

LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 8th February 1984

Part I

1—27

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

Fri. 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.
Sat. 11th	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.
	Opening of term assembly	... 9-45 a.m.
	1st School	10-00—10-35 a.m.
	2nd School	10-35—11-10 a.m.
	Break	11-10—11-30 a.m.
	3rd School	11-30—12-10 p.m.
	4th School	12-10—12-50 p.m.
	5th School	12-50— 1-30 p.m.

	Lunch	... 1-40 p.m.
	Staff meeting (MCR)	... 2-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Cricket & hobbies sets made (B.D., pavement)	... 4-30 p.m.
	B.D., baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.
Sun. 12th	Sunday timings	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 4-40 p.m.
	Film (Subject to its arrival) :- P.D.	... 3-45 p.m.
	Sr. School	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.
Mon. 13th	Games' committee meeting (MCR)	... 2-30 p.m.
	Medical Inspection B.D. :-	
	Himalaya	2-00—2-40 p.m.
	Nilagiri	2-40—3-20 p.m.
	Siwalik	3-20—4-00 p.m.
	Vindhya	4-20—5-00 p.m.
	Tea Sr. School	... 4-00 p.m.
Tue. 14th	B.D., games and hobbies programme comes in to effect	
	Medical Inspection G.D. :-	
	Himalaya	2-00—2-30 p.m.
	Nilagiri	2-30—3-00 p.m.
	Siwalik	3-00—3-30 p.m.
	Vindhya	3-30—4-00 p.m.
Wed. 15th	SUPW cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 18th	Morning Prep cancelled	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 19th	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, 13th February '84 the following daily routine will be followed till the weather warms up:—

Rouser	...	7-30 a.m.
M.I., G.D.	...	8-05 a.m.
M.I., B.D.	...	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	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.
7th School	1-00—1-35 p.m.
Lunch	... 1-40 p.m.

Schedule For Saturdays

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	11-40-12-15 p.m.
Project work	12-20—1-30 p.m.
Lunch	... 1-35 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 CERTIFICATES

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, 1984.

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 2nd April, 1984. Details will be published during the last week of March, 1984.

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, 1984. 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, 1984.

Clothes will be issued to **Day Scholars** in all Deptts at 7-45 p.m. on 10th February, 1984.

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 *name 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, '84.

No. 12. 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 Timings—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. *Sunday and Administrative Holidays*

(i) No M.I.

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

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

Members of the staff will please *not* visit the Quartermaster or the Q.M. Stores at other times, except by prior mutual arrangement with the Quartermaster 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 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 (2-00 p.m. to 6-00 p.m.)	}	K. oil, Soft coke, Steam coal, fuel wood.
(b) 3rd, 4th & 5th of each month (2-00 p.m. to 6-00 p.m.)	}	Dry Rations.
2. For Staff drawing pay through Sr. Staff Pay Register

(a) 6th, 7th & 8th of each month (2-00 p.m. to 6-00 p.m.)	}	Dry Rations.
(b) 9th & 10th of each month (2-00 p.m. to 6-00 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 14th & 15th 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.

Since the issue will continue upto 6-00 p.m., normally no staff will need to cut short his duty hours for drawing ration items. 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. 19. FURNITURE—STAFF QUARTERS & DEPARTMENTS

Details of 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 Q.M.

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. 20. TUCK SHOP TIMINGS

The Tuck Shop will observe the normal timings from 9th February, 1984.

No. 21. 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. 22. TRANSFER OF PD STUDENTS

All transfers of PD Children to Sr. School will take place after the promotion exam. Details will be circulated later.

No. 23. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1984 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Sunday
2. Republic Day	...	Jan.	26th	Thursday
3. Shivratri	...	Feb.	29th	Wed.
4. Holi	...	Mar.	16th	Friday
5. Ram Naumi	...	April	10th	Tuesday
6. Baisakhi	...	April	13th	Friday
7. Good Friday	...	April	20th	Friday
8. Raksha Bandhan	...	Aug.	11th	Saturday ✓
9. Independence Day	...	Aug.	15th	Wed.
10. Janam Ashtmi	...	Aug.	20th	Monday
11. Mahatma Gandhi's Birthday	...	Oct.	2nd	Tuesday
12. Dusehra	...	Oct.	4th	Thursday
13. Founder's (After Founder's)	...	Oct.	6th	Saturday
14. { Diwali (except Eng. Deptt.)	...	Oct.	24th	Wed.
{ Balraj (Eng. Deptt. only)	...	Oct.	25th	Thursday
15. Guru Nanak's Birthday	...	Nov.	8th	Thursday
16. Christmas Day	...	Dec.	25th	Tuesday

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. 24. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 1st Feb., 1984, in the Fruit & Vegetable Shop :—

	Rs.
Potatoes	1-80 Per Kg.
Onion	1-80 "
Vegetable	1-80 "
Tomatoes	2-70 "
Lime Fresh	8-00 "
Dhania Green	2-50 "
Chillies Green	2-50 "
Ginger Fresh	8-00 "
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 "
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. 25. SCHOOL HALWAI'S RATES 1984

The School halwai contract 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, 1984 to 30-4-84.

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 per kg.	Rate per piece Paise
	Rs.	P.		
Balu shahi	...	8-80	30	30
Barfi white	...	13-20	30	45
Barfi Chocolate	...	13-20	30	45
Barfi Coconut	...	13-20	30	45
Barfi Besan	...	10-80	30	35
Laddoo Besan	...	8-80	30	30
Laddoo Motichoor	...	8-80	30	30
Gulab Jaman	...	11-45	30	40
Gur toffee (with moongphali)	...	5-90	20 pkts. of 50 gms. each	30 per pkt.
Groundnut fried	...	11-75	20 pkts. of 50 gms. each	60 per pkt.
Jalebi	...	8-55	30	30
Mathi namkin	...	9-80	20	50
Palangtor (milk-cake)	...	14-40	30	50

Potatoe wafers	... 8-80	20 pkts. of 50 gms. each	} 45 per pkt.
Potatoe Tikki, with chutney	... —	20	30
Rasgulla	... 12-75	30	45
Rasmalai	... 14-40	30	50
Sewian-Dal (Barik quality)	... 8-55	20 pkt. of 50 gms. each	} 45 per pkt.
Bhatoora/kachori with vegetable	3-90	12	35 each
Dahi Bhalla	... 3-45	12	30 each
Samosa	... 3-45	12	30 each
Khloa	... 14-20	—	—
Rabdi	... 14-20	—	—
Poori (with vegetable)	... 3-45	12	30 each
Imrati	... —	—	—
Patisa	... —	—	—
Rasbhari Maida	... 11-75	—	—
Rasbhari Paneer	... 13-70	—	—
Shakarpara	... 9-80	—	—
Mongra	... —	—	—
Bun-Samosa	... —	—	75 each
Tea glass or cup (with sugar)	... —	150 cc	35 each

No. 26. 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 (spouse, unemployed sons and daughters under 21 yrs. age), 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 lumpsum whereas in the case of others this will be recovered from their pay in ten equal instalments. Staff joining

school employment during the financial year will be charged subscription from the date of joining duty. For others the charges payable will be Rs. 75/- per head even though they join the scheme during the financial year; the benefit cover, however, will commence from the date of joining the scheme.

6. *The Scheme will cover :—*

- (a) Charges for hospitalization in a general ward where investigations, nursing, treatment is part of hospitalization expenses. When the patient is referred to an out-side medical authority and hospitalization in a private nursing home takes place, routine medical investigation and treatment expenses only are covered. Doctor's visiting fees, special nursing, etc., are not covered.
- (b) Charges for routine pathological examinations such as blood, stool, urine, sputum, etc.
- (c) Charges on account of routine X-ray examinations, as arranged by School R.M.O., excluding specialised X-ray investigations.
- (d) Charges for setting of fractures and connected expenses.
- (e) The cost of medicines and drugs not normally stocked in the school hospital.
- (f) Annual E.N.T., eye and dental examinations as arranged in the school hospital, once a year, excluding refraction.
- (g) A maximum of Rs. 1500/- only per year towards the cost of surgical operations including hospitalization in a general ward where investigations, nursing, treatment are part of hospitalization. If admitted in a private ward, only routine medical investigations and treatment expenses are covered. Doctor's visiting fees, special nursing, etc., are not covered.

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 food, TA, DA, transport and communications.
 - (e) Cost of Vitamins and tonics, required on a prolonged or permanent basis.
8. The scheme will give cover to its members, only as an extension of the treatment being given in School Hospital and 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 within 7 days after the treatment outside Sanawar is over, duly supported with cash memos, vouchers, etc., to the School Office duly endorsed by the School R.M.O. Reimbursement in every case will be made by School Office. Claim for reimbursement of treatment expenses incurred by members, 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, and will take effect from 11-2-1984.

Those who wish to join the Scheme, and those, from the existing members, who wish to discontinue membership, can do so, by sending a note to the Bursar, in this connection, latest by Wednesday, 15th February, 1984.

All concerned are requested to take necessary action.

No. 27. CINEMA

The English film MADAME 'X' will be shown in Barne Hall at 3-45 p.m. for P.D. and 5-45 p.m. for Senior School on Sunday, 12th February, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 15th February 1984

SPECIAL ORDER**No. 28. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI—TENTH GRADE EXAMINATION**

All-India Secondary School (Class X) Examination, 1984.

DATE—SHEET*Afternoon Session*

(2-30 p.m. –5-00 p.m.)

March

Fri. 2nd	English Course-A	Paper I
Sat. 3rd	English Course-A	Paper II
Mon. 5th	Hindi Course-B	Paper I
Tue. 6th	Hindi Course-B	Paper II
Thu. 8th	Mathematics Course-A	Paper I
Fri. 9th	Urdu, French, German	Paper I
Sat. 10th	Mathematics Course-A	Paper II
Mon. 12th	Science Course-B (Physics & Chemistry)	Paper I
Tue. 13th	Urdu, French, German	Paper II
Wed. 14th	Science Course-B (Life Science)	} up to 4-00 p.m. only	...	Paper II
Mon. 19th	Social Science (History & Civics)		...	Paper I
Tue. 20th	Social Science (Geography)	} up to 4-30 p.m. only	...	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 Examinations may be conducted from 21st March onwards so as to be completed latest by 31st March, 1984. 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, 1984. No enquiries about the actual date of declaration of result will be attended to.

**No. 29. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XII) Examination, 1984.

DATE—SHEET

Morning Session

(10-30 a.m.—1-30 p.m.)

March

Fri. 2nd	Core Language English	
Mon. 5th	Mathematics	
Tue. 6th	History	
Wed. 7th	Physics	... Theory
Thu. 8th	Economics	
Fri. 9th	Chemistry	... Theory
Mon. 12th	Biology	... Theory
Tue. 13th	Elective Languages English	
Wed. 14th	Commerce	
Thu. 15th	Political Science	
Mon. 19th	Accountancy	
Tue. 20th	Geography	... Theory
Thu. 22nd	Home Science	... Theory

Afternoon Session
(2-30 p.m.—5-30 p.m.)

Thu. 22nd Psychology ... Theory

Morning Session
(10.30 a.m.—1-30 p.m.)

Fri. 23rd Sculpture } (Also 2-30 p.m. to ... Practical
(Modelling in Relief) } 5-30 p.m.

Sat. 24th Sculpture } (Also 2-30 p.m. to ... Practical
(Modelling in Round) } 5-30 p.m.

Afternoon Session
(2-30 p.m.—5-30 p.m.)

Sat. 24th Music Hindustani Instrumental (Melodic) ... Theory
(Also Music Hindustani (Instrumental } ... Theory
Percussion) 2-30 p.m. to 5-30 p.m.

Morning Session
(10-30 a.m.—1-30 p.m.)

Mon. 26th Painting (also 2-30 p.m. to 5-30 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 examinations in the following subjects :—

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

- (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 3rd 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 1984. No enquiries about the actual date of declaration of result will be attended to.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawat Friday 17th February 1984

Part I
30—50

No. 30. PROGRAMME

February

Sat. 18th	Morning Prep cancelled	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-00 p.m.
Sun. 19th	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. 22nd	SUPW cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 25th	Morning Prep cancelled	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D. baths	... 8-00 p.m.
Sun. 26th	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. 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/Warden, I/c C.D.H., etc., who hold stock are requested to ensure that losses on any account 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 or the person responsible for the loss must also be sent along with the report. The signature of the dhobi or the person responsible for the loss should also be obtained in the dhobi account book, and also on the Loss Slip.

In this connection the attention of all Matrons in particular, 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 on 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 staff 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 broad-toed 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

Fresh Medical categories of all school children have been made, and the RMO has sent information to this effect to all House Staff and the P.T.I. A special School Order will soon be published in this connection for information for all others.

No. 45. HOT WATER HAMAM—FILTERS

The rent per hot water hamam per year would be Rs. 36/-, 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. WATER CHARGES (RATES) 1984

The rate of water charges payable by Staff from 16th January, 1984 will be as follows :—

Category A [Quarters where water-meters have been installed].

- (i) For the first 1500 litres — 70 P per head per month.
- (ii) Beyond 1500 litres — Rs. 1/40 P per head per month.

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

- (i) Single member — Rs. 3/70 P per month.
- (ii) Staff with families — Rs. 3/20 P per head, subject to a maximum of Rs. 9/60 P per month.

Note : The above rates and scales will apply in all cases for not less than one accounting month at a time.

No. 47. ECONOMY IN WATER CONSUMPTION

The School water consumption is exceeding the supply. All concerned, and in particular, CDH and House Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes, etc., etc., to the Engineer immediately these come to their notice. Particular attention should also be paid to taps being turned off in CDH, bath houses and wash houses. Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to the minimum.

In view of short supply from M. E. S. Kasauli, water-rationing will be introduced with effect from Monday 20th February, 1984 on a temporary basis. Timings will be as under :

(a) For all Staff

- | | |
|---------------------------------|------------------------------------|
| (i) On working days | { 6-15—8-15 a.m.
4-20—6-20 p.m. |
| (ii) Sundays and other holidays | { 7-15—9-15 a.m.
4-00—6-00 p.m. |

Note: Water supply will be available for one hour in the morning and 1 hr. in the evening only during this period

(b) B.D. G.D. & P.D.**(i) Bath/Wash Houses**

- | | |
|-----------------|------------------------------------|
| On working days | { 7-15—9-15 a.m.
4-00—6-00 p.m. |
|-----------------|------------------------------------|

Note: On Sundays and other holidays these timings will be delayed by 45 minutes in the morning.

(ii) Night Rooms 6-30—8-30 p.m.

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

No. 48. APPOINTMENT OF PREFECTS/HELPERS

Following appointments of Prefects/Helpers have been made for Spring Term 1984 :—

Head Boy ... Rohit Roy (S.B.D.)

Head Girl ... Gitanjali Kumari (V.G.D.)

Boys Department

M.I. Prefect ... Hemant Trehan (H.B.D.)

H.B.D. House Captain ... Sultan Hassan

School Prefect ... Vineet Khanna

House Prefects ... Karoki Lewis

Brijendar Saklani

<i>N.B.D.</i>	House Captain	...	Vikas Jaidka
	School Prefect	...	Reyaz Mama
	House Prefects	...	Jayant Kapur Vishal Agarwal
<i>S.B.D.</i>	House Captain	...	Rahul Roy
	School Prefect	...	Ravi Banta
	House Prefects	...	Jai Inder Shergill Pankaj Vohra
<i>V.B.D.</i>	House Captain	...	Yashwinder Dhaliwal
	School Prefect	...	Varun Rajpal
	House Prefects	...	Samir Kamerkar Samir Sharma

Girls Department

	M.I. Prefect	...	Surabhi Saigal (S.G.D.)
<i>H.G.D.</i>	House Captain	...	Namrita Khungar
	House Prefect	...	Mytri P. Singh
<i>N.G.D.</i>	House Captain	...	Munisha Anand
	House Prefect	...	Gunjan Singh
<i>S.G.D.</i>	House Captain	...	Rima Pental
	House Prefect	...	Shalini Poplai
<i>V.G.D.</i>	House Captain	...	Shaila Chaudhury
	House Prefect	...	Rohini Prakash

(Helper / Asstt.)

(of / to)

			Name
Head boy/girl & Asstt. to H.M.	Rohit Roy Gitanjali Kumari
D.H.M.	Manjit S. Bala Preeti P. Metha
Sr. Mistress	Uma Khan
CDH	Arun Yadav Mohit Khanna Vikas Dhar Nadim Haidar Shailendar Chaudhury Sanjeev Dogra Vijaivir Nair

			A.P.S. Randhawa
			Mini Bedi
			Gundeep Nakai
			Preeti Bhullar
			Aparna Arora
Games	Dhiraj Sapru
			Chetan Bhandari
			Vivek Bhat
			Bhanu Rana
			Navdeep Dhillon
Hobbies	Vikram Grewal
			Sanjay Bhasin
			Dinesh Bhardwaj
			Mallika Kumar
			Natasha Gill
Estate Tidiness	Rohit Pande
			Neeraj Thakur
			Prithvi Shergill
			Jaswinder Dhanoa
			Madhvi Singla
			Rishma Singh
Expeditions	A. Jamir
			Sanjay Sharma
			P.S. Grewal
			Gita Ahlawat
Library	Pramod Kumar
			Vikram Walia
			Manoj Upmanyu
			Anchal Kapoor
			Jaimala Gadkari
Socials	Rajesh Saluja
			Sumitra Bhagat
SUPW	Arjun Amla
			Keshav Chander
			Vishaw Bushan
			Sandeep Joshi
			Harpriya B. Singh
			Archana Prasad
			Farah Ali

Costumes	Sandeep Sirkeck Arvind Gupta Deepak Ohlyan Amrita Sidhu Charu Talwar
Chapel	Zachariah Jacob Ajay Balyan Basant Kumar Gisela Battenberg Savita Kumari
Guests	Kunal Batra Biban Sidhu

No. 49. 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	„ Ghosh
„ Sundarji	„ Bhargava
„ K.J. Parel—Housemaster	„ Abraham—Housemaster
„ Mukherji	Dr. Dhillon
„ Idris	Mr. Bhardwaj
„ Sukhwinder Singh	
<i>Siwalik</i>	<i>Vindhya</i>
Mr. Batish—Housemaster	Mr. Sequeira—Housemaster
Dr. Gupta	„ Dwivedi
Mr. S. Mukherji	„ Attri
„ Wal	„ Kohli—Housemaster
„ Matharu—Housemaster	„ Gera
Dr. Sharma	„ Sengupta
Mr. Williams	

Girls Department

<i>Himalaya</i>	<i>Siwalik</i>
Mrs. B. Matharu—Housemistress	Mrs. R. Kaur—Housemistress
Dr. (Mrs.) Jain	„ Robinson
Miss Pratibha Rathore	„ Sheila Das
„ Anjana Aurora	

Nilagiri

Mrs. Solomon—Housemistress
„ Sudha Aurora
Miss Bakshi
„ Patricia

Vindhya

Mrs. Khan—Housemistress
Miss Raksha Aurora
„ Merlin

No. 50. CINEMA

The English film (if 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, 19th February, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 23rd February 1984

SPECIAL ORDER**No. 51. MEDICAL CATEGORISATION—SCHOOL CHILDREN**

In order to avoid repeated medical examination for ascertaining physical fitness of children for each of the seasonal games and sports, and other activities, 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, P.T., gymnastics, etc. House-wise lists of children indicating their categories, and specific limitations are given below, except the children who are placed in category 'A'. Any changes—upgrading/downgrading will be published in School Orders from time to time. This categorisation takes effect from 14th February, 1984. All concerned are requested to take action with immediate effect :

The medical categories are defined as follows :—

Category 'A'—Fit to take part in all activities.

