

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 15th February, 2008

1-2

SPECIAL ORDERS

No. 1. CENTRAL BOARD OF SCNDARY EDUCATION

All-India Senior School Certificate (Class XII) Examination
2008.

DATE SHEET

10-30 a.m.

March

Sat. 1st ... 043 Chemistry
 Tue 4th ... 054 Business Studies
 Wed. 5th ... 027 History
 Fri. 7th ... 042 Physics
 Sat. 8th ... 028 Political Science
 Mon. 10th ... 301 English Core
 Thu. 13th ... 055 Accountancy
 Fri 14th ... 066 Entrepreneurship
 Sat. 15th ... 044 Biology
 Thu. 20th ... 041 Mathematics
 Mon. 24th ... 048 Physical Education
 Tue. 25th ... 049 Painting
 Tue. 25th ... 051 Sculpture
 Wed. 26th ... 030 Economics
 Fri. 28th ... 037 Psychology
 Mon, 31st ... 065 Informatics Practice
 Mon. 31st ... 083 Computer Science

April

Wed. 2nd ... 029 Geography

No. 2. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Secondary School (Class X) Examination 2008

DATE SHEET

10-30 a.m.

Mon. 3rd ... 087 Social Science
Tue. 11th ... 041 Mathematics
Fri. 14th ... 101 English Comm.
Mon. 17th ... 085 Hindi (Course-B)
Tue. 25th ... 086 Science—Theory
Thu. 27th ... 086 Science—Prac. Skls

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday, 16th February, 2008

3-46

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

Sun. 17th ...	Matrons and Teaching Faculty (including Hobbies and Sports) return to school	... 6-00 p.m.
Mon. 18th ...	Teachers' Training Workshop	... 10-00 a.m.
Tue. 19th ...	Teachers' Training Workshop concludes	... 1-30 p.m.
	Headmaster's Vacation Staff Dinner in MCR	... 7-30 p.m.
Wed. 20th ...	Full Staff Meeting (Birdwood Staff Room)	... 10-00 a.m.
	BD, GD & PD House Staff Meeting	... 11-00 a.m.
	Heads of Faculty Meeting	... 11-00 a.m.
	Individual Faculty Meetings	... 12-05 p.m.
	New Staff Meeting with DoF	... 2-00 p.m.
	Pupils return to school	... 5-00 p.m.
	Parents are requested to leave the school site by	... 6-00 p.m.
	Pupil of U-III (of 2007) to move directly to Holding House	
	Pupils of L-IV (of 2007) to move directly to their respective Parent Houses	
Thu. 21st ...	School routine commences from breakfast	... 9-00 a.m.
	Opening Term Assembly	... 9-30 a.m.
	Guru Ravi Das Birthday : Administrative Holiday	
	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.
Fri. 22nd ...	Normal routine starts from 1st School	... 7-40 a.m.

Oath Taking Ceremony by the
Prefectorial Body 2008

Re-exams commence ... 10-30 a.m.

U-III English

U-IV Gen. Science

L-IV Maths

Games & Hobbies commence

Sat. 23rd ... New Admissions :

Class L-IV : all Houses

HM's Lunch for new pupils & their parents
in MCR ... 1-00 p.m.

Re-exam ... 10-30 a.m.

U-III Science

U-IV Maths

L-IV English

Cricket Festival Match—Staff vs.
Students 1st XI ... 2-30 p.m.

No. 5. DAILY ROUTINE FOR 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 for Sr. School 7-40—8-20 a.m.

2nd School for Sr. School 8-20—9-00 a.m.

Breakfast Sr. School 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 for Sr. School 12-20—1-00 p.m.

7th School for Sr. School 1-00—1-40 p.m.

Lunch Sr. School ... 1-45 p.m.

Extra Classes for XII everyday from

3rd March 2-20—3-00 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.
Baths	... 5-20 p.m.
Prep	6-15—7-30 p.m.
Supper Sr. School	... 7-40 p.m.
House Inspection	... 8-20 p.m.
Study hour	8-30—9-45 p.m.
Lights out	... 10-00 p.m.

No. 6. DAILY ROUTINE P.D.

Rouser/P.T./Inspection	As per Sr. School Timings
M.I.	7-35—7-50 a.m.
Breakfast Prep School	... 7-50—8-40 a.m.
1st School for Prep School	8-10—8-50 p.m.
2nd School for Prep 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 Prep School	... 12-25 p.m.
6th School	12-50—1-30 p.m.
Games & Hobbies	2-00—2-50 p.m.
Tea	... 4-00 p.m.
Baths	... 4-30 p.m.
Prep	5-15—6-20 p.m.
Supper Prep School	... 6-40 p.m.
Study Hour	7-30—8-15 p.m.
Lights out	... 9-00 p.m.

No. 7. RETIREMENT

- * Mr. N.K. Sharma, Sr. Assistant, Stores—wef 1st January, 2008
- * Mr. R.S. Nathaniel, Mess Manager—wef 17th Feb., 2008
- * Sh. Chaudhari Ram, Cook—wef 1st Feb., 2008
- * Sh. Sohan Lal, Head Bearer—wef 1st Feb., 2008
- * Sh. Sohan Singh, Asstt. to Carpentry Instructor—w.e.f. 1st Feb., 2008.

No. 8. RESIGNATION

- * Capt Rohit Bajaj, Sr. Master. BD—wef 1st Feb., 2008
- * Miss Anjana Arora, Teacher—wef 17th Feb., 2008

- * Mrs. Rakinder Grewal, Teacher—wef 17th Feb., 2008
- * Mrs. Ramita Singh, Matron—wef 17th Feb., 2008
- * Mrs. Daisy Gyani, Teacher—wef 17th Feb., 2008
- * Mr. Prasun Roy, Teacher—wef 17th Feb., 2008
- * Mrs. Sipra Roy, Teacher—wef 17th Feb., 2008
- * Mr. Parmod Kumar, HOF (Comp. Sc.)—wef 17th Feb., 2008

No. 9. EXTENTION IN SERVICE

- * Mr. Pran Nath, Accounts Manager—wef 17th February, 2008

No. 10. NEW APPOINTMENTS

- Dr. Raghendra Shukla, PGT (Chemistry)—wef 16th Feb., 2008
- Mr. Ravinder Singh Kanwar, TGT (Maths)—wef 16th Feb., 2008
- Mrs. Ina Mehta Kansara, Teacher (Fine Arts)—wef 16th Feb., 2008
- Mrs. Harpreet Kaur, House Matron, PD—wef 16th Feb., 2008
- Mr. Rajesh Sharma, Mess Manager—wef 16th Feb., 2008
- Miss Shruti Pandit, PGT Computer—wef 16th Feb., 2008
- Mr. Manish Ghai, TGT Computer—wef 16th Feb., 2008
- Sh. Yudhishtra Sharma, Cook—wef 16th Feb., 2008
- Sh. Pradeep Kumar, Bearer—wef 16th February, 2008
- Smt. Seema Attri, (Instructor, F/Design)—wef 18th February, 2008

No. 11. ADDITIONAL RESPONSIBILITY

- Mr. Suvabrata Mukherjee, Teacher, as Offg. Senior Master, BD, by relieving from his additional responsibility as Senior Housemaster, VBD, w.e.f. 16th February, 2008 till further orders.

No. 12. HOUSE APPOINTMENT

- Mr. Amit Dehloo—Sr. Housemaster, VBD (Officiating basis)

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, 2008 to the following :

- (a) Offg. E.A. to H.M.
- (b) Bursar
- (c) Sr. Master/Mistress BD. GD & PD
- (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 House-master/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 Deptt/House. Marking of clothes must be completed by the evening of 23rd February, 2008.

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 2008 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)
- 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 } If necessary
 Blazer for boys }
- (b) P.T. Kit— Track suit
 Sleeveless 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 & loading for the children (in emergency only) appearing in the class XII Board Examination have been made in the GD Common room for girls and Tin Huts for boys. Detailed instruction are being issued separately.

No. 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, 2008.

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 outside M I. Timings are required to obtain a slip from Dean of Studies during classes and Housemaster/mistress/matron during the remaining period.

No. 23. STAFF SICK IN QUARTERS

If the teaching staff is unfit they should inform the 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 Heads 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/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 (MCR)

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

- (a) Conform to the meals timing as published in the School Orders.
- (b) Conform to the dress code.
- (c) Enter name(s) of guest(s) in the register provided for this purpose in the CDH/MCR.
- (d) Permission of the Bursar will be taken if the guest(s) are to dine for more than 3 days.
- (e) Guest Children below 8 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 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 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 R. M. O. 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 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 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 holiday 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 2kg. House Staff is requested to follow this norm while sanctioning the Birthday Cakes.

No. 44. WEARING OF SCHOOL UNIFORM

The school uniform is compulsory for all employees of Grade VI(a) to VII, as for the up-keep of the uniform, the school is giving a handsome allowance of Rs. 110/- per month as Washing Allowance.

It has been observed that a number of employees of above referred grades are not wearing their uniform and are attending their duties in home clothes, which amounts to breaking of school rules.

The Heads of the Departments are advised to clarify the above to the individuals working under them, and if some one found without school uniform, the facilities of school uniform alongwith Washing Allowance will be stopped immediately.

No. 45. TEMPORARY WORKERS

We have been regularly receiving applications from school employees (serving & retired) to provide temporary employment to their wards in the school. Although, we have been trying our best in providing such employment on daily wages, but it is only possible, if the concerned Heads of Departments follow the school instructions properly in engaging temporary workers (as per requirement).

It has been observed that there is more than one member per family in temporary services of the school, because of which some of the wards of retired/serving members of the school are unable to get job on daily wages in the school. Therefore, in case of need of temporary workers, all Sections Incharges are requested to get the names approved, who are eligible for the job, from the school authorities in order to ensure that the equal chance is given to ward of all school employees.

The Heads of the Department are requested to follow the above referred instructions meticulously while providing temporary employment in their departments.

No. 46. ADMINISTRATIVE HOLIDAY

Thursday, 21st February, 2008 will be holiday on account of Guru Ravi Das Jayanti.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 22nd February, 2008

47—75

No. 47. PROGRAMME

February

- Fri. 22nd ... Normal routine starts from 1st School ... 7-40 a.m.
 Oath Taking Ceremony by the
 Prefectorial Body 2008
 Re-exams commence ... 10-30 a.m.
 U-III English
 U-IV Gen. Science
 L-IV Maths
 Games & Hobbies commence
- Sat. 23rd .. New Admissions :
 Class L-IV : all Houses
 HM's Lunch for new pupils & their parents
 in MCR ... 1-00 p.m.
 Re-exam ... 10-30 a.m.
 U-III Science
 U-IV Maths
 L-IV English
 Cricket Festival Match—Staff vs.
 Students 1st XI ... 2-30 p.m.
- Mon. 25th ... PT and Hodson Run postponed till further orders
 New pupils' admission :
 Class L-III Himalaya & Siwalik House
 HM's Lunch for new pupils & their
 parents in MCR
 Re-exams in Room No. 22 : ... 10-30 a.m.
 U-III S. Studies
 U-IV S. Studies
 L-IV S. Studies
- Tue. 26th ... New Pupils' admission :
 Class L-III Nilagiri & Vindhya House
 HM's Lunch for new pupils & their parents
 in MCR

	U-IV Punjabi & French Re-exam in Room No. 22	... 10-30 a.m.
Thu. 28th ...	Adolescent Education Programme for L-III PD Girls (Room 12)	... 2-15 p.m.
	Fire Evacuation Drill in Dormitories (Sr. School)	... 2-30 p.m.
	Adolescent Education Programme for L-III (H & N) boys (Room 12)	... 3-15 p.m.
Fri. 29th ...	Basketball Festival Match—Staff vs. Girls	... 3-00 p.m.

