

# LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 9th February 1983

## Part I

1—28

### No. 1. WELCOME

The Headmaster welcomes all children, members of the staff and their families to Sanawar, and wishes them a very happy New Year and a 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 a residential school 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 any-where 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

Thu. 10th	School re-opens (All School parties return)	
	House Masters'/Mistresses' meeting (HM's House)	... 6-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Kit issued	... 8-00 p.m.
Fri. 11th	Opening of term assembly	... 10-00 a.m.
	Special Church service in memory of Mr. K.L.K. Solomon	... 3-30 p.m.
	Classes cancelled (Sunday timings will be observed)	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 12th	Rouser	... 7-30 a.m.
	M.I., G.D.	... 8-10 a.m.
	M.I., B.D.	... 8-20 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Breakfast P.D.	... 9-15 a.m.
	1st School	9.00—9.35 a.m.

2nd School	9-35-10-10 a.m.
3rd School	10-10-10-45 a.m.
Break	10-45-11-05 a.m.
4th School	11-05-11-40 a.m.
5th School	11-40-12-20 p.m.
Staff meeting (MCR)	... 12-30 p.m.
Lunch	... 1-40 p.m.
Cricket & hobbies sets made (B.D. pavement)	... 3-30 p.m.
Tea P.D.	... 4-00 p.m.
Tea Sr. School	... 4-30 p.m.
B.D. baths	... 5-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

Note : The teaching schedule as published above will continue to be followed on all succeeding Saturdays till the weather conditions improve. After the 5th School, Project work will continue

Sun. 13th	Sunday timings	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 4. DAILY ROUTINE

With effect from Monday 14th Feb. '83 the following daily routine will continue to be followed till the weather warms up :—

Rouser	... 7-30 a.m.
M.I., GD	... 8-05 a.m.
M.I., BD	... 8-15 a.m.
House Inspection	... 8-15 a.m.
Breakfast (Sr. School)	... 8-20 a.m.
Assembly	... 9-00 a.m.
1st School	9-10—9-50 a.m.
2nd School	9-50-10-30 a.m.
3rd School	10-30-11-10 a.m.

Break	11-10-11-30 a.m.
4th School	11-30-12-10 p.m.
5th School	12-10-12-50 p.m.
6th School	12-50-1-30 p.m.
Lunch	... 1-35 p.m.
Games & hobbies (as per programme)	... 2-35 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	... 9-40 p.m.

#### Teaching Schedule Wednesdays

Singing practice	... 9-00 a.m.
1st School	9-10-9-45 a.m.
2nd School	9-45-10-20 a.m.
3rd School	10-20-10-55 a.m.
Break	11-55-11-15 a.m.
4th School	11-15-11-50 a.m.
5th School	11-50-12-25 p.m.
6th School	12-25-1-00 p.m.
7th School	1-00-1-35 p.m.
Lunch	... 1-40 p.m.

#### Sunday Timings

Rouser	... 7-30 a.m.
Head baths	... 8-00 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, 1983.

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 4th & 5th April, 1983. Details will be published during the last week of March, 1983.

#### **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, 1983. 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 20th February, 1983.

Clothes will be issued to **Day Scholars** in all Deptts at 7-45 p.m. on 10th February, 1983.

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 the D.H.M.

**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, '83:

**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.— 5-15 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 consultation with 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 CDH, 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.

All staff concerned are requested to note the following details regarding issue of dry rations and fuel :

1. For Staff drawing pay through Jr. Staff Pay Register
  - (a) 1st & 2nd of each month  
(1-00 p.m. to 5-00 p.m.) } K. oil, Soft coke, Steam  
coal, fuel wood.
  - (b) 3rd, 4th & 5th of each month  
(1-00 p.m. to 5-00 p.m.) } Dry Rations.
2. For Staff drawing pay through Sr. Staff Pay Register
  - (a) 6th, 7th & 8th, of each month  
(1-00 p.m. to 5-00 p.m.) } Dry Rations
  - (b) 9th & 10th of each month  
(1-00 to 5-00 p.m.) } K. oil, Soft coke, Steam  
coal, fuel wood.

*Note:* In the month of February each year 2. (a), (b) above, will be issued on 11th, 12th, 13th and 9th & 10th February, respectively.

As usual, staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the due dates, given above. The Q.M.'s office will remain open on these dates even if it be a holiday.

It is regretted that the Q.M. Stores will not be able to cater for issue of any items after the 10th of the month.

Heads of Deptts. are requested to kindly explain full details of this School Order to all staff working under them, to whom School Orders do not go, or those who cannot read them.

Staff permitted to purchase rations/fuel on cash payment will also kindly do so, as per programme given above.

The Quartermaster has authority to reduce quantities demanded, if he considers it necessary.

#### **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 10th February, 1983.

**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.

This order does not in any way affect the sale of fuel, 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 1983 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Saturday
2. Republic Day	...	Jan.	26th	Wed.
3. Shivratri	...	Feb.	11th	Friday
4. Holi	...	Mar,	29th	Tuesday
5. Good Friday	...	April	1st	Friday
6. Baisakhi	...	April	13th	Wed.
7. Ram Naumi	...	April	21st	Thursday



8.	Independence Day	...	Aug.	15th	Monday
9.	Raksha Bandhan	...	Aug.	23rd	Tuesday
10.	Janam Ashtmi	...	Aug.	31st	Wed.
11.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Sunday
12.	Founder's (After Founder's)	...	Oct.	6th	Thursday
13.	Dusehra	...	Oct.	16th	Sunday
14.	{ Diwali (except Eng. Deptt.)	...	Nov.	4th	Friday
	{ Balraj (Eng. Deptt. only)	...	Nov.	5th	Saturday
15.	Guru Nanak's Birthday	...	Nov.	20th	Sunday
16.	Christmas Day	...	Dec.	25th	Sunday

The Tuck Shop, however, will remain open on all of the above holidays except those falling on Wednesdays (Tuck Shop's weekly holiday), 15th of every month as stock-taking 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. SCHOOL FRUIT & VEGETABLE SHOP.

The following rates will be effective from 3rd Feb., 1983, in the Fruit & Vegetable Shop :—

	<i>Rs.</i>
Potatoes	1-70 Per Kg.
Onion	1-70 „
Vegetable	1-70 „
Tomatoes	2-70 „
Lime Fresh	7-00 „
Dhania Green	2-50 „
Chillies Green	2-50 „
Ginger Fresh	7-00 „
Mint Green	2-00 „
Garlic	6-00 „
Banana	3-00 „
Pears Kashmiri	5-00 „
Bagugoshas	5-00 „
Malta	4-00 „
Papita	3-50 „

Alubukhara	5-00 Per Kg.
Guavas	3-00 „
Peaches (Arhu)	3-50 „
Cheekoo	6-00 „
Mangoes	5-50 „
Apple Golden Med. size	4-50 „
Oranges	6-00 „
Apple Red/Royal	5-00 „
Grapes	10-00 „
Mussamis	5-00 „
Leechies	10-00 „
Sugar Melon	2-50 „

#### No. 26. SCHOOL HALWAI'S RATES 1983

The School halwai contract this year has been given to Prem Chand Sharma & Co. Village & P.O. Sanawar Distt. Solan H.P.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 1st February, 1983 to 31-1-84.

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*

Sweetmeats etc.	Rate		No. of pieces	Rate per piece
	per kg.		per kg.	
	Rs.	P.	Paise	
Balu shahi	...	9-00	30	30
Barfi white	...	13-50	30	45
Barfi Chocolate	...	13-50	30	45
Barfi Coconut	...	13-50	30	45
Barfi Besan	...	11-00	30	40
Laddoo Besan	...	9-00	30	30
Laddoo Motichoor	...	9-00	30	30
Gulab Jaman	...	11-70	30	40
Gur toffee (with moongphali)	...	6-00	20 pkts. of 50 gms. each	30 per pkt.
Groundnut fried	...	12-00	20 pkts. of 50 gms. each	60 per pkt.
Jalebi	...	8-70	30	30
Mathi namkin	...	10-00	20	50
Palangtor (milk-cake)	...	14-70	30	50
Potatoe wafers	...	9-00	20 pkts. of 50 gms. each	45 per pkt.
Potatoe Tikki, with chutney	...	—	20	30
Rasgulla	...	13-00	30	45
Rasmalai	...	14-70	30	50
Sewian-Dal (Barik quality)	...	8-70	20 pkt. of 50 gms. each	45 per pkt.
Bhatoora/kachori with vegetable	4-00		12	35 each
Dahi Bhalla	...	3-50	12	30 each
Samosa	...	3-50	12	30 each
Khoa	...	14-50	—	—
Rabdi	...	14-50	—	—
Poori (with vegetable)	...	3-50	12	30 each
Imrati	...	—	—	—
Patisa	...	—	—	—
Rasbhari Maida	...	12-00	—	—
Rasbhari Paneer	...	14-00	—	—
Shakarpara	...	10-00	—	—
Mongra	...	—	—	—
Bun-Samosa	...	—	—	75 each
Tea glass or cup (with sugar)	...	—	160 cc	35 each

**No. 27. ADMINISTRATIVE HOLIDAY**

Friday, the 11th February, 1983, will be observed as a holiday by the Administrative Staff on account of Shivratri.

**No. 28. CINEMA**

The English film "THE DIAMOND ARM" (if it arrives in time), will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday, 13th February, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Tuesday 15th February 1983****Part I**

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**No. 29. PROGRAMME****February**

Sat. 12th	Teaching Schedule as per School Order of 9th Feb. '83	
	Staff meeting (MCR)	... 12-30 p.m.
	Lunch	... 1-40 p.m.
	Cricket & hobbies sets made (B.D. pavement)	... 3-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D. baths	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 13th	Sunday timings	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 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	Games & hobbies commence	
	Medical Inspection commences :—	
	Himalaya B.D.	2-15—2-55 p.m.
	Nilagiri B.D.	2-55—3-35 p.m.
	Siwalik B.D.	3-35—4-15 p.m.
	Vindhya B.D.	4-15—5-00 p.m.
	Evening Prep commences	
Tue. 15th	Medical Inspection :—	
	Himalaya G.D.	2-15—2-55 p.m.
	Nilagiri G.D.	2-55—3-35 p.m.
	Siwalik G.D.	3-35—4-15 p.m.
	Vindhya G.D.	4-15—5-00 p.m.

Wed. 16th	Medical Inspection P.D.	
	Games' committee meeting (MCR)	... 3-00 p.m.
	SUPW (as per games' programme)	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 19th	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 30. IMPORTANT DATES—SPRING TERM 1983 (Feb. 10th—June 15th)**

**Feb.**

Thu. 10th	Spring Term begins
	House Masters/Mistresses meeting
Fri. 11th	Opening of term assembly
	Special Church service in memory of Mr. K.L.K. Solomon
	Classes cancelled
Sat. 12th	Classes commence
	Academic Staff meeting
Mon. 14th	Medical Inspection commences
	Cricket—Basket Ball commences
Wed. 16th	Games' committee meeting
Mon. 21st	Upper Sixth Formal Classes Discontinued
Sat. 26th	Upper Fifth Formal Classes Discontinued

**March**

Fri. 4th	Senior Secondary and Secondary Exams commence
Sat. 5th	Last Assessment for academic year 1982/83 Staff Club meeting
Mon. 14th	Annual School Exams commence
Tue. 22nd	School Exams conclude

- Fri. 25th Farewell Lunch for Upper Sixth  
SFP
- Sat. 26th House farewell parties for Upper Sixth
- Sun. 27th Cricket vs. Roshanara Club (away)  
Upper Sixth departure  
Upper Five leave for social service camp

**April**

- Fri. 1st Good Friday (holiday)
- Sat. 2nd Cricket vs. Rakesh Sood's XI
- Sun. 3rd Prep School transfers shift to Sr. School  
Cricket vs. Rakesh Sood's XI
- Mon. 4th New admissions (Prep School)
- Tue. 5th New admissions (Sr. School)
- Fri. 8th Nilagiri House Show 1st performance
- Sat. 9th Nilagiri House Show final performance
- Sun. 10th G.D. Basket-ball vs. YPS
- Sun. 17th -
- to
- Sun. 24th School breaks for annual camps
- Sat. 30th Cricket vs. YPS

**May**

- Sun. 1st Cricket vs. YPS
- Fri. 6th Siwalik House Show 1st performance
- Sat. 7th Siwalik House Show final performance  
Cricket vs. B.C.S.
- Sun. 8th Cricket vs. B.C.S.
- Tue. 10th Assessment meeting
- Sat. 14th Cricket vs. Mr. Malik's XI
- Sun. 15th Cricket vs. Mr. Malik's XI
- Mon. 16th Soccer & Tennis begin
- Fri. 20th Vindhya House Show 1st performance
- Sat. 21st Vindhya House Show final performance

**June**

- Fri. 3rd Himalaya House Show 1st performance
- Sat. 4th Himalaya House Show final performance
- Thu. 9th Assessment meeting
- Fri. 10th P.D. Show first performance
- Sat. 11th P.D. Show final performance

Sun. 12th Staff Club dinner

Tue. 14th Prize Giving

Wed. 15th Home Day

Founder's Term begins on 1st August

**No. 31. DISCIPLINE : DAY SCHOLARS**

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

**No. 32. 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. 33. 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. 34. 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. 35. 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. 36. SCHOOL BUS/SCHOOL JEEP**

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



**No. 37. RABIES**

It has been found that the month of March usually finds a number of rabid dogs in the area. All staff and children are advised in their own interests not to have anything to do with stray dogs which wander about the school estate.

Children, in particular, will avoid contact with all dogs including pet dogs.

**No. 38. PREPARATION OF TUCK SHOP SLIPS**

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

Tuck Shop Slips are not required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by children duly examined and passed by Housemasters/Housemistresses under their signatures and date.

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

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

**No. 39. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES**

It has been seen that many children of employees of the School, in particular the children of Class IV staff, play frequently and in some cases daily on the Schools' games grounds and do considerable damage thereto, especially to the cricket pitches. *Articles of clothing and games equipment of the school and students have also disappeared when left lying on these grounds.*

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

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

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

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

**No. 40. LOSSES SUFFERED BY STAFF**

All members of the Staff are informed that the School is unable to accept responsibility for the investigation of any losses suffered by them on account of theft resulting from their own negligence with regard to their personal property left lying about unprotected.

**No. 41. SCHOOL PURCHASES BY STAFF MEMBERS**

It has been found that, from time to time, certain staff members have made purchases of various items for the School on their own initiative without first obtaining permission to incur such expenditure. In order to enable a proper control and regulation of the School finances it is emphasized that no purchases of whatever nature may be made against the School account without the express permission, in writing, of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

**No. 42. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS**

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

**No. 43. CHILDREN'S 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. 44. 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. 45. 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. 46. APPOINTMENT OF PREFECTS / HELPERS**

Following appointments of Prefects/Helpers have been made for Spring Term 1983 :—

Head Boy	...	Abhay Mehta
Head Girl	...	Roopkiran Sodhi

**Boys Department**

	M.I. Prefect	...	Prabhjyot Sodhi
<i>H.B.D.</i>	House Captain	...	Amit Kohli
	School Prefect	...	Vishaal Awasthi
	House Prefects	...	Sheetal Gulati Suranjan Shome
<i>N.B.D.</i>	House Captain	...	Ravneet Chaudhury
	School Prefect	...	Hanut Ewari
	House Prefects	...	Sanjeev Ahluwalia Amit Dutt
<i>S.B.D.</i>	House Captain	...	Vaneet Ahuja
	School Prefect	...	HPS Sidhu
	House Prefects	...	Ajatshatru IPS Kaicker
<i>V.B.D.</i>	House Captain	...	Sanjeev Singh
	School Prefect	...	Rajeev Oberoi
	House Prefects	...	Guneet Walia Navin Mahajan

**Girls Department**

	M.I. Prefect	...	Gayatri Tahiliani
<i>H.G.D.</i>	House Captain	...	Sangeeta Agarwal
	House Prefect	...	Sangeeta Shastri
<i>N.G.D.</i>	House Captain	...	Harminder Bawa
	House Prefect	...	Anuradha Verma
<i>S.G.D.</i>	House Captain	...	Lakshmi Mahey
	House Prefect	...	Zehra Baig
<i>V.G.D.</i>	House Captain	...	Harleen Bedi
	House Prefect	...	Sanjit Kaur

<i>( Helper / Asstt. )</i>		<i>Name</i>
<i>( of / to )</i>		
Head boy/girl & Asstt. to H.M.	...	... Abhay Mehta Roopkiran Sodhi
D.H.M.	...	... Navneet Aurora Shonali Bose
Sr. Mistress	...	... Shiraz Das
CDH	...	... Vikram Luthar Nitin Beri Asheesh Bhandari Gunjan Dasgupta Tarun Puri Gagan Virmani Nilanjan Roy Mimi Pritam Singh Anjali Khosla Jaya Johnson Veeta Gill
Games	...	... Deepak Jamwal Reyaz Dawla Reemah Sen Mona Shergil
Hobbies	...	... Ranjan Mukherji Ranjit Jabbi Ashish Bhugra Shefali Gore
Estate Tidiness	...	... Atul Kapur Rabindra Nath Rabindra Ramana Jatinder Gill Amritapal Singh Lily Mangat
Expeditions	...	... Ashish Abrol Ajay Cheema
Library	...	... Varun Batra Vikram Karmekar Sonali Bhandari

Socials	...	...	Farokh Commissariat Anthony Sinai Samrat Manchanda Navina Haidar Sabina Kaintal
SUPW	...	...	Gaurav Kant Gobind Ahlawat Raouf Gangjee Rajiv Verma Manoj Bhatnagar Dev Prasad Devika Kapur Rashmi Sinha
Costumes	...	...	Dalip Sharma Devika Mohan
Chapel	...	...	Anandajit Ray Arun Kaushal
Guests	...	...	Ranobir Datt Sanjay Dhawan Navina Haidar

#### No. 47. 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—Housemaster	Mr. M.J. Parel
Mr. Joshi	„ Puri
„ Bhalerao	„ Ghosh
„ Sundarji	„ Khanna
„ K.J. Parel—Housemaster	„ Abraham—Housemaster
„ Mukherji	„ Randhawa
„ Idris	„ Bharadwaj
„ Sukhwinder Singh	„ Prajapati
„ Dhani Ram	„ Subhas Gupta
	„ Duli Chand

*Siwalik*

Mr. Batish—Housemaster  
 Dr. Gupta  
 Mr. Sandhu  
 „ Kalra  
 „ Matharu—Housemaster  
 Dr. Sharma  
 Mr. Williams  
 „ Malviya

*Vindhya*

Mr. Sequiera—Housemaster  
 „ Dwivedi  
 „ Attri  
 „ Sabharwal  
 „ Kohli—Housemaster  
 „ Sedgwick  
 „ Sengupta  
 „ Katoch  
 „ Onkar Singh

**Girls Department***Himalaya*

Mrs. Rawal—Housemistress  
 „ Tangri  
 „ Matharu  
 Miss D. Aurora

*Nilagiri*

Mrs. L. Parel—Housemistress  
 „ Solomon  
 „ S Aurora  
 Miss K. Bakshi

*Siwalik*

Mrs. R. Kaur—Housemistress  
 „ Robinson  
 „ Sheila Das

*Vindhya*

„ Khan—Housemistress  
 Miss A. Chopra  
 Miss R. Arora

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 18th February 1983****Part I**

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**No. 48. PROGRAMME****February**

Fri. 18th	Talk by Mr. Bedford (OS)	... 6-15 p.m.
	Prep cancelled	
Sat. 19th	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 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	Upper Sixth formal classes discontinued	
Wed. 23rd	SUPW	4-30—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. 24th	Upper Fifth Formal classes discontinued	
Sat. 26th	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 27th	Festival Cricket match (weather permitting)	... 10-15 a.m.
	(School will attend)	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 49. STAFF CLUB MEETING**

There will be a staff club meeting followed by dinner in the Art room at 7-30 p.m. on Saturday, 5th March 1983. All members and O.S. present, are cordially invited.



**No. 50. ASSESSMENT MEETING**

Assessment meeting will be held in MCR at 2-30 p.m. on Saturday, 5th March 1983.

**No. 51. CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI—TENTH GRADE EXAMINATION**

All-India Secondary School (Class X) Examination, 1983.

**DATE—SHEET**

*Afternoon Session*

(2-00 p.m.—4-30 p.m.)

**March**

Fri.	4th	English Course-A	...	...	Paper I
Sat.	5th	English Course-A	...	...	Paper II
Mon.	7th	Hindi Course-B	...	...	Paper I
Tue.	8th	Hindi Course-B	...	...	Paper II
Thu.	10th	Mathematics Course-A	...	...	Paper I
Fri.	11th	French, German	...	...	Paper I
Sat.	12th	Mathematics Course-A	...	...	Paper II
Mon.	14th	Science Course-B (Physics & Chemistry)	...	...	Paper I
Tue.	15th	French, German	...	...	Paper II
Wed.	16th	Science Course-B (Life Science)	} up to 3-30 p.m. only	...	Paper II
Fri.	18th	Social Science (History & Civics)		...	Paper I
Sat.	19th	Social Science (Geography)	...	...	Paper II

**Notes :—**

1. Practical Examinations in Science, Music and Home Science will be held at each school concerned for their own candidates. Centres for Practical Examinations in respect of subjects offered by Patrachar/Private candidates shall be their centres of Theory Examination, unless otherwise notified.

2. Practical Examination may be conducted from 21st March onwards so as to be completed latest by 31st March, 1983. The dates of the Practical Examinations are to be fixed by the Principals of the schools in consultation with the examiner(s) appointed by the Board, on any day(s) between the above dates depending on the availability of the external examiner. The practicals can also be held on examination days in the forenoon or on

holidays if the Head of institution is able to arrange the same and the examiner appointed by the Central Board of Secondary Education is willing to give the test. The dates so fixed be intimated to the candidates concerned well in advance.

3. For Practical examinations 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 Principals of the schools.

4. Private/Patrachar candidates should contact the Principals of the schools of their theory examination for the date and time of practical examination before the theory examinations are over.

5. The result of the examination is likely to be declared towards the close of the 1st week of June, 1983. No enquiries about the actual date of declaration of result will be attended to.

**No. 52. CENTRAL BOARD OF SECONDARY EDUCATION  
NEW DELHI—TWELFTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XII) Examination, 1983.

**DATE—SHEET**

*Morning Session*

(9-00 a.m.—12-00 noon)

**March**

Fri. 4th	<b>Core Language</b> English	
Mon. 7th	Mathematics	
Tue. 8th	History	
Wed. 9th	Physics	... Theory
Thu. 10th	Economics	
Fri. 11th	Chemistry	... Theory
Mon. 14th	Biology	... Theory
Tue. 15th	<b>Elective Languages</b> English	
Wed. 16th	Commerce	
Thu. 17th	Political Science	
Fri. 18th	Accountancy	
Sat. 19th	Geography	... Theory
Tue. 22nd	Home Science	... Theory
Wed. 23rd	Sculpture	} (Also 1-00 p.m. to 4-00 p.m.)
	(Modelling in Relief)	

*Afternoon Session*

(2-00 p.m.—5-00 p.m.)

Wed. 23rd	Psychology	... Theory
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*Morning Session*

(9-00 a.m.—12-00 noon)

Thu. 24th Sculpture (Modelling in Round) } (also 2-00 p.m. to 5-00 p.m.) ... Practical

*Afternoon Session*

(2-00 p.m.—5-00 p.m.)