Category 'B'—Not to take part in activities as shown in front of the name of the child.

Category 'C'—To do standing P.T. only, and no other physical activity.

<i>Name</i>	HBD	<i>Med. Ctg.</i>
Amrit Rana		B Gym.
Arup Das		B Gym.
Deven Karnik		B Gym. and Boxing
Hemant S. Trehan		B Boxing
Kr. Suryaveer Singh		B Gym.
Karandeep S. Sandhu		B Gym. 1st term
Navjot S. Sidhu		C Excuse all activity till end March.
Rahul Kumar		B Gym. and Boxing
Rohit Pande		B Boxing
Rajesh Singh		B Gym.
Rohitashv Sakhuja		B Gym.

Sandeep Sirkeck
 Sandip Singh
 Shailesh Tripathi
 Vikas Sagar
 Vikram S. Grewal
 Zachariah V. Jocub
 Ish Joshi
 Sandeep Singh Khatra

B Boxing and Gym.
 B Boxing
 B Gym.
 B Boxing
 B Boxing
 B Boxing and Gym.
 B Gym.
 C

NBD

Amiteshwar S. Chowdhury
 Ashim Aggarwal
 Chetan D. Bhandari
 Deshbir S. Bhandari
 Dhiraj Gupta
 Gurdip S. Boparai
 Jasdeep Singh
 Laxman Kapur
 Prabhdeep S. Sandhu
 Ranjit Raina
 Rahul Bhide
 Reaz Rattan Mama
 Anurup S. Pruthi
 Vishal Aggarwal

B Gym.
 B Gym.
 B Gym.
 B Boxing
 B Boxing and Gym.
 B Hodson
 B Hodson
 B Boxing and Gym.
 B Gym. 1st term
 B Gym.
 B Gym.
 B Gym. and Boxing
 B Gym. and Boxing
 B Gym. add Boxing

SBD

Keshav C. Thakur
 Mrityunjay Kumar
 Prithvi Shergill
 Rajiv Mehta
 Ravi Banta
 Rohit Roy
 Samar Vijay Sarma
 Sanjay Seth
 Shailender Chaudhry
 Simarpal Singh Somal
 Sumant Bharatram
 Abhinav Saigal
 Arun Poplai
 Gaurav Sawhney

B Swimming
 B Swimming and Boxing
 B Gym. and Boxing
 B Boxing
 B Boxing
 B Boxing
 B Boxing
 B Boxing
 B Boxing and Swimming
 B Hodson
 B Boxing
 B Gym.
 B Gym. and Boxing

Gursharan S. Sandhu

Rohit Banta

Samir Arura

Suraj Lakhani

Vivek Batra

Mohit Kampani

C for 3 months to do standing P.T. only

B Swimming

C

B Swimming

B Boxing and Gym.

B Boxing and Gym.

VBD

Abdul Moin

Bhanu Pratap S. Kushwaba

Rajesh Saluja

Samir Sharma

Vishal Virmani

Vivek Joseph

Andleeb Sehgal

Armeet S. Sandhu

Ashish Kaul

Dhruv Soota

B Boxing and Gym.

C for 2 months to do standing P.T. only

B Boxing and Gym.

B Hodson

B Boxing and Gym.

B Boxing and Gym.

B Gym.

B Boxing

B Gym.

C to do standing P. T. only

3 Gym. & Boxing

B Gym. and Boxing

B Hodson

B Hodson

B Hodson and games for 2 months

B Gym.

B Gym.

B Gym. and Boxing

B Boxing

B Boxing and Gym.

Gagan Inder Singh

Harpratap S. Brar

Hemant Parmar

Jogeshinder S. Sodhi

Omar Farooq Abdellah

Ominder Singh

Shakti Singh

Sumit Nurpuri

Sultan Saini

Daljit Singh

HGD

Debjani Mukherji

Mala Choudhry

Namita Choudhry

Saisha Gore

B Swimming

B Hodson

B Hodson

B Hodson

	NGD	
Jasbeer Kaur		B Swimming
Kiran Ohlyan		B Swimming
Laila Commissariat		C
Munisha Anand		B Hodson and Swimming
Ritu Kapoor		C for 3 months only
Udita Malhotra		B Swimming
	SGD	
Z. Baig		C No P.T.
	VGD	
Anubha Jain		B Swimming
Gitanjali Kumari		B Gym.
Rohini Prakash		C No P.T.
Romila Bedi		B Gym.
Sonaya Sehgal		B Gym.
Tushita Mitra		B Gym.
Natasha Gill		B Gym.
Yumna Hussain		C No PT
	HPD	
Aprajit Mahajan		B Gym,
Ajay Sehgal		B Swimming
	NPD	
Arvind K. Attri		B Swimming
Sharanbir Singh Sandhu		C No P.T.
Abhayjit Himmat S. Sandhu		B Gym. & Boxing
	HPD (G)	
Malini Singh		B Gym.
	NPD (G)	
Kamal Virk		B Hodson and Swimming
	SPD (G)	
Rokono Sircar		C

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 24th February 1984

Part I

52-64

No. 52. PROGRAMME**February**

Sat. 25th	Morning Prep cancelled	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D. baths	... 8-00 p.m.
Sun. 26th	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. 29th	Prep cancelled	
	SUPW	4-55—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

March

Fri. 2nd	CBSE Exams Commence	
Sat. 3rd	Morning Prep cancelled	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-00 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.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 53. IMPORTANT DATES—SPRING TERM 1984**February**

- Fri. 10th Spring Term begins
House Masters/Mistresses meeting
- Sat. 11th Opening of term assembly
New appointments take over
Classes Commence
Academic staff meeting
- Mon. 13th Games Committee meeting
Medical inspection commences
- Tue. 14th Games and hobbies programme comes into effect
- Mon. 20th Upper Sixth classes discontinued
- Sat. 25th Upper Fifth classes discontinued
- Wed. 29th Shivratri holiday for administrative staff only

March

- Fri. 2nd CBSE Exams Commence
- Sat. 10th Staff Club meeting & dinner
- Thu. 15th Annual School exams commence
- Fri. 16th Holi holiday for administrative staff only
- Fri. 23rd School Exams conclude
- Sat. 24th SFP
- Sun. 25th House farewell parties for Upper Sixth
- Mon. 26th Farewell lunch for Upper Sixth
- Tue. 27th Upper Sixth departure
Upper Five leave for social service camp
- Wed. 28th Prep School transfers shift to Sr. School
- Sat. 31st Cricket XI vs. Sood—Malik's XI (Home)

April

- Sun. 1st Cricket XI vs. Sood—Maliks XI (Home)
- Mon. 2nd New Admissions
New Academic session commences
- Sat. 7th Cricket XI vs. DPS Delhi (away)
- Sun. 8th Cricket XI vs. St. Columbas Delhi (away)
- Tue. 10th Ram Naumi—Holiday for administrative staff only
- Thu. 12th Inter-House Boxing
- Fri. 13th Baisakhi—Holiday for administrative staff only
- Sat. 14th Cricket Atoms vs. Welhams (away)
- Sun. 15th Cricket Colts vs. Welhams (away)
Cricket XI vs. Roshanara Club (home)

- Tue. 17th Inter-House Basket-ball (GD) commences
 Wed. 18th Siwalik House Show 1st performance
 Thu. 19th Siwalik House Show final performance
 Fri. 20th Good Friday—Holiday
 Sat. 21st Camping/hiking parties permitted to leave
 from 2-00 p.m.
 Sun. 22nd }
 to } School breaks for annual camps
 Sun. 29th }
May
 Tue. 1st Tennis-Badminton (GD) Commences
 Thu. 3rd Inter-House Cricket Commences
 Sat. 5th Cricket Atoms vs. YPS (home)
 Cricket XI vs. YPS (away)
 Sun. 6th Cricket Colts vs. YPS (home)
 Cricket XI vs. YPS (away)
 Thu. 10th Assessment meeting
 Fri. 11th P.D. Show 1st performance
 Sat. 12th P.D. Show final performance
 Sun. 13th Cricket Colts & Atoms vs. B.C.S. (away)
 Cricket XI vs. Doon School (home)
 Mon. 14th Soccer season commences
 Fri. 18th Vindhya House Show 1st performance
 Sat. 19th Vindhya House Show final performance
 Mon. 21st Hodson Runs finals
June
 Fri. 1st Himalaya House Show first performance
 Sat. 2nd Himalaya House Show final performance
 Fri. 8th Assessment meeting
 Sat. 9th Staff club dinner
 Inter-House Soccer commences
 Inter-House Tennis (GD) commences
 Mon. 11th Nilagiri House Show first performance
 Weighing & measuring commences
 Tue. 12th Nilagiri House Show final performance
 Thu. 14th End of Term Assembly
 Escorts' meeting
 Prize Giving
 Fri. 15th Home Day
 Note : Founder's Term begins on 1st August

No. 54. STAFF CLUB MEETING

There will be a staff club meeting followed by dinner in the Art room at 7-30 p.m. on Saturday, 10th March 1984. All members and O.S. present, are cordially invited.

No. 55. 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. 56. 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. 57. 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 under 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. 58. 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 1983, 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. 59. 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. 60. DEPOSIT/RECEIPT OF CASH

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

Monday to Friday	... 10-30 a.m.—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. 61. CASH FROM SCHOOL OFFICE (*Cashier's Counter*)

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

No. 62. ELECTRICITY CONSUMPTION

During the last week it has been observed that electricity consumption has gone very high, obviously due to use of electrical gadgets. The load in the evening hours is excessive, and it may cause damage to the sub-station and thus adversely 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. 63. SCHOOL VEG. & 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—12-30 p.m. (ii) 1-00—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. 64. CINEMA

The English film (if 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, 26th February, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd March 1984

Part I

65-73

No. 65. PROGRAMME**March**

Fri.	2nd	CBSE Exams Commence	
		Core English UVI	11-30—1-30 p.m.
		(Upper VI may not attend assembly)	
		Lunch UVs	... 12-40 p.m.
		English course A—I (UVs)	2-30—5-00 p.m.
		Tea UVs	... 5-15 p.m.
		BD, baths cancelled	
Sat.	3rd	Morning Prep cancelled	
		Lunch UVs	... 12-40 p.m.
		English course A—II (UVs)	2-30—5-00 p.m.
		Tea UVs	... 5-15 p.m.
		Tutorial meetings	6-05—7-05 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		B.D., baths cancelled	
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.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon.	5th	Mathematics (UVI)	10-30—1-30 p.m.
		(Upper VI maths group may not attend Assembly)	
		Lunch UVs	... 12-40 p.m.
		Hindi course B—I (UVs)	2-30—5-00 p.m.
		Tea UVs	... 5-15 p.m.
Tue.	6th	History UVI	10-30—1-30 p.m.
		(Upper VI History group may not attend Assembly)	
		Lunch UVs	... 12-40 p.m.
		Hindi course B—II (UVs)	2-30—5-00 p.m.

Wed. 7th	Physics UVI (UVI Physics group may not attend singing practice) Upper Vs will have lunch with the rest of Sr. School SUPW B.D., baths Supper P.D. Supper Sr. School	10-30—1-30 p.m. 4-55—6-30 p.m. ... 6-40 p.m. ... 6-15 p.m. ... 7-15 p.m.
Thu. 8th	Economics (UVI) (UVI Economics group may not attend Assembly) Lunch UVs Math Course A—I (UVs) Tea UVs	10-30—1-30 p.m. ... 12-40 p.m. 2-30—5-00 p.m. ... 5-15 p.m.
Fri. 9th	Chemistry (UVI) (UVI Chemistry group may not attend Assembly) Lunch UV (Urdu, French & German group) Lunch for other UVs with Sr. School Urdu, French, German UVs Tea UV (Urdu, French & German group)	10-30—1-30 p.m. ... 12-40 p.m. 2-30—5-00 p.m. ... 5-15 p.m.
Sat. 10th	Morning Prep cancelled Lunch UVs Maths Course A—II UVs Tea UVs Tutorial meetings Supper P.D. Supper Sr. School	 ... 12-40 p.m. 2-30—5-00 p.m. ... 5-15 p.m. 6-05—7-05 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 11th	Tea P.D. Film P.D. Tea Sr. School Film Sr. School Supper P.D. Supper Sr. School	... 3-20 p.m. ... 3-45 p.m. ... 4-40 p.m. ... 5-45 p.m. ... 6-15 p.m. ... 7-15 p.m.

No. 66. CENTRAL BOARD EXAMS

The Central Board Exams commence from Fri. 2nd March '84. 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 properly inoculated against rabies initially and thereafter once annually, (see S.O. No. 72 below) *this may not be sufficient protection for the dog against rabies infection if it comes in contact with a rabbit 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 20th March, 1984*. All owners of dogs will register with the School Office all dogs owned by them.

Notes : (a) When dogs are acquired after 20th 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 1985. The year for which it is valid will be found stamped on it, e.g. 1984/85.

(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 5th March, 1984 the number of dogs they own, so as to enable him to arrange for the required quantity of vaccine. The cost of the vaccine, etc., will be recovered from the pay of the owner.
- (b) The RMO will arrange for the inoculation at the School Hospital of all dogs brought to him for this purpose. The RMO will notify the date and time to this effect.
- (c) After the inoculation of the dog, the RMO will forward, in original, a certificate of inoculation duly dated and signed by him, to the School Office, and the duplicate handed over to the owner of the dog.

When a dog has been immunised by someone other than the RMO, a certificate from the RMO must still be obtained by the owner. The RMO will issue this only after having satisfied himself that the dog has in fact been satisfactorily immunized.

- (d) (i) Dogs which have not previously been protected against rabies will in the first year be inoculated twice, the second inoculation being given six months after the first one. It will be the responsibility of the RMO to ensure that the second inoculation is given at the proper time. The RMO will issue the appropriate inoculation certificate in respect of each such inoculation.

Note—Puppies must receive their first inoculation at the age of four months.

- (ii) Dogs which have been protected against rabies previously will be re-inoculated once annually in March.
 - (e) All dog owners must contact the RMO in good time in March annually and ascertain from him the date and time when they should bring their dogs to him at the School Hospital for inoculation.
5. Dogs owned by staff members, 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. CINEMA

The English film (if 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, 4th March, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th March 1984

Part I

74—85

No. 74. PROGRAMME

March

Fri. 9th	Chemistry (UVI) (UVI Chemistry group may not attend Assembly) Lunch UV (Urdu, French & German group) Lunch for other UVs with Sr. School Urdu, French, German UVs Tea UV (Urdu, French & German group) ...	10-30—1-30 p.m. ... 12-40 p.m. 2-30—5-00 p.m. 5-15 p.m.
Sat. 10th	Morning Prep cancelled Lunch UVs Maths Course A—II UVs Tea UVs Tutorial meetings Supper P.D. Supper Sr. School Staff Club meeting (Art room)	... 12-40 p.m. 2-30—5-00 p.m. ... 5-15 p.m. 6-05—7-05 p.m. ... 6-15 p.m. ... 7-15 p.m. ... 7-40 p.m.
Sun. 11th	Tea P.D. Tea Sr. School Film (for both Sr. & Prep School) Supper P.D. Supper Sr. School Festival Cricket match	... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m. 10-00—3-30 p.m.
Mon. 12th	Biology UVI (Upper VI Biology group may not attend Assembly) Lunch UVs Science Course B—I (Physics—Chem.) UVs Tea UVs	10-30—1-30 p.m. ... 12-40 p.m. 2-30—5-00 p.m. ... 5-15 p.m.
Tue. 13th	Elective English UVI (Upper VI Literature group may not attend Assembly) Lunch UV (Urdu, French & German group) ...	10-30—1-30 p.m. ... 12-40 p.m.

	Lunch for other UVs with Sr. School	
	Urdu, French & German UVs	2-30—5-00 p.m.
	Tea UV (Urdu, French & German group) ...	5-15 p.m.
Wed. 14th	Commerce UVI	10-30—1-30 p.m.
	(Upper VI Chemistry group may not attend Assembly)	
	Lunch UVs	... 12-40 p.m.
	Science Course B—II (Biology) UVs	2-30—4-00 p.m.
	Tea UVs	... 4-15 p.m.
	SUPW	4-55—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Thu. 15th	School Promotion Exams Commence	
	Political Science UVI	10-30—1-30 p.m.
	(Upper VI Political Science group may not attend Assembly)	
Fri. 16th	Holi—Holiday for administrative Staff only	
Sat. 17th	Tutorial meetings cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 18th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 75. EXAMINATION PERIOD DAILY ROUTINE

With effect from Thursday 15th March 1984 and upto and inclusive of Friday 23rd March 1984, 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.
D.B., baths	... 5-00 p.m.
Prep (Birdwood)	6-00—7-20 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-25 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 10-00 p.m.

