sharma and Mr. R. Nathaniel.
O.S. Meeting	... Ms. A. Solomon, Mr. B. S. Ranot, Mrs. Priya K. Dhillon and Mr. R. Nathaniel.
Hobby Exhibitions	... I/C Mr. Duli Chand and all hobby Teachers
Science & Mathematics Exhibitions	... I/C Mr. S.K. Jain & Mr. Y. Vaidya, Mrs. V. Saklani, Mrs. P. Jain & Mr. Pradeep Kumar.
Social Science & English Exhibition	... I/C Mrs. B. Rishi & Mrs. K. Vaidya, Mrs. Naina Dhillon, and Mrs. S. Mukherjee.
I.T. Exhibition	... Mr. Pramod Kumar and the Computer Faculty.
Security/Fire Officer	... Mr. H.S. Romana, Mr. V. Banyal.
Lunch 3rd October	... I/C Mr. B.S. Ranot Mr. Daljinder Singh, Mrs. A. Suri, Mrs. S. Cheema, Mrs. Arti Kelavkar, Mrs. N. Tehlan, Mrs. R. Dwivedi & Mrs. D. Sikand.

Lunch 4th October	... I/C Mr. B. S. Ranot Mrs. A. Malviya, Mr. Pradeep Kumar, Mrs. S. Cheema, Mrs. Ramita Singh, Mrs. S. Gautam and Mrs. R. Chandel.
Parking	... I/c Mr. H.S. Romana, Mr. V. Banyal
Acoustics and Recording	... Mr. Suresh Saklani
Registration	... I/c Mr. P.K. Sharma Mr. Pran Nath, Mr. O.P. Sharma, Mr. J. D. Sharma & Mr. Gurmeet Singh.
Electrical and Lighting	... I/c Mr. O.P. Patial
Coordinator for Chief Guest	... Mrs. R. Grewal & Mr. D. Pant
Coordinator for V.I.P.'s at HM's Residence	... Mrs. R. Vasisht & Mr. Ravi Kumar.
Parker Hall	... I/c Mr. R.S. Chauhan.
O.S. Souvenir	... Dr. S. Khan, Mrs. S. Nathaniel and Mrs. S. Bahuguna.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd September, 2006

319—323

No. 319. PROGRAMME

September

Sat. 23rd	...	Tutorial Meetings	...	1-00 p.m.
		BD, GD Inter House PT Competition	...	3-00 p.m.
		Inter Class Hindi poetry		
		Recitation for L-3 & U-3	...	5-15 p.m.
Sun. 24th	...	Founder's preparation programme comes into effect		
Mon 25th	...	SMT Meeting	...	2-15 p.m.
Tue. 26th	...	BD, GD & PD House Staff Meeting	...	2-15 p.m.
Sat. 30th	...	First Performance of School Concert (L-6 & downwards to attend)	...	4 30 p.m.
		Supper Sr. School	...	6-45 p.m.
		Supper P.D.	...	7-30 p.m.
		Admin./School Full Working Day		

October

Sun. 1st	...	Supper P.D.	...	6-30 p.m.
		First Performance of Tattoo	...	7-20 p.m.
		Supper Sr. School	...	9-00 p.m.
		School/Admin. Full Working Day		
Mon. 2nd	...	Winter Kit comes into effect		
		Gandhi Jayanti, Dusshera : School & Administrative Full Working Day		
		Gandhi Jayanti Flag hoisting followed by Special Assembly	...	10-00 a.m.
		Lunch P.D.	...	12-30 p.m.
		Lunch Sr School	...	1-35 p.m.
		Chapel Service for the batch of 1956 & 1981	...	4-00 p.m.

	Supper Sr. School	... 6-45 p.m.
	Supper P.D.	... 7-45 p.m.
Tue. 3rd ...	Founder's Day Celebration	
	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 Teacher Meeting for Pupils of LV, UV, LVI & UVI	12-00 noon—1-30 p.m.
	HM's Lunch for Parents, Old Sanawarian and 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.
	All visitors to be off Campus by 9-00 p.m.	
	Supper Sr. School	... 9-00 p.m.
	Lights Out	... 10-00 p.m.
Wed. 4th ...	Founder's Day Celebration	
	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 HM's Speech, Chief Guest Speech, Prize giving and introduction with the staff	... 10-00 a.m. onwards
	Headmaster's Lunch for chief Guest, Special Invitees, Prefects & their Parents (HM'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 the parents of 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, UVI)	... 6-00 p.m.
Founder's Break from	... 6-00 p.m.

Note : Dormitory roll call timing :

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

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

Post Founder's Holiday Routine : Sunday Timings

Sat. 7th ... Balmiki's Birthday Administrative Holiday

No. 320. WORKING DAYS FOR NON VACATION STAFF

In view of Founder's preparation 30th September and 01st October (Sat. & Sun.) will be full working days.

2nd October will also be a working day. Loss of holidays on 30th September (half day) 01st Oct. & 2nd Oct., will be compensated by salary as per existing rules.

No. 321. 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 Hyg. & Sani. If any pet dog seen unattended on the campus is disposed off, the School will bear no responsibility.