March

Sat. 1st ...	CBSE class X & XII Examination commence (SSC)	
	AISSCE (XII) : Chemistry (043)	... 10-30 a.m.
	Tutorial Meeting Sr. School (All schools to be cut short by 05 minutes each)	... 1-05 p.m.
	Jr. Hindi Debating Society Meeting	... 2-15 p.m.
	Tutorial Meeting—Prep School	... 5-00 p.m.
Sun. 2nd ...	Himalaya House Show rehearsals commence Adolescence Education Programme	

No. 48. TUTORS GD—2008**Himalaya**

Housemistress—Mrs. N. Tehlan

Tutors—Mrs. Neelamjit Kaur, Mrs. V. Saklani.

Nilagiri

Housemistress—Mrs. A. Suri

Tutors—Mrs. A. Sharma, Mrs. Ina Mehta Kansara

Siwalik

Housemistress—Ms. Priya Chauhan

Tutors—Mrs. S. Chauhan, Mrs. Avneet Chopra

Vindhya

Housemistress—Ms. A. Solomon

Tutors—Mrs. A. Bath, Ms. Shruti Pandit

Holding House (N & H)

Housemistress—Mrs. M. Solomon

Tutors—Mrs. N. Dhillon, Mrs. Seema Attri

Holdng House (V & S)

Housemistress—Mrs. A. Singh

Tutors—Ms. K. Bakshi, Mrs. Samita Mukherji

No. 49. HOUSEMASTERS & TUTORS BD—2008

Himalaya	Nilagiri	Siwalik
Mr. Deepak Pant	Mr. Ravi Kumar	Mr. Daljinder Singh
Mr. Makesh Chand	Mr. Devesh Verma	Mr. Narender Sharma
Mr. A. Mukherjee	Dr. S. Khan	Mr. G. Sood
Mr. A.K. Chandel	Mr. Duli Chand	Mr. AC Chauhan
Mr. Anil Chauhan	Mr. R. Dash	Mr. H. Swami
Mr. H. Jamwal	Mr. V. Kumar	Mr. A. Gupta
Mr. R.S. Kanwar	Dr. R. Shukla	Mr. M. Ghai
Vindhya	Holdng House	
Mr. Amit Dehloo	Mr. Sunil K. Jain	
Mr. Deepak Sharma	Mr. Manishankar Barik	
Mr. R.P. Gautam	Mr. R.S. Gill	
Mr. K. Gopal	Mr. Tarun Das	
Mr. S. Saktani	Mr. A. Sen	
Mr. D. Bahuguna	Mr. R. Chauhan	
Dr. D.P. Tiwari	-----	

No. 50 PREFECTS B.D.—2008

Head Boy	... Rishi Srivastava
Deputy Head Boy	... Alekh Sangera
M.I. Prefect	... Parul Chabra
Himalaya House	
House Captain	... Parul Chabra
School Prefect	... Aditya Baid
Senior Junior	... Udit Agarwal
Junior Junior	... Vishwadev Thind
Nilagiri House	
House Captain	... Mehtab S. Hans
School Prefect	... Paramveer Sangha
Senior Junior	... Gurnoor Bhangu
Junior Junior	... Sagat Shaunik

Siwalik House

House Captain	...	Alekh Sangera
School Prefect	...	Tushar Kapoor
Senior Junior	...	Gurjot Masco
Junior Junior	...	Ajatshatru Singh

Vindhya House

House Captain	...	Dhruv Singla
School Prefect	...	Harsh Dandriyal
Senior Junior	...	Prateik Munjal
Junior Junior	...	Himmat S. Gill

Holding House

House Captain	...	Sahil Vadera (HBD)
School Prefect	...	Simarpreet S. Arora (VBD)
Senior Junior	...	_____
Junior Junior	...	Harsh Aggarwal (HBD)

Academic Coordinator—Sagat Shaunik

No. 51. CHILDREN'S BATHS

From 7th March, 2008, the children will have two baths a week as per programme given below till further order :—

B. D.

Monday	}	... Senior
Friday		
Tuesday	}	... Juniors
Saturday		
SUNDAYS		... Head Baths (Sikh Boys)

G. D.

Tuesday	}	... Himalaya/Nilagiri & Holding House
Saturday		
Monday	}	... Vindhya/Siwalik & Holding House
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
Friday		
Monday	}	... Himalaya and Nilagiri
Sunday		
Monday	}	... Sparrow
Saturday		
Wednesday	}	... No Bath
Thursday		

No. 52. 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. 53. 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. 54. 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. 55. 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 with likely detail of expenditure.
- (c) Letter/Order which sanctions the duty/purchase to be attached
- (d) The form to be submitted a minimum THREE DAYS in advance for the following :
 - (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. 56, 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.
- (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) Students Tours & visits.
- (vi) Matter relating to students personal A/cs.
- (vii) 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. 57. FURNITURE STAFF QUARTERS & DEPARTMENTS

Details of Furniture inventory is provided in all school departments and quarters of Staff members. It is the personal responsibility of concerned staff to ensure that these inventories are kept carefully and made available when required. All concerned are requested to check these inventories carefully on return to school and to report any discrepancies immediately to the Q.M.

In this connection it is also specifically brought to the notice of all concerned that articles of school furniture provided in departments and staff quarters will not be removed from there or exchanged or interchanged without the written permission of the Bursar. Nor any additional articles of furniture be issued to or provided in staff quarter without the written permission of the Bursar. When any such changes are permitted, they shall be noted in the furniture inventory of the staff members concerned and the QM. Departments and staff members are held responsible for the proper maintenance of all school furniture issued to them.

No. 58. STAFF VISIT TO QM STORES

All staff members are reminded that except for taking ~~intends~~ 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 & 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. 59. 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 QM'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. 60. 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. 61. 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. 62. 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, 2008, failing which they may be denied entry into the campus.

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

No. 63. BOUNDS FOR STUDENTS

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

- (1) The 'Mall' between Green Gate & the path to the pool.
- (2) The road going towards "Moti Corner" from where one walks upto the Hospital after the "Horse Shoe Bend".
- (3) Area beyond Hospital towards Moti's Corner.
- (4) Short back from CDH to Bakery.
- (5) Beyond SSC going towards "Peacestead" and G. D. from the "Main Tar Road" and besides the School Swimming Pool unless for classes. Also the road going to "Leisure" from the swimming pool. This means the entire GD area and old Stores below it and Bakery/Charlie are out of bounds for boys.
- (6) Birdwood School/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 alloted days and timings.

- (8) Visits to various teachers houses only with the permission of their housemaster/mistress.
- (9) Visits to Prep School by B.D. & G.D. Children restricted to Sundays with Housemaster's/mistress's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hour, or any emergency with due written permission from the relevant staff.
- (12) Moti Corner, Dharampur including Giani Ka Dhaba, Shaane Himachal, and other eating places.
- (13) All Sweets-Meats Shop in Garkhal.
- (14) Staff Club.

No. 64. 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. 65. 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 Slips.

All Housemasters/Housemistresses are requested to take necessary action.

No. 66. COMMUNICATION 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 Computer Number and Dept. This is necessary in order to avoid confusion, since the intial of the names of many children and sirname are the same.

No. 67. 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. 68. 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. 69. 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. 70. 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 and Sunday.

No. 71. 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 Deptt. please explain this order to those working under them.

No. 72. 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. 73. 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 read and explain the above orders to their staff.

No. 74. 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. 75. ROUTINE INSPECTION OF DEPARTMENTS

This is to commence w.e.f. 28th February 2008, i.e. 4th Thursday 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,
Armorā & Barber's shop, SSC | 3rd Thursday of the month |

5. CDH, Hospital & Parker Hall 4th Tuesday of the month
6. Q.M. 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 & Sanitation

Praveen Vasish
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 29th February, 2008

76-93

No. 76. PROGRAMME

February

Fri. 29th ... Basketball Festival Match—Staff vs. Girls ... 3-00 p.m.

March

Sat. 1st ... CBSE class XII Examination commence (SSC)
 AISSCE (XII) : Chemistry (043) ... 10-30 a.m.
 Tutorial Meeting : Sr. School (All schools to be cut short by 05 minutes each) ... 1-05 p.m.
 Jr. Hindi Debating Society Meeting ... 2-15 p.m.
 Tutorial Meeting—Prep School ... 5-00 p.m.

Sun. 2nd ... Himalaya House Show rehearsals commence
 Adolescence Education Programme

Mon. 3rd ... CBSE Class X Examinations commence (SSC)
 AISSE (X) : Social Science (087) ... 10-30 a.m.
 Extra classes for U-VI commence (2-10 pm—2-50 pm)
 SMT Meeting ... 2-15 p.m.

Tue. 4th ... AISSCE (XII) : Business Studies (054) ... 10-30 a.m.
 BD, GD & PD House Staff meeting ... 2-50 p.m.
 AEP for Holding House Girls & Boys

Wed. 5th ... AISSCE (XII) : History (027) ... 10-30 a.m.

Thu. 6th ... Maha Shivratri : Administrative Holiday

Fri. 7th ... AISSCE (XII) : Physics (042) ... 10-30 a.m.
 HoFs' meeting with DoF ... 2-50 p.m.

Sat. 8th ... Individual Faculty Meetings ... 9-00 a.m.
 AISSCE (XII) : Political Science (028) ... 10-30 a.m.
 SUPW ... 2-45 p.m.
 Information Seminar on Aviation for U-V and U-VI 2-15 pm to 4-00 p.m.
 Mess Committee Meeting (MCR) ... 3-00 p.m.
 Inter House Sr. English Debate ... 6-30 p.m.

Staff Club Annual General Meeting &
Dinner ... 7-45 p.m.
Sun. 9th ... Basketball & Cricket Electrons vs. YPS
Mohali (Home)
1st XI and Atoms vs. YPS Mohali (Away)

No. 77. TUESDAY TESTS :

All concerned are requested to note **addition** of the following Tuesday Tests in the Spring Term Calendar, 2008 :

April 30th ... L-V English
U-V Hindi
L-VI Geog/B. Stu./Physics
U-VI Bio/Pol. Sc.
May 7th ... L-VI Compt. Sc./Ento.
May 13th ... L-VI Accountancy/Chem/Hist/Psycho
May 20th ... LVI Bio/Pol Sc.

No. 78. PREFECTS G.D.—2008

Head Girl ... Anjana Singh
Deputy Head Girl ... Taruni Jain
M.I. Prefect ... Arushi Dhingra

Himalaya House
House Captain ... Taruni Jain
House Prefect ... Aarti Susan Mathew
Holding House Prefect ... Urvi Khanna

Nilagiri House
House Captain ... Amanat Sidhu
House Prefect ... Bani Kaur Taunque
Holding House Prefect ... Manu Sharma

Siwalik House
House Captain ... Aditi Govil
House Prefect ... Laksha Khurana
Holding House Prefect ... Sasha Madan

Vindhya House
House Captain ... Arushi Dhingra
House Prefect ... Christina Hangsingh
Holding House Prefect ... Sarishtee Modgil
Sport's Coordinator ... Sasha Madan
Academic Coordinator ... Manu Sharma

No. 79. HOUSE APPOINTMENTS

The under-mentioned individuals will shoulder additional responsibility as per details mentioned against each name :—

- **Miss Amarjeet Chauhan**—Teacher Housemistress, SGD w.e.f, 20-2-2008
- **Mrs Meenakshi Solomon**—Teacher Housemistress, GDHH (H/N) w.e.f. 20-2-2008
- **Mr. Deepak Sharma**—Teacher Jr. Housemaster, VBD w.e.f. 20-2-2008
- **Mr. Davesh C. Verma**—Teacher Jr. Housemaster, NBD w.e.f. 20-2-2008

No. 80. EXCHANGE COORDINATOR

Mrs. Binita Rishi will be the new Exchange and Placement Coordinator, in place of Mrs. M. Solomon who has taken over as GDHH Housemistress.

