

LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th February 1985

Part I

1-26

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

Sun. 10th	School re-opens (All School parties return)	
	House Masters'/Mistresses meeting	
	(H.M'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.
Mon. 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	10-00-10-30 a.m.
	2nd School	10-30-11-00 a.m.
	Break	11-00-11-20 a.m.
	3rd School	11-20-11-50 a.m.
	4th School	11-50-12-20 p.m.
	5th School	12-20-12-50 p.m.

	6th School	12-50—1-25 p.m.
	Lunch	... 1-30 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.
Tue. 12th	Afternoon activities cancelled	
	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.
Wed. 13th	B.D., games & hobbies programme comes into 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.
	SUPW cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 16th	Morning Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 17th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
Mon. 18th	Upper Sixth Preparatory leave commences	
Wed. 20th	Sports committee meeting	... 2-30 p.m.
	SUPW Cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 23rd	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. 24th	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. 4. DAILY ROUTINE

With effect from Tuesday 12th February '85 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, 1985.

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, 1985. Details will be published during the last week of March, 1985.

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, 1985. They are requested to use the cyclostyled forms sent to them for this purpose.

No. 8. CLOTHING

February 10th & 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. & P.D. All this work of marking clothes must be completed by the evening of 20th February, 1985.

Clothes will be issued to Day Scholars in all Depts at 7-45 p.m. on 10th February, 1985.

All House Matrons will please ensure that children are in possessions 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, not later than 7th June, '85.

No. 12. 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. 13. STAFF VISITS TO Q.M. STORES

All staff members are reminded that except for taking in-dents, and also as provided below, any staff member wishing to see the Quartermaster on business should see him in his office between 3-00 & 4-00 p.m. *only* on all working days of the week except Saturdays when they should see him between 12-00 noon & 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. 14. 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. 15. 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. 16. STAFF SUPPER TIMINGSS

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. 17. STAFF RATION AND FUEL

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 of 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. 18. 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 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. 19. TUCK SHOP TIMINGS

The Tuck Shop will observe the normal timings from 9th February, 1985.

No. 20. 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 & skirts).
- (3) Black Brogue shoes.

This order does not in any way effect the sale of fuel, dry rations, etc., from the school Grocery shop.

No. 21. 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. 22. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1985 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Tuesday
2. Republic Day	...	Jan.	26th	Saturday
3. Shivratri	...	Feb.	17th	Sunday
4. Holi	...	Mar.	7th	Thursday

5.	Ram Naumi	...	Mar.	30th	Saturday
6.	Baisakhi	...	April	13th	Saturday
7.	Good Friday	...	April	19th	Friday
8.	Independence Day	...	Aug.	15th	Thursday
9.	Id-ul-Zuha	...	Aug.	27th	Tuesday
10.	Raksha Bandhan	...	Aug.	30th	Friday
11.	Janam Ashtmi	...	Sept.	7th	Saturday
12.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Wed.
13.	Dusehra	...	Oct.	22nd	Tuesday
14.	Founder's (After Founder's)	...	Oct.	7th	Monday
15.	{ Diwali (except Eng. Deptt.)	...	Nov.	12th	Tuesday
	{ Balraj (Eng. Deptt. only)	...	Nov.	13th	Wed.
16.	Guru Nanak's Birthday	...	Nov.	27th	Wed.
17.	Christmas Day	...	Dec.	25th	Wed.

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. 23. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 31st Dec., 1984, in the Fruit & Vegetable Shop :—

	<i>Rs.</i>
Potatoes	... 1-80 Per Kg.
Onion	... 2-00 "
Vegetable	... 2-00 "
Vegetable <i>Peas only</i>	... 2-50 "
Tomatoes	... 2-80 "
Lime Fresh	... 8-00 "
Dhania Green	... 3-00 "
Chillies Green	... 3-00 "
Ginger Fresh	... 8-00 "
Mint Green	... 2-00 "

Garlic	...	6-00 Per Kg.
Banana	...	3-60 "
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	...	6-00 "
Apple Golden Med. size	...	5-00 "
Oranges	...	6-00 "
Apple Red/Royal	...	6-00 "
Grapes	...	10-00 "
Mussamis	...	6-00 "
Leechies	...	10-00 "
Sugar Melon	...	3-00 "
Water Melon	...	1-50 "

No. 24. SCHOOL HALWAI'S RATES 1985

The School halwai contract has been given to M/s Ram Kumar & Sons. P.O. Garkhal Distt. Solan H.P.

The undermentioned rates for sweets etc., sold at the School Halwai's shop will be applicable with effect from 1st Feb., 1985 to 31st Jan. 1986.

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.		per kg.	
	Rs.	P.		Rate per piece
				Paise
Bhatoora/kachori with vegetable	10-00		20	50 each
Poori (with vegetable)	10-00		20	50 each
Dahi Bhalla	10-00		20	50 each
Samosa	9-00		20	45 each
Potatoe Tikki, with chutney	10-00		20	50 each
Gur toffee (with moongphali)	8-00		20 pkts. of 50 gms. each	40 per pkt.
Balu shahi	12-00		30	40
Barfi Besan	12-00		30	40
Laddoo Besan	12-00		30	40
Laddoo Motichoor	12-00		30	40
Jalebi	10-00		—	—
Sewian-Dal (Barik quality)	12-00		20 pkts. of 50 gm. each	60 per pkt.
Mathi namkin	10-00		30	35
Shakarpara	12-00		10 pkts. of 100 gms each	1-20 per pkt.
Rasbhari Maida	12-00		10 pkts. of 100 gms. each	1-20 per pkt.
Patisa (Mesu)	14-00		—	—
Potatoe wafers	15-00		20 pkts. of 50 gms. each	75 per pkt.
Groundnut fried	14-00		20 pkts. of 50 gms. each	70 per pkt.
Gulab Jaman	18-00		30	60
Imrati	16-00		30	55
Barfi white	18-00		30	60
Barfi Chocolate /coconut	20-00		30	70
Rasgulla	20-00		30	70
Rasmalai	20-00		30	70
Rabdi	21-00		—	—
Palangtor (milk-cake)	21-00		30	70
Khoa	22-00		—	—
Bun-Samosa	—		—	80
Tea glass or cup (with sugar)	—		160 cc	40

No. 25. MEDICAL HEALTH SCHEME RULES

School Order No. 26, dated 8-2-84 is reproduced below for information of all concerned.

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 Friday, 15th February, 1985.

All concerned are requested to take necessary action.

No. 26. 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, 17th February, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 15th February 1985****Part I**

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No. 27. PROGRAMME**February**

Sat. 16th	Morning Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 17th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
Mon. 18th	Upper Sixth Preparatory leave commences	
Wed. 20th	Sports committee meeting	... 2-30 p.m.
	SUPW Cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 23rd	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. 24th	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. 28. DISCIPLINE : DAY SCHOLARS

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

No. 29. WEEKLY SHOE INSPECTION

In order to ensure that children's shoes are sent to the mochi for repair in good time and before their condition becomes too unsatisfactory, all Housemasters and Housemistresses are reminded to personally conduct a shoe inspection parade of all their House children once a week on any day convenient to themselves. House Matrons if required, will also be present at such inspections.

No. 30. TENNIS

Trafford House tennis court will be reserved for use by the girls on Sundays between 10-00 a.m. and 1-00 p.m.

No. 31. BIRTHDAY PARTIES

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

No. 32. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All House Matrons/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 written 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. 33. SCHOOL BUS/SCHOOL JEEP

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

No. 34. RABIES

It has been found that the month of March usually finds a number of rabid dogs in the area. All staff and children are advised in their own interest 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. 35. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & 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 signature and date.

All House Staff are also hereby informed that children of their Houses are not 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/her parents.

36. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF GOVT 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. 37. LOSSES SUFFERED BY STAFF

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

No. 38. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 39. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

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

No. 40. CHILDREN'S JERSEY'S & SHOES

House staff are reminded that every child is required to be in possession of 2 long-sleeved navy blue jerseys 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. 41. MEDICAL CATEGORIES OF SCHOOL CHILDREN

Fresh Medical categories of all school children are being made, and the RMO will send 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. 42. 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, want them removed, they may inform the Engineer.

No. 43. WATER CHARGES (RATES) 1985

The rate of water charges payable by Staff from 16th January, 1985 will be as follows :—

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

- (i) For the first 1500 litres — 80 P per head per month.
- (ii) Beyond 1500 litres — 1/60 P per head per month.

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

- (i) Single member — Rs. 4/- per month.
- (ii) Staff with families — Rs. 3/50 P per head, subject to a maximum of Rs 10/50 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. 44. 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 may be introduced with effect from Wednesday 20th February, 1985 on a temporary basis. Timings will as under :—

(a) *For all Staff*

- | | |
|--------------------------------|------------------|
| (i) On working days | { 6-15—8-15 a.m. |
| | { 4-20—6-20 p.m. |
| (ii) Sunday 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. 45. APPOINTMENT OF PREFECTS/HELPERS

Following appointments of Prefects/Helpers have been made for Spring Term 1985 :—

Head Boy	...	Arjun Modayil
Head Girl	...	Reena Singh

Boys Department

M.I. Prefect	...	Simarpal Somal
H.B.D. House Captain	...	Aditya Angrish
School Prefect	...	Sailesh Tripathi
House Prefects	...	Apoorva Lakhia
		Arun Khurana

<i>N.B.D.</i>	House Captain	...	Rajbir Singh
	School Prefect	...	Sanjiv Singhal
	House Prefects	...	Rohit Verma Vikram Kapoor
<i>S.B.D.</i>	House Captain	...	Neville Wadia
	School Prefect	...	Suman Bharatram
	House Prefects	...	Depinder Chaudhry Rajiv Mehta
<i>V.B.D.</i>	House Captain	...	Vivek Mahajan
	School Prefect	...	Shiraz Khanna
	House Prefects	...	Omer Bin Jang Vishal Virmani

Girls Department

	M.I. Prefect	...	Udita Malhotra
<i>H.G.D.</i>	House Captain	...	Charu Dewan
	House Prefect	...	Debjani Mukherji
<i>N.G.D.</i>	House Captain	...	Sabeeka Gangjee
	House Prefect	...	Nisha Misra
<i>S.G.D.</i>	House Captain	...	Pavneet Rana
	House Prefect	...	Priya Sarma
<i>V.G.D.</i>	House Captain	...	Saba Hussain
	House Prefect	...	Avantika Mitra
(<i>Helper / Asstt.</i>)			<i>Name</i>
(<i>of / to</i>)			
Head boy/girl & Asstt. to H.M.		...	Arjun Modayil Reena Singh
D.H.M.	Shivneet Singh Jaspreet Kanwal
Sr. Mistress	Asheena Khalakdina
CDH	Shailendra Godara Iknam Bath Raja Menon Sharad Bajpai Imran Baig Anuj Bhatnagar Atul Khanna Bhannu Pratap Gauri Kant

			Sonya Ghndy
			Shiraz Kaintal
			Yumna Hussain
Games	Rishi Raj Singh
			Sandeep Singh
			Jugraj Singh
			Sanjay Goel
			Jagbir Dosanjh
			Vivek Joseph
			Karanmit Gill
			Anshu Kohli
			Natasha Nanda
Hobbies	Harmeet Bedi
			Jatinder Singh
			Rahul Johnson
			Vinay Giri
			Guneeta Sodhi
Estate Tidiness	Manmeet Singh
			Suryaveer Singh
			Vishal Sarin
			Dinesh Singh
			Ritu Kapoor
			Kiran Ohlyan
			Alpana Kumar
			Sonya Bhutani
Expeditions	Rahul Roy
			Robert Sema
Library	Sumeet Sud
			Jaideep Khurana
			Abdul Moin
			Anuja Mehra
SUPW	Navjyot Arora
			Vikramjit Kanwarpal
			Deepankar Sanwalka
			Pradeep Kaul
			Hamina Khatra
			Romina Robinson
			Harmeet Bedi

Costumes	Atul Dhawan Nandita Kathpalia
Chapel	Harinder Oberoi Mayank Kumar Panita Malhans
Guests	Vikas Sagar Sameena Zaidi
Computer	Vellayan Subbiah Saisha Gore
Socials	Kirat Brar Manek Contractor Malika Kapur Meeta Mattoo

No. 46. 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, 17th February, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 21st February 1985

Part I

47—48

SPECIAL ORDER

No. 47. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI.

All-India Secondary School (Class X) Examination, 1985.

DATE—SHEET*Morning Session*

10-30 a.m.—1-30 p.m.

March

Sat. 9th	Mathematics Course—A & B		
		10-30 a.m.—12-00 noon	
Tue. 12th	Science Course—A & B	Physics	Paper I
Wed. 13th	Science Course—A & B	Chemistry	Paper II
Thu. 14th	Science Course—A & B	L. Science	Paper III
		10-30 a.m.—1-00 p.m.	
Sat. 16th	Social Science (His. & Civics)		Paper I
		10-30 a.m.—12-00 noon	
Mon. 18th	Social Science, (Geography)		Paper II
		10-30 a.m.—1-30 p.m.	
Wed. 20th	English Course—A & B		
Sat. 23rd	Hindi Course—A & B		

Notes :—

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

2. Practical Examinations will be internally conducted by the schools themselves. The dates of the Practical Examination are to be fixed by the Principals of the Schools. The dates so fixed be intimated to the candidates concerned well in advance.

3. Practicals of private and patrachar candidates will be held at the theory Examination Centre. 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.

4. The result of the Examination is likely to be declared towards the close of the 1st week of June, 1985. No enquiries about the actual date of declaration of result will be attended to.

5. A candidate can offer any two of the three areas in Commerce.

**No. 48. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XII) Examination, 1985.

DATE—SHEET

Morning Session

(10-30 a.m.—1-30 p.m.)

March

Fri. 1st	Core Language English		
Mon. 4th	Mathematics		
Fri. 8th	Physics	...	Theory
Sat. 9th	Sculpture (Modelling in Round)	} (Also 2-30 p.m. to 5-30 p.m.)	... Practical
Mon. 11th	Chemistry		... Theory
Wed. 13th	Painting (also 2-30 p.m. to 5-30 p.m.)	...	Practical
Fri. 15th	Biology	...	Theory
Mon. 18th	Elective Languages English		
Tue. 19th	Economics		
Wed. 20th	Geography	...	Theory
Thu. 21st	Political Science		
Sat. 23rd	Accountancy		
Mon. 25th	History		
Tue. 26th	Commerce		
Wed. 27th	Psychology	...	Theory
Fri. 29th	Music Hindustani Instrumental (Melodic)	...	Theory
	(Music Hindustani (Instrumental Percussion)	} ...	Theory

April

Mon. 1st	Home Science	...	Theory
Tue. 2nd	Sculpture (Modelling in Relief)	} (also 2-30 p.m. to 5-30 p.m.)	... Practical

Note: (1) In addition to Theory/Practical Examinations given above, there will also be practical examinations in the following subjects :—

Physics, Chemistry, Biology, Geography, Home Science, Music, Dance, Psychology.

- (2) The duration of practical examination in 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 school/centres at the approximate 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 1985. No enquiries about the actual date of declaration of result will be attended to.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd February 1985

Part I

49—63

No. 49. PROGRAMME**February**

Sat. 23rd	Morning Prep cancelled	
	Sports committee meeting	... 12-20 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. 24th	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. 25th	Upper Fifth preparatory leave commences	
Wed. 27th	SUPW Cancelled	
	B.D., baths	... 5-20 p.m.
	Evening Prep	6-15—7-35 p.m.

March

Fri. 1st	CBSE (Class XII) Exams commence	
	Core English	10-30—1-30 p.m.
	(Upper VI may not attend Assembly)	
Sat. 2nd	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. 3rd	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. 50. 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. 51. 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. 52. 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. 53. 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 1984, 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, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

No. 54. 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 waxstencil 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. 55. 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. 56. 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. 57. 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. 58. 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. 59. APPOINTMENT OF PREFECTS/HELPERS

(Reference School Order No. 45, dated 15-2-1985)

Following details are added to the above cited order :

<i>Helper of</i>	<i>Name</i>
Games	... Himmat Sekhon (NBD)
Library	... Anjali Kapur (HGD)

No. 60. TENNIS [*Corrigendum*]

(Ref. School Order No. 30, dated 15-2-1985)

The above cited S.O. is replaced with the following details :

The Trafford House Tennis Court is reserved for P.D. Basket Ball, and will not be available for tennis any more.

No. 61. ECONOMY IN WATER CONSUMPTION

Reference be please made to S.O. No. 44, dated 15-2-85.

Following will be enforced, with effect from Tuesday, 26-2-85.

1. As published in S.O. cited above.
2. Baths in all deptts will be restricted to 2 baths per week for each child.
3. Water-supply to subordinate staff will be reduced by 10 minutes in the morning and 10 minutes in the evening.

House Matrons should immediately indent for 15 kg. tins fixed with wooden handles at the rate of 3 tins per night room. Quartermaster should take immediate steps to arrange for this item.

No. 62. WATER CHARGES RATES 1985 [*Corrigendum*]

(Ref. School Order No. 43 dated 15-2-1985).

