

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 9th February 1988

Part I

1-28

No. 1. WELCOME

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

No. 2. THE SCHOOL'S CLEANLINESS

The co-operation of all is requested to keep the school neat and clean in every way. At a residential school like ours it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we all should set an example not only by not throwing litter ~~anywhere~~ 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

Wed. 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.
Fhu. 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.
		Lunch P.D.	... 12-10 p.m.
		Lunch Sr. School	... 1-10 p.m.

	Staff meeting (MCR)	... 2-00 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.
Fri. 12th ...	Afternoon activities cancelled	
	Career Counselling L-V A	
	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.
Sat. 13th ...	Morning prep cancelled till further notice	
	Games Committee Meeting	
	Career Counselling contd.	
	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.
Note :	Lower VI examinees will have lunch with 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	
	Duke of Edinburgh's Award talk	
	Inter-House Quiz	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 14th	Tea P.D.	3-20 p.m.
	Tea Sr. School	3-40 p.m.
	Film (for both Sr. & Prep School)	4-00 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	7-15 p.m.

No. 4. DAILY ROUTINE

With effect from Friday 12th February '88 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, 1988.

Children who appear to be unwell on arrival, especially those who have coughs and colds should also be sent to the R.M.O.

No. 6. NEW ADMISSIONS

These will take place on 2nd April, 1988. Details will be published during the last week of March, 1988.

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, 1988. 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, 1988.

Clothes will be issued to **Day Scholars** in all Deptts at 8-00 p.m. on 10th February, 1988.

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 indents, and also as provided below, any staff member wishing to see the Quartermaster on business should see him in his office between 3-00 & 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, 1988.

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 1988 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Friday
2. Republic Day	...	Jan.	26th	Tuesday
3. Shivratri	...	Feb.	16th	Tuesday
4. Holi	...	Mar.	4th	Friday
5. Ram Naumi	...	Mar.	26th	Saturday
6. Good Friday	...	April	1st	Friday
7. Baisakhi	...	April	13th	Wed.
8. Id-ul-Zuha (Bakrid)	...	July	25th	Monday
9. Independence Day	...	Aug.	15th	Monday
10. Raksha Bandhan	...	Aug.	27th	Saturday

11.	Janam Ashtmi	...	Sept.	3rd	Saturday
12.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Sunday
13.	Founder's (After Founder's)	...	Oct.	7th	Friday
14.	Dusehra	...	Oct.	20th	Thursday
15.	{ Diwali (except Eng. Deptt.)	...	Nov.	9th	Wed.
	{ Balraj (Eng. Deptt. only)	...	Nov.	10th	Thursday
16.	Guru Nanak's Birthday	...	Nov.	23rd	Wed.
17.	Christmas Day	...	Dec.	25th	Sunday

The Tuck Shop, however, will remain open on all of the above holidays except those falling on Wednesdays (Tuck Shop's weekly holiday), 15th of every month as stock-taking day, and also except the following holidays, viz :—

New Year's Day
Independence Day
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, 1988 to 15th March, 1988, in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach,* Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi, Kali Tori & Kathal. } ...	2-30 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda. } ...	2-00 ,,
Potatoes	... 2-00 ,,
Onion	... 2-50 ,,
Tomatoes	... 5-00 ,,
Lime Fresh	... 9-50 ,,
Ginger Fresh	... 10-00 ,,
Garlic	... 18-00 ,,
Dhania Green	... 1-50 ,,
Chillies Green	... 8-50 ,,
Mint Green	... 3-00 ,,

Fruit	
Banana	... 5-60 Per Kg.
Apple Golden	... 6-80 "
Apple Red	... 9-00 "
Oranges	... 7-50 "
Guavas	... 4-30 "
Grapes	... 21-00 "
Leechies	... 12-00 "
Mangoes	... 7-80 "
Sugar Melon	... 2-30 "
Water Meion	... 1-00 "
Plum/Alubukhara	... 5-40 "
Apricot	... 3-50 "
Peaches	... 3-00 "
Bair	... 3-70 "
Bagugosha	... 5-00 "
Mussamies	... 8-50 "
Cheekoo	... 8-50 "
Kinoo	... 6-00 "

No. 23. SCHOOL HALWAI'S RATES 1988

The School halwai contract has been given to M/s Raj Kumar Behl 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., 1988 to 31st Jan 1989.

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

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

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

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

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

All sales to School children will be for cash only

Sweetmeats etc.	Rate per kg.		No. of pieces per kg.	Rate per piece
	Rs.	P.		
Shakarpara	...	12-00	10 pkts. of 100 gms each	1-20 per pkt.
Rasbhari	...	12-00	10 pkts. of 100 gms. each	1-20 per pkt.
Patisa (Mesu)	...	14-00	—	—
Imrati	...	16-00	30	55
Rabdi	...	21-00	—	—
Khoa	...	21-00	—	—
Bun-Samosa	...	—	—	80
Balu shahi	...	12-00	30	40
Barfi white	...	21-00	30	70
Barfi Chocolate /coconut	...	21-00	30	70
Barfi Besan	...	12-00	30	40
Besan Laddoo	...	12-00	30	40
Gulab Jaman	...	18-00	30	60
Gur toffee (with moongphali)	...	8-00	20 pkts. of 50 gms. each	40 per pkt.
Groundnut fried	...	14-00	20 pkts. of 50 gms. each	70 per pkt.
Jalebi	...	10-00	—	—
Laddoo Motichoor	...	12-00	30	40
Mathi namkin	...	11-00	30	40
Palangtor (milk-cake)	...	21-00	30	70
Potato wafers	...	15-00	20 pkts. of 50 gms. each	75 per pkt.
Potato Tikki, with chutney	...	10-00	20	50 each
Rasgulla	...	21-00	30	70
Rasmalai	...	21-00	30	70
Sewian-Dal (Barik quality)	...	12-00	20 pkts. of 50 gm. each	60 per pkt.
Bhatoora/kachori with vegetable	...	10-00	20	50 each
Dahi Bhalla	...	8-00	20	40 each
Poori (with vegetable)	...	10-00	20	50 each
Samosa	...	9-00	20	45 each
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.
- (h) 50% of the transport expenses.

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 published earlier in School Orders, and will take effect from 1-1-1988.

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. 13th February, 1988.

All concerned are requested to take necessary action.

No. 25. RATES FOR SALE OF EGGS

With effect from 1-2-88 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. ADMINISTRATIVE HOLIDAY

Tue. 16-2-1988 will be observed as Holiday by Adm. Staff, on account of Shiv Ratri.

No. 28. CINEMA

The English film OLIVER'S STORY will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 14th February, 1988.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 12th February 1988****Part I**

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

Sat. 13th ... Morning prep cancelled till further notice**Games Committee Meeting ... 12-20 p.m.****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.

Note : Lower VI examinees will have lunch with 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	
Inter-House Quiz	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

Sun. 14th	...	Tea P.D.	...	3-20 p.m.
		Tea Sr. School	...	3-40 p.m.
		Film (for both Sr. & Prep School)	...	4-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Tue. 16th	...	Shiv Ratri—Administrative Staff Holiday		
Wed. 17th	...	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.
		Jr. English Debating Society meeting after supper		
Thu. 18th	...	Inter-House T.T. commences		
Fri. 19th	...	Career Counselling L-V B		
		Westminister Theatre Group arrives		
Sat. 20th	...	Career Counselling contd.		
		Third session of afternoon activities cancelled		
		B.D., baths	...	4-30 p.m.
		Performance by Westminister		
		Theatre group	...	5-30 p.m.
		Sr. School supper after the performance		
Sun. 21st	...	P.D. Cricket Electrons vs. YPS, Mohali (away)		
		Career Counselling contd.		
		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. 30. DISCIPLINE : DAY SCHOLARS

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

No. 31. 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. 32. 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. 33. 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. 34. 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. 35. 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. 36. 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/c Tuck Shop by children duly examined and passed by Housemasters/Housemistresses under their signature and date.

All House Staff are also hereby informed that children of their Houses are not permitted to buy any *atables* 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. 37. 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 38. 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. 39. 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. 40. 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. 41. CHILDREN'S JERSEYS & 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. 42. 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. 43. 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. 44. WATER CHARGES (RATES) 1988

The rate of water charges payable by Staff from 16th January, 1988 will be as follows :—

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

- (i) For the first 1500 litres—Re. 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. 45. ISSUE WOOLLEN CLOTHING ITEMS

All House Matrons / Warden are expected to issue woollen shorts/skirts, Jackets/red coats, etc., to the children in their dormitories immediately.

No. 46. APPOINTMENT OF PREFECTS/HELPERS

Following appointments of Prefects / Helpers have been made for Spring Term 1988 :—

Boys Department

	Head Boy	Sharan Khilnani
	Head Girl	Antara Shergill
	M.I. Prefect	Jamal Rizvi
H.B.D.	House Captain	Ish Joshi
	School Prefect	Ranjit Cheema
	House Prefects	Aman Dewan Kartik Kanwal
N.B.D.	House Captain	Asif Syed
	School Prefect	Ashish Mehra
	House Prefects	Nando Singh T. A. Kochhar
S.B.D.	House Captain	R. S. Sandhu
	School Prefect	Mohit Kampani
	House Prefects	Imtiaz Anees L. Rajesh Roy
V.B.D.	House Captain	Omar Farooq
	School Prefect	Aditya Batra
	House Prefects	Harpratap Brar Raj Kumar

Girls Department

	M.I. Prefect	G. Ramani
H.G.D.	House Captain	Diya Sawhney
	House Prefect	Amba Singh
N.G.D.	House Captain	Guneev Majithia
	House Prefect	Ritika Gill
S.G.D.	House Captain	J. Lakshmi Devi
	House Prefect	Swarupa Sanyal
V.G.D.	House Captain	B. Mahajan
	House Prefect	Amrit Malhans

<i>(Helper / Asstt.)</i>	...	<i>Name</i>
<i>(of / to)</i>	...	
Head boy girl & Asstt. to H.M.	...	Sharan Khilnani
	...	Antara Shergill
D.H.M.	...	Charanjeev Brar
	...	Jasbir Kaur
Sr. Mistress	...	Sheuli Mukherji
C.D.H.	...	Rakesh Kumar
	...	Aman Khullar
	...	Tarun Narang
	...	Vivak Kohli
	...	Diljot Sandhu
	...	Harpriya Nakai
	...	Chumki Bhardwaj
	...	Richa Pandey
	...	S. Along Sunup
	...	Achal Jaiswal
	...	Parikshit Sagar
	...	Himmat Dhillon
Games	...	Amrit Rana
	...	Manvir Kochhar
	...	Vikram Lakani
	...	Adil Khan
	...	Ragini Bath
	...	Anuradha Masand
Hobbies	...	Navjyot Sidhu
	...	Ranjit Raina
	...	Paramjyot Sidhu
	...	Sajid Khan
	...	Shaan Khatau
	...	Hema Ritu Matta
Estate	...	Sameer Munjal
	...	Ishing Chauba
	...	Paramdeep Sidhu
	...	Shujaat Hussain
	...	Kavita Bhalla
	...	Sheena Singh
Expeditions	...	Pawanpreet Dhillon
	...	Sidharth Singh

Library	Sumit Gupta
		...	Karan Sareen
		...	Naval Kakkar
		...	Rajni Katoch
SUPW	Ikhlaq Turabee
		...	Harvinder P. Singh
		...	Rajnit Bawa
		...	Raghav Khanna
		...	Kumud Behl
Costumes	Akin Mehta
		...	Arpinder Singh
		...	Karan Bajwa
		...	Nehara Reddy
Chapel	Naveen Munjal
		...	Sameer Jawa
		...	Tanya Chadha
Guests	Siajid Karim
		...	Sher Pratap Brar
Social	Avnish Sirohi
		...	Asung Zimik
		...	Ragini Bath
Computer	Tej Arjun Kochhar

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 18th February 1988

SPECIAL ORDER

Part I

47—48

No. 47. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION

All-India Senior School Certificate (Class XII) Examination, 1988.

DATE—SHEET*Morning Session*

10-30 a.m.—1-30 p.m.

March

Tue. 1st	...	English Core	
Sat. 5th	...	Music Hindustani Vocal	... Theory
Tue. 8th	...	Mathematics	
Wed. 9th	...	Commerce	
Fri. 11th	...	Psychology	... Theory
Sat. 12th	...	Physics	... Theory
10-30 a.m.—11-30 a.m.			
Mon. 14th	...	Sculpture	... Theory
10-30 a.m.—1-30 p.m.			
Tue. 15th	...	Accountancy	
Wed. 16th	...	English Elective	
Thu. 17th	...	Political Science	
Tue. 22nd	...	Geography	... Theory
Wed. 23rd	...	Chemistry	... Theory
Fri. 25th	...	Biology	... Theory
Mon. 28th	...	Economics	
Tue. 29th	...	Home Science	... Theory
10-30 a.m.—11-30 a.m.			
Wed. 30th	...	Painting	... Theory

Note : In addition to theory examinations given above, there will also be practical examinations as per following details :—

Feb.

Sat. 27th ... **Biology**

March

Fri. 4th ... **Geography**

Fri. 18th ... **Chemistry**

Sat. 19th ... **Home Science**

Music

Sun. 20th ... **Physics**

Sat. 26th ... **Psychology**

Thu 31st ... **Painting (Art)**

Sculpture

**No. 48. CENTRAL BOARD OF SECONDARY EDUCATION,
NEW DELHI**

All-India Secondary School (Class X) Examination, 1988.

DATE—SHEET

Morning Session

10-30 a.m.—1-30 p.m.

March

Sat. 5th ... **English Course—A**

Mon. 7th ... **Mathematics**

10-30 a.m.—12-00 noon

Wed. 9th ... **Science—(Physics)** ... **Paper I**

Fri. 11th ... **Science—(Chemistry)** ... **Paper II**

Mon. 14th ... **Science—(Life Science)** ... **Paper III**

10-30 a.m.—1-00 p.m.

Wed. 16th ... **Social Science—(History & Civics)** ... **Paper I**

10-30 a.m.—12-00 noon

Sat. 19th ... **Social Science—(Geography)** ... **Paper II**

10-30 a.m.—1-30 p.m.

Mon. 21st ... **Hindi Course B**

Feb.

Mon. 29th ... **Science Practicals (onwards)** ... **9-30 a.m.**

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 19th February 1988****Part I**

49—58

No. 49. PROGRAMME**February**

- Fri. 19th ... Career Counselling L-V B
Westminster Theatre Group arrives
- Sat. 20th ... Career Counselling contd.
Third session of afternoon activities cancelled
Performance by Westminster
Theatre group ... 5-30 p.m.
Sr. School supper after the performance
- Sun. 21st ... P.D. Cricket Electrons vs. YPS, Mohali (away)
Career Counselling contd.
Performance by Westminster Group ... 11-00 a.m.
Tea P.D. ... 3-20 p.m.
Tea Sr. School ... 3-40 p.m.
Film (for both Sr. & Prep School) ... 4-00 p.m.
Study hour (dorms.) 6-05—7-05 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 22nd ... Westminster Theatre Group leaves ... 2-45 p.m.
Sixth Form Exams. conclude
- Tue. 23rd ... 12th Class Courses for the New Upper VI
Commence
- Wed. 24th ... 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.
English Debating Society meeting after supper
- Fri. 26th ... Career Counselling L-V A & B
- Sat. 27th ... Career Counselling L-V C
Inter-House Jr. English Debate 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

	Staff Club AGM and dinner (Art Room)	... 8-00 p.m.
Sun. 28th ...	GD Basket-ball Festival match (Peacestead)	... 10-30 a.m.
	P.D., Cricket Electrons vs. YPS, Mohali (home)	
	Study hour (dorms.)	12-00—1-00 p.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Hindi Film (for both Sr. & Prep School)	... 2-00 p.m.
	Tea (for both Sr. & Prep School)	... 4-45 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.

No. 50. OUT OF BOUNDS

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

No. 51. COMMUNICATIONS TO OFFICE REGARDING CHILDREN

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

No. 52. LEAVE APPLICATION BY STAFF MEMBERS

All staff members are reminded that except in emergent and unforeseen circumstances where this is not possible, applications for leave for all kinds must be submitted so as to reach the Bursar/Headmaster *not less than four clear working days before the day from which the leave applied for will start*. Will all heads of Departments please explain this Order to all employees serving under them who do not receive Orders or can not read them, particularly all categories of Class IV staff, and also ensure that these instructions are complied with by all concerned.

