

LAWRENCE SCHOOL ORDERS

Sanawar Monday 9th February 1987

Part I

1—27

No. 1. WELCOME

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

No. 2. THE SCHOOL'S CLEANLINESS

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

No. 3. PROGRAMME

February

Tue. 10th	...	School re-opens (All School parties return)	
		House Masters'/Mistresses meeting	
		(HM's House)	... 6-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Kit issued	... 8-00 p.m.
Wed. 11th	...	Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-30 a.m.
		Breakfast P.D.	... 9-20 a.m.
		Opening of term assembly	... 9-25 a.m.
		1st School	9-45-10-15 a.m.
		2nd School	10-15-10-45 a.m.
		3rd School	10-45-11-15 a.m.
		Break	11-15-11-35 a.m.
		4th School	11-35-12-05 p.m.
		5th School	12-05-12-35 p.m.
		6th School	12-35-1-05 p.m.

	7th School	1-05—1-35 p.m.
	Lunch	... 1-40 p.m.
	Staff meeting (MCR)	... 2-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Cricket & hobbies sets made (B.D. pavement)	... 4-30 p.m.
	B.D., baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.
Thu. 12th ...	Afternoon activities cancelled	
	Medical Inspection B.D. :—	
	Himalaya	2-00—2-40 p.m.
	Nilagiri	2-40—3-20 p.m.
	Siwalik	3-20—4-00 p.m.
	Vindhya	4-15—4-55 p.m.
	Tea Sr. School	... 4-00 p.m.
	B.D., baths	... 5-20 p.m.
Fri. 13th ...	Sixth Form practice/Annual examination commences	
	Examination timings for the above will be as under :—	
	1st Session Upper-VI	10-00—1-00 p.m.
	2nd Session Lower-VI	2-00—5-00 p.m.
	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.
	B.D., baths	... 5-20 p.m.
	Evening Prep	6-15—7-35 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sat. 14th ...	Morning prep cancelled till further notice	
	Tutorial meetings cancelled	

	Inter-House Quiz	6-00—7-00 p.m.
	English Debating Society-after supper	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th ...	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.

No. 4. DAILY ROUTINE

With effect from Thursday 12th February '87 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	... 8-10 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 cyclostyled programme)

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	... 9-45 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., cancelled	
Breakfast Sr. School	... 8-30 a.m.
1st School	9-00-9-35 a.m.
2nd School	9-35-10-10 a.m.
3rd School	10-10-10-45 a.m.
Break	10-45-11-05 a.m.
4th School	11-05-11-40 a.m.
5th School	11-40-12-15 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 12th February, 1987.

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 1st April, 1987. Details will be published during the last week of March, 1987.

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, 1987. 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, 1987.

Clothes will be issued to Day Scholars in all Deptts at 7-45 p.m. on 10th February, 1987.

All House Matrons will please ensure that children are in possession of and do, in fact, wear warm woollen vests during the winter season.

Long grey flannel trousers will be worn by all children, until further notice.

No. 9. STRENGTH RETURNS

House Matrons will send numbers of children present, and the name of the children on leave or absent, to the office every day by 3-00 p.m. If there is no change, a slip saying no change will be sent.

No. 10. NETS

The Head Boy will ensure that none of the cricket pitches are used without permission. Nets for the 1st XI and the Staff will be arranged by Mr. Dhani Ram.

No. 11. 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. 12. 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. 13. 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. 14. 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. 15. 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. 16. 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	}	K. oil, Soft coke. Steam coal, fuel wood.
(2-00 p.m. to 6-00 p.m.)		

- (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. 17. 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. 18. TUCK SHOP TIMINGS

The Tuck Shop will observe the normal timings from 6th February, 1987.

No. 19. 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. 20. 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. 21. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1987 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Thursday
2. Republic Day	...	Jan.	26th	Monday
3. Shivratri	...	Feb.	26th	Thursday
4. Holi	...	Mar.	15th	Sunday
5. Ram Naumi	...	April	7th	Tuesday
6. Baisakhi	...	April	13th	Monday
7. Good Friday	...	April	17th	Friday
8. Id-ul-Zuha (Bakrid)	...	Aug.	6th	Thursday
9. Raksha Bandhan	...	Aug.	9th	Sunday
10. Independence Day	...	Aug.	15th	Saturday

11. Janam Ashtmi	...	Aug.	16th	Sunday
12. Mahatma Gandhi's Birthday	...	Oct.	2nd	Friday
13. Dusehra	...	Oct.	2nd	Friday
14. Founder's (After Founder's)	...	Oct.	7th	Wed.
15. { Diwali (except Eng. Deptt.)	...	Oct.	22nd	Thursday
{ Balraj (Eng. Deptt. only)	...	Oct.	23rd	Friday
16. Guru Nanak's Birthday	...	Nov.	5th	Thursday
17. Christmas Day	...	Dec.	25th	Friday

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
Founder's (After Founder's)
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. 22. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16th February, 1987 to 15th March, 1987, in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum Bean & Methi. } ...	2-00 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda. } ...	1-40 ..
Potatoes	... 2-00 ..
Onion	... 2-00 ..
Tomatoes	... 4-00 ..
Lime Fresh	... 8-50 ..
Ginger Fresh	... 6-00 ..
Garlic	... 7-50 ..
Dhania Green	... 2-50 ..
Chillies Green	... 7-50 ..
Mint Green	... 3-00 ..

Fruit	
Banana	... 4-00 Per Kg.
Apple Golden	... 5-00 "
Apple Red	... 8-50 "
Oranges	... 6-00 "
Guavas	... 3-00 "
Grapes	... 20-00 "
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. 23. SCHOOL HALWAI'S RATES 1987

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., 1987 to 31st Jan 1988.

The School Halwai has categorical instructions that he will supply only the items mentioned below, *and has been strictly forbidden from supplying anything not included in the list below.*

Any complaints regarding supplies or non-supply of items should be brought to the immediate notice of the Bursar by members of the staff.

The rates apply to all categories of School children, staff and School visitors who make purchases from the School Halwai.

Copies of these rates will be hung prominently at the places in B.D., G.D. and P.D. where sales are conducted, and also at the Halwai's shop.

School Halwai Shop near the School Bakery, is out of bounds for all school children at all times.

All sales to School children will be for cash only

Sweetmeats etc.	Rate		No. of pieces per kg.	Rate per piece Paise
	Rs.	P.		
Bhatoora/kachori with vegetable	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	75 per pkt.
Gulab Jaman	...	18-00	30	60
Imrati	...	16-00	30	55
Barfi white	...	22-00	30	75
Barfi Chocolate /coconut	...	22-00	30	75
Rasgulla	...	22-00	30	75
Rasmalai	...	22-00	30	75
Rabdi	...	22-00	—	—
Palangtor (milk-cake)	...	22-00	30	75
Khoa	...	22-00	—	—
Bun-Samosa	...	—	—	80
Tea glass or cup (with sugar)	...	—	160 cc	40

No. 24. 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 1-1-1987.

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, 14th February, 1987.

All concerned are requested to take necessary action.

No. 25. RATES FOR SALE OF EGGS

With effect from 1-2-87 the sale price of eggs in Tuck Shop will be Rs. 56/- per hundred eggs.

No. 26. 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. 27. CINEMA

The English film **BUGS BUNNY ROAD RUNNER MOVIE** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 15th February, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th February 1987

Part I

28—44

No. 28. PROGRAMME**February**

Fri. 13th ...	Sixth Form practice/Annual examination commences	
	Examination timings for the above will be as under :—	
	1st Session Upper-VI	10-00—1-00 p.m.
	2nd Session Lower-VI	2-00—5-00 p.m.
<i>Note :</i>	Lower VI examinees will have lunch with the P.D., and tea at 5-10 p.m.	
	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.
	B.D., games & hobbies programme comes into effect.	
	Evening Prep	6-15—7-35 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sat. 14th ...	Morning prep cancelled till further notice	
	Tutorial meetings cancelled	
	Inter-House Quiz	6-00—7-00 p.m.
	English Debating Society-after supper	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th ...	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both Sr. & Prep School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Wed. 18th	...	SUPW	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.
Fri. 20th	...	Inter-House Badminton commences	
		Film Society meeting (after supper)	
Sat. 21st	...	Games' committee meeting (MCR)	... 2-30 p.m.
		Inter-House & Individual Table	
		Tennis Championship commences	
		English Debate Srs.	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 22nd	...	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. 29. DISCIPLINE : DAY SCHOLARS

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

No. 30. 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. 31. BIRTHDAY PARTIES

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

No. 32. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All House Matrons/Warden, I/c C.D.H., etc., who hold stock are requested to ensure that losses on any account and dhobi shortages, as also damage done to clothing by dhobis, are reported

immediately to the Bursar. Such reports should be written and dated. A Loss Slip duly signed by the dhobi or the person responsible for the loss must also be sent along with the report. The signature of the dhobi or the person responsible for the loss should also be obtained in the dhobi account book, and also on the Loss Slip.

In this connection the attention of all Matrons in particular, is also invited to the circular instruction No. E2/A1 dated 1st June, 1966 on the subject.

No. 33. SCHOOL VEHICLES

School transport may not be available for private booking, if the driver is not free, or the vehicle is required for School use.

No. 34. RABIES

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

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

No. 35. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to restrict to **TWO Tuckshop Slip 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 and dated 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/e 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. 36. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES

It has been seen that many children of employees of the School, in particular the children of Class IV staff, play frequently and in some cases daily on the Schools' games grounds and do considerable damage thereto, especially to the cricket pitches. *Articles of clothing and games equipment of the school and students have also disappeared when 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. 37. LOSSES SUFFERED BY STAFF

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

No. 38. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 39. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

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

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

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

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

No. 42. HOT WATER HAMAM—FILTERS

The rent per hot water hamam per year would be Rs. 36/- with a minimum of Rs. 18/- payable if the filter is required for a period of six months or less. Q.M. and Engineer are requested to take necessary action in this connection.

Should the staff, having hamams already fitted at their residences, want them removed, they may inform the Engineer.

No. 43. WATER CHARGES (RATES) 1987

The rate of water charges payable by Staff from 16th January, 1987 will be as follows :—

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

- (i) For the first 1500 litres—Rs. 1/- per head per month.
- (ii) Beyond 1500 litres—Rs. 2/- per head per month.

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

- (i) Single members—Rs. 5/50 per month.
- (ii) Staff with families—Rs. 4/75 per head, subject to a maximum of Rs. 14/50 per month.

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

No. 44. APPOINTMENT OF PREFECTS/HELPERS

Following appointments of Prefects/Helpers have been made for Spring Term 1987 :—

Boys Department

	Head Boy	Aneet Virk
	Head Girl	Maheep Dhillon
	M.I. Prefect	Rohit Bajaj
H.B.D.	House Captain	Gaurav Shrinagesh
	School Prefect	Purujit Singh
	House Prefects	Rahul Bammi
				Tarun Seth

N.B.D.	House Captain	Suneel Sinha
	School Prefect	Vinod Kumar
	House Prefects	Yadur Kapur Sachindra Rudra
S.B.D.	House Captain	Vivek Batra
	School Prefect	Harinder Singh
	House Prefects	G.S. Sandhu Abhinav Saigal
V.B.D.	House Captain	Himmat Sodhi
	School Prefect	Samirpal Singh
	House Prefects	Vivek Bhatia Sunil Kumar

Girls Department

	M.I. Prefect	Anjali Mahajan
H.G.D.	House Captain	Hima Sood
	House Prefect	Bimola Devi
N.G.D.	House Captain	Niharika Bhasin
	House Prefect	Radhika Jha
S.G.D.	House Captain	Atiya Bose
	House Prefect	Meenakshi Mohan
V.G.D.	House Captain	Tushita Mitra
	House Prefect	Kainaz Marfatia

(Helper / Asstt.)

(of / to)

Head boy girl & Asstt. to H.M.

D.H.M.

Sr. Mistress

C.D.H.

Name

...	Aneet Virk
...	Maheep Dhillon
...	Ashish Kaul
...	Priya Dhillon
...	Naina Dhillon
...	Bhavna Bhatia
...	Amol S. Sandhu
...	Sandeep Khatra
...	Prabhdeep Singh
...	Satinder Garcha
...	Gunmit Chug
...	Hamendra Rawat
...	Sultan Saini
...	Tung Sin Lee

C.D.H.	Tara Khurana
		...	Rupinder Sandhu
		...	Preeti Singh
		...	Shalini Grover
Games	Chandrajit Mitra
		...	Govind Singh
		...	Ashish Chadha
		...	Supriya Sirkar
		...	Zarina Mohammad
Hobbies	Uday Sarup
		...	Pavnit Uppal
		...	Samir Arora
		...	Chetna Bindra
		...	Bubblez Sidhu
Estate	Varun Seth
		...	Anil Pachhar
		...	Rajika Bhandari
		...	Anjula Saxena
Library	Sanaya Wadia
		...	Nimrita Bedi
		...	Bhawna Kushwaha
SUPW	Ashish Abrol
		...	Gaurav Gupta
		...	Vaidehi Vartak
		...	Harpreet Bedi
		...	Anjali Solomon
Costumes	Gurmeet Kalra
Chapel	Himani Khanna
		...	Anubha Jain
Guests	Amar Gore
		...	Shalini Yadav
		...	Neeta Misra
Social	Malini Ramani
		...	Madhuri Dalvi
Computer	Shimul Agarwal

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 18th February 1987

SPECIAL ORDER

Part I

45—46

**No. 45. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI.**

All-India Secondary School (Class X) Examination, 1987.

DATE—SHEET*Morning Session*

10-30 a.m.—1-30 p.m.

March

Tue. 3rd	...	English Course—A & B	
Thu. 5th	...	Mathematics	
Fri. 6th	...	Manipuri	
		10-30 a.m.—12-00 noon	
Sat. 7th	...	Science—Physics	... Paper I
Tue. 10th	...	Science—Chemistry	... Paper II
Fri. 13th	...	Science—Life Science	... Paper III
		10-30 a.m.—1-00 p.m.	
Tue. 17th	...	Social Science—(History & Civics)	... Paper I
		10-30 a.m.—1-30 p.m.	
Wed. 18th	...	Hindi Course A & B	
		10-30 a.m.—12-00 noon	
Thu. 19th	...	Social Science (Geography)	... Paper II

Notes :—

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

are to be fixed by the Principals of the Schools. The dates so fixed be intimated to the candidates concerned well in advance.

3. Practicals of Private 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 Examinations 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, 1987. No enquiries about the actual date of declaration of result will be attended to.

**No. 46. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION**

All-India Senior School Certificate (Class XII) Examination, 1987.

DATE—SHEET

Morning Session

10-30 a.m.—1-30 p.m.

March

Mon. 2nd	...	Core Language English	
		10-30 a.m.—11-30 a.m.	
Tue. 3rd	...	Sculpture	... Theory
		10-30 a.m.—1-30 p.m.	
Wed. 4th	...	Mathematics	
Thu. 5th	...	Music Hindustani Instrumental (Melodic)	... { Theory
		Music Hindustani Instrumental Percussion	... { Theory
Fri. 6th	...	Commerce	
Mon. 9th	...	Economics	
Wed. 11th	...	Physics	... Theory
Thu. 12th	...	Accountancy	
Fri. 13th	...	Elective Languages English	
Wed. 18th	...	Political Science	
Fri. 20th	...	Geography	
Sat. 21st	...	Chemistry	... Theory
Mon. 23rd	...	Biology	... Theory

Tue. 24th	...	History	
Wed. 25th	...	Home Science	... Theory
Thu. 26th	...	Psychology	
		10-30 a.m.—11-30 a.m.	
Fri. 27th	...	Painting	... Theory

Note : (1) In addition to theory Examination 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, Nursery Teacher Training and Creche Management—Child Health and Nutrition Paper I & Creche and Nursery School Administration Paper II.

- (2) Practical Exam in Stenography English/Hindi, Typewriting English/Hindi, Nursery Teacher Training & Creche Management Aesthetics Paper-III Practical will be held on the dates mentioned in the date sheet.
- (3) Practical Examinations in all the subjects will be held at each school for their own candidates. Centres for Practical examination in respect of such subjects offered by Patrachar/Private Candidates shall be their centre of theory examination, unless otherwise notified at the centre of theory examination.
- (4) The Principals of the schools may fix up the date(s) for holding of Practical Examination (s) in different subjects in consultation with the examiner (s) concerned and distribute the candidates in convenient batches according to the number of examinees and capacity of the laboratory. The date & time for examination so fixed in each batch be communicated to candidates concerned well in advance. Practical examination should however, be completed by 3rd April at the latest in all the subjects.

