

THE LAWRENCE SCHOOL ORDERS.

—————:O:—————
 SANAWAR, TUESDAY, 10TH FEBRUARY, 1976.

Part I

1—28

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. PROGRAMME

Feb.

Tue. 10th School re-opens (All School parties return)

Wed. 11th Sunday timings

House Masters'/Mistresses'

meeting (MCR) ...

9-30 a.m.

Letter writing (House organisation)

Kit fitting

Lunch ...

1-00 p.m.

Tea ...

4-00 p.m.

Baths ...

4-20 p.m.

Film ...

5-30 p.m.

Supper ...

7-00 p.m.

Lights out ...

8-30 p.m.

Thu. 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.

	Forms to Form rooms under Form staff	
	(Books issued)	10-00—12-00 noon
	Lunch	... 1-00 p.m.
	Kit fitting for children	2-00—4-00 p.m.
	Sr. School Academic staff	
	meeting (MCR)	... 2-30 p.m.
	Tea	... 4-00 p.m.
	Baths	... 4-20 p.m.
	Supper	... 6-30 p.m.
Fri. 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 (stationary issued)	10-00—1-00 p.m.
	New Admissions commence	
	Lunch	... 1-10 p.m.
	Hobbies groups made	... 2-00 p.m.
	Tea	... 4-00 p.m.
	Baths	... 4-20 p.m.
	Supper	... 6-30 p.m.
	Lights out	... 8-30 p.m.
Sat. 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.
	Cricket sets made	... 2-00 p.m.
	Hobbies	3-00—4-00 p.m.
	Tea	... 4-05 p.m.
	Baths	... 4-20 p.m.
	Film	... 5-30 p.m.
	Supper	... 7-00 p.m.
	Lights out	... 8-30 p.m.
Sun. 15th	Festival Cricket Match (weather permitting)	... 10-00 a.m.

No. 4. DAILY ROUTINE

The following routine will be observed with effect from Monday 16-2-76 till further orders :—

Rouser	... 7-00 a.m.
M.I., G.D.	... 7-30 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)	8-45—10-30 a.m.
Break	10-30—10-45 a.m.
Classes (4 Schools)	10-45— 1-05 p.m.
Lunch	... 1-10 p.m.
Games, Hodson & boxing training starting at	... 2-15 p.m.
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.
House Inspection	... 5-25 p.m.
Prep.	5-40— 7-05 p.m.
Supper	... 7-10 p.m.
House Inspection	... 8-20 p.m.
Lights Out	... 8-30 p.m.

No. 5. DAY SCHOLARS—ATTENDANCE IN KITCHENS

All staff members concerned are requested, *immediately* on their return to school, to inform the Bursar in writing as to which of their children, being day scholars, will be taking meals in the school kitchens, and state in respect of each child:—

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

No. 6. MEDICAL

The School office will be sending all medical certificates received, to the R.M.O. who will scrutinize these and take necessary further action if any, required. In spite of our clear instructions to parents, some of them continue to send these along with their children. All House Matrons, however, are requested to collect such medical certificates from these children and send them to the R.M.O., latest by 10-00 a.m. on 11th February, 1976.

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

No. 7. NEW ADMISSIONS—RECEPTION

New admissions will commence from 13th February and continue upto 17th 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, P.D. children will be directed to the Mistress I/c P.D. for Test and interview. Some may be sent to the RMO for medical examination, before they go to Mistress I/c P.D. The 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. 8. LATE ARRIVALS

All late arrivals (irrespective of their Forms in which they are studying), along with explanations, if any, for late arrival, be reported to the Headmaster by the Housemasters/Housemistresses by 12th February.

No. 9. 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.
13th February	—	—	10	7
14th „	—	—	17	9
16th „	26	11	2	—

No. 10. 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, 16th February, 1976.

Clothes will be issued to **Day Scholars** in all Deptts at 2-00 p.m. on Wednesday, 11th February, 1976.

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 during the winter season.

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

No. 11. STRENGTH RETURNS

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

No. 12. NETS

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

No. 13. 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, 13th March, '76 (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. 14. 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, 7th June, 1976.

No. 15. 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. 16. 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. 17. 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. 18. 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. 19. 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. 20. STAFF SUPPER TIMINGS

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

No. 21. STAFF CLUB : BADMINTON

Gaskell Hall will be available for badminton from 5-30 p.m. to 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. 22. STAFF RATIONS AND FUEL

On return to Shcool on Tuesday, 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. Tuesday, 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.

No. 23. FURNITURE—STAFF QUARTERS & DEPARTMENTS

Detail 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 from there 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 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. 24. TUCK SHOP TIMINGS

The Tuck Shop will open daily from 11-00 a.m. to 1-00 p.m. from Friday, 6th February, and observe the normal timings from Monday, 10th February, 1976.

No. 25. ACADEMIC STAFF MEETING & HOUSE LISTS

A full meeting of the academic staff of B.D. and G.D. will be held in the M.C.R. at 2-30 p.m. on Thursday, 12th February, '76

House lists are almost ready, but are subject to finalisation. Will Housemasters and Housemistresses G.D. kindly come prepared to finalise these lists, on 11-2-76, at 9-30 a.m. in the M.C.R. when they come for a meeting on that day.

No. 26. 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.
- (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. 27. 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 Friday, 20th February, 1976.

1.	HMT Automatic Black dial	(A)	...	sale price	...	Rs. 356/-
2.	HMT Sona Golden dial	(B)	...	" "	...	" 199/-
3.	" " " "	(C)	...	" "	...	" 199/-
4.	" " " "	(D)	...	" "	...	" 199/-
5.	" " " "	(E)	...	" "	...	" 199/-
6.	HMT Chinar	(F)	...	" "	...	" 172/-
7.	" " " "	(G)	...	" "	...	" 172/-
8.	" " " "	(H)	...	" "	...	" 172/-
9.	" " " "	(I)	...	" "	...	" 172/-
10.	" " " "	(J)	...	" "	...	" 172/-
11.	" " " "	(K)	...	" "	...	" 172/-

The Lottery-draw results will be communicated to the persons concerned soon after 20th February, 1976.

No. 28. CINEMA

The film HELPMATES will be shown in Barne Hall at 5-30 p.m. on Wednesday 11th February, 1976.

The film PIRATE SUBMARINE will be shown in Barne Hall at 5-30 p.m. on Saturday, 14th February, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:O:
 SANAWAR, MONDAY, 16TH FEBRUARY, 1976.

Part I

29—52

No. 29. PROGRAMME

Sat. 14th	Film	... 5-30 p.m.
	Supper	... 7-00 p.m.
	Lights out	... 8-30 p.m.
Sun. 15th	Festival Cricket Match (weather permitting)	... 10-00 a.m.
Mon. 16th	Daily Routine as published in School Orders dated Tue. 10th Feb., '76 comes into force.	
Sat. 21st	Film	... 5-30 p.m.
	Supper	... 7-00 p.m.

No. 30. ALL INDIA HIGHER SECONDARY (INTERNAL) EXAM. FEBRUARY—1976.

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.	
Tuesday 17-2-76	Mathematics	Paper I	—
Wednesday 18-2-76	General Science	Paper I	—
	Social Studies & Indian Culture	}	Paper I —
Thursday 19-2-76	* Language at lower level (3rd Language (Sanskrit, Punjabi)	}	Paper I —
	**Language at lower level (2nd Language Sanskrit, Punjabi)	}	Paper I —
Saturday 21-2-76	9-00 a.m.—12-00 noon (Crafts) Sewing Needle-work & Embroidery	}	A Sewing Needle- work & Embroid- ery B

*Candidates who could not qualify in a Third Language at the end of Class IX but were promoted to class X, will appear in the Language at lower level (Third Language) according to the syllabus given in the prospectus for the All-India Higher Secondary Examination, 1977.

**Candidates of present class X, will take the examination in Language at lower level (Second Language) according to the syllabus given in the prospectus for All-India Higher Secondary Examination, 1977. Candidates of present Class XI who have not yet qualified in Second Language will also take this Examination.

No. 31. ALL-INDIA HIGHER SECONDARY (FINAL) EXAM. '76

Morning Session	Afternoon Session	
(9-00 a.m.—12-00 noon,)	(2-00 p.m. 5-00 p.m.)	
	<i>Tue. 2nd March, 1976</i>	
English Paper I	—	
	<i>Wed. 3rd March, 1976</i>	
English Paper II	—	
	<i>Thu. 4th March, 1976</i>	
English Paper III	—	
	<i>Wed. 10th March, 1976</i>	
Mathematics (Advanced) Paper I	—	
Psychology Paper I	—	
Physiology & Hygiene Paper I	—	
	<i>Thu. 11th March, 1976</i>	
Mathematics (Advanced) Paper II	—	
Psychology Paper II	—	
Physiology & Hygiene Paper II	—	
	<i>Fri. 12th March, 1976</i>	
History Paper I	—	
	<i>Sat. 13th March, 1976</i>	
Physics Paper I	Geography	Paper I
	<i>Wed. 17th March, 1976</i>	
Physics Paper II	Geography	Paper II
	<i>Thu. 18th March, 1976</i>	
History Paper II	—	
	<i>Fri. 19th March, 1976</i>	
Chemistry Paper I	Economics	Paper I

Morning Session (9-00 a.m.—12-00 noon.)	Afternoon Session (2-00 p.m.—5-00 p.m.)	
	<i>Sat. 20th March, 1976</i>	
Chemistry	Paper II	Economics Paper II
	<i>Mon. 22nd March, 1976</i>	
Biology	Paper I	—
	<i>Tue. 23rd March, 1976</i>	
Biology	Paper II	—
	<i>Wed. 24th March, 1976</i>	
Eng. Language & Lit.	Paper I	—
	<i>Thu. 25th March, 1976</i>	
Eng. Language & Lit.	Paper II	Music (Instrumental/ Tabla (Theory)
	<i>Fri. 26th March, 1976</i>	
	(9-00 a.m.—12-00 noon) & 1-00 p.m.—4-00 p.m.)	
Painting	Paper I	—
	<i>Sat. 27th March, 1976</i>	
	(9-00 a.m.—12-00 noon) & 1-00 p.m.—4-00 p.m.)	
Painting	Paper II	—

Dates for Practical Examination

<i>29th, 30th March, 1st & 2nd April, '76.</i>	... Physics, Chem., Biology
<i>3rd & 5th April '76</i>	... Geography
<i>8th April '76</i>	... Music (Instrumental)
<i>10th April '76</i>	... { Physiology & Hy- giene, Psychology

Notes:—(1) Allotment of roll numbers and batches for practical examination will be notified at the examination centres for written papers.

(2) The result of the examination is likely to be published in the 1st week of June, 1976. No enquiries about the actual date of declaration of result will be attended to.

No. 32. INDENTS

Indents for the period ending 15th June, 1976, if not already put in, should be submitted to the Bursar by stock holders latest by 18th February, 1976.

No. 33. DISCIPLINE : DAY SCHOLARS

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

No. 34. 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. 35. 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. 36. 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. 37. 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. 38. 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. 39. 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. 40. SCHOOL BUS/SCHOOL JEEP

Sunday and Thursday are the 'off days' for the School Bus driver and the School Jeep driver respectively.

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. 41. 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. 42. 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. 43. 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. 44. 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. 45. 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. 46. 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

(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. 50. GAMES I/c CRICKET '76.

Mr. Mundkur	XI
Mr. Hasan	Colts
Mr. Khalid	Atoms

No. 51. AMENDMENT OF SCHOOL ORDER

School Order No. 22 dated 10-2-76 para 2 & 3. Instead of 3rd Wednesdays and 3rd Thursdays, please read 2nd Wednesdays and 2nd Thursdays.

No. 52. INCREASING INCIDENT OF COUGH, COLD AND FEVER.

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 Tuesday, 17th February, 1976.

- (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 th House Matorns 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.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 20TH FEBRUARY, 1976.

Part I

53-64

No. 53. PROGRAMME

Sat. 21st	Film	...	5-30 p.m.
	Supper	...	7-00 p.m.
Sun. 22nd	Festival Cricket Match (weather permitting)	...	10-30 a.m.
Thu. 26th	Medical Examination commences		
Sat. 28th	Society meetings	...	6-00 p.m.
	Supper	...	7-00 p.m.
Sat. 29th	Film	...	5-30 p.m.
	Supper	...	7-00 p.m.

No. 54. OUT OF BOUNDS.

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

No. 55. 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. 56. 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. 57. 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 1975, 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. 58. USE OF STATIONERY.

The cost of different kinds of paper, pencil, ink and all other 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. 59. 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 a.m.— 1-00 p.m.
Saturday	... 10-00 a.m.—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. 60. 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 any discrepancy; the School Office cannot make good any subsequent alleged deficiencies.

No. 61. 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. 62. ELECTRICITY CONSUMPTION.

During the last week it has been observed that electricity consumption has gone very high, obviously due to use of electrical gadgets. The load in the evening hours is excessive, and it may cause damage to the sub-station and thus adversely affect the study hours of the children.

It is therefore notified that electrical appliances be used to the minimum, in particular during the evening hours that is from 6-00 p.m. to 9-00 p.m.

All concerned are requested to lend their co-operation so as to avoid any break-down. Persons concerned are requested to see that lights are switched off soon after the prep. is over, and also in the dormitories when they are not required.

No. 63. WATER CHARGES (RATES)

The rates of water charges payable by Staff from 20th February, 1976 to 19th June, 1976 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. 1/10 per 1000 litres.
- (iii) Above 3000 litres per head per month, Rs. 2/00 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. 1/10 per 1000 litres.
- (iii) Above 4000 litres per head per month, Rs. 2/00 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 per month.

The above rates and scales will apply in all cases for not less than one accounting month at a time. Any adjustments in the charges due to absence should be notified to the Engineer before the 18th of a month.

No. 64. CINEMA.

The film **TOPPLER RETURNS** will be shown in Barne Hall at 5-30 p.m. on Saturday, 21st February, 1976,

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:0:—
SANAWAR, THURSDAY, 26TH FEBRUARY, 1976.

SPECIAL ORDER

No. 65. SCHOOL CALENDAR 1976 (Feb. 10th—June 15th)

Feb.

Tue. 10th School re-opens (All School parties return)

Wed. 11th Sunday timings

House Masters'/Mistresses' meeting (MCR) 9-30 a.m.

Letter writing (House organisation)

Kit fitting

Lunch ... 1-00 p.m.

Tea ... 4-00 p.m.

Baths ... 4-20 p.m.

Film ... 5-30 p.m.

Supper ... 7-00 p.m.

Lights out ... 8-30 p.m.

Thu. 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.

Forms to Form rooms under Form staff

(Books issued) 10-00—12-00 noon

Lunch ... 1-00 p.m.

Kit fitting for children 2-00—4-00 p.m.

Sr. School Academic staff

meeting (MCR) ... 2-30 p.m.

Tea ... 4-00 p.m.

Baths ... 4-20 p.m.

Supper ... 6-30 p.m.

Lights out ... 8-30 p.m.

Fri. 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 (stationary issued) 10-00—1-00 p.m.

	New Admissions commence	
	Lunch	... 1-10 p.m.
	Hobbies groups made	... 2-00 p.m.
	Tea	... 4-00 p.m.
	Baths	... 4-20 p.m.
	Supper	... 6-30 p.m.
	Lights out	... 8-30 p.m.
Sat. 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.
	Classes	8-40—10-25 a.m.
	Break	10-25—10-45 a.m.
	Classes	10-45—1-05 p.m.
	Lunch	... 1-10 p.m.
	Cricket sets made	... 2-00 p.m.
	Hobbies	3-00—4-00 p.m.
	Tea	... 4-05 p.m.
	Baths	... 4-20 p.m.
	Film	... 5-30 p.m.
	Supper	... 7-00 p.m.
	Lights Out	... 8-30 p.m.
Sun. 15th	Festival Cricket match (weather permitting)	... 10-00 a.m.
Mon. 16th	Normal teaching, games and hobbies programme comes into effect.	
Tue. 17th	All India Higher Secondary Examination (Internal) commences.	
Sat. 21st	Film	... 5-30 p.m.
	Supper	... 7-00 p.m.
Thu. 26th	Medical Examination Commences	
Sat. 28th	Film	... 5-30 p.m.
	Supper	... 7-00 p.m.
Sun. 29th	Staff Club meeting followed by dinner (Art room)	... 6-30 p.m.
	Supper for children	... 6-30 p.m.