No. 53. SCHOOL SONG BOOKS

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

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

2. All children who were already in the Senior School (B.D.& G.D.) in 1987 are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

No. 54. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up very high. It has therefore, become very necessary that we exercise the maximum possible economy in the use of all types of stationery items, **including waxstencil sheets**. Will all heads of Departments, Librarian and all teaching staff kindly bear this in mind before indenting/asking for issue of any stationery items. Your whole hearted cooperation is solicited in the matter.

No. 55. DEPOSIT/RECEIPT OF CASH

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

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

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

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

No. 56. CASH FROM SCHOOL OFFICE (*Cashier's Counter*)

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

No. 57. WATER CHARGES (RATES) 1988 (CORRIGENDUM)

S.O. No 44, dated 12-2-88 duly corrected, will now read as follows :—

The rate of water charges payable by Staff from 16th January, 1988 will be as follows :—

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

- (i) For the first 1500 litres—Re. 1/- per head per month.
- (ii) Beyond 1500 litres—Rs. 2/15 per head per month.

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

- (i) Single members—Rs. 5/80 per month.
- (ii) Staff with families—Rs. 5/00 per head, subject to a maximum of Rs. 15/00 per month.

Note : Any change in the number of family members may be intimated with date, before 15th of the month.

No. 58. CINEMA

The English film ROCKY III will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 21st February, 1988.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th February 1988

Part I

59—70

No. 59. PROGRAMME**February**

Fri. 26th	...	Career Counselling	
Sat. 27th	...	Upper-V prep leave commences	
		Career Counselling	
		Inter-House Jr. English Debate	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff Club AGM and dinner (Art Room)	... 8-00 p.m.
Sun. 28th	...	GD Basket-ball Festival match (Peacestead)	... 10-30 a.m.
		P.D., Cricket Electrons vs. YPS, Mohali (home)	
		Study hour (dorms.)	12-00—1-00 p.m.
		Lunch P.D.	... 12-15 p.m.
		Lunch Sr. School	... 1-15 p.m.
		Hindi Film (for both Sr. & Prep School)	... 2-00 p.m.
		Tea (for both Sr. & Prep School)	... 4-45 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.
Mon. 29th	...	Upper V Science Practicals	

March

Tue. 1st	...	CBSE Examination Commences	
		Core English (Upper-VI)	10-30—1-30 p.m.

Note : The Examinees will have lunch at 2-15 p.m.

Wed. 2nd	...	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.	4th	...	Holi—Administrative Staff Holiday Career Counselling	
Sat.	5th	...	Music Hindustani (vocal) Upper-VI	10-30—1-30 p.m.
			English Course A—Upper-V	10-30—1-30 p.m.
			(The examinees will have lunch at 2-15 p.m.)	
Sun.	6th	...	Nature Club Study hour (dorms.)	12-00—1-00 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 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.

No. 60. CENTRAL BOARD EXAMS

The Central Board Exams commence from Tue. 1st March '88. 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. 61. 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. 62. 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. 63. 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. 64. 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. 65. 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 66 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. 66. 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, 1988.* 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 1989. The year for which it is valid will be found stamped on it, e.g. 1988/89.

(b) If a dog token is lost during its period of validity a new one must be obtained immediately by the owner. This will cost him Rs. 2/- per token.

3. Owners failing to comply with the provisions of paras 1 and 2 (b) above will be fined Rs. 2/- per week per dog until these requirements have been fulfilled. In addition, of course, their dogs will meanwhile be liable to be destroyed if found within the school limits.

4. Inoculation against rabies

(a) All dog owners at Sanawar must inform the RMO in writing latest by 5th March 1988 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 instruction 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. 67. 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. 68. 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. 69. HOLIDAY

Friday, 4th March, 1988 will be observed as Holiday by Adm. Staff, on account of Holi.

No. 70. CINEMA

The Hindi film I T I H A A S will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 28th February, 1988.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 3rd March 1988****Part I**

71-76

No. 71. PROGRAMME**March**

Fri.	4th	...	Holi—Administrative Staff Holiday Career Counselling	
Sat.	5th	...	Music Hindustani (vocal) Upper-VI English Course A—Upper-V Career Counselling B.D., baths Study hour (dorms.) Supper P.D. Supper Sr. School	10-30—1-30 p.m. 10-30—1-30 p.m. ... 5-10 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun.	6th	...	Nature Club Study hour (dorms.) Tea P.D. Tea Sr. School Study hour (dorms.) Supper P.D. Supper Sr. School	12-00—1-00 p.m. ... 4-00 p.m. ... 4-30 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon.	7th	...	Mathematics—Upper V	10-30—1-30 p.m.
Tue.	8th	...	Mathematics—Upper VI	10-30—1-30 p.m.
Wed.	9th	...	Commerce—Upper VI Science (Physics)—Upper V SUPW B.D., baths Supper P.D. Supper Sr. School	10-30—1-30 p.m. 10-30-12-00 noon 4-45—6-10 p.m. ... 6-20 p.m. ... 6-15 p.m. ... 7-15 p.m.
Thu.	10th	...	Manipuri—Upper V	10-30—1-30 p.m.
Fri.	11th	...	Psychology—Upper VI Science (Chemistry)—Upper V	10-30—1-30 p.m. 10-30-12-00 noon

Sat. 12th	...	Physics—Upper VI	10-30—1-30 p.m.
		B.D., baths	... 5-10 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. 13th	...	Study hour (dorms.)	12-00—1-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4 30 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.

No. 72. 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, 1988.

No. 73. 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. 74. 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 1-00p.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.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th March 1988

Part I

77-82

No. 77. PROGRAMME**March**

Fri. 11th	...	Psychology—Upper VI	10-30—1-30 p.m.
		Science (Chemistry)—Upper V	10-30-12-00 noon
Sat. 12th	...	Physics—Upper VI	10-30—1-30 p.m.
		Commerce—U-V	10-30—1-30 p.m.
		B.D., baths	... 5-10 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. 13th	...	Study hour (dorms.)	12-00—1-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 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.
Mon. 14th	...	Sculpture (theory)—U-VI	10-30-11-30 a.m.
		Science (Life Science)—U-V	10-30-12-00 noon
Tue. 15th	...	Accountancy—U-VI	10-30—1-30 p.m.
Wed. 16th	...	Elective English—U-VI	10-30—1-30 p.m.
		Social Science (History & Civics)—U-V	10-30-12-00 noon
		School promotion examinations commence	
		Examination period daily routine comes into effect	
Thu. 17th	...	Political Science—U-VI	10-30—1-30 p.m.
		Commerce II—U-V	10-30—1-30 p.m.
Sat. 19th	...	Social Science (Geography) U-V	10-30-12-00 noon
		B.D., baths	... 5-20 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. 20th	...	Study hour (dorms.)	12-00—1-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 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.

No. 78. EXAMINATION PERIOD DAILY ROUTINE

With effect from Wednesday 16th March '88 and upto and inclusive of Thursday 24th March '88, 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 need not attend Assembly)		
M.I., (B.D., & G.D.)	10-00—10-20 a.m.	
School Examination	10-30—1-30 p.m.	
Lunch Sr. School	...	1-40 p.m.
Study hour (dorms.)	3-00—4-00 p.m.	
Tea Sr. School	...	4-15 p.m.
B.D., baths	...	5-15 p.m.
Prep	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 19-3-88 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 in the dorms. from 6-00—7 00 p.m. 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. 79. TEACHING SCHEDULE FOR NEW UPPER SIXTH

With effect from Wed. 16th March '88, and upto and inclusive of Thu. 24th March '88, 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. 80. 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. 81. 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. 82. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16th March, 1988 to 15th June, 1988, in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi, Kali Tori & Kathal. }	... 2-50 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda. }	... 2-00 ,,
Potatoes	... 2-00 ,,
Onion	... 3-00 ,,
Tomatoes	... 3-00 ,,
Lime Fresh	... 13-00 ,,
Ginger Fresh	... 13-50 ,,
Garlic	... 12-00 ,,
Dhania Green	... 2-50 ,,
Chillies Green	... 7-00 ,,
Fruit	
Banana	... 8-00 Per Kg.
Apple Golden	... 6-80 ,,
Apple Red	... 9-00 ,,
Oranges	... 11-00 ,,
Guavas	... 4-30 ,,
Grapes	... 23-50 ,,
Leechies	... 15-00 ,,
Mangoes	... 9-00 ,,
Sugar Melon	... 3-25 ,,
Water Meion	... 1-00 ,,
Plum/Alubukhara	... 5-50 ,,
Apricot	... 5-40 ,,
Peaches	... 3-00 ,,
Bair	... 3-70 ,,
Mussamies	... 10-00 ,,
Cheekoo	... 10-50 ,,

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th March 1988****Part I**

83—87

No. 83. PROGRAMME**March**

Fri. 18th	...	Chemistry Practical U-VI	
Sat. 19th	...	Social Science (Geography) U-V	10-30-12-00 noon
		Home Science practical U-VI	
		B.D., baths	... 5-20 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. 20th	...	Physics practical U-VI	
		Study hour (dorms.)	12-00—1-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 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.
Mon. 21st	...	Hindi Course B—U-V	10-30—1-30 p.m.
Tue. 22nd	...	Geography U-VI	10-30—1-30 p.m.
Wed. 23rd	...	Chemistry U-VI	10-30—1-30 p.m.
Thu. 24th	...	Upper V Social Service Camp Commences	
		School promotion exams end	
		Limited overs Cricket match	
		U-IVs vs. L-IVs	10-30—1-00 p.m.
		Normal afternoon activities resumed	
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		S.F.P. (Art Room)	... 7-00 p.m.
Fri. 25th	...	Biology U-VI	10-30—1-30 p.m.
		Academic department holiday	
		Sunday timings	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.

	B.D., baths	...	6-00 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
Sat. 26th	...	Ram Naumi—Administrative Staff holiday	
	Psychology practical U-VI		
	Rouser	...	7-30 a.m.
	Breakfast Sr. School	...	8-30 a.m.
	1st School	9-00—	9-30 a.m.
	2nd School	9-30—	10-00 a.m.
	3rd School	10-00—	10-30 a.m.
	4th School	10-30—	11-00 a.m.
	5th School	11-00—	11 30 a.m.
	Break	11-30—	11-50 a.m.
	Hindi Debate (Jrs.)	...	12-00 noon
	Lunch P.D.	...	12-30 p.m.
	Lunch Sr. School	...	1-30 p.m.
	Normal afternoon activities		
	B.D., baths	...	5-20 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
Sun. 27th	...	Festival Cricket Match	... 10-30 a.m.
	Tea P.D.	...	3-20 p.m.
	Tea Sr. School	...	3 40 p.m.
	Film (for both P.D., & Sr. School)	...	4-00 p.m.
	Upper V Social Service Camp ends		
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 84. NEW ADMISSIONS

1. New admissions are scheduled on 2nd April 1988.
2. Mr. Dhani Ram and Mr. Onkar Singh will be on duty from 8-30 a.m. to 4-00 p.m. at the Bakery on 2nd April 1988 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
Sat. 2nd April ...	21	16	51	23

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

7. The House-wise/Class-wise list of New Admissions and other connected details, as also list of children moving from P.D. to Senior School, duly cyclostyled, will soon be issued by School Office, to all concerned.

No. 85. 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 1988.

No. 86. RECALL ON DUTY

Friday 1st April 1988, and Saturday 2nd April, 1988 will be full working days, in all Deptts. in view of new admissions. Heads of deptts. are requested to kindly give off in lieu thereof in a staggered manner deptts. wise.

No. 87. CINEMA

The English film GREAT DICTATOR will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 27th March, 1988.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th March 1988****Part I****88-92****No. 88. PROGRAMME****March**

Fri. 25th	...	Biology U-VI	10-30—1-30 p.m.
		Academic department holiday	
		Sunday timings	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sat. 26th	...	Ram Naumi—Administrative Staff holiday	
		Psychology practical U-VI	
		Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-30 a.m.
		1st School	9-00—9-30 a.m.
		2nd School	9-30-10-00 a.m.
		3rd School	10-00-10-30 a.m.
		4th School	10-30-11-00 a.m.
		5th School	11-00-11 30 a.m.
		Break	11-30-11-50 a.m.
		Hindi Debate (Jrs.)	... 12-00 noon
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Normal afternoon activities	
		B.D., baths	... 5-20 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 27th	...	Festival Cricket Match	... 10-30 a.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Upper V Social Service Camp ends	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Mon. 28th ...	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.
	Economics Upper VI	10-30—1-30 p.m.
	Assembly	... 9-10 a.m.
	1st School	9-20-10-00 a.m.
	2nd School	10-00-10-40 a.m.
	3rd School	10-40-11-20 a.m.
	Break	11-20-11-40 a.m.
	4th School	11-40-12-20 p.m.
	5th School	12-20—1-00 p.m.
	6th School	1-00—1-35 p.m.
	Lunch	... 1-40 p.m.
	Normal afternoon activities	
	B.D., baths	... 5-20 p.m.
	Prep cancelled	
Note :	The above routine will continue to be followed upto and inclusive of 2nd April '88.	
	Promotion meeting MCR	... 5-15 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Tue. 29th ...	Special Assembly	... 9-10 a.m.
	1st School cancelled	
	Home Science U-VI	10-30—1-30 p.m.
	Classes discontinued after 4th School	
	School farewell lunch for Upper Sixers	1-40 p.m.
	Afternoon activities cancelled	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Hoase farewell parties for U-VI	8-00 11-00 a.m.
Wed. 30th ...	Routine as published for	
	Monday 28th resumed. 7th School will be taught as the 6th School on Sat.	
	Painting—U-VI	10-30-11-30 a.m.
	Normal afternoon activities	

		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.	31st	... Classes cancelled	
		Rouser	... 7-30 a.m.
		B.D., baths	... 8-15 a.m.
		Painting/Sculpture U-VI	
		Breakfast Sr. School	... 9-15 a.m.
		Dormitory movement. P.D. U-IIIs move to Sr. School	
		School farewell lunch for Mr. & Mrs. S.R. Das	... 1-30 p.m.
		Cricket 1st XI vs. Sood's XI	... 2-45 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.
		Upper VI departure	... 7-30 p.m.
		Staff Club farewell dinner for Mr. & Mrs. S.R. Das	... 8-30 p.m.
April			
Fri.	1st	... Good Friday—Holiday	
		Sunday timings	
		B.D., baths	... 8-15 a.m.
		Cricket 1st XI vs. Sood's XI	... 10-00 a.m.
		Welcome lunch for new H.M.	... 1-30 p.m.
		Cricket 1st XI vs. Sood's XI	... 2-45 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.
Sat.	2nd	... Rouser	... 7-45 a.m.
		Breakfast Sr. School	... 8-45 a.m.
		New Academic Session Commences	
		Normal teaching routine	
		Cricket 1st XI leaves for M.N.S. Rai	
		New admissions	
		Career counselling (new Upper V)	

	MNS, Rai Cricket Colts/Atoms/tennis	
	teams arrive	
	Normal afternoon activities	
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Sun. 3rd	Cricket 1st XI vs. MNS, Rai (away)	
	Cricket/Colts/Atoms, tennis vs.	
	MNS, Rai (home)	... 10-00 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 89. ANNUAL CAMPS/HIKES

Camp period will extend from Monday 18th April (6-00 a.m.) to Sunday, 24th April, (4-00 p.m.) 1988. 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 9th April, 1988. 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 9th April, 1988.
- (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 9th April, 1988.

- (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 House-masters/Housemistresses and the House Matrons/Warden concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (8) Any requirement with respect to kitchen utensils, aluminium plates, mugs, spoons etc., be submitted to I/c CDH, well in time. It may be possible to provide a cook or a bearer who will also join the party if that is considered essential. The I/c CDH will kindly consult the Bursar if there are any requests in this connection.
- (9) The expenses on these hikes should be kept to the bare minimum, and should not exceed Rs. 160/- per child. An allowance for food at the rate 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, if possible, 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. 90. ADMINISTRATIVE HOLIDAYS

1, Saturday 26th March 1988 will be observed as holiday by Adm. Staff on account of Ram Naumi.

2. Friday 1st April 1988 will be observed as holiday by Adm. Staff, and Academic Staff on account of Good Friday.

No. 91. RECALL ON DUTY

(S.O. No. 86 dated 18-3-88 reproduced)

No. 92. CINEMA

The English film GREAT DICTATOR will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 27th March, 1988.

