

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 8th February 1986

Part I

1-28

No. 1. WELCOME

The Headmaster welcomes all children, members of the staff and their families to Sanawar, and wishes them a very happy New Year and a fruitful term at the School.

No. 2. THE SCHOOL'S CLEANLINESS

The co-operation of all is requested to keep the school neat and clean in every way. At a residential school like ours it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we should all set an example not only by not throwing litter any-where but also drawing the attention of others to avoid doing so and picking up litter wherever it is found lying. Proper receptacles have been provided. Where, however any more are required these may be requested for.

No. 3. PROGRAMME

February

Mon. 10th	School re-opens (All School parties return)	
	House Masters'/Mistresses meeting	
	(HM's House)	... 6-00 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Kit issued	... 8-00 p.m.
Tue. 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.
Wed. 12th	Afternoon activities cancelled	
	Medical Inspection B D. :—	
	Himalaya	2-00—2-40 p.m.
	Nilagiri	2-30—3-20 p.m.
	Siwalik	3-20—4-00 p.m.
	Vindhya	3-30—4-00 p.m.
Thu. 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. 15th	Morning Prep cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	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. 17th	Upper Sixth Preparatory leave commences	
Wed. 19th	Sports committee meeting	... 2-30 p.m.
	SUPW cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 22nd	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. 23rd	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 Wednesday 12th February '86 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, 1986.

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 take place on 2nd April, 1986. Details will be published during the last week of March, 1986.

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, 1986. 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, 1986.

Clothes will be issued to **Day Scholars** in all Deptts at 7-45 p.m. on 10th February, 1986.

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, '86.

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 incidents, and also as provided below, any staff member wishing to see the Quartermaster on business should see him in his office between 3-00 & 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 TIMINGS

Those members of the Staff who take their supper in CDH, are reminded that they are required to sit down to supper not later than 8-15 p.m. at the very latest. This timing, which is very necessary for administrative reasons, may please be strictly observed.

No. 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] on cash payment will also kindly do so, as per programme given above.

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

No. 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 6th February, 1986.

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 1986 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Wed.
2. Republic Day	...	Jan.	26th	Sunday
3. Shivratri	...	Mar.	8th	Saturday
4. Holi	...	Mar.	26th	Wed.

5.	Good Friday	...	Mar.	28th	Friday
6.	Baisakhi	...	April	13th	Sunday
7.	Ram Naumi	...	April	18th	Friday
8.	Independence Day	...	Aug.	15th	Friday
9.	Id-ul-Zuha (Bakrid)	...	Aug.	17th	Sunday
10.	Raksha Bandhan	...	Aug.	19th	Tuesday
11.	Janam Ashtmi	...	Aug.	27th	Wed.
12.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Thursday
13.	Founder's (After Founder's)	...	Oct.	7th	Tuesday
14.	Dusehra	...	Oct.	12th	Sunday
15.	{ Diwali (except Eng. Deptt.)	...	Nov.	1st	Saturday
	{ Balraj (Eng Deptt. only)	...	Nov.	2nd	Sunday
16.	Guru Nanak's Birthday	...	Nov.	16th	Sunday
17.	Christmas Day	...	Dec.	25th	Thursday

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 1-2-1986, in the Fruit & Vegetable Shop :-

Vegetable 'A'	<i>Rs.</i>
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum & Bean.	} ... 2-50 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi & Radish.	} ... 1-50 "
Potatoes	... 2-00 "
Onion	... 2-00 "
Tomatoes	... 2-80 "
Lime Fresh	... 8-00 "
Ginger Fresh	... 8-00 "

Garlic	...	6-00	Per Kg.
Dhania Green	...	3-00	„
Chillies Green	...	3-00	„
Mint Green	...	3-00	„
Fruit			
Banana	...	3-60	„
Apple Golden	...	5-00	„
Apple Red	...	6-00	„
Oranges	...	6-00	„
Guavas	...	3-00	„
Grapes	...	15-00	„
Leechies	...	12-00	„
Mangoes	...	6-00	„
Sugar Melon	...	3-00	„
Water Melon	...	1-50	„
Plum/Alubukhara	...	5-00	„
Apricot	...	2-50	„
Peaches	...	3-00	„
Bair	...	2-50	„
Bagugosha	...	5-00	„
Malta	...	4-00	„
Mussamies	...	6-00	„
Papita	...	3-50	„
Cheekoo	...	6-00	„

No. 24. SCHOOL HALWAI'S RATES 1986

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., 1986 to 31st Jan. 1987.

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 per kg.		No. of pieces per kg.	Rate per piece Paise
	Rs.	P.		
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
Besan Laddoo	... 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	... 11-00		30	40
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	... 20-00		30	65
Barfi Chocolate /coconut	... 20-00		30	65
Rasgulla	... 20-00		30	70
Rasmalai	... 20-00		30	70
Rabdi	... 21-00		—	—

Palangtor (milk-cake)	... 22-00	30	75
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, with small changes, 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 examination, 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 aid, etc.
 - (b) Plastic surgery.
 - (c) All expenses incurred on the escort and the R.M.O'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.

9. These rules supersede all previous rules of the Scheme published earlier in School Orders, and will take effect from 1-1-1986.

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 Saturday, 15th February, 1986.

All concerned are requested to take necessary action.

No. 26. REVISED RATES FOR SALE OF EGGS

With effect from 1-2-86 the sale price of eggs in Tuck Shop will be Rs. 56/- per hundred eggs.

No. 27. STAFF GUEST MEALS IN CDH

Staff entitled for meals in CDH can have their guests for meals in CDH. For maintaining record in this connection, a register is kept in CDH, with Catering Officer for making necessary entries.

Will all concerned staff kindly make it a point to enter relevant details on this register, so that the Catering Officer, is able to take further action.

No. 28. CINEMA

An English film (if it arrives in time) will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th February, 1986.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Wednesday 12th February 1986****Part I**

29—31

SPECIAL ORDER**No. 29. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI.**

All-India Secondary School (Class X) Examination, 1986.

DATE—SHEET*Morning Session*

10-30 a.m.—1-30 p.m.

March

Mon. 3rd	...	Mathematics Course—A & B	
Wed. 5th	...	English Course—A & B	
		10-30 a.m.—12-00 noon	
Mon. 10th	...	Science Course—A & B	Physics Paper I
Wed. 12th	...	Science Course—A & B	Chemistry Paper II
Thu. 13th	...	Science Course—A & B	L. Science Paper III
		10-30 a.m.—1-00 p.m.	
Sat. 15th	...	Social Science (His. & Civics)	Paper I
		10-30 a.m.—12-00 noon	
Mon. 17th	...	Social Science (Geography)	Paper II
		10-30 a.m.—1-30 p.m.	
Tue. 18th	...	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 Examinations 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 candidates will be held at the theory Examination Centre. Private 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, 1986. No enquiries about the actual date of declaration of result will be attended to.

**No. 30. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—ELEVENTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XI) Examination, 1986.

DATE—SHEET

<i>Morning Session</i>		<i>Afternoon Session</i>
9-00 a.m.—12-00 noon		2-00 p.m.—5-00 p.m.
March		
Wed. 12th ...	Core Language English	—
Fri. 14th ...	Physics	Geography
Sat. 15th ...	—	English Elective
Mon. 17th ...	Political Science	—
Tue. 18th ...	Mathematics	—
Wed. 19th ...	Commerce	Home Science
Thu. 20th ...	Chemistry	—
Fri. 21st ...	Accountancy	—
Sat. 22nd ...	Biology	—
Mon. 24th ...	Economics	Music Hindustani (Vocal) Music Hindustani Instrumental (Melodic)
Thu. 27th ...	—	{ Psychology Sculpture
Mon. 31st ...	—	Painting

N. B. :—The date & time for examination in vocational subjects (Theory & Practical) and for Practical Examination in other subjects will be notified by the Principal of the school concerned. Practical Examination may be held either before or after the commencement of Theory Examination.

**No. 31. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XII) Examination, 1986.

DATE—SHEET

Morning Session

10-30 a.m.—1-30 p.m.

March

Sat.	1st	...	Core Language English	
Tue.	4th	...	Physics	... Theory
				10-30 a.m.—11-30 a.m.
Wed.	5th	...	Sculpture	... Theory
				10-30 a.m.—1-30 p.m.
Thu.	6th	...	Economics	
Fri.	7th	...	Mathematics	
Mon.	10th	...	Music Hindustani Instrumental (Melodic)	... { Theory
Tue.	11th	...	Commerce	
Wed.	12th	...	Home Science	... Theory
Fri.	14th	...	Chemistry	... Theory
Sat.	15th	...	{ Psychology Introductory Computer Science	... Theory
Mon.	17th	...	Elective Languages English	
Tue.	18th	...	Political Science	
Wed.	19th	...	Accountancy	
Thu.	20th	...	History	
Fri.	21st	...	Geography	... Theory
Sat.	22nd	...	Biology	... Theory
				10-30 a.m.—11-30 a.m.
Sat.	29th	...	Painting	... Theory

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

Physics, Chemistry, Biology, Geography, Home Science, Agriculture, Music, Dance, Physical Education, Psychology, Introductory Computer Science, Graphics, Sculpture, Commercial Art, Painting, Horticulture, Basic

Electronic Technology, Basic Electrical Technology, Structure & Fabrication Technology, Hotel Management & Catering Technology.

- (2) 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.
- (3) 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 & time for examination so fixed in each practical for each batch be communicated to candidates concerned well in advance. Practical examinations should, however, be completed by 3rd April at the latest in all the subjects. The external examiners for practical will be appointed by the Board whose particulars will be intimated to the schools/centres at the appropriate time.
- (4) 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.
- (5) 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.
- (6) The result of the examination is likely to be declared by the last week of May, 1986. No enquiries about the actual date of declaration of result will be attended to.

The above date sheets and special instructions have been received from the Central Board of Secondary Education, New Delhi.

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th February 1986

Part I
32—51

No. 32. PROGRAMME

February

Sat. 15th	Morning Prep cancelled	
	I—H Quiz Competition	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
Mon. 17th	Upper Sixth Preparatory leave commences	
	I—H Badminton Boys' commences	
Wed. 19th	SUPW cancelled	
	Evening Prep	6-15—7-35 p.m.
Sat. 22nd	Morning Prep cancelled	
	Games Committee meeting (MGR)	... 2-30 p.m.
	English Jr. Debating Society meeting	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	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. 33. DISCIPLINE : DAY SCHOLARS

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

No. 34. 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. 35. BIRTHDAY PARTIES

The expenditure on these parties will under no circumstances, except with the special permission of the Headmaster, exceed the sum of Rs. 40/-; House Staff and Catering Officer are requested kindly to ensure this.

No. 36. 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. 37. SCHOOL BUS/SCHOOL JEEP

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

No. 38. 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. 39. 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) item 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 she will issue written recommendations to the House Staff concerned.

House Staff must get a copy of the Tuck Shop slip, dispatched along with the child's letter to his/her parents.

No. 40. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES

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

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

- (i) During the cricket season *all* the School games grounds are reserved at all times for the exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds except under staff supervision, during the cricket season. In the latter case Bursar and Master i/c cricket must be informed 24 hours in advance if the ground is required.
- (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. 41. 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. 42. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 43. 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. 44. 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 parent's expense.

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

No. 45. 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. 46. 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. 47. WATER CHARGES (RATES) 1986

The rate of water charges payable by Staff from 16th January, 1986 will be as follows :—

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

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

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

- (i) Single members—Rs. 5/40 per month.
- (ii) Staff with families—Rs. 4/70 P. 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.

No. 48. APPOINTMENT OF PREFECTS/HELPERS

Following appointments of Prefects/Helpers have been made for Spring Term 1986 :—

	Head Boy	...	Karandeep Sandhu
	Head Girl	...	Pia Johnson
Boys Department			
	M.I. Prefect	...	Rahul Singh
<i>H.B.D.</i>	House Captain	...	Mandeep Sidhu
	School Prefect	...	Uday Sarup
	House Prefects	...	Tuhin Mukherjee Rahul Rumar
<i>N.B.D.</i>	House Captain	...	Tejpreet Chopra
	School Prefect	...	Raghav Kotwal
	House Prefects	...	Anuroop Pruthi Rahul Bhide
<i>S.B.D.</i>	House Captain	...	Satbir Singh
	School Prefect	...	Rohit Banta
	House Prefects	...	Sanjay Seth Sanjay Kumar
<i>V.B.D.</i>	House Captain	...	Andaleeb Sehgal
	School Prefect	...	Adarsh Butail
	House Prefects	...	Manjyot Purewal Vikas Kohli
Girls Department			
	M.I. Prefect	...	Neetu Warraich
<i>H.G.D.</i>	House Captain	...	Kavita Rana
	House Prefect	...	Sagari Singh
<i>N.G.D.</i>	House Captain	...	Priyadarshini P. Singh
	House Prefect	...	Sukhamar Dhillon
<i>S.G.D.</i>	House Captain	...	Madhurita Anand
	House Prefect	...	Radha Khan
<i>V.G.D.</i>	House Captain	...	Isha Rajpal
	House Prefect	...	Hia Vandana

<i>(Helper / Asstt.)</i> <i>(of / to)</i>	<i>Name</i>
Head boy/girl & Asstt. to H.M.	... Karandeep Sandhu
	... Pia Johnson
D.H.M. Ominder Singh
	... Samyukta Kumari
Sr. Mistress Ashali Solomon
	Sanjana Ram
CDH Arup Das
	Avaninder Singh
	Jasdeep Singh
	Arindam Joshi
	Praful Agarwal
	Suraj Lakhani
	Salim Dad Khan
	Devesh Agarwal
	Preetika Grewal
	Anjum Siddiqui
	Taruna Bais
	Aarti Pershad
Games Digant Rabha
	Vikram Chauhan
	Sushant Malik
	Amit Amla
	Mukhraj Singh
	Murad Ali
	Naeem Dad Khan
	Sanjay Kumar
	Ritu Kapoor
	Ritika Mehra
Hobbies Rohan Malhotra
	Chander Mohan
	Ravi Katoch
	Rajiv Ranjan
	Tanya Chopra
	Malini Chopra
Estate Tidiness Kuldip Virk
	Dhirendra Vidarthi
	Jogeshinder Singh

			Shakti Singh
			Dina Sultan
			Anisha Ewari
Expeditions	Rafaat Hussain
			Deepesh Wig
Library	K. Bhattacharya
SUPW	Mohit Bhalla
			Vishal Dhar
			Vikramjit Singh
			Mithilesh Gadkary
			Laila Commissariat
			Atiya Bose
Costumes	Pareesh Gupta
Chapel	Yangerba Jamir
			Insulemba Jamir
			Anjana Singh
Guests	Vikram Dhawan
Computer	Sumit Nurpuri

No. 49. INTER HOUSE PT/GYM COMPETITION—1985

The results of Inter House PT/Gym Competition held on 8th and 9th Nov., 1985 are published below for record :—

Cock House Boys and Girls

B.D.			G.D.		
	<i>Points</i>	<i>Position</i>		<i>Points</i>	<i>Position</i>
Siwalik	139·54	1st	Nilagiri	112·33	1st
Nilagiri	137·44	2nd	Siwalik	104·50	2nd
Himalaya	137·11	3rd	Himalaya	104·30	3rd
Vindhya	128·27	4th	Vindhya	101·10	4th
Best Gymnast Boys (Senior)				<i>Points</i>	<i>Position</i>
Sanjay Goel	164·50	1st
Rajiv Mehta	160·50	2nd
Kr. Suryaveer Singh	150·00	3rd
Best Gymnast Boys (Juniors)					
Raman Dua	151·00	1st
Shailinder Ram	144·00	2nd
Sidharath Bedi	141½	3rd
Best Gymnast Girls					
Harpreet Bedi	144·00	1st
Reena Singh	139·00	2nd
Malini Ramani	125·50	3rd

Founders P.T. leader certificate awarded to—Shivneet Singh

Proficiency certificate awarded to :—

Shabika Gangjee	Udita Malhotra	Reena Singh
Apoorva Lakhia	Suryaveer Singh	Vikas Sagar
Sanjay Goel	Imran Baig	Vikram Kapoor
Rajiv Mehta	Maneck Contractor	Raja Raja Menon
Sumant Bharatram	Shiraz Khanna	

No. 50. ISC SOUTH SIDE AREA OUT OF BOUNDS

All concerned, and children in particular, are requested to make a note that the following areas are out of bounds until further notice, for safety reasons. A lot of construction work is going on in these areas and therefore, the above-cited restriction :

- (a) The narrow passage which is usually used to go from N.B.D. side over to Peacestead from behind the ISC, facing Kasauli side.
- (b) Stairs going up from 'N.B.D. to Masters' Common Room.

No. 51. CINEMA

The English film CLEOPATRA will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th February, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st February 1986

Part I
52-61

No. 52. PROGRAMME

February

Fri. 21st	First Aid Course (staff)	... 4-15 p.m.
Sat. 22nd	Morning Prep cancelled	
	Games Committee meeting (MCR)	... 2-30 p.m.
	Careers aptitude test (U-V)	
	English Jr. Debating Society meeting	
	Tutorial meetings	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	Cricket—L-IV vs. P.D.	... 9-30 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. 24th	Prep leave for U-V begins	
	House Masters/Mistresses meeting	... 6-00 p.m.
Tue. 25th	Inter-House table tennis (boys) commences	
Wed. 26th	SUPW cancelled	
	Evening Prep	6-15—7-35 p.m.
Fri. 28th	First Aid Course (staff)	... 4-15 p.m.