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

- (5) Practical examinations can also be conducted in between the written papers if the candidates of the school (s) concerned have no other paper on such date (s) and the examiner (s) concerned is/are available to conduct the examination.
- (6) Private/Patrachar candidates concerned should contact the Principal of the school where their theory examination is held for ascertaining the dates/time of practical examinations before their theory papers are over.
- (7) The result of examination is likely to be declared by the last week of May, 1987. No enquiries about the actual date of declaration of result will be attended to.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th February 1987

Part I

47—55

No. 47. PROGRAMME**February**

Fri. 20th	...	Inter-House Badminton commences Film Society meeting (after supper)	
Sat. 21st	...	Games' committee meeting (MGR) Inter-House & Individual Table Tennis Championship commences English Debate Srs. Supper P.D. Supper Sr. School	... 2-30 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 22nd	...	Tea P.D. Tea Sr. School Film (for both Sr. & Prep School) Supper P.D. Supper Sr. School	... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon. 23rd	...	Prep Leave for U-V begins New U-VI Session begins	
Wed. 25th	...	SUPW B.D., baths Supper P.D. Supper Sr. School Educational Film (after supper)	4-45—6-10 p.m. ... 6-20 p.m. ... 6-15 p.m. ... 7-15 p.m.
Fri. 27th	...	"How to improve Study Methods" Upper VI (New) after supper	
Sat. 28th	...	Hindi Debate Jrs. Supper P.D. Supper Sr. School Staff Club Annual General Meeting & Dinner	6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m. ... 8-00 p.m.
March			
Sun. 1st	...	Tea (for both Sr. & Prep School) Hindi Film (for both Sr. & Prep School)	... 3-00 p.m. ... 3-20 p.m.

Supper P.D.

... 6:20 p.m.

Supper Sr. School

... 7-15 p.m.

No. 48. 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. 49. 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. 50. 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. 51. 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 1986 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. 52. 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. 53. 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. 54. 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. 55. CINEMA

The English film **BLUES BROTHERS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 22nd February, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th February 1987

Part I

56-67

No. 56. PROGRAMME**February**

Fri. 27th	...	"How to improve Study Methods"	
		Upper VI (New) after supper	
Sat. 28th	...	B.D., baths	... 5-00 p.m.
		Hindi Debate Jrs.	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff Club Annual General	
		Meeting & Dinner (Art Room)	... 8-00 p.m.

March

Sun. 1st	...	Tea (for both Sr. & Prep School)	... 3-00 p.m.
		Hindi Film (for both Sr. & Prep School)	... 3-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 2nd	...	CBSE Senior School Certificate (class XII) Examination Commences	
		Core Language English	10-30—1-30 p.m.
		(Lunch for Upper Sixers will be at 2-15 p.m.)	
Tue. 3rd	...	Sculpture (Theory)	10-30—11-30 a.m.
Wed. 4th	...	Mathematics	10-30—1-30 p.m.
		(Upper VI Maths gp., will have lunch at 2-15 p.m.)	
		Prep Leave for L-V cancelled	
		SUPW	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.
Thu. 5th	...	Indian Music (Theory)	... 10-30 a.m.

Fri.	6th	...	Commerce (Upper VI Commerce gp., will have lunch at 2-15 p.m.)	10-30--1-30 p.m.
Sat.	7th	...	B.D., baths	... 5-00 p.m.
			English recitation (L-IV & U-IV)	6-00--7-00 p.m.
			Supper P.D.	... 6 15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	8th	...	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.

No. 57. CENTRAL BOARD EXAMS

The Central Board Exams commence from Mon. 2nd March '87. 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. 58. 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. 59. 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. 60. 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. 61. 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. 62. 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. 63 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. 63. DOGS AT SANAWAR

1. All dog owners at Sanawar are reminded of the requirements of School Order No. 204 of 19th August, 1966, regarding the primary inoculation/annual inoculation of all dogs against rabies, and the payment of an annual fee of Rs. 5/- for each dog. Following details are again published for the information and necessary action of all concerned. Registration and inoculation of all dogs *must be done as early as possible, but in any case before 20th march, 1987.* 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 bill 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. 1987/88.

(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 I 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 1987 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.
 - (c) All dog owners must contact the R.M.O. 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 R.M.O, the School Office or any one else except as stated in para 4 (d) (i) above.

No. 64. PORTERS AND PORTERAGE CHARGEABLE

On the dates of closing/reopening of the school and on dates for the 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, to 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. 65. 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. 66. REVISED RATES FOR SCHOOL VEHICLES

With effect from 1st March, 1987 following charges will be levied for booking of the School Vehicles :—

(1) School Bus	Rs. 5/- per mile.
(2) School Telco Bus	Rs. 5/- per km.
(3) School Matador	Rs. 4/- per km.
(4) School Diesel Jeep	Rs. 4/- per km.
(5) School Petrol Jeep	Rs. 5/- per km.
(6) School Tractor	Rs. 50/- per hour.

No. 67. CINEMA

A Hindi film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 1st March, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Monday 2nd March 1987****Part I**

68

SPECIAL ORDER**No. 68. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI.**

All-India Secondary School (Class X) Examination, 1987.

[This supercedes the School Order No. 45 dated 18-2-1987]

REVISED DATE—SHEET*Morning Session*

10-30 a.m.—1-30 p.m.

March

Tue. 17th ... English Course—A & B

Thu. 19th ... Mathematics

Sat. 21st ... Manipuri

10-30 a.m.—12-00 noon

Wed. 25th ... Science—Physics ... Paper I

Thu. 26th ... Science—Chemistry ... Paper II

Fri. 27th ... Science—Life Science ... Paper III

10-30 a.m.—1-30 p.m.

Sat. 28th ... Hindi Course A & B

10-30 a.m.—1-00 p.m.

April

Thu. 2nd ... Social Science—(History & Civics) ... Paper I

10-30 a.m.—12-00 noon

Sat. 4th ... Social Science (Geography) ... Paper II

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. Practical of Private candidates will be held at the theory Examination Centres. Private candidates should contact the Principals of the schools of their theory Examination for the date and time of Practical Examinations, 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, 1987. No enquiries about the actual date of declaration of result will be attended to.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th March 1987

Part I

69—76

No. 69. PROGRAMME**March**

Fri.	6th	...	Commerce (class XII)	10-30—1-30 p.m.
Sat.	7th	...	B.D., baths	... 5-00 p.m.
			English recitation (L-IV & U-IV)	6-00—7-00 p.m.
			(Those not involved will do prep in the dorms)	
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	8th	...	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.	9th	...	Economics (class XII)	10-30—1-30 p.m.
Wed.	11th	...	Physics (class XII)	10-30—1-30 p.m.
			SUPW (New U-VI & L-V)	4-45—6-10 p.m.
			Prep class XII, U-V, U-IV & L-IV (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.
Thu.	12th	...	Accountancy (class XII)	10-30—1-30 p.m.
Fri.	13th	...	Elective Language English (class XII)	10-30—1-30 p.m.
			Jr. English Debating Society (after supper)	
Sat.	14th	...	B.D., baths	... 5-00 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.	15th	...	Holi	
			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.

No. 70. CHANGE OF DATES OF CLASS XII EXAMINATION

The following changes have been made by the CBSE in the dates of the Examination of the undermentioned subjects :—

Biology	... Revised date 31st March '87
History	... Revised date 1st April '87

No. 71. 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 21st March, 1987.

No. 72. 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. 73. 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. 74. 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 living 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, 1987. 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, 1987.

No. 75. 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. 76. 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.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 9th March 1987

SPECIAL ORDER**No. 77. 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. All concerned are requested to take action with immediate effect :

The medical categories are defined as follows :—

Category 'B'—Restricted 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>	<i>Med Ctg.</i>
	HBD
Avinash Jajodia	... B exercises involving feet.
Amrit Rana	... B Gym., Jumps.
Ish Joshi	... B Gym., Jumps.
Ranjit Singh Chima	... B Gym., Jumps.
Pravan Malhotra	... B Gym., Jumps.
Uday Rana	... B Gym., Jumps.
Amit Chadha	... B Gym., Jumps.
Jai Singh Dhillon	... B Gym., Jumps.
Vikram Himmatsingka	... B Gym., Jumps, Hand stand.

NBD

Manvir S. Kochhar	...	B	Swimming, morning run.
Parambir S. Mann	...	B	Gym., Jumps.
Suneel Sinha	...	B	Gym., Jumps.
Arvind K. Attri	...	B	Swimming, Hodsons
Gaurav Raina	...	B	Gym., Front & Back roll, Swimming & Jumps.
Jasjit Singh	...	B	Gym., Jumps.
Naman P. Ahuja	...	B	Hodsons
Navjit S. Sandhu	...	B	Gym., Jumps & Hand stand.
Sukhdev Majithia	...	B	Gym., Jumps.
Udit Gaurav Kachru	...	B	Swimming
Gagandeep Singh	...	C	

SBD

Amar Anil Gore	...	B	Swimming
Mehul Johnson	...	C	
Nawal Kakkar	...	B	Gym., Jumps.
Ranjit S. Bawa	...	B	Swimming
Nikhil Grover	...	B	Gym., Jumps.
Varendra Paul Singh	...	B	Gym., Jumps.
Tarun Rawat	...	B	Gym., Jumps.
Gaurav Sud	...	B	Gym., Jumps.
Sandeep Anand	...	B	Gym., Jumps.

VBD

Hamrit Singh Chawla	...	B	Gym, Jumps.
Rajat Khanna	...	B	Gym., Jumps.
Raman Dua	...	C	up to April 1st week & then B-long distance runs.
Yadvendra Bisht	...	B	Gym., Jumps.
Rahul Sahgal	...	B	Gym, Jumps.
Asung Zimik	...	C	
Omer Farooq	...	C	

HGD

Anuradha Masand	...	B	Swimming
Anantika Channa	...	B	Swimming
Nisha Sareen	...	B	Hodsons, long distance running.
Shivani Gupta	...	C	till May permitted only standing P.T.

Oona Sodhi	... B	Gym., Jumps.
NGD		
Navreet Jhaj	... B	Gym., Jumps.
Omna Singh	... B	Gym., Jumps.
SGD		
Gayatri Handa	... B	Gym., Jumps.
Deepali Kapur	... B	Gym., Jumps.
Poonam Dahiya	... B	Gym., Jumps.
Richa Nagrath	... C	permitted only standing P.T.
Rokono Sircar	... B	Hodsons, long distance running.
Sheena Narinder Singh	... B	Gym., Jumps.
VGD		
Ayesha Saini	... B	Gym., Jumps.
Gaytri Cariappa	... C	till end April.
Ritu Inder Kaur	... B	Gym., Jumps.
Sonali Yograj	... B	Gym., Jumps.
HPD		
Tenzin T. Tsarong	... B	Hodsons, No long distance running.
NPD		
Vivek Kathpalia	... B	Gym., Jumps.
Imran Huda	... C	
SPD		
Sandeep Manhas	... C	
HPD (G)		
Nitasha Nain	... B	Gym., Jumps.
NPD (G)		
Tarika Jhaj	... B	Gym., Jumps.
SPD (G)		
Aman Dhillon	... B	Hodsons, long distance running.
Namrata Kaur	... B	Gym., Jumps.
Tahira Singh	... B	Gym., Jumps.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th March 1987

Part I
78—85

No. 78. PROGRAMME

March

Fri. 13th	... Elective Language English (class XII)	10-30—1-30 p.m.
	S.F.P. (Art Room)	... 8-15 p.m.
	(Prep for new Upper Sixers cancelled)	
Sat. 14th	... B.D., baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	House farewells to Upper VI	8-00—10-00 p.m.
Sun. 15th	... Holi	
	Special Assembly for Upper VI (Chapel)	... 12-30 p.m.
	Lunch P.D.	... 12-15 p.m.
	Farewell Lunch for Upper VI	... 1-15 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.
Mon. 16th	... Holi—Adm. Staff Holiday School promotion examinations commence Examination period daily routine comes into effect	
Tue. 17th	... CBSE Secondary School Exams commence English Course—A & B	
		10-30—1-30 p.m.
Wed. 18th	... Political Science (class XII)	10-30—1-30 p.m.
Thu. 19th	... Mathematics (class X)	10-30—1-30 p.m.
Fri. 20th	... Geography (class XII)	10-30—1-30 p.m.
Sat. 21st	... Manipuri (class X)	10-30—1-30 p.m.
	Chemistry (class XII)	10-30—1-30 p.m.
	B.D., baths	... 5-00 p.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. 22nd ...	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.

No. 79. EXAMINATION PERIOD DAILY ROUTINE

With effect from Monday 16th March '87 and upto and inclusive of Tuesday 24th March '87, the following daily routine will be observed :—

Rouser	...	7-15 a.m.
Study period (dorms)	7-50—8-50 a.m.	
House Inspection	...	8-55 a.m.
Breakfast Sr. School	...	9-10 a.m.
Assembly	...	9-50 a.m.
(Upper Sixers & Upper Fivers involved in exams will not attend Assembly)		
M.I., (Birdwood School)	10-00—10-20 a.m.	
School Examination	10-30—1-30 p.m.	
Lunch Sr. School	...	1-40 p.m.
Prep (Birdwood)	3-00—4-15 p.m.	
Tea Sr. School	...	4-20 p.m.
B.D., baths	...	5-15 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 Saturday 21-3-87 rouser will be at 7-45 a.m. study period in the dorms will be from 8-10—9-10 a.m. There won't be any Assembly. Breakfast will be at 9-30 a.m. Study hour will be observed from 6-00—7-00 p.m. in the dorms. Supper will be at 7-15 p.m.

(ii) School Exams will be conducted in the respective Form rooms. L-V D will sit in room No. 13 and U-IV D in room No. 15.

No. 80. TEACHING SCHEDULE FOR NEW UPPER SIXTH

With effect from Monday 16th March '87 and upto and inclusive of Tuesday 24th March '87, the following teaching schedule will be observed for the New Upper Sixth :—

1st School	...	10-00-10-35 a.m.
2nd School	...	10-35-11-10 a.m.
3rd School	...	11-10-11-45 a.m.
Break	...	11-45-12-00 noon
4th School	...	12-00-12-35 p.m.
5th School	...	12-35-1-05 p.m.
6th School	...	1-05-1-35 p.m.

Note : (i) The 7th School of Wednesday will be taught as the 6th School on Saturday.

(ii) Teaching for New Upper Sixth will be conducted in the Hindi dept., Pol., Sc., room and the Labs.

No. 81. 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. 82. ADMINISTRATIVE HOLIDAY

Monday, 16th March, 1987 will be observed as holiday by Adm. Staff on account of Holi.

No. 83. 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. 84. FOREIGN NATIONALS IN SANAWAR

(Reference S.O. No. 74, dated 6-3-1987)

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

No. 85. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16th March, 1987, in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi & Kali Toori.	... 2-70 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 1-50 "
Potatoes	... 3-10 "
Onion	... 1-20 "
Tomatoes	... 3-20 "
Lime Fresh	... 11-50 "
Ginger Fresh	... 8-50 "
Garlic	... 8-00 "
Dhania Green	... 3-80 "
Chillies Green	... 5-50 "
Mint Green	... 3-00 "
Fruit	
Banana	... 4-00 "
Apple Golden	... 4-50 "
Apple Red	... 8-50 "
Oranges	... 8-00 "
Guavas	... 3-00 "
Grapes	... 23-00 "
Leechies	... 12-00 "

Mangoes	... 7-80 Per Kg.
Sugar Melon	... 2-30 "
Water Meion	... 1-00 "
Plum/Alubukhara	... 5-40 "
Apricot	... 3-50 "
Peaches	... 3-00 "
Bair	... 2-50 "
Bagugosha	... 5-00 "
Malta	... 4-00 "
Mussamies	... 8-50 "
Papita	... 3-50 "
Cheekoo	... 9-00 "

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th March 1987

Part I
86—90

No. 86. PROGRAMME

March

Fri. 20th	...	Geography (class XII)	10-30—1-30 p.m.
Sat. 21st	...	Manipuri (class X)	10-30—1-30 p.m.
		Chemistry (class XII)	10-30—1-30 p.m.
		B.D., baths	... 5-00 p.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. 22nd	...	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.
Tue. 24th	...	School promotion exams end	
		Limited overs Cricket Match	
		U-IV vs. L-IV	... 10-30 a.m.
		Normal afternoon activities resumed	
		Evening prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Wed. 25th	...	Academic department holiday	
		Sunday timings	
		Home Science (class XII)	10-30—1-30 p.m.
		Science—Physics (class X)	10-30—12-00 noon
		Festival Cricket Match	... 10-30 a.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.
Thu. 26th	...	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.
		Psychology (class XII)	10-30—1-30 p.m.

	Science—Chemistry (class X)	10-30-12-00 noon
	Assembly	... 9-10 a.m.
	1st School	9-20-10-00 a.m.
	2nd School	10-00-10-40 a.m.
	3rd School	10-40-11-20 a.m.
	Break	11-20-11-40 a.m.
	4th School	11-40-12-20 p.m.
	5th School	12-20-1-00 p.m.
	6th School	1-00-1-35 p.m.
	Lunch	... 1-40 p.m.
<p>Note : The above routine will continue to be followed upto and inclusive of 31st March '87.</p>		
<p>Normal afternoon activities</p>		
<p>Prep cancelled</p>		
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Fri. 27th	... Painting (class XII)	10-30-11-30 a.m.
	Science—Life Science (class X)	10-30-12-00 noon
	School Cricket Colts & Atoms	
	leave for MNS, Rai	
	MNS, Cricket 1st XI arrives	
	Marks handed in to Form Staff	... 5-00 p.m.
	Prep cancelled	
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Sat. 28th	... Rouser	... 7-30 a.m.
	B.D., baths	... 8-15 a.m.
	M.I. cancelled	
	Breakfast Sr. School	... 8-50 a.m.
	Hindi Course A & B (class X)	10-30-1-30 p.m.
	School Cricket Colts & Atoms vs. MNS, Rai (away)	
	School Cricket 1st XI vs. MNS, Rai (home)	
	Classes cancelled after the 2nd School.	
	School will go down to watch the match.	
	Afternoon activities cancelled.	
	Tea P.D.	... 4-00 p.m.

