

# LAWRENCE SCHOOL ORDERS

Sanawar Monday, 9th February, 1981

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## Part I

1—25

### No. 1. WELCOME

The Headmaster welcomes all children, members of the staff and their families to Sanawar, and wishes 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 should all set an example not only by not throwing litter anywhere but also drawing the attention of others to avoid doing so and picking up litter 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

Tue. 10th	School re-opens (All School parties return)	
	House Masters'/Mistresses' 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.
Wed. 11th	Rouser	... 7-15 a.m.
	Breakfast (Sr. School)	... 8-00 a.m.
	Breakfast (P.D.)	... 9-00 a.m.
	Opening of term Assembly	... 8-45 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.	... 4-30 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.
Thu. 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.
Fri. 13th	Daily routine as published seperately comes into effect	
	Medical Inspection Siwalik B.D.	... 2-15 p.m.
Sat. 14th	Medical Inspection Vindhya B.D.	... 2-15 p.m.
Sun. 15th	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.
Mon. 16th	Medical Inspection Him. & Nil. G.D.	...	2-15 p.m.
Tue. 17th	Medical Inspection Siw. & Vin. G.D.	...	2-15 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. <sup>1</sup>
	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.
<i>Sunday Timings :</i>			
	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 action 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, 1981.

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

#### No. 6. NEW ADMISSIONS

These will now take place on 1st & 2nd April, 1981. Details will be published during the last week of March, 1981.

#### 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, 1981. They are requested to use the cyclostyled forms sent to them for this purpose.

#### 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, 1981.

Clothes will be issued to **Day Scholars** in all Depts at 2-00 p.m. on 10th February, 1981.

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. Hasan.

**No. 11. 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, '81.

**No. 12. 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. 13. 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 their mutual convenience. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual consultation. The time so fixed should *not* be between 3-00 p.m. 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.

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

#### **No. 14. STAFF VISITS TO Q.M. STORES**

All staff members are reminded that except for taking incidents, 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 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. 15. 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 to 1-00 p.m.

#### **No. 16. 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. 17. 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. 18. 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. 19. STAFF RATION AND FUEL**

On return to School on 10th February, staff members

should send chits for their requirement of wood and steam coal 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 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 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. 20. 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. 21. TUCK SHOP TIMINGS**

The Tuck Shop will observe the normal timings from 9th February, 1981.

**No. 22. 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. 23. 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 later.

**No. 24. HOLIDAYS—ADMINISTRATIVE STAFF.**

The following holidays will be observed during 1981 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Thursday
2. Republic Day	...	Jan.	26th	Monday
3. Shivratri	...	Mar.	4th	Wed.
4. Holi	...	Mar.	20th	Friday
5. Good Friday	...	April	3rd	Friday
6. Ram Naumi	...	April	12th	Sunday
7. Baisakhi	...	April	13th	Monday
8. Independence Day	...	Aug.	15th	Saturday
9. Raksha Bandhan	...	Aug.	15th	Saturday
10. Janam Ashtmi	...	Aug.	22nd	Saturday
11. Mahatma Gandhi's Birthday	...	Oct.	2nd	Friday
12. Founder's (After Founder's)	...	Oct.	6th	Tuesday



13.	Dusehra	...	Oct.	8th	Thursday
14.	{ Diwali (except Eng. Deptt.)	...	Oct.	27th	Tuesday
	{ Balraj (Eng. Deptt. only)	...	Oct.	28th	Wed.
15.	Guru Nanak's Birthday	...	Nov.	11th	Wed.
16.	Christmas Day	...	Dec.	25th	Friday

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.

#### No. 25. CINEMA

The film SUPER COPS 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, 15th February, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 13th February, 1981****Part I**

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**No. 26. PROGRAMME****February**

Fri. 13th	Daily routine, except P.T., and Prep, as published separately comes into effect	
	Medical Inspection Siwalik B.D.	... 2-15 p.m.
Sat. 14th	Medical Inspection Vindhya B.D.	... 2-15 p.m.
Sun. 15th	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.
Mon. 16th	Rouser (for the remainder of the week)	... 6-45 a.m.
	Routine Assembly commences	
	Medical Inspection Him. & Nil. G.D.	... 2-15 p.m.
	Evening Prep commences	
Tue. 17th	Medical Inspection Siw. & Vin. G.D.	... 2-15 p.m.
Wed. 18th	Prep cancelled	
	SUPW	4-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 21st	Morning Prep cancelled	
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 22nd	Festival Cricket match (Weather permitting)	... 10-00 a.m.
	P.D. need not watch the match after lunch	

Tea P.D.	...	3-20 p.m.
Film P.D.	...	3-45 p.m.
Tea Sr. School	...	4-30 p.m.
Film Sr. School	...	5-45 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.

**No. 27. STAFF CLUB MEETING**

Staff Club meeting followed by dinner will be held in the Art Room on Saturday 7th March 1981.

**No. 28. DISCIPLINE : DAY SCHOLARS**

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

**No. 29. 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 House children once a week on any day convenient to themselves. House Matrons if required, will also be present at such inspections.

**No. 30. 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. 31. BIRTHDAY PARTIES**

The expenditure on these parties will under no circumstances, except with the special permission of the Headmaster, exceed the sum of Rs. 30/-; House Staff and Catering Officer are requested kindly to ensure this.

**No. 32. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES**

All House Matrons & I/c C.D.H. 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. 33. SCHOOL BUS/SCHOOL JEEP**

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

**No. 34. 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. 35. PREPARATION OF TUCK SHOP SLIPS**

- (i) All Housemasters and Housemistresses are requested to **restrict to TWO Tuckshop Slips 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) Housemasters/Housemistress must initial any corrections/amendments in Tuck Shops.

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. 36. 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. 37. 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. 38. 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. 39. 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. 40. 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 broadtoed black brogue shoes, all of the School pattern, which are issued from the QM's. Stores at parents' expense.

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

**No. 41. MEDICAL CATEGORIES OF SCHOOL CHILDREN**

The Medical categories of all school children will remain the same for the present, 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.

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

**No. 42. HOT WATER HAMAM—FILTERS**

The rent per hot water hamam per year would be Rs. 30/-, with a minimum of Rs. 18/- 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. 43. WATER CHARGES (RATES)**

The rates of water charges payable by Staff from 16th February to 15th June, 1981 will be as follows :—

**Category A** [who take their meals in the CDH]

- (i) For the first 1500 litres per head per month, Rs. 1/05 per 1000 litres.
- (ii) For the next 1500 litres per head per month, Rs. 1/75 per 1000 litres.
- (iii) Above 3000 litres per head per month, Rs. 3/45 per 1000 litres.

**Category B** [who do not take their meals in the CDH]

- (i) For the first 2000 litres per head per month Rs. 1/05 per 1000 litres.
- (ii) For the next 2000 litres per head per month Rs. 1/75 per 1000 litres.
- (iii) Above 4000 litres per head per month, Rs. 3/45 per 1000 litres.

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

- (i) Single member : Rs. 5/- per month—flat rate.
- (ii) Two members or more : Rs. 4/35 per head, subject to a maximum of Rs. 13/- 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. 44. CENSUS 1981**

The Govt. of India have commenced Census and the enumerators have arrived in Sanawar to conduct Census Operation. It is our duty to lend full cooperation to them, and therefore, through this notification, the Heads of Departments are hereby permitted to allow the staff working under them, should they receive a message from the enumerators, to go to his/her quarter for fulfilling all the Census requirements. The staff concerned may please be asked to return to duty as soon as the work is over.

**No. 45. APPOINTMENT OF PREFECTS/HELPERS**

Following appointment of Prefects/Helpers are made with effect from 10-2-81:—

H.M. (Head boy/Head girl & Asstt. to H.M.)	} ...	Charles Lowe Sandhya Chand
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**Boys Department**

<i>H.B.D.</i>	House Captain	...	Paritosh Tripathi
	School Prefect	...	Sunil Khurana
	House Prefects	...	Rohit Bhardwaj
		...	Bhupinder S. Saklani
<i>N.B.D.</i>	House Captain	...	Randeep Singh Rai
	School Prefect	...	Rizuddin Ahmed Khan
	House Prefects	...	Rajiv Chauhan
		...	Vikram Maira
<i>S.B.D.</i>	House Captain	...	Suvrat Saigal
	School Prefect	...	Hartejinder S. Mann
	House Prefect	...	Navjotpal Singh Randhawa
<i>V.B.D.</i>	House Captain	...	Bhanu Virmani
	School Prefect	...	Puneet Matta
	House Prefects	...	Rohit Tangri
		...	Sheetal Sharma
	M.I. Prefect	...	Arun Sarna



### Girls Department

<i>H.G.D.</i>	House Captain	...	Shalini Bhatia
	House Prefect	...	Kamlesh Badhan
<i>N.G.D.</i>	House Captain	...	Shabnam Anand
	House Prefect	...	Pratiksha Misra
<i>S.G.D.</i>	House Captain	...	Joya Chatterji
	House Prefect	...	Vandana Prasad
<i>V.G.D.</i>	House Captain	...	Naheed Bilgrami
	House Prefect	...	Sheeba Bhutani
	M.I. Prefect	...	Feroz Ewari

<i>Duty</i>		<i>Name</i>	
<i>(Helper / Asstt.)</i>			
<i>( of / to )</i>			
D.H.M.	...	...	Arjun Chatrath Sunanda Seth
Sr. Mistress	...	...	Amrita Sapru
Dining Hall	...	...	Sanjay Nijhawan Chetan Gupta Vivek Sawhney Bhai Rajinder Pal S. Anjani Khanna Meenu Paintal Kanan Seth Rajpal Bans
Games Prefect	...	...	Raman Mohan Nandini Malhotra Sunita Barthwal
Hobbies	...	...	Atul Sinha Priya Khanna
Expeditions	...	...	Praveen Dewan Anup K. Mehdi
Library	...	...	Vivek Sehgal Arun Saha Kadambari Puri Seema Chanchani
Estate Tidiness	...	...	Ranabir Basu

Socials/Entertainment	...	...	Vikrant Nayar Navdeep Kindra Madan Lal Dipta Naveena Kohli Sharmeen Hussain
SUPW	...	...	Gurinder Dhillon Satwinder Kaur Harmeet Maini
Costumes	...	...	Harinder Mohan Shonu Mukherji Tara Kirpalani
Chapel	...	...	Sandeep Sandhu Ajay Joshi Kajal Judge
Fire Warden	...	...	Upendra Rana Atulya Sood Amitabh Bansal Nirvik Singh Mona Bhandari

**No. 46. SCHOOL FRUIT & VEGETABLE SHOP.**

The following rates will be effective from 1st February, 1981, in the Fruit & Vegetable Shop :—

	<i>Rs.</i>
Potatoes	1-40 per Kg.
Onion	1-40 „
Vegetable	1-30 „
Tomatoes	2-25 „
Lime Fresh	7-00 „
Dhania	2-50 „
Chillies Green	2-50 „
Ginger Fresh	5-00 „
Mint Green	1-50 „
Beetraot	2-50 „
Garlic	4-00 „
Banana	2-40 „
Pears Kashmiri	4-00 „
Bagugoshas	4-00 „

Malta	3-50 per Kg.
Papita	2-50 „
Alubukhara	4-50 „
Guavas	2-25, „
Peaches (Adu)	3-00 „
Cheekoo	4-50 „
Mangoes	4-00 „
Oranges	4-25 „
Apple Golden Med. size	3-70 „
Apple Red/Royal	4-50 „
Grapes	8-00 „
Mussamis	4-00 „
Leechies	7-00 „
Sugar Melon	2-00 „

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 20th February, 1981****Part I**

47—62

**No. 47. PROGRAMME****February**

Sat. 21st	Morning Prep cancelled	
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Sr. School Social	8-30—11-00 a.m.
Sun. 22nd	Festival Cricket match (Weather permitting)	... 10-00 a.m.
	P.D. need not watch the match after lunch	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 23rd	Rouser (to continue till further orders)	... 6-45 a.m.
Wed. 25th	Prep cancelled	
	SUPW	4-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 28th	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
<b>March</b>		
Sun. 1st	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.

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

**No. 48. ASSESSMENT MEETING**

The first Assessment Meeting of this term will be held at 5-30 p.m. in MCR on Saturday 7th March 1981.

**No. 49. CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI—TENTH GRADE EXAMINATION**

All-India Secondary School (Class X) Examination, 1981.

**DATE—SHEET***Morning Session*

<b>March</b>	(9-00 a.m.—11-30 a.m.)	
Fri. 6th	English Course-A	... Paper I
	English Course-B	... Paper I
Sat. 7th	English Course-A	... Paper II
	English Course-B	... Paper II
Mon. 9th	Hindi Course-A	... Paper I
	Hindi Course-B	... Paper I
Tue. 10th	Hindi Course-A	... Paper II
	Hindi Course-B	... Paper II
Wed. 11th	Mathematics Course-A	... Paper I
	Mathematics Course-B	... Paper I
Thu. 12th	Mathematics Course-A	... Paper II
	Mathematics Course B	... paper II
Fri. 13th	Science Course-A (Physics & Chemistry)	... Paper I
	Science Course-B (Physics & Chemistry)	... Paper I
Sat. 14th	Science Course-A (Life Science)	... Paper II
	Science Course-B (Life Science)	... Paper II
Mon. 16th	Social Science (History & Civics)	... Paper I
	(9-00 a.m.—11-00 a.m.)	
Tue. 17th	Social Science (Geography)	... Paper II
	(9-00 a.m.—11-30 a.m.)	
Wed. 18th	Bengali, German, Sanskrit, etc.	... Paper I

*Afternoon Session*

(2-00 p.m.—4-30 p.m.)

Punjabi, French	...	...	Paper I
Economics	...	...	Paper I
Home Science	...	...	(Theory)

*Morning Session*

(9-00 a.m.—11-30 a.m.)

Thu. 19th	Bengali, German, Sanskrit, etc.	...	Paper II
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*Afternoon Session*

(2-00 p.m.—4-30 p.m.)

Punjabi, French	...	...	Paper II
Economics	...	...	Paper II

**Notes :—**

1. Practical Examination in Science (Physics, Chemistry & Life Science) and Home Science may be conducted from 23rd March onwards so as to be completed latest by 30th March, 1981. The dates of the Practical Examinations are to be fixed by the Principal of the school having Practical Centre, in consultation with the examiner(s) appointed by the Board, on any day(s) between the above dates depending on the time table and availability of the examiner(s). The practicals can also be held on examination days in the afternoon or on holidays if the head of institution is able to arrange the same and the examiner(s) appointed by the Central Board of Secondary Education is willing. The dates so fixed be intimated to the candidates concerned well in advance.
2. The candidates at a centre may be distributed in required number of batches according to the capacity of the laboratory in consultation with Examiner(s) concerned by the Principal of the school having practical examination centres as notified by the Board. All the Theory Examination centres will be examination centres for practicals in respect of their own candidates, private candidates appearing at the centre and candidates of other school(s) if such other school(s) are not notified by the Board as centres of Practical Examination.

Centres for Practical Examination of Patrachar Candidates appearing from Delhi Centres will be notified by the Board to them through the Superintendent of their theory examination Centre latest by 17th March, 1981.

3. Private candidates should also contact the Principal of the centre concerned for the dates of practical examination well in advance.
4. The result of the examination is likely to be declared towards the close of the 1st week of June, 1981. No enquiries about the actual date of declaration of result will be attended to.

**No. 50. CENTRAL BOARD OF SECONDARY EDUCATION  
NEW DELHI—TWELFTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XII) Examination, '81

**DATE—SHEET**

*Afternoon Session*  
(2-00 p.m.—5-00 p.m.)

**March**

Fri. 6th	<b>Core Language</b> English	
Mon. 9th	Mathematics	
	Music Hindustani (Vocal), Music Hindustani (Instrumental Melodic), Music Hindustani (Instrumental Percussion)	... Theory
Tue. 10th	Economics	
Wed. 11th	Physics	... Theory
Thu. 12th	History	
Fri. 13th	Chemistry	... Theory
Mon. 16th	Biology	... Theory
Tue. 17th	<b>Elective Language</b> English	

*Morning Session*  
(9-00 a.m.—12-00 noon)

Wed. 18th Political Science

*Afternoon Session*  
(2-00 p.m.—5-00 p.m.)

Thu. 19th Geography ... Theory

	<i>Morning Session</i>	
	(9-00 a.m.—12-00 noon)	
Tue. 24th	Home Science	... Theory
	<i>Morning &amp; Afternoon Session</i>	
	(9-00 a.m.—12-00 noon) & (1-00 p.m.—4-00 p.m.)	
	Sculpture (Modelling in Relief)	Practical
	<i>Afternoon Session</i>	
	(2-00 p.m.—5-00 p.m.)	
	Psychology	... Theory
	<i>Morning &amp; Afternoon Session</i>	
	(9-00—12-00 noon) & (1-00 p.m.—4-00 p.m.)	
Wed. 25th	Sculpture (Modelling in round)	Practical
	Commercial Art	Practical
	<i>Morning &amp; Afternoon Session</i>	
	(9-00 a.m.—12-00 noon) & (1-00 p.m.—4-00 p.m.)	
Thu. 26th	Painting	Practical

- N.B. :**—(1) There are **morning** sessions also from 17th March onwards which should please be carefully noted. In addition to Theory/Practical Examinations given above, there will be practical examination in the following subjects also:—  
Physics, Chemistry, Biology, Geography, Home Science, Agriculture, Music, Dance, Physical Education and Psychology.
- (2) The duration of practical examinations in Physical Education, Music and Dance will be at the discretion of the examiner. The practical examination in rest of the subjects will be of 3 hours duration each.
- (3) Practical Examinations will be held at the centres for theory examination, unless a separate centre for practicals in respect of candidates of a particular school(s) or in a particular subject(s) is/are notified by the Board.
- (4) The Principals of the schools where the Practical Examinations are to be held may fix up the date(s) for holding Practical Examination(s) in different subjects in consultation with the examiner(s) concerned and distribute the



candidates in convenient batches according to the number of examinees and capacity of the laboratory. The date and time for examination so fixed in each practical for each batch be communicated to the candidates concerned well in advance. Practical examinations should, however, be completed by 30th March at the latest in all the subjects. The practical examiners will be appointed by the Board whose particulars will be intimated to the centres at the appropriate time.

- (5) Practical examinations may be conducted in between the written papers also if the candidates of the school(s) concerned have no other paper on such date(s) and the examiner(s) concerned is/are available to conduct the examination.
- (6) Private candidates concerned should contact the Principal of the schools where their theory examination is held for the dates/time of practical examinations.
- (7) The result of the examination is likely to be declared by the last week of May 1981. No enquiries about the actual date of declaration of result will be attended to.

#### **No. 51. 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. 52. 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. 53. 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 working 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. 54. SCHOOL SONG BOOKS**

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

i. 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 (B.D. & G.D.) in 1980, 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. 55. USE OF STATIONERY**

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up very high. 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. 56. 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. 57. 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 Cashiers'

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. 58. 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. 59. 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. 60. APPOINTMENT OF PREFECTS/HELPERS**

Ref. S. O. No. 45, dated 12-2-1981.

Kindly add under the list of S B D House Prefect the name of Muktesh Chandra Chaturvedi.

**No. 61. ECONOMY IN WATER CONSUMPTION**

The School water consumption is exceeding the supply. All concerned, and in particular C D H 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 C D H, 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.

In view of short-supply from M. E. S. Kasauli, water-rationing will be introduced with effect from Saturday 21st February, 1981 on a temporary basis. Timings will be as under :

(a) For all Staff

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

*Note* : Water supply will be available for one hour in the morning and  $\frac{1}{2}$  hr. in the evening 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.<br>4-30—6-30 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.

Fresh-water will NOT be used anywhere in Sanawar for gardening, with immediate effect.

#### No. 62. CINEMA

The film GET CENTER 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, 22nd February, 1981.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 27th February, 1981

**Part I**

63—74

**No. 63. PROGRAMME****February**

Sat. 28th	Morning Prep cancelled	
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**March**

Sun. 1st	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 4th	Rouser	... 6-00 a.m.
	P.T. commences	
	(UVs will do Prep in the dormitories)	
	Prep cancelled	
	SUPW	4-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 6th	Central Board Exams commence	
	Breakfast UVs	... 8-00 a.m.
	English Course A I } English Course B I }	9-00—11-30 a.m.
	Lunch UVI	... 12-30 p.m.
	Core English	2-00—5-00 p.m.
	Tea UVI	... 5-15 p.m.

Note: Normal routine for the rest of the School will continue to be followed.

Sat. 7th	Morning Prep	6-30—7-30 a.m.
	Breakfast UVs	... 8-00 a.m.

	English Course A II } English Course B II }	9-00—11-30 a.m.
	Assessment meeting MCR	... 3-00 p.m.
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Staff Club meeting followed by dinner (Art Room)	... 7-45 p.m.
Sun. 8th	Proposed Colts Cricket fixture with St. John's Chandigarh	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 64. IMPORTANT DATES FOR THE REMAINDER OF THE TERM

##### March

Sat. 7th	... 1st Assessment meeting; Staff Club meeting
Thu. 19th	... School Exams Commence
Wed. 25th	... SFP
Thu. 26th	... School farewell lunch to Upper VI; House farewell parties

##### April

Fri. 10th	... P.D. First performance
Sat. 11th	... P.D. final show
Sat. 18th	... School breaks for Camps
Sat. 25th	... Camping parties return

##### May

Fri. 1st	... Vindhya House 1st performance
Sat. 2nd	... Vindhya House final performance
Sat. 9th	... Staff Club dinner
Tue. 12th	... 2nd Assessment meeting
Fri. 15th	... Himalaya House 1st performance
Sat. 16th	... Himalaya House final performance
Fri. 29th	... Nilagiri House 1st performance

Sat. 30th ... Nilagiri House final performance

#### **June**

Sat. 6th ... Staff Club dinner

Wed. 10th ... 3rd Assessment meeting

Fri. 12th ... Siwalik House 1st performance

Sat. 13th ... Siwalik House final performance

#### **No. 65. SCHOOL KITCHENS**

It is requested that staff give adequate warning to the kitchen incharge when bringing in guests, whether personal or parents of children, to have meals in the C.D.H.

#### **No. 66. 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. 67. 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. 68. 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. 69. 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. 70 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. 70. 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, 1981.* 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 1982. The year for which it is valid will be found stamped on it, e.g. 1981/82.



(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 6th March, 1981, 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 RMO will arrange for the inoculation at the School Hospital of all dogs brought to him for this purpose. The RMO will notify the date and time to this effect.
- (c) After the inoculation of the dog, the RMO 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 RMO, a certificate from the RMO must still be obtained by the owner. The RMO 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 RMO to ensure that the second inoculation is given at the proper time. The RMO 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 RMO 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 BD pavement 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 RMO, the School Office or anyone else [except as stated in para 4 (d) (i) above].

**No. 71. STAFF CLUB**

The annual meeting of the Staff Club, Sanawar, will be held on Saturday, 7th March '81 at 7-45 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. 72. SCHOOL HALWAI'S RATES 1981**

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, 1981 to 31-1-82.

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	Rate per piece
	per kg.	per kg.		
	Rs.	P.		Paise
Balu shahi	...	8-00	30	27
Barfi white	...	14-00	30	47
Barfi Chocolate	...	14-00	30	47
Barfi Besan	...	9-00	30	30
Besan Laddoo	...	9-00	30	30
Gulab Jaman	...	11-00	30	37
Gur toffee (with moongphali)	...	6-00	20 pkts. of 50 gms. each	30 per pkt.
Groundnut fried	...	10-00	20 pkts. of 50 gms. each	50 per pkt.
Jalebi	...	10-00	30	33
Laddoo Motichoor	...	9-00	30	30
Mathi namkin	...	9-00	30	30
Palangtor (milk-cake)	...	15-00	30	50
Potatoe wafers	...	10-00	20 pkts. of 50 gms. each	50 per pkt.
Potatoe Tikki, with chutney	...	—	—	30
Rasgulla	...	11-00	30	37
Rasmalai	...	15-00	30	50
Sewian-Dal (Barik quality)	...	9-00	20 pkt. of 50 grms. each	45 pkt.
Bhatoora/kachori with vegetable	...	—	12	40 each
Dahi Bhalla	...	—	12	30 each
Poori (with vegetable)	...	—	12	30 each
Samosa	...	—	12	35 each
Tea glass or cup (with sugar)	...	—	160 cc	40 each
Khoa	...	14-00	—	—
Rabdi	...	14-00	—	—

**No. 73. ADMINISTRATIVE STAFF HOLIDAY**

Wednesday, 4th March, 1981, will be observed as a holiday by the Administrative Staff on account of Shivratri.

