

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th February, 2007

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No. 1. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Senior School Certificate (Class XII) Examination
2007.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Thu. 1st ...	042	Physics
Mon. 5th ...	054	Business Studies
Tue. 6th ...	043	Chemistry
Wed. 7th ...	027	History
Fri. 9th ...	049	Painting
	051	Sculpture
Sat. 10th ...	301	English Core
Mon. 12th ...	028	Political Science
Tue. 13th ...	044	Biology
Wed. 14th ...	048	Physical Education
Thu. 15th ...	055	Accountancy
Sat. 17th ...	002	Hindi Elective
Tue. 20th ...	066	Entrepreneurship
Thu. 22nd ...	041	Mathematics
Sat. 24th ...	029	Geography
Mon. 26th ...	030	Economics

April

Wed. 4th ...	083	Computer Science
Thu. 5th ...	065	Informatics Practices
Mon. 9th ...	037	Psychology

No. 2. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Secondary School (Class X) Examination 2007.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Fri. 2nd ...	087	Social Science
Thu. 8th ...	041	Mathematics
Wed. 14th ...	085	Hindi Course-B
Fri. 16th ...	101	English Comm.
Sat. 24th ...	086	Science & Tech with practical
Wed. 28th ...	086	Practical Skills in Science & Tech.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th February, 2007

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No. 3. WELCOME

The 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 fruitful term at the School.

No. 4. PROGRAMME

February

Sat. 17th ...	Matrons and Teaching Faculty return to school	... 6-00 p.m.
Sun. 18th ...	Teachers' Training Workshop by Dr. Amrita Das	... 10-00 a.m.
Mon. 19th ...	Teachers' Training Workshop by Sahil Adlakha's visiting Faculty	... 10-00 a.m.
	Headmaster's Vacation Staff Dinner in HM's house	... 7-30 p.m.
Tue. 20th ...	Full Staff Meeting, Birdwood staff room	... 10-00 a.m.
	House Staff Meeting	... 11-00 a.m.
	Head of Faculty Meeting	... 12-00 p.m.
	Individual Faculty Meetings	... 1-00 p.m.
	Pupils return to school	... 5-00 p.m.
	Parents are requested to leave the school site by	... 6-00 p.m.
	Pupils of U-III (2006) to move directly to Holding House	
	Pupils of L-IV (2006) to move directly to their respective Parent House	
Wed. 21st ...	School routine commences from breakfast	
	Opening Term Assembly	... 9-30 a.m.
	Cricket, Basketball Teams to be made	... 2-30 p.m.
	Hobbies sets to be made by House Staff	
	Evening Prep commences	... 6-15 p.m.

Thu. 22nd ...	Normal routine starts from 1st School ...	7-40 a.m.
	Re-exams commence :	
	L-6 : Chem/Accts/Psycho	
	L-5 : Maths	
	U-4 : Maths/Hindi	
	L-4 : Maths, U3-Gen. Sc.	... 10-30 a.m.
	Games & Hobbies commence	
Fri. 23rd ...	Oath Taking Ceremony by the Prefectorial Body 2007	... 9-30 a.m.
	New Pupils' admission :	
	class L-IV, all Houses	
	HM's Lunch for new pupils and their parents in MCR	
	Re-exam	... 10-30 a.m.
	L-6 : Geog/Busi. Stu.	
	L-5 : Science	
	U-4 : Gen. Sc.	
	L-4 : Gen. Sc.	
	U-3 : Eng/Hindi	
Sat. 24th ...	New Pupils' admission, Class L-III : Himalaya & Siwalik only HM's Lunch for new pupils and their parents in MCR	
	Re-exam :	
	L-6 : Maths	
	U-4 : Skt.	... 10-30 a.m.
Sun. 25th ...	Cricket Festival Match-Staff vs. Students 1st XI	... 10-00 a.m.
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	... 9-30 a.m.

3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Milk Break	11-20—11-40 a.m.
5th School	11-40—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Sr. School Lunch	... 1-45 p.m.
Extra classes for XII everyday from	
5th March	2-20—3-20 p.m.
Games & Hobbies : 1st Session	2-50—3-50 p.m.
Tea	... 3-50 p.m.
2nd Session	4-00—5-00 p.m.
Bath	... 5-20 p.m.
Prep	6-15—7-30 p.m.
Supper	... 7-40 p.m.
Inspection	... 8-20 p.m.
Study hour	8-30—9-45 p.m.
Lights out	... 10-00 p.m.

No. 6. DAILY ROUTINE P.D.

Rouser/P.T./Inspection	As per School Timings
M.I.	7-35—7-50 a.m.
Breakfast	7-50—8-10 a.m.
1st School	8-10—8-50 a.m.
2nd School	8-50—9-30 a.m.
Assembly	... 9-30 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	... 12-25 p.m.
6th School	12-50—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

Mr. P.K. Sharma, Finance Manager has been detailed to look after the additional responsibility as Officiating Bursar, w.e.f. 1st January, 2007, after the resignation of Lt Col (Retd) S.K. Nautiyal. He shall continue to do so till further orders.

No. 8. RETIREMENT

Shri Gobind Ram, Painter has been retired from the school services on 31st December, 2006.

No. 9. RESIGNATION

The under-mentioned individuals are no more in the school services as per details given below :—

- * Lt Col (Retd) S.K. Nautiyal (Bursar) ... wef 1st Jan. 2007
- * Mr. Nicholas Waywell (Teacher) ... wef 12th Dec., 2006
- * Mr. Pradeep Kumar (Maths Teacher) ... wef 26th Jan., 2007
- * Dr. R.K. Singla (Teacher) ... wef 2nd January 2007
- * Smt. Roma Devi (Ayah) ... wef 17th Feb., 2007

No. 10. HOUSE APPOINTMENTS

The under-mentioned individuals will shoulder additional responsibility as per details mentioned against each names.

- * Mr. S.K. Jain, Teacher ... Sr. Housemaster, HHBD w.e.f. 17-2-2007
- * Mr. R. Solomon, Teacher ... Housemaster S/V PB w.e.f. 17-2-2007
- * Mr. Deepak Pant, Teacher ... Shifted from HHBD to HBD as Sr. Housemaster

No. 11. EXTENSION IN SERVICE

The following individuals have got extension in service :—

- * Mr. NK Sharma, Sr. Asstt, wef 1st Jan., 2007 to 30th June. 2007
- * Mr. Pran Nath, A/cs Manager wef 1st March, 2007 to 28th Feb., 2008.
- * Mr. Sohan Singh, Asstt. to Carp. Instr. wef 1st Feb. 2007 to 31st January, 2008.
- * Mrs. Binita Rishi, Teacher-Extension for a further period of 5 years.

No. 12. NEW APPOINTMENT

The under-mentioned individuals will join as members of Teaching and Administrative Staff before the re-opening of the school on 20th February, 2007.

* Dr. V. K. Sharma	... Dean of Faculty
* Mr. Ramakrushna Dash	... Teacher (Biology)
* Mr. Abhimanyu Sen	... Teacher (French Language)
* Mr. Ashish Gupta	... Teacher (Maths)
* Smt. Meena Kumari	... Ayah (Hospital)

No. 13. 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, 2007 to the following :

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

No. 14 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. 15. 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 initials of the Dept/House.

Marking of clothes must be completed by the evening of 23rd February, 2007.

No. 16. 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. 17. CHILDREN'S BATH

Till 28th February 2007 the children will have two baths a week as per programme given below :—

- 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)
- 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)	
	(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. 18. 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

Blazer 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. 19. STAYING ARRANGEMENTS FOR STUDENTS (IN EMERGENCY) OF CLASS XII APPEARING IN THE BOARD EXAMINATION

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

No. 20. 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, 2007.

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

No. 21. 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 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 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. 22. 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. 23. 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. 24. SPECIALIST REFERENCE

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

Dental ... Thursday & Saturday

No. 25. 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. 26. 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 RMO.

No. 27. 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. 28. 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/Offg. Bursar/Headmaster not less than four clear working days before the day from which the leave applied for will start. All heads of Departments will please explain these orders to all employees serving under them who do not receive orders or cannot read them, particularly Support Staff and also ensure that these instructions are complied with by all concerned.

No. 29. 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. 30. MEALS IN CENTRAL DINING HALL (C.D.H.) AND MASTER 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 year 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. 31. 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 individual working under them. The Mess Manager is requested to follow the instruction strictly as given above.

No. 32. 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 Saturday.

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. 33. PERFORMANCE OF PRIVATE CEREMONY 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, approval taken in writing.

No. 34. 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. 35. 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 Accounts Department. All concerned are requested to follow the instructions strictly.

No. 36. 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. 37. OVERTIME WORKING

All overtime working will be got sanctioned from the Offg. 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. 38. MEDICAL REIMBURSEMENT

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

No. 39. SUBMISSION OF ATTENDANCE REGISTERS

The Attendance Register of every department will be submitted to the Offg. 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. 40. 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. 41. WORKING ON WEEKLY OFFS / ADMINISTRATIVE HOLIDAYS

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

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

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

No. 42. TEMPORARY WORKERS

It has also a been noticed that various departments are not working under the instructions issued by the school for temporary staff and are giving them half day on Saturday, where as the temporary

workers will have to work for 8 hours a day to claim daily wages. The temporary workers are also not entitled to administrative holidays expect the following national holidays :—

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

No. 43. 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.

No. 44. ADMINISTRATIVE HOLIDAY

Friday, 16th February, 2007 will be a holiday on account of Maha Shivratri.

Praveen Vasisht
Headmaster

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

P.D.

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

No. 47. 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. 48. 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 Accounts 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. 49. 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. 50. 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 HM.

No. 51. 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) Matters relating to service conditions.
 - (iv) Leave
 - (v) Staff Benefit Fund applications.
 - (vi) Gratuity
 - (vii) Appointment below teacher grade.
 - (viii) 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
- (viii) Handling of TA/DA claims.

(c) Students Section :—

- (i) Students Strength
- (ii) Correspondence relating to withdrawals.
- (iii) General correspondence pertaining to students.
- (iv) Matters relating to examination
- (v) Matters relating to examinations.
- (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 Application / Letter :— 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. 52. 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 QM.

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 Offg. Bursar. Nor any additional articles of furniture be issued to or provided in staff quarter without the written permission of the Offg. Bursar. When any such changes are permitted, they shall be noted in the furniture inventory of the staff members concerned and the QM. Departments and staff members are held responsible for the proper maintenance of all school furniture issued to them.

No. 53. STAFF VISIT TO QM 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. 54. 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.

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd February, 2007

45—71

No. 45. PROGRAMME

February

- Fri. 23rd ... Oath Taking Ceremony by the Prefectorial
Body 2007 ... 9-30 a.m.
New Pupils' admission :
class L-IV, all Houses
HM's Lunch for new pupils and their
parents in MCR
Re-exam ... 10-30 a.m.
L-6 : Geog/Busi. Stu.
L-5 : Science
U-4 : Gen. Sc.
L-4 : Gen. Sc.
U-3 : Eng/Hindi
- Sat. 24th ... New Pupils' admission,
Class L-III : Himalaya & Siwalik only
HM's Lunch for new pupils and their
parents in MCR
Re-exam :
L-6 : Maths
U-4 : Skt. ... 10-30 a.m.
- Sun. 25th ... Interviews for admission to U-3, U-4 &
L-5 ... 10-00 a.m.
Cricket Festival Match Staff vs.
Students 1st XI
- Mon. 26th ... PT/Hodson run commences ... 6-30 a.m.
Re-exam ... 10-30 a.m.
U-4 : Social Science
New pupils' admission :
Class L-III : Vindhya & Nilagiri only
HM's Lunch for new pupils and their
parents in MCR
U-6 extra classes commence 2-15 to 3-15 p.m.

Tue. 27th ...	Re-exam : U-4-Computer Science	... 10-30 a.m.
	GD Basketball Festival Match	... 3-00 p.m.
Wed. 28th ...	Fire Evacuation Drill in Dormitories	... 6-20 p.m.

March

Thu. 1st ...	CBSE class XII Physics (042) Examination commences in SSC	... 10-30 a.m.
Fri. 2nd ...	CBSE Class X Social Science (087) Exam	... 10-30 a.m.
	Fire Evacuation Drill in CDH	... 2-00 p.m.
	Mess Committee Meeting	... 2-15 p.m.
	Talk on Learning Disability for Faculties of Languages & Humanities	... 3-15 p.m.
	New Admission of U-3, U-4 & L-5 join	
Sat. 3rd ...	Tutorial Meetings	... 1-00 p.m.
	Talk on Learning Disability for Faculties of Science & Maths	... 3-15 p.m.
	Annual General Staff Meeting & Dinner at Staff Club	... 7-45 p.m.
Sun. 4th ...	Vindhya House Show rehearsals commence	
	Cricket-OS vs. Present Sanawarians, in Sanawar	

No. 46. 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		

No. 55. 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. 56. 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. 57. 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 home after 9 00 p.m. / 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, 2007, failing which they may be denied entry into the campus.

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

No. 58. 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/Art & Hobby faculty in front and behind after lunch unless attending class or a hobby session.
- (7) Boys not to hang arround the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck 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. 59. 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. 60. 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 in their Tuck 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. 61. 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. 62. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has risen. It has, therefore, become necessary that we exercise the maximum possible economy in the use of all stationery items. 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. 63. 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	... 10-00 a.m.—12-30 p.m.
Saturday	... 10-00 a.m.—12-00 noon

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

No. 64. 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/HM.
5. The form to be submitted to the Assistant manager (administration) at least one week prior to the date of the visit.

No. 65. 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. 66. PRIVATE TRADING

There will be no private trading by members of the school staff (including their family members, residing with them on the campus) or by contractors who are provided with school accommodation unless prior permission to do so has been obtained from the Headmaster.

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

NO. 67. 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 electrical 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. 68. 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 to avoid suffocation due to smoke. All Department Heads are requested to for read and explain the above orders to their staff.

No. 69. 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. 70. 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. 71. ROUTINE INSPECTION OF DEPARTMENTS

This is to commence w.e.f. 28th February, 2007, 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 accompany the Bursar

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

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd March, 2007

72—82

No. 72. PROGRAMME

March

Fri. 2nd	...	CBSE Class X Social Science (087)	
		Exam	... 10-30 a.m.
		Fire Evacuation Drill in CDH	... 2-00 p.m.
		Mess Committee Meeting	... 2-15 p.m.
		Talk on Learning Disability for Faculties of Languages & Humanities	... 3-15 p.m.
		New Admission of U-3, U-4 & L-5 join	
Sat. 3rd	...	Tutorial Meetings	... 1-00 p.m.
		Fire Evacuation Drill in CDH	... 2-00 p.m.
		Mess Committee Meeting	... 2-15 p.m.
		Talk on Learning Disability for Faculties of Science & Maths	... 3-15 p.m.
		Annual General Staff Meeting & Dinner at Staff Club	... 7-45 p.m.
Sun. 4th	...	Vindhya House Show rehearsals commence	
		Cricket-OS vs. Present Sanawarians, in Sanawar	
		Postponed	
Mon. 5th	...	CBSE U-6 Business Studies(054) Exam	... 10-30 a.m.
		SMT Meeting	... 2-15 p.m.
		GD Weighing & Measuring, Hospital	... 2-30 p.m.
		BD Weighing & Measuring, Hospital	... 4-00 p.m.
Tue. 6th	...	CBSE class XII Chemistry (043) Exam	... 10-30 a.m.
		PD Weighing & Measuring, Hospital	... 2-30 p.m.
Wed. 7th	...	CBSE class XII History (027) Exam	... 10-30 p.m.
		HoFs' Meeting	... 3-30 p.m.
Thu. 8th	...	CBSE class X Maths (041) Exam	... 10-30 a.m.
		Individual Faculty Meetings	... 3-15 p.m.
Fri. 9th	...	CBSE class XII Painting (049) and Sculpture (051) Exam	... 10-30 a.m.
		BD, GD & PD House Staff Meeting	... 2-15 p.m.

- Sat. 10th ... Trip by Woodwork Students of L-V & below Postponed
 Workshop by Suprita Gill for PD Children ... 2-00 p.m.
 30 minutes Programme in Barne Hall by Blind Students of Sector 26, Chandigarh ... 2-30 p.m.
 SUPW ... 2-45 p.m.
 Inter-House Jr. English Debate ... 6-15 p.m.
- Sun. 11th ... Cricket Electrons match at Dharampur & Colts at Pine Grove, Sabathu
 Workshop by Suprita Gill for PD Children ... 10-00 a.m.
 Visit to Cancer Patients, Chandigarh by students of Leprosarium (SUPW) ... 1-00 p.m.
 Bharat Kapoor & Nanni's Workshop on Theatre & Environment commences for selected students of U-5

No. 73. PREFECTORIAL BODY—2007 (Boys)

	Head Boy	..	Parth Goel
	Deputy Head Boy	...	Akash Singla
	M.I. Prefect	...	Karan Hora
H.B.D.	... House Captain	...	Akash Singla
	School Prefect	...	Raghav Goel
	Senior Junior	...	Apoorva Bisht
	Junior Junior	...	Amir Khubber
N.B.D.	... House Captain	...	Karan Hora
	School Prefect	...	Khwab Sanghvi
	Senior Junior	...	Sumit Kadyan
	Junior Junior	...	Sanam Luthra
S.B.D.	... House Captain	...	Abhimanyu Soin
	School Prefect	...	Sachin Thakur
	Senior Junior	...	Harman Sethi
	Junior Junior	...	Karan Dhanoa
V.B.D.	... House Captain	...	Bhiwani Singh
	School Prefect	...	Suryadev Aggarwal
	Senior Junior	...	Sagar Karia
	Junior Junior	...	Nippon Singh

HOLDING HOUSE BOYS

House Captain	...	Jai Virk (SBD)
School Prefect	...	Nitish Pahwa (NBD)
Junior Prefect	...	Madhur Bhatia (VBD)
Junior Prefect	...	Vibhav Soni (HBD)
Sports Coordinator	...	Abir Sharma
Academic and Cultural Coordinator	...	Suryadev Aggarwal

PREFECTS G.D.—2007

	Head Girl	...	Lakya Tenzing
	Deputy Head Girl	...	Mansi Rathore
	M.I. Prefect	...	Pranati Jain
H.G.D.	House Captain	...	Mansi Rathore
	House Prefect	...	Anubha Goel
	Holding House Prefect...		Anshula Choudhry
N.G.D.	House Captain	...	Pranati Jain
	House Prefect	...	Shreya Raj Chauhan
	Holding House Prefect...		Taanya Grewal
S.G.D.	House Captain	...	Vasundhra Vashisht
	House Prefect	...	Divya Nalwa
	Holding House Prefect...		Yashika Pahal
V.G.D.	House Captain	...	Rashnoor Dhillon
	House Prefect	...	Kriti Chauhan
	Holding House Prefect...		Jaya Aggarwal
Sport's Coordinator	...		Rhea Cheema

No. 74. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper with or alter the electrical installations in the School buildings including the dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table lamps are permitted, such as for Prefects, etc., provision of plug-points/extension wire etc., has already been made by the School. 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, 2007.