No. 76. WEIGHING SENIOR SCHOOL

The monthly weighing for Senior School will be conducted on Monday 12th March '84 as under :—

Boys		Girls	
Himalaya	... 2-15—2-35 p.m.	3-35—3-55 p.m.	
Nilagiri	... 2-35—2-55 p.m.	3-55—4-10 p.m.	
Siwalik	... 2-55—3-15 p.m.	4-10—4-25 p.m.	
Vindhya	... 3-15—3-35 p.m.	4-25—4-40 p.m.	

No. 77. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper/alter 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, 1984.

No. 78. DOGS AT SANAWAR

S.O. No. 72 dated 2-3-84 para 4 (a) is reproduced below for immediate compliance :—

“All dog owners at Sanawar must inform the R.M.O. in writing latest by 5th March, 1984, the number of dogs they own, so as to enable him to arrange for the required quantity of vaccine. The cost of the vaccine will be recovered from the pay of the owner”.

No. 79. 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. 80. 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. 81. 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, 1984. 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, 1984.

No. 82. 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. 83. 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 20th February, 1984, 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) 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. 84. ADMINISTRATIVE HOLIDAY

Friday, 16th March, 1984 will be observed as holiday by administrative Staff on account of Holi.

No. 85. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4 00 p.m. (for both Senior and Prep School) on Sunday, 11th March, 1984.

S. R. Das
 Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 17th March 1984

Part I

86—90

No. 86. PROGRAMME

March

Fri. 16th	Holi—Holiday for administrative Staff only	
Sat. 17th	Tutorial meetings cancelled	
	B.D., baths	... 5-00 p.m.
	Study period (dorms)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 18th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 19th	Accountancy UVI	10-30—1-30 p.m.
	(Upper VI Accountancy gp. may not attend Assembly)	
	Lunch UVs	... 12-40 p.m.
	Social Science—I (His.-Civ. UV	2-30—5-00 p.m.
	Tea UVs	... 5-15 p.m.
Tue. 20th	Geography UVI	10-30—1-30 p.m.
	(Upper VI Geography group may not attend Assembly)	
	Lunch UVs	... 12-40 p.m.
	Social Science—II (Geog.) UVs	2-30—4-30 p.m.
	Tea UVs	... 4-45 p.m.
Thu. 22nd	Home Science UVI	10-30—1-30 p.m.
	(UVI Home Science group may not attend Assembly)	
	Lunch UVI Psychology group	... 12-40 p.m.
	Psychology UVI	2-30—5-30 p.m.
	Tea Psychology group	... 5-45 p.m.
Fri. 23rd	Sculpture (UVI)	10-30—1-30 p.m.
	(UVI Sculpture group may not attend Assembly)	
	Sculpture UVI	2-30—5-30 p.m.
	(Sculpture group will have lunch with the Sr. School)	
	Tea Sculpture group	... 5-45 p.m.

	School Exams conclude	
	Normal afternoon activities resumed	
	Evening Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 24th	Academic dept., holiday	
	Sunday timings	
	Sculpture UVI	10-30—1-30 p.m.
	Sculpture UVI	2-30—5-30 p.m.
	(Sculpture group will have lunch with Sr. School)	
	Music (Theory) UVI	2-30—5-30 p.m.
	(Music group will have lunch with PD)	
	Tea (Sculpture & Music group)	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	SFP (Barne Hall)	... 8-15 p.m.
Sun. 25th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	House farewell parties to UVI	8-00—11-00 p.m.

Note : With effect from Monday 26th March the normal winter routine as is being followed will be resumed. Upper Sixers will be awarded colours and merit certificates at Assembly on Monday.

No. 87. 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. 88. 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 Depts. please explain this order to those working under them.

No. 89. FOREIGN NATIONALS IN SANAWAR

(Reference S.O. No. 81, dated 9-3-1984)

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

No. 90. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. (for both Senior and Prep School) on Sunday, 18th March, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd March 1984

Part I

91—95

No. 91. PROGRAMME

March

Fri. 23rd	Sculpture (UVI) (UVI Sculpture group may not attend Assembly) Sculpture UVI (Sculpture group will have lunch with the Sr. School) Tea Sculpture group School Exams conclude Normal afternoon activities resumed House Masters'/Mistresses meeting (MCR) Evening Prep cancelled Supper P.D. Supper Sr. School	10-30—1-30 p.m. 2-30—5-30 p.m. ... 5-45 p.m. ... 2-30 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sat. 24th	Academic dept., holiday Sunday timings Sculpture UVI Sculpture UVI (Sculpture group will have lunch with Sr. School) Music (Theory) UVI (Music group will have lunch with PD) Tea (Sculpture & Music group) Supper P.D. Supper Sr. School SFP (Barne Hall)	 10-30—1-30 p.m. 2-30—5-30 p.m. 2-30—5-30 p.m. ... 5-45 p.m. ... 6-15 p.m. ... 7-15 p.m. ... 8-15 p.m.
Sun. 25th	Tea P.D. Tea Sr. School Film (for both Sr. & Prep School) Supper P.D. Supper Sr. School House farewell parties to UVI	 ... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m. 8-00—11-00 p.m.
Mon. 26th	Rouser M.I. G.D.	 ... 7-15 a.m. ... 8-10 a.m.

	M.I. B.D.	... 8-20 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Special Assembly for award of Colours and Merit Certificates to UVI	... 9-00 a.m.
	1st School	9-30-10-00 a.m.
	2nd School	10-00-10-30 a.m.
	3rd School	10-30-11-00 a.m.
	Break	11-00-11-20 a.m.
	4th School	11-20-11-50 a.m.
	5th School	11-50-12-20 p.m.
	6th School	12-20-12-50 p.m.
	Painting UVI (10-30-1-30 p.m. & 2-30-5-30 p.m.)	
	Lunch P.D.	... 12-15 p.m.
	Farewell lunch for Upper Sixth	... 1-15 p.m.
	Routine afternoon activities	
	SUPW (Gaura group) leaves for camp	... 3-00 p.m.
	Prep cancelled	
	Tea UVI (painting group)	... 5-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 27th	Rouser	... 7-15 a.m.
	SUPW (Surajpur group) leaves for camp	... 8-00 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.
	Sixth Form departure	
	Classes and afternoon activities cancelled	
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Departure Sixth Form Delhi party	... 1-45 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
Wed. 28th	Rouser	... 7-15 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.
	Assembly	... 9-10 a.m.
	1st School	9-20-9-50 a.m.

	2nd School	9-50-10-20 a.m.
	3rd School	10-20-10-50 a.m.
	Break	10-50-11-10 a.m.
	4th School	11-10-11-45 a.m.
	5th School	11-45-12-20 p.m.
	6th School	12-20-12-55 p.m.
	7th School	12-55-1-30 p.m.
	Marks handed in to Form Staff	... 1-30 p.m.
	Lunch	... 1-35 p.m.
	Normal afternoon activities	
	Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 29th	Rouser	... 7-15 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.
	Assembly	... 9-10 a.m.
	1st School	9-20-10-00 a.m.
	2nd School	10-00-10-40 a.m.
	3rd School	10-40-11-20 a.m.
	Break	11-20-11-40 a.m.
	4th School	11-40-12-15 p.m.
	5th School	12-15-12-50 p.m.
	6th School	12-50-1-30 p.m.
	Lunch	... 1-35 p.m.
	Normal afternoon activities	
	Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 30th	Rouser	... 7-15 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.
	Assembly	... 9-10 a.m.
	1st School	9-20-10-00 a.m.
	2nd School	10-00-10-40 a.m.
	3rd School	10-40-11-20 a.m.

	Break	11-20-11-40 a.m.
	4th School	11-40-12-15 p.m.
	5th School	12-15-12-50 p.m.
	6th School	12-50-1-30 p.m.
	Lunch	... 1-35 p.m.
	Normal afternoon activities	
	Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 31st	Rouser	... 7-15 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.
	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	11-40-12-15 a.m.
	Project work cancelled	
	Promotion meeting (MCR)	12-20-1-30 p.m.
	Lunch	... 1-35 p.m.
	Afternoon activities cancelled	
	Cricket vs. Sood—Malliks' XI	... 2-30 p.m.
	(School will go down to watch the match)	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 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.
April		
Sun. 1st	Cricket vs. Sood—Malliks' XI	... 10-00 a.m.
	(School will go down to watch the match)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 92. NEW ADMISSIONS

1. New admissions are scheduled on 2nd April 1984.
 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 date 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 would also like to 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. 2nd April ... | 18 | 14 | 47 | 23 |
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 this day.
 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. 93. P.D. APPOINTMENTS OF PREFECTS/HELPERS

The following appointments of Prefects/Helpers have been made in P.D. with effect from 28-3-84 :—

	School Prefects	...	Aprajit Mahajan Adil Rizvi Kaveri Gill
<i>H.P.D.</i>	House Prefects	...	Vikram Yadav Siboney Sagar
	Helper	...	Navpreet Mann

<i>N.P.D.</i>	House Prefects	...	Sharanbir Sandhu Suparna Bhatia
	Helper	...	Navjeet Singh
<i>S.P.D.</i>	House Prefects	...	Amit Oberoi Ishneet Aulakh
	Helper	...	Sukhpreet Sandhu
<i>V.P.D.</i>	House prefects	...	Aman Chaudhry Isha K.
	Helper	...	Ravi Inder Bedi
	Games Prefects	...	Rajat Khanna Trisha Sanyal
	Library Prefect	...	Kunal Mahajan
	M.I. Prefect	...	Anita Sircar
	Common-room	...	Roopaman Dhillon
	Tidiness	...	Avinash Jajodia Rajesh Khanna Sonali Yograj

No. 94. BOOKS BORROWED FROM P.D.

Will the parents of P.D. children who have borrowed text books/library books from the Prep School from time to time kindly arrange to return these by 28th March 1984, please.

No. 95. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4 00 p.m. (for both Senior and Prep School) on Sunday, 25th March, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th March 1984

Part I
96-102

No. 96. PROGRAMME

March

Fri. 30th	Rouser	... 7-15 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.
	Assembly	... 9-10 a.m.
	1st School	9-20-10-00 a.m.
	2nd School	10-00-10-40 a.m.
	3rd School	10-40-11-20 a.m.
	Break	11-20-11-40 a.m.
	4th School	11-40-12-15 p.m.
	5th School	12-15-12-50 p.m.
	6th School	12-50-1-30 p.m.
	Lunch	... 1-35 p.m.
	Normal afternoon activities	
	Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 31st	Rouser	... 7-15 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.
	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	11-40-12-15 a.m.
	Project work cancelled	
	Promotion meeting (MCR)	12-20-1-30 p.m.
	Lunch	... 1-35 p.m.
	Afternoon activities cancelled	

		Cricket vs. Sood—Malliks' XI	... 2-30 p.m.
		(School will go down to watch the match)	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D, baths	... 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.
April			
Sun.	1st	Cricket vs. Sood—Malliks' XI	... 10-00 a.m.
		(School will go down to watch the match)	
		SUPW camping parties return	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both Sr. & Prep School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon.	2nd	New Academic term commences	
		P.T. starts	
		New admissions	
Tue.	3rd	New admissions allotted class sections and games sets	
Wed.	4th	SUPW	4-55—6-30 p.m.
		B.D., baths	... 6-40 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Thu.	5th	Dental & ENT check up commences	
Fri.	6th	School Cricket XI leaves for Delhi	... 1-30 p.m.
Sat.	7th	Morning Prep	6-40—7-40 a.m.
		School Cricket XI vs. DPS (away)	
		Tutorial meetings	6-05—7-05 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	8th	School Cricket XI vs. St. Columbas' (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. 97. DAILY ROUTINE

The pre-lunch daily routine with effect from Monday 2nd April, 1984 will be as under :—

Rouser	... 6-00 a.m.
Chota Hazri	... 6-20 a.m.
P.T.	6-30—7-00 a.m.
M.I., G.D.	... 7-20 a.m.
M.I., B.D.	... 7-30 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 School	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.

No. 98. TEACHING ROUTINE—*Wednesdays and Saturdays*

(i) The teaching routine for Wednesdays will be as under :—

1st School	7-50—8-30 a.m.
Breakfast	... 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 a.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.
Lunch	... 1-35 p.m.

Note : On Saturdays M.I., for G.D., will be at 7-30 a.m. and for B.D., at 7-40 a.m.

No. 99. DETENTION—PUNISHMENT DRILL

With effect from the new Academic session commencing Monday 2nd April, 1984, the following procedure will be adopted :

- (i) For all academic offences such as work not being completed or done in a slipshod manner, children will be put on detention. The detention period will be a supervised one and will be on Mondays, Wednesdays and Fridays from 2-00--2-45 p.m. The names of children put on detention will be entered in the detention book.
- (ii) Those children who persist in repeating academic offences or are prone to create indiscipline in class will be reported to the House Master/Mistress concerned, who will put them for Sunday detention under House supervision. The names of such children in addition to being reported to the House staff will also be entered in the detention book.
- (iii) Any child 'ducking' classes will also be put down for Sunday detention. Any repetition of such an offence will be brought to the notice of DHM.
- (iv) In the event of any collective indiscipline in class, the matter will be brought to the notice of DHM.
- (v) In all cases concerning general School discipline a child for any breach will be first warned and if found repeating the offence will be put on punishment drill which will be of fifteen minutes duration conducted by Prefects under staff supervision.
- (vi) Drill timing will be at 3-40 p.m. and the drill will be in accordance with the table devised by Mr. Dhani Ram PTI.
- (vii) Children deliberately missing games and activities will also be put on punishment drill.
- (viii) Staff or Prefects putting children on punishment drill will enter the names, together with the offence, in the punishment book.

No. 100. ANNUAL CAMPS/HIKES

Camp period will extend from Saturday, 21st April (2-00 p.m.) to Sunday, 29th April, (4-00 p.m.) 1984. Following details are published for information and necessary action from all concerned at their earliest :—

- (1) All camping/hiking / trekking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R.M.O., for first aid boxes for camp.
- (2) All party I/cs are required to submit in duplicate, the proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 4th April, 1984. 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 4th April, 1984.
- (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 4th April, 1984.
- (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 House-masters/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. 6/- 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. 101. MEDICAL CATEGORY

Sanjana Ram (NGD) ... Cat. B—Ex. Hodson

No. 102. CINEMA

An English or Hindi film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. (for both Senior and Prep School) on Sunday, 1st April, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th April 1984

Part I

103—106

No. 103. PROGRAMME**April**

Sat. 7th	Morning Prep	6-40—7-40 a.m.
	School Cricket XI vs. DPS (away)	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	BD, baths	... 8-00 p.m.
Sun. 8th	School Cricket XI vs. St. Columbas' (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.
Mon. 9th	School Cricket XI returns	
Tue. 10th	Ram Naumi—Holiday for administrative staff only	
Wed. 11th	SUPW	4-55—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 12th	Boxing tournament commences	
Fri. 13th	Baisakhi—Holiday for administrative staff only	
	School Cricket Colts & Atoms leave for Dehra	
	Dun	... 1-30 p.m.
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Cricket Atoms vs. Welhams (away)	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-00 p.m.

Sun. 15th	Cricket XI vs. Mr. D.P. Azad's XI (home) ..	10-00 a.m.
	Cricket Colts vs. Welham's (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. 104. MEDICAL CATEGORY

Tarun Mehta (NBD) .. 'C' No PT

No. 105. ADMINISTRATIVE HOLIDAYS

Tuesday 10th April, and Friday, 13th April 1984, will be observed as holidays, by the Administrative Staff, on account of Ram Naumi & Baisakhi respectively.

No. 106. CINEMA

An English or Hindi 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 April, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 12th April 1984****Part I**

107—115

No. 107. PROGRAMME**April**

Fri. 13th	Baisakhi—Holiday for administrative staff only	
	School Cricket Colts & Atoms leave for Dehra	
	Dun	... 1-30 p.m.
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Cricket Atoms vs. Welhams (away)	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
	B.D., baths	... 8-00 p.m.
Sun. 15th	Cricket Colts vs. Welham's (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.
Mon. 16th	Cricket Colts & Atoms returns	
Tue. 17th	Weighing Sr. School	
Wed. 18th	Siwalik House Show 1st performance	... 4-30 p.m.
	(Upper IV and Lower IV boys to attend with PD)	
	SUPW	4-55—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Thu. 19th	3rd Session of afternoon activities cancelled	
	Prep cancelled	
	BD, baths	... 5-00 p.m.
	Siwalik House Show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-15 p.m.

Fri. 20th.	Good Friday—Holiday	
	Sunday timings	
	Cricket XI vs Sood—Mallik's XI	... 10-00 a.m.
	Tea PD	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 21st	Morning Prep cancelled	
	Rouser	... 7-00 a.m.
	MI GD	... 7-30 a.m.
	MI BD	... 7-40 a.m.
	Normal teaching routine	
	Project work cancelled	
	Camping/hiking parties permitted to leave	
	(onwards)	... 2-00 p.m.
	Tea PD	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	BD, baths	... 5-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 22nd	Camping/hiking parties leave	
	BD, baths	... 8-00 a.m.
Sun. 29th	All camping/hiking parties return	

No. 108. WEIGHING SENIOR SCHOOL

The monthly weighing for Sr. School will be conducted on Tuesday 17th April as under :—

Boys		Girls	
Siw.	... 2-15—2-35	Hima	... 3-35—3-55
Him.	... 2-35—2-55	Nil.	... 3-55—4-10
Nil.	... 2-55—3-15	Siw.	... 4-10—4-25
Vin.	... 3-15—3-35	Vin.	... 4-25—4-40

No. 109 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. 20 dated 17th February, 1984 refers).

No. 110. 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, 1984. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors who will be coming for school audit fairly soon.

No. 111. 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. 112. COARSE CLOTH ON RATION CARD

Staff drawing rations under school arrangements may take advantage of purchasing Coarse Markeen Cloth, from school Tuck Shop, at the rate of 20 metres per family. This facility will be open upto 5th May, 1984.

Heads of Deptts. are requested to kindly inform staff working under them—those who do not receive school orders.

No. 113. MEDICAL CATEGORY

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

Ritu Kapur	...	NGD	upgraded to Cat. A
Rohini Prakash	...	VGD	upgraded to Cat. A
L. Commisariat	...	NGD	upgraded to Cat. B (No Swimming)
Gursharan Sandhu	...	SBD	upgraded to Cat. A
Bhanu Kushwaha	...	VBD	upgraded to Cat. B (No Gym.)