March

- Tue. 2nd All India Higher Secondary Examination
(External) commences.
- Wed. 3rd Society meetings (after supper)
- Sat. 6th Society meetings ... 6-00 p.m.
Supper ... 7-00 p.m.
- Sun. 7th Film ... 5-45 p.m.
Supper ... 7-15 p.m.
- Mon. 8th Morning P.T., & Hodson training commences
- Wed 10th Society meetings (after supper)
- Sat. 13th I—H Debate English (Srs.) ... 6-15 p.m.
Supper ... 7-15 p.m.
- Sun. 14th Film ... 5-45 p.m.
Supper ... 7-15 p.m.
- Tue. 16th Holi
- Wed. 17th Society meetings (after supper)
- Thu. 18th First Assessment meeting (MCR)
- Fri. 19th Teams leave for Dehra Dün
- Sat. 20th Cricket fixture against Doon School (away)
- Sun. 21st Cricket fixture against Doon School (away)
- Mon. 22nd Teams return
- Wed 24th Society meetings (after supper)
- Fri. 26th School Cricket XI leaves for Nabha
- Sat. 27th XI vs. P.P.S. (away)
P.P.S. Cricket Colts arrive
- Sun. 28th XI vs. P.P.S. (away)
School Colts vs. P.P.S. colts (home)
Film ... 5-45 p.m.
Supper ... 7-15 p.m.
School XI returns
- Wed. 31st Society meetings (after supper)

April

- Thu. 1st Nilagiri House show 1st performance
(P.D. and L-IV downwards to attend) ... 4-30 p.m.
- Fri. 2nd School Colts Cricket XI leaves for Patiala
Y.P.S. Cricket XI arrives.
- Sat. 3rd School XI vs. Y.P.S. (home)
School Colts vs. Y.P.S. colts (away)

	School Colts return	
	Supper	... 5-45 p.m.
	Nilagiri House Show final performance	... 6-30 p.m.
Sun. 4th	School XI vs. Y.P.S. (home)	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 5th	House farewell parties to U-VI (Prep cancelled)	... 7-00 p.m.
Tue. 6th	School farewell Lunch to U-VI	12-00 noon
	I—H Boxing tournament commences	
Wed. 7th	Society meetings (after supper)	
Sat. 10th	I—H Boxing Finals	
	All India Secondary Exams end.	
	Supper	... 6-00 p.m.
	Sr. School Social	7-00—10-00 p.m.
Sun. 11th	'Hodson' heats commence	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 12th	Siwalik House Show 1st performance (P.D. & L-IV downwards to attend)	... 4-30 p.m.
Tue. 13th	Baisakhi	
	Second assessment meeting (MCR)	
Wed. 14th	'Hodson' finals	
	Supper	... 5-45 p.m.
	Siwalik House show final performance	... 6-30 p.m.
Thu. 15th	School breaks for camps/hikes	
Thu. 22nd	Camping and hiking parties return	
Fri. 23rd	Cricket House trials	
Sat. 24th	I—H Cricket tournament commences	
	I—H Hindi Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-00 p.m.
Sun. 25th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 28th	I-H Cricket tournament concludes	
	Society meetings (after supper)	
Thu. 29th	P.D. vs. B.D. (cricket)	
Fri. 30th	Hockey Season Commences	
	Festival hockey match.	

May

Sat.	1st	I—H Debate, English (Jrs.)	...	6-00 p.m.
		Supper for School	...	7-00 p.m.
		Staff club dinner	...	7-45 p.m.
Wed.	5th	Society meetings (after supper)		
Thu.	6th	Himalaya House show 1st performance (P.D. & L-IV downwards to attend)	...	4-30 p.m.
Sat.	8th	Supper	...	5-45 p.m.
		Himalaya House show final performance	...	6-30 p.m.
Sun.	9th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Wed.	12th	Society meetings (after supper)		
Sat.	15th	I—H Debate, Hindi (Jrs.)	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	16th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Wed.	19th	Society meetings (after supper)		
Thu.	20th	Third assessment meeting (MCR)		
Fri.	21st	Vindhya House Show 1st performance (L-IV & downwards to attend)	...	4-30 p.m.
Sat.	22nd	Supper	...	5-45 p.m.
		Vindhya House show final performance	...	6-30 p.m.
Sun.	23rd	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Wed.	26th	Society meetings (after supper)		
Sat.	29th	I—H Debate, English (Srs.)	...	6-00 p.m.
		Supper	...	7-00 p.m.
Sun.	30th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

June

Wed.	2nd	Hockey House trials. Society meetings (after supper)		
Thu.	3rd	Hockey House trials		
Fri.	4th	Half yearly Exams commence I—H hockey tournament commences		
Sun.	6th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Wed.	9th	Weighing and measuring commences		

Thu. 10th	I—H hockey tournament concludes.	
Fri. 11th	Half yearly Exams end P.D. vs. B.D., hockey	
Sat. 12th	Prep School show 1st performance (P.D. & L-IV downwards to attend)	... 4-30 p.m.
Sun. 13th	Rouser M.I. (Sunday timings) Breakfast Marks handed in to Form staff Supper Prep School Show final performance	... 7-00 a.m. ... 8-45 a.m. ... 9-30 a.m. ... 5-45 a.m. ... 6-30 p.m.
Mon. 14th	Rouser M.I., (Sunday timings) Breakfast End of term Assembly Academic Staff meeting Escorts' meeting Supper Sr. School Social	... 7-00 a.m. ... 8-45 a.m. ... 9-30 a.m. ... 10-00 a.m. ... 11-00 a.m. ... 5-45 p.m. ... 6-30 p.m.
Tue. 15th	Term Ends—HOME DAY	

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 27TH FEBRUARY, 1976.

Part I

66-76

No. 66. PROGRAMME

Sat. 28th	Shivratri		
	Film (Hindi)	...	5-00 p.m.
	Supper	...	7-45 p.m.
Sun. 29th	Cricket—staff vs. XI	...	10-00 a.m.
	Staff Club meeting followed by dinner (Art room)	...	6-30 p.m.
	Supper for children	...	6-30 p.m.

March

Tue. 2nd	All India Higher Secondary Examination (External) commences.		
Wed. 3rd	Society meetings (after supper)		
Sat. 6th	Society meetings	...	6-00 p.m.
	Supper	...	7-00 p.m.
Sun. 7th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 67. ALL INDIA HIGHER SECONDARY EXAMINATION

The All India Higher Secondary Examination (External) will be conducted in Barne Hall from Tue. 2nd March '76. In all fairness to all those who will be taking the examination, it is requested that noise in the precincts of Birdwood in general and Barne Hall in particular is kept to the minimum. B.D. prefects will exercise strict control at milk break to ensure that no disturbance is caused to the examinees. Upper VI children, in their turn, are reminded that once the examination is over, they move away quietly without disturbing the normal conduct of classes.

Upper VI children who have an examination in the afternoon will have their lunch at 12-30 p.m. Kitchen will be notified of numbers in advance.

No. 68. 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. 69. BICYCLES

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

No. 70. 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. 71. 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. 72 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. 72. 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, 1976*. 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 1977. The year for which it is valid will be found stamped on it, e.g. 1976/77.

(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 Thursday, 4th March, 1976, 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. 73. 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 corrections/ amendments in Tuckshop Slips.

No. 74. STAFF CLUB.

The annual meeting of the Staff Club, Sanawar, will be held on Sunday 29th February '76 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. 75. ADMINISTRATIVE HOLIDAY

Saturday, 28th February, 1976 will be observed as holiday on account of Shivratri by administrative staff. The Tuck Shop will, however, remain open as usual.

No. 76. CINEMA

The Hindi film ANOKHI ADA will be shown in Barne Hall at 5-00 p.m. on Saturday, 28th February, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:0:—
SANAWAR, FRIDAY, 5TH MARCH, 1976.

Part I

77—86

No. 77. PROGRAMME

Sat.	6th	Society meetings cancelled	
		Hindi Film	... 5-00 p.m.
		Supper	... 8-00 p.m.
Sun.	7th	Cricket—School vs. Govt. College, Solan	... 10-00 a.m.
Mon.	8th	Morning P.T., & Hodson training commences	
Wed.	10th	Society meetings (after supper)	
Sat.	13th	I—H Debate English (Srs.)	... 6-15 p.m.
		Supper	... 7-15 p.m.
Sun.	14th	Hindi Film	... 4-30 p.m.
		Supper	... 7-30 p.m.

No. 78. DAILY ROUTINE

Following routine will be incorporated in the regular programme with effect from Monday, 8th March 1976.

Rouser	... 6-00 a.m.
Chota Hazari	... 6-25 a.m.
P.T., Hodsons	6-35—7-10 a.m.

No. 79. 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.	Quartermaster
Head Boy	Steward

Other members

Mr. V.L. Hegde (Veg.)	Mr. C.B. Abraham (Non. Veg.)
Salil Kapoor (Him.)	Ashwani Dogra (Siw.)
Bharat Puri (Nil.)	Sarvjit Bhandari (Vind.)

G.D.*Ex-officio members*Senior Mistress
Head GirlQuartermaster
Kitchen Matron*Other members*

Mrs. K.U. Mundkur (Veg.)	Mrs. S. Bhalla (Non. Veg.)
Parminder Kaur (Him.)	Bindu Talwar (Siw.)
Anjali Ewing (Nil.)	Anju Latta (Vind.)

No. 80. 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 1976 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. 81. 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, 1976.

No. 82. 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, 14th March, 1976, 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. 83 DOGS AT SANAWAR

S.O. No. 72 dated 27-2-76 para 4 (a) is reproduced below for immediate compliance :—

“ All dog owners at Sanawar must inform the R.M.O. in writing latest by Thursday, 4th March, 1976, 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. 84. SCHOOL VEG. AND FRUIT SHOP

The School Veg. and Fruit Shop will remain closed on Thursdays. On other week days, it will be open at the following timings:—

- (i) 11-00 a.m.—12-30 p.m.
- (ii) 1-00 p.m.— 3-00 p.m.

The rates of various items available for cash/credit purchases have been put up at the shop itself, for information to all concerned.

No. 85. P.D. IN QUARANTINE

There appears to be an outbreak of Coryza in Prep Department, and with a view to arrest its spreading in B.D. and G.D., it is notified to all concerned that P.D. is placed in quarantine with immediate effect.

The P.D. will, therefore, be 'out of bounds' to B.D. and G.D. children. The P.D. children will, it is regretted, not be able to attend the film shows in Barne Hall until further orders.

No. 86. CINEMA

The Hindi film DO DUSHMAN will be shown in Barne Hall at 5-00 p.m. on Saturday, 6th March, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 12TH MARCH, 1976.

Part I

87—100

No. 87. PROGRAMME

Sat. 13th	I—H Debate, English (Srs.)	... 6-15 p.m.
	Supper	... 7-15 p.m.
Sun. 14th	Film cancelled	
	Cricket—School vs. Mr. Mallik's XI	... 10-00 a.m.
Tue. 16th	Holi	
Wed. 17th	First Assessment meeting (MCR)	... 5-00 p.m.
	(not on Thu. 18th as previously published)	
	Society meetings (after supper)	
Fri. 19th	Atoms and XI leave for Dehra Dun	
Sat. 20th	Cricket fixture against Welham and Doon School (away)	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Sun. 21st	Cricket fixture against Doon School (away)	
Mon. 22nd	Teams return	

No. 88. SATURDAY PREP

There will be no morning P.T., and 'Hodson' training on Saturdays. The Sr. School will have 'Prep' in Birdwood School from 6-35—7-35 a.m.

No. 89. 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. 90. 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, 1976, since the camp period would commence on 15th April, 1976.

No. 91. 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 to control consumption is particularly necessary now.

Following water-supply timings will be observed with effect from Monday, 15th March, 1976:—

- (a) Supply Tanks [School and Sr. Staff]:
 - (i) 5-00 a.m.—9-00 a.m.
 - (ii) 4-00 p.m.—7-00 p.m.
- (b) Junior Staff Quarters:—
 - (i) Between 6-00 a.m.—8-00 a.m. [for ONE hour only]
 - (ii) Between 5-00 p.m.—6-30 p.m. [for 45 minutes only]
- (c) Night rooms:—
 - From 7-00 p.m.—8-45 p.m.

No. 92. 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. 93. CAMPS/HIKES

Camp period will extend from Thursday, 15th April to Thursday, 22nd April, 1976. 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 in duplicate, the proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 3rd April, 1976. 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, 1976.
- (4) Himachal Govt. transport buses could be chartered, but their availability is not guaranteed. Those concerned are requested to kindly send their requirement to 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 should not exceed Rs. 100/- per child excluding food expenses. All Housemasters/Housemistresses are requested to kindly arrange to have the cyclostyied 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. 94. 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. 95. ELECTRIC SUPPLY SHUT DOWN

The H.P. State Electricity Board have informed that power supply will be shut off on Sunday, 14th March, 1976, from 10-00 a.m. to 4-00 p.m.

No. 96. 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. 97. PREPARATION OF TUCK SHOP SLIPS

Reference School Order No. 43 'Tuck Shop Slips', dated Friday 16th February, 1976, and School Order No. 73, dated Friday 27th February, 1976.

Tuck Shop Slips will now not be required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by children, duly examined and passed by Housemasters/Housemistresses under their signatures and date. The other details regarding the above mentioned two School Orders remain the same.

All House Staff are also hereby informed that children of their Houses may not be permitted to buy any eatables or tonics from Tuck Shop on Tuck-Shop Slips, unless especially recommended by the school R.M.O., for which he will issue written recommendations to the House Staff concerned.

This is for information and necessary action of all concerned.

No. 98. SCHOOL HALWAI'S RATES

The School halwai contract this year has been given to M/s Pars Ram Bawa Barham Dass, P.O. Garkhal, (Simla Hills) H.P.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 11th February, 1976.

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.

School Halwai Shop near the School Bakery, is out of bounds for all school children at all times.

All sales to School children will be for cash only

Name of articles	Rate		No. of pieces per kg.	Rate per piece Paisas
	Rs.	P.		
Balu shahi	...	7-00	35	20
Barfi white	...	11-00	44	25
Barfi Chocolate	...	12-00	40	30
Barfi Besan	...	7-00	35	20
Besan Laddoo	...	7-00	35	20
Gulab Jaman	...	9-00	30	30
Gur-groundnut toffee	...	5-00	20 pkts. of 50 gms. each	25 per pkt.
Groundnut fried	...	7-00	20 pkts. of 50 gms. each	35 per pkt.
Jalebi	...	7-00	35	20
Laddoo Motichoor	...	7-00	35	20
Mathi namkin	...	7-00	35	20
Palangtor (milk-cake)	...	12-00	40	30
Potatoe wafers	...	8-00	20 pkts. of 50 gms. each	40 per pkt.
Potatoe Tikki, with chutney	...	—	—	25
Rasgulla	...	9-00	30	30
Rasmalai	...	9-00	30	30
Sewian-Dal	...	7-00	20 pkts. of 50 gms. each.	35 per pkt.
Bhatoora/kachori with vegetable	—	—	—	25 each
Dahi Bhalla	...	—	—	25 each
Poori (with vegetable)	...	—	—	25 each
Samosa	...	—	—	25 each
Tea glass or cup (with sugar)	...	—	—	25 each

No. 99. MEDICAL

Reference School Order No. 85, dated 5-3-1976, "P.D. in Quarantine".

In view of the improvement in the situation, and that there are no further cases of Coryza in P.D., it is hereby informed that P.D. is out of Quarantine with immediate effect.

No. 100. ADMINISTRATIVE HOLIDAY

Tuesday, 16th March, 1976 will be observed as holiday on account of Holi by administrative staff. The Tuck Shop will, however, remain open as usual.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:O:
 SANAWAR, FRIDAY, 19TH MARCH, 1976.

Part I

101—107

No. 101. PROGRAMME

March

- Sat. 20th Cricket fixture against Welham and Doon School (away)
 Film ... 6-10 p.m.
 Supper ... 7-45 p.m.
- Sun. 21st Cricket fixture against Doon School (away)
- Mon. 22nd Teams return
- Wed. 24th Society meetings (after supper)
- Fri. 26th School Cricket XI leaves for Nabha
- Sat. 27th XI vs. P.P.S. (away)
 P.P.S. Cricket Colts arrive
- Sun. 28th XI vs. P.P.S. (away)
 School Colts vs. P.P.S. Colts (home)
 Film ... 6-00 p.m.
 Supper ... 7-30 p.m.

No. 102. CALENDAR AMENDMENTS

The following amendments have been made in the School

Calendar :—

April

- Tue. 13th Siwalik House Show final performance
 (instead of Wed. 14th)
- Wed. 14th 'Hodson' finals ... 10-00 a.m.
 Lunch ... 12-30 p.m.
 Second Assessment meeting ... 2-00 p.m.
 (instead of Tue. 13th)

No. 103. 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. 104. 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. 105. 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. 106. PRIVATE TRADING

Reference School Order No. 92, dated Friday, 12th March, 1976.

It is further clarified for the information and strict compliance from all concerned, that private trading, purchase and disposal of personal belongings or that of anyone else, and credit or cash dealings of anykind on this account, will not be undertaken by employees of the school (including their family members residing with them) and children, without prior proper sanction from the Headmaster.

It is brought to the notice of all concerned that very serious disciplinary action will be taken against those who will act contrary to this order.

Will all House Staff and Heads of Departments, please explain contents of this order, and that of School Order No. 92, dated 12-3- 1976, and the implications thereof.

No. 107. CINEMA

The film "ESTHER COSTELLO" will be shown in Barne Hall at 6-10 p.m. on Saturday, 20th March, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:O:—

SANAWAR, FRIDAY, 19TH MARCH, 1976.