No. 81. ADDITIONAL RESPONSIBILITY

Mr. Hitender Jamwal, Computer Teacher will act as Officiating Head of Faculty (Computer Science), in place of Mr. Pramod Kumar, who has resigned the job. The appointment is effective from 20th February, 2008.

No. 82. NEW APPOINTMENT

Mrs. Avneet Chopra has joined as Teacher (Sculpture) w.e.f. 19th February, 2008 in place of Mrs. Sipra Roy, who has resigned the job.

No. 83. SETTLEMENT FULL & FINAL ACCOUNTS

The School has been informing regularly about the School Employees, resigning/retiring from the School Services, through School Orders, and also informing concerned Departments through Office Circulars to forward the details of dues against such individuals, but it is highly regretted that most of the Heads of Departments are not taking School instructions seriously for the implementation and the submission of details, resulting in delaying of full and final settlement of accounts of individuals, who are no more in the services of the School.

All Heads of Departments, Incharges of Sections are requested to follow the instructions on priority to enable the School Office to take further necessary actions accordingly.

No. 84. SUBMISSION OF DETAILS FOR THE PREPARATION OF SALARY

It has been noticed that details of Earning/Deductions, extra/over-time details, etc. are being forwarded by the concerned departments to the School Office at the end of every month, whereas the salary has to be prepared two/three days before the closing of the month to enable the School to hand over the details to the State Bank of Patiala, Sanawar, well in time for their further necessary action.

All Heads of Departments are requested to note that such details must reach the School Office by 22nd of every month as being published in the School Office regularly, so that such details may be considered in the same month.

No. 85. 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, 2008.

No. 86. 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 advaece 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. 87. 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. 88. 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, 2008.

No. 89. 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.

No. 90. 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) Repair 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 RMO 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. 91. 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 RMO is requested to take necessary action for the above and inform the individuals to send such reports to the school office regularly to avoid audit objection.

No. 92. 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 Bursar by 5th March, 2008, 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.

No. 93. ADMINISTRATIVE HOLIDAY

Thursday, 6th March, 2008 will be a holiday on account of Maha Shivratri.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 7th March, 2008

94—103

No. 94. PROGRAMME

March

Fri. 7th	... AISSCE (XII) : Physics (042)	... 10-30 a.m.
	HoFs' meeting with DoF	... 2-50 p.m.
Sat. 8th	... Individual Faculty Meetings	... 9-00 a.m.
	AISSCE (XII) : Political Science (028)	... 10-30 a.m.
	SUPW	... 2-45 p.m.
	Information Seminar on Aviation for U-V and U-VI	2-15 pm to 4-00 p.m.
	Mess Committee Meeting (MCR)	... 3-00 p.m.
	Inter House Sr. English Debate	... 6-30 p.m.
	Staff Club Annual General Meeting & Dinner	... 7-45 p.m.
Mon. 10th	... AISSCE (XII) : Eng. Core (301)	... 10-30 a.m.
Tue. 11th	... Tuesday Tests Commence :	
	U-V Science & Tech.	... 7-40 a.m.
	L-V Hindi	... 6-15 p.m.
	U-VI Bio/Pol. Sc.	... 6-15 p.m.
	AISSE (X) : Maths (041)	... 10-30 a.m.
Thu. 13th	... AISSCE (XII) : Accountancy (055)	... 10-30 a.m.
Fri. 14th	... AISSCE (XII) : Entrepreneurship (066)...	10-30 a.m.
	AISSE (X) : Eng. Comm. (101)	... 10-30 a.m.
	Himalaya House Show 1st Performance...	4-30 p.m.
Sat. 15th	... AISSCE (XII) : Biology (044)	... 10-30 a.m.
	Tutorial Meeting : Sr. School	... 1-05 p.m.
	Jr. Hindi Debating Society Meeting	... 2-15 p.m.
	English Calligraphy Competition for L-III & UIII (during classes)	
	Tutorial Meeting : Prep School	... 5-00 p.m.
	Himalaya House Show Final Performance	... 6-00 p.m.

Sun. 16th ... 1st XI v/s YPS Patiala (Away)
 Sr. Boys' basketball & Cricket Atoms v/s
 YPS Patiala (Home)
 Educational Trip to Kurukshetra by
 U-III ... 7-00 a.m.
 Vindhya House Show rehearsals
 commence

**No. 95. 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. 96. 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. 97. 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. 98. 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. 99. 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 100. 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. 101. 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 6th April and join normal routine from 7th morning.

No. 102. NEW APPOINTMENTS

The under-mentioned individuals have joined this Institution on their appointments to the under-mentioned posts :—

- * Mr. Ramesh Ahluwalia (Finance Manager) w.e.f. 1st March, 2008
- * Sh. Lila Dutt Bhardwaj (Wireman) w.e.f. 1st March, 2008
- * Dr. Raghvendra Shukla (PGT Chemistry) w.e.f. 3rd March, 2008

No. 103. SETTLEMENT OF ACCOUNTS

The under-mentioned individuals are no longer in the services of the School and the School Office is under the active process of settlement of their full and final accounts, due to them. All concerned departments were informed through Office Circular dated 20th February, 2008 with a request to forward details of dues against their name(s), if any or "No Dues Certificate" by 26th February, 2008 but many of them have still not submitted the same to the School Office, resulting in the delay of full and final settlement of accounts of respective individuals.

- * Capt Rohit Bajaj ... Sr. Master, BD
- * Mrs. Anjana Arora ... Teacher
- * Mrs. Rakinder Grewal .. Teacher

- * Mrs. Ramita Singh ... Matron
- * Mrs. Daisy Gyani ... Teacher
- * Mr. Prasun Roy ... Teacher
- * Mrs. Sipra Roy ... Teacher
- * Mr. Parmod Kumar ... Teacher
- * Mr. R.S. Nathaniel ... Mess Manager
- * Sh. Sohan Singh ... Assistant to Carpentry Instructor
- * Sh. Sohan Lal ... Head Bearer

All concerned are requested to forward the details of dues or "NO DUES CERTIFICATE" by 10th March, 2008, failing which the concerned Incharge will be responsible for the delay.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 14th March, 2008

104—120

No. 104. PROGRAMME

March

- Fri. 14th ... AISSCE (XII) : Entrepreneurship (066)... 10-30 a.m.
 AISSE (X) : Eng. Comm. (101) ... 10-30 a.m.
 Himalaya House Show 1st Performance... 4-30 p.m.
- Sat. 15th ... AISSCE (XII) : Biology (044) ... 10-30 a.m.
 Tutorial Meeting : Sr. School ... 1-05 p.m.
 Cricket Colts v/s Doon School (Home)
 (The team will have lunch with PD) ... 2-00 p.m.
 Jr. Hindi Debating Society Meeting ... 2-15 p.m.
 English Calligraphy Competition for
 L-III & UIII (during classes)
 Tutorial Meeting : Prep School ... 5-00 p.m.
 Himalaya House Show Final
 Performance ... 6-15 p.m.
- Sun. 16th ... 1st XI & Electrons v/s YPS Patiala (Away)
 Sr. Boys' Basketball & Cricket Atoms v/s
 YPS Patiala (Home)
 Education Trip to Kurukshetra
 by U-III ... 7-00 a.m.
 Vindhya House Show rehearsals commence
- Mon. 17th ... AISSE (Class X) Exam : Hindi—Course B (083)
- Tue. 18th ... Tuesday Test :
- U-V : Mathematics ... 7-40 a.m.
 L-V : English ... 6-15 p.m.
 U-VI : Economics ... 6-15 p.m.
- New Teachers' Computer Training
 Programme commences ... 2-30 p.m.
- Thu. 20th ... AISSCE (Class XII) Exam :
 Mathematics (041) ... 10-30 a.m.
 Computer Workshop for U-IV & above

- Fri. 21st ... **GOOD FRIDAY : School and Administrative Holiday**
- Sat. 22nd ... **Holi : Administrative Holiday**
Sr. Hindi Declamation Society
 Meeting ... 2-15 p.m.
 SUPW ... 2-45 p.m.
 Jr. Inter House Hindi Declamation ... 6-30 p.m.
New Teachers' Computer Training
 Programme concludes

No. 105. CELL PHONES

All staff members are requested to keep their cell phones on silent mode during School Timings including Morning Assembly and all Meetings.

No. 106. RABIES

It has been found that the month of March usually find a number of rabis 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. 107. 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, 2008.

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 be Asstt. Manager Admin.

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

No. 108. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE

Expense voucher, re-imbusement/claims of any kind related to the financial year 2007-08 need to be submitted by 31st March, 2008 in order to debit the account in the current financial year (2007-08).

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 been also 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. 109. 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. 110. DRESS CODE

It has been noticed that some 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. 111. CONSUMPTION OF FOOD STUFF WITH ALCOHOLIC CONTENTS

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

No. 112. 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 be authenticated.

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

No 113. 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, 2008.

No. 114 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 Vindhan Sabha stating that feeding monkeys could invite up to one month of imprisonment or a fine of Rs. 1000 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. 1000 or both.

Though with the introduction of Monkey Chasers with langoors on school campus the situation has improved and there is no case of monkey bites. However.

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. 115. NEW APPOINTMENTS

The under-mentioned individuals have joined this Institution on their appointments to the under-mentioned posts :—

- * Mrs. Ina Mehta Kansara ... Teacher (Fine Arts)
- * Mr. Kamal Raj ... Assistant Q.M.

No. 116. SCHOOL PARTY (SOP)

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 :—

- * 4th April, 2008 (by Evening Shatabadi Train, departing from Kalka at 5-30 p.m.)
- * 6th April, 2008 (by Morning Shatabadi Train, departing from New Delhi at 7-40 a.m.)

No. 117. SUBMISSION OF NAMES FOR SCHOOL PARTY (SOP)

All Housemasters/Mistresses, BD, GD & PD are requested to forward the names of children, who wish to avail the facilities of School Parties (Delhi only) for SOP, to the School Office, so that railway reservations and other administrative arrangements may be done well in time. The last date of submission of names is 25th March, 2008, and the names received after that will not be included. The Outgoing School Party will depart from QM Stores at 3-00 a.m. sharp on 4th April, 2008 to Kalka Railway Station to board New Delhi bound Evening Shatabadi, Train No. 2012, leaving from there at 5-30 p.m. and arriving at New Delhi Railway Station at 9-40 p.m. The Return School Party will arrive by Morning Shatabadi, Train No. 2011, departing from New Delhi Railway Station at 7-40 a.m. on 6th April, 2008, and arriving at Kalka Railway Station at 12-00 (noon) same day. The parties will further travel from Kalka to Sanawar by chartered/School buses, reaching Sanawar at around 2-00 p.m. on 6th April, 2008.

No. 118. SCHOOL TRANSPORT FACILITY (TO & FRO KASAULI) 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 term and conditions :—

- * No children 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 Indemnity 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. Kamal Raj.

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, 2008.

No. 119. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 21st March, 2008 will be a holiday on account of Good Friday for School & Administrative Staff.

No. 120. ADMINISTRATIVE HOLIDAY

Saturday, 22nd March, 2008 will be a holiday on account of Holi for Administrative Staff only.

Praveen Vasisht
Headmaster

No. 122. SCHOOL ORDERS

The School Orders are meant to be read and all concerned are requested to read and follow them.

