

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 7TH FEBRUARY, 1975.

## Part I

1—30

### No. 1. 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. 2. 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. 3. SCHOOL PROGRAMME

#### February

Mon.	10th	School re-opens (All School parties return)	
Tue.	11th	Sunday timings	
		New Admissions	... 10-00 a.m.
		Letter writing (House Organisation)	
		Kit fitting	
		Tea	... 4-00 p.m.
		Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Wed.	12th	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 continue	... 10-00 a.m.
		Forms to Form rooms under Form staff (reorganisation of Forms)	10-00—12-00 noon.
		Lunch	... 1-00 p.m.

		Fit fitting for children	2-00—4-00 p.m.
		Senior School Academic Staff meeting ...	2-30 p.m.
		Tea	... 4-00 p.m.
		Supper	... 6-30 p.m.
		Lights out	... 8-30 p.m.
Thu.	13th	Rouser	... 7-00 a.m.
		M.I. (as for Sunday timings)	
		Breakfast	... 8-45 a.m.
		Assembly Singing	9-30—9-45 a.m.
		½ hr. Schools (Text books issued)	10-00—1-00 p.m.
		New Admissions Continue	10-00 a.m.
		Lunch	... 1-10 p.m.
		Hobbies groups made	... 2-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 6-30 a.m.
		Lights out	... 8-30 p.m.
Fri.	14th	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.
		Lunch	... 1-10 p.m.
		Tea	... 4-00 p.m.
		Supper	... 6-30 p.m.
		Lights out	... 8-30 p.m.
Sat.	15th	Programme as for Friday, 14th February 1975.	
		Normal hobbies Commence	
		Tea	... 4-00 p.m.
		Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.

#### No. 4. 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. 5. 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 11th February, 1975.

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. 6. NEW ADMISSIONS--RECEPTION

New admissions will commence from 11th February and continue upto 13th February. All new parents on their arrival will be guided to the Parents' Rooms, where the Quartermaster will arrange for fires, hot water, towels, soap etc., to be 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 DHM/Mistress I/c P.D. (as the case may be) for an interview. Some may be sent to the RMO for medical examination, before they go to DHM/Mistress I/c P.D. The DHM/Mistress I/c P.D./RMO will give their comments on the "New Admission Sheet", and direct the child and the parents to School Office, along with their reports. After having completed all financial and other formalities, the parents will be sent to the House Matron concerned, who only on production of a copy of New Admission Sheet, duly signed by the Bursar, will admit the child in the dormitory. The parents will also meet the Housemaster/Housemistress concerned before they leave Sanawar.

**No. 7. 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. 8. NEW ADMISSIONS—RATIONS**

New children will be arriving as detailed below, and in every likelihood parents accompanying them will require lunch and 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 departments:—

	B.S.	G.S.	P.S.B.	P.S.G.
11th February	15	8	—	—
12th „	16	5	—	—
13th „	15	3	2	—

**No. 9. CLOTHING**

February 11th and 12th 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 Monday, 17th February, 1975.

Clothes will be issued to Day Scholars in all Deptts at 2-00 p.m. on Tuesday, 11th February, 1975.

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 from falling ill.*

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

**No. 10. 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. 11. 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. 12. 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 Saturday, 15th March, '75 (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. 13. 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 received by them, at one time, not later than Monday, 9th June, 1975.

#### No. 14. 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. 15. 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. 16. 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. 17. 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. 18. 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. 19. STAFF SUPPER TIMINGS**

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

**No. 20. STAFF CLUB : BADMINTON**

Gaskell Hall will be available for badminton from 5-30 p.m. to 7-15 p.m. daily for all members of the Staff Club.

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

**No. 21. STAFF RATIONS AND FUEL**

On return to School on Monday, 10th February, staff members should send chits for their requirement of wood, steam coal, 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. Monday, 10th evening.

Wood (fuel), Steam coal, soft coke and K/oil on payment will be issued between 3-00 and 4-00 p. m. on the first and third Wednesdays of each month.

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. 22. FURNITURE—STAFF QUARTERS & DEPARTMENTS**

Detailed furniture inventory boards are provided in all school departments and quarters of Staff members. It is the personal responsibility of all concerned to ensure that these inventories are kept carefully and made available when required,

All concerned are requested to check these inventories carefully on return to school and to report any discrepancies immediately to the Quartermaster.

In this connection it is also specifically brought to the notice of all concerned that articles of school furniture provided in departments and Staff quarters may not be removed therefrom or exchanged or interchanged without the 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. 23. TUCK SHOP TIMINGS.**

The Tuck Shop will open daily from 11-00 a.m. to 1-00 p.m. from Thursday, 6th February, and observe the normal timings from Monday, 10th February, 1975.

**No. 24. 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 11-00 a.m. to 2-30 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. 25. SUPPLY OF EGGS FOR STAFF FAMILIES**

Major S.S. Bains, Chandigarh will continue to supply eggs upto 20th February, 1975. From 21-2-1975, M/s Thakur Das, Sirhind will takeover as contractor for eggs, and will continue upto 15-5-1975. Thereafter the School Poultry Unit will arrange for supply of eggs. Rates will be as follows :—

- |  |  |
|--|--|
| (a) Maj. S.S. Bains Contractor :   | Rs. 35/- per hundred eggs.   |
| (b) M/s Thakar Das                    ,,                    ,,                    ,, | Rs. 33/-                    ,,                    ,,                    ,, |

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 11-00 a.m. to 2-30 p.m.



**No. 26. 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 Wednesday, 12th February, '75.

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

**No. 27. 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. 28. WATER SHORTAGE**

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

With effect from 10th February, 1975, 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 & 8-00 a.m. [for one hour]
  - (ii) between 5-00 & 6-30 p.m. [for 45 mts.].

House Matrons will please ensure that Bath Houses, Wash Room 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. 29. ELECTRICITY CONSUMPTION**

The H.P. State Electricity Board has fixed a certain number of Units for weekly supply of electricity to the school; since this quantity is far below our requirement, it is therefore, extremely necessary that all concerned take immediate steps to exercise the utmost control on consumption of electricity.

**No. 30. CINEMA**

The film RANDOM HARVEST will be shown in Barne Hall at 5-30 p.m. on Tuesday, 11th February, 1975.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

:o:  
SANAWAR, FRIDAY, 14TH FEBRUARY, 1975.

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## Part I

31—54

### No. 31. PROGRAMME

FEB.

Sat.	15th	Programme as for Friday, 14th February 1975. Normal hobbies Commence	
		Tea	... 4-00 p.m.
		Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
Mon.	17th	Hodson training commences Prep Commences	3-30—4-00 p.m.
Wed.	19th	$\frac{1}{2}$ hrs. Schools Lunch	... 12-10 p.m.
		Festival Cricket Match (Staff, staff wives/husbands and O.S. are cordially invited to stay on for tea, with the teams after the match, which is being arranged in Gaskel Hall).	1-15—4-30 p.m.
		Tea	... 4-40 p.m.
		Prep cancelled	
		Supper	... 6-30 p.m.
		Lights out	... 8-30 p.m.

**Note :** The above programme is subject to weather conditions.

Thu.	20th	Cricket time-table incorporating afternoon Hodson and boxing training comes into effect.	
Sat.	22nd	Film	... 5-30 p.m.
		Supper	... 7-00 p.m.

### No. 32. DAILY ROUTINE.

The following routine will be observed with effect from 17-2-75 till further orders:—

Rouser	...	...	...	7-00 a.m.
House Inspection	...	...	...	7-40 a.m.
Breakfast	...	...	...	7-45 a.m.

M.I. (B.D.)	...	...	...	8-05 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.
B.D. games, Hodson & boxing training	...	...	...	2-15 p.m. onwards
Hobbies	...	...	...	2-30— 4-00 p.m.
Tea	...	...	...	4-05 p.m.
(Tea for field games will go down)				
Baths/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. 33. INDENTS

Indents for the period ending 15th June, 1975, if not already put in, should be submitted to the Bursar by stock holders latest by 18th February, 1975.

#### No. 34. DISCIPLINE : DAY SCHOLARS

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

#### No. 35. 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. 36. 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. 37. BIRTHDAY PARTIES

The expenditure on these parties will under no circumstances, except with the special permission of the Headmaster, exceed

the sum of Rs. 25/-. House Staff and Kitchen Matrons are requested kindly to ensure this.

**No. 38. 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. 39. 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. 40. 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. 41. 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. 42. 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. 43. 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. 44. TUCK SHOP SLIPS**

All Housemasters and Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month. 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. 45. 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 considerable 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. 46. 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. 47. 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. 48. HOLIDAYS—ADMINISTRATIVE STAFF.**

The following holidays will be observed during 1975 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Wed.
2. Republic Day	...	Jan.	26th	Sunday
3. Shivratri	...	Mar.	11th	Tuesday
4. Holi	...	Mar.	27th	Thursday
5. Good Friday	...	Mar.	28th	Friday
6. Baisakhi	...	April	13th	Sunday
7. Independence Day	...	Aug.	15th	Friday
8. Raksha Bandhan	...	Aug.	21st	Thursday
9. Janam Ashtmi	...	Aug.	30th	Saturday

10.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Thursday
11.	Founder's (After Founder's)	...	Oct.	6th	Monday
12.	Dusehra	...	Oct.	14th	Tuesday
13.	{ Diwali (except Eng. Deptt.)	...	Nov.	3rd	Monday
	{ Balraj (Eng. Deptt. only)	...	Nov.	4th	Tuesday
14.	Guru Nanak's Birthday	...	Nov.	18th	Tuesday
15.	Christmas Day	...	Dec.	25th	Thursday

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

New Year's Day

Republic Day

Independence Day

Diwali

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. 49. 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 20th February at the latest.

**No. 50. 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. 51. WATER CHARGES (RATES)**

The rates of water charges payable by Staff from 20th February, 1975 to 20th June, 1975 will be as follows :—

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

- (i) For the first 1500 litres per head per month, 65 P. per 1000 litres.
- (ii) For the next 1500 litres per head per month, Rs. 1/15 per 1000 litres.
- (iii) Above 3000 litres per head per month, Rs. 2/20 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, 65 P. per 1000 litres.
- (ii) For the next 2000 litres per head per month, Rs. 1/15 per 1000 litres.
- (iii) Above 4000 litres per head per month, Rs. 2/20 per 1000 litres.

**Category C [Quarters where water-meters have not been installed]**

- (i) Single member : Rs. 3/- per month—flat rate.
- (ii) Two members or more : Rs. 2/50 per head, subject to a maximum of Rs. 7/50.

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

**No. 52. LOST AND FOUND**

One small purse containing cash, was found lying about in Barne Hall, on Tuesday, 11th February, 1975, soon after the film show was over. The owner is requested to contact Bursar.

One wrist watch found by the Chowkidar in B.D., area is lying in the custody of DHM. Owner may please contact the DHM at the earliest.

**No. 53. ELECTRICITY POWER SHUT DOWN**

The H.P. State Electricity Board authorities have informed, that electricity supply will be cut on Sundays from 0600 hours to 1800 hours, until further notice.

**No. 54. CINEMA**

The film **DAY OF THE EVIL GUN** will be screened in Barne Hall, on Saturday, 15th February, 1975 at 5-30 p.m.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 21ST FEBRUARY, 1975.

## Part I

55—72

### No. 55. PROGRAMME

Sat.	22nd	Film	...	5-30 p.m.
		Supper	...	7-00 p.m.

### March

Sat.	1st	Staff Club meeting followed by dinner (Art room)	...	6-30 p.m.
		Supper for children	...	6-30 p.m.
Sun.	2nd	Film	...	5-30 p.m.
		Supper	...	7-00 p.m.

### No. 56. ALL INDIA HIGHER SECONDARY EXAM. [INTERNAL] FEBRUARY—MARCH, 1975.

Date Sheet is given below, for information and necessary action of all concerned:—

Morning Session		Afternoon Session	
9-00 a.m.—11-00 a.m.		2-00 p.m.—4-00 p.m.	
Thursday	Mathematics	one paper	—
	27-2-75		
Friday	General Science	one paper	—
	28-2-75	Social Studies & Indian Culture } one paper	—
Monday	—		Hindi (Second Language) one paper
	3-3-75		
Tuesday	9-00 a.m.—12-00 noon		
	4-3-75	(a) Sewing Needlework and embroidery	
		(b) Wood work	
		(c) Sculpture	
		(d) Band	
		(e) Leather work	
		(f) Music (Instrumental)	

*Note :* Maths, Gen. Science, Social Studies & Indian Culture and Hindi Examination papers will be held in Geography room and in Upper V B [Mr. Hasans'] room, where as

Crafts exams on 4th March, 1975, will be held in their respective departments.

**No. 57. ALL-INDIA HIGHER SECONDARY (FINAL) EXAM-MARCH—APRIL 1975.**

**DATE SHEET**

<b>Morning Session</b> (9-00 a.m.—12-00 noon,)		<b>Afternoon Session</b> (2-00 p.m.—5-00 p.m.)	
<i>Fri. 7th March 1975</i>			
English Paper I			—
		<i>Sat. 8th March 1975</i>	
English Paper II			—
		<i>Mon. 10th March 1975</i>	
English Paper III			—
		<i>Mon. 17th March 1975.</i>	
Mathematics (Advanced)	Paper I	English Language and Literature	} Paper I
			<i>Tue. 18th March 1975</i>
Mathematics (Advanced)	Paper II	English Language and Literature	} Paper II
			<i>Wed. 19th March 1975</i>
History (Indian)	Paper I	Physiology & Hygiene	} Paper I
			<i>Thu. 20th March 1975</i>
Physics	Paper I	Geography	} Paper I
			<i>Fri. 21st March 1975</i>
History—World Civilization or British	} Paper II	Physiology and Hygiene	} Paper II
			<i>Sat. 22nd March 1975</i>
Physics	Paper II	Geography	} Paper II
			<i>Mon. 24th March 1975</i>
Chemistry	Paper I	Economics	} Paper I
			<i>Tue. 25th March 1975</i>
Chemistry	Paper II	Economics	} Paper II
			<i>Sat. 29th March 1975</i>
Biology	Paper I		
			<i>Mon. 31st March 1975</i>
Biology	Paper II		
			<i>Tue. 1st April 1975</i>
(9-00 a.m.—12-00 noon)			
& (1-00 p.m.—4-00 p.m.)			
Painting	Paper I		

Wed. 2nd April 1975

**Painting Paper II**

**Dates for Practical Examination**

April 3, 4, 5, & 7 1975	...	Physics, Chemistry and Biology
„ 8, 9, „	...	Geography
„ 9, „	...	Physiology & Hygiene

- Notes* :— (1) All theory papers will be held in Barne Hall.  
 (2) All practical examinations will be held in the respective practical laboratories.  
 (3) Allotment of roll numbers and batches for practical examinations will be notified later.

**No. 58. OUT OF BOUNDS**

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

**No. 59. 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. 60. 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. 61. 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.) 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 1974, 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. 62. USE OF STATIONERY**

The cost of different kinds of paper, pencil, ink and all others stationery articles has gone up. 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. 63. 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. 64. 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. 65. STAFF CLUB**

The Annual Meeting of the Staff Club Sanawar will be held on Saturday, 1st March, 1975, at 6-30 p.m. in the Art Room. Dinner will be served after the meeting. All members and O.S. present in Sanawar are requested to attend.

**No. 66. HOUSEMASTERS AND TUTORS (B.D.) 1975**

List of House Masters and Tutors (B.D.) for 1975, is published below for record.

*Himalaya Srs.*

Mr. A. Bhalerao  
 „ I. Hasan (Tutor)  
 „ V. Hegde (Tutor)

*Nilagiri Srs.*

Mr. U.P. Mukherji  
 „ E. Sequeira (Tutor)  
 „ Aggarwal (Tutor)

*Siwalik Srs.*

Mr. B.P. Joshi  
 „ Amar Singh (Tutor)  
 „ Sumer Singh (Tutor)  
 „ Subhash Gupta

*Vindhya Srs.*

Mr. U.A. Mundkur  
 „ J.K. Kohli (Tutor)  
 „ R. Longman (Tutor)  
 Dr. Kulshreshtha

*Himalaya Jrs.*

Mr. R.S. Randhawa  
 „ Gurdev S. Dev (Tutor)  
 „ Dhani Ram (Tutor)  
 „ Prajapati

*Nilagiri Jrs.*

Mr. K.L.K. Solomon  
 „ G.C. Arora (Tutor)  
 „ A. Robinson (Tutor)  
 „ Kirpal Singh

*Siwalik Jrs.*

Dr. D.C. Gupta  
 Mr. C.B. Abraham (Tutor)  
 „ Charanjit Singh (Tutor)  
 „ Malaviya

*Vindhya Jrs.*

Dr. H.P.S. Dhillon  
 Mr. B.C. Katoch (Tutor)  
 „ S. Nayyar (Tutor)  
 „ Ramesh Sethi

**No. 67. HOUSEMISTRESSES AND TUTORS (G.D.) 1975**

List of Housemistresses and Tutors (G.D.) for 1975 is published below for record:—

*Himalaya*

Mrs. R.A. Solomon  
 Miss. S. Bhatnagar (Tutor)  
 Mrs. Longman (Tutor)

*Siwalik*

Mrs. J. Sawney  
 Miss. O.B. Maria (Tutor)

*Nilagiri*

Mrs. S. Bhalla  
 Miss. D. Srinivasan (Tutor)  
 „ R. Prakash (Tutor)

*Vindhya*

Mrs. K. Mundkur  
 Mrs. N. Roy (Tutor)

**No. 68. ACTING PREFECTS 1975**

Following will function as Acting Prefects with immediate effect :—

**B. D.***Himalaya*

Sandeep Behl  
 Deepak Singha  
 Satyendra Jamwal  
 Ashok Bhagat

*Siwalik*

Nakul Chopra  
 Gurpreet Seckond  
 Hemant Singh

*Nilagiri*

Joginder Bikram  
 Pasha Dhillon  
 Gurrinder Sohi  
 Ravinder Tak

*Vindhya*

Deepak Khosla  
 Anil Bhalla  
 Sunil Malhotra  
 Biren Arora

**G.D.***Himalaya*

Gurmeet Rajinder Singh  
 Uma Sarna  
 Neelam Puri

*Siwalik*

Ambika Anand  
 Gayatri Malhotra

*Nilagiri*

Simrat Virk  
 Bani Duggal

*Vindhya*

Varsha Gore  
 Navneet Maini  
 Geeti Khanna

**No. 69. T.A.B. INOCULATION—STAFF CHILDREN**

All School going Staff Children are requested to report for T.A.B. inoculation on Saturday, 22nd February, 1975, at 4-00 p.m., to R.M.O. at the school hospital.

