

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 25TH JANUARY, 1974.

Part I	Part II
I	1-4
No. 1. HEALTH INSURANCE SCHEME.	
Increase with effect from 1-12-73 :—	
Dr. H.P.S. Dhillon ... 1	Pruja Dhillon ... 1
Mrs. Manjit Dhillon ... 1	Naina Dhillon ... 1
2. Increase with effect from 1-1-74:—	
Shri Rajinder Kumar, Compounder	... 1
Mrs. Rajinder Kumar	... 1

Part II

No. 1. LEAVE

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

Shri I.D. Sharma	Jr. Clerk	29-11-73—	8-12-73—10 days
„ Chet Ram	Asstt. Printer	22-10-73—	9-11-73—19 „
„ Nek Ram Sharma	Book Binder	26-11-73—	8-12-73—13 „
„ Ganga Ram	Bearer	16-10-73—	23-10-73— 8 „
Smt. Amra Rani	Dai	25-10-73—	28-10-73— 4 „
Shri Jai Gopal	Jr. Carpenter	5-11-73—	9-11-73— 5 „
„ Mathu Ram	Jr. Mason	7-11-73	— 1 day
„ Hari Ram	Tinsmith	14-11-73—	24-11-73—11 days
„ Prem Chand	Mazdoor	28-11-73—	8-12-73—11 „
„ Khiali Ram	W/cum-Driver	6-11-73—	22-11-73—17 „
„ Gurdev Singh	Tailor	6-11-73—	9-11-73— 4 „
„ Rulda	Sweeper	19-11-73—	20-11-73— 2 „
„ Hari Ram	„	26-11-73—	27-11-73— 2 „
„ Norata Ram	Bearer	23-10-73—	12-12-73—51 „
„ Mathra Dass	Jr. Clerk	8-12-73—	12-12-73— 5 days
„ Ramesh Sethi	Leb. Asstt.	10-12-73—	15-12-73— 6 „
„ G.S. Rawat	Electricion	26-11-73—	26-12-73—31 „
„ Devi Singh	H/Mazdoor	6-11-73—	29-12-73—54 „

Shri Mansa Ram	Mazdoor	11-12-73—29-12-73—19 days
„ Jit Ram No. I	„	11-12-73—29-12-73—19 „
„ Hind Raj	Peon	4-12-73— 8-12-73— 5 „
„ Jai Gopal	Jr. Carpenter	3-12-73 — 1 day
„ Mathu Ram	Jr. Mason	4-12-73— 5-12-73— 2 days
		11-12-73 — 1 day
		19-12-73 — 1 „
		26-12-73 — 1 „
„ Bala Ram	Blacksmith	17-12-73—19-12-73— 3 days
„ Shamsher Singh	Groundsman	6-12-73— 8-12-73— 3 „
		28-12-73 — 1 day
„ Chet Ram	Cook	11-12-73—15-12-73— 5 days
„ Robin	Bearer	17-12-73—22-12-73— 6 „
„ Chet Ram	„	28-12-73—31-12-73— 4 „
„ Gorkhu Ram	„	17-12-73—22-12-73— 6 „
„ Dhani Ram	„	17-12-73— 22-12-73— 6 „
„ Gita Ram	„	1-11-73—16-11-73—16 „
„ Manphool Chand	„	4-12-73— 8-12-73— 5 „
		10-12-73—19-12-73—10 „
Smt. Kala Wati	Ayah	3-12-73—11-12-73— 9 „
Shri Sunder Lal	C/cum-inkman	17-12-73—29-12-73—13 „
„ Joti Singh	Head Tailor	18-12-73— 24-12-73— 7 „
„ Ram Kishan	Sweeper	10-12-73—24-12-73—15 „
„ Sadhu No. II	„	15-12-73—29-12-73—15 „
„ Baboo	„	13-12-73— 1- 1-74—20 „
„ Hari Ram	„	10-12-73—30-12-73—21 „
„ Mani Ram	„	17-12-73— 5- 1-74—20 „
„ Gangoo Ram	„	6-12-73—15-12-73—10 „
		17-12-73—25-12-73— 9 „

2. Mrs. U. Gomez, Mistress, was granted 30 days leave on half pay with effect from 26-9-73 to 25-10-73 and 1 days leave without pay on 26-10-73.

No. 2. RESIGNATION

Shri Gogi Ram, Peon, vacated his appointment with effect from 30-11-73 A.N., having resigned.

No. 3. EXTENSION OF SERVICES

The services of Shri U.A. Mundkar, Master were extended for one year with effect from 13-11-73.

2. The services of the following staff have been extended for one year each with effect from the dates shown against their names:-

Shri Tanna Ram	Peon	21-12-73
Bhagat Ram	„	24-12-73
Man Singh	Watch man	24-12-73

No. 4. APPOINTMENT

Shri Bhupinder Singh, Deputy Headmaster, is appointed officiating Headmaster with effect from 28-12-73 vice Shri B.R. Pasricha, proceeded on L.P.R.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS

—:o:—

SANAWAR, FRIDAY, 22ND FEBRUARY, 1974.

Part I

2—33

Part II

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No. 2. WELCOME

The Headmaster welcomes all children, members of the staff and their families to Sanawar, wishing them a very happy and fruitful term at the School.

No. 3. THE SCHOOL'S CLEANLINESS

The co-operation of all is requested to keep the school neat and clean in every way. At residential schools like ours it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we all should set an example not only by not throwing litter anywhere but also drawing the attention of others to avoid doing so and picking up wherever it is found lying. Proper receptacles have been provided. Where, however any more are required, these may be requested for.

No. 4. SCHOOL PROGRAMME.

February

Sdn.	24th	School re-opens	
Mon.	25th	Sunday timings	
		Letter writing (House Organisation)	
		Kit fitting	
		Tea	... 4-00 p.m.
		Film	... 5-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Tue.	26th	Rouser	... 7-00 a.m.
		M.I. (as for Sunday timings)	
		Breakfast	... 8-45 a.m.
		Opening of term Assembly	... 9-30 a.m.
		New Admissions commence	
		Forms to Form rooms under Form staff	
		(stationery issued)	10-45—12-00 noon.
		Lunch	... 1-00 p.m.

		Kit fitting for children	2-00—4-00 p.m.
		Tea	... 4-15 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Wed.	27th	Rouser	... 7-00 a.m.
		M.I. (as for Sunday timings)	
		Breakfast	... 8-45 a.m.
		Assembly Singing	9-30—9-45 a.m.
		$\frac{1}{2}$ hrs. Schools (Text books issued)	
		Re-tests	10-00 a.m.—12-00 noon.
		Lunch	... 1-15 p.m.
		Hobbies groups made	... 2-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Thú.	28th	Rouser	... 7-00 a.m.
		M.I. G.D.	... 7-30 a.m.
		Breakfast	... 7-40 a.m.
		M.I. B.D.	... 8-00 a.m.
		Assembly Singing	... 8-30 a.m.
		Three Schools (35 mts.)	8-40—10-25 a.m.
		Break	10-25—10-45 a.m.
		Four Schools (35 mts.)	10-45— 1-05 p.m.
		Re-tests Continue	
		Lunch	... 1-10 p.m.
		Academic Staff meeting	... 2-30 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
		March	
Fri.	1st	Programme as for Thursday	
		Re-test result meeting	... 2-00 p.m.
		Normal hobbies Commence	
Sat.	2nd	Programme as for Thursday Continues	
		The 7th School on Saturdays will be utilised for letter writing	
		Games sets made	
		Tea	... 4-00 p.m.
		Supper	... 5-45 p.m.
		Senior School social	6-30—10-00 p.m.

Sun.	3rd	Festival Cricket match (weather permitting)	
		Film	... 5-30 p.m.
		Supper	... 7-15 p.m.
Mon.	4th	Rouser	... 7-00 a.m.
		M.I. G.D.	... 7-30 a.m.
		Breakfast	... 7-40 a.m.
		M.I. B.D.	... 8-00 a.m.
		Assembly	... 8-25 a.m.
		Three Schools (35 mts.)	8-40—10-25 a.m.
		Break	10-25—10-45 a.m.
		Four Schools (35 mts.)	10-45— 1-05 p.m.
		Lunch	... 1-10 p.m.
		Cricket season commences	

No. 5. DAY SCHOLARS—ATTENDANCE IN KITCHENS

All staff members concerned are requested, *immediately* on their return to school, to 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. 6. MEDICAL

The School office will be sending all medical certificates received, to the R.M.O. who will scrutinize these and take necessary further action if any required. In spite of our clear instructions to parents, some of them continue to send these along with their children. All House Matrons, however, are requested to collect such medical certificates from these children and send them to the R.M.O., latest by 10-00 a.m. on 25th February, 1974.

Children who appear to be unwell on arrival, especially those who have coughs and colds will also be sent to the R.M.O.

No. 7. NEW ADMISSIONS—RECEPTION

New admissions will commence from 26th February and continue upto 4th March. 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 made available. B.D. Kitchen Incharge will arrange for tea and biscuits to be available for parents at the School Office from 10-00 a.m. to 12-30 p.m. and from 3-00 p.m. to 4-00 p.m. daily.

Messrs Dhani Ram and Katoch will be on duty from 8-30 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 directed 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. After having tested them the Deputy Headmaster/Mistress I/c Prep School will return the children to the School Office along with their reports. After the test and medical examination, all financial and other formalities will be completed 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 and the Headmaster, which will be handed over to the House Matrons concerned. House Matrons will NOT admit new children to their dormitories except on the presentation to them of an Admission Slip signed by the Headmaster or the Bursar.

No. 8. LATE ARRIVALS

All late arrivals (irrespective of their Forms in which they are studying), along with explanations, if any, for late arrival, be reported to the Headmaster by the Housemasters/Housemistresses.

No. 9. NEW ADMISSIONS—RATIONS

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

	B.S.	G.S.	P.S.B.	P.S.G.
26th February	4	6	7	4
27th „	12	3	—	2
28th „	1	1	17	3
1st March	4	1	—	8
2nd „	—	—	10	—
4th „	—	—	12	1

No. 10. CLOTHING

February 25th and 26th will be devoted to issuing clothes to the children according to the scales laid down. All clothes will bear either the names or the House numbers of the children, and the initials of the House in the case of B.D., and initials of the Departments in the cases of G.D. and P.D. All this work of marking clothes must be completed by the evening of Saturday, 2nd March.

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

All House Matrons will please ensure that all new children are provided with new clothes so far as is physically possible.

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

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

No. 11. STRENGTH RETURNS

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

No. 12. NETS

The Head Boy will ensure that none of the cricket pitches are used without permission. Nets for the 1st XI and the Staff will be arranged by Mr. Dhani Ram, in consultation with Mr. Mundkur.

No. 13. CRICKET

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

No. 14. WALKING OUT PASSES—NEW ADMISSIONS

Newly admitted children will not be granted WOPs or SOPs nor will their parents or relatives be permitted to visit them before 2-00 p.m. on Thursday, 11th April (when new admissions will be permitted WOPs and SOPs for the week-end). This will give these children time in which to settle down. This must be explained by House Staff and House Matrons to parents or guardians of newly admitted children when they arrive.

No. 15. HOUSE FUND ACCOUNTS

An advance of Rs. 100/- will be issued to all Housemasters and Housemistresses by the School Office. Further advances can be drawn from the Office, on specific requests thereafter. They are, however, requested to submit a consolidated account of all the advances taken by them, at one time, not later than Monday, 24th June, 1974.

No. 16. HOSPITAL TIMINGS

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

9-00 a.m.— 1-00 p.m.	} Children of the School
4-15 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 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 by personal consultation between the indenting member concerned and the Quartermaster, according to the mutual 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 in 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 ensure that all items to be issued are 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 to receive 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 timings.

The three Kitchen I/c will continue to go to Stores daily at 10-00 a.m. as usual.

No. 19. STAFF VISITS TO BURSAR.

All staff are requested to reduce their visits to the minimum, and observe the following timings, if and when necessary :—

Mondays to Saturdays ... 12-00 to 1-00 p. m.

No. 20. STAFF VISITS TO SCHOOL OFFICE.

For administrative reasons, it is essential that Staff should keep their visits to School Office to the minimum; should they need any information urgently, they must contact the Bursar first.

No. 21. STAFF SUPPER TIMINGS

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

No. 22. STAFF CLUB : BADMINTON

Gaskell Hall will be available for badminton from 5-30 p.m. to 7-30 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. 23. STAFF RATIONS AND FUEL

On return to School on Sunday, 24th February, staff members should send chits for their requirement of wood and soft coke 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. Sunday, 24th evening.

Wood (fuel), soft coke 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.

Due to extreme shortage, it is regretted that steam coal cannot be issued until further orders.

Rations on payment will normally be issued to staff between 3-00 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 requirement 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 material 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.

No. 24. 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 written permission of the Bursar. Nor may any additional articles of furniture be issued to or provided in staff quarters without the written 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. 25. 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 Friday the 1st March, 1974.

No. 26. TUCK SHOP TIMINGS

The Tuck Shop will open daily from 11-00 a.m. to 1-00 p.m. from Wednesday, 20th February, and observe the normal timings from Sunday, 24th February.

No. 27. VEGETABLE AND FRUIT CONTRACTOR'S SHOP

The contract for the supply of vegetables and fruit has this year been given to M/s Dharam Chand & Bros., Dharampur H.P.

Their shop at Bakery will remain open daily from 8-30 a.m. to 9-30 a.m. and 3-00 p.m. to 5-30 p.m.

The rates for all items of supply to all Staff are displayed prominently in the Shop itself. The contractor regrets his inability to maintain credit dealings.

No. 28. SUPPLY OF EGGS FOR STAFF FAMILIES

The eggs' contract for the year has been given to Major S.S Bains, Chandigarh.

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

The rate fixed is Rs. 35/- per 100 eggs.

Eggs will be available for sale to staff families at the Fruit and Vegetable shop at the Bakery, daily from 8-30 to 9-30 a.m. and 3-00 to 5-30 p.m.

No. 29. 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 2-30 p.m. on Thursday, 28th 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. 30. PRIVATE PURCHASES FROM 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) Black brogue shoes (for Day Scholars only).
- (4) Night-suits (both new and old—existing stock only).

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

No. 31. WATER SHORTAGE.

Unfortunately, due to scarcity of water and partial failure of pumping machine, we are getting supply of water from Kasauli far short of our requirement; we have, therefore, been forced to keep water consumption to the bare minimum. Cooperation of one and all is solicited to avoid any breakdown.

With effect from 26th March, 1974, following will be the timings when water-supply will be available, until further orders :-

- (a) Supply tanks
 - (i) 5-00—9-00 a.m.
 - (ii) 4-00—7-00 p.m.
- (b) Staff lines
 - (i) between 6-00 and 8-00 a.m. [for one hour]
 - (ii) between 5-00 and 6-30 p.m. [for 45 mts.].

House Matrons will please ensure that Bath Houses, Wash Rooms and Night Rooms are kept open only at the specific timings for the minimum period required. They are requested to inform the Engineer the timings during which these places will be in use, so as to enable him to switch on the supply.

The Engineer will please check up all water-taps, and arrange for immediate repairs to those that are leaking.

Empty tins, if required, may please be obtained on payment from the Engineer.

Kitchen I/c and kitchen Staff are particularly requested to avoid any wastage in their respective kitchens.

No. 32. FAMILY PLANNING CAMP.

It is learnt from the Civil Surgeon, Solan that they are due holding a Camp for Family planning on 4th March, 1974. Staff interested are requested to contact the RMO, in this connection as early as possible.

No. 33. CINEMA

The film COMEDIANS will be shown in Barne Hall at 5-00 p.m. on Monday, 25th February, 1974.

Part II

No. 5. STRENGTH

Decrease with effect from 28-11-73:—

Sumant Sikri ... H.B.J.

Decrease with effect from 1-12-73:—

Ajay Bawa	H.B.S.	Pradeep Singh Chaudhry	„
Ajay Kumar Sehgal	„	Rajveer Singh	„
Jaskaran Singh	„	Rapinder Singh Chehal	„
Navin Anand	„	Sukhkaran Singh Tanwar	„
Parambir Singh Sandhu	„	Roy James Ewing	N.B.J.
Rakesh Kumar Singha	„	Sanjiv Kumar Tandon	„
Sangram Singh	„	Digvijay Singh Jhina	S.B.S.
Satinderpal Singh Sidhu	„	Jagjot Singh Kalra	„
Sumit Bagchi	„	Jagjevan Singh Sokhey	„
Surinder Nath Kaul	„	Mukul Chopra	„
Sanjiv Sud	H.B.J.	Malvinder Singh Brar	„
Amardeep Singh Sandhu	N.B.S.	Rajesh Kochhar (D.S.)	„
Ajay Wagle	„	Rajiv Aggarwal	„
Chetan Desai	„	Rakesh Mohan Lowe	„
Kr. Gyanendra Singh Tak	„	Sanjiv K. Singh	„
Mahendra M.P Singh	„	Harshinder Singh Brar	S.B.J.
Pankaj Madhok	„	Rajnish Mehra	„

Ashish Pradhan	V.B.S.	Latika Kumari	„
Gurarvinder S. Panyach	„	Reena Mukherji (D.S.)	„
Karandeep Singh Bhullar	„	Rohini Johar	„
Krishnan Subramanian	„	Rajdeep Brara	„
Paramjit Singh Grewal	„	Tejinder Kaur Sandhu	„
Ashok Kaushik	V.B.J.	Arti Thakur	S.G.
Jasdip Singh Ahluwalia	„	Harmanjit Kaur Kochhar	„
Amita Mohan	H.G.	Harvinder Kaur Sahni	„
Harveen Sachdeva	„	Malini Johar	„
Kavita Bery	„	Punam Kathuria	„
Kulbir K. Randhawa (D.S.)	„	Arti Ahluwalia	V.G.
Nickie Grover	„	Arti G. Singh	„
Purnima Bhalerao (D.S.)	„	Birinder Bir Kaur	„
Satinder Kaur Lalli	„	Jaswinder Kaur Sahni	„
Sarita Chandra	„	Rupinder Kaur Dhaliwal	„
Ajinder Chopra	N.G.	Sunit Kaur Goshal	„
Ketki Banerji	„	Savita Raj Aggarwal	„

Decrease with effect from 7-12-73:—

Ashim Jaidka ... V.B.J.

Decrease with effect from 8-12-73:—

Niranjan Das Vasudev ... S.B.J.

Decrease with effect from 13-12-73:—

Sunil B. Chandiramani ... H.B.J.

Decrease with effect from 14-12-73:—

Jitendra Singh Chhikara ... N.P.B.

Seema Sikri ... H.G.

Decrease with effect from 20-12-73:—

Rajiv Kathuria ... S.B.S.

Decrease with effect from 22-12-73:—

Ajai Nath Maira ... N.P.B.

Decrease with effect from 28-12-73:—

Kanwar Bir Singh Kang ... S.P.B.

Suresh Oswal ... V.B.S.

Dilroop Kaur Dhillon ... S.G.

Decrease with effect from 31-12-73:—

Ribu Saggi ... S.B.S.

Kr. Anirudh Singh ... N.P.B.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, THURSDAY, 28TH FEBRUARY, 1974.

SPECIAL SCHOOL ORDER

No. 34. SCHOOL CALENDAR 1974.

February

Sun.	24th	School re-opens	
Mon.	25th	Sunday timings	
		Letter writing (House Organisation)	
		Kit fitting	
		Tea	... 4-00 p.m.
		Film	... 5-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Tue.	26th	Rouser	... 7-00 a.m.
		M.I. (as for Sunday timings)	
		Breakfast	... 8-45 a.m.
		Opening of term Assembly	... 9-30 a.m.
		New Admissions commence	
		Forms to Form rooms under Form staff	
		(stationery issued)	10-45—12-00 noon.
		Lunch	... 1-00 p.m.
		Kit fitting for children	2-00—4-00 p.m.
		Tea	... 4-15 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Wed.	27th	Rouser	... 7-00 a.m.
		M.I. (as for Sunday timings)	
		Breakfast	... 8-45 a.m.
		Assembly Singing	9-30—9-45 a.m.
		$\frac{1}{2}$ hrs. Schools (Text books issued)	
		Re-tests	10-00 a.m.—12-00 noon.
		Lunch	... 1-15 p.m.
		Hobbies groups made	... 2-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.

Thu.	28th	Rouser	... 7-00 a.m.
		M.I. G.D.	... 7-30 a.m.
		Breakfast	... 7-40 a.m.
		M.I. B.D.	... 8-00 a.m.
		Assembly Singing	... 8-30 a.m.
		Three Schools (35 mts.)	8-40—10-25 a.m.
		Break	10-25—10-45 a.m.
		Four Schools (35 mts.)	10-45—1-05 p.m.
		Re-tests Continue	
		Lunch	... 1-10 p.m.
		Academic Staff meeting	... 2-30 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
March			
Fri.	1st	Programme as for Thursday 28th Feb.	
		Re-test result meeting	... 2-00 p.m.
		Normal hobbies Commence	
Sat.	2nd	Programme as for Thursday 28th Feb. continues	
		The 7th School on Saturdays will be utilised for letter writing	
		Games sets made	
		Tea	... 4-00 p.m.
		Supper	... 5-45 p.m.
		Senior School Social	6-30—10-00 p.m.
Sun.	3rd	Festival Cricket match (weather permitting)	
		Film	... 5-30 p.m.
		Supper	... 7-15 p.m.
Mon.	4th	Rouser	... 7-00 a.m.
		M.I. G.D.	... 7-30 a.m.
		Breakfast	... 7-40 a.m.
		M.I. B.D.	... 8-00 a.m.
		Assembly	... 8-25 a.m.
		Three Schools (35 mts.)	8-40—10-25 a.m.
		Break	10-25—10-45 a.m.
		Four Schools (35 mts.)	10-45—1-05 p.m.
		Lunch	... 1-10 p.m.
		Cricket season commences	

		Tea	...	4-00 p.m.
		Supper	...	7-00 p.m.
		Lights out	...	8-30 p.m.
		<i>(N.B. This programme will continue for the rest of the week)</i>		
Tue.	5th	Medical Inspection commences (one set each day)		
Fri.	8th	Holi		
Sat.	9th	Film	...	5-30 p.m.
		Supper	...	7-00 p.m.
Sun.	10th	Staff Club meeting followed by dinner (Art Room)	...	6-30 p.m.
Mon.	11th	P.T. starts Hodsons start Boxing training starts Prep starts		
Fri.	15th	Dental Inspection commences		
Sat.	16th	Film	...	5 30 p.m.
		Supper	...	7-00 p.m.
Sat	23rd	Hindi Debate (Jrs.)	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	24th	Film	...	5-30 p.m.
		Supper	...	7-00 p.m.
Thu.	28th	NILAGIRI House 1st performance P.D., L IV & downwards to attend	...	4-30 p.m.
Sat.	30th	Supper	...	5-45 p.m.
		Nilagiri House Sat. club Final performance	...	6-30 p.m.
Sun.	31st	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
		April		
Sat.	6th	English Debate Srs.	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	7th	Film	...	5-45 p.m.
		Supper	...	7-00 p.m.
Fri.	12th	Good Friday (Holiday) (New admissions permitted SOPs)		
Sat.	13th	Holiday		
Sun.	14th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

Mon.	15th	Foundation Day	
Wed.	17th	Hodson Heats	
Thu.	18th	Hodson Heats	
Fri.	19th	Hodson Heats	
Sat.	20th	Hodson Finals	
Sun.	21st	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	22nd	Staff Club Tennis tournament commences	
		Weighing & measuring commences	
Tue.	23rd	Marks handed in to Form staff	
Thu.	25th	Boxing Tournament Commences	
		Mark Registers to Sr. Mistress	
		P.D. Saturday Club 1st performance	
		(P.D., & L IV & downwards to attend) ...	4-30 p.m.
Fri.	26th	1st Mark Reading	
Sat.	27th	Supper	... 5-45 p.m.
		P.D. Sat. Club Final performance	... 6-30 p.m.
Sun.	28th	Film	... 5-45 p.m.
		Supper	... 7-00 p.m.
Tue.	30th	I—H Boxing Finals	
May			
Wed.	1st	Sr. School leaves for Camp	
Thu.	2nd	Prep School, L III, U III & L IV leave for Camp	
Sun.	5th	Jr. School breaks Camp	
Mon.	6th	Sr. School breaks Camp	
Tue.	7th	Gowns discarded	
Sat.	11th	Film	... 5-45 p.m.
		Supper	... 7-00 p.m.
Mon.	13th	I—H Cricket Commences	
Thu.	16th	Siw. House 1st performance	
		(P.D., & L IV & downwards to attend) ...	4-30 p.m.
Sat.	18th	Cricket vs. B.C.S.	
		Supper	... 5-45 p.m.
		Siwalik House Sat. Club	
		Final performance	... 6-30 p.m.
Sun.	19th	Cricket vs. B.C.S.	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

Mon.	20th	Cricket P.D., vs. B.D.	...	2-00 p.m.
Tue.	21st	Soccer Season Commences Soccer sets made		
Wed.	22nd	Festival Soccer match		
Sat.	25th	Hindi Debate Srs. Staff Club Dinner	...	6-00 p.m.
Sun.	26th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
June				
Sat.	1st	Mock Parliament	...	6-00 p.m.
		Supper	...	7-15 p.m.
Sun.	2nd	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Thu.	6th	Himalaya House 1st performance (P.D., & L IV & downwards to attend)	...	4-30 p.m.
Sat.	8th	Supper Himalaya House Sat. Club final performance	...	5-45 p.m. 6-30 p.m.
Sun.	9th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Mon.	10th	Staff Club Badminton tournament commences		
Sat.	15th	English Debate Jrs.	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	16th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sat.	22nd	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sun.	23rd	Soccer vs. B.C.S.		
Mon.	24th	I—H Soccer Commences Wg. & Mg., Commences		
Tue.	25th	Marks handed in to Form Staff. Prep cancelled Vindhya House show 1st performance	...	4-30 p.m.
		(P.D., & L IV and downwards to attend)		
Thu.	27th	Mark Registers to Sr. Mistress Supper	...	5-45 p.m.
		Vindhya House show Final performance	...	6-30 p.m.

Fri.	28th	End of term Assembly 2nd Mark Reading	
Sat.	29th	Sunday Timings Escorts' meeting	... 10-00 a.m.
		B.D., vs. P.D. (soccer)	... 3-00 p.m.
		Sr. School Social	6-30—10-00 p.m.
Sun.	30th	1st Term Ends—Home Day	
July			
Sun.	28th	School Parties return 2nd Term Commences	

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 1ST MARCH, 1974.