No. 322. MEDICAL REIMBURSEMENT

It has been noticed that a number of staff are going for investigation and treatment to private institution during term time, without referral from the R.M.O. and then claiming reimbursement.

This will not be entertained as it causes audit objection and is to be avoided as such.

No. 323. RESPONSIBILITY FOR THE PRESS COVERAGE

Reference School Order No. 318 dated 15-9-2006.

Mr. Parmod Kumar, H.O.F. Computer will be responsible for the Press coverage for the events during Founders. Mrs. Sunita Sharma and Mr. Sanjeev Kumar will assist him, and will work directly under the Bursar.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th September, 2006

324—327

No. 324. PROGRAMME

September

Sat. 30th ...	First Performance of School Concert (L-6 & downwards to attend)	... 4-30 p.m.
	Supper Sr. School	... 6-45 p.m.
	Supper P.D.	... 7-30 p.m.
	Admin./School Full Working Day	

October

Sun. 1st ...	Arrival Galian	... 5-00 p.m.
	Supper P.D.	... 6-30 p.m.
	First Performance of Tattoo	... 7-20 p.m.
	Supper Sr. School	... 9-00 p.m.
	School/Admin. Full Working Day	
Mon. 2nd ...	Winter Kit comes into effect	
	Gandhi Jayanti, Dusshera : School & Administrative Full Working Day	
	Gandhi Jayanti Flag hoisting followed by Special Assembly	... 10-00 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr School	... 1-35 p.m.
	Chapel Service for the batch of 1956 & 1981	... 4-00 p.m.
	Arrival Lawrencians	... 5-00 p.m.
	Supper Sr. School	... 6-45 p.m.
	Supper P.D.	... 7-45 p.m.
Tue. 3rd ...	Founder's Day Celebration	
	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.
	Finance Sub Committee Meeting	... 10-30 a.m.

Parent Teacher Meeting for Pupils of

LV, UV, LVI & UVI 12-00 noon—1-30 p.m.

HM's Lunch for Parents, Old Sanawarian

and 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.

All visitors to be off Campus by 9-00 p.m.

Supper Sr. School ... 9-00 p.m.

Lights Out ... 10-00 p.m.

Wed. 4th ... Founder's Day Celebration

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 HM's Speech,

Chief Guest Speech, Prize giving and

introduction with the staff ... 10-00 a.m. onwards

Headmaster's Lunch for chief Guest,

Special Invitees, Prefects & their

Parents (HM'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 the parents of

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.

Departure Gaians to Shimla ... 5-30 p.m.

S.O.P. Sr. School (U-V, L-VI, UVI) ... 6-00 p.m.

Founder's Break from ... 6-00 p.m.

Note : Dormitory roll call timing :

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

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

Post Founder's Holiday Routine : Sunday Timings

Thu. 5th	...	Departure Lawrencians to Shimla/Delhi...	8-30 a.m.
		Galiens Return from Shimla	... 10-00 p.m.
Fri. 6th	...	Departure : Galiens for Kalka	... 4-00 a.m.
Sat. 7th	...	Balmiki's Birthday Administrative Holiday	
Mon. 9th	...	Founder's Break Concludes	
		Children return by 5-00 p.m.	
		All parents are requested to ensure that they have left the school site by 6-00 p.m.	
		Supper P.D	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Tue. 10th	...	Rouser	... 6-00 a.m.
		Normal classes commence with 1st School	
		Tuesday Tests scheduled for 10th postponed to 17th October	
		Board of Governors Meeting at Delhi	... 10-00 a.m.
		Hockey Set Making	... 2-30 p.m.
Wed. 11th	...	Normal extra classes for L-6 & U-6	2-15—3-30 p.m.
Thu. 12th	...	Introductory Students Seminar on Career Counselling and Guidance by Dr. A. Das in Barne Hall for :	
		U-5	10-00 a.m.—11-20 a.m.
		L-6 and U-6	11-40 a.m.—1-40 p.m.
		Interactive Session with teachers	2-10—3-10 p.m.
Sat. 14th	...	Career Counselling and Guidance Programme Commences for :	
		U-5 in the S.S.C. and L 6 and U-6 in Barne Hall	10-40 a.m.—1-40 p.m.
		Individual Counselling (L-6 and U-6)	
		S.S C.	2-15—5-30 p.m.
		Jr. English Declamation	... 6-30 p.m.
Sun. 15th	...	Individual Counselling (For U-5 L-6, & U-6)	...10-00 a.m.—5-30 p.m.

Mon. 16th ... Individual Counselling
 Continues ...10-00 a.m.—5-30 p.m.
 Career Counselling and
 Guidance Programme concludes.

No. 325. BLOOD DONATION CAMP

A blood donation camp is being organized by the OS Society in the school on 3rd & 4th October, 2006 at the Gaskell Hall as part of the Founder's—2006 between 10-00 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".

No. 326. DUE TO FOUNDER 2006

1. There will be no School transportation (Bus / Sumo) service available on 3rd, 4th & 5th October, 2006 for staff's school going children to Kasauli and Dagshai.
2. School Tuck Shop will remain open on Wednesday, 4th October, 2006 and will close on 6th October, 2006 on a/c of weekly off.
3. There will be no sale of Grocery to Staff in Q.M. Stores from 1-10-2006 to 4-10-2006. However it will be resumed from 5-10-2006 to 14-10-2006.
4. To up date inventory of residential accommodation our Security Supervisor Mr. Santosh and Mr. K. Minhas will be visiting staff accommodation. You are requested to co-operate with them for upgradation of the inventory.