**No. 70. LOST AND FOUND**

Any one finding a Silver wrist chain should please contact Mr. Sumer Singh.

**No. 71. INTERNAL TELEPHONES**

This is for information of all concerned that building No. 22 (Holiday House) has been provided with internal telephone connection and the number allotted is 35. Kindly arrange insertion to this effect on the telephone number boards that have been provided where other internal telephone connections exist.

**No. 72. CINEMA.**

If an English film arrives, it will be shown in Barne Hall at 5-30 p. m. on Saturday, 22nd February, 1975.

S. R. Das  
 Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

————— :o: —————  
 SANAWAR, FRIDAY, 28TH FEBRUARY, 1975.

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## Part I

73—82

### No. 73. PROGRAMME

#### March

Sat.	1st	Display of roller Skating on the B.D. Quad.	... 3-30 p.m.
		(Games and other activities to end at 3-20 p.m.)	
		Tea	... 4-10 p.m.
		Staff Club meeting followed by dinner (Arj room)	... 6-30 p.m.
		Supper for children	... 6-30 p.m.
Sun.	2nd	Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
Mon.	3rd	Core level & Hindi Exams end.	
Tue.	4th	Craft Exams end.	
Sat.	8th	Proposed cricket fixture against Punjab Public School, Nabha (Home ground)	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	9th	Proposed cricket fixture against P.P.S. Nabha	

### No. 74. 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. 75. BICYCLES

Riding on bicycles on School campus or outside in the surrounding hills is strictly prohibited for everyone. Serious action will be taken against those who flout this rule.



**No. 76. 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. Rabies, is 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 should be brought to the *immediate* notice of the Bursar, preferably on the telephone, otherwise through a messenger.

Would Housemasters and Housemistresses 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. 77. 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. 79 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 should 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. 78. DOGS AT SANAWAR**

1. All dog owners at the School are reminded of the requirements of School Order No. 204 of 19th August, 1966, regarding the

primary inoculation/annual inoculation of all dogs against rabies, and the payment of an annual fee of Rs. 5/- for each dog. Following details are again published for the information and necessary action of all concerned. Registration and inoculation of all dogs *must be done as early as possible, but in any case before 22nd March, 1975*. All owners of dogs will register with the School Office all dogs owned by them.

*Note:* (1) When dogs are acquired after 22nd March, the above action will be completed by owners *within one month of the acquisition* of the dogs [but also see the Note under para : 4 (d) (i) below].

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

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

2. (a) On fulfilling the requirements as given above the owner will be issued by the School Office a dog token valid upto 31st March 1976. The year for which it is valid will be found stamped on it, e.g. 1975/76.

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

3. Owners failing to comply with the provisions of paras 1 and 2 (b) above will be fined Rs. 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.

**4. Inoculation against rabies.**

(a) All dog owners at Sanawar must inform the RMO in writing latest by Tuesday, 4th March, 1975, the number of dogs they own, so as to enable him to arrange for the required quantity of vaccine. The cost of the vaccine will be recovered from the pay of the owner.

(b) The R.M.O. will arrange for the inoculation at the School Hospital of all dogs brought to him for this purpose. The R.M.O. will notify the date and time to this effect.

(c) After the inoculation of the dog, the R. M. O. will forward, in original, a certificate of inoculation duly dated and

signed by him, to the School Office, and the duplicate handed over to the owner of the dog.

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.

*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.

5. 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.

6. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Orders do not go and/or those who cannot read these instructions themselves, and will explain the instructions to them in detail and satisfy themselves that they have understood them. The responsibility for the observance of and compliance with the requirements of this order is entirely that of the owners of dogs and not that of the R.M.O., the School Office or anyone else [except as stated in para : 4 (d) (i) above].

**No. 79. 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 Tucksop Slips.

**No. 80. TUCK SHOP SLIPS—INFORMATION TO PARENTS.**

Housemasters/Housemistresses are required to arrange 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 Tuckshop slips.

**No. 81. INCREASING INCIDENCE OF COUGH, COLD AND FEVER.**

Due to change of weather, the incidence of coughs colds and fever has increased considerably in the School. Following preventive measures, therefore, are to be observed with effect from Monday, 3rd March, 1975.

- (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) Salt-water gargling is compulsory for all children, both after rouser and before 'lights out'.
- (d) During a function in Barne Hall, all exhaust fans will be switched on.

While the House Matrons will ensure and supervise (a), (b), (c), the I/c for the function to be held in Barne Hall, will take care of (d), as mentioned above. House Matrons will also write to Q. M., for issue of required number of buckets, and the quantity of Salt for this purpose.

**No. 82. CINEMA.**

The film A GLOBAL AFFAIR, starring Bob Hope, Lilo Pulver & Yvonne de Carlo, will be shown in Barne Hall at 5-30 p.m. on 2nd March, 1975.

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

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 7TH MARCH, 1975.

## Part I

83—91

### No. 83. PROGRAMME

#### March

Sat.	8th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
		Cricket fixture against P.P.S. postponed.		
Sun.	9th	Cricket D. Cs' XI vs. Sanawar.		
Mon.	10th	Morning P.T. and Hodson training starts.		
Thu.	13th	First assessment meeting (MCR)		5-00 p.m.
Sat.	15th	Cricket vs. P.P.S., Nabha (Home ground)		
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sun.	16th	Cricket vs. P.P.S., Nabha		

### No. 84. APPOINTMENTS—PREFECTS.

The following appointments have been made with immediate effect :

Acting Head Boy	...	Joginder Bikram
Acting M.I. Prefect (B.D.)	...	Nakul Chopra
Acting Head Girl	...	Gurmeet R. Singh
Acting M.I. Prefect (G.D.)	...	Uma Sarna
Acting Games Prefect (G.D.)	...	Varsha Gore

### No. 85. MESS COMMITTEE B.D; G.D.

Following Mess Committees are constituted 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.  
Head Boy

Quartermaster  
Steward

*Other members*

Dr. D.C. Gupta (Veg.)	Mr. C.B. Abraham (Non. Veg.)
Bikram Seth (Him.)	Praveen Vashisht (Siw.)
Harsh Sabharwal (Nil.)	Shivinderpal Singh (Vind.)

**G. D.***Ex-officio members*

Senior Mistress	Quartermaster
Head Girl	Kitchen Matron

*Other members*

Mrs. K.U. Mundkur (Veg.)	Mrs. S. Bhalla (Non. Veg.)
Gurmeet R. Singh (Him.)	Poonam Jhinnah (Siw.)
Simrat Virk (Nil.)	Varsha Gore (Vind.)

**No. 86. HOT WATER HAMAMS—FILTERS**

School Order No. 98, dated 22-3-1974, is reproduced below for information to all concerned:—

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 1975 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. 87. 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 plug-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 20th March, 1975.

**No. 88. 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, 9th March, 1975, on coupons which can be purchased from Tuck Shop on Saturdays/Sundays at the following rates:—

Cups	...	...	120 paise each
Cones	...	...	100 paise each

**No. 89. DOGS AT SANAWAR**

S.O. No. 78 dated 28-2-75, para 4 (a) is reproduced below for immediate compliance:—

“All dog owners at Sanawar must inform the R.M.O. in writing latest by Tuesday, 4th March, 1975, the number of dogs they own, so as to enable him to arrange for the required quantity of vaccine. The cost of the vaccine will be recovered from the pay of the owner.”

**No. 90. ADMINISTRATIVE HOLIDAY.**

Tuesday, 11th March, 1975 will be observed as holiday on account of Shivratri by administrative staff. The Tuck Shop will, however, remain open as usual.

**No. 91. CINEMA**

The film “SON OF A GUNFIGHTER”, starring Russ Tamblyn and Maria Granada, will be shown in Barne Hall at 5-45 p.m. on Saturday, 8th March, 1975,

The film is an action filled outdoor adventure.

**S. R. Das**  
*Headmaster.*



# THE LAWRENCE SCHOOL SANAWAR

—:0:—

SANAWAR, FRIDAY, 14TH MARCH 1975

## SPECIAL ORDER

No. 92. SCHOOL CALENDAR 1975 (Feb. 10th, June 15th).

### FEB.

Mon.	10th	School re-opens (all school parties return)	
Tue.	11th	Sunday timings	
		New admissions	... 10-00 a.m.
		Letter writing (House Organisation)	
		Kit fitting	
		Tea	... 4-00 p.m.
		Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Wed.	12th	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 continue	... 10-00 a.m.
		Forms to Form rooms under Form Staff	
		(Re-organisation of Forms)	10-00—12-00 noon
		Lunch	... 1-00 p.m.
		Kit fitting for children	2-00—4-00 p.m.
		Senior School Academic Staff meeting	... 2-30 p.m.
		Tea	... 4-00 p.m.
		Supper	... 6-30 p.m.
		Lights out	... 8-30 p.m.
Thu.	13th	Rouser	... 7-00 a.m.
		M.I. (as for Sunday timings)	
		Breakfast	... 8-45 a.m.
		Assembly Singing	9-30—9-45 a.m.
		$\frac{1}{2}$ hr. Schools (Text books issued)	10-00—1-00 p.m.
		New Admissions Continue	10-00 a.m.
		Lunch	... 1-10 p.m.

		Hobbies groups made	
		Tea	... 4-00 p.m.
		Supper	... 6-30 a.m.
		Lights out	... 8-30 p.m.
Fri.	14th	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.
		Lunch	... 1-10 p.m.
		Tea	... 4-00 p.m.
		Supper	.. 6-30 p.m.
		Lights out	... 8-30 p.m.
Sat.	15th	Programme as for Friday, 14th Feb. 1975.	
		Normal hobbies commence	
		Tea	... 4-00 p.m.
		Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-30 p.m.
Mon.	17th	Hodson training commences	
		Prep commences	
Wed.	19th	$\frac{1}{2}$ hr. Schools (Last school cancelled)	
		Lunch	... 12-10 p.m.
		Festival Cricket match	1-15—4-30 p.m.
		Tea	... 4-40 p.m.
		Prep cancelled	
		Supper	... 6-30 p.m.
		Light out	... 8-30 p.m.
Thu.	20th	Cricket time-table incorporating afternoon Hodson and Boxing training comes into effect.	
Sat.	22nd	Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
Thu.	27th	All India Higher Secondary examination (Internal) commences	

## MARCH

Sat.	1st	Staff Club meeting followed by dinner (Art room)	... 6-30 p.m.
		Supper for children	... 6-30 p.m.
Sun.	2nd	Film	... 5-30 p.m.
		Supper	... 7-00 p.m.
Mon.	3rd	Core Level and Hindi exams end	
Tue.	4th	Craft exams. end	
Fri.	7th	All India Higher Secondary Exams (External) commence	
		Medical Inspection commences (two sets each day)	
Sat.	8th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	9th	Cricket fixture 1st XI vs. D. Cs'. XI	
Mon.	10th	Morning P.T. and Hodson training commences	
Thu.	13th	First assessment meeting	
Sat.	15th	Cricket fixture against P.P.S., Nabha	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	16th	Cricket fixture against P.P.S. Nabha	
Sat.	22nd	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	24th	'Hodson' heats commence	
Thu.	27th	Holi (normal classes)	
Fri.	28th	Good Friday (Holiday)	
Sat.	29th	Normal working day	
		'Hodson' Finals	... 3-00
Sun.	30th	I—H boxing tournament commences	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

## APRIL

Thu.	3rd	I—H Boxing finals	
Fri.	4th	Cricket XI leaves for Y.P.S. Patiala	
Sat.	5th	XI vs. Y.P.S. (Away)	
		Y.P.S. Colts XI arrives	
Sun.	6th	XI vs. Y.P.S. (Away)	
		School Colts vs. Y.P.S. Colts (Home)	
		Film	... 5-45 p.m.
		School XI returns	
		Supper	... 7-15 p.m.

Mon.	7th	Farewell lunch to VI Formers Seminar (Academic Staff) commences	
Wed.	9th	All India Higher Secondary exam concludes	
Thu.	10th	Seminar ends	
Fri.	11th	Second assessment meeting	... 2-30 p.m.
		Prep School Show First Performance (P.D. and L-IV downwards to attend)	... 4-30 p.m.
Sat.	12th	Proposed Cricket fixture against B.C.S. Supper	... 5-45 p.m.
		Prep School Show final performance	... 6-30 p.m.
Sun.	13th	Proposed Cricket fixture against B.C.S.	
Mon.	14th	School breaks for Camps/hikes	
Sun.	20th	Camping and hiking parties return	
Mon.	21st	Cricket House trials	
Tue.	22nd	Cricket House trials	
Wed.	23rd	I—H Cricket tournament commences	
Sat.	26th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	27th	I—H cricket tournament concludes Staff Club dinner	... 7-30 p.m.
Mon.	28th	Revised daily routine comes into effect Prep School exhibition opens	... 10-30 p.m.
		P. D. vs. B.D. Cricket	... 2-30 p.m.
Tue.	29th	Hockey and Basket ball (B.D.) Season Commences Festival hockey match	... 3-30 p.m.
MAY			
Sat.	3rd	Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	4th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	5th	Dental Inspection commences	
Sat.	10th	Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	11th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Thu.	15th	Siwalik House Show first performance (P.D. & L-IV and downwards to attend)	... 4-30 p.m.
Sat.	17th	Supper	... 5-45 p.m.
		Siwalik House Show final performance	... 6-30 p.m.

Sun.	18th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Thu.	22nd	Third assessment meeting		
Sat.	24th	Society meetings	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	25th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sat.	31st	Society meetings	...	6-00 p.m.
		Supper	...	7-00 p.m.

## JUNE

Sun.	1st	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Mon.	2nd	Hockey House trials		
		Subject reports to Form Teachers		
Tue.	3rd	Hockey House trials		
Wed.	4th	I—H hockey tournament commences		
Thu.	5th	Half yearly exams commence		
Sat.	7th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Sun.	8th	P.D. vs. B.D , Hockey	...	3-30 p.m.
Mon.	9th	Weighing and Measuring commences		
Tue.	10th	I—H hockey tournament concludes		
Wed.	11th	Half yearly exams end		
		Himalaya House Show 1st performance	...	4-30 p.m.
		(P.D. & L-IV and downwards to attend)		
Fri.	13th	Marks handed in to Form Staff	...	9-00 a.m.
		Supper	...	5-45 p.m.
		Himalaya House Show final performance	...	6-30 p.m.
Sat.	14th	Sunday timings		
		End of term Assembly	...	9-30 a.m.
		Escorts meeting	...	10-15 a.m.
		Supper	...	5-45 p.m.
		Sr. School Social	...	6-30 p.m.
Sun.	15th	Term ends—Home Day		

S. R. Das  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

:o:  
SANAWAR, FRIDAY, 14TH MARCH, 1975.

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## Part I

93—103

### No. 93. PROGRAMME

#### March

- Sat. 15th Cricket vs. P.P.S., Nabha (Home ground)  
 Film ... 5-45 p.m.  
 (There will be a projection of slides on the  
 "Snow fall in Sanawar", by Mr. Mukherji,  
 after the film).  
 Supper ... 7-15 p.m.
- Sun. 16th Cricket vs. P.P.S., Nabha
- Sat. 22nd Welham Prep, School Atoms arrive  
 Film ... 5-45 p.m.  
 Supper ... 7-15 p.m.
- Sun. 23rd School Atoms vs. Welham Prep School

### No. 94. CRICKET FIXTURE AGAINST P.P.S., NABHA

The School XI will play P.P.S., Nabha at Cricket on Sat.  
 15th and Sun. 16th March, 1975:—

#### Hours of play :

- Sat. 15th 9-30 a.m.—12-30 p.m.  
 1-30 p.m.— 3-45 p.m.  
 4-05 p.m.— 5-05 p.m.
- Sun. 16th 10-00 a.m.—12-30 p.m.  
 1-15 p.m.— 3-45 p.m.  
 4-05 p.m.— 5-35 p.m.