Part I

35—62

Part II

6

No. 35. PROGRAMME

March

Fri.	1st	Programme as for Thursday 28th Feb. Re-test result meeting ... 2-00 p.m. Normal hobbies Commence
Sat.	2nd	Programme as for Thursday 28th Feb. continues The 7th School on Saturdays will be utilised for letter writing Games sets made Tea ... 4-00 p.m. Supper ... 5-45 p.m. Senior School Social 6-30—10-00 p.m.
Sun.	3rd	Festival Cricket match (weather permitting) Film ... 5-30 p.m. Supper ... 7-15 p.m.
Mon.	4th	Rouser ... 7-00 a.m. M.I. G.D. ... 7-30 a.m. Breakfast ... 7-40 a.m. M.I. B.D. ... 8-00 a.m. Assembly ... 8-25 a.m. Three Schools (35 mts.) 8-40—10-25 a.m. Break 10-25—10-45 a.m. Four Schools (35 mts.) 10-45— 1-05 p.m. Lunch ... 1-10 p.m. Cricket season commences Tea ... 4-00 p.m. Supper ... 7-00 p.m. Lights out ... 8-30 p.m.
(N.B. This programme will continue for the rest of the week)		
Tue.	5th	Medical Inspection commences (one set each day)

Fri.	8th	Holi	
Sat.	9th	Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
Sun.	10th	Staff Club meeting followed by dinner (Art Room)	... 6-30 p.m.

No. 36. FESTIVAL CRICKET MATCH

The Headmaster's XI will play against the School XI, the Festival Cricket Match on Sunday, 3rd March, 1974. The timings will be as follows:—

Hours of play	...	10-30—12-30 p.m.
Lunch	...	12-30— 1-15 p.m.
Hours of play	...	1-15— 3-30 p.m.
Tea	...	3-45 p.m.

Staff and their wives/husbands and O.S. are cordially invited to witness the match and to stay on for tea, which is being arranged in Gaskel Hall, with the teams.

No. 37. STAFF CLUB

The Annual Staff Club meeting will be held on Sunday, 10th March 1974, at 6-30 p.m. in the Art Room, which will be followed by dinner. Members are requested to attend.

All members of the club, their wives/husbands and O.S. present in Sanawar are cordially invited to the dinner.

No. 38. NEW ADMISSIONS

The New Admissions will continue as per following details:-

	B.S.	G.S.	P.S.B.	P.S.G.
7th March	2	1	—	2

Messrs Dhani Ram and Katoch will kindly continue to help the 'new admissions' parents as they have been doing during this week. The Kitchen I/c concerned will arrange for lunch/tea in their respective departments as per details given above, and also for the parents as per specifications given in the previous School Order dated 22nd Feb., 1974.

No. 39. INDENTS

Indents for the period ending 31 July, 1974, if not already put in, should be submitted to the Bursar by stock holders latest by 8th March 1974.

No. 40. DISCIPLINE : DAY SCHOLARS

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

No. 41. 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. House 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. 42. TENNIS

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

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. 20/-. House Staff and Kitchen Matrons are requested kindly to ensure this.

No. 44. HOUSE LISTS

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

No. 45. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All Kitchen Matrons/Steward and House 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 instruction No. E2/A1 dated 1st June, 1966 on the subject.

No. 46. SANITATION

Members of the staff are reminded to ensure that their private sweepers/servants do NOT throw rubbish, etc., down the khud side or into drains. Should any private sweeper/servant be

found doing so, he will be liable to a fine, which will be recovered from the employer; failing this the sweeper/servant 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. 47. SCHOOL BUS

Thursday is the 'off day' for the School bus driver. It is therefore notified for the information of all concerned that, except for really emergent reasons, the bus will not be available for any purpose on Thursday, nor will the bus ordinarily be available before 9-00 a.m. and only seldom after 7-30 p.m. for private purposes of staff members on any day.

No. 48. CLEANLINESS & SANITATION

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

No. 49. RABIES

It has been found that the month of March usually finds a number of 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. 50. TUCK SHOP SLIPS

All Housemasters and Housemistresses are requested to **restrict to ONE Tuckshop Slip per child per month**. In very special cases only, a second Tuckshop Slip may be issued. **All Tuck Shop Slips should be sent to the Bursar, in one lot, for sanction. I/c Tuck Shop has instructions not to accept Tuck Shop Slips that have not been seen by the Bursar.**

No. 51. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES

It has been seen that many children of employees of the School, in particular the children of Class IV staff, play frequently and in some cases daily on the Schools' games grounds and do con-

siderable damage thereto, especially to the cricket pitches. *Articles of clothing and games equipment of the School and students have also disappeared when left lying on these grounds.*

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

- (i) During the cricket season *all* the School games grounds are reserved at all times for the exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds at any time at all during the cricket season (which normally ends by the end of May).
- (ii) During the rest of the year children of School employees may play on Lower Barnes ground and the Helipad (the new field below Stoneview), but *only* when these are not being used for any purpose by students of the School.
- (iii) Upper Barne ground, the P.D. playing field and Peacestead *will not be used at any time by children who are not students of the School.*

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

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

No. 52. ELECTRICITY CONSUMPTION

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

No. 53. 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. 54. 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. 55. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1974 by the Administrative Staff of the School.

1.	New Year's Day	...	Jan.	1st	Tuesday
2.	Republic Day	...	Jan.	26th	Saturday
3.	Holi	...	Mar.	8th	Friday
4.	Good Friday	...	April	12th	Friday
5.	Baisakhi	...	April	13th	Saturday
6.	Raksha Bandhan	...	Aug.	3rd	Saturday
8.	Janam Ashtmi	...	Aug.	11th	Sunday
7.	Independence Day	...	Aug.	15th	Thursday
9.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Wed.
11.	Founder's (After Founder's)	...	Oct.	7th	Monday
10.	Dusehra	...	Oct.	25th	Friday
12.	{ Diwali (except Eng. Deptt.) { Balraj (Eng. Deptt. only)	...	Nov.	13th	Wed.
		...	Nov.	14th	Thursday
13.	Guru Nanak's Birthday	...	Nov.	29th	Friday
14.	Christmas Day	...	Dec.	25th	Wed.

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

on which days it will remain closed.

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

No. 56. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

As usual extra money to meet the cost of foreign postage will be issued with normal monthly pocket money. Therefore, House staff are requested to send their lists of such children to the Office by 4th March at the latest.

No. 57. CHILDRENS' JERSIES & SHOES

House Staff are reminded that every child is required to be in possession of 2 long-sleeved navy blue jersies (boys)/cardigans (girls) and 2 pairs of broad-toed black brogue shoes, all of School pattern, which are issued from the Q.M's. Stores at parents' expense.

Will House Staff kindly check up immediately and have deficiencies made up where necessary ?

No. 58. WATER CHARGES (RATES)

The rates of water charges payable by Staff from March, 1974 to June, 1974 will be as follows:—

Category A [who take their meals in the School kitchens]

- (i) For the first 1500 litres per head per month, 70 P. per 1000 litres.
- (ii) For the next 1500 litres per head per month, Re. 1/- per 1000 litres.
- (iii) Above 3000 litres per head per month, Rs. 2/- per 1000 litres.

Category B [who do not take their meals in the School kitchens]

- (i) For the first 2000 litres per head per month, 70 P. per 1000 litres.
- (ii) For the next 2000 litres per head per month, Re. 1/- per 1000 litres.
- (iii) Above 4000 litres per head per month, Rs. 2/- per 1000 litres.

The Engineer will arrange to circulate a form, and Staff are requested to make entries under the appropriate headings/ Columns, in this connection.

No. 59. CORRIGENDUM

Reference School Order dated 22nd February, 1974, No. 31 [Water Shortage], page 13, para 2, kindly read :

“With effect from 26th February, 1974,” in place of “with effect from 26th March, 1974,”.

No. 60. ADMINISTRATIVE HOLIDAY

Friday, 8th March, 1974, will be observed as a holiday by the Administrative Staff on account of Holi.

No. 61. TUCK SHOP

The Tuck-Shop will remain open on Wednesday, 27th February, 1974.

In lieu of Wednesday, 27th February, 1974, (which is a normal closed day for Tuck-Shop) the Tuck-Shop will remain closed on Friday, 8th March, 1974.

No. 62. CINEMA

The film HYSTERIA will be shown in Barne Hall at 5-30 p.m. on Sunday, 3rd March, 1974.

Part II

No. 6. APPOINTMENT—HOUSE MISTRESS

Miss S. Kalia is appointed House mistress, Vindhya Prep. Deptt., with effect from 24-2-1974 vice Mrs. U. Gomez resigned.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, THURSDAY, 7TH MARCH, 1974.

	Part I			Part II
	<i>63—77</i>			<i>Nil</i>
No. 63. PROGRAMME				
March				
Fri.	8th	Holi		
Sat.	9th	Staff Club dinner followed by dinner (Art Room)	...	6-30 p.m.
		Supper	...	6-45 p.m.
Sun.	10th	Film	...	5-30 p.m.
		Supper	...	7-00 p.m.
Mon.	11th	P.T. starts Hodsons start Boxing training starts Prep starts		
Thu.	14th	Dental Inspection commences	...	10-00 a.m.
Fri.	15th	Dental Inspection continues		
Sat.	16th	Dental Inspection continues Film	...	5-30 p.m.
		Supper	...	7-00 p.m.

No. 64. CHANGE IN CALENDAR

The following changes for Sat. 9th March and Sunday 10th March may please be noted :—

Sat.	9th	Staff Club meeting followed by dinner (Art Room)	6-30 p.m.
Sun.	10th	Film	5-30 p.m.
		Supper	7-00 p.m.

No. 65. DAILY ROUTINE.

With effect from Monday, 11th March, 1974, the following daily routine programme will be observed :—

	B.D.	G.D.
Rouser	5-45 a.m.	
Chhota Hazri	6-15 a.m.	6-30 a.m.
P.T.	6-30—6-45 a.m.	6-40—7-10 a.m.

	B.D.	G.D.
Hodsons/Boxing	6-45—7-25 a.m.	
House Inspection	7-40 a.m.	
Breakfast	7-45 a.m.	7-50 a.m.
M. I.	8-05 a.m.	7-40 a.m.
Assembly	8-30 a.m.	8-30 a.m.
Classes (3 Schools)	8-40—10-25 a.m.	
Milk Break	10-25—10-45 a.m.	
Classes (4 Schools)	10-45— 1-05 p.m.	
Lunch	1-10 p.m.	
Hobbies	2-30—4-00 p.m.	
Tea	4-05 p.m.	4-05 p.m.
	(Tea for Field games will go down)	
B.D. games	(from 2-15 onwards as programmed)	4-15 p.m.
Boxing (Afternoon)	3-00—4-00 p.m.	
Baths	4-45—5-15 p.m.	
N.C.C.	4-45—5-15 p.m.	
Prep.	5-40—7-05 p.m.	
Supper	7-10 p.m.	
Lights out	8-30 p.m.	

No. 66. HOUSEMASTERS AND TUTORS (B.D.) 1974

List of House Masters and Tutors (B.D.) for 1974, is published below for record.

Himalaya	Nilagiri
Mr. A Bhalerao	Mr. U. P. Mukherji
„ R. S. Randhawa	„ S. C. Arora
„ K. L. K. Solomon	„ G.C. Arora
„ Gurdev Singh Dev	„ E. Sequeira
„ Dhani Ram	„ Aggarwal
„ Prajapati	„ Suresh Kumar
Siwalik	Vindhya
Mr. B. P. Joshi	Mr. U. A. Mundkur
Dr. D. C. Gupta	Dr. H.P.S. Dhillon
Mr. C. B. Abraham	Mr. S. Nayyar
„ Amar Singh	Dr. J. S. Kulshreshtha
„ R. K. Malaviya	Mr. J. K. Kohli
„ Subash Gupta	„ B. C. Katoch
„ Kirpal Singh	„ Ramesh Sethi

No. 67. OUT OF BOUNDS.

Children are reminded that Compound attached to a Staff residence is not to be used for playing about at any time.

No. 68. STAFF I/c SUBJECTS 1974.

List of Staff I/c of Subjects for 1974 is published below for record :—

English/Eco	...	Miss R. A. Chatterji
Maths	...	Mr. S. C. Arora
Hindi/Sans.	...	Dr. D. C. Gupta
History	...	Mr. B. Singh
Geog.	...	Mrs. R. A. Solomon
Chemistry/Punjabi	...	Mr. R. S. Randhawa
Physic/Gen. Sc./Audio Visual Aids	} ...	Mr. U.P. Mukherji
Biology	...	Mr. U. A. Mundkur
Physiology/Hygiene	...	Mr. B. P. Joshi
Social Studies	...	Mr. K. L. K. Solomon
Art/Craft/Carpentry	...	Mr. A. Bhalerao
Music/Dance	...	Dr. J. S. Kulshrestha
Piano	...	Mrs. J. W. Sawney
Band	...	Mr. B. C. Katoch

No. 69. 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. 70. LEAVE APPLICATION BY STAFF MEMBERS.

All staff members are reminded 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. SCHOOL SONG BOOKS.

The policy with regard to purchase of Song Books by School Children is as follows :—

1. All new admissions in the Senior School (B.D. & G.D.) and the children transferred from P.D. to Lower III are permitted to buy one copy of the School Song Book on their Tuck Shop Slip.

2. All children who were already in the Senior School (B.D. & G.D.) in 1973, are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own.

All Housemasters and Housemistresses are requested to take necessary action.

No. 72. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up more than double of what it was last year. It has, therefore, become very necessary that we exercise the maximum possible economy in the use of all types of stationery items, including wax-stencil sheets. Will all Heads of Departments, Librarian and all teaching staff kindly bear this in mind, before indenting/asking for issue of any stationery items. Your whole hearted cooperation is solicited in the matter.

No. 73. DEPOSIT/RECEIPT OF CASH

Following timings have been fixed with respect to deposit/receipts of cash in the School Office (Cashier's Counter).

Monday to Friday	... 10-30 to 1-00 p.m.
Saturday	... 10-00 to 12-00 noon

The above timings will be applicable on all working days of the week, except the monthly pay day, when no other transaction, except distribution of pay will be done.

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

No. 74 CASH FROM SCHOOL OFFICE (*Cashier's Counter*)

When receiving or taking cash from the School Office, all concerned are advised in their own interests to count the cash carefully, immediately after signing the receipt, at the School Cashier's counter itself. This is necessary, because it is not possible, once the person concerned leaves the counter, to verify the

validity of the discrepancy pointed out; the School Office cannot make good any subsequent alleged deficiencies.

No. 75. STAFF CLUB

In partial modification to S.O. dated 1-3-74, No. 37, the Annual Staff Club meeting and the dinner, will be held on **Saturday**, 9th March, '74, (and not on Sunday, 10th March, '74), at the same time and at the same place, as published earlier.

No 76. REVISED DEARNESS ALLOWANCE

The Chairman of the Board of Governors has been pleased to sanction the following revised rates of D.A. for permanent/proportional employees of the School :—

<i>Pay range</i>	<i>Revised D.A.</i>
Below Rs. 150/-	Rs. 85/-
Rs. 150/- to Rs. 399/-	Rs. 120/-
Rs. 400/- to Rs. 599/-	Rs. 144/-
Rs. 600/- to Rs. 999/-	Rs. 120/- (with marginal adjustment for those who are drawing between Rs. 600/- and Rs. 623/-)
Rs. 1000/- and above	Rs. 100/- (with marginal adjustment for those who are drawing between Rs. 1000/- and Rs. 1019/-).

The revised rates of D.A. as given above will be effective from 1st May, 1973.

No. 77. CINEMA.

The film **BIGGEST BUNDLE OF THEM ALL** will be shown in Barne Hall at 5-30 p.m. on Sunday, 10th March, '74.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 15TH MARCH, 1974.

Part I

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Part II

7—12

No. 78. PROGRAMME**March**

Fri.	15th	Dental Inspection continues	
Sat.	16th	Dental Inspection continues	
		Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
Sat	23rd	Hindi Debate (Jrs.)	... 6-00 p.m.
		Supper	... 7-00 p.m.
Sun.	24th	Film	... 5-30 p.m.
		Supper	... 7-00 p.m.

No. 79. SCHOOL ORDERS.

It is repeated that School Orders are intended to be read and strictly adhered to by all. Heads of Departments should ensure that these Orders are explained fully to all concerned staff working under them who either do not receive these Orders or who cannot read them, including Class IV staff.

No. 80. 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. 81. BICYCLES.

Riding on bicycles on School premises is strictly prohibited for everyone.

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. Strict disciplinary action will be taken against defaulters.

No. 82. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES.

This is the season when rabies-infected dogs stray up into the School area from outside. Rabies can be caught by human beings by touching dogs already, though not visibly or apparently, infected by the disease. And rabies, once caught is completely incurable. **DO NOT THEREFORE, ON ANY ACCOUNT TOUCH, FEED, PET, ENCOURAGE, ANNOY OR GO ANYWHERE NEAR STRAY DOGS, EVEN IF THEY ARE WEARING COLLARS. THEY CONSTITUTE A VERY REAL DANGER.**

The presence of stray dogs anywhere in the School may please be brought to the *immediate* notice of the Bursar, preferably on the telephone, otherwise through a messenger.

Would Housemasters and Housemistresses kindly explain the above very clearly to all children, and would Heads of Departments please explain it to all Class IV staff working under them.

No. 83 THE RABIES DANGER.

It is clarified, for the particular information of all dog owners, that even if their dog has been properly inoculated against rabies initially and thereafter once annually, (see S.O. No. 84 below) *this may not be sufficient protection for the dog against rabies infection if it comes in contact with, i.e. if it has fought with or been bitten by or even nipped by another dog which may be rabid.* In such cases it is *absolutely imperative* that the dog which has been attacked be *immediately* given a course of seven inoculations, i.e. one daily.

Will all Heads of Departments please explain the above clearly to all staff working under them who do not receive School Orders, or cannot themselves read School Orders, and instruct them that should there be any suspicion of their dogs having been attacked by or in any way been in contact with a rabid dog they must report the matter *immediately* to the RMO, who will take necessary action. It may also be explained that where such a case comes to notice and it is found that the dog owner concerned has not reported the matter immediately to the RMO, strict disciplinary action will be taken against the staff member concerned.

No. 84. DCGS 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 primary inoculation/annual inoculation of all dogs against rabies, and the payment of an annual 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. Registration and inoculation of all dogs *must be done immediately, but in any case before 1st April 1974.*

2. All owners of dogs will:—

- 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 April, 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 upto the 31st March next. The year for which it is valid will be found stamped on it, e.g. 1974/75.

(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. 2/- per week per dog until these requirements have been fulfilled. In addition, of course, 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. 2-50 will be charged per inoculation. This will be recovered from the pay of the owner.

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

When a dog has been immunised by someone other than the R.M.O. a certificate from the R.M.O. must still be obtained by the owner. This the R.M.O. 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. It will be the responsibility of the R.M.O. to ensure that the second inoculation is given at the proper time. The R.M.O. 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 in March.
- (e) All dog owners must contact the R.M.O. in good time in March annually and ascertain from him the date and time when they should bring their dogs to him at the School hospital for inoculation.

6. Dogs owned by staff members and school employees etc., other than those whose names are borne on the printed annual Staff Lists are not permitted loose in the school area above the level of the road from the school main entrance to Moti Corner via B.D., kitchen and below the School hospital, or above the level of Moti Corner to the school main entrance along Long Back, and are liable to be destroyed if found there.

7. 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 R.M.O., the School Office or anyone else [except as stated in para : 5 (d) (i) above].

No. 85. PREPARATION OF TUCKSHOP SLIPS.

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

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

No. 86. TUCK SHOP SLIPS—INFORMATION TO PARENTS.

Housemasters/Housemistresses are required to arrange a dispatch of one copy of the Tuckshop Slip, filled in by each of the children of their Houses, to the parents concerned; this can be done on the letter writing day, subsequent to the issue of Tuck Shop slips.

No. 87. DENTIST'S VISIT.

Dr. Sharma, Dentist, will be available in School Hospital, for consultation/check up/treatment, till 12-30 p.m. on Sunday, 17th March, 1974. All Staff who are interested in taking advantage of his presence/services are requested to contact the RMO immediately in this connection. The charges payable can be debited by the School Office to their pay.

No. 88. INCREASING INCIDENCE OF COUGH, COLD AND FEVER.

Due to change of weather, the incidence of cases of cough, cold and fever has increased considerably in the School. Following preventive measures, therefore, are to be observed with effect from Saturday, 16th March, 1974.

- (a) From 8-00 a.m. to 4-00 p.m. all windows and ventilators of all dormitories be kept open. Ventilators be left open for 24 hrs. of the day.
- (b) Wearing of woollen vest is compulsory for all children.
- (c) The sleeping position of the children on alternate beds in each row in all the dormitories, will be reversed, so that children on any two adjacent beds will have their heads in opposite directions.
- (d) Salt-water gargling is compulsory for all children, both after rouser and before 'lights out',
- (e) During all functions in Barne Hall, all exhaust fans be switched on.

While the House Matrons will ensure and supervise (a), (b), (c), (d), the I/c for the function to be held in Barne Hall, will take care of (e), as mentioned above.

No. 89. APPOINTMENTS/PROMOTION—PREFECTS SIWALIK B.D.

The following appointments/promotions are made with effect from Friday, 15th March, 1974.

Ajay Mahajan	School Prefect	S.B.D. Sr.
Ajay Singh Virk	School Prefect	S.B.D. Jr.
Arun K. Mittal	House Prefect	S.B.D. Sr.
Sanjeev Kapur	House Prefect	S.B.D. Jr.

No. 90. PAYMENT OF ARREARS OF D.A.

The payment of arrears of D.A. vide School Order dated 7th March, 1974, No. 76, will take place on Friday, the 15th March, 1974, at the following timings :—

Senior Staff	... 11-00 a.m. to 1-00 p.m.
Other Staff	... 2-00 p.m. to 4-00 p.m.

All staff concerned are requested to bring one ten paise coin as cost towards the revenue stamp, to be paid to the Cashier. Instead of preparing pay packets the amount will be directly handed over, thus avoiding unnecessary expense on envelopes, etc. Your co-operation in this connection is solicited.

No. 91. CINEMA.

The film **SCORPIO LETTERS** will be shown in Barne Hall at 5-30 p.m. on Saturday, 16th March, 1974.

Part II

No. 7. STRENGTH.

Decrease with effect from 31-12-73:—	
Sanjit Singh Rana	... S.P.B.
Decrease with effect from 4-1-74:—	
Pamela Chaudhry	... H.G.
Decrease with effect from 29-1-74:—	
Virinder Anand	... S.B.J.
Decrease with effect from 30-1-74:—	
Ajay Chaudhry	... V.P.B.
Decrease with effect from 6-2-74:—	
Inder Bir Singh Sahni	... H.B.J.
Decrease with effect from 26-2-74 :—	
Gurpreet Singh Gill	... S.B.J.
Decrease with effect from 28-2-74 :—	
Preeti Jain	... H.G.
Decrease with effect from 2-3-74 :—	
Ipneet Kaur Dhatt	... N.P.G.
Decrease with effect from 4-3-74 :—	
Ranjit Verma	... V.B.S.
Decrease with effect from 5-3-74 :—	
Neelam Sirkeck	... H.G.

No. 8 LEAVE

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

Sgn. Cdre. M.L.A. Dewan	R.M.O.	31-12-73—24-1-74—25 days
Shri Surendra Nath	Engineer	11- 2-74—25-2-74—15 „
„ P.C. Gupta	Cashier	22- 1-74—24-1-74— 3 „
„ Achhar Singh	Jr. Clerk	14- 1-74—16-2-74—34 „

Shri Mathra Dass	„	13- 2-74—23-2-74—11 days	
„ Pran Nath	T/S. Clerk	24-12-73—18-1-74—26	„
„ Devi Singh	H/Mazdoor	11- 2-74— 2-3-74—20	„
„ Thakar	Mazdoor	7- 1-74— 3-2-74—28	„
„ Dailoo	„	14- 1-74— 2-2-74—20	„
„ Sobha Ram	Peon	26-12-73—25-1-74—31	„
„ Gian Singh	Mali	11- 2-74—23-2-74—13	„
„ Bhuri Singh	„	23- 1-74— 9-2-74—18	„
„ Keshva Ram	„	28- 1-74—31-1-74— 4	„
„ Bala Ram	B/Peon	21- 1-74— 2-2-74—13	„
„ Bansi Ram	Peon	7- 1-74—19-1-74—13	„
„ Hind Raj	„	14- 1-74—19-1-74— 6	„
„ Jagdish	„	14- 1-74—28-1-74—15	„
Smt. Savitri	Ayah	10-12-73— 9-1-74—31	„
„	„	14- 1-74—25-1-74—12	„
„ Amra Rani	Dai	7- 1-74—14-1-74— 8	„
„	„	4- 2-74—16-2-74—13	„
Shri Ram Saran	S/Carpenter	7- 2-74—21-2-74—15	„
„ Jiwnoo	Sr. Mason	17-12-73—12-1-74—27	„
„ Hari Kishan	Valveman	29- 1-74—12-2-74—15	„
„ Mansa Ram	Head Cook	14- 1-74—13-2-74—31	„
„ Nankoo	„	14- 1-74—12-2-74—30	„
„ Rattan Singh	„	14- 1-74— 7-2-74—25	„
„ Mool Chand	Cook	19-12-73— 5-1-74—18	„
„ Lal Singh	„	14- 1-74— 2-2-74—20	„
„ Roop Ram	„	17-12-73—16-1-74—31	„
„ Ratti Ram	„	2- 1-74—12-1-74—11	„
„ Ronki Ram	„	7- 1-74—25-1-74—19	„
„ Gurditta	Bearer	21- 1-74— 9-2-74—20	„
„ Robin	„	11- 2-74—19-2-74— 9	„
„ Chet Ram	„	7- 1-74—31-1-74—25	„
„ Arjan Das	„	2- 1-74—21-1-74—20	„
„ Sant Ram No. I	„	14- 1-74—12-2-74—30	„
„ Jhandoo Ram	„	4- 2-74—19-2-74—16	„
„ Gorkhu Ram	„	28- 1-74—18-2-74—22	„
„ Dhani Ram	„	28- 1-74—16-2-74—20	„
„ Chhote Lal	„	4- 2-74—16-2-74—13	„
„ Sant Ram No. II	„	14- 1-74— 7-2-74—25	„

Shri Gita Ram	„	14- 1-74—25-1-74—12 days
„ Dila Ram	„	2- 1-74— 5-1-74— 4 „
„ „	„	4- 2-74—16-2-74—13 „
„ Ganga Ram	„	7- 1-74— 2-3-74—55 „
Smt. Mariam	Ayah	14- 1-74— 9-2-74—27 „
„ Kala Wati	„	14- 1-74—25-1-74—12 „
Shri Joti Singh	H/Tailor	15- 1-74—16-1-74— 2 „
„ „	„	15- 2-74—23-2-74— 9 „
„ Gurdev Singh	Tailor	4- 2-74—18-2-74—15 „
„ Lajyya Ram	Baker	7- 1-74—31-1-74—25 „
„ Nek Ram	A/Baler	22-12-73— 5-1-74—15 „
„ Kanshi	H/Sweeper	4- 2-74—15-2-74—12 „
„ Ishar	Sweeper	15- 1-74—14 2-74—31 „
„ Babban	„	11- 1-74—30-1-74—20 „
„ Bachna	„	20-12-73—31-1-74—43 „
„ Sadhu	„	10- 1-74—19-1-74—10 „
„ Shankar	„	7- 1-74— 6-2-74—31 „
„ Rulda	„	10-12-74— 9-1-74—31 „
„ Taroo	„	24-12-74—25-1-74—33 „
„ Kishan No. I	„	14- 1-74—23-1-74—10 „
„ Kishan No. II	„	2- 1-74—16-1-74—15 „
„ Tulsi	„	21-12-73—20-1-74—31 „
„ Parkash	„	7- 1-74—21-1-74—15 „
„ Gurnam Singh	„	15- 1-74—14-2-74—31 „
„ Lala Ram	„	3- 1-74—17-1-74—15 „
„ Parboo	„	21-12-73— 9-1-74—20 „
„ Gobind Ram	„	10- 1-74—24-1-74—15 „
„ Chaman Lal	„	15- 1-74—23-1-74— 9 „

No. 9. EXTENSION OF SERVICES

The services of the following staff have been extended for one year each, with effect from the dates shown against their names:-

Miss R. Chatterji	Sr. Mistress	...	31-1-74
Miss E. M. Ling	House Matron	...	13-2-74
Shri Ram Autar	Mazdoor	...	18-2-74
Shri Chet Ram	Asstt. Printer	...	25-3-74

No. 10. APPOINTMENTS VACATED

The following members of the staff vacated their appointments with effect from the afternoon of the dates shown against their names, having resigned:—

Shri Bachna	Sweeper	...	31-1-74
Mrs. K. Kanhaia Jee	Mistress	...	23-2-74
Mrs. U. Gomez	„	...	23-2-74
Miss G. Ghomon	„	...	23-2-74
Miss Kavita Narula	„	...	23-2-74

No. 11. TERMINATION OF SERVICES

The services of Capt. M.S. Chhina, Steward B.D.K., were terminated with effect from the afternoon of 23-2-74.