	Tea Sr. School	...	4-30 p.m.
	Inter-House Hindi debate Jrs.	6-00—7-00	p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 29th	...	Cricket 1st XI vs. Jamshedpur XI (home)	
		The 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. 87. NEW ADMISSIONS

1. New admissions are scheduled on 1st April 1987.
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 1st April 1987 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 may 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. 1st April	... 39	8	44	22

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.

No. 88. 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 1987.

No. 89. INTERNAL TELEPHONES

Following Internal Telephone Numbers have been allocated :

Mr. S. Idris	51
Miss K. Bakshi	50

No. 90. MEDICAL CATEGORY

Amrita Daing	VPD	Cat. 'C'.
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S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th March 1987

Part I

91—95

No. 91, PROGRAMME**March**

Fri. 27th ...	Painting (class XII)	10-30-11-30 a.m.	
	Science—Life Science (class X)	10-30-12-00 noon	
	School Cricket Colts & Atoms vs. MNS, Rai (away)		
	School Cricket 1st XI vs. MNS, Rai (Home)		
	Classes cancelled after break		
	School will go down to watch the match		
	Afternoon activities cancelled		
	School will go down to watch the match		
	Tea for Sr. School	... 4-30 p.m.	
	B.D. baths	... 5-30 p.m.	
	Supper P.D.	... 6-00 p.m.	
	Supper Sr. School	... 7-00 p.m.	
	Sat. 28th ...	Rouser	... 7-30 a.m.
		B.D., baths	... 8-15 a.m. ⁹
M.I. cancelled			
Breakfast Sr. School		... 8-50 a.m.	
Hindi Course A & B (class X)		10-30—1-30 p.m.	
Jamshedpur Cricket XI arrives			
Normal teaching upto 5th School			
Lunch P.D.		... 12-00 noon	
Project Work cancelled			
Lunch Sr. School		... 1-05 p.m.	
School Cricket XI vs. Jamshedpur XI		... 1-30 p.m.	
Afternoon activities cancelled.			
School will go down to watch the match.			
Punjab Governor & his tennis team arrive		... 3-30 p.m.	
Tea Sr. School	... 4-00 p.m.		
Tea for Cricket teams (CDH)	... 4-30 p.m.		
B.D. baths	... 5-00 p.m.		

		Dance recital (Barne Hall)	6-00—7-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-05 p.m.
		Supper for Cricket teams (CDH)	... 8-00 p.m.
Sun. 29th	...	School Tennis team vs. Punjab	
		Governor's team	... 10-00 a.m.
		School Cricket XI vs. Jamshedpur XI	... 10-30 a.m.
		(School will watch the matches)	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Departure Punjab Governor's party	... 4-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Departure Jamshedpur XI	... 9-00 p.m.
Mon. 30th	...	Teaching in Form rooms	
		Book handed in	
		Sixth Form move to Sixth Form dormitory	
		Evening prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Tue. 31st	...	Arrival Uppingham School (U.K.)	... 7-30 a.m.
		Biology (class XII)	10-30—1-30 p.m.
		Teaching in Form rooms	
		U-III P.D. move to Sr. School	
		(onwards)	... 10-00 a.m.
		Evening prep cancelled	
		Supper P.D.	... 6 00 p.m.
		Supper Sr. School	... 7-00 p.m.
April			
Wed. 1st	...	History (class XII)	10-30—1-30 p.m.
		New Academic Session Commences	
		Warm Weather routine as published	
		Separately Commences	
		Long trousers for boys discontinued	
		New Admissions	
		SUPW cancelled	
		B.D., baths	... 5-00 p.m.

		'The Winslow Boy' performance	
		by Uppingham School	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 8-15 p.m.
Thu.	2nd	... Social Science—(History & Civics)	
		class X	10-30-12-00 noon
		New Admissions allotted class	
		sections & games' sets	
Sat.	4th	... Morning prep	6-40-7-40 a.m.
		Social Science-Geography class X	10-30-12-00 noon
		Rakesh Sood's XI arrives	
		School Cricket XI vs. Rakesh	
		Sood's XI	... 2-00 p.m.
		B.D., baths	... 5-00 p.m.
		Talk by Col. T.P.S. Chaudhry on	
		'Trishna'	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	5th	... School Cricket XI vs. Rakesh	
		Sood's XI	... 10-30 a.m.
		The School will go down to watch	
		the match	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 4-30 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 92. DAILY ROUTINE

The pre-lunch routine with effect from Wednesday 1st April '87 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. Daily evening prep will be from 6-15—7-35 p.m.

No. 93. 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	9-15—9-25 a.m.
2nd School	9-25—10-05 a.m.
3rd School	10-05—10-45 a.m.
4th School	10-45—11-20 a.m.
Break	11-20—11-40 a.m.
5th School	11-40—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-35 p.m.

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

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

Note : On Saturdays there will be no M.I.

No. 94. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday, 19th April (6-00 a.m.) to Sunday, 26th April, (4-00 p.m.) 1987. Following details are published for information and necessary action from all concerned at their earliest :—

- (1) All camping / hiking / trekking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R.M.O., for first aid boxes for camp.
- (2) All party I/cs are required to submit in duplicate, the proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Depts. of the children concerned, etc., etc., This must reach the Bursar latest by 6th April, 1987. 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 6th April, 1987.
- (4) Himachal or Haryana or Punjab Govt. transport buses could be chartered, but their availability is not guaranteed. Those concerned are requested to kindly send their requirement to the Bursar latest by 6th April, 1987.
- (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, and other School work.
- (7) Party I/c are requested to inform in writing the Housemasters/Housemistresses and the House Matrons/Warden concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (8) Any requirement with respect to kitchen utensils, aluminium plates, mugs, spoons etc., be submitted to I/c CDH, well in time. It may be possible to provide a cook or a

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

- (9) The expenses on these hikes should be kept to the bare minimum, and should not exceed Rs. 140/- per child. An allowance for food at the rate Rs. 7/- per head per day will be given to each party.
- (10) Staff I/c of various hikes will be required to submit a statement of account showing complete details of expenses incurred by them during the hike, soon after the camp period is over.
- (11) A separate administrative order will be issued with respect to Prep School camp which will be held at Indira Holiday Home (Anand Bhavan) Sadhupul.
- (12) Parents of Day Scholars will have the option to send or not to send their child(ren) for Camp / Hikes. If Day Scholars join Camp/Hikes, they will also be required to share out the expenses.

No. 95. 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, 29th March, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd April 1987

Part I

96—104

No. 96. PROGRAMME

April

Sat.	4th	...	Morning prep	6-40—7-40 a.m.
			Social Science-Geography class X	10-30-12-00 noon
			Rakesh Sood's XI arrives	
			School Cricket XI vs. Rakesh	
			Sood's XI	... 2-00 p.m.
			B.D., baths	... 5-00 p.m.
			Talk by Col. T.P.S. Chaudhry-post-poned	
			Tutorial meetings	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	5th	...	School Cricket XI vs. Rakesh	
			Sood's XI	... 10-30 a.m.
			The 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	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Wed.	8th	...	Inter-House Cricket Commences	
			SUPW	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.
Thu.	9th	...	Maths Society meeting after supper	
Fri.	10th	...	Career Counselling Upper V B	
			School Cricket & Squash teams	
			leave for Doon School, Dehra Dun	... 9-00 a.m.
Sat.	11th	...	Morning Prep	6-40—7-40 a.m.
			School Cricket & Squash teams vs. Doon School (away)	

	Prep School Electronics vs. Welhams (away)	
	Career Counselling U-V B	
	B.D., baths	... 5-00 p.m.
	Mock Parliament—Hindi Society	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 12th ...	School Cricket XI vs. Welhams (away)	
	School Squash team vs. R.I.M.C. (away)	
	Career Counselling L-VI A & B	
	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. 97. 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. 98. 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, 1987. 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. 99. 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. 100. COARSE CLOTH ON RATION CARDS

The School has received Coarse Markin Cloth from H.P. State Civil Supplies Corporation Dharampur, available on cash payment at the rate of 9 metres per family of such staff who form part of the composite school Ration Card. The cloth is kept for sale in School Tuck Shop.

All staff concerned, if interested, are requested to visit the Tuck Shop for issue of the Markin cloth. The sale will be on upto 30-4-1987.

No. 101. P.D. APPOINTMENTS SPRING TERM 1987

The following appointments have been made in the Prep School for Spring Term 1987 :—

School Prefects	U.P.D.	...	Rohit Godara
	L.P.D.	...	Raj Naik
	S.P.D.	...	Savera Sidhu
Boys			
House Prefects	H.P.D.	...	Akash Gill
	N.P.D.	...	Simit Dhawan
	S.P.D.	...	Sandeep Minhas
	V.P.D.	...	Harjyot Pahwa
M.I. Prefect	S.P.D.	...	Prashant Sagar
Girls			
House Prefects	H.P.G.	...	Amanpreet Mann
	N.P.G.	...	Tarika Jhaj
	S.P.G.	...	Jasveen Sekhon
	V.P.G.	...	Buano Konyak
M.I. Prefect	N.P.G.	...	Gauri Singh
Games Prefects	U.P.D.	...	Karandeep Sidhu
	L.P.D.	...	Dinesh Negi
	S.P.D.	...	Rattanjit Mann
Common Room I/cs.	U.P.D.	...	Dhruv Sodhi
	L.P.D.	...	Harsh Gupta
	S.P.D.	...	Priyadarshini

Library Prefects	U.P.D.	...	Manav Sandhu
	L.P.D.	...	Arjun Gaiind
	S.P.D.	...	Amrita Dhillon
Assembly Prayers I/c	S.P.G.	...	Puja Malviya

No. 102. INTERNAL TELEPHONES

Tel. No. 42 has now been allocated to Mr. S.B. Dwivedi.

No. 103. ADMINISTRATIVE HOLIDAY

Tuesday, 7th April, 1987 will be observed as holiday by Adm. Staff on account of Ram Naumi.

No. 104. CINEMA

The film C O C O O N will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 5th April, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th April 1987

Part I

105—111

No. 105. PROGRAMME**April**

Fri. 10th	...	Career Counselling Upper V-B School Cricket & Squash teams leave for Doon School, Dehra Dun	...	9-00 a.m.
Sat. 11th	...	Morning Prep School Cricket & Squash teams vs. Doon School (away) Prep School Electrons vs. Welhams (away) Career Counselling U-V B B.D., baths Mock Parliament—Hindi Society Supper P.D. Supper Sr. School	...	6-40—7-40 a.m. 5-00 p.m. 6-00 p.m. 6-15 p.m. 7-15 p.m.
Sun. 12th	...	School Cricket XI vs. Welhams (away) School Squash team vs. R.I.M.C. (away) Career Counselling L-VI A & B Tea P.D. Tea Sr. School Film (for both P.D., & Sr. School) Supper P.D. Supper Sr. School	...	3-20 p.m. 3-40 p.m. 4-00 p.m. 6-15 p.m. 7-15 p.m.
Mon. 13th	...	Cricket & Squash teams return		
Tue. 14th	...	Inter-House Cricket		
<p>Note : For the duration of the Cricket House Matches the last three schools will be cut short by 5 minutes each. Lunch will be at 1-20 p.m. Prep will be cut short by 10 minutes and will start at 6-25 p.m.</p>				
Wed. 15th	...	Inter-House Cricket B.D., baths Supper P.D. Music recital by Mrs. K. Mundkur (L-V & Upwards will attend) Supper Sr. School	...	6-00 p.m. 6-15 p.m. 6-45 p.m. 7-45 p.m.

Thu. 16th	...	Inter-House Cricket	
Fri. 17th	...	Good Friday—Holiday	
		Rouser	... 7-00 a.m.
		B.D., baths	... 7-30 p.m.
		Breakfast P.D.	... 8-00 a.m.
		Breakfast Sr. School	... 9-00 a.m.
		Inter-House Cricket	... 9-30 a.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Tea P.D. & B.D. L-IVs & U-IVs	... 3-20 p.m.
		Nilagiri House Show 1st performance	... 4-00 p.m.
		(P.D., & B.D., L-IVs & U-IVs to attend)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 18th	...	Morning Prep cancelled	
		Rouser	... 7-00 a.m.
		Project work cancelled	
		(camp preparations)	
		Afternoon activities cancelled	
		(camp preparations)	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Nilagiri House Show	
		Final performance	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 19th	...	Camping / Hiking parties leave	
Sun. 26th	...	Camping / Hiking parties return	
Mon. 27th	...	P.T. & 1st School cancelled	
		Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-35 a.m.
		Normal pre-lunch routine resumed	
		Afternoon activities cancelled	
		Hiking/Camping equipment returned	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.

Prep cancelled

Supper ... 6-00 p.m.

Supper Sr. School ... 7-00 p.m.

No. 106. 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. 107. SUMMER KIT

The entire School will switch over to Summer Kit with effect from Monday, 27th April 1987.

No. 108. 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, 1987.

No. 109. MEDICAL CATEGORY

Maneshwar Singh SPD ... Cat. 'B' Gym. & Jumps.

Deep Kumar Mitra HPD ... Cat. 'B' Long distance running.

Japna H. Singh VPD (G) ... Cat. 'C'

No. 110. ADMINISTRATIVE HOLIDAYS

1. Monday, 13th April, 1987 will be observed as holiday by Adm. Staff on account of Baisakhi.

2. Friday, 17th April 1987 will be observed as holiday by Adm. Staff and Academic Staff, on account of Good Friday.

No. 111. CINEMA

The film BLACK BEARD'S GHOST will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 12th April, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 16th April 1987

Part I

112

No. 112. PROGRAMME

April

Fri. 17th	... Good Friday—Holiday		
	Rouser	...	7-00 a.m.
	B.D., baths	...	7-45 p.m.
	Breakfast P.D.	...	8-00 a.m.
	Breakfast Sr. School	...	9-00 a.m.
	Inter-House Cricket	...	9-30 a.m.
	Lunch P.D.	...	12-30 p.m.
	Lunch Sr. School	...	1-30 p.m.
	Tea P.D. & B.D. L-IVs & U-IVs	...	3-20 p.m.
	Nilagiri House Show 1st performance	...	4-00 p.m.
	(P.D., & B.D., L-IVs & U-IVs to attend)		
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sat. 18th	... Morning Prep cancelled		
	Rouser	...	7-00 a.m.
	Project work cancelled		
	(camp preparations)		
	Afternoon activities cancelled		
	(camp preparations)		
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	B.D., baths	...	5-00 p.m.
	Nilagiri House Show		
	Final performance	...	6-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School (after the performance)		
Sun. 19th	... Camping / Hiking parties leave		
Sun. 26th	... Camping / Hiking parties return		
Mon. 27th	... P.T. & 1st School cancelled		
	Rouser	...	7-30 a.m.
	Breakfast Sr. School	...	8-35 a.m.
	Normal pre-lunch routine resumed		

~~Afternoon activities cancelled~~

~~Camping/Hiking equipment returned~~

Tea P.D. ... 4-00 p.m.

Tea Sr. School ... 4-30 p.m.

B.D., baths ... 5-00 p.m.

Prep cancelled

Supper ... 6-00 p.m.

Supper Sr. School ... 7-00 p.m.

S.R. Das

Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th April 1987****Part I**

113—114

No. 113. PROGRAMME**April**

Mon. 27th	...	P.T. & 1st School cancelled	
		Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-35 a.m.
		Normal pre-lunch routine resumed	
		Afternoon activities cancelled	
		Camping/Hiking equipment returned	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Tue. 28th	...	P.T., resumed	
		Inter-House Cricket N. vs. H. (Colts)	
		The teams will have lunch with P.D.	
		Evening prep resumed	
Wed. 29th	...	Inter-House Cricket N. vs. V. (Colts & 1st XI)	
		Last three Schools cut short by 5 mts. each	
		Lunch	... 1-25 p.m.
		SUPW	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.
Thu. 30th	...	Career Counselling U-V C	

May

Fri. 1st	...	Career Counselling U-V C	
		School Cricket Colts & Atoms leave for YPS	
		YPS Cricket, Basket-ball (girls), tennis teams arrive	
Sat. 2nd	...	Morning prep	6-40—7-40 a.m.
		Career Counselling L-VI B & C	
		Cricket 1st XI vs. YPS (home)	

	Tennis (boys) vs. YPS (home)	
	Cricket Colts vs. YPS (away)	
	B.D., baths	... 5-00 p.m.
	Inter-House Jr. English debate	6-00—7-00 p.m.
	S.O.Ps. for new admissions	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 3rd ...	Cricket 1st XI vs. YPS (home)	... 10-00 a.m.
	G.D., basket-ball team vs.	
	YPS (home)	... 10-00 a.m.
	Tennis (boys) vs. YPS (home)	... 10-00 a.m.
	(The School will watch the matches)	
	Cricket Atoms vs. YPS (away)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 114. STUDENTS GOING HOME ON MEDICAL GROUNDS

S.O. No. 127, dated 25-4-1986 is reproduced below for compliance from all concerned :—

- (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 R.M.O.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st May 1987

Part I 115—117

No. 115. PROGRAMME

May

Fri.	1st ...	Career Counselling U-V C School Cricket Colts & Atoms leave for YPS YPS Cricket, Basket-ball (girls), tennis teams arrive	
Sat.	2nd ...	Morning prep Career Counselling L-VI B & C Cricket 1st XI vs. YPS (home) Tennis (boys) vs. YPS (home) Cricket Colts vs. YPS (away) B.D., baths Inter-House Sr. English debate S.O.Ps. for new admissions Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 5-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun.	3rd ...	Cricket 1st XI vs. YPS (home) G.D., basket-ball team vs. YPS (home) Tennis (boys) vs. YPS (home) (The School will watch the matches) Cricket Atoms vs. YPS (away) Tea P.D. Tea Sr. School Supper P.D. Supper Sr. School	... 10-00 a.m. ... 10-00 a.m. ... 10-00 a.m. ... 3-20 p.m. ... 3-40 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon.	4th ...	Inter-House basket-ball (GD) commences Inter-House Chess commences	
Wed.	6th ...	SUPW B.D., baths Supper P.D. Supper Sr. School	4-45—6-10 p.m. ... 6-20 p.m. ... 6-15 p.m. ... 7-15 p.m.
Thu.	7th ...	Assessment meeting (MCR) Maths Society (after supper)	... 5-00 p.m.