No. 123. OUT OF BOUNDS

The dormitories are out of bounds for all students during classes. The Matrons are requested to ensure that the children do not visit dormitories unless they produce a note from the DoF and in case of girls from the Senior Mistress/Housemistress.

No. 124. MEDICAL REIMBURSEMENT FACILITIES

Members of the staff of School and dependent members of their families are entitled for the reimbursement of the following preventive vaccination :—

- (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

All Heads of Departments are requested to kindly explain the above clearly to all staff working under them and to whom School Order are not issued.

No. 125. 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 through DoF. However, in case of late submission reasons are to be indicated on the form.

No. 126. 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 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. 127. MEDICAL FIT / UNFIT

It is for the information of all that any individual declared unfit by the R. M. O. is unfit only for that one day until unless probable/specific duration has 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 and the concerned dept.

No. 128. 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. 129. 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.

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 28th March, 2008

130—139

No. 130. PROGRAMME

March

Fri. 28th	...	AISSCE (Class XII) Psychology (037)	
		Exam	... 10-30 a.m.
		1st Assessment marks to be fed in	
		Computers by	... 1-30 p.m.
		Vindhya House Show 1st Performance	... 4-30 p.m.
Sat. 29th	...	Tutorial Meeting : Sr. School	... 1-05 p.m.
		Subject Teachers to check the marks by	... 1-30 p.m.
		Tutorial Meeting : Prep School	... 5-00 p.m.
		Vindhya House Show Final	
		Performance	... 6-15 p.m.
Sun. 30th	...	Cricket Colts & Atoms v/s BCS (Home)	
		Cricket Electrons and 1st XI v/s BCS (Away)	
		Siwalik House Show rehearsals commence	
Mon. 31st	...	AISSCE (Class XII) Informatics	
		Practices (065) and Computer Science (083)	
		Exam	... 10-30 a.m.
		1st Assessment Meeting :	
		Prep School	... 2-15 p.m.
		Sr. School	... 3-15 p.m.

April

Tue. 1st	...	Tuesday Tests :	
		U-V English	... 7-35 a.m.
		L-V Mathematics	... 6-15 p.m.
		U-VI English	... 6-15 p.m.
Wed 2nd	...	Interviews for L-VI New Admissions	
		(Maths and Sc. written Test in	
		Room No. 20)	... 10-00 a.m.
		AISSCE (Class XII) Geography (029)	
		Exam	... 10-30 a.m.
Thu. 3rd	...	Mathematics Aptitude Test for L-IV	... 2-15 p.m.

Fri. 4th	...	All Schools cut short by 05 minutes each	
		Parents permitted to check in	... 1-00 p.m.
		PD Lunch	... 12-05 p.m.
		Sr. School Lunch	... 1-05 p.m.
		Parents Teacher Meeting (for all classes in Birdwood)	1-30 to 4-00 p.m.
		Delhi Party leaves	... 2-30 p.m.
		SOP for all	... 4-00 p.m.
Sat. 5th	...	SOP	
		Sunday Timings will be followed.	
Sun. 6th	...	Children return from SOP	... 5-00 p.m.
		Parents are requested to leave the site by	... 6-00 p.m.

No. 131. PARENT TEACHER MEETING

The Parent Teacher Meeting will be on 4th April, 2008 from 1-30 p.m. to 4-00 p.m. in Birdwood. The following is the Faculty wise allotment of rooms :

1. Room Nos. 1, 2, 3, 4	...	Humanities
2. Room Nos. 5, 6, 7	...	Oriental Languages
3. Room Nos. 8, 9, 10	...	English
4. Room Nos. 11, 11-A	...	Computers
5. Room Nos. 11-B, 12, 14	...	Mathematics
6. Room No. 15	...	Commerce
7. Room Nos. 18, 19, 20	...	Sciences

No. 132. MEAL TIMINGS

Meal Timing for Children on Saturdays, Sundays and Holidays :

Saturday	:	Supper	... 7-30 p.m.
Sunday and Holiday	:	Breakfast	... 9-15 a.m.
		Lunch	... 1-30 p.m.
		Supper	... 7-30 p.m.

No. 133. 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. 134. 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 135. 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 Schol 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. 136. 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. 137. 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 K G 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. 138 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, 2008.

No. 139. 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 03-04-2008 (5-00 p.m.)

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 4th April, 2008

140-144

No. 140. PROGRAMME

April

Thu. 3rd	...	Mathematics Aptitude Test for L-IV postponed Hindi Play in Barne Hall (whole school to attend)	...	2-15 p.m.
Fri. 4th	...	All Schools will be cut short by 05 minutes each Parents permitted to check in	...	1-00 p.m.
		PD Lunch	...	12-05 p.m.
		Sr. School Lunch	...	1-05 p.m.
		Parents Teacher Meeting (for all classes in Birdwood)	1-30 to	4-00 p.m.
		Delhi Party leaves	...	3-00 p.m.
		SOP for all	...	4-00 p.m.
Sat. 5th	...	SOP Sunday Timings will be followed.		
Sun. 6th	...	Children return from SOP Parents are requested to leave the school site by	...	5-00 p.m. 6-00 p.m.
Mon. 7th	...	SMT Meeting	...	2-15 p.m.
Tue. 8th	...	Tuesday Test :		
		U-V : Social Science	...	7-35 a.m.
		L-V : Computers	...	6-15 p.m.
		U-VI : Computer Science (083)/ Entro/Art	...	6-15 p.m.
Wed. 9th	...	Lower Sixers return Parents are requested to leave the school site by	...	5-00 p.m. 6-00 p.m.
Thu. 10th	...	Lower Six classes commence Library to issue text books and stationery to L-VI from 8-00 a.m. Lower Six new admissions		

		Hodson Qualifying (PD & GD)	
Fri. 11th	...	U-VI Pol. Sc. Group visits Punjab & Haryana	
		High Court at Chandigarh	... 8-00 a.m.
		Lower Six extra classes commence (4th week time table)	
		DoF meets HoFs	... 2-50 p.m.
		Hodson Qualifying (BD)	... 3-15 p.m.
Sat. 12th	...	Individual Faculty Meetings (After breakfast)	
		Tutorial Meeting : Sr. School	... 1-05 p.m.
		English Essay Writing Competition (during classes)	
		Suprita Gill's Workshop for	
		PD commences	... 2-15 p.m.
		Akash Dharmraj's workshop for L-VI commences	... 3-00 p.m.
		Talk on Hospitality Management for U-V and U-VI (Sc. group will have practicals)	... 3-00 p.m.
		Tutorial Meeting : Prep School	... 5-00 p.m.
		Sr. Inter House Hindi Declamation	... 6-30 p.m.
Sun. 13th	...	Suprita Gill's Workshop for PD concludes	... 4-30 p.m.
		Akash Dharamraj's workshop for L-VI concludes	... 4-30 p.m.

No. 141. 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. 142. SCHOOL LEDGERS

All staff members who have School property on their charge and,

therefore, maintain stock ledgers, condemnation books, etc., are requested to make all the necessary entries latest by 15th April, 2008. These ledgers may be called for inspection and checking by the Q.M. Stores and also by school auditors.

No. 143. 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. 144. ADMINISTRATIVE HOLIDAY

Monday, 14th April, 2008 will be a holiday on account of Dr. B.R. Ambedkar's Birthday and Tuesday 15th April, 2008 will be a holiday on account of Himachal Day.

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 11th April, 2008

145—151

No. 145. PROGRAMME

April

- Fri. 11th ... U-VI Pol. Sc. Group visits Punjab & Haryana
 High Court at Chandigarh ... 8-00 a.m.
 Lower Six extra classes commence (4th week time table)
 DoF meets HoFs ... 2-50 p.m.
 Hodson Qualifying (BD) ... 3-15 p.m.
- Sat. 12th ... Individual Faculty Meetings (After breakfast)
 English Essay Writing Competition (during classes)
 Suprita Gill's Workshop for
 PD commences (Room 12) ... 2-15 p.m.
 Akash Dharmraj's workshop for L-VI commences ... 3-00 p.m.
 Talk on Hospitality Management for U-V and U-VI (Sc. group will have practicals)
 Tutorial Meeting : Prep School ... 5-00 p.m.
 Sr. Inter House Hindi Declamation ... 6-30 p.m.
- Sun. 13th ... Suprita Gill's Workshop for PD concludes ... 4-30 p.m.
 Akash Dharamraj's workshop for L-VI concludes ... 4-30 p.m.
Handwriting workshop on 13th April
 L-IV 9-40 a.m. onwards Room No. 14
 U-IV & L-V 2-10 p.m. onwards Room No. 14
- Mon. 14th ... Ramnavmi/Dr. B.R. Ambedkar's Birthday :
 Administrative Holiday

- Tuesday Test for L-V and U-VI preponed :**
 L-V : Gen. Sc. ... 6-15 p.m.
 U-VI : Chem/Accounts/Psycho ... 6-15 p.m.
- Tue. 15th ... Himachal Day : Administrative Holiday
Tuesday Test : U-V : Science & Technology ... 7-35 a.m.
 (L-V and U-VI will have evening Prep in the Dorms)
 Foundation Day : Hodson Run Final ... 3-00 p.m.
- Wed. 16th ... BD Inter House Cricket commences
 Sr. School Tutorial (L-IV to L-V) ... 1-05 p.m.
 First four schools to be cut short by 05 minutes each and last three by 10 minutes each.
 7th School to finish at 12-50 p.m.
 Talk by O.S. Hon'ble Judges Punjab & Haryana Courts, Chandigarh. U-V onwards to attend.
- Thu. 17th ... Last three schools to be cut short by 05 minutes each
 9th All India Basketball Tournament (girls) at Mussoorie commences
- Fri. 18th ... Mahavir Jayanti : Administrative Holiday
 Siwalik House Show First Performance ... 4-30 p.m.
- Sat. 19th ... SUPW ... 2-45 p.m.
 9th All India Basket Ball Tournament (girls) at Mussoorie concludes
 Siwalik House Show Final Performance ... 6-15 p.m.
- Sun. 20th ... Inter House PD Hindi Declamation ... 11-00 a.m.
 Boys Basketball Team leaves for a Tournament at Dehradun (Team will return on 28th April 2008)
 U-VI Boys leave for camps
 Sanawar v/s BCS staff cricket match (Away)

No. 146. 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 on 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. 147. 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 Faculty / Sr Master / Sr. Mistress informed.

No. 148. 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. 149. 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. 150. PROCUREMENTS 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 Bursar.

It has also been observed that instrument / 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.

No. 151. ADMINISTRATIVE HOLIDAY

1. Monday, 14th April, 2008 will be a holiday on account of Ramnavmi/Dr. B.R. Ambedkar's Birthday.
2. Tuesday, 15th April, 2008 will be a holiday on account of Himachal Day.
3. Friday, 18th April, 2008 will be a holiday on account of Mahavir Jayanti.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 18th April, 2008

152—166

No. 152. PROGRAMME

April

- Fri. 18th ... Mahavir Jayanti : Administrative Holiday
Siwalik House Show First Performance ... 4-30 p.m.
- Sat. 19th ... SUPW ... 2-45 p.m.
9th All India Basket Ball Tournament (girls)
at Mussoorie concludes
Siwalik House Show Final Performance ... 6-15 p.m.
- Sun. 20th ... **U-VI boys leave for Camps/hikes** ... **5-30 a.m.**
Inter House PD Hindi Declamation ... 11-00 a.m.
Handwriting workshop in Room 14 :
U-IV & L-V ... 9-40 a.m.
L-IV ... 2-10 p.m.
Boys Basketball Team leaves for
Basket Ball Tournament at Dehradun
(Team will return on 28th April 2008)
- Mon. 21st ... U-VI girls will have normal classes
L-V Hindi Tuesday Test preponed ... 6-15 p.m.
- Tue. 22nd ... U-Maths Tuesday Test ... 7-35 a.m.
- Wed. 23rd ... Annual Camps/Hikes commence for
rest of the school
Round Square Senior Regional Conference :
Delegates arrive ... 12-00 noon
- Thu. 24th ... Round Square Senior Regional Conference :
Inauguration Ceremony (Barne Hall) ... 10-00 a.m.
- Fri. 25th ... Round Square Senior Regional Conference :
Delegates visit Shimla
- Sat. 26th ... Round Square Senior Regional Conference :
as per programme circulated separately
Closing ceremony (Barne Hall) ... 3-20 p.m.
- Sun. 27th ... Round Square Senior Regional Conference :
Delegates depart ... 9-00 a.m.
School children, including U-VI boys,
return from Camps/hikes ... 6-00 p.m.