No. 327. ADMINISTRATIVE HOLIDAY

Saturday, 7th October, 2006 will be a holiday on account of Balmiki's Birthday for Administrative Staff.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th October, 2006

328—333

No. 328. PROGRAMME

October

Sat. 14th ... Career Counselling and Guidance

Programme Commences for :

U-5 in the S.S.C. and L 6 and

U-6 in Barne Hall 10-40 a.m.—1-40 p.m.

Individual Counselling (L-6 and U-6)

S.S.C. 2-15—5-30 p.m.

Sun. 15th ... Individual Counselling

(For U-5 L-6, & U-6) 10-00 a.m.—5-30 p.m.

Mon. 16th ... Individual Counselling

Continues 10-00 a.m.—5-00 p.m.

Career Counselling and

Guidance Programme concludes.

Tue. 17th ... U-6 English

L-6 Accounts/History/Psychology/Chemistry

U-5 Sciences

BD, GD and PD House Staff Meetings ... 2-15 p.m.

Teacher Training Programme,

Computers ... 2-30 p.m.

Festival Hockey Match Staff vs.

Students

Fri. 20th ... Diwali Eve Dinner PD ... 6-30 p.m.

Diwali Eve Dinner Sr School ... 7-30 p.m.

Diwali Social 8-15—10-15 p.m.

Sat. 21st ... Diwali : School & Administrative

Holiday

Diwali function (as per seperate

school instructions) 6-00 p.m. to 7-00 p.m.

No. 329 ARTICLES LOANED BY STORES

Articles taken on loan for Founder's may please be returned to various stores / department by 15th Oct. 2006 if not already done. Stores and department incharges will forward lists of defaulters by 17th October.

No. 330. 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 collect, or send or circulate notice to this effect; without prior written sanction from the Headmaster.
2. Lending and borrowing money between the employees of the school is prohibited.
Contravention of these orders may lead to disciplinary action against the employee concerned.

No. 331. ACCOUNTING OF MONEY DRAWN FOR FOUNDER'S 2006

All Staff Members who have drawn money from the Accts. Section for meeting expenditures for Founder's 2006 are requested to submit details of expenditures alongwith supporting documents by 15th Oct. 2006 failing which the outstanding amount may be deducted from the salary for the month of Oct. 2006.

No. 332. 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 15th Oct. through the respective I/c Hobbies/Exhibitions.

No. 333. GIFT BY THE O.S. SOCIETY

The O.S. Society has very kindly gifted an Oxyenator & Defibrillator to the School Hospital.

Praveen Vasish
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th October, 2006

334—342

No. 334. PROGRAMME

October

- Fri. 20th ... Diwali Eve Dinner PD ... 6-30 p.m.
 Diwali Eve Dinner Sr School ... 7-30 p.m.
 Diwali Socials 8-15 to 10-15 p.m.
- Sat. 21st ... Diwali : School & Administrative
 Holiday
 Birdwood will be out of bounds excepting
 for B. Fast & Lunch Fall-in
 Diwali function (Crackers will only be
 distributed & bursted between 6-00 p.m. to 7-00 p.m.
 at the following places under Housemasters/
 Housemistresses and Tutors' supervision) :
 BD Sr. Dormitory—Upper Barnes
 BD Jr. Dormitory—Lower Barnes
 BD Holding House—Garden City Ground
 GD—Peacestead
 PD—PD Field
 No crackers to be carried back to the dormitories
 Supper packets will be distributed by Housemasters/
 Housemistresses/Matrons
- Tue. 24th ... U-5 English ... 7-35 a.m.
 U-6 B. Studies/Geography/Physics ... 6-15 p.m.
 L-6 B. Studies/Physics ... 6-15 p.m.
 Bhai Dooj—Administrative Holiday
- Wed. 25th ... Id-ul-Fitter School & Administrative
 Holiday
 House Photographs, Team Photographs
 (BD, GD & PD) and Staff Photographs.
- Fri. 27th ... Inter House BD & GD Gym.
 Competition ... 4-00 p.m.
- Sat. 28th ... Tutorial Meetings ... 1-00 p.m.

SUPW	2-30 to 3-45 p.m.
Science Aptitude Test for classes	
L-5 & U-5	... 3-40 p.m.
Inter House Music Competition	... 6-30 p.m.
Multi Speciality Health Camp by Fortis :	
PD Girls	: 1-00 to 2-00 p.m.
(Last school cancelled for classes V & VI)	
GD Holding House	: 2-10 to 3-00 p.m.
L-5 Girls	: 3-00 to 3-30 p.m.
U-5 Girls	: 3-30 to 4-00 p.m.
L-6 & U-6 Girls	: 4-00 to 5-00 p.m.
L-3 & U-3 boys	: 5-00 to 6-00 p.m.