The English film BEN — HUR will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 3rd April, 1988.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st April 1968****Part I**

93—99

No. 93. PROGRAMME**April**

Fri.	1st	...	Good Friday—Holiday	
			Sunday timings	
			B.D., baths	... 8-15 a.m.
			Cricket 1st XI vs. Sood's XI	... 10-00 a.m.
			Welcome lunch for new H.M.	... 1-30 p.m.
			Cricket 1st XI vs. Sood's XI	... 2-45 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.
Sat.	2nd	...	Rouser	... 7-30 a.m.
			Breakfast Sr. School	... 8-30 a.m.
			New Academic Session Commences	
			Normal teaching routine	
			Cricket 1st XI leaves for M.N.S. Rai	
			New admissions	
			Career counselling (new Upper V)	
			MNS, Rai Cricket Colts/Atoms/tennis	
			teams arrive	
			Normal afternoon activities	
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Sun.	3rd	...	Cricket 1st XI vs. MNS, Rai (away)	
			Cricket/Colts/Atoms, tennis vs.	
			MNS, Rai (home)	... 10-00 a.m.
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

Mon. 4th	...	Warm weather routine as published seperately commences Long trousers for boys discontinued	
Wed. 6th	...	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. 7th	...	Maths Society meeting (after supper)	
Fri. 8th	...	Career counselling	
Sat. 9th	...	Morning prep	6-40—7-40 a.m.
		Career counselling	
		I—H Tennis commences	
		Cricket 1st XI vs. Jamshedpur XI	... 2-30 p.m.
		Cricket Colts/Atoms leave for Welhams, Dehra Dun	
		B.D., baths	... 5-10 p.m.
		I—H English Debate (Srs.)	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 10th	...	Cricket 1st XI vs. Jamshedpur XI (home)	... 10-00 a.m.
		Cricket Colts/Atoms vs. Welhams Dehra Dun (away)	
		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.
		Study period (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 94. DAILY ROUTINE

The pre-lunch routine with effect from Monday 4th April '88 will be as under :—

Rouser	...	6-00 a.m.
Chota Hazri	...	6-20 a.m.
P.T.	6-30—7-30	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. Evening prep will be from 6-15—7-35 p.m. On Saturdays there will be morning prep from 6-40—7-40 a.m.

No. 95. 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 as under :-

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

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

No. 96. 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. 97. 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, 1988. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during their audit work.

No. 98. 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. 99. CINEMA

The English film **B E N—H U R** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 3rd April, 1988.

The Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 10th April, 1988.

S.R. Das
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th April 1988****Part I****100-105****No. 100. PROGRAMME****April**

Fri. 8th	...	Career counselling	
Sat. 9th	...	Morning prep	6-40—7-40 a.m.
		Project work cancelled	
		Talk by Dr. Sunil Roy (Barne Hall)	... 12-15 p.m.
		Cricket Colts/Atoms and Basket Ball	
		girls leave for Welhams, Dehra Dun	... 8-10 a.m.
		Tennis vs. Punjab Governor's team (away)	
		Cricket 1st XI vs.	
		Jamshedpur XI (home)	... 2-30 p.m.
		B.D., baths	... 5-10 p.m.
		I—H English Debate (Srs.)	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 10th	...	Cricket 1st XI vs.	
		Jamshedpur XI (home)	... 10-00 a.m.
		Cricket Colts/Atoms vs. Welhams Boys and	
		Basket Ball girls vs. Welham Girls	
		Dehra Dun (away)	
		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.
		Study period (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 11th	...	Rahul Johnson Squash tournament commences	
Wed. 13th	...	Baisakhi—Administrative Staff holiday	
		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.
		British Council Film (after supper)	

Fri. 15th	...	Shivalik House Show— 1st performance	...	4-30 p.m.
		(P.D., & U-IV & L-IV boys to attend)		
Sat. 16th	...	Morning prep	6-40—	7-40 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.
		Shivalik House Show final performance	...	6-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School (after the performance)		
Sun. 17th	...	English Film	...	10-00 a.m.
		Lunch P.D.	...	12-30 p.m.
		Lunch Sr. School	...	1-30 p.m.
		Camp preparations		
		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. 18th	...	Camping/Hiking parties leave		
Sun. 24th	...	Camping/Hiking parties return		
Mon. 25th	...	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	...	5-20 p.m.
		Prep cancelled		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.

No. 101. 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. 102. SUMMER KIT

The entire School will switch over to Summer Kit with effect from Monday, 25th April 1988.

No. 103. 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 she can get necessary inoculation/ vaccination done well in time. Kindly send in your lists to RMO, latest by 10th May, 1988.

No. 104. ADMINISTRATIVE HOLIDAY

Wednesday, 13th April, 1988 will be observed as holiday by Adm. Staff on account of Baisakhi.

No. 105. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 10th April, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th April 1988

Part I
106—108**No. 106. PROGRAMME****April**

- Fri. 15th ... Shiwalik House Show—**
 1st performance ... 4-30 p.m.
 (P.D., & U-IV & L-IV boys to attend)
- Sat. 16th ... Morning prep ... 6-40—7-40 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.
 Shiwalik House Show
 final performance ... 6-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School (after the performance)
- Sun. 17th ... English Film (for both P.D. &**
 Sr. School) ... 10-00 a.m.
 Lunch P.D. ... 12-30 p.m.
 Lunch Sr. School ... 1-30 p.m.
 Camp preparations
 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. 18th ... Camping/Hiking parties leave**
- Sun. 24th ... Camping/Hiking parties return**
- Mon. 25th ... 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	...	5-20 p.m.
Prep cancelled		
Supper P.D.	...	6-00 p.m.
Supper Sr. School	...	7-00 p.m.

No. 107. REPAIRS TO SENIOR-STAFF STAFF QUARTERS

With immediate effect, following procedure will be followed, regarding repairs work to be carried on/attended to by the School Engineering Deptt., both masonry (including water supply) and Electrical repairs.

The Engineer will maintain a "Senior Staff Staff Quarters Repairs" Register, wherein date-wise entries will be made by the staff concerned in their hand duly dated, who need to have repairs attended to in their quarters, indicating clearly the nature of work to be carried out, giving as many details as possible. Staff concerned should also specify days/dates and timings during which the Engineer should send the deptt. staff for repairs work. The Register will be available in the office of the Engineer.

This register will be sent by the Engineer for perusal every Monday to the Bursar.

No. 108. CINEMA

The English film **S T A R T R E K** will be shown in Barne Hall at 10-00 a.m. for both P.D. and Senior School on Sunday, 17th April, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd April 1988****Part 1**

109—110

No. 109. PROGRAMME**April**

Sun. 24th	...	Camping/Hiking parties return	
Mon. 25th	...	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	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Tue. 26th	...	P.T., & Normal routine resumed	
Wed. 27th	...	7th School cancelled	
		School farewell lunch for	
		Mr. J.K. Kohli	... 1-40 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.
		Staff Club farewell dinner for	
		Mr. J.K. Kohli	... 8-30 p.m.
Fri. 29th	...	Compts., & re-tests commence	
		Career Counselling	
Sat. 30th	...	Morning prep	6-40—7-40 a.m.
		Careers Seminar O.S. Society	
		post-poned to Sat. 21st May	
		Visit of Mr. Sunil Gavaskar	
		Project work cancelled	
		Films by Air India (Barne Hall)	... 12-15 p.m.
		Lunch	... 1-30 p.m.

Mr. Sunil Gavaskar's XI vs. School XI	...	2-30 p.m.
1st SOP New admissions		
Afternoon activities cancelled		
Tea P.D.	...	4-00 p.m.
Tea Sr. School	...	4-30 p.m.
I—H Hindi Debate post-poned		
B.D., baths	...	6-00 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.

May

Sun.	1st	...	Lecture—Demonstration (Bharatnatyam) by Leela Samson (Barne Hall)	...	10-30 a.m.
			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.
			Study hour (dorms.)	6-00—7-00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.

No. 110. STUDENTS GOING HOME ON MEDICAL GROUNDS

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

- (4) The intention behind installing the above given system is to keep the Headmaster, RMO, House Staff mutually informed about the movement of a child going home, and to keep the child's medical file upto-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.

SUMER B. SINGH
Headmaster

Wed.	4th	...	Assessment meeting post-poned to Mon. 9th May. SUPW (for those not directly involved with I—H Cricket) 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. English debating society meeting (after supper)
Thu.	5th	...	Cricket 1st XI & Electrons & Tennis team leave for P.P.S., Nabha
Fri.	6th	...	1st XI vs. P.P.S., Nabha (away) Cricket Electrons vs. P.P.S., Nabha (away) Cricket Colts vs. P.P.S., Nabha (home) Cricket Atoms vs. P.P.S., Nabha (home) Tennis VI vs. P.P.S., Nabha (away) Tennis VI Jrs. vs. P.P.S., Nabha (home) Afternoon activities cancelled Vindhya House Show— 1st performance ... 4-30 p.m. (P.D., & U-IV & L-IV boys to attend) P.P.S. teams leave YPS, Patiala teams arrive
Sat.	7th	...	Morning prep 6-40—7-40 a.m. Cricket 1st XI vs. Y.P.S. (away) Cricket Colts vs. Y.P.S. (home) Cricket Atoms vs. Y.P.S. (home) Tennis VI vs. Y.P.S. (away) Tennis VI Jrs. vs. Y.P.S. (home) Afternoon activities cancelled (School will watch the matches) Tea P.D. ... 4-00 p.m. Tea Sr. School ... 4-30 p.m. 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 performance)
Sun.	8th	...	G.D., basket-ball team vs. Y.P.S. (home) ... 10-30 a.m.

Cricket electrons vs. Y.P.S. (away)	
Y.P.S., teams leave	
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 teams arrive from Patiala	... 6-00 p.m.
Study period (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 112. LEAVE OF ABSENCE—SR. SCHOOL CHILDREN

In the event of children proceeding on medical or any other kind of leave during the course of the week, House Masters/Mistresses are requested to keep the DHM informed. In the case of boys living in the *Sixth Form dormitory*, House Masters are further requested to also inform the DHM/House Warden when any boy proceeds on SOPs.

No. 113. 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 the 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 Department will kindly explain the details of this School Order to Staff who are working in their departments, and do not receive school orders.

No. 114. STUDENTS GOING HOME ON MEDICAL GROUNDS (CORRIGENDUM)

S.O. No. 110 dated 22-4-88 is reprinted with a few corrections/additions, for information and action by 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 and the DHM 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, DHM, RMO, House Staff mutually informed about the movement of a child going home, and to keep the child's medical file upto-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. The Headmaster and DHM must also be intimated about such Medical leave.

No. 115. RATES FOR SCHOOL VEHICLES

(S.O. No. 117 dated 1-5-87 is reprinted below for information of all concerned.)

- (a) The 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.

No. 116. CINEMA

The English film TRAIL OF PINK PANTHER will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 1st May, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 6th May 1988****Part I**

117-123

No. 117. PROGRAMME**May**

Fri.	6th	...	1st XI vs. P.P.S., Nabha (away)	
			Cricket Electrons vs. P.P.S., Nabha (away)	
			Cricket Colts vs. P.P.S., Nabha (home)	... 8-30 a.m.
			Cricket Atoms vs. P.P.S., Nabha (home)	... 8-30 a.m.
			Tennis VI vs. P.P.S., Nabha (away)	
			Tennis VI Jrs. vs. P.P.S., Nabha (home)	... 8-30 a.m.
			Afternoon activities cancelled	
			Vindhya House Show—	
			1st performance	... 4-30 p.m.
			(P.D., & U-IV & L-IV boys to attend)	
			P.P.S. teams leave	
			YPS, Patiala teams arrive	
Sat.	7th	...	Morning prep	6-40—7-40 a.m.
			Cricket 1st XI vs. Y.P.S. (away)	
			Cricket Colts vs. Y.P.S. (home)	... 10-00 a.m.
			Cricket Atoms vs. Y.P.S. (home)	... 10-00 a.m.
			Tennis VI vs. Y.P.S. (away)	
			Tennis VI vs. Y.P.S. (home)	... 10-00 a.m.
			Afternoon activities cancelled	
			(School will watch the matches)	
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.
			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 performance)	

Sun.	8th	...	G.D., basket-ball team vs. Y.P.S. (home)	...	10-30 a.m.
			(School will watch the match)		
			Cricket electrons vs. Y.P.S. (away)		
			Y.P.S., teams leave		
			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 teams arrive from Patiala	...	6-00 p.m.
			Study period (dorms.)	6-00—7 00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Mon.	9th	...	Assessment meeting (MCR)	...	5-30 p.m.
Wed.	11th	...	SUPW (for those not directly involved with I—H Cricket)	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.
			Maths Society meeting (after supper)		
Fri.	13th	...	Himalaya House Show		
			1st performance	...	4-30 p.m.
			(P.D., & U-IV & L-IV boys to attend)		
			Doon School teams arrive		
Sat.	14th	...	Morning prep	6-40—7-40	a.m.
			Cricket 1st XI vs. Doon School (home)	...	9-30 a.m.
			Cricket Electrons vs. Doon School (home)	...	9-30 a.m.
			Afternoon activities cancelled (School will go down to watch the matches)		
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			B.D. baths	...	5-00 p.m.
			Himalaya House Show final performance	...	6-00 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School (after the performance)		

Sun. 15th ...	Squash vs. Doon School	
	Basketball vs. Doon School	... 10.30 a.m.
	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.
	Study period dorms.	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 118. 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. 119. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1988 as on 7-5-1988 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 14-5-88 (3-00 p.m.)

No. 120. 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 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. 121. 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 Tuckshop). Children who are good swimmers and are in possession of white caps will arrange either to change their caps for coloured ones or to have them painted with a colour, to distinguish them from white caps.

- (b) He/She has checked that all swimming apparatus as detailed below are present at the side of the pool.
- (i) A long bamboo with a blunt hook attached at the end.
 - (ii) Float (life belts) ;
 - (iii) Rope

No. 122. SWIMMING AND SWIMMING POOL AREA

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

Mondays	}	The pool is not available for use at any time before 2-30 p.m.
Wednesdays		
Fridays		
Tuesdays	}	The pool is not available for use at any time before 12-00 noon.
Thursdays		
Saturdays		

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

No. 123. CINEMA

The English film P R O M I S E will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 8th May, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 13th May 1988****Part I**

124—130

No. 124. PROGRAMME**May**

- Fri. 13th ... Career Counselling
Himalaya House Show
1st performance ... 4-30 p.m.
(P.D., & U-IV & L-IV boys to attend)
Doon School teams arrive
- Sat. 14th ... Morning prep 6-40—7-40 a.m.
Cricket 1st XI vs.
Doon School (home) ... 9-30 a.m.
I—H English Debate Jrs. (Project work
time) L-V & downwards to attend
Afternoon activities cancelled
(School will go down to watch the match)
Tea P.D. ... 4-00 p.m.
Tea Sr. School ... 4-30 p.m.
B.D. baths ... 5-00 p.m.
Himalaya House Show
final performance ... 6-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School (after the performance)
- Sun. 15th ... Squash, Tennis vs. Doon School
Cricket Colts vs. A.P.S., Dagshai (away)
Basketball vs. Doon School ... 10-30 a.m.
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.
Study period (dorms.) 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

Mon. 16th	...	Inter-House Cricket concludes	
		Soccer sets made	... 2-30 p.m.
Tue. 17th	...	'Soviet Books' exhibition commences	
		Afternoon activities cancelled	
		Festival Soccer match	... 3 30 p.m.
		Tea (for both P.D., & Sr. School)	... 4-40 p.m.
		Tea for the teams	... 5-00 p.m.
		B.D., baths	... 5-20 p.m.
Wed. 18th	...	Soccer Season Commences	
		Summer afternoon schedule comes into effect	
		SUPW	3-15—4-35 p.m.
Thu. 19th	...	'Soviet Books' exhibition concludes	
Sat. 21st	...	Morning Prep	6-40—7-40 a.m.
		Career Counselling	
		I—H Hindi Debate Srs.	3-00—4-00 p.m.
		Staff Club dinner cancelled	
Sun. 22nd	...	Nature Club	
		Study period (dorms.)	12-00—1 00 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P D., & Sr. School)	... 4-00 p.m.
		Study period (dorms.)	6-00—7-00 p.m.

No. 125. 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, 1988.

No. 126. 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. 127. 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 Deptts. where external telephones have been installed would be held responsible for such calls as are not entered on the Telephone Book, with immediate effect.

No. 128. 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 20-5-1988. 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. 129. TUCK SHOP MONTHLY CLOSING DAY

In the month of May 1988, the Tuck Shop will remain closed on Monday 16th May 1988, instead on the usual 15th of the month (i.e. on 15-5-1988).