No. 75. STAFF GUESTS—MESSING IN SCHOOL KITCHEN

Staff members, entitled to have their messing in CDH 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. 76. LOAN FROM STAFF BENEFIT FUND

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

- (i) Medical ... Rs. 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. 77. EDUCATION ALLOWANCE

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

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

The Blank Forms are available with Establishment Officer and the last date for submission of the same is 5th April, 2007.

No. 78. SUBMISSION OF LEAVE APPLICATIONS

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

Heads of Departments are required to inform the individuals.

No. 79. SCHOOL UNIFORM

The school uniform is compulsory for the individuals of Grade VI (a) to VII (except Printing Press Staff, Sr. Carpenter, Fitter, 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 Departments are advised to clarify the above to the individuals working under them.

No. 80. WITHDRAWAL FROM PROVIDENT FUND

The employees with a maximum of 5 years of confirmed service

with the school may withdraw certain amount from their Provident Fund for the following purposes :—

- (a) Marriage of self and dependants by submitting Wedding Card or certificate.
- (b) Construction of a new house by submitting approved drawing or Certificate from local authority.
- (c) Repairs of old house by submitting certificate from 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. 81. SICK LEAVE

It has been noticed that Unfit and Fitness Reports of the individual are being submitted by the school hospital to the school office on the same day. 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.

No. 82. ACCOMMODATION CLASS IV EMPLOYEES

Two Class IV accommodations are lying vacant in the school campus. The staff interested to occupy these accommodation can apply to the Offg. Bursar by 5th March, 2007, through their incharges. The seniority in service will be the criterion for examining the applications. All Heads of Departments are requested to inform the staff working under them for the same.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th March, 2007

83—91

No. 83. PROGRAMME

March

- Fri. 9th ... CBSE class XII Painting (049) and
Sculpture (051) Exam ... 10-30 a.m.
BD, GD & PD House Staff Meeting ... 2-15 p.m.
- Sat. 10th ... Trip by Woodwork Students of L-V &
below Postponed
CBSE Class XII English Core (301) ... 10-30 a.m.
Workshop by Suprita Gill for
PD Children ... 2-00 p.m.
30 minutes Programme in Barne Hall
by Blind Students of Sector 26,
Chandigarh (L-5 & above to attend) ... 2-30 p.m.
SUPW ... 3-00 p.m.
Inter-House Jr. English Debate ... 6-15 p.m.
- Sun. 11th ... Cricket Electrons match at Dharampur &
Colts at Pine Grove, Sabathu
Workshop by Suprita Gill for PD
Children ... 10-00 a.m.
Visit to Cancer Patients, Chandigarh
by students of Leprosarium (SUPW) ... 1-00 p.m.
Bharat Kapoor & Nanni's Workshop
on Theatre & Environment commences
for selected students
of U-5 11-00 a.m. & 2-00 to 5-00 p.m.
- Mon. 12th ... CBSE class XII Pol. Sc. (028) Exam. ... 10-30 a.m.
Bharat Kapoor's Workshop continues
- Tue. 13th ... CBSE class XII Biology (044) Exam ... 10-30 a.m.

Wed. 14th ...	CBSE class X Hindi [Course B] (085)	
	Exam	... 10-30 a.m.
	CBSE class XII Physical Edu.(048)Exam...	10-30 a.m.
	Workshop by Bharat Kapoor & Nanni concludes	
Thu. 15th ...	CBSE class XII Accountancy (055)	
	Exam	... 10-30 a.m.
	Talk by visiting Faculty Sahil Adlakha	... 5-00 p.m.
Fri. 16th ...	CBSE class X English Comm. (101)	
	Exam	... 10-30 a.m.
	Vindhya House Show	
	First Performance	... 4-30 p.m.
Sat. 17th ...	CBSE class XII Hindi core(302) Exam	... 10-30 a.m.
	Tutorial Meetings	... 1-00 p.m.
	Vindhya House Show	
	Final Performance	... 6-00 p.m.
Sun. 18th ...	Cricket Electronics & 1st XI vs. YPS Patiala (away)	
	Siwalik House Show rehearsal commences	
	Trip to Kurukshetra by U-III students	

No. 84. 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. 85. 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. 86. TUCK SHOP

The Tuck Shop will remain closed for Annual Stock Taking on Friday, 30th March, 2007.

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, 2007.

No. 87. WATER CONTROL IN SCHOOL

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.

No. 88. PROVIDENT FUND

Any permanent employee including probation staff can contribute a maximum of 15% of the basic salary towards their Provident Fund (PF) account as voluntary contribution. This is in addition to compulsory contribution of 12% of 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. 89. NOMINATION FORMS FOR GRATUITY, ANNUITY AND PROVIDENT FUND

The staff members who have 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 between 11-00 a.m. to 4-00 p.m.

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

No. 90. 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. 91. U-V BOARD EXAM.

Children appearing in the 10th Board Exam. will have a brief holiday after their last exam. They will report back to school by 5-00 p.m. on 8th April and join normal routine from 9th morning.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th March, 2007

92—103

No. 92. PROGRAMME

March

Fri. 16th	...	CBSE class X English Comm. (101)	
		Exam	... 10-30 a.m.
		Vindhya House Show	
		First Performance	... 4-30 p.m.
Sat. 17th	...	CBSE class XII Hindi core(302) Exam	... 10-30 a.m.
		Tutorial Meetings	... 1-00 p.m.
		Vindhya House Show	
		Final Performance	... 6-15 p.m.
Sun. 18th	...	Cricket Electrons & 1st XI vs.	
		YPS Patiala (away)	
		Cricket colts & Basketball v/s YPS	
		Patiala (Home)	... 10-00 a.m.
		Siwalik House Show rehearsal commences	
Mon. 19th	...	SMT Meeting	... 2-15 p.m.
Tue. 20th	...	TUESDAY TESTS for L-V, U-V &	
		U-VI commence	
		U-V Maths	... 7-35 a.m.
		L-V Hindi (In respective rooms)	... 6-15 p.m.
		U-VI Computers (083)/Entro/Phy. Edu.	... 6-15 p.m.
		CBSE class XII Entrepreneurship (066)	
		exam.	... 10-30 a.m.
		BD, GD & PD House Staff Meeting	... 2-15 p.m.
		Inter Class Hindi Essay Writing	
		Competition for L-IV & U-IV	... 2-15 p.m.
Thu. 22nd	...	CBSE class XII Mathematics (041)	
		exam	... 10-30 a.m.
Fri. 23rd	...	Maths Olympiad for Classes L-III &	
		U-III (PD Block)	... 2-30 p.m.
		Talk on substance Abuse :	
		Staff (Room No. 12)	2-15 p.m. to 3-15 p.m.
		Support Staff (Barne Hall)	3-30 p.m. to 4-20 p.m.
		U-IV and above (Barne Hall)	4-30 p.m. to 5-30 p.m.

Sat, 24th ... CBSE class XII Geography (029)
 and class X Science &
 Tech-Theory (086) ... 10-30 p.m.
 Inter-House Maths, Computers, Science &
 General Quiz ... 6-30 p.m.
 Sun. 25th ... Electrons & 1st XI Cricket vs. YPS
 Mohali (away)

No. 93. 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. Estate Manager will ensure that the stray dogs are kept away from school campus at all times.

No. 94. 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, 2007.

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. 95. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE

Expense voucher, re-imbursement/claims of any kind related to the financial year 2006-2007 need to be submitted by 31st March, 2007 in order to debit the account in the current financial year (2006-07).

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 objection 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. 96. 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. 97. 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. 98. CONSUMPTION OF FOOD STUFF WITH ALCOHOLIC CONTENTS

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

No. 99. 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. 100. 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, 2007.

No. 101. 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.

Though with the introduction of Monkey Chasers with langoors on school campus

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.

No. 102. SCHOOL PARTY (S.O.P.)

For the convenience of parents, we have arranged School Parties (to & fro New Delhi) as per details given below, and those individuals who wish to escort the same are requested to send their request through D.O.F. to the School Office for further necessary action :—

* 5th April, 2007 (by Evening Shatabadi Train, from Kalka)

* 8th April, 2007 (by Morning Shatabadi Train, from New Delhi)

No. 103. SCHOOL TRANSPORT FACILITY (TO & FRO KASAUJI) TO THE CHILDREN OF SCHOOL STAFF

The school has been providing transport facility to the children of school staff, going to St. Mary's School, Kasauli and also for Saraswati Niketan School, Nalwa, from Sanawar to Kasauli and back on the following terms and conditions :—

- * No child will be permitted to travel in the school bus without a proper ID Card, which is to be issued by the School Office.

- * The parent will be required to sign a bond of Idemnity towards their children commuting in the School Bus.

The concerned individuals are requested to collect the blank Identity Card from the QM's Stores well in advance for further necessary action and return the same to the QM's Stores, who will further forward the same to the Establishment Officer for signature.

The Indemnity Bond will have to be completed by the concerned individuals with the assistance of Mr. N.K. Sharma, Sr. Assistant, QM's Stores.

Please note that the above documents must be completed before the end of this month failing which the child/children will not be able to travel in the School Bus w.e.f. 1st April, 2007.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd March, 2007

104—111

No. 104. PROGRAMME

March

- Fri. 23rd ... Maths Olympiad for Classes L-III & U-III (PD Block) ... 2-30 p.m.
 Talk on substance Abuse :
 Staff (Room No. 12) 2-15 p.m. to 3-15 p.m.
 L-IV and above (Barne Hall) 3-30 p.m. to 5-00 p.m.
 Support Staff (Barne Hall) 5-15 p.m. to 6-15 p.m.
- Sat. 24th ... CBSE class XII Geography (029) and class X Science & Tech-Theory (086) ... 10-30 p.m.
 O.S. V/s Students cricket match ... 2-30 p.m.
 Inter-House Maths, Computers, Science & General Quiz ... 6-30 p.m.
- Sun. 25th ... Electronics & 1st XI Cricket vs. YPS Mohali (away)
 Trip to Kurukshetra by U-III students
 O.S. V/s Staff Sanawar cricket match ... 10-00 a.m.
- Tue. 27th ... TUESDAY TESTS :
 U-V Hindi ... 7-35 a.m.
 L-V English ... 6-15 p.m.
 U-VI Economics ... 6-15 p.m.
 Ram Navmi Administrative Holiday
 Chart display competition
- Wed. 28th ... Lecture for U-VI Psychology students by Dr. Sah (AV Room) ... 2-15 p.m.
- Fri. 30th ... 1st Assessment Marks to be fed in Computers by ... 1-30 p.m.
 Siwalik House Show First Performance ... 4-30 p.m.

April

No. 105. MEDICAL REIMBURSEMENT FACILITIES

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

No. 166. OUT STATION VISITS BY STAFF

Staff members proceeding on outstation duty other than when accompanying students are required to fill in the proforma which is available with all HOF's. The form is to be filled minimum 48 hours in advance and submitted to the main Office. However, in case of late submission reasons are to be indicated on the form.

No. 107. PLAYING FIELDS—USE BY CHILDREN OF THE SCHOOL EMPLOYEES

It has been seen that many children of employees of the School, in particular the children of supporting staff, play frequently and in some cases daily on the School's play fields and do considerable damage thereto especially to the cricket pitches and the facility at Staff Courts. Articles of clothing and games equipment of the school and students have also disappeared when lying on these grounds.

In this connection, therefore, the following orders are issued :

- (i) During the cricket seasons all the school play fields are reserved at all times for exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds except after obtaining permission from the Offg. Bursar through HOF Sports.
- (ii) During the school holidays the employees children can play on Lower Barne, PD ground and New Field.
- (iii) Upper Barne ground, Garden City Ground and Peacestead will not be used at any time by children who are not students of the school.

Heads of the staff families will be held responsible for any contravention of this order or damage done to the School playing grounds or School equipment, by their children or the children of relatives living with them. They will also be held responsible if any articles of clothing and games equipment etc. belonging to the School and to School students, are found in the possession of their children or family members.

Will heads of departments please explain this clearly to all staff including support staff, working under them.

No. 108. MEDICAL FIT/UNFIT

It is for the information of all that any Individual declared unfit by the R.M.O. is unfit only for that one day untill unless probable/ specific duration has been mentioned in the slip.

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

No. 109. LOCKER CHECK FOR MEDICINES

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

No. 110. EXCUSE SLIPS FROM RMO

Children recovering from sprains/fractures/viral fever or any other medical problems, which require exemption from P.T./Games etc. for a limited period, are given excuse slips duly signed by the RMO. The House-staff/HoF (Sports) PTI's are requested to ensure that these excuse slips are not misused by the students by way of forged signatures or overwriting for extension of the stipulated excused period.

No. 111. ADMINISTRATIVE HOLIDAY

Tuesday, 27th March, 2007 will be a holiday on account of Ram Naumi for Administrative Staff only.

Saturday, 31st March 2007 will be a holiday on account of Mahavir Jayanti for Administrative Staff only.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th March, 2007

112—120

No. 112. PROGRAMME

March

- Fri. 30th ... 1st Assessment Marks to be fed in
 Computers by ... 1-30 p.m.
 Siwalik House Show First Performance ... 4-30 p.m.
- Sat. 31st ... Workshops for Selected Science and
 Maths Teachers & Students of
 Sanawar & other guest school
 teachers in Barne Hall/AV Room ... 10-00 a.m.
 Mahavir Jayanti Administrative Holiday
 Subject teachers to check the marks by ... 1-30 p.m.
 L-VI New Admission : Written Test in SSC
 Maths ... 10-00 a.m.
 Science ... 11-05 a.m.
 Interviews ... 10-00 a.m.
 Siwalik House Show final performance ... 6-30 p.m.

April

- Sun. 1st ... Environment Trip to Col. Rampal's
 House by select students of U-III ... 9-00 a.m.
 Cricket 1st XI V/s Kasauli Club (Home)... 10-00 a.m.
 Science & Maths Workshops conclude ... 4-00 p.m.
 Colts cricket match V/s BCS at BCS Shimla
- Mon. 2nd ... 1st Assessment Meeting !
 PD ... 1-30 p.m.
 Senior School ... 3-15 p.m.
- Tue. 3rd ... TUESDAY TESTS :
 U-V Sciences ... 7-35 a.m.
 L-V Social Sciences ... 7-35 a.m.
 HoF's Meeting ... 2-15 p.m.
 U-VI Biology/Pol. Science ... 6-15 p.m.
- Wed. 4th ... CBSE class XII Computer Science (083)
 Exam ... 10-30 a.m.
 Individual Faculty Meetings

Thu.	5th	...	CBSE class XII IP (065) Exam	...	10-30 a.m.
			All schools will be cut short by 5 minutes each		
			PD Lunch	...	12-00 p.m.
			Sr. School Lunch		1-10 p.m.
			Parent Teacher Meeting for all classes	...	1-30 p.m.
			SOP after PTM	...	4-00 p.m.
Fri.	6th	...	GOOD FRIDAY Administrative Holiday		
			SOP		
Sat	7th	...	SOP		
Sun.	8th	...	Cricket Match British High Commission V/s		
			Sanawar Staff at Sanawar		
			Children return from SOP		5-00 p.m.
			Parents are requested to leave school		
			site by	...	6-00 p.m.

No. 113. PARENTS / GUARDIANS / GUESTS VISITING THE SCHOOL

It has been noticed that School Staff are encouraging parents/guardians and personal guests to enter from the Moti's Corner Gate. It may be appreciated that to ensure proper security, visitor's entry should be channelised through one gate and as per school rules, it is the main gate near Engg. 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. 114. EARNED LEAVE

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

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

No. 115. CASUAL LEAVE

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

All staff members are reminded that except in an emergency and unforeseen circumstances where it is not possible to apply earlier the applications for Casual Leave must be submitted so as to reach the Headmaster/Bursar (as applicable) not less than 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. 116. LEAVE APPLICATION FORM

The existing Leave Application form has been modified as per the advise of school Auditors and the revised format will be used 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. 117. CONTRIBUTION AS VOLUNTARY PROVIDENT FUND

The individuals who want to voluntary 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. 118. 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. 119. 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, 2007.

No. 120. DORMITORY STRENGTH

Housemaster/Mistress will inform the Strength of Children staying back in the dormitory during S.O.P. to Sr. Master/Sr. Mistress and Mess Manager 04-04-2007 (5-00 p.m.).

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th April, 2007

121—125

No. 121. PROGRAMME

April

Fri. 6th	...	GOOD FRIDAY Administrative Holiday	
		SOP	
Sat. 7th	...	SOP	
Sun. 8th	...	Children return from SOP	5-00 p.m.
		Parents are requested to leave school site by	... 6-00 p.m.
Mon. 9th	...	CBSE class XII Psychology (037) Exam	... 10-30 a.m.
		SMT Meeting	... 2-15 p.m.
		Inter House Cricket Matches commence	
		Last three Schools will be cut short by 05 minutes each	
		Sr. School Lunch	... 1-30 p.m.
		Afternoon extra classes cancelled for 9th April	
Tue. 10th	...	L-VI New admissions join	
		Last three schools will be cut short by 05 minutes each	
		Sr. School Lunch	... 1-30 p.m.
		Afternoon extra classes cancelled for 10 April	
		Tuesday Tests :	
		U-V English	... 7-35 a.m.
		L-V Maths	... 6-15 p.m.
		U-VI English	... 6-15 p.m.
		BD, GD & PD House Staff Meeting	
Wed. 11th	...	Inter Class Hindi Essay Writing Competition for L-III & U-III	... 2-15 p.m.
Thu. 12th	...	Hodson Run Qualifying PD & GD	
Fri. 13th	...	Hodson Run Qualifying BD	
Sat. 14th	...	Dr. B.R. Ambedkar's Birthday	
		Administrative Holiday	

Calligraphy Competition for L-III & U-III	...	2-15 p m.
Maths Olympiad for L-IV & U-IV	...	2-30 p m.
Inter House Jr. Hindi Debate	...	6-15 p.m.
Dinner at Staff Club	...	7-45 p.m.
Sun. 15th ... Himachal Day : Administrative Holiday		
Foundation Day : Hodson Run Finals	...	3-00 p.m.

No. 122. COLLECTION OF SPORTS GEARS

All sports gear should be collected from Mr. A.K. Chandel between 02-30 p.m and 03-00 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. A. K. Chandel will be present to take care of any unforeseen situation.

No. 123. 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 15th April, 2007. These ledgers may be called for inspection and checking by the Q.M. Stores and also by school auditors.

No. 124. 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. 125. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 6th April 2007 will be a holiday on account of Good Friday for School & Administrative Staff.