Thu. 24th Music Hindustani Instrumental (Melodic) ... Theory

*Morning Session*

(9-00 a.m.—12-00 noon)

Fri. 25th Painting (also 1-00 p.m. to 4-00 p.m.) ... Practical

**N.B.:**—(1) **From 22nd March onwards there are Afternoon sessions** also which should please be carefully noted. In addition to Theory/Practical Examinations given above, there will also be practical examination in the following subjects :—

Physics, Chemistry, Biology, Geography, Home Science, Agriculture, Music, Dance, Physical Education and Psychology.

- (2) The duration of practical examination 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 in all the subjects will be held at each school for their own candidates. Centres for practical examination in respect of such subjects offered by Patrachar/Private candidates shall be their centre of theory examination, unless otherwise notified at the centre of theory examination.
- (4) The Principals of the schools may fix up the date(s) for holding of 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 2nd April at the latest in all the subjects. The external

examiners for practical will be appointed by the Board whose particulars will be intimated to the schools/centres at the appropriate time.

- (5) Practical examinations can also be conducted in between the written papers 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/Patrachar candidates concerned should contact the Principal of the school where their theory examination is held for ascertaining the dates/time of practical examinations before their theory papers are over.
- (7) The result of the examination is likely to be declared by the last week of May 1983. No enquiries about the actual date of declaration of result will be attended to.

#### **No. 53. OUT OF BOUNDS**

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

#### **No. 54. COMMUNICATIONS TO OFFICE REGARDING CHILDREN**

When addressing any communication to the School office regarding children, will all Staff members kindly write the names of children *in full* and also mention the House and Deptt. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same.

#### **No. 55. LEAVE APPLICATION BY STAFF MEMBERS**

All staff members are reminded that except in emergent and unforeseen circumstances where this is not possible, applications for leave for 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 can not read them, particularly all categories of Class IV staff, and also ensure that these instructions are complied with by all concerned.

**No. 56. SCHOOL SONG BOOKS**

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

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

2. All children who were already in the Senior School (B.D. & G.D.) in 1982, are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own.

All Housemasters & Housemistresses are requested to take necessary action.

**No. 57. USE OF STATIONERY**

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up 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. 58. DEPOSIT/RECEIPT OF CASH**

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

Monday to Friday                      ... 10-30 a.m.—12-30 p.m.

Saturday                                      ... 10-00 a.m.—12-00 noon

The above timings will be applicable on all working days of the week.

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

**No. 59. CASH FROM SCHOOL OFFICE (*Cashier's Counter*)**

When receiving or taking cash form the School Office, all concerned are advised in their own interest 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. 60. ELECTRICITY CONSUMPTION**

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

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

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

**No. 61. SCHOOL VEG. AND FRUIT SHOP**

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

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

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

**No. 62. FIRE DRILL**

All Housemasters/Housemistresses will ensure that children in their dormitories practice the fire drill at least once a month.

The first school fire drill practice will be on Mon. 28th Feb. '83 at 1430 hrs. when the siren will be sounded and all Houses will carry out the drill on hearing the siren. All children will proceed to their dormitories after lunch and stay there until the practice is over.

**No. 63. WATER CHARGES (RATES) 1983**

The rate of water charges payable by Staff from 16th January, 1983 will be as follows :—

**Category A [Metered supply]**

- (i) For the first 1500 litres per head per month, 75 P per thousand litres.

- (ii) Above 1500 litres per head per month, Rs. 1/75 P per thousand litres.

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

- (i) Single member                      Rs. 4/70 per month—flat rate.  
(ii) Two members or more: Rs. 4/00 per head, subject to a maximum of Rs. 12/- 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. 64. CINEMA**

The English film A HUNTING ACCIDENT (if it arrives in time), will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday 20th February, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday 25th February 1983

**Part I**

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**No. 65. PROGRAMME****February**

Sat. 26th	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 27th	Festival Basket-ball match (School will attend)	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**March**

Wed. 2nd	SUPW	4-30—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.
Fri. 4th	Senior Secondary and Secondary Board exams commence	
	Breakfast U-VIs	... 7-50 a.m.
	Core Language English U-VI	9-00—12-00 noon
	Lunch U-Vs	... 12-40 p.m.
	English Course A—I (U-Vs)	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
Sat. 5th	Lunch U-Vs	... 12-40 p.m.
	English Course A—II (U-Vs)	2-00—4-30 p.m.
	Assessment meeting MCR	... 2-30 p.m.
	Tea U-Vs	... 4-45 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Staff Club meeting followed by dinner (Art Room)	... 7-30 p.m.



Sun. 6th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-40 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

**No. 66. CENTRAL BOARD EXAMS**

The Central Board Exams commence from Fri. 4th March '83. It is requested that every body co-operates in keeping noise down to the minimum in Birdwood School during the conduct of the examination.

**No. 67. SCHOOL KITCHEN**

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

**No. 68. 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. 69. BICYCLE**

Riding bicycle 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. 70. DO NOT TOUCH STRAY DOGS — DANGER OF RABIES**

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

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

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

**No. 71. THE RABIES DANGER**

It is clarified, for the particular information of all dog owners, that even if their dog has been propely inoculated against rabies initially and thereafter once annually, (see S.O. No. 72 below) *this may not be sufficient protection for the dog against rabies infection if it comes in contact with a rabit 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 RMO, who will take necessary action. It should also be explained that where such a case comes to notice and it is found that the dog owner concerned has not reported the matter immediately to the RMO, strict disciplinary action will be taken against the staff member concerned.

**No. 72. DOGS AT SANAWAR**

1. All dog owners at Sanawar 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 15th March, 1983.* All owners of dogs will register with the School Office all dogs owned by them.

*Notes :* (a) When dogs are acquired after 15th 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].

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

(c) 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 1984. The year for which it is valid will be found stamped on it, e.g. 1983/84.

(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 4th March, 1983, 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 to 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, 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 any one else [except as stated in para 4 (d) (i) above].

**No. 73. STAFF CLUB**

The annual meeting of the Staff Club, Sanawar, will be held on Saturday, 5th March '83 at 7-30 p.m. in the Art Room. Dinner will be served after the meeting. All members and O.S., present in Sanawar are requested to attend.

**No. 74. SCHOOL VACATIONS**

The summer and winter vacations dates will revert to following :—

- (a) Summer Vacation : From 15-6-1983 to 31-7-1983. The school will close on 15th June, and will reopen on 31st July 1983.
- (b) Winter Vacation : From 1-12-1983 to 9-2-1984. The school will close on 1st December, and will reopen on 10th February 1984.

House Staff are requested to ask the children in their Houses to write to their parents the details given above, so that parents are informed about the vacation dates.

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

**No. 75. REVISED HOSPITAL TIMINGS**

(Ref : S.O. No. 12, dated 9-2-1983)

9-00 a.m.—1-00 p.m. } Mondays to Fridays  
2-00 p.m.—5-00 p.m. }  
9-00 a.m.—1-00 p.m. Saturdays

On Sundays and Administrative Holidays, the Out Patient Department will remain closed.

Emergency cases brought to School Hospital, outside the above given working hours will be attended to, in the Duty Room.

**No. 76. CINEMA**

The English film WINDS OF THE WAR ( if it arrives in time), will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday 27th February, 1983.

S. R. Das  
*Headmaster*

# LAWRENCE SCHOOL SANAWAR

SANAWAR, TUESDAY, 1ST MARCH, 1983

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## SPECIAL ORDER

### No. 77. 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 16-2-1983.

In order to avoid repeated medical examination for ascertaining physical fitness of children for each of the seasonal games and sports, it has been found convenient and useful to group children under separate categories, indicating the extent to which any particular child could involve himself/herself in outdoor activities, boxing, gymnastics, etc. House-wise lists of children indicating their categories, and specific limitations are given below. The medical categories are defined as follows :—

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

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

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

<i>Name</i>	<i>Med. Ctgry.</i>
<b>HBD</b>	
Gobind S. Ahlawat	A2 Boxing
Devan Karnik	" "
Sandeep Sirkeck	" "
Hemant S. Trehan	" "
Navjot Arora	" "
Riju Jamwal	C
Vaneet Khanna	A2 Boxing
Rajesh Johar	" "
Nitin Beri	" "
Suranjan Shome	" "
Vikram Grewal	" "
Karoki Lewis	" Boxing, Hodsons and Athletics
Shailender Godara	C permitted to do stand- ing P.T.
Shailesh Tripathi	A2 Boxing
Vishal Awasthi	" "
Sandeep Singh	" "
Abdul Rafi Khawaja	" "
Amandeep S. Chahal	" "
Amarinder S. Gill	" "
Amol Singh Sandhu	" "
Anishinder Grewal	" "
Arup Das	" "
Kuldeep Virk	" "
Kr. Suryaveer Singh	" "
Purujit Singh	" "
Rahul Kumar	" "
Rajesh Singh	" "
Rohan Malhotra	" "
Rohit Sakhuja	" "
Sachin Malhotra	" "
Sandeep Khanna	C
Sandeep S. Khatra	A2 Boxing
Tuhin K. Mukherji	" "
Uday Sarup	" "

**NBD**

Anandajit Ray	A2	Boxing
Amit Dutt	"	"
Chandravir Ahuja	"	"
Bharat Inder Gill	"	"
Dalip Sharma	"	"
Gurdeep Singh	A2	Boxing; to play Cricket with head gear.
Kartik Sridhar	A2	Boxing
Maneck Contractor	"	"
Rajat Kapur	"	"
Rajan Mukherjee	"	"
Reaz R. Mama	"	"
Romil Bahl	"	"
Hanut Ewari	"	"
Amit Shashank	"	"
Ashim Aggarwal	"	"
Arindam Joshi	"	"
Gurbax Singh	"	"
Gurdip S. Boparai	A2	Boxing, Hodsons and Atheltics
Iqbal A. Rizvi	A2	Boxing
Jaywanth Ishwaran	"	"
Tejpreet Singh Chopra	C	No P.T.

**SBD**

Ajatshatru Singh	A2	Boxing
Anthony Sinai	"	"
Tarun Puri	"	"
Deepinder S. Chaudhry	"	"
Dinesh Bhardwaj	"	"
Keshav C. Thakur	"	"
Arun Kaushal	"	"
Manoj Bhatnagar	"	"
Neville Wadia	"	"
Prithvi Shergill	"	"
Ravi Banta	"	"
Shailender Chaudhry	"	"



Simarpal S. Somal	A2	Boxing & Swimming
Arun Poplai	A2	Boxing
Gaurav Sawhney	"	"
Lokesh Handa	"	"
Varun Batra	"	"
Rahul Johnson	"	"
Rajesh Ahal	"	"
Rohit Bajaj	"	"
Rohit Banta	A2	Boxing & Swimming
Samar Vijay Sarma	A2	Boxing
Sudhanshu Saigal	C	
Suraj Lakhani	A2	Boxing

## VBD

Ashish Bhugra	A2	Boxing
Prabhjot S. Sodhi	"	"
Ish Anand	"	"
Karanmeet S. Gill	"	"
Kunal Batra	"	"
Nilanjan Roy	A2	Boxing & Swimming
Gagan Virmani	A2	Boxing
Ranabir Dutt	"	"
Rajesh Saluja	"	"
Samir Sharma	A2	Boxing, Hodsons & Athletics
Sandeep Sehgal	A2	Boxing
Sachin R. Taneja	"	"
Varun Rajpal	"	"
Vishal Virmani	"	"
Abdul Moin	"	"
Armeet S. Sandhu	C	
Dalip S. Kalra	A2	Gym.
Hemant Parmar	C	
Jogeshinder S. Sodhi	A2	Boxing
Manjot Purewal	C	1st term
Shakti Singh	A2	Boxing
Shiraz Khanna	"	"
Zain Bilgrami	C	permitted to go for Hike

Vikas Kohli  
Vivek Joseph

C No. P.T.  
A2 Boxing

**HGD**

Harpriya B. Singh  
Debjani Mukherji

A2 Ground work in Gym.  
C permitted to do  
standing P.T.

Gunita Sodhi  
Hima Sood  
Priya Anjali Kapur  
Rajni Sirkeck  
Samyukata Kumari  
Sanyukta Chandra  
Mimi P. Singh

A2 ground work in Gym.  
" " " " "  
" " " " "  
" " " " "  
" " " " "  
A2 Gym.  
A2 Gym.

**NGD**

Munisha Anand  
Sonali J. Bhandari  
Asheena Khalakdina  
Gundeep Nakai  
Malini Kevalramani  
Nisha Mishra  
Prabhjot K. Randhawa  
Nandita Kathpalia

C standing P.T. only  
C  
A2 Gym.  
" "  
" "  
C  
A2 Gym.  
C No P.T.

**SGD**

Bhupinderjit K. Waraich  
Natasha Nanda  
Sabina Kaintal  
Shiraz Kaintal  
Lakshmi Mahey

C standing P.T. only  
C —do—  
C for first term  
C  
A2 Gym.

**VGD**

Anubha Jain  
Ayesha Panwar  
Harpreet Bedi  
Isha Rajpal  
Navdeep Dhillon  
Saba Hussain  
Amarinder Mangat  
Tushita Mitra  
Anjali Sahai

C  
A2 Gym.  
" "  
" "  
" "  
" "  
" "  
" "  
" "

**HPD**

Amrit Rana	C standing P.T. only
Aman Khanna	A2 Boxing
Ajai Sehgal	" "
Manish Anand	" "
Srijoy Das	" "

**NPD**

Arvind K. Attri (D.S.)	C permitted to do standing P.T. only
Asheesh Mehra	C
Ranjit Raina	A2 Boxing

**SPD**

Arijit K. Munshi	A2 Boxing
Imtiaz Anees	C No P.T.

**VPD**

Aditya Batra	C 1st term
Ranjit Mehta	A2 Boxing & Swimming
Rohit Aggarwal	C standing P.T. only
Sandeep Jauhar	C —do—
Vishal Chatrath	A2 Boxing

**HPD (G)**

Aman B. Singh	C 1st term No P.T.
Malini Singh	C

S.R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 4th March 1983****Part I**

78—89

**No. 78. PROGRAMME****March**

<b>Fri.</b>	<b>4th</b>	<b>Senior Secondary and Secondary Board exams commence</b>	
		Breakfast U-VI	... 7-50 a.m.
		Core Language English U-VI	9-00—12-00 noon
		Lunch U-Vs	... 12-40 p.m.
		English Course A—I (U-Vs)	2-00—4-30 p.m.
		Tea U-Vs	... 4-45 p.m.
<b>Sat.</b>	<b>5th</b>	Lunch U-Vs	... 12-40 p.m.
		English Course A—II (U-Vs)	2-00—4-30 p.m.
		Assessment meeting MCR	... 2-30 p.m.
		Tea U-Vs	... 4-45 p.m.
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff Club meeting followed by dinner (Art Room)	... 7-30 p.m.
<b>Sun.</b>	<b>6th</b>	Cricket—School XI vs. Purewal watch factory	... 10-30 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
<b>Mon.</b>	<b>7th</b>	Breakfast U-VI Maths gp.	... 7-50 a.m.
		Maths U-VI	9-00—12-00 noon
		Lunch U-Vs	... 12-40 p.m.
		Hindi Course B—I U-Vs	2-00—4-30 p.m.
		Tea U-Vs	... 4-45 p.m.
<b>Tue.</b>	<b>8th</b>	Breakfast U-VI History gp.	... 7-50 a.m.
		History U-VI	9-00—12-00 noon
		Lunch U-Vs	... 12-40 p.m.

	Hindi Course B—II U-Vs	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
Wed. 9th	Breakfast U-VI Physics gp.	... 7-50 a.m.
	Physics U-VI	9-00—12-00 noon
	SUPW	4-30—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. 10th	Breakfast U-VI Economics gp.	... 7-50 a.m.
	Economics U-VI	9-00—12-00 noon
	Lunch U-Vs	... 12-40 p.m.
	Maths Course A—I U-Vs	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
Fri. 11th	Lower VI Prep leave commences	
	Breakfast U-VI Chemistry gp.	... 7-50 a.m.
	Chemistry U-VI	9-00—12-00 noon
	Lunch U-Vs (Two pupils—French, German)	... 12-40 p.m.
	French, German I U-Vs	2-00—4-30 p.m.
	Tea U-V (Two pupils)	... 4-45 p.m.
Sat. 12th	Lunch U-Vs	... 12-40 p.m.
	Maths Course A—II U-Vs	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 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. 13th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 79. CENTRAL BOARD EXAMS.

The Central Board Exams. commence from Friday 4th March '83. It is requested that every body cooperates in keeping noise down to the minimum in Birdwood School cloisters during the conduct of the examination.

**No. 80. 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, 1983.

**No. 81. DOGS AT SANAWAR**

S.O. No. 70 dated 25-2-83 para 4 (a) is reproduced below for immediate compliance:—

“All dog owners at Sanawar must inform the R.M.O. in writing latest by 4th March, 1983, 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. 82. 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. 83. 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. 84. 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, 1983. 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, 1983.

#### **No. 85. 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. 86 WATER RATIONING AT SANAWAR**

In view of very short supply of water from MES, Kasauli, water rationing and water consumption economy measures have been taken with effect from 1st March, 1983, morning. The details are now published for further information of all concerned.

- (1) All concerned, and in particular I/c CDH, House Matrons/ Warden, etc., are requested to kindly 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 may kindly also be given to taps being turned off in CDH, bath houses, wash houses, latrines, etc.
- (2) The Engineer on his own initiative may arrange for periodic inspection of the taps to keep the leakage to the minimum.

**(3) Staff water rationing hours :****For all staff :**

- (i) On working days ... 6-30 a.m.—8-30 a.m.  
 (ii) Sundays and holidays ... 4-00 p.m.—6-00 p.m.

*Note :* During these timings, water supply will be available for one hour only.

**(4) For B.D., G.D. :**

- (i) On working days ... 7-20 a.m.—8-30 a.m.  
 (ii) On Sundays and school holidays ... { The above timings will be delayed by one hour.

**(5) B.D., G.D. Night-rooms :** ... 7-30 p.m.—9-00 p.m.**(6) P.D.—As per timings suitable to P.D. time-table in due consultation with the Engineer.****(7) If the water supply from the MES, Kasauli, shows improvement, relaxation in water supply hours will be made; separate notification will be issued to this effect.****No. 87. TOY MAKING TRAINING CENTRE—SALE COUNTER**

The H.P. State Handicrafts & Handloom Corporation Ltd. (a H.P. Govt. Undertaking) has opened a sale counter at Garkhal, where a wide range of H.P. Handicrafts are on sale. A 20% discount on cash purchases is also available. Those interested may take advantage available at the sale counter.

**No. 88. MEDICAL CATEGORY**

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

Rajbir Singh	...	NBD	A2 Games, Athletics, Gym. to do standing PT only
Vivek Mahajan	...	VBD	A2 Boxing
Andaleep Sehgal	...	VBD	C (No P.T.)
Ronjoy Dutta	...	NBD	C (No P.T.)
Jogesh Inder Sodhi	...	VBD	C
Gaurav Kant	...	HBD	C
Samrat Manchanda	...	VBD	A2 Boxing
Dev Prasad	...	VBD	C
Sudhanshu Saigal	...	SBD	upgraded to Cat. B from Cat. C. He is not to Box.



**No. 89. CINEMA**

The English film **ARROWS OF ROBINHOOD** (if it arrives in time), will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday 6th March, 1983.

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

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 11th March 1983****Part I**

90—97

**No. 90. PROGRAMME****March**

Fri. 11th	Lower VI Prep leave commences	
	Breakfast U-VI Chemistry gp.	... 7-50 a.m.
	Chemistry U-VI	9-00—12-00 noon
	Lunch U-Vs (Two pupils—French, German)	... 12-40 p.m.
	French, German I U-Vs	2-00—4-30 p.m.
	Tea U-V (Two pupils)	... 4-45 p.m.
Sat. 12th	Lunch U-Vs	... 12-40 p.m.
	Maths Course A—II U-Vs	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
Sun. 13th	Supper Sr. School	... 7-15 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
Mon. 14th	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	School Exams. commence	
	Breakfast U-VI Biology gp.	... 8-00 a.m.
	Biology U-VI	9-00—12-00 noon
Tue. 15th	Lunch U-Vs	... 12-40 p.m.
	Science Course B—I U-Vs (Phy., Chem.)	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
	Breakfast U-VI Elec., Lang gp.	... 8-00 a.m.
	Elec., English Lang U-VI	9-00—12-00 noon
	Lunch U-Vs (Two pupils— French, German)	... 12-40 p.m.
	French, German II U-Vs (two pupils)	2-00—4-30 p.m.
	Tea U-Vs (two pupils)	... 4-45 p.m.

Wed. 16th	Breakfast U-VI Commerce gp.	... 8-00 a.m.
	Commerce U-VI	9-00-12-00 noon
	Lunch U-Vs	... 12-40 p.m.
	Science Course B—II (Life Sc.) U-Vs	2-00—3-30 p.m.
	Tea U-Vs	... 4-35 p.m.
Thu. 17th	Breakfast U-VI Pol., Science gp.	... 8-00 a.m.
	Political Science U-VI	9-00-12-00 noon
Fri. 18th	Breakfast U-VI Accountancy gp.	... 8-00 a.m.
	Accountancy U-VI	9-00-12-00 noon
	Lunch U-Vs	... 12-40 p.m.
	Social Science—I (Hist., Civ.) U-Vs	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
Sat. 19th	Breakfast U-VI Geography gp.	... 8-00 a.m.
	Geography U-VI	9-00-12-00 noon
	Lunch U-Vs	... 12-40 p.m.
	Social Science—II (Geography) U-Vs	2-00—4-30 p.m.
	Tea U-Vs	... 4-45 p.m.
Sun. 20th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 91. EXAMINATION PERIOD DAILY ROUTINE

With effect from Monday 14th March and upto and inclusive of Tuesday 22nd March '83, the following daily routine will be observed :—

Rouser	... 7-15 a.m.
Study Period (dorms.)	7-50—8-50 a.m.
House Inspection	... 9-00 a.m.
M.I., G.D.	... 9-00 a.m.
M.I., B.D.	... 9-10 a.m.
Breakfast Sr. School	... 9-20 a.m.
Assembly	... 10-10 a.m.
School Examination	10-30—1-30 p.m.
Lunch Sr. School	... 1-35 p.m.
Prep (Birdwood)	3-15—4-30 p.m.
Tea Sr. School	... 4-35 p.m.

B.D. baths	... 5-00 p.m.
Prep (Birdwood)	6-00—7-15 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-20 p.m.
House Inspection	... 8-30 p.m.
Study bell	.. 8-40 p.m.
Lights out	... 10-00 p.m.

