

THE LAWRENCE SCHOOL ORDERS

SANAWAR, FRIDAY, 21ST FEBRUARY, 1969.

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 very clean; let us all, every one of us, keep it that way. This involves not only ourselves not throwing down litter, sweets papers, silver paper etc., etc., 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 Tuesday, 25th 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 Tuesday, 25th February, will be as under :—

Rouser	7-00 a.m.
Breakfast	8-45 a.m. B.D. & G.D.
M.I.	{ 8-10 a.m. B.D. 8-35 a.m. G.D.
Assembly	9-30 a.m.
Classes	$\frac{1}{2}$ hr. schools
Lunch	1-20 p.m.
Tea	4-05 ,,
Supper	7-00 ,,
Lights out	8-50 ,,

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 children, being day scholars, will be taking meals in the school kitchens, and state in respect of each child :—

- (a) the Kitchen in which he/she will be taking meals.
- (b) which meals he/she will be taking.

No. 5. MEDICAL.

On return to school on February 22nd, children must report first to their Matrons. Leave Slips, which incorporate Medical Certificates, will be handed over to the Matron concerned, who will forward them to the R.M.O. on Sunday, 23rd February. **In no case will a child be accepted in a Department without a medical certificate.** Any child without this certificate, as also any child who appears unwell on arrival, will be sent **immediately** to the R.M.O. This applies in particular to children who have coughs and colds. Any case of unfitness for admission on medical grounds will be reported **immediately** to the Bursar by the R.M.O. for orders.

No. 6. NEW ADMISSIONS—RECEPTION.

New admissions will be made as follows:—Senior School 24th & 25th February, Prep. School 25th—28th February. All new parents on their arrival will be guided to the Parents' Rooms, where the Quartermaster will arrange for fires, hot water, towels, soap etc., to be available. B.D. Kitchen Matron will arrange for tea and biscuits to be available for parents at the School Office from 10-00 a.m. till 12-30 p.m. and from 3-00 p.m. to 4-00 p.m. daily.

The Quartermaster will also please arrange for the garden umbrellas etc., to be put up in the garden opposite the Mistresses Common Room.

Messrs Jagdish Ram and Katoch will be on duty from 9-00 a.m. to 4-00 p.m. at the Bakery to guide parents on the reception dates.

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 others 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. 7. 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 4th March.
- (3) They will not be permitted to attend any cinema shows till the 4th March.

No. 8. 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.
24th February	10	6	1	1
25th „	—	1	9	4
26th „	—	—	6	7
27th „	1	—	9	2
28th „	—	—	12	1

No. 9. CLOTHING.

February 22nd and 23rd 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, 1st March.

Clothes will be issued to **Day Scholars** in all Deptts. at 2-00 p.m. on Sunday, 23rd 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. 10. 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. 11. CRICKET.

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

No. 12. 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. 13. WEIGHING & MEASURING.

Dates will be intimated later.

No. 14. 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 6th 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 of newly admitted children when they arrive.

No. 15. 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 House. 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 recoupment of the advance.

No. 16. HOSPITAL TIMINGS.

10-00 a. m.—10-30 a. m.	} ...	Members of the Staff
5-30 a. m.— 5-30 a. m.		
9-00 a. m — 1-00 p. m.	} ...	Children of the school
4-30 p. m.— 5-30 p. m.		

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. 17. 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 nor 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. 18. STAFF VISITS TO Q.M. STORES.

All staff members are reminded that except for taking indents, and also as provided below, 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.

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 from 10-00 a.m. as usual.

No. 19. 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 every latest. This timing, which is very necessary for administrative reasons, may please be strictly observed.

No. 20. 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. 21. STAFF RATIONS AND FUEL.

On return to school on Saturday, 22nd 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, 22nd, evening.

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

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.

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 families may obtain their private requirements of eggs, vegetables and fruit from the contractors. 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. 22. FURNITURE—STAFF QUARTERS & DEPARTMENTS.

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. Nor may any additional articles of furniture be issued to or provided in staff quarters 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 members concerned and the Quartermaster. Departments and Staff members are held responsible for the proper maintenance of all school furniture on issue with them.

No. 23. STAFF VACATION PAY.

Staff members who are to draw their pay and arrears of 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 Monday, the 24th February (arrears of vacation pay), and on Saturday, 1st March (for February's pay).

No. 24. TUCK SHOP TIMINGS.

The Tuck Shop will open daily from 11-00 a.m. to 1-30 p.m. from Wednesday, 1st February, and observe the normal timings from Saturday, 22nd February.

No. 25. 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 8-00 a.m. to 5-00 p. m.

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

No. 26. 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. 27-75 per 100 eggs, i.e. Rs. 3-33 per dozen.

Eggs will be available for sale to staff families at the Fruit and Vegetable shop at the Bakery daily from 3-00—5-00 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. 27. ACADEMIC STAFF MEETING, & HOUSE LISTS.

A full meeting of the academic staff of B.D. and G.D. will be held in the M.C.R. at 9-30 a.m. on Monday, 24th February.

House lists are almost ready, but are subject to finalisation. Will Housemasters and Housemistresses G.D. kindly also come prepared to finalise these lists.

No. 28. SCHOOL HALWAI'S RATES.

With effect from the beginning of this term the School halwai contract has been given to Shri Bawa B. Dass.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 15th February, 1969, 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 whatsoever of School children, staff and School visitors 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 per kg.		No. of pieces per kg.	Rate per pieces Paisas
	Rs.	Ps.		
Amrati	...	5-70	38	15
Badana	...	5-00	—	—
Balu shahi	...	5-60	40	14
Barfi, cocoanut	...	7-00	50	14
Barfi, white	...	7-00	50	14
Bhatoora, kachori with vegetable	—	—	—	20 each
Cham Cham	...	6-00	30	20
Dahi Bhalla	—	—	—	15 each
Dil Bahar	...	6-00	30	20
Gulab Jaman	...	6-00	30	20
Gur toffee (with moong-phali)	...	4-00	16 pkts. of 63 gms. each	25 per pkt.
Jalebi	...	4-90	35	14
Kalakand Sindhi	...	7-00	35	20
Karachi Halwa	...	6-00	30	20
Khajoor	...	6-00	30	20
Laddoo Motichoor (2½ kg. sugar)	...	4-90	35	14
Mathi namkin	...	4-50	30	15
Mesupak	...	6-00	30	20
Moongphali, fried	...	4-50	25 pkts. of 40 gms. each	18 per pkt.
Pakora	...	4-00	40	10
Palungtor	...	7-00	35	20
Patisa	...	6-00	—	—
Poori with vegetable	...	—	—	20 each
Potatoe chips	...	5-00	25 pkts. of 40 gms. each	20 per pkt.
Rasgulla	...	6-00	30	20
Rasmalai	...	7-00	35	20
Samosa	...	—	—	15 each
Sewian, Moongra and Dal (Moong & Masar) Barik quality.	...	5-00	34 pkts. of 30 gms. each	15 per pkt.
Shakarpara	...	4-00	20 pkts. of 50 gms. each	20 per pkt.
Sohan Halwa	...	6-00	—	—
Tea glass or cup (with sugar)	—	—	—	20 each

No. 29. HEALTH INSURANCE SCHEME.

Decrease with effect from 6th January, 1969 :—

Keith Anil Manley ... 1 member

Decrease with effect from 1st February, 1969 :—

Sangeet Sakhuja ... 1 member

No. 30. CINEMA.

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

Sunday, 23rd Feb.

1. MORGAN THE PIRATE, starring Steve Reeves and Valerie Lagrange.

The film is a swashbuckling adventure story.

Wednesday, 26th Feb.

2. DIME WITH A HALO, starring Barbara Luna, Paul Sangton and Rafael Lopez.

A heart-warming story, with a comedy ending, of a boy who makes a fortune on the race track.

Part II**No. 4. HOUSE APPOINTMENTS.**

The following House appointments are made with effect from 22-2-1969 :—

(i)	Housemaster Siw.	B.D.	(Srs.)	Mr. Jagdish Ram Acharya
(ii)	„	„	(Jrs.)	Dr. D. C. Gupta
(iii)	„	Vind.	(Srs.)	Mr. M. V. Gore
(iv)	„	„	(Jrs.)	Mr. M. S. Sinha
(v)	Housemistress Him.	G D.		Mrs. K. U. Mundkur.
(vii)	„	Vind.	P.D.	Miss P. Ayling.

No. 5. APPOINTMENTS.

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

Mr. Mahabali	Mali	2-12-68—29-5-69—179 days
„ Gujroo	Mali	1- 2-69—26-3-69— 54 „
„ Dila Ram	Mazdoor	15- 1-69—17-5-69—123 „
„ Ram Sarup	Sweeper	28-12-68—14-2-69— 49 „

2. Mr. Ram Chander, Cook, vacated his appointment with effect from 14-1-69 (A.N.) having resigned.

3. The services of Smt. Gomti, Sweepress, were terminated with effect from 16-1-69 (A.N.) under School Rule 10 (xiii).

4. Mr. K.K. Madhok, Temporary Asstt. Master, vacated his appointment with effect from 4-12-68 (A.N.) on expiry of the appointment.

5. Mr. Hind Raj, Temporary Peon, vacated his appointment with effect from 31-12-69 (A.N.), on expiry of the appointment.

6. Miss P. Ayling, Mistress, was appointed Housemistress V. P. S. temporarily with effect from 10-11-68—4-12-68 vice Mrs. R. Joseph, granted maternity leave.

No. 6. LEAVE.

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

Major R. Som Dutt	Headmaster	21- 1-69—18- 2-69—29 days
Mr. F.B. Manley	Bursar	13- 1-69—25- 1-69—13 "
Dr. J.C. Sakhuja	R.M.O.	8- 1-69— 4- 2-69—28 "
Mr. Surendra Nath	Engineer	11- 1-69— 8- 2-69—29 "
„ A S. Saklani	Jr. Clerk	7- 1-69— 5- 2-69—30 "
„ P.R.V. Nair	Compounder	29- 1-69—27- 2-69—30 "
„ Subhash Gupta	Lab. Asstt.	26-12-68— 4- 1-69—10 "
„ Murli	Jr. Carpenter	10- 2-69—22- 2-69—13 "
„ Gurdial	Valavman	16-12-68—15- 2-69—62 "
„ Khaili Ram	Khalasi	9-12-68—14-12-68— 6 "
„ Madho Ram	Head Tailor	28- 1-69—15- 2-69—19 "
„ Moti Singh	Tailor	26-12-68—25- 1-69—31 "
„ Joti Singh	„	3- 1-69—12- 1-69—10 "
„ Sukh Ram	Barber	30-11-68—31-12-68—32 "
„ Sobha Ram	Peon	2- 1-69— 8- 2-69—38 "
„ Bhagat Ram	„	20- 1-69—19- 2-69—31 "
„ Pran Nath	„	18-11-68—13-12-68—26 "
„ Sunder	Watchman	6-12-68— 6- 1-69—32 "
„ Gian Singh	Mali	16-12-68—31-12-68—16 "
„ Bhuri Singh	„	6-12-68— 5- 2-69—31 "
„ Thakar	Mazdoor	25-11-68—27-12-68—33 "
„ Keshab Ram	„	16-12-68—28-12-68—13 "
„ Mansa Ram	„	13- 1-69— 1- 2-69—20 "

Mr. Bansi	Mazdoor	2- 1-69—18- 1-69—17 days	
„ Shamsher Singh	Grounds Man	16-12-68—18-12-68— 3 „ } 26-12-68—27-12-68— 2 „ }	
Smti. Mary	Ayah	6- 1-69— 5- 2-69—31 „	
„ Marium	„	13- 1-69—12- 2-69—31 „	
„ Savitri	„	6- 1-69— 5- 2-69—31 „	
„ Durgi	„	2- 1-69—25- 1-69—24 „	
„ Krishana Kumari	„	13- 1-69—27- 1-69—15 „	
Mr. Ishar	Sweeper	12- 1-69—10- 2-69—30 „	
„ Babban	„	20-12-68—29-12-68—10 „ } 27- 1-69—10- 2-69—15 „ }	
„ Mangta	„	12-12-68—11- 1-69—31 „	
„ Bachna	„	13-12-68—31-12-68—19 „	
„ Kanshi	„	1- 1-69—10- 1-69—10 „	
„ Basanta	„	12- 1-69—10- 2-69—30 „	
„ Parsa	„	12-12-68—11- 1-69—31 „	
„ Ram Kishan	„	1- 2-69—10- 2-69—10 „	
„ Sadhu No. II	„	12- 1-69—10- 2-69—30 „	
„ Shankar	„	12- 1-69—10- 2-69—30 „	
„ Rulda	„	12-12-68—21-12-68—10 „	
„ Taroo	„	12-12-68—11- 1-69—31 „	
„ Kishan No I	„	12-12-68—11- 1-69—31 „	
„ Kishan No. II	„	12- 1-69—10- 2-69—30 „	
„ Tulsi	„	12- 1-69—10- 2-69—30 „	
„ Gangoo Ram	„	12- 1-69—10- 2-69—30 „	
„ Baboo Ram	„	12-12-68—11- 1-69—31 „	
„ Parkash	„	12-12-68—11- 1-69—31 „	
Smti. Gomti	Sweeppress	12-12-68—11- 1-69—31 „	
Mr. Jagat Ram	Sweeper	12-12-68—21-12-68—10 „	
„ Battoo	Head Cook	6- 1-69— 5- 2-69—31 „	
„ Nankoo	„	1- 2-69—15- 2-69—15 „	
„ Rattan Singh	„	13- 1-69—12- 2-69—31 „	
„ Mansa Ram	Cook	3- 1-69—22- 1-69—20 „	
„ Chet Ram	„	3- 1-69—22- 1-69—20 „	
„ Mool Chand	„	18-12-68—16- 1-69—30 „	
„ Lal Singh	„	16-12-68—21-12-68— 6 „	
„ Brephtu	„	16-12-68—21-12-68— 6 „ } 16- 1-69— 3- 2-69—19 „ }	

Mr. Bahadur Singh	Cook	6- 2-69—15- 2-69—10 days
„ Tulsī Ram	„	6- 1-69—25- 1-69—20 „
„ Gurditta	Bearer	21- 1-69—15- 2-69—26 „
„ Robin	„	13- 1-69—12- 2-69—31 „
„ Paras Ram	„	6- 1-69— 5- 2-69—31 „
„ Dhoom Singh	„	13- 1-69—12- 2-69— 31 „
„ Chet Ram	„	6- 1-69— 5- 2-69—31 „
„ Arjan Dass	„	20- 1-69—15- 2-69—27 „
„ Sant Ram	„	13- 1-69—12- 2-69—31 „
„ Bishan Dass	„	13- 1-69— 8- 2-69—27 „
„ Jagdish	„	13- 1-69—12- 2-69—31 „
„ Jhandoo Ram	„	3- 2-69—16- 2-69—14 „
„ Ratti Ram	„	20- 1-69—15- 2-69—27 „
„ Gorkhu Ram	„	13- 1-69—27- 1-69—15 „
„ Ronki Ram	„	6- 1-69— 5- 2-69—31 „
„ Roop Ram	„	20- 1-69—15- 2-69—27 „
„ Dhani Ram	„	28- 1-69—16- 2-69—20 „
„ Sham Lal	„	13- 1-69—12- 2-69—31 „
„ Norata Ram	„	6- 2-69—15- 2-69—10 „
„ Chhote Lal	„	17- 1-69—12- 2-69—27 „
„ Lajjya Ram	Baker	6- 1-69— 1- 2-69—27 „
„ Nek Ram	Asstt. Baker	20- 1-69—15- 2-69—27 „

2. Mr. Prakash, Sweeper, was sanctioned 2 day leave without pay with effect from 12-1-69—13-1-69, being absent from duty without permission.

3. Mr. Chaudhary, Bakery Mazdoor, was sanctioned 26 days earned leave with effect from 20-1-69—14-2-69 and 5 days half pay leave with effect from 15-2-69—19-2-69.

4. Mr. Kundan, Peon, was sanctioned 16 days earned leave with effect from 6-1-69—21-1-69 and 15 days half pay leave with effect from 22-1-69—5-2-69 and 15 days leave without pay with effect from 6-2-69—20-2-69.

5. Mrs S. Gore, Asstt. Matron, was sanctioned 9 days maternity leave with effect from 26-11-68—4-12-68.

6. Mr. Gapoo, Cook, has been sanctioned 75 days earned leave with effect from 3-1-69. He will retire from service on expiry of this leave.

No. 7. 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. Batoo	Head Cook	...	21-12-68
„ Murli	Jr. Carpenter	...	1- 1-69
Smt. Mary	Ayah	...	18- 2-69
Miss E.M. Ling	Asstt. Matron	...	13- 2-69
Mr. Ram Autar	Mazdoor	...	18- 2-69
„ Moti Singh	Tailor	...	15- 1-69
„ Mastu	Male Nursing Orderly	...	15- 2-69
„ Sukh Ram	Barber	...	15- 2-69

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:O:

SANAWAR, FRIDAY, 28TH FEBRUARY, 1969.

No. 31. SCHOOL CALENDAR

Fixture-dates are provisional.

FEBRUARY

Sat.	22nd	School reopens
Sun.	23rd	Clothes Film
Mon.	24th	Clothes New admissions Staff meeting
Tue.	25th	Assembly Stationery Games sets
Wed.	26th	Singing Practice Textbooks issued Normal timings Hobbies groups made up
Thu.	27th	Singing
Fri.	28th	Singing

MARCH

Sat.	1st	Singing Festival match Film 6-30 p.m.
Sun.	2nd	Festival match
Mon.	3rd	Normal games hobbies Medical Inspections
Sat.	8th	Film 6-30 p.m.
Sun.	9th	Staff Club meeting 11-00 a.m.
Mon.	10th	Prep. starts P.T. & Hodsons start
Sat.	15th	Film 6-30 p.m.
Thu.	20th	Dental inspection
Sat.	22nd	Film 6-30 p.m.
Mon.	24th	Medical inspection
Thu.	27th	Siw. Dress Rehearsal

Sat. 29th Siw. Sat. Club
 Sun. 30th Film 6-30 p.m.
 Mon. 31st 1968 I.S.C. Results (probably)
 Hodson Heats

APRIL

Tue. 1st Hodson Heats
 Wed. 2nd Hodson Heats
 Thu. 3rd Hodson Run final
 Fri. 4th Team leaves for Doon
 Holiday
 Sat. 5th Cricket vs. Doon
 Holiday
 Sun. 6th Film 6-30 p.m.
 Mon. 7th New timings
 Morning Prep.
 Team returns
 Sat 12th Staff Club Dinner
 Mon. 14th Boxing Tournament
 Tue. 15th Boxing
 Wed. 16th Boxing
 Thu. 17th Boxing
 Fri. 18th Boxing Finals
 Sat. 19th I.H. Cricket
 Sun. 20th I.H. Cricket
 Mon. 21st I.H. Cricket
 Tue. 22nd I H. Cricket
 Wed 23rd I.H. Cricket
 Thu. 24th Marks to Form Staff 9-00 a.m.
 Vind. Dress Rehearsal
 Fri. 25th Mark books to S.M. 4-00 p.m.
 P.D. vs. Cock House BD
 Sat. 26th 1st Mark Reading
 Vind. Sat. Club
 Sun. 27th Leave for Camp
 M A Y
 Sat. 3rd Camp ends
 Sun. 4th Film 6-30 p.m.
 Tue. 6th Bishop Barnes Birthday
 Wed. 7th Prep. starts

Fri.	9th	H.M. away to Lovedale
Sat.	10th	Staff Club Dinner Cricket Atoms vs. B.C S. Home Cricket vs. B.C.S. XI away Film 6-30 p.m.
Sun.	11th	Colts vs. B.C.S. Home
Mon.	12th	Soccer Season starts
Tue.	13th	Board meeting
Thu.	15th	P.D. Dress Rehearsal
Sat.	17th	P.D. Sat. Club
Sun.	18th	Film
Mon.	19th	Hobbies cancelled Founder's Meeting 2-30 p.m.
Sat.	24th	Film 6-30 p.m.
Sat.	31st	Film 6-30 p.m.
J U N E		
Thu.	5th	Nil. Dress Rehearsal
Sat.	7th	Nil. Sat. Club
Sun.	8th	Film
Sat.	14th	Staff Club Dinner Film 6-30 p.m.
Sat.	21st	Film 6-30 p.m.
Sat.	28th	Film
Sun.	29th	Soccer vs. B.C.S. Colts/Atoms/XI
Mon.	30th	Wg. & Mg. B.D.
J U L Y		
Tue.	1st	Him. Dress Rehearsal Wg. & Mg. BD
Wed.	2nd	Marks to Form Staff 9-00 a.m. Prep. cancelled $\frac{1}{2}$ hour schools Wg. & Mg. GD
Thu.	3rd	Marks Book to S.M. 4-00 p.m. Him. Sat. Club
Fri.	4th	2nd Mark Reading P.D. vs. Cock House Social 6-30 p.m.
Sat.	5th	Term ends.