Saturday, 14th April, 2007 will be a holiday on account of Dr. B.R. Ambedkar's Birthday and Sunday 15th April, 2007 will be a holiday on account of Himachal Day for Administrative Staff only.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th April, 2007

126—135

No. 126. PROGRAMME

April

Fri. 13th	...	Hodson Run Qualifying BD	...	3-00 p.m.
Sat. 14th	...	Dr. B.R. Ambedkar's Birthday		
		Administrative Holiday		
		Calligraphy Competition for L-III & U-III	...	2-15 p.m.
		Maths Olympiad for L-IV & U-IV	...	2-30 p.m.
		Inter House Jr. Hindi Debate	...	6-15 p.m.
		Dinner at Staff Club	...	7-45 p.m.
Sun. ... 15th		Himachal Day : Administrative Holiday		
		Foundation Day : Hodson Run Finals	...	3-00 p.m.
Mon. 16th	...	Last three schools to be cut short by 05 minutes each.		
		Normal afternoon extra classes at 2-00 p.m. excepting for U-6 Computer group		
Tue. 17th	...	Tuesday Tests :		
		U-V Social Sciences	...	7-35 a.m.
		L-V Science	...	6-15 a.m.
		U-VI Maths/ITC 065	...	6-15 p.m.
		Last three school to be cut short by 05 minutes each.		
		Normal afternoon extra classes at 2-00 p.m. excepting for U-6 D Maths group		
Wed. 18th	...	Last three schools to be cut short by 05 minutes each.		
		Normal afternoon extra classes at 2-00 p.m. excepting for U-6 C and L-6 B		
Thu. 19th	...	U-6 will have normal classes at 2-00 p.m. & L-6 A, B & Bio group will also have normal extra classes.		
Fri. 20th	...	IPSC Shooting commences	...	2-30 p.m.
		Nilagiri House Show First Performance	...	4-30 p.m.

Sat. 21st ...	Tutorial Meetings	... 1-00 p.m.
	Nilagiri House Show Final Performance	... 6-15 p.m.
Sun. 22nd ...	PD Quiz	... 10-00 a.m.
	IPSC Shooting concludes	
	Cricket-Colts V/s Military School Chail (away)	
	BCS Staff V/s Staff Cricket Match	
	at Sanawar	... 10-00 a.m.

No. 127. STUDENTS GOING HOME ON MEDICAL GROUNDS

- (1) All Students going home on medical grounds **must** report to the R.M.O. with all documents / certificates, etc., immediately on their return. House Staff and House Matrons are requested to kindly ensure that this procedure is followed in every case.
- (2) In the event of a child going home direct from the dormitory with due permission, and then falling ill, and hence being late in his / her return, House Staff will kindly inform the R.M.O. accordingly. Similarly the RMO will also inform the concerned House Staff of any child going home from the Hospital.
- (3) Medical leave can only be given by the R.M.O. (H.M. in the absence of the RMO and special cases).

No. 128. LEAVE OF ABSENCE—SR. SCHOOL CHILDREN

In the event of children proceeding on medical or any other kind of leave during the course of the week, Housemasters / Mistresses are requested to keep the Dean of Faculties / Sr. Master / Sr. Mistress informed.

No. 129. NOMINATION FORMS FOR GRATUITY, ANNUITY AND PROVIDENT FUND

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

No. 130. RESIGNATION

Mrs. Arati Kelavkar, has resigned from the school's services as a House Matron, GD w.e.f. 6th April, 2007 on her own.

No. 131. APPOINTMENT

Mrs. Gulpriya Khera has been appointed House Matron, GD w.e.f. 1st April, 2007, in place of Mrs. Arati Kelavkar, who is no more in the services of the school.

No. 132. EXTENSION

The school has extended the services of Shri Kirpal Singh, Driver, for a further period of one year effective from 1st April, 2007.

No. 133. OBITUARY

We are grieved to inform that Shri Nant Ram, Bearer, died on 4th April, 2007 at a very young age of 36 years. He has served the school for 17 years and was attached to School Engineering Department and C.D.H. We pray the Almighty for the peace of the departed soul.

No. 134. SCHOOL PARTY (SUMMER VACATIONS)

As per existing policy, we have arranged School Parties for Mumbai, Kolkata, Patna, New Delhi and other main stations, (to & fro), and those staff members who wish to escort the same are requested to send their request through Dean of Faculty to the School Office for further necessary action.

No. 135. PROCUREMENT OF STORES/INDENTS & REPAIRS OF INSTRUMENTS / ELECTRIC ITEMS

It has been noticed that individuals/Section Incharges are directly dealing with Stores / Purchase Assistant, for the procurement of stores, repairs of instruments / appliances. All concerned are requested not to deal directly with the QM Stores/Purchase Assistant, and all such requirements should be routed through the Offg. Bursar.

It has also been observed that instruments / electrical appliances/ Washing Machines, machinery are being handed over to the Purchase Assistant, **without giving details of repairs to be carried out**. The Estate Manager and Assistant Engineer (Electrical) should contact the concerned parties/vendors informing details of repairs, to be carried out, to enable them to arrange repairs of machinery and Electric appliances, before sending the same to the Stores/ Purchase Assistant for further necessary action.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th April, 2007

136—146

No. 136. PROGRAMME

April

Fri. 20th	...	Nilagiri House Show First Performance	...	4-15 p.m.
Sat. 21st	...	Tutorial Meetings	...	1-00 p.m.
		Nilagiri House Show Final Performance	...	6-15 p.m.
Sun. 22nd	...	Cricket-Colts V/s Military School Chail (away)		
		L-V D leaves for Chandigarh to See exhibition on Earth Day	...	8-30 a.m.
Mon. 23rd	...	Tuesday Test for L-V & U-VI preponed :		
		L-V Computer Science	...	6-15 p.m.
		U-VI B. Studies/Geog /Physics	...	6-15 p.m.
Tue. 24th	...	Tuesday Test for U-V : Maths.	...	7-35 a.m.
		(Next Tuesday Test will be on Thursday, May 3, 2007)		
		Normal Afternoon Extra classes for L-VI & U-VI		
Wed. 25th	...	Annual Hikes & Camps commence	...	6-00 a.m.
		Delegates for RSIS Sub Junior Regional Conference at Sanawar, arrive	...	12-00 noon
Thu. 26th	...	RSIS Sub Junior Regional Conference commences; Inauguration in Barne Hall...		10-00 a.m.
Sat. 28th	...	RSIS Sub Jr. Regional Conference concludes	...	3-45 p.m.
Sun. 29th	...	RSIS Sub Jr. Regional Conference delegates depart	...	9-00 a.m.
		Annual Hikes & Camps conclude. All parties excepting U-VI boys, return by	...	6-00 p.m.

No. 137. 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. 1,10,000/- & Rs. 1,45,000/- 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, 2007.

2. Rate of Income Tax*Income Slab**Rate of Income Tax***In Case of Males**

Upto Rs. 1,10,000/-	NIL
Rs. 1,10,001 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. 1,45,000/-	NIL
Rs. 1,45,001 to 1,50,000/-	10%
Rs. 1,50,001 to 2,50,000/-	20%
Rs. 2,50,001 and above	30%

3% 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 moter cars are provided by the employer partly for the private and personal use of the employees. |
| (d) Household Servants | Prequisite 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.

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 courses.
- (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) Employee's contribution to staff group insurance scheme.
- (f) An amount upto Rs. 800/ p.m. on account of conveyance allowance for commuting from home to the place of work is exempt from tax.

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 80 DD
- (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 138. 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 the school land. Heads of Department are requested to explain this to all staff working under them.

No. 139. 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, 2007. 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. 140. 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. 141. 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 is unpredictable.

No. 142. 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 the school uniform themselves or allow their wards to do the same. Any employee of the school or their wards 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. 143. 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, Homoeopathic or Unani prescriptions will be countersigned for re-imbursement.
6. Spectacle and Denture bills are not re-imbursable.

No. 144. SUBMISSION OF EDUCATION ALLOWANCE FORMS

Those who have not submitted Education Forms till date are required to submit the same by 25th April, 2007 failing which the Education Allowance will not be added to their salaries.

No. 145. STUDENTS 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.

No. 146. INCREASE IN DEARNESS ALLOWANCE

The Dearness Allowance @ 6% w.e.f. 1st January, 2007 as announced by the Central Govt. shall be admissible to the permanent Staff of the school also. This will be added to the salary of the staff for the month of April and the arrears on this account shall also be paid alongwith the same.

No. 147. INCOME TAX

The proportionate refund of Income Tax, if paid by any staff member, on account of perquisite value for the year 2006-07 has been refunded by the school and credited to their respective Bank A/c. A list containing details of such individual staff member alongwith the amount refunded in his/her respect has been display in the Staff Room as well as is available with the Accounts Manager.

No. 148. AV REQUIREMENTS

Requirement for Audio equipments for any school activity has to be submitted in writing to Mr. S. Saklani at least a day in advance by the concerned I/c, even if it is mentioned in the school order/calendar.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th May, 2007

157—160

No. 157. PROGRAMME

May

Fri.	4th	...	Career Counselling for U-V concludes		
Sat.	5th	...	Tutorial Meetings	...	1-00 p.m.
			Inter House Sr. Hindi Debate	...	6-15 p.m.
			HP State Swimming Championship commences at Sanawar		
Sun.	6th	...	HP State Swimming Championship concludes		
Mon.	7th	...	Management Aptitude Test (MAT) for LVI & UVI Commerce Students	...	2-15 p.m.
			HoF's Meeting	...	3-15 p.m.
Tue.	8th	...	Tuesday Test :		
			U-V Science	...	7-35 a.m.
			L-V English	...	6-15 p.m.
			U-VI Compt.(083)/Phy. Edu./Entro	...	6-15 p.m.
			Inter House Chess commences	...	3-00 p.m.
			Individual Faculty Meetings	...	3-15 p.m.
Wed.	9th	...	Cricket team leaves for tournament at BCS	...	2-15 p.m.
			Maths & Science Aptitude Test for UV	...	2-30 p.m.
			Talk on Shares & On-line Trading (Stock Exchange) for U-VI Commerce Students	...	2-15 p.m.
Thu.	10th	...	Computer Workshop for selected Students of LV & above commences	...	2-15 p.m.
			Soccer Festival Match	...	4-00 p.m.
Fri.	11th	...	Chart Display Competition		
			Himalaya House Show		
			First Performance	...	4-15 p.m.
Sat.	12th	...	English Essay writing competition for L-III & U-III (during classes only)		
			Computer Workshop concludes		
			Himalaya House Show Final Performance	...	6-15 p.m.

Sun. 13th ... PD Show rehearsal commences
 U-VI Commerce Students leave for a Visit
 to a Factory at Baddi ... 8-30 a.m.
 Students of Leprosarium (SUPW) visit to
 HIV Patients, Chandigarh
 Honoria Lawrence Basketball Tournament
 commences

No. 158. PARENT'S VISITS TO THE HOSPITAL

This is to remind all that ONLY the 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 RMO. Everybody concerned must respect this rule.

No. 159. 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. 160. DOG NUISANCE/MENACE

It is brought to the notice of all pet dog owner 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 and 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. Estate Manager will ensure that the stray dogs are kept away from school campus at all times.

Praveen Vasisht
 Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th May, 2007

161—169

No. 161. PROGRAMME

May

- Fri. 11th ... Himalaya House Show
First Performance ... 4-15 p.m.
- Sat. 12th ... English Essay writing competition
for L-III & U-III (during classes only)
“Veteran Club” Chandigarh will play a
Soccer match with School Colts team ... 3-30 p.m.
Himalaya House Show Final
Performance ... 6-15 p.m.
- Sun. 13th ... PD Show rehearsal commences
U-VI Commerce Students leave for a
visit to a Factory at Baddi ... 8-30 a.m.
Honoraria Lawrence Basketball Tournament
commences. Opening ceremony (New
Basket Ball Court) ... 7-30 a.m.
PD Inter House Quiz ... 10-00 a.m.
- Mon. 14th ... Maths & Science Aptitude Test
for U-V ... 2-30 p.m.
- Tue. 15th ... Tuesday Test :
U-V English ... 7-35 a.m.
L-V Social Science ... 6-15 p.m.
U-VI Economics ... 6-15 p.m.
2nd Assessment Marks to be fed in
Computers by ... 1-30 p.m.
Honoraria Lawrence Basketball Tournament
concludes. Closing ceremony ... 3-30 p.m.

Wed. 16th ...	Subject Teachers to check the Marks by	... 1-30 p.m.
	Inter House GD & PD girls Basketball commences	
	Inter House Individual Boxing Championship commences	... 3-00 p.m.
Thu. 17th ...	Talk for staff by visiting Faculty—Sahil Adlakha	... 5-00 p.m.
Fri. 18th ...	Art & Sculpture Trip by L-VI & U-VI Students to Chandigarh	... 8-20 a.m.
	2nd Assessment :	
	PD	... 1-30 p.m.
	Sr. School	... 3-15 p.m.
Sat. 19th ...	Botanical Excursion Trip of Biology students of L-VI & U-VI to Science Museum, Rose Garden & Cactus Garden at Chandigarh (B. Fast with PD)	... 8-30 a.m.
	Tutorial Meetings	... 1-00 p.m.
	Inter House Individual Boxing concludes	... 4-00 p.m.
	Inter House Business Quiz	... 6-15 p.m.
	Dinner at Staff Club	... 7-45 p.m.
Sun. 20th ...	Inter House Basketball GD & PD Girls concludes	

No. 162. CONDEMNATION—JUNE, 2007

All the store holders are requested to confirm to the Quartermaster by 31st May, 2007 when they would like to get their stores condemned at the end of the 1st term (between 16th to 18th June).

No. 163. STOCK REQUIREMENT SECOND TERM 2007

All stock-holders to please send in their requirements for the Second Term of 2007 (25th July to 10th Dec. 2007), through the Indent Book to the Bursar by 15th June 2007.

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

No. 164. SICK REPORT OUTSIDE OPD HOURS

It has been observed that there is a steady increase in the numbers 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. 165. VISIT TO THE HOSPITAL WARDS

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

No. 166 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 slip and the concerned follow the instructions.

No. 167. 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., 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. 168. 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 Estt. Officer by the 20th of every month so that all necessary inputs 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 well in time.

Head of Department are requested to strictly follow the above instructions and forward the details by 20th of every month.

No. 169 G. S. TALWAR SCHOLARSHIP FOR STAFF CHILDREN FROM GRADE V-A TO VII FOR THE YEAR 2007-08

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.

Head of Departments are requested to give wide publicity to this notice and forward application to the Establishment Officer by 10th July, 2007.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th May, 2007

170—171

No. 170. PROGRAMME

May

Fri. 18th ... 2nd Assessment :

PD	...	1-30 p.m.
Sr. School	...	3-15 p.m.

Sat. 19th ... Trip of Biology students of L-VI & U-VI to Science Museum, Rose Garden & Cactus Garden at Chandigarh.	...	8-30 a.m.
Tutorial Meetings	...	1-00 p.m.
Inter House Business Quiz	...	6-15 p.m.
Dinner at Staff Club	...	7-45 p.m.

Sun. 20th ... Inter House Basketball PD Girls concludes

Mon. 21st ... SMT Meeting	...	2-15 p.m.
Inter House Basketball GD commences		

Tue. 22nd ... Tuesday Test :

U-V Social Sciences	...	7-35 a.m.
L-V Maths	...	6-15 p.m.
U-VI Biology/Pol. Science	...	6-15 p.m.
BD, GD & PD House Staff Meeting		

Wed. 23rd ... Inter House Individual Boxing concludes	...	4-00 p.m.
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Thu. 24th ... Inter House Soccer BD & PD commences

Fri. 25th ... L-VI & U-VI Art & Sculpture students' visit to Chandigarh. They will return by	...	5-00 p.m.
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L-VI Pol. Sc. students to visit Legislative
Assembly & High Court, Chandigarh. The
group will return by ... 5-00 p.m.
PD Show First performance ... 4-30 p.m.

Sat. 26th ... Inter House Basketball GD concludes
PD Show Final Performance ... 6-15 p.m.

Sun. 27th ... Inter House Soccer PD concludes

No. 171. HOUSE FUND ACCOUNTS

All Housemasters and Housemistresses are requested that their House
Funds accounts duly completed, should be submitted to the Bursar
by 16th June, 2007.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th May, 2007

172—178

No. 172. PROGRAMME

May

- Fri. 25th ... Siwalik v/s Vindhya Colts & Atoms
 Soccer matches will be at ... 2-40 p.m.
 1st XI will play ... 4-00 p.m.
 PD Show First performance ... 4-30 p.m.
 (Boys L-V & below and girls U-IV & below
 will attend).
- Sat. 26th ... Inter House Basketball GD concludes
 Himalaya v/s Vindhya Soccer matches
 will be at ... 4-00 p.m.
 PD Show Final Performance ... 6-15 p.m.
- Mon. 28th ... Inter House PD Soccer commences
 Nilagiri v/s Siwalik BD Soccer
 matches ... 4-00 p.m.
 L-VI Pol. Sc. group visits High Court at
 Chandigarh
 L-VI & U-VI Art & Sculpture students
 visit Chandigarh Museum
- Tue. 29th ... Himalaya v/s Siwalik Soccer matches ... 4-00 p.m.
 Inter House PD Soccer concludes.
- Wed. 30th ... Inter House Soccer BD concludes with Nilagiri
 v/s Vindhya matches ... 4-00 p.m.
- Thu. 31st ... Multimedia & Animation Workshop for
 L-III to U-IV in Barne Hall ... 2-15 p.m.

June

- Fri. 1st ... Animation Workshop for L-V to U-VI ... 2-15 p.m.
- Sat. 2nd ... Tutorial Meetings ... 1-00 p.m.
 Sr. English Declamation ... 6-30 p.m.

No. 173. 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. 174. 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 before going for vacations.

No. 175. 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. 176. 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. 177. 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 years, 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. 178. OVERTIME PAYMENT

It has been noticed that some individuals are claiming 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.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 1st June, 2007

179—184

No. 179. PROGRAMME

June

Fri. 1st	...	Animation Workshop for L-V and above (Barne Hall)	...	4-15 p.m.
Sat. 2nd	...	Tutorial Meetings	...	1-00 p.m.
		Sr. English Declamation	...	6-30 p.m.
Mon. 4th	...	SMT Meeting	...	2-15 p.m.
Tue. 5th	...	BD, GD & PD House Staff Meeting	...	2-15 p.m.
Thu. 7th	...	Half Yearly Exams Commence		
Fri. 8th	...	Academic Council Meeting	...	2-30 p.m.
Wed. 13th	...	Rehearsal for Prize winners in Barne Hall	...	1-45 p.m.
Thu. 14th	...	Half Yearly Exams conclude		
		Annual Prize Giving	...	2-30 p.m.
		Home Parties can go home after Prize Giving.	...	4-00 p.m.
Fri. 15th	...	HOME DAY		
Sat. 16th	...	Marks to be fed in Computers by	...	1-30 p.m.
Sun. 17th	...	Subject teachers to check the marks by	...	1-00 p.m.
		Staff Dinner	...	7-45 p.m.
Mon. 18th	...	Assessment Meeting	...	11-30 a.m.