**No. 74. CINEMA**

An English Film (if received in time) 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, 1st March, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 6th March, 1981****Part I**

75—84

**No. 75. PROGRAMME****March**

- Fri. 6th** Central Board Exams commence
- |  |                 |            |
|--|-----------------|------------|
| Breakfast UVs                                | ...             | 8-00 a.m.  |
| English Course A I }<br>English Course B I } | 9-00—11-30 a.m. |            |
| Lunch UVI                                    | ...             | 12-30 p.m. |
| Core English                                 | 2-00—5-00 p.m.  |            |
| Tea UVI                                      | ...             | 5-15 p.m.  |
- Note :** Normal routine for the rest of the School will continue to be followed.
- Sat. 7th** Morning Prep cancelled
- |  |                 |           |
|--|-----------------|-----------|
| Breakfast UVs  | ...             | 8-00 a.m. |
| English Course A II }<br>English Course B II }               | 9-00—11-30 a.m. |           |
| Assessment meeting post-poned                                |                 |           |
| Tutorial meetings cancelled                                  |                 |           |
| B.D. baths   | ...             | 5-30 p.m. |
| Talk by Mr. Jha in Barne Hall<br>(L-V and upwards to attend) | ...             | 6-30 p.m. |
| Supper P.D.  | ...             | 6-15 p.m. |
| Supper Sr. School  | ...             | 7-35 p.m. |
- Sun. 8th** Proposed Colts Cricket fixture with St. John's, Chandigarh
- |                   |     |           |
|-------------------|-----|-----------|
| Tea P.D.          | ... | 3-20 p.m. |
| Film P.D.         | ... | 3-45 p.m. |
| Tea Sr. School    | ... | 4-30 p.m. |
| Film Sr. School   | ... | 5-45 p.m. |
| Supper P.D.       | ... | 6-15 p.m. |
| Supper Sr. School | ... | 7-30 p.m. |
- Mon. 9th** Breakfast U-Vs
- |  |                 |  |
|--|-----------------|--|
| Hindi Course A I }<br>Hindi Course B I } | 9-00-11-30 a.m. |  |
|--|-----------------|--|

	Lunch U-VI (Maths & music gp.)	... 12-30 p.m.
	Maths } Music }	2-00—5-00 p.m.
	Tea U-VI (Maths & music gp.)	... 5-15 p.m.
	Assessment meeting MCR	... 5-30 p.m.
Tue. 10th	Breakfast U-Vs	... 8-00 a.m.
	Hindi Course A II } Hindi Course B II }	9-00—11-30 a.m.
	Lunch U-VI (Eco. gp.)	... 12-30 p.m.
	Economics	2-00—5-00 p.m.
	Tea U-VI (Eco. gp.)	... 5-15 p.m.
Wed. 11th	Breakfast U-Vs	... 8-00 a.m.
	Maths Course A I } Maths Course B I }	9-00—11-30 a.m.
	Lunch U-VI (Physics gp.)	... 12-30 p.m.
	Physics	2-00—5-00 p.m.
	Prep cancelled	
	SUPW	4-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 12th	Breakfast U-Vs	... 8-00 a.m.
	Maths Course A II } Maths Course B II }	9-00—11-30 a.m.
	Lunch U-VI (History gp.)	... 12-30 p.m.
	History	2-00—5-00 p.m.
	Tea U-VI (History gp.)	... 5-15 p.m.
Fri. 13th	Breakfast U-Vs	... 8-00 a.m.
	Science Course A I (Phy.-Chem.) } Science Course B I ( „ „ ) }	9-00—11-30 a.m.
	Lunch U-VI (Chem. gp.)	... 12-30 p.m.
	Chemistry	2-00—5-00 p.m.
Sat. 14th	Breakfast U-Vs	... 8-00 a.m.
	Science Course A II (Life Sc.) } Science Course B II ( „ „ ) }	9-00—11-30 a.m.
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 15th	Proposed outside Cricket fixture	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

#### No. 76. 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 24th March, 1981.

#### No. 77. DOGS AT SANAWAR

S.O. No. 70 dated 27-2-81 para 4 (a) is reproduced below for immediate compliance :—

“All dog owners at Sanawar must inform the R.M.O. in writing latest by 6th March, 1981, 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. 78. STAFF GUEST—MESSING IN SCHOOL KITCHEN

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

#### No. 79. TUCK SHOP FACILITIES

All categories of staff, receiving pay through Jr. Staff pay register, 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 Fridays 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. 80. 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 the 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 15th March, 1981. 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 15th March, 1981.

**No. 81. 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	...	...	"
Major Menon	...	...	"
Mrs. R.A. Solomon	...	...	"
Mr. Dwivedi	...	...	"
Charles Lowe	...	...	"
Sandhya Chand	...	...	"
Sanjay Nijhawan	(HBD)	} ...	Dining Hall Helpers
Chetan Gupta	(NBD)		
Vivek Sawhney	(SBD)		
Bhai Rajinder Pal S.	(VBD)		
Anjani Khanna	(HGD)		
Meenu Paintal	(NGD)		
Kanan Seth	(SGD)		
Rajpal Bans	(VGD)		



The 1st meeting of the Committee, for 1981, will be held on Monday, the 9th March, 1981, at 3-00 p.m., in C.D.H. All concerned are requested to attend.

**No. 82. SCHOOL VEG. AND FRUIT SHOP—TIMINGS**

Ref. : S.O. No. 59 dated 20th Febuary, 1981.

The School Veg. and Fruit shop will now be open at the following timings :—

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

This is for information and necessary action of all concerned.

**No. 83. BANK WORKING HOURS**

The State Bank of Patiala Sanawar will be observing the following system during their working hours regarding students pocket money withdrawals, and any other business transaction :—

(a) Working Hours : Mon.—Fri. : 11-00 a.m.—3-00 p.m.  
Sat. : 11-00 a.m.—1-00 p.m.

(b) (i) Issue of token : Mon.—Fri. : 11-00 a.m.—1-00 p.m.  
Sat. : 11-00 a.m.—12-00 noon

(ii) ,, of money : Mon.—Fri. : 1-00 p.m.—3-00 p.m.  
Sat. : 12-00 noon--1-00 p.m.

**No. 84. CINEMA**

An English Film (if received in time) 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, 8th March, 1981.

S. R. Das  
*Headmaster*

# LAWRENCE SCHOOL ORDERS

Sanawar Thursday, 12th March, 1981

## SPECIAL ORDER

**No. 85. CENTRAL BOARD OF SECONDARY EDUCATION NEW DELHI—ELEVENTH GRADE EXAMINATION**

All-India Senior School Certificate (Internal) Examination, 1981.

### DATE—SHEET

<i>Morning Session</i>	<i>Afternoon Session</i>
(9-00 a.m.—12-00 noon)	(2-00 p.m.—5-00 p.m.)

#### March

Tue. 24th ... English Core

#### Core Languages

Regional languages,  
French, Sanskrit, etc.

Thu. 26th ... English Elective

#### Other Elective Langs.

Regional languages,  
Punjabi, Sanskrit,  
French, etc.

Fri. 27th ... Physics

History

Sat. 28th ... Political Science

Mon. 30th ... Mathematics

Tue. 31st ...

Home Science

#### April

Wed. 1st ... Chemistry

Fri. 3rd ... Biology

Sat. 4th ... Economics

Music Hindustani  
(Vocal), Music (Instrumental Melodic)  
Music Hindustani Instrumental (Percussion)

Mon. 6th .. Geograpy

Psychology

**N.B. :—**The dates and time for examination in vocational subjects (Theory and Practical) and for Practical Examination in other subjects will be fixed by the Principal of the school concerned.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 13th March, 1981

**Part I**

86—93

**No. 86. PROGRAMME****March**

Fri. 13th	Breakfast U-Vs	... 8-00 a.m.
	Science Course A I (Phy.-Chem.) } Science Course B I ( „ „ ) }	9-00-11-30 a.m.
	Lunch U-VI (Chem. gp.)	... 12-30 p.m.
	Chemistry	2-00—5-00 p.m.
	Tea U-VI (Chem. gp.)	... 5-15 p.m.
Sat. 14th	Breakfast U-Vs	... 8-00 a.m.
	Science Course A II (Life Sc.) } Science Course B II ( „ „ ) }	9-00-11-30 a.m.
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th	Proposed outside Cricket fixture	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Mon. 16th	Rouser	... 6-00 a.m.
	Morning Prep	6-30—7-30 a.m.
	Breakfast U-Vs	... 8-00 a.m.
	Social Sc. I (His.-Civ.)	9-00-11-30 a.m.
	Lunch U-VI (Bio. gp.)	... 12-30 p.m.
	Biology	2-00—5-00 p.m.
	Tea U-VI (Bio. gp.)	... 5-15 p.m.
Tue. 17th	Rouser	... 6-00 a.m.
	Morning Prep	6-30—7-30 a.m.
	Breakfast U-Vs	... 8-00 a.m.
	Social Sc. II (Geog.)	9-00-11-30 a.m.

	Lunch U-VI (Eng. El. gp.)	... 12-30 p.m.
	English Elective Language	2-00—5-00 p.m.
	Tea U-VI (Eng. El. gp.)	... 5-15 p.m.
Wed. 18th	Rouser	... 6-00 a.m.
	Morning Prep	6-30—7-30 a.m.
	Breakfast U-VI (Pol. Sc. gp.)	... 8-00 a.m.
	Pol. Science	9-00—12-00 noon
	Prep cancelled	
	SUPW	4-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Note : Seperate date sheet for U-V practical examinations is being drawn up and the meal timings will be adjusted accordingly.

Thu. 19th	Lower VI (class XI) Prep leave commences	
	School promotion examinations commence.	
	Examination period daily routine as published seperately will continue to be followed.	
	Lunch U-VI (Geog. gp )	... 12-30 p.m.
	Geography	2-00—5-00 p.m.
	Tea U-VI (Geog. gp.)	... 5-15 p.m.
Sat. 21st	Upper Fivers likely to leave for Social service camp.	
	Proposed outside cricket fixture.	
Sun. 22nd	Proposed outside cricket fixture	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

#### No. 87. EXAMINATION PERIOD DAILY ROUTINE

With effect from Thursday 19th March and upto and inclusive of Thursday 26th March, the following daily routine will be observed :

Rouser	... 7-00 a.m.
Morning Prep	7-30—8-30 a.m.

Breakfast P.D.	... 8-00 a.m.
M.I. G.D.	... 8-40 a.m.
M.I. B.D.	... 8-50 a.m.
Breakfast Sr. School	... 9-00 a.m.
Assembly	... 9-40 a.m.
(Those engaged in U-VI morning session of Board examination only will be exempted from attendance at Assembly).	
School examination	10-00—1-00 p.m.
Lunch P.D.	... 12-15 p.m.
Lunch Sr. School	... 1-15 p.m.
Prep	3-00—4-30 p.m.
Tea P.D.	... 4-00 p.m.
Tea Sr. School	... 4-45 p.m.
B.D. bath	... 5-15 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-15 p.m.
Study bell	... 8-30 p.m.
Light out	... 10-00 p.m.

**No. 88. CHANGE OF DATES—SIXTH FORM FAREWELL PARTIES**

March

Tue. 24th ... SFP

Sat. 28th ... School farewell Lunch; House farewell parties

**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 should 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. 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. 91. FOREIGN NATIONALS IN SANAWAR**

(Reference S.O. No. 80, dated 6-3-1981)

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

**No. 92. ADMINISTRATIVE STAFF HOLIDAY**

Friday, 20th March, 1981, will be observed as a holiday by the Administrative Staff on account of Holi.

**No. 93. CINEMA**

The film **THEY CALL ME CIN-CINATI KID** (if received in time) 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, 15th March, 1981.

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

Sanawar Monday, 16th March, 1981

### SPECIAL ORDER

#### No. 94. 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 28-2-1981.

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 respect 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 their glasses.

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



<i>Name</i>	<i>Med. Ctgy.</i>
<b>H.B.D.</b>	
Abhijit Pandey	A2 Boxing
Govind S. Ahlawat	A2 Boxing
Masa Chuba	A2 Boxing
Manbir S. Saddhu	A2 Boxing
Pankaj Sapru	A2 Boxing
Sandeep S. Sirkeck	A2 Boxing
Vishal Awasthi	A2 Boxing
Hemant Trehan	A2 Boxing
Karoki Lewis	A2 Boxing
Kirat S. Brar	A2 Boxing
Vikram Grewal	A2 Boxing
Vikas Sagar	A2 Boxing
Sunil Khorana	A2 Boxing
Vijay Narula	A2 Boxing Gym. & Cricket
Pawan Gulati	C No P.T.
Ravinder Sirkeck	C
Gautam Nanda	C
Vikramjit Singh	C For 3 months
<b>N.B.D.</b>	
Ajay Nath Maira	A2 Boxing
Alam S. Khara	A2 Boxing
Anandajit Ray	A2 Boxing
Gagandeep S. Bedi	A2 Boxing
Hanut Ewari	A2 Boxing
Maneck Contractor	A2 Boxing
Rajan Mukherjee	A2 Boxing
Rajat Kapur	A2 Boxing
Sandeep Singh	A2 Boxing
B. J. S. Rishi	A2 Boxing
Neeraj Khanna	A2 Boxing & Gym.
Ashish Bhandari	A2 Boxing & Gym.
Jagatbir S. Sandhu	A2 Boxing & Hodson
Reyaz Mama	A2 Boxing
Alok Verma	B to do standing P.T. only; no ground-work
Chetan Bhandari	C 1st term

**S.B.D.**

Arjun Chatrath	A2	Boxing
Monish Chawla	A2	Boxing
Roy Sinai	A2	Boxing
Sandeep Mehta	A2	Boxing
Tony Sinai	A2	Boxing
Arun Kumar Kushal	A2	Boxing
Jai Inder Sher Gill	A2	Boxing
Ranjit S. Jabbi	A2	Boxing
Sandeep Bhagat	A2	Boxing
Varun Batra	A2	Boxing
Randeep S. Grewal	A2	Boxing
Himmat S. Guron	A2	Boxing & Hodson
Kamal Ahuja	C	for 2 months (no P.T.)

**V.B.D.**

Ajay Joshi	A2	Boxing
Sameer Arora	A2	Boxing
Ashish Bhugra	A2	Boxing
Sheetal Sharma	A2	Boxing
Prabhjot S. Sodhi	A2	Boxing
Gagan Virmani	A2	Boxing
Aditya Kapil	A2	Boxing
Vikas Verma	A2	Boxing & Hodson
Smeer Sharma	A2	Boxing & Hodson
Jatinder S. Purewal	A2	Gym. (to do standing P. T. only)
Guneet Walia	A2	No Gym. for 3 months
Shiraz Khanna	C	1st term
Nilanjan Roy	C	standing P. T. only (no camp & hike)

**H.G.D.**

Anjali Kapoor	A2	Gym.
Debjani Mukherji	B	No camp & hike
Harpriya B. Singh	A2	Gym.

**N.G.D.**

Munisha Anand	A2	Hodson
Sonali J. Bhandari	C	No camp & hike
Sandhya Yadav	B	No camp & hike

**V.G.D.**

Navkiran Dhillon	A2 Hodson
Simrat Kaur Sidhu	A2 Gym.
Harneet Bedi	A2 Gym.

**H.P.D. (Boys)**

Rahul Kumar	A2 Boxing
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**N.P.D. (Boys)**

Chanderjit Singh	A2 Boxing & Gym.
Gurdeep Singh Boparai	B Boxing & Hodson (No camp & hike)

**S.P.D. (Boys)**

Rohit Banta	C No camp & hike
Samar Vijay Sarma	C 1st term
Vivek Batra	A2 Boxing
Sudhanshu Saigal	C

**H.P.D. (Girls)**

Aman B. Singh	A2 Gym.
Priya Dhillon	A2 Gym.
Preetika Grewal	A2 Gym.
Supriya Srikar	C for 1st term (No P.T.)

**N.P.D. (Girls)**

Sukhamar Dhillon	A2 Gym.
Jasbir Kaur	A2 No Swimming

**S.P.D. (Girls)**

Radhika Khan	A2 Gym.
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S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Saturday, 21st March, 1981

**Part I**

95—102

**No. 95. PROGRAMME****March**

Fri. 20th	Breakfast U-V practical gp.	... 8-00 a.m.
	Upper U-V practicals	... 9-00 a.m.
Sat. 21st	Upper Fivers leave for social service camp	
Sun. 22nd	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Tue. 24th	All India Sr. School Certificate class XI (internal) Examination commences	
	Breakfast U-VI (Home Sc. gp.) } (Sculpture ) }	... 8-00 a.m.
	Breakfast L-VI	... 8-00 a.m.
	Home Sc. U-VI } English Core L-VI }	9-00-12-00 noon
	Lunch U-VI (Psyco.-gp.) } (Sculpture ) }	... 12-30 p.m.
	Psychology U-VI	2-00—5-00 p.m.
	Tea U-VI (Psyco.-gp.) } (Sculpture ) }	... 5-15 p.m.
	S.F.P.	... 8-15 p.m.
Wed. 25th	Breakfast sculpture student U-VI	... 8-00 a.m.
	Lunch Sculpture student U-VI	... 12-00 noon
Thu. 26th	English Elective L-VI Exam.	10-00—1-00 p.m.
	School Exams conclude	
	Afternoon Prep cancelled	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.

	B.D. baths (if any)	...	5-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Fri. 27th	Rouser	...	7-00 a.m.
	Breakfast L-VI (Physics gp.)	...	8-00 a.m.
	Physics L-VI	9-00-12-00	noon
	Normal routine for the rest of the School resumed.		
	Handing in of books commences		
	Lunch L-VI (History gp.)	...	12-30 p.m.
	History L-VI	2-00-5-00	p.m.
	Tea L-VI (History gp.)	...	5-15 p.m.
	Upper Fivers return from Social service camp	...	5-00 p.m.
	Prep cancelled		
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sat. 28th	Rouser	...	7-00 a.m.
	Breakfast L-VI (Pol. Sc. gp.)	...	8-00 a.m.
	Atoms (Cricket) leave for Dehra Dun	...	8-00 a.m.
	Political Sc. L-VI	9-00-12-00	noon
	Lunch P.D.	...	12-00 noon
	Sr. School farewell Lunch to Upper Sixth	...	1-30 p.m.
	Afternoon activities cancelled		
	Tea P.D.	...	3-30 p.m.
	Tea Sr. School	...	4-00 p.m.
	B.D. baths	...	4-30 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	House farewell parties to Upper Sixth	...	8-30 p.m.
Sun. 29th	Upper Sixth Leave		
	Cricket Welhams vs. Sanawar (away)		
	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-30 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

Note : Meal timings for Upper Sixth practical groups will be notified after the practical examination date sheet has been drawn up.

**No. 96. 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. 97. 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 to deposit the money.

It is brought to the notice of all concerned that, in future, (a) they must come to School Office 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 12-00 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. 98. 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. 99. 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. 100. PRIVATE TRADING**

Ref. School Order No. 90, dated Friday, 13th March, 1981.

It is further clarified for the information and strict compliance from all concerned, that private trading, and credit or cash dealings of any kind 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. 90, dated 13-3-1981, and the implications thereof, to all concerned.

#### **No. 101. LIBRARY BORROWERS CARD**

All students who are leaving school in near future are required to return their Library Borrowers Card, to the Librarian, immediately, failing which Re. 1/- will be charged in lieu of the same.

House staff are requested to bring the above matter to the notice of the students concerned early.

**No. 102. CINEMA**

The English film (if received in time) 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, 22nd March, 1981.

S. R. Das  
*Headmaster*



**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 27th March, 1981****Part I**

103—105

**No. 103. PROGRAMME****March**

Fri. 27th	Rouser	...	7-00 a.m.
	Breakfast L-VI (Physics gp.)	...	8-00 a.m.
	Physics L-VI	9-00-12-00	noon
	Normal routine for the rest of the School resumed.		
	Handing in of books commences		
	Lunch L-VI (History gp.)	...	12-30 p.m.
	History L-VI	2-00—5-00	p.m.
	Tea L-VI (History gp.)	...	5-15 p.m.
	Upper Fivers return from Social service camp	...	5-00 p.m.
	Prep cancelled		
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sat. 28th	Rouser	...	7-00 a.m.
	Breakfast L-VI (Pol. Sc. gp.)	...	8-00 a.m.
	Atoms (Cricket) leave for Dehra Dun	...	8-00 a.m.
Note :	Atoms will have breakfast at Political Sc. L-VI	...	7-15 a.m.
	Lunch P.D.	9-00-12-00	noon
	Sr. School farewell Lunch to Upper Sixth	...	12-00 noon
	Afternoon activities cancelled		
	Cricket School vs. Mr. Mallik's XI	...	1-30 p.m.
	Tea P.D.	...	2-30 p.m.
	Tea Sr. School	...	3-30 p.m.
	B.D. baths	...	4-00 p.m.
	Supper P.D.	...	4-30 p.m.
	Supper Sr. School	...	6-00 p.m.
	House farewell parties to Upper Sixth	...	7-00 p.m.
	Marks handed in to Form Staff	...	8-30 p.m.
		...	9-15 a.m.

Sun. 29th	Upper Sixth Leave	
	Cricket—School vs. Mr. Mallik's XI	... 10-00 a.m.
	Cricket Welhams vs. Sanawar (away)	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Mon. 30th	Rouser	... 7-00 a.m.
	Breakfast L-VI (Maths gp.)	... 8-00 a.m.
	Mathematics L-VI	9-00-12-00 noon
	Sixers move to Sixth Form dormitory (onwards)	... 2-30 p.m.
	Normal afternoon activities for the rest Prep cancelled	
	Promotion meeting (MCR)	... 5-30 p.m.
	Atoms return	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 31st	Rouser	... 7-00 a.m.
	Breakfast L-VI (Sculpture gp.)	... 8-00 a.m.
	Prep School promotions move to Sr. School (onwards)	... 2-30 p.m.
	Normal afternoon activities for the rest	
	Lunch L-VI (Home Sc. gp.)	... 12-30 p.m.
	Home Sc. L-VI	2-00-5-00 p.m.
	Tea L-VI (Home Sc. gp.)	... 5-15 p.m.
	Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
<b>April</b>		
Wed. 1st	Rouser	... 6-00 a.m.
	P.T. Commences	
	New teaching time-table comes into effect	
	New Admissions Commence	
	Breakfast L-VI (Chem. gp.) (Sculpture gp.)	} ... 8-00 a.m.

		Chemistry L-VI	9-00-12-00 noon
		SUPW	4-15-6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Thu.	2nd	New admissions	
		Evening Prep Commences	
Fri.	3rd	Breakfast L-VI (Bio. gp.)	... 8-00 a.m.
		Biology L-VI	9-00-12-00 noon
		PPS, Nabha Cricket XI arrives	... 6-00 p.m.
Sat.	4th	Breakfast L-VI (Eco. gp.)	... 8-00 a.m.
		Economics L-VI	9-00-12-00 noon
		Cricket—School vs. PPS, Nabha	... 10-00 a.m.
		Lunch L-VI (Music gp.)	... 12-30 p.m.
		Music Theory L-VI	2-00-5-00 p.m.
		Tutorial meetings	5-15-6-15 p.m.
		B.D. baths	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	5th	Cricket—School vs. PPS, Nabha	... 10-00 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

#### No. 104. NEW ADMISSIONS

1. New admissions are scheduled mainly on 1st and 2nd April.

2. Mr. Dhani Ram and Mr. Onkar Singh will be on duty from 8-30 a.m. to 4-00 p.m. on the above dates to guide new parents.

3. Parents will be directed to school office with their luggage. After completing all formalities, the parents will be sent to the House Matrons concerned, who, on production of a copy of New Admission Sheet, duly signed by the Bursar or me, will admit the child in the dormitory. The parents will also meet the House Staff concerned, before they leave Sanawar.