Fri.	8th	...	Assessment meeting P.D. Siwalik House Show 1st performance ... 4-30 p.m. (P.D., & B.D. U-IV & L-IV boys to attend)
Sat.	9th	...	Morning prep 6.40—7.40 a.m. Cricket Colts & Atoms leave for PPS, Nabha ... 9-30 a.m. PPS Cricket XI & tennis team arrives 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 (after the show)
Sun.	10th	...	Cricket 1st XI vs. PPS, Nabha (home) ... 10-00 a.m. Tennis (boys) vs. PPS, Nabha (home) ... 10-00 a.m. Cricket Colts & Atoms vs. PPS, Nabha (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. 116. EARNED LEAVE APPLICATIONS

As per decision taken at the recent meeting of the Board of Governors, Earned leave now will be sanctioned, if due, for a minimum period of 15 days.

All applications for Earned leave will therefore, be submitted for scrutiny at least 7 days in advance, so that office is able to look through full details regarding Earned Leave account of the staff concerned.

All concerned are requested to note the details given above. Heads of Departments will kindly explain the details of this School Order to Staff who are working in their departments, and do not receive school orders.

No. 117. REVISED RATES FOR SCHOOL VEHICLES

Following details will become applicable with effect from 1-5-1987.

- (a) The revised rates for school vehicles will be as follows :—
- | | | |
|------------------|-----|------------------|
| School Old Bus | ... | Rs. 5/- per mile |
| School Telco Bus | ... | Rs. 5/- per km. |

New Matador	...	Rs. 3/- per km.
Old Matador	...	Rs. 3/- per km.
Jeep No. (1) H P A 706	...	Rs. 4/- per km.
Diesel Jeep H P A 2110	..	Rs. 3/- per km.
Tractor	...	Rs. 50/- per hour

- (b) The School Medical Health Scheme, with effect from 1-5-1987, will cover 50% cost of the transport if and when a member is sent out for medical reasons by the RMO, under the M.H. Scheme.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th May 1987

Part I

118—124

No. 118. PROGRAMME

May

- Fri. 8th ...** Assessment meeting P.D.
Siwalik House Show 1st performance ... 4-30 p.m.
(P.D., & B.D. U-IVs & L-IVs to attend)
- Sat. 9th ...** Morning prep 6-40—7-40 a.m.
Cricket Colts & Atoms leave for
PPS, Nabha
PPS Cricket XI & tennis team arrives
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 (after the show)
- Sun. 10th ...** Cricket 1st XI vs. PPS, Nabha (home) ... 10-00 a.m.
Tennis (boys) vs. PPS, Nabha (home)
Cricket Colts & Atoms vs. PPS, Nabha (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.
- Mon. 11th ...** Soccer Season Commences
Revised post-lunch routine comes into effect
Soccer sets made (B.D.) pavement ... 2-30 p.m.
- Wed. 13th ...** SUPW 3-15—4-35 p.m.
B.D., baths ... 6-20 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Fri. 15th ...** Vindhya House Show
1st performance ... 5-00 p.m.
(P.D., & B.D., U-IVs & L-IVs to attend
U-IV & L-IV boys will be let off post-tea
activities)

Sat. 16th ...	Rouser	... 7-00 a.m.
	Career Information Seminar	
	Prep	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.	... 6-15 p.m.
	Supper Sr. School (after the show)	
Sun. 17th ...	Cricket 1st XI vs. O.S. (home)	... 10-00 a.m.
	Squash vs. O.S. (home)	
	Tennis vs. O.S. (home)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 119. 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. 120. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1987 as on 7-5-1987 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 16-5-87 (3-00 p.m.)

No. 121. 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 9-2-'87

(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. 122. SWIMMING

Swimming is likely to start fairly soon. Following details are, therefore, published for action from all concerned.

No boy or girl will enter the swimming pool, except when he/she is programmed to swim. They will not enter the pool unless they are allocated by name to a part of the pool to which they will confine themselves, namely the shallow end in the case of those who are non-swimmers and weak swimmers, and the whole pool in the case of those who are good swimmers. *The term non-swimmers and weak swimmers will include those children who are unable to swim a length of the pool without distress.* No child will be permitted to dive into the pool unless his/her name is included in a list of those permitted to dive.

The Deputy Headmaster and the Senior Mistress will kindly supervise the immediate preparation by House Staff of lists

of those who are non-swimmers and weak swimmers and those who are permitted to dive, by sets. A copy of these lists will always be in the possession of the Master/Mistress I/c on duty at the swimming pool.

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

- (a) He/she has taken a roll call of the non-swimmers and weak swimmers present, according to the list prepared. **ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS** (House Staff will please arrange for the purchase of these caps by children from the tuck-shop). Children who are good swimmers and are in possession of white caps will arrange either to change there caps for coloured once 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. 123. SWIMMING AND SWIMMING POOL AREA

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

Mondays	{	The pool is not available for use at any time before 2-30 p.m.
Wednesdays		
Fridays		
Tuesdays	{	The pool is not available for use at any time before 12-00 noon.
Thursdays		
Saturdays		
2. The R.M.O. will kindly detail one sweeper daily, who would keep the entire surrounding area swept and clean, and also the floor outside, clear of stones, etc.
3. All children must take care and see that they do not throw stones, sweet wrappers, etc., in the swimming pool.
4. Minimum lights be switched on, and the same be switched off before the staff on duty leaves the swimming pool.

5. Fiteration Plant room is out of bounds, and nobody should enter there in.

No. 124. CINEMA

The film 2010 will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 10th May, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th May 1987

Part I
125—131

No. 125. PROGRAMME

May

Fri. 15th	... Vindhya House Show 1st performance (P.D., & B.D., U-IVs & L-IVs to attend)	... 4-30 p.m.
Sat. 16th	... Rouser Morning Prep Career Information Seminar Afternoon games/hobbies B.D., baths Vindhya House Show Final Performance Supper P.D. Supper Sr. School (after the show)	... 6-00 a.m. 6-40—7-40 a.m. ... 5-00 p.m. ... 6-00 p.m. ... 6-15 p.m.
Sun. 17th	... Cricket 1st XI vs. O.S. (home) Squash vs. O.S. (home) Tennis vs. O.S. (home) Tea P.D. Tea Sr. School Film (for both P.D., & Sr. School) Supper P.D. Supper Sr. School	 ... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon. 18th	... Afternoon activities cancelled Festival Soccer match Tea B.D., baths Prep Supper Sr. School	 ... 3-30 p.m. ... 4-40 p.m. ... 5-00 p.m. 6-15—7-35 p.m. ... 7-40 p.m.
Wed. 20th	... SUPW	
Fri. 22nd	... Career Counselling U-V D Maths Society (after supper)	
Sat. 23rd	... Prep B.D. baths Talk by Col. T.P.S. Chowdhry	 ... 5-00 p.m. 6-00—7-00 p.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 24th ...	G.D., basket ball team vs. MNS, Rai (home)	...	10-00 a.m.
	Hindi film (for both P.D., & Sr. School)	...	2-30 p.m.
	Tea (for both P.D., & Sr. School)	...	5-20 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 126. 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. 127. HOUSE FUNDS ACCOUNTS

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by 8th June, 1987.

No. 128. 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. 129. EXTERNAL TELEPHONE—TRUNK CALLS

There are several unofficial 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,

All staff I/c of Depts. 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. 130. STUDENTS PERSONAL ACCOUNT

Personal accounts of all students who have left the school, are being closed.

Any loss slips, debit notes, expense vouchers, etc., etc., involving these students must be sent to school office latest by 20-5-1987. After this date, no such debit notes will be accepted, and staff concerned will have to make good for the recoveries outstanding from such students.

No. 131. CINEMA

The film **THIS IS ELVIS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on **Sunday, 17th May, 1987.**

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd May 1987

Part I

132—140

No. 132. PROGRAMME

May

Fri. 22nd	... Career Counselling U-V D Maths Society (after supper)	
Sat. 23rd	... Morning Prep B.D. baths Talk by Col. T.P.S. Chowdhry Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 5-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 24th	... G.D., basket-ball team vs. MNS, Rai (home) Hindi film (for both P.D., & Sr. School) Tea (for both P.D., & Sr. School)	... 10-00 a.m. ... 2-30 p.m. ... 5-20 p.m.
Mon. 25th	... Post—lunch routine as published in the soccer time-table comes into effect.	
Wed. 27th	... SUPW Supper Sr. School	3-15—4-35 p.m. ... 7-40 p.m.
Thu. 28th	... Himalaya House Show 1st performance (P.D., & B.D., U-IVs & L-IVs to attend) They will be let off games/hobbies Supper P.D. Supper Sr. School	... 5-00 p.m. ... 7-00 p.m. ... 7-50 p.m.
Fri. 29th	... Himalaya House Show final performance Games/hobbies cancelled B.D., baths Supper Sr. School (after the performance)	... 6-00 p.m. ... 5-00 p.m.
Sat. 30th	... Eid—Holiday Sunday timings B.D., baths	... 8-15 a.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 31st ...	Nature Club		
	Kahani Pratiyogita (Jr.)		
	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.
	Tea P.D.	...	6-15 p.m.
	Tea Sr. School	...	7-15 p.m.

No. 133. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1987, to the Bursar not later than 12th June, 1987.

No. 134. 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. 135. 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/repaired, whatever is necessary, at home.

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

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

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

No. 136. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Tue. 9th June, 1987 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:—

Tue. 9th June '87	{	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. Nilagiri
Wed. 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. Himalaya
Thu. 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. 137. 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 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. 138. 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. 139. 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 pavement. 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 a non-swimmer, don't forget to wear a NON-SWIMMER cap.
8. "Cross Swimming" should be avoided.

No. 140. CINEMA

A HINDI film "AHIMSA" will be shown in Barne Hall at 2-30 p. m. for both P. D. and Senior School on Sunday, 24th May, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th May 1987

Part I
141—144

No. 141. PROGRAMME

May

Fri.	29th	...	Himalaya House Show final performance	...	6-00 p.m.
			Games/hobbies cancelled		
			B.D., baths	...	5-00 p.m.
			Supper Sr. School (after the performance)		
Sat.	30th	...	Eid—Holiday		
			Sunday timings		
			B.D., baths	...	8-15 a.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sun.	31st	...	Nature Club		
			Kahani Pratiyogita (Jr.)		
			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.

June

Mon.	1st	...	Inter-House tennis (G.D.) commences		
Wed.	3rd	...	SUPW	3-15—4-35	p.m.
			Supper Sr. School	...	7-40 p.m.
Sat.	6th	...	Rouser	...	7-00 a.m.
			Prep	2-45—3-45	p.m.
			Tutorial meetings	3-50—4-35	p.m.
			Essay Competition		
			Supper Sr. School	...	7-40 p.m.
			Staff club dinner (Art Room)	...	8-00 p.m.
Sun.	7th	...	Inter-House Music competition	6-00—7-30	p.m.
			Supper Sr. School	...	7-35 p.m.
			Inter-House Music competition (contd.)	8-15—9-15	p.m.

No. 142. SWIMMING

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

No. 143. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Saturday, 13th June, 1987.

No. 144. CINEMA

The English film ROLLERCOASTER will be shown in Barne Hall at 4-00 p. m. for both P. D. and Senior School on Sunday, 31st May, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

(Sanawar Friday 5th June 1987)

Part I

145—153

No. 145. PROGRAMME

June

Sat.	6th	...	Rouser	...	7-00 a.m.
			English recitation (Project Work time)		
			Prep		2-45—3-45 p.m.
			Inter-House Swimming post-poned		
			Tutorial meetings		3-50—4-35 p.m.
			Supper Sr. School	...	7-40 p.m.
			Staff club dinner (Staff Club)	...	8-00 p.m.
Sun.	7th	...	Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			Inter-House Music competition	6-00—	7-30 p.m.
			Supper Sr. School	...	7-35 p.m.
			Inter-House Music competition (contd.)		8-15—9-15 p.m.
Mon.	8th	...	Assessment meeting P.D.	...	2-30 p.m.
			Soccer House practice as under :—		
			Himalaya		4-50—5-50 p.m.
			Nilagiri		5-55—6-55 p.m.
			(Siwalik & Vindhya will attend respective hobbies etc., as scheduled in the Soccer programme)		
Tue.	9th	...	Soccer House practice as under :—		
			Siwalik		4-50—5-50 p.m.
			Vindhya		5-55—6-55 p.m.
			(Himalaya & Nilagiri will attend respective hobbies etc., as scheduled in the Soccer programme)		
Wed.	10th	...	Visit of Fr. T.V. Kunpankal, Chairman CBSE.		
			SUPW (B.D.)		3-15—4-15 p.m.
			SUPW (G.D.)		3-15—4-35 p.m.
			Subject reports & term averages handed in to Form Staff by	...	4-30 p.m.
			P.D., Show 1st performance (L-IV & U-IV boys to attend)	...	5-00 p.m.

	Tea B.D.	... 4-15 p.m.
	Soccer House practice as under :—	
	Himalaya	4-30—5-05 p.m.
	Nilagiri	5-05—5-40 p.m.
	Siwalik	5-40—6-15 p.m.
	Vindhya	6-15—6-50 p.m.
	Supper P.D.	... 6-40 p.m.
	B.D., baths	... 7-00 p.m.
	Supper Sr. School	... 7-40 p.m.
Thu. 11th	... Inter-House Soccer commences	
	1st Session	4-50—5-55 p.m.
	2nd Session	6-00—7-05 p.m.
	B.D., baths	... 7-00 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Fri. 12th	... P.T. cancelled	
	B.D., baths	... 6-30 a.m.
	Prep cancelled	
	Rest period in dorms	2-15—3 15 p.m.
	Reports handed in to House Staff	
	Assessment meeting post-poned to Sat. 13th	
	Founders meeting (MCR)	... 2-30 p.m.
	Tea Sr. School	... 3-30 p.m.
	Inter-House Soccer :—	
	1st Session	3-50—4-55 p.m.
	2nd Session	5-00—6-05 p.m.
	P.D., Show final performance	... 6-30 p.m.
	Supper Sr. School	... 8-00 p.m.
	P.D. Green Room Party (P.D. Pavement)	... 8-45 p.m.
Sat. 13th	... Rouser	... 7-00 a.m.
	Project work Sr. School	12-00—1-00 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-05 p.m.
	Assessment meeting (MCR)	... 1-45 p.m.
	Rest period in dorms	2-00—3-30 p.m.
	Tea Sr. School	... 3-45 p.m.
	Inter-House Soccer :—	
	1st Session	4-15—5-20 p.m.

	2nd Session	5-25—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-20 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 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.
Mon. 15th	HOME DAY	
	(Meal timings & dispersal as per Special School Orders)	
	Reports handed to H.M.	

No. 146. 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. 147. SUMMER VACATION

The School will close on Monday, 15th June, 1986 for the summer vacation, and will reopen on Saturday, 1st August '87 on which date all children must be back in the School, by 5-00 p.m.

A detailed **Special Order** in connection with the Summer Vacation School parties' arrangements will be published separately fairly soon.

No. 148. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Tuesday, 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 from 16-6-87, 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. 149. TUCKSHOP HOURS DURING VACATION

The Tuckshop will be open upto from 16-6-87, till the end of Summer vacation, from 10-00 a.m.—2-00 p.m. on Mondays, Wednesdays and Saturdays.

No. 150. 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. 151. STOCK REQUIREMENTS—SECOND TERM 1987

All stock-holders will please send in their requirements for the Second Term of 1987 [1st August to 30th Nov. '87], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1987. 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. 152. CORRIGENDUM

S. O. No. 143 dated 29-5-87.

The Annual Prize Giving will be held on Sunday 14th June, 1987.