S.S. Khatra ... HBD upgraded to Cat. A
 Dhruv Soota ... VBD upgraded to Cat. B
 (No Gym.)

The following two children continue to remain in Category 'C'. But are allowed to go for Camps/Hike.

1. Navjot Sidhu ... HBD
2. Samir Arora ... SBD (No Treking)

No. 114. ADMINISTRATIVE HOLIDAY

Friday, the 20th April, 1984, will be observed as holiday, by the Administrative Staff, on account of Good Friday.

No. 115. CINEMA

An English or Hindi 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 April, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 21st April 1984

Part I
116—121

No. 116. PROGRAMME

April

Fri. 20th	Good Friday—Holiday	
	Sunday timings	
	Cricket XI vs Sood—Mallik's XI	... 10-00 a.m.
	Tea PD	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 21st	Morning Prep cancelled	
	Rouser	... 7-00 a.m.
	MI GD	... 7-30 a.m.
	MI BD	... 7-40 a.m.
	Normal teaching routine	
	Project work cancelled	
	Camping/hiking parties permitted to leave (onwards)	... 2-00 p.m.
	Tea PD	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	BD, baths	... 5-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 22nd	Camping/hiking parties leave	
	BD, baths	... 8-00 a.m.
Sat. 28th	All camping/hiking parties return	
Sun. 29th	Lunch PD	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Camping/hiking parties return	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 3-45 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Mon. 30th	PT cancelled	
	Rouser	... 7-00 a.m.
	MI, GD	... 7-30 a.m.
	MI, BD	... 7-40 a.m.
	Normal teaching routine resumed	
	Afternoon activities cancelled	
	Camping equipment returned	
	BD, baths	... 5-10 p.m.
	Normal Prep	
May		
Tue. 1st	Cricket House practices	
Wed. 2nd	Cricket House practices	
	SUPW	4-55—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 3rd	Inter - House Cricket tournament commences	
Fri. 4th	Cricket XI leaves for YPS, Patiala	... 2-00 p.m.
	YPS Colts & Atoms arrive	... 6-00 p.m.
Sat. 5th	Morning Prep	6-40—7-40 a.m.
	Cricket XI vs YPS (away)	
	Cricket Atoms vs YPS (home)	... 10-00 a.m.
	Afternoon activities cancelled (School will watch the match)	
	Tutorial meetings	6-05—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 6th	Cricket XI vs YPS (away)	
	Cricket Colts vs YPS (home)	... 10-00 a.m.
	Tea PD	... 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. 117. 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. 118. SUMMER KIT

The entire School will switch over to Summer Kit with effect from Monday, 30th April 1984.

No. 119. 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, 1984.

No. 120. MEDICAL CATEGORY

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

Sheena Pandey	VGD	...	Cat. B—Hodson
Tushar Singh	HBD	...	Cat. B—Boxing
J. Soni	NBD	...	Cat. B—Boxing
Sanjay Sharma	NBD	...	Cat. B—Boxing, Gym./PT
Arvind Gupta	NBD	...	Cat. B—Boxing, Gym.PT
Naushad Wadia	SBD	...	Cat. B—Gym./PT/Games
Digant Rabha	HBD	...	Cat. C No PT

No. 121. CINEMA

An English or Hindi film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both Sr. & Prep. School on Sunday, 29th April, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th May 1984****Part I**

122—127

No. 122. PROGRAMME**May**

Fri.	4th	Inter-House Cricket (Colts & Atoms)	
		Cricket XI leaves for YPS, Patiala	... 12-00 noon
		YPS Colts & Atoms arrive	... 4-00 p.m.
Sat.	5th	Morning Prep	6-40—7-40 a.m.
		Cricket XI vs YPS (away)	
		Cricket Atoms vs YPS (home)	... 10-00 a.m.
		Afternoon activities cancelled (School will watch the match)	
		Auckland House Basket-ball team arrives	... 4-00 p.m.
		Tutorial meetings	6-05—7-05 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		BD, baths	... 8-00 p.m.
Sun.	6th	Cricket XI vs YPS (away)	
		Cricket Colts vs YPS (home)	... 10-00 a.m.
		(School will go down to watch the match)	
		Sanawar vs. Auckland House—Basket-ball Peacestead)	... 10-00 a.m.
		Tea PD	... 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.	7th	YPS Colts and Atoms leave for Patiala	... 9-00 a.m.
		School Cricket XI returns	... 1-30 p.m.
		Inter-House Cricket cancelled	
		House Practice (Cricket)	
		Others will go for their respective hobbies	
Tue.	8th	Inter - House Cricket	

Wed. 9th	Inter - House Cricket SUPW cancelled B.D., baths ... 6-20 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Thu. 10th	Inter - House Cricket Assessment meeting (MCR) ... 6-15 p.m.
Fri. 11th	Inter - House Cricket (The Atoms and Colts teams of both the Houses playing, along with the scorers, will be left off Sixth School and have lunch with Prep School. Their match will start at 1-10 p.m.) Prep School 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)
Sat. 12th	Morning Prep 6-40-7-40 a.m. School Cricket Colts & Atoms leave for B.C.S. ... 2-30 p.m. Doon School Cricket XI arrives ... 5-00 p.m. Third session of afternoon activities cancelled B.D., baths ... 5-00 p.m. Tutorial meetings cancelled P.D., show final performance ... 6-00 p.m. Supper Sr. School ... 7-45 p.m. P.D., Green Room party (P.D., pavement) ... 8-30 p.m.
Sun. 13th	Cricket Colts & Atoms vs. B.C.S., Simla (away) Cricket XI vs. Doon School (home) ... 10-00 a.m. (School will go down to 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.

No. 123. INTER - HOUSE CRICKET—CHANGE IN DAILY ROUTINE

On the days when the Inter - House Cricket matches are to be played, the following changes in daily routine will be observed :—

4th School	...	11-15—11-55 a.m.
5th School	...	11-55—12-35 p.m.
6th School	...	12-35— 1-10 p.m.
Lunch P.D. 12-20 p.m.
Lunch Sr. School 1-15 p.m.
Tea Sr. School (except field games) 4-00 p.m.
B D., baths 8-00 p.m.
Fall-in for Prep 6-10 p.m.
Prep	...	6-25— 7-35 p.m.
Supper 7-40 p.m.

No. 124. ASSESSMENT MEETING

The next assessment meeting will be held in MCR at 6-15 p.m., on Thursday, 10th May, '84.

No. 125. MEDICAL CATEGORY

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

Arti Kohli (HGD)	...	Cat. 'B' Hodson
A. Gupta (NPD)	...	Cat. 'C' No P.T. 1st term
Avninder Singh (VPD)	...	Cat. 'C' No P.T.

No. 126. RENEWAL OF SCHOOL HALWAI'S RATES 1984

The School halwai contract 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 revised and will be applicable with effect from 1st May, 1984 to 31-1-85.

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 per kg.	Rate per piece Paise
	Rs.	P.		
Bhatoora/kachori with vegetable	5-00		12	40 each
Poori (with vegetable)	5-00		12	40 each
Dahi Bhalla	5-00		12	40 each
Samosa	5-00		12	40 each
Potatoe Tikki, with chutney	5-00		12	40
Gur toffee (with moongphali)	8-00		20 pkts. of 50 gms. each	40 per pkt.
Balu shahi	10-00		30	35
Barfi Besan	10-00		30	35
Laddoo Besan	10-00		30	35
Laddoo Motichoor	10-00		30	35
Jalebi	10-00		30	35
Sewian-Dal (Barik quality)	10-00		20 pkt. of 50 gms. each	50 per pkt.
Mathi namkin	10-00		30	35
Shakarpara	10-00		10 pkts. of 100 gms. each	100 per pkt.
Rasbhari Maida	10-00		20 pkts. of 50 gms. each	50 per pkt.
Patisa Besan	12-00		30	40
Mesu	12-00		30	40
Potatoe wafers	12-00		20 pkts. of 50 gms. each	60 per pkt.
Groundnut fried	12-00		20 pkts. of 50 gms. each	60 per pkt.
Gulab Jaman	13-50		30	45
Imrati	13-50		30	45
Barfi white	15-00		30	50

Barfi Chocolate	... 15-00	30	50
Barfi Coconut	... 15-00	30	50
Rasgulla	... 15-00	30	50
Rasmalai	... 15-00	30	45
Rabdi	... 15-00	30	45
Palangtor (milk-cake)	... 16-00	30	55
Khoa	... 16-00	—	—
Bun-Samosa	... —	—	75 each
Tea glass or cup (with sugar) ...	—	160 cc	40 each

No. 127. 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, 6th May, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 11th May 1984****Part I**
128—134**No. 128. PROGRAMME****May**

- Fri. 11th Inter - House Cricket**
(The Atoms and Colts teams of both the Houses playing, along with scorers, will be let off Sixth School and have lunch with Prep School. Their match will start at 1-10 p.m.)
Prep School 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)
- Sat. 12th Morning Prep** 6-40— 7-40 a.m.
School Cricket Colts & Atoms leave for B.C.S. Simla ... 2-30 p.m.
Doon School Cricket XI arrives ... 5-00 p.m.
Third session of afternoon activities cancelled
B.D., baths ... 5-00 p.m.
Tutorial meetings cancelled
P.D., show final performance ... 6-00 p.m.
Supper P.D. ... 7-35 p.m.
Supper Sr. School ... 8-15 p.m.
- Sun. 13th Cricket Colts & Atoms vs. B.C.S., Simla (away)**
Cricket XI vs. Doon School (home) ... 10-00 a.m.
(School will go down to 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. 14th Inter - House Cricket**
(BD, afternoon activities cancelled.)

	Every one will go down to watch the match)	
	BD, baths	... 5-10 p.m.
	Prep	6-15—6-35 p.m.
Tue. 15th	Soccer Sets made BD, pavement	... 2-15 p.m.
	Festival soccer match	... 3-45 p.m.
	Afternoon activities cancelled	
	Tea Sr. School	... 5-00 p.m.
	BD, baths	... 5-15 p.m.
Wed. 16th	Soccer season commences	
	SUPW	4-55—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 17th	Hodson Run heats commence	
Fri. 18th	Vindhya House show first performance	... 4-30 p.m.
	(UIV & LIV boys to attend with PD. Afternoon activities for them will end at 3-40 p.m. After the show they will attend Prep.)	
Sat. 19th	Morning Prep	6-40—7-40 a.m.
	BD, baths	... 5-10 p.m.
	Tutorial meetings cancelled	
	Vindhya House show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-15 p.m.
Sun. 20th	Tea PD	... 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. 129. HANDING OVER / TAKING OVER OF SCHOOL QUARTERS

For obvious reasons it is extremely essential that all staff while handing over or taking over any staff quarter or school building, ensure that all furniture items, sanitary fittings, electrical fittings etc., etc., are in order, and should there be any discrepancy or breakages noticeable, they should be brought to the notice of the Quartermaster or his representative at the spot so that details could

be noted down. Once the quarter/building is taken over, it would be the responsibility of the person to whom the quarter/building is handed over to explain reasons for breakages, sanitary or electrical fittings missing etc., and if found responsible, he will have to make good the same.

No. 130. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1984 as on 12-5-1984 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 19-5-'84 (3 p.m.)

No. 131. 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 recently on 8-2-'84.

(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. 132. SWIMMING

No boy or girl will enter the swimming pool, except when he/she is programmed to swim. They will not enter the pool unless they are allocated by name to a part of the pool to which they will

confine themselves, namely the shallow end in the case of those who are non-swimmers and weak swimmers, and the whole pool in the case of those who are good swimmers. *The term non-swimmers and weak swimmers will include those children who are unable to swim a length of the pool without distress.* No child will be permitted to dive into the pool unless his/her name is included in a list of those permitted to dive.

The Deputy Headmaster and the Senior Mistress will kindly supervise the immediate preparation by House Staff of lists of those who are non-swimmers and weak swimmers and those who are permitted to dive, by sets. A copy of these lists will always be in the possession of the Master/Mistress I/c on duty at the swimming pool.

The Master/Mistress on duty at the swimming pool will NOT permit swimming to commence unless :—

- (a) He/she has taken a roll call of the non-swimmers and weak swimmers present, according to the list prepared. ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS. (House Staff will please arrange for the purchase of these caps by children from the tuck-shop). Children who are good swimmers and are in possession of white caps will arrange either to change their caps for coloured ones or to have them painted with a colour, to distinguish them from white caps.
- (b) He/She has checked that all swimming apparatus and personnel as detailed below are present at the side of the pool.
 - (i) A long bamboo with a blunt hook attached at the end.
 - (ii) Float (life belts);
 - (iii) Rope;
 - (iv) One mazdoor from Q.M. stores, preferably a swimmer, present near the pool.

No. 133. SWIMMING AND SWIMMING POOL AREA

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

Mondays
Wednesdays
Fridays

{ The pool is not available for use at any time before 2-30 p.m.

Tuesdays
Thursdays
Saturdays

{ The pool is not available for use at any time before 12-00 noon.

2. The R.M.O. will kindly detail one sweeper daily, who would keep the entire surrounding area swept and clean, and also the floor outside, clear of stones, etc.
3. All children must take care and see that they do not throw stones, sweet wrappers, etc., in the swimming pool.
4. Minimum lights be switched on, and the same be switched off before the staff on duty leaves the swimming pool.
5. Filtration Plant room is out of bounds, and nobody should enter there in.

No. 134. 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, 13th May, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th May 1984****Part I**

135—140

No. 135. PROGRAMME**May**

Fri. 18th	Vindhya House show first performance ... 4-30 p.m. (UIV & LIV boys to attend with PD. Afternoon activities for them will end at 3-35 p.m. Tea will be at 3-45 p.m. After the show they will attend Prep.)
Sat. 19th	Morning Prep 6-40—7-40 a.m. BD, baths ... 5-10 p.m. Tutorial meetings cancelled Vindhya House show final performance ... 6-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 8-15 p.m.
Sun. 20th	Tea PD ... 3-20 p.m. Tea Sr. School ... 3-30 p.m. Film (for both Sr., and Prep School) ... 3-45 p.m. Supper P.D. ... 6-30 p.m. Supper Sr. School ... 7-30 p.m.
Mon. 21st	Afternoon activities cancelled B.D., baths ... 3-00 p.m. Tea P.D. ... 3-30 p.m. Tea Sr. School ... 4-00 p.m. Hodson run finals ... 5-00 p.m. (Staff & winners cordially invited for soft drinks & snacks after the runs) Prep cancelled Supper P.D. ... 6-30 p.m. Supper Sr. School ... 7-30 p.m.
Wed. 23rd	SUPW 4.45—6-20 p.m. B.D., baths ... 6-30 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.

Sat. 26th	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.
	B.D., baths	... 8-00 p.m.
Sun. 27th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both Sr., & Prep School)	... 3-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 136. 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. 137. 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 7th June, 1984.

No. 138. 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. 139. MEDICAL CATEGORIE

Ranjit Mehta (VBD) ... Cat. 'B' Swimming

No. 140. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 3-45 p.m. for both Sr. & Prep School on Sunday, 20th May, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th May 1984

Part I
141—151**No. 141. PROGRAMME****May**

Sat. 26th	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. 27th	B.D., baths	... 8-00 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both Sr., & Prep School)	... 3-45 p.m.
Wed. 30th	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	SUPW	4-45—6-20 p.m.
	B.D., baths	... 6-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

June

Fri. 1st	Himalaya House show first performance ... 4-30 p.m. (UIV & LIV boys to attend with PD. Afternoon activities for them will end at 3-35 p.m. Tea will be at 3-45 p.m. After the show they will attend Prep.)	
Sat. 2nd	Morning Prep	6-40—7-40 a.m.
	BD, baths	... 5-10 p.m.
	Tutorial meetings cancelled	
	Himalaya House show final performance	... 6-00 p.m.
Sun. 3rd	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-15 p.m.
	Tea PD	... 3-20 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both Sr., and Prep School)	... 3-45 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 142. SUNDAY SWIMMING

Swimming on Sundays will be done under House arrangement at the following timings :—

Himalaya (BD)	10-00—10-30 a.m.
Nilagiri (,,)	10-30—11-00 a.m.
Siwalik (,,)	11-00—11-30 a.m.
Vindhya (,,)	11-30—12-00 noon.
GD	12-00— 1-00 p.m.
School Swimming team	1-00— 1-25 p.m.

Note: Children will not enter the swimming pool unless a members of staff is present.

No. 143. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1984. to the Bursar not later than 11th June, 1984.

No. 144. 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. 145. 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/repared, whatever is necessary, at home.

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

Children will **NOT** be permitted to wear with School uniform, jerseys which are not exactly of the pattern and colour as those issued to them by the School.

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

No. 146. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Mon. 11th June, 1984 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 :—

Mon. 11th June '84	{	11-00 a.m. G.D. (Upper Dorm.)
		11-20 a.m. G.D. Lower Dorm.)
		11-40 noon B.D. Himalaya
		12-00 p.m. B.D. Nilagiri
Tue. 12th „ „	{	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
Wed. 13th „ „	{	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. 147. 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. 148. 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. 149. SWIMMING POOL DO'S AND DON'TS

Do's :

1. Have a shower and wash your feet before entering the pool.
2. Wear swimming caps (ladies and sikh gentlemen).
3. Keep away from the Cascade.
4. Keep bathrooms tidy.
5. Switch off lights before leaving the pool.
6. Close the showers and taps after use.
7. Use lavatories.
8. Wear Swimming—Trunks (Gentlemen) and Swimming—Costumes (Ladies).

Don'ts :

1. Don't push or run on the pavements. You may get hurt.
2. Don't throw stones/litter inside or around the pool.
3. If you have any infection or injury, don't enter the pool.
4. Don't bring valuables/dogs/eatables to the pool.
5. Don't enter the pool till a teacher permits entry.
6. Do not use greasy substance before entering the pool.
7. In case of non-swimmer, don't forget to wear a NON-SWIMMER cap.
8. "Cross Swimming" should be avoided.