4. I/c CDH will kindly indent for extra fresh/dry rations, at the rate of three units per new admission and arrange for Lunch/Tea for the new parents and the new admissions. Approx. number of admissions due are as follows:—

	BD	GD	PDB	PSG
Wed. 1st April ...	2	—	47	18
Thu. 2nd April ...	23	14	4	—

5. I/c CDH will also kindly arrange for 10-00 a.m. tea biscuits, and also again at 3-30 p.m. tea, biscuits, in Visitors Room in the School Office, for the parents, on these two days.

6. The House-wise/Class-wise list of New Admissions and other connected details, duly cyclostyled will be issued by School Office, to all concerned.

**No. 105. CINEMA**

The film ROBINSON CRUSOE (if received in time) 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, 29th March, 1981.

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

Sanawar Wednesday, 1st April, 1981

### SPECIAL ORDER

#### No. 106. ANNUAL CAMPS/HIKES

Camp period will extend from Saturday, 18th April 2-00 p.m. to Saturday, 25th April, 4-00 p.m. 1981. Following details are published for information and necessary action from all concerned at their earliest :—

- (1) All camping/hiking/treking 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 pro-forma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 4th April, 1981. 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, 1981.
- (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 4th April 1981.
- (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.

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~~61~~

- (7) Party I/c are requested to inform in writing the Housemasters/Housemistresses and the House Matrons concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (8) Any requirement with respect to kitchen utensils, aluminium plates, mugs, spoons etc., be submitted to I/c CDH, 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 CDH 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.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 3rd April, 1981

**Part I**

107—111

**No. 107. PROGRAMME****April**

Fri.	3rd	Breakfast L-VI (Bio. gp.)	... 8-00 a.m.
		Biology L-VI	9-00—12-00 noon
		PPS, Nabha Cricket XI arrives	... 6-00 p.m.
Sat.	4th	Morning Prep	6-40—7-40 a.m.
		Breakfast L-VI (Eco. gp.)	... 8-00 a.m.
		Economics L-VI	9-00—12-00 noon
		Cricket—School vs. PPS, Nabha	... 1-30 p.m.
		Lunch L-VI (Music gp.)	... 12-30 p.m.
		Music Theory L-VI	2-00—5-00 p.m.
		Tea L-VI (Music gp.)	... 5-15 p.m.
		Tutorial meetings	5-15—6-15 p.m.
		B.D. baths	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	5th	Cricket—School vs. PPS, Nabha	... 10-00 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon.	6th	Breakfast L-VI (Geog. gp.)	... 8-00 a.m.
		Geog. L-VI	9-00—12-00 noon
		Lunch L-VI (Psycho. gp.)	... 12-30 p.m.
		Psychology L-VI	2-00—5-00 p.m.
		Tea L-VI (Psycho. gp.)	... 5-15 p.m.
Wed.	8th	Prep cancelled	
		SUPW	4-15—6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Fri.	10th	Colts & Atoms (cricket) leave	... 2-00 p.m.
		P.D. First performance	... 4-30 p.m.
		(L-VI & downwards to attend)	
Sat.	11th	Morning Prep	6-40—7-40 a.m.
		Cricket—School Colts & Atoms vs. PPS, Nabha (away)	
		Third session of games cancelled	
		B.D. baths	... 4-00 p.m.
		P.D. Final performance	... 5-00 p.m.
		Supper Sr. School	... 6-30 p.m.
		Supper P.D.	... 7-30 p.m.
		Roshanara cricket team arrives	
Sun.	12th	Cricket—School Colts & Atoms vs. YPS, Patiala (away)	
		School XI vs. Roshanara Club (home)	... 10-00 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-30 p.m.

#### No. 108. DOGS AT SANAWAR

S.O. No. 70 dated 27-2-81 para 4 (a) is reproduced below once again, for *immediate compliance* :—

“All dog owners at Sanawar must inform the R.M.O. in writing latest by 6th March, 1981, 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”.

Those who have *not* take action in this connection, must do so latest by Monday, 6th April, 1981, failing which the School will not be able to arrange for the vaccine, and the dog owners will be responsible for the consequences.

#### No. 109. ANNUAL CAMPS/HIKES

I/c Hiking parties are also requested to indicate on the proforma itself or separately, [see para (2) S.O. No. 106 dated 1-4-1981], whether the party is travelling by train and if so, wether Rly. concession order is required or not; for their information, I may



add, that such Rly. concession orders can only be issued by shortest route, and will be valid by Mail/Express trains, only if the journey distance is 480 km. and more.

**No. 110. CAMPS/HIKES—DAY SCHOLARS**

Parents of Day Scholars will have the option to send or not to send their child (ren) for Camps/hikes.

**No. 111. CINEMA**

The film BATTLE FOR BERLIN (if received in time) 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, 5th April, 1981.

S. R. Das

*Headmaster*

## LAWRENCE SCHOOL ORDERS

Sanawar Friday, 10th April, 1981

### Part I

112—116

#### No. 112. PROGRAMME

#### April

Fri.	10th	Colts & Atoms (cricket) leave	... 2-00 p.m.
		P.D. First performance post-poned	
Sat.	11th	Morning Prep	6-40—7-40 a.m.
		Cricket—School Colts & Atoms vs. PPS, Nabha (away)	
		Normal afternoon activities	
		P.D. Final performance post-poned	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Roshanara Cricket team arrives	
Sun.	12th	Cricket—School Colts & Atoms vs. YPS, Patiala (away)	
		School XI vs. Roshanara Club (home)	... 10-00 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-30 p.m.
Wed.	15th	Prep cancelled	
		SUPW	4-15—6-15 p.m.
		B.D. baths	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Thu.	16th	Third session of games cancelled for L-IVs	
		P.D., show first performance (L-IV & downwards to attend)	... 4-30 p.m.
		Supper P.D.	... 6-50 p.m.
		Supper Sr. School	... 7-45 p.m.

Fri. 17th	Good Friday—Holiday (Sunday timings)	
	B.D. baths	... 8-00 a.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	P.D., show final performance	... 6-00 p.m.
	Supper Sr. School	... 7-30 p.m.
	Supper P.D.	... 8-15 p.m.
Sat. 18th	Morning Prep cancelled	
	Rouser	... 6-45 a.m.
	B.D. baths	... 7-00 a.m.
	Normal classes	
	Afternoon activities cancelled	
	Camping/hiking parties leave (onwards)	... 2-30 p.m.
Sun. 19th	} Camp period	
to		
Sun. 26th		

#### No. 113. TUCK SHOP SLIPS—INFORMATION TO PARENTS

All House Staff are reminded that they are expected to ensure that children, do, in fact., send a copy of their Tuck Shop Slips to their parents. (S.O. page No. 12 dated 13th February, 1981 refers).

#### No. 114. INTERNAL TELEPHONES

1. The system is provided with an automatic exchange, and works in the same way as an ordinary dial telephone system (except for the differences in the ringing engaged tones as explained below). The exchange operates on the mains electricity as also on the school's generator. Consequently it will not function if the electricity mains are off and the school's generator is not working.

2. If, on lifting the receiver to make a call, there is no **dialling tone** (i. e. the continuous purring sound), this will indicate that:—

- (i) Eight other telephones are already in simultaneous use (in which case replace the receiver, wait a few minutes and then try again, two or three times if necessary).

**Or**

- (ii) The mains electricity is off in the school office where the exchange is located (in which case your instrument

will be absolutely 'DEAD', i. e., there will be no sound of any kind at all in it).

Or

- (iii) Your instrument is out of order (in which case send a message to the Engineer).
3. (a) If the number dialled by you is not engaged you will hear a repeated, single, low-frequency ringing tone.
- (b) If the number dialed is engaged you will hear a repeated single harsh, high-pitched tone.
4. To answer a call, when the bell rings, lift the receiver and **identify yourself**, i. e., *either give your name or give your telephone number; do not merely say 'hullo' or 'yes please'.*
5. Below is given the Directory for this exchange :—

	Office	Residence
Headmaster	... 39	29
D.H.M.	... 28	41
Bursar	... 22	32
School Office	... 21	—
R.M.O.	... 24	34
Hospital Duty Room	... 24	—
Engineer	... 25	25*
Quartermaster	... 23	23*
Mistress I/c Prep. School	... 27	27*
Senior Mistress	... —	35
Catering Officer—C.D.H.	... 36	36*
House Matron B.D. Himalaya	... —	—
Mr. K.L.K. Solomon Nilagiri House	... —	42
House Matron B.D. Siwalik	... —	43
Mr. J. K. Kohli Vindhya House	... —	44
House Matron G.D. (both Dorms)	... —	26
House Matron P.D. (Dorms)	... —	30
Master's Common Room	... 40	—
Staff Club	... 33	—
House Matron B.D. Nilagiri	... —	31
House Matron Sparrows	... —	37
Barne Ground Pavillion on spl. occasion	... 33*	—

\*Only one telephone will be operative, that is either the office or the residence one; staff with these numbers MUST switch off whichever of the two telephones is not in use in order to avoid damage to the exchange.

**No. 115. ADMINISTRATIVE STAFF HOLIDAYS**

Monday, 13th April, 1981, and Friday, 17th April, 1981, will be observed as holidays by the School Administrative Staff on account of Baisakhi and Good Friday respectively.

**No. 116. CINEMA**

The film THE HEADLESS HORSEMAN (if received in time) 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, 12th April, 1981.

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

# LAWRENCE SCHOOL ORDERS

Sanawar Saturday, 18th April, 1981

## Part I

117—120

### No. 117. PROGRAMME

#### April

Fri. 17th	Good Friday—Holiday (Sunday timings)	
	B.D. baths	... 8-00 a.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	P.D., show final performance	... 6-00 p.m.
	Supper Sr. School	... 7-30 p.m.
	Supper P.D.	... 8-30 p.m.
Sat. 18th	Morning Prep cancelled	
	Rouser	... 6-45 a.m.
	B.D. baths	... 7-00 a.m.
	Normal classes	
	Afternoon activities cancelled	
	Camping/hiking parties leave (onwards)	... 2-30 p.m.
Sun. 19th	Camping/hiking parties leave	
	B.D. baths	... 8-00 a.m.
Sat. 25th	Camping/hiking parties return	
	B.D. baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 26th	Camping/hiking parties return	
	B.D. baths	... 8-00 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Mon. 27th	P.T. cancelled	
	Rouser	... 7-30 a.m.
	B.D. baths	... 7-40 a.m.
	Breakfast P.D.	... 7-40 a.m.
	M.I. G.D.	... 8-10 a.m.
	M.I. B.D.	... 8-25 a.m.
	Breakfast B.D.	... 8-35 a.m.
	Assembly cancelled	
	1st School	9-00—9-40 a.m.
	2nd School	9-40-10-20 a.m.
	3rd School	10-20-11-00 a.m.
	Break	11-00-11-20 a.m.
	5th School	11-20-12-00 noon
	6th School	12-00-12-40 p.m.
	Letter writing	12-40—1-20 p.m.
	Lunch	... 1-30 p.m.
	Afternoon activities cancelled	
	Camp kit returned	2-00—6-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 118. 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 uptodate, with all entries completed, latest by 1st May, 1981. 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. 119. 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. 120. STRENGTH

All staff concerned are requested to send Credit/Debit notes to the Bursar immediately, regarding losses, breakages, etc., connected with children listed below, who have left the school, and their names come under "decrease". The accounts of these children who have been withdrawn from the school on the dates specified below are being finalized and closed by 30th April 1981. No adjustment thereafter can be made.

Decrease with effect from 1-12-80 :—			
Inderjit Kullar	... HBJ	Aditya Sharma	... NBJ
Vishal Sarin	... VBJ	Devyani Sharma	... NPG
Decrease with effect from 16-1-81 :—			
Deepak Seth	... SBJ	Maneesh Jain	... VBJ
Decrease with effect from 12-2-81 :—			
Tegbir Singh	... HBJ	Rajbir Singh	... HBJ
Decrease with effect from 28-2-81 :—			
Vikash Attri	... SBD		
Decrease with effect from 20-3-81 :—			
Rohit P. Choudhry	... SBD	Anupal Singh Bawa	... NBD
Decrease with effect from 29-3-81 :—			
Kulbir Raghav	... VBS	Neeraj Sethi	... VBD
Navitaraj Aggarwal	... VBD	Piyush Malviya (DS)	... VBD
Amarjang Singh	... HBD	Ranjan Roy	... VBD
Arunjeet Sodhi	... HBD	Rohit Chopra	... VBD
Ashutosh Tripathi	... HBD	Subroto Malik	... VBD
Gautam Ahlawat (DS)	... HBD	Vivek Mohan Wig	... VBD



Pankaj Munjal	...	HBD	Vikram Singh	...	VBD
Rohit Brijnath	...	HBD	Arun Chandra	...	VBD
Sandeep R. Singh	...	HBD	Arjun Bedi	...	VBD
Sanjay Mehta	...	HBD	Samiksha Khanna	...	HGD
Shusham Singla	...	HBD	Simran Kullar	...	HGD
Jameet Judge	...	HBD	Sonia Bhasin	...	HGD
Sajan Sethi	...	HBD	Vandana Awasthi	...	HGD
Amiruddin A. Khan	...	NBD	A. G. Bhaudari	...	NGD
Atul Krpoor	...	NBD	Brinda Datta	...	NGD
G. Kaphungangpou	...	NBD	Eerrindra J. Singh	...	NGD
Harroop Dhaliwal	...	NBD	Kanika Datta	...	NGD
Mohanbir Singh	...	NBD	Mohyana Kharana	...	NGD
Riju Vivek Kumar	...	NBD	Oona Man Singh	...	NGD
Rahul Dua	...	NBD	Purnima Khanna	...	NGD
Swarn Kumar Lama	...	NBD	Priti Shridhar	...	NGD
Anand S. Pathak	...	SBD	Rama Subba	...	NGD
Atul Mittal	...	SBD	Sumanjit K. Mann	...	NGD
Gautam Dutt	...	SBD	Harmala S.B. Singh	...	SGD
Kumud R. Rajkumar	...	SBD	Harsimran Rana	...	SGD
Nitin Batra	...	SBD	Komal Singh	...	SGD
Nripendra Negi	...	SBD	Rajani Bagai	...	SGD
Rohit Gulati	...	SBD	Ritu Nayar	...	SGD
Sharad Bhojar (DS)	...	SBD	Sharmila Mehta	...	SGD
S.N. Albert	...	SBD	Sania Kanwar	...	SGD
Tarun Vohra	...	SBD	Vibha Sawhney	...	SGD
Vijayndra Rao	...	SBD	Deepa Aggarwal	...	VGD
Vivek Vohra	...	SBD	Priyadarshani Ghosh	...	VGD
Arvind Hoon	...	VBD	Smriti Vohra	...	VGD
Harbindar Purewal	...	VBD			

## Decrease with effect from 29-3-81 :—

Remi Gill	...	VGD	Vikas Verma	...	VBD
Indu Sharma	...	VGD	Mohinish Chawla	...	SBD
Sanjay Chaudhry	...	HBD	Mala Ahluwalia	...	NGD
Artika Bajaj	...	SGD	Jagatjit Singh	...	NBD
Anuraj S. Sandhu	...	SBD			

## Decrease with effect from 1-4-81 :—

Simarpal Somal	...	SBJ			
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## Decrease with effect from 4-4-81 :—

Vikram Heble ... VBD

## Decrease with effect from 8-4-81 :—

Vijay Narula ... HBD

## Increase with effect from 1-4-81 :—

Niharika Bhasin	...	HPG	Jaidev Shergill	...	NPB
Asmita Grewal	...	HPG	Tarun Narang	...	SPB
Kavita Bhalla	...	HPG	Karan Singh Bajwa	...	SPB
Malini Singh	...	HPG	Parikishit Sagar	...	SPB
Vineeta Yadav	...	NPG	Parthajit Dasgupta	...	SPB
Gitanjali K. Ramani	...	NPG	Gaurav Sawhney	...	SPB
Malini K. Ramani	...	NPG	Aditya Ahuja	...	SPB
Amrita Sandhu	...	NPG	Vineet Batra	...	SPB
Rupinder Sandhu	...	NPG	M. S. Ali K. Pataudi	...	SPB
Devika Daulat Singh	...	SPG	Randdep S. Sandhu	...	SPB
Supriya Saigal	...	SPG	Deven A. Sequeira (DS)	...	VPB
Priya Anand	...	VPG	Abhijit Dutta	...	VPB
Kalyani Menon (DS)	...	VPG	Sanjay Kumar Gupta	...	VPB
Ritika Gill	...	VPG	Vishal Chatrath	...	VPB
Radhika Jha	...	VPG	Rohit Aggarwal	...	VPB
Shazia Khan	...	VPG	Rahul Aggarwal	...	VPB
Tushar Singh	...	HPB	Samirpal Singh	...	VPB
Amit Kamra	...	HPB	Gaurav Adlakha	...	VPB
Rahul Bammi	...	HPB	Dhruv Mahajan	...	VPB
Ajai Sehgal	...	HPB	Vikas Mahajan	...	VPB
Rajnish Ratna	...	HPB	Jasjit Singh Bala	...	VPB
Naveen Munjal	...	HPB	Sandeep Jauhar	...	VPB
Aman Khanna	...	HPB	Aditya Batra	...	VPB
Kapiljit Singh	...	HPB	Ranbir Datta	...	NBS
Rajeeve Johar	...	HPB	Vikrant Dogra	...	NPB
Anuj Chawla	...	HPB	Jurme Vangdi Wanchu	...	HBJ
Teerath Singh	...	HPB	Vipul Aggarwal	...	VBJ
Manish Anand	...	HPB	Sandeep Khanna	...	HBJ
Srijoy Das	...	HPB	Sandeep Kamerkar	...	VBJ
Arvind K. Attri (DS)	...	NPB	Vikram Kamerkar	...	VBS
Rajesh Ahal	...	NPB	Gurdip Singh	...	NBJ
Jagjit Soni	...	NPB	Timir Krishna Sinha	...	NBJ
Vijay Shanker Jha	...	NPB	Gisela Battenberg	...	SGD

Shailender Ram	...	NPB	Asheena Khalakdina	...	NGD
Satinder Singh Garcha	...	NPB	Amrit Mangat	...	VGD
Suren Partab	...	NPB	Samyukta Chandra	...	HGD
Suneel Sinha	...	NPB	Asheesh Mehra	...	NPB
Arjun S. Majithia	...	NPB	Abdul Rafi Khawja	...	HPB
Arshad Khlakdina	...	NPB			

## Increase with effect from 2-4-81 :—

Rohitashv Sakhuj	...	HBS	Laila Commisariat	...	NGD
Amit Sabharwal	...	HBS	Sabeeka Gangjee	...	NGD
Rohan Malhotra	...	HBS	Malti Tewari	...	NGD
Paresh Gupta	...	HBS	Ritu Kapoor	...	NGD
Atul Kapoor	...	HBS	Frah M. Ali	...	SGD
Ronojoy Datta	...	NBS	Divya Khorana	...	SGD
Nilanjan Gupta	...	NBS	Madhurita Anand	...	SGD
Rahul Bhide	...	NBS	Auesha Panwar	...	VGD
Sumeet Sofat	...	SBS	Jasmin Lamba	...	VGD
Tapesh Bansal	...	SBS	Dalip Singh Kalra	...	VBS
Deepankar Sanwalka	...	SBS	Kr. N. S. Dhillon	...	NPB
Vikas Kohli	...	VBS	Arijit K. Munshi	...	SPB
Sharanjit Lamba	...	VBS	Samir Arora	...	SPB
Shakti Singh	...	VBS	Mansur M. Ali	...	VPB
Sumit Nurpuri	...	VBS	Shantanu Kaul	...	VBS
Siddaratha Dubey	...	VBS	Kanika Bansal	...	SPG

## Increase with effect from 3-4-81 :—

Owis Hussain	...	HBS	Bubblez Sidhu	...	SPG
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## Increase with effect from 6-4-81 :—

Mayank Kumar	...	VBS	Renata Ahuja	...	SGD
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S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Saturday, 25th April, 1981****Part I**

121—124

**No. 121. PROGRAMME****April**

Sat. 25th	Camping/hiking parties return	
	B.D. baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 26th	Camping/hiking parties return	
	B.D. baths	... 8-00 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Mon. 27th	P.T. cancelled	
	Rouser	... 7-30 a.m.
	B.D. baths	... 7-40 a.m.
	Breakfast P.D.	... 7-40 a.m.
	M.I. G.D.	... 8-10 a.m.
	M.I. B.D.	... 8-25 a.m.
	Breakfast B.D.	... 8-35 a.m.
	Assembly cancelled	
	1st School	9-00—9-40 a.m.
	2nd School	9-40—10-20 a.m.
	3rd School	10-20—11-00 a.m.
	Break	11-00—11-20 a.m.
	5th School	11-20—12-00 noon
	6th School	12-00—12-40 p.m.

	Letter writing	12-40—1-20 p.m.
	Lunch	... 1-30 p.m.
	Afternoon activities cancelled	
	Camp kit returned	2-00—6-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 28th	Normal routine including P.T., and Prep resumed	
Wed. 29th	Prep cancelled	
	SUPW	4-15—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 30th	Summer kit comes into effect	
<b>May</b>		
Fri. 1st	Vindhya House Show 1st performance (L-IV and downwards will attend)	... 4-30 p.m.
	Afternoon activities for L-IVs cancelled (onwards)	... 3-40 p.m.
	L-IVs to attend evening Prep after the show	
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
	Y.P.S., Patiala Cricket XI arrives	... 6-00 p.m.
Sat. 2nd	Morning Prep	6-40—7-40 a.m.
	Cricket—School XI vs. Y.P.S., Patiala	... 10-00 a.m.
	Afternoon activities cancelled	
	School will go down to watch the match	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Tutorial meetings cancelled	
	B.D. baths	... 4-45 p.m.
	Vindhya House Show final performance	... 6-00 p.m.
	Supper P.D.	... 7-00 p.m.
	Supper Sr. School	... 8-15 p.m.

Sun. 3rd	Cricket—School vs. Y.P.S., Patiala	... 10-00 a.m.
	(School will go down to watch the match—G.D. and P.D. need not attend after lunch)	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 5-00 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

**No. 122. 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. 123. INTERNATIONAL 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 10th May, 1981.

**No. 124. CINEMA**

The film **THEY FOUGHT FOR THEIR MOTHERLAND** (if received in time) 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 April, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 1st May, 1981****Part I**

125—129

**No. 125. PROGRAMME****May**

Fri.	1st	Vindhya House Show 1st performance ...	4-30 p.m.
		(L-IV and downwards will attend)	
		Afternoon activities for L-IVs	
		cancelled (onwards) ...	3-40 p.m.
		L-IVs to attend evening Prep after the show	
		Supper P.D. ...	6-40 p.m.
		Supper Sr. School ...	7-40 p.m.
		Y.P.S., Patiala Cricket XI arrives ...	6-00 p.m.
Sat.	2nd	Morning Prep	6-40—7-40 a.m.
		Cricket—School XI vs. Y.P.S., Patiala ...	10-00 a.m.
		Afternoon activities cancelled	
		School will go down to watch the match	
		Tea P.D. ...	4-00 p.m.
		Tea Sr. School ...	4-30 p.m.
		Tutorial meetings cancelled	
		B.D. baths ...	4-45 p.m.
		Vindhya House Show final performance ...	6-00 p.m.
		Supper P.D. ...	7-00 p.m.
		Supper Sr. School ...	8-15 p.m.
Sun.	3rd	Cricket—School vs. Y.P.S., Patiala ...	10-00 a.m.
		(School will go down to watch	
		the match—G.D. and P.D. need not	
		attend after lunch)	
		Tea P.D. ...	3-20 p.m.
		Film P.D. ...	3-45 p.m.
		Tea Sr. School ...	5-00 p.m.
		Film Sr. School ...	5-45 p.m.
		Supper P.D. ...	6-15 p.m.
		Supper Sr. School ...	7-30 p.m.

