

LAWRENCE SCHOOL ORDERS

Sanawar Monday 20th February 1989

Part I

1-27

No. 1. WELCOME

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

No. 2. THE SCHOOL'S CLEANLINESS

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

No. 3. PROGRAMME

February

Mon. 20th	...	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.
Tue. 21st	...	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.
	Dormitories set & tidied up	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	B.D., baths	... 4-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 9-30 p.m.
Wed. 22nd ...	Normal teaching routine commences	
	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.
	Tea Sr. School	... 4-00 p.m.
	Vindhya	4-15—4-55 p.m.
	SUPW cancelled	
	B.D., baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 9-30 p.m.
Thu. 23rd ...	Cricket/hobbies sets made	... 2-30 p.m.
	Cricket gear issued	
	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.
	Tea Sr. School	... 4-15 p.m.
	B.D., baths	... 5-00 p.m.
	Evening prep resumed	6-15—7-35 p.m.
	Sr. Debating Society meeting (after supper)	
Fri. 24th ...	Cricket Season Commences	
	Games & hobbies as per cyclostyled programme	
	Jr. Debating Society meeting (after supper)	

Sat. 25th	...	Morning Prep cancelled till further notice	
		Games' committee Meeting (MCR)	... 2-30 p.m.
		I—H Quiz Competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No 4. DAILY ROUTINE

With effect from Wednesday 22nd February '89 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***Schedule For 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.
6th School	12-15—12-50 p.m.
Project work	12-50—1-30 p.m.
Lunch	... 1-35 p.m.

Sunday Timings

Rouser	... 7-30 a.m.
Head baths	... 8-15 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 23rd February, 1989.

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

No. 6. NEW ADMISSIONS

These will take place on 1st April 1989. Details will be published during the last week of March, 1989.

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 22nd February, 1989. They are requested to use the cyclostyled forms sent to them for this purpose.

No. 8. CLOTHING

February 20th & 21st will be devoted to issuing clothing 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 the G.D. & P.D. All this work of marking clothes must be completed by the evening of 1st March 1989.

Clothes will be issued to **Day Scholars** in all Deptts at 8-00 p.m. on 20th February 1989.

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 strff 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.

The Quartermaster should ensure that all items to be issued are ready for immediate issue punctually at the time fixed, thus ensuring that no unnecessary delay occurs and that indenting staff members are not held up at the Stores for more than the minimum time necessary.

Any difficulties in implementing this order should be brought to the notice of the Bursar immediately.

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

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

Members of the staff will please *not* visit the Quartermaster or the Q.M. stores at other times, except by prior mutual arrangement with the Quartermaster in really emergent circumstances, or where, by reason of routine school duty, it is not possible for them to visit the Stores at the specified timings.

No. 13. STAFF VISIT 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 Rigister
 - (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 Rigister
 - (a) 6th 7th & 8th of each month
(2-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 21st, 22nd, and 23rd, February, respectively.

As usual, staff should sent 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 except 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 Quartermarter 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 to the Q.M.

In this connecton 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 TIMING

The Tuck Shop will observe the normal timings from 16th February, 1989.

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 towards the end of March 1989. Details will be circulated later.

No. 21. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1989 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Sunday
2. Republic Day	...	Jan.	26th	Thursday
3. Shivratri	...	Mar.	6th	Monday
4. Holi	...	Mar.	22nd	Wednesday
5. Good Friday	...	Mar.	24th	Friday
6. Baisakhi	...	April	13th	Thursday
7. Ram Naumi	...	April	14th	Friday
8. Id-ul-Zuha (Bakrid)	...	July	14th	Friday

9.	Independence Day	...	Aug.	15th	Tuesday
10.	Raksha Bandhan	...	Aug.	17th	Thursday
11.	Janam Ashtmi	...	Aug.	24th	Thursday
12.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Monday
13.	Founder's (After Founder's)	...	Oct.	7th	Saturday
14.	Dusehra	...	Oct.	10th	Tuesday
15.	{ Diwali (except Eng. Deptt.)	...	Oct.	29th	Sunday
	{ Balraj (Eng. Deptt. only)	...	Oct.	30th	Monday
16.	Guru Nanak's Birthday	...	Nov.	13th	Monday
17.	Christmas Day	...	Dec.	25th	Monday

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 16-12-1988 to 15-3-1989 in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Beans, Methi, Kali Tori & Kathal.	} ... 2-00 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 1-80 Per Kg.
Potatoes	... 2-00 ,,
Onions	... 3-50 ,,
Tomatoes	... 4-00 ,,
Lime Fresh	... 14-00 ,,
Ginger Fresh	... 11-00 ,,
Garlic	... 10-00 ,,
Chillies Green	... 13-00 ,,
Dhania Green	... 2-00 ,,

Fruit	
Banana	... 5-50 Per Kg.
Apple Red	... 14-50 ,,
Apple Golden	... 7-50 ,,
Oranges	... 11-50 ,,
Guavas	... 6-50 ,,
Grapes	... 22-00 ,,
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	... 3-60 ,,
Mussamies	... 7-00 ,,
Cheekoo	... 8-00 ,,
Pears	... 5-00 ,,
Kinoo	... 5-80 ,,

No. 23. SCHOOL HALWAI'S RATES 1989

The School halwai contract has been given to M/s Shyam Lal & Bros., S.P. Electronics 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., 1989 to 31st Jan. 1990.

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. Rs.	P.	per kg.	Rate per piece Paise
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)	...	12-00	—	—
Balu shahi	...	11-00	30	35
Barfi white	...	21-00	30	70
Barfi Chocolate /coconut	...	24-00	30	80
Barfi Besan	...	12-00	30	40
Besan Laddoo	...	11-00	30	35
Gulab Jaman	...	17-00	30	60
Gur toffee (with moongphali)	...	5-00	20 pkts. of 50 gms. each	25 per pkt.
Groundnut fried	...	16-00	20 pkts. of 50 gms. each	80 per pkt.
Jalebi	...	9-00	...	—
Laddoo Motichoor	...	12-00	30	40
Mathi namkin	...	12-00	30	40
Palangtor (milk-cake)	...	22-50	30	75
Potato wafers	...	15-00	20 pkts. of 50 gms. each	75 per pkt.
Potato Tikki, with chutney	...	10-00	50 gms. each	50 each
Rasgulla	...	19-50	30	65
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	...	8-00	20	40 each
Tea glass or cup (with sugar)	...	—	160 cc	40 each
Imrati	...	14-00	30	50
Rabdi	...	20-00	—	—
Khoa	...	20-00	—	—
Bun-Samosa	...	—	—	75

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 other 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, 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 memoes, 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 1-1-1989.

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 Thursday, 23rd February, 1989.

All concerned are requested to take necessary action.

No. 25. RATES FOR SALE OF EGGS

With effect from 1-3-1989 the sale price of eggs in Tuck Shop will be Rs. 65/- per hundred eggs.

No. 26. STAFF GUEST MEALS IN CDH

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

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

No. 27. CINEMA

An English film will be shown in Barne Hall at 4-00 p. m. for both P.D. and Senior School on Sunday, 26th February, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 20th February 1989

Part I

28-29

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

All-India Senior School Certificate (Class XII) Examination, 1989.

DATE—SHEET

10-30 a.m.—1-30 p.m.

March

Wed. 1st	...	English Core	
Thu. 2nd	...	Introductory Computer Science	
		Music Hindustani Instrumental (Melodic)	Theory
		Music Hindustani Instrumental (Percussion)	Theory
		Music Hindustani Vocal	... Theory
		10-30 a.m.—11-30 a.m.	
		Commercial Art	... Theory
		10-30 a.m.—1-30 p.m.	
Fri. 3rd	...	Mathematics	
Wed. 8th	...	Physics	... Theory
Thu. 9th	...	Psychology	... Theory
Fri. 10th	...	Commerce	
		10-30 a.m.—11-30 a.m.	
Sat. 11th	...	Sculpture	... Theory
		10-30 a.m.—1-30 p.m.	
Mon. 13th	...	Chemistry	... Theory
Tue. 14th	...	Accountancy	
Wed. 15th	...	Biology	... Theory
Thu. 16th	...	Elective Languages English	
Fri. 17th	...	Economics	
Thu. 23rd	...	Geography	... Theory
Sat. 25th	...	History	
Mon. 27th	...	Political Science	
Tue. 28th	...	Home Science	... Theory

10-30 a.m.—11-30 a.m.

Thu. 30th	... Painting	... Theory
	Graphics	... Theory

- Note : 1. In addition to theory examination given above, there will also be practical examinations in the following subjects : Physics, Chemistry, Biology, Geography, Home Science, Music, Psychology, Computer Science, Graphics, Sculpture, Commercial Art, Painting.
2. Practical Examinations in all the subjects will be held at each school for their own candidates. Centres for Practical Examination in respect of such subjects offered by Patrachar/Private Candidates shall be their centre of theory examination, unless otherwise notified at the centre of theory examination.
3. Practical examinations can also be conducted in between the written papers if the candidates of the school(s) concerned have no other paper on such date(s) and the examiner(s) concerned is/are available to conduct the examinations.
4. The result of the examination is likely to be declared by the last week of May, 1989. No enquiries about the actual date of declaration of result will be attended to.

**No. 29. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI**

All-India Secondary School (Class X) Examination, 1989.

March

DATE—SHEET

10-30 a.m.—1-30 p.m.

Thu. 2nd	... English Course—A	
	English Course—B	
Sat. 4th	... Mathematics	
	10-30 a.m.—12-00 noon	
Tue. 7th	... Science (Physics)	... Paper I
	10-30 a.m.—1-30 p.m.	
Wed. 8th	... Manipuri	
	10-30 a.m. - 12-00 noon	
Thu. 9th	... Science (Chemistry)	... Paper II
Sat. 11th	... Science (Life Science)	... Paper III
	10-30 a.m.—1-00 p.m.	
Thu. 16th	... Social Science (History & Civics)	... Paper I

	10-30 a.m.—12-00 noon	
Sat. 18th	... Social Science (Geography)	... Paper II
	10-30 a.m.—1-30 p.m.	
Mon. 20th	... Hindi Course—A	
	Hindi Course—B	

- Note :**
1. Practical Examinations in Science, Music and Home Science will be held at each school concerned for their own candidates. Centres for Practical Examination in respect of subjects offered by Patrachar/Private Candidates shall be their centres of theory examination unless otherwise notified.
 2. Practical Examinations for regular candidates will be internally conducted by schools themselves.
 3. Practicals of private candidates will be held at the theory examination centres. Private candidates should contact the Principals of the schools of their theory examination for the date and time of practical examinations before the theory examinations are over.
 4. The result of the examination is likely to be declared towards the close of the 1st week of June, 1989. No enquiries about the actual date of declaration of result will be attended to.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th February 1989****Part I**

30-49

No. 30. PROGRAMME**February**

- Fri. 24th ... Cricket Season Commences
Games & hobbies as per cyclostyled programme
Jr. Debating Society meeting (after supper)
- Sat. 25th ... Morning Prep cancelled till further notice
Games' committee Meeting (MCR) ... 2-30 p.m.
I-H Quiz Competition ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 26th ... Tea P.D. ... 3-20 p.m.
Tea Sr. School ... 3-40 p.m.
Film (for both P.D., & Sr. School) ... 4-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 27th ... I-H Table Tennis (B.D.) & Individual
Championship commences

March

- Wed. 1st ... CBSE Examination commences
Core English (Upper VI) 10-30-1-30 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.
Dramatic Society meeting (after supper)
- Thu. 2nd ... Introductory Computer Science }
Hindustani Music (theory) } U-VI 10-30 a.m.
Commercial Art }
English Course-A & B (Upper V) ... 10-30 a.m.
- Fri. 3rd ... Mathematics (Upper VI) ... 10-30 a.m.
- Sat. 4th ... Mathematics (Upper V) ... 10-30 a.m.
B.D., baths ... 5-10 p.m.