### No. 92. CHESS TOURNAMENT

The results of Inter - House Chess Tournament 1982—'83 are published below for record :—

#### Boys

Nilagiri	... 21 points	1st
Siwalik	... 18 ,,	2nd
Himalaya	... 17 ,,	3rd
Vindhya	... 16 ,,	4th

#### Individual Performance :

<i>Boys Seniors :</i>	Romil Bahl	(N)	1st	(Champion)
	Vivek Kaul	(V)	2nd	
	I.P.S. Kaicker	(S)	3rd	
<i>Boys Juniors :</i>	Sanjiv Singhal	(N)	1st	(Champion)
	Gurdip Boparai	(N)	2nd	
	Harmeet Bedi	(H)	3rd	

#### Girls

Siwalik	... 12 points	1st
Himalaya	... 10 ,,	2nd
Nilagiri	... 8 ,,	3rd
Vindhya	... 6 ,,	4th

#### Individual Performance :

<i>Girls Senior :</i>	Anita Sinai	(S)	1st	(Champion)
	Geeta Ahlawat	(H)	2nd	
	Anuradha Verma	(N)	3rd	
<i>Girls Junior :</i>	Sameena Zaidi	(S)	1st	(Champion)
	Gauri Kant	(H)	2nd	
	Udita Malhotra	(N)	3rd	

**No. 93. 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. 94. 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. 95. FOREIGN NATIONALS IN SANAWAR**

(Reference S.O. No. 84, dated 4-3-1983)

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

**No. 96. INSTALLATION OF INTERNAL TELEPHONES**

In addition to existing telephones, the following five more telephones have been installed :

- |    |                       |     |          |
|----|-----------------------|-----|----------|
| 1. | Dr. H.P.S. Dhillon    | ... | No. 45   |
| 2. | Mr. J.K. Kohli        | ... | „ 46     |
| 3. | Mr. K.K. Batish       | }   | ... „ 47 |
| 4. | Mrs. Gurdev Singh Dev |     |          |
| 5. | Mr. C.S. Matharu      | ... | „ 48     |
| 6. | Mrs. R. Joseph        | ... | „ 49     |

- |                     |   |            |
|---------------------|---|------------|
| 7. Mr. K.J. Parel   | } | ... No. 33 |
| 8. Mr. B.D. Attri   |   |            |
| 9. Mr. C.B. Abraham | } | ... ,, 42  |
| 10. Mrs. Solomon    |   |            |

Printing Office will kindly provide the printed list of existing telephones that also carries the Instructions for use of Internal Telephones.

All concerned are requested to note the above given details.

**No. 97. CINEMA**

The English film **REBEL BLADE** (if it arrives in time), will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday 13th March, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 18th March 1983****Part I**

98—106

**No. 98. PROGRAMME****March**

Fri. 18th	Breakfast U-VI Accountancy gp.	... 8-00 a.m.	
	Accountancy U-VI	9-00-12-00 noon	
	Lunch U-Vs	... 12-40 p.m.	
	Social Science—I (Hist., Civ.) U-Vs	2-00—4-30 p.m.	
	Tea U-Vs	... 4-45 p.m.	
Sat. 19th	Breakfast U-VI Geography gp.	... 8-00 a.m.	
	Geography U-VI	9-00-12-00 noon	
	Lunch U-Vs	... 12-40 p.m.	
	Social Science—II (Geography) U-Vs	2-00—4-30 p.m.	
	Tea U-Vs	... 4-45 p.m.	
Sun. 20th	Tea P.D.	... 3-20 p.m.	
	Film P.D.	... 3-45 p.m.	
	Tea Sr. School	... 4-40 p.m.	
	Film Sr. School	... 5-45 p.m.	
	Supper P.D.	... 6-15 p.m.	
	Supper Sr. School	... 7-15 p.m.	
	Tue. 22nd	Breakfast U-VI Home Sc., gp.	... 8-00 a.m.
		Home Science U-VI	9-00—12-00 noon
School exams conclude			
Normal afternoon activities resumed			
Evening Prep cancelled			
B.D. baths		... 5-20 p.m.	
Supper P.D.		... 6-15 p.m.	
Supper Sr. School		... 7-15 p.m.	
Wed. 23rd	Academic dept., holiday		
	Sunday timings		
	Lunch U-VI Psychology gp.	... 12-40 p.m.	
	Psychology U-VI	2-00—5-00 p.m.	
	Tea U-VI Psycho., gp.	5-15 p.m.	
	B.D. baths	... 5-20 p.m.	
	Supper P.D.	... 6-15 p.m.	
	Supper Sr. School	... 7-15 p.m.	

Thu. 24th	Normal winter timing routine resumed	
	Breakfast U-VI Sculpture gp.	... 8-00 a.m.
	Sculpture U-VI	9-00-12-00 noon
	Lunch U-VI Sculpture gp. & Music gp.	... 12-40 p.m.
	Sculpture U-VI & Music Theory	2-00-5-00 p.m.
	Tea U-VI Sculpture gp.	... 5-15 p.m.
	B.D. baths	... 5-20 p.m.
	Evening Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 25th	Marks handed in to Form Staff	... 11-00 a.m.
	Breakfast U-VI Sculpture & Painting gp.	... 8-00 a.m.
	Sculpture & Painting U-VI	9-00-12-00 noon
	Lunch P.D.	... 12-00 noon
	Farewell Lunch for Upper Sixers	... 1-00 p.m.
	Sculpture & Painting U-VI	2-15-5-15 p.m.
	Tea U-VI Sculpture & Painting gp.	... 5-30 p.m.
	B.D. baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sixth Form Party	... 8-00 p.m.
Sat. 26th	Breakfast Sr. School	... 8-30 a.m.
	Assembly for award of Colours and Merit Certificates to out-going Sixth Formers (Barne Hall)	... 9-20 a.m.
	1st School	10-10-10-45 a.m.
	2nd School	10-45-11-20 a.m.
	Break	11-20-11-40 a.m.
	3rd School	11-40-12-15 p.m.
	4th School	12-15-12-50 p.m.
	5th School	12-50-1-25 p.m.
	Lunch	... 1-30 p.m.
	Afternoon activities cancelled	
	School Cricket XI leaves for Delhi	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D. baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.



	House fare-well parties for Upper Six	8-00-11-00 p.m.
Sun. 27th	School Cricket XI vs Roshanara club (away)	
	Sixth Form departure (onward)	... 6-00 a.m.
	Tea P.D. & B.D.	... 3-00 p.m.
	Film P.D. & B.D. (one show only)	... 3-15 p.m.
	Sixth Form School party leaves	... 7-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Suprer Sr. School	... 7.15 p.m.

**No. 99. 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 R.M O. When the House Matron is not available, the passes may be shown to or deposited with the Senior Perfect. Any infringement of this rule on the part of the children will be dealt with severely.

**No. 100. 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 large credit purchases made by them against their pay.

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 dedit 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 staff working under them, who do not receive School Orders, and/or who cannot read/understand them,

**No. 101. 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. Application, 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. 102. 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 far outside the school premises and should never be found grazing on the school lands.

**No. 103. PRIVATE TRADING**

Ref. School Order No. 94, dated Friday, 11th March, 1983.

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 under-taken 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. 94, dated 11-3-1983, and the implications thereof, to all concerned.

**No. 104. 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. 105. MEDICAL CATEGORY**

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

Amit Kohli	...	...	HBD	A2 Boxing
Manish Midha	...	...	"	" "
Atul Kapur	...	...	"	" "
Jitender Singh	...	...	"	" "
Dhiraj Walia	...	...	"	" "
Arun Khurana	...	...	"	" "
Durgesh Tuknayat	...	...	"	" "
H. Bedi	...	...	"	" "
Rajiv Chaudhury	...	...	"	" "
Rohit Pandey	...	...	"	" "
Vikash Sagar	...	...	"	" "
Amrinder Singh Gill	...	...	"	" "
Gursimrat Singh	...	...	"	" "
Atul Kapur	...	...	,, A2 Boxing, Swimming, Hodson.	
S.M. Ahluwalia	...	...	NBD	" "
A. Abrol	...	...	"	" "
Rajbir Singh	...	...	"	" "
Himat Singh Sekhon	...	...	"	" "
Sanjeev Singhal	...	...	"	" "
Nalin Nayyar	...	...	"	" "
Sanjay Prasad	...	...	"	" "
Sunil Sinha	...	...	"	" "
Gaurav Ram Pal	...	...	"	" "
Gunjan Das Gupta	...	...	"	" "
Desbir Bhandari	...	...	"	Cat. 'C' No P.T.
H.P.S. Sandhu	...	...	SBD	A2 Boxing
Jugraj Singh Gill	...	...	"	" "
Tapesh Bansal	...	...	"	" "
Rajiv Mehta	...	...	"	" "
Murad Ali	...	...	"	" "
Deepankar Sanwalka	...	...	"	" "

Anuj Bhatnagar	...	...	SBD	A2 Boxing
S. Bharat Ram	...	...	"	" "
Satbir Singh	...	...	"	" "
Tarun Modi	...	...	"	" "
Ashish Chadha	...	...	"	" "
Amar Anil Gore	...	...	"	" "
Vivek Batra	...	...	"	" "
Gursharan Singh	...	...	"	" "
Abinash Saigal	...	...	"	" "
R. Dawla	...	...	VBD	A2 Boxing
Shantnu Kaul	...	...	"	" "
Ashish Kaul	...	...	"	" "
Samraat Manchanda	...	...	"	" "
Vikram Kamerkar	...	...	"	" "
Navin Mahajan	...	...	"	" "
Rajiv Oberoi	...	...	"	" "
J.S. Dosang	...	...	"	" "
Vivek Mahajan	...	...	"	" "
Sushil Sharma	...	...	"	" "
Sidharath Dubey	...	...	"	" "
Atul Khanna	...	...	"	" "
Aditya Kapil	...	...	"	" "
Ominder Singh	...	...	"	" "
Gangan Inder Singh	...	...	"	" "
Rahul Aggarwal	...	...	"	" "
Vivek Menon	...	...	"	" "
Mansoor Ali	...	...	"	" "
Sultan Saini	...	...	"	" "
Aditya Batra	...	...	VPD	upgraded to Cat. A.

**No. 106. CINEMA**

The English film FIVE GIRL ARMY (if it arrives in time), will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday 20th March, 1983.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 25th March 1983****Part I**

107—111

**No. 107. PROGRAMME****March**

Fri. 25th	Marks handed in to Form Staff	... 11-00 a.m.
	Breakfast U-VI Sculpture & Painting gp.	... 8-00 a.m.
	Sculpture & Painting U-VI	9-00—12-00 noon
	Lunch P.D.	... 12-00 noon
	Farewell Lunch for Upper Sixers	... 1-00 p.m.
	Sculpture & Painting U-VI	2-15—5-15 p.m.
	Tea U-VI Sculpture & Painting gp.	... 5-30 p.m.
	B.D. baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sixth Form Party	... 8-00 p.m.
Sat. 26th	Breakfast Sr. School	... 8-30 a.m.
	Assembly for award of Colours and Merit Certificates to out-going Sixth Formers (Barne Hall)	... 9-20 a.m.
	1st School	10-10—10-45 a.m.
	2nd School	10-45—11-20 a.m.
	Break	11-20—11-40 a.m.
	3rd School	11-40—12-15 p.m.
	4th School	12-15—12-50 p.m.
	5th School	12-50—1-25 p.m.
	Upper Five book's handed in	
	Afternoon activities cancelled	
	School Cricket XI leaves for Delhi	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D. baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	House fare-well parties for Upper Six	8-00—11-00 p.m.

Sun. 27th	School Cricket XI vs. Roshanara Club (away)	
	Sixth Form departure (onward)	... 6-00 a.m.
	Upper Five Social Service gp., leaves	... 10-30 a.m.
	Tea P.D. & B.D.	... 3-00 p.m.
	Film P.D. & B.D. (one show only)	... 3-15 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sixth Form School party leaves	... 7-30 p.m.
Mon. 28th	New Upper Sixers move to Sixth Form dormitory	... 2-30 p.m.
Tue. 29th	Promotion meeting (MCR)	... 5-30 p.m.
Wed. 30th	Upper IV text books handed in	
	Prep School transfers move to Sr. School	... 2-30 p.m.
Thu. 31st	Lower IV text books handed in	

#### April

Fri. 1st	Good Friday—Holiday (Sunday timings)	
Sat. 2nd	Normal Saturday teaching routine including Project work	
	Cricket vs. Rakesh Sood's XI	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 3rd	Cricket vs. Rakesh Sood's XI	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 108. NILAGIRI HOUSE SHOW

The Nilagiri House Show is post-poned as under :—

Tue. 12th	1st Performance	... 4-30 p.m.
Wed. 13th	Final Performance	... 6-00 p.m.

#### No. 109. NEW ADMISSIONS

1. New admissions are scheduled mainly on 4th April and 5th April, 1983.

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

3. New admission sheets of such parents who have completed all formalities already, will be sent to all staff concerned; the copy marked for 'Parent', will be sent to Mr. Dhani Ram, who is requested to hand over the same, at the bakery itself, to the parent concerned, and guide them to respective departments.

4. In the case of parents who have not completed all formalities, they will be directed to the 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.

5. 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 including Day Scholars :—

	BD	GD	PDB	PSG
Mon. 4th April ...	—	—	56	26
Tue. 5th April ...	25	12	—	—

6. I/c CDH will also kindly arrange at 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.

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

#### **No. 110. ADMINISTRATIVE HOLIDAY**

Tuesday, the 29th March, 1983 will be observed as a holiday by the Administrative Staff on account of Holi.

2. Friday, the 1st April, 1983, will be observed as a holiday by the Administrative and Academic Staff on account of Good Friday.

#### **No. 111. CINEMA**

The English film REBEL BLADE (if it arrives in time), will be shown in Barne Hall at 3-15 p.m. for P.D. and Senior School on Sunday 27th March, 1983.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Saturday 2nd April 1983****Part 1***112—116***No. 112. PROGRAMME****April**

Fri.	1st	Good Friday—Holiday (Sunday timings)	
Sat.	2nd	Project work cancelled	
		Rouser	... 7-30 a.m.
		B. D. Baths	... 8-15 a.m.
		Breakfast Sr. School	... 9-20 a.m.
		1st School	10-00-10-40 a.m.
		2nd School	10-40-11-20 a.m.
		Break	11-20-11-40 a.m.
		3rd School	11-40-12-20 p.m.
		4th School	12-20-12-55 p.m.
		5th School	12-55-1-30 p.m.
		Lunch	... 1-35 p.m.
		U-V Social Service grp., returns	
		Cricket vs. Rakesh Sood's XI	... 2-45 p.m.
		Normal afternoon activities	
		'Short Film from Canada'	... 5-45 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Lights out	... 9-40 p.m.
Sun.	3rd	Cricket vs. Rakesh Sood's XI	... 10-30 a.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-40 p.m.
Mon.	4th	New Academic term commences	
		New admissions (Prep School)	
Tue.	5th	New admissions (Sr. School)	



Wed. 6th	SUPW	4-30—6-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 7th	New admissions (Sr. School) allocated	
	Games sets	... 2-30 p.m.
Sat. 9th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	YPS Girls' basket-ball team arrives	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 10th	G.D. basket-ball vs. YPS (Peacestead)	... 10-30 a.m.
	(School will watch the match)	
	Cricket vs. D.P. Azad's XI (Barnes)	... 10-00 a.m.
	Y.P.S. Girls' basket-ball team leaves	... 2-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

### No. 113. DAILY ROUTINE

The pre-lunch daily routine with effect from Monday 4th April 1983 will be as under :—

Rouser	... 6-00 a.m.
Chota Hazri	... 6-20 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-35 a.m.
1st School	7-50—8-30 a.m.
Breakfast	... 8-35 a.m.
Assembly	... 9-20 a.m.
2nd—3rd School	9-30—10-55 a.m.
Break	10-55—11-15 a.m.
4th—6th Schools	10-15— 1-30 p.m.
Lunch	... 1-35 p.m.

Note : The post-lunch routine will continue to be as published in the Games' programme. Every Saturday there will be morning prep from 6-40—7-40 a.m.

M.I., on week days will be during break. On Sundays & holidays there will be no M.I.

**No. 114. TEACHING ROUTINE—*Wednesdays & Saturdays.***(i) The teaching routine for *Wednesdays* will be as under :—

1st School	7-50— 8-30 a.m.
Brekfast	... 8-35 a.m.
Singing practice	9-10— 9-20 a.m.
2nd School	9-25—10-05 a.m.
3rd School	10-05—10-45 a.m.
4th School	10-45—11-20 a.m.
Break	11-20—11-40 a.m.
5th School	11-40--12-20 p.m.
6th School	12-20— 1-00 p.m.
7th School	1-00— 1-35 p.m.
Lunch	... 1-40 p.m.

(ii) The teaching routine for *Saturdays* will be as under :—

1st School	7-50—8-30 a.m.
Breakfast	... 8-35 p.m.
2nd School	9-10— 9-45 a.m.
3rd School	9-45—10-20 a.m.
4th School	10-20—11-00 a.m.
5th School	11-00—11-40 a.m.
Break	11-40—12-00 noon
Projects	12-00— 1-30 p.m.

**No. 115. ANNUAL CAMPS/HIKES**

Camp period will extend from Saturday, 16th April 2-00 p.m. to Sunday, 24th April, 4-00 p.m. 1983. 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 proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 6th April, 1983. 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, or write on the proforma showing the list (see para 2 above), alongwith the escorts latest by 6th April, 1983.
- (4) Himachal or Haryana or Punjab 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 6th April, 1983.
- (5) The Q M. and. Mr. S. Ghosh have limited camp equipment with them, and therefore, Staff I/c of various parties are requested to contact them, at their earliest. giving list of items required by them. It is necessary to bear in mind that whatever equipment is available has to be shared.
- (6) The School bus will not be available for any of the parties during the camp period, since it is likely to be busy with Prep. School camp.
- (7) Party I/c are requested to inform in writing the Housemasters/Housemistresses and the House Matrons/Warden 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 will 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. 140/- 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.
- (12) Parents of Day Scholars will have the option to send or not to send their child(ren) for Camp/Hikes.

**No. 116. CINEMA**

An English film if it arrives 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 April, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 8th April 1983****Part I**

117—119

**No. 117. PROGRAMME****April**

Fri.	8th	School Cricket Atoms leave for Welhams Dehra Dun	
Sat.	9th	Morning Prep	6-40—7-40 a.m.
		School Atoms vs. Welhams (away)	
		Tutorial meetings cancelled	
		Talk by Surg. Lt. Cdr. S. Thomas on the 1st Indian Antarctic expedition (Lower V & upwards to attend)	... 6-00 p.m.
		YPS Girls' basket-ball team arrives	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	10th	G.D. basket-ball vs. YPS (Peacestead) (School will watch the match)	... 10-30 a.m.
		Cricket vs. D.P. Azad's XI (Barnes)	... 10-00 a.m.
		Y.P.S. Girls' basket-ball team leaves	... 2-30 p.m.
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		School Cricket Atoms team returns	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Tue.	12th	School Cricket XI leaves for Dehra Dun	
		Nilagiri House Show 1st performance (U-IVs & downwards to attend)	... 4-30 p.m.
		Afternoon activities for U-IV downwards cancelled (onwards)	... 3-40 p.m.
		U-IVs and L-IVs to attend evening prep after the show	
Wed.	13th	School Cricket XI vs. Doon School (away)	
		SUPW cancelled	
		Afternoon activities to end	... 3-50 p.m.

	Tea Sr. School	... 4-00 p.m.
	B. D. baths	... 4-30 p.m.
	Nilagiri House final performance	... 6-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 8-00 p.m.
Thu. 14th	Cricket 1st XI returns	
Sat. 16th	Morning Prep cancelled	
	Rouser	... 7-15 a.m.
	Normal classes	
	Afternoon activities cancelled	
	School breaks for hikes/camps (onwards)	... 2-30 p.m.
Sun. 17th	Camping hiking parties leave	
	B.D. baths	... 8-00 a.m.

**No. 118. ADMINISTRATIVE HOLIDAY**

Thursday, the 14th April, 1983, will be observed as a holiday by the Administrative Staff on account of Baisakhi.

**No. 119. CINEMA**

The English film WAGES OF SIN 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 April, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 15th April 1983****Part I**

120—125

**No. 120. PROGRAMME****April**

Fri. 15th	Hiking/Camping parties travelling through Punjab permitted to leave	... 2-30 p.m.
	Afternoon activities cancelled	
	Screening of Video film	... 2-30 p.m.
	Tea after the film	
	Prep cancelled	
	B.D. baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 16th	Morning Prep cancelled	
	Rouser	... 7-00 a.m.
	B.D. baths	... 8-00 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Screening of Video film	... 10-00 a.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Hiking/Camping parties	... 2-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Sun. 17th	Hiking/Camping parties leave	
	B.D. baths	... 8-00 a.m.
Mon. 18th	P.D., breaks for Sadhupul Camp	
Sat. 23rd	P.D., return from Camp	
	Hiking/Camping parties return	
Sun. 24th	Hiking/Camping parties return	
	Sunday timings	
	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.
Mon. 25th	Normal routine resumed	

Note : The next School Order will be published on Mon. 25th April 1983.

**No. 121. TUCK SHOP SLIP—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. 17 dated 15th February, 1983 refers).

**No. 122. SCHOOL LEDGERS**

All staff members who have School property under their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought upto date, with all entries completed, latest by 24th April, 1983. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors who will be coming again for school audit fairly soon.

**No. 123. 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. 124. NEXT ISSUE OF SCHOOL ORDER**

The next issue of School Order will be on Monday, the 25th April 1983.

**No. 125. ADMINISTRATIVE HOLIDAY**

Thursday, the 21st April, 1983, will be observed as a holiday by the Administrative Staff on account of Ram Naumi.

S. R. Das  
Headmaster



**LAWRENCE SCHOOL ORDERS****Sanawar Monday 25th April 1983****Part I**

126—130

**No. 126. PROGRAMME****April**

Mon.	25th	Normal activities resumed	
Wed.	27th	SUPW	4-30—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.
Fri.	29th	School Cricket Colts & Atoms leave for Patiala	... 2-30 p.m.
		YPS Cricket 1st XI arrives	... 6-00 p.m.
Sat.	30th	Morning Prep	6-40—7-40 a.m.
		School Cricket 1st XI YPS (home) (Afternoon activities cancelled. School will go down to watch the match)	... 10-00 a.m.
		School Cricket Colts vs. YPS (away)	
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

**May**

Sun.	1st	School Cricket 1st XI vs. YPS (home) (School will watch the match till lunch break)	... 10-00 a.m.
		School Cricket Atoms vs. YPS (away)	
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

**No. 127. INTER—HOUSE FIXTURES**

The proposed dates for various Inter-House sports fixtures  
are published below for information :—

Cricket—Basket-ball ... 5th May

Boxing	... 13th May
Soccer-Tennis	... 15th Aug.
Athletics	... 2nd Oct.
Hodson runs	... 29th Oct.
Hockey	... 26th Nov.

**No. 128. NEW ADMISSIONS—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. 129. SUMMER KIT**

The entire School will switch over to Summer Kit with effect from Thursday, 28th April 1983.

**No. 130. INTERNATIONAL HEALTH CERTIFICATES**

Housemasters / Housemistresses are requested to send names of children of their Houses who are going overseas during summer vacation, to RMO, so that he can get necessary inoculation/ vaccination done well in time. Kindly send in your lists to RMO, latest by 10th May, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 29th April 1983****Part I***131—135***No. 131. PROGRAMME****April**

Fri.	29th	School Cricket Colts & Atoms leave for Patiala	... 2-30 p.m.
		YPS Cricket 1st XI arrives	... 6-00 p.m.
Sat.	30th	Morning Prep	6-40—7-40 a.m.
		School Cricket 1st XI YPS (home)	... 10-00 a.m.
		(Afternoon activities cancelled. School will go down to watch the match)	
		School Cricket Colts vs. YPS (away)	
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

**May**

Sun.	1st	School Cricket 1st XI vs. YPS (home)	... 10-00 a.m.
		(School will watch the match till lunch break)	
		School Cricket Atoms vs. YPS (away)	
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 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	SUPW	4-30—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.	5th	Inter-House Cricket & Basket-ball tournaments commence	
Fri.	6th	Siwalik House show 1st performance	... 4-30 p.m.
		(U-IV & L-IV boys to attend with PD After the show they will go for Prep)	
		B.C.S., Colts & Atoms arrive	... 5-30 p.m.