March

Sat. 1st	CBSE Exams Commence	
	Core English U-VI	... 10-30 a.m.
	Jr. Declamation contest	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Staff Club meeting & dinner (Art Room)	... 7-45 p.m.
Sun. 2nd	Cross Country Race	
	I—H shooting finals	... 11-00 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. 53. OUT OF BOUNDS

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

No. 54. COMMUNICATIONS TO OFFICE REGARDING CHILDREN

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

No. 55. LEAVE APPLICATION BY STAFF MEMBERS

All staff members are reminded that except in emergent and unforeseen circumstances where this is not possible, applications for leave for all kinds must be submitted so as to reach the Bursar/Headmaster *not less than four clear working days before the day from which the leave applied for will start*. Will all heads of Departments please **explain** this Order to all employees serving 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. 56. SCHOOL SONG BOOKS

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

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

2. All children who were already in the Senior School (B.D. & G.D.) in 1985, 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. 57. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up very high. It has therefore, become very necessary that we exercise the maximum possible economy in the use of all types of stationery items, **including 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. 58. DEPOSIT/RECEIPT OF CASH

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

Monday to Friday	...	10-30 a m.—12-30 p.m.
Saturday	...	10-00 a.m.—12-00 noon

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

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

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

When receiving or taking cash 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. 60. INTERNAL TELEPHONES

Following additions be please noted by all concerned :—

Mr. J. Roberts	}	47
Mrs. R.A. Solomon				
Mrs. Robinson	50

No. 61. CINEMA

The English film **THE CHAMP** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 23rd February, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th February 1986

Part I

62-74

No. 62. PROGRAMME**February**

Fri. 28th	First Aid Course (staff)	...	4-1½ p.m.
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March

Sat. 1st	CBSE Exams Commence		
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	Core English U-VI		... 10-30 a.m.
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	Jr. Declamation contest		... 6-15 p.m.
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	Supper P.D.		... 6-15 p.m.
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	Supper Sr. School		... 7-15 p.m.
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	Staff Club meeting & dinner (Art Room)		... 7-45 p.m.
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Sun. 2nd	Cross Country Race		
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	I-H shooting finals		... 11-00 a.m.
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	Tea P.D.		... 3-20 p.m.
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	Tea Sr. School		... 3-40 p.m.
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	Film (for both Sr. & Prep School)		... 4-00 p.m.
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	Supper P.D.		... 6-15 p.m.
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	Supper Sr. School		... 7-15 p.m.
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Mon. 3rd	L-V & L-VI Prep leave begins		
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	Mathematics course A & B Class X		... 10-30 a.m.
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	(U-Vs may not attend Assembly)		
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Tue. 4th	Physics theory class XII		... 10-30 a.m.
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	(U-VI Physics gp., may not attend		
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	Assembly)		
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Wed. 5th	Sculpture theory class XII		... 10-30 a.m.
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	(U-VI Sculpture gp., may not attend		
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	Assembly)		
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	English course A & B class X		... 10-30 a.m.
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	(U-Vs may not attend Assembly)		
--	--------------------------------	--	--

	SUPW cancelled		
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	Evening Prep		6-15-7-35 p.m.
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Thu. 6th	Economics class XII		... 10-30 a.m.
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	(U-VI Economics gp., may not attend		
--	-------------------------------------	--	--

	Assembly)		
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Fri.	7th	Mathematics class XII	...	10-30 a.m.
		(Us VII Mathematics sp., may not attend Assembly)		
		Frist Aid course (staff)	...	4-15 p.m.
Sat.	8th	Jr. English debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun.	9th	Cross Country Race		
		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. 63. CENTRAL BOARD EXAMS

The Central Board Exams commence from Sat. 1st March '86. 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. 64. 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. 65. 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. 66. 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. 67. 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. 68. 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. 69 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. 69. DOGES 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, 1986.* 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 1987. The year for which it is valid will be found stamped on it, e.g. 1986/87.

(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 1986 the number of dogs they own, so as to enable the RMO 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 the RMO, 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 herself 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 her 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. 70. 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 or an authority letter that will make him an authorised porter. This badge will *not be transferable*.
- (2) These badges or authority letter 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. after 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/authority letter 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. 71. SCHOOL HOSPITAL O.P.D. TIMINGS

The O.P.D. timings will now be :

9-30—11-30 a.m. daily except Sundays and holidays.

No. 72. DENTISTS' VISIT

The dentist would be in School Hospital on Sat., 1-3-86 from 11-30 a.m. to 1-00 p.m., available for staff. Those interested may kindly visit School Hospital during these timings.

No. 73. OPTICIANS VISIT

The Optician would be in School Hospital on Monday, 2-3-86 from 3-00 p.m. to 5-00 p.m. Those who wish to take advantage of his presence here, may do so, during these timings.

No. 74. CINEMA

The English film CONDORMAN will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 2nd March, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Saturday 1st March 1986****SPECIAL ORDER****No. 75. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI.**

All-India Secondary School (Class IX) Examination, 1986.

DATE—SHEET*Morning Session*

9-00 a.m.—12-00 noon

March

Wed. 12th ... English Course—A & B

Thu 13th ... Hindi Course—A & B

Fri. 14th ... Mathematics

9-00 a.m.—10-30 a.m.

Sat. 15th ... Science (Physics) ... Paper I

Mon. 17th ... Science (Chemistry) ... Paper II

Tue. 18th ... Science (Life Science) ... Paper III

9-00 a.m.—11-30 a.m.

Wed. 19th ... Social Science (History & Civics) ... Paper I

9-00 a.m.—10-30 a.m.

Thu. 20th ... Social Science (Geography) ... Paper II

N.B. :—The date and time for Practical Examination will be notified by the Principal of the School concerned. Practical Examination may be held either before or after the commencement of theory Examination.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th March 1986****Part I****76-87****No. 76. PROGRAMME****March**

Fri. 7th	Mathematics class XII (U-VI Mathematics gp., may not attend Assembly)	... 10-30 a.m.
	Frist Aid course (staff)	... 4-15 p.m.
Sat. 8th	Jr. English debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 9th	Cross Country Race	
	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. 10th	Science Course A & B (Physics) Class X	10-30—12-00 noon
	(U-Vs may not attend Assembly)	
Tue. 11th	Commerce Class XII (U-VI Commerce gp., may not attend Assembly)	... 10-30 a.m.
Wed. 12th	Senior School Certificate (XI) & Secondary School Certificate (IX) exams commence Science Course A & B (Chemistry) Class X	10-30—12-00 noon
	Home Science (Theory) Class XII (U-Vs & U-VI Home Science gp. may not attend Assembly)	... 10-30 a.m.
	SUPW cancelled	
	Evening Prep	6-15—6-35 p.m.
Thu. 13th	Science Course A & B (L. Science) Class X	10-30—12-00 noon
	(U-Vs may not attend Assembly)	

Fri. 14th	Chemistry (Theory) Class XII (U-VI Chemistry gp., may not attend Assembly)	... 10-30 a.m.
Sat. 15th	Psychology & Computer Science (Theory) Class XII	... 10-30 a.m.
	Social Science (His. & Civics) Class X	10-30—1-00 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. 16th	Cross Country Race	
	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. 77. SENIOR SCHOOL CERTIFICATE (XI) AND SECONDARY SCHOOL CERTIFICATE (IX) EXAMINATION

The examination for Lower VI will be conducted in the Hindi Department and for the Lower Vs in the English Department (L-IV Class rooms).

No. 78. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper/alter the electrical installations of all kinds in all School buildings including 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, 1986.

No. 79. STAFF GUEST—MESSING IN SCHOOL KITCHEN.

Staff members, entitled to have their messing in school kitchen, who wish to bring their guests for meals in the C.D.H.,

are required to give at least four hours notice in advance to the I/c C.D.H., failing which it will not be possible to arrange for extra meals for guests.

No. 80. TUCK SHOP FACILITIES

All categories of staff, receiving pay through Jr. Staff pay register, are reminded that they may make cash purchases from the Tuck-Shop between 11-00 a.m. and 1-00 p.m. on Mondays, 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. 81. FOREIGN NATIONALS IN SANAWAR

The Ministry of Home Affairs, Government of India New Delhi have called for certain details, regarding all foreign nationals studying or working in the school. Cyclostyled blank forms connected with this issue are available with the Bursar, which have to be filled in, in duplicate, in all respects, by all foreign nationals, and returned to him as early as possible, but not later than 15th March, 1986. 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, 1986.

No. 82. BANK WORKING HOURS

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

- (a) Working Hours : Mon.—Fri. : 11-00 a.m.—3-00 p.m.
Sat. : 11-00 a.m.—1-00 p.m.
- (b) (i) Issue of token : Mon.—Fri. : 11-00 a.m.—1-00 p.m.
Sat. : 11-00 a.m.—12-00 noon

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

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. INTER-HOUSE SHOOTING—1985-86

The results of I--H Shooting Competition held on 2nd March '86 are published below for record :—

B.D.	Pts.	Position	G.D.	Pts.	Position
Nilagiri	232	1st	Nilagiri	143	1st
Vindhya	190	2nd	Vindhya	82	2nd
Siwalik	174	3rd	Himalaya	74	3rd
Himalaya	151	4th	Siwalik	43	4th

Best Shot for Girls : Sabeeka Gangjee ... 69 pts.

Best Shot for Boys : { Omar Bin Jung ... 66 ..
Bikramjit Kanwarpal

No. 85. FRUIT & VEG. SHOP TIMINGS

The following timings will be observed with effect from Monday, 10th March 1986 :—

- (a) Daily from 1-00 p.m.—5-00 p.m.
(b) Will remain closed on 15th of each month for Stock-taking.

No. 86. ADMINISTRATIVE HOLIDAY

Saturday, the 8th March, 1986 will be observed as a holiday by the Administrative Staff on account of Maha Shivratri.

No. 87. CINEMA

The English film BULL OF THE WEST will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 9th March, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th March 1986

SPECIAL ORDER

No. 88. 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. Most of these children wear braces. They must get written permission from their parents/orthodontist to do gym.

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

<i>Name</i>	HBD	<i>Med. Ctg.</i>
Navneet S. Kumar	...	C
Karan Sareen	...	B Gym.
Manish Anand	...	B Gym.
Amol S. Sandhu	...	B Gym.
Rohan Malhotra	...	B Gym.
Uday Sarup	...	B Gym.
Kartik Kanwar	...	B Gym.
Tarun Seth	...	B Gym.
Varun Seth	...	B Gym.
Rahul Kumar	...	B Gym.
Arup Das	...	B Gym.
Pravan Malhotra	...	B Gym.
Teerath S. Brar	...	B Gym.
Aman Dewan	...	B Hodson

NBD

Amiteshwar S. Chaudhry	...	B	Hodson
Arvind Attri	...	C	
Abhayjit H. Sandhu	...	C	
Faisal A. Syed	...	B	all Ball. Games, except P.T. Gym.
Achal Jaiswal	...	B	Hodson and Gym.
Sharanbir S. Sandhu	...	B	Hodson and Athletic
Parambir S. Mann	...	B	Soccer, Hockey, Jumps, Cricket and Gym.
Suneel Sinha	...	B	Gym.
Rishi Sahai	...	B	Gym.
Arjun Gupta	...	B	Gym.

SBD

Ranjit S. Bawa	...	B	Gym. and Hodson
Avinash Sirohi	...	B	Gym.
Vivek Batra	...	B	Gym.
Divesh Taneja	...	B	Gym.
Kanwar Partap Singh	...	B	Gym.
Mohit Kampani	...	B	Gym.
Amit Oberoi	...	B	Gym.
Anand Matta	...	C	
Nawal Kakkar	...	C	

VBD

Hemant Parmar	...	B	Hodson
Jogeshinder Sodhi	...	B	Hodson
Manjot Purewal	...	B	Hodson and Long runs
Ravi Inder Bedi	...	B	Gym. and Long distance running.
Vishal Chatrath	...	C	
Andleeb Sehgal	...	B	Gym.
Sultan Saini	...	B	Gym.
Bundeep Rangar	...	B	Gym.
Rahul Aggarwal	...	B	Gym.
Omar Farooq	...	B	Gym.
Rahul Sehgal	...	B	Gym.

HGD

Priya Dhillon	...	C
Naina Dhillon	...	B Gym.
Sagari Singh	...	B Strenuous exercises, Hodson, Long Jump, High Jump and Cym.
Oona Sodhi	...	B Gym.
Malini Singh	...	B Gym.
Siboney Sagar	...	B Gym.
Arati Kohli	...	B Swimming

NGD

Kamal Virk	...	B Gym.
Vijaya Singh	...	B Gym.
Madhu Goel	...	B Gym.
Roopaman Dhillon	...	B Gym.
Navkiran Jhaj	...	B Gym.
Bhavana Bhatia	...	B Gym.
Anjali Solomon	...	B Swimming

SGD

Rokono Sircar	...	B Hodson, Swimming and Athletics.
Zeba Naqvi	...	B Hodson
Devika D. Singh	...	B Gym.
Supriya Saigal	...	B Gym.
Gayatri Handa	...	B Gym.
Sheena N. Singh	...	B Gym.
L. Jaya Lakshami	...	B Swimming
Nehara Reddy	...	C

VGD

Zarina Mohammad	...	B may play Indoor games
Shazia Khan	...	B Gym.
Sonali Yograj	...	B Gym.
Ayesha Saini	...	B Gym.
Harpreet Bedi	...	B Gym.
Sheena Pandey	...	B Hodson and Athletics

HPD

Rahul Jain	...	C
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NPD

Gaurav Agnihotri ... B Swimming
Gaurav Raina ... C

SPD

Shailender S. Rawal ... C
Nikhil Grover ... B Hodson
Rohan I. Vaziralli ... B Hodson
Shaad Ali ... C

HPD G

Nisha Sareen ... B may play Indoor games

S. R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 14th March 1986****Part I**

89—95

No. 89. PROGRAMME**March**

Fri. 14th	Chemistry (Theory) Class XII	... 10-30 a.m.
	(U-VI Chemistry gp., may not attend Assembly)	
Sat. 15th	Psychology & Computer Science (Theory)	
	Class XII	... 10-30 a.m.
	Social Science (His. & Civics)	
	Class X	10-30—1-00 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. 16th	Cross Country Race	
	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. 17th	School Promotion Exams begin	
	Elective Languages English Class XII	... 10-30 a.m.
	Social Science (Geog.) Class X	10-30—12-00 noon
	(U-VI Lit., gp., and U-Vs may not attend Assembly)	
	House Masters/Mistresses meeting	
	HM's house	... 6-00 p.m.
Tue. 18th	Political Science Class XII	... 10-30 a.m.
	Hindi Course A & B Class X	10-30—1-30 p.m.
	(U-VI Pol. Sc., gp., and U-Vs may not attend Assembly)	
Wed. 19th	Accountancy Class XII	... 10-30 a.m.
	(U-VI Accountancy gp., may not attend Assembly)	

Thu. 20th	History Class XII	... 10-30 a.m.
	(U-VI History gp., may not attend Assembly)	
	Class X Social Service Camp Commences	
	Departure U-Vs	... 9-30 a.m.
Fri. 21st	Geography (Theory) Class XII	... 10-30 a.m.
	(U-VI Geography gp., may not attend Assembly)	
Sat. 22nd	Biology (Theory) Class XII	... 10-30 a.m.
	Study hour (dorms)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 23rd	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. 90. EXAMINATION PERIOD DAILY ROUTINE

With effect from Monday 17th March and upto and inclusive of Monday 24th March '86, 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. 91. 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. 92. 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. 93. FOREIGN NATIONALS IN SANAWAR

(Reference S.O. No. 81, dated 7-3-1986)

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

No. 94. MEDICAL CATEGORY

Gaurav Kapur N.B.D. Cat 'C' allowed marching, standing P.T. and as reserve for Cricket. No drill.

No. 95. CINEMA

A film if it arrives will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th March, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st March 1986****Part I**

96-102

No. 96. PROGRAMME**March**

Fri. 21st	Geography (Theory) Class XII ... 10-30 a.m. (U-VI Geography gp., may not attend Assembly)
Sat. 22nd	Biology (Theory) Class XII ... 10-30 a.m. Study hour (dorms) 6-00—7-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Sun. 23rd	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. 24th	School promotion Exams end Normal afternoon activities resumed Evening prep cancelled Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Tue. 25th	Academic department holiday Sunday timings Talk on UN by Mr. Bhai Chand Patel (Barne Hall) ... 11-00 a.m. (L-V & upwards to attend) Tea P.D. ... 4-00 p.m. Tea Sr. School ... 4-30 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Wed. 26th	Holi—Holiday for Administrative staff only Rouser ... 7-30 a.m. Breakfast P.D. ... 8-00 a.m. Breakfast Sr. School ... 8-45 a.m. Singing Practice ... 9-30 a.m.

	1st School	9-40-10-10 a.m.
	2nd School	10-10-10-40 a.m.
	3rd School	10-40-11-10 a.m.
	Break	11-10-11-30 a.m.
	4th School	11-30-12-00 noon
	5th School	12-00-12-30 p.m.
	6th School	12-30—1-00 p.m.
	7th School	1-00—1-30 p.m.
	SUPW cancelled	
	Normal afternoon games & gym.	
	Prep cancelled	
	B.D., baths	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 27th	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 8-45 a.m.
	Special Assembly for U-VI	... 9-30 a.m.
	1st School	10-00-10-30 a.m.
	2nd School	10-30-11-00 a.m.
	3rd School	11-00-11-30 a.m.
	Break	11-30-11-50 a.m.
	4th School	11-50-12-20 p.m.
	5th School	12-20-12-50 p.m.
	6th School	12-50—1-20 p.m.
	(Books handed in completed)	
	Farewell lunch to Upper Sixers	... 1-35 p.m.
	Afternoon activities cancelled	
	B.D. baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	S.F.P. (Barne Hall)	8-00-11-30 p.m.
Fri. 28th	Good Friday—Holiday	
	Sunday timings	
	Mr. Bishen Singh Bedi's Cricket Coaching Clinic	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.

	House Farewell dinner for Upper		
	Sixers (CDH)	...	7-45 p.m.
	House Farewells	...	8-30 p.m.
Sat. 29th	Rouser	...	7-30 a.m.
	Breakfast P.D.	...	8-00 a.m.
	Breakfast Sr. School	...	8-45 a.m.
	1st School		9-30-10-00 a.m.
	2nd School		10-00-10-30 a.m.
	3rd School		10-30-11-00 a.m.
	Break		11-00-11-20 a.m.
	Classes & Project work cancelled		
	Career Counselling Panel visit		
	from Delhi	...	11-30 a.m.
	(L-V to L-VI to attend)		
	Lunch P.D.	...	12-00 noon
	Lunch Sr. School	...	1-00 p.m.
	Departure Upper Sixers (1st batch)	...	2-00 p.m.
	Festival Cricket match	...	2-45 p.m.
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	B.D., baths	...	5-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Staff Club dinner (Art Room)	...	8-30 p.m.
Sun. 30th	Career counselling continued		
	Preppers move to Sr. School (onwards)	...	10-30 a.m.
	Festival Cricket match	...	10-30 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. 97. NEW ADMISSIONS

1. New admissions are scheduled on 2nd, and 3rd April 1986.
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 2nd April 1986 only, 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
Wed. 2nd April	...	24	8	49	29
Thu. 3rd April	...	4	1	—	—

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

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. Friday 28th and Sunday 30th March 1986 will be full working days. Heads of Deptts will arrange for compensatory offs in lieu of these two days to staff concerned in a staggered manner.

No. 98. 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 27th March 1986.

No. 99. LOST AND FOUND

One bunch of keys with a plastic label was found left behind in the Staff Club on Sat. 15-3-86. The owner is requested to contact the Bursar in this connection, and collect the bunch of keys, after proper identification.

No. 100. MEDICAL CATEGORY

The under-mentioned Childrens' medical Categories are as per following details :—

Vaishali Prakash	VGD	...	B Gym., Basket ball & Hockey
Preeti Singh	SGD	...	B Swimming
Ronita Malkani	SGD	...	C
Vikram H. Singha	HBD	...	C
Navneet S. Kumar	HBD	...	C
Harsh Preenja	NBD	...	C
Simit Dhawan	NPD	...	C
Harpratap S. Brar	VBD	...	C
Aditya Jit Singh	SBD	...	B Swimming

No. 101. SCHOOL HOLIDAY

(a) Wednesday 26th March, 1986 will be observed as Holiday by Adm. Staff, on account of Holi.