The following details will replace the above cited school order. The error in rates is deeply regretted :

The rate of water charges payable by staff from 16-1-1985 onward will be as follows :—

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. 63. 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, 24th February, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st March 1985

Part I

64—74

No. 64. PROGRAMME

March

Fri.	1st	CBSE (Class XII) Exams. commence Core English (Upper VI may not attend assembly)	10-30—1-30 p.m.
Sat.	2nd	Morning Prep cancelled Tutorial meetings Supper P.D. Supper Sr. School	6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun.	3rd	Tea P.D. Tea Sr. School Film (for both Sr. & Prep School) Supper P.D. Supper Sr. School	... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon.	4th	Mathematics U-VI (Upper VI Mathematics gp., may not attend assembly)	10-30—1-30 p.m.
Wed.	6th	SUPW Cancelled B.D., baths Evening Prep	... 5-20 p.m. 6-15—7-35 p.m.
Thu.	7th	Holi—Holiday for administrative staff only	
Fri.	8th	Physics U-VI (Upper VI Physics gp., may not attend assembly)	10-30—1-30 p.m.
Sat.	9th	Morning Prep cancelled Sculpture U-VI Mathematics U-V (Course A & B) (U-VI Sculpture gp., & U-Vs need not attend assembly) Tutorial meetings Supper P.D. Supper Sr. School	10-30—1-30 p.m. 2-30—5-30 p.m. 10-30—1-30 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.

Sun. 10th	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. 65. CENTRAL BOARD EXAMS

The Central Board Exams commence from Fri. 1st March '85. 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. 66. 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. 67. SCHOOL ORDERS

It is emphasised that School Orders are intended to be read and strictly adhered to by all. Heads of Departments should ensure that these Orders are explained fully to all concerned staff working under them who either do not receive these Orders or who cannot read them including Class IV staff.

No. 68. 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. 69. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES

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

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

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

No. 70. THE RABIES DANGER

It is clarified, for the particular information of all dog owners, that even if their dog has been properly inoculated against rabies initially and thereafter once annually, (see S.O. No. 71 below) *this may not be sufficient protection for the dog against rabies infection if it comes in contact with a rabid dog.* In such cases it is *absolutely imperative* that the dog which has been attacked be *immediately* given a course of seven inoculations, i.e. one daily.

Will all Heads of Departments please explain the above clearly to all staff working under them who do not receive School Orders, or cannot themselves read School Orders, and instruct them that should there be any suspicion of their dogs having been attacked by or in any way been in contact with a rabid dog they must report the matter *immediately* to the 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. 71. 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, 1985.* 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 1986. The year for which it is valid will be found stamped on it, e.g. 1985/86.

(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, 1985 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 have to be re-inoculated once annually.
- (e) All dog owners must contact the RMO in good time preferably in March annually and ascertain from him the date and time when they should bring their dogs 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 Order 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. 72. PORTERS AND PORTERAGE CHARGEABLE

On the dates of closing/reopening of the school and on dates for New Admissions, many parents/guardians need porters to carry their child's luggage to the departments from Bakery, B.D. Quadrangle, etc., A considerable harrassment is being caused by the unauthorised porters who demand very heavy charges, creating embarrassing situations to parents.

Following system will therefore be observed :—

- (1) All those who wish to act as porters on these dates will contact the Bursar 7 days in advance, who will issue a badge bearing a serial number that will make him an authorised porter. This badge will *not be transferable*.
- (2) These badges will be issued against the name of an individual, 24 hours before the date of schools closing/reopening/New Admissions, and will be returned to the Bursar, after 24 hrs. of this date.

- (3) A maximum charge of Rs. 4/- per trip from Bakery area, B D. Quad area, Hospital area, etc., is permissible.
- (4) Any porters without such authorisation (i.e., without a badge) will be considered as tress-passers, and dealt with accordingly.

Heads of Deptts are requested to explain carefully to all subordinate staff working under them full details given above, since it is their children, or they themselves (being on off day on such dates) usually crowd near Bakery, B.D. Quad, etc., volunteering to act as porter, so that the system given above is implemented, and no harrassment is caused to parents/guardians in future.

No. 73. ADMINISTRATIVE HOLIDAY

Thursday, 7th March, 1985 will be observed as holiday by administrative Staff on account of Holi.

No. 74. 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, 3rd March, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th March 1985

Part I

75—84

No. 75. PROGRAMME

March

Fri. 8th	Physics U-VI (Upper VI Physics gp., may not attend assembly)	10-30—1-30 p.m.
Sat. 9th	Morning Prep cancelled Sculpture U-VI	10-30—1-30 p.m.
		/
	Mathematics U-V (Course A & B)	2-30—5-30 p.m.
	Tutorial meetings	10-30—1-30 p.m.
	Supper P.D.	6-00—7-00 p.m.
	Supper Sr. School	... 6-15 p.m.
Sun. 10th	Tea P.D.	... 7-15 p.m.
	Tea Sr. School	... 3-20 p.m.
	Film (for both Sr. & Prep School)	... 3-40 p.m.
	Supper P.D.	... 4-00 p.m.
	Supper Sr. School	... 6-15 p.m.
Mon. 11th	Chemistry U-VI (Upper VI Chemistry gp., may not attend assembly)	... 7-15 p.m.
		10-30—1-30 p.m.
Tue. 12th	Physics U-V (course A & B) (Upper V may not attend assembly)	10-30—12-00 noon
Wed. 13th	Painting U-VI	10-30—1-30 p.m.
		/
	Chemistry U-V (course A & B) (U-VI Painting gp., & U-V may not attend assembly)	2-30—5-30 p.m.
	SUPW Cancelled	10-30—12-00 noon
	B.D., baths	... 5-20 p.m.
	Evening Prep	6-15—7-35 p.m.
Thu. 14th	L. Science U-V (course A & B) (U-V may not attend Assembly)	10-30—12-00 noon

Fri. 15th	Biology U-VI (U-VI Biology gp., may not attend Assembly)	10-30—1-30 p.m.
Sat. 16th	Morning Prep cancelled Social Science U-V (His. & Civics) Tutorial meetings Supper P.D. Supper Sr. School	10-30—1-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 17th	Tea P.D. Tea Sr. School Film (for both Sr. & Prep School) Supper P.D. Supper Sr. School	... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m.

No. 76. IMPORTANT DATES FOR SPRING TERM

Feb.

Sun. 10th	School re-opens—House Masters'/Mistresses meeting
Mon. 11th	Opening of term Assembly—Staff meeting
Mon. 18th	Upper Sixth Preparatory leave commences
Sat. 23rd	Sports committee meeting
Mon. 25th	Upper Fifth preparatory leave commences

March

Fri. 1st	CBSE (Class XII) Exams commence
Thu. 7th	Holi—Holiday for administrative staff only
Sat. 9th	CBSE (Class X) Exams commence
Sat. 16th	Symposium (organised by English debating Society)
Thu. 21st	School promotion Exams commence
Mon. 25th	Class X Social work camp commences
Thu. 28th	School Exams end
Fri. 29th	Holiday—Academic Deptt. Festival Cricket match
Sat. 30th	Ram Navami—Holiday for administrative staff only Social work camp returns Staff Club meeting followed by dinner
Sun. 31st	Cricket—1st XI vs. Jamshedpur XI SFP

April

Mon. 1st	Special Assembly for Upper VI Marks handed in to Form teachers School farewell lunch for Upper VI House farewell parties to U-VI
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- Tue. 2nd CBSE Exams end
Upper Sixers leave
- Wed. 3rd Promotion meeting (MCR)
Dormitory movements
- Thu. 4th P.D., moves to Sr. School
- Fri. 5th Good Friday—Holiday
Cricket—1st XI vs. Sood—Malik's XI
- Sat. 6th New Academic Session begins
Cricket vs. DPS
G.D. basket-ball vs. DPS
Tennis vs. DPS
- Sun. 7th New Admissions
- Mon. 8th G.D. Inter-House basket-ball commence
- Fri. 12th G.D., Tennis & Badminton season commences
- Sat. 13th Baisakhi—Holiday for administrative staff only
Cricket—1st XI vs. Doon School (away)
Cricket—Colts & Atoms vs. Welhams (home)
- Wed. 17th Inter-House debate (English)—open
- Fri. 19th Vindhya House show 1st performance
- Sat. 20th Vindhya House show final performance
- Sun. 21st School Camps begin
- Sun. 28th Camping parties return
- May**
- Wed. 1st Inter-House Cricket tournament commences
- Fri. 3rd Proposed Cricket fixture with PPS
- Sat. 4th Cricket—1st XI vs. YPS (home)
Cricket—Colts & Atoms vs. YPS (away)
- Sun. 5th G.D., basket-ball vs. YPS (away)
- Mon. 6th Inter-House Cricket tournament resumed
- Fri. 10th Himalaya House Show 1st performance
- Sat. 11th Cricket—Colts & Atoms vs. B.C.S. (home)
Himalaya House Show final performance
- Mon. 13th Soccer Season Commences
- Tue. 14th Assessment meeting (MCR)
- Wed. 15th Inter-House debate (English) Jrs.
- Fri. 17th Nilagiri House Show 1st performance
- Sat. 18th Nilagiri House Show final performance
- Sat. 25th Hodson run finals
- Fri. 31st Siwalik House Show 1st performance

June

- Sat. 1st Siwalik House Show final performance
 Wed. 5th Inter-House debate (English) Srs.
 Sat. 8th Hindi debate
 Tue. 11th P.D., show 1st performance
 Wed. 12th Assessment meeting (MCR)
 P.D., show final performance
 Fri. 14th Prize Giving
 Sr. School Social
 Sat. 15th Home Day.

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 23rd March, 1985.

No. 78. STAFF GUEST—MESSING IN SCHOOL KITCHEN

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

No. 79. TUCK SHOP FACILITIES

All categories of staff, receiving pay through Jr. Staff pay register, are reminded that they may make cash purchases from the Tuck Shop between 11-00 a.m. and 1-00 p.m. on Mondays, Thursdays and Fridays ONLY and NOT at other times or on other days. They are also reminded that this facility is intended to enable them to make purchases for their own personal use only.

Will Heads of Departments please explain this Order to all staff members concerned who are working under them.

No. 80. FOREIGN NATIONALS IN SANAWAR

The Ministry of Home Affairs, Government of India New Delhi have called for certain details, regarding all foreign nationals studying or working in the school. Cyclostyled blank forms connected with this issue are available with the Bursar, which have to be filled in, in duplicate, in all respects, by all foreign nationals, and returned to him as early as possible, but not later than 15th March, 1985. 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, 1985.

No. 81. 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. 82. WATER RATIONING AT SANAWAR

In view of short supply of water from MES, Kasauli, water rationing and water consumption economy measures have been taken with effect from 20th February, 1985, morning. Further details are published for 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 will be made; separate notification will be issued to this effect.
- (4) Baths will be back to normal schedule, i.e., 3 baths per week.

No. 83. SPORTS ITEMS FROM TUCK SHOP

Squash, Tennis, Badminton and Table Tennis rackets can be purchased by children on Tuck Shop slips, duly signed and dated by Housemasters/Housemistresses after having carefully assessed that the need is genuine. A copy of the Tuck Shop slip *must* be sent by the House Staff to the parent concerned.

No. 84. 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, 10th March, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th March 1985

Part I

85—91

No. 85. PROGRAMME

March

Fri. 15th	Biology U-VI (U-VI Biology gp., may not attend Assembly)	10-30—1-30 p.m.
Sat. 16th	Morning Prep cancelled Social Science U-V (His. & Civics) Tutorial meetings Supper P.D. Supper Sr. School	10-30—1-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 17th	Tea P.D. Tea Sr. School Film (for both Sr. & Prep School) Supper P.D. Supper Sr. School	... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon. 18th	Elective Language English U-VI Social Science (Geography) U-V (U-VI Elective Language gp., & U-Vs may not attend assembly)	10-30—1-30 p.m. 10-30—12-00 noon
Tue. 19th	Economics U-VI (U-VI Economics gp., may not attend assembly)	10-30—1-30 p.m.
Wed. 20th	School promotion Exams Commence Geography U-VI English Course—A & B U-V (U-VI Geog. gp., and U-Vs may not attend assembly)	10-30—1-30 p.m. 10-30—1-30 p.m.
Thu. 21st	Political Science U-VI (U-VI Pol. Sc., gp., may not attend assembly)	10-30—1-30 p.m.
Sat. 23rd	Accountancy U-VI Hindi Course—A & B U-V	10-30—1-30 p.m. 10-30—1-30 p.m.
Sun. 24th	Tea P.D. Tea Sr. School	... 3-20 p.m. ... 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. 86. SCHOOL PROMOTION EXAMINATION

School promotion examination will now commence on Wednesday 20th March '85 and not on Thursday 21st as previously published.

L-VI exam will be conducted in the Hindi department and for all others in their respective Form rooms. L-V D will sit in the Economics room and U-IV D in the Commerce room.

No. 87. EXAMINATION PERIOD DAILY ROUTINE

With effect from Wednesday 20th March and upto and inclusive of Thursday 28th March '85, the following daily routine will be observed :—

Rouser	...	7-15 a.m.
Study period (dorms)	7-50—8-50	a.m.
House Inspection	...	9-00 a.m.
M.I. G.D.	...	9-00 a.m.
M.I. B.D.	...	9-10 a.m.
Breakfast Sr. School	...	9-20 a.m.
Assembly	...	10-10 a.m.
School examination	10-30—1-30	p.m.
Lunch Sr. School	...	1-35 p.m.
Prep (Birdwood)	3-15—4-30	p.m.
Tea Sr. School	...	4-35 p.m.
B.D., baths	...	5-00 p.m.
Prep (Birdwood)	6-00—7-20	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.

- Note :* (i) On *Saturdays* there won't be any assembly.
(ii) Breakfast will be at 9-30 a.m.
(iii) There won't be evening prep in Birdwood but a study hour will be observed in the dormitories from 6-00-7-00 p.m.

(iv) Supper will be at 7-15 p.m.

No. 88. INTER—HOUSE COMPETITION—AGE GROUPING

S.O. No. 183, 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. 89. PRIVATE TRADING

There will be no private trading by members of the school staff (including their family members etc., residing with them) unless permission to do so has been obtained from the Headmaster previously.

Will all Heads of Deptts. please explain this order to those working under them.

No. 90. FOREIGN NATIONALS IN SANAWAR

(Reference S.O. No. 80, dated 8-3-1985)

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

No. 91. 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, 17th March, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd March 1985

Part I
92—96

No. 92. PROGRAMME

March

Sat. 23rd	Accountancy U-VI	10-30—1-30 p.m.
	Hindi Course—A & B U-V	10-30—1-30 p.m.
Sun. 24th	Class X Social work camp commences	
	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. 25th	History U-VI	10-30—1-30 p.m.
	(U-VI History gp., may not attend assembly)	
Tue. 26th	Commerce U-VI	10-30—1-30 p.m.
	(U-VI Commerce gp., may not attend assembly)	
Wed. 27th	Psychology U-VI	
	(U-VI Psychology gp., may not attend assembly)	
Thu. 28th	School Exams end	
	Normal afternoon activities resumed	
Fri. 29th	Academic dept., holiday	
	Sunday timings	
	Music (theory) U-VI	10-30—1-30 p.m.
	Festival Cricket Match	... 10-30 a.m.
Sat. 30th	Normal routine resumed	
	Holiday for administrative staff only	
	Books handed in; social work camp returns	
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff Club meeting followed by dinner (Art room)	... 7-45 p.m.
Sun. 31st	Cricket—1st XI vs. Jamshedpur XI	... 10-00 a.m.
	Tea P.D.	... 3-20 p.m.

Tea Sr. School	...	3-40 p.m.
Film (for both Sr. & Prep School)	...	4-00 p.m.
S.F.P.	...	8-30 p.m.

No. 93. NEW ADMISSIONS

1. New admissions are scheduled on Sunday, 7th April 1985.
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
Sun. 7th April	... 19	13	54	20

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, will soon be issued by School Office, to all concerned.

8. Sunday 7th April, 1985 will be a full working day. Heads of Deptts will arrange for the weekly off, in lieu of 7-4-85 to staff concerned in a staggered manner.

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 1985, please.

No. 95. SCHOOL HOLIDAY

(a) Saturday, 30th March, 1985 will be observed as Holiday by Adm. Staff, on account of Ram Naumi.

(b) Friday, 5th April 1985 (and not on 19-4-85), will be observed as Holiday by Adm. Staff and Academic Staff, on account of Good Friday.

No. 96. 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, 24th March, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th March 1985

Part I
97—99

No. 97. PROGRAMME

March

Fri. 29th	Academic dept., holiday Sunday timings Music (theory) U-VI	10-30—1-30 p.m.
	Festival Cricket Match	... 10-30 a.m.
Sat. 30th	Normal routine resumed Ram Navmi—Holiday for administrative staff only Books handed in (Project work time will be utilised for books handing in) Social work camp returns.	
	Staff (1984) & VI Form photograph	... 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)	... 7-45 p.m.
Sun. 31st	Cricket—1st XI vs. Jamshedpur XI (cancelled)	10-00 a.m.
	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.
	S.F.P.	... 8-30 p.m.