No. 180. 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 : L-III & U-III	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. 181. TO ALL THE DEPARTMENT

Please return all the books borrowed from Library by 7th June, 2007 positively.

No. 182. SUMMER VACATION

The school will close on Friday, 15th June, 2007 for summer vacation and will reopen on Wednesday, 25th July, 2007 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. 183. STAFF FAMILIES' RATIONS ETC. DURING VACATION

With effect from Saturday, 16th June, 2007 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. 184. 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 15th June, 2007.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 8th June, 2007

198—204

No. 198. PROGRAMME

June

Mon. 11th ... Half yearly exams continue.

Wed. 13th ... Rehearsal for Prize winners
in Barne Hall ... 1-45 p.m.

Thu. 14th ... Half Yearly Exams conclude
Magazine & News Letter Editorial
Board will have lunch with the Chief
Guest at HM's residence ... 1-15 p.m.
Annual Prize Giving ... 2-30 p.m.
Home Parties can go home after
Prize Giving. ... 4-00 p.m.

Fri. 15th ... HOME DAY

Sat. 16th ... Marks to be fed in Computers by ... 1-30 p.m.

Sun. 17th ... Subject teachers to check the
marks by ... 1-00 p.m.
Staff Dinner ... 7-45 p.m.

Mon. 18th ... Assessment Meeting ... 11-30 a.m.

July

Sat. 21st ... Matrons return to School ... 10-00 a.m.
Teaching Faculty returns ... 5-00 p.m.

Sun. 22nd ... Academic Staff workshop

Mon. 23rd ... Academic Staff workshop

Tue. 24th ... Complete Staff Meeting in Staff Room ... 10-00 a.m.
HOF's/House Staff Meetings ... 11-00 a.m.
Individual Faculty Meetings ... 12-00 noon
Vacation Staff Welcome Dinner by
Heamaster in MCR ... 7-45 p.m.

Wed. 25th ... Pupils return to school ... 5-00 p.m.

No. 199. CLOSING OF C. D. H.—SUMMER VACATIONS

The school will break for Summer Vacations on 15th June, 2007, but the CDH will function till Supper on 18th June, 2007, to cater for the Teaching/Boarding and other individuals, who are entitled to have meals in the CDH and will be on duty till 18-06-2007. The CDH will be sealed on 19th June, 2007.

All the Teaching Staff and Matrons and other individuals attached to the Vacation Staff, will be back on duty on 21st July, 2007, therefore, the CDH will re-open at 9-00 a.m. on 21st July, 2007 to cater the meals from Lunch onwards on 21st July, 2007.

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

No. 200. RESIGNATION

Mr. Balbir Bahadur Singh is no more in the school services as he resigned from the post of Senior Medical Assistant, w.e.f. 16th May, 2007 to join HP Excise & Taxation Department.

No. 201. EXTENSION

The under-mentioned individuals are given extension in services :—

<input type="checkbox"/> Mr. N.K. Sharma	Sr. Assistant (Stores)	w.e.f. 1st July to 31st December, 2007.
<input type="checkbox"/> Mr. Bala Ram	Assistant	w.e.f. 1st June, 2007 to 31st May, 2008.
<input type="checkbox"/> Mr. Jeet Ram	Head Cook	w.e.f. 1st May, 2007 to 30th April 2008.
<input type="checkbox"/> Mrs. S. W. Attri	Instructor	w.e.f. 16th April, 07 to 15th April, 2008.

No. 202. PRIVATE JOB BY SCHOOL EMPLOYEES/PRIVATE TRADING

The school has been publishing from time to time for the information of all concerned that no permanent school workers shall work as maid servant with staff members, but it has been observed that there are individuals who are working as maid servant with the staff members. In this connection, refer to School Order No. 66, dated 23rd February 2007.

The private trading by members of the school, including their families, residing with them on the school campus or by contractors, who are provided with school accommodation is also not permissible unless prior permission to do so has been obtained from the Headmaster.

All Heads of Departments are requested to explain the above instructions to those working under them, especially subordinate staff

No. 203. MEDICAL FACILITY AVAILABLE IN THE SCHOOL HOSPITAL DURING SUMMER VACATIONS

To provide basic medical facilities to the individuals, who are on Non-Vacation category and their families staying on the school campus, during Summer Vacations, the Para-Medical Staff, except Senior Medical Assistant, who has already resigned from the school's services, will remain on duty during vacations to provide basic medical facilities to Non-Vacation Staff and their families. The names are as under :—

- | | |
|--|-----|
| <input type="checkbox"/> Mrs. Shashi Verma | ANM |
| <input type="checkbox"/> Mr. Pradeep Chand | MNO |

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

No. 204. OBITUARY

With deep sense of regret, we are grieved to inform all concerned that Shri Bhupinder Singh, Halwai Contractor of the school, died on 28th May, 2007 at a very young age due to heart failure. We pray the God, the almighty for the peace of the departed soul and to give enough strength of his family to bear the human loss.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 20th July, 2007

205—226

No. 205. WELCOME

The Chairman, Board of Governors & the Headmaster extend a warm welcome to Staff and students on their return to School for the Founder's Term 2007.

No. 206. PROGRAMME

July

Sat. 21st	...	Matrons return to school	...	10-00 a.m.
		Teaching Faculty returns	...	6-00 p.m.
Sun. 22nd	...	Academic Staff Workshop—'Learn Today'	...	9-30 a.m.
Mon. 23rd	...	Workshop by 'Akash Dharamraj' for Academic Staff & Matrons	...	10-00 a.m.
Tue. 24th	...	Complete Staff Meeting	...	10-00 a.m.
		HoFs' Meeting	...	11-00 a.m.
		BD, GD & PD House Staff Meeting	...	11-00 a.m.
		Individual Faculty Meetings	...	12-15 p.m.
		Vacation Staff Welcome Dinner in M.C.R.		7-45 p.m.
Wed. 25th	...	Students return to school by	...	5-00 p.m.
		Parents are requested to leave school site by	...	6-00 p.m.
Thu. 26th	...	School routine commences from Breakfast	...	9-00 a.m.
Fri. 27th	...	PT commences	...	6-30 a.m.
		Re-exams for L-III to U-VI	...	10-30 a.m.
		L-III English		
		U-III English		
		L-IV English		
		U-IV English		
		L-V General Science		
		U-V Social Science		

L-VI Chemistry/Accounts

U-VI Business Studies/Geography/Physics

All those appearing in re-examination will attend

1st & 2nd School as per time table. They will

attend Assembly also. Re-exams will be

held in SSC from 10-30 a.m. to 1-30 p.m.

Hobbies, Games & NCC commence.

Sat. 28th	...	Talk by Jagdeep Singh for Faculty	...	3-15 p.m.
		L-III Hindi		
		U-III General Science		
		L-IV General Science		
		U-IV General Science		
		L-V Hindi		
		U-V Science & Tech.		
Sun. 29th	...	Adolescence Education Programme for		
		PD by School Counsellor	...	9-00 a.m.
		Adolescence Education Programme		
		for Holding House girls by School		
		Counsellor & R.M.O.	...	6-00 p.m.

No. 207. DAILY ROUTINE FOR THE SCHOOL

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

Lunch Sr. School	1-45—2-10 p.m.
Prep School Games	2-00—2-50 p.m.
1st Session of Hobbies	2-50—3-50 p.m.
Extra Classes for L-VI & U-VI	2-15—3-15 p.m.
2nd Session of Games	4-00—5-00 p.m.
N. C. C.	5-15—6-00 p.m.
Evening Prep	6-15—7-30 p.m.
Supper Prep School	... 6-40 p.m.
Supper Sr. School	... 7-40 p.m.
Baths	... 8-15 p.m.
House Inspection	... 8-25 p.m.
Study hour	8-30—9-45 p.m.
Lights out	... 10-00 p.m.

No. 208. RETURN OF CHILDREN

All Housemasters / Housemistresses will please send the lists of children in their Houses who have not reported back to the school on due date with reasons, if known, by 9 00 a.m. on 26th July, 2007 to the Asstt. Manager (Admn.)

No. 209 SCHOOL RETURN PARTIES : JULY, 2007

Escorts Incharge of all School Return Parties are requested to communicate in writing, to the Establishment Officer by 26th July, 2007, any unusual situation or problems faced by them in connection with the School return parties. They are also requested to submit the list of children who did not turn up to join the party or were included in the party even though their names were not mentioned in the party list.

No. 210. DAILY STRENGTH RETURN

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

No. 211. SUBMISSION OF ACCOUNTS : SCHOOL PARTIES

The School Parties Escorts who have taken advance from School Office are requested to submit the accounts by 30th July, 2007 failing which the amount will be deducted from the salary of the individual.

No. 212. HOSPITAL TIMINGS

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

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

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

Saturday—9-00 a.m. to 12-00 noon

Sunday—No O.P.D.

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

No. 213. TUCK SHOP SLIPS

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

No. 214. BATHS

Baths will be as per following schedule till further order :

B.D.

Monday	}	... HBD & NBD
Wednesday		
Friday		
Tuesday	}	... SBD & VBD
Thursday		
Saturday		
Sunday		... Head Baths (Sikh Boys)

G.D.

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

P.D.

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

No. 215. STAFF VISIT TO THE SCHOOL OFFICE

All Staff are requested to reduce their visits to the School Office to the minimum.

No. 216. SCHOOL CLEANLINESS

Co-operation of all is requested to keep the School neat and clean in every way. In a residential school like ours, it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we all should set an example not only by NOT throwing litter but drawing the attention of others for doing so and also picking up litter lying around. Enough receptacles have been provided, where more are required, there will be arranged on request.

No. 217. CASUAL LEAVE

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

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

No. 218. G.S. TALWAR SCHOLARSHIP FOR STAFF CHILDREN FROM GRADE V-A TO VII FOR YEAR 2007-08.

Mr. G.S. Talwar (OS 55-64) has sponsored a scholarship to provide financial assistance to the children of the staff (Grade V-A to VII) whose children have not been educated in The Lawrence School, Sanawar and who have taken the Class XII Board Examination successfully and who want to pursue higher studies in the College/University. The Rules and Regulations determining the eligibility of a child to be entitled for the scholarship have already been

communicated to all the departments and copy of Rules and Regulations have also been provided to them.

Heads of the Departments are requested to give wide publicity to this notice and forward applications to the Establishment Officer by 10th August, 2007.

No. 219. OVERTIME WORKING

The Heads of Departments are required to take prior permission on the prescribed proforma for detailing individuals of their departments for working beyond school timings.

No. 220. CONCESSION FOR STUDENTS, STAFF AND DEPENDANTS AT FORTIS HOSPITAL, MOHALI

The Fortis hospital has very kindly extended a special discount to indoor patient care and surgical procedures to the students, staff and dependants of this school as per details given below :

- (a) OPD Consultation & investigations to Students—20%
- (b) OPD Consultation & investigations to Staff and dependants—30%
- (c) Cardiac & MS procedures in IPD for Students, Staff and dependants—10%
- (d) Room rate incase of observations—10%

No. 221. AUTHORIZATION OF SERVANT QUARTER IN THE SCHOOL CAMPUS

The servant quarters are authorized to the staff who are in grade 1 & 2 (a) only. For the rest of the staff, a servant quarter can be made available if a servant quarter exists with the building.

No. 222. RETIREMENT

Mrs. Asha Lata Malaviya, Matron, PD (Girls) has retired from the school services at the end of Spring Term. We wish her all the best in her future endeavours.

No. 223. EXTENSION

Mr. A.C. Chauhan, I/C Sports has been given an extension in his service for a period of one year and he shall now retire at the end of the Spring Term, 2008.

No. 224. RESIGNATION

Mrs Rashmi Dwivedi, Matron, BD has resigned from the services of the school w.e.f. 23rd July, 2007 on her own.

No. 225. NEW APPOINTMENT

The under-mentioned have been given Contractual Appointments against vacant posts of Matron in the school, effective from the beginning of the second term of July 2007.

- * Mrs. Bela Sood ... P.D. Girls
- * Mrs. Tapinder Kaur Gill ... H.B.D.

No. 226. SCHOOL TUCKSHOP

The School Tuckshop has been outsourced and now M/S R. Maiden, Kasauli will run the Tuckshop as a licensee except for Uniforms, clothing & Games items, which will be issued by Q.M.'s Stores against Indents.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 27th July, 2007

227—242

No. 227. PROGRAMME

July

Fri. 27th ... PT commences ... 6-30 a.m.

Re-exams for L-III to U-VI ... 10-30 a.m.

L-III English

U-III English

L-IV English

U-IV English

L-V General Science

U-V Social Science

L-VI Chemistry/Accounts

U-VI Business Studies/Geography/Physics

All those appearing in re-examination will attend

1st & 2nd School as per time table. They will

attend Assembly also. Re-exams will be

held in SSC from 10-30 a.m. to 1-30 p.m.

Hobbies, Games & NCC commence.

Adolescence Education Programme for

Holding House Girls by School

Counsellor & RMO (In Holding House

Prep Room) 8-15 to 9-15 p.m.

Sat. 28th ... Talk by Jagdeep Singh for Faculty ... 3-15 p.m.

L-III Hindi

U-III General Science

L-IV General Science

U-IV General Science

L-V Hindi

U-V Science & Tech.

Adolescence Education Programme for

L-V Himalaya & Nilagiri boys

(Room No. 12) 8-00 to 9-15 p.m.

- Sun. 29th ... Adolescence Education Programme for
PD by School Counsellor ... 9-00 a.m.
Adolescence Education Programme for
L-V Siwalik & Vindhya boys
(Room No. 12) 6-00 to 7-00 p.m.
- Mon. 30th ... L-III General Science
U-III Maths.
L-IV Maths.
U-IV Maths.
L-V English
U-V Maths
L-VI Economics/Political Science
U-VI Economics
SMT Meeting ... 2-15 p.m.
Extra classes for L-VI & U-VI ... 2-15 p.m.
Adolescence Education Programme for
Holding House Boys Himalaya & Nilagiri
in their dormitory 5-00 to 6-00 p.m.
- Tue. 31st ... L-III S. Studies
U-III S. Studies
L-IV Computer Science
U-IV Skt./Pbi./French
L-V Social Science
U-V Hindi
U-VI Maths
Adolescence Education Programme for
Holding House Boys Siwalik & Vindhya
in their dormitory 5-00 to 6-00 p.m.

August

- Wed. 1st ... U-III Hindi
L-IV S. Studies
U-IV Compt. Science
L-V Maths.

		U-V English	
		L-VI Maths.	
		U-VI English	
		Tree Plantation by BD commences	
Thu. 2nd	...	L-IV Skt./Pbi./French	
		U-IV Hindi	
		L-V Computers	
		U-VI Computer Sc. (083)	
Fri. 3rd	...	L-IV Hindi	
		U-IV S. Studies	
		L-VI Business Studies/Geography/Physics	
		U-VI Chemistry/Accounts/History/Psychology	
		Mess Committee Meeting	... 3-20 p.m.
		Inter-House Basketball BD & PD Boys commences	
Sat. 4th	...	SUPW	... 2-45 p.m.
		Selected Students of L-VI visit-Army Heritage Museum, Shimla (Accompanied by a Sr. Housemaster)	... 7-30 a.m.
		Fire Evacuation Drill in CDH	... 2-00 p.m.
		Conservation activity by Nature Club & U-VI Geography students	... 3-15 p.m.
		Talk on "Screening and Classroom Intervention Procedures" for teachers of L-III to U-IV (all subjects)	2-15 to 5-00 p.m.
Sun. 5th	...	Inter-House Swimming commences	... 10-00 a.m.

No. 228. FOUNDER'S—STAFF GUESTS

Members of staff are aware of the limitations of school resources. Much as we would like to extend help it is regretted that it will not be possible to spare any beds or accommodation for staff guests and visitors school.

While extending any invitations or accepting the requests of guests, staff may, if it helps them, plead school policy in refusing requests for accommodation.

No. 229. POTABLE WATER MANAGEMENT IN THE SCHOOL

It is noticed with concern that enough control is not being exercised on Safaiwalas and Ayahs in the Dormitories and water is being over used. This extravagant use of water is telling on the reserves of water held with the School that augment the routine supply during the dry season from Oct. onwards.

It is therefore imperative for all to ensure that adequate check and restrictions are applied and wastage of potable water is contained immediately.

No. 230. MEDICAL TREATMENT AT THE SCHOOL HOSPITAL

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

No. 231. SCHOOL CHILDREN REFERRED TO SPECIALISTS

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

No. 232. HOSPITAL VISITING HOURS

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

Sunday/Holidays—P.D. 9-30 a.m. to 10-00 a.m., G.D. 10-30 a.m. to 11-00 a.m. and B.D. 11-30 a.m. to 12-00 noon.

No. 233. ISSUE OF MEDICINES

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

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

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

No. 234. LOCKER CHECK FOR MEDICINES

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

No. 235. MEDICAL REIMBURSEMENT

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

Original bills

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

These documents must be attached with the reimbursement form. The medicines must be purchased within 15 days of the date of prescription.

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

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

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

No. 236. CHILDREN RETURNING AFTER SICK LEAVE

Children returning to school after sick leave irrespective of whether it is after the school re-opens or during the term are sent from the School Hospital or from the School on any other leave must report to the R.M.O. with all relevant medical papers. He/she will, after a check up by the R. M. O., be issued a green slip for the House staff confirming termination of medical leave and other details regarding activities etc. House staff will kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip. Acceptance of a child in the dormitory without the knowledge of the R.M.O. may result in the treatment / restrictions being overlooked thereby leading to serious complications.

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

No. 237. HOSPITAL KIT

Fresh Medical categories of all school children are being made, and the RMO will send information to this effect to all House Staff and the P.T.I.

No. 238. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical categories of all school children are being made, and the RMO will send information to this effect to all House Staff and the P.T.I.

No. 239. STAFF SICK IN QUARTERS/UNFIT/FIT

If the teaching staff is unfit they should inform the HoF / DoF before the 1st School starts and then report to the hospital between 9-00 a.m. to 10-00 a.m. on all working days.

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

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

Those falling sick during school term when away from the school will report to the R.M.O. with the relevant medical papers on return/recovery, so that the reimbursement and fitness certificate can be sent to the office.

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

No. 240. ROUTINE INSPECTION OF DEPARTMENTS

To commence wef 1st August as under :—

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
Charlies Shop & Tuck Shop ... 4th Thursday of the month

Staff Members to accompany the Bursar

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

No. 241. ALLOTMENT OF GARAGES

Due to constraint of parking space in the school campus, allotment of temporary Car garages may be made to staff of grade IV (b) and above, depending on the availability of such temporars car garages in the campus.