No. 150. MEDICAL CATEGORY

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

Pritha Somdutt HGD	...	C No PT
V.V. Nair VBD	...	C No PT
C. Mitra HBD	...	C No PT
Vikram Cheema HPD	...	C No PT

No. 151. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 3-45 p.m. for both Sr. & Prep School on Sunday, 27th May, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st June 1984****Part I****152—156****No. 152. PROGRAMME****June**

Fri.	1st	Himalaya House show first performance ...	4-30 p.m.
		(UIV & LIV boys to attend with PD. Afternoon activities for them will end at 3-35 p.m. Tea will be at 3-45 p.m. After the show they will attend Prep.)	
Sat.	2nd	Morning Prep	6-40—7-40 a.m.
		BD, baths	... 5-10 p.m.
		Tutorial meetings cancelled	
		Himalaya House show final performance ...	6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 8-15 p.m.
Sun.	3rd	Film (for both Sr., and Prep School) Performance by Geofery Kendell troupe (Timings for both the film and the performance will be notified later)	
Wed.	6th	SUPW	4-45—6-20 p.m.
		B.D., baths	... 6-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Fri.	8th	Assessment meeting post-poned	
Sat.	9th	Morning Prep cancelled	
		Rouser	... 7-00 a.m.
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	.. 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff Club dinner (Art Room)	... 7-45 p.m.
Sun.	10th	Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-30 p.m.
		Film (for both Sr., & Prep School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 153. ASSESSMENT MEETING

Assessment meeting is post-poned from Friday 8th June, to Monday 11th June, 1984 (12-00 noon).

No. 154. INTER - HOUSE SOCCER

Inter - House Soccer is post - poned to August, 1984.

No. 155. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Thursday, 14th June, 1984.

No. 156. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall (for both Sr. & Prep School) on Sunday, 3rd June, 1984. Timing will be notified later.

S. R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, THURSDAY, 7TH JUNE, 1984

Part I

157—168

SPECIAL ORDER**Summer Vacation Arrangements—1984.****No. 157. GENERAL.***Special note for all Housemasters & Housemistresses.*

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Friday, 15th June, 1984. (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 Friday 15th June, 1984, 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 Monday, 11th June, 1984**. Requests for travel money required by individual children will not be entertained by office after that day.

The normal travelling money for school parties will be issued to escorts I/c on Thursday, 14th June, 1984 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. 158. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Thursday, 14th June, 1984, at 10-00 a.m. All such staff members are required to attend.

No. 159. 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. 160. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 161. 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	Simla
2	Bombay Central
3	Manmad
4	* Dehra Dun
6	‡ Amritsar/Pathankot
7	Shahjahanpur
10	Calcutta (via Delhi Jn. & Kanpur)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
15	Tatanagar
16	Gauhati
17	Karnal

Special note :

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

* (includes Ambala Cantt, Saharanpur).

‡ (includes Ludhiana & 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 Wednesday, 13th June, 1984, 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 & Karnal parties must be ready at B.D. Quad at 5-00 a.m. on 15-6-1984. Q.M. will please arrange for this. The same will be loaded on to the School Bus and the parties will move for Kalka at 5-30 a.m.

(vi) Luggage of all children going to Simla must be ready at the B.D. Quadrangle by 5-00 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 Bus which will take the luggage and children to Dharampur alongwith Dehra Dun & Karnal parties to catch another bus going to Simla.

Luggage of children going to Chandigarh must be ready at 8-00 a.m. & loaded on to the HRTC Bus, which will leave BD Quad. at 9-00 a.m. sharp for Chandigarh.

(vii) Luggage of children going in Shahjahanpur, Tatanagar, Delhi A, B & C parties must be ready at the B.D. Quad. by 11-00 a.m. sharp on 15th June, 1984. The Q. M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the H.R.T.C. buses so that it is ready to move at 1-30 p.m. sharp. All members of these parties, will get into these buses, which will leave for Kalka Rly. Station at 1-30 p.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. 162. 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. 163. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Simla, Dehra Dun & Karnal parties will have their breakfast at Solan, Kalka or at Chandigarh, P.D., will have breakfast at 6-45 a.m., and the Senior School at 8-00 a.m.

(ii) **Lunch** for the P. D. Shahjahanpur, Tatanagar and Delhi parties 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 Bombay Central, Calcutta, Pathankot/Amritsar, Gauhati & Manmad 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 Pathankot, Calcutta, Bombay Central, Manmad and Gauhati 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
Pathankot	... Mr. Nand Kishore	40
Bombay Central	... Mr. Bhalarao	60
Calcutta	... Dr. D.C. Gupta	70
Manmad	... Mr. Pahil	12
Gauhati	... Mrs. R. Joseph	20
Tatanagar	... Mr. R. Puri	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.**

Mr. Satpal Verma will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for all school parties.

No. 164. 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. 165. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Dehra Dun, Karnal, Simla, Delhi A, B & C, Shahjahanpur, Tatanagar 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. 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. 166. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Thursday, 14th June, 1984, nearer 12-00 noon.

No. 167. 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 Friday, 15th June, 1984. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
Dehra Dun	5-00 a.m.	5-30 a.m.	9	School Bus
Karnal	—do—	—do—	9	„
Simla	—do—	—do—	6	„
Chandigarh	8-30 a.m.	9-00 a.m.	35	HRTC Bus
Delhi A	1-00 p.m.	1-30 p.m.	73	„
Delhi B	—do—	—do—	73	„
Delhi C	—do—	—do—	74	„
Shajahanpur	—do—	—do—	5	„
Tatanagar	—do—	—do—	10	„
Pathankot	6-00 p.m.	6-30 p.m.	30	„ & S. Bus
Calcutta	—do—	—do—	56	„
Gauhati	—do—	—do—	16	„
Manmad	—do—	—do—	8	„
Bombay Central	—do—	—do—	33	„

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. **Karnal party** will travel by School Bus leaving B.D. Quad. at 5-30 a.m. At Kalka it will catch Kalka—Delhi Haryana Roadways Bus leaving Kalka Bus stand at 7-30 a.m.
5. **Simla party** will travel from Sanawar by School Bus, leaving B.D. Quad. at 5-30 a.m. upto Dharampur. From there it will catch another bus going to Simla.
6. **Chandigarh party** will travel by One HRTC Bus, leaving BD Quad. at 9-00 a.m. sharp.
7. **Delhi A, Delhi B, Delhi C, parties** will travel by HRTC buses from B. D. Quad. up to Kalka. From Kalka these parties will travel in 2nd Class train service coaches by 196 Dn. Himalayan Queen Super fast train, leaving at 1555 hours.
8. **Shahjahanpur party** will travel by HRTC bus from B.D. Quad. upto Kalka. From Kalka it will travel by 4 UK Shuttle in 2nd Class train service, leaving Kalka at 1705 hours upto Ambala Cantt. From Ambala Cantt the party will travel in 2nd Class train service 3 tier sleeper coach by 50 Dn. Amritsar—Howrah Express at 2217 hours.
9. **Tatanagar party** will travel by HRTC bus from B.D. Quad. upto Kalka. From Kalka it will travel in 2nd class train service by 87 Dn. Chandigarh Express, leaving Kalka at 1920 hours upto Ambala Cantt. From Ambala Cantt the party will travel in 2nd Class 3 tier sleeper train service coach by 162 Amritsar—Tatanagar Express at 0019 hours.
10. **Pathankot/Amritsar party** will travel in HRTC Bus from BD Quad. upto Kalka. From Kalka, the party will travel in 2nd class 3 tier sleeper in train service coach by 35 Dn. Simla Mail, leaving Kalka at 2255 hours.
11. **Calcutta, Bombay Central, Manmad & Gauhati parties** will travel by HRTC Buses, & School Bus from B.D. Quad. upto Kalka. From Kalka these parties will travel in train service 2nd class 3 tier sleeper coaches for Delhi/Calcutta and Bombay Central by 2 Dn. Kalka—Delhi—Howrah Mail, leaving at 2345 hours.

12. The School Bus, after leaving Dehra Dun & Karnal parties at Kalka, will return to Sanawar, by 8-00 a.m. or earlier. If necessary, it may have to go to Kalka with luggage, otherwise the bus will proceed to Kalka, with part of other parties, leaving B.D. Quad. at 6-30 p.m. There at Kalka, it will await for further instructions from Mr. J K. Kohli.
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. 168. NEXT TERM

The next term will begin on Wednesday, 1st August, 1984, and all children must be back by 5-00 p.m. on that day.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th June 1984

Part I

169—176

No. 169. PROGRAMME**June**

Sat. 9th	Morning Prep cancelled	
	Rouser	... 7-00 a.m.
	BD baths	... 7-05 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 dinner (Art Room)	... 7-45 p.m.
Sun. 10th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both Sr., & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 11th	Subject reports & term averages handed into Form Staff	... 11-00 a.m.
	Assessment meeting (MCR)	... 12-00 noon
	5th & 6th School cancelled	
	Normal afternoon activities	
	Nilagiri House show first performance (UIV & LIV boys to attend with PD. Afternoon activities for them will end at 3-35 p.m. Tea will be at 3-45 p.m.)	... 4-30 p.m.
	Evening Prep cancelled	
	BD, baths	... 6-00 p.m.
	Supper PD	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Tue. 12th	Normal routine	
	Prep cancelled	
	Nilagiri House show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-10 p.m.
	Lights out	... 10-00 p.m.

Wed. 13th	PT cancelled	
	Rouser	... 7-40 a.m.
	MI, GD	... 8-15 a.m.
	MI, BD	... 8-25 a.m.
	Breakfast Sr. School	... 8-35 a.m.
	Singing practice cancelled	
	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	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.
	7th School	1-00— 1-35 p.m.
	Lunch	... 1-40 p.m.
	Afternoon activities cancelled	
	Weighing & measuring :—	
	Himalaya	2-15—2-45 p.m.
	Nilagiri	2-45—3-15 p.m.
	Siwalik	3-15—3-45 p.m.
	Vindhya	3-45—4-15 p.m.
	Tea Sr. School	... 4-20 p.m.
	Reports handed in to House Staff	... 4-00 p.m.
	BD, baths	... 5-00 p.m.
	Founders meeting (MCR)	... 5-45 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 14th	Rouser	... 7-00 a.m.
	Breakfast PD	... 7-40 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	End of term Assembly	... 9-45 a.m.
	Annual Prize Giving	... 11-00 a.m.
	Lunch PD	... 12-40 p.m.
	Lunch Sr. School	... 1-40 p.m.
	Escorts meeting (MCR)	... 2-15 p.m.
	Weighing & measuring GD :—	
	Himalaya	3-00—3-30 p.m.
	Nilagiri	3-30—4-00 p.m.
	Siwalik	4-15—4-45 p.m.

Vindhya	4-45—5-15 p.m.
Tea PD	... 3-30 p.m.
Tea Sr. School	... 4-00 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.

Fri, 15th HOME DAY

(Meal timings and dispersal as per special School Orders)

Reports handed in to HM

No. 170. ECONOMY IN WATER CONSUMPTION

The School water consumption is exceeding the supply. All concerned, and in particular CDH and House Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes, etc., etc., to the Engineer *immediately* these come to their notice. *Particular attention should also be paid to taps being turned off in CDH, bath houses and wash houses.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to the minimum.

In view of short-supply from MES Kasauli, water rationing has been introduced with effect from 5th June, 1984 on a temporary basis. Timings will be as under :

(a) *For all Staff*

- | | |
|---------------------------------|------------------------------------|
| (i) On working days | { 5-45—7-45 a.m.
4-20—6-20 p.m. |
| (ii) Sundays and other holidays | { 6-35—8-45 a.m.
4-00—6-00 p.m. |

Note : Water supply will be available for one hour in the morning and 1 hr. in the evening only during this period

(b) *BD, GD & PD*

(i) Bath/Wash Houses

- | | |
|-----------------|------------------------------------|
| On working days | { 5-45—7-45 a.m.
4-00—6-00 p.m. |
|-----------------|------------------------------------|

Note On Sundays and other holidays these timings will be delayed by 45 minutes in the morning.

- | | |
|------------------|----------------|
| (ii) Night Rooms | 8-00—9-00 p.m. |
|------------------|----------------|

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

No. 171. SUMMER VACATION

The School will close on Friday, 15th June, 1984 for the summer vacation, and will reopen on Wednesday, 1st August '84 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. 172. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Saturday, 16th June, 1984, 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. 173. 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. 174. SWEEPERS' OFFS

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

Sweepers attached to dormitories or kitchen will inform, well in time, about their 'offs' to 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. 175. STOCK REQUIREMENTS—SECOND TERM 1984

All stock-holders will please send in their requirements for the **Second Term** of 1984 [1st August to 30th Nov. '84], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 14th June, 1984. 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. 176. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall (for both Sr. & Prep School) on Sunday, 10th June, 1984, at 4-00 p.m.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Wednesday 1st August 1984****Part I**

177—194

No. 177. WELCOME

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

No. 178. PROGRAMME**August**

Wed. 1st	School re-opens	
	Kit issued	
	Breakfast	8-30—10-00 a.m.
	Lunch	1-00—2-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	House Masters/Mistresses meeting (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.
Thu. 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.
Fri. 3rd	Rouser	... 6-00 a.m.
	P.T., resumed	
	Prep resumed	
Sat. 4th	Morning Prep	6-40—7-40 a.m.
	Medical check & weighing B.D. :—	
	Himalaya	2-00—2-40 p.m.
	Nilagiri	2-40—3-20 p.m.

	Siwalik	3-20—4-00 p.m.
	Vindhya	4-00—4-40 p.m.
	(Boys will attend afternoon activities before/after weighing Tea for Vindhya B.D., will be at 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.
	B.D., baths	... 8-00 p.m.
Sun. 5th	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. 179. 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 Fri. 3rd Aug. 1984 (1-00 p.m.)

No. 180. RETURN SCHOOL PARTIES JULY, 1984.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 3rd August 1984 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. 181. NEW ADMISSIONS—RECEPTION

Most of the new admissions will take place on 1st or 2nd August, 1984. 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 27-7-1984 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. 182. 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.
2nd August	14	4	1	—

No. 183. 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. 184. 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. 185. 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. 186. 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. 187. 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. 188. 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. 189. 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. 190. STAFF VISITS TO BURSAR

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

Mondays th Saturdays	...	12-00—1-00 p.m.
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No. 191. 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. 51 dated 23-2-84, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

No. 192. 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 Timings—Monday to Saturday

8-00 a.m.—1-00 p.m.

3-00 p.m.—5-00 p.m.

3. Sundays

(i) No M.I.

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

No. 193. WATER CHARGES (RATES) 1984

The rates of water charges payable by Staff have been revised from 16th May, 1984.

Category A [Quarters where water-meters have been installed].

(i) For the first 1500 litres per head—80 P. per 1000 litres.

(ii) Beyond 1500 litres—Rs. 1/85 P. per 1000 litres.

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

(i) Single member—Rs. 4/70 per month.

(ii) Staff with families—Rs. 4/00 per head, subject to a maximum of Rs. 12/- per month.

Note : The above rates and scales will apply in all cases for not less than one accounting month at a time.

No. 194. 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 August, 1984,

S. R. Das

Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd August 1984

Part I
195—200**No. 195. PROGRAMME****August**

Fri.	3rd	Rouser	... 6-00 a.m.
		P.T., resumed	
		Prep resumed	
Sat.	4th	Morning Prep	6-40—7-40 a.m.
		Medical check & weighing B.D. :—	
		Himalaya	2-00—2-40 p.m.
		Nilagiri	2-40—3-20 p.m.
		Siwalik	3-20—4-00 p.m.
		Vindhya	4-00—4-40 p.m.
		(Boys will attend afternoon activities before/after weighing.	
		Tea for Vindhya B.D., will be at 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.
		B.D., baths	... 8-00 p.m.
Sun.	5th	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.	6th	Medical check & weighing G.D. :—	
		Himalaya	2-00—2-30 p.m.
		Nilagiri	2-30—3-00 p.m.
		Siwalik	3-00—3-30 p.m.
		Vindhya	3-30—4-00 p.m.
		(Girls will attend afternoon activities before/after weighing)	

Wed. 8th	SUPW	4-45—6-20 p.m.
	B.D., baths	... 6-30 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr, School	... 7-15 p.m.
Sat. 11th	Raksha Bandhan—Holiday for administrative Staff only	
	Morning Prep	6-40—7-40 a.m.
	1st School will be cut short by 10 minutes	
	Brother & sisters to meet in Birdwood	
	School for tying Rakhis	... 7-40 a.m.
	1st School commences	... 8-00 a.m.
	B.C.S. Soccer Colts & Atoms arrive	... 4-30 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-00 p.m.
Sun. 12th	Soccer Atoms vs. B.C.S.	... 10-00 a.m.
	Soccer Colts vs. B.C.S.	... 11-00 a.m.
	B.C.S. Colts & Atoms leave	... 3-00 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. 196. 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. 197. APPOINTMENT OF PREFECTS/HELPERS

Following appointments, of Prefects/Helpers have been made with effect from 1-8-84 :—

<i>S.B.D.</i>	Head Boy	...	Rohit Roy
<i>V.G.D.</i>	Head Girl	...	Gitanjali Kumari

Boys Department

<i>N.B.D.</i>	M.I. Prefect	...	Vikas Jaidka
<i>H.B.D.</i>	House Captain	...	Karoki Lewis
	School Prefect	...	Vineet Khanna
	House Prefects	...	Vikram Grewal
			Sandeep Sirkeck
<i>N.B.D.</i>	House Captain	...	Chetan Bhandari
	School Prefect	...	Vikas Dhar
	House Prefects	...	Neeraj Thakur
			Deepak Ohlyan
<i>S.B.D.</i>	House Captain	...	Rahul Roy
	School Prefect	...	Ravi Banta
	House Prefects	...	Shailender Chaudhry
			Prithvi Shergill
<i>V.B.D.</i>	House Captain	...	Yashwinder Dhaliwal
	School Prefect	...	Rajesh Saluja
	House Prefects	...	Vijaivir Nair
			Sandeep Joshi

Girls Department

<i>S.G.D.</i>	M.I. Prefect	...	Rima Pental
<i>H.G.D.</i>	House Captain	...	Namrata Khungar
	House Prefect	...	Mini Bedi
<i>N.G.D.</i>	House Captain	...	Munisha Anand
	House Prefect	...	Gundeep Nakai
<i>S.G.D.</i>	House Captain	...	Preeti Mehta
	House Prefect	...	Archana Prasad
<i>V.G.D.</i>	House Captain	...	Natasha Gill
	House Prefect	...	Farah Ali

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

Head boy/girl & Asstt. to H.M.