No. 12. APPOINTMENTS

The following appointments are made on the staff of the School with effect from the dates shown against their names:—

Shri Gurdial Singh	Temp. Mali	...	12-2-74
Mrs. J.K. Kohli	H/Matron P.D.	...	20-2-74
Mrs. Bhupinder Singh	„ B.D.	...	21-2-74
Shri Suresh Kumar	Master	...	24-2-74
Shri Bhagwan Singh	Jr. Clerk	...	25-2-74
Shri Biroo Ram	Temp. Bearer	...	26-2-74
Miss O.B. Maria	Mistress	...	28-2-74
Miss Jyotsna Shah	Mistress	...	12-3-74

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 22ND MARCH, 1974.

Part I

92—101

Part II

Nil

No. 92. PROGRAMME

March

Sat.	23rd	Hindi Debate (Jrs.)	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	24th	Film	...	5-30 p.m.
		Supper	...	7-00 p.m.
Thu.	28th	Nilagiri House 1st performance	}	...
		P.D., L IV & downwards to attend		
Sat.	30th	Supper	...	5-45 p.m.
		Nil. House Sat. Club Final performance	...	6-30 p.m.
Sun.	31st	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

No. 93. MESS COMMITTEE B.D; G.D.

Mess Committees constituted as under will meet three times in the year (in about the first weeks of April, June and August) under the Chairmanship of the Bursar, to advise and, in particular, to assist Steward and Kitchen Matron to effect improvements wherever possible, in the daily messing and serving thereof, and in the preparation of weekly menus, within the scope of budget allotment.

B.D.

Ex-officio members

D.H.M.	Quartermaster
Head Boy	Steward

Other members

Dr. D.C. Gupta	(Veg.) Mr. C.B. Abraham	(Non. Veg)
R. Ramchandani	(Him.) Ajai Shukla	(Siw.)
Diwaker Singh	(Nil.) R. Dhody	(Vind.)

G.D.

Ex-officio members

Senior Mistress	Quartermaster
Head Girl	Kitchen Matron

Other members

Mrs. K.U. Mundkur (Veg.)	Mrs. Sawney	(Non Veg)
Saroj Sirkeck (Him.)	Ambika Anand	(Siw.)
Mininder Kaur (Nil.)	Geeta Bhandari	(Vind.)

No. 94. APPOINTMENTS/PROMOTIONS—PREFECTS

Anil Sood, H.B.D., House Prefect, was promoted to School Prefectship with effect from Thursday, 21st March, 1974.

No. 95. LIGHTS OUT—SIXTH FORM

With effect from Monday 11-3-74 the Sixth Form children are permitted to study upto 9-30 p.m. Lights out for the rest of the School will continue to be at 8-30 p.m.

No. 96. NEW RATES OF CONSERVANCY TAX

The new rates of conservancy tax for staff belonging to various income brackets, effective from 1st April, 1974, are as follows:-

<i>Total pay & Allowances</i>	<i>Tax payable</i>
Rs. 150/- and below	Nil
Rs. 151/- to Rs. 250/-	50 paise p.m.
Rs. 251/- „ Rs. 400/-	75 „ „
Rs. 401/- „ Rs. 600/-	Re. 1/- „
Rs. 600/- and above	Rs. 1/75 „

Note : (1) This tax will not be charged from those who stay outside the station.

- (2) If both husband and wife are earning and staying in Sanawar, the tax will be payable on the basis of the above income brackets, separately by both husband and wife.
- (3) The above given rates supersede those that were printed vide School Order Part I No. 2, dated 18th January, 1957.

No. 97. CORRIGENDUM

Reference School Order dated 1st March, 1974, Part I, No. 58, Water charges (rates).

The rate will be 60 paise per head per month for the first 1500 litres in Category 'A' and first 2000 litres in Category 'B'.

The Engineer will kindly make a note about this change and will bill the staff concerned accordingly every month.

No. 98. HOT WATER HAMAMS—FILTERS

In view of the high cost of sheet metal, and the labour charges having gone up, the rent per hot water hamam per year with effect

from the year 1974 would be Rs. 18/-. The monthly rate will, however, be Rs. 2/- per hamam, if required for part of the year. Q.M. and Engineer are requested to take necessary action in this connection.

No. 99. ELECTRICAL INSTALLATIONS.

All children are reminded that they are strictly forbidden from tampering/altering the electrical installations of all kinds in all the dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table-lamps are permitted, such as for Prefects, provision of pulg-point/extension wire etc., has already been made by the Engineer. Will all Housemasters/Housemistresses please immediately check up on this, and ensure that this order is complied with. The Engineer is requested to inspect all the dormitories and report to the Bursar, if he observes any violations of this order. This inspection may please be completed latest by 28th March, 1974.

No. 100. ICE - CREAM

Ice-cream Cups and Cones will be on sale between 9-15 a.m. and 12-00 noon in the B.D. kitchen on Sundays only, and will be available from Sunday, 31st March, 1974, on coupons which can be purchased from Tuck Shop on Saturdays at the following rates:—

Cups	90 paise each
Cones	80 paise each

No. 101. CINEMA

The film THE SPY WITH MY FACE, starring Robert Vaughn and Senta Berger, will be shown in Barne Hall at 5-30 p.m. on Sunday, 24th March, 1974.

The film is an explosive spy drama.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 29TH MARCH, 1974.

	Part I	Part II
	<i>102—112</i>	<i>Nil</i>
No. 102. PROGRAMME		
March		
Sat.	30th Cricket vs. A.C.C., Delhi Supper	... 5-45 p.m.
	Nil. House Sat. Club Final performance	... 6-30 p.m.
Sun.	31st Cricket vs. A.C.C., Delhi Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
April		
Sat.	6th English Debate (Srs.) Supper	... 6-00 p.m. ... 7-00 p.m.
Sun.	7th Film Supper	... 5-45 p.m. ... 7-00 p.m.

No. 103. INTER - HOUSE COMPETITION —AGE GROUPING

For the purpose of forming Age-Groups for various events for which we hold Inter-House Competitions, the following dates be kept in mind:—

15th April: The child should be within his age-group on this date, for all Inter-House Competitions to be held during the 1st term.

4th October: The child should be within his age-group on this date, for all Inter-House Competitions to be held during the 2nd term.

Children with their date of birth as 15th April or 4th October, will be reckoned as having gone over to the next higher age-group.

All Housemasters/Housemistresses are requested to take necessary action in this connection.

No. 104. CAMP REQUIREMENTS ON TUCK SHOP SLIPS

All Housemasters/Housemistresses are requested to ask the children in their Houses to write their Camp requirements on the Tuck-Shop slips, that would be issued to them for the month of April, 1974, since the camp would commence on 1st May, 1974, itself.

No. 105. ECONOMY IN WATER CONSUMPTION

The School water consumption is exceeding the supply. All concerned, and in particular Kitchen Matrons/Steward and House Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes etc., etc., to the Engineer *immediately* these come to their notice. *Particular attention should also be paid to taps being turned off in kitchens, bath houses and wash houses.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to the minimum.

The co-operation of all concerned, both staff and students, is earnestly requested. Consumption always increases as the weather becomes hotter, and care in consumption is particularly necessary now.

No. 106. PRIVATE TRADING.

There will be no private trading by members of the school staff (including their family members residing with them) unless permission to do so has been obtained from the Headmaster previously.

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

No. 107. TUCK SHOP FACILITIES.

All categories of staff, the minimum of whose scales of pay is below Rs. 150/- p. m. are reminded that they may make cash purchases from the Tuck Shop between 11-00 a.m. and 1-00 p.m. on Mondays and Thursdays ONLY and NOT at other times or on other days.

They are also reminded that this facility is intended to enable them to make purchases for their own personal use only.

Will Heads of Departments please explain this Order to all staff members concerned who are working under them.

No. 108. APPOINTMENTS/PROMOTIONS—PREFECTS.

Ravipreet Singh Sohi, N.B.D., House Prefect is promoted to School Prefectship from the date of this order.

No. 109. CRICKET.

The School XI will play a match with the Associate Cricket Club of Delhi. The match will start at 2-00 p.m. on Saturday 30th and will be continued on Sunday 31st at 9-30 a.m.

No. 110. ALL INDIA-HIGHER SECONDARY EXAM. 1973, RESULTS.

The results of the All India Higher Secondary Exam. (November 1973) are published below, for record.

First Divisions

Boys

Rajesh Kochhar	703	Mukul Chopra	605
Rajiv Aggarwal	658	Pankaj Madhok	605
G. S. Panayach	616	Sanjiv K. Singh	600
Ajay Bawa	613		

Girls

Harveen Sachdeva	667	Rajdeep Brara	604
Nickie Grover	633	Harmanjit Kaur	601

Second Divisions

Boys

Ashish Pradhan	593	Gyanendra S. Tak	513
Sanjiv Kumar Tandon	569	Krishnan Subramanian	511
Rakesh Lowe	564	Parambir S. Sandhu	508
Surinder Nath Kaul	551	H.P.S. Brar	502
Amardeep S. Sandhu	546	Ajay Mangesh Wagle	502
Chetan Kumar D Desai	541	Digvijay S. Jhina	496
Rapinder S. Chahal	538	Sanjeev Sood	492
Ajay K. Sahgal	537	Jagot Singh Kalra	489
Rakesh K. Singha	533	S. P. S. Sidhu	479
Roy James Ewing	518	K S. Bhullar	469
Paramjit S. Grewal	518	Rajeev Singh Gulia	468

Girls

Arati G. Singh	587	Reena Mukherji	549
Poonam Kathuria	583	Satinder K. Lalli	544
Rohini Johar	578	Ajinder Chopra	542
Sunit Kaur	577	Harvinder Kaur Sahni	525
Kavita Bery	576	Kulbir K. Randhawa	518
Arti Ahluwalia	575	J. K. Sawhney	508
Ketki Banerji	572	Birinderbir Kaur	504
Malini Johar	568	Tejinder Kaur Sandhu	502
Poornima Bhalerao	564	Amita Mohan	499
Arti Thakur	551	Rupinder Kaur	494

Third Division*Boy*

Naveen Anand

426

Compartments*Boys*

Pradeep Singh Chaudhry

M.M.P. Singh

Sumit Bagchi

Jasdip Singh Ahluwalia

Sangram S. Mankotia

Girl

Savita Raj Aggarwal

Failures*Boys*

Sukhkaran Singh Tanwar

Jagjeevan Singh Sokhey

Malvinder S.Brar

Jaskaran Singh

Ashok K. Kaushik

No. 111. FUEL AND DRY RATIONS.

Due to Camp period coming in between, Fuel and Dry Rations will be available on payment on 8th and 9th May, 1974, respectively, instead of on 1st and 2nd May, 1974. The other dates for issue of fuel and dry rations for the month of May, 1974, will remain the same. This is for information of and necessary action by all concerned.

No. 112. SCHOOL HALWAI'S RATES.

With effect from the beginning of this term the School halwai contract has been given to M/s Krishan Kumar Som Dutt.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from the beginning of this term.

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.

The 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		No. of pieces per kg.	Rate per piece Paisas
	Rs.	Ps.		
Amrati	...	6-00	30	20
Badana	...	6-00	—	—
Balu shahi	...	6-40	32	20
Barfi, green	...	8-80	44	20
Barfi, white	...	8-80	44	20
Cham Cham	...	8-70	29	30
Dil Bahar	...	8-70	29	30
Gulab Jaman	...	8-00	32	25
Gulab Jaman, black	...	8-00	32	25
Gur toffee (with moong-phali)	...	5-50	22 pkts. of 45 gms. each	25 per pkt.
Jalebi	...	6-30	42	15
Kalakand Sindhi	...	9-00	36	25
Karachi Halwa	...	7-00	35	20
Khajoor	...	6-00	30	20
Laddoo Motichoor (2½ kg. Sugar)	...	6-40	32	20
Mathi namkin	...	6-00	30	20
Mesupak	...	6-00	30	20
Moongphali, fried	...	8-00	20 pkts. of 50 gms. each	40 per pkt.
Pakora	...	6-00	40	15
Palangtor	...	9-00	36	25
Patisa	...	7-00	35	20
Potatoe wafers	...	7-60	20 pkts. of 50 gms. each	38 per pkt.
Rasgulla	...	8-70	29	30
Rasmalai	...	8-70	29	30
Sewian, Moongra and Dal (Moong & Masar) Barik quality.	...	7-00	20 pkts. of 50 gms. each.	35 per pkt.
Bhatoora, kachori with vegetable	...	—	—	25 each
Dahi Bhalla	...	—	—	25 each
Poori with vegetable	...	—	—	25 each
Samosa	...	—	—	20 each
Tea, glass or cup (with sugar)	...	—	—	25 each

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:
 SANAWAR, FRIDAY, 5TH APRIL, 1974.

	Part I		Part II
	<i>113-121</i>		<i>13</i>
No. 113. PROGRAMME			
April			
Sat.	6th	St. Stephen's College Cricket team arrives English Debate (Srs.)	... 6-00 p.m.
		Supper	... 7-00 p.m.
Sun.	7th	Cricket vs. St. Stephens College XI Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Thu.	11th	Long week end (Good Friday) (New admissions permitted SOPs 2-00 p.m.)	
Fri.	12th	Good Friday (Holiday)	
Sat.	13th	Holiday	
Sun.	14th	Children out on SOPs to be back by	... 4-30 p.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 114. CRICKET : *Sanawar vs. St. Stephen's College.*

The School XI will play a one-day match against St. Stephen's College XI on Sunday, 7th April, 1974.

Hours of play & intervals :

- 10-00 a.m.—12-30 p.m.
- 12-30 p.m.— 1-15 p.m. (Lunch break)
- 1-15 p.m.— 3-15 p.m.
- 3-15 p.m.— 3-35 p.m. (Tea break)
- 3-35 p.m.— 5-05 p.m.

No. 115. TUCK SHOP SLIPS

In partial modification to S.O. No. 50, dated 1st March, 1974, *restriction on issue of Tuck Shop slips is relaxed to TWO Tuck Shop slips per child per month.*

No. 116. CREDIT PURCHASES FROM QM STORES

It has been observed that some employees of the School do not care to deposit the amounts payable by them to the School,

on account of the debit caused due to heavy credit purchases made by them against their pay. Also that they do not care to come to School Office on pay distribution day to sign the pay register.

In future, it is brought to the notice of all concerned that (a) they must come to School Office to sign on the pay register, on the pay distribution day, (b) those whose pay account has run into debit due to reasons given above, will clear up the debit **latest by 10th of the month, failing which, rations from QM stores will not be issued to them on credit.** Such cash deposits will be accepted by the cashier between 12 noon to 1-00 p.m on working days, upto 10th of the month.

All Heads of Departments are requested to read/translate this order, and explain the implications thereof, to such subordinate staff working under them, who do not receive School Orders, and/or who cannot read/understand them.

No. 117. STAFF GUESTS

One of the School Standing Orders, already known to all staff, reads :

“ Staff must obtain permission, in advance, for friends or relatives to stay with them. Applications must give the period of stay.

It is emphasised that the above order be observed by all concerned. All applications for permission be addressed to the Headmaster.

Will Heads of Departments please explain this order, also to all subordinate staff working under them.

No. 118. INOCULATION/VACCINATION

Following children are due for Inoculation/Vaccination on Saturday, 6th April, 1974, and are therefore required to report to the R.M.O. at the School hospital at 4-00 p.m. on this day. All staff concerned are requested to take necessary action to have this done.

Sanjiv Bhalerao	BDH Sr.	Sonu Mukherji	GDN
Gautam Singh Ahlawat	BDH Jr.	Meera Gore	GDV
Deepinder Rathore	BDH Jr.	Varsha Gore	GDV
Ashok Gupta	BDN Sr.	Dev Kumar	PDH
Anirudh Gore	BDS Sr.	Gobind Singh Ahlawat	PDN
Piyush Chaturvedi	BDV Jr.	Rajen Prasad Mukherji	PDN

Sanjay Joshi	BDV Jr.	Deepak Kumar Ohlyan	PDN
Ajay Joshi	BDV Jr.	Manish Kochhar	PDV
Pratibha Rathore	GDH	Gita Ahlawat	PDV
Satwinderpal Kaur	GDH	Harvinder Singh Dhaliwal	PDS
Amrita Jiwa	GDS	— Small pox	
Geetanjali Jiwa	PDS	— Small pox	
Devashish Ohri	PDV	— T.A.B.	

No. 119. HODSON RUNS

Mr. S.C. Arora, will be Incharge of Hodson Runs from the year 1974.

No. 120. ADMINISTRATIVE HOLIDAYS

Friday, 12th April, '74 and Saturday, 13th April, 1974 will be observed as holidays by the administrative Staff on account of Good Friday and Baisakhi respectively.

The Tuck Shop, however, will remain open as usual, on these days.

No. 121. CINEMA

The film IVANHOE, starring Robert Taylor, Elisabeth Taylor and Joan Fontaine, will be shown in Barne Hall at 5-45 p.m. on Sunday, 7th April, 1974.

The film is a treasured story of love and adventure.

Part II**No. 13. STRENGTH**

Increase with effect from 25-2-74 (New Admissions):—

Pardhyumna Singh Kachhwaha ... N.B.J.

Increase with effect from 26-2-74 (New Admissions):—

Pankaj Munjal	...	H.B.J.	Madhvi Bajwa	...	V.G.
Samir Kukreja	...	H.B.J.	Damanjit S. Mann	...	H.P.B.
Amin Ashir Rusesh	...	N.B.S.	Ajai Kumar Balyan	...	N.P.B.
S. N. Albert	...	S.B.J.	Pankaj Vohra	...	S.P.B.
Rahul Malhotra	...	V.B.S.	Varun Batra	...	S.P.B.
Sanjeev Latta	...	V.B.J.	Himmat Singh Guron	...	S.P.B.
Sunanda Seth	...	H.G.	Sandeep Sirkeck	...	V.P.B.
Punam Munjal	...	H.G.	Namrata Khungar	...	H.P.G.
Kiran Rohra	...	H.G.	Navdeep Dhillon	...	S.P.G.
G. Kaur Dhaliwal	...	N.G.	Surabhi Saigal	...	S.P.G.
Sagrika Bajaj	...	S.G.	Roop Kiran Sodhi	...	V.P.G.

Increase with effect from 27-2-74 (New Admissions):—

Tarun Bahri	...	H.B.J.	Sunil Gupta	...	S.B.J.
Rupinder Singh	...	H.B.J.	Deepa Goswami	...	H.G.
Susham Kumar Singla	...	H.B.J.	Seema Chanchani	...	N.G.
Wazir Jai Singh	...	H.B.J.	Anuradha Kapur	...	N.G.
Navneet Jolly	...	H.B.J.	Mona Bhandari	...	V.G.
Gurdeep Singh Goota	...	N.B.J.			

Increase with effect from 28-2-74 (New Admissions):—

Jagdeep Singh Nakai	...	N.B.S.	Vikramjit S. Grewal	...	S.P.B.
Meena Bishnoi	...	N.G.	Sukhwinder Singh	...	V.P.B.
Harbir S. Romana	...	H.P.B.	Gurpreet Singh	...	V.P.B.
Ajay Singh Cheema	...	N.P.B.	Gurindera S. Kalra	...	V.P.B.
Harminder S. Sohi	...	N.P.B.	Kiran Dip Sandhu	...	H.P.G.
Jagat Bir S. Sandhu	...	N.P.B.	Sonia Gupta	...	H.P.G.
Mandip S. Baveja	...	S.P.B.	Alka Malhotra	...	N.P.G.
Prabh Meet Issar	...	S.P.B.			

Increase with effect from 1-3-74 (New Admissions):—

Salil Kapoor	...	H.B.S.	Rajiv Khorana	...	S.P.B.
Arjun Vikram Singh	...	S.B.S.	Mini Bedi	...	H.P.G.
Mohan Singh Judge	...	S.B.S.	Bhanu Devi Rana	...	H.P.G.
Rajjeve Krishnan	...	S.B.S.	Pawan Bala Tuknayat	...	H.P.G.
Anil Bhan	...	S.B.S.	P. K. Randhawa	...	N.P.G.
Supriya Malhotra	...	S.G.	Roop Kiran Jhaj	...	N.P.G.
Atul Tuli	...	S.P.B.			

Increase with effect from 2-3-74 (New Admissions):—

Amitabh Nagpal	...	H.P.B.	Sameer Kapur	...	N.P.B.
Deepinder S. Godara	...	H.P.B.	Shivdarshan Singh	...	N.P.B.
Gautam Nanda	...	H.P.B.	Sanjay Sharma	...	N.P.B.
Vikram Singh Grewal	...	H.P.B.	S. S. Chaudhry	...	S.P.B.
Arun Kumar Yadava	...	H.P.B.	Sandip Singh Gill	...	V.P.B.

Increase with effect from 4-3-74 (New Admissions):—

Gayatri Ahuja	...	N.G.	Sanjiv Dogra	...	S.P.B.
Pramod Kumar Singh	...	H.P.B.	Vijyant	...	S.P.B.
Chandravir Ahuja	...	N.P.B.	Atul Mehta	...	V.P.B.
Neeraj Thakur	...	N.P.B.	A.S. Randhawa	...	V.P.B.
M. S. Sekhon	...	S.P.B.	Jagbir S. Dossanj	...	V.P.B.
Puneet Kumar	...	S.P.B.	Sandeep Sehgal	...	V.P.B.
Ravi Banta	...	S.P.B.	Nivedita	...	V.P.G.

Increase with effect from 5-3-74 (New Admissions):—

Avijeet Singh ... S.P.B.

Increase with effect from 7-3-74 (New Admissions):—

Harjit Singh Gill ... N.B.J. Surjit Kaur Gill ... V.G.

Manjit Singh Gill ... N.B.J. Supreeta Pal Singh ... N.P.G.

Naresh Handa ... S.B.J.

Increase with effect from 9-3-74 (New Admissions):—

Rubinder Kaur ... H.G.

Increase with effect from 11-3-74 (New Admissions):—

Jagjit Singh ... H.P.B.

Increase with effect from 12-3-74 (New Admissions):—

Chitra Stokes ... H.P.G.

Increase with effect from 14-3-74 (New Admissions):—

Munisha Anand ... N.P.G.

Gita Ahlawat (D.S.) ... V.P.G.

Increase with effect from 22-3-74 (New Admissions):—

Harvinder Singh Dhaliwal (D.S.) ... S.P.B.

Gurbrinder Singh Grewal ... V.P.B.

Increase with effect from 23-3-74 (New Admissions):—

Tarun Kapur ... N.B.J.

Gulzar Singh Sandhu ... S.B.J.

Increase with effect from 1-4-74 (New Admissions):—

Karanmit Singh Gill ... V.P.B.

Increase with effect from 2-4-74 (New Admissions):—

Manoj Kumar Yadav ... N.P.B.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, THURSDAY, 11TH APRIL, 1974.

Part I
122—130

Part II
14—18

No. 122. PROGRAMME

April

Thu.	11th	Long week end (Good Friday) (New admissions permitted SOPs 2-00 p.m.)	
Fri.	12th	Good Friday (Holiday)	
Sat.	13th	Holiday	
Sun.	14th	Children out on SOPs to be back by ...	4-30 p.m.
		Compartmental Exam. candidates arrive	
		Film ...	5-45 p.m.
		Supper ...	7-15 p.m.
Mon.	15th	Foundation Day	
Tue.	16th	A.I.H.S. Exam. [Compartmental candidates] starts	
Wed.	17th	Hodson Heats	
Thu.	18th	A.I.H.S. Exam. [Compartmental candidates] ends. Hodson Heats	
Fri.	19th	Hodson Heats	
Sat.	20th	Hodson Runs—Finals	... 4-15 p.m.
Sun.	21th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 123. A.I.H.S. COMPARTMENTAL EXAMINATION.

Following details are published, for information and necessary action by all concerned :

- (1) **Arrival—** The six candidates are expected to arrive on 14th April, 1974, and leave Sanawar on 18th April, 1974, by 5-00 p.m. Mr. Mukherji will kindly look after the boys, and Mrs. Mundkur will please look after Savita Raj.
- (2) **Residence (a)** Boys— S. Bagchi HBD, Sangram Singh HBD Pradeep Chaudhry NBD, M.M.P. Singh NBD, Jasdeep Ahluwalia VBD—will stay in the Reading room above the library. Q.M. will

please arrange for the beds and mattresses, and Mrs. Mukherji will kindly arrange for linen, etc., as is done at the time when teams arrive.

(b) Girls—Savita Raj Aggarwal VGD., will stay in her dormitory. The House Matron concerned will arrange for her stay in the dormitory and issue necessary linen, etc.

(3) **Dress—** All the compartmental candidates will dress in home kit. No item of **school uniform** will be issued to them.

(4) **Meals—** All the six candidates will have all their meals with their respective Houses, in the School Kitchens concerned.

(5) **Exam. Date Sheet :**

Tuesday 16th April, 1974.

Morning Session	9-00—12-00 noon	History	I paper
		Mathematics	I „
		Chemistry	I „

Wednesday, 17th April, 1974.

Morning Session	9-00—12-00 noon	History	II paper
		Mathematics	II „
		Chemistry	II „

Thursday, 18th April, 1974.