No.242. CHANGE IN TUCK SHOP TIMING

With immediate effect School Tuck Shop timing will be as under :—
9-30 a m. to 5-30 p.m.
Weekly off Wednesday.

Praveen Vasishat
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 3rd August, 2007

243—254

No. 243. PROGRAMME

August

Fri. 3rd	...	L-IV Hindi	
		U-IV S. Studies	
		L-VI Business Studies/Geography/Physics	
		U-VI Chemistry/Accounts/Geog./Psychology	
		Mess Committee Meeting	... 3-15 p.m.
		Inter-House Basketball BD & PD Boys	
		Postponed	
Sat. 4th	...	SUPW	... 2-45 p.m.
		Selected Students of L-VI visit-Army	
		Heritage Museum, Shimla	
		(Accompanied by Mr. Jain and	
		Mrs. Tahalan)	... 7-30 a.m.
		Fire Evacuation Drill in CDH	... 2-00 p.m.
		National Colouring Contest—2007	
		for selected students of L-III to	
		U-V (Art Room)	... 3-00 p.m.
		Soccer Match Sanawar V/s Y.P.S.	
		Mohali (home)	... 3-00 p.m.
		Conservation activity by Nature Club &	
		U-VI Geography students	... 3-15 p.m.
		Talk on "Screening and Classroom	
		Intervention Procedures" for teachers	
		of L-III to U-IV (all subjects)	2-15 to 5-00 p.m.
Sun. 5th	...	Soccer Match Sanawar V/s Y.P.S.	
		Patiala (home)	7-00 a.m.
		Inter-House Swimming commences	... 10-00 a.m.
Mon. 6th	...	'Hiroshima Day' Poster display by Nature Club	
		Last day for handing re-exam marks.	
Tue. 7th	...	Tuesday Tests commence	
		L-V Science	... 6-15 p.m.

	U-V Social Science	...	7-10 a.m.
	L-VI Biology	...	6-15 p.m.
	U-VI Business Studies/Geography/ Physics	...	6-15 p.m.
Fri. 10th	... Trip to Geological Survey of India, Chandigarh by L-VI Geography students...	...	7-30 a.m.
	Trip to NIFD Panchkula by L-V & U-V girls of Fashion Designing (Hobby)	...	9-00 a.m.
	Computer Aptitude Test for L-III & U-III	...	2-00 p.m.
	HP State Inter-School Shooting commences	...	3-15 p.m.
Sat. 11th	... Tutorial Meeting Sr. School	...	1-05 p.m.
	Classroom & Birdwood display Boards to be done up by 1-40 p.m.		
	Magic Show for Whole School (SSC)	...	3-20 p.m.
	Tutorial Meeting PD	...	5-00 p.m.
	Talk by Nishant Oberoi for L-VI & U-VI	...	8-15 p.m.
Sun. 12th	... HP State Inter-School Shooting concludes	...	3-00 p.m.

**No. 244. 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.
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 at 5-00 p.m.	

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. 245. 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. 246. 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. 247. 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. 248. 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. 249. ISSUE OF DRY RATION TO STAFF

It has been seen that demands from staff for dry ration on the days other than the actual issue days are on the increase. It is regretted that for administrative reasons it is not possible to entertain such demands in future.

All staff are requested to draw dry ration on the days fixed for them.

No. 250. 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. 221. 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. 2008 must submit the registration forms of their children to E A to HM latest by the 26th October, 2007. It may not be possible to accept the registration forms received after this date.

No 252 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 arround 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 B D & 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, Chhane Himachal and other eating places.**
- (13) **All Sweet-Meats Shops in Garkhal.**

No. 253. INDEPENDENCE DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dinning Hall on Wednesday, 15th August, 2007. 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. PD Staff under supervision of I/c PD 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 supervision 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 may 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 15-8-2007 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. 254. INDEPENDENCE DAY SPORTS

Supporting Staff Sports are scheduled for 3-30 p.m. to 4-30 p.m. on 15th August 2007.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 10th August, 2007

255—263

No. 255 PROGRAMME

August

Fri. 10th	...	Trip to Geological Survey of India, Chandigarh by L-VI Geography students ..	7-30 a.m.
		Computer Aptitude Test for L-III & U-III	... 2-00 p.m.
		HP State Inter-School Shooting Postponed	
Sat. 11th	...	Tutorial Meeting Sr. School	... 1-05 p.m.
		Classroom & Birdwood display Boards to be done up by 1-40 p.m.	
		Magic Show for Whole School (SSC)	... 3-20 p.m.
		Tutorial Meeting PD	... 5-00 p.m.
		Talk by Nishant Oberoi for L-VI & U-VI	... 8-15 p.m.
Mon. 13th	...	Swimming Gala	... 3-15 p.m.
Tue. 14th	...	Tuesday Test :	
		U-V Science	... 7-35 a.m.
		SMT Meeting	... 2-15 p.m.
		L-V Hindi	... 6-15 p.m.
		L-VI Chemistry/History/Psychology/ Accounts	... 6-15 p.m.
		U-VI Biology/Political Sc.	... 6-15 p.m.
		Tree Plantation by BD concludes Independence Day Eve Staff Club Dinner	... 7-45 p.m.
		School Socials	8-30 to 10-30 p.m.
Wed. 15th	...	School & Administrative Holiday	
		Breakfast P.D.	... 8-00 a.m.
		Breakfast Sr. School	... 9-00 a.m.
		Flag Hoisting & Special Assembly	... 10-00 a.m.
		Community Lunch in CDH	... 12-05 p.m.
		Support Staff games	... 4-00 p.m.

Thu. 16th	... HoFs' Meeting	... 3-15 p.m.
	House Staff BD, GD & PD Meeting	... 3-15 p.m.
Sat. 18th	... Individual Faculty Meetings	... 9-30 a.m.
	Quiz team for CBSE—Heritage India	
	Quiz 2007 at Eicher School Parwanoo,	
	leaves at 8-00 a.m.	
	Suprita Gill's Workshop for Prep	
	School commences	... 2-30 p.m.
	SUPW	... 2-45 p.m.
	Talk & Workshop on 'Anti Tobacco &	
	Cancer' for L-V & L-VI by Core Cancer	
	Foundation	... 3-20 p.m.
	Inter House Sr. English Debate	... 6-30 p.m.
Sun. 19th	... Team for IPSC IT Festival at Mayo	
	Girls leaves	... 7-30 a.m.
	Suprita Gill's Workshop for Prep School	
	concludes	

No. 256. 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. 257. 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. 258. FOUNDER'S BREAK

The Founder's Break will start from 6-00 p.m. on 4th October, 2007 and the children will be back by 5-00 p.m. on Monday, 8th October, 2007.

No. 259. 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 260. PORTERS DUTY FOR CARRYING STUDENTS' LUGGAGE

It has been noticed that a number of school employees, their wards, relatives are performing the duties of Porters on re-opening and closing of the school as well as on New Admission Days etc., without prior permission from the School authorities to do so, which is not proper and could be a cause of problem for the School

The interested individuals must apply to the Quartermaster, well in advance, who after having gone through the background of the applicant and taking orders of the competent authority shall issue Token/Pass to the approved persons. **No unauthorized person will be permitted to perform the Porter's Duty in the School and if found, a strict disciplinary action will be initiated against the concerned school employee.**

The Heads of Departments, concerned Incharges are requested to explain the individuals working under them to follow the above referred instructions strictly.

No. 261. NEW APPOINTMENT

Subedar Kuldip Singh Verma has joined as Lab Technician with the School Hospital on 4th August, 2007.

No. 262. SCHOOL PARTY (S.O.P.)

For the convenience of parents, we are arranging School Parties (to & fro New Delhi) as per details given below. The individuals, who wish to escort the same are requested to send their requests through D.O.F. to the School Office for further necessary action :—

- * 31st August, 2007 (by Evening Shatabadi Train from Kalka)
- * 2nd September, 2007 (by Morning Shatabadi Train from New Delhi).

No. 263. SCHOOL AND ADMINISTRATIVE HOLIDAY —

Wednesday, 15th August, 2007 will be School and Administrative holiday on account of Independence Day.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 17th August, 2007

264—271

No. 264. PROGRAMME

August

Sat. 18th	...	WORDZ : St. John's High School, Chandigarh : Eng. Debating team leaves at	.. 7-30 a.m.
		Individual Faculty Meetings	... 9-30 a.m.
		Quiz team for CBSE—Heritage India Quiz 2007 at Eicher School Parwanoo, leaves at	... 8-00 a.m.
		Suprita Gill's Workshop for Prep School commences	... 2-30 p.m.
		SUPW	... 2-45 p.m.
		Talk & Workshop on 'Anti Tobacco & Cancer' for L-V & L-VI by Core Cancer Foundation	... 3-20 p.m.
		Sanawar V/s OS Club Chandigarh Soccer Match	... 4-00 p.m.
		Inter House Sr. English Debate	... 6-30 p.m.
Sun. 19th	...	Team for IPSC IT Festival at Mayo Girls leaves	... 7-30 a.m.
		Sanawar V/s Akal Academy Baru Sahib, Basket Ball Match (Boys)	... 10-00 a.m.
		Suprita Gill's Workshop for Prep School concludes	... 2-00 p.m.
Mon. 20th	...	Maths Aptitude Test for L-V Workshop for Computer Faculty commences	... 2-15 p.m.
		Hobby and Physical Education grades to be fed in computers by	... 3-15 p.m.
			... 1-30 p.m.
Tue. 21st	...	Tuesday Test : U-V Maths.	... 7-35 a.m.

	L-V English	...	6-15 p.m.
	L-VI Maths/Entrepreneurship	...	6-15 p.m.
	U-VI Economics	...	6-15 p.m.
Wed. 22nd	... Visit to The Tribune, Chandigarh by Newsletter & Magazine's Editorial Boards	...	9-00 a.m.
Thu. 23rd	... 3rd Assessment Marks to be fed in Computers by Workshop for Computer Faculty concludes	...	1-30 p.m.
Fri. 24th	... Subject Teachers to check the marks by	...	1-00 p.m.
Sat. 25th	... Trip to Sanghol by U-VI History Students Tutorial Meeting Sr. School 3rd Assessment Meeting : Prep School Suprita Gill's Theatre Workshop for L-IV commences 3rd Assessment : Senior School Tutorial Meeting PD Inter House Sr. Hindi Declamation IPSC IT Festival Team Returns	...	7-30 a.m. 1-05 p.m. 2-15 p.m. 2-30 p.m. 3-15 p.m. 5-00 p.m. 6-30 p.m.
Sun. 26th	... Suprita Gill's Theatre Workshop for L-IV : Morning session Afternoon session	...	9-45 a.m. 2-15 p.m.

No. 265. 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, 2007 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-2007, whereafter no further adjustments will be possible.

No. 266. 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) P.T.I.s are requested to ensure that these excuse slips are not misused by the students by way of forged signatures or overwriting for extension of the stipulated excused period.

No. 267. 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. 268. 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. 269. 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, 2007.

No. 270. ANNUAL BOOK FAIR—2007

Dates : 20th, 21st & 22nd August

Venue : SSC

Organize by : Scholastic, Chandigarh,
Consu-Max Chandigarh

Entitlement books for children will be as under :—

For PD : Rs. 600

For class L-IV to L-V : Rs. 900

For class U-V to U-VI : Rs. 1300

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. 271. 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 Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 24th August, 2007

272—277

No. 272. PROGRAMME

August

Fri. 24th	... Subject Teachers to check the marks by ...	1-00 p.m.
Sat. 25th	... Trip to Sanghol by U-VI History Students cancelled	
	Tutorial Meeting Sr. School	... 1-05 p.m.
	3rd Assessment Meeting : Prep School	... 2-15 p.m.
	Suprita Gill's Theatre Workshop for L-IV commences	... 2-30 p.m.
	3rd Assessment : Senior School	... 3-15 p.m.
	Tutorial Meeting PD	... 5-00 p.m.
	Inter House Sr. Hindi Declamation	... 6-30 p.m.
Sun. 26th	... Suprita Gill's Theatre Workshop for L-IV : Morning session	... 9-45 a.m.
	Afternoon session	... 2-15 p.m.
Mon. 27th	... Bhupinder Singh Memorial Soccer Tournament Opening Ceremony	... 6-55 a.m.
	The School will watch opening match between Sanawar and BCS	
	First Two Schools cancelled	
	Breakfast PD	8-00 a.m.
	Breakfast Sr. School	9-00 a.m.
Tue. 28th	... 1st School to start	7-50 a.m.
	Brothers & Sisters to tie Rakhi in Birdwood	... 7-35 a.m.
	Tuesday Tests Postponed	
	Sanawar v/s YPS Patiala Soccer Match	3-00 p.m.
Wed. 29th	... School will watch Soccer match between Sanawar and APS Dagshai	7-00 a.m.

	First Two Schools cancelled	
	Breakfast PD	8-00 a.m.
	Breakfast Sr. School	9-00 a.m.
	Normal routine from breakfast onwards	
Thu. 30th ...	Bhupinder Singh Memorial Soccer Tournament Final Match & Closing Ceremony	3-30 p.m.
Fri. 31st ...	All Schools will be cut short by 5 minutes	
	PD Lunch	12-05 pm
	Senior School Lunch	1-10 pm
	Parent Teacher Meeting for L-III, U-III, L-IV & U-IV (Birdwood School)	1-30 p.m.
	SOP	4 00 p.m.

September

Sat. 1st ... SOP

Sun. 2nd ... SOP

No. 273. 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. 274. 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. 275. 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.

No. 276. APPOINTMENT

Mr. P.K. Sharma, has been appointed as Bursar of The Lawrence School, Sanawar w.e.f. 3rd July 2007.

No. 277. GRANT OF INTERIM RELIEF

The Board of Governors has approved the grant of Interim Relief (IR) @ 10% of basic salary to all permanent & contractual employees of the school, except those working on fixed consolidated salary, w.e.f. 1st April, 2007.

The arrears for the period 1st April to 31st July, 2007 will be paid alongwith the salary for the month of August, 2007.

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

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 31st August, 2007

278—283

No. 278. PROGRAMME

August

Fri. 31st ... All Schools will be cut short by 5 minutes

PD Lunch	... 12-05 p.m,
Senior School Lunch	... 1-10 p.m.
Parent Teacher Meeting for L-III, U-III, L-IV & U-IV (Birdwood School)	... 1-30 p.m.
SOP : for L-V & above	... 2-00 p.m.
for L-III to U-IV	... 4-00 p.m.
Outgoing School Parties to Delhi depart	... 3-15 p.m.

September

Sat. 1st ... SOP
English & Hindi Declamation at
Pinegrove, Subathu.

Sun. 2nd ... SOP

Mon. 3rd ... SOP

Tue. 4th ... Janamashtmi Holiday

Children return from SOP	... 5-00 p.m.
Parents are requested to leave school site by	... 6-00 p.m.

Wed. 5th ... Normal classes

Normal afternoon activities including remedial classes
L-VI & U-VI extra classes suspended till further orders
Computer Power Point Presentation
Competition for U-III ... 2-15 p.m.

Normal evening Prep
Teachers' Day Party in S.S.C. by
Upper Sixers 8-30 pm to 10-00 p.m.
Normal Night Study Hour under arrangement
of House Staff

- Thu. 6th ... Annual Chakrabarty Memorial
Extempore Debating Team leaves for
Doon School ... 12-30 p.m.
Inter-School Business Quiz
(L-IV onwards will attend) ... 4 00 p.m.
- Fri. 7th ... Equinox Planetarium Show in SSC
(Over all co-ordination by Mr. A. Mukherjee)
L-III : Escorted by Mrs. V. Saklani 2-15 to 3-15 p.m.
U-III : Escorted by Mrs. S. Nathaniel 3-15 to 4-15 p.m.
L-IV : Escorted by Mr. M. Barik 4-15 to 5-15 p.m.
IPSC Girls Shooting Championship
starts
- Sat. 8th ... Tutorial Meeting Sr. School ... 1-05 p.m.
Equinox Planetarium Show in SSC :
U-V : Escorted by Mr. Dehloo 2-15 to 3-15 p.m.
L-V : Escorted by Mr. SK Jain 3-15 to 4-15 p.m.
U-IV : Escorted by Mr. R. Dash 4-15 to 5-15 p.m.
English Poetry Recitation for L-III
and U-III ... 5-00 p.m.
Equinox Planetarium Show in SSC
for Staff and Science Students of
L-VI and U-VI 6-30 to 7-30 p.m.
IPSC Girls Shooting Championship
concludes
- Sun. 9th ... Siwalik & Vindhya PD Boys'
Picnic at "Broken Bridge"

No. 279. CUTTING OF BAMBOO TREES/BUSHES

It has been decided in SMT Meeting dated 14th August, 2007 that henceforth no bamboo trees / bushes will be cut for House Shows and other functions excepting for Tattoo on 3rd October. This step will help in saving bamboos which are otherwise on the verge of being extinct from the campus.

No. 280. 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/upon 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. 281. EXPENDITURE FOUNDER'S—2007

In order to regulate the expenditure for the Founder's 2007, Heads of the various events/activities will put up their requirements to the Bursar duly approved by the HOFs concerned by 15th September, 2007.

No. 282. 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. 283. SCHOOL & ADMINISTRATIVE HOLIDAY

Tuesday, 4th September, 2007 will be school and administrative holiday on account of Janamashtmi.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 7th September, 2007

284—289

No. 284. PROGRAMME

September

Fri. 7th	...	Equinox Planetarium Show in SSC (Over all co-ordination by Mr. A. Mukherjee)	
		U-III : Escorted by Staff	10-00 to 11-20 a.m.
		L-III : Escorted by Staff	11-40 to 12-25 p.m.
		L-IV : Escorted by Staff	12-30 to 1-35 p.m.
		For staff & families	6-30 to 7-30 p.m.
		IPSC Girls Shooting Championship Opening Ceremony (SSC)	... 3-00 p.m.
Sat. 8th	...	Tutorial Meeting Sr. School	... 1-05 p.m.
		Equinox Planetarium Show in SSC :	
		U-IV : Escorted by Staff	7-40 to 8-45 a.m.
		L-V : Escorted by Staff	9-50 to 11-00 a.m.
		U-V : Escorted by Staff	11-20 to 12-30 p.m.
		English Poetry Recitation for L-III and U-III	... 5-00 p.m.
Sun. 9th	...	Siwalik & Vindhya PD Boys' Picnic at "Broken Bridge"	
		IPSC Girls Shooting Championship closing ceremony (SSC)	... 3-00 p.m.
Mon. 10th	...	SMT Meeting	... 2-15 p.m.
		Chakrabarty Debating Team Returns from Dehradun	
Tue. 11th	...	Tuesday Test :	
		U-V Hindi	... 7-35 a.m.
		BD, GD & PD House Staff Meeting	... 2-15 p.m.
		L-V Social Science	... 6-15 p.m.
		L-VI English	... 6-15 p.m.
		U-VI Maths./IP (065)	... 6-15 p.m.

