

LAWRENCE SCHOOL ORDERS

Sanawar Saturday, 10th February, 1979

Part I

1—27

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

Sat. 10th	School re-opens (All School parties return)	
	Supper	... 7-00 p.m.
	Kit issued	... 7-30 p.m.
Sun. 11th	Rouser	... 7-15 a.m.
	Baths	... 7-30 a.m.
	Breakfast	... 8-45 a.m.
	Letter writing (under House arrangement)	... 9-30 a.m.
	House Masters/Mistresses meeting	
	(M.C.R.)	... 10-30 a.m.
	Sr. School Academic staff meeting (MCR)	... 12-00 noon
	Lunch	... 1-00 p.m.
	Kit issued	... 2-00 p.m.
	Tea	... 4-00 p.m.
	Film	... 4-30 p.m.
	Supper	... 7-15 p.m.
	Lights out	... 8-45 p.m.
Mon. 12th	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.
	Opening of term assembly	... 8-35 a.m.
	Classes (4 Schools)	8-45-11-05 a.m.
	Break	11-05-11-20 a.m.
	Classes (3 Schools)	11-20—1-05 a.m.
	Lunch	... 1-10 p.m.
	Cricket sets made	... 1-30 p.m.
	Tea	... 4-00 p.m.
	Baths	... 5-00 p.m.
	Supper	... 7-00 p.m.
	Lights out	... 8-45 p.m.
Tue. 13th	Daily routine as published below will be followed.	
Wed. 14th	Prep cancelled	
	Tutorial meetings	5-40—6-40 p.m.
	Supper	... 6-45 p.m.
Fri. 16th	Society meetings (after supper)	
Sat. 17th	Project work (post-tea session)	
Sun. 18th	Festival Cricket match (weather permitting)	... 10-00 a.m.
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 4. DAILY ROUTINE

The following routine will be observed with effect from Tuesday 13-2-79 till further orders:—

Rouser	... 7-00 a.m.
M.I., (G.D.)	... 7-30 a.m.
Breakfast	... 7-45 a.m.
M.I., (B.D.)	... 8-05 a.m.
Assembly	... 8-35 a.m.
Classes (4 Schools)	8-45-11-05 a.m.
Break	11-05-11-20 a.m.
Classes (3 Schools)	11-20—1-05 p.m.
Lunch	... 1-10 p.m.
Examination Class tutorials	... 2-00 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—7-00 p.m.
Supper	... 7-10 p.m.
House Inspection	... 8-10 p.m.
Study bell	... 8-20 p.m.
Lights out	... 9-00 p.m.

No. 5. MEDICAL

The School office will be sending all medical certificates received, to the R.M.O. who will scrutinize these and take necessary further action if any, required. In spite of our clear instructions to parents, some of them continue to send these along with their children. All House Matrons, however, are requested to collect such Medical certificates from these children and send them to the R.M.O., latest by 10-00 a.m. on 11th February, 1979.

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

No. 6. NEW ADMISSIONS—RECEPTION

New admissions will be done on 12th February 1979. All new parents on their arrival will be guided to the Parents' Room, 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. on this day.

Messrs Dhani Ram, Onkar Singh and Katoch will be on duty from 8-30 a.m. to 4-00 p.m. at the Bakery to guide parents on this day.

From the parents' Rooms, parents and the children, together with their luggage, will be directed to the Office. After having completed all financial and other formalities, the parents will be sent to the House Matron concerned, who only on production of a copy of New Admission Sheet, duly signed by the Bursar, will admit the child in the dormitory. The parents will also meet the Housemaster/ Housemistress concerned before they leave Sanawar.

No. 7. LATE ARRIVALS

All late arrivals (irrespective of the 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, 1979.

No. 8. NEW ADMISSIONS—RATIONS

Would I/c Kitchens please indent for three extra rations as per new admission list already issued to them by Office, from the Quartermaster to enable parents to have lunch/tea in the respective departments. The numbers of New Admissions are as given below:—

	B. S.	G. S.
12th February	26	14

No. 9. CLOTHING

February 10th and 11th 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 16th February, 1979.

Clothes will be issued to **Day Scholars** in all Deptts at 2-00 p.m. on 10th February, 1979.

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. 10. STRENGTH RETURNS

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

No. 11. NETS

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

No. 12. WALKING OUT-PASSES—NEW ADMISSIONS

Newly admitted children will not be granted WOPs or SOPs nor will their parents or relatives be permitted to visit them before 2-00 p.m. on Saturday, 10th March, '79 (when new admissions will be permitted WOPs and SOPs for the week-end). This will give these children time in which to settle down. This must be explained by House Staff and House Matrons to parents or guardians of newly admitted children when they arrive.

No. 13. HOUSE FUND ACCOUNTS

An advance of Rs. 100/- will be issued to all Housemasters and Housemistresses by the School Office. Further advances can be drawn from the Office on specific requests thereafter. They are, however, requested to submit a consolidated account of all the advances received by them, at one time, not later than 7th June, '79.

No. 14. HOSPITAL TIMINGS

10-00 a.m.—10-30 a.m.	} Members of the Staff and their families
4-30 p.m.— 5-30 p.m.	
9-00 a.m — 1-00 p.m.	} Children of the School
4-15 p.m.— 5-30 p.m.	

Staff are requested that, only in emergencies, children be sent to the hospital outside the working hours.

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

No. 15. ISSUE OF INDENTS BY QUARTERMASTER

Will members of staff concerned and the Quartermaster kindly note that, when an indent is to be issued to the person making the indent, the actual time of the issue is to be fixed by personal consultation between the indenting member concerned and the Quartermaster, according to the mutual convenience of the one or the other. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual consultation. Such changes should not ordinarily be necessary at all but only in emergent and unforeseeable circumstances. The time so fixed should *not* be between 3-00 and 4-00 p.m. on full working days nor between 12-00 noon and 1-00 p.m. on Saturdays.

It is the duty of the Quartermaster to ensure that all items to be issued are ready for immediate issue punctually at the time fixed, thus ensuring that no unnecessary delay occurs and that indenting staff members are not held up at the Stores for more than the minimum time necessary to receive the articles indented for.

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

No. 16. STAFF VISITS TO Q.M. STORES

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

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

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

No. 17. STAFF VISITS TO BURSAR

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

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

No. 18. STAFF VISITS TO SCHOOL OFFICE

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

No. 19. STAFF SUPPER TIMINGS

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

No. 20. STAFF CLUB : BADMINTON

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

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

No. 21. STAFF RATION AND FUEL

On return to School on 10th February, staff members should send chits for their requirement of wood and soft coke to the Quartermaster, giving their minimum requirements for their immediate needs. The Quartermaster will arrange for the fuel to be delivered to the quarters of the persons concerned not later than the same evening, i.e. 10th evening.

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

Rations on payment will normally be issued to staff between 3-00 and 4-00 p.m. on the first and second 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. 22. 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. 23. TUCK SHOP TIMINGS

The Tuck Shop will observe the normal timings from 10th February, 1979.

No. 24. HOUSE LISTS

Provisional House Lists have been sent to House staff; they are requested to kindly send the finalized list to Bursar, latest by 14th February, 1979.

No. 25. 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. 26. TRANSFER OF P. D. STUDENTS.

Lower IV (class VII) children of P. D. will continue to stay in P. D., in their respective dormitories. Their transfer to Senior School will take place later, for which, separate instructions will be issued.

This is for the information and necessary action of all concerned.

No. 27. CINEMA

A Hindi film will be shown in Barne Hall at 4-30 p.m. on Sunday, 11th February, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 16th February, 1979

Part I

28—49

No. 28. PROGRAMME**Feb.**

Sat. 17th	Supper	... 6-00 p.m.
	Sr. School Social	7-00—10-00 p.m.
Sun. 18th	Festival Cricket match (weather permitting)	... 10-00 a.m.
	Supper	... 7-00 p.m.
Mon. 19th	Medical Exam. commences	2-30—4-00 p.m.
	Re-tests for LVs	... 2-15 p.m.
Wed. 21st	Tutorial meetings	5-40—6-40 p.m.
	Supper	... 6-45 p.m.
Thu. 22nd	P.T. commences (weather permitting)	
	New daily routine as published below comes into effect	
Fri. 23rd	Society meetings (after supper)	
Sat. 24th	Morning Prep.	6-30—7-30 a.m.
	Project work (post-tea session)	
Sun. 25th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 29. DAILY ROUTINE

With effect from 22-2-79, the following daily routine will be followed :—

Rouser	... 6-00 a.m.
Chota	... 6-30 a.m.
P.T.	6-40—7-10 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	... 8-20 a.m.
Classes (4 Schools)	8-30—11-10 a.m.
Break	11-10—11-25 a.m.
Classes (3 Schools)	11-25—1-20 p.m.
Lunch	... 1-25 p.m.

Afternoon activities	... 2-30 p.m.
Tea	... 4-00 p.m.
(Tea for field games will go down at 3-30 p.m. Those in the second session of nets at staff court will also have their tea at 3-30 p.m. in B.D.K.)	
N.C.C. (Tue. & Thu.)	5-00—5-30 p.m.
Baths	... 5-05 p.m.
House Inspection	... 5-40 p.m.
Prep	6-00—7-20 p.m.
Supper	... 7-25 p.m.
House Inspection	... 8-20 p.m.
Study bell	... 8-30 p.m.
Lights out	... 9-15 p.m.

No. 30. DISCIPLINE : DAY SCHOLARS

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

No. 31. 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 if required, will also be present at such inspections.

No. 32. 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. 33. 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. 34. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All Kitchen Matrons 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 and on the Loss Slip.

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. 35. 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.

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. 36. 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 the bus/jeep will not be available for any purpose on these days, nor will they 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. 37. 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. 38. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters and Housemistresses are requested to **restrict to TWO Tuckshop Slip per child per month.**
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) The slip should be signed **in ink** or with ball point pen.
- (vi) Children must **sign their full signatures, not merely initials or first names.**
- (vii) Housemasters/Housemistresses should also date their signatures.
- (viii) Housemaster/Housemistress must initial any corrections/ amendments in Tuckshop Slips.

Tuck Shop Slips are not 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.

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.

House Staff will kindly arrange to get a copy of the Tuck Shop slip, dispatched along with the child's letter to his parents.

No. 39. 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. 40. 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. 41. SCHOOL PURCHASES BY STAFF MEMBERS

It has been found that, from time to time, certain staff members have made purchases of various items for the School on their own initiative without first obtaining permission to incur such expenditure. In order to enable a proper control and regulation of the School finances it is emphasized that no purchases of whatever

nature may be made against the School account without the express permission, in writing, of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

No. 42. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

Extra money to meet the cost of foreign postage will be issued with normal monthly pocket money. House staff are therefore, requested to send their lists of such children to the Office by 20th February at the latest, specifying the amount required in each case for this purpose.

No. 43. CHILDRENS' JERSIES & SHOES

House staff are reminded that every child is required to be in possession of 2 long-sleeved navy blue jersies and 2 pairs of broad-toed black brogue shoes, all of the 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. 44. MEDICAL CATEGORIES OF SCHOOL CHILDREN

The Medical categories of all school children will remain the same as published earlier through school orders, including temporary upgrading/downgrading of the categories. Changes, if any, will be published in school orders from time to time.

The new admissions will soon undergo medical check-up through school R.M.O., and their medical categories as given by the R. M. O. will be published in school orders as soon as the medical check-up is completed.

This is for the information of and necessary action by all concerned.

No. 45. HOT WATER HAMAM—FILTERS

The rent per hot water hamam per year would be Rs. 24/-, with a minimum of Rs. 15/- payable if the filter is required for a period of six months or less. Q. M. and Engineer are requested to take necessary action in this connection.

Should the staff, having hamams already fitted at their residences, now want their removal, they may inform the Engineer.

No. 46. WATER CHARGES (RATES)

The rates of water charges payable by staff from 16th February to 15th June, 1979 will be as follows:—

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

- (i) For the first 1500 litres per head per month, 75 P. per 1000 litres.
- (ii) For the next 1500 litres per head per month, Rs. 1/25 per 1000 litres.
- (iii) Above 3000 litres per head per month, Rs. 2/55 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 75 P. per 1000 litres.
- (ii) For the next 2000 litres per head per month Rs. 1/25 per 1000 litres.
- (iii) About 4000 litres per head per month Rs. 2/55 per 1000 litres.

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

- (i) Single member : Rs. 3/25 per month—flat rate.
- (ii) Two members or more : Rs. 2/75 per head, subject to a maximum of Rs. 8/25 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 16th of a month.

No. 47. APPOINTMENT OF PREFECTS/HELPERS

Following appointment of Prefects/Helpers are made with effect from 12-2-79:—

Boys Department

<i>H.B.D.</i>	House Captain	...	Harinder Singh Chahal
	School Prefect	...	Sunil Verma
	House Prefects	...	Gurpreet Kohli
		...	Suryaveer
<i>N.B.D.</i>	House Captain	...	Rabindra Kumar
	School Prefect	...	Sandeep Sharma
	House Prefects	...	T. Khaisianmung
		...	Prasant Chowdhry

<i>S.B.D.</i>	House Captain	...	Rohit Singh Negi
	School Prefects	...	Harmit Singh Pental
		...	Subir Sharma
	House Prefects	...	Raman Seth
		...	Rajesh Prasad
<i>V.B.D.</i>	House Captain	...	Birender Singh Dhanoa
	School Prefect	...	Rajiv Gupta
	House Prefects	...	Ashok Goel
		...	Parminder Singh Gill
	M. I. Prefect	...	Ajai Singh

Girls Department

<i>H.G.D.</i>	House Captain	...	Ishwarpreet K. Sandhu
	House Prefect	...	Archana Pratap
<i>N.G.D.</i>	House Captain	...	Jasdeep Mann
	House Prefect	...	Brinda Roy
<i>S.G.D.</i>	House Captain	...	Saba Mahdi
	House Prefect	...	Sunetra Sen
<i>V.G.D.</i>	House Captain	...	Mohini Oberoi
	House Prefect	...	Rajni Parmar
	M. I. Prefect	...	Vandana Sarin

<i>Duty</i>			<i>Name</i>
<i>(Helper / Asstt.)</i>			
<i>(of / to)</i>			
H.M. (boy/girl & Asstt. to H.M.)	Ashish Bhatia
			Balvinder Sohi
D.H.M.	Anshuk Jain
Sr. Mistress	Purnima Rani
Library	Manoj Mohanka
			Laikhuram Tomcha
			Nina Paul
Dining Hall	Rahul Brijnath
			Sudershan Bansal
			Ajai Singh
			Rajive Ghai
			Meenakshi Sethi
Games & Hobbies	Navneet Jolly
			Nikhil Sawhney
			Chetna Nanda
			Dilroop Dhillon

Estate Tidiness	Vikram Chopra Sukhmeet Sandhu Pawanjit Singh Bala Pratibha Rathore
Expeditions	Nikhil Dhaon Gopalkrishna Menon
Dramatics	
Socials/Entertainment	Hemant Mattoo Yogesh Kapoor K. Chowdhry
Lost Property	Harjit Singh Gill
Social Service	Sukhbir Singh Badal Prabhdeep Sethi
Chapel	Manjit Gill R. K. Dahiya

No. 48. HOUSE TUTORS

The under-mentioned members of Staff are attached as tutors to the Houses mentioned against their names:—

Boys Department

Himalaya	Nilagiri
Mr. I. Hasan	Mr. A. Jalalabadi
„ V.L. Hegde	„ S.M. Khalid
„ A. Bhalerao	„ G.C. Arora
„ U.P. Mukherji	„ Gray
„ Dhani Ram	
„ Puri	
Siwalik	Vindhya
Dr. D.C. Gupta	Mr. S. B. Dwivedi
Mr. K.J. Parel	„ M.J. Parel
Dr. J.S. Kushreshtha	„ B.D. Attri, Mr. Onkar Singh
Mr. C.S. Matharu	„ U.A. Mundkur
„ K.K. Batish	„ Bulbul Singh
„ R.K. Malaviya	„ B.C. Katoch

Girls Departments

Himalaya	Nilagiri
Mrs. Channa	Mrs. Arora
„ P. Das	„ Shinde

Siwalik

Vindhya

Mrs. L. Parel

Mrs. Khan

,, Matharu

No. 49. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1979 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Monday
2. Republic Day	...	Jan.	26th	Friday
3. Shivratri	...	Feb.	25th	Sunday
4. Holi	...	Mar.	13th	Tuesday
5. Ram Naumi	...	April	5th	Thursday
6. Good Friday	...	April	13th	Friday
7. Baisakhi	...	April	13th	Friday
8. Raksha Bandhan	...	Aug.	8th	Wed.
9. Janam Ashtmi	...	Aug.	14th	Tuesday
10. Independence Day	...	Aug.	15th	Wed.
11. Dusehra	...	Oct.	1st	Monday
12. Mahatma Gandhi's Birthday	...	Oct.	2nd	Tuesday
13. Founder's (After Founder's)	...	Oct.	6th	Saturday
14. { Diwali (except Eng. Deptt.)	...	Oct.	20th	Saturday
{ Balraj (Eng. Deptt. only)	...	Oct.	21st	Sunday
15. Guru Nanak's Birthday	...	Nov.	25th	Sunday
16. Christmas Day	...	Dec.	25th	Tuesday

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

New Year's Day

Republic Day

Independence Day

on which days it will remain closed.

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

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd February, 1979

Part I

50—62

No. 50. PROGRAMME

Feb.

Sat.	24th	Morning Prep.	6-30—7-30 a.m.
		Project work (post-tea session)	
Sun.	25th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Mon.	26th	Games' committee meeting (MCR)	... 2-30 p.m.
Wed.	28th	Tutorial meetings	6-00—7-00 p.m.
		Supper	... 7-05 p.m.

March

Fri.	2nd	Upper VI trial examinations commence	
		Society meetings (after supper)	
Sat.	3rd	Project work (post-tea session)	
		Staff Club meeting followed	
		by dinner (Art room)	... 7-00 p.m.
		Supper for Children	... 6-30 p.m.
Sun.	4th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 51. ASSESSMENT MEETING

The first assessment meeting will be held in (MCR) at 5-30 p.m. on Tuesday 13th March, 1979.

No. 52. MORNING P.T.

In view of unsuitable weather conditions, the morning P.T. will be replaced by morning Prep (6-30 a.m. to 7-30 a.m. upto and including 28-2-1979).

No. 53. OUT OF BOUNDS

Children are reminded that they are not allowed to enter the compound of staff residences without specific permission from the person concerned.

No. 54. 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. 55. 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. 56. SCHOOL SONG BOOKS

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

1. All new admissions in the Senior School (B.D. & G.D.) and also those transferred from P.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 (BD. & G.D.) in 1978, 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 & Housemistresses are requested to take necessary action.

No. 57. 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. 58. 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. 59. 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. 60. 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. 61. SCHOOL VEG. AND FRUIT SHOP

The School veg. and fruit shop will remain closed on every Thursday. On other week days, it will be open at the following timings :—

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

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

No. 62. CINEMA

The film **D R A G O N** will be shown in **Barne Hall** at
5-45 p.m. on Sunday, 25th February, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd February, 1979

SPECIAL ORDER**No. 63. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TENTH GRADE EXAMINATION**

All-India Secondary School Examination, 1979.

DATE—SHEET*Morning Session*

March		(9-00 a.m.—11-30 a.m.)	
Fri. 16th	English Course-A Paper I
	English Course-B Paper I
Sat. 17th	English Course-A Paper II
	English Course-B Paper II
Mon. 19th	Hindi Course-A Paper I
	Hindi Course-B Paper I
	Bengali Paper I
Tue. 20th	Hindi Course-A Paper II
	Hindi Course B Paper II
	Bengali Paper II
Wed. 21st	Mathematics Paper I
Thu. 22nd	Mathematics Paper II
Fri. 23rd	Sciences	}	... Paper I
	(Physics & Chemistry) (Theory)		
Sat. 24th	Sciences	}	... Paper II
	(Life Sciences) (Theory)		
Mon. 26th	Social Sciences	}	... Paper I
	(History & Civics)		
		(9-00 a.m.—11-00 a.m.)	
Tue. 27th	Social Sciences	}	... Paper II
	(Geography)		
		(9-00 a.m.—11-30 a.m.)	
Thu. 29th	Regional languages, French, German Paper I
Fri. 30th	Regional languages, French, German Paper II
Sat. 31st	Punjabi Paper I
April			
Mon. 2nd	Punjabi Paper II

DATES OF PRACTICAL EXAMINATION

3rd, 4th, 6th, 7th, 9th } Sciences (Physics, Chemistry
& 11th April, 1979 } & Life Sciences)

- Notes :**
1. All the candidates may be distributed in batches according to the capacity of the Laboratory in consultation with the Examiner concerned by the Principal of the School where the Practical Examination will be held as may be notified by the Board.
 2. The results are likely to be declared in the second week of June.

Since the school is not informed in advance about the date of declaration of results enquiries about the date should not be made to the school.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd February, 1979

SPECIAL ORDER

No. 64. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION

All-India Senior School Certificate Examination, 1979

DATE—SHEET

After-noon Session

(2-00 p.m.—5-00 p.m.)

March

Core Language :—

Fri. 16th English

Core Languages :—

Sat. 17th Hindi, Bengali, Sanskrit, French.

Mon. 19th Mathematics

Tue. 20th Economics

Wed. 21st. Physics ... Theory

Elective Languages :—

Thu. 22nd Hindi, Bengali, French, etc.

Fri. 23rd Chemistry ... Theory

Sat. 24th History

Engineering Drawing

Mon. 26th Biology ... Theory

Principles & Practices of Commerce

Elective Languages :—

Tue. 27th English

German

Thu. 29th Psychology ... Theory

Fri. 30th Geography ... Theory

Elective Language :—

Punjabi

Sat. 31st Political Science

April

Mon. 2nd Sociology

Physical Education ... Theory

Elective Language :—

Sanskrit

Morning Session

(9-00 a.m.—12-00 noon)

Tue. 3rd* Home Science ... Theory

Afternoon Session

(2-00 p.m.—5-00 p.m.)

Music Hindustani (Vocal) ... Theory

Music Hindustani ... Theory

(Instrumental Melodic)

Dance (Kathak) ... Theory

General Studies

*N.B. :—There is a morning session on 3rd April, 1979 which should please be carefully noted.

DATES OF PRACTICAL EXAMINATION**April**

Wed. 4th	} Physics, Chemistry & Biology
Fri. 6th	
Sat. 7th	

Mon. 9th Geography

Wed. 11th Home Science

Thu. 12th Music Hindustani (Vocal), Music Hindustani (Instrumental Melodic), Dance (Kathak), Painting, Commercial Art.

Mon. 16th Physical Education & Psychology.

- Notes : 1. All the candidates may be distributed in batches according to the capacity of the Laboratory in consultation with the Examiner concerned by the Principal of the school where the Practical Examination will be held as may be notified by the Board.
2. The duration of examination in Practicals in Painting and Commercial Art is six hours i.e. from 9-00 a.m. to 12-00 O'clock and 1-00 p.m. to 4-00 p.m. The practical in rest of the subjects will be of 3 hours duration from 9-00 a.m. to 12-00 O'clock/2-00 p.m. to 5-00 p.m. The duration of practical examinations in Physical Education, Music and Dance will be at the discretion of the Examiner.
3. The result of the Examination is likely to be declared during the first week of June, 1979. Since the school is not informed in advance of the date of declaration, enquiries about the date should not be made to the school.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 2nd March, 1979

Part I

65—73

No. 65. PROGRAMME

March

Sat. 3rd	Upper VI trial exams end Project work (post-tea session) Staff Club meeting followed by dinner (Art room)	... 7-00 p.m.
	Supper for Children	... 6-30 p.m.
Sun. 4th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Tue. 6th	P.T. commences (weather permitting)	
Wed. 7th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Fri. 9th	Society meetings (after supper)	
Sat. 10th	Project work (post-tea session) Supper	... 7-00 p.m.
Sun. 11th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 66. SCHOOL KITCHENS

It is requested that staff give adequate warning to the kitchen incharges when bringing in guests, whether personal or parents of children, to have meals in any of the School kitchens.

No. 67. SCHOOL ORDERS

It is emphasised 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. 68. BICYCLES

Riding bicycles in the School campus by any-body is prohibited. In the interest of safety this rule will apply to students outside the campus in the hills.

No. 69. 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. 70. 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. 71 below) *this may not be sufficient protection for the dog against rabies infection if it comes in contact with a rabid dog.* 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 R.M.O., 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 R.M.O., strict disciplinary action will be taken against the staff member concerned.

No. 71. 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, 1979*. All owners of dogs will register with the School Office all dogs owned by them.

Notes : (1) When dogs are acquired after 22nd March, the above action will be completed by owners *within one month of acquiring 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 1979. The year for which it is valid will be found stamped on it, e.g. 1979/80.

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

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

4. Inoculation against rabies.

- (a) All dog owners at Sanawar must inform the RMO in writing latest by Tuesday, 6th March, 1979, 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. The R.M.O. will issue this only after having satisfied himself 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 on the printed annual Staff List 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 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. 72. STAFF CLUB

The annual meeting of the Staff Club, Sanawar, will be held on Saturday, 3rd March '79 at 7-00 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. 73. CINEMA

The film **V I L L A I N** will be shown in Barne Hall at 5-45 p.m. on Sunday, 4th March, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 9th March, 1979

SPECIAL ORDER**No. 74. SCHOOL CALENDAR****Feb.**

Sat. 10th	School re-opens (All School parties return)	
	House Masters'/Mistresses' meeting	
	(HM's House) ...	5-30 p.m.
	Supper ...	7-00 p.m.
	Kit issued ...	7-30 p.m.
Sun. 11th	Rouser ...	7-15 a.m.
	Breakfast ...	8-45 a.m.
	Letter writing (under House arrangement) ...	9-30 a.m.
	Sr. School academic staff meeting (MCR) ...	10-30 a.m.
	Lunch ...	1-00 p.m.
	Tea ...	4-00 p.m.
	Baths ...	5-00 p.m.
	Film ...	5-45 p.m.
	Supper ...	7-15 p.m.
Mon. 12th	Rouser ...	7-00 a.m.
	M.I., (G.D.) ...	7-30 a.m.
	Breakfast ...	7-45 a.m.
	M,I , (B.D.) ...	8-05 a.m.
	Opening of term assembly ...	8-35 a.m.
	Classes (4 schools) ...	8-45-11-05 a.m.
	Break ...	11-05-11-20 a.m.
	Classes (3 schools) ...	11-20-1-05 p.m.
	Lunch ...	1-10 p.m.
	Cricket sets made ...	1-30 p.m.
	Tea ...	4-00 p.m.
	Baths ...	5-00 p.m.
	Supper ...	7-00 p.m.
	Lights out ...	8-45 p.m.
Tue. 13th	Regular teaching, Games and	
	Prep time-table comes into effect	
Wed. 14th	Prep cancelled	
	Tutorial meetings ...	5-40-6-40 p.m.
	Supper ...	6-45 p.m.