April

Mon. 1st	Rouser	... 7-00 a.m.
	M.I., G.D.	... 7-50 a.m.
	M.I., B.D.	... 8-00 a.m.
	Breakfast	... 8 20 a.m.
	Special Assembly for U-VI	... 9-00 a.m.
	Home Science U-VI	10-30—1-30 p.m.
	Normal teaching routine from 2nd school onwards	

	(Books handed in completed)	
	School farewell lunch to U-VI	... 1-40 p.m.
	Afternoon activities cancelled	
	Prep cancelled	
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	House farewell parties to U-VI	... 8-30 p.m.
Tue. 2nd	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.
	Assembly	... 9-10 a.m.
	Sculpture U-VI	10-30—1-30 p.m. & 2-30—5-30 p.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.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	(U-VI Sculpture gp., will have lunch at 1-40 p.m.)	
	Departure VI Form Delhi party (1st batch)	... 1-45 p.m.
	Afternoon activities cancelled	
	Marks handed in	... 4-00 p.m.
	B.D., baths	... 5-20 p.m.
	Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Departure VI Form Delhi party (2nd batch)	... 7-00 p.m.
	Supper Sr. School	... 7-30 p.m.
Wed. 3rd	Normal routine (Classes move up provisionally) New text books issued Promotion meeting post-poned	

		Afternoon activities cancelled	
		Dormitory movements	
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Thu.	4th	Normal routine including afternoon activities	
		P.D., moves to Sr. School (onwards)	... 2-30 p.m.
		Promotion meeting (MCR)	... 5-00 p.m.
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Fri.	5th	Good Friday—Holiday	
		Sunday timings	
		Cricket—1st XI vs. Sood-Malik's XI	... 10-00 a.m.
		DPS Cricket and basket ball team arrives	... 3-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat.	6th	Normal routine	
		Cricket—1st XI vs. DPS	... 10-00 a.m.
		Project work cancelled (School may go down to watch the match till lunch)	
		Afternoon activities cancelled (School will go down to watch the match)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	7th	New Admissions	
		Tennis/Basket-ball vs. DPS	... 10-00 a.m.
		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. 98. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday, 21st April (6-00 a.m.) to Sunday, 28th April, (4-00 p.m.) 1985. Following details are published for information and necessary action from all concerned at their earliest :—

- (1) All camping/hiking / trekking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R.M.O., for first aid boxes for camp.
- (2) All party I/cs are required to submit in duplicate, the proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 3rd April, 1985. 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 other side of the proforma showing the list (see para 2 above), alongwith the escorts latest by 3rd April, 1985.
- (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 3rd April, 1985.
- (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 Vehicles are not likely to be available for any of the parties during the camp period, since they are likely to be busy with Prep. School camp.
- (7) Party I/c are requested to inform in writing the Housemasters/Housemistresses and the House Matrons/Warden concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (8) Any requirement with respect to kitchen utensils, aluminium plates, mugs, spoons etc., be submitted to I/c CDH, well in time. It may be possible to provide a cook or a

bearer who will also join the party if that is considered essential. The I/c CDH will kindly consult the Bursar if there are any requests in this connection.

- (9) The expenses on these hikes should be kept to the bare minimum, and should not exceed Rs. 140/- per child. An allowance for food at the rate Rs. 7/- 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. 99. 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, 31st March, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 6th April 1985

Part I

100—104

No. 100. PROGRAMME**April**

Fri.	5th	Good Friday—Holiday	
		Sunday timings	
		Cricket—1st XI vs. Sood-Malik's XI	... 10-00 a.m.
		DPS Cricket and basket ball team arrives	... 3-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat.	6th	New Academic session commences	
		Normal routine	
		Cricket—1st XI vs. DPS	... 10-00 a.m.
		Project work cancelled	
		(School may go down to watch the match till lunch)	
		Afternoon activities cancelled	
		(School will go down to watch the match)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	7th	New Admissions	
		Tennis/Basket-ball vs. DPS	... 10-00 a.m.
		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.	8th	P.T. starts	
		New admissions allotted	
		Class sections and games' sets	
		B.D., reverts to short pants & hose-tops	
		G.D. Inter-House basket-ball commences	
Wed.	10th	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. 12th	G.D., Tennis & Badminton season commences School Cricket/Tennis/Squash teams leave for Dehra Dun Welhams Cricket—Colts & Atoms arrive	
Sat. 13th	Morning Prep Cricket/Tennis/Squash vs. Doon School (away) Cricket Atoms vs. Welhams (home) Afternoon activities cancelled (School will go down to watch the match) Tutorial meetings Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 10-00 a.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 14th	Cricket/Tennis/Squash vs. Doon School (away) Cricket Colts vs. Welhams (home) (School will go down to watch the match) Tea P.D. Tea Sr. School Supper P.D. Supper Sr. School	... 10-00 a.m. ... 3-20 p.m. ... 3-40 p.m. ... 6-15 p.m. ... 7-15 p.m.

No. 101. DAILY ROUTINE

The pre-lunch daily routine with effect from Monday 8th April, 1985 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	11-15—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. 102. 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. 103. HOLIDAY

Friday 5th April, 1985, will be observed as holiday, by the Administrative and Academic Staff, on account of Good Friday.

No. 104. 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, 7th April, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th April 1985

Part I

105—111

No. 105. PROGRAMME**April**

- Fri. 12th** School Cricket/Tennis/Squash
teams leave for Dehra Dun ... 5-00 a.m.
Welhams Cricket Colts & Atoms arrive
- Sat. 13th** Baisakhi—Holiday for Administrative Staff only
Morning Prep 6-40—7-40 a.m.
Cricket/Tennis/Squash vs. Doon School (away)
Cricket Atoms vs. Welhams (home) ... 10-00 a.m.
Afternoon activities cancelled
(School will go down to watch the match)
Tutorial meetings 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 14th** Cricket vs. St. Josheph's Academy (away)
Cricket Colts vs. Welhams (home) ... 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.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Wed. 17th** SUPW 4-45—6-20 p.m.
English debate (part of SUPW) ... 4-45 p.m.
B.D., baths ... 6-30 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Thu. 18th** Vindhya House Show 1st performance ... 4-30 p.m.
(Upper IV & Lower IV boys to attend
with P.D. After the show they will attend
prep)
- Fri. 19th** 3rd Session of afternoon activities cancelled
Prep cancelled
B.D., baths ... 5-00 p.m.
Vindhya House Show final performance ... 6-00 p.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	8-00 p.m.
Sat. 20th	Morning Prep cancelled		
	Rouser	...	7-30 a.m.
	M.I., G.D.	...	8-10 a.m.
	M.I., B.D.	...	8-20 a.m.
	Breakfast Sr. School	...	8-35 a.m.
	Normal teaching routine		
	Afternoon activities cancelled		
	Hiking/Camping equipment issued		
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	B.D., baths	...	5-00 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
Sun. 21st	Camping/hiking parties leave		
Sun. 28th	All Camping/hiking parties return		

No. 106. 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. 16 dated 15th February, 1985 refers).

No. 107. 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 16th April, 1985. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors who will be coming again for further audit, fairly soon.

No. 108. 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. 109. STAFF CLUB TENNIS/BILLIARDS

A Lucky Doubles Tennis Match will be held on Staff Club Tennis Court on Saturday, 13th April, 1985, commencing 4-30 p.m., to inaugurate the Staff Club Tennis Tournament. If possible, the Lucky Doubles Billiard Tournament will also be started the same evening.

All members of the Staff Club are welcome to witness the matches, and join the players to tea, starting at 5-00 p.m. A session of Tambola will be held after tea.

No. 110. ADMINISTRATIVE HOLIDAY

Saturday, 13th April, 1985, will be observed as holiday, by the Administrative Staff, on account of Baisakhi.

No. 111. 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 April, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th April 1985

Part I
112—115

No. 112. PROGRAMME

April

Fri. 19th	3rd Session of afternoon activities cancelled	
	Prep cancelled	
	B.D., baths	... 5-00 p.m.
	Vindhya House Show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-00 p.m.
Sat. 20th	Morning Prep cancelled	
	Rouser	... 7-30 a.m.
	M.I., G.D.	... 8-10 a.m.
	M.I., B.D.	... 8-20 a.m.
	Breakfast Sr. School	... 8-35 a.m.
	Normal teaching routine (2nd School onwards)	
	Afternoon activities cancelled	
	Hiking/Camping equipment issued	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Sun. 21st	Camping/hiking parties leave	
Sun. 28th	All Camping/hiking parties return	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Mon. 29th	P.T. cancelled	
	Rouser	... 7-00 a.m.
	M.I., G.D.	... 7-30 a.m.
	M.I., B.D.	... 7-40 a.m.
	Normal teaching routine	
	Hobbies/Gym. cancelled	
	Cricket House practices	

Camping equipment returned
 B.D., baths ... 5-20 p.m.
 Normal Prep
 Tue. 30th Normal routine including P.T.
 Hobbies/Gym. House-wise
 Cricket House practices

No. 113. 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. 114. SUMMER KIT

The entire School will switch over to Summer Kit with effect from Monday, 29th April 1985.

No. 115. 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, 1985.

S. R. Das
 Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 22nd April 1985

SPECIAL ORDER

No. 116. 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. 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 against the name of the child.

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

<i>Name</i>	HBD	<i>Med. Ctgy.</i>
Arup Das	...	B Gym. and Boxing
Amrit Rana	...	B Boxing, Gym., Hand-stand, Long Jump and High Jump.
Iknam S. Bath	...	B Swimming
Sandeep Singh	...	B Gym. and Boxing
Mohit Bhalla	...	B Gym. and Boxing
Tirath S. Brar	...	B Gym. and Boxing
Pravan Malhotra	...	B Gym. and Boxing
Srijoy Das	...	B Gym., Boxing, Long Jump and High Jump
Shubir Khattau	...	B Gym. and Boxing
Tushar Singh	...	B Gym., Boxing, High Jump and Long Jump

Kautilya N. Pruthi	...	C	to do standing P.T.
Kartik Kanwar	...	C	
Aprajit Mahajan	...	B	Gym. and Boxing
Abhijit Lakhia	...	B	Gym. and Boxing

NBD

Sarvpal S. Bawa	...	B	Swimming
Anurup S. Pruthi	...	B	Hodson
Ashish Rampal	...	B	Gym. and Boxing
Gurdip S. Boparai	...	B	Hodson
Jasdip Singh	...	B	Hodson
Raja Menon	...	B	Hodson
Ajay S. Malik	...	C	1st term
Arvind K. Attri	...	C	
Gaurav Rampal	...	C	
Parambir S. Mann	...	B	Boxing, Gym., High Jump and Long Jump
Rishi Sahai	...	B	Boxing and Gym.
Arindam Joshi	...	B	Boxing and Gym.
Neeraj Chopra	...	B	Boxing
Amiteshwar S. Chaudhry	...	B	Boxing and Gym.
Achal Jaiswal	...	B	Boxing and Gym.
Ashim Aggarwal	...	B	Boxing and Gym.
Sunil Whabi	...	B	Boxing and Gym.
Vivek Bhandari	...	B	Hodson
Manvir S. Kochhar	...	B	Boxing and Gym.
Laxman Kapur	...	B	Boxing and Gym.
Asif Syed	...	B	Boxing, Gym., High Jump, Long Jump.
Phiroz Contractor	...	C	
Satinder S. Garcha	...	C	

SBD

Ranjit S. Bawa	...	B	Boxing and Gym.
Vivek Batra	...	B	Boxing and Gym.
Sidharth Singh	...	B	Boxing, Gym., Long Jump & High Jump.
Gunmeet S. Chug	...	B	Boxing, Gym. and Swimming

Avinesh Sirohi	...	B	Boxing and Gym.
Gagandeep Singh	...	B	Boxing and Gym.
Anand Matta	...	B	Hodson, Gym. and Morning P.T.
Mohit Kampani	...	B	Boxing and Gym.
Nawal Kakkar	...	B	Boxing and Gym.
Yashish Dahiya	...	B	Boxing and Gym.
Gaurav Sawhney	...	C	
Vikram Lakhani	...	C	

VBD

Gagan Inder Singh	...	B	Boxing and Gym.
Abdul Moin	...	B	Boxing, Gym., Long Jump & High Jump
Sultan Saini	...	B	Boxing and Gym.
Vikram Dhawan	...	B	Boxing and Gym.
Shakti Singh	...	C	
Vishal Virmani	...	B	Boxing, Gym. High Jump and Long Jump.
Omindra Singh	...	B	Boxing and Gym.
Andleeb Sehgal	...	B	Boxing and Gym.
Jogeshinder S. Sodhi	...	B	Hodson, Boxing and Gym.
Daljit Sean Singh	...	B	Boxing and Gym.
Ashish Kaul	...	B	Boxing and Gym.
Harpratap S. Brar	...	B	Boxing and Gym.
Rahul Aggarwal	...	B	Boxing and Gym.
Hemant Parmar	...	B	Boxing, Gym. and Hodson
Omar Farooq Abdullah	...	B	Boxing and Gym.
Rahul Sehgal	...	B	Boxing and Gym.
Dhruv Soota	...	B	Boxing, Gym., Long Jump & High Jump.

Rohit Aggarwal	...	B	Boxing, Gym., Long Jump & High Jump.
Vishal Chatrath	...	C	
Vivek Bhatia	...	C	
Sandeep Maria	...	B	Ex. Hodson and Athletic
Ravi Inder S. Bedi	...	B	Gym., Boxing
Avaninder Singh	...	B	Gym. and Boxing

HGD

Aman B. Singh	...	B	Gym.
Anshu Kohli	...	C	till end of April 1985
Gunita Sodhi	...	B	Gym.
Diljot K. Sandhu	...	B	No competitive games
Hamina Khatra	...	C	
Samyukta Kumari	...	B	Gym.
Saisha Gore	...	B	Hodson, Gym.
Malini Singh	...	B	Gym.
Namita Choudhary	...	B	Hodson & Basket ball
Pooja Bansal	...	B	Gym.
Priya Dhillon	...	C	
Nisha N Sarcar	...	B	Hodson, No competitive games

NGD

Bhavna Kapur	...	B	No competitive games
Udita Malhotra	...	B	Gym.
Bhavna Bhatia	...	B	Gym.
Kamal Virk	...	B	Hodson & Swimming
Shalini Vij	...	C	
Rupinder Sandhu	...	C	
Sunaina Choksey	...	B	Gym.
Roopaman Dhillon	...	B	Gym.

SGD

Rokono Sircar	...	C
Sheena N. Singh	...	B Gym.
Swroopa Sanyal	...	B Gym. and Basket ball
Ishneet Aulakh	...	C

VGD

Amrit Mangat	...	B Gym., Long Jump & High Jump
Ayesha Saini	...	B Gym.
Shazia Khan	...	B Gym.
Sheena Pandey	...	B Gym. Long Jump & High Jump
Kaizelu	...	C
Vijaya Singh	...	B Gym.

HPD

Ajay Sharma	...	C
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S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 1st May 1985

SPECIAL ORDER

No. 117. PROGRAMME

May

Wed.	1st	Inter-House Cricket tournament post-poned PPS Cricket 1st XI & tennis team arrives Tennis vs. PPS Nabha ... 3-30 p.m. SUPW 4-45—6-20 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Thu.	2nd	Cricket 1st XI vs. PPS Nabha ... 8-45 a.m. (Teams will have breakfast with P.D.) PPS Nabha team leaves ... 5-00 p.m. Cricket Colts & Atoms leave for Nabha ... 5-00 p.m.
Fri.	3rd	Colts & Atoms vs. PPS Nabha (away) YPS Cricket 1st XI arrives ... 6-00 p.m.
Sat.	4th	Morning Prep 6 40—7-40 a.m. Cricket Colts vs. YPS (away) Cricket 1st XI vs. YPS (home) ... 10-00 a.m. Talk by H.E. Sir Robert Wade Gery High Commissioner for U.K. ... 12-00 noon (Afternoon activities cancelled. School will go down to watch the match) G.D. basket-ball team leaves for YPS ... 2-30 p.m. Tutorial meetings 6-00—7-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Sun.	5th	G.D., basket-ball vs. YPS (away) Cricket Atoms vs. YPS (away) Cricket 1st XI vs. YPS (home) ... 8-30 a.m. (School will go down to watch the match after breakfast) Tea P.D. ... 3-20 p.m. Tea Sr. School ... 3-40 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.

		Cricket Colts & Atoms & basket-ball teams return	
Mon.	6th	Inter-House Cricket tournament commences	
Tue.	7th	Inter-House Cricket	
Wed.	8th	Inter-House Cricket	
		SUPW (for those not directly involved with Cricket)	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.
Thu.	9th	Inter-House Cricket	
Fri.	10th	Inter-House Cricket	
		B.C.S. Cricket Colts & Atoms arrive	
		Himalaya House Show 1st performance	... 4-30 p.m.
		(Upper IV & Lower IV boys to attend with P.D. After the show they will attend Prep)	
Sat.	11th	Morning Prep	6-40--7-40 a.m.
		Cricket Atoms vs. BCS (New Field)	... 8-30 a.m.
		Cricket Colts vs. BCS (Barnes)	... 8-30 a.m.
		(Teams will have breakfast with P.D.)	
		Himalaya House Show final performance	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 8-00 p.m.
Sun.	12th	Inter-House Cricket	... 10-00 a.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 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.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd May 1985

Part I
118—120

No. 118. PROGRAMME

May

Fri.	3rd	Colts & Atoms vs. PPS Nabha (away) YPS Cricket 1st XI arrives	... 6-00 p.m.
Sat.	4th	Morning Prep Cricket Colts vs. YPS (away) Cricket 1st XI vs. YPS (home) (Afternoon activities cancelled. School will go down to watch the match) G.D. basket-ball team leaves for YPS Tutorial meetings Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 10-00 a.m. ... 2-30 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun.	5th	G.D., basket-ball vs. YPS (away) Cricket Atoms vs. YPS (away) Cricket 1st XI vs. YPS (home) (School will go down to watch the match after breakfast) Tea P.D. Tea Sr. School Film (for both P.D. & Sr. School) Supper P.D. Supper Sr. School Cricket Colts & Atoms & basket-ball teams return	... 8-30 a.m. ... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon.	6th	Inter-House Cricket tournament commences	
Tue.	7th	Inter-House Cricket	
Wed.	8th	Inter-House Cricket SUPW (for those not directly involved with Cricket) B.D., baths Supper P.D. Supper Sr. School	4-45—6-20 p.m. ... 6-30 p.m. ... 6-15 p.m. ... 7-15 p.m.

