

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, 16TH FEBRUARY, 1968.

## Part II

### No. 1. APPOINTMENTS.

The resignations of the following members of the staff have been accepted and they have been sanctioned earned leave as shown against their names. They will vacate their appointments on expiry of their leave.

Mr. Inderjit	Bearer	...	28-12-67 to 8-2-68	43 days
Mr. Hari Dass	H/Cook	...	23-12-67 to 17-3-68	86 "
Mr. Ronki	H/Sweeper	...	21-1-68 to 18-7-68	180 "

(2) Mrs. N.E. McLeod, Asstt. Matron, vacated her appointment with effect from 4th January, 1968 (A.N.).

(3) Mrs. T. Peters, Asstt Matron (temporary) vacated her appointment with effect from 1st January, 1968 (A.N.).

(4) Mr. J.B. Peters, Jr. Clerk, (on probation) vacated his appointment with effect from 10th January, 1968 (A.N.)

(5) Mr. Karam Chand Sharma, is appointed Junior Clerk on one year's probation with effect from 6th January, 1968 vice Mr. J.B. Peters resigned.

(6) Mr. Mohinder Singh vacated his appointment as Quarter-master on the afternoon of 3rd November, 1967, on the expiry of all leave due to him.

### No. 2. EXTENSION OF SERVICE.

The following members of the staff are granted extension of service for one year each from the date shown against their names :-

Mr. Murli	Jr. Carpenter	...	1-1-1968
Mr. Moti Singh	Tailor	...	15-1-1968
Mr. Sukh Ram	Barber	...	15-2-1968
Mr. Ram Autar	Mazdoor	...	18-2-1968
Miss E.M. Ling	A/ Matron	...	13-2-1968
Mr. Mastu	M/Nursing Orderly	...	15-2-1968
Smt. Mary	Ayah	...	18-2-1968
Mr. Gappoo	Cook	...	31-1-1968

## No. 3. LEAVE

The following members of the staff were granted earned leave for the period shown against their names:—

Mr. F. B. Manley	Bursar	15 -1-68 to 10-2-68	27 days
Dr. J. C. Sakhuja	R.M.O.	15 -1-68 ,, 15-2-68	32 ,,
Mr. M. N. Kohli	Sr. Clerk	22 -1-68 ,, 17-2-68	27 ,,
„ A. S. Saklani	Jr. Clerk	26-12-67 ,, 25-1-68	31 ,,
„ I. D. Sharma	„	2- 1-68 ,, 13-1-68	12 ,,
„ J. B. Peters	„	27-12-67 ,, 10-1-68	15 ,,
„ Babu Lal Pardhan	„	8 -1-68 ,, 13-1-68	6 ,,
„ D. R. Sharma	H/Printer	11-12-67 ,, 23-12-67	13 ,,
„ Moti Singh	Tailor	15 -1-68 ,, 3-2-68	20 ,,
„ Joti Singh	„	11-12-67 ,, 6-1-68	27 ,,
„ Sukht Ram	Barbar	8 -1-68 ,, 7-2-68	31 ,,
„ Jagat Ram	Peon	18-12-67 ,, 30-1-68	44 ,,
„ Sobha Ram	„	2-1-68 ,, 3-2-68	33 ,,
„ Bansi Ram	„	26-12-67 ,, 13-1-68	19 ,,
„ Pran Nath	„	8 -1-68 ,, 7-2-68	31 ,,
„ Gain Singh	Mali	2 -1-68 ,, 3-2-68	33 ,,
„ Mahabali	„	4-12-67 ,, 3-1-68	31 ,,
„ Harji Ram	Mazdoor	8 -1-68 ,, 6-2-68	30 ,,
„ Ram Autar	„	15 -1-68 ,, 14-2-68	31 ,,
„ Surju	„	15 -1-68 ,, 14-2-68	31 ,,
„ Dialoo	„	5 -2-68 ,, 17-2-68	13 ,,
„ Lala Ram	„	26-12-67 ,, 6-1-68	12 ,,
„ Manşa Ram	„	2 -1-68 ,, 21-1-68	20 ,,
„ Wazira	A/Guard	10 -1-68 ,, 20-2-68	42 ,,
Smt. Mary	Ayah	26-12-67 to 20-1-68	26 ,,
„ Marium	„	20-12-67 ,, 19-1-68	31 ,,
„ Savitri	„	26-12-67 ,, 14-1-68	20 ,,
„ Devki	„	15 -1-68 ,, 14-2-68	31 ,,
„ Durgi	„	29 -1-68 ,, 7-2-68	10 ,,
Mr. Ishar	Sweeper	15 -1-68 ,, 13-2-68	30 ,,
„ Babban	„	18-12-67 ,, 16-1-68	30 ,,
„ Sadhu No. I	„	11-12-67 ,, 10-1-68	31 ,,
„ Bachna	„	11 -1-68 ,, 6-2-68	27 ,,
„ Kanshi	„	10 -1-68 ,, 12-2-68	34 ,,
„ Basanta	„	21-12-67 ,, 27-1-68	38 ,,
„ Parsa	„	5-12-67 ,, 3-1-68	30 ,,
„ Ram Kishan	„	10 -1-68 ,, 8-2-68	30 ,,
Sadhu No. II	„	18-12-67 ,, 17-1-68	31 ,,

Mr. Shankar	Sweeper	11-12-67	10-1-68	31 days
„ Rulda	„	10 -1-68	8-2-68	30 „
„ Taroo	„	10 -1-68	8-2-68	30 „
„ Kishan No. I	„	10 -1-68	8-2-68	30 „
„ Kishan No. II	„	8-12-67	7-1-68	31 „
„ Ram Sarup	„	11-12-67	10-1-68	31 „
„ Tulsi Ram	„	11-12-67	7-1-68	28 „
„ Gangoo Ram	„	11-12-67	9-1-68	30 „
„ Baboo Ram	„	10 -1-68	8-2-68	30 „
„ Parkash	„	8-12-67	27-12-68	20 „
Smt. Gomti	Sweepress	10 -1-68	8-2-68	30 „
Mr. Battoo	H/Cook	15-12-67	14-1-68	31 „
„ Nankoo	„	8 -1-68	22-1-68	15 „
„ Gappoo	Cook	27 -1-68	17-2-68	22 „
„ Mansa Ram	„	8 -1-68	7-2-68	31 „
„ Chet Ram	„	19-12-67	19-1-68	32 „
„ Rattan Singh	„	22 -1-68	15-2-68	25 „
„ Ram Chander	„	2 -2-68	16-2-68	15 „
„ Mool Chand	„	2 -1-68	31-1-68	30 „
„ Bahadur Singh	„	5 -2-68	19-2-68	15 „
„ Baboo Singh	„	1 -2-68	10-2-68	10 „
„ Gurditta	Bearer	18 -1-68	17-2-68	31 „
„ Girdhari	„	22 -1-68	15-2-68	25 „
„ Robin	„	18-12-67	11-1-68	25 „
„ Paras Ram	„	18- 1-68	16-2-68	30 „
„ Dhoom Singh	„	18-12-67	11-1-68	25 „
„ Chet Ram	„	{ 7-12-67	12-12-67	6 „
		{ 20-12-67	19-1- 68	31 „
„ Lachhi Ram	„	{ 11-12-67	16-12-67	6 „
		{ 5 -1-68	29- 1-68	25 „
„ Arjan Das	„	27 -1-68	10-2-68	15 „
„ Sant Ram	„	11-12-67	10-1-68	31 „
„ Bishan Das	„	8 -1-68	27-1-68	20 „
„ Jagdish	„	9 -1-68	28-1-68	20 „
„ Jhandoo	„	5 -2-68	19-2-68	15 „
„ Ratti Ram	„	15-12-67	30-12-67	16 „
„ Gorkhu Ram	„	5 -2-68	17-2-68	13 „
„ Ronki Ram	„	5 -2-68	17-2-68	13 „
„ Roop Ram	„	15 -1-68	13-2-68	30 „

Mr. Dhani Ram	Bearer	29 -1-68 ,, 15-2-68	18 days
„ Sham Lal	„	{ 11-12-67 ,, 13-12-67	3
		{ 11 -1-68 ,, 12- 1-68	2 „
		{ 16 -1-68 ,, 9- 2-68	25
„ Lajjya Ram	Baker	22 -1-68 ,, 10-2-68	20 „
„ Nek Ram	A/Baker	15 -1-68 ,, 27-1-68	13 „

(2) Mr. J. Partap, Master, was sanctioned 2 days leave without pay with effect from 30-11-67 to 1-12-67.

(3) Mr. Moti Singh, Tailor, was sanctioned one day's leave without pay on 6th January, '68, being his absence from duty without permission.

(4) Mr. Kundan, Peon, was sanctioned 14 days earned leave and 20 days half pay leave with effect from 4-12-67 to 6-1-68. Thereafter, he was sanctioned 25 days leave without pay with effect from 7-1-68 to 31-1-68.

(5) Mr. Ram Chander, Cook, was sanctioned 13 days leave without pay with effect from 5-11-67 to 17-11-67, being his absence from duty without permission.

(6) Mr. Bishna, Sweeper, was sanctioned 28 days earned leave and 56 days leave on half pay with effect from 19th October, '67. He will be retired from service on expiry of his leave.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

:o:  
SANAWAR, 23RD FEBRUARY, 1968.

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## No. 1. WELCOME.

The Headmaster would like to welcome to Sanawar all members of the staff and the children, and would like to wish them a very happy and successful term in school.

## No. 2. THE SCHOOL'S CLEANLINESS.

Our School starts the term beautifully clean; let us all, every one of us, keep it that way. This involves not only not throwing down litter, sweets papers, silver paper etc., etc., ourselves and dissuading others from doing so, but also involves our actively picking up litter etc. ourselves wherever we find it and putting it into a proper receptacle.

## No. 3. SCHOOL PROGRAMME.

Normal timings will be observed with effect from Monday, 26th February. Supper will be at 7-00 p. m. until further notice. A detailed programme will issue later.

Meanwhile, the time-table with effect from Monday, 26th February, will be as under :—

Rouser	...	...	6-00 a. m.
Breakfast	...	...	{ 7-55 a. m. B. D. 8-10 a. m. G. D.
M. I.	...	...	{ 7-50 a. m. G. D. 8-10 a. m. B. D.
Assembly	...	...	8-40 a. m.
Classes	...	...	{ 8-55—10-55 a. m. 11-15— 1-15 p. m.
Lunch	...	...	1-20 p. m.
Tea	...	...	4-05 p. m.
Supper	...	...	7-00 p. m.
Lights out	...	...	8-50 p. m.

## No. 4. DAY SCHOLARS—ATTENDANCE IN KITCHENS.

Will all staff members concerned, *immediately* on their return to school, please inform the Bursar in writing as to which of their



From the Parents' Rooms, parents and the children, together with their luggage, will be taken to the office. From there children will be directed to the Deputy Headmaster in the case of Senior School, and to the Mistress I/c Prep School in the case of children for admission to the Prep School, for an interview and test. When a number of children are waiting while others are being tested, they should first be taken along with their parents to the hospital for medical examination by the R. M. O. Miss Rudra will arrange for children to be tested at the School Office. After having tested them the Deputy Headmaster/Mistress I/c Prep School will return the children to the School Office along with their reports. All financial and other formalities will then be completed there by parents in the School Office. Thereafter the children will proceed to their respective dormitories along with their Admission Slips, duly signed by the Bursar, which will be handed over to the Asstt. Matrons concerned. Asstt. Matrons will NOT admit new children to their dormitories except on the presentation to them of an Admission Slip signed by the Headmaster or the Bursar.

#### **No. 8. LATE ARRIVALS.**

All Housemasters/Housemistresses are requested to report to the Headmaster late arrivals among the older children, i.e. of L-IV and upwards, together with their explanations for late arrival. If children arrive late for reasons which are not covered by a Medical Certificate or the Headmaster's sanction disciplinary action will be taken against them as under :—

- (1) They will be denied WOPs for the whole of March.
- (2) They will be denied pocket money till the 6th March.
- (3) They will not be permitted to attend any cinema shows till the 6th March.

#### **No. 9. NEW ADMISSIONS—RATIONS.**

New children will be arriving as below, and in every likelihood parents accompanying them will require lunch or, in some cases, tea. Would Matrons I/c Kitchens please indent for three extra rations per new admission from the Quartermaster to enable parents to lunch/tea in the respective departments :—

	B.S.	G.S.	P.S.B.	P.S.G.
26th February	6	11	2	1
27th „	5	4	6	8
28th „	—	—	11	—
29th „	—	—	7	3
1st March	—	—	9	—
2nd „	1	—	6	4

#### No. 10. CLOTHING.

February 24th and 25th will be devoted to issuing clothes to the children according to the scales laid down. All clothes will bear either the names or the numbers of the children, and initials of the House in the case of B. D. and initials of the Departments in the cases of G. D. and P. D. All this work of marking clothes must be completed by the evening of Saturday, 2nd March.

Clothes will be issued to **Day Scholars** in all Deptts. at 2-00 p. m. on Sunday, 25th February.

All Matrons will please try to provide new children with new clothes as far as possible.

**All Matrons will please ensure that children are in possession of and do, in fact, wear warm woollen vests in order to prevent children taking chills and colds.**

Long grey flannel trousers will be worn by all boys until further notice.

#### No. 11. STRENGTH RETURNS.

Matrons will send numbers of children present, and the names of the children on leave or absent, to the office **every day by 3-00 p m.** If there is no change a slip saying no change will be sent.

#### No. 12. CRICKET.

The festival match will take place on a date to be announced later.

#### No. 13. NETS.

The Head Boy will ensure that none of the prepared pitches is used without permission. Nets for the 1st XI and the Staff will be arranged by Mr. Jagdish Ram.

#### No. 14. WEIGHING & MEASURING.

Dates will be intimated later.



**No. 15. WALKING OUT PASSES—NEW ADMISSIONS.**

No newly admitted children will be granted WOPs, nor will their parents or relatives be permitted to visit them before the first Sunday of April, namely Sunday, the 7th April. This will give these children time in which to settle down. This must be explained by House Staff and Asstt. Matrons to parents or guardians when they arrive.

**No. 16. HOUSE FUND ACCOUNTS.**

Will all Housemasters and Housemistresses please obtain an advance of Rs. 100/- each from the Cashier and arrange payments of the bills for the purchases made by them for their Houses. When the advance is exhausted will they kindly submit the statement of the expenditure along with receipted bills to the Bursar, who will arrange for the recoument of the advance.

**No. 17. HOSPITAL TIMINGS.**

10-00 a. m.—10-30 a. m. }  
4-30 p. m.— 5-30 p. m. } ... Members of the Staff

9-00 a. m.— 1-00 p. m. }  
4-30 p. m.— 5-30 p. m. } ... Children of the school

Staff are requested that, except in emergencies, children should not be sent to the hospital except during working hours.

The R.M.O. will not visit sick members of Staff in their quarters except when such members are too ill to report to the hospital at the timings given above.

**No. 18. ISSUE OF INDENTS BY QUARTERMASTER.**

Will all members of staff concerned and the Quartermaster kindly note that, when an indent is to be issued to the person making the indent, the actual time of the issue is to be fixed in personal consultation between the indenting member concerned and the Quartermaster, according to the mutual convenience of both and not merely according to the convenience of the one or the other. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only after mutual consultation. Such changes should not ordinarily be necessary at all but only in emergent and unforeseeable circumstances. The time so fixed should not be between 3-00 and 4-00 p.m. on full working days or between 12-00 noon and 1-00 p.m. on Saturdays.

It is the duty of the Quartermaster to have all items to be issued ready for immediate issue punctually 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 actually to issue the articles indented for.

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

**No. 19. STAFF VISITS TO Q.M. STORES.**

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

Members of the staff will please *not* visit the Quartermaster or the Q.M. Stores at other times, except by prior mutual arrangement with the Quartermaster (for receiving indents, for example), or in really emergent circumstances, or where, by reason of routine school duty, it is not possible for them to visit the Stores at the specified times.

The three kitchen Matrons will continue to go to Stores daily at 10-00 a.m. as usual.

**No. 20. STAFF SUPPER TIMINGS.**

Those members of the Staff who take their supper in departments are reminded that they are required to sit down to supper not later than 7-30 p.m. at the very latest. This timing, which is very necessary for administrative reasons, may please be strictly observed.

**No. 21. STAFF CLUB: BADMINTON.**

Gaskell Hall will be available for badminton from 5-30 p.m. to 8-00 p.m. daily for all members of the Staff Club.

It is requested that members playing badminton will kindly bring their own badminton rackets. Shuttlecocks will be provided by the Staff Club.

**No. 22. STAFF RATIONS AND FUEL.**

On return to school on Saturday, 24th February, Staff members' families in need of milk, sugar, atta etc., may, if necessary, obtain small quantities on loan from Kitchen Matrons for their immediate use. The equivalent amounts must be returned to Kitchen

Matrons as soon as possible and Kitchen Matrons will ensure that this is done. For wood and coal Staff members' families will send chits to the Quartermaster giving their minimum requirements for their immediate needs. The Quartermaster will arrange for the fuel to be delivered to the quarters of the persons concerned not later than the same evening, i.e. Saturday, 24th, evening.

Rations on payment will normally be issued to staff between 3-00 p.m. and 4-30 p.m. on the first and third Thursdays of each month.

Wood fuel, coal and k. oil on payment will be issued between 3-00 p.m. and 4-00 p.m. on the first and third Wednesdays of each month.

Rations etc. will not be issued on administrative holidays officially notified as such. Where an issue day falls on an administrative holiday the Quartermaster shall arrange to issue these rations etc. on the very next working day following the administrative holiday.

Staff are requested to send their requirements slips to the Quartermaster by 11-00 a.m. ON ISSUE DAYS. They should also send necessary packing material to collect items from Stores as no packing will be issued from Stores.

The Quartermaster has authority to reduce quantities demanded, if he considers it necessary. It is always advisable to submit full monthly requirements in the first week of each month.

Staff are requested to obtain their requirements of vegetables and fruit from the contractor. Servants may not be sent to the Q M. Stores for these items as it interferes with official routine. Meat requirements can, however, be obtained at the Ration Stand at 11-30 a.m. on the days when meat is supplied.

#### **No. 23. FURNITURE INVENTORY BOARDS.**

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

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 may not be removed therefrom or exchanged or interchanged without the permission of the Bursar. When any such changes are permitted, they shall be noted in the furniture inventory of the department/quarter concerned under the joint signatures of the staff member concerned and the Quartermaster. Departments and Staff members are held responsible for the proper maintenance of all school furniture on issue with them.

**No. 24. STAFF VACATION PAY.**

Staff members who are to draw their pay and vacation pay on their return to school may do so from the School Office between 11-00 a.m. and 1-00 p.m. on Friday, the 1st March.

**No. 25. TUCK SHOP TIMINGS.**

The Tuck Shop will open daily from 11-00 a.m. to 1-30 p.m. from Wednesday, 21st February, and observe the normal timings from Saturday, 24th February.

**No. 26. VEGETABLES AND FRUIT CONTRACTOR'S SHOP.**

The contract for the supply of vegetables and fruit has this year been given to M/s Delhi Cloth House of Garkhal.

Their shop at the Bakery will remain open daily from 12-00 noon to 5-30 p.m.

The contract rates for all items of supply are displayed prominently in the shop itself.

**No. 27. SUPPLY OF EGGS FOR STAFF FAMILIES.**

The eggs contract for the year has been given to M/s Devinder Singh Chaudhury of Rajpura.

The minimum weight per egg has been fixed at 45 gms.

The rate fixed is Rs 27.25 per 100 eggs, i.e. Rs. 3.27 per dozen.

Eggs will be available for sale to staff families at the Fruit and Vegetable shop at the Bakery daily from 3-00—5-30 p. m. Bad eggs will only be replaced by the contractor free of charge provided they are returned to him on the very next day following the day on which the supply was made.

No contracts for fowls and fish have been entered into this year due to high price.

**No. 28. STAFF: TRANSFERS.**

Miss P. Ayling, Mistress Sr. School, is transferred as Mistress to the Prep. School with effect from the forenoon of 24th February, 1968.

**No. 29. HOUSE LISTS.**

These lists are almost ready, but are subject to finalisation. Will all Housemasters and Housemistresses G.D. kindly assemble in the M.C.R. immediately after Assembly on 26th February, to finalise House lists.

**No. 30. CINEMA.**

The following films will be shown in Barne Hall at 6-30 p.m. on the dates mentioned below :—

**Sunday, 25th Feb.**

1. COME FLY WITH ME, starring Dolores Hart, Hugh O'Brien Karl Boehm and Karl Malden. The film is a romantic story.

**Wednesday, 28th Feb.**

2. MEET ME IN ST. LOUIS, starring Judy Garland and Margaret O'Brien. The film is a heart-warming family tale.

**Part II****No. 4. HOUSE APPOINTMENTS—B.D.**

Mr. H. Sikund is appointed Housemaster, Siwalik House (Seniors), Boys Department, with effect from 24th February, 1968.

**No. 5. STRENGTH.**

Decrease with effect from 2nd December, 1967.

Amarjit Singh Anand	H.B.Sr.	Ratinder Singh Oberoi	H.B. Sr.
Gobind Singh Pathania	„	Rakesh Chopra	„
Gurinderjit Singh	„	Sumar Pal Singh Jodha	„
Krishan Pal Singh Chauhan	„	Sudeep Singh	„
Parvesh Nanda	„		„
Baldip Singh	H.B. Jr.	Lalit Manaktala	H.B. Jr.
Bhupinder Singh Grewal	„	Shailendra Singh	„

Jatinder Singh Chibh	N.B. Sr.	Peter Kemp	N.B. Sr.
Jagdish Singh	"	Prosanta Dasgupta	"
Jaspal Singh Randhawa	"	Raman Kumar Sabharwal	"
Karamvir Singh	"	Sarabjot Singh Bedi	"
Kuldip Singh Gill	"	Sunil Kalia	"
Madhu Sudan Bimbet	"	Shomir Ghosh	"
Mohan Krishan Sawhney	"		
B. K. Aggarwal	N.B. Jr.	T. Vunglallian	N.B. Jr.
Awadesh Bhagwat	S B.Sr.	Kulendu Chanchani	S.B. Sr.
Ajai Kumar Vij	"	Mandeep Singh	"
Ashok Sabhlok	"	Pradeep Sethi	"
Inderjit Singh Rao	"	Sanjiv Stokes	"
Abhaya Rastogi	S.B. Jr.	Rajiv Kapur	S.B. Jr.
Behram Sam Mehta	"	Shasank Singh	"
Jitender D Chanchani	"	Yadvindra Singh Rao	"
Mahijit Singh	"		
Ashok Bery	V.B. Sr.	Pradeep Sharma	V.B. Sr.
Bikram Singh Grewal	"	Pradeep Singh	"
Devinder Singh Sidhu	"	Saravdamanjit Singh	"
Dilraj Singh Malhans	"	Saranjit Singh	"
Jasbir Marwah	V.B. Jr.	Satjiv Singh Chahil	V.B. Jr.
Sidak Pal Singh Gill	"		
Girija Lall	H.G.S.	Kanwal Inder Dhillon	H.G.S.
Kum Kum Sood	"	Sunita Bhan	"
Anjana Rani	N.G.S.	Jitender Grewal	N.G.S.
Aruna Sharma	"	Reena Gill	"
Gurupdes Kaur Bhasin	"	Tapon Prova Bain	"
Gyatri Devi	"	Timki Singh	"
Harvinder Kaur Rama	"		
Prabha Kashyap	S.G.S.	Sukhjinder Kaur Gill	S.G.S.
Rita Singha	"	Shivjot Kaur Sidhu	"
Rajwant Kaur Randhawa	"	Themina Sam Mehta	"
Mala Khanna	V.G.S.	Nirmal Kaur Bala	V.G.S.
Malti Bhandari	"	Prabha Kapur	"
Madhu Subrmanian	"	Priti Khanna	"
Neelima Gupta	"	Simar Harpal Singh	"
Inderjeet Singh	H.P.S.B.	Mukul Dhawan	S.P.S.B.
Vinod Kumar Bhola	N.P.S.B.	Gurpreet Singh	V.P.S.B.
Vinad Kumar Ojha	"		

Decrease with effect from 12th January, 1968.

Kumari Nisha ... S.P.S.G.

Decrease with effect from 18th January, 1968.

Samir Kumar ... S.B. Jr.

Decrease with effect from 31st January, 1968.

Rahul Kumar ... H.B. Jr.

Decrease with effect from 9th February, 1968.

Shikha Anand ... S.P.S.G.

R. Som Dutt,  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 1ST MARCH, 1968.

### No. 31. ORDERLY ROOM—DEFAULTER'S PARADE.

Housemasters and School Prefects will hold these parades, whenever necessary, during the hours specified below. Housemasters may, however, hold such parades at other times if they so desire and if School routine permit :—

**Time :**    Week days                                —    8-15 p.m. to    8-45 p.m.  
               Sundays & holidays                —    9-45 a.m. to    10-15 a.m.

**Place :**    Housemasters' Orderly Room — At a place to be designated in this behalf by the Housemasters.

School Prefects' Orderly Room — School Prefects' bicycles.

Housemasters and School Prefects will maintain a book to record the proceedings of each Orderly Room. Records will be kept, in particular, in respect of the following matters :—

- ( i ) Date.
- (ii) Date, time and nature of the offence.
- (iii) Punishment awarded.

Proceedings of the Housemaster' Orderly Room will be submitted to the Headmaster for scrutiny through the Deputy Headmaster on the last Saturday of each month.

The record book (School Prefects' Orderly Room) will be initialled by the Housemaster each Saturday.

### No. 32. ORDERLY ROOM—SCHOOL PREFECTS' COUNCIL.

This Orderly Room will meet only in the most exceptional circumstances to decide cases of gross violation of an accepted code of good conduct and behaviour. The meeting will be held in Barne Hall, and no meeting will be complete without the presence also of the School Prefects G.D. No punishment will be awarded unless it has the unanimous approval of the whole body of the School Prefects' Council.



**No. 33. ORDERLY ROOM PROCEDURE.**

The defaulter will be paraded before the School Prefect by the House Prefect. He will be informed of his offence and given a chance to explain his conduct.

If he denies the offence and there are no witnesses to support the charge, the case will be dismissed.

**No. 34. PUNISHMENTS.**

A School Prefect may award the following punishments :—

- First offence :** Reprimand or an apology from the defaulter—the latter to be preferred.
- Second and similar offence :** Severe reprimand or one extra drill of 5 mins. duration.
- Third and similar offence :** The matter will be reported to the Housemaster for action at his Orderly Room.

All cases of bullying will be reported either to the Head Boy for action or to the Housemaster. If it is reported to the Head Boy, he may deal with the offence himself or report it to the Housemaster concerned. If he deals with it himself, he will record the proceedings in his Orderly Room book and inform the Housemaster concerned of the action taken.

The following principles will apply.

No punishment will be awarded in a fit of temper or anger. The purpose of the Orderly Room is to ensure that tempers have had time to cool and a defaulter is given a chance to defend his conduct.

Forms of collective punishment will be avoided as these lead to the punishment of the innocent along with the guilty; but if such are awarded, care will be taken not to interfere with School routine.

A boy may elect, if he so wishes, to be dealt with by his Housemaster in which case the School Prefect will report the matter to the Housemaster for action.

**Note :** Cases of indiscipline may be dealt with on the spot but ALWAYS provided that the School Prefect or House Prefect is satisfied that his own temper is completely under control and NOT otherwise.

**No. 35. STAFF GUESTS.**

The Board of Governors at its meeting held on 11th December, 1962, decided that, with the prior permission of the Headmaster, members of the staff may accommodate only very close relations, and feed them in the children's messes at a cost of Rs. 5/- per day per head. This order applies to staff who have not the facilities to run their own kitchens.

**No. 36. INDENTS.**

Indents for the period ending 31st July, 1968, should be submitted by stock holders by the 20th March, 1968.

**No. 37. DISCIPLINE : DAY SCHOLARS.**

Day Scholars will not go into Assembly in their own time, but will fall in with the other children.

**No. 38 WEEKLY SHOE INSPECTION.**

In order to ensure that children's shoes are sent to the mochi for repair in good time and before their condition becomes too unsatisfactory, all Housemasters and Housemistresses are reminded to personally conduct a shoe inspection parade of all their children once a week on any day convenient to themselves. Asstt. Matrons will also be present at such inspections.

All Housemasters and Housemistresses will also please furnish a report every Saturday morning to the Bursar, certifying that they have conducted their shoe inspection parade during the past week.

**No. 39. TENNIS.**

Trafford House tennis court will be reserved for use by the girls on Sundays between 10-00 a. m. and 12-00 noon.