No. 32. 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' cubicles.

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. 33. 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. 34. 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. 35. 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. 36. 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. 37. INDENTS.

Indents for the period ending 31st July, 1969, should be submitted to the Bursar by stock holders by the 20th March, 1969.

No. 38. DISCIPLINE : DAY SCHOLARS.

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

No. 39. 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. 40. TENNIS.

Trafford House tennis court will be reserved for use by the girls on Sunday between 10-00 a.m. and 1-00 p.m.

No. 41. 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) 10-15 a. m.—10-45 a. m. ... Teaching Staff.
- ii) 2-45 p. m.— 3-15 p. m. ... { Administrative Staff including
Matrons & Asstt. Matrons.

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 an any time possible for them.

No. 42. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1969 by the Administrative Staff of the School :—

- | | | | | |
|-------------------|-----|-------|------|-----------|
| 1. New Year's Day | ... | Jan. | 1st | Wednesday |
| 2. Republic Day | ... | „ | 26th | Sunday |
| 3. Holi | ... | Mar. | 4th | Tuesday |
| 4. Baisakhi | ... | April | 13th | Sunday |
| 5. Foundation Day | ... | „ | 15th | Tuesday |

6. Barne Memorial	...	May	6th	Tuesday
7. Independence Day	...	Aug.	15th	Friday
8. Raksha Bandhan	...	„	27th	Wednesday
9. Janam Ashtmi	...	Sept.	4th	Thursday
10. Dussehra	...	Oct.	20th	Monday
11. Mahatma Gandhi's Birthday	...	„	2nd	Thursday
12. Founder's (After Founder's)	...	„	7th	Tuesday
13. Diwali (except Engineering Deptt)	Nov.		9th	Sunday
14. Balraj (Engineering Deptt. only)	„		10th	Monday
15. Guru Nanak's Birthday	...	„	23rd	Sunday
16. Christmas Day	...	Dec.	25th	Thursday

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. 43. 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. 44. 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 effect the sale of fuel and dry rations etc., from the school Grocery shop.

No. 45. 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. 46. CRICKET.

The festival match will take place on Saturday and Sunday next, 1st and 2nd March.

Timings :—

Saturday, 1st March ... 2-15 p.m.—5-00 p.m.

Sunday, 2nd ,, ... 10-30 a.m.—2-45 p.m.

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

No. 47. 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 in 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. 48 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. 49. 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. 50. 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. 51. 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. 52. 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. 53. 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. 54. CLEANLINESS & SANITATION.

As already pointed out in School Order No. 2 of 21st February, 1969, particular efforts have been made to start the school term with the whole school area really 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. 55. HOUSE TUTORS 1969.

Him.	(Srs.)	Mr. Bari
„	(Jnrs)	Mr. S.C.Arora
Nil.	(Srs)	Mr. Jalota
„	(Jnrs)	Mr. S.Dutt
Siw.	(Srs)	Mr. Chowdhri
„	(Jnrs)	Mr. Solomon
Vind	(Srs)	Mr. Mundkur
„	(Jnrs)	Mr. Joshi

Messrs Pratap, Brajamani, Gokhale and G.C. Arora will continue as previously.

No. 56. ADMINISTRATIVE HOLIDAY

Tuesday, 4th March, will be observed as a holiday by the administrative staff on account of Holi.

No. 57. NEW ADMISSIONS—RECEPTION AND RATIONS

New children will continue to arrive on the dates and in the numbers shown below. School Orders Nos. 6 and 8 will continue to apply for these dates therefore :—

	B.S.	G.S.	P.S.B.	P.S.G.
5th March	2	2	6	2
6th „	—	—	9	2

No. 58. DISCIPLINE.

Should any member of the staff and this includes administrative staff, see any children doing something which they feel is undesirable, would they please identify the child, and if unable to do so bring the child directly to the Headmaster for investigation and action if necessary ?

No. 59. RABIES.

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

Children in particular, will avoid contact with all dogs including pet dogs.

No. 60 CINEMA.

It is regretted that there will be no film show this week due to the film having been held up by the suppliers.

No. 61. APPOINTMENTS—PREFECT.

Manjit Singh is appointed House Prefect, Nilagiri (Srs).

Part II

No. 8. HOUSE APPOINTMENTS—G. D.

In supersession of School Order (Part II) No. 4, dated 21st February, 1969, Miss. M. O'Connor is appointed Housemistress, Himalaya House, Girl's Department, with effect from 22nd February, 1969.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:
 SANAWAR, FRIDAY, 7TH MARCH, 1969.

No. 62. MESS COMMITTEE B. D; G. D.

Mess Committees constituted as under will meet at least once a month, under the Chairmanship of the Bursar, to advise and, in particular, to assist Kitchen Matrons to effect improvements wherever possible, in the daily messing and serving thereof, and in the preparation of weekly menus, within the scope of budget allotments authorised by the Board of Governors.

The Quartermaster will be present at such meetings.

B. D.

Mr. Gore	(Vegetarian)
	(Non-vegetarian)
Mr. Sinha	K. S. Rajput
Mrs Sehgal	N. Chauhan
K. V. S. Lalotra	A. P. S. Pannu
D. S. Sidhu	

G. D.

Miss S. Kavery	Jaspreet Mann
Miss D. Sinclair	Ashali Bhagat
Kavita Padda	Anita Prem Lall

No. 63. HOUSE ATTACHMENTS.

Mr. Brajamani	to	Himalaya
Mr. Arora	to	Nilagiri
Mr. Gokhale	to	Siwalik
Mr. Pratap	to	Vindhya
Mr. Katoch	to	Vindhya

No. 64. SOCIAL.

There will be a Social in Barne Hall from 4-15 p. m. to 6-15 p. m. on Sunday, 9th March.

The Head Boy will ensure that, immediately afterwards, Barne Hall is left neat and tidy and in readiness for Assembly next day.

No. 65. STAFF CLUB ANNUAL GENERAL MEETING.

The Annual General Meeting of the Staff Club will be held at 11-00 a. m. on Sunday 9th March, at the Club. All members are requested kindly to attend.

No. 66. CINEMA.

The film **FOUR GIRLS IN TOWN**, starring George Nadar, Marianne Cook and Julie Adams, will be shown in Barne Hall at 6-30 p. m on Saturday, 8th March, 1969.

The film is a comedy.

Part II**No. 9. APPOINTMENTS.**

The following members of the staff having resigned, vacated their appointments on the afternoon of the date shown against their names :—

Mrs. P. Mountford	Mistress	21-2-1969
Mrs. R. Joseph	„	—do—
Mr. D. R. A. Mountford	Master	—do—
Dr. J. Fuste	„	—do—
Mrs. Ram Pal	Temp. Mistress	—do—
Mr. L.J. Mendoza	Piano Master	—do—
Mrs. W. Phillips	Asstt. Matron	—do—
Mrs. F. Arora	Asstt. Matron	—do—

2 The following members of the staff are appointed, each on one year's probation, from the forenoon of the date shown against each :-

Mr. P. K. Chowdhri	Master	22-2-69	vice	Dr. J. Fuste	rsgnd.
Mr. K.L.K. Solomon	„	22-2-69	„	Mr. Mountford	„
Miss M O'Connor	Mistress	22-2-69	„	Mrs Ram Pal	„
Mr. MA Bari	Master	22-2-69	„	Mrs Mountford	„
Miss G. Naidu	Mistress	22-2-69	„	Mrs R. Joseph	„
Miss MG Singh	Asstt. Matron	19-2-69	„	Mrs F. Arora	„
Miss J D'Costa	Asstt. Matron	22-2-69	„	Mrs W. Phillips	„
Mr. Jewan Ram	Mali	1-2-69	„	Mr. Mahabali	„

Mr. Gurnam Singh	Sweeper	15-2-69	vice Mr. Ram Sarup	rsgnd.
Smt. Ishari Devi	Sweepress	15-2-69	„ Smt. Gomiti	termi.
Mr. Jit Ram	Mazdoor	17-2-69	„ Mr. Dila Ram	rsgnd.
Mr. Kashva Ram	Mali	19-2-69	„ Mr. Gujroo	„
Mr. Balam Ram	Bearer	19-2-69	„ Mr. Roopram	prom.
Mr. Bhangoo Ram	Temp. Cook	22-2-69	„ Mr. Sohan Lal	termi.
Mr. Shiv Ram	Bearer	25-2-69	„ Mr. Sham Lal	prom.

3. Mr. Chowdhary Ram, was appointed Temp. Bakery Mazdoor with effect from 17-2-69 vice Mr. Balam Ram, appointed Bearer.

4. Mr. Ishar, Sweeper, is promoted to the post of Head Sweeper on one year's probation with effect from 12-2-69 (F.N.).

5. The services of Mr. Sohan Lal, Temporary Cook were terminated with effect from 24-2-69 (A.N.).

6. Mr. Roop Ram, Bearer, is promoted to the post of Cook on one year's probation with effect from 20-2-69 vice Mr. Gappoo, retired.

7. Mr. Sham Lal, Bearer, is promoted to the post of Cook on one year's probation with effect from 20-2-69 vice Mr. Ram Chander, resigned.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

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SANAWAR, FRIDAY, 14TH MARCH, 1969.

No. 67. PROGRAMME.

With effect from Tuesday, 11th March, 1969.

	B.D.	G.D.						
Rouser	... 5-45 a. m.							
Chota	... 6-20 a. m.	6-30 a. m.						
P. T.	... 6-30—6-50 a. m.	6-45—7-20 a. m.						
Hodsons	... 6-50—7-20 a. m.							
Boxing	(alternate weeks).							
	6-50—7-20 a. m.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
		1&2	3&4	5&6	7&8	9&10	11&12	
Breakfast	... 7-45 a. m.				7-50 a.m.			
M. I.	... 8-05 a. m.				7-40 a.m.			
						Saturday		
Assembly	... 8-40 a. m.					8-30		
Classes	... { 8-50—10-50 a. m. 11-10— 1-10 p. m.					8-40—10-25 10-45—12-30		
Lunch	... 1-15 p. m.				Letters	12-30— 1-10		
					Lunch	1-15		
Games	... 2-15—4-15 p. m.					2-15—4-15		
Boxing	... 2-30—3-15/3-30—4-15							
Hobbies	... 2-30—4-00 p. m.							
Tea	... 4-30 p. m.							
Baths	... 4-40—5-10 p. m.							
N.C.C. (Tue. Thu.)	4-40—5-20 p. m.					4-55—5-35		
Prep.	... 5-45—7-25 p. m.							
Supper	... 7-30 p. m.					8-00		
Lights out	... 8-45 (With 9-30 p. m.)					9-15		

No. 68. CALENDAR AMENDMENT.

The Hodson Run Final will be on Wednesday, April 2nd.

No. 69. 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. 70. 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. 71. EXTRA MONEY FOR POSTAGE.

Will Housestaff whose children require extra money for postage expenses for letters to foreign countries please send in the names of such children to the School Office as early as possible. Money for this purpose will be issued with monthly pocket money.

No. 72. BREAK.

Housemasters and Housemistresses may, at their discretion, grant leave of absence to children after lunch on Thursday 3rd April, till 5-00 p. m. on Sunday 6th April. In exercising their discretion they might keep in mind parents who make it a habit of returning their children late to school.

No. 73. FRIDAY FORUM.

The first Friday Forum of the year will be on Friday, 21st March, 1969, at 7-15 p. m.

In order to make this Forum a real success, will children please submit their questions, signed or unsigned, to the Headmaster, at a very early date. Children are reminded that questions on any topic might be asked, and that the object of this Friday Forum is to

help solve any personal or other difficulties which children might like solved.

No. 74. MUSIC, WESTERN, LIGHT CLASSICAL.

Mr. W. Radice will take volunteers from G.D. Vindhya and boys who are interested in a recital of Western Classical Music (gramophone records) after supper on Saturday, 15th March.

No. 75. MEDICAL.

Krishan Gopal, NBD, is excused boxing till the end of the year.

No. 76. DISCIPLINARY.

Staff of the school are reminded that, as has been clarified officially both by the Government and by the Labour Commissioner, this school does not come within the definition of 'Industry' under the Industrial Disputes Act, and that that Act does not apply to this school.

In this connection all Class IV Staff are reminded that at the time of their taking up appointments in the school they signed a declaration to the effect that the above had been explained to them, and also to the effect that any action taken by them in contravention of the position stated above would be entirely at their own risk. They were also informed in the same declaration that should they not like the conditions of service in the school, they were at complete liberty to resign their appointments in accordance with the rules of the school.

Would all Heads of Departments please remind all Class IV employees working under them to the above effect?

No 77. ECONOMY IN WATER CONSUMPTION.

The School's water consumption is exceeding the supply. All concerned, and in particular Matrons and Asstt. Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also report leakages etc. to the Engineer *immediately* they come to notice. Particular attention should also be paid to taps being turned off in kitchens, bath houses and wash houses.

The co-operation of all concerned, both staff and students, is earnestly requested. Consumption always increases as the weather becomes hotter, and if strict water rationing throughout the school, to the inconvenience of all, is to be avoided, care in consumption is necessary now and at all times.

No. 78. CINEMA.

The film **DISPUTED PASSAGE**, starring Akim Tamiroff and Dorothy Lamour, will be shown in Barne Hall at 6-30 p. m. on Saturday, 15th March, 1969.

The film is a provocative drama about a cynical but devoted doctor who realises rather late the human values.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 21ST MARCH, 1969.

No. 79. 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. 80. FIXTURES. (Cricket).

Inter-School fixtures have been arranged against the Dagshai Public School as under :—

Sun.	March	23rd	The XI.	Away
Sun.	,,	30th	The Atoms.	Away
Sun.	April	20th	The Colts.	Away

The Rules and conditions will be as for B.C.S. matches except for the First XI match which will be a one-day fixture.

No. 81. PEN - FRIENDS.

Children are urgently advised not to fill in any application forms for enrolment as volunteers for Pen Friends.

There is real danger of children or parents (through their children) finding themselves exposed to blackmail.

No. 82. BYCYCLES.

No child on the strength of the School will ride a cycle anywhere in these hills.

The danger to life is far too great to permit any laxity in this behalf.

Housemasters will cane any boy who disobeys this order.

A repetition of the offence will involve immediate expulsion from the school.

No. 83. 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. 84. 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. 85. 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. 86. 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.

2. 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 : 5 (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.

3. (a) On fulfilling the requirements of para 2. 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. 1969/70.

(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.

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

5. Inoculation against rabies.

(a) The R. M. O. 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.

6. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Orders 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 owners of dogs and not that of the RMO, the School Office or anyone else.

No. 87. DENTAL INSPECTION—1969.

March

Thursday, 20th

12-00—1-00 p. m.	P.D.
2-00—2-45 „	Set 1
2-45—3-30 „	Set 3
3-30—4-15 „	Set 4
5-00 „	Staff

Friday, 21st

8-50—10-10 a. m.	L-III A
11-10—11-50 a. m.	L-III B
11-50— 1-10 p. m.	U-III A
2-00— 2-45 „	Set 2
2-45— 3-30 „	Set 5
3-30— 4-15 „	Set 6
5-00 „	Staff

Saturday 22nd

8-45— 9-55 a. m.	U-III B
9-55—11-20 a. m.	L-IV A
11-20—12-30 p. m.	L-IV B
2-00— 4-30 „	G.D.
5-00 „	Staff

Sunday, 23rd

9-00— 1-00 „	P.D.
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No. 88. BOUNDS : SCHOOL CHILDREN.

The Mall, namely the road stretching from the Staff Club Cricket Nets to the exit from Sanawar will be out of bounds both to boys and girls, except when it is actually used by boys proceeding on WOPs and SOPs.

The following are out of bounds to all children :—

The Post Office, Mr. Sethi's shop, Charlies, the Fruit and Vegetable Shop run by the contractor, the QM's Stores, the Mochi's Shop, the Dhobighats, and the new Water-works, including the Spring.

The road leading from the School Office past Miss Chatterji's and Miss Rudra's flats to the School Hospital, is out of bounds to boys (B.D.). In case of illness during School hours boys will proceed to the hospital via the road below the Post Office.

Leisure and Warriors' Grove are also out of bounds to boys (P.D. and B. D.).

G. D. girls may use the upper half of the hill-side facing south and west below Peacestead and may also use Short Back, the latter with permission of Housemistresses or House Matrons.

All staff are requested to assist children to keep to bounds.

No. 89. HOUSE TRANSFER.

Ram Chandra Grewal, a new admission in Form Lower III, is transferred from Siwalik Jr. BD to Himalaya Jr. BD.

The change may please be noted by all concerned.

No. 90. RECORD—CHANGE OF NAME.

The name of Ruby Nanda, HPD, admitted this year, is changed to Chetna Nanda. All records may be amended accordingly.

No. 91. STAFF CLUB.

There will be a tin-and-bottle Tennis Tournament in the Staff Club on Sunday, March 23rd, at 3-00 p.m. All members and Old Sanawarians are welcome.

No. 92. CINEMA.

The film **TARZAN AND THE AMAZONS**, starring Johnny Weissmuller, Brenda Joyce and Johnny Shaffield, will be shown in Barne Hall at 6-00 p.m. on Saturday, 22nd March, 1969.

The film is a jungle thriller.

Supper

...

...

... 7-30 p.m.

Part II

No. 10. STRENGTH.

Decrease with effect from 1-2-69 :—

Cyrus Sataravala ... V. B. J.

Decrease with effect from 12-2-69 :—

Rahul Bhardwaj ... S. P. S. B.

Decrease with effect from 19-2-69 :—

Asha Kiran Gupta ... N. G.

Increase with effect from 20-2-69 :—

Jyoti Sakhuja ... N. G.

Decrease with effect from 21-2-69 :—

Priya Deep Kaur ... V. G.

Increase with effect from 21-2-69 :—

Asha Kiran Gupta ... N. G. (Re-admitted)

Increase with effect from 24-2-69 :—

Kanwal Deep S. Bindra	N.B.J.	Gyatri Malhotra	S.G.
Haresh Kumar Sabharwal	,,	Neelam Rastogi	,,
Bhanwar Kishore Singh	S.B.J.	Meera Sahni	,,
Ram Chander Grewal	,,	Parminder Kaur Sahni	,,
Hemant Singh	,,	Preeti Batra	V.G.
Anil Bhalla	V.B.J.	Sanjay Joshi (DS)	V.P.S.B.
Pankaj Barthwal	,,	Mira Khorana	S.P.S.G.
Archana Badhwar	H.G.		

Increase with effect from 25-2-69 :—

Kulpreet Singh	H.P.S.B.	Sandeep Saluja	H.P.S.B.
Sukhmeet Singh Sandhu	,,	K. Kishen Singh	N.P.S.B.
Gurpal Singh Sandhu	,,	Salil Pradhan	V.P.S.B.
Kiranjit Singh	,,	Sangeeta S. Ahluwalia	N.P.S.G.
Rajesh Chopra	,,	Sangita Raj Aggarwal	V.P.S.G.