Thu. 9th	Inter-House Cricket	
Fri. 10th	Inter-House Cricket	
	B.C.S. Cricket Colts & Atoms arrive	
	Himalaya House Show 1st performance ...	4-30 p.m.
	(Upper IV & Lower IV boys to attend with P.D. After the show they will attend Prep)	
Sat. 11th	Morning Prep	6-40—7-40 a.m.
	Cricket Atoms vs. BCS (New Field) ...	8-30 a.m.
	Cricket Colts vs. BCS (Barnes) ...	8-30 a.m.
	(Teams will have breakfast with P.D.)	
	Himalaya House Show final performance ...	6-00 p.m.
	Supper P.D. ...	6-15 p.m.
	Supper Sr. School ...	8-00 p.m.
Sun. 12th	Inter-House Cricket ...	10-00 a.m.
	Tea P.D. ...	3-20 p.m.
	Tea Sr. School ...	3-40 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. 119. ASSESSMENT MEETING

The next assessment meeting will be held in MCR at 6-15 p.m., on Tuesday, 14th May, 1985.

No. 120. 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, 5th May, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th May 1985****Part I**

121—127

No. 121. PROGRAMME**May**

Fri. 10th	Inter-House Cricket B.C.S. Cricket Colts & Atoms arrive Himalaya House Show 1st performance ... 4-30 p.m. (Upper IV & Lower IV boys to attend with P.D. After the show they will attend Prep)
Sat. 11th	Morning Prep 6-40—7-40 a.m. Cricket Atoms vs. BCS (New Field) ... 8-30 a.m. Cricket Colts vs. BCS (Barnes) ... 8-30 a.m. (Teams will have breakfast with P.D.) Himalaya House Show final performance ... 6-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 8-00 p.m.
Sun. 12th	Cricket 1st XI vs. Mallick's XI ... 10-00 a.m. Tea P.D. ... 3-20 p.m. Tea Sr. School ... 3-40 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	Inter-House Cricket
Tue. 14th	Assessment meeting post-poned Soccer season commences Festival Soccer match ... 3-45 p.m.
Wed. 15th	SUPW 4-45—6-20 p.m. B.D., baths ... 6-25 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Thu. 16th	Assessment meeting (MCR) ... 5-30 p.m.
Fri. 17th	Nilagiri House Show first performance ... 4-30 p.m. (Lower IV & Upper IV boys to attend with P.D. After the show they will attend prep)

Sat. 18th	Morning prep	6-40--7-40 a.m.
	Nilagiri House Show final performance ...	6-00 p.m.
	Supper P.D. ...	6-15 p.m.
	Supper Sr. School ...	8-00 p.m.
Sun. 19th	Tea P.D. ...	3-20 p.m.
	Tea Sr. School ...	3-40 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. 122. 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. 123 HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1985 as on 14-5-1985 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 18-5-85 (3 p.m.)

No. 124. 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-'85

(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. 125. 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 tuckshop). 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 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.

No. 126. 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	}	The pool is not available for use at any time before 2-30 p.m.
Wednesdays		
Fridays		
Tuesdays	}	The pool is not available for use at any time before 12-00 noon.
Thursdays		
Saturdays		

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. 127. 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, 12th May, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th May 1985****Part I**

128—133

No. 128. PROGRAMME**May**

Fri. 17th	Nilagiri House Show first performance ... 4-30 p.m. (Lower IV & Upper IV boys to attend with P.D. After the show they will attend prep)	
Sat. 18th	Morning prep 6-40—7-40 a.m. Aptitude Testing P.U. Deptt. of Psychology for U-V ... 12-00 noon Nilagiri House Show final performance ... 6-00 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. Tea Sr. School ... 3-40 p.m. Film (for both P.D. & Sr. School) ... 4-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 8-00 p.m.	
Tue. 21st	Exhibition of USSR Library books (School Library) Hodson run heats commence	
Wed. 22nd	SUPW 4-45—6-20 p.m. B.D., baths ... 6-25 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.	
Sat. 25th	Morning prep 6-40—7-40 a.m. Talk by Dr. Pruthi ... 12-00 noon (LV and upwards to attend) Afternoon activities cancelled Tea P.D. ... 3-00 p.m. Tea Sr. School ... 3-30 p.m. Hodson run finals ... 4-30 p.m. Supper P.D. ... 6-30 p.m. Supper Sr. School ... 7-30 p.m. B.D., baths ... 8-00 p.m.	

Sun. 26th	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 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. 129. 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. 130. 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 8th June, 1985.

No. 131. 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. 132. EXTERNAL TELEPHONE—TRUNK CALLS

There are several trunk calls booked from various places in Sanawar where external telephones have been installed, without making any entry in the P & T Telephone Book. This is resulting in heavy expense to the School, when it is certain that a number of these calls are not official.

All staff I/c of Deptts. where external telephones have been installed would be held responsible for such calls as are not entered on the Telephone Book, with immediate effect.

No. 133. 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 May, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 24th May 1985

Part I

134—144

No. 134. PROGRAMME**May**

Sat. 25th	Morning prep	6-40—7-40 a.m.
	Talk by Dr. Pruthi (Barne Hall)	... 12-00 noon
	(LV and upwards to attend)	
	Afternoon activities cancelled	
	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Hodson run finals	... 4-30 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	B.D., baths	... 8-00 p.m.
Sun. 26th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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	Revised post-lunch routine comes into effect	
Wed. 29th	SUPW	3-15—4-35 p.m.
	B.D., baths	... 6-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 31st	Siwalik House Show first performance	... 5-00 p.m.
	(L-IV & U-IV boys to attend with P.D. They will be let off games and hobbies)	
	Supper P.D.	... 6-40 p.m.

June

Sat. 1st	Normal P.T.	
	Prep	3-15—4-35 p.m.
	Games cancelled	
	B.D., baths	... 5-00 p.m.
	Siwalik House Show final performance	... 6-00 p.m.

	Supper P.D.	...	6-30 p.m.
	Supper Sr. School	...	8-00 p.m.
Sun. 2nd	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 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. 135. REVISED POST-LUNCH ROUTINE

With effect from Monday 27th May '85 and upto the end of the term the following alterations have been made in the post-lunch routine of the Sr. School :—

Rest period (dorms)	2-00—3-00 p.m.
Prep	3-15—4-35 p.m.
Tea	... 4-35 p.m.
1st Session	4-50—5-35 p.m.
2nd Session	5-35—6-20 p.m.
3rd Session	6-20—7-05 p.m.
N.C.C. (Tues., Thus.)	... 6-20 p.m.
SUPW (Wed.)	3-15—4-35 p.m.
Baths	... 7-15 p.m.
Supper	... 8-00 p.m.

Note : (a) On Wednesdays B D., baths will be at 6-30 p.m. and Sr. School supper at 7-15 p.m.

(b) On Saturdays there will be morning P.T. Tutorial meetings will remain cancelled.

No. 136. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1985, to the Bursar not later than 11th June, 1985.

No. 137. 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. 138. CHILDRENS' LONG-SLEEVED, NAVY BLUE JERSEYS

All children of BD, GD and PD, 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. 139. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Mon. 10th June, 1985 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. 10th June '85	{	11-00 a.m G.D. (Upper Dorm.)
		11-20 a.m. G.D. Lower Dorm.)
		11-40 a.m. B.D. Himalaya
		12-00 noon B.D. Nilagiri
Tue. 11th " "	{	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. 12th " "	{	10-00 a.m. CDH
		11-15 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 four mazdoors to be present at each of the above places at the timings and date specified above.

No. 140. 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 her 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 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. 141. 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. 142. 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. 143. HODSON RUNS

Staff, staff wives/husbands, O.S. and winners are cordially invited to tea at the staff club after the prize distribution.

No. 144. 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 May, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st May 1985

Part I 145—150

No. 145. PROGRAMME

May

Fri. 31st Siwalik House Show first performance ... 5-00 p.m.
(L-IV & U-IV boys to attend with P.D.
They will be let off games and hobbies)
Supper P.D. ... 6-40 p.m.

June

Sat. 1st Normal P.T.
Prep 3-15—4-35 p.m.
Games cancelled
B.D., baths ... 5-00 p.m.
Siwalik House Show final performance ... 6-00 p.m.
Supper P.D. ... 6-30 p.m.
Supper Sr. School ... 8-00 p.m.

Sun. 2nd Tea P.D. ... 3-20 p.m.
Tea Sr. School ... 3-40 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. 5th SUPW 3-15—4-35 p.m.
B.D., baths ... 6-30 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

Sat. 8th Normal P.T.
Prep 3-15—4-35 p.m.
2nd & 3rd session of games cancelled
Display by M.L.N.S.S., Rai gymnasts (ISC) 6-00 p.m.
Supper P.D. ... 7-00 p.m.
B.D., baths ... 7-00 p.m.
Supper Sr. School ... 7-50 p.m.
Staff Club dinner (Art Room) ... 8-30 p.m.

Sun. 9th	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 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. 146. ASSESSMENT MEETING

The assessment meeting is pre-poned from Wednesday 12th June '85 to Tuesday 11th June '85

No. 147. STAFF CLUB DINNER

There will be staff club dinner in the Art Room on 8th June '85 at 8-30 p.m. Members, husbands/wives and visiting O.S. are cordially invited.

No. 148. HODSON RUN FINALS—25th May '85

The results of the Hodson Run finals are published below for record :—

P.D.		G.D.		B.D.	
1st Nil.	... 70 pt.	1st Him.	... 91 pt.	1st Him.	... 120 pt.
2nd Vin.	... 67 „	2nd Nil.	... 73 „	2nd Nil.	... 103 „
3rd Siw.	... 49 „	3rd Siw.	... 57 „	3rd Vin.	... 90 „
4th Him.	... 38 „	4th Vin.	... 48 „	4th Siw.	... 76 „

No. 149. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Friday, 14th June, 1985.

No. 150. 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 June, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th June 1985

Part I

151—159

No. 151. PROGRAMME**June**

Sat. 8th	Normal P.T.	
	Prep	3-15—4-35 p.m.
	2nd & 3rd session of games cancelled	
	Display by M.L.N.S.S., Rai gymnasts (ISC)	6-00 p.m.
	Supper P.D.	... 7-00 p.m.
	B.D., baths	... 7-00 p.m.
	Supper Sr. School	... 7-50 p.m.
	Staff Club dinner (Art Room)	... 8-30 p.m.
Sun. 9th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 11th	Subject reports & term averages handed in to From Staff	... 11-00 a.m.
	Assessment meeting (MCR)	... 2-30 p.m.
	Prep School show 1st performance (L-IV & U-IV boys attend with P.D. They will be let off games and hobbies)	... 5-00 p.m.
	Supper P.D.	... 6-40 p.m.
Wed. 12th	SUPW	3-15—4-35 p.m.
	L-IV & U-IV children required by RMO for inoculation/vaccination to report to School hospital	... 3-15 p.m.
	Games cancelled	
	B.D., baths	... 4-50 p.m.
	Prep School show final performance	... 6-00 p.m.
	Supper Sr. School	... 7-40 p.m.
	Supper P.D.	... 8-30 p.m.

Thu. 13th	Prep cancelled	
	Weighing G.D. :-	
	Himalaya	2-30—3-00 p.m.
	Nilagiri	3-00—3-30 p.m.
	Siwalik	3-30—4-00 p.m.
	Vindhya	4-00—4-30 p.m.
	Reports handed in to Form Staff	... 4-30 p.m.
	Normal post-tea routine	
	Reports handed in to House staff	... 5-00 p.m.
Fri. 14th	Rouser	... 7-15 p.m.
	Breakfast P.D.	... 8-00 a.m.
	B.D., baths	8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	End of term Assembly followed by Annual Prize Giving (Barne Hall)	... 10-30 a.m.
	Lunch P.D.	... 12-40 p.m.
	Sr. School farewell lunch to Mr. Bhalerao	... 1-40 p.m.
	Escorts' meeting (MCR)	... 3-00 p.m.
	Weighing B.D. :-	
	Himalaya	3-00—3-40 p.m.
	Nilagiri	3-40—4-20 p.m.
	Siwalik	4-20—5-00 p.m.
	Vindhya	5-00—5-40 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. School Social (Barne Hall)	8-00—11-00 p.m.
Sat. 15th	HOME DAY	
	(Meal timings & dispersal as per special School Orders)	
	Reports handed in to H.M.	

No. 152. CHANGE IN VENUE STAFF CLUB DINNER

The Staff club dinner on Sat. 8th June '85 will now be held at Staff Club (tennis courts) and not in the Art Room as previously published. In the event of rain the dinner will be in the Art Room.

No. 153. 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 may be introduced in near future. Details 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. 154. SUMMER VACATION

The School will close on Saturday, 15th June, 1985 for the summer vacation, and will reopen on Thursday, 1st August '85 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 will be published separately fairly soon.

No. 155. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Sunday, 16th June, 1985, 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. 156. 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. 157. 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. 158. STOCK REQUIREMENTS—SECOND TERM 1985

All stock-holders will please send in their requirements for the Second Term of 1985 [1st August to 30th Nov. '85], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 13th June, 1985. 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. 159. 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 June, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 10TH JUNE, 1985

Part I

160—171

SPECIAL ORDER

Summer Vacation Arrangements—1985.

No. 160. 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, 15th June, 1985. (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 15th June, 1985, 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.

The normal travelling money for school parties will be issued to escorts I/c on Friday, 14th June, 1985 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. 161. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Friday, 14th June, 1985, at 3-00 p.m. All such staff members are required to attend.

No. 162. 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. 163. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 164. 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
-	Simla
3	Bombay V.T.
6	*Amritsar
8	‡Jammu Tavi
10	Calcutta (via Saharanpur/Lucknow)
11	Delhi
14	Chandigarh
15	Tatanagar
16	Gauhati

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 Jullundur city.

‡ (includes Pathankot

(ii) Party labels will be available in the School Office fairly soon. House Matrons should personally collect these from there as per their requirement.

Special Note : Stick-on labels must be pasted *on the sides or fronts* of tin trunks and **NOT ON TOP**. It will be the **personal responsibility of House Matrons to ensure this.**

(iii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels, Such staff members must inform the Quartermaster by the evening of Thursday, 13th June, 1985 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 **Sanawar to Gauhati** (a small number of students are also going to Delhi with this party) must be ready at B.D. Quad at 6-30 p.m. on 14-6-1985. The same will be loaded on top of a chartered bus, which will leave alongwith the members of this party at 7-30 p.m. sharp for Delhi. Children going to Hyderabad & Gauhati by air from Delhi should carry minimum luggage with them as no heavy luggage will be allowed to go with them.

(vi) Luggage of all children to going **Simla** must be ready at the **B.D. Quadrangle by 7-00 a.m.** on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Bus which will take the luggage and children to Dharampur to catch another bus going to Simla.

Luggage of children going to **Chandigarh** must be ready at **7-00 a.m.** & loaded on to the Chartered Bus, which will leave **BD Quad. at 8-00 a.m. sharp** for Chandigarh.

(vii) Luggage of children going in **Bombay V.T., Tatanagar, Delhi parties** must be ready at the B.D. Quad. by 7-00 a.m. sharp on 15th June, 1985. The Q. M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the Chartered buses so that they are ready to move at 9-00 a.m. sharp. All members of these parties, will get into these buses, which will leave for **Ambala Cantt & Delhi at 9-00 a.m.**

(viii) Luggage of all other children travelling in the remaining school parties must be ready by 7-00 a.m. on home day. Such luggage will be collected by school mazdoors from G. D. & P. D. and taken to Gaskell Hall. Q.M. will arrange to bring heavy luggage only from NBD to Gaskell Hall. Boys of B. D. will carry their own luggage out of their dormitories and stack inside Gaskell Hall against the four walls under QM's supervision. House Staff will please ensure that this is done in an orderly manner. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate serial numbers on all holdalls after they have been brought down to

Gaskell Hall. He will also please ensure very carefully that all previously painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers on this occasion.

(ix) **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 one set of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) is 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. 165. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Satish Bahl 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. 166. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Simla, Chandigarh, Delhi, Bombay V.T. parties and P.D. will have their Breakfast at 7-00 a.m., and the rest of the School at 8-30 a.m.

(ii) **Lunch** for the P.D. Amritsar, Jammu Tawi and Calcutta 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 3-30 p.m. for members of the Calcutta (left over students), Jammu Tawi and Amritsar parties, except those who will have walked down.