SPECIAL ORDER

No. 108. MEDICAL CATEGORISATION—SCHOOL CHILDREN

With a view to avoid repeated medical check up for ascertaining physical fitness of children for each of the seasonal games and sports, it has been found convenient and useful to group children under separate categories, indicating the extent to which any particular child could involve himself/herself in outdoor activities, boxing, gymnastics, etc. House-wise lists of children concerned, of all departments, therefore, are hereby published, for information and necessary action of all concerned, indicating their categories, and specific limitations. These medical categories are defined as follows:-

- A 1:** The child is fit in all respects and can take part in all physical activities without any restrictions. Names of children under this category are not published.
- A 2:** The child is fit in all respects except for boxing, gymnastics, hodson runs, etc., as indicated by the remarks printed next to the category given to a child.
- B :** The child is permitted to take part in organised field games, but he will not do boxing, gymnastics. hodson runs and P.T.
- C :** No physical exercise is permitted what so ever.

Note : 1. Temporary downgrading of children with respect to their categories will take place in the event of a child contracting disease or sustaining injury.

- 2. Permanent upgrading or downgrading of children with respect to their categories can also take place at the time of annual medical check-up.
- 3. Details with regard to notes 1 and 2 above, will be published in School Orders from time to time.

<i>Name</i>	<i>Deptt.</i>	<i>Med. Ctgy.</i>	<i>Activiy excused</i>
Navdeep Jain	HBD (Sr.)	A2	Boxing
Amarjung Singh	"	"	Boxing & Gym.
Hans Raj S. Gill	"	"	Hod. & Boxing
Kulpreet Singh	"	"	Boxing & Gym.
Maninder Singh	"	C	
Pankaj Mutneja	"	A2	Boxing & Gym.
Prabhdeep S. Sethi	"	"	Boxing & Gym.
Gurpreet Kohli	"	"	Boxing & Gym.
Sharanprit S. Gill	"	C	
Salil Kapoor	"	A2	Boxing
Sanjay Grover	"	C	
Sudeep Jain	"	A2	Boxing
Srikar Baba	"	C	
Susham K. Singla	"	A2	Hodson
— Arunjeet S. Sodhi	HBD (Jr.)	"	Boxing & Gym.
Alok Kukreja	"	"	Boxing & Gym.
Bhupinder Saklani	"	"	Boxing
Fatehyab S. Pahuwindia	"	C	
Gautam S. Ahlawat	"	A2	Boxing & Gym.
Harjinder S. Randhawa	"	C	
Pawan Gulati	"	A2	Boxing & Gym.
Ravinder Sirkeck	"	C	
Sanjay Mehta	"	A2	Boxing & Gym.
Ashok Gupta	NBD (Sr.)	"	Boxing
Bharat Puri	"	"	Boxing
Bhupinder K. Gupta	"	"	Boxing & Gym.
Dilip Singh Baidwan	"	"	Boxing & Gym.
Atul Kapoor (Chandigarh)	"	"	Boxing & Gym.
Gurcharan S. Kadan	"	"	Boxing
Manjit S. Gill	"	C	
Nikul Malvi	"	A2	Boxing & Gym.
Paramjit S. Pannu	"	"	Boxing & Gym.
Prasant Chowdhry	"	"	Boxing & Gym.
Rajiv Suri	"	"	Boxing & Gym.
Rahul K. Bhandari	"	"	Boxing & Gym.
Sanjiv Suri	"	"	Boxing & Gym.
Sanjay Nagpal	"	"	Boxing

Sukhbir S. Badal	NBD (Sr.)	A2 Boxing & Gym.
Lalit Sharma	"	" Boxing & Gym.
T. Khaisianmung	"	" Boxing & Gym.
Ajai Nath Maira	NBD (Jr.)	" Boxing
Ajai Singh Sial	"	" Boxing & Gym.
Alam Singh Khara	"	" Boxing & Gym.
Anupal S. Bawa	"	" Boxing
Arvinder S. Dhaliwal	"	" Boxing
Chetan Gupta	"	" Boxing
Apramjeet Singh	"	" Boxing
Deepak Saluja	"	" Boxing & Gym.
Har Roop Dhaliwal	"	C
Jagat Bir S. Sandhu	"	A2 Boding, Gym. & Hodson
Kushal Rajani	"	" Hod. & Swim.
Prabal Nag	"	" Boxing
Rajeev Pabley	"	" Boxing
Rajinder M. Deora	"	" Boxing
Rakesh Sarda	"	" Boxing & Gym.
Sanjiv Singh Bawa	"	" Boxing
Arjun Vikram Singh	SBD (Sr.)	" Boxing
Anil Bhan	"	" Boxing
Arvind Chatrath	"	" Boxing & Gym.
Atul Mittal	"	" Boxing & Gym.
Gurinder S. Ahluwallia	"	" Boxing
Nripender S. Negi	"	C
Sanjay Dutt	"	A2 Boxing & Hod.
Sanjiv Sharma	"	" Boxing
Ravin Grewal	"	" Boxing
Rajesh Dogra	"	" Boxing
Rajive Krishnan	"	" Boxing & Gym.
Arjun Chatrath	SBD (Jr.)	C
Ashok S. Garcha	"	A2 Boxing
Harpal S. Randhawa	"	C
Hartejinder S. Mann	"	A2 Boxing
Gurinder S. Mann	"	" Boxing
Rohit Gulati	"	" Boxing & Gym.
Rohit Prakash Chaudhry	"	C
Satinder Pal Singh	"	A2 Boxing

Atulya Sharma	VBD (Sr.)	A2 Boxing
Arun Chandra	"	" Boxing & Gym
Ashok K. Goel	"	" Boxing & Gym
Birinder S. Dhanoa	"	" Boxing & Gym
Jaideep S. Grewal	"	" Boxing
Manbir S. Brar	"	" Boxing & Gym.
Nikhil Sawhney	"	" Boxing & Gym.
Nitender S. Dhillon	"	" Boxing
Nakul Sabharwal	"	" Boxing & Gym.
Padmanabhan Rangappa	"	" Boxing
Parminder S. Gill	"	" Boxing
Pawanjit S. Bala	"	" Boxing
Ranbir Singh	"	" Boxing
Sanjit S. Bala	"	" Boxing & Gym.
Vijit Bery	"	" Boxing
Vinod Sharma	"	" Boxing & Gym.
Amrinder S. Gill	VBD (Jr.)	" Boxing
Ajay Joshi	"	" Boxing
Amit Sharma	"	" Boxing
Arjun Bedi	"	C
Harmit S. Gill	"	A2 Boxing
Lalit Chadha	"	" Boxing
Pankaj Bhutani	"	" Boxing & Gym.
Puneet Matta	"	C
Sanjiv Aggarwal	"	B
Sheetal Sharma	"	A2 Boxing
Meera Khanna	HGD	B
Paramjit K. Badal	NGD	C
Swarndev Kaur Gill	"	"
Simran Puri	"	"
Manveen Kaur	VGD	"
Nav Kiran Dhillon	"	"
Parminderdeep S. Sethi	HPD	"
Munisha Anand	NPD	"
Mini Pritam Singh	VPD	B
Teshula Mohindra	"	"
Harmit Kaur Maini	VGD	C
Rabinder Kumar Gupta	NBD (Sr.)	"
Ajit Bajaj	SBD (Jr.)	A2 Boxing

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 26TH MARCH, 1976.

Part I

109—115

No. 109. PROGRAMME

March

- Sat. 27th Cricket fixture against P.P.S., Nabha cancelled.
 Sun. 28th Film ... 5-45 p.m.
 Supper ... 7-15 p.m.
 Wed. 31st Society meetings (after supper)

April

- Thu. 1st Nilagiri House Show 1st performance
 (P. D. and L-IV downwards to attend)
 Fri. 2nd School Colts Cricket XI leaves
 for Patiala ... 2-00 p.m.
 Y.P.S. Cricket XI arrives (appx.) ... 6-00 p.m.
 Sat. 3rd School XI vs. Y.P.S. (home)
 School Colts vs. Y.P.S. Colts (away)
 Supper ... 5-45 p.m.
 Nilagiri House Show final performance ... 6-30 p.m.
 Sun. 4th School XI vs. Y.P.S. (home)
 Film ... 5-45 p.m.
 Supper ... 7-15 p.m.

No. 110. 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 111. CAMPS/HIKES

In continuation of S.O. No. 93 dated Friday, 12th March, 1976, 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 duplicate, with DHM, and forward the same to the School Office at your earliest, but not later than 3rd April, 1976.
2. The Office will issue (a) the advance asked for and (b) the food expenses by Thursday, 8th April, 1976, 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 Friday 9th and Saturday 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. 112. DOGS AT SANAWAR.

(Ref. S.O. dated 27th February, 1976, No. 72).

The above quoted S.O. No. 72 para 3 is reproduced :

“ Owners 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, 1976, since all dog owners were expected to have completed all formalities latest by 22nd March, 1976, in compliance to the above mentioned order.

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

No. 113. REVISED RATES—ELECTRIC CONSUMPTION.

The H.P. State Electricity Board has communicated that this school will be charged at the rate of 26 paise per unit of electric consumption and this will be payable with retrospective effect from 1st December, 1975.

The Engineer is requested to submit his deduction list to the school office taking into account the recoveries to be made from the staff for the months of December, 1975, January and February, 1976.

No. 114. T.A.B. INOCULATIONS.

It has been brought to my notice that a very large number of parents have failed to send the yearly medical certificates of their children. In certain cases it has been found that the medical certificates are incomplete, in that no date of TAB inoculations has been given.

In view of the fact that children will be proceeding to camps/hikes, it is imperative to ensure that all such children are duly inoculated in order to protect them against typhoid group of fevers. Following procedure will therefore, be adopted :—

- (a) **Procedure for inoculation**—The inoculation will be done in two batches, i.e. the first batch will have the inoculation on Saturday, 27th March, and the second batch will have on 3rd April, both starting at 2-30 p.m. The children will be sent in two batches to the hospital by the Deputy Headmaster, Senior Mistress and Mistress I/c. Prep School. Before the children are made out into batches, and sent to the school hospital, the RMO may please be consulted in this connection.
- (b) **Medical arrangements**—Since the number of children involved are very large, it will not be possible to admit or detain any of the children in the hospital. As such all children inoculated will be kept back in their respective dormitories. The House Staff, including House Matrons, will kindly look after them during this period. The Hospital will issue necessary medicines to control post inoculation fever and pain. The RMO and his staff will go round the dormitories and will do the needful. It is emphasised that these inoculated children are not to be sent to the hospital without prior consultation with the RMO, either while he is on his round of the dormitories or while he is in hospital in his room.
- (c) **Feeding arrangements**—Since the children are likely to have post inoculation fever some of them may not be able to go to kitchens for their meals. This number is likely to be very

small. The respective kitchens therefore are permitted to allow food to go to the respective dormitories. The carrying of the food will be arranged by the House Staff through the children of their respective Houses. As far as possible light supper will be given. The House Staff is also requested to intimate the Kitchen I/c of the number of such children who are unable to go to the kitchens.

- (d) **Inoculation of Day Scholars, Sr. Staff**—The names of the day scholars have been included in the list of those who are due for inoculation. In case any one has been missed out, parents are requested to send their children with their respective Houses. Since the time on hand is short, the Senior Staff are also requested to take inoculations now on any of these two days.

No. 115. CINEMA.

The film "TALES OF ROBINHOOD" will be shown in Barne Hall at 5-45 p.m. on Sunday, 28th March, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 2ND APRIL, 1976.

Part I

116—118

No. 116. PROGRAMME

April

Fri.	2nd	School Colts Cricket XI leaves for Patiala	...	2-00 p.m.
		Y.P.S. Cricket XI arrives (appx.)	...	6-00 p.m.
Sat.	3rd	School XI vs. Y.P.S. (home) School Colts vs. Y.P.S. Colts (away)		
		Supper	...	5-45 p.m.
		Nilagiri House Show final performance	...	6-30 p.m.
Sun.	4th	School XI vs. Y.P.S. (home)		
		School Colts arrive	...	1-30 p.m.
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
Mon.	5th	P. D. Art, Craft & Science Exhibition opens (Prep cancelled)	10-30 a.m.	
		Supper	...	6-45 p. m.
		House farewell parties to U-VI (Under House organisation)	...	7-00 p.m.
Tue.	6th	Classes cancelled from 5th School onwards		
		School farewell Lunch to U-VI	...	12-00 noon
		I—H Boxing tournament commences	...	2-30 p.m.
Wed.	7th	Society meetings (after supper)		
Sat.	10th	All India Higher Secondary Exams end.		
		I—H Boxing Finals	...	2-30 p.m.
		Supper	...	6-15 p.m.
		Sr. School Social	7-15—10-00	p.m.
Sun.	11th	'Hodson' heats commence		
		Film	...	5-45 p.m.
		Supper	...	7-15 p.m.

No. 117. CRICKET

School XI will play Y. P. S. at Cricket on Sat. 3rd and Sunday 4th April, 1976. B.D., games on Saturday will be cancelled. All B.D. children on games or library will go down to watch the match. Hobbies and boxing will continue as programmed. On Sun. 4th April, all children will go down to watch the match. P.D., and G.D., need not come after lunch.

Hours of play :

	10-00 a. m. to 12-30 p.m.
	1-15 p. m. to 3-45 p.m.
	4-00 p. m. to 5-00 p.m.
Lunch	12-30 p. m.
Tea	3-45 p. m.

School team will go down for the match after the 1st School on Sat. 3rd April, 1976.

No. 118. CINEMA.

The film BOYS TOWN will be shown in Barne Hall at 5-45 p.m. on Sunday, 4th April, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 9TH APRIL, 1976.

Part I

119—126

No. 119. PROGRAMME

April

Sat. 10th	All India Higher Secondary Exams end.	
	I—H Boxing Finals	... 2-30 p.m.
	Supper	... 6-15 p.m.
	Sr. School Social	7-15—10-00 p.m.
Sun. 11th	Proposed Cricket fixture against Rakesh Sood's XI	
	'Hodson' heats commence	
	Talk by HM on 'expeditions' followed by	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 12th	Siwalik House Show 1st performance	.. 4-30 p.m.
	(P.D. & L-IV downwards to attend)	
Tue. 13th	(Prep cancelled)	
	Supper	... 5-45 p.m.
	Siwalik House show final performance	... 6-30 p.m.
Wed. 14th	Rouser	... 7-00 a.m.
	Breakfast	... 8-30 a.m.
	'Hodson' finals	... 10-00 a.m.
	Lunch	... 12-00 noon
	Second Assessment meeting	... 1-30 p.m.
Thu. 15th	School breaks for camps/hikes	
Thu. 22nd	Camping and hiking parties return	
Fri. 23rd	Summer routine comes into effect	
	Cricket House trials	
Sat. 24th	I—H Cricket tournament commences	
	I—H Hindi Debate postponed	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 120. APPOINTMENT PREFECTS—1976

The following appointments have been made for 1976:—

	<i>B. D.</i>	
Head Boy	...	Rajiv Khanna
M.I. Prefect	...	Jagmohan Bakshi
<i>Himalaya Srs.</i>		
School Prefect	...	Jagmohan Bakshi
House Prefects	...	{ Pawan Mutneja Arjun Bhagat
<i>Himalaya Jrs.</i>		
School Prefect	...	Alok Kukreja
House Prefect	...	Gurpal Singh Sandhu
<i>Nilagiri Srs.</i>		
School Prefect	...	Rajiv Khanna
House Prefect	...	Vineet Kapur
<i>Nilagiri Jrs.</i>		
School Prefect	...	Ashok Gupta
House Prefect	...	Neeraj Kapur
<i>Siwalik Srs.</i>		
School Prefect	...	Jasmit S. Rana
House Prefect	...	Sanjiv Sharma
<i>Siwalik Jrs.</i>		
School Prefect	...	Ashwani Dogra
House Prefect	...	Mohan S. Judge
<i>Vindhya Srs.</i>		
School Prefect	...	Saujiv Chandra
House Prefect	...	Vijay Parmar
<i>Vindhya Jrs.</i>		
School Prefect	...	Rajinder S. Sen
House Prefect	...	Sanjiv Jain
	<i>G. D.</i>	
Head Girl	...	Anjali Ewing
M.I. Prefect	...	Supriya Malhotra
Games Prefect	...	Sunita Deora
<i>Himalaya</i>		
School Prefect	...	Anuradha Verma
House Prefect	...	Meera Khanna

Nilagiri

School Prefect	...	Anjali Ewing
House Prefect	...	Navneet Kaur

Sivalik

School Prefect	...	Neera Das
House Prefect	...	Bindu Talwar

Vindhya

School Prefect	...	Anju Latta
House Prefect	...	Indrani Rana

No. 121. I—H BOXING FINALS

The finals of the inter-House Boxing Tournament will be held on Sat. 10th April at 2-30 p.m. Staff, Staff wives/husbands and visiting O.S. are cordially invited to stay on for tea with the boxers after the prize distribution.

No. 122. AMENDMENT

Ref. S.O., No. 111, dated 26th March '76 "Camps/Hikes para 2.

Cash purchases from Q.M. Stores may please be made on Sunday, 11th April, '76, from 10-00 a.m. to 1-00 p.m., instead of Saturday, 9th April, '76. The other details will remain the same.

No. 123. SCHOOL ORDER

There will be no issue of Fri., School Order, on Fri., 16th April, 1976. Details regarding the programme scheduled for the week have, therefore, been published in this order.

No. 124. 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. 125. HOLIDAYS : ADMINISTRATIVE STAFF.

Tuesday, 13th April, and Friday, 16th April, 1976, will be observed as holidays on account of Baisakhi and Good Friday respectively.