Fri. 16th	Society meetings (after supper)	
Sat. 17th	Project work (post-tea session)	
	Supper	... 7-00 p.m.
Sun. 18th	Festival Cricket match	
	(weather permitting)	... 10-00 a.m.
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 19th	Medical examination commences	
	Re-tests for L-Vs.	
Thu. 22nd	P.T., post-poned to 6th March	
Fri. 23rd	Society meetings (after supper)	
Sat. 24th	Project work (post-tea session)	
	Supper	... 7-05 p.m.
Sun. 25th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 26th	U-VI trial exams commence	
	Games' committee meeting (MCR)	... 2-30 p.m.
Wed. 28th	Tutorial meetings	6-00—7-00 p.m.
March		
Fri. 2nd	Society meetings (after supper)	
Sat. 3rd	Upper VI trial exams end	
	Project work (post-tea session)	
	Staff Club meeting followed	
	by dinner (Art room)	... 7-00 p.m.
	Supper for Children	... 6-30 p.m.
Sun. 4th	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Tue. 6th	P.T. commences (weather permitting)	
Wed. 7th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Fri. 9th	Society meetings (after supper)	
Sat. 10th	Project work (post-tea session)	
	Supper	... 7-00 p.m.
Sun. 11th	Proposed outside Cricket fixture	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Tue. 13th	Assessment meeting (MCR)	... 5-30 p.m.
	Holi (administrative staff holiday only)	

Wed. 14th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Fri. 16th	All-India Senior School Certificate and Secondary School examinations commence.	
	Society meetings (after supper)	
Sat. 17th	Morning Prep	6-30—7-30 a.m.
	Project work (post-tea session)	
	English debate Jrs.	... 6-00 p.m.
	Supper	... 7-05 p.m.
Sun. 18th	Proposed Atoms Cricket fixture with Welhams Prep School	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 21st	Tutorial meetings	6-00—7-00 p.m.
	Supper	7-05 p.m.
Fri. 23rd	Society meetings (after supper)	
Sat. 24th	Morning Prep	6-30—7-30 p.m.
	Project work (post-tea session)	
	Supper	... 7-05 p.m.
Sun. 25th	Proposed outside cricket fixture	
	Film	... 5-45 p.m.
	Supper	... 7-05 p.m.
Wed. 28th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Thu. 29th	P.D. show 1st performance (only P.D. to attend)	... 6-30 p.m.
	Supper for P.D.	... 8-00 p.m.
Fri. 30th	Society meetings (after supper)	
Sat. 31st	Morning Prep	6-30—7-30 p.m.
	Supper	... 5-45 p.m.
	P.D. show final performance	... 6-30 p.m.
April		
Sun. 1st	Proposed outside cricket fixture	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 4th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.

Thu. 5th	Ram Naumi (Holiday for administrative staff only)	
Fri. 6th	Farewell Lunch to Upper VI Society meeting (after supper)	... 12-30 p.m.
Sat. 7th	Morning Prep Project work (post-tea session) Hindi debate Jrs. Supper House farewell parties to Upper VI	6-30—7-30 p.m. ... 6-00 p.m. ... 7-05 p.m. 8-00-10-30 p.m.
Sun. 8th	School vs. Rakesh Sood's XI Film Supper	... 5-45 p.m. ... 7-15 p.m.
Tue. 10th	Hodson heats commence	
Wed. 11th	Tutorial meetings Supper	6-00—7-00 p.m. ... 7-05 p.m.
Thu. 12th	G.D. I-H Basket ball tournament commences Siwalik House 1st performance (L-IV and downwards to attend)	... 4-30 p.m.
Fri. 13th	Good Friday—Holiday	
Sat. 14th	Morning Prep Supper Siwalik House final performance	6-30—7-30 a.m. ... 5-45 p.m. ... 6-30 p.m.
Sun. 15th	Hodson run finals Tea Film Supper	... 3-15 p.m. ... 4-30 p.m. ... 5-45 p.m. ... 7-15 p.m.
Tue. 17th	Assessment meeting (MCR)	... 5-30 p.m.
Wed. 18th	Tutorial meetings Supper	6-00—7-00 p.m. ... 7-05 p.m.
Fri. 20th	Society meetings (after supper)	
Sat. 21st	Morning Prep cancelled School breaks for hikes/camps	... 2-00 p.m.
Sat. 28th	Hiking/camping parties return	
Sun. 29th	Hiking/camping parties return	
Mon. 30th	P.T. cancelled Rouser Rest of the routine to continue as per normal Cricket House trials	... 7-00 a.m.

May

Tue.	1st	Cricket House trials	
Wed.	2nd	I-H Cricket tournament commences	
		Tutorial meetings	6-00—7-00 p.m.
		Supper	... 7-05 p.m.
Fri	4th	Society meetings	
Sat.	5th	Morning Prep	6-30—7-30 p.m.
		Project work (post-tea session)	
		English debate Srs.	... 6-00 p.m.
		Supper	... 7-05 p.m.
Sun.	6th	Proposed outside cricket fixture	
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed.	9th	Tutorial meetings	6-00—7-00 p.m.
		Supper	... 7-05 p.m.
Thu,	10th	I-H Cricket tournament concludes	
		Vindhya House Show 1st performance	... 4-30 p.m.
		(L-IV & downwards to attend)	
Fri.	11th	Soccer season & swimming commences	
		Festival Soccer match	... 4-00 p.m.
Sat.	12th	Morning Prep	6-30—7-30 a.m.
		Project work (post-tea session)	
		Supper	... 5-45 p.m.
		Vindhya House Show final performance	... 6-30 p.m.
Sun.	13th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed.	16th	Tutorial meetings	6-00--7-00 p.m.
		Supper	... 7-05 p.m.
Fri.	18th	Society meetings (after supper)	
Sat.	19th	Morning Prep	6-30—7-30 a.m.
		Project work (post-tea session)	
		Hindi debate Srs.	... 6-00 p.m.
		Supper	... 7-05 p.m.
Sun.	20th	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Tue.	22nd	Assessment meeting (MCR)	... 5-30 p.m.
Wed.	23rd	Tutorial meetings	6-00—7-00 p.m.
		Supper	... 7-05 p.m.

Thu. 24th	Himalaya House Show 1st performance (L-IV & downwards to attend)	... 4-30 p.m.
Fri. 25th	Society meetings (after supper)	
Sat. 26th	Morning Prep	6-30—7-30 a.m.
	Project work (post-tea session)	
	Supper	... 5-45 p.m.
	Himalaya House Show final performance	... 6-30 p.m.
Sun. 27th	Proposed outside Soccer match	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 30th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Thu. 31st	P.T., discontinued	
	Daily morning Prep	6-30—7-30 a.m.
June		
Fri. 1st	Nilagiri House Show 1st performance (L-IV & downwards to attend)	... 4-30 p.m.
Sat. 2nd	Morning Prep	6-30—7-30 a.m.
	Project work (post-tea session)	
	Supper	... 5-45 p.m.
	Nilagiri House Show final performance	... 6-30 p.m.
Sun. 3rd	Proposed outside Soccer match	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 4th	Founder's meeting	... 2-30 p.m.
Tue. 5th	Half-yearly exams commence Subject reports handed in to Form staff	
Fri. 8th	Weighing & measuring commences	
Sat. 9th	Staff Club dinner (Art room)	... 7-30 p.m.
	Supper for Children	... 6-30 p.m.
Mon. 11th	Half—yearly exams end.	
Tue. 12th	Rouser	... 7-00 a.m.
	Baths	... 7-30 a.m.
	Breakfast	... 8-45 a.m.—
	I-H Soccer tournament commences	
Wed. 13th	Rouser	... 7-00 a.m.
	Baths	... 7-30 a.m.
	Breakfast	... 8-45 a.m.
	I-H Soccer	

	Marks handed in to Form staff	... 1-00 p.m.
Thu. 14th	Rouser	... 7-00 a.m.
	Baths	... 7-30 a.m.
	Breakfast	... 8-45 a.m.
	End of term Assembly	... 9-30 a.m.
	Escorts meeting	... 10-30 a.m.
	Reports handed in to Form staff	... 1-00 p.m.
	I-H Soccer concludes	
	Supper	... 6-00 p.m.
	Sr. School Social	... 7-00 p.m.
Fri. 15th	Reports handed in to HM	
	Home Day.	

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 9th March, 1979

Part I

75— 86

No. 75. PROGRAMME

March

Sat. 10th	Project work (post-tea session)	
	Supper	... 7-00 p.m.
Sun. 11th	Proposed outside Cricket fixture	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 12th	P.T. starts	
	Daily routine as published in the Games' programme comes into effect	
Tue. 13th	Holi (Holiday for administrative staff only)	
	Assessment meeting (MCR)	... 5-30 p.m.
Wed. 14th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Fri. 16th	All India Secondary & Senior School Certificate exams commence.	
	Lunch for U-VI	... 12-30 p.m.
	Society meeting (after supper)	
Sat. 17th	Morning Prep	6-30—7-30 p.m.
	Project work post-tea session	
	English debate Jrs.	... 6-00 p.m.
	Supper	... 7-05 p.m.
	Note : Those attending project work need not come for the debate	
Sun. 18th	Proposed Cricket fixture with Welhams	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 76. EXAMINATION

All India Secondary School and Senior School Certificate examinations will be conducted in Barne Hall with effect from 16th March 1979 from 9-00—11-30 a.m. and from 2-00—5-00 p.m. respectively. Co-operation of staff and students is solicited in keeping

the precincts of Birdwood School perfectly quiet during the conduct of examination.

No. 77. 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, etc., 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 23rd March, 1979.

No. 78. DOGS AT SANAWAR

S. O. No. 71 dated 2-3-79 para 4 (a) is reproduced below for immediate compliance:—

“All dog owners at Sanawar must inform the R.M.O. in writing latest by Tuesday, 6th March, 1979, 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. 79. ANNUAL CAMPS/HIKES

Camp period will extend from Saturday, 21st April 2-00 p.m. to Sunday, 29th April, 4-00 p.m. 1979. 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 Depts. of the children concerned, etc., etc. This must reach the Bursar latest by 4th April, 1979. 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 4th April, 1979.
- (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 latest by Monday, 2nd April 1979.
- (5) The Q.M. and Mr. Solomon have limited camp equipment with them, and therefore, Staff I/c of various parties are requested to contact them, 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/c are requested to inform in writing the House-masters/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, I/c GDK and I/c PDK, 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 should 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. 120/- per child. An allowance for food at the rate Rs. 5/- per head per day will be given to each party.
- (10) Staff I/c of various hikes will be required to submit a statement of account showing complete details 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. 80. STAFF GUEST—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 extra meals for guests.

No. 81. TUCK SHOP FACILITIES

All categories of staff, the minimum of whose scales of pay is below Rs. 250/- 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. 82. FOREIGN NATIONALS IN SANAWAR

The Ministry of Home Affairs, Government of India New Delhi have called for certain details, regarding all foreign nationals studying or working in this school. Cyclostyled blank forms connected with this issue are available with the Bursar, which have to be filled in, in duplicate, in all respects, by all foreign nationals, and returned to him as early as possible, but not later than Friday, 16th March, 1979. Will all staff concerned please take immediate action in this connection.

In the case of school children who are foreign nationals, will all Housemasters/Housemistresses collect the blank forms from school office, two, per child get them filled by the children (or fill in the details themselves in the case of P. D. children). The forms should be signed and dated, both by the child and the Housestaff, and forwarded complete in all respects to the Bursar, latest by Friday, 16th March, 1979.

No. 83. MESS COMMITTEE

Following will be the composition of the Senior School Mess Committee :

Mr. S.R. Das	Chairman
Mr. M.V. Gore	Member
Dr. U.N. Mandloi	„
Mr. R.N. Sethi	„
Mrs. B. Singh	„
Mrs. Mukherji	„
Mrs. R.A. Solomon	„
Dr. Kulshreshta	„
Chetna Nanda (HGD)	„
Meenakshi Sethi (NGD)	„
Dilroop Dhillon (SGD)	„
Poornima Rani (VGD)	„
Rahul Brijnath (HBD)	„
Sudarshan Bansal (NBD)	„
Ajai Singh (SBD)	„
Subir Vyas (VGD)	„

Notice regarding the next meeting of the Committee, will be circulated fairly soon.

No. 84. ELECTRICITY CONSUMPTION

(Reference S.O. No. 60, dated 23-2-1979)

Excessive electricity consumption, especially on the evening of 7-3-1979 has caused damage to the Sub-station at Sanawar. Repairs have been done but the matter is rather serious, and it is therefore, necessary that all staff pay greater attention to details of the school order cited above.

It is most imperative that we minimise the use of electrical gadgets (in particular, immersion rods, electric cookers, etc.), especially during the evening hours, i.e., from 6-00 p.m. to 9-00 p.m. Overload may result in a major break-down, which will seriously affect the studies of examination classes.

In view of the above I would like all staff to cooperate in ensuring that we have no break-down at all due to overload on the lines.

No. 85. HOLIDAY ADMINISTRATIVE STAFF

Tuesday, 13th March, 1979 will be observed as a holiday by the Administrative Staff on account of Holi.

No. 86. CINEMA

The film HAREM HOLIDAY will be shown in Barne Hall at 5-45 p.m. on Sunday, 11th March, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 16th March, 1979

Part I

87—94

No. 87. PROGRAMME

March

Sat. 17th	Morning Prep	6-30—7-30 p.m.
	Project work post-tea session	
	English debate Jrs.	... 6-00 p.m.
	Supper	... 7-05 p.m.
	Note : Those on project work need not attend the debate	
Sun. 18th	Cricket fixture with Welhams post-poned	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 21st	Tutorial meetings	6-00—7-00 p.m.
	Supper	7-05 p.m.
Fri. 23rd	Society meetings (after supper)	
Sat. 24th	Morning Prep	6-30—7-30 a.m.
	Proposed Colts Cricket fixture with M. S. Chail (away)	
	Project work (post-tea session)	
	Supper	... 7-05 p.m.
Sun. 25th	Proposed colts cricket fixture with M.S. Chail (away)	
	Atoms Cricket fixture with Welhams (home)	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 88. BOXING & HODSONS

Boxing and Hodson runs will now be conducted in the post-Founders season.

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, 1979, since the camp period would commence on 21st April, 1979.

No. 91. 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. 92. SCHOOL HALWAI'S RATES 1979

The School halwai contract this year has been given to M/s Bawa Paras Ram & Bros., Sanawar (Simla Hills) H.P.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 1st February, 1979.

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 of School children, staff and School visitors who make purchases from the School Halwai.

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 Paise
	Rs.	P.		
Balu shahi	...	7-00	35	20
Barfi white	...	10-00	40	25
Barfi Chocolate	...	11-00	37	30
Barfi Besan	...	6-00	40	15
Besan Laddoo	...	6-00	30	20
Gulab Jaman	...	8-00	32	25
Gur toffee (with moongphali)	...	4-00	20 pkts. of 50 gms. each	20 per pkt.
Groundnut fried	...	7-00	20 pkts. of 50 gms. each	35 per pkt.
Jalebi	...	6-00	40	15
Laddoo Motichoor	...	6-00	30	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	...	8-00	32	25
Rasmalai	...	9-00	30	30
Sewian-Dal (Barik quality)	...	7-00	20 pkts. of 50 gms. each.	35 per pkt.
Bhatoora/kachori with vegetable	...	—	—	30 each
Dahi Bhalla	...	—	—	25 each
Poori (with vegetable)	...	—	—	25 each
Samosa	...	—	—	25 each
Tea glass or cup (with sugar)	...	—	—	25 each

No. 93. FOREIGN NATIONALS IN SANAWAR

(Reference S.O. No. 82, dated 9-3-1979)

All staff concerned (including Housemasters/Housemistresses) are requested to take immediate necessary action in this connection.

No. 94. CINEMA

The film **LIVE A LITTLE LOVE A LITTLE** will be shown
in Barne Hall at 5-45 p.m. on Sunday, 18th March, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd March, 1979

SPECIAL ORDER

No. 95. MEDICAL CATEGORISATION—SCHOOL CHILDREN
(Reference School Order No. 108 dated 19th March, 1976)

The above mentioned School Order is reproduced below for information, and necessary action by all concerned. The revised list published now, replaces the list published earlier, and is effective from 12-3-79 :

In order to avoid repeated medical examination 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 indicating their categories, and specific limitations are given below. The 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, swimming, 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 and P.T. only.

C : No physical exercise is permitted, except standing P.T.

Note : 1. All those who wear glasses, but are also expected to do boxing and gymnastics, will do so, after having removed glasses.

2. All Housemasters/Housemistresses and P. T. I., including staff on duty, will kindly ensure strict compliance.

<i>Name</i>	<i>Deptt.</i>	<i>Med.</i>	<i>Activity excused</i>
			<i>Ctgy.</i>
Ashish Bhatia	HBD	A2	Boxing
Jasmeet Judge	,,	,,	Boxing
Vivek Bhandari	,,	,,	Boxing

Abhijit Pandey	HBD	A2	Boxing
Amit Kohli	„	„	Boxing
Kr. Rameshwar S. Jamwal	„	C	
Pawan Gulati	„	A2	Boxing & Gym.
Pankaj Sapru	„	„	Boxing
Rohitashav Bhardwaj	„	„	Boxing
Sanjay Chaudhry	„	„	Swimming & Boxing
Manbir S. Sandhu	„	„	Boxing
Vishal Awasthi	„	„	Boxing & Gym.
Gobind S. Ahlwat	„	„	Boxing & Gym.
Gurpreet Kohli	„	C	
Hemant S. Trehan	„	A2	Boxing & Swimming
Rupinder S. Bassi	„	„	Boxing
Sandeep S. Sandhu	„	„	Boxing
Vijay Kumar Narula	„	C	
Alam Singh Khara	NBD	A2	Boxing
Ananda jit Ray	„	„	Boxing
Ashish Abrol	„	C	
Gagandeep S. Bedi	„	A2	Boxing
Jagatbir S. Sandhu	„	C	
Rakesh Sarda	„	A2	Boxing, Gym. & org. games
Deepinder Singh	„	„	Boxing
Aditya Sharma	„	C	
Romil Bahl	„	A2	Boxing
Prasant Chowdhry	„	„	Boxing
Rajan Mukherji	„	„	Boxing
Atul Kapoor	„	„	Boxing
G. Kaphungangpon	„	„	Boxing
Guneet S. Randhawa	„	„	Boxing
Har Roop S. Dhaliwal	„	C	
T. Khasianmungh	„	A2	Boxing
Vivek Bali	„	„	Boxing
Ranbir S. Dhillon	NBD	C	
Rajiv K. Verma	„	B	
Randeep S. Teja	„	C	
Rajvinder S. Sandhu	„	„	For 1st term
Hartejinder S. Mann	SBD	A2	Hodson
Nitin Batra	„	„	Boxing & Gym.

Rohit Gulati	SBD	A2	Boxing & Gym.
Anand Swarup Pathak	„	„	Boxing & Swimming
Anuraj Singh Sandhu	„	„	Boxing
Manu Talwar	„	„	Boxing
Mohinish Chawla	„	„	Boxing
Ranjit S. Jabbi	„	„	Boxing
Vikramjit S. Grewal	„	„	Boxing
Sandeep Mehta	„	„	Boxing
Rohit Kapur	„	„	Boxing
Varun Batra	„	„	Boxing
Tarun Vohra	„	„	Boxing
Gurbaksh Singh	„	C	
Mandeep S. Baweja	„	A2	Boxing
Arun Chandra	VBD	„	Boxing
Arjun Bedi	„	B	
Narendra Advani	„	C	
Subroto Mallik	„	A2	Boxing
Nikhil Kapoor	„	„	Boxing & Swimming
Nikhil Sawhney	„	„	Boxing & Gym.
Ranjan Roy	„	„	Boxing & Swimming
Laikhuram Tomcha Singh	„	„	Boxing & Horse work in Gym.
Nirvik Singh	„	„	Boxing
Ranjit Rawlley	„	„	Boxing
Sandeep Chadha	„	„	Boxing
Vikas Verma	„	B	
Prabhjot S. Sodhi	„	A2	Boxing
Gagan Virmani	„	C	
Ranabir Dutt	„	A2	Boxing & Horse work in Gym.
Rajesh Saluja	„	„	Boxing & Horse work in Gym.
Ajay Joshi	„	„	Boxing
Bhai Rajinder Pal Singh	„	C	
Anjani Khanna	HGD	A2	Hodsons
Seema Chanchani	SGD	„	Swimming
Himani Thakur	SGD	„	Swimming
Navkiran Dhillon	VGD	C	
Lilly Narang	SGD	„	

Neena Paul	VGD	A2	Gym.
Navitaraj Aggarwal	VGD	„	Swimming
Rajbir Singh	HPD	„	Boxing
Rijuraj Singh	„	C	For 1st term
Neeraj Thakur	NPD	A2	Boxing & Gym.
Nipun Mahagan	„	„	Boxing & Swimming
Vipin Abrol	„	„	Boxing
Omindra Singh	VPD	„	Boxing
Kunal Batra	„	C	
Nisha Misra	NPD	„	
Munish Anand	„	„	
Abhjit Shinde	NPD	„	Boxing
Jagat Singh	NPD	C	

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 23rd March, 1979

Part I

96—104

No. 96. PROGRAMME**March**

Sat. 24th	Morning Prep	6-30—7-30 a.m.
	Colts fixture with M.S. Chail cancelled	
	Project work (post-tea session)	
	Welhams' Cricket team arrives	... 6-00 p.m.
Sun. 25th	School Cricket Atoms vs. Welhams	... 10-00 a.m.
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Wed. 28th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Thu. 29th	P.D. show 1st performance (L-IV & downwards to attend)	... 4-30 p.m.
Fri. 30th	Secondary school theory exams end M.S. Chail 1st XI arrives	... 6-00 p.m.
Sat. 31st	Morning Prep	6-30—7-30 p.m.
	School Cricket 1st XI vs. M.S. Chail	... 10-00 a.m.
	Afternoon activities cancelled (Sr. School will go down to watch the match)	
	Supper	... 5-45 p.m.
	P.D. show final performance	... 6-30 p.m.

April

Sun. 1st	School vs. M.S., Chail	... 10-00 a.m.
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 97. S.O.Ps.

Children will not go for an overnight stay with their parents without a staying out pass duly signed by the Housemaster/Housemistress mentioning the time and duration of absence from school. This pass will be shown to the House Matron before the child leaves and will be deposited with her on his return. The House Matron will notify the time of arrival of the child to the Housemaster/Housemistress concerned. This rule is also applicable when children leave

station for medical reasons on the advice of the R.M.O. When the House Matron is not available, the passes may be shown to or deposited with the Senior Prefect. Any infringement of this rule on the part of the children will be dealt with severely.

No. 98. 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. 99. 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. 100. 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 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 lands.

No. 101. PRIVATE TRADING

Ref. School Order No. 91, dated Friday, 16th March, 1979.

It is further clarified for the information and strict compliance from all concerned, that private trading, 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 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. 91, dated 16-3-1979, and the implications thereof, to all concerned.

No. 102. ECONOMY IN WATER CONSUMPTION

The School water consumption is exceeding the supply. All concerned, and in particular Kitchen Matrons 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 warmer, and careful control of consumption is particularly necessary now.

No. 103. STRENGTH

Decrease with effect from 22-11-78:—		
Simran Bir Singh Soin	...	N.P.B.
Decrease with effect from 14-12-78:—		
Nitin Beri	...	H.B.J.
Sanjay Bedi	...	N.B.J.
Decrease with effect from 22-12-78:—		
Anuradha Arora	...	S.G.
Decrease with effect from 26-12-78:—		
Nisha Ahluwalia	...	S.G.
Decrease with effect from 27-12-78:—		
Vijayant	...	S.P.B.
Decrease with effect from 28-12-78:—		
Ranbir Singh	...	V.B.S.
Puneet Kumar	...	S.P.B.
Decrease with effect from 30-12-78:—		
Mohan Meet Mann	...	V.G.
Decrease with effect from 1-1-79:—		
Arjun Vivek Dutta	...	N.B.J.
Harpal Singh Randhawa	...	S.B.S.
Decrease with effect from 11-1-79:—		
Monty Khanna	...	H.B.J.
Decrease with effect from 13-1-79:—		
Ulka Puri	...	N.G.
Sher Baljit Singh	...	V.B.J.
Decrease with effect from 18-1-79:—		
Vikramjit Singh Oberoi	...	S.B.J.
Decrease with effect from 22-1-79:—		
Praneet S. Bains	...	S.B.J.
Decrease with effect from 25-1-79:—		
Deepam Bhikhubhai Thanawala	...	N.B.J.
Decrease with effect from 30-1-79:—		
Gautam Dutta	...	H.B.J.
Decrease with effect from 8-2-79:—		
Sandeep Singh	...	H.B.J.
Sandeep Seth	...	S.B.J.
Decrease with effect from 10-2-79:—		
Ngulgin Ngailut	...	S.B.S.
Konsam Khogen Singh	...	N.B.S.