Afternoon activities will be cancelled on Sat. 15th and the  
 entire School will go down to watch the match after lunch.

### No. 95. INTER - HOUSE COMPETITION—AGE GROUPING

S.O. No. 103, dated 29-3-1974 is reproduced below, for  
 ready reference:—

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. 96. 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, 1975, since the camp period would commence on 14th April, 1975.

#### **No. 97. 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. 98. 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. 99. 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. 100. CAMPS/HIKES**

Camp period will extend from Monday, 14th April to Sunday, 20th April, 1975. Following details are published for information and necessary action from all concerned at their earliest:—

- (1) All camping/hiking/trekking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R. M. O., for first aid boxes for camp.
- (2) All Party I/cs are required to submit a list of names of children along with staff going with the children, indicating House and Deptts. of the children concerned. This list must reach the Bursar latest by 4th April, 1975. On this list they should specify the date and time of their departure and that of their arrival back in Sanawar. This will help office to work out the amount that will be paid regarding food expenses for the period they will be away from Sanawar.
- (3) If rail concession orders are required staff concerned must send in the list of names of children along with the escorts, latest by 1st April, 1975.
- (4) Himachal Govt. transport buses could be chartered, but their availability is not guaranteed. Those concerned are requested to kindly contact the Bursar at their earliest.
- (5) The Q.M. has limited camp equipment with him, and therefore Staff I/c of various parties are requested to contact the Q.M. at their earliest giving list of items required by them. It is necessary to bear in mind that whatever equipment is available has to be shared.



- (6) The School bus will not be available for any of the parties during the camp period, since it is likely to be busy with Prep. School camp.
- (7) Party I/cs are requested to inform in writing the Housemasters/Housemistresses and the House Matrons concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (8) Any requirement with respect to kitchen utensils, aluminium plates, mugs, spoons, etc., be submitted to I/c BDK and I/c GDK, well in time. It may be possible to provide a cook or a bearer who will also join the party if that is considered essential. The I/c BDK and I/c GDK would kindly consult the Bursar if there are any requests in this connection.
- (9) The expenses on these hikes should be kept to the bare minimum, and normally should not exceed Rs. 100/- per child excluding food expenses. All Housemasters/Housemistresses are requested to kindly arrange to have the cyclostyled office letter sent to them, dispatched to the parents through the children.
- (10) Staff I/c of various hikes will be required to submit a statement of account of expenses incurred by them during the hike, soon after the camp period is over.
- (11) A separate administrative order will be issued with respect to Prep. School camp which will be held at Indira Holiday Home (Anand Bhavan) Sadhupul.

#### **No. 101. STAFF GUESTS—MESSING IN SCHOOL KITCHENS**

Staff members entitled to have their messing in school kitchens, who wish to bring their guests for meals in the respective kitchens concerned, are required to give at least four hours notice in advance to the I/c of the kitchen concerned, failing which it will not be possible to arrange for the extra meal (meals) for the guests.

#### **No. 102. SCHOOL HALWAI'S RATES**

The School halwai contract this year has been given to Mr. Som Dutt, Garkhal H.P.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 21st February, 1975.

The School Halwai has categorical instructions that he will supply only the items mentioned below, and has been 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	...	6-50	26	25
Badana	...	6-50	—	—
Balu shahi	...	6-50	26	25
Barfi, white	...	11-00	44	25
Barfi Besan	...	8-25	33	25
Besan Ladoo	...	7-75	31	25
Cham Cham	...	9-00	30	30
Dil Bahar	...	9-00	30	30
Gulab Jaman	...	9-00	30	30
Gur toffee (with moong-phali)	...	4-80	20 pkts. of 50 gms. each	24 per pkt.
Jalebi	...	7-00	35	20
Kalakand Sindhi	...	11-70	—	—
Laddoo Motichoor (2½ kg. Sugar)	...	7-50	30	25
Mathi namkin	...	6-60	33	25
Moongphali, fried	...	8-00	20 pkts. of 50 gms. each	40 per pkt.
Pakora	...	6-00	40	15
Palangtor	...	12-00	40	30
Patisa	...	7-50	30	25
Potatoe wafers	...	8-80	20 pkts. of 50 gms. each	44 per pkt.

Potatoe Tikki, with chutney ...	—	—	25
Rasgulla ...	9-00	30	30
Rasmalai ...	9-60	32	30
Sewian, Moongra and Dal (Moong & Masar) Barik quality. }	8-00	20 pkts. of 50 gms. each. }	40 per pkt.
Bhatoora/kachori with vegetable	—	—	25 each
Dahi Bhalla ...	—	—	25 each
Poori (with vegetable) ...	—	—	25 each
Samosa ...	—	—	25 each
Tea glass or cup (with sugar) ...	—	—	30 each

#### No. 103. CINEMA

The film **CLARENCE THE CROSS EYED LION** starring, Marshall Thompson and Betsy Drake, will be shown in Barne Hall at 5-45 p.m. on Saturday, 15th March, 1975.

The film is a comedy about a cross eyed lion with zoo back-ground.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 21ST MARCH, 1975.

## Part I

104—109

### No. 104 PROGRAMME

#### March

Sat.	22nd	Welham Prep. School Atoms arrive	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	23rd	School Atoms vs. Welham Prep School	
Mon.	24th	'Hodson' heats commence	
Thu.	27th	Holi (normal classes)	
Fri.	28th	Good Friday (Holiday)	
Sat.	29th	Normal Classes	
		'Hodson' Finals	... 3-00 p.m.
Sun.	30th	I—H boxing tournament (lower Weights) commences	
		School XI vs. Rakesh Sood's XI (Cricket)	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

### No. 105. CRICKET FIXTURE AGAINST WELHAM PREP SCHOOL.

The School Atoms will play Welham Prep School at Cricket on Sunday 23rd March, 1975 :—

#### Hours of play :

10-00—12-30 p.m.  
1-15—3-45 p.m.

Tea ... 4-05 p.m.

Children not allowed out by House Masters/Mistresses will go down to watch the match. P.D. and G.D. need not attend after lunch.

### No. 106. CREDIT PURCHASES FROM Q.M. STORES

It has been observed that some employees of the School do not 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 and they do not care to come to School Office on pay distribution day to sign the pay register.

It is brought to the notice of all concerned that, in future, (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 the balance **latest by 5th of the month, failing which, rations from QM stores will not be issued to them.** Such cash deposits will be accepted by the cashier between 12 noon to 1-00 p.m. on working days, upto 5th 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. 107. 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. 108. ADMINISTRATIVE HOLIDAYS**

Thursday, 27th March and Friday 28th March, 1975 will be observed as holidays by Administrative Staff on account of Holi and Good Friday respectively.

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

**No. 109. CINEMA**

The film NORTH BY NORTHWEST, starring Cary Grant, Eva Marie Saint and James Mason, will be shown in Barne Hall at 5-45 p.m. on Saturday, 22nd March, 1975.

The film is a suspense thriller of a man caught in an international web of intrigue.

S. R. Das  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

:o:  
SANAWAR, WEDNESDAY, 26TH MARCH, 1975.

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## Part I 110—113

### No. 110 PROGRAMME

#### March

Fri.	28th	Good Friday (Holiday)	
Sat.	29th	Normal Classes	
		'Hodson' Finals	... 3-00 p.m.
		Afternoon activities cancelled	
Sun.	30th	Colts XI leaves for Chandigarh	... 7-00 a.m.
		I—H boxing tournament (lower weights) commences	
		Colts vs. Siwalik Public School (away)	
		Supper	... 7-00 p.m.
Thu.	3rd	I—H Boxing Finals	... 2-30 p.m.
		Staff, staff wives/husbands and O.S. are cordially invited to stay on for tea with the finalists after the prize distribution.	
Fri.	4th	Cricket XI leaves for Y.P.S.	... 2-30 p.m.
Sat.	5th	XI vs. Y.P.S. (away)	
		Y.P.S. Colts XI arrives	
Sun.	6th	XI vs. Y.P.S. (away)	
		School Colts vs. Y.P.S. Colts (home)	
		Film	... 5-45 p.m.
		School XI returns	
		Supper	... 7-15 p.m.

### No. 111. 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. 112. CAMPS/HIKES**

In continuation of S.O. No. 100, dated Friday, 14th March, 1975, following details are published for information of and necessary action from all concerned:—

1. All Hiking party I/cs are requested to fill in the Hiking/Trekking/Expedition Form, which is available in the MCR, and forward the same to the School Office at your earliest, but not later than 4th April, 1975.
2. The Office will issue (a) the advance asked for and (b) the food expenses by Tuesday, 8th April, 1975, to the I/c of the party. They may make cash purchases from Q.M. Stores of dry rations for the party, for the number of days the party will be out of Sanawar, on Wednesday 9th and Thursday 10th April, from 2-30 p.m. to 4-30 p.m. Packing material, such as Sacks etc., it is regretted cannot be supplied by Stores.

**No. 113. DOGS AT SANAWAR**

(Ref. S.O. dated 28th February, 1975, No. 78).

The above quoted S.O. No. 78 para 3 is reproduced :

“Owners of dogs failing to comply with the provisions of paras 1 & 2 (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, 1975, since all dog owners were expected to have completed all formalities latest by 22nd March, 1975, 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 Depts.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

—:—  
SANAWAR, FRIDAY, 4TH APRIL, 1975.

## Part I

114—119

### No. 114 PROGRAMME

#### April

Fri.	4th	Cricket XI leaves for Patiala	... 2-30 p.m.
Sat.	5th	Seminar (academic staff) commences	... 2-00 p.m.
		Cricket XI vs. Y.P.S. (away)	
		Y.P.S. Colts arrive	... 7-30 p.m.
		Supper for children	... 6-00 p.m.
Sun.	6th	Seminar	... 9-30 a.m.
		Cricket XI vs. Y.P.S. (away)	
		School Colts vs. Y.P.S., Colts (home)	
		Supper for children	... 6-30 p.m.
		Film	... 7-15 p.m.
Mon.	7th	Farewell lunch to U VI	
		B.D., G.D. combined (B.D. pavement)	... 12-30 p.m.
		Seminar	... 2-00 p.m.
Tue.	8th	Seminar	... 2-00 p.m.
Wed.	9th	All India Higher Secondary Exam. ends.	
		Seminar concludes	... 6-30 p.m.
Thu.	10th	Prep School Show First performance	... 4-30 p.m.
		(instead of Fri. 11th)	
		P.D., and L IV & downwards to attend	
Fri.	11th	Second assessment meeting	... 5-00 p.m.
		(not 2-30 p.m. as published in School Calendar)	
Sat.	12th	Cricket fixture against B.C.S., cancelled.	
Sun.	13th	Hikes & Camping parties permitted to leave	

### No. 115. CRICKET FIXTURE AGAINST Y.P.S., PATIALA

The School Colts will play Y.P.S., Colts at Cricket on  
Sun. 6th April 1975:—



*Hours of play :*

9-30—12-30 p.m.

1-15— 3-45 p.m.

4-05— 5-05 p.m.

(A half-hour extra on call)

*Note :* Breakfast for the teams will be at 8-30 a.m.**No. 116. HODSON RUNS—1975**

The results of Hodson run Finals (B.D.) held on 29th March 1975 are published below for record :—

I Nilagiri	...	...	106 pts.
II Vindhya	...	...	98 pts.
III Siwalik	...	...	80 pts.
IV Himalaya	...	...	57 pts.

**No. 117. INTERIM RELIEF—DEARNESS ALLOWANCE**

The Board has sanctioned an interim relief in dearness allowance to all categories of staff and following revised rates of D.A. will come into effect from 1st January, 1975:—

Pay range	Old rates of D.A.	New rates of D.A.
Below Rs. 150/-	Rs. 85/-	Rs. 110/-
Rs. 150/—399/-	„ 120/-	„ 150/-
„ 400/—599/-	„ 144/-	„ 180/-
„ 600/—999/-	„ 120/-	„ 150/- with marginal adjustment for those drawing between Rs. 600/- and 629/-
„ 1000/- and above	„ 100/-	Rs. 125/- with marginal adjustment for those drawing between Rs. 1000/- and 1024/-

Payments of arrears due to increased rates of D.A. effective from 1st January, 1975 have already been made along with the pay for March, 1975.

Under Compulsory Deposits (D.A.) Act 1974, it is obligatory for the employer to deduct 50% of the increased amount of D.A., and this will continue until 5th July, 1976. Necessary adjustments therefore have also been made by the school office. The deposits made by the school under this Act will become refundable

to the employees in instalments, with simple interest, as per regulations of the Act mentioned above.

**No. 118. DISCIPLINE**

It has been brought to my notice that there has been a case where a school employee was found to be in possession of a liquor bottle and that he was roaming about near school children's residential accommodation. All Heads of Deptts. are requested to kindly ensure that it is made clear to all subordinate staff working under them that such behaviour as mentioned above is completely forbidden; should there be any recurrence of this nature strict disciplinary action will be taken.

**No. 119. CINEMA**

The film **HOW TO STEAL THE WORLD**, starring Robert Vaughn and David McCallum, will be shown in Barne Hall at 5-45 p.m. on Sunday, 6th April, 1975.

The film is a new thrill packed spy adventure.

**S. R. Das**  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 11TH APRIL, 1975.

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## Part I

120—125

### No. 120 PROGRAMME

#### April

Sat. 12th	Classes cancelled after 'break'		
	Talk in Barne Hall	...	11-15 a.m.
	(L-V and above to attend)		
	Supper	...	5-45 p.m.
	Prep School show Final		
	Performance	...	6-30 p.m.
Sun. 13th	Hikers and Camping parties permitted to leave		
Sun. 20th	Camping and hiking parties return		
Mon. 21st	Cricket House trials		
Tue. 22nd	Cricket House trials		
Wed. 23rd	I—H Cricket tournament commences		
Sat. 26th	Staff Club dinner (Art room)	...	7-30 p.m.
Sun. 27th	I—H Cricket tournament concludes		
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

### No. 121. SCHOOL ORDER

There will be no issue of Friday School Order, on Fri., 18th April, 1975. Details regarding the programme scheduled for the week have, therefore, been published in this order.

### No. 122. 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 28 No. 80 dated 28th February, 1975 refers].

**No. 123. INOCULATION / VACCINATION**

All Staff and their families are requested to get themselves inoculated for T.A.B. ; for this purpose they are requested to report to the R.M.O., in the School Hospital on Saturday, 12th April, 1975 at 4-15 p.m.

**No. 124. INTER-HOUSE BOXING TOURNAMENT 1975**

The results of the I—H boxing tournament are published below for record :—

I	Siwalik	...	62 pts.
II	Vindhya	...	59 pts.
III	Himalaya	...	40 pts.
IV	Nilagiri	...	33 pts.

**No. 125. CERTIFICATES OF MERIT**

Merit certificates were awarded to the following :—

Sandeep Seth	(S)	R.S. Bhullar	(V)
T. Vohra	(S)	Vineet Kapoor	(N)
Puneet Ranjan	(V)	Rubinder Dhaliwal	(N)
Rohit Negi	(S)	Rajiv Khanna	(N)
Tarun Sawney	(V)	Joginder Bikram	(N)
Sanjiv Bajaj	(S)		

Best Loser : Parveen Kumar Vashist (S)

Best Boxer : Tarun Vohra (S)

S. R. Das  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:O:

SANAWAR, FRIDAY, 25TH APRIL, 1975.

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### Part I

126—132

#### No. 126 PROGRAMME

- Sat. 26th Staff Club dinner postponed to Sat. 3rd May.  
 Film (not on Sun, 27th as published) ... 5-45 p.m.  
 Supper ... 7-15 p.m.
- Sun. 27th I—H Cricket
- Mon. 28th I—H Cricket tournament concludes  
 Prep. School exhibition opens ... 10-30 a.m.  
 P. D. vs. B.D. Cricket ... 2-30 p.m.  
 (Staff, Staff wives/husbands and O.S., are cordially invited by the Prep School to stay on for tea with the teams after the match)
- Tue. 29th Hockey season Commences  
 Festival Hockey match G.D. (Barnes) ... 2-40 p.m.  
 Festival Hockey match B.D. (Barnes) ... 3-30 p.m.  
 (Tea for all teams will be served in Gaskell Hall after the match).

#### MAY

- Sat. 3rd Society meetings ... 6-00 p.m.  
 Supper for Children ... 7-15 p.m.  
 Staff Club dinner (Art room) ... 8-00 p.m.
- Sun. 4th Film ... 5-45 p.m.  
 Supper ... 7-15 p.m.

#### No. 127. GOVT. OF INDIA MERIT SCHOLARSHIP

The Govt. of India, Ministry of Education, New Delhi, have instituted 500 scholarships in residential schools under the Govt. of India scheme of scholarships in approved residential secondary schools. Children of the age-group 11—12 years are eligible for the award of scholarships. After a preliminary written test in English/Hindi or any other regional language included in the VIII Schedule of the Constitution, candidates will go on for further screening at all India level. The scholarship will be tenable for the duration

of the secondary school stage of education, subject to satisfactory progress reports from the heads of the schools concerned. The rate of scholarship depends upon the income of the parents, which fall under 'A' and 'B' categories.

15% and 5% scholarships will be reserved for the Scheduled Caste and Scheduled Tribe candidates respectively.