Morning Session	9-00—12-00 noon	Chemistry	Practical
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Librarian is requested to contact Miss Chatterji and obtain information with regard to the items of stationery, etc., required for the Examination.

(6) **Return of School items issued :** All concerned, and in particular, the House Matrons are requested to ensure that all items of School property issued to the candidates, are received back before they leave for home on 18th April, 1974.

No. 124. INTERNATIONAL HEALTH CERTIFICATE.

All children who usually go abroad for their holidays/vacations need International Health Certificates, duly brought upto-date and countersigned by the School R.M.O. With a view to avoid the last minute rush during the last week of the term, with respect to

completing the formalities thereon, all such children must write to their parents to send International Health Certificates in respect of their children to School Office, at their earliest, so that necessary action can be taken well in time. Those children who are in possession of these certificates, should hand them over to the R.M.O., immediately.

Will Housemasters/Housemistresses kindly take necessary action in this connection.

No. 125. MONEY, RATIONS, ETC., FOR HIKES/EXCURSIONS DURING CAMP

Lists of participants and special hike/excursions money.

Will all Staff organising hikes/excursions during the camp period please forward to the Bursar, *not later than Saturday, 20th April, next, complete and final lists* House-wise 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/excursion. Also please indicate to which staff members 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 hike/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 in full 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 incharge concerned on Friday, 26th April, 1974.

No. 126. CAMP 1974**Gaura :**

Wednesday 1st May to Monday 6th May, 1974. All children of B.D. and G.D. from Upper IV and upward (except those going on hikes/excursions/going home on medical grounds/indoor patients in School Hospital) will attend the camp at Gaura.

Sadhupul :

Thu. 2nd May to Sun. 5th May, 1974. P.D. (less those proceeding home/indoor patients in School Hospital), Lower III, Upper III and Lower IV (B.D. and G.D.) will attend Camp at Anand Bhawan at Sadhupul. The Lower IV (B.D. and G.D.) may perhaps go to Gaura Camp, instead of going to Sadhupul, depending upon the total number of children involved in Gaura Camp.

Separate detailed instructions concerning both the Camps will be issued in due course of time.

All Housemasters/Housemistresses are requested to submit to the school office, the lists of children going to:—

- | | |
|----------------------|-------------------|
| (a) Gaura Camp | (b) Sadhupul Camp |
| (c) Excursions/Hikes | (d) Home |

as early as possible but not later than Saturday, 20th April, 1974, by 4-00 p.m.

No. 127. CALENDAR AMENDMENTS

Weighing & Measuring commenced on Tuesday, 9th April, 1974, instead of, as was programmed, for Monday, 22nd April, 1974.

No. 128. LOST AND FOUND

One fountain-pen was found by Miss Chatterji near the Form L-IV B; those concerned may please contact Miss Chatterji, in her Office, in this connection.

No. 129. DOGS AT SANAWAR

(Ref. S.O. dated 15th March, 1974, No. 84).

The above quoted S.O. No. 84 para 4 is reproduced :

“ Owners of dogs failing to comply with the provisions of paras 2 & 3 (b) above will be fined Rs. 2/- per week per dog until these requirements have been fulfilled. In addition, of course, their dogs will, meanwhile, be liable to be destroyed, if found within the School limits ”.

This is for information of all concerned that action as per S.O. quoted above, will commence with effect from 1st April, 1974, the date before which all dog owners were expected to have completed all formalities in compliance to the above mentioned order.

All Heads of Departments are requested to please ensure that this order is explained to all concerned, working in their Deptts.

No. 130. CINEMA

The film LADY L, starring Sophia Loren, Paul Newman and David Niven, will be shown in Barne Hall at 5-45 p.m. on Sunday, 14th April, 1974.

The film is a drama about a beautiful but poor parisienne who becomes a great lady. It has a shock suspense ending.

Part II

No. 14. LEAVE

Shri Jai Gopal, Jr. Carpenter, was granted 13 days earned leave with effect from 9-3-74 to 21-3-74.

No. 15. APPOINTMENTS

The following appointments are made on the staff of the school with effect from the dates shown against their names:—

Shri Chet Ram No. III,	Temp. Bearer ...	1-3-74
Shri Devi Ram,	Temp. Khalasi ...	11-3-74
Mrs. Shobha Gupta,	Temp. Mistress ...	25-3-74
Shri B.N. Mathur,	Steward BDK ...	1-4-74
Mrs. Kavita Rampal	Temp. Mistress ...	6-4-74

No. 16. TERMINATION OF SERVICES

The services of Miss Shobha Lal, Mistress, were terminated with effect from the afternoon of 15-10-73.

No. 17. APPOINTMENT VACATED—HOUSEMISTRESS

Mrs. S. Sakhuja, vacated the appointment of House Mistress, Siwalik House P.D. with effect from 6-4-74 A.N.

No. 18. APPOINTMENT : HOUSEMISTRESS

Mrs. S. Bhalla is appointed Housemistress, Nilagiri House G.D. with effect from 11th April, 1974.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:—

SANAWAR, FRIDAY, 19TH APRIL, 1974.

Part I		Part II	
<i>131—137</i>		<i>19</i>	
No. 131. PROGRAMME			
Fri.	19th	Hodson Heats	
Sat.	20th	Hodson Runs—Finals	... 4-15 p.m.
Sun.	21th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	22nd	Staff Club Tennis Tournament Commences	
Tue.	23rd	Marks handed-in to Form Staff	
Thu.	25th	Boxing Tournament Commences	
		Mark Registers to Sr. Mistress	
		P.D. Sat. Club 1st performance (P.D., L-IV and downwards to attend)	... 4-30 p.m.
Fri.	26th	1st Mark Reading	
Sat.	27th	Supper	... 5-45 p.m.
		P.D. Sat. Club Final Performance	... 6-30 p.m.
Sun.	28th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 132. WATER CONSUMPTION

Water consumption since the past fortnight has steadily gone up, and now a stage has reached when all staff need to take personal interest to help eliminate wastage, and exercise strict control on consumption.

School malis will, in general, use bath water from Bath-House drains duly collected in drums (available on loan from the Engineer). Staff are earnestly requested to avoid use of fresh water in their garden, and if they must, to restrict the same to the bare minimum.

House Matrons will please obtain adequate number of tins on loan from the Engineer which should be kept duly filled in the night rooms, for use there, during the night. Water supply to night rooms will be shut off from Monday, 22nd April, 1974 at the "Lights out" timings.

The Engineer will please arrange to inform the House Matrons concerned, and the Steward/kitchen Matrons the meter-readings on the days when water consumption goes higher than usual.

It is emphasised once again that if we continue to draw on our reserves at the present rate, we may soon have no reserves left. To avoid a complete break-down, we all are duty-bound to make every effort to minimise water consumption.

No. 133. VACCINATION/INOCULATION

Senior Staff members, their families, those going to Camp and all Staff incharge of Hikes/excursions are requested to kindly contact the R.M.O., to get themselves protected against small pox and T.A.B., at their earliest but not later than Sunday, 21st April, 1974.

No. 134. COST OF PHOTOGRAPHS

With effect from 15th April, 1974, the cost of different sizes of photographs will be as follows:—

(a) Quarter size 3"×4"	...	85 P. per copy
(b) Half size 4"×6"	...	Rs. 1·70 per copy
(c) Full size 6"×8"	...	Rs. 3·20 per copy

These rates apply to all concerned, for supplies received from M/s Sharma Brothers, Photographers, The Mall, Kasauli.

No. 135. HEALTH INSURANCE SCHEME

Decrease with effect from 1st May, 1974:—

Mr. Gurdev Singh Dev	Mrs. Rajwinder Kaur Dev
Miss Satwinderpal Kaur	Shri Gursimrat Singh

No. 136. RAFFLE TICKETS—LADY LINLITHGOW SANATORIUM

We have received, like last year, Raffle Ticket books, each containing 25 tickets, from the Lady Linlithgow Sanatorium, for sale. The cost of one ticket is Re. 1/- only. The proceeds will go to the Sanatorium's welfare fund, which is utilized for the up keep of the Sanatorium.

This is a worthy cause, that deserves consideration and help from us all. The tickets are available from the Housemasters and Housemistresses, and all children are requested to lend in their cooperation.

No. 137. CINEMA

The film **SECRET FILE OF SOL MADRID**, starring David McCallum, Stella Stevens, and Ricardo Montalban, will be shown in Barne Hall at 5-45 p.m. on Sunday, 21st April, 1974.

The film is a drama dealing with smuggling of narcotics across the U.S. Mexican border.

Part II

No. 19. APPOINTMENT—HOUSE MISTRESS

Mrs. P. Arora is appointed Housemistress, Siwalik House P.D. with effect from 15th April, 1974.

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:O:

SANAWAR, FRIDAY, 26TH APRIL, 1974.

Part I		Part II	
138—147		Nil	
No. 138. PROGRAMME			
Fri.	26th	1st Mark Reading	
Sat.	27th	Supper	... 5-45 p.m.
		P.D. Sat. Club Final Performance	... 6-30 p.m.
Sun.	28th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Tue.	30th	Inter-House Boxing Finals	
		Kashmir party (with Dr. Gupta) leaves	
		Nainital party (with Mr. Kholi) leaves	
		Nainital party (with Mr. Aggarwal) leaves	
		Mussorrie party (with Mr. Mukherji) leaves	
		Rohtang Pass party (with Mr. Joshi) leaves	
		Rohtang Pass party (with Mr. G.C. Arora) leaves	
		Jaipur party (Girls—with Mrs. Solomon) leaves	
Wed.	1st	Switch over to Summer Uniform	
		Nahan party (with Mr. Solomon) leaves	
		Breakfast	... 7-00 a.m.
		L-IV and upward (B.D. & G.D.) leave for Gaura Camp	} ... 8-00 a.m.
Thu.	2nd.	Breakfast	... 7-00 a.m.
		P.D., L-III & U-III (B.D. & G.D.) leave for Sadhupul Camp	} ... 8-00 a.m.
Fri.	3rd	School out on Camp	
Sat.	4th	School out on Camp	
Sun.	5th	Sadhupul Camp returns	
Mon.	6th	Gaura Camp returns	
Tue.	7th	Gowns discarded	
Sat.	11th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
No. 139. SCHOOL ORDER			

There will be no issue of Friday School Order, on Fri., 3rd May, '74. Details regarding the programme scheduled for the week have, therefore, been published in this order.

No. 140. SCHOOL CHILDREN UNIFORM—SUMMER

With effect from Wednesday, 1st May, '74 Summer uniform will be brought into use. Wearing of woollen vests will be optional. Long-sleeved navy-blue jerseys and cardigans (report to G.O.I. merit Scholars) will not be withdrawn from children, who may, at their own discretion, wear them or not, as they please, except with games kit.

No. 141. ACADEMIC STAFF—GOWNS

Wearing of gowns by the academic staff while teaching, will be discarded with effect from Tuesday, 7th May, '74 until further notice.

No. 142. TUCK SHOP SLIPS—INFORMATION TO PARENTS.

All House Staff are reminded that they are expected to ensure that children, do, in fact, send a copy of their Tuck Shop Slips to their parents. [S.O. page 39, No. 86, dated 15th March '74 refers].

No. 143. PAY.

Pay for April, '74, will be disbursed in the School Office, on Tuesday, 30th April, '74, for various categories of staff at the usual timings.

No. 144. ILLNESS—CHICKEN POX

A few cases of chicken pox have occurred in the School, one in P.D. and one in BD. All concerned, and House Matrons in particular are requested to observe all necessary precautions, to prevent the spreading of infection. It is necessary to spread out the mattresses and blankets used by the children now down with chicken pox, in sun, observe better sanitary and hygienic measures, and follow the instructions as detailed out in School Order dated 15th March, '74, page 40 No. 88.

No. 145. LETTER WRITING

The 7th School on 7th May, '74 will be utilized for letter writing. House Staff are requested to arrange for letter writing.

No. 146. POCKET MONEY.

The usual pocket money for May, '74, will be issued along with the extra pocket money for Camp (Rs. 3/- per child for those only who are going to Camp), on Monday, 29th April '74.

No. 147. CINEMA.

The film **GUNS FOR SAN SEBASTIAN**, Starring Anthony Quinn and Anjanette Comer, will be shown in Barne Hall at 5-45 p.m. on Sunday, 28th April 1974.

The film is an outdoor action adventure about a bandit patriot

Bhupinder Singh,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 10TH MAY, 1974.

Part I
148—156

Part II
20—21

No. 148. CALENDAR AMENDMENT

The following changes may please be noted:—

May

- Thu. 9th I—H cricket commences (Instead of Mon. 13th)
 Sat. 18th Hindi Debate Srs. 6-00 p.m. (Instead of Sat. 25th)
 Sat. 25th Siw. House First Performance 4-30 p.m. (Instead of Thu. 16th)
 Mon. 27th Siw. House Final Performance (Instead of Sat. 18th)
 Prep. Cancelled

June

- Sat. 1st Staff Club Dinner 7-30 p.m. (Instead of Sat. 25th May)
 Mon. 10th Eye specialist's visit

No. 149. PROGRAMME

May

- Sat. 11th Film cancelled
 Cricket vs. Sood's XI
 Sun. 12th Cricket vs. Sood's XI
 Fri. 17th Colts & Atoms (Cricket) leave for Simla ... 2-00 p.m.
 B.C.S. Cricket XI arrives ... 5-00 p.m.
 Sat. 18th Cricket vs. B.C.S.
 Sun. 19th Cricket vs. B.C.S.

No. 150. CHANGE IN DAILY ROUTINE TIME TABLE FOR SATURDAYS

With effect from Sat. 18th May, morning P.T., on Saturdays only, will be replaced by Prep.

Rouser	5-45 a.m.
Chota Hazri	6-15 a.m.
Prep	6-30—7-40 a.m.
Breakfast	7-45 a.m.

No. 151. CRICKET

The School XI will play a friendly match with R. Sood's XI on Sat. 11th and Sun. 12th May, 1974.

Hours of Play

Sat. 11th	2-00 p.m.— 4-00 p.m.	
	4-00 p.m.— 4-15 p.m.	... (Tea)
	4-15 p.m.— 5-15 p.m.	
Sun. 12th	10-00 a.m.—12-30 p.m.	
	12-30 p.m.— 1-15 p.m.	... (Lunch)
	1-15 p.m.— 3-45 p.m.	
	3-45 p.m.— 4-00 p.m.	... (Tea)
	4-00 p.m.— 5-00 p.m.	

No. 152. HODSON RUNS—(20th April, 1974)

The results are published below for record:—

1st	Vindhya	... 111 points
2nd	Nilagiri	... 110 „
3rd	Siwalik	... 99 „
4th	Himalaya	... 43 „

No. 153. INTER HOUSE BOXING CHAMPIONSHIP (30th April, 1974)

Results are published below for record:—

- | | | |
|-----|----------|---------------|
| 1st | Vindhya | ... 67 points |
| 2nd | Nilagiri | ... 51 „ |
| 3rd | Siwalik | ... 43 „ |
| 4th | Himalaya | ... 40 „ |

Best Boxer for the year '74 ... Sanjiv Kapoor (S)
Best Loser „ „ „ „ ... Vivek Wig (V)
- The following are awarded Boxing Colours for 1974.

Sandeep Seth	(S)	Sanjiv Kapoor	(S)
Tarun Vohra	(S)	Ajai Mahajan	(S)
Sunil Sawney	(V)	Jai Singh Pathania	(H)
Puneet Ranjan	(V)	Arjun Batra	(V)
Sanjiv Bajaj	(S)	Joginder Bikram	(N)
P. K. Vashist	(S)	J. S. Bains	(N)
Vineet Kapoor	(N)		

No. 154. WATER CONSUMPTION

Water supply to all categories of staff is likely to be further restricted, in very near future, if the rate of consumption continues to be as high as at present.

No. 155. STAFF CLUB TEA

There will be a farewell tea for Mr. & Mrs. S.C. Arora at the Staff Club at 4-30 p.m. on Sunday, 12th May, 1974. Members/O S. are cordially invited.

No. 156. CINEMA

Due to railway strike, the film scheduled for screening on Saturday, 11th May, 1974, stands cancelled.

Part II**No. 20. STRENGTH**

Increase with effect from 18-4-74:—

Kirandeep Bajwa ... N.P.G.

Decrease with effect from 23-4-74:—

Asha Kiran Gupta ... N.G.

No. 21. CORRIGENDUM

School Order dated 11-4-1974, part II No. 17 is partially modified, and should read as follows:—

No. 17 Appointment vacated—Housemistress Mrs. S. Sakhuja vacated the appointment of Housemistress, Siwalik House, P.D., with effect from 6-4-1974 A.N., having resigned from Housemistresship.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:
 SANAWAR, FRIDAY, 17TH MAY, 1974.

	Part I		Part II
	157—160		22—28
No. 157. PROGRAMME			
May			
Fri.	17th	Colts & Atoms (Cricket) leave for Simla B.C.S. Cricket XI arrives	... 2-00 p.m. ... 4-00 p.m.
Sat.	18th	Cricket vs. B.C.S. Hindi Society Srs. Supper	... 6-00 p.m. ... 7-00 p.m.
Sun.	19th	Cricket vs. B.C.S. Film cancelled.	
Mon.	20th	Cricket : P.D. vs. B.D. (P.D.Flat) (Staff, Staff wives/husbands and O.S. are cordially invited by P.D. to stay on to tea after the match)	... 2-30 p.m.
Tue.	21st	Cricket gear handed in. Soccer sets made.	
Wed.	22nd	Festival Soccer match (Staff, Staff wives/husbands and O.S., are cordially invited to tea with the teams after the match).	... 3-00 p.m.
Sat.	25th	Siw. House First Performance (L IV & donwnwards to attend)	4-30 p.m.
Sun.	26th	Film (if it arrives) Supper	... 5-45 p.m. ... 7-15 p.m.

No. 158. CRICKET FIXTURE AGAINST B.C.S., SIMLA.

The School XI will play B. C. S. at Cricket on Sat. 18th and Sun. 19th May, 1974.

Programme for Sat. 18th will be :—

- (a) Assembly Singing ... 8-30 p.m.
- (b) First two schools followed by letter writing
- (c) The School will go down to watch the match at 10-45 a.m.
Elevenses will not be served.

Hours of Play (Sat. & Sun.)

	9-30 a.m.—12-30 p.m.
Lunch	... 12-30 p.m.
	1-15 p.m.— 3-45 p.m.
Tea	... 3-45 p.m.
	4-15 p.m.— 5-45 p.m.

(With an extra half hour on demand)

No. 159 CRICKET

The following will represent the School XI in the match to be played in Sanawar against B.C.S. on Sat. 18th & Sun. 19th May, 1974.

R. Bhandari (Capt.)	Joginder Bikram
Jai Singh Pathania	S. Bhalerao
R. Dodhy	D. Khosla
Bikram Verma	P. Vashisht
P. S. Gyani	N. S. Brar
V. Vasudeva	

Twelfth-man A.K. Joon

Reserves : S. Malhotra & Anil Dogra

2. The following will represent the School Colts in the match to be played in Simla against B.C.S. on 18th/19th May, 1974.

Jasmit S. Rana (Capt.)	Arjun V. Singh
Sanjay Dutt	Harjaspreet S. Gill
Gurcharan Kadan	Vineet Kapoor
Sarvajit Bhandari	Nikul Malvi
Mohan S. Judge	Jasjit S. Butalia
Bhupinder Sawney	

Twelfth-man Jagmohan Bakshi

Reserves :—Amarjyot Gyani, Wazir Jai Singh and Vijay Parmar.

3. The following will represent the School Atoms in the match to be played in Simla against B.C.S. on 18th/19th May, 1974.

Gunit Rana (Capt.)	Amar Jang
Sunil Sawhney (V. Capt.)	Susham K. Singla
Atul Kapoor	Jit Mohinder
Tejinder Singh	Tarun Vohra
Sanjit Bajwa	Arun Chandra
Jatinder Ahluwalia	

Reserves :— Rajender Singh, Atul Mittal and Gautam Rana.

No. 160. QUARANTINE

Due to the outbreak of chicken pox, the Prep. Deptt. has been placed in quarantine until further notice.

Part II**No. 22. STRENGTH**

Increase with effect from 7-5-74:—

Sandeep Bhagat ... S.P.B.

No. 23. LEAVE

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

Mr. Surendra Nath	Engineer	16- 4-74—24-4-74—9 days
„ Mool Chand	Cook	4- 4-74— 10-4-74—7 „
„ Arjun Dass	Bearer	31- 3-74— 9-4-74—10 „
„ Joti Singh	H/Tailor	17- 4-74—20-4-74—4 „
„ Chet Ram	Asstt. Printer	15- 4-74—20-4-74—6 „
„ K.D. Atri	Jr. Clerk	31-12-73—16-4-74—107,,

No. 24. APPOINTMENTS

Mr. Bansi Ram, is appointed temporary Mazdoor with effect from 22-4-74.

No. 25. RETIREMENT

Mr. K. D. Atri, Jr. Clerk, retired from the services of the school with effect from 16-4-74.

No. 26. RESIGNATION

Mr. Jit Ram No. II, temporary Mazdoor, vacated his appointment with effect from 25-4-74 having resigned.

No. 27. EXTENSION OF SERVICES

The services of Mr. Mool Chand, Cook, have been extended for one year with effect from 1-5-74.

No. 28. CORRIGENDUM

School order dated 16-3-73, Part II No. 10 is partially modified and should read as follows:—

1. Mr. Gurdev Singh Dev, Master, joined duty with effect from 11-3-73.

2. Mr. J. K. Kohli, Master, joined duty with effect from 12-3-73.

S. R. Das,
Headmaster

THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, FRIDAY, 24TH MAY, 1974.

	Part I		Part II
	161—169		29
No. 161. PROGRAMME			
May			
Sat.	25th	Siw. House First Performance (L IV & downwards to attend)	4-30 p.m.
		Supper	... 7-00 p.m.
Sun.	26th	Film (if it arrives)	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	27th	Supper	... 5-45 p.m.
		Siw. House Final Performance	... 6-30 p.m.
		Prep cancelled	
June			
Sat.	1st	Supper for School	... 7-00 p.m.
		Staff Club Dinner	... 7-30 p.m.
Sun.	2nd	Film (if it arrives)	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 162. INTER - HOUSE CRICKET TOURNAMENT—1974.

The results are published for record :—

1st	Vindhya	... 14.3	3rd	Himalaya	... 9.5
2nd	Nilagiri	... 13.3	4th	Siwalik	... 8.8

No. 163. CRICKET COLOURS—1974.

The following have been awarded Cricket colours for '74 :

- | | |
|-----------------------|--------------------------|
| 1. Rajiv Bhandari | 4. Bikram Verma |
| 2. Jai Singh Pathania | 5. Prabhjyot Singh Gyani |
| 3. Ranjit Dhody | 6. Vikram Vasudeva |

No. 164. ANNUAL INCOME TAX RETURNS BY STAFF.

The Annual Income Tax Return forms will soon be under preparation in the School Office in respect of all staff concerned, in so far as income of staff members on account of salary paid by the School is concerned.

2. These return forms, duly completed and signed by staff members concerned, have to be submitted to the Income Tax Officer, C Ward, Simla, *before 30th June next*, failing which the individual concerned becomes liable to a penalty.

3. The School Office will complete these return forms, in so far *only* as they relate to income by salary and allowances paid by the School to staff, deductions made by the School in respect of income tax, life insurance premia paid through salary and Provident Fund contribution. Office will have completed these forms, to the extent indicated above, approximately by 5th June next. They will then be sent to all staff members concerned for their further necessary action, if any, (see para 4 below) and signature. The forms must be returned to Office not later than 15th June, duly completed and signed, failing which staff members will themselves have to send their I.T. Returns to the Income Tax Officer, and the School will have no further responsibility in the matter.

4. The "further necessary action, if any" on the part of staff members, mentioned in para 3 above, involves the inclusion by them in their return of all their other income than that by salary and allowances paid by the School, and also life insurance premia paid by them privately and not through their salary by the School.

5. Staff members who prefer to prepare their Income Tax Returns entirely on their own are welcome to obtain one copy of the Return form from the Accountant in the School Office, after 1st June, 1974.

No. 165. SMALL POX VACCINATION.

It is extremely necessary that all staff including subordinate staff, and the members of their families, get protected against small pox. Anyone who has not received vaccination since 24-5-73, must give his name to the RMO, latest by 25-5-74, who will arrange for both, primary and secondary vaccination.

Will Heads of Departments please explain the implications of this order, to all class IV Staff working under them.

No. 166. GAME INCHARGE—SOCCER 1974.

{ Mr. Mukherji I/c XI	Mr. Sequeira	... Colts
{ Mr. Achhar Singh	Mr. Joshi	... Atoms

No. 167. INTERNATIONAL HEALTH CERTIFICATES.

(Ref. School Order No. 124, dated 11-4-74).

Housemasters/Housemistresses are kindly requested to take necessary action with regard to school order mentioned above; the R.M.O. has so far not received any health certificates from children who usually go abroad during school vacations.

No. 168. STAFF CLUB DINNER.

There will be a **Staff club dinner** in the Art Room on **Saturday 1st June**. Club members (wives/husbands) and O.S., are cordially invited. Should staff wish to bring personal guests, they may kindly inform the Secretary of the numbers.

No. 169. CINEMA

The film **HOTEL PARADISO**, starring **Gina Lollobrigida** and **Alec Guinness**, will be shown in **Barne Hall** at **5-45 p.m.** on **Sunday, 26th May, '74**.

The film is a farcical comedy with romantic follies.

Part II**No. 29. STRENGTH.**

Increase with effect from 8-5-74 :—

Nishad Das (D.S.)	...	S.B.J.
Shiraz Das (D.S.)	...	N.P.G.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 31ST MAY, 1974.

Part I		Part II
170—173		<i>Nil</i>
No. 170. PROGRAMME		
June		
Sat.	1st	Mock Parliament ... 6-00 p.m.
		Supper for School ... 7-00 p.m.
		Staff Club Dinner (Art Room) ... 7-30 p.m.
Sun.	2nd	Film (cancelled)
		Magic Show ... 5-00 p.m.
		Supper ... 7-00 p.m.
Thu.	6th	Himalaya House 1st performance ... 4-30 p.m.
		(P.D., & L-IV & downwards to attend)
Sat.	8th	Supper ... 5-45 p.m.
		Himalaya House Sat. Club
		final performance ... 6-30 p.m.
Sun.	9th	Eye specialist's visit
		(instead of Mon. 10th)
		Film (if it arrives) ... 5-45 p.m.
		Supper ... 7-15 p.m.

No. 171. CHARGES FOR USE OF THE SCHOOL BUS

With effect from 1st June, 1974, the charges for private use of the School Bus will be as follows:—

- (i) Rs. 1-25 per mile for all amenities.
- (ii) Halting charges will remain the same as were published vide School Order No. 161 (ii) dated 8th June, 1973.