The Tuck Shop therefore, will be open on 15-5-1988, and will close on 16-5-1988 for their monthly closing work.

No. 130. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 15th May, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th May 1988****Part 1**

131—139

No. 131. PROGRAMME**May**

Fri. 20th	...	'Soviet Books' exhibition concludes	
Sat. 21st	...	Morning Prep	6-40—7-40 a.m.
		Career Counselling Seminar (O.S.)	... 10-00 a.m.
		I—H Hindi Debate Srs.	3-30—4-30 p.m.
		O.S. Tennis/Squash matches	... 4-40 p.m.
		Staff Club dinner cancelled	
Sun. 22nd	...	Nature Club	
		Study period (dorms.)	12-00—1-00 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study period (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 25th	...	SUPW	3-15—4-35 p.m.
Fri. 27th	...	Career counselling	
		Nilagiri House Show 1st performance	... 5-00 p.m.
		(P.D., & B.D., U-IV & L-IVs to attend	
		U-IV & L-IV boys will be let off	
		post-tea activities)	
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 7-50 p.m.
Sat. 28th	...	Morning Prep	6-40—7-40 a.m.
		Rest period	2-00—3-30 p.m.
		Tea P.D.	... 3-30 p.m.
		Tea Sr. School	... 4-00 p.m.
		Soccer practice for Colts only	4-15—5-00 p.m.
		Games/hobbies for the rest cancelled	
		B.D., baths	... 5-00 p.m.
		Nilagiri House Show	
		final performance	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	

Sun. 29th ...	Study period (dorms.)	12-00—1-00 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 132. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1988, to the Bursar not later than 12th June, 1988.

No. 133. 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. 134. CHILDRENS' LONG-SLEEVED, NAVY BLUE JERSEYS

All children of BD, GD and PD, will take their long-sleeved navy blue uniform jerseys home with them during the forthcoming vacation. They must ask their parents/guardians to have these jerseys cleaned/repared, whatever is necessary, at home.

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

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

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

No. 135. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Tue. 7th June, 1988 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. 7th June '88	{	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. 8th " "	{	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. 9th " "	{	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. 136. 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. and 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. 137. 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. 138. 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. 139. CINEMA

The English film **P I R A N H A** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 22nd May, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th May 1988****Part I**
140—144**No. 140. PROGRAMME****May**

- Fri. 27th ... Career counselling**
 Nilagiri House Show 1st performance ... 5-00 p.m.
 (P.D., & B.D., U-IV & L-IVs to attend
 U-IV & L-IV boys will be let off
 post-tea activities)
 Supper P.D. ... 7-00 p.m.
 Supper Sr. School ... 7-50 p.m.
- Sat. 28th ... Morning Prep** 6-40—7-40 a.m.
 Rest period 2-00—3-00 p.m.
 Tea P.D. ... 3-30 p.m.
 Tea Sr. School ... 4-00 p.m.
 Soccer practice for Colts only 4-15—5-00 p.m.
 Games/hobbies for the rest cancelled
 B.D., baths ... 5-00 p.m.
 Nilagiri House Show
 final performance ... 6 00 p.m.
 Supper P.D. ... 6-30 p.m.
 Supper Sr. School (after the performance)
- Sun. 29th ... Study period (dorms.)** 12-00—1-00 p.m.
 Tea P.D. ... 3-20 p.m.
 Tea Sr. School ... 3-40 p.m.
 Film (for both P.D., & Sr. School) ... 4-00 p.m.
 Study period (dorms.) 6-00—7-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Mon. 30th ... Board of Governors meeting—Lovedale**

June

- Wed. 1st ... Career Counselling Commences**
 SUPW 3-15—4-35 p.m.
 G.D. I—H Tennis Cancelled
- Fri. 3rd ... I—H Music competition cancelled**

Sat.	4th	...	Morning Prep	6-40—7-40 a m.
			Rest period (dorms.)	2-00—3-00 p m.
			Recitation competition	3-30—4-30 p.m.
			Staff Club dinner	... 8-30 p.m.
Sun.	5th	...	Study period (dorms.)	12-00—1 00 p.m.
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P D., & Sr. School)	... 4-00 p.m.
			Study period (dorms.)	6-00—7-00 p m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 141. SWIMMING

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

No. 142. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Tuesday, 14th June, 1988.

No. 143. 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* that 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 a minimum.

No. 144. CINEMA

The English film **BHOWANI JUNCTION** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 29th May, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**3rd / Sanawar Friday 24th June 1988****Part I**

145—152

No. 145. PROGRAMME**June**

Fri.	3rd	...	I—H Music Competition cancelled	
Sat.	4th	...	Morning Prep	6-40—7-40 a.m.
			Rest period (dorms.)	2-00—3-00 p.m.
			Recitation Competition	3-30—4-30 p.m.
			Staff Club dinner (Staff Club)	... 8-30 p.m.
			Note : There will be an auction of club magazines	
Sun.	5th	...	Study period (dorms.)	12-00—1-00 p.m.
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			Study period (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Mon.	6th	...	I—H Swimming sports postponed to Founder's term	
Wed.	8th	...	SUPW	3-15—4-45 p.m.
			Soccer House practice as under :—	
			Himalaya	4-50—5-50 p.m.
			Nilagiri	5-55—6-55 p.m.
			(Shiwalik & Vindhya will attend respective hobbies etc., as scheduled in the Soccer programme)	
			NCC for Him., Shiw., & Vin.	... 6-20 p.m.
			British Council films (after supper)	
Thu.	9th	...	Soccer House practice as under :—	
			Shiwalik	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)	
			NCC for Him., Nil., & Shiw.	... 6-20 p.m.

Fri. 10th	...	Afternoon prep cancelled	
		Post tea activities cancelled	
		Tea Sr. School	... 3-30 p.m.
		Tea Prep School	... 4-00 p.m.
		Subject reports & term averages handed in to Form Staff	... 4-00 p.m.
		Soccer House practice for Srs., & Colts as under :—	
		Himalaya	4-00—4-40 p.m.
		Nilagiri	4-40—5-20 p.m.
		Shiwalik	5-20—6-00 p.m.
		P.D., Show 1st performance (U-IV & L-IV boys will attend)	... 4-30 p.m.
		B.D., baths	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 11th	...	Morning prep cancelled	
		B.D, baths	... 6-30 a.m.
		Assessment meeting	{ 12-00—1-30 p.m.
		MCR	{ 2-15—3-30 p.m.
		I—H Soccer commences	
		Tea Sr. School	... 3-20 p.m.
		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.
		Buffet supper Sr. School	... 8-00 p.m.
		P.D., Green Room party (P.D. Pavement)	... 8-45 p.m.
Sun. 12th	...	Inter-House Soccer :—	
		1st Session	6-30—7-30 a.m.
		2nd Session	7-35—8-40 a.m.
		B.D., head baths	... 10-00 a.m.
		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. 146. SUMMER VACATION

The School will close on Wednesday, 15th June, 1988 for the summer vacation, and will reopen on Monday, 1st August '88 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. 147. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Thursday, 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 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. 148. 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. 149. 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. 150. STOCK REQUIREMENTS—SECOND TERM 1988

All stock-holders will please send in their requirements for the **Second Term** of 1988 [1st August to 30th Nov. '88], by filling in their expendable and non-expendable indent books and send

these indent books to the Bursar latest by 12th June, 1988. 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. 151. ALLOCATION OF BARNE FIELD FOR P.D.

The Soccer Electrons will use Barnes as per following details :—

Saturdays	3-00 p.m.—4-15 p.m.
Sundays	6-00 p.m.—8-00 p.m.

No. 152. CINEMA

The English film EYEWITNESS TO MURDER will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 5th June, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, THURSDAY, 9TH JUNE, 1988

Part I
153—164

SPECIAL ORDER

Summer Vacation Arrangements—1988.

No. 153. GENERAL.

Special note for all Housemasters & Housemistresses.

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Wednesday, 15th June, 1988. (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 leave on Tuesday 14th, and Wednesday, 15th June, 1988, 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 and any special remittances received from parents, connected with journey home will be issued to escorts I/c and House-Staff on Monday, 13th June, 1988 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. 154. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Tuesday, 14th June, 1988, at 2-30 p.m. All such staff members are required to attend.

No. 155. 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. 156. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 157. 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. Nb.	School Party
	Simla
2	Bombay Central
4	† Dehradun
6	Amritsar
10	Calcutta
	(via Lucknow)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati
17	Hyderabad

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 Quartermaster by the evening of Monday, 13th June, 1988 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 Calcutta Party must be ready at the BD Quad. latest by 2-00 p.m. on 14-6-88, & loaded on top of the School Bus and the Chartered Bus. The party will leave for Kalka in Chartered Bus and School Bus at 3-30 p.m.

(vi) Luggage of all children going to Dehradun and Amritsar party must be ready at the BD Quad. latest by 5-00 a.m. on home day i.e., 15-6-1988. The Quarter master will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Bus, which will take the luggage and children to Kalka to catch Kalka—Chandigarh—Dehradun Bus, leaving Kalka at 7-15 a.m. Amritsar party luggage will be loaded on Chartered Bus, which will leave at 6-30 a.m.

(vii) Luggage of all children going to Simla must be ready at the B.D. Quad. latest by 7-00 a.m. on 15-6-1988, loaded in the trailer and transported to Dharampur. The children going to Simla will go in the School Bus upto Dharampur and will catch a bus to Simla.

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

(viii) Luggage of children going in Delhi 'A', 'B', 'C' and Gauhati 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, 1988. 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 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. 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. 158 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. 159. 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 and Amritsar party will have their breakfast at a place convenient to them.

(ii) **Lunch** for the P. D. Delhi A, B, C, & Gauhati 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 Hyderabad 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 in Calcutta party (on 14-6-88) and Hyderabad and Bombay Central parties on 15-6-88. 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
Calcutta	... Dr. D.C. Gupta	72
Bombay Central	... Mrs. Shashi Mehta	60
Hyderabad	... Mr. O.P. Sharma	8

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 14th and 15th June 1988.

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", or plastic containers for drinking water purposes during rail journey for all school parties.

No. 160. 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. 161. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Simla, Dehradun, Amritser, 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. 162. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Tuesday, 14th June, 1988, after the escorts meeting.

No. 163. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Wednesday, 15th June, 1988, except Calcutta party which will leave Sanawar on Tuesday 14th June, 1988. 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>
Calcutta	3-00 p.m.	3-30 p.m.	65 S/Bus & HRTC Bus
Dehradun	5-00 a.m.	5-30 a.m.	12 School Bus
Amritsar	6-00 a.m.	6-30 a.m.	10 Chartered Bus
Simla	7-30 a.m.	8-00 a.m.	10 School T/Bus
Chandigarh	7-30 a.m.	8-00 a.m.	36 School Telco Bus
Delhi A	1-00 p.m.	1-30 p.m.	60 Chartered Buses
Delhi B	—do—	—do—	85 " "
Delhi C	—do—	—do—	81 " "
Gauhati	—do—	—do—	35 " "
Bombay Central	6-00 p.m.	6-30 p.m.	47 " "
Hyderabad	—do—	—do—	6 " "

3. **Calcutta party** will leave Sanawar on 14-6-88 at 3-30 p.m. for Kalka in School & Chartered Bus. From Kalka the party will travel by 87 Dn./52 Dn. to Sealdah.
4. **Deharadun party** will travel in School Bus, leaving B.D. Quad. at 5-30 a.m. upto Kalka. From Kalka it will catch Kalka-Dehradun Bus, leaving at 7-15 a.m.
5. **Amritsar party** will travel in a chartered Bus, leaving Sanawar at 6-30 a.m.
6. **Simla party** will travel from Sanawar by School Bus leaving B.D. Quad. at 8-00 a.m. upto Dharampur. From there it will catch a bus going to Simla.
7. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 8-00 a.m. sharp.
8. **Delhi A, B, C & Gauhati 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 1620 hours.
9. **Hyderabad party** will travel by Chartered Bus from BD Quad. upto Kalka. From Kalka the party will travel with Bombay Central party in extra 2nd class three tier sleeper coach by 2 Dn. Kalka—Delhi—Howrah Mail, at 2330 hours, and onward on 16-6-88, further to Hyderabad by 124 A. P. Express leaving New Delhi, at 1330 hours.
10. **Bombay Central party** will travel in Chartered Bus to Kalka. From Kalka the party will travel in one extra 2nd class three tier sleeper coach by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
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. 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. 164. NEXT TERM

The next term will begin on Monday, 1st August, 1988, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th June 1988

Part I

165—166

No. 165. PROGRAMME**June**

Fri. 10th ...	Afternoon prep cancelled	
	Post tea activities cancelled	
	Tea Sr. School	... 3-30 p.m.
	Tea Prep School	... 4-00 p.m.
	Subject reports & term averages handed in to Form Staff	... 4-00 p.m.
	Soccer House practice for Srs., & Colts as under :—	
	Himalaya	4-00—4-40 p.m.
	Nilagiri	4-40—5-20 p.m.
	Shiwalik	5-20—6-00 p.m.
	P.D., Show 1st performance (U-IV & L-IV boys will attend)	... 4-30 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 11th ...	Morning prep cancelled	
	B.D., baths	... 6-30 a.m.
	Assessment meeting	{ 12-00—1-30 p.m.
	MCR	{ 2-15—3-30 p.m.
	I—H Soccer commences	
	Tea Sr. School	... 3-20 p.m.
	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.
	Buffet supper Sr. School	... 8-00 p.m.
	P.D., Green Room party (P.D. Pavement)	... 8-45 p.m.
Sun. 12th ...	Rouser	... 6-00 a.m.
	Inter-House Soccer :—	
	1st Session	6-30—7-30 a.m.
	2nd Session	7-35—8-40 a.m.

	B.D., head baths	... 10-00 a.m.
	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. 13th ...	Rouser	... 6-00 a.m.
	Inter-House Soccer :—	
	1st Session	7-00—8-05 a.m.
	2nd Session	8-10—9-15 a.m.
	Breakfast P.D.	... 8-15 a.m.
	Reports handed in to House Staff	... 9-30 a.m.
	Breakfast Sr. School	... 9-30 a.m.
	Social Forestry	10-00—12-45 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Rest period (dorms.)	1-30—2-30 p.m.
	Founder's/Calendar meeting MCR	... 2 00 p.m.
	B.D., baths	... 2-35 p.m.
	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	Social Forestry	4-00—5-30 p.m.
	Musical Evening (ISC)	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Tue. 14th ...	Rouser	... 7-15 a.m.
	B.D., baths	... 8-00 a.m.
	Breakfast P.D.	... 8-15 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	End of term Assembly followed by Annual Prize Giving (Barne Hall)	... 10-30 a.m.
	Buffet Lunch P.D. & Sr. School with the Chief Guest	... 1-00 p.m.
	British Council Film (Julius Caesar)	... 2-30 p.m.
	Calcutta Party departure	... 3-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.

	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. School Social (Barne Hall)	8-00 11-00 p.m.
Wed. 15th ...	HOME DAY	
	(Meal timings & dispersal as per Special School Orders)	
	Reports handed to H.M.	

No. 166. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16-6-1988 to 15-9-1988 in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi, Kali Tori & Kathal.	} ... 4-00 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 3-20 "
Potatoes	... 2-00 "
Onion	... 5-50 "
Tomatoes	... 5-30 "
Lime Fresh	... 12-00 "
Ginger Fresh	... 18-50 "
Garlic	... 18-00 "
Dhania Green	... 12-00 "
Chillies Green	... 5-00 "
Fruit	
Banana	... 5-00 "
Apple Golden	... 4-00 "
Apple Red	... 6-20 "
Oranges	... 11-00 "
Guavas	... 4-30 "
Grapes	... 23-50 "
Leechies	... 15-00 "
Mangoes	... 11-00 "
Sugar Melon	... 3-25 "
Water Melon	... 1-00 "
Plum/Alubukhara	... 7-00 "

Apricot	... 5-40 Per Kg.
Peaches	... 3-00 „
Bair	... 3-70 „
Mussamies	... 9-50 „
Cheekoo	... 10-50 „
Mint Green	... 3-00 „
Pears	... 5-00 „

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Monday 1st August 1988****Part I****167-187****No. 167. WELCOME**

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

No. 168. PROGRAMME**August**

Mon. 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.
Tue. 2nd ...	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.
	Afternoon activities cancelled	
	Medical Inspection B.D. :-	
	Himalaya	2-00-2-40 p.m.
	Nilagiri	2-40-3-20 p.m.
	Shiwalik	3-20-4-00 p.m.