	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Staff Club Meeting & Dinner (Art Room)	... 8-00 p.m.
Sun. 5th ...	Cricket Electronics vs. APS Dagshai (away)	
	Prep Girls Basket Ball vs. APS Dagshai (away)	
	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. 31. CENTRAL BOARD EXAMS

The Central Board Exams commence from Wednesday 1st March '89. It is requested that every body co-operates in keeping noise down to the minimum in Birdwood School during the duration of the examinations.

No. 32. DISCIPLINE : DAY SCHOLARS

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

No. 33. 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 and 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. 34. BIRTHDAY PARTIES

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

No. 35. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

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

immediately to the Bursar. Such reports should be 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. E 2 / A 1 dated 1st June, 1966 on the subject.

No. 36. 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. 37. RABIES

It has been found that the month of March usually finds a number of rabid dogs in the area. All staff and children are advised in their own 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. 38. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month.**
- (ii) The number/quantity of articles required should be written against each item (e.g. **one pr. P.T. shoes; two pencils**). This number/quantity should be written *before* the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one pr. P.T. shoes, size 6; one bottle ink, small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.
- (v) The slip should be signed 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 eastables 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. 39. SCHOOL PLAYING FEELDS—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 School's 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 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. 40. LOSSES SUFFERED BY STAFF

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

No. 41. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 42. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

Extra money to meet the cost of foreign postage will be issued with normal monthly pocket money. House staff are therefore, requested to send their lists of such children to the office by 27th February at the latest, specifying the amount required in each case for this purpose, per month.

No. 43. 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 Q.M.'s Stores at parent's expense.

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

No. 44. MEDICAL CATEGORIES OF SCHOOL CHILDREN

Fresh Medical categories of all school children 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. 45. HOT WATER HAMAM—FILTERS

The rent per hot water hamam per year would be Rs. 40/- with a minimum of Rs. 20/- 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. 46. WATER CHARGES (RATES)

The rate of water charges payable by Staff from 16th January, 1989 will be as follows :—

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

- (i) For the first 1500 litres—Rs. 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. 47. ELECTRICITY CONSUMPTION

The load on the Elec. sub-station is excessive, going beyond the capacity of the transformer.

All staff and children are earnestly requested to kindly switch off lights/electrical gadgets that are not in use.

Staff, in particular, are requested to reduce the use of electrical gadgets, during evening hours.

No. 48. SCHOOL VEHICLES RATES CHARGEABLE

- (a) Diesel Jeep @ Rs. 2/- per km.
- (b) Blue Matador @ Rs. 2/- per km.
- (c) Hospital Ambulance @ Rs. 2/- per km.

These rates will become applicable w. e. f. 1-3-1989. The rates for other vehicles will remain unchanged.

The School Hospital Ambulance will be brought in use exclusively for the purpose of transportation of school hospital patients.

No. 49. APPOINTMENT OF PREFECTS/HELPERS

The following appointments of Prefects/Helpers have been made with effect from 20-2-1989 :—

	Head Boy	Abhijit Dutta
	Head Girl	Ayesha V. Singh
	M.I. Prefect	Arjun Gupta
<i>H.B.D.</i>	House Captain	Srijoy Das
	School Prefect	Tushar M. Sockey
	House Prefects	Tarun Hindwan Pravan Malhotra
<i>N.B.D.</i>	House Captain	Harsh Prinja
	School Prefect	Siddharth Sabherwal
	House Prefects	Vikrant Aggarwal Phiroze Contractor
<i>S.B.D.</i>	House Captain	Avtar Singh
	School Prefect	Gagandeep Dhaliwal
	House Prefects	Yadavindra Khanna K. Lokendro Singh
<i>V.B.D.</i>	House Captain	Rajeshwar Banerjee
	School Prefect	Rohit Madan
	House Prefects	Gaurav Chopra Raman Dua
	M.I. Prefect	Jyotika Anand
<i>H.G.D.</i>	House Captain	Naintara Handa
	House Prefect	Rosemary
<i>N.G.D.</i>	House Captain	Madhu Goel
	House Prefect	Tania Halder
<i>S.G.D.</i>	House Captain	Praneeta S. Kapoor
	House Prefect	P. Sharmiladevi
<i>V.G.D.</i>	House Captain	Dashveen Kaur Bal
	House Prefect	Kaizinlieu Riami
<i>Asstt. to :</i>				
	D.H.M.	Jaidev Shergill Kamal Virk

Sr. Mistress	Vaishali Prakash Margaret M. Varte
<i>Helpers :</i>			
C.D.H.	Kapiljit Singh Lalmuanawma Z.D. Ashok Kumar Jagjit Soni Zafarullah Sheikh M. Vinayak Mohan Vikas Mahajan Jasjit Bala Malini Singh Ira Singh Haneet Gyani Sana Javed
Games	Tushar Singh Arjun Majithia Saurabh Gupta Rajiv Bhandari Praneet Chopra Esther Kamei
Hobbies	Mohitinder Gill Manpreet Sawhney Rajiv Kumar Sumit Gulati Namita Karna Safia Abdullah
Estate	Ashish Khanna Dhiraj J. Chowdhry Nishant Mohie Ravi Avalur Amit Khandelwal Simran Khurana Shazia Khan
Expeditions	Paras Malhotra
Library	Pulin Kumar Sat Pal Singh Praveen Khurana Arvind Attri
SUPW	Chitwan Grewal Gaurav Kapoor Deven Sequeira Indirita Singh Supriya Singh
Costumes	Arvind Suri Iman Singh

Chapel	Shubir Khattau Rokono Sircar
Guests	Ashwin Suri Gayatri Cariappa Kaveri Lalchand
Museum	Shishubind Kumar Amujao Singh Priya Dulat
Socials	Kaveri Lal Chand Tirath Brar Naushad Wadia
Computers	Dhruv Mahajan Sheena Pandey

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd March 1989

Part I

50—59

No. 50. PROGRAMME**March**

Fri.	3rd	...	Mathematics (Upper VI)	...	10-30 a.m.
Sat.	4th	...	Mathematics (Upper V)	...	10-30 a.m.
			Basketball Festival Match	...	2-45 p.m.
			Nehru Centenary Run for Unity	...	4-00 p.m.
			B.D., baths	...	5-10 p.m.
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.
			Staff Club Meeting & Dinner (Art Room)	...	8-00 p.m.
Sun.	5th	...	Cricket Electronics vs. APS Dagshai (away)		
			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.	6th	...	Shivratri—Administrative Holiday		
			Rahul Johnson Trophy Squash		
			Tournament commences		
Tue.	7th	...	Science (Physics)—Upper V	...	10-30 a.m.
Wed.	8th	...	Physics (Theory)—Upper VI	...	10-30 a.m.
			Manipuri—Upper V	...	10-30 a.m.
			Mess Committee Meeting (MCR)	...	2-30 p.m.
			SUPW	4-45—6-10	p.m.
			B.D., baths	...	6-20 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Thu.	9th	...	Psychology—Upper VI	...	10-30 a.m.
			Science (Chemistry)—Upper V	...	10-30 a.m.
Fri.	10th	...	Commerce—Upper VI	...	10-30 a.m.
Sat.	11th	...	Sculpture (Theory)—Upper VI	...	10-30 a.m.
			Science (Life Science)—Upper V	...	10-30 a.m.
			I—H Jr. English Debate post-poned		

	B.D., baths	...	5-10 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
Sun. 12th	...	Cricket Electrons vs. YPS, Mohali (away)	
		Basket Ball Prep Girls vs. YPS, Mohali (away)	
	Study hour (dorms.)		12-15—1-15 p.m.
	Hindi Film cancelled		
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	4-30 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.

No. 51. 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. 52. 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. 53. 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. 54. 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 1988 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. 55. 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. 56. 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. 57. 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. 58. ADMINISTRATIVE HOLIDAY

Monday, 6-3-1989 will be observed as Holiday by Adm. Staff, on account of Shiv Ratri.

No. 59. CINEMA

An English film will be shown in Barne Hall at 4-00 p. m. for both P.D. and Senior School on Sunday, 5th March, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th March 1989

Part I

60-69

No. 60. PROGRAMME**March**

Fri. 10th	...	Commerce—Upper VI	...	10-30 a.m.
Sat. 11th	...	Sculpture (Theory)—Upper VI	...	10-30 a.m.
		Science (Life Science)—Upper V	...	10-30 a.m.
		I—H Jr. English Debate post-poned		
		B.D., baths	...	5-10 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Sun. 12th	...	Cricket Electrons vs. YPS, Mohali (away)		
		Basket Ball Prep Girls vs. YPS, Mohali (away)		
		Study hour (dorms.)	12-15—1-15 p.m.	
		Hindi Film cancelled		
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 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.
Mon. 13th	...	Chemistry (Theory)—Upper VI	...	10-30 a.m.
Tue. 14th	...	Accountancy—Upper VI	...	10-30 a.m.
		Maths Society Meeting (after supper)		
Wed. 15th	...	Biology (Theory)—Upper VI	...	10-30 a.m.
		Lecture—Career in I.A.F. (ISC)	...	3-30 p.m.
		(Present Upper Vs. & Lower VIs. will attend)		
		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. 16th	...	Elective Language English—		
		Upper VI	...	10-30 a.m.
		Social Science (History & Civics)—		
		Upper V	...	10-30 a.m.
Fri. 17th	...	Economics—Upper VI	...	10-30 a.m.

Sat. 18th	...	Social Science (Geography)—	
		Upper V	... 10-30 a.m.
		Recitation competition post-poned	
		B.D., baths	... 5-10 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 19th	...	Cricket Electrons vs. YPS, Mohali (home)	
		Prep Girls Basket Ball vs. YPS, Mohali (home)	
		Study hour (Dorms)	12-15—1-15 p.m.
		English Film cancelled	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 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.

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, 1989.* All owners of dogs will register with the School Office all dogs owned by them.

Notes : (a) When dogs are acquired after 25th 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 1990. The year for which it is valid will be found stamped on it, e.g. 1989/90.

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

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

4. Inoculation against rabies

- (a) All dog owners at Sanawar must inform the RMO in writing latest by 15th March 1989 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 immunized by someone other than the RMO, a certificate from the RMO must still be obtained by the owner. The RMO will issue this only after having satisfied herself that the dog has in fact been satisfactorily immunized.

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

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

- (ii) Dogs which have been protected against rabies previously have to be re-inoculated once annually.
- (e) All dog owners must contact the R.M.O. in good time preferably in March annually and ascertain from her the date and time when they should bring their dogs at the School Hospital for inoculation.
5. Dogs owned by staff members, school employees, etc., other than those whose names are on the printed annual Staff List are not permitted loose in the school area above the level of the road from the school main entrance to Moti Corner via BD pavement and below the School hospital, or above the level of Moti Corner to the school main entrance along Long Back, and are liable to be destroyed if found there.
6. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Order do not go and/or those who cannot read these instructions themselves, and will explain the instructions to them in detail and satisfy themselves that they have understood them. The responsibility for compliance with the requirements of this order is entirely that of the owners of dogs and not that of the R.M.O., the School Office or any one else except as stated in para 4 (d) (i) above.