Increase with effect from 26-2-69 :—

Sunil Malhotra	V.B.J.	Sukhjot Kaur	N.P.S.G.
Ketaki Banerji	N.G.	Mitul Banerji	,,
Gurcharan S. Kadan	N.P.S.B.	Purnima Khanna	,,
Virendra S. Anand	S.P.S.B.	Alka Vashishat	S.P.S.G.
Harjaspreet Gill	,,	Amrita Kaur Guron	,,
Puneet Sikand	,,	Purnima Rani	V.P.S.G.
Balvinder Kaur Sohi	N.P.S.G.		

Decrease with effect from 27-2-69 :—

Sanjiv K. B. Seth ... S. B. J.

Increase with effect from 27-2-69 :—

Rajiv Sawhney	V.B.J.	Pankaj Manaktala	V.P.S.B.
Harinder S. Chahel	H.P.S.B.	Sat Preet	„
Sumant Sikri	„	Harjit Singh Gill	„
Amarjit Singh Bhasin	„	Barinder Malik	„
Rajinder Mohan Deora	N.P.S.B.	Swati Sarin	H.P.S.G.
Rajiv Thakur	S.P.S.B.	Amita Sawhney	V.P.S.G.

Increase with effect from 28-2-69 :—

Ashish Khosla	H.P.S.B.	Sanjay Gupta	N.P.S.B.
Ashish Bhatia	„	Arjun Malhotra	S.P.S.B.
Anshuk Kumar	„	Sushil Kumar Oswal	„
Kr. Suryaveer Singh	„	Vinod Kumar Sharma	V.P.S.B.
Rajiv Suri	N.P.S.B.	Nitender S. Dhillon	„
Sudarshan K. Bansal	„	Supriya Malhotra	S.P.S.G.

Decrease with effect from 1-3-69 :—

Jaskaran Harpal Singh ... V. B. J.

Increase with effect from 3-3-69 :—

Alok Singh Bal	S.P.S.B.	Chetna Nanda	H.P.S.G.
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Decrease with effect from 3-3-69 :—

Harjit Singh Gill ... V. P. S. B.

Increase with effect from 5-3-69 :—

Harinder Bains	H.G.	Punit Ranjan	V.P.S.B.
Rajdeep Brara	N.G.		

Increase with effect from 6-3-69 :—

Ashwinder Bhel	V.B.J.	Gurminder Pal Singh	V.P.S.B.
Rajinder Singh	N.P.S.B.	Harjit S. Gill (Readmitted)	„
Jawahar Inder Singh	„	Manjit Singh Gill	„
Dilip Singh Baidwan	„	Nikhil Sawhney	„
Sanjay Marwaha	S.P.S.B.	Dilroop Kaur Dhillon	S.P.S.G.
Sunder Singh Bains	„		

Increase with effect from 7-3-69 :—

Jugjevan Singh Sokhey	S.B.S.	Vikram Chopra	N.P.S.B.
Vipin Sondhi	S.B.J.		

Increase with effect from 12-3-69 :—
Rahul Bahl S.P.S.B. Gagan Deep V.P.S.G.

Increase with effect from 14-3-69 :—
Gurpreet Singh S.P.S.B.

Increase with effect from 15-3-69 :—
Shyam Mohan Saigal S. B. S.

Increase with effect from 17-3-69 :—
Nalin Kumar Singh S. P. S. B.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 28TH MARCH, 1969.

No. 93. PROGRAMME.

Thur.	27th	March	...	Siwalik Dress Rehearsal	3-00 p. m.
Sat.	29th	"	...	Supper	5-45 p. m.
				Siwalik Sat. Club Show	6-30 p. m.
				Cocoa	8-15 p. m.
				Lights out	9-00 p. m.
Sun.	30th	"	...	Atoms vs- Dagshai Public School away	
				Film	6-00 p. m.
				Supper	7-30 p. m.
Mon.	31st	"	...	New Time Table	
				Morning Prep.	
				Games and Hobbies B.D. cancelled	
				Hodson Run Heats	3-00—4-30—6-00
				Baths	6-00—6-30 p. m.
				Supper	7-00 p. m.

APRIL

			...	N. C. C. cancelled	
Tue.	1st	"	...	Hodson Run Heats	4-45 p. m.
Wed.	3rd	"	...	Tea	4-00 p. m.
				Hodson Run Finals	4-30 p.m.
				Baths	6-15 p. m.
				Supper	7-30 p. m.
Thur.	4th—6th	"	...	Long week end	
				(S.O. Ps issued for after lunch on Thurs)	
Sun.	6th	"	...	Film	6-00 p. m.
				Supper	7-30 p. m.
Mon.	7th	"	...	Prep. cancelled.	

No. 94. TIME TABLE.

With effect from Monday 31st March, 1969.

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 a. m.
Bkfst B.D.	7-55 a. m.
M. I. B.D.	8-15 a. m.
Assembly	8-40 a. m.
Classes	8-50—10-50 a. m.
			11-10— 1-10 p. m.
Lunch	1-15 p. m.

Afternoons as programmed.

Tea	4-30 p. m.
P. T. B.D.	4-45—5-15 p. m.
„ G.D.	5-30—6-00 p. m.
N. C. C.	5-30—6-10 p. m.
Baths B. D.	6-15—6-45 p. m.
„ G.D.	6-00—7-00 p. m.
Supper B.D.	7-00 p. m.
„ G D.	7-15 p. m.
Lights out	8-15 p. m.
Private Study VI	7-45—9-15 p. m.

No. 95. CALENDAR AMENDMENTS.

Fri.	11th	April	...	Cricket vs. Nabha
Sat.	12th	„	...	Cricket vs. Nabha Staff Club Dinner
Mon.	14th—16th		...	I-H Boxing
Thu.	17th	„	...	I-H Boxing Finals
Fri.	18th	„	...	I-H Cricket
Sat.	19th	„	...	Cricket vs. Delhi Colts (Home)
Sun.	20th	„	...	Cricket vs. Delhi Colts Sanawar Colts vs. Dagshai (away)
Mon.	21st—23rd		...	I-H Cricket
Fri.	25th		...	I-H Cricket
Tue.	6th—7th	May	...	I-H Cricket
Thu.	8th	„	...	P. D. vs. Cock House B.D.

No. 96. CHRISTIAN MEDICAL COLLEGE, VELLORE—2

Admission to the first M.B.B.S. Integrated class (Pre-medical). The minimum qualification is a pass in the I.S.C. with Physics, Chem. and Biology.

No. 97. TUCK SHOP SLIPS.

All Housemaster 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. 98. CLOTHING B.D. AND G.D.

1. Reference the penultimate paragraph of Order No. 9 dated 21st February, last, the following relaxation will take effect from Tuesday, 1st April next:—

The wearing of woollen vests by children will no longer be compulsory but will be at the option of individual children themselves.

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 for the period of such cold spell only.

No. 99. 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. 100. DISCIPLINE: HAIR.

Would Housemasters please ensure that boys who keep short hair do so neatly and in accordance with what is acceptable in Sanawar.

No. 101. ECHO BOOKS SHORT STORY COMPETITION.

Open to children 11—14 years.

Stories must be written in English.

Number of words between 1500 and 2000.

Must be **original** and in child's own hand-writing ; and certified as such by the Form teacher.

Prizes :	... First	Rs. 300/-
	... Second	,, 200/-
	... Third	,, 100/-

Also Five prizes of books to the value of Rs. 25/- each.

Closing date for receipt by India Book House, 249 Dadabhai Naoroji Road, Bombay—1 : 31st July, 1969.

No. 102 PRIVATE TRADING.

There will be no private trading by members of the school staff unless permission to do so has been obtained from the Headmaster previously. The reasons for this order are that :—

- (1) This private trading is bound to interfere with the effective discharge of an employee's duties.
- (2) It cannot but lead to an imputation of undue pressure on subordinate members of the staff when a senior member of the staff, in a position to exercise authority, indulges in such trade.
- (3) A measure of indebtedness is always bound to arise, which is to be avoided.

Will Heads of Deptts please explain this order to those under them.

No. 103. ELECTRICITY—REDUCING EVENING LOAD

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

No. 104. CINEMA

The film **FINDERS KEEPERS**, starring Tom Ewell and Julie Adams, will be shown in Barne Hall at 6-00 p.m. on Sunday, 30th March, 1969.

The film is a comedy.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 4TH APRIL, 1969.

No. 105. AWARENESS OF SOCIAL RESPONSIBILITY.

It was strongly urged at the last meeting of the Public Schools' Conference that children in these Schools should be made aware of how their less fortunate brethren live.

Would Housemasters/House Staff please arrange to take a cross section of children of their House to visit (a) neighbourhood schools and (b) villages.

If these children could be encouraged to form study groups to report on what they see, we might achieve something worthwhile.

No. 106 NIGHT SUITS.

Those children who are not in possession of 4 prs. of night suits as required by the school must obtain the balance from the Stores where new night suits are available for sale. The timing of issue may be fixed by House Staff in consultation with the Q.M.

No. 107 CINEMA.

The film *KISSES FOR MY PRESIDENT*, starring Fred Mac Murray and Polly Bergen, will be shown in Barne Hall at 6-30 p.m. on Sunday, 6th April, 1969.

The film is an uproarious comedy about the first woman President of U. S. A. and her husband who becomes the First Lady.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 11TH APRIL, 1969.

No. 108. PROGRAMME.

- Fri. 11th April ... Assembly cancelled
 Classes ($\frac{1}{2}$ hr. Schools)
 8-30—11-30 (no break.)
 Hobbies & Games cancelled
- Sat. 12th ,, ... Assembly cancelled
 Classes 8-30—11-00
 (25 mt. Schools; letters 11-00—11-30)
 Film 6-00 p. m.
 Supper 7-30 p. m.
 Staff Club Dinner in the Art Room at 7-30
 Hobbies & Games cancelled
- Sun. 13th ,, ... Colts vs. Staff 10-00 a. m.
- Mon. 14th—16th ... Individual Boxing Championships
 4-30 p.m. daily
- Thu. 17th ,, ... I—H. Cricket Himalaya vs Vindhya
 N/S will go to Hobbies
SATURDAY'S TEACHING Time Table
- Fri 18th ,, ... Boxing Finals 3-00 p. m.
 Games & Hobbies cancelled.
- Sat. 19th ,, ... **THURSDAY'S TEACHING Time Table**
 XI vs Delhi Colts (Home)
 Games on Upper Barnes cancelled
 Film 6-00 p. m.

No. 109. 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 result reflect :—

First Division

		<i>Aggregates.</i>	<i>Boys</i>			<i>Aggrega</i>
1.	Anil Sobti	19	14.	M.S. Khetarpal	17	
2.	Anirudha Maitra	15	15.	P. P. Chauhan	19	
3.	A. K. Saxena	13	16.	R. K. Raizada	10	
4.	Ashok Rai	10	17.	R. S. Sidhu	14	
5.	B. S. Ramana	12	18.	R. S. Gujral	10	
6.	D. S. Scra	8	19.	R. L. Mehta	12	
7.	E. K. Thomas	12	20.	R. K. Gupta	8	
8.	Gorakh S. Rana	19	21.	S. Sinha	9	
9.	M. S. Pathania	18	22.	S. S. Anand	19	
10.	M. S. Hanspal	19	23.	S. S. Kadan	20	
11.	M. S. Sekhon	16	24.	U. K. Dhar	17	
12.	Manu Seth	14	25.	Vijay Taode	17	
13.	M. S. Kang	18				

Girls

1.	A. Satarawala	9	10.	H. Kaur Gill	17
2.	Anita Dass	13	11.	Jyotsna Nanda	15
3.	Beneeta Burman	12	12.	Kumidini Madan	15
4.	Bina Manchanda	8	13.	Leela Kar	10
5.	Chand Ahooja	14	14.	Rekha Bhatia	11
6.	Chitra Johry	15	15.	Ritu K. Singh	16
7.	C. S. Manley	16	16.	Sangeet Sakhuja	9
8.	Daljitinder Brar	15	17.	Shashi Bala	18
9.	Gita M. Wagle	16	18.	Uma Tewari	12

Second Division*Boys*

1.	Ajit S. Mann	24	6.	N. Khorana	24
2.	J. S. Rana	24	7.	P. S. Khanika	21
3.	K. S. Sidhu	21	8.	Rajinder Singh	28
4.	Kuldip S. Sidhu	21	9.	Roop Khanna	24
5.	M. S. Tanwar	23	10.	Yashpal Dass	22

Girls

1.	Anita Nath	25	3.	Sushma Pradhan	25
2.	Devika Sehgal	21	4.	T. Lalsanglian	23

Third Division

1.	O. P. Joon	2.	Rajesh Pathania
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No. 110. CRICKET.

The XI vs. The Punjab Public School, Nabha.

Hours of play :

Friday 11th.

9-30 — 12-30

1-15 — 3-45

4-05 — 5-35

Saturday 12th

9-30 — 12-30

1-15 — 4-15

Tea 4-15 p. m.

(An extra half-hour on demand by either Captain, after tea.)

2. The following will represent the School at Cricket in the match against the Punjab Public School, Nabha, to be played at Sanawar on Friday 11th and Saturday 12th

Dilbagh Singh Sidhu	(Captain)	S. Prabhakar
Satinderjit Singh Pharar		Manjit Singh
N. D. S. Gill		B. N. Kaul
Keshav Bhagat		Atul Sobti
K. S. Rajput		Anil Kalia
V. Kadan		

Twelfth-man B. S. Pathania

Reserves J.S. Sandhu & N. Kohli

No. 111. CAMP: 27th April to 3rd May.

All children of BD and GD, except L-III and U-III and except those proceeding on hikes and excursions, will attend the Camp at Gaurah.

P.D., less those proceeding home and Lower III and U-III (BD and GD), will attend the Camp at Tara Devi.

No. 112. 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, 13th April next on coupons which can be purchased from the Tuck Shop on Saturdays at the following prices:-

Cups	60 Paise each
Cones	55 „ „

No. 113. ADMINISTRATIVE HOLIDAY.

Tuesday, 15th April, will be observed as a holiday by the Administrative Staff on account of Foundation Day.

The Tuck Shop, however, will remain open.

No. 114 CINEMA.

The film **CASH MCALL**, starring James Gener, Natalie Wood, Nina Foch and Dean Jagger, will be shown in Barne Hall at 6-00 p.m. on Saturday, 12th April, 1969.

The film is a great entertainment for every one.

Part II**No. 11. STRENGTH.**

Increase with effect from 20-3-69.

Parminder Singh Gill ... V. P. S. B.

Increase with effect from 22-3-69.

Roy James Ewing ... N. B. S.

Increase with effect from 24-3-69.

Vishal Goswami ... S. P. S. B.

Increase with effect from 25-3-69.

Ravni ... S. P. S. G.

Decrease with effect from 25-3-69.

Harjit Singh Gill ... V. P. S. B.

Manjit Singh Gill ... V. P. S. B.

Increase with effect from 26-3-69

Harjit Singh Gill ... V. P. S. B. } Readmitted

Manjit Singh Gill ... V. P. S. B. }

Increase with effect from 28-3-69.

Baljeet Singh ... V. B. Jr.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 18TH APRIL, 1969.

No. 115. PROGRAMME.

Sat. 19th April	...	Thursday's Teaching Time Table Cricket XI vs. Delhi Colts	
		Hours of play :	
		9-30 — 12-30	
		1-15 — 3-45	
		4-05 — 5-35	
		Normal Hobbies Games cancelled	
		Film 6-00 p. m.	
		Supper 7-30 p. m.	
Sun. 20th	..	Cricket	
		Hours of play :	
		10-00 — 12-30	
		1-15 — 3-45	
		4-05 — 5-05 p. m.	
		Sanawar Colts vs. Dagshai (away)	
Mon. 21st	..	I—H cricket N v V	
		Other games : cancelled	
		H/S will attend Hobbies	
Tue. 22nd	..	I—H cricket S. v. V.	
		H/N will attend Hobbies	
Wed. 23rd	..	I—H cricket H. v. N.	
		S. will attend Hobbies	
Thu. 24th	..	Marks to Form Staff	9-00 a.m.
		I—H cricket N. v. S.	
		H. will attend Hobbies	
		Vind. Dress Rehearsal	5-00 p.m.
		(L-IV & below)	
Fri. 25th	..	Mark Books to Miss Chatterji	4-00 p.m.
		I—H. cricket H. v. S.	
		Nil. will attend Hobbies	

Sat. 26th All cricket gear from Sets to be handed in after lunch.
 Prep. cancelled.
 1st Mark Reading

Vind. Sat. Club 6-30 p.m.
 Sun. 27th Departure for Camp.

No. 116. MONEY, RATIONS, ETC., FOR HIKES/EXCURSIONS DURING CAMP.

Lists of participants, and special hike/excursions money.

Will all House Staff organising hikes and excursions during the camp period please forward to the Bursar, *not later than Tuesday, 22nd April, next*, complete and final lists of staff members and children going on each hike or excursion. The full names of children, their Houses and Departments may please be clearly shown. Against each name should also be shown the amount of special money to be issued for the purpose of financing a hike or excursion. Also please indicate to which staff member it is to be issued. Diet money should NOT be included in these lists by staff (it will be calculated separately by the School Office) but the date and time of departure from and return to Sanawar of each hiking/excursion party should be clearly stated in each list.

Note: Special hike/excursion money will only be issued by Office in respect of those children for whom remittances in full have already been received in the school. It will not be possible for children in respect of whom no remittances have been received to proceed on hikes/excursions.

Diet money and dry rations.

In addition to the above-mentioned special hike/excursion money, diet money will be issued at the rate of Rs. 3/50 per day per staff member and child going on hikes/excursions. The staff members concerned may, from within this amount, make cash purchases of dry rations from the grocery shop at the Q.M.'s. stores. Cash purchases may also, of course, be made from the tuckshop.

Both special hike/excursion money and diet money will be sent by the school office to staff members concerned on Thursday, 24th April.

No. 117. DOGS AT SANAWAR.

All dogs owners are reminded of the requirements of School Order No. 86 of the 21st March, 1969, requiring the payment of a dog fee of Rs. 5/- per dog and also the inoculation of all dogs against rabies by the 1st of May next at the latest.

Will Heads of Departments kindly remind all Class IV staff about this ?

No. 118. MEDICAL.

Jyoti Sakhuja (G.S.N.) is exempted from P.T. and games till the end of the term.

No. 119. CINEMA.

The film HEAVEN CAN WAIT, starring Don Ameche, will be shown in Barne Hall at 6-00 p m. on Saturday, 19th April, 1969.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

SANAWAR, FRIDAY, 25TH APRIL, 1969.

No. 120. SCHOOL UNIFORM—SUMMER.

Summer kit will be worn with effect from Monday, 5th May. Children may, if they wish, wear warm vests under their shirts.

Housemasters B.D. and Asst. 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. 121. STAFF RATIONS & FUEL—ON PAYMENT.

Due to the School Camp, fuel will be issued on Wednesday, 7th May, and dry rations on Thursday, 8th May.

No. 122. 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 is Rs. 10/- per dog.

No. 123. LOST.

H. 47. Sukwant Pritam Singh has lost a rather expensive gold ring with a yellow sapphire embedded in it.

No. 124. ADMINISTRATIVE HOLIDAY.

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

The Tuck Shop will, however, remain open.

No. 125. PAY.

For those attending Camp and going on hikes etc., pay for April will issue on Monday, 5th May.

For those not leaving Sanawar pay will on Thursday, 1st May as usual.

No. 126. CINEMA

There will be no film this week.

Part II

No. 12. STRENGTH.

Increase with effect from 22-4-69 :—

Ajai Shukla

... S.B.J.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 2ND MAY, 1969.