		Vindhya	4-20—5-00 p.m.
		Tea Sr. School	... 4-00 p.m.
		B.D., baths	... 5-10 p.m.
		Prep cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed.	3rd	... 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 Inspection G.D. :—	
		Himalaya	3-30—3-50 p.m.
		Nilagiri	3-50—4-10 p.m.
		Shivalik	4-10—4-30 p.m.
		Vindhya	4-50—5-10 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D. baths	... 5-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Thu.	4th	... Soccer/Athletics/Founder's programme comes into effect	
		Prep resumed	6-20—7-40 p.m.
		Supper Sr. School	... 7-45 p.m.
Sat.	6th	... Morning Prep	6-40—7-40 a.m.
		Talk by Prof. N. Mukunda	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun.	7th	... Study hour (dorms.)	11-00—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.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 169. FOUNDER'S DUTIES—1988

Athletics	B D	...	I/c Mr. K. K. Batish, Mr. William, Mr. Puri, Mr. Dwivedi, Mr. S. Anand & Mr. A. Sinha.
	G D	...	I/c Miss Shonu Mukherji, Mr. S. Mukherji (coach) & Mrs. Mehta
	P D	...	I/c Mr. Roberts, Mrs. S. Anand & Mrs. Zutshi.
Colours Parade		...	M/s B. Singh, Dhani Ram, Onkar Singh, B.C. Katoch & Sukhwinder Singh.
School Concert		...	Dr. D. C. Gupta, Mrs. S. Roberts & Mr. Sengupta.
	(i) Stage :	...	Mr. Abraham & Miss A. Aurora.
	(ii) Sound & Lighting :	...	Mr. U.P. Mukherji & Mr. S. Gupta.
P.D. Concert		...	I/c Mrs. Kohli & P. D. Staff.
	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) Figure Marching	...	I/c Mr. Joshi & Mr. Manpreet Singh.
Exhibitions :			
	(i) Hobbies	...	Hobbies Staff
	(ii) Projects	...	Dr. D.C. Gupta, Mrs. R. Solomon & Mr. Maniktala.
	(iii) SUPW	...	I/c Mr. S. Anand & Mr. B.D. Attri.
	(iv) Computers	...	I/c Mr. R. Puri & Mr. S. Idris.
	(v) Photography	...	Mr. S. Ghosh & Mrs. M. Khan.
	(vi) Museum	...	Mr. K.J. Parel
	(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 & Mr. C.S. Matharu.
Fete Coordinator	...	Mr. Joshi.
Sound Equipment	...	Mr. Subhash Gupta
O.S. Accommodation :		
Girls	...	Mrs. Matharu
Boys	...	Mr. K.J. Parel
Seating :		
(i) A.D.S.	...	I/c Mrs. Khanna & P.D. Staff
(ii) School Concert	...	I/c Mr. Sequeira & B.D. Staff
(iii) P.D. 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. Sibal & Mr. Mehta.

No. 170. 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 Wednesday, 3rd August, 1988 (9-00 a.m.)

No. 171. RETURN SCHOOL PARTIES JULY, 1988.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August, 1988 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. 172. NEW ADMISSION—RECEPTION

All new admissions will take place on 1st August, 1988. 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 to 12-30 p.m. and from 3-00 p.m. to 4-00 p.m., as per details given in another circular, dated 29-7-1988 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. 173. 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 two 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 ...	9	7	—	—

No. 174. 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. 175. 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. 176. 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. 177. 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. 178. 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. 179. 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. 180. 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 the Bursar.

No. 181. 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. 182. 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.	} Monday to Friday
(b) 4-00 p.m.— 5-00 p.m.	
(c) 9-00 a.m.—11-30 a.m.	on Saturday

- (d) 12-00 noon—1-00 p.m. *Child welfare clinic on Wednesday*
 (e) 12-00 noon—1-00 p.m. *Chronic cases follow-up clinic on Saturday.*

Sundays

(i) No M.I.

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

No. 183. 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. 184. 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. 185. MEDICAL HEALTH SCHEME RULES

(Ref. : School Order No. 24, dated 9-2-1988)

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. 186. STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school after the end of first term on 15th June, 1988 :—

Akshay Gujral	NBD
Anil Raina	SBD
Savita Shastry	HGD
Manavjit S. Sandhu	HGD
Sharat Verma	SBD
Parambir S. Mann	NBD
Pooja Bansal	HGD
Rahul Kapur	VBD
Vivek Kathpalia	NBD
Radha Kumari Gupta	NGD

No. 187. CINEMA

The English film P S Y C H O II will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 7th August, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 5th August 1988****Part I**

188—193

No. 188. PROGRAMME**August**

Sat.	6th	...	Morning Prep	6-40—7-40 a.m.
			Soccer Electrons vs. YPS, Mohali (home)	
			Inter-House Badminton tournament commences	
			Talk by Prof. N. Mukunda	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	7th	...	Tree planting U-V & upwards at Dagrau	... 10-00 a.m.
			Study hour for the rest (dorms.)	11-00—12-00 noon
			Soccer Electrons vs. APS, Dagshai (home)	
			Inter-House Chess (boys) commences	
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Wed.	10th	...	SUPW	5-15—6-30 p.m.
			B.D., baths	... 6-35 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Sr. English Society meeting (after supper)	
Sat.	13th	...	Morning Prep	6-40—7-40 a.m.
			Soccer Electrons vs. St. Stephen's, Chandigarh (home)	
			Inter-House Badminton finals	
			Soccer Colts & Atoms leave for Shimla	
			BCS 1st XI Soccer & Electrons arrive	

	I—H Quiz	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 14th ...	Nature Club P.D.	
	Soccer Electrons vs. BCS (home)	... 9-15 a.m.
	Soccer 1st XI vs BCS (home)	... 10-15 a.m.
	GD Basket—ball team vs. Modern School	
	Soccer Colts & Atoms vs. BCS (away)	
	BCS teams leave	... 2:00 p.m.
	Film (for both P.D., & Sr. School)	... 4:00 p.m.
	Soccer Colts & Atoms arrive	... 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.
	Independence-Eve Staff Club dinner with a dance recital by Mrs. S. Roberts (Art Room)	... 8-15 p.m.

No. 189. TEACHING SCHEDULE—SATURDAYS

Henceforth the teaching schedule for Saturdays will be as under :—

1st School	7-50—8-30 a.m.
Breakfast	... 8-35 a.m.
2nd School	9-10—9-50 a.m.
3rd School	9-50-10-30 a.m.
4th School	10-30-11-10 a.m.
Break	11-10-11-30 a.m.
5th School	11-30-12-10 p.m.
6th School	12-10-12-50 p.m.
Projects	12-50—1-35 p.m.
Lunch	... 1-40 p.m.

No. 190. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Monday, 15th August, 1988. 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 'patal' for the next shift. This may kindly be discussed by Mr. Nathaniel with the Head boy and the Head Girl. Q.M. and Engineer are requested to provide six large size 'Use Me' tins in which used 'patal' will be thrown. They may kindly be kept at the bottom of the stairs from the CDH down to short-back side.

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

(6) The supper on 15-8-88 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 15-8-88 at 6-30 p.m. for subordinate staff & their families.

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

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

No. 191. SCHOOL HALWAI'S RATES 1988

(Ref. S.O. No. 23, dated 9-2-1988)

The above mentioned S.O. is reproduced below with a few changes in the rates of a few items, effective from 1-8-1988.

The School halwai contract has been given to M/s Raj Kumar Behl 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 Aug., 1988 to 31st Jan. 1989.

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
	per kg. Rs.	P.		
Shakarpara	...	12-00	10 pkts. of 100 gms each	1-20 per pkt.
Rasbhari	...	12-00	10 pkts. of 100 gms. each	1-20 per pkt.
Patisa (Mesu)	...	14-00	—	—
Imrati	...	16-00	30	55
Rabdi	...	21-00	—	—
Khoa	...	21-00	—	—
Bun-Samosa	...	—	—	90
Balu shahi	...	12-00	30	40
Barfi white	...	21-00	30	70

Barfi Chocolate /coconut	... 21-00	30	70
Barfi Besan	... 12-00	30	40
Besan Laddoo	... 12-00	30	40
Gulab Jaman	... 18-00	30	60
Gur toffee (with maongphali)	... 8-00	20 pkts. of 50 gms. each	40 per pkt.
Groundnut fried	... 14-00	20 pkts. of 50 gms. each	70 per pkt.
Jalebi	... 10-00	—	—
Laddoo Motichoor	... 12-00	30	40
Mathi namkin	... 13-00	30	45
Palangtor (milk-cake)	... 24-00	30	80
Potato wafers	... 15-00	20 pkts. of 50 gms. each	75 per pkt.
Potato Tikki, with chutney	... 10-00	20	50 each
Rasgulla	... 21-00	30	70
Rasmalai	... 21-00	30	70
Sewian-Dal (Barik quality)	... 14-00	20 pkts. of 50 gm. each	70 per pkt.
Bhatoora/kachori with vegetable	12-00	20	60 each
Dahi Bhalla	... 10-00	20	50 each
Poori (with vegetable)	... 12-00	20	60 each
Samosa	... 9-00	20	45 each
Tea glass or cup (with sugar)	... —	160 cc	40

No. 192. APPOINTMENT OF PREFECTS / HELPERS

The following appointments of Prefects/Helpers have been made with effect from 1-8-1988 :—

	Head Boy	Omar Abdullah
	Head Girl	Jayalakshmi Devi
	Boys Department			
	M.I. Prefect	Ish Joshi
<i>H.B.D.</i>	House Captain	Karan Sareen
	School Prefect	Ranjit Chima
	House Prefects	Navjot Sidhu Rakesh Kumar
<i>N.B.D.</i>	House Captain	Asif Syed
	School Prefect	Tej Arjun Kochhar
	House Prefects	Nando Singh Aman Khullar

<i>S.B.D.</i>	House Captain	Randeep Sandhu
	School Prefect	Jamal Rizvi
	House Prefects	Imtiaz Anees Ranjit S. Bawa
<i>V.B.D.</i>	House Captain	Adil Khan
	School Prefect	Aditya Batra
	House Prefects	Harpratap S. Brar Raj Kumar Dogra

Girls Department

	M.I. Prefect	Antara Shergill
<i>H.G.D.</i>	House Captain	Diya Sawhney
	House Prefect	Diljot Sandhu
<i>N.G.D.</i>	House Captain	Jasbeer Kaur
	House Prefect	Gitanjali Ramani
<i>S.G.D.</i>	House Captain	Swaroopaa Sanyal
	House Prefect	Neehara Reddy
<i>V.G.D.</i>	House Captain	Bhavna Mahajan
	House Prefect	Amrit Malhans

Asstt. to :

	D.H.M.	Charnjiv Brar Sheuli Mukherji
	Sr Mistress	Ritika Gill Harpriya Nakai

Helpers :

	C.D.H.	Aman Dewan Kartik Kanwar Achal Jaiswal Manvir Kochhar Tarun Narang Parikshit Sagar Himmat Dhillon Sajid Khan Ragini Bath Tania Chadha Sheena N. Singh Richa Pandey
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Games	Amrit Rana Arjun Shrinagesh Mehul Johnson Asheesh Mehra Avinish Sirohi Guneev Majithia Anuradha Masand
Hobbies	L. Rajesh Roy Akim Mehta Vivek Kohli Ising Choaba Hema Ritu Matta Amba Singh
Estate	Nawal Kakkar Naveen Munjal Karan Bajwa Kumud Behal Kavita Bhalla
Expeditions	Siddharth Singh Pavanpreet Dhillon
Library	Somit Gupta Vikram Lakhani Raghu Khanna Shaan Khattau
SUPW	Manish Anand Paramdeep S. Sidhu Paramjyot S. Sidhu Ruchie Roberts Chumki Bhardwaj
Costumes	Harvinderpal Singh Sameer Munjal
Chapel	S. Along Sunup Sameer Jawa Rajni Katoch
Guests	Mohit Kampani Sajid Karim

Socials	Ranjit Raina Asung Zimik
Computers	Tej Arjun Kochhar

No. 193. CINEMA

The English film P S Y C H O II will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 7th August, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th August 1988

Part I

194—204

No. 194. PROGRAMME**August**

Sat. 13th ...	Morning Prep	6-40—7-40 a.m.
	Soccer Electrons vs. St. Stephen's, Chandigarh (home)	
	Inter-House (BD) Badminton finals post-poned	
	Soccer Colts & Atoms leave for BCS, Shimla	... 2-30 p.m.
	BCS 1st XI Soccer arrives	... 5-00 p.m.
	I—H Quiz	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 14th ...	Nature Club P.D.	
	Soccer 1st XI vs. BCS (home)	... 10-15 a.m.
	(School will go down to watch the match)	
	Soccer Colts & Atoms vs. BCS (away)	
	BCS teams leaves	... 2-00 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Independence-Eve Staff Club dinner with a dance recital by Mrs. S. Roberts (Art Room)	... 8-15 p.m.
Mon. 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 | | |

Tue. 16th	...	Inter-House Badminton (GD) commences
Wed. 17th	...	SUPW 5-15—6-30 p.m.
	...	B.D., baths 6-35 p.m.
	...	Supper P.D. 6-15 p.m.
	...	Supper Sr. School 7-15 p.m.
		Jr. English Society meeting (after supper)
Fri. 19th	...	Soccer Colts & Atoms leave for PPS, Nabha 1-30 p.m.
	...	PPS, Nabha Soccer 1st XI & Electrons arrive 5-00 p.m.
Sat. 20th	...	Morning Prep 6-40—7-40 a.m.
	...	Soccer Electrons vs. PPS, Nabha (home) 8-30 a.m.
	...	Soccer 1st XI vs. PPS, Nabha (home) 9-45 a.m.
	...	Soccer Colts & Atoms vs. PPS, Nabha (away)
	...	PPS, Nabha teams leave 1-30 p.m.
	...	YPS Soccer 1st XI / Electrons arrive 5-00 p.m.
	...	I—H Hindi debate Srs. 6-15 p.m.
	...	Supper P.D. 6-15 p.m.
	...	Supper Sr. School 7-20 p.m.
Sun. 21st	...	Soccer Electrons vs. YPS, Patiala (home) 9-00 a.m.

Soccer 1st XI vs. YPS, Patiala (home) ...	10-15 a.m.
Soccer Colts & Atoms vs. YPS, Patiala (away)	
Lunch P.D. ...	12-00 noon
Lunch Sr. School ...	1-00 p.m.
YPS, teams leave ...	1-30 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.
Soccer Colts & Atoms arrive ...	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.

No. 195. ALLOCATION OF STALLS FOR FOUNDER'S FETE 1988

Name of the Stall	Organizers and Incharges
Crafts / Carpentry ...	M/s Matharu, Duli Chand & Prajapati
Batic and Paintings ...	M/s Madhusudan & Manju Khan
Ceremics ...	Mr. Atul Sinha
Needle work ...	Miss A. Arora
Ice Cream ...	Mr. Achhar Singh & his team
Coconut—shy ...	Mr. Abraham & Mr. Wal
Ringing the articles ...	Mr. Sequeira & Mr. Dwivedi
Coin in the square ...	Mr. S. Idris
Open flash (Two stalls) ...	Mr. Wal & Mr. R. Kumar
Raffle ...	Dr. Gupta
Guess What ? ...	Mr. Joshi
Scoring a goal ...	Mr. Subhash Gupta & Mr. Mehta
Tambola ...	Mr. Dhani Ram
Shooting ...	Mr. Katoch
Round about ...	Mr. Kochhar & Mr. Achhar Singh
Dart ...	Mr. Sukhvinder Singh & Mr. M.S. Wig
Lottery ...	Mr. Puri
Guess the weight ...	Mr. Onkar Singh
Eats—stalls	
(a) Chat ...	Mrs. Ram Singh & Mrs. Malviya
(b) Tikki and Kabab ...	Mrs. Mukherji & Mrs. Joshi
(c) Cake ...	Mrs. Matharu & Mrs. Chaudhry
(d) Tea and Coffee ...	Miss Bakhshi, Miss Mukherji & Mrs. Khanna

(e) Cold drinks	...	Tuckshop Staff
(f) Bun-sum	...	Mrs. R. Roberts & Mrs. Kumar
(g) Sandwiches & Patties	...	Mr. Nathaniel & Mr. Minhas
(h) Chicken Soup	...	Mr. B.D. Attri
Roulette	...	Mr. Maniktala
Beer—Fishing	...	Mr. K.J. Parel & Mr. Joshi
Car race	...	Mr. William & Mr. S. Mukherji
Lucky dip	...	Mr. U.P. Mukherji & Mr. Batish
Donkey's tail	...	Mr. Bhargava & Mr. Khiyali
Hit the can	...	Mr. Sibal & Mr. Wafia
Ringing the bell	...	Mrs. Solomon & Miss Makkar
Catch the note	...	Mr. Anand
Mahalakshmi Lottery	...	Mrs. B. Singh, Mrs. S. Singh, Ms T. Rana
Hunt the Treasure	...	M/s Manju Khan, M. Basu, Zusti & Mrs. Sequeira

Rooms & Places for the stalls will be allocated later on.