No. 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. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday 7th May (6-00 a.m.) to Sunday, 14th May, (4-00 p.m) 1989. 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 pro-forma (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 24th March, 1989. 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) I/c of Hiking parties are requested to clearly indicate on the proforma the dates with timings of the groups halts at various PWD/Forest Rest Houses, including the accomodation needed by their group, so that the School Office is in a position to write, in advance, for reservations to the appropriate authority.
- (4) 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 24th March, 1989.
- (5) 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 24th March, 1989.
- (6) 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.
- (7) 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.
- (8) Party I/c are requested to inform in writing the Housemaster/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.
- (9) 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.

- (10) The expenses on these hikes should be kept to the bare minimum, and should not exceed Rs. 200/- per child. An allowance for food at the rate 10/- per head per day will be given to each party. This includes all expenses; no extra amount will be issued.
- (11) 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.
- (12) 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.
- (13) 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.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th March 1989

Part I

70-77

No. 70. PROGRAMME**March**

Fri. 17th	...	Economics—Upper VI	...	10-30 a.m.
Sat. 18th	...	Social Science (Geography)— Upper V	...	10-30 a.m.
		Recitation competition post-poned		
		B.D., baths	...	5-10 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Sun. 19th	...	Cricket Electronics vs. YPS, Mohali (home)		
		Prep Girls Basket Ball vs. YPS, Mohali (home)		
		Cricket HM's XI vs. DHM's XI	...	10-40 a.m.
		English Film cancelled		
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 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.
Mon. 20th	...	Hindi Course—A } Hindi Course—B }	Upper V	... 10-30 a.m.
Tue. 21st	...	SPIC—MACAY Programme (subject to confirmation)		
Wed. 22nd	...	Holi—Administrative Staff Holiday		
		Science Practicals—Upper V		
		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 Educational Film (after supper)		
Thu. 23rd	...	Geography—Upper VI	...	10-30 a.m.
		Science Practicals—Upper V		
		Leavers dinner with H.M.	8-00—9-30	p.m.
Fri. 24th	...	Good Friday—School & Administrative Holiday		
		Festival Cricket Match	...	10-30 a.m.
		Sunday timings		
		Painting—Upper VI		

	Board Upper Vs leave for camp	
	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. 25th	... Physics Practicals—Upper VI	
	Prep Girls Basket Ball vs. APS, Dagshai (home)	
	B.D., baths	... 5-00 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.
	English Debating Society Meeting (after supper)	
Sun. 26th	... 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. 71. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper/alter the electrical installations of all kinds in all School buildings including dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table lamps are permitted, such as for Prefects, etc., provision of plug-point/extension wire etc., has already been made by the Engineer. Will all Housemasters/Housemistresses please immediately check up on this, and ensure that this order is complied with. The Engineer is requested to inspect all the dormitories and report to the Bursar, if he observes any violations of this order. This inspection may please be completed latest by 28th March, 1989.

No. 72. STAFF GUEST—MESSING IN SCHOOL KITCHEN

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

No. 73. TUCK SHOP FACILITIES

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

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

No. 74. BANK WORKING HOURS

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

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

No. 75. SPORTS ITEMS FROM TUCK SHOP

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

No. 76 SCHOOL FRUIT & VEGETABLE SHOP

The following rates will be effective from 16-3-1989 to 15-6-1989 in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Beans, Methi, Kali Tori & Kathal.	} ... 3-50 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 2-50 Per Kg.
Potatoes	... 2-00 ,,
Onions	... 2-50 ,,

Tomatoes	... 3-00 Per Kg.
Lime Fresh	... 18-00 ,,
Ginger Fresh	... 19-00 ,,
Garlic	... 7-00 ,,
Chillies Green	... 11-00 ,,
Dhania Green	... 5-00 ,,
Fruit	
Banana	... 7-50 ,,
Apple Red	... 14-50 ,,
Apple Golden	... 15-00 ,,
Oranges	... 14-50 ,,
Guavas	... 5-50 ,,
Grapes	... 25-00 ,,
Leechies	... 15-00 ,,
Mangoes	... 9-50 ,,
Sugar Melon	... 5-00 ,,
Water Meion	... 1-80 ,,
Plum/Alubukhara	... 7-00 ,,
Apricots	... 5-40 ,,
Peaches	... 3-70 ,,
Bair	... 5-00 ,,
Mussamies	... 12-50 ,,
Cheekoo	... 13-50 ,,
Mint Green	... 10-00 ,,

No. 77. ADMINISTRATIVE HOLIDAYS

1. Wednesday 22nd March 1989 will be observed as holiday by Adm. Staff on account of Holi.

2. Friday 24th March 1989 will be observed as holiday by Adm. Staff, and Academic Staff on account of Good Friday.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 25th March 1989

Part 1

78-82

No. 78. PROGRAMME**March**

Fri. 24th	...	Good Friday—School & Administrative Holiday	
		Sunday timings	
		Festival Cricket Match	... 10-30 a.m.
		Painting (Practical)—Upper VI	
		Board Upper Vs leave for camp	
		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. 25th	...	Physics Practicals—Upper VI	
		Prep Girls Basket Ball vs. APS, Dagshai (home)	
		B.D., baths	... 5-00 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.
		English Debating Society Meeting (after supper)	
Sun. 26th	...	Study hour (Dorms.)	12-15—1-15 p.m.
		Board Upper Vs return from camp	... 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 hour (Dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 27th	...	Political Science—Upper VI	... 10-30 a.m.
		Chemistry Practicals—Upper VI	
Tue. 28th	...	Home Science—Upper VI	... 10-30 a.m.
		Assessment Meeting (MCR)	... 5-00 p.m.
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		SFP	8-00-11-00 p.m.

Wed. 29th	...	Special Assembly for Outgoing Upper VI	...	9-00 a.m.
		1st School cancelled		
		Classes to continue from 2nd School onwards		
		Biology Practical—Upper VI		
		Sculpture Practical—VI		
		6th & 7th School cancelled		
		Lunch P.D.	...	12-00 noon
		Farewell Lunch for out-going Upper VI	...	1-30 p.m.
		Afternoon activities cancelled		
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		B.D., baths	...	5-30 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		House farewell parties for Upper VI		8-00-11-00 p.m.
Thu. 30th	...	Painting (Theory)—Upper VI	...	10-30 a.m.
		Dormitory movement (incl. P.D.) post-poned		
		Normal afternoon activities		
		Prep cancelled		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Fri. 31st	...	Psychology Practicals—Upper VI		
		Departure (Out-going VI Formers)	...	2-00 p.m.
		Afternoon activities cancelled		
		Cricket Colts & Atoms leave for MNS, Rai	...	1-30 p.m.
		Dormitory movement (incl. P.D.) onwards	...	2-30 p.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		B.D., baths	...	5-30 p.m.
		MNS, Rai teams arrive	...	6-00 p.m.
		Prep cancelled		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.

April

Sat.	1st	...	New Admissions		
			Cricket Electrons & 1st XI vs. MNS, Rai (home)		
			Cricket Atoms vs. MNS, Rai (away)		
			Normal afternoon activities		
			B.D., baths	...	5-10 p.m.
			I—H Hindi Debate Srs.	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sun.	2nd	...	Environment Studies (Bio-room)		
			Cricket Electrons & 1st XI vs. MNS, Rai (home)		
			Cricket Colts vs. MNS, Rai (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. 79. 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. 80. 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. 81. NEW ADMISSIONS

In view of rush of work due to New Admissions, Sat. 1st April, 1989 will be observed as a full working day in all departments. Necessary adjustments will be made departmentally, by Heads of Deptts in a staggered manner by giving compensatory half day offs.

No. 82. CINEMA

An English film will be shown in Barne Hall at 4-00 p. m. for both P.D. and Senior School on Sunday, 26th March, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st March 1989

Part I

83—89

No. 83. PROGRAMME

March

Fri.	31st	...	Psychology Practicals—Upper VI		
			Departure (Out-going VI Formers)	...	2-00 p.m.
			Afternoon activities cancelled		
			Cricket Colts & Atoms leave for		
			MNS, Rai	...	1-30 p.m.
			Dormitory movement (incl. P.D.)		
			onwards	...	2-30 p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			B.D., baths	...	5-30 p.m.
			MNS, Rai teams arrive	...	6-00 p.m.
			Prep cancelled		
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.

April

Sat.	1st	...	New Admissions		
			Cricket Electrons & 1st XI vs. MNS, Rai (home)		
			Cricket Atoms vs. MNS, Rai (away)		
			Normal afternoon activities		
			B.D., baths	...	5-10 p.m.
			I—H Hindi Debate Srs.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sun.	2nd	...	Environment Studies (Bio-room)		
			Cricket Electrons & 1st XI vs. MNS, Rai (home)		
			Cricket Colts vs. MNS, Rai (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.

Mon. 3rd	...	Revised Teaching Time—Table comes into effect I—H Tennis Commences	
Tue. 4th	...	Dramatic Society Meeting (after supper)	
Wed. 5th	...	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. 6th	...	Summer routine as published seperately comes into effect— Long trousers for boys discontinued	
Fri. 7th	...	Vindhya House Show— 1st performance	... 4-30 p.m.
		(P.D., L-IV & U-IV boys will attend)	
Sat. 8th	...	Morning Prep	6-40—7-40 a.m.
		Cricket 1st XI vs. Jamshedpur— Subject to confirmation	
		Vindhya House Show— final performance	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 9th	...	Prep Girls Basket Ball vs. APS, Dagshai (home) Cricket Electrons vs. APS, Dagshai (home) Cricket Atoms vs. APS, Dagshai (away) Cricket Colts 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. 84. DAILY ROUTINE

The pre-lunch routine with effect from Thursday 6th April 1989 will be as under :—

Rouser	... 6-00 a.m.
Chota Hazri	... 6-20 a.m.
P.T.	6-30—7-00 a.m.
M.I., G.D.	... 7-20 a.m.
M.I., B.D.	... 7-30 a.m.
House Inspection	... 7-35 a.m.
1st School	7-50—8-30 a.m.
Breakfast	... 8-35 a.m.
Assembly	... 9-20 a.m.
2nd—3rd School (45 mts. School)	9-30—10-55 a.m.
Break	10-55—11-15 a.m.
4th—6th School (45 mts. 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. On Saturdays there will be morning prep from 6-40—7-40 a.m. Daily evening prep will be from 6-15—7-35 p.m.

No. 85. TEACHING ROUTINE—WEDNESDAY 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.
Lunch	... 1-40 p.m.

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

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

2nd School	9-10—9-50 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.
7th School	12-50—1-30 p.m.
Lunch	... 1-35 p.m.

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

No. 86. NEW ADMISSIONS

1. New admissions are scheduled on 1-4-1989.

2. Mr. Dhani Ram and Mr. Onkar Singh will be on duty from 8-30 a.m. to 4-00 p.m. at the Bakery on 1st April, 1989 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. 1st April	... 30	11	47	24

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

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, has been already issued by School Office, to all concerned.

No. 87. 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 1-4-1989.