**No. 40. BURSAR'S INTERVIEW HOURS.**

In the interests of the convenience of Staff members and also in order to avoid dislocation of the Bursar's work, the following timings have been fixed for interviews by members of the Staff with the Bursar in his office. It is requested that all Staff members will kindly observe these timings, except in cases of *real* urgency :—

- |     |                         |     |                                                               |
|-----|-------------------------|-----|---------------------------------------------------------------|
| i)  | 2-45 p. m.— 3-15 p. m.  | ... | { Administrative Staff including<br>Matrons & Asstt. Matrons. |
| ii) | 10-15 a. m.—10-45 a. m. | ... | Teaching Staff.                                               |

Where members of the teaching Staff are unable to come at the above time by virtue of attendance at classes they may also come

between 2-45 p.m. and 3-15 p.m., and if that time also is not possible on account of unavoidable school duty then at any time possible for them.

**No. 41. HOLIDAYS—ADMINISTRATIVE STAFF.**

The following holidays will be observed during 1968 by the Administrative Staff of the School :—

1. New Year's Day	...	Jan.	1st	Monday
2. Republic Day	...	„	26th	Friday
3. Holi	...	Mar.	15th	Friday
4. Baisakhi	...	April	13th	Saturday
5. Foundation Day	...	„	15th	Monday
6. Barne Memorial	...	May	6th	Monday
7. Raksha Bandhan	...	Aug.	8th	Thursday
8. Independence Day	...	„	15th	Thursday
9. Janma Ashtmi	...	„	16th	Friday
10. Dussehra	...	Oct.	1st	Tuesday
11. Mahatma Gandhi's Birthday	...	„	2nd	Wednesday
12. Founder's (After Founder's)	...	„	7th	Monday
13. Diwali (except Engineering Deptt)	...	„	21st	Monday
14. Balraj (Engineering Deptt. only)	...	„	22nd	Tuesday
15. Guru Nanak's Birthday	...	Nov.	5th	Tuesday
16. Christmas Day	...	Dec.	25th	Wednesday

The Tuck Shop, however, will remain open on all of the above holidays except those falling on Wednesdays (the Tuck Shop's normal closed day) and also except the following holidays, viz :—

New Year's Day	Republic Day
Independence Day	Christmas Day

on which days it will remain closed.

Persons in-charge of various departments may recall any members of the staff to duty on any holiday if need arises.

**No. 42. BIRTHDAY PARTIES.**

The expenditure on these parties will under no circumstances, except with the special permission of the Headmaster, exceed the sum of Rs. 15/-. House Staff and Kitchen Matrons are requested kindly to ensure this.

**No. 43. PRIVATE PURCHASES FROM THE SCHOOL STORES.**

It is notified for the information of all members of the staff that no private purchases of any items whatsoever, except those specified below, are permitted to be made from the school Stores

without the written permission in every case of the Headmaster or the Bursar. The Quartermaster has instructions accordingly.

The following items only may be purchased from the Stores without the permission mentioned above :—

- (1) Blue blazer cloth.
- (2) Grey flannel cloth (for trousers and skirts).
- (3) Brown chappals (both new and old).
- (4) Black brogue shoes (both new and old).
- (5) Night-suits (both new and old—existing stock only).

This order does not in any way affect the sale of fuel and dry rations etc., from the school Grocery shop.

#### **No. 44. HOUSE LISTS.**

House Lists are not yet complete and will not be completed until all admissions have been made. These lists will be sent to House Staff as soon as ready.

#### **No. 45. CRICKET.**

The festival match will take place on Sunday, 3rd March.

Hours of play :—

10-00 a. m. to 12-30 p. m.

1-45 p. m. to 3-45 p. m.

Staff and their wives/husbands are cordially invited to witness the match and to stay on for tea.

#### **No. 46. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES.**

All Kitchen Matrons and Assistant Matrons are requested to ensure that losses on account of theft and dhobi shortages, as also damage done to clothing by dhobis, are reported immediately to the Bursar. Such reports should be in writing and dated. A Loss Slip duly signed by the dhobi must also be sent along with the report. The signature of the dhobi should also be obtained as the dhobi-account book.

In this connection the attention of all Matrons is also invited to the circular instructions No. E2/A1 dated 1st June, 1966, on the subject.

#### **No. 47. SANITATION.**

Members of the staff are reminded to ensure that their private sweepers do NOT throw rubbish, etc., down the khud side or

into drains. Should any private sweeper be found doing so, he will be liable to a fine, and should there be any difficulty in the recovery of the fine, the sum will be recovered from the employer ; failing this the sweeper will be removed from the School premises.

Members of the Staff are requested to make this quite clear to their servants and to explain to them that this rule is a condition of employment.

**No. 48. MATERNITY CASES.**

Maternity cases will be undertaken by the School Hospital subject to the following provisions :—

(1) The R.M.O. must be informed of all pending maternity cases within the first three months of pregnancy. This is most necessary in the interests of the expectant mothers themselves, and Staff in charge of Deptts. are requested to emphasize the importance of this on all their Class IV staff.

(2) Attendance at the hospital for ante-natal care as instructed by the R.M.O. or the Nursing Sister.

(3) Admission to the School hospital at the time of confinement or when instructed by the R.M.O.

Neither the R.M.O. nor the Nursing Sister will take cases except on these conditions, and Staff are advised in their own interest to abide by them.

Subject to the conditions mentioned above Rs. 10/- per case will be charged for a maternity case if conducted in the hospital, and Rs. 25/- if conduct at the residence of the person concerned.

This order applies particularly to Class IV employees.

A Dai is available for conducting maternity cases of Class IV employees only, and, when not so engaged, for assistance in the School hospital. It is regretted that her services are not available except for these purposes.

**No 49. ELECTRICITY CONSUMPTION.**

Will all concerned kindly take special pains to affect the greatest possible economy in the use of electricity? Asstt. Matrons i/c of dormitories in particular are requested to exercise effective supervision in this matter.

**No. 50. LOSSES SUFFERED BY STAFF.**

All members of the Staff are informed that the School is unable to accept responsibility for the investigation of any losses suffered by them on account of theft resulting from their own negligence with regard to their personal property left lying about unprotected.

**No. 51. SCHOOL PURCHASES BY STAFF MEMBERS.**

It has been found that, from time to time, certain staff members have made purchases of various items for the School on their own initiative without first obtaining permission to incur such expenditure. In order to enable a proper control and regulation of the School finances it is emphasized that no purchases of whatever nature may be made against the School account without the express permission in writing of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

**No. 52. SCHOOL BUS.**

Thursday has been fixed as the 'off day' for the School bus driver. It is therefore notified for the information of all concerned that, except for emergent reasons, the bus will not be available for any purpose on Thursdays. Nor will the bus ordinarily be available before 8-00 a.m. and after 6-30 p.m. for private purposes of staff members on any day.

**No. 53. RECORDS.**

The full name of Vinod Chandar, N. B. D. Jr. is Vinod Chandar Chhabra. All records may please be corrected accordingly.

**No. 54. CHANGE OF NAME.**

The name of Mann Singh Ahluwalia, S.B.D. (Jr.) is changed to Manninder Singh Ahluwalia. All records may, therefore, be changed accordingly.

**No. 55. CLEANLINESS & SANITATION.**

As already pointed out in School Order No. 2 of 23rd February, 1968, particular efforts have been made to start the school term with the whole school area beautifully clean. It is requested that staff and children will please ensure that the school remains clean.

Staff are particularly requested to make an occasional inspection of the areas surrounding their kitchens and bungalows, particularly khudsides, to ensure that their kitchen and sanitary staff do not create a sanitary nuisance by dumping rubbish.

**No. 56. LOST & FOUND.**

At the end of the last term a precious stone, obviously fallen off a lady's ring, was found and is in the possession of the Headmaster. Would any child whose mother might have complained of such a loss please communicate with the Headmaster so that this stone can be restored to its owner.

**No. 57. APPOINTMENTS—PREFECTS.**

The following boys of Vindhya House have been appointed Prefects as mentioned against their names :—

Vijay Kumar Taode	House Prefect	Senior House
M.M.S. Tanwar	„ „	Junior House

**No. 58. CINEMA.**

The film BRIDGE TO THE SUN, starring Carrol Baker, James Shigeta and James Yagi, will be shown in Barne Hall at 6-30 p.m. on Saturday, 2nd March, 1968.

The film is a drama.

## Part II

**No. 6. HOUSE APPOINTMENTS—P.D.**

Mrs. S. K. Sakhuja is appointed Housemistress, Siwalik House, Prep. School, with effect from the forenoon of 24th February, 1968, vice Miss R. Suri, resigned.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 8TH MARCH, 1968.

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### No. 59. PROGRAMME.

The full Time Table will come into effect from Monday, 11th March.

P. T. Hodsons Boxing	}	...	... 6-40—7-20 a. m.
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Staff Club meeting Sunday, 10th March ... 11-00 a. m.

Durrant Societies Friday, 15th March ... 7-30 p. m.

Sr. Eng. (U-V & VI) ... Music Room

Middle, Hindi (L-V, U-IV, L-IV) ... Hall

Jnr. Eng. (L-III, U-III) ... Reading Room.

### No. 60. APPOINTMENTS—PREFECTS.

The following boys of B. D. have been appointed Prefects as mentioned against their names :—

School Prefect	...	Kartar Singh Sidhu	(S)
House Prefect	...	Preet Inder Singh Khanika	(S)
”	”	...	Mukesh Khetarpal (N) Sr. Dorm.

2. Ritu Kavaljit Singh of Siwalik House G.S. has been appointed Prefect.

### No. 61. G.D. CLOTHING.

During school term the Housemistresses *collectively* may, from time to time as and when considered desirable on account of the vagaries of the weather, permit the wearing with games kit of long-sleeved cardigans in addition to sleeveless cardigans.

Provided that long-sleeved cardigans shall not be worn by children while actually participating in P.T. and afternoon games.

Provided further that the wearing of long-sleeved cardigans in addition to sleeveless ones will be at the discretion of children individually and will not be made compulsory.



## No. 62. STAFF I/C. EXTRA - CURRICULAR ACTIVITIES.

Cricket	...	...	Messrs Mundkur Jalota Sinha
Soccer	...	...	„ Fuste Mountford Joshi
Athletics	...	...	Mr. Mountford
Hockey B.D.	...	...	Messrs Gupta Sikund Atma Ram
Swimming	...	...	„ Jalota Joshi
Hodson Runs	...	...	„ Gore Jagdish Ram
Boxing	...	...	Mr. Jagdish Ram
N.C.C.	...	...	Messrs Bhupinder Singh Jagdish Ram

## Durrant Societies :

	<i>English</i>	<i>Hindi</i>
Senior	Miss Chatterji	Dr. Gupta
Middle	Mrs. Mountford	Mr. Atma Ram
Junior	Miss Kundi	Mr. Atma Ram

## Durrant Societies :

	<i>History.</i>	<i>Maths.</i>	<i>Geog.</i>	<i>Science.</i>
Mr. B. Singh	Mr. Gore	Mr. Sinha	Mr. Dhir	
<i>News-letter</i>		<i>Sanawarian</i>		
Mr. Sikund		Dr. Fuste		
<i>Cinema &amp; Film/Sound equipment :</i>			Mr. Mukherji	

<i>Netball G. D.</i>	...	Mrs. Mountford
<i>Tennis</i>	...	Mrs. Kemp
<i>Hockey</i>	...	Mrs. Kemp
<i>Swimming</i>	Miss Kundi	& if she leaves, Miss Kavery
<i>Athletics</i>	...	Mrs. Sikund
<i>Table-Tennis</i>	...	Mrs. Mountford
<i>Badminton</i>	...	Miss Kavery

**No. 63. MEDICAL.**

The following are exempted from physical activities as indicated against their names :—

Hardeepak Singh Gill	(B. S. N.)	} Boxing till the end of the term.
Maheshwar Singh Pathania	(B. S. H.)	
Ramakant Raizada	(B. S. S.)	
Sandeep Bagchi	(B. S. H.)	
Sukhwant Singh	(B. S. H.)	
Sumit Bagchi	(B. S. H.)	
Rajesh Pathania	(B. S. S.)	P. T. and games till 30.4-1968
Luv Gadiok	(B. S. H.)	} P. T. and games till the end of the term.
Robinder Chadha	(B. S. N.)	
Ravinder Raizada	(B. S. S.)	

**No. 64. LEAVE APPLICATIONS BY STAFF MEMBERS.**

It has been seen that applications for leave are frequently submitted, particularly by Class IV staff, the day before that on which the leave applied for is to commence. Will all Staff members please note that, except in emergent and unforeseen circumstances where this is not possible, applications for leave of all kinds must be submitted so as to reach the Bursar/Headmaster not less than four clear days before the day from which the leave applied for will start. Will all heads of Departments please explain this Order to all employees serving with them who do not receive Orders or cannot read them, particularly all categories of Class IV staff, and also ensure that these instructions are complied with by all concerned.

**No. 65. CINEMA.**

The film **THE YOUNG AND THE BRAVE**, starring Rory Calhoun and William Bendix, will be shown in Barne Hall at 6-30 p. m. on Saturday, 9th March.

The film is a suspense-full adventure story set in Korea.

**Part II****No. 7. APPOINTMENTS.**

Mr. M. S. Rawat, Master, vacated his appointment on the afternoon of 23rd February, 1968.

2. Miss R. Suri, Mistress, vacated her appointment on the afternoon of 23rd February, 1968.

3. Miss A. Kemp, Mistress, vacated her appointment on the afternoon of 23rd February, 1968.

4. Mr. D. P. Khosla, Master, vacated his appointment on the afternoon of 23rd February, 1968.

5. Mr. Bhagat Ram Sharma, Junior Tuck Shop clerk, vacated his appointment on the afternoon of 13th February, 1968.

6. Miss V. L. Kundi is appointed Mistress, Temporarily, with effect from 24th February, 1968, (F.N.), vice Miss R. Suri resigned.

7. Mrs. S. Singh is appointed Mistress on one year's probation with effect from 24th February, 1968, (F. N.), vice Miss A. Kemp resigned.

8. Mrs. E. N. Swamy is appointed Asstt. Matron on one year's probation with effect from 21st February, 1968, (F.N.), vice Mrs. N. E. McLeod resigned.

9. Mrs. F. Arora is appointed Asstt. Matron on one year's probation with effect from 21st February, 1968, (F.N.), vice Mrs. T. Peters, whose appointment expired.

10. Mr. Hind Raj is appointed temporary Peon with effect from 22nd February, 1968, (F.N.), vice Mr. Tanna Ram, on leave.

11. Mr. Jagat Ram is appointed Sweeper on one year's probation with effect from 20th February, 1968, vice Mr. Bishna, retired.

12. Mr. Tulsi Ram is appointed Cook on one year's probation with effect from 21st February, 1968, (F. N.), vice Mr. Rattan Singh, promoted.

13. Mr. Chhote Lal is appointed Bearer on one year's probation with effect from 21st February, 1968, (F. N.), vice Mr. Inderjeet, resigned.

14. Mr. Norata Ram is appointed Bearer with effect from 21st February, 1968, (F.N.) and also confirmed in his appointment from the same date, vice Mr. Nathu Ram, retired.

15. Mr. Rattan Singh, is promoted to the post of Head Cook on one year's probation with effect from 21st February, 1968, (F.N.), vice Mr. Hari Dass, resigned.

16. Mr. Jai Gopal Chauhan is appointed Junior Tuck Shop clerk with effect from 22nd February, 1968, (F. N.), vice Mr. Bhagat Ram Sharma, whose services were terminated.

**No. 8. LEAVE.**

Mr. Tanna Ram, Peon, was sanctioned 13 days earned leave with effect from 23-10-67 to 4-11-67 and 45 days leave on half pay with effect from 5-11-67 to 19-12-67. Thereafter he has been sanctioned leave without pay from 20-12-67 to 22-5-68.

2. Mr. Harji Ram, Mazdoor, was sanctioned 10 days extension of earned leave with effect from 7-2-68 to 16-2-68.

**R. Som Dutt,**  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, THURSDAY, 14TH MARCH, 1968.

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### No. 66. RECORDS.

Necessary changes in respect of the names of the following children, as given below, may please be made in all records.

Punam K. Mutneja	PDH	to Pawan K. Mutneja
Navdeep Singh Gill	PDH	to Sharanpreet Singh Gill
Master Nurpuri	PDN	to Sundeep Singh Nurpuri
Gulshan	PDN	to Sanjay Nagpal
Mandip Singh Seekond	PDS	to Mandeep Singh Seekond
Mintoo Ahluwalia	PDS	to Gurinder Singh Ahluwalia

The full name of Vikram PDS is Vikram Tewathia

### No. 67. SCHOOL ORDERS.

These are the orders of the Headmaster and will be treated and adhered to as such. They are intended to be read by all and explained by Heads of Depts. to those under them, who are unable to read them, namely Class IV Staff.

### No. 68. ADMINISTRATIVE HOLIDAY.

Friday, 15th March, 1968, will be observed as a holiday by the Administrative Staff on account of Holi.

### No. 69. MEDICAL.

Anil Sobti, HBD, is excused from boxing and swimming till the end of the term.

### No. 70. CINEMA.

The film HE RIDES TALL, starring Tony Young and Dan Duryea, will be shown in Barne Hall at 6-30 p. m. on Saturday, 16th March.

The film is an action-packed adventure story.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

—:0:—  
SANAWAR, TUESDAY, 19TH MARCH, 1968.

## SPECIAL ORDER

### No. 71. CALENDAR 1968.

#### FEBRUARY

- Sat. 24th School parties return  
 Sun. 25th Clothes issued  
 Film: COME FLY WITH ME 6-30 p.m.  
 Mon. 26th Assembly  
 $\frac{1}{2}$  hr. schools  
 New admissions (till 2nd March)  
 Tue. 27th Singing practice till Sat. 2nd March  
 $\frac{1}{2}$  hr. schools. Text books issued  
 Letters home  
 Wed. 28th  $\frac{1}{2}$  hr. schools  
 Film: MEET ME IN ST. LOUIS 6-30 p.m.  
 Thu. 29th  $\frac{1}{2}$  hr. schools  
 "Prep." time tables 12-30 p.m.  
 Cashwork groups  
 Hobbies groups after lunch

#### MARCH

- Fri. 1st  $\frac{1}{2}$  hr. schools  
 Sat. 2nd  $\frac{1}{2}$  hr. schools  
 Letter writing 12-20 p.m.  
 Film  
 Sun. 3rd Festival Cricket 10-00 a.m.  
 Mon. 4th Normal timings  
 Hobbies start  
 Games programme in effect  
 Thu. 7th Prep. starts  
 Sat. 9th Film 6-30 p.m.  
 Sun. 10th Staff Club meeting 11-00 a.m.  
 Mon. 11th P.T. & Hodsons start  
 Fri. 15th Durrant Societies Sr. Eng., Mid. Hindi, Jr. Eng.  
 7-30 a.m.  
 Sat. 16th Hobbies staff away to Sadhupul 2-00 p.m.  
 I.S.C. Results. Holiday.

Sun.	17th	Film 6-30 p.m.
Thu.	21st	Dental Inspection
Fri.	22nd	Durrant Societies Sr. Hindi, Mid. Eng. Jr. Hindi 7-30 p.m.
Sat.	23rd	Film 6-30 p.m.
Tue.	26th	Medical Inspection (one group of 25 each day 4-30)
Thu.	28th	Him. Dress Rehearsal 3-00 p.m.
Fri.	29th	Kunjpura arrive
Sat.	30th	Him. Sat. Club 6-30 p.m.
Sun.	31st	Film 6-30 p.m.

## APRIL

Mon.	1st	Hodson Run Heats
Tue.	2nd	„ „ „
Wed.	3rd	„ „ „
Thu.	4th	Prep. cancelled Hodson Runs Final 5-00 p.m. Supper 7-00 p.m.
Fri.	5th	Changed timings : Morning Prep. Inter-House Boxing 4-30—6-30 p.m.
Sat.	6th	Inter-House Boxing 4-30—6-30 p.m.
Sun.	7th	Supper 5-45 p.m. Film 6-30 p.m.
Mon.	8th	Saturdays' Teaching Time Table Inter-House Boxing 4-30—6-30 p.m.
Tue.	9th	„ „ „ 4-30—6-30 p.m.
Wed.	10th	„ „ „ 4-30—6-30 p.m.
Thu.	11th	„ „ „ Finals 4-30 p.m.
Fri.	12th	Holiday Good Friday Welham arrive. Team leaves for Karnal
Sat.	13th	Holiday Baisakhi XI vs. Kunjpura (away) Atoms vs. Welham 10-00 a.m. Film : 6-30 p.m. Staff Club Dinner 8-00 p.m.
Mon.	15th	Foundation Day. No Holiday XI vs. Kunjpura Inter-House Cricket P.D., B.D. Team returns

Tue.	16th	} Inter-House Cricket
Fri.	19th	
Sat.	20th	Film 6-30 p.m.
Mon.	22nd	Inter-House Cricket
Tue.	23rd	Saturday's teaching T.T.
Wed.	24th	PD vs. Cock-House BD Cricket
Thu.	25th	Siwalik Dress Rehearsal 3-00 p.m.
Fri.	26th	Doon School XI arrives
Sat.	27th	Siwalik Sat. Club 6-30 p.m. Cricket vs. Doon (Home)
Sun.	28th	Cricket vs Doon Film 6-30 p.m.

## MAY

Wed.	1st	Saturday's Teaching T.T.
Thu.	2nd	1st Mark Reading XI leaves for Simla
Fri.	3rd	Cricket XI vs. B.C.S. (away) Cricket vs. B.C.S. Atoms (Home) Letter-writing
Sat.	4th	Cricket XI vs. B.C.S. (away) Cricket vs. B.C.S. Colts (home)
Sun.	5th	Camp
Thu.	9th	H.M. leaves for Lovedale
Sat.	11th	Return from Camp
Sun.	12th	Film 6-30 p.m.
Mon.	13th	Board meeting Lovedale Gowns discontinued Inter-House Netball Prep. cancelled Soccer Festival Match
Tue.	14th	Inter-House Netball Lovedale Founder's Day Prep. cancelled
Wed.	15th	Inter-House Netball Prep. starts
Sat.	18th	$\frac{1}{2}$ hr. schools Founder's meeting 12-30 p.m. Film 6-30 p.m. Staff Club Dinner 8-00 p.m.



Thu.	23rd	P.D. Dress Rehearsal 3-00 p.m.
Fri.	24th	Durrant Society : History Meeting L-V & above Middle Hindi ; Junior Eng. 7-30 p.m.
Sat.	25th	P.D. Sat. Club 6-30 p.m.
Sun.	26th	Film 6-30 p.m.
Fri.	31st	Durrant Society: Maths. meeting L-V & above Middle Eng; Junior Hindi 7-30 p.m.

## JUNE

Sat.	1st	Film 6-30 p.m.
Thu.	6th	Vind. Dress Rehearsal 3-00 p.m.
Sat.	8th	Vind. Sat. Club 6-30 p.m.
Sun.	9th	Film 6-30 p.m.
Mon.	10th	1st Inter-House Soccer
Fri.	14th	Durrant Society : Science meeting LV & above Middle Hindi; Junior Eng. 7-30 p.m.
Sat.	15th	Film 6-30 p.m. Staff Club Dinner 8-00 p.m.
Mon.	17th	Inter-House Tennis GD
Tue.	18th	„ „ „ „
Wed.	19th	„ „ „ „
Thu.	20th	Nil. Dress Rehearsal 3-00 p.m.
Fri.	21st	Durrant Society : Geog. Meeting L-V & above Middle Eng; Junior Hindi 7-30 p.m.
Sat.	22nd	Nil. Sat. Club 6-30 p.m.
Sun.	23rd	2nd Inter-House Soccer B.D. 10-00 a.m. Film 6-30 p.m.
Mon.	24th	Inter-House Badminton G.D. Inter-House Soccer B.D. P.D.
Tue.	25th	Inter-House Badminton G.D. Inter-House Soccer B.D. P.D.
Wed.	26th	Wg. & Mg. B.D. G.D. Marks to Form Staff 9-00 a.m. $\frac{1}{2}$ hr. schools Teams leave for Simla
Thu.	27th	Wg. & Mg. P.D. Soccer vs. B.C.S. (XI Home) 10-00 a.m. Colts/Atoms away Teams return

Fri. 28th 2nd Mark Reading  
 Housemasters' Reports to H.M. 11:00 a.m.  
 P.D. vs. Cock-House B.D. 3:00 p.m.  
 School Social 6-30 p.m.

Sat. 29th Term ends

#### JULY

Sat. 27th Term re-opens  
 Sun. 28th Film.  
 Mon. 29th Founder's Meeting

#### AUGUST

Thu. 1st Prep. Starts  
 Fri. 2nd P:T. starts  
 Sat. 3rd Film 6-30  
 Sat. 10th Film 6-30  
 Staff Club Dinner 8-00 p.m.  
 Thu. 15th Holiday Independence Day  
 Sat. 17th Film 6-30 p.m.  
 Sat. 24th Film 6-30 p.m.  
 Sat. 31st Swimming Sports  
 Film 6-30 p.m.

#### SEPTEMBER

Mon. 2nd Fig. marching starts  
 Sat. 7th Film 6-30 p.m.  
 Sat. 14th Film 6-30 p.m.  
 Staff Club Dinner 8-00 p.m.  
 Wed. 18th Athletics Heats  
 Sat. 21st Film 6-30 p.m.  
 Mon. 30th 3rd Mark Reading

#### OCTOBER

Wed. 2nd Founder's  
 Thu. 3rd Founder's  
 Fri. 4th Founder's Day  
 Sat. 5th Founder's O.S. Day  
 Sun. 6th Film 6-30 p.m.  
 Mon. 7th Festival Hockey 4-00 p.m.  
 Staff meeting 2-00 p.m.  
 Gowns resumed

Thu.	10th	Inter-House P.T. 2-30 p.m.
Fri.	11th	Morning Prep. for the whole school
Sat.	12th	Film 6-30 p.m.
Thu.	17th	Saturday's Teaching T.T.
Fri.	18th	Athletics Team leaves for Patiala
Sat.	19th	Athletics in Patiala Film 6-30 p.m.
Sun.	20th	Athletics in Patiala Team returns
Mon.	21st	Holiday : Dewali Eye Specialist
Sat.	26th	XI leaves for Simla Staff Club Dinner 7-00 p.m.
Sun.	27th	Hockey vs. BCS XI away „ Colts/Atoms home Film 6-30 p.m.
Mon.	28th	1st Inter-House Hockey B.D.

## NOVEMBER

Sat.	2nd	Film 6-30 p.m.
Mon.	4th	Inter-House Hockey, G.D., B.D. Sixth Form Teaching ends Spartan/Ozarkian Club meeting 7-45 p.m.
Tue.	5th	Holiday : Guru Nanak's Birthday
Wed.	6th	I.S.C. Hindi Dict. Comprehension Inter-House Hockey GD, BD.
Thu.	7th	I.S.C. Hindi Oral Inter-House Hockey GD, BD
Fri.	8th	I.S.C. Hindi Oral
Sat.	9th	Film 6-30 p.m.
Mon.	11th	I.S.C. Examinations commence Inter-House T.T. GD
Tue.	12th	Inter-house T.T. GD
Thu.	14th	Children's Day Carol-singing practices start
Sat.	16th	Staff Club meeting 5-30 p.m. Staff Photograph 5-00 p.m.
Sun.	17th	Inter-House shooting 10-00 a.m. Film 6-30 p.m.

Sat.	23rd	Film 6-30 p.m.
Sat.	30th	Marks to Form Staff 9-00 a.m. Wg. & Mg. B.D. 11-00 a.m. G.D. 2-15 p.m. P.D. 4-00 p.m. S.F.P. 6-30 p.m.