Any staff member interested in taking advantage of this scholarship scheme should directly correspond with the Director of Public Instruction/Director of Education, Himachal Pradesh, Simla, asking for application forms and other connected details. The last date of receipt of application by them is 17th May, 1975.

All heads of departments are requested to kindly explain details of this school order to all such employees working under them who do not receive school orders or cannot understand them.

**No. 128. HIKING/TREKKING / EXPEDITIONS—APRIL—1975  
ACCOUNTS**

1. The I/c of the party is requested to submit the account of expenditure alongwith the list of children who actually joined the party, by Houses, including names of staff who accompanied the party.

2. I/c of the party will be informed about the amount payable by them to H.G.T., as bus fare, as soon as, the office receives confirmation to this effect, from H.G.T. authorities.

**No. 129. APPOINTMENTS PREFECTS—1975**

The following appointments are confirmed with immediate effect;—

*G. D.*

Head Girl	...	Gurmeet R. Singh
M. I. Prefect	...	Uma Sarna
Games Prefect	...	Varsha Gore

*H. G. D.*

School Prefect	...	Gurmeet R. Singh
House Prefect	...	Neelam Puri

*N. G. D.*

School Prefect	...	Simrat Virk
House Prefect	...	Bani Duggal

*S. G. D.*

School Prefect ... Ambika Anand  
 House Prefect ... Gayatri Malhotra

*V. G. D.*

School Prefect ... Navneet Maini  
 House Prefect ... Geeti Khanna

*B. D.*

Head Boy ... Joginder Bikram  
 M. I. ... Nakul Chopra

*H. B. D.*

School Prefects ... { Sandeep Behl  
 ... { Satyendra Jamwal  
 House Prefects ... { Deepak Singha  
 ... { Ashok Bhagat

*N. B. D.*

School Prefects ... { Joginder Bikram  
 ... { Gurinder Sohi  
 House Prefects ... { Pasha Dhillon  
 ... { Ravinder Tak

*S. B. D.*

School Prefects ... { Nakul Chopra  
 ... { Hemant Singh  
 House Prefect ... Gurpreet Seckond

*V. B. D.*

School Prefects ... { Ashok K. Joon  
 ... { Sunil Malhotra  
 House Prefects ... { Anil Bhalla  
 ... { Biren Arora

**No. 130. WATER CONSUMPTION**

Water consumption since the past fortnight has steadily gone up, and it is now essential that 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 requested to avoid use of fresh water in their gardens and, if they must, to restrict the same to the bare minimum.

House Matrons will please obtain adequate number of tins on loan from Engineer which would be kept duly filled in night rooms for use there during the night. Water supply to night rooms of the dormitories will be shut off from Wednesday, 23rd April, 1975, at the "lights out" time. Engineer will please arrange to inform the House Matrons concerned and the Steward/Kitchen Matrons of meter readings on the days when water consumption goes higher than usual.

**No. 131. P.D. IN QUARANTINE**

With a view to arrest the spreading of Measles, the P.D. is placed in quarantine until further notice. Children from B.D. and G.D. will, therefore, not visit P.D. Housemasters/Housemistresses are requested to take necessary action in this connection.

**No. 132. SCHOOL CHILDREN UNIFORM—SUMMER**

With effect from Thursday, 1st May, 1975, summer uniform will be brought into use. Wearing of woollen vests and long-sleeved navy-blue jerseys and cardigans will be optional.

S. R. Das  
*Headmaster.*



# THE LAWRENCE SCHOOL ORDERS.

:o:  
SANAWAR, FRIDAY, 2ND MAY, 1975.

**Part I**  
*133—137*

## No. 133. PROGRAMME

### MAY

Sat.	3rd	Society meetings	...	6-00 p.m.
		Supper for Children	...	7-15 p.m.
		Staff Club dinner (Art room)	...	8-00 p.m.
Sun.	4th	Tea	...	3-00 p.m.
		Film	...	3-30 p.m.
		Supper	...	6-45 p.m.
Mon.	5th	Revised daily routine comes into effect		
Sat.	10th	Society meetings	...	6-00 p.m.
		Supper	...	7-15 p.m.
Sun.	11th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

## No. 134. CRICKET

The results of Inter-House Cricket Tournament—1975 are published below for record:—

I	Siwalik	...	14 pts.
II	Nilagiri	...	11 pts.
III	Himalaya & Vindhya	...	10½ pts.

2. The following represented the School 1st XI at Cricket for 1975:—

Joginder Bikram (Capt.)	J.S. Rana
Praveen Vashisht	M. Judge
Bikram Seth	S. Sharma
Anil Dogra	Arjun V. Singh
Vipen Sondhi	Sanjiv Chandra
Rajiv Khanna	

3. The following have been awarded Cricket Colours for 1975:—

Joginder Bikram	Anil Dogra
Praveen Vashisht	Vipen Sondhi
Bikram Seth	

4. The following represented the School Colts at Cricket for 1975:—

Nikul Malvi (Capt.)	Sanjay Nagpal
Tarun Sawhney	Sanjay Batra
H.S. Gill	Wazir Jai Singh
Ravin Grewal	Pankaj Sethi
Subroto Malik	Gurinder Ahluwalia
Suryaveer Singh	
Reserve : Gagan Dhillon	

5. The following represented the School Atoms at Cricket for 1975:—

Guneet Rana (Capt.)	Atul Kapoor
Arun Chandra	Jeet Mohinder
Sanjeet Bajwa	Jatinder Ahluwalia
Amarjung Singh	Ajaya Joshi
Sunil Sawhney	Tarun Vohra
Susham Singla	
Reserve : Atul Mittal	

**No. 135 INTERIM RELIEF—D.A.**

Through this School Order I would like to inform all those concerned, that Compulsory Deposits (D.A.) Act 1974 is applicable to this establishment also, as specified in the Act itself. Relevant portion of Section 3 "Persons to whom this act applies", is reproduced below:—

**"Section 3. Persons to whom this act applies:** Para (f). This Act shall apply to an employee of any establishment owned or maintained in India by a trust, fund or institution established for a charitable or religious purpose, and required by the Income-Tax Act, 1961 (43 of 1961), to deduct income-tax at source from the emoluments paid to their employees".

There should, therefore, be no misgivings in the mind of any employee, regarding the deductions made by the school; relevant portions of the Act have been carefully studied in the school office, and action taken accordingly, as was published in S.O. No. 117, dated 4th April, 1975.

**No. 136. STAFF CLUB DINNER**

There will be a Staff club dinner in the Art Room on Saturday 3rd May, 1975, at 8-00 p.m. Club members (wives/husbands), and O.S. are cordially invited.

**No. 137. CINEMA**

1. Hindi Film ABHIMAN will be screened in Barne Hall on Sunday, 4th May, 1975, at 3-30 p.m.

2. The same film will be screened in Barne Hall on Sunday, 4th May, 1975 again, at 8-00 p.m., for subordinate staff. All Heads of Departments are requested to kindly inform all such employees working under them.

**S. R. Das**  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

—————:o:—————  
SANAWAR, FRIDAY, 9TH MAY, 1975.

**Part I**  
*138—140*

**No. 138. PROGRAMME**  
**MAY**

Sat.	10th	Society meetings	...	6-00 p.m.
		Supper	...	7-15 p.m.
Sun.	11th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Wed.	14th	Society meetings	...	8-00 p.m.
Thu.	15th	Siwalik House show first Performance	...	4-30 p.m.
Sat.	17th	Supper	...	5-45 p.m.
		Siwalik House show final Performance	...	6-30 p.m.
Sun.	18th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

**No. 139. CHARGES FOR USE OF THE SCHOOL BUS**

With effect from 1st May, 1975, 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. 177 (ii) dated 7th June, 1974.

**No. 140. CINEMA**

The film **WHERE EAGLES DARE**, starring Richard Burton, Clint Eastwood and Mary Ure, will be shown in Barne Hall at 5-45 p.m. on Sunday, 11th May, 1975.

The film is a high action excitement adventure during World War II.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

—:—  
SANAWAR, FRIDAY, 16TH MAY, 1975.

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## Part I

141—144

### No. 141. PROGRAMME

#### MAY

Sat.	17th	Supper	...	5-45 p.m.
		Siwalik House show final Performance	...	6-30 p.m.
Sun.	18th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Wed.	21st	Society meetings	...	8-00 p.m.
Thu.	22nd	Third assessment meeting	...	5-15 p.m.
Sat.	24th	Society meetings	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	25th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

### No. 142. 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. 143. WATER CONSUMPTION

Our reserves have gone down and hence strict measures to control water consumption in the school have become necessary.

All Kitchen I/cs are requested to exercise tight control on the consumption of water and eliminate wastage. The malis will not use fresh water with immediate effect anywhere in Sanawar.

All House Matrons are requested to take special care to see that there is no wastage of water in night-rooms; they will also see that the taps are not left open.

All concerned are requested to immediately inform the Engineer if they find any water taps that are leaking or need repairs.

Co-operation of all staff is requested in reducing the consumption of water to the minimum to avoid strict water rationing for them.

**No. 144. CINEMA**

The film ROCKY MOUNTAIN, starring Errol Flynn and Patric Wymorr, will be shown in Barne Hall at 5-45 p.m. on Sunday, 18th May, 1975.

The film shows savage, fury hurtled from every cliff, while renegades and heroes fight side by side in a mountain of no man's land.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

—:—

SANAWAR, FRIDAY, 23RD MAY, 1975.

## Part I

145—148

### No. 145. PROGRAMME

#### MAY

Sat.	24th	Film (P.D.)	...	3-00 p.m.
		Auckland House team arrives (approx)	...	5-30 p.m.
		Society meetings	...	6-00 p.m.
		Supper	...	7-15 p.m.
		Film (Sr. School)	...	7-45 p.m.
Sun.	25th	Rouser	...	7-00 a.m.
		Basket Ball—Sanawar vs. Auckland		
		House (Srs.)	...	8-00 a.m.
		(The entire School will watch the match)		
		Breakfast	...	9-00 a.m.
		Basket Ball—Sanawar vs.		
		Auckland House (Jrs.)	...	10-00 a.m.
		(match optional for B.D.)		
		Lunch	...	1-00 p.m.
		Auckland House leaves	...	2-00 p.m.
Wed.	28th	Society meetings	...	8-00 p.m.
Sat.	31st	Society meetings	...	6-00 p.m.
		Supper	...	7-15 p.m.

#### JUNE

Sun.	1st	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

### No. 146. STAFF CLUB

The Staff Club Tombola evening due to be held on 24th May, '75 will now be held on 31st May, '75.

**No. 147. WATER CONSUMPTION**

The School water reserves are dangerously low, and at the present rate of consumption, is likely to be exhausted within twelve days. The water supply from Kasauli has also been reduced because of the shortage being experienced there. In view of the above, the supply of water to various points in the campus will have to be restricted. Water supply, therefore, to all points will be as follows :—

**(a) For all staff :**

- |                                    |  |
|------------------------------------|--|
| (i) On working days                | { morning : 5-50 a.m. to 7-50 a.m.<br>evening : 4-30 p.m. to 6-30 p.m. |
| (ii) On Sundays and other Holidays | { morning : 6-50 a.m. to 8-50 a.m.<br>evening : 4-30 p.m. to 6-30 p.m. |

*Note :* Water will be available for ONE HOUR only in between these timings.

- (b) Water-supply timings for B.D., G.D., P.D., dormitories will continue to be the same as were observed so far.

These timings will come into effect from Monday, 26th May, 1975.

**No. 148. CINEMA**

The following films will be shown in Barne Hall on Saturday, 24th May, at the timings shown against them:—

- |   |                          |
|---|--------------------------|
| 1. THE KID, starring Charlie Chaplin & Jackie Coogan                            | } 3-00 p.m. Prep. School |
| 2. HEART IS A LONELY HUNTER, starring Sandra Locke, Alan Arkin & Laurinca Baret |                          |
|   | } 7-45 p.m. Sr. School   |

S. R. Das  
*Headmaster.*



# THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 30TH MAY, 1975.

## Part I

149—164

### No. 149. PROGRAMME

#### MAY

Sat.	31st	Subject reports handed in to Form Staff	
		Founder's meeting (Sr. Staff in M.C.R.)	2-30 p.m.
		Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.

#### JUNE

Sun.	1st	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	2nd	Reports handed in by Form Staff to House Staff	
Thu.	5th	P.T. cancelled Half-yearly Exams commence	
Sat.	7th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sun.	8th	P.D. vs. B.D., Hockey	... 4-00 p.m.

### No. 150. DAILY ROUTINE

With effect from Thu. 5th June, the following routine will be observed till further orders:—

#### P.T. Cancelled

Rouser	...	... 7-00 a.m.
Baths	...	... 7-10 a.m.
House Inspection	...	... 7-55 a.m.
Breakfast	...	... 8-00 a.m.
M.I. (B.D.)	...	... 8-20 a.m.
Assembly	...	... 8-45 a.m.
Exams.	...	... 9-00 a.m.
Lunch	...	... 12-30 p.m.
Exams.	...	... 2-00 p.m.
House Inspection	...	... 5-40 p.m.

Prep	...	...	6-00 p.m.
Supper	...	...	7-25 p.m.
House Inspection	...	...	8-10 p.m.
Lights out	...	...	9-10 p.m.

**No. 151. 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 from the Accountant in the School Office, after 2nd June, 1975.

**No. 152. PAY**

Pay for May, 1975 will be issued to staff who are on Junior Staff Pay register, on Saturday, 31st May, 1975.

**No. 153. 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 Wednesday, 11th June, 1975.

**No. 154. 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, 14th June, 1975.

**No. 155. TRAVELLING ARRANGEMENTS MID - SESSION 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. Warm clothes or bedding need not be packed unless they are in need of repair.

**No. 156. MATRONS—MID - SESSION BREAK**

Should Matrons/Steward, N/sister wish to proceed with School parties or otherwise on 15th June, 1975, they will make a personal stock taking, reporting any losses by dhobi to the Bursar on a regular Loss slip duly signed by dhobi, before they leave the station. Staff holding charge of school property will continue to be responsible for losses which might subsequently be found at the annual stock-taking in December, 1975.

**No. 157. 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 need them immediately they return.

Children will NOT be permitted to wear with School uniform, jerseys/cardigans which are not exactly of the pattern and colours 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. 158. STAFF RATIONS AND FUEL**

Reference S.O. No. 21, dated 7-2-1975. With effect from 1st June, 1975, the FIRST and SECOND Wednesdays and Thursdays of every month will be the days for issue on payment of fuel [Wood, Steam Coal, Soft Coke and Kerosene Oil], and Rations respectively.

Other details regarding timings, etc., will remain the same.

**No. 159. TUCK - SHOP TRANSACTIONS**

It is deeply regretted that for administrative reasons, the Tuck-Shop will suspend its all transactions on 20th of every month. Should 20th of a month be a Wednesday (closed day for Tuck Shop) or any other holiday—when the Tuck-Shop is supposed to be closed, 21st of the month will, then, be observed as 'No Transaction Day' by Tuck-Shop.

This 'No Transaction Day' has been instituted, so as to enable the Tuck Shop to take monthly Stock-taking, and also prepare and submit Staff monthly deduction list well in time.

This is for information and necessary action of all concerned.

**No. 160. SALE OF WRIST WATCHES THROUGH LOTTERY**

Following HMT wrist watches have come in Tuck Shop for Sale on Cash Payment. Staff interested may kindly send in a slip to the Bursar, giving their choice, indicating the alphabet(s) representing the watch(es), duly signed, with their full name, latest by Wednesday, 4th June, 1975.

1.	Jawahar	(A)	selling price	...	Rs. 181/-
2.	'Sona'	(B)	"	...	Rs. 197/-
3.	'Sona'	(C)	"	...	Rs. 197/-
4.	'Chinar'	(D)	"	...	Rs. 146/-
5.	'Chinar'	(E)	"	...	Rs. 146/-
6.	'Chinar'	(F)	"	...	Rs. 146/-
7.	'Chinar'	(G)	"	...	Rs. 146/-
8.	'Automatic'	(H)	"	...	Rs. 351/-

The lottery-draw results will be communicated to the persons concerned soon after 4th June, 1975.

**No. 161. 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 grazing on the school land.

**No. 162. 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 Tuesday 3rd June, 1975 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 :—

Tue.	3rd June, 1975	{ 11-30 a.m.	B.D. Kitchen
		{ 12-00 noon	G.D. Himalaya, Nilagiri
		{ 12-00 p.m.	G.D. Siwalik, Vindhya
Wed.	4th „	{ 12-00 noon	B.D. Siwalik
		{ 12-30 p.m.	B.D. Vindhya
Thu.	5th „	{ 12-00 noon	P.D. boys Him. & Nil.
		{ 12:20 p.m.	P.D. boys Siw. & Vind.
		{ 12-40 p.m.	P.D. Girls.
Fri.	6th „	{ 12-00 noon	B.D. Himalaya
		{ 12-30 p.m.	B.D. Nilagiri
Sat.	7th „	12-00 noon	P.D. Kitchen
Mon.	9th „	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 date specified above.

**No. 163. PROVIDENT FUND**

All staff are requested to confirm the balances in their P.F. account as on 31st December, 1974 and sign the P.F. register by Monday, the 2nd June, 1975.

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

**No. 164. CINEMA**

The film HIS MAJESTY O'KEEFE, starring Burt Lancaster and Joan Rice and filmed in the splendours and mysteries of Fiji Island, will be shown in Barne Hall at 5-45 p.m. on Sunday, 1st June, 1975.