Mon.	4th	Cricket House trials (Him. & Nil ) SBD and VBD will attend their respective hobbies	
Tue.	5th	Cricket House trials (Siw. & Vin.) HBD and VBD will attend their respective hobbies	
Wed.	6th	Dental inspection commences Inter-House cricket tournament commences (Afternoon activities for B.D. cancelled for the duration of the tournament) Tea (for the duration of the tournament for B.D. ... 4-45 p.m. SUPW for those not involved in cricket 5-15—6-15 p.m. B.D. baths ... 6-20 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.	
Thu.	7th	Inter-House Cricket	
Fri.	8th	Inter-House Cricket Rakesh Sood's Cricket XI arrives	
Sat.	9th	Morning Prep 6-40—7-40 a.m. 5th and 6th Schools for Cricketers cancelled Lunch for Cricketers (CDH) ... 12-30 p.m. Cricket—School XI vs. Rakesh Sood's XI ... 1-30 p.m. Routine hobbies and gym. work for B.D. Games cancelled—those on games will go down to watch the match Tea Sr. School ... 4-30 p.m. Tutorial meetings 5-15—6-15 p.m. B.D. baths ... 6-20 p.m. Staff Club dinner cancelled Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.	
Sun.	10th	Cricket—School vs. Rakesh Sood's XI ... 10-00 a.m. (School will watch the match till lunch time) Tea P.D. ... 3-20 p.m. Film P.D. ... 3-45 p.m.	



Tea Sr. School	...	4-30 p.m.
Film Sr. School	...	5-45 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-30 p.m.

**No. 126. ASSESSMENT MEETING**

The second assessment meeting will be held in MCR at 5-30 p.m. on Tuesday 12th May '81.

**No. 127. CHAPEL SERVICE**

On every Sunday at 3-45 p.m. there will be Chapel Service held in School Chapel, by Dr. Christanand. All those who are interested may feel free to attend.

**No. 128. MEDICAL CATEGORY**

The under-mentioned childrens' medical categories are as per following details :—

Amit Kamra	HPD	Cat.	A2 Boxing
Anuj Chawla	HPD	„	C First term
Arshad Kalakdina	NPD	„	A2 Gym., Boxing
Atul Kapoor	HBD	„	A2 Hodson, Swimming & Boxing
S.S. Sandhu	NPD	„	C First term
Nirvik Singh	VBD	„	C
Sumit Sofat	NBD	„	C

**No. 129. CINEMA**

The film SEVENTH BULLET (if received in time) 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, 3rd May, 1981.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 8th May, 1981****Part I**

130—135

**No. 130. PROGRAMME****May**

- Fri. 8th Inter-House Cricket  
Rakesh Sood's Cricket XI arrives
- Sat. 9th Morning Prep 6-40—7-40 a.m.  
5th and 6th Schools for Cricketers cancelled  
Lunch for Cricketers (CDH) ... 12-30 p.m.  
Cricket—School XI vs. Rakesh Sood's XI ... 1-30 p.m.  
Routine hobbies and gym. work for B.D.  
Games cancelled—those on games  
will go down to watch the match  
Tea Sr. School ... 4-30 p.m.  
Tutorial meetings 5-00—6-00 p.m.  
B.D. baths ... 6-10 p.m.  
G.K., Quiz Competition (Barne Hall ... 6-30 p.m.  
(L-V & Upwards to attend)  
Staff Club dinner cancelled  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-30 p.m.
- Sun. 10th Cricket—School XI vs. Rakesh Sood's XI ... 10-00 a.m.  
(School will watch the match till  
lunch time)  
Tea P.D. ... 3-20 p.m.  
Film P.D. ... 3-45 p.m.  
Tea Sr. School ... 4-30 p.m.  
Film Sr. School ... 5-45 p.m.  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-30 p.m.
- Mon. 11th Inter-House Cricket
- Tue. 12th Himalaya & Vindhya 1st XI and  
Colts will not attend the 5th & 6th School  
Lunch (Him. & Vin. 1st XI & Colts) ... 1-30 p.m.

	Atoms' match	... 2-15 p.m.
	Assessment meeting (MCR)	... 5-30 p.m.
Wed. 13th	SUPW for those not involved in cricket	5-15—6-15 p.m.
	Inter-House cricket tournament concludes	
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 14th	Soccer sets made	... 2-30 p.m.
	Him. & Nil (BD) will go for their respective hobbies	... 3-00 p.m.
	Siwalik (BD) gym. work	3-00—3-30 p.m.
	Vindhya (BD) gym. work	3-30—4-00 p.m.
	Tea Sr. School	... 4-05 p.m.
	Parade practice	... 4-40 p.m.
Fri. 15th	Soccer time-table comes into effect	
	Himalaya House Show 1st performance (L-IV & downwards will attend)	... 4-30 p.m.
	Afternoon activities for L-IV cancelled (onwards)	... 3-40 p.m.
	L-IVs to attend evening Prep after the show	
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sat. 16th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	B.D. baths	... 4-30 p.m.
	Himalaya House Show final performance	... 6-00 p.m.
	Supper P.D.	... 7-00 p.m.
	Supper Sr. School	... 8-00 p.m.
Sun. 17th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

### **No. 131. 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 his 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. 132. HISTORY SHEET**

History Sheets of all students who have been withdrawn from the School during 1981 as on 7-5-1981, will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Friday 22-5-1981 (3 p.m.).

### **No. 133. MEDICAL CATEGORY**

Shiraz Khanna VBD upgraded to Cat. A1

### **No. 134. MEDICAL TREATMENT**

It appears that there exists a misunderstanding in the minds of the Staff, regarding medical treatment and medical cover that school gives or can give. Following details, therefore, are published for information of all concerned, and for record :

(i) School rule No. 14 (f) is reproduced below :—

*Medical facilities*—Members of the staff of the School and the dependent members of their families shall receive free medical treatment at the School Hospital. The Resident Medical Officer shall attend on them free of charge, if they are unable to attend the Hospital. Medicines not in stock in the Hospital shall have to be paid for by the members of the staff themselves. Such facilities as are not available in the School Hospital may be arranged for the members of the staff, if they so desire, at their own cost.

(ii) Staff are welcome to join the School Health Insurance Scheme, and take advantage of the medical cover it offers. Reference be please made in this connection to the H.I.S. rules published in School Orders No. 264 dated 23-9-1977 and No. 200 dated 30-7-1979.

(iii) Any further medical aid, it is regretted will obviously have to be paid for by the staff concerned, and cannot be borne by School.

All Heads of Departments are requested to kindly explain the contents of this School Order clearly to all staff working under them, and to whom School Orders are not issued.

**No. 135. CINEMA**

The film HOPELESSLY LOST (if received in time) 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, 10th May, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 15th May, 1981****Part I***136—141***No. 136. PROGRAMME****May**

- Fri. 15th Soccer season comes into effect  
 Himalaya House Show 1st performance ... 4-30 p.m.  
 (L-IV & downwards will attend)  
 Afternoon activities for L-IV boys  
 cancelled (onwards) ... 3-40 p.m.  
 L-IVs to attend evening Prep  
 after the show  
 Supper P.D. ... 6-40 p.m.  
 Supper Sr. School ... 7-40 p.m.
- Sat. 16th Morning Prep 6-40—7-40 a.m.  
 Tutorial meetings cancelled  
 B.D. baths ... 4-30 p.m.  
 Himalaya House Show final performance ... 6-00 p.m.  
 Supper P.D. ... 7-00 p.m.  
 Supper Sr. School ... 8-00 p.m.
- Sun. 17th Tea P.D. ... 3-20 p.m.  
 Film P.D. ... 3-45 p.m.  
 Tea Sr. School ... 4-30 p.m.  
 Film Sr. School ... 5-45 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-30 p.m.
- Mon. 18th Afternoon activities cancelled  
 Festival Soccer match ... 3-30 p.m.  
 (School will go down to watch the match)  
 Tea P.D. ... 3-20 p.m.  
 Tea Sr. School ... 4-45 p.m.  
 Tea for the teams ... 5-00 p.m.
- Tue. 19th Weighing and measuring :—  
 Himalaya B.D. 2-30—3-30 p.m.  
 Nilagiri B.D. 3-30—4-30 p.m.

Wed. 20th	Weighing and measuring :—	
	Siwalik B.D.	2-30—3-30 p.m.
	Nilagiri B.D.	3-30—4-30 p.m.
	SUPW	4-30—6-15 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 21st	Weighing and measuring :—	
	HGD	2-15—2-45 p.m.
	NGD	2-45—3-15 p.m.
	SGD	3-15—3-45 p.m.
	VGD	3-45—4-15 p.m.
Fri. 22nd	Society meetings (after Supper)	8-15—9-00 p.m.
	(Teachers conducting meetings will please inform the DHM of numbers involved and the Venue)	
Sat. 23rd	Morning Prep	6-40—7-40 p.m.
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths Jrs.	... 6-20 p.m.
	Hindi debate Srs.	... 6-30 p.m.
	(L Vs & upwards to attend)	
	Supper P.D.	... 6-15 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	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

#### No. 137. 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. 138. 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 12th June, 1981.

**No. 139. 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. 140. STRENGTH**

Decrease with effect from 10-4-1981 :—

Daisy Sukhija ... HGD Gurinder Dhillon ... HBD

Decrease with effect from 30-4-1981 :—

Sharanjit Lamba ... VBJ Jasmin Lamba ... VGD

Decrease with effect from 1-5-1981 :—

Abhijit Pandey ... HBS

Decrease with effect from 7-5-1981 :—

Sudhir Nagar ... SPB

Increase with effect from 11-4-1981 :—

Prithvi Shergill ... SBJ

Increase with effect from 14-4-1981 :—

Sharanbir S. Sandhu ... NPB Randip Singh ... NBS

Increase with effect from 16-4-1981 :—

Geetika Gupta ... HGD

Increase with effect from 27-4-1981 :—

Chetna Bindra ... HPG Kuldeep Bishnoi ... SBJ

Chander M. Bishnoi ... SBS

Increase with effect from 4-5-1981 :—

Adarsh Kumar Butail ... VBJ

**No. 141. CINEMA**

The film **THE ONLY ROAD** (if received in time) 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, 17th May, 1981.

S. R. Das  
Headmaster



**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 22nd May, 1981

**Part I**

142—151

**No. 142. PROGRAMME****May**

- Fri. 22nd** School Swimming team leaves  
for Kurukshetra University ... 9-30 a.m.  
Society meetings (after Supper) 8-15—9-00 p.m.  
(Teachers conducting meetings will please  
inform the DHM of numbers involved and  
the Venue)
- Sat. 23rd** Morning Prep 6-40—7-40 a.m.  
Tutorial meetings 5-15—6-15 p.m.  
B.D. baths Jrs. ... 6-20 p.m.  
Hindi debate Srs. ... 6-30 p.m.  
(L-Vs & upwards to attend)  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-30 p.m.
- Sun. 24th** Tea P.D. ... 3-20 p.m.  
Film P.D. ... 3-45 p.m.  
Tea Sr. School ... 4-30 p.m.  
Film Sr. School ... 5-45 p.m.  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-30 p.m.  
School Swimming team returns ... 9-00 p.m.
- Wed 27th** SUPW 4-40—6-10 p.m.  
Supper P.D. ... 6-15 p.m.  
Magic Show Sr. School 6-30—7-45 p.m.  
Supper Sr. School ... 7-45 p.m.  
Baths B.D. after supper
- Fri. 29th** Nilagiri House Show 1st performance ... 4-30 p.m.  
(L-IV and downwards will attend)  
Afternoon activities for  
L-IVs cancelled (onwards) ... 3-40 p.m.  
L-IVs to attend evening Prep  
after the show

	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sat. 30th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	B.D. baths	... 4-30 p.m.
	Nilagiri House Show final performance	... 6-00 p.m.
	Supper P.D.	... 7-00 p.m.
	Supper Sr. School	... 8-00 p.m.
Sun. 31st	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

**No. 143. REVISION IN DATES**

The following changes have been effected :—

**June**

Wed. 10th	Siwalik House Show first performance
Thu. 11th	Siwalik House Show final performance
Fri. 12th	3rd Assessment meeting
Sat. 13th	Prize Giving

**No. 144. INDENTS FOR NEXT TERM**

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1981, to the Bursar not later than 12th June, 1981.

**No. 145. 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. 146. CHILDRENS' LONG-SLEEVED, NAVY BLUE JERSEYS**

All children of BD, GD and PD, (except *Merit* scholars) will take their long-sleeved navy blue uniform jerseys/cadigans home

with them during the forthcoming vacation. They must ask their parents/guardians to have these jerseys cleaned/repared, whatever is necessary, at home.

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

Children will **NOT** be permitted to wear with School uniform, jerseys 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. 147. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Thursday 4th June, 1981 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 I/c CDH are requested to go through their stock and stores in hand, and to prepare in advance, in their condemnation Books, lists of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

The condemnation programme is as follows:—

Thu.	4th	June '81	{ 12-00 noon G.D. (Upper Dorm.) 12 30 a.m. G.D. (Lower Dorm.)
Fri.	5th	" "	{ 12-00 noon B.D. Himalaya 12-30 p.m. B.D. Nilagiri
Sat.	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
Mon.	8th	" "	{ 12-00 noon B.D. Siwalik 12-30 p.m. B.D. Vindhya
Tue.	9th	" "	{ 10-00 a.m. CDH. 11-00 a.m. Upper Sixth dorm.

Q.M. will please arrange to have condemned articles duly stamped at the time of condemnation, and will also provide three

mazdoors to be present at each of the above places at the timings and date specified above.

**No. 148. 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 RMO 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-list 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 cannot read School Orders.

**No. 149. 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, with any of the following medical authorities :

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

**No. 150. MEDICAL**

Nirvek Singh upgraded to Cat. B. (Ex Cricket & Gym.)

**No. 151. CINEMA**

The film Dr. IVAN'S SILENCE (if received in time) 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, 24th May, 1981.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 29th May, 1981****Part I**

152—154

**No. 152. PROGRAMME****May**

Fri. 29th	Nilagiri House Show 1st performance (L-IV and downwards will attend) Afternoon activities for L-IVs cancelled (onwards) L-IVs to attend evening Prep after the show Supper P.D. Supper Sr. School	... 4-30 p.m.   ... 3-40 p.m.   ... 6-40 p.m. ... 7-40 p.m.
Sat. 30th	Morning Prep Tutorial meetings cancelled B.D. baths Nilagiri House Show final performance Supper P.D. Supper Sr. School	6-40—7-40 a.m.  ... 4-30 p.m. ... 6-00 p.m. ... 7-00 p.m. ... 8-15 p.m.
Sun. 31st	Tea P.D. Film P.D. Tea Sr. School Film Sr. School Supper P.D. Supper Sr. School	... 3-20 p.m. ... 3-45 p.m. ... 4-30 p.m. ... 5-45 p.m. ... 6-15 p.m. ... 7-30 p.m.

**June**

Wed. 3rd	SUPW Supper P.D. B.D. Baths Supper Sr. School	4-40—6-10 p.m. ... 6-15 p.m. ... 6-20 p.m. ... 7-15 p.m.
Fri. 5th	Society meetings (after Supper) (Teachers conducting meetings will please inform the DHM of numbers involved and the venue)	8-15—9-00 p.m.

Sat. 6th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths Jrs.	... 6-20 p.m.
	G.K. Quiz competition (Barne Hall) (L-Vs & upwards to attend)	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-45 p.m.
	Staff Club dinner (Art Room)	... 8-30 p.m.
Sun. 7th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.

#### No. 153. WATER CONSUMPTION

Water consumption has substantially gone up, and the 'reserves' are dwindling. All concerned are, therefore, requested to economise water consumption to the maximum extent.

#### No. 154. CINEMA

The film FAR IN THE WEST (if received in time) 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, 31st May, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 5th June, 1981****Part I**

155—158

**No. 155. PROGRAMME****June**

Fri. 5th	Society meetings (after Supper) (Teachers conducting meetings will please inform the DHM of numbers involved and the venue)	8-15—9-00 p.m.
Sat. 6th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	5-15—6-15 p.m.
	B.D. baths Jrs.	... 6-20 p.m.
	G.K. Quiz competition (Barne Hall) (L-Vs & upwards to attend)	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-45 p.m.
	Staff Club dinner (Art Room)	... 8-30 p.m.
Sun. 7th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Mon. 8th	Subject reports handed in to Form Staff	... 6-00 p.m.
Tue. 9th	Founder's meeting MCR	... 6-00 p.m.
Wed. 10th	SUPW	4-40—6-10 p.m.
	Siwalik House Show 1st performance (L-IV and downwards will attend)	... 4-30 p.m.
	Afternoon activities for L-IVs boys cancelled (onwards)	... 3-40 p.m.
	B.D. baths Srs.	... 6-20 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.

Thu. 11th	NCC, third session of games and 4th session of Gym, cancelled	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	B.D. baths	... 4-30 p.m.
	Prep cancelled	
	Siwalik House Show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-00 p.m.
Fri. 12th	Prep. cancelled	
	B.D. baths	... 5-20 p.m.
	3rd Assessment meeting (MCR)	... 6-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Sat. 13th	Rouser	... 7-15 a.m.
	B.D. baths	... 7-30 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Escorts' meeting MCR	... 10-00 a.m.
	Weighing & measuring :	
	Him. G.D.	10-00—10-45 a.m.
	Nil. ,,	10-45—11-30 a.m.
	Siw. ,,	11-30—12-15 a.m.
	Vin. ,,	12-15— 1-00 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-05 p.m.
	Weighing measuring :	
	Him. B.D.	2-30—3-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	4-00 p.m.
	Prize Giving	... 5-00 p.m.
	Supper P.D.	... 7-00 p.m.
	Supper Sr. School	... 8-00 p.m.
	Sr. School Social	9-00—11-30 p.m.
Sun. 14th	Rouser	... 7-00 a.m.
	B.D. baths	... 7-15 a.m.
	Breakfast P.D.	8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.



End of term Assembly	...	9-45 a.m.
Weighing & measuring :		
Nil. B.D.	10-15—	11-15 a.m.
Siw. „	11-15—	12-15 p.m.
Vin. „	12-15—	1-15 p.m.
Lunch P.D.	...	12-30 a.m.
Lunch Sr. School	...	1-30 p.m.
Completed report Folders handed in to House Staff	...	1-30 p.m.
Children travelling under Home arrangements permitted to leave (onwards) ..		2-00 p.m.

Note : Children travelling under own arrangements will arrange to return their kit before lunch

Kit returned (onwards)	...	2-30 p.m.
Tea P.D.	...	3-20 p.m.
Film P.D.	...	3-45 p.m.
Tea Sr. School	...	4-30 p.m.
Film Sr. School	...	5-45 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-30 p.m.

#### Mon. 15th HOME DAY

(Meal timings as per special School Orders)

Reports handed in to HM by House Staff ... 12-00 noon

#### No. 156. TUCK SHOP TIMINGS

Following timings will be observed for serving the students of the three Departments, including the serving of T. Shop Slips, with immediate effect :—

B.D.	4-00—5-00 p.m.	Daily on all working days of T. Shop
G.D.	2-00—3-00 p.m.	„ „ „ „ „
P.D.	3-00—4-00 p.m.	„ „ „ „ „

#### No. 157. MEDICAL CATEGORY

The under-mentioned childrens' medical categories are as per following details :—

V.V. Giri	VBD	...	Cat. C
Jasbeer Kaur	NPD (G)	...	Cat. C

**No. 158. CINEMA**

The film **MOSCOW MY LOVE** (if received in time) 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, 7th June, 1981.

S. R. Das  
*Headmaster*

# LAWRENCE SCHOOL SANAWAR

SANAWAR, TUESDAY, 9TH JUNE, 1981

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## Part I

159—171

### SPECIAL ORDER

#### Summer Vacation Arrangements—1981.

##### No. 159. 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 2-00 p.m. on Sunday, 14th June, 1981. (home parties). Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. The only exceptions to this rule will be senior children who go home to Kasauli.

(ii) All children travelling in school parties will leave on Monday, 15th June 1981, 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, if necessary, 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 Wednesday, 10th June, 1981 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 Saturday, 13th June, 1981 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. 160. ESCORTS' MEETING.**

A meeting of all staff members escorting school parties will be held in the M.C.R. on Saturday, 13th June, 1981, at 10-00 a.m. All such staff members are required to attend.

#### **No. 161. 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. 162. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 163. LUGGAGE ARRANGEMENTS.**

(i) All luggage must be labelled with the owner's name, Department, House, home address and station of destination. For this purpose all school parties have been allotted the serial numbers given below, and they are printed **partywise** on the luggage labels which should be obtained from the School Office by all Staff concerned:—

Srl. No.	School Party
1	Kalka
3	† Bombay V.T.
4	* Dehra Dun
5	Ferozpur
6	‡ Pathankot
8	Jammu Tawi
9	Allahabad/Dhanbad
10	Calcutta
	(via Saharanpur & Lucknow)
11	Delhi 'A'
12	Delhi 'B'
13	φ Delhi 'C'

**Special note :**

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

† (includes Kurukshetra)

\* (includes Chandigarh and Ambala Cantt.)

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

φ (includes Karnal and Panipat)

(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 4-00 p.m. of, 13th June, 1981, 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 15-6-1981. 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 6-00 a.m.** on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and in the trailer, and taken down by the Jeep to Garkhal, where it will be loaded on to the Jagjit Nagar—Solan Bus at 7-30 a.m. The party members will walk down to Garkhal and catch this bus there at 7-30 a.m.

(vii) Luggage of children going in Bombay V.T. Delhi A, B & C parties must be ready at the B.D. Quad. by 7-30 a.m. sharp on 15th June, 1981. The Q.M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the chartered **H.R.T.C.** buses so that they are ready to move at 9-00 a.m. All members of Bombay V.T., Delhi A, B & C parties, will get into these buses, which will leave for Ambala Cantt Rly. Station/Delhi 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 Mr. Subhash Gupta. Mr. Subhash 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 Mr. Subhash 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 Mr. Subhash 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. 164. 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. 165. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.**

(i) **Breakfast:**—Dehra Dun party will have their breakfast at Kalka or at Chandigarh. P.D. Delhi A, B & C and Bombay V.T. parties 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 15-6-81.

(b) Delhi 'A', 'B' & 'C' parties will have lunch at Ambala or at any other suitable place.

(c) Lunch for the P.D. will be at 11-45 a.m. and the Senior School, at 12-30 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 Pathankot, and Allahabad/Dhanbad 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/Dhanbad, Pathankot and Jammu Tawi parties. These will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka in baskets. Given below is a statement naming the member of staff who will be responsible for collecting the Supper packets for the school party indicated. Also shown is the number of packets for the various school parties (including packets for escorts and their family members). It will be the personal responsibility of each staff member mentioned below to collect from Gaskell Hall the correct number of Supper packets half an hour before the party is due to leave Sanawar, have them loaded onto the bus in which they travel to Kalka and have them unloaded at Kalka and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange at Kalka if possible to have the empty baskets handed over to Mr. Subhash Gupta after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Ferozpur	... Mr. S.R. Sharma	20
Pathankot	... Mr. B.C. Katoch	32
Jammu Tawi	... Mr. S.P. Verma	20
Allahabad/Dhanbad	... Mr. S.B. Dwivedi	70
Calcutta	... Mr. Mathra Dass	40

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 numbers 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 baskets to the escorts concerned.

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

Mr. R. N. Sethi 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. 165. ROLL - CALL AT KALKA.**

Staff I/c 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. 166. WALKING DOWN TO KALKA [BOYS]**

(i) None will be permitted to walk down from Dehra Dun, Simla, Bombay V.T. and Delhi 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 12-45 p.m. Housemasters will take a roll-call of all such boys, at 12-45 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. 168. RAIL TICKETS FOR SCHOOL PARTIES.**

I/c Escorts should contact Mr. Satpal Verma in school office to collect the Rly tickets, for their parties, on 14-6-1981 at 11-00 a.m.