Decrease with effect from 27-2-79:—			
Lalit Chadha	...		
Decrease with effect from 6-3-79:—			
Arvinderpal S. Sandhu	...	V.B.S.	
Decrease with effect from 9-3-79:—			
Kuldip Sobti	...	S.B.J.	
Decrease with effect from 15-3-79:—			
Baljinder Deep S. Sethi	...	H.B.J.	
Decrease with effect from 20-3-79:—			
Rajeev Pabley	...	N.B.S.	
Sangeeta Pabley	...	N.G.	
Decrease with effect from 17-3-79:—			
Rajiv Ghai	...	V.B.J.	
Increase with effect from 10-2-79:—			
Seema Mehrotra	...	H.G.	
Shaila Maira	...	N.G.	
Nivedita	...	V.G.	
Increase with effect from 10-2-79:—			
Ravneet Singh Chowdhry	...	N.B.J.	
Abhijeet Shinde (D.S.)	...	N.B.J.	
Satyajeet Shinde (D.S.)	...	N.P.B.	
Geeta Rawal (D.S.)	...	H.P.G.	
Increase with effect from 12-2-79:—			
Tanvir Bhagat	...	H.B.J.	Vijay Tewari ... S.B.J.
Hemant S.Trehan	...	H.B.J.	Navjit S. Ahluwalia ... S.B.J.
Neeraj Khanna	...	N.B.J.	Rajesh Saluja ... V.B.J.
Kapil Khanna	...	N.B.J.	Ranabir Dutt ... V.B.J.
Aditya Sharma	...	N.B.J.	Sandeep Joshi ... V.B.J.
Rohit Kshetrapal	...	N.B.J.	Gagan Virmani ... V.B.J.
Kartik Shridhar	...	N.B.J.	Harpriya B. Singh ... H.G.
Romil Bahl	...	N.B.J.	S K. Kula Singhe ... H.G.
Rcbindra N. Rudra	...	N.B.J.	Daisy Sukhija ... H.G.
Ashish Mohan Gupta	...	N.B.J.	Gundeep Nakai ... N.G.
Himmat S. Ahlawat	...	N.B.J.	Devika Kapur ... N.G.
Jayant Kapur	...	N.B.J.	Rima Pental ... S.G.
M. K. Ahluwalia	...	H.B.J.	Preeti Pariat Mehta ... S.G.
Deepak Seth	...	S.B.J.	Simrat Kaur Sidhu ... V.G.
Rohit Roy	...	S.B.J.	Shabnam Tangri ... V.G.
Rahul Roy	...	S.B.J.	Payal Matta ... V.G.
Vikas Attri	...	S.B.J.	

Increase with effect from 14-2-79:—		
Bhupinderjit Kaur Waraich	...	S.G.
Increase with effect from 15-2-79:—		
Brijendra Singh Saklani (DS)	...	H.B.J.
Increase with effect from 19-2-79:—		
Gorav Kant	...	H.B.J.
Increase with effect from 23-2-79:—		
Ashish Bhugra	...	V.B.J.
Shalini Poplai	...	S.G.
Increase with effect from 24-2-79:—		
Bunny Manraj S. Khurana	...	V.B.J.
Increase with effect from 3-3-79 :—		
Rajiv Oberoi	...	V.B.J.
Increase with effect from 5-3-79 :—		
Vivek Nagar	...	S.B.J.
Sujata Hoon	...	H.G.
Increase with effect from 7-3-79:—		
Narendra Advani	...	V.B.J.

No. 104. CINEMA

The film CAPT. NEMO AND UNDERWATER CITY will be shown in Barne Hall at 5-45 p.m. on Sunday, 25th March, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday, 26th March, 1979

SPECIAL ORDER

No. 105. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—ELEVENTH GRADE EXAMINATION

All-India Senior School Certificate (Internal) Examination, '79.

DATE—SHEET

	<i>Morning Session</i> (9-00 a.m.—12-00 noon)	<i>Afternoon Session</i> (2-00 p.m.—5-00 p.m.)
April		
		Core Languages
Wed. 4th ...	Hindi Core	Regional languages, English, Sanskrit, etc.
Fri. 6th ...	English Elective	
		Other Elective Languages
Sat. 7th ...	Hindi Elective	Regional languages, Punjabi, French, German etc.
Mon. 9th ...	Physics Dance (Kathak)	Political Science.
Wed. 11th ...	Chemistry	Psychology Principles & Practices of Ad- vanced Accountancy.
Thu. 12th ...	Biology	Sociology, Music Vocal, Music (Instrument Melodic.
Mon. 16th ...	Mathematics	Geography
Tue. 17th ...	Economics Engineering Drawing	Physical Education Home Science
Wed. 18th ...	History	Principles & Practices of Commerce.

Notes : 1. The Theory Examination in General Studies, Practical Examinations and those in subjects of Vocational Stream may be conducted by the Institutions on the question papers to be set by them on the dates as may be convenient to them.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 30th March, 1979

Part I

106—115

No. 106. PROGRAMME**March**

Sat. 31st	Morning prep.	6-30—7-30 a.m.
	Project work (post-tea session)	
	School XI vs. M.S., Chail	... 10-00 a.m.
	Afternoon activities cancelled (Sr. School will go down to watch the match)	
	Tea	... 4-00 p.m.
	Supper	... 5-45 p.m.
	P.D. show final performance	... 6-30 p.m.
	S F.P.	... 8-30 p.m.

April

Sun. 1st	School XI vs. M.S., Chail	... 10-00 a.m.
	Hawan in New Dining Hall	
	(All are cordially invited. School will go down to watch the match afterwards)	
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.
Mon. 2nd	B.D. & G.D. move to Central Dining Hall	
	All schools after 3rd school cancelled	
Wed. 4th	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Thu. 5th	Ram Naumi (Holiday for administrative staff only)	
Fri. 6th	Farewell Lunch to U-VI	... 12-30 p.m.
	(classes will be cancelled after the 5th school)	
Sat. 7th	Morning Prep.	6-30—7-30 p.m.
	Inauguration of the new Dining Hall by the Governor of Himachal Pradesh	
	Hindi debate Jrs.	... 6-00 p.m.
	Supper	... 7-05 p.m.
	House farewell parties to Upper VI	8-00- 10-30 p.m.
	Proposed outside cricket fixture	... 10-00 a.m.

Film	... 5-45 p.m.
Supper	... 7-15 p.m.

No. 107. NEW ADMISSIONS P.D.

The new admissions in P.D. will take place from 10-00 a.m. onward on Monday, 16th April, 1979. The classwise numbers are given below:—

Class (Form)	Boys	Girls	Total
Four (II)	18	11	29
Five (LIII)	13	5	18
Six (UIII)	20	8	28

The I/c Central Dining Hall will kindly provide tea and biscuits at 10-00 a.m. and 4-00 p.m. to be sent along with two bearers in the School Visitors' Room.

The I/c PDK will kindly arrange for extra lunches, three per child as per strength indicated above.

Mr. Dhani Ram and Mr. Onkar Singh will kindly arrange to direct, from the School Bakery, the new parents to the School Office. In the office all formalities with regard to payment of fees, etc., will be completed, and the new admissions will be directed to the Prep. School.

Q.M. will kindly arrange to get the parents' room No. 1 and No. 2 dressed up for use by parents of new admission.

No. 108. INAUGURATION—CENTRAL DINING HALL.

The formal inauguration of the Central Dining Hall will take place on Saturday, 7th April, 1979, through the hands of H.E. the Governor of Himachal Pradesh, Shri A.A. Khan.

The tentative programme is as follows:—

The Governor will arrive at about 12-15 p.m. and a Guard of Honour by the NCC Cadets will be presented at about 12-17 p.m. at the B.D. Quad. Thereafter he will be escorted to the Central Dining Hall, where a brief ceremony will take place at about 12-25 p.m., such as saying of prayers, cutting of tape, etc. The Governor and his party will then go round the Central Dining Hall, the new kitchen, etc., at about 12-40 p.m., which will be followed by a

formal sitting lunch at 1-00 p.m. The entire B.D- and G.D. will be present for this lunch. The number of guests, including Governor's party, will be communicated to the I/c Central Dining Hall nearer Tuesday, 3rd April, 1979.

House Matrons, B.D. and G.D., are requested to pay particular attention to the turn-out of the boys and girls on 7th April, 1979. All students will wear school kit.

No. 109. COMMISSIONING OF CENTRAL DINING HALL.

The Central Dining Hall will start functioning with effect from the morning of Monday, 2nd April, 1979.

All such equipment of BDK and GDK which is not in daily use, may be shifted to the Central Dining Hall Store Room, starting from Friday, 30th March, 1979.

The issue of dry rations for the month of April, 1979, which generally takes place during the last week of March, 1979, may kindly be done at the site of the Central Dining Hall itself. Q.M. is requested to get in touch with Mrs. B. Singh, I/c Central Dining Hall to sort out details in this connection. The exact details with regard to the seating arrangements, serving of meals, etc., in the Central Dining Hall commencing Monday, 2nd April, 1979, will be communicated fairly soon.

No. 110. ANNUAL CAMPS/HIKES

In continuation of S.O. No. 79 dated Friday 9th March, 1979, following details are published for information and necessary action by all concerned:—

1. All Hiking party I/cs are requested to fill in the Hiking/Trek-king/Expedition Form, which is available in duplicate, with DHM, and forward the same to the School Office at your earliest, but not later than 4th April, 1979.

2. The Office will issue the cash advance and food expenses by Wednesday, 11th April, 1979, 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 16th, 17th and 18th April, 1979, 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. 111. DOGS AT SANAWAR

(Ref. S.O. dated 2nd March, 1979, No. 71).

The above quoted S.O. No. 71 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 2nd April, 1979, since all dog owners were expected to have completed all formalities latest by 22nd March, 1979, in compliance with 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. 112. HOLIDAY ADMINISTRATIVE STAFF

Thursday, 5th April, 1979, will be observed as a holiday by the Administrative Staff on account of Ram Naumi.

No. 113. M.I. ROOM B.D./G.D.

With effect from 3rd April, 1979, the morning M.I. of B.D. will also be held in the G.D. M.I. room. The timings of the M.I. will remain the same before, viz:

G.D.	...	0730 hrs. to 0745 hrs.
B.D.	...	0805 hrs. to 0820 hrs.

No. 114. JUNIOR STAFF PAY DISTRIBUTION

The pay to Junior Staff will be issued on Monday, 2nd April, 1979, at the usual timings.

No. 115. CINEMA

The film WATERLOO BRIDGE will be shown in Barne Hall at 5-45 p.m. on Sunday, 1st April, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 6th April, 1979

Part I

116—120

No. 116. PROGRAMME**April**

Sat. 7th	...	Morning Prep.	6-30—7-30 a.m.
		Classes cancelled after 4th school	
		Fall in at the quad.	... 12-00 noon
		Arrival of Governor, H.P.	
		Guard of Honour	... 12-17 p.m.
		Inauguration of the new Dining Hall	... 12-30 p.m.
		Lunch	... 1-00 p.m.
		Normal afternoon activities	
		Hindi debate Jrs.	... 6-00 p.m.
		Supper	... 7-05 p.m.
		House farewell parties to U-VI	8-00—10-30 p.m.
Sun. 8th	...	Proposed outside cricket fixture	... 10-00 a.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Wed. 11th	...	Tutorial meetings	6-00—7-00 p.m.
		Supper	... 7-05 p.m.
Thu 12th	...	G.D. I-H basket ball tournament commences	
		Siwalik House 1st performance	... 4-30 p.m.
		L-IV & downwards to attend	
Fri. 13th	...	Good Friday—Holiday	
Sat. 14th	...	Morning Prep.	6-30—7-30 a.m.
		Supper	... 5-45 p.m.
		Siwalik House final performance	... 6-30 p.m.
Sun. 15th	...	Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 117. RAILWAY CONCESSION—EXCURSIONS/HIKE PARTIES.

A number of requests have come to school office, for rail concession orders for Excursions/Hiking Parties. The railway authorities have informed that such concession orders can be issued,

but should the journey distance be less than 480 Kms., the railway concession order will be admissible by passenger trains only. Also all such railway concession orders are admissible by shortest route only.

I/c of the various hike parties concerned are therefore requested to send a note to the Bursar, informing him whether or not they need railway concession order, taking into consideration the information given above. An immediate action in this connection may kindly be taken by all concerned.

No. 118. STRENGTH

Decrease with effect from 26-3-1979 :—

Gurdeep S. Goota ... N.B.S.

Increase with effect from 31-3-1979 :—

Sanjay Yadav ... N.P.B.

No. 119. ADMINISTRATIVE & SCHOOL HOLIDAY

Friday, 13th April, 1979, will be observed as a holiday on account of Baisakhi and Good Friday by the Administrative Staff, and the School also.

No. 120. CINEMA

1. The film GAMAN, will be screened in Barne Hall on Sunday, 8th April, 1979, at 3-00 p.m.
2. The film THE LAST RUN will be shown in Barne Hall at 5-45 p.m. on Sunday, 8th April, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday, 12th April, 1979

Part I

121—125

No. 121. PROGRAMME

April

Fri. 13th	...	Good Friday—Holiday	
Sat. 14th	...	Morning Prep.	6-30—7-30 a.m.
		School vs. Rakesh Sood's XI	... 2-30 p.m.
		Supper	... 5-45 p.m.
		Siwalik House final performance	... 6-30 p.m.
Sun. 15th	...	School vs. Rakesh Sood's XI	... 10-00 a.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.
Tue. 17th	...	Assessment meeting post-poned	
Wed. 18th	...	Assessment meeting (MCR)	... 4-30 p.m.
Thu. 19th	...	Dance recital (Barne Hall)	... 6-00 p.m.
		(Prep. cancelled)	
		Supper	... 7-05 p.m.
Fri. 20th	...	Society meeting (after supper)	
Sat. 21st	...	Morning Prep. cancelled	
		Rouser	... 6-30 p.m.
		Baths	... 7-00 p.m.
		School breaks for hikes/camps	
Sat. 28th	...	Hiking/camping parties return	
Sun. 29th	...	Hiking/camping parties return	

No. 122. TUCK SHOP SLIPS—INFORMATION TO PARENTS

All House Staff are reminded that they are expected to ensure that children, do, in fact, send a copy of their Tuck Shop Slips to their parents. (SO. page 12 No. 38 dated 16th February, 1979 refers).

No. 123. ECONOMY IN WATER CONSUMPTION

Reference may please be made by all concerned to School Order No. 102, dated 23rd March, 1979.

Since the school water consumption has continued to be in excess of the supply received from the MES, Kasauli, it has now

become necessary to enforce water rationing with effect from Friday, 13th April, 1979. Following water supply timings will be observed:—

(a) *For all Staff*

- | | |
|---------------------------------|------------------------------------|
| (i) On working days | { 5-50—7-50 a.m.
4-20—6-20 p.m. |
| (ii) Sundays and other holidays | { 6-50—8-50 a.m.
4-30—6-30 p.m. |

Note : Water supply will be available for one hour only during this period.

(b) *For B.D., G.D., P.D.*

(i) Bath/Wash Houses

- | | |
|-----------------|------------------------------------|
| On working days | { 5-50—8-40 a.m.
4-30—5-30 p.m. |
|-----------------|------------------------------------|

Note : On Sundays and other holidays these timings will be delayed by one hour in the morning.

- | | |
|------------------|----------------|
| (ii) Night Rooms | 6-30—8-30 p.m. |
|------------------|----------------|

No. 124. STRENGTH

Increase with effect from 3-4-79 :—

Bikramjit Singh Rishi ... N.B.J.

Increase with effect from 4-4-79 —

Vinit Kumar Abbott ... S.P.B.

Increase with effect from 7-4-79 :—

Sarita Pradhan ... N.P.G.

No. 125. CINEMA

The film S H A F T will be shown in Barne Hall at 5-45 p.m. on Sunday, 15th April, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 20th April, 1979

Part I

126—129

No. 126. SCHOOL LEDGERS

All staff members who have School property under their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought upto date, with all entries completed, latest by 1st May, 1979. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors who will be coming for school audit fairly soon.

No. 127. PERFORMANCE OF MARRIAGE RITES AND RELIGIOUS CEREMONIES ON THE SCHOOL CAMPUS

It has been noticed that a lot of disturbing noise is created during the performance of marriage rites and other religious functions on the school campus which seriously interferes with the studies of the school children.

In future all such ceremonies on the campus that entail the use of a band or loudspeakers or where fireworks are likely to be used, will require the sanction of the Headmaster.

Applications for holding such ceremonies on the campus must be made in writing to the Headmaster at least three days in advance. Failure to comply will lead to serious disciplinary action.

All Heads of Deptts. are requested to ensure that the contents of this school order are very clearly explained to all staff working under them, in particular to those, who cannot read school orders, or to whom school orders do not go.

No. 128. MEDICAL CATEGORY.

The under-mentioned childrens' medical categories are as mentioned against them :—

Tarun Seth	HPD	Cat.	A2	Boxing/Gym.
Vikram Katoch	HPD	„	C	
Sheraz Khanna	VPD	„	C	
Gurdeep S. Teja	NBD	„	C	

No. 129. CINEMA

The film HOT MILLIONS will be shown in Barne Hall at 5-45 p.m. on Saturday, 21st April, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 27th April, 1979

Part I

130—134

No. 130. PROGRAMME**April**

Sat.	28th	Hiking/camping parties return	
		Lunch	... 1-00 p.m.
		Tea	... 4-15 p.m.
		Baths	... 5-00 p.m.
		Supper	... 7-00 p.m.
Sun.	29th	Hiking/camping parties return	
		Rouser	... 7-00 a.m.
		Breakfast	... 8-45 a.m.
		Lunch	... 1-00 p.m.
		Tea	... 4-15 p.m.
		Baths	... 5-00 p.m.
		Supper	... 7-00 p.m.
Mon.	30th	P. T. cancelled	
		Rouser	... 7-00 a.m.
		Rest of the routine to continue as per normal.	
		New Admissions in class XI.	
		Cricket House trials.	

May

Tue.	1st	Cricket House trials.	
Wed.	2nd	I-H cricket tournament commences	
		Half hour schools (for the duration of I-H cricket)	
		Lunch	... 12-30 p.m.
		Hobbies for B.D., cancelled.	
		Tutorial meetings	6-00—7-00 p.m.
		Supper	... 7-05 p.m.
Fri.	4th	School Colts & Atoms leave for Chail	... 2-30 p.m.
		Society meetings (after supper)	
Sat.	5th	Morning Prep	6-30—7-30 a.m.
		Forty minutes school as per normal timings	
		School Colts vs M.S. Chail (away)	
		School XI vs Mr. Malik's XI (home)	... 2-00 p.m.
		Project work (post-tea session)	

		English debate (Srs) post-poned	
		Talk by Prof. Hans	... 6-00 p.m.
		(L-V and upwards to attend)	
		Supper	... 7-05 p.m.
Sun.	6th	School Atoms vs M.S. Chail (away)	
		School XI vs Mr. Malik's XI (home)	... 10-00 a.m.
		Film	... 5-45 p.m.
		Supper	... 7-15 p.m.

No. 131. HIKING PARTIES

The Incharge, of various Hiking parties that went out during Camp period, are requested to submit complete statements of account of the amounts advanced to them, at their earliest, but not later than 10th May 1979, by 1-00 p.m.

No. 132. NEW ADMISSION—ISSUE OF POCKET MONEY

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

No. 133. INTERNATION HEALTH CERTIFICATES

Housemasters/Housemistresses are requested to send names of children of their Houses who are going overseas during summer vacation, to R.M.O., so that he can get necessary inoculation/vaccination done well in time. Kindly send in your lists to R.M.O., latest by 10 May, 1979.

No. 134. STRENGTH

Increase with effect from 12-4-1979.

Gunjan Singh ... N.G.

Increase with effect from 16-4-1979.

Tuhin K. Mukerji	...	H.P.B.	Amarinder S. Gill	...	H.P.B.
Uday Sarup	...	"	Jang B. Sangha	...	"
Anishinder S. Grewal	...	"	Kuldip Singh Virk	...	"
Petarasp Mistry	...	"	Vikram Katoch	...	"
Tarun Seth	...	"	Jatinder Singh	...	"
Varun Seth	...	"	Charanjit Singh	...	N.P.B

Ajay Singh Malik	...	N.P.B.	Shiraz Khanna	...	V.P.B.
Vivekanand Sharma	...	„	Vishal Verma	...	„
Jayatendra Singh	...	„	Harjit Singh Bala	...	„
Nimish Puri	...	„	Himmat Singh Sodhi	...	„
Prabhdip S. Sandhu	...	„	Rajni Sirkeck	...	H.P.G.
Govind Singh	...	„	Debjani Mukerji	...	„
Uday Mahajan	...	„	Kavita Rana	...	„
Jaspal Singh Mann	...	„	Supriya Sirkar	...	„
Rajbir Singh	...	„	Anjali Mahajan	...	„
Himmat Singh	...	„	Gouri Nanda	...	„
G.S.R. Rampal (D.S.)	...	„	Anuja Kamra	...	„
Charanjeet Singh	...	S.P.B.	Preetika Grewal	...	„
Vipin Suneja	...	„	Naina Dhillon (D.S.)	...	„
Rohit Sen Bajaj	...	„	Anisha Ewari	...	N.P.G.
Neville Wadia	...	„	Bhavna Bhatia	...	„
Mehtab I.S. Bajwa	...	„	Devyani Sharma	...	„
Rahul Roy	...	„	Neeta Misra	...	„
Nitin Rai	...	„	Priyadarshani P. Singh	...	„
Mandip S. Grewal	...	„	Navkiran Jhaj	...	„
Apnit Singh Rana	...	„	A.R. Solomon (D.S.)	...	„
Tarun Kumar Modi	...	„	Tanya Chopra	...	„
Vikram A. Kuthiala	...	„	Nitu Waraich	...	S.P.G.
Hemendra S. Rawat (D.S.)	...	„	Alpana Kumar	...	„
S. S. Arneja (D.S.)	...	„	Preet Sihota	...	„
Deepesh Wig	...	V.P.B.	Reena Singh	...	„
Andaleeb Sehgal	...	„	Rajni Katosh (D.S.)	...	V.P.G.
Harpatap S. Brar	...	„	Preeti D.S.)	...	S.P.G.
Jogeshinder S. Sodhi	...	„	Somaya Sehgal	...	V.P.G.
Utkarsh Anand	...	„	Panita Malhans	...	„
Dinesh S. Pachhar	...	„	Urvashi Parkash	...	„
Tung Sin Lee	...	„	Bhavana Kushwaha	...	„
Gaganindra Singh	...	„	Priya Dhillon (D.S.)	...	H.P.S.

Decrease with effect from 20-4-1979.

Prabhddeep S. Sethi	...	H.B.S.	Nikhil Sawhney	...	V.B.S.
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S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 4th May, 1979

Part I

135—137

No. 135. PROGRAMME**May**

Fri.	4th	Normal timings as per revised routine School Colts & Atoms leave for Chail Society meetings (after supper)	... 2-30 p.m.
Sat.	5th	Morning Prep Normal timings as per revised routine School Colts vs. M.S., Chail (away) School XI vs. Mr. Malik's XI (home) Project work (post-tea session) Talk by Prof. Hans (L-V and upwards to attend) Supper	6-30—7-30 a.m. ... 2-00 p.m. ... 6-00 p.m. ... 7-05 p.m.
Sun.	6th	School Atoms vs. M.S., Chail (away) School XI vs. Mr. Malik's XI (home) Film Supper School Colts and Atoms return	... 10-00 a.m. ... 5-45 p.m. ... 7-15 p.m. ... 7-30 p.m.
Mon.	7th	I—H Cricket tournament continued Half hour Schools for the duration of the tournament Lunch	... 12-30 p.m.
Wed.	9th	Tutorial meetings Supper	6-00—7-00 p.m. ... 7-05 p.m.
Thu.	10th	I—H Cricket tournament concludes Vindhya House Show 1st performance (L-IV & downwards to attend)	... 4-45 p.m.
Fri.	11th	Soccer season and swimming commences Soccer sets made	... 2-00 p.m.
Sat.	12th	Morning Prep Project work (post-tea session) Supper Vindhya House Show final performance	6-30—7-30 a.m. ... 5-45 p.m. ... 6-30 p.m.

Sun. 13th	School XI vs. Roshanara Cricket Club	... 10-00 a.m.
	Film	... 5-45 p.m.
	Supper	... 7-15 p.m.

No. 136. ICE - CREAM

Ice-Cream Cups (cups only for the present) will be on sale between 9-30 a.m. to 12-00 noon in Raunaq Hall on Sundays only, commencing Sunday, the 6th May, 1979, on coupons which can be purchased from Tuck-shop on Saturdays and Sundays, at the rate of Rs. 1/20 P. per cup.

No. 137. CINEMA

The film T R A D E R H O R N will be shown in Barne Hall at 5-45 p.m. on Sunday, 6th May, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 11th May, 1979

Part I

138—142

No. 138. PROGRAMME**May**

Fri. 11th	Soccer season and swimming commences	
	Soccer sets made (B.D. pavement)	... 2-00 p.m.
	Society meetings (after supper)	
Sat. 12th	Morning Prep	6-30—7-30 a.m.
	Project work (post-tea session)	
	Supper Sr. School	... 5-45 p.m.
	Vindhya House Show final performance	... 6-30 p.m.
	Supper P.D.	... 6-30 p.m.
Sun. 13th	Cricket fixture with Roshanara Club cancelled	
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 14th	Afternoon activities cancelled	
	Festival soccer match	... 3-30 p.m.
	Tea for School	... 4-40 p.m.
	Tea for teams (CDH)	... 4-50 p.m.
Wed. 16th	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-05 p.m.
Fri. 18th	Society meetings (after supper)	
Sat. 19th	Morning Prep	6-30—7-30 a.m.
	Project work (post tea session)	
	Hindi debate Srs.	... 6-00 p.m.
Note :	Those involved in projects	
	need not attend the debate	
	Supper (P.D.)	... 6-00 p.m.
	Supper Sr. School	... 7-05 p.m.

Sun. 20th	Film P.D.	...	3-45 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 139. HANDING OVER/TAKING OVER OF SCHOOL QUARTERS

For obvious reasons it is extremely essential that all staff while handing over or taking over any staff quarter or school building, ensure that all furniture items, sanitary fittings, electrical fittings etc., etc., are in order, and should there be any discrepancy or breakages noticeable, they should be brought to the notice of the Quartermaster or this representative at the spot so that details could be noted down. Once the quarter/building is taken over, it would be the responsibility of the person to whom the quarter/building is handed over to explain reasons for breakages, sanitary or electrical fittings missing, etc., and if found responsible, he will have to make good the same.

No. 140. SWIMMING

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 tuck-shop). 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) One mazdoor from Q.M. stores, preferably a swimmer, present near the pool.