Sat.	7th	School Cricket Atoms vs B.C.S. ...	10-00 a.m.
		(Afternoon activities cancelled. School will go down to watch the match)	
		B.D., baths ...	4-15 p.m.
		Siwalik House show final performance ...	6-00 p.m. <sup>▲</sup>
		Supper P.D. ...	6-15 p.m.
		Supper Sr. School ...	8-00 p.m.
Sun.	8th	School Cricket Colts vs. BCS ...	10-00 a.m.
		Tea P.D. ...	3-20 p.m.
		Film P.D. ...	3-45 p.m.
		Tea Sr. School ...	4-40 p.m.
		B.C.S., Colts & Atoms leave ...	5-30 p.m.
		Film Sr. School ...	5-45 p.m.
		Supper P.D. ...	6-15 p.m.
		Supper Sr. School ...	7-15 p.m.

#### No. 132. ASSESSMENT MEETING

The next assessment meeting will be held in MCR at 5-30 p.m., on Tuesday 10th May, '83.

#### No. 133. INTER HOUSE BOXING : *Matching of Bouts.*

The R.M.O. has, after going through the rules and standards of the Indian Amateur Boxing Federation, and that of School Boxing rules, has evolved a system for selecting boxers, and matching of bouts. It is felt that the new system will help avoid technical questioning, and major injuries. The details of the new system (which will replace the old system) effective from 1983 and onward, are as follows :—

Bouts	Weight in K.G.	Age Group
Paper Wt.	38—40	11 years to 11½ years
Midget Wt.	40—42	11½ years to 12 years
Mosquito Wt.	42—45	12 years to 12½ years
Gnat Wt.	45—47	12½ years to 13 years
Light Fly.	47—49	13 years to 13½ years
Fly. Wt.	Over 49 upto 51	13½ years to 14 years
Bantam Wt.	Over 51 upto 54	14 years to 14½ years
Feather Wt.	Over 54 upto 57	14½ years to 15 years
Light Wt.	Over 57 upto 60	15 years to 15½ years
Light Welter	Over 60 upto 63·5	15½ years to 16 years

Welter Wt.	Over 63 upto 67	Above 16 years
Light Middle	Over 67 upto 71	” ” ”
Middle Wt.	Over 71 upto 75	” ” ”
Light Heavy	Over 75 upto 81	” ” ”
Heavy Wt.	Over 81 upto 91	” ” ”
Super Heavy	Over 91 K.G.	” ” ”

*Notes :* (a) Boxers above 16 years of age are to be paired with age difference of six months only and a difference of  $2\frac{1}{2}$  kg. in wt.

- (b) Boxers born on or before 15th of a month will be under six months otherwise to be above six months for selecting a bout.
- (c) *Weighing in* will be once only and that will be the final weight of the participant.
- (d) *Weighing* will be done with shorts only. No jersey, shirt, socks, shoes will be allowed.
- (e) The list of children excused boxing as published in School Orders from time to time, will be final and no reconsideration will be made.
- (f) *Weighing*—in will be 4 days prior to the start of the Boxing tournament.
- (g) Final *weighing*—in and *medical* will be in the morning, for the bouts scheduled for that day.
- (h) Entries for boxing with date of birth and age classification should reach by 6th May 1983, to Mr. Dhani Ram P.T.I. After 6th May no entries will be entertained.

**No. 134. MEDICAL CATEGORY**

H.P.S. Sidhu (SBD) ... Cat. 'C' No. P.T.

**No. 135. CINEMA**

An English film if it arrives 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 May, 1983.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday 6th May 1983

**Part I**

136—140

**No. 136. PROGRAMME****May**

Fri. 6th Lunch Sr. School ... 1-15 p.m.  
 I—H Cricket Nilagiri vs. Vindhya ... 2-15 p.m.

Note : Nilagiri & Vindhya Atoms along  
 with scorers for the Atoms match  
 will be let off 6th School and have  
 lunch with Prep School. Their match  
 will start at 1-10 p.m.

Boxing training—Himalaya 2-45—3-30 p.m.

Siwalik House Show 1st performance ... 4-30 p.m.

(U-IV & L-IV boys to attend with P.D.)

After the show they will go for Prep)

Prep 6-25—7-35 p.m.

B.D., baths ... 8-15 p.m.

Sat. 7th Morning Prep 6-40—7-40 p.m.

Routine hobbies

Games on Barnes & New Field cancelled

Second Session of nets & last session  
 of boxing cancelled

B.C.S. Colts & Atoms arrive ... 3-00 p.m.

B.D., baths ... 4-45 p.m.

Siwalik House Show final performance ... 6-00 p.m.

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

Supper Sr. School ... 8-00 p.m.

Sun. 8th School Cricket Colts vs. B.C.S. (Barnes) ... 10-00 a.m.

School Cricket Atoms vs. B.C.S.

(New Field) ... 10-00 a.m.

(School will go down to watch the matches)

Tea P.D. ... 3-20 p.m.

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

Tea Sr. School ... 4-40 p.m.

B.C.S., Colts & Atoms leave ... 5-30 p.m.

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

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 9th	Lunch Sr. School	... 1-15 p.m.
	I—H Cricket Siwalik vs. Vindhya	... 2-15 p.m.
	Boxing training—Nilagiri	2-45—3-30 p.m.
	Boxing training—Himalaya	4-15—5-00 p.m.
	Prep	6-25—7-35 p.m.
	B.D., baths	... 8-15 p.m.
Tue. 10th	Lunch Sr. School	... 1-15 p.m.
	I—H Cricket Himalaya vs. Siwalik	... 2-15 p.m.
	Boxing training—Vindhya	2-45—3-30 p.m.
	Boxing training—Nilagiri	4-15—5-00 p.m.
	Prep	6-25—7-35 p.m.
	B.D., baths	... 8-15 p.m.
Wed. 11th	Lunch Sr. School	... 1-15 p.m.
	I—H Cricket Himalaya vs. Vindhya	... 2-15 p.m.
	Boxing training—Nilagiri	2-45—3-30 p.m.
	Boxing training—Siwalik	4-15—5-00 p.m.
	SUPW cancelled	
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 12th	Lunch Sr. School	... 1-15 p.m.
	I—H Cricket Siwalik vs. Nilagiri	... 2-15 p.m.
	Boxing training—Himalaya	2-45—3-30 p.m.
	Boxing training—Vindhya	4-15—5-00 p.m.
	Prep	6-25—7-35 p.m.
	B.D., baths	... 8-15 p.m.
Fri. 13th	Inter-House Boxing tournament commences	... 2-45 p.m.
	B.D., baths (daily)	... 5-20 p.m.
	Assessment meeting MCR	... 5-30 p.m.
	Normal evening Prep timings resumed	
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	I—H Boxing	... 2-45 p.m.
	School Cricket 1st XI vs. Mr. Malik's XI	... 2-45 p.m.
	Tutorial meetings cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 15th	I—H Boxing	... 10-00 a.m.
	School Cricket 1st XI vs. Mr. Malik's XI ..	10-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 137. HANDING OVER/TAKING OVER OF SCHOOL QUARTERS

For obvious reason 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. 138. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1983 as on 5-5-1983, will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 21-5-1983 (3 p.m.).

#### No. 139. 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 Medical Health Scheme, and take advantage of the medical cover it offers. Reference be please made in this connection to the M.H.S. rules published in School Order No. 212 dated 7-8-1981.

(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 the School Order clearly to all staff working under them, and to whom School Orders are not issued.

**No. 140. CINEMA**

An English film if it arrives 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 May, 1983.

S. R. Das  
*Headmaster*

**LA WRENCE SCHOOL ORDERS****Sanawar Saturday 14th May 1983****Part I**

141—146

**No. 141. PROGRAMME****May**

Fri. 13th	Inter-House boxing tournament post-poned to next term	
	B.D., baths	... 8-15 p.m.
	Assessment meeting post-poned	
	Cricket Himalaya vs. Vindhya	... 2-15 p.m.
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Normal teaching routine and Project work	
	School Cricket 1st XI vs. Mr. Malik's XI	... 2-45 p.m.
	Girls' basket-ball team vs. Modern School (away)	
	Tutorial meetings cancelled	
	Assessment meeting MCR	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th	School Cricket 1st XI vs. Mr. Malik's XI	.. 10-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Girls' basket-ball team returns	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 16th	Soccer sets made	... 2-45 p.m.
	Afternoon activities cancelled	
	Festival Soccer match	... 3-30 p.m.
Tue. 17th	Soccer season commences	
Wed. 18th	SUPW	4-30—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.
Fri. 20th	Vindhya House Show first performance (U-IV & L-IV boys to attend with P.D. After the show they will go for Prep)	... 4-30 p.m.

Sat. 21st	Morning Prep	6-40—7-40 p.m.
	YPS basket-ball team arrives	... 5-00 p.m.
	Tutorial meetings cancelled	
	Vindhya House Show final performance	... 6-00 p.m.
	Supper P.D.	.. 6-15 p.m.
	Supper Sr. School	... 8-00 p.m.
Sun. 22nd	School Girls' basket-ball team vs. YPS (School will watch the match)	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 142. 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. 143. 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 Sat. 11th June, 1983.

**No. 144. LIVE STOCK**

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 grazing on the school land.

**No. 145. MEDICAL CATEGORIES**

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

Srijoy Das	HPD	...	Cat. C
Arun Yadav	HBD	...	Cat. A2 Boxing
Rahul Gill	NPD	...	Cat. C

**No. 146. CINEMA**

An English film if it arrives 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 May, 1983.

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

## LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th May 1983

### Part I

147—155

#### No. 147. PROGRAMME

May

Fri. 20th	Vindhya House Show first performance ... 4-30 p.m. (U-IV & L-IV boys to attend with P.D. After the show they will go for Prep) Afternoon activities to end for U-IVs & L-IVs ... 3-40 p.m. Tea U-IVs & L-IVs ... 3-45 p.m.
Sat. 21st	Morning Prep 6-40—7-40 a.m. YPS basket-ball team arrives ... 5-00 p.m. Tutorial meetings cancelled Vindhya House Show final performance ... 6-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 8-00 p.m.
Sun. 22nd	School Girls' basket-ball team vs. YPS ... 10-30 a.m. (School will watch the match) Tea P.D. ... 3-20 p.m. Film P.D. ... 3-45 p.m. Tea Sr. School ... 4-40 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	Weighing B.D. :— Himalaya 2-10—2-30 p.m. Nilagiri 2-30—2-50 p.m. Siwalik 2-50—3-10 p.m. Vindhya 3-10—3-30 p.m. (Before/after weighing boys will be at their respective activities)
Tue. 24th	Weighing G.D. :— Himalaya 2-10—2-30 p.m. Nilagiri 2-30—2-50 p.m. Siwalik 2-50—3-10 p.m. Vindhya 3-10—3-30 p.m.

(Before/after weighing boys will be at their respective activities)

Wed. 25th	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.
Sat. 28th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	5-35—6-20 p.m.
	B.D., baths (Jrs.)	... 6-40 p.m.
	English debate Srs.	... 6 45 p.m.
	(L-V & upwards will attend)	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-45 p.m.
Sun. 29th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 148. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1983, to the Bursar not later than 11th June, 1983.

#### No. 149. 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. 150. 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 home with them during the forthcoming vacation. They must ask their parents/guardians to have these jerseys cleaned/repaired, whatever is necessary, at home.

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

Children will NOT be permitted to wear with School uniform, jerseys 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. 151. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Friday 3rd June, 1983 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 :—

Fri. 3rd June '83	{	11-00 a.m. G.D. (Upper Dorm.)
		11-30 a.m. G.D. Lower Dorm.)
		12-00 noon B.D. Himalaya
		12-30 p.m. B.D. Nilagiri
Sat. 4th „ „	{	11-00 a.m. P.D. Upper dorm. (Boys)
		11-20 a.m. P.D. Lower dorm. (Boys)
		11-40 a.m. P.D. Girls
		12-00 noon B.D. Siwalik
		12-30 p.m. B.D. Vindhya
Mon. 6th „ „	{	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. 152. 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. 153. MATERNITY CASES**

In view of lack of proper medical staff and hospital equipment facilities in School Hospital, it is again 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, Dharampur H.P.
3. District Hospital, Solan H.P.

**No. 154. MEDICAL CATEGORIES**

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

J. Gadkary	VGD	...	Cat. C (No PT)
Rahul Roy	HBD	...	Cat. A2 Boxing
S. Parekh	SPD	...	Cat. C (No PT)
J.S. Dhanoa	VBD	...	Cat. A2 Boxing

**No. 155. CINEMA**

An English film if it arrives 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 May, 1983.

S. R. Das  
Headmaster



**LAWRENCE SCHOOL ORDERS**

Sanawar Friday 27th May 1983

**Part I**

156—160

**No. 156. PROGRAMME****May**

Sat.	28th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings	5-35—6-20 p.m.
		B.D., baths (Jrs.)	... 6-30 p.m.
		English debate Srs.	... 6-45 p.m.
		(L-V & upwards will attend)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-45 p.m.
Sun.	29th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

**June**

Wed.	1st	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.
Fri.	3rd	Himalaya House first performance	... 4-30 p.m.
		(U-IV & L-IV boys to attend with P.D.	
		After the show they will go for Prep)	
		Afternoon activities to end for U-IVs &	
		L-IVs	... 3-40 p.m.
		Tea U-IVs & L-IVs (boys)	... 3-40 p.m.
Sat.	4th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings cancelled	
		B.D., baths (Jrs.)	... 5-20 p.m.
		Himalaya House Show final performance	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 8-00 p.m.

Sun. 5th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-40 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

**No. 157. ASSESSMENT MEETING**

The next assessment meeting will be held in the MCR at 5-30 p.m., on Thursday 9th June 1983.

**No. 158. HODSON RUN FINALS**

The finals of the Hodson Runs will be held on Monday 13th June 1983.

**No. 159. ANNUAL PRIZE GIVING**

The Annual Prize Giving will be held on Tuesday 14th June, 1983.

**No. 160. CINEMA**

An English film if it arrives 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 May, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday 3rd June 1983

**Part I**

161—163

**No. 161. PROGRAMME****June**

Sat.	4th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings cancelled	
		B.D., baths (Jrs.)	... 5-20 p.m.
		Himalaya House Show final performance	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 8-00 p.m.
Sun.	5th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed.	8th	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.	9th	Assessment meeting (MCR)	... 5-30 p.m.
Fri.	10th	P.D. Show first performance	... 6-00 p.m.
		(U-IV & L-IV boys will attend.	
		After the show they will go for Prep)	
		Afternoon activities to end for U-IVs &	
		L-IVs	... 3-40 p.m.
		Tea U-IVs & L-IVs (boys)	... 3-45 p.m.
Sat.	11th	Morning Prep cancelled	
		Rouser	... 7-00 a.m.
		Normal routine including afternoon activities	
		Subject reports handed in to Form Staff	... 11-00 a.m.
		Tutorial meetings cancelled	
		B.D., baths (Jrs.)	... 5-20 p.m.
		P.D., Show final performance	... 6-00 p.m.

	Supper Sr. School	...	8-00 p.m.
	P.D. party (P.D., pavement)	...	8-30 p.m.
Sun. 12 th	Film (P.D., & Sr. School)	...	10-00 a.m.
	Lunch P.D.	...	12-30 p.m.
	Lunch Sr. School	...	1-30 p.m.
	Tea P.D.	...	3-30 p.m.
	Tea Sr. School	...	4-00 p.m.
	Arrival chief guest	...	4-30 p.m.
	Guard of Honour (Quad)	...	5-00 p.m.
	Introduction to staff (Quad)	...	5-15 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Staff Club dinner (Art room)	...	8-00 p.m.

**No. 162. INTER—HOUSE CRICKET**

The results are published below for record :—

Siwalik	...	14 pts.	1st
Vindhya	...	10 pts.	2nd
Himalaya	...	8 pts.	3rd
Nilagiri	...	4 pts.	4th

**No. 163. CINEMA**

An English film if it arrives 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 June, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Monday 6th June 1983

**SPECIAL ORDER****No. 164. STRENGTH**

Decrease with effect from 11-10-1982:—				
Kabir Virdi	...	HPD		
Decrease with effect from 26-10-1982:—				
Nader Sulaiman	...	SBD		
Decrease with effect from 13-11-1982:—				
Vivekanand Sharma	...	NBD		
Sumeet Sofat	...	SBD		
Decrease with effect from 8-12-1982:—				
Nitin Khanna	...	NBD		
Decrease with effect from 10-12-1982:—				
Rohit Borwankar	...	NBD		
Decrease with effect from 13-12-1982:—				
Urvashi Prakash	...	VGD		
Decrease with effect from 22-12-1982:—				
Petrasp Mistry	...	HBD		
Decrease with effect from 28-12-1982:—				
Sandhya Yadav	...	NGD		
Sanjay Yadav	...	NBD		
Vineeta Yadav	...	NPD		
Decrease with effect from 31-12-1982:—				
Aftab Mohan Chopra	...	VBD		
Decrease with effect from 31-12-1982:—				
Anuj Chawla	...	HPD		
Decrease with effect from 31-1-1983:—				
Sivanka Dhanapal	...	SBD		
Decrease with effect from 1-4-1983:—				
D.S. Rathore (DS)	...	HBD	Sangeet H. Kapoor	... SBD
Harinder Singh	...	„	Sanjiv Modi	... „
Harminder S. Sangha	...	„	Surender K. Sharma	... „
Jagjit Singh	...	„	Vivek Sud	... „
Masa Chuba	...	„	Vikramjit S. Grewal	... „
Naresh Chauhan	...	„	Kamal Ahuja	... „

Pankaj Sapru	...	HBD	Amit Kishore	...	VBD
Pawan Gulati	...	„	Amolak Singh Gill	...	„
Kr. R. Jamwal	...	„	Ranjit Rawley	...	„
Ravinder Sirkeck	...	„	Sanjay Sood	...	„
Sanjay Aggarwal	...	„	Sanjiv Sharma	...	„
Prateek Aggarwal	...	„	Vibhu Sabharwal	...	„
Sandeep S. Hundal	...	„	Vivek Kaul	...	„
D.S. Godara	...	„	Harpal S. Maini	...	„
Rajesh Johar	...	„	Sandeep Chadha	...	„
Dhiraj Walia	...	„	Sandeep S. Gill	...	„
Ajay Nath Maira	...	NBD	Malvinder S. Punia	...	„
Alam Singh Khara	...	„	Divya Bhasin	...	HGD
Arvinder S. Dhaliwal	...	„	Geetika Gupta	...	„
Dhyan Mayadas	...	„	Gunveet K. Sethi	...	„
Jagatbir S. Sandhu	...	„	Kirandeep S. Sandhu	...	„
Kim Suk K. Sinha	...	„	Seema Jamwal	...	„
Ranobir Datta	...	„	Simran Khatra	...	„
Ronojoy Datta	...	„	Tandip Singh	...	„
Ranvir S. Dhillon	...	„	S. Kumarakulesinghe	...	„
Ravi Subba	...	„	P. B. Tuknayat	...	„
Udayant Malhotra	...	„	Sanyukta Chandra	...	„
Romil Bahl	...	„	Jyoti Chahar	...	NGD
Himmat Ahlawat	...	„	Kalpana Sinha	...	„
Nipun Mahajan	...	„	Kanika Kapur	...	„
Harsh Lambah	...	„	Sonia Gupta	...	„
Neeraj Khanna	...	„	Supritapal Singh	...	„
Ashish M. Gupta	...	„	Zia Ghandy	...	„
Bharat Inder S. Gill	...	„	Jyotika Bawa	...	„
Atul Gupta	...	„	Prabhjot K. Randhawa	...	„
Hari Singh Baidwan	...	„	Sonali Bhandari	...	„
Alok Verma	...	„	Roopkiran Jhaj	...	„
Chandervir Ahuja	...	„	Kavita Singh	...	SGD
Gurdip Singh	...	„	Shalin Kaintal	...	„
Ajeet Bajaj	...	SBD	Suishta Saigal	...	„
Amandeep S. Jabbi	...	„	Nandini Mongia	...	„
Gurinder S. Mann	...	„	B.K. Waraich	...	„
Kanwaljit S. Talwar	...	„	Renata Ahuja	...	„
M.P. Sirivastva	...	„	Gitanjali Rajwade	...	VGD

Manish Kochhar (DS) ...	SBD	Gitinder Kaur	...	VGD
Manu Talwar ...	,,	Hardeepak K. Sidhu	...	,,
Rajiv Ahal ...	,,	Navkiran Dhillon	...	,,
Rohit Kapur ...	,,	Payal Matta	...	,,
Rohit Thawani ...	,,	Shabnam Tangri (DS)	...	,,
Roy Peter Sinai ...	,,	Shalini Bhojar (DS)	...	,,
Sandeep Mehta ...	,,			
Decrease with effect from 10-2-1983:—				
Amarinder S. Sandhu	...	SPD		
Increase with effect from 10-2-1983:—				
Promita Das (DS)	...	NPG		
Decrease with effect from 17-3-1983:—				
Lalremrueti	...	SGD		
Increase with effect from 4-4-1983:—				
Sunaina Choksey ...	HPG	Rajat Aggarwal	...	VPB
Sahil Patel ...	NPB	Umang Varm	...	NPB
Firoze S. Contractor ...	,,	Jhumka Modi	...	SPG
Sirtaj Singh Kang ...	,,	Shivani Gupta	...	HPG
Dipali K. Chadha ...	NPG	Gopal Singh	...	SPB
Hanit Gyani ...	SPG	Sumita Gupta	...	VPG
Arti Katoch (DS) ...	VPG	Vikrant Aggarwal	...	NPB
R. H. Sequeira (DS) ...	VPB	Kunal Mahajan	...	,,
Namit Kanwar ...	SBD	Radha Kumari Gupta	...	NPG
Babso Kanwar ...	SPG	Rajat Sehgal	...	SPB
Gauri Gill ...	VGD	Nonu Caplash	...	NPB
Gina Maya Chatterji ...	HPG	Sarika Kapur	...	NGD
Kim Kanishka Das ...	SPB	Laxman Kapur	...	NBD
Sanjay Sikand ...	VPB	Deepti Kapur	...	NPG
Subir Khattau ...	HPB	Bhavna Kapur	...	,,
Yashish Dahiya ...	SPB	Amber K. Sodhi	...	VPG
Vikramjit Singh ...	,,	Anmol Madan	...	VPB
Naushad Sam Wadia ...	,,	Raman Dua	...	,,
Pankaj Varma ...	HPB	Amandeep S. Bains	...	NPB
Ravi Avalur ...	SPB	Saravdeep Lally	...	SPB
Abhayjit H.S. Sandhu ...	NPB	Tushar M. Sockey	...	HPB
Abhijit Lakhia ...	HPB	Nikhil Sen	...	VPB
Sharmilee Sagar ...	HPG	Yogesh Kapur	...	,,
Uday Singh ...	HPB	Divya Mahajan	...	,,
Avinash Jajodia ...	,,	N. Nando Singh	...	NBD