No. 126. CINEMA

The film CHARGE IS MURDER will be Shown in Barne Hall at 5-45 p.m. on Sunday, 11th April, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, THURSDAY, 15TH APRIL, 1976.

Part I

127—131

No. 127. PROGRAMME

April

- | | | |
|-----------|----------------------------------------------------|---------------|
| Fri. 16th | Good Friday—Holiday
Prep School leaves for camp | |
| Sat. 17th | Supper | ... 5-45 p.m. |
| | Siwalik House Show | ... 6-30 p.m. |
| | (Entire Sr. School to attend) | |
| Mon. 19th | 'Hodson' finals | ... 3-00 p.m. |
| Sat. 24th | } Sr. School breaks for camps/hikes | |
| Sun. 25th | | |

May

- | | | |
|----------|-------------------------------------|--|
| Sat. 1st | } Hiking and Camping parties return | |
| Sun. 2nd | | |

No. 128. CALENDAR AMENDMENTS

The following amendments have been made in the School

Calendar:—

April

- | | | |
|-----------|--------------------------------------------|---------------|
| Thu. 15th | Second assessment meeting (MCR) | ... 5-00 p.m. |
| Fri. 16th | Good Friday—Holiday | |
| Sat. 17th | Siwalik House Show | ... 6-30 p.m. |
| | (Not on Tue. 13th as previously published) | |
| Mon. 19th | 'Hodson' finals | ... 3-00 p.m. |
| Sat. 24th | } Sr. School breaks for hikes/camps | |
| Sun. 25th | | |

May

- | | | |
|----------|----------------------------------------------------------|---------------|
| Sat. 1st | } Hiking and camping parties return | |
| Sun. 2nd | | |
| Mon. 3rd | Summer routine comes into effect
Cricket House trials | |
| Tue. 4th | I—H Cricket tournament commences | |
| Sat. 8th | I—H Hindi debate Srs. | ... 6-00 p.m. |
| | Supper | ... 7-00 p.m. |

Thu. 13th	Vindhya House Show first performance (P.D., and L-IV downwards to attend)	... 4-30 p.m.
Sat. 15th	Supper Vindhya House Show final performance	... 5-45 p.m. ... 6-30 p.m.
Sat. 22nd	I—H debate, English (Jrs.) Supper (for School) Staff Club dinner	... 6-00 p.m. ... 7-00 p.m. ... 7-45 p.m.
Thu. 27th	Himalaya House Show first performance (P.D., and L-IV downwards to attend)	... 4-30 p.m.
Sat. 29th	Supper Himalaya House Show final performance	... 5-45 p.m. ... 6-30 p.m.

No. 129. SCHOOL HOLIDAY

Friday, 16th April, 1976, will be observed as a School Holiday on account of Good Friday.

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. 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. SCHOOL CHILDREN UNIFORM—SUMMER

With effect from Monday 3rd May, 1976 summer uniform will be brought into use. Wearing of woollen vests and longsleeved navy-blue jerseys and cardigans will be optional.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 23RD APRIL, 1976.

Part I

132—135

No. 132. PROGRAMME

April

- Sat. 24th Classes cancelled
 Hiking and Camping parties leave
- Sun. 25th Hiking and Camping parties leave

May

- Sat. 1st } Hiking and camping parties return
 Sun. 2nd }
- Mon. 3rd Summer uniform brought into use
 Summer routine comes into effect
 Cricket House trials
- Tue. 4th I—H Cricket tournament commences
- Wed. 5th Society meetings
- Sat. 8th I—H Hindi debate Srs. ... 6-00 p.m.
 Supper ... 7-00 p.m.
- Sun. 9th Film 5-45 p.m.
 Supper 7-15 p.m.

No. 133. SUMMER ROUTINE

With effect from Monday 3rd May, 1976, the following daily routine will be observed :—

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., G. D.	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/hobbies/NCC Gym. work		2-20 onwards
Tea 4-00 p.m.
Baths	...	5-00—5-30 p.m.
House Inspection 5-40 p.m.
Prep	...	6-00—7-20 p.m.
Supper 7-25 p.m.
House Inspection. 8-30 p.m.
Lights out 8-45 p.m.

Note :— The post tea session on Saturdays will be utilised for Project work.

No. 134. QUARANTINE.

With a view to arrest spreading of mumps, following precautions will be observed with immediate effect :—

1. Prep. School will be out of bounds altogether for B.D. and G.D. until further orders.
2. Visitors from B.D. and G.D. to school hospital to look up P.D. children will meet the Nursing Sister I/c first before they enter the wards.
3. Prep. School will not attend cinema or other shows in Barne Hall, at the same time when the B. D. and G. D. children are there.

No. 135. SALE OF WRIST WATCHES THROUGH LOTTERY.

Following HMT wrist-watches will be on Sale in Tuck Shop, on cash payment. Staff interested (except those who have been lucky to get a wrist-watch in 1976) 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 Tuesday, 4th May, 1976.

1. HMT Chinar Golden dial (F) sale price ... Rs. 172/-
2. HMT Chinar Golden dial (J) sale price ... Rs. 172/-

The Lottery draw results will be communicated to the persons concerned soon after 4th May, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 30TH APRIL, 1976.

Part I

136—139

No. 136. 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) Float (life belts);
- (iii) Rope;
- (iv) Krishan mazdoor, present near the pool.

No. 137. 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. 138. I/C SWIMMING.

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

No. 139. 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.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 7TH MAY, 1976.

Part I

140—143

No 140. PROGRAMME

Sat. 8th	I—H Hindi debate postponed		
	Supper	...	7-00 p.m.
Sun. 9th	Inter-House Cricket tournament concludes		
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 10th	Hockey sets made		
Wed. 12th	Hockey Season Commences		
	Society meetings (after supper)		
Thu. 13th	Vindhya House Show first performance	...	4-30 p.m.
	(Only P.D., to attend)		
Sat. 15th	Supper	...	5-45 p.m.
	Vindhya House show final performance	...	6-30 p.m.
Sun. 16th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 141. INTER-HOUSE BOXING TOURNAMENT 1976

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

I	Siwalik	...	81 pts.
II	Vindhya	...	51 pts.
III	Nilagiri	...	34 pts.
IV	Himalaya	...	33 pts.

No. 142. CERTIFICATES OF MERIT

Merit certificates were awarded to the following:—

Rohit Kapur	(S)	Tarun Sawney	(V)
Tarun Vohra	(S)	Sanjiv Bajaj	(S)
Sharad Bhoyar	(S)	Rajinder Sen	(V)
Sunil Sawney	(V)	R.S. Bhullar	(V)
Gagan Dhillon	(N)	Rajiv Khanna	(N)
Rohit S. Negi	(S)		

Best Boxer : Tarun Sawney (V)

Best Loser : Vineet Kapoor (N)

No. 143. CINEMA

The film **DOUBLE TROUBLE** will be shown in Barne Hall at 5-45 p.m. on Sunday, 9th May, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 14TH MAY, 1976.

Part I

144—147

No. 144. PROGRAMME

Sat. 15th	School vs. Telefunken Cricket Club	...	2-30 p.m.
	Supper	...	5-45 p.m.
	Vindhya House Show final performance	...	6-30 p.m.
Sun. 16th	School vs. Telefunken Cricket Club	...	10-00 a.m.
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Wed. 19th	Society meetings (after supper)		
Thu. 20th	Third assessment meeting (MCR)	...	5-00 p.m.
Sat. 22nd	I—H debate Jrs. postponed		
	Dance and Music recital	...	5-45 p.m.
	Supper for School	...	7-15 p.m.
	Staff Club dinner (Art Room)	...	8-00 p.m.
Sun. 23rd	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No 145. DANCE AND MUSIC RECITAL

The Music and Dance Society will put up a music and dance recital on Saturday 22nd May '76, in Barne Hall. The special feature of the programme will be classical dancing by a renowned Russian lady Mrs. Reena Dayal, disciple of famous dancer, Guru Kanahiya Lal Sharma.

No. 146. HODSON RUNS—B.D.

The results of the Inter-House Hodson Run finals held on Wed. 21st April are published below for record:—

I	Nilagiri	...	105 pts.
II	Vindhya	...	79 „
III	Siwalik	...	77 „
IV	Himalaya	...	56 „

No. 147. CINEMA

The film " BATTLE BENEATH THE EARTH " will be shown in Barne Hall at 5-45 p.m. on Sunday, 16th May, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 21ST MAY, 1976.

Part I

148—160

No. 148. PROGRAMME

Sat. 22nd	Dance and Music recital	...	5-45 p.m.
	Supper for School	...	7-15 p.m.
	Staff Club dinner (Art Room)	...	8-00 p.m.
Sun. 23rd	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 24th	Third assessment meeting (MCR)	...	5-00 p.m.
Wed. 26th	Society meetings (after supper)		
Thu. 27th	Himalaya House Show 1st performance	...	4-30 p.m.
	(Only P.D., to attend)		
Sat. 29th	Supper	...	5-45 p.m.
	Himalaya House Show final performance	...	6-30 p.m.
Sun. 30th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 149. 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, 1976.

No. 150. HOUSE FUNDS ACCOUNTS

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by Friday, 11th June, 1976.

No. 151. 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 Friday, 11th June, 1976.

No. 152. 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. 153. MATRONS—MID - SESSION BREAK

Should Matrons/Steward wish to proceed with School parties or otherwise on 15th June, 1976, 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, 1976.

No. 154. 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. 155. STAFF RATIONS AND FUEL

Reference S.O. No. 21, dated 7-2-1975. This is to remind all concerned that 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.

No. 156. TUCK-SHOP TRANSACTIONS

S.O. No. 159, dated 30-5-1975 is reproduced below for information of all concerned.

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. 157. 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. 158. 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 1st June, 1976 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.	1st June, 1976	{ 11-30 a.m.	B.D. Kitchen
		{ 12-00 noon	G.D. Himalaya, Nilagiri
		{ 12-30 p.m.	G.D. Siwalik, Vindhya
Wed.	2nd "	{ 12-00 noon	B.D. Siwalik
		{ 12-30 p.m.	B.D. Vindhya
Thu.	3rd "	{ 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.	4th "	{ 12-00 noon	B.D. Himalaya
		{ 12-30 p.m.	B.D. Nilagiri
Sat.	5th "	12-00 noon	P.D. Kitchen
Mon.	7th "	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. 159. PROVIDENT FUND

All staff are requested to confirm the balances in their P.F. account as on 31st December, 1975 and sign the P.F. register by Saturday, 29th May, 1976.

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

No. 160. CINEMA

The film GET CARTER will be shown in Barne Hall at 5-45 p.m. on Sunday, 23rd May, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 28TH MAY, 1976.

Part I

161—166

No. 161. PROGRAMME

Sat. 29th	Supper	...	5-45 p.m.
	Himalaya House Show final performance	...	6-30 p.m.
Sun. 30th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

June

Wed. 2nd	Society meetings (after Supper)		
Fri. 4th	Morning Prep commences		
	Half yearly Exams. commence		
Sun. 6th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 162. DAILY ROUTINE

From Fri. 4th June the following changes in daily routine will come into effect :—

P.T. cancelled			
Rouser	...	6-15 a.m.	
Prep	...	6-40—7-40 a.m.	

No. 163. SCHOLARSHIPS IN RESIDENTIAL SECONDARY SCHOOLS, 1976—77.

The Govt. of India, Ministry of Education, New Delhi, offers scholarships in residential secondary schools, and is interested to have this information propogated to the citizens of India. Following details are therefore published:—

Applications are invited for the award of scholarships under the Government of India Scheme of Scholarships in Approved Residential Secondary Schools.

Mode of Selection : The scholarships will be awarded on merit-cum-means basis to the children whose parental income does not exceed Rs. 500/- per month after allowing deductions on rebatable items. The selection will be made through an All India examination from amongst the children in the age-group of 11—12 years as on 1st

October, 1976 who have been recommended by the State/Union Territory Governments on the basis of their performance in the preliminary test. The medium of examination will be English/Hindi or any other recognised regional language as opted by the candidate. **Criteria of Allocation :** 50% scholarships will be allocated to the candidates from States/Union Territories on the basis of population, subject to their fulfilling the minimum standard laid down. The rest will be determined on an All-India basis. 15% & 5% scholarships will be reserved for Scheduled Castes and Scheduled Tribe candidates respectively.

Duration : Scholarships will be tenable for the duration of 12 year stage of education.

Value : Full amount of school fees, which includes all non-refundable compulsory charges will be paid to all the scholars selected. In addition, scholars in the income group of Rs. 250/- p.m. or below will be entitled to pocket money, clothing allowance including school uniform at the rates decided by Government. Travelling allowance will also be given to these scholars.

Last Date : Apply in prescribed form obtainable from the Director of Public Instruction/Director of Education of your State Union Territory. The last date for receipt of applications by them is 15th June, 1976.

No Application will be Entertained Direct by Ministry of Education and Social Welfare.

Heads of Deptts. are requested to kindly read out or translate the above given details to all subordinate employees working under them so that those interested may take advantage of this scheme.

No. 164. PROVIDENT FUND

Attention of staff is invited to School Order No. 159, dated 21-5-1976, and it is again requested that those who have not yet signed the P.F. register may kindly do so by 29-5-76.

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

No. 165. CHILDREN'S MEDICAL CATEGORY AMENDMENTS

Reference School Order No. 108, dated 19th March, 1976 (Page 47 : Note 1), the following amendments are to be noted by all concerned :—

1. G.S. Kohli	HBD	From A2	To C
2. Arjun Bedi	VBD	„ C	„ A2 No Boxing
3. Satinder Pal Singh	SBD	„ A2	„ A1
4. Swaran Dev Gill	NGD	„ C	„ B
5. P. Matta	VBD	„ C	„ B
6. Sanjay Grover	HBD	„ C	„ B
7. Meera Gore	VGD	„ A1	„ C

No. 166. CINEMA

The film IMPOSSIBLE YEARS will be shown in Barne Hall at 5-45 p.m. on Sunday, 30th May, 1976,

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:O:—
SANAWAR, FRIDAY, 4TH JUNE, 1976.

Part I
167—170

No. 167. PROGRAMME

Sat.	5th	Film	...	5-45 p.m.
		Supper	...	7-15 p.m.
		(not on Sunday as previously published)		
Sun.	6th	Founder's meeting (All Sr. Staff in M.C.R.)	10-30	a.m.
		B.D. Mess Committee meeting (B.D. teams dining Hall)	...	4-15 p.m.
Thu.	10th	I—H hockey tournament commences		
Fri.	11th	Half yearly Exams. end P.D., vs. B.D. hockey cancelled Staff Club Tea	...	5-00 p.m.
Sat.	12th	I—H hockey tournament concludes Prep School Show 1st performance	...	4-30 p.m.
Sun.	13th	Rouser M.I. (Sunday timings) Breakfast Marks handed in to Form Staff Supper Prep School Show final performance	...	7-00 a.m. 8-45 a.m. 9-30 a.m. 5-45 p.m. 6-30 p.m.

No. 168. SUMMER VACATION

The School will close on Tuesday, 15th June, 1976 for the summer vacation, and will reopen on Sunday, 1st August 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 Summer Vacation School parties' arrangements will be published shortly.

No. 169. CRICKET

Results of Inter-House Cricket tournament '76 are published below for record:—

	XI	Colts	Atoms	Total		
H	3	6	2	11	}	III 1½
N	4	3	4	11		1½
S	8	3	1	12	}	I 3½
V	6	3	3	12		3½

2. The following represented the School at Cricket for '76 :—

R. Khanna (Capt.)	J. Bakshi
S. Chandra	Gurpal Singh
J.S. Rana	S. Bhandari
M. Judge	H.J.S. Gill
A.V. Singh	N. Malvi
S. Sharma	S. Saran (Twelfth man)

Reserve : K. Rajkumar

3. The following represented the School Colts XI for '76 :—

P.S. Sandhu (Capt.)	Naveen Vasisht
T. Sawney (Vice-Capt.)	G.S. Ahluwalia
Sanjay Batra	Subroto Malik
Pankaj Sethi	Kr. Suryaveer Singh
Surbdeep S. Gill	Wazir Jai Singh
Ravin Grewal	Sandeep Saluja

4. The following represented the School Atoms at Cricket for 1976.

Apramjit Singh (Capt.)	Ranjit Choudhry
S.S. Bajwa	Puneet Matta
Vivek Kaul	Siddartha Sattanathan
Bhupinder Saklani	B.D.S. Sethi
Ajay Joshi	Sanjiv Bawa
Randeep Singh	Sanjiv Bali
Ajay Singh Sial	

No. 170. CINEMA

The film **HOW TO STEAL THE WORLD** will be shown in Barne Hall at 5-45 p.m. on Saturday, 5th June, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 7TH JUNE, 1976

SPECIAL ORDER

Summer Vacation Arrangements—1976.

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 Tuesday, 15th June, 1976 (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 Thursday, 10th June, 1976. 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 Saturday, 12th June, 1976 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 Monday, 14th June, 1976, 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
8	‡ Jammu Tawi
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 Lunhiana and Jullundur city)

* (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 Saturday, 12th June, 1976, 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 7-15 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 7-45 a.m.**

(vi) Luggage of children going in Bombay V.T. party must be ready at the B. D. Quad. by 6-30 a.m sharp on 15th June, 1976. The Q.M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the School Bus, so that the school bus is ready to move for Kasauli by 6-45 a.m. All P.D. & G.D. children with one escort of Bombay V.T. party, will get into the school bus, which will leave for Kasauli at 6-45 a. m.