No. 172. SCHOOL GARDENS/FLOWER BEDS/NURSERIES

A good deal of labour and time have gone in, to maintain the existing gardens, flower beds and nurseries in Sanawar, and efforts are being made to establish fresh deodar plantations, wherever possible on vacant hill sides. It has come to my notice that a few residents of Sanawar are rather callous in their attitude towards the efforts put in by school malis, and have been freely plucking flowers

and leaves, spoiling the beauty of this place. Small saplings planted on the hill-side have been damaged, and the flower-beds trampled. Can I, therefore, hope to see that each amongst us, lends his full cooperation in furthering the efforts of those who are engaged in beautifying Sanawar. It may be brought to the notice of one and all, that plucking of flowers, leaves, cutting branches of trees, etc., from school gardens and hill-sides are completely forbidden. Any specific requirements of flowers, leaves, etc., for any purposes, must be sent, in writing, to the Bursar.

No. 173. MAGIC SHOW

There will be a magic show, conducted by the magician, Mr. Bali, in Barne Hall, on Sunday, 2nd June, 1974, starting at 5-00 p.m.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:—

SANAWAR, FRIDAY, 7TH JUNE, 1974.

	Part I		Part II
	<i>174—178</i>		<i>Nil</i>
No. 174. PROGRAMME			
June			
Sat.	8th	Supper Himalaya House Sat. Club final performance	... 5-45 p.m. ... 6-30 p.m.
Sun.	9th	Eye specialist's visit Film (if it arrives) Supper	... 5-45 p.m. ... 7-15 p.m.
Mon.	10th	Staff Club Badminton tournament commences	
Sat.	15th	Eng. Debate (Jrs.) Supper	... 6-00 p.m. ... 7-00 p.m.
Sun.	16th	Film (if it arrives) Supper	... 5-45 p.m. ... 7-15 p.m.

No. 175. SWIMMING TANK

The swimming tank area will remain strictly out of bounds for all children until further orders.

No. 176. EYE SPECIALISTS VISIT

The eye-specialist will be conducting eye-examination on Sunday, 9th June, 1974. Staff interested in taking advantage of his visit, are requested to contact the R.M.O. at their earliest.

No. 177. CHARGES FOR USE OF THE SCHOOL BUS

School Order Part I, No. 171, dated 31-5-74, is replaced by the following :

With effect from 1st June, 1974, the charges for private booking of the School Bus, will be as follows:—

- (i) Rs. 1-25 per mile for all amenity bookings
- (ii) Halting charges will be :
 - (a) Re. 1/- per hour beyond the first 3 hours between 9-00 a.m. to 7-00 p.m.

(b) Rs. 2/- per hour for any time before 9-00 a.m. and after 7-00 p.m.

No. 178. CINEMA

The film **THE SPY WITH MY FACE**, starring Robert Vaughn and Senta Berger, will be shown in Barne Hall at 5-45 p.m. on Sunday, 9th June, 1974.

The film is an explosive spy drama.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 14TH JUNE, 1974.

	Part I		Part II
	<i>179—186</i>		<i>Nil</i>
No. 179. PROGRAMME			
June			
Sat.	15th	Eng. Debate (Jrs.)	... 6-00 p.m.
		Supper	... 7-00 p.m.
Sun.	16th	Film (if it arrives)	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sat.	22nd	Founder's meeting (MCR)	... 2-30 p.m.
		Soccer XI leaves for Simla	... 2-00 p.m.
		B.C.S. Colts & Atoms arrive	... 4-00 p.m.
		Film (if it arrives)	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	23rd	Soccer vs. B.C.S.	
		Breakfast	... 8-30 a.m.
		Sanawar vs. B.C.S. (Atoms)	... 9-30 a.m.
		Sanawar vs. B.C.S. (Colts)	... 10-45 a.m.

No. 180. FOUNDER'S MEETING

There will be a Sr. Staff meeting in the MCR at 2-30 p.m. on Sat. 22nd to finalise details for the Founder's Celebrations. Staff members are requested to give it a thought and come prepared with any ideas/suggestions they may have.

No. 181. ARMY WIVES' WELFARE ASSOCIATION

A fete has been organised by the AWWA in Kasauli for the 16th of June. Sr. School Children may be permitted to attend the fete at the parade ground, Kasauli, from 9-30 a.m. to 4-00 p.m., with clear instructions to the effect that they are not to visit the Bazar area.

No. 182. LIVE STOCK

Rearing of Live-stock such as buffaloes; cows, goat, sheep, etc., within the school premises is completely forbidden. Severe disciplinary action, including heavy fine will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain outside the school premises and should never be found let loose grazing on the school lands.

No. 183. INCOME TAX RETURN FORMS

Staff concerned are requested to refer to School Order Friday, 24th May, 1974, Part I, No. 164 para 3, and arrange to submit the Income Tax Forms to School Office before the due date, failing which they will have to submit their I. T. Returns direct to Income Tax Officer, C. Ward, Simla.

No. 184. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by Matrons/Steward to be beyond repair in B.D., G.D. and P.D. commencing Friday, 21st June, 1974, 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 Kitchen Matrons/Steward are requested to go through their stock and stores in hand, and to prepare in advance, in their condemnation Books, lists of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No. item will be inspected for condemnation unless it is washed and clean.

The condemnation programme is as follows:—

Fri.	21st	June, 1974	{ 11-30 a.m. 12-00 noon 12-30 p.m.	B.D. Kitchen G.D. Himalaya, Nilagiri G.D. Siwalik, Vindhya
Sat.	22nd	„ „	{ 12-00 noon 12-30 p.m.	B.D. Siwalik B.D. Vindhya
Mon.	24th	„ „	{ 12-00 noon 12-20 p.m. 12-40 p.m.	P.D. boys Him. & Nil. P.D. boys Siw. & Vind. P.D. Girls.
Tue.	25th	„ „	{ 12-00 noon 12-30 p.m.	B.D. Himalaya B.D. Nilagiri
Wed.	26th	„ „	12-00 noon	P.D. Kitchen
Thu.	27th	„ „	12-00 noon	G.D. Kitchen

Q.M. will please arrange to have condemned articles duly stamped at the time of condemnation, and will also provide two mazdoors to be present at each of the above places at the timings and dates specified above.

No. 185. STAFF CLUB.

There will be a Tambola evening in the Staff Club from 8-15 p.m. on Saturday, the 15th June, 1974. Staff and wives/husbands and O. S. are cordially invited. Please bring pencil and purse with you.

No. 186. CINEMA

The film POINT BLANK, starring Lee Marvin and Angie Dickinson, will be shown in Barne Hall at 5-45 p.m. on Sunday, 16th June, 1974.

The film is a suspenseful drama of a crime syndicate with breath taking action.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 21ST JUNE, 1974.

Part I		Part II	
187—198		<i>Nil</i>	
No. 187. PROGRAMME			
June			
Sat.	22nd	Founder's meeting (MCR)	... 2-30 p.m.
		Soccer XI leaves for Simla	... 2-00 p.m.
		Film (if it arrives)	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	23rd	Soccer vs. B.C.S. (away)	
		Atoms & Colts matches cancelled	
		Breakfast	(Sunday timings)
Mon.	24th	I-H Soccer commences	
		Wg. & Mg. commences	
Tue.	25th	Marks handed in to Form Staff	... 1-05 p.m.
		Vindhya House show 1st performance	... 4-30 p.m.
		(P.D., & L-IV downwards to attend)	
Thu.	27th	Mark Registers to Sr. Mistress	... 9-00 a.m.
		Prep cancelled	
		Supper	... 5-45 p.m.
		Vindhya House show	
		Final performance	... 6-30 p.m.
Fri.	28th	End of term Assembly	... 8-30 a.m.
		2nd Mark Reading	... 8-45 a.m.
		Normal teaching will continue	
		from 4th School onwards	
Sat.	29th	Sunday Timings	
		Escorts' meeting	... 10-00 a.m.
		B.D., vs. P.D., (Soccer)	... 3-00 p.m.
		(Staff, Staff wives/husbands and O.S.,	
		are cordially invited by the P.D., to	
		stay on to tea with the teams after	
		the match)	
		Supper	... 5-45 p.m.
		Sr. School Social	6-30—10-00 a.m.
Sun.	30th	1st Term ends—HOME DAY	

No. 188. HOUSE FUNDS ACCOUNTS

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by Friday, 28th June, 1974.

No. 189. INDENTS FOR NEXT TERM

Will all concerned, and in particular Kitchen Matrons and House Matrons, please submit their indents for their requirements for the period 1st August—30th November next, to the Bursar not later than Saturday, 29th June, 1974.

**No. 190. TRAVELLING ARRANGEMENTS MID-TERM
BREAK : LUGGAGE**

In order to keep the luggage being taken by children for the short summer break to the minimum, a small attache case and holdall or a tin box will be allowed except for Sixth Form students and children going to hill stations. Small travelling bags are available in the Tuck Shop and may be obtained on a Tuck Shop slip signed by the Housemasters/Housemistresses. Warm clothes or bedding need not be packed unless they are in need of repair.

No. 191. FOUNDER'S AND FETE REQUIREMENTS

It has been decided that all staff members concerned must submit their complete requirements for Founder's and the Fete to the Engineer and Quartermaster by the 20th August and 2nd September, 1974 respectively at the latest.

No. 192. MID-SESSION VACATION

The School will close on Sunday, 30th June, 1974 for the mid-session break, and will reopen on Sunday, 28th July, 1974 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 be published shortly.

No. 193. MATRONS—MID-SESSION BREAK.

Should Matrons/Steward wish to proceed with School parties or otherwise on the 30th June, 1974, they will make a personal stock taking, reporting any losses by the dhobi to the Bursar,

before they leave. These reports will be duly signed by the dhobi concerned. Matrons/Steward 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. 194. CHILDRENS' LONG-SLEEVED, NAVY BLUE JERSEYS/CARDIGANS.

All children of BD, GD and PD, (except *Merit* scholars) will take their long-sleeved navy blue uniform jerseys/cardigans home with them during the forthcoming Vacation. They must ask their parents/guardians to have these jerseys/cardigans cleaned/repared, whatever is necessary, at home.

All children **MUST BRING BACK THESE VERY JERSEYS/CARDIGANS**, duly cleaned/repared, **WITH THEM WHEN RETURNING TO SCHOOL AT THE END OF THE VACATION**, as they will require to wear them immediately they return.

Children will **NOT** be permitted to wear with School uniform, jerseys/cardigans which are not exactly of the pattern and colour as those issued to them by the School.

Will all Housemasters, Housemistresses and House Matrons please note the above and take necessary action accordingly.

No. 195. SOCCER

The following will represent the School XI in the match to be played in Simla against B.C.S. on Sunday, the 23rd June, '74:—

Jai Singh Pathania (Capt.)	Jaskaran Singh Bains
Ghanshyam Singh Ghoman	Jitender Singh Chandail
Anil Sood	Ram Chander Grewal
Khushbir Singh Sandhu	Ashok Kumar Joon
Ajay Mahajan	Joginder Bikram
Bikram Verma	

Reserves : Arjun Batra, Bikram Seth & Ranjit Dhody

2. The following have been selected to the School Colts XI 1974:—

Vineet Kapur (Capt.)	Bhupinder Sawhney
Gurcharan Kadan	Tonsing Khasiamung
Sanjay Dutt	Jagmohan Bakshi
Salil Kapur	Amarjyot Gyani
Sandip Saluja	Tarun Sawney
Taranjit Sandhu	
Reserves : Nikul Malvi & Sarvajit Bhandari	

3. The following have been selected to the School Atoms XI 1974:—

Tarun Vohra	Capt.	Vievk Wig
Jitender Ahluwalia	Vice Capt.	Sushum K. Singla
Gunit Rana		Vivek Khosla
Sunil Sawney		Tejinder S. Chaudhry
Atul Mittal		Sukhpal Singh
Gurinder Singh Dhillon		
Reserves : H. S. Purewal, S. Kokri & Jeet Mohinder Singh.		

No. 196. PROVIDENT FUND

All staff are requested to confirm the balances in their P.F. accounts as on 31st December, 1973 and sign the P.F. register on Monday, the 24th June, 1974.

Heads of all departments are requested to inform all persons working under them.

No. 197. PAY.

Pay for June, 1974 will be issued to all Staff on Saturday, 29th June, 1974.

No. 198. CINEMA

The film THE PRIZE, starring Paul Newman, Elke Sommer and Edward G. Robinson, will be shown in Barne Hall at 5-45 p.m. on Saturday, 22nd June, 1974.

The film is based on Irving Wallace's novel about Nobel prizes.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL SANAWAR

—:o:—

SANAWAR, THURSDAY, 27TH JUNE, 1974

SPECIAL ORDER

Mid-Session Break Arrangements—1974.

No. 199. 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 school party.

(i) Children going home with their parents will normally be allowed to leave Sanawar from 9-00 a.m. on Sunday, 30th June, 1974 (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 under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property 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 **Friday, 28th June, 1974**. Travel money required by individual children will not be issued by office after that day.

The normal travelling money for school parties will be issued to escorts on Friday, 28th June, 1974 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' journey.**

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Broken window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all water 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 M. C. R. on Saturday, 29th June, 1974, at 10-00 a.m. 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 in charge of school parties will report to the Bursar in writing the names of any children who acted in an undisciplined 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 respectably.

SANAWAR/KALKA 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, and they are printed **partywise** on the luggage labels (which should be obtained from the School Office by all Staff concerned):—

Srl. No.	School Party
1	Kalka
3	† Bombay V.T.
4	Dehra Dun
5	Ferozpur
6	Amritsar
7	Lucknow
8	Pathankot
10	Calcutta
11	Delhi Jn. 'A'
12	* Delhi ,, 'B'
13	Delhi ,, 'C'

Special note :

Quite a few of these serial numbers have been changed and *are not the same as previously*. **Please note the changes carefully.**

† (includes Kurukshetra and Karnal)

* (includes Chandigarh and Ambala Cantt.)

(ii) Party labels are available in the School Office. House Matrons should collect them from there as per their requirement.

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.**

(iii) 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 Friday, 28th June, 1974, of the number of packages (luggage) to be collected from their quarters.

(iv) 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.**

(v) Luggage of children travelling in **Ferozpur party**, must be ready by 4-00 a.m. on 30-6-74. Such luggage will be collected by school mazdoors from B.D., G.D., and P.D., and taken to B.D. Quadrangle, and loaded on to the School Bus, which is scheduled to leave for Kalka, at 5-00 a.m. sharp, along with the party children.

(vi) Luggage of all children going to **Simla** must be ready at the B.D. Quadrangle by 8-00 a.m. on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded onto the Simla bus, **which will come up to the B.D. Quad. itself, at about 8-15 a.m.**

(vii) Luggage of all other children travelling in school parties must be ready before 7-00 a.m. on home day. Such luggage will be collected by school mazdoors from G. D. & P. D. and taken to Gaskell Hall. Q.M. will arrange to bring heavy luggage only from NBD to Gaskell Hall. Boys of B.D. (except Simla party) will carry their own luggage out of their dormitories and stack inside Gaskell Hall against the four walls under QM's supervision. House Staff will please ensure that this is done in an orderly manner. 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.

(viii) **All luggage whatsoever, including boxes, hold-alls etc., will travel with school parties on the party buses.** The Quartermaster will arrange for the loading of all parties' luggage onto the buses at the B.D. 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 children and Staff of various 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.*

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

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

ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Achhar Singh of the School Office will be present at Kalka railway station and will be incharge of the allotment of seats or berths in coaches to all school parties. Escorts are requested to contact him there in this connection.

BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast.**—(a) Ferozpur party children, including escorts, will have their breakfast at Kalka Rly. station refreshment room. Arrangements have been made to this effect.

(b) Boys from Delhi A, Delhi B, Lucknow, Dehra Dun and Kalka parties, who have been permitted to walk down, will have their Breakfast at 6-30 a.m. on home day.

(c) Breakfast for the rest of the school will be at 7-30 a.m., in all departments on home day.

(ii) **Lunch.**—(a) Ferozpur party will have their lunch at Ambala Cantt Rly. station refreshment room between 11-00 a.m. and 12-00 noon on 30-6-74.

Bombay V.T. party will also have **Lunch** at Ambala Cantt Rly. station refreshment room between 12-00 noon and 1-00 p.m. on 30-6-74. Information regarding provision of lunches for Ferozpur and Bombay V.T. parties has been sent to Station Master Ambala Cantt, in advance.

(b) Delhi A, Delhi B, Lucknow and Dehra Dun parties will have their lunch at Kalka Rly. Station refreshment room, between 11-00 a.m. and 12-00 noon on 30-6-74. Advance information for provision of lunches on this day has been sent to Station Master Kalka.

(c) Lunch for the rest of the school, will be at 12-30 p.m., in all departments on home day.

(iii) **Tea.** Bread and tea will be served in the B. D. Kitchen at 4-30 p.m. for all members of the Amritsar, Pathankot, Calcutta and Delhi C parties, except those who will have walked down.

(iv) **Supper Packets.**—(a) Ferozpur party will have supper at Bhatinda Rly. station refreshment room, between 8-30 p.m. to 9-30 p.m., on 30-6-74.

(b) Delhi A, Delhi B, Lucknow, Dehra Dun parties will have their supper at Ambala Cantt. The escorts will have an option, to arrange supper, either at the Rly. Station refreshment room, or out side in the City.

(c) For the remaining parties, supper packets (all of which will be Vegt.) will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka. These will be issued in baskets. Given below is a statement naming the member of staff who will be responsible for collecting Supper packets for the school party indicated. Also shown is the number of packets for the various school parties (including 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 onto 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 at Kalka to have the empty baskets handed over to Mr. Mukherji after having distributed the packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Delhi ,, 'C'	Miss S. Bhatnagar	34
Amritsar	Mr. Aggarwal	37
Pathankot	Mr. Solomon	40
Calcutta	Mr. Achhar Singh	31

The Quartermaster will arrange of the issue of necessary number of clean baskets of appropriate size to the I/c B.D.K. at 10-00 a. m. on-home day.

The Kitchen Matrons/Steward 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 Kitchen Matrons/Steward 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/Steward will please arrange among themselves as to which of them will be present on each such occasion.

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

While Mr. Abraham will please arrange for sufficient number of "surahis", for drinking water purposes during rail journies, for Bombay V.T. party, Mr. Achhar Singh will do so for all other parties.

ROLL - CALL AT KALKA.

Staff escorting the school parties are requested to arrange a roll-call of children to be escorted by them on the platform at Kalka Railway Station, half an hour before the departure time of the train. 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 DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Ferozpur and Bombay V.T. parties.

(ii) Every boy walking down will carry a raincoat with him, whatever the weather.

(iii) Boys, walking down, who do not carry their own hand luggage, i.e. air-bags etc., with them, must NOT put it into the buses at

Sanawar before leaving School, but must make it over to some other boy of the same School party who will be travelling to Kalka by party bus.

(iv) Boys from Delhi A, Delhi B, Lucknow, Dehra Dun and Kalka parties, who have been permitted to walk down, must leave Sanawar by 7-00 a.m. From amongst the remaining children, those 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 7-00 a.m. and 1-30 p.m. respectively. The names of any boys not present will be reported immediately to the Bursar in writing.

(v) 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.

(vi) 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. 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.

(vii) 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 Saturday, 29th June, 1974, after the escort's meeting.

NEXT TERM.

The next term will begin on Sunday, 28th July, 1974, and all children must be back by 4-00 p.m. on that day.

PAY FOR JUNE, 1974.

Pay for June will be issued to all Staff on Sat. 29th June 1974.

S. R. Das
Headmaster.

ANNEXURE

1. The School parties will leave from B. D. Quadrangle, in the following order, on Sunday, 30th June, 1974. Boys who have been permitted to walk down to Kalka are not included in the programme given below :

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (escorts & families including)</i>	<i>Bus</i>
Ferozpur	4-45 a.m.	5-00 a.m.	24	By School Bus
Simla	8-00 a.m.	8-15 a.m.	21	By HGT Bus.
Bomboy V.T.	8-30 a.m.	9-00 a.m.	41	By School Bus
Delhi A	8-30 a.m.	9-00 a.m.	21	By HGT Bus
Delhi B	—do—	—do—	38	„
Kalka	—do—	—do—	6	„
Dehra Dun	—do—	—do—	6	„
Lucknow	—do—	—do—	10	„
Amritsar	6-30 p.m.	7-00 p.m.	23	„
Pathankot	—do—	—do—	26	„
Delhi C	—do—	—do—	31	„
Calcutta	—do—	—do—	17	„

2. Ferozpur party will travel by School Bus from Sanawar, from B.D. Quad. leaving at 5-00 a.m. sharp, upto Kalka. From Kalka, the party will travel in one extra II class coach by 2 UK Kalka—Ambala Cantt passenger train, leaving Kalka at 0750 hrs. on 30-6-74, upto Ambala Cantt, arriving there at 1020 hrs. The same coach will be attached to I UB Ambala Cantt—Bhatinda passenger, on the same day, leaving Ambala Cantt at 1355 hours, arriving Bhatinda at 2000 hours, the same day. The same coach will be attached at Bhatinda to 37 Up Mail, leaving Bhatinda at 0445 hours on 1-7-74, arriving Ferozpur Cantt at 0630 hours on 1-7-74.

3. Bombay V.T. party will travel by school Bus from Sanawar upto Ambala Cantt. From Ambala Cantt, the party will travel in one extra First Class coach, by 58 Dn. Amritsar—Dadar express, leaving Ambala Cantt at 15-25 p.m.

4. Delhi A, Delhi B, Lucknow, Dehra Dun and Kalka parties will leave for Kalka from B.D. Quad. by H.G.T. buses, at 9-00 a.m. From Kalka (except for Kalka party) they will travel in extra coaches, by 4 UK Kalka—Ambala Cantt passenger train, leaving Kalka at 1305 hours, arriving at Ambala Cantt at 1545 hours. For onward journey, please see the attached cyclostyled sheet.
5. Amritsar and Pathankot parties will leave from Kalka Rly. Station by 35 Dn. Simla Mail, leaving Kalka at 9-50 p.m.
6. Delhi C and Calcutta parties will leave from Kalka Rly. station by 2 Dn. Kalka—Delhi—Howrah mail, leaving Kalka at 11-35 p.m.
7. The school bus will, after unloading of the luggage, etc., of the Bombay V.T. party at Ambala Cantt station, return to Kalka Rly. station; the driver will await there for further instructions from Mr. Mukherji.
8. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—especially the escorts—**until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
9. 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.
10. The Bursar, assisted by Dr. Dhillon will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 28TH JUNE, 1974.

	Part I	Part II
	<i>200—210</i>	<i>Nil</i>
No. 200. PROGRAMME		
June		
Sat. 29th	Sunday Timings	
	Escorts' meeting	... 10-00 a.m.
	B.D., vs. P.D., (Soccer)	... 3-00 p.m.
	(Staff, Staff wives/husbands and O.S., are cordially invited by the P.D., to stay on to tea with the teams after the match)	
	Supper	... 5-45 p.m.
	Sr. School Social	6-30—10-00 a.m.
Sun. 30th	1st Term ends—HOME DAY	
No. 201. FOUNDER'S DUTIES		
Athletics (B.D.)	... Mr. Mundkur I/c, M/s Joshi, Solomon, Abraham, Randhawa, Sequeira, Amar Singh, Suresh Kumar & Hasan	
„ (G.D.)	... Mrs. Solomon I/c, Mrs. Bhalla and Miss Oswald	
Colours Parade	... M/s B. Singh & Dhani Ram	
Band	... Mr. Katoch	
Staff Play	... Mr. Bhupinder Singh I/c	
School Concert		
(i) Orchestra	... Dr. Kulshrestha	
(ii) Ballet	... Miss Bhatnagar	
(iii) English play	... Mrs. Sawney	
(iv) Band	... Mr. Katoch	
I/c Co-ordination	... Miss Chatterji	
P.D. Concert	... Mrs. Harbaksh Kaur, P.D. staff and Mrs. Sawney	
Tattoo	... I/c Co-ordination Mr. Bhalerao	
Mike	... Miss Chatterji	
P.T., & Gym. work	... Mr. Dhani Ram	

Club Drill	...	Mr. Dhani Ram
Folk dance	...	Miss Bhatnagar
'A chapter from Indian History'	...	M/s Sequeira & Hasan
Arts/Crafts/Needlework	...	Hobbies Staff
Science Exhibition	...	Science Staff
Seating	...	P.D. Concert: B.D. Staff
		Staff Play : G.D. ,,
		Speeches : B.D. ,,
		School Concert: P.D. ,, & O.S
Parade } Tattoo }	...	Mr. Mundkur & Dr. Gupta
Decorations	...	Mr. Gore I/c., M/s G. C. Arora and Charanjit Singh
Stage & Sound } Equipment }	...	Mr. Mukherji I/c., M/s Aggarwal, Subhash Gupta and Ramesh Sethi.
O.S. Basket-Ball	...	Mrs. Bhalla
,, Hockey	...	Dr. D.C. Gupta and Amar Singh
,, Dinner	...	Miss R. Chatterji
,, Dance	...	Dr. Dhillon, & Miss Sakhuja
Parents coffee } (Athletics) }	...	Mrs. Das, Mrs. B. Singh, Mrs. Gore, Mrs. Mukherji, Mrs. Bhalerao and Mr. Mathur
Visitor's Cloak Rooms	...	Miss Oswald (Ladies) Mr. Nayyar (Men)
Checking Invitation Cards	...	M/s Solomon, Gurdev Singh and Kohli
Nursery	...	Ram Singh & 2 P.D. Ayahs
I/c Barne Hall	...	Mr. Mundkur Assisted by Mr. Kohli
I/c Costume Room	...	Mr. Abraham.

No. 202. PROVIDENT FUND

Attention of staff is invited to School Order No. 196, dated 21-6-1974, and it is again requested that those who have not yet signed the P.F. register may kindly do so immediately.

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

No. 203. REVISED RATES OF WATER CHARGES

With effect from 21st June, 1974, the rates of water charges will be as follows :—

Category A <i>who take their meals in the School Kitchens</i>	Category B <i>who do not take their meals in the School Kitchens</i>
1. For the first 3000 litres per head per month @ 60p per 1000 litres.	1. For the first 4000 litres per head per month @ 60p per 1000 litres.
2. For the next 2000 litres per head per month @ Re. 1/- per 1000 litres.	2. For the next 3500 litres per head per month @ Re. 1/- per 1000 litres.
3. Above 5000 litres per head per month @ Rs. 2/- per 1000 litres.	3. Above 7500 litres per head per month @ Rs. 2/- per 1000 litres.

No. 204. ELECTRICITY—REVISED RATES

This is for the information of all concerned that the H.P. State Electricity Board have revised the rates of electricity effective from 1st March, 1974, and they are as follows:—

26 paise per kwh (unit).

No. 205. SOCCER—1974.

The following have been awarded Colours for 1974 :—

- | | |
|--------------------------|----------------------------|
| 1. Jai Singh Pathania | 5. Ajay Mahajan |
| 2. Ghanshyam Singh | 6. Bikram Verma |
| 3. Anil Sood | 7. Jaskaran Singh Bains |
| 4. Khushbir Singh Sandhu | 8. Jitender Singh Chandail |

2. The following are Inter-House positions :—

Nilagiri	13pts.	1st	Siwalik	7pts.	3rd
Himalaya	11pts.	2nd	Vindhya	5pts.	4th

No. 206. SOCCER MERIT CERTIFICATE.