No. 196. 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. 197. 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. 198. 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 the photograph. House Staff are requested to take necessary action in this connection.

No. 199. 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. 200. 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. 201. INFORMATION RECORD FROM—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 1-4-1988, immediately. Handing over/Taking over note duly signed and dated, be please sent to me latest by 20-8-1988.

No. 202. HOLIDAY

Monday, the 15th August, 1988 will be observed as a holiday by the Administrative and Academic Staff on account of Independence Day.

No. 203. COUGH COLD & FEVER

Will all House Staff insist on children in their Houses using rain coats and gum boots during this rainy season, and thus help control the increasing numbers of admissions to Hospital with cough cold and fever cases.

No. 204. CINEMA

The English film **NOSFERTU THE VAMPIRE** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 14th August, 1988.

A Hindi film if it arrives in time will be shown in Barne Hall on 15-8-1988, for Subordinate Staff and their families, from 6-30 p.m.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 19th August 1988****Part I**

205—218.

No. 205. PROGRAMME**August**

Fri. 19th ...	Soccer Colts & Atoms leave for	
	PPS, Nabha	... 1-30 p.m.
	PPS, Nabha Soccer 1st XI & Electrons	
	arrive	... 5-00 p.m.
Sat. 20th ...	Morning Prep	6-40—7-40 a.m.
	Soccer Electrons vs. PPS,	
	Nabha (home)	... 8-30 a.m.
	Soccer 1st XI vs. PPS, Nabha (home)	... 9-45 a.m.
	Soccer Colts & Atoms vs. PPS, Nabha (away)	
	PPS, Nabha teams leave	... 1-30 p.m.
	YPS Soccer 1st XI / Electrons arrive	... 5-00 p.m.
	I—H Hindi debate Srs.	... 6-15 p.m.
	Supper P.D. (Dry)	... 6-15 p.m.
	Supper Sr. School (Dry)	... 7-20 p.m.
	Hindi film for Staff & families	... 7-45 p.m.
Sun. 21st ...	Tree planting at Dagrau (U-V & L-V boys)	
	Soccer Electrons vs. YPS,	
	Patiala (home)	... 9-00 a.m.
	Soccer 1st XI vs. YPS, Patiala (home)	... 10-15 a.m.
	Soccer Colts & Atoms vs. YPS, Patiala (away)	
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	YPS, teams leave	... 1-30 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.
	Soccer Colts & Atoms arrive	... 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.
Mon. 22nd ...	I—H Swimming heats post-poned	
Tue. 23rd ...	Career Counselling	

Wed. 24th	...	Career Counselling	
		I—H Swimming heats commence	
		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 meeting (after supper)	
Thu. 25th	Career Counselling	
Fri. 26th	...	Soccer 1st XI/Electrons & Badminton team leave for Sherwood, Nainital	
Sat. 27th	...	Raksha Bandhan—Administrative holiday	
		Morning Prep cancelled	
		Rouser	... 6-45 a.m.
		Rakhi tying for Sr. School & P.D. (Birdwood School)	... 7-30 a.m.
		Normal routine resumed onwards	... 7-50 a.m.
		I—H Sr. English debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 28th	...	Study hour (dorms.)	11-00—12-00 noon
		Badminton vs. Sherwood (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.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 206. 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. 207. 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. 208. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 12-00 noon on Wednesday 5th October, to 6-00 p.m. on Sunday, 9th October, 1988, including the Chief Guests holiday. Children should inform parents of these dates.

No. 209. 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. 210. 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. 211. 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. 212. 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. 213. 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 give above.

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

In view of Founders 1988, the issue dates will shift to, and will be from 11th to 20th October, 1988.

No. 214. 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. 215. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India. Ministry of Education as on 18-8-1988, studying in this School. They are no more entitled to free issue of School jerseys :-

L. Jaylakshmi Devi	...	SGD	Anu Saini	...	SGD
L. Rajesh Roy	...	SBD	Joginder Singh	...	VBD
Rakesh Kumar	...	HBD	Himanshu Shekhar	...	HBD
Ising Choaba Singh	...	NBD	N. Somendrajit Singh	...	SBD
N. Nando Singh	...	NBD	Amit Ranjan	...	HBD
Rajiv Kumar	...	SBD	Rajiv K. Anand	...	VBD
Rose Mary H.T.	...	HGD	Shashi Prabha	...	NGD
P. Sharmila Devi	...	SGD	Anurag Srivastva	...	VBD
K. Ashok K. Singh	...	NBD	Bharat Yadav	...	VBD
Dhiraj Jyoti Chaudhry	...	NBD	Satya Narain	...	VBD
A.S. Asung Zimik	...	VBD	Poonam Kushwaha	...	NGD
Kaijinlin Riamei	...	VGD	Laxmi Tripathi	...	NGD
N. Eshher J. Kamei	...	SGD	Amit Awasthi	...	SBD
Shishu Bind Kumar	...	VBD	Ravi Shankar Kumar	...	HBD
Raj Kumar Dogra	...	VBD	Seema Pant	...	VGD
Z.D. Dengthuama	...	HBD	Rakhee Srivastva	...	VGD
Z.D. Lalmuawna	...	HBD	Anurup K. Singh	...	NBD
Mushahid Raza	...	SBD	Rakesh Verma	...	NBD
Sanjiv Kumar	...	HBD	Anoop Shukla	...	NBD
Satpal Singh	...	VBD	Lobsang Dorje	...	VBD
Ch. Khamba Singh	...	HBD	Rajinder Paul	...	VBD
K. Lokendro Singh	...	SBD	Madhu Bisht	...	HGD
Alicia Angelin Laloo	...	HGD	Khem Bahadur	...	NBD
Ashish Kumar	...	VBD	Vijay Prakash Tiwari	...	VBD
Amarjyoti Deka John	...	VBD	Margret M. Varte	...	HGD
R. Shankar Chaturvedi	...	VBD			

No. 216. WATER CHARGES (RATES)

The rate of water charges payable by Staff from 16th July, 1988 will be as follows :—

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

- (i) For the first 1500 litres—Re. 1/10 per head per month.
- (ii) Beyond 1500 litres—Rs. 2/30 per head per month.

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

- (i) Single members—Rs. 6/25 per month.
- (ii) Staff with families—Rs. 5/50 per head, subject to a maximum of Rs. 16/50 per month.

Note : Any change in the number of family members may be intimated with date, before 15th of the month.

No. 217. ELECTRICITY CHARGES (RATE)

The H. P. State Electricity Board has increased Electricity duty per unit. The new rate of 0/78 P. per KWH. (unit) will be charged from 16th June 1988.

No. 218. CINEMA

(a) A Hindi film will be shown in Barne Hall on Saturday 20th August 1988 at 7-45 p.m. for Subordinate Staff and their families. Heads of Departments are requested to inform all concerned.

(b) A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 21st August, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 26th August 1988****Part 1**

219—226

No. 219. PROGRAMME**August**

Fri. 26th	...	North Zone Squash commences (away) Soccer 1st XI/Electrons & Badminton team leave for Sherwood, Nainital	...	7-00 a.m.
Sat. 27th	...	Raksha Bandhan—Administrative holiday Morning Prep cancelled Rouser	...	6-45 a.m.
		Rakhi tying for Sr. School & P.D. (Birdwood School)	...	7-30 a.m.
		Normal routine resumed onwards	...	7-50 a.m.
		I—H Sr. English debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 28th	...	Study hour (dorms.) Badminton vs. Sherwood (away) Tea P.D.	11-30-12-30 noon	...
		Tea Sr. School	...	3-20 p.m.
		Film (for both P.D., & Sr. School)	...	3-40 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.	...
		Supper P.D.	...	4-00 p.m.
		Supper Sr. School	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Note : On Sundays Library will remain open from	9-45-12-15 p.m.	...
Mon. 29th	...	Soccer 1st XI/Electrons vs. Sherwood (away) Squash team returns	...	9-30 p.m.
Tue. 30th	...	Soccer 1st XI/Electrons & Badminton teams return	...	5-00 p.m.
Wed. 31st	...	SUPW B.D., baths	5-15—6-30 p.m.	...
		Supper P.D.	...	6-35 p.m.
		Supper Sr. School	...	6-15 p.m.
		British Council Film (after supper)	...	7-15 p.m.

September

Fri.	2nd	...	Squash teams leave for Dehra Dun	
Sat.	3rd	...	Janam Ashtami—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.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Sun.	4th	...	Study hour (dorms.)	11-30-12-30 p.m.
			Inter School Squash tournament commences (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.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Teachers' Day eve party hosted by Upper VI (Barne Hall)	... 8-30 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, 1988 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 15-9 88 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 specified timings, so that the R.M.O. could medically examine them, and advise/arrange remedial measures, if needed.

Heads of Deptt., 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 CATEGORISATION-SCHOOL CHILDREN

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

Downgraded**HBD**

Ranjit S. Cheema	... C	permitted to do standing P.T.
Amandeep S. Gill	... B	Gym.
Arvind Suri	... C	until 1st October 1988

NBD

Sartaj Kang	... C	
Sanjay Gupta	... B	Gym.
Manpreet S. Sawhny	... B	Athletics
Mudit Sibal	... B	Gym.
Tejan Ray	... B	Swimming
Faisal Syed	... C	
Gaurav Kochhar	... B	Swimming

SBD

Shyatto Raha	... B	Swimming
Sandeep Minbas	... B	Gym.
Imran Hai	... C	
Zahid Hai	... C	

VBD

Monit Kapoor	... C	
Ankur Arya	... C	
Ravi Shankar Chaturvedi	... B	Long distance running.

		HGD	
Hena Nagpal	...	C	
Madhurima Kanwar	...	B	Athletic8
		SGD	
Gayatri Singh	...	C	
		VGD	
Bhavana Mahajan	...	B	Swimming
Sonalj Yograj	...	C	
		SPD	
Saurab Jain	...	C	
		VPD	
Anuj Kapoor	...	B	Any excercise involving right hand.
Abhishek Dutta	...	B	Gym.
		Upgraded	
		HBD	
Karan Sareen	...	A	

No. 225. ADMINISTRATIVE HOLIDAY

Saturday, the 27th August, 1988 will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

No. 226. CINEMA

The English film **U L Z A N A ' S R A I D** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 28th August, 1988.

SUMER B. SINGH
Headmaster

		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Sr. English Debating Society meeting (after supper)	
Thu.	8th	...	Career Counselling
			Classes cancelled after Milk Break Kathak
			Dance recital by Ms Uma Sharma
			(Spicmacay) ... 11-30 a.m.
Fri.	9th	...	Career Counselling
Sat.	10th	...	Morning prep 6-40—7-40 a.m.
			Project work cancelled
			Lunch P.D. 12-15 p.m.
			Lunch Sr. School ... 1-15 p.m.
			Afternoon activities cancelled
			I—H Swimming Sports ... 2-30 p.m.
			Tea for both P.D., & Sr. School ... 5-00 p.m.
			Parade practice cancelled
			B.D., baths ... 5-20 p.m.
			I—H Jr. Hindi Debate ... 6-15 p.m.
			Supper P.D. ... 6-15 p.m.
			Supper Sr. School ... 7-15 p.m.
Sun.	11th	...	Nature Club (P.D.)
			P.D., I—H P.T., competition ... 10-30 a.m.
			Study hour (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.
			Squash team returns
			Study hour (dorms.) 6-00—7-00 p.m.
			Supper P.D. ... 6-15 p.m.
			Supper Sr. School ... 7-15 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, 1988.

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 invitites.

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., '88.

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 Founder's.

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, 1988.

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, 1988 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1988, 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: SALE OF MUTTON

The School is now purchasing mutton cubes and mince from LAZEEZ in Delhi at the rate of Rs. 40 per kg, plus cartage to Sanawar in 5 kg. packs.

Staff interested in placing orders for their personal use should do so in writing a week in advance with I/c Veg. Shop. Supply is not guaranteed as the ice box has a limited capacity.

No. 237: 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.

No. 238: HINDUSTAN PETROLEUM LPG CYLINDERS

Staff interested in getting the LPG cylinders refills should send a note carrying your name and LPG consumer number along with cost & cartage charges to Quartermaster, who will arrange collection of empty cylinder and its replacement.

Quartermaster will be able to tell what exactly will be the total charges payable per cylinder.

This arrangement is applicable exclusively for the H.P. LPG cylinders.

No. 239: MEDICAL CATEGORY

Siddharth Bhatia	SPD	...	Upgraded to Cat. 'A'
Shaaran Khilnani	SBD	...	Upgraded to Cat. 'A'

No. 240. ADMINISTRATIVE HOLIDAY

Saturday, the 3rd September, 1988 will be observed as a holiday by the Administrative Staff on account of Janam Ashtami.

No. 241. CINEMA

The English film **MAN WHO KNEW TOO MUCH** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 4th September, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th September 1988****Part I**

242—244

No. 242. PROGRAMME**September**

Fri. 9th	... Career Counselling	
Sat. 10th	... Morning prep	6-40—7-40 a.m.
	Project work cancelled	
	Lunch P.D.	12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Afternoon activities cancelled	
	I—H Swimming Sports	... 2-30 p.m.
	Tea for both P.D., & Sr. School	... 5-00 p.m.
	Parade practice cancelled	
	B.D., baths	... 5-20 p.m.
	I—H Jr. Hindi Debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 11th	... Nature Club (P.D.)	
	P.D., I—H P.T., competition	... 10-30 a.m.
	Study hour (dorms.)	11-30—12-30 p.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Fifth (for both P.D., & Sr. School)	... 4-00 p.m.
	Squash team returns	
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 14th	... I—H Athletics heats commence	
	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.
	British Council film (after supper)	
Thu. 15th	... Departure Youth Quake Group	
	1st batch	... 8-00 p.m.

Fri. 16th	...	Departure Youth Quake Group 2nd batch	...	6-00 a.m.
		Assessment Meeting post-poned to 22nd Sept.		
Sat. 17th	...	Morning prep	6-40—7-40	a.m.
		Youth Quake '88—Delhi		
		I—H Jr. English Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 18th	...	Youth Quake '88—Delhi		
		Study hour (dorms.)	11-30—12-30	p.m.
		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.
		Study hour (dorms.)	6-00—7-00	p.m.
		Youth Quake music group returns		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

No. 243. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1988 instead of from 1st Oct. to 10th Oct. 1988, following the same schedule laid down earlier.

No. 244. CINEMA

The English film **CITY LIGHTS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 11th September, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 16th September 1988****Part I**

245—248

No. 245. PROGRAMME**September**

Fri. 16th	...	Departure Youth Quake Group 2nd batch	...	6-00 a.m.
		Assessment Meeting post-poned to 22nd Sept.		
Sat. 17th	...	Morning prep	6-40—	7-40 a.m.
		Youth Quake '88—Delhi		
		I—H Jr. English Debate post-poned		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Sun. 18th	...	Youth Quake '88—Delhi		
		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.
		Study hour (dorms.)	6-00—	7-00 p.m.
		Youth Quake music group returns		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

Note : Till Founders pre-lunch study hour will remain cancelled.

Mon. 19th	...	Youth Quake '88—Delhi		
Tue. 20th	...	Youth Quake group returns		
Wed. 21st	...	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.
		English Debating Society meeting (after supper)		
Thu. 22nd	...	Assessment Meeting (MCR)	...	6-15 p.m.
Fri. 23rd	...	The following changes will be effected till Monday 26th Sept.		
		P.T.	6-30—	7-15 a.m.