(iv) **Supper Packets:**—Supper packets (all vegetarian) will be arranged by the school for all children going to Jammu Tawi, Calcutta and Amritsar parties. These will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka, in baskets. Given below is a statement naming the member of staff who will be responsible for collecting the Supper packets for the school party indicated. Also shown is the number of packets for the various school parties (including packets for escorts and their family members). It will be the personal responsibility of each staff member mentioned below to collect from Gaskell Hall the correct number of Supper packets half an hour before the party is due to leave Sanawar, have them loaded onto the bus in which they travel to Kalka and have them unloaded at Kalka and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange at Kalka if possible to have the empty baskets handed over to Mr. J.K. Kohli, after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Jammu Tawi	... Mr. Sukhwinder Singh	10
Calcutta	... Mr. Ghosh	70
Amritsar	... Mrs. Usha Khanna	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. Satish Bahl will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for all school parties, while Dr. D.C. Gupta will arrange for Bombay V.T. party.

No. 167. 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. 168. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Simla, Delhi, Bombay V.T., 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. 169. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Friday, 14 June, 1985, nearer 12-00 noon.

No. 170. 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, 14th June, 1985 & Saturday 15th June, 1985. 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>
Sanawar/Delhi/				Chartered Bus
Gauhati	7-00 p.m.	7-30 p.m.	39	on 14-6-85
Simla	7-30 a.m.	8-00 a.m.	8	S/Bus
Chandigarh	—do	—do	41	Chartered Bus
Delhi	8-30 a.m.	9-00 a.m.	209	„ Buses
Tatanagar	—do	—do	10	„ Bus
Bombay V.T.	—do	—do	78	„ „
Calcutta	1-00 p.m.	1-30 p.m.	40/17	„ „
Amritsar	4-00 p.m.	4-30 p.m.	9	„ „
Jammu Tavi	—do	—do	8	„ „

3. **Simla party** will travel from Sanawar by School Bus, leaving B.D. Quad. at 8-00 a.m. upto Dharampur. From there it will catch another bus going to Simla.
4. **Chandigarh party** will travel by One Chartered Bus, leaving BD Quad. at 8-00 a.m. sharp.
5. **Delhi parties** will travel by Four Chartered buses from B. D. Quad. up to Delhi leaving at 9-00 a.m. sharp.
6. **Bombay V.T. & Tatanagar parties** will travel by Chartered bus from B.D. Quad. upto Ambala Cantt. From Ambala Cantt it will travel in 2nd class three tier sleeper coach by 58 ASR Dadar Express, leaving Ambala Cantt at 1459 hours.
7. **Jammu Tawi/Amritsar party** will travel in Chartered Bus from BD Quad. upto Kalka. From Kalka, the party will travel in 1st class in train service coach by 35 Dn. Simla Mail, leaving Kalka at 2120 hours.
8. **Calcutta party** will travel by Chartered Bus, (40 students in 1st trip, at 1-30 p.m., and 17 students in the 2nd trip at 4-30 p.m.), from B.D. Quad. upto Kalka. From Kalka the party will travel in one extra 2nd class 3 tier sleeper coach to Sealdah by 87 Dn. Chandigarh Express, leaving at 1920 hours.
9. The School Bus, after leaving Simla party at Dharampur will return to Sanawar, by 8-30 a.m. or earlier. If necessary, it may have to go to Ambala Cantt with luggage of Bombay V.T. party.
10. **All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—especially the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.**
11. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
12. The Bursar, assisted by Mr. 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. 171. NEXT TERM

The next term will begin on Thursday, 1st August, 1985, and all children must be back by 5-00 p.m. on that day.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 1st August 1985****Part I**

172—190

No. 172. WELCOME

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

No. 173. PROGRAMME**August**

Thu.	1st	School re-opens	
		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.
		Kit issued	
		Lights out	... 10.00 p.m.
Fri.	2nd	P.T. cancelled	
		Rouser	... 7.00 a.m.
		1st School cancelled	
		Kit issued	
		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.
Sat.	3rd	Rouser	... 6.00 a.m.
		Morning Prep	6.40-7.40 a.m.
		Medical check 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.
	(Boys will attend afternoon activities before/after medical check up)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 4th	Sunday timings	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 5th	Rouser	... 6-00 a.m.
	P.T., resumed	
	Prep resumed	
	Medical check 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. 7th	SUPW	4-45—6-20 p.m.
	B.D., baths	... 6-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Sat. 10th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 11th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 174. AFTERNOON ACTIVITIES

The timings for the afternoon activities will revert to those as published in the cyclostyled games (Soccer '85) programme. In addition to Tuesdays and Thursdays, parade practice will also be held on all other week days except Wednesdays.

No. 175. 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 Sat. 3rd Aug. 1985 (1-00 p.m.)

No. 176. RETURN SCHOOL PARTIES JULY, 1985.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 3rd August 1985 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. 177. NEW ADMISSION—RECEPTION

Most of the new admissions will take place on 1st or 2nd August, 1985. 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 27-7-1985 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. 178. 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	7	6	9	—

No. 179. 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. 180. 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. 181. 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. 182. 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. 183. 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. 184. 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. 185. 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. 186. STAFF VISITS TO BURSAR

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

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

No. 187. 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. 116 dated 22-4-85, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

No. 188. HOSPITAL TIMINGS

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

Sundays

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

No. 189. 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. 190. 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 August, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th August 1985****Part I**

191—198

No. 191. PROGRAMME**August**

Sat. 10th	Morning Prep	6-40—7-40 a.m.
	Sr. English debate	6-00—7-00 p.m.
	Tutorial meetings cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 11th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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	Sixth Form extra classes	
	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.
	Independence Eve Staff Club dinner (Art Room)	... 8-30 p.m.
Thu. 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	... 4-20 p.m.
	Dry Supper	... 6-00 p.m.

Hindi film show for staff and families ... 6-30 p.m.
 Lights out ... 9-30 p.m.

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

(a) Song ... Bande Matram
 (b) Prayer ... 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. 16th School 1st XI (Soccer) leaves
 for PPS, Nabha ... 2-00 p.m.
 (The team will have lunch with P.D.)
 PPS (soccer) Colts & Atoms arrive ... 6-00 p.m.

Sat. 17th Morning Prep 6-40--7-40 a.m.
 Soccer 1st XI vs. P.P.S. (away)
 Soccer Atoms vs. P.P.S. (home) ... 10-00 a.m.
 Soccer Colts vs P.P.S. (home) ... 11-15 a.m.
 Sixth Form extra classes (Project work time)
 P.P.S. Colts & Atoms leave ... 2-30 p.m.
 YPS Colts & Atoms arrive ... 6-00 p.m.
 Tutorial meetings 6-00--7-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

Sun 18th Soccer 1st XI vs YPS (away)
 Soccer Atoms vs YPS (home) ... 10-30 a.m.
 Soccer Colts vs YPS (home) ... 11-45 a.m.
 YPS Colts & Atoms leave ... 2-30 p.m.
 Tea P.D. ... 3-20 p.m.
 Tea Sr. School ... 3-40 p.m.
 Film (for both P.D. & Sr. School) ... 4-00 p.m.
 School soccer 1st XI returns ... 6-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

No. 192. PARADE PRACTICE

With effect from Monday 12th August '85, in addition to Tuesdays & Thursdays, parade practice will also be held on the following days :—

Monday	4-30 p.m.
Friday	4-30 p.m.
Saturday	5-10 p.m.

No. 193. FOUNDER'S DUTIES—1985

Athletics	B D	...	I/c Mr. K. K. Batish, Dr. Dhillon, Mr. Williams, Mr. Dwivedi, Mr. Puri, Mr. Idris, Mr. S. Mukherji and Mr. Tushar Dev.
	G D	...	I/c Mrs. Robinson, Mr. Sukhwinder Singh & Miss Misra.
	PDB	...	I/c Mr. Roberts & Mr. Ramchandani.
	PDG	...	I/c Mrs. Sharma & Mrs. Khanua
Colours Parade		...	M/s B. Singh, Dhani Ram, Onkar Singh, B C. Katoch & S.S. Negi.
School Concert		...	I/c Dr. D.C. Gupta, Mrs. S. Roberts, Mr. Sengupta & Mr. Abraham.
	(i) Stage Manager	...	Dr. Dhillon
	(ii) Costumes	...	Mrs. P. Das & Mrs. S. Arora.
	(iii) Sound effect	...	Mr. U.P. Mukherji & Mr. S. Gupta.
P.D. Concert		...	I/c Mrs. K. Rampal, P.D. Staff & Mr. Ghosh.
A.D.S.		...	Mrs. P. Das.
	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) Dance	...	Mrs. S. Roberts.
	(v) Figure Marching	...	M/s Joshi & Abraham
	(vi) Coffee	...	I/c Mrs. M. Parel, Mr. Puri, & Miss Raksha Arora

Exhibitions :

- (i) Projects ... Dr. D.C. Gupta & Mrs. R. Solomon.
(ii) SUPW ... I/c Mr. M. J. Parel, Dr. Sharma, Mrs. Wal & Miss R. Pandey.
(iii) Hobbies ... Hobbies Staff
(iv) Computers ... I/c Mr. J.K. Kohli, Mr. R. Puri & Mr. S. Idris.
(v) Photography ... Mr. S. Ghosh & Mrs. M. Parel.
(vi) Poultry ... Mr. B.D. Attri & Mr. Bhargawa.
(vii) P.D. Exhibition ... P.D. Staff
O.S. Dinner ... Mrs. Channa & Mr. Nathaniel
Parents Coffee ... Mr. Nathaniel & CDH helpers

O.S. Matches :

- Basket-Ball ... Miss K. Bakhshi
Hockey ... Mr. Sukhwinder Singh

- Decorations :** ... Mr. M.V. Gore, Mrs. P. Das & Mr. C.S. Matharu.

- Fete Organisation Committee** ... { Mrs. P. Das, Mr. E. Sequeira, Mr. J. K. Kohli & Mrs. Puri.

- Sound Equipment** ... Mr. Subhash Gupta

O.S. Accommodation :

- Girls ... Mrs. Matharu
Boys ... Mr. K.J. Parel

Seating :

- (i) A.D.S. ... I/c Mrs. Joseph & P.D. Staff
(ii) School Concert ... I/c Mr. Williams & B.D. Staff
(iii) P.D. Concert ... I/c Mrs. Solomon & G.D. Staff
(iv) Tattoo ... Mr. Sequeira & Dr. Sharma
(v) Parade & Speeches .. M/s Abraham, Batish & Mrs. Zutshi
I/c Costume Room & } ... Mr. Abraham
make up }
Nursery ... One P.D. Matron & two Ayahs
Checking Invitation Cards I/c Mr. Joshi, M/s Wal & Puri
I/c Barne Hall ... Mr. Khalid

No. 194. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Thursday, 15th August, 1985. 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. The third shift will consist of classes Lower VI and Upper VI, and all other staff.

(4) I/c CDH is requested to hold a meeting with the Head Boy and Head Girl to fix up the batches of servers for each shift and all other details connected with the serving part of the lunch. Since it is envisaged that minimum number of cooks and bearers will be retained on duty on this day, it may be necessary that a separate batch of students will be required to clear the tables and clean them for laying down 'patal' for the next shift. This may kindly be discussed by 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 'patal' 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 15-8-1985 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 15-8-85 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. 195. APPOINTMENT OF PREFECTS/HELPERS

Following appointments, of Prefects/Helpers have been made with effect from 1-8-85 :—

	Head Boy	...	Arjun Modayil
	Head Girl	...	Sabeeka Gangjee
Boys Department			
<i>S.B.D.</i>	M.I. Prefect	...	Simarpal Somal
<i>N.B.D.</i>	M.I. Prefect	...	Sanjeev Singhal
<i>H.B.D.</i>	House Captain	...	Apoorva Lakhia
	School Prefect	...	Vikas Sagar
	House Prefects	...	Shailender Godara Iknaam Bath
<i>N.B.D.</i>	House Captain	...	Vikram Kapoor
	School Prefect	...	Raja Raja Menon
	House Prefects	...	Bikramjit Kanwarpal Sharad Vajpayee
<i>S.B.D.</i>	House Captain	...	Sumant Bharatram
	School Prefect	...	Jaideep Khurana
	House Prefects	...	Sanjay Goel Rajeev Mehta
<i>V.B.D.</i>	House Captain	...	Vivek Mahajan
	School Prefect	...	Bhanu Pratap
	House Prefects	...	Atul Khanna Atul Dhawan
Girls Department			
<i>N.G.D.</i>	M.I. Prefect	...	Sonya Ghandy
<i>H.G.D.</i>	House Captain	...	Charu Dewan
	House Prefect	...	Devjani Mukherji
<i>N.G.D.</i>	House Captain	...	Nisha Misra
	House Prefect	...	Anuja Mehra
<i>S.G.D.</i>	House Captain	...	Reena Singh
	House Prefect	...	Jaspreet Kanwal
<i>V.G.D.</i>	House Captain	...	Meeta Mattoo
	House Prefect	...	Yumna Hussain

<i>Duty</i> (Helper / Asstt.) (of / to)		<i>Name</i>
Head boy/girl & Asstt. to H.M.	...	Arjun Modayil
	...	Sabeeka Gangjee
D.H.M.	...	Shivneet Singh
	...	Saba Hussain
Sr. Mistress	...	Sameena Zaidi
C.D.H.	...	Jeetinder Singh
	...	Arun Khurana
	...	Maneck Contractor
	...	Rohit Virmani
	...	Anuj Bhatnagar
	...	Rahul Johnson
	...	Dinesh Singh
	...	Vinay Giri
	...	Ritu Kapoor
	...	Nandita Kathpalia
	...	Natasha Nanda
	...	Avantika Mitra
Games	...	Sailesh Tripathi
	...	Sandeep Singh
	...	Rajbir Singh
	...	Imran Baig
	...	Jugraj Singh
	...	Karanmeet Gill
	...	Pradeep Kaul
	...	Anjali Kapur
	...	Anshu Kohli
	...	Pavneet Rana
Hobbies	...	Suryaveer Singh
	...	Harinder Oberoi
	...	Himmat Singh
	...	Dipankar Sanwalka
	...	Gauri Kant
	...	Mallika Kapoor

Estate Tidiness	Rahul Roy
	Sumit Sud
	Depinder Chaudhury
	Jagbir Dosanjh
	Hamina Khatra
	Shiraz Kaintal
	Panita Malhan
Expeditions	Rishiraj Singh
	Vivek Joseph
Library	Manmeet Singh
	Vishal Virmani
	Poonam Kohli
	Kiran Ohlyan
Socials	Shiraz Khanna
	Udita Malhotra
	Alpana Kumar
SUPW	Harmeet Bedi
	Aditya Angrish
	Neville Wadia
	Mayank Kapur
	Udita Malhotra
	Sonya Bhutani
Costumes	Navjyot Arora
	Abdul Moin
	Romina Robinson
Chapel	Robert Sema
	Vishal Sarin
	Gagandeep Kaur
Guests	Kirat Brar
	Omer Bin Jung
	Gunita Sodhi
Computer	Vellayan Subbiah
	Saisha Gore

No. 196. 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, 1984 and sign the P.F. register on 12th August, 1985 in the School Office. Those members who are unable

to come on that day, for any reason may come on 13th August, 1985 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. 197. ADMINISTRATIVE HOLIDAY

Thursday, the 15th August, 1985 will be observed as a holiday by the Administrative Staff on account of Independence Day.

No. 198. 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 August, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 16th August 1985****Part I**

199—210

No. 199. PROGRAMME**August**

Fri. 16th	School 1st XI (Soccer) leaves for PPS, Nabha	... 11-00 a.m.
	PPS (soccer) Colts & Atoms arrive	... 6-00 p.m.
Sat. 17th	Morning Prep	6-40—7-40 a.m.
	Soccer 1st XI vs. P.P.S. (away)	
	Tennis (Boys) vs. P.P.S. (away)	
	Soccer Atoms vs. P.P.S. (home)	... 10-00 a.m.
	Soccer Colts vs. P.P.S. (home)	... 11-15 a.m.
	Sixth Form extra classes (Project work time)	
	P.P.S. Colts & Atoms leave	... 2-30 p.m.
	YPS Colts & Atoms arrive	... 6-00 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 18th	Soccer 1st XI vs. YPS (away)	
	Tennis (Boys) vs. YPS (away)	
	Soccer Atoms vs. YPS (home)	... 10-30 a.m.
	Soccer Colts vs. YPS (home)	... 11-45 a.m.
	(School will go down to watch the match)	
	YPS Colts & Atoms leave	... 1-15 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	School soccer 1st XI returns	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 19th	Jr., Girls basket-ball team vs. YPS (Chandigarh)	... 2-45 p.m.
	School Colts vs. YPS (Chandigarh)	... 3-30 p.m.