(b) Friday, 28th March 1986 will be observed as Holiday by Adm. Staff and Academic Staff, on account of Good Friday.

No. 102. CINEMA

The film DON IS DEAD will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 23rd March, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th March 1986

Part I

103—108

No. 103. PROGRAMME**March**

Fri. 28th	Good Friday—Holiday	
	Sunday timings	
	Mr. Bishen Singh Bedi's Cricket Coaching Clinic	
	Marks handed in to Form Staff	... 1-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.
	House Farewell dinner for	
	Upper Sixers (CDH)	... 7-45 p.m.
	House Farewells	... 8-30 p.m.
Sat. 29th	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 8-45 a.m.
	Classes & Project work cancelled	
	Career Counselling Panel visit from Delhi	... 9-30 a.m.
	(L-V & Upwards to attend)	
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Departure Upper Sixers (1st batch)	... 2-00 p.m.
	Festival Cricket match	... 2-45 p.m.
	Career Counselling continued	... 2-45 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Staff Club dinner (Art Room)	... 8-30 p.m.
Sun. 30th	Preppers move to Sr. School (onwards)	... 10-30 a.m.
	Festival Cricket match	... 10-30 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. 31st		Rouser	... 7-30 a.m.
		Breakfast P.D.	... 8-00 a.m.
		Breakfast Sr. School	... 8-45 a.m.
		Assembly	... 9-30 a.m.
		1st School	9-40-10-15 a.m.
		2nd School	10-15-10-50 a.m.
		3rd School	10-50-11-25 a.m.
		Break	11-25-11-45 a.m.
		4th School	11-45-12-20 p.m.
		5th School	12-20-12-55 p.m.
		6th School	12-55-1-30 p.m.
		(New Text Books issued)	
		Normal afternoon games & hobbies	
		Promotion meeting	... 5-30 p.m.
		Prep cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
April			
Tue. 1st		New Academic Session Commences	
		Warm weather routine as published	
		seperately commences	
		Long trousers for boys discontinued	
Wed. 2nd		New admissions	
		SUPW	4-45-6-10 p.m.
		B.D., baths	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Upper Sixers leave (2nd batch)	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Thu. 3rd		New admissions allotted class	
		sections and games' sets	
		School Cricket XI leaves for MNS Rai	
Fri. 4th		Tennis coaching clinic	
		Cricket School XI vs. MNS Rai (away)	
		School Cricket XI leaves for Delhi from Rai	
		Girls' basket-ball team leaves for Delhi	
		First Aid Course Staff	... 4-15 p.m.

Sat.	5th	Morning Prep	6-40—7-40 a.m.
		Cricket—School XI vs. DPS (away)	
		Basket-ball—School Girls' team vs. DPS (away)	
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	6th	Cricket & Basket-ball teams return	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both Sr. & Prep School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 104. DAILY ROUTINE

The pre-lunch daily routine with effect from Tuesday 1st April 1986 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. 105. 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—2-20 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 p.m.
Breakfast	8-35 p.m.
2nd School	9-10—9-45 a.m.
3rd School	9-45-10-20 a.m.
4th School	10-20-11-00 a.m.
5th School	11-00-11-40 a.m.
Break	11-40-12-00 noon
Projects	12-00—1-30 p.m.
Lunch	... 1-35 p.m.

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

No. 106. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday, 20th April (6-00 a.m.) to Sunday, 27th April, (4-00 p.m.) 1986. Following details are published for information and necessary action from all concerned at their earliest :—

- (1) All camping/hiking/treking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R.M.O., for first aid boxes for camp.
- (2) All party I/cs are required to submit in duplicate, the proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Depts. of the children concerned, etc., etc., This must reach the Bursar latest by 7th April, 1986. 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 7th April, 1986.
- (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 7th April, 1986.
 - (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 it 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. 107. MEDICAL CATEGORY

1. Parambir Singh Mann (NBD) Cat. 'B' No jumps only.
2. Zeba Naqvi (SGD) Cat. 'C' for this term.

No. 108. CINEMA

The 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, 30th March, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th April 1986****Part I****109—114****No. 109. PROGRAMME****April**

Fri.	4th	Cricket—School XI vs. MNS Rai (away)	
		School—Cricket XI leaves for Delhi from Rai	
		Girls' basket-ball team leaves for Delhi	
		First Aid Course Staff	... 4-15 p.m.
Sat.	5th	Morning Prep	6-40—7-40 a.m.
		Cricket—School XI vs. DPS (away)	
		Basket-ball—School Girls' team vs. DPS (away)	
		Tennis coaching clinic	
		Tutorial meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	6th	Cricket & Basket-ball teams return	
		Tennis coaching clinic	
		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.
Tue.	8th	Maths Society meeting; Mrs. N. Handa	
		"Nature Study" with P.D.	
Wed.	9th	SUPW	4-45—6-10 p.m.
		B.D., baths	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Fri.	11th	Tennis coaching clinic	
Sat.	12th	School—Cricket Colts & Atoms leave for	
		Welham's Dehra Dun.	
		Morning Prep	6-40—7-40 a.m.
		Career counselling for U-V by	
		Dr. Amrita Brar	

	Cricket—School XI vs Doon School (home)	
	Squash—School team vs Doon School (home)	
	Hindi Society Parliament	6-00—7-00 p.m.
	Tutorial meetings cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 13th	School Cricket Colts & Atoms vs Welhams (away)	
	Cricket—School XI vs Doon School (home)	
	Squash—School team vs Doon School (home)	
	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. 110. 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. 111. SCHOOL LEDGERS

All staff members who have School property under their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought uptodate, with all entries completed, latest by 10th April, 1986. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors who are here for audit work.

No. 112. 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. 113. SCHOOL VEHICLES RATES

The following revised rates for the School Vehicles will be effective from 1st March, 1986 :—

School Bus	...	Rs. 3-50 per mile
New Matador HPA 6342	...	„ 1-50 per km.
Old Matador HPA 621	...	„ 1-50 „ „
Jeep No. 1 HPA 706	...	„ 2-50 „ „
Jeep No. 2 HPA 6341	...	„ 2-50 „ „
Jeep No. 3 HPA 2110	...	„ 1-50 „ „
Tractor	...	„ 40-00 per hour

No. 114. CINEMA

The film DRAGONSLAYER will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 6th April, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th April 1986

Part I

115—121

No. 115. PROGRAMME**April**

Fri. 11th	Tennis coaching clinic	
	First Aid Course (staff)	... 4-15 p.m.
Sat. 12th	School Cricket Colts leave for Welhams Dehra Dun.	... 5-50 a.m.
	Morning Prep	6-40—7-40 a.m.
	Career counselling for U-V by Dr. Amrita Brar	
	Cricket—School XI vs. Doon School (home)	
	Squash—School team vs. Doon School (home)	
	Hindi Society Parliament	6-00—7-00 p.m.
	Tutorial meetings cancelled	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 13th	School Cricket Colts & Atoms vs. Welhams (away)	
	Cricket—School XI vs. Doon School (home)	
	Squash—School team vs. Doon School (home)	
	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. 14th	House Masters/Mistresses meeting (HM's House)	... 6-00 p.m.
Wed. 16th	SUPW	4-45—6-10 p.m.
	B.D. baths	... 6-15 p.m.

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 18th	Sood's XI arriving	... 10-00 a.m.
	Cricket 1st XI vs. Sood's XI home	... 2-45 p.m.
	Himalaya House Show 1st performance	... 4-30 p.m.
	(U-IV downwards to attend. After the show U-IVs & L-IVs will attend prep)	
Sat. 19th	Morning Prep	6-40—7-40 a.m.
	Cricket 1st XI vs. Sood's XI (home)	
	Project work cancelled	
	Hiking/Camping equipment issued	
	Afternoon activities cancelled	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-20 p.m.
	B.D., baths	... 5-00 p.m.
	Himalaya House Show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-00 p.m.
Sun. 20th	Hiking/Camping parties leave	
Sun. 27th	All Hiking/Camping 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. 28th	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	
	Afternoon activities cancelled	
	Hiking/Camping equipment returned	
	Cricket House practices	
	B.D., baths	... 5-20 p.m.
	Normal Prep	
Tue. 29th	Normal routine including P.T.	
	Hobbies/Gym. House-wise	
	Cricket House practices	

No. 116. 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 and foreign postage money (if reqd.) for such newly admitted children in their respective Houses.

No. 117. SUMMER KIT

The entire School will switch over to Summer Kit with effect from Monday, 28th April 1986.

No. 118. 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, 1986.

No. 119. ADMINISTRATIVE HOLIDAY

Friday, 18th April, 1986 will be observed as holiday by Adm. Staff on account of Ram Naumi.

No. 120. MEDICAL CATEGORY

Sandeep S. Anand¹(new admission) Cat. 'B' allowed Swimming, Badminton, T.T. and standing P.T. No Athletics of any kind.

No. 121. CINEMA

A 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 April, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 17th April 1986

Part I

122—124

No. 122. PROGRAMME**April**

- Fri. 18th** Sood's XI arriving
 Cricket 1st XI vs. Sood's XI (home)
 Himalaya House Show 1st performance ... 4-30 p.m.
 (U-IV downwards to attend. After
 the show U-IVs & L-IVs will attend prep)
- Sat. 19th** Morning Prep 6-40—7-40 a.m.
 Cricket 1st XI vs. Sood's XI (home)
 Project work cancelled
 Hiking/Camping equipment issued
 Afternoon activities cancelled
 Tea P.D. ... 4-00 p.m.
 Tea Sr. School ... 4-20 p.m.
 B.D., baths ... 5-00 p.m.
 Himalaya House Show final performance ... 6-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 8-00 p.m.
- Sun. 20th** Hiking/Camping parties leave
- Sun. 27th** All Hiking/Camping parties return
- Mon. 28th** 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
 Afternoon activities cancelled
 Hiking/Camping equipment returned
 Cricket House practices
 B.D., baths ... 5-20 p.m.
 Normal Prep

Tue. 29th Normal routine including P.T.
Hobbies/Gym. House-wise
Cricket House practices

No. 123. P.D. APPOINTMENTS SPRING TERM 1986

The following appointments have been made in the Prep School for Spring Term 1986 :—

School Prefects	U.P.D.	...	Ajay Singh
	L.P.D.	...	Vishal Prakash
	Sparrows	...	Praneet Bindra
	Boys		
House Prefects	H.P.D.	...	Saazid Singha
	N.P.D.	...	Vivek Kathpalia
	S.P.D.	...	Rajiv Minhas
	V.P.D.	...	Gurpreet Sandhu
	Girls		
House Prefects	H.P.G.	...	Ritika Brar
	N.P.G.	...	Sonia Sarathy
	S.P.G.	...	Shaleen Sandhu
	V.P.G.	...	Suvida Khanna
M.I. Prefects	U.P.D.	...	Pranay Kapuria
I/e Sanitation	L.P.D.	...	Dinesh Negi
	Sparrows	...	Meghna Patel
Games Prefects	U.P.D.	...	Rohit Sidhu
	L.P.D.	...	Vir Pratap Brar
	Sparrows	...	Yogini Singh
Common Room Prefects	U.P.D.	...	Sujoy Mazumdar
	L.P.D.	...	Nishant Parekh
	Sparrows	...	Namrata Kaur

No. 124. MEDICAL CATEGORY

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

Tanzin T. Tsarong	HPD	...	Cat. 'C'
Ajay Pratap Singh	SPD	...	Cat. 'C'

Prashant Sagar	SPD	...	Cat. 'C'
Abhijit Singh	VPD	...	Cat. 'C'
Gauri Singh	(G) NPD	...	Cat. 'C'
Sandeep Anand	SBD	...	Cat. 'B' Boxing, Gym. ... High Jump, Long Jump
Naman Ahuja	NBD	...	Cat. 'C'
Simit Dhawan	NPD	...	Cat. 'C'

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th April 1986

Part I

125—129

No. 125. PROGRAMME**April**

- Sun. 27th All Hiking/Camping parties return
Winter Kit to continue until further orders
- Mon. 28th P.T., cancelled until further orders
Rouser ... 7-00 a.m.
M.I., G.D. ... 7-30 a.m.
M.I., B.D. ... 7-40 a.m.
Normal teaching routine
Afternoon activities cancelled
Hiking/camping equipment returned
Cricket House practices
B.D., baths ... 5-20 p.m.
Normal Prep
- Tue. 29th Normal routine except P.T.
Hobbies/Gym. House wise
Cricket House practices
- Wed. 30th Inter—House Cricket tournament
commences. Last three Schools cut
short by five minutes
SUPW (for those not directly
involved with Cricket) 4-45—6-10 p.m.
B.D., baths ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
PPS, Nabha Cricket Colts & Atoms arrive
- May**
- Thu. 1st School Cricket 1st XI & Tennis teams leave
for P.P.S., Nabha
Staff Seminar "Dynamics of Self Motivation"
- Fri. 2nd Cricket School 1st XI vs. PPS, Nabha (away)
School tennis team vs. PPS Nabha (away)

		Cricket School Atoms vs. PPS, Nabha (New Field)	... 8-00 a.m.
		Cricket School Colts vs. PPS, Nabha (Barnes)	... 8-00 a.m.
		(Teams will have breakfast at 7-00 a.m.)	
		PPS, Nabha Colts & Atoms leave	... 3-30 p.m.
		YPS, Patiala Cricket Colts & Atoms and G.D., basket-ball teams arrive	... 6-00 p.m.
Sat.	3rd	Morning Prep	6 40—7-40 a.m.
		Cricket School 1st XI vs. YPS, Patiala (away)	
		School tennis team vs. YPS, Patiala (away)	
		School Cricket Atoms vs. YPS, Patiala (Barnes)	... 8-30 a.m.
		(Teams will have breakfast at 7-15 a.m.)	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Performance of 'Oliver' by St. Stephen's School, Chandigarh	... 4-15 p.m.
		Tutorial meetings cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	4th	Cricket School 1st XI vs. YPS, Patiala (away)	
		School tennis team vs. YPS, Patiala (away)	
		School Cricket Colts vs. YPS, Patiala (Barnes)	... 8-00 a.m.
		(The teams will have breakfast at 7-00 a.m.)	
		School G D., basket-ball team vs YPS, Patiala (Peacestead)	... 10-00 a.m.
		YPS, Cricket Colts & Atoms and Girls' basket-ball teams leave	... 3-00 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both S ^r & Prep School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

**No. 126. BIRTH / DEATH/ MARRIAGE NOTIFICATION TO
GARKHAL PANCHAYAT**

The Gram Panchayat Garkhal—Sanawar, Garkhal, Tehsil
Kasauli, Distt. Solan H.P. have, vide their letter No. 117/86, dated

17-3-1986 notified that proper formal certificate regarding Birth/Death/Marriage taking place on School Campus, should be sent to the Panchayat within 7 days of its occurrence. Following action will therefore be taken:—

- (a) All concerned will kindly send communication to the RMO, regarding any birth/death, taking place on the Campus, immediately after its occurrence. The RMO, will kindly forward a formal certificate to this effect to the Bursar, who will forward the same to the Panchayat authorities, within 7 days.
- (b) All concerned will kindly send communication to the Bursar, in writing, giving full details, along with the Wedding Card, if there be any, within 24 hours, after the celebration of a marriage, taking place on the campus.

Heads of Deptts are requested to kindly explain full details of this School Order to all staff working under them.

Failure to observe the instructions given in this order is against the law of the land, and will attract disciplinary action against the defaulters.

No. 127. STUDENTS GOING HOME ON MEDICAL GROUNDS

- (1) All students going home on medical grounds, whether sent from the dormitories direct, or from School Hospital, *must* report to the RMO, with all documents/certificates, etc., immediately on their return. House Staff, and House Matrons/Warden are requested to kindly ensure that this procedure is followed in every case.
- (2) In the event of a child going home direct from the dormitory with due permission, and then falling ill, and hence gets delayed in his return, House Staff will kindly inform the RMO accordingly. Similarly, the RMO will kindly inform the House Staff concerned about the going out of a child home, from School Hospital.
- (3) The Headmaster must invariably be informed by the House Staff/RMO, if any child is moved out/sent home on medical grounds.
- (4) The intention behind installing the above given system is to keep the Headmaster, RMO, House Staff mutually

informed about the movement of a child going home, and to keep the child's medical file up-to-date.

- (5) Medical leave can only be given by the RMO. This can only be sanctioned by the House Staff after due endorsement by the RMO.

No. 128. MEDICAL CATEGORY

Parambir Singh Mann NBD upgraded ... Cat. 'A'

No. 129. CINEMA

A 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 May, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 2nd May 1986****Part I****130—132****No. 130. PROGRAMME****May**

- Fri. 2nd** Cricket School 1st XI vs. PPS, Nabha (away)
 School tennis team vs. PPS, Nabha (away)
 Cricket School Atoms vs. PPS, Nabha
 (Barnes) ... 8-00 a.m.
 (Teams will have breakfast at 7-00 a.m.)
 PPS, Nabha Colts & Atoms leaves ... 3-30 p.m.
 YPS, Patiala Cricket, Colts & Atoms and
 G.D., basket-ball teams arrive ... 6-00 p.m.
- Sat. 3rd** Morning Prep 6 40—7-40 a.m.
 Cricket School 1st XI vs. YPS, Patiala (away)
 School tennis team vs. YPS, Patiala (away)
 School Cricket Atoms YPS, Patiala
 (Barnes) ... 8-30 a.m.
 (Teams will have breakfast at 7-15 a.m.)
 Tea P.D. ... 3-20 p.m.
 Tea Sr. School ... 3-40 p.m.
 Performance of 'Oliver' by St. Stephen's
 School, Chandigarh ... 4-15 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Sun. 4th** Cricket School 1st XI vs. YPS, Patiala (away)
 School tennis team vs. YPS, Patiala (away)
 School Cricket Colts vs. YPS, Patiala
 (Barnes) ... 8-00 a.m.
 (The teams will have breakfast at 7-00 a.m.)
 School G.D., basket-ball team vs YPS,
 Patiala (Peacestead) ... 10-00 a.m.
 YPS, Cricket Colts & Atoms and Girls'
 basket-ball teams leave ... 3-00 p.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.
	School Cricket XI and tennis teams return	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 5th	Inter-House Cricket matches resumed	
Wed. 7th	SUPW (for those not directly involved with Cricket)	4-45—6-10 p.m.
	B.D., baths	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 9th	St. Joseph's Academy, Dehra Dun, Cricket team arrives	... 4-00 p.m.
	Nilagiri House Show 1st performance (U-IV downwards to attend. After the show U-IVs and L-IVs will attend prep.)	... 4-30 p.m.
	Welham Girl's School, Dehra Dun, basket-ball team arrives	... 6-00 p.m.
Sat. 10th	Cricket School 1st XI vs St. Joseph's Academy (Barnes)	... 9-00 a.m.
	(Teams will have breakfast with P.D.)	
	G.D. basket-ball team vs Welham Girl's School (Peace-stead)	... 10-00 a.m.
	Welham's basket-ball team leaves	... 2-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-20 p.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. 11th	St. Joseph's Academy Cricket team leaves	... 8-30 a.m.
	Inter-House Cricket matches conclude	
	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. 131. MEDICAL CATEGORY

Harsh Preenja NBD Cat. 'C' for this term.