Sun. 29th ... Multi speciality Health camp by Fortis :

Holding House Boys	: 8-00 to 9-00 a.m.
Himalaya BD	: 9-35 to 10-35 a.m.
Nilagiri BD	: 10-35 to 11-35 a.m.
Siwalik BD	: 11-35 to 12-35 p.m.
Vindhya BD	: 12-35 to 1-35 p.m.

Culmination of Health Camp in Barne Hall

immediately after lunch at 2-15 p.m

Compulsory for all staff and children L-4 & above.

No. 335. 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. 336. 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, Peacested, 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. 337. 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. 338 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. 339. OVERTIME

It has been noticed that individuals are applying for double overtime even for half an hour of extra work 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. 340. SMOKING AND DRINKING ON THE SCHOOL CAMPUS

Further to School Order dated 14th October 2005, 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. 341. SCHOOL AND ADMINISTRATIVE HOLIDAYS

Saturday 21st, Diwali & Wednesday 25th October, 2006 Id-ul-Fitter will be observed as closed holidays for the School.

No. 342. ADMINISTRATIVE HOLIDAY

Tuesday 24th Oct., Bhai Dooj will be observed as administrative holiday.

Praveen Vasisht
Headmaster

343—348

October

Competition ... 3-45 p.m.

SUPW 2-30 to 3-45 p.m.

Multi Speciality Health Camp by Fortis :

MI Prefect 9-40 a.m. to 10-20 a.m.

(Last school cancelled for classes V & VI)

GD Holding House : 2-10 to 3-00 p.m.

L-5 Girls : 3-00 to 3-30 p.m.

U-5 Girls : 3-30 to 4-00 p.m.

L-6 & U-6 Girls : 4-00 to 5-00 p.m.

L-3 & U-3 boys : 5-00 to 6-00 p.m.

Holding House Boys : 8-00 to 9-00 a.m.

Himalaya BD Jr. followed by Sr. : 9-35 to 10-35 a.m.

Nilagiri BD —do— : 10-35 to 11-35 a.m.

Siwalik BD —do— : 11-35 to 12-35 p.m.

Vindhya BD —do — : 12-35 to 1-35 p.m.

Culmination of Health Camp in Barne Hall

immediately after lunch at 2-15 p.m.

Compulsory for all staff and children L-4 & above.

Visit to IT Park by Computer Department

(Selected Students)

Heritage Walk to Shimla by U-4 (Selected students)

School cricket 1st eleven visit to Mohali

Mon. 30th	...	Science Aptitude Test for classes L-5 & U-5	...	3-20 p.m.
Tue. 31st	...	Tuesday Test U-5 Social Science	...	7-35 a.m.
		L-6 English	...	6-15 p.m.
		U-6 Economics	...	6-15 p.m.

November

Wed. 1st	...	Marks to be fed in Computers for 4th Assessment	...	1-30 p.m.
		Interviews for Exchange—2007 Commence	...	3-15 p.m.
Thu. 2nd	...	Subject Teachers to check the marks by	...	1-30 p.m.
Fri. 3rd	...	4th Assessment : PD	...	1-40 p.m.
		Sr. School	...	3-30 p.m.
Sat. 4th	...	Visit to Kapoorthala by PD Girls English Essay Writing Competition for selected students of L-4 & U-4 in Rooms No. 1 & 2	...	2-15 p.m.
		SUPW for L-6 & U-6	...	2-30 p.m.
		Staff Dinner at Staff Club	...	7-45 p.m.
Sun. 5th	...	Guru Nanak's Birthday (School & Administrative Holiday) to be celebrated as per instructions issued separately.		
		PD Girls return from Kapoorthala	...	5-00 p.m.

No. 344. 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.

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

No. 345. 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. 346. MEDICINES TO BE COLLECTED FROM THE HOSPITAL

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

No. 347. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS' COMMON ROOM (MCR)

Please refer to School Order No. 340, dated 21st October, 2005 (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. 348. ARREARS ON ACCOUNT OF ENHANCED DEARNESS ALLOWANCE

The FSC has agreed to pay 5% Dearness Allowance (announced by the government) to all permanent and contractual employees w.e.f. 1st July, 2006 and arrears for the period July to October, 2006 will be paid through salary for the month of November, 2006.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd November, 2006

349—354

No. 349. PROGRAMME

November

Fri. 3rd	...	4th Assessment : PD	...	1-40 p.m.
		Sr. School	...	3-30 p.m.
Sat. 4th	...	English Essay Writing Competition for selected students of L-4 & U-4 in Rooms No. 1 & 2	...	2-15 p.m.
		SUPW for L-6 & U-6	...	2-30 p.m.
		Staff Dinner at Staff Club	...	7-45 p.m.
Sun. 5th	...	Guru Nanak's Birthday (School & Administrative Holiday) to be celebrated as per instructions being issued separately.		
Mon. 6th	...	SMT Meeting	...	2-15 p.m.
Tue. 7th	...	Tuesday Tests :		
		U-5 Hindi	...	7-35 a.m.
		L-6 Eco./Pol. Sc./Computer Sc. (083)	...	6-15 p.m.
		U-6 Computer Sc. (083)/ Entrepreneurship	...	6-15 p.m.
		BD, GD & PD Housestaff Meeting	...	3-20 p.m.
Thu. 9th	...	Visiting Faculty Workshop by Mr. Sahil Adlakha	...	5-00 p.m.
		Boys & Staff six-a-side Hockey commences		
Sat. 11th	...	Tutorial Meetings	...	1-00 p.m.
		SUPW for L 6 & U-6	...	2-30 p.m.
		Boys & Staff six-a-side Hockey concludes		
Sun. 12th	...	Entrance Test for classes V & VII 10-00 a.m. onwards (Birdwood, S.S.C. and Parker Hall will be Out of Bounds for school children).		