No. 153. RESPONSIBILITIES

Various responsibilities listed below will be looked after by the following staff with immediate effect. All staff members are requested to extend a helping hand whenever required :

1. Mrs. A. Sharma : School Calendar
2. Mr. R.P. Gautam : Filling up CBSE forms, registration etc.
3. Dr. S. Khan : Maintaining record of School Leavers (Passing out class XII)
4. Mr. Asit Mukherjee assisted by Mr. Harish Kumar : Birdwood and PD Block furniture
5. Miss Ashali Solomon : Barne Hall
6. Mr. R. Solomon assisted by Mrs. Bahuguna : Staff Room
7. Mrs. R. Barik, assisted by Mrs. Seema Attri : Costume Room

No. 154. 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 1,50,000/- & Rs. 1,80,000/- 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, 2008.

2. Rate of Income Tax

<i>Income Slab</i>	<i>Rate of Income Tax</i>
In Case of Males	
Upto Rs. 1,50,000/-	NIL
Rs. 1,50,001 to 3,00,000/-	10%
Rs. 3,00,001 to 5,00,000/-	20%
Rs. 5,00,001 and above	30%
In Case of Female	
Upto Rs. 1,80,000/-	NIL
Rs. 1,80,001 to 3,00,000/-	10%
Rs. 3,00,001 to 5,00,000/-	20%
Rs. 5,00,001 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 motor cars are provided by the employer partly for the private and personal use of the employees.
- (d) Household Servants Perquisite value in respect of services of a sweeper, gardener, watchman or a personal attendant, shall be the actual cost incurred by the employer.
- (e) Supply of Gas, electric energy or water Perquisite value shall be the amount paid by the employer to the agency supplying the services as reduced by amount if any paid by the employee for such services.
- (f) Free Education Facilities Perquisites 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 concessinal rates.
- (d) Provision of medical facilities to employees/re-imburement of exp. incurred by employee.
- (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 exempted 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, Tution fee for children etc. Intt. on NSC purchased.

In addition to Section 80 C

- (a) Medical Insurance Premium
(Medi Claim Policy) Payment made through cheque out of assessee's Taxable income Rs. 15,000/- 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 or Intt. on such loan taken for higher education of self, spouses/any child. | Entire payment of Intt. u/s 80 E |
| (e) Donation to specified Fund | Rs. 100% u/s 80 G |
| (f) Physically handicapped
In case of person with severe disability | Rs. 50,000/- OR
Rs. 75,000/- u/s 80 U |

No. 155. LIVE STOCK

Rearing and slaughtering of Livestock such as buffaloe, cow, goat, sheep pig etc, within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service may be imposed on those who disobey this order. Owners of live stock are warned that their animals must remain outside the school premises and should never be found grazing on the school land. Heads of Department are requested to explain this to all staff working under them.

No. 156. 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, 2008. 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. 157. 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. 158. 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 taps, pipes, tanks flushes, etc. to the Engineer *immediately* as & when that come to their notice, *particular attention should also be paid to taps being turned off in C.D.H. bath houses and wash house.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to a minimum. All are requested to store water in buckets/containers etc. as water supply from the MES is unpredictable.

No. 159. 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. 160. 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-imbursment 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.
4. Medicines should be purchased on the same day.
5. No Ayurvedic, Homoeopathic or Unani prescriptions will be countersigned for re-imbursment.
6. Spectacle and Denture bills are not re-imbursable.

No. 161 SUBMISSION OF EDUCATION ALLOWANCE FORMS

The last date of submission of Education Allowance Forms was 31st March, 2008, but the School Office is still receiving these forms and we are finding it difficult to finalize the same.

All Departments Heads are requested to inform the individuals working under them to forward Education Forms duly completed in all respect, by **23rd April, 2008**, positively so that further necessary action may take place accordingly. **Please not: that Education Forms, received after that will be considered for the sanction of Education Allowance w.e.f. May, 2008 only.**

No. 162. 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. 163. INCOME TAX (REFUND)

The proportionate refund of Income Tax, if paid by any staff member, on account of perquisite value for the year 2007-08 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 displayed in the Staff Room as well as is available with the Accounts Manager.

No. 164. A V 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.

No. 165. RESIGNATION & SETTELEMENT OF ACCOUNTS

Mrs. Sanjeev Chauhan, Senior Teacher has resigned from the services of the School w.e.f. 12th April, 2008, and the School Office is under the active process of settlement of her full and final accounts, due to her till last working day. All concerned are requested to forward details of dues against her name, if any or "No

Dues Certificate” by 24th April, 2008, to enable the School Office for taking further necessary action for the settlement of her full and final accounts.

No. 166. RETIREMENT

Shri Kirpal Singh, Driver is retired from the services of the School on 31st March, 2008.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 25th April, 2008

167—172

No. 167. PROGRAMME

April

- Fri. 25th ... Round Square Senior Regional Conference :
Delegates visit Shimla
- Sat. 26th ... Round Square Senior Regional Conference :
as per programme circulated separately
Closing ceremony (Barne Hall) ... 3-20 p.m.
- Sun. 27th ... Round Square Senior Regional Conference :
Delegates depart ... 9-00 a.m.
School children, including U-VI boys,
return from Camps/hikes ... 6-00 p.m.
- Mon. 28th ... Normal routine from breakfast onwards
Afternoon extra classes cancelled.
Camping equipment to be returned.
Dormitories to be tidied up
Soccer Set (BD & PD) to be made.
Nilagiri House Show rehearsals commence.
Normal Evening Prep
- Tue. 29th ... Presentation on NASA Camp for U-V
onwards (Barne Hall : $\frac{1}{2}$ hr. programme)... 3-00 p.m.
- Wed. 30th ... Soccer Festival Match : Staff v/s
Students ... 4-00 p.m.

May

- Thu. 1st ... Career Guidance for U-V commences ... 10-00 a.m.
- Fri. 2nd ... Career Guidance for U-V ... 2-15 p.m.
- Sat. 3rd ... Tutorial Meeting : Sr. School ... 1-05 p.m.
Career Guidance for U-V ... 2-15 p.m.
Suprita Gill's Workshop for L-IV
commences ... 2-15 p.m.
Talk for Commerce Students and
Teachers ... 2-15 p.m.

	Tutorial Meeting : PD	...	5-00 p.m.
	Jr. Inter-House English Declamation	...	6-30 p.m.
	Staff Club Dinner	...	7-45 p.m.
Sun. 4th	Career Guidance for U-V	...	10-00 a.m.
	Suprita Gill's Workshop for L-IV concludes	...	10-00 a.m.

No. 168. RESPONSIBILITY

Mr. Ravinder Singh and Mrs. Vandana Saklani will be looking after responsibility of IAYP (Duke of Edinburgh Award) with immediate effect.

No. 169. WATERING OF GARDENS/VEGETABLE PLOTS

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

No. 170. SETTLEMENT OF ACCOUNTS

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

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

No. 171. WEARING OF SCHOOL UNIFORM

The school uniform is compulsory for the individuals of Grade VI (a) to VII, except Printing Press Workers, Recorder, P.C.O. Operator, Fitter, etc., and for the up-keep of the uniform, the school is giving sufficient allowance of Rs. 110/- per month as Washing Allowance.

It has been observed that number of employees of above referred grade are not wearing their uniform and are attending their duties in home clothes, which is a serious offence and school can not tolerate such activities any more.

The Heads of the Departments are advised to clarify the above to the individuals working under them, and if some one found without school uniform, the facilities of school uniform alongwith Washing Allowance will be stopped immediately.

No. 172. TEMPORARY WORKERS

We have been regularly receiving applications from school employees (serving & retired) to provide temporary employment to their wards in the school. Although, we have been trying our best in providing such employment on daily wages, but it is only possible, if the concerned Heads of Departments follow the school instructions properly in engaging workers (as per requirement).

It has been observed that there is more than one member per family in temporary services of the school, because of which some of the wards of retired/serving member of the school are unable to get job on daily wage in the school. Therefore, in case of need of temporary workers, all Sections Incharges are requested to get the names approved, who are eligible for the job, from the school authorities in order to ensure that the equal chance is given to ward of all school employees.

The Heads of the Department are requested to follow the above referred instructions meticulously while providing temporary employment in their departments.

Praveen Vasishth
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 2nd May, 2008

173-176

No. 173. PROGRAMME

May

- Fri. 2nd ... Career Guidance for U-V
(Barne Hall & SSC) ... 10-00 a.m.
- Sat. 3rd ... Career Guidance for U-V 10-00 a.m. to 5-00 p.m.
Suprita Gill's Workshop for L-IV
commences ... 2-15 p.m.
Talk for Commerce Students and
Teachers ... 2-15 p.m.
SUPW ... 2-15 p.m.
Jr. Inter-House English Declamation ... 6-30 p.m.
Staff Club Dinner ... 7-45 p.m.
- Sun. 4th ... Career Guidance for U-V ... 10-00 a.m. to 5-00 p.m.
Hand writing workshop for
L-III & U-III (Room 14) ... 9-40 a.m.
L-IV to L-V (Group II) ... 2-10 p.m.
Suprita Gill's Workshop for L-IV
concludes ... 10-00 a.m.
- Mon. 5th ... SMT Meeting ... 2-15 p.m.
Power Point Competition for U-III and
Paint Brush for L-III (during classes)
Career Guidance for U-V
concludes 10-00 a.m. to 1-00 p.m.
- Tue. 6th ... Tuesday Test : U-V English ... 7-35 a.m.
BD, GD and PD House Staff Meetings
Cricket Tournament at BCS commences
Tuesday Test :
L-V : Social Science ... 6-15 p.m.
L-VI : Compt. Sc /Entro ... 6-15 p.m.
U-VI : B. Stu./Geog /Physics ... 6-15 p.m.
- Thu. 8th ... Computer Aptitude Test for
L-IV, U-IV and L-V ... 2-15 p.m.
- Fri. 9th ... DoF meets HoFs ... 3-00 p.m.
Nilagiri House Show 1st Performance ... 4-30 p.m.