Sat. 15th	... SUPW	... 2-30 p.m.
	Inter-School Hindi Declamation	... 4-00 p.m.
Sun 16th	... World Ozone Day—Poster Display by Nature Club	
	Peace March	... 6-00 p.m.

No. 285. 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, 2007 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 11th November, 2007 (10-00 a.m.)

No. 286. 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(s) in the register provided for this purpose in the CDH/MCR.
- (d) Permission of the Bursar will be taken if the guest(s) is/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. 287. FOUNDER'S BREAK

The Founder's Break will be from 6-00 p.m. on 4th October, 2007, concluding at 5-00 p.m. on 9th October, 2007, which includes Chief Guest Holiday.

No. 288. SCHOOL PARTIES FOR FOUNDER'S BREAK

The school will arrange outgoing Party for New Delhi on 5th October, 2007, (if we receive sufficient names), who will travel in Morning Shatabadi, Train No. 2006, departing from Kalka Railway Station at 6-00 a.m. The Return School Party will travel by Morning Shatabadi, Train No. 2011 from New Delhi to Kalka Railway Station, departing from New Delhi at 7-40 a.m. and arriving at Kalka Railway Station at 12-00 (noon) on 9th October, 2007.

No. 289. SUBMISSION OF LEAVE APPLICATIONS

It has been noticed that individuals are submitting applications for the sanction of leave on plain paper instead of printed forms, and even after availing the leave. Such practice should be stopped with immediate effect to avoid audit objections.

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

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 14th September, 2007

290—300

No. 290. PROGRAMME

September

Sat. 15th	... SUPW	... 2-30 p.m.
	Fall in for 1st Session of	
	Declamation (L-III to L-IV)	... 4-00 p.m.
	1st Session of Inter-School	
	Declamation	4-00 to 5-00 p.m.
	High Tea with Chief Guest (MCR)	... 5-15 p.m.
	Fall in for 2nd Session of	
	Declamation (U-IV to U-VI)	... 6-00 p.m.
	2nd Session of Declamation	6-15 to 7-15 p.m.
Sun. 16th	... World Ozone Day—Poster Display by	
	Nature Club	
	IPSC English Debating teams (Eng. & Hindi)	
	escorted by Mrs. A Suri leave for	
	MGD Jaipur	... 3-15 p.m.
	Peace March	... 6-00 p.m.
Tue. 18th	... Tuesday Test :	
	U-V English	... 7-35 a.m.
	L-V Maths,	... 6-15 p.m.
	L-VI Economics/Pol. Sc./Computer	
	Sc. (083)/	... 6-30 p.m.
	U-VI English	... 6-30 p.m.
	HoFs Meeting with DoF	... 2-15 p.m.
Wed. 19th	... IPSC English Debating teams return	
	from MGD Jaipur	... 11-00 p.m.
Fri. 21st	... Inter House PT Competition (PD)	... 3-00 p.m.
Sat. 22nd	... Individual Faculty Meetings	... 9-30 a.m.
	Tutorial Meeting	... 1-05 p.m.
	Inter-House P. T. Competition	
	(BD & GD)	... 3-00 p.m.
	Hindi Poetry Recitation for	
	L-III & U-III	... 5-00 p.m.
	Staff Club Dinner	... 7-45 p.m.

No 291. OUTSTATION MATCHES, DEBATES ETC.

Whenever School children have to play an outstation match or attend debate, declamation etc. concerned HoF will kindly ensure that approval is sought well in advance from the concerned authorities viz. DoF and Sr. Master BD or PD or Sr. Mistress and they are informed about name/s of children & escort/s and arrangements of travelling, staying etc

No. 292. 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 and submit the list of names of such children to Bursar or Fees Incharge latest by 27th September.

No 293. 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. by 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, 2007.

No. 294. SUBMISSION OF LEAVE APPLICATIONS

The Leave Applications for the sanction are being forwarded to the School Office without mentioning the employee Code and date of submission of Leave Application. The Internal Auditors have raised this issue in their Audit Report for the quarter ending 31st March, 2007.

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

No. 295. MAINTENANCE OF ATTENDANCE RECORD

It has been pointed out by the Internal & Statutory Auditors that no Attendance Register is being maintained for the Teaching Staff and also for supporting staff attached to the Teaching Staff. The Dean of Faculties is requested to maintain the Attendance Register

by detailing one of the members of the teaching staff, for the individuals of Grade III (a) and below till Grade VII. The Attendance Register is to be forwarded to the Bursar on every Tuesday, like other departments do, in order to meet the audit's requirements. **The maintenance of Attendance record is compulsory for all the individuals from Grade III (a) to VII as per school rules for all the departments of the school.**

No. 296. 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 has to work for a minimum of 8 hours.

No. 297. 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. 298. DISBURSEMENT OF SALARY FOR THE CURRENT MONTH

The salary for the month of September, 2007 will be prepared in advance to enable the school to transfer amount to the Employees Saving Bank Accounts with State Bank of Patinla, Sanawar, latest by 29th September, 2007, as the Bank will be closed till 3rd October, 2007.

All concerned Departments and individuals are requested to provide the Earnings/Deduction lists, Overtime details, and salary related documents by 22nd September, 2007, so that further necessary action in computation of salary can take place well in time.

Please note that details received after 22nd September, 2007, will be considered for the next month salary.

No. 299. 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.

No. 300. 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 Saturday, 15th September, 2007

301

SPECIAL ORDER

No. 301. 160TH FOUNDERS 2007 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**

2ND OCTOBER, 2007

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 1957 & 1982

Batches followed by HM's Tea for
1957 and 1982 Batch

... **I/C Mr. R. Solomon and**

Mrs. M. Solomon

Mrs. P. Kohli, Mr. S.K. Jain,

Mr. A. Sen & Mr. K. Gopal

3RD OCTOBER, 2007

Athletics

... **I/C Mr. R.S. Gill &**

Mrs. Naina Dhillon

Mr. A. K. Chandel,

Mrs. Neelamjit Kaur

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 and Mr. B.S. Ranot
SCHOOL SHOW	... I/C Mr. Asit Mukherjee Asst. Mr. S. Mukhejee, Mr. D. Verma
English Play	... I/C Mrs. A. Bath Mr. R.P. Gautam, Mr. A. Sen, Miss. A. Arora & Mr. D. Sharma
Orchestra	... I/C Mr. T. Das Dr. Khan, Dr. D.P. Tiwari, Mr. M. S. Barik
Dance	... I/C Mrs. Rina Barik Mrs. K. Puri, Mrs. B. Rishi, Mrs. Bahuguna, Mrs. H. Gill, Mrs. P. Jain and Mrs. S. Mukherjee
Invitation Cards	... I/C Mr. Amit Dehloo, Mr. Ashish Gupta, Mrs. A. Sharma. Mrs. M. Bhalla & Mrs. N. Tehlan.
Ushering	... I/C Mrs. S. Chauhan Mr. D. Bahuguna, Mr. Vinod Kumar & Ms. Priya Chauhan
TATTOO	... I/C Mr. James Roberts Asst. Mr. D. Pant & Ms. A. Solomon, Mrs. B. Rishi and Mrs. Priya K. Dhillon
Announcements by P.T. and Gym.	... Students ... I/C Mr. A.C. Chauhan Mr. A. K Chandel & Mrs. Neelamjit Kaur
Karate	... I/C Mr. A C. Chauhan Mrs. Neelamjit Kaur and Mrs. Nathaniel

Bugle Band

Dance

... I/C Mr. K. Gopal

... I/C Mr. Uma Shankar

Asst. Mr. Daljinder Singh,
Mr. Ravi Kumar, Mrs. R.
Grewal, Mrs. S. Chauhan,
Mr. Ranjiv Solomon, Mrs. M.
Bhalla.

Ms. Priya Chauhan,
Mrs. K. Dhillon, Mrs. Roy,
Mrs. Anita Singh, Mrs. A,
Sharma, Mrs. Tehlan, Mrs.
Suri, Mr. Mukesh Chand,
Mr. Vinod, Mr. S. K. Jain,
Mrs. Khera, Mr. M.S. Barik,
Mrs. Sood. Mrs. Ramita
Singh & Mrs. Sikand.

Arena Party

... I/C Mr. Deepak Sharma

Mr. D. Bahuguna, Mr. Anil
Chauhan, Mr. Ramphal and
Mr. Ashish Gupta

Seating (Chief Guest)

... I/C Ms. K. Bakhshi

Dr. S. Khan, Mr. N. Sharma

4TH OCTOBER, 2007

Founder's Assembly

... I/C Mr. & Mrs. Solomon

Mr. Vaidya, Mr. Bahuguna,
Dr. D.P. Tiwari & Mr. S.K.
Jain

Trooping of Colours

... I/C Capt. Rohit Bajaj

Parade

... Mr. A.C. Chauhan

Mr. R.P. Gautam, Mr. A.K.
Chandel, Mrs. N. Kaur &
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. R.P. Gautam Mr. Basant 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. Dehloo, Mr. A. Gupta
Social Science & English Exhibition	... I/C Mrs. B. Rishi, Mrs K. Vaidya, Mr. & Mrs. Bahuguna. Mrs. Naina Dhillon, Dr. D.P. Tiwari, Mrs. K. Puri, Mrs. S. Mukherjee, Mrs. Tehlan
I.T. Exhibition	... Mr. Pramod Kumar and the Computer Faculty
Photography	... Mr. R. Dash
Security/Fire Officer	.. I/C Mr. H. S. Romana, Mr. V. Banyal
Lunch 3rd October	... I/C Mr. B.S. Ranot Mr. Daljinder Singh, Mrs. S. Cheema, Mrs. Ramita Singh, Mrs. P. Kohli, Mrs. Khera, Mrs. T. Gill, Mrs. D. Sikand

Lunch 4th October	... I/C Mr. B.S. Ranot Mr. R.S. Chauhan, Mrs. S. Cheema, Mrs. K. Dhillon, Mrs. B. Sood, 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. Basant Sharma Mr. Pran Nath, Mr. O. P. Sharma, Mr. J.D. Sharma & Mr. Gurmeet Singh
Electrical and Lighting	... I/C Mr. O.P. Patial
Liaison Officer for Chief Guest	... Mrs. R. Grewal and Mr. G. Sood
Coordinator for V.I.P.'s at HM's Residence	... Mr. Ravi Kumar, Mr. D. Pant, Mrs. A. Bhangalia
Parker Hall	... I/C Mr. R.S. Chauhan
O.S. Souvenir	... Dr. S. Khan, Mrs. S. Nathaniel & Mrs. S. Bahuguna
Press & Publicity	... I/C Mr. Pramod Kumar Mr. R. S. Chauhan and Mr. Anil Chauhan
Accommodation for guests	... I/C Mr. H.S. Romana Mr. B.S. Ranot and Mr. N. Sharma.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 21st September, 2007

302—307

No. 302. PROGRAMME

September

Fri. 21st	... Inter House PT Competition (PD)	... 3-00 p.m.
Sat. 22nd	... Individual Faculty Meetings	... 9-30 a.m.
	Tutorial Meeting	... 1-05 p.m.
	Inter-House P. T. Competition (BD & GD)	... 3-00 p.m.
	Hindi Poetry Recitation for L-III & U-III	... 5-00 p.m.
Sun. 23rd	... Peace March	... 6-30 p.m.
Mon. 24th	... Weekly (Tuesday) Test :	
	L-V Computers	... 6-30 p.m.
	L-VI Business Studies/Geography/Physics	... 6-30 p.m.
	U-VI Computer Sc. (083)/Physical Edu /Ento.	... 6-30 p.m.
Tue. 25th	... Tuesday Test :	
	U-V Social Science	... 7-35 a.m.
	Supper Sr. School	... 6-45 p.m.
	Partial Tattoo	... 7-20 p.m.
	PD Supper	... 7-30 p.m.
	Baths (Sr. School)	... 8-15 p.m.
Wed. 26th	... Founder's Preparation Programme comes into effect	

No. 203. CHANGES IN ACTIVITIES

In-charges of various activities are requested to ensure that all activities scheduled in the Calendar are carried out on their due dates. Permission to postpone/cancel/change any activity will be sought from the Headmaster. DoF, Sr. Master BD / PD or Senior Mistress GD will be informed well in advance in writing about the change/s.

No. 304. WORKING DAYS FOR NON VACATION STAFF

In view of Founder's preparation 29th September and 30th September (Sat. & Sun.) will be full working days.

2nd October will also be a working day. Loss of holidays on 29th September (half day) 30th September & 2nd Oct., will be compensated by salary as per existing rules.

No. 305. 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. 306. 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. 307. ADMINISTRATIVE HOLIDAY

Saturday, 22nd September, 2007 will be a holiday on account of Guga Marhi for Administrative Staff.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 28th September, 2007

308—310

No. 308. PROGRAMME

September

Wed. 26th ... Founder's Preparation Programme

Sun. 30th ... Full working day

Breakfast Sr. School	... 8-00 a.m.
Breakfast PD	... 9-00 a.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-35 p.m.
Supper Sr. School	... 6-45 p.m.
Supper PD	... 7-30 p.m.

October

Mon. 1st ... Breakfast Sr. School	... 8-00 a.m.
Breakfast PD	... 9-00 a.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-35 p.m.
First Performance of School Concert (L-VI and downward to attend)	... 4-30 p.m.
Supper PD	... 6-30 p.m.
First Performance of Tattoo	... 7-20 p.m.
Supper Sr. School	... 8-45 p.m.
Lights out	... 10-00 p.m.

Tue. 2nd ... Winter Kit comes into effect

Breakfast PD	... 8-00 a.m.
Breakfast Sr. School	... 9-00 a.m.
Gandhi Jayanti Flag hoisting followed by Special Assembly	... 10-00 a.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-35 p.m.
Chapel Service for the Batches of 1957 (Golden Jubilee) & 1982 (Silver Jubilee) U-VI, L-VI and U-V to attend) (Birdwood Bells to be rung at 3-50 p.m. and 3-55 p.m.	

	High Tea for the batches of 1957, 1982 and	
	invited guests at HM's Residence	... 5-00 p.m.
	Supper Sr. School	... 6-45 p.m.
	Supper PD	... 7-30 p.m.
	Lights out	... 10-00 p.m.
Wed. 3rd ..	Founder's Celebrations	
	Rouser	... 6-00 a.m.
	Baths	... 6-30 a.m.
	Breakfast Sr. School	... 8-00 a.m.
	Breakfast PD	... 8-45 a.m.
	Annual Athletics Meet	9-30 a.m. to 11-00 a.m.
	Parent Teacher Meeting	
	(L-V and above)	11-30 a.m. to 1-00 p.m.
	HM's Lunch for Parents, Old Sanawarians	
	and invited Guests at Staff Courts	12-30 to 2-00 p.m.
	Lunch Sr. School	1-30 p.m.
	Exhibitions (Hobbies Dept. and	
	Birdwood)	2-00 to 4-00 p.m.
	Old v/s Present Sanawarians Hockey/Basketball	
	Match Barne Field/New Courts	... 4-00 p.m.
	School Concert (for parents of L-V	
	and below)	... 4-30 p.m.
	O.S. Preliminary Meeting (SSC)	... 5-00 p.m.
	Supper PD	... 6-30 p.m.
	Tattoo Final Performance	.. 7-20 p.m.
	All visitors to be off the campus by 9-00 p.m.	
	Supper Sr. School	... 9-00 p.m.
	Lights Out	... 10-00 p.m.
Thu 4th ...	Founder's Day	
	Rouser	... 5-50 a.m.
	Breakfast Sr. School	... 7-00 a.m.
	Founder's Special Assembly in Chapel	... 8-00 a.m.
	Breakfast Prep School	... 8-00 a.m.
	Trooping of the School Flag followed	
	by Prize Giving, HM's Speech,	
	Chief Guest's Speech, Introduction of	
	Chief Guest with the Staff	10-00 a.m. onwards

Headmaster escorts the Chief Guest to
see various exhibitions ... 12-00 noon

Headmaster's Lunch for the Chief Guest,
Special Invitees, School Prefects and
their parents (HM's Residence) 1-00 to 2-00 p.m.

Exhibitions 2-00 to 3-30 p.m.

O.S. Meeting (SSC) ... 3-00 p.m.

Founder's Break : Prep School and
pupils up to L-V can leave ... 2-30 p.m.

School Concert for the parents of
U-V and above ... 4-30 p.m.

Founder's Break : For academic staff
and Pupils of U-V and above ... 6-00 p.m.

Note : Dormitory roll call timing :

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

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

Post Founder's Holiday Routine :

Sunday Timings.

Fri. 5th ... Founder's Break : Friday 5th to Tuesday 9th Oct.

Tue. 9th ... Founder's break concludes ... 5-00 p.m.

Parents are requested to leave School
site by ... 6-00 p.m.

No. 309. DUE TO FOUNDER'S 2007

1. There will be no School transportation (Bus / Sumo) service available on 3rd, 4th & 5th October, 2007, for staff's school going children to Kasauli and Dagshai.
2. There will be no sale of Grocery to Staff in Q.M. Stores from 1-10-2007 to 4-10-2007. However it will be resumed from 5-10-2007 to 14-10-2007.

No. 310. SCHOOL HOSPITAL

- (i) The staff members who have availed the facility of Test/Dental/X Ray/ECG from the School Hospital and have not yet deposited the payment, are requested to clear the same at the earliest but not later than 7 days.

- (ii) It has been reported by the School RMO that children returning to school after the Medical leave are not reporting her. All Housestaff are requested to ensure that all the children on their return after the Medical leave report to the school RMO first and seek Green Slip from her.
- (iii) Reimbursement forms sent by post to the RMO will not be entertained.
- (iv) Request for medicine over the phone will not be entertained.
In future for such like cases the RMO shall supply a list to the Estt. Officer by 20th of each month and the due amount shall be deducted from the salary of the respective employee(s).

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 5th October, 2007

311—315

No. 311. PROGRAMME

October

Fri. 5th	... Founder's Break : Friday 5th to Wednesday 10th Oct.	
Wed 10th	... Founder's break concludes	... 5-00 p.m.
	Parents are requested to leave School site by	... 6-00 p.m.
Thu. 11th	... Normal Routine from First School.	
	Hockey Set Making	... 3-15 p.m.
	HoF Meeting	... 3-15 p.m.
Fri. 12th	... Afternoon extra classes for L-VI & U-VI resume	
	Afternoon extra classes for U-V also commence	
Sat. 13th	... Hockey Festival Match	... 4-00 p.m.
	SUPW	... 2-45 p.m.
	English Poetry Recitation for L-IV and U-IV	... 2-15 p.m.
Sun. 14th	... Picnic for the students of Leprosarium	
	SUPW	... 1-30 p.m.