Aprajit Mahajan	...	HPB	Vikramjit S. Cheema	...	HPB
Sahir Parekh	...	SPB	Vivek Bapat	...	VPB
Rahul Singh Gill	...	NPB	L. Jayalakshmi	...	SGD
Kaveri Gill	...	VPG	B. S. Jhaj	...	NPB
Puru P. Das	...	SPB	Mohitinder S. Gill	...	HPB
Shubro J. Mukerjee	...	HPB	Sukhpreet S. Sandhu	...	SPB
Rajiv Kapoor	...	NPB	Mukesh K. Jaiswar	...	SBD
Suparna Bhatia	...	NPG	Anantika Channa	...	HPG
Bhajan P.S. Sekhon	...	SPB	Vikrant Goyal	...	SPB
Jaspreet S. Mann	...	NPB	Mitali Sengupta (DS)	...	HPG
Radhika Singh	...	VPG	L. Rajesh Kumar Roy	...	SBD
Himmat S. Nakai	...	NPB	Amit Dhani	...	NPB
Jugnu Grewal	...	HPG	Tegbir S. Brar	...	HPB
Sukhdev S. Majithia	...	NPB	Praneet Aulakh	...	SPG
Gaurav Raina	...	„	Ising Choba Singh	...	NBD
Vikramjit S. Hora	...	HPB	Kamal Virk	...	NPG
Aman Batra	...	NPB	Maheep Dhillon	...	NGD
Ritu Sikund	...	SPG	Ambrish Arora (DS)	...	SBD
Rishi Raja Sehgal	...	HPB	Ami Arora (DS)	...	SGD

Increase with effect from 5-5-1983:—

Malini Kumar	...	SGD	Diya Sawhney	...	HGD
Tarun Mehta	...	NBD	Ranjit Singh Bawa	...	SBD
Chiragh Ajwani	...	„	Sumit Talwar	...	„
Aman Khullar	...	„	Sachindra Sood	...	„
Parandeep S. Sidhu	...	SBD	Sachin Sharma	...	„
Paramjot S. Sidhu	...	„	Puja Shashank	...	NGD
Jyotika Anand	...	NPG	Shushant Malik	...	NBD
Isha K.D. Singh	...	VPG	Anjula Saxena	...	VGD
Gurpal Singh	...	NBD	Achal Jaiswal	...	NBD
Harvinderpal Singh	...	„	Rajika Bhandari	...	HGD
Tara Khurana	...	HGD	Amiteshwar Singh	...	NBD
M. Bimola Devi	...	„	Vinod Kumar	...	NBS
Sumitra Bhagat	...	SGD	Neeraj Chopra	...	NBD
Rakesh Kumar	...	HBD	Arjun Somdutt	...	VPB
Vikas Dhar	...	NBD	Aman Dewan	...	HBD
Arjun Amla	...	„	Navjoat Sidhu	...	„
Mukesh Lal	...	SBD	Gaurav Sirinagesh	...	„
Sayed Zamal Rizvi	...	„			



Decrease with effect from 11-4-1983:—	
Ish Anand	... VBD
Decrease with effect from 12-4-1983:—	
Sachin Sharma	... SBD
Decrease with effect from 20-4-1983:—	
Vishal Chatrath	... VPD
Increase with effect from 25-4-1983:—	
Dhruv Soota	... VBD
Decrease with effect from 27-4-1983:—	
Siddharth Kapoor	... SBD
Increase with effect from 27-4-1983:—	
Adityajit Singh	... SBD
Vikramjit Singh	... „
Decrease with effect from 29-4-1983;—	
Sanjay Sikand	... VPD
Decrease with effect from 30-4-1983:—	
Kartik Shridhar	... NBD
Decrease with effect from 6-5-1983:—	
Arjun Majithia	... NPB
Decrease with effect from 16-5-1983:—	
Arijit K. Munshi	... SPD
Decrease with effect from 20-5-1983:—	
Sumit Talwar	... SBD

S.R. Das  
Headmaster

**LAWRENCE SCHOOL SANAWAR.**SANAWAR, WEDNESDAY, 8TH JUNE, 1983

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**Part I**

165—176

**SPECIAL ORDER****Summer Vacation Arrangements—1983.****No. 165. GENERAL.***Special note for all Housemasters & Housemistresses.*

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Wednesday, 15th June, 1983. (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 Wednesday 15th June 1983, 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 to be obtained, in writing, by the children concerned) must be put in to the Bursar well in advance, and **in no case later than Friday, 10th June, 1983**. 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 Tuesday, 14th June, 1983 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. 166. ESCORTS' MEETING.**

A meeting of all staff members escorting school parties will be held in the M.C.R. on Monday, 13th June, 1983, at 10-00 a.m. All such staff members are required to attend.

**No. 167. 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. 168. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 169. 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	
6	‡ Amritsar	
8	Pathankot/Jammu Tawi	
9	Allahabad	
10	Calcutta	
	(via Saharanpur & Lucknow)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh/Patiala	
15	Tatanagar	

† (includes Kurukshetra, Karnal and Panipat.)

\* (includes Ambala Cantt, Saharanpur.)

‡ (includes Ludhiana, and Jullundur city).

(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 Monday, 13th June, 1983, 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 15-6-1983. Q.M. will please arrange for this. 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/Patiala** must be ready at the **B.D. Quadrangle by 7-00 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/Patiala Party will travel by Kasauli—Patiala bus leaving Garkhal (or Sanawar) at 8-45 a.m.

(vii) Luggage of children going in **Bombay V.T. party** must be ready at the B.D. Quad. by 7-30 a.m. sharp on 15th June, 1983. 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. If necessary, the School Bus will also go to Ambala Cantt.

(viii) Luggage of children going in **Calcutta party** must be ready at BD Quad by 10-00 a.m. sharp on 15-6-'83. The QM will arrange for luggage to be transported from deptts. by the mazdoors and loaded on **HRTC** bus so that it is ready to move at 11-00 a.m. All members of Calcutta party, will get into this bus, which will leave for Kalka railway station at 11-00 a.m.

(ix) 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.

(x) **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 Mr. K.K. Batish. Mr. K.K. Batish 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. K.K. Batish 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. K.K. Batish.

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

(xii) 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. 170. 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. 171. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.**

(i) **Breakfast:**—Dehra Dun party will have their breakfast at Kalka or at Chandigarh. P.D., Simla, Chandigarh/Patiala and Bombay V.T. parties will have breakfast at 6-45 a.m., and the Senior School at 8-00 a.m.

(ii) **Lunch:**—(a) Bombay V.T. and Calcutta parties will have Lunch at Ambala Cantt/Kalka Rly. Station refreshment room, between 12-00 noon and 1-00 p.m. on 15-6-83, respectively.

(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, Allahabad and Amritsar 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 Jammu Tawi, Delhi A, Delhi B, Delhi C, Allahabad and Amritsar 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. K.K. Batish, after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Jammu Tawi	... Mr. J.K. Kohli	25
Amritsar	... Mr. N.K. Sharma	22
Delhi 'A'	... Mrs. K. Rampal	75
Delhi 'B'	... Mr. Dhani Ram	75
Delhi 'C'	... Mr. U.P. Mukherji	75
Allahabad	... Mr. R.K. Malaviya	6
Tatanagar	... Mr. Subhash Gupta	12

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.**

Dr. D.C. Gupta 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. 172. 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. 173. WALKING DOWN TO KALKA [BOYS]**

(i) None will be permitted to walk down from Dehra Dun, Simla, Bombay V.T., Calcutta and Chandigarh/Patiala 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. They will NOT travel by public transport buses, or take lift in cars of their friends. 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. 174. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the escorts from the School office on Tuesday, 14th June, 1983, nearer 12-00 noon.

**No. 175. 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 Wednesday, 15th June, 1983. 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.	10	School Bus
Simla	7-15 a.m.	7-30 a.m.	12	By Jeep/Matador
Chandigarh/Patiala	8-00 a.m.	8-15 a.m.	44	„ PRTC Bus
Bombay V.T.	8-30 a.m.	9-00 a.m.	73	„ HRTC & S/Bus
Calcutta	10-30 a.m.	11-00 a.m.	72	„ „ & Pub. Tpt. Bus
Delhi B	1-30 p.m.	2-00 p.m.	58	„
Delhi C	—do—	—do—	40	„
Tatanagar	—do—	—do—	10	„
Amritsar	6-00 p.m.	6-30 p.m.	14	„
Jammu Tawi	—do—	—do—	16	„
Allahabad	—do—	—do—	5	„
Delhi A	—do—	—do—	62	„

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 HRTC Jagjitnagar—Solan Bus, leaving from B D. Quadrangle at 7-40 a.m., if possible in School Matador upto Garkhal. The luggage will go by Jeep/Tractor.
5. **Chandigarh/Patiala party** will travel by Pepsu Road Transport Corp. Bus leaving Garkhal (or Sanawar) at 09-00 a.m. The party will walk down, if necessary, 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. The School Bus may have to go to Ambala Cantt, with the over flow of students and luggage. From Ambala Cantt, the party will travel in one extra second Class sleeper coach, by 58 Dn, Amritsar—Dadar express leaving Ambala Cantt at 15-25 hours.
7. **Calcutta party** will travel by HRTC Bus from B.D. Quad. at 11-00 a.m. upto Kalka. From Kalka the party will travel in one extra Sleeper coach by 2 U.K. Shuttle, leaving Kalka at 1305 hours.
8. **Tatanagar, Delhi B, Delhi C**, parties will travel by H.G.T. buses from B.D. Quad. up to Kalka. From Kalka all these parties will travel in train service/extra coaches attached to 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours. From Ambala Cantt the Tatanagar party will travel in 1st class Train service—Amritsar Tatanagar coach by 162 Tatanagar Exp., leaving Ambala Cantt at 0035 hrs.
9. **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.
10. **Amritsar 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.
11. **Delhi A & Allahabad parties** will travel in HGT bus, and if necessary in School bus from B.D. Quad. upto Kalka. From Kalka, the Delhi A will travel in one extra 2nd class three-tier sleeper coach, and Allahabad party in train service 2nd class 3 tier sleeper coach by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2345 hours.

12. The School Bus, after leaving Dehra Dun party at Kalka, will return to Sanawar, by 8-00 a.m. or earlier. If it arrives by 8-00 a.m., then it will go to Kasauli with Chandigarh/Patiala 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 Mr. K.K. Batish.

13. 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.

14. 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.

15. The Bursar, assisted by Mr. Achhar Singh will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants 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. 176. NEXT TERM

The next term will begin on Monday, 1st August, 1983, and all children must be back by 5-00 p.m. on that day.

S. R. Das  
Headmaster.

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 10th June 1983****Part I**

177—184

**No. 177. PROGRAMME****June**

Fri. 10th	P.D. Show first performance (U-IV & L-IV boys will attend. After the show they will go for Prep) Afternoon activities to end for U-IVs & L-IVs	... 4-30 p.m.   ... 3-40 p.m.
	Tea U-IVs & L-IVs (boys)	... 3-45 p.m.
Sat. 11th	Morning Prep cancelled Rouser	... 7-00 a.m.
	Normal routine including afternoon activities Subject reports handed in to Form Staff	... 11-00 a.m.
	Tutorial meetings cancelled B.D., baths (Jrs.)	... 5-20 p.m.
	P.D., Show final performance	... 6-00 p.m.
	Supper Sr. School	... 8-00 p.m.
	P.D. party (P.D., pavement)	... 8-30 p.m.
Sun. 12th	Film (P.D., & Sr. School)	... 10-00 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Arrival chief guest	... 4-30 p.m.
	Guard of Honour (Quad)	... 5-00 p.m.
	Introduction to staff (Quad)	... 5-15 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff Club dinner (Art room)	... 8-00 p.m.
Mon. 13th	Rouser	... 6-00 a.m.
	Chota Hazri	... 6-30 a.m.
	Hodson run finals (1st part)	... 7-30 a.m.
	Breakfast P.D.	... 8-40 a.m.
	Breakfast Sr. School	... 9-20 a.m.

	Escorts' meeting MCR	... 10-30 a.m.
	Weighing & measuring B.D. :—	
	Himalaya	10-30-11-00 a.m.
	Nilagiri	11-00-11-30 a.m.
	Siwalik	11-30-12-00 noon
	Vindhya	12-00-12-30 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Weighing & measuring G.D. :—	
	Himalaya	1-40—2-00 p.m.
	Nilagiri	2-00—2-20 p.m.
	Siwalik	2-20—2-40 p.m.
	Vindhya	2-40—3-00 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Reports handed in to House Staff	... 4-00 p.m.
	Hodson run finals (2nd part)	... 5-00 p.m.
	B.D., baths	... 6-30 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Lights out	... 9-40 p.m.
Tue. 14th	Rouser	... 6-30 a.m.
	Breakfast P.D.	... 7-40 a.m.
	Breakfast Sr. School	... 8-40 a.m.
	End of term assembly (chapel)	... 9-30 a.m.
	Prize Giving (Barne Hall)	... 11-00 a.m.
	Lunch P.D.	... 12-40 p.m.
	Lunch Sr. School	... 1-40 p.m.
	Reports handed in to HM	... 4-00 p.m.
	Mark Registers handed in to Sr. Mistress	... 5-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. School Social (Barne Hall)	8-00-11-00 p.m.
Wed. 15th	Home day (Meal timings and dispersal as per special school orders)	

**No. 178. SUMMER VACATION**

The School will close on Wednesday, 15th June, 1983 for the summer vacation, and will reopen on Monday, 1st August 1983 on which date all children must be back in the School, by 5-00 p.m.

A detailed **Special Order** in connection with the Summer Vacation School parties' arrangements has been published separately.

**No. 179. STAFF FAMILIES' RATIONS ETC., DURING VACATION**

With effect from Thursday, 16th June, 1983, 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 from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

**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. 180. 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. 181. STOCK REQUIREMENTS—SECOND TERM 1983**

All stock-holders will please send in their requirements for the **Second Term** of 1983 [1st August to 30th Nov. '83], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 14th June, 1983. 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. 182. TUCKSHOP HOURS DURING VACATION**

The Tuckshop will open throughout the vacation from 10-00 a.m.—2-00 p.m. on Mondays, Wednesdays and Saturdays.

**No. 183. WEEKLY SUNDAY OFF**

Sunday, the 12th June, 1983, will be a full working day; in lieu thereof, the staff/departments concerned will observe Friday, 17th June 1983, as a weekly off day.

**No. 184. CINEMA**

An English film if it arrives in time, will be shown in Barne Hall at 10-00 a.m. for P.D. and Senior School on Sunday 12th June, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Saturday 30th July 1983

**Part I**

185—201

**No. 185. WELCOME**

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

**No. 186. PROGRAMME****August**

Mon. 1st	School re-opens	
	Kit issued	
	New Admissions	
	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 (HM'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.
Tue. 2nd	P.T. Cancelled	
	Rouser	... 7-00 a.m.
	1st School	... 7-50 a.m.
	Breakfast	... 8-35 a.m.
	Opening of Term Assembly	... 9-20 a.m.
	Normal teaching routine including	
	games/hobbies resumed	
	Prep cancelled	
	Founder's meeting	... 5-45 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Wed. 3rd	Rouser	... 6-00 a.m.
	P.T., resumed	
	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.	4th	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.
		(Boys will attend afternoon activities before/after weighing)	
		Evening Prep resumed	
Fri.	5th	Weighing G.D. :—	
		Himalaya	2-00—2-20 p.m.
		Nilagiri	2-20—2-40 p.m.
		Siwalik	2-40—3-00 p.m.
		Vindhya	3-00—3-20 p.m.
		(Girls will attend afternoon activities before/after weighing)	
Sat.	6th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings	5-35—6-35 p.m.
		B.D., baths	... 6-40 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	7th	Sunday timings	
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

#### No. 187. 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 Wed. 3rd Aug. 1983 1-00 p.m.

#### No. 188. RETURN SCHOOL PARTIES JULY, 1983

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 3rd August 1983 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. 189. NEW ADMISSIONS—RECEPTION**

Most of the new admissions will take place on 1st 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 27-7-1983 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 Headmaster or Bursar, will admit the child in the dormitory. The parents will also meet the Housemaster/Housemistress concerned before they leave Sanawar.

**No. 190. NEW ADMISSION—RATIONS**

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

	B.S.	G.S.	P.S.B.	P.S.G.
1st August	17	5	5	1

**No. 191. DEPOSIT OF CASH IN SCHOOL OFFICE**

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

Monday to Friday	... 10-30 a.m.— 1-00 p.m. (for all)
Saturday	... 10-30 a.m.—12-30 p.m. (for all)

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

**No. 192. DAY SCHOLARS—MEALS IN C.D.H.**

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. 193. CASH FROM SCHOOL OFFICE**

When receiving or taking cash from the School Office, all Staff members are advised in their own interests to count the cash carefully, immediately after signing the receipt at the School Cashier's counter itself. This is necessary because it is not possible, once the person concerned leaves the counter, to verify the validity of a discrepancy; the office cannot make good any subsequent alleged deficiencies.

**No. 194. TROPHIES. MEDALS, ETC.**

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

**No. 195. STATE BANK OF PATIALA IN THE SCHOOL**

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

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

**No. 196. 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. 197. 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. 198. STAFF VISITS TO BURSAR**

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

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

**No. 199. 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. 77 dated 1-3-83, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

**No. 200. HOSPITAL TIMINGS**1. *M.I. Timings—Monday to Saturday*

7-30 a.m.—7-40 a.m. G.D.

7-40 a.m.—7-50 a.m. B.D.

8-00 a.m.—8-10 a.m. P.D.

2. *Hospital Timing—Monday to Friday*

8-00 a.m.—1-00 p.m.

3-00 p.m.—5-00 p.m.

*Saturday*

8-00 a.m.—1-00 p.m.

3. *Sundays and Administrative Holidays*

(i) No M.I.

(ii) No out patient Routine cases will be seen by R.M.O.

**No. 201. CINEMA**

The English film A LOVELY WAY TO DIE, if it arrives 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 August, 1983.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 5th August 1983****Part I**  
**202—211****No. 202. PROGRAMME****August**

Fri.	5th	Weighing G.D. :—	
		Himalaya	2-00—2-20 p.m.
		Nilagiri	2-20—2-40 p.m.
		Siwalik	2-40—3-00 p.m.
		Vindhya	3-00—3-20 p.m.
		(Girls will attend afternoon activities before/after weighing)	
Sat.	6th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings	5-35—6-35 p.m.
		B.D., baths	... 6-40 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Social for Lower VI and Upper VI with Round Square group	8-15—11-00 p.m.
Sun.	7th	Sunday timings	
		Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed.	10th	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.
Sat.	13th	Morning Prep	6-40—7-40 a.m.
		School Soccer Colts & Atoms leave for B.C.S., Simla	... 2-30 p.m.
		Tutorial meetings	5-35—6-35 p.m.
		B.D., baths	... 6-40 p.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 14th	Colts & Atoms vs. B.C.S., Simla (away)		
	Tea P.D.	...	3-20 p.m.
	Film PD	...	3-45 p.m.
	Tea Sr. School	...	4-40 p.m.
	Film Sr. School	...	5-45 p.m.
	School Colts & Atoms return	...	6-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Independence Eve Staff		
	Club dinner (Art room)	...	8-30 p.m.

### No. 203. IMPORTANT DATES FOR FOUNDER'S TERM

#### August

Mon. 1st	School re-opens
Thu. 4th	Weighing & measuring commences
Sun. 14th	Colts & Atoms vs. BCS (away)
	Independence eve Staff Club dinner
Mon. 15th	Independence Day—Holiday
Tue. 16th	Inter-House Soccer tournament commences
	Inter-House Tennis/badminton tournament (GD) commences
Thu. 18th	I—H Soccer concludes
Sat. 20th	Soccer vs. PPS Nabha
Sun. 21st	Soccer vs. YPS Patiala
Mon. 22nd	Body Snatching (Barne Hall)
Tue. 23rd	Raksha Bandhan (Holiday for administrative staff only)
	Founder's programme comes into effect
Wed. 31st	Janamasthmi—Holiday

#### September

Mon. 5th	Teachers' Day
Thu. 15th	Assessment meeting
Wed. 28th	Founder's rehearsal programme comes into effect
Fri. 30th	PD concert & Senior School Concert 1st performances
	Tattoo 1st performance

#### October

Sat. 1st	ADS first performance
Sun. 2nd	Gandhi Jayanti

- I—H Athletics meet  
 ADS final performance
- Mon. 3rd OS matches  
 Sports Complex inauguration  
 PD Concert  
 Tattoo
- Tue. 4th Founder's Day  
 Special Assembly  
 Parade & Speeches  
 School Concert  
 OS Dinner & dance
- Wed. 5th Fete  
 Founder's holiday begin (12-00 noon)
- Sun. 9th Children return from Founder's holidays
- Mon. 10th Festival hockey match
- Tue. 11th Hockey season commences
- Sat. 22nd IPS Athletics meet (Rai)  
 IPS Athletics meet (Rai)
- Sat. 29th Assessment meeting
- November**
- Fri. 4th Diwali—Holiday
- Sun. 13th Hockey (Colts & Atoms) vs. B.C.S., Simla
- Mon. 14th Childrens' Day
- Sat. 19th Hockey vs. PPS, Nabha
- Sun. 20th Hockey vs. YPS, Patiala  
 Guru Nanak's birthday
- Mon. 21st School exams commence
- Thu. 24th Subject reports handed in to Form Staff
- Sat. 26th Exams conclude  
 Staff Club dinner & photograph
- Sun. 27th House & Teams' photographs  
 Inter-House shooting finals
- Mon. 28th Inter-House hockey tournament commences  
 Marks handed in
- Tue. 29th Folders handed in to House staff  
 Sr. School Social
- Wed. 30th Inter-House hockey tournament concludes  
 Mark Registers handed in to Sr. Mistress

**December**

Thu. 1st Home Day

Reports handed in to HM

**No. 204. 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 have 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. 205. HEALTH INSURANCE SCHEME**

S. O. No. 212 Dated 7-8-1981 is reproduce below (with minor changes) for information of all concerned.

The revised rules of School Medical Health Scheme 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 it 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 lump-sum 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 only per year 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 and the RMO's visits outside Sanawar, if there be any, either arranged by the school or by the employee concerned.
  - (d) All expenses on transport and communications.

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.

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

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

All concerned are requested to take necessary action.