No. 88. RECALL ON DUTY

Saturday 1st April 1989, will be full working day, 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. 89. CINEMA

An English film will be shown in Barne Hall at 4-00 p. m. for both P.D. and Senior School on Sunday, 2nd April, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th April 1989

Part I

90—98

No. 90. PROGRAMME**April**

- Fri. 7th ... Jamshedpur Cricket team arrives**
Vindhya House Show—
1st performance ... 4-30 p.m.
(P.D., L-IV & U-IV boys will attend)
- Sat. 8th ... Morning Prep 6-40—7-40 a.m.**
Cricket 1st XI vs. Jamshedpur
Squash/Tennis vs. Jamshedpur
Afternoon activities cancelled
School will watch the match till tea time
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. 9th ... Prep Girls Basket Ball vs. APS, Dagshai (home)**
Cricket Electrons vs. APS, Dagshai (home)
Cricket Atoms vs. APS, Dagshai (away)
Cricket Colts vs. APS, Dagshai (away)
Pre-lunch Study hour cancelled
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. 10th ... Prep cancelled**
B.D., baths ... 5-00 p.m.
Music Recital—SPICMACAY ... 6-15 p.m.
Sr. School Supper (after the performance)

Wed. 12th	...	Mess Committee Meeting (MGR)	...	2-30 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.
		Maths Society Meeting (after supper)		
Thu. 13th	...	Baisakhi—Administrative Holiday		
Fri. 14th	...	Ram Naumi—Administrative Holiday		
Sat. 15th	...	Morning Prep	6-40—7-40	a.m.
		Cricket Headmaster's XI vs. St. Stephen's Principal's XI		
		Afternoon activities cancelled		
		School will go down to watch the match till tea time		
		B.D., baths	...	5-00 p.m.
		I—H Jr. English Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Staff Club Dinner	...	8-30 p.m.
Sun. 16th	...	Cricket 1st XI vs. Soods XI (home)	...	9-30 a.m.
		School will go down to watch the match		
		Tea P.D.	...	3-20 p.m.
		Tea Sr. School	...	3-40 p.m.
		Film (for both P.D., & Sr. School)	...	4-00 p.m.
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

No. 91. 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 15 February, 1985 refers).

No. 92. SCHOOL LEDGERS

All staff members who have School property under their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought upto date, with all entries completed, latest by 10 April, 1989. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during their audit work.

No. 93. 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. 94. 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. 95. SUMMER KIT

The entire School will switch over to Summer Kit with effect from Monday, 1st May, 1989.

No. 96. 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, 1989.

No. 97. ADMINISTRATIVE HOLIDAYS

Thursday, 13th and Friday, 14th April, 1989 will be observed as holidays by Adm. Staff on account of Baisakhi and Ram Naumi respectively.

No. 98. 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, 9th April, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Wednesday, 12th April, 1989****Part I**

99—100

No. 99. PROGRAMME**April**

Fri. 14th	...	Ram Naumi—Administrative Holiday	
Sat. 15th	...	Morning Prep	6-40—7-40 a.m.
		Cricket Headmaster's XI vs. St. Stephen's Principal's XI	
		Afternoon activities cancelled.	
		School will go down to watch the match till tea time.	
		B.D., baths	... 5-00 p.m.
		I—H Jr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff Club Dinner	... 8-30 p.m.
Sun. 16th	...	Cricket 1st XI vs. Soods XI (home)	... 9-30 a.m.
		School will go down to watch the match	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		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	...	SPIC—MACAY Programme	... 6-15 p.m.
Tue. 18th	...	I—H (BD) Basket Ball Finals post-poned	
Wed. 19th	...	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. 21st	...	G.D, Basket Ball & Boys' teams leave for Welham Girls/Doon School	
		P.D., Show first performance	... 4-30 p.m.
		(P.D., L-IV & U-IV boys will attend)	
Sat. 22nd	...	Morning Prep	6-40—7-40 a.m.
		Matches vs. Welham Girls/Doon School (away)	
		B.D., baths	... 5-00 p.m.
		P.D. Show final performance	... 6-00 p.m.

	Sr. School Supper (after the performance)	
	P.D., Green Room Party	
	(P.D. pavement)	... 8-30 p.m.
Sun. 23rd	Matches vs. Welham Girls/Doon School (away)	
	Nature Club Meeting (Bio. Room)	
	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. 100. 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 April, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 19th April 1989

Part I

101

SPECIAL ORDER

No. 101. MEDICAL CATEGORISATION-SCHOOL CHILDREN

In order to avoid repeated medical examination for ascertaining physical fitness of children for each of the seasonal games and sports, and other activities, it has been found convenient and useful to group children under separate categories, indicating the extent to which any particular child could involve himself/herself in outdoor activities, boxing, P.T., gymnastics, etc. House-wise lists of children indicating their categories, and specific limitations are given below. All concerned are requested to take action with immediate effect :

The medical categories are defined as follows :—

Category 'B'—Restricted activities as shown against the name of the child. Most of these children wear braces. They must get written permission from their parents/orthodontist to do gym.

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

<i>Name</i>		<i>Med. Ctg.</i>
	HBD	
Arvind Suri	... B	Cricket, Tennis, Badminton, Squash.
Amandeep S. Gill	... B	Gym. & Boxing
Amrtyo Banerjee	... B	Gym. & Boxing
Amarjyot S. Hundal	... B	Gym. & Boxing
Mohitinder S. Gill	... B	Gym., Boxing & Swimming.
Srijoy Das	... B	Gym. & Boxing
Subil S. Bhattal	... B	Gym., Boxing & Hodsons.
Shiv Ashish Gupta	... B	Gym. & Boxing
Tirth S. Brar	... B	Gym. & Boxing
Vikramjit S. Chima	... B	Gym. & Boxing
Vijay S. Balasubramanian	... B	Long distance running
Vikram Himmatsingka	... B	Gym. & Boxing
Chandan Raj Grewal	... B	Boxing & Gym.

Gautam Munjal	...	B	Boxing & Gym.
Tenzin	...	B	Hodson & Long distance running.
Sunil Nadkar	...	B	Hodson & Long distance running.
Yash Dhanukar	...	B	Hodson, Long distance runs.
Deepak Dhanukar	...	B	Hodson, Long distance runs.
Vineet Harnal	...	B	Hodson, Long distance runs.

NBD

Arvind Attri	...	C	
Aman Batra	...	B	Gym. & Boxing
Akhil Mahajan	...	B	Gym., Boxing & Swimming.
Gauravjit Kochhar	...	C	
Gaurav Raina	...	B	Jumps, Gym.
Gagandeep Randhawa	...	B	Gym. & Boxing
Gaurav Bhagat	...	B	Gym. & Boxing
Mainak Choudhry	...	B	Gym. & Boxing
Mudit Sibal	...	B	Gym. & Boxing
Manpreet Sawhney	...	B	Gym. & Boxing
Navjit S. Sandhu	...	C	
Jasjit S. Bedi	...	B	Gym. & Boxing
Rukhenjit S. Gill	...	B	Gym. & Boxing
Rajiv Kapoor	...	B	Gym., Boxing & Hand stand
Siddharth Sabberwal	...	B	Gym. & Boxing
Pankaj Bhandari	...	B	Long distance running.
Rakesh Verma	...	B	Gym. & Boxing.
Vishal Ramtri	...	B	Gym. & Boxing.
Naman Ahuja	...	B	Hodson & Long distance running.
Vivek Aggarwal	...	B	Gym & High Jumps.
Aakash K. Nighawan	...	B	Gym & High Jumps.
Chandan Dev	...	C	

SBD

Sandeep Minhas	...	B	Long distance running.
Hemant Singh	...	B	Hodson
Jasjit Singh	...	B	Swimming & Long distance running.
Shyatto Raha	...	B	Swimming

Shivir Verma	... C
Chiranjiv S. Gill	... C
	NPD
Damandeep Sidhu	... B Gym. & Boxing.
Durrez Ahmed	... C
	VPD
Benji L. Sugathan	... B Boxing & Gym.
Vishal Chandiramani	... B Boxing & Gym.
Vikrant Dhanker	... C
	NPD (G)
Avineet Jhaj	... B Gym.
Inca Roy	... B Gym.
	SPD (G)
Shruti Rawat	... B Gym.
Divya Mitra	... B Swimming, Hodson, Long distance running.

Sumer B. Singh
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st April 1989

Part I

102—105

No. 102. PROGRAMME**April**

- Fri. 21st ...** G.D., Basket Ball & Boys' teams
leave for Welham Girls/Doon School
P.D., Show first performance ... 4-30 p.m.
(P.D., L-IV & U-IV boys will attend)
- Sat. 22nd ...** Morning Prep 6-40—7-40 a.m.
Matches vs. Welham Girls/Doon School (away)
B.D., baths ... 5-00 p.m.
P.D. Show final performance ... 6-00 p.m.
Sr. School Supper (after the performance)
P.D., Green Room Party
(P.D. pavement) ... 8-30 p.m.
- Sun. 23rd ...** Matches vs. Welham Girls/Doon School (away)
Nature Club Meeting (Bio. Room)
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. 24th ...** School teams return from Dehra Dun ... 4-30 p.m.
- Tue. 25th ...** Cricket 1st XI leaves for
BCS, Shimla ... 2-30 p.m.
BCS Cricket Colts & Atoms arrive ... 5-00 p.m.
- Wed. 26th ...** Cricket Colts & Atoms vs. BCS, Shimla (Home)
Afternoon games cancelled
School will go down to watch the matches
Cricket 1st XI vs. BCS, Shimla (away)
SUPW 4-45—6-10 p.m.
BCS, Colts & Atoms leave ... 5-00 p.m.
B.D., baths ... 6-20 p.m.

		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Cricket 1st XI returns	... 7-30 p.m.
Thu. 27th	...	PPS, Nabha Cricket Electrons & 1st XI arrive	... 6-00 p.m.
Fri. 28th	...	Cricket Electrons & 1st XI vs. PPS, Nabha (home) Afternoon activities cancelled School will go down to watch the match Cricket Colts & Atoms leave for PPS, Nabha	... 1-30 p.m.
		Normal Prep	
Sat. 29th	...	Morning Prep	6-40—7-40 a.m.
		Nabha teams leave	... 9-00 a.m.
		Cricket Atoms & Colts vs. PPS, Nabha (away) New Admissions permitted SOPs	
		B.D., baths	... 5-00 p.m.
		I—H Sr. English Debate	... 6-00 p.m.
		YPS, Patiala Cricket Electrons & 1st XI arrive	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 30th	...	Cricket Electrons & 1st XI vs. YPS, Patiala (home) School will go down to watch the match Cricket Colts & Atoms 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. 103. 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.

No. 101. CORRIGENDUM

School Special Order No. 101, dated 19th April 1989.
Kindly read the pages from 55 to 59 as 57 to 61.

No. 105. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 23rd April, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th April 1989

Part I

106—111

No. 106. PROGRAMME**April**

Fri. 28th	...	Cricket fixture with PPS, Nabha cancelled	
		Normal afternoon activities	
Sat. 29th	...	Morning Prep	6-40—7-40 a.m.
		Cricket Colts & Atoms leave for YPS, Patiala	... 1-30 p.m.
		New Admissions permitted SOPs	
		B.D., baths	... 5-00 p.m.
		I—H Sr. English Debate	... 6-00 p.m.
		YPS, Patiala Cricket Electrons & 1st XI & Girls' Ball teams arrive	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 30th	...	Cricket Electrons & 1st XI vs. YPS, Patiala (home)	
		School will go down to watch the match	
		Girls' Basket Ball vs. YPS, Patiala (home)	... 11-00 a.m.
		Cricket Colts & Atoms 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.
		Cricket Colts & Atoms 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.