D.H.M.

Sr. Mistress

C.D.H.

Games

Name

...	Rohit Roy
...	Gitanjali Kumari
...	Manjit Bala
...	Surabhi Saigal
...	Uma Khan
...	Rohini Prakash
...	Rohit Pande
...	Dhiraj Sapru
...	Nadim Haidar
...	Arjun Amla
...	Sanjeev Dogra
...	Pankaj Vohra
...	A.P.S. Randhawa
...	Parandeep Grewal
...	Harpriya B. Singh
...	Gunjan
...	Charu Talwar
...	Navdeep Dhillon
...	Mohit Khanna
...	Hemant Trehan
...	Sanjay Bhasin
...	Jayant Kapur
...	Jai Inder Shergill
...	Vivek Baht
...	Madhvi Singla
...	Shalini Poplai
...	Shaila Chowdhary

Hobbies	Arun Yadav
	Akumba Jamir
	Basant Kumar
	Geeta Ahlawat
	Sumitra Bhagat
Estate Tidiness	Brijendra
	Arvind Gupta
	Manoj Upmanyu
	Kunal Batra
	Amrita Sidhu
	Malika Kumar
	Jaimala Gadkari
Expeditions	Vikram Walia
	Sanjay Sharma
	Bhanu Rana
Library	Pramod Kumar
	Ajay Balyan
	Dinesh Bhardwaj
	Vishav Bhushan
	Anchal Kapoor
Socials	Samir Kamerkar
	Preeti Bhullar
	Aparna Arora
SUPW	Sultan Hasan
	Varun Rajpal
	Mytri P. Singh
	Rishma Singh
Costumes	Vishal Aggarwal
	Bhanu Rana
	Biban Sidhu
Chapel	Zachariah Jacob
	Savita Kumari
Guests	Riaz Mama
	Jaimal Shergill

No. 198. MEDICAL CATEGORIES

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

Vaishali Prakash	VGD	Cat. C No PT
Amit Shashank	NBD	Cat. C No PT
Amar Anil Gore	SBD	Cat. C No PT

No. 199. HOSPITAL TIMINGS

Reference S.O. No. 192 dated 1-8-1984.

The revised timings will be as per following details :—

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 Timings

- | | |
|-----------------------------|---|
| (a) 9-00 a.m. to 11-30 a.m. | } Monday to Friday |
| (b) 4-00 p.m. to 5-00 p.m. | |
| (c) 9-00 a.m. to 11-30 a.m. | on Saturday |
| (d) 12-00 noon to 1-00 p.m. | Child welfare clinic on Wednesday |
| (e) 12-00 noon to 1-00 p.m. | Chronic cases follow-up clinic on Saturday. |

3. Sundays

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

No. 200. 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 August, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th August 1984****Part I
201—208****No. 201. PROGRAMME****August**

Fri. 10th	Parade practice	...	5-10 p.m.
	B.D., baths	...	8-00 p.m.
Sat. 11th	Raksha Bandhan—Holiday for administrative Staff only		
	Morning Prep	6-40—	7-40 a.m.
	1st School will be cut short by 10 minutes		
	Brothers & sisters to meet in Birdwood School for tying Rakhis	...	7-40 a.m.,
	1st School commences	...	8-00 a.m.
	B.C.S. Soccer Colts & Atoms arrive	...	4-30 p.m.
	3rd session of gym. cancelled		
	Parade practice	...	5-10 p.m.
	Tutorial meetings	6-00—	7-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	B.D., baths	...	8-00 p.m.
Sun. 12th	Soccer Atoms vs. B.C.S.	...	10-00 a.m.
	Soccer Colts vs. B.C.S.	...	11-00 a.m.
	(School will go down to watch the matches)		
	B.C.S. Colts & Atoms leave	...	3-00 p.m.
	Tea P.D.	...	3-00 p.m.
	Tea Sr. School	...	3-30 p.m.
	Film (for both P.D., & Sr. School)	...	4-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Mon. 13th	Parade practice	...	5-10 p.m.
	B.D., baths	...	8-00 p.m.
Tue. 14th	Independence Eve staff club dinner (Art Room)	...	8-15 p.m.

Wed. 15th	Independence Day—Holiday	
	Rouser	... 6-30 a.m.
	B.D., baths	... 6-45 a.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.
	Community lunch (CDH)	... 12-00 noon
	Class IV 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 (school)
	(b) Prayer	... H.M.
	(c) Reading	... Head Girl
	(d) Song	... By the choir on stage
	(e) Reading	... Head Boy
	(f) Talk	... H.M.
	(g) Sanskrit Prayer	
	(h) National Anthem	
Fri. 17th	Parade practice	... 5-10 p.m.
	B.D., baths	... 8-00 p.m.
Sat. 18th	Morning Prep	6-40—7-40 a.m.
	School Soccer Colts & Atoms leave for Nabha	... 1-30 p.m.
	(Teams will have lunch with P.D.) P.P.S. Soccer 1st XI arrives	... 6-00 p.m.
	3rd session of gym., cancelled	
	Parade practice	... 5-10 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. 19th	Sanawar Soccer Colts & Atoms vs. P.P.S., Nabha (away)	

	Sanawar Soccer 1st XI vs. P.P.S., Nabha (home) ... 10-30 a.m. (School will go down to watch the match)
	P.P.S. 1st XI leaves ... 2-30 p.m.
	Tea P.D. ... 3-00 p.m.
	Tea Sr. School ... 3-30 p.m.
	Film (for both P.D., & Sr. School) ... 4-00 p.m.
	Y.P.S., Soccer 1st XI arrives ... 5-30 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School ... 7-15 p.m.
Mon. 20th	Janam Ashtami—Holiday Sunday timings Sanawar Soccer Colts & Atoms vs. Y.P.S. (away) Sanawar Soccer 1st XI vs. Y.P.S. (home) ... 10-30 a.m. (School will go down to watch the match)
	Y.P.S. 1st XI leaves ... 2-30 p.m.
	Sanawar Colts & Atoms arrive ... 6-00 p.m.
	Supper PD ... 6-15 p.m.
	Supper Sr. School ... 7-15 p.m.
	Lights out ... 9-30 p.m.

No. 202. IMPORTANT DATES FOR FOUNDER'S TERM

August

Wed. 1st	School re-opens
Sat. 4th	Medical check & weighing commences
Sat. 11th	Raksha Bandhan (Holiday for administrative staff only)
Sun. 12th	Soccer Colts & Atoms vs. B.C.S. (home)
Tue. 14th	Independence eve Staff Club dinner
Wed. 15th	Independence day—Holiday
Thu. 16th	G.D. Inter-House Tennis/Badminton tournament commences
Sun. 19th	Soccer 1st XI vs. P.P.S. Nabha (home) Soccer Colts & Atoms vs. P.P.S. Nabha (away)
Mon. 20th	Janam Ashtami—Holiday Soccer 1st XI vs. Y.P.S. Patiala (home) Soccer Colts & Atoms vs. Y.P.S. Patiala (away)
Wed. 22nd	Inter-House Soccer tournament commences
Sat. 25th	Body Snatching (Barne Hall)
Mon. 27th	Founder's programme comes into effect

Fri. 31st Inter—Public Schools' swimming meet (Rai)

September

Tue. 4th Teachers' Day eve dinner

Wed. 5th Teachers' Day

Sat. 8th Inter-House Swimming sports

Sat. 15th Assessment meeting

Fri. 28th Founder's rehearsal programme comes into effect

Sun. 30th P.D., Concert & Senior School concert 1st performance
Tattoo 1st performance

October

Mon. 1st ADS 1st performance

Tue. 2nd Gandhi Jayanti
I—H Athletics meet
ADS final performance

Wed. 3rd OS matches
PD Concert
Tattoo

Thu. 4th Founder's Day—Dussehra
Special Assembly
Prade & Speeches
School Concert
OS Dinner & Dance

Fri. 5th Fete
Founder's holidays begin (12-00 noon)

Sat. 6th } Founder's holidays
Sun. 7th }

Tue. 9th Festival hockey match

Wed. 10th Hockey season commences

Fri. 19th Inter—Public Schools' Athletic meet (Raipur)

Wed. 24th Diwali—Holiday

Mon. 29th Assessment meeting

November

Mon. 5th GD Table-tennis tournament commences

Thu. 8th Guru Nanak's Birthday—Holiday

Sun. 11th Hockey (Colts & Atoms) vs. BCS, Simla

Wed. 14th Children's Day

Sat. 17th Hockey vs. PPS, Nabha

- Sun. 18th Hockey vs. YPS, Patiala
 Wed. 21st School Exams commence
 Sat. 24th Subject reports handed in to Form Staff
 Sixth Form & Staff Photographs
 Staff Club dinner (Art room)
 Sun. 25th House & team's photographs
 Inter—House shooting finals
 Mon. 26th Exams conclude
 Tue. 27th Inter—House hockey tournament commences
 Wed. 28th Marks handed in to Form Staff
 Thu. 29th Folders handed in to House Staff
 Sr. School Social
 Fri. 30th End of term Assembly
 Escorts' meeting
 Weighing & measuring
 Mark Registers handed in to Sr. Mistress

December

- Sat. 1st Home Day
 Reports handed in to Sr. Mistress

No. 203. FOUNDER'S DUTIES—1984

- Athletics B D ... I/c Mr. K. K. Batish, Dr. Dhillon, Mr. Williams, Mr. Dwivedi, and Mr. S. Mukherji.
 G D ... I/c Mrs. Robinson & Mr. Sukhwinder Singh.
 PDB ... Mr. Ramchandani & Mr. Roberts
 PDG ... Mrs. Wal & Mrs. Khanna
 Colours Parade ... M/s B. Singh, Dhani Ram, Onkar Singh & B.C. Katoch.

School Concert :

- (i) Dance Drama ... Mrs. S. Roberts & Mr. Sengupta
 (ii) Orchestra ... I/c Mr. Sengupta & Mr. Malaviya
 (iii) Lights ... Mr. Sundarji
 (iv) Stage Manager ... Dr. Dhillon
 (v) Stage Sets & Costumes ... Mr. S. Ghosh, Miss Dolly Arora, Miss Banerji & Miss Tracey
 (vi) Sound effect ... Mr. Mukherji & Mr. S. Gupta

P.D. Concert	...	P.D. Staff
A.D.S.	...	Mr. B. Singh
Stage	...	Mr. Dwivedi & Mr. Idris
Tattoo :		
(i) Mike & co-ordination	...	Mrs. Channa
(ii) P.T., & Gym.	...	M/s Dhani Ram & Onkar Singh
(iii) Bugle Band	...	Mr. Katoch
(iv) Figure Marching	...	M/s Joshi & Abraham
(v) Coffee	...	I/c Mrs. Khan, Mr. Puri, & Miss Raksha Arora
Exhibitions :		
Projects	...	Dr. D.C. Gupta
SUPW	...	I/c Mr. M. J. Parel, Dr. Sharma & Mr. Sundarji.
Hobbies	...	Hobbies staff
Science	...	Science dept.
P. D. Exhibition	...	P.D. Staff
Parents Coffee	...	Mr. Nathaniel & Dining Hall helpers
O.S. Dinner	...	Mrs. Channa & Mr. Nathaniel
O.S. Matches :		
Basket-Ball	...	Miss Bakhshi
Hockey	...	Mr. Sukhwinder Singh
Decorations	...	Mr. Gore, Mrs. Das & Mr. Matharu
Fete Organisation Committee	...	{ Mrs. Das, Mrs. Solomon, Mr. Sequeira & Mr. Kohli
Sound Equipment	...	Mr. Subhash Gupta
O S. Accommodation :		
Girls	...	I/c Mrs. Gurdev Singh
Boys	...	Mr. K.J. Parel
Seating		
(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. Khalid
I/c Costume Room & make up	...	Mr. Abraham
Nursery	...	One P.D. Matron & two Ayahs
Checking Invitation Cards	...	I/c Mr. Joshi, M/s Wal & Puri

No. 204. P.D. APPOINTMENTS OF PREFECTS/HELPERS

The following appointments of Prefects/Helpers have been made in P.D. with effect from 2-8-84 :—

	School Prefects	...	Aprajit Mahajan Adil Rizvi Kaveri Gill
<i>H.P.D.</i>	House Prefects	...	Vikramjit Cheema Vikram Yadav Siboney Sagar Mala Sawney
	Helpers	...	Navpreet Mann Abhijit Lakhia Amandeep Gill
<i>N.P.D.</i>	House Prefects	...	Sharanbir Sandhu Navjeet Singh Suparna Bhatia Neelam Thomas
	Helpers	...	Rahul Gill Brijesh Inder Singh
<i>S.P.D.</i>	House Prefects	...	Sukhpreet Singh Ishneet Aulakh Shalini N. Singh
	Helpers	...	Amit Oberoi Bikram Sandhu
<i>V.P.D.</i>	House Prefects	...	Avninder Singh
	Helpers	...	Ravi Inder Bedi Divya Mahajan
	Games Prefects	...	Rajat Khanna Trisha Sanyal Sharmilee Sagar
	Library Prefect	...	Amandeep Gill
	M.I. Prefect	...	Anita Sircar
	Common room	...	Roopaman Dhillon Rajesh Khanna
	Tidiness	...	Sonali Yograj Sunaina Choksey Avinash Jajodia Parambir Aulakh Rajesh Khanna Randeep Sandhu

No. 205. INDEPENDENCE-DAY COMMUNITY LUNCH.

A Community Lunch will be held in the Central Dining Hall on Wednesday, 15th August, 1984. 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. Dept., 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 15-8-1984 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 sheduled 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) A 35 mm Hindi Film if it arrives in time, will be screened on 15-8-1984 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. 206. MEDICAL CATEGORIES

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

Jasbeer Kaur	NGD	...	Cat. 'C' No P.T.
Swaroopaa Sanyal	SGD	...	Cat. 'C' No P.T.
Aman Batra	NPD	...	Cat. 'C' No P.T.
Ajay Mallick	NBD	...	Cat. 'C' No P.T.
Laxman Kapur	NBD	...	Cat. 'C' permitted to do standing P.T. only
Kamal Virk	NGD	...	Cat. 'C' No P.T.
Imtiaz Anees	SBD	...	Cat. 'C' No P.T.
Sandip Singh	HBD	...	Cat. 'C' No P.T.
Tanya Chopra	NGD	...	Cat. 'C' No P.T. for 2 months.
Suchet Malhotra	VPD	...	Cat. 'C' No P.T.
Anuj Yadav	HBD	...	Cat. 'C' No P.T.

No. 207. ADMINISTRATIVE HOLIDAYS

(1) Saturday, the 11th August 1984 will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

(2) Wednesday, the 15th August, 1984 will be observed as a holiday by the Administrative Staff on account of Independence Day.

No. 208. CINEMA

Very likely, we may not screen any movie on Sunday, the 12th August, 1984.

(2) The Hindi film if it arrives in time will be shown in Barne Hall at 6-30 p.m. to the Subordinate staff and their families on 15th August, 1984. Heads of Deptts. are requested to inform all staff working under them

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th August 1984****Part I**
209—216**No. 209. PROGRAMME****August**

Fri. 17th	Parade practice	... 5-10 p.m.
	B.D., baths	... 8-00 p.m.
Sat. 18th	Morning Prep	6-40—7-40 a.m.
	School Soccer Colts & Atoms leave for Nabha	... 1-30 p.m.
	(Teams will have lunch with P.D.)	
	P.P.S. Soccer 1st XI & Tennis team arrives	... 1-00 p.m.
	3rd session of gym., cancelled	
	Proposed tennis fixture will P.P.S.	... 4-30 p.m.
	Parade practice & tutorials cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 19th	Sanawar Soccer Colts & Atoms vs. P.P.S., Nabha (away)	
	Sanawar Soccer 1st XI vs. P.P.S., Nabha (home)	... 10-30 a.m.
	(School will go down to watch the match)	
	P.P.S. 1st XI & Tennis team leaves	... 2-30 p.m.
	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Y.P.S., Soccer 1st XI arrives	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 20th	Janam Ashtami—Holiday	
	Sunday timings	
	Sanawar Soccer Colts & Atoms vs. Y.P.S. (away)	
	Sanawar Soccer 1st XI vs. Y.P.S. (home)	... 10-30 a.m.
	(School will go down to watch the match)	

	Y.P.S. 1st XI leaves	... 2-30 p.m.
	Sahawar Golts & Atoms arrive	... 6-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr, School	... 7-15 p.m.
Wed. 22nd	Inter—House Soccer tournaments commences SUPW for BD cancelled	
Thu. 23rd	Inter—House Soccer	
Fir. 24th	Inter—House Soccer concludes	
Sat. 25th	Morning Prep	6-40—7-40 a.m.
	Body Snatching (Barne Hall)	... 2-30 p.m.
	Parade practice	... 5-10 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. 26th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 210. VISIT TO HOSPITAL WARDS

All children must 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. 211. 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. 212. 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, along with 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. 213. CREDIT PURCHASES BY STAFF

Heavy credit purchases are being made by Staff who are eligible for doing so, resulting into overdrawal of their salary. This is not permissible. Will all staff concerned, take care to see that this does not happen. In the cases where this has occurred, will they deposit the excess salary drawn immediately, in the school office. Failure to do so, will result into withdrawal of the credit purchase facility in future, and the outstanding amount recovered from their salary.

No. 214. MEDICAL CATEGORIES

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

Apoorva Lakhia	...	HBD	Cat. C. (No P.T.)
Guneev Majithia	...	NGD	Cat. C. (No P.T.)
Nandita Kathpalia	...	NGD	Cat. C. to do standing P.T.
Anjali Soloman	...	NGD	B. No swimming

No. 215. ADMINISTRATIVE HOLIDAY

Monday, the 20th August, 1984 will be observed as a holiday by the Administrative Staff on account of Janam Ashtami.