No. 132. CINEMA

The film 20,000 LEAGUES UNDER THE SEA will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 4th May, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th May 1986****Part I**

133—140

No. 133. PROGRAMME**May**

Fri. 9th	St. Joseph's Academy, Dehra Dun,	
	Cricket team arrives	... 4-00 p.m.
	Nilagiri House Show 1st performance	... 4-30 p.m.
	(U-IV downwards to attend. After the show U-IVs and L-IVs will attend prep.)	
Sat. 10th	Morning Prep	6-40—7-40 a.m.
	Cricket School 1st XI vs St. Joseph's Academy (Barnes)	... 9-00 a.m.
	(Team will have breakfast with P.D.)	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-20 p.m.
	B D. Baths	... 4-45 p.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. 11th	St. Joseph's Academy Cricket team leaves	... 8-30 a.m.
	Inter-House Cricket	
	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. 12th	Assessment meeting P.D.	
	Inter-House Cricket	
	Afternoon activities cancelled	
	House Master/Mistresses meeting (HM's house)	... 6-00 p.m.
Tue. 13th	Inter-House Cricket concludes	
	Assessment meeting Sr. School (MCR)	... 5-30 p.m.

Wed. 14th	Afternoon activities cancelled	
	Festival Soccer match	... 4-00 p.m.
	SUPW cancelled	
	Talk by H.E. Sir Robert Wade Gery	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 8-00 p.m.
Thu. 15th	Soccer season commences	
	Revised afternoon timings come into effect	
Fri. 16th	Siwalik House Show 1st performance	... 5-00 p.m.
	(U-IV and downwards to attend. U-IV and L-IV will be let off afternoon activities)	
Sat. 17th	Morning Prep	6-40—7-40 a.m.
	Games cancelled	
	B.D. baths	... 5-00 p.m.
	Siwalik House Show final performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 8-00 p.m.
Sun. 18th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. and Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 134. SOCCER SEASON POST-LUNCH ROUTINE

With effect from Thursday 15th May '86 and upto the end of the term, the following post-lunch routine will be observed :—

Rest period (dorms)	2-00—3-00 p.m.
Prep	3-15—4-35 p.m.
Tea	... 4-35 p.m.
1st Session	4-35—5-35 p.m.
2nd Session	5-35—6-20 p.m.
3rd Session	6-20—7-05 p.m.
SUPW (WED)	3-15—4-35 p.m.
Tutorial meeting (SAT)	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 prep from 6-40—7-40 a.m.

No. 135. 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. 136. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1986 as on 12-5-1986 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 17-5-86 (3 p.m.)

No. 137. 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-'86

(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. 138. 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 there 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. 139. SWIMMING AND SWIMMING POOL AREA

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

Mondays Wednesdays Fridays	{	The pool is not available for use at any time before 2-30 p.m.
Tuesdays Thursdays Saturdays	{	The pool is not available for use at any time before 12-00 noon.
2. The R.M.O. will kindly detail one sweeper daily, who would keep the entire surrounding area swept and clean, and also the floor outside, clear of stones, etc.
3. All children must take care and see that they do not throw stones, Sweet wrappers, etc., in the swimming pool.
4. Minimum lights be switched on, and the same be switched off before the staff on duty leaves the swimming pool.
5. Fiteration Plant room is out of bounds, and nobody should enter there in.

No. 140. CINEMA

The English film BRONCO BILLY will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 11th May, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th May 1986

Part I

141—146

No. 141. PROGRAMME**May**

Fri. 16th	Soccer season post-lunch routine comes into effect	
	Siwalik House Show 1st performance	... 5-00 p.m.
	(U-IV & downwards to attend.)	
	U-IV & L-IV boys will be let off post-tea activities)	
Sat. 17th	Morning Prep	6-40—7-40 a.m.
	Tutorial meetings	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.	... 6-15 p.m.
	Supper Sr. School	... 8-00 p.m.
Sun. 18th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. and Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 20th	Exhibition of Soviet books & stamps opens	
Wed. 21st	SUPW	3-15—4-35 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	English debate Srs.	... 7-45 p.m.
	(L-V & upwards to attend)	
Thu. 22nd	Maths Society meeting	
Fri. 23rd	Tennis coaching clinic	
Sat. 24th	Morning Prep	6-40—7-40 a.m.
	Essay competition	
	Career Conselling—Dr. Amrita Brar	
	Tutorial meetings	3-15—4-35 p.m.

	B.D. baths	12/7/86 11.00 a.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-40 p.m.
Sun. 25th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 142. DISCIPLINE

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

No. 143. HOUSE FUNDS ACCOUNTS

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by 7th June, 1986.

No. 144. LIVE STOCK

Rearing of Live-stock such as buffaloes, cows, goat, sheep, pigs, etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain outside the school premises and should never be found grazing on the school land.

No. 145. 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. 146. CINEMA

The English film FRANKENSTEIN TRUE STORY will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 18th May, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd May 1986****Part I**

147—155

No. 147. PROGRAMME**May**

Fri. 23rd	Tennis coaching clinic	
Sat. 24th	Morning Prep	6-40—7-40 a.m.
	5th School cancelled	
	Break	11-00—11-20 a.m.
	Essay competition	11-20—1-30 p.m.
	Project work cancelled	
	Tutorial meetings	3-15—4-35 p.m.
	B.D. baths	... 7-10 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-45 p.m.
Sun. 25th	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. and Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 26th	Individual Tennis Championship commences	
Wed. 28th	Swimming competition post-poned to Second Term	
	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. 30th	Vindhya House Show 1st performance	... 5-00 p.m.
	(U-IV & downwards to attend. U-IV & L-IV boys will be let off post-tea activities)	
Sat. 31st	Morning Prep	6-40—7-40 a.m.
	Career Counselling—Dr. Amrita Brar	
	Tutorial meetings	3-15—4-35 p.m.
	Games cancelled	
	B.D., baths	... 5-00 p.m.
	Vindhya House Show final performance	... 6-00 p.m.

Supper P.D.	...	6-30 p.m.
Supper Sr. School	...	7-40 p.m.

June

Sun. 1st	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. 148. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1986, to the Bursar not later than 12th June, 1986.

No. 149. TRAVELLING ARRANGEMENTS MID-SESSION BREAK : LUGGAGE

In order to keep the luggage being taken by children for the short summer break to the minimum, a small attache case and holdall or a tin box will be allowed except for Sixth Form students and children going to hill station. Small travelling bags are available in the Tuck Shop and may be obtained on the Tuck Shop slip. Warm clothes or bedding need not be packed unless they are in need of repair.

No. 150. CHILDRENS' LONG-SLEEVED, NAVY BLUE JERSEYS

All children of BD, GD and PD, 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. 151. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Mon. 9th June, 1986 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. 9th June '86	{	11-00 a.m. G.D. (Upper Dorm.)
	{	11-20 a.m. G.D. Lower Dorm.)
	{	11-40 a.m. B.D. Siwalik
	{	12-00 noon B.D. Vindhya
	{	12-20 p.m. B.D. Himalaya
Tue. 10th „ „	{	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. Nilagiri
Wed. 11th „ „	{	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. 152. STAFF SICK-IN-QUARTERS

All non-academic staff, who are sick, and are likely to be placed on sick-list, are requested to report to the RMO, daily (or as per 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. 153. MATERNITY CASES

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

1. Cantonment Hospital, Kasauli.
2. Primary Health Centre, Dharampur (H.P.)
3. District Hospital, Solan H.P.

No. 154. 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. 155. CINEMA

The English film J E S U S will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 25th May, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 30th May 1985****Part I**

156—160

No. 156. PROGRAMME**May**

Fri. 30th	Vindhya House Show 1st performance ...	5-00 p.m.
	(U-IV & downwards to attend. U-IV & L-IV boys will be let off post-tea activities)	
Sat. 31st	Morning Prep ...	6-40—7-40 a.m.
	Tutorial meetings cancelled	
	Mr. Kapoor, a dog trainer, will put up a show by a trained dog in the ISC ...	
		3-40—4-30 p.m.
	Games cancelled	
	B.D., baths ...	5-00 p.m.
	Vindhya House Show final performance ...	6-00 p.m.
	Supper P.D. ...	6-30 p.m.
	Supper Sr. School ...	8-00 p.m.

June

Sun. 1st	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.
Wed. 4th	SUPW ...	3-15—4-35 p.m.
	2nd & 3rd Session of activities cancelled	
	Talk by Mr. Sunil Kumar, Member National Committee of Environment Planning ...	
		6-00 p.m.
	Supper P.D. ...	6-15 p.m.
	Supper Sr. School ...	7-15 p.m.
	B.D. baths ...	8-00 p.m.
Thu. 5th	Assessment meeting—P.D.	
Fri. 6th	Sr. School Assessment meeting post-poned to Monday 9th June	

Sat. 7th	Morning Prep	6-40	7-40 a.m.
	Tutorial meetings	3-15	4-35 p.m.
	Normal post-tea activities		
	B.D., baths	...	7-10 p.m.
	Supper P.D.	...	6-30 p.m.
	Supper Sr. School	...	7-45 p.m.
Sun. 8th	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3-40 p.m.
	Film (for both Sr. and Prep School)	...	4-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 157. SWIMMING

Swimming pool will not be used by any one before 2-00 p.m.

No. 158. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Saturday, 14th June, 1986.

No. 159. INTERNAL TELEPHONES

Int. Telephone No. 52 has been allocated for Mr. S. Idris' residence.

This is for information of all concerned.

No. 160. CINEMA

The English film CHARIOTS OF FIRE will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 1st June, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 6th June 1986****Part I**

161—168

No. 161. PROGRAMME**June**

Fri.	6th	Sr. School Assessment meeting post-poned to Monday 9th June	
Sat.	7th	Morning Prep	6-40—7-40 a.m.
		Tutorial meetings	3-15—4-35 p.m.
		Normal post-tea activities	
		B.D., baths	... 7-10 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-45 p.m.
		Staff Club dinner (Art Room)	... 8-15 p.m.
Sun.	8th	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.	9th	Sr. School Assessment meeting (MCR)	... 2-30 p.m.
		Prep School Show 1st performance (L-IV & U-IV boys to attend with P.D. they will be let off games and hobbies)	... 5-00 p.m.
Tue.	10th	Id-ul-Fitr—Holiday	
		Sunday timings	
		B.D., baths	... 8-15 a.m.
		Soccer House practices as under :—	
		Himalaya	10-00—11-00 a.m.
		Nilagiri	11-00—12-00 noon
		Siwalik	4-15— 5-15 p.m.
		Vindhya	5-15— 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed.	11th	P.T. cancelled	
		B.D. baths	... 6-30 a.m.
		Subject reports and term averages handed into Form Staff	

	SUPW for B.D., cancelled	
	Inter - House Soccer commences :—	
	1st Session	2-45—4-00 p.m.
	2nd Session	4-05—5-20 p.m.
	P.D., Show final performance	... 6-00 p.m.
	Supper Sr. School	... 7-40 p.m.
	Supper P.D.	... 8-30 p.m.
Thu. 12th	P.T., resumed	
	Teaching Schools will be cut short by five minutes each from the 2nd School onwards.	
	Lunch P.D.	... 12-20 p.m.
	Lunch Sr. School	... 1-10 p.m.
	Inter - House music competition	... 2-00 p.m.
	Tea Sr. School	... 3-45 p.m.
	Post-tea activities for B.D. cancelled	
	Inter - House Soccer :—	
	1st Session	4-05—5-20 p.m.
	2nd Session	5-25—6-40 p.m.
	B.D., baths	... 6-45 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Fri. 13th	Prep cancelled	
	Rest period (dorms)	2-15—3-30 p.m.
	Tea Sr. School	... 3-45 p.m.
	Reports handed in to Housemaster/ Mistresses	... 4-00 p.m.
	Post-tea activities for B.D. cancelled	
	Inter - House Soccer :—	
	1st Session	4-05—5-20 p.m.
	2nd Session	5-25—6-40 p.m.
	B.D., baths	... 6-45 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Sat. 14th	Rouser	... 7-15 a.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.	...	12-30 p.m.
Lunch Sr. School	...	1-30 p.m.
Escorts' meeting (MCR)	...	3-00 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.
Sun. 15th HOME DAY		
(Meal timings and dispersal as per Special School Orders)		
Reports handed in to H.M.		

No. 162. 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.

No. 163. SUMMER VACATION

1. The School will close on Sunday, 15th June, 1986 for the summer vacation, and will reopen on Friday, 1st August '86 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.

2. Sunday, 15th June, 1986 will be a full working day. Heads of Deptts. will arrange compensatory off in lieu of this day to staff concerned in a staggered manner.

No. 164. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Monday, 16th June, 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 upto 30-6-86 at usual timings, and from 1-7-86, till the end of Summer 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. 165. TUCKSHOP HOURS DURING VACATION

The Tuckshop will be open upto 30-6-86 at usual timings, and from 1-7-86, till the end of Summer vacation, from 10-00 a.m.—2-00 p.m. on Mondays, Wednesdays and Saturdays.

No. 166. 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. 167. STOCK REQUIREMENTS—SECOND TERM 1986

All stock-holders will please send in their requirements for the **Second Term** of 1986 [1st August to 30th Nov. '86], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1986. 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. 168. CINEMA

The English film **MAGNIFICENT SEVEN** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 8th June, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 9TH JUNE, 1986

Part I

169—180

SPECIAL ORDER

Summer Vacation Arrangements—1986.

No. 169. 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, 15th June, 1986. (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 15th June, 1986, 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 under any circumstances

The normal travelling money for school parties will be issued to escorts 1/c on Saturday, 14th June, 1986 by the School Office.

(vi) 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.**

(vii) 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.

(viii) **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. 170. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Saturday, 14th June, 1986, at 3-00 p.m. All such staff members are required to attend.

No. 171. 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. 172. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 173. LUGGAGE ARRANGEMENTS.

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

Srl. No.	School Party	
1	Simla	} Special note : Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully.
2	Chandigarh/Bombay (by Air)	
3	Bombay V.T.	
4	† Dehradun	
6	* Amritsar	
8	‡ Jammu Tawi	
10	Calcutta (via Saharanpur & Lucknow)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh	
16	Delhi/Gauhati (by Air)	

* (includes Ludhiana and Jullundur city.

‡ (includes Pathankot.

† (includes Ambala and Saharanpur.

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

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

(iii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Friday, 13th June, 1986 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 Dehradun party must be ready at the B.D. Quad. latest by 5-00 a.m. on home day. The Quarter-master will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Bus, which will take the luggage and children to Kalka to catch Kalka—Chandigarh—Dehradun Bus, leaving Kalka at 7-15 a.m.

(vi) Luggage of all children going to Simla must be ready at the B. D. Quad. latest by 6-00 a.m. on home day, loaded in the trailer of the Jeep and transported to Garkhal. The children going to Simla will go in the School Jeep upto Garkhal and will catch Kasauli—Simla—Rampur Bus at 7-00 a.m.

Luggage of children going in Chandigarh party must be ready at 7-00 a.m., and loaded on to the Chartered Bus, which will leave B.D. Quad. at 8-00 a.m. sharp for Chandigarh.

(vii) Luggage of children going in Bombay V. T. party must be ready at the B. D. Quad. latest by 7-00 a. m. and loaded on to the Chartered bus(es) on 15th June, 1986. The Q. M. will kindly arrange for luggage to be transported from deptts. by the mazdoors and loaded on the chartered bus(es) so that they are ready to move for Ambala Cantt at 9-00 a.m. sharp.

(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) Eight 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. 174. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Satpal Verma of the School Office will be present at Kalka railway station and will be in charge of the allotment of seats in coaches to all school parties. Escorts are requested to contact him there in this connection.

No. 175 BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Chandigarh, 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. Dehradun and Simla parties will have their breakfast at places convenient to them.

(ii) **Lunch** for the P.D. Delhi A, B, C, Bombay (by air), 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, 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 to have the empty baskets handed over to Mr. R. Puri, after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Jammu Tawi	... Mr. Sukhwinder Singh	15
Calcutta	... Mr. Subhash Gupta	90
Amritsar	... Mr. R.T. Williams	20

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

The I/c C.D.H. will please arrange for the requisite number of supper packets to be ready in Gaskell Hall forty five minutes before the departure of the parties in question.

Quartermasters' representative must be present in Gaskell Hall half an hour before the departure of each school party in order to supervise the distribution of supper packets baskets to the escorts concerned.

(v) Drinking Water for Parties.

Mr. Satpal Verma will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for all school parties, while Mr. K.K. Batish will arrange for Bombay V.T. party.

No. 176. 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. 177. WALKING DOWN TO KALKA [BOYS]

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

(ii) Boys walking down, who do not carry their own hand luggage, i.e. air-bags etc., with them, must NOT put it into the buses at Sanawar before leaving School, but must make it over to some other boy of the same School party who will be travelling to Kalka by party bus.

(iii) Those who have been permitted to walk down to Kalka, will not leave B. D. before 11-00 a. m. Housemasters will take a roll-call of all such boys, at 11-00 a. 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. 178. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Saturday, 14th June, 1986, nearer 12-00 noon.