There the luggage will be loaded on top of the Public transport Kasauli-Ambala bus, which will leave Kasauli at 7-15 a.m. The P.D. & G.D. children and the escort will also get into this Kasauli-Ambala Cantt bus. The remaining B.D. children and the other two escorts of Bombay V.T. party will walk down to Garkhal, reaching there latest at 7-15 a m., and will get into the same Kasauli-Ambala Cantt bus. Necessary reservation of seats in this bus will be arranged in advance. Two school mazdoors will go with the school bus to Kasauli, alongwith one Q.M. Store's Clerk, who will arrange for transshipment, and will look after any other problems that may occur in Kasauli.

(vii) Luggage of all other children travelling in the remaining 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. will carry their own luggage out of their dormitories and stack inside Gaskell Hall against the four walls under QM's supervision. House Staff will please ensure that this is done in an orderly manner. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their

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

(viii) All luggage whatsoever, including boxes, hold-alls etc., will travel with school parties on the party buses. The Quartermaster will arrange for the loading of all parties' luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given in the Annexure. The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Quartermaster will also ensure that the two sets of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) are sent with Mr. U.A. Mundkur. Mr. U.A. Mundkur 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. Mundkur 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 him. *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. Mundkur.*

(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 for Simla and Bombay V.T. parties will be at 6-15 a. m. and for the rest of the school it 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 15-6-76.

(b) **Lunch** for the rest of the school, 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 4-30 p.m. for all members of the Delhi 'A' and Allahabad parties except those who will have walked down.

(iv) **Supper Packets:**—Supper packets (all vegetarian) will be arranged by the school for all children going to Ferozpur, Allahabad Amritsar, Jammu Tawi, 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 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. Mundkur after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Ferozpur	... Mr. S. R. Sharma	22
Amritsar	... Mr. P.C. Gupta	12
Jammu Tawi	... Mr. J.K. Kohli	53
Delhi 'A'	... Mr. Kulshreshtha	75
Delhi 'B'	... Mr. Kumar	68
Dehra Dun	... Miss Chatterji	12
Calcutta	... Mr. Khalid	42
Allahabad	... Miss Cswald	16

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.**

While Mr. Sequeira 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.

(vi) The boys who have been permitted to walk down to Kalka will not choose any other way except by the Kasauli bridle-path. These boys will have to walk down whatever the weather conditions, and will not travel by school party buses. These boys will not be charged bus fare. They are required to report their presence at Kalka station to their escorts **immediately** the latter arrive there.

(vii) Girls will NOT walk down to Kalka.

RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Monday, 14th June, 1976, after the escorts meeting.

NEXT TERM.

The next term will begin on Sunday, 1st August, 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 Tuesday 15th June, 1976. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Bus</i>
Simla	7-30 a.m.	7-45 a.m.	15	By HGT Bus.
Bombay V.T.	6-30 a.m.	6-45 a.m.	42	By School/PT Bus
Kalka	1-30 p.m.	2-00 p.m.	10	By HGT Bus.
Ferozpur	—do—	—do—	16	„
Delhi B	—do—	—do—	31	„
Dehra Dun	—do—	—do—	10	„
Calcutta	1-30 p.m.	2-00 p.m.	26	„
Jammu Tawi	—do—	—do—	35	„
Amritsar	—do—	—do—	6	„
Delhi A	6-00 p.m.	6-30 p.m.	61	„
Allahabad	6-00 p.m.	6-30 p.m.	7	„

2. Simla party will travel by HGT Jagjitnagar—Simla Bus leaving from B.D. Quadrangle at about 7-45 a.m.
3. Bombay V.T. party will travel by School/P.T. Bus from B.D. Quad. at about 6-45 a.m. upto Ambala Cantt. From Ambala Cantt, the party will travel in train-service in second Class two-tier through coach, by 58 Dn, Amritsar—Dadar express leaving Ambala Cantt at 15-25 hours.
4. Kalka, Firozpur, Delhi B, Dehra Dun, and Calcutta parties 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. Jammu Tawi party will travel in H.G.T. bus from B.D. Quad. upto Kalka. From Kalka, the party will travel in one extra 2nd class, 3-tier coach attached to 35 Dn. Simla Mail, leaving Kalka at 2100 hours.

6. Amritsar party will travel in H.G.T. bus, from B.D. Quad. upto Kalka. From Kalka, the party will travel in 1st class train-service coach by 35 Dn. Simla leaving Kalka at 2100 hours.
7. Delhi A and Allahabad parties will travel in H.G.T. bus and School bus from B.D. Quad. upto Kalka. From Kalka, the Delhi A will travel in one extra II class three tier sleeper coach, and Allahabad party 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 Sanawar, by 5-00 p.m., The bus will then proceed to Kalka, with part of Delhi A, and full Allahabad parties, leaving B.D. Quad. at 6-30 p.m. There at Kalka, it will await for further instructions from Mr. Mundkur.
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.
10. 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, 11TH JUNE, 1976.

Part I

172—177

No. 172. PROGRAMME

Fri. 11th	Half yearly Exams end	
	P.D., vs. B.D., hockey cancelled	
	Staff Club tea	... 5-00 p.m.
	Prep cancelled for the remainder of the term	
	Baths (daily)	... 6-00 p.m.
	Supper	... 7-00 p.m.
Sat. 12th	Rouser	... 7-00 a.m.
	M.I. B.D.	... 8-15 a.m.
	Breakfast	... 8-30 a.m.
	I—H hockey (B.D.)	... 9-00 a.m.
	Lunch	... 1-00 p.m.
	Tea	... 4-00 p.m.
	Prep School Show 1st performance	... 4-30 p.m.
	(Only P.D., to attend)	
	Supper	... 7-00 p.m.
	Lights out	... 8-30 p.m.
Sun. 13th	Rouser	... 7-00 a.m.
	M.I. (Sunday timings)	
	Breakfast	... 8-45 a.m.
	Marks handed in to Form Staff	... 9-30 a.m.
	Lunch	... 1-00 p.m.
	Tea	... 4-00 p.m.
	Supper	... 5-45 p.m.
	Prep School Show final performance	... 6-30 p.m.
	Lights out	... 8-30 p.m.
Mon. 14th	Rouser	... 7-00 a.m.
	M.I. (Sunday timings)	
	Breakfast	... 8-45 a.m.
	End of term Assembly (Barne Hall)	... 9-30 a.m.
	Academic Staff meeting	... 10-00 a.m.

Escorts meeting	...	11-00 a.m.
Reports handed in to HM	...	4-00 p.m.
Tea	...	4-00 p.m.
Supper	...	5-45 p.m.
Sr. School Social		6-30—10-00 p.m.

Tue. 15th TERM ENDS—HOME DAY

No. 173. FOUNDER'S DUTIES—1976

Pagal Gymkhana	...	M/s Joshi I/c, Abraham, Khalid, Miss Srinivasan, Miss Rastogi & Mrs. Roy
Colours Parade	...	M/s B. Singh, Dhani Ram, Katoch, & Onkar Singh
{ Staff Play	...	Mr. Bhupinder Singh
{ Stage Manager	...	Mr. Kohli
School Concert		
(i) { Ballet	...	Miss Bhatnagar
{ Costume	...	Mrs. Solomon
(ii) Orchestra	...	Dr. Kulshrestha
(iii) English Play	...	Mrs. Sawney
I/c Co-ordination	...	Miss Chatterji
P.D. Concert	...	Mrs. Kapila, P.D. staff & Mrs. Sawney
Stage	...	Dr. Dhillon I/c, M/s Abraham, Hasan, & Miss Oswald

Tattoo

I/c co-ordination	...	Mr. Sequeira
Mike	...	Miss Chatterji
P.T., & Gym. work	...	M/s Dhani Ram, Onkar Singh & Miss Srinivasan
Rock-Climbing	...	Mr. Solomon
Band	...	Mr. Katoch
Pagaent	...	Mr. Hasan
Coffee	...	Mrs. Smolin, Miss K. Singh & Mr. Aggarwal

Exhibition

Arts/Crafts/Needlework	...	Hobbies Staff
Sound Equipment	...	M/s Aggarwal & Subhash Gupta
Fete Organisation Com-	}	Mrs. Das I/c, Mr. Parel, Miss Gupta, Ladies' Club (eats)
mittee		

Parents coffee (Pagal Gymkhana)	} ...	Mr. Smolin I/c, Mess Committee (B.D. & G.D.)
O.S. Basket-Ball	...	Miss Srinivasan
„ Hockey	...	Dr. D.C. Gupta
„ Dinner	...	Miss R. Chatterji & Mrs. Smolin
„ Dance	...	Dr. Dhillon, & other O.S.
Decorations	...	Mr. Gore I/c., M/s G. C. Arora and Charanjit Singh

Seating

P.D. Concert	...	B.D., Staff
Staff Play	...	G.D., „
School Concert	...	P.D., & O.S.
Tattoo	...	M/s Mundkur and Kohli
Parade & Speeches	...	M/s Randhawa, Aggarwal & P.D., staff.
I/c Barne Hall	...	Mr. Gurdev Singh
I/c Costume Room	...	Mr. Abraham
(make up)		
Nursery	...	Mrs. Kumar & two P.D. Ayahas
Checking Invitation Cards	...	M/s Solomon, Gurdev Singh & Kohli
Visitor's Cloak Rooms	...	Miss K. Singh (Ladies) Mr. Goswamy (Men)

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

With effect from Wednesday, 16th June, 1976, 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 daily from 9-00 a.m. to 11-00 a.m.

Eggs

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

Bread

Efforts will be made to maintain bread supply at Tuck Shop.

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.

No. 175. 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. 176. STOCK REQUIREMENTS SECOND TERM 1976

All stock-holders will please send in their requirements for the **Second Term** of 1976 [1st August to 30th Nov. '76], by filling in their expendible and non-expendible indent books, and send these indent books to the Bursar latest by Tuesday, 15th June, 1976. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

Only in very exceptional circumstances a second indent during the second term will be considered.

No. 177. TUCKSHOP HOURS DURING VACATION.

The Tuckshop will remain open from 11-00 a.m. to 1-00 p.m. daily throughout the vacation.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 30TH JULY, 1976.

Part I

178—191

No. 178. WELCOME

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

No. 179. PROGRAMME

August

Sun.	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.
Mon.	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.
Tue.	3rd	Rouser	... 6-00 a.m.
		1st School	7-00—7-40 a.m.
		Breakfast	... 8-00 a.m.
		M.I. (B.D.)	... 8-20 a.m.
		Opening of term Assembly	... 8-45 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.
Wed.	4th	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.

	Breakfast	... 8-00 a.m.
	M.I. (B.D.)	... 8-20 a.m.
	Assembly	... 8-45 a.m.
	School	9-00—1-10 p.m.
	Lunch	... 1-15 p.m.
	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.
Thu. 5th	Daily routine as for Wed. 4th will continue to be followed.	
	Soccer Sets made	... 1-45 p.m.
	Sr. School children to assemble in Barne Hall	... 3-00 p.m.
Fri. 6th	Afternoon programme (Soccer/Founder's) comes into effect	
Sat. 7th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 9th	Raksha Bandhan Assembly Cancelled Brothers and Sisters (inc. P.D.) to meet in Birdwood at Assembly time for tying Rakhis	
Wed. 11th	Society meetings (after supper)	
Sat. 14th	Independence Eve. Staff Club get-together (Art Room)	... 8-00 p.m.

No. 180. 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, 2nd August, 1976 by 5-00 p.m.

No. 181. RETURN SCHOOL PARTIES AUGUST, 1976

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August 1976, 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. 182. 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. 183. 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.
- (c) Date from which this will come into effect.

Staff may kindly note that their decision to this effect will be in force upto the end of this term, and changes therein, may not be acceptable.

No. 184. 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. 185. 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. 186. 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	... 10-00 a.m.— 2-00 p.m.
Saturdays	... 10-00 a.m.—12-00 noon
Sundays & Bank Holiday	... Closed

Mr. S.P. Sharma is presently the Manager of the Bank.

No. 187. 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. 188. SCHOOL BUS

Sunday 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 Sunday, 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. 189. 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—1-00 p.m.
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No. 190. PAY

Pay for July, 1976 will be issued to Staff on Monday, 2nd August, 1976, from 11-00 a.m.

No. 191. CINEMA.

The film THE LAUKA will be shown in Barne Hall at 5-45 p.m. on Monday, 2nd August, 1976.

S. R. Das
Headmaster

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, THURSDAY, 5TH AUGUST, 1976

SPECIAL ORDER

No. 192. SCHOOL CALENDAR (1st August—1st December 1976)

August

Sun.	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.
Mon.	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.
Tue.	3rd	Rouser	... 6-00 a.m.
		1st School	7-00—7-40 a.m.
		Breakfast	... 8-00 a.m.
		M.I. (B.D.)	... 8-20 a.m.
		Opening of term Assembly	... 8-45 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.
Wed.	4th	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.
		Breakfast	... 8-00 a.m.
		M.I. (B.D.)	... 8-20 a.m.
		Assembly	... 8-45 a.m.
		School	9-00—1-10 p.m.

	Lunch	...	1-15 p.m.
	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.
Thu.	5th	Daily routine as for Wed. 4th will continue to be followed.	
		Soccer Sets made	... 1-45 p.m.
		Sr. School children to assemble in Barne Hall	
		...	3-00 p.m.
Fri.	6th	Afternoon programme (Soccer/Founder's) comes into effect	
		House Seminars : Afternoon G.D.; After Supper B.D.	
Sat.	7th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	9th	Raksha Bandhan Assembly Cancelled	
		Brothers and Sisters (inc. P.D.) to meet in Birdwood at Assembly time for tying Rakhis	
Wed.	11th	Society meetings (after supper)	
Sat.	14th	Independence Eve. Staff Club get-together (Art Room)	
		...	8-00 p.m.
Sun.	15th	Independence Day	
		Rouser	... 7-00 a.m.
		M.I. (B.D.)	... 8-15 a.m.
		Breakfast	... 8-30 a.m.
		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.
Wed.	18th	Janamashtmi (Holiday)	
Sat.	21st	I—H Hindi Debate (Srs.)	
		...	6-00 p.m.
		Supper	... 7-15 p.m.
Sun.	22nd	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

Wed. 25th	Society meetings (after supper)	
Sat. 28th	I—H English Debate (Jrs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 29th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

September

Wed. 1st	Society meetings (after supper)	
Thu. 2nd	First Assessment meeting (MCR)	... 5-00 p.m.
Sat. 4th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Sun. 5th	Teachers' Day	
Wed. 8th	Society meetings (after supper)	
Sat. 11th	I—H Hindi Debate (Jrs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 12th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 15th	Society meetings (after supper)	
Fri. 17th	General Staff meeting	... 5-30 p.m.
Sat. 18th	I—H Swimming sports	... 2-30 p.m.
Sun. 19th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 20th	I—H Soccer tournament commences	
Wed. 22nd	I—H Soccer tournament concludes	
	Society meetings (after supper)	
Sat. 25th	I—I English Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 26th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 27th	Founders' Preparation programme comes into effect.	
Tue. 28th	Second Assessment meeting (MCR)	... 5-00 p.m.
Thu. 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.

October

Fri. 1st	A.D.S., first performance	... 5-00 p.m.
	Supper	... 8-00 p.m.

Sat.	2nd	Breakfast	... 7-30 a.m.
		Flag hoisting followed by Gandhi Jayanti	
		Assembly (Birdwood)	... 8-30 a.m.
		Pagal Gymkhana	10-00—11-30 a.m.
		Parents' coffee	... 12-00 noon
		P.D., Founder's Lunch	... 1-15 p.m.
		A.D.S. Play	... 5-30 p.m.
Sun.	3rd	Board of Governors meeting	
		(HM's House)	... 10-00 a.m.
		O.S. matches	... 10-00 a.m.
		P.D. Concert	... 4-30 p.m.
		Tattoo	... 7-15 p.m.
Mon.	4th	Founder's Day	
		Breakfast	... 7-45 a.m.
		Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours	... 10-00 a.m.
		Speeches (Peacestead)	... 11-30 a.m.
		Founder's Lunch B.D./G.D.	... 1-15 p.m.
		Sr. School Concert	... 5-00 p.m.
Tue.	5th	Breakfast	... 8-45 a.m.
		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.
Thu.	7th	Children on SOPs to report back	... 5-00 p.m.
Fri.	8th	Athletic Season Commences	
Sat.	9th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed.	13th	Society meetings (after supper)	
Fri.	15th	Winter daily routine comes into effect	
Sat.	16th	Inter—House P.T. Competition	
Sun.	17th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed.	20th	Society meetings (after supper)	
Thu.	21st	Diwali Eve. dinner	... 7-45 p.m.
Fri.	22nd	Diwali—Holiday	
Sat.	23rd	I—H Hindi Debate (Srs.)	... 6-00 p.m.
		Supper	... 7-15 p.m.