Sat. 10th ...	Individual Faculty Meetings	...	9-30 a.m.
	Tutorial Meeting : Sr. School	...	1-05 p.m.
	Maths Aptitude Test for U-IV	...	2-15 p.m.
	Tutorial Meeting : PD	...	5-00 p.m.
	Nilagiri House Show Final Performance...		6-15 p.m.
Sun. 11th ...	PD Show rehearsals commence		

No. 174. 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 175 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. 176. 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, 9th May, 2008

177—187

No. 177. PROGRAMME

May

- Fri. 9th ... Basketball Tournament at Pinegrove commences
 DoF meets HoFs ... 3-00 p.m.
 Nilagiri House Show 1st Performance ... 4-30 p.m.
- Sat. 10th ... Individual Faculty Meetings ... 9-30 a.m.
 Tutorial Meeting : Sr. School ... 1-05 p.m.
 Maths Aptitude Test for L-IV ... 2-15 p.m.
 Tutorial Meeting : PD ... 5-00 p.m.
 Nilagiri House Show Final Performance... 6-15 p.m.
- Sun. 11th ... Basketball Tournament at Pinegrove concludes
 PD Show rehearsals commence
 Handwriting Workshop
 L-IV to L-V Group II 9-40 a.m. onwards in Room No. 14
 L-III to U-III after PD Lunch (Room No, 14)
 Abacus classes : 4-00 to 6-00 p.m. (PD class rooms)
- Mon. 12th ... Inter-House Basketball BD, PD and Sr. Girls postponed
 Management Aptitude Test for U-VI :
 Commerce Faculty ... 2-15 p.m.
 Cricket Tournament at BCS concludes
- Tue. 13th ... Tuesday Test :
 U-V : Social Science ... 7-35 a.m.
 L-V : Maths ... 6-15 p.m.
 L-VI : Geo./B. Stu./Physics
 U-VI : Economics
 Inter House GD Jr. Matches commence.
 Hobby & Physical Education grades to be fed in Computers by ... 1-30 p.m.
- Wed. 14th ... Individual Boxing Championship commences

Select students of L-IV to U-V
 visit IT Park ... 8-00 p.m.
 Sat. 17th ... L-VI and U-VI Biology students visit
 Potato & Apple Research Institute, Shimla
 Inter-House Shooting Competition commences
 PD Inter-House Quiz ... 2-30 p.m.
 Inter-House Business Quiz ... 6-15 p.m.
 Sun. 18th ... Inter-House Shooting Competition concludes

No. 178. CONDEMNATION—JUNE, 2008

All the store holders are requested to confirm to the Quartermaster by 31st May, 2008 when they would like to get their stores condemned at the end of the 1st term (between 16th to 18th June).

No. 179. STOCK REQUIREMENT SECOND TERM 2008

All stock-holders to please send in their requirements for the Second Term of 2008 (25th July to 10th Dec. 2008), through the Indent Book to the Bursar by 15th June 2008.

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

No. 180. 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. 181. 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. 182. 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 discharged 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. 183. 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 R.M.O. 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. 184. 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 in puts 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.

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

No. 185. G S. TALWAR SCHOLARSHIP FOR STAFF CHILDREN FROM GRADE V-A TO VII FOR THE YEAR 2008—09

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

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

Heads of Departments are requested to give wide publicity to this notice and forward application to the Establishment Officer by 10th July, 2008.

No. 186. 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 January, 2008.

The salary for the month of April, 2008 was paid @ 40% Dearness Allowance, alongwith arrears for the period 1st January, 2008 to 31st March, 2008, after deducting Provident Fund @ 12% on arrears, which will be credited separately towards individual's Provident Fund Account alongwith Society Contributions.

No. 187. RETIREMENT

The under-mentioned individuals have been retired from the services of the School on 30th April, 2008. We wish them all the best for their future endeavours :—

- * Sh. Jeet Ram ... Head Cook
- * Sh. Mani Ram ... Safai Karamchari.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 16th May, 2008

188—191

No. 188. PROGRAMME

May

- Sat. 17th ... Biology Trip for L-VI and U-VI students to
Potato & Apple Research Institute,
Shimla ... 8-00 a.m.
Inter-House GD and PD Basketball concludes
Inter-House Shooting Competition commences
Maths Aptitude Test for select students
of U-14 ... 2-15 p.m.
PD Inter-House Quiz ... 2-30 p.m.
Inter-House Business Quiz ... 6-15 p.m.
- Sun. 18th ... Inter-House Shooting Competition concludes
Abacus class in PD class rooms 4-00 to 6-00 p.m.
GD Jr. Basket Ball Matches Commence
- Mon. 19th ... Soccer for GD commences
- Tue. 20th ... Budha Purnima : Administrative Holiday
Tuesday Test :
U-V : Science ... 7-35 a.m.
L-V : Maths ... 6-15 p.m.
L-VI : Accountancy/Physics/
Psychology ... 6-15 p.m.
U-VI : Maths/IP 065 ... 6-15 p.m.
- Wed. 21st ... Individual Boxing Championship
concludes
- Thu. 22nd ... Inter-House Basketball BD and PD commences
- Fri. 23rd ... PD Show 1st Performance ... 4-30 p.m.
2nd Assessment marks to be fed in
Computers by ... 1-30 p.m.
Subject Reports to be handed over to
the House Staff by ... 1-30 p.m.

Sat. 24th ... SUPW ... 2-15 p.m.
PD Show Final Performance ... 6-15 p.m.
Subject Teachers check the marks by ... 1-30 p.m.

No. 189. HOUSE FUND ACCOUNTS

All Housemasters and Housemistresses are requested to submit their House Funds accounts duly completed, to the Bursar by 16th June, 2008.

No. 190. REQUIREMENT OF TRANSPORT FOR OUTSTATION VISIT

For the requirement of Transport (SCHOOL OR HIRED) for outstation visit, all concerned are hereby informed that following information must be supplied along with this form :

- * List of students and staff for whom the Transport is required, without which Route Permit is not sanctioned by the RTA, Solan and transport can not be sent.
- * Appx. Details of luggage to be carried out in the visit so that transport is arranged accordingly.
- * Mobile phone number of the Staff travelling along with the student, so that if required can be contacted.
- * Charges for the transportation is to be borne by the School or the persons visiting.
- * Staff visiting must sign on the Log Book before proceeding and on reaching back in the school.

No. 191. ADMINISTRATIVE HOLIDAY

Tuesday, 20th May, 2008 will be a holiday on account of Budh Purnima.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd May, 2008

192—198

No. 192. PROGRAMME

May

- Fri. 23rd ... PD Show 1st Performance ... 4-30 p.m.
 IPSC Shooting Competition commences
 2nd Assessment marks to be fed in
 Computers by ... 1-30 p.m.
 Subject Reports to be handed over to
 the House Staff by ... 1-30 p.m.
- Sat. 24th ... Classes cut short by 05 minutes each
 Milk Break ... 11-00 a.m.
 M.I. ... 11-00 a.m.
 Lunch PD ... 12-00 noon
 Lunch Sr. School ... 1-05 p.m.
 Individual Boxing Final ... 2-15 p.m.
 PD Show Final Performance ... 6-15 p.m.
 Subject Teachers check the marks by ... 12-00 noon
- Sun 25th ... Selected students participate in Painting
 Competition, organised by Rotary Club,
 Kasauli
 Handwriting class for L-III & U-III 9-40 a.m. onwards
 (Room No. 14)
 Handwriting class for L-IV to L-V ... 2-10 p.m.
 (Room No. 14)
 Inter-House Soccer commences
 Abacus class—P.D. class rooms 4-00 p.m. to 6-00 p.m.
- Mon. 26th ... 2nd Assessment Meeting : PD ... 2-00 p.m.
 Talk for L-VI & U-VI by representatives
 of Stevenson College Edinburgh (UK) ... 2-15 p.m.
 2nd Assessment Meeting : Sr. School ... 3-00 p.m.

Tue. 27th ...	Inter-House PT Competition for Holding House and New Admissions of Lower Six (BD) ...	6-00 a.m.
	Afternoon Prep in Dorms. commences	2-30 to 3-30 p.m.
	Inter-House PT Competition for Holding House & New Admissions (GD) ..	4-00 p.m.
Thu. 29th ...	Inter-House Soccer concludes	
Fri. 30th ...	Morning Prep in Dorms commences	6-25 to 7-15 a.m.
Sat. 31st ...	MI for Sr. School	... 11-00 a.m.
	Milk Break	... 11-00 a.m.
	Tutorial Meeting : Sr. School	... 1-05 p.m.
	Jr. Inter House Basket Ball commences	
	Tutorial Meeting : PD	... 5-00 p.m.
	Sr. Inter-House Science, Maths and Computers Quiz	... 6-15 p.m.

No. 193. 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 for Summer Vacation.

No. 194. 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. 195. TRAVEL ARRANGEMENTS DURING VACATIONS : LUGGAGE

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

No. 196. 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. 197. REASONS FOR WITHDRAWAL FROM PROVIDENT FUND

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

- (a) Repair 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 or 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 Tuition 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 sanction applications from school employees for withdrawal as a special case for the following reasons without considering their length of service :—

- (a) **Serious Illness.**
- (b) **Higher Education of self/spouse/children**

No. 198. 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 Vasish
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 30th May, 2008

199-204

No. 199. PROGRAMME

May

Fri. 30th ...	Morning Prep in Dorms commences	6-25 to 7-15 a.m.
Sat. 31st ...	MI for Sr. School	... 11-00 a.m.
	Milk Break	... 11-00 a.m.
	Tutorial Meeting : Sr. School	... 1-05 p.m.
	Tutorial Meeting : PD	... 5-00 p.m.
	Sr. Inter-House Science and Maths Quiz	... 6-15 p.m.

June

Mon. 2nd ...	SMT Meeting	... 2-15 p.m.
	Hobby & Physical Education grades to be fed in computers by U-VI Accountancy Practical	... 1-30 p.m.
		... 2-15 p.m.
Thu. 3rd ...	BD, GD & PD House Staff Meeting	... 2-15 p.m.
	U-VI Entro & L-VI Entro Practicals	... 2-15 p.m.
Fri. 6th ...	DoF meets HoFs	... 2-15 p.m.
Sat. 7th ...	Half Yearly Exams commence	... 10-00 a.m.
	Academic Council Meeting (HM's Residence)	... 10-30 a.m.

No. 200. TO ALL CONCERNED :

Please return all the books borrowed from The Library by 7th June, 2008, positively.

No. 201. SUMMER VACATION

The school will close on Sunday, 15th June, 2008 for Summer Vacation and will reopen on Friday, 25th July, 2008 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. 202. STAFF FAMILIES' RATIONS ETC. DURING VACATION

With effect from Monday, 16th June, 2008 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. 203. 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 1st June, 2008.

No. 204. RETIREMENT

Mr. Bala Ram, Library Assistant is retiring from School Services on 31st May, 2008 after serving the School for 35 years. We wish him all the best for his future endeavours.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 6th June, 2008

205-211

No. 205. PROGRAMME

June

- Sat. 7th ... Half Yearly Exams commence ... 10-00 a.m.
 Academic Council Meeting
 (HM's Residence) ... 10-30 a.m.
 Normal Evening Prep and Night
 Study Hour
- Sun. 8th ... Study Hour 12-00 to 1-00 p.m.
 Normal Evening Prep and Night Study Hour
- Fri. 13th ... Rehearsal for Prize Winners in
 Barne Hall ... 1-45 p.m.
- Sat. 14th ... Half Yearly Exams conclude
 Children and staff to be seated in Barne Hall
 (for Prize Giving) by ... 2-30 p.m.
 Annual Prize Giving ... 2-30 p.m.
 Home Parties permitted to leave after
 Prize Giving
- Sun. 15th ... HOME DAY
- Mon. 16th ... Lunch compulsory for the Faculty
 Marks to be fed in computers by ... 1-30 p.m.
- Tue. 17th ... Subject teachers to check the marks by ... 10-30 a.m.
 Staff Club Dinner ... 7-45 p.m.
- Wed 18th ... ASSESSMENT MEETING ... 10-00 a.m.

July

- Wed. 9th ... Matrons required to be on duty for
 looking after children coming for extra
 classes return ... 10-00 a.m.
 Teaching and other staff required for
 extra classes & Soccer return ... 5-00 p.m.