May

Mon. 1st	...	I—H Cricket tournament Commences	
Wed. 3rd	...	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 Educational Film (after supper)	

Thu.	4th	...	Assessment Meeting (MCR)	...	5-30 p.m.
Fri.	5th	...	Himalaya House Show first performance	...	4-30 p.m.
			(P.D., L-IV & U-IV boys will attend)		
			Prep cancelled		
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.
Sat.	6th	...	Morning Prep cancelled		
			Classes cancelled after Milk Break		
			Camp preparations		
			Lunch P.D.	...	12-00 noon
			Lunch Sr. School	...	1-00 p.m.
			I—H Cricket tournament concludes		
			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.	7th	...	Id-ul-Fiter		
			School breaks for camps		
Sun.	14th	...	Camping/hiking parties return		
			Summer kit issued		

No. 107. 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. 108. EARNED LEAVE APPLICATIONS

Earned leave now will be sanctioned, if due, for a minimum period of 8 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. 109. INTERNAL TELEPHONES

Int. Telephone No. 46 has been allocated for Mr. C.S. Matharu's residence.

This is for information of all concerned.

No. 110. MEDICAL CATEGORY

Naushad Wadia	SBD ...	Cat. 'A'
Richa Nagrath	SGD ...	Cat. 'A'

No. 111. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 30th April, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th May 1989

Part I

112—118

No. 112. PROGRAMME**May**

Fri.	5th	...	Himalaya House Show first performance	...	4-30 p.m.
			(P.D., L-IV & U-IV boys will attend)		
			Prep cancelled		
			B.D., baths	...	6-15 p.m.
			Supper P.D.	...	6-30 p.m.
			Supper Sr. School	...	7-30 p.m.
Sat.	6th	...	Morning Prep cancelled		
			Rouser	...	7-00 a.m.
			Classes cancelled after Milk Break		
			Camp preparations		
			Lunch P.D.	...	12-00 noon
			Lunch Sr. School	...	1-00 p.m.
			I—H Cricket tournament concludes		
			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.	7th	...	Id-ul-Fiter		
			School breaks for camps		
Sun.	14th	...	Camping/hiking parties return		
			Summer kit issued		
Mon.	15th	...	P.T., & 1st School cancelled		
			Breakfast Sr. School	...	8-35 a.m.
			Normal pre-lunch routine resumed		
			Afternoon activities cancelled		
			Camping / hiking equipment returned		
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			B.D., baths	...	5-00 p.m.

Delhi Symphony Society recital	...	6-00 p.m.
Supper P.D.	...	6-00 p.m.
Supper Sr. School (after the recital)		

No. 113. HEADMASTER'S CARD

A Headmaster's Card for indiscipline is being introduced. This Card will be the most serious punishment that a student in the school can be awarded. It will be a formal way in which the school and the parent concerned will be informed immediately of serious misconduct.

The Card will be issued at the discretion of the Headmaster after he has received recommendations from, and has held discussion with, the House staff concerned and the D.H.M./Sr. Mistress. Teachers may, in confidence, recommend students for this Card to the House Staff concerned and the House Staff will decide whether or not to further recommend the case to the Headmaster.

The Card will be effective for a period of 30 days during which time the student concerned will not be permitted any WOPs/SOPs and will not be permitted to wear home clothes (except for Socials). Additional punishments during this period may or may not be awarded.

Reasons for which this Card could be awarded include cheating, stealing, vadalism, bullying, breaking bounds, repeated general misconduct.

No. 114. 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. 115. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1989 as on 14.5.1989 will be sent to House

Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 20-5-89 (3.00 p.m.)

No. 116. 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. 117. SWIMMING

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

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

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

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

- (a) He/she has taken a roll call of the non-swimmers and weak swimmers present, according to the list prepared. **ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS** (House Staff will please arrange for the purchase of these caps by children from the Tuck-shop). Children who are good swimmers and are in possession of white caps will arrange either to change 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. 118. 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.

SUMER B. SINGH
Headmaster

Any loss slips, debit notes, expense vouchers, etc., etc., involving these students must be sent to school office latest by 20-5-1989. 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. 124. MEDICAL CATEGORY

Surmeet S. Mann	SBD	...	Upgraded to Cat. 'A'
Ikreet Bal	VBD	...	Cat. 'C'

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th May 1989

Part I

125—136

No. 125. PROGRAMME**May**

Sat. 20th	...	Morning Prep	6-40—7-40 a.m.
		Careers Seminar O.S., Society	... 10-00 a.m.
		I—H Sr. English Debate post-poned	
		Khud cleaning (House-wise)	3-15—4-30 p.m.
		B.D., baths	... 7-00 p.m.
		Supper Sr. School	... 7-40 p.m.
Sun. 21st	Nature Club	
		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.
		Dance Recital—SPICMACAY	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School (after the recital)	
Mon. 22nd	...	Career Counselling	
		I—H Basket Ball G.D. Commences	
Tue. 23rd	...	Career Counselling	
Wed. 24th	...	Career Counselling	
		SUPW	3-15—4-35 p.m.
Fri. 26th	...	Nilagiri House Show	
		1st performance	... 5-00 p.m.
		(P.D., L-IV & U-IV boys to attend)	
		Post-tea activities cancelled for L-IV & U-IV boys	
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 7-50 p.m.
Sat. 27th	...	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. 28th	Study period (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 period (dorms)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 126. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—30th November 1989, to the Bursar not later than 12th June, 1989.

No. 127. 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. 128. 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. 129. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD, and PD commencing Wed. 7th June, 1989 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:—

Wed.	7th June '89	{	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
Thu.	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
Fri.	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. 130. STAFF SICK-IN-QUARTERS

All 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 the Deptts, kindly explain the details given in this Order, to Staff working under them, especially to those who cannot read School Orders.

No. 131. 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. 132. MEDICAL CATEGORY

Vinayak Mohan	SBD	...	Cat. 'C'
Sonali Yograj	VGD	...	Cat. 'C'
Vikrant Dhankar	VGD	...	Cat. 'B' only permitted to do standing P.T. throughout his stay in school.
Anchal Bhalla	SGD	...	Cat. 'C'
Shivir Verma	HPD	...	Cat. 'A'

No. 133. 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. 134. WATER CHARGES (RATES)

The rate of water charges payable by Staff will be as follows w. e. f. 15-4-1989 :—

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

Rs. 1/80 per thousand litres.

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

(i) Single members—Rs. 6/- per month.

(ii) Staff with families—Rs. 5/50 per head, to a maximum of Rs. 16/50 per month.

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

No. 135. CAREER COUNSELLING

The programme for the Institute For Career Studies, Lucknow, is as under :—

May

Mon. 22nd

X (11-00 a.m.—1-00 p.m.) & XI & XII (2-30 p.m.—5-30 p.m.)

(1) Introduction

(2) Detailing of career options phase I

(3) Interest Identification and Aptitude Exercises

Tue. 23rd

X (9-30 a.m.—12-30 p.m.) & XI & XII (2-00 p.m.—5-00 p.m.)

(1) Detailing of career options Phase II

(2) Development of communication skills

(3) Practical exercises of group discussion and interview

X, XI & XII (5-30 p.m.—7-30 p.m.)

(1) Individual counselling and informal discussions

Wed. 24th

X (9-30 a.m.—12-30 p.m.) & XI & XII (2-00 p.m.—5-00 p.m.)

(1) Detailing of career options Phase III

(2) Review and Discussion on Interest Identification and Aptitude Exercises

X, XI & XII (5-30 p.m.—6-30 p.m.)

General Knowledge Quiz. Each class may select 3 members to participate in the Inter Class Quiz.

No. 136. 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, 21st May, 1989.

SUMER B. SINGH
Headmaster

Vivek Zutshi	...	B	Long distance running, P.T. & field games.
Naushad S. Wadia	...	B	Gym. & Boxing.
Avtar Singh	...	B	Ex. P.T.
Rohan Vaziralli	...	B	Gym. & Boxing.
Vikram Hazuria	...	B	Gym., Boxing & Swimming.
Amit Mehta	...	C	
Ritwik Das Gupta	...	B	Gym. & Boxing.
Ramit Mahajan	...	B	Gym. & Boxing.
Tarun Rawat	...	B	Gym. & Boxing.
Mandeep S. Tiwana	...	C	
Deep K. Mitra	...	B	Hodson & Long distance running.
Satnam Singh	...	B	Gym & High Jumps.
Sumeet S. Mann	...	C	up to 1st June

VBD

Anup Basnet	...	B	Boxing & Gym.
Hamrit Chawla	...	B	Boxing & Gym.
Anurag Srivastava	...	B	Boxing & Gym.
Harjyot S. Pahwa	...	B	Boxing & Gym.
Manpreet S. Puar	...	B	Boxing & Gym.
Shishubind Kumar	...	B	Boxing & Gym.
Vir Pratap Brar	...	B	Boxing & Gym.
Ankur Arya	...	B	Boxing & Gym.
Rajat Khanna	...	B	Boxing & Gym.
Shafaat Hussian	...	B	Boxing & Gym.
Yogesh Kapoor	...	B	Boxing & Gym.
Sharad Thadani	...	B	Boxing & Gym.
Amanvir S. Dhillon	...	B	Boxing & Gym.
Money Aggarwal	...	B	Boxing & Gym.
Abhijit Singh	...	B	Hodson & Long distance running.
Gurvinder S. Phoolka	...	C	

HGD

Nisha Sareen	...	B	Hodson, Long distance run- ning.
Roopan Sikand	...	B	Long distance running.
Irene P. Sunup	...	B	Swimming

Natasha Nain	...	B	Gym.
Puneeta Sodhi	...	B	Gym.
Chandani Sirkeck	...	B	Gym.
Aman Dhillon	...	B	Hodson, Long distance runs.

NGD

Shazmeen Hussain	...	B	Hodson
Isha Kaur Akoi	...	B	Hodson
Kamal Virk	...	B	Hodson
Thea Ghandhy	...	C	
Pooja Kochhar	...	B	Swimming
Savera K. Sidhu	...	B	Gym.
Gauri Singh	...	B	Hodson
Madhavi Sibal	...	B	Gym.
Simran K. Khuranna	...	B	Gym.
Inca Yamini Roy	...	B	Gym.
Inayet Sandhu	...	B	Gym.

SGD

Premika Bhatia	...	B	Hodson & Long distance running.
Shailja Sharma	...	C	
Rokono Sircar	...	B	Hodson & Long distance running.
Ashrika Das	...	B	Hodson & Long distance running.
Pooja Malviya	...	C	
Poonam Dahiya	...	B	Gym.
Richa Nagrath	...	C	Until May 10th.
Rohini Aggarwal	...	B	Gym.
Farah Lawyer	...	B	Gym.