Sun. 24th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Wed. 27th	Society meetings (after supper)		
Fri. 29th	Third assessment meeting (MCR)	...	5-00 p.m.
Sat. 30th	I—H English Debate (Jrs.)	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 31st	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
November			
Wed. 3rd	Society meetings (after supper)		
Sat. 6th	Guru Nanak's Birthday—Holiday		
Sun. 7th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Wed. 10th	Society meetings (after supper)		
Sat. 13th	P.D., pic-nic		
	I—H Hindi Debate (Jrs.)	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 14th	Children's Day		
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Wed. 17th	Subject reports handed in to Form Staff		
	Final Examination Commences		
Sat. 20th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Sun. 21st	Teams' photograph	...	7-00 a.m.
	I—H shooting competition	...	10 00 a.m.
Fri. 25th	Final Examination ends. Weighing and measuring commences. Athletic heats commence.		
Sat. 27th	House photographs	...	7-00 a.m.
	Staff photograph	...	5-00 p.m.
	Staff Club meeting followed by dinner	...	6-00 p.m.
Sun. 28th	Reports handed in by Form Staff to House Staff.		
	History Sheets handed in to office		
	Books handing in completed		
	Carol singing	...	5-30 p.m.
Mon. 29th	Escorts meeting	...	10-00 a.m.
	Promotion meeting	...	2-00 p.m.

Reports handed in by Form Staff
to Office.

End of Term parties

Tue. 30th	End of Term Assembly	... 9-30 a.m.
	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.

December

Wed. 1st HOME DAY

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 6TH AUGUST, 1976.

Part I

193—199

No. 193. PROGRAMME

August

Sat. 7th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 9th	Raksha Bandhan Assembly Cancelled	
	Brothers and Sisters (inc. P.D.) to meet in Birdwood at Assembly time for tying Rakhis	
Wed. 11th	Society meetings (after supper)	
Sat. 14th	Independence Eve. Staff Club get-together (Art Room)	... 8-00 p.m.
Sun. 15th	Independence Day	
	Rouser	... 7-00 a.m.
	M.I. (B.D.)	... 8-15 a.m.
	Breakfast	... 8-30 a.m.
	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.

No. 194. SWIMMING

Swimming will commence fairly soon. All concerned are requested to refer to S.O. Nos. 136, 137 and 138, dated 30th April, 1976, and take necessary action accordingly.

No. 195. NEW ADMISSION—ISSUE OF POCKET MONEY

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

No. 196. FOUNDER'S AND FETE REQUIREMENTS

It has been decided that all staff concerned must submit their complete requirements for Founder's and the Fete, to the Engineer and Quartermaster by 1st September, 1976, at the latest.

No. 197. SALE OF WRIST WATCHES THROUGH LOTTERY.

Following wrist-watches will be on Sale in Tuck Shop, on cash payment. Staff interested (except those who have been lucky to get a wrist-watch in 1976) 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 Friday, 13th August, '76.

- | | | | |
|-------------------------------------------|-----|------------|-----------|
| 1. HMT Automatic day & date gold plated | (A) | Sale price | Rs. 475/- |
| 2. " " " " " Black dial | (B) | " | Rs. 356/- |
| 3. " Sona Yellow | (C) | " | Rs. 199/- |
| 4. " " " | (D) | " | Rs. 199/- |
| 5. Time star Model E001 | (E) | " | Rs. 135/- |
| 6. " " " " | (F) | " | Rs. 135/- |
| 7. " " " " " " | (G) | " | Rs. 135/- |
| 8. " " " " " " | (H) | " | Rs. 135/- |
| 9. HMT Janta Black dial | (I) | " | Rs. 178/- |
| 10. " " " " | (J) | " | Rs. 178/- |
| 11. Neera Calendar wrist watch (Imported) | (K) | " | Rs. 128/- |
| 12. " " " " " | (L) | " | Rs. 128/- |
| 13. Fedral wrist watch (Imported) | (M) | " | Rs. 84/- |

The Lottery draw results will be communicated to the persons concerned soon after Friday, 13th August, 1976.

No. 198. ADMINISTRATIVE HOLIDAY

Monday, 9th August, 1976, will be observed as holiday on account of Raksha Bandhan, by Administrative Staff. The Tuck-shop will, however, remain open as usual.

No. 199. CINEMA

The film **STEP BY STEP** will be shown in Barne Hall at 5-45 p.m. on Saturday, 7th August, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 13TH AUGUST, 1976.

Part I

200—204

No. 200. PROGRAMME

August

Sat. 14th	Independence Eve. Staff Club get-together (Art Room)	... 8-00 p.m.
Sun. 15th	Independence Day Rouser	... 7-00 a.m.
	M.I. (B.D.)	... 8-15 a.m.
	Breakfast	... 8-30 a.m.
	Flag hoisting followed by special Independence Day Assembly (Birdwood)	... 9-30 a.m.
	Independence Day Community Lunch	... 12-00 noon
	Class IV Staff Sports (weather permitting)	... 2-30 p.m.
	Dry Supper	... 6-00 p.m.
	Hindi Film Show for Subordinate Staff and families	... 6-45 p.m.
Wed. 18th	Janamashtmi (Holiday)	
Sat. 21st	I—H Hindi Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 22nd	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 201. LEAVE PASSES TO SUBORDINATE STAFF

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. 202. REARING OF CHICKENS

It has come to my notice that staff are rearing chickens, adjacent to their residences, without making proper arrangements, with the result that these chickens go around and create nuisance and cause damage to the flower beds of the gardens attached to other staff quarters.

As a solution to this problem, following measures will be taken:—

- (1) The owner of the chickens will ensure that the chickens are not let loose at all. They must be kept inside a wire-netting enclosure at all times, as is done in any poultry unit.
- (2) If the owner of the chickens is in need of a wire-netting enclosure, he should immediately get this made from the School Engineer, on payment basis.
- (3) Necessary action to this effect should be taken by all concerned, and no chickens shall be seen anywhere on the campus let loose by their owners in future.
- (4) Severe disciplinary action including heavy fines will be imposed on the person concerned for contravening this school order, with effect from Monday, 23rd August, '76.

No. 203. HOLIDAY—ADMINISTRATIVE STAFF

Wednesday 18th August, 1976 (and not 17th August 1976 as published earlier) will be observed as a holiday by the Administrative Staff also, on account of Janam Ashtami.

No. 204. CINEMA

The Hindi film RAJA JANI will be shown to subordinate staff and their families in Barne Hall at 6-45 p.m. on Sunday, 15th August, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—
SANAWAR, FRIDAY, 20TH AUGUST, 1976.

Part I

205—208

No. 205. PROGRAMME

August

Sat. 21st	I—H Hindi Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 22nd	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 25th	Society meetings (after supper)	
Sat. 28th	School Soccer XI leaves	... 7-30 a.m.
	School XI vs. Y.P.S. (away)	
	P.P.S. Colts arrive	... 1-00 p.m.
	School Colts vs. P.P.S. Colts (Home)	... 3-30 p.m.
	P.P.S. Colts leave	... 6-00 p.m.
	I—H English Debate (Jrs.)	... 6-00 p.m.
	Y.P.S. Colts arrive	... 7-00 p.m.
	Supper	... 7-15 p.m.
Sun. 29th	School Colts vs. Y.P.S., Colts (Home)	... 10-00 a.m.
	School XI vs. P.P.S. (away)	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 30th	School XI arrives	... 1-00 p.m.

No. 206. 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. 207. 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. 208: CINEMA

The film **LAWLESS VALLEY** will be shown in Barne Hall at 5-45 p.m. on **Sunday, 22nd August, 1976.**

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 27TH AUGUST, 1976.

Part I

209—219

No. 209. PROGRAMME

August

Sat. 28th	School Soccer XI leaves	...	7-30 a.m.
	School XI vs. Y.P.S. (away)		
	P.P.S. Colts arrive	...	1-00 p.m.
	School Colts vs. P.P.S. Colts (Home)	...	3-30 p.m.
	Tea	...	4-45 p.m.
	P.P.S. Colts leave	...	6-00 p.m.
	I—H English Debate (Jrs.)	...	6-00 p.m.
	Y.P.S. Colts arrive	...	7-00 p.m.
	Supper	...	7-15 p.m.
Sun. 29th	School Colts vs. Y.P.S., Colts (Home)	...	10-00 a.m.
	School XI vs. P.P.S. (away)		
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 30th	School XI arrives	...	1-00 p.m.

September

Wed. 1st	Society meetings (after supper)		
Thu. 2nd	First Assessment meeting (MCR)	...	5-30 p.m.
Sat. 4th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Sun. 5th	Teachers' Day		

No. 210. SOCCER—COLTS vs. P.P.S., Nabha and Y.P.S., Patiala.

School Colts will play P.P.S., Nabha on Sat. 28th August at 3-30 p.m. Founder's rehearsals from 2-00—3-00 p.m. will continue and thereafter the School will go down to watch the match. Games, Swimming and Trooping practice will be cancelled but project work will continue after tea for one hour.

School Colts will play Y.P.S., Patiala on Sunday, 29th August at 10-00 a.m. The School will go down to watch the match.

No. 211. SOCCER

The following will represent the School XI at Soccer against Y.P.S. & P.P.S. in the match to be played on 28th at Patiala and 29th August, 1976 at Nabha:—

Rajiv Khanna (Capt.)	Sanjeev Sharma
Vineet Kapoor	Taranjit S. Sandhu
Neeraj Kapur	Surbdeep S. Gill
Salil Kapur	Tarun Sawney
Mohan Judge	Gurpal S. Sandhu
Alok Kukreja	

Reserves :

Gurcharan S. Kadan	Jasjit S. Butalia
Parminder S. Sandhu	

2. The following will represent the School Colts at Soccer against P. P. S. & Y.P.S. in the match to be played on 28-8-76 and 29-8-76:—

Tonsing Khaisianmung (Capt.)	Kumud R. Rajkumar
Ashish Bhatia	Rohit Negi
Robindra Kumar	Golmei Kaphungangpon
Konsam Khogen Singh	Rajiv Thakur
Navneet Jolly	Gurinder S. Dhillon
Sandeep Saluja	

Reserves :

Hemant Mattoo	Amarjung Singh
Anshuk Jain	

No. 212. 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. 173, dated the 11th June, 1976, wherein the details of the duties have been given.

No. 213. 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 staff 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. 214 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 Tuesday, 5th October, to 5-00 on Friday, 8th October, 1976.

No. 215. INCREASING INCIDENCE OF COUGH, COLD AND FEVER.

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, 28th August, 1976.

- (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 who are down with cough and cold.
- (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 'lights out'.
- (e) During all functions in Barne Hall, all exhaust fans will 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. 216. TRESSPASSING.

It has been noticed that some of the staff and their families use hospital as a thoroughfare for going over to the Moti Corner side, which is not permissible. It is therefore brought to the notice of all concerned that those desirous of going towards Moti Corner should go along the circular cemented path and should not use the passage through the hospital for this purpose.

No. 217. MEDICAL TREATMENT—SCHOOL HOSPITAL.

It appears that some staff members do not have a clear idea as to which members of their families are entitled to treatment at school hospital. Through this school order it is clarified that medical treatment at the school hospital will be available to staff and their families (wife and children) and those dependants who are living

with them on permanent basis. It is regretted that the school is unable to extend this facility, to other relatives of school employees.

No. 218. SCHOOL CHILDREN—MEDICAL CATEGORIES

The under-mentioned children are upgraded/downgraded in their medical categories :—

(A) Upgrading

Arjun Bedi	VBD	A2 No Boxing
Saranpreet S. Gill	HBD	A1
Sanjay Grover	"	"
Fatehyab S. Pahuwindia	"	"
Manjit S. Gill	NBD	"
Ravinder Sirkeck	HBD	"
Mini Pritam Singh	VPD	"
Teshula Mohindra	"	"
Satinderpal Singh	SBD	A2 No Swimming

(B) Downgrading

Puneet Bhardwaj	HBD	" No Swimming
Kushal Rajani	NBD	B No Swimming
Gurpreet S. Kohli	HBD	C
Birinder S. Dhanoa	VBD	"
Pawan Gulati	HBD	"
Bikramaditya	SBD	B
Atul Mittal	"	C
Abhijit Pande	HBD	"
Sanket Mahajan	NBD	"
Pratiksha Misra	NGD	"
Madhavi Bajwa	VGD	"
Nitin Bery	HPD	"
Harpreet Sidhu	SPD	"

The rest of the children remain in the medical categories as published earlier.

No. 219. CINEMA

The film **THE VINTAGE** will be shown in Barne Hall at 5-45 p.m. on Sunday, 29th August, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:O:—
SANAWAR, FRIDAY, 3RD SEPTEMBER, 1976.

Part I

220—221

No. 220. PROGRAMME

September

- | | | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Sat. 4th | Classes will be conducted by VI Form.
P.T., Singing practice, Letter writing
and post lunch activities will
continue as per normal under
Supervision of staff concerned.
Teachers' Day Eve. Party hosted
by VI Form (Parker Hall) | ... 8-00 p.m. |
| | Film post-poned to Sunday. | |
| Sun. 5th | Film | ... 5-45 p.m. |
| | Supper | ... 7-15 p.m. |
| Wed. 8th | Society meetings (after supper) | |
| Sat. 11th | I—H Hindi Debate (Jrs.) | ... 6-00 p.m. |
| | Supper | ... 7-15 p.m. |
| Sun. 12th | Film | ... 5-45 p.m. |
| | Supper | ... 7-15 p.m. |

No. 221. CINEMA

The film ALL THE KINGS MEN will be shown in Barne Hall at 5-45 p.m. on Sunday 5th August, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 10TH SEPTEMBER, 1976.

Part I

222—224

No. 222. PROGRAMME

September

Sat. 11th	I—H Hindi Debate (Jrs.) There will be a recital of 'Pop' music immediately after the Debate	...	5-45 p.m.
	Supper	...	7-20 p.m.
Sun. 12th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 13th	Swimming 'Heats' commence		
Wed. 15th	Society meetings (after supper) General Staff meeting (MCR)	...	5-30 p.m.
Sat. 18th	I—H Swimming sports	...	2-30 p.m.
Sun. 19th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 223 SCHOOL CHILDREN MEDICAL CATEGORIES

The under-mentioned children are up-graded/down-graded in their medical category :—

(A) Up-grading.

Meera Gore	VGD	A1
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(B) Down-grading.

Navjot Pal Randhawa	SBD	C
Manjit Bala	VPD	C
Suvrat Saigal	SBD	B
Sandeep R. Singh	HBD	C
Mannish Kochar	SBD	C
Sandeep Saluja	NBD	C
Vikas Verma	VBD	B
H. S. Purewal	VBD	C
Jasmeet Rana	SBD	C

The rest of the children remain in the medical category as published earlier.

No. 224. CINEMA

The film **THREE TO GO** will be shown in Barne Hall at 5-45 p.m. on Sunday 12th September, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 17TH SEPTEMBER, 1976.

Part I

225—237

No. 225. PROGRAMME

September

- | | | |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Sat. 18th | I—H Swimming sports | ... 2-30 p.m. |
| Sun. 19th | Film | ... 5-45 p.m. |
| | Supper | ... 7-15 p.m. |
| Mon. 20th | I—H Soccer tournament commences
Revised Daily routine comes into effect. | |
| Wed. 22nd | I—H Soccer tournament concludes
Society meetings (after supper) | |
| Fri. 24th | Prep cancelled
I—H English Debate (Srs.) ... 6-00 p.m.
(Not on Saturday 25th as previously published)
Supper ... 7-15 p.m. | |
| Sat. 25th | Classes cancelled
Founders' Preparation programme
comes into effect. | |
| Mon. 27th | Second Assessment meeting (MCR)
(Not on Tuesday 28th as previously published) | |

No. 226. DAILY ROUTINE

With effect from Monday, 20th September, Assembly will be cancelled and the following post breakfast routine will be observed:—

2nd School	... 8-40— 9-15 a.m.
3rd School	... 9-15— 9-50 a.m.
4th School	... 9-50—10-25 a.m.
Break	... 10-25—10-40 a.m.
5th School	... 10-40—11-15 a.m.
6th School	... 11-15—11-50 a.m.
7th School	... 11-50—12-20 p.m.
Lunch	... 12-25 p.m.
English Play	... 1-00— 2-30 p.m.
Ballet	... 2-30— 3-30 p.m.

Gym.—Hobbies	...	1-30—2-30 p.m.
Soccer matches (1st session)	...	2-35—3-40 p.m.
Tea (For teams playing in 2nd session)	...	3-30 p.m.
Tea (General)	...	3-45 p.m.
Soccer matches (2nd session)	...	3-45—4-50 p.m.
Trooping Practice	...	5-00 p.m.
Prep, Supper and Baths will continue at the normal timings.		

On Thursday 23rd and Friday 24th the following modifications will be made:—

English Play	...	1-00—3-00 p.m.
Ballet	...	3-00—4-00 p.m.
Gym.—Hobbies	...	1-30—3-00 p.m.
Pageant (Peacestead)	...	1-30—3-00 p.m.
Tea	...	4-05 p.m.
Trooping Practice and Sr. School		
March past	...	4-15 p.m.
Baths	...	5-05 p.m.

N.B. :—From Saturday 25th Sept., the Founder's programme, separately cyclostyléd, will be followed.

No. 227. DRESS REHEARSALS/FIRST PERFORMANCES

Dress rehearsal

Sept.