S. R. Das  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

:o:  
 SANAWAR, FRIDAY, 6TH JUNE, 1975.

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### Part I 165—170

#### No. 165. PROGRAMME

#### JUNE

Sat.	7th	Film Supper	... 6-00 p.m. ... 7-30 p.m.
Sun.	8th	P.D. vs. B.D., Hockey (P.D. Flat) (Both teams will have tea in the P.D. Dining room after the match)	... 4-00 p.m.
Mon.	9th	Weighing & Measuring commences (P.D. to start first)	
Tue.	10th	I—H Hockey tournament commences	
Wed.	11th	Half yearly Exams. end. Himalaya House show 1st performance postponed to Thu. 12th	
Thu.	12th	Himalaya House show 1st performance (P.D., & L-IV and downwards to attend)	... 4-30 p.m.
Fri	13th	Marks handed in to Form staff Supper Himalaya House show final performance	... 9-00 a.m. ... 5-45 p.m. 6-30 p.m.
Sat.	14th	End of term Assembly Staff meeting (Academic) Escorts meeting immediately after Academic staff meeting Supper Sr. School Social	... 9-30 a.m. ... 10-00 a.m.  ... 5-45 p.m. ... 6-30 p.m.
Sun.	15th	Term ends—Home Day	

#### No. 166. PROVIDENT FUND

Attention of staff is invited to School Order No. 163, dated 30-5-75, 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. 167. FOUNDER'S DUTIES**

Pagal Gymkhana	...	M/s Joshi, Abraham, Sumer Singh, Miss Srinivasan & Mrs. Roy
Colours Parade	...	M/s B. Singh & Dhani Ram
Band	...	Mr. Katoch
{ Staff Play	...	Mr. Bhupinder Singh
{ Stage Manager	...	Mr. Mukherji
School Concert		
(i) Orchestra	...	Dr. Kulshrestha
(ii) Ballet	...	Miss Bhatnagar
(iii) Hindi Play	...	Dr. Gupta
I/c Co-ordination	...	Miss Chatterji
P.D. Concert	...	Mrs. Kapila, P.D. staff & Mrs. Sawney
Stage :		Dr. Dhillon I/c, M/s Abraham, Sequeira & Nayyar
Tattoo	...	I/c co-ordination Mr. Bhalerao
Mike	...	Miss Chatterji
P.T., & Gym. work	...	Mr. Dhani Ram & Miss Srinivasan
Fire fighting	...	Mr. Longman
Folk Dance	...	Miss Prakash
Band	...	Mr. Katoch
Bhangra	...	M/s Gurdev Singh & Charanjit Singh
Pagaent	...	Historical Society
Coffee	...	Mrs. Smolin, M/s Mundkur & Kohli
Arts/Crafts/Needlework Exhibition	... }	Hobbies Staff
Sound Equipment	...	M/s Aggarwal & Subhash Gupta
Fete Organisation Com- mittee	... }	Mrs. Bhalla, Mrs. Roy, Miss Oswald, Miss Sodhi, Mrs. Gurdev Singh, Mrs. Solomon, Miss Sakhuja & Miss Cooper
Parents coffee (Pagal Gymkhana)	} ...	Mrs. Das, Mrs. B. Singh, Mrs. Gore, Mrs. Mukherji, Mrs. Bhalerao and Mr. Smolin
O.S. Basket-Ball	...	Miss Srinivasan
,, Hockey	...	Dr. D.C. Gupta
,, Dinner	...	Miss R. Chatterji & Mrs. Smolin
,, Dance	...	Dr. Dhillon, & Miss Sakhuja
Decorations	...	Mr. Gore I/c., M/s G. C. Arora and Charanjit Singh



<b>Seating</b>	...	{	P.D. Concert:	B.D. Staff
			Staff Play :	G.D. „
			Speeches :	P.D. „
			School Concert:	P.D. „ & O.S.
Tattoo	...		M/s Mundkur & Kohli	
Parade	...		M/s Randhawa & Aggarwal	
I/c Barne Hall	...		Mr. Mundkur assisted by Mr. Amar Singh	
I/c Costume Room	...		Mr. Abraham.	
Nursery	...		Mrs. Kumar & two P.D. Ayahas	
Checking Invitation Cards	...		M/s Solomon, Gurdev Singh & Kohli	
Visitor's Cloak Rooms	...		Miss Prakash (Ladies)	
			Mr. Hegde (Men)	

#### No. 168. 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, 1975 respectively at the latest.

#### No. 169. MID-SESSION VACATION

The School will close on Sunday, 15th June, 1975 for the mid-session break, and will reopen on Friday, 1st August 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 Mid-session Vacation School parties' arrangements will be published shortly.

#### No. 170. CINEMA.

The film **THE COMMAND**, starring Guy Madison and Jean Welden, will be shown in Barne Hall at 5-45 p.m. on Saturday, 7th June, 1975.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL SANAWAR

—:o:—

SANAWAR, MONDAY, 9TH JUNE 1975

## SPECIAL ORDER

### Mid - Session Break Arrangements—1975.

#### No. 171. 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 be allowed to leave Sanawar from 8-00 a.m. on Sunday, 15th June, 1975 (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 **Tuesday, 10th June, 1975**. 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 Friday, 13th June, 1975 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, 14th June, 1975, soon after Academic Staff meeting. 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.

**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'

**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 Friday, 13th June, 1975, 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. itself, at about 8-00 a.m.**

(vi) Luggage of all other children travelling in school parties must be ready by 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.

(vii) **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. J.K. Kohli. Mr. J.K. 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 J.K. 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.*

(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. Satpal Verma of the School Office will be present at Kalka railway station and will be in charge 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 for the school will be at 7-15 a.m. in all departments on home day,

(ii) **Lunch:**—(a) Bombay V.T. party will have **Lunch** at Ambala Cantt Rly. Station refreshment room, between 12-00 noon and 1-00 p.m. on 15-6-75. Information regarding provision of lunch for Bombay, V. T. party has been sent to Station Master Ambala Cantt, in advance.

(b) 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 Delhi 'A', Amritsar, and Calcutta parties, except those who will have walked down.

(iv) **Supper Packets:**—Supper packets (all vegetarians) will be arranged by the school for all children going in Ferozpur, Lucknow, Amritsar, Pathankot, Delhi A, Delhi B, Dehra Dun, and Calcutta parties. These will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka, in baskets. Given below is a state-

ment 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 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
Ferozpur	... Mr. S. R. Sharma	22
Lucknow	... Mr. Subhash Gupta	6
Amritsar	... Mr. P. C. Gupta	32
Pathankot	... Mr. Solomon	35
Delhi 'A'	... Dr. Kulshreshta	80
Delhi 'B'	... Mr. Sumer Singh	80
Dehra-Dun	... Miss Chatterji	8
Calcutta	... Mr. Joshi	40

The Quartermaster will arrange for 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 Dr. D.C. Gupta will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for Bombay V.T. party, Mr. Satpal Verma 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 Bombay V.T. party.

(ii) 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.

(iii) Those who have been permitted to walk down to Kalka, will not leave B. D. before 1-00 p.m. Housemasters will take a roll-call of all such boys, at 1-00 p.m. The names of any boys not present will be reported immediately to the Bursar in writing.

(iv) Housemasters will only permit those boys to walk down whose names have already been 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.

(v) 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.

(vi) 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, 14th June, 1975, after the escort's meeting

**NEXT TERM.**

The next term will begin on Friday, 1st August, 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, 15th June, 1975. 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 &amp; families)</i>	<i>Bus</i>
Simla	7-45 a.m.	8-00 a.m.	17	By HGT Bus.
Bombay V.T.	7-45 a.m.	8-15 a.m.	35	By School/PT Bus.
Kalka	1-30 p.m.	2-00 p.m.	7	By HGT Bus.
Ferozpur	—do—	—do—	10	„
Lucknow	—do—	—do—	4	„
Delhi B	—do—	—do—	43	„
Dehra Dun	—do—	—do—	7	„
Pathankot	—do—	—do—	26	„
Amritsar	6-00 p.m.	6-30 p.m.	16	„
Delhi A	—do—	—do—	68	„
Calcutta	—do—	—do—	21	„

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 leaving B.D. Quad. at about 8-15 a.m. upto Ambala Cantt. From Ambala Cantt, the party will travel in train-service in second Class three-tier through coach, by 58 Dn. Amritsar—Dadar express, leaving Ambala Cantt at 15-25 hours.
4. Kalka, Ferozpur, Lucknow, Delhi B, Dehra Dun, will travel by H.G.T. buses, from B. D. Quad. upto Kalka. From Kalka all these parties (except Kalka party) will travel in extra coaches, attached to 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours.
5. Pathankot party will travel in H.G.T. bus, from B.D. Quad. upto Kalka. From Kalka, the party will travel in one extra 1st class coach attached to 35 Dn. Simla Mail, leaving Kalka at 2145 hours.
6. Amritsar party will travel in H.G.T. bus, from B.D. Quad upto Kalka. From Kalka, the party will travel in one extra partial second class sleeper coach or ordinary 2nd class coach by 35 Dn. Simla Mail, leaving Kalka at 2145 hours.

7. Delhi A and Calcutta parties will travel in H.G.T. bus from B.D. Quad. upto Kalka. From Kalka, the parties will travel in one extra II class three tier sleeper coach, and in through Kalka—Howrah 2nd class three tier sleeper coach in train service respectively, by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2335 hours.
8. The School Bus (if it goes to Ambala Cantt with Bombay V.T. party), after unloading of the luggage, etc., of the Bombay V.T. party at Ambala Cantt Railway Station, will return to Kalka Rly. station; the driver will await there for further instructions from Mr. J.K. Kohli.
9. 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.
10. 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.
11. The Bursar, assisted by Mr. Malaviya 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.

—:—  
SANAWAR, FRIDAY, 13TH JUNE, 1975.

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### Part I

172—175

#### No. 172. STAFF FAMILIES' RATIONS ETC., DURING VACATION.

(1) With effect from Monday, 16th June, 1975, 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 daily from 9-00 a.m. to 11-00 a.m.

##### **Eggs**

Eggs will be on sale at the Tuck Shop as usual.

##### **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. 173. REVISED RATES OF WATER CHARGES**

With effect from 20th June, 1975, the rates of water charges will be as follows :—

<b>Category A</b>	<b>Category B</b>
<i>who take their meals in the School Kitchens</i>	<i>who do not take their meals in the School Kitchens</i>
1. For the first 3000 litres per head per month @ 65p per 1000 litres.	1. For the first 4000 litres per head per month @ 65p per 1000 litres.
2. For the next 2000 litres per head per month @ Re. 1/10 per 1000 litres.	2. For the next 2000 litres per head per month @ Re. 1/10 per 1000 litres.
3. Above 5000 litres per head per month @ Rs. 2/- per 1000 litres.	3. Above 6000 litres per head per month @ Rs. 2/- per 1000 litres.

**No. 174. 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. 175. TUCKSHOP HOURS DURING VACATION.**

The Tuckshop will remain open from 11-00 a.m. to 2-30 p.m. daily throughout the vacation.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 1ST AUGUST, 1975.

## Part I

176—188

### No. 176. WELCOME

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

### No. 177. PROGRAMME

Fri.	1st	School re-opens	
		Kit issued	
		Lunch	... 1-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 9-00 p.m.
Sat.	2nd	Rouser	... 7-00 a.m.
		Breakfast	... 8-45 a.m.
		Kit issued	
		Lunch	... 1-00 p.m.
		Tea	... 4-00 p.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
		Lights out	... 9-00 p.m.
Sun.	3rd	Rouser	... 7-00 a.m.
		Breakfast	... 8-45 a.m.
		Lunch	... 1-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-45 p.m.
Mon.	4th	Rouser	... 5-45 a.m.
		Chota	... 6-10 a.m.
		P.T.	6-20—6-50 a.m.
		1st School	7-00—7-40 a.m.
		Breakfast	... 8-00 a.m.
		M.I. (B.D.)	... 8-20 a.m.
		Assembly	... 8-40 a.m.
		School	9-00—1-10 p.m.

	Lunch	...	1-15 p.m.
	Sr. School Academic Staff meeting	...	3-00 p.m.
	Tea	...	4-00 p.m.
	Baths	...	5-00 p.m.
	Supper	...	7-00 p.m.
	Lights out	...	8-45 p.m.
Tue. 5th	Daily routine as for Mon. 4th will continue to be followed.		
	Festival Soccer match	...	3-00 p.m.
	Tea	...	4-15 p.m.
	Prep	6-00—	7-20 p.m.
	Supper	...	7-25 p.m.
	Lights out	...	8-45 p.m.
Wed. 6th	Soccer sets made	...	1-40 p.m.
	Sr. School children to assemble in Barne Hall	...	3-00 p.m.
Thu. 7th	Afternoon programme (Soccer/Founder's) comes into effect		
Sat. 9th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

#### No. 178. 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, latest on Monday, 4th August, 1975 by 5-00 p.m.

#### No. 179. RETURN SCHOOL PARTIES AUGUST, 1975

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August 1975, 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. 180. 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. 181. 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. 182. 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 183. 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. 184. STATE BANK OF PATIALA IN THE SCHOOL**

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

Mondays to Fridays	... 11-00 a.m.— 1-30 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. 185. SCHOOL PROPERTY ON LOAN FROM Q.M. STORES.**

It has been brought to my notice that Staff do not care to return various things received by them on loan from Quartermaster's Stores. For obvious reasons it is necessary that these should be returned immediately the purpose, for which they were borrowed, is

over. With regard to items of furniture, such as beds, mattresses, etc., it will now be necessary for Staff to specify on their requisition slips to QM, the dates during which these items are required.

**No. 186. 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.

When the School Bus goes out on School Duty, it is regretted that it will not be possible to permit Staff (or any of their family members) to go in the School Bus, without prior permission of Bursar.

**No. 187. 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. 188. PAY**

Pay for July, 1975 will be issued to Staff on Saturday, 2nd August, 1975.



# THE LAWRENCE SCHOOL SANAWAR

—:0:—

SANAWAR, FRIDAY, 8TH AUGUST 1975

## SPECIAL ORDER

### No. 189. SCHOOL CALENDAR (1st August—1st December)

Fri.	1st	School re-opens	
		Kit issued	
		Lunch	... 1-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 9-00 p.m.
Sat.	2nd	Rouser	... 7-00 a.m.
		Breakfast	... 8-45 a.m.
		Kit issued	
		Lunch	... 1-00 p.m.
		Tea	... 4-00 p.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
		Lights out	... 9-00 p.m.
Sun.	3rd	Rouser	... 7-00 a.m.
		Breakfast	... 8-45 a.m.
		Lunch	... 1-00 p.m.
		Tea	... 4-00 p.m.
		Supper	... 7-00 p.m.
		Lights out	... 8-45 p.m.
Mon.	4th	Rouser	... 5-45 a.m.
		Chota	... 6-10 a.m.
		P.T.	6-20—6-50 a.m.
		1st School	7-00—7-40 a.m.
		Breakfast	... 8-00 a.m.
		M.I. (B.D.)	... 8-20 a.m.
		Assembly	... 8-40 a.m.
		School	9-00—1-10 p.m.
		Lunch	... 1-15 p.m.
		Sr. School Academic Staff meeting	... 3-00 p.m.
		Tea	... 4-00 p.m.

	Baths	...	5-00 p.m.
	Supper	...	7-00 p.m.
	Lights out	...	8-45 p.m.
Tue. 5th	Daily routine as for Mon. 4th will continue to be followed.		
	Festival Soccer match	...	3-00 p.m.
	Tea	...	4-15 p.m.
	Prep	6-00—	7-20 p.m.
	Supper	...	7-25 p.m.
	Lights out	...	8-45 p.m.
Wed. 6th	Soccer sets made	...	1-45 p.m.
	Sr. School children to assemble in Barne Hall	...	3-00 p.m.
Thu. 7th	Afternoon programme (Soccer/Founder's) comes into effect		
Sat. 9th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 14th	Independence Eve Staff Club get-together	...	8-30 p.m.
Fri. 15th	Independence Day (Holiday)		
	Flag hoisting followed by Special Independence Day Assembly (Birdwood)	...	9-30 a.m.
	Independence Day Community Lunch	...	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	...	6-45 p.m.
Sat. 16th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 17th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 21st	Raksha Bandhan		
Sat. 23rd	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 24th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 28th	First Assessment meeting		
Fri. 29th	Janam Ashtami (Holiday)		

Sat. 30th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 31st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
<b>September</b>			
Fri. 5th	Teachers' Day		
Sat. 6th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 7th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Sat. 13th	Swimming Sports	...	2-30 p.m.
Sun. 14th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 18th	Inter - House soccer tournament commences		
Sat. 20th	Inter - House tournament ends		
	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 21st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 25th	Second Assessment meeting		
Sat. 27th	Founder's preparations		
Sun. 28th	Founder's preparations		
Tue. 30th	P.D. concert 1st performance	...	10-30 a.m.
	Sr. School 1st performance	...	4-00 p.m.
	Tattoo 1st performance	...	7-25 p.m.
<b>October</b>			
Wed. 1st	A.D.S., first performance	...	5-00 p.m.
Thu. 2nd	Breakfast	...	7-30 a.m.
	Flag hoisting followed by Gandhi		
	Jayanti Assembly (Barne Hall)	...	8-30 a.m.
	Pagal Gymkhana	10-00—11-30	a.m.
	Parents' coffee (Gaskel Hall)	...	12-00 noon
	P.D. Founder's Lunch	...	1-15 p.m.
	A.D.S. Play	...	5-30 p.m.
Fri. 3rd	Board of Governors meeting		
	(H.M'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.