	Tea Sr. School	...	4-40 p.m.
	Tea for the teams	...	5-00 p.m.
	(Afternoon activities cancelled. School will watch the matches)		
Tue. 20th	Inter-House Soccer matches commence		
	G.D. Inter-House badminton commences		
Wed. 21st	Inter-House Soccer		
	SUPW for B.D., cancelled		
	B.D., baths	...	6-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Thu. 22nd	Inter-House Soccer concludes		
Fri. 23rd	Body snatching Barne Hall		
	Sherwood College Soccer team arrives	...	2-40 p.m.
	Soccer gear returned	...	4-00 p.m.
		...	4-30 p.m.
Sat. 24th	Morning Prep		
	6-40—7-40 a.m.		
	Sixth Form extra classes (Project work time)		
	School Colts & Atoms leave for B.C.S.	...	2-30 p.m.
	School Soccer 1st XI vs. Sherwood (Nainital)	...	3-30 p.m.
	(Afternoon activities cancelled. School will go down to watch the match)		
	Tea Sr. School	...	4-45 p.m.
	Tea for the teams	...	5-15 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. 25th	Boys' Badminton team vs. Sherwood		
	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 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. 200. IMPORTANT DATES—FOUNDER'S TERM '85

August

Thu. 1st	School re-opens		
	House Masters'/Mistresses' meeting (HM's House)		

- Fri. 2nd Opening of term Assembly ... 9-20 a.m.
Normal teaching & games resumed
- Sat. 3rd Medical check (B.D.)
- Mon. 5th Medical check (G.D.)
- Wed. 14th Independence eve staff club dinner
- Thu. 15th Independence Day
Special Assembly—community lunch
- Sat. 17th Soccer vs. PPS, Nabha
Tennis vs. PPS, Nabha
- Sun. 18th Soccer vs. YPS, Patiala
Tennis vs. YPS, Patiala
- Mon. 19th G.D., Jr., basket-ball team vs. YPS (Chandigarh)
School Soccer Colts vs. YPS (Chandigarh)
- Tue. 20th Inter-House Soccer commences
G.D., Inter-House badminton commences
- Thu. 22nd Inter-House Soccer concludes
- Fri. 23rd 'Body Snatching' (Barne Hall)
- Sat. 24th School Soccer 1st XI vs. Sherwood (Nainital)
at Sanawar.
- Sun. 25th School Colts & Atoms (Soccer) vs. BCS (Simla)
at Simla.
Boys' badminton team vs. Sherwood (Nainital)
at Sanawar
- Mon. 26th Founder's/Athletics programme comes
into effect
- Wed. 28th IPS Swimming (Boys) Mayo College, Ajmer
- Thu. 29th IPS Swimming (Boys) Mayo College, Ajmer
- Fri. 30th Raksha Bandhan—Holiday for administrative
staff only.
IPS Swimming (Boys) Mayo College, Ajmer
- September**
- Sun. 1st IPS Squash tournament commences (Sanawar)
- Thu. 5th Teachers' Day
- Sat. 7th Janam Ashtami—Holiday
IPS Squash tournament concludes
- Mon. 9th Inter-House swimming finals
- Sat. 14th Assessment meeting
- Sat. 28th Founder's preparation programme comes
into effect

Mon. 30th P.D., concert & Sr. School concert 1st performance
Tattoo 1st performance

October

Tue. 1st ADS 1st performance
Wed. 2nd Gandhi jayanti
I—H Athletics meet
Parent's meeting with HM (staff court)
ADS final performance
Thu. 3rd OS matches
Preliminary OS meeting
P.D., concert
Tattoo
Fri. 4th Founder's Day
Special Assembly
Parade & Speeches
OS meeting (staff courts)
School concert
OS Dinner & Dance
Sat. 5th Fete
Founder's holidays begin (12-00 noon)
Tue. 8th Founder's holidays end (6-00 p.m.)
Wed. 9th Hockey season commences
Festival hockey match
Fri. 18th IPS (Boy's) Athletic meet (Hyderabad)
Sat. 19th IPS (Boy's) Athletic meet (Hyderabad)
Sun. 20th School (hockey) 1st XI vs B.C.S. (home)
School Colts & Atoms (hockey) vs B.C.S. (away)
Wed. 23rd Dussehra—Holiday for administrative staff only
Mon. 28th IPS (Boy's) hockey tournament commences
(Raipur M.P.)
Tue. 29th Assessment meeting (MCR)
Wed. 30th Girl's IPS Athletics meet (Rai)
Thu. 31st Girl's IPS Athletics meet (Rai)

November

Sun. 3rd IPS (Boy's) hockey tournament concludes
Sun. 10th School (hockey) 1st XI vs MS, Chail (away)

- Thu. 14th Children's Day—P.D. pic-nic.
 Fri. 15th Inter—House Gym., competition
 Sat. 16th Inter—House PT & Best Gymnast Competition
 Tue. 19th School Exams commence
 Sat. 23rd Subject reports handed in to Form Staff
 Sixth Form & Staff Photographs
 Staff Club dinner (Art room)
 Sun. 24th House & team's photographs
 Inter—House Shooting finals (B D./GD)
 Tue. 26th Exams conclude
 Wed. 27th Guru Nanak's birthday—Holiday
 Inter—House hockey (B.D./G.D.) commences
 Thu. 28th Marks handed in to Form Staff
 Fri. 29th Inter—House hockey concludes
 Folders handed in to Form Staff
 Sr. School Social
 Sat. 30th End of term Assembly
 Escort's meeting
 Weighing & measuring
 Mark Registers handed in to
 Sr. Mistress

December

- Sun. 1st Home day
 Reports handed in to HM.

No. 201. P.D. APPOINTMENTS OF PREFECTS/HELPERS

The following appointments of Prefects/Helpers have been made in P.D. with effect from 1-8-85 :—

School Prefects	...	Vikramjit Chima Shyatto Raha Amber Sodhi
	Girls	
H.P.D. House Prefect	...	Anantika Channa
Helper	...	Shivani Gupta
N.P.D. House Prefect	...	Radha K. Gupta
Helper	...	Omana Singh
S.P.D. House Prefect	...	Richa Nagrath
Helper	...	Vinit Gyani
V.P.D. House Prefect	...	Shailja Thakur
Helper	...	Radhika Singh

Boys

<i>H.P.D.</i>	House Prefect	...	Amarjot Hundal
	Helper	...	Tegbir Brar
<i>N.P.D.</i>	House Prefect	...	Saahil Patel
	Helper	...	Sukhdev Majithia
<i>S.P.D.</i>	House Prefect	...	Vishal Sood
<i>V.P.D.</i>	House Prefect	...	Vishal Thakur
	Games Prefects	...	Parneet Aulakh
			Rishi Raja Sehgal
			Rahul Sequeira
	Library Prefect	...	Jugnu Grewal
		...	Avik Mohan
	M.I. Prefect	...	Navreet Judge
	Common-Room prefects	...	Gitanjali Gaind
			Rukhen Gill
			Rajat Sehgal
	Tidiness Prefects	...	Tushna Ghandy
			Arjun Bhasin
			Anumit Sodhi
	Food Prefects	...	Vivek Zutshi
			Nisha Sareen
	Editorial Board	...	Tegbir Brar
			Malvika Nehru

No. 202. 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. 203. 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. 204. STUDENTS IDENTITY CARDS

Students who wish to have an Identity Card should purchase the blank Identity Card (costing Re. 1/- only) from Tuck

Shop, and send the same to the Bursar through their Housemaster/ Housemistress, alongwith a passport size photograph, with his/her full name and House, written on the back of the photograph. House Staff are requested to take necessary action in this connection.

No. 205. CREDIT PURCHASES BY STAFF

Heavy credit purchases are being made by Staff who are eligible for doing so, resulting in 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 in withdrawal of the credit purchase facility in future, and the outstanding amount recovered from their salary.

No. 206. WATER CHARGES (RATES) 1985

The rates of water charges payable by Staff have been revised from 16th May, 1985.

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

- (i) For the first 1500 litres per head—95 P. per 1000 litres.
- (ii) Beyond 1500 litres—Rs. 2/10 P. per 1000 litres.

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

- (i) Single member—Rs. 5/40 per month.
- (ii) Staff with families Rs. 4/70 per head, subject to a maximum of Rs. 14/- per month.

Note : The above rates and scales will apply in all cases for not less than one accounting month at a time. Any adjustment in the charges due to absence/addition should be notified to the Engineer before the 15th of a month.

No. 207. ELECTRICITY CHARGES (RATE) 1985

The H.P.S.E.B. has revised the Electricity rate per Unit. New Electricity charges will be at the rate of 60 P. per Unit with effect from 1-7-1985.

No. 208. DATES FOR COMMENCEMENT OF C.B.S.E. 1986 EXAMINATIONS

Dates for commencement of C.B.S.E. Examinations to be held in 1986 are as per following details :—

- (a) All India Sr. School Cert. (Class XII) Exam. ... 1-3-86
- (b) All India Sec. School (Class X) Exam. ... 1-3-86
- (c) All India Sr. School Cert. (Internal Class XI) ... 12-3-86

- (d) All India Sec. School (Internal Class IX) ... 12-3-86
- (e) All India Sr. School (Comptt.) 1986 Exam. ... 26-7-86
- (f) All India Sec. School (Comptt.) 1986 Exam. ... 26-7-86

All concerned are requested to make a note of the details given above.

No. 209. INFORMATION RECORD FORM—TRANSFER OF P.D. STUDENTS TO SENIOR SCHOOL

All P.D. Housemaster/Housemistresses are requested to hand over files maintained by them of children who have been transferred to the Senior School to their respective Housemasters/Housemistresses, as on 1-4-1985, immediately. Handing over/Taking over note duly signed and dated, be please sent to me latest by 21-8-1985.

No. 210. 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 August, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd August 1985

Part I
211—223**No. 211. PROGRAMME****August**

Fri. 23rd	Body snatching—Barne Hall	... 2-40 p.m.
	Athletics sets made (B.D. pavement)	... 3-30 p.m.
	Sherwood College Soccer team arrives	... 4-00 p.m.
	Soccer gear returned	... 4-30 p.m.
Sat. 24th	Morning Prep	6-40—7-40 a.m.
	Sixth Form extra classes (Project work time)	
	School Colts & Atoms leave for B.C.S.	... 2-30 p.m.
	School Soccer XI vs. Sherwood, (Nainital)	... 3-30 p.m.
	(Afternoon activities cancelled. School will go down to watch the match)	
	Tea Sr. School	... 4-45 p.m.
	Tea for the teams	... 5-15 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. 25th	Boys' Badminton team vs. Sherwood	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 26th	Boys' Swimming team leaves for Ajmer	... 5-30 a.m.
	Founder's/Athletics programme comes into effect	
Tue. 27th	Id-ul-Zuha—Holiday	
Wed. 28th	IPS Swimming (Boys) Mayo College, Ajmer	
	SUPW	5-15—6-30 p.m.
	Sixth Form extra classes	5-15—7-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Thu. 29th	IPS Swimming (Boys) Mayo College, Ajmer	
Fri. 30th	Raksha Bandhan—Holiday for administrative staff only.	
	IPS Swimming meet concludes at Ajmer	
	1st School will be cut short by ten minutes	
	Brothers & Sisters to meet in	
	Birdwood School for tying Rakhis	... 7-40 a.m.
	1st School commences	... 8-00 a.m.
Sat. 31st	Morning Prep	6-40—7-40 a.m.
	Sixth Form extra classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
September		
Sun. 1st	National Schools inauguration	
	Squash tournament—Peacestead	... 10-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 212. CHILDREN VISITING SCHOOL OFFICE

It has come to my notice that very often school children, on one excuse or the other come to the 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. 213. 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. 214. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 12-00 noon on Saturday 5th October, to 6-00 p.m. on Tuesday, 8th October, 1985,

including the Chief Guests holiday. Children should inform parents of these dates.

No. 215. TRESSPASSING

It has been noticed that some of the staff and their families use hospital as a throughfare 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. 216. 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. It is hereby 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 a permanent basis. It is regretted that the school is unable to extend this facility, to other relatives of school employees.

No. 217. 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 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. 218. PORTERAGE FOR PRIVATE TRIPS OF STORES MAZDOORS (S.O. No. 227 Dt. 24-8-84 is reproduced below)

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.

This is for information of all concerned.

No. 219. ISSUE OF DRY RATIONS AND FUEL FROM QM STORES

School order No. 17 dated 8-2-1985—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.
(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 Ration
(b) 9th & 10th of each month (2-00 p.m. to 6-00 p.m.)	}	K. oil, Soft coke, Steam 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 1985, the issue dates will shift to, and will be from 11th to 20th October, 1985.

No. 220. SCHOOL HOSPITAL OPD TIMINGS

Out Patients will be attended to in School hospital on working days from 9-00 to 11-30 a.m., whereafter OPD will be closed, with effect from 24-8-85.

Heads of Deptts are requested to inform these details to staff working under them immediately.

No. 221. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India Ministry of Education as on 23-8-1985, studying in this School. They are no more entitled to free issue of School jerseys :—

Sanjiv Singhal	...	NBD	Ising Choaba Singh	...	NBD
Mayank Kumar	...	VBD	N. Nando Singh	...	NBD
Adarsh K. Butail	...	VBD	Kolla Sunil Kumar	...	VBD
Natasha Nanda	...	SGD	Rajiv Kumar	...	SBD
Navjot Arora	...	HBD	H.T. Rose Mary	...	HGD
Sanjay Kumar	...	SBD	P. Sharmila Devi	...	SGD
Sanjay Kumar	...	VBD	K. Ashok Kumar Singh...	...	NBD
Hia Vandana Verma	...	VGD	Kiran Chandra Deka	...	VBD
Rajiv Ranjan	...	VBD	Dhiraj Jyoti Chaudhry	...	NBD
Digant Rabba	...	HBD	A.S. Asung Zimik	...	VBD
Abdul Moin	...	VBD	Kaijuilui Riamei	...	VGD
Devesh Agarwal	...	VBD	N. Esther J. Kamei	...	SGD
Sarad Chand Bajpai	...	NBD	Shishu Bind Kumar	...	VBD
Dhirender K. Vidyarthi...	...	NBD	Raj Kumar Dogra	...	VBD
L. Jayalakshmi Devi	...	SGD	Z. D. Dengthuama	...	HBD
L. Rajesh K. Roy	...	SBD	Mushahid Raza	...	SBD
Vinod Kumar	...	NBD	Sanjiv Kumar	...	HBD
M. Bimola Devi	...	HGD	Satpal Singh	...	VBD
Rakesh Kumar	...	HBD	Ch. Khamba Singh	...	HBD
Anjula Saxena	...	VGD			

No. 222. ADMINISTRATIVE HOLIDAYS

(1) Tuesday, the 27th August, 1985 will be observed as a holiday by the Administrative Staff on account of Id-ul-Zuha.

(2) Friday, the 30th August, 1985 will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

No. 223. 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 August, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 26th August 1985

SPECIAL ORDER**No. 224. MEDICAL CATEGORISATION-SCHOOL CHILDREN**

Following school children have been upgraded/downgraded in their medical categories:—

Upgraded to Category

Kartik Kumar	HBD	Priya Dhillon	HGD
Satinder S. Garcha	NBD	Bhavana Kapur	NGD
Gunmit S. Chug	SBD	Rupinder Sandhu	NGD
Shakti Singh	VBD	Swroopa Sanyal	SGD
Diljot K. Sandhu	HGD		

Downgraded

Chanderjit Mitra	HBD	... B	Not permitted. Hand stand, Gym, Long & High Jump.
Uday Sarup	HBD	... B	Gym.
Laxman Kapur	NBD	... B	Gym., Hand stand.
Sunil Sinha	NBD	... B	Gym.,
Sharad Chander Bajpai	NBD	... C	
Sharanbir S. Sandhu	NBD	... B	Long distance running & Athletic
Parambir S. Man	NBD	... B	Soccer, Hockey.
Harvinder Pal Singh	NBD	... B	Gym.
Sunil Whabi	NBD	... C	
Achal Jaiswal	NBD	... B	Competitive games
Gaurav Sawhney	SBD	... C	Permitted Tennis, (if no swelling of ankles) Swimming
Ranjit Singh Bawa	SBD	... B	Swimming.
Omar Bin Jung	VBD	... C	
Bundeep Rangar	VBD	... B	Gym.
Rahul Aggarwal	VBD	... B	Gym. & P.T.
Saisha Gore	HGD	... B	Gym., & Competitive Athletics.
Arati Kohli	HGD	... B	Swimming
Hima Sood	HGD	... B	Gym. & High Jumps
Naina Dhillon	HGD	... B	Gym.