No. 179. 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, 15th June, 1986. 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>
Dehradun	5-00 a.m.	5-30 a.m.	8	School Bus
Simla	6-00 a.m.	6-30 a.m.	6	School Jeep
Chandigarh	7-30 a.m.	8-00 a.m.	28	Chartered Buses
Bombay V.T.	8-30 a.m.	9-00 a.m.	56	" "
Delhi 'A'	1-00 p.m.	1-30 p.m.	57	" "
Delhi 'B'	—do—	—do—	64	" "
Delhi 'C'	—do—	—do—	62	" "
Delhi/Gauhati (by Air)	—do—	—do—	7	" "
Chandigarh/Bom- bay (by Air)	2-00 p.m.	2-00 p.m.	7	School Matador
Calcutta	3-00 p.m.	3-30 p.m.	79	Chartered Buses
Amritsar	6-00 p.m.	6-30 p.m.	18	" "
Jammu Tawi	—do—	—do—	13	" "

3. **Deharadun party** will travel in School Bus, leaving B.D. Quad. at 5-30 a.m. upto Kalka. From Kalka it will catch Kalka-Dehradun Bus, leaving at 7-15 a.m.
4. **Simla party** will travel from Sanawar by School Jeep leaving B.D. Quad. at 6-30 a.m. upto Garkhal. From there it will catch another bus going to Simla—Rampur Bushair.
5. **Chandigarh party** will travel by One Chartered Bus, leaving BD Quad. at 8-00 a.m. sharp.
6. **Delhi 'A', 'B' & 'C' and Delhi/Gaubati (by Air) parties** will travel by Chartered buses from B.D. Quad. to Kalka. From Kalka these will travel by 196 Dn. Himalayan Queen Super fast train leaving at 1615 hours.
7. **Chandigarh/Delhi/Bombay (by Air) party** will leave B.D. Quad at 2-00 p.m. sharp in School Matador for Chandigarh Airport. From there it will catch Chandigarh/Delhi Flight No. IC-422 leaving at 1640 hours.
8. **Bombay V.T. party** 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.
9. **Calcutta party** will travel by Chartered Bus, 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.
10. **Jammu Tawi/Amritsar parties** 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.
11. The School Bus, after leaving Dehradun party 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.
12. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—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.

13. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
14. The Bursar, assisted by Mr. L. D. Attri 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. 180. NEXT TERM

The next term will begin on Friday, 1st August, 1986, and all children must be back by 5-00 p.m. on that day.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th June 1986

Part I

181—182

No. 181. PROGRAMME**June**

Fri. 13th	Prep cancelled	
	Rest period (dorms)	2-15—3-30 p.m.
	Tea Sr. School	... 3-45 p.m.
	Reports handed in to Housemasters/ Mistresses	
	Post-tea activities for B.D. cancelled	
	Inter - House Soccer :—	
	1st Session	4-05—5-20 p.m.
	2nd Session	5-25—6-40 p.m.
	B.D., baths	... 6-45 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Sat. 14th	Rouser	... 7-15 a.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.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Escorts' meeting (MCR)	... 3-00 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.
Sun. 15th	HOME DAY (Meal timings and dispersal as per Special School Orders) Reports handed in to H.M.	

**No. 182 . DAILY ROUTINE SIXTH FORM—Mon. 16th June to
Sat. 28th June :—**

Rouser		7-00 a.m.
1st School	...	8-00— 8-40 a.m. -
Breakfast		8-45 a.m.
2nd School	...	9-15—10-00 a.m.
3rd School	...	10-00—10-45 a.m.
4th School	...	10-45—11-30 a.m.
Break	...	11-30—12-00 noon
5th School	...	12-00—12-45 p.m.
6th School	...	12-45— 1-30 p.m.
Lunch		1-35 p.m.
Rest period (dorms.)	...	2-00— 3-50 p.m.
Tea		4-00 p.m.
Games/ISC	...	4-30— 5-30 p.m.
Baths		5-40 p.m.
Prep (Birdwood School)	...	6-15— 7-35 p.m.
Supper		7-40 p.m.
Study period (dorms.)	...	9-00—11-00 p.m.
Lights out		11-00 p.m.

- Note :* (i) Sunday timings will be observed on Sun. 22nd June.
- (ii) The Seventh School of Wednesdays will be taught on Saturdays. There will be no evening prep on Saturdays. Supper will be at 7-15 p.m.
- (iii) Library will remain open during class timings and from 4-00—5-30 p.m. on all week days.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th July 1986

SPECIAL ORDER**No. 183. STRENGTH (as on 7-7-'86)**

Decrease with effect from 30-12-1985 :—

Akash Mehta ... VPD

Decrease with effect from 31-12-1985 :—

Sumeet Goel ... SPD

Sanjoy Kumar Gupta ... VBD

Sumita Gupta ... VGD

Decrease with effect from 17-1-1986 :—

Rahul Singh Gill ... NBD

Increase with effect from 10-2-1986 :—

Charanjiv S. Brar ... SBD

Decrease with effect from 10-2-1986 :—

Dhiraj Khanna ... VBD

Hansdeep S, Rangar ... VPD

Decrease with effect from 11-2-1986 :—

Ibadat Singh Dhillon ... VPD

Decrease with effect from 20-2-1986 :—

Prithvi Partap Singh ... SBD

Decrease with effect from 19-3-86 :—

Gauri Gill ... VGD

Decrease with effect from 1-4-1986 :—

Aditya Angrish	...	HBD	Robert Sema	...	HBD
Apoorva Lakhia	...	"	Sandeep Singh	...	"
Arun Khurana	...	"	Shailender Godara	...	"
Harmeet S. Bedi	...	"	Shailesh Tripathi	...	"
Harvinder S. Oberoi	...	"	Sumeet Sud	...	"
Iknam Singh Bath	...	"	Vikas Sagar	...	"
Jatinder Singh	...	"	Arjun Phillip Modayil	...	NBD
Kr. Rishi Raj Singh	...	"	Bikramjit Kanwarpal	...	"
Kr. Suryaveer Singh	...	"	Himmat S. Sekhon	...	"
Kirat Singh Brar	...	"	Manek S. Contractor	...	"
Manmeet Singh	...	"	Raja Raja Menon	...	"
Navjot Arora	...	"	Rohit Virmani	...	"
Rahul Roy	...	"	Sanjiv Singhal	...	"

Sarad C. Bajpai	...	NBD	Priya Anjali Kapoor	...	HGD
Shivneet Singh	...	"	Poonam Kohli (DS)	...	"
Vikram Kapoor	...	"	Romina Robinson (DS)	...	"
Anuj Bhatnager	...	SBD	Ritu Kapoor	...	"
Deepankar Sanwalka	...	"	Saisha Gore (DS)	...	"
Deepinder Chaudhury	...	"	Anuja Mehra	...	NGD
Imran Baig	...	"	Kiran Ohlayan (DS)	...	"
Jugraj Singh	...	"	Malika Kapur	...	"
Jaideep Khurana	...	"	Nandita Kathpalia	...	"
Neville Wadia	...	"	Nisha Misra	...	"
Rahul Johnson	...	"	Sabeeka Gangjee	...	"
Rajiv Mehta	...	"	Sonya Ghandy	...	"
Sanjay Goel	...	"	Udita Malhotra	...	"
Sidharath Sircar	...	"	Alpana Kumar	...	SGD
Simmarpal S. Somal	...	"	Jaspreet Kanwal	...	"
Sumant Bharatram	...	"	Natasha Nanda	...	"
Vellayan Subhiah	...	"	Pavnit Rana	...	"
Abdul Moin	...	VBD	Reena Singh	...	"
Atul Dhawan	...	"	Sameena Zehra Zaidi	...	"
Atul Khanna	...	"	Shiraz Kaintal	...	"
Bhanu P.S. Kushwaha	...	"	Avanitika Mitra	...	VGD
Dinesh S. Pacchar	...	"	Gagandeep Kaur	...	"
Jagvir S. Dosanj	...	"	Harneet Bedi	...	"
Karanmeet S. Gill	...	"	Meeta Mattoo	...	"
Mayank Kumar	...	"	Panita Malhans	...	"
Omer Bin Jung	...	"	Saba Hussain	...	"
Pradeep Kaul	...	"	Sonia Bhutani	...	"
Shiraz Khanna	...	"	Yumna Hussain	...	"
V. Vinay Giri	...	"	Sanjay Parsad	...	NBD
Vishal Sareen	...	"	Kaveri Gill	...	VGD
Vishal Virmani	...	"	Aman Dewan	...	HBD
Vivek Joseph (DS)	...	"	Rajesh Singh	...	"
Vivek Mahajan	...	"	Mehul Randery	...	"
Anshu Kohli (DS)	...	HGD	Rishi Abrol	...	NBD
Charu Dewan	...	"	Gurpal Singh	...	"
Debjani Mukherji	...	"	Ambrish Pradhan	...	SBD
Gauri Kant	...	"	Bundeep S. Rangar	...	VBD
Gunita Sodhi	...	"	Deepali Sanwalka	...	SGD
Hamina Khatra	...	"	Sona Cheema	...	NGD

Arati Kohli	...	HGD	Rishi Sahai	...	NBD
Devika Daulat Singh	...	SGD		...	
Increase with effect from 1-4-1986 :—					
Gaytri Cariappa	VGD
Increase with effect from 2-4-1986 :—					
Manik Malhans	...	VPG	Akhil Mahajan	...	NPB
Chandani Sirkeck	...	HPG	Amiteshwar Nain	...	HPB
Niraj K. Harlalka	...	SPB	Priyadarshani Rajkheva	...	SPG
Manisha Joshi	...	HPG	Sharat Verma	...	SPB
Gaurav Gupta	...	VPB	Gaurav Munjal	...	HPB
Manish Kumar Singh	...	NPB	Jasveen Sekhon	...	SPG
Komal Jhaj	...	NPG	Tarika Jhaj	...	NPB
Abhijit Singh	...	VPB	Rohit Bedi	...	VPB
Tenzin T. Tsarong	...	HPB	Pankaj Bhandari	...	NPB
Mohd. Faisal Y. Khan	...	VPB	Shormila Bhaumik	...	SPG
Simmarjit S. Sidhu	...	SPB	Rajrupa Bhattacharya	...	VPG
Ajay Khullar	...	NPB	Gauri Singh	...	NPB
Vivek Kumar Khurana	...	NPB	Prashant Sagar	...	SPB
Pankaj K. Harlalka	...	SPB	Toshi Longchari	...	SPB
Rooplekha Banerji	...	VPG	Buanao Konyak	...	VPG
Chirag Jain	...	SPB	Aman Aggarwal	...	VPB
Sumit K. Bansal	...	SPB	Dilshad S. Hothi	...	NPB
Zorawar S. Sandhu	...	SPB	Binoy Tushar Shah	...	SPB
Anuj Kapoor	...	VPB	Kabir Mansukhani	...	VPB
Tareqe H. Chowdhry	...	VPB	Ismat Kaur Gill	...	HPG
Haripal S. Nakai	...	NPB	Akshay Gujral	...	NPB
Divya Kang	...	HPG	Puja Kochhar	...	NPG
Digesh Lamba	...	HPB	Ayesha Ahmed	...	VPG
Adnan Hussain	...	NPB	Zaima Ahmed	...	VPG
Sameena Talwar	...	SPG	Harisheet Pranav Barve	...	SPB
Shefali Singha	...	HPG	Sidharth Wazirchand	...	VPB
Gautam Munjal	...	HPB	Harika Kalkat	...	HPG
Jai Gopal Sharma (DS)	...	VPB	Aneesha Baig	...	SPG
Sangram Singh	...	HPB	Nitasha Nain	...	HPG
Ajay Pratap S. Dhillon	...	SPB	Nadav John R. Thivy	...	NPV
Harsh Gupta	...	SPB	Gaurika Chopra	...	VPG
Himmat Singh	...	VPB	Tabira Singh	...	SPG
Harjyot S. Pahwa	...	VPB	Iram Khan	...	VPG
Siddharth Bhatia	...	NPB	Rajbir S. Anand	...	VPB

Deepinder Kaur Gill	...	NPB	Amarjyoti Jhon Deka	...	VBJ
Debanjan Dutt	...	VPB	Shariq Ahmed Khan	...	VBJ
Karan Kakkar	...	SPB	Ashish Kumar	...	VBJ
Amrita Daing	...	SPG	Vijay S. Balasubramaniam	...	HBJ
Kanishka Lorai	...	NPB	Sonu Judge	...	HBJ
Sandeep S. Anand	...	SBD	Harmit S. Chawla	...	VBJ
Rohit Guha	...	NBD	Anjolie K. Singh	...	VGD
Sohail Beenescreesing	...	NBD	Akash Mohan	...	HBJ
Astha Dwivedi (DS)	...	NPG	Upjeet Singh Sahota	...	SBJ
Shahriar Siddiqui (DS)	...	NPB	Vishal Singh	...	NBJ
Nitika Gupta (DS)	...	VPG	Rajesh Sen	...	NBJ
Himanshu Shekhar	...	HBJ			

Increase with effect from 2-4-86 :—

Rahul Albuquerque	...	NBJ
Naman Ahuja	...	NBJ
Jeh Nusli Wadia	...	NBJ
Abhiram Dukkippatti	...	HBJ
Jyotsana Vohra	...	SGD
Suhasini Yadava	...	HGD
Amartyo Banerji	...	HBJ
Gagandeep S. Randhawa	...	NBJ
Gagan Nanda	...	HBJ
Z.D. Lalmanawma	...	HBJ
Ashish Jhaveri	...	NBJ
Sidharth Sabherwal	...	NBJ
Ashima Uppal	...	NGD
Ashrika Das	...	SGD
Sharad Thadani	...	VBJ
Rahul Himalian	...	HBJ
Ritu Inder Kaur	...	VGD
Alicia Angeline Laloo	...	HGD

Increase with effect from 3-4-86 :—

Vikram Aditya Jain	...	HPB
Ravi Shankar Chaturvedi	...	VBJ

Decrease with effect from 5-4-86 :—

Tarun Mehta	...	NBD
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Decrease with effect from 7-4-86 :—

Sohag Mookerjee	...	NPG
Anand Matta	...	SBD

Sidharth Sikand	...	HBD
Increase with effect from 8-4-86 :—		
Raghumit Singh Sodhi	...	VPB
Decrease with effect from 12-4-86 :—		
Harika Kalkat	...	HPG
Increase with effect from 12-4-86 :—		
Anu Saini	...	SGD
Increase with effect from 14-4-86 :—		
Abahy Singh Jagat	...	VBJ
Increase with effect from 25-4-86 :—		
Amrita Dhillon	...	NPG
Decrease with effect from 25-4-86 :—		
Manish Zinta	...	VPB
Decrease with effect from 27-4-86 :—		
Hitendera Surjewala	...	NPB
Increase with effect from 28-4-86 :—		
Udit Gaurav Kachru	...	NBJ
Joginder Singh	...	VBJ
Mriganka Rathore	...	HGD
Decrease with effect from 1-5-86 :—		
Rajesh Ahal	...	SBD
Paromita Das (DS)	...	NGD
Decrease with effect from 5-5-86 :—		
Jagminder S. Gill	...	HBD
Increase with effect from 9-5-86 :—		
Guneet Singh Sodhi	...	SBD
Increase with effect from 10-5-86 :—		
Apnit Sethi	...	SPG
Increase with effect from 12-5-86 :—		
Kabir Singh	...	HBJ
Decrease with effect from 17-5-86 :—		
Ranjit Mehta	...	VBD
Vikram Mehta	...	VBD
Decrease with effect from 21-5-86 :—		
Ashim Aggarwal	...	NBD
Decrease with effect from 26-5-86 :—		
Sirtaj Singh Grewal	...	HPB
Decrease with effect from 5-6-86 :—		
Vikrant Goyal	...	SBD

Decrease with effect from 15-6-86 :—		
Urvashi Malhotra	...	VGD
Suchet Malhotra	...	VPB
Atiya Bose	...	SGD
Amit Shashank	...	NBD
Puja Shashank	...	NGD
Decrease with effect from 21-6-86 :—		
Shubro Mukerji	...	HBD
Decrease with effect from 23-6-86 :—		
Neeta Misra	...	NGD
Decrease with effect from 27-6-86 :—		
Varun Chopra	...	HBD
Decrease with effect from 4-7-86 :—		
Navkiran Jhaj	...	NGD
Decrease with effect from 7-7-86 :—		
Anuj Yadav	...	HBD
Srijani Mukherji	...	HGD

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st August 1986

Part I

184—203

No. 184. WELCOME

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

No. 185. PROGRAMME

August

Fri.	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.
Sat.	2nd	Rouser	... 7-00 a.m.
		Kit issued	
		Breakfast Sr. School	... 8-35 a.m.
		Opening of Term Assembly	... 9-20 a.m.
		SUPW Tree Plantation Camp at Gaura departure	... 10-30 a.m.
		1st School	9-50-10-30 a.m.
		2nd School	10-30-11-10 a.m.
		Break	11-10-11-30 a.m.
		3rd School	11-30-12-10 p.m.
		4th School	12-10-12-50 p.m.
		5th School	12-50-1-30 p.m.
		(Project work cancelled)	
		Lunch	... 1-35 p.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.
		Tea Sr. School	... 4-00 p.m.

	Vindhya	4-20—5-00 p.m.
	B D., baths	... 5-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 3rd	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. 4th	Rouser	... 6-00 a.m.
	P.T.	6-30—7-00 a.m.
	Normal teaching routine resumed	
	Afternoon activities cancelled	
	Body Snatching (Barne Hall)	... 2-30 p.m.
	Athletics/hobbies sets made (B.D. pavement)	... 3-30 p.m.
	Medical check G.D. :—	
	Himalaya	3-30—4-00 p.m.
	Nilagiri	4-00—4-30 p.m.
	Tea Sr. School	... 4-30 p.m.
	Siwalik	4-50—5-20 p.m.
	B.D. baths	... 5-00 p.m.
	Prep resumed	6-15—7-35 p.m.
	Supper Sr. School	... 7-40 p.m.
Tue. 5th	Soccer/Athletics/Founder's programme comes into effect	
	Medical Check Vindhya G.D	2-30—3-00 p.m.
	SUPW Tree Plantation Camp at Gaura return	... 4-30 p.m.
Wed. 6th	SUPW	4-45—6-15 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 9th	Morning Prep	6-40—7-40 a.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. 186. RETURN OF SCHOOL CHILDREN

All Housemasters/Housemistress 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 Mon. 4th Aug. 1986 (9-00 a.m.)

No. 187. RETURN SCHOOL PARTIES JULY, 1986.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August, 1986 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. 188. NEW ADMISSION—RECEPTION

Most of the new admissions will take place on 2nd August, 1986. 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 30-7-1986 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. 189. 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 CDH please indent for three extra rations per new admission from the Quartermaster to enable parents to have lunch/tea in the CDH :—

	B.S.	G.S.	P.S.B.	P.S.G.
1st August	1	—	—	—
2nd August	11	6	2	—

No. 190. 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. 191. DAY SCHOLARS—MEALS IN CDH

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. 192. 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. 193. 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. 194. STATE BANK OF PATIALA IN SANAWAR

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.
Sunday & Bank Holidays	... Closed

No. 195. 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. 196. 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. 197. 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. 198. 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. 88 dated 7-4-86, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

No. 199. 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. 200. 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. 201. PHOTO COPIER MACHINE

- (1) The School has acquired a photo copying machine, and the same has been installed in the School Office.
- (2) Mr. Gian Singh, P.A. to Headmaster, is over-all I/c and will be operating the machine.
- (3) Re. 1/- per copy as charge, has been fixed, and it would be possible for the staff to get photo-copies made of their documents if they wish to do so against cash payment, as indicated above.