Jai Singh Pathania has been awarded Merit Certificate for 1974.

No. 207. SWEEPERS OFFS

The R. M. O. is the authority for fixing/regulating all sweepers' half day or full-day offs. The R.M.O. will also arrange for a relief.

Sweepers attached to dormitories or kitchens will inform, well in time, about their 'offs' to the House Matrons or Kitchen Matrons/Steward concerned. Changes in the 'offs' will normally be not done and in any case not without the consent of the Matrons/Steward concerned.

No. 208. STAFF FAMILIES' RATIONS ETC., DURING VACATION.

(1) With effect from Monday, 1st July, 1974 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel of staff families who will be 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

It is regretted that bread supply can not be arranged by the school.

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 timings as usual.

(2) The Bursar particularly requests that any complaints or difficulties of staff families in respect of supplies of the above articles by contractors should be brought to his notice immediately, or in his absence to the notice of the Q. M., in order to enable him to take corrective 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. 209. 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. 210. CINEMA

The film KELLY'S HEROES, starring Clint Eastwood, Telly Saralas, Don Rickles, Donald Sutherland and Carroll O'Cooner will be shown in Barne Hall at 5-45 p.m. on Friday, 28th June, 1974.

The film is a Comic adventure of the off beat GI's in a behind the lines bank robbery during their rest and recreation period near the end of world war II.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 26TH JULY, 1974.

Part I

211—221

No. 211. WELCOME

Mrs. Das and the Headmaster welcome all students, staff and their families to the Founder's term.

No. 212. PROGRAMME

July

Sat.	27th	Firozpur party arrives	...	9-00 a.m.
Sun.	28th	Other School parties arrive.		
		Kit issued		
Mon.	29th	Founder's term commences		
		Rouser	...	7-00 a.m.
		Breakfast	...	9-00 a.m.
		Assembly	...	9-45 a.m.
		Schools cancelled		
		Prep cancelled		
		Lunch	...	1-00 p.m.
		Film	...	5-30 p.m.
		Supper	...	7-30 p.m.
Tue.	30th	Rouser	...	7-00 a.m.
		P.T. cancelled		
		Breakfast	...	7-45 a.m.
		Assembly	...	8-30 a.m.
		Sixth Form Exam. commences		
		Normal teaching for the rest of School		
		Sr. School children, hobbies staff etc., assemble in Barne Hall	...	2-15 p.m.
		Prep cancelled		
Wed.	31st	Founder's term—Time-table commences		
August				
Fri.	2nd	Sr. School Academic Staff meeting in M.C.R.	...	6-30 p.m.
Sat.	3rd	Raksha Bandhan		
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

No. 213. RETURN OF SCHOOL CHILDREN

All Housemasters/Housemistresses will please send immediately the lists of children in their Houses, who have not yet reported back to School, to the Headmaster. They will also report about the late arrivals giving reasons for their not been able to join the School on 28-7-74, by 5-00 p.m.

No. 214. RETURN SCHOOL PARTIES JULY, 1974.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 31st July 1974, about the unusual situations, problems faced by them in connection with the School Return parties. They are also requested to submit the list of children who did not turn up to join the party; also the list of children who were not included in the party, but did travel with the School party.

No. 215. DEPOSIT OF CASH IN SCHOOL OFFICE

Following timings be adhered to, with respect to deposits/withdrawals at the School Cashier's counter:—

Monday to Friday ... 10-30 a.m.—12-30 p.m. (for all).

2-00 p.m.— 2--30 p.m. (for teaching staff only)

Saturday ... 10-30 a.m.— 12-30 p.m. (for all)

No cash dealings, however, will be done by the School Office/Cashier on the monthly pay day.

No. 216. 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. 217. 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, immediately after signing the receipt at the School Cashier's counter itself. This is necessary because it is not possible, once the person concerned leaves the counter, to verify the validity of the discrepancy pointed out; the office cannot make good any subsequent alleged deficiencies.

No. 218. TROPHIES, MEDALS, ETC.

All Staff concerned are requested to send in their requirement slips to the Bursar with regard to Trophies, cups, medals etc. well in time, that is, **at least two days in advance** of the date on which these are required.

No. 219. STATE BANK OF PATIALA IN THE SCHOOL

The working hours of the Extension Counter of the State Bank of Patiala in Sanawar are reproduced below for information to all concerned:—

Mondays to Fridays	...	11-00 a.m.— 2-00 p.m.
Saturdays	...	10-00 a.m.—12-00 noon.
Sundays & Bank Holiday	...	Closed

Mr. S.P. Sharma is presently the incharge of the extension Counter.

No. 220. MEDICAL CERTIFICATES

House Matrons are requested to collect Medical Certificates from their respective House children and also prepare a list of those who did not bring these and send them over to the R.M.O., latest by 1st August, 1974.

No. 221. CINEMA

The Hindi film MAJHLI DIDI, starring Dharminder and Meena Kumari, will be shown in Barne Hall at 5-30 p.m. on Monday, 29th July, 1974.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:
 SANAWAR, FRIDAY, 26TH JULY, 1974.

SPECIAL SCHOOL ORDER

No. 222. SCHOOL CALENDAR (27th July—1st December)

July

Sat.	27th	Firozpur party arrives	... 9-00 p.m.
Sun.	28th	Other School parties arrive. Kit issued	
Mon.	29th	Founder's term commences Sunday timings Opening of Term-Assembly	... 9-45 a.m.
		Film	... 5-30 p.m.
		Supper	... 7-30 p.m.
Tue.	30th	P.T. cancelled Breakfast	... 7-45 a.m.
		Assembly	... 8-30 a.m.
		Sixth Form Exam. commences Normal teaching for the rest of school Sr. School children, hobbies staff etc., assemble in Barne Hall	... 2-15 p.m.
		Prep cancelled	
Wed.	31st	Founder's term—Time-table commences	

August

Fri.	2nd	Sr. School Academic Staff meeting in M.C.R.	... 6-30 p.m.
Sat.	3rd	Raksha Bandhan Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	11th	Janam Ashtami Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed.	14th	Independence Eve Staff Club get-together	... 8-45 p.m.
Thu.	15th	Independence Day Flag hoisting followed by Special Independence Day Assembly	... 9-30 a.m.

Thu.	15th	Independence Day Special	
		Lunches	... 1-00 p.m.
		Class IV staff sports (weather permitting)	2-30 p.m.
		Dry supper	... 6-00 p.m.
		Hindi Film show for staff and families	... 6-30 p.m.
Sat.	17th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sat.	24th	Hindi Debate (Srs.)	... 6-00 p.m.
		Supper	... 7-10 p.m.
Sun.	25th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sat.	31st	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

September

Thu.	5th	Teachers' Day	
Sat.	7th	English Debate (Jrs.)	... 6-00 p.m.
		Supper	... 7-10 p.m.
Sat.	14th	Swimming Sports	... 2-30 p.m.
Sun.	15th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Tue.	17th	Marks to Form staff	... 1-00 p.m.
Thu.	19th	Mark Registers to Sr. Mistress	... 9-00 a.m.
Fri.	20th	Third Mark Reading	
Sat.	21st	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	30th	P.D. Concert 1st performance	... 10-30 a.m.
		Sr. School 1st performance	... 4-00 p.m.
		Tattoo 1st performance	... 7-15 p.m.

October

Tue.	1st	A.D.S., First performance	... 5-00 p.m.
Wed.	2nd	Breakfast	... 7-20 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (Barne Hall)	... 8-00 a.m.
		Athletics	9-30—11-30 a.m.
		Parents' Coffee (Gaskell Hall)	... 12-00 noon
		P.D. Founder's Lunch	... 1-15 p.m.
		A.D.S. Play	... 5-30 p.m.

Thu.	3rd	Board of Governors meeting (HM's House)	... 10-00 a.m.
		O.S., Matches	... 10-00 a.m.
		P.D., Concert	... 4-30 p.m.
		Tattoo	... 7-15 p.m.
Fri.	4th	Founder's Day	
		Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours	... 10-00 a.m.
		Speeches	... 12-00 noon
		Founder's Lunch B.D./G.D.	... 1-15 p.m.
		Sr. School performance	... 5-00 p.m.
Sat.	5th	Fete	... 10-30 a.m.
		S.O. Ps. allowed	... 12-30 p.m.
		O.S. meeting (Staff Club)	... 2-30 p.m.
		O.S. Dinner	... 7-00 p.m.
		O.S. Dance	... 8-30 p.m.
Mon.	7th	Children on S.O. Ps. to report back	... 5-00 p.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Tue.	8th	Hockey season commences	
		Festival Hockey match	... 3-00 p.m.
Sat.	12th	Inter-House P.T. competition	
Sun.	13th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	14th	VI Form morning Prep commences	
		Road walk & Run for the rest	
Sat.	19th	Hindi Debate (Jrs.)	... 6-00 p.m.
Sun.	20th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Fri.	25th	Dussera	
Sun.	27th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
November			
Sat.	2nd	English Debate (Srs.)	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	3rd	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sat.	9th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

Sun.	10th	Prep School photographs Teams' photographs G.D., photographs I-H shooting competition	... 10-30 a.m.
Mon.	11th	VI Form Exam. Commences	
Wed.	13th	Diwali (Holiday) P.D., pic-nic	
Thu.	14th	Children's Day Pagal Gymkhana	... 2-30 p.m.
Sat.	16th	One Act plays in English and Hindi	... 5-45 p.m.
Sun.	17th	House photographs Staff Club tea followed by staff photograph and staff club meeting	... 4-30 p.m.
Sat.	23rd	Film Supper	... 5-45 p.m. ... 7-15 p.m.
Mon.	25th	Inter-House Hockey tournament Commences Marks handed in to Form Staff Spartan Ozarkian Club meeting (H.M's House)	... 1-05 p.m. ... 6-00 p.m.
Tue.	26th	Text Books handed in Carol Singing	... 5-30 p.m.
Wed.	27th	Mark Registers to Sr. Mistress Text books handed in House staff meeting	... 9-00 a.m. 9-00—1-00 p.m. ... 6-00 p.m.
Thu.	28th	4th Mark Reading Promotion meeting	... 9-00 a.m. ... 2-30 p.m.
Fri.	29th	Guru Nanak's Birthday (Holiday) Dance and Music recital under arrangement of School Dance & Music Department	... 5-45 p.m.
Sat.	30th	End of Term Assembly Escorts' meeting Prize Giving History/Tutorial sheets handed in to School Office P.D. Christmas tree House break-up parties	... 3-00 p.m. ... 5-45 p.m. ... 6-45 p.m.
December			
Sun.	1st	HOME DAY	

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 2ND AUGUST, 1974.

Part I

223—237

No. 223. PROGRAMME

Fri.	2nd	Sr. School Academic staff meeting (MCR)	...	6-30 p.m.
Sat.	3rd	Raksha Bandhan		
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Mon.	5th	Swimming Commences		
Sun.	11th	Janam Ashtami		
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

No. 224. FOUNDER'S TERM 1974.

With effect from Wednesday, 31st July :—

Rouser	5-50 a.m.
Chota	6-20 a.m.
P.T.	6-30—7-10 a.m.
House Inspection	7-30 a.m.
Breakfast	7-45 a.m.
M.I. G.D.	7-30 a.m.
M.I. B.D.	8-00 a.m.
Assembly	8-30 a.m.
Classes (3 Schools)	8-40—10-25 a.m.
Break	10-25—10-45 a.m.
Classes (4 Schools)	10-45—1-05 p.m.
Lunch	1-10 p.m.
Hobbies groups/Play practices	}			1-50—2-50 p.m.
Music/Dance/Band				
Gym. Work	2-00—2-50 p.m.
Trooping practice	3-00—3-35 p.m.
Athletics U 11	}			3-00—3-40 p.m.
U 13				
Athletics U 15	}			4-05—4-45 p.m.
Opens				

Athletics G.D.	4-30—5-30 p.m.
Tea B.D.	3-50 p.m.
Tea G.D.	4-15 p.m.
Swimming				
P.D.	2-20—2-50 p.m.
G.D.	3-00—4-05 p.m.
B.D.				
U 11 } Daily	4-15—4-45 p.m.
U 13 }				
U 15 } Tuesdays, Thursdays & Saturdays				4-55—5-25 p.m.
Opens }				
Baths B.D. (Mon., Wed. & Fri. [Srs.])	4-55—5-25 p.m.
" " (Tue., Thus. & Sat. [Jrs.])	
House Inspection	5-35 p.m.
Prep: Monday to Friday	5-45—7-05 p.m.
Supper	7-10 p.m.
House Inspection	8-40 p.m.
Lights out	8-45 p.m.
Lights out Sixth Form	10-00 p.m.
Saturdays				
Morning Prep	6-30—7-30 a.m.
Singing practice	8-25 a.m.
Swimming (Sundays)				
G. D.	9-30—10-20 a.m.
Him B.D.	10-25—11-05 a.m.
Nil. B.D.	11-05—11-45 a.m.
Siw. B.D.	11-45—12-25 p.m.
Vind. B.D.	12-25— 1-05 p.m.
Lunch B.D. (Sundays)	1-15 p.m.
Barne Hall				
Play Practices (Mondays to Saturdays)	1-50— 2-50 p.m.
P.D. " (")	4-15— 5-45 p.m.
A.D.S. " (Mondays to Fridays)	7-00— 9-30 p.m.

No. 225. 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 are present at the side of the pool:—
 - (i) A long bamboo with a blunt hook attached at the end.
 - (ii) Floats (Life belts);
 - (iii) Rope;
 - (iv) Krishan, mazdoor, present near the pool.

No. 226. SWIMMING AND SWIMMING POOL AREA

1. Swimming pool will be ready for use with effect from 2nd August, 1974.
2. 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, on days (and timings) given below:—

Mondays Wednesdays Fridays	}	The pool is not available for use at any time before 2-00 p.m.
----------------------------------	---	--

Tuesdays	} The pool is not available for use at any time before 11-30 a.m.
Thursdays	
Saturdays	

3. The R.M.O. will kindly detail one sweeper daily, who would keep the entire surrounding area swept and clean, and also the drains clear of stones etc.
4. All children must take care and see that they do not throw stones, sweet wrappers etc., in the swimming pool.
5. Children of subordinate staff are forbidden to go near or by the side of the swimming pool. Departmental Heads are requested to explain this to such staff working under them.

No. 227. LIBRARY BOOKS.

The Librarian is busy doing Stock-checking, and, for this purpose, it is essential that all library books be present in the library. Would all Staff, therefore, arrange to return all the library books borrowed by them, at their earliest, but not later than Monday 5th August, 1974.

A number of library books may be lying in the Staff Common Rooms, in dormitories or in House Matrons' Clothing rooms, unclaimed for, by children. It is requested that these books be sent to the Librarian as early as possible.

No. 228. RECEIPT & DISTRIBUTION OF POCKET MONEY.

With effect from 1st August, 1974, it is regretted, the office will not be able to arrange for issue of pocket-money in the shape of notes of denomination of Re. 1/- and Rs. 2/-. Arrangements, however, have been made with the Incharge, Extension Counter, State Bank of Patiala, Sanawar, regarding provision of notes of smaller denominations, and these can be obtained from the Bank on Friday or Saturday of the week concerned.

No. 229. ELECTRICITY—REVISED RATES.

With effect from July, 1974 the rate of electricity payable will be 16 paise per Kwh (unit).

No. 230. NEW ADMISSIONS—ISSUE OF POCKET MONEY

Whenever new admissions occur during the terms, House-masters and Housemistresses are requested to send a note to the Bursar asking for issue of pocket money for such newly admitted children in their respective Houses.

No. 231. FOUNDER'S AND FETE REQUIREMENTS

All concerned are requested to refer to S.O. No. 191, dated 21-6-74, and are reminded that lists of complete requirements for Founder's and the Fete must be given to the Engineer and Quartermaster not later than 20th August and 2nd September 1974, respectively. It is important that these dates be strictly observed.

No. 232. I/C SWIMMING

Mr. Dhani Ram will be over-all incharge for Swimming.

No. 233. ICE-CREAM

Ice-Cream will be on sale again from Sunday, 4th August, 1974, as usual.

No 234. PROVIDENT FUND

Attention of staff is again invited to School Order No. 196, dated 21-6-74 and No. 202, dated 28-6-74, and it is again requested that those who have not yet signed the P.F. register may kindly do so immediately.

No. 235. HEALTH INSURANCE SCHEME

Reena Mukherji has been deleted from Health Insurance Scheme with effect from 1st August, 1974.

No. 236. HOLIDAY : ADMINISTRATIVE STAFF

Saturday 3rd August, 1974, will be observed as a holiday on account of Raksha Bandhan.

Tuckshop will, however, remain open on the 3rd as usual.

No. 237. CINEMA

The film ONCE A THIFF, starring Alain Delon and Ann Margret, will be shown in Barne Hall at 5-45 p.m. on Saturday, 3rd August, 1974.

The film is a suspenseful drama.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 9TH AUGUST, 1974.

Part I

238—248

No. 238. PROGRAMME

Sun.	11th	Janam Ashtami Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed.	14th	Post Tea Programme cancelled Hindi Film	... 5-00 p.m.
		Supper	... 8-00 p.m.
		Independence Eve Staff Club get-together (Art-room)	... 8-45 p.m.
Thu.	15th	Independence Day—Holiday Breakfast	... 8-30 a.m.
		Flag hoisting followed by Independence Day Assembly	... 9-30 a.m.
		Independence Day Special Lunches	... 1-00 p.m.
		Class IV staff sports (weather permitting)	2-30 p.m.
		Dry supper	... 6-00 p.m.
		Hindi Film show for staff and families	... 6-30 p.m.
Sat.	17th	Film cancelled Supper	... 7-00 p.m.

No. 239. INDEPENDENCE DAY EVE STAFF CLUB GET-TOGETHER—WED. 14th AUGUST 1974

There will be Independence Day Eve Staff Club get-together, and Dinner in the Art Room at 8-45 p.m. All Club members and O.S., are cordially invited.

No. 240. INDEPENDENCE DAY LUNCH.

There will be Special Lunch arranged department-wise on Thursday, 15th August, 1974, in view of the Independence Day. Husbands/Wives of teaching staff and Heads of Departments and their wives are cordially invited. They are requested to inform the I/c kitchens, latest by Monday, 12th August, 1974, by 1-00 p.m., as to which department they wish to attend.

All Day Scholars, not having lunch in the School, are also invited for this Special Lunch.

No. 241. INDEPENDENCE DAY SPORTS

The Head Boy and Head Girl duly assisted by all Prefects will organise, weather permitting, games and Sports for all subordinate staff and their families on Barnes, starting at 2-30 p.m. on Thursday, 15th August, 1974. The Quartermaster, will arrange for distribution of sweets soon after the sports are over.

In case the rain spoils the programme, the sweets will then, be distributed at 6-00 p.m. in the cloisters just below the Barne Hall, i.e., before the Hindi Film begins. The Quartermaster and the Engineer will kindly look after the distribution of sweets.

Heads of Departments are requested to explain the details given above to all subordinate Staff working under them.

No. 242. LEAVE PASSES TO SUBORDINATE STAFF

It has come to notice that some staff members are not aware that whenever a member of the Subordinate staff is sanctioned leave of any kind, he/she is issued a "Leave Pass" by the School Office before he/she proceeds on leave. The Pass gives details of the name and designation of the individual granted leave, and also the dates from and to which leave has been sanctioned.

The following procedure is observed in respect of Leave Passes:—

- (i) On receipt of his/her Leave Pass from the School Office the individual concerned will, the very same day, give it to his/her immediate superior (being a member of the Senior Staff) under whom he/she is working.
- (ii) His/her immediate superior will inform the individual as to the dates from and to which the leave has been sanctioned.
- (iii) The immediate superior will keep the Leave Pass in his/her own possession until the return of the individual concerned from leave, will then complete the space provided in the Leave Pass regarding the individuals' return to duty, and thereafter send the Leave Pass back to the School Office for necessary action and record there.

Will all Senior Staff who have Subordinate staff working directly under them kindly explain this order clearly to all such staff.

No. 243. SALT WATER GARGLING

All House Matrons in B.D., G.D., and P.D. are requested to arrange for warm Saline-water gargling, to be done by all children in their Houses at night, before going to bed, daily, with immediate effect, until further orders.

Salt and Hot water can be obtained from the respective departments' Kitchen. Necessary number of buckets may please be obtained, either from the kitchens or from Q.M. stores.

No. 244. DRY PACKET SUPPER

The supper on Thursday, 15th August, 1974, will be in the form of dry supper packets in all the kitchens for all staff and students at 6-00 p.m. House Staff are requested to help the Kitchen Matrons/Steward in distribution of supper packets to children. Staff entitled, are requested to collect supper packets from their respective kitchens by 6-00 p.m. This will enable all kitchen staff as well, to be free in time to see the film.

No. 245. SUBMISSION OF INCOME TAX RETURNS.

The Income Tax authorities issued us old out-of-date Income Tax return forms—an error they discovered after having received duly completed returns from us. They have, now sent us the new forms, asking for early submission of the same. These forms after having been filled in, to the extent possible, in the School office, have been sent to various staff concerned. These Staff are requested to return the forms, after making necessary entries and signing them, to School Office immediately, and in anycase, not later than Monday, 12th August, 1974, failing which, it will become the responsibility of the individual concerned to submit the I. T. Return on his own direct to Income Tax Officer, C-Ward Simla.

No. 246. DISTRIBUTION OF PAY THROUGH BANK

With a view to reduce unnecessary handling of cash, and also for various other administrative reasons, employees, who receive their pay, in pay-packets, will now receive pay through the Bank with effect from the next pay day. The employees are, therefore, requested to contact Mr. S.P. Sharma, Incharge, Extension Counter, The State Bank of Patiala, Sanawar, and seek assistance to open a Savings Bank Account, with S.B.P. Sanawar, at their earliest.

On the usual pay day, the balances due (after the deductions have been made) to the employees on account of their pay, will be directly intimated to the Bank, to be credited to their respective Savings Bank Accounts.

They however, will continue to get their pay packets, less the cash in them.

Staff are requested to open their account with the Bank at Sanawar, and inform their account numbers to the Bursar at their earliest, but not later than 17th August, 1974.

No. 247. HOLIDAY : ADMINISTRATIVE STAFF

Thursday 15th August, 1974, will be observed as a holiday on account of Independence Day.

Tuckshop will also remain closed on Thursday, 15th August, 1974.

No. 248. CINEMA

1. The film TO TRAP A SPY, starring Robert Vaughn, Patricia Crowley and Luciana Paluzzi, will be shown in Barne Hall at 5-45 p.m. on Sunday, 11th August, 1974.

The film is an exciting spy drama.

2. The Hindi film BAHARON KE SAPNE, starring Rajesh Khanna and Asha Parekh, will be shown in Barne Hall to:

- (a) Senior Staff, and School Children at 5-00 p.m., on 14-8-'74
- (b) Other Staff and their families at 6-30 p.m. on Thursday, 15th August, 1974.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 16TH AUGUST, 1974.

Part I

249—252

No 249. PROGRAMME

Sat. 17th	Film cancelled	
	Supper	... 7-00 p.m.
Sat. 24th	Hindi Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-10 p.m.
Sun. 25th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 250. DISTRIBUTION OF NEWSLETTER

S.O. Part I, No. 222, dated 17-8-1973, is reproduced for information and necessary action of all concerned:

With a view to clarify the position with regard to distribution/despatch of News Letter every month, the following details are published:—

1. All Senior Staff will get one copy each of the News Letter.
2. Housemasters/Housemistresses will receive from School Office, copies of the News Letter at the rate of one copy per child.
3. Only one copy of the News Letter will be issued, where there are brothers and sisters are involved.
4. News Letters must be dispatched by the School Office on the 1st of every month. If this happens to be a holiday, the News Letters are dispatched on the next day. House Staff are, therefore requested, to send News Letters duly addressed, to the School Office before 9-00 a.m. on the 1st of every month.

No. 251. WEARING OF HOME CLOTHES

A relaxation to the effect that on Sundays, Children of B.D. and G.D. can, if they so desire, dress themselves respectably in home clothes, provided:

- (a) They do not go for playing games, in their home clothes, on games fields.
- (b) They do not go on WOPs and SOPs in their home clothes.

No. 252. USE OF MINI-TURBANS IN B.D.

Sikh boys who keep long hair, will now use mini-turbans throughout the day. This order applies to boys in Lower IV downwards only.

These mini-turbans will be available in Tuck Shop fairly soon, and can be purchased against Tuck Shop slips.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 23RD AUGUST, 1974.

Part I

253—259

No 253. PROGRAMME

Sat.	24th	Hindi Debate (Srs.)	... 6-00 p.m.
		Supper	... 7-10 p.m.
Sun.	25th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	26th	Assessment Cards handed out to L-IV and downwards	
Wed.	28th	Assessment Cards collected back	
Thu.	29th	Academic Staff meeting (MCR)	... 5-00 p.m.
Sat.	31st	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	2nd	Assessment Cards handed out to U-IV and upwards	
Wed.	4th	Assessment Cards Collected back	
Thu.	5th	Academic Staff meeting (MCR)	... 5-00 p.m.

No. 254. VISIT TO HOSPITAL WARDS.

All children are required to obtain permission from the R.M.O. or the Sister-in-charge before they enter any of the hospital wards; this includes the visits during the evening visiting hours also.

No. 255. STAFF VISITS TO SCHOOL OFFICE.

Would all Staff concerned kindly bring into action the old practice of keeping their visits to School Office to the bare minimum, and instead of visits in person, send-in, in writing, slips/notes/official papers, through peons.

Where it is absolutely necessary to visit the School Office, would they kindly meet the Bursar first, who will arrange to meet their requirements. It is requested that direct dealings with any of the clerks be avoided altogether.

No. 256. DONATION—BLIND SOCIAL WELFARE SOCIETY

We have received an earnest appeal from the Blind Social Welfare Society, Punchkuin Marg, New Delhi, which was established in 1950, and has, since then, taken over the most difficult, but worthy task of opening schools for blind Children, and organising training Courses on various crafts, and music for the blind. We have, in the past, made contribution to this society, and the last time we did, was in December, 1969.

Through the medium of this School Order, could I look forward to generous financial help forth-coming from all children and Staff. This is indeed a very good cause, and I feel that the whole school will be able to collect a tidy sum to be sent to the Secretary of the Society. I suggest that Housemasters and Housemistresses could commence collection of childrens' contribution; the Secretary, Staff Club, could also possibly send round a notice for cash collection; the sums thus collected be sent to the Bursar.

No. 257. FLOOD RELIEF—DISPATCH OF OLD CLOTHES.

The School has organised a group of Students lead by Mr. K.L.K. Solomon and Mrs. S. Bhalla, who are engaged in exploring possible ways and means of providing relief to vast number of poor men, women and children, who, in these devastating floods in the eastern districts of Uttar Pradesh, have lost all their belongings.