No. 153. SUNDAY 14TH JUNE, 1987.

All School Administrative Deptts. will observe Saturday, 13th and Sunday 14th June, 1987, as full working days.

Heads of Deptts. will arrange for offs in a staggered manner, for staff working under them, from 17th June, 1987, onward.

S.R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, TUESDAY, 9TH JUNE, 1987

Part I

154—165

SPECIAL ORDER

Summer Vacation Arrangements—1987.

No. 154. 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, 15th June, 1987. (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 14th, and Monday 15th June, 1987, 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 I/c on Saturday, 13th June, 1987 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. 155. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 14th June, 1987, at 3-00 p.m. All such staff members are required to attend.

No. 156. 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. 157. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 158. LUGGAGE ARRANGEMENTS.

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

Srl. No. School Party

	Simla
2	Bombay Central
4 †	Dehradun
10	Calcutta (via Delhi / Kanpur)
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 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 Quarter-master by the evening of Saturday, 13th June, 1987 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 all children going in Gauhati Party must be ready at the B.D. Quad. latest by 5-00 p.m. on 14-6-87 & loaded on top of the School Bus. The party will leave for Kalka in Telco Bus at 6-30 p.m. and the luggage in School Bus.

(vi) Luggage of all children going to Dehradun party must be ready at the B.D. Quad. latest by 5-00 a.m. on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Bus, which will take the luggage and children to Kalka to catch Kalka—Chandigarh—Dehradun Bus, leaving Kalka at 7-15 a.m.

(vii) 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 Dharampur. The children going to Simla will go in the School Jeep upto Dharampur and will catch a bus to Simla.

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.

(viii) Luggage of children going in Delhi 'A' 'B' & 'C' parties must be ready at the B.D. Quad. latest by 12-00 noon and loaded on to the Chartered bus(es) on 15th June, 1987. 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 Kalka at 1-30 p.m. sharp.

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

previously painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers on this occasion.

(x) **Light luggage such as hold-alls, suit cases, etc., will travel with school parties on the party buses.** The Quartermaster will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given under the heading "Sanawar/Kalka Departure Arrangements." The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Q.M. will, if necessary, engage one or two trucks, to cart all heavy luggage in one trip. The trucks may leave B.D. Quad. at **12-00 noon**. The Quartermaster will also ensure that the one set of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) is sent with Mr. Nand Kishore. Mr. Nand Kishore 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. Nand Kishore 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. Nand Kishore.

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

(xii) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or to porters at the Kalka railway station.

No. 159. 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. 160. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Chandigarh Simla and P.D., will have their breakfast at 7-00 a. m., and the rest of the School at 8-00 a. m. Dehradun party will have their breakfast at a place convenient to them.

(ii) Lunch for the P. D. Delhi A, B, C, 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, and Bombay Central 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 Guahati Calcutta and Bombay Central 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. Nand Kishore after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Gauhati	... Mr. Subhash Gupta	40
Calcutta	... Mr. S.B. Dwivedi	75
Bombay Central	... Mr. K. K. Batish	60

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

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

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

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

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

No. 161. 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. 162. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Simla, Dehradun, Delhi A, B, C, 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. 163. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Sunday, 14th June, 1987, after the escorts meeting.

No. 164. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Monday, 15th June, 1987, except Gauhati party which will leave Sanawar on Sunday 14th June, 1987. 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) Transport</i>
Gauhati	6-00 p.m.	6-30 p.m.	37 S/Bus & T/Bus
Dehradun	5-00 a.m.	5-30 a.m.	10 School Bus
Simla	7-30 a.m.	8-00 a.m.	9 School Jeep
Chandigarh	7-30 a.m.	8-00 a.m.	34 Chartered Bus
Delhi A	1-00 p.m.	1-30 p.m.	70 „ Buses
Delhi B	—do—	—do—	66 „ „
Delhi C	—do—	—do—	63 „ „
Calcutta	6-00 p.m.	6-30 p.m.	66 „ „
Bombay Central	—do—	—do—	46 „ „

3. **Gauhati party** will leave Sanawar on 14-6-87 at 6-30 p.m. for Kalka in School Telco Bus. From Kalka the party will travel by 2 Dn. Kalka Hawrah Mail.

4. **Dehradun 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.

5. **Simla party** will travel from Sanawar by School Jeep leaving B.D. Quad. at 8-00 a.m. upto Dharampur. From there it will catch a bus going to Simla.

6. **Chandigarh party** will travel by One Chartered Bus, leaving BD Quad. at 8-00 a.m. sharp.
7. **Delhi A, B & C 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.
8. **Calcutta party** will travel by Chartered Bus from B.D. Quad. upto Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach 2 Dn. Kalka—Delhi Hawrah Mail at 2330 hours.
9. **Bombay Central party** will travel in Chartered Bus to Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
10. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—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.
11. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
12. The Bursar, assisted by Mr. 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. 165. NEXT TERM

The next term will begin on Saturday, 1st August, 1987, and all children must be back by 5-00 p.m. on that day.

S. R. Das
Headmaster.

Sun. 14th	...	Rouser	...	7-15 a.m.
		Breakfast P.D.	...	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.
Mon. 15th	...	Home Day		
		(Meal timings & dispersal as per special School Orders)		
		Reports handed to H.M.		

No. 167. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16-6-1987 to 15-9-1987 in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi, Kali Tori & Kathal.	... 3-60 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 2-30 "
Potatoes	... 4-00 "
Onion	... 2-60 "
Tomatoes	... 3-20 "
Lime Fresh	... 9-00 "
Ginger Fresh	... 9-00 "
Garlic	... 19-50 "
Dhania Green	... 14-00 "
Chillies Green	... 3-50 "
Mint Green	... 3-00 "
Fruit	
Banana	... 4-80 "

6. **Chandigarh party** will travel by One Chartered Bus, leaving BD Quad. at 8-00 a.m. sharp.
7. **Delhi A, B & C 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.
8. **Calcutta party** will travel by Chartered Bus from B.D. Quad. upto Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach 2 Dn. Kalka—Delhi Hawrah Mail at 2330 hours.
9. **Bombay Central party** will travel in Chartered Bus to Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
10. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—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.
11. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
12. The Bursar, assisted by Mr. 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. 165. NEXT TERM

The next term will begin on Saturday, 1st August, 1987, and all children must be back by 5-00 p.m. on that day.

S. R. Das
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th June 1987

Part I
166—167

No. 166. PROGRAMME**June**

Fri. 12th ...	P.T., cancelled	
	Rouser	... 6-00 a.m.
	B.D., baths	... 6-30 a.m.
	Prep cancelled	
	Rest period (dorms)	2-15—3-15 p.m.
	Reports handed in to Form Staff	
	Assessment meeting post-poned to Sat. 13th.	
	Founders meeting (MCR)	... 2-30 p.m.
	Tea Sr. School	... 3-30 p.m.
	Inter-House Soccer :—	
	1st Session	3-50—4-55 p.m.
	2nd Session	5-00—6-05 p.m.
	P.D., Show final performance	... 6-30 p.m.
	Supper Sr. School	... 8-00 p.m.
	P.D. Green Room Party (P.D. Pavement)	... 8-45 p.m.
Sat. 13th ...	Rouser	... 7-00 a.m.
	Project work Sr. School	12-00—1 00 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-05 p.m.
	Assessment meeting (MCR)	... 1-45 p.m.
	Rest period (dorms)	2 00—3-30 p.m.
	Tea Sr. School	... 3-45 p.m.
	Inter-House Soccer :—	
	1st Session	4-15—5-20 p.m.
	2nd Session	5-25—6-30 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-20 p.m.
	Supper Sr. School	... 7-20 p.m.

Sun. 14th	... Rouser	... 7-15 a.m.
	Breakfast P.D.	... 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.
Mon. 15th	... Home Day	
	(Meal timings & dispersal as per special School Orders)	
	Reports handed to H.M.	

No. 167. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16-6-1987 to 15-9-1987 in the Fruit & Vegetable section :-

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi, Kali Tori & Kathal.	} ... 3-60 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 2-30 "
Potatoes	... 4-00 "
Onion	... 2-60 "
Tomatoes	... 3-20 "
Lime Fresh	... 9-00 "
Ginger Fresh	... 9-00 "
Garlic	... 19-50 "
Dhania Green	... 14-00 "
Chillies Green	... 3-50 "
Mint Green	... 3-00 "
Fruit	
Banana	... 4-80 "

Apple Golden	...	5-00	Per Kg.
Apple Red	...	5-50	„
Oranges	...	8-00	„
Guavas	...	2-50	„
Grapes	...	23-00	„
Leechies	...	12-00	„
Mangoes	...	11-00	„
Sugar Melon	...	2-30	„
Water Melon	...	1-00	„
Plum/Alubukhara	...	5-40	„
Apricot	...	3-50	„
Peaches	...	2-75	„
Bair	...	2-50	„
Bagugosha	...	9-00	„
Malta	...	4-00	„
Mussamies	...	6-50	„
Papita	...	3-50	„
Cheekoo	...	9-00	„

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 1st August 1987

Part I

168—190

No. 168. WELCOME

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

No. 169. PROGRAMME**August**

Sat. 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.
Sun. 2nd ...	Sunday timings	
	Kit issued	10-00-12-00 noon
	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. 3rd ...	P.T. cancelled	
	1st School cancelled	
	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 7-45 a.m.
	Breakfast Sr. School	... 8-45 a.m.
	Opening of Term Assembly	... 9-30 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.
		Afternoon activities cancelled	
		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.
Tue.	4th	Rouser	... 6-00 a.m.
		P.T., resumed	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	3-30-3-50 p.m.
		Nilagiri	3-50-4-10 p.m.
		Siwalik	4-10-4-30 p.m.
		Tea Sr. School	... 4-30 p.m.
		Vindhya	4-50-5-10 p.m.
		B.D. baths	... 5-00 p.m.
		Prep resumed	6-20-7-40 p.m.
		Supper Sr. School	... 7-45 p.m.
Wed.	5th	Soccer/Athletics/Founder's programme comes into effect	
		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.	8th	Morning Prep	6-40-7-40 a.m.
		Inter-House Tennis	... 2-30 p.m.
		Inter-House Quiz	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sun. 9th ...	Raksha Bandhan	
	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. 170. FOUNDER'S DUTIES—1987

Athletics	B D	... I/c Mr. K. K. Batish, Mr. Puri, Mr. Williams & Mr. Negi.
	G D	... I/c Miss S. Mukherji, Mrs. Mehta & Mr. Anand.
	P D	... I/c Mr. Roberts, Mrs. Triveni Rana & Mrs. Khanna.
Colours Parade	...	M/s B. Singh, Dhani Ram, Onkar Singh, & B.C. Katoch.
School Play	...	I/c Mrs. P. Das
	(i) Stage :	... Mr. Abraham & Miss A. Aurora.
	(ii) Sound & Lighting :	... Mr. U.P. Mukherji & Mr. S. Gupta.
Variety Concert	P.D. :	... I/c Mr. V. Ramchandani, P. D. Staff & Mr. Ghosh.
	Sr. School :	... Mrs. S. Roberts & Mr. Sengupta.
	Stage :	... Mr. S. Ghosh.
A.D.S.	...	Mr. B. Singh.
	Stage :	... Mr. Dwivedi, Mr. Idris & Miss K. Bakshi.
Tattoo :		
	(i) Mike & co-ordination	... Mrs. Channa
	(ii) P.T., & Gym.	... M/s Dhani Ram & Onkar Singh.
	(iii) Bugle Band	... Mr. Katoch
	(iv) Dance	... Mrs. S. Roberts
Exhibitions :		
	(i) Hobbies	... Hobbies Staff
	(ii) Projects	... Dr. D.C. Gupta & Mrs. R. Solomon.
	(iii) SUPW	... I/c Mr. B.D. Attri & Dr. Sharma.
	(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. Bakshi & Mr. Sukhwinder Singh.
Decorations	...	Mr. M.V. Gore, Mrs. P. Das & Mr. C.S. Matharu.
Fete Organisation Committee	...	{ Mrs. P. Das, Mr. E. Sequeira, Mr. Sibal & 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 Play	...	I/c Mr. Williams & B.D. Staff
(iii) Variety Concert	...	I/c Mrs. Solomon & G.D. Staff
(iv) Tattoo	...	Mr. Sequeira & Dr. Sharma
(v) Parade & Speeches	...	Dr. D. C. Gupta, Mr. Abraham, Mr. Roberts & Mrs. Zutshi.
Costume Room & make up	} ...	Mr. Abraham
Nursery	...	One P.D. Matron & two Ayahs
Checking Invitation Cards	I/c	Mr. B.P. Joshi, Mr. Puri & Mr. Wal
Barne Hall	...	I/c Mr. Idris

No. 171. 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 Monday, 3rd August, 1987 (9-00 a.m.)

No. 172. RETURN SCHOOL PARTIES JULY, 1987.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August, 1987 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. 173. NEW ADMISSION—RECEPTION

Most of the new admissions will take place on 1st August, 1987. 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 29-7-1987 sent to him separately.

Mr. Onkar Singh 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. 174. 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 ...	6	6	2	—

No. 175. 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. 176. 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 end of this term.

No. 177. CASH FROM SCHOOL OFFICE

When receiving or taking cash from the School Office, all Staff members 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 a discrepancy; the office cannot make good any subsequent alleged deficiencies.

No. 178. 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. 179. 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. 180. 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. 181. 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. 182. 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.
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No. 183. LOW MEDICAL CATEGORY STUDENTS

It has been brought to my notice that a number of children placed in low-medical categories, (carrying restrictions/exemption from their participation in games and other physical activities)

are not observing specified instructions. This can cause serious problems. Will the staff concerned, therefore, please take care to adhere strictly to the "Low Medical Category" list published in the Special School Order No. 77 dated 9-3-87, and also take into consideration the 'Upgrading—Downgrading' of medical categories of children published in School Orders from time to time.

No. 184. 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.—11-30 a.m. | } <i>Monday to Friday</i> |
| (b) 4-00 p.m.— 5-00 p.m. | |
| (c) 9-00 a.m.—11-30 a.m. | <i>on Saturday</i> |
| (d) 12-00 noon—1-00 p.m. | <i>Child welfare clinic on Wednesday</i> |
| (e) 12-00 noon—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. 185. 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. 186. 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. 187. MEDICAL HEALTH SCHEME RULES

(Ref. : School Order No. 24, dated 9-2-1987)

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 provided they are no more dependent on their parents who are employees of this school) 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.
- (h) 50% only of the cost of transport effective from 1-8-87.

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, 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.

No. 188. STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school after the end of first term on 15th June, 1987 :—

Jai Singh Dhillon	...	HBD
Bijal Patel	...	NBD
Nadaav Thivy	...	NBD
Gaurav Agnihotri	...	NBD
Laxman Kapur	...	NBD
Ajay Singh Malik	...	NBD
Ness Wadia	...	NBD
Jeh Wadia	...	NBD
Pranav Kapuria	...	NBD
Rahul Sahgal	...	VBD
Dhruv Soota	...	VBD
Hiteshwar Singh Bhattal	...	VBD
Amrita Sandhu	...	NGD
Deepti Kapur	...	NGD
Jasveen Bhullar	...	SGD

No. 189. ADMINISTRATIVE HOLIDAY

Thursday, the 6th August, 1987 will be observed as a holiday by the Administrative Staff on account of Id-ul-Zuha (Bakrid).

No. 190. CINEMA

The English film " 36 CHAMBER OF SHOALIN " will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 2nd August, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th August 1987

Part I
191—194

No. 191. PROGRAMME

August

Sat. 8th	...	Morning Prep	6-40—7-40 a.m.
		Inter-House Tennis post-poned	
		Inter-House Quiz	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 9th	...	Raksha Bandhan	
		Nature club	
		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	...	Inter-House Tennis commences	
Wed. 12th	...	SUPW	5-15—6-30 p.m.
		B.D., baths	... 6-35 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Screening of films by Film Society	... 8-10 p.m.
Thu. 13th	...	Math Society (after supper)	
Fri. 14th	...	Independence Eve Staff Club dinner (Art Room)	... 8-15 p.m.
Sat. 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 & families	... 6-30 p.m.
Lights out	... 9-30 p.m.

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

- | | |
|---------------------|---------------------------|
| (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 | |

Sun. 16th	... Janama Ashtami	
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Hindi film (for both P.D., & Sr. School)	... 2-00 p.m.
	Tea (for both P.D., & Sr. School)	... 4-45 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.

No. 192. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Saturday, 15th August, 1987. 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 15-8-87 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 Hindi film if it arrives in time, will be screened on 15-8-87 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.