**No. 169. 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 Monday 15th June, 1981. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts &amp; families)</i>	<i>Transport</i>
Dehra Dun	5-00 a.m.	5-30 a.m.	37	School Bus
Simla	6-30 a.m.	6-45 a.m.	11	Walk down to Garkhal
Bombay V.T.	8-30 a.m.	9-00 a.m.	68	By HGT Bus
Delhi A	—do—	—do—	50	„
Delhi B	—do—	—do—	52	„
Delhi C	—do—	—do—	50	„
Kalka	12-45 p.m.	1-00 p.m.	—	„
Ferozpur	—do—	—do—	10	„
Jammu Tawi	—do—	—do—	10	„
Calcutta	—do—	—do—	37	„
Pathankot	6-00 p.m.	6-30 p.m.	24	„
Allahabad/Dhanbad	—do—	—do—	46	„

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—Solan Bus leaving from Garkhal at about 7-30 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. **Delhi A, Delhi B & Delhi C parties** will leave from BD Quad in HRTC Chartered Buses at 9-00 a.m.
7. **Kalka, Calcutta, Ferozpur and Pathankot parties** will travel by HRTC buses from BD Quad upto Kalka Rly station. Calcutta party will entrain 4 UK shuttle passenger, leaving Kalka at 1650 hrs. upto Ambala Cantt, and there, will change over to 50 Amritsar—Howrah Express in train service, leaving Ambala Cantt at 2215 hrs. Ferozpur party will travel in train service by 87 Dn Chandigarh Express leaving Kalka at 1920 hrs. Pathankot party will travel in train service by 35Dn. Simla Mail leaving Kalka at 2125 hrs.
8. **Jammu Tawi party** will travel in HGT bus from B.D. Quad. upto Kalka. From Kalka, the party will travel in train service coach by 35 Dn. Simla Mail, leaving Kalka at 2125 hours.
9. **Allahabad/Dhanbad party** will travel in H.G.T. bus, and if necessary in School bus from B.D. Quad. upto Kalka. From Kalka, the party will travel in through Kalka—Howrah three-tier sleeper coach, in train service, by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2345 hours.
10. **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 Allahabad/Dhanbad party, leaving B.D. Quad. at 6-30 p.m. There at Kalka, it will await for further instructions from Mr. Subhash Gupta.
11. 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.

12. 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.

13. 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 if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

**No. 170. ADMINISTRATIVE STAFF WEEKLY OFF**

In view of end of term rush of work, Sat. 13th June, and Sunday 14th June 1981, will be full working days. However these will be compensated by observing Wednesday 17th June as half day, and Thursday 18th June, as full holiday.

**No. 171. NEXT TERM**

The next term will begin on Saturday, 1st August, 1981, all children must be back by 4-00 p.m. on that day.

S. R. Das  
*Headmaster.*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 12th June, 1981****Part I**

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**No. 172. PROGRAMME****June**

<b>Fri. 12th</b>	Prep cancelled	
	B.D. baths	... 5-20 p.m.
	3rd Assessment meeting (MCR)	... 6-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
<b>Sat. 13th</b>	Rouser	... 7-15 a.m.
	B.D. baths	... 7-30 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Escorts' meeting (MCR)	... 10-00 a.m.
	Weighing & measuring :	
	Him. G.D.	10-00—10-45 a.m.
	Nil. „	10-45—11-30 a.m.
	Siw. „	11-30—12-15 a.m.
	Vin. „	12-15— 1-00 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-05 p.m.
	Weighing measuring :	
	Him. B.D.	2-30—3-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Prize Giving	... 5-00 p.m.
	Supper P.D.	... 7-00 a.m.
	Suppr Sr. School	... 8-00 p.m.
	Sr. School Social	9-00—11-30 p.m.
<b>Sun. 14th</b>	Rouser	... 7-00 a.m.
	B.D. baths	... 7-15 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	End of term Assembly	... 9-45 a.m.

## Weighing &amp; measuring :

Nil. B.D.	10-15—11-15 a.m.
Siw. ,,	11-15—12-15 p.m.
Vin. ,,	12-15— 1-15 p.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Completed report Folders handed in to House Staff	... 1-30 p.m.
Children travelling under Home arrangements permitted to leave (onwards)	2-00 p.m.
Note : Children travelling under own arrangements will arrange to return their kit before lunch	
Kit returned (onwards)	... 2-30 p.m.
Tea P.D.	... 3-20 p.m.
Film P.D.	... 3-45 p.m.
Tea Sr. School	... 4-30 p.m.
Film Sr. School	... 5-45 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-30 p.m.

## Mon. 15th HOME DAY

(Meal timings as per special School Orders)

Reports handed in to HM by House Staff ... 12-00 noon

## August

Sat. 1st School re-opens	
School Children return	... 4-00 p.m.

## No. 173. SUMMER VACATION

The School will close on Monday, 15th June, 1981 for the summer vacation, and will reopen on Saturday, 1st August 1981 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 has been published separately.

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

With effect from 16th June, 1981, 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 from 11-00 a.m. to 1-45 p.m. on Monday, Wednesday and Saturday.

**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. 175. SWEEPERS OFFS**

The R.M.O is the authority for fixing/regulating all sweeper's 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 their respective Heads of the Deptt. Changes in the 'offs' will normally be not done and in any case not without the consent of their Heads of Deptt.

**No. 176. STOCK REQUIREMENTS—SECOND TERM 1981**

All stock-holders will please send in their requirements for the **Second Term** of 1981 [1st August to 30th Nov. '81], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 14th June, 1981. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

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

**No. 177. TUCKSHOP HOURS DURING VACATION**

The Tuckshop will open throughout the vacation from 11-00 a.m.—1-00 p.m. on Monday, Wednesday and Saturday.

**No. 178. CINEMA**

The film **S E M U R G E** (if received in time) 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 June, 1981.

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

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 31st July, 1981

**Part I**

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**\*No. 179. WELCOME**

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

**No. 180. PROGRAMME****August**

Sat.	1st	School re-opens	
		Kit issued	
		Breakfast	8-30-10-00 a.m.
		Lunch	1-00-2-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		House Masters/Mistresses meeting (H.M's House)	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-30 p.m.
Sun.	2nd	Sunday timings	
		Rouser	... 7-15 a.m.
		Head baths (B.D.)	... 7-30 a.m.
		Breakfast P.D.	... 8-30 a.m.
		Breakfast Sr. School	... 9-15 a.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Tea Sr. School	... 4-00 p.m.
		Tea P.D.	... 4-30 p.m.
		Hindi Film (Sr. School)	... 4-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Mon.	3rd	P.T. Commences	
		Normal routine including games/hobbies/Prep resumed	
		Weighing & measuring G.D. :	



		Himalaya & Nilagiri	2-30—3-30 p.m.
		Siwalik & Vindhya	3-30—4-30 p.m.
Tue.	4th	Weighing & measuring B.D. :	
		Himalaya	2-30—3-30 p.m.
		Nilagiri	3-30—4-30 p.m.
Wed.	5th	Weighing & measuring B.D. :	
		Siwalik	2-30—3-30 p.m.
		Vindhya	3-30—4-30 p.m.
		SUPW	4-40—6-10 p.m.
		B.D. baths	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Thu.	6th	Weighing & measuring P.D.	
Fri.	7th	Society meetings (after supper)	
Sat.	8th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings	5-25—6-25 p.m.
		B.D. baths	... 6-30 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun.	9th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-30 p.m.

Note : Till 20th August the daily routine and game/hobbies time-table as published in the cyclostyled Soccer programme will continue to be followed.

#### No. 181. RETURN OF SCHOOL CHILDREN

All Housemasters/Housemistresses will please send immediately the lists of children in their Houses, who have not yet reported back to School, to the Headmaster. They will also report about the late arrivals giving reasons for their not being able to join the School in time, latest by Monday, 3rd August, 1981 4-00 p.m. Muslim children will be returning on 4th August.

#### No. 182. RETURN SCHOOL PARTIES AUGUST, 1981

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August 1981 about unusual situations and 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. 183. NEW ADMISSIONS—RECEPTION**

Most of the new admissions will take place on 3rd August. All new parents on their arrival will be guided to the School Office. 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., as per details given in another circular, dated 28-7-1981 sent to him separately.

Mr. Katoch will be on duty from 9-00 a.m. to 1-00 p.m. at the Bakery to guide parents on the reception date. 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. 184. 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. :—

	B.S.	G.S.	P.S.B.	P.S.G.
1st August	1	1	1	—
3rd August	14	5	2	—

**No. 185. 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. 186. DAY SCHOLARS—ATTENDANCE IN KITCHEN**

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 (also veg. or non-veg.) 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.

**No. 187. 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 a discrepancy; the office cannot make good any subsequent alleged deficiencies.

**No. 188. 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. 189. 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 noon—2-00 p.m.
Sundays & Bank Holidays	... Closed

**No. 190. SCHOOL PROPERTY ON LOAN FROM QM 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. 191. SCHOOL BUS**

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. 192. 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. 193. 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. 94 dated 16-3-1981, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

**No. 194. M.I. TIMINGS OF SUNDAYS & HOLIDAYS**

On Sundays and Holidays M.I. timings for the entire School will be at 9-30 a.m. to 10-00 a.m., in School Hospital.

**No. 195. HOSPITAL TIMINGS**

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

8-30 a.m. to 1-00 p.m.	}	Children of the School
4-00 p.m. to 5-00 p.m.		
8-30 a.m. to 11-30 a.m.	}	For all others
4-30 p.m. to 5-00 p.m.		

**No. 196. DEARNESS COMPENSATION**

All permanent/probationery staff are requested to note that their Dearness Compensation has been increased with effect from 1-4-81, and the arrears have been disbursed along with the salary for the month of June, 81. The details are as follows :—

<i>Grade No.</i>	<i>Grade</i>	<i>Increase in D. Comp.</i>
	<i>Rs.</i>	<i>Rs.</i>
2.	1050—1800	... 50
3.	800—1500	... 45
4.	630—1400	... 40
5.	530—1000	... 35
6.	400— 800	... 30
7. (a)	355— 680	... 25

(b)	335— 580	... 25
8.	230— 400	... 25
9.	200— 350	... 25

**No. 197. WATER CHARGES (RATES)**

The rates of water charges payable by Staff from 15th May, 1981 will be as follows :—

Rationing period : from 16th May to 15th June, 1981

**Category A** [who take their meals in the CDH]

- (i) For the first 1500 litres per head per month, Rs. 0/80 per 1000 litres.
- (ii) For the next 1500 litres per head per month, Rs. 1/35 per 1000 litres.
- (iii) Above 3000 litres per head per month, Rs. 2/50 per 1000 litres.

**Category B** [who do not take their meals in the CDH]

- (i) For the first 2000 litres per head per month Rs. 0/80 per 1000 litres.
- (ii) For the next 2000 litres per head per month Rs. 1/35 per 1000 litres.
- (iii) Above 4000 litres per head per month, Rs. 2/50 per 1000 litres.

Non-rationing period : from 16th June, '81 to 15th Feb. '82

**Category A** [who take their meals in the CDH]

- (i) For the first 3000 litres per head per month Rs. 0/80 per 1000 litres.
- (ii) For the next 2000 litres per head per month Rs. 1/35 per 1000 litres.
- (iii) Above 5000 litres per head per month Rs. 2/50 per 1000 litres.

**Category B** [who do not take their meals in the CDH]

- (i) For the first 4000 litres per head per month Rs. 0/80 per 1000 litres.
- (ii) For the next 2000 litres per head per month Rs. 1/35 per 1000 litres.
- (iii) Above 6000 litres per head per month Rs. 2/50 per 1000 litres.

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

- (i) Single member : Rs. 3/80 per month—flat rate.  
(ii) Two members or more : Rs. 3/30 per head, subject to a maximum of Rs. 10/- 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 or increase should be notified to the Engineer before the 15th of a month.

**No. 198. SAFETY PRECAUTION—COLLAPSE OF RETAINING WALL**

The retaining wall overlooking the Swimming Pool near Mrs. Tangri's residence has collapsed. In view of this, the path leading to Peacestead from in front of the Old Library building is out-of-bounds.

**No. 199. SCHOOL FRUIT & VEGETABLE SHOP.**

The following rates will be effective from 1st August, 1981, in the Fruit & Vegetable Shop :—

	<i>Rs.</i>
Potatoes	1-60 Per Kg.
Onion	1-60 „
Vegetable	1-60 „
Tomatoes	2-70 „
Lime Fresh	7-00 „
Dhania	2-50 „
Chillies Green	2-50 „
Ginger Fresh	6-00 „
Garlic	4-00 „
Banana	2-70 „
Pears Kashmiri	4-50 „
Bagugoshas	4-50 „
Malta	4-00 „
Papita	3-00 „
Alubukhara	4-50 „
Guavas	2-50 „
Peaches (Adu)	3-00 „
Cheekoo	5-00 „
Mangoes	5-00 „

	<i>Rs.</i>
Apple Golden Med. size	4-00 Per Kg.
Oranges	5-00 „
Apple Red/Royal	4-50 „
Grapes	8-00 „
Mussamis	5-00 „
Leechies	7-00 „
Sugar Melon	2-20 „

**No. 200. HEALTH INSURANCE SCHEME**

The rules governing Health Insurance Scheme have been revised with effect from 1st August, 1981. These will be published in School Orders due on Friday, 7th August, 1981, for information of and necessary action from all concerned.

**No. 201. CINEMA**

The Hindi film GUNAH AUR KANOON (if received in time) will be shown in Barne Hall at 4-30 p.m. for Senior School on Sunday, 2nd August, 1981.

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

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 7th August 1981

**Part I**  
202—213**No. 202. PROGRAMME****August**

Fri. 7th	Society meetings (after supper)	
Sat. 8th	Morning Prep	6-40--7-40 a.m.
	Tutorial meetings	5-25--6-25 p.m.
	B.D. baths	... 6-30 p.m.
	Supper P.D.	... 6-20 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 9th	Round Square Rescue Service team arrives	... 8-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Wed. 12th	SUPW	4-40--6-10 p.m.
	B.D. baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 13th	Round Square Rescue Service team (Inclusive of Sanawar group) leaves	... 8-00 a.m.
Fri. 14th	Society meetings (after supper)	
Sat. 15th	Independence Day—Holiday Rouser	... 6-30 a.m.



	Flag Hoisting followed by Special Independence Day Assembly (Birdwood) 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 & families ... 6-45 p.m. Lights out ... 9-30 p.m.
Sun. 16th	Proposed YPS/PPS Soccer fixture Tea P.D. ... 3-20 p.m. Film P.D. ... 3-45 p.m. Tea Sr. School ... 4-30 p.m. Film Sr. School ... 5-45 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-30 p.m.

**No. 203. ASSESSMENT MEETING**

The first assessment meeting of the Founder's term will be held in MCR at 5-30 p.m., on 1st September, 1981.

**No. 204. APPOINTMENT OF PREFECTS/HELPERS**

Following appointments, of Prefects/Helpers have been made with effect from 1-8-81:—

Head Boy	...	...	...	Aurn Sarna
Head Girl	...	...	...	Shalini Bhatia

**Boys Department**

<i>H.B.D.</i>	House Captain	...	Bhupinder Saklani
	School Prefect	...	Sunil Khurana
	House Prefects	...	Upendra Rana
		...	Sanjay Nijhawan
<i>N.B.D.</i>	House Captain	...	Vikram Maira
	School Prefect	...	Rajiv Chauhan
	House Prefects	...	Atulya Sood
		...	Chetan Gupta
<i>S.B.D.</i>	House Captain	...	Arjun Chatrath
	School Prefect	...	Muktesh Chaturvedi
	House Prefects	...	Raman Mohan
		...	Atul Sinha
<i>V.B.D.</i>	House Captain	...	Nirvik Singh
	School Prefect	...	Puneet Matta
	House Prefects	...	Bhai Rajinderpal Singh

	... Sheetal Sharma
M.I. Prefect	... Randeep Rai

### Girls Department

<i>H.G.D.</i>	House Captain	... Amrita Sapru
	House Prefect	... Sunanda Seth
<i>N.G.D.</i>	House Captain	... Feroze Ewari
	House Prefect	... Anuradha Sharma
<i>S.G.D.</i>	House Captain	... Sandhya Chand
	House Prefect	... Nandini Malhotra
<i>V.G.D.</i>	House Captain	... Priya Khanna
	House Prefect	... Tara Kripalani
	M.I. Prefect	... Shabnam Anand

### Duty

(Helper / Asstt.)

Name

( of / to )

Head boy/girl & Asstt. to H.M.	...	Arun Sarna
	...	Shalini Bhatia
D.H.M.	...	Charles Lowe
	...	Kadambari Puri
Sr. Mistress	...	Anjani Khanna
C.D.H.	...	Rupinder Bassi
	...	Ranabir Basu
	...	Navjot Randhawa
	...	Bhanu Virmani
	...	Ravina Kohli
	...	Pratiksha Misra
	...	Vandana Prasad
	...	Sheeba Bhutani
Games	...	Paritosh Tripathi
	...	Amitabh Bansal
	...	Supriya Pratap
	...	Shonu Mukherji
Hobbies	...	Vivek Sehgal
	...	Hartejinder S. Mann
	...	Satwinder Kaur
	...	Rajpal Bans

Estate Tidiness	...	...	Mandan Lal Dipta
	...	...	Riazuddin A. Khan
	...	...	Vikrant Nayar
	...	...	Sameer Arora
	...	...	Kanan Seth
	...	...	Sunita Barthwal
Expeditions	...	...	Anup Medhi
	...	...	Praveen Dewan
Library	...	...	Rohit Bhardwaj
	...	...	Suvrat Saigal
	...	...	Rohit Tangri
	...	...	Seema Chanchani
	...	...	Naheed Bilgrami
Socials	...	...	Vivek Sawhney
	...	...	Joya Chatterji
Social Service	...	...	Ajay Joshi
	...	...	Kamlesh Badhan
Costumes	...	...	Kajal Judge
	...	...	Harmeet Maini
Chapel	...	...	Ashok Garcha
	...	...	Mona Bhandari
Fire Wardens	...	...	Upendra Rana
	...	...	Atulya Sood
	...	...	Harinder Mohan
	...	...	Navdeep Kindra
	...	...	Amrita Sapru
	...	...	Meenu Pental
	...	...	Sandhya Chand
	...	...	Sharmeen Hussain

#### No. 205. HOUSE TUTORS

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

#### Boys Department

<i>Himalaya</i>	<i>Nilagiri</i>
Dr. Dhillon	Mr. Solomon
Mr. Joshi	„ Puri
„ Idris	„ S. Ghose
„ Sukhwinder	„ Abraham

*Himalaya*

Mr. Bhalerao  
 „ Mukherji  
 „ Nimitz  
 „ Dhani Ram

*Siwalik*

Dr. Gupta  
 Mr. Gray  
 „ Sandhu  
 „ V.K. Sharma  
 „ Malviya  
 „ Kalra

*Nilagiri*

Mr. Randhawa  
 „ Bhat  
 „ Prajapati  
 „ Satnam Singh  
 „ Subhash Gupta

*Vindhya*

Mr. M.J. Parei  
 „ Dwivedi  
 „ Khalid  
 „ Mundkur  
 Dr. Kulshreshtha  
 Mr. Katoch

**Girls Department***Himalaya*

Mrs. Mundkur  
 „ Tangri  
 „ Matharu

*Siwalik*

Mrs. L. Parel  
 „ Bhat

*Nilagiri*

Mrs. Arora  
 Miss Bakhshi

*Vindhya*

Miss Marchant  
 „ Davar

**No. 206. INDEPENDENCE-DAY COMMUNITY LUNCH**

A Community Lunch will be held in the Central Dining Hall on Saturday, 15th Augst, 1981. Following details are given for necessary action for 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 'patals' for the next shift. This may kindly be discussed by Major Menon 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 40 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 15-8-1981 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 30 minutes, in case the community lunch is not over by 2-30 p m

(8) All Heads of Deptt. 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. 207. 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. 208. HOLIDAY**

Saturday, 15th August, 1981, will be observed as a holiday on account of Independence Day by the children and also by the Administrative Staff. Tuck shop will also remain closed on that day.

**No. 209. TUCKSHOP CLOSING DAY**

The monthly Tuckshop closing day for August, will be observed on Monday, 17th August, 1981.

**No. 210. FRUIT AND VEGETABLE SHOP**

The fruit and vegetable shop at the bakery will also remain closed on Saturday, 15th August, 1981.

**No. 211. MEDICAL CATEGORIES**

The under-mentioned children are now placed in the medical categories as per following details :—

Tanvir Bhagat	HBD	C	
Varun Kumar Verma	SPD	C	
Bhavna Mahajan	VPD(G)	C	
C. Ahuja	NBD	C	No P.T.
H. S. Guron	SBD	C	No P.T.
Vivek Mahajan	VBD	A2	Boxing
Pawan Gulati	HBD	C	
Navjot Arora	HBD	C	
J. S. Sodhi	VBD	A2	Boxing
Nisha Mishra	NGD	C	No P.T.

**No. 212. HEALTH INSURANCE SCHEME**

(Ref: S.O. No. 200 dated 31-7-1981). The Scheme has been re-named and will be known with effect from 1-8-1981 as **Medical Health Scheme.**

The revised rules effective from 1-8-1981 are as follows.

**SCHOOL MEDICAL HEALTH SCHEME RULES**

1. The membership of this scheme is open to all probationary and permanent employees of this school and their family members including dependents who permanently live with them.
2. The membership of this scheme is compulsory for all boarder students.
3. The Scheme will cover all its members (except the boarder students for whom the coverage is only during term-time) throughout the period of their membership.
4. The minimum period of joining the scheme is one School Financial Year (presently is from January to December).
5. The present rate of subscription is Rs. 75/- per head per year. In the case of boarder students this will be payable in lumpsum whereas in the case of others this will be recovered from their pay in ten equal instalments. Staff joining school employment during the financial year will be charged subscription from the date of joining duty. For others the charges payable will be Rs. 75/- per head even though they join the scheme during the financial year; the benefit cover, however, will commence from the date of joining the scheme.

6. The Scheme will cover:—
  - (a) Charges on account of hospitalisation, food expenses for the patient while the patient has been sent outside school hospital, including medical investigation and treatment.
  - (b) Charges for routine pathological examinations such as blood, stool, urine, sputum, etc.
  - (c) Charges on account of X-ray examination.
  - (d) Charges for setting of serious fractures and connected expenses.
  - (e) The cost of medicines and drugs not normally stocked in the school hospital.
  - (f) Annual eye and dental examinations as arranged in the school hospital, including refraction, dental extractions, dental fillings.
  - (g) A maximum of Rs. 1500 towards cost of surgical operations arranged by the school authorities will be payable.
7. The scheme will not cover:—
  - (a) Cost of any artificial aid or appliances such as spectacles, dentures, braces, hearing aids, etc.
  - (b) Plastic surgery.
  - (c) All expenses incurred on the escort either arranged by the school or by the employee concerned.
  - (d) All expenses on transport.
8. The scheme will give cover to its members only if the treatment specified above is under the directions of the School R.M.O. No claim for treatment expenses will be entertained if the treatment is recommended by any other authority. All claims for reimbursement must be submitted on the prescribed form duly supported with cash memos, vouchers, medical reports, X-ray films, etc., to the School R.M.O. Claim for reimbursement of treatment expenses incurred by a member, while on leave, will be subject to the scrutiny and recommendations of the R.M.O.



Those who wish to join the Scheme can do so, by sending a note to the Bursar, in this connection.

These rules supercede all previous rules of the Scheme published earlier in School Orders.

All concerned are requested to take necessary action.

**No. 213. CINEMA**

The film A MAN CALLED AMEN (if received in time) will be shown in Earne Hall at 3-45 p.m. for P.D. and at 5-45 p.m. for Senior School on Sunday, 9th August, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 14th August 1981

**Part I**

214—222

**No. 214. PROGRAMME****August**

Fri. 14th	Independence-Eve staff club dinner (Art Room)	... 8-00 p.m.
Sat. 15th	Independence Day—Holiday	
	Rouser	... 6-30 a.m.
	B.D. baths	... 6-45 a.m.
	Breakfast P.D.	... 7-30 a.m.
	M.I. GD	... 7-30 a.m.
	M.I. BD	... 7-45 a.m.
	Brothers and Sisters to assemble in Birdwood School for tying <b>Rakhis</b>	... 8-00 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 & families	... 6-45 p.m.
	Lights out	... 9-30 p.m.
Sun. 16th	House Soccer trials (B.D.)	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Mon. 17th	Inter House Soccer commences	
	Tea Sr. School	... 3-50 p.m.
	Tea P.D.	... 4-20 p.m.