	Morning M.I. (B.D., & G.D.)	... 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)	
Sat. 24th ...	Morning prep replaced by P.T.	
	2nd School	9-15--9-50 a.m.
	(Remainder of the routine will remain as scheduled for Saturdays)	
	(Inter-Section Recitation Competition	
	L-IVs & U-IVs)	... 6-25 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 25th ...	B.D., baths	... 8-00 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Parade practice	... 9-40 a.m.
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Study hour (dorms.)	6-00--7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 246. 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. 247. SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16-9-1988 to 15-12-1988 in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Bean, Methi, Kati Tori & Kathal.	... 4-00 Per Kg.

Vegetable 'B'

Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 2-50 Per Kg.
Potatoes	... 2-50 ,,
Onion	... 5-00 ,,
Tomatoes	... 4-80 ,,
Lime Fresh	... 13-00 ,,
Ginger Fresh	... 14-00 ,,
Garlic	... 22-50 ,,
Dhania Green	... 10-50 ,,
Chillies Green	... 5-50 ,,
Fruit	
Banana	... 5-00 ,,
Apple Golden	... 7-50 ,,
Apple Red	... 9-00 ,,
Oranges	... 7-50 ,,
Guavas	... 4-30 ,,
Grapes	... 23-50 ,,
Leechies	... 15-00 ,,
Mangoes	... 11-00 ,,
Sugar Melon	... 3-25 ,,
Water Meion	... 1-00 ,,
Plum/Alubukhara	... 7-00 ,,
Apricot	... 5-40 ,,
Peaches	... 3-70 ,,
Bair	... 3-70 ,,
Mussamies	... 7-00 ,,
Cheekoo	... 10-50 ,,
Mint Green	... 3-00 ,,
Pears	... 5-00 ,,
Bagugosha	... 5-00 ,,
Kinoo	... 6-00 ,,

No. 248. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m.
for both P.D. and Senior School on Sunday, 18th September, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd September 1988****Part I****249-253****No. 249. PROGRAMME****September**

Fri. 23rd	...	The following changes will be effected till Monday 26th Sept.	
		P.T.	6-30—7-15 a.m.
		Morning M.I. (B.D., & G.D.)	... 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)	
Sat. 24th	...	Morning prep replaced by P.T.	
		2nd School	9-15—9-50 a.m.
		(Remainder of the routine will remain as scheduled for Saturdays)	
		(Inter-Section Recitation Competition)	
		L-IVs & U-IVs	... 6-25 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 25th	...	B.D., baths	... 8-00 a.m.
		Breakfast P.D.	... 8-00 a.m.
		Breakfast Sr. School	... 9-00 a.m.
		Parade practice	... 9-40 a.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 26th	...	Pre-milk break routine the same as published for Friday 23rd	
		Prep cancelled	

		Partial Tattoo, practice	6.30—7.30 p.m.
		Supper Sr. School	... 7.35 p.m.
		B.D., baths	... 8.10 p.m.
Tue. 27th	...	Classes discontinued	
		Assessment Meeting	
		Founder's preparation programme comes into effect	
Wed. 28th	...	Founder's preparation programme	
Thu. 29th	...	Founder's preparation programme	
Fri. 30th	...	P.D., Concert 1st performance	... 10.30 a.m.
		Sr. School Concert 1st performance	... 4.00 p.m.
		Tattoo 1st performance	... 7.25 p.m.
	Note :	L-VI & downwards will attend all Barne Hall performances	

October

Sat. 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.
Sun. 2nd	...	Rouser	... 6.00 a.m.
		Breakfast Sr. School	... 6.45 a.m.
		Breakfast P.D.	... 7.20 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	... 8.00 a.m.
		Athletic (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.
Mon. 3rd	...	Rouser	... 6.45 a.m.
		B.D., baths	... 7.00 a.m.
		Breakfast L-VI & downwards (incl. P.D.)	... 7.45 a.m.
		Breakfast U-VI & guests	... 8.30 a.m.

	Trooping practice	...	9-00 a.m.
	O.S., matches	...	10-00 a.m.
	Preliminary O.S., meeting	...	12-15 p.m.
	Lunch L-VI & downwards (incl. P.D.)	...	12-30 p.m.
	Lunch U-VI & guests	...	1-30 p.m.
	Tea U-VI & guests	...	3-00 p.m.
	Tea L-VI & downwards (incl. P.D.)	...	3-30 p.m.
	P.D., Concert	...	4-00 p.m.
	Supper L-VI & downwards (incl. P.D.)	...	5-45 p.m.
	Supper U-VI & guests	...	6-20 p.m.
	Tattoo	...	7-30 p.m.
	Cocoa & snacks for the school	...	9-15 p.m.
	Lights out	...	9-45 p.m.
Tue. 4th ...	Founder's Day		
	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	7-30 a.m.
	Breakfast P.D. (incl. guests)	...	8-30 a.m.
	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.
	Sr. School Concert	...	5-30 p.m.
	Supper L-VI & downwards (incl. P.D.)	...	6-40 p.m.
	B.D., baths	...	7-15 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.
	Lights out for school	...	9-30 p.m.

Note : The various exhibitions will be open from 2-15—4-00 p.m., on 2nd, 3rd & 4th Oct., '88.

Wed. 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 onwards	...	12-00 noon
		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 (P.D., & Sr. School)	...	9-00 a.m.
		Lunch (P.D., & Sr. School)	...	1-15 p.m.
		Tea (P.D., & Sr. School)	...	4-00 p.m.
		Supper (P.D., & Sr. School)	...	7-15 p.m.
Sun. 9th	...	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.

No. 250. 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. 251. POST FOUNDERS OFFS ADMINISTRATIVE STAFF

Following will be full working days :—

Sat. 1-10-88

Sun. 2-10-88 (Gandhi Jayanti)

Wed. 5-10-88 (For Tuck Shop)

Heads of deptts. will kindly arrange to give compensatory offs in lieu of the above mentioned dates in a staggered manner. Fri. 7th Oct., 1988 will be post Founder's holiday for all deptts, also to be given in a staggered manner.

No. 252. PRINTING OF SCHOOL ORDER

The next issue of School Order will be published on Friday, 7th October, 1988.

No. 253. CINEMA

The English film ROMANCING THE STONE will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 25th September, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th October 1988

Part I

254—259

No. 254. PROGRAMME**October**

Mon. 10th ...	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 & tidied up	5-00—6-00 p.m.
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.
Tue. 11th ...	Rouser	... 6-00 a.m.
	Chota Hazri	... 6-20 a.m.
	P.T., resumed	
	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.
Wed. 12th ...	Hockey season comes into effect	
	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.
	Sr. English debating society meeting (after supper)	

Thu. 13th	...	Boys' Athletics team leaves for MNS, Rai	
Sat. 15th	...	Morning Prep	6-40—7-40 a.m.
		All India Inter-Public Schools	
		Athletics meet—Rai	
		B.D., baths	... 5-20 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Staff Club dinner (Art Room)	... 8-15 p.m.
Sun. 16th	...	Nature Club/Environment studies	
		All India Inter-Public Schools	
		Athletics meet—Rai	
		Study hour (dorms.)	12-15—1-15 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 255. ARTICLES LOANED BY STORES

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

No. 256. FETE MONEY

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

No. 257. 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. 258. 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. 259. STAFF SICK IN QUARTERS

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

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

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 14th October 1988****Part I**

260—268

No. 260. PROGRAMME**October**

Fri. 14th	...	Boys' Athletics team leaves for MNS, Rai	...	6-00 a.m.
		River rafting team leaves for Rishikesh	...	6-00 a.m.
Sat. 15th	...	Morning Prep	6-40—7-40	a.m.
		All India Inter-Public Schools Athletics meet—Rai		
		B.D., baths	...	5-20 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Staff Club dinner (Art Room)	...	8-15 p.m.
Sun. 16th	...	Nature Club/Environment studies		
		All India Inter-Public Schools Athletics meet—Rai		
		Study hour (dorms.)	12-15—1-15	p.m.
		Tea P.D.	...	3-20 p.m.
		Tea Sr. School	...	3-40 p.m.
		Film (for both P.D., & Sr. School)	...	4-00 p.m.
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 17th	...	Debating team leaves for Dehra Dun		
		Boys' Athletics team returns	...	5-00 p.m.
		River rafting team returns	...	5-00 p.m.
		Cultural items by Sanawar at Kasauli	8-30—10-30	p.m.
Wed. 19th	...	School Gymnastics team leaves for Patiala		
		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. 20th	...	Dushera—Administrative holiday School hockey 1st XI leaves for Raipur (MP) Gymnastics competition—Patiala Jr. English Debating Society meeting (after supper)	
Fri. 21st	...	Gymnastics competition—Patiala	
Sat. 22nd	...	Morning Prep	6-40—7-40 a.m.
		Debating team leaves for YPS, Patiala Gymnastics competition—Patiala Hodson Run finals post-poned	
		Hindi Mock Parliament	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 23rd	...	Gymnastics team returns Study hour (dorms.)	11-45-12-45 p.m.
		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.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 261. 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. 262. 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, 1988, failing which it will not be possible for the RMO to arrange for International Health Certificates. This advance information is needed by the RMO for the reason that International Health Certificates now have to be brought uptodate by the Distt. Medical authorities as per Ministry of Health, Govt. of India regulations.

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

All concerned are requested to take prompt action.

No. 263. 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. 264. 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. 264. 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. 266. 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, 1987, and sign the P. F. register on 25th & 26th October, 1988 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. 267. ADMINISTRATIVE HOLIDAY

Thursday, 20th October, 1988 will be observed as holiday by Adm. Staff on account of Dushera.

No. 268. CINEMA

An English Film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th October, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st October 1988****Part I**

269—279

No. 269. PROGRAMME**October**

Fri. 21st	...	Gymnastics competition—Patiala	
Sat. 22nd	...	Morning Prep	6-40—7-40 a.m.
		Debating team leaves for	
		YPS, Patiala	... 12-00 noon
		Gymnastics competition—Patiala	
		Hodson Run finals post-poned to 5-11-88	
		Hindi Mock Parliament	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 23rd	...	Study hour (dorms.)	11-45—12-45 p.m.
		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.
		Gym, & debating teams return	... 6-00 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.
Mon. 24th	...	Inter—Public School hockey	
		tournament commences—Raipur (MP)	
		Afternoon activities cancelled	
		Dance recited by Miss S. Mehta	... 2-45 p.m.
		SPICMACAY	
	...	SUPW	4-45—6-10 p.m.
		P.D. bath	... 6-20 p.m.

Fri. 28th	...	Afternoon activities cancelled	
		Last three schools cut short by	
		5 mts. each	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-25 p.m.
		Inter-House Gym., and 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. 29th	...	Morning prep	6-40—7-40 a.m.
		Project work cancelled	
		Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Afternoon activities cancelled	
		Inter—House P.T., and 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.
		Jr. English debate	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 30th	...	Hockey vs. BCS (home)	
		Lunch P.D.	... 12-40 p.m.
		Lunch Sr. School	... 1-35 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40
		Film (for both P.D., and Sr. School	...
		Study hour (dorms)	6-00
		Supper P.D.	
		Supper Sr. School	

unauthorised vendors. Strict disciplinary action will be taken against all offenders.

No. 271. SCHOOL MAGAZINE 1988-89

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

No. 272. 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, 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. 273. 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. 274. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on BD pavement, BD Quardrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible. Employees concerned are therefore, hereby advised in their own

interest, to ensure that their children do not go anywhere at such places. Consequences flowing from disobedience of this order will result in disciplinary measures against the parents of such children.

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

No. 275. 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 has 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. 276. 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. 277. 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. 278. MEDICAL CATEGORY

Monit Kapur VBD upgraded to Cat. 'A'.

No. 279. CINEMA

A Hindi Film 'MERA HAQUE' Staring Sanjay Dutt and Anita Raj will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 23rd October, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 28th October 1988****Part I**

280—282

No. 280. PROGRAMME**October**

Fri. 28th	...	Afternoon activities cancelled	
		Last three schools 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. 29th	...	Morning prep	6-40—7-40 a.m.
		Project work cancelled	
		Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Afternoon activities cancelled	
		Inter-House P.T., & 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.
		Jr. English debate	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 30th	...	Hockey Colts & Atoms vs. BCS cancelled	
		Study hour (dorms.)	12-15—1-15 p.m.
		Lunch P.D.	... 12-40 p.m.
		Lunch Sr. School	... 1-35 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 hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 31st	...	P.T., replaced by Morning Prep	6-40—7-40 a.m.
November			
Wed. 2nd	...	Career Counselling 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.
		Sr. English Debating Society	
		Meeting (after supper)	
Thu. 3rd	...	Evening prep cancelled	
		Supper P.D.	... 5-45 p.m.
		Flute recital by Pt. Hariprasad	
		Chaurasia	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Fri. 4th	...	Assessment Meeting (MCR)	... 5-30 p.m.
Sat. 5th	...	Afternoon activities cancelled	
		Hodson Run 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)	
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 6th	...	Hockey vs. YPS, Mohali	
		Lunch P.D.	... 12-40 p.m.
		Lunch Sr. School	... 1-35 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 hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 281. MEDICAL CATEGORY

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

Shaaran Khilnani	SBD	...	Cat. 'C'
Gagandeep S. Randhawa	NBD	...	Cat. 'B'
Sandeep S. Anand	SBD	...	Cat. 'B' may only do standing P.T.
Tarun Rawat	SBD	...	Cat. 'C'
Amit Mehta	SBD	...	Cat. 'C'
Rajat Sahgal	SBD	...	Cat. 'C'
Supratik Dasgupta	SBD	...	Cat. 'C'
Pooja Malviya	SGD	...	Cat. 'C'
Komal Jhaj	NBD	...	Cat. 'C'
Apneet Sethi	SPD	...	Cat. 'C'
Manpreet Dhatt	SBD	...	Cat. 'B' Hodsons
Ayesha V. Singh	VGD	...	Cat. 'B' Hodsons
Pritha Singh	HGD	...	Cat. 'B' Hodsons
Gopal Singh	NBD	...	Cat. 'C'
Shyatto Raha	SBD	...	Cat. 'B' Hodsons

All Asthmatics Cat. 'B' for Hodsons.

No. 282. CINEMA

The English film FORCED VENGEANCE will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 30th October, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th November 1988****Part 1****283—293****No. 283. PROGRAMME****November**

Fri. 4th ...	Assessment Meeting (MCR)	... 5-30 p.m.
Sat. 5th ...	Afternoon activities cancelled	
	Hodson Run 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—Gaskel Hall)	
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Sun. 6th ...	Hockey Colts & Atoms vs. YPS, Mohali cancelled	
	Hockey 1st XI & Electrons vs. YPS, Mohali (away)	
	Study hour (dorms.)	12-15—1-15 p.m.
	Lunch P.D.	... 12-40 p.m.
	Lunch Sr. School	... 1-35 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 hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Tue. 8th ...	Prep cancelled	
	Diwali-eye dinner P.D.	... 6-15 p.m.
	Diwali-eye dinner Sr. School	... 7-30 p.m.
	Sr. School Social (Barne Hall)	8-30—11-00 p.m.
Wed. 9th ...	Diwali—Holiday	
	Sunday timings	
	Bonfire P.D.—P.D., Flat	... 5-45 p.m.
	Supper packets P.D.	... 6-30 p.m.
	Bonfire Sr. School—Peacestead	6-15—7-00 p.m.
	Supper packets Sr. School	... 7-15 p.m.

Sat. 12th	...	Hockey vs. BVM, Nainital cancelled	
		Kavi Sammelan (Barne Hall)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 13th	...	Hockey vs. Sherwood, Nainital cancelled	
		Hockey Colts vs. APS, Dagshai (away)	
		Hockey Atoms vs. APS, Dagshai (away)	
		Study hour (dorms.)	11-45-12-45 p.m.
		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.
		Study hour (dorms.)	6-00-7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 284. WINTER VACATION

The School will close on Sunday 11th December, 1988 for the winter vacation and will reopen on Monday, 20th 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 will be issued separately.