No. 216. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 19th August, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 24th August 1984

Part I
217—230**No. 217. PROGRAMME****August**

Fir. 24th	Inter—House Soccer concludes	
Sat. 25th	Morning Prep	6-40—7-40 a.m.
	Body Snatching (Barne Hall)	... 2-30 p.m.
	Boys to assemble on B.D. pavement for the making of Athletics sets	... 3-30 p.m.
	Tea Sr. School	... 4-30 p.m.
	Parade practice	... 5-10 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-00 p.m.
Sun. 26th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 27th	Founder's preparation programme comes into effect	
Wed. 29th	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. 30th	School swimming team leaves for Rai	... 2-30 p.m.
Fri. 31st	IPS Swimming meet (Rai)	

September

Sat. 1st	Morning Prep	6-40—7-40 a.m.
	Swimming heats commence	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 2nd	Swimming heats	...	10-30 a.m.
	Tea P.D.	...	3-00 p.m.
	Tea Sr. School	...	3-30 p.m.
	Film (for both P.D., & Sr. School)	...	4-00 p.m.
	School Swimming team-returns	...	6-00 p.m.
	Supper PD	...	6-15 p.m.
	Supper Sr, School	...	7-15 p.m.

No. 218. 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. 219. 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. 220. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 12-00 noon on Friday 5th October, to 6-00 p.m. on Monday, 8th October, 1984, including the Chief Guests holiday. Children should inform parents of these dates.

No. 221. 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. 222. 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. 223. 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. 224. 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 Tuckshop. 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. 225. 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, 1983 and sign the P.F. register on 30th August, 1984 in the School Office. Those members who are unable to come on that day, for any reason may come on 31st August, 1984 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. 226. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India, Ministry of Education as on 24-8-1984, studying in this School. They are no more entitled to free issue of School jerseys :—

Gunjan Singh	...	NGD	L. Rajesh K. Roy	...	SBD
Savita Kumari	...	VGD	Mukesh K. Jaiswal	...	SBD
Sanjiv Singhal	...	NBD	Dhirender K. Vidyarthi	...	NBD
Basant Kumar	...	SBD	M. Bimola Devi	...	HGD
Manoj K. Upmanyu	...	SBD	Rakesh Kumar	...	HBD
Vishav Bhushan Sud	...	VBD	Anjula Saxena	...	VGD
Mayank Kumar	...	VBD	Vinod Kumar	...	NBD
Adarsh K. Butail	...	VBD	Ising Choaba Singh	...	NBD
Vineet Khanna	...	HBD	N. Nando Singh	...	NBD
Dinesh Bhardwaj	...	SBD	Yogeshwar S. Sangwan	...	HBD
Natasha Nanda	...	SGD	K. Sunil Kumar	...	VBD
Navjot Arora	...	HGD	H.T. Rose Mary	...	HGD
Rajiv Ranjan	...	VBD	P. Sharmila Devi	...	SGD
Sanjay K. Sahu	...	SBD	K. Ashok Kumar Singh	...	NBD
Sanjay Kumar	...	VBD	Rajiv Kumar	...	SBD
Hia Vandana Verma	...	VGD	Dhiraj Jyoti Chaudhry	...	NBD
Digant Rabba	...	HBD	Kiran Chandra Deka	...	VBD
Abdul Moin	...	VBD	A.S Asung Zimik	...	VBD
Devesh Agarwal	...	VBD	N. Easther J. Kamei	...	SGD
Balmukand Kumar	...	NBD	Raj Kumar Dogra	...	VBD
Sarad Bajpai	...	NBD	Shishu Bind Kumar	...	VBD
L. Jayalakshmi	...	SGD	Kaijinlin Riamqi	...	VGD

No. 227. 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 be Re. 1/- per trip from QM stores to residence for a maximum load of 50 kg., with effect from 1-9-1984.

No. 228. ISSUE OF DRY RATIONS AND FUEL FROM QM STORES

School order No. 18 dated 8-2-1984—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 :

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

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

Since the issue will continue upto 6-00 p.m., normally no staff will need to cut short his duty hours for drawing ration items. Heads of Deptt. 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.

In view of Founders 1984, the issue dates will shift to, and will be from 11th to 20th October, 1984.

No. 229. MEDICAL CATEGORIES

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

Viraj Verma	NBD	...	Cat. 'C' No P.T.
Zaffar-Ullah-Sheikh	SBD	...	Cat. 'C' No P.T.
Uday Mahajan	NBD	...	Cat. 'B' No Gym., Hockey & Swimming.
Mehul Johnson	SBD	...	Cat. 'C' No P.T.
Gunmeet S. Chug	SBD	...	Cat. 'C' No P.T.

No. 230. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 26th August, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st August 1984

Part I
231—236**No. 231. PROGRAMME****August**

Fri. 31st IPS Swimming meet (Rai)

September

Sat.	1st	Morning Prep	6-40—7-40 a.m.
		Swimming heats commence	
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	2nd	Swimming heats	... 10-30 a.m.
		Tea P.D.	... 3-00 p.m.
		Tea Sr. School	... 3-30 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper PD	... 6-15 p.m.
		Supper Sr, School	... 7-15 p.m.
Mon.	3rd	School Swimming team returns	
Tue.	4th	Teacher's Day eve party hosted by U-VI	... 8-45 p.m.
Wed.	5th	P.T. cancelled	
		Rouser	... 7-30 p.m.
		First School cancelled	
		Breakfast	... 8-30 a.m.
		Classes to be conducted by U-VI	
		Normal afternoon activities resumed	
		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.	6th	Trooping of Colours practice commences on Peacestead	
Sat.	8th	Morning Prep	6-40—7-40 a.m.
		Swimming sports	12-00 noon & 2-30 p.m.
		Tutorial meetings cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sun. 9th	Tea P.D.	...	3-00 p.m.
	Tea Sr. School	...	3-30 p.m.
	Film (for both P.D., & Sr. School)	...	4-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 232. 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. 233. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL

Through this order all concerned are hereby again requested to forward to the Bursar any Debit Note, Loss Slips, Credit Tuck Shop Slips, etc., latest by 5th September, 1984 connected with all students who have been withdrawn from the school, as per lists that has been sent to all concerned already. The accounts of these children will be closed by 15-9-1984 whereafter no further adjustments will be possible.

No. 234. 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. 235. SCHOOL HOSPITAL—CHILD WELFARE CLINIC

School Order No. 199, dated 3rd August, 1984 carries information about the R.M.O., running Child Welfare Clinic on every Wednesday from 12-00 noon to 1-00 p.m., in School Hospital.

All staff concerned are hereby again informed that they should take advantage of this system, and bring their children who are below 6 years of age, to school hospital, during the specified timings. so that the R.M.O. could medically examine them, and advice/arrange remedial measures, in the cases, this is needed.

Heads of Deptts. are requested to kindly make, staff working under them, aware of Wednesday Child Welfare Clinic, and impress upon them that they should try and take benefit of this arrangement that the R.M.O. has made in School Hospital.

No. 236. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 2nd September, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th September 1984

Part I
237—249

No. 237. PROGRAMME

September

Sat. 8th	Morning Prep	6-40—7-40 a.m.
	Project work cancelled	
	I—H Swimming sports	... 12-00 noon
	Lunch Sr. School	... 1-30 p.m.
	Swimming sports (contd.)	... 2-30 p.m.
	Tutorial meetings cancelled	
	Supper P.D.	... 6-15 p.m.
	B.D., baths	... 6-30 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 9th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 12th	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. 15th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	Assessment meeting (MCR)	... 6-00 p.m.
	B.D. baths	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 238. 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, 1984.

No. 239. 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, 1984 Staff will please notify the Bursar in writing latest by Saturday, 22nd September, 1984 giving the number of dinners required and whether vegetarian or non-vegetarian.

No. 240. 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. 241. SPECIAL POCKET MONEY FOUNDER'S & DIWALI

Special Pocket money for Founder's and Diwali at the rate of Rs. 10/- each, will be issued to House Staff through the bank to BD & GD, and direct to PD, in the 4th week of Sept., '84.

No. 242. 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>
Tuesday, 2nd Oct.			
Athletics	9-30 a.m.	8-30 a.m.	—
Staff Play	5-30 p.m.	4-00 p.m.	8-30 p.m.
Wednesday, 3rd Oct.			
P.D. Concert	4-30 p.m.	3-00 p.m.	—
Tattoo	7-15 p.m.	—	9-15 p.m.
Thursday, 4th Oct.			
School Colour Parade	10-00 a.m.	8-45 a.m.	—
Speeches	10-55 a.m.	—	—
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. 243. 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, 1984.

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 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. 244. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1984 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1984, if they are joining for lunch.

No. 245. 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 is 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 from any Post Office, without the countersignature of the House Staff on the Telegram Form, with immediate effect.

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

No. 246. 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. 247. 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 BOARDERS; in particular that they MUST wear School Uniform, whenever going out on WOPs and SOPs.

No. 248. MEDICAL CATEGORIES

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

Sandeep Maria	NBD	...	Cat. 'C' No P.T.
Hanit Gyani	SGD	...	Cat. 'C' No P.T.
Viraj Verma	NBD	...	Cat. 'A' up-graded
Avantika Mitra	VGD	...	Cat. 'C'

No. 249. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 9th September, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th September 1984

Part I
250—254**No. 250. PROGRAMME****September**

Sat. 15th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	Assessment meeting (MCR)	... 6-00 p.m.
	B.D. baths	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper PD	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 19th	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. 22nd	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.
	B.D., baths	... 8-10 p.m.
Sun. 23rd	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 251. WINTER KIT

Winter kit will be brought into use from Tuesday, 2nd October, 1984.

No. 252. ADMINISTRATIVE STAFF—HOLIDAYS

In view of the Founder's rush of work, Sat, 29th September, Sun. 30th September, and 4th October, 1984, will be full working days. To compensate this, administrative staff will observe the following as holidays :—

Saturday	...	6th October, 1984 [Founder's holiday]
Monday	...	8th October, 1984
Tuesday	...	9th October, 1984

Heads of Departments are requested to kindly take necessary action in this connection and call on duty the minimum number of staff required to run the department.

The Tuck-Shop will remain open on Wednesday, 26th September, and Wednesday 3rd October, 1984.

No. 253. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1984 instead of from 1st Oct. to 10th Oct. 1984, following the same schedule laid down earlier.

No. 254. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th September, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st September 1984****Part I**
255—259**No. 255. PROGRAMME****September**

Sat. 22nd	Morning Prep cancelled	
	P.T.	6-30—7-00 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-10 p.m.
Sun. 23rd	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 24th	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	... 8-20 p.m.
Tue. 25th	The same routine as published for Monday 24th.	
Wed. 26th	Pre-breakfast routine the same as published for Monday 24th.	
	Singing practice	9-15—9-30 a.m.
	2nd School	9-30-10-05 a.m.
	(Remainder of the teaching routine will remain as scheduled for Wednesdays)	

SUPW cancelled

Evening routine will remain the same as published for Monday 24th.

Thu. 27th	The same routine as published for Monday 24th.	
Fri. 28th	Classes discontinued Founder's preparation programme comes into effect.	
Sat. 29th	Sr. School Concert dress rehearsal	... 10-30 a.m.
	Prep School dress rehearsal	... 12-40 p.m.
Sun. 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 Barne Hall 1st performances

No. 256. 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 5-10-1984. 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, Mrs. Robinson, Mrs. Matharu.
Kabab & Alu Tikki	... I/c Mrs. Mukherji, Mrs. Joshi, Mrs. Malaviya, Mrs. Batish.
Tea & Coffee Stall	... I/c Mrs. Rampal, Mrs. Joseph, Mrs. Kohli, Mrs. Khanna, Miss T. Duncan-son.
Cold Drink Stall	... I/c Mrs. Khan, Mrs. Gurdev, Miss Sobita Banerji 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. Zutshi, Mrs. Puri.
Sand-wich Stall	... I/c Miss Raksha Aurora, Miss Bakshi, Miss Anjana Aurora, Miss Kamini Verma.

No. 257. 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. 258. MEDICAL CATEGORIES

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

Purujit S. Tanwar	HBD	...	Cat. 'C' No P.T.
Amol S. Sandhu	HBD	...	Cat. 'C' No P.T.

No. 259. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 23rd September, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th September 1984

Part I

260—261

No. 260. PROGRAMME**September**

Fri. 28th	Classes discontinued Founder's preparation programme comes into effect.	
Sat. 29th	Sr. School Concert dress rehearsal	... 10-30 a.m.
	Prep School dress rehearsal	... 12-40 p.m.
Sun. 30th	Prep School Concert 1st performance	... 10-30 a.m.
	Sr. School Concert 1st performance	... 4-00 p.m.
	Tattoo 1st performtnce	... 7-25 p.m.

Note : L—VI & downwards will attend all
Barne Hall 1st performances

October

Mon. 1st	A.D.S. (Staff) play 1st performance	... 5-00 p.m.
Tue. 2nd	Rouser	... 6-00 a.m.
	Breakfast Sr. School	... 6-45 a.m.
	Breakfast P.D.	... 7-20 a.m.
	Flag hoisting followed by Gandhi Jayanti Assembly	... 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	... 7 00 p.m.
	B.D. baths	... 7-30 p m.
	Supper U-VI & guests	... 8-00 p m.
	Lights out	... 9-30 p.m.

Wed.	3rd	Rouser	...	6-45 a.m.
		B.D., baths	...	7-00 a.m.
		Breakfast L-VI & downwards	...	7-45 a.m.
		Breakfast U-VI & guests	...	8-30 a.m.
		Trooping practice	...	9-00 a.m.
		O.S., matches	...	10-15 a.m.
		O.S., meeting	...	12-00 noon
		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.
Thu.	4th	Founder's day		
		Rouser	...	6-00 a.m.
		Breakfast Sr. School	...	7-30 a.m.
		Breakfast P.D. (incl. guests)	...	8-30 a.m.
		Assembly (Chapel)	...	8-30 a.m.
		Trooping of Colours	...	10-00 a.m.
		Speeches	...	10-55 a.m.
		Founder's Lunch L-VI & downwards	...	12-30 p.m.
		Founder's Lunch U-VI & guests	...	1-30 p.m.
		Tea U-VI & guests	...	3-30 p.m.
		Tea L-VI & downwards	...	4-00 p.m.
		Sr. School Concert	...	5-30 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.
		B.D., baths	...	7-30 p.m.
		Lights out for children	...	9-30 p.m.
Fri.	5th	Rouser	...	7-00 a.m.
		B.D., baths	...	7-15 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.
	Supper P.D., & Sr. School	...	7-00 p.m.
Sat.	6th	Founder's holiday	
Sun.	7th	Founder's holiday	
Tue.	9th	Normal routine	
		Festival hockey match	... 3-30 p.m.
Wed.	10th	Hockey season commences	

No. 261. PRINTING OF SCHOOL ORDER

The next issue of School order will be published on Friday,
12th October, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th October 1984

Part I
262—270**No. 262. PROGRAMME****October**

Fri. 12th	Hockey Season commences	
Sat. 13th	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.
	B.D., baths	... 8-10 p.m.
Sun. 14th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 16th	Boys' athletics team leaves for Raipur	
Wed. 17th	SUPW	4-45—6-20 p.m.
	B.D., baths	6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 19th	Inter-Public Schools Athletics meet (Raipur)	
Sat. 20th	Inter-Public Schools Athletics meet (Raipur)	
	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. 21st	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 263. 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. 264. ARTICLES LOANED BY STORES

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

No. 265. FETE MONEY

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

No. 266. 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. 267. LIVESTOCK

School Order No. 166 dated 15th June, 1973, is reproduced below again. 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 grazing on the school lands.

No. 268. STAFF SICK IN QUARTERS

Will all staff please report to the RMO before being placed on Sick-in-Quarters list, and also before being discharged from the Sick-in-Quarters list, so that proper account of the number of days (date-wise) one has remained on Sick-in-Quarters list, could be maintained in School Office.

Heads of Deptts are requested to explain the details of of this S.O., to all staff who are working under them and to whom the School Orders do not go.

No. 269. MEDICAL CATEGORIES

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

Parambir S. Mann	NBD	...	Cat. 'C' permitted to do standing P T only
Tushar Singh	HBD	...	Cat. 'C'
Avinash Jajodia	HPD	...	Cat. 'C'

No. 270. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 14th October, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th October 1984

Part I
271—283**No. 271. PROGRAMME****October**

Fri. 19th	Inter-Public Schools Athletics meet (Raipur)	
Sat. 20th	Inter-Public Schools Athletics meet (Raipur)	
	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. 21st	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 23rd	Prep cancelled	
	Diwali Eve-dinner P.D.	... 6-20 p.m.
	Diwali Eve-dinner Sr. School	... 7-30 p.m.
	Sr. School Social	8-30—11-00 p.m.
Wed. 24th	Diwali—Holiday	
	Sunday timings	
	Bonfire (PD)—P.D. Flat	... 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.
Fri. 26th	Girls' Athletics team leaves for Dehra Dun	
Sat. 27th	Inter-Public Schools' Girls' athletics meet	
	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 28th	Inter Public Schools' Girls' athletics meet	
	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 272. ASSESSMENT MEETING

The next Assessment meeting will be held in the MCR on Monday 29th October '84 at 5-30 p.m.

No. 273. GYM., & P.T. COMPETITIONS

The Gym., & P.T. Competitions will be held on Wednesday 14th and Thursday 15th November respectively.

No. 274. 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. 275. 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 22nd October, 1984, 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 Distt. Medical authorities as per Ministry of Health, Govt. of India regulations.

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

All concerned are requested to take prompt action.

No. 276. 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. 277. 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. 278. 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. 279. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Wednesday 24th October 1984, 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. 280. DIWALI

Wednesday, 24th October, 1984, 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 Thursday, 25th October, 1984 as a holiday on account of Vishwakarma. Tuck Shop will remain open on 24-10-84; it will observe its weekly off on 25-10-1984.

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 7-00 p.m. on Peacestead.

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

There will be a special Diwali Eve-dinner for P.D. at 6-20 p.m. and for Senior or 7-30 p.m. on Tuesday 23rd October 1984. 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 :—

23rd Oct. P.D. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.
 24th Oct. G.D. ... Honoria Court from 2-00 p.m. to 4-00 p.m.
 24th Oct. B.D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

No. 281. CASH SALE OF CONTROLLED CLOTH IN TUCK SHOP

All such employees of the school who purchase rations from QM Stores and whose Ration Card is attached with the school, may purchase controlled cloth, upto 20 metres length per ration card, on cash payment. This facility will be open to staff as long as the item is in stock.