VGD

Dashveen K. Bal	...	C	Uufit 10-5-1989.
Sheena Pandey	...	B	Hodson & Long distance running.
Bhawani Singh	...	B	Gym.
Ismat K. Gill	...	B	Gym./Swimming.
Gayatari Cariappa	...	C	

HPD

Randeep Sangwan	...	C	
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LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th May 1989

Part I

119—124

No. 119. PROGRAMME**May**

Sun. 14th ...	Camping/hiking parties return	
	Summer kit issued	
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Mon. 15th ...	P.T., & 1st School cancelled	
	Rouser	... 7-30 a.m.
	Breakfast Sr. School	... 8-35 a.m.
	Normal pre-lunch routine resumed	
	Afternoon activities cancelled	
	Camping / hiking equipment returned	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-00 p.m.
	Delhi Symphony Society recital	... 6-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School (after the recital)	
Tue. 16th ...	P.T. resumed	
	Afternoon activities cancelled	
	Soccer sets made	... 2-30 p.m.
	Festival Soccer Match	... 3-30 p.m.
	Tea P.D.	... 4-30 p.m.
	Tea Sr. School	... 4-45 p.m.
	B.D., bath	... 5-20 p.m.
	Evening prep resumed	
Wed. 17th ...	Soccer season commences	
	Mess Committee meeting	... 2-30 p.m.
	SUPW	4-45—6-10 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 18th ...	I—H Squash & Individual Championship Commences	

Sat. 20th	...	Morning Prep	6-40—7-40 a.m.
		Careers Seminar O.S., Society	... 10-00 a.m.
		B.D., baths	... 5-00 p.m.
		I—H Sr. English Debate	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 21st	...	Nature Club	
		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.
		Dance Recital—SPICMACAY	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School (after the recital)	

No. 120. 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, 10th June, 1989.

No. 121. 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. 122. 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. 123. STUDENTS PERSONAL ACCOUNT

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

LAWRENCE SCHOOL ORDERS**Sanawar Friday 26th May 1989****Part 1****137—140****No. 137. PROGRAMME****May**

Fri. 26th	...	Indian Athletics team's Training Camp Commences	
		Nilagiri House Show	
		1st performance	... 5-00 p.m.
		(P.D., L-IV & U-IV boys to attend)	
		Post-tea activities cancelled for L-IV & U-IV boys	
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 7-50 p.m.
Sat. 27th	...	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. 28th	...	Study period (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 period (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 31st	...	SUPW	3-15—4-35 p.m.
		Recitation Competition	
		(L-V & U-V)	... 3-30 p.m.

June

Thu. 1st	...	Tennis (GD) Commences	
		I—H Badminton Tournament (BD) Commences	
Sat. 3rd	...	Morning Prep	6-40—7-40 a.m.
		I—H Sr. English Debate	3-30—4-30 p.m.
Sun. 4th	...	Nature Club/Environment studies.	
		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. 138. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Wednesday, 14th June, 1989.

No. 139. MEDICAL CATEGORY

Kapiljit Singh HBD Cat. 'C' for this term.

No. 140. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 28th May, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd June 1989

Part I

141—148

No. 141. PROGRAMME**June**

Sat. 3rd	...	Morning Prep	6-40—7-40 a.m.
		I—H Sr. English Debate cancelled	
Sun. 4th	...	Nature Club/Environment studies	
		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.
		Soccer 1st XI vs. O.S., Chandigarh	... 4-30 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. 5th	...	Kolahoi expedition leaves	
Tue. 6th	...	I—H Badminton (B.D.) Finals	
		I—H Swimming Final post-poned	
Wed. 7th	...	SUPW	3-15—4-35 p.m.
		Soccer House practice as under :—	
		Himalaya	4-50—5-35 p.m.
		Siwalik	5-35—6-20 p.m.
		(Vindhya & Nilagiri will attend hobbies)	
		British Council film (after supper)	
Thu. 8th	...	Assessment Meeting (MCR)	... 2-30 p.m.
		Term averages & Subject Reports handed in to Form Staff	
		Soccer House practice as under:—	
		Nilagiri	4-50—5-35 p.m.
		Vindhya	5-35—6-20 p.m.
		(Himalaya will attend hobbies)	
Fri. 9th	...	Siwalik House Show 1st performance ... (P.D., L-IV & U-IV boys to attend)	5-00 p.m.
		Post-tea activities cancelled for	

		L-IV & U-IV boys. Routine activities for all others	
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 7-50 p.m.
Sat. 10th	...	Morning Prep	6-40—7-40 a.m.
		Rest period (dorms.)	2-00—3-15 p.m.
		Tea Sr. School	... 3-30 p.m.
		Tea P.D.	... 4-00 p.m.
		I—H Soccer	4-00—5-00 p.m.
		I—H Tennis G.D.	... 4-00 p.m.
		B.D., baths	... 5-05 p.m.
		Siwalik House Show	
		final performance	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	
Sun. 11th	...	I—H Soccer	10-00—11-05 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. 142. SUMMER VACATION

The School will close on Thursday, 15th June, 1989 for the summer vacation, and will reopen on Tuesday, 1st August '89 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. 143. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Friday, 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 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. 144. 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. 145. 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. 146. STOCK REQUIREMENTS—SECOND TERM 1989

All stock-holders will please send in their requirements for the **Second Term** of 1989 [1st August to 10th Dec. '89], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1989. 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. 147. MEDICAL CATEGORY

Gauravjit Kochhar NBD Cat. 'C'

No. 148. 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, 4th June, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, TUESDAY, 6TH JUNE, 1989

Part I

149—160

SPECIAL ORDER

Summer Vacation Arrangements—1989.

No. 149. 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 Thursday, 15th June, 1989. (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 Thursday 15th June, 1989, 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 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 Tuesday, 13th June, 1989 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. 150. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Wednesday, 14th June, 1989, at 2-30 p.m. All such staff members are required to attend.

No. 151. 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. 152. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 153. LUGGAGE ARRANGEMENTS.

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

Srl. No. School Party

	Simla
2	Bombay Central
4 †	Dehradun
6	Amritsar
7	Patna (via Lucknow)
9	Dhanbad
10	Calcutta (via Delhi)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh Srinagar (Air)

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 Tuesday, 13th June, 1989 of the number of packages (luggage) to be collected from their quarters.

(iv) House Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. They must first ensure that all old labels are completely removed.

(v) Luggage of all children going to Dehradun and Amritsar party must be ready at the BD Quad. latest by 5-00 a.m. on home day i.e. 15-6-89. 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. Amritsar party luggage will be loaded on Chartered Bus, which will leave at 6-30 a.m.

(vi) Luggage of all children going to Shimla must be ready at the B.D. Quad. latest by 7-00 a.m. on 15-6-89 loaded in the trailer and transported to Dharampur. The children going to Shimla will go in the School Bus upto Dharampur and will catch a bus to Shimla.

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.

(vii) Luggage of children travelling in Srinagar Air party must be ready at BD Quad. latest by 7-00 a.m. The party will leave for Chandigarh Airport by school transport at 8-00 a.m. sharp, along with Chandigarh Party, in TELCO Bus.

(viii) Luggage of children going in Delhi 'A', 'B', 'C' and Patna 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, 1989. The Q.M. will kindly arrange for luggage to be transported from deptts. by the mazdoors and loaded on the Chartered bus(es) so that they are ready to move for Kalka at 1-30 p.m. sharp.

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

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

(x) Light luggage such as hold-alls, suit cases, etc., will travel with school parties on the party buses. The Quartermaster will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given under the heading "Sanawar/Kalka Departure Arrangements." The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Q.M. will, if necessary, engage one or two trucks, to cart all heavy luggage in one trip. The trucks may leave B.D. Quad. at 12-00 noon. The Quartermaster will also ensure that the one set of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) is sent with Mr. Nand Kishore, Mr. Nand Kishore, will be i/c of all luggage arrangements at Kalka and all problems and enquiries should be referred to him. It is specially pointed out that although Mr. Nand Kishore, is in general charge of all luggage arrangements at Kalka, escorts on arrival there, are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must *not* be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by him. *Escorts and children will supervise the loading of their luggage into their compartments by station mazdoors* after having been permitted to do so by Mr. Nand Kishore

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

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

No. 154. 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. 155. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(i) **Breakfast:**—Chandigarh, Shimla, Srinagar (Air) parties 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, & Patna parties will be at 12-00 noon and the Senior School, at 12-45 p.m. on home day.

(iii) **Tea:**—Bread/Sandwiches and tea will be served in the CDH at 3-30 p.m. for members of the Calcutta, Dhanbad, Tatanagar & 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, Dhanbad, Tatanagar and Bombay Central parties on 15-6-89. 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	70
Bombay Central	... Mr. B.K. Sharma	50
Dhanbad	... Mr. B.C. Katoch	15
Tatanagar	... Mr. S.B. Dwivedi	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. 15th June 1989.

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. 156. 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. 157. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Shimla, Dehradun, Amritsar, Srinagar, Delhi A, B, C, Patna & 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. 158. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Wednesday, 14th June, 1989, after the escorts meeting.

No. 159. 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 Thursday, 15th June, 1989. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
Dehradun	5-00 a.m.	5-30 a.m.	10	School Bus
Amritsar	6-00 a.m.	6-30 a.m.	6	Chartered Bus
Shimla	7-30 a.m.	8-00 a.m.	5	School T/Bus
Chandigarh	—do—	—do—	28	School Telco Bus
Srinagar by Air	—do—	—do—	6	„ „ „
Delhi A	1-00 p.m.	1-30 p.m.	65	Chartered Buses
Delhi B	—do—	—do—	60	„ „
Delhi C	—do—	—do—	60	„ „
Patna	—do—	—do—	28	„ „
Bombay Central	6-00 p.m.	6-30 p.m.	47	„ „
Calcutta	—do—	—do—	65	„ „
Dhanbad	—do—	—do—	13	„ „
Tatanagar	—do—	—do—	6	„ „

3. **Dehradun party** will travel in **School Bus**, leaving B.D. Quad. at 5-30 a.m. upto Kalka. From Kalka it will catch Kalka-Dehradun Bus, leaving at 7-15 a.m.
4. **Amritsar party** will travel in a chartered **Bus**, leaving Sanawar at 6-30 a.m.
5. **Shimla 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 Shimla.
6. **Chandigarh party** will travel by **School Telco Bus**, leaving BD Quad. at 8-00 a.m. sharp.
7. **Srinagar party** by **Air** will leave in **School TELCO Bus** at 8-00 a.m. for Chandigarh Air port. From there it will leave by Fligat No. IC—421 at 1300 hours.
8. **Delhi A, B, C and Patna parties** will travel by Chartered buses from B.D. Quad. to Kalka. From Kalka Delhi A,B,C, will travel by 196 Dn. Himalayan Queen Super fast train leaving at 1635 hours, and Patna party by 4 UK shuttle at 1710 hours.
9. **Dhanbad and Calcutta parties** will travel by Chartered Buses from B.D. Quad. upto Kalka. From Kalka the parties will travel in 2nd class three tier sleeper coach/ AC sleeper & 1st class coach by 2 Dn. Kalka—Delhi—Howrah Mail, at 2330 hours.
10. **Bombay Central party** will travel in Chartered Bus to Kalka. three From Kalka the party will travel in train service 2nd class tier sleeper coach by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
11. **Tatanagar party** will travel in Chartered Bus to Kalka. From Kalka the party will travel by 801/802 Kalka/Muri/Amritsar/Tata Express at 0450 hours on 16-6-89.
12. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—including the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.

13. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
14. The Bursar, assisted by Mr. L. D. Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

No. 160. NEXT TERM

The next term will begin on Tuesday, 1st August 1989, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th June 1989

Part I

161—162

No. 161. PROGRAMME**June**

Fri. 9th	...	Afternoon prep cancelled	
		Rest period (dorms.)	2-30—4-00 p.m.
		Siwalik House Show 1st performance ...	5-00 p.m.
		(P.D., L-IV & U-IV boys to attend)	
		Post-tea activities cancelled for	
		L-IV & U-IV boys. Routine activities for all others	
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 7-50 p.m.
Sat. 10th	...	Morning Prep cancelled	
		Rouser	... 7-00 a.m.
		Rest period (dorms.)	2-00—3-15 p.m.
		Tea Sr. School	... 3-30 p.m.
		Tea P.D.	... 4-00 p.m.
		Games/hobbies cancelled	
		I—H Soccer	4-00—5-15 p.m.
		I—H Tennis G.D.	... 4-00 p.m.
		B.D., baths	... 5-00 p.m.
		Siwalik House Show	
		final performance	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	
Sun. 11th	...	I—H Soccer	10-00—11-15 a.m.
		I—H Tennis G.D.	
		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. 12th	...	Normal pre-lunch routine	
		Folders handed in to House staff	... 11-00 a.m.
		Rest period (dorms.)	2-00—3-15 p.m.

	Tea Sr. School	... 3-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Routine Games/hobbies cancelled	
	I—H Soccer 1st Session	4-00—5-15 p.m.
	I—H Soccer 2nd Session	5-20—6-35 p.m.
	B.D., baths	... 6-40 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
	Musical Evening post-poned	
	Staff Club Dinner	... 8-15 p.m.
Tue. 13th ...	Normal pre-lunch routine	
	6th School cancelled	
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Founder's/Calendar Meeting (MCR)	... 2-00 p.m.
	Rest period dorms.	2-00—3-15 p.m.
	Tea Sr. School	... 3-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Routine Games/hobbies cancelled	
	I—H Soccer 1st Session	4-00—5-15 p.m.
	I—H Soccer 2nd Session	5-20—6-35 p.m.
	B.D., baths	... 6-30 p.m.
	Supper P.D.	6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 14th ...	Rouser	... 7-30 a.m.
	B.D., baths	... 8-15 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.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Form Registers handed in to	
	Sr. Mistress	... 2-30 p.m.
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. School Social (Barne Hall)	8-00-11-00 p.m.

Thu. 15th ... HOME DAY
(Meal timings & dispersal as per
Special School Orders)
Reports handed to H.M.

No. 162. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m.
for both P.D. and Senior School on Sunday, 11th June, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 1st August 1989

Part 1

* 163—183

No. 163. WELCOME

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

No. 164. PROGRAMME

August

Tue. 1st ...	School re-opens	
	Breakfast	8-30-10-00 a.m.
	New Admissions	
	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.
Wed. 2nd ...	P.T. cancelled	
	1st & 7th School cancelled	
	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 7-45 a.m.
	Breakfast Sr. School	... 8-45 a.m.
	Opening of Term Assembly	... 9-30 a.m.
	2nd School	9-50-10-30 a.m.
	3rd School	10-30-11-10 a.m.
	Break	11-10-11-30 a.m.
	4th School	11-30-12-10 p.m.
	5th School	12-10-12-50 p.m.
	6th School	12-50—1-30 p.m.
	Lunch	... 1-35 p.m.
	Afternoon activities cancelled	
	Tree planting onwards	... 2-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.

		B.D., baths	... 5-10 p.m.
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Thu.	3rd ...	Rouser	... 6-00 a.m.
		P.T., resumed	6-30—7-00 a.m.
		M.I., G.D.	... 7-30 a.m.
		M.I., B.D. } Daily	... 7-40 a.m.
		Normal teaching routine resumed	
		Afternoon activities cancelled	
		Tree planting onwards	... 2-30 p.m.
		Tea P.D.	... 4-30 p.m.
		Tea Sr. School	... 5-00 p.m.
		B D., baths	... 5-30 p.m.
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Fri.	4th ...	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.
		Siwalik	4-10—4-30 p.m.
		Vindhya	4-50—5-10 p.m.
		Tea P.D.	.. 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Prep cancelled	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sat.	5th ...	Morning Prep	6-40—7-40 a.m.
		Afternoon activities for B.D., cancelled	
		Medical Inspection B.D., :—	
		Himalaya	2-00—2-40 p.m.
		Nilagiri	2-40—3-20 p.m.
		Siwalik	3-20—4-00 p.m.
		Vindhya	4-20—5-00 p.m.

	Tea (for both P.D., & Sr. School)	...	4-00 p.m.
	B.D., baths	...	5-00 p.m.
	I—H G.K. Quiz	...	6-15 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School (after the Quiz)		
Sun. 6th	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. 165. FOUNDER'S DUTIES—1989

Athletics	B D	...	I/c Mr. K. K. Batish, Mr. Atul Sinha, Mr. William, Mr. Puri, Mr. S. Anand & Mr. S. Idris.
	G D	...	I/c Miss Shonu Mukherji, Mr. S. Mukherji & Miss. Babita Dhillon.
	P D	...	I/c Mr. G. Ahlawat, Mrs. Zutshi & Mrs. S. Anand.
Colours Parade		...	M/s B. Singh, Dhani Ram, B. C. Katoch & Sukhvinder Singh.
Sr. School Concert		...	Mr. Sengupta, Mr. Rupak Das, Mr. Malviya & Miss Neena Dutta.
P.D. Concert		...	I/c Mrs. Basu & P. D. Staff.
Sr. School & P.D.			
Concert Co-ordination		...	I/c Mr. S. Ghosh & Mrs. Sharma.
School Play		...	M/s B. Singh, Mr. Abraham & Mr. S. Ghosh.
A.D.S.		...	I/c Dr. D. C. Gupta.
Stage :		...	Miss K. Bakshi, Miss A. Arora & Mr. M.S. Wig.
Tattoo :			
(i)	Mike & co- ordination	...	Mrs. Channa
(ii)	P.T., & Gym.	...	Mr. Dhani Ram
(iii)	Bugle Band	...	Mr. Katoch
(iv)	Folk Dance	...	Miss Neena Dutta

Exhibitions :

- (i) Hobbies ... Hobbies Staff
- (ii) SUPW ... I/c Mr. S. Anand & Mr. B.D. Attri.
- (iii) Computers ... Mr. Pandit & Mrs. F. Singh.
- (iv) Photography ... Mr. S. Ghosh & Mr. A. Idris.
- (v) Museum ... Mr. K.J. Parel & Mrs. M. Khan.
- (vi) P.D. Exhibition ... I/c Mrs. Batish & P.D. Staff.

O.S. Dinner ... Mrs. Channa, Mrs. Solomon & Mr. Nathaniel

O.S. Matches ... Miss K. Bakshi, Miss Deepinder Kaur & Mr. Sukhvinder Singh.

Decorations ... Mr. M.V. Gore, Mr. C. S. Matharu & Mr. Pandey.

Sound Equipment ... Mr. S. Ghosh & Mr. Subhash Gupta.

O.S. Accommodation :

Girls ... I/c Mrs. B. Matharu & Miss Makkar.

Boys ... I/c Mr. K.J. Parel & Mr. A. Sinha.

Seating :

(i) A.D.S. ... I/c Mrs. Puri & P.D. Staff

(ii) School Play ... I/c Mr. Sequeira & B.D. Staff

(iii) Sr. School & P.D.

Concert ... I/c Mrs. Solomon & G.D. Staff

(iv) Tattoo ... Mr. Sequeira, Dr. Sharma & Mrs. Mehta

(v) Parade & Speeches ... Dr. D. C. Gupta, Mr. Abraham, Mrs. Khanna & 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. 166. 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 Thursday, 3rd August, 1989 (9-00 a.m.)

No. 167. RETURN SCHOOL PARTIES JULY, 1989.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August, 1989 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. 168. NEW ADMISSION—RECEPTION

All new admissions will take place on 1st August, 1989. 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. as per details given in another circular, dated 29-7-1989 sent to him separately.

Mr. Dhani Ram 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. 169. NEW ADMISSION—RATIONS

New children will be arriving as detailed below, and in all likelihood parents accompanying them will require lunch and in some cases, tea. Would I/c C.D.H. please indent for two extra rations per new admission from the Quartermaster to enable parents to have lunch/tea in the C.D.H. :—

	B.S.	G.S.	P.S.B.	P.S.G.
1st August ...	7	8	2	2

No. 170. 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.—12-30 p.m. (for all)
Saturday ...	10-00 a.m.—12-00 noon (for all)

No. 171. DAY SCHOLARS—MEALS IN C.D.H.

Will all staff members concerned **immediately** on their return to school, please inform the Bursar in writing as to which of their children, being day scholars will be taking meals in the C.D.H. and state in respect of each child :

- (a) Which meals (also veg. or non veg.) he/she will be taking.
- (b) Date from which this will come into effect.

Staff may kindly note that their decision to this effect will be in force up to end of this term.

No. 172. 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. 173. 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. 174. 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	... 11-00 a.m.—1-00 p.m.
Sunday & Bank Holidays	... Closed

No. 175. 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 Q.M. the dates during which these items are required.

No. 176. SCHOOL VEHICLES

When any school vehicle 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 Vehicle, without prior permission of the Bursar.

No. 177. STAFF VISITS TO BURSAR

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

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

No. 178. 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. 179. 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 has 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. 180. PHOTO COPIER MACHINE

- (1) The School has a photo copying machine, and the same has been installed in the School Office.
- (2) Mr. Gain 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. 181. 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 totally 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 examination, 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 1-8-88.

7. *The Scheme will not cover :—*

- (a) Cost of any artificial aid or appliances such as spectacles, dentures, braces, hearing aid, etc.

- (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. 182, STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school after the end of first term i.e., from 15th June, 1989 :—

Sharad Vohra	HPB
Shormila Bhaumik	SGD
Amartyo Banerjee	HBD
Dia Mohan	HGD
Sidharth Bhatia	NBD
Brijesh Inder Singh Jhaj	NBD
Ira Singh	NGD
Gagandeep S. Randhawa	NBD
Amit Ranjan (GOI Sch.)	HBD
Sumit S. Bisht	VBD
Vikramaditya Jain	HBD

No. 183. CINEMA

The English film TO BE OR NOT TO BE will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 6th August, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th August 1989****Part I**

184—186

No. 184. PROGRAMME**August**

Fri. 4th ...	Afternoon activities cancelled	
	'Body Snatching' (Bārne 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.
	Siwalik	4-10—4-30 p.m.
	Vindhya	4-50—5-10 p.m.
	Tea P.D.	.. 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-00 p.m.
	Prep cancelled	
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Sr. English Debating Society meeting (after supper)	
Sat. 5th ...	Morning Prep	6-40—7-40 a.m.
	Afternoon activities for B.D., cancelled	
	Medical Inspection B.D. :—	
	Himalaya	2-00—2-40 p.m.
	Nilagiri	2-40—3-20 p.m.
	Siwalik	3-20—4-00 p.m.
	Vindhya	4-20—5-00 p.m.
	Tea (for both P.D., & Sr. School)	... 4-00 p.m.
	B.D., baths	... 5-00 p.m.
	I—H G.K. Quiz	... 6-15 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School (after the Quiz)	
Sun. 6th ...	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.

		Supper P.D.	6-15 p.m.
		Supper Sr. School	7-15 p.m.
Wed. 9th	...	SUPW	5-15—6-30 p.m.
		B.D., baths	6-35 p.m.
		Supper P.D.	6-20 p.m.
		Supper Sr. School	7-20 p.m.
		Musical evening post-poned to Sat. 12th August '89	
		Junior English Debating Society Meeting (after supper)	
Thu. 10th	...	G.D. Basket Ball matches post-poned to 18th August '89	
Sat. 12th	...	Morning Prep	6-40—7-40 a.m.
		B.D., baths	5-30 p.m.
		Musical evening	6-15 p.m.
		Supper P.D.	6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 13th	...	Tea P.D.	3-20 p.m.
		Tea Sr. School	3-40 p.m.
		Film (for both P.D., & Sr. School)	4-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	6-15 p.m.
		Supper Sr. School	7-15 p.m.