No. 141. SWIMMING AND SWIMMING POOL AREA

1. It is notified for the information of everyone, including staff guests and visitors, that for technical reasons, it is not possible to permit the use of the Swimming Pool, on days (and timings) given below :—

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

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

2. 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.
3. All children must take care and see that they do not throw stones, sweet wrappers etc. in the swimming pool.
4. 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. 142. CINEMA

The film **SUBJECT WAS ROSES** will be shown in **Barne Hall** at 3-45 p.m. (P.D.) and at 5-45 p.m. (Sr. School) on **Sunday, 13th May, 1979.**

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 18th May, 1979

Part I

143—149

No. 143. PROGRAMME**May**

Sat. 19th	Morning Prep	6-30—7-30 a.m.
	Project work (post-tea session)	
	Hindi debate Srs.	... 6-00 p.m.
	Note : Those involved in projects need not attend the debate	
	Supper (P.D.)	... 6-00 p.m.
	Supper Sr. School	... 7-05 p.m.
Sun. 20th	Film P.D.	... 3-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 22nd	Assessment meeting (MCR)	... 5-30 p.m.
Wed. 23rd	Tutorial meetings	6-00—7-00 p.m.
	Supper	... 7-05 p.m.
Thu. 24th	Himalaya House first performance post-poned.	
Fri. 25th	Himalaya House first performance	... 4-30 p.m.
	(L-IV & downwards to attend)	
	Tea for Prep School & L-IVs will be at	... 4-00 p.m.
Sat. 26th	Morning Prep	6-30—7-30 a.m.
	Project work (post tea session)	
	Supper Sr. School	... 5-45 p.m.
	Himalaya House Show final performance	6-30 p.m.
	Supper P.D.	... 6-30 p.m.
Sun. 27th	Proposed outside soccer match.	
	Film P.D.	... 3-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 144. SWIMMING—SUNDAYS

Swimming on Sundays will be at the following times :—

P.D.	9-30—10-25 a.m.
G.D.	10-25—11-00 a.m.

Him. (B.D.)	11-05—11-40 a.m.
Nil.	„	...	11-40—12-15 p.m.
Siw.	„	...	12-15—12-50 p.m.
Vin.	„	...	12-50— 1-25 p.m.

No. 145. DISCIPLINE

Children are reminded that they are not to have in their possession transistor radios, record/Cassette players and electrical gadgets except table lamps authorised for the examination classes and fitted in by the School electrician.

No. 146. 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 Tuesday, 12th June, 1979.

No. 147. 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. 148. MEDICAL CATEGORY

Rahul Roy SPD A2 Ex. Boxing

No. 149. CINEMA

The film TWO WOMEN will be shown in Barne Hall at 3-45 p.m. (P.D.) and at 5-45 p.m. (Sr. School) on Sunday, 20th May, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 25th May, 1979

Part I

150—159

No. 150. PROGRAMME**May**

Fri. 25th	Himalaya House Show first performance ...	4-30 p.m.
	(L IV & downwards to attend)	
	Tea for Prep School & L IVs will be at ...	4-00 p.m.
Sat. 26th	Morning Prep	6-30—7-30 a.m.
	Project work (post tea session)	
	Himalaya House Show final performance	6-30 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 8-30 p.m.
Sun. 27th	Proposed outside soccer match	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-35 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 30th	Tutorial meetings	6-00—700 p.m.
	Supper Sr. School	... 7-05 p.m.

June

Fri. 1st	P.T. discontinued	
	Daily morning Prep	6-30—7-30 a.m.
	Nilagiri House Show 1st performance ...	4-30 p.m.
	(L IV & downwards to attend)	
	Tea for Prep School & L IVs	... 4-00 p.m.
Sat. 2nd	Project work (post-tea session)	
	Nilagiri House Show final performance ...	5-30 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sun. 3rd	Proposed outside soccer match	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-35 p.m.

Film Sr. School	5-45 p.m.
Supper P.D.	6-15 p.m.
Supper Sr. School	7-15 p.m.

No. 151. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November next, to the Bursar not later than Tuesday, 12th June, 1979.

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 station. Small travelling bags are available in the Tuck Shop and may be obtained on the 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, Nursing sister wish to proceed with school parties or otherwise on 15th June, 1979, they will make a personal stock taking, reporting any losses by dhobi to the Bursar on the regular Loss Slip duly signed by dhobi, before they leave. 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, 1979.

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/repaired, whatever is necessary, at home.

All children **MUST BRING BACK THESE JERSEYS/CARDIGANS**, duly cleaned/repaired **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 colour as those issued to them by the School.

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

No. 155. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in B. D., G. D. and P. D. commencing Monday 4th June, 1979 with the object that all condemnations be completed before the end of this term and replacements arranged by the Quartermaster during the summer vacation.

Matrons I/c dormitories and Kitchen Matron 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.

4. The condemnation programme is as follows:—

Mon.	4th June. '79	{ 12-00 noon G.D. (Upper Dorm.) 12-30 p.m. G.D. (Lower Dorm.)
Tue.	5th " "	{ 10-00 a.m. B.D. Siwalik 10-30 a.m. B.D. Vindnya
Wed.	6th " "	{ 12-00 noon P.D. Upper dorm. (Boys) 12-20 p.m. P.D. Lower dorm. (Boys) 12-40 p.m. P.D. Girls
Thu.	7th " "	{ 12-00 noon B.D. Himalaya 11 30 a.m. B.D. Nilagiri
Fri.	8th " "	10-00 a.m. CDH.

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. 156. STAFF SICK-IN-QUARTERS

All non-academic staff, who are sick, and are likely to be placed on sick-list, are requested to report to the RMO, daily (or as per his instructions, if already on sick-list), anytime between 8-30 a.m. to 9-00 a.m. (Sundays and other holidays 10-00 a.m. to 10-30 a.m.). The R.M.O. on medical check-up, will forward 'Sick-in-quarters-slip' to the Head of the Department concerned, with a copy to School Office. Staff on sick-in-quarters when discharged, will be issued 'Fitness Certificate' by the RMO, which the employee concerned, will submit to the Head of the Department he/she is working, before rejoining duty.

Will all Heads of Deptts, kindly explain the details given in this Order, to Staff working under them, especially to those who can not read School Orders.

No. 157. MATERNITY CASES

In view of lack of proper medical Staff and hospital equipment facilities in School Hospital, it is notified to all Categories of Staff that maternity cases cannot be undertaken in staff quarters or in School hospital; the employee concerned is, therefore, requested to contact, and fix up all relevant details well in time, as also for pre-natal and post-natal care, any of the following medical authorities :

1. Cantonment Hospital, Kasauli.
2. Primary Health Centre, Dharampore H.P.
3. District Hospital, Solan H.P.

No. 158. MEDICAL CATEGORY

Rahul Dua VBD placed in CAT 'C'.

No. 159. CINEMA

The film R H A P S O D Y will be shown in Barne Hall at 3-45 p.m. (P.D.) and at 5-45 p.m. (Sr. School) on Sunday, 27th May, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 1st June, 1979

Part I

160—165

No. 160. PROGRAMME**June**

Fri.	1st	P.T. discontinued	
		Daily morning Prep	6-30—7-30 a.m.
		Nilagiri House Show 1st performance (L IV & downwards to attend)	... 4-30 p.m.
		Tea for Prep School & L IVs	... 4-00 p.m.
Sat.	2nd	After noon activities to end at	... 4-30 p.m.
		Project work cancelled	
		Jrs. baths	... 4-45 p.m.
		Nilagiri House Show final performance	... 5-30 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Sun.	3rd	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-35 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon.	4th	Founder's meeting post-poned to Tuesday 12th June.	
Tue.	5th	Half-yearly exams. commence	
		Subject reports handed in to Form Staff	
Wed.	6th	Tutorial meetings	6-00—7-00 p.m.
		Supper Sr. School	... 7-05 p.m.
Sat.	9th	Staff Club dinner (Art room)	... 7-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Sun.	10th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-35 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 161. DAILY ROUTINE

With effect from Tuesday 5th June—Monday 11th June:—

Rouser	... 7-15 a.m.
Prep	8-00—9-00 a.m.
Breakfast	... 9-05 a.m.
M.I. (G.D.)	... 9-25 a.m.
M.I. (B.D.)	... 9-35 a.m.
Assembly	... 9-45 a.m.
Exams	10-00—1-00 p.m.
Lunch	... 1-30 p.m.
Exams	2-30—5-00 p.m.
Tea	... 5-00 p.m.

Post-tea routine will continue as per normal

No. 162 SIXTH FORM CLASSES

Sixth Form classes will be conducted at the following timings :—

1st School	8-25—9-00 a.m.
2nd School	10-00—10-30 a.m.
3rd School	10-30—11-00 a.m.
Break	11-00—11-10 a.m.
4th School	11-10—11-45 a.m.
5th School	11-45—12-20 p.m.
6th School	12-20—12-55 p.m.
7th School	12-55—1-30 p.m.

Note : For the first School L IV form rooms and the up-stairs Laboratories will be available for conducting VI Form classes and for the other remaining Schools Sixth Form rooms and all the Laboratories will be available.

No. 163. HALF-YEARLY EXAMINATION

Half-yearly examinations for U V and downwards will be conducted in the respective Form rooms. During the first session of the examination no one will be permitted to leave before 1-00 p. m. Children will not be allowed to have a break after the paper is over but may be permitted to go to the toilet in ones or twos as is done during class hours. Every one is requested to curtail movement in Birdwood to the minimum. In the afternoons children may be permitted to leave as soon as they have finished the paper.

No. 164. WATER CHARGES (RATES)

The rates of water charges payable by Staff from 16th May to 15th June, 1979 will be as follows :—

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

- (i) For the first 1500 litres per head per month, 90 P. per 1000 litres.
- (ii) For the next 1500 litres per head per month, Rs. 1/50 per 1000 liters.
- (iii) Above 3000 litres per head per month, Rs. 3/30 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 90 P. per 1000 litres.
- (ii) For the next 2000 litres per head per month Rs. 1/50 per 1000 litres.
- (iii) Above 4000 litres per head per month, 3/30 per 1000 litres.

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

- (i) Single member : Rs. 4/25 per month—flat rate.
- (ii) Two members or more : Rs. 3/75 per head, subject to a maximum of Rs. 11/25 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 15th of a month.

No. 165. CINEMA

The film DEAF SMITH AND JOHNY EARS will be shown in Barne Hall at 3-45 p.m. (P. D.) and at 5-45 p.m. (Sr. School) on Sunday, 3rd June 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, FRIDAY, 8TH JUNE, 1979

Part I

166—177

SPECIAL ORDER**Summer Vacation Arrangements—1979.****No. 166. 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 Friday, 15th June, 1979. (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) All Housemasters/Housemistresses are requested to instruct children in their Houses not to lock-up/leave their personal belongings in the dormitory lockers. These lockers will be used by Student officers of the Pre-Staff College Course during summer vacation.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money must be put in to the Bursar well in advance, and in no case later than Monday, 11th June, 1979 by 11-00 a.m. 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 Wednesday, 13th June, 1979 by the School Office.

(vii) 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.

(viii) 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.

(ix) 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.

No. 167. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the M. C. R. on Thursday, 14th June, 1979, at 10-30 a.m. All such staff members are required to attend.

No. 168. 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.

No. 169. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 170. 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	} Special note : Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully.
3	† Bombay V.T.	
4	* Dehra Dun	
5	Ferozpur	
6	‡ Pathankot	
7	Lucknow	
8	Jammu Tawi	
	(via Mukerian)	
10	Calcutta	
	(via Delhi—Kanpur)	
11	Delhi Jn. 'A'	
12	Delhi ,, 'B'	

† (includes Kurukshetra, Karnal, and Panipat)

* (includes Chandigarh and Ambala Cantt.)

‡ (includes Ludhiana, Jullundur city, Amritsar and Gurdaspur)

(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 Wednesday, 13th June, 1979, 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 in Dehra Dun party must be ready at B.D. Quad at 5-00 a.m. on 15-6-1979. The same will be loaded on to the School Bus, and the entire party will move for Kalka at 5-30 a.m.

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

(vii) Luggage of children going in Bombay V.T. party must be ready at the B.D. Quad. by 7-30 a.m. sharp on 15th June, 1979. The Q.M. will arrange for luggage to be transported from depts. by the mazdoors and loaded on the H.R.T.C. bus so that it is ready to move at 9-00 a.m. All members of Bombay V.T. party, will get into this bus, which will leave for Ambala Cantt Rly. Station at 9-00 a.m.

(viii) 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.

(ix) 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 such 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 under the heading "Sanawar/Kalka Departure Arrangements." 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 Q.M. will, if necessary; engage one or two trucks, to cart all heavy luggage in one trip. The trucks may leave B.D. Quad. at 12-00 noon. 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 Dr. D.C. Gupta. Dr. D.C. Gupta 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 Dr. Gupta 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 Dr. Gupta.

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

(xi) 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.

No. 171. 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.

No. 172. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Dehra Dun party will have their breakfast at Kalka or at Chandigarh. P.U. and Bombay V.T. party will have breakfast at 7-15 a.m., and the Senior School at 8-00 a.m.

(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 15-6-79.

(b) Lunch for the P.D. will be at 12-00 noon, and the Senior School, at 1-00 p.m. on home day.

(iii) Tea:—Bread/Sandwiches and tea will be served in the C.D.H. at 4-30 p.m. for all members of the Delhi 'A', Pathankot and Calcutta 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, Jammu Tawi, Calcutta, Delhi A, Delhi B, Lucknow and Pathankot 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 Dr. Gupta after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Ferozpur	... Mr. S.R. Sharma	13
Jammu Tawi	... Mr. B. C. Katoch	20
Pathankot	... Mr. William	35
Delhi 'A'	... Mr. Subhash Gupta	85
Delhi 'B'	... Mr. P.C. Gupta	75
Calcutta	... Mr. Dwivedi	55
Lucknow	... Mr. R.K. Malviya	15

The Quartermaster will arrange for the issue of necessary number of clean baskets of appropriate size to the I/c C.D.H. at 9-30 a. m. on home day.

The I/c C.D.H. will please 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.

Quartermasters' representative 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.

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

Mr. U. A. Mundkur will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for Bombay V.T. party, and Mr. Satpal Verma will do so for all other parties.

No. 173. 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.

No. 174. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Bombay V.T., Lucknow, Simla and Dehra Dun parties.

(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 1-30 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.

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

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

charged bus fare. They are required to report their presence at Kalka station to their escorts immediately the latter arrive there.

(vi) Girls will NOT walk down to Kalka.

No. 175. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Thursday, 14th June, 1979. after the escorts meeting.

No. 176. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

1. Attached with this Order please find detailed lists of all School Parties, a copy of the party programme, and, for escorts only, a copy of the instructions for escorts.

2. The School parties will leave from B. D. Quadrangle, in the following order, on Friday 15th June, 1979. 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>Transport</i>
Dehra Dun	5-00 a.m.	5-30 a.m.	12	School Bus
Simla	8-00 a.m.	8-15 a.m.	13	By HGT Bus.
Bombay V.T.	8-30 a.m.	9-00 a.m.	59	„
Kalka	1-30 p.m.	2-00 p.m.	3	„
Ferozpur	—do—	—do—	4	„
Delhi B	—do—	—do—	51	„
Lucknow	—do—	—do—	12	„
Jammu Tawi	—do—	—do—	13	„
Calcutta	1-30 p.m.	2-00 p.m.	34	„
Pathankot	6-00 p.m.	6-30 p.m.	18	„
Delhi A	—do—	—do—	66	„

3. **Dehra Dun party** will travel by School Bus leaving B.D. Quad. at 5-30 a.m. At Kalka it will catch Kalka—Dehra Dun Haryana Roadways Bus leaving Kalka Bus Stand at 7-15 a.m.

4. **Simla party** will travel by HGT Jagjitnagar—Simla Bus leaving from B.D. Quadrangle at about 8-15 a.m.

5. **Bombay V.T. party** will travel by HGT Bus from B.D. Quad. at 9-00 a.m. upto Ambala Cantt. From Ambala Cantt, the party will travel in one extra second Class ordinary or sleeper coach, by 58 Dn, Amritsar—Dadar express leaving Ambala Cantt at 15-21 hours.
6. Kalka party will travel by HGT bus from BD Quad., upto Kalka only.
7. Firozpur party will travel by HGT bus from B.D. Quad. upto Kalka, and onward in through 1st class Kalka—Firozpur Cantt coach, in train service, by 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours.
8. Delhi B party will travel by HGT bus from BD Quad., upto Kalka, and onward in one extra 2nd class ordinary or sleeper coach, attached to 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours.
9. Lucknow party will travel by HGT bus from BD Quad. upto Kalka, and onward in 2nd class train service by 4 UK Shuttle. leaving Kalka at 1655 hours.
10. Calcutta party will travel by HGT bus from BD Quad. upto Kalka, and onward in through Kalka—Howrah 2nd class three-tier train service coach, by 2 Dn. Kalka—Delhi—Howrah Mail, leaving, Kalka at 2345 hours.
11. Pathankot party (via Amritsar) will travel by HGT bus from BD Quad. upto Kalka, and onward in train service through Kalka—Pathankot (via Amritsar) 1st class coach, by 35 Dn. Simla Mail, leaving Kalka at 2110 hours.
12. Jammu Tawi party will leave by HGT bus from BD Quad. upto Kalka, and onward, in train - service through Kalka—Jammu Tawi (via Mukerian) 1st class coach, by 35 Dn. Simla Mail leaving Kalka at 2110 hours.
13. Delhi A party will travel by HGT bus from BD Quad. upto Kalka, and onward in one extra 2nd class ordinary or sleeper coach, by 2 Dn. Kalka—Delhi—Howrah Mail leaving Kalka at 2345 hours.

14. The School Bus, after leaving Dehra Dun party at Kalka, will return to Sanawar, by 9-00 a.m. The Bus, if required, may have to be sent to Ambala Cantt, with Bombay V.T. party, leaving B.D. Quad. at 9-00 a.m.; if it is not required for the purpose these it will proceed to Kalka, with part of Delhi A party, leaving B.D. Quad. at 6-30 p.m. There at Kalka, it will await for further instructions from Dr. Gupta.

15. 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.

16. 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.

17. The Bursar, assisted by Mr. Satnam Singh 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.

No. 177. NEXT TERM

The next term will begin on Wednesday, 1st August, 1979; all children must be back by 4-00 p.m. on that day.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday, 8th June, 1979

Part I

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No. 178. PROGRAMME**June**

Sat. 9th	Staff Club dinner (Art room)	... 7-30 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Sun. 10th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-35 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 11th	Half-yearly exams end	
Tue. 12th	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Founder's meeting	... 9-30 a.m.
	Weighing & measuring will be at the following timings :—	
	G.D.	10-30—11-30 a.m.
	H.B.D.	11-30—12-15 p.m.
	N.B.D.	12-15—1-00 p.m.
	S.B.D.	3-00—3-45 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	I—H Soccer	4-30—6-40 p.m.
	Baths	... 6-50 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
	Lights out	... 9-15 p.m.
	Swimming will be at the following timings :	
	N.B.D.	10-45—11-30 a.m.
	G.D.	11-35—12-15 p.m.

	H.B.D.	12-20— 12-40 p.m.
	S.B.D.	12-40— 1-20 p.m.
	V.B.D.	3-00— 3-40 p.m.
Wed. 13th	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Weighing and measuring VBD	... 10-00 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Marks handed in	... 1-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	I—H Soccer	4-30—6-40 p.m.
	Baths	... 6-50 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
	Lights out	... 9-15 p.m.
	Swimming will be at the following timings :	
	G.D.	9-30—10 15 a.m.
	H.B.D.	10-20—11 00 a.m.
	N.B.D.	11-00—11-40 a.m.
	S.B.D.	11-40—12-20 p.m.
	V.B.D.	12-20— 1-00 p.m.
Thu. 14th	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	End of term Assembly	... 10-00 a.m.
	Escorts meeting (MCR)	... 10-30 a.m.
	Reports handed in to Form Staff	... 1-00 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 3-50 p.m.
	I—H Soccer	... 4-15 p.m.
	Baths	... 6-50 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
	Sr. School Social	8-30—11-00 p.m.

Swimming will be at the following timings :

H.B.D.	11-00—11-35 p.m.
N.B.D.	11-35—12-10 p.m.
S.B.D.	12-10—12-45 p.m.
V.B.D.	12-45— 1-15 p.m.
G.D.	3-00— 3-45 p.m.
Fri. 15th Home Day	
Breakfast P.D. and Simla party	... 7-15 a.m.
Breakfast Sr. School	... 8-00 a.m.
Lunch P.D.	... 12-00 noon
Lunch Sr. School	... 1-00 p.m.
Tea (combined)	... 4-00 p.m.
Reports handed in to H.M.	

No. 179. SUMMER VACATION

The School will close on Friday 15th June, 1979 for the summer vacation, and will reopen on Wednesday, 1st August 1979 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 separately.

No. 180. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Saturday, 16th June, 1979, the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel of staff families who will be at Sanawar during this vacation:—

Vegetables & Fruit

The vegetable and fruit shop at the Bakery will be open throughout the vacation daily from 9-00 a.m. to 11-00 a.m.

Eggs

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

Bread

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. 181. SWEEPERS OFFS

The R.M.O. is the authority for fixing/regulating all sweepers' weekly offs. The R.M.O. will also arrange for a relief.

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

No. 182. STOCK REQUIREMENTS—SECOND TERM 1979

All stock-holders will please send in their requirements for the **Second Term** of 1979 [1st August to 30th Nov. '79], by filling in their expendable and non-expendable indent books, and send these indent books to the Bursar latest by Thursday, 14th June, 1979. 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. 183. TUCK SHOP HOURS DURING VACATION

The Tuck Shop timings during the vacation will be as under:—

- (a) 11-00 a.m.—1-00 p.m.
- (b) 4-00 p.m.—5-30 p.m.
- (c) Weekly off day—Wednesday.

No. 184. CINEMA

The film **TRADER HORN** will be shown in Barne Hall at 3-45 p.m. (P. D.) and at 5-45 p.m. (Sr. School) on Sunday, 10th June 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Monday, 30th July, 1979.

Part I

185—205

No. 185. WELCOME

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

No. 186. PROGRAMME**August**

Wed. 1st	School re-opens	
	Kit issued	
	Lunch	... 1-00 p.m.
	Tea	... 4-00 p.m.
	Baths	... 5-00 p.m.
	Supper (P.D.)	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Lights out	... 8-45 p.m.
Thu. 2nd	Rouser	... 7-00 a.m.
	M.I. (G.D.)	... 7-30 a.m.
	Breakfast Sr. School	... 8-00 a.m.
	M.I. (B.D.)	... 8-15 a.m.
	Assembly	... 8-50 a.m.
	Breakfast (P.D.)	... 8-45 a.m.
	School starting from 2nd school onwards	... 9-10 a.m.
	Break	11-10-11-25 a.m.
	5th to 7th School	11-25- 1-25 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Baths	... 5-00 p.m.
	House Masters'/Mistresses' meeting	
	(HM's house)	... 5-30 p.m.
	Supper (P.D.)	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Lights out	... 8-45 p.m.

Fri.	3rd	Rouser	...	6-00 a.m.
		Chota Ĥazri	...	6-25 a.m.
		P.T.	6-35—	7-00 a.m.
		M.I. (G.D.)	...	7-20 a.m.
		M.I., (B.D.)	...	7-30 a.m.
		House Inspection	...	7-30 a.m.
		Assembly	...	7-50 a.m.
		First School	...	8-00 a.m.
		Breakfast (P.D.)	...	7-40 a.m.
		Breakfast Sr. School	...	8-40 a.m.
		2nd—4th School	9-10—11-10	a.m.
		Break	11-10—11-25	a.m.
		5th—7th School	11-25—1-25	p.m.
		Lunch	...	1-30 p.m.
		Sr. School Academic Staff meeting (MCR)	...	3-00 p.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Sr. School to assemble in Barne Hall	...	4-50 p.m.
		Baths (B.D.)	...	6-00 p.m.
		Supper (P.D.)	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
		Lights out	...	8-45 p.m.
Sat.	4th	Daily routine and Founder's activities as per cyclostyled programme will be followed		
Sun.	5th	Swimming on Sundays will be conducted under House arrangements at the following timings till the close of the swimming season :—		
		P.D.	9-30—10-25	a.m.
		G.D.	10-25—11-00	a.m.
		Him. B.D.	11-05—11-40	a.m.
		Nil. B.D.	11-40—12-15	p.m.
		Siw. B.D.	12-15—12-50	p.m.
		Vin. B.D.	12-50—1-25	p.m.
		Lunch Sr. School	...	1-35 p.m.
		Lunch P.D.	...	12-30 p.m.
		Tea P.D.	...	3-20 p.m.

	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-15 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Lights out	...	8-45 p.m.
Wed. 8th	Raksha Bandhan		
	Assembly cancelled (Brothers and Sisters including P.D. to tie Rakhis from 7-40 – 8-00 a.m.)		
	Tutorial meetings		8-30—9-30 p.m.

Note : Till Founders tutorial meetings will continue to be held after supper from 8-30—9-30 p.m. and there will be evening Prep every Wednesday.

Fri. 10th	Society meetings (after supper)		
Sat. 11th	Project work (post-tea session)		
Sun. 12th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-15 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Lights out	...	8-45 p.m.

No. 187. RETURN OF SCHOL 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 being able to join the School, latest on Thursday, 2nd August, 1979 by 5-00 p.m.

No. 188. RETURN SCHOOL PARTIES AUGUST, 1979

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August 1979, 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. 189. NEW ADMISSIONS—RECEPTION

New admissions will take place on 1st and 2nd August. All new parents on their arrival will be guided to the Parents' Rooms, where the Quartermaster will arrange for hot water, towels, soap etc., to be made available. C. D. H. Incharge will arrange for tea and biscuits to be available for parents at the School Office from 9-30 a.m. to 12-30 p.m. and from 3-00 p.m. to 4-00 p.m.

Messrs Dhani Ram and Katoch will be on duty from 8-30 a.m. to 1-00 p.m. at the Bakery to guide parents on the reception date.

From the Parents' Rooms, parents and the children, together with their luggage, will be directed to the Office. After having completed all financial and other formalities, the parents will be sent to the House Matrons 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. 190. NEW ADMISSION—RATIONS

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

	J.S.	G.S.	P.S.B.	P.S.G.
1st August	3	1	1	—
2nd August	11	3	2	—

No. 191. 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. — 1-00 p.m. (for all)
 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. 192 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 C.D.H. and state in respect of each child:

- (a) which meals he/she will be taking,
- (b) Date from which this will come into effect.

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

No. 193. 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. 194. TROPHIES MEDALS, ETC.

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

No. 195. STATE BANK OF PATIALA IN THE SCHOOL

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

Mondays to Fridays	...	11-00 a.m.—3-00 p.m.
Saturdays	...	12-00 a.m.—2-00 p.m.
Sundays & Bank Holiday	...	Closed

No. 196. SCHOOL PROPERTY ON LOAN FROM Q.M. STORES

It has been brought to my notice that Staff do not 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. 197. 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 urgent 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. 198. STAFF VISITS TO BURSAR

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

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

No. 199 SCHOOL ANNUITY SCHEME

Reference be made to School letter No. A1/47/P, dated 25-7-78, para 7, issued to all concerned employees of this school. **The Annuity Scheme rules** are published below, for the information and necessary action of all concerned.