Oona Singh	HGD	...	B	Gym.
Sagari Singh	HGD	...	B	Gym., Long Jump & High Jump.
Siboney Sagar	HGD	...	B	Gym.
Simran Trehan	HGD	...	B	Gym.
Nandita Kathpalia	NGD	...	B	Competitive athletics
Nisha Misra	NGD	...	B	Swimming & Competitive athletics.
Anjali Soloman	NGD	...	B	Swimming
Sona Cheema	NGD	...	B	Swimming
Suparna Bhatia	NGD	...	C	
Vijaya Singh	NGD	...	B	Gym.
Madhu Goel	NGD	...	B	Gym.
Gayatri Handa	SGD	...	B	Gym.
Ishneet Aulakh	SGD	...	B	Swimming, Gym, Long Jump & High Jump.
Rokono Sircar	SGD	...	C	<i>Permitted Standing P.T., Badminton only.</i>
Devika Daulat Singh	SGD	...	B	Gym.
L. Jaya Lakshami Devi	SGD	...	B	Swimming
Neehara Reddy	SGD	...	C	
Preeti Singh	SGD	...	B	Swimming
Kaijuilui Riamei	VGD	...	B	Swimming
Sheena Pandey	VGD	...	B	No Competitive Athletics
Vikram Cheema	HPD	...	B	Long Jump, High Jump, Hand Stand, & Pushups.
Aman Batra	NPD	...	B	Swimming
Nisha Sereen	(a) HPD	...	B	Athletics, Swimming
Madhurima Kanwar	(a) HPD	...	B	—do—
Aman Dhillon	(a) SPD	...	B	—do—
Ish Joshi	HBD	...	B	High Jump, Long Jump & Gym.
Abhayjit Himmat Sandhu	NBD	...	B	Swimming

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 29th August 1985

Part I
225—232**No. 225. PROGRAMME****August**

- Fri. 30th** Raksha Bandhan—Holiday for administrative staff only.
 IPS Swimming meet concludes at Ajmer
 School debating team leaves for Pilani.
 1st School will be cut short by ten minutes
 Brothers & Sisters to meet in Birdwood School for tying Rakhis ... 7-40 a.m.
 1st School commences ... 8-00 a.m.
- Sat. 31st** Morning Prep 6-40—7-40 a.m.
 Sixth Form extra classes (Project work time)
 IPS debate at Pilani
 Tutorial meetings 6-00—7-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

September

- Sun. 1st** Inauguration Public Schools'
 Squash tournament—Peacestead ... 10-00 a.m.
 Tea P.D. ... 3-20 p.m.
 Tea Sr. School ... 3-40 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. 4th** SUPW 5-15—6-40 p.m.
 Sixth Form extra classes 6-15—7-00 p.m.
 Supper P.D. 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
 Teachers' Day eve party hosted by U VI (Barne Hall) 8-45 p.m.

Thu. 5th	P.T. cancelled	
	Rouser	... 7-30 a.m.
	First School cancelled	
	Breakfast	... 8-30 a.m.
	Assembly cancelled	
	2nd School	9-10—9-45 a.m.
	3rd School	9-45—10-20 a.m.
	4th School	10-20—10-55 a.m.
	Break	10-55—11-15 a.m.

NOTE : The classes in the above mentioned schools will be conducted by Upper Sixth. Classes discontinued after 'Break'

	Inter-House swimming sports	
	1st Session	11-30—1-30 p.m.
	(School will watch the swimming sports)	
	Lunch	... 1-35 p.m.
	Normal afternoon activities resumed	
Sat. 7th	Janam Ashtami—Holiday	
	Sunday timings	
	B.D. Baths	... 8-00 a.m.
	IPS Squash tournament concludes	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Prize Giving (Squash tournament)	
	Barne Hall	... 8-00 p.m.
	Dinner (Barne Hall)	... 8-45 p.m.
	(Teaching & instructional Staff, wives/husbands and Upper Sixth are cordially invited to stay on for dinner with the Squash players and officials)	
	Social (Barne Hall)	... 9-45 p.m.
Sun. 8th	Dispersal Squash tournament participants (onwards)	... 9-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 226. 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. 227. 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 3rd September, 1985 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 15-9-1985 whereafter no further adjustments will be possible.

No. 228. MISUSE OF SCHOOL STATIONARY ITEMS

It has been brought to my notice that staff are issuing exercise books and other stationary items to school children without verifying 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 stationary items will be issued to any student.

No. 229. SCHOOL HOSPITAL—CHILD WELFARE CLINIC

School Order No. 188, dated 1st August 1985 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 advise/arrange remedial measures, if 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. 230. SCHOOL HOSPITAL OPD TIMINGS [Amendment]
[Ref. S.O. No. 220, dated 23-8-85].

The O.P.D. will run from 9-00 a.m. to 1-00 p.m. as usual; however the RMO will be available from 9-00 a.m. to 11-30 a.m. only and after that only routine cases e.g. coughs, colds and minor injuries will be attended to at the dispensary by the para-medical staff until 5-00 p.m.

No. 231. MEDICAL CATEGORY

Aarti Pershad V.G.D. ... Cat. 'B' No Swimming or Athletics.

No. 232. 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, 1st September, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th September 1985

Part I
233—244**No. 233. PROGRAMME****September**

Sat. 7th	Janam Ashtami—Holiday	
	Sunday timings	
	B.D. Baths	... 8-00 a.m.
	IPS Squash tournament concludes	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Prize Giving (Squash tournament)	
	Barne Hall	... 8-00 p.m.
	Dinner (Barne Hall)	... 8-45 p.m.
	(Teaching & instructional Staff, wives/husbands and Upper Sixth are cordially invited to stay on for dinner with the Squash players and officials)	
	Social (Barne Hall)	... 9-45 p.m.
Sun. 8th	Dispersal Squash tournament participants (onwards)	... 9-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 9th	Inter—House Swimming finals	... 2-30 p.m.
	Afternoon activities cancelled	
	Tea P.D.	... 4-30 p.m.
	Tea Sr. School	... 4-40 p.m.
	Parade practice	... 5-20 p.m.
	Normal prep	
Wed. 11th	SUPW	5-15—6-40 p.m.
	Sixth Form extra classes	5-15—7-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Fri. 13th	Assessment meeting (MCR)	... 6-00 p.m.
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Sixth Form extra-classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 234. FOUNDER'S EXHIBITIONS

The Arts, Crafts, Carpentry, Needlework, and Camp exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1985.

No. 235. 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. 236. SPECIAL POCKET MONEY FOUNDER'S & DIWALI

Special Pocket money for Founder's and Diwali at the rate of Rs. 15/- each, will be issued to House Staff through the bank to BD & GD, and direct to PD, in the 4th week of Sept., '85.

No. 237. TRANSPORT FOR FOUNDER'S

It is regretted that the school bus may not be available as transport from Kasauli to the school and back, for the functions during Founders.

No. 238. 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 peacestead on 27th September, and the first performance on 30th September, 1985.

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. 239. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1985 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1985, if they are joining for lunch.

No. 240. 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. 241. 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. 242. 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. 243. ADMINISTRATIVE HOLIDAY

Saturday, the 7th September, 1985 will be observed as a holiday by the Administrative Staff on account of Janam Ashtmi.

No. 244. 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, 8th September, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 13th September 1985****Part I**

245—248

No. 245. PROGRAMME**September**

Fri. 13th	Assessment meeting (MCR)	... 6-00 p.m.
Sat. 14th	Morning Prep	6-40—7-40 a.m.
	Sixth Form extra classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th	Parade practice	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 16th	Daily evening Prep reduced by ten minutes	
	Prep timings	6-30—7-40
Tue. 17th	Athletics heats commence	
Wed. 18th	SUPW	5-15—6-40 p.m.
	Sixth Form extra classes	5-15—7-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 21st	Morning Prep cancelled	
	P.T.	6-30—7-30 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. 22nd	Parade practice	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 246. ADMINISTRATIVE STAFF—HOLIDAYS

In view of the Founder's rush of work, Wed. 2nd October, 1985, will be full working day. To compensate this, administrative staff will observe the following as holiday :—

Monday ... 7th October, 1985

The Tuck-Shop will remain open on Wednesday 2nd October, 1985. In lieu thereof, it will remain closed on 7-10-85.

No. 247. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1985 instead of from 1st Oct. to 10th Oct. 1985, following the same schedule laid down earlier.

No. 248. 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, 15th September, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th September 1985****Part I**
249—253**No. 249. PROGRAMME****September**

Sat. 21st	Morning Prep cancelled	
	P.T.	6-30—7-30 a.m.
	IPS. English debate (Scindia School, Gwalior)	
	Sixth Form extra classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 22nd	Parade practice	... 10-30 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 23rd	P.T.	6-30—7-15 a.m.
	1st School	8-05—8-35 a.m.
	Breakfast	... 8-40 a.m.
	Assembly	... 9-25 a.m.
	2nd School	9-35—10-15 a.m.
	3rd School	10-15—10-55 a.m.
	(Remainder of the teaching routine will remain as scheduled)	
	Prep cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
	B.D. baths	... 8-15 p.m.
Tue. 24th	The same routine as published for Monday 23rd.	
Wed. 25th	Pre-breakfast routine the same as published for Monday 23rd.	
	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
 Wednesday)
 SUPW & Sixth Form classes cancelled
 Parade practice ... 5-20 p.m.
 (Rest of the evening routine will
 remain the same as published
 for Monday 23rd)
- Thu. 26th The same routine as published
 for Monday 23rd.
- Fri. 27th The same routine as published
 for Monday 23rd.
- Sat. 28th Classes discontinued
 Founder's preparation programme
 comes into effect.
- Sun. 29th Sr. School concert dress rehearsal 10-30 a.m.
 Prep School dress rehearsal ... 12-40 p.m.

No. 250. 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 5-10-1985. I/c's of various stalls are requested to kindly put in their indents to Quartermaster, very early :—

- Cake Stall ... I/c Mrs. Das, Mrs. Dhillon, Mrs. Robinson, Mrs. Matharu, Mrs. Nathaniel.
- Tea & Coffee Stall ... I/c Mrs. Kohli, Mrs. Joseph, Mrs. Ramchandani, Mrs. Khanna, Mrs. Sidhu.
- Kabab & Alu Tikki Stall ... I/c Mrs. Mukherji, Mrs. Joshi, Mrs. Malayiva, Mrs. Batish.
- Cold Drink Stall ... I/c Mrs. Khan, Miss. Seema Misra, Mrs. Wal and senior children.
- Ice-Cream Stall ... Q.M. Staff.
- Chat Stall ... I/c Mrs. Ram Singh, Mrs. Kumar, Mrs. Zutshi, Mrs. Puri.

Sandwich Stall ... I/C Miss Bakshi, Miss R. Aurora, Miss
A. Aurora, Miss R. Pandey.

**No. 251. 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. 252. VEG. SHOP TIMING'S

All concerned are hereby informed that the Veg. Shop sale timings will now be from 3-00 to 6-00 p.m. daily, with effect from Saturday, the 21st September, 1985.

No. 253. 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, 22nd September, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th September 1985****Part I**
254—256**No. 254. PROGRAMME****September**

Sat. 28th	Classes discontinued Founder's preparation programme comes into effect.	
Sun. 29th	Sr. School Concert dress rehearsal	... 10-30 a.m.
	Prep School dress rehearsal	... 1-00 p.m.
Mon. 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

October

Tue. 1st	A.D.S. (Staff) play 1st performance	... 5-00 p.m.
Wed. 2nd	Rouser	... 6-00 a.m.
	Breakfast Sr School	... 6-45 a.m.
	Breakfast P.D.	... 7-20 a.m.
	Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood School)	... 8-00 a.m.
	Athletics (Barnes)	... 9-30 a.m.
	Parents' coffee & meeting with HM (Staff courts)	... 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 incl. P.D.)	... 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 (incl. P D.)	... 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.

Thu.	3rd	Rouser	...	6-45 a.m.
		B.D., baths	...	7-00 a.m.
		Breakfast L-VI & downwards (incl. P.D)	...	7-45 a.m.
		Breakfast U-VI & guests	...	8-30 a.m.
		Trooping practice	...	9-00 a.m.
		O.S., matches	...	10-00 a.m.
		Preliminary O.S., meeting	...	12-15 p.m.
		Lunch L-VI & downwards (incl. P.D)	...	12-30 p.m.
		Lunch U-VI & guests	...	1-30 p.m.
		Tea U-VI & guests	...	3-00 p.m.
		Tea L-VI & downwards (incl. P.D.)	...	3-30 p.m.
		P.D. Concert	...	4-00 p.m.
		Supper L-VI & downwards (incl. P.D.)	...	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.
Fri.	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 (incl. P.D.)	...	12-30 p.m.
		Founder's Lunch U-VI & guests	...	1-30 p.m.
		O.S., meeting (Staff courts)	...	2-30 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 (incl. P.D)	...	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.
Sat.	5th	Rouser	...	7-00 a.m.
		B.D., baths	...	7-15 a.m.

Breakfast L-VI & downwards (incl. P.D)	...	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.
Sun. 6th	Founder's holiday	
Mon. 7th	Founder's holiday	
Tue. 8th	Founder's holiday	

No. 255. FOUNDER'S HOLIDAYS

Members of staff wishing to avail of the Founder's holidays are requested to kindly inform the DHM in writing stating the number of days they will be away from the Campus. House Staff if they wish to leave will kindly depute some one to look after those children of their Houses who happen to stay back for the Founder's holidays.

No. 256. PRINTING OF SCHOOL ORDER

The next issue of School order will be published on Friday, 11th October, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th October 1985

Part I 257-264

No. 257. PROGRAMME

October

Fri. 11th	Founder's holidays conclude	
	All children on SOPs return	6-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-15 p.m.
	Lights out	9-30 p.m.
Sat. 12th	Morning Prep. cancelled	
	Rouser	7-00 a.m.
	M.I., cancelled	
	Normal academic routine resumed	
	Hockey sets made	... 2-30 p.m.
	Afternoon activities cancelled	
	N.C.C. kit returned	... 3-30 p.m.
	Tea Sr. School	... 4-30 p.m.
	Dormitories re-set and tidied up	5-00—6-00 p.m.
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 13th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 14th	Rouser	... 6-00 a.m.
	Chota Hazri	... 6-20 a.m.
	P.T.,	6-30—7-00 a.m.
	Normal teaching routine	
	Afternoon activities cancelled	
	Festival hockey match	... 3-00 p.m.
	Tea (for both P.D., & Sr. School)	... 4-15 p.m.
	Tea for teams	... 4-30 p.m.
	B.D., baths	... 5-10 p.m.
	Prep	6-15—7-35 p.m.

	Supper Sr. School	... 7-40 p.m.
Tue. 15th	Hockey season comes into effect Normal routine including afternoon activities	
Wed. 16th	Boys' athletics team leaves for Hyderabad	
	SUPW	4-45—6-10 p.m.
	Sixth Form extra classes	4-45—6-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 18th	IPS, Boys' athletics meet (Hyderabad)	
Sat. 19th	IPS, Boys' athletics meet (Hyderabad)	
	Morning prep	6-40—7-40 a.m.
	M.I., G.D.	... 7-30 a.m.
	M.I., B.D.	... 7-40 a.m.
	Sixth Form extra classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 258. ARTICLES LOANED BY STORES

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

No. 259. FETE MONEY

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

No. 260. 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. 261. 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. 262. 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. 263. SCHOOL VEG. SHOP TIMINGS

(Ref. S.O. No. 252, dated 20-9-1985)

The revised timings for all staff purchases are :

- (i) Thursday would be the weekly off, on which day the Veg. Shop will remain closed.
- (ii) Staff Sale timings ... 1-00 p.m.—5-00 p.m.

No. 264. 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, 13th October, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th October 1985****Part I**
265—272**No. 265. PROGRAMME****October**

Fri. 18th	IPS, Boys' athletics meet (Hyderabad)	
	Sub-Junior Squash team leaves for Dehra ...	6-00 a.m.
Sat. 19th	IPS, Boys' athletics meet (Hyderabad)	
	Morning prep	6-40—7-40 a.m.
	M.I., G.D.	... 7-30 a.m.
	M.I., B.D.	... 7-40 a.m.
	Sixth Form extra classes (Project work time)	
	Hockey 1st XI leaves for Chail ...	2-30 p.m.
	M.S., Chail Colts & Atoms	
	(hockey) arrive ...	5-30 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	School hockey 1st XI vs. M.S., Chail (away)	
	School hockey Atoms vs. M.S.,	
	Chail (home) ...	10-30 a.m.
	School hockey Colts vs. M.S.,	
	Chail (home) ...	11-35 a.m.
Note :	School will go down to watch the matches	
	M.S., Chail Colts & Atoms leave ...	2-30 p.m.
	Tea P.D. ...	3-20 p.m.
	Tea Sr. School ...	3-40 p.m.
	Film (for both P.D., & Sr. School) ...	4-00 p.m.
	School 1st XI returns ...	5-30 p.m.
	Supper P D. ...	6-15 p.m.
	Supper Sr. School ...	7-15 p.m.
Tue. 22nd	School Athletics team returns	
Wed. 23rd	Dusehra—Holiday for administrative staff only	
	School Swimming team leaves for Karnal ...	8-30 a.m.
	SUPW	4-45—6-20 p.m.
	Sub-Junior Squash team returns ...	6-00 p.m.

	Sixth Form extra classes	4-45—6-30 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu 24th	Officials for 5th Himalayan Car Rally leave	... 6-00 a.m.
	Swimming meet (Karnal)	
Fri. 25th	Swimming meet (Karnal)	
	School hockey team leaves for	
	IPS meet at Raipur (MP)	... 2-30 p.m.
Sat. 26th	Morning Prep	6-40—7-40 a.m.
	M.I., G.D.	... 7-30 a.m.
	M.I., B.D.	... 7-40 a.m.
	Sixth Form extra classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun: 27th	Officials for Car Rally return	... 2-00 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 266. 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. 267. 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 24th October, 1985, 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. 268. 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. 269. 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. 270. 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. 271. ADMINISTRATIVE HOLIDAY

Wednesday, the 23rd October, 1985 will be observed as a holiday by the Administrative Staff on account of Dusehra.