Following appointments, of Prefects/Helpers have been with effect from 1-8-87 :—

No. 193. APPOINTMENT OF PREFECTS / HELPERS

The following appointments of prefects/helpers have been made for the Founder's term 1987 :—

Head Boy	Aneet Virk
Head Girl	Atiya Bose

Boys Department

	M.I. Prefect	Rohit Bajaj
<i>H.B.D.</i>	House Captain	Gaurav Shrinagesh
	School Prefect	Tarun Seth
	House Prefects	Sandeep Khatra Chandrajit Mitra
<i>N.B.D.</i>	House Captain	Sunil Sinha
	School Prefect	Sachindranath Rudra
	House Prefects	Yadur Kapur Vinod Kumar
<i>S.B.D.</i>	House Captain	Vivek Batra
	School Prefect	Harinder Singh
	House Prefects	Gursharan Sandhu Abhinav Saigal
<i>V.B.D.</i>	House Captain	Himmat Sodhi
	School Prefect	Samirpal Singh
	House prefects	Vivek Bhatia Sunil Kumar

Girls Department

	M.I. Prefect	Tushita Mitra
<i>H.G.D.</i>	House Captain	Anjali Mahajan
	House Prefect	Supriya Sirkar
<i>N.G.D.</i>	House Captain	Maheep Dhillon
	House Prefect	Bhavna Bhatia
<i>S.G.D.</i>	House Captain	Meenakahi Mohan
	House Prefect	Preeti Singh
<i>V.G.D.</i>	House Captain	Kainaz Marfatia
	House Prefect	Harpreet Bedi

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

Head boy/girl & Asstt. to HM	Aneet Virk
	Atiya Bose
D.H.M.	Ashish Kaul
	Priya Dhillon
Sr. Mistress	Naina Dhillon
	Nimrita Bedi

C.D.H.	Purujit Singh
	Varun Seth
	Satinder Garcha
	Pavneet Uppal
	Gurmeet Chugh
	Ashish Chadha
	Sultan Saini
	Tung Sin Lee
	Bimola Devi
	Niharika Bhasin
	Himani Khanna
	Gurmeet Kaur
Games	Uday Rana
	Govind Singh
	Sameer Arora
	Anil Panchar
	Hima Sood
	Rupa Sandhu
	Zarina Mohammad
Hobbies	Rahul Bammi
	Prabhdeep Sandhu
	Rajika Bhandari
	Radhika Jha
Estate	Shalini Yadav
	Bhavna Khushwaha
Expeditions	Gaurav Gupta
Library	Hemendra Rawat
	Chetna Bindra
SUPW	Ashish Abrol
	Amar Gore
	Tara Khurana
	Bubblez Sidhu
Costumes	Vaidehi Vartak
	Anjula Saxena
Chapel	Amol Sandhu
	Anjali Solomon
	Anubha Jain
Guests	Sanaya Wadia
	Madhuri Dalvi

Socials Shalini Grover
Computers Shimul Agarwal

No. 194. CINEMA

The English film RIO BRAVO will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 9th August, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th August 1987

Part I

195—205

No. 195. PROGRAMME

August

Fri. 14th ...	Zonal Qualifying Squash tournament Inter-School commences (Delhi) Independence Eve Staff Club dinner (Art Room) ... 8-15 p.m.
Sat. 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 & families ... 6-30 p.m. Lights out ... 9-30 p.m.

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

(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	
Sun. 16th ...	Janama Ashtami Lunch P.D. ... 12-00 noon

	Lunch Sr. School	... 1-00 p.m.
	Hindf film (for both P.D., & Sr. School)	... 2-00 p.m.
	Tea (for both P.D., & Sr. School)	... 4-45 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Mon. 17th	... Squash team returns	
Wed. 19th	... SUPW	5-15—6-30 p.m.
	B.D., baths	... 6-35 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Jr. English Debating Society (after supper)	
Thu. 20th	... Inter-House Badminton (G.D.) commences	
Fri. 21st	... Career counselling	
	Soccer 1st XI leave for PPS (Nabha)	... 11-30 a.m.
	PPS, Nabha Soccer Colts & Atoms arrive	... 5-00 p.m.
Sat. 22nd	... Morning Prep	6-40—7-40 a.m.
	Soccer 1st XI vs. PPS, Nabha (away)	... 10-00 a.m.
	Tennis vs. PPS, Nabha (away)	
	Soccer Colts & Atoms vs. PPS, Nabha (home)	
	Career counselling	
	PPS, Nabha Colts & Atoms leave	... 12-00 noon
	YPS Soccer Colts & Atoms arrive	... 4-00 p.m.
	I—H English Debate (Sfs.)	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
	B.D., baths	... 8-00 p.m.
Sun. 23rd	... Soccer 1st XI vs. YPS (away)	... 10-00 a.m.
	Tennis vs. YPS (away)	
	Soccer Colts & Atoms vs. YPS (home)	
	YPS, Soccer Colts & Atoms leave	... 12-00 noon
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	School Soccer 1st XI arrive	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 196. PHYSICAL TRAINING—P.D.

The following will supervise P.T., in the Prep School :—

Varun Seth	Himalaya
Satinder Garcha	Nilagiri
Hamendra Rawat	Siwalik
Anil Panchar	Vindhya

No. 197. P.D. APPOINTMENTS OF PREFECT/HELPERS

The following appointments of Prefects/Helpers have been made in P.D. with effect from 5-8-87 :—

School Prefects	U.P.D.	...	Akhil Mahajan
	L.P.D.	...	Harjyot Singh
	S.P.D.	...	Savera Sidhu
Boys			
House Prefects	H.P.D.	...	Rohit Godara
	N.P.D.	...	Simit Dhawan
	S.P.D.	...	Kabir Sharma
	V.P.D.	...	Vikramjit Grewal
Girls			
House Prefects	H.P.D.	...	Amanpreet Mann
	N.P.D.	...	Amrita Dhillon
	S.P.D.	...	Priya Rajkhewa
	V.P.D.	...	Buaniao Konyak
M.I. Prefects		...	Jasveen Sekhon Gaurav Bhagat
Games Prefects	U.P.D.	...	Akash Gill
	L.P.D.	...	Dinesh Negi
	S.P.D.	...	Tarika Jhaj
Common Room Prefects	U.P.D.	...	Proloy Basu
	L.P.D.	...	Tarun Mansukhani
	S.P.D.	...	Gayatri Singh
Library Prefects	U.P.D.	...	Manav Sandhu
	L.P.D.	...	Arjun Gaiand
	S.P.D.	...	Amrita Dhillon
Assembly Prefect		...	Smriti Madan

No. 198. 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. 199. 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. 200. 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. 201. 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. 202. 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. 203. INFORMATION RECORD FORM—TRANSFER OF P.D. STUDENTS TO SENIOR SCHOOL

All P.D. Housemasters/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 1-4-1987, immediately. Handing over/Taking over note duly signed and dated, be please sent to me latest by 21-8-1987.

No. 204. HOLIDAY

Saturday, the 15th August, 1987 will be observed as a holiday by the Administrative and Academic Staff on account of Independence Day.

No. 205. CINEMA

1. A Hindi film will be screened in Barne Hall on 15-8-1987, for Subordinate Staff and their families, from 6-30 p.m.

2. A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 16th August, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st August 1987

Part I
206—218

No. 206. PROGRAMME

August

Fri. 21st	... Career counselling Soccer 1st XI leave for PPS (Nabha) ... 11-30 a.m. PPS, Nabha Soccer Colts & Atoms arrive ... 5-00 p.m.
Sat. 22nd	... Morning Prep 6-40—7-40 a.m. Soccer 1st XI vs. PPS, Nabha (away) ... 10-00 a.m. Tennis vs. PPS, Nabha (away) Soccer Colts & Atoms vs. PPS, Nabha (home) Career counselling PPS, Nabha Colts & Atoms leave ... 12-00 noon YPS Soccer Colts & Atoms arrive ... 4-00 p.m. I—H English Debate (Srs.) ... 6-20 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-20 p.m. B.D., baths ... 8-00 p.m.
Sun. 23rd	... Soccer 1st XI vs. YPS (away) ... 10-00 a.m. Tennis vs. YPS (away) Soccer Colts & Atoms vs. YPS (home) YPS, Soccer Colts & Atoms leave ... 12-00 noon Tea P.D. ... 3-20 p.m. Tea Sr. School ... 3-40 p.m. Film (for both P.D. & Sr. School) ... 4-00 p.m. School Soccer 1st XI arrive ... 4-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Wed. 26th	... SUPW cancelled B.D., baths ... 5-10 p.m. Spic-Macay 'Odissi' dance Lecture—demonstration by Kiran Sehgal ... 6-00 p.m.

	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-30 p.m.
Fri. 28th ...	Career counselling	
	Sherwood College, Nainital Soccer & Badminton teams arrive	5-00 p.m.
	Maths Society (after supper)	
Sat. 29th ...	Morning Prep	6-40—7-40 a.m.
	Career Counselling	
	Badminton vs. Sherwood College	4-30 p.m.
	Post-tea activities cancelled	
	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-15 p.m.
	B.D., baths	8-00 p.m.
Sun. 30th ...	Soccer 1st XI vs. Sherwood College	10-00 a.m.
	School Squash team leaves for MNSS, Rai	
	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. 207. 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. 208. 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. 209. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/Housemistresses at their own discretion from 12-00 noon on Monday,

5th October, to 6-00 p m. on Sunday, 11th October, 1987. including the Chief Guests holiday, Children should inform parents of these dates.

No. 210. 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. 211. 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. 212. 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 Rs. 2/25 and Rs. 14/- 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. 213. 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. 214. 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.) } K. oil, Soft coke, Steam
coal, fuel wood.

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

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

Since the issue will continue upto 6-00 p.m., normally no staff will need to cut short his duty hours for drawing ration items. Heads of Deptt. are requested to kindly explain full details of this School Order to all staff working under them, to whom School Orders do not go, or those who cannot read them.

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

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

In view of Founders 1987, the issue dates will shift to, and will be from 11th to 20th October, 1987.

No. 215. 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. 216. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India. Ministry of Education as on 21-8-1987, studying in this School. They are no more entitled to free issue of School jerseys :—

Ch. Khamba Singh	...	HBD	Amarjyoti Deka John	...	VBD
Rakesh Kumar	...	HBD	Anurag Srivastava	...	VBD
Sanjiv Kumar	...	HBD	Ashish Kumar	...	VBD
Z.D. Lalmuawna	...	HBD	Bhārat Yadav	...	VBD
Amit Rajan	...	HBD	Joginder Singh	...	VBD
Himanshu Shekhar	...	HBD	Rajiv Kumar Anaud	...	VBD
Z.D. Dengthuama	...	HBD	R. Shankar Chaturvedi	...	VBD
K. Ashok kumar	...	NBD	K. Sunil Kumar	...	VBD
Dhiraj Jyoti Choudhry	...	NBD	Satya Narain	...	VBD
N. Nando Singh	...	NBD	Alicia Angeline Laloo	...	HBD
Ising Choaba Singh	...	NBD	M. Bimola Devi	...	HGD
Vinod Kumar	...	NBD	H.T. Rose Mary	...	HGD
K Lokendro Singh	...	SBD	Laxmi Tripathi	...	NGD
L. Rajesh Roy	...	SBD	Poonam Kushwaha	...	NGD
Mushahid Raza	...	SBD	Shashi Prabha	...	NGD
Rajiv Kumar	...	SBD	Anu Saini	...	SGD
Amit Awasthi	...	SBD	Esther J. Kamei	...	SGD
Somendrajit Singh	...	SBD	L. Jaya Lakshmi Devi	...	SGD
A S. Asung Zimik	...	VBD	P. Sharmila Devi	...	SGD
Raj Kumar Dogra	...	VBD	Anjula Saxena	...	VGD
Satpal Singh	...	VBD	Kaijuilui Riamei	...	VGD
Shishu Bind Kumar	...	VBD			

No. 217. MEDICAL CATEGORISATION-SCHOOL CHILDREN

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

Downgraded**HBD**

Vikramjit Chima ... B Gym. & Swimming

NBD

Arpinder Singh ... B Hodson, Long distance running

Rajesh Pahil ... C

Udit Gaurav ... B Hodson, Long distance running

Vivek Kathpalia ... B Gym. & Jumps

NBD

Manpreet Sawhney	...	C
Sukhdev Majithia	...	B Gym. & Jumps

SBD

Randeep Sandhu	...	B Swimming
Gaurav Sud	...	B allowed standing P.T.
Jasmeet Paintal	...	B Swimming, long distance running/ Hodsons
Vishal Sood	...	B Gym. & Jumps
Rohan Vaziralli	...	B Gym. & Jumps
Tarun Rawat	...	B Gym. & Jumps

VBD

Sharad Thadani	...	B Gym. & Jumps
Karanjit Rosha	...	B Gym. & Jumps

HGD

Aman Dhillon	...	B Hodsons/Long distance running
Natasha Nain	...	B Gym. / Long Jumps

NGD

Kamal Virk	...	B Swimming
Suparna Bhatia	...	C

SGD

Meenakashi Mohan	...	B Gym. / Hodson / Long distance running
Namita Karna	...	B Swimming
Tahira Singh	...	B Gym. & Jumps
Ashrika Das	...	B Gym. & Jumps
Harsha Sharma	...	B Swimming
Namrita Dhillon	...	B Gym. & Jumps
Ronita Malkani	...	B allowed only standing P.T.
Jaya Lakshmi Devi	...	B Swimming/Hodsons

VGD

Kainaz Marfatia	...	B Swimming
Anisha Pershad	...	C permitted to do standing P.T.
Suvida Khanna	...	B Hodson/Long distance running

Upgraded**HBD**

Pravan Malhotra	...	Cat. 'A'
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SBD

Nawal Kakkar ... Cat. 'A'

VBD

Asung Zimik ... Cat. 'A'

No. 218. CINEMA

The English film **EAGLES WINGS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 23rd August, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR**Sanawar Friday 28th August 1987****Part I**~~209~~—225**No. 219. PROGRAMME****August**

- Fri. 28th ...** Career counselling
 Sherwood College, Nainital Soccer &
 Badminton teams arrive ... 4-00 p.m.
 PD Soccer Electrons vs. APS,
 Dagshai (away) ... 4-30 p.m.
 Maths Society (after supper)
- Sat. 29th ...** Morning Prep 6-40—7-40 a.m.
 Career Counselling
 PD Electrons vs. St. Stephen's
 School, Chandigarh (home)
 Soccer 1st XI vs. Sherwood College ... 4-30 p.m.
 Post-tea activities cancelled
 (School will go down to watch the match)
 B.D., baths ... 5-45 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Sun. 30th ...** Badminton vs. Sherwood College ... 10-00 a.m.
 School Squash team leaves for MNSS, Rai
 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 31st ...** Sherwood College teams leave ... 9-00 a.m.
 Inter-School Squash—Rai

September

- Wed. 2nd ...** 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.
 Jr. English debating Society (after supper)

Thu.	3rd	...	School GD Swimming team leaves for Rai	...	8-00 a.m.
Fri.	4th	...	Prep cancelled B.D., baths Supper P.D. Supper Sr. School Teachers' Day eve party hosted by U-VI (Barne Hall)	...	6-15 p.m. 6-15 p.m. 7-15 p.m. 8-15 p.m.
Sat.	5th	...	IPS Girls Aquatic meet-Rai Teachers' Day Morning Prep cancelled Rouser First School cancelled Breakfast Classes resumed from 2nd School onwards (Classes will be conducted by U-VI till 11-40 a.m.) Project work cancelled Swimming heats (School will watch the swimming heats) Normal afternoon activities resumed I—H Hindi Debate (Srs.) Supper P.D. Supper Sr. School	...	7-00 a.m. 8-30 a.m. 12-00—1-20 p.m.
Sun.	6th	...	Lunch P.D. Lunch Sr. School Hindi Film (for both P.D. , & Sr. School) Tea (for both P.D., & Sr. School) Supper P.D. Supper Sr. School	...	12-00 noon 1-00 p.m. 2-00 p.m. 4-45 p.m. 6-00 p.m. 7-00 p.m.

No. 220. 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. 221. 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, 1987 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 15-9-1987 whereafter no further adjustments will be possible.

No. 222. MISUSE OF SCHOOL STATIONERY ITEMS

It has been brought to my notice that staff are issuing exercise books and other stationery items to school children without 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. 223. SCHOOL HOSPITAL—CHILD WELFARE CLINIC

School Order No. 184, dated 1st August 1987 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. 224. MEDICAL CATEGORY

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

Gaurav Raina (NBD)	...	Cat. 'B' Ex. Gym. Jumps, Swimming.
Vir Pratap S. Brar (VBD)	...	Cat. 'B' Ex. Long distance running.
Gagandeep Singh (NBD)	...	Cat. 'B' allowed standing P.T., Runs.

No. 225. CINEMA

The English film **DIAL M FOR MURDER** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 30th August, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th September 1987****Part I**

226—237

No. 226. PROGRAMME**September**

Fri.	4th	...	Career counselling	
			Prep cancelled	
			B.D., baths	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Teachers' Day eve party hosted by U-VI (Barne Hall)	... 8-15 p.m.
Sat.	5th	...	IPS Girls Aquatic meet-Rai	
			Teachers' Day	
			Morning Prep cancelled	
			Rouser	... 7-00 a.m.
			First School cancelled	
			Breakfast	... 8-30 a.m.
			Classes resumed from 2nd School onwards (Classes will be conducted by U-VI till 11-40 a.m.)	
			Career counselling	
			Project work cancelled	
			Swimming heats	12-00—1-20 p.m.
			Lunch	... 1-30 p.m.
			Normal afternoon activities resumed	
			I—H Hindi Debate (Srs.)	... 6-20 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	6th	...	Lunch P.D.	... 12-00 noon
			Lunch Sr. School	... 1-00 p.m.
			Hindi Film (for both P.D., & Sr. School)	... 2-00 p.m.
			Tea (for both P.D., & Sr. School)	... 4-45 p.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.