#### No. 206. APPOINTMENT OF PREFECTS/HELPERS

Following appointments, of Prefects/Helpers have been made with effect from 1-8-83:—

Head Boy	...	...	Abhay Mehta
Head Girl	...	...	Gayatri Tahiliani
M.I. Prefects	...	...	Guneet Walia
			... Harminder Bawa

#### Boys Department

<i>H.B.D.</i>	House Captain	...	Manish Midha
	School Prefect	...	Suranjan Shome
	House Prefects	...	Deepak Jamwal Vikram Luthar
<i>N.B.D.</i>	House Captain	...	Ravneet Chaudhury
	School Prefect	...	Rabindra Rudra
	House Prefects	...	Asheesh Bhandari Amit Dutt
<i>S.B.D.</i>	House Captain	...	Vaneet Ahuja
	School Prefect	...	Navneet Aurora
	House Prefects	...	Ajatshatru Varun Batra
<i>V.B.D.</i>	House Captain	...	Navin Mahajan
	School Prefect	...	Ranobir Dutt
	House Prefects	...	Gagan Virmani Nilanjan Roy

**Girls Department**

<i>H.G.D.</i>	House Captain	...	Mimi Pritam Singh
	House Prefect	...	Reema Sen
<i>N.G.D.</i>	House Captain	...	Anjali Khosla
	House Prefect	...	Navina Haidar
<i>S.G.D.</i>	House Captain	...	Lakshmi Mahey
	House Prefect	...	Zehra Baig
<i>V.G.D.</i>	House Captain	...	Sanjit Kaur
	House Prefect	...	Veeta Gill

*Duty**(Helper / Asstt.)**Name**( of / to )*

Head boy/girl & Asstt. to H.M.	...	Abhay Mehta
	...	Gayatri Tahiliani
D.H.M.	...	Prabhjyot Sodhi
	...	Sbiraz Das
Sr. Mistress	...	Anuradha Verma
C.D.H.	...	Vishal Awasthi
	...	Atul Kapur
	...	Gunjan Das Gupta
	...	Ajay Cheema
	...	IPS Kaicker
	...	Ranjit Jabbi
	...	Sanjeev Singh
	...	Reyaz Dawla
	...	Sangeeta Shastri
	...	Amritapal Singh
	...	Shefali Gore
	...	Lily Mangat
Games	...	Amit Kohli
	...	Sanjeev Ahluwalia
	...	Sabina Kaintal
	...	Mona Shergill
Hobbies	...	Gobind Ahlawat
	...	Raouf Gangjee
	...	Manoj Bhatnagar
	...	Dev Prasad
	...	Rashmi Sinha

Estate Tidiness	...	...	Nitin Beri
	...	...	Rajan Mukerji
	...	...	HPS Sidhu
	...	...	Vikram Kamerkar
	...	...	Sonali Bhandari
	...	...	Devika Mohan
Expeditions	...	...	Ashish Abrol
	...	...	Rajiv Verma
Library	...	...	Anthony Sinai
	...	...	Arun Kaushal
	...	...	Rajiv Oberoi
	...	...	Sanjay Dhawan
	...	...	Devika Kapur
Socials	...	...	Samrat Manchanda
	...	...	Jaya Johnson
SUPW	...	...	Sheetal Gulati
	...	...	Tarun Puri
	...	...	Harleen Bedi
Costumes	...	...	Anandjit Ray
	...	...	Farokh Commisariat
	...	...	Shonali Bose
Chapel	...	...	Gaurav Kant
	...	...	Dalip Sharma
	...	...	Ashish Bhugra
Guests	...	...	Hanut Ewari
	...	...	Rabindra Ramanna
	...	...	Jatinder Gill
	...	...	Sangeeta Agarwal

#### No. 207. 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>
Mr. Khalid Housemaster	Mr. M.J. Parel Housemaster
„ Joshi	„ Puri
„ Bhalerao	„ Ghose
„ Sundarji	„ Sharma
„ K.J. Parel Housemaster	„ C.B. Abraham Housemaster

*Himalaya*

Mr. Mukherji  
 „ Idris  
 „ Sukhwinder Singh

*Siwalik*

Mr. Batish Housemaster  
 Dr. Gupta  
 Mr. Wal  
 „ S. Mukherjee  
 „ Matharu Housemaster  
 Dr. Sharma  
 Mr. Williams

*Nilagiri*

Dr. Dhillon  
 Mr. Bhardwaj

*Vindhya*

Mr. Sequeira Housemaster  
 „ Dwivedi  
 „ Attri  
 „ Kohli Housemaster  
 „ Randhawa  
 „ Sengupta

**Girls Department***Himalaya*

Mrs. Matharu Housemistress  
 „ Roberts  
 Dr. Jain  
 Miss D. Aurora

*Siwalik*

Mrs. Gurdev Singh Housemistress  
 „ Mrs. Robinson  
 „ S. Das  
 Miss Lowe

*Nilagiri*

Mrs. Solomon Housemistress  
 „ S. Aurora  
 Miss K. Bakshi  
 „ P. Moraes

*Vindhya*

Mrs. Khan Housemistress  
 Miss Raksha Aurora  
 „ M. Moraes

**No. 208. FOUNDER'S DUTIES—1983**

- |                         |            |     |  |
|-------------------------|------------|-----|--|
| <b>Athletics</b>        | <b>B D</b> | ... | I/c Mr. K. K. Batish, Mr. Williams, Mr. Sukhwinder Singh, and Mr. S. Mukherji. |
|                         | <b>G D</b> | ... | I/c Mrs. Gurdev Singh, and Mrs. Robinson.                                      |
|                         | <b>PDB</b> | ... | Mr. Roberts & Mr. Ramchandani  |
|                         | <b>PDG</b> | ... | Miss Randhawa & Mrs. Puri  |
| • <b>Colours Parade</b> |            | ... | M/s B. Singh, Dhani Ram, Onkar Singh & Katoch.                                 |
| <b>School Concert :</b> |            |     |  |
| (i) <b>Dance Drama</b>  |            | ... | I/c Mrs. Das, Mr. Sengupta & Mrs. S. Roberts.                                  |

(ii) Orchestra	...	I/c Mr. Sengupta
Stage Manager	...	Mr. Sundarji
Stage Sets	...	Mrs. S. Arora, Miss Dolly Arora and Miss Varsha Gore.
<b>P.D. Concert</b>	...	P.D. Staff
<b>A.D.S.—Hindi Play</b>	...	I/c Dr. Gupta
Stage Manager	...	Mr. U. P. Mukherji
<b>Tattoo :</b>		
(i) Mike & co-ordination	...	Mrs. Channa
(ii) P.T., & Gym.	...	M/s Dhani Ram & Onkar Singh
(iii) Bugle Band	...	Mr. Katoch
(iv) Pageant (Hindi)	...	Mr. Bhardwaj
(v) Coffee	...	I/c Mrs. Khan, Mr. Puri, Miss Raksha Arora
<b>Exhibitions/Projects</b>	...	Dr. Gupta
<b>SUPW</b>	...	I/c Mr. M. J. Parel, Mr. Sundarji, Miss Patricia Moraes & Miss Merlyne Moraes.
<b>P. D. Exhibitions</b>	...	Mrs. Rampal & P.D. Staff
Parents Coffee	...	Mr. Nathaniel and Dining Hall helpers
<b>O.S. Basket-Ball</b>	...	Miss Bakhshi
„ Hockey	...	Mr. Sukhwinder Singh
„ Dinner	...	Mrs. Channa & Mr. Nathaniel
<b>Decorations</b>	...	Mr. Gore, Mrs. Das & Mr. Matharu
<b>Fete Organisation Committee</b>	...	{ Mrs. Das, Dr. Dhillon and Mrs. Solomon
<b>Sound Equipment</b>	...	Mr. Subhash Gupta
<b>I/c O.S. Accommodation (Boys)</b>	} ...	Mr. K.J. Parel
<b>I/c O.S. Accommodation (Girls)</b>	} ...	Mrs. Gurdev Singh
<b>Seating</b>		
(i) A.D.S.	...	Mrs. Joseph I/c & P.D. Staff
(ii) School Concert	...	Mr. Kohli I/c & B.D. Staff
(iii) P.D. Concert	...	Mrs. Gurdev Singh I/c & G.D. Staff
(iv) Tattoo	...	Mr. Sequeira & Dr. Sharma
(v) Parade & Speeches	...	M/s Abraham, Batish & Mrs. Rampal

I/c Barne Hall ... Mr. Randhawa  
 I/c Costume Room & } ... Mr. Abraham  
 make up  
 Nursery ... One P.D. Matron & two Ayahs  
 Checking Invitation Cards... I/c Mrs. Joseph, M/s Khalid & Puri

#### No. 209. OUT OF BOUNDS

The entire area of the Indoor Sports Complex Centre from the NBD end to the beginning of the Peacestead at the other end, is out of bounds for all those who are not employed on work there. Subordinate staff children are forbidden to go any where near the area at all times. No wood-waste or any other items would be collected from the area by anyone, unless permitted to do so, by the School Engineer, and that too under his direct supervision.

All Heads of Departments are requested to explain the details of this School Order to staff working under them.

Strict disciplinary action will be taken against disobedience of this order.

#### No. 210. MEDICAL CATEGORIES

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

J. Gadkary	VGD	...	Cat. C (No PT)
U. Malhotra	NGD	...	Cat. A2 Swm./Gym.
Ashish Chadha	SBD	...	Cat. 'C'
Prabdeep Singh	NBD	...	Cat. 'C'
Iknam Bath	NBD	...	Cat. 'C'
Z.V. Jacob	HBD	...	A2 Boxing

#### No. 211. CINEMA

The English film A LOVELY WAY TO DIE, if it arrives 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 August, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 12th August 1983****Part I**

212—218

**No. 212. PROGRAMME****August**

Sat. 13th	Morning Prep	6-40—7-40 a.m.
	School Soccer Colts & Atoms leave for B.C.S., Simla	... 2-30 p.m.
	Proposed 1st XI Soccer match vs. St. Stephen's Club, Chandigarh	... 4-00 p.m.
	Tutorial meetings	5-35—6-35 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 14th	Colts & Atoms vs. B.C.S., Simla (away)	
	Proposed 1st XI Soccer match vs. Doon School (home)	
	Tea P.D.	... 3-20 p.m.
	Film PD	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	School Colts & Atoms return	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Independence Eve Staff Club dinner (Art room)	
Mon. 15th	Independence Day	
	Rouser	... 6-30 a.m.
	B.D., baths	... 6-45 p.m.
	Breakfast P.D.	... 7-30 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Flag hoisting followed by special Independence Day Assembly (Birdwood)	... 9-30 a.m.
	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 ... 6-30 p.m.

Lights out ... 9-30 p.m.

Note : Order of Independence Day Assembly  
in Barne Hall will be as under :—

- (a) Song ... Bande Matram
- (b) Prayer ... HM
- (c) Reading ... Head Girl
- (d) Song ... By the choir on stage
- (e) Reading ... Head Boy
- (f) Talk ... HM
- (g) Sanskrit Prayer
- (h) National Anthem

- Tue. 16th I—H Soccer Commences  
I—H Badminton/Tennis (GD) Commences
- Wed. 17th SUPW cancelled
- Thu. 18th I—H Soccer concludes
- Fri. 19th School 1st XI leaves for Nabha ... 2-30 p.m.  
PPS, Nabha Colts & Atoms arrive ... 6-00 p.m.
- Sat. 20th Sanawar 1st XI vs. PPS, Nabha (away)  
Sanawar Atoms vs. PPS, Nabha (home) ... 10-00 a.m.  
Sanawar Colts vs. PPS, Nabha (home) ... 11-00 a.m.  
PPS, Colts & Atoms leave ... 2-30 p.m.  
YPS, Colts & Atoms arrive ... 6-00 p.m.  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-15 p.m.
- Sun. 21st Sanawar 1st XI vs. YPS, Patiala (away)  
Sanawar Atoms vs. YPS, Patiala (home) ... 10-00 a.m.  
Sanawar Colts vs. YPS, Patiala (home) ... 11-00 a.m.  
(The School will go down to watch  
the matches)  
YPS, Colts & Atoms leave ... 2-30 p.m.  
Tea P.D. ... 3-20 p.m.  
Film P.D. ... 3-45 p.m.  
Tea Sr. School ... 4-40 p.m.  
Film Sr. School ... 5-45 p.m.  
Sanawar 1st XI returns from Patiala ... 6-00 p.m.  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-15 p.m.

**No. 213. FOUNDER'S DUTIES—ERRATUM**

Reference School Orders dated 5th August, 1983, No. 208. Mr. B.P. Joshi will be incharge of checking invitation cards and not Mrs. Joseph as wrongly published.

**No. 214. 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. 208, dated the 5th August, 1983, wherein the details of the duties have been given.

**No. 215. INDEPENDENCE-DAY COMMUNITY LUNCH**

A Community Lunch will be held in the Central Dining Hall on Monday, 15th August, 1983. 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 or paper plates.

(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 L-IV to U-V, 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.

(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 Mr. Nathaniel 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 15-8-1983 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) The Hindi Film 'NAUKER', if it arrives in time, will be screened on 15-8-1983 at 6-30 p.m., for subordinate staff & their families.

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

(10) 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. 216. STRENGTH**

Decrease with effect from 20-5-1983:—

Sumit Talwar ... SBD

Decrease with effect from 31-5-1983:—

Sachindra Sood ... SBD

Decrease with effect from 15-6-1983:—

Sidhartha Dubey ... VBD Bhajan Partap Sekhon ... SPD

Anasuya Dubey ... VGD Roma Sinai ... SGD

M. Mansur Ali ... VBD Anita Sinai ... SGD

Simrat Kaur Sidhu ... VGD Ambrish Arora (DS) ... SBD

Abdul Rafi Khawaja ... HBD Ami Arora (DS) ... SGD

Decrease with effect from 27-6-1983 :—

Sandeep Sehgal ... VBD

Decrease with effect from 30-6-1983 :—

Riju Raj S. Jamwal ... HBD

Decrease with effect from 1-7-83 :—

Raghvinder Singh ... VBJ

Decrease with effect from 2-7-1983 :—

Chirag Ajwani ... NBD

Decrease with effect from 5-7-1983 :—			
Jurme Wangdi Wangchuk	...	HBD	
Decrease with effect from 6-7-1983 :—			
Geeta Rawal (DS)	...	HGD	
Decrease with effect from 7-7-1983 :—			
Pritam Alexander Singh	...	VBD	
Radha K. Singh	...	VPG	
Rajnish Ratna	...	HBD	
Decrease with effect from 18-7-1983 :—			
Jaimal Inder Shergill	...	VBD	
Decrease with effect from 25-7-1983 :—			
Gautam Nanda	...	HBD	
Decrease with effect from 27-7-1983 :—			
Tanvir Bhagat	...	HBD	
Decrease with effect from 28-7-1983 :—			
Kajal Aggarwal	...	SGD	
Decrease with effect from 1-8-1983 :—			
Pratap S. Gaekwad	...	SBD	
Decrease with effect from 3-8-1983 :—			
Sachin R. Taneja	...	VBD	
Decrease with effect from 4-8-1983 :—			
Mukesh Lal	...	SBD	
Increase with effect from 1-8-1983 :—			
Syed Sultan Hasan	...	HBD	Daljit Sean Singh ... VBD
Vikram Walia	...	,,	Hema Ritu Matta ... SGD
Akumba Chiten Jamir	...	,,	Nehara Reddy ... ,,
Yogeshwar S. Sagwan	...	,,	Anchal Kapoor ... ,,
Vishal Aggarwal	...	NBD	Pritha Som Dutt ... VGD
Arvind Gupta	...	,,	Anurup S. Pruthi ... NBD
Pavan P.S. Dhaliwal	...	,,	Natasha Gill ... VGD
Anand Matta	...	SBD	Pravan Malhotra ... HPB
Harinder Singh	...	,,	Gaurav Kapur ... NPB
Vivek Singh Baht	...	VBD	Syed Adil Rizvi ... SPB
Y. S. Dhaliwal	...	,,	Bikram S. Sandhu ... ,,
Nikhil Vaish	...	,,	Gagandeep S. Dhaliwal ... VPB
K. Sunil Kumar	...	,,	Aljai Singh ... VPG

Increase with effect from 2-8-1983 :—

Ish Joshi	...	HBD
Mohit Kampani	...	SBD
Vivek M. Zutshi (DS)	...	SPB

Increase with effect from 4-8-1983 :—

Zachariah V. Jacob	...	HBS
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**No. 217. ADMINISTRATIVE HOLIDAY**

Monday, the 15th August, 1983, will be observed as a holiday by the Administrative Staff on account of Independence Day.

**No. 218. CINEMA**

The English film **B O R G I A S T I C K** if it arrives 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 August, 1983.

(2) The Hindi film **NAUKER** will be shown in Barne Hall at 6-30 p.m. to the Subordinate staff and their families on 15th August, 1983.

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

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

### Sanawar Friday 19th August 1983

#### Part I

#### 219—227

#### No. 219. PROGRAMME

#### August

Fri. 19th	School 1st XI leaves for Nabha	... 2-30 p.m.
	B.D., Athletics sets made	... 3-00 p.m.
	PPS, Nabha Colts & Atoms arrive	... 6-00 p.m.
Sat. 20th	Sanawar 1st XI vs. PPS, Nabha (away)	
	Sanawar Atoms vs. PPS, Nabha (home)	... 10-00 a.m.
	Sanawar Colts vs. PPS, Nabha (home)	... 11-00 a.m.
	PPS, Colts & Atoms leave	... 2-30 p.m.
	YPS, Colts & Atoms arrive	... 6-00 p.m.
	Tutorial meetings	5-35—6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 21st	Sanawar 1st XI vs. YPS, Patiala (away)	
	Sanawar Atoms vs. YPS, Patiala (home)	... 10-00 a.m.
	Sanawar Colts vs. YPS, Patiala (home)	... 11-00 a.m.
	(The School will go down to watch the matches)	
	YPS, Colts & Atoms leave	... 2-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Sanawar 1st XI returns from Patiala	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 22nd	Body Snatching (Barne Hall)	... 2-30 p.m.
	Sanawar 1st XI vs. St. Stephen's Club (home)	... 3-30 p.m.
Tue. 23rd	Raksha Bandhan (Holiday for administrative staff only)	
	1st School will be cut short by 10 minutes	
	Brothers & Sisters to meet in Birdwood for tying rakhis	... 7-40 a.m.

	1st School Commences	... 8-00 a.m.
	Founder's preparation programme comes into effect	
Wed. 24th	SUPW	5-15—6-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 26th	Welham's Colts & Atoms arrive	... 6-00 p.m.
Sat. 27th	Morning Prep	6-40—7-40 a.m.
	Sanawar Atoms vs. Welham's	... 10-00 a.m.
	Sanawar Colts vs. Welham's	... 11-00 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 PD	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 220. PASSPORT PHOTOGRAPHS FOR C.B.S.E. BOARD EXAMINATION—CLASSES X & XII**

Mrs. Channa has arranged for the photographer to be in Sanawar at 10-00 a.m., on Sunday 21-8-83 to take photographs of class X & XII students. These photographs are required to be pasted on Board Admission Forms. U-Vs and U-VI, must remain on the campus on 21-8-83 and report to Mrs. Channa in Birdwood School at 10-00 a.m. Those in the Soccer 1st XI will have their photographs taken on 27-8-83.

**No. 221. APPOINTMENTS OF PREFECT/HELPERS P.D.**

The following appointments of Prefects/Helpers have been made in P.D. with effect from 1-8-83:—

**Boys**

School Prefects	... Ajai Saigal
	... Yadvindra Khanna

**Girls**

School Prefects	... Ronita Malkani
	... Devika D. Singh

<i>H.P.D.</i>	House Prefects	...	Aman Khanna
		...	Malini Singh
	Helper	...	Srijoy Das
<i>N.P.D.</i>	House Prefects	...	Jagjit Soni
		...	Bhawna Kapoor
	Helper	...	Vikrant Dogra
<i>S.P.D.</i>	House Prefects	...	Vaneet Batra
		...	Supriya Saigal
	Helper	...	Kim K. Das
<i>V.P.D.</i>	House Prefects	...	Abhijit Dutta
		...	Ayesha Saini
	Helper	...	Vikas Mahajan
	Games	...	Arjun Gupta
		...	Jyotika Anand
	Library	...	Arjun Som Dutt
	Gardening	...	Vikramjit S. Cheema
	P.D. Magazine	...	Anmol Madan
		...	Deepti Kapur
	Common Room	...	Vikas Mahajan
	Tidiness	...	Tushar Singh
		...	Hanit Gyani
		...	Jasjit Bala

#### No. 222. 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. 223. 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. 224. STUDENTS IDENTITY CARDS**

Students who wish to have an Identity Card should purchase the blank Identity Card (costing Re. 1/- only) from Tuck Shop, and send the same to the Bursar through their Housemaster/Housemistress, alongwith a passport size photograph, with his/her full name and House, written on the back of the photograph. House Staff are requested to take necessary action in this connection.

**No. 225. CHANGE IN INTERNAL TELEPHONE NUMBERS AFTER SHIFTING OF STAFF**

Mrs. R. Solomon	...	47 No. ext.
Mrs. M. Khan	...	45 No.
Mr. K.K. Batish	...	43 No.
<i>Withdrawn from :</i>		
Mr. & Mrs. Joshi	...	43 No.
Dr. H. Dhillon	...	45 No.
Mr. & Mrs. Batish	...	47 No. ext.

**No. 226. ADMINISTRATIVE HOLIDAY**

Tuesday, the 23rd August, 1983, will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

**No. 227. CINEMA**

The English film C O U N T E R P O I N T, if it arrives 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, 21st August, 1983.

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th August 1983

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Part I  
228—244

**No. 228. PROGRAMME**

**August**

Fri. 26th	Welham's Atoms arrive	... 7-00 p.m.
Sat. 27th	Morning Prep	6-40—7-40 a.m.
	Soccer—Sanawar Atoms vs. Welham's	... 3-45 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	Welham's Atoms leave	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
Tue. 30th	Supper Sr. School	... 7-15 p.m.
	School swimming team leaves for Mayo College, Ajmer for IPS swimming meet	... 2-00 p.m.
Wed. 31st	Janam Ashtami—Holiday (Sunday timings)	

**Sept.**

Sat. 3rd	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	English debate	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
Sun. 4th	Supper Sr. School	... 7-15 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	School swimming team returns	
	Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.	

**No. 229. SUNDAY REHEARSALS—BARNE HALL**

The following allocations are made for Sunday rehearsals :

P.D.	...	9-00-10-30 a.m.
A.D.S.	...	10-30-12-00 noon
School Play	...	12-00—1-30 p.m.

**No. 230. 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. 231. FOUNDERS—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. 232. POST-FOUNDER'S WOPs, SOPs**

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 12-00 noon on Wednesday 5th October, to 6-00 p.m. on Sunday, 9th October, 1983, including the Chief Guests holiday. Children should inform parents of these dates.

**No. 233. 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. 234. 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. 235. LOSS OF LIBRARY BOOKS**

All concerned are hereby informed again 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. 236. ICE-CREAM SALE**

The sale of ice-cream will start fairly soon. 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. 237. PROVIDENT FUND**

The staff members subscribing towards Provident Fund account are requested to confirm the balances in their P.F. account as on 31st December, 1982 and sign the P.F. register on 30th August, 1983 in the School Office. Those members who are unable to come on that day, for any reason may come on 31st August, 1983 for this purpose. After these dates it may not be possible for the School Office to extend the dates, except for staff on leave.

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

**No. 238. MERIT SCHOLARS GOVT. OF INDIA**

The under mentioned students are Merit Scholars of the Govt. of India, Ministry of Education as on 26-8-1983. 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 :—

Gunjan Singh	...	NGD	Hia Vandana Verma	...	VGD
Savita Kumari	...	VGD	Digant Rabba	...	HBD
Sanjiv Singhal	...	NBD	Abdul Moin	...	VBD
Basant Kumar	...	SBD	Devesh Agrawal	...	VBD
Mrityunjay Kumar	...	SBD	Balmukand Kumar	...	NBD
Manoj K. Upmanya	...	SBD	Sarad Bajpai	...	NBD
Arun K. Kaushal	...	SBD	L. Jayalakshmi	...	SGD
Dalip Sharma	...	NBD	L. Rajesh K, Roy	...	SBD
Vishav Bhushan Sud	...	VBD	Mukesh K. Jaiswal	...	SBD
Mayank Kumar	...	VBD	Dhirender K. Vidyarthi	...	NBD
Adarsh K. Butail	...	VBD	M. Bimola Devi	...	HGD
Vineet Khanna	...	HBD	Rakesh Kumar	...	HBD
Dinesh Bhardwaj	...	SBD	Anjula Saxena	...	VGD
Natesha Nand	...	SGD	Vinod Kumar	...	NBD
Navjot Arora	...	HBD	Ising Choaba Singh	...	NBD
Rajiv Ranjan	...	VBD	N. Nando Singh	...	NBD
Sanjay K. Sahu	...	SBD	Yogeshwar S. Sangwan	...	HBD
Sanjay Kumar	...	VBD	K. Sunil Kumar	...	VBD

**No. 239. PORTERAGE FOR PRIVATE TRIPS OF STORES MAZDOORS**

Cartage for private purchases of coal and wood fuel is payable by the staff concerned. The revised rate fixed for this purpose will continue to be 75 paise per trip from QM stores to residence for a maximum load of 50 kg.