No. 202. FOUNDER'S DUTIES—1986

Athletics B D ... I/c Mr. K. K. Batish, Dr. Dhillon, Mr. Williams, Mr. Dwivedi, Mr. Puri, Mr. Idris, Mr. Sukhvinder Singh, Mr. S.S. Negi & Mr. Bhalla

G D	...	I/c Mrs. Robinson, Miss K. Bhakshi, Miss S. Misra & Mr. S. Mukherji.
PDB	...	I/c Mr. Roberts.
PDG	...	I/c Mrs. T. Sharma & Mrs. Khanna.
Colours Parade	...	M/s B. Singh, Dhani Ram, Onkar Singh, & B C. Katoch.
School Concert	...	I/c Mrs. S. Roberts, Mr. S. Gupta, Mr. R. Das & Mr. Malviya.
(i) Stage Manager	...	Dr. Dhillon & Mr. Abraham.
(ii) Sound effect	...	Mr. U.P. Mukherji & Mr. S. Gupta.
P.D. Concert	...	I/c Mr. Ramchandani, P. D. Staff & Mr. Ghosh.
A.D.S.	...	Mrs. P. Das.
Stage :	...	Dr. Dhillon, Mr. Abraham and Miss A. Aurora.
Tattoo :		
(i) Mike & co- ordination	...	Mrs. Channa
(ii) P.T., & Gym.	...	M/s Dhani Ram & Onkar Singh.
(iii) Bugle Band	...	Mr. Katoch
(iv) Figure Marching	...	Mr. Joshi
Exhibitions :		
(i) Projects	...	Dr. D.C. Gupta & Mrs. R. Solomon.
(ii) SUPW	...	I/c Mr. M. J. Parel, Dr. Sharma, Mrs. Wal & Mr. B.D. Attri.
(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. Khan.
(vi) Science	...	Science Staff.
(vii) P.D. Exhibition	...	P.D. Staff
O.S. Dinner	...	Mrs. Channa & Mr. Nathaniel
O.S. Matches	...	Miss K. Bhakshi & Mr. Sukhwinder Singh.
Decorations	...	Mr. M.V. Gore, Mrs. P. Das & Mr. C.S. Matharu.
Fete Organisation Committee	...	{ Mrs. P. Das, Mr. E. Sequeira & 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 ... Dr. Gupta (VIPs), Mr. Abraham, Mr.
 Roberts & Mrs. Zutshi.

Costume Room & } ... Mr. Abraham
 make up

Nursery ... One P.D. Matron & two Ayahs

Checking Invitation Cards I/c Mr. Joshi, M/s Wal & Puri

Barne Hall ... I/c Mr. Idris

No. 203. CINEMA

The English film BATTLE OF MID-WAY will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 3rd August, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th August 1986****Part I**

204—208

No. 204. PROGRAMME**August**

Sat. 9th	Morning Prep	6-40—7-40 a.m.
	Piano recital (Barne Hall)	... 6-15 p.m.
	Inter-House Squash Boys	
	Inter-House Tennis Girls post-poned	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D. baths	... 7-45 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.
Wed. 13th	SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 14th	Independence Day Eve Staff Club	
	Dinner (Art Room)	... 8-15 p.m.
Fri. 15th	Independence Day—Holiday	
	Rouser	... 6-45 a.m.
	B.D., baths	... 7-20 a.m.
	Breakfast P.D.	... 7-30 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Flag hoisting followed by	
	special Independence Day Assembly	... 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 | | |

Sat. 16th	Morning Prep	6-40—7-40 a.m.
	Jr. English Recitation (Project Time)	
	B.D., baths	... 5-45 p.m.
	Inter-House Quiz	... 6-15 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. 205. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Friday, 15th August, 1986. Following details are given for necessary action for all concerned :—

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

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

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

The next shift will be for classes L-IV to U-V, and the employees and their families working in hospital, all ayas, printing office staff and sanitary staff. G.D. 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 'patals' for the next shift. This may kindly be discussed by Mr. Nathaniel with the Head boy and the Head Girl. Q.M. and Engineer are requested to provide six large size 'Use Me' tins in which used 'patals' will be thrown. They may kindly be kept at the bottom of the stairs from the CDH down to short-back side.

(5) The first shift will sit for lunch at 12-00 noon and the next would sit at intervals of 40 minutes. The servers, the CDH cooks and bearers (those who have been retained on duty) may have to sit in the fourth shift.

(6) The supper on 15-8-86 will be in the form of supper packets, and will be served in the CDH at 6-00 p.m.

(7) Subordinate staff sports which are scheduled at 2-30 p.m. may get delayed by about 30 minutes, in case the community lunch is not over by 2-00 p.m.

(8) A 35 mm. Hindi film if it arrives in time, will be screened on 15-8-86 at 6-30 p.m. for subordinate staff & their families.

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

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

No. 206. APPOINTMENT OF PREFECTS/HELPERS

Following appointments, of Prefects/Helpers have been made with effect from 1-8-86 :—

	Head Boy	Karandeep Sandhu
	Head Girl	Pia Johnson
	Boys Department			
	M.I. Prefect	Tejpreet Chopra
H.B.D.	House Captain	Arup Das
	School Prefect	Rohan Malhotra
	House Prefects	Kuldip S. Virk
		Vikram Chauhan

<i>N.B.D.</i>	House Captain	Anurup Pruthi
	School Prefect	Arindam Joshi
	House Prefects	Jasdeep Singh Insulemba Jamir
<i>S.B.D.</i>	House Captain	Satbir Singh
	School Prefect	Rohit Banta
	House Prefects	Sanjeev Seth Sanjiv Kumar
<i>V.B.D.</i>	House Captain	Salim Khan
	School Prefect	Devesh Agarwal
	House Prefects	Jogishinder Sodhi Mithilesh Gadkary

Girls Department

	M.I. Prefect	Isha Rajpal
<i>H.G.D.</i>	House Captain	Sagari Singh
	House Prefect	Preetika Grewal
<i>N.G.D.</i>	House Captain	Ritu Kapoor
	House Prefect	Dina Sultan
<i>S.G.D.</i>	House Captain	Nitu Waraich
	House Prefect	Ritika Mehra
<i>V.G.D.</i>	House Captain	Arti Pershad
	House Prefect	Malini Chopra

Duty

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

Name

Head boy/girl & Asstt. to H.M.	Karandeep Sandhu
	Pia Johnson
D.H.M.	Ominder Singh
	Samyukta Kumari
Sr. Mistress	Ashali Solomon
	Sanjana Ram
C.D.H.	Digant Rabha
	Rahul Kumar
	Dhirendra Vidyarthi
	C. Mohan Attri
	Mukhraj Singh
	Suraj Lakhani
	Manjyot Purewal

C.D.H.	Naeem Dad Khan
	Kavita Rana
	Tanya Chopra
	Madhurita Anand
Games	Hia Vandana
	Amarinder Gill
	Y. Jamir
	Sushant Malik
	Rahul Bhide
	Rahul Singh
	Praful Agarwal
	Andaleeb Sehgal
	Adarsh Butail
	Priyadarshini
Hobbies	Sukhamar
	Taruna Bais
	Uday Sarup
	Paresh Gupta
	Vishal Dhar
	Deepesh Wig
Estate	Anjum Siddiqui
	Tuhin Mukherjee
Expeditions	Sanjay Kumar
Library	Murad Ali
	Mohit Bhalla
	K. Bhattacharya
SUPW	Anjana Singh
	Mandeep Sidhu
	Amit Amla
	Vikramjit Singh
	Rajiv Ranjan
	Laila Commisariat
	Radha Khan
Costumes	Raghav Kotwal
	Sumit Nurpuri
Chapel	Vikram Dhawan
	Ravi Katoch
	Anisha Ewari

Guests Rafaat Hussain
Computer Shakti Singh

No. 207. ADMINISTRATIVE HOLIDAY

Friday, the 15th August, 1986 will be observed as a holiday by the Administrative Staff on account of Independence Day.

No. 208. CINEMA

The English film WILBY CONSPIRACY will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 10th August, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 14th August 1986****Part I**

209—218

No. 209. PROGRAMME**August**

Thu. 14th	Independence Day Eve Staff Club Dinner (Art Room)	... 8-15 p.m.
Fri. 15th	Independence Day—Holiday	
	Rouser	... 6-45 a.m.
	B.D., baths	... 7-20 a.m.
	Breakfast P.D.	... 7-30 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Flag hoisting followed by special Independence Day Assembly	... 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	
Sat. 16th	Morning Prep	6-40—7-40 a.m.
	Jr. English Recitation (Project Time)	
	Inter-House Quiz	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.

	Supper Sr. School	... 7-15 p.m.
	B.D. baths	... 7-45 p.m.
Sun. 17th	Nature Club meeting	...
	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	Raksha Bandhan—Holiday for administrative staff only	
	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.
Wed. 20th	Career Counselling—U-V	
	SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 21st	Maths Society	
Fri. 22nd	Debating team leaves for Rai	
	Soccer Colts & Atoms leave for P.P.S.	... 2-30 p.m.
	P.P.S. Soccer 1st XI arrives	... 6-00 p.m.
Sat. 23rd	Morning Prep	6-40—7-40 a.m.
	School Soccer 1st XI vs. P.P.S. (Home)	... 10-30 a.m.
	School Soccer Colts & Atoms vs. P.P.S. (away)	
	Tennis vs. P.P.S. (Home)	
	P.P.S. 1st XI & Tennis teams leave	... 2-30 p.m.
	Y.P.S. Soccer 1st XI arrives	... 6-00 p.m.
	Sr. English debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 7-45 p.m.
Sun. 24th	School Soccer 1st XI vs. Y.P.S. (Home)	... 10-30 a.m.
	(School will go down to watch the match)	
	Tennis vs. Y.P.S. (Home)	
	School Soccer Colts & Atoms vs. Y.P.S. (away)	
	Y.P.S. 1st XI & Tennis teams leave	... 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. 210. VISIT TO HOSPITAL WARDS

All children must obtain permission from the R.M O. or the sister-in-charge before they enter any of the Hospital wards; this includes the visits during the evening visiting hours also.

No. 211. STAFF VISITS TO SCHOOL OFFICE

Would all Staff concerned kindly bring into action the old practice of keeping their visits to School Office to the bare minimum, and instead of visits in person, send in, in writing, slips/notes/official papers, through peons

Where it is absolutely necessary to visit the School Office, would they kindly meet the Bursar first, who will arrange to meet the requirements. It is requested that direct dealing with any of the Office Staff be avoided altogether.

No. 212. STUDENTS IDENTITY CARDS

Students who wish to have an Identity Card should purchase the blank Identity Card (costing Re. 1/- only) from Tuck Shop, and send the same to the Bursar through their Housemaster/ Housemistress, 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. 213. 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. 214. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN

It has come to my notice that some members of the staff are keeping money given to them by parents on behalf of their children. All members of the staff are hereby informed that under no

circumstances are they to retain any money in their possession which a parent or guardian or friend may give to be spent on behalf of the child. All such monies must forthwith be deposited in the School Office and will be credited to the Personal Account of the child. This rule must be strictly adhered to at all times please.

No. 215. 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 1-4-1986, immediately. Handing over/Taking over note duly signed and dated, be please sent to me latest by 21-8-1986.

No. 216. P.D. APPOINTMENTS OF PREFECTS/HELPERS

The following appointments of Prefects/Helpers have been made in P.D. with effect from 1-8-86 :—

School Prefects	U.P.D.	...	Ajay Singh
	L.P.D.	...	Vishal Prakash
	Sparrows	...	Praneet Bindra
	Boys		
House Prefects	H.P.D.	...	Saazid Singha
	N.P.D.	...	Vivek Kathpalia
	S.P.D.	...	Rajiv Minhas
	V.P.D.	...	Gurpreet Sandhu
	Girls		
House Prefects	H.P.D.	...	Ritika Brar
	N.P.D.	...	Sonia Sarathy
	S.P.D.	...	Shaleen Sandhu
	V.P.D.	...	Suvida Khanna
M.I. Prefects		...	Zaima Ahmed
		...	Abrajit Saigal
Sanitation Prefects		...	Meghna Patel
		...	Dinesh Negi
Games Prefects	U.P.D.	...	Rohitinder Sidhu
	L.P.D.	...	Vir Pratap Brar
	Sparrows	...	Ayesha Ahmed
Common Room Prefects	U.P.D.	...	Sujoy Mazumdar
	L.P.D.	...	Nishant Parekh
	Sparrows	...	Namrata Kaur

Library Prefect

... Aneesha Baig

No. 217. ADMINISTRATIVE HOLIDAY

Tuesday, the 19th August, 1986 will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

No. 218. CINEMA

1. A Hindi Film will be screened in Barne Hall on 15-8-1986, for Subordinate Staff and their families, from 6-30 p.m., in view of Independence Day.

2. A Hindi film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 17th August, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd August 1986****Part I**

219—232

No. 219. PROGRAMME**August**

Fri. 22nd	Debate at MNSS Rai	
	Soccer Colts & Atoms leave for P.P.S.	... 2-30 p.m.
	P.P.S. Soccer 1st XI & Tennis team arrive	... 6-00 p.m.
Sat. 23rd	Morning Prep	6-40—7-40 a.m.
	School Soccer 1st XI vs. P.P.S. (Home)	... 10-30 a.m.
	School Soccer Colts & Atoms vs. P.P.S. (away)	
	Tennis vs. P.P.S. (Home)	
	P.P.S. 1st XI & Tennis teams leave	... 2-30 p.m.
	Y.P.S. Soccer 1st XI & Tennis teams arrive	... 6-00 p.m.
	Sr. English debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 7-45 p.m.
Sun. 24th	School Soccer 1st XI vs. Y.P.S. (Home)	... 10-30 a.m.
	(School will go down to watch the match)	
	Tennis vs. Y.P.S. (Home)	
	School Soccer Colts & Atoms vs. Y.P.S. (away)	
	Y.P.S. 1st XI & Tennis teams leave	... 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.
Tue. 26th	Lower VI SUPW Social	8-30-10-45 p.m.
Wed. 27th	Janam Ashtami—Holiday	
	Sunday timings	
	B.D., baths	... 8-15 a.m.
	School Soccer XI & badminton teams leave for Sherwood College, Nainital	... 4-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 30th	Morning Prep	6-40—7-40 a.m.
	School Badminton team vs. Sherwood, Nainital (away)	
	Inter-House Hindi debate Srs.	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 7-45 p.m.
Sun. 31st	Environment Education	
	School Soccer 1st XI vs. Sherwood, Nainital (away)	
	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. 220. 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. 221. 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. 222. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 12-00 noon on Sunday, 5th October, to 6-00 p.m. on Friday, 10th October, 1986, including the Chief Guests holiday, Children should inform parents of these dates.

No. 223. TRESSPASSING

It has been noticed that some of the staff and their families use hospital as a thoroughfare for going over to the Moti Corner

side, which is not permissible. It is therefore brought to the notice of all concerned that those desirous of going towards Moti Corner should go along the circular cemented path and should not use the passage through the hospital for this purpose.

No. 224. 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. 225. 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. 226. 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. 227. 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 Rations |
| (b) | 9th & 10th of each month
(2-00 p.m. to 6-00 p.m.) | |

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 1986, the issue dates will shift to, and will be from 11th to 20th October, 1986.

No. 228. 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.

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

No. 229. MEDICAL CATEGORISATION-SCHOOL CHILDREN

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

Downgraded

HBD

Vikram Himmatsingka	... B	No pressure on the right arm
Mohit Bhalla	... C	

NBD

Amiteshwar S. Chaudhry	... B	Hodson, Swimming
Parambir S. Mann	... B	Swimming

NBD

Gaurav Raina ... B everything except running
including Hodson

SBD

Rajiv Mohan Rao ... B Swimming

Hamendra S. Rawat ... C

HGD

Reshma Roberts ... B Gym.

Nisha Sareen ... B Track events and No P.T./
games if she gets breathless

Anantika Channa ... B Swimming

Madhurima Kanwar ... B Running events

Mala Sawhney ... B Swimming

NGD

Jasbir Kaur ... B Swimming

Sanjana Ram ... B Hodson

Anjum Siddiqui ... B Swimming

Tanya Chopra ... B Swimming

SGD

Ashrika Das ... B Gym.

Praneeta Kapur ... B Jumping events

Nitu Waraich ... B Swimming

VGD

Anjula Saxena ... B Hodson, Athletics

Gurmeet Kaur Kalra ... B Athletics

Madhuri Dalvi ... B Swimming

Bhavna Kushwaha ... C

SPD

Jasjit S. Shani ... C

HPD (G)

Mitali Mukherjee ... B Athletics

SPD (G)

Aman Dhillon ... B Athletics, Hodson

YPD (G)

Suvida Khanna ... B Athletics, Hodson

Upgraded**HBD**

Rahul Jain ... From 'C' Cat. to 'A' Cat.

NBD

Abhayjit Himmat S. Sandhu ... From 'C' Cat. to 'B' No pressure
on left hand

HGD

Priya Dhillon ... From 'C' Cat. to 'A' Cat.

VGD

Harpreet Bedi ... From 'B' Cat. to 'A' Cat.

Zarina Mohammad ... From 'B' Cat. to 'A' Cat.

SPD

Shaad Ali ... From 'C' Cat. to 'A' Cat.

No. 230. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India. Ministry of Education as on 22-8-1986, studying in this School. They are no more entitled to free issue of School jerseys :—

Adarsh Kumar Butail ...	VBD	Dhiraj Jyoti Choudhry ...	NBD
Sanjay Kumar ...	SBD	A.S. Asung Zimik ...	VBD
Sanjay Kumar ...	VBD	Kaijuilui Riamei ...	VGD
Hia Vandana Verma ...	VGD	N. Esther J. Kamei ...	SGD
Rajiv Ranjan ...	VBD	Shishu Bind Kumar ...	VBD
Digant Rabha ...	HBD	Raj Kumar Dogra ...	VBD
Devesh Agarwal ...	VBD	Z D. Dengthuama ...	HBD
D. K. Vidyarthi ...	NBD	Z D. Lalmuawna ...	HBD
L. Jaya Lakshmi ...	SGD	Mushahid Raza ...	SBD
L. Rajesh K. Ray ...	SBD	Sanjiv Kumar ...	HBD
Vinod Kumar ...	NBD	Satpal Singh ...	VBD
M. Bimola Devi ...	HGD	Ch. Khamba Singh ...	HBD
Rakesh Kumar ...	HBD	Barnali Bokhtari ...	HGD
Anjula Saxena ...	VGD	K. Lokendro Singh ...	SBD
Ising Choaba Singh ...	NBD	Alicia Angeline Laloo ...	HGD
N. Nando Singh ...	NBD	Ashish Kumar ...	VBD
K. Sunil Kumar ...	VBD	Amarjyoti Deka John ...	VBD
Rajiv Kumar ...	SBD	R. Shankar Chaturvedi ...	VBD
H.T. Rose Mary ...	HGD	Anu Saini ...	HGD
P. Sharmila Devi ...	SGD	Joginder Singh ...	VBD
K. Ashok K. Singh ...	NBD	Himanshu Shekhar ...	HBD

No. 231. ADMINISTRATIVE HOLIDAY

Wednesday, the 27th August, 1986 will be observed as a holiday by the Administrative Staff on account of Janam Ashtmi.