## DECEMBER

Sun.	1st	Mark Reading 10-00 a.m. Carol Service 5-30 p.m.
Mon.	2nd	Promotion meeting 9-00 a.m. Books handed in 11-00 a.m.
Tue.	3rd	I.S.C. Examinations end Assembly 10-00 a.m. Reports House/Form, to HM 10-00 a.m. Record Books, Mark Books, to DHM 10-00 a.m. Prize-giving 12-00 noon House Break-up Parties P.D. Christmas Tree
Wed.	4th	Home Day

## No. 72. RESULTS.

The Indian School Certificate examination results are given below. The Headmaster would like to take this opportunity of conveying his sincere congratulations to members of the staff on the excellent results obtained. He is fully aware of the immense labour, patience and devotion which these results reflect :—

## First Division

*Boys*

1. Ashok Bery	11. Bikram S. Grewal
2. Prosanta Dasgupta	12. Pradeep Singh
3. Awadesh Bhagwat	13. Amarjit Singh Anand
4. Pradip Sethi	14. Mandip Singh
5. Bhupinderpal Aggarwal	15. Ratinder S. Oberoi
6. Raman K. Sabharwal	16. Ajai Kumar Vij
7. T. Vunglallian	17. Shomir Ghosh
8. Sanjiv Stokes	18. Inderjit Singh Yadav
9. Madhusudan Bimbet	19. Jatinder Singh Chibh
10. Devinder Singh Sidhu	

*Girls*

- |                          |                           |
|--------------------------|---------------------------|
| 1. Rajwant Kaur Randhawa | 9. Malti Bhandari         |
| 2. Madhu Subramanian     | 10. Gurupdes Kaur Bhasin  |
| 3. Nirmal Kaur Bala      | 11. Girija Lal            |
| 4. Kanval Inder Dhillon  | 12. Anjana Rani           |
| 5. Kum Kum Sood          | 13. Sunita Bhan           |
| 6. Reena Gill            | 14. Rita Singha           |
| 7. Jitender Grewal       | 15. Harvinder Kaur Ramana |
| 8. Preeti Khanna         |                           |

**Second Division***Boys*

- |                          |                         |
|--------------------------|-------------------------|
| 1. Sarvdamanjeet Kumar   | 6. Peter A.R. Kemp      |
| 2. Satjiv Singh Chahal   | 7. Karamvir Singh       |
| 3. Jaspal Singh Randhawa | 8. Dilraj Singh Malhans |
| 4. Pradeep Sharma        | 9. Ashok Kumar Sablok   |
| 5. Govind Singh Pathania | 10. Saranjit Rajput     |

*Girls*

- |                         |                       |
|-------------------------|-----------------------|
| 1. Mala Khanna          | 4. Salina Timki Singh |
| 2. Sukhjinder Kaur Gill | 5. Tapan Prova Bains  |
| 3. Aruna Sharma         | 6. Prabha Kashyap     |

**Third Division***Boys*

- |                       |                           |
|-----------------------|---------------------------|
| 1. Sunil Kalia        | 5. Tikka Sarabjot S. Bedi |
| 2. Shailendra Singh   | 6. Sumerpal Singh Jodha   |
| 3. Jasbir Marwaha     | 7. Mahjit Singh Bains     |
| 4. Jagdish Singh Gill | 8. Kuldeep Singh Gill     |

*Girls*

- |                       |                  |
|-----------------------|------------------|
| 1. Shivjot Kaur Sidhu | 2. Neelima Gupta |
|-----------------------|------------------|

**Failure***Girl*

1. Prabha Kapur

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:  
 SANAWAR, FRIDAY, 22ND MARCH, 1968.

**No. 73. PROGRAMME.**

Fri. 22nd Durrant Societies : 7-30 p.m.  
                     Sr. Hindi (D.C.) in Needlework Room  
                                     (Q.M. to send chairs)  
                                     Middle Eng. (Pm) in Hall  
                                     Junior Hindi (MAR.) in Reading Room

Sat. 23rd Film 6-30 p.m.

Tue. 26th Medical Inspection starts

Thu. 28th Him. Dress Rehearsal 3-00 p.m.

**No. 74. CALENDAR. Correction.**

Fri. 29th March Kunjpura do not arrive.

**No. 75. DENTAL INSPECTION.**

Thu.	21st	12-00—1-00 p.m.	P.D.	
		2-00—2-50 "	N.A. (BD)	} With pens
		2-50—3-40 "	H.A. (,,)	
		3-40—4-30 "	V.A. (,,)	
Fri.	22nd	8-45 a.m. 1st School	} L-IV A	
		2nd School		
		10-05 a.m. 3rd School	} L-IV B	
		4th School		
		11-45 a.m. 5th School	} U-III A	
		6th School		
		2-00—2-50 p.m.	S.A.	
		2-50—4-30 p.m.	SB	} All those in the 'B' group who have not been examined
			NB	
			HB	
			VB	
		5-00 p.m.	Staff	
Sat.	23rd	8-45 a.m. 1st School	} U-III B	
		2nd School		
		10-05 a.m. 3rd School	} L-III A	
		4th School		
		11-45 a.m. 5th School	} L-III B	
		6th School		
		2-00—4-30 p.m.	G.D.	
		5-00 p.m.	Staff	

Sun.	24th	9-15—1-00 p.m.	P.D.
Mon.	25th	9-00 a.m.	P.D.

Treatments.

**No. 76. COMMUNICATIONS TO OFFICE REGARDING CHILDREN.**

When addressing any communication to the School office regarding children will all Staff members kindly write the names of children *in full* and also mention the House and Deptt. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same.

**No. 77. CASH FROM SCHOOL OFFICE.**

When receiving or taking cash from the School Office all staff members are advised in their own interests to count the cash carefully before signing the receipt. This is necessary because it is not possible, once the receipt has been signed in token of the correctness of the amount, for the office to make good any subsequent alleged deficiencies.

**No. 78. LEAVE APPLICATIONS BY STAFF MEMBERS.**

It has been seen that applications for leave are frequently submitted, particularly by Class IV staff, the day before that on which the leave applied for is to commence. Will all Staff members please note that, except in emergent and unforeseen circumstances where this is not possible, applications for leave of all kinds must be submitted so as to reach the Bursar/Headmaster not less than four clear days before the day from which the leave applied for will start. Will all heads of Departments please explain this Order to all employees serving with them who do not receive Orders or cannot read them, particularly all categories of Class IV staff, and also ensure that these instructions are complied with by all concerned.

**No. 79. DOGS AT SANAWAR.**

1. All dog owners at the School are reminded of the requirements of School Order No. 204 of 19th August, 1966, regarding the annual inoculation of all dogs against rabies, and the payment of a fee of Rs. 5/- for each dog. The salient extracts of that Order are repeated below for the information and necessary action of all concerned.

(1) All owners of dogs will, in April annually (and in any case before the 1st May) :—

- (i) register with the School Office all dogs owned by them, and
- (ii) produce to the School Office a certificate from the R.M.O. of inoculation against rabies in respect of each dog owned by them.

*Note:* (1) When dogs are acquired after 1st May, the above action will be completed by owners within one month of the acquisition of the dogs [but also see the Note under para : (4) (d) (i) below].

(2) The term “dog” includes bitches and puppies of all ages.

(3) The annual dog fee of Rs. 5/- and the inoculation fees will be recovered from the pay bills of owners after production of the inoculation certificates in the School Office.

(2) (a) On fulfilling the requirements of para (1) above the owner will be issued by the School Office a dog token valid for one year i.e. from the 1st May to the 30th April next. The year for which it is valid will be found stamped on it, e.g. 1968/69.

(b) If a dog token is lost during its period of validity a new one must be obtained immediately by the owner. This will cost him Rs 2/- per token.

(3) Owners failing to comply with the provisions of paras (1) and (2) (b) above will be fined Rs. 5/- per month per dog until those requirements have been fulfilled. In addition, of course, their dogs will meanwhile be liable to be destroyed if found within the school limits.

(4) **Inoculation against rabies.**

(a) The RMO will arrange for the inoculation at the School hospital of all dogs brought to him for inoculation.

(b) Rs. 2/- will be charged per inoculation. This will be recovered from the pay of the owner.

(c) Having inoculated a dog the RMO will give the owner a dated and signed certificate of inoculation. This certificate will be given by the owner to the School Office.



When a dog has been immunized by someone other than the RMO a certificate from the RMO must still be obtained by the owner. This the RMO will furnish only after having satisfied himself from proper documentary evidence that the dog has in fact been satisfactorily immunized.

- (d) (i) Dogs which have not previously been protected against rabies will in the first year be inoculated twice, the second inoculation being given six months after the first one. The RMO will issue the appropriate inoculation certificate in respect of each such inoculation and each certificate must be given to the School Office by the owner immediately after the inoculation.

*Note:* Puppies must receive their first inoculation at the age of four months.

- (ii) Dogs which have been protected against rabies previously will be re-inoculated once annually.
- (e) All dog owners must contact the RMO in good time in April annually and ascertain from him the date and time when they should bring their dogs to him at the School hospital for inoculation.

2. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Order do not go and/or those who cannot read these instructions themselves, and will explain the instructions to them in detail and satisfy themselves that they have understood them. The responsibility for the observance of and compliance with the requirements of this order is entirely that of the owner of dogs and not that of the RMO, the School Office or anyone else.

**No. 80. MEDICAL.**

The following boys are excused Boxing till the end of the term.

Ajaipal Singh Randhawa (B.S.H.)	Sanjiv K. Singh (B.S.S.)
Geetish Lal (B.S.V.)	R. L. Mehta (B.S.V.)

**No. 81. CINEMA.**

The film ISLAND OF THE BLUE DOLPHINS, starring Celia Kaye and Larry Domasin, will be shown in Barne Hall at 6-30 p.m. on Saturday, 23rd March, 1968.

The film is a heart warming true-life adventure.

## Part II

## No. 9. STRENGTH.

Increase with effect from 24-2-68 :—

T. Lianrammoi ... N:G.

Increase with effect from 26-2-68 :—

Rattan Ramchandani	H.B.J.	Rupinder Kaur	V.G.
Gautam Shumsher Rana	„	Abha Tewari	„
Sanjiv Rastogi	„	Rohini Arora	„
Harveen Sachdeva	H.G.	Jaswinder Kaur Sawhney	„
Kamini Kaul	N.G.	Maia Khosla	„
Shakuntala Gulia	N.G.	Saroj Kumri	S.P.S.G.
Deeksha Hoon	S.G.	Partap Hoon	S.P.S.B.
Dipika Rai	S.G.	Vijit Bery	S.P.S.B.

Increase with effect from 27-2-68 :—

Ajai Kumar Sehgal	H.B.J.	Sadhna Chhabra	N.P.S.G.
Harvinder Singh	S.B.S.	Bharti Thakur	S.P.S.G.
Pradeep Saran	S.B.S.	Necraj Jhina	S.P.S.B.
Vikram Wala	V.B.J.	Bandula Banini Sagar	V.P.S.G.
Malini Johar	S.G.	Ranjit Seth	H.P.S.B.
Harvinder Kaur Sahni	„	Rajiv Kathuria	H.P.S.B.
Poonam Kathuria	„	Inder Bir Singh Sahni	H.P.S.B.
Paimela Chaudhary	H.P.S.G.	Gagan S. Dhillon	N.P.S.B.
Seema Sikri	H.P.S.G.	Tarun Kumar Lal	S.P.S.B.
Kavita Johar	N.P.S.G.	Vikram Singh Ghoman	S.P.S.B.

Increase with effect from 28-2-68 :—

Prabhddeep Singh Sethi	H.P.S.B.	Mandeep S. Seekond	S.P.S.B.
Andrew Cary Price	N.P.S.B.	Gurinder S. Ahluwalia	„
Brij Anand	„	Jaideep Singh Grewal	V.P.S.B.
Anil Kumar Balyan	„	Sanjit Singh Bala	„
Bharat Puri	„	Rajwardhan Singh Bhullar	„
Sharad Khanna	„		

Increase with effect from 29-2-68 :—

Meena Sud	H.P.S.G.	Sanjay Nagpal	N.P.S.B.
Navneet Kaur	S.P.S.G.	Sandeep Singh Nurpuri	„
Divya Bhargava	S.P.S.G.	Pankaj Sethi	„
Navdeep Singh Gill	H.P.S.B.	Vijay Singh	S.P.S.B.

## Increase with effect from 1-3-68 :—

Cyrus J Sataravala	V.B.J.	Vineet Kapoor	N.P.S.B.
Tehmina J. Sataravala	V.G.	Neeraj Kapur	„
Harmukh Dev S. Lalli	H.P.S.B.	Narinder Kumar	S.P.S.B.
Pankaj K. Mutneja	„	Vikram Tewathia	„
Pawan K. Mutneja	„	Suresh Kumar Oswal	V.P.S.B.
Jasdeep Singh Bindra	N.P.S.B.		

## Increase with effect from 2-3-68 :—

Arjun Batra	V.B.J.	Pasha S. Dhillon	N.P.S.B.
Kavita Ahluwalia	H.P.S.G.	Gurprit Singh Ghuman	S.P.S.B.
Swarn Dev Kaur	N.P.S.G.	Sanjiv Jain	V.P.S.B.
Arti Subramanian	V.P.S.G.	Manawjit Singh	„
Bani Malti Dugal	„	Nikhil Rawley	„
Sanjiv Chander Suri	N.P.S.B.		

## Increase with effect from 4-3-68 :—

Neelam Puri	H.P.S.G.	Pratibha Rathore D.S.	H.P.S.B.
Rabinder K. Gupta	N.P.S.B.		

## Increase with effect from 7-3-68 :—

Jagjeevan Singh Sokhey ... S.B.J.

## Increase with effect from 8-3-68 :—

Harsharn Singh Kang ... N.B.J.

## Increase with effect from 9-3-68 :—

Vikram Malhotra ... S.P.S.B.

## Increase with effect from 11-3-68 :—

Renu Barthwal ... V.P.S.G.

Ashwani Kumar ... S.P.S.B.

## Increase with effect from 12-3-68 :—

Inderjit Singh ... V.B.J.

## Increase with effect from 18-3-68 :—

Ribu Saggi ... S.P.S.B.

## Increase with effect from 19-3-68 :—

Radhika Duggal ... H.G.

## Increase with effect from 20-3-68 :—

Sherry Mehra ... V.P.S.G.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 29TH MARCH, 1968.

### No. 82. PROGRAMME.

Sat. 30th March	...	Him. House Sat. Club 6-30 p.m.
Sun. 31st	„	Film 6-30 p.m.
Mon. 1st April	...	New Time Table Morning Prep. Hodson Run Heats 5-10—6-30 p.m.
Thur. 4th	„	Hodson Run Final 5-00 p.m. (Morning Prep. will continue)
Fri. 5th	„	Inter-House Boxing 4-30—6-30 p.m.

### No. 83. TIME-TABLE.

With effect from Mon. 1st April to the end of the Cricket

Season:—

Rouser	...	...	5-30 a.m.
Chota	...	...	6-10 a.m.
Prep.	...	...	6-30—7-50 a.m. (4 twenty minute periods)
M.I. G.D.	...	...	7-55 a.m.
Bkfst. G.D.	...	...	8-00 „
Bkfst. B.D.	...	...	8-00 „
M.I. B.D.	...	...	8-15 „
Assembly	...	...	8-40 „
Classes	...	...	8-55—10-55 a.m. 11-15 a.m.—1-15 p.m.
Lunch	...	...	1-20 p.m.
Afternoons	...	...	as programmed
Baths	...	...	6-30—7-00 p.m.
Supper	...	...	7-00 p.m.
Lights out	...	...	8-15 p.m.
Pvt. study VI	...	...	8-15—9-30 p.m.

### No. 84. CALENDAR CHANGES.

Sat. 6th April	...	Staff Club Dinner Art Room 7-30 p.m.
Sat. 13th	„	Staff Club Dinner: cancelled Cricket vs Western Command (not Welham)

**No. 85. MEDICAL INSPECTION. B. D.**

Mon. 25th	March	...	4-00—5-00	p. m.	V. C.
Tue. 26th	"	...	" "		N. B.
Wed. 27th	"	...	" "		V. B.
Thu. 28th	"	...	" "		V. A.
Fri. 29th	"	...	" "		S. A.
Sat. 30th	"	...	" "		S. B.
Mon. 1st	April	...	" "		N. A.
Tue. 2nd	"	...	" "		H. A.
Wed. 3rd	"	...	" "		N. C.
Thu. 4th	"	...	" "		H. B.
Fri. 5th	"	...	4-00—4-30	p. m.	} H. C. 12 boys at a time
Sat. 6th	"	...	" "		
Mon. 8th	"	...	" "		} S. C.
Tue. 9th	"	...	" "		

**No. 86. EASTER BREAK.**

Housemaster/Housemistresses may permit children to go home, should their parents so request, as under :—

6-00 p. m. (Sr. School), Thursday 11th April  
(2-30 p. m. in the case of P. D.)

to

5-00 p. m. on Sunday, 14th April, 1968.

Boys who will be required to represent the School (Atoms) against the Welham Preparatory School and the School XI against the Army Commander's XI on 12th and 13th April, 1968, will not be permitted to proceed home.

**No. 87. APPOINTMENT: HOUSE PREFECT.**

Rohit K. Gupta is appointed House Prefect N. B. D. (Jrs.)

**No. 88. TUCK SHOP SLIPS.**

All Housemasters and Housemistresses are reminded :—

a) ordinarily to restrict to twice, and in any case not more than three times a month, the sending of Tuckshop Slips to the School Office for passing,

b) that where the total value of the items required on any one Tuckshop Slip does not exceed Rs. 15/-, such Tuckshop Slips should not be sent to the School Office but should be presented directly to the Tuckshop. The restriction mentioned at (a) above will apply equally to Tuckshop Slips presented directly to the Tuckshop.

**No. 89. CLOTHING B.D. AND G.D.**

1. Reference the last two paragraphs of Order No. 10 dated 23rd February last, the following relaxations will take effect from Monday, 1st April next :—

- i) the wearing of woollen vests by children will no longer be compulsory but will be at the option of individual children themselves.
- ii) the wearing of long grey flannel trousers will be discontinued by all boys (except prefects) at all times except for prep.

2. Provided that, should the weather again suddenly turn so cold as to necessitate this, Housemasters *collectively* (for BD) and Housemistresses *collectively* (for GD) may make compulsory the wearing of woollen vests by all children and long flannel trousers by boys for the period of such cold spell only.

**No. 90. EXTRA MONEY FOR POSTAGE.**

Will Housestaff whose children require extra money for postage expenses for foreign letters please send in the names of such children to the School Office before 1st April, 1968. Money for this purpose will be issued with monthly pocket money.

**No. 91. MESSING—STAFF WIVES.**

The Board of Governors at its meeting held on 21st March, 1968, has agreed to permit wives of Masters, who are not themselves of the Staff, to mess in the B.D. Mess, on payment of Rs. 75/- per mensem during the currency of a term.

They will comply with all the conditions, which apply to Masters, with regard to meal timings and messing with the children themselves and not separately at breakfast and lunch.

No rebate will be allowed in account of meals missed or for fractions of a month.

Will those who wish to avail of this facility kindly intimate their wishes to the Bursar.

**No. 92. STAFF CLUB.**

There will be a Staff Social in the Art Room on Saturday, 6th April, at 7-30 p.m. Dinner will be served at about 8-15 p.m. All members, their wives/husbands and Old Sanawarians in Sanawar are cordially invited.

**No. 93. ELECTRICITY—REDUCING EVENING LOAD.**

The electricity load in the evenings has recently been excessive on occasion, resulting in breakdowns in the supply. Would everyone please assist in reducing the load therefore, particularly in the evenings, by ensuring that all unnecessary lights are turned off.

**No. 94. HOUSE TUTORS.**

Attached to Siwalik	...	Mr. R. K. Dhir
„ Nilagiri	...	Mr. S. S. Dutt

**No. 95. CINEMA.**

The film **A GLOBAL AFFAIR**, starring Bob Hope, Lilo Pulver, and Yvonne de Carlo, will be shown in Barne Hall at 6-30 p. m. on Sunday, 31st March, 1968.

The film is a fast moving comedy about an abandoned baby at U. N. buildings.

R. Som Dutt,  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 5TH APRIL, 1968.

## No. 96. CALENDAR AMENDMENTS.

Sat.	6th	April	...	Med. Insp. S. C.	...	4-10—5-00	p. m.
				Hodson Heats	...	5-00—6-30	p. m.
				Staff Club Dinner			cancelled
Sun.	7th		...	Supper	...	5-45	p. m.
				Film	...	6-30	p. m.
Mon.	8th		...	Med. Insp. N. A.	...	2-00—3-00	p. m.
				„ „ N. C.	...	3-00—4-00	p. m.
				Hodson Heats	...	5-00	p. m.
				Saturdays' Teaching			T.T.
Tue.	9th		...	Med. Insp. H. A.	...	2-00—3-00	p. m.
				Hodson Heats	...	5-00	p. m.
Wed.	10th		...	Hodson Run Final	...	5-00	p. m.
Thu.	11th		...	Welham arrive			
				S. O. Ps. permitted from after lunch to		5-00	p. m. Sun. 14th.
				Inter-House Boxing Finals :			cancelled
Fri.	12th		...	Atoms vs. Welham.			
				<i>Hours of play :—</i>			
				10-30—12-30		p. m.	
				1-30— 3-30		p. m.	
				4-00— 5-00		p. m.	
				( only one innings ).			
Sat.	13th		...	XI vs. Western Command.			
				<i>Hours of play :—</i>			
				9-00—12-30		p. m.	
				1-15— 3-45		p. m.	
				4-05— 5-35		p. m.	
				XI vs. Kunjpura			cancelled.
Sun.	14th		...	Film	...	6-30	p. m.
Mon.	15th		...	Prep cancelled. Rouser		6-45	a. m.



**No. 97. CRICKET.**

The following will represent the School against Welham Boys Preparatory School, Dehra Dun, in the match to be played on Friday, 12th April, 1968 :—

Mukul Chopra (Capt.)	Pankaj Madhok
Rajesh Kochhar (V. Capt.)	Sanjeev Kandal
Sumit Bagchi	Karandip Singh Bhullar
Ajay Sehgal	Jai Singh Pathania
Malvinder Singh	Sangram Singh
Ashok Kaushik	

Reserves :— Navin Ansal, Jitender Chandail.

**No. 98. BOXING WEIGHT CHAMPIONSHIPS.**

A Boxing Tournament for those who wish to compete for the weight championships for the year 1968 will be held in Gaskell Hall on 15th, 16th and 17th April. Conditions under which this tournament will held are as under :—

- (a) This will NOT count towards House points.
- (b) Every competitor MUST be a volunteer.
- (c) No competitor will be permitted to compete unless the R. M. O. certifies to his physical fitness for the tournament both during the weighing and measuring for the purpose of applying the formula and before each quarter-final, semi-final and final round.

Details and date with regard to weighing and measuring and medical inspection will be given shortly.

**No. 99. MEDICAL.**

Karanjit Sondhi (B. S. V.) is exempted from P. T. and games till the end of the year.

**No. 100. ADMINISTRATIVE HOLIDAYS.**

Saturday, April 13th and Monday, April 15th will be observed as holidays by the Administrative staff on account of Baisakhi and Foundation Day respectively.

**No. 101. CINEMA.**

The film **TIKO AND THE SHARK**, filmed entirely in French Polynesia with a Tahitian cast, will be shown in Barne Hall at 6-30 p. m. on Sunday, 7th April, 1968.

## Part II

### No 10. STRENGTH.

Increase with effect from 24-2-68 :—		
Sharda Singh	(D. S.)	... N. P. S. G.
Decrease with effect from 24-2-68 :—		
Surekha Rani Chandail		... N. G.
Decrease with effect from 18-3-68 :—		
Micheal Mendonca		... H. P. S. B.
Increase with effect from 30-3-68 :—		
Nalin Kapoor		... S. P. S. B.
Decrease with effect from 31-3-68 :—		
Sonal Bammi		... V. B. J.
Increase with effect from 2-4-68 :—		
Jasdayal Singh Dhanoa		... H. P. S. B.

### No. 11. APPOINTMENTS.

Mr. R.K. Dhir is appointed Master on one year's probation with effect from 17th March, 1968 (F. N.) vice Mr. M. S. Rawat, resigned.

2. Mr. S.S. Datt is appointed Master on one year's probation with effect from 22nd March, 1968 (F. N.) vice Mr. D. P. Khosla, resigned.

### No. 12. LEAVE.

Mr. Bala Ram, Black-smith, has been granted leave without pay with effect from 27-3-68 to 26-4-68.

### No. 13. EXTENSION OF SERVICE.

Mr. Wazira, Armoury Guard, is granted one year's extension in service with effect from 10th April, 1968.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, THURSDAY, 11TH APRIL, 1968.

## No. 102. CALENDAR AMENDMENT.

### April.

Sun.	14th	...	Film	...	...	...	6-30 p.m.
Mon.	15th	...	Boxing Tournament				
Tue.	16th	...	"	"			
Wed.	17th	...	"	"			
Thu.	18th	...	"	Finals			
Fri.	19th						
Wed.	24th	...	} Inter-House Cricket				
including Sun. 21st			} " " "				

### May.

Thu. 2nd ... P.D. vs. Cock-House B.D.

**Friday Forum** 19th April 7-30 p.m. Questions for the Forum should be handed in by 11-30 a.m. on Wed. 17th April.

L-V & above will attend.

## No. 103. CRICKET—ARMY COMMANDER'S XI vs. CCM-BINED SCHOOL XI: SATURDAY, 13th APRIL.

The hours of play have already been published.

### Seating

Because of limited space on the field itself and shortage of labour, there will be only one pavilion set up on the field to accommodate the visiting team, the School XI and possible army visitors from Kasauli, to a total of 50 in all.

A limited amount of accommodation will be available for staff in the pavilion.

Seating accommodation for staff who wish to see the match is therefore also being arranged in front of Stoneview. Please bring sun-shades.

Children will be seated on the bank below Stoneview and also on the walls above the cricket ground immediately to the right of Stoneview. Staff may, if they wish, sit here.

No spectators will be permitted to sit on the parapet walls, for the reason that this is likely to be dangerous.

*Lunch & Tea*

Lunch will be provided for the Eleven and the Army Commander's XI in the verandah outside Stoneview.

Tea and biscuits will be provided at 3-45 p.m. at Stoneview for members of the staff watching the match from there.

(2) The following will represent the Combined School XI against the Western Command XI on 13th April, 1968 :—

- |                  |                      |
|------------------|----------------------|
| 1. O.P. Joon     | 7. Roop Khanna       |
| 2. Praveen Kumar | 8. Anil Sobti        |
| 3. Dilbagh Singh | 9. Mr. A. Bhalerao   |
| 4. M.S. Sekhon   | 10. Peter Kemp       |
| 5. S.S. Anand    | 11. Mr. U.A. Mundkur |
| 6. R.S. Gujral   |                      |

*Reserves*

- |               |           |                 |
|---------------|-----------|-----------------|
| 1. N. Khorana | 2. A. Rai | 3. S. Prabhakar |
|---------------|-----------|-----------------|

No. 104. CAMP: 5th to 11th May.

All children except those of BD proceeding on hikes and excursions will attend.

P.D., less those proceeding home, will also attend.

No 105. ICE - CREAM

Ice-cream cups and cones will be on sale between 9-30 a.m. and 12-00 noon in the B.D. Kitchen on Sundays only and will be available from Sunday, 14th April next on coupons which can be purchased from the Tuck Shop on Saturdays at the following prices:-

Cups	...	...	55 Paise each
Cones	...	...	55 ,, ,,

No. 106. ADMINISTRATIVE HOLIDAYS.

As already published, Saturday 13th April and Monday 15th April will be observed as holidays by the Administrative Staff on account of Baisakhi and Foundation Day respectively.

**No. 107. CINEMA.**

The film **BONZO GOES TO COLLEGE**, starring Maureen O'Sullivan and Edmund Gwenn, will be shown in Barne Hall at 6-30 p.m. on Sunday, 14th April, 1968.

The film is a comedy.

**Part II****No. 14. STRENGTH.**

Decrease with effect from 7-4-68 :—

Vivek Bammi	...	V.B.J.
Bindiya Bammi	...	V.P.S.G.

Decrease with effect from 8-4-68 :—

Akshai Deep Kholi	...	H.B.J.
-------------------	-----	--------

Increase with effect from 8-4-68 :—

Kiran Pal Bans	...	V.P.S.G.
----------------	-----	----------

Increase with effect from 10-4-68 :—

Satindar Singh	...	H.B.J.
----------------	-----	--------

**R. Som Dutt,**  
Major,  
*Headmaster.*



# THE LAWRENCE SCHOOL ORDERS:

—:—

SANAWAR, FRIDAY, 26TH APRIL, 1968.

## No. 110. PROGRAMME.

### April.

Sat.	27th	...	Prep. cancelled		
			Rouser	...	... 7-00 a.m.
			Breakfast	...	... 8-00 a.m.
			House letters	...	... 9-00 a.m.
			Cricket vs. Doon	...	{ 9-30—12-30 p.m. 1-15— 3-45 p.m. 4-05— 5-05 p.m.
			Supper	...	... 5-50 p.m.
			Siwalik Sat. Club	...	... 6-45 p.m.
Sun.	28th	...	Breakfast	...	... 8-00 a.m.
			Cricket vs. Doon	...	as for Sat. 27th.
			Supper	...	... 5-50 p.m.
			Film :	...	... cancelled
Mon.	29th	...	Marks to Form Staff	...	... 11-00 a.m.
Tue.	30th	...	Mark-books to Miss Chatterji	...	... 1-00 p.m.

### May.

Wed.	1st	...	1st Mark Reading		
			Saturday's Teaching Time Table		
Thu.	2nd	...	XI leaves for Simla	...	(7-15 a.m. bus)
			P.D. vs. Cock-House B.D.	...	2-30—4-30 p.m.
			Games and Hobbies cancelled		
			B. C. S. arrive.		
Fri.	3rd	...	Prep cancelled		
			Rouser	...	... 7-00 a.m.
			Breakfast	...	... 8-00 a.m.
			House letters	...	... 9-00 a.m.
			Cricket Colts vs BCS (Home)	...	10-00—12-30 p.m. 1-15— 3-15 p.m. 3-45— 5-45 p.m.