No. 272. 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, 20th October, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th October 1985****Part I**

273—276

No. 273. PROGRAMME**October**

Fri. 25th	Swimming meet (Karnal)	
	School hockey team leaves for	
	IPS meet at Raipur (MP)	... 2-30 p.m.
Sat. 26th	Morning Prep	6-40—7-40 a.m.
	M.I., G.D.	... 7-30 a.m.
	M.I., B.D.	... 7-40 a.m.
	Sixth Form extra classes (Project work time)	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 27th	Officials for Car Rally return	... 2-00 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 28th	Girls' athletics team leaves for Rai	... 7-45 a.m.
	IPS Jr. hockey tournament commences	
	at Raipur (MP)	
Wed. 30th	Girls' IPS athletics meet (Rai)	
	SUPW	4-45—6-20 p.m.
	Sixth Form extra classes	4-45—6-30 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 31st	Girls' IPS athletics meet (Rai)	
November		
Fri. 1st	Girls' athletics team returns	
Sat. 2nd	Morning prep	6-40—7-40 a.m.
	M.I., G.D.	... 7-30 a.m.

	M.I., B.D.	... 7-40 a.m.
	Sixth Form extra classes (Project work time)	
	YPS hockey Colts & Atoms arrive	... 5-00 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 3rd	School hockey Atoms vs. YPS, Patiala (home)	... 10-30 a.m.
	School hockey Colts vs. YPS, Patiala (home)	... 11-35 a.m.
	Note: School will go down to watch the matches	
	YPS Colts & Atoms leave	... 2-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 274. ASSESSMENT MEETING

Assessment meeting is post-pored to Wednesday 6th November '85 at 6-10 p.m.

No. 275. 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, in writing, 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. 276. CINEMA

An English film (if it arrives in time) will be shown in Barhe Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 27th October, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st November 1985****Part I
277—295****No. 277. PROGRAMME****November**

Fri. 1st	Girls' athletics team returns	
Sat. 2nd	Morning prep	6-40—7-40 a.m.
	M.I., G.D.	... 7-30 a.m.
	M.I., B.D.	... 7-40 a.m.
	Sixth Form extra classes (Project work time)	
	YPS hockey Colts & Atoms arrive	... 5-00 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 3rd	School hockey Atoms vs. YPS,	
	Patiala (home)	... 10-30 a.m.
	School hockey Colts vs. YPS,	
	Patiala (home)	... 11-35 a.m.
	Note : School will go down to watch the matches	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 6th	SUPW	4-45—6-05 p.m.
	Sixth Form extra classes (only two Schools)	4-45—5-55 p.m.
	Assessment meeting (MCR)	... 6-10 p.m.
	B.D., baths	... 6-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 8th	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.

		Afternoon activities cancelled	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Normal Prep	
Sat.	9th	Morning Prep	6-40—7-40 a.m.
		M.I., G.D.	... 7-30 a.m.
		M.I., B.D.	... 7-40 a.m.
		Project work cut short by 15 mts.	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-25 p.m.
		Inter-House P.T., & best gymnast competition	... 2-30 p.m.
		Afternoon activities including tutorial meetings 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)	
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	10th	Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 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. 278. GYMNASTICS & P.T., COMPETITION

Gym., & P.T., Competition is being pre-poned to Fri. 8th and Sat. 9th Nov, '85 respectively.

No. 279. 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. 280. 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. 281. 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 15th November, 1985.

No. 282. SCHOOL MAGAZINE 1985

With 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. 283. 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. 284. STOCK REQUIREMENTS FOR 1986

All stock-holders will send in their requirements for the First Term of 1986 (10th Feb. to 14th June, 1986), by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 25th November, 1985. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

No. 285. 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. 286. 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. 287. STOCK CONDEMNATION—NOV. 1985

1. All condemnations will be completed by the Bursar latest by Saturday, 23rd November, 1985.

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 on 23rd November and 25th November 1985 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 Thursday, 21st Nov., 1985. They are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows :—

Thu.	21st	Nov.	'85	...	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

Fri. 22nd Nov. '85	... 12-00 noon VBD
" " " "	... 12-30 p.m. NBD
" " " "	... 1-00 p.m. BD VI Form
Sat. 23rd Nov. 85	... 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. 288. 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 Quardrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible. Employees concerned are therefore, hereby advised in their own interest, to ensure that their children do not go anywhere at such places. Consequences flowing from disobedience of this order will result in disciplinary measures against the parents of such children.

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

No. 289. LIBRARY BOOKS

All Staff must return all library books, borrowed by them from the library, latest by 24-11-1985. 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. 290. 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. 291. 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. 292. 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. 293. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Tuesday 12th November '85, 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. 294. DIWALI

Tuesday, 12th November, 1985, will be observed as a holiday on account of Diwali by both the School and the administrative staff, except the Engineer Department, which will instead observe Wednesday, 13th November, 1985 as a holiday on account of Vishwakarma. Tuck Shop will remain open on 12-11-85; it will observe its weekly off as usual on Wednesday 13-11-85.

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 at 7-30 p.m. on Monday 11th November 1985. 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 :—

11th Nov. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.

12th Nov. ... Honoria Court from 2-00 p.m. to 4-00 p.m.

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

Quartermaster will kindly arrange for sale of fireworks.

No. 295. 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, 3rd November, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th November 1985****Part I**

296—303

No. 296. PROGRAMME**November**

Fri.	8th	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.
		Afternoon activities cancelled	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		MNSS, Rai dramatic group arrives	... 6-00 p.m.
		Normal Prep	
Sat.	9th	Morning Prep	6-40—7-40 a.m.
		M.I., G.D.	... 7-30 a.m.
		M.I., B.D.	... 7-40 a.m.
		Project work cut short by 15 mts.	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-25 p.m.
		Inter-House P.T., & best gymnast competition	... 2-30 p.m.
		Afternoon activities including tutorial meetings 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)	
		B.D., baths	... 5-00 p.m.
		Supper P.D.	... 6-15 p.m.
		'The Dragon'—A play by MNSS, Rai dramatic group (Barne Hall)	... 5-45 p.m.
		(Only Sr. School will watch the play)	

	Supper Sr. School	...	7-45 p.m.
Sun. 10th	MNSS, Rai dramatic group leaves	...	8-00 a.m.
	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 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. 11th	Daily Morning prep (6-40—7-40 a.m.) commences		
	Evening prep cancelled		
	Diwali—Eve dinner P.D.	...	6-15 p.m.
	Diwali—Eve dinner Sr. School	...	7-30 p.m.
	Sr. School Social		8-30-11-00 p.m.
Tue. 12th	Diwali—Holiday		
	Sunday timings		
	Bonfire (PD)—P.D., Flat		
	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.
Wed. 13th	SUPW		4-45—6-20 p.m.
	Sixth Form extra classes		4-45—6-30 p.m.
	B.D., baths	...	6-20 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Thu. 14th	Children's Day—P.D. pic-nic		
Sat. 16th	Sixth Form extra classes (Project work time)		
	Tutorial meetings		6-00—7-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 17th	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 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. 297. 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, 1985.

No. 298. 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. 299. 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 be white-washed on the return of the staff members concerned next year, if that is feasible.

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 '86.

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. 300. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Sunday, 1st December, 1985. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Sunday, 1st December, 1985. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 301. 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. 302. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 30th November, 1985 should be prepared and submitted to the Bursar to reach him not later than 30th November, 1985.

No. 303. 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, 10th November, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th November 1985

Part I

304—318

No. 304. PROGRAMME**November**

Sat. 16th	Sixth Form extra classes (Project work time)	
	Festival T.T. matches	... 5-00 p.m.
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 17th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 19th	Terminal Exams Commence	
	Inter-House Shooting practice commences	
Sat. 23rd	Subject reports handed in to Form Staff	
	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. 24th	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 (subject to availability of ammunition)	... 11-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 305. EXAMINATION PERIOD DAILY ROUTINE

The entire Sr. School 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—5-15 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 the Eco. 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.
- (v) U-VI will have study leave from the 19th to such time as their exams commence. Staff may however call up the U-VI for extra classes if they so desire.

No. 306. WINTER VACATION

The School will close on Sunday 1st December, 1985, for the winter vacation and will reopen on Saturday, 10th February, 1986 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. 307. 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 Q.M.** 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 Q.M.

No. 308. HANDING IN OF SCHOOL CLOTHING

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons/Warden incharge of their dormitories immediately after lunch on Saturday, 30th November, 1985. 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. 309. 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. 310. 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. 311. 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. 312. 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 cleaned at home during the vacation. Children must bring these jerseys, duly repaired and cleaned, back with them when they return to School in February, 1986, failing which new ones will be issued to them, at their parents' cost.

No. 313 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 the sum involved.

No. 314. 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. 315. 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. 316. CLASS XII EXTRA CLASSES

These will be held from 1-12-85 to 8-12-85 (5-00 a.m.) The students going under parents arrangements will be permitted to leave Sanawar from 5-00 a.m. on 8-12-85. 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. 317. 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. 318. 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, 17th November, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd November 1985

Part I

319—324

No. 319. PROGRAMME**November**

Sat. 23rd	Subject reports handed in to Form Staff	
	Staff & Upper VI photograph	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff Club meeting (Art Room)	... 7-30 p.m.
	Reception Dinner in celebration of the marriage of Mr. Gore's daughter Meera—hosted by Mr. & Mrs. Gore (Art Room)	... 8-30 p.m.
Sun. 24th	House photographs B.D. :	
	Himalaya	... 7-00 a.m.
	Nilagiri	... 7-20 a.m.
	Siwalik	... 7-40 a.m.
	Vindhya	... 8-00 a.m.
	G.D. photographs	... 10-00 a.m.
	P.D. photographs	... 11-00 a.m.
	Inter-House shooting finals post-poned	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 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. 26th	Exams conclude	
	Weighing & measuring 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.
	Tea Sr. School	... 4-35 p.m.
	B.D., baths	... 5-10 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.

Wed. 27th	Guru Nanak's birthday—Holiday	
	Sunday timings	
	Inter-House hockey tournament commences	
Thu. 28th	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-20 a.m.
	Breakfast Sr. School	... 9-20 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.
	Marks handed in to Form Staff	
	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.
	B.D., baths	... 5-10 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Fri. 29th	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-20 a.m.
	Breakfast Sr. School	... 9-20 a.m.
	Sr. School staff meeting (MCR)	... 10-30 a.m.
	Weighing & measuring P.D. :—	... 10-00 a.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 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.
	Sr. School Social (Barne Hall)	8-00-11-00 p.m.
Sat. 30th	Rouser	... 7-30 a.m.
	Breakfast Sr. School	... 8-40 a.m.
	Breakfast P.D.	... 9-30 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 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea P.D.	... 4-00 p.m.
Tea Sr. School	... 4-30 p.m.
B.D., baths	... 5-00 p.m.
Mark Registers handed in to Sr. Mistress	
Supper P.D.	... 6-00 p.m.
Supper Sr. School	... 7-00 p.m.

December

Sun. 1st **Home Day**
 (Meal timings & dispersal as per special
 School Orders)
 Reports handed in to HM

Mon. 2nd Upper VI exam period routine
No. 320. UPPER SIXTH EXAMINATION

The Upper Sixth exam scheduled for Wednesday 27th
 Nov., will now be held on Thursday 28th Nov., starting at 10-00 a.m.
 The examination period routine from Mon. 2nd Dec., to Thu. 5th
 December will be as under :—

Rouser	... 7-00 a.m.
Study period (dorms)	7-50—9-00 a.m.
Breakfast	... 9-15 a.m.
Examination	10-15—1-15 p.m.
Lunch	... 1-25 p.m.
Games & recreation	2-30—3-50 p.m.
Tea	... 4-00 p.m.
Baths	... 4-30 p.m.
Study period (dorms)	5-15—7-00 p.m.
Supper	... 7-15 p.m.
Study period (onwards)	... 8-30 p.m.

Note : On Friday 6th and Saturday 7th December '85 there
 will be normal teaching schools of half hour duration
 each in order to discuss the examination papers with the
 children.

**No. 321. STAFF FAMILIES' RATIONS ETC., DURING VACA-
 TION**

With effect from Monday, 2nd December, 1985, the follow-
 ing 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. 322. TUCKSHOP HOURS DURING VACATION

The Tuckshop will open at usual timings upto 7-12-85 daily, and thereafter from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays, throughout the vacation.

No 323 ADMINISTRATIVE HOLIDAY

Wednesday, the 27th November, 1985, will be observed as a holiday by the Administrative Staff on account of Guru Nanak's birthday.

No. 324. 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, 24th November, 1985.

S. R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 25TH NOVEMBER, 1985

Part I

325—336

SPECIAL ORDER

Winter Vacation Arrangements—1985.

No. 325. 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 Sunday, 1st December, 1985. (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 Sunday 1st December, 1985, 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 into the Bursar well in advance, and **in on case later than Tuesday, 26th November, 1985.** 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 Friday, 29th November, 1985 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 326. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Saturday, 30th November, 1985, at 10-00 a.m. All such staff members are required to attend.

No. 327. 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. 328. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 329. 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 :—

Sri. 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.	
6	Amritsar	
8	Jammu Tawi	
10	Calcutta	
	(via Saharanpur & Lucknow)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh	
15	Tatanagar	
16	Gauhati	

‡ (includes Kurukshetra, Karnal and Panipat).

(ii) Party labels will be available in the School Office fairly soon. House Matrons should *personally* collect these from there as per their requirement.

Special Note : Stick-on labels must be pasted *on the sides or fronts* of tin trunks and **NOT ON TOP**. It will be the **personal responsibility of House Matrons to ensure this**.

(iii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Thursday, 28th November, 1985 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 the dormitory varandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

(v) Luggage of all children going in **Gauhati party** must be ready at B.D. Quad at 4-00 a.m. on 1-12-1985. Q.M. will please arrange for this. The same will be loaded on the **Chartered Bus and School Bus** and the party will move for Kalka at 5-00 a.m. sharp.

(vi) Luggage of all children going to **Chandigarh** must be ready at the **B.D. Quadrangle by 7-00 a.m.** 1-12-1985. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on top of one Chartered Bus, ready to 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 1-12-1985. 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 one set of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) is sent with Mr. Shamim Idris. Mr. Shamim Idris 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. Shamim Idris 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. Shamim Idris.*

(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. 330. 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. 331. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Gauhati 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 1-12-85.

(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 Amritsar, Jammu Tawi, Delhi 'A' 'B' 'C', Tatanagar 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, Amritsar, Jammu Tawi, Tatanagar, 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. Shamim Idris, after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Amritsar	... Mr. S.P. Verma	20
Jammu Tawi	... Mr. Sukhwinder Singh	10
Baroda	... Mr. Madhusudanan	10
Calcutta	... Mr. M. Sengupta	55
Tatanagar	... Mr. S.B. Dwivedi	12
Delhi 'A'	... Mr. Subhash Gupta	70
Delhi 'B'	... Mr. Dhani Ram	80
Delhi 'C'	... Mr. B.C. Katqeb	80

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. Williams 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. 332. 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. 333. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Bombay V.T., Chandigarh, Gauhati and Delhi B & '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. 334. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Saturday, 30th November, 1985, after the escorts meeting.

No. 335. 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 Sunday, 1st December, 1985. 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>
Gauhati	4-00 a.m.	5-00 a.m.	32	S/Bus & Crd./Bus
Chandigarh	8-30 a.m.	9-00 a.m.	39	Chartered Bus
Bombay V.T.	—do—	—do—	76	Chartered & S/Bus
Calcutta	1-30 p.m.	2-00 p.m.	48	” ”
Tatanagar	6-00 p.m.	6-30 p.m.	11	” ”
Amritsar	—do—	—do—	17	” ”
Jammu Tawi	—do—	—do—	9	” ”
Baroda	—do—	—do—	8	” ”
Delhi A	—do—	—do—	64	” ”
Delhi B	—do—	—do—	77	” ”
Delhi C	—do—	—do—	76	” ”

3. **Gauhati party** will travel by School Bus and Chartered Bus leaving B.D. Quad. at 5-00 a.m. At Kalka it will catch Kalka-Ranchi Express leaving Kalka Rly. Station at 7-05 a.m.

4. Chandigarh party will travel by One Chartered Bus leaving BD 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 1455 hours.
6. Calcutta party will travel in Chartered Bus from B.D. Quad. up to Kalka Rly. Station. From Kalka the party will travel in one extra 2nd class three tier sleeper coach by 87 Dn. Chandigarh express at 1920 hours.
7. Delhi B, Delhi C, parties will travel by Chartered buses from B.D. Quad. up to Chandigarh Rly. Station. From Chandigarh these parties will travel in train service coaches attached to 2 Dn. Kalka—Howrah Mail, leaving at 0055 hours. on 2-12-1985.
8. Amritsar/Jammu Tawi parties will travel in Chartered Buses upto Kalka. From Kalka, these parties will travel by 35 Dn. Simla Mail, in train service at 2120 hours.
9. Delhi A, Tatanagar & 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 Tatanagar parties will travel in one extra 2nd class three-tier sleeper coaches by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2340 hours, and Baroda party in train service.
10. The School Bus will go to Ambala Cantt with Bombay V.T. party luggage, and return to Kalka Rly. Station. There at Kalka, it will await for further instruction from Mr. Shamim Idris.
11. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—including the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.

12. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
13. The Bursar, assisted by Mr. 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. 336. NEXT TERM

The next term will begin on Monday, 10th February, 1980. 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.