All staff concerned, will be sent one copy of blank 'Letter of Undertaking' form fairly soon, which may kindly be completed in all respects and returned to the Bursar, within seven days of its receipt.

1. **Name** :—This scheme will be called the Lawrence School Sanawar Annuity Scheme.

2. **Definitions** :—In these Regulations *School* means the Lawrence School Sanawar; *Headmaster* means, Headmaster of the Lawrence School, Sanawar; *Scheme* means Lawrence School, Sanawar Annuity Scheme.

3. **Applicability and Eligibility** :—The scheme shall be applicable to all permanent and confirmed employees of the school who sign the undertaking annexed to this scheme and fulfil the conditions mentioned here-in-after and in the undertaking.

4. **New Account to be opened** :—A separate account will be opened in a Bank in the name of the Headmaster and the same will be operated by him for furthering the purposes of this scheme.

OR

Separate accounts pertaining to each employee will be opened in a Bank in the name of the Headmaster and the same will be operated by him for furthering the purposes of the scheme.

5. Amount and frequency of contribution:—The school will make a contribution of an amount equivalent to 10% (15% in the case of the Headmaster) of the basic salary of the employee (rounded to the nearest rupee) and this amount will be deposited into the account/accounts mentioned afore-said each month.

6. Method of investment:—The afore-said amounts will be invested in the Bank in recurring/time deposits or such other deposit which will fetch the highest rate of interests in accordance with the Banking Rules prevailing from time to time.

7. Time limit of contribution:—The school will contribute the amount equivalent of 10% (15% in the case of the Headmaster) of the basic salary of the employee mentioned afore-said:

- (i) for a maximum period of 25 years; or
- (ii) Till such time as the employee is due to retire on reaching the age of superannuation;
- (iii) Or the employee resigns his employment in the school or is removed or dismissed on disciplinary grounds.

8. Procedure on retirement:—At the time of retirement of the employee the total sum including interest accumulated against the employee will be re-invested in a time deposit to fetch the maximum rate of interest.

9. Employee not to have any right against the amount deposited:—The employee will not have any right against the amount deposited, which shall remain the property of the school.

10. The Annuity:—The employee will be paid interest from the principal amount periodically as annuity;

11. Duration of annuity:—The annuity will be paid to the employee after retirement for as long as the employee lives or to the employee's heirs for a fixed period of 15 years from the date of retirement of the employee;

12. Amount set-aside for an employee to revert to reserve fund of the school in certain cases:—The principal amount set-aside of an employee will revert to the Special reserve fund of the school when:

- (i) the employee leaves the school before reaching the age of superannuation without completing 25 years of service;

- (ii) the employee is no more alive and the legal heir has been paid the guaranteed annuity of 15 years from the date of retirement of the employee.

13. Aforesaid provisions of the scheme not to apply to certain employees :—The aforesaid provisions of the scheme will not apply to those permanent employees of the school who are within 8 years of retirement. For them special provisions provided for in the next Regulation will be applicable.

14. Special provisions for employees of the school retiring within 8 years:—Any permanent and confirmed employee about to retire within 8 years of his opting for this scheme will be governed by these special provisions:

- (i) Procedure upto Regulation 7 will be followed;
- (ii) Thereafter the entire amount determined as the share of the employee will be paid to him in cash.

15. Terms and conditions:—

- (i) The annuity shall be payable to confirmed permanent employees who retire on or after reaching the age of superannuation;
- (ii) No annuity shall be paid to any employee who resigns his employment in the school on his own volition unless he has put in 25 years of service in the school;
- (iii) No annuity shall be payable to any person who is removed or dismissed on disciplinary grounds irrespective of the length of his service in the school;
- (iv) The employees will give written undertaking that he or his heirs or any other assignee will have no claim on any account, on the amount set-aside in the scheme.

16. Undertaking:—Every employee will give the undertaking in the proforma annexed. The terms and conditions mentioned in the undertaking are to be considered part of the scheme.

Letter of Undertaking

I... .. S/o... ..
 aged
 years, residing permanently at Sanawar and employed as... ..
 in the Lawrence School, Sanawar (Simla
 Hills) do hereby execute this letter of undertaking in favour of the

Headmaster, the Lawrence School, Sanawar (Simla Hills) (hereinafter referred to as the *Employer*, which expression shall mean and include, wherever applicable, his successors-in-office):

Whereas I have gone through the Annuity scheme devised by the Lawrence School, Sanawar (Simla Hills), and whereas I agree to abide by the terms and conditions contained therein, I hereby undertake as follows:—

1. That neither I nor my heirs, legal representatives and/or nominee(s) shall, at any time, have any claim of whatsoever nature on any amount deposited by the employer in any Bank of India, under the Annuity Scheme;
2. That neither I nor my heirs, legal representatives and/or nominee(s) shall have any claim to annuity under the Annuity Scheme, if : (a) I resign my employment under the school on my own volition before completing 25 years of service; (b) I be removed or dismissed from service on disciplinary grounds, irrespective of the length of my service in the Lawrence School, Sanawar.
3. That neither I nor my heirs, legal representatives and/or nominee(s) shall offer as security, guarantee or otherwise, alienate in any manner the amount deposited by the School under the Annuity Scheme.

In witness whereof I, the above named employee, do hereunto set my hand this the... .. day of, before witnesses at Sanawar.

SIGNED, SEALED AND DELIVERED BY

in the presence of

Witnesses

.....
(*Signature of the employee*)

1. *Signature*... ..

Full name & address

Full name & address... ..

.....

.....

.....

.....

.....

.....

Dated

Dated

2. *Signature*... ..

Full name & address

.....

.....

.....

Dated

No. 200. SCHOOL HEALTH INSURANCE SCHEME

(Ref. School Order No. 264, dated 23rd September, 1977)

Following amendments / additions to the rules published earlier on 23-9-1977 have been made effective, from 1st January, 1979. All concerned are requested to take necessary action.

- (a) The rate of subscription will be Rs. 50/- per head per year, recoverable in monthly instalments from the salary of the employee.
- (b) Cost of transportation of the patient only will be covered by the Scheme. All expenses incurred on/by the escort, going with the patient will be borne by the employee.
- (c) Periodic eye examination will also include refraction (prescription for spectacles), and would be covered by the Scheme.

No. 201. LOW MEDICAL CATEGORY STUDENTS

It has been brought to my notice that a number of children placed in low-medical categories, (carrying restrictions/exemption from their participation in games and other physical activities) are not observing specified instructions. This can cause serious problems. Will the staff concerned, therefore, please take care to adhere strictly to the "Low Medical Category" list published in the Special School Order No. 95 dated 23-3-1979, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

No. 202. MEDICAL CATEGORY

The undermentioned children's medical category is revised as per following details, with immediate effect; they are now placed under A2 (excused Swimming) :—

Amit Kohli	HBD	Bhai Rajinder Pal Singh	VBD
Gavrav Kant	„	Rajiv Oberoi	„
Arun K. Yadav	„	Neeraj Sethi	„
Rajbir Singh Sandhu	„	Jaswinder Singh	„
Tanvir Bhagat	„	Gurbinder S. Grewal	„
Anu Pal S. Bawa	NBD	Gunit Singh Walia	„
Sarat Golmie	„	Sangeeta Shastri	HGD
Gaggat Singh Gill	„	Samiksha Khanna	„
Randeep Singh Rai	„	Munisha Anand	NGD

Chetan Gupta	NBD	Supreeta Pal Singh	NGD
Har Roop S. Dhaliwal	,,	Preeti Bhullar	SGD
Nikhil Dhaon	,,	Sanjit Kaur	VGD
Y. Gopal Krishan	,,	Vandana Sarin	,,
Harjit S. Gill	,,	Geeta Rawal	HPD
Kartik Shridhar	,,	Amarinder S. Gill	,,
Deepak K. Ohlyan	,,	Arun Khorana	,,
Ajai Singh	SBD	Vikramjit Singh	,,
Navjot Pal S. Randhawa	,,	Kr. Rishi Raj Singh	,,
Muktesh C. Chaturvedi	,,	Nisha Misra	NPD
S.N. Albert	,,	Priyadarshani Singh	,,
Kumud Rajan R. Kumar	,,	Alok Verma	,,
Sharad Bhojar	,,	Gurdeep S. Boparai	,,
Anand Swarup Pathak	,,	Vikram Kapoor	,,
Rajesh Prasad	,,	Naville Wadia	SPD
Inder Pal Singh Kaicker	,,	Priya Sarma	,,
Ravi Banta	,,	Shiela Rai	VPD
Vikas Attri	,,	Linda Rai	,,
Manoj Mohanka	,,	Sushil K. Sharma	,,
Sheetal Sharma	VBD	Harjit S. Bala	,,

No. 203. HOSPITAL TIMINGS

The revised hospital Out Door Patients timings are as given below :

8-30 a.m. to 11-30 a.m.	}	Members of all staff and their families
4-30 p.m. to 5-30 p.m.		
8-30 a.m. to 1-00 p.m.	}	Children of the School
4-15 p.m. to 5-30 p.m.		

No. 204. PAY

Pay for July, 1979, will be issued to Subordinate Staff on Tuesday, 31st July, 1979 from 10-30 a.m.

No. 205. CINEMA

The film FUZZ will be shown in Barne Hall at 3-45 p.m. (P.D.) and at 5-45 p.m. (Sr. School) on Sunday, 5th August, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 3rd August, 1979.

Part I

206—213

No. 206. PROGRAMME**August**

Sat. 4th	Daily routine and Founder's activities as per cyclostyled programme will be followed	
Sun. 5th	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 8-45 p.m.
Wed. 8th	Raksha Bandhan	
	Assembly cancelled (Brothers and Sisters including P.D. to tie Rakhis from 7-40—8-00 a.m.)	
	Tutorial meetings	8-30—9-30 p.m.
<p>Note : Till Founders tutorial meetings will continue to be held after supper from 8-30—9-30 p.m. and there will be evening Prep every Wednesday.</p>		
Fri. 10th	Society meetings (after supper)	
Sat. 11th	Project work (post-tea session)	
Sun. 12th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 8-45 p.m.

No. 207. NEW ADMISSION—ISSUE OF POCKET MONEY

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

No. 208. 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, 1979, at the latest.

No. 209. SWIMMING

Swimming will commence fairly soon. All concerned are requested to refer to the school orders No. 140, and 141 dated 11th May, 1979 and take necessary action in the matter.

No. 210. SCHOOL STAFF—*Their employment as private servant*

All staff are hereby informed that subordinate school staff can be employed by them, as private servant on payment, only during their off hours, and that employment should not interfere with school work and the school duty hours of the servant concerned.

No. 211. ATHLETICS

Mr. K. K. Batish will be over-all incharge for athletics for 1979.

No. 212. WATER CHARGES (RATES)

The rates of water charges (non rationing period) per thousand litres will be as follows, effective from 16-6-1979:—

Category A	Category B
<i>who take their meals in the School Kitchens</i>	<i>who do not take their meals in the School Kitchens</i>
1. For the first 3000 litres per head per month @ 90 p.	1. For the first 4000 litres per head per month @ 90 p.
2. For the next 2000 litres per head per month @ Re. 1/50	2. For the next 2000 litres per head per month @ Re. 1/50
3. Above 5000 litres per head per month @ Rs. 3/30	3. Above 6000 litres per head per month @ Rs. 3/30

No. 213. ADMINISTRATIVE HOLIDAY

Wednesday, 8th August, 1979, will be observed as holiday on account of Raksha Bandhan, by Administrative Staff.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 10th August, 1979.

Part I

214—226

No. 214. PROGRAMME**August**

Fri. 10th	Society meetings (after supper)	
Sat. 11th	Project work (post-tea session)	
Sun. 12th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
<p>Note : Swimming on Sundays will be as per timings given in the School Orders of 30th July, 1979.</p>		
Tue. 14th	Janam Ashtami—Holiday	
	Baths	... 7-30 a.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Independence eve Staff	
	Club get-together (Art room)	... 8-00 p.m.
	Lights out	... 9-00 p.m.
Wed. 15th	Independence Day	
	Rouser	... 6-30 a.m.
	Baths	... 6-45 a.m.
	Breakfast (P.D.)	... 7-30 a.m.
	M.I. (P.D.)	... 7-40 a.m.
	M.I. (G.D.)	... 8-00 a.m.
	M.I. (B.D.)	... 8-20 a.m.
	Breakfast Sr. School	... 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.
	Tea P.D. ...	4-00 p.m.
	Tea Sr. School ...	4-30 p.m.
	Dry Supper ...	6-00 p.m.
	Hindi film show for staff and families ...	6-45 p.m.
	Lights out ...	9-00 p.m.
Fri. 17th	Soccer 1st XI leave for Y.P.S., & P.P.S. ...	2-30 p.m.
	Y.P.S. Colts and Atoms arrive ...	6-00 p.m.
	Society meetings (after baths)	
Sat. 18th	School 1st XI vs Y.P.S. (Away)	
	School Atoms vs Y.P.S. Atoms (Home) ...	10-00 a.m.
	School Colts vs Y.P.S. Colts (Home) ...	11-00 a.m.
	Y.P.S. Colts and Atoms leave ...	2-30 p.m.
	Project work (post-tea Session)	
	P.P.S., Nabha Colts & Atoms arrive ...	6-00 p.m.
Sun. 19th	School 1st XI vs P.P.S. (away)	
	School Atoms vs P.P.S. Atoms (Home) ...	10-00 a.m.
	School Colts vs P.P.S. Colts (Home) ...	11-00 a.m.
	(The School will go down to watch the matches)	
	P.P.S. Colts and Atoms leave ...	2-30 p.m.
	Tea P.D. ...	3-20 p.m.
	Film P.D. ...	3-45 p.m.
	Tea Sr. School ...	4-15 p.m.
	Film Sr. School ...	5-45 p.m.
	Supper P.D. ...	6-15 p.m.
	School 1st XI arrive ...	7-00 p.m.
	Supper Sr. School ...	7-15 p.m.
	Lights out ...	9-00 p.m.

No. 215. COMPARTMENT EXAMINATION

Compartment examination in respect of those students of Class XII who have yet to clear certain subjects of Class XI will be conducted as under :—

September 1st—History & Maths (2-30—5-00 p.m.)

September 3rd—Economics & Geog. (2-30—5-00 p.m.)

No. 216, MESS COMMITTEE MEETING

The Mess Committee Meeting will be held in CDH, on Monday, 13th August, 1979, at 3-00 p.m. All members are requested to attend.

I/c CDH is requested to arrange for Tea for the members at 4.00 p.m.

No. 217 HOUSE TUTORS

The under-mentioned members of staff are attached as tutors to the Houses indicated against their names :—

Mrs. T. Tangri	Himalaya GD
Miss K. Bakshi	Nilagiri GD
Mr. Bhaumik	Nilagiri BD Sr.

No. 218. INDEPENDENCE DAY-COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on wednesday, 15th August, 1979. Following details are given for necessary action from all concerned:—

(1) The entire community that is all employees of the School, their families and children, including daily wages employees, are invited for this lunch.

(2) Lunch will be served in CDH on tables with chairs as usual. The food will be served on 'patal'.

(3) The first shift will consist of P.D. children and staff and families of engg. Deptt., and Q.M. stores employees and their families, commencing at 12-00 noon. All P.D. staff are requested to kindly supervise the serving for this shift.

The next shift will be for classes LIV to UV, and the employees and their families working in hospital, all ayas, printing office staff and sanitary staff. GD teaching staff is requested to supervise for this second shift.

The third shift will consist of LVI and UVI children, all clerical staff and their families and all other senior staff and their families. The BD teaching staff is requested to supervise the serving for this shift.

(4) I/c CDH is requested to hold a meeting with the Head Boy and Head Girl to fix up the batches of servers for each shift and all other details connected with the serving part of the lunch. Since it is envisaged that minimum number of cooks and bearers will be retained on duty on this day it may be necessary that a separate batch of students will be required to clear the tables and clean them for laying down 'patal' for the next shift. This may kindly

be discussed by Mrs. B. Singh with the Head Boy and the Head Girl. Q.M. and Engineer are requested to provide six large size 'Use Me' tins in which used 'patals' will be thrown. They may kindly be kept at the bottom of the stairs from the CDH down to short-back side.

(5) The first shift will sit for lunch at 12 00 noon and the next would sit at intervals of 45 minutes. The servers, the CDH cooks and bearers (those who have been retained on duty) may have to sit in the fourth shift.

(6) The supper on 15-8-79 will be in the form of supper packets, and will be served in the CDH at 6-00 p.m.

(7) Subordinate staff sports which are scheduled at 2-30 p.m. may get delayed by about an hour in case the community lunch is not over by 2-30 p.m.

(8) All Heads of Deptts. are requested to inform all staff working under them the details about community lunch given above.

(9) Co-operation from one and all is requested. There will be many inconveniences but the staff would kindly overlook the same and lend their helping hand to make the occasion a success.

No. 219. APPOINTMENT OF PREFECTS / HELPERS

Following appointment of Prefects/Helpers are made with effect from 2-8-79:—

Boys Department

<i>H.B.D.</i>	House Captain	...	Hemant Mattoo
	School Prefect	...	Gurpreet Kohli
	House Prefects	...	Sukhmeet Sandhu
		...	Yogesh Kapoor
<i>N.B.D.</i>	House Captain	...	T. Rabindra Kumar
	School Prefect	...	Vikram Chopra
	House Prefects	...	Y. Gopal Krishna
		...	Sudershan Kumar Bansal
<i>S.B.D.</i>	House Captain	...	Ajay Singh
	School Prefect	...	Raman Seth
	House Prefects	...	Manoj Mohanka
		...	Rajesh Prasad
<i>V.B.D.</i>	House Captain	...	Birender Singh Dhanoa
	School Prefect	...	Ashok Goel
	House Prefects	...	Laikhu Ram Tomcha Singh

	...	Pawanjit Singh Bala
M.I. Prefect	...	Anshuk Jain

Girls Department

<i>H.G.D.</i>	House Captain	...	Ishwarpreet K. Sandhu
	House Prefect	...	Chetna Nanda
<i>N.G.D.</i>	House Captain	...	Brinda Roy
	House Prefect	...	Meenakshi Sethi
<i>S.G.D.</i>	House Captain	...	Dilroop Dhillon
	House Prefect	...	Sunetra Sen
<i>V.G.D.</i>	House Captain	...	Rajni Parmar
	House Prefect	...	Neena Paul
	M.I. Prefect	...	Indermohini Oberoi

<i>Duty</i>			<i>Name</i>
<i>(Helper Asstt.)</i>			
<i>(of to)</i>			
Head boy/girl & Asstt. to H.M.)	Ashish Bhatia
D.H.M.	Rohit Singh Negi
Sr. Mistress	Vandana Sarin
Library	Sunil Verma
	Prasant Choudhry
	Pratibha Rathore
Dining Hall	Kunal Choudry
	Sukhbir Badal
	Nikhil Dhaon
	Harmit Pental
	Rajiv Gupta
	Seema Mehrotra
	Rama Subba
	Sharmila Mehta
	Kanwal Oberoi
Games & Hobbies	Subir Sharma
	Parminder S. Gill
	Archana Partap
	Kanika Datta
	Purnima Rani
Estate	Sanjay Joshi
	Vibha Sawhney
Expeditions	T. Khaisianmungh
Dramatics	Sandeep Sharma

Socials/Entertainment	Kr. Suryaveer Singh
	Rajni Bagai
Lost Property	Harjit S. Gill
Social Service	Navneet Jolly
	Rahul Brijnath
	Simeryn Kullar
Chapel	Subir Vyas
	Mohan Paul

No. 220. STRENGTH

Decrease with effect from 16-3-79:—

Vivck Abrol ... N.B.S.

Decrease with effect from 18-4-79:—

Hans Raj Singh Gill	...	H.B.S	Mandeep Seekond	...	S.B.S.
Khushwant S. Gill	...	N.B.S.	Naveen Vashisht	...	„
Rajinder M. Deora	...	N.B.S.	Vijay Singh Kadan	...	„
Rajinder Singh	...	N.B.S.	Vikram Malhotra	...	„
Birag Sureka	...	S.B.S.	P. Rangappa	...	V.B.S.
Salmon Mahdi	...	S.B.S.	Pankaj Sethi	...	„
H. S. Bhambri	...	V.B.S.	Rai Tarun Handa	...	„
Raj Kumar Dahiya	...	V.B.S.	Sanjit Singh Bala	...	„
Sanjiv Aggarwal	...	V.B.S.	Sanjay Batra	...	„
T. Thangminglian	...	N.G.	Deepa Goswami	...	H.G.
Saba Mahdi	...	S.G.	Jyotsana Dhadha	...	„
Nisha Chhabra	...	V.G.	Kiran Rohra	...	„
Manjit Singh Gill	...	N.B.S.	Praneet R. Singh	...	„
Gautam Shaunik	...	H.B.S.	Punam Munjal	...	„
Jatinderpal Singh	...	„	Preetinder Khatra	...	„
Kulpreet Singh	...	„	Renu Narula	...	„
Ramyad Sharma	...	„	Vandana Jamwal	...	„
Srikar Rana	...	„	G. K. Dhaliwal	...	N.G.
Anil Kumar Balyan	...	N.B.S.	Mandeep K. Mann	...	„
H. G. K. Menon	...	„	Payal Singh	...	„
Jagdeep S. Nakai	...	„	Dayanita Singh	...	S.G.
Kr. Kishen Singh	...	„	Meera Khorana	...	„
R. K. Bhandari	...	„	Ruby Saigal	...	„
Ranjive Sekhon	...	„	Aneeta Chandra	...	V.G.
Sanjay Nagpal	...	„	Anu Bedi	...	„
Sharad Khanna	...	„	Kiranpal Bans	...	„
Taranjit S. Sandhu	...	„	Manjula Dwivedi	...	„
Arjun Khanna	...	S.B.S.	Renu Barthwal	...	„
Arvind Chatrath	...	„		...	„

Decrease with effect from 20-4-79 :—

P. S. Sethi	...	H.B.S.	Nikhil Sawhney	...	V.B.S.
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Increase with effect from 30-4-79 :—

Supratik Gupta	...	N.B.S.	Brinda Datta	...	N.G.
R. D. Brijnath	...	H.B.S.	Vandana Prasad	...	S.G.
Arvind Hoon	...	V.B.S.	Archana Prasad	...	S.G.
Preeti Sridhar	...	N.G.	Rajani Bagai	...	S.G.
Kanika Datta	...	N.G.	Monish Yadav	...	H.P.B.

Decrease with effect from 4-5-79:—

Pankaj Bhutani	...	V.B.S.
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Increase with effect from 7-5-79:—

Rahul Kumar	...	H.P.B.
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Decrease with effect from 9-5-79:—

Anuradha Kapur	...	N.G.
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Increase with effect from 10-5-79 —

Sonya Kanwar	...	S.G.
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Increase with effect from 11-5-79:—

Jerome Watson	...	V.B.S.
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Increase with effect from 18-5-79:—

Thomas Mathew Verghese	...	N.B.S.
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Rahul Dua	...	V.B.S.
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Increase with effect from 21-5-79:—

Deepika Devi Chand	...	N.G.
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Decrease with effect from 21-5-79:—

Ashi Anand	...	S.B.S.
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Gunit Singh Rana	...	S.B.S.
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Decrease with effect from 2-6-79:—

Deepika Devi Chand	...	N.G.
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Decrease with effect from 13-6-79:—

Sankate Mahajan	...	N.B.S.
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Decrease with effect from 15-6-79:—

Satyajit Shinde (D.S.)	...	N.P.B.
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Decrease with effect from 30-6-79:—

Supratik Gupta	...	N.B.S.
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Decrease with effect from 3-7-79:—

Harinder Singh Chehal	...	H.B.S.
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Vivek Bali	...	N.B.S.
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Decrease with effect from 5-7-79:—

Wazir Jai Singh ... H.B.S.
Tinglonlei ... N.G.

Decrease with effect from 9-7-79:—

Rishi Mohindra ... H.B.S.
Jasdeep Kaur Mann ... N.G.

Decrease with effect from 10-7-79:—

Kanwaljit Kaur Purewal ... V.G.

Decrease with effect from 11-7-79:—

Shaila Brijnath ... H.G.

Decrease with effect from 24-7-79:—

Jatinder Singh Ahluwalia ... H.B.S.

Decrease with effect from 30-7-79:—

Jagjit Singh Gill ... N.B.S.

Increase with effect from 1-8-79:—

M. S. Contractor ... N.P.B. CH. Kaikha Mao ... H.B.J.
Vikas Jaidka ... N.B.J. R. K. Aggarwal ... V.B.S.
Riju Vivek Kumar ... N.B.S. Priyadarshini Ghosh ... V.G.
A. Lahro M. Ozho ... H.B.J.

Increase with effect from 2-8-79:—

Charles Low ... N.B.S. Sanjiv Sharma ... V.B.J.
Dhyan Mayadas ... N.B.J. Ritu Nayar ... S.G.
Amit Dutt ... „ Smriti Vohra ... V.G.
Dalip Sharma ... „ Deepa Aggarwal ... V.G.
M. K. Upmanyu ... S.B.J. Rajiv Chaudhri ... H.P.B.
Arun Kumar ... „ Vivek Batra ... S.P.B.

Increase with effect from 7-8-79:—

Sonia Bhasin ... H.G. Samayukta ... H.P.G.
Kr. Suryaveer Singh ... H.P.B.