Mon. 7th	...	Girls' Swimming & Boys' Squash teams return	
Wed. 9th	...	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. 10th	...	Assessment Meeting (MCR)	... 5-00 p.m.
		B.D., baths	... 5-00 p.m.
Fri. 11th	...	Career counselling	
		Maths Society meeting (after supper)	
Sat. 12th	...	Morning Prep	6-40—7-40 a.m.
		Career counselling	
		Poem Recitation Competition	... 12-00 noon
		Afternoon activities cancelled	
		I—H Swimming Sports	... 2-30 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 13th	...	Prep School I—H P.T. competition	
		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. 227. ALLOCATION BARNE HALL STAGE—SUNDAYS

P.D.	...	9-20—10-30 a.m.
A.D.S.	...	10-30—12-00 noon
School Play	...	12-00—1-30 p.m.
Sr. School ballet	...	8-00—9-00 p.m.

No. 228. 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, 1987.

No. 229. 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. 230. 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 BD. & GD. and direct to PD. in the 4th week of Sept., '87.

No. 231. 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. 232. 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, 1987.

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. 233. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1987 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1987, if they are joining for lunch.

No. 234. 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. 235. 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. 236. 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. 237. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 6th September, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th September 1987

Part I

238—240

No. 238. PROGRAMME

September	
Fri. 11th ...	Career counselling
	Maths Society meeting (after supper)
Sat. 12th ...	Morning Prep 6-40—7-40 a.m.
	Career counselling
	Poem Recitation Competition ... 12-00 noon
	Afternoon activities cancelled
	I—H Swimming Sports ... 2-30 p.m.
	Tea Sr. School ... 4-30 p.m.
	B.D., baths ... 5-00 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School ... 7-15 p.m.
Sun. 13th ...	Prep School I—H P.T. competition
	Tea P.D. ... 3-20 p.m.
	Tea Sr. School ... 3-40 p.m.
	Film (for both P.D., & Sr. School) ... 4-00 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School ... 7-15 p.m.
Mon. 14th ...	Athletics Heats Commence
Wed. 16th ...	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. 19th ...	Morning Prep 6-40—7-40 a.m.
	I—H English Debate Jrs. ... 6-20 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School ... 7-20 p.m.
	B.D., baths ... 8-00 p.m.
Sun. 20th ...	Tea P.D. ... 3-20 p.m.
	Tea Sr. School ... 3-40 p.m.
	Film (for both P.D., & Sr. School) ... 4-00 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School ... 7-15 p.m.

No. 239. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1987 instead of from 1st Oct. to 10th Oct. 1987, following the same schedule laid down earlier.

No. 240. CINEMA

The English film GREMLINS will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 13th September, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th September 1987****Part I****241—244****No. 241. PROGRAMME****September**

Sat. 19th	...	Morning Prep	6-40—7-40 a.m.
		I→H English Debate Jrs.	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
		B.D., baths	... 8-00 p.m.
Sun. 20th	...	Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 21st	...	The following changes will be effected till Friday 25th Sept.	
		P.T.	6-30—7-15 a.m.
		Morning M.I.	... 7-40 a.m.
		1st School	8-05—8-35 a.m.
		Breakfast	... 8-40 a.m.
		Assembly	... 9-25 a.m.
		2nd School	9-35—10-15 a.m.
		3rd School	10-15—10-55 a.m.
		(Remainder of the routine will remain as scheduled)	
Wed. 23rd	...	Pre-breakfast routine the same as published for Mon. 21st Sept.	
		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)	
		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.
	Sr. English Debating Society (after supper)	
Fri. 25th	Prep cancelled	
	Tattoo practise	6-30—7-40 p.m.
	Supper Sr. School	... 7-45 p.m.
	B.D., baths	... 8-15 p.m.
Sat. 26th	Classes discontinued	
	Founder's preparation programme comes into effect	
Sun. 27th	Founder's preparation programme	
	Hindi Film cancelled	

No. 242. 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 5-10-1987. I/c's of various stalls are requested to kindly put in their indents to Quartermaster, very early :—

Cake Stall	... I/c Mrs. Das, Mrs. Matharu, Mrs. Dwivedi & Mrs. Mehta.
Tea & Coffee Stall	... I/c Mrs. P. Kohli, Mrs. Joseph, Mrs. Khanna, Mrs. Batish.
Bhel Puri Stall	... I/c Mrs. Mukherji, Mrs. Malayiva, Mrs. Joshi Mrs. Minakshi Basu.
Cold Drink Stall	... I/c Mrs. Khan, Miss. Mukherji & Senior Children.
Ice-Cream Stall	... Q.M. Staff.
Fruit Chat Stall	... I/c Mrs. Ram Singh, Mrs. Puri, Mrs. Kumar & Mrs. Jutshi.
Hamburger Stall	... I/c Mrs. Sunita Singh, Miss Bakshi, Miss D. Aurora & Ms. T. Rana.

No. 243. 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. 244. CINEMA

The English film **SUDDEN IMPACT** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 20th September, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th September 1987****Part I
245—248****No. 245. PROGRAMME****September**

Fri. 25th	...	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. 26th	...	Classes discontinued	
		Founder's preparation programme comes into effect	
Sun. 27th	...	Founder's preparation programme	
		Hindi Film cancelled	
Mon. 28th	...	Founder's preparation programme	
Tue. 29th	...	Founder's preparation programme	
Wed. 30th	...	Variety concert 1st performance	... 10-30 a.m.
		School play 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

Tur. 1st	...	A.D.S. (staff) play 1st performance	... 6-00 p.m.
		Supper P.D.	... 8-00 p.m.
		Tattoo (partial)	8-10—9-10 p.m.
		Supper Sr. School	... 9-15 p.m.
Fri. 2nd	...	Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 6-45 a.m.
		Breakfast P.D.	... 7-20 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (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.
Sat. 3rd ...	Rouser	...	6-45 a.m.
	B.D., Baths	...	7-00 a.m.
	Breakfast L-VI & downwards (incl. P.D.)	...	7-45 a.m.
	Breakfast U-VI & guests	...	8-30 a.m.
	Trooping practice	...	9-00 a.m.
	O.S., matches	...	10-00 a.m.
	Preliminary O.S., meeting	...	12-15 p.m.
	Lunch L-VI & downwards (incl. P.D.)	...	12-30 p.m.
	Tea U-VI & guests	...	3-00 p.m.
	Tea L-VI & downwards (incl. P.D.)	...	3-30 p.m.
	Variety concert	...	4-00 p.m.
	Supper L-VI & downwards	...	5-45 p.m.
	Supper U-VI & guests	...	6-20 p.m.
	Tattoo	...	7-30 p.m.
	Cocoa & Snacks for the School	...	9-15 p.m.
	Lights out	...	9-45 p.m.
Sun. 4th ...	Founder's Day		
	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	7-30 a.m.
	Breakfast P.D. (incl. guests)	...	8-30 a.m.
	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 (incl. P.D.)	...	4-00 p.m.

School play	...	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 (C.D.H.)	...	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 various exhibitions will be open from
2-15—4-00 p.m., on 2nd, 3rd & 4th October '87.

Mon. 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.
Founder's holidays commence		
S.O. Ps. issued	...	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. 246. FOUNDER'S HOLIDAYS

Members of the academic 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. It is regretted that the House Matrons, in view of the nature of their work, will not be able to go out of station during these holidays, which are essentially for students.

No. 247. POST FOUNDERS OFFS ADMINISTRATIVE STAFF

Following will be full working days :—

Wed. 30-9-87 For Tuck Shop also.

Fri. 2-10-87 (Gandhi Jayanti & Dusehra)

Sat. 3-10-87 & Sun. 4-10-87

Heads of deptts. will kindly arrange to give compensatory offs in lieu of the above mentioned dates in a staggered manner. Wed. 7th Oct., 1987 will be Post Founders holiday for all deptts, in any case.

No. 248. PRINTING OF SCHOOL ORDER

The next issue of School Order will be published on Friday, 9th October, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th October 1987****Part I**

249—254

No. 249. PROGRAMME**October**

Fri. 9th	...	IPS Girls Athletics meet MGD, Jaipur	
Tue. 13th	...	Founder's holidays conclude	
		All children on S.O.Ps. return	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-30 p.m.
Wed. 14th	...	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.
Thu. 15th	...	Rouser	... 6-00 a.m.
		Chota Hazri	... 6-20 a.m.
		P.T., resumed	6-30—7-00 a.m.
		Normal teaching routine	
		Afternoon activities cancelled	
		Festival hockey match	... 3-00 p.m.
		Tea (for both Sr. School & P.D.)	... 4-15 p.m.
		Tea for teams	... 4-30 p.m.
		B.D., baths	... 5-20 p.m.
		Prep	6-15—7-35 p.m.
		Supper Sr. School	... 7-40 p.m.

Fri.	16th	...	Hockey season comes into effect	
			Maths Society (after supper)	
Sat.	17th	...	Morning Prep	6-40—7-40 a.m.
			Sr. English debate (Project work time)	
			B.D., baths	... 5-20 p.m.
			Talk by Col. C. Sawant	
			(Hindi Society)	... 6-20 p.m.
			Supper P.D.,	... 6-15 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	18th	...	Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 250. ARTICLES LOANED BY STORES

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

No. 251. FETE MONEY

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

No. 252. 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. 253. 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. 254. STAFF SICK IN QUARTERS

Will all staff please report to the R.M.O. before being placed on Sicks-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 16th October 1987

Part I

255—265

No. 255. PROGRAMME**October**

Fri. 16th	...	Hockey season comes into effect Maths Society (after supper)	
Sat. 17th	...	Morning Prep	6-40—7-40 a.m.
		Sr. English debate (Project work time)	
		B.D., baths	... 5-20 p.m.
		Talk by Col. C. Sawant (Hindi Society)	... 6-20 p.m.
		Supper P.D.,	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 18th	...	Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 21st	...	Inter-House Quiz post-poned	
		SUPW	4-45—6-10 p.m.
		Sixth Form Prep (dorms)	4-45—6-00 p.m.
		B.D., baths	... 6-05 p.m.
		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.
Thu. 22nd	...	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.
Fri. 23rd	...	Maths Society (after supper)	

Sat. 24th	Morning Prep	6-40—7-40 a.m.
	IPS Athletics meet—Rai	
	B.D., baths	... 5-20 p.m.
	Poem Recitation competition	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 25th	Nature club	
	IPS Athletics meet—Rai	
	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.
	Jr. English debating Society (after supper)	

No. 256. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Thursday 22nd October '87, 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. 257. DIWALI

Thursday, 22nd October, 1987, 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 Friday, 23rd October, 1987 as a holiday on account of Vishwakarma. Tuck Shop will remain open on 22-10-87 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 Wednesday 21st October 1987. 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 :

21st Oct. ... P.D. Assembly Hall from 2.00 p.m. to 4.00 p.m.

22nd Oct. ... Honoria Court from 2.00 p.m. to 4.00 p.m.

22nd Oct. ... Gaskell Hall from 9.00 a.m. to 12.00 noon.

Quartermaster will kindly arrange for sale of fireworks.

No. 258. 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. 259. 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, 1987, 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 upto date 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. 260. 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. 261. 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. 262. 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. 263. 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, 1986, and sign the P. F. register on 19th & 20th October, 1987 in the School Office. 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. 264. MEDICAL CATEGORY

Neeraj Chopra NBD ... Cat. 'C'

No. 265. CINEMA

The English film R I O B R A V O will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 18th October, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd October 1987

Part I

266—277

No. 266. PROGRAMME**October**

Fri. 23rd	...	Hodson run heats commence	
		Maths Society (after supper)	
Sat. 24th	...	Morning Prep	6-40—7-40 a.m.
		IPS Athletics meet—Rai	
		B.D., baths	... 5-20 p.m.
		Poem Recitation post-poned	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 25th	...	Nature club	
		IPS Athletics meet—Rai	
		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.
		Jr. English debating Society (after supper)	
Mon. 26th	...	Boys Athletics team returns	
Wed. 28th	...	Afternoon activities including	
		SUPW cancelled	
		Hodson finals	... 3-30 p.m.
		Tea (for both P.D., & Sr. School)	... 5-00 p.m.
		Staff, staff wives/husbands and	
		O.S., are cordially invited to tea	
		with the position holders at	... 5-15 p.m.
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Thu. 29th	...	Assessment meeting (MCR)	... 5-10 p.m.
Fri. 30th	...	Last three schools will be	
		cut short by 5 mts. each	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-25 p.m.

		Inter-House Gym & 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.
		Normal Prep	
Sat.	31st	Morning Prep	6-40—7-40 a.m.
		Project work	12-00—1-00 p.m.
		Lunch P.D.	... 12-05 p.m.
		Lunch Sr. School	... 1-05 p.m.
		Afternoon activities cancelled	
		Inter-House P.T., & Sr. Best	
		Gymnast competition	... 2-30 p.m.
		Tea P.D.	... 4-30 p.m.
		Tea Sr. School	... 4-45 p.m.
		Staff, staff wives/husbands and O.S., are cordially invited to tea with the Gymnasts	
		B.D., baths	... 5-20 p.m.
		Hockey 1st XI leaves for Sherwood, Nainital	... 6-00 p.m.
		Kavi Sammelan (Barne Hall)	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
November			
Sun.	1st	Musical performance by students and staff (Barne Hall)	... 10-30 a.m.
		Hindi movie (for both P.D. & Sr. School)	... 2-00 p.m.
		Tea (for both P.D., & Sr. School)	... 5-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 267. 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. 268. SCHOOL MAGAZINE 1987.

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. 269. 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. 270. 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. 271. CATAPULTS

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

No. 272. STOCK CONDEMNATION—NOV. 1987

1. All condemnations will be completed by the Bursar latest by Saturday, 20th November, 1987.

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 18th, 19th and 20th November 1987 from 10-00 a.m. to 12-00 noon.

3. Condemnation of items considered by I/c CDH and House Matrons to be beyond repair, will commence on Tuesday 10th Nov., 1987. They are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows:—

Tue. 10th	Nov.	'87	{	9-15 a.m. P.D. Upper (Boys)
			{	9-35 a.m. P.D. Lower (Boys)
			{	9-55 a.m. P.D. Girls
			{	10-20 a.m. G.D. (Upper Dorm.)
			{	10-45 a.m. G.D. (Lower Dorm.)
Wed. 11th	„	„	{	11-00 a.m. HBD
			{	11-30 a.m. NBD
			{	12-00 noon SBD
			{	12-30 p.m. VBD
			{	1-00 p.m. B.D. (Sixth Form.)
Thu. 12th	„	„		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. 273. 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. 274. 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. 275. RETURN OF EMPTY BOTTELES TO TUCK SHOP

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

All concerned are requested to kindly arrange to return empty bottles immediately to Tuckshop, failing which Rs. 2.50 per bottle will be debited to the account of the staff concerned.

No. 276. 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. 277. CINEMA

The English film **RETURN OF SABATA** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 25th October, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 30th October 1987****Part I**

278—286

No. 278. PROGRAMME**October**

Fri. 30th	...	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.
		Normal Prep.	
Sat. 31st	...	Morning Prep	6-40—7-40 a.m.
		Project work	12-00—1-00 p.m.
		Poetry recitation competition	12-00—1-00 p.m.
		Lunch P.D.	... 12-05 p.m.
		Lunch Sr. School	... 1-05 p.m.
		Afternoon activities cancelled	
		Inter-House P.T., & Best	
		Gymnastic competition	... 2-30 p.m.
		Tea P.D.	... 4-30 p.m.
		Tea Sr. School	... 4-45 p.m.
		(Staff, staff wives/husbands and O.S., are cordially invited to tea with the Gymnasts)	
		B.D., baths	... 5-20 p.m.
		Hockey 1st XI leaves for Sherwood, Nainital	... 6-00 p.m.
		Kavi Sammelan (Barne Hall)	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.

November

Sun.	1st	...	Musical recital cancelled	
			Study period (dorms)	11-30-12-30 p.m.
			Hindi movie (for both P.D. & Sr. School)	... 2-00 p.m.
			Tea (for both P.D., & Sr. School)	... 5.00 p.m.
			Study period (dorms)	6-10—7-05 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Mon.	2nd	...	Girls Inter-House Table Tennis commences	
			Hockey 1st XI vs. Sherwood, Nainital (away)	
Tue.	3rd	...	Hockey 1st XI vs. BVM, Nainital (away)	
Wed.	4th	...	SUPW	4-45—6-15 p.m.
			Sixth Form Prep (dorms)	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.
			'Richard II' (Film Society)	
Thu.	5th	...	Guru Nanak's Birthday—Holiday	
			Sunday timings	
			School hockey 1st XI returns	
			Visit to Gurdawara (onwards)	... 11-00 a.m.
			(House Masters/Mistresses are requested to inform I/c CDH about the children who will be missing lunch. This information must be in by supper time on 4th Nov.)	
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-20 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Fri.	6th	...	School hockey 1st XI leaves for PPS Nabha	... 1-30 p.m.
Sat.	7th	...	School hockey Colts & Atoms vs. APS, Dagshai (home)	
			School hockey 1st XI vs. PPS, Nabha (away)	
			YPS, Colts & Atoms arrive	... 5-30 p.m.
			B.D., baths	... 5-20 p.m.