Thu. 10th ...	L-VI & U-VI Science Special classes commence	
	Soccer also commences	
Thu. 17th ...	Shooting boys & girls return	... 5-00 p.m.
Mon. 21st ...	Matrons return	... 10-00 a.m.
	Teaching Staff return	... 5-00 p.m.
Tue. 22nd ...	Academic Staff Workshop	
Wed. 23rd ...	Academic Staff Workshop	
Thu. 24th ...	Complete Staff Meetings in Staff Room	
	followed by other meetings	... 10-00 a.m.
Fri. 25th ...	Pupils return to School	... 5-00 p.m.

No. 206. DAILY ROUTINE DURING EXAMS :

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. 207. CLOSING OF CDH—SUMMER VACATIONS

The school will break for Summer Vacations on 15th June, 2008, but the CDH will function till Supper on 18th June, 2008, to cater for the Teaching/Boarding and other individuals, who are entitled to have meals in the CDH and will be on duty till 18-6-2008. The CDH will be sealed on 19th June, 2008

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

No. 208. 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 worker 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. 71, dated 22nd February, 2008.

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. 209. 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, school's services will remain on duty during vacations to provide basic medical facilities to Non-Vacations Staff and their families. The names are as under :—

- Mrs. Shashi Verma ... ANM
- Mr. Pradeep Chand ... MNO

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

No. 210. WORKING DAYS

Saturday, 14th will be full working day for all Administrative Staff and staff would be compensated in due course of time.

No. 211. VEGETABLE AND FRUIT VENDOR ON SCHOOL CAMPUS

The present contract of the Vegetable Shop on the School campus is expiring on 10th July, 2008. Interested parties may apply for the same. Employees are requested to give wide publicity at no extra cost on part of the school.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, SATURDAY, 7th JUNE, 2008

Part I

212—229

SPECIAL ORDER

Summer Vacation Arrangements—2008.

No. 212. GENERAL.

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

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

(i) Children going home with their parents will be allowed to leave Sanawar on the 14th June, 2008 after the Prize Distribution up till 7-00 p.m. and then from 8-00 a.m. on Sunday 15th June, 2008. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. Vehicles of parents will be permitted on the campus from 4-30 p.m. onwards on 14th June, 2008 and 7-30 a.m. onwards on 15th June, 2008.

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

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

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

(v) All Housemasters/Housemistresses are requested to instruct children 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 Thursday, 12th June, 2008.** 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, 14th June, 2008 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. 213. 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. It will also be ensured that all electric lights are switched off and all water taps are turned off in respective departments and quarter before locking these.

No. 214. LEAVE ADDRESS OF STAFF

HoFs, RMO, Sr. Matrons BD/GD/PD will compile the leave address and telephone numbers of staff in their Faculty/ Department and submit the same to the Establishment Officer by 15th June., 2008.

No. 215. ESCORT'S MEETING.

A meeting of all staff escorting school parties will be held in the School Visitors Room on Friday, 13th June, 2008 at 2-30 p.m. **All Escorts, are required to attend.**

No. 216. 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 New Delhi / Kalka Railway Station and during the journey. Senior boys and girls, particularly Prefects, are expected to assist Escorts in this matter.

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

No. 217. TRAVELING DRESS

Children travelling in school parties will dress respectably.

No. 218. 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 as given below, and they are printed **partywise** on the luggage labels which should be obtained from School Office by all Staff concerned personally. **The Luggage without proper label pasting will not be accepted.**

Srl. No.	Name of School Party	Unit	Label Colour	Coach No.
1	New Delhi (A) Girls	49	Khaki	C-4
2	New Delhi (B) Boys	49	White	C-8
3	New Delhi (C) Nepal Group	17	Green	C-2/C-4
4	New Delhi (D) Party	47	Pink	C-10
5	Kolkata Party	10	Yellow	C-9
6	Patna Party	11	Blue	C-9
7	Chandigarh, Mumbai & Ranchi Group	07	Yellow	School Bus

(ii) Party labels will be available in the School Office on Friday 13th June, 2008. 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, 14th June 2008 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.**

All School Parties will depart from Sanawar before 7-30 a.m. on 15th June, 2008 and therefore the luggage of all parties will be collected by the Q.M. Store by the evening of 14th June, 2008 and will also be loaded to the School Truck/Chartered/School buses same day.

No. 219. NEW DELHI PARTIES INCLUDING NEPAL GROUP

The luggage of all children travelling in New Delhi and Nepal Parties must be ready in PD, GD & BD by 6-00 p.m. on 14th June, 2008 for further collection of the same by QM's representative from Matrons by 8-30 p.m. on 14th June, 2008 and to deposit with the AQM/Mr. Ranjit Singh, Assistant. They will ensure that the loading of luggage of these parties is completed by 2-30 a.m. on 15th June, 2008 as these parties will depart from QM's Stores/BD Quad by 3-30 a.m. on 15th June, 2008.

No. 220. KOLKATA & PATNA PARTIES

The luggage of children travelling in these parties also must be ready by PD, GD & BD by 7-30 p.m. on 14th June, 2008 for further collection by QM's representative from the concerned Matrons by 8-30 p.m. on 14th June 2008 and to deposit with QM's Stores with AQM/Mr. Ranjeet Singh, Assistant, who will stack luggage of these parties separately to avoid mixing with the luggage of other parties. The Staff on duty in QM's Stores will ensure that luggage of these parties have been received and loading of the same is completed by 2-30 a.m. on 15th June, 2008 as these parties will also depart at 3-30 a.m. same day for Kalka Railway Station to board Morning Shatabadi Express, departing from there at 6-00 am on 15th June, 2008.

No. 221. MUMBAI, RANCHI & CHANDIGARH PARTIES

The luggage of these parties must be ready with PD, GD and BD by 8-30 p.m. on 14th June, 2008 for further collection by QM's representative from the concerned Matrons by 9-30 p.m. same day, and to deposit with Q.M.'s Stores under the charge of AQM/Mr. Ranjit Singh, Assistant by stacking separately. The Staff on duty will ensure that loading of these luggage is completed by 6-30 a.m. on 15th June, 2008 as these parties will depart from QM Stores at 8-00 a.m. same day for Kalka/Chandigarh.

Light luggage such as Hand Bags, small Suit-cases, etc., will have to be carried by the children in the party buses. The School accepts no responsibilities for losses, therefore, the staff and children alike must supervise the loading/unloading of luggage at Kalka/New Delhi Railway Stations.

PORTERAGE CHARGES

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

No. 222. ALLOTMENT OF ACCOMMODATION IN TRAINS

Mr. Gurmeet Singh, Assistant, will be present at Kalka railway station and will be Incharge of the allotment of seats to the New Delhi and other parties. Escorts are requested to contact him in case of difficulty. He will travel with the School Truck carrying Delhi Party Luggage.

No. 223. ROLL-CALL AT SANAWAR & KALKA FOR DELHI AND OTHER PARTIES

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

No. 224. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by Escorts from Mr. Gurmeet Singh, Assistant, after the Escorts Meeting on 13th June 2008.

No. 225. DEPARTURE ARRANGEMENTS

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

The School parties will leave from QM's Stores and B.D. Quad on 15th June, 2008, in the following order.

Date	Party No.	Name of Party	Assemble at	Time	Departure at	Mode of Transport
15-6-08		New Delhi 'A'	QM Stores	3-15 a.m.	3-30 a.m.	Chartered/ School Buses
15-6-08		New Delhi 'B'	BD Quad	3-15 a.m.	3-45 a.m.	
15-6-08		New Delhi 'C'	QM Stores	3-15 a.m.	3-45 a.m.	
15-6-08		New Delhi 'D'	BD Quad (Boys) QM Stores (Girls)	3-15 a.m.	3-30 a.m.	
15-6-08		Patna Party	QM Stores	3-15 a.m.	3-30 a.m.	School Bus
15-6-08		Kolkata Party	QM Stores	3-15 a.m.	3-30 a.m.	
15-6-08		Chandigarh, Ranchi & Mumbai Parties	QM Stores	7-30 a.m.	8-00 a.m.	

The under-mentioned individuals are detailed to escort above referred school parties :—

- New Delhi (A) Girls Mrs. Seema Attri & Mrs. Rina Barik
- New Delhi (B) Boys Mr. D.C. Jangra & Mr. R.S. Chauhan
- New Delhi (C) Nepal Group Mr. Suresh Saklani
- New Delhi (D) Party Mr. Ram Phal & Mrs. S.W. Attri
- Patna Party Mr. Krishan Gopal
- Kolkata Party Mr. Tarun Das
- Chandigarh, Mumbai & Ranchi Group Mr. Dev Dutt Bhardwaj, Assistants

No. 226. JOURNEY ARRANGEMENT OF SCHOOL PARTIES**New Delhi Parties (A, B, C & D)**

The parties will depart from Sanawar to Kalka Railway Station on 15th June, 2008 as per above given programme in Chartered/School Buses. From Kalka Railway Station the parties will further travel by Kalka-New Delhi-Morning Shatabadi Express, Train No. 2006, leaving Kalka Railway Station at 6-00 a.m. on 15th June, 2008 and will arrive at New Delhi Railway Station at 10-00 a.m. same day.

No. 227. KOLKATA & PATNA PARTIES

These parties will also depart from QM's Stores at 3-30 a.m. on 15th June, 2008 in Chartered/School Bus to Kalka Railway Station to board Morning Shatabadi for New Delhi, Train No. 2006, departing from there at 6-00 a.m. and will arrive at New Delhi at 10-00 a.m. same day. The Kolkata Party will further travel by New Delhi-Howrah Rajdhani Express, Train No. 2302, in AC 3 Tier Sleeper Coach No B/1, B/4 & B/6, departing from New Delhi Railway Station at 5-00 p.m. on 15th June, 2008 and arriving at Howrah Railway Station at 9-55 a.m. on 16th June, 2008.

The Patna Party will further travel by New Delhi-Rajendra Nagar Rajdhani Express, Train No. 2310, departing from New Delhi Railway Station at 5-05 p.m. on 15th June, 2008 and arriving at Patna Junction at 5-45 a.m. on 16th June, 2008.

No. 228. MUMBAI, RANCHI & CHANDIGARH GROUP

All the children travelling in these parties will depart from QM's Stores at 8-00 a.m. on 15th June, 2008 in School Bus, duly escorted by Mr. Dev Dutt Bhardwaj, Assistant, and after dropping Mumbai children at Kalka Railway Station to Board Pachim Express, the bus will further move to Chandigarh and will reach at Hotel Sunbeam, Sectot 22, Opp. ISBT, Sector 17, by 10-30 a.m. on 15th June, 2008.

No. 229. NEXT TERM

The Children are required to be back in the School on Friday, 25th July, 2008 by 5-00 p.m.

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 28th March, 2008

130—139

No. 130. PROGRAMME

March

Fri. 28th ...	AISSCE (Class XII) Psychology (037) Exam ... 10-30 a.m. 1st Assessment marks to be fed in Computers by ... 1-30 p.m. Vindhya House Show 1st Performance ... 4-30 p.m.
Sat. 29th ...	Tutorial Meeting : Sr. School ... 1-05 p.m. Subject Teachers to check the marks by ... 1-30 p.m. Tutorial Meeting : Prep School ... 5-00 p.m. Vindhya House Show Final Performance ... 6-15 p.m.
Sun. 30th ...	Cricket Colts & Atoms v/s BCS (Home) Cricket Electrons and 1st XI v/s BCS (Away) Siwalik House Show rehearsals commence
Mon. 31st ...	AISSCE (Class XII) Informatics Practices (065) and Computer Science (083) Exam ... 10-30 a.m. 1st Assessment Meeting : Prep School ... 2-15 p.m. Sr. School ... 3-15 p.m.