No. 350. BORROWING OF ITEMS FROM THE MATRONS

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

Matrons are requested to withdraw items by 10th November that they may have loaned out to various Staff Members and confirm to Q. M. in writing to this effect.

No. 351 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/mobiles to be used by children for various purposes. Please note that this practice should cease forthwith as this 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. 352. ENTRANCE TEST FOR ADMISSION TO CLASS V & VII ON SUNDAY 12th NOVEMBER, 2006

- (a) **Turnout of Children** : The House staff and matrons will ensure that children are turned out neatly on 12th Nov. 2006.
- (b) **Fall in For Lunch** : The School children will fall in for lunch on 12th Nov. 2006 at the following places :
 - (i) Boys ... Holding House B.D. Pavement
 - (ii) Girls ... Arts Room Area
- (c) **Out of bound for school children** : The Birdwood school, SSC and Bakery Area will be out of bound for school children from 9-00 a.m. to 3-00 p.m. on 12th Nov. 2006.
- (d) **P.C.O.** : There will be no P.C.O. facilities for the children on 12th Nov. 2006. Housemasters/mistresses to note please.

No. 353. 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/house-masters/mistresses are requested to ensure that those working under them avail their weekly off on the due date.

No. 354. SCHOOL AND ADMINISTRATIVE HOLIDAY

Sunday 5th November, 2006 will be a holiday on account of Guru Nanak's Birthday.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th November, 2006

355—362

No. 355. PROGRAMME

November

- Sat. 11th ... Tutorial Meetings ... 1-00 p.m.
 English Extempore for L-3 & U-3
 BD & PD Inter House Hockey commences
- Sun. 12th ... Entrance Test for classes V & VII 10-00 a.m. onwards
 (Birdwood, S.S.C. and Parker Hall will be
 out of bounds for school children).
- Mon. 13th ... Interviews for New Admissions commence
 GD Inter House Hockey commences
- Tue. 14th ... Interviews for New Admissions conclude
 Picture Writing (Hindi) PD during classes
- Wed. 15th ... PD Inter House Hockey concludes
- Thu. 16th ... Inter House Sr. Maths., Comp. &
 Science Quiz ... 6-00 p.m.
- Sat. 18th ... BD Inter House Hockey concludes
 GESE Exams. for select students of
 U-3, L-4 & U-4
 Variety Programme by staff ... 6-30 p.m.
- Sun. 19th ... GD Inter House Hockey concludes
 Boys & Staff six-a-side Hockey commences

No. 356. CONDEMNATION OF STORES

All stock holders are requested to confirm to the Quartermaster by the 20th November, 2006 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. 357. 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 and can lead to short circuits thereby causing

accidental fire. All staff members are requested to ensure that room heaters are used 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 we should try and 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. 358. 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 and specially to night chowkidars.

No. 359. LIBRARY BOOKS

Books borrowed by the children from the school Library are to be returned by 4th Dec. The responsibility of ensuring that the children comply with the instruction is that of the Housemaster/mistresses.

No. 360. LIVE STOCK PRIVATE TRADING

Rearing and slaughtering of Livestock such as buffolo, cow, goat, sheep, chickens, pigs 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. Heads of Department are requested to explain this to all the staff working under them.

No. 361. INCREASE IN DEARNESS ALLOWANCE

Reference School Order No. 348, dated 27th October, 2006, which now stands cancelled as the arrears for the period 1st July to 30th September, 2006 on account of increase in Dearness Allowance alongwith Provident Fund benefits thereof have already been paid to the employees with the salary for the month of October, 2006 and the salary for the month of October, 2006 was also paid with 22% Dearness Allowance.

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

No. 362 EDUCATION ALLOWANCE TO NURSERY STUDENTS

Please refer to the School Order No. 316, dated 15th September, 2006 regarding the Education Allowance to School Employees, whose children are studying in Nursery Class.

It is regretted to inform that the said Education Allowance to Nursery class has been turned down and therefore no such allowance will be permissible with effect from 1st November, 2006. However the Education Allowance already claimed by the individuals for the month of October, 2006 will not be recovered from them.