No. 127 PROGRAMME

May

- Mon. 5th ... Gowns discarded
Prep cancelled
Soccer Sets made up
- Tue. 6th ... Prep starts
Bishop Barnes' birthday
Normal hobbies
- Wed. 7th ... SATURDAY'S TEACHING TIME TABLE
- Thu. 8th ... P. D. vs. Cock House B.D. 2-30 p. m.
Normal hobbies
- Fri. 9th ... XI leaves for B. C. S. 2-30 p. m.
B. C. S. arrive 4-15 p. m.
- Sat. 10th ... Headmaster leaves for Lovedale
House letters 8-45 a. m.
Cricket Atoms vs. B.C.S.
10-00—12-30 p.m.
1-30— 4-00 p. m.
(only one innings to be played)
(Tea for the teams in the Dining Room at 4-15 p.m.)
Film 6-00 p.m.
Staff Club Dinner 7-30 p. m.
- Sun. 11th ... Cricket Colts vs. B. C. S.
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)
1st XI returns 7-30 p. m.

No. 128. CINEMA.

The film **ROBIN AND SEVEN HOODS**, starring Frank Sinatra, Dean Martin, Sammy Davis, Jr., Joey Bishop and Brig Crosby, will be shown in Barne Hall at 6-00 p.m. on Saturday, 3rd May, 1969.

The film is a fast, furious and wacky comedy based on the adventures of the outlaws of Sherwood forest, set in the **Chicago** of the roaring twenties.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 9TH MAY, 1969.

No. 129 PROGRAMME

May

- Sat. 10th ... Staff Club Dinner postponed
 Letters 8-45 a. m.
 Cricket 10-00 a. m.
 Film 6-00 p.m.
- Sun. 11th ... Cricket 10-00 a. m.
- Mon. 12th ... Soccer Season starts
- Thu. 15th ... P. D. Dress Rehearsal 4-30 p.m.
 (L-IV & below to attend)
- Sat. 17th ... P. D. Sat. Club 6-30 p. m.

No. 130. DISCIPLINE: HAIR CUT.

Will Housemasters please ensure that boys do visit the barber regularly.

No. 131. P. D. Vs. B. D. GAMES FIXTURES.

In these fixtures B. D. will be represented by L-III only.

No. 132. CLOTHING.

Games' jersey will not be worn with School uniform. If boys feel the cold they will wear vests under their shirts. Will Housemasters please ensure that all boys are in possession of warm vests.

No. 133. HOUSE MASTERS'/MISTRESSES' SPECIAL LISTS.

All children, who failed to secure 45% (aggregate) in the First Mark Reading, will be brought on these lists and a careful watch kept on their progress.

No. 134. SCHOLARSHIPS IN THE U. K.

Sanjay Sinha has been awarded an OPOS scholarship in Bryanston, a famous Public School in Dorset.

This might encourage Sixth Formers to work hard for a similar award to one or two next year.

No. 135. CRICKET

The following will represent the School 1st XI in the match to be played in Simla against B.C.S. on 10th and 11th May.

Dilbagh Singh (Captain)	S. N. Kaul
Parveen Kumar	B. S. Pathania
Satinderjit Singh	Atul Sobti
N. D. S. Gill	Anil Kalra
K. S. Rajput	J. S. Sandhu
S. Prabhakar	

Twelfth-man Manjit Singh
Reserves N. Kohli & V. Pradhan

2. The following will represent the School 'Atoms' in the match to be played in Sanawar against B.C.S. on 10th May, 1969:—

Ranjit Dhody (Capt.)	P. S. Gyani
Joginder Bikram	Arun Mittal
Bikram Verma	Deepak Khosla
R. K. Hundal	Parveen Vasisht
Anil Sood	Sanjeev Kapoor
Narinder Singh	

Reserves:—Anil Kumar Dogra, Sunil Malhotra & D. Kang.

No. 136. SOCCER.

The festival match will be held on Barnes at 5-00 p.m. on Monday 12th May, 1969.

No. 137. MEDICAL.

The following childrens are excused P. T. and Games till the end of the term :

Rajiv Gupta	B. S. H.
Mukul Chopra	B. S. S.

No. 138. CINEMA.

The film CROWDED SKY, starring Dana Andrews, Efreim Zimbalist, Rhonda Fleming and Troy Donahue, will be shown in Barne Hall at 6-00 p.m. on Saturday, 10th May, 1969.

The film is crowded with stars, and crowded with excitement and all the power of a powerful best seller.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:0:
 SANAWAR, FRIDAY, 16TH MAY, 1969.

No. 139 PROGRAMME

May

- Sat. 17th ... P. D. Sat. Club 6-30 p. m.
 Supper 5-45 p. m.
 Sun. 18th ... Film 6-00 p. m.
 Supper 7-30 p. m.
 Mon. 19th ... Founder's meeting postponed

No. 140. SWIMMING POOL.

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. **The term non-swimmers and weak swimmers will include those children who are unable to swim a length of the pool without distress.** 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 kindly supervise the immediate preparation by House Staff of lists of those who are non-swimmers and weak swimmers and those who are permitted to dive, by sets. A copy of these lists 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 the non-swimmers and weak swimmers present according to the list prepared. **ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS.** (House Staff will please arrange for the purchase of these caps by children from the tuckshop. Children who are good swimmers and are in possession of white caps will arrange either to change these caps for coloured ones or to have them painted with a colour, to distinguish them from white caps).

(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) Krishen, Mali, present near the pool.

No. 141. WATER SHORTAGE.

It is only with the greatest difficulty that we have been able to arrange for water to fill the swimming pool. This water has had to come from our own reserves.

Will all members of the staff and children please take particular care to avoid wastage of water ?

No. 142. MEDICAL.

Jegjeevan Singh Sokhey (B.S.S) is excused from Swimming till the end of the year.

No. 143. HOSPITAL TIMINGS.

10-00 a. m.—10-30 a. m. }	...	Members of the Staff
4-30 p. m.—5-30 p. m. }		
9-00 a. m.—1-00 p. m. }	...	Children of the school
4-30 p. m.—5-30 p. m. }		

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. 144. CINEMA.

The film COUGH, starring Shirley Knight, Grant Williams and Onslow Stevens, will be shown in Barne Hall at 6-00 p. m. on Sunday, 18th May, 1969.

The film is one of the most suspense-filled motion pictures ever filmed, with compelling screenplay by Robert Bloch, author of Psycho.

Part II

No. 13. STRENGTH.

Increase with effect from 10th May, 1969 :—

Sanjay Dutt

... P.S.S.B.

No. 14. LEAVE.

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

Mr. Subhash Gupta	Lab. Asstt.	10-4-69—30-4-69—21 days
„ Chat Ram	Asstt. Printer	15-2-69—23-2-69—16 „
„ Deep Ram	Jr. Carpenter	31-3-69—19-4-69—20 „
„ Hari Ram	Tin Smith	8-4-69—12-4-69—5 } 5-5-69 — 1 } „
„ Khiali Ram	Khalasi	24-3-69—9-4-69—17 „
„ Bela Ram	Mazdoor	24-4-69—3-5-69—10 „
„ Sadhu No. II	Sweeper	13-2-69—23-2-69—11 „
„ Parkash	„	29-3-69—5-4-69—8 „
„ Hari Singh	Bearer	14-4-69—21-4-69—8 „

No. 15. RETIREMENT.

Mr. Wazira, Armoury Guard, has been sanctioned 118 days earned leave with effect from 10-4-69. He will retire from service on expiry of the leave.

2. Mr. Gurdial, Valveman, has been sanctioned 109 days earned leave with effect from 21-3-69. He will retire from service on expiry of this leave.

No. 16. RESIGNATION.

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

Mr. Parsa	Sweeper	... 1-5-69—18-5-69—18 days
„ K. C. Sharma	Jr. Clerk	... 15-4-69—21-5-69—37 „
„ Sat Pal Varma	„	... 5-5-69—4-7-69—61 „

2. Mr. P.K. Chowdhri, Master, vacated his appointment with effect from 7-4-69 having resigned.

3. Mr. M.A. Bari, Master, vacated his appointment with effect from 9-4-69 having resigned.

4. Mr. R.G. Gokhle, Technical Instructor, vacated his appointment with effect from 21-2-69 having resigned.

No. 17. APPOINTMENTS

Mr. K.H. Kaduskar is appointed temporary Asstt. Music Master with effect from 1-4-69 to 5-7-69.

2. Miss A. Chatterjee is appointed temporary Mistress with effect from 5-5-69 to 5-7-69 vice Mr. M. A. Bari resigned.

3. Mr. C.H. Massey is appointed Master on one year's probation with effect from 21-4-69. vice Mr. P. K. Chowdhri resigned.

4. Mr. Mathra Dass, is appointed Junior Clerk on one year's probation with effect from 15-4-69. vice Mr. K. C. Sharma resigned.

5. Mr. Het Ram Varma is appointed Jr. Tuck Shop Clerk with effect from 31-3-69 vice Mr. Mathra Dass, appointed Junior Clerk.

6. Mr. Uttam Chand is appointed Jr. Tuck Shop Clerk with effect from 14-4-69 in new post created.

7. Mr. Hari Kishan is appointed temporary Valveman with effect from 21-3-69 vice Mr. Gurdial retired.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 23RD MAY, 1969.

No. 145. 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 17 paisas 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. 146. STAFF CLUB TENNIS.

Finals of the Staff Club Tennis Tournament will be held on Sunday, 1st June at 3-30 p.m.

Tea will be served at 4-30 p.m. Members, their wives/husbands and O.S. are cordially invited.

No. 147. DISCIPLINE—SCHOOL KITCHENS.

All concerned are reminded that Class IV staff are not permitted to enter into School Kitchens at any time except when their duty requires them to do so.

Will all Heads of Departments please explain this clearly to all Class IV staff working under them ?

No. 148. CINEMA.

The film PANIC IN THE STREET, starring Maureen O'Hara and Robert Young, will be shown in Barne Hall at 6-00 p.m. on Sunday, 25th May, 1969.

The film is a suspenseful, powerful drama.

R. Som Dütt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, FRIDAY, 30TH MAY, 1969.

No. 149 PROGRAMME

June

Sun. 1st ... Film 6-00 p.m.
 Thu. 5th ... Nilagiri House Dress Rehearsal 5-00 p.m. (L-IV
 and below will attend).

The morning programme for Saturdays is published for
 information :—

Rouser	5-30 a.m.
Prep.	6-30— 7-50 a.m.
Bkfts. (B.D.)	8-05 a.m.
M.I. B D.	8-25 a.m.
Singing	8-40— 8-50 a.m.
Classes	8-50—12-40 p.m.
Letters	12-40— 1-20 p.m.

No. 150. SWIMMING.

It is 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. 151. CLUB.

There will be a Staff Club Tea on Sunday, 1st May, at 4-00 p.m. at the Staff Club.

Please be punctual.

No. 152. CINEMA.

The film CHASE A CROOKED SHADOW will be shown in Barne Hall at 6-00 p.m. on Sunday, 1st June, 1969.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 6TH JUNE, 1969.

No. 153 PROGRAMME

Sat. 7th June

Classes	8-50—12-40 p.m.
Games/Hobbies			
Rest Period	Cancelled for Group A B.D.
Hobbies	2-30—4-00 p.m.
Tea	4-05 p.m.
Gym. Work	Cancelled
Soccer	Cancelled
Swimming	II	3-00—4-30 p.m. G.D.
	III	4-30—5-00 p.m. Atoms, & H-N., Cs.
	IV	5-00—5-30 p.m. N-S, & S-V., Cs.
Supper	5-45 p.m.
Nil. Sat. Club	6-30 p.m.
Cocoa	8-15 p.m.
Sun.	8th	Film 6-00 p.m.

No. 154. HIKERS' CLUB.

Hikers' Club badges have been received and will be available on sale in the School Tuckshop to members of the Club at a cost of Rs. 2/60 each.

No. 155. SCHOLARSHIPS.

The last date for the submission of application forms, from bona-fide residents of Himachal Pradesh, for the award of the under-mentioned scholarships, is 30th June, 1969. Children who are interested, may obtain details from the School Office :—

(a) Poverty Stipends 1969—70.

(b) Scholarships to children of Political Sufferers/Ex. INA Personnel of Himachal Pradesh.

No. 156. DENTAL SURGEON.

Dr. K.N. Sharma, Dental Surgeon, will be available in the Hospital from 5-00 p.m. on Sat. 7th June for Staff Treatments.

No. 157. WATER SHORTAGE—POSSIBLE RATIONING.

Water consumption is now so high that at the present rate we will not have sufficient water for the rest of this term. Unless, therefore, the daily consumption is reduced considerably with immediate effect it will become necessary to introduce strict rationing of water after one week.

The co-operation and assistance of everyone in reducing water consumption to the minimum immediately is therefore earnestly requested in order to avoid the inconvenience that will be caused to all by rationing water.

THE USE OF FRESH TAP WATER FOR WATERING PLANTS AND GARDENS IS COMPLETELY PROHIBITED WITH IMMEDIATE EFFECT.

No. 158. CHARITY—KASAULI MELA RAFFLE.

Books of 51 tickets each, for a Raffle (for welfare and charitable purposes), closing date 17.00 hours, 15th June, Draw 19.30 hours, on 15th June, on the Station Parade Ground, have been received in the School Office.

Tickets cost Re. 1/- each. There are ten prizes ranging from a Room Heater to an HMV Record Player.

Will Housemasters/Housemistresses please collect the number of books required by their Houses?

No. 159. CINEMA.

The film **SERGEANT RUTLEDGE**, starring Jeffrey Hunter, Constance Towers and Billie Burke, will be shown in Barne Hall at 6-00 p.m. on Sunday, 8th June, 1969.

The film is a giant outdoor smash, with rousing rugged action and lusty adventure, fabulously filmed for mass entertainment.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 13TH JUNE, 1969.

No. 160. PROGRAMME

Sun.	15th	Film	6-00 p.m.
Mon.	16th	}	I. H. Soccer 1st league			
Sat.	21st					
Thu.	19th	Rest period : cancelled				
		Hobbies : cancelled				
		N.C.C. : cancelled				
		Yoga in Barne Hall		...	2-30—4-00 p.m.	
		Games/Swimming : normal.				

No. 161. 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. These will be available in the Tuck Shop from June 25th next.

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. 162. CONDEMNATIONS.

The Bursar will conduct condemnations of items considered by Matrons to be beyond repair in B.D., G.D. & P.D. commencing Monday, 16th June, with the object that all condemnations be completed before the end of this 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 con-

demned, 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.	16th June	12-30 p.m.	G.D. (both dormitories)
Tue.	17th „	—do—	G.D. Kitchen
Wed.	18th „	—do—	P.D. (all three dormitories)
Thu.	19th „	—do—	P.D. Kitchen
Fri.	20th „	—do—	B.D. Vindhya & Siwalik
Mon	23rd „	—do—	B.D. Himalaya & Nilagiri
Tue.	24th „	—do—	B.D. Kitchen

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. 163. WATER RATIONING.

Due to a shortage of water, strict rationing of water will be imposed throughout the School with effect from Monday next, 16th June. Consumption of water for all purposes has to be restricted to the minimum by all children and all categories of staff at all times.

Staff quarters will receive water for only two hours daily, i.e. for one hour sometime during each of the following timings :—

Mornings	...	Between 6-00 & 8-00 a. m.
(Sunday mornings	...	„ 6-45 & 8-45 a. m.)
Evenings	...	„ 5-00 & 7-00 p. m.

All concerned are also reminded that the sanitary flushes will not refill themselves except during those hours when the water supply is turned on.

Since some storage of water will be necessary, the Engineer has prepared—and has ready for sale—canisters with handles, which may be obtained from him on payment.

THE ENGINEER HAS EXPLICIT INSTRUCTIONS TO DISREGARD ABSOLUTELY REQUESTS FOR RELEASE OF WATER OUTSIDE THE HOURS MENTIONED ABOVE.

Any unauthorized disregard of these instructions or tampering with water pipe connections or taps will be viewed very seriously indeed and will automatically incur disciplinary action.

No. 164. STAFF CLUB DINNER.

The Staff Club dinner which was to take place tomorrow, 14th June, has now been postponed to Saturday, 21st June.

No. 165. YOGA ASANAS.

Swami Yogiraj will explain and demonstrate Yoga Asanas in Barne Hall at 2-30 p.m. on Thursday, 19th June.

All children will attend. Staff and wives are invited.

Q.M. will kindly arrange to provide : 2 pillows and 1 kg. milk.

Mr. Jagdish Ram will kindly arrange to provide 2 P.T. Gym. mats.

No. 166. APPOINTMENTS PREFECTS.

Kamaljit Singh of NBD is appointed School Prefect.

No. 167. RECORDS.

The correct date of birth of Baljit Singh, V. B. D. Jr. is 17-4-58. All records may, therefore, be amended accordingly.

No. 168. CINEMA.

The film **BIG DEAL AT DODGE CITY**, starring Henry Fonda, Joanne Woodward and Burgess Meredith, will be shown in Barne Hall at 6-00 p.m. on Sunday, 15th June, 1969.

The film is a wild and wacky Western, and is highlighted by a funny surprise ending.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 20TH JUNE, 1969.

No. 169. PROGRAMME

Sat. 21st	...	Staff Club Dinner cancelled.	
Sun. 22nd	...	Film	6-00 p.m.
Wed. 25th	{	I—H Soccer B.D. Final League.	
Fri. 27th			
Sat. 28th	...	I—H Soccer P.D.	4-30—5-30 p.m.
		XI leaves for Simla	2-30 p.m.
		B.C.S. Colts/Atoms arrive	4-00 p.m.

No. 170. FOUNDER'S.

There will be a full meeting of the staff in the M.C.R. at 2-15 p.m. on Monday, 23rd 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 both the Engineer and the Q.M. not later than 30th June, 1969. 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. 171. HOUSE FUNDS ACCOUNTS.

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds, completed upto 30th June, 1969, should be prepared and submitted to the Bursar to reach him not later than Thursday, 3rd July next.

No. 172. INDENTS FOR NEXT TERM.

Will all concerned, and in particular Matrons and Assistant Matrons, please submit their indents for their requirements for the period 5th August—6th December next to the Bursar not later than Monday, 30th June next.

No. 173. SOCCER.

The Colts Soccer XI will play a Dagshai Public School Colts' XI, on Sunday 22nd June, at Dagshai. The School bus will leave the Quad. at 4-00 p.m.

No. 174. RECORDS.

The correct date of birth of Kalpana Johry is 2-1-55. All records may therefore be corrected accordingly.

No. 175. CINEMA.

The film **FIRST TO FIGHT**, starring Chad Everett and Marilyn Devin, will be shown in Barne Hall at 6-00 p.m. on Sunday, 22nd June, 1969.

The film is a definitive drama of the marine corps in the deadliest action of World War II.

Part II

No. 18. LEAVE.

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

Mr. P.C. Gupta	Cashier	10-5-69—13-5-69—	4 days
„ D.R. Sharma	Head Printer	12-5-69—16-5-69—	5 „
„ P.R.V. Nair	Compounder	5-5-69—22-5-69—	18 „
„ Chet Ram	Asstt. Printer	{ 3-2-69— 8-2-69—	6 „
		{ 2-6-69— 7-6-69—	6 „
„ Murli	Carpenter	17-5-69— 7-6-69—	22 „
„ Mathu	Mason	1-5-69—31-5-69—	31 „
„ Mansu	Fitter	14-4-69—10-5-69—	27 „
„ Joti Singh	Tailor	2-6-69— 7-6-69—	6 „
„ Man Singh	Watchman	7-4-69—26-5-69—	50 „
„ Rulda	Sweeper	6-5-69— 8-5-69—	3 „
„ Lal Singh	Cook	9-5-69—28-5-69—	20 „

2. Mr. Ratti Ram, Bearer, was granted 53 days earned leave with effect from 10-3-69 to 1-5-69 and 14 days leave on half pay with effect from 2-5-69 to 15-5-69.