No. 221. FOUNDER'S DUTIES—1979

Athletics (Organisation) Mr. K. K. Batish I/c, Mr. Mundkur,
Mr. M. J. Parel Mr. Williams, Mrs.
Rawal, Mrs. Joseph & Miss Randhwa.
Colours Parade ... M/s B. Singh, Dhani Ram, Onkar
Singh & Katoch,
{ **Staff Play** ... Dr. Gupta
{ **Stage Manager** ... Mr. Dwivedi

Variety Concert

(i) Orchestra	...	Dr. Kulshrestha
(ii) Dances	...	Mrs. Tangri
(iii) P.D. items	...	P.D. Staff
I/c Co-ordination	...	Mrs. Kapila
Stage Management	...	M/s Khalid and Hegde, & Miss Bakshi

School Play

Director	...	Mr. Gray
Producer	...	Mrs. Das

Tattoo

(i) I/c co-ordination	...	Mr. Sequeira
(ii) Mike	...	Mrs. Channa
(iii) P.T., Gym. & Club drill	} ...	M/s Dhani Ram & Onkar Singh
(iv) Bugle Band	...	Mr. Katoch
(v) Folk Dance	...	Mrs. Tangri
(vi) Coffee	...	Mrs. Harkirat Kaur & Mrs. Khan

Exhibition

(i) Arts/Crafts/ Needlework Carpentry	} ...	Hobbies Staff
(ii) Science	...	Science Staff
(iii) Camp	...	Mr. Solomon
(iv) P.D.	...	P.D. Staff
(v) Poultry	...	Mr. Attri
<i>Athletics</i> Parents coffee	} ...	Mrs. B. Singh and the Kitchen helpers.
Cold drinks/Ice cream (Athletics)	} ...	Mr. Sethi
O.S. Basket-Ball	...	Miss Gupta
„ Hockey	...	Dr. Gupta
„ Dinner	...	Mrs. Channa & Mrs. B. Singh
Decorations	...	Mr. Gore I/c., M/s G. C. Arora and Charanjit Singh
Fete Organisation Committee	...	{ Mrs. Das, Dr. Dhillon and Mrs. Solomon (Co-ordination will be done by Dr. Dhillon)
Sound Equipment	...	Mr. Subhash Gupta

Seating

Variety Concert	...	B.D., Staff
Staff Play	...	G.D., „
School Play	...	P.D., Staff & O.S.
Tattoo	...	M/s Mundkur and Kohli
Parade & Speeches	...	M/s Abraham, Batish & P.D., staff.
I/c Barne Hall	...	Mr. Randhawa
I/c Costume Room & make up	} ...	Mr. Abraham
Nursery	...	One P.D. Matron & two Ayahs
Checking Invitation Cards		M/s Joshi, Hasan & Puri
Visitor's Cloak Room		Mrs. Parel (Ladies) Mr. Bhowmick (Men)

No. 222 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. 223. HOLIDAYS

(1) Tuesday, 14th August, 1979, will be observed as a holiday on account of Janmashtami by the children and also by the Administrative Staff. Tuckshop will, however, remain open on that day.

(2) Wednesday, 15th August, 1979, will be observed as a holiday on account of Independence Day by the children and also by the Administrative staff. Tuckshop will also remain closed on that day.

No. 224. TUCKSHOP CLOSING DAY

The monthly tuckshop closing day for August, will be observed on Friday, 17th August, 1979.

No. 225. FRUIT AND VEGETABLE SHOP

The fruit and vegetable shop at the bakery will remain closed on Wednesday, 15th August, 1979, instead of Thursday, 16th August, 1979, which is its usual off day. It will remain open on Tuesday, 14th August, 1979.

No. 226. CINEMA

(1) The film STATEFAIR will be shown in Barne Hall at 3-45 p.m. (P.D.) and at 5-45 p.m. (Sr. School) on Sunday, 12th August, 1979.

(2) A Hindi film will be shown to subordinate staff and their families in Barne Hall at 6-45 p.m. on Wednesday, 15th August, 1979. All Heads of Deptts are requested to inform the staff working under them.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 17th August, 1979.

Part I

227—232

No. 227. PROGRAMME**August**

Fri. 17th	Soccer 1st XI leave for Y.P.S., & P.P.S. ...	2-30 p.m.
	Y.P.S. Colts and Atoms arrive ...	6-00 p.m.
	Society meetings (after baths)	
Sat. 18th	School 1st XI vs Y.P.S. (away)	
	School Atoms vs Y.P.S. Atoms (Home) ...	10-00 a.m.
	School Colts vs Y.P.S. Colts (Home) ...	11-00 a.m.
	Note: Only the teams will go down for the matches. Normal Classes will continue for the rest of the School.	
	Y.P.S. Colts and Atoms leave ...	2-30 p.m.
	Project work (post-tea Session)	
	Baths B.D. ...	6-00 p.m.
	P.P.S., Nabha Colts & Atoms arrive ...	6-00 p.m.
	Supper Packets (whole school) ...	6-00 p.m.
	Hindi Film (Subordinate Staff) ...	6-45 p.m.
Sun. 19th	School 1st XI vs P.P.S. (away)	
	School Atoms vs P.P.S. Atoms (Home) ...	10-00 a.m.
	School Colts vs P.P.S. Colts (Home) ...	11-00 a.m.
	(The School will go down to watch the matches)	
	P.P.S. Colts and Atoms leave ...	2-30 p.m.
	Tea P.D. ...	3-20 p.m.
	Film P.D. ...	3-45 p.m.
	Tea Sr. School ...	4-15 p.m.
	Film Sr. School ...	5-45 p.m.
	Supper P.D. ...	6-15 p.m.
	Supper Sr. School ...	7-15 p.m.
	Lights out ...	9-00 p.m.
Wed. 22nd	Tutorial meetings	8-30—9-30 p.m.
Fri. 24th	Society meeting (after baths)	

Sat. 25th	Project work (post-tea session)		
	Hindi debate Jrs.	...	6-00 p.m.
	(Those involved in projects will not attend the debate)		
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	B.D. Baths	...	7-30 a.m.
Sun. 26th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-15 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Lights out	...	9-00 p.m.

No. 228. ASSESSMENT MEETING

The first assessment meeting of the Founder's term will be held in MCR at 5-30 p.m., on Saturday 1st September 1979.

No. 229. 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. 230. 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. 231. SOCCER

The following will represent the School XI in the match to be played in Patiala & Nabha against Y.P.S. and P.P.S' on 18th and 19th August 1979:—

T. Rabindra (Captain)	S. Singla
N. Jolly	Rahul Brijnath
Surya Veer	Rohit Brijnath

S. Sharma	S. S. Sandhu
Gautam Dutt	Rohit Negi
G. Kabui	

Reserves :

Kunal Chaudhary	Nirvik Singh
H. Mattoo	

2. The following will represent the School Atoms in the match to be played in Sanawar against Y.P.S. Patiala and P.P.S. Nabha on 18th and 19th August 1979:—

Amit Kohli (Captain)	S. R. Ahluwalia
Vaneet Ahuja	Satinder Purewal
Hanut Ewari	Navneet S. Arora
Ashish Bhandari	Guneet walia
Surendra K. Sharma	Jai Shergill
Rajiv Verma	

Reserves :

Varun Batra	P. D. S. Sethi
Rajan	V. Attri

3. The following will represent the School Colts in the match to be played in Sanawar against Y.P.S. Patiala and P.P.S. Nabha on 18th and 19th August 1979:—

Paritosh Tripathi (Captain)	Pankaj Sapru
Vivek Sawhney	Dhyan Maya Das
Amarinder Gill	Agho Lorho
Rohit Tangri	Abhay Mehta
Kaiko Mao	Sarat Golmei
Apramjit Singh	

Reserves :

Amolak Singh	Kimsuk Sinha
Suvrat Saigal	Jaspreet Bains

No. 232. CINEMA

(a) The Hindi film SANKOCH will be screened in Barne Hall at 6-45 p m. on Saturday, 18th August, 1979 for all subordinate staff and their families. Heads of Deptt. are requested to kindly inform all concerned.

(b) The film ADVENTURES OF SHERLOCK HOLMES SMARTER BROTHER will be screened in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 19th August, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 24th August, 1979.

Part I

233—244

No. 233. PROGRAMME**August**

- Fri 24th Society meetings (after baths)
- Sat. 25th Talk by Dr. Goswamy 6th & 7th Schools
(L V and upwards will attend. Normal teaching will continue for U IVs and L IVs in the 6th School. Letter writing for all will be done under House arrangements in the dormitories after lunch)
Project work (post-tea session)
Hindi debate Jrs. post-poned
Talk by Dr. Goswamy ... 6-00 p.m.
(L V and upwards will attend
Project-work will end at 5-45 p.m.)
Supper P.D. ... 6-00 p.m.
Supper Sr. School ... 7-00 p.m.
B.D. Baths ... 7-30 a.m.
- Sun. 26th Tea P.D. ... 3-20 p.m.
Film P.D. ... 3-45 p.m.
Tea Sr. School ... 4-15 p.m.
Film Sr. School ... 5-45 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
Lights out ... 9-00 p.m.
- Wed. 29th Tutorial meetings 8-30—9-30 p.m.
- Fri. 31st Society meeting (after baths)

September

- Sat. 1st Compartment exam (History & Maths) 2-30—5-00 p.m.
Project work cancelled
Assessment meeting MCR ... 5-00 p.m.
(Fourth & fifth sessions of swimming will be cancelled)
Supper P.D. ... 6-00 p.m.

	Supper Sr. School	...	7-00 p.m.
	B.D. baths	...	7-30 p.m.
Sun. 2nd	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-15 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Lights out	...	9-00 p.m.

No. 234. CHANGE IN SUNDAY TIMINGS

With effect from Sunday 26th August, the following timings will be observed:—

	Rouser Sr. School	...	7-30 a.m.
	Baths	...	7-45 a.m.
	Breakfast P.D.	...	8-30 a.m.
	Breakfast Sr. School	...	9-15 a.m.

No. 235. CENTRAL BOARD EXAMINATION DATES

Following details received from the Central Board of Secondary Education, New Delhi, are published for information and necessary action by all concerned:—

March, 1980

Tue. 4th	...	All-India Secondary School Exam. (Class X)
Tue. 4th	...	All-India Senior School Certificate Exam. (Class XII)

April, 1980

Tue. 8th	...	All-India Senior School Certificate Exam. (Class XI)
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August, 1980

Thu. 7th	...	All-India Secondary School (Comptt.) Exam. (Class X)
Thu. 7th	...	All-India Senior School Certificate (Comptt.) Exam. (Class XII)

No. 236. DISCIPLINE

Children are reminded not to tamper with any of the notice boards or remove drawing pins and paper cuttings put up by the Librarian. The incidence of scribbling on the walls is also on the increase and this malpractice must stop forthwith.

No. 237. CHILDREN VISITING SCHOOL OFFICE

It has come to my notice that very often school children, on one excuse or the other come to school office. This is not permissible. Will all Housemasters and Housemistresses please announce to the children in their Houses, that school office is out of bounds for all times for all children.

No. 238. FOUNDER'S DUTIES

Founder's is drawing near, and it is requested that all concerned staff members take timely action to avoid, any last-minute rush. In this connection attention is invited to School order No. 221, dated the 10th August, 1979, wherein the details of the duties have been given.

No. 239. FOUNDER'S—STAFF GUESTS

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

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. 240. POST-FOUNDER'S WOP/s SOP/s

WOPs and SOPs may be granted by all Housemasters/ Housemistresses at their own discretion from 12-30 p. m. on Friday 5th October, to 5-00 p.m. on Tuesday, 9th October, 1979.

No. 241. 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. 242. 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. 243. MEDICAL CATEGORIES

The under-mentioned children are downgraded/upgraded in their medical categories as per following details:—

Downgrading

<i>Name</i>	<i>Deptt.</i>	<i>Med. Ctg.</i>	<i>Activity excused</i>
Gagan Inder Singh	VPD	C	
Samir Sharma	VBD	A2	Boxing & Hodsons
Sheetal Sharma	VBD	A2	” ”
Sujata Hoon	NGD	C	(No P.T.)
Jai Inder Ssngh	SBD	C	
Atul Khanna	VPD	C	
Har Pal Singh Maini	”	C	
Harpatap Singh Brar	”	A2	Gym. & Boxing
Nikhil Kapoor	VBD	C	
Parminder Singh Gill	”	C	
Harmit Singh Pental	SBD	C	
T. Khaisianmungh	NBD	C	
Rajesh Prasad	SBD	C	
Sandeep Singh	HPD	A2	Boxing
Sanjay Choudhry	HBD	C	
Sunil Roy	SBD	C	
Punam Kohli (D.S.)	VPD	C	
Roop Kiran Jhaj	NGD	C	
Sarat Golmei	NBD	C	
Arvind Hoon	VBD	C	
Nirvik Singh	VBD	C	
Apramjeet Singh	NBD	A2	Boxing
Sanjiv Singh Bawa	NBD	A2	Boxing
Kirat Singh Brar	HPD	A2	Boxing
Komal Singh	SGD	C	
Kartik Shridhar	NBD	A2	Boxing & Gym.
J. Watson	VBD	C	

Upgrading

Shiraz Khanna	VPD	A2	Boxing
Ranbir Singh Dhillon	NBD	A2	Gym., Soccer, Hockey
Gurdeep S. Teja	NBD	A2	Football, Hockey, Athletics (to do Swimming under strict supervision of Mr. K. K. Batish.)
Randeep S. Teja	NBD	A2	—do—
Hemant S. Trehan	HBD	A2	

No. 244. CINEMA

The film QUEEN OF SHEBA will be shown in Barne Hall at 3-45 p.m. for P. D. and at 5-45 p. m. for Senior School on Sunday, 26th August, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 31st August, 1979.

Part I

245—251

No. 245. PROGRAMME**August**

Fri. 31st Talk on mountaineering by
Mr. Gurdial Singh for the P.D. ... 5-30 p.m.
(It is requested that Sr. School
staff interested in the talk attend it
with P.D., in view of the Assessment
meeting on Saturday)

September

Sat. 1st Compartment exam (History & Maths) 2-30—5-00 p.m.
Project work cancelled
Assessment meeting MCR ... 5-00 p.m.
(Fourth & fifth sessions of swimming,
if resumed, will be cancelled)
Supper P.D. ... 6-30 p.m.
Talk on mountaineering by
Mr. Gurdial Singh for the Sr. School ... 6-30 p.m.
Supper Sr. School ... 7-30 p.m.
B.D. baths ... 8-00 p.m.

Sun. 2nd Tea P.D. ... 3-20 p.m.
Film P.D. ... 3-45 p.m.
Tea Sr. School ... 4-15 p.m.
Film Sr. School ... 5-45 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
Lights out ... 9-00 p.m.

Tue. 4th Prep cancelled
Supper P.D. ... 6-00 p.m.
Supper Sr. School ... 7-00 p.m.
B.D. baths ... 7-30 p.m.
Teachers' Day staff dinner
hosted by U-VI ... 8-15 p.m.
Lights out for Sr. School ... 9-00 p.m.

Wed.	5th	Teachers' Day :	
		(a) Normal P.T.	
		(b) Assembly—Head Girl	
		(c) Classes will be conducted by U-VI	
		(d) Post lunch activities will continue as programmed.	
		Tutorial meetings	8-30—9-30 p.m.
Fri.	7th	Society meetings (after baths)	
Sat.	8th	Project work (post-tea session)	
		Hindi debate Jrs.	... 6-15 p.m.
		(Those involved in projects will not attend the debate)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		B.D. baths	... 7-45 p.m.
Sun.	9th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-15 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-00 p.m.

No. 246. INTER—HOUSE SWIMMING SPORTS

The I—H swimming sports will be held on Saturday, 15th September at 2-45 p.m.

No. 247. MERIT SCHOLARS

The under-mentioned students are Merit Scholars of the Govt. of India, Ministry of Education. They are entitled to get jerseys/cardigans from the school (which are to be taken back at the end of the term) without any cost. This is for information of and necessary action by the staff concerned :—

Ashok Kumar Goel	V.B. Sr.	S. N. Albert	S.B.Sr.
Madan Lal Dipta	H.B. Jr.	G. Kaphungangpou	N.B. Sr.
Rajiv Gupta	V.B. Sr.	Sarat Golmie	N.B. Jr.
T. Khaisianmung	N.B. Sr.	Tongbram R.K. Singh	N.B. Sr.
Laikhuram T. Singh	V.B. Sr.	Kamlesh Kumari Badhan	H.G.
Yumnam G. Krishna	N.B. Sr.	Kumud R. Rajkumar	S.B. Sr.
Muktesh C. Chaturvedi	S.B. Jr.	Masa Chuba	H.B. Jr.

Gunjan Singh	N.G.D.	Arun Kumar	S.B.Jr.
A. Lahro Mao Ozho	H.B. Jr.	Dalip Sharma	N.B. Jr.
Ch. Kaikho Mao	H.B. Jr.	Sanjiv Sharma	V.B. Jr.
M. Kumar Upmanyu	S.B. Jr.		

No. 248. REPAIRS (CANING) TO SCHOOL FURNITURE

All Staff concerned are requested to kindly send written notes to Quartermaster giving details regarding caning work required to be done, to School furniture on issue, in their residences/ departments, so that Q. M. is able to plan out and arrange to get this work done.

No. 249. ANTI—MALARIA MEASURES

The Anti—Malaria spraying operation programme in Senior and Junior staff Quarters will commence as per following details:—

Sunday, 2nd Sept., '79

- (a) 10-00 a.m. to 1-00 p.m. Sr. Staff Qtrs.
- (b) 3-00 p.m. to 5-00 p.m. Clerical Staff Qtrs.

Tuesday, 4th Sept., '79 }
10-00 a.m. to 1-00 p.m. } Coolie Line, Mohalla area, Christian Line, Dairy Line, New Line, Garden City, Dhobi ghat, Bakery area.

No. 250. LIBRARY

All staff concerned are requested to kindly visit the library and arrange to have the books borrowed by them, on "Borrowing Slip", transferred on to the 'Loan Register'.

No. 251. CINEMA

The film 11 HARROW HOUSE will be shown in Barne Hall at 3-45 p.m. for P. D. and at 5-45 p. m. for Senior School on Sunday, 2nd September, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 7th September, 1979.

Part I

252—256

No. 252. PROGRAMME**September**

Fri.	7th	Society meetings (after baths)	
Sat.	8th	Project work (post-tea session)	
		Hindi debate Jrs.	... 6-15 p.m.
		(Those involved in projects will not attend the debate)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		B.D. baths	... 7-45 p.m.
Sun.	9th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-15 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-00 p.m.
Wed.	12th	Tutorial meetings	8-30—9-30 p.m.
Fri.	14th	Society meetings (after baths)	
Sat.	15th	I—H swimming sports post-poned to Wednesday 19th September	
		Project work (post-tea session)	
		Supper P.D.	... 6-00 p.m.
		B.D. baths	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun.	16th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-15 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-00 p.m.

No. 253. ASSESSMENT MEETING

The second assessment meeting of the Founder's term will be held in the MCR on Thursday, 27th September at 10-00 a.m.

No. 254. FOUNDER'S FETE—STALLS IN BARNE HALL

Following distribution has been made, with regard to looking after of various Stalls in Barne Hall, to be organised, during Fete to be held on 5-10-1979:—

Cakes & Cookies Stall	...	I/c Mrs. Das—Mrs. Dhillon, Mrs. Ramchandani, Mrs. Bhalarao.
Kabab & Alu Tik-ki Stall	...	I/c Mrs. Mukherji—Mrs. Joshi, Mrs. Parel, Mrs. Malaviya.
Tea & Coffee Stall	...	I/c Mrs. Kapila—Mrs. Gore, Mrs. Rampal, Mrs. Rai, Mrs. Kohli, Mrs. Ahlawat.
Cold Drink Stall	...	I/c Mrs. Rawal—(in the absence of Mrs. Rawal—Mrs. Gurdev), Mrs. Khan, Mrs. Batish, Mrs. Satnam Singh.
Ice - Cream Stall	...	I/c Mrs. B. Singh—Q.M. Staff.
Chat Stall	...	I/c Mrs. Sidhu—Mrs. Ram Singh, Mrs. Har- kirat Kaur, Mrs. Kumar, Mrs. Sequeira.
Sand-wich Stall	...	I/c Mrs. Channa—Miss Bakshi, Miss Gupta. Mrs. Aurora.

I/c's of the various stalls will please put in their indent to Mr. Sethi as early as possible.

No. 255. STRENGTH

Decrease with effect from 17-8-79:—		
Thomas Methew Verghese	...	N.B.S.
Decrease with effect from 28-8-79:—		
Rajesh Kumar Aggarwal	...	V.B.S.
Increase with effect from 29-8-79:—		
Vivek Vohra	...	S.B.S.

No. 256. CINEMA

The film CONRACK will be shown in Barne Hall at 3-45 p.m. for P. D. and at 5-45 p. m. for Senior School on Sunday, 9th September, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 14th September, 1979.

Part I

257—271

No. 257. FOUNDER'S CHIEF GUEST

The Chief Guest for Founder's this year is His Excellency Sir John Thomson, High Commissioner for Britain. He will be accompanied by Lady Thomson.

No. 258. PROGRAMME**September**

Fri. 14th	Society meetings (after baths)	
Sat. 15th	Project work (post-tea session)	
	Supper P.D.	... 6-15 p.m.
	B.D. baths	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
Wed. 19th	I—H swimming sports	... 2-45 p.m.
	(after noon activities cancelled)	
	Tea	... 4-45 p.m.
	Tutorial meetings	8-30—9-30 p.m.
Fri. 21st	Society meetings (after baths)	
Sat. 22nd	Project work (post-tea session)	
	Supper P.D.	... 6-15 p.m.
	B.D. baths	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.

No. 259. ATTENDANCE AT PERFORMANCES

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

No. 260 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, 1979.

No. 261. O.S. DINNER

A small payment of Rs. 6/- 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 Saturday, 22nd September, 1979, giving the number of dinners required and whether vegetarian or non-vegetarian.

No. 262. 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. 263. SPECIAL POCKET MONEY FOUNDER'S & DEWALI

Special Pocket money for Founder's and Diwali, has already been issued to House Staff through the bank to B.D. & G.D. and direct to P.D. on 18-8-1979.

No. 264. TRANSPORT FOR FOUNDER'S

It is likely that the school bus may be available for transporting from Kasauli (near SSO's Office) to the school and back, for the functions given below, for 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>
Sunday, 30th Sept.			
Variety Concert	10-30 a.m.	9-30 a.m.	11-30 a.m.
School Musical Play	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.
Monday, 1st Oct.			
A.D.S. (Staff play)	5-00 p.m.	4-00 p.m.	8-00 p.m.

Tuesday, 2nd Oct.

Athletics	9-30 a.m.	8-30 a.m.	12-45 p.m.
A.D.S. (Staff play)	5-30 p.m.	4-00 p.m.	8-30 p.m.

Wednesday, 3rd Oct.

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

Thursday, 4th Oct.

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

Friday, 5th Oct.

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

No. 265. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS

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

Athletics	Tattoo (final performance)
Fete	Parade —do—

Subordinate staff and their family members may, however, attend both the dress rehearsal of the Tattoo at 7-15 p.m. on peace-stead on 27th September, and the first performance on Sunday, 30th September, 1979.

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. 266. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1979 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by Saturday, 22nd September, 1979, if they are joining for Lunch.

No. 267. PROVIDENT FUND

All staff are requested to confirm the balances in their P.F. account as on 31st December, 1978 and sign the P.F. register on 17th September, 1979, in School Office.

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

No. 268. ELECTRIC ENERGY CONSUMPTION

During the last week electric energy consumption has touched a new high, and unless immediate precautionary measures are taken, damage to the transformer, traction lines and buildings wiring may occur any time. Following measures, will therefore be taken by all concerned with immediate effect :-

- (1) Street lights will be switched off at 9-15 p.m. by Head Chowkidar.
- (2) Class-room lights will be switched off immediately after the evening Prep is over. Head boy and Head girl will please ensure that this has been done.
- (3) Minimum lights be switched on in Barne Hall during the rehearsals; at the end of the rehearsal, only one light be left on; the rest be switched off.
- (4) Dormitory lights, MCR lights, CDH lights, be switched off when not required. Staff concerned are requested to kindly emphasise the need for economising electric current consumption.
- (5) All staff are requested to reduce the use of electric gadgets to the maximum extent. Can I elicit cooperation from all concerned !

No. 269. SCHOOL HALWAI'S RATES 1979- REVISION

(Ref. School Order No. 92, dated 16-3-1979)

Rates of the following items have been revised, and will be effective from 1-9-1979:—

Item	Rate per kg.	No. of pieces per kg.	Rate per piece
Barfi white ...	Rs. 11-00	44	25 paise
Barfi Besan ...	„ 7-00	35	20 „
Besan Laddoo ...	„ 7-00	35	20 „
Gulab Jaman ...	„ 9-00	30	30 „
Rasgulla ...	„ 9-00	30	30 „
Jalebi ...	„ 7-00	35	20 „

The rates for remaining items, and terms and conditions remain the same. All concerned are requested to take necessary action.

No. 270. TUCK - SHOP TIMINGS

The Tuck-Shop timings for all the Subordinate Staff, with immediate effect, will be as follows:—

- | | | |
|-------------------------------------------------------------|---|--------------------------|
| (i) On all Tuck-Shop working days. | } | 11-00 a.m. to 12-30 p.m. |
| (ii) CDH Morning shift staff on all Tuck-Shop working days. | | |
| | } | 3-00 p.m. to 4-00 p.m. |
| | | |

No. 271. CINEMA

The film TRAP TO KILL will be shown in Barne Hall at 3-45 p.m. for P. D. and at 5-45 p. m. for Senior School on Sunday, 16th September, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 21st September, 1979.

Part I

272—279

No. 272. PROGRAMME**September**

Fri. 21st	Society meetings (after baths)	
Sat. 22nd	Project work (post-tea session)	
	Supper P.D.	... 6-15 p.m.
	B.D. baths	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
Mon. 24th	Assembly cancelled	
	P.T.	6-30—7-15 a.m.
	House Inspection	... 7-40 a.m.
	Fall in	... 7-45 a.m.
	Normal routine 8-00 o'clock onwards.	
Note: The above routine will continue to be followed on Tuesday 25th & Wed. 26th Sept.		
Wed. 26th	Prep cancelled	
	Supper P.D.	... 6-00 p.m.
	B.D. baths	... 6-15 p.m.
	Supper Sr. School	... 7-00 p.m.
	Partial Tattoo rehearsal	7-30—9-00 p.m.
	Lights out	... 9-30 p.m.
Thu. 27th	Classes discontinued	
	Founder's preparation routine as per cyclostyled programme comes into effect.	
	Assessment meeting M.C.R.	... 10-00 a.m.

Fri. 28th	Variety Concert Dress rehearsal	...	10-30 a.m.
	Tattoo Dress rehearsal	...	7-30 p.m.
Sat. 29th	School Musical play Dress rehearsal	...	10-30 a.m.
Sun. 30th	Variety Concert 1st performance	...	10-30 a.m.
	School Musical play 1st performance	...	4-00 p.m.
	Tattoo 1st performance	...	7-30 p.m.

No. 273. FOUNDER'S PROGRAMME

Thu. 27th	Classes discontinued. Founder's preparation routine as per cyclostyled programme comes into effect.		
Fri. 28th	Variety Concert Dress rehearsal	...	10-30 a.m.
	Tattoo Dress rehearsal	...	7-30 p.m.
Sat. 29th	School musical play Dress rehearsal	...	10-30 a.m.
Sun. 30th	Variety Concert 1st performance	...	10-30 a.m.
	School musical play 1st performance	...	4-00 p.m.
	Tattoo 1st performance	...	7-30 p.m.