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

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th November, 2006

363—364

No. 363. PROGRAMME

November

- Fri. 17th ... Class XII Accountancy & Entrepreneurship
 Practicals ... 10-00 a.m.
 (SSC will be out of bounds till lunch time)
 U-5 A & B Science Practicals 10-00 to 1-40 p.m.
- Sat. 18th ... BD Inter House Hockey concludes
 GESE Exams. for select students of
 U-3, L-4 & U-4 in Parker Hall ... 10-00 a.m.
 Parker Hall will remain out of bounds
 before and after lunch
 No classes will go to Parker Hall
 U-5 C & D Science Practicals 10-00 a.m. to 1-00 p.m.
 Variety Programme by staff ... 6-30 p.m.
- Sun. 19th ... GD Inter House Hockey concludes
- Mon. 20th ... Maths Olympiad Contest-2006 for
 L-5 & U-5 2-15 to 5-15 p.m.
 Afternoon Prep in Dorms
 commences 2-45 to 4-00 p.m.
- Tue. 21st ... Workshop on Communication
 Skills by Mala Tandon commences
 for U-6 2-15 to 5-15 p.m.
 Maths Olympiad Contest-2006 for
 L-4 & U-4 2-15 to 5-15 p.m.
- Wed. 22nd ... Maths Olympiad Contest-2006 for
 L-3 & U-3 2-15 to 5-15 p.m.
- Fri. 24th ... Mala Tandon's Workshop for
 U-6 concludes

Sat. 25th ...	U-6 Informatics Practices (065)	
	Practicals	... 10-00 a.m.
	Tutorial Meetings	... 1-00 p.m.

No. 364. STAFF—VACATION ADDRESS

H heads of Faculties, RMO Deptt. Incharges and Sr. Matrons of each department are requested to obtain the leave address and Contact numbers of the staff members of their faculty/department and hand-over the same to the Establishment Officer by 12th December, 2006.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 24th November, 2006

365—370

No. 365. PROGRAMME

November

- Fri. 24th ... Last two schools cancelled for U-6
 They will have lunch with PD at 12-20 p.m.
 and report back for workshop on
 communication skills.
 L-6 Entrepreneurship Practical ... 2 15 p.m.
- Sat. 25th ... L-6, U-6 Bio group visits
 Bio Park at Chandigarh
 U-6 Informatics Practices (065) &
 Psychology (037) Practicals ... 10-00 a.m.
 Tutorial Meetings ... 1-00 p.m.
- Sun. 26th ... BD Six-a-Side Inter House Hockey
 Commences
- Mon. 27th ... BD Six-a-Side Hockey concludes
 U-5 Maths Practicals for all
 four Streams 7-40 a.m. to 9-00 a.m.
 U-6 Physics Practicals ... 10 00 a.m.
 SMT Meeting ... 2-15 p.m.
- Tue. 28th ... U-6 Painting (049) & Sculpture (051)
 Practicals ... 10-00 a.m.
 BD, GD & PD House Staff Meeting ... 2-15 p.m.
- Wed. 29th ... U-6 Biology Practicals ... 10-00 a.m.
- Thu. 30th ... U-6 Physical Education Practicals ... 10-00 a.m.

December

- Fri. 1st ... U-6 Geography & Chemistry Practical ... 10-00 a.m

No. 366. BD SIX-A-SIDE INTER HOUSE HOCKEY MATCH

Date	Match	Time	Field	Umpires
26-11-2006	H. vs. N	4-20	L/B	A.K. & A.C.
26-11-2006	S. vs. V.	4-20	L/B	A K. & A.C.
27-11-2006	N. vs. V.	10-00 a.m.	L/B	M.C. & Dal.
27-11-2006	H. vs. S.	11-00 a.m.	L/B	M.C. & Dal.
27-11-2006	H. vs. V.	2-45 p.m.	L/B	A.C. & D. Sh.
27-11-2006	S. vs N.	3-45 p.m.	L/B	Dal. & A.C.

No. 367. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school kit, to the House Matrons after 2-00 p.m. 10th December, 2006 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. 368. 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. 369. 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. 370. PILFERAGE OF SCHOOL PROPERTY

Pilferage of plant sapplings, man hole covers, foot mats, steel gratings, electrical fixtures, petrol from parked vehicles etc. is on the increase. All residents of the school are requested to not to indulge in such uncalled for activities. A strict disciplinary action may be initiated against the defaulters.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st December, 2006

371—376

No. 371. PROGRAMME

December

Fri. 1st ... U-6 Geography & Chemistry Practical ... 10-00 a.m.

Mon. 4th ... FINAL EXAMINATIONS commence

Thu. 7th ... House Staff meeting with Headmaster for
the selection of Prefects for 2007 ... 2-00 p.m.

Sun. 10th ... Final Exams conclude

Special Assembly in Chapel ... 2-15 p.m.

Home Parties can go 4-00 onwards

House Break Up Parties ... 8-00 p.m.

Venue for House Break Up Parties :

Himalaya ... Barne Hall

Nilagiri ... Gaskell Hall

Siwalik ... Art Room

Vindhya ... S.S.C.

Mon. 11th ... HOME DAY

Tue. 12th ... Marks to be fed in computers by ... 2-00 p.m.

Wed. 13th ... Subject Teachers to check the
marks by ... 2-00 p.m.

Staff Club Dinner ... 7-30 p.m.

Thu. 14th ... Promotion Meeting ... 11-30 a.m.

No. 372. DAILY ROUTINE FROM 4TH DECEMBER 2006

Rouser ... 6-30 a.m.

PD Morning Prep in Dorms 7-00 to 7-50 a.m.

PD Breakfast ... 8-00 a.m.