All Staff, who obviously have their sympathies with these bretheren, and are keen to help them by way sending old garments, etc., are requested to kindly contact Mr. Solomon and/or Mrs. S. Bhalla, at their earliest.

No. 258. LOST AND FOUND.

One Ladies Wrist Watch was found on the road, on 'Short Back', near Mrs. Roy's residence. The owner is requested to contact the Bursar as early as possible.

No. 259. CINEMA

The film **YELLOW ROLLS—ROYCE**, starring Ingrid Bergman, Rx Harrison, Shirley Maclaine, George C. Scott, Alain Delon and Omar Sharif, will be shown in Barne Hall at 5-45 p.m. on Sunday, 25th August, 1974.

The film is a star studded drama written for the screen by Terence Rattigan.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 30TH AUGUST, 1974.

Part I

260—263

No 260. PROGRAMME

August

Sat. 31st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

September

Mon. 2nd	Assessment Cards handed out to U-IV and upwards		
Wed. 4th	Assessment Cards Collected back		
Thu. 5th	Academic Staff meeting (MCR)	...	5-00 p.m.
	Teachers' Day		
Sat. 7th	English Debate (Jrs.)	...	6-00 p.m.

No. 261. PAY

Pay for August, 1974 will be disbursed to Junior Staff in the School Office on Saturday, 31st August, 1974, from 10-00 a.m. to 12-30 p.m. Heads of Departments are requested to explain this order to all staff concerned, working in their departments. This change in timings only has been made on permanent basis.

With regard to Senior Staff (who used to receive their pay in pay-packets), the balances due (after the deductions have been made) on account of their pay, will be directly intimated to the Bank, for necessary action, on Monday, 2nd September, 1974. For reference please see School Order No. 246 dated 9th August, 1974.

No. 262. PAY DISTRIBUTION TIMINGS

Following schedule with regard to pay distribution for Junior Staff will be observed with effect from 31-8-1974. Heads of Departments are requested to allow staff concerned to come to School Office for drawing their pay, as per timings given below:—

1. Chaukidars	...	10-00 a.m.	4 persons
2. Kitchen Staff (a) B.D. (including ice-cream boy)	}	...	10-00 a.m. 19 ,,
(b) G.D.		...	10-30 a.m. 7 ,,
(c) P.D.		...	10-45 a.m. 8 ,,

3. Engineering Staff	...	11-00 a.m.	11 persons
4. Electrical Staff	...	11-00 a.m.	2 ,,
5. Administrative Staff (a) Store Mazdoors	}	...	11-15 a.m. 13 ,,
(b) Malis		...	11-30 a.m. 6 ,,
(c) All peons including HM's Bungalow peon and armoury guard		...	11-30 a.m. 10 ,,
6. Medical Staff	...	11-45 a.m.	3 ,,
7. Sanitation Staff (all sweepers)	...	11-45 a.m.	23 ,,
8. Boarding Staff (a) Dormitary Ayas	}	...	12-00 noon 5 ,,
(b) Barbar		...	12-00 noon 4 ,,
9. Printing Staff	...	12-10 p.m.	12 ,,
10. Tailoring Staff	...	12-10 p.m.	4 ,,
11. Bakery Staff	...	12-15 p.m.	5 ,,

No. 263. CINEMA

The film **THE GIRL AND THE GENERAL**, starring Rod Steiger and Virna Lisi, will be shown in Barne Hall at 5-45 p.m. on Sat. 31st August, 1974.

The film is a Comedy drama set against world war II.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 6TH SEPTEMBER, 1974.

Part I

264—269

No 264. PROGRAMME

Sat.	7th	English Debate (Jrs.)	...	6-00 p.m.
		Supper	...	7-10 p.m.
Sun.	8th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sat.	14th	Swimming sports postponed		

No. 265. FOUNDER'S DUTIES

Founder's is drawing near, and it is requested that all concerned staff members take timely action to avoid, as far as possible, any last-minute rush. In this connection attention is invited to School Order No. 201, dated the 28th June, 1974, wherein the details of the duties have been given.

No. 266. FOUNDER'S—STAFF GUESTS

Members of the staff are well aware of the limitation of the school's resources. Much as we would like to extend help, it is regretted that it will not be possible to spare any beds or accommodate guests and visitors in school kitchens for meals.

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

No. 267. POST-FOUNDER'S WOPs/SOPs.

WOPs and SOPs may be granted by all Housemasters/ Housemistresses at their own discretion from 12-30 p.m. on Saturday, 5th October, to 5-00 on Monday, 7th October, 1974.

No. 268. TENNIS—BOYS AND GIRLS

There will be a tennis gala for the children on the Staff Club court on Sunday, 8th September, 1974 from 2-30 p.m. to 5-00 p.m. All are cordially invited to watch.

No. 269. CINEMA

The Hindi film ITTEFAQ, starring Rajesh Khanna, Nanda and Bindu, will be shown in Barne Hall at 5-45 p.m. on Sunday, 8th September, 1974.

S. R. Das,
Headmaster

THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 13TH SEPTEMBER, 1974.

Part I

270—271

No 270. PROGRAMME

Sat. 14th	Film (instead of Sunday)	...	5-45 p.m.
	Supper	...	7-15 p.m.
Sat. 21st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 271. CINEMA

The film **BUSHBABY**, starring Margaret Brooks and Louis Gosset will be shown in Barne Hall at 5-45 p.m. on Saturday, 14th September, 1974.

The film is an exciting story of a young English girl who misses the boat to London when she follows her pet lemur (Bushbaby) into the African jungle.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—
 SANAWAR, FRIDAY, 20TH SEPTEMBER, 1974.

Part I

272—286

No. 272. PROGRAMME

Sept.

Sat. 21st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 23rd	Assessment Cards issued to all children. Normal Assembly replaced by singing practice. Prep cancelled.		
Wed. 25th	Assessment Cards collected back		
Thu. 26th	Academic staff meeting (MCR)	...	5-00 p.m.
Fri. 27th	Classes discontinued. Founder's rehearsals as per cyclostyled programme commence		

No. 273. DRESS REHEARSALS/FIRST PERFORMANCES

	Dress rehearsal	First Performance
Prep School Concert	Sat. 28th Sept. 9-30 a.m.	Mon. 30th Sept. 10-30 a.m.
Sr. School Concert	Sun. 29th Sept. 11-10 a.m.	Mon. 30th Sept. 4-00 p.m.
A.D.S. (Staff Play)	Sun. 29th Sept. 4-30 p.m.	Tue. 1st Oct. 5-00 p.m.
Tattoo	Sat. 28th Sept. 7-15 p.m.	Mon. 30th Sept. 7-15 p.m.

No. 274. FOUNDER'S PROGRAMME

Oct.

Wed. 2nd	Breakfast	...	7-20 a.m.
	Flag hoisting followed by Gandhi Jayanti Assembly (Barne Hall)	...	8-00 a.m.
	Athletics (Barnes)		9-30—11-30 a.m.
	Parents' coffee (Gaskel Hall)		12-00 noon
	Lunch	...	1-15 p.m.
	(The Board of Governors will lunch at P.D.)		

		Tea	... 4-00 p.m.
		A.D.S. (Staff Play)	... 5-30 p.m.
		Supper	... 8-15 p.m.
Thu.	3rd	Breakfast	... 8-30 a.m.
		Board of Governors meeting (H.M.'s House)	... 10-00 a.m.
		O.S. Basketball	... 10-00 a.m.
		O.S. Hockey	... 11-00 a.m.
		Lunch (The Board of Governors will lunch at B.D.)	... 1-15 p.m.
		Tea	... 3-30 p.m.
		P.D. Concert	... 4-30 p.m.
		Light Supper	... 6-15 p.m.
		Tattoo	... 7-15 p.m.
		Cocoa & biscuits	... 8-45 p.m.
Fri.	4th	Founder's Day	
		Breakfast	... 7-30 a.m.
		Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours (Peacestead)	... 10-00 a.m.
		Speeches (Barne Hall)	12-00 noon
		Founder's Lunch B.D./G.D./P.D. (department-wise)	... 1-15 p.m.
		Tea	... 4-00 p.m.
		Sr. School Concert	... 5-00 p.m.
		Supper (The Board of Governors will dine at G.D.)	... 7-45 p.m.
Sat.	5th	Breakfast	... 8-30 a.m.
		Fete (Birdwood School)	... 10-30 a.m.
		S.O.Ps allowed	... 12-30 p.m.
		Lunch (Packet Lunch)	... 1-10 p.m.
		O.S. meeting (Staff Club Courts)	... 2-30 p.m.
		Tea	... 4-00 p.m.
		O.S. Dinner	... 7-15 p.m.
		O.S. Dance	... 8-45 p.m.

No. 275. POST FOUNDER'S PROGRAMME**Oct.**

Mon. 7th	Children on S.O.Ps to report back	...	5-00 p.m.
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Tue. 8th	Hockey Season Commences		
	Festival Hockey match	...	3-00 p.m.

No. 276. ATTENDANCE AT PERFORMANCES

Upper IV and downwards will attend the 1st performances in Barne Hall

No. 277. FOUNDER'S EXHIBITIONS

The Arts, Crafts, Carpentry, Needlework and Science exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1974.

No. 278. O. S. DINNER

A charge of Rs. 3/- 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 latest by *Monday, 23rd September*, giving the number of suppers required and whether vegetarian or non-vegetarian.

No. 279. TRANSPORT FOR FOUNDERS

It has been arranged that the school bus will be available for transporting from Kasauli (near SSO's Office) to the school and back, for the functions given below, those parents/guests who do not have their own transport with them. The bus timings will be as follows:—

		<i>Departure from Kasauli</i>	<i>Departure from Sanawar</i>
Monday 30th Sept.			
Prep School Concert	10-30 a.m.	9-30 a.m.	11-30 a.m.
Sr. School Concert	4-00 p.m.	3-00 p.m.	6-00 p.m.
Tattoo	7-15 p.m.	6-30 p.m.	9-00 p.m.
Tuesday 1st Oct.			
A.D.S. (Staff play)	5-00 p.m.	4-00 p.m.	8-00 p.m.
Wednesday 2nd Oct.			
Athletics	9-30 a.m.	8-30 a.m.	12-30 p.m.
A.D.S. (Staff play)	5-30 p.m.	4-00 p.m.	8-30 p.m.
Thursday 3rd Oct.			
Prep School Concert	4-30 p.m.	3-00 p.m.	—
Tattoo	7-15 p.m.	—	9-15 p.m.

Friday 4th Oct.

School Colour Parade	10-00 a.m.	8-45 a.m.	—
Speeches	12-00 noon.	—	1-30 p.m.
School Concert	5-00 p.m.	3-30 p.m.	7-30 p.m.

Saturday 5th Oct.

Fete	10-30 a.m.	9-30 a.m.	12-45 p.m.
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School children CANNOT be allowed in the school bus even with their parents/guardians.

No. 280. ACCOMMODATION—BARNE HALL

Staff members are well aware of the limited accommodation which we have, and it is requested that they kindly give preference on the final days of the various indoor functions, to School guests and invitees.

No. 281 POCKET MONEY

Pocket money for October, 1974, will be issued at the following rate, per child:--

Normal pocket money for Oct. '74	... Rs. 12/-	} Rs. 23/-
Normal postage	... Re. 1/-	
Foreign postage, as already requested by House Staff.	...	
Fete Expenses	... Rs. 10/-	

No. 282. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS.

It is regretted that, for administrative reasons, it will not be possible for subordinate staff and their family members to watch or be present at the following events during Founder's:—

Athletics	Tattoo (final performance)
Fete	Parade (—do—)

Subordinate staff and their family members may, however, attend both the dress rehearsal of the Tattoo at 7-15 p.m. on Peacestead on Saturday, 28th September, and the first performance thereof on Monday, 30th September.

Subordinate 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 such 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. 283. ELECTRICITY CONSUMPTION.

H.P. State Electricity Board authorities have brought to our notice that it has become necessary to reduce the load on the line, especially during evening hours from 6-00 p.m. to 10-00 p.m., failing which the School will have to suffer repeated shut downs.

All concerned, are therefore, requested to lend their full cooperation, and see that consumption is reduced to the minimum.

Will the House Matrons and I/c kitchens please ensure that lights are switched off, immediately they are not required. The Master/Mistress on duty for evening 'Prep' is requested to kindly arrange to have the lights switched off immediately after the 'Prep' is over.

No. 284. WATER CONSUMPTION.

The month of August having gone dry, our spring's yield has dropped considerably. Also, the daily meter readings show a considerable rise in water consumption.

The M.E.S. Kasauli may not be able to increase water-supply. It is therefore, necessary that each one of us makes an effort to exercise maximum possible economy in water consumption. If consumption continues to be at the present rate, it will become necessary to enforce specific water-supply hours fairly soon.

No. 285. FOUNDER'S SPECIAL LUNCH.

Founder's lunch at 1-15 p.m. on 4th October, 1974, will be arranged departmentwise. Husbands/wives of staff are cordially invited. Staff will please inform I/c kitchens, latest by Monday, 23rd September, 1974, as to where they will be lunching.

No. 286. CINEMA.

The film *The VIP'S*, with an all Star Cast headed by Elizabeth Taylor and Richard Burton, will be shown in Barne Hall at 5-45 p.m. on Saturday, 21st September, 1974.

The film is a dramatic Story of people whose plane is grounded by fog at London airport.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 27TH SEPTEMBER, 1974.

Part I

287—294

No. 287. PROGRAMME

With effect from Friday, 27th September, 1974, Founder's programme (as published separately) will be followed.

No. 288. ATTENDANCE BARNE HALL—SPEECHES

Speeches : Upper IV and upwards will attend the 'Speeches' on 4th October, 1974.

No. 289. WINTER KIT

Winter kit will be brought into use from Wednesday, 2nd Oct. '74.

No. 290. SENIOR STAFF FAMILIES RATIONS

Due to Founder's, fuel and rations will be issued as follows:—

Fuel	Wed. 9th Oct., '74
Rations	Thu. 10th Oct., '74

No. 291. FETE—EATS STALLS

The following will organise the Stalls:—

Kabab Stall	...	Mrs. Nair, Miss Ling
Alu Tikki Stall	...	{ Mrs. Mukherji, Mrs. Joshi, Miss Oswald, Miss Srinivasan.
Ice Cream Stall	...	{ Mrs. L. Gupta, Miss. Kalia, Miss. Sachar, Mrs. Mathur.
Cakes Tarts etc. Stall	...	{ Mrs. Das, Miss Chatterji, Mrs. Bhalerao Mrs. Dhillon, Mrs. B. Singh.
Cokes and Juices	...	{ Mrs. Solomon, Mrs. Bhalla, Miss Bhatnagar, Mrs. Longman.
Fruit Chat Stall	...	{ Mrs. Sidhu, Mrs. Ram Singh, Mrs. Sequeira, Mrs. Kholi.
Tea Coffee Pakoras etc. Stall	...	{ Mrs. Gore, Mrs. Roy, Mrs. Rampal, Mrs. Gurdev Singh, Mrs. S. Gupta.

No. 292. ADMINISTRATIVE STAFF—HOLIDAYS

In view of the Founder's rush of work, it is deeply regretted that administrative staff will not be able to have Sunday, 29th

September, 1974 and Wednesday, 2nd October, 1974 (Gandhi Jayanti) as holidays. To compensate these two days, the administrative staff will observe the following as holidays:—

Monday	7th October, 1974
Tuesday	8th October, 1974

Since the Tuck Shop will also remain open on Wednesday, 2nd October, 1974, it will, therefore, observe Monday, 7th October, 1974 as a holiday.

Heads of Departments are requested to kindly take necessary action in this connection.

No. 293. SCHOOL ORDER

There will be no issue of School Order on Friday, 4th October, 1974.

No. 294. SCHOOL HALWAI RATES

With effect from 15th September, 1974, following revised rates will be effective, until the period of the contract expires:—

Name of article	Rate		No. of pieces	Rate per piece
	per kg.			
	Rs.	Ps.		Paisas
Amrati	...	7-50	30	25
Badana	...	7-50	—	—
Balu shahi	...	8-00	32	25
Barfi, green	...	11-00	44	25
Barfi, white	...	11-00	44	25
Besan Barfi	...	9-00	30	30
Besan Ladoo	...	8-00	40	20
Cham Cham	...	11-00	32	35
Dil Bahar	...	11-00	32	35
Gulab Jaman	...	11-00	32	35
Gulab Jaman, black	...	12-00	30	40
Gur toffee (with moong-phali)	...	6-90	20 pkts. of 50 gms. each	35 per pkt.
Jalebi	...	7-60	38	20
Kalakand Sindhi	...	11-00	44	25
Karachi Halwa	...	8-75	35	25
Khajoor	...	7-50	30	25
Laddoo Motichoor (2½ kg. Sugar)	...	8-00	32	25
Mathi namkin	...	7-50	30	25

Mesupak	... 7-50	30	25
Moongphali, fried	... 9-00	20 pkts. of 50 gms. each	} 45 per pkt.
Pakora	... 7-50	30	25
Potatoe Tikki, with chutney	... —	—	30
Palangtor	... 12-00	30	40
Patisa	... 8-75	35	25
Potatoe wafers	... 9-00	20 pkts. of 50 gms. each	} 45 per pkt.
Rasgulla	... 12-00	30	40
Rasmalai	... 13-50	30	45
Sewian, Moongra and Dal (Moong & Masar) Barik quality.	... 8-00	20 pkts. of 50 gms. each.	} 40 per pkt.
Dahi Bhalla	... —	—	30 each
Bhatoora/kachori with vegetable	... —	—	30 each
Poori (with vegetable)	... —	—	30 each
Samosa	... —	—	25 each
Tea glass or cup (with sugar)	... —	—	35 each

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 11TH OCTOBER, 1974.

Part I

295—307

No. 295. PROGRAMME

Sat. 12th	Inter-House P.T. Competition	... 2-30 p.m.
Sun. 13th	Boys' Athletic team leaves	... 10-30 a.m.
	Film	... 4-30 p.m.
	Supper	... 7-15 p.m.
Mon. 14th	VI Form morning Prep Commences	
Sat. 19th	Hindi Debate (Jrs.)	... 6-00 p.m.
Sun. 20th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 296. FOUNDER'S

The Headmaster would like to convey his deep appreciation for all that was arranged in connection with Founder's Day. He is well aware that to make these functions such a success has meant weeks and weeks of hard toil and extra work by all concerned, staff and students alike—some working behind the scenes. Well done, and keep it up. He would, however, welcome any suggestions from all quarters for any improvements.

No. 297. INTER-HOUSE P.T. COMPETITION—Sat. 12th Oct.

The P.T., Competition will start at 2-30 p.m. on Peacestead followed by B.D., Gymnastic Competition in Gaskel Hall.

Staff, staff wives/husbands and O.S. are cordially invited to stay on for tea with the Gymnasts after the Competition.

No. 298. ATHLETICS 1974

The results of Inter-House Athletics Competition and Individual Championships are published below for record:—

Boys—Under	11	...	Amarjang Singh
	13	...	T. Khaisianmung
	15	...	Rajiv Khanna
Open		...	Rajiv Behti

<i>Girls—</i>	Under	11	...	Rajpal Bans
		13	...	Anita Chandra
		15	...	Mrinalini Dhadha
	Open		...	Sadhna Singh & Veena Ghungesh

Cock House

	B.D.		G.D.		P.D.	
Him.	126	III	125	I	60	I
Nil.	196	I	113	II	54	II
Siw.	146	II	90	IV	51	IV
Vin.	125	IV	92	III	54	II

Defence Cup (B.D. & G.D)

Himalaya	251	II
Nilagiri	309	I
Siwalik	236	III
Vindhya	217	IV

Best Athlete

Boys'—Kalinga Cup	Rajiv Behti
Girls'—Bala Cup	{ Sadhna Singh Veena Ghungesh

No. 299. ARTICLES LOANED BY STORES

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

No. 300. FETE MONEY

All cash takings at the Fete be deposited with the Cashier immediately. Would all concerned please do this now, if not already done.

No. 301. SCHOOL BUS

It is repeated that all those who ask for the booking of the School bus on private purposes should do so in writing well in advance, and at least 24 hrs. before the date on which the bus is required, except in emergency conditions.

No. 302. STATE BANK OF PATIALA IN THE SCHOOL

The working hours of the Extension Counter of the State Bank of Patiala, will in future be as follows:—

<i>Week Days</i>	...	11-00 a.m. to 2-00 p.m.
<i>Saturdays</i>	...	10-00 a.m. to 12-00 noon

No. 303. WATER CONSUMPTION

Water consumption in various departments during the last fortnight has increased considerably. Consequently, our resources have dropped to a low level. It is requested that all those who are in a position to exercise control on consumption of water, would effect maximum possible economy, failing which we may be forced to observe specific water supply timings and/or increase charges.

No. 304. LIVE STOCK

School Order No. 166 dated 15th June, 1973, is reproduced below for immediate compliance. Heads of departments are again requested to explain this order to all the employees of the School working under them, especially the subordinate staff :

Rearing of Live-stock such as buffaloes, cows, goat, sheep, pigs, etc., within the school premises is completely forbidden. Severe disciplinary action, including heavy fine will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain outside the school premises and should never be found let loose grazing on the school lands.

No. 305. O.S. DINNER

Staff and O.S. (living on the Estate) who attended the O.S. Dinner, but did not give their names earlier, as was required vide S.O. No. 278 dated 20-9-1974 are requested to send slips, to say that they attended the dinner, to the Bursar, at their earliest, but not later than 16-10-1974.

No. 306. ELECTRICITY SHUT DOWN

The H.P. State Electricity Board authorities have informed that electric current will not be available daily from 12-00 noon to 5-00 p.m. until further orders. All concerned are, therefore, requested to take necessary action accordingly. It is regretted that manufacture of ice-cream may have to be discontinued, until the power cut is restored.

No. 307. CINEMA

The Hindi film AAN MILO SAJNA will be shown in Barne Hall at 4-30 p.m. on Sunday, 13th Oct. 1974.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, FRIDAY, 18TH OCTOBER, 1974.

Part I

308—311

No. 308. PROGRAMME

Sat. 19th	Hindi Debate (Jrs.)	...	6-00 p.m.
Sun. 20th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Fri. 25th	Dusehra		
Sun. 27th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 309 COUGH AND COLD INCIDENCE

There has been considerable increase in the incidence of cough and cold cases in the School. Precautionary measures will therefore, be observed which are as follows:—

1. Compulsory hot saline-water gargling daily in the morning.
2. Wearing of warm vests, especially by those who are down with cough and cold.

Salt and hot water will be available in departmental kitchens. Buckets, could be obtained on loan, either from the kitchens concerned or from Quartermaster. Will the House Matrons kindly ensure that regular gargling starts latest from Sunday 20th October, 1974.

No. 310. ADMINISTRATIVE STAFF—HOLIDAY

Friday, 25th October, 1974, will be observed as holiday by Administrative Staff on account of Dusehra. Tuck-shop will, however, remain open as usual.

No. 311. CINEMA

The film *THE 25th HOUR*, starring Anthony Quimr and Virna Lisi, will be shown in Barne Hall at 5-45 p.m. on Sunday, 20th Oct. 1974.

The film is about an extraordinary experience of a Rumanian peasant.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, THURSDAY, 24TH OCTOBER, 1974.

Part I

312—316

No. 312. PROGRAMME

Oct.

Fri. 25th	Dushera		
	Supper (Dry)	...	7-10 p.m.
Sat. 26th	Hockey XI leaves for Simla	...	2-00 p.m.
	B.C.S., Colts & Atoms arrive (appr.)	...	4-00 p.m.
Sun. 27th	XI vs. B.C.S. (away)		
	Atoms vs. B.C.S. (Barnes)	...	10-00 a.m.
	Colts vs. B.C.S. („)	...	11-00 a.m.
	XI returns from Simla latest by	...	8-00 p.m.
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Tue. 29th	Expected Hockey fixture against Sainik School Kunjpura	...	3-00 p.m.
Wed. 30th	Seminar (Academic Staff) in Barne Hall	...	2-30 p.m.
Thu. 31st	Seminar (Academic Staff) in Barne Hall	...	2-30 p.m.
Nov.			
Sat. 2nd	English Debate (Srs.)	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 3rd	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 313. HOCKEY.

The following will represent the School 1st XI against B.C.S. in the match to be played at Simla on 27-10-74 :—

Jai Singh Pathania (Capt.)	Bikram Verma
Joginder Bikram	Praveen Vasisht
Prabhjot S. Gyani	Narinder Singh Brar
Anil Dogra	Ram Chander Grewal
Khushbir Singh Sandhu	Jaskaran Singh Bains
Vikram Vasudeva	

Reserves—Sunil Malhotra, Ranjit Dhody and Manu Virmani.

2. The following will represent the School Colts against B.C.S. in the match to be played at Sanawar on 27-10-74 :—

Jagmohan Bakshi (Capt.)	Ashish Bhatia
B. Sawhney (Vice Capt.)	Parminder Singh Sandhu
Sandeep Saluja	Naveen Vasisht
Harjarpreet Gill	Puneet Seekond
Taranjit Sandhu	Amarjyot Singh Gyani
Gurcharan Kadan	Extra : Vijay Kadan

Reserves—Arjun Bhagat, Gurinder Ahluwalia and Kulpreet Singh.

3. The following will represent the School Atoms against B.C.S. in the match to be played at Sanawar on 27-10-74 :—

Bhupendra Singh	Rupinder Singh
Guneet Rana	Tarun Vohra
S. Sawney	Jeet Mohinder
J.S. Ahluwalia	Atul Kapur
S. Singla	Aparamjit Singh
Vikul Khosla	

Reserves—Sarabdayal Singh, N.P.S. Randhawa and S. Bajwa

No. 314. DUSHERA—SUPPER PACKETS.

The supper on Friday, 25th October, 1974 will be in the form of supper packets, which will be distributed at about 7-10 p.m., soon after the 'prep'. Housemasters and Housemistresses are requested to kindly assist the I/c kitchens to organise distribution. This will enable maximum number of the kitchen staff to go off to Garkhal to join the fair there.

No. 315. HOCKEY—INTER SCHOOL FIXTURES.

1. Hockey School XI accompanied by Dr. D.C. Gupta and Mr. Achhar Singh, will leave by School Bus from B.D. Quadrangle at 2-00 p.m. on Saturday, 26th October, 1974.

They are expected to reach B.C.S. Simla at 6-00 p.m. The match will be played on Sunday, 27th October ; team with Staff will leave B.C.S. at about 2-00 p. m., arriving at Sanawar latest by 8-00 p.m. They will halt at Solan for Supper.

2. B.C.S. Hockey—Colts and Atoms [total 28 players] and three staff, will arrive at Sanawar at about 4-00 p.m. on 26-10-74. The teams will stay in Reading room above the Library, and the staff in Room No. 2 & 3 in the parents rooms. They all will have their

meals in BDK. I/c School Colts and Atoms will kindly receive the visiting teams & staff and lookafter them during their stay. Q.M., Librarian, Mrs. Mukherji and I/c BDK. are requested to take necessary action in this connection.