October

Mon. 1st	A.D.S. (staff) play 1st performance	...	5-00 p.m.
Thu. 2nd	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	6-45 a.m.
	Breakfast P.D.	...	7-20 a.m.
	Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	...	8-00 a.m.
	Athletics (Barnes)	...	9-30 a.m.
	Parents' Coffee (Gaskell Hall)	...	12-00 noon
	Lunch U-V and downwards (incl. Prep)	...	12-30 p.m.
	Lunch (Sixth Form and guests)	...	1-30 p.m.
	(The Board of Governors will lunch at C.D.H.)		
	Tea U-V and downwards (incl. Prep)	...	3-30 p.m.
	Tea (Sixth Form and guests)	...	4-00 p.m.
	A.D.S. play	...	5-30 p.m.
	Supper U-V and downwards (incl. Prep)	...	6-45 p.m.
	Supper (Sixth Form and guests)	...	7-30 p.m.
	Baths	...	8-15 p.m.
	Lights out	...	9-15 p.m.

Wed. 3rd	Rouser	...	6-45 a.m.
	Baths	...	7-00 a.m.
	Breakfast U-V and downwards (incl. Prep)	...	7-45 a.m.
	Breakfast (Sixth Form and guests)	...	8-30 a.m.
	Trooping practice	...	9-00 a.m.
	O.S., matches	...	10-00 a.m.
	Board of Governors meeting (HM'S House)	...	10-00 a.m.
	Lunch U-V & downwards (incl. Prep)	...	12-30 p.m.
	Lunch (Sixth Form & guests)	...	1-30 p.m.
	(Board of Governors will lunch at C.D.H.)		
	Tea (Sixth Form & guests)	...	3-00 p.m.
	Tea U-V & downwards (incl. Prep)	...	3-30 p.m.
	Variety Concert	...	4-00 p.m.
	Supper U-V & downwards (incl. Prep)	...	5-45 p.m.
	Supper (Sixth Form & guests)	...	6-20 p.m.
	Tattoo	...	7-30 p.m.
	Cocoa & Snacks for the School	...	9-10 p.m.
	Lights out	...	9-45 p.m.
Thu. 4th	Founder's Day		
	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	7-30 a.m.
	Breakfast P.D. (including guests)	...	8-30 a.m.
	Assembly (Chapel)	...	8-30 a.m.
	Trooping of Colours	...	10-00 a.m.
	Speeches (Peacestead)	...	10-55 a.m.
	Founder's lunch (U-V & downwards incl. Prep)	...	12-30 p.m.
	Founder's lunch (Sixth Form and guests)	...	1-30 p.m.
	Tea Sixth Form & guests	...	3-30 p.m.
	Tea U-V & downwards (incl. Prep)	...	4-00 p.m.
	School Musical Play	...	5-00 p.m.
	Supper U-V & downwards (incl. Prep)	...	6-30 p.m.
	Supper (Sixth Form & guests)	...	7-20 p.m.
	O.S. Dinner (C.D.H.)	...	9-30 p.m.
	O.S. Dance	...	10-30 p.m.
	Baths	...	8-00 p.m.
	Lights out for Children	...	9-30 p.m.

Frt.	5th	Rouser	...	7-00 a.m.
		Breakfast U-V & downwards (incl. Prep)	...	8-00 a.m.
		Breakfast (Sixth Form & guests)	...	8-45 a.m.
		Fete	...	9-30 a.m.
		S.O.Ps. issued	...	12-30 p.m.
		Lunch (packet lunch)	...	1-00 p.m.
		Tea (Sr. School & P.D.)	...	4-00 p.m.
		Baths	...	5-00 p.m.
		Supper P.D.	...	7-00 p.m.
		Supper Sr. School	...	7-45 p.m.
		Lights out	...	9-00 p.m.
Sat.	6th	Founder's holiday		
Sun.	7th	Founder's holiday		
Mon.	8th	Founder's holiday		
Tue.	9th	Chief guest's holiday		
		Children on S.O.Ps. to report back	...	5-00 p.m.

No. 274. WINTER KIT

Winter kit will be brought into use from Tuesday, 2nd October, 1979.

No. 275. SENIOR STAFF FAMILIES RATIONS

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

Fuel	Wed. 10th Oct., '79
Rations	Thu. 11th Oct., '79

No. 276. MEDICAL CATEGORY

Jai Inder Shergill (SBD) is upgraded to 'A2' with restriction on Gym., Boxing, Hurdles, Jumps (all types).

No. 277. SWIMMING

Results of combined Swimming meet held on 19-9-79 are published below for record:—

	B.D.			G.D.		
<i>House</i>	<i>Points</i>	<i>Position</i>	<i>House</i>	<i>Points</i>	<i>Position</i>	
Himalaya	49	IV	Himalaya	55	III	
Nilagiri	106	II	Nilagiri	101	I	
Siwalik	117	I	Siwalik	72	II	
Vindhya	55	III	Vindhya	40	IV	

The following are new records :

1. 25 lengths Rahul Roy (S) 8m. 14 secs.
2. 5 lengths Crawl Rahul Brijnath (H) 1m. 8·7 secs.
3. Individual Medlay Relay R.S. Negi (S) 1m. 6 5 secs.
4. Individual Medlay Relay U-15 Ranjit Rawley (V) 1m. 7 secs.
5. Individual Medlay Relay U-13 Sanjay Bhasin (N) 1m 37 secs.
6. 1 length Crawl Rahul Brijnath (H) 9·4 secs. open.
7. 2 lengths Crawl Sanjay Bhasin (N) 29 1 secs. U-13
8. 3 lengths Crawl U-15 Boys Ranjit Rawley (V) 39 secs.
9. 12×1 Relay Siwalik House 2m. 57 secs.
10. 2 lengths Crawl U-13 Girls Preeti Mehta 29·2 secs.
11. 3 lengths Breast Stroke U-13 Girls Preeti Mehta 53 secs.
12. 3 lengths Back Stroke U-13 Girls Shaila Maira 1m. 11·8 secs.
13. 3 lengths Back Stroke Girls open Oona Man Singh 53·3 secs.
14. 1 length Crawl Girls open Oona Man Singh 11·8 secs.

No. 278. ADMINISTRATIVE STAFF—HOLIDAYS.

In view of the Founder's rush of work, it is regretted that administrative staff will not be able to have Saturday, 29th September, 1979 as half day off, Sunday, 30th September, 1979, Monday, 1st October, 1979 (Dusehra) and Tuesday 2nd October, 1979 (Gandhi Jayanti) holidays. To compensate this, administrative staff will observe the following as holidays:—

Saturday	6th October, 1979
Monday	8th October, 1979
Tuesday	9th October, 1979

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

The Tuck - shop will remain open on Wednesday, 3rd October, and will close for the weekly off, on 6th October 1979.

No. 279. CINEMA

The film **THREE MUSKETEERS** will be shown in Barne Hall at 3-45 p.m. for P. D. and at 5-45 p. m. for Senior School on Sunday, 23rd September, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 28th September, 1979.

Part I

280—284

September**No. 280. FOUNDER'S PROGRAMME**

Fri. 28th	Variety Concert Dress rehearsal	...	10-30 a.m.
	Tattoo Dress rehearsal	...	7-30 p.m.
Sat. 29th	School musical play Dress rehearsal	...	10-30 a.m.
Sun. 30th	Variety Concert 1st performance	...	10-30 a.m.
	School musical play 1st performance	...	4-00 p.m.
	Tattoo 1st performance	...	7-30 p.m.

October

Mon. 1st	A.D.S. (staff) play 1st performance	...	5-00 p.m.
Tue. 2nd	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	6-45 a.m.
	Breakfast P.D.	...	7-20 a.m.
	Flag hoisting followed by		
	Gandhi Jayanti Assembly (Birdwood)	...	8-00 a.m.
	Athletics (Barnes)	...	9-30 a.m.
	Parents' Coffee (Gaskel Hall)	...	12-00 noon
	Lunch U-V and downwards (incl. Prep)	...	12-30 p.m.
	Lunch (Sixth Form and guests)	...	1-30 p.m.
	(The Board of Governors will lunch at C.D.H.)		
	Tea U-V and downwards (incl. Prep)	...	3-30 p.m.
	Tea (Sixth Form and guests)	...	4-00 p.m.
	A.D.S. play	...	5-30 p.m.
	Supper U-V and downwards (incl. Prep)	...	6-45 p.m.
	Supper (Sixth Form and guests)	...	7-30 p.m.
	Baths	...	8-15 p.m.
	Lights out	...	9-15 p.m.
Wed. 3rd	Rouser	...	6-45 a.m.
	Baths	...	7-00 a.m.
	Breakfast U-V and downwards (incl. Prep)	...	7-45 a.m.
	Breakfast (Sixth Form and guests)	...	8-30 a.m.
	Trooping practice	...	9-00 a.m.

		O.S., matches	... 10-00 a.m.
		Board of Governors meeting (HM'S House)	... 11-00 a.m.
		Lunch U-V & downwards (incl. Prep)	... 12-30 p.m.
		Lunch (Sixth Form & guests) (Board of Governors will lunch at C.D.H.)	... 1-30 p.m.
		Tea (Sixth Form & guests)	... 3-00 p.m.
		Tea U-V & downwards (incl. Prep)	... 3-30 p.m.
		Variety Concert	... 4-00 p.m.
		Supper U-V & downwards (incl. Prep)	... 5-45 p.m.
		Supper (Sixth Form & guests)	... 6-20 p.m.
		Tattoo	... 7-30 p.m.
		Cocoa & Snacks for the School	... 9-10 p.m.
		Lights out	... 9-45 p.m.
Thu.	4th	Founder's Day	
		Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 7-30 a.m.
		Breakfast P.D. (including guests)	... 8-30 a.m.
		Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours	... 10-00 a.m.
		Speeches (Peacestead)	... 11-00 a.m.
		Founder's lunch (U-V & downwards incl. Prep)	... 12-30 p.m.
		Founder's lunch (Sixth Form and guests)	... 1-30 p.m.
		Tea Sixth Form & guests	... 3-30 p.m.
		Tea U-V & downwards (incl. Prep)	... 4-00 p.m.
		School Musical Play	... 5-00 p.m.
		Supper U-V & downwards (incl. Prep)	... 6-30 p.m.
		Supper (Sixth Form & guests)	... 7-20 p.m.
		O.S. Dinner (C.D.H.)	... 9-30 p.m.
		O.S. Dance	... 10-30 p.m.
		Baths	... 8-00 p.m.
		Lights out for Children	... 9-30 p.m.
Frt.	5th	Rouser	... 7-00 a.m.
		Breakfast U-V & downwards (incl. Prep)	... 8-00 a.m.
		Breakfast (Sixth Form & guests)	... 8-45 a.m.
		Fete	... 9-30 a.m.
		S.O.Ps. issued	... 12-30 p.m.

	Lunch (packet lunch)	...	1-00 p.m.	
	Tea (Sr. School & P.D.)	...	4-00 p.m.	
	Baths	...	5-00 p.m.	
	Supper P.D.	...	7-00 p.m.	
	Supper Sr. School	...	7-45 p.m.	
	Lights out	...	9-00 p.m.	
Sat. 6th	Founder's holiday	} Meal Timings :		
Sun. 7th	Founder's holiday		Breakfast	... 9-00 a.m.
Mon. 8th	Founder's holiday		Lunch	... 1-00 p.m.
Tue. 9th	Chief guest's holiday		Tea	... 4-00 p.m.
			Supper	... 7-00 p.m.
	Children on S.O.Ps. to report back	...	5-00 p.m.	
Wed. 10th,	Normal routine resumed			
	Hockey Sets made			
	Tutorial meetings	6-15—7-15	p.m.	
	Prep cancelled			
	Supper P.D.	...	6-15 p.m.	
	Supper Sr. School	...	7-15 p.m.	
Thu. 11th.	Festival hockey match	...	3-00 p.m.	
	(afternoon activities cancelled)			
Fri. 12th	Hockey/Hodson/Boxing season commences			
	Society meetings (after Supper)			
Sat. 13th.	Project work (post-tea Session)			
	Supper P.D.	...	6-15 p.m.	
	B.D. baths	...	6-15 p.m.	
	Supper Sr. School	...	7-15 p.m.	
Sun. 14th.	Tea P.D.	...	3-20 p.m.	
	Film P.D.	...	3-45 p.m.	
	Tea Sr. School	...	4-15 p.m.	
	Film Sr. School	...	5-45 p.m.	
	Supper P.D.	...	6-15 p.m.	
	Supper Sr. School	...	7-15 p.m.	
	Light out	...	9-00 p.m.	

No. 281. I-H P.T. COMPETITION

I-H P.T. and Gym. Competition will be held on Wed. 17th and Thu. 18th Oct. at 2-30 p.m.

No. 282. PROVIDENT FUND

Attention of staff is invited to School Order No. 276 dated 14-9-79 and it is again requested that those who have not yet

signed the P.F. register may kindly do so positively on 29th September 1979.

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

No. 283 PRINTING OF SCHOOL ORDER

The next issue of School Order will be on Friday, 12th October, 1979.

No. 284. ECONOMY IN WATER CONSUMPTION

Since the School water consumption has continued to remain in excess of the supply received from the M.E.S., Kasauli, it has become necessary to enforce water rationing with immediate effect. Following water timings will be observed:—

(a) For all senior staff:—

- | | |
|-------------------------|------------------------------------------|
| (i) On all working days | { 6-00 to 8-30 a.m.
4-00 to 6-00 p.m. |
| (ii) On holidays | { 6-50 to 8-50 a.m.
4-00 to 6-00 p.m. |

Note : Water supply will be available for one hour only during this period.

(b) For B.D., G.D. and P.D.

- | | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------|
| (i) Bath/wash houses | { Staff concerned are requested
to kindly inform the Engineer, about the timings during which water supply will be needed. |
| (ii) Night rooms | |

All concerned are requested to kindly lend their full cooperation, to reduce wastage to the minimum and thus help conserve water reserves at Sanawar.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 12th October, 1979.

Part I

285—295

October**No. 285. PROGRAMME**

Fri. 12th	Athletics team leaves for Inter-Public School athletic meet, Rai ... 7-00 a.m. Hockey/Hodson/Boxing season commences Society meetings (after supper)
Sat. 13th	Swimming team leaves for Doon School, Dehra Dun ... 7-00 a.m. Project work (post tea session) Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Sun. 14th	Tea P.D. ... 3-20 p.m. Film P.D. ... 3-45 p.m. Tea Sr. School ... 4-15 p.m. Film Sr. School ... 5-45 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m. Lights out ... 9-00 p.m.
Mon. 15th	Athletics and Swimming teams return ... 7-00 p.m.
Tue. 16th	Afternoon activities cancelled Festival hockey match ... 3-00 p.m.
Wed. 17th	Afternoon activities cancelled I—H, P.T. and Gym. competition ... 2-30 p.m. Prep cancelled Tutorial meetings 6-15—7-15 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-20 p.m.
Thu. 18th	Afternoon activities cancelled I—H, P.T. and Gym. competition ... 2-30 p.m.
Fri. 19th	Diwali eve dinner P.D. ... 6-20 p.m. Diwali eve dinner Sr. School ... 7-45 p.m.
Sat. 20th	Diwali—Holiday Bonfire—Trafford court (P.D.) ... 5-45 p.m.

	Supper packets (P.D.)	... 6-30 p.m.
	Bonfire—Peacestead (Sr. School)	6-15—7-00 p.m.
	Supper packets Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
Sun. 21st	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.

No. 286. ASSESSMENT MEETING

The third assessment meeting of this term will be held on Thu. 8th November '79 in the MCR at 5-30 p.m.

No. 287. 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. 288. ARTICLES LOANED BY STORES

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

No. 289. 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. 290. 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. 291. 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. 292. ECONOMY IN WATER CONSUMPTION

[Ref : S.O. No. 284 dated 28-9-1979]

In view of acute shortage of water-supply, further restrictions on supply timings have to be imposed. Water supply will now be switched on, for Senior staff for half an hour in the morning, and for 20 minutes only in the evening.

No. 293. 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. 261 dated 14-9-1979 are requested to send slips, to say that they attended the dinner, to the Bursar, at their earliest, but not later than 20-10-79.

No. 294. HOCKEY—1979

Dr. D. C. Gupta will be over-all incharge of Hockey and also coach the 1st XI. Mr. Mehta will coach the Colts and Mr. M.J. Parel the Atoms.

No. 295. CINEMA

The film LOVE IS A MANY SPLENDORED THING will be shown in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 14th October, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 19th October, 1979.

Part I

296—303

October**No. 296. PROGRAMME**

Fri. 19th	Diwali eve dinner P.D.	... 6-20 p.m.
	Diwali eve dinner Sr. School	... 7-45 p.m.
	Sr. School Social	9-30-11-30 p.m.
Sat. 20th	Diwali—Holiday	
	Bonfire—Trafford court (P.D.)	... 5-45 p.m.
	Supper packets (P.D.)	... 6-30 p.m.
	Bonfire—Peacestead (Sr. School)	6-15—7-00 p.m.
	Supper packets Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
Sun. 21st	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper (P.D.)	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
Wed. 24th	Prep cancelled	
	Tutorial meetings	6-15—7-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Fri. 26th	Society meetings (after supper)	
Sat, 27th	Morning Prep	6-30—7-30 a.m.
	Project work and SUPW (post tea session)	
	English debate Srs.	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Note :	Those involved in Projects after 6-15 p.m., need not attend the debate.	
Sun. 28th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.

Tea Sr. School	...	4-15 p.m.
Film Sr. School	...	5-45 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.
Lights out	...	9-00 p.m.

No. 297. 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 not permissible 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 requested to explain the above details once again, to all those, working under them soon after the issue of this order.

No. 298. INTERNATIONAL HEALTH CERTIFICATES

School children who are likely to go abroad during vacation are required to have International Health Certificates brought uptodate and in this connection Housemasters/Housemistresses are requested to kindly forward to the R.M.O. lists of such children of their Houses so that the R.M.O. could get necessary inoculations/vaccinations done well in time.

These lists must reach the R. M. O. latest by 30th October, 1979, failing which it will not be possible for the R.M.O. to arrange for International Health Certificates. This advance information is needed by the R.M.O. for the reason that International Health Certificates now have to be brought uptodate by the Distt. Medical authorities as per Ministry of Health, Govt. of India regulations.

All concerned are requested to take prompt action.

No. 299. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while blowing crackers on Diwali day, 20th October, 1979, 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 Gaskell Hall is also forbidden.

2. While blasting 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. 300. DIWALI

Saturday, 20th October, 1979 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 Sunday, 21st October 1979 as a holiday on account of Vishwakarma. Tuck Shop, however, will remain open as usual.

Extra pocket money of 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 Trafford Court and for the Senior School will be from 6-15 to 7-00 p.m. on peacestead.

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

There will a Diwali Eve-dinner for P. D. at 6-20 p.m. and for Sr. School at 7-45 p.m. on Friday, 19th October 1979. Husbands/wives of Staff are cordially invited.

Fireworks will be on sale as per following programme :—
 19th Oct. P.D. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.
 20th Oct. G.D. ... Honoria Court from 2-00 p.m. to 4-00 p.m.
 20th Oct. B D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

No. 301. STAFF PROCEEDING OF LEAVE

All staff are hereby informed that they must obtain proper sanction of leave, before they proceed on such leave. This also includes station leave.

No. 302. CATAPULTS

House staff are requested to inform all children in their Houses, that they are forbidden to keep Catapults or use them any where in the school.

No. 303. CINEMA

The film **TAFFY AND THE JUNGLE HUNTER** will be shown in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 21st October, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 26th October, 1979.

Part I

304—319

October**No. 304. PROGRAMME**

Fri. 26th Society meetings (after supper)

Sat. 27th Morning Prep 6-30—7-30 a.m.

Project work and SUPW (post tea session)

English debate Srs. ... 6-15 p.m.

Supper P.D. ... 6-15 p.m.

Supper Sr. School ... 7-15 p.m.

Note: Those involved in Projects
after 6-15 p.m., need not
attend the debate.

Sun. 28th Tea P.D. ... 3-20 p.m.

Film P.D. ... 3-45 p.m.

Tea Sr. School ... 4-15 p.m.

Film Sr. School ... 5-45 p.m.

Supper (P.D.) ... 6-15 p.m.

Supper Sr. School ... 7-15 p.m.

Lights out ... 9-00 p.m.

Wed. 31st Prep cancelled

Tutorial meetings 6-15—7-15 p.m.

Supper P.D. ... 6-15 p.m.

Supper Sr. School ... 7-20 p.m.

November

Fri. 2nd Girls' athletic team leaves for

Inter-Public School athletic meet, Rai ... 7-30 a.m.

Sat. 3rd Morning Prep 6-30—7-30 a.m.

Project work and SUPW (post-tea session)

Supper P.D. ... 6-15 a.m.

Supper Sr. School ... 7-15 a.m.

Sun. 4th Tea P.D. ... 3-20 p.m.

Film P.D. ... 3-45 p.m.

Tea Sr. School ... 4-15 p.m.

Film Sr. School ... 5-45 p.m.

Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.
Lights out	...	9-00 p.m.

No. 305. SCHOOL FIXTURES

The dates of important School fixtures/functions for the remainder of the term are as under:

Nov.

Thu. 8th	Third Assessment Meeting
Wed. 14th	Hodson Finals
Thu. 15th	I-H Boxing Tournament Commences
Sun. 18th	I-H Shooting Competition
Wed. 21st	I-H Boxing Finals
Sat. 24th	Hockey School XI vs. P.P.S. Nabha (Home) Hockey School Colts and Atoms vs. P.P.S. (Away) Staff Club Dinner
Sun. 25th	Hockey School XI vs. Y.P.S. Patiala (Home) Hockey School Colts and Atoms vs. Y.P.S. (Away)
Wed. 28th	Forth Assessment Meeting I-H Hockey Tournament Commences
Thu. 29th	House Photographs
Fri. 30th	Teams Photographs I-H Hockey Tournament Concludes House break-up parties

December

Sat. 1st	Home Day
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No. 306. 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. 307. LEAVE ENTITLEMENTS TO VACATION DEPARTMENT STAFF

Vacation Department staff, if necessary, may consult School Rules Book with regard to vacations should anyone decide to give notice of resignation.

No. 308. IMPROVEMENTS, ALTERATIONS, SPECIAL REPAIRS TO SCHOOL BUILDINGS DURING THE WINTER VACATION

Would anyone, including House Staff, I/c C. D. H., House Matrons, Heads of Departments etc., wishing to suggest

any improvements, alterations, additions or special (as opposed to routine) repairs to School buildings during the forthcoming winter vacation, please send in their suggestions in writing to reach the Bursar not later than 11th 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. 309. 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. 310. SCHOOL MAGAZINE 1979

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

No. 311. 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. 312. STOCK REQUIREMENTS FOR 1980

All stock-holders will send in their requirements for the **First Term of 1980** [10th Feb. to 14th June, 1980], by filling in their expendible and non-expendible indent books, and send these indent books to the Bursar latest by 24th November, 1980. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

No. 313. STOCK CONDEMNATION—November, 1979

1. All condemnations will be completed by the Bursar latest by 22nd November, 1979.

2. Stock-holders other than I/c C. D. H. 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 19th Nov. to 22nd Nov. 1979, from 10-00 a.m. to 1-00 p.m.

3. Condemnations of items considered by I/c C. D. H. and House Matrons to be beyond repair, will commence on 12th November, 1979. They are requested to go through their stock and stores in hand, and prepare in advance, in their Condemnation Books, list of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows:—

Mon. 12th Nov. '79	{ 11-30 a.m. P.D. Boys (Upper dorm.) 12-00 noon P.D. Boys (Lower dorm.) 12-30 p.m. P.D. Girls (Sparrows)
Tue. 13th " "	{ 11-30 a.m. B.D. Vindhya 12-00 noon B.D. Siwalik
Wed. 14th " "	{ 11-30 a.m. B.D. Himalaya 12-00 noon B.D. Nilagiri
Thu. 15th " "	{ 11-30 a.m. G.D. (Upper Dorm.) 12-00 noon G.D. (Lower Dorm.)
Fri. 16th " "	11-00 a.m. CDH.

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. 314. 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. 315. 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 uptodate. This may kindly be done by 6th November, 1979.

No. 316. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on BD pavement, BD Quadrangle, Peacestead, Swimming pool area, etc. This is not permissible. Employees concerned are therefore, hereby advised in their own interest, to ensure that their children do not go anywhere at such places. Consequences flowing from disobedience of this order will result in disciplinary measures against the parents of such children.

Will all Heads of Departments, under whom subordinate Staff work kindly explain the contents of this order, so that they are made aware of the implications and thus realise the urgent need to observe the instructions given in this order.

No. 317. INTER HOUSE P.T./GYM. COMPETITION—1979

The results of Inter House P.T./Gym. Competition held on 17th, 18th Oct., 1979 are published below for record:—

B.D.			G.D.		
Himalaya	... 143.5 pts.	1st	Siwalik	... 106.8 pts.	
Nilagiri	... 139.9 „	2nd	Himalaya	... 105.3 „	
Siwalik	... 137.1 „	3rd	Vindhya	... 100.0 „	
Vindhya	... 134.5 „	4th	Nilagiri	... 98.5 „	

Best performer in Trampoline : 1st S. Verma & Y. Kapoor
2nd D. Singh Rathore
3rd Shalini Bhatia

Best Gymnast Girls : 1st Shalini Bhatia
2nd Seema Jamwal
3rd Sandhya Chand

Best Gymnast for Junior Boys : 1st Ranjit Rawley
2nd Munesh Midha
3rd R. Kapur & R. Subba

Best Gymnast for Senior Boys : 1st Vikram Chopra
2nd Yogesh Kapoor
3rd Rajiv Gupta

Proficiency Certificate to :—

Vikram Chopra	Kunal Choudhry
Yogesh Kapoor	Ashish Bhatia
Rajiv Gupta	Navneet Jolly
Sunil Verma	Pawanjit S. Bala
Anshuk Kumar Jain	

No. 318. MEDICAL CATEGORIES

A Hoon (VBD) A1 is upgraded.

The under-mentioned children are downgraded in their medical categories as per following details :—

V. Bhandari	HBD	A2	Ex. Boxing
D.S. Mann	„	„	„
Brijendra Saklani	„	„	„
Kartik Shridar	NBD	„	„
Radhika Walia	VGD	C	
Harmeet Maini	„	C	
K.S. Brar	HPD	A2 to C	

No. 319. CINEMA

The film **MIDNIGHT MURDERS** will be shown in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 28th October, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 2nd November, 1979.