3. Mr. Basanta, Sweeper, has been sanctioned 105 days earned leave due to him with effect from 22-5-69. He will vacate his appointment on the expiry of his leave.

No. 19. RESIGNATION.

1. Miss M. O'Connor, Mistress, vacated her appointment with effect from 24-5-69, having resigned on medical grounds.

2. Smti. Subhwanti, Dai, vacated her appointment with effect from 5-6-69, having resigned on medical grounds.

No. 20. APPOINTMENT.

Mr. Dev Raj Bansal, is appointed Jr. clerk on one year's probation with effect from 19-5-69, vice Mr. Sat Pal Varma, resigned.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 27TH JUNE, 1969.

No. 176. PROGRAMME

June

Sat. 28th ...	The XI leaves for Simla	... 2-30 p. m.
	B.C.S. arrive	... 4-00 p. m.
	P.D. House matches	... 4-30— 5-50 p.m.
	Games on Upper Barnes : cancelled	
	Hobbies/swimming : normal	
Sun. 29th ...	Breakfast	... 8-45 a. m.
	Atoms vs. B.C S. (Helipad)	... 10-00 a. m.
	Colts vs. B.C.S. (Barnes)	... 11-20 a. m.
	Film	... 6-00 p. m.
	The XI returns from Simla	... 5-30 p. m.
Mon. 30th ...	House Matches P.D.	... 5-00— 6-20 p m.
	Wg. & Mg. Nilagiri	... 2-00— 2-45 p.m.
	Afternoon programme : normal	

July

Tue. 1st ...	Wg. & Mg. Siwalik	... 2-00— 2-45 p.m.
	Himalaya Dress Rehearsal	... 4-30 p. m.
	(L-IV and below to attend)	
	Games cancelled	
	Hobbies cancelled	
	Swimming BD NA/XI (ARO.) ..	5-30— 6-15 p.m.
	SA/VA (JRA.)...	6-15— 7-00 p.m.
Wed. 2nd ...	Prep. cancelled.	
	Marks to Form Staff	... 9-00 a. m.
	½ hr. schools.	
	(4 schools)	... 9-00—11-00 a.m.
	Break	... 11-00—11-20 a.m.
		11-20—12-20 p.m.
	Wg. & Mg. GD H	... 12-25—12-50 p.m.
	N	... 12-50— 1-15 p.m.
	S	... 2-10— 2-35 p.m.
	V	... 2-35— 3-00 p.m.

	P.D. House matches	... 5-00— 6-20 p.m.
	Normal hobbies etc.	
	Games cancelled	
	Library books handed in :	... 12-20— 1-20 p.m. 3-00— 4-30 p.m.
Thu. 3rd	Prep. cancelled	
	$\frac{1}{2}$ hr. schools (as for Wed. 2nd)	
	Wg. & Mg. BD Hlm.	... 12-25— 1-10 p.m.
	Lib. books handed in :	... 12-20— 1-20 p.m.
	Marks books to Miss Chatterji	1-00 p. m.
	Games cancelled	
	Hobbies cancelled	
	Wg. & Mg. BD Vind.	... 2-00— 2-45 p.m.
	Swimming GD	3-00— 4-00 p.m.
	Swimming BD (House Staff I/c)	
	Nil. Jrs.	... 4-00— 4-30 p. m.
	Slw. Jrs.	... 4-30— 5-00 p. m.
	Vind. Jrs.	... 5-00— 5-30 p.m.
	Supper	... 5-45 a. m.
	Hlm. House Sat. Club	... 6-30 p. m.
	Cocoa	... 8-30 p. m.
Fri. 4th	Sunday Timings	
	Escorts Meeting (Bio. Lab.)	... 9-30 a. m.
	Assembly	... 10-00 a. m.
	Mark Reading	... 10-10 a. m.
	Form Staff with Forms till	... 11-15 a. m.
	Housemasters' H/Yearly reports to H.M.	... 1-00 p. m.
	P.D. vs. Cock House (LIII)	... 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. 5th	Term ends	
August		
Tue. 5th	Term re-opens.	

No. 177. FOUNDER'S DUTIES.

Athletics (B.D.)	...	Mr. Mundkur I/c, & Others
„ (G.D.)	...	Miss Kavery
Colours Parade	...	M/s B. Singh & Jagdish Ram
School Concert	...	Mr. Kemp
Music/Band	...	M/s Pratap & Katoch
Dancing	...	Mr. Brajamani
P.D. Concert	...	Miss Rudra & P.D. staff
Tattoo	...	Mr. Bhalerao 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 & Mundkur
		Tattoo }
Decorations	...	G.D. Staff
O.S. Hockey	...	Dr. D.C. Gupta
„ Net-ball	...	Mrs. Atma Ram
„ Dinner	...	Miss R. Chatterji I/c
„ Dance	...	Mr. Kemp
Elevenses (Barnes)	...	Mrs. Sehgal
Tea (O.S. Meeting)	...	Mrs. Sehgal
Staff Play	...	Mr. Bhupinder Singh I/c
Stage & Sound)	...	Mr. Mukherji
Equipment)		
Visitors' Cloak Rooms	...	Miss Kavery (Ladies)
„ „ „	...	Mr. Sinha (Men)
Checking Invitation } Cards }	...	M/s B. Singh & Gore
Nursery	...	Mrs. Ram Singh & 2 P.D. Ayahs
I/c Barne Hall	...	Mr. Gore.

No. 178. 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

Name of Stall	Name of Persons	Place Allotted
Sweets Stall	Organised by the P.D. (Mrs. Sidhu)	U-V A
Eats Stall	Miss Sinclair	Behind Birdwood
Ice-cream Stall	Organised by the B.D. (Mrs. Sehgal & 2 stores clerks)	Birdwood
Needle-work & Embroidery	Mrs. Mundkur & two Staff	GD Geography Room
Fortune Teller	Mr. Joshi	In a tent
Lucky Dip I	Mr. & Mrs. Mukherji	L-V A
" " II	Mr. Solomon & Miss Ayling	VI B
O.S. Stall	Mr. Kemp & Miss Chatterji	L-V B
Lottery	Mrs. Joseph &	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 Brajmani & Katoch	L-IV B
Roulette	Mr. Pratap & Miss Naidu	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 & Massey	Birdwood Darkroom
" Guess What? "	M/s Gupta & S.C. Arora	
Coffee, tea & drinks	Staff wives	Behind Birdwood
O.S. Raffle	Mr. Kemp	

No. 179. FOUNDER'S AND FETE REQUIREMENTS.

All staff members concerned are reminded of School Order No. 170 dated 20th June, 1969, and are requested to submit their list(s) of their requirements for Founder's and the Fête to the Engineer and Q.M. not later than Monday, 30th June next.

No. 180. MID-TERM VACATION.

The School will close on Saturday, 5th July, 1969, for the mid-term vacation, and will reopen on Tuesday, 5th August, 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 Mid-term Vacation School parties' arrangements will issue shortly.

No. 181. SOCCER.

(1) The following will represent the School XI at Soccer against B.C.S. in the match to be played on Sunday, 29th June '69, at Simla:—

Dhroogh S. Sidha (Capt.)	Hemant S. Pathania
Nripender Gill	Gurpratap S. Dhillon
Sandeepjit S. Phrar	Ranbir Singh
Inderjit Sharma	Manjit Singh
Keshav Bhagat	Shiv Nath
Praveen Kumar	

Reserves : Naveen Chauhan & Vasudev S. Pathania.

(2) The following will represent the School Soccer Colts at Sanawar against B.C.S. in the match to be played on 29th June, 1969:—

Mahant Singh	Pankaj Barthwal
Pradeep Chaudhry	Neeraj Madhok
Ashwani Kumar Khanna	Sandip Bagchi (Capt.)
Rajbir Kadyan	Sarabjit Singh Chhatwal
Rupinder Sidhu	Deepak Pandit
Gaurav Rana	

Reserves : Nupinder S. Brar & Harsh M.S. Tanwar.

(3) The following will represent the School Soccer Atoms at Sanawar against B.C.S. in the match to be played on 29th June, 1969:—

Bikram Verma (Capt.)	Ram Chander Grewal
R.K. Hundal (V. Capt.)	Praveen K. Vasisht
Ranjit Dhody	Anil Sood
Prabhjot Gyani	Arjun Batra
Suneel Malhotra	Khushbir Singh
Joginder Bikram	

Reserves : Narinder Singh, Bikram Seth & D.S. Kang.

No. 182. MATRONS—MID-TERM VACATION.

Should Matrons wish to proceed with School parties or otherwise on the 5th July, 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. 183. CINEMA.

The film **WITH A SONG IN MY HEART**, starring Susan Hayward and Rory Calhoun, will be shown in Barne Hall at 6-00 p.m. on Sunday, 29th June.

Drama, heroism and glitter fill this musical biography of Jane Froman, the nightingale of yesteryear.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, TUESDAY, 1ST JULY, 1969.

SPECIAL ORDER

Mid-term Vacation Arrangements—1969.

No. 184. GENERAL.

Special note for all Housemasters & Housemistresses.

Immediately on receipt of this Special Order please check up that children not included in any school party will definitely be travelling in an arranged home party. Where the position in respect of any child is uncertain please inform the Bursar *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include children in any party.

(i) Children going home with their parents will be allowed to leave Sanawar after 9-00 a. m. on Saturday, 5th July, 1969, (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, 3rd July. 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, 3rd July, 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 9-30 a. m. on Friday, 4th July. 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
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' *

*(includes Chandigarh, Ambala, Karnal and other stations enroute)

19	Pathankot
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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 Quartermaster by the evening of Thursday, 3rd July, 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 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 him there in this connection.

LUNCH, TEA, SUPPER PACKETS AND DRINKING WATER.

(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 BD Kitchen at 5-00 p.m. for all members of the Calcutta, Pathankot 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	Mrs. P. Arora	33
Bombay V.T.	Mrs. Mukherji	35
Calcutta	Mr. Y. B. Singh	50
Lucknow	Mrs. K. Sinha	20
Dehra Dun	Mr. H. Sikund	14
Pathankot	Mr. K.L.K. Solomon	40
Amritsar	Mr. S. S. Dutt	34
Ferozepore	Mrs. Harbaksh Kaur	30
New Delhi 'A'	Mr. Atma Ram	30
New Delhi 'B'	Mr. G.C. Arora	30
New Delhi 'C'	Mrs. M. Sehgal	30
New Delhi 'D'	Mrs. A. Daniel	30
New Delh 'E'	Miss D. Sinclair	38

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.

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.

(iv) **Drinking Water for Parties.**

The Quartermaster will please arrange for a sufficient number of "surahis", for drinking water purposes during rail journies, to be taken with them from school by the following parties :—

Bombay Central, Bombay V.T., Calcutta, Lucknow.

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, 4th July, after the escorts' meeting.

NEXT TERM.

The next term will begin on Tuesday, 5th August, 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 Saturday, 5th July, 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.	10	12	22	} Special train dep. 6-10 p. m. Kalka at
Bombay V.T.	—do—	—do—	6	16	22	
Lucknow	—do—	—do—	7	7	14	
Dehra Dun	—do—	—do—	3	4	7	
Delhi 'A'	—do—	—do—	7	6	13	
„ 'B'	—do—	—do—	1	15	16	
„ 'C'	—do—	—do—	18	9	27	
„ 'D'	—do—	—do—	6	17	23	
„ 'E'	—do—	—do—	7	15	22	
Pathankot	—do—	—do—	13	8	21	
Kalka	—do—	—do—	5	3	8	
Ferozepore	4-00 p. m.	4-30 p.m.	8	4	12	} 87 Dn. Chg Express dep. Kalka 7-10 p. m.

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The above will travel in six 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.

Amritsar	6-30 p.m.	7-00 p.m.	6	10	16	*
Calcutta	—do—	—do—	14	15	29	†
					<hr style="width: 50px; margin: auto;"/>	
					45	

* 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. Jalota 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.

SANAWAR, FRIDAY, 4TH JULY, 1969.

No. 185. MID-TERM VACATION.

The School will close on Saturday, 5th July, 1969, for the mid-term vacation, and will reopen on Tuesday, 5th August, 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 mid-term vacation School Parties' arrangements has already been issued.

No. 186. STAFF FAMILIES' RATIONS ETC. DURING VACATION.

(1) With effect from Monday, 7th 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 10-00 a. m. and 11-00 a. m. on Wednesday, and Saturdays.

Meat

Meat will be available at the Q. M. Stores between 10-00 a. m. and 11-00 a. m. on Wednesdays and Saturdays.

Eggs

Eggs will be available at the Bakery from 9-00 a. m. to 11-00 a. m. on Mondays, Wednesdays and Saturdays.

Vegetables & Fruit

The vegetable and fruit shop at the Bakery will be open on Monday, Wednesdays and Saturdays from 9-00 a.m. to 11-00 a.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 correct 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. 187. 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. 188. SMALLPOX VACCINATION.

The Government vaccinator will be at the School on Tuesday next, 8th July. Would all staff members and their family members desiring or requiring vaccination please attend the School hospital at 11-00 a. m. on that day therefore.

Heads of Departments will please explain this Order to all Class IV staff working under them.

No. 189. HEALTH INSURANCE SCHEME.

Increase with effect from 1st April, 1969 :—

K. A. Manley s/o Mr. F. B. Manley.

NOTICE

The following two English films will be screened in Defence Services Cinema, Kasauli, at 11-30 a. m. on the dates shown against each :—

WAR & PEACE	... 10th August.
TEN COMMANDMENTS	... 24th August.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:—:—
SANAWAR, MONDAY, 4TH AUGUST, 1969.

No. 190. WELCOME.

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

No. 191 PROGRAMME.

Wed. 6th August.

Rouser					
Breakfast	}	... Sunday Timings.			
M. I. G. D.					
M. I. B. D.					
Assembly	9-40 a. m.	
Classes (25 mts.)	10-00—12-50 p. m.	
Lunch	1-00 p. m.	
School to assemble in Hall	2-15 p. m.	

No. 192. FOUNDER'S TERM 1969.

With effect from Thursday, 7th August, 1969 :—

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 „
Play Rehearsals	2-30— 3-30 „
Hobbies Groups	2-30— 3-30 „

* Prep. will start on Monday, 11th August, 1969.

Orchestra	2-30— 3-30	p. m.
Dancing	2-30— 3-30	„
Gym. Work	2-30— 3-30	„
Band	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	„

Swimming

P. D.	2-30— 3-00	„
Girls	3-00— 4-10	„
Boys U 11	4-30— 5-00	„
U 13	5-00— 5-30	„
U 15	5-30— 6-00	„
Opens	6-00— 6-30	„

Athletics

Girls	5-15— 6-15	„
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

School Play	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. (Sandays)	1-15	„

No. 193. FOUNDER'S AND FETE REQUIREMENTS.

Very few lists of these requirements have yet reached the Engineer and Quartermaster. Will those members of staff who have

not yet sent in their lists kindly do so as quickly as possible now and in no case later than 15th August.

No. 194. 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. 195. 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 children, being day scholars, will be taking meals in the school kitchens, and state in respect of each child :—

- (a) the Kitchen in which he/she will be taking meals.
- (b) which meals he/she will be taking.

No. 196. CINEMA.

The film **TERM OF TRIAL**, starring Laurence Olivier, Simone Signoret and Sarah Miles, will be shown in Barne Hall at 6-00 p.m. on Wednesday, 6th August.

The film is the winner of the special award at the 1962 Venice Film Festival; it is hailed by London's Daily Mail as "Lolita in reverse".

Part II

No. 21. STRENGTH.

Decrease with effect from 5-7-69 :—

Adity Raj Kapur	S.B.S.	Gurinder S. Brar	V.B.S.
Simran Sachdeva	H.G.	Gurpreet S. Ghuman	SPSB

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 8TH AUGUST, 1969.

No. 197. PROGRAMME.

Programme for Saturdays.

N.C.C.	cancelled
Assembly Singing	cancelled
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.
Hobbies etc.	}	as programmed
P.T. B.D./G.D.				
Tea B.D./G.D.				
Baths	after tea
Swimming	cancelled
Athletics	cancelled
Film	6-00 p. m.
Supper	7-30 p. m.

No. 198. INDEPENDENCE DAY.

The following programme will be observed :—

Friday, 15th August, 1969.

Sunday timings will be observed.

Assembly	9-45 a. m.
Lunch	1-00 p. m.
Distribution of sweets to Class IV staff and families	}	Barne Hall	5-00 p. m.
Supper			...

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

No. 199. SWIMMING POOL

School Order No. 140 dated 16th May, 1969, 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. **The term non-swimmers and weak swimmers will include those children who are unable to swim a length of the pool without distress.** 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 kindly supervise the immediate preparation by House Staff of lists of those who are non-swimmers and weak swimmers and those who are permitted to dive, by sets. A copy of those lists 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 the non-swimmers and weak swimmers present according to the list prepared. **ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS.** (House Staff will please arrange for the purchase of these caps by children from the tuckshop. Children who are good swimmers and are in possession of white caps will arrange either to change these caps for coloured ones or to have them painted with a colour, to distinguish them from white caps).
- (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) Krishen, Mali, present near the pool.

No. 200. ADMINISTRATIVE HOLIDAY.

Friday, 15th August, 1969, will be observed as a holiday by both the school and the administrative staff on account of Independence Day.

The Tuck Shop will remain closed on this day.

No. 201. HAIR-CUT B. D.

Will Housemasters please take steps to ensure that, except

for Sikh boys who wear turbans, all others get their hair cut as early as possible.

Side-burns will NOT be worn.

No. 202. HOUSE TUTORS.

Mr. C. B. Abraham will be attached to Siwalik (Srs.).

No. 203. CINEMA.

The film I WAS A MALE WAR BRIDE, starring Cary Grant and Ann Sheridan, will be shown in Barne Hall at 6-00 p. m. on Saturday, 9th August, 1969.

The film is about a French captain who marries an American War Lieutenant and tries to get into the U. S. along with a group of war brides.

Part II

No. 22. LEAVE.

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

Mr. F. B. Manley	Bursar	14-7-69—26-7-69—13 days
„ Chet Ram	Asstt. Printer	12-6-69—21-6-69—10 „
„ Sunder Lal	Comp/Inkman	23-7-69—26-7-69— 4 „
„ Nek Ram	Book Binder	10-6-69 — 1 „
„ Sahej Ram	Sr. Carpenter	7-7-69—19-7-69—13 „
„ „ „	„ „	30-7-69 — 1 „
„ Hari Ram	Tin Smith	7-7-69—12-7-69— 6 „
„ Khaili Ram	Khalasi	14-7-69—19-7-69— 6 „
„ Bala Ram	Black Smith	16-6-69— 5-7-69—20 „
„ Sukh Ram	Barber	14-7-69—31-7-69—18 „
„ Mastu	Male Nursing Orderly	14-7-69— 5-8-69—23 „
„ Sunder	Watchman	7-7-69—26-7-69— 20 „
„ Surju	Mazdoor	7-6-69— 5-7-69—29 „
„ Mansa Ram	„	14-7-69—19-7-69— 6 „
„ Shamsher Singh	Groundsman	7-7-69—26-7-69—20 „
Smt. Marium	Ayah	16-7-69— 2-8-69— 18 „
Mr. Sadhu No. II	Sweeper	11-7-69—20-7-69—10 „
„ Gangoo Ram	„	8-7-69—17-7-69—10 „
„ Chaudhary	Bakery Mazdoor	7-7-69—26-7-69—20 „

2. Mr. Surju, Mazdoor, was sanctioned one days leave without pay on 6-6-69 being absent from duty without permission.

3. Mrs. A. Kemp, Mistress, was sanctioned 32 days leave on half pay with effect from 31-5-69 to 16-6-69 and 21-6-69 to 5-7-69.