Sat.	4th	Founder's Day	
		Breakfast	... 7-45 a.m.
		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 concert	... 5-00 p.m.
Sun.	5th	Fete	... 10-30 a.m.
		S.O. Ps issued	... 12-30 p.m.
		O.S., meeting (staff club)	... 2-30 p.m.
		O.S. Dinner	... 7-30 p.m.
		O.S. Dance	... 9-15 p.m.
Tue.	7th	Children on S.O. Ps to report back	... 5-00 p.m.
Wed.	8th	Athletic Season Commences	
Sat.	11th	Inter - House P.T. Competition	
Sun.	12th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	13th	Winter daily routine comes into effect.	
		VI Form morning Prep Commences	
		Road walk & Run for the rest	
Tue.	14th	Dussera	
Sat.	18th	Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	19th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Fri.	24th	Vindhya House Show 1st performance (L-IV and downwards to attend)	... 4-30 p.m.
Sat.	25th	Supper	... 5-45 p.m.
		Vindhya House show final performance	... 6-30 p.m.
Sun.	26th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Thu.	30th	Third assessment meeting	
<b>November</b>			
Sat.	1st	Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	2nd	Film	... 5-45 p.m.
		Diwali Eve dinner	... 7-45 p.m.
Mon.	3rd	Diwali—Holiday	

Sat. 8th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 9th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 13th	P.D., pic-nic		
Fri. 14th	Children's Day		
	Nilagiri House Show 1st performance	...	4-30 p.m.
	(Lower IV and downwards to attend)		
Sat. 15th	Supper	...	5-45 p.m.
	Nilagiri House Show final performance	...	6-30 p.m.
Sun. 16th	House photographs (B.D., G.D., P.D.)		
	I—H shooting competition	...	10-00 a.m.
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 17th	Subject reports handed in to Form Staff		
	Final Examination Commences		
Tue. 18th	Guru Nanak's Birthday—Holiday		
Sat. 22nd	Film	...	5-45 p.m.
	Supper	...	7-15 y.m.
Sun. 23rd	Teams' photographs		
	Staff photograph	...	5-00 p.m.
	Staff Club meeting		
	followed by dinner	...	6-00 p.m.
Wed. 26th	Final Examination ends		
	Weighing and measuring commences		
	Athletic heats commence		
Thu. 27th	Books handing in commences		
	Athletic heats		
Fri. 28th	Reports handed in by Form		
	Staff to House staff		
	History sheets handed in to office		
	Books handed in		
	Athletic heats		
	Carol singing	...	5-30 p.m.
Sat. 29th	End of Term Assembly	...	9-30 a.m.
	Escorts meeting	...	10-00 a.m.
	Promotion meeting	...	2-00 p.m.
	Reports handed in by House staff to office		
	End of Term parties		

Sun. 30th	Prize giving	... 11-30 a.m.
	Lunch	... 12-30 p.m.
	Annual sports	... 2-00 p.m.
	Supper	... 6-00 p.m.
	Sr. School Social	... 7 00 p.m.
<b>December</b>		
Mon. 1st	HOME DAY	

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 8TH AUGUST, 1975.

## Part I

190—200

### No. 190. PROGRAMME

Sat.	9th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Thu.	14th	Independence Eve Staff Club get-together	...	8-30 p.m.
Fri.	15th	Independence Day (Holiday)		
		Flag hoisting followed by Special Independence Day Assembly (Birdwood)	...	9-30 a.m.
		Independence Day Community Lunch	...	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	...	6-45 p.m.
Sat.	16th	Society meetings	...	6-00 p.m.
		Supper	...	7-15 p.m.
Sun.	17th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

### No. 191. FOUNDER'S TERM 1975

Daily Routine with effect from 7-8-75

Rouser	...	...	...	5-45 a.m.
Chota Hazri	...	...	...	6-10 a.m.
P.T.	...	...	6-20—6-50	a.m.
1st School	...	...	7-00—7-40	a.m.
House Inspection	...	...	...	7-55 a.m.
Breakfast	...	...	...	8-00 a.m.
M.I. B.D.	...	...	...	8-20 a.m.
Assembly	...	...	...	8-45 a.m.
2nd School	...	...	...	9-00 a.m.
Break	...	...	11-00—11-15	a.m.
5th School	...	...	...	11-15 a.m.
Lunch	...	...	...	1-15 p.m.
Games/Founder's practices 2-00 p.m. onwards as programmed.				

Tea	...	...	...	3-45 p.m.
House Inspection	...	...	...	5-40 p.m.
Prep.	...	...	6-00—7-20	p.m.
Supper	...	...	...	7-25 p.m.
Baths	...	...	7-50—8-20	p.m.
House Inspection	...	...	...	8-30 p.m.
Lights Out	...	...	...	8-45 p.m.

- (1) **Note** : The post tea session on *Saturdays* will be utilised for *Project work*. Those involved in *Projects* will not attend other post tea activities.
- (2) P.T., on *Saturdays* will continue to remain cancelled and rouser will be at 6-20 a.m.

#### No. 192. 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. 193. SWIMMING AND SWIMMING POOL AREA**

1. Swimming pool will be ready fairly soon for use.
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	}	The pool is not available for use at any time before 2-00 p. m.
Wednesdays		
Fridays		
Tuesdays	}	The pool is not available for use at any time before 11-30 a. m.
Thursdays		
Saturdays		

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. 194. NEW ADMISSION—ISSUE OF POCKET MONEY**

Whenever new admissions occur during the terms, Housemasters 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. 195. FOUNDER'S AND FETE REQUIREMENTS.**

All concerned are requested to refer to S.O. No. 168, dated 6-6-75, and are reminded that lists of complete requirements for

Founder's and the Fete must be given to the Engineer and Quarter-master not later than 20th August and 2nd September 1975, respectively. It is important that these dates be strictly observed.

**No. 196. I/C SWIMMING**

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

**No. 197. ICE-CREAM**

Ice-Cream will be on sale again from Sunday, 10th August, 1975, as usual.

**No. 198. HOLIDAY**

Friday, 15th August, 1975, will be observed as a holiday on account of Independence Day, by the children and also by the administrative staff. Tuck-shop will also remain closed on that day.

**No. 199. LOST AND FOUND**

One small bag containing money was found yesterday, near Mr. Bhalerao's residence. The owner is requested to contact the Bursar

**No. 200. CINEMA**

The film SWISS MISS will be shown in Barne Hall at 5-45 p.m. on Saturday, 9th August, 1975.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, SATURDAY, 16TH AUGUST, 1975.

## Part I

201—205

### No. 201. PROGRAMME

Sat. 16th	Society meetings	... 6-00 p.m.
	Supper	... 7-15 p.m.
	SL. School Social	8-00—10-30 p.m.
Sun. 17th	Hindi Film (for school)	... 2-30 p.m.
	Tea	... 5-30 p.m.
	Supper	... 6-30 p.m.
	Hindi Film (for sub. staff and families)	... 8-00 p.m.
Thu. 21st	Raksha Bandhan	
Fri. 22nd	School Soccer Colts leave for Nabha and Patiala	... 2-30 p.m.
Sat. 23rd	Colts Soccer vs. P.P.S., Nabha (away)	
	Y.P.S. 1st XI (Soccer) arrives. Appx.	... 4-30 p.m.
	Society meetings	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 24th	1st XI Soccer vs. Y.P.S., Patiala (Home)	... 10-00 a.m.
	Colts Soccer vs. Y.P.S. (away)	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

### No. 202. SWIMMING (SUNDAYS)

Swimming on Sundays will be conducted under the direct supervision of House Staff. Safety precautions as published earlier will be strictly adhered to. Timings are noted below ;—

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.
Vin. B. D.	... 12-25— 1-05 p.m.
Lunch B. D. (Sunday)	... 1-15 p.m.

### No. 203. 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. 204. HOLIDAY—ADMINISTRATIVE STAFF**

Thursday 21st August, 1975 will be observed as a holiday by the Administrative Staff, on account of Raksha Bandhan. Tuck-shop will, however, remain open as usual.

**No. 205. CINEMA**

1. Hindi Film HATHI MERE SATHI will be screened for School Children on Sunday 17th August, 1975 at 2-30 p.m.

2. The same film will be screened again on the same day at 8-00 p.m. for subordinate staff.

S. R. Das  
Headmaster.

## THE LAWRENCE SCHOOL ORDERS.

:o:  
 SANAWAR, FRIDAY, 22ND AUGUST, 1975.

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### Part I

206—210

#### No. 206. PROGRAMME

Fri.	22nd	Soccer Colts leave for Nabha and Patiala ...	2-30 p.m.
Sat.	23rd	Colts Soccer vs. P.P.S., Nabha (away)	
		Y.P.S. 1st XI (Soccer) arrives Appx. ...	3-30 p.m.
		Society meetings ...	6-00 p.m.
		Supper ...	7-15 p.m.
Sun.	24th	1st XI Soccer vs. Y.P.S., Patiala (Home) ...	10-00 a.m.
		Colts Soccer vs. Y.P.S. (away)	
		Y.P.S., 1st XI leaves ...	2-30 p.m.
		Film ...	5-45 p.m.
		Supper ...	7-15 p.m.
		School Colts return	
Thu.	28th	First Assessment meeting	
Fri.	29th	Janam Ashtami (Holiday)	
		P.P.S., 1st XI (Soccer) arrives Appx. ...	7-00 p.m.
Sat.	30th	1st XI Soccer vs. P.P.S. Nabha ...	3-15 p.m.
		Society meetings ...	6-00 p.m.
		Supper ...	7-15 p.m.
Sun.	31st	Film ...	5-45 p.m.
		Supper ...	7-15 p.m.

#### No. 207. SOCCER

The following will represent the Colts at Soccer in the matches to be played against Punjab Public School, Nabha on 23rd August, and Y.P.S. Patiala, on 24th August, at Nabha and Patiala respectively :—

T. Khaisiamung (Captain)	P. S. Sandhu
Surbdeep Gill (V. Captain)	Rabindra Kumar
H. J. S. Gill	Sandeep Saluja
K. Khogen	Taranjit S. Sandhu
Naveen Vasisht	Tarun Sawney
Nikul Malvi	
<i>Reserves :</i>	
Ashish Bhatia	Sanjay Batra
J. S. Butalia	Sanjay Malik

2. The following will represent the School XI at Soccer against Y.P.S. Patiala on Sunday, the 24th August 1975:--

Ram Chander Grewal (Captain)	Deepak Wadhawan
Joginder Bikram	Sanju Bhalerao
Bikram Seth	Rajiv Khanna
Pasha Singh Dhillon	Vineet Kapoor
Rubinder Dhaliwal	Neeraj Kapoor
Alok Kukereja	
<i>Reserves :</i>	
Jagmohan Bakshi	Mohan Judge
Sanjay Dutt	

**No. 208. 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. 209. 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 the requirements. It is requested that direct dealings with any of the clerks be avoided altogether.

**No. 210. CINEMA.**

The film *Zenobia* will be shown in Barne Hall at 5-45 p.m. on Sunday, 24th August, 1975.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, THURSDAY, 28TH AUGUST, 1975.

## Part I

211—218

### No. 211. PROGRAMME

Fri. 29th	Janam Ashtami (Holiday)		
	P.P.S., 1st XI (Soccer) arrives Appx.	...	7-00 p.m.
Sat. 30th	1st XI Soccer vs. P.P.S. Nabha	...	3-15 p.m.
	(Afternoon games/swimming cancelled)		
	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Fri. 5th	Teachers' Day		
Sat. 6th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 7th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

### No. 212. SOCCER

The following will represent the School XI at Soccer against P.P.S., Nabha on Sat. 30th August, 1975 :—

Ram Chander Grewal (Capt.)	Deepak Wadhawan
Joginder Bikram	Sanjiv Bhalerao
Bikram Seth	Rajiv Khanna
Pasha Singh Dhillon	Vineet Kapoor
Rubinder S. Dhaliwal	Neeraj Kapoor
Alok Kukereja	

*Reserves :*

Jagmohan S. Bakshi	Mohan S. Judge
Sanjay Dutt	

### No. 213. 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. 167, dated the 6th June, 1975, wherein the details of the duties been given.

**No. 214. 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, staff may, if it helps them, plead school policy in refusing requests for accommodation.

**No. 215. 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 Sunday, 5th October, to 5-00 on Tuesday, 7th October, 1975.

**No. 216. SALE OF WRIST WATCHES THROUGH LOTTERY**

Following HMT wrist watches have come in Tuck Shop for Sale on Cash payment. Staff interested (except those who have been lucky to get a wrist watch earlier) may kindly send in a slip to the Bursar giving their choice, indicating the alphabet representing the watch (es), duly signed, with their full name, latest by Thursday, 4th September, 1975.

1. HMT Chinar	(A) selling price	...	Rs. 172/-
2. HMT Chinar	(B) „ „	...	Rs. 172/-
3. HMT Automatic B/Dial, S/steel strap with Day & Date	} (C) „ „	...	Rs. 356/-

The Lottery-draw results will be communicated to the persons concerned soon after 4th September, 1975.

**No. 217. JANAM ASHTAMI**

Friday, 29th August, 1975 will be observed as a holiday by School Children, and the Administrative Staff as well, on account of Janam Ashtami. Tuck Shop will, however, remain open as usual.

**No. 218. CINEMA**

The film AGENT FROM SCOTLAND YARD will be shown in Barne Hall at 5-45 p.m. on Sunday, 31st August, 1975.

S. R. Das  
*Headmaster.*



# THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 5TH SEPTEMBER, 1975.

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## Part I

219—220

### No. 219. PROGRAMME

Fri.	5th	Teachers' Day	
Sat.	6th	Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	7th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Sat.	13th	Inter-House swimming sports	... 2-30 p.m.
Sun.	14th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

### No. 220. CINEMA

The film *INVISIBLE TERROR* will be shown in Barne Hall at 5-45 p.m. on Sunday 7th August, 1975.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 12TH SEPTEMBER, 1975.

## Part I

221—222

### No. 221. PROGRAMME

Sat. 13th	Inter-House swimming sports	...	2-30 p.m.
	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 14th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 18th	Inter-House Soccer tournament commences		
Sat. 20th	Inter-House Soccer tournament ends		
	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 21st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

### No. 222. CINEMA

The film *TO BE OR NOT TO BE*, starring Carole Lombard & Jack Benny, will be shown in Barne Hall at 5-45 p.m. on Sunday, 14th September, 1975.

The film is a powerful suspense movie relating to invasion of Poland by Hitler during the Second World War.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 19TH SEPTEMBER, 1975.

## Part I

223—234

### No. 223. PROGRAMME

Sat. 20th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 21st	Inter-House Soccer tournament ends		
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 25th	2nd Assessment meeting (MCR)	...	5-30 p.m.
Sat. 27th	Supper	...	6-00 p.m.
	Tattoo	...	7-15 p.m.
Sun. 28th	Founders preparations (no W.O.Ps)		
Mon. 29th	Founders preparations (Classes discontinued)		

### No. 224. DRESS REHEARSALS/FIRST PERFORMANCES

	Dress rehearsal		First Performance
<b>Sept.</b>			
Sat. 27th	Tattoo	7-15 p.m.	.....
Sun. 28th	P.D. Concert	9-30 a.m.	.....
	A.D.S. (Staff Play)	4-30 p.m.	.....
Mon. 29th	School Concert	11-00 a.m.	.....
Tues. 30th	.....		P.D. Concert 10-30 a.m.
			School Concert 4-00 p.m.
			Tattoo 7-25 p.m.
<b>Oct.</b>			
Wed. 1st	.....		ADS (Staff Play) 5-00 p.m.

### No. 225. FOUNDER'S PROGRAMME

<b>Oct.</b>			
Thu. 2nd	Rouser	...	6-00 a.m.
	Breakfast	...	7-30 a.m.
	Flag hoisting followed by Gandhi		
	Jayanti Assembly (Barne Hall)	...	8-30 a.m.

		Pagal Gymkhana (Barnes)	10-00—11-30 a.m.
		Parents' coffee (Gaskel Hall)	... 12-00 noon
		P.D. Founder's 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.
Fri.	3rd	Rouser	... 7-00 a.m.
		Breakfast	... 8-00 a.m.
		Board of Governors meeting (H.M's House)	... 10-00 a.m.
		O.S. Matches	... 10-00 a.m.
		Lunch (The Board of Governors will lunch at G.D.)	... 1-00 p.m.
		Tea	... 3-30 p.m.
		P.D. concert	... 4-30 p.m.
		Light Supper	... 6-30 p.m.
		Tattoo	... 7-15 p.m.
		Cocoa & biscuits	... 9-15 p.m.
Sat.	4th	Founder's Day	
		Rouser	... 6-00 a.m.
		Breakfast	... 7-45 a.m.
		Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours (Peacestead)	... 10-00 a.m.
		Speeches (Peacestead)	... 10-55 a.m.
		Founder's Lunch B.D./G.D. (department-wise)	... 1-15 p.m.
		Tea	... 4-00 p.m.
		Sr. School concert	... 5-00 p.m.
		Supper	... 7-30 p.m.
Sun.	5th	Rouser	... 7-00 a.m.
		Breakfast	... 8-00 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)	... 2-30 p.m.