Part I

320—322

November**No. 320. PROGRAMME**

Fri.	2nd	Girls' athletic team leaves for Inter-Public School athletic meet, Rai	... 7-00 a.m.
Sat.	3rd	Morning Prep	6-30—7-30 a.m.
		Project work and SUPW (post-tea session)	
		Supper P.D.	... 6-15 a.m.
		Supper Sr. School	7-15 a.m.
Sun.	4th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-15 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-00 p.m.
Mon.	5th	Girls' athletic team returns	... 5-30 p.m.
Wed.	7th	Prep cancelled	
		Tutorial meetings	6-15—7-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Thu.	8th	Third Assessment Meeting (MCR)	... 5-30 p.m.
Fri.	9th	Hodson heats commence	
Sat.	10th	Morning Prep	6-30—7-30 a.m.
		Dr. Bappu, Head of Institute of Astrophysics Talk on Astronomy (L-V and upward to attend)	... 6-15 p.m.
		Project work and SUPW (cancelled)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	11th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-15 p.m.
		Film Sr. School	... 5-45 p.m.

Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights out	... 9-00 p.m.

No. 321. ELECTRIC CONSUMPTION

During the last week electric consumption has gone very high and unless precautionary measures are taken, damage to the transformer may occur. Following measures will therefore, be taken by all concerned;—

- (1) Street lights will be switched off at 9-00 p.m. by Head Chowkidar.
- (2) Immediately after Prep., class room lights will be switched off.
- (3) Dormitory lights where not required may kindly be switched off, in particular when children have gone out for supper and when there is nobody in the dormitory.
- (4) All members of staff are requested to switch off electric lights and appliances in rooms not being used.

No. 322. CINEMA

The film LONELY ARE THE BRAVE will be shown in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 4th November, 1979.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 9th November, 1979.

Part I

323—331

November**No. 323. PROGRAMME**

Fri. 9th	Hodson heats	
Sat. 10th	Morning Prep	6-30—7-30 a.m.
	Hockey Colts & Atoms leave for M.S. Chail	... 2-30 p.m.
	M.S. Chail 1st XI (hockey) arrive	... 5-30 p.m.
	Talk by Dr. Bappu, (Head of Institute of Astrophysics) on Astronomy (L-V and upwards to attend)	... 6-15 p.m.
	Project work and SUPW cancelled	
Sun. 11th	Hockey Colts & Atoms vs. M.S. Chail (away)	
	School hockey XI vs. M.S. Chail (home)	... 10-30 a.m.
	M.S. Chail XI leave	... 2-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	School Colts & Atoms return	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
	Note : The School will go down to watch the hockey match at 10-30 a.m.	
Mon. 12th	Competitors leave for Chandigarh for "On the Spot Art Competition".	
Wed. 14th	Childrens' Day	
	Afternoon activities cancelled	
	Hodson run finals	... 3-00 p.m.
	Prep cancelled	
	Tutorial meetings	6-15—7-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.

	One Act Play Staged for Prep School and Children of class IV staff	... 7-15 p.m.
Thu. 15th	I—H Boxing tournament commences	
Fri. 16th	Society meetings (after supper)	
Sat. 17th	Morning Prep	6-30--7-30 a.m.
	Project work and SUPW (post-tea session)	
	Hindi debate Srs.	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	7-15 p.m.

Note : Those involved in Projects
after 6-15 p.m. need not
attend the debate.

Sun. 18th	I—H Shooting finals post-poned	
	Proposed hockey fixture with P.P.S., Nabha	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.

No. 324. SCHOOL STOCK BOOKS

Form Staff should see that all books, teaching aids, etc. are returned to the Librarian. If anything is left in the class-room cupboards, the cupboards must be locked and the keys labelled and handed over to the Librarian by 28th November, 1979.

No. 325. 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. 326. 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 in 1980.

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. 327. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Saturday, 1st December, 1979. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Saturday, 1st December, 1979. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 328. 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 329. 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 26th November, 1979.

No. 330. STOCK-TAKING-LIBRARY

Reference School Order No. 315, dated 26th October, '79.

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. 331. CINEMA

The film **ROYAL FLASH** will be shown in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 11th November, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 16th November, 1979.

Part I

332—336

November**No. 332. PROGRAMME**

Fri. 16th Society meetings (after supper)

Sat. 17th	Morning Prep	6-30--7-30 a.m.
	Project work and SUPW (post-tea session)	
	Hindi debate Srs.	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	7-15 p.m.

Note : Those involved in Projects
after 6-15 p.m. need not
attend the debate.

Sun. 18th Hockey fixture with P.P.S., Nabha cancelled

Hockey School Colts vs. Shiwalik

Public School Chandigarh	... 10-00 a.m.
Tea P.D.	... 3-20 p.m.
Film P.D.	... 3-45 p.m.
Tea Sr. School	... 4-15 p.m.
Film Sr. School	... 5-45 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights out	... 9-00 p.m.

Wed. 21st I—H Boxing tournament finals

Prep cancelled	
Tutorial meetings	6-15—7-15 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-20 p.m.

Thu. 22nd P.T., discontinued

Daily rouser	... 6-45 a.m.
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Fri. 23rd Society meeting (after supper)

Sat. 24th	Rouser	... 6-00 a.m.
	Morning Prep	6-30—7-30 a.m.
	Project work and SUPW	4-30—5-30 p.m.

	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-20 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 25th	Tea P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-15 p.m.
	Dance performance by Miss Rasika Khanna	...	5-00 p.m.
	Supper P.D.	...	6-30 p.m.
	Supper Sr. School	...	7-30 p.m.

No. 333. STOCK REQUIREMENTS FOR 1980

Staff concerned are reminded to take necessary action in connection with S.O. No. 312 dated 26th October 1979, and submit the indent books in time.

No. 334. 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. 335. MEDICAL CATEGORY

A. Bhatia HBD is upgraded to Cat. A1.

No. 336. CINEMA

The film FRENCH CONNECTION II will be shown in Barne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 18th November, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, WEDNESDAY, 21ST NOVEMBER, 1979

Part I

337—348

SPECIAL ORDER**Winter Vacation Arrangements—1979.****No. 337. 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 Saturday, 1st December, 1979. (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 1st December, 1979, 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 except school books 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) All Housemasters/Housemistresses are requested to instruct children in their Houses not to lock-up/leave their personal belongings in the dormitory lockers.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission) must be put in to the Bursar well in advance, and **in no case later than Saturday, 24th November, 1979**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Thursday, 29th November, 1979 by the School Office.

(vii) 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**.

(viii) 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.

(ix) **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.**

No. 338. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the M. C. R. on Thursday, 29th November, 1979, at 9-30 a.m. All such staff members are required to attend.

No. 339. 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.

No. 340. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 341. 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	} Special note : Quite a few of these serial numbers have been changed and <i>are not the same as previously</i> . Please note the changes carefully.
3	† Bombay V.T.	
4	* Dehra Dun	
5	Ferozpur	
8	‡ Jammu Tawi	
9	Allahabad	
10	Calcutta	
	(via Saharanpur & Lucknow)	
11	Delhi Jn. 'A'	
12	Delhi ,, 'B'	

† (includes Kurukshetra, Karnal, and Panipat)

* (includes Chandigarh and Ambala Cantt.)

‡ (includes Ludhiana, Jullundur city, Amritsar and Pathankot)

(ii) Party labels will be available in the School Office fairly soon. House Matrons should personally 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 Tuesday, 27th November, 1979, 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 in **Dehra Dun party** must be ready at B.D. Quad at 5-00 a.m. on 1-12-1979. The same will be loaded on to the School Bus, and the entire party will move for Kalka at 5-30 a.m.

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

(vii) Luggage of children going in **Bombay V.T. party** must be ready at the B.D. Quad. by 7-30 a.m sharp on 1st December, 1979. The Q.M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the **H.R.T.C.** bus so that it is ready to move at 9-00 a.m. All members of **Bombay V.T. party**, will get into this bus, which will leave for Ambala Cantt Rly. Station at 9-00 a.m.

(viii) 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.

(ix) **Light luggage such as hold-alls suit cases etc., will travel with school parties on the party buses.** The Quartermaster will arrange for the loading of such 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 under the heading "Sanawar/Kalka Departure Arrangements." 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 Q.M. will, if necessary; engage one or two trucks, to cart all heavy luggage in one trip. The trucks may leave B.D. Quad. at 12-00 noon. 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 Dr. D.C. Gupta. Dr. D C. Gupta 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 Dr. D.C. Gupta 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 Dr. D.C. Gupta.

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

(xi) 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.

No. 342. 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.

No. 343. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Dehra Dun party will have their breakfast at Kalka or at Chandigarh. P.D. and Bombay V.T. party will have breakfast at 7-15 a.m., and the Senior School at 8-00 a.m.

(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 1-12-79.

(b) Lunch for the P.D. will be at 12-00 noon, and the Senior School, at 12-45 p.m. on home day.

(iii) Tea:—Bread/Sandwiches and tea will be served in the C.D.H. 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, Calcutta, Allahabad, Jammu Tawi, Delhi A, Delhi B. 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 Dr. D C. Gupta after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Ferozpur	... Mr. S.R. Sharma	25
Jammu Tawi	... Mr. B. C. Katoch	48
Allahabad	... Mr. Brij K. Bhardwaj	30
Delhi 'A'	... Mr. J.K. Kohli	85
Delhi 'B'	... Mr. Dhani Ram	80
Calcutta	... Mr. S.B. Dwivedi	60

The Quartermaster will arrange for the issue of necessary number of clean baskets of appropriate size to the I/c C.D.H. at 9-30 a m. on home day.

The I/c C.D.H. will please 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.

Quartermasters' representative 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.

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

Mr. U. A. Mundkur will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for Bombay V.T. party, and Mr. Satpal Verma will do so for all other parties.

No. 344. 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.

No. 345. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Bombay V.T., Simla and Dehra Dun parties.

(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 1-15 p.m. Housemasters will take a roll-call of all such boys, at 1-15 p.m. The names of any boys not present will be reported immediately to the Bursar in writing.

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

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

charged bus fare. They are required to report their presence at Kalka station to their escorts immediately the latter arrive there.

(vi) Girls will NOT walk down to Kalka.

No. 346. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Thursday, 29th December, 1979, after the escorts meeting.

No. 347. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

1. Attached with this Order are detailed lists of all School Parties, a copy of the party programme, and, for escorts only, a copy of the instructions for escorts.

2. The School parties will leave from B. D. Quadrangle, in the following order, on Saturday 1st December, 1979. 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>Transport</i>
Dehra Dun	5-00 a.m.	5-30 a.m.	21	School Bus
Simla	8-00 a.m.	8-15 a.m.	10	By HGT Bus.
Bombay V.T.	8-30 a.m.	9-00 a.m.	49	„
Kalka	1-30 p.m.	2-00 p.m.	1	„
Ferozpur	—do—	—do—	10	„
Delhi B	—do—	—do—	51	„
Calcutta	—do—	—do—	39	„
Jammu Tawi	6-00 p.m.	6-30 p.m.	30	„
Allahabad	—do—	—do—	16	„
Delhi A	—do—	—do—	72	„

3. **Dehra Dun party** will travel by School Bus leaving B.D. Quad. at 5-30 a.m. At Kalka it will catch Kalka—Dehra Dun Haryana Roadways Bus leaving Kalka Bus Stand at 7-15 a.m.

4. **Simla party** will travel by HGT Jagjitnagar—Simla Bus leaving from B.D. Quadrangle at about 8-15 a.m.

5. **Bombay V.T. party** will travel by HGT Bus from B.D. Quad. at 9-00 a.m. upto Ambala Cantt. From Ambala Cantt, the party will travel in one extra second Class ordinary or sleeper coach, by 58 Dn, Amritsar—Dadar express leaving Ambala Cantt at 15-25 hours.
 6. **Kalka, Ferozpur, Delhi B & Calcutta parties** will travel by H.G.T. buses from B.D. Quad. up to 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.
 7. **Jammu Tawi party** will travel in HGT bus from B.D. Quad. upto Kalka. From Kalka, the party will travel in one extra 2nd class ordinary or sleeper coach by 35 Dn. Simla Mail, leaving Kalka at 2110 hours.
 8. **Delhi A & Allahabad parties** will travel in H.G.T. bus, and if necessary in School bus from B.D. Quad. upto Kalka. From Kalka, the Delhi A will travel in one extra 2nd class three-tier sleeper coach, and Allahabad party in through Kalka—Howrah three-tier sleeper coach, in train service, respectively, by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2345 hours.
- 9 The School Bus, after leaving Dehra Dun party at Kalka, will return to Sanawar, by 9-00 a.m. If necessary, it may have to go to Ambala Cantt with Bombay V.T. party luggage, otherwise the bus will proceed to Kalka, with part of Delhi A party, leaving B.D. Quad. at 6-30 p.m. There at Kalka, it will await for further instructions from Dr. D.C. Gupta.
10. 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.
11. 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.
12. 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.

No. 348. NEXT TERM

The next term will begin on Sunday, 10th February, 1980, all children must be back by 4-00 p.m. on that day.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 23rd November, 1979.

Part I

349—364

November**No. 349. PROGRAMME**

Fri. 23rd	Society meeting (after supper)	
Sat. 24th	Rouser	... 6-45 a.m.
	Morning Prep cancelled	
	Project work and SUPW	4-30—5-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-20 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Staff Club meeting followed by dinner (Art Room)	... 7-30 p.m.
Sun. 25th	Proposed Colts & Atoms hockey fixture with Siwalik Public School (away)	
	Tea P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	Dance performance by Miss Rasika Khanna	... 5-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Tue. 27th	Subject reports handed in to Form Staff	... 1-00 p.m.
	Weighing & measuring G.D.	... 2-30 p.m.
Wed. 28th	I—H hockey tournament commences	
	Fourth assessment meeting (MCR)	... 5-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.
Thu. 29th	Rouser	... 7-00 a.m.
	Baths	... 7-15 a.m.

	House photographs B.D. :	
	Himalaya	... 7-30 a.m.
	Nilagiri	... 7-55 a.m.
	Siwalik	... 8-20 a.m.
	Vindhya	... 8-45 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Weighing & measuring B.D. :	
	Himalaya	10-00-11-00 a.m.
	Nilagiri	11-00-12-00 noon
	Siwalik	12-00-1-00 p.m.
	Vindhya	1-45-2-45 p.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	I—H hockey matches	2-15-4-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-40 p.m.
	Carol Singing	... 5-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Sr. School Social (Barne Hall)	8-30-10-30 p.m.
Fri. 30th	Rouser	... 7-00 a.m.
	Baths	... 7-15 a.m.
	Teams' photographs	7-30-8-40 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 8-45 a.m.
	End of term Assembly	... 9-30 a.m.
	Escorts meeting (Bio Lab)	... 10-00 a.m.
	Reports handed in by Form Staff to	
	House Staff	... 10-30 a.m.
	I—H hockey matches	11-00-1-15 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-35 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Staff Photograph	... 5-00 p.m.
	Form Registers handed in to Sr. Mistress	... 5-00 p.m.
	Reports handed in by House Staff to HM	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.

Supper Sr. School ... 7-15 p.m.
 End of term House parties 8-00-11-00 p.m.

December

Sat. 1st Home Day
 Upper Sixers leave for pic-nic with H.M.
 Mon. 3rd Upper Sixers return
 Tue. 4th Extra Classes for Upper Sixers Commence

No. 350. PRIZE CUPS AND TROPHIES

Prize Cups and Trophies must be returned to the School Office as soon as possible and in no case later than Thursday, 29th November, 1979.

When returning cups and trophies, House Staff will kindly ensure that a label of 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. 351. WINTER VACATION

The School will close on Saturday, 1st December, 1979, for the winter vacation, and will reopen on Sunday, 10th February, 1980 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. 352. 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. 353. PAY FOR NOVEMBER, 1979.

Senior Staff Pay Register : Instructions for transfer of staff pay, from school A/c to their respective

accounts with Bank, will be issued on 29-11-1979,

Junior Staff Pay Register : Pay will be distributed to Junior staff on 30-11-1979 at the usual timings.

No. 354. HANDING IN OF SCHOOL CLOTHING

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons incharge of their dormitories immediately after lunch on Firday, 30th November, 1979. 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. 355. 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. 356. 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. 357. 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. 358. CHILDREN'S BLUE JERSEYS/CARDIGANS

Children and House Staff are reminded that *all* children (except *Merit* scholars) must take home with them their privately owned school uniform pattern long-sleeved navy blue 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, 1980, failing which new ones will be issued to them then, at their parents' cost.

No. 359. SCHOOL PURCHASES BY STAFF MEMBERS

Staff members are reminded that in order to enable a proper control and regulation of the school finances, on 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. 360. HOUSE LETTERS—SCHOOL/HOME PARTIES

House Staff are requested to ask the children to write home in their letters due for dispatch on Saturday, 24th November, 1979 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. 361. STAFF—VACATION ADDRESSES

All staff going on Vacation, are also 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. 362. 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. 363. STUDENTS NAME—CORRECTION

The name of Mr. Gurdarshan Singh's son, studying in the School is Randeep Singh, and not Randeep Singh Teja. All school record may kindly be amended accordingly, and staff concerned may also take necessary action in the matter.

No. 364. CINEMA

The film **FOUR MUSKETEERS** will be shown in Barne Hall at 3-45 p.m. for P D. and at 5-45 p.m. for Senior School on Saturday, 24th November, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 30th November, 1979.

Part I

365—367

No. 365. UNAUTHORISED VENDORS IN SANAWAR

This is to bring to the notice of all concerned that no outside vendors are permitted to go round from house to house for sale of various items unless they have specific permission to do so from the Headmaster. This also applies to hawkers who go round purchasing empty bottles, old newspapers, etc.

Heads of Departments are requested to kindly explain the details of this order to all subordinate staff working under them, for strict compliance.

No. 366. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Sunday, 2nd December, '79, 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. 367. TUCKSHOP HOURS DURING VACATION

The Tuckshop will remain open from 2-00 to 5-00 p.m. daily except on Sundays, throughout December, 1979.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar, Friday, 8th February, 1980.

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

February

Sun. 10th	School re-opens (All School parties return)	
	House Masters'/Mistrresses' meeting	
	(HM' House)	... 6-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Kit issued (Sr. School)	... 8-00 p.m.
	Lights out	... 9-15 p.m.
Mon. 11th	Rouser	... 7-15 a.m.
	Breakfast (Sr. School)	... 8-00 a.m.
	Breakfast (P.D.)	... 9-00 a.m.
	Opening of term Assembly	... 8-35 a.m.
	Half hour schools :	
	1st—4th School	9-00—11-00 a.m.
	Break	11-00—11-20 a.m.
	5th—7th School	11-20—12-50 p.m.
	Letter writing	12-50—1-20 p.m.

	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-25 p.m.
	Medical Inspection Commences :	
	Himalaya B.D.	... 2-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Baths	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-15 p.m.
Tue. 12th	Rouser	... 7-00 a.m.
	M.I., G.D.	... 7-20 a.m.
	M.I., B.D.	... 7-30 a.m.
	House Inspection	... 7-30 a.m.
	Assembly	... 7-50 a.m.
	Breakfast P.D.	... 7-50 a.m.
	First School	... 8-00 a.m.
	Breakfast (Sr. School)	... 8-40 a.m.
	2nd—4th School	9-10—11-10 a.m.
	Break	11-10—11-30 a.m.
	5th—7th School	11-30—1-30 p.m.
	Lunch	... 1-35 p.m.
	Medical Inspection Nilagiri B.D.	... 2-15 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Cricket & hobbies sets made (B.D. pavement)	... 4-45 p.m.
	B.D. baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 13th	Daily routine as published seperately comes into effect	
	Medical Inspection Siwalik B.D.	... 2-15 p.m.
Thu. 14th	Medical Inspection Vindhya B.D.	... 2-15 p.m.
Fri. 15th	Medical Inspection Him. & Nil. G.D.	... 2-15 p.m.
Sat. 16th	Medical Inspection Siw. & Vin. G.D.	... 2-15 p.m.
Sun. 17th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.

Tea Sr. School	...	4-15 p.m.
Film Sr. School	...	5-45 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.

No. 4. DAILY ROUTINE

With effect from 13th February the following daily routine will continue to be followed till further orders :—

Rouser	...	7-00 a.m.
M.I. G.D.	...	7-20 a.m.
M.I. B.D.	...	7-30 a.m.
House Inspection	...	7-30 a.m.
Assembly	...	7-50 a.m.
Breakfast P.D.	...	7-50 a.m.
First School	...	8-00 a.m.
Breakfast Sr. School	...	8-40 a.m.
2nd—4th School		9-10-11-10 a.m.
Break		11-10-11-30 a.m.
5th--7th School		11-30—1-30 p.m.
Lunch P.D.	...	12-30 p.m.
Lunch (Sr. School)	...	1-35 p.m.
Games & hobbies (as programmed) onwards	...	2-35 p.m.
Tea Sr. School (Tea for field games will go down)	...	3-50 p.m.
Tea P.D.	...	4-20 p.m.
N.C.C. (Tue. & Thu.)		5-00—5-40 p.m.
Baths	...	5-20 p.m.
House Inspection	...	5-55 p.m.
Prep		6-15—7-35 p.m.
Supper P.D.	...	6-40 p.m.
Supper Sr. School	...	7-40 p.m.
House Inspection	...	8-30 p.m.
Study bell	...	8-40 p.m.
Lights out	...	9-30 p.m.

Sunday Timings :

Rouser	...	7-15 a.m.
Head Baths	...	7-35 a.m.
Breakfast P.D.	...	8-45 a.m.

Breakfast Sr. School	... 9-15 a.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.

No. 5. MEDICAL

The School office will be sending all medical certificates received, to the R.M.O. who will scrutinise 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, 1980.

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

No. 6. NEW ADMISSIONS

These will now take place in April, 1980. Details will be published during the 1st week of April, 1980.

No. 7. LATE ARRIVALS

All late arrivals (irrespective of the 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, 1980.

No. 8. CLOTHING

February 10th and 11th 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 16th February, 1980.

Clothes will be issued to **Day Scholars** in all Deptts at 2-00 p.m. on 10th February, 1980.

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. 9. 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. 10. 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. Hassan.

No. 11. SANAWAR SOLAR ECLIPSE EXPEDITION

The Headmaster will be taking a group of students (9 boys and 7 girls) to Hyderabad to study the Solar Eclipse due on 16-2-80, occurring under very peculiar planetary configuration within the Planetary System. The expedition will leave Sanawar on 11-2-80 (9-15 a.m.), and will be back on 20-2-80.

No. 12. 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 7th June, '80.

No. 13. HOSPITAL TIMINGS

8-30 a.m.—10-30 a.m. }	Members of the Staff and their families
4-00 p.m.— 5-00 p.m. }	
9-00 a.m.— 1-00 p.m. }	Children of the School
4-00 p.m.— 5-00 p.m. }	

Staff are requested that, only in emergencies, children be sent to the hospital outside the 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. 14. 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 by 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. 15. 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.

No. 16. 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. 17. 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. 18. STAFF SUPPER TIMINGS

Those members of the Staff who take their supper in C. D. H., are reminded that they are required to sit down to

supper not later than 8-15 p.m. at the very latest. This timing, which is very necessary for administrative reasons, may please be strictly observed.

No. 19. 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. 20. STAFF RATION AND FUEL

On return to School on 10th February, staff members should send chits for their requirement of wood and soft coke to the Quartermaster, giving their minimum requirements for their immediate needs. The Quartermaster will arrange for the fuel to be delivered to the quarters of the persons concerned not later than the same evening, i.e. 10th evening.

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

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

Ration 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. 21. 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. 22. TUCK SHOP TIMINGS

The Tuck Shop will observe the normal timings from 10th February, 1980.

No. 23. 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. 24. TRANSFER OF P. D. STUDENTS.

All transfers of P.D. Children to Sr. School will take place after the promotion exam. Details will be circulated nearer the term.

No. 25. SENIOR SCHOOL CERTIFICATE EXAMINATION

The Central Board of Secondary Education New Delhi, through their notification No. AISS/XII/79—80, dated 28-11-1979,

received in the school office on 5-12-1979, have given the following decision regarding the counting of additional subject (s) for the purpose of passing the Senior School Certificate Examination. The details received, are reproduced below:—

“Kindly refer to para-III of this office letter No. Exam./78/47438-48687 dated 19-7-1978 according to which the additional subject(s) shall not count for the purpose of passing. On receipt of requests in this behalf from various institutions and keeping in view the requirements of certain Universities, the matter has been re-considered and it has been decided that the additional subject(s) and the marks obtained therein may be substituted in place of a compulsory subject(s) if the candidate fails at the examination by failing in one/two of the four compulsory subjects offered by him provided he/she gets pass marks in the additional subject(s) as the case may be and thus passes the examination. Pass in compulsory language shall, however, be necessary.

In the case of the candidates who pass in the compulsory language and four subjects offered by him as per scheme of studies and thus pass the examination, the marks of the additional subject (s) will not be interchanged for purpose of increasing the aggregate.”

All concerned are requested to note these details and take necessary action accordingly.

No. 26. WEEKLY OFF—ADMINISTRATIVE STAFF

Sunday, 10th February, 1980, will be observed as a full working day. However, departments concerned will observe the weekly off on Tuesday, 12th February, 1980, in lieu of Sunday, 10th February, 1980.

No. 27. ADMINISTRATIVE HOLIDAY

Thursday, 14th February, 1980, will be observed as holiday by Administrative Staff on account of Shivratri.

No. 28. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1980 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Tuesday
2. Republic Day	...	Jan.	26th	Saturday
3. Shivratri	...	Feb.	14th	Thursday
4. Holi	...	Mar.	1st	Saturday
5. Ram Naumi	...	Mar.	25th	Tuesday

6.	Good Friday	...	April	4th	Friday
7.	Baisakhi	...	April	13th	Sunday
8.	Independence Day	...	Aug.	15th	Friday
9.	Raksha Bandhan	...	Aug.	26th	Tuesday
10.	Janam Ashtmi	...	Sept.	2nd	Tuesday
11.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Thursday
12.	Founder's (After Founder's)	...	Oct.	6th	Monday
13.	Dusehra	...	Oct.	19th	Sunday
14.	{ Diwali (except Eng. Deptt.)	...	Nov.	7th	Friday
	{ Balraj (Eng. Deptt. only)	...	Nov.	8th	Saturday
15.	Guru Nanak's Birthday	...	Nov.	22nd	Saturday
16.	Christmas Day	...	Dec.	25th	Thursday

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

New Year's Day

Independence Day

Republic Day

on which days it will remain closed.

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

S. R. Das
Headmaster