Tue. 18th	Inter House Soccer		
	Tea Sr. School	...	3-50 p.m.
	Tea P.D.	...	4-20 p.m.
Wed. 19th	Inter House Soccer		
	Tea Sr. School	...	3-50 p.m.
	Tea P.D.	...	4-20 p.m.
	SUPW (for all those not playing the 2nd session soccer matches)	5-10—6-10	p.m.
	B.D. baths	...	6-20 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Thu. 20th	Afternoon activities cancelled		
	'Body snatching' (Barne Hall)	...	2-45 p.m.
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 p.m.
Fri. 21st	Founder's preparation programme comes into effect		
	School Soccer 1st XI leaves for PPS/YPS	...	2-30 p.m.
	PPS Soccer Colts & Atoms arrive	...	6-30 p.m.
Sat. 22nd	Soccer—School 1st XI vs. PPS, Nabha (away)		
	School Atoms vs. PPS, Nabha (home)	...	10-00 a.m.
	School Colts vs. PPS, Nabha (home)	...	11-15 a.m.
	PPS Colts & Atoms leave	...	2-00 p.m.
	YPS Colts & Atoms arrive	...	6 30 p.m.
Sun. 23rd	Soccer—School 1st XI vs. YPS, Patiala (away)		
	School Atoms vs. YPS, Patiala (home)	...	10-00 a.m.
	School Colts vs. YPS, Patiala (home)	...	11-15 a.m.
	(The school will go down to watch the matches against YPS)		
	YPS Colts & Atoms leave	...	2-00 p.m.
	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-30 p.m.
	Film Sr. School	...	5-45 p.m.
	School 1st XI returns	...	6-30 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-30 p.m.

**No. 215. RE-EXAMINATION—CLASS XI APRIL 1981 COMPARTMENT CANDIDATES**

The Examination will be conducted by the teachers concerned at 2-30 p.m. on 4th September 1981.

**No. 216. VISIT TO HOSPITAL WARDS**

All children\* are requested 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. 217. 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 dealing with any of the Office Staff be avoided altogether.

**No. 218. MERIT SCHOLARS GOVT. OF INDIA**

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

Madan Lal Dipta	...	HBS	Arun K. Kaushal	...	SBS
Kamlesh K. Badhan	...	HGD	Dalip Kumar Sharma	...	NBS
Masa Chuba	...	HBS	Sanjive Sharma	...	VBS
Muktesh Chaturvedi	...	SBS	Arun Kumar Saha	...	VBS
Gunjan Singh	...	NGD	Mayank Kumar	...	VBJ
Savita Kumari	...	VDG	Adarsh K. Butail	...	VBJ
Vishav Bhushan Sud	...	VBJ	Vineet Khanna	...	HBJ
Sanjeev Singhal	...	NBJ	Dinesh Bhardwaj	...	SBJ
Basant Kumar	...	SBS	Navjot Arora	...	HBJ
Preetinder Singh	...	VBJ	Rajiv Ranjan	...	VBD
Arup Kumar Medhi	...	NBS	Sanjay Kumar	...	SBJ
Mrityunjay Kumar	...	SBJ	Natasha Nanda	...	SGD
Manoj K. Upmanyu	...	SBJ			

**No. 219. STAFF CLUB INDEPENDENCE EVE DINNER**

The Staff Club has arranged an Independence Eve Dinner on 14th August, 1981 at 8-00 p.m. in Art Room. All members and O.S. present on the campus are cordially invited.

**No. 220. MEDICAL CATEGORY**

Vivek Sawhney SBD Cat. 'C'

**No. 221. STRENGTH**

Decrease with effect from 7-5-81 :—

Sudhir Nagar ... SPD

Decrease with effect from 19-5-81 :—

Gurinder Singh Kalra ... VBS

Decrease with effect from 21-5-81 :—

Sandeep Singh Sandhu ... HBS

Decrease with effect from 15-6-81 :—

Vikram Katoch ... HBS

Divya Khorana ... SGD

Parthajitdas Gupta ... SPB

Decrease with effect from 19-6-81 :—

Jaspal Singh Mann ... NPB

Decrease with effect from 23-6-81 :—

Amanbir Singh ... NBS

Decrease with effect from 25-6-81 :—

Vivek Nagar ... SBS

Decrease with effect from 27-6-81 :—

Rakesh Sharda ... NBS

Decrease with effect from 22-6-81 :—

Nivedita Singh ... VGD

Decrease with effect from 4-7-81 :—

Nitin Kumar Garg ... VBS

Decrease with effect from 10-7-81 :—

Rohit Kshetrapal ... NBS

Malti Tewari ... NGD

Amitabh Nagpal ... HBS

Archana Nagpal ... HGD

Decrease with effect from 16-7-81 :—

Radhika Walia ... VGD

Decrease with effect from 20-7-81 :—

Navjit S. Ahluwalia ... SBS

Decrease with effect from 21-7-81 :—

M. S. B. K. Pataudi ... SPB

Decrease with effect from 24-7-81 :—

Timir K. Sinha ... NBJ

Increase with effect from 1-8-81 :—

Varun Kumar Verma ... SPB

Varun Kumar Chopra ... HPB

Sabina Gill ... NGD

Suranjan Shome ... HBD

Decrease with effect from 2-8-81 :—

Amit Dumra ... NBJ

Decrease with effect from 3-8-81 :—

Nitin Rai ... SBJ

Jatinder S. Purewal ... VBS

Increase with effect from 3-8-81 :—

Vineet Khanna ... HBJ Kanika Kapur ... NGD

Rajiv Ahal ... SBS Sukhdial Singh ... NBS

Geetanjali Rajwade ... VGD Divya Bhasin ... HGD

Satbir Singh ... SBJ Natasha Nanda ... SGD

Dinesh Bhardwaj ... SBJ Deepali Sanwalka ... SGD

Navjot Arora ... HBJ Sameer Jawa ... SPD

Rajiv Ranjan ... VBJ Sangeet H. Kapoor ... SBS

Sanjay Kumar ... SBJ Vivek Sud ... SBS

Rohini Prakash ... NGD Kanwaljeet S. Talwar ... SBS

Rahul Singh Kandal ... SPB M. P. Siriastwa ... SBS

Rohit Thawani ... NPB

Increase with effect from 5-8-81 :—

Omar F. Abdullah ... VPD

#### No. 222. CINEMA

The film CANDIDATE FOR A KILLING (if received in time) 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 August, 1981.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 21st August 1981****Part I**

223—234

**No. 223. PROGRAMME****August**

- Fri. 21st** Founder's preparation programme comes into effect  
 School Soccer 1st XI leaves for PPS/YPS ... 2-30 p.m.  
 PPS Soccer Colts & Atoms arrive ... 6-30 p.m.
- Sat. 22nd** Janam Ashtami—Holiday (Sunday timings)  
 B.D. baths ... 7-35 a.m.  
 Soccer—School 1st XI vs. PPS, Nabha (away)  
 School Atoms vs. PPS, Nabha (home) ... 10-00 a.m.  
 School Colts vs. PPS, Nabha (home) ... 11-15 a.m.  
 PPS Colts & Atoms leave ... 2-00 p.m.  
 Dry supper ... 6-00 p.m.  
 YPS Colts & Atoms arrive ... 6-30 p.m.  
 Lights out ... 9-30 p.m.
- Note :** School will go down to watch the matches
- Sun. 23rd** Soccer—School 1st XI vs. YPS, Patiala (away)  
 School Atoms vs. YPS, Patiala (home) ... 10-00 a.m.  
 School Colts vs. YPS, Patiala (home) ... 11-15 a.m.  
 (School will go down to watch the matches)  
 YPS Colts & Atoms leave ... 2-00 p.m.  
 Tea P.D. ... 3-20 p.m.  
 Tea Sr. School ... 4-30 p.m.  
 Film Sr. School & P.D. ... 4-00 p.m.  
 School 1st XI returns ... 6-30 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.  
 Hindi Film Show for staff and families ... 8-00 p.m.
- Wed. 26th** Prep cancelled  
 SUPW 5-30—6-45 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.

Sat. 27th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 28th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 224. FOUNDER'S DUTIES—1981

**Athletics (Organisation)** Mr. K. K. Batish I/c. M/s Mundkur, M. J. Parel, Sukhvinder Singh, M. S. Sandhu, Mrs. Rawal, Mrs. Joseph, Mr. Williams & Miss Randhwa.

**Colours Parade** ... M/s B. Singh, Dhani Ram, Onkar Singh & Katoch.

#### School Concert

- (i) English Play ... Mrs. Das
- (ii) Orchestra ... Dr. Kulshrestha
- (iii) Dances ... Mrs. Tangri

I/c Co-ordination ... Mr. U.P. Mukherji

Stage Management ... Dr. Dhillon, Miss Bakshi, & Mr. Bhatt.

#### P.D. Concert

Mrs. Kapila & P.D. Staff

#### School Musical Play

... Mr. A. Gray I/c, Mr. Williams & Miss Marchant.

#### Tattoo

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



**Exhibition**

(i) Arts & Crafts etc.,	...	Hobbies Staff
(ii) Camps	...	Mr. Solomon
(iii) SUPW	...	Mr. M.J. Parel
(iv) P.D.	...	P.D. Staff
<i>Athletics</i>	}	Major Menon and the Kitchen helpers.
Parents coffee		
Cold drinks/Ice cream (Athletics)	}	Mr. Sethi
O.S. Basket-Ball		
„ Hockey	...	Miss Bakshi
„ Dinner	...	Dr. Gupta
Decorations	...	Mrs. Channa & Major Menon
	...	Mr. Gore I/c., Mr. Charanjit Singh & Dr. Nimitz.
Fete Organisation Committee	...	{ Mrs. Das, Dr. Dhillon and Mrs. Solo- mon (Co-ordination will be done by Dr. Dhillon)
Sound Equipment	...	Mr. Subhash Gupta
<b>Seating</b>		
School Concert	...	B.D. Staff
School Musical Play	...	P.D. Staff & O.S.
Tattoo	...	M/s Mundkur and Solomon
Parade & Speeches	...	M/s Abraham, Batish & P.D. staff.
I/c Barne Hall	...	Mr. Randhawa
I/c Costume Room & make up	}	Mr. Abraham
Nursery		
Checking Invitation Cards	...	One P.D. Matron & two Ayahs
	...	M/s Joshi, Khalid & Puri

**No. 225. 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 children.

**No. 226. 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. 227. POST-FOUNDER'S WOP/s, SOP/s**

WOPs and SOPs may be granted by the Housemasters Housemistresses at their own discretion from 12-00 noon on Monday, 5th October, to 6-00 p.m. on Thursday, 8th October, 1981, or upto 6-00 p.m. on Friday, 9th October, 1981, if the Chief Guest declares a holiday. Children should inform parents of these dates.

**No. 228. 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. 229. 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. 230. LOSS OF LIBRARY BOOKS**

All concerned are hereby informed that an extra charge of 10% in addition to the cost of the library book lost from the School Library will be charged from the person who borrows the book from the library and loses it.

**No. 231. ICE-CREAM SALE**

The sale of ice-cream has commenced from Sunday, 9th August, 1981. The cost of the ice-cream cup and ice-cream brick will be the same as earlier, i. e. Rs. 1/50 and Rs. 10/- respectively.

Coupons for these items are on sale in Tuck Shop. The items can be had from CDH, on Sundays, on presentation of the coupon that can be purchased from Tuck Shop on Saturdays or

Sundays. The CDH will cater for sale of ice-cream on Sundays only, from 10-00 a.m. to 12-00 noon.

**No. 232. ADMINISTRATIVE HOLIDAY**

Saturday, 22nd August, 1981, will be observed as a holiday on account of Janam Ashtami, by the Administrative Staff.

**No. 233. SOCCER**

The following will represent the School XI in the match to be played in Nabha & patiala against PPS and YPS on 22nd and 23rd August 1981 :—

Paritosh Tripathi (Captain)	D. Mayadas
Nirvik Singh (V. Captain)	V. Kaul
Raman Mohan	V. Saigal
U. Rana	Abhay Mehta
B.S. Saklani	J. Wangchuk
Kim Sinha	

**Reserves :**

Bhanu Virmani	Sukhdial Sidhu
P. Sapru	V.S. Grewal

2. The following will represent the School Atoms in the match to be played in Sanawar against PPS Nabha & YPS Patiala on 22nd and 23rd August 1981.

Vivek Mahajan (Captain)	Sandeep Singh
Gurdip Singh	Shivneet Singh
Tapesh Bansal	Omninder Singh
Shantanu Kaul	Apoorva Lakhia
Romil Bahl	Sandeep Ahlawat
Vikram Kapoor	

**Reserves :**

Karmmeet Singh Gill	Rahul Singh
Vivek Chatarath	Shiraj
Rajeev Mehta	

3. The following will represent the School Colts in the match to be played in Sanawar against PPS Nabha & YPS Patiala on 22nd & 23rd August 1981.

Amit Kohli (Captain)  
Jai Shergill (V. Captain)  
N.S. Arora  
Vaneet Ahuja  
Sanjeev Ahluwalia  
Rahul Shah

Rohit Roy  
S.K. Sharma  
Vishvjeet K. Pal  
Riju Raj Singh Jamwal  
Manish Midha

Reserves :

Dhiraj Sapru  
B. Saklani

R. Banta  
T. Puri

**No. 234. CINEMA**

1. The film **A MAN CALLED AMEN** (if received in time) will be shown in Barne Hall at 4-00 p.m. for P. D. and Senior School on Sunday, 23rd August, 1981.

2. The Hindi Film **LAILA MAJNU** will be shown in Barne Hall to Staff and their Families at 8-00 p.m. on Sunday, 23rd August, 1981.

Heads of deptts. are requested to inform all concerned.

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

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 28th August 1981

**Part I**

235—238

**No. 235. PROGRAMME****August**

Sat. 29th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 30th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**Sept.**

Tue. 1st	Assessment meeting (MCR)	... 5-30 p.m.
Wed. 2nd	Prep cancelled	
	SUPW	5-30—6-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 5th	Morning Prep	6-40—7-40 a.m.
	Teachers' Day	
	Classes to be conducted by U-VI	
	Normal routine to be resumed after lunch	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Teachers' Day party hosted by	
	Upper Sixth (Barne Hall)	... 8-30 p.m.
		... 3-20 p.m.
Sun. 6th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 236. 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. 224, dated the 21st August, 1981, wherein the details of the duties have been given.

**No. 237. MEDICAL CATEGORY**

The under-mentioned childrens' medical categories are as per following details :—

H. Hatter	...	VPD (G)	Cat C
Shailender Choudhury	...	SBD	A2 Boxing
Iqbal Ahmad	...	NBD C	This term only

**No. 238. CINEMA**

The film **DANGEROUS MISSION** (if received in time) 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, 30th August, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday, 4th September 1981****Part I**

239—247

**No. 239. PROGRAMME****Sept.**

Sat. 5th	Morning Prep	6-40—7-40 a.m.
	Teachers' Day	
	Classes to be conducted by U-VI	
	Normal routine to be resumed after lunch	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Teachers' Day party hosted by Upper Sixth (Barne Hall)	... 8-30 p.m.
Sun. 6th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 9th	Prep cancelled	
	SUPW	5-30—6-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 12th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 13th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 240. FOUNDER'S PROGRAMME**

The tentative programme for the Founder's week is published below :—

**September**

Wed. 30th	P.D. Concert 1st performance	... 10-30 a.m.
	Sr. School Concert 1st performance	... 4-00 p.m.
	Tattoo 1st performance	... 7-40 p.m.

**October**

Thu. 1st	School Musical Play 1st performance	... 5-00 p.m.
Fri. 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	... 8-00 a.m.
	Athletics (Barnes)	... 9-30 a.m.
	Parents' coffee (Gaskel Hall)	... 12-00 noon
	Lunch L-VI & downwards (incl. Prep)	... 12-30 p.m.
	Lunch U-VI and guests	... 1-30 p.m.
	Tea (L-VI and downwards)	... 3-30 p.m.
	Tea (U-VI and guests)	... 4-00 p.m.
	School Musical Play	... 5-30 p.m.
	Supper (L-VI & downwards)	... 6-45 p.m.
	Supper (U-VI & guests)	... 8-00 p.m.
	Baths (L-VI downwards)	... 7-30 p.m.
	Lights out	... 9-30 p.m.
Sat. 3rd	Rouser	... 6-45 a.m.
	Baths	... 7-00 a.m.
	Breakfast (L-VI & downwards)	... 7-45 a.m.
	Breakfast (U-VI & 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)	
	Tea (U-VI & guests)	... 3-00 p.m.
	Tea (L-VI & downwards)	... 3-30 p.m.
	P.D. Concert	... 4-00 p.m.
	Supper (L-VI & downwards)	... 5-45 p.m.
	Supper (U-VI & guests)	... 6-20 p.m.



	Tattoo	...	7-30 p.m.
	Cocoa & snacks for the school	...	9-15 p.m.
	Lights out	...	9-45 p.m.
Sun. 4th	Founder's Day		
	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	7-30 a.m.
	Breakfast (P.D. incl. guests)	...	8-30 a.m.
	Assembly (Chapel)	...	8-30 a.m.
	Trooping of Colours	...	10-00 a.m.
	Speeches	...	10-55 a.m.
	Founder's Lunch (L-VI & downwards)	...	12-30 p.m.
	Founder's Lunch (U-VI & guests)	...	1-30 p.m.
	Tea (U-VI & guests)	...	3-30 p.m.
	Tea (L-VI & downwards)	...	4-00 p.m.
	Sr. School Concert	...	5-00 p.m.
	Supper (L-VI & downwards)	...	6-30 p.m.
	Supper (U-VI & guests)	...	7-20 p.m.
	O.S. Dinner (CDH)	...	9-30 p.m.
	O.S. Dance (Barne Hall)	...	10-30 p.m.
	Baths	...	8-00 p.m.
	Lights out for children	...	9-30 p.m.
Mon. 5th	Rouser	...	7-00 a.m.
	Breakfast (L-VI & downwards)	...	8-00 a.m.
	Breakfast (U-VI & guests)	...	8-45 a.m.
	Fete	...	9-30 a.m.
	S.O. Ps. issued	...	12-30 p.m.
	Packet lunch	...	1-00 p.m.
	O.S. meeting (Gaskel Hall)	...	2-30 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.

#### No. 241. ASSESSMENT MEETING

The second Assessment meeting of the Founder's term will be held in MCR at 5-30 p.m. on Monday 28th September 1981.

**No. 242. SCHOOL STUDENTS VISIT TO SCHOOL VEG. AND FRUIT SHOP**

School Students may visit on Sundays only, School Veg. and Fruit Shop in the Bakery, to purchase on cash payment Fruit only from 1-00 p.m. to 3-00 p.m., with verbal sanction from the House Staff concerned.

**No. 243. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL**

Through this order all concerned are hereby requested to forward to the Bursar any Debit Notes, Loss Slips, Credit Tuck Shop Slips, etc., latest by Friday 11th September, 1981 connected with all students who have been withdrawn from the school, as per lists that have been published in the school orders from time to time. The accounts of these children will be closed by 20-9-1981 whereafter no further adjustments will be possible.

**No. 244. MISUSE OF SCHOOL STATIONERY ITEMS**

It has been brought to my notice that staff are issuing exercise books and other stationery items to school children without exercising a check whether or not a student genuinely needs it. In future unless a child produces the previously issued exercise book for inspection by the staff concerned, no new exercise books or stationery items will be issued to any student.

**No. 245. STRENGTH**

Increase with effect from 8-8-1981 :—

Praful K. Aggarwal	...	SBJ
Deven Karnik	...	HBJ
Nalin Nayyar	...	NBJ

Increase with effect from 12-8-1981 :—

Arjun Gupta	...	NPB
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Decrease with effect from 24-8-1981 :—

Richa Mundra	...	VGD
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Decrease with effect from 25-8-1981 :—

Charanjit Singh	...	SBJ
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Decrease with effect from 27-8-1981 :—

Shaila Maire	...	NGD
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Increase with effect from 1-9-1981 :—

Pavnit Rana	...	SGD
Kalpana Sinha	...	NGD

**No. 246. PROVIDENT FUND**

All staff are requested to confirm the balances in their P.F. account as on 31st December, 1980 and sign the P.F. register on 7th September, 1981 in the School Office. Those members who are unable to come on that date, for any reason may come on 8th , September, 1981 for this purpose. After these dates it will not be possible for the school office to entertain staff except staff on leave.

Heads of all departments are requested to inform staff working under them who were subscribing towards P.F. account *during the year 1980.*

**No. 247. CINEMA**

The film **HERCULES FIGHTS FOR LIFE** (if received in time) 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, 6th September, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 11th September 1981

**Part I**

248—261

**No. 248. PROGRAMME****Sept.**

Sat. 12th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 13th	Inter - Public Schools Swimming meet (Pilani)	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 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	Inter - Public Schools Swimming meet (Pilani)	
Wed. 16th	School Swimming team returns	... 8-30 a.m.
	Prep cancelled	
	SUPW	5-30—6-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 19th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	Athletics heats commence	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 249. INTER - PUBLIC SCHOOLS' SWIMMING MEET**

The following will represent the school at the 2nd All India Inter - Public Schools' Swimming meet to be held at Pilani (Raj) on the 13th & 14th September 1981.

Vikram Maira	Alexander Battenberg
Ronojoy Dutta	Rahul Roy
Ranjit Rawley	Rohit Roy

**No. 250. INTER - HOUSE SOCCER**

The results of the Inter - House Soccer tournament— August 1981 are published below for record :—

1st	Siwalik	...	...	11 pts.
2nd	{ Vindhya	...	...	10 ,,
	{ Himalaya			
3rd	Nilagiri	...	...	5 ,,

**No. 251. ATTENDANCE AT PERFORMANCES**

Lower VI and downwards will attend the 1st performances in Barne Hall.

**No. 252. FOUNDER'S EXHIBITIONS**

The Arts, Crafts, Carpentry, Needlework, Science and Camp exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1981.

**No. 253. O.S. DINNER**

A small payment of Rs. 3/- per head is fixed for this dinner. It is hoped that as many staff members and their wives and husbands as possible will attend. Staff will please notify the Bursar in writing latest by Tuesday, 22nd September, 1981 giving the number of dinners required and whether vegetarian or non-vegetarian.

**No. 254. ACCOMODATION—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. 255. SPECIAL POCKET MONEY FOUNDER'S & DIWALI**

Special Pocket money for Founder's and Diwali at the rate of Rs. 10/- each, will be issued to House Staff through the bank to B.D. & G.D. and, direct to P.D., in the 4th week of Sept., '81.

**No. 256. 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>
<b>Friday, 2nd Oct.</b>			
Athletics	9-30 a.m.	8-30 a.m.	12-45 p.m.
'Kim'	5-30 p.m.	4-00 p.m.	8-30 p.m.
<b>Saturday, 3rd Oct.</b>			
P.D. Concert	4-00 p.m.	3-00 p.m.	—
Tattoo	7-30 p.m.	—	9-15 p.m.
<b>Sunday, 4th Oct.</b>			
School Colour Parade	10-00 a.m.	8-45 a.m.	—
Speeches	10-55 a.m.	—	12-45 p.m.
Sr. School Concert	5-00 p.m.	3-30 p.m.	7-30 p.m.
<b>Monday, 5th Oct.</b>			
Fete	9-30 a.m.	8-30 a.m.	

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

**No. 257. 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-stand on 27th September, and the first performance on 30th September, 1981.

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. 258. FOUNDER'S SPECIAL LUNCH**

Founder's lunch will be on 4th October, 1981 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1981, if they are joining for Lunch.

**No. 259. BOOKING OF TELEGRAMS BY STUDENTS**

In order to avoid complications that cause deep concern, arising as a result of telegraphic messages dispatched by students, it would now be necessary for the student to get the telegram form duly countersigned by his/her Housemaster/Housemistress, before the message is presented to the Post Office. The Post Master, Sana-war Post Office has been informed accordingly.

Students will not, therefore, send any telegrams from any Post Office, without the countersignature of the House Staff on the Telegram Form, with immediate effect.

All House Staff are requested to kindly explain the contents of this school order to all children in their Houses.

**No. 260. SALE OF CHICKEN AND EGGS**

Staff concerned are hereby informed that eggs are on sale in T. Shop, and chicken in Veg. and Fruit Shop, subject to their availability. It is regretted that these items are not available for sale in School Poultry Farm.