(½ hr. on call by either side.)

Decision on 1st innings if 2nd innings incomplete.

Sat. 4th ... Rouser ... 7-00 a.m.  
 Breakfast ... 8-00 a.m.  
 Cricket Atoms vs BCS (Home) 9-00—12-30 p.m.  
 1-30— 3-00 p.m.  
 (Only one innings to be played)  
 Tea for the Teams in the Dining Room at 4-00 p.m.

Sun. 5th ... XI returns

**No. 111. CAMP.**

The School Camp will be held as follows this year :—

(i) At Gourah from 5th to 11th May.

B. D. ... LIV—VI Forms  
 G. D. ... —do—

(ii) At Sadhupul from 6th to 10th May.

P. D. ... Whole Deptt. except those  
 children going home.  
 B. D. ... L-III & U-III Forms  
 G. D. ... —do—

A separate administrative order in respect of each of these two camps will issue to all concerned in due course.

**No. 112. CANDIDATES APPEARING FOR THE N. D. A. AND I. S. C. EXAMINATIONS, 1968.**

Those I.S.C. candidates who are appearing for the N.D.A. Examination this year and, if selected, wish to withdraw from the I.S.C. Examination are requested to submit their names to the Headmaster so that he may notify the Council.

**No. 113. MEDICAL—KARANJIT SONDHI (B.S.V.).**

School Order No. 99/1968 is hereby cancelled with immediate effect.

**No. 114. SCHOOL UNIFORM—SUMMER.**

Summer Kit will be worn with effect from Monday, 29th April. Children may, if they wish, wear warm vests under their shirts.

Housemasters B.D. and Asstt. Matrons B.D. are reminded that both battle-dress blouses and long-sleeved jerseys are to be withdrawn from all boys of B.D. with effect from the date of change over to summer uniform.



**No. 115. APPOINTMENTS PREFECTS.**

R.S. Gujral is appointed House Prefect Studies (Siwalik BD).

**No. 116. CRICKET.**

The following will represent the Colts at cricket against B.C.S. in the match to be played on Friday the 3rd May, 1968 :—

- |                              |                            |
|------------------------------|----------------------------|
| 1. Bhupendra N. Kaul (Capt.) | 7. Harsh M.S. Tanwar       |
| 2. Manjit Singh              | 8. Suren Hira              |
| 3. Anil Kalia                | 9. Vikram Wala             |
| 4. Bhagwati S. Pathania      | 10. Jasjit Singh Bhattal   |
| 5. Neel Ratan Kohli          | 11. Rajbir S. Kadyan       |
| 6. Sandip Bagchi             | 12th man Jaskaran H. Singh |

Reserves :— Vasant K. Dhar, Ashwanj K. Khanna

(2) The following will represent the Atoms XI against B. C. S. in the match to be played on 4th May, 1968 :—

- |                         |                        |
|-------------------------|------------------------|
| Sumit Bagchi (Capt.)    | Pankaj Madhok          |
| Mukul Chopra (V. Capt.) | Sanjeeve Kandal        |
| Rajesh Kochhar          | Karandip Singh Bhullar |
| Malvinder Singh         | Jai Singh Pathania     |
| Ashok Kaushik           | Navin Ansal            |
| Ajai Sahgal             |                        |

Reserves :— Surendra N. Kaul, Sangram Singh

(3) The following will represent the School XI against Doon School in the match to be played on 27th & 28th April at Sanawar :—

- |                      |                      |
|----------------------|----------------------|
| 1. O.P. Joon (Capt.) | 7. Dilbagh Singh     |
| 2. Praveen Kumar     | 8. N. Khorana        |
| 3. S.S. Anand        | 9. Satinderjit Singh |
| 4. Roop Khanna       | 10. S. Prabhakar     |
| 5. Anil Sobti        | 11. H. Pathania      |
| 6. R.S. Gujral       | 12th man N. Chauhan  |

Reserves :— Nirmaljit Singh, Atul Sobti

**No. 117. STAFF RATIONS & FUEL—ON PAYMENT.**

The staff rations which were to be issued on Wednesday, 1st & Thursday 2nd May, 1968, will now be issued as under due to Camp :—

- |                      |     |                         |
|----------------------|-----|-------------------------|
| (a) Dry rations etc. | ... | Monday 29th April, 1968 |
| (b) Fuel             | ... | Tuesday 30th " " "      |

**No. 118. DOGS AT SANAWAR.**

All dogs owners are reminded that, before Wednesday, 1st May, they are required :—

- (i) to register all their dogs with the School Office;
- (ii) to have all their dogs inoculated against rabies,
- (iii) to produce a certificate of inoculation from the RMO in the School Office, and
- (iv) to pay the annual dog fee of Rs. 5/- per dog.

**No. 119. MEDICAL : RABIES:**

It is of conspicuous importance that children do not pat or come into any contact with stray dogs in the school estate or elsewhere.

It is of equal importance that stray dogs noticed by the staff in dormitories, or near the class-rooms or kitchens are reported to both the R.M.O. and the Bursar immediately.

The reward for catching stray dogs on the school estate will be Rs. 10/- per dog with immediate effect.

**No. 120. ADMINISTRATIVE HOLIDAY.**

Monday, 6th May, 1968, will be observed as a holiday by the Administrative Staff on account of Barne Memorial Day.

**No. 121. SCHOOL HALWAI'S RATES.**

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 27th April, 1968, and will remain effective unless and until this School Order is changed or amended by a further School Order.

The School Halwai has categorical instructions that he will supply all or any of the items mentioned below as required. He is strictly forbidden from supplying anything not included in the list below.

Any complaints regarding supplies or non-supply of items should be brought to the immediate notice of the Bursar by members of the staff.

These rates apply to all categories of School children, staff and School visitors whatsoever who make purchases from the School Halwai, and are not variable under any circumstances.

Copies of these rates will be hung prominently at the places in B.D., G.D. and P.D. where sales are conducted, and also at the Halwai's shop.

All sales to School children will be for cash only.

Name of article	Rate <sup>1</sup>	No. of pieces	Rate per piece - Paisas
	per kg. Rs. Ps.	per kg.	
Amrati	... 5-95	35	17
Badana	... 6-00	—	—
Balu shahi	... 5-95	35	17
Barfi, coconut	... 7-04	64	11
Barfi, white	... 7-04	64	11
Bhatoora, kachori with vegetable	—	—	20 each
Cham Cham	... 6-80	34	20
Dahi Bhalla	... —	—	15 each
Dil Bahar	... 6-80	34	20
Gulab Jaman	... 5-95	35	17
Gur toffee (with mong- phali)	... 4-00	16 <sup>1</sup> pkts. of 63 <sup>1</sup> gms each	25 <sup>1</sup> per pkt.
Jalebi	... 4-94	38 <sup>1</sup>	13
Kalakand Sindhi	... 7-04	44	16 <sup>1</sup>
Khajoor	... 6-00	30	20
Laddoo Motichoor (2½ kg. sugar)	4-92	41	12
Mathi namkin	... 4-50	30	15
Mesupak	... 6-00	30	20
Moongphali, fried	... 4-75	25 pkts. of 40 gms. each	19 per pkt.
Pakora	... 4-92	41	12
Palungtor	... 7-48	44 <sup>1</sup>	17
Pātisa	... 6-00	—	—
Poori with vegetable	... —	—	20 each
Potatoe chips	... 5-00	25 pkts. of 40 gms. each	20 per pkt.
Rasgulla	... 6-90	30	23
Rasmalai	... 6-90	30	23
Samosa	... —	—	15 each
Sewian, Moongra and Dal (Moong & Masar) Barik quality.	... 5-00	34 pkts. of 30 gms each	15 per pkt.
Shakarpara	... 5-00	20 pkts. of 50 gms. each	25 per pkt.
Tea glass or cup (with sugar)	... —	—	20 each

**No. 122. ICE-CREAM CUPS.**

It is regretted that it has been found necessary to increase the cost of ice-cream cups from 55 p. to 60 p. per cup with immediate effect.

**No. 123. NYLON SOCKS AND P.T. SHOES.**

It has been noticed that some children have been wearing with their nylon socks P.T. shoes which have worn through and have holes in the soles. This has the effect of irreparably damaging the nylon socks. Will all children therefore please take care not to wear worn out P.T. shoes with nylon socks ?

Will all Housemasters/Housemistresses and Asstt. Matrons kindly ensure that children do not wear P. T. shoes which are worn through.

**No. 124. HEALTH INSURANCE SCHEME.**

Dr. & Mrs. D. C. Gupta have joined the Health Insurance Scheme with effect from 1st April, 1968.

**No. 125. CINEMA.**

There will be no film this week.

## Part II

**No. 15. EXTENSION OF SERVICE.**

Mrs. W. Phillips, Asstt. Matron, is granted one year's extension in service with effect from 5th June, 1968.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS

—:0:—

SANAWAR, FRIDAY, 3RD MAY, 1968.

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### No. 126. CRICKET.

The following will represent the School XI in the match to be played at Simla against the B.C.S. on 3rd & 4th May :—

- |                      |                       |
|----------------------|-----------------------|
| 1. O.P. Joon (Capt). | 7. Dilbagh Singh      |
| 2. Praveen Kumar     | 8. N. Khorana         |
| 3. S.S. Anand        | 9. M.S. Sekhon        |
| 4. Roop Khanna       | 10. Satinderjit Singh |
| 5. Anil Sobti        | 11. S. Prabhakar      |
| 6. R.S. Gujral       | 12th man N. Chauhan   |

Reserves :— Nirmaljit Singh,                      H. Pathania.

### No. 127. ADMINISTRATIVE HOLIDAY.

Monday, 6th May, 1968, will be observed as a holiday by the Administrative Staff on account of Barne Memorial Day.

R. Som Dutt,  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

:o:  
 SANAWAR, FRIDAY, 17TH MAY, 1968.

### No. 128. PROGRAMME.

May.

- Sat. 18th ... Normal T.T. Founder's meeting postponed.  
 Film ... .. 6-30 p.m.  
 Staff Club Dinner ... .. 8-00 p.m.  
 Husbands/wives of members, and Old Sanawarians,  
 are cordially invited.
- Mon. 20th ... Founder's meeting M.C.R. ... 2-30 p.m.  
 ( All staff should attend ).  
 Hobbies cancelled.
- Thu 23rd ... P.D. Dress Rehearsal ... .. 4-30 p.m.  
 ( L-III, U-III & L-IV will attend ).
- Fri. 24th ... Durrant Society meeting cancelled.

### No. 129. SWIMMING.

1. The pool should not be used between 10-00—11-30 a.m. on weekdays, as this period will be reserved for surface-sweeping. On certain days when the suction-sweeper is in use swimming will not be possible till after 1-00 p.m.

2. Sunday timings :—

G.D.	...	...	10-00—11-00 a.m.
Him. (B.D.)	...	...	11-00—12-00 noon
Nil.	„	...	12-00— 1-00 p.m.
Siw.	„	...	4-30— 5-30 p.m.
Vind.	„	...	5-30— 6-30 p.m.

### No. 130. RECORDS.

The correct date of birth of Prabhdeep Singh Sethi, HPD, is 14-2-62. All records may, therefore, be amended accordingly.

### No. 131. CINEMA.

The film THE TARTARS, starring Orson Welles, Victor Mature and Liana Orfei, will be shown in Barne Hall at 6-30 p.m. on Saturday, 18th May.

The film is a big scale epic of war and destruction.

## Part II

## No. 16. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. Gobind Ram	Store Keeper	11-12-67— 3-2-68—55 days
„ Chet Ram	Asstt. Printer	1- 5-68—22-5-68—22 „
„ Murli	Jr. Carpenter	3- 5-68— 1-6-68—30 „
„ Deep Ram	„	3- 4-68— 2-5-68—30 „
„ Mansu	Fitter	16- 4-68—18-5-68—33 „
„ Sarwan Singh	Watch Man	11- 3-68— 9-4-68—30 „
„ Gujroo	Mali	27- 3-68— 1-5-68—36 „
„ Dila Ram	Mazdoor	11- 3-68— 8-5-68—59 „
„ Lala Ram	„	16- 4-68—25-4-68—10 „
„ Isher	Sweeper	14- 2-68 — 1 „
„ Lal Singh	Cook	18- 4-68— 2-5-68—15 „
„ Nek Ram	Asstt. Baker	8- 4-68—22-4-68—15 „

R. Som Dutt,  
Major  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 24TH MAY, 1968.

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**No. 132. APPOINTMENT : SCHOOL PREFECT.**

Baljit Singh Ramana is appointed School Prefect N.B.D.

**No. 133. WATER CONSUMPTION.**

Total water consumption of the school is rather high, but it has not yet been considered fit to impose the usual rationing. The cost of water from the M.E.S. suppliers has also recently been increased considerably, i.e. by Re. 1.32 per 1,000 gallons.

In view of the above all concerned are requested actively to co-operate in reducing water consumption and keeping it to the minimum necessary. In addition, leaking pipes and taps or flush installations, etc., may please be reported to the Engineer *immediately*. Asstt. Matrons I/c dormitories and wash houses in particular are requested to ensure this.

**No. 134. MEDICAL.**

The following are exempted from P.T. and games till the end of the term :—

Mukul Chopra S.B.S.

Suraj N. Singla H.B.S.

**No. 135. CINEMA.**

The film **GOLD FOR THE CAESARS**, starring Jeffrey Hunter, Mylene Demongeot and Ron Randell, will be shown in Barne Hall at 6-30 p.m. on Sunday, 26th May.

The film is an adventure spectacle.

R. Som Dutt,  
Major  
*Headmaster.*





The Master/Mistress on duty at the Swimming Pool will NOT permit swimming to commence unless :—

- (a) He/She has taken a roll call of those present according to the list prepared, which must be in his/her possession, and has first got all swimmers fallen in according to the allocation of the pool.
- (b) He/She has checked that all swimming apparatus and personnel as detailed below is present at the side of the pool :—
  - (i) A long bamboo with a blunt hook attached at the end ;
  - (ii) Floats (Life belts). ;
  - (iii) Rope ;
  - (iv) Krishan, Mali, present near the pool.

**No. 139. SCHOOL HALWAI.**

All concerned are reminded that the School halwai's rates and conditions of supply remain the same as published in School Order No. 121 of 26th April last. Any complaints may please be brought by staff members to the immediate notice of the Bursar.

**No. 140. CINEMA.**

The film RAIN TREE COUNTY, starring Elizabeth Taylor and Montgomery Clift, will be shown in Barne Hall at 6-30 p. m. on Saturday, 1st June, 1968.

The film is a big, bold drama.

R. Som Dutt,  
Major  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 7TH JUNE, 1968.

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### No. 141. PROGRAMME.

#### June

The Vindhya Sat. Club will be on Sat. 8th June, at 6-30 p.m. and not on Sat. 15th as previously programmed.

Mon. 10th ... 35 mts. Schools.

Founder's Meeting in M.C.R. at 12-45 p.m.

Mon. 10th

Sat. 15th

} First Inter-House Soccer Tournament.

Sat. 15th ... The Staff Club Dinner cancelled because of the original postponement of the Vind. Sat. Club show will now be on Sat. 15th June at 8-00 p.m. in the Art Room.

### No. 142. FOUNDER'S.

There will be a full meeting of the staff in the M.C.R. at 12-45 p.m. on Monday, 10th June. At this meeting the detailed final programme will be decided and duties will be allotted.

Will all members of the staff kindly come prepared with any suggestions and ideas they may like to make, and also with names of the children they would like to retain for any particular Founder's items.

It is also proposed that all requirements of members of the Staff for Founder's will be intimated to Q.M. not later than 22nd June, 1968. This will enable the Bursar to decide what articles may be purchased during the vacation by those staff members who may wish to purchase such items from outside, and also to decide the financial limits for such purchases.

Where appropriate, two lists should be prepared, the first being of those items which the staff members concerned would like to purchase personally during the mid-term vacation, and the second list being of all other requirements which are to be arranged by Q.M.

**No. 143. TRAVELLING ARRANGEMENTS MID - TERM  
BREAK : LUGGAGE.**

In order to reduce the amount of luggage being taken down during the short summer break, the Headmaster proposes to restrict the amount to an attache-case and a hold-all, and in cases where children possess no hold-alls to a small tin box per child except in the case of children proceeding to hill stations.

For those children who prefer to dispense with a hold-all or a tin box, the Headmaster is arranging to supply, on payment, small travelling bags, large enough to include all that a child could possibly require for the move down and for the holidays themselves.

Will Housemasters/Housemistresses please inform the Quartermaster by next Tuesday, the 11th June, of the number of these bags which will be required in order to enable him to make these available in the Tuck Shop.

There is obviously no purpose in taking down warm bedding or warm clothes, during the summer break. The co-operation of all children and Staff is requested in this behalf.

**No. 144. CONDEMNATIONS.**

The Bursar will conduct condemnations of items considered by Matrons to be beyond repair in B.D., G.D. & P.D. commencing Monday, 10th June, with the object that all condemnations be completed before the end of this half-term and replacements arranged by the Quartermaster during the mid-term break.

Matrons I/c dormitories and kitchens are requested to go through their stores and stocks in hand and to prepare, in advance, in their Condemnation Books, lists of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

The condemnations will be conducted according to the following programme :—

Mon.	10th June	12-30 p.m.	G.D. Kitchen
Tue.	11th „	—do—	P.D. (all three dormitories)
Wed.	12th „	—do—	P.D. Kitchen
Thu.	13th „	—do—	B.D. Vindhya & Siwalik
Fri.	14th „	—do—	B.D. Himalaya & Nilagiri

Mon. 17th June 12-30 p.m. B.D. Kitchen  
 Tue. 18th ,, —do— G.D. (both dormitories)

Q.M. will please arrange to have condemned articles duly stamped at the time of condemnation, and will also provide M/s Harji and Thakar, mazdoors, to be present at each of the above places at the times and on the dates specified.

**No 145. HOUSE FUNDS ACCOUNTS.**

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 29th June, 1968, should be prepared and submitted to the Bursar to reach him not later than Saturday, 22nd June next.

**No. 146. VINTAGE CAR RALLY ; SANAWAR HILL - CLIMB.**

This will be held as in previous year with practice runs on the morning of Saturday, 8th June, and the finals on the morning of Sunday, 9th June.

Children will under no circumstances whatever be either on the road GARKHAL—SANAWAR or on the parapet walls of the road. They will confine themselves to vantage points on the hill above the road and certainly not less than six feet above the level of the road.

In addition the following arrangements are requested .—

- (a) The provision of three stop watches. Will the Master, who has these watches, kindly hand them over to the Engineer early tomorrow morning.
- (b) Will the Engineer kindly provide telephone links between Garkhal and his own Office, as in previous years, with the continuation of these links to the B.D. Kitchen if possible.
- (c) Mrs. Sehgal will most kindly arrange for tea and chips on 9th June for competitors, as was done previously.

**No. 147. WESTCOM HELIPAD.**

The new field will in future be called The Westcom Helipad or briefly The Helipad.

The Headmaster would like to place on record the debt of gratitude, the school owes, to the following :—

- (a) Mr. F.B. Manley, Bursar, who, by virtue of his friendship with the G.O.C.-in-C., Western Command, was able to

secure the latter's interest in the idea of an additional playing field for the school.

- (b) Lt. Gen. Harbakhsh Singh, Vr. C., G.O.C.-in-C., Western Command, without whose enthusiastic interest this field would never have been constructed.
- (c) 234 Army Engineer Group, who did the levelling and scraping.
- (d) Mr. S.N. Kochhar, the School Engineer, who has worked and continues to work tirelessly and with great engineering ability to build the enormous retaining walls necessary and to prepare the surface for playing.
- (e) The boys (BD) of the school who have so generously and selflessly contributed more than a few thousand boy-hours of work in helping to carry or remove stones and earth.

**No. 148. LIBRARY.**

There will be an Exhibition of new books in the cloisters on Monday 10th June, from 2-30 to 5-00 p.m. The Rest Period will be cancelled on Monday but Hobbies will continue. Children at Hobbies should make an attempt to visit the Exhibition after tea.

**No. 149. ROLLER SKATING.**

Roller skating near or in the vicinity of the Swimming Pool is extremely dangerous.

Any child found doing so will be banned from the Swimming Pool altogether.

**No. 150. CLOTHING.**

Socks, nylon, will not be worn with football boots, as this is likely to cause skin abrasions. Socks, woollen, will be worn in lieu.

**No. 151. CINEMA.**

The film MAIN ATTRACTION, starring Pat Boone and Nancy Kwan, will be shown in Barne Hall at 6-30 p.m. on Sunday, 9th June, 1968.

The film is an highly emotional drama.

R. Som Dutt,  
Major  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 14TH JUNE, 1968

## No. 152. PROGRAMME

### June

- Fri. 14th ... Durrant Society meeting cancelled.  
 Sat. 15th ... Film : 6-30 p.m.  
                   Staff Club Dinner (Art Room) 8-00 p.m.  
 Mon. 17th ... Inter House Tennis G.D.  
 Thu. 20th ... Nil. Dress Rehearsal 4-30 p.m.  
                   L-III—L-IV to attend.

## No. 153. FOUNDER'S DUTIES.

- |                    |     |                                 |
|--------------------|-----|---------------------------------|
| Athletics (B.D.)   | ... | Mr. Mountford I/c; & Others     |
| "   (G.D.)         | ... | Mrs. Mountford                  |
| Colours Parade     | ... | M/s B. Singh & Jagdish Ram      |
| School Concert     | ... | Mr. Atma Ram & Mrs. Sikund      |
| Music/Band         | ... | M/s Pratap & Katoch             |
| Dancing            | ... | Mr. Brajamani                   |
| P.D. Concert       | ... | Miss Rudra & P.D. staff         |
| Tattoo             | ... | Mr. Kemp I/c                    |
| P.T. & Gym. work   | ... | Mr. Jagdish Ram                 |
| Art/Crafts etc.    | ... | Hobbies Staff                   |
| Seating            | ... | P.D. Concert; B.D. Staff        |
|                    |     | School " : P.D. "               |
|                    |     | Staff Play : G.D. "             |
|                    |     | Speeches : P.D. "               |
|                    |     | Parade } : M/s Gore & Mountford |
|                    |     | Tattoo } :                      |
| Decorations        | ... | G.D. Staff                      |
| O.S. Hockey        | ... | Dr. D. C. Gupta                 |
| O.S. Net ball      | ... | Mrs. P. Mountford               |
| O.S. Dinner        | ... | Miss R. Chatterji I/c.          |
| O.S. Dance         | ... | Mr. Kemp                        |
| Elevenes (Barnes)  | ... | Mrs. Sehgal                     |
| Tea (O.S. Meeting) | ... | Mrs. Sehgal                     |
| Staff Play         | ... | Mr. Kemp I/c.                   |

Stage & Sound Equipment	} ...	Mr. Mukherji
Visitors' Cloak Rooms		Miss Kavery (Ladies)
" " "		Mr. Sinha (Men)
Checking Invitation Cards	}	M/s B. Singh & Gore
Nursery	...	Mrs. Phillips, Mrs. Ram Singh & 2 P.D. Ayahs
I/c Barne Hall	...	Mr. Mundkur

#### No. 154. FETE

Stalls will be organised by the following :—

Name of Stall	Name of Persons	Place Allotted
Art. Carpentry and other Crafts	... M/s Bhalerao, Shiv Dutt Jagat Ram & Prajapati	VI A
Sweets Stall	... Organised by the P.D. (Mrs. Sidhu)	U-V A
Eats Stall	... Miss Sinclair	Behind Birdwood
Ice-cream Stall	... Organised by the P.D. (Mrs. Sehgal & Mrs. Phillips)	Birdwood
Needle-work & Embroidery	... Mrs. Mundkur & two G.D. Staff	Geography Room
Fortune Teller	... Mr. Joshi	Dy. H.M's. Office
Lucky Dip I	... Mr. & Mrs. Mukherji	L-V A
" " II	... Mr. Mendoza & Miss Ayling	VI B
O. S. Stall	... Mr. Kemp & Miss Chatterji	L-V B
Lottery	... Mrs. Joseph & Mrs. Shankar	U-IV A
Ringing of articles	M/s Jagdish Ram & Gore	L-IV B
Coins in Squares	M/s Sikund & Atma Ram	L-IV A
Treasure Hunt	... M/s Brajamani & Katoch	L-IV B
Roulette	... M/s Pratap & Gokhale	In front of Birdwood
Coconut Shy	... M/s B. Singh & Sinha	Behind Birdwood
Roundabout	... Dr. Sakhuja & Mr. Surendra Nath	In open space near the H.M's. House
Darts	... M/s Mundkur & Davis	Birdwood Darkroom
"Guess What?"	Drs. Gupta & Fusté	
Coffee, tea & drinks	Staff wives	Behind Birdwood
O. S. Raffle	... Mr. Mountford	



**No. 155. FOUNDER'S AND FETE REQUIREMENTS.**

All staff members concerned are reminded of School Order No. 142 dated 7th June, 1968, and are requested to submit their list(s) of their requirements for Founder's and the Fête to the Q.M. not later than Saturday, 22nd June next.

Would they also please inform the Engineer, by the same date, of any special requirements which he may be called upon to provide for Founder's items, including the stage, Tattoo etc.

**No. 156. SWIMMING.**

In supersession of School Order No. 129 dated 17th May, 1968, it is now notified for the information of everyone, including staff guests and visitors, that for technical reasons it is not possible to permit the use of the Swimming Pool as indicated below :—

Mondays	} The pool is not available for use at any time before 2-00 p.m.
Wednesdays	
Fridays	
Tuesdays	} The pool is not available for use at any time before 11-30 a.m.
Thursdays	
Saturdays	

This has been found necessary because if the pool is used before the above times it is not possible, due to the water having been disturbed, to clean the pool and also to remove the stirred up sediment, both of which involve health and safety hazards to the school children.

Staff members are requested to kindly inform their families and guests etc. accordingly.

**No. 157. INDENTS FOR NEXT TERM.**

Will all concerned, and in particular Matrons and Assistant Matrons, please submit their indents for their requirements for the period 27th July—4th December next to the Bursar not later than Monday, 24th June next.

**No. 158. AUCTION OF GRASS.**

There will be an auction of Grass of the estate of The Lawrence School, Sanawar at 11-30 a. m. on 24th June, 1968, at the Quartermaster's Stores.

**No. 159. MEDICAL.**

Christina Manley (H.G.S.) is excused from P.T. and games till the end of the term.

**No. 160. CINEMA.**

The film **MURDER AT THE GALLOP**, starring Margaret Rutherford and Flora Robson, will be shown in Barne Hall at 6.30 p.m. on Saturday, 15th June, 1968.

The film is based on the famous Agatha Christie novel.

R. Som Dutt,  
Major  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 21ST JUNE, 1968.

## No. 161. PROGRAMME.

## June

Fri. 21st	...	Durrant Society meeting cancelled.	
Sat. 22nd	...	Nil. Sat. Club	... 6-30 p.m.
Sun. 23rd	...	Breakfast	... 8-15 a.m.
		2nd Inter-House Soccer	... 9-30—11-45 a.m.
		Supper	... 5-45 p.m.
		Film	... 6-30 p.m.
Mon. 24th	...	Soccer	... 4-15— 6-30 p.m.
		Wg. & Mg. Him. (B.D.)	... 6-30— 7-15 p.m.
Tue. 25th	...	L-H. Soccer	... 4-15— 6-30 p.m.
		Wg. & Mg. G.D.	... 2-30— 3-30 p.m.
		„ „ „ Nil. B.D.	... 6-30— 7-15 p.m.
Wed. 26th	...	Prep. cancelled.	
		$\frac{1}{2}$ hr. Schools.	
		Marks to Form staff	... 9-00 a.m.
		Wg. & Mg. S. (B.D.)	... 12-30— 1-15 p.m.
		„ „ „ V. ( „ )	... 2-30— 3-10 p.m.
		Hobbies cancelled	
		Libr. Books to be returned by	4-00 p.m.
		Rest period cancelled	
		Colts/Atoms leave for B.C.S. ...	10-00 a.m.
		(pkt. Lunches)	
		Staff Club Badminton Finals ...	3-30— 5-00 p.m.
		B.C.S. arrive	... 4-15 p.m.
Thu. 27th	...	Breakfast	... 8-00 a.m.
		Soccer vs. B.C.S.	... 9-30—10-35 a.m.
		Wg. & Mg. P.D.	
		Mark Books to Miss Chatterji .	1-00 p.m.
		Colts/Atoms return	... 6-30 p.m.
Fri. 28th	...	B.C.S. leave	... 7-00 a.m.
		Assembly in Hall	... 8-45 a.m.
		2nd Mark Reading	... 9-00 a.m.

(Form-staff with Forms till ... 11-00 a.m.)

Escorts' meeting (Bio. Lab.) ... 9-00 a.m.

Housemasters' H/Yearly } ... 12-00 noon  
reports to H.M.