No. 312. ARTICLES LOANED BY STORES

Articles taken on loan for Founder's may please be returned to various stores/department by 15th Oct. 2007 if not already done. Stores and department incharges will forward lists of defaulters by 17th October.

No. 313. 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.

No. 314. ACCOUNTING OF MONEY DRAWN FOR FOUNDER'S 2007

All Staff Members who have drawn money from the Accts. Section for meeting expenditures for Founder's 2007 are requested to submit details of expenditures along with supporting documents by 15th Oct. 2007 failing which the outstanding amount may be deducted from the salary for the month of Oct. 2007.

No. 315. 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 11th Oct. through the respective I/c Hobbies / Exhibitions. Any delay beyond that will be the responsibility of the concerned Incharge.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 12th October, 2007

316—323

No. 316. PROGRAMME

October

Fri. 12th	...	Afternoon extra classes for L-VI & U-VI resume	
		Afternoon extra classes for U-V also commence	... 4-50 p.m.
Sat. 13th	...	Individual Faculty Meetings	... 9-30 a.m.
		SUPW	... 2-45 p.m.
		English Poetry Recitation for L-IV and U-IV (During classes)	
		Hockey Festival Match	... 4-00 p.m.
Sun. 14th	...	Inter House BD Basketball matches commence	
		Himalaya V/s Vindhya (Jr.)	... 10-00 a.m.
		Siwalik V/s Nilagiri (Jr.)	... 11-00 a.m.
		Himalaya V/s Vindhya (Sr.)	... 3-00 p.m.
		Siwalik V/s Nilagiri (Sr.)	... 4-00 p.m.
		Picnic for the students of Leprosarium	
		SUPW	... 1-30 p.m.
Mon. 15th	...	SMT Meeting	... 2-15 p.m.
		Himalaya V/s Siwalik(Jr.) B. Ball match...	3-00 p.m.
		Himalaya V/s Siwalik (Sr.)	... 4-00 p.m.
		Workshop on Communication Skills by Mala Tondon commences for U-VI	... 3-15 p.m.
Tue. 16th	...	Tuesday Tests :	
		U-V Social Sciences	... 7-35 a.m.
		Vindhya V/s Nilagiri (Jr.) B. Ball match...	3-00 p.m.
		Vindhya V/s Nilagiri (Sr.)	... 4-00 p.m.
		L-V Computers Exam.	... 6-15 p.m.
		L-VI Busi. Studies/Geography/Physics	... 6-15 p.m.
		U-VI Computer Sc. (083)/ Physical Education/Entrepreneurship/Art/ Sculpture	... 6-15 p.m.

	BD/GD/PD House Staff Meeting	...	3-15 p.m.
Wed. 17th ...	Vindhya V/s Siwalik (Jr.) B. Ball match	...	3-00 p.m.
	Vindhya V/s Siwalik (Sr.)	...	4-00 p.m.
Thu. 18th ...	Workshop on Communication Skills by Mala Tondon for U-VI concludes Inter House Basketball BD matches conclude		
	Himalaya V/s Nilagiri (Jr.)	...	3-00 p.m.
	Himalaya V/s Nilagiri (Sr.)	...	4-00 p.m.
Sat. 20th ...	Visit to IT Park Chandigarh by Computer Club	...	7-30 a.m.
	Speciality Health Camp by FORTIS	...	10-00 a.m.
	Tutorial Meeting : Sr. School	...	1-05 p.m.
	Management Aptitude Test for L-VI & U-VI	...	2-15 p.m.
	Inter-House BD & GD Gym. Competition	...	3-30 p.m.
	Tutorial Meeting PD	...	5-00 p.m.
	Jr. Hindi Declamation	...	6-30 p.m.
Sun. 21st ...	Dushera		

No. 317. 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. 318. 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, Peacedsted, 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. 319. 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. 320. 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 auditors have raised objections.

Heads 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. 321. PAYMENT OF OVERTIME WORKINGS

This is for the information of all concerned that Overtime payment of all permanent employees, if any, will be paid with the salary for the month of October 2007. Therefore, all Department Heads / I/c are requested to forward the details of overtime workings of individuals (from Grade VII to VI - A), working under them to the Establishment Officer by 20th October, 2007 to enable the School Office to release the payment alongwith the salary for the month of October, 2007.

The details received after 20th October, 2007 will not be considered for payment with the current month's salary and will be only paid with the salary of November, 2007.

No. 322. 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. 323. ADMINISTRATIVE HOLIDAY

Saturday 20th October, Ram Navami (Dushera) will be observed as administrative holiday.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 19th October, 2007

324—329

No. 324. PROGRAMME

October

Sat. 20th ...	Visit to IT Park Chandigarh by Computer Club	... 7-30 a.m.
	Speciality Health Camp by FORTIS postponed to 25th & 26th October	
	Tutorial Meeting : Sr. School	... 1-05 p.m.
	Management Aptitude Test for L-VI & U-VI	... 2-15 p.m.
	Inter-House BD & GD Gym. Competition	... 4-00 p.m.
	Tutorial Meeting PD	... 5-30 p.m.
	Jr. Hindi Declamation	... 6-30 p.m.
Sun. 21st ...	Dushera	
Tue. 23rd ...	Tuesday Tests :	
	U-V Science & Technology	... 7-35 a.m.
	L-V Science & Technology	... 6-15 p.m.
	L-VI Phy. Edu./Painting/IP (065)	... 6-15 p.m.
	U-VI Chemistry/Accountancy/History/ Psychology	... 6-15 p.m.
Thu. 25th ...	Speciality Health Camp by FORTIS :	
	L-IV : 10-00 a.m. to 11-20 a.m.	
	U-IV : 11-20 a.m. to 12-20 p.m.	
	L-V : 12-20 p.m. to 1-35 p.m.	
	Lunch for Visiting Doctors : 1-40 p.m. to 2-00 p.m.	
	L-III : 2-00 p.m. to 2-45 p.m.	
	U-III : 2-45 p.m. to 3-30 p.m.	
	U-VI : 3-30 p.m. to 4-30 p.m.	
	L-VI : 4-30 p.m. to 5-15 p.m.	
	U-V : 5-15 p.m. to 6-10 p.m.	

Fri. 26th	...	Speciality Health Camp by FORTIS	
Sat. 27th	...	SUPW	... 2-45 p.m.
		Staff Photographs	... 5-00 p.m.
		U-VI Photographs	... 5-30 p.m.
Sun. 28th	...	BD, GD, PD House and Team Photographs (as per separate schedule)	
		Picnic for NGD (After the Photographs)	
		PD Girls' Picnic (After the Photographs)	

No. 325. 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. 326. 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. 327. 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. 328. 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. 329. ADMINISTRATIVE HOLIDAY

Friday 26th October, 2007 will be observed as a holiday, on account of Maharishi Balmiki's Birthday.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 26th October, 2007

330—336

No. 330. PROGRAMME

October

- Fri. 26th ... Speciality Health Camp by FORTIS :
 Talk (During Assembly) on Child Obesity
 Jr. Squash team leaves for Delhi
- Sat. 27th ... SUPW ... 2-45 p.m.
 GD Photographs ... 3-30 p.m.
 Staff Photographs ... 5-00 p.m.
 U-VI Photographs ... 5-30 p.m.
- Sun. 28th ... BD & PD House and Team Photographs
 (as per separate schedule)
 Picnic for NGD
 PD Girls' Picnic
- Tue. 30th ... Tuesday Tests :
 U-V Maths. ... 7-35 a.m.
 L-V Hindi ... 6-15 p.m.
 L-VI Biology ... 6-15 p.m.
 U-VI Business Studies/Geography/
 Physics ... 6-15 p.m.
- Wed. 31st ... Talk for Staff by Brahm Kumaris ... 5-00 p.m.

November

- Thu. 1st ... Jr. Squash team returns from Delhi
 4th Assessment Hobby and Physical
 Education Grades to be fed in
 Computers by ... 1-30 p.m.
- Fri. 2nd ... L-VI and U-VI Science groups leave for
 a visit to Science City, Kapurthala ... 1-30 p.m.
- Sat. 3rd ... Tutorial Meetings : Sr. School ... 1-05 p.m.
 4th Assessment marks to be fed in
 computers by ... 1-30 p.m.

English Essay Writing Competition		
for L-IV and U-IV	...	2-15 p.m.
Tutorial Meeting PD	...	5-00 p.m.
Staff Club Dinner	...	7-45 p.m.
Sun. 4th .. Himalaya and Nilagiri PD Boys'		
Picnic at "Broken Bridge"		
L-VI & U-VI Sc. groups return from		
Kapurthala		

No. 331. 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 Q.M. Stores through concerned department Head 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 QM in writing to this effect.

No. 332. ENTRANCE TEST FOR ADMISSION TO CLASS V & VII ON SUNDAY 11th NOVEMBER, 2007.

- (a) **Turnout of Children :** The House staff and matrons will ensure that children are turned out neatly on 11th November.
- (b) **Fall in For Lunch :** The School children will fall in for lunch on 11th November 2007 at the following places :
 - (i) Boys ... Holding House BD Pavement
 - (ii) Girls ... Art 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 11th November, 2007.
- (d) **P.C.O. :** There will be no P.C.O. facilities for the children on 11th Nov. 2007. Housemasters/mistresses to note please.

No. 333. WEEKLY OFF

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

No. 334. SELF DECLARATION BY INVENTORY HOLDER

To meet out the statutory requirement, the school is required to update its inventory of furniture, electrical appliances and other assets each year.

In this direction, before taking steps for physical inventory of each location, the concerned inventory holders are requested to submit self declared list of inventory of school items at their residence/ under their control in the school and later on physical inventory could be carried out if really required. List if inventory shall be supplied by the Q.M. Stores to all and if for any reason the same does not reach any one, please collect a copy from the Q.M. Stores. The Inventory list duly complete and signed by the individual, should reach the Q.M. Stores by 15th Nov. 2007.

No. 335. INCREASE IN DEARNESS ALLOWANCE

The FSC has approved to enhance 6% Dearness Allowance, as announced by the Central Government to all Permanent and Contractual employees (except those on fixed consolidated salary) with effect from 1st July, 2007.

The salary for the month of October, 2007 will be paid @ 34% Dearness Allowance, alongwith arrears for the period July to September, 2007, after deducting Provident Fund @ 12% on arrears, which will be credited separately towards individuals' Provident Fund Account alongwith Society Contributions.

The Head of Department are requested to explain the individuals working under them.

No. 336. SUBMISSION OF NAMES FOR OUTWARD SCHOOL PARTIES

The late date of submission of names of children for the inclusion in Outgoing School Parties (other than New Delhi & Chandigarh Parties) was 15th September, 2007, but after waiting for one more month, the School has made railway reservations for Kolkata, Patna and Mumbai Parties, on the basis of names received from House Staff/parents, till date and now it may not be possible for the School to take any more additions.

The House Staff are requested to forward the names of children, who wish to travel in New Delhi and Chandigarh Parties, on the closing of the School for winter vacations on 11th December, 2007, by 1st November, 2007, to enable the School to make railway reservations, well in time. Please note that no names for inclusion in School Parties will be accepted, once the railway reservations are made.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 2nd November, 2007

337—343

No. 337. PROGRAMME

November

- Fri. 2nd ... L-VI and U-VI Science groups leave for
a visit to Science City, Kapurthala ... 1-00 p.m.
(They will have lunch with PD at 12-25 p.m.)
- Sat. 3rd ... Tutorial Meeting : Sr. School ... 1-05 p.m.
4th Assessment marks to be fed in
computers by ... 1-30 p.m.
English Essay Writing Competition
for L-IV and U-IV ... 2-15 p.m.
Tutorial Meeting PD ... 5-00 p.m.
Staff Club Dinner ... 7-45 p.m.
- Sun. 4th .. Himalaya and Nilagiri PD Boys'
Picnic at "Broken Bridge"
L-VI & U-VI Sc. groups return from
Kapurthala
- Mon. 5th ... Morning Prep in dormitories
commences 6-25 to 7-15 a.m.
L-V A and B Science Practicals in Room No. 19, 20
and Chem lab; (L-VI classes conducted in these
two rooms will go to Room 9 and 10 respectively
from 10-00 a.m. to 1-40 p.m.)
Subject Teachers to check the marks by ... 1-30 p.m.
SMT Meeting ... 2-15 p.m.
- Tue. 6th ... Tuesday Tests :
U-V Hindi ... 7-35 a.m.
L-V English ... 6-15 p.m.
L-VI Chem/History/Psycho/
Accountancy ... 6-15 p.m.
U-VI Bio/Pol. Sc. ... 6-15 p.m.
L-V C and D Science Practicals in
Room No. 19, 20 and Chem lab; (L-VI classes
conducted in these two rooms will go to
Room 12 and 24 {Bank Building} respectively
from 10-00 a.m. to 1-40 p.m.)

BD, GD & PD House Staff Meetings

- Wed. 7th ... U-V A and B Science Practicals in Room No. 19, 20 and Chem. lab; (L-VI classes conducted in these two rooms will go to Room 11-A and 11-B respectively from 10-00 a.m. to 1-40 p.m.)
- 4th Assessment : PD ... 2-15 p.m.
- Sr. School ... 3-20 p.m.
- Jr. Inter-House Shooting commences
- Thu. 8th ... U-V C and D Science Practicals in Room No. 19, 20 and Chem. lab; (L-VI classes will go to Room No. 12 and 14 respectively from 10-00 a.m. to 1-40 p.m.)
- Jr. Inter-House Shooting concludes
- Diwali Eve Dinner : PD ... 6-30 p.m.
- Diwali Eve Dinner : Sr. School ... 7-30 p.m.
- Diwali Socials 8-15 p.m. to 10-15 p.m.
- Fri. 9th ... Diwali : School & Administrative Holiday
- Birdwood will be out of bounds excepting for breakfast and lunch Fall-in.
- Diwali Function (Crackers will be distributed & bursted between 6-00 and 7-00 p.m. at the following places under supervision of Housemasters/ Housemistresses and tutors :
- BD Sr. Dormitories : Upper Barnes
- BD Jr. Dormitories : Garden City Ground
- BD Holding House : Lower Barnes
- GD : Peacestead
- PD : PD Field
- No crackers will be carried back to the dormitories**
- Supper Packet will be distributed in BD, GD & PD itself under supervision of House Staff and Matrons ... 7-15 p.m.

Sat. 10th ... L-VI D Chemistry Practicals in
 Chem. Lab 10-00 a.m. to 1-00 p.m.
 (They will have normal 7th School)
 SUPW ... 2-45 p.m.
 English Extempore for L-III & U-III ... 5-00 p.m.
 Singing Competition (Music Depatt) ... 6-30 p.m.

Sun. 11th ... Entrance Test for admission to
 classes V and VII ... 10-00 a.m.

Breakfast and Lunch fall-in will be
 as follows :

BD : Holding House BD Pavement
 GD : In front of Computers Deptt.

Birdwood, SSC and Parker Hall will be out of
 bounds for school children

No. 338. CONDEMNATION OF STORES

All stock holders are requested to confirm to the Quartermaster by the 20th November, 2007 if they want a condemnation of stocks to be held for stores before the end of term. No new indent against condemnation shall be entertained if the information for condemnation does not reach by 20th Nov. 2007. Also the Indents giving full specification/brand/size etc. of item with full justification for the next term should be submitted to the Q.M. Store by 1st Dec. 2007 after which it may not be possible to entertain any Indent.

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

No. 339. 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. 340. USE OF FIRE PLACES/BUKHARIS/SIGRIS

It is impreative 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. 341. 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 Housemasters/mistresses.

No. 342. LIVE STOCK PRIVATE TRADING

Rearing and slaughtering of Livestock such as buffalo, cow, goat, sheep, chickens, pigs etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service 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. 343. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 9th November, 2007 will be observed as a holiday, on account of Diwali.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday, 8th November, 2007

344—345

No. 344. PROGRAMME

November

Fri. 9th ... Diwali : School & Administrative Holiday

Birdwood will be out of bounds excepting for breakfast and lunch Fall-in.

Diwali Function (Crackers will be distributed & bursted between 6-00 and 7-00 p.m. at the following places under supervision of Housemasters/ Housemistresses and tutors :

BD Sr. Dormitories : Upper Barnes

BD Jr. Dormitories : Garden City Ground

BD Holding House : Lower Barnes

GD : Peacestead

PD : PD Field

No crackers will be carried back to the dormitories

Supper Packet will be distributed in BD, GD & PD itself under supervision of House Staff

and Matrons ... 7-15 p.m.

Sat. 10th ... L-VI D Chemistry Practicals postponed to 15th November 2007.

SUPW ... 2-45 p.m.

English Extempore for L-III & U-III ... 4-00 p.m.

Singing Competition ... 6-15 p.m.

Sun. 11th ... Entrance Test for admission to classes V and VII

... 10-00 a.m.

Breakfast and Lunch fall-in will be as follows :

BD : Holding House BD Pavement

GD : In front of Computers Deptt.

Birdwood, SSC and Parker Hall will be out of bounds for school children

Mon. 12th ...	L VI D Physics Practicals	... 10-00 a.m.
	Interview for New Admissions	
Tue. 13th ...	L VI D Biology Practicals	
	Interview for New Admissions	
	Tuesday Tests :	
	U-V English	... 7-35 a.m.
	L-V Social Science	... 6-15 p.m.
	L-VI Maths/Entrepreneurship	... 6 15 p.m.
	U-VI Economics	... 6-15 p m.
Wed. 14th ...	Interview for New Admissions	
	PD Picnic	
Thu. 15th ...	L-VI D Chemistry Practicals	
	in Chem Lab	10-00 a m. to 1-00 p.m.
Fri. 16th ...	Trinity Exam postponed to 26th November 2007	
Sat. 17th ...	Tutorial Meeting Sr. School	... 1-05 p.m.
	Inter-House Hockey BD & PD commences	
	Tutorial Meeting PD	... 5-00p.m.
	Jr. Inter House Maths, Science and Computer	
	Sc Quiz	... 6-15 p m.

No. 345. STAFF—VACATION ADDRESS

Head 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, 2007.