No. 282. MEDICAL CATEGORY

Hamina Khatra HGD ... Cat. 'C' No P.T.

No. 283. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 21st October, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th October 1984

Part I

284—286

No. 284. PROGRAMME**October**

- Fri. 26th** Girls' Athletics team leaves for Dehra Dun
School Cricket XI plays in District Tournament (Solan)
- Sat. 27th** Inter-Public Schools' Girls' athletics meet
Morning Prep. 6-40—7-40 a.m.
Tutorial meetings 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 28th** Inter Public Schools' Girls' athletics meet
Tea P.D. ... 3-00 p.m.
Tea Sr. School ... 3-30 p.m.
Film (for both P.D. & Sr. School) ... 4-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 29th** Girls' Athletics team returns
- Wed. 31st** SUPW 4-45—6-20 p.m.
Assessment meeting (MCR) ... 5-30 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

November

- Thu. 1st** Rally officials leave for Himalayan Car Rally
- Sat. 3rd** Morning Prep 6-40—7-40 a.m.
Tutorial meetings cancelled
Inter-House debate (English) ... 6-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
Rally officials return
- Sun. 4th** Tea P.D. ... 3-00 p.m.
Tea Sr. School ... 3-30 p.m.
Film (for both P.D. & Sr. School) ... 4-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

No. 285. 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. 286. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 28th October, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Saturday 3rd November 1984****Part I****287-311****No. 287. PROGRAMME****November**

Sat. 3rd	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	B.D. baths	... 5-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 4th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 7th	SUPW	4-45—6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 8th	Guru Nanak's birthday—Holiday	
	Sunday timings	
Fri. 9th	Inter-House debate (English)	... 6-00 p.m.
Sat. 10th	Morning Prep	6-40—7-40 a.m.
	School Hockey Colts & Atoms leave for	
	YPS, Patiala	... 12-30 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Y.P.S. hockey 1st XI arrives	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 11th	Hockey—Colts & Atoms vs. Y.P.S. (away)	
	School hockey 1st XI vs. Y.P.S. (home)	... 10-30 a.m.
	(School will go down to watch the match)	
	Y.P.S. 1st XI leaves	... 2-00 p.m.
	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.

School Colts & Atoms affive	... 6-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 288. DISCIPLINE B.D.

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

No. 289. 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. 290. IMPROVEMENTS, ALTERATIONS, SPECIAL REPAIRS TO SCHOOL BUILDINGS DURING THE WINTER VACATION

Would anyone, including House Staff, I/c GDH, 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 12th Nov. 1984. This will enable such suggestions to be given proper consideration, including discussion on the spot with the sponsor and other persons concerned.

No. 291. 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, 1984.

No. 292. SCHOOL MAGAZINE 1984

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. 293. 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 if possible, 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. 294. STOCK REQUIREMENTS FOR 1985

All stock-holders will send in their requirements for the First Term of 1985 (10th Feb. to 14th June, 1985), by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 15th November, 1984. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

No. 295. 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. 296. CATAPULTS

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

No. 297. 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. 298. STOCK CONDEMNATION—NOV. 1984.

1. All condemnations will be completed by the Bursar latest by Saturday, 10th November, 1984.

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 7th November to 9th November 1984 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 Tuesday, 6th Nov., 1984. 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 :—

Tue. 6th Nov. '84	...	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.
" " " "	...	11-00 a.m. HBD
" " " "	...	11-30 a.m. SBD
" " " "	...	12-00 noon VBD
" " " "	...	12-30 p.m. NBD
" " " "	...	1-00 p.m. BD VI Form
Wed. 7th Nov. 84	...	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. 299. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on BD pavement BD Quadrangle, Pracestead, 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. 300. LIBRARY BOOKS

All Staff must return all library books, borrowed by them from the library, latest by 24-11-1984. Books not returned or got reissued by this date, will be considered as having been lost by the borrower, and the cost will be debited to his/her account.

No. 301. 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, 1984.

No. 302. 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. 303. 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 '85.

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. 304. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Saturday, 1st December, 1984. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Saturday, 1st December, 1984. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 305. 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. 306. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 30th November, 1984 should be prepared and submitted to the Bursar to reach him not later than 30th November, 1984.

No. 307. 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. 308. 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. 309. 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. 310. ADMINISTRATIVE HOLIDAY

Thursday, the 8th November, 1984, will be observed as a holiday by the Administrative Staff on account of Guru Nanak's birthday.

No. 311. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 4th November, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th November 1984

Part I

312—313

No. 312. PROGRAMME

November

Sat. 10th	Morning Prep	6-40—7-40 a.m.
	Hockey fixture with YPS cancelled	
	Tutorial meetings cancelled	
	Inter-House debate (English)	... 6-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 11th	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 14th	Last three schools will be cut short by 5 mts., each	
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-25 p.m.
	Inter-House Gym., competition	... 2-30 p.m.
	After-noon activities cancelled	
	SUPW cancelled	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D. baths	... 5-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 15th	Last three schools will be cut short by 5 mts., each	
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-25 p.m.
	Inter-House P.T., & best gymnast competition	
	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)

		Prep cancelled	
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Fri.	16th	Morning Prep (6-40—7-40 a.m) commences	
Sat	17th	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.	... 3-00 p.m.
		Tea Sr. School	... 3-30 p.m.
		Film (for both P.D. & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 313. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 11th November, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th November 1984

Part I

314—329

No. 314. PROGRAMME

November

Fri. 16th	Morning Prep (6-40—7-40 a.m.) commences	
Sat. 17th	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-15 p.m.
Sun. 18th	Upper Sixth vs. Lower Sixth	
	Festival hockey match	10-30 a.m.
	(School will go down to watch the match)	
	Tea P.D.	3-00 p.m.
	Tea Sr. School	3-30 p.m.
	Film (for both P.D. & Sr. School)	4-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-15 p.m.
Tue. 20th	Terminal Exams Commence	
	Inter-House shooting practice commences	
Sat. 24th	Subject reports handed to Form Staff	1-00 p.m.
	Staff & Upper VI photograph	
	(Barne Hall)	5-00 p.m.
	Supper P.D.	6-00 p.m.
	Supper Sr. School	7-00 p.m.
	Staff Club meeting followed by	
	dinner (Art room)	7-30 p.m.
Sun. 25th	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.	3-00 p.m.

Tea Sr. School	... 3-30 p.m.
Film (for both P.D. & Sr. School)	... 4-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 315. 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—5-00 p.m.
Tea	4-45—5-00 p.m.
B.D., baths	... 5-10 p.m.
Prep	6-10—7-30 p.m.
Sr. School Supper	... 7-35 p.m.
(Supper for P.D. will be at 6-35 p.m.)	
House Inspection	... 8-30 p.m.
Study bell	... 8-45 p.m.
Lights out	... 10 00 p.m.

Note : (i) Upper Vs will have exams in Barne Hall and Lower Sixers in the Hindi dept. Others will sit in their Form rooms. Lower V D will sit in Mr. Khalid's room and Upper IV D in Mrs. Channa's room.

(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 children may be permitted to leave 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. 316. 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	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 21st Nov., will be transferred to Saturday 24th Nov.

(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. 317. WINTER VACATION

The School will close on Saturday 1st December, 1984, for the winter vacation, and will reopen on Sunday, 10th February, 1985 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. 318. 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. 319. HANDING IN OF SCHOOL CLOTHING

Children of all Departments including Day Scholars will hand in their school cloths, etc., to the House Matrons/Warden incharge of their dormitories immediately after lunch on Friday, 30th November, 1984. 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. 320. 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. 321. 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. 322. 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. 323. CHILDREN'S BLUE JERSEYS

Children and House Staff are reminded that *all* children 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, 1985, failing which new ones will be issued to them, at their parents' cost.

No. 324. 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. 325. 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. 326. DORMITORIES LOCKERS

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

No. 327. CLASS XII EXTRA CLASSES

These will be held from 1-12-84 to 20-12-84 (6-00 a.m.) The students going under parents arrangements will be permitted to leave Sanawar from 6-00 a.m. on 20-12-84. The School will organise, as usual a party to Delhi, and further to Calcutta, if required. Details, in this connection will be circulated separately.

No. 328. ENCASHMENT OF STAFF CHEQUES AT SBP SANAWAR

All staff are requested not to send school children to State Bank of Patiala Sanawar, with their personal cheques/withdrawal forms or any other documents involving handling of cash.

No. 329. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 18th November, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, THURSDAY, 22ND NOVEMBER, 1984

Part I
330—341

SPECIAL ORDER

Winter Vacation Arrangements—1984.

No. 330. GENERAL.

Special note for all Housemasters & Housemistresses.

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Saturday, 1st December, 1984. (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 Saturday 1st December, 1984, 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 Monday, 26th November, 1984. Requests for travel money required by individual children will not be entertained by office after that day.

The normal travelling money for school parties will be issued to escorts I/c on Thursday, 29th November, 1984 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 Sañawar 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. 331. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MGR on Friday, 30th November, 1984, at 10-00 a.m. All such staff members are required to attend.

No. 332. 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 Kaika 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. 333. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 334. 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	
2	Baroda	} Special note : Quite a few of these serial numbers have been changed and <i>are not the same as previously</i> . Please note the changes carefully.
3	† Bombay V.T.	
4	* Dehra Dun	
10	Calcutta	
	(via Saharanpur & Lucknow)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh	
16	Gauhati	

† (includes Kurukshetra, Karnal and Panipat).

* (includes Ambala Cantt & Saharanpur).

(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 Wednesday, 23rd November, 1984, 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 verandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

(v) Luggage of all children going in Dehra Dun party must be ready at B.D. Quad at 5-00 a.m. on 1-12-1984. Q.M. will please arrange for this. The same will be loaded on to the School Bus and the party will move for Kalka at 5-30 a.m.

(vi) Luggage of all children going to Chandigarh must be ready at the B.D. Quadrangle by 7-00 a.m. 1-12-1984. The Quarter-master will arrange for this luggage to be transported there from departments by the mazdoors and loaded on top of one 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 1-12-1984. The Q. M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the two Chartered buses so that they are ready to move at 9-00 a.m. All members of Bombay V.T. party, will get into these buses, 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 8-00 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. R.T. Williams. Mr. R.T. Williams 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. R.T. Williams 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. R.T. Williams.*

(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. 335. 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. 336. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

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

(ii) **Lunch** :—(a) Bombay V.T. party will have Lunch at Ambala Cantt Rly. Station refreshment room, between 12-00 noon and 1-00 p.m. on 1-12-84.

(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' 'B' 'C', Calcutta Gauhati and Baroda parties, except those who have been allowed to walk down.

(iv) **Supper Packets** :—Supper packets (all vegetarian) will be arranged by the school for all children going to Calcutta, Gauhati, Baroda, Delhi A, Delhi B, Delhi C, parties. These will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka/Chandigarh 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/Chandigarh and have them unloaded at Kalka/Chandigarh and to ensure their safe custody at Kalka/Chandigarh 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. R.T. Williams, after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Gauhati	... Mr. R.K. Malaviya	30
Baroda	... Mr. R.T. Williams	12
Calcutta	... Mr. Dwivedi	65
Delhi 'A'	... Mr. Idris	78
Delhi 'B'	... Dr. D.C. Gupta	50
Delhi 'C'	... Mr. Dhani Ram	75

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. J.K. Kohli 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. 337. 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. 338. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Dehra Dun, Bombay V.T., Chandigarh, Gauhati and Delhi 'C' parties.

(ii) Boys, if permitted to walk down, and 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. 339. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Friday, 30th November, 1984, after the escorts meeting.

No. 340. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B. D. Quadrangle, in the following order, on Saturday 1st December, 1984. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
Dehra Dun	5-00 a.m.	5-30 a.m.	11	School Bus
Chandigarh	8-30 a.m.	9-00 a.m.	41	Chartered Bus
Bombay V.T.	8-30 a.m.	9-00 a.m.	76	Chartered & S. Bus
Gauhati	5-30 p.m.	6-00 p.m.	25	„ „
Delhi C	—do—	—do—	73	„ „
Calcutta	6-00 p.m.	6-30 p.m.	56	„ „
Baroda	—do—	—do—	11	„ „
Delhi A	—do—	—do—	70	„ „
Delhi B	—do—	—do—	47	„ „

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. Chandigarh party will travel by One Chartered Bus leaving B.D. Quad. at 9-00 a.m.
5. Bombay V.T. party will travel by Two Chartered Buses, and School Bus if necessary, 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 1459 hours.
6. Delhi C, Gauhati parties will travel by Chartered buses from B.D. Quad. up to Chandigarh Rly. Station. From Chandigarh all these parties will travel in train service coaches attached to 2 Dn. Kalka—Howrah Mail, leaving at 0055 hours, on 2-12-1984.
7. Delhi A, Delhi B, Calcutta & Baroda parties will travel in Chartered buses and if necessary in School bus from B.D. Quad. upto Kalka. From Kalka, the Delhi A and Calcutta parties will travel in two extra 2nd class three-tier sleeper coaches by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2340 hours, and other parties in train service.
8. 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 instruction from Mr. R.T. Williams.
9. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—especially the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
10. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
11. The Bursar, assisted by Mr. 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. 341. NEXT TERM

The next term will begin on Sunday, 10th February, 1985, 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 23rd November 1984

Part I

342—349

No. 342. PROGRAMME**November**

Sat. 24th	Subject reports handed in to Form Staff ...	1-00 p.m.
	Staff & U-VI photograph (Barne Hall)—postponed	
	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. 25th	House photographs BD :—	
	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.
	GD, photographs ...	10-00 a.m.
	PD, photographs ...	11-00 a.m.
	Inter—House shooting finals post-poned	
	Tea PD ...	3-00 p.m.
	Tea Sr. School ...	3-30 p.m.
	Film (for both PD and Sr. School) ...	4-00 p.m.
	Supper PD ...	6-15 p.m.
	Supper Sr. School ...	7-15 p.m.
Tue. 27th	Exams conclude	
	Inter—House hockey tournament commences ...	2-15 p.m.
Wed. 28th	Rouser ...	7-30 a.m.
	Breackfast P D ...	8-30 a.m.
	Breakfast Sr. School ...	9-30 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 noon
	Lunch Sr. School	... 1-00 p.m.
	I—H hockey	... 2-15 p.m.
	Tea Sr. School	... 4-45 p.m.
	Marks handed in to Form Staff	... 5-00 p.m.
	B D, baths	... 5-10 p.m.
	Supper P D	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 10-00 p.m.
Thu. 29th	Rouser	... 7-30 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 noon
	Lunch Sr. School	... 1-00 p.m.
	I—H hockey	... 2-15 p.m.
	Tea Sr. School	... 4-45 p.m.
	Completed folders handed in to House Staff	... 5-00 p.m.
	B D baths	... 5-10 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.
Fri. 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 Shooting finals	... 11-00 a.m.
	Lunch P D	... 12-30 a.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 Registers handed in to Sr. Mistress	... 5-00 p.m.

Carol Service (if arranged)	... 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

Sat. 1st	Home Day (Meal timings & dispersal as per special School Orders) Reports handed in to H. M.
Mon. 3rd	Upper Sixth extra classes commence

No. 343. IMPORTANT DATES FOR UPPER SIXTH

Mon. 3rd	Classes commence
Wed. 12th	Exams commence
Tue. 18th	Exams conclude
Wed. 19th	Break-up dinner
Thu. 20th	Dispersal (onwards) ... 6-00 a.m.

No. 344. DAILY ROUTINE UPPER SIXTH—Mon. 3rd to Wed. 19th Dec., 1964.

Router	... 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 Wednesday 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. 345. INTER HOUSE PT/GYM COMPETITION—1984

The results of Inter House PT/Gym Competition held on 14th and 15th Nov., 1984 are published below for record :—

Cock House Boys and Girls

B.D.		G.D.			
	Points	Position	Points	Position	
Nilagiri	148.38	1st	Siwalik	115.33	1st
Himalaya	143.99	2nd	Vindhya	113.55	2nd
Siwalik	143.87	3rd	Himalaya	112.83	3rd
Vindhya	139.39	4th	Nilagiri	110.1	4th

Best Gymnast Boys (Senior)

	Points	Position
Mohit Khanna	61.00	1st
Reyaz Mamma	59.66	2nd
Rajiv Mehta	51.25	3rd

Best Gymnast Boys (Juniors)

	Points	Position
Shalinder Ram	48.16	1st
Vikrant Dogra	45.00	2nd
Varun Seth	43.00	3rd

Best Gymnast Girls

	Points	Position
Harpreet Bedi	50.75	1st
Reena Singh	47.4	2nd
Bhanu Rana	44.25	3rd

Founders P.T. leader certificate awarded to—Gitanjali Kumari

Proficiency certificate awarded to :—

Gitanjali Kumari	Surabhi Saigal	Bhanu Rana
Mohit Khanna	Reyaz Mamma	Rohit Pande
Vikash Jaidka	B.S. Saklani	S. Kamerkar
Neeraj Thakur	Manoj Upmanyu	Sandeep Joshi
Samer Sharma	V.S. Grewal	Kunal Batra
Sanjay Bhasin	Vishal Aggarwal	

No. 346. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Sunday, 2nd December, 1984, 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. 347. TUCKSHOP HOURS DURING VACATION

The Tuckshop will open from 2-00 to 5-00 p.m. daily except on Sundays, from 3-12-'84 to 20-12-'84 and thereafter at the same timings, on Mondays, Wednesdays and Saturdays. throughout the vacation.

No. 348. TUCKSHOP HOURS DURING VACATION

With effect from 2nd Dec. 1984, 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. 349. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P D and Senior School on Sunday, 25th November, 1984.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS
Sanawar Friday 30th November 1984

Part I

350

No. 350. CORRIGENDUM

S.O. No. 348, dated 23-11-1984.

The above cited S.O., is given below duly corrected.

HOSPITAL TIMINGS WINTER VACATION.

With effect from 2nd Dec. 1984, 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.

S. R. Das
Headmaster