Mon. 27th	Tattoo	7-15 p.m.
Tue. 28th	P.D. Concert	9-30 a.m.
	A.D.S. (Staff play)	4-30 p.m.
Wed. 29th	School Concert	11-00 a.m.

First Performance

Thu. 30th	P.D. Concert	10-30 a.m.
	School Concert	4-00 p.m.
	Tattoo	7-25 p.m.

Oct.

Fri. 1st	A.D.S. (Staff Play)	5-00 p.m.
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No. 228. FOUNDER'S PROGRAMME.

Oct.

Sat. 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 (Barnes)	... 12-00 noon
	P.D., Founder's Lunch	... 1-15 p.m.
	(The Board of Governors will lunch at P.D.)	
	A.D.S. Play	... 5-30 p.m.
Sun. 3rd	Rouser	... 7-00 a.m.
	Breakfast	... 8-00 a.m.
	Board of Governors meeting	
	(HM'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.
	Tattoo	... 7-15 p.m.
Mon. 4th	Founder's Day	
	Rouser	... 6-00 a.m.
	Breakfast	... 7-45 a.m.
	Assembly (Chapel)	... 8-30 a.m.
	Trooping of Colours	... 10-00 a.m.
	Speeches (Peacestead)	... 10-55 a.m.
	Founder's Lunch B.D./G.D.	... 1-15 p.m.
	Tea	... 4-00 p.m.
	Sr. School Concert	... 5-00 p.m.
Tue. 5th	Rouser	... 7-00 a.m.
	Breakfast	... 8-45 a.m.
	Fete	... 10-30 a.m.
	S.O. Ps allowed	... 12-30 p.m.
	Lunch (Packet Lunch)	... 1-00 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.
Fri. 8th	Children on SOPs to report back	... 5-00 p.m.

No. 229. ATTENDENCE AT PERFORMANCES

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

No. 230. 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, 1976.

No. 231. 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 Thursday, 23rd September, giving the number of dinners required and whether vegetarian or non-vegetarian.

No. 232. TRANSPORT FOR FOUNDERS

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

		<i>Departure from Kasauli</i>	<i>Departure from Sanawar</i>
Thursday 30th Sept.			
Prep School Concert	10-30 a.m.	9-30 a.m.	11-30 a.m.
Sr. School Concert	4-00 p.m.	3-00 p.m.	6-00 p.m.
Tattoo	7-25 p.m.	6-30 p.m.	9-00 p.m.
Friday 1st Oct.			
A.D.S. (Staff play)	5-00 p.m.	4-00 p.m.	8-00 p.m.
Saturday 2nd Oct.			
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.
Sunday 3rd Oct.			
Prep School Concert	4-30 p.m.	3-00 p.m.	—
Tattoo	7-15 p.m.	—	9-15 p.m.
Monday 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.
Tuesday 5th Oct.			
Fete	10-30 a.m.	9-30 a.m.	12-45 p.m.

School children CANNOT be allowed in the school bus even with their parents/guardians.

No. 233. 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 various indoor functions, to School guests and invitees.

No. 234. SPECIAL POCKET MONEY FOR FOUNDERS—DIWALI

Special Pocket money for Founders and Diwali, will be issued at the following rate, per child :—

Founder's Fete	Rs. 10/-	} Rs. 13/-
Diwali	Rs. 3/-	

No. 235. NON-ATTEDANCE 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 thier 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 there-of on Thursday, 30th Sepetember.

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. 236. FOUNDER'S SPECIAL LUNCH

Founder's lunch at 1-15 p.m. on 2nd (P.D.) and 4th (B.D. and G.D.) October, 1976, will be arranged departmentwise. Husbands/wives of staff are cordially invited. Staff will please inform I/c kitchens, latest by Thursday, 23rd September, 1976, as to where they will be lunching.

No. 237. CINEMA

The film **BIG ISLAND** will be shown in Barne Hall at
5-45 p.m. on Thursday, 23rd September, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 24TH SEPTEMBER, 1976.

Part I

238—247

No. 238. PROGRAMME

September

Sat. 25th Classes cancelled

Founders' Preparation programme,
separately cyclostyled, comes into effect.

Mon. 27th Second Assessment meeting (MCR) 2-30 p.m.

Note:—From Saturday 2nd October Founder's programme as published in School Order of 17th Sept., will be followed.

No. 239. SWIMMING

The results of I—H, swimming meet held on 18-9-76, are published below for record.

B.D.		G.D.	
1st Nilagiri	... 98 pts.	1st Nilagiri	... 47 pts.
2nd Vindhya	... 84 ,,	2nd Vindhya	... 45 ,,
3rd Siwalik	... 49 ,,	3rd Himalaya	... 41 ,,
4th Himalaya	... 46 ,,	4th Siwalik	... 24 ,,

No. 240. SOCCER

The results of I—H Soccer tournament are published below for record.

1st Nilagiri	... 16 pts	3rd Vindhya	... 7 pts.
2nd Himalaya	... 8 ,,	4th Siwalik	... 5 ,,

No. 241. HOCKEY

The results of I—H hockey tournament concluded in June, 1976, are published below for record.

1st Nilagiri	... 11 pts.	3rd { Himalaya	8 pts.
2nd Siwalik	... 9 pts.		

No. 242. WINTER KIT

Winter kit will be brought into use from Saturday, 2nd October, 1976.

No. 243. SENIOR STAFF FAMILIES RATIONS

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

Fuel	Fri. 8th Oct., '76
Rations	Sat. 9th Oct., '76

No. 244. FETE

The Fete Organisation Committee (ref : School Order No. 173, dated 11-6-1976), consisting of Mrs. Das I/c, Mr. K. Parel, Miss Gupta, ladies Club (eats), duly assisted by Dr. Dhillon, and Mrs. Bhalla, will kindly look after all arrangements concerning fete.

No. 245. REARING OF CHICKENS

(Reference S.O. No. 202, dated 13th August, 1976)

Would all Heads of Departments kindly explain this order to all the employees of the School, working under them, especially the subordinate staff, at their earliest.

No 246. BANK HOLIDAYS

The State Bank of India Sanawar will observe Thursday, 30th Sept., Friday 1st Oct., Saturday 2nd Oct., and Sunday 3rd Oct. '76 as their official holidays. All concerned are, therefore, requested to take necessary action with regard to work that they may have with the Bank.

No. 247. 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 Saturday, 2nd October, 1976 (Gandhi Jayanti) and Sunday, 3rd October, 1976, as holidays. To compensate these two days, the administrative staff will observe the following as holidays:—

Wednesday	6th October, 1976
Thursday	7th October, 1976

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

S. R. Das
Headmaster

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 1ST OCTOBER, 1976.

Part I

248—252

No. 248. PROGRAMME

October

Fri.	1st	A. D. S. (Staff Play) First performance	...	5-00 p.m.
Sat.	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 (Barnes)	...	12-00 noon
		P.D., Founder's Lunch	...	1-15 p.m.
		(The Board of Governors will lunch at (P.D.))		
		A.D.S. Play	...	5-30 p.m.
Sun.	3rd	Rouser	...	7-00 a.m.
		Breakfast	...	8-00 a.m.
		Board of Governors meeting		
		(HM's House)	...	10-00 a.m.
		O.S. matches	...	10-00 a.m.
		Lunch (The Board of Governors will	...	1-00 p.m.
		lunch at G.D.)		
		Tea	...	3-30 p.m.
		P.D. Concert	...	4-30 p.m.
		Tattoo	...	7-15 p.m.
Mon.	4th	Founder's Day		
		Rouser	...	6-00 a.m.
		Breakfast	...	7-45 a.m.
		Assembly (Chapel)	...	8-30 a.m.
		Trooping of Colours)	...	10-00 a.m.
		Speeches (Peacestead)	...	10-55 a.m.
		Founder's Lunch B.D./G.D.	...	1-15 p.m.
		Tea	...	4-00 p.m.
		Sr. School Concert	...	5-00 p.m.
		O.S. Dinner	...	8-45 p.m.
		O.S. Dance	...	10-00 p.m.

Tue. 5th	Rouser	...	7-00 a.m.
	Breakfast	...	8-00 a.m.
	Fete	...	10-30 a.m.
	S.O. Ps allowed	...	12-30 p.m.
	Lunch (Packet Lunch)	...	1-00 p.m.
	O.S. meeting (Staff club)	...	2-30 p.m.
	Tea	...	4-00 p.m.
	Supper for School	...	7-30 p.m.

No. 249. 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, 1976.

No. 250. O. S. DINNER

Ref. School Order No. 228, dated 17th September, 1976.

The O.S. Dinner is now fixed on Monday, 4th October, 1976, to be held in Parker Hall at 8-45 p.m. instead of on Tuesday, 5th October, 1976. Other details remain the same.

No. 251. MEDICAL CATEGORIES

The under-mentioned children are placed in medical categories written against their names :—

(1)	Ravni Thakur	SGD	C
(2)	Bharti Thakur	SGD	C
(3)	Lalit Sharma	NBD	C
(4)	Amita Gupta	SGD	C
(5)	Sanjay Mehta	PBD	C
(6)	Amrita Guron	SGD	C

No. 252. DISTRIBUTION OF PAY DEDUCTION SHIPS

In future, with effect from October, 1976, all staff who receive their pay through the Bank, are requested to visit school office cashiers' room, to collect their pay deduction slip along with credit memos, etc., on any day from 2nd to 5th of each month, between 10-30 a.m. to 1-00 p.m.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 8TH OCTOBER, 1976.

Part I

253—261

No. 253. PROGRAMME

October

Sun. 10th	Children on S. O. Ps to report back	...	5-00 p.m.
	Film	..	5-45 p.m.
	Supper	...	7-15 p.m.
Mon. 11th	Rouser	...	5-45 a.m.
	Normal daily routine including morning P.T. Athletic Season Commences		
Wed. 13th	Society meetings (after supper)		
Fri. 15th	Winter daily routine comes into effect		
Sat. 16th	Inter-House P.T. competition	...	2-30 p.m.
Sun. 17th	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 254. 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. 255. INTER-HOUSE P.T. COMPETITION—Sat. 16th 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. 256. ARTICLES LOANED BY STORES

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

No. 257. FETE MONEY

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

No. 258. SCHOOL BUS

It is repeated that all those who ask for the booking of the School bus/jeep 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. 259. 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. 260. 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. 231 dated 17-9-1976 are requested to send slips, to say that they attended the dinner, to the Bursar, at their earliest, but not later than 16-10-76.

No. 261. CINEMA

The film **SOLDIERS ARE COMING** will be shown in Barne Hall at 5-45 p.m. on Sunday, 10th October, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 15TH OCTOBER, 1976.

Part I

262—269

No. 262. PROGRAMME

October

Sat. 16th	Inter-House P.T. Competition	... 2-30 p.m.
Sun. 17th	Film	... 5-45 p.m.
Mon. 18th	Winter daily routine comes into effect	
Wed. 20th	Society meetings (after supper)	
Thu. 21st	Diwali Eve dinner (Department wise)	... 7-45 p.m.
Fri. 22nd	Diwali—Holiday	
	Bonfire—Peacestead (Sr. School)	6-15—7-00 p.m.
	Supper packets	... 7-15 p.m.
Sat. 23rd	I—H Hindi Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 24th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 263. WINTER DAILY ROUTINE

With effect from Monday 18th October, the following daily routine will be observed :

Rouser	... 6-15 a.m.
Chota	... 6-35 a.m.
VI Form & U-V Prep (common rooms)	6-40—7-35 a.m.
P.T./Road walk & run	6-50—7-15 a.m.
House Inspection	... 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.
Classes (4 schools of 35 mts. each)	8-40—11-00 a.m.
Break	11-00—11-15 a.m.
Classes (3 schools of 40 mts. each)	11-15— 1-15 p.m.
Lunch	... 1-20 p.m.

After noon activities (separately cyclostyled programme)	2-15—5-00 p.m.
Tea	... 4-10 p.m.
Baths	... 5-00 p.m.
Prep	6-00—7-20 p.m.
Supper	... 7-25 p.m.
House Inspection	... 8-30 p.m.
Lights out	... 8-45 p.m.

Note : VI Form and U-V will be neatly and properly dressed in School uniform and sitting down at their desks for the morning Prep. On Saturdays there will be no P.T., and the entire School will 'Prep' from 6-40—7-35 a.m. in Birdwood School. With effect from Wednesday 10th Nov. morning Prep will re-place P.T.

No. 264. 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. 265. 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. 266. DIWALI

Friday, 22nd October, 1976, 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 Saturday 23rd October 1976 as a holiday on account of Vishwakarma. Tuck Shop, however, will remain open as usual.

Extra pocket money Rs. 3/- per child has already been issued to Housemasters/Housemistresses along with the Founder's extra pocket money.

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 be a Diwali Eve-dinner at 7-45 p.m. on Thursday, 21st Oct. '76, departmentwise. Husbands/wives of Staff are cordially invited. Staff should inform the Kitchen I/c by lunch time on Monday, 18th October, 1976, as to which department they wish to attend.

Fireworks will be on sale on Friday, 22nd October, 1976, 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.

No. 267. POST FOUNDER'S ADMINISTRATIVE STAFF HOLIDAY

The administrative staff (except engineering deptt.) will observe Saturday 23rd Oct. '76 as holiday; the Engineering deptt. will observe Friday 22nd Oct. '76 as holiday as Post Founder's holiday.

No. 268. MEDICAL CATEGORIES

The following children are placed in the Medical Categories as written against their names:—

- | | | | |
|-----|-----------------|--------|---|
| (1) | Tarun Kapur | N.B.D. | C |
| (2) | Sidharath Kapur | S.P.D. | C |

No. 269. CINEMA

The film **DEATH OF A MILLIONAIRE** will be shown in Barne Hall at 5-45 p.m. on Sunday, 17th October, 1976.

S. R. Das
Headmaster

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR. THURSDAY, 21ST OCTOBER, 1976.

Part I

270—285

No. 270. PROGRAMME

October

Fri. 22nd	Diwali—Holiday	
	Bonfire—Peacestead (Sr. School)	6-15—7-00 p.m.
	Supper packets	... 7-15 p.m.
Sat. 23rd	I—H Hindi Debate (Srs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 24th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 27th	Society meetings (after supper)	
Thu. 28th	Blood Grouping of children by Director Blood Transfusion Dept.	
Fri. 29th	Third Assessment meeting postponed to Tue. 2nd November	
Sat. 30th	I—H English Debate (Jrs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 31st	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 271. 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. 272. 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. 273. 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. 274. 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. 275. SCHOOL MAGAZINE 1976

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. 276. 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. 277. STOCK REQUIREMENTS FOR 1977

All stock-holders will send in their requirements for the **First Term of 1977** [10th Feb. to 14th June, 1977], by filling in their expendible and non-expendible indent books, and send these indent

books to the Bursar latest by Wednesday, 24th November, 1976. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

No. 278. STOCK CONDEMNATION—November, 1976

1. All condemnations will be completed by the Bursar latest by Thursday, 25th November, 1976.

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 Wednesday, 17th Nov. to Wednesday 24th Nov. 1976, 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 Wednesday, 10th November, 1976. 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 :—

Wed. 10th	Nov. '76	{ 11-30 a.m. B.D. Siwalik 12-00 noon B.D. Vindhya
Thu. 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)
Fri. 12th	„ „	{ 11-30 a.m. B.D. Himalaya 12-00 noon B.D. Nilagiri
Sat. 13th	„ „	{ 11-30 a.m. G.D. (Upper dorm.) 12-00 noon G.D. (Lower dorm.)
Mon. 15th	„ „	11-00 a.m. B.D. kitchen
Tue. 16th	„ „	{ 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. 279. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while blowing crackers on Diwali day, 22nd October, 1976, 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. 280. 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. 281. STOCK-TAKING-LIBRARY

Physical stock-taking will commence fairly soon of all library books in the School Central Library. All staff are therefore requested to kindly return the library books that they do not need, or present the books for physical verification and preparation of fresh borrowing slips, so that all records could be brought upto date. This may kindly be done by 1st November, 1976.

No. 282. POST FOUNDER'S ADMINISTRATIVE STAFF HOLIDAY

Reference School Order No. 267 dated 15th October, 1976.

The School Tuck shop will also observe Saturday, 23rd October, 1976, as a holiday.

No. 283. INTER HOUSE P.T./GYM. COMPETITION

The results of Inter-House P.T./Gym. Competition held on 17-10-1976 are published below for record:—

Boys School Cock House

I Vindhya	...	146.95 pts.	II Nilagiri	...	144.95 pts.
III Himalaya	...	144.00 pts.	VI Siwalik	...	142.00 pts.

Girls School Cock House

I Vindhya	...	73½ pts.	II Siwalik	...	72½ pts.
III Himalaya	...	70 pts.	VI Nilagiri	...	67 pts.

Best Gymnast	—	Ashok Gupta
„ „ Juniors	—	Rajesh Saggi
„ „ Girls	—	Joytsna Dhada

Merit Certificate Awarded to:

Ashok Gupta	A.S. Gyani
Jagmohan Bakshi	Gurpal Singh Sandhanwala
Vineet Kapur	Sanjeev Sharma
Anjali Ewing	

No. 284. SALE OF WRIST WATCHES THROUGH LOTTERY

Following wrist-watches will be on Sale in Tuck Shop, on cash payment. Staff interested (except those who have been lucky to get a wrist-watch in 1976) 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 Friday, 29th October '76.