P.D. vs. Cock House ... 3-00 p.m.

Staff/visitors attending are cordially invited to tea  
after the match.

Supper ... 5-45 p.m.

School Social ... 6-30— 9-00 p.m.

Sat. 29th ... Term ends.

#### No. 162. MID-TERM VACATION.

The School will close on Saturday, 29th June, 1968, for the mid-term vacation, and will reopen on Saturday, 27th July, 1968, on which date all children must be back in the School by 4-00 p.m.

A detailed Special Order in connection with the Mid-Term Vacation School parties' arrangements will issue shortly.

#### No. 163. MATRONS—MID-TERM VACATION.

Should Matrons wish to proceed with School parties or otherwise on the 29th June, they will make a personal stock taking, reporting any losses by the dhobi to the Bursar before they leave. These reports be duly signed by the dhobi concerned. They will continue to be held responsible for losses which might subsequently be found at the annual stock-taking in December. In case any shortages are discovered during this check now, these should also be reported, with explanations where necessary.

#### No. 164 FOUNDER'S REQUIREMENTS.

All staff members are reminded that the requirements of the staff for Founder's are to be intimated to the Engineer and Q.M. not later than 22nd June, 1968, i.e tomorrow, vide School Order No. 155, dated the 14th June, 1968.

#### No. 165. SOCIAL.

Mrs. R. Som Dutt requests the pleasure of the company of School Perfects B D and School and House Perfects G D at tea at 4-00 p.m. on Sunday, 23rd June.

**No. 166. SOCCER.**

The following will represent the School XI at the Soccer match against B.C.S., Simla, to be played at Sanawar on 27th June, 1968 :—

Dilbagh S. Sidhu (Capt.)	Nrip Dev S. Gill
M. S. Sekhon	Satinderjit S. Frar
Anirudha Moitra	Inderjit Sharma
Sarabjit S. Anand	Keshav Bhagat
R. S. Gujral	Vasudev Pathania
K. S. Rajput	

*Reserves:* Nirmaljit Singh, Naveen Chauhan & Arun Saxena.

(2) The following will represent the School Atoms XI in the Soccer match to be played against B.C.S. at Simla on 27th June, '68:-

Malvinder Singh (Capt.)	Karandeep S. Bhullar
Sumit Bagchi	Sanjiv Tandon
Sanjeev Kandal	Ranjit Dhody
Ashok Kaushik	Jai Singh Pathania
Rahul K. Hundal	Bikram Verma
Jatindra Chandail	

*Reserves:* Naveen Ansal, Rajesh Kochhar & Prabhjot Gyani.

(3) The following will represent the School Colts XI in the Soccer match to be played against B.C.S. at Simla on 27th June, '68:-

B.N. Kaul (Capt.)	B.P.S. Bhasin
Manjit Singh	Sandeep Bagchi
G.S. Brar	B.S. Pathania
J.S. Bhattal	P. Choudhry
S.S. Sekhon	L. Gadhiok
R.S. Sidhu	

*Reserves:* N. Madhok & J.S. Gill.

**No. 167. BIRDWOOD—Class Rooms.**

Will Form Masters/Mistresses please ensure that desks are neatly aligned in class-rooms.

At present many class-rooms, particularly the higher Form class-rooms, are far from neat or tidy.

**No. 168. MEDICAL—Kasauli Out of Bounds.**

There is a serious outbreak of whooping cough, in epidemic form, in Kasauli. This is a dangerous disease and, under

medical advice, the Headmaster has no option but to place Kasauli OUT OF BOUNDS to all children.

Heads of Depts. are requested to advise all Class IV staff, under their control, to forbid their children from going to Kasauli.

**No. 169. STAFF CLUB**

The Badminton Tournament Finals will be played off in Gaskell Hall, on Wednesday, 26th June, 1968, starting at 3.30 p.m. Tea and refreshment will be served soon after the match.

All members, their wives/husbands and Old Sanawarians are most welcome.

**No. 170. CINEMA.**

The film CHINA, starring Alan Ladd and Loretta Young, will be shown in Barne Hall at 6.30 p.m. on Sunday, 23rd June, 1968.

The film is an adventure story told against the Sino-Japanese War.

## Part II

**No. 17. STRENGTH.**

Decrease with effect from 28-5-68 :—

Manju Kaushik

... H.G.S.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

—:o:—  
SANAWAR, TUESDAY, 25TH JUNE, 1968.

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## SPECIAL ORDER

### Mid - term Vacation Arrangements—1968.

#### No. 171. GENERAL.

(i) Children going home with their parents will be allowed to leave Sanawar after 9-00 a.m. on Saturday, 29th June, 1968, (home day). Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. The only exceptions to this rule will be senior children who go home to Kasauli.

(ii) Children travelling in school parties will also leave on the same day, as detailed later in this order.

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

(iv) No school bedding, clothing or other school property may be taken away from Sanawar. Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) House Staff will please note that all demands in respect of individual children requiring travel money must be put in to the Bursar well in advance, and in no case later than Thursday, 27th June. Travel money required by individual children will not be issued by office after that day.

The normal travelling money for school parties will be sent to escorts on Thursday, 27th June, by the School Office.

(vi) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course would be to hand money over direct to the parent or guardian meet-

ing the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office immediately on the termination of escorts' journeys.

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off in their quarters and departments before they lock them.

(viii) Before leaving Sanawar all staff members must enter their leave addresses in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.

#### ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the Biology Lab. at 9-00 a.m. on Friday, 28th June. All such staff members are required to attend.

#### DISCIPLINE—and INDISCIPLINE.

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

(ii) Immediately after reaching their party destinations members of staff acting as escorts to school parties will report to the Bursar in writing the names of any 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.

#### TRAVELLING DRESS.

Children travelling in school parties will dress as follows:-

*Girls*: Salwar, qamiz and dupatta, or skirt and blouse.

*Boys*: Shirt or bush-shirt with trousers or shorts and stockings.

Jeans will not be worn by either girls or boys.

#### SANAWAR DEPARTURE ARRANGEMENTS.

Details are given in the Annexure to this Order. Also attached with this Order are detailed lists of school parties, and (for escorts only) a copy of the Instructions for escorts.



**LUGGAGE ARRANGEMENTS.**

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

Srl. No.	School Party
1	Kalka
2	Ambala Cantt (and Chandigarh)
3	Bombay Central
4	Bombay V.T.
5	Dehra Dun
6	Lucknow
7	Ferozepore
8	Amritsar
10	Calcutta
11	New Delhi 'A'
12	New Delhi 'B'
13	New Delhi 'C'
14	New Delhi 'D'
15	New Delhi 'E'
16	Madras
19	Pathankot

**Special note :** Stick-on labels must be pasted *on the sides or fronts* of tin trunks and **NOT ON TOP.**

(ii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Thursday, 27th June, of the number of packages (luggage) to be collected from their quarters.

(iii) Asstt. Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. They must first ensure that *all* old labels are completely removed.

(iv) Luggage of all children travelling in school parties must be ready by 8-00 a.m. on home day. Such luggage will be collected by school mazdoors and taken to Gaskell Hall. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in

accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate serial numbers on all holdalls after they have been brought down to Gaskell Hall. He will also please ensure very carefully that all previously painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers on this occasion.

(v) Luggage of all children going to Simla must be ready at the Bakery at 6 45 a.m. on home day. The Quartermaster will arrange for this luggage to be transported to the Bakery from departments by mazdoors and loaded onto the Himachal Transport bus for Simla, which will come up to the Bakery itself at 7-00 a.m.

(vi) All luggage whatsoever, including boxes, hold-alls etc., will travel with school parties on the parties buses. The Quartermaster will arrange for the loading of all parties' luggage onto the buses at the Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given in the Annexure. The luggage of the Ferozepore, Amritsar and Calcutta parties will be loaded onto the buses of these very parties and will not be loaded onto the buses of other parties departing earlier. The Quartermaster will also ensure that the two sets of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) are sent with Mr. Mukherji. Mr. Mukherji will be i/c of all luggage arrangements at Kalka and all problems and enquiries should be referred to him. It is specially pointed out that although Mr. Mukherji is in general charge of all luggage arrangements at Kalka, escorts on arrival there are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must not be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by Mr. Mukherji. *Escorts and children will supervise the loading of their luggage into their compartments by station mazdoors after having been permitted to do so by Mr. Mukherji.*

(vii) The school accepts no responsibility for losses, and staff and children alike must supervise the loading of luggage.

(viii) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or the Bakery or to porters at the Kalka railway station.

**ALLOTMENT OF ACCOMMODATION IN TRAINS.**

Mr. S. R. Sharma of the School Office will be present at Kalka railway station and will be in charge of the allotment of seats in coaches and sleeping cars to all school parties. Escorts are requested to contact them there in this connection.

**LUNCH, TEA AND SUPPER PACKETS.**

(i) **Lunch.** Lunch will be at 12-00 noon in all departments on home day.

(ii) **Tea.** Bread/Sandwiches, fruit and tea will be served in the B.D. Kitchen at 5-00 p.m. for all members of the Calcutta and Amritsar school parties.

(iii) **Supper Packets.** Supper packets (all of which will be vegetarian) for all school parties will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka. They will be issued in baskets. Given below is a statement naming the member of staff who will be responsible for collecting the supper packets for the school party indicated. Also shown is the number of packets for the various school parties (includes packets for escorts and their family members). It will be the personal responsibility of the staff member mentioned below to collect from Gaskell Hall the correct number of supper packets half an hour before the party is due to leave Sanawar, have them loaded on to the bus in which they travel to Kalka, and have them unloaded at Kalka, and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange, if possible, to have the empty baskets handed over to Mr. Mukherji at Kalka after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of supper packets
Bombay Central	Mrs. Mundkur	25
Bombay V.T.	Mrs. S. Singh	29
Calcutta	Mr. Y. B. Singh	46
Lucknow	Miss Ayling	16
Dehra Dun	—ditto—	12
Pathankot	Mr. Bhupinder Singh	50
Amritsar	Mr. S. S. Dutt	34
Ferozepore	Mrs. Harbakhsh Kaur	43
Ambala	Miss Sinclair	4

School Party	Escort	No. of supper packets
New Delhi 'A'	Mt. Pratap	28
New Delhi 'B'	Mr. Gokhale	30
New Delhi 'C'	Mrs. Sehgal	28
New Delhi 'D'	Miss Sinclair	29
New Delh 'E'	Mrs. Cherian	35
Madras	—ditto—	8

The Quartermaster will arrange the necessary number of clean baskets of appropriate size to be in Gaskell Hall at 1-00 p m. on home day.

The three Kitchen Matrons will arrange for the requisite number of supper packets to be ready in Gaskell Hall forty-five minutes before the departure of the parties in question. Each Kitchen Matron will also arrange to provide twelve extra supper packets in addition to her total requirements in order to meet any emergencies.

At least one of the three Kitchen Matrons must be present in Gaskell Hall half an hour before the departure of each school party in order to supervise the distribution of supper packets to the escorts concerned. The three Kitchen Matrons will please arrange among themselves as to which of them will be present on each such occasion.

#### ROLL - CALL AT KALKA.

Staff escorting the special train school parties are requested to arrange a roll-call of children to be escorted by them at 5-30 p.m. on the platform at Kalka Railway Station. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

#### WALKING PARTIES.

(i) Boys who have been permitted to walk down to Kalka will not leave B.D. before 1-30 p.m. Housemasters will take a roll-call of all such boys at 1-15 p.m. The names of any boys not present will be reported immediately to the Headmaster/Bursar in writing.

(ii) Housemasters will only permit those boys to walk down whose names they have already intimated to Office on the House lists sent in by them. Last minute permission to walk down will on no account be given to other boys by anyone, including escorts.

(iii) The boys who have been permitted to walk down to Kalka will not choose any other way except by the Kasauli bridle-path. These boys will have to walk down whatever the weather conditions, and will not travel by school party buses under any circumstances.

(iv) These boys will not be charged bus fare. They are required to report their presence at Kalka station to their escorts immediately the latter arrive there.

(v) Girls will NOT walk down to Kalka.

**RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the School parties will be collected by the escorts from the School office on Friday, 28th June, after the escorts' meeting.

**NEXT TERM.**

The next term will begin on Saturday, 27th July, 1968, and all children must be back by 4-00 p.m. on that day.

**PAY FOR JUNE.**

Pay for June will be issued between 11-00 a.m. and 1-00 p.m. on Friday, 28th June

**R. Som Dutt,**  
**Major,**  
*Headmaster.*

## ANNEXURE

(i) The school parties will leave the school by bus from the Quad. in the following order, starting at 2-30 p.m. on Saturday, 29th June, as per programme below (boys who have been permitted to walk down to Kalka are not included below) :—

School party	Assemble at Quad.	Départure from Quad.	Size of party (including escorts & their families)		Total	Train from Kalka
			Over 12 years	Under 12 years		
Bombay Central	2-00 p.m.	2-30 p. m.	10	5	15	Special train dep. Kalka at 6-10 p. m.
Bombay V.T.	—do—	—do—	8	11	19	
Lucknow	—do—	—do—	7	5	12	
Dehra Dun	—do—	—do—	3	2	5	
Delhi 'A'	—do—	—do—	4	8	12	
" 'B'	—do—	—do—	3	12	15	
" 'C'	—do—	—do—	15	9	24	
" 'D'	—do—	—do—	10	11	21	
" 'E'	—do—	—do—	3	26	29	
Ambala Cantt	—do—	—do—	1	2	3	
Madras	—do—	—do—	2	—	2	
Pathankot	—do—	—do—	7	12	19	
Kalka	—do—	—do—	2	8	10	
					186	

The above will travel in five buses and will embus, when requested to do so by the Bursar, strictly in the order in which the parties are listed above, i.e. the Bombay Central party first, the Bombay, V.T. party next, then the Lucknow party and so on. No party will move from its assembly point until the preceding party has completely embussed. Escorts will be responsible for ensuring the necessary control over their parties from the time of their assembly in the Quad., and also for putting them into the buses.

Ferozepore	4-00 p. m.	4-30 p.m.	12	6	18	87 Dn. Chg Express dep. Kalka 7-10 p. m.

The above party will travel in the School bus.

Amritsar	6-30 p.m.	7-00 p.m.	7	11	18	*
Calcutta	—do—	—do—	10	21	31	†
					<hr/>	
					49	
					<hr/>	

\* 35 Dn. Simla Mail dep. Kalka at 9-50 p. m.

† 2 Dn. Howrah Mail dep. Kalka at 11-35 p. m.

The above two parties will travel in two buses.

The school bus otherwise will be held in reserve and will not be used for any purpose without the express permission of the Bursar.

(ii) All parties, including all escorts concerned, will assemble in the Quad partywise under the relevant party placards at the assembly time specified above, and will remain there—especially the escorts—until the departure. Party placards will be posted prominently in the Quad, and will be arranged in the order in which the school parties will embus. No party will embus until requested to do so by the Bursar.

(iii) Children in a particular party will on no account be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.

(iv) The Bursar, assisted by Mr. Gore, will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

## THE LAWRENCE SCHOOL ORDERS.

—:o:—  
SANAWAR, FRIDAY, 28TH JUNE, 1968.

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### No. 172. RULES RELATING TO ESCORT DUTY BY THE SCHOOL STAFF.

#### A. General.

1. Since the Board of Governors has accepted in principle the responsibility of the school escorting the children to and from their home destinations during the school vacations, and since this is only possible by detailing members of the staff to carry out these duties, it will not be open to members of the staff to refuse escort duty.
2. Every effort will be made to meet the wishes of staff members in the matter of escorting school parties, and escort duties will be allotted on a rotation basis as and where the need arises. However, no staff member can claim as of right to be included as an escort in a school party.

#### B. Home parties—outwards from Sanawar.

1. (a) Where a party's final destination is the same as the permanent home of a staff member, or where the staff member's permanent home is beyond the party's final destination and that party destination lies on the shortest rail route to the home, he/she will be given first priority as escort.
  - (b) Such staff members will be accommodated, in order of seniority, (by rotation where necessary), against escorts entitled to railway concessions under railway rules.
  - (c) If the number of such staff members exceeds the number of escorts allowed railway concession, the remaining staff members will be deputed as additional escorts by the school itself, again in order of seniority (by rotation where necessary), provided :—
    - (i) funds are available in the Escort Fund ;
    - (ii) the total number of staff members escorting the party does not exceed the ratio of one escort for every four children in the party.



- (d) Staff members deputed for escort duty under (b) & (c) above will travel in the same class as the parties themselves and will actively perform all the routine duties of escorts.
2. (a) Where a staff member's permanent home is not the same as a party's final destination but lies on the route of a party, he/she will be given next priority (after para B.1 above) as escort.
    - (b) Such members will be accommodated to the extent possible, in accordance with the criteria laid down in para B.1 (b), (c) and (d) above.
  3. Staff members not covered by paras 1 and 2 above may be accommodated in school parties only after all entitled members under the above two paras have been accommodated, and only when they can be deputed as escort on a railway concession under railway rules. They will not otherwise be deputed, i. e. they will not be deputed as additional escorts on the school side (as distinguished from escort deputed on railway concession)
  4. Staff who are required to escort parties beyond their home stations, will be entitled to First Class return fares to their home stations from the party destination. They will also be entitled to D. A. as below for the period for which they are required to be absent from their home stations, to and from the party destination :—
    - (a) Rs. 8/- per day or part thereof while actually travelling by rail.
    - (b) Actual expenses within reason if required to halt at a major city in connection with their duties as escort.
  5. Staff not detained on duty and not escorting school parties, will not be eligible to have their fares paid to their home stations.
- C. Return parties—inward to Sanawar.**
1. The same rules in reverse will apply as for outward journeys.
  2. Staff not escorting parties and returning to Sanawar before the opening of the Term, will do so at their own expense.
- D. Vacation staff detained or called back early.**
1. The following members of the Vacation Staff, viz : Librarian, Nursing Sister, Matrons and Assistant Matrons, if detained on duty at the school after it closes, or if called back to school duty before it reopens will be paid second class rail fare to and from their permanent homes.

2. Other members of the Vacation Staff detained on duty at the school after it closes, or called back to school for duty before it reopens will be paid their rail fares to and from their permanent homes in accordance with the provisions of the School Rules relating to jounies undertaken on school duty.

*Note:* All fares payable under paras B, C and D above will be paid from the Escort Fund, except fares under para D (2) which will be paid from the Travelling account.

**No. 173. MID-TERM VACATION.**

The School will close on Saturday, 29th June, 1968, for the mid-term vacation, and will reopen on Saturday, 27th July, 1968, on which date all children must be back in the School by 4-00 p.m.

A detailed Special Order in connection with the Mid-term vacation School Parties' arrangements has already been issued.

**No. 174. STAFF FAMILIES' RATIONS ETC. DURING VACATION.**

(1) With effect from Monday, 1st July, the following arrangements have been made to meet the requirements of bread, eggs, meat, vegetables, fruit, dry rations and fuel of staff families who will be remaining at Sanawar during this vacation :—

**Bread**

Bread will be available at the Q. M. Stores between 11-00 a. m. and 12-00 noon on Wednesday and Saturdays.

**Meat**

Meat will be available at the Q. M. Stores between 11-00 a. m. and 12-00 noon on Wednesdays and Saturdays.

**Eggs**

Eggs will be available at the Bakery from 12-00 noon to 2-00 p. m. Mondays, Wednesdays and Saturdays.

**Vegetables & Fruit**

The vegetable and fruit shop at the Bakery will be open on Mondays, Wednesdays and Saturdays from 12-00 noon to 2-00 p. m.

**Dry Rations & Fuel**

These will continue to be issued from the Q. M. stores on the same days and at the same times as usual.

(2) The Bursar particularly requests that any complaints or difficulties of staff families in respect of supplies of the above articles by contractors should be brought to his notice immediately, or in his absence to the notice of the Q.M., in order to enable him to take corrective and, if necessary, deterrent action against the contractor concerned. He would like to point out that unless such complaints are brought to his notice, he is unaware of them and can take no action to improve matters.

**No. 175. TUCKSHOP HOURS DURING VACATION.**

The Tuckshop will remain open from 11-00 a.m. to 1-00 p.m. on Mondays, Wednesdays and Saturdays throughout the vacation.

**No. 176. HINDI FILMS**

The following Hindi films have been booked for showing to the servants and their families, at 4-30 p.m. on the date mentioned against each film. Heads of Departments are requested to inform all the servants working under them :—

- |            |     |      |          |
|------------|-----|------|----------|
| 1. SASURAL | ... | Sat. | 6th July |
| 2. ZINDGI  | ... | ..   | 20th ..  |

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

\_\_\_\_\_ :o: \_\_\_\_\_

SANAWAR, FRIDAY, 5TH JULY, 1968.

### Part II

#### No. 18. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. Sunder Lal Verma	Comp./cum-inkman	3-6-68—24-6-68—22 days
„ Sahej Ram	Sr. Carpenter	10-6-68—22-6-68—13 „
„ Madho Ram	Head Tailor	11-6-68—20-6-68—10 „
„ Mann Singh	Watchman	10-6-68—10-7-68—31 „
„ Sunder	„	10-6-68—10-7-68—31 „
„ Hem Singh	Peon	20-5-68— 1-6-68—13 „

2. Mr. Tanna Ram, Peon, has been sanctioned 93 days leave without pay with effect from 23-5-68 to 23-8-68.

3. Mr. Mool Chand, cook, was sanctioned one day's leave without pay on 2-5-68, being his absence from duty without permission.

4. Mr. Girdhari, Bearer, was sanctioned 5 days leave without pay with effect from 1-5-68 to 5-5-68, being his absence from duty without permission.

5. Mrs. V. Ram Pal (formerly Miss V. L. Kundi) Temporary mistress, was granted 11 days leave without pay with effect from 13-6-68 to 23-6-68.

#### No. 19. APPOINTMENTS.

Mr. R.K. Dhir, master on probation, vacated his appointment with effect from 19th May, 1968 (A.N.).

2. Mr. K.K. Madhok was appointed master, temporarily, with effect from 30-5-68 to 28-6-68.

3. The services of Mr. Lachhi Ram, Bearer, were terminated with effect from 30-4-68 (A.N.) under School rule 10 (xiii).

4. Mr. Surat Ram, temporary Blacksmith, vacated his appointment with effect from 17-5-68 (A.N.).

5. The services of Mr. Sant Ram, wireman-cum-driver, were terminated with effect from 6-6-68 (A.N.) under School rule 10 (xiii).

6. Smti. Devki, ayah, has been retired from service with effect from 31-5-68 (A.N.). She was sanctioned 7 days earned leave with effect from 1-6-68 to 7-6-68 due to her.

7. Mr. Hari Singh is appointed bearer, on one year's probation, with effect from 1st June, 1968, vice Mr. Lachhi Ram, whose services were terminated.

**No. 20. EXTENSION OF SERVICE.**

Mr. Madho Ram, Head Tailor, is granted one year's extension in service with effect from 2nd July, 1968.

**R. Som Dutt,**  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 26TH JULY, 1968.

## No. 177. WELCOME.

The Headmaster welcomes all staff and children and wishes them every success in their endeavours.

## No. 178. PROGRAMME.

Mon. 29th July	Rouser	...	...	7-00 a.m.
	Breakfast	...	...	7-45 ,,
	Assembly ( in Hall )	...	...	8-40 ,,
	M.I. G.D.	...	...	7-30 ,,
	M.I. B.D.	...	...	8-05 ,,
	Film (Sunday)	...	...	6-30 p.m.
Wed. 31st July	Rouser	...	...	5-30 a.m.
	Chota	...	...	6-10 ,,
	Prep.	...	6-30—8-00	,,
	Bkfst. B.D. ; G.D.	...	8-05 ; 8-10	,,
	M.I. B.D. ; G.D.	...	8-20 ; 8-05	,,
	Assembly	...	...	8-50 ,,

## No. 179. BURSAR'S INTERVIEW HOURS.

These will be as follows this term :—

- ( i ) 11-30 a.m.—12-00 noon                      Administrative Staff  
 ( ii ) 2-45—3-15 p.m. (except Saturday)      Teaching Staff

It is requested that all members of the staff will observe these timings, except in cases of *real* urgency.

Where members of the teaching staff are unable to come at the above time on account of unavoidable school duty, they may also come between 11-30 a.m. and 12-00 noon, and if that time also is not possible on account of unavoidable school duty then at any time possible for them.

## No. 180. CINEMA

The film *WHEN THE BOYS MEET THE GIRLS*, starring Connie Francis and Harve Presnell will be shown in Barne Hall at 6-30 p.m. on Sunday, 28th July, 1968.

The film is a gay musical comedy.

R. Som Dutt,  
 Major,  
 Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

:o:  
SANAWAR, FRIDAY, 2ND AUGUST, 1968.

## No. 181. FOUNDER'S TERM 1968.

With effect from Monday, 5th August, 1968 :—

Rouser	...	...	...	5-30 a.m.
Chota	...	...	...	6-10 "
Prep. Boys	...	...	...	6-30— 8-00 "
Prep. Girls	...	...	...	6-30— 7-55 "
Bkfst. B.D.	...	...	...	8-05 "
M.I. B.D.	(NCC boys first)		...	8-25 "
Bkfst. G.D.	...	...	...	8-10 "
M.I. G.D.	...	...	...	8-00 "
NCC Boys	...	...	...	8-35— 9-05 "
NCC Girls	...	...	...	8-40— 9-00 "
Assembly	...	...	...	9-20 "
Classes (35 mts.)	...	...	...	9-35—11-20 "
Break	...	...	...	11-20—11-40 "
Classes (35 mts.)	...	...	...	11-40— 1-25 p.m.
Lunch	...	...	...	1-30 "
Heer Ranjha	...	...	...	2-30— 3-30 "
Hobbies Groups	...	...	...	2-30— 3-30 "
Orchestra	...	...	...	2-30— 3-30 "
Dancing	..	...	...	2-30— 3-30 "
Gym. Work	...	...	...	2-30— 3-30 "
Band	...	...	...	2-30— 3-30 "
Toy soldiers	...	...	...	2-30— 3-30 "
P.T. Boys	...	...	...	3-40— 4-10 "
P.T. Girls	...	...	...	4-30— 5-00 "
Tea Boys	...	...	...	4-15 "
Tea Girls	...	...	...	4-20 "
<b>Swimming</b>				
P.D.	...	...	...	2-30— 3-00 "
Girls	...	...	...	3-00— 4-10 "
Boys U 11	...	...	...	4-30— 5-00 "
13	...	...	...	5-00— 5-30 "
15	...	...	...	5-30— 6-00 "
Opens	...	...	...	6-00— 6-30 "

**Athletics**

Girls	...	...	...	5-15— 6-15 p m.
Boys U 15	...	...	4-30—4-50—	5-10 „
Opens	...	...	4-50—5-10—	5-30 „
U 11	...	...	5-15—5-35—	5-55 „
U 13	...	...	5-45—6-05—	6-25 „
Supper	...	...	...	6-45 „
Baths	...	...	...	7-15 „
Lights Out	...	...	...	8-15 (VI 9-00) „

**Barne Hall**

Heer Ranjha	...	...	...	2-30— 3-30 „
P.D.	...	...	...	4-30— 6-30 „
A.D.S.	...	...	...	6-30 „

**Swimming (Sundays)**

G.D.	...	...	...	9-30—10-20 a.m.
Him. B.D.	...	...	...	10-25—11-05 „
Nil.	...	...	...	11-05—11-45 „
Siw.	...	...	...	11-45—12-25 p.m.
Vind.	...	...	...	12-25— 1-05 „
Lunch B.D. (Sundays)	...	...	...	1-15 „

Piano Pupils : as arranged for by Miss Chatterji.

**No. 182. FOUNDER'S DUTIES B. D.**

Athletics	...	M/s Mountford, Mundkur, Gore & Sinha
Swimming	...	M/s Jalota & Joshi
A. D. S.	...	M/s B. Singh, Bhalerao, Sikund, Fuste & S. C. Arora
Heer Ranjha	...	M/s Atma Ram & Gupta
Stage	...	Mr. Mukherji

**No. 183. INDEPENDENCE DAY.**

The following programme will be observed :—

Thursday, 15th August.

Sunday timings will be observed.

Assembly	...	...	...	9-45 a. m.
Lunch	...	...	...	12-30 p. m.
Football match School vs. Sanawar Star Club.	...	...	...	3-15 p. m.
Sports (on Barne ground)	...	...	...	4-30 p. m.
Distribution of sweets & prizes	...	...	...	5-30 p. m.
Cold Supper and Cocoa	...	...	...	7-15 p. m.



Matrons I/c Kitchens will arrange for a cold supper to be prepared before-hand to enable the kitchen staff to attend the sports.