Tea	...	4-00 p.m.
O.S. Dinner	...	7-30 p.m.
Supper for School	...	7-30 p.m.
O.S. Dance	...	9-15 p.m.
Wed. 8th Children on S.O. Ps to report back	...	5-00 p.m.

**No. 226. ATTENDENCE AT PERFORMANCES**

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

**No. 227. 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, 1975.

**No. 228. O.S. DINNER**

A small payment of Rs. 5/- 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, 22nd September, giving the number of suppers required and whether vegetarian or non-vegetarian.

**No. 229. 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</i>	<i>Departure from</i>
		<i>Kasauli</i>	<i>Sanawar</i>
<b>Tuesday 30th Sept.</b>			
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	7-25 p.m.	6-30 p.m.	9-00 p.m.
<b>Wednesday 1st Oct.</b>			
A.D.S. (Staff play)	5-00 p.m.	4-00 p.m.	8-00 p.m.
<b>Thursday 2nd Oct.</b>			
Pagal Gymkhana	10-00 a.m.	9-00 a.m.	12-30 p.m.
A.D.S. (Staff play)	5-30 p.m.	4-00 p.m.	8-30 p.m.

**Friday 3rd Oct.**

Prep School Concert	4-30 p.m.	3-00 p.m.	—
Tattoo	7-15 p.m.	—	9-15 p.m.

**Saturday 4th Oct.**

School Colour Parade	10-00 a.m.	8-45 a.m.	—
Speeches	10-55 a.m.	—	12-45 p.m.
School Concert	5-00 p.m.	3-30 p.m.	7-30 p.m.

**Sunday 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. 230. 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. 231. POCKET MONEY**

Pocket money for October, 1975, will be issued at the following rate, per child:—

Normal pocket money for Oct. '75	...	Rs. 12/-	} Rs. 23/-
Normal postage	...	Re. 1/-	
Foreign postage, as already requested by House Staff.			
Fete Expenses	...	Rs. 10/-	

**No. 232. 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:—

Pagal Gymkhana	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, 27th September, and the first performance thereof on Tuesday, 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. 233. FOUNDER'S SPECIAL LUNCH**

Founder's lunch at 1-15 p.m. on 2nd (P.D.) and 4th (B.D. and G.D.) October, 1975, will be arranged departmentwise. Husbands/wives of staff are cordially invited. Staff will please inform I/c kitchens, latest by Monday, 22nd September, 1975, as to where they will be lunching.

**No. 234. CINEMA**

The film O.S.S. 177 IS NOT DEAD will be shown in Barne Hall at 5-45 p.m. on Sunday, 21st September, 1975.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 26TH SEPTEMBER, 1975.

## Part I

235—241

### No. 235. PROGRAMME

1. With effect from Friday, 26th September, 1975, Founder's programme (as published separately) will be followed.
2. Following amendment in the programme may please be noted :—

4th October, 1975 ... { Dinner [The Board of Governors  
will dine at B.D.] ... 8-00 p.m.

### No. 236. WINTER KIT

Winter kit will be brought into use from Saturday, 4th October, 1975.

### No. 237. SENIOR STAFF FAMILIES RATIONS

Due to Founder's, fuel and rations will be issued on the following dates, at the usual timings:—

Fuel	...	...	Wed. 8th Oct., '75
Rations	...	...	Thu. 9th Oct., '75

### No. 238. FETE

The Fete Organisation Committee (ref : School Order No. 167, dated 6-6-1975), consisting of Mrs. Bhalla, Mrs. Roy, Miss Oswald, Miss Sodhi, Mrs. Gurdev Singh, Mrs. Solomon and Miss Cooper, duly assisted by Dr. Dhillon, will kindly look after all arrangements concerning fete.

### No. 239. 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 Thursday, 2nd October, 1975 (Gandhi Jayanti) and Sunday 5th October, 1975, as holidays. To compensate these two days, the administrative staff will observe the following as holidays:—

Monday	...	...	6th October, 1975
Tuesday	...	...	7th October, 1975



Since the Tuck Shop will also remain open on Thursday, 2nd October, 1975, it will, therefore, observe Monday, 6th October, 1975 as a holiday.

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

**No. 240. SCHOOL ORDER**

There will be no issue of School Order on Friday, 3rd October, 1975.

**No. 241. 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, *as early as possible*, 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 October, 1975. 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 10th October, 1975 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 from the Accountant in the School Office, latest by 1st October, 1975.

S. R. Das  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 10TH OCTOBER, 1975.

## Part I

242—250

### No. 242. PROGRAMME

Sat. 11th	Inter-House P.T. Competition postponed. Talk by Mr. John Wiles (O.S.)	... 6-00 p.m.
Sun. 12th	Film Supper	... 5-45 p.m. ... 7-15 p.m.
Mon. 13th	Athletic Season Commences P.T., and Gym. training in the afternoons.	
Tue. 14th	Dusehra	
Fri. 17th	Inter-House P.T. Competition	... 2-30 p.m.
Sat. 18th	Society meetings Supper	... 6-00 p.m. ... 7-15 p.m.
Sun. 19th	Film Supper	... 5-45 p.m. ... 7-15 p.m.

### No. 243. 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. 244. INTER-HOUSE P.T. COMPETITION—Fri. 17th 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. 245. ARTICLES LOANED BY STORES

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

**No. 246. 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. 247. 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. 248. LIVESTOCK**

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. 249. 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. 228 dated 19-9-1975 are requested to send slips, to say that they attended the dinner, to the Bursar, at their earliest, but not later than 16-10-1975.

**No. 250. ADMINISTRATIVE STAFF—HOLIDAY**

Tuesday, 14th October, 1975, will be observed as holiday by Administrative Staff on account of Dusehra. Tuck-shop will however, remain open as usual.

S. R. Das  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 17TH OCTOBER, 1975.

## Part I

251—256

### No. 251. PROGRAMME

Fri. 17th	Inter-House P.T. Competition	...	2-30 p.m.
Sat. 18th	Project work	...	4-20 p.m.
	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 19th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 20th	Winter Time-table incorporating athletics programme comes into effect		
Fri. 24th	Vindhya House Show		
	1st Performance (L-IV & downwards to attend)	...	4-30 p.m.
Sat. 25th	Supper	...	5-45 p.m.
	Vindhya House Show final		
	Performance	...	6-30 p.m.
Sun 26th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

### No. 252. CALENDAR AMENDMENT

Nov.

Fri. 7th	Nilagiri House Show		
	1st performance	...	4-30 p.m.
	(instead of Fri. 14th Nov.)		
Sat. 8th	Nilagiri House Show final performance	...	6-30 p.m.
	(instead of Sat. 15th Nov.)		

### No. 253. INCREASING INCIDENT 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, 18th October, 1975.

- (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 hours 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 as far as possible, 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 'light out'.
- (e) During all functions in Barne Hall, all exhaust fans be switched on.

While the House Matrons will ensure (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. 254. INTERNATIONAL HEALTH CERTIFICATES**

All Housemasters/Housemistresses are requested to send children of their Houses, who are proceeding abroad for the winter vacation, along with their International Health Certificates to R.M.O. as early as possible, so that necessary action could be taken right now, and last minute rush avoided.

**No. 255. EYE EXAMINATION**

All staff and their families, who wish to consult the Eye-Specialist (who will be visiting Sanawar fairly soon) are requested to give in their names to the R.M.O., latest by 5-00 p.m. on Saturday, 18th October, 1975.

**No. 256. CINEMA.**

The film **NOBODY BID GOOD BYE** will be screened in Barne Hall on Sunday, 19th October, 1975, at 5-45 p.m. A few documentary films are also likely to arrive for screening on the same day.

**S. R. Das**  
*Headmaster.*

# THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 24TH OCTOBER, 1975.

## Part I

257—261

### No. 257. PROGRAMME

Sat. 25th	Supper	...	5-45 p.m.
	Vindhya House Show final		
	Performance	...	6-30 p.m.
Sun 26th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Thu. 30th	Third assessment meeting M.C.R.	...	5-00 p.m.
Nov.			
Sat. 1st	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 2nd	Film	...	5-45 p.m.
	Diwali Eve dinner	...	7-45 p.m.
Mon. 3rd	Diwali—Holiday		

### No. 258. CALENDAR AMENDMENT

Tue. 25th	Final examination ends (instead of Wednesday 26th)		
Thu. 27th	Marks handed in	...	10-00 a.m.
Sat. 29th	End of Term Assembly	...	9-00 a.m.
	Prize giving	...	11-00 a.m.
	(instead of Sunday 30th)		
	Lunch	...	12-30 p.m.
	Annual sports	...	2-00 p.m.
	(instead of Sunday 30th)		
	End of Term parties		
Sun. 30th	Escort's meeting	...	10-00 a.m.
	(instead of Sat. 29th)		
	Promotion meeting	...	2-00 p.m.
	(instead of Sat. 29th)		

### No. 259. DISCIPLINE

Following is again brought to the notice of all employees of the School, especially to the subordinate staff for strict compliance:—

1. It is against school rules to open any fund or ask for subscription/contribution to any fund or collection, or send or circulate notice to this effect, without prior written sanction from the Headmaster.
2. Lending and borrowing money between the employees of the school is prohibited.

Contravention of these orders will lead to disciplinary action against the employee concerned.

Heads of departments are required to explain the above details once again, to all those, working under them soon after the issue of this order.

#### **No. 260. FOUNDERS FETE 1975—LOTTERY RESULTS**

The draw was held on Friday, 10th October, 1975 :—

- 1st Prize : Bajaj Electric Iron : T. No. 90, Mr. Ram Rattan of Patiala.
- 2nd Prize: Electric heater : T. No. 426, Goldy Maini, Sanawar.
- 3rd Prize: School tray : T. No. 164 : Shalini Bhatia H.G.D.
- 4th Prize: Doric Pen : T. No. 28 : Nisha Chhabra.
- 5th Prize: Doric Pen : T. No. 169 : Mrs. Usha Jamwal C/o Vandana Jamwal.

The winners are requested to contact Mr. Gurdev Singh along with the tickets, and collect their respective prizes.

#### **No. 261. DIWALI**

Monday 3rd November, 1975, 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 Tuesday, 4th November 1975, as a holiday on account of Vishwakarma. Tuck Shop, however, will remain open as usual.

Extra pocket money Rs. 3/- per child will be issued to Housemasters/Housemistresses along with the pocket money for November, 1975.

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 7-45 p.m. on Sunday, 2-11-75, departmentwise. Husbands/wives of Staff are cordially invited. Staff should inform the Kitchen I/c by lunch time on Tuesday, 28th October, 1975, as to which department they wish to attend.

Fireworks will be on sale on Sunday, 2nd November, 1975, in the three departments against cash payment as detailed below :—

- P.D. ... P.D. Assembly Hall from 2-00 p.m. to 5-00 p.m.
- G.D. ... Honoria Court from 2-00 p.m. to 4-00 p.m.
- B.D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

S. R. Das  
*Headmaster.*



## THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 31ST OCTOBER, 1975.

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### Part I

262—275

#### No. 262. PROGRAMME

Sat.	1st	Sixth Form pic-nic	
		Society meetings	... 6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	2nd	Tea	... 3-30 p.m.
		Hindi Film (if it arrives)	... 4-00 p.m.
		Diwali Eve dinner	... 7-45 p.m.
Mon.	3rd	Diwali—Holiday	
		Bonfire—Peacestead (Sr. School)	6-15—7-00 p.m.
		Supper packets	... 7-15 p.m.
Fri.	7th	Nilagiri House Show 1st performance (L-IV & downwards to attend)	... 4-30 p.m.
Sat.	8th	Supper	... 5-45 p.m.
		Nilagiri House Show final performance	... 6-30 p.m.
Sun.	9th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

#### No. 263. 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. 264. LEAVE ENTITLEMENTS TO VACATION DEPARTMENT STAFF

Vacation Department staff, if necessary, may consult School Rules Book with regard to their leave entitlements in general, and especially with regard to vacations should anyone decide to give notice of resignation.

#### No. 265. IMPROVEMENTS, ALTERATIONS, SPECIAL REPAIRS TO SCHOOL BUILDINGS DURING THE WINTER VACATION

Would anyone, including House Staff, Kitchen Matrons, House Matrons, Head 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. 266. 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. 267. SCHOOL MAGAZINE 1975**

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. 268. 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. 269. STOCK REQUIREMENTS FOR 1976**

All stock-holders will send in their requirements for the **First Term of 1976** [10th Feb. to 14th June, 1976], by filling in their expendible and non-expendible indent books, and send these indent books to the Bursar latest by Monday, 24th November, 1976. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

**No. 270. STOCK CONDEMNATION—November, 1975.**

1. All condemnations will be completed by the Bursar latest by Wednesday, 19th November, 1975.

2. Stock-holders other than kitchen Matrons/Steward and House Matrons such as I/c B.D. Games gear, I/c G.D. Games gear, R.M.O., Nursing Sister, Printing Office, etc., etc., will kindly inform the Bursar the date and timing at which they would like him to do condemnation of their stock. He will be available for this purpose from Monday, 17th Nov. to Wednesday 19th Nov. 1975, from 10-00 a.m. to 1-00 p.m.

3. Condemnations of items considered by Kitchen Matrons/Steward House Matrons to be beyond repair, will commence on Monday 10th November, 1975. They are requested to go through their stock and stores in hand, and prepare in advance, in their Condemnation Books, list 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.

4. The condemnation programme is as follows:—

Mon. 10th	Nov. '75	{ 11-30 a.m. B.D. Siwalik 12-00 noon B.D. Vindhya
Tue. 11th	„ „	{ 11-30 a.m. P.D. Boys (Upper dorm.) 12-00 noon P.D. Boys (Lower dorm.) 12-30 noon P.D. Girls (Sparrows)
Wed. 12th	„ „	{ 11-30 a.m. B.D. Himalaya 12-00 noon B.D. Nilagiri
Thu. 13th	„ „	{ 11-30 a.m. G.D. (Upper dorm.) 12-00 noon G.D. (Lower dorm.)
Fri. 14th	„ „	11-00 a.m. B.D. kitchen
Sat. 15th	„ „	{ 11-00 a.m. G.D. kitchen 11-40 a.m. P.D. kitchen

5. Quartermaster will please arrange to have condemned articles duly stamped at the time of condemnation, and will also depute two mazdoors to be present at each of the above places at timings and date specified above.

**No. 271. ADDITIONAL D. A. (Compulsory Deposit) NOMINATION FORM.**

As per specifications of the Additional Emoluments (Compulsory Deposit) Dearness Allowance Act, 1274, it is incumbent on the part of every employee, who is effected by the Act, that he files

nomination form (Form-G), with his employer. Heads of departments, therefore, will receive adequate number of these nomination forms from school office, which they are requested to get them filled in by each employee effected by this Act, and duly signed (left hand thumb impression in case of those who cannot sign, duly attested by the Head of the Department) by him, and complete in all respects, and forward these to the Bursar at their earliest but not later than Saturday, 8th November, 1975.

**No. 272. DIWALI—SAFETY PRECAUTIONS**

With a view to avoid occurrence of any mishap/accident while blowing crackers on Diwali day, 3rd November, 1975, following precautions will be observed :

1. Blasting of crackers inside any building or in the immediate vicinity of the buildings (such as between Wavell Court and B.D. Bath House, etc.,) is completely forbidden. Lighting/blasting of any fireworks inside the Gaskell Hall is also forbidden.

2. While blowing crackers on Peacestead, great care will be taken to see that they do not get projected on to the adjoining buildings or in such directions that they are likely to go and hurt others.

**No. 273. SCHOOL HALWAI**

It has come to my notice that school children are going to School Halwai Shop for making purchases. This is not permissible.

Will all House Staff kindly note that School Halwai Shop is out of bounds for all school children including Day Scholars at all times, except when they are on SOP or WOP with their parents. Children may please be told that they are allowed to make purchases from the School Halwai only on days and timings and at the place fixed for this purpose in different departments. Strict disciplinary action will be taken against any defaulters.

The School Halwai contractor has also been warned not to entertain any school children at his shop at the School Bakery.

**No. 274. ELECTRICITY CONSUMPTION**

With winter approaching it has been observed that electric consumption has increased considerably, and during the last seven days there had been a number of occasions when power house fuses have "blown", and similarly also on the branch lines. This evidently is due to large number of electrical gadgets including room heaters, etc., that have been brought in use.

With a view to avoid breakdowns and the possibility of damage to sub-station transformer, it is necessary that we must reduce the load specially during evening hours.

Also efforts should be made to cut down wastage. Following measures therefore will be taken with immediate effect :—

1. Peons attending Prep. duty will take care to see that all lights are switched off immediately they are not required.
2. House Matrons will kindly ensure that lights that are not required are switched off immediately. In particular they would kindly take care to see that while children are not in the dormitory, any time during the evening hours, lights are switched off.
3. All Staff are requested to reduce use of electric gadgets to the minimum, and specially so during the evening hours from 5-00 to 9-00 p.m.