**No. 240. ISSUE OF DRY RATIONS AND FUEL FROM QM STORES**

School order No. 246 dated 27-8-1982—relevant portion—is reproduced below for ready reference :

All staff concerned are requested to note the following details regarding issue of dry rations and fuel, which will take effect from 1st September, 1982 :—

1. For Staff drawing pay through Jr. Staff Pay Register
 

(a)	1st & 2nd of each month (1-00 p.m. to 5-00 p.m.)	}	K. oil, Soft coke, Steam coal, fuel wood.
(b)	3rd, 4th & 5th of each month (1-00 p.m. to 5-00 p.m.)	}	Dry Rations.
2. For Staff drawing pay through Sr. Staff Pay Register
 

(a)	6th, 7th & 8th, of each month (1-00 p.m. to 5-00 p.m.)	}	Dry Rations
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- (b) 9th & 10th of each month } K. oil, Soft coke, Steam  
(1-00 p.m. to 5-00 p.m.) } coal, fuel wood.

As usual, staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the due dates, given above. The Q.M.'s office will remain open on these dates even if it be a holiday.

It is regretted that the Q.M. Stores will not be able to cater for issue of any items after the 10th of the month.

Heads of Deptts. are requested to kindly explain full details of this School Order to all staff working under them, to whom School Orders do not go, or those who cannot read them.

Staff permitted to purchase rations/fuel on cash payment will also kindly do so, as per programme given above.

**No. 241. LIBRARY BOOKS**

All staff concerned are requested to return all library books borrowed by them from School Library latest by 31-8-1983.

Fresh borrowing could be done with effect from Monday, 5th September, 1983. This will help the Librarian to properly plan the staff needs, especially the reference books.

**No. 242. TUCK SHOP WEEKLY OFF**

The Tuck Shop observed Wednesday, 17th August, 1983, its weekly off, as working day; in lieu thereof, it will, therefore, remain closed on Saturday 27th August, 1983.

**No. 243. ADMINISTRATIVE HOLIDAY**

Wednesday, the 31st August, 1983, will be observed as a holiday by the Administrative Staff also on account of Janam Ashtami.

**No. 244. CINEMA**

The English film **HELL FIGHTERS**, if it arrives 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, 28th August, 1983.

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

### Sanawar Friday 2nd September 1983

#### Part I 245—252

#### No. 245. PROGRAMME

#### Sept.

Sat.	3rd	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings cancelled	
		English debate	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	4th	Tea P.D.	... 3-20 p.m.
		Film P.D.	... 3-45 p.m.
		Tea Sr. School	... 4-40 p.m.
		Film Sr. School	... 5-45 p.m.
		School swimming team returns	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Teachers' Day eve party	
		hosted by Upper VI (Barne Hall)	... 8-45 p.m.
Mon.	5th	P.T., cancelled	
		Rouser	... 7-00 a.m.
		First School cancelled	
		M.I., G.D.	... 8-10 a.m.
		M.I., B.D.	... 8-20 a.m.
		Breakfast	... 8-30 a.m.
		Assembly and teaching routine	
		to be resumed	
		Classes will be supervised by U-VI	
		Normal Founder's afternoon	
		activities including evening Prep	
Wed.	7th	SUPW	5-15—6-30 p.m.
		B.D., baths	... 6-35 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat.	10th	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. 11th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-40 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

**No. 246. ASSESSMENT MEETING**

The second Assessment meeting of the Founder's term will be held in MCR at 5-30 p.m. on Thursday 15th September 1983.

**No. 247. 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. 248. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL**

Through this order all concerned are hereby requested to forward to the Bursar any Debit Note, Loss Slips, Credit Tuck Shop Slips, etc., latest by Friday 9th September, 1983 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 15-9-1983 whereafter no further adjustments will be possible.

**No. 249. 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. 250. LOST AND FOUND**

1. One bunch of keys having 3 keys, and another one having 6 keys found on the road, have been deposited with the Bursar.



2. One pendent that seems to have come off the chain, found on Staff Tennis Courts on Sunday, 28th August, 1983, has also been deposited with the Bursar.

Owners concerned are requested to contact the Bursar at their earliest, and collect the item, after duly establishing their identity.

**No. 251. INTER-HOUSE SOCCER—1983**

The results of Inter-House Soccer (B.D.) are published below for record :—

1st	Siwalik	...	...	14 pts.
2nd	Himalaya } Nilagiri }	...	...	8 pts.
4th	Vindhya	...	...	6 pts.

**No. 252. CINEMA**

The English film **M I R A G E**, if it arrives 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, 4th September, 1983.

S. R. Das  
*Headmaster*

## LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th September 1983

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Part. I  
253—267

**No. 253. PROGRAMME**

**Sept.**

Sat. 10th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	Talk on Indian Railways (L-V and upwards to attend)	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 11th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 14th	SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 15th	Assessment meeting (MCR)	... 5-30 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	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 254. FOUNDER'S—ATTENDANCE AT PERFORMANCE**

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

**No. 255. 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, 1983.

**No. 256. O.S. DINNER**

All Staff who are members of the Staff Club and their wives and husbands are cordially invited to O.S. Dinner on 4th October, 1983. Staff will please notify the Bursar in writing latest by Thursday, 22nd September, 1983 giving the number of dinners required and whether vegetarian or non-vegetarian.

**No. 257. ACCOMMODATION—BARNE HALL**

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

**No. 258. SPECIAL POCKET MONEY FOUNDER'S & DIWALI**

Special Pocket money for Founders and Diwali at the rate of Rs. 10/- each, will be issued to House Staff through the bank to BD & GD, and direct to PD, in the 4th week of Sept., '83.

**No. 259. TRANSPORT FOR FOUNDER'S**

It is likely that the school bus may be available as transport 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>Sunday, 2nd Oct.</b>			
Athletics	9-30 a.m.	8-30 a.m.	—
Staff Play	5-30 p.m.	4-00 p.m.	8-30 p.m.
<b>Monday, 3rd Oct.</b>			
P.D. Concert	4-30 p.m.	3-00 p.m.	—
Tattoo	7-15 p.m.	—	9-15 p.m.
<b>Tuesday, 4th Oct.</b>			
School Colour Parade	10-00 a.m.	8-45 a.m.	—
Speeches	10-55 a.m.	—	—
Sr. School Concert	5-30 p.m.	4-00 p.m.	7-30 p.m.

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

**No. 260. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS**

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

Athletics	Tattoo (final performance)
Fete	Parade —do—

Subordinate staff and their family members may, however, attend both, the dress rehearsal of the Tattoo at 7-15 p.m. on peace-  
stead on 27th September, and the first performance on 30th September, 1983.

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. 261. FOUNDER'S SPECIAL LUNCH**

Founder's lunch will be on 4th October, 1983 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1983, if they are joining for lunch.

**No. 262. 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 Sanawar Post Office has been informed accordingly.

Students will not, therefore, send any telegrams form 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. 263. SALE OF CHICKEN AND EGGS**

Staff concerned are hereby informed that eggs are on sale in Tuck 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. 264. SCHOOL STUDENTS VISIT TO SCHOOL VEG. & FRUIT SHOP**

Reference is made to School Order No. 247, dated 2-9-'83

In partial modification to the above order, the timing for visit for G.D. will be from 11-30 a.m. to 12-30 p.m. only.

**No. 265. WOPs & SOPs—DAY SCHOLARS**

All concerned may kindly note that the DAY SCHOLARS are also required to observe the rules governing WOPs and SOPs as applicable to BOARDER; in particular that they MUST wear School Uniform, whenever going out on WOPs and SOPs.

**No. 266. MEDICAL CATEGORIES**

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

Kamal Virk	NPD	...	Cat. 'C' No P.T.
A. Mehra	NBD	...	Cat. 'C'
Mandira Singh	NGD	...	Cat. 'C' No P.T.
A. Modayl	SBD	...	Cat. 'C' No P.T.
S. Pradhan	NGD	...	Cat. 'C'
S. Ram	NBD	...	Cat. 'C' Term

**No. 267. CINEMA**

The English film P A R A N O I A C, if it arrives 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, 11th September, 1983.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Friday 16th September 1983

**Part I**  
268—272**No. 268. PROGRAMME****Sept.**

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	Trooping of Colours practice (Peacestead)	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 21st	SUPW cancelled	
	Trooping of Colours practice	... 5-30 p.m.
	B.D., baths	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 22nd	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.
	Breakfast	... 8-40 a.m.
	Assembly	... 9-25 a.m.
	2nd School	9-35—10-15 a.m.
	3rd School	10-15—10-55 a.m.
	(Remainder of the teaching routine will remain as scheduled)	
	Prep cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Fri. 23rd	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.
	Breakfast	... 8-40 a.m.
	Assembly	... 9-25 a.m.
	2nd School	9-35—10-15 a.m.

	3rd School	10-15-10-55 a.m.
	(Remainder of the teaching routine will remain as scheduled)	
	Prep cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
	B.D., baths Srs.	... 8-20 p.m.
Sat. 24th	Morning Prep cancelled	
	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.
	Breakfast	... 8-40 a.m.
	2nd School	9-15—9-45 a.m.
	3rd School	9-45-10-20 a.m.
	(Remainder of the teaching routine will remain as scheduled for Saturdays)	
	Tutorial meetings cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Sun. 25th	Trooping of Colours practice	... 10-30 a.m.
	Tea P.D. & Sr. School	... 3-20 p.m.
	Film P.D. & Sr. School	... 3-45 p.m.
	Supper P.D.	... 6-30 p.m.
	Tattoo practice	6-00—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.

**No. 269. WINTER KIT**

Winter kit will be brought into use from Sunday, 2nd October, 1983.

**No. 270. ADMINISTRATIVE STAFF—HOLIDAYS**

In view of the Founder's rush of work, Sat. 1st October, Sun. 2nd October, 1983, will be full working days. To compensate this, administrative staff will observe the following as holidays :—

Friday	... 7th October, 1983	[Founder's holiday]
Saturday	... 8th October, 1983	
Tuesday	... 11th October, 1983	

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

The Tuck-Shop will remain open on Wednesday, 28th September, and Wednesday 5th October, 1983, and will close for

these weekly offs, on 7th & 8th October, 1983. It will also remain closed on Monday, 10th October 1983, as post Founder's holiday.

**No. 271. STAFF FAMILIES RATIONS**

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1983, instead of from 1st Oct. to 10th Oct. 1983, following the same schedule laid down earlier.

**No. 272. CINEMA**

The English film P. J., if it arrives 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, 18th September, 1983.

S. R. Das  
*Headmaster*



## LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd September 1983

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### Part I 273—279

#### No. 273. PROGRAMME

#### Sept.

Fri. 23rd	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.
	Breakfast	... 8-40 a.m.
	Assembly	... 9-25 a.m.
	2nd School	9-35-10-15 a.m.
	3rd School	10-15-10-55 a.m.
	(Remainder of the teaching routine will remain as scheduled)	
	Prep cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
	B.D., baths Srs.	... 8-20 p.m.
Sat. 24th	Morning Prep cancelled	
	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.
	Breakfast	... 8-40 a.m.
	2nd School	9-15—9-45 a.m.
	3rd School	9-45-10-20 a.m.
	(Remainder of the teaching routine will remain as scheduled for Saturdays)	
	Tutorial meetings cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Sun. 25th	Trooping of Colours practice	... 10-30 a.m.
	Tea P.D. & Sr. School	... 3-20 p.m.
	Film P.D. & Sr. School	... 3-45 p.m.
	Supper P.D.	... 6-30 p.m.
	Tattoo practice	6-00—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Mon. 26th	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.

	Breakfast	...	8-40 a.m.
	Assembly	...	9-25 a.m.
	2nd School		9-35-10-15 a.m.
	3rd School		10-15-10-55 a.m.
	(Remainder of the teaching routine will remain as scheduled)		
	Prep cancelled		
	Tattoo practice	6-30--	7-40 p.m.
	Supper Sr. School	...	7-45 p.m.
Tue. 27th	Classes discontinued		
	Founder's preparation programme comes into effect		
Thu. 29th	Sr. School Concert dress rehearsal	...	10-30 a.m.
	Prep School dress rehearsal	...	12-40 p.m.
Fri. 30th	Prep School Concert 1st performance	...	10-30 a.m.
	Sr. School Concert 1st performance	...	4-00 p.m.
	Tattoo 1st performance	...	7-25 p.m.
	Note : L-VI & downwards will attend all the Barne Hall 1st performances		
<b>October</b>			
Sat. 1st	A.D.S. (staff) play 1st performance	...	5-00 p.m.
Sun. 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 & guests	...	1-30 p.m.
	Tea L-VI & downwards	...	3-30 p.m.
	Tea U-VI & guests	...	4-00 p.m.
	A.D.S. (staff) 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 (non Sikh boys)	...	7-30 p.m.
	Lights out	...	9-30 p.m.
Mon. 3rd	Rouser	...	6-45 a.m.
	Baths (Sikh boys & U-VI)	...	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	... 10-15 a.m.
	Lunch L-VI & downwards	... 12-30 p.m.
	Lunch U-VI & guests	... 1-30 p.m.
	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.
Tue. 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.
	Inauguration of Indoor Sports Complex	... 11-30 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	... 5-30 p.m.
	Supper L-VI & downwards	... 6-40 p.m.
	Supper U-VI & guests	... 7-50 p.m.
	O.S. Dinner (CDH)	... 9-15 p.m.
	O.S. Dance (Barne Hall)	... 10-30 p.m.
	Baths	... 7-30 p.m.
	Lights out for children	... 9-30 p.m.
Wed. 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.
	Tea Sr. School & P.D.	...	4-00 p.m.
	Baths	...	5-00 p.m.
	Supper P.D. & Sr. School	...	7-30 p.m.
	Lights out	...	9-30 p.m.
Thu.	6th	Founder's holiday	
Fri.	7th	Founder's holiday	
Sat.	8th	Founder's holiday	
Sun.	9th	Children on S.O.Ps. to return	... 6-00 p.m.
Mon.	10th	P.T. cancelled	
	Rouser	...	7-00 a.m.
	Normal teaching routine resumed		
	Hockey sets made	...	2-30 p.m.
	Dormitories re-set		
	Tea Sr. School	...	4-00 p.m.
	B.D., baths	...	5-00 p.m.
	Prep	6-15—7-35	p.m.
	Supper Sr. School	...	7-40 p.m.

#### No. 274. 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 5-10-1983. I/c's of various stalls are requested to kindly put in their indents to Quartermaster, very early :—

Cakes & Cookies	...	I/c Mrs. Das, Mrs. Dhillon, Miss Dhaliwal, Mrs. Robinson, Mrs. Matharu.
Kabab & Alu Tikki	...	I/c Mrs. Mukerji, Mrs. Joshi, Mrs. Malaviya, Mrs. Batish.
Tea & Coffee Stall	...	I/c Mrs. Rampal, Mrs. Joseph, Mrs. Kohli, Miss Randhawa.
Cold Drink Stall	...	I/c Mrs. Khan, Mrs. Gurdev, Miss Patricia, Miss Ross and senior children.
Ice-Cream Stall	...	I/c Mrs. B. Singh and QM Staff.
Chat Stall	...	I/c Mrs. Ram Singh, Mrs. Kumar, Mrs. Sequeira, Mrs. Jain, Mrs. Zutshi.
Sand-wich Stall	...	I/c Miss Bakshi, Miss Anjana Aurora, Miss Raksha Aurora, Miss Merlene.

#### No. 275. PRINTING OF SCHOOL ORDER

The next issue of School order will be published on Tuesday, 11th October, 1983.

**No. 276. SAFE DEPOSIT LOCKER FACILITY AT SBP SANAWAR**

The State Bank of Patiala has now arranged for Safe deposit Locker facility at their Sanawar Branch. All staff desirous of taking advantage of this facility, may do so.

**No. 277. STRENGTH**

Decrease with effect from 24-5-1983:—	
Manjot Purewal	... VBD
Decrease with effect from 1-7-1983:—	
Gurbrinder S. Grewal	... VBD
Decrease with effect from 13-8-1983:—	
Sunita Bhambri	... VGD
Increase with effect from 30-8-1983:—	
Anjum Siddiqui	... NGD
Decrease with effect from 3-9-1983:—	
Jaywanth Ishwaran	... NBD
Decrease with effect from 11-5-1983:—	
Roop Kiran Sodhi	... VGD

**No. 278. MEDICAL CATEGORIES**

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

- A. Modayil (NBD) upgraded to A2. Gym., N.C.C., Boxing, Ground work, Hurdles, Throws, Jumps.
- Priyadarshani (NGD) Cat. 'C' No P.T.

**No. 279. CINEMA**

The English film HELL WITH HEROES, if it arrives in time, will be shown in Barne Hall at 3-45 p.m. for P.D. and Senior School on Sunday, 25th September, 1983.

S. R. Das  
Headmaster

**LAWRENCE SCHOOL ORDERS**

Sanawar Wednesday 12th October 1983

**Part I**

280—287

**No. 280. PROGRAMME****October**

Wed. 12th	Children to return from SOPs	... 6-00 p.m.
Thu. 13th	P.T. cancelled	
	Rouser	... 7-00 a.m.
	Normal teaching routine resumed	
	Hockey sets made	... 2-30 p.m.
	Dormitories re-set	
	Tea Sr. School	... 4-00 p.m.
	B.D., baths	... 5-00 p.m.
	Prep	6-15—7-35 p.m.
	Supper Sr. School	... 7-40 p.m.
Fri. 14th	Rouser	... 6-00 p.m.
	P.T. resumed	
	Games & hobbies time-table comes into effect	
Sat. 15th	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. 16th	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 18th	Girls' athletics team returns from IPS meet	
Wed. 19th	SUPW	4-20—6-00 p.m.
	BD baths	... 6-10 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 20th	Boys' athletics team leaves for IPS meet at Rai	

Sat. 22nd	Morning Prep	6-40—7-40 a.m.
	IPS athletics meet at Rai	
	Tutorial meetings	6-00—7-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	IPS athletics meet at Rai	
	Tea PD	... 3-20 p.m.
	Film PD	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 281. 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. 282. ARTICLES LOANED BY STORES**

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

**No. 283. FETE MONEY**

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

**No. 284. 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 vehicle is required.

**No. 285. 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 far outside the school premises and should never be found let loose grazing on the school lands.

**No. 286. TEA MUGS IN TUCK SHOP**

All Senior School Children are expected to purchase plastic tea mugs from Tuck Shop, and use these for taking tea at chotta hazari time. Chotta Hazari will continue to be served in the dormitory, duly collected from CDH by the Prefects and House Kitchen Helper(s), under their supervision. The empty kettles/utensils will be sent back to CDH, as soon as the Chotta Hazari is over.

**No. 287. CINEMA**

An English film BORSALINO (if it arrives) will be shown in Barne Hall at 6-00 p.m. for Senior School on Wednesday, 12th October, 1983.

S. R. Das  
*Headmaster*



**LAWRENCE SCHOOL ORDERS**

Sanawar Friday 14th October 1983

**Part I**

288—295

**No. 288. PROGRAMME****October**

Fri. 14th	Rouser	...	6-00 p.m.
	P.T. resumed		
	Games & hobbies time-table comes into effect		
Sat. 15th	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. 16th	Tea P.D.	...	3-20 p.m.
	Film P.D.	...	3-45 p.m.
	Tea Sr. School	...	4-45 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Tue. 18th	Girls' athletics team returns from IPS meet		
Wed. 19th	SUPW		4-20—6-00 p.m.
	BD baths	...	6-10 p.m.
	Supper PD	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Thu. 20th	Boys' athletics team leaves for IPS meet at Rai		
Sat. 22nd	Morning Prep		6-40—7-40 a.m.
	IPS athletics meet at Rai		
	Tutorial meetings		6-00—7-00 p.m.
	Supper PD	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 23rd	IPS athletics meet at Rai		
	Tea PD	...	3-20 p.m.
	Film PD	...	3-45 p.m.
	Tea Sr. School	...	4-45 p.m.
	Film Sr. School	...	5-45 p.m.

Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

**No. 289. 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. 290. 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 RMO latest by 21st October, 1983, failing which it will not be possible for the RMO to arrange for International Health Certificates. This advance information is needed by the RMO for the reason that International Health Certificates now have to be brought uptodate by the Dist. 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 RMO.

All concerned are requested to take prompt action.

**No 291. 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. 292. STAFF SUPPER TIMINGS IN CDH**

For administrative reasons it is necessary that all staff taking supper in CDH come in for supper from 8-20 p.m. and they must leave the CDH latest by 8-50 p.m. It is regretted that no supper will be served thereafter.

**No. 293. 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. 294. DASHEHRA HOLIDAY**

The Dashehra falls on Sunday the 16th October, '83. The dinner on this day will take the form of supper packets, issued at 6-00 p.m.

**No. 295. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 16th October, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 21st October 1983****Part I**  
**296—323****No. 296. PROGRAMME****October**

Sat. 22nd	Morning Prep	6-40—7-40 a.m.
	IPS athletics meet at Rai	
	Tutorial meetings	6-00—7-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	IPS athletics meet at Rai	
	Tea PD	... 3-20 p.m.
	Film PD	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 24th	Boys' athletics team return from Rai	
Wed. 26th	Sanawar Officials for Himalayan	
	Car Rally leave	
	SUPW	4-20—6-00 p.m.
	BD baths	... 6-10 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 29th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Sanawar Officials for Himalayan	
	Car Rally return	
	Assessment meeting post-poned	
	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	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 297. ASSESSMENT MEETING**

The assessment meeting has been post-poned from Saturday 29th October, to Wednesday, 2nd November 1983.

**No. 298. INTER-HOUSE P. T., COMPETITION**

Inter-House P. T., and Gym., competitions will be held on Mon. 7th & Tue. 8th November 1983.

**No. 299. INTER-HOUSE BOXING TOURNAMENT**

Inter-House Boxing tournament will commence on Wed. 9th November 1983.

**No. 300. IMPORTANT DATES—FOUNDER'S TERM**

For the other important dates for the remaining of the term, please refer to School Order No. 203, dated Friday 5th August 1983.

**No. 301. DISCIPLINE BD**

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. 302. 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. 303. 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 1st Nov. 1983. This will enable such suggestions to be given proper consideration, including discussion on the spot with the sponsor and other persons concerned.

**No. 304. 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 10th November, 1983.

**No. 305. SCHOOL MAGAZINE 1983**

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

**No. 306. CHILDREN DISCHARGED FROM HOSPITAL**

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

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

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 RMO.

**No. 307. STOCK REQUIREMENTS FOR 1984**

All stock-holders will send in their requirements for the **First Term of 1984** (10th Feb. to 14th June, 1984), by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 15th November, 1983. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

**No. 308. 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. 309. 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. 310. 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 room not being used.

**No. 311. STOCK CONDEMNATION—NOV. 1983**

1. All condemnations will be completed by the Bursar latest by Saturday, 12th November, 1983.

2. Stock-holders other than I/c CDH and House Matrons/Warden, such as I/c BD Games gear, I/c GD Games gear, RMO, 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 9th November to 12th November 1983 from 10-00 a.m. to 12-00 noon.