School Prefects, boys and girls, will organise the following events :—

1. Women's Race ( Open )
2. Women's Race ( School Ayahs )
3. Men's Race ( Open )
4. Men's Race ( Over 40 years of age )
5. Toddlers' Race
6. Boys, under 10
7. Girls, under 10
8. Tug-o-war ( 12 a side )
9. Men's Relay Race P.D., G.D. B.D. ( Teams of 4 a side )

In case the weather is really bad, the children will organise a School Concert for class IV servants in Barne Hall commencing at 5-00 p. m., and sweets will be distributed at 4-30 p. m. outside Barne Hall.

Will all concerned please inform all Class IV staff working under them ?

#### No. 184. TUCK SHOP SLIPS.

All Housemasters and Housemistresses are reminded :—

a) ordinarily to restrict to twice, and in any case not more than three times a month, the sending of Tuckshop Slips to the School Office for passing.

b) that where the total value of the items required on any one Tuckshop Slip does not exceed Rs. 15/-, such Tuckshop Slips should not be sent to the School Office but should be presented directly to the Tuckshop. The restriction mentioned at (a) above will apply equally to Tuckshop Slips presented directly to the Tuckshop.

#### No. 185. PREPARATION OF TUCKSHOP SLIPS.

Children and Housemasters/Housemistresses are reminded kindly to note and implement the following points when writing out tuckshop slips :—

- (i) The number/quantity of articles required should be written against each item (e. g. one pr. P. T. ~~shoes~~ two pencils). This number/quantity should be written ~~before~~ the name of the item concerned.

- (ii) Wherever applicable and possible, the size of the item required should be written (e. g. one pr. P. T. shoes, size 6; one bottle ink, small). The size should be written *after* the name of the item concerned.
- (iii) After completing the slip a line should be scored vertically down the middle of the slip through the remaining (blank) items to the bottom of the slip.
- (iv) The slip should be signed **in ink** (except by P.D. children).
- (v) Children must sign their full signatures, not merely initials or first names.
- (vi) Housemasters/Housemistresses should also date their signatures.
- (vii) Housemasters/Housemistresses must initial any cuttings/corrections/amendments in tuckshop slips.

#### **No. 186. SWIMMING POOL.**

School Order No. 138, dated 31st May, 1968, is reproduced below. No Master or Mistress on duty will permit any child to enter the pool until all the requirements of this order are fulfilled :—

“ No boy or girl will enter the swimming pool, except when he/she is programmed to swim. They will not enter the pool unless they are allocated by name to a part of the pool to which they will confine themselves, namely the shallow end in the case of those who are non-swimmers and weak swimmers, and the whole pool in the case of those who are good swimmers. No child will be permitted to dive into the pool unless his/her name is included in a list of those permitted to dive.

The Deputy Headmaster and the Senior Mistress will supervise the immediate preparation by House Staff of these lists by sets, a copy of which will always be in the possession of the Master/Mistress I/c on duty at the Swimming Pool.

The Master/Mistress on duty at the Swimming Pool will NOT permit swimming to commence unless :—

- (a) He/She has taken a roll call of those present according to the list prepared, which must be in his/her possession, and has first got all swimmers fallen in according to the allocation of the pool.
- (b) He/She has checked that all swimming apparatus and personnel as detailed below is present at the side of the pool :—

- (i) A long bamboo with a blunt hook attached at the end;
- (ii) Floats (Life belts);
- (iii) Rope;
- (iv) Krishan, Mali, present near the pool."

**No. 187. HOUSE TUTORS.**

Mr. S.C. Arora will be attached to Siwalik B. D. as Tutor.

**No. 188. CHARITY.**

The Blind Social Welfare Society, New Delhi, has once again asked for donations. Last year a sum of Rs. 231/90 was contributed and sent.

Would all staff and children who would like to donate to this fund kindly do so Housewise.

**No. 189. ADMINISTRATIVE HOLIDAY.**

Thursday, the 8th of August, 1968, will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

The Tuckshop will, however, remain open as usual.

**No. 190. CINEMA.**

The film APRIL IN PARIS, starring Doris Day, Ray Bolger and Claude Dauphin, will be shown in Barne Hall at 6-30 p. m. on Saturday, 3rd August, 1968.

The film is a gay musical comedy.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

—:—

SANAWAR, FRIDAY, 9TH AUGUST, 1968.

## No. 191. PROGRAMME.

Saturday 10th Aug.

N. C. C.	...	Cancelled
Letter writing	...	8-35—9-10 a.m.
Singing Practice	...	9-20 „
Classes	...	Normal
Swimming G. D.	...	3-00—4-10 p.m.
Swimming B. D. Special groups only	...	4-30—5-30 „
Athletics Special groups only	...	4-30—5-30 „
Supper	...	5-45 „
Film	...	6-30 „

## No. 192. INDEPENDENCE DAY.

All concerned are reminded of the Independence Day programme as published in last week's School Order No. 183.

## No. 193. STAFF CLUB.

A Staff Club dinner will be held on Saturday, 10th August 1968, at 8-00 p. m. All members, their wives/husbands and Old Sanawarians are most welcome.

## No. 194. ICE-CREAM.

Ice-cream will be on sale again between 9-30 a. m. and 12-00 noon in the B. D. Kitchen with effect from next Sunday, on coupons which can be purchased from the Tuck Shop on Saturdays as usual.

## No. 195. MEDICAL.

Manjit Singh Hanspal is excused from all physical activities till the end of the term.

## No. 196. ADMINISTRATIVE HOLIDAYS.

i) Thursday, 15th August, will be observed as a holiday by both the School and the administrative staff on account of Independence Day.

The Tuck Shop will also remain closed on this day.

ii) Friday, 16th August, will also be observed as a holiday by the Administrative, staff only on account of Janam Ashtami.

The Tuck Shop, however, will remain open on this day.

**No. 197. CINEMA.**

The film BATTLE IN OUTER SPACE, starring Rye Ikebe and Kyoko Anzai, will be shown in Barne Hall at 6-30 p.m. on Saturday, 10th August, 1968.

The film is a Science fiction story.

**CORRIGENDUM:**

The correct dates of birth of the following children are given against their names. All records may, therefore, be corrected accordingly.

Sanjeev Jain PDV	...	8-11-60
Vikram Tewathia PDS	...	15-10-60

**Part II**

**No. 21. STRENGTH.**

Decrease with effect from 27-6-68 :—

Bina Pal	...	N. G.
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Increase with effect from 29-7-68 :—

Yogeshwar Dyal Sharma	...	S.B.S.
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**No. 22. LEAVE.**

The following members of the staff were granted earned leave for the period shown against their names :—

Dr. J. C. Sakhuja	R. M. O.	...	1-7-68 to 22-7-68	22 days
Mr. Surendra Nath	Engineer	...	8-7-68 to 26-7-68	19 "
" Gian Singh	Steno	...	5-7-68 to 24-7-68	20 "
" P. R. V. Nair	Compounder	...	8-7-68 to 17-7-68	10 "
" Hari Ram	Tinsmith	...	3-6-68 to 4-7-68	32 "
" Gurdial	Valávmen	...	1-7-68 to 20-7-68	20 "
" Khiali Ram	Khalasi	...	8-7-68 to 20-7-68	13 "
" Sukh Ram	Barber	...	8-7-68 to 25-7-68	18 "
" Jagat Ram	Peon	...	1-7-68 to 20-7-68	20 "
" Sobha Ram	"	...	1-7-68 to 20-7-68	20 "

Mr. Kundan	„	...	8-7-68 to 20-7-68	13 days
„ Bela Ram	Mazdoor	...	1-7-68 to 31-7-68	31 „
„ Sahamsher Singh	Groundman	...	1-7-68 to 20-7-68	20 „
Smt. Marium	Ayah	...	1-7-68 to 20-7-68	20 „
Mr. Ishar	Sweeper	...	1-7-68 to 10-7-68	10 „
„ Mangta	„	...	4-7-68 to 11-7-68	8 „
„ Parsa	„	...	3-7-68 to 15-7-68	13 „
„ Lal Singh	Cook	...	3-7-68 to 24-7-68	22 „
„ Brephtu Ram	„	...	2-7-68 to 24-7-68	23 „
„ Narata Ram	Bearer	...	1-7-68 to 15-7-68	15 „
„ Chaudhary	Bakery Mazdoor	...	2-7-68 to 21-7-68	20 „

**No 23. APPOINTMENTS.**

Mr. Babu Lal Pradhan, Junior clerk on probation, vacated his appointment with effect from 20th July, 1968, (A.N.) having resigned.

2. Mr. Madan Singh is appointed temporary fitter-cum-driver with effect from 8th July, 1968 (F. N.) vice Mr. Sant Ram, whose services were terminated.

3. Smt. Krishna Kumari is appointed ayah on one year's probation with effect from 25th July, 1968 (F.N.) vice Smt. Devki retired.

4. Mr. S. C. Arora is appointed master on one year's probation with effect from 27th July, 1968 (F.N.) vice Mr. R.K. Dhir, resigned.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, SATURDAY, 17TH AUGUST, 1968.

### **No. 198. INCOME-TAX INSURANCE AND DEPENDENT PARENTS/GRAND-PARENTS REBATE.**

Income-tax rebate is admissible on account of life premia and dependent parents/grand-parents. Would all staff members who wish these to be taken into account for their income-tax calculations please inform the Cashier immediately, not later than 20th August, 1968, of the total amount of premia etc paid by them annually from their own resources other than amounts deducted from their school salary bills, and also of the number, if any, of their parents/grand-parents totally dependent on them.

### **No. 199. HOUSE TUTORS.**

Mr. K.K. Madhok will be attached to Himalaya House  
B.D.

### **No. 100. CINEMA.**

The film 7 FACES OF DR LAO, starring Tony Randall and Barbara Eden, will be shown in Barne Hall at 6-30 p.m. on Saturday, 17th August, 1968.

The film is an unique entertainment, combining fantasy, drama, mystery, romance and comedy.

R. Som Dutt,  
Major,  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 23RD AUGUST, 1968.

## No. 101 PROGRAMME FOR SATURDAYS.

Classes	...	...	8-40—10-25 a.m.
Break	...	...	10-25—10-45 a.m.
Classes	...	...	10-45—12-30 p.m.
Letters	...	...	12-30— 1-10 p.m.
Lunch	..	...	1-15 p.m.
Hobbies	...	...	2-15— 4-00 p.m.
Tea	...	...	4-05 p.m.
P.T. B.D.	...	...	4-20— 4-50 p.m.
Baths B. D.	...	...	4-50— 5-30 p.m.
P.T. G.D.	...	...	5-00— 5-30 p.m.
Supper	...	...	5-45 p.m.
Film	...	...	6-30 p.m.
Athletics cancelled			

## No. 102. PROGRAMME.

The Swimming Sports will be held on Sat. 24th August, at 3-00 p. m.

Hobbies/Athletics will be cancelled for the day.

### 2. With effect from Monday, 26th August, 1968 :—

Rouser	...	...	...	5-30 a.m.
Chota	...	...	...	6-10 "
Prep. Boys	...	...	...	6-30— 8-00 "
Prep. Girls	...	...	...	6-30— 7-55 "
Bkfst. B.D.	...	...	...	8-05 "
M.I. B.D. (N. C. C. boys first)	...	...	...	8-25 "
Bkfst. G.D.	...	...	...	8-10 "
M.I. G.D.	...	...	...	8-00 "
NCC Boys	...	...	...	8-35— 9-05 "
NCC Girls	...	...	...	8-40— 9-00 "
Assembly	...	...	Cancelled	
Classes (35 mts)	...	...	...	9-20—11-05 "
Break	...	...	...	11-05—11-25 "



Classes (35 mts) ...	...	...	11-25— 1-10 pm.
Lunch ...	...	...	1-15 „
Heer Ranjha ...	...	...	2-15— 4-00 „
Hobbies Groups ...	...	...	—do—
Orchestra ...	...	...	—do—
Dancing ...	...	...	—do—
Gym. Work ...	...	...	—do—
Band ...	...	...	—do—
Toy soldiers ...	...	...	—do—
P. T. Boys ...	...	...	4-20— 5-00 „
P. T. Girls ...	...	...	5-30— 6-10 „
Tea Boys ...	...	...	4-05 „
Tea Girls ...	...	...	4-05 „
<b>Athletics</b>			
Girls ...	...	...	4-20— 5-20 „
Boys U 15 Barnes ...	...	...	5-15—5-35— 5-55 „
Opens Barnes ...	...	...	5-35—5-55— 6-15 „
U 11 Heliped ...	...	...	5-15—5-35— 5-55 „
U 13 ...	...	...	5-35—5-55— 5-15 „
Supper ...	...	...	6-45 „
Baths ...	...	...	7-15 „
Lights Out ...	...	...	8-15 (VI 9-30) „
<b>Barne Hall</b>			
Heer Ranjna ...	...	...	2-15— 4-00 „
P. D. ...	...	...	4-30— 6-30 „
A. D. S. ...	...	...	6-30 „

**No. 103. CINEMA.**

The film SEVEN SEAS TO CALAIS, starring Rod Taylor and Keith Mitchell, will be shown in Barne Hall at 6-30 p. m. on Saturday, 24th August, 1968.

The film is an action-filled sea spectacle.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

—:o:—  
 SANAWAR, FRIDAY, 30TH AUGUST, 1968.

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### No. 104. HOLIDAYS FOLLOWING FOUNDER'S.

Children will be allowed out of the school with their parents and guardians from 11-30 a.m. on Saturday, 5th October, till 5-00 p.m. on Monday, 7th October. Children will not be permitted to leave the school before 11-30 a.m. on the 5th, as attendance at the Fête is compulsory.

All enquiries from parents may please be replied to in the light of the above.

### No. 105. SENIOR STAFF FAMILY RATIONS.

Due to Founder's it will not be possible to issue staff rations and fuel on Wednesday and Thursday, the 2nd and 3rd October, 1968. These rations will instead be issued on Tuesday and Wednesday, the 8th and 9th October.

All staff concerned are therefore advised to keep this in mind when they draw their ration in September.

### No. 106. EYE SPECIALIST.

Inspections will be held from Mon. 2nd Sept. to Thurs. 5th Sept. '68.

### No. 107. INCOME - TAX INSURANCE AND DEPENDENT PARENTS/GRAND PARENTS REBATE.

Reference school order No. 198 dated 17th August, 1968. Would all staff members who wish these rebates to be taken into account for their income-tax calculations for the financial year 1968 - 69 please inform the Cashier in writing before the 5th of September next, after which date no request will be entertained.

### No. 108. CINEMA.

The film FULL OF LIFE, starring Judy Holliday and Richard Conte, will be shown in Barne Hall at 6-30 p. m. on Saturday, 31st August, 1968.

The film is a family comedy

R. Som Dutt,  
 Major,  
 Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, FRIDAY, 6TH SEPTEMBER, 1968.

## No. 109. PROGRAMME.

Sunday 8th September :—

Supper	...	...	6-15 p. m.
Athletics Training. Films in Barne Hall	...	...	7-00 p. m.
(2) With effect from Monday, 9th September, 1968 :—			
N.C.C.	...	...	8-35—9-20 a.m.
Classes	...	...	9-35—1-25 p m.
Lunch	...	...	1-30 „
Hobbies Groups	...	...	2-30—4-15 „
Tea	...	...	4-20 „
P. T. B.D.	...	...	4-35—5-15 „
„ G.D.	...	...	5-45—6-25 „
Athletics B.D.	...	...	5-30—6-10 „
	...	...	5-50—6-30 „
„ G.D.	...	...	4-35—5-35 „
Supper	...	...	7-00 „
Lights out	...	...	8-30 „

## No. 110. MEDICAL.

The following are excused all physical activities till the end of the term :—

P.M.S. Grewal      N.B.S.      Ajit Singh Grewal S.B.S.  
Harbinder Kaur Gill   N.G.S.

## No. 111. CINEMA.

The film SEVEN WAYS FROM SUNDOWN, starring Andie Murphy and Barry Sullivan, will be shown in Barne Hall at 6-30 p.m. on Saturday, 7th September, 1968:

The film is a Western.

## Part II

## No. 24. STRENGTH.

Decrease with effect from 29th June, 1968 :—

Gurpreet Singh Mann      ...      V.P.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 13TH SEPTEMBER, 1968.

### No. 212. PROGRAMME.

With effect from Monday, 16th September.

Classes	...	...	9-30 a.m.
Lunch	...	...	1-25 p.m.
Hobbies etc.	...	...	2-25—4-10 „
Tea	...	...	4-15 „
P.T. B.D. G.D.	...	...	4-30—5-10 „
Athletics B.D. G.D.	...	...	5-25—6-25 „
Supper	...	...	6-55 „
Lights out	...	...	8-25 „

### No. 213. FOUNDER'S—STAFF MEMBERS' DUTIES.

Founder's is drawing near. The attention of all staff members is invited to School Orders Nos. 153 and 154 dated 14th June, 1968, in which duties for Founder's and the Fête were detailed by name. All staff members concerned are requested to start thinking ahead of what these duties will require and entail, and are requested to take preparatory action *now*, in good time, in order to avoid a last-minute rush.

### No. 214. AFTER FOUNDER'S.

No boys will be permitted to go to Gaura after Founder's unless accompanied by a member of the staff.

### No. 215. FOUNDER'S—STAFF GUESTS.

Members of the staff are bound to be asked by parents and friends for accommodation with them during Founder's.

While the Headmaster has no desire whatever to interfere in the hospitality extended by members of the staff to such guests, he would like to point out that they will be very busy indeed in the parts they will play during Founder's and will have little time, if any, to devote to guests. Secondly, it will not be possible for kitchen matrons to provide meals for guests and visitors, particularly as they will be extremely busy with their own duties in making arrangements connected with Founder's.

It is regretted that due to shortage of beds in the School it will not be possible to issue any temporarily to staff members for guests.

Members of the staff may, if they so wish, plead school policy in refusing requests for accommodation.

**No. 216. POST - FOUNDER'S SOPs.**

SOPs may be granted entirely at the discretion of Housemasters and Housemistresses as under. In exercising their discretion, past experience of parents who have abused these privileges will be taken into account. If permission is at all granted in these cases, parents must be warned beforehand that disciplinary action, which will effect their children, will be taken should there be any departure from the dates and timings given :—

B.D.	} After 11-30 a.m. on Saturday, 5th October, till 5-00 p.m.
G.D.	
P.D.	

Children will NOT be allowed out earlier under any circumstances.

The holidays are intended primarily to enable children to enjoy complete rest after the stress of Founder's and Housemasters/ Housemistresses are requested to use their discretion when granting SOPs if they are not satisfied that the aim will be fulfilled.

**No. 217. STAFF CLUB.**

There will be a dinner in the club on Sunday, September 15th at 7-45 p.m. Members' wives/husbands, and O.S., are cordially invited.

**No. 218. CINEMA.**

The film YELLOWSTONE KELLY, starring Clint Walker, Byrnes, will be shown in Barne Hall at 6-30 p.m. on Saturday, 14th September, 1968.

The film is as raw and savage as the deadly arena in which it explodes. It is the story of this man who stood tall as thunder and grim as war smoke.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 20TH SEPTEMBER, 1968.

### No. 219. PROGRAMME.

Wed. 25th	...	Marks to Form Staff	10-00 a.m.
		New Programme timings as given on the cyclo-styled sheet.	
Thu. 26th	...	N.C.C. examination	
Fri. 27th	...	Mark-books to Miss Chatterji	1-00 p.m.
Sat. 28th	...	Mark-Reading	10-15 a.m.
		Letter writing	11-30—12-15 p.m.

### No. 220. FOUNDER'S ARRANGEMENTS.

A detailed time-table for Founder's and O. S. Day is given below for the information and necessary action of all concerned :—

#### Wednesday, 2nd October

9-30 a. m.	...	Athletics	
1-00 p. m.	...	P. D.—Founder's lunch	
5-00 p. m.	...	Staff Play	

#### Thursday, 3rd October

10-15 a. m.	...	O. S. Netball—Barnes	
11-00 a. m.	...	O. S. Hockey—Barnes	
1-00 p. m.	...	B.D. & G.D.—Founder's lunch	
3-15 p. m.	...	Tea	
4-00 p. m.	...	Prep School Concert	
6-15 p. m.	...	Light Supper	
7-15 p. m.	...	Tattoo	
8-45 p. m.	...	Cocoa & biscuits for all children	

#### Friday, 4th October

7-45 a. m.	G.D. }		
„	a. m. B.D. }	Breakfast	
8-45 a. m.	...	Assembly	
10-00 a. m.	...	School Colour Parade	
11-00 a. m.	...	{ Arts, Crafts & Needlework Exhibition	
12-00 noon	...	Speeches	
1-15 p. m.	...	Light Lunch	
4-00 p. m.	...	Tea	

5-00 p. m.	...	...	School Concert
7-15 p. m.	...	...	Supper
<b>Saturday, 5th October</b>			
8 00 a. m.	...	...	Breakfast
10-00 a. m.	...	...	Fête
1-15 p. m.	...	...	Lunch
3-00 „	...	...	O.S. Meeting—Club
4-00 „	...	...	O.S. Tea—Club
4-00 „	...	...	Tea (School children)
5-45 „	...	...	Cold supper (School children)
7-00 „	...	...	O.S. Dinner—Parker Hall
8-15 „	...	...	Cocoa (School children)
9-00 „	...	...	O.S. Dance—Barne Hall

(2) Founder's lunch at 1-00 p.m. on 2nd (P.D.) and 3rd (B.D./G.D.) October will be arranged Department-wise. Husbands and wives of the staff are very cordially invited. Staff will please inform Matrons I/c Kitchens before Thursday, 26th September as to where they will be lunching.

(3) **O.S. Dinner:** A charge of Rs. 2/- per head is fixed for this dinner. It is hoped that as many staff members and their wives and husbands as possible will attend. Staff will please notify the Bursar in writing before Thursday, 26th September, giving the number of suppers required.

(4) **Meals:** Arrangements are being made to enable guests and visitors to buy, fruit, pastries, and meat and vegetable patties at the swimming pool on the 4th and 5th October. The Tuck Shop will be closed from 12-00 noon to 3-00 p.m. on both days for this purpose. Sweetmeats, snacks etc., will also be available at the swimming pool from the school halwai on all days. School kitchens will not be able to cater for visitors or staff guests in dining rooms.

(5) **Transport:** It has been arranged that the school bus will be available for transporting from Kasauli (near SSO's Office) to the school bakery and back, for the functions given below, those parents who do not have their own transport with them. The bus will normally leave Kasauli about 1½ hours before the scheduled time of the school function concerned and will leave the bakery on the return journey half an hour after the end of the function in question (except where otherwise stated). Each of the following functions only will be covered :—

- (i) Athletics (Bus will leave for Kasauli again after the Athletics)
- (ii) Staff play
- (iii) Prep School Concert. (Bus will leave for Kasauli again after the Tattoo).
- (iv) School Colour Parade. (Bus will leave for Kasauli again after the Speeches)
- (v) School Concert.
- (vi) Fete (School children will not be allowed in the bus after the Fete, even with their parents).
- (6) ~~Dress Rehearsals~~
- |                |                                                   |
|----------------|---------------------------------------------------|
| P.D. Play      | } as per cyclostyled programme issued separately. |
| Tattoo         |                                                   |
| School Concert |                                                   |
| A.D.S.         |                                                   |
| Music/Dancing  |                                                   |

Every effort should be made to make dress rehearsals as complete and polished as possible.

All member of the staff and their wives are advised purely in their own interests, to attend the full dress rehearsals, when they can make certain of good seats and also help the performers by providing a thickened audience. This advice must not be misconstrued as debarring any members of the staff from attending the final performance during Founder's. They are most welcome to attend these in whatever seats are available after visitors and guests have been accomodated.

#### No. 221. WINTER KIT.

Winter kit will be taken into use from Friday, 27th September, 1968.

House Staff will please check up that children in their Houses have got woollen vests to wear when necessary.

#### No. 222. POCKET MONEY.

Rs. 5/- as special pocket money for Founder's will be issued to each child along with pocket money for October, 1968.

#### No. 223. STAFF RATIONS.

Owing to Founder's, staff are reminded that rations on payment will be issued on Tuesday, 8th October and Wednesday 9th October, as follows :—



Tuesday 8th ... Dry rations (in afternoon as usual)

Wednesday 9th ... Oil, wood and coal.

Staff members should send their demand slips for both dry rations and fuel to the Q.M. before 11-00 a.m. on each of these two days.

**No. 224. HEER RANJHA.**

The children of the school cordially invite all members of the Class IV Staff and their wives and children to a special performance of the Punjabi Opera HEER RANJHA in Barne Hall from 5-00 to 7-00 p.m. on Sunday, 22nd September, 1968.

Since this is a musical opera, it will not be possible to open the doors to late comers, and consequently, all those attending MUST be seated by 4-50 p.m. latest after which the doors will be shut. It is also requested that as far as possible very small children, who are apt to cry and interfere with the singing, are not brought.

All Heads of Departments are kindly requested to explain this order to those under them.

Supper will be at 7-30 p.m.

**No. 225. ECONOMY IN ELECTRICITY CONSUMPTION.**

The consumption of electricity in school buildings during the last month has increased unduly. It has been found that due care has not been taken by those concerned to switch off lights when they are no longer required in, for example, class-rooms, dining halls, bath-rooms and other school buildings.

Will all concerned kindly ensure at all times that lights are switched off when not actually required, and also take all other necessary action to ensure economy in the consumption of electricity?

**No. 226. ECONOMY IN WATER CONSUMPTION.**

Water consumption has become excessive. Will all concerned, both staff and students, kindly do all that is possible to ensure that consumption is minimized and that water is nowhere and at no time wasted?

**No. 227. PAY.**

Pay will be available in Office between 11-00 a.m. and 1-00 p.m. on Monday, 30th September, 1968.

**No. 228. ADMINISTRATIVE HOLIDAY.**

Since, on account of Founder's, the administrative staff will miss the administrative holiday on Tuesday, 2nd October, they will observe an administrative holiday, on Monday, 7th October. This administrative holiday will also be observed by the Tuckshop which, however, will remain open on Wednesday, 2nd October.

**No. 229. CINEMA.**

The film **TWO - HEADED SPY**, starring Jack Hawkins and Gia Scala, will be shown in Barne Hall at 6-45 p.m. on Saturday, 21st September, 1968.

The film is a spy drama of a man who successfully plays a two-sided game.

**Part II****No. 25. APPOINTMENTS**

Shri Jai Gopal Chauhan, Junior Tuck Shop Clerk, having resigned, vacated his appointment with effect from 10th August, 1968 (A.N.)

2. Shri K D. Attri is appointed Junior Clerk on one year's probation with effect from 14th August, 1968, (F.N.), vice Shri Babu Lal Pradhan, resigned.

3. Shri Kiran Kumar Madhok is appointed temporary Asstt. Master with effect from 13th August, 1968 (F.N.) upto the end of this term i.e. 4th December, 1968.

4. Shri Nand Kishore Sharma is appointed Junior Tuck Shop Clerk with effect from 16th September, 1968 (F.N.), vice Shri Jai Gopal Chauhan, resigned.

R. Som Dutt,  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 27TH SEPTEMBER, 1968.

### No. 230. PROGRAMME.

Wed. 2nd. Oct.

Breakfast BD/GD	...	7-45/7-55 a. m.
M. I. BD/GD	...	8-10/7-45 a. m.
Assembly in Hall	...	8-30 a. m.

### No. 231. N. C. C. : PROMOTIONS.

The Officer Commanding, 1 HP Boys Bn N.C.C., Solan, is pleased to make the following promotions with effect from the dates mentioned :—

<i>S.No.</i>	<i>Corps No.</i>	<i>Rank</i>	<i>Name</i>	<i>Rank to which promoted</i>	<i>Date of promotion</i>
1.	HP/JD/14762	CPL	Sarabjit Singh	SGT	1-8-1968
2.	HP/JD/14747	CPL	Ashok Rai	SGT	26-9-1968
3.	HP/JD/14748	CPL	Baljit S. Ramana	SGT	—do—
4.	HP/JD/14779	L/CPL	Kartar S. Sidhu	CPL	—do—
5.	HP/JD/14789	CPL	Kuldip S. Sidhu	SGT	—do—
6.	HP/JD/14756	SGT	Maninderjit S.	CSM	—do—
7.	HP/JD/14751	CPL	Om Parkash Joon	SGT	—do—
8.	HP/JD/14760	L/CPL	Rajesh Pathania	CPL	—do—
9.	HP/JD/14762	SGT	Sarabjit S. Anand	CSM	—do—

### No. 232. NON-ATTENDANCE OF CLASS IV STAFF AT FOUNDER'S EVENTS.

It is regretted that, for administrative reasons, Class IV servants and their family members are NOT permitted to watch or be present at the following events during Founder's :—

Athletics	Tattoo (final performance)
Fete	Parade —do—

Class IV Staff and their family members may, however, attend the dress rehearsal of the Tattoo at 7-15 p. m. on Peacestead on Tuesday, 1st October, 1968.

Will the heads of all departments kindly explain the above very clearly to all Class IV staff working under them, and impress upon them that these instructions have to be strictly complied with by all concerned ?