**No. 261. CINEMA**

The film THE WARSHIP (if received in time) 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, 13th September, 1981.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 18th September 1981

**Part I**

262—267

**No. 262. PROGRAMME****Sept.**

Sat. 19th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	Parade practice (B D pavements)	10-00—10-30 a.m.
	Athletics heats commence	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 21st	With effect from Mon. 21st and upto and inclusive of Sat. 26th, the under-mentioned changes in the morning routine will be observed:	
	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-40 a.m.
	Breakfast	... 8-45 a.m.
	Assembly	... 9-25 a.m.
	2nd School	9-35—10-10 a.m.
	(The remainder of the routine will remain as scheduled)	
Wed. 23rd	SUPW cancelled	
	Parade Practice	5-20—6-00 p.m.
	Prep	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Thu. 24th	Prep cancelled	
	Partial Tattoo practice	6-40—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Fri. 25th	Prep cancelled	
	Partial Tattoo practice	6-40—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.



- Sat. 26th Morning Prep cancelled  
 P.T. 6-30—7-15 a.m.  
 Tutorial meetings cancelled  
 Partial Tattoo practice 6-40—7-40 p.m.  
 Supper Sr. School ... 7-45 p.m.
- Sun. 27th Founder's preparation daily routine as published in the cyclostyled programme comes into effect.

**No. 263. WINTER KIT**

Winter kit will be brought into use from Friday, 2nd October, 1981.

**No. 264. SENIOR STAFF FAMILIES RATIONS**

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

- Fuel & K. oil ... Mon. 12th Oct., '81  
 Rations ... Tue. 13th Oct., '81

**No. 265. ADMINISTRATIVE STAFF—HOLIDAYS**

In view of the Founder's rush of work, Fri. 2nd Oct., Sat. 3rd Oct., Sun. 4th Oct., 1981 will be full working days. To compensate this, administrative staff will be observe the following as holidays :—

- Wednesday ... 7th October, '81  
 Friday ... 9th October, '81

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

The Tuck - Shop will remain open on Wednesday, 30th September, and will close for the weekly off, on 6th October, 1981.

**No. 266. MEDICAL CATEGORY**

The under-mentioned childrens' medical categories are as per following details :—

- |                |     |     |           |
|----------------|-----|-----|-----------|
| Vivek Sud      | ... | SBD | A2 Boxing |
| Kajal Aggarwal | ... | VGD | C         |
| Gurbax Singh   | ... | NBD | A2 Boxing |
| Ritu Kapur     | ... | HGD | C         |

**No. 267. CINEMA**

The film THE STRANGER IN TOWN (if received in time) 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, 20th September, 1981.

S. R. Das  
 Headmaster

## LAWRENCE SCHOOL ORDERS

Sanawar Friday, 25th September 1981

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**Part I**  
268—272

**No. 268. FOUNDER'S PROGRAMME**

The tentative programme for the Founder's week is published below :—

**October**

Thu.	1st	School Musical Play 1st performance	...	5-00 p.m
Fri.	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	...	8-00 a.m.
		Athletics (Barnes)	...	9-30 a.m.
		Parents' coffee (Gaskel Hall)	...	12-00 noon
		Lunch L-VI & downwards (incl. Prep)	...	12-30 p.m.
		Lunch U-VI and guests	...	1-30 p.m.
		Tea (L-VI and downwards)	...	3-30 p.m.
		Tea (U-VI and guests)	...	4-00 p.m.
		School Musical Play	...	5-30 p.m.
		Supper (L-VI & downwards)	...	6-45 p.m.
		Supper (U-VI & guests)	...	8-00 p.m.
		Baths (L-VI downwards)	...	7-30 p.m.
		Lights out	...	9-30 p.m.
Sat.	3rd	Rouser	...	6-45 a.m.
		Baths	...	7-00 a.m.
		Breakfast (L-VI & downwards)	...	7-45 a.m.
		Breakfast (U-VI & 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)		
		Tea (U-VI & guests)	...	3-00 p.m.
		Tea (L-VI & downwards)	...	3-30 p.m.
		P.D. Concert	...	4-00 p.m.
		Supper (L-VI & downwards)	...	5-45 p.m.

	Supper (U-VI & guests)	... 6-20 p.m.
	Tattoo	... 7-30 p.m.
	Cocoa & snacks for the school	... 9-15 p.m.
	Lights out	... 9-45 p.m.
Sun. 4th	Founder's Day	
	Rouser	... 6-00 a.m.
	Breakfast Sr. School	... 7-30 a.m.
	Breakfast (P.D. incl. guests)	... 8-30 a.m.
	Assembly (Chapel)	... 8-30 a.m.
	Trooping of Colours	... 10-00 a.m.
	Speeches	... 10-55 a.m.
	Founder's Lunch (L-VI & downwards)	... 12-30 p.m.
	Founder's Lunch (U-VI & guests)	... 1-30 p.m.
	Tea (U-VI & guests)	... 3-30 p.m.
	Tea (L-VI & downwards)	... 4-00 p.m.
	Sr. School Concert	... 5-00 p.m.
	Supper (L-VI & downwards)	... 6-30 p.m.
	Supper (U-VI & guests)	... 7-20 p.m.
	O.S. Dinner (CDH)	... 9-30 p.m.
	O.S. Dance (Barne Hall)	... 10 30 p.m.
	Baths	... 8-00 p.m.
	Lights out for children	... 9-30 p.m.
Mon. 5th	Rouser	... 7-00 a.m.
	Breakfast (L-VI & downwards)	... 8-00 a.m.
	Breakfast (U-VI & guests)	... 8-45 a.m.
	Fete	... 9-30 a.m.
	S.O. Ps. issued	... 12-30 p.m.
	Packet lunch	... 1-00 p.m.
	O.S. meeting Gaskel Hall)	... 2-30 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.
Mon. 6th	Founder's holiday	
Tue. 7th	Founder's holiday	
Wed. 8th	Founder's holiday	
Thu. 9th	Likely holiday given by Chief Guest Children on SOP's return)	... 6-00 p.m.

**No. 269. ASSESSMENT MEETING**

The second Assessment meeting of the Founder's term will be held in MCR at 5-30 p.m. on Monday 28th September 1981.

**No. 270. 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 5-10-1981. I/c's of various stalls are requested to kindly put in their indents to Quartermaster, very early :—

Cakes & Cookies Stall	...	I/c Mrs. Matharu—Mrs. Dhillon, Mrs. Khan.
Kabab & Alu Tik-ki Stall	...	I/c Mrs. Mukherji—Mrs. Joshi, Mrs. Parel, Mrs. Malaviya.
Tea & Coffee Stall	...	I/c Mrs. Rampal—Mrs. Gore, Mrs. Kohli, Mrs. Scott.
Cold Drink Stall	...	I/c Mrs. Rawal—Mrs. Dwivedi, Mrs. Batish, Mrs. Satnam Singh.
Ice - Cream Stall	...	I/c Mr I. D. Sharma—Mr. Nand Kishore, Mr. Pran Nath.
Chat Stall	...	I/c Mrs. Sidhu—Mrs. Ram Singh, Mrs. Harkirat Kaur, Mrs. Kumar, Mrs. Sequeira.
Sand-wich Stall	...	I/c Miss Bakshi—Mrs. S. Aurora, Mrs. Bhat.

**No. 271. PRINTING OF SCHOOL ORDER**

The next issue of School Order will be published on Monday, 12th October, 1981.

**No. 272. MEDICAL CATEGORY**

Reference S. O. No. 211, dated 7th August, 1981. J. S. Sodhi (VBD) is down graded further to Cat. 'C'. No P.T. for this term.

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

Sanawar Monday, 12th October 1981

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### Part I

273—280

#### No. 273 PROGRAMME

##### October.

Sun. 11th	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Children on S.O.Ps. return	... 5-00 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 12th	P.T. cancelled	
	Rouser	... 7-00 a.m.
	M.I. G.D.	... 7-20 a.m.
	M.I. B.D.	... 7-30 a.m.
	Normal teaching routine to be followed	
	Hobbies & games cancelled	
	Hockey Sets made (BD)	... 3-00 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Athletics training	4-15—5-15 p.m.
	B.D. baths	... 5-20 p.m.
	Prep	6-15—7-35 p.m.
	Supper Sr. School	... 7-40 p.m.
Tue. 13th	Normal routine resumed Hockey/Boxing/ Hodson season comes into effect	
Wed. 14th	Prep cancelled	
	SUPW	5-30—6-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 15th	Weighing G.D. :—	
	Himalaya	2-00—2-30 p.m.
	Nilagiri	2-30—3-00 p.m.
	Siwalik	3-00—3-30 p.m.
	Vindhya	3-30—4-00 p.m.

Fri. 16th	Weighing B.D. :—	
	Himalaya	2-00—2-30 p.m.
	Nilagiri	2-30—3-00 p.m.
	Siwalik	3-00—3-30 p.m.
	Vindhya	3-30—4-00 p.m.
Sat. 17th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 18th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 274. 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. 275. ARTICLES LOANED BY STORES

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

#### No. 276. FETE MONEY

All cash takings at the Fete should be deposited with the Cashier immediately. Would all concerned please take immediate action.

#### No. 277. SCHOOL VEHICLES

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

**No. 278. 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. 279. MEDICAL CATEGORY**

The under-mentioned childrens' medical categories are as per following details :—

A. Maira	...	NBD	C
Rahul Shah	...	VBD	C
A.K. Yadav	...	HBD	A2 Boxing
Prabjot Randhawa	...	NGD	C
Pramod Kumar	...	HBD	C No P.T.
Sabina Kaintal	...	SGD	C
Rajeev Choudhury	...	HBD	C
D.S. Kalra	...	VBD	C No P.T.
Shalin Kaintal	...	SGD	C No P.T.

**No. 280. CINEMA**

The film THE POSEIDON ADVENTURE will be shown in Barne Hall 5-45 p.m. for Senior School on Sunday, 11th October, 1981.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 16th October 1981

**Part I**

281—291

**No. 281 PROGRAMME****October.**

Fri. 16th	Weighing B.D. :—	
	Himalaya	2-00—2-30 p.m.
	Nilagiri	2-30—3-00 p.m.
	Siwalik	3-00—3-30 p.m.
	Vindhya	3-30—4-00 p.m.
Sat. 17th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 18th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 19th	Eye inspection commences	
Tue. 20th	Eye inspection	
Wed. 21st	Eye inspection	
	Prep cancelled	
	SUPW	5-15—6-30 p.m.
	B.D. baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-25 p.m.
Thu. 22nd	School athletics teams (Boys & Girls) leave for Inter-Public School's athletics meet	
Fri. 23rd	Society meetings (after supper)	
Sat. 24th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.



Sun. 25th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-30 p.m.
	Film Sr. School	...	5-45 p.m.
	Girls' athletics team returns		
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

**No. 282. IMPORTANT DATES FOR THE REMAINDER OF THE TERM**

**Oct.**

Tue. 27th DIWALI (HOLIDAY)

**Nov.**

Mon. 2nd	Inter-House Gym., Competition
Tue. 3rd	Inter-House P.T., and best gymnast competition
Thu. 5th	Assessment meeting
Wed. 11th	Guru Nanak's birthday—Holiday
Sat. 14th	Hodson run finals
Sun. 15th	Inter-House boxing tournament commences
Tue. 19th	Inter-House boxing finals
Sat. 21st	Exams commence
Sun. 22nd	Inter-House shooting final House Photographs
Fri. 27th	Subject reports handed in Exams conclude Inter-House hockey tournament commences
Sat. 28th	Staff club meeting followed by dinner
Sun. 29th	Marks handed in Teams' photographs Staff photograph Sr. School Social
Mon. 30th	End of term assembly Escorts meeting Form registers handed in to Sr. mistress Reports handed in to House Staff

**Dec.**

Tue. 1st HOME DAY  
Reports handed in to H.M.

**No. 283. 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. 284. 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 25th October, 1980, 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.

Some children may be having I.H. Certificates with them; House Staff may please arrange to send these to the R.M.O.

All concerned are requested to take prompt action.

**No. 285. STAFF PROCEEDING ON 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. 286. STAFF SUPPER TIMINGS IN CDH**

For administrative reasons it is necessary that all staff taking supper in CDH come in for supper from 8-15 p.m. (and not earlier), and they must leave the CDH latest by 8-50 p.m. It is regretted that no supper will be served thereafter.

**No. 287. STAFF GUEST MEALS IN CDH**

Staff inviting their personal guests or parents in CDH for any meal(s), must inform the Catering Officer, in writing, well in advance. A requisition slip for this purpose is available with the Catering Officer.

**No. 288. ALL INDIA INTER PUBLIC SCHOOLS ATHLETIC MEET**

The following will represent the School in the XXIII All India Inter Public Schools Athletic Meet 1981 (Boys) to be held on October, 24th and 25th 1981 at Delhi Public School, Mathura Road New Delhi.

Charles Low (Captain)	Suvrat Saigal
Nirvik Singh	Vivek Sehgal
Paritosh Tripathi	Sukhdial Singh
R.S. Rai	Sunil Khorana
B.S. Saklani	Atulya Sood
U. Rana	Vivek Kaul
Atul Sinha	Amit Kohli
Arjun Chatrath	

2. The following will present the School in the VIII All India Inter Public Schools Athletic Meet for Girls at Welham Girls' School, Dehra Dun.

Suptiya Partap	Shalini Bhoyar
Shalini Bhatia	Harminder Bawa
Sunanda Seth	Shiraz Das
Feroz Ewari	Sujata Hoon
Shonu Mukherjee	Gitanjali Kumari
Nandni Malhotra	Preeti Mehta
Seema Jamwal	Surabhi Saigal

**No. 289. MEDICAL CATEGORIES**

Varun Verma ... SPD 'C' (No P.T.)

**No. 290. DENTAL TREATMENT**

The school has arranged for a Dental Surgeon to come on every Monday during term only to facilitate dental treatment in the school hospital itself, for all staff, students, and staff families.

The detail of charges as approved by the school is as follows :—

1. **Conveyance charges** of the attending dental surgeon are to be equally divided amongst those attended by the dental surgeon for the day.

2. **Treatment charges :**

	Rs.
(A) Consultation Fees	... 10/-
(B) Filling charges	
(i) Temporary Filling	... 9/-
(ii) Silver Filling charges	
(a) One surface silver filling	... 22/-
(b) Two surface silver filling (complicated)	... 31/-
(c) Small pit silver filling	... 18/-
(iii) Cement filling charges	... 18/-
(C) Extraction charges	
(i) Simple	... 15/-
(ii) Surgical (impacted) Extraction	... 50/- to 100/-
(iii) Abscess tooth extraction	... 20/-
(D) X-Ray charges	... 15/-
(E) Gum dressing	... 10/-
(F) Abscess drainage	... 10/-
(G) Orthodontic treatment charges :	
(i) Removable plate charges	... 125/-
Plate adjustment charges	... 10/-
(ii) Fixed orthodontic treatment charges	... 2, 200/-
(H) Full Dentures	... 400/- to 600/-
Partial Dentures	
(a) Per tooth	... 25/- to 30/-
(b) For plate	... 25/-
(I) Silicate filling charges	... 30/-

(J) Composite/Adeptic filling charges :	Rs.
(i) One surface filling	... 75/-
(ii) Two surface filling	... 90/-
(K) Root canal treatment	... 100/-
(L) Gingivectomy charges (per segment)	... 50/-
(M) Prophylaxis charges (major)	... 63/-
(minor)	... 40/-
(N) Impression charges (per impression)	
orthodontic treatment before com-	
mencing of treatment	... 25/-

**No. 291. CINEMA**

The film SKY RIDERS 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 October, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 23rd October 1981

**Part I**

292—309

**No. 292 PROGRAMME****October.**

Fri. 23rd	Society meetings (after supper)	
Sat. 24th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 25th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Girls' athletics team returns	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 26th	School Boys' athletics team returns	... 9-00 a.m.
	Prep cancelled	
	Diwali eve dinner P.D.	... 6-20 p.m.
	Diwali eve dinner Sr. School	... 7-30 p.m.
	Sr. School Social	8-30—11-00 p.m.
Tue. 27th	Diwali—Holiday	
	Bonfire—Trafford Court (P.D.)	... 5-45 p.m.
	Supper packets P.D.	... 6-30 p.m.
	Bonfire—Peace-stead (Sr. School)	6-15—7-00 p.m.
	Supper packets Sr. School	... 7-15 p.m.
	Lights out	... 9-00 p.m.
Wed. 28th	Prep. cancelled	
	SUPW	5-15—6-30 p.m.
	B.D. baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-25 p.m.
Fri. 30th	Post-tea games/hobbies cancelled	
	House P.T./Gym. practice	4-35—5-25 p.m.

Sat. 31st	Morning Prep	6-40—7-40 a.m.
	Post-tea games/hobbies cancelled	
	House P.T./gym. practice	4-35—5-25 p.m.
	B.D. baths	... 5-25 p.m.
	Tutorial meetings cancelled	
	G.K. quiz competition	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
<b>Nov.</b>		
Sun. 1st	House P.T./gym. practice	... 10-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 293. DISCIPLINE B.D.**

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

**No. 294. 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. 295. IMPROVEMENTS, ALTERATIONS, SPECIAL REPAIRS TO SCHOOL BUILDINGS DURING THE WINTER VACATION**

Would anyone, including House Staff, I/c CDH, 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. This will enable such suggestions to be given proper consideration, including discussion on the spot with the sponsor and other persons concerned.

**No. 296. 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. 297. SCHOOL MAGAZINE 1981.**

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, enable the Printing Office to proceed with the preparation of material for the Magazine.

**No. 298. CHILDREN DISCHARGED FROM HOSPITAL**

It has been observed that children who have just been discharged from the hospital and are recovering from fracture, sprains of convalescing after illness, get pulled, pushed around or involved in playing games, thereby resulting in re-admission, as the injury/weakness get 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. 299. STOCK REQUIREMENTS FOR 1982**

All stock-holders will send in their requirements for the **First Term of 1981** (10th Feb. to 14th June, 1982), by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 20th November, 1981. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

**No. 300. 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. 301. DIWALI—SAFETY PRECAUTIONS**

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Tuesday, 27th October 1981, 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. 302. DIWALI**

Tuesday 27th October, 1981 will be observed as a holiday on account of Diwali by both the School and the administrative staff, except the Engineer Department, which will instead observe Wednesday, 28th October 1981 as a holiday on account of Vishwakarma. Tuck Shop, however, will remain open as usual.

Extra pocket money 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 7-15 p.m. on Peacestead.

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

There will be a Diwali Eve-dinner for P.D. at 6-20 p.m. and for Senior at 7-30 p.m. on Monday 26th October 1981. Husbands/wives of Staff who are members of the staff club, and also parents of day Scholars are cordially invited.

Fireworks will be on sale as per following programme :—  
26th Nov. P.D. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.

27th Nov. G.D. ... Honoria Court from 2-00 p.m. to 4-00 p.m.

27th Nov. B.D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

**No. 303. 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. 304. ELECTRIC CONSUMPTION**

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

- (1) Street lights will be switched off at 9-30 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. 305. STOCK CONDEMNATION—November 1981**

1. All condemnations will be completed by the Bursar latest by 19th November, 1981.

2. Stock-holders other than I/c C.D.H. and House Matrons/ Warden, such as I/c B.D. Games gear, I/c G.D. Games gear, R.M.O., 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 17th Nov. to 19th Nov. 1981, from 10-00 a.m. to 12-00 noon.

3. Condemnation of items considered by I/c C.D.H. and House Matrons to be beyond repair, will commence on Thursday 12th November, 1981. 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:—

Thu.	12th	Nov.	'81	{	11-30 a.m. P.D. Upper dorm. (Boys)
					12-00 noon P.D. Lower dorm. (Boys)
					12-30 p.m. P.D. Girls (Sparrows)
Fri.	13th	"	"	{	11-00 a.m. B.D. Himalaya
					11-30 a.m. B.D. Nilagiri
					12-00 noon B.D. Siwalik
					12-30 p.m. B.D. Vindhya
Sat.	14th	"	"	{	11-00 a.m. G.D. (Upper Dorm.)
					11-30 a.m. G.D. (Lower Dorm.)
					12-00 noon B.D. (Sixth Form. Dorm.)
Mon.	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 three mazdoors to be present at each of the above places at timings and date specified above.

**No. 306. 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. 307. LIBRARY BOOKS**

All Staff must return all library books, borrowed by them from the library, latest by 31-10-1981. Books not returned by this date, will be considered as having been lost by the borrower, and the cost will be debited to his/her account.

**No. 308. MEDICAL CATEGORY**

The under-mentioned childrens' medical categories are as per following details:—

Nilanjan Gupta	...	NBD A2 Boxing
Rajbir Singh	...	NBD A2 Boxing
Varun Verma	...	SPD Cat. C No P.T.
Sandeep Singh	...	NBD A2 Boxing

**No. 309. CINEMA**

The film BATTLE CRY 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, 25th October, 1981.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday, 30th October 1981

**Part I**

310—313

**No. 310 PROGRAMME****October.**

Fri. 30th	Post-tea games/hobbies cancelled	
	House P.T./Gym. practice	4-35—5-25 p.m.
Sat. 31st	Morning Prep	6-40—7-40 a.m.
	Post-tea games/hobbies cancelled	
	House P.T./gym. practice	4-35—5-25 p.m.
	B.D. baths	... 5-25 p.m.
	Tutorial meetings cancelled	
	G.K. quiz competition	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Note : L-V and upwards will attend the Quiz competition

**Nov.**

Sun. 1st	House P.T./gym. practice	... 10-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 2nd	Afternoon activities cancelled	
	Inter-House Gym. competition	... 2-30 p.m.
Tue. 3rd	Afternoon activities cancelled	
	Inter-House P.T., and best gymnast competition	... 2-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-45 p.m.
	Staff cordially invited to stay on for tea with Gymnasts after the competition	
Wed. 4th	Prep. cancelled	
	SUPW	5-15—6-30 p.m.

		B.D. baths	... 6-35 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-25 p.m.
Thu.	5th	Assessment meeting (MCR)	... 5-30 p.m.
Sat.	7th	Morning Prep	6-40—7-40 a.m.
		School hockey Colts & Atoms	
		leave for M.S. Chail	... 2-30 p.m.
		M.S. Chail hockey 1st XI arrive	... 6-00 p.m.
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	8th	School hockey Colts & Atoms vs.	
		M.S. Chail (away)	
		School hockey XI vs. M.S. Chail (home)	... 10-30 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

#### No. 311. MEDICAL CATEGORIES

The under-mentioned children are now placed in the medical categories as per following details :—

Deven Karnik	HBD	A2	Boxing
Vishesh Abrol	NBD	A2	"
Rohit Thawani	SBD	A2	"
Varun Rajpal	VBD	A2	"

#### No. 312. LIBRARY BOOKS

All concerned are requested to take action on S.O. No. 307, dated 23-10-1981, well in time.

#### No. 313. CINEMA

The film BATTLE CRY 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, 31st October, 1981.

S. R. Das  
Headmaster

## LAWRENCE SCHOOL ORDERS

### Sanawar Friday, 6th November 1981

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#### Part I

314—323

#### No. 314 PROGRAMME

Nov.

Fri.	6th	Proposed outside hockey fixture (1st XI) Doon School Boxing & Tennis teams arrive	... 5-00 p.m.
Sat.	7th	Morning Prep School hockey Colts & Atoms leave for M.S. Chail Afternoon activities cancelled Tennis—Sanawar vs. Doon School Tea Sr. School Boxing—Sanawar vs. Doon School Tutorial meetings cancelled B.D. baths M.S. Chail hockey 1st XI arrives Supper P.D. Supper Sr. School	6-40—7-40 a.m.  ... 11-30 a.m.  ... 2-30 p.m. ... 4-45 p.m. ... 4-30 p.m.  ... 6-30 p.m. ... 6-30 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun.	8th	School hockey Colts & Atoms vs. M.S. Chail (away) School hockey XI vs. M.S. Chail (home) M.S. Chail hockey 1st XI leave Doon School teams leave Tea P.D. Film P.D. Tea Sr. School Film Sr. School School hockey Colts & Atoms return Supper P.D. Supper Sr. School	... 10-30 a.m. ... 2-30 p.m.  ... 3-20 p.m. ... 3-45 p.m. ... 4-30 p.m. ... 5-45 p.m. ... 6-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon.	9th	Hodson Run heats commence	
Wed.	11th	Guru Nanak's Birthday—Holiday Festival Cricket match in honour of	

	Mr. U.A. Mundkur	... 10-30 a.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Afternoon activities cancelled	
	Hodson Run finals	3-00 p.m.
	Tea P.D.	... 4-20 p.m.
	Tea Sr. School	... 4-45 a.m.
	B.D. baths	... 5-25 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th	Inter-House Boxing tournament commences	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 315. 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, 1981.