4. Mr. Dev Raj Bansal, Jr. Clerk, was sanctioned 5 days earned leave with effect from 14-7-69 to 18-7-69 and 5 days leave without pay with effect from 19-7-69 to 23-7-69.

No. 23. APPOINTMENTS.

Smti. Durgi, Ayah, on probation, was discharged with effect from 31-5-69 and was re-appointed Ayah, temporarily, with effect from 1-6-69.

2. Smti. Tara Wati was appointed Nurse Dai, temporarily, with effect from 20-6-69 vice Smti. Shubhwanti, resigned.

3. Mrs. R. Joseph is re-appointed Mistress with effect from 5-8-69 vice Miss A. Chatterjee (Temp.) and is confirmed in the post from the same date.

4. Miss Shree Gouri Sahi is appointed Additional Music Mistress on one year's probation with effect from 5-8-69. (Post newly created).

5. Mr. Chandra Bhan Abraham is appointed Master on one year's probation with effect from 5-8-69 vice Mr. M.A. Bari, resigned.

6. Mrs. R. Sehgal is appointed Mistress, temporarily, with effect from 5-8-69 under the powers of the Headmaster vide School Rule No. 9 (3) (a) (i).

7. Mr. Beli Ram is appointed bearer, temporarily, with effect from 6-8-69.

No. 24. EXTENSION OF SERVICE.

Mr. Madhu Ram, Head Tailor, was granted one year's extension in service with effect from 2nd July, 1969.

No. 25. HOUSE APPOINTMENTS.

Mrs. R. Joseph is appointed Housemistress, Himalaya House Girls' Department, with effect from 6-8-69.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:—
 SANAWAR, THURSDAY, 14TH AUGUST, 1969.

No. 204. INDEPENDENCE DAY.

School Order No. 198, dated 8th August, 1969, is amended as under :—

Distribution of sweets Class IV Staff and families	} Barne Hall verandah	... 3-00 p.m.
Hindi Film, POST BOX 999 Barne Hall		

This Hindi film is intended essentially for Class III and Class IV staff. Members of the Senior Staff may attend, but are requested kindly to keep the above aim in view and give priority of seating to the junior categories of staff.

Children (i e. students) of the School will not attend this film.

Will all members of the staff, as requested vide school circular No. E2/AI, dated 6th August, 1969, please be present to arrange for rapid distribution of sweets? The Quartermaster is kindly reminded to have separate baskets Department-wise to facilitate distribution of sweets.

Will all concerned also please inform all Class IV staff working under them of this amended programme?

No. 205. MAHATMA GANDHI CENTENARY BADGES.

We have been offered Mahatma Gandhi Centenary Badges, in the form of a small medal, for sale at 85 paise each.

Would House Staff please submit demands for these to enable me to indent for the number required.

No. 206 STAFF CLUB

There will be a 'tea' at the Club on Sunday 17th August at 4-00 p.m. O.S. are welcome. Members are asked to be punctual.

No. 207. MEDICAL-

The following children are excused the physical activities noted against their names till the end of the term :—

Jugjeevan S. Sokhey	(B. S. S.)	Swimming
Pushpinder M. S. Grewal	(B. S. N.)	} P.T. Games Athletics and Swimming.
Sunaina Chauhan	(G. S. H.)	
Indu Ahluwalia	(G. S. H.)	
Nindini Duggal	(G. S. H.)	
Radhika Duggal	(G. S. H.)	
Kavita Padma	(G. S. H.)	

No. 208. CINEMA.

The film **SHUTTERED ROOM**, starring Gig Young, Carol Lynley and Flora Robson, will be shown in Barne Hall at 6-00 p.m. on Saturday, 16th August, 1969.

The film is about a fierce old recluse who rules a remote community, and only one girl knows the fearful secret that lies behind the doors of the shuttered room.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 22ND AUGUST, 1969.

No. 209. PROGRAMME.

Thur. 28th Aug.

Founder's practices	normal
Tea	3-45 p.m.
Swimming sports	4-15 p.m.
P.T.	}	cancelled.
Athletics				

No 210. SWIMMING.

The Swimming Sports will be held on Thursday 28th August at 4-15 p.m.

No. 211. INCOME-TAX INSURANCE AND DEPENDENT PARENTS/GRAND-PARENTS REBATE.

Income-tax rebate is admissible on account of life insurance ~~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 26th Aug., 1969, 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. 212. STATIONERY - EXERCISE BOOKS.

The consumption of exercise books has risen by over 150 dozen since 1966, without any justifiable cause.

Would staff authorising issue of a fresh book please ensure that the last one has been used properly ?

No. 213. MAHATMA GANDHI CENTENARY BADGES.

No lists have yet been received from a number of House Staff. Lists may please be sent in to Office not later than tomorrow, Saturday, after which it will not be possible to accept any further requirements.

No. 214. HEALTH INSURANCE SCHEME.

Increase with effect from 1st August, 1969 :—

1. Mr. S.C. Arora, Master
2. Mrs. P. Arora, Asstt. Matron

No. 215. MEDICAL.

Ajaypal Singh Gill is exempted from P. T., games and athletics till the end of the term.

No. 216. ADMINISTRATIVE HOLIDAY.

Wednesday, 27th August, will be observed as a holiday by the administrative staff on account of Raksha Bandhan.

No. 217. POSTAL NOTICE.

Use of Ball-Point Pens by the public.

The members of the public are now permitted to use ball-point pens for writing on Money Order Forms and Savings Bank Forms, but the forms must be written up legibly and clearly. The signature of the payee at the time of payment of the amount shall, however, invariably be obtained in ink by post offices.

No. 218. CINEMA.

It is regretted that there will be no film this week due to the last minute failure of the film company to send one.

Part II

No. 26. APPOINTMENTS.

Mr. Lalit Narayan is appointed Asstt. to Music Master on one year's probation with effect from 7th August, 1969, vice Mr. R.G. Gokhle, resigned.

2. Mr. Roshan Lal is appointed Bearer, temporarily, with effect from 8th August, 1969.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 29TH AUGUST, 1969.

No. 219. PROGRAMME.

Programme with effect from Monday, 1st September 1969.

Founder's Rehearsals	2-30—	3-50 p. m.
Tea		4-00 „
P. T. Boys	4-15—	4-50 „
P. T. Girls	5-30—	6-15 „
Athletics B. D.				
Helipad U 11	5-10—	5-55 „
U 13	6-00—	6-45 „
Barnes U 15	5-10—	5-55 „
Opens	6-00—	6-45 „
Athletics G. D.	4-15—	5-15 „
Supper		7-00 „
Baths		7-20 „
Lights Out	8-15 (VI	9-30) „

No. 220. HOLIDAYS FOLLOWING FOUNDER'S.

Children will be allowed out of the school with their parents and guardians, from 11-30 a. m. on Sunday, 5th October, till 5-00 p.m. on Tuesday, 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. 221. SENIOR STAFF FAMILIES' RATIONS.

Due to Founder's it will not be possible to issue staff rations and fuel on Wednesday and Thursday, the 1st and 2nd October, 1969. These rations will instead be issued on Wednesday and Thursday, the 8th and 9th October.

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

No. 222. COMBINED SWIMMING SPORTS.

The results of the Sports held on Thursday, 28th August, 1969, at 4-15 p.m., are published for the Record.

	B. D.	G. D.
Himalaya	31 points	9 points
Nilagiri	64 „	3 „
Siwalik	38 „	29 „
Vindhya	50 „	17 „

No. 223. PROVIDENT FUND.

All staff are requested to confirm the balances in their P.F. accounts as on 31st December, 1968, and sign the P. F. register on Tuesday, the 2nd September, 1969.

No. 224. HOLIDAY.

Saturday, 30th August, will be observed as a holiday by P. D., G. D. and B. D. on the request of Miss Natasha Lawrence.

No. 225. ADMINISTRATIVE HOLIDAY.

Thursday, 4th September, will be observed as a holiday by the administrative staff on account of Janam Ashtmi.

The Tuck Shop, however, will remain open as usual.

No. 226. CINEMA.

The film LEAVE HER TO HEAVEN, starring Cornel Wilde and Jeanne Craine, will be shown in Barne Hall at 6-00 p. m. on Saturday, 30th August, 1969.

The film is the story of a jealous wife, who would stop at nothing, even murder, to monopolize the attention and affection of her husband.

Part II**No. 27. STRENGTH.**

Decrease with effect from 5-7-69:—

Virindernal Singh Chauhan ... H.B.S.

Increase with effect from 5-8-69:—

Gurpreet Singh Ghuman ... S.P.S.

Mukul Sehgal ... H.P.S.

Increase with effect from 23-8-69:—

Navdeep Singh Atwal ... H.P.S.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

SANAWAR, FRIDAY, 5TH SEPTEMBER, 1969.

No. 227. PROGRAMME.

With effect from Monday, 8th September:—

N.C.C. (Band)	[Peacestead]	...	8-35—9-15 a.m.
Assembly	cancelled
Classes	9-35 a.m.

No. 228. NATIONAL SCIENCE TALENT SEARCH SCHEME - 1970.

A limited number of application forms have been received.

Would House Staff put in demands in respect only of those who possess exceptional talent in the Sciences.

No. 229. HOSPITAL TIMINGS.

10-00 a. m.—10-30 a. m.	}	...	Members of the Staff
4-30 p. m.— 5-30 p. m.			
9-00 a. m.— 1-00 p. m.	}	...	Children of the school
4-30 p. m.— 5-30 p. m.			

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. 230. DISCIPLINE-SCHOOL HOSPITAL.

No children will enter a ward to visit a friend or relation, admitted to the School Hospital, without the permission of the R. M. O. or the Nursing Sister, in the absence of the R. M. O., NOR will tuck or any food be given to a patient without the express permission of the R. M. O.

Breach of this order will be reported by or to the R. M. O. who will report the offender to the House Master/Mistress for disciplinary action.

No. 231. DISCIPLINE : PREFECTS.

Amarbir Singh Pannu is demoted to House Prefect Vin-dhya House BD.

No. 232. CINEMA.

The film **I'D RATHER BE RICH**, starring Sandra Dee, Maurice Chevalier, Robert Goulet and Andy Williams, will be shown in **Barne Hall at 6-00 p.m. on Saturday, 6th September, 1969.**

The film is a comedy of mixed-up identities.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 12TH SEPTEMBER, 1969.

No. 233. PROGRAMME.

Sat. 13th.

Founder's rehearsals	normal
Tea	4-00 p. m.
P.T.	cancelled
Athletics	cancelled
Hindi Film (for school children)	4-45 p. m.
Supper	8-00 p. m. (or as soon as possible after the Film)

Sun. 14th.

Tea	3-30 p. m.
Hindi Film (for servants & their families)	4-00 p. m.
Supper	7-30 p. m.

No. 234. FOUNDER' —STAFF MEMBERS' DUTIES.

Founder's is drawing near. The attention of all staff members is invited to School Orders Nos. 177 and 178 dated 27th June, 1969, 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. 235. AFTER FOUNDER'S.

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

No. 236. 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. 237. 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 their 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 Sunday, 5th October, till 5-00 p.m.
G.D.	
P.D.	

on Tuesday, 7th October.

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. 238. DRESS.

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

No. 239. DANGER ON THE HELIPAD.

There has been a massive land-slide below Stoneview above the northern end of the Helipad. This is still dangerous and a further slide may occur at any time. The dangerous area on the playing field has been roped off. No child will in any circumstances go into the roped-off area or onto the hillside below Stoneview.

No. 240. MEDICAL.

Retima Lal (V.G.S.) is excused from P.T. games, athletics and N.C.C. till the end of the term.

No. 241. CINEMA.

The Hindi film BIWI AUR MAKAN, starring Biswajeet, Mahmood and Kalpana, will be screened in Barne Hall as under :—

Sat. 13th Sept.

For School children ... 4-45 p. m.

Sun. 14th Sept.

For servants and their families ... 4-00 p. m.

No. 28. LEAVE.

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

Mr. R.N. Sethi	Quartermaster	4-8-69—18-8-69—15 days
„ Gobind Ram	Store Keeper	11-8-69—30-8-69—20 „
„ D.R. Sharma	H. Printer	14-8-69 ... — 1 „
„ Nek Ram Sharma	B. Binder	20-8-69—21-8-69— 2 „
„ Hari Ram	Tin Smith	9-8-69—16-8-69— 8 „
„ Bansi	Peon	5-9-69— 6-9-69— 2 „
„ Kundan	„	1-9-69— 3-9-69— 3 „
„ Surju	Mazdoor	11-8-69—25-8-69—15 „

2. Mr. A. Bhalerao, Master, was sanctioned 1 day's leave on half pay on 14-8-69.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 19TH SEPTEMBER, 1969.

No. 242. PROGRAMME CORRECTION.

In the cyclostyled programme already issued the following should be added/changed.

Baths B.D.	7-50 a. m.
M. I. B.D.	8-50 „
Bkfst. B.D.	8-40 „
N.C.C.	9-30—10-15 „

No. 243. 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 :—

Thursday, 2nd October

9-30 a. m.	Athletics
12-00 noon	Coffee for Parents—Gaskell Hall
1-00 p. m.	P.D.—Founder's lunch
2-00 p. m.	Preliminary O.S. Meeting—Club
5-00 p. m.	Staff Play

Friday 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 „	Tea
4-00 „	Prep School Concert
6-15 „	Light Supper
7-15 „	Tattoo
8-45 „	Cocoa & biscuits for all children

Saturday 4th October

7-45 a. m.	G.D.	}	Breakfast
„ „	B.D.	
8-45 „	Assembly
10-00 „	School Colour Parade
11-00 „	{ 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
Sunday, 5th October			
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 1/c Kitchens before Friday, 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 Friday, 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 Tuck Shop on the 4th and 5th October. Sweetmeats, snacks etc., will also be available from the school halwai near the swimming pool on all days. School kitchens will not be able to cater for visitors or staff guests in dining halls.

(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 at 1-00 p.m.)
- (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 members 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 performances during Founder's. They are most welcome to attend these in whatever seats are available after visitors and guests have been accomodated.

No. 244. WINTER KIT.

Winter kit will be taken into use from Monday, 1st October.

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

No. 245. POCKET MONEY.

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

No. 246. STAFF RATIONS.

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

Wednesday 8th ... Dry rations (in afternoon as usual)
 Thursday 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. 247. 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. 248. 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. 249. ADMINISTRATIVE HOLIDAY.

Since, on account of Founder's, the administrative staff will miss the administrative holiday on Thursday, 2nd October, they will observe an administrative holiday, on Monday, 6th October. This administrative holiday will also be observed by the Tuckshop.

No. 250. MEDICAL.

Surinder Iqbal Singh (H.B.S.) is excused P. T., games and athletics till the end of the term.

No. 251. CINEMA.

The film A MAN FROM BITTER RIDGE, starring L. Barker and Mara Corday, will be shown in Barne Hall at 6-00 p.m. on Saturday, 20th September, 1969 :—

The film in an outdoor action thriller.

Part II

No. 29. APPOINTMENT.

Mrs. J. Jalota is appointed Asstt. Matron Himalaya Boys Department, temporarily, with effect from 10th September, 1969, vice Mrs P. Arora granted leave.

R. Som Dutt,
 Major,
 Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:O:—

SANAWAR, FRIDAY, 26TH SEPTEMBER, 1969.

No. 252. HISTORICAL—THE COLOURS.

The Earl of Dalhousie, then Viceroy and Governor General of India, presented both a King's Colour and a School Colour on 18th June 1853. These Colours are now laid up in the Chapel.

These Colours were replaced by new ones presented by H.R.H. The Duke of Windsor, then Prince of Wales, at a Presentation of the Colours' parade on 13th March, 1922. The King's Colour was a gift by H.M. King George V and the new School Colour was the gift of Sir Alexander Lawrence (Bart.), grandson of the Founder.

The School Colour presented by Sir Alexander was trooped and laid up at a parade on 14th September, 1940; and, for lack of readily available records, was again trooped and laid up, along with a substitute for the King's Colour (the original King's Colour together with a Third School Colour, referred to below, having been removed by the last Headmaster), at a Laying up of the Colours' Parade on 4th October 1957. Both these Colours are now laid up in Barne Hall.

Through the kind courtesy of Sir John Lawrence, both the Colours which were taken away, are now back in the school; the original King's Colour will be placed in the Chapel.

The New School Colour referred to above, and now being trooped, was presented by H.E. The Most Honourable, the Marquess of Linlithgow, P.C., K.T., G.M.S.I., G.M.I.E., O.B.E., D.L., T.D., Viceroy and Governor General of India at a Presentation parade on 14th September, 1940.

No. 253. 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 Wednesday, 1st October, 1969.

Class IV staff and their family members are also NOT permitted in Barne Hall or near and around Birdwood School or in the upper School area at any time except for purposes of their normal official duties there.

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, and that they must pass them on to their own family members, for whom they will be held responsible.

No. 254. ADMINISTRATIVE HOLIDAYS.

In supersession of School Order No. 249 of 19th September last it is now notified that the administrative staff will observe Monday 6th and Tuesday 7th October as administrative holidays in lieu of October 1st and 2nd which they will miss on account of Founders.

The Tuck Shop will remain closed on Monday, 6th October, but will be open on Tuesday, 7th. The Tuck Shop will observe a holiday on Monday, 13th October, in lieu of Tuesday, 7th.

No. 255. ICE-CREAM.

Ice-cream will not be on sale on Sunday next, 28th September, but will be on sale at the Fête on Sunday, 5th October instead.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:-----

SANAWAR, FRIDAY, 10TH OCTOBER, 1969.

No. 256. PROGRAMME.

Sat. 11th October.

Film	5-00 p.m.
Supper	6-45/7-00 p.m.

No. 257. 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. 258. ARTICLES LOANED BY STORES.

Articles taken on loan for Founder's may please be returned to Stores immediately, if not already done.

No. 259. 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. 260. REVISION OF PAY SCALES—INCREASE OF D.A. ETC.

The Board of Governors at it meeting held on 3rd October, 1969 has approved of the following benefits to the staff with effect *from 1st January, 1970.*

- (1) The following revision of pay scales have been approved :
- (a) Head Cooks : Rs. 85-2-95-3-110-3-128
 - (b) Cooks : „ 85-2-95-3-110
 - (c) Bearers : „ 75-1-85-2-95

That in fixing their pay in these scales Head Cooks and cooks will be granted Rs. 10/- p.m. extra and bearers Rs. 5/- p.m. extra; that there will be no deduction in their Dearness Allowance to compensate for free food during the currency of term; that this re-

vision will be subject to the condition, that the revised scales of pay and increased rates of Dearness Allowance with no deductions on account of free food during the currency of a term will amount to absolute compensation for the longer hours of work which they are required to undertake; also that they will be required to do very little work, approximately three hours per day, during the school vacations but without curtailment of their leave entitlements under the rules.

(2) **Revision of Dearness Allowance :** The following provision of Dearness Allowance has been approved with effect from 1st January, 1970.

Pay range			Revised D.A.
Rs. 70/-	—	109/-	Rs. 43/-
„ 110/-	—	149/-	„ 59/-
„ 150/-	—	209/-	„ 73/-
„ 210/-	—	399/-	„ 88/-
„ 400/-	—	449/-	„ 96/-
„ 450/-	—	542/-	„ 98/-
„ 543/-	—	600/-	„ 72/-

(3) **PROVISION OF WINTER AND SUMMER UNIFORM.**

The Board of Governors has authorised the additional provision of summer and winter uniforms as under. The life of these will be in accordance with what has been the practice in the past.

Winter and Summer uniform

Head Tailor	1	Black smith	1
Tailors	2	Tinsmith	1
Book binder	1	Fitter	1
Compositor	1	Wireman cum Driver	1
Carpenters	3	Assistant Printer	1
Masons	2		

Winter uniform

Sweepers/sweepresses	25	Bearers	19
Ayas	6	Baker	1
Head Cooks	3	Assistant Baker	1
Cooks	11	Bakery Mazdoor	1

No. 261. RECORDS : DATE OF BIRTH.