	Sr. Inter-House Hindi debate	...	6-20 p.m.
	Supper P.D.	...	6-15 p.m.
Sun. 8th	School hockey Atoms vs. YPS, Patiala (home)	...	10-00 a.m.
	School hockey Colts vs. YPS, Patiala (home)	...	11-00 a.m.
	(School will go down to watch the matches)		
	Study period (dorms)	12-15—	1-15 p.m.
	School hockey 1st XI vs. YPS, Patiala (away)		
	YPS, Colts & Atoms leave	...	1-30 p.m.
	Tea P.D.,	...	3-20 p.m.
	Tea Sr. School	...	3-40 p.m.
	Film (for both P.D., & Sr. School)	...	4-00 p.m.
	Study period (dorms)	6-10—	7-05 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

Note : With effect from Mon. 2nd Nov. '87 and upto and inclusive of Wed. 18th Nov. '87 the following changes in daily routine will be effected :—

P.T., discontinued

Rouser ... 6-45 a.m.

House Inspection ... 7-30 a.m.

There will be no M.I., on Saturdays.

No. 279. SCHOOL STOCK BOOKS

Form Staff should see that all book, 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, 1987.

No. 280. 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 there 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. 281. 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 '88.

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 term closes. This will facilitate the work being done during the vacation.

No. 282. LONG VACATION ARRANGEMENTS

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 8-00 a.m. on Tuesday, 1st December, 1987. They should write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the morning/afternoon/evening of Tuesday, 1st December, 1987. A Special School Order giving details of all departure arrangements etc. will be issued in due course.

No. 283. 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. 284. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds for the term ending 30th November, 1987 should be prepared and submitted to the Bursar to reach him not later than 30th November, 1987.

No. 285. ADMINISTRATIVE HOLIDAY

Thursday, the 5th November, 1987, will be observed as a holiday by the Administrative Staff on account of Guru Nanak's birthday.

No. 286. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 1st November, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th November 1987****Part I**

287—298

No. 287. PROGRAMME**November**

Fri.	6th	...	School hockey 1st XI leaves for PPS Nabha	...	1-30 p.m.
Sat.	7th	...	School hockey Colts & Atoms vs. APS, Dagshai (home) Poetry recitation competition (Project work time) School hockey 1st XI vs. PPS, Nabha (away) YPS, Colts & Atoms arrive	...	5-30 p.m.
			B.D., baths	...	5-20 p.m.
			Jr. Inter-House Hindi debate	...	6-20 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-20 p.m.
Sun.	8th	...	School hockey Atoms vs. YPS, Patiala (home)	...	10-00 a.m.
			School hockey Colts vs. YPS, Patiala (home)	...	11-00 a.m.
			(School will go down to watch the matches)		
			Study period (dorms)	12-15—1-15	p.m.
			School hockey 1st XI vs. YPS, Patiala (away)		
			YPS, Colts & Atoms leave	..	1-30 p.m.
			Tea P.D.,	...	3-20 p.m.
			Tea Sr. School	...	3-40 p.m.
			Film (for both P.D., & Sr. School)	...	4-00 p.m.
			Study period (dorms)	6-10—7-05	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Wed.	11th	...	SUPW	4-45—6-15	p.m.
			Sixth Form Prep (dorms)	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.

Fri. 13th	...	Maths Society (after supper)	
Sat. 14th	...	Children's Day—P.D., pic-nic	
		B.D., baths	... 5-20 p.m.
		Jr. Inter-House English Debate	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 15th	...	Hockey 1st XI vs. YPS, Mohali	
		Study period (dorms)	11-30—12-30 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study period (dorms)	6-10—7-05 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 288. WINTER VACATION

The School will close on Tuesday 1st December, 1987 for the winter vacation and will reopen on Tuesday, 10th February, 1988 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. 289. STAFF VACATION ADDRESSES AND QUARTERS' KEYS.

Before leaving Sanawar all members of the staff must enter their names and their vacation Address in the Address Book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.

Keys of all quartets 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-room, etc., should be clearly labelled as such with strong labels before being handed over to the Q.M.

No. 290. 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. 291. 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. 292. 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, 1988, failing which new ones will be issued to them, at their parents' cost.

No. 293. 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. 294. 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. 295. INTER HOUSE PT/GYM. COMPETITION—1987

The results of Inter House PT/Gym. Competition held on 30th and 31st Oct., 1987 are published below for record :—

Cock House Boys and Girls

B.D.	<i>Points</i>	<i>Position</i>	G.D.	<i>Points</i>	<i>Position</i>
Siwalik	163·52	1st	Himalaya	125·91	1st
Nilagiri	162·19	2nd	Vindhya	125·66	2nd
Vindhya	161·63	3rd	Nilagiri	118·58	3rd
Himalaya	157·00	4th	Siwalik	116·83	4th

Best Gymnast Boys (Seniors)

			<i>Points</i>	<i>Position</i>
Varun Seth	205	1st
Vikrant Dogra	200½	2nd
Raman Dua Sultan Saini	}	199½	3rd

Best Gymnast Boys (Juniors)

Faisal Syed	220½	1st
Rajat Khanna	213	2nd
Sharanbir Sandhu	205	3rd

Best Gymnast Girls

Harpreet Bedi	219½	1st
Chetna Bindra	196½	2nd
Priya Dhillon	194½	3rd

P.T. leader certificate awarded to—Himmat Singh Sodhi

Proficiency certificate in Gymnastics awarded to :—

Harpreet Bedi	Chetna Bindra	Priya Dhillon
Bhavna Kushwaha	Suneel Sinha	Varun Seth
Sultan Saini	Tarun Seth	Himmat Singh Sodhi

No. 296. 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. 297. ELECTRICITY CONSUMPTION

The Electricity Consumption has gone very high, resulting in the overloading of the sub-station, and this may lead to a break-down/damage to the sub-station.

Staff I/c of C.D.H., House Matrons and House Staff, I/c I.S.C. Hall, etc., are requested to pay particular attention to switching off of the lights, when these are NOT needed.

No. 298. CINEMA

The English film **LAST FLIGHT OF NOAH'S ARK** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 8th November, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th November 1987

Part I

299—308

No. 299. PROGRAMME**November**

Fri. 13th	...	Maths Society (after supper)	
Sat. 14th	...	Children's Day—P.D., pic-nic	
		B.D., baths	... 5-20 p.m.
		Jr. Inter-House English Debate	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 15th	...	Hockey 1st XI vs. YPS, Mohali	
		Study period (dorms)	11-30—12-30 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study period (dorms)	6-05—7-05 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 18th	...	SUPW cancelled	
		B.D., baths	... 4-45 p.m.
		Prep	5-40—7-00 p.m.
		Supper P.D.	... 6-10 p.m.
		Supper Sr. School	... 7-10 p.m.
Thu. 19th	...	Terminal Exams Commence	
		Examination period daily	
		routine comes into effect	
Sat. 21st	...	B.D., baths	... 4-40 p.m.
		Staff & Sixth Form photograph	... 5-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Staff Club meeting followed	
		by dinner (staff club)	... 7-45 p.m.
Sun. 22nd	...	House photographs B.D. :—	
		Siwalik	... 7-00 a.m.
		Nilagiri	... 7-20 a.m.

Vindhya	...	7-40 a.m.
Himalaya	...	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.
Study period (dorms)	11-30-12-30	p.m.
Tea P.D.	...	3-20 p.m.
Tea Sr. School	...	3-40 p.m.
Film (for both P.D., & Sr. School)	...	4-00 p.m.
Study period (dorms)	6-05-7-05	p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.

No. 300. EXAMINATION PERIOD DAILY ROUTINE

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

Rouser	...	6-50 a.m.
Prep (Birdwood)	7-40-8-40	a.m.
M.I., cancelled		
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 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 to 4-15 p.m. Allocation of fields will be announced daily.

No. 301. HANDING IN OF SCHOOL CLOTHING

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons/Warden incharge of their dormitories immediately after lunch on Monday, 30th November, 1987. 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. 302. SEALING OF CLOTHING ROOMS

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

No. 303. 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. 304. 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. 305. SUNDAY, 29th NOVEMBER, 1987—WORKING DAY

Owing to end-of-term rush of work, Sunday, 29th November, 1987, will be a working day for all departments of the School.

'Offs' in lieu of Sunday, 29th Nov. working day will be given by the Heads of Deptts. in a staggered manner in the first week of December, 1987.

Heads of Deptts. are requested to inform all concerned.

No. 306. 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. 307. TUCK SHOP MONTHLY CLOSING DAY

The Tuck Shop Monthly Closing Day falls on Sunday 15th Nov. 1987. This will be observed by Tuck Shop, on Monday, 16th Nov. 1987, instead of on 15-11-1987.

No. 308. CINEMA

The English film SNOWWHITE AND THE SEVEN DWARFS will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 15th November, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th November 1987

Part I

309—312

No. 309. PROGRAMME**November**

Sat. 21st	...	B.D., baths	...	4-40 p.m.
		Staff & Sixth Form photograph	...	5-00 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Staff Club meeting followed by dinner (staff club)	...	7-45 p.m.
Sun. 22nd	...	House photographs B.D. :—		
		Siwalik	...	7-00 a.m.
		Nilagiri	...	7-20 a.m.
		Vindhya	...	7-40 a.m.
		Himalaya	...	8-00 a.m.
		Teams' photographs (Teams' photographs will be supervised by respective coaches)	...	8-20 a.m.
		G.D., photographs	...	10-00 a.m.
		P.D., photographs	...	11-00 a.m.
		Study period (dorms)	11-30-12-30	p.m.
		Hindi Film (for both P.D., & Sr. School)	...	2-00 p.m.
		Tea (for both P.D., & Sr. School)	...	5-00 p.m.
		Study period (dorms)	6-05-7-05	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 23rd	...	Subject Reports to Form teachers	...	10-00 a.m.
Fri. 27th	...	Nature club painting competition P.D.		
		Terminal 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.
		Carol Singing	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
		Lights out	...	9-30 p.m.

Sat. 28th	...	Rouser	...	7-30 a.m.
		Breakfast P.D.	...	8-30 a.m.
		Breakfast Sr. School	...	9-20 a.m.
		Weighing & measuring B.D. :—		
		Himalaya		10-00-10-40 a.m.
		Nilagiri		10-40-11-20 a.m.
		Siwalik		11-20-12-00 noon
		Vindhya		12-00-12-40 p.m.
		I—H hockey	...	10-00 a.m.
		Lunch P.D.	...	12-00 noon
		Lunch Sr. School	...	1-00 p.m.
		I—H hockey	...	2-20 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.
Sun. 29th	...	Rouser	...	7-30 a.m.
		Breakfast Sr. School	...	8-30 a.m.
		Breakfast P.D.	...	9-20 a.m.
		Marks handed in to Form teachers	...	10-00 a.m.
		I—H hockey	...	9-00 a.m.
		Weighing & measuring G.D. :—		
		Himalaya		9-00—9-30 a.m.
		Nilagiri		9-30-10-00 a.m.
		Siwalik		10-00-10-30 a.m.
		Vindhya		10-30-11-00 a.m.
		Sr. School Staff meeting (MCR)	...	12-00 noon
		Lunch P.D.	...	12-00 noon
		Lunch Sr. School	...	1-00 p.m.
		I—H hockey	...	2-20 p.m.
		Tea Sr. School	...	4-45 p.m.
		B.D., baths Srs.	...	5-20 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Sr. School Social		8-00-11-00 p.m.
Mon. 30th	...	Rouser	...	7-30 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
Lunch Sr. School	...	1-00 p.m.
Mark Registers handed in to		
Sr. Mistress	...	4-00 p.m.
Tea P.D.	...	4-00 p.m.
Tea Sr. School	...	4-30 p.m.
Supper P.D.	...	6-00 p.m.
Supper Sr. School	...	7-00 p.m.
Lights out	...	9-30 p.m.

December

Tue. 1st ... HOME DAY
 (Meal timings & dispersal as per
 special School Orders)
 Reports handed in to H.M.

No. 310. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Wednesday, 2nd December, '87, 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. 311. TUCKSHOP HOURS DURING VACATION

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

No. 312. CINEMA

A Hindi film "EK AUR SIKANDAR" will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 22nd November, 1987.

S.R. Das
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 23RD NOVEMBER, 1987

Part I

313—324

SPECIAL ORDER

Winter Vacation Arrangements—1987.

No. 313. GENERAL.

Special note for all Housemasters & Housemistresses.

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Tuesday, 1st December, 1987. (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 Tuesday 1st, December, 1987, 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 no case later than Thursday, 26th November, 1987**. 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 Monday, 30th November, 1987 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. 314. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MGR on Monday, 30th November, 1987, at 10-30 a.m. All such staff members are required to attend.

No. 315. 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. 316. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 317. LUGGAGE ARRANGEMENTS.

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

Srl. No.	School Party
	Simla
3 ‡	Bombay V.T.
4 †	Dehradun
9	Allahabad
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).

† (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 Saturday, 28th November, 1987 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 two hours in advance, in the dormitory varandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

(v) Luggage of all children going in Dehradun party must be ready at the BD Quad. latest by 5-00 a.m. on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Bus, which will take the luggage and children to 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 8-00 a.m. on home day, loaded in the trailer of the Jeep and transported to Dharampur. The children going to Simla will go in the School Jeep upto Dharampur and will catch a bus to Simla.

(vii) Luggage of all children going to **Chandigarh** must be ready at the **B.D. Quadrangle by 7-00 a.m.** on 1-12-1987. 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.

(viii) Luggage of children going in Bombay V.T. party must be ready at the B.D. Quad. by 7-30 a.m. sharp on 1-12-1987. 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.

(ix) 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.

(x) **Light luggage such as hold-alls, suit cases, etc., will travel with school parties on the party buses.** The Quartermaster will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given under the heading "Sanawar/Kalka Departure Arrangements." The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Q.M. will, if necessary, engage one or two trucks, to cart all heavy luggage in one trip. The trucks may leave B.D. Quad. at 12-00 noon. The Quartermaster will also ensure that the 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 they 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.

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

(xii) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or to porters at the Kalka railway station.

No. 318. 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. 319. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—P.D., Simla, 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 1-12-87.

(b) Lunch for the P. D. Delhi A, B, C, parties will be at 12-00 noon and the Senior School, at 12-45 p.m. on home day.

(iii) **Tea:**—Bread/Sandwiches and tea will be served in the CDH at 4-00 p.m. for members of the Gauhati and Allahabad parties, except those who will have walked down.

(iv) **Supper Packets:**—Supper packets (all vegetarian) will be, arranged by the school for all children going to Calcutta. Allahabad and Guahati 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
Calcutta	... Mr. Rupak Das	80
Allahabad	... Mr. R.K. Malaviya	10
Gauhati	... Mr. S.R. Sharma	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.**

Mr. M.N. Kohli will kindly arrange for sufficient number of "surahis", for drinking water purposes during rail journey for Bombay V.T. party and Mr. Satpal Verma will do so for all other parties.

No. 320. 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. 321. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Dehradun, Simla, Bombay V.T., Chandigarh 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. 322. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Monday, 30th November, 1987, after the escorts meeting.

No. 323. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Tuesday, 1st December, 1987. 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) Transport</i>
Dehradun	5-00 a.m.	5-30 a.m.	14 School Bus
Simla	7-30 a.m.	8-00 a.m.	7 School Jeep
Chandigarh	8-30 a.m.	9-00 a.m.	48 Chartered Bus
Bombay V.T.	—do—	—do—	66 Chartered & S/Bus
Delhi A	1-00 p.m.	1-30 p.m.	67 Chartered Buses
Delhi B	—do—	—do—	72 " "
Delhi C	—do—	—do—	75 " "
Calcutta	3-00 p.m.	3-30 p.m.	65 " "
Allahabad	6-00 p.m.	6-30 p.m.	8 School Buses
Gauhati	—do—	—do—	35 " "

3. Dehradun 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 8-00 a.m. upto Dharampur. From there it will catch a bus going to Simla.

5. **Chandigarh party** will travel by One Chartered Bus, leaving BD Quad. at 9.00 a.m.
6. **Bombay V.T. party** will travel in One Chartered Bus 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.
7. **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 1-12-87.
8. **Calcutta party** will travel by Chartered Bus from B.D. Quad. at 3.00 p.m. upto Kalka Rly. Station. From Kalka the party will travel in one extra 2nd class three tier sleeper coach by 87 Dn. Chandigarh Express at 1920 hours.
9. **Gauhati & Allahabad parties** will travel in both School buses 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 2330 hours.
10. The School Bus will go to Ambala Cantt with Bombay V.T. party luggage, return to Sanawar and again go to Kalka Rly. Station. There at Kalka, it will await for further instructions from Mr. B.P. Joshi.
11. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—including the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
12. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
13. The Bursar, assisted by Mr. Achhar Singh will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over

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

No. 324. NEXT TERM

The next term will begin on Wednesday, 10th February, '88 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.