**No. 233. DRESS.**

Jodhpuris and white trousers will not be worn by B. D. boys during Founder's this year.

**No. 234. DUSSEHRA—ADMINISTRATIVE STAFF.**

It is deeply regretted that, due to the imminence of Founder's, it is not possible to declare an administrative holiday for Dussehra on Tuesday, 1st October. Instead, Tuesday, 22nd October, will be observed as a holiday by the administrative staff in addition to Diwali on Monday, 21st October.

The Tuckshop will, however, remain open on 21st and 22nd October.

2. Administrative staff are also reminded that Monday, 7th October, will be observed as a holiday by them in lieu of Gandhi Jayanti on Wednesday, 2nd October.

The Tuckshop will remain closed on that day.

**No. 235. MEDICAL.**

Ravinder Lal Mehta (B.S.V.) is exempted from physical activities till the end of the term.

**No. 236. ICE-CREAM.**

Ice-cream will not be on sale on Sunday next, 29th September, but will be on sale at the Fête on Saturday, 5th October instead.

R. Som Dutt,  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

—:o:—  
SANAWAR, FRIDAY, 11TH OCTOBER, 1968.

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### No. 237. FOUNDER'S.

The Headmaster would like to express his profound gratitude for the way in which every one, staff and children, co-operated to make Founder's an outstanding success. He is deeply appreciative of the sense of dedication to the interests of the school which this represents. He is sure that all will be greatly encouraged by the many appreciations we have so far received and continue to receive each day.

Thank you very much indeed !

### No. 238. ARTICLES LOANED BY STORES.

Articles taken on loan for Founder's should be returned to Stores immediately, if not already done.

### No. 239. FETE MONEY.

All cash takings at the Fete should be deposited with the Cashier immediately, if not already done. Would all concerned please do this now ?

### No. 240. ADVANCES AND LOANS PROVIDENT FUND AND STAFF BENEFIT FUND.

1. It has been found that there is considerable ignorance and confusion, particularly among Class IV Staff, as to the purposes of, and the circumstances in which, loans/advances can be obtained from the above two funds. The position is therefore clarified below :

#### Provident Fund

- (a) Advances are ordinarily limited to a maximum of three month's pay (i.e. basic pay only) or half the subscriber's own contribution to the Fund, whichever is less.
- (b) Interest at 6% per annum is levied on all advances.
- (c) Recovery of advances has ordinarily to be made in not less than 12 and in no circumstances more than 24 equal monthly instalments from pay bills.
- (d) Advances may be sanctioned for the following purposes ONLY, and for no other purpose :—

- (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;
- (ii) to pay for the overseas passage for reason of health or education of the applicant or any person actually dependent on him;
- (iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals and ceremonies which by customary usage it is incumbent on him to perform.
- (e) A second advance cannot ordinarily be granted until at least twelve months after the final repayment of all previous advances together with the interest thereon.

**Note** :— The above is a brief, general explanation of the Rules re: advances. Anyone wishing to see the Rules for himself is very welcome to do so at any time. Copies are available in the School Office. The Bursar will also be happy to give any advice, clarification or assistance in the matter.

#### **Staff Benefit Fund**

- (a) Loans are limited to a maximum of two months' pay, including Dearness Allowance.
- (b) Loans are completely free of interest.
- (c) Recovery of loans is made in twenty equal monthly instalments from pay bills.
- (d) The purpose of the Fund is "to provide for cases of distress among the staff", and loans, therefore, *can only be granted for the relief of distress, and not for any other purpose.*

The Staff Benefit Fund Committee has to consider every application on its merits and decide whether or not it constitutes a case of distress. One general criterion applied in this connection is that the cause of distress should ordinarily be such that it is beyond the control of the applicant. Illness, necessary expenditure on marriages, deaths and other ceremonies required by customary usage; serious damage to houses by rain, flood etc. could, for example, fall within this category. Examples of circumstances which would NOT ordinarily fall in the category of distress are indebtedness

due to living beyond one's means or to extravagance; purchase of land, houses or moveable property with the object not of relieving one's distress, but of acquiring, without being able to afford it, further possessions. These are merely some examples of both categories and they do not purport to cover all cases of distress or otherwise.

(e) A second loan will not ordinarily be granted until at least 3 months after the final repayment of all previous loans.

2. (a) It is most strongly advised that in the cases of both the Provident Fund and the Staff Benefit Fund staff members *should not incur foreseeable expenditure in anticipation of the grant of an advance/loan*, since it is possible that no loan/advance can be sanctioned for that particular purpose. Applications for advances/loans should be put in well before hand and orders thereon should be awaited.

(b) Ignorance of rules will not in future be accepted as a reason for having incurred expenditure in anticipation of the grant of an advance/loan.

3. Will all Heads of Departments please collect all Class IV Staff members working under their control and explain the above to them **very clearly**? It is important that they fully understand the matter, in particular, para 2 above.

**No. 241. ACADEMIC: HEADMASTER'S SPECIAL LIST.**

Balvinder Singh and Nupinder Singh Brar are placed on the Headmaster's Special List. They will report to the Headmaster every Saturday after letter-writing to explain how badly or how well they are doing in their studies.

**No. 242. INTER-HOUSE P.T.**

The Competition will take place at 2-30 p.m. on Saturday, 12th October, 1968.

**No. 243. CINEMA.**

The film **THE SWORD OF LANCELOT**, starring Cornel Wilde, Jeanne Wallace and Brian Ahern, will be shown in Barne Hall at 5-00 p. m. on Saturday, 12th October, 1968.

The film is a historical drama with romance and thrills.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 18TH OCTOBER, 1968.

## No. 244. PROGRAMME.

### October.

Fri. 18th	...	Athletics' Team leaves for Patiala 11-30 a.m. (Packet lunches).	
Sat. 19th	...	Athletics away. Film	5-00 p.m.
Sun. 20th	...	Athletics' Team returns G.D. House photographs	
Mon. 21st	...	Holiday : Dewali Bonfire Supper	6-30—7-30 p.m. 8-00p.m.
Thu. 24th	...	Saturday's Teaching Time Table	
Sat. 26th	...	Thursday's Teaching ,, ,, Hockey XI leaves for Simla Staff Club Dinner postponed to Sat. 2nd Nov.	11-30 a.m.

## No. 245. PHOTOGRAPHS.

### Sun. 20th Oct.

Him.	G.D.	...	...	7-45 a.m.	Peacestead
Nil.	"	...	...	8-00	" "
Siw.	"	...	...	8-15	" "
Vind	"	...	...	8-30	" "
Soccer B.D.	Colts	...	...	9-30	Quad.
	Atoms	...	...	9-45	" "
Cricket B.D.	Colts	...	...	10-00	" "
	Atoms	...	...	10-15	" "

### Mon. 21st Oct.

Cricket XI	...	...	7-30 a.m.	Quad.
Soccer XI	...	...	7-45	" "
Gym. Team	...	...	8-00	" "
Boxers	...	...	8-15	" "
Athletics	...	...	8-30	" "
Bugles	...	...	9-30	" "
Band	...	...	9-45	" "



**Tue. 5th Nov.**

Him.	B.D.	...	...	7-30 a.m.	Quad.
Nil.	„	...	...	7-50 „	„
Siw.	„	...	...	8-10 „	„
Vind.	„	...	...	8-30 „	„
Hockey	XI	...	...	9-30 „	„
	Colts	...	...	9-45 „	„
	Atoms	...	...	10-00 „	„

**Sat. 16th Nov.**

Staff	...	...	5-00 p.m.	Club
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**No. 246. DIWALI.**

Monday, 21st October, 1968, will be observed as a school and administrative holiday on account of Diwali. The Tuck Shop however, will remain open.

Extra pocket money at Rs. 2/- per child will be issued to Housemasters/Housemistresses on Friday, 18th October.

There will be a bonfire from 6-30—7-30 p.m. on Peacestead. P. D. will attend the main bonfire, but will confine themselves to the Honoria Court end of Peacestead. Senior children will keep away from this end of the field and will leave punctually at 7-30 p.m.

There will be a dinner at 8-00 p.m. departmentwise. Husbands/wives of the staff are cordially invited. Staff should inform the Matrons I/c kitchens by lunch time on Saturday, the 19th October, which department they wish to attend.

Fire-works will be on sale for cash in the three departments as detailed below:—

**Saturday 19th October, 1968.**

P. D. ... P. D. Assembly Hall from 2-00—5-00 p.m.

**Sunday 20th October, 1968.**

B. D. ... Gaskell Hall from 9-15 a.m. to 1-00 p.m.

G. D. ... Honoria Court from 2-00—5-00 p.m.

**No. 247. INTER SCHOOL MATCHES: B.C.S.**

The Colts and Atoms fixtures with Bishop Cotton School have been postponed from Sunday the 27th October to Sunday November 3rd.

**No. 248. PROVIDENT FUND.**

All staff are requested to confirm the balances in their P.F. accounts as on 31st December, 1967, and sign the P.F. register on Wednesday, the 23rd October, 1968.

**No. 249. GYMNASTICS.**

The following boys have been awarded proficiency certificates for Gymnastics for the year 1968 :—

Ashok Rai	Naresh Khorana
Aniruddha Maitra	Sarabjit Singh Anand
Kuldip Singh Sidhu	Raminder Singh Gujral
Maheshwar Singh Pathania	Baljit Singh Ramana
Vijay Taode	Maninderjit Singh Sekhon
Manmohan Singh Tanwar	

**No. 250. ATHLETICS.**

The following will represent the School in the Inter-Public-School Athletics meet to be held at Patiala on 19th & 20th Oct. '68:-

M.S. Sekhon (Capt.)	V. Taode
A. Rai	A.P.S. Gill
V. Lalotra	A. Rastogi
R. Pathania	N. Khorana
O.P. Joon	N.D.S. Gill
G.S. Dhillon	K.S. Rajput
J.S. Rana	B.S. Ramana

**No. 251. SLEEPING OUT PASSES.**

Far too many parents ring me up or write to me saying that their children have asked them to write to me for permission to go home at week-ends.

Will Housemasters and Housemistresses please inform children that permission to go home at week-ends is given by Housemasters and Housemistresses only and not by the Headmaster.

**No. 252. ADMINISTRATIVE HOLIDAY.**

As already notified in School Order No. 234 of 27th September last, the administrative staff will observe Tuesday, 22nd October, as a Holiday in lieu of Dussehra. The Tuck Shop, however, will remain open.

**No. 253. CINEMA.**

The film **A MAN COULD GET KILLED**, starring James Garner, Melina Mercouri, Sandra Dee & Tony Franciosa, will be shown in Barne Hall at 5-00 p.m. on Saturday, 19th October.

The film is about an International intrigue in Lisbon, the hotbed of spies, smuggling and killers.

R. Som Dutt,  
Major,  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:  
 SANAWAR, FRIDAY, 25TH OCTOBER, 1968.

### No. 254. PROGRAMME.

- Sat. 26th Oct. ... XI leaves for Simla 11-30 a.m. (Packet lunches).  
 U-III & L-IV B.D. G.D. will attend Hospital  
 for Tetanus Toxoide injections at 4-30 p.m.  
 (Tea : 4-15 p.m.)
- Sun. 27th ,, ... XI returns 5-30 p.m.  
 Supper : 5-45 ,,  
 Film : 6-30 ,,
- Mon. 28th ,, ... Assembly in Hall 8-20 a.m.

### No. 255. HOCKEY.

The following will represent the School XI at Hockey in  
 the match to be played against B.C.S. in Simla on 27th Oct., '68 :—

Dilbagh Singh Sidhu (Capt.)	Naresh Khorana
Maninder Singh Sekhon	Raminder Singh Gujaral
Sarabjit Singh Anand	Pravin Kumar
Jasvinder Singh Rana	Gurpratap Singh Dhillon
Om Prakash Joon	Nirp Dev Singh Gill
Kuldip Singh Sidhu	
<i>Reserves :</i> Karanjit Rajput	Inderjit Sharma.

### No. 256. BOXING.

The following colours are awarded for 1968 :—

Atom Weight	... Prabhjot Singh Gyani	(N)
Gossamer ,,	... R.K. Hundal	(S)
Paper ,,	... H.M.S. Tanwar	(V)
Midget ,,	... B.S. Pathania	(H)
Mosquito ,,	... Deepak Tewari	(N)
Gnat ,,	... B.N Kaul	(H)
Fly ,,	... Ranbir Singh	(N)
Bantam ,,	... V.S. Pathania	(H)
Feather ,,	... K.S. Rajput	(N)
Light ,,	... Rajinder Singh	(N)
Welter ,,	... M.S. Sekhon	(N)

**No. 257. RECORDS**

The correct dates of birth of the following children are given against their names. All records may, therefore, be amended accordingly :—

Ajai Pal Singh VBD	...	...	25-10-53
Sidak Pal Singh Gill	...	...	<del>29-6-56</del>

**No. 258. CINEMA.**

The film **ROMANOFF AND JULIET**, starring Peter Ustinov, Sandra Dee and John Gavin, will be shown in Barne Hall at 6-30 p.m. on Sunday, 27th October, 1968.

The film is a comedy.

R. Som Dutt,  
Major,  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 1ST NOVEMBER, 1968.

**No. 259. PROGRAMME.**

Sat	2nd. Nov.	...	B. C. S. arrive	3-30 p. m.
			Film	5-00 p. m.
			Staff Club Dinner (Art Room)	7-00 p. m.
Sun.	3rd	,,	...	Breakfast ... .. 8-30 a. m.
			<i>Hockey vs. B. C. S.</i>	
			Helipad : Atoms	... 9-45 a. m.
			Barnes : Colts	... 11-15 a. m.
			House teams (BD) may use the 'fields' for Selection practice after lunch.	
Mon.	4th	,,	...	Sixth Form teaching ends
				Inter-House Hockey G. D.
			,, ,, ,,	B. D. (Sr.)
				Normal Hobbies
				Spartan/Ozarkian Club meeting (H. M's House)
				... 7-45 p. m.
Tue.	5th	,,	...	Holiday
				P. D. Picnic
				House Photographs (B.D.)
				Hockey ,, (B.D.)
Wed.	6th	,,	...	I. S. C. Hindi
				Dict. : 9-00—9-30 a. m.
				Aural : 11-30—12-00 noon
				9-00—9-30, 9-40—10-10, 11-30—12-00, 12-10—12-40
	VI-A		B.S., Bh.	A. K. T.K., Jal. T. K.
	U-V B		Mk., D.R.M.	Bh., Pm.
	VI-B		Pm., J.F.	MS., J.F.
				Inter-House Hockey G. D., B. D. (Srs.)
Thu.	7th	,,	...	I. S. C. Hindi Oral ... 9-00 a. m.
				Inter-House Hockey G. D., B. D. (Srs.)
Fri.	8th	,,	...	I. S. C. Hindi Oral ... 9-00 a. m.
				Inter-House Hockey B. D. (XIs.)

2. The Staff Club Dinner will be held in the Art Room at 7-00 p m. on Sat. Nov. 2nd. Husbands/wives are cordially invited. Please come early.

**No. 260. INDIAN SCHOOL CERTIFICATE EXAMINATIONS.**

- (1) The Headmaster would like to offer his prayers and good wishes to the Sixth Form for success in the Indian School Certificate Examination.
- (2) The Upper Chemistry, Physics & Biology labs. will not be used for Science lessons from Wed. 13th to Fri. 15th Nov. The Art Room will not be used for Art Hobbies on Nov. 9th, 11th, 12th.

Barne Hall will be 'out of bounds' from Sunday, 17th to Fri. 22nd Nov. and from Mon. 25th Nov. to Fri. 29th Nov. While Barne Hall is in use for the ISC examinations, staff and pupils are asked to make every effort to keep noise down to a minimum. U-V B and Geog. Room lessons will be conducted in VI-B and VI-A respectively.

**No. 261. DISCIPLINE : SIXTH FORM.**

As already announced, there will be no formal teaching classes with effect from Monday, 4th November. Teachers will, however, be available in the Common Room to meet requests for assistance.

Sixth Formers will attend Assembly in the morning and Prep. in the evening.

Boys will confine themselves from the swimming pool to their own area, and the girls will confine themselves to Peacestead, Holiday House and below. If Sixth Formers are in the vicinity of Birdwood, they will confine themselves to class-rooms and will not sit outside in the sun, to avoid causing a disturbance to other classes.

Radios will not be turned on before lunch.

All boys and girls will be neatly dressed in school uniform at all times. Sixth Form boys may wear long trousers if they wish.

**No. 262. HOCKEY.**

The following will represent the Colts at Hockey against B.C.S. in the match to be played on 3rd Nov. 1968, at Sanawar :—

Sandeep Bagchi (Capt.)	Suren Hira
Jasjeet S. Bhattal	Rajbir Singh Kadyan
Sukhminder S. Sekhon	Malvinder Singh
H. M. S. Tanwar	Jayant Nanda
Chetan Singh	Sumit Bagchi
Jugjeevan S. Sokhey	
<i>Reserve : P. D. S. Gill</i>	

2. The following will represent the Atoms at hockey againts B.C.S. in the match to be played on 3rd Nov. 1968, at Sanawar:—

G. S. Tak (Capt.)	R. Dhodi
B. Verma	A. Sood
D. V. Mann	P. S. Gyani
N. Ansal	S. Tandon
R. K. Hundal	Ghanshyam Singh
A. Sehgal	12th Man : A. Mahajan

*Reserve : D. S. Kang*

**No. 263. LENDING AND BORROWING : CLASS IV STAFF.**

It has become necessary to reiterate School Order No. 268 dated 3rd November, 1967. It is therefore repeated below.

It has been seen that a number of Class IV staff have been lending money to or borrowing money from other Class IV staff, particularly in respect of marriages and other religious ceremonies. Those concerned have then experienced great difficulty in obtaining repayment of or refunding such amounts.

All members of the Class IV staff are most strongly advised not to lend money to other members of the staff for any purpose whatsoever. They are also very clearly informed that the School will in no way assist in the recovery of such loans.

Will all Heads of Departments please explain this Order clearly once again to all Class IV staff working under them.

**No. 264. CONDEMNATIONS.**

Condemnations, except of Matrons and Assistant Matrons, will be arranged by the Bursar as soon as stock-holders request him in writing to do so.

Condemnations of Matrons and Assistant Matrons of all the three Departments will be conducted between the 17th and 24th November, according to a programme that will be issued to them separately. They should therefore start to take necessary action in the matter **now**.

**No. 265. ADMINISTRATIVE HOLIDAY.**

Tuesday 5th November, 1968, will be observed as a holiday by the Administrative Staff on account of Guru Nanak's Birthday.

**No 266. CINEMA.**

The film **THE UNSINKABLE MOLLY BROWN**, starring Debbie Reynolds, Harve Presnell and Ed Begley, will be shown in Barne Hall at 5-00 p. m. on Saturday, 2nd November, 1968.

The film is a screen version of the big Broadway hit.

**R. Som Dutt,**  
Major,  
*Headmaster.*



## THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, FRIDAY, 8TH NOVEMBER, 1968.

### No. 267. PROGRAMME.

Sat	9th. Nov.	...	I. S. C. Art	9-00—11-30 p. m.
			I-House Hockey B.D. (XIs)	
			Film	... 5-00 p. m.
Sun.	10th	,,	I-House Hockey B.D. (XIs)	9-45—12-00 noon
Mon.	11th	,,	I. S. C. Art	9-30—12-00 noon
			Craft/Carpentry/Art Classes in Form Rooms.	
			Inter-House Table Tennis G. D.	
			Normal Games/Hobbies B.D.	
Tue.	12th	,,	I. S. C. Art	9-00—12-00 noon
			(Cashwork : as for Monday)	
			Inter-House Table Tennis G. D.	
Wed.	13th	,,	Practical Chem.	9 00—11-00 a. m.
			(Upper labs. not to be used for classes)	
Thu.	14th	,,	Children's Day	
			Practical Bio.	9-00—11-30 a. m.
Fri.	15th	,,	Practical Physics	8-45—11-00 a. m.
				11-30— 1-45 p. m.
Sat.	16th	,,	Film	... 5-00 p. m.
Sun.	17th	,,	Inter-House Shooting	10-00 a. m.
			Staff Club Tea	4-00 p. m.
			Staff Photograph	5-00 p. m.
			Staff Club meeting	5-30 p. m.

### No. 268. TROPHIES.

All trophies at present with Houses should be returned (with labels attached) to the office by Thursday, 28th November.

### No. 269. STOCK REQUIREMENTS FOR 1969.

Stock-holders, except Matrons and Asstt. Matrons, are requested to give a list of their requirements for the year 1969 to the Bursar by the 20th November, 1968. Lists of requirements of Matrons and Asstt. Matrons will be prepared by them and given to the Bursar.

after condemnations of their stocks have been conducted. Details regarding sizes of shoes, socks, stockings, shorts, shirts, jerseys, cardigans, etc., should be mentioned against all items.

**No. 270. LEAVE ENTITLEMENTS TO VACATION DEPARTMENT STAFF.**

A file containing entitlements to vacation leave and to leave other than vacation leave, and particularly entitlements to such leave on giving or receiving notice in writing, is available in the School Office.

Will those members of the Vacation Department who have not already signed the file as having been seen and studied and understood, please do so immediately, but not later than the 30th of this month.

**No. 271. RESIGNATION OF MEMBERS OF THE VACATION STAFF.**

Reference School Rule 10 (x) and (xii), will those members of the staff who wish to resign please intimate this fact to the Headmaster not later than the end of this term, i.e. 3rd December, 1968. This includes those members of the vacation department who are temporary or on probation.

The reason for this request is that the leave entitlements of members of the vacation department are dependent on the receipt of such notice by the end of term.

**No. 272. HIKERS' CLUB (*Members*).**

At the meeting of the Hikers' Club held on 4th November, 1968, the following were elected members:—

*Boys* : Maninderjit Singh Sekhon  
Sarabjit Singh Anand

*Staff* : Mr. S.C. Jalota

**No. 273. BUILDINGS.**

The Engineer will arrange to inspect all the doors and windows of dormitories and residences etc., and ensure that they close properly and that each has a bolt. Staff concerned should see that this work is done before the 24th November, 1968.

**No. 274. SCHOOL MAGAZINE 1968.**

Will all House Staff and Staff I/c games and other activities please ensure that full reports are submitted into the School office

before the end of term to enable the printing office to proceed with the preparation of material for the school magazine.

Contributions from children are requested in particular. The Headmaster is willing to make a small monetary reward for contributions which are accepted for publication.

Please treat this as urgent.

**No. 275. CINEMA.**

The film OF HUMAN BONDAGE, starring Kim Novak, Laurence Harvey and Robert Morley, will be shown in Barne Hall at 5-00 p.m. on Saturday, 9th November, 1968.

This is the film version of Somerset Maugham's controversial best-seller.

R. Som Dutt,  
Major,  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 15TH NOVEMBER, 1968.

### No. 276. PROGRAMME.

Nov.

Sat.	16th	...	Film	...	5-00 p. m.
			I-House Hockey B.D. Colts/Atoms		
Sun.	17th	...	Inter-House Shooting	...	10-00 a. m.
			Staff Club Tea	...	4-00 p. m.
			Photograph	...	5-00 p. m.
			Meeting	...	5-30 p. m.
Mon.	18th	...	I. S. C. Hindi	9-00—10-30	a. m.
			Hobbies (B.D.) cancelled		
Wed.	20th	...	I. S. C. Eng. Lang.	9-00—10-30	a. m.
			I. S. C. Geog. I	2-00—4-15	p. m.
Thu.	21st	...	I. S. C. Eng. Lit.	9-00—11-30	a. m.
Fri.	22nd	...	I. S. C. Arith.	9-00—10-30	a. m.
			I.S.C. Addl. Maths.	9-00—11-30	a. m.
			I. S. C. Bio.	2-45—5-15	p. m.
Sat	23rd	...	Sixth Form Books handed in (Libr.)	9-15	a. m.
			Film	...	5-00 p. m.

2. Assembly will be in Chapel with effect from Monday, 18th Nov.

### No. 277. SCHOOL STOCK BOOKS.

Form Staff should see that all books, teaching aids, etc. are returned to the Librarian. If anything is left in the cupboards the cupboards must be locked and the keys labelled and handed over to the Librarian by 3rd December, 1968.

### No. 278. STOCK LEDGERS.

All Staff members must send their Stock Ledgers, Condemnation Books and Indent Books to the Office before they leave Sanawar. Each staff member concerned will please tie up these ledgers etc. in one bundle, and put on the top of the bundle an open note giving details of the ledgers etc. which are contained in the bundle, and also the name of the Department.

**No. 279. RECORDS.**

History Sheets must be completed and returned to the Office before Staff leave Sanawar. They must show, inter alia, whether or not a child has been promoted.

**No. 280. PRIZE CUPS.**

Prize cups must be returned to the Office by all concerned by Thursday, 28th November, 1968.

**No. 281. WHITEWASHING OF STAFF QUARTERS.**

The annual whitewashing of staff quarters, both married and single, will be carried out during the coming winter vacation. Before leaving Sanawar, therefore, all staff members should label the keys of their quarters and hand them over to the Quartermaster. Quarters of which the keys are not left with the Q.M. will not be whitewashed either during the vacation or on the return of the staff members concerned next year.

Married staff members are also requested to lock up their valuables etc. in one room in their quarters, which will not be opened during the vacation for white-washing purposes. Such rooms only will be white-washed during the following term.

If there are any special repairs to furniture and house fittings etc. which need to be done in quarters, these may please be intimated in writing to the Bursar before the school closes. This will facilitate the work being done during the vacation.

**No. 282. LONG VACATION ARRANGEMENTS.**

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 9-00 a.m. on Wednesday, 4th December, 1968. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the afternoon/evening of Wednesday, 4th December, 1968. A Special School Order giving details of all departure arrangements etc. will be issued next week.

**No. 283. GRATUITIES: CLASS IV STAFF.**

Staff members, Houses and Departments are reminded that gratuities should **not** be paid direct to Class IV staff for the reason that this leads to deprivation to some and excess payments to others. The school will debit each child's account with Rs. 2/-, which will then be distributed evenly from the office.

Should any House or Deptt. or member of the staff care to make individual contributions, would they please deposit these sums with the office to ensure even distributions and not make any payments direct to class IV staff?

Small gifts, not monetary, given at a Christmas Tree are not affected by this School Order.

**No. 284. HOUSE FUND ACCOUNTS.**

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 4th Dec. 1968, should be prepared and submitted to the Bursar to reach him not later than Saturday, 30th November, 1968.

**No. 285. FETE—Collections.**

The Headmaster has great pleasure in publishing a statement of the gross receipts from the Fete Stalls held on the 5th October, 1968, and congratulates everyone concerned :—

Sr. No.	Name of Fete Stall	Gross Receipts	
		Rs.	Ps.
1.	Ringing the articles	...	71—40
2.	O.S. Stall	...	101—00
3.	Needlework	...	448—45*
4.	Carpentry	...	343—00*
5.	Eats Stall	...	1278—27
6.	Crafts	...	299—00*
7.	O.S. Raffle	...	377—00
8.	Lucky Dip	...	581—00
9.	Cocoanut shy	...	190—30
10.	Art	...	198—00
11.	Tea, Coffee and Drinks	...	974—35
12.	Darts	...	92—50
13.	Fortune Teller	...	33—00
14.	Roulette	...	47—00
15.	Coins in squares	...	64—50
16.	Roundabouts	...	84—65
17.	Guess ?	...	47—27
18.	Treasure hunt	...	17—00
19.	Ice-cream	...	973—00
20.	Lottery (Hamper)	...	221—00
<b>Total Rs.</b>		...	<u>6,441—69</u>

\*Excludes sales to be adjusted from childrens' private A/cs and staff salaries.

**No. 286. STAFF CLUB.**

The 50th General Meeting of the Sanawar Staff Club will be held on Sunday, 17th November, 1968, at 5-30 p.m. Tea will be served at 4-00 p.m. and the staff photograph will be taken at 5-00 p.m. All members and their wives/husbands are welcome, and are requested to attend the meeting.

**No. 287. SPARTAN CLUB.**

The following have been elected to the Spartan Club :—

V.P. Singh	(O.S.)	Dilbagh S. Sidhu	
Rajinder Kalaan	,,	Raminder S. Gujral	
T P.S. Shergill	,,	Anita Dass	(G.D.)
Malvinder Shergill	,,	Beneeta Burman	,,
Brijinder Singh	,,	T. Nagaizaching	,,
Naresh Khorana		T. Lalsanglian	,,
Om Prakash Joon			

**No. 288. APPOINTMENT : PREFECT.**

Ashok Rai, House Prefect HBD Jr., is promoted House Prefect.

**No. 289. ICE CREAM.**

The last sale of ice-cream will be on Sunday next, 17th November. There will be no further sale of ice-cream this term after that day.

**No. 290. CINEMA.**

The film A MESSAGE TO GARCIA, featuring Barbara Stanwyck, will be shown in Barne Hall at 5-00 p.m. on Saturday, 16th November.