April

Tue. 1st ...	Tuesday Tests : U-V English ... 7-35 a.m. L-V Mathematics ... 6-15 p.m. U-VI English ... 6-15 p.m.
Wed 2nd ...	Interviews for L-VI New Admissions (Maths and Sc. written Test in Room No. 20) ... 10-00 a.m. AISSCE (Class XII) Geography (029) Exam ... 10-30 a.m.
Thu. 3rd ...	Mathematics Aptitude Test for L-IV ... 2-15 p.m.

Fri. 4th	...	All Schools cut short by 05 minutes each	
		Parents permitted to check in	... 1-00 p.m.
		PD Lunch	... 12-05 p.m.
		Sr. School Lunch	... 1-05 p.m.
		Parents Teacher Meeting (for all classes in Birdwood)	1-30 to 4-00 p.m.
		Delhi Party leaves	... 2-30 p.m.
		SOP for all	... 4-00 p.m.
Sat. 5th	...	SOP	
		Sunday Timings will be followed.	
Sun. 6th	...	Children return from SOP	... 5-00 p.m.
		Parents are requested to leave the site by	... 6-00 p.m.

No. 131. PARENT TEACHER MEETING

The Parent Teacher Meeting will be on 4th April, 2008 from 1-30 p.m. to 4-00 p.m. in Birdwood. The following is the Faculty wise allotment of rooms :

1. Room Nos. 1, 2, 3, 4	...	Humanities
2. Room Nos. 5, 6, 7	...	Oriental Languages
3. Room Nos. 8, 9, 10	...	English
4. Room Nos. 11, 11-A	...	Computers
5. Room Nos. 11-B, 12, 14	...	Mathematics
6. Room No. 15	...	Commerce
7. Room Nos. 18, 19, 20	...	Sciences

No. 132. MEAL TIMINGS

Meal Timing for Children on Saturdays, Sundays and Holidays :

Saturday	:	Supper	... 7-30 p.m.
Sunday and Holiday	:	Breakfast	... 9-15 a.m.
		Lunch	... 1-30 p.m.
		Supper	... 7-30 p.m.

No. 133. 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. 134. 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 135. 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 Schol 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. 136. 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. 137. 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 K G 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. 138 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, 2008.

No. 139. 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 03-04-2008 (5-00 p.m.)

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 28th March, 2008

130-139

No. 130. PROGRAMME

March

Fri. 28th	...	AISSCE (Class XII) Psychology (037)	
		Exam	... 10-30 a.m.
		1st Assessment marks to be fed in	
		Computers by	... 1-30 p.m.
		Vindhya House Show 1st Performance	... 4-30 p.m.
Sat. 29th	...	Tutorial Meeting : Sr. School	... 1-05 p.m.
		Subject Teachers to check the marks by	... 1-30 p.m.
		Tutorial Meeting : Prep School	... 5-00 p.m.
		Vindhya House Show Final	
		Performance	... 6-15 p.m.
Sun. 30th	...	Cricket Colts & Atoms v/s BCS (Home)	
		Cricket Electrons and 1st XI v/s BCS (Away)	
		Siwalik House Show rehearsals commence	
Mon. 31st	...	AISSCE (Class XII) Informatics	
		Practices (065) and Computer Science (083)	
		Exam	... 10-30 a.m.
		1st Assessment Meeting :	
		Prep School	... 2-15 p.m.
		Sr. School	... 3-15 p.m.

April

Tue. 1st	...	Tuesday Tests :	
		U-V English	... 7-35 a.m.
		L-V Mathematics	... 6-15 p.m.
		U-VI English	... 6-15 p.m.
Wed 2nd	...	Interviews for L-VI New Admissions	
		(Maths and Sc. written Test in	
		Room No. 20)	... 10-00 a.m.
		AISSCE (Class XII) Geography (029)	
		Exam	... 10-30 a.m.
Thu. 3rd	...	Mathematics Aptitude Test for L-IV	... 2-15 p.m.

Fri.	4th	...	All Schools cut short by 05 minutes each	
			Parents permitted to check in	... 1-00 p.m.
			PD Lunch	... 12-05 p.m.
			Sr. School Lunch	... 1-05 p.m.
			Parents Teacher Meeting (for all classes in Birdwood)	1-30 to 4-00 p.m.
			Delhi Party leaves	... 2-30 p.m.
			SOP for all	... 4-00 p.m.
Sat.	5th	...	SOP	
			Sunday Timings will be followed.	
Sun.	6th	...	Children return from SOP	... 5-00 p.m.
			Parents are requested to leave the site by	... 6-00 p.m.

No. 131. PARENT TEACHER MEETING

The Parent Teacher Meeting will be on 4th April, 2008 from 1-30 p.m. to 4-00 p.m. in Birdwood. The following is the Faculty wise allotment of rooms :

1.	Room Nos.	1, 2, 3, 4	...	Humanities
2.	Room Nos.	5, 6, 7	...	Oriental Languages
3.	Room Nos.	8, 9, 10	...	English
4.	Room Nos.	11, 11-A	...	Computers
5.	Room Nos.	11-B, 12, 14	...	Mathematics
6.	Room No.	15	...	Commerce
7.	Room Nos.	18, 19, 20	...	Sciences

No. 132. MEAL TIMINGS

Meal Timing for Children on Saturdays, Sundays and Holidays :

Saturday	:	Supper	...	7-30 p.m.
Sunday and Holiday	:	Breakfast	...	9-15 a.m.
		Lunch	...	1-30 p.m.
		Supper	...	7-30 p.m.

No. 133. 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. 134. 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 135. 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 Schol 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. 136. 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. 137. 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 K G 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. 138 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, 2008.

No. 139. 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 03-04-2008 (5-00 p.m.)

Praveen Vasisht
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 28th March, 2008

130—139

No. 130. PROGRAMME

March

Fri. 28th	... AISSCE (Class XII) Psychology (037) Exam ... 10-30 a.m. 1st Assessment marks to be fed in Computers by ... 1-30 p.m. Vindhya House Show 1st Performance ... 4-30 p.m.
Sat. 29th	... Tutorial Meeting : Sr. School ... 1-05 p.m. Subject Teachers to check the marks by ... 1-30 p.m. Tutorial Meeting : Prep School ... 5-00 p.m. Vindhya House Show Final Performance ... 6-15 p.m.
Sun. 30th	... Cricket Colts & Atoms v/s BCS (Home) Cricket Electrons and 1st XI v/s BCS (Away) Siwalik House Show rehearsals commence
Mon. 31st	... AISSCE (Class XII) Informatics Practices (065) and Computer Science (083) Exam ... 10-30 a.m. 1st Assessment Meeting : Prep School ... 2-15 p.m. Sr. School ... 3-15 p.m.

April

Tue. 1st	... Tuesday Tests : U-V English ... 7-35 a.m. L-V Mathematics ... 6-15 p.m. U-VI English ... 6-15 p.m.
Wed. 2nd	... Interviews for L-VI New Admissions (Maths and Sc. written Test in Room No. 20) ... 10-00 a.m. AISSCE (Class XII) Geography (029) Exam ... 10-30 a.m.
Thu. 3rd	... Mathematics Aptitude Test for L-IV ... 2-15 p.m.

Fri. 4th	...	All Schools cut short by 05 minutes each	
		Parents permitted to check in	... 1-00 p.m.
		PD Lunch	... 12-05 p.m.
		Sr. School Lunch	... 1-05 p.m.
		Parents Teacher Meeting (for all classes in Birdwood)	1-30 to 4-00 p.m.
		Delhi Party leaves	... 2-30 p.m.
		SOP for all	... 4-00 p.m.
Sat. 5th	...	SOP	
		Sunday Timings will be followed.	
Sun. 6th	...	Children return from SOP	... 5-00 p.m.
		Parents are requested to leave the site by	... 6-00 p.m.

No. 131. PARENT TEACHER MEETING

The Parent Teacher Meeting will be on 4th April, 2008 from 1-30 p.m. to 4-00 p.m. in Birdwood. The following is the Faculty wise allotment of rooms :

1. Room Nos.	1, 2, 3, 4	...	Humanities
2. Room Nos.	5, 6, 7	...	Oriental Languages
3. Room Nos.	8, 9, 10	...	English
4. Room Nos.	11, 11-A	...	Computers
5. Room Nos.	11-B, 12, 14	...	Mathematics
6. Room No.	15	...	Commerce
7. Room Nos.	18, 19, 20	...	Sciences

No. 132. MEAL TIMINGS

Meal Timing for Children on Saturdays, Sundays and Holidays :

Saturday	:	Supper	...	7-30 p.m.
Sunday and Holiday	:	Breakfast	...	9-15 a.m.
		Lunch	...	1-30 p.m.
		Supper	...	7-30 p.m.

No. 133. 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. 134. 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. 135. 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 Schol 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. 136. 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. 137. 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 K G 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. 138 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, 2008.

No. 139. 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 03-04-2008 (5-00 p.m.)

Praveen Vasist
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday, 16th May, 2008

188-191

No. 188. PROGRAMME

May

- Sat. 17th ... Biology Trip for L-VI and U-VI students to
Potato & Apple Research Institute,
Shimla ... 8-00 a.m.
Inter-House GD and PD Basketball concludes
Inter-House Shooting Competition commences
Maths Aptitude Test for select students
of U-14 ... 2-15 p.m.
PD Inter-House Quiz ... 2-30 p.m.
Inter-House Business Quiz ... 6-15 p.m.
- Sun. 18th ... Inter-House Shooting Competition concludes
Abacus class in PD class rooms 4-00 to 6-00 p.m.
GD Jr. Basket Ball Matches Commence
- Mon. 19th ... Soccer for GD commences
- Tue. 20th ... Buddha Purnima : Administrative Holiday
Tuesday Test :
U-V : Science ... 7-35 a.m.
L-V : Maths ... 6-15 p.m.
L-VI : Accountancy/Physics/
Psychology ... 6-15 p.m.
U-VI : Maths/IP 065 ... 6-15 p.m.
- Wed. 21st ... Individual Boxing Championship
concludes
- Thu. 22nd ... Inter-House Basketball BD and PD commences
- Fri. 23rd ... PD Show 1st Performance ... 4-30 p.m.
2nd Assessment marks to be fed in
Computers by ... 1-30 p.m.
Subject Reports to be handed over to
the House Staff by ... 1-30 p.m.

Handwritten notes:
7-2
08
081

Handwritten notes:
066
011
27

Sat. 24th ... SUPW ... 2-15 p.m.
 PD Show Final Performance ... 6-15 p.m.
 Subject Teachers check the marks by ... 1-30 p.m.

No. 189. HOUSE FUND ACCOUNTS

All Housemasters and Housemistresses are requested to submit their House Funds accounts duly completed, to the Bursar by 16th June, 2008.

No. 190. REQUIREMENT OF TRANSPORT FOR OUTSTATION VISIT

For the requirement of Transport (SCHOOL OR HIRED) for outstation visit, all concerned are hereby informed that following information must be supplied along with this form :

- * List of students and staff for whom the Transport is required, without which Route Permit is not sanctioned by the RTA, Solan and transport can not be sent.
- * Appx. Details of luggage to be carried out in the visit so that transport is arranged accordingly.
- * Mobile phone number of the Staff travelling along with the student, so that if required can be contacted.
- * Charges for the transportation is to be borne by the School or the persons visiting.
- * Staff visiting must sign on the Log Book before proceeding and on reaching back in the school.

No. 191. ADMINISTRATIVE HOLIDAY

Tuesday, 20th May, 2008 will be a holiday on account of Budh Purnima.

Praveen Vasisht
Headmaster