#### No. 316. 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. 317. 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 1982.

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. 318. LONG VACATION ARRANGEMENTS**

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a. m. on Tuesday, 1st December, 1981. They may write to parents accordingly

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Tuesday, 1st December, 1981. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

#### **No. 319. 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. 320. 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, 1981.

#### **No. 321. HOCKEY**

The following will represent the School 1st XI in the match to be played in Sanawar against Chail Military School on 8-11-81.

R.S. Chauhan (Captain)	Abhey Mehta
Raman Mohan	R. Tangri
R.S. Rai	Shib Dyal Singh
Bhupinder Saklani	Amolak Singh Gill
Navjotpal Randhawa	D. Mayadas
Nirvik Singh	
Reserve:	
Sandeep Mehta	Paritosh Tripathi
A. Bansal	S. Khurana

2. The following will represent the School Colts in the match to be played in Chail against Colts Military School Chail on 8-11-81.

Jai Sher Gill (Captain)	G.S. Bedi
Hari Singh (Vice Captain)	H.S. Ahlawat
M.S. Bala	R.R. Jamwal
Sandeep Joshi	B.S. Rishi
Sandeep Singh	Sandeep Gill
Vikram Kapoor	
Reserve:	
Prandeep Singh	Shivneet Singh
Jayant Kapoor	

3. The following will represent the School Atoms in the match to be played in Chail against Atoms Military School—Chail on 8-11-81.

Rishi Raj (Captain)	Vivek Chatrath
Sandeep Ahlawat (vice Capt.)	Adeshpal Singh
Rafaat Hussain	Jasdeep Singh
Arun Khurana	Indraj Gill
Shailendra Godara	Viraj Verma
Omindra Singh	
Reserve:	
Andaleeb Sehgal	Arup Das
Aditya Angrish	Iknam Singh

**No. 322. ADMINISTRATIVE STAFF HOLIDAY — GURU NANAK'S BIRTHDAY.**

Wednesday, 11th November, 1981, will be observed as a holiday by the administrative staff also on account of Guru Nanak's Birthday.

**No. 323. CINEMA**

The film **A CANDIDATE FOR A KILLING** 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, 8th November, 1981.

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

## LAWRENCE SCHOOL ORDERS

Sanawar Friday, 13th November 1981

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**Part I**  
324—331

**No. 324 PROGRAMME**

**Nov.**

Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Afternoon activities cancelled	
	Hodson Run finals	3-00 p.m.
	Tea P.D.	... 4-20 p.m.
	Tea Sr. School	... 4-45 a.m.
	B.D. baths	... 5-25 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th	Inter-House Boxing tournament commences	... 10-30, a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 16th	P.T., discontinued	
	Daily morning Prep	6-40—7-40 a.m.
	Daily Shooting practice	... 6-30 a.m.
Wed. 18th	SUPW	2-45—4-00 p.m.
	Tea Sr. School	... 4-15 p.m.
	Inter - House Boxing to commence	... 4-30 p.m.
	Prep. cancelled	
	B.D. baths	... 6-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-25 p.m.
Thu. 19th	Inter - House Boxing finals post-poned	
Fri. 20th	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Inter - House Boxing finals	... 2-30 p.m.
	Tea Sr. School	... 4-30 p.m.

Sat. 21st	U-V Exams commence	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 22nd	Inter - House Shooting finals	... 11-00 a.m.
	House Photographs	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 325. INTER-HOUSE SHOOTING FINALS

Inter-House Shooting finals will be held on Sun. 22nd November 1981.

#### No. 326. STOCK REQUIREMENTS FOR 1982

Staff concerned are reminded to take necessary action in connection with S. O. No. 299 dated 23rd October 1981, and submit the indent books in time.

#### No. 327. USE OF SCHOOL TELEPHONE

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. 328. CDH PANTRY

The CDH Pantry is **Out of Bounds** for all children except the CDH Helpers serving behind the counter.

Staff are requested not to enter the pantry area during meals.

The Catering Officer in his capacity as I/c CDH is solely in charge of service and meals and all problems regarding shortages, non-availability of items etc., should be brought to his notice for necessary action.

#### No. 329. RETURN OF EMPTY BOTTLES TO TUCKSHOP.

It has been brought to my notice that staff seem to be rather casual with regard to return of empty bottles of soft drink/soda/juice to tuckshop, which is causing considerable difficulty in the tuckshop.

All concerned are requested to kindly arrange to return empty bottles immediately to tuckshop, failing which Rs. 1/50 per bottle will be debited to the account of the staff concerned.

**No. 330. MEDICAL CATEGORIES**

D. Walia ... HBD Cat. 'C'

**No. 331. CINEMA**

The film SECRET CODE 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, 15th November, 1981.

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

## LAWRENCE SCHOOL ORDERS

Sanawar Friday, 20th November 1981

### Part I

332—349

#### No. 332 PROGRAMME

Nov.

Fri. 20th	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Inter - House Boxing finals	... 2-30 p.m.
	Tea Sr. School	... 4-30 p.m.
	Boxing tea	... 5-45 p.m.
	(Staff cordially invited)	
Sat. 21st	U-V Exams commence	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sur. 22nd	Inter - House Shooting finals	... 11-00 a.m.
	House Photographs	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-30 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 23rd	Set games for B.D. discontinued	
	Games & hobbies to be conducted	
	House-wise	
Wed. 25th	House games	2-30—3-45 p.m.
	Tea Sr. School	... 4-00 p.m.
	SUPW	4-15—5-30 p.m.
	B.D. baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 26th	U-V Exams conclude	
	Cast of 'Kim' leaves	

Fri. 27th	Morning Prep cancelled	
	Rouser	... 7-00 a.m.
	Inter - House hockey tournament (BD)	
	commences	
	Weighing & measuring commences (GD)	
	Subject reports handed in to Form Staff	
	Evening Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 28th	Classes discontinued	
	Assessment meeting post-poned	
	Rouser	... 7-15 a.m.
	B.D. baths	... 7-45 a.m.
	Breakfast PD	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Weighing & measuring (BD)	10-00 onwards
	Inter-House hockey	11-30 onward
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Weighing & measuring (BD)	2-30 onwards
	Inter - House Hockey	... 3-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff club meeting followed by dinner	
	(Art Room)	... 7-30 p.m.
	Lights out for children	... 9-30 p.m.
Sun. 29th	Rouser	... 7-15 p.m.
	B.D. baths	... 7-45 p.m.
	Teams photographs	
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Inter - House hockey I	... 10-15 a.m.
	Inter - House hockey II	... 11-30 a.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Assessment meeting (MCR)	... 2-30 p.m.
	Tea P.D.	... 4-00 p.m.



	Tea Sr. School	... 4-30 p.m.
	Staff photograph	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. School Social	8-00—11-00 p.m.
Mon. 30th	Rouser	... 7-00 a.m.
	B.D. baths	... 7-30 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Breakfast P.D.	... 9-15 a.m.
	End of term Assembly	... 9-30 a.m.
	Escorts' meeting (MCR)	... 10-00 a.m.
	Inter - House hockey	... 11-00 a.m.
	P.D. farewell lunch to Mrs. Kapila	... 12-30 p.m.
	Sr. School farewell lunch to Mr. & Mrs.	
	Mundkur	... 1-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Mark Registers handed in to Sr. Mistress	... 5-00 p.m.
	Reports handed in to House staff	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**Dec.**

Tue. 1st Home Day

Reports handed in to HM

**No. 333. UPPER FIFTH EXAMINATION**

Upper Fifth examination will commence from Sat. 21st Nov., and will be conducted as under :

- ( i ) Upper fifths will attend 1st & 2nd Schools as per teaching time-table
- ( ii ) Tea for Upper fifths will be served in CDH at 10-30 a.m.
- ( iii ) The first session of examination will be held in Barne Hall from 11-00—1-30 p.m.
- ( iv ) The second session of examination will commence at 2-30 p.m. in the following rooms :
  - (a) U-V A in Mr. Batish's room
  - (b) U-V B in Mr. Dwivedi's room
  - (c) U-V C in Dr. Gupta's room
  - (d) U-V D in Mr. M.J. Parel's room
- ( v ) Tea for the second session will be served in CDH at 5-15 p.m.

**No. 334. DAILY ROUTINE U-VI *Wed. 2nd Dec—Sat. 19th Dec.***

Rouser	... 7-00 a.m.
1st School	8-00—8-40 a.m.
Breakfast	... 8-45 a.m.
2nd School	9-15—10 00 a.m.
3rd School	10-00—10-45 a.m.
4th School	10-45—11-30 a.m.
Break	11-30—12-00 noon
5th School	12-00—12-45 p.m.
6th School	12-45—1-30 p.m.
Lunch	... 1-35 p.m.
Games & recreation	2-30—3-50 p.m.
Tea	... 4-00 p.m.
Baths	... 4-30 p.m.
Study period (dormitories)	5-30—7-00 p.m.
Supper	... 7-15 p.m.
Study bell	... 8-15 p.m.

Note: On Sundays the usual Sunday timings will be followed.

**No. 335. 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 Sunday, 29th November, 1981.

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. 336. WINTER VACATION**

The School will close on Tuesday, 1st December, 1981, for the winter vacation, and will reopen on Wednesday, 10th February, 1982 on which date all children must be back in the School by 5-00 p.m.

A detailed Special Order in connection with the winter vacation School Parties arrangements is being issued separately.

**No. 337. 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. 338. HANDING IN OF SCHOOL CLOTHING**

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons/Warden incharge of their dormitories immediately after lunch on Monday, 30th November, 1981. 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. 339. SEALING OF CLOTHING ROOMS**

House Matrons/Warden 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. 340. 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. 341. 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. 342. CHILDREN'S BLUE JERSEYS**

Children and House Staff are reminded that *all* children (except *Merit* scholars which the House Matrons/House Warden must take back from them) must take home with them their privately owned school uniform pattern long-sleeved navy blue jerseys 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, 1982, failing which new ones will be issued to them, at their parents' cost.

**No. 343. SCHOOL PURCHASES BY STAFF MEMBERS**

Staff members are reminded that in order to exercise a proper control and regulation of the school finances, no purchases of whatever nature may be made against 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. 344. 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. 345. 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. 346. WEEKLY OFF ADMINISTRATIVE STAFF**

In view of end of term rush of work, Saturday 28th Nov. and Sunday, 29th Nov. 1981 will be full working days.

In lieu thereof, Thursday, 3rd December 1981 will be observed as weekly off.

**No. 347. INTER HOUSE PT/GYM COMPETITION—1981**

The results of Inter House PT/Gym Competition held on 4th Nov., 1981 are published below for record :—

**B. D.**

	<i>Gym. Srs.</i>	<i>Gym. Jrs.</i>	<i>P.T.</i>	<i>Total</i>	<i>Position</i>
Nilagiri	37·00	34·83	80·37	152·2	1st
Himalaya	36·5	34·25	75·25	146·00	2nd
Vindhya	33·58	32·75	69·67	136·00	3rd
Siwalik	32·88	32·58	63·00	128·46	4th

**G. D.**

	<i>Gym.</i>	<i>P. T.</i>	<i>Total</i>	<i>Position</i>
Siwalik	29·75	79·5	109·25	1st
Himalaya	28·45	79·5	107·95	2nd
Vindhya	28·5	75·5	104·00	3rd
Nilagiri	26·4	77·00	103·4	4th

**Best Gymnast Boys (Seniors)**

	<i>Points</i>	<i>Position</i>
Bhupinder S. Saklani	62	1st
Ranjit Rawlley	60	2nd
Ravi Suba	54.6	3rd

**Best Gymnast Boys (Juniors)**

Brijinder S. Saklani	53.6	1st
Mohit Khanna	52.00	2nd
Reaz Mama	49.8	3rd

**Best Gymnast Girls**

Shalini Bhatia	37.8	1st
Rohini Parkash	36.3	2nd
Seema Jamwal	35.5	3rd

**Best Performer on Trampoline**

M. Midha	24.00	1st
S. K. Sharma } Ranjit Rawlley }	23.00	2nd
Ravi Suba	20.5	3rd

Merit Certificates awarded to :—

Arun Sarna	Riazuddin A. Khan
Bhupinder Saklani	Rajiv Chouhan
Paritosh Tripathi	Charles Low
Upendra Rana	Shalini Bhatia
Sunil Khorana	

P T. leader certificate to Ranjit Rawlley.

**No. 348. MEDICAL CATEGORIES**

The under-mentioned children are now placed in the medical categories as per following details :—

A. Battenberg	SBD	C	W.E.F. 12 noon 12-11-81
Anubha Jain	VPD (G)	C	No. P.T.

**No. 349. CINEMA**

The film APACHE BROTHERS 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, 22nd November, 1981.

S. R. Das  
Headmaster

# LAWRENCE SCHOOL SANAWAR

SANAWAR, TUESDAY, 24TH NOVEMBER, 1981

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## Part I

350—361

### SPECIAL ORDER

#### Winter Vacation Arrangements—1981.

##### No. 350. GENERAL.

*Special note for all Housemasters & Housemistresses.*

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Tuesday, 1st December, 1981. (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 1981, 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, if necessary, 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 to not 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 Thursday, 26th November, 1981**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Saturday, 28th November, 1981 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. 351. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the M.C.R. on Monday, 30th November, 1981, at 10-00 a.m. All such staff members are required to attend.

#### No. 352. 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. 353. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 354. 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	} <b>Special note :</b>  Quite a few of these serial numbers have been changed and <i>are not the same as previously</i> . <b>Please note the changes carefully.</b>
3	† Bombay V.T.	
4	* Dehra Dun	
5	Ferozpur	
6	‡ Pathankot	
8	Jammu Tawi	
9	Allahabad/Dhanbad	
10	Calcutta	
	(via Saharanpur & Lucknow)	
11	Delhi 'A'	
12	Delhi 'B'	
14	Chandigarh	

† (includes Kurukshetra Karnal and Panipat.)

\* (includes 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 Friday, 27th November, 1981, 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 1-12-1981. 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 & Chandigarh** must be ready at the **B.D. Quadrangle by 7-30 a.m.** on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the **School Jeep** (or tractor) which will take the luggage (and if possible, the children), to **Garkhal** to catch **Jagjit Nagar—Solan** bus. At **Solan** bus stand the Party will catch another bus going to **Simla**. **Chandigarh Party** will travel by **Kasauli—Patiala** bus leaving **Garkhal** at 9-00 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, 1981. 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. Kulshreshta. Dr. Kulshreshta 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. Kulshreshta 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. Kulshreshta.

(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. 355. ALLOTMENT OF ACCOMMODATION IN TRAINS.**

Mr. Mathra Dass 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. 356. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.**

(i) **Breakfast:**—Dehra Dun party will have their breakfast at Kalka or at Chandigarh. P.D., Simla, Chandigarh and Bombay V.T. parties 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 1-12-81.

(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', Jammu Tawi and Allahabad/Dhanbad 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/Dhanbad, Jammu Tawi Delhi A, Delhi B, 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. Kulshreshta after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Ferozpur	... Mr. M.N. Kohli	20
Jammu Tawi	... Mr. S.K. Behl	13
Pathankot	... Mr. B.C. Katoch	32
Allahabad/Dhanbad	... Mr. R.K. Malviya	55
Delhi 'A'	... Mr. K.K. Batish	80
Delhi 'B'	... Mr. Dhani Ram	80
Calcutta	... Mr. S. Ghosh	50

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 baskets to the escorts concerned.

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

Mr. R. Puri will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for Bombay V.T. party, and Mr. Mathra Das will do so for all other parties.

**No. 357. ROLL - CALL AT KALKA.**

Staff I/c 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. 358. WALKING DOWN TO KALKA [BOYS]**

(i) None will be permitted to walk down from Dehra Dun, Simla, Bombay V.T. and Chandigarh 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 1-00 p.m. Housemasters will take a roll-call of all such boys, at 1-00 p.m. The names of any boys not present will be reported immediately to the Bursar in writing.

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

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

(vi) Girls will NOT walk down to Kalka.

#### No. 359. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Monday, 30th November, 1981, after the escorts meeting.

#### No. 360. 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 Tuesday, 1st December, 1981. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts &amp; families)</i>	<i>Transport</i>
Dehra Dun	5-00 a.m.	5-30 a.m.	11	School Bus
Simla	7-30 a.m.	7-45 a.m.	10	By S/Matador
Chandigarh	8-00 a.m.	8-15 a.m.	26	S/Jeep/Tractor
Bombay V.T.	8-30 a.m.	9-00 a.m.	52	By HGT Bus
Kalka	1-30 p.m.	2-00 p.m.	1	„
Ferozpur	—do—	—do—	6	„
Delhi B	—do—	—do—	50	„
Calcutta	—do—	—do—	29	„
Pathankot	—do—	—do—	21	„
Jammu Tawi	6-00 p.m.	6-30 p.m.	5	„
Allahabad	—do—	—do—	35	„
Delhi A	—do—	—do—	67	„

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 from Garkhal by HGT Jagjitnagar—Solán Bus, leaving from B.D. Quadrangle at 7-45 a.m. in School Matador upto Garkhal. The luggage will go by Jeep/Tractor.
5. Chandigarh party will travel by Pepsu Road Transport Corp. Bus leaving from B.D. Quad. at 0815 hours; the party will walk down upto Garkhal to catch the P.R.T.C. Bus. The luggage will go to Kasauli, by Bus/Jeep/Tractor.
6. **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.
7. **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 train service/extra coaches attached to 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours.
8. **Jammu Tawi party** will travel in HGT bus from B.D. Quad. upto Kalka. From Kalka, the party will travel in first class train service coach by 35 Dn. Simla Mail, leaving Kalka at 2120 hours.
9. **Pathankot party** will travel in HGT Bus from B.D. Quad. upto Kalka. From Kalka, the party will travel in 2nd class sleeper coach in train service by 35 Dn. Simla Mail, leaving Kalka at 2120 hours.
10. **Delhi A & Allahabad/Dhanbad 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/Dhanbad 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.
11. The School Bus, after leaving Dehra Dun party at Kalka, will return to Sanawar, by 8-00 a.m. If it arrives by 8-00 a.m., then it will go to Kasauli with Chandigarh party luggage, do transhipment of the luggage on to the P.R.T.C. Kasauli-Patiala Bus. and return immediately. 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. Kulshreshta.

12. 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.

13. 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.

14. The Bursar, assisted by Mr. Joshi will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

#### No. 361. NEXT TERM

The next term will begin on Wednesday, 10th February, 1982, all children must be back by 5-00 p.m. on that day.

S. R. Das  
*Headmaster.*

## LAWRENCE SCHOOL ORDERS

Sanawar Friday, 27th November 1981

**Part I**  
362—369

**No. 362 PROGRAMME**

**Nov.**

Fri. 27th	Morning Prep cancelled	
	Rouser	... 7-00 a.m.
	Normal Classes	
	Inter - House hockey tournament (BD) commences	... 3-00 p.m.
	Weighing & measuring commences (GD)	
	Subject reports handed in to Form Staff	
	Evening Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 28th	Classes discontinued	
	Assessment meeting post-poned	
	Rouser	... 7-15 a.m.
	B.D. baths	... 7-45 a.m.
	Breakfast PD	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Weighing & measuring (BD) onwards	... 10-00 a.m.
	Inter-House hockey onwards	... 11-30 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Weighing & measuring (BD) onwards	... 2-30 p.m.
	Inter - House Hockey	... 3-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	G.K., Quiz competition	... 5-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff club meeting followed by dinner (Art Room)	... 7-30 p.m.
	Lights out for children	... 9-30 p.m.
Sun. 29th	Rouser	... 7-15 p.m.
	Teams photographs	



	B.D. baths	...	7-45 p.m.
	Breakfast P.D.	...	8-30 a.m.
	Breakfast Sr. School	...	9-15 a.m.
	Inter - House hockey I	...	10-15 a.m.
	Inter - House hockey II	...	11-30 a.m.
	Lunch P.D.	...	12-15 p.m.
	Lunch Sr. School	...	1-15 p.m.
	Assessment meeting (MCR)	...	2-30 p.m.
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	Staff photograph	...	5-00 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Sr. School Social	8-00—	11-00 p.m.
Mon. 30th	Rouser	...	7-00 a.m.
	B.D. baths	...	7-30 a.m.
	Breakfast Sr. School	...	8-30 a.m.
	Breakfast P.D.	...	9-15 a.m.
	End of term Assembly	...	9-30 a.m.
	Escorts' meeting (MCR)	...	10-00 a.m.
	Inter - House hockey	...	11-00 a.m.
	P.D. farewell lunch to Mrs. Kapila	...	12-30 p.m.
	Sr. School farewell lunch to Mr. & Mrs.		
	Mundkur	...	1-30 p.m.
	Film P.D. & Sr. School	...	2-45 p.m.
	Tea P.D.	...	4-30 p.m.
	Tea Sr. School	...	4-45 p.m.
	Mark Registers handed in to Sr. Mistress	...	5-00 p.m.
	Reports handed in to Form staff	...	5-00 p.m.
	Carol singing	...	5-30 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Dec.			
Tue. 1st	Home Day		
	Reports handed in to HM		
No. 363.	DAILY ROUTINE U-VI	Wed. 2nd Dec—	Sat. 19th Dec.
	Rouser	...	7-00 a.m.
	1st School	8-00—	8-40 a.m.
	Breakfast	...	8-45 a.m.

2nd School	9-15—10-00 a.m.
3rd School	10-00—10-45 a.m.
4th School	10-45—11-30 a.m.
Break	11-30—12-00 noon
5th School	12-00—12-45 p.m.
6th School	12-45—1-30 p.m.
Lunch	... 1-35 p.m.
Games & recreation	2-30—3-50 p.m.
Tea	... 4-00 p.m.
Baths	... 4-30 p.m.
Study period (dormitories)	5-30—7-00 p.m.
Supper	... 7-15 p.m.
Study bell	... 8-15 p.m.

**No. 364. 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. 365. INTER-HOUSE SHOOTING TOURNAMENT 1981**

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

B.D.			G.D.		
1st	Siwalik	... 134 pts.	1st	Himalaya	... 190 pts.
2nd	Vindhya	... 113 „	2nd	Nilagiri	... 131 „
3rd	Nilagiri	... 109 „	3rd	Vindhya	... 127 „
4th	Himalaya	... 87 „	4th	Siwalik	... 120 „
	Best shot	Rohit Tangri		Best shot	Feroz Eewari

**No. 366. INTER-HOUSE BOXING TOURNAMENT 1981**

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

1st	Nilagiri	...	...	51 pts.
2nd	Himalaya	...	...	46 „
3rd	Siwalik	...	...	42 „
4th	Vindhya	...	...	39 „

The following were awarded with merit certificates :—

C.M. Attri	Udayant Malhotra
A.S. Sandhu	Harsh Lamba
Brijinder Saklani	Ranjit Rawley
Sanjeev Dogra	Arun Sarna
Mrutunjay Kumar	Dhyan Mayadas
Dheeraj Sapru	Randip S. Rai
Best loser	... .. Rohit Pande
Best Boxer	... .. Ranjit Rawley

**No. 367. STAFF FAMILIES' RATIONS ETC., DURING VACATION**

With effect from Wednesday, 2nd December, 1981, the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel for 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 Monday, Wednesday and Saturday. 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. 368. TUCKSHOP HOURS DURING VACATION**

The Tuckshop will remain open from 2-00 to 5-00 p.m. daily except on Sundays, from 2-12-1981 to 20-12-1981, and thereafter, for the same timings, on Mondays, Wednesdays and Saturdays, throughout the vacation.

**No. 369. CINEMA**

The film GUNFIGHT AT SUNDOWN will be shown in Barne Hall for P.D. and Senior School on Monday, 30th November, 1981 at 2-45 p.m.

S. R. Das  
Headmaster