The film is based on the adventures of Lt. Rowan who delivered a message to General Garcia from the U.S. President ; the General was fighting to free Cuba in 1898.

## Part II

**No. 26. LEAVE.**

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. P.C. Gupta	Cashier	2- 9-68—18- 9-68	17 days
„ K.C. Sharma	Jr. Clerk	23-10-68—26-10-68	4 „
„ Brij Lal Sharma	Work Mistri	24- 9-68—26-10-68	33 „
„ Nek Ram	Book Binder	14-10-68—19-10-68	6 „
„ Mastu	M/Nursing Orderly	16-10-68—29-10-68	14 „
„ Shamsher Singh	Groundman	16-10-68—19-10-68	4 „
„ Surjoo	Mazdoor	11- 9-68—21- 9-68	11 „
„ Bela Ram	„	9- 10-68—19-10-68	11 „
„ Baboo Singh	Cook	24- 8-68—21- 9-68	29 „

2. Mrs. S. Singh, Mistress, was granted 44 days leave without pay with effect from 16-8-68—28-9-68.

3. Mr. R.G. Gokhle, T.I., was granted 17 days leave on half pay with effect from 8-10-68 on medical grounds.

4. Mr. Tanna Ram, Peon, has been granted 122 days extension of leave without pay with effect from 24-8-68—23-12-68.

5. Mrs. R. Joseph, Mistress, has been granted 25 days maternity leave with effect from 10-11-68—4-12-68.

#### No. 27. APPOINTMENTS.

1. The services of Mr. Baboo Singh, Cook, were terminated under Rule 10 (xi) of the School Rules with effect from 21-9-68 (A.N.).

2. Mr. Sohan Lal is appointed temporary Cook with effect from 28-9-68 (F.N.) vice Mr. Baboo Singh, whose services were terminated.

3. Mrs. E.N. Swamy, Asstt. Matron on probation, having resigned, vacated her appointment with effect from 23-10-68 (A.N.).

4. Miss Prem Khurana is appointed Asstt. Matron on one year's probation with effect from 19-10-68 (F.N.) vice Mrs. E.N. Swamy, resigned.

5. Mr. Madan Singh Maken is appointed wireman-cum-Driver on one year's probation with effect from 8-7-1968, vice Mr. Sant Ram, whose services were terminated.

R. Som Dutt,  
Major,  
Headmaster.



## THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 22ND NOVEMBER, 1968.

**No. 291. PROGRAMME.**

Nov.

Sat. 23rd ...	Sixth Form Books handed in (Libr.)	9-15 a. m.
Mon. 25th ...	I. S. C. Geom.	9-00—11-00 a. m.
	I. S. C. Geog. II	12-00— 2-00 p. m.
	(Cocoa 11-30 a.m., Lunch 2-15 p.m. for Geog Group)	
	P.D. House matches	2-20— 3-40 p. m.
Tue. 26th ...	I. S. C. Alge.	9-00—10-30 a. m.
	I. S. C. H. Sc. II	11-00— 1-30 p. m.
	(Cocoa : 10-40 a.m., Lunch 1-45 p.m. for H. Sc. Group).	
	P.D. House matches	2-20— 3-40 p. m.
Wed. 27th ...	I. S. C. Chem.	10-45— 1-15 p. m.
	I. S. C. Phy-w-Chem.	10-45—12-45 p. m.
	(Lunch: 1-20 p.m. for the whole School)	
	P.D. House matches	2-20—3-40 p.m.
Thu. 28th ...	I. S. C. History	9-00—11-30 a. m.
	I. S. C. Physics	1-30—4-00 p. m.
	(Lunch 12-30 p.m. for the Physics group)	
	<b>Library Books handed in</b>	... 2-00 p. m.
Fri. 29th ...	I. S. C. Add. Maths. II	9-00—11-00 a. m.
	Wg. & Mg. G.D.	... 2-00 p. m.
	P.D. vs. Cock House B.D. (Peacestead)	2-45 p. m.
	Prep. cancelled	
	Music Concert	... 5-00 p. m.
Sat. 30th ...	20mts. Schools	
	Marks to Form Staff	... 10-45 a. m.
	Sixth Form books handed in	... 9-15 a. m.
	Staff meeting (M.C.R.) [Sr. School]	... 10-45 a. m.
	Wg. & Mg. B.D.	Him. ... 11-15 a. m.
		Nil. ... 12-00 noon
		Siw. ... 2-00 p. m.
	Vind. ... 2-45 p. m.	
	S.F.P.	... 6-30 p. m.

**Dec.**

Sun.	1st ...	Books handed in	... 10-30 a. m.
Mon.	2nd ...	Assembly cancelled	
		I.S.C. Add. Maths.	1-45— 3-45 p. m.
		Mark Reading (Form Rooms)	... 9-00 a. m.
		(Rooms to be tidied & locked)	
		Promotion meeting	... 10-00 a. m.
Tue.	3rd ...	I.S.C. H. Sc. I	8-45— 9-45 a. m.
		Assembly	... 10-00 a. m.
		Reports House/Form to H.M.	... 10-30 a. m.
		Record Books, Mark Books to D.H.M.	10-30 a. m.
		History Sheets to Office	... 10-30 a. m.
		Prize-Giving	... 12-00 noon
		House Break-up parties	... 6-00 p. m.
		P.D. Christmas Tree	... 6-30 p. m.

Wed. 4th ... Home Day.

**No. 292. HOCKEY.** (*Fri. 29th—2-45 p.m.*).

Staff husbands/wives attending the P.D. vs. B.D. hockey match are cordially invited to tea in the P.D. after the match.

**No. 293. INDIAN SCHOOL CERTIFICATE EXAMINATION.**

The ISC examination will continue to be held in Barne Hall.

Staff and children are asked to keep disturbances outside Birdwood School to a minimum.

**No. 294. LIBRARY BOOKS.**

All library books are to be handed in at the Library on Thursday, 28th November, 1968, by both students and the members of the staff.

**No. 295. SCHOOL PURCHASES BY STAFF MEMBERS.**

Staff members are reminded that in order to enable a proper control and regulation of the school finances, no purchases of whatever nature may be made against the school account without the express permission **in writing** of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

**No. 296. CORRECTION—APPOINTMENT PREFECT.**

Reference School Order No. 288, dated 15-11-68, Ashok Rai, House Prefect H.B.D. Jr. is promoted School Prefect.

**No. 297. ATHLETICS.**

The following are awarded athletics colours for 1968 :—

* M.S. Sekhon	N.D.S. Gill
* A. Rai	K. Rajput
* O.P. Joon	A.P.S. Gill
* V. Lalotra	B.S. Ramana
J.S. Rana	R. Pathania
G.S. Dhillon	A. Rastogi
V. Taode	

\* Proficiency Certificates.

**No. 298. HOCKEY.**

The following have been awarded School Colours in Hockey for 1968 :—

Dilbagh Singh Sidhu	Naresh Khorana
Maninder Singh Sekhon	Raminder Singh Gujral
Jasvinder S. Rana	Praveen Kumar
Om Prakash Joon	Gurpratap Singh Dhillon
Kuldip Singh Sidhu	Nirp Dev Singh Gill
Sarabjit Singh Anand	

*Certificates of Merit to :—*

Dilbagh Singh Sidhu	Raminder S. Gujral
Maninder S. Sekhon	Praveen Kumar

**No. 299. INTER - HOUSE SHOOTING COMPETITION.**

The results of the shooting competition held on 17th November, 1968, are published for purposes of record :—

Himalaya	... 183 pts.	Vindhya	... 156
Nilagiri	... 157 pts.	Siwalik	... 146

*Best Shot—Meheshwar Singh Pathania.*

**No. 300. HAIR-CUTTING, B.D.**

The School barber will be going on long leave with effect from Saturday, 30th November. All boys requiring a haircut should therefore have one before that date.

**No. 301. LOST.**

Lost by Mr. Bhalerao. "The World we live in"—Life Publication, Golden Press, Special Edition.

Please return if found.

**No. 302. CINEMA.**

Since the film has gone astray en route, there will be no film show this week.

R. Som Dutt,  
Major,  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 29TH NOVEMBER, 1968.

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## SPECIAL ORDER

### Long Vacation Arrangements—1968.

#### No. 303. GENERAL.

(i) Children going home with their parents will be allowed to leave Sanawar after 9-00 a.m. on Wednesday, 4th December, 1968, (home day). Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. The only exceptions to this rule will be senior children who go home to Kasauli.

(ii) Children travelling in school parties will also leave on the same day, as detailed later in this order.

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

(iv) No school bedding, clothing or other school property may be taken away from Sanawar. Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) House Staff will please note that all demands in respect of individual children requiring travel money must be put in to the Bursar well in advance, and in no case later than Friday, 29th November. Travel money required by individual children will not be issued by office after that day.

The normal travelling money for school parties will be sent to escorts on Monday, 2nd December, by the School Office.

(vi) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course

would be to hand money over direct to the parent or guardian meeting the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office immediately on the termination of escorts' journeys.

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off in their quarters and departments before they lock them.

(viii) **Before leaving Sanawar all staff members must enter their leave addresses in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.**

#### ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the Biology Lab. at 10-30 a.m. on Tuesday, 3rd December. All such staff members are required to attend.

#### DISCIPLINE—and INDISCIPLINE.

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

(ii) Immediately after reaching their party destinations members of staff acting as escorts to school parties will report to the Bursar in writing the names of any 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.

#### TRAVELLING DRESS.

Children travelling in school parties will dress as follows:-

*Girls:* Salwar, qamiz and dupatta, or skirt and blouse.

*Boys:* Shirt or bush-shirt with trousers or shorts and stockings.

Jeans will **not** be worn by either girls or boys.

**SANAWAR DEPARTURE ARRANGEMENTS.**

Details are given in the Annexure to this Order. Also attached with this Order are detailed lists of school parties, and (for escorts only) a copy of the Instructions for escorts.

**LUGGAGE ARRANGEMENTS.**

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

Srl. No.	School Party
1	Kalka
2	Ambala Cantt
3	Bombay Central
4	Bombay V.T.
5	Dehra Dun
6	Lucknow
7	Ferozepore
8	Amritsar
10	Calcutta
11	New Delhi 'A'
12	New Delhi 'B'
13	New Delhi 'C'
14	New Delhi 'D'
15	New Delhi 'E'
16	Madras
17	New Delhi 'F'
19	Pathankot

**Special note :** Stick-on labels must be pasted *on the sides or fronts* of tin trunks and **NOT ON TOP**. It will be the personal responsibility of Assistant Matrons to ensure this.

(ii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quarter-master by the evening of Monday, 2nd December, of the number of packages (luggage) to be collected from their quarters.

(iii) Asstt. Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. They must first ensure that *all* old labels are completely removed.

(iv) Luggage of all children travelling in school parties (except the Simla party) must be ready by 8-00 a. m. on home day. Such luggage will be collected by school mazdoors from G. D. and P. D. and taken to Gaskell Hall. The Quartermaster will please ensure that *first of all* only tin trunks/boxes are taken down by mazdoors from all Deptts. to Gaskell Hall—bistras etc. should only be taken down by mazdoors *after* all tin trunks/boxes have been taken from Departments. Boys of B.D. (except of the Simla party) will carry their own luggage out of their dormitories. SBD and VBD boys will stack it on the pavement outside B.D. Kitchen (or in the case of rain in Gaskell Hall verandah **on the B.D.K. side**, i.e. next to the covered water tank) Boys of HBD will stack their luggage in the Gaskell Hall verandah at the top of the steps opposite their dormitory. Boys of NBD will stack their luggage in the Nilagiri dormitory lower verandah. House staff will please ensure that this is done in an orderly manner. Mazdoors will then carry it into Gaskell Hall. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate serial numbers on all holdalls after they have been brought down to Gaskell Hall. He will please ensure very carefully that all previous painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers of this occasion.

(v) Luggage of all children going to Simla must be ready at the Bakery by 6-45 a.m. on home day. The Quartermaster will arrange for this luggage to be transported to the Bakery from departments by the mazdoors and loaded on the Simla bus, **which will come up to the Bakery itself** at 7-00 a.m.

(vi) The Quartermaster will arrange for the luggage truck(s) to be present at the Quad *not later than 9-30 a.m.* Heavy luggage, i.e. boxes, hold-alls, etc., will be despatched by the Quartermaster to Kalka by truck not later than 11-00 a. m. However, in the cases of those parties which leave Sanawar last at about 7-00 p.m. (ordinarily the

Amritsar and Calcutta parties) although their trunks should be despatched by truck by 11-00 a.m., their hold-alls and hand luggage should accompany them on the buses in which the parties themselves travel. The Quartermaster will please ensure this. The Quartermaster will also ensure that the two sets of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) are sent in the first truck. Mr. Mukherji will be i/c of all luggage arrangements at Kalka and all problems and enquiries should be referred to him. It is specially pointed out that although Mr. Mukherji is in general charge of all luggage arrangements at Kalka, escorts on arrival there are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must not be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by Mr. Mukherji. *Escorts and children will supervise the loading of their luggage into their compartments by station mazdoors after having been permitted to do so by Mr. Mukherji.*

(vii) The school accepts no responsibility for losses, and staff and children alike must supervise the loading of luggage.

(viii) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or the Bakery or to porters at the Kalka railway station.

#### ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. S. R. Sharma of the School Office will be present at Kalka railway station and will be incharge of the allotment of seats in coaches to all school parties. Escorts are requested to contact him there in this connection.

#### LUNCH, TEA AND SUPPER PACKETS.

(i) **Lunch.** Lunch will be at 12-00 noon in all departments on home day.

(ii) **Tea.** Bread/Sandwiches, fruit and tea will be served in the B.D. Kitchen at 5-00 p.m. for all members of the Calcutta and Amritsar school parties.

(iii) **Supper Packets.** Supper packets (all of which will be vegetarian) for all school parties (except the Simla and Kalka parties) will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka. They will be issued in baskets. Given below is



a statement naming the member of staff who will be responsible for collecting the supper packets for the school party indicated. Also shown is the number of packets for the various school parties (includes packets for escorts and their family members). It will be the personal responsibility of the staff member mentioned below to collect from Gaskell Hall the correct number of supper packets half an hour before the party is due to leave Sanawar, have them loaded on to the bus in which they travel to Kalka, and have them unloaded at Kalka, and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange, if possible, to have the empty baskets handed over to Mr. Mukherji at Kalka after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of supper packets
Bombay Central	Mr. Mendoza	11
Bombay V.T.	Mrs. Mundkur	40
Calcutta	Dr. D.C. Gupta	56
Lucknow	Mrs. Sikund	26
Dehra Dun	Miss Chatterji	7
Pathankot	Mrs. S. Singh	43
Amritsar	Mr. S. S. Dutt	33
Ferozepore	Mr. S. C. Arora	42
New Delhi 'A'	Dr. J. Fuste	27
New Delhi 'B'	Mr. Mountford	27
New Delhi 'C'	Mrs. Cherian	27
New Delhi 'D'	Mr. Pratap	27
New Delh 'E'	Mr. Bhalerao	31
New Delhi 'F'	Mr. Gokhale	33
Madras	Miss Kavery	7

The Quartermaster will arrange the necessary number of clean baskets of appropriate size to be in Gaskell Hall at 12-30 p m. on home day.

The three Kitchen Matrons will arrange for the requisite number of supper packets to be ready in Gaskell Hall forty-five minutes before the departure of the parties in question.

At least one of the three Kitchen Matrons must be present in Gaskell Hall half an hour before the departure of each school party in order to supervise the distribution of supper packets to the

escorts concerned. The three Kitchen Matrons will please arrange among themselves as to which of them will be present on each such occasion.

#### ROLL - CALL AT KALKA.

Staff escorting the special train school parties are requested to arrange a roll-call of children to be escorted by them at 5-30 p.m. on the platform at Kalka Railway Station. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

#### WALKING PARTIES.

(i) Boys who have been permitted to walk down to Kalka will not leave B.D. before 1-00 p.m. Housemasters will take a roll-call of all such boys at 1-00 p.m. The names of any boys not present will be reported immediately to the Headmaster/Bursar in writing.

(ii) Housemasters will only permit those boys to walk down whose names they have already intimated to Office on the House lists sent in by them. Last minute permission to walk down will *on no account* be given to other boys by anyone, including escorts.

(iii) The boys who have been permitted to walk down to Kalka will not choose any other way except by the Kasauli bridle-path. These boys will have to walk down whatever the weather conditions, and will not travel by school party buses under any circumstances.

(iv) These boys will not be charged bus fare. They are required to report their presence at Kalka station to their escorts immediately the latter arrive there.

(v) Girls will NOT walk down to Kalka.

#### RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the School parties will be collected by the escorts from the School office on Tuesday, 3rd December, after the escorts' meeting.

#### NEXT TERM.

The next term will begin on Saturday, 22nd February, 1969, and all children must be back by 4-00 p.m. on that day.

R. Som Dutt,  
Major,  
Headmaster.

## ANNEXURE

(i) The school parties will leave the school by bus from the Quad. in the following order, starting at 2-30 p.m. on Wednesday, 4th December, as per programme below (boys who have been permitted to walk down to Kalka are not included below) :—

School party	Assemble at Quad.	Departure from Quad.	Size of party (including escorts & their families)		Total	Train from Kalka
			Over 12 years	Under 12 years		
Bombay Central	2-00 p.m.	2-30 p. m.	3	2	5	Special train dep. Kalka at 6-10 p. m.
Bombay V.T.	—do—	—do—	8	16	24	
Lucknow	—do—	—do—	9	8	17	
Dehra Dun	—do—	—do—	3	2	5	
Delhi 'A'	—do—	—do—	5	6	11	
" 'B'	—do—	—do—	2	9	11	
" 'C'	—do—	—do—	14	11	25	
" 'D'	—do—	—do—	10	6	16	
" 'E' and Ambala Cantt	—do—	—do—	9	16	25	
Delhi 'F' and Chandigarh	—do—	—do—	8	17	25	
Madras	—do—	—do—	2	1	3	
Pathankot	—do—	—do—	9	9	18	
Kalka	—do—	—do—	3	6	9	
					194	

The above will travel in five buses and will embus, when requested to do so by the Bursar, strictly in the order in which the parties are listed above, i.e. the Bombay Central party first, the Bombay, V.T. party next, then the Lucknow party and so on. No party will move from its assembly point until the preceding party has completely embussed. Escorts will be responsible for ensuring the necessary control over their parties from the time of their assembly in the Quad., and also for putting them into the buses.

Ferozepore	4-00 p. m.	4-30 p.m.	9	10	19	87 Dn. Chg Express dep. Kalka 7-10 p. m.

The above party will travel in the School bus.

Amritsar	6-30 p.m.	7-00 p.m.	7	12	19	*
Calcutta	—do—	—do—	19	21	40	†
					<u>59</u>	

\* 35 Dn. Simla Mail dep. Kalka at 9-50 p. m.

† 2 Dn. Howrah Mail dep. Kalka at 11-35 p. m.

The above two parties will travel in two buses.

The school bus otherwise will be held in reserve and will not be used for any purpose without the express permission of the Bursar.

(ii) All parties, including all escorts concerned, will assemble in the Quad partywise under the relevant party placards at the assembly time specified above, and will remain there—especially the escorts—until the departure. Party placards will be posted prominently in the Quad, and will be arranged in the order in which the school parties will embus. No party will embus until requested to do so by the Bursar.

(iii) Children in a particular party will on no account be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.

(iv) The Bursar, assisted by Mr. Sinha, will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

## THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 29TH NOVEMBER, 1968.

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### No. 304. WINTER VACATION.

The School will close on Wednesday, 4th December, 1968, for the winter vacation, and will reopen on Saturday, 22nd February, 1969, on which date all children must be back in the School by 4-00 p.m.

A detailed Special Order in connection with the winter vacation School Parties' arrangements has already been issued.

### No. 305. STAFF—VACATION ADDRESSES AND QUARTERS' KEYS.

Before leaving Sanawar all members of the staff must enter their names and their vacation address(es) in the Address Book at the Office.

Keys of all staff quarters must be labelled and handed over to Q. M. All keys of residences and departments, stock-rooms, night-rooms, wash and bath houses and box-rooms etc. should be clearly labelled as such with strong labels before being handed over to the Q. M.

### No. 306. HANDING IN OF SCHOOL CLOTHING.

Children of all Departments will hand in their school clothes etc., to the Assistant Matrons incharge of their dormitories immediately after lunch on Tuesday, 3rd December. The handing in of clothes etc., must be completed in good time before the House Break-up parties take place.

Will all Housemasters and Housemistresses kindly assist in ensuring the presence of children and that the handing over of the clothes etc., is done in an orderly manner ?

### No. 307. SEALING OF CLOTHING ROOMS.

Matrons are requested to put all the belongings of the children and the school in the clothing rooms before they seal the locks.

**No. 308. APPOINTMENTS PREFECTS.**

The following appointments are made with effect from term commencing February, 1969 :—

**B. D.**

Head Boy	...	Kr. Vijay Singh Lalotra
		<i>Himalaya</i>
School Prefects	...	Dilbagh Singh Sidhu
		Kr. Vijay Singh Lalotra
		<i>Nilagiri</i>
School Prefects	...	Karanjit Rajput
		Vinod Thakur
House Prefect	...	Kamaljit Singh
		<i>Siwalik</i>
School Prefects	...	Arun Wadhawan
		Arjun Rastogi
House Prefects	...	Navin Chauhan
		Nirmaljit Singh
		<i>Vindhya</i>
School Prefects	...	Ajai Pal Singh Gill
		Amarbir Singh Pannu
House Prefects	...	Avaneesh Zaveri
		Anil Auluck

**G. D.**

Head Girl	...	Kavita Padda
Games' Prefect	...	Ashali Bhagat
M. I. Prefect	...	Jaspreet Kaur Mann
		<i>Himalaya</i>
School Prefect	...	Pinky Sikand
House Prefect	...	Jatinder Marwaha
		<i>Nilagiri</i>
School Prefect	...	Tonsing Ngaizaching
House Prefect	...	Rupinder Kaur
		<i>Siwalik</i>
School Prefect	...	Pamela Hira
House Prefect	...	Anumeha Rai
		<i>Vindhya</i>
School Prefect	...	Anita Prem Lal
House Prefects	...	Kalpana Johri
		Jagwinder Kaur
		<b>B. D.</b>
M. I. Prefect	...	Inderjit Singh Sharma

**No. 309. LOSSES SUFFERED BY STAFF.**

All members of the staff are informed that the school is unable to accept responsibility for the investigation of any losses suffered by them on account of theft resulting from their own negligence with regard to their personal property left lying about unprotected.

**No. 310. BREAK-UP PARTIES: DECORATIONS.**

If any floral and other decorative hedges or trees are required, demands must be placed on the Bursar who will arrange for these to be provided. Under no circumstances, repeat NO circumstances, will any hedges, or branches of trees be cut without his permission.

**No. 311. STAFF FAMILIES' RATIONS ETC. DURING VACATION.**

(1) With effect from Wednesday, 4th December, the following arrangements have been made to meet the requirements of bread, eggs, meat, vegetables, fruit, dry rations and fuel of staff families who will be remaining at Sanawar during this vacation :—

**Vegetables & Fruit**

The vegetable and fruit shop at the Bakery will be open throughout the vacation on Mondays, Wednesdays and Saturdays from 9-00 a.m to 11-00 a.m.

**Eggs**

Eggs will be available from the egg contractor at the vegetable and fruit shop at the Bakery throughout the vacation every Monday, Wednesday and Saturday from 9-00 a. m. to 11-00 a. m.

**Bread**

Bread will be available from the Q. M. Stores upto Thursday, 12th December only. Thereafter no arrangement for bread can be made by the School during the vacation.

**Meat**

No arrangements for meat can be made by the school during the vacation.

**Dry Rations & Fuel**

These will continue to be issued from the Q. M. stores on the same days and at the same times as usual.

(2) The Bursar particularly requests that any complaints or difficulties of staff families in respect of supplies of the above articles by contractors should be brought to his notice immediately, or in his absence to the notice of the Q.M., in order to enable him to take corrective and, if necessary, deterrent action against the contractor concerned. He would like to point out that unless such complaints are brought to his notice, he is unaware of them and can take no action to improve matters.

**No. 312. TUCKSHOP HOURS DURING VACATION.**

The Tuckshop will remain open from 11-00 a.m. to 1-00 p.m. on Wednesdays and Saturdays throughout the vacation.

**No. 313. STAFF PAY.**

Pay to all members of the staff for the month of November, 1968, will be issued on Saturday, 30th November, 1968.

Staff are warned that failure to return pay receipts to the office promptly during the Vacation will result in delay in payments. Before leaving Sanawar, they will please inform the Bursar in writing whether they wish their pay to be sent to them by money Order or by Bank Draft.

R. Som Dutt,  
Major,  
*Headmaster.*



# THE LAWRENCE SCHOOL ORDERS.

—:o:—  
SANAWAR, FRIDAY, 10TH JANUARY, 1968.

## Part II

### No. 1. STRENGTH.

Decrease with effect from 4th December, 1968.

Anil Sobti	H.B.S.	Shivinder Singh Kadan	S.B.S.
Anirudha Maitra	"	Jagjivan Singh Sokhey	"
Gorakh Shamsher	"	Navin Ansal	"
Eapen K. Thomas (D.S.)	"	Rajan Khanna	"
Kuldip Singh Sidhu	"	Yashpal Dass	"
Maheshwar S. Pathania	"	Manjit Singh Hanspal	V.B.S.
Roop Khanna	"	Manvinder Singh Kang	"
Rajesh Pathania	"	Manu Seth	"
Sanjay Sinha	"	Om Parkash Joon	"
Sarabjit Singh Anand	"	Pritpal Singh Dhaliwal	"
Ashok Rai	H.B.J.	Ravinder Singh Brar	"
Arun Saxena	N.B.S.	Ravinder Singh Sidhu	V.B.S.
Mukesh Khetarpal	"	Ravinder Lal Mehta	"
Maninderjit S. Sekhon	"	Vijay Taode	"
Prem Kumar Bansal	"	Harpreet Singh Thakar	V.B.J.
Pritinder S. Khanika	"	Jaswinder Singh Rana	"
Rajinder Singh	"	Man Mohan S. Tanwar	"
Upinder Krishan Dhar	"	Bina Manchanda	H. G.
Baljit Singh Ramana	N. B. J.	Anita Badhwar	"
Gordon P. Price	"	Christina Manley	"
Rohit Kumar Gupta	"	Devika Sehgal (D.S.)	"
Vijay Kumar Wadhvani	"	Jyotshna Nanda	"
Ajit Singh Mann	S.B.S.	Chand Ahuja	N. G.
Daljit Singh Scra	"	Gita M. Wagle	"
Harvinder Singh Gularia	"	Harpinder Kaur Gill	"
Kartar Singh Sidhu	"	Lila Kar	"
Manu Kashyap	"	Rekha Bhatia	"
Naresh Khurana	"	Sangeet Sakhuja (D.S.)	"
Prebodh Pradeep Chauhan	"	T. Lal Sanglian	"
Rama Kant Raizada	"	Anita Nath	S. G.
Raminder Singh Gujral	"	Anita Das	"

Banita Burman	S. G.	Andrew Carey Price	N.P.S.B.
Ritu K. Singh	,,	Shivraj Singh Ghoman	,,
Shashi Bala	,,	Sandeep Nurpuri	,,
Simrat Kaur Grewal	,,	William John Price	,,
Anita Satarawala	V. G.	Gurinder Kaur Dhaliwal	NPSG
Chitra Johry	,,	Narinder Kumar	S.P.S.B.
Daljitinder Kaur Brar	,,	Vijay Kumar	,,
Kamudini Madan	,,	Gurminder Kaur Sikund	S.P.S.G.
Shushma Pardhan	,,	Saroj Kumari	,,
Uma Tiwari	,,	Rajiv Kumar Singh	V.P.S.B.
Rohit Badhwar	H.P.S.B.		

### No. 2. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. R.N. Sethi	Quartermaster	2-12-68 to	7-12-68	6 days
,, G. S. Rawat	Electrician	8-10-68	,, 16-11-68	40 ,,
,, Gurdial	Valveman	20-11-68	,, 21-11-68	2 ,,
,, Joti Singh	Tailor	13-11-68	,, 20-11-68	8 ,,
,, Devi Singh	H/Mazdoor	4-11-68	,, 23-11-68	20 ,,
,, Shamsher Singh	Groundsman	28-11-68	,, 30-11-68	3 ,,
,, Ronki	Bearer	15-11-68	,, 27-11-68	13 ,,

### No. 3. EXTENSION OF SERVICE.

The following members of the staff are granted extension of service for one year each from the date shown against their names :—

Mr. Jagdish Ram	P. T. I.	10-11-1968
Miss D. Sinclair	Matron	23-11-1968

R. Som Dutt,  
Major,  
Headmaster.