Sr. School Morning Prep in Dorms 7-15 to 8-45 a.m.

Dorm Inspection ... 8-50 a.m.

Breakfast	... 9-00 a.m.
PD Exam.	10-00 a.m. to 12-00 noon
PD Lunch	... 12-15 p.m.
Sr. School Exam.	10-00 a.m. to 1-00 p.m.
Sr. School Lunch	... 1-15 p.m.
Rest Hour	2-00 p.m. to 3-00 p.m.
Study Hour in Dorms Both for PD and Sr. School	3-15 p.m. to 4-30 p.m.
Baths	... 5-00 p.m.
Rest of the Routine is same.	

Mr. A C. Chauhan and Mr. Chandel will be supervising the study hour of all those in BD who won't have exam from 5th December, 2006.

Boys of Himalaya and Nilagiri will sit in Nilagiri and will study from 10-00 a.m. to 12-45 p.m.

Boys of Siwalik and Vindhya will sit in Vindhya and will study from 10-00 a.m. to 12-45 p.m.

Mrs. S. Attri assisted by The Matrons will be supervising the study hour of all those in GD (from 10-00 a.m. to 12-45 p.m.) who won't have exam from 5th December, 2006.

The concerned staff is requested to be present five minutes before the study hour starts. No music will be played in the dormitories during these study hours.

No. 373 TUCK SHOP TIMINGS DURING VACATIONS

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

No. 374. HOSPITAL TIMINGS DURING WINTER VACATION

1. After the departure of children for Winter Vacation and before their return, the Hospital OPD timings will be as follows :

(a) 14th Dec. 2006 to 16th Feb. 2007... 10-00 am to 1-00 pm &
3-00 pm to 5-00 pm

(b) Sunday and Admin. Holiday ... Closed

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. 375. 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. 376. CLOSING OF CDH WINTER VACATIONS

The school will break for Winter Vacations on 11th December, 2006 but the CDH will function till Evening Tea on 14th December 2006 to cater for the teaching staff and other individuals, who are entitled to have meals in the CDH.

As the Matrons will be back on duty on Saturday 17th February, 2007, by 6-00 p.m. the CDH will re-open at 9-00 a.m. on 17th February, 2007, in order to cater the meals from supper onwards on 17th February, 2007.

All concerned are requested to note the above details accordingly.

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, WEDNESDAY, 6th DECEMBER, 2006

Part I

377—388

SPECIAL ORDER

Winter Vacation Arrangements—2006.

No. 377. 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 Headmaster *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include the child in any school party.

(i) Children going home with their parents can be allowed to leave Sanawar from 4-00 p.m. on Sunday, 10th December, 2006. 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 2-30 p.m. onwards.

(ii) All children travelling in school parties will leave on 10th/11th December, 2006 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 of 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 well in advance, and **in no case later than Friday, 8th December, 2006**. 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, 8th December, 2006 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. 378. 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 leaving. Please ensure that all electric lights are switched off and all water taps are turned off in respective departments and quarter before locking these.

No. 379. 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 11th December, 2006

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

No. 380. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Sunday, 10th December, 2006 at 2-15 p.m. **All Escorts, QM's Representative are required to attend the same.**

No. 381. DISCIPLINE

(a) 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.

(b) 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. 382. TRAVELING DRESS

Children travelling in school parties will dress respectably.

No. 383. LUGGAGE ARRANGEMENTS

(a) 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	Kolkata & Enroute Party	—Red
2	Patna Party	—Khaki
3	New Delhi (A) Party	—Blue
4	New Delhi (B) Party	—Green
5	New Delhi (C) Party	—Red
6	New Delhi (D) Party	—White
7	Mumbai Party	—Yellow
8	Chandigarh Party	—Khaki

(b) Party labels will be available in the School Office on Friday 8th December, 2006. 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.**

(c) Staff members and their families travelling with school parties are requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quarter-master by the evening of Saturday, 9th Dec., 2006 of the number of packages (luggage) to be collected from their quarter.

(d) 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.**

(e) **KOLKATA AND ENROUTE PARTY**

The luggage of all children travelling in Kolkata party must be ready in PD, GD & BD by 5-00 p.m. on 10th December, 2006. The Q.M.'s representative will collect the same from the Matrons by 5-30 p.m. and deposit with the QM's representatives, in the QM's stores on 10th December, 2006. Mr. Kuldip Minhas/Mr. Ranjit Singh to ensure that the loading of luggage is completed by 7-00 p.m. on 10th December, 2006, as the Kolkata Party will depart from Bakery at 8-30 p.m. to Kalka Railway Station same day for further journey to Kolkata by Kalka Howrah Mail, departing from there at 11-45 p.m.

(f) **NEW DELHI & PATNA PARTIES**

The luggage of all children travelling in these parties must be ready with Matrons in PD, GD & BD by 6-00 p.m. on 10th December, 2006 for the further collection by Q.M.'s representative, who will start collecting the luggage from the respective Matrons immediately and shall deposit the same with the QM's Stores under the charge of Mr. Kuldip Minhas/Mr. Ranjit Singh on 10th December, 2006. Patna & New Delhi Parties (A, C & D) will depart from Bakery at 3-30 a.m. on 11th December, 2006, whereas New Delhi (B) Party will depart from BD Quad at the same time to Kalka Railway Station for further journey to New Delhi by Morning Shatabadi which will depart from Kalka Railway Station at 6-00 am on 11th December, 2006.