No. 232. CINEMA

The English film **BATTLE BEYOND THE STARS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 24th August, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 29th August 1986****Part I**

233—238

No. 233. PROGRAMME**August**

Sat. 30th	Morning Prep	6-40—7-40 a.m.
	School Badminton team vs. Sherwood, Nainital (away)	
	School Squash team leaves for Gwalior	
	Inter-House Hindi debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B.D., baths	... 7-45 p.m.

Sun. 31st	Environment Education	
	School Soccer 1st XI vs. Sherwood, Nainital (away)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D. & Sr. School)	... 2-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sept.

Wed. 3rd	SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Thu. 4th	Maths Society	
	School Swimming team leaves for Delhi	... 1-00 p.m.
	Prep cancelled	
	B.D., baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Teachers' Day eve party hosted by Upper VI (Barne Hall)	... 8-00 p.m.

Fri. 5th	Teachers' Day	
	P.T. cancelled	
	Rouser	... 7-00 p.m.
	First School cancelled	

	Breakfast	... 8-00 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.
	5th School	11-15-12-00 noon
	6th School	12-00-12-45 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Normal afternoon activities resumed.	
Note :	The classes will be conducted by Upper Sixth	
Sat. 6th	Morning Prep	6-40—7-40 a.m.
	Jr. English debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	B D., baths	... 7-45 p.m.
Sun. 7th	Inter-House swimming sports	
	post-poned to Tue. 9th September	
	Nature club meeting	
	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. 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. 235. 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 1st September, 1986 connected with all students who have been withdrawn from the school, as per list that has been published in School Orders already. The

accounts of these children will be closed by 15-9-1986 whereafter no further adjustments will be possible.

No. 236: MISUSE OF SCHOOL STATIONERY 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 stationery items will be issued to any student.

No. 237. SCHOOL HOSPITAL—CHILD WELFARE CLINIC

School Order No. 199, dated 1st August 1986 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. 238. CINEMA

A Hindi Film, if it arrives in time, will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 31st August, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th September 1986

Part I

239—249

No. 239. PROGRAMME

Sept.

Fri.	5th	Teachers' Day	
		P.T. cancelled	
		Rouser	... 7-15 p.m.
		B.D., baths	... 7-30 p.m.
		First School cancelled	
		Breakfast	... 8-35 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.
		5th School	11-15-12-00 noon
		6th School	12-00-12-45 p.m.
		Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Normal afternoon activities resumed.	
		Note :	The classes will be conducted by Upper Sixth
Sat.	6th	Morning Prep	6-40—7-40 a.m.
		Jr. English debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		B.D., baths	... 7-45 p.m.
Sun.	7th	Inter-House swimming sports	
		post-poned to Tue. 9th September	
		Nature club meeting	
		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. 8th	Assessment meeting post-poned to Fri. 12th Sept.	
Tue. 9th	Afternoon activities including parade practice cancelled	
	Inter-House swimming sports	... 2-45 p.m.
	Tea P.D.	... 4-45 p.m.
	Tea Sr. School	... 5-00 p.m.
	B.D., baths	... 5-20 p.m.
	Normal Prep	
Wed. 10th	SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 12th	Assessment meeting (MCR)	... 6-00 p.m.
Sat. 13th	Morning Prep	6-40—7-40 a.m.
	Sr. English declamation	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 14th	Nature Club meeting	
	Athletics heats commence	
	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. 240. 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, 1986.

No. 241. 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. 242. SPECIAL POCKET MONEY FOUNDER'S & DIWALI

Special Pocket money for Founder's and Diwali at the rate of Rs. 20/- each, will be issued to House Staff through the bank to B.D. & G.D. and direct to P.D. in the 4th week of Sept., '86.

No. 243. 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. 244. 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	Tatto (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, 1986.

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. 245. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1986 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1986, if they are joining for lunch.

No. 246. 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. 247. 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. 248. 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. 249. CINEMA

The English Film STUNTMAN will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 7th September, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th September 1986

Part I

250—254

No. 250. PROGRAMME**Sept.**

Fri. 12th	Assessment meeting (MGR)	... 6-00 p.m.
Sat. 13th	Morning Prep	6-40—7-40 a.m.
	Sr. English declamation	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 14th	Nature Club meeting	
	Athletics heats commence	
	Trooping practice	... 10-30 a.m.
	Tea (for both P.D. & Sr. School)	... 5-30 p.m.
	Film (for both P.D. & Sr. School)	... 2-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 15th	Daily evening Prep reduced by ten minutes	
	Prep timings	6-30—7-40 p.m.
Wed. 17th	SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 20th	Morning Prep	6-40—7-40 a.m.
	Trooping practice	... 5-30 p.m.
	B.D., baths	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 21st	Trooping 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. 251. ADMINISTRATIVE STAFF—HOLIDAYS

1. In view of the Founder's rush of work, 2nd, 4th & 5th October, 1986, will be full working days. To compensate this, administrative staff will observe the following as holidays :—

Tuesday ... 7-10-86

Wednesday ... 8-10-86

Thursday ... 9-10-86 ($\frac{1}{2}$ day from 2-00 p.m. onward)

2. All Heads of Deptts will kindly arrange to give one full day holiday to staff working in their deptts, in a staggered manner, in such a way that the work in the Deptt. continues undisturbed.

3. The Tuck-Shop will remain open on Wednesday 1st October, 1986. In lieu thereof, it will remain closed on 7-10-86.

No. 252. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1986 instead of from 1st Oct. to 10th Oct. 1986, following the same schedule laid down earlier.

No. 253. HOSPITAL TIMINGS

The following hospital timings schedule is published for the information of all concerned :—

1. M.I. Timings—Monday to Friday :

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. O.P.D. Timings :**TERM TIME**

R.M.O. (Routine cases)

10-00 a.m.—11-30 a.m.

11-30 a.m.—1-00 p.m. Wed.—Well baby clinic/vaccinations.

11-30 a.m.—1-00 p.m. Sat.—Chronic cases (incl. B.P. checks)

(Detailed/follow-up/special cases/Senior Staff)

4-00 p.m.—5-30 p.m. Tue./Thu.

Para medical Staff :

9-00 a.m.—1-00 p.m.

4-00 p.m.—5-30 p.m. (except on Saturdays)

Sundays

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

SUMMER/WINTER VACATION TIME

R.M.O. as above :

Para Medical Staff :

10-00 a.m.—1-00 p m. (except Sundays)

4-00 p.m.—5-00 p.m. (except Saturdays & Sundays)

- 3. *Campus Rounds* (R.M.O. / M.A.) :
11-30 a.m.—1-00 p m. on Mon./Tue./Thu./Fri.
- 4. *Routine Lab. Investigations* :
8-30 a.m.—9-30 a.m. on Tue./Fri./Sat.

No. 254. CINEMA

The Hindi Film HAQEEQAT will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 14th September, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 19th September 1986****Part I**

255--258

No. 255. PROGRAMME**Sept.**

Sat. 20th	Morning Prep	6-40—7-40 a.m.
	Trooping practice	... 5-30 p.m.
	B.D., baths	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 21st	Trooping 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. 22nd	The following changes will be effected till Friday 26th Sept. :	
	P.T.	6-30--7-15 a.m.
	Morning M.I. cancelled	
	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 routine will remain as scheduled)	
Wed. 24th	Pre-breakfast routine the same as published for Monday 22nd.	
	Singing practice	9-15—9-30 a.m.
	2nd School	9-30-10-05 a.m.
	(Remainder of the routine will remain as scheduled for Wednesdays)	
	Talk by H.E. Sir Robert Wade Grey post-poned to Thu. 25th)	

	Parade practice	...	5-30 p.m.
	SUPW (for those not involved in parade practice)	5-15—6-30	p.m.
	B.D., baths	...	6-35 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Thu. 25th	Prep cancelled		
	Talk by H.E. Sir Robert Wade Gery	...	6-30 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-45 p.m.
Fri. 26th	Prep cancelled		
	Tattoo practice	6-30—7-40	p.m.
	Supper Sr. School	...	7-45 p.m.
	B.D. baths	...	8-15 p.m.
Sat. 27th	Classes discontinued		
	Founder's preparation programme comes into effect		
Sun. 28th	Founder's preparation programme		

No. 256. FOUNDER'S FETE—STALLS IN BARNE HALL

Following distribution has been made, with regard to looking after of various Stalls in Barne Hall, to be organised, during Fete, to be held on 5-10-1986. I/c's of various stalls are requested to kindly put in their indents to Quartermaster, very early :—

Cake Stall	...	I/c Mrs. Das, Miss S. Mukherji, Mrs. Dwivedi & Senior Children.
Tea & Coffee Stall	...	I/c Mrs. P. Kohli, Mrs. Joseph & Mrs. Scott.
Bhel Puri Stall	...	I/c Mrs. Mukherji, Mrs. Malayiva, Mrs. Joshi, Mrs. Parel & Mrs. Batish.
Cold Drink Stall	...	I/c Mrs. Khan, Miss Seema Misra & Senior Children.
Ice-Cream Stall	...	Q.M. Staff.
Fruit Chat Stall	...	I/c Mrs. Ram Singh, Mrs. Puri, Mrs. Kumar & Mrs. Zutshi.
Hamburger Stall	...	I/c Mrs. Sunita Singh, Miss Bakhshi, Mrs. Kamini Verma, Miss D. Aurora & Mrs. T. Sharma.

No. 257. SAFE DEPOSIT LOCKER FACILITY AT SBP SANAWAR

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

No. 258. CINEMA

An English Film CATCH—22 will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 21st September, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 26th September 1986****Part I**

259—262

No. 259. PROGRAMME**Sept.**

Fri. 26th	Prep cancelled	
	Tattoo practice	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
	B.D. baths	... 8-15 p.m.
Sat. 27th	Classes discontinued	
	Founder's preparation programme comes into effect	
Sun. 28th	Founder's preparation programme	
Mon. 29th	Sr. School Concert dress rehearsal	... 10-30 a.m.
	Prep School dress rehearsal	... 1-00 p.m.
Tue. 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

Wed. 1st	A.D.S. (staff) play 1st performance	... 5-00 p.m.
Thu. 2nd	Rouser	... 6-00 a.m.
	Breakfast Sr. School	... 6-45 a.m.
	Breakfast P.D.	... 7-20 a.m.
	Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	... 8-00 a.m.
	Athletics (Barnes)	... 9-30 a.m.
	Lunch L-VI & downwards (incl. P.D.)	... 12-30 p.m.
	Lunch U-VI & guests	... 1-30 p.m.
	PALS meeting (Barne Hall)	... 2-30 p.m.
	Tea L-VI & downwards (incl. P.D.)	... 3-30 p.m.
	Tea U-VI & guests	... 4-30 p.m.
	A.D.S. (staff) play	... 6-00 p.m.
	Supper L-VI & downwards (incl. P.D.)	... 7-00 p.m.

		B.D., baths	... 7-30 p.m.
		Supper U-VI & guests	... 8-30 p.m.
		Lights out	... 9-30 p.m.
Fri.	3rd	Rouser	... 6-45 a.m.
		B.D., baths	... 7-00 a.m.
		Breakfast L-VI & downward (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	... 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.
Sat.	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.
		Founder's 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	... 7-40 p.m.
		O.S., Dinner (CDH)	... 9-15 p.m.
		O.S., Dance (Barne Hall)	... 10-30 p.m.

B.D., baths	...	7-15 p.m.
Lights out for Children	...	9-30 p.m.

Note : The Arts & Crafts, Needlework, Science and Camp exhibitions will be open from 2-15 to 4-00 p.m. on 2nd, 3rd & 4th October '86.

Sun. 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 for Founder's holidays	...	12-30 p.m.
	Packet lunch	...	1-00 p.m.
	Tea Sr. School & P.D.	...	4-00 p.m.
	Supper Sr. School & P.D.	...	7-00 p.m.

Note : For the duration of the Founder's holidays the following routine will be observed :—

Rouser	...	7-45 a.m.
B.D., baths	...	8-15 a.m.
Breakfast	...	9-00 a.m.
Lunch	...	1-15 p.m.
Tea	...	4-00 p.m.
Supper	...	7-15 p.m.

No. 260. 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 dates 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. 261. PRINTING OF SCHOOL ORDER

The next issue of School Order will be published on Friday, 10th October, 1986.

No. 262. FOUNDER'S FETE STALL (*Correction*)

Cake Stall ... 1/c Mrs. Das, Mrs. Matharu & Mrs. Dwivedi.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th October 1986

Part I

263—268

No. 263. PROGRAMME

October

Sun. 12th	Founder's holidays conclude	
	All children on S.O.Ps. return	... 6-00 p.m.
	Supper packets P.D.	... 6-30 p.m.
	Supper packets B.D., & G.D.	... 7-00 p.m.
	Lights out	... 9-30 p.m.
Mon. 13th	P.T. cancelled	
	Rouser	... 7-00 a.m.
	M.I., cancelled	
	Normal Academic routine resumed	
	Afternoon activities cancelled	
	Hockey sets made	... 2-30 p.m.
	N.C.C. kit returned	... 3-30 p.m.
	Tea P.D.	... 4-00 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.
	Lights out	... 9-30 p.m.
Tue. 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	... 5-20 p.m.
	Prep	6-15—6-35 p.m.
	Supper Sr. School	... 7-40 p.m.

Wed. 15th	Hockey season comes into effect	
	SUPW	4-45—6-10 p.m.
	B D., baths	... 6-20 p.m.
	Inter-House Tennis (B.D.) commences	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 16th	Maths Society	
Sat. 18th	Morning Prep	6-40—7-40 a.m.
	Afternoon activities cancelled	
	Hodson Finals	... 3-30 p.m.
	Tea (for both P.D. & Sr. School)	... 5-00 p.m.
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 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. 264. ARTICLES LOANED BY STORES

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

No. 265. FETE MONEY

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

No. 266. SCHOOL VEHICLES

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

No 267. LIVESTOCK

School Order No. 166 dated 15th June, 1973, is reproduced below again. Heads of departments are again requested to explain this order to all the employees of the School working under them, especially the subordinate staff.

Rearing of live stock such as buffaloes, cows, goat, sheep, pigs, etc., within the school premises is completely forbidden. Severe disciplinary action, including heavy fine will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain far outside the school premises and should never be found grazing on the school lands.

No. 268. STAFF SICK IN QUARTERS

Will all staff please report to the R.M.O. 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 this S.O., to all staff who are working under them and to whom the School Orders do not go.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th October 1986****Part I**

269—276

No. 269. PROGRAMME**October**

Sat. 18th	Morning Prep	6-40--7-40 a.m.
	Afternoon activities cancelled	
	Hodson Finals	... 3-30 p.m.
	Tea (for both P.D. & Sr. School)	... 5-00 p.m.
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 19th	Inter-House Tennis (B.D.) commences	
	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. 22nd	SUPW	4-45--6-10 p.m.
	Sixth Form prep (dorms)	4-45--6-10 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 25th	Morning Prep	6-40--7-40 a.m.
	Inter-House Tennis (G.D.) commences	
	B.D., baths	... 5-20 p.m.
	Jr. English debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 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. 270. 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. 271. 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, 1986, 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 R.M.O.

All concerned are requested to take prompt action.

No. 272. 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. 273. 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. 274. 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. 275. 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, 1985, and sign the P. F. register on 20th October, 1986 in the School Office. Those members who are unable to come on that day, for any reason may come on 21st October, 1986 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. 276. CINEMA

The English Film **WATCHER IN THE WOODS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 19th October, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th October 1986****Part I**

277—281

No. 277. PROGRAMME**October**

Sat. 25th	Morning Prep	6-40—7-40 a.m.
	Inter-House Tennis (G.D.) commences	
	B.D., baths	... 5-20 p.m.
	Jr. English debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
Sun. 26th	Supper Sr. School	... 7-15 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.
	Supper P.D.	... 6-15 p.m.
Wed. 29th	Supper Sr. School	... 7-15 p.m.
	SUPW	4-45—6-10 p.m.
	Sixth Form prep (dorms)	4-45—6-10 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
Thu. 30th	Supper Sr. School	... 7-15 p.m.
	Assessment meeting post-poned to Tue. 4th Nov., '86	
	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.
	Afternoon activities cancelled	
	Inter-House Gym., & Jr. best	
	Gymnast Competition	... 2-30 p.m.
	Tea P.D.	... 4-30 p.m.
	Tea Sr. School	... 5-00 p.m.
B.D., baths	... 5-20 p.m.	
Fri. 31st	Normal Prep	
	Last three School cut short by 5 mts. each	

	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-25 p.m.
	Afternoon activities cancelled	
	Inter-House P.T., and Sr. best Gymnast Competition	... 2-30 p.m.
	Tea P.D.	... 4-30 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	... 5-20 p.m.
	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.
November		
Sat.	1st	Diwali—Holiday
		Sunday timings
		Bonfire (P.D.)—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.
Sun.	2nd	Hindi Film (for both P.D. & Sr. School)
		... 2-30 p.m.
		Tea (for both P.D. & Sr. School)
		... 5-30 p.m.
		Supper P.D.
		... 6-15 p.m.
		Supper Sr. School
		... 7-15 p.m.

No. 278. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Saturday 1st November '86, 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., or the pavements and Quad is completely forbidden. Lighting/blasting of any fireworks on the Tuck Shop slope 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. 279. DIWALI

Saturday, 1st November, 1986, 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 Sunday, 2nd November, 1986 as a holiday on account of Vishwakarma. Tuck Shop will remain open on 1-11-86 as usual.

Extra pocket money has already been issued to Housemasters/Housemistresses along with the Founder's extra pocket money.

The bonfire for Prep School will be from 5-45 p.m. on the P.D. flat near CDH, and for the Senior School will be from 6-15 to 7-00 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 6-15 p.m. and for Senior at 7-30 p.m. on Friday 31st October 1986. 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 :—

- 31st Oct. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.
 1st Nov. ... Honoria Court from 2-00 p.m. to 4-00 p.m.
 1st Nov. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

No. 280. 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. 281. CINEMA

The English Film **WITNESS FOR THE PROSECUTION** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 26th October, 1986.

S.R. Das
 Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 31st October 1986****Part I**

282—297

No. 282. PROGRAMME**October**

Fri. 31st	Last three School cut short by 5 mts. each	
	Lunch P.D.	12-30 p.m.
	Lunch Sr. School	1-25 p.m.
	Afternoon activities cancelled	
	Inter-House P.T., and Sr. best Gymnast Competition	2-30 p.m.
	Tea P.D.	4-30 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	5-20 p.m.
	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.