Co-operation from one and all is requested.

**No. 275. CINEMA**

The Hindi film **GUIDE** will be shown in Barne Hall at 4-00 p.m. on Sunday, 2nd November, 1975.

S. R. Das  
*Headmaster.*

## THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 7TH NOVEMBER, 1975.

### Part I

276—283

#### No. 276. PROGRAMME

Fri.	7th	Nilagiri House Show 1st performance (L-IV & downwards to attend)	...	4-30 p.m.
Sat.	8th	Supper	...	5-45 p.m.
		Nilagiri House Show final performance	...	6-30 p.m.
Sun.	9th	Tea	...	3-30 p.m.
		Hindi Film	...	4-00 p.m.
		Supper	...	7-15 p.m.
Fri.	14th	Children's Day P.D., pic-nic		
Sat.	15th	Society meetings	...	6-00 p.m.
		Supper	...	7-15 p.m.
Sun.	16th	House Photographs (B.D., G.D. & P.D.) I—H shooting competition postponed		
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

#### No. 277. SCHOOL STOCK BOOKS

Form Staff should see that all books, teaching aids, etc. are returned to the Librarian. If anything is left in the class-room cupboards, the cupboards must be locked and the keys labelled and handed over to the Librarian by 28th November, 1975.

#### No. 278. STOCK LEDGERS, ETC.

All Staff members must send their Stock Ledgers, Condemnation Books, etc., to the Office before they leave Sanawar. Each staff member concerned will please tie up these ledgers, etc. in one bundle, and put on the top of the bundle an open note giving details of the ledgers etc. which are contained in the bundle, and also the name of the Department.

**No. 279. RECORDS**

History Sheets must be completed and returned to the Office before Staff leaves Sanawar. They must show, *inter alia*, whether or not a child has been promoted.

**No. 280. WHITE-WASHING OF STAFF QUARTERS**

The annual whitening-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 1976.

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. 281. LONG VACATION ARRANGEMENTS**

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Monday 1st December, 1975. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Monday, 1st December 1975, except Bombay V.T. party, which will leave on the morning of 30th November, 1975. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

**No. 282. GRATUITIES : CLASS IV STAFF**

Staff members, Houses & 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. 283. 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, 21st November, 1975.

S. R. Das  
*Headmaster.*



# THE LAWRENCE SCHOOL ORDERS.

—:G:—  
SANAWAR, FRIDAY, 14TH NOVEMBER, 1975.

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## Part I

284—288

### No. 284. PROGRAMME

Sat. 15th	Society meetings	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 16th	House Photographs :		
	B.D.	...	7-00 a.m.
	G.D.	...	9-30 a.m.
	P.D.	...	10-30 a.m.
	Film cancelled		
	Supper	...	7-00 p.m.
Mon. 17th	Final Examination Commences		
	Subject reports handed in to Form Staff	...	5-00 p.m.
Tue. 18th	Guru Nanak's Birthday—Holiday		
Wed. 19th	Athletic heats commence		
Sun. 23rd	Teams' photographs	...	7-00 a.m.
	Staff photograph	...	5-00 p.m.
	Staff club meeting followed by dinner	...	6-00 p.m.

### No. 285. EXAMINATION ARRANGEMENTS

Sixth Form Examination will be conducted in Barne Hall. Examination for all others will be conducted in respective Form rooms. No child will enter Barne Hall/Form rooms before the invigilator. Children will not get up from their seats, once they have entered the venue of examination, on any pretext. Question papers and answer sheets/scripts will be distributed/collected by the invigilators. Extra answer sheets will be given on demand by raising of hands. Dignity and decorum of the examination will be maintained throughout. Where the duration of the paper is less than three hours, children may be permitted a short break of ten minutes after the specified time of the paper and called back again to study for the next paper till 12-00 noon. Noise in the precincts of Birdwood school will be kept to the minimum throughout the examination. Afternoon activities will continue as per normal for all those not

engaged in the post lunch session of examination.

Following routine will be observed for the duration of the examination :—

Rouser	... 6-15 a.m.
Prep	6-40—7-35 a.m.
Breakfast	... 7-45 a.m.
M.I. (G.D.)	... 7-30 a.m.
M.I. (B.D.)	... 8-05 a.m.
Assembly	... 8-30 a.m.
Exams.	9-00—12-00 noon.
(Elevenses cancelled)	
Lunch	... 12-30 p.m.
Exams.	1-30—4-30 p.m.
Tea for those involved in	
Exams	... 4-30 p.m.

For the rest of the school normal post lunch routine will be followed.

**No. 286. STOCK REQUIREMENTS FOR 1976**

Reference School Order No. 269, dated 31st October, '75, should read " Monday, 24th November, 1976 " as " Monday, 24th November, 1975 ".

In addition to fulfilling the requirements of the above mentioned School Order, the incharge of Engineering, Electrical, Art, Crafts, Carpentry, Needlework, Games gear (B.D. and G.D.) Printing, Sr. School Stationery, Band and Hospital departments are requested to send in a list of full annual requirements of their departments, for the year 1976, to the Bursar, latest by Monday, 24th November, 1975. Complete details of sizes, brand, any particular specifications etc., may also be given.

**No. 287. USE OF SCHOOL TELEPHONES**

It is regretted that children cannot be permitted to use school P. and T. telephones. All concerned are requested to take necessary action in this connection.

**No. 288. GURU NANAKS' BIRTHDAY**

Tuesday, 18th November, 1975 will be observed as holiday by school and the Administrative staff, on account of Guru Nanak's Birthday.

S. R. Das  
Headmaster.

# THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 21ST NOVEMBER, 1975.

## Part I

289—302

### No. 289. PROGRAMME

Sat. 22nd	Teams'/House photographs (instead of Sunday):	
	G.D.	... 4-00 p.m.
	B.D.	... 4-30 p.m.
	Supper	... 7-00 p.m.
Sun. 23rd	Rouser	... 7-00 a.m.
	Breakfast	... 8-00 a.m.
	Exams	9-00—12-00 noon
	Lunch	... 1-00 p.m.
	Tea	... 4-00 p.m.
	Staff photograph (outside Birdwood School)	... 5-00 p.m.
	Staff Club meeting followed by dinner (Art Room)	... 6-00 p.m.
	Supper for School	... 7-00 p.m.
Tue. 25th	Final Examination ends	
	Weighing and measuring (G.D.)	2-30—4-00 p.m.
	Evening Prep Cancelled	
	Tea	... 4-00 p.m.
	Baths	... 5-15 p.m.
	Supper	... 7-00 p.m.
	Lights out (for all)	... 8-45 p.m.
Wed. 26th	Rouser	... 7-00 a.m.
	Breakfast	... 8-45 a.m.
	Inter—House shooting competition	... 10-00 a.m.
	Weighing and measuring (P.D.)	... 10-00 a.m.
	Lunch	... 12-30 p.m.
	Athletic practices	2-00—4-00 p.m.
	Tea	... 4-10 p.m.
	Baths	... 5-00 p.m.
	Supper	... 7-00 p.m.
	Lights out	... 8-45 p.m.

Thu. 27th	Rouser	...	7-00 a.m.
	Breakfast	...	8-45 a.m.
	Marks handed in	...	10-00 a.m.
	Weighing and measuring :		
	Himalaya B.D.	...	10-00 a.m.
	Nilagiri B.D.	...	11-05 a.m.
	Lunch	...	12-30 p.m.
	Athletic practices	2-00—4-00	p.m.
	Tea	...	4-10 p.m.
	Baths	...	5-00 p.m.
	Spartan/Hikers' club meeting (HM's house)	...	5-30 p.m.
	Supper	...	7-00 p.m.
	Lights out	...	8-45 p.m.
Fri. 28th	Rouser	...	7-00 a.m.
	Breakfast	...	8-45 a.m.
	Books handed in	9-00—12-00	noon
	Lunch	...	12-30 p.m.
	Weighing and measuring :		
	Siwalik B.D.	...	1-30 p.m.
	Vindhya B.D.	...	2-35 p.m.
	Athletic practices	2-00—4-00	p.m.
	Reports handed in by Form		
	Staff to House Staff	...	4-00 p.m.
	Tea	...	4-10 p.m.
	Baths	...	5-00 p.m.
	Carol Singing	...	5-30 p.m.
	Supper	...	7-00 p.m.
	Lights out	...	8-45 p.m.
Sat. 29th	Rouser	...	7-00 a.m.
	Breakfast	...	8-45 a.m.
	Turn-out inspection	...	10-25 a.m.
	Prize Giving	...	11-00 a.m.
	Lunch	...	12-30 p.m.
	Annual Sports	...	2-00 p.m.
	Tea	...	4-30 p.m.
	Baths	...	5-15 p.m.
	End of the year parties	...	7-00 p.m.

Sun. 30th	Rouser	...	7-00 a.m.
	Breakfast	...	8-30 a.m.
	End of Term Assembly (instead of Sat. 29th)	...	9-00 a.m.
	Promotion meeting (instead of 2-00 p.m.)	...	9-30 a.m.
	Reports/History Sheets handed into office	...	1-00 p.m.
	Lunch	...	1-05 p.m.
	Escorts' meeting (instead of 10-00 a.m.)	...	2-00 p.m.
	Tea	...	4-00 p.m.
	Supper	...	5-45 p.m.
	Sr. School Social		7-00—9-30 p.m.

### December

Mon. 1st HOME DAY

#### No. 290. 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 Saturday, 29th November, 1975.

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. 291. WINTER VACATION

The School will close on Monday, 1st December, 1975, for the winter vacation, and will reopen on Monday, 10th February, 1976, 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. 292. 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. 293. HANDING IN OF SCHOOL CLOTHING**

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons incharge of their dormitories immediately after lunch on Sunday, 30th November, 1975. The handing in of clothes etc. must be completed well in time. Children going in Bombay V.T. party will hand in all School Clothing items at 6-30 a.m. on 30-11-75.

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. 294. 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. 295. 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. 296. 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. 297. STAFF PAY**

1. Senior Staff pay for November 1975 will, as usual, be credited to their respective Saving Bank accounts, latest by 29th November, 1975.

2. Pay for November, 1975 for other staff will be issued in School Office on 29th November, 1975, 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. 298. 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 dry-cleaned 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, 1976, failing which new ones will be issued to them then, at their parents' cost.

**No. 299. 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. 300. HOUSE LETTERS—SCHOOL/HOME PARTIES**

House Staff are requested to ask the children to write home in their letters due for dispatch on Saturday, 22nd November, 1975 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. 301. ELECTRIC SUPPLY**

The State Electricity Department has informed that electricity will not be available on 24th November, 1975, from 9-00 a.m. to 5-00 p.m.

**No. 302. INCOME TAX REBATE**

1. Deduction for expenditure on higher education of dependent children/brothers or sisters.

Under Section 80—FF of the Income-tax Act, persons whose annual gross total income does not exceed Rs. 12,000/-, are entitled to a relief in respect of expenses incurred on the higher education of their dependent children or dependent brothers/sisters at the following rates :—

If the dependent is under-going study in Degree or Post—graduate degree course in medicine (including surgery and obstetrics), or architecture, or Engineering or Technology or Business Management.	} Rs. 1,000/- per child
If the child is undergoing diploma course in any of the above subjects, or undergoing any degree or post-graduate course other than those mentioned above.	
	} Rs. 500/- per child

This deduction is admissible only upto a maximum of two children, and where an assessee has incurred expenditure on more than two children for undergoing such courses, the deduction will be allowed at the above rates with reference to two children as may be chosen by the assessee. The deduction at the above rate is admissible irrespective of the actual expenditure incurred by the assessee on such education.

The benefit of this deduction may be allowed at the stage of deduction of tax at source, on assessee's furnishing a certificate to the effect that he has incurred expenditure during the year on his children/brothers or sisters wholly or mainly dependent on him and also declaring the nature of the course for which the child or children are studying.

2. Income tax rebate is also admissible on account of C.T.D. (10 yrs. or more) and Life insurance premia. Would all staff concerned, who wish to take advantage of the above, please inform the school office, at their earliest, but not later than 26-11-1975, in writing, the relevant details concerning above, excluding the premium amounts which are already being deducted from their school salary bills.

S. R. Das  
Headmaster.



# THE LAWRENCE SCHOOL SANAWAR

—:o:—

SANAWAR, SATURDAY, 22ND NOVEMBER, 1975

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## SPECIAL ORDER

### Long - Vacation Arrangements—1975.

#### No. 303. 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 be allowed to leave Sanawar from 10-30 a.m. on Sunday, 30th November, 1975. 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 leave on Monday, 1st December 1975, (Home Day), as detailed later in this order, except Bombay V.T. party, which is leaving on 30th Nov. '75.

(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, 24th November, 1975.** 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 Friday, 28th November, 1975 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 2-00 p.m. on Sunday, 30th November, 1975. 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. paaty**

This party will depart by School Bus or Public Transport Bus from the B.D. Quadrangle, at 7-45 a.m. (subject to revision) on Sunday 30th November, 1975. Boys of this party will NOT walk down to Kalka. Lunch for all the party members will be arranged by Escort incharge, at Ambala Cantt.

**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
8	Pathankot
9	Allahabad
10	Calcutta
	(via Saharanpur & Lucknow)
11	Delhi Jn. 'A'
12	* Delhi „ 'B'

**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 will be available in the School Office fairly soon. 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 Friday, 28th November, 1975, 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. itself, 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 30th Nov. 1975. The Quartermaster will arrange for this luggage to be transported from departments by the mazdoors, and loaded onto the **Bus** by **7-45 a.m.** The Bombay V.T. party will leave in the School Bus or Public Transport Bus on 30th Nov., 1975, at 7-45 a.m. (subject to revision) for Ambala Cantt.

(vii) Luggage of all children travelling in school parties (except 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 verandahs and taken to Gaskell Hall.** The Quartermaster will please ensure that *first of all* only tin trunks/boxes of all the parties (except the 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 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. J.K. 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. J.K. 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, 1st December, 1975. 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 Delhi 'A', and Amritsar school parties.

(iv) **Supper Packets:**—Supper packets for all school parties (except 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. J.K. Kohli after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Delhi 'A'	... Mr. Dhani Ram	90
Delhi 'B'	... Mr. Sumer Singh	95
Dehra Dun	... Miss Chatterji	10
Amritsar	... Mr. R.P. Aggarwal	35
Pathankot	... Mr. B.C. Katoch	35
Ferozpur	... Mr. S. R. Sharma	30
Allahabad	... Mr. R.K. Malaviya	20
Calcutta	... Mr. S.K. Nayyar	42

The Quartermaster will arrange for the issue of necessary number of clean baskets of appropriate size to the I/c B.D.K. 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 kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for Bombay V.T. and Calcutta parties.

**ROLL - CALL AT KALKA.**

Staff escorting the school parties travelling by 87Dn. 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 DOWN TO KALKA [BOYS]**

(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) 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 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 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 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.

(v) 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 Sunday, 30th November, 1975. Escort I/c. Bombay V.T party would please collect the tickets on the morning of 29th November, 1975.

#### NEXT TERM.

The next term will begin on Tuesday, 10th February, 1976, 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 30th November, 1975 and 1st December, 1975. Boys who have been permitted to walk down to Kalka are not included in 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 &amp; families)</i>	<i>Bus</i>
<b>On 30-11-75</b>				
Bombay V.T.	7-30 a.m.	8-00 a.m.	37	By School/PT Bus.
<b>On 1-12-75</b>				
Simla	7-45 a.m.	8-00 a.m.	10	By HGT Bus.
Kalka	1-30 p.m.	2-00 p.m.	8	By HGT Bus.
Ferozpur	—do—	—do—	18	„
Dehra Dun	—do—	—do—	7	„
Delhi B	—do—	—do—	57	„
Pathankot	—do—	—do—	27	„
Calcutta	—do—	—do—	23	„
Allahabad	—do—	—do—	13	„
Amritsar	6-00 p.m.	6-30 p.m.	18	„
Delhi A	—do—	—do—	75	„

Note: Departure time of Bombay V.T. party from B.D. Quad. is subject to revision.

- Bombay V.T. party will travel by School/P.T. Bus from B.D. Quad. upto Ambala Cantt on 30-11-75. 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.
- Simla party will travel by HGT Jagjitnagar—Simla Bus leaving from B.D. Quadrangle at about 8-00 a.m.
- Ferozpur, Dehra Dun, Delhi B, Pathankot and Calcutta 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.
- Amritsar party will travel in H.G.T. bus, from B.D. Quad. upto Kalka. From Kalka, the party will travel in extra 1st class coach attached to 35 Dn. Simla leaving Kalka at 2145 hours.

6. Delhi A and Allahabad parties will travel by H.G.T. buses, from B.D. Quad. upto Kalka. From Kalka, the parties will travel by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2335 hours.
7. The School Bus will, after unloading of the luggage, etc., at Kalka railway station, 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.

## THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 28TH NOVEMBER, 1975.

### Part I

304—305

#### No. 304. STAFF FAMILIES' RATIONS ETC., DURING VACATION.

(1) With effect from Tuesday, 2nd December, 1975, 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 on sale at the Tuck Shop as usual.

##### **Bread**

Bread will be available at the Q.M. Stores upto Sunday, 7th December, 1975 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 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. 305. 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.

S. R. Das  
Headmaster.