All luggage of students travelling in New Delhi Parties will be loaded in the DCM Toyota properly and party wise,

without removing Students Labels from the luggage, otherwise it will not possible to indentify the owner of the same. For better management and as per previous practice the QM assisted by Mr. Kuldip Minhas will personally look after above process. The Luggage of Patna Party will be loaded to the School Bus.

(g) MUMBAI & CHANDIGARH PARTIES

The luggage of children travelling in these parties must be ready in PD, GD & BD for further collection by QM's representative by 9-00 p.m. on 10th December, 2006, who will further deposit the same with QM Stores separately to avoid mixing the same with the New Delhi and Patna Parties. The parties will depart from Bakery at 7-00 a.m. on 11th December, 2006 to Chandigarh and after dropping the Mumbai Party at Chandigarh Railway Station, the Chandigarh Party will further move to Hotel Sunbeam, Opposite ISBT, Sector 17, Chandigarh, so as to reach there by 9-45 a.m. same day as per journey program confirmed to the parents.

Mr. Kuldip Minhas 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.

(h) 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. 384. ALLOTMENT OF ACCOMMODATION IN TRAINS

Mr. Gurmeet Singh, Assistant, will be present at Kalka railway station on 11-12-2006 and will be Incharge of the allotment of seats to the Delhi parties. Escorts are requested to contact him in case of difficulty.

No. 385. BREAKFAST

Breakfast : The children remaining in the school will have their breakfast at 7-30 a.m. on 11th Dec. 2006.

No. 386. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by Escorts from Mr. Gurmeet Singh, Assistant, immediately after the Escorts Meeting on 10th December, 2006.

No. 387. 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 Stores and B.D. Quad on 10th / 11th Dec. 2006, in the following order.

<u>Date</u>	<u>Name of Party</u>	<u>Assemble at</u>	<u>Departure from</u>	<u>Transport</u>	<u>Units</u>
10-12-06	Kolkata Party	QM Stores	7-30 pm	QM Store 8-00 pm	School bus 15
11-12-06	Patna Party	QM Stores	3-15 am	QM Stores 3-30 am	,, ,, 16
11-12-06	New Delhi (A) (Girls)	QM Stores	3-15 am	QM Stores 3-30 am	Chartered bus 25
11-12-06	New Delhi (B) (Boys)	BD Quad	3-15 am	BD Quad 3-30 am	,, ,, 49
11-12-06	New Delhi (C) Party	QM Stores	3-15 am	QM Stores 3-30 am	,, ,, 32
11-12-06	—do— (D)	—do—	3-15 am	—do— 3-30 am	,, ,, 15
11-12-06	Mumbai Party	QM Stores	6-30 am	QM Stores 7-00 am	School Bus 07
11-12-06	Chandigarh Party	QM Stores	6-30 am	QM Stores 7-00 am	,, ,, 06

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

The Kolkata Party will depart at 8-30 pm from QM's Stores on 10th December, 2006 in School Bus 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 11-45 p.m. same day. Mr. Tarun Das, Teacher will be the Incharge of the Party.

The Patna Party will depart from QM's Stores at 3-30 a.m. on 11th December, 2006 to Kalka Railway Station to board Morning Shatabadi, Train No. 2006, which will depart from Kalka at 6-00 a.m. on 11th December, 2006 (Coach No. AS-4) Mr. A.C. Chauhan, P.T.I., will be the I/C of the Party.

The New Delhi Parties (A, C & D) will depart from QM's Stores/BD Quad at 3-30 a.m. sharp on 11th December, 2006 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 different Coaches and leaving Kalka Railway Station at 6-00 a.m. on 11th December, 2006 as per details given below :

New Delhi 'A' Party—Coach No. C/4
 —do— 'B' Party—Coach No. C/2
 —do— 'C' Party—Coach No. C/6
 —do— 'D' Party—Coach No. C/9

The New Delhi (B) Party will depart from BD Quad at 3-30 a.m. on 11th December, 2006 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.

The Mumbai and Chandigarh Party will depart from QM's Stores at 7-00 a.m. on 11th December, 2006 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. Ram Phal will travel by Jan Shatabadi to New Delhi and further by Rajdhani Express, Train No 2954, Coach No. AS-6, leaving Hazrat Nizamuddin Railway Station at 4-30 p.m. on 11th December, 2006. Mr. Dev Dutt Bhardwaj will be the Incharge of Chandigarh Party.

QM / Mr. Kuldeep Minhas assisted by Mr. Ranjit Singh, Assistant, will supervise departure arrangements. The latter will also please note down the numbers of staff members, their families (aged over three years) and servants if any travelling in party buses other than Escorts of school parties, in order to enable recovery of bus fares. Mr. Gurmeet Singh, Assistant will be available at Kalka Railway Station.

No. 388. NEXT TERM

The children are required to be back in school on Tuesday, 20th February, 2007 by 5-00 p.m.

Praveen Vasisht
Headmaster