3. Condemnation of items considered by I/c CDH and House Matrons to be beyond repair, will commence on Monday, 7th Nov., 1983. They are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

## 4. The condemnation programme is as follows :—

Mon. 7th Nov. '83	...	9-15 a.m. P.D.U. (boys)
" " " "	...	9-35 a.m. P.D.L. (boys)
" " " "	...	9-55 a.m. P.D. (Girls)
" " " "	...	10-20 a.m. G.D.U. Dorm.
" " " "	...	10-45 a.m. G.D.L. Dorm.
" " " "	...	11-10 a.m. HBD
" " " "	...	11-35 a.m. SBD
" " " "	...	12-00 noon VBD
" " " "	...	12-25 p.m. NBD
" " " "	...	12-50 p.m. BD VI Form
Tue. 8th Nov. '83	...	10-00 a.m. CDH

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

**No. 312. 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 Quarndrangle, Peacestead, Indoor Sports Centre 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. 313. LIBRARY BOOKS**

All Staff must return all library books, borrowed by them from the library, latest by 24-11-1983. 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. 314. 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, 1983.

**No. 315. 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. 316. 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 '84.

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. 317. LONG VACATION ARRANGEMENTS**

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a. m. on Thursday, 1st December, 1983. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Thursday, 1st December, 1983. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

**No. 318. 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. 319. HOUSE FUND ACCOUNTS**

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 30th November, 1983 should be prepared and submitted to the Bursar to reach him not later than 28th November, 1983.

**No. 320. 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. 321. RETURN OF EMPTY BOTTLES TO TUCK SHOP**

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. 2/- per bottle will be debited to the account to the staff concerned.

**No. 322. USE OF SCHOOL TELEPHONE**

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

**No. 323. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 23rd October, 1983.

S. R. Das  
Headmaster

## LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th October 1983

Part I  
324—327

**No. 324. PROGRAMME**

**October**

Sat. 29th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Sanawar Officials for Himalayan	
	Car Rally return	
	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	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**November**

Wed. 2nd	SUPW	4-20—5-20 p.m.
	B.D. baths	... 5-30 p.m.
	Assessment meeting (MCR)	... 5-45 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 3rd	Prep cancelled	
	Diwali Eve-dinner P.D.	... 6-20 p.m.
	Diwall Eve-dinner Sr. School	... 7-30 p.m.
	Sr. School Social	8-30-11-00 p.m.
Fri. 4th	Diwali—Holiday	
	Bonfire (P.D.)—Trafford Court	... 5-45 p.m.
	Supper packets P.D.	... 6-30 p.m.
	Bonfire (Sr. School)—Peacestead	6-15—7-00 p.m.
	Supper packets Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.
Sat. 5th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 6th	Tea PD	...	3-20 p.m.
	Film PD	...	3-45 p.m.
	Tea Sr. School	...	4-45 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper PD	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

### No. 325. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Friday, 4th November 1983, 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. 326. DIWALI

Friday, 4th November, 1983 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 Saturday, 5th November, 1983 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 P.D. flat near CDH 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 or 7-30 p.m. on Thursday 3rd November 1983. 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 :—  
3rd Nov. P.D. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.

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

4th Nov. B.D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

**No. 327. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 30th October, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Saturday 5th November 1983

**Part I**

328—330

**No. 328. PROGRAMME****November**

Fri. 4th	Diwali—Holiday	
	Bonfire (P.D.)—Trafford Court	... 5-45 p.m.
	Supper packets P.D.	... 6-30 p.m.
	Bonfire (Sr. School)—Peacestead	6-15—7-00 p.m.
	Supper packets Sr. School	... 7-15 p.m.
Sat. 5th	Lights out	... 9-30 p.m.
	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 6th	Tea PD	... 3-20 p.m.
	Film PD	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper PD	... 6-15 p.m.
Mon. 7th	Supper Sr. School	... 7-15 p.m.
	Last three Schools will be cut short by 5 mts., each	
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-20 p.m.
	Inter-House Gym., Competition	... 2-30 p.m.
Tue. 8th	After-noon activities cancelled	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Last three Schools will be cut short by 5 mts., each	
	Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-20 p.m.	
Inter-House P.T., & best gymnast competition	... 2-30 p.m.	
After-noon activities cancelled		

	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-45 p.m.
	(Staff wives / husbands and O.S. are cordially invited to stay on for tea with the gymnasts after the competition)		
Wed. 9th	Morning Prep (6-40—7-40 a.m.) commences		
	Inter-House boxing tournament commences	...	2-45 p.m.
	SUPW cancelled		
	Evening prep		
Thu. 10th	I—H boxing tournament	...	2-45 p.m.
Fri. 11th	I—H boxing tournament	...	2-45 p.m.
Sat. 12th	Lunch P.D.	...	12-20 p.m.
	Lunch Sr. School	...	1-15 p.m.
	Inter-House Boxing finals	...	2-30 p.m.
	Boxing tea	...	4-15 p.m.
	(Staff, wives/husbands and O.S., are cordially invited to stay on for tea with the finalists)		
	Tea for School	...	4-15 p.m.
	B.D., baths (Jrs.)	...	5-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Tutorial meetings cancelled		
	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	...	4-45 p.m.
	Film Sr. School	...	5-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

#### No. 329. HOCKEY PRACTICE

Hockey practice for the School teams during the course of the boxing tournament (Wed., Thu., Fri.) will be conducted as under :—

Atoms	...	...	2-45—3-25 p.m.
Colts	...	...	3-25—4-05 p.m.
1st XI	...	...	4-15—5-15 p.m.

All those who are not involved in boxing will report for their respective practices.

**No. 330. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 6th November, 1983.

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



## LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th November 1983

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**Part I**  
331—335

**No. 331. PROGRAMME**

**November**

Fri. 11th	I—H boxing tournament post-poned Normal afternoon activities	
Sat. 12th	Inter-House Boxing finals post-poned Normal afternoon activities B.C.S., hockey Colts & Atoms expected to arrive	... 5-00 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. 13th	Hockey—Sanawar Atoms vs. BCS Atoms ...	10-30 a.m.
	Sanawar Colts vs. BCS Colts ...	11-30 a.m.
	(Subject to arrival of BCS, teams)	
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-45 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	Children's Day PD, picnic tea & outing	... 2-30 p.m.
Wed. 16th	SUPW	4-20—6-00 p.m.
	B.D., baths	... 6-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 18th	Sanawar hockey 1st XI leaves for PPS/ YPS	... 2-30 p.m.
	PPS Colts & Atoms arrive	... 6-00 p.m.
Sat. 19th	School 1st XI vs. PPS Nabha (away) School hockey Atoms vs. PPS, Atoms (home)	... 10-00 a.m.
	School hockey Colts vs. PPS, Colts (home)	... 11-00 a.m.

	PPS Colts & Atoms leave for Nabha	... 2-15 p.m.
	YPS, Colts & Atoms arrive	... 6-00 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	School hockey 1st XI vs. YPS, Patiala (away)	
	School hockey Atoms vs YPS (home)	... 10-30 a.m.
	School hockey Colts vs YPS (home)	... 11-30 a.m.
	YPS Colts & Atoms leave for Patiala	... 2-15 p.m.
	Tea PD	... 3-20 p.m.
	Film PD	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	School hockey 1st XI returns	... 6.00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 332. PRIZE CUPS AND TROPHIES

Prize Cups & Trophies must be returned to the School Office as soon as possible and in no case later than 28th November, 1983.

When returning cups and trophies, House Staff will kindly ensure that a label 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. 333. 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. 334. INTER HOUSE PT/GYM COMPETITION—1983.

The results of Inter House PT/Gym Competition held on 7th and 8th Nov., 1983 are published below for record :—

**Cock House Boys and Girls**

<b>B.D.</b>			<b>G.D.</b>		
	<i>Points</i>	<i>Position</i>		<i>Points</i>	<i>Position</i>
Nilagiri	154·53	1st	Siwalik	128·1	1st
Himalaya	142·33	2nd	Himalaya	125·8	2nd
Vindhya	140·75	3rd	Nilagiri	118·5	3rd
Siwalik	137·33	4th	Vindhya	112·3	4th

**Best Gymnast Boys (Seniors)**

	<i>Points</i>	<i>Position</i>
M. Midha	68·1	1st
Brijindra Saklani	64·8	2nd
Reaz Mamma	63·6	3rd

**Best Gymnast Boys (Juniors)**

	<i>Points</i>	<i>Position</i>
Andaleeb Sehgal	43	1st
Varun Seth	41·1	2nd
Gagan Inder Singh	40·1	3rd

**Best Gymnast Girls**

	<i>Points</i>	<i>Position</i>
Reena Singh	49·4	1st
Namita Choudhry	46·6	2nd
Bhanu Devi Rana	45·8	3rd

P.T. leader certificate awarded to—M. Midha

Proficiency certificate awarded to :—

M. Midha	Amit Kohli	Sanjeev Singh
Abhay P. Mehta	Rajiv Verma	Rajan Mukherji
Gagan Vermani	H. Ewari	Ashish Bhandari
Sanjeev Mohan Alluwalla		

**No. 335. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 13th November, 1983.

S. R. Das  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 18th November 1983****Part I**

336—350

**No. 336. PROGRAMME****November**

- Sat. 19th Hockey fixture with PPS. Nabha cancelled  
 Sanawar hockey 1st XI leaves for YPS,  
 Patiala ... 2-15 p.m.  
 YPS, Colts & Atoms 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. 20th School hockey 1st XI vs. YPS, Patiala (away)  
 School hockey Atoms vs YPS (home) ... 10-30 a.m.  
 School hockey Colts vs YPS (home) ... 11-30 a.m.  
 (The entire School will go down  
 to watch the matches)  
 YPS Colts & Atoms leave for Patiala  
 in School Bus ... 2-15 p.m.  
 Tea PD ... 3-20 p.m.  
 Film PD ... 3-45 p.m.  
 Tea Sr. School ... 4-45 p.m.  
 Film Sr. School ... 5-45 p.m.  
 School hockey 1st XI returns  
 in School Bus ... 6-00 p.m.  
 Supper PD ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.
- Mon. 21st Exams commence  
 shooting practice (·22) commences
- Thu. 24th Subject reports handed in to Form Staff ... 4-00 p.m.
- Sat. 26th Exams conclude  
 G.D., Inter-House tournament commences  
 Staff & Upper VI photograph  
 (Barne Hall) ... 5-00 p.m.  
 Supper PD ... 6-00 p.m.  
 Supper Sr. School ... 7-00 p.m.  
 Staff club meeting followed by dinner  
 (Art room) ... 7-30 p.m.

Sun. 27th	House photographs B.D. :	
	Himalaya	... 7-00 a.m.
	Nilagiri	... 7-20 a.m.
	Siwalik	... 7-40 a.m.
	Vindhya	... 8-00 a.m.
	Teams' photographs	... 8-20 a.m.
	G.D., photographs	... 10-00 a.m.
	P.D., photographs	... 11-00 a.m.
	Inter-House shooting finals	... 11-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 337. EXAMINATION PERIOD DAILY ROUTINE

The entire Sr. School except the Upper Sixers for whom separate routine is published will observe the following routine :—

Rouser	... 6-45 a.m.
M.I., G.D.	... 7-20 a.m.
M.I., B.D.	... 7-30 a.m.
Prep (Birdwood)	7-40—8-40 a.m.
Breakfast	... 8-45 a.m.
Assembly	... 9-30 a.m.
1st Session of Exams	10-00—1-00 p.m.
Lunch Sr. School	... 1-05 p.m.
(Lunch for P.D., will be at 12-10 p.m.)	
2nd session of exams	2-00—4-30 p.m.
Tea	... 4-45 p.m.
B.D. baths	... 5-00 p.m.
Prep	6-00—7-20 p.m.
Sr. School Supper	... 7-25 p.m.
(Supper for P.D., will be at 6-15 p.m.)	
House Inspection	... 8-30 p.m.
Study bell	... 8-40 p.m.
Lights out	... 10-00 p.m.

Note: (i) Upper Vs will have exams in Barne Hall. Others will be allocated Form rooms.

(ii) No one will be permitted to leave during the first session of exams. Children, if they finish ahead of time, will

revise for the next exam. Silence will be maintained in Birdwood School during exams.

(iii) During the second session of exams, children may be permitted to leave half an hour ahead of schedule if they finish the paper ahead of schedule.

(iv) B.D., games will be conducted House-wise from 2-30—4-30 p.m. Allocation of fields will be announced daily.

#### No. 338. SIXTH FORM TEACHING ROUTINE

The following routine will be observed during the course of the exams :—

Rouser	... 6-45 a.m.
1st School	7-55—8-40 a.m.
Breakfast	... 8-45 a.m.
Assembly	... 9-30 a.m.
2nd School	9-40—10-15 a.m.
3rd School	10-15—10-55 a.m.
Tea break (CDH)	10-55—11-15 a.m.
4th School	11-15—11-50 a.m.
5th School	11-50—12-25 p.m.
6th School	12-25—1-00 p.m.

Note : (i) The 7th School of Wednesday 23rd November will be transferred to Saturday 26th November.

(ii) The post-lunch routine will remain the same as for the rest of the school inclusive of House games from 2-30—4-30 p.m.

#### No. 339. WINTER VACATION

The School will close on Thursday 1st December, 1983, for the winter vacation, and will reopen on Friday, 10th February, 1984 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. 340. 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 quarters may be **labelled and handed over to QM**. All Keys of residences and department, 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 QM.

**No. 341. 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 Wednesday, 30th November, 1983. 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. 342. 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. 343. 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. 344. HOUSE PARTIES : DECORATIONS**

If any floral and other decorative hedges 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. 345. CHILDREN'S BLUE JERSEYS**

Children and House Staff are reminded that *all* children (except *Merit* scholars, in whose case 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, 1984, failing which new ones will be issued to them, at their parents' cost.

**No. 346. 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. 347. 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. 348. 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. 349. LOST & FOUND**

One ladies wrist watch found in Barne Hall during Founders has been deposited with the Bursar ; owners may kindly get in touch with him, in this connection.

**No. 350. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 20th November, 1983.

S. R. Das  
*Headmaster*



# LAWRENCE SCHOOL SANAWAR

SANAWAR, TUESDAY, 22ND NOVEMBER, 1983

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## Part I

351—362

### SPECIAL ORDER

#### Winter Vacation Arrangements—1983.

#### No. 351. 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 Thursday, 1st December, 1983. (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 Thursday 1st December 1983, 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 to be obtained, in writing, by the children concerned) must be put in to the Bursar well in advance, and **in no case later than Friday, 25th November, 1983**. 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 Tuesday, 29th November, 1983 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. 352. ESCORTS' MEETING.**

A meeting of all staff members escorting school parties will be held in the MGR on Wednesday, 30th November, 1983, at 10-00 a.m. All such staff members are required to attend.

#### **No. 353. 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. 354. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 355. 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	
3	† Bombay V.T.	} <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>
6	‡ Pathankot	
8	Jammu Tawi	
10	Calcutta	
	(via Saharanpur & Lucknow)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh	
15	Tatanagar	

† (includes Kurukshetra, Karnal and Panipat.)

‡ (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 Monday, 28th November, 1983, 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.** They (in particular P.D. & G.D.) will ensure that luggage is kept ready, at least half an hour in advance, in their dormitory or in the dormitory varandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

(v) Luggage of all children going in **Tatanagar party** must be ready at B.D. Quad at 5-00 p.m. on 30-11-1983. The same will be loaded on to the **School Bus** and the entire party will move for Kalka at 5-30 p.m.

(vi) Luggage of all children going to **Chandigarh** must be ready at the **B.D. Quadrangle by 7-00 a.m.** on home day. The Quarter-master will arrange for this luggage to be transported there from departments by the mazdoors and loaded on top of one HRTC Chartered Bus, ready to move by 9-00 a.m. to Chandigarh.

(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 1-12-1983. 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 Mr. J.K. Kohli. Mr. J.K. Kohli will be i/c of all luggage arrangements at Kalka and all problems and enquiries should be referred to him. It is specially pointed out that although Mr. J.K. Kohli is in general charge of all luggage arrangements at Kalka, escorts on arrival there are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must **not** be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by 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. J.K. Kohli.

(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. 356. 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. 357. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.**

(i) **Breakfast:**—P.D., Chandigarh and Bombay V.T. parties will have breakfast at 7-00 a.m., & 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 1-12-83.

(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 CDH at 4-30 p.m. for all members of the Delhi 'A', Jammu Tawi, and Pathankot 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 Calcutta, Jammu Tawi, Delhi A, Delhi B, Delhi C, 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 Mr. J.K. Kohli, after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Jammu Tawi	... Mr. A.S. Saklani	12
Pathankot	... Mr. Gobind Ram	40
Calcutta	... Mr. R. Puri	85
Delhi 'A'	... Dr. D.C. Gupta	72
Delhi 'B'	... Mr. K.K. Batish	72
Delhi 'C'	... Mr. Dhani Ram	72

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. A. Bhalerao 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. 358. 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. 359. WALKING DOWN TO KALKA [BOYS]**

(i) None will be permitted to walk down from Tatanagar, 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. 360. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the escorts from the School office on Wednesday, 30th November, 1983, after the escorts meeting.

**No. 361. 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 Wednesday, 30th November, (Tatanagar party only) and Thursday, 1st December, 1983. 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>
Chandigarh	8-00 a.m.	9-00 a.m.	38	HRTC Bus
Bombay V.T.	8-30 a.m.	9-00 a.m.	65	HRTC & School Bus
Delhi B	1-30 p.m.	2-00 p.m.	61	,,
Delhi C	—do—	—do—	35	,,
Calcutta	—do—	—do—	55	,,
Pathankot	6-00 p.m.	6-30 p.m.	30	,,
Jammu Tawi	—do—	—do—	8	,,
Delhi A	—do—	—do—	65	,,

3. **Tatanagar party** will leave from B.D. Quad. on Wed. 30th November, 1983 at 5-30 p.m., with School Bus for Kalka Rly. Station, and from there, travel further in train service in First Class by 87 Dn. Chandigarh Express leaving Kalka at 1920 hours.



4. Chandigarh party will travel by One chartered HRTC Bus leaving BD Quad. at 9-00 a.m.
5. **Bombay V.T. party** will travel by HRTC Bus and School 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 sleeper coach, by 58 Dn. Amritsar—Dadar express leaving Ambala Cantt at 15-25 hours.
6. **Delhi B, Delhi C, Calcutta parties** will travel by HRTC buses from B. D. Quad. up to Kalka. From Kalka all these parties will travel in train service/extra coaches attached to 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours.
7. **Jammu Tawi party** will travel in HRTC bus from BD Quad. upto Kalka. From Kalka, the party will travel in First Class train service coach by 35 Dn. Simla Mail, leaving Kalka at 2250 hours.
8. **Pathankot party** will travel in HRTC 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 2250 hours.
9. **Delhi A party** will travel in HRTC 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, by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2345 hours.
10. The School Bus will go to Ambala Cantt with Bombay V.T. party luggage, and return to Kalka Rly. Station. There at Kalka, it will await for further instructions from Mr. J.K. Kohli.

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. Pran Nath 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. 362. NEXT TERM**

The next term will begin on Friday, 10th February, 1984; all children must be back by 5-00 p.m. on that day. There will be a meeting of Housemasters/Housemistresses at 6-00 p.m. in HM's residence, on this day.

S. R. Das  
*Headmaster.*

**LAWRENCE SCHOOL ORDERS**  
**Sanawar Friday 25th November 1983**

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Part I  
 363—370

**No. 363. PROGRAMME**

**November**

Sat. 26th	Exams conclude	
	G.D., Inter-House tournament commences	
	Staff & Upper VI photograph	
	(Barne Hall)	... 5-00 p.m.
	Supper PD	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff club meeting followed by dinner	
	(Art room)	... 7-30 p.m.
Sun. 27th	House photographs B.D. :	
	Himalaya	... 7-00 a.m.
	Nilagiri	... 7-20 a.m.
	Siwalik	... 7-40 a.m.
	Vindhya	... 8-00 a.m.
	Teams' photographs	... 8-20 a.m.
	G.D., photographs	... 10-00 a.m.
	P.D., photographs	... 11-00 a.m.
	Inter-House shooting finals	... 11-00 a.m.
	B.D., head bath	... 2-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Film P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-45 p.m.
	Film Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 28th	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Weighing & measuring G.D. :	
	Himalaya	10-15-10-45 a.m.
	Nilagiri	10-45-11-15 a.m.
	Siwalik	11-15-11-45 a.m.
	Vindhya	11-45-12-15 p.m.

	Lunch P.D.	... 12-00 p.m.
	Lunch Sr. School	... 1-00 p.m.
	I—H hockey (B.D.)	... 2-20 p.m.
	Tea Sr. School	... 4-45 p.m.
	Mark handed in to Form Staff	... 5-00 p.m.
	B.D., baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 10-00 p.m.
Tue. 29th	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Weighing & measuring B.D. :	
	Himalaya	10-00-10-40 a.m.
	Nilagiri	10-40-11-20 a.m.
	Siwalik	11-20-12-00 noon
	Vindhya	12-00-12-40 p.m.
	Lunch P.D.	... 12-00 p.m.
	Lunch Sr. School	... 1-00 p.m.
	I—H hockey B.D.	... 2-20 p.m.
	Tea Sr. School	... 4-45 p.m.
	Completed folders handed in to House Staff	... 5-00 p.m.
	B.D., baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. School Social (Barne Hall)	8-00-11-00 p.m.
Wed. 30th	Rouser	... 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.
	I—H hockey B.D.	... 11-00 a.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	B.D., baths	... 4-20 p.m.

Mark Register handed in to Sr. Mistress	...	5-00 p.m.
Carol service	...	5-30 p.m.
Supper P.D.	...	6-30 p.m.
Supper Sr. School	...	7-30 p.m.
Lights out	...	10-00 p.m.

**December**

Thu. 1st Home Day  
(Meal timings & dispersal as per special school orders) Reports handed in to H.M.

**No. 364. IMPORTANT DATES FOR SIXTH FORM**

Fri. 2nd Classes commence  
Mon. 12th Exams commence  
Sat. 17th Exams conclude  
Tue. 20th Break-up dinner  
Wed. 21st Dispersal (onwards) 6-00 a.m.

**No. 365. DAILY ROUTINE SIXTH FORM—Fri. 2nd Dec.—**

Tue. 20th Dec., 1983.

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.
Tea 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 and recreation	2-30—3-50	p.m.
Tea	...	4-00 p.m.
Baths	...	4-30 p.m.
Study period (dormitories)	5-15—7-00	p.m.
Supper	...	7-15 p.m.
Study period (onwards)	...	8-30 p.m.

- Note : (i) On Sundays the 'Sunday timings' will be observed.  
(ii) The Seventh School of Wednesdays will be taught on Saturdays.  
(iii) Library will remain open during class timings and from 2-30—3-50 p.m. in the afternoons on all week days. On

Sundays the Library will remain open from 10-30—  
12-30 p.m.

**No. 366. LOST AND FOUND**

One torch with cells was left over by one of the Staff in CDH recently.

The owner is requested to contact the Bursar, in this connection at his/her earliest.

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

With effect from Friday, 2nd December, 1983, 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 from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

**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. HOSPITAL TIMINGS WINTER VACATION**

With effect from 2nd Dec. 1983, the timings will be as under :—

Mondays to Fridays	...	...	{ 9-00 a.m. to 1-00 p.m.
			{ 2-00 p.m. to 4-00 p.m.
Saturdays	...	...	9-00 a.m. to 1-00 p.m.

**No. 369. TUCKSHOP HOURS DURING VACATION**

The Tuckshop will remain open from 2-00 to 5-00 p.m. daily except on Sundays, from 2-12-'83 to 21-12-'83, and thereafter for the same timings, on Mondays, Wednesdays and Saturdays, throughout the vacation.

**No. 370. CINEMA**

An English film ( if it arrives in time ) will be shown in Barne Hall at 3-45 p.m. for P. D. and 5-45 p.m. for Senior School on Sunday, 27th November, 1983.

S. R. Das  
Headmaster