No. 285. STAFF VACATION ADDRESSES AND QUARTERS' KEYS

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

Keys of all quarters may be labelled and handed over to Q.M. All Keys of residence 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. 286. 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. 287. SCHOOL PURCHASES BY STAFF MEMBERS

Staff member 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. 288. 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. 289. INTER HOUSE PT/GYM. COMPETITION—1988

The results of Inter House PT/Gym. Competition held on 28th and 29th Oct. 1988 are published below for record :—

Cock House Boys and Girls

B.D.			G.D.		
	Points	Position		Points	Position
Vindhya	156.05	1st	Vindhya	123.58	1st
Nilagiri	155.00	2nd	Nilagiri	121.61	2nd
Siwalik	150.425	3rd	Siwalik	120.91	3rd
Himalaya	136.278	4th	Himalaya	118.50	4th

Best Gymnast Boys (Juniors)

	Points	Position
Saahil Patel	144.3	1st
Vikram Jolly	138.5	2nd
Anshuman Gupta	137.00	3rd

Best Gymnast Girls

	Points	Position
Anita Sircar	134.00	1st
Sibony Sagar	126.60	2nd
Praneet Bindra	123.60	3rd

Best Gymnast (Boys Seniors)

	Points	Position
Raman Dua	185.50	1st
Tirath Brar	184.00	2nd
Vikrant Raña	172.00	3rd

Founder's P.T. Leader awarded to—Ragni Bath

Proficiency certificates for Gymnastics awarded to :—

Parikshit Sagar	Karan Sarin	Param Deep S. Sidhu
Paramjyot Singh Sidhu	Harpratap Singh Brar	Kartik Kanwar
Aman Dewan	Mohit Kampani	Vikram Lakhani

No. 290. 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 and I/c 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. 291. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Wednesday 9th November '88, 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. 292. DIWALI

Wednesday 9th November, 1988, will be observed as a holiday on account of Diwali by both the School and the administrative staff, except the Engineering Department, which will instead observe Thursday, 10th November, 1988 as a holiday on account of Vishwakarma. Tuck Shop will remain open on 9-11-88 Wednesday, and will remain closed on 10-11-1988, as their weekly off.

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 Tuesday 8th November 1988. 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 :—

8th Nov. ... P.D. Assemldy Hall from 2-00 p.m. to 4-00 p.m.
9th Nov. ... Honoria Court from 2-00 p.m. to 4-00 p.m.
9th Nov. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

No. 293. CINEMA

The English film " W I T N E S S " will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 6th November, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 11th November 1988****Part I**

294—297

No. 294. PROGRAMME**November**

Sat. 12th	...	Hockey vs. BVM, Nainital cancelled	
		Kavi Sammelan (Barne Hall)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 13th	...	Hockey vs. Sherwood, Nainital cancelled	
		Hockey Colts vs. APS, Dagshai (away)	
		Hockey Atoms vs. APS, Dagshai (away)	
		Study hour (dorms.)	11-45—12-45 p.m.
		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.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 14th	...	Children's Day—P.D., picnic	
		Inter-House table tennis (G.D.) commences	
Wed. 16th	...	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.
		Jr. English Debating Society Meeting (after supper)	
Sat. 19th	...	Hockey/Tennis vs. PPS, Nabha cancelled	
		Hockey Colts & Atoms leave for	
		YPS, Patiala	... 2-00 p.m.
		YPS, Patiala teams arrive	... 6-00 p.m.
		I—H English Debate (Srs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sun. 20th	...	Nature Club/Environment (P.D.)	
		Hockey Electrons vs. YPS,	
		Patiala (home)	... 9-30 a.m.
		(P.D., will go down to watch the match)	
		Hockey 1st XI vs. YPS,	
		Patiala (home)	... 10-45 a.m.
		(Sr. School will go down to watch the match).	
		Tennis vs. YPS, Patiala (home)	
		Hockey Colts & Atoms vs. YPS, Patiala (away)	
		Tennis (Jrs.) vs. YPS, Patiala (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.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 295. 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/she should report *directly* to the hospital with all his/her papers. He/She 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. 296. STOCK CONDEMNATION—NOV. 1988.

1. All condemnations will be completed by the Bursar latest by Wednesday, 30th November, 1988.

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 28th, 29th and 30th November 1988 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 22nd Nov., 1988. 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. 22nd	Nov.	'88	{	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. 23rd	{	11-00 a.m. HBD
			{	11-30 a.m. NBD
			{	12-00 noon SBD
			{	12-30 p.m. VBD
Thu. 24th	{	1-00 p.m. B.D. (Sixth Form.)
				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. 297. CINEMA

A Hindi film if it arrives in time will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 13th November, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th November 1988****Part I****298-300****No. 298. PROGRAMME****November**

Sat. 19th	...	Hockey/Tennis vs. PPS, Nabha cancelled	
		Hockey Colts & Atoms leave for	
		YPS, Patiala	... 2-00 p.m.
		YPS, Patiala teams arrive	... 6-00 p.m.
		I—H English Debate (Srs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 20th	...	Nature Club/Environment (P.D.)	
		Hockey Electrons vs. YPS cancelled	
		C.E. Test	... 10-00 a.m.
		Hockey 1st XI vs. YPS,	
		Patiala (home)	... 10-45 a.m.
		(Sr. School will go down to watch the match)	
		Tennis (Srs.) vs. YPS, Patiala (home)	
		Hockey Colts & Atoms vs. YPS, Patiala (away)	
		Tennis (Jrs.) vs. YPS, Patiala (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.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Tue. 22nd	...	Evening Prep cancelled	
		I—H Quiz competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 23rd	...	Guru Nanak's Birthday—Holiday	
		Sunday timings	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.

	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Note : Children may visit the Gurdwara from 10-00 a.m. to 1-00 p.m.		
Sat. 26th	Senior Recitation Competition	...	6-15 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Staff Club dinner and meeting post-poned to Sat. 3rd Dec., '88		
Sun. 27th	Electrons vs. APS, Dagshai (away)		
	Study hour (dorms.)	12-15—	1-15 p.m.
	Lunch P.D.	...	12-40 noon
	Lunch Sr. School	...	1-35 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 hour (dorms.)	6-00—	7-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 299. ADMINISTRATIVE HOLIDAY

Wednesday, 23rd November, 1988 will be observed as a holiday by the Adm. Staff on account of Guru Nanak's birthday.

No. 300. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 20th November, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th November 1988

Part I

301—303

No. 301. PROGRAMME**November**

Sat. 26th	...	Senior Recitation Competition	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Staff Club dinner and meeting post-poned to Sat. 3rd Dec., '88		
Sun. 27th	...	Electrons vs. APS, Dagshai (away)		
		Study hour (dorms.)	12-15—1-15 p.m.	
		Lunch P.D.	...	12-40 noon
		Lunch Sr. School	...	1-35 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 hour (dorms.)	6-00—7-00 p.m.	
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 28th	...	Computers exam.		
Tue. 29th	...	Annual promotion examinations commence		
		Examination period daily routine comes into effect		

December

Sat. 3rd	...	Subject Reports handed in to Form Staff	...	1-00 p.m.
		Staff & Sixth Form photographs	...	5-00 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Staff Club meeting followed by dinner (Art Room)	...	7-45 p.m.
Sun. 4th	...	House photographs B.D. :—		
		Nilagiri	...	7-00 a.m.
		Himalaya	...	7-20 a.m.
		Vindhya	...	7-40 a.m.
		Siwalik	...	8-00 a.m.

Teams' photographs	... 8-20 a.m.
(Teams' photographs will be supervised by respective coaches)	
G.D., photographs	... 10-00 a.m.
P.D., photographs	... 11-00 a.m.
Study period (dorms.)	12-15—1-15 p.m.
Lunch P.D.	... 12-40 p.m.
Lunch Sr. School	... 1-35 p.m.
Tea P.D.	... 4-00 p.m.
Tea Sr. School	... 4-30 p.m.
Study period (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 302. EXAMINATION PERIOD DAILY ROUTINE

With effect from Tuesday 29th Nov., '88 and upto and inclusive of Wednesday 7th Dec., '88 the following daily routine will be observed by the Sr. School :—

Rouser	... 6-50 a.m.
Prep (Birdwood)	7-40—8-40 a.m.
Breakfast	... 8-45 a.m.
Assembly	... 9-30 a.m.
Exams.	10-00—1-00 p.m.
Lunch Sr. School	... 1-15 p.m.
(Lunch for P.D., will be at 12-15 p.m.)	
House games/study hour (dorms.)	2-30—3-30 p.m.
Tea Sr. School	... 3-40 p.m.
House games	3-55—4-55 p.m.
B.D., baths	... 5-00 p.m.
Prep	6-00—7-20 p.m.
Sr. School Supper	... 7-25 p.m.
(Supper for P.D., will be at 6-25 p.m.)	
House Inspection	... 8-30 p.m.
Study bell	... 8-40 p.m.
Lights out	... 10-00 p.m.

Note : (i) Examination for Upper Sixth will be conducted in Barne Hall and for Lower Sixth in the Hindi department. Other classes will have examination in their respective Form Rooms. Upper V-D will sit in Room No. 14, Lower V-D in Room No. 15 and Upper IV-D in Room No. 16.

- (ii) No one will be permitted to leave during the session of exams. Silence will be maintained in Birdwood School during exams.
- (iii) B.D., games will be conducted House-wise. Allocation of fields will be announced daily.

No. 303. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 27th November, 1988.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd December 1988

Part I

304-311

No. 304. PROGRAMME

December

Sat.	3rd	...	Subject Reports handed in to Form Staff	...	1-00 p.m.
			Staff & Sixth Form photographs	...	5-00 p.m.
			Study hour (dorms.)	5-45—6-45	p.m.
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.
			Staff Club meeting followed by dinner (Art Room)	...	7-45 p.m.
Sun.	4th	...	House photographs B.D. :- Nilagiri	...	7-00 a.m.
			Himalaya	...	7-20 a.m.
			Vindhya	...	7-40 a.m.
			Siwalik	...	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.)	12-15—1-15	p.m.
			Lunch P.D.	...	12-30 p.m.
			Lunch Sr. School	...	1-30 p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			Study period (dorms.)	6-00—7-00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Wed.	7th	...	School promotion exams. conclude Inter-House hockey tournament commences	10-00—2-20	p.m.
			Tea Sr. School	...	5-10 p.m.
			B.D , baths	...	5-20 p.m.

	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 9-30 p.m.
Thu. 8th ...	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-25 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.
	Marks handed in to Form Staff	... 5-00 p.m.
	Tea Sr. School	... 5-10 p.m.
	B.D., baths	... 5-20 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 9-30 p.m.
Fri. 9th ...	Rouser	... 7-30 a.m.
	Breakfast Sr. School	... 8-30 a.m.
	Breakfast P.D.	... 9-20 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.
	Form Registers handed in to	
	Sr. Mistress	... 12-30 p.m.
	Folders handed in to House Staff	... 12-30 p.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	I—H Hockey	... 2-20 p.m.
	Tea Sr. School	... 5-10 p.m.
	B.D., baths	... 5-20 p.m.
	Promotion Meeting (MCR)	... 5-15 p.m.

	Supper P.D.	...	5-45 p.m.
	Carol Service (Chapel)	...	6-30 p.m.
	Supper Sr. School	...	7-15 p.m.
	Lights out	...	9-30 p.m.
Sat. 10th ...	Rouser	...	7-30 a.m.
	B.D., baths	...	7-45 a.m.
	Breakfast Sr. School	...	8-40 a.m.
	Breakfast P.D.	...	9-30 a.m.
	End of Term Assembly	...	9-30 a.m.
	Escorts' meeting (MCR)	...	10-30 a.m.
	Lunch P.D.	...	12-00 noon
	School Farewell lunch in honour of Mr. U.P. Mukherji and for Mrs. P. Kohli	...	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.
	Sr. School Social	8-00-11-00	p.m.
Sun. 11th ...	HOME DAY (Meal timings & dispersal as per special School Orders) Reports handed in to H.M.		

No. 305. HANDING IN OF SCHOOL CLOTHING

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons/Warden incharge of their dormitories immediately after lunch on Saturday, 10th December, 1988. 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. 306. SEALING OF CLOTHING ROOMS

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

No. 307. STAFF—VACATION ADDRESSES

All staff going on Vacatcon, 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. 308. 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. 309. SUNDAY, 11th DECEMBER, 1988—WORKING DAY

Owing to end-of-term rush of work, Sunday, 11th December, 1988, will be a working day for all departments of the School.

'Offs' in lieu of Sunday, 11-12-1988 working day will be given by the Heads of Deptt. in a staggered manner in the next week of December, 1988.

Heads of Deptts. are requested to inform all concerned.

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

With effect from Monday, 12th December, 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 the 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.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, FRIDAY, 2ND DECEMBER, 1988

Part I
312—323

SPECIAL ORDER

Winter Vacation Arrangements—1988.

No. 312. 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 Bersar immediately as nothing can be done at the last minute either to inform or enquire from parents or to include children in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Sunday, 11th December, 1988. (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 leave on Saturday 10th, and Sunday, and 11th December, 1988, 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 in the case of students of U-V and U-VI, 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 **Wednesday, 7th December, 1988**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Friday, 9th December, 1988 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. 313. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Saturday, 10th December, 1988, at 10-30 a.m. All such staff members are required to attend.

No. 314. 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. 315. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 316. 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 personally :—

Srl. No. School Party

2	Bombay Central
4 †	Dehradun
10	Calcutta (via Delhi/Kanpur)
11	Delhi 'A'
12 ‡	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
15	Tatanagar
16	Gauhati
17	Hyderabad

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 Thursday, 8th December, 1988 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 travelling in Gauhati Party must be ready at the B.D. Quad. latest by 5-00 p.m. on 10-12-88 and loaded on top of the School Bus. The party will leave for Kalka in Telco Bus at 6-30 p.m. and luggage in School Bus Small Truck.

(vi) 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.

(vii) Luggage of all children going to Chandigarh must be ready at the B.D. Quadrangle by 7-00 a.m. on 11-12-1988. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on one Small Truck ready to move by 9-00 a.m. to Chandigarh.

(viii) Luggage of all other children travelling in the remaining school parties must be ready by 8-00 a.m. on home day. Such luggage will be collected by school mazdoors from G. D. & P. D. and taken to Gaskell Hall. Q.M. will arrange to bring heavy luggage only from NBD to Gaskell Hall. Boys of B. D. will carry their own luggage out of their dormitories and stack inside Gaskell Hall against the four walls under QM's supervision. House Staff will please ensure that this is done in an orderly manner. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate serial numbers on all holdalls after they have been brought down to

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

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

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

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

No. 317. 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. 318. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—P.D., and Chandigarh party will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m.

(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 4-00 p.m. for members of the Calcutta, Bombay Central, Tatanagar & Hyderabad 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 in Gauhati, Calcutta, Bombay Central, Tatanagar, and Hyderabad 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. B.P. Joshi after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Gauhati (10-12-88)	... Mr. M.N. Kohli	50
Calcutta	... Mr. Ghosh	75
Bombay Central	... Mr. C.B. Abraham	52
Tatanagar	... Mr. Sat Pal Verma	10
Hyderabad	... Dr. D.C. Gupta	8

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. 10th Dec. and 11th Dec. 1988

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. 319. 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. 320. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Gauhati, Dehradun, 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. 321. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Saturday, 10th December, 1988, after the escorts meeting.

No. 322. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Sunday, 11th December, 1988, except Gauhati party which will leave Sanawar on Saturday 10th December, 1988. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
Gauhati (10 Dec.)	6-00 p.m.	6-30 p.m.	44	School Telco Bus
Dehradun	5-00 a.m.	5-30 a.m.	10	School Bus
Chandigarh	8-30 a.m.	9-00 a.m.	38	School Telco Bus
Delhi A	1-00 p.m.	1-30 p.m.	72	Chartered Buses
Delhi B	—do—	—do—	76	” ”
Delhi C	—do—	—do—	72	” ”
Calcutta	6-00 p.m.	6-30 p.m.	70	” ”
Bombay Central	—do—	—do—	48	” ”
Tatanagar	—do—	—do—	6	” ”
Hyderabad	—do—	—do—	6	” ”

3. **Gauhati party** will leave Sanawar on 10-12-88 at 6-30 p.m. for Kalka in School Telco Bus. From Kalka the party will travel by 2 Dn. Kalka Howrah Mail.

4. **Dehradun party** will travel in School Old 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. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp.
6. **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.
7. **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 by 2 Dn. Kalka—Delhi Howrah Mail at 2330 hours.
8. **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 by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
9. **Tatanagar party** will travel in Chartered Bus to Kalka. From Kalka by 2 Dn. Kalka—Delhi—Howrah Mail and onward from New Delhi by 802 Amritsar Tata Express on 12-12-88 at 1225 hours by 1st class coach.
10. **Hyderabad party** will travel in Chartered Bus to Kalka. From Kalka by 2 Dn. Kalka—Delhi—Howrah Mail and onward New Delhi by 124 A. P. Express on 12-12-88 at 1330 hours by 1st class coach.
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. 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. 323. NEXT TERM

The next term will begin on Monday, 20th, February 1989, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.