WISHING YOU ALL A VERY HAPPY DIWALI

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 16th November, 2007

346—352

No. 346. PROGRAMME

November

Thu. 15th ...	L-VI D Chemistry Practicals in Chem Lab Afternoon Prep in Dormitories starts	10-00 a.m. to 1-00 p.m. 2-30 p.m. to 3-30 p.m.
Fri. 16th ...	Trinity Exam postponed to 26th November 2007	
Sat. 17th ...	Tutorial Meeting : Sr. School BD & GD Inter-House Hockey Matches Tutorial Meeting PD Jr. Inter House Maths, Science and Computer Sc Quiz	... 1-05 p.m. ... 5-00 p.m. ... 6-15 p.m.
Mon. 19th ...	Class X Maths Practicals PD Inter-House Hockey matches commence	7-40 to 11-20 a.m.
Wed. 21st ...	L-V Maths Practicals BD Inter-House Hockey matches conclude.	9-30 to 11-20 a.m.
Fri. 23rd ...	Maths and Science Aptitude Test for U-V	... 2-15 p.m.
Sat. 24th ...	Guru Nanak Birthday celebrations in SSC (School and Administrative Holiday)	

No. 347. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school kit, to the House Matrons after Special Assembly on 10th December, 2007. 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. 348. 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 required 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. 349. 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. 350. SUBMISSION OF NAMES FOR OUTWARD SCHOOL PARTIES

Please refer to the School Order No. 336, dated 26th October, 2007, on the above referred subject. It is being reminded again to the House Staff to forward the names of interested children for the inclusion in Outgoing School Parties for New Delhi and Chandigarh by Saturday, 15th November, 2007, failing which no names will be accepted for above referred parties and the concerned parents will have to make their own arrangement for outgoing journey.

No. 351. CANCELLATION OF SCHOOL PARTY FOR MUMBAI

It was decided earlier to arrange Outgoing School Party for Mumbai on 11th December, 2007, but in view of the in-adequate minimum number of children, travelling in that party and not found financially viable by the parents, the School has taken a decision to cancel the Mumbai Party.

This is for the information of all concerned House Staff.

No. 352. SCHOOL & ADMINISTRATIVE HOLIDAY

Saturday, 24th November, 2007 will be school and administrative holiday on account of Guru Nanak's Birthday.

Praveen Vasish
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd November, 2007

353—360

No. 353. PROGRAMME

November

- Fri. 23rd ... U-VI Chemistry Board Practical Examination ... 10-00 a.m.
- Sat. 24th ... Guru Nanak Birthday celebrations in SSC (School and Administrative Holiday) ... 10-30 a.m.
- Mon. 26th ... Trinity Exams Commence
- Tue. 27th ... U-VI Psychology Board Practical Examination ... 10-00 a.m.
- Wed. 28th ... U-VI Painting, Sculpture, Computer Sc. (083) and Informatics Practices (065) Board Practical Examination ... 10-00 a.m.
Trinity Exam conclude
- Fri. 30th ... U-VI Physical Education Board Practical Examination ... 10-00 a.m.

December

- Sat. 1st ... U-VI Geography, Accountancy, Entrepreneurship and Physics Board Practical Examination ... 10-00 a.m.
Academic Council Meeting in HM's Residence 10-30 a.m.
Hobby and Physical Education Grades to be fed in Computers by ... 1-00 p.m.
- Mon. 3rd ... FINAL EXAMS commence
SMT Meeting ... 11-00 a.m.
- Tue. 4th ... BD, GD & PD House Staff Meeting ... 1-50 p.m.
- Fri. 7th ... House Staff Meeting with the Headmaster for the selection of Prefects-2008 ... 6-15 p.m.
- Mon. 10th ... FINAL EXAMS conclude
Special Assembly in Chapel ... 2-15 p.m.

Home Parties can leave 4-00 p.m. onwards

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

Venue for House Break Up Parties :

Himalaya : Gaskell Hall

Nilagiri : Art Room

Siwalik : SSC

Vindhya : Barne Hall

Tue. 11th ... HOME DAY

Wed. 12th ... Marks to be fed in Computers by ... 2-00 p.m.

Thu. 13th ... Subject Teachers to check the marks by ... 10-30 a.m.

Fri. 14th ... Promotion Meeting ... 10-00 a.m.

No 354. DAILY ROUTINE FROM 3rd DECEMBER 2007

Rouser ... 6-30 a.m.

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

PD Breaksast ... 8-00 a.m.

Sr. School Morning Prep in Dorms 7-15 to 8-40 a.m.

Inspection in Dorms ... 8-50 a.m.

Breakfast ... 9-00 a.m.

PD Exams 10-00 a.m. to 12-00 p.m.

PD Lunch ... 12-15 p.m.

Sr. School Exams 10-00 to 1-00 p.m.

Sr. School Lunch ... 1-15 p.m.

Rest Hour 2-00 to 3-00 p.m.

Study Hour in Dorms for both PD
and Sr. School 3-15 to 4-30 p.m.

Baths ... 5-00 p.m.

Rest of the Routine is same

Mr. A C. Chauhan and Mr. Chandel will kindly supervise the study hour of all those in BD who won't have exam from 4th to 9th Dec 2007.

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. Attri, assisted by GD Matrons, will kindly supervise study hour of all those in GD (10-00 a.m. to 12-45 p.m.) who won't have exams from 5th to 9th Dec. 2007.

No music will be played in the dormitories during above study hours.

The staff on duty is requested to be present five minutes before the study hour starts.

No. 355. TUCKSHOP 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. 356 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. 2007 to 16th Feb. 2008... 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) A.N.M. (Mrs. Shashi Verma)

(b) M.N.O. (Shri Pradeep Chand)

No. 357. 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. 358. CLOSING OF CDH WINTER VACATIONS

The school will break for Winter Vacations on 11th December, 2007 but the CDH will function till evening Tea on 14th December, 2007 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 Sunday 17th February, 2008, by 6-00 p.m. the C.D.H. will re-open at 9-00 a.m. on 17th February, 2008, in order to cater the meals from supper onwards on 17th February, 2008.

All concerned are requested to note the above details accordingly.

No. 359. GIFT TO RETIRING STAFF

This is for information of all concerned that the School has introduced a policy, effective from 1st January, 2001, to present a Gift to those employees who fall in the Grade VA to VII, and retire or resign from the School services. Those employees who are dismissed from the School services are not entitled to the Gift. **The retirement Gift will be 26" VIP/Safari Suitcase.**

The following action will be taken for the smooth presentation of Gift :—

- * The Establishment Officer will issue the letter in advance intimating the department about the retirement / resignation of any employee.
- * As soon as the above letter is received, the Head of Department/Section Incharge will Indent to the QM's Stores for the procurement of above item well in advance, informing the retirement date of the employee
- * Quartermaster will issue the Gift to the concerned Department a week before the date of retirement/resignation.
- * The Head of Department/Section Incharge will arrange farewell party keeping in view retirement/resignation date and will arrange to present the Gift on behalf of the School.

The Heads of Departments/Section Incharge are required to convey the above instructions to the staff working under them.

No. 360. ABSENCE FROM SCHOOL DUTY

It has been noticed that a good number of individuals, particularly from Support Staff, are absents themselves from their duties/availing leave without submission of applications/prior intimation to the authority as per rules, and concerned Incharge are also not forwarding such details of absence on 25th of every month to the Establishment Officer, (as directed to do so in the past also). Because of this, these absence do not get accounted for while preparation of salary every month.

Heads of Departments/Section Incharge are requested to comply with these instructions meticulously and must forward the month-wise details of absence/unauthorized leave of individuals, on 25th of every month, so that such absence may be debited to the salary of concerned employee. Failure to do so will be the personal responsibility of the concerned Incharge.

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, THURSDAY, 6th DECEMBER, 2007

Part I

366—381

SPECIAL ORDER

Winter Vacation Arrangements—2007.

No. 366. 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 / under signed *immediately* 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 4-00 p.m. on Monday 10th December, 2007. 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 3-00 p.m. onwards.

(ii) All children travelling in school parties will leave on 11th December, 2007 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 Saturday, 8th Decemeer, 2007. 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 Saturday, 8th December, 2007 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. 367. 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. 368. LEAVE ADDRESS OF STAFF

HoFs, RMO, Sr. Matrons will compile the leave address and telephone numbers of staff in their Faculty / Department (including themselves) and submit the same to the Establishment Officer by 11th Dec., 2007.

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

No. 369. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Monday, 10th December, 2007 2-15 p.m. All Escorts, QM's Representative are required to attend the same.

No. 370. 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/Chandigarh Railway Station. 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. 371. TRAVELING DRESS

Children travelling in school parties will dress respectably.

No. 372. LUGGAGE ARRANGEMENTS

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

Srl. No.	Name of School Party	Unit	Label Colour	Coach No.
1	Kolkata & Enroute Party		Red	C-I
2	Patna Party		Khaki	A-I
3	New Delhi (A) Party		Blue	C-4
4	New Delhi (B) Party		Green	C-2
5	New Delhi (C) Party		White	C-9
6	New Delhi (D) Party(Nepal Group)		Red	C-8
7	Mumbai Party		White	own arrangements
8	Chandigarh Party		Khaki	NA
9	Ranchi Party		Green	by Air

(ii) Party labels will be available in the School Office on Saturday 8th Dec., 2007. 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 Saturday, 8th Dec, 2007 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 and while doing so they must first ensure that all old labels are removed.

No. 373. PATNA & RANCHI PARTIES

The luggage of children travelling in above referred parties must be ready in PD, GD & BD by 5-00 p.m. on 10th December, 2007. The Q. M.'s representative will collect the same from the Matrons by 5-30 p.m. and shall deposit with QM's representatives, in the Q. M.'s Stores on 10th December, 2007. Mr. Ranjit Singh/Mr. Gouri Dutt, Both Assistants will ensure that the loading of luggage is completed by 7-00 p.m. on 10th December, 2007. **The Ranchi Party will depart from Q.M's Stores in School Vehicle at 3-15 a.m. on 11th December, 2007, to Chandigarh Airport to reach there by 5-30 a.m i.e. one and half hour before the flight takes off, to do certain formalities there, whereas the Patna Party will start from Q.M's Stores at 5-15 a.m. sharp on 11th December, 2007, in School/chartered vehicle, to Ambala Cantt Railway Station to board Amritsar Sealdah Akal Takhat Express, Train No 2318, departing from there at 10 00 a.m. same day.**

No 374. NEW DELHI 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, 2007, for further collection by Q.M.'s representative, who will start collecting the luggage from the respective Matrons immediately on the said noted time and shall deposit the same with the QM's Store sunder the charge of Mr. Ranjit Singh/Mr. Gouri Dutt, both Assistants on 10th December, 2007, **as these parties will depart from there at 3-30 a.m. sharp on 11th December, 2007 to Kalka Railway Station to board Kalka-New Delhi Morning Shatabadi,**

Train No. 2006, departing from there at 6:00 a.m. same day. Party stickers on the respective vehicles be affixed on 10th December, 2007 so as to avoid confusion of which bus to board. All luggage of students, travelling in these parties will be loaded in the School DCM Toyota properly and partywise, ensuring that Students Labels do not get removed from the luggage, otherwise it will not be possible to identify the owner of the same. For better management and as per previous practice, QM will personally look after the above process and journey arrangements.

No. 375. KOLKATA, MUMBAI & CHANDIGARH PARTIES

The luggage of these parties must be ready in PD, GD & BD on 10th December, 2007, for further collection by QM's representative at 9:00 p.m. same day, for further depositing the same with QM's Stores, separately, to avoid mixing the same with other parties. The parties will depart from QM's Stores at 7:30 a.m. on 11th December, 2007 for Chandigarh Railway Station, and on way dropping four children, going to Mumbai by Paschim Express, at Kalka Railway Station with Mr. Gurmeet Singh, Assistant there. The Kolkata Party will travel by Jana Shatabadi Train, departing from Chandigarh Railway Station at 10:30 a.m. on 11th December, 2007. After dropping Kolkata Party at Chandigarh Railway Station, the Chandigarh Party, consisting of four students, 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, already confirmed to the concerned parents.

Note : The QM, duly assisted by Mr. Ranjit Singh & Mr. Gouri Dntt, 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 at scheduled timings. Light luggage such as Hand Bags, small suitcases, etc., will be carried by the children, travelling in the School Parties.

The School accepts no responsibilities for losses. The Staff and children alike must supervise the loading of luggage and its carrying enroute.

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. QM Stores will also ensure that no unauthorised person is allowed to carry the luggage of children on 10th December, 2007 & 11th December, 2007.

No. 376. ALLOTMENT OF ACCOMMODATION IN TRAINS

Mr. Gurmeet Singh, Assistant, will be present at Kalka railway station on 11-12-2007 and will be Incharge of the allotment of seat to the New Delhi party. Escorts are requested to contact him in case of difficulty.

No. 377. BREAKFAST

Breakfast :—The children remaining in the school will have their breakfast at 7-30 a.m. on 11th Dec. 07. and a list of such students shall be given by all the Housemaster & Houss-miss to I/c CDH by 10th Dec. 07. evening.

No. 378. 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 2007.

No. 379. DEPARTURE ARRANGEMENTS

1. Attached with Special Order are detailed lists of School Parties, a copy of the Party Programme, and a copy of instructions for Escorts only.

The School parties will depart in the following order from QM's Stores and B.D. Quad on 11th December, 2007.

Date	Party No.	Name of Party	Assemble at	Time	Departure at	Mode of Transport	Units
Date		Name of Party	Assemble at		Departure from	Transport	Units
11-12-07	Ranchi Party		3-00 am QM's Stores	3-15 am	QM's Stores	School Vehicle	08
11-12-07	New Delhi Party (A)		3-15 am QM Stores	3-30 am	QM Stores	Chartered bus	43
11-12-07	New Delhi Party (B)		3-15 am (BD Quad)	3-30 am	(BD Quad)	„ „	48
11-12-07	New Delhi Party (C)		3-15 am QM Stores	3-30 am	QM Stores	„ „	14
11-12-07	Nepal Party		3-15 am QM Stores	3-30 am	QM Stores	„ „	19
11-12-07	Patna Party		5-00 am QM Stores	5-15 am	QM Stores	„ vehicle	15
11-12-07	Mumbai Party		7-15 am QM Stores	7-30 am	QM's Stores	School Bus	04
11-12-07	Kolkata Party		7-15 am QM Stores	7-30 am	QM's Stores	School Bus	10
11-12-07	Chandigarh Party		7-15 am QM Stores	7-30 am	QM Stores	„ „	04

The exact number of children, travelling in the above parties are given in the attached lists.

No. 380. JOURNEY ARRANGEMENT

Ranchi Party

The party will depart from QM's Stores at 3-15 a.m. on 11th December, 2007, in School Vehicle for Chandigarh Airport, duly escorted by Mr. Jai Dutt Sharma, Assistant (School Office), for their further journey from Chandigarh to Ranchi by Air. Mr. D.C. Jangra will escort the children upto Chandigarh Airport to enable them to reach there about two hours before the flight takes off.

Patna Party

The party will start from QM's Stores at 5-15 a.m. on 11th December, 2007 in Chartered vehicle, duly escorted by Mr. Ashok Chandel, PTI to Ambala Cantt, to enable them to reach there latest by 9-00 a.m., as the party will board Amritsar Sealdah Akal Takhat Express, Train No. 2318, which will depart from there at 10-00 a.m. on 11th December, 2007.

New Delhi & Nepal Parties

The parties will depart from QM's Stores/BD Quad at 3-30 am on 11th December, 2007, in Chartered Buses to Kalka Railway Station, as these parties are booked by Kalka New Delhi Morning Shatabadi Express, Train No. 2006, in separate coaches, departing from there at 6-00 am sharp on 11th December, 2007 duly escorted by the under-mentioned individual :—

- | | | |
|--|--|---------------|
| <input type="checkbox"/> New Delhi (A) Party | Mrs. Rina Barik & Mrs. Neelamjit Kaur | Coach No. C/4 |
| <input type="checkbox"/> New Delhi (B) Party | Mr. Suresh Saklani & Mr. Krishan Gopal | Coach No. C/2 |
| <input type="checkbox"/> New Delhi (C) Party | Mr. Ram Phal | Coach No. C/9 |
| <input type="checkbox"/> New Delhi (Nepal Group) | Mr. Anil Chauhan | Coach No. C/8 |

MUMBAI PARTY

There are around four children, travelling in the party on their own tickets, therefore the group will depart from QM's Stores alongwith Kolkata & Chandigarh Parties in School Bus at 7-30 am on 11th December, 2007 for Kalka Railway Station. Mr. Gurmeet Singh, Assistant who will be already present there will ensure proper

boarding of these children to Paschim Express, leaving Kalka Railway Station at 10-10 am.

KOLKATA & CHANDIGARH PARTIES

The parties will depart from QM's Store at 7-30 am on 11th December, 2007 to Chandigarh Railway Station, and after dropping the children, travelling in Mumbai Party on their own tickets, at Kalka Railway Station, the parties will further depart for Chandigarh Railway Station. Mr. Tarun Das will escort Kolkata Party and after dropping the party at Chandigarh Railway Station the Chandigarh Party will further move to Hotel Sunbeam, Opposite ISBT, Sector 17, Chandigarh, under arrangement of Mr. Dev Dutt Bhardwaj, who may use the School Bus for various official works related with purchase, after handing over the children to the concerned parents or authorised persons.

The Q.M. assisted by Mr. Ranjit Singh/Mr. Gouri Dutt, both Assistant, will supervise departure arrangements. The latter will also note down the number of staff members, their families, (aged over 6 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 & Mr. Ranjit Singh, both Assistants, will be available at Kalka Railway Station for luggage arrangements of New Delhi Parties and to arrange boarding of Mumbai Group to Paschim Express Train, who are travelling on their own tickets.**

No. 381. NEXT TERM

The Children are required to be back in the School by 5-00 p.m. on Wednesday, 20th February, 2008.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 7th December, 2007

382—387

No. 382. PROGRAMME

February—2 0 0 8

- Sun 17th ... Teaching staff (including games & hobbies) and Matrons return to School ... 6 00 p.m.
- Mon. 18th ... Teachers' Training Workshop ... 10-00 a.m.
- Tue. 19th ... Teachers' Training Workshop
Headmaster's Vacation Staff Dinner
- Wed. 20th ... Full Staff Meeting
House Staff Meetings with Sr. Master BD/
Sr. Mistress/Sr. Master PD
Head of Faculty Meeting with DoF
Individual Faculty Meetings
Pupils return to school ... 5-00 p.m.
- Thu. 21st ... School routine commences from breakfast

No. 383. SCHOOL DUTY

The Support Staff, attached to the vacation deptts, will report to their respective HoDs on 18th February, 2008 at 8-00 a.m.

No. 384. SUBMISSION OF NAMES FOR RETURN SCHOOL PARTIES

We are under the process of making arrangements and railway reservations for Return School Parties in February, 2008, but railway reservations will only be done for those children, whose parents have either submitted Vacation Performas to the School or given in writing to including their ward(s) in the Return School Parties.

House Staff are requested to inform the children of their houses that if any child/children are interested to avail the facilities of Return School Party in February 2008, he/she may do so by giving their names to the School Office through Housemasters/Mistresses, or by sending written requests from their parents by Fax/Courier to include their ward(s) in the Party.