1. H.M.T Sona Yellow	(A)	Sale price Rs. 196/-
2. „ Pilot	(B)	„ Rs. 192/-
3. „ Nishat Black	(C)	„ Rs. 203/-
4. „ Jawahar S/Steel white	(D)	„ Rs. 207/-

The Lottery draw results will be communicated to the persons concerned soon after Friday, 29th October, 1976.

No. 285. CINEMA

The film PHANTOM will be shown in Barne Hall at 5-45 p.m. on Sunday, 24th October, 1976.

S. R. Das
Headmaster

THE LAWRENCE SCHOOL ORDERS.

————:o:————

† SANAWAR, FRIDAY, 29TH OCTOBER, 1976.

Part I

286—290

No. 286. PROGRAMME

October

Sat. 30th	I—H English Debate (Jrs.) postponed	
Sun. 31st	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

November

Tue. 2nd	Third assessment meeting (MCR)	... 2-30 p.m.
Wed. 3rd	Society meetings (after supper)	
Fri. 5th	Prep cancelled	
	I—H English Debate (Jrs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sat. 6th	Guru Nanak's Birthday—Holiday	
Sun. 7th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 287. 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 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 earlist, but not later than 2-11-1976, in writing, the relevant details concerning above, excluding the premium amounts which are already being deducted from their school salary bills.

No. 288. 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. 289. ADMINISTRATIVE STAFF HOLIDAY — GURU NANAKS' BIRTHDAY

Saturday, 6th November, 1976, will be observed as a holiday by the Administrative staff also, on account of Guru Nanak's Birthday. Tuck-Shop will, however, remain open as usual.

No. 290. CINEMA

The film RACHEL AND THE STRANGER will be shown in Barne Hall at 5-45 p.m. on Sunday, 31st October, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 5TH NOVEMBER, 1976.

Part I

291—301

No. 291. PROGRAMME

November

Fri. 5th	Prep Cancelled		
	I-H English Debate (Jrs.)	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sat. 6th	Guru Nanak's Birthday—Holiday		
Sun. 7th	Supper	...	7-00 p.m.
Mon. 8th	Art Examination Commences		
Wed. 10th	Society meetings (after supper)		
Sat. 13th	P.D., pic-nic		
	I-H Hindi Debate (Jrs.)	...	6-00 p.m.
	Supper	...	7-15 p.m.
Sun. 14th	Children's Day		
	Film	...	5-45 p.m.
	Supper	...	7-15 p.m.

No. 292. 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 27th November, 1976.

No. 293. 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. 294. 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. 295. WHITE-WASHING OF STAFF QUARTERS

The annual white-washing of staff quarters, both married and single, will be carried out during the coming winter vacation. Before leaving Sanawar, therefore, all staff members should label the keys of their quarters and hand them over to the Quartermaster. Quarters of which the keys are not left with the Q.M. will not be white-washed either during the vacation or on the return of the staff members concerned next year.

Married staff members are also requested to lock up their valuables etc. in one room in their quarters, which will not be opened during the vacation for white-washing purposes. Such rooms only will be white-washed during the first term 1977.

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. 296. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Wednesday, 1st December, 1976. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Wednesday, 1st December, 1976. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 297. 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 affected by this School Order.

No. 298. 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, 19th November, 1976.

No. 299. STOCK-TAKING- LIBRARY

Reference School Order No. 281, dated 21st October, 1976.

All staff are again requested to kindly return the library books that they do not need, or present the books for physical verification and preparation of fresh borrowing slips, so that all records could be brought upto date. This may kindly be done **immediately**.

No. 300. STAFF CLUB TABLE TENNIS CHAMPIONSHIP FINALS

The Staff Club Table Tennis Championship will be held at Gaskel Hall at 3-30 p.m. on 6th November. All members and families are cordially invited to witness the matches and for tea after the matches.

No. 301. MEDICAL CATEGORIES

The under-mentioned School children are placed in the Categories written against their names:—

1. Anu Bedi	V.G.D.	C
2. Navdeep Jain	H.B.D.	C
3. Ulka Puri	N.G.D.	C
4. Dayanita Singh	S.G.D.	C
5. R. Sirkeck	H.B.D.	C
6. Kr. Suryaveer Singh	H.B.D.	C
7. Gautam Khungar	H.B.D.	C

S. R. Das
Headmaster

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 12TH NOVEMBER, 1976.

Part I

302—307

No. 302. PROGRAMME

November

Sat. 13th	I—H Hindi Debate (Jrs.)	... 6-00 p.m.
	Supper	... 7-15 p.m.
Sun. 14th	Children's Day (P.D. Picnic)	
	Hindi Film	... 4-30 p.m.
	Supper	... 7-30 p.m.
Wed. 17th	Subject reports handed in to Form Staff	
	Final Examination Commences	
	Shooting practice commences	
Sat. 20th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Sun. 21st	Teams' photograph	... 7-00 a.m.
	I—H shooting post-poned to Sun 28th	

No. 303. EXAMINATION ARRANGEMENTS

Sixth Form examination will be conducted in Barne Hall. U-VA will sit in Miss Chatterji's room, U-V B in Miss Oswald's room and U-V C in Mr. Solomon's room. 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. In the first session of the examination, children will continue to remain seated for the full duration of the session, even though the paper be of less than three hours. They may be permitted to study for the next examination or if they so desire, read story books. Noise in the precincts of Birdwood school will be kept to the minimum throughout the exami-

nation. Afternoon activities will continue as per normal for all those not engaged in the post lunch session of the 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.)	... 7-40 a.m.
M.I. (B.D.)	... 8-05 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 Exam	... 4-30 p.m.

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

No. 304. STOCK REQUIRMENTS FOR 1977.

Staff concerned are reminded to take necessary action in connection with S.O. No. 277, dated 21st October 1976, and submit the indent books in time.

No. 305. 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. 306. CHESS—INTER-HOUSE COMPETITION

With effect from 1976, Chess will be an activity for Inter-House Competition in B.D. The points awarded will be as follows:—

1st 2 points	2nd 1½ points
3rd 1 point	4th ½ point

No. 307. CINEMA

The Hindi film **DHUND** will be shown in **Barne Hall** at 4-30 p.m. on Sunday, 14th November, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 19TH NOVEMBER, 1976.

Part I

308—313

No. 308. PROGRAMME

November

Sat. 20th	Athletic heats commence	
	Film	... 4-30 p.m.
	Supper	... 7-30 p.m.
Sun. 21st	Teams' photographs	... 7-00 a.m.
	(Team coaches to kindly organise)	
	Slides will be shown by Mr. & Mrs. Symonds	
	in Barne Hall about their expedition to	
	Iceland together with a commentary	... 11-00 a.m.
Fri. 26th	Final Examination ends	
	Weighing and measuring commences	
Sat. 27th	House photographs	... 7-00 a.m.
Sun. 28th	I-H shooting competition	... 10-00 a.m.
	Reports handed in by Form Staff	
	to House Staff	
	Books handing in completed	
	Carol singing	... 5-30 p.m.
	Staff photograph	... 5-00 p.m.
	Staff Club meeting followed by dinner	... 6-30 p.m.

No. 309. 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 Monday, 29th November, 1976.

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. 310. WINTER VACATION

The School will close on Wednesday, 1st December, 1976, for the winter vacation, and will reopen on Thursday, 10th February, 1977, 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. 311. STAFF—VACATION ADDRESSES AND QUARTERS' KEYS.

Before leaving Sanawar all members of the staff must enter their names and their vacation address 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. 312. PAY FOR NOVEMBER, 1976

Senior Staff Pay Register : Instructions for transfer of staff pay, from school A/c to their respective accounts with Bank, will be issued on 29-12-1976.

Junior Staff Pay Register : Pay will be distributed to Junior staff on Tuesday 30th November, 1976 at the usual timings.

No. 313. CINEMA

The Hindi film **DHARMA** will be shown in Barne Hall at 4-30 p.m. on Saturday, 20th November, 1976.

S. R. Das
Headmaster.

THE LAWRENCE SCHOOL SANAWAR

—:O:—

SANAWAR, MONDAY, 22ND NOVEMBER, 1976

SPECIAL ORDER

Winter-Vacation Arrangements—1976.

No. 314. 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 Wednesday, 1st December, 1976. 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 Wednesday, 1st December, 1976 (Home 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 **Wednesday, 24th November, 1976**. 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 Saturday, 27th November, 1976 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 Tuesday, 30th November, 1976. All such staff members are required to attend.

DISCIPLINE—and INDISCIPLINE.

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

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

TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

SANAWAR/KALKA DEPARTURE ARRANGEMENTS.

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

Bombay V.T. party

This party will depart by School Bus and one HGT Bus from the B.D. Quadrangle, at 5-30 a.m. on Wednesday, 1st December, 1976. 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	* Jammu Tawi
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 Chandigarh, Ambala Cantt, Kurukshetra, Karnal, and Panipat)

* (includes Ludhiana)

(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 Monday, 29th Nov., 1976, 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. & Dehradun parties** must be ready at the B.D. Quad. by 5-00 a.m. on 1st Dec. 1976. The Quartermaster will arrange for this luggage to be transported from departments by the mazdoors, and loaded onto the **Bus** by **5.30 a.m.** The Bombay V.T. party will leave in the School Bus and H.G.T. Bus on 1st December, 1976, at 5-30 a.m. for Kalka.

(vii) Luggage of all children travelling in school parties (except Simla, Bombay V.T. & Dehradun) 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 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.** 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. Mundkur 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. Mundkur 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. Mundkur *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. Mundkur.

(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 7-15 a.m. in all departments on home day, 1st December 1976, for all children, except for Bombay V.T. and Dehradun parties, who will have it at Kalka Rly. Station.

(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 Amritsar, Jammu Tawi, Delhi 'A' and Allahabad School parties

(iv) **Supper Packets:**—Supper packets for all school parties (except Bombay V.T., Dehra Dun, 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. Mundkur after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Ferozpur	... Mr. Mathra Das	28
Delhi 'B'	... Mr. R. Kumar	82
Calcutta	... Mr. P.C. Gupta	47
Amritsar	... Mr. Williams	28
Jammu Tawi	... Mr. Katoch	40
Delhi 'A'	... Mr. Khalid	80
Allahabad	... Mr. Malaviya	17

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, 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.

(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 Tuesday, 30th November, 1976.

NEXT TERM.

The next term will begin on Thursday, 10th February, 1977, 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 Wednesday 1st December, 1976. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Bus</i>
Dehra Dun	5-15 a.m.	5-30 a.m.	6	By School Bus
Bombay V.T.	—do—	—do—	62	HGT Bus.
Simla	7-30 a.m.	8-00 a.m.	15	By HGT Bus.
Kalka	1-30 p.m.	2-00 a.m.	11	„
Ferozpur	—do—	—do—	18	„
Delhi B	—do—	—do—	39	„
Calcutta	—do—	—do—	27	„
Amritsar	6-00 p.m.	6-30 p.m.	14	„
Jammu Tawi	—do—	—do—	26	„
Delhi A	—do—	—do—	64	„
Allahabad	—do—	—do—	8	„

2. Dehra Dun party will travel in School Bus upto Kalka Bus Stand. From there the party will travel by Haryana Roadways Kalka—Dehra Dun Bus, leaving Kalka Bus Stand at 7-20 a.m.
3. Bombay V.T. party will travel by School Bus and H.G.T. Bus from B.D. Quad. to Kalka Rly. Station. From Kalka the party will travel in one extra second Class coach, by 2 Uk. Shuttle, leaving Kalka at 0810 hours.
4. Simla party will travel by HGT Jagjitnagar—Simla Bus leaving from B.D. Quadrangle at about 8-00 a.m.
5. Ferozpur, Delhi B, 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 1955 hours.
6. Amritsar and Jammu Tawi parties will travel in HGT buses, from B.D. Quad. upto Kalka. From Kalka, the parties will travel in extra coaches attached to 35 Dn. Simla Mail leaving Kalka at 2115 hours.

7. Delhi A and Allahabad parties will travel in 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 0020 hours, on 2-12-76.
8. The School Bus will, after unloading of the luggage, etc., at Kalka, Railway station, will await there for further instructions from Mr. Mundkur.
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. 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.

—:o:—

SANAWAR, FRIDAY, 26TH NOVEMBER, 1976.

Part I

315—327

No. 315. PROGRAMME

November

Fri. 26th	Final Examination ends	
	Weighing and measuring commences	
	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.
Sat. 27th	Rouser	... 6-45 a.m.
	House photographs (B.D.) :	
	Himalaya	... 7-15 a.m.
	Nilagiri	... 7-30 a.m.
	Siwalik	... 7-45 a.m.
	Vindhya	... 8-00 a.m.
	Breakfast	... 8-30 a.m.
	Books handing in	9-00—10-45 a.m.
	(U-IIIs, L-IVs and U-IVs will come to	
	Birdwood and sit in their	
	Form rooms with Form Staff)	
	Weighing and measuring (B.D.)	
	Himalaya	11-00—11-40 a.m.
	Nilagiri	11-40—12-20 p.m.
	Siwalik	12-20— 1-00 p.m.
	Lunch	... 1-10 p.m.
	Marks handing in	... 4-00 p.m.
	Tea	... 4-00 p.m.
	Baths	... 5-30 p.m.
	Supper	... 7-00 p.m.
	Lights out	... 8-45 p.m.
Sun. 28th	Rouser	... 7-00 a.m.
	Baths	... 7-10 a.m.

	Breakfast	... 8-30 a.m.
	Books handing in completed	9-00—10-00 a.m.
	Weighing & measuring Vindhya (B.D.)	10-00—10-40 a.m.
	I-H shooting competition	... 11-00 a.m.
	(not 10-00 a.m. as published before)	
	Lunch	... 1-00 p.m.
	Reports handed in by Form Staff to House Staff	... 4-00 p.m.
	Tea	... 4-00 p.m.
	Staff photograph	... 5-00 p.m.
	Carol Singing	... 5-30 p.m.
	Staff Club meeting followed by dinner (Art Room)	... 6-30 p.m.
	Supper for Children	... 7-15 p.m.
	Lights out	... 8-45 p.m.
Mon. 29th	Rouser	... 7-30 a.m.
	Breakfast	... 8-30 a.m.
	Escorts meeting (not 10-00 a.m.)	... 9-30 a.m.
	Athletic heats	10-45—1-00 p.m.
	Lunch	... 1-10 p.m.
	Promotion meeting	... 2-00 p.m.
	History sheets handed in to office	... 4-00 p.m.
	Tea	... 4-00 p.m.
	Baths	... 5-00 p.m.
	Dinner	... 7-00 p.m.
	End of term parties	8-00— 11-00 p.m.
Tue. 30th	Rouser	... 7-00 a.m.
	Breakfast	... 8-15 a.m.
	End of Term Assembly	... 9-00 a.m.
	Annual Sports (Barnes)	... 10-00 a.m.
	Coffee (Gaskel Hall)	... 12-30 p.m.
	Lunch	... 1-30 p.m.
	Prize giving (Barne Hall)	... 3-00 p.m.
	Reports handed in by House Staff to Office	... 4-00 p.m.
	Tea	... 4-30 p.m.
	Baths	... 5-00 p.m.
	Supper	... 6-00 p.m.
	Sr. School Social	7-00—10-00 p.m.

December

Wed. 1st HOME DAY

Children going home with parents

allowed to leave

... 8-00 a.m.

No. 316. 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 tea on Tuesday, 30th November, 1976. The handing in of clothes etc. must be completed well in time.

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. 317. 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. 318. 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. 319. 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. 320. 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, 1977, failing which new ones will be issued to them then, at their parents' cost.

No. 321. 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. 322. HOUSE LETTERS—SCHOOL/HOME PARTIES

House Staff are requested to ask the children to write home in their letters due for dispatch on Saturday, 27th November, 1976 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. 323. STAFF FAMILIES' RATIONS ETC., DURING VACATION.

With effect from Thursday, 2nd December, 1976, the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel of staff families who will be at Sanawar during this vacation :—

Vegetables & Fruit

The vegetable and fruit shop at the Bakery will be open throughout the vacation on Mondays, Wednesdays and Saturdays from 10-00 a.m. to 2-00 p.m.

Eggs

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

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.

No. 324. TUCKSHOP HOURS DURING VACATION.

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

No. 325. STAFF—VACATION ADDRESSES

(Reference S.O. No. 311, dated 19th November, 1976)

Further to the School Order referred to above, all staff

going on Vacation, are requested to leave their addresses with Post Master Sanawar, so that their in-coming mail, could be re-directed to them, by the Post Office itself.

No. 326. DORMITORY LOCKERS

House Staff are requested to impress upon all House Children in their respective Houses that they must empty their lockers, and leave them open, for repairs, polishing, etc.

No. 327. CHESS TOURNAMENT 1976.

Results of the Inter House (B.D.) Chess Tournament, 1976 are published below for record :—

<i>House</i>	<i>Srs.</i>	<i>Jrs.</i>	<i>Total Points</i>
Himalaya	50½	22½	73
Nilagiri	23½	5	28½
Siwalik	41½	13	54½
Vindhya	34½	13½	48
			Total : 204 Points

S. R. Das
Headmaster