The correct date of birth of Virinder Mohan Malhotra is 5th August, 1955. All records may please be amended accordingly.

No. 262. TUCK SHOP HOLIDAY.

All concerned are reminded that the Tuck Shop will observe a holiday on Monday next, in lieu of the one missed on 7th October, and will remain closed on that day.

No. 263. CINEMA.

The film **THE DOUBLE MAN** (technicolour), starring Yul Brynner, Britt Ekland and Anton Diffring will be shown in Barne Hall at 5-00 p.m. on Saturday, 11th October.

Based on Henry Maxfield's bestselling novel, the film provides the most powerful entertainment the screen has ever known ! A double dose of danger and excitement !

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:-----

SANAWAR, FRIDAY, 17TH OCTOBER, 1969.

No. 264. PROGRAMME.

Thu.	16th Oct.	...	The I—H. P.T. competition	
Fri.	17th	„	...	
			Athletics Team leaves for Patiala 1-15 p. m. (Pkt. lunches)	
Sat.	18th	„	...	
			Athletics in Patiala	
Sun.	19th	„	...	
			Team returns	
Mon.	27th	}	„	
Thu.	30th			...
				The Eye Specialist will visit the School

No. 265. FETE—Collections.

The Headmaster has great pleasure in publishing a statement of the gross receipts from the Fete Stalls held on the 5th October, 1969, and congratulates everyone concerned :—

Sr. No.	Name of Fete Stall	Gross Receipts	
		Rs.	Ps.
1.	Ringing the articles	...	51—05
2.	Needlework	...	353—40*
3.	Carpentry	...	445—85*
4.	Eats Stall	...	450—10
5.	Crafts	...	554—90*
6.	Lucky Dip	...	684—90
7.	Cocoanut shy	...	196—65
10.	Art	...	104—00
11.	Tea, Coffee and Drinks	...	1071—51
12.	Darts	...	99—50
13.	Fortune Teller	...	42—00
14.	Roulette	...	128—00
15.	Roundabouts	...	120—35
16.	Guess?	...	53—30
17.	Treasure hunt	...	20—40
18.	Ice-cream	...	1,005—60
19.	Lottery (Hamper)	...	51—00
20.	Tuck Shop snacks	...	445—80
	Total Rs.	...	5,878—31

*Excludes sales to be adjusted from children's private A/c and staff salaries.

No. 266. CONGRATULATORY.

Reproduced below, for information of all, is a telegram received from Mrs. Tilley from New Delhi :—

“ To you, Mrs. ~~Sam~~ Dutt, all members of Staff, all students, all servants old and new a fond farewell after an affectionate and memorable holiday. God bless you all.”

No. 267. STAFF CLUB

There will be a Club ~~Dinner~~ in the Art Room at 7-30 p.m. on Saturday 25th October.

Members' wives/husbands and Old Sanawarians are cordially invited.

No. 268. CATAPULTS.

Last year the use of catapults was both a disgrace and a source of considerable damage to school property. These were mis-used, particularly at the bonfire during Diwali. It is regretted that for this reason any boy found in possession of a catapult will render himself liable to severe disciplinary action.

No. 269. RAFFLE IN AID OF THE RED CROSS SOCIETY ORGANISED BY THE MILITARY HOSPITAL, KASAUJI.

The draw for this Raffle, tickets for which are priced at at Re. 1/- each, will be on 9th November. There are a great many prizes to be won ranging from an ~~air bag~~ to pressure cookers, transistor radios and a sewing machine (First Prize).

Will Housemasters/Housemistresses kindly submit their demands for these tickets to the Office?

The Red Cross Fete will be held on Sunday, 2nd November, 1969, from 10-00 a.m. onwards in the Brigade parade ground.

No. 270. OBITUARY.

The Headmaster records with deep regret the death of Fg. Offr. Praveen Sharma, I.A.F. (O.S. 1956—1960 Siwalik House) killed in a flying accident on the 23rd September, 1969.

No. 271. MEDICAL.

Mukul Chopra (SBS) is exempted from P.T. & games till the end of the term.

No. 272. ADMINISTRATIVE HOLIDAY.

Monday, 20th October will be observed as a holiday by the administrative staff on account of Dussehra.

The Tuck Shop, however, will remain open.

No. 273. CINEMA.

The film **THE RARE BREED**, starring James Stewart, Maureen O'Hara and Juliet Mills will be shown in Barne Hall at 5-30 p. m. on Saturday, 18th October.

The film is about the adventures of an English lady cattle breeder who brings hornless animals to America.

Part II

No. 30. STRENGTH

Decrease with effect from 5-7-69 :—

Vishal Goswami

... S.P.S.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 24TH OCTOBER, 1969.

No. 274. PROGRAMME.

Sat. 25th Oct.	...	Hockey XI leaves for Simla	1-15 p. m.
			(Packet lunches)
		B.C.S. Teams arrive	3-30 p. m.
		Supper	5-45 p. m.
		Film	6-30 p. m.
		• Staff Club Dinner (Art Room)	8-00 p. m.
			(not 7-30 p. m.)
Sun. 26th	„	...	Hockey (Barnes)
			10-00 a. m. Atoms match
			11-00 a. m. Colts match
			XI returns from Simla
Mon. 27th	„	...	Holiday
			Sunday Timings
			B.C.S. Teams leave
			7-15 a. m.
Mon. 27th } Thu 30th }	„	...	Eye specialist's visit

No. 275. PHOTOGRAPHS 1969.

Sunday 26th Oct.	...	7-30 a. m.	Colts Hockey
„	...	7-40 a. m.	Atoms Hockey
„	...	7-50 a. m.	Colts Soccer
„	...	8-00 a. m.	Atoms Soccer
„	...	8-10 a. m.	Colts Cricket
„	...	8-20 a. m.	Atoms Cricket
Monday 27th Oct.	...	7-30 a. m.	Himalaya B. D.
„	...	7-45 a. m.	Nilagiri B. D.
„	...	8-00 a. m.	Siwalik B. D.
„	...	8-15 a. m.	Vindhya B. D.
„	...	4-45 p. m.	Himalaya G. D.
„	...	5-00 p. m.	Nilagiri G. D.
„	...	5-15 p. m.	Siwalik G. D.
„	...	5-30 p. m.	Vindhya G. D.

Sunday 2nd Nov.	...	7-30 a. m.	Band Bugle/Brass
"	...	7-45 a. m.	XI Cricket
"	...	8-00 a. m.	XI Soccer
"	...	8-15 a. m.	XI Hockey
"	...	8-30 a. m.	Athletics Team
"	...	8-40 a. m.	Gym. work/Boxers
Sunday 16th Nov.	...	5-15 p. m.	Staff

No. 276. HOCKEY.

The following will represent the School XI at Hockey in the match to be played against B. C. S. in Simla on 26th Oct. 1969.

Dilbagh Singh Sidhu (Capt.)	—Naveen Chauhan
Pravin Kumar	—Manjit Singh
Gurpratap Singh	Nirmaljit Singh
Nripdev Singh Gill	—Geetish Lal
Inderjit Sharma	—V. S. Pathania
K. S. Rajput	

Reserves : J. S. Sandhu and B. N. Kaul

2. The following will represent the School Colts at Hockey in the match to be played against BCS in Sanawar on 26th Oct, 1969.

Sandeep Bagchi (Capt.)	Neeraj Madhok
H.M.S. Tanwar	Ashwani K. Khanna
Rajbir Singh Kadyan	Sarabjit S. Chatwal
Malvinder Singh Brar	Gurdip S. Scra
Jayant Nanda	Gaurav Shamshere Rana
Sumit Bagchi	

Reserves : Sanjiv Berry and Deepak Pandit

3. The following will represent the School at Sanawar against B.C.S. Atoms in the match to be played on 26th October, 1969 :—

R.K. Hundal	Suneel Malotra
B. Verma	H. S. Khanika
R. Grewal	P. S. Gyani
J. Bikram	Anil Dogra
A. Batra	H. S. Sidhu
Praveen Vashist	

Reserves : Vikaram Seth and Pankaj Gupta

No. 277. CHARITY.

A death in the family leaves the poorer class of staff financially helpless. The School will render every assistance with regard to the provision of wood, etc., for purposes of cremation.

The cost will be recovered subsequently from the head of the family concerned; but if this is likely to result in undue hardship, it may be paid from the Staff Benefit Fund if the Committee recommends this.

In the case of those who are not members of the staff, the Headmaster will consider ways and means of helping those who are in real need; these may include asking for contributions.

No. 278. CINEMA.

The film MURIETA, starring Jeffrey Hunter, Arthur Kennedy and Diana Lory, will be shown in Barne Hall at 6-30 p.m. on Saturday, 25th October, 1969.

The film is the story of an avenger who scourged all El Dorado for what they did to his bride.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, THURSDAY, 30TH OCTOBER, 1969.

SPECIAL ORDER

No. 279. PROGRAMME

Sat.	1st	Nov.	...	Film 5-30 p. m.
Sun.	2nd	"	...	Team Photographs B. D.
Mon.	3rd	"	...	Sixth Form Teaching ends
		"	...	Inter-House Hockey G. D.
		"	...	Normal Hobbies
		"	...	Roadwork ends
		"	...	Morning Prep 6-30—7-30 a. m.
Tue.	4th	"	...	Inter-House Hockey G. D.
Wed.	5th	"	...	Inter-House Hockey G. D.
		"	...	I.S.C. Dict. 8-45—9-15
		"	...	I.S.C. Comprehension 11-15—11-45
Thu.	6th	"	...	I.S.C. Oral 9-00 a. m.
		"	...	I-H Hockey League (6 Teams) B. D.
		"	...	I-H Hockey G. D.
Fri.	7th	"	...	I-H Hockey League
		"	...	I-H Hockey G. D.
		"	...	Spartan/Ozark Club meeting (Hm's. House) : 7-45 p. m.
Sat.	8th	"	...	I.S.C. Art "Plant life" 8-45—11-15 a.m. (Hobbies block not be used before milk Bk.)
		"	...	I-H Hockey League
		"	...	I-H Hockey G. D.
		"	...	Film 5-30 p. m.
Sun.	9th	"	...	Dewali
		"	...	Bon-Fire 6-30—7-30 p. m.
		"	...	Dinner 8-00 p. m.
Mon.	10th	"	...	I.S.C. Art "Still life" 8-45—11-15 a. m.
		"	...	I-H Hockey League
		"	...	I-H Table-Tennis G. D.

Tue. 11th	Nov.	...	I. S. C. Art "Imaginative Composition" 8-45—11-45 a. m.
		..	I-H Hockey League
		..	I-H T.T. G. D.
Wed. 12th		...	I.S.C. Practical Chem. 9-00—11-00 a. m. (The Upper Labs. will not be used for classes during the practicals)
		..	Inter-House Hockey League
Thu. 13th		...	I.S.C. Practical Bio. 9-00—11-30 a. m.
		..	I-H Hockey (XIs)
Fri. 14th		...	Children's Day
		..	I.S.C. Practical Phys. 8-45—11-00 a. m. 11-15— 1-30 p. m. (Lunch 1-35 p.m. for the whole School)
		..	I-H Hockey (XI)
Sat. 15th		...	Assembly cancelled with effect from today
		..	I-H Hockey (XIs)
		..	Film 5-30 p. m.
Sun. 16th		...	I-H Shooting 10-00 a. m.
		..	Staff Club Tea 4-00 p. m.
		..	Staff Photograph 5-15 p. m.
		..	Staff Club meeting 5-30 p. m.
Mon. 17th		...	Sixth Form Picnic
		..	Games cancelled
		..	Normal Hobbies
Tue. 18th		...	I.S.C. Hindi I 9-00—10-30 a. m.
		..	I-H Hockey League (5 Teams)
Wed. 19th		...	I-H Hockey League
Thu. 20th		...	I.S.C. Eng. I 9-00—10-30 a. m.
		..	Eng. II 10-45—12-15 p. m. (Lunch for Ad. Maths/Arith. candidates at 12-30 p. m.)
		..	Arith. 1-45—3-15 p. m.
		..	Ad. Maths I 1-45—4-15 p. m.
		..	I-H Hockey League
Fri. 21st		...	I.S.C. Lit. 9-00—11-30 a. m. (Lunch for Physics groups 12-30 p. m.)
		..	I.S.C. Physics 1-30—4-00 p. m.
		..	I-H Hockey League

Sat. 22nd	Nov.	...	Sixth Forms books handed in 11-15 a. m.
	"	...	I-H Hockey League
	"	...	Film 5-30 p. m.
Sun. 23rd	"	...	Guru Nanak's Birthday
Mon. 24th	"	...	I.S.C. Geog. I 9-00—11-15 a. m.
	"	...	Bio. I 2-30— 5-00 p. m.
			(Tea, Bio. group 5-10 p. m.)
	"	...	I-H Hockey League
	"	...	I-H Hockey P.D.
Tue. 25th	"	...	I.S.C. Geom. 9-00—11-00 a. m.
	"	...	Geog. II 12-00— 2-00 p. m.
			(Lunch for the Geog. group 2-10 p. m.)
	"	...	P. D. House matches
	"	...	I-H Hockey Colts/Atoms
	"	...	Normal Hobbies
	"	...	I-H Hockey P. D.
Wed. 26th	"	...	I.S.C. Algebra 9-00—10-30 a. m.
	"	...	P. D. House matches
	"	...	I-H Hockey Colts/Atoms
	"	...	I-H Hockey P. D.
Thu. 27th	"	...	I.S.C. Health Science II 10-45—1-15 p.m.
			(Lunch for the whole School 1-25 p. m.)
	"	...	I-H Hockey Colts/Atoms
Fri. 28th	"	...	I.S.C. Hist. 8-45—11-15 a. m.
	"	...	„ Physics 12-00— 1-30 p. m.
			(Lunch for the Physics group 1-40 p. m.)
	"	...	Cock House B.D. (LIII) vs P.D. 3-00 p.m.
	"	...	Hobbies & Games Cancelled w.e.f. today
	"	...	Library Books handed in 2-00 p. m.
Sat. 29th	"	...	Wg. & Mg. Sixth Form B D. 10-00 a. m.
	"	...	Sixth Form Books handed in 11-15 a. m.
	"	...	S. F. P. 6-30 p. m.
Sun. 30th	"	...	Marks to Forms Staff 9-00 a. m.
	"	...	Sr. School Staff meeting MCR 9-00 a. m.
	"	...	Books handed in 10-00 a. m.
	"	...	Wg. & Mg. G. D. 2-00 p. m.

Mon.	1st	Dec.	...	I.S.C. Chem.	II	8-45—11-15 p. m.
			..	I S.C. Chem.	I	12-00— 1-00 p. m.
			..	I.S.C. Ad. Maths II		3-00— 5-00 p. m.
				(Tea for Ad. Maths group		5-10 p. m.)
			..	Wg. & Mg. B.D.	Himalaya	10-00 a. m.
					Nilagiri	10-45 a. m.
					Siwalik	11-30 a. m.
					Vindhya	12-15—1-00 p.m.
			..	Prep cancelled with effect from today		
Tue.	2nd		..	Lunch for the whole School		12-45 p. m.
			..	I.S.C. Ad. Maths III		2-00—4-00 p. m.
			..	Mark Reading (Form Rooms)		9-00 a. m.
			..	(Rooms to be tidied & locked)		
			..	Promotion Meeting		11-00 a. m.
Wed.	3rd		..	Sunday Timings		
			..	Bkfst. H. Sc. group		7-45 a. m.
			..	I.S.C. H. Sc.		8-45—9-45 a. m.
			..	Assembly		10-00 a. m.
			..	Reports House/Form to Hm.		10-30 a. m.
			..	Record Books Personal Mark Books to D.Hm.		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.
Thu.	4th		..	Home Day.		

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 31ST OCTOBER, 1969.

No. 280. 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. 12th to Fri. 14th Nov. The Art Room will not be used for Art Hobbies on Nov. 8th, 10th, 11th.

Barne Hall will be 'out of bounds' from Sunday, 16th to Fri. 21st Nov. and from Mon. 24th Nov. to Fri. 28th 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. 281. DISCIPLINE : SIXTH FORM

As already announced, there will be no formal teaching classes with effect from Monday, 3rd 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. 282. DIWALI.

Diwali falls on Sunday, 9th November next.

Extra pocket money at Rs. 2/- per child will be issued to Housemasters/Housemistresses along with the pocket money for November.

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.

Girls will wear skirts for the bonfire.

There will be a dinner at 8-00 p.m. departmentwise. Husbands/wives of the Staff are cordially invited. Staff should inform the Kitchen Matrons by lunch time on Friday, 7th November, which department they wish to attend.

Fireworks will be on sale for cash in the three departments as detailed below :—

Friday, 7th November.

P.D. ... P.D. Assembly Hall from 2-00 p.m. to 5-00 p.m.

Sunday, 9th November.

B.D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

G.D. ... Honoria Court from 2-00 p.m. to 4-00 p.m.

The Tuck Shop will remain open on Sunday, 9th November.

The Engineering Department will observe Monday, 10th November, as a holiday on account of Vishwakarma.

No. 283. 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. 284. CONDEMNATIONS.

Condemnations, except of Kitchen Matrons and House 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 16th and 23rd 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. 285. RAFFLE IN AID OF THE RED CROSS SOCIETY ORGANISED BY THE MILITARY HOSPITAL, KASAULI.

The draw for this Raffle, tickets for which are priced at Re. 1/- each, will be on 9th November. There are a great many prizes to be won ranging from an air bag to pressure cookers, transistor radios and a sewing machine (first prize).

Will Housemasters/Housemistresses kindly submit their demands for these tickets to the Office?

The Red Cross Fete will be held on Sunday, 2nd November, 1969, from 10-00 a.m. onwards in the Brigade parade ground.

No. 286. CHARITY : BLIND SOCIAL WELFARE SOCIETY.

The Honorary Secretary of the Society has again asked for contributions. Last year the school contributed a sum of Rs. 133 20 which has been most gratefully acknowledged.

No. 287. CAREERS—GIRLS.

St. Bede's College, Simla offers to girls who pass the I.S.C. a two-year Teaching Certificate Course, with an opportunity to do T.D.C. Part I (i.e. B.A.I.) Punjab University and also a three-year B.A. Degree Course.

Hostel accommodation is available.

For particulars apply: Mother Mary Christopher RJM, Principal.

No. 288. INTER HOUSE P.T. COMPETITION.

The following boys have been awarded proficiency certificates in Gymnastics for the year 1969 :—

Keshav Bhagat	(N)	Hemant Singh Pathania	(H)
Deepak Tewari	(N)	Dilbagh Singh	(H)
Kamaljit Singh	(N)		

House Position Boys School

1st	Himalaya	81·15	points
2nd	Nilagiri	78·9	„
3rd	Vindhya	76·3	„
4th	Siwalik	72·7	„

Best gymnast of the year : Dilbagh Singh Sidhu.

Inter-House P. T. Competition 1969, (Girls).

Nilagiri	...	83·5	points
Himalaya	...	82·0	„
Vindhya	...	80·0	„
Siwalik	...	77·0	„

No. 289. CINEMA.

The film **STAGE FRIGHT**, starring Jane Wyman and Marlene Deitrich, will be shown in Barne Hall at 5-30 p.m. on Saturday, 1st November, 1969.

The film is an Alfred Hitchcock suspense thriller.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 7TH NOVEMBER, 1969.

No. 290. PROGRAMME.

Spartan/Ozark Club meeting postponed to Friday 28th Nov. 7-45 p.m. (Hm's. House).

No. 291. STOCK REQUIREMENTS FOR 1970.

Stock-holders, except Matrons and Asstt. Matrons, are requested to give a list of their requirements for the year 1970 to the Bursar by the 20th November, 1969. 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, games pullovers and cardigans, etc., should be mentioned against all items.