The teams are likely to leave Sanawar on Sunday, 27th October, at about 2-00 p.m.

No. 316. CINEMA

The film 36 HOURS, starring James Garner, Rod Taylor and Eva Marie Saint, will be shown in Barne Hall at 5-45 p.m, on Sunday, 27th October, 1974.

The film is an exciting drama.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 1ST NOVEMBER, 1974.

Part I

317—328

No. 317. PROGRAMME

Nov.

Sat.	2nd	English Debate (Srs.)	...	6-00 p.m.
		Supper	...	7-15 p.m.
Sun.	3rd	Film (Hindi)	...	4-30 p.m.
		(Last session of games cancelled)		
		Supper	...	7-30 p.m.
Sat.	9th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sun.	10th	Prep. School Photographs; Teams' Photographs; G.D. Photographs I-H shooting competition (post-poned)		

No. 318. DISCIPLINE B.D.

Children are once again reminded that no one is permitted to visit the residence areas of subordinate staff or buy anything from unauthorised vendors. Strict disciplinary action will be taken against all offenders.

No. 319. INCOME-TAX REBATE

Income tax rebate is admissible on account of C.T.D. (10 years or more) and life insurance premia. Would all staff members who wish these to be taken into account for their income-tax calculations please inform the accountant in writing before 9th Nov. 1974 of the total amount of premia etc. paid by them annually from their own resources other than amounts deducted from their school salary bills.

No. 320. CONDEMNATIONS

Condemnations, except of stock with Kitchen Matrons and House Matrons, will be arranged by the Bursar as soon as stockholders request him in writing to do so.

Condemnations of stock with Kitchen Matrons and House Matrons of all the three Departments will be conducted between the

14th and 21st Nov., according to a programme that will be issued to them separately. They should therefore start to take necessary action in the matter **now**.

No. 321. STOCK REQUIREMENTS FOR 1975

Stock-holders, except Kitchen Matrons and House Matrons, are requested to give a list of their requirements for the year 1975 to the Bursar by the 11th November 1974. Lists of requirements of Kitchen Matrons and House Motrons will be prepared by them and given to the Bursar after condemnations of their stocks have been conducted. Details regarding sizes of socks, stockings, shorts, shirts, games pullovers, etc., etc., should be mentioned against all items.

No. 322. 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 5th November, 1974.

No. 323. RESIGNATION OF MEMBERS OF THE VACATION STAFF.

School Rule 10 (x) and (xii) requires that if a member of the vacation Staff, whether permanent, (i.e. confirmed) temporary or on probation, wishes to resign with effect from the end of this term he must, in order to secure his full entitlement to winter vacation pay, submit his resignation in writing to the Headmaster before the end of the term.

In this connection it is clarified that a staff member resigning with effect from the end of this term will receive pay for the full entitlement to winter vacation pay irrespective of the actual date of his notice of resignation, provided that the notice reaches the Headmaster before the end of the term. For the purpose of winter vacation pay the notice will then be deemed to take effect from the day immediately following the last day of the term.

Staff members wishing to resign are therefore requested to submit their notice of resignation to the Headmaster as soon as possible, and in no case later than ten days before the end of this term, in order to enable all necessary administrative arrangements to be made in good time.

No. 324. IMPROVEMENTS, ALTERATIONS, SPECIAL REPAIRS TO SCHOOL BUILDINGS DURING THE WINTER VACATION

Would anyone, including House Staff, Kitchen Matrons, House Matrons, Heads of Departments etc., wishing to suggest any improvements, alterations, additions or special (as opposed to routine) repairs to School building during the forthcoming winter vacation please send in their suggestions in writing to reach the Bursar not later than 12th November next. This will enable such suggestions to be given proper consideration, including discussion on the spot with the sponsor and other persons concerned.

No. 325. 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 20th November next.

No. 326, SCHOOL MAGAZINE 1974

Will all House Staff and Staff I/c games and other activities please ensure that full reports are submitted to the School office at the earliest to enable the printing office to proceed with the preparation of material for the Magazine.

No. 327. CHILDREN DISCHARGED FROM HOSPITAL

It has been observed that children who have just been discharged from the hospital and are recovering from fracture, sprains or convalescing after illness, get pulled, pushed around or involved in playing games, thereby resulting in re-admission, as the injury/weakness gets aggravated.

In order to prevent this, the R.M.O. will issue a **Red Band** to be placed on the arm of the children concerned, for a period prescribed by the R.M.O.

House Matrons and House Staff are requested to ensure that children concerned do, in fact, wear the Red Band on the arm for the period specified by the R.M.O.

No. 328. CINMA.

The Hindi film RAJA SAAB, starring Shashi Kapoor and Nanda, will be shown in Barne Hall at 4-30 p.m. on Sunday, 3rd November, 1974.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 8TH NOVEMBER, 1974.

Part I

329—342

No. 329. PROGRAMME

Nov.

Sat.	9th	...	Film	5-45 p.m.
			Supper	7-15 p.m.
Sun.	10th	...	Prep School photographs, Teams' photographs; G. D., photographs Staff Club Tea	4-30 p.m.
			Staff Club photograph	5-15 p.m.
Tue.	12th	...	Diwali Eve Dinner department wise	7-15 p.m.
Wed.	13th	...	Diwali—Holiday Bonfire—Peacestead Sr. School	6-15—7-00 p.m.
			Supper packets	7-15 p.m.
Thu.	15th	...	Children's Day Pagal Gymkhana—Peacestead	2-30 p.m.
Sat.	16th	...	One Act plays in Eng. & Hindi cancelled Film	5-45 p.m.
			Supper	7-15 p.m.
Sun.	17th	...	House photographs I-H shooting competition	10-30 a.m.

No. 330. DISCIPLINE—DIWALI

Crackers will not be let off in any of the School buildings, including dormitories, the precincts of Birdwood School, Chapel, dinning halls and Gaskell Hall.

No. 331. FAREWELL.

To bid farewell to Mrs. Basu Chaudhry, there will be tea in the Staff Club at 4-30 p.m. on Sunday 10th Nov. 1974. Members and O.S. are cordially invited.

No. 332. SCHOOL STOCK BOOKS

Form Staff should see that all books, teaching aids, etc. are returned to the Librarian. If anything is left in the class-room cupboards, the cupboards must be locked and the keys labelled and handed over to the Librarian by 30th November, 1974.

No. 333. 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. 334. 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. 335. WHITE-WASHING OF STAFF QUARTERS

The annual white-washing 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 white-washed 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 first term 1973.

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. 336. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Sunday 1st December, 1974. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Sunday, 1st December 1974. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 337. GRATUITIES : CLASS IV STAFF

Staff members, Houses and Departments are reminded that gratuities should **not** be paid direct to Class IV staff.

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 distribution and **not** make any payments direct to class IV staff.

Small gifts, not monetary, given at a Christmas Tree are not effected by this School Order.

No. 338. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 1st December, should be prepared and submitted to the Bursar to reach him not later than Friday, 22nd November, 1974.

No. 339. DIWALI *Monday 3rd*

~~Wednesday, 13th~~ *Monday, 11th* November, 1974, will be observed as a holiday on account of Diwali by both the School and the administrative staff, except the Engineering Department, which will instead observe ~~Thursday, 14th~~ *Monday, 11th* November 1974, as a holiday on account of Vishwakarma.

Extra pocket money Rs. 3/- per child has already been issued to Housemasters/Housemistresses along with the pocket money for November, 1974.

The bonfire for Prep School will be from 5-45 p.m. on the Net-ball field of P.D. and for the Senior School will be from 6-15 to 7-00 p.m. on Peacestead.

Adequate safety precautions will be observed by all. Girls will wear skirts for the bonfire.

There will a Diwali Eve-dinner at 7-15 p.m. on ~~12-11-74~~ *11-11-74*, departmentwise. Husbands/wives of Staff are cordially invited. Staff should inform the Kitchen I/c by lunch time on ~~Monday, 11th~~ *Monday, 11th* November, 1974, as to which department they wish to attend.

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

Monday, 11th November

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

Tuesday, 12th November

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

Wednesday, 13th November

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

No. 340. APPOINTMENTS—PREFECTS

Following appointments will come into effect from Fri. 8th November, 1974.

Preeti Batra (V.G.D.) ... M. I. Prefect G. D.

Abha Tewari (V.G.D.) ... House Prefect V.G.D.

No. 341. WRIST WATCHES—LOTTERY-DRAW.

Two Wrist-watches, one HMT 'automatic' with date and day cost Rs. 302/-, and another Ladies "Nutam" cost Rs. 156/- have arrived from CSD.

Those interested, are requested to send in a note duly signed, giving the name(s) of the watch(es) to the Bursar, latest by 4-00 p.m. on 12-11-74. The disposal of the watches will take place through a lottery draw, and the sale, through Tuck-Shop on cash payment.

No. 342. CINEMA.

The film HOTEL PARADISO, Starring Gina Lollobrigida and Alec Guinness, will be shown in Barne Hall at 5-45 p.m. on Saturday, 9th November, 1974.

The film is a farcical comedy.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 15TH NOVEMBER, 1974.

Part I

343—347

No. 343. DAILY TIME - TABLE.

With effect from Monday, 18th Nov., to Tue. 26th. Nov.

Morning Prep. cancelled.

Rouser	7-00 a.m.
House Inspection	7-30 a.m.
Breakfast	7-45 a.m.
M.I. (B.D.)	8-00 a.m.
Assembly	8-30 a.m.
Exams.	8-45/9-00 a.m.
Lunch	12-30 p.m.
Exams.	1-30 p.m.

Normal post lunch programme for U-IV and downwards and all others who are not occupied with the exams.

Tea (for those engaged in exams) ... 4-35 p.m.

Tea for the rest ... 4-00 p.m.

There will be no change in the post tea programme.

No. 344. PROGRAMME

Nov.

Sat. 16th	...	Film (if it arrives)	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sun. 17th	...	House photographs		
		I—H shooting competition	...	10-30 a.m.
Mon. 18th	...	Annual Exams commence		
Sat. 23rd	...	Staff Club meeting followed by dinner		
		(Art Room)	...	6-45 p.m.
Sun. 24th	...	Film (if it arrives)	...	5-45 p.m.
		Supper	...	7-15 p.m.

No. 345. SCHOOL ANNUAL EXAMINATION ARRANGEMENTS

Sixth Form Exam. will be held in Barne Hall. U-V A will be in VI B Form room, U-V C in Geog., room and U-V B will remain put in its Form room for the duration of the Exams. For the rest, Exams will be conducted in the respective Form room. Arts/ Crafts Exam. will be held department wise.

Perfect silence will be observed in Birdwood School throughout the duration of the examination. Children, after finishing their papers, will not loiter in Birdwood School but more immediately to their dormitories. 'Elevenses' will not be served to children during the Exam. period.

No. 346. STOCK CONDEMNATION—November, 1974.

1. The undersigned will conduct condemnations of items considered by House Matrons to be beyond repair in B.D., G.D. and P.D., commencing Thursday, 14th November, 1974, with the object that all condemnations be completed before the end of this term and replacements arranged by the Quartermaster during the winter vacation.

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

3. The Condemnation programme is as follows :—

Fri. 15th Nov. '74	12-00 noon	B.D. Siwalik
	12-30 p.m.	B.D. Vindhya
Sat. 16th „ „	12-00 noon	P.D. Boys (Him. & Nil.)
	12-20 p.m.	P.D. Boys (Siw. & Vin.)
	12-40 p.m.	P.D. Girls (Sparrows)
Mon. 18th „ „	12-00 noon	B.D. Himalaya
	12-30 p.m.	B.D. Nilagiri
Tue. 19th „ „	12-00 noon	G.D. (Himalaya & Nilagiri)
	12-30 p.m.	G.D. (Siwalik & Vindhya)

4. Quartermaster will please arrange to have condemned articles duly stamped at the time of condemnation, and will also provide two Mazdoors to be present at each of above places at the timings and date specified above.

5. Dates and times of condemnations in all three kitchens will be decided separately by me after due consultation with the kitchen Matrons/Steward.

No. 347. CINEMA.

The film SHE, starring Ursula Andress, Peter Cushing, John Richardson and Christopher Lee, will be shown in Barne Hall at 5-45 p.m. on Saturday, 16th November, 1974.

The film is a screen version of Haggard's famous novel.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 22ND NOVEMBER, 1974.

Part I

348—366

No. 348. PROGRAMME

- | | | | | |
|---|-----|---|-----------------------|-----------|
| Sat. 23rd | ... | Staff Club meeting followed
by dinner (Art Room) | ... | 6-45 p.m. |
| Sun. 24th | ... | Film Cancelled | | |
| Mon. 25th | ... | I-H Hockey tournament (B.D.) commences | | |
| Tue. 26th | ... | Text Books handed in
(Upper IV and L-IV) | 11-30 a.m.—12-30 p.m. | |
| | | Carol Singing (Chapel) | ... | 5-30 p.m. |
| Wed. 27th | ... | Text Books handed in | 9-00 a.m.—12-45 p.m. | |
| | | Lunch | ... | 1-00 p.m. |
| <p>Note: The handing in of Text books will be conducted by Form Staff who will remain in the Form rooms till such time the handing in is complete. Form rooms will also be cleaned and tidied before being locked up.</p> <p>All used paper will be torn off from the discarded exercise books and placed in neat piles on the floor, along the walls, of the junior Chem Lab. Similarly unused paper will also be torn off and piled on the table of the junior Chem Lab.</p> | | | | |
| Thu. 28th | ... | Rouser | ... | 7-00 a.m. |
| | | Breakfast | ... | 8-15 a.m. |
| | | House Matches | ... | 9-15 a.m. |
| | | P.D. vs. B.D. (Peacestead) | ... | 3-00 p.m. |
| <p>(Staff, Staff wives/husbands and O.S. are cordially invited to tea with the teams, by the P.D. after the match)</p> | | | | |
| Fri. 29th | ... | Guru Nanak's Birthday (Holiday) | | |
| | | Promotion meeting | ... | 2-30 p.m. |
| <p>(Form Staff are requested to come with the Mark Registers complete in all respects)</p> | | | | |
| | | Dance and Music recital | ... | 6-00 p.m. |

Sat. 30th ...	Rouser	...	7-00 a.m.
	Breakfast	...	8-15 a.m.
	End of Term Assembly	...	9-00 a.m.
	Escorts' meeting (Bio Lab)	...	10-00 a.m.
	Prize Giving	...	12-00 noon
	(Gowns to be worn by staff)		
	Reports, History Sheets handed in to		
	School Office	...	3-00 p.m.
	P.D. Christmas tree	...	5-45 p.m.
	End of the year House parties	...	6-45 p.m.

Dec.

Sun. 1st ... Home Day

No. 349. SPARTAN AND OZARKIAN CLUB—'73

The following were elected in the year 1973:—

Mukul Chopra	...	Spartan Club
Jugjeewan Singh Sokhey	...	Spartan Club
Jaskaran Singh	}	... Ozarkian Club
Naveen Anand		
S.N. Kaul		
Ajay Bawa		
Sangram Singh		

No. 350. INTER-HOUSE P.T. COMPETITION—1974

The results of the Inter-House P.T., Competition (B.D.) are published below for record:—

I Himalaya	...	76 06 pts.	II Siwalik	...	69 30 pts.
III Nilagiri	...	67 28 pts.	IV Vindhya	...	64 68 pts.

Best Gymnast : Sunil Malhotra

CERTIFICATES OF MERIT

Jai Singh Pathania ; Rajiv Behti

No. 351. INTER—HOUSE SHOOTING COMPETITION—1974 :

The results of the Inter—House shooting competition are published below for record:—

I Nilagiri	...	198 pts.	II Himalaya	...	158 pts.
III Siwalik	...	96 pts.	IV Vindhya	...	86 pts.

Best Shot : Jai Singh Pathania

No. 352. 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 Thursday, 28th November, 1974.

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 those labels/slips are attached.**

No. 353. WINTER VACATION

The School will close on Sunday, 1st December, 1974, for the winter vacation, and will reopen on Monday, 10th February, 1975, 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 is being issued separately.

No. 354. 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. 355. 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 Saturday, 30th November, 1974. 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. 356. SEALING OF CLOTHING ROOMS

House Matrons are requested to put all the belongings of the children left behind by them, and that of the school in the clothing rooms before they seal the locks.

No. 357. 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 etc. of their personal property left lying about unprotected.

No. 358. HOUSE 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. 359. STAFF PAY

1. Senior Staff pay for November 1974 will, as usual, be credited to their respective Saving Bank accounts on 27th November, 1974.

2. Pay for November, 1974, for other staff will be issued in School Office on 30th November, 1974, at the usual timings.

3. Senior Staff are hereby informed that their monthly pay during the vacation will be credited to their accounts with the Bank, on due dates, and should they wish to make any withdrawals, they should contact the Incharge, State Bank of Patiala Sanawar, and leave with him instructions accordingly.

No. 360. CHILDREN'S BLUE JERSEYS/CARDIGANS

Children and House Staff are reminded that **all** children (except *Merit* scholars) must take home with them their now privately owned school uniform pattern long-sleeved navy blue jerseys/ cardigans in order to enable them to be repaired and washed or drycleaned at home during the Vacation. Children must bring these jerseys, duly repaired and dry-cleaned, back with them when they return to School in February, 1975, failing which new ones will be issued to them then, at their parents' cost.

No. 361. 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. 362. PROTECTION AGAINST SMALL—POX

It is essential and also obligatory for all those who live on the estate to get themselves protected against small-pox. It is, therefore, requested that all those who are now due for either primary or secondary vaccination should contact the R.M.O. at their earliest.

No. 363. STAFF FAMILIES' RATIONS ETC., DURING VACATION.

(1) With effect from Monday, 2nd December, 1974, the following arrangements have been made to meet the requirements of bread, eggs, vegetables, fruit, dry rations and fuel of staff families who will be 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 outside the vegetable and fruit shop in the varandah at the Bakery, throughout the vacation on **Mondays, Wednesdays and Saturdays** from 9-00 a.m. to 11-00 a.m.

Bread

Bread will be available at the Q.M. Stores upto Saturday, 7th December, 1974 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 timings as usual.

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

No. 364. 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. 365. HOUSELETTERS—SCHOOL/HOME PARTIES

House Staff are requested to ask the children to write home in their letters due for dispatch on Saturday, 23rd November, 1974, about the name of the train and party by which they are travelling and the day, date and time of their trains' arrival at their home destination station. These details are available from the party-lists that have been distributed to all concerned.

No. 366. ADMINISTRATIVE HOLIDAY

Friday, 29th November, 1974, will be observed as holiday by the administrative staff. The Tuck-Shop will, however, remain open.

S. R. Das,
Headmaster.

THE LAWRENCE SCHOOL SANAWAR

—:o:—

SANAWAR, SATURDAY, 23RD NOVEMBER, 1974

SPECIAL ORDER

Long - Vacation Arrangements—1974.

No. 367. GENERAL.

Special note for all Housemasters & Housemistresses.

Immediately on receipt of this Special Order please check 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 school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Sunday, 1st December, 1974 (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) All 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 under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property 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, 25th November, 1974. Requests for travel money required by individual children will not be entertained by office after that day.

The normal travelling money for school parties will be issued to escorts I/c on Thursday, 28th November, 1974 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' journey.**

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Broken window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all water 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 10-00 a.m. on Friday, 30th November, 1974. 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 in charge of 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 respectably.

SANAWAR/KALKA DEPARTURE ARRANGEMENTS.

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

Bombay V.T. party

This party will depart by School Bus or Public Transport Bus from the B.D. Quadrangle, at 9-00 a.m. (subject to revision) on Sunday, 1st December, 1974. Boys of this party will NOT walk down to Kalka. Lunch for all the party members has been arranged at the Refreshment Room of the Ambala Cantt Railway Station.

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, and they are printed **partywise** on the luggage labels which should be obtained from the School Office by all Staff concerned :—

Srl. No.	School Party
1	Kalka
3	† Bombay V.T.
4	Dehra Dun
5	Ferozpur
6	Amritsar
7	Lucknow
8	Pathankot
10	Calcutta
	(via Delhi, Agra & Kanpur)
11	Delhi Jn. 'A'
12	* Delhi ,, 'B'
13	Delhi ,, 'C'

Special note :

Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully.

† (includes Kurukshetra, Karnal and Panipat)

* (includes Chandigarh and Ambala Cantt.)

(ii) Party labels are available in the School Office. House Matrons should collect these from there as per their requirement.

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.

(iii) 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, 28th Novmber, 1974, of the number of packages (luggage) to be collected from their quarters.

(iv) 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.

(v) Luggage of all children going to Simla must be ready at the B.D. Quadrangle by 7-30 a.m. on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded onto the Simla bus, which will come up to the B.D. Quad. at about 8-00 a.m.

(vi) Luggage of all children going in Bombay V.T. party must be ready at the B.D. Quad. by 7-30 a.m., on home day. The Quartermaster will arrange for this luggage to be transported from departments by the mazdoors, and loaded onto the School Bus by 8-00 am. The Bombay V.T. party will leave in the School Bus or Public Transport Bus on 1st December, 1974, at 9-00 am. (subject to revision) for Ambala Cantt.

(vii) Luggage of all children travelling in school parties (except the Bombay V.T. and the Simla party) must be ready before 8-00 a.m. on home day. Such luggage will be collected by school mazdoors from G.D. and P.D. from their respective dormitory varandahs and taken to Gaskell Hall. The Quartermaster will please ensure that *first of all* only tin trunks/boxes of all the parties (except the Bombay V.T. and the Simla party) are taken down by mazdoors from all Deptts. to Gaskell Hall—bistras etc. of these parties should only be taken down by mazdoors *after* all tin trunks/boxes have been taken from Departments. Boys of B.D. (except of the Bombay V.T. and the Simla party) will carry their own luggage out of their dormitories, and stack their luggage inside Gaskell Hall against the four walls, under Q.M's supervision. Boys of N.B.D. 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 sorted out and 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.

(viii) The Quartermaster will arrange for two luggage trucks to be present at the Quad not later than 10-00 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 6-30 p. m. 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. Luggage of the Kalka party will be loaded onto the *first* bus to leave Sanawar. 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. Kohli 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. Kohli 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. Kohli. *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. Kohli.*

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

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

ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Satpal Verma 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.

BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast.** Breakfast will be at 7-30 a.m. in all departments on home day, for all children.

(ii) **Lunch.** Lunch will be at 12-30 p.m. in all departments on Home Day.

(iii) **Tea.** Bread/Sandwiches and tea will be served in the B.D. Kitchen at 4-00 p.m. for all members of the Calcutta, Delhi C, Amritsar and Pathankot school parties.

(iv) **Supper Packets.** Supper packets for all school parties (except Bombay, V.T., the Simla and Kalka parties) will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka. These 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 (including 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 onto 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 at Kalka if possible, to have the empty baskets handed over to Mr. Kohli after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Delhi Jn. 'A' ...	Mr. R.P. Aggarwal	75
Delhi „ 'B' ...	Mr. Sumer Singh	65
Lucknow ...	Mr. Subhash Gupta	20
Dehra Dun ...	Mr. Subhash Gupta	8
Amritsar ...	Mr. Suresh Kumar	45
Ferozpur ...	Mr. S. R. Sharma	25
Pathankot ...	Mr. B. C. Katoch	30
Delhi Jn. 'C' ...	Miss S. Bhatnagar	38
Calcutta ...	Mr. R. K. Malaviya	30

The Quartermaster will arrange the necessary number of clean baskets of appropriate size to be in Gaskell Hall at 9-30 a. m. on home day.

The Kitchen Matrons/Steward 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 Kitchen Matrons/Steward 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/Steward will please arrange among themselves as to which of them will be present on each such occasion.

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

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

Bombay V.T., Lucknow, Calcutta.

ROLL - CALL AT KALKA.

Staff escorting the school parties travelling by 87 Dn. Chandigarh Express are requested to arrange a roll-call of children to be escorted by them at 6-30 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 walking down, not wishing to carry their own hand luggage, i.e. air-bags etc., with them, must NOT put it into the buses at Sanawar before leaving School, but must make it over to some other boy of the same School party who will be travelling to Kalka by party bus.

(ii) 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 1-30 p.m. The names of any boys not present will be reported immediately to the Bursar in writing.

(iii) Housemasters will only permit those boys to walk down whose names have already been intimated to the 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.

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

(v) 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.

(vi) Girls will NOT walk down to Kalka.

RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts I/c from the School office on the morning of Saturday, 30th November, 1974,

NEXT TERM.

The next term will begin on Monday, 10th February, 1975, and all children must be back by 4-00 p.m. on that day.

S. R. Das
Headmaster.

ANNEXURE

1. The School parties will leave from B. D. Quadrangle, in the following order, on Sunday, 1st December, 1974. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Bus</i>
Simla	7-45 a.m.	8-00 a.m.	11	By HGT Bus.
Bombay V.T.	8-30 a.m.	9-00 a.m.	41	By School/PT Bus.
Kalka	1-30 p.m.	2-00 p.m.	16	By HGT Bus.
Ferozpur	—do—	—do—	16	„
Lucknow	—do—	—do—	10	„
Dehra Dun	—do—	—do—	7	„
Delhi A	—do—	—do—	16	„
Delhi B	—do—	—do—	45	„
Amritsar	6-00 p.m.	6-30 p.m.	27	„
Pathankot	—do—	—do—	18	„
Delhi C	—do—	—do—	38	„
Calcutta	—do—	—do—	18	„

Note : Departure time of Bombay V.T. party from B.D. Quad. is subject to revision. Confirmation to this effect will be sent separately to all concerned.

2. Simla party will travel by HGT Jagjitnagar—Simla Bus leaving from B.D. Quadrangle at about 8-00 a.m.
3. Bombay V.T. party will travel by School/P. T. Bus from B. D. Quad. upto Ambala Cantt. From Ambala Cantt, the party will travel in one extra First Class coach, by 58 Dn. Amritsar—Dadar express, leaving Ambala Cantt at 15-25 hours.
4. Ferozpur, Lucknow, Dehra Dun, Delhi A, Delhi B, parties will travel by H.G.T. buses, from B. D. Quad. upto Kalka. From Kalka the parties will travel in extra coaches, attached to 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours.
5. Amritsar and Pathankot parties will travel by H.G.T. buses from B.D. Quad. upto Kalka. From Kalka, the parties will travel in extra 1st class coaches attached to 35 Dn. Simla leaving Kalka at 2145 hours.

6. Delhi C and Calcutta parties will travel by H.G.T. buses from B.D. Quad. upto Kalka. From Kalka, the parties will travel in one extra II class three tier sleeper coach attached to 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2335 hours.
7. The School Bus will, after unloading of the luggage, etc., of the Bombay V.T. party at Ambala Cantt Railway Station, return to Kalka Rly. station; the driver will await there for further instructions from Mr. J.K. Kohli.
8. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—especially the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
9. 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.
10. The Bursar, assisted by Mr. Joshi will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.