November

Sat. 1st	Diwali—Holiday	
	Sunday timings	
	Bonfire (P.D.)—P.D., Flat	5-45 p.m.
	Bonfire Sr. School—Peacestead	6-15—7-00 p.m.
	Supper packets P.D.	6-30 p.m.
	Supper packets Sr. School	7-15 p.m.
Sun. 2nd	Hindi Film (for both P.D. & Sr. School)	2-30 p.m.
	Tea (for both P.D. & Sr. School)	5-30 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-15 p.m.
Mon. 3rd	P.T., discontinued	
	Rouser	6-00 a.m.

		Daily morning prep (dorms)	6-30—7-30 a.m.
		Morning M.I., discontinued	
		House inspection	... 7-35 a.m.
		Inter-House Badminton (G.D.) commences	
Tue.	4th	Assessment meeting MCR	... 5-30 p.m.
Wed.	5th	SUPW	4-45—6-00 p.m.
		Upper Sixth Prep (dorms)	4-45—6-00 p.m.
		B.D., baths	... 6-10 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat.	8th	Sherwood Hockey XI arrives	
		B.D., baths	... 5-20 p.m.
		Prep (dorms)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	9th	Hockey 1st XI vs. Sherwood (home)	... 10-30 a.m.
		(School will go down to watch the match)	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D. & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 283. 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. 284. 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. 285. 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, 1986.

No. 286. SCHOOL MAGAZINE 1986.

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

No. 287. 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 R.M.O. if possible, will issue a Red Band to be placed on the arm of the children concerned, for a period prescribed by the R.M.O.

House Matrons and House Staff are requested to ensure that children concerned do, in fact, wear the Red Band on the arm for the period specified by the R.M.O.

No. 288. STOCK REQUIREMENTS FOR 1987

All stock holders will send in their requirements for the First Term of 1987 (10th Feb. to 14th June, 1987), by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 25th November, 1986. They are requested to please give the details of proper sizes, weight etc. along with their indent books.

No. 289. 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. 290. CATAPULTS

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

No. 291. STOCK CONDEMNATION—NOV. 1986

1. All condemnations will be completed by the Bursar latest by Saturday, 25th November, 1986.

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 24th November and 25th November 1986 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, 20th Nov., 1986. 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.	20th Nov.	'86	...	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.	NBD
Fri.	21st Nov.	'86	...	11-00 noon	SBD
”	”	”	...	11-30 a.m.	VBD
”	”	”	...	12.00 noon	BD VI Form
Sat.	22nd Nov.	'86	...	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. 292. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on BD pavement, BD Quadrangle, Peacestead, 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. 293. LIBRARY BOOKS

All Staff must return all library books borrowed by them from the library, latest by 24-11-1986. Books not returned by this date, will be considered as having been lost by the borrower, and the cost will be debited to his/her account.

No. 294. 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. 295. 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 difficult 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 of the staff concerned.

No. 296. 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. 297. CINEMA

A Hindi film BEZUBAAN will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 2nd November, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th November 1986****Part I**

298—305

No. 298. PROGRAMME**November**

Sat. 8th	B.D., baths	...	5-20 p.m.
	Prep (dorms)	6-00—7-00	p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 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.
Mon. 10th	Sherwood hockey XI arrives	...	3-00 p.m.
Tue. 11th	Afternoon activities cancelled		
	Hockey 1st XI vs. Sherwood, Nainital (School will go down to watch the match)	...	2-45 p.m.
	Tea P.D.	...	4-05 p.m.
	Tea Sr. School	...	4-20 p.m.
	Tea for teams	...	4-45 p.m.
	B.D., baths	...	5-20 p.m.
	Normal Prep		
Wed. 12th	SUPW cancelled		
	B.D., baths	...	5-10 p.m.
	Talk by Mr. Mark Tully on 'Punjab'	...	6-10 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Thu. 13th	Girls' Athletics team leaves for Rai	...	8-30 a.m.
	Maths Society		
Fri. 14th	Children's Day—P.D. Pic-nic		
	Sr. Hindi Debate post-poned		

Sat. 15th	IPS Girls' Athletics meet, Rai	
	School Hockey Colts & Atoms leave for YPS, Patiala	
	YPS, hockey 1st XI arrives	... 5-00 p.m.
	B.D., baths	... 5-20 p.m.
	Inter-House Quiz Competition	... 6-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	Guru Nanak's Birthday	
	IPS Girls' Athletics meet, Rai	
	School hockey Colts & Atoms vs. YPS, Patiala (away)	
	School hockey 1st XI vs. YPS, Patiala	
	(home)	... 10-30 a.m.
	(School will go down to watch the match)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 299. 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, 1986.

No. 300. 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. 301. 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 '87.

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. 302. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Monday, 1st December, 1986. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Monday, 1st December, 1986. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 303. 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. 304. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 30th November, 1986 should be prepared and submitted to the Bursar to reach him not later than 30th November, 1986.

No. 305. CINEMA

The English film MISSOURI BREAKS will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 9th November, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 14th November 1986****Part I**

306—319

No. 306. PROGRAMME**November**

Fri. 14th	Children's Day—P.D. Pic-nic Sr. Hindi Debate post-poned	
Sat. 15th	IPS Girls' Athletics meet, Rai School hockey Colts & Atoms leave for YPS, Patiala	... 2-00 p.m.
	YPS, hockey 1st XI arrives	... 5-00 p.m.
	B.D., baths	... 5-20 p.m.
	Inter-House Quiz Competition	... 6-10 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 16th	Guru Nanak's Birthday IPS Girls' Athletics meet, Rai School hockey Colts & Atoms vs. YPS, Patiala (away) School hockey 1st XI vs. YPS, Patiala (home)	... 10-30 a.m.
	(School will go down to watch the match)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D. & Sr. School)	... 4-00 p.m.
	School Colts & Atoms return	... 5-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 17th	Girls Athletics team returns	... 3-00 p.m.
Wed. 19th	Terminal Exams. Commence Examination period daily routine comes into effect	
Sat. 22nd	B.D., baths	... 4-40 p.m.
	Staff & Sixth Form photograph	... 5-00 p.m.
	Sr. Hindi Debate	... 6-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.

	Staff Club meeting followed by dinner (Staff Club) 7-30 p.m.
Sun. 23rd	House Photographs B.D. :	
	Vindhya ..	7-00 a.m.
	Himalaya ..	7-20 a.m.
	Nilagiri ..	7-40 a.m.
	Siwalik ..	8-00 a.m.
	Teams' photographs ..	8-20 a.m.
	(Teams' photographs will be supervised by respective coaches)	
	G.D., photographs ..	10-00 a.m.
	P.D., photographs ..	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. 307. EXAMINATION PERIOD DAILY ROUTINE

The entire Sr. School will observe the following routine :—

Rouser ..	7-00 a.m.
Prep (Birdwood) ..	7-40—8-40 a.m.
Breakfast ..	8-45 a.m.
Assembly ..	9-30 a.m.
Exams ..	10-00—1-00 p.m.
Lunch Sr. School ..	1-10 p.m.
(Lunch for P.D., will be at 12-10 p.m.)	
House games ..	2-15—4-15 p.m.
Tea ..	4-25 p.m.
B.D., baths ..	4-50 p.m.
Prep ..	6-00—7-20 p.m.
Sr. School Supper ..	7-25 p.m.
(Supper for P.D. will be at 6-25 p.m.)	
House Inspection ..	8-30 p.m.
Study bell ..	8-45 p.m.
Lights out ..	10-00 p.m.

Note : (i) 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.

- (ii) B D., games will be conducted House-wise from 2-15 4-15 p.m. Allocation of fields will be announced daily.

No. 308. WINTER VACATION

The School will close on Monday 1st December, 1986 for the winter vacation and will reopen on Tuesday, 10th February, 1987 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. 309. STAFF VACATION ADDRESSES AND QUARTERS' KEYS.

Before leaving Saraiwar 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. 310. 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, 29th November, 1986. 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. 311. SEALING OF CLOTHING ROOMS

House Matrons/Warden are requested to put all the belongings of the children left behind be them, and that of the school in the clothing rooms before they seal the locks.

No. 312. 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. 313. HOUSE PARTIES : DECORATIONS

If any floral and other decorative hedges are required, demands must be placed on the Bursar who will arrange for these as far as possible, to be provided. Under NO circumstances, repeat NO circumstances, will any hedges or branches of trees be cut without his permission.

No. 314. 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, 1987, failing which new ones will be issued to them, at their parents' cost.

No. 315. 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. 316. 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. 317. 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. 318. 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. 319. CINEMA

The English film ANY WHICH WAY YOU CAN will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th November, 1986.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st November 1986****Part I**

320—325

No. 320. PROGRAMME**November**

Sat. 22nd	Rouser	... 7-15 a.m.
	Morning Prep	8-00—9-00 a.m.
	Breakfast Sr. School	... 9-05 a.m.
	Staff & Sixth Form photograph	... 5-00 p.m.
	Sr. Hindi Debate cancelled	
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff Club meeting followed by dinner (Staff Club)	... 7-30 p.m.
Sun. 23rd	House Photographs B.D. :	*
	Vindhya	... 7-00 a.m.
	Siwalik	... 7-20 a.m.
	Nilagiri	... 7-40 a.m.
	Himalaya	... 8-00 a.m.
	Teams' photographs	... 8-20 a.m.
	(Teams' photographs will be supervised by respective coaches)	
	Common Entrance Test	... 9-30 a.m.
	G.D., photographs	... 10-00 a.m.
	P.D., photographs	... 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.
Thu. 27th	Subject reports to Form teachers	... 10-00 a.m.
	Exams end	
	Inter-House hockey tournament commences	
	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.
	Lights out	... 9-30 p.m.
Fri. 28th	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Nature club painting competition P.D.	
	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.
	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.
	Lights out	... 9-30 p.m.
Sat. 29th	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-20 a.m.
	Marks handed in to Form teachers	... 9-20 a.m.
	Weighing & measuring G.D. :-	
	Himalaya	10-00-10-30 a.m.
	Nilagiri	10-30-11-00 a.m.
	Siwalik	11-00-11-30 a.m.
	Vindhya	11-30-12-00 noon
	Sr. School staff meeting (MCR)	... 12-00 noon
	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.
	Sr. School Social	8-00-11-00 p.m.

Sun. 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.
	Completed folders handed in to House Staff	...	10-00 a.m.
	Escorts' meeting (MCR)	...	10-30 a.m.
	B.D., head baths	...	10-00 a.m.
	Lunch P.D.	...	12-00 noon
	Sr. School farewell lunch for Dr. Dhillon	...	1-30 p.m.
	Mark Registers handed in to Sr. Mistress	...	3-30 p.m.
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Lights out	...	9-30 p.m.

December

Mon. 1st Home day
 (Meal timings & dispersal as per special School Orders)
 Reports handed in to H.M.

No. 321. SUNDAY, 30th NOVEMBER, 1986—WORKING DAY
 Owing to end-of-term rush of work, Sunday, 30th November, 1986, will be a working day for all departments of the School.

'Offs' in lieu of Sunday, 30th Nov. working day will be given by the Heads of Deptts. in a staggered manner in the first week of December, 1986.

Heads of Deptts. are requested to inform all concerned.

No. 322. SCHOOL CHILDREN ON MEDICAL LEAVE

Currently when a child is sent home on medical leave he/she is issued a pink slip by the R.M.O. for the House Staff.

Some times, however, these children return to school without the knowledge of the R.M.O. and their treatment (or restrictions) is over looked. Therefore, now whenever a child returns from Medical Leave he should report *directly* to the hospital with all his papers. He will, after a check-up by the R.M.O. be issued a green slip for

the House Staff confirming termination of medical leave and other details regarding activities, etc. Could all House Staff kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip.

No. 323. STAFF FAMILIES' RATIONS, ETC., DURING VACATION

With effect from Tuesday, 3rd December, 1986, 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. 324. TUCKSHOP HOURS DURING VACATION

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

No. 325. CINEMA

The English film TRENCH COAT will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 23rd November, 1986.

S.R. Das,
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 24TH NOVEMBER, 1986

Part I

326—337

SPECIAL ORDER**Winter Vacation Arrangements—1986.****No. 326. 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 Monday, 1st December, 1986. (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 Monday 1st December, 1986, 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 sent to the Bursar well in advance, and in on case later than Wednesday, 26th November, 1986. Requests for travel money required by individual children will not be entertained by office after that day.

The normal travelling money for school parties will be issued to escorts I/c on Saturday, 29th November, 1986 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 327. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 30th November, 1986, at 10-30 a.m. All such staff members are required to attend.

No. 328. 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. 329. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 330. LUGGAGE ARRANGEMENTS.

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

Srl. No. School Party

2	Baroda
3	‡ Bombay V.T.
10	Calcutta (via Saharanpur & Lucknow)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
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 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 Friday, 28th November, 1986 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 to **Chandigarh** must be ready at the **B.D. Quadrangle by 7-00 a m.** on 1-12-1986. 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 move by 9-00 a.m. to Chandigarh.

(vi) Luggage of children going in Bombay V. T. party must be ready at the B.D. Quad. by 7-30 a. m. sharp on 1-12-1986. The Q.M. will arrange for luggage to be transported from deptts. by the mazdoors and loaded on the Chartered bus and School Bus 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.

(vii) 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.

(viii) **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. B.P. Joshi. Mr. B.P. Joshi 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. B.P. Joshi 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. B.P. Joshi.*

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

(x) 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. 331. 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. 332. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—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 1-12-86.

(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 4-00 p.m. for members of the Gauhati and Baroda parties, except those who have been allowed to walk down.

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

School Party	Escort	No. of Supper packets
Baroda	... Mr. B.C. Katoch	12
Calcutta	... Mr. S. Ghosh	75
Gauhati	... Mr. Basant Kumar	40

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

The I/c C.D.H. will please arrange for the requisite number of supper packets to be ready in Gaskell Hall forty five minutes before the departure of the parties in question.

Quartermasters' representative must be present in Gaskell Hall half an hour before the departure of each school party in order to supervise the distribution of supper packets baskets to the escorts concerned.

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

Dr. D.C. Gupta will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for

Bombay V.T. party, and Mr. Satpal Verma will do so for all other parties

No. 333. 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. 334. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Bombay V.T., Chandigarh, Calcutta and Delhi A, 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 12-00 noon. Housemasters will take a roll-call of all such boys, at 12-00 noon. 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. 335. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts I/c from the School office on Sunday, 30th November, 1986, after the escorts meeting.

No. 336. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Monday, 1st December, 1986. 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>
Chandigarh	8-30 a.m.	9-00 a.m.	52	Chartered Bus
Bombay V.T.	—do—	—do—	72	Chartered & S/Bus
Calcutta	1-00 p.m.	1-30 p.m.	70	„ „
Delhi A	—do—	—do—	75	„ „
Delhi B	—do—	—do—	74	„ „
Delhi C	—do—	—do—	74	„ „
Baroda	6-00 p.m.	6-30 p.m.	11	„ „
Gauhati	—do—	—do—	34	„ „

3. **Chandigarh party** will travel by One Chartered Bus, leaving BD Quad. at 9-00 a.m.
4. **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.
5. **Calcutta party** will travel in Chartered Bus from B.D. Quad. upto Kalka Rly. Station. From Kalka the party will travel in one extra 2nd class three tier sleeper coach by 4 UK shuttle at 1700 hours.
6. **Delhi A, B & C parties** will travel by Chartered buses from B.D. Quad. to Kalka Rly. Station. From Kalka these parties will travel in train service coaches attached to 196 Dn. Himalayan Queen leaving at 1615 hours on 1-12-86.
7. **Gauhati & Baroda parties** will travel in Chartered buses and if necessary, in School New Telco bus from BD Quad. upto

Kalka. From Kalka, parties will travel in train service 2nd class three-tier sleeper coach by 2 Dn. Kalka—Delhi—Howrah Mail, leaving Kalka at 2340 hours.

8. The School Bus will go to Ambala Cantt with Bombay V.T. party luggage, and return to Kalka Rly. Station. There at Kalka, it will await for further instructions from Mr. B.P. Joshi.
9. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—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.
10. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
11. The Bursar, assisted by Mr. Achhar Singh will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

No. 337. NEXT TERM

The next term will begin on Tuesday, 10th February, 1987 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.

Dated the 11th January 1946.

No. 7, STRENGTH—Decrease from the afternoon of the 31st December, 1945 :—

E. Bowen	B. S.
F. Gregory	B. S.
D. Hill	B. S.
T. Mason	B. S.
J. McKenna	B. S.
D McKenna	G. S

No. 8, APPOINTMENTS—The following officiating appointments are made with effect from the 1st January, 1946 :—

1. Mr. Sobha Ram, Assistant Printer, to be Head Printer *vice* Mr. G. E. Eleazer.
2. Mr. Sada Nand, Inkman, to be Assistant Printer *vice* Mr. Sobha Ram.
3. Jageshwar, Compositor, to be Inkman *vice* Mr. Sada Nand.
4. Mr. Bish Ram, Ledger clerk, is appointed additional clerk *vice* Mr. Rameshwar Dutt.
5. Bhikari, sweeper No. 190, to be Jemadar sweeper on probation *vice* Thakur.
6. Santoo is appointed sweeper No. 190 from the 8th January, 1946, *vice* Bhikari.
7. Mangoo, sweeper No. 172, is appointed sweeper No. 165 from the 1st January, 1946, *vice* Sita.
8. Bishna I, sweeper No. 182, is appointed sweeper No. 167 from the 1st January, 1946, *vice* Kishan.

No. 9, LEAVE—Gurdin II sweeper No. 180 is granted leave without pay from the forenoon of the 12th January, 1946, to the afternoon of the 16th January, 1946.

Dated the 18th January, 1946.

No. 10, STRENGTH—Decrease from the afternoon of the 15th December, 1945 :—

H. Cowtan G. S.

From the afternoon of the 31st December, 1945 :—

P. Gurney	B. S.
R. Moorhouse	B. S.

From the afternoon of the 14th January, 1946 :—

K. Connolly	B. S.
D. Hellings	B. S.
L. Nugent	B. S.
T. Whiteley	B. S.

Please Turn Over.

No. 11, APPOINTMENT—Mrs. J. H. Grollet, temporary Assistant Matron, resigned her appointment with effect from the afternoon of the 31st December, 1945.

2. Mrs. R. M. Chapman, temporary Assistant Matron, resigned her appointment with effect from the afternoon of the 31st December, 1945.

No. 12, APPOINTMENT—Sukhwa is appointed sweeper No. 172 from 15th January, 1946, *vice* Mongoo.

2. Mukandi is appointed sweeper No. 182 from 15th January, 1946, *vice* Bishna I.

3. Gurdin II sweeper No. 180 is discharged with effect from the afternoon of the 16th January, 1946.

M. A., (Oxon), I. E. E.,
Principal.