No. 292. 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. 293. 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. 4th December, 1969. 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. 294. 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 23rd November, 1969.

No. 295. SCHOOL MAGAZINE 1969.

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. 296. RECORD.

The date of birth of Ajay Singh, son of Shri Kanwaljit Singh, is 28-5-1955. All records should be amended accordingly.

No. 297. CINEMA.

The film WAIT UNTIL DARK, starring Audrey Hepburn, Alan Arkin and Effrem Zimbalist Jr., will be shown in Barne Hall at 5-30 p.m. on Saturday, 8th November, 1969.

The film is a screen version of the sensational stage hit by Frederick Knott, author of Dial M for Murder. Miss Hepburn plays a blind girl unwittingly involved in the desperate search for a doll stuffed with a fortune in heroin and who becomes a target of ruthless crooks.

Part II

No. 31. LEAVE.

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

Mr. Gian Singh	Steno	8-10-69—11-10-69—	4 days
„ I. D. Sharma	Jr. Clerk	8-10-69—11-10-69—	4 „
„ D. R. Sharma	Head Printer	8-10-69— 9-10-69—	2 „
„ N. R. Sharma	Book Binder	21-10-69—25-10-69—	5 „

Mr. Sahej Ram	Sr. Carpenter	22- 9-69 — 1	} days
		10-10-69—11-10-69— 2	
		28-10-69—29-10-69— 2	
„ Deep Ram	Jr. Carpenter	8-10-69—11-10-69— 4	„
„ Hari Ram	Tin Smith	8-10-69 — 1	„
„ Madan Singh	Wiremen-Cum-Driver	16- 9-69—17- 9-69— 2	} „
		22- 9-69—23- 9-69— 2	
„ Krishen	Mali	7-10-69—25-10-69—19	„
„ Bansi	Mazdoor	17-10-69—18-10-69— 2	„
Smt. Mariam	Ayah	20- 9-69—29- 9-69—10	„

2 Mr. Chaudhary Ram I, Bakery Mazdoor, was sanctioned 25 days leave on half pay with effect from 6-10-69 to 30-10-69 and 3 days leave without pay with effect from 31-10-69 to 2-11-69.

3. Mrs. S. Singh, Mistress, was sanctioned 11 days leave on half pay on private affairs with effect from 14-10-69 to 24-10-69.

No. 32. APPOINTMENTS,

Mr. Roshan Lal, Temporary Bearer, is discharged with effect from 4th Nov., 1969 F.N. being surplus to the sanctioned strength.

No. 33. EXTENSION OF SERVICE.

Mrs. A. Daniel, Asstt. Matron, has been granted one year's extension in service with effect from 20th September, 1969.

No. 34. AMENDMENT TO SCHEDULE OF SANCTIONED POSTS.

The post of Stenographer has been changed to that of Personal Assistant to the Headmaster.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 14TH NOVEMBER, 1969.

No. 298. PROGRAMME.

Sat. 15th	...	Assembly cancelled from today		
		Film	...	5-30 p.m.
Sun. 16th	...	I-H Shooting	...	10-00 a.m.
		Staff Club Badminton Finals (Gaskell Hall)	}	3-00 p.m.
		Staff Club Tea	...	4-00 „
		Badminton Prize Distribution	...	4-30 „
		Staff Photograph	...	5-15 „
		Staff Club Meeting	...	5-30 „
Mon. 17th	...	Rouser	...	7-00 a.m.
		Prep cancelled		
		Sixth Form Picnic		
		Games cancelled		
		Hobbies Normal		

No. 299. 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 next.

No. 300. STOCK LEDGERS, ETC.

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. 301. 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. 302. 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. 303. LONG VACATION ARRANGEMENTS.

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 9-00 a. m. on Thursday, 4th December next. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the afternoon/evening of Thursday, 4th December next. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 304. 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. 305. HOUSE FUND ACCOUNTS.

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 4th Dec. 1969, should be prepared and submitted to the Bursar to reach him not later than Saturday, 30th November next.

No. 306. STAFF CLUB.

The 50th General Meeting of the Sanawar Staff Club will be held on Sunday, 16th November next at 5-30 p. m. Tea will be served at 4-00 p. m. and the staff photograph will be taken at 5-15 p.m. All members and their wives/husbands are welcome, and are requested to attend the meeting.

No. 307. ICE CREAM.

The last sale of ice-cream will be on Sunday next, 16th November. There will be no further sale of ice-cream this term after that day.

No. 308. CONGRATULATORY.

A letter dated 6th November, 1969, received by the Headmaster from Shri M.S Sinha, now Vice Principal, Cambridge School, New Delhi, is reproduced below :—

“ This is to record my appreciation of the wonderful way in which Sanawar has treated me during my stay there.

What Sanawar means to people who work there is best understood after one leaves Sanawar.

The warmth with which the children and the staff bade farewell to me shall always be a memory to cherish.

Please convey my sincere good wishes to Sanawar children and please tell them that I shall always remember them.

With warm regards. ”

No. 309. SPECIAL CLASSES—ST. XAVIER'S.

St. Xavier's College, Calcutta, are arranging a special course in Science from Jan.—April, 1970, for students who have appeared for the I.S.C. Exam, Nov./Dec. 1969.

The course will prepare students for further studies, in particular, for the entrance examination of the Engineering Colleges and for the B.Sc. Three Year Degree Course.

Particulars and application forms are available from the School Office.

No. 310. CINEMA.

The film ONE MILLION YEARS B.C., starring Raquel Welch and John Richardson, will be shown in Barne Hall at 5-30 p.m. on Saturday, 15th November, 1969.

This is a one-in-a-million motion picture that recounts the history of the world over a million years ago. It's all new and never seen before !

Part II

No. 35. CORRECTION.

Reference S.O. Part II No. 31 dated 7-11-69, 4 days leave in respect of Shri Deep Ram, Junior Carpenter mentioned therein, will be counted as casual leave and not as earned leave.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:O:

SANAWAR, FRIDAY, 21ST NOVEMBER, 1969.

No. 311. CALENDAR.

- Sat. 22nd ... 11-15 a.m. Sixth Form books handed in.
5-30 p.m. Film
- Sun. 23rd ... Guru Nanak's Birthday.
- Mon. 24th ... P.D. House Matches start.
35 mt. Schools
Hobbies (B.D.) cancelled
Lunch (B.D.) 12-45 p. m.
Games (B.D.) 1-30—4-30 p. m.
Tea (B.D.) 4-45 p. m.
- Wed. 26th ... I—H. Colts/Atoms Hockey.
- Thur. 27th ... 1-25 Lunch.
- Fri. 28th ... 2-00 p.m. Lib. books handed in.
3-00 p.m. Cock-house B.D. (L-III) vs. P.D.
7-45 p.m. Spartan/Ozarkian meeting.

No. 312. HOCKEY. (*Fri. 28th—3-00 p.m.*)

Staff and staff husbands/wives attending the P.D. vs. Cock House B. D. (L-III) hockey match are cordially invited to tea in the P. D. after the match.

No. 313. INDIAN SCHOOL CERTIFICATE EXAMINATION.

The I.S.C. examination will continue to be held in Barne Hall.

Staff and children are asked to keep disturbances outside Birdwood School to a minimum.

No. 314. LIBRARY BOOKS.

All library books are to be handed in at the library on Friday, 28th November, by both students and the members of the staff.

No. 315. 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. 316. ATHLETICS.

The following boys represented the School at the Inter-Public School Athletics Meet held at Patiala on the 18th & 19th October:—

Arjun Rastogi (Capt.)	Shiv Nath
Gurpratap S. Dhillon	Anil Auluck
Kr. V. S. Lalotra	G. S. Bala
Dilbagh Singh Sidhu	N. C. Chauhan
K. S. Rajput	Balvinder S. Brar
N. D. S. Gill	Sanjay Prabhakar
Satinderjit S. Phrar	Geetish K. Lal

No. 317. N.C.C. APPOINTMENTS 1969.

CSM: K. Vijay Singh Lalotra

Sgt.

Dilbagh Singh Sidhu	Vinod Kumar Thakur
Karanjit Singh Rajput	Ajaypal Singh Gill

Cpl.

Arun Wadhawan	Inderjit Sharma
Manjit Singh Hayre	Nirmaljit Singh
Praveen Kumar	Nrip Dev Singh
Gurpartap Singh Dhillon	

L/Cpl.

Arjun Rastogi	Naveen C. Chauhan
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No. 318. CHANGE OF DESIGNATIONS.

As decided by the Board of Governors at its meeting held on 3rd October, 1969, the following changes of designations of the staff will have immediate effect:—

Previous designation	New designation
Matron Kitchen Matron
Assistant Matron House Matron

No. 319. GURU NANAK'S QUIN CENTENARY.

Saturday, 22nd November, will be observed as a holiday by both the School and the Administrative staff.

No. 320. CINEMA.

The film BULLET FOR A BADMAN, starring Audie Murphy, Darren Mc Gavin and Ruta Lee, will be shown in Barne Hall at 5-30 p.m. on Saturday, 22nd November, 1969.

The film is a Western.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

SANAWAR, FRIDAY, 28TH NOVEMBER, 1969.

No. 321. PROGRAMME.

Sat.	29th	Nov.	...	10-00 a.m. Sixth Form B.D. Wg. & Mg.
		"	...	11-15 a.m. Sixth Form Books handed in.
		"	...	6-30 p.m. S.F.P. (Art room)
Sun.	30th	"	...	9-00 a.m. Sr. School Teaching Staff meeting in M. C. R.
		"	...	9-00 a.m. Marks to Form Staff
		"	...	10-00 a.m. Forms in Form Rooms Books handed in.
		"	...	1-00 p.m. Lunch
		"	...	2-30 p.m. Wg. & Mg. G.D.
		"	...	4-30 p.m. Wg. & Mg. Him. B.D.
Mon.	1st	Dec.	...	10-45—1-00 p.m. Wg. & Mg. Nil. Siw. Vid. (45 mts intervals)
		"	...	Prep cancelled
Tue.	2nd	"	...	9-00 a.m. Mark Reading in Form Rooms
		"	...	11-00 a.m. Promotion meeting
		"	...	12-45 p.m. Lunch
Wed.	3rd	"	...	Sunday Timings
		"	...	(Bkfast. H. Sc. group : 7-45 a.m.)
		"	...	10-00 a.m. Assembly
		"	...	10-30 a.m. Escorts meeting (Bio. Lab.)
		"	...	11-30 a.m. All Record Books, etc. to D.H.M., H.M.
		"	...	12-00 noon Prize Giving
		"	...	6-00 p.m. House Break up Parties
		"	...	6-30 p.m. P.D. Christmas tree
Thu.	4th	"	...	Home Day

No. 322. PRIZE CUPS AND TROPHIES

Prize Cups and Trophies must be returned to the School Office as soon as possible and in no case later than Wednesday, 3rd December.

When returning cups and trophies House Staff will kindly ensure that a label or slip is attached with each individual cup/trophy indicating the event or prize to which a particular cup/trophy relates. Cups/trophies will not be accepted by the Office unless these labels/slips are attached.

No. 323. WINTER VACATION.

The School will close on Thursday, 4th December, next for the winter vacation, and will reopen on Saturday, 28th February, 1970, 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 will be issued tomorrow.

No. 324. 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 School Office, and during the vacation must keep the School Office up-to-date with changes of address.

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. 325. HANDING IN OF SCHOOL CLOTHING.

Children of all Departments will hand in their school clothes etc., to the House Matrons incharge of their dormitories immediately after lunch on Wednesday, 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. 326. SEALING OF CLOTHING ROOMS.

House Matrons are requested to put all the belongings of the children and the school in the clothing rooms before they seal the locks.

No. 327. 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. 328. 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. 329. APPOINTMENTS PREFECTS.

The following appointments are made with effect from the term commencing February, 1970 :—

	G. D.	
Head Girl	...	Tania Talwar
Games Prefect	...	Patricia A. Kemp
M. I. Prefect	...	Rita Bansal
	Himalaya	
School Prefect	...	Kawaljit Kaur Brar
House Prefect	...	Arveen Sawhney
	Nilagiri	
School Prefect	...	Rupinder Kaur Sidhu
House Prefect	...	Gurbaksh Kaur Gill
	Siwalik	
School Prefect	...	Sita Sahni
House Prefect	...	Gita Sahni
	Vindhya	
School Prefect	...	Aruna Batra
House Prefect	...	Preminda Batra
	B. D.	
Head Boy	...	Rakesh Bhan
M. I. Prefect	...	Atul Sobti
	Himalaya A	
School Prefect	...	Rakesh Bhan
House Prefect	...	Vasudev Singh Pathania
	Himalaya B	
House Prefect	...	Bhupinder Nath Kaul
	Nilagiri A	
School Prefect	...	Ranbir Singh
House Prefect	...	Jagdeep Singh Choudhry

House Prefect	Nilagiri B	... Anil Lamba
School Prefect	Siwalik A	... Abhimanyu Ansal
House Prefect	Siwalik B	... Gangasharan Sharma
School Prefect	Vindhya A	... Sanjay Prabhakar
House Prefect	Vindhya B	... Balvinder Singh Brar

No. 330. STAFF FAMILIES' RATIONS ETC. DURING VACATION.

(1) With effect from Thursday, 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 Friday, 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, except that, due to school closing on Thursday, 4th December, dry rations to staff will issue on Friday, 5th December instead.

(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. 331. 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. 332. STAFF PAY.

Pay to all members of the staff for the month of November, will be issued on Monday, 1st December, 1969.

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.

No. 333. NELLIE LOVELL PRIZE.

The winners of this prize for the years 1968 and 1969 are Ashok Bery and Bina Manchanda.

No. 334 PRIVATE TUTOR'S BUREAU—NEW DELHI.

This organisation, situated at 5/604, Lodi Colony, New Delhi—3, with Shri K.J. Lal as Director, has been set up to provide tutors, classified subjectwise and localitywise, for children in need of private coaching during the holidays.

Children might note down the address of this.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, SATURDAY, 29TH NOVEMBER, 1969.

SPECIAL ORDER

Long Vacation Arrangements—1969.

No. 335. GENERAL.

Special note for all Housemasters & Housemistresses.

Immediately on receipt of this Special Order please check up that children not included in any school party will definitely be travelling in a privately arranged home party. Where the position in respect of any child is uncertain please inform the Bursar *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include children in any party.

(i) Children going home with their parents will be allowed to leave Sanawar after 9-00 a. m. on Thursday, 4th December, next (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. House 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 Monday, 1st December. 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 Tuesday, 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 and all taps are turned 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 Wednesday, 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
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

*(includes Chandigarh, Ambala, Karnal and other stations enroute)

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 House 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 Quartermaster by the evening of Tuesday, 2nd December, of the number of packages (luggage) to be collected from their quarters.

(iii) House 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 their luggage 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, SUPPER PACKETS.

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

(ii) **Tea.** Bread/Sandwiches 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 each 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	Miss Kavery	39
Pombay V.T.	Mrs. Mundkur	22
Calcutta	Mr. Jalota	47
Lucknow	Mrs. Kemp	20
Dehra Dun	Miss Ayling	18
Pathankot	Mr. Solomon	34
Amritsar	Mr. Shiv Dutt	36
Ferozepore	Mrs. Harbaksh Kaur	35
New Delhi 'A'	Mr. G.C. Arora	35
New Delhi 'B'	Mr. Brajamani	36
New Delhi 'C'	Miss Charles	38
New Delhi 'D'	Mr. Abraham	35
New Delh 'E'	Miss G. Sahi	45
New Delhi 'F'	—	—
Madras	—	—

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.

(iv) **Drinking Water for Parties.**

The Quartermaster will please arrange for a sufficient number of "surahis", for drinking water purposes during rail journies, to be taken with them from Kalka by the following parties :—

Bombay Central, Bombay V.T., Calcutta, Lucknow.

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 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 Wednesday, 3rd December, after the escorts' meeting.

NEXT TERM.

The next term will begin on Saturday, 28th February, 1970, 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 Thursday, 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 V.T.	2-00 p.m.	2-30 p. m.	4	5	9	Special train dep. Kalka at 6-10 p. m.
Lucknow	—do—	—do—	12	1	13	
Dehra Dun	—do—	—do—	6	4	10	
Delhi 'A'	—do—	—do—	2	5	7	
„ 'B'	—do—	—do—	3	18	21	
„ 'C'	—do—	—do—	27	8	35	
„ 'D'	—do—	—do—	12	10	22	
„ 'E'	—do—	—do—	7	21	28	
„ 'F'	—do—	—do—	—	—	—	
Madras	—do—	—do—	—	—	—	
Pathankot	—do—	—do—	7	7	14	
Kalka	—do—	—do—	1	3	4	
					<hr/> 163 <hr/>	

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 V.T. party first, the Lucknow party next, then the Dehra Dun 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.	11	4	15	87 Dn. Chg Express dep. Kalka 7-15 p. m.
Bombay Central	—do—	—do—	16	13	29	

The above parties will travel in one bus.

Amritsar	6-30 p.m.	7-00 p.m.	7	13	20	*
Calcutta	—do—	—do—	11	12	23	†
					<hr/>	
					43	
					<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 one bus.

The school bus 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, 19TH DECEMBER, 1969.

Part II

No. 36. LEAVE.

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

Mr. Mathura Dass	Junior Clerk	10-12-69	1 day
„ Brij Lal Sharma	Work Mistry	8-10-69 to 10-11-69	—34 days
„ D. R. Sharma	Head Printer	13-12-69	1 day
„ Jiwnoo	Sr. Mason	11-10-69 to 8-11-69	—29 days
„ Hari Ram	Tin-smith	8-12-69 „ 13-12-69	— 6 „
„ Khiali Ram	Khalasi	21-10-69 „ 15-11-69	—26 „
„ Madho Ram	Head Tailor	24-10-69 „ 19-11-69	—27 „
„ Sobha Ram	Peon	19-11-69 „ 21-11-69	— 3 „
„ Harji Ram	Mazdoor	5-11-69 „ 8-12-69	— 4 „
„ Thakur	—do—	13-10-69 „ 15-11-69	—34 „
„ Dialoo Ram	—do—	23-10-69 „ 6-11-69	—15 „
„ Bela Ram	—do—	14-11-69 „ 13-12-69	—39 „
„ Ganga Ram	—do—	10-11-69 „ 19-11-69	—10 „
„ Bachna	Sweeper	5-12-69 „ 8-12-69	— 4 „
„ Dhoom Singh	Bearer	15-12-69 „ 17-12-69	— 3 „
„ Hari Singh	Bearer	5-12-69 „ 7-12-69	— 3 „

2. Mrs. P. Arora, House Matron, was sanctioned 91 days Maternity leave with effect from 10th September, 1969 to 9th December, 1969.

3. Mr. A. Bhalerao, Master, was sanctioned 21 days leave on half pay on private affairs with effect from 15th October, 1969 to 4th November, 1969.

4. Mr. M. S. Sinha, Master, was sanctioned 1 day's leave on half pay on 8th November, 1969.

5. Mr. Mathu Ram, Junior Mason, was sanctioned 5 days leave without pay with effect from 24-11-69 to 28-11-69, on account of his absence from duty without permission.

No. 37. APPOINTMENTS.

Mr. Sant Ram was appointed bearer on one year's probation with effect from 3rd November, 1969.

No. 38. RESIGNATION.

Mr. M. S. Shina, Master, vacated his appointment with effect from 8-11-69, having resigned.

No. 39. HOUSE APPOINTMENT.

Mr. U. A. Mundkur was appointed Housemaster, Vindhya House Junior, with effect from 1st November, 1969.

No. 40. EXTENSION OF SERVICE.

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

Mr. Bhagat Ram	Peon	...	24-12-69
Mr. Murli	Junior Carpenter	...	1- 1-70
Mr. Moti Singh	Tailor	...	15- 1-70
Mr. Battoo	Head Cook	...	21-12-69

R. Som Dutt,
Major,
Headmaster.