No. 185. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Tuesday, 15th August, 1989. 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, school contractors & their staff, etc., are invited for this lunch.

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

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

The next shift will be for classes L-IV to U-V, and the employees and their families working in hospital, all ayas, printing

office staff and sanitary staff. G.D. teaching staff is requested to supervise for this second shift. The third shift will consist of classes Lower VI and Upper VI, and all other staff.

(4) I/c CDH is requested to hold a meeting with the Head Boy and Head Girl to fix up the batches of servers for each shift and all other details connected with the serving part of the lunch. Since it is envisaged that minimum number of cooks and bearers will be retained on duty on this day, it may be necessary that a separate batch of students will be required to clear the tables and clean them for laying down 'patals' for the next shift. This may kindly be discussed by Mr. Nathaniel with the Head boy and the Head Girl. Q.M. and Engineer are requested to provide six large size 'Use Me' tins in which used 'patals' will be thrown. They may kindly be kept at the bottom of the stairs from the CDH down to short-back side.

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

(6) The supper on 15-8-89 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 15-8-89 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. 186. STRENGTH—WITHDRAWAL

Sharad Thadhani (VBD) has been withdrawn from the school with effect from 29-7-89.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 7th August 1989

Part 1

187

SPECIAL ORDER**No. 187. APPOINTMENT OF PREFECTS / HELPERS**

The following appointments of Prefects/Helpers have been made with effect from 1-8-1989 :—

Head Boy	Abhijit Dutta
Head Girl	Ayesha V. Singh

Boys Department

	M.I. Prefect	Arjun Gupta
<i>H.B.D.</i>	House Captain	Tarun Hindwan
	School Prefect	Tushar M. Sockey
	House Prefects	Subir Khatau Ashish Khanna
<i>N.B.D.</i>	House Captain	Harsh Prinja
	School Prefect	Siddharth Sabherwal
	House Prefects	Vikrant Aggarwal Phiroze Contractor
<i>S.B.D.</i>	House Captain	Avtar Singh
	School Prefect	Gagandeep Dhaliwal
	House Prefects	Amujao Singh K. Lokendro Singh
<i>V.B.D.</i>	House Captain	Rajeshwar Banerjee
	School Prefect	Rohit Madan
	House Prefects	Gaurav Chopra Raman Dua

Girls Department

	M.I. Prefect	Jyotika Anand
<i>H.G.D.</i>	House Captain	Naintara Handa
	House Prefect	Rosemary
<i>N.G.D.</i>	House Captain	Madhu Goel
	House Prefect	Tania Haldar
<i>S.G.D.</i>	House Captain	Praneeta S. Kapoor
	House Prefect	Supriya Saigal

<i>V.G.D.</i>	House Captain ...	Dashveen Kaur Bal
	House Prefect ...	Kaizulieu Riemi
<i>Asstt. to :</i>		
	D.H.M. ...	Jaidev Shergill
		Kamal Virk
	Sr. Mistress ...	Vaishali Prakash
		Margaret M. Varte
<i>Helpers :</i>		
	C.D.H. ...	Pulin Kumar
		Lalmuanawma Z.D.
		Ashok Kumar
		Jagjit Soni
		Zafarullah Sheikh
		M. Vinayak Mohan
		Sumit Gulati
		Jasjit Bala
		Malini Singh
		Praneet Chopra
		Namita Karna
		Sana Javed
	Games ...	Tushar Singh
		Y. Khanna
		Saurabh Gupta
		Rajiv Bhandari
		Kaveri Lalchand
		Esther Kamei
	Hobbies ...	Stijoy Das
		Manpreet Sawhney
		Rajiv Kumar
		Amit Khandelwal
		Hanit Gyani
		Safia Abdullah
	Estate ..	Satpal Singh
		Emaan S. Mann
		Nishant Mohie
		Ravi Avalur
		Simran Khurana
		Shazia Khan

Expeditions	Arvind Attri Sharmila Devi
Library	Dhruv Mahajan Arjun Majithia Praveen Khurana Sheena Pandey
SUPW	Chitwan Grewal Deven Sequeira Indirita Singh Rokono Sircar
Costumes	Priya Dulat Dhiraj Choudhry
Chapel	Shubir Khattau Rokono Sircar
Guests	Kaveri Lalchand Gayatri Cariappa Yadvendra Khanna Jaidev Shergill
Museum	Shishubind Kumar Naushad Wadia Gayatri Cariappa
Socials	Head Boy Head Girl

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th August 1989

Part I

188—198

No. 188. PROGRAMME**August**

Sat. 12th	...	Morning Prep	6-40—7-40 a.m.
		B.D., baths	... 5-30 p.m.
		Musical evening	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 13th	...	Soccer Electrons vs. APS Dagshai (away) cancelled	
		P.D., Girls Basket Ball vs. APS Dagshai (away) cancelled	
		North Zone Inter-School Squash (Delhi)	
		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. 14th	...	Evening Prep cancelled	
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Independence-Eve Staff Club	
		Dinner (Art Room)	... 8-15 p.m.
Tue. 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.

Uppingham Cultural Group arrives	
Dry Supper	... 6-00 p.m.
Hindi film 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	

Wed. 16th	... SUPW cancelled
	B.D., baths ... 5-15 p.m.
	Performance by Uppingham Cultural Group ... 6-15 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School (after the performance)
	British Council Educational film (after supper)
Thu. 17th	... Raksha Bandhan—Administrative Holiday
	GD Basket Ball team leaves for Delhi ... 2-30 p.m.
	Soccer 1st XI leaves for YPS Patiala ... 2-30 p.m.
	Inter-House Badminton (GD) commences
Fri. 18th	... GD Basket Ball matches—Delhi
	Quadrangular Soccer 1st XI Meet at YPS Patiala (Sanawar, BCS, PPS, YPS Patiala)
Sat. 19th	... Morning Prep 6-40—7-40 a.m.
	Quadrangular Soccer 1st XI Meet at YPS Patiala (Sanawar, BCS, PPS, YPS Patiala)
	B.D., baths ... 5-30 p.m.
	GD Basket Ball matches—Delhi
	BCS, Soccer Colts & Atoms arrive ... 5-30 p.m.
	Indian Music Lecture Demonstration ... 6-15 p.m.
	Supper P.D. ... 6-15 p.m.
	Supper Sr. School (after Lecture Demonstration)
Sun. 20th	... Quadrangular Soccer 1st XI Meet at YPS Patiala (Sanawar, BCS, PPS, YPS Patiala)

Soccer Atoms vs. BCS (home)	... 10-00 a.m.
Soccer Colts vs. BCS (home)	... 11-15 a.m.
Soccer Electrons vs. YPS, Mohali (away)	
P.D., Girls Basket-Ball vs. YPS, Mohali (away)	
G.D., Basket-Ball matches—Delhi	
Swimming heats post-poned to	
Monday 21st August 1989	
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. 189. 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. 190. 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. 191. STUDENTS IDENTITY CARDS

Students who wish to have an Identity Card should purchase the blank Identity Card (costing Re. 1/- only) from Tuck Shop, and send the same to the Bursar through their Housemaster/ Housemistress alongwith a passport size photograph, with his/her full name and House, written on the back of the photograph. House Staff are requested to take necessary action in this connection.

No. 192. 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. 193. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN

All members of the staff are reminded 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.

No. 194. 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 immediately if not done so already. Handing over/ Taking over note duly signed and dated, be please sent to me latest by 21-8-1989.

No. 195. STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school :—

Farah Lawyer	(SPD)	w. e. f.	22-7-1989
Avninder Singh	(VBD)	„	31-7-1989

No. 196. HOLIDAYS

1. Tuesday, the 15th August, 1989 will be observed as a holiday by the Administrative, and Academic Staff on account of Independence Day.

2. Thursday, the 17th August, 1989 will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

No. 197. COUGH, COLD & FEVER

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

No. 198, CINEMA

The English film GOONIES will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 13th August, 1989.

A Hindi Film if it arrives in time, will be screened in Barne Hall on 15-8-1989, for Subordinate Staff and their families, from 6-30 p.m., in view of Independence Day.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 14th August 1989

Part I

199

SPECIAL ORDER**No. 199. MEDICAL CATEGORISATION-SCHOOL CHILDREN**

Following school children have been upgraded / down-graded in their medical categories :—

HBD

Srijoy Das	...	C
Rahul Himalian	...	B Swimming
Vikram Himmatsingpa	...	B Gym. & Hodson
Akash Mohan	...	B Athletic, Hodson
Amiteshwar Nain	...	B Athletic, Hodson & Swimming
Chandan Raj Grewal	...	B Gym. & Hodson
Sangram Singh	...	B Swimming

NBD

Khem Bahadur	...	C
Gopal Singh	...	B Swimming
Anish Barla	...	B Swimming
Dilshad Hothi	...	C
Rakesh Verma	...	B Athletic, Hodson & Gym.

SBD

Mushahid Raza	...	B Gym. & Jumps
Suprateek Dasgupta	...	B Swimming
Vivek M. Zutshi	...	C
Amit Mehta	...	B Gym. & Jumps
Vikram Saboo	...	B Gym.
Shailendra Rawat	...	B Gym. & Hodson
Mandeep S. Tiwana	...	B Swimming
Vineet K. Aggarwal	...	B Hodson
Kabir Sharma	...	B P.T., Gym. & Jumps
Zorawar Singh	...	B Swimming

VBD

Bharat Yadav	...	C
Anuj Gupta	...	C
Rohit Madan	...	C Standing P.T. only

Ankur Arya ... C
 Abhijit Singh ... B Hodson, Gym. & Jumps

HGD

Bhavana Masand ... B Swimming
 Roopan Sikand ... B Hodson & long distance
 running
 Sunamika Brar ... B Swimming
 Madhurima Kanwar ... B Athletic & Hodson

NGD

Inca Roy ... B Gym.
 Isha Kaur Akoi ... B Gym. & Hodson
 Neelam Thomas ... B Gym. & Jumps
 Mriganka Rathore ... B Gym. & Jumps
 Arti Sharma ... B Hodson & Gym.
 Gauri Singh ... B Hodson & Swimming
 Aman Dhillon ... B Swimming & Hodson
 Preeti Singh ... C Long distance running
 Shazmeen Hussain ... B Hodson

SGD

Aneesha Baig ... B Swimming
 Malavika Nehru ... B Hodson
 Anvita Nehra ... C permitted to do standing P.T.
 Pooja Joshi ... C
 Richa Nagrath ... C

VGD

Nitika Gupta ... C
 Ismat K. Gill ... B Swimming & Gym.
 Aida A. Pasha ... B Swimming
 Zaima Ahmed ... B Swimming
 Shailja Sharma ... B Swimming
 Radhika Singh ... B Swimming
 Aparna Thadani ... B Gym.
 Japana Singh ... B Swimming

Upgraded

Gauravjit Kochhar NBD ... B Gym. & Jumps
 Aman Batra NBD ... A
 Shyatto Raha SBD ... A

Jasjit Singh	SBD	...	A
Pooja Malaviya	SGD	...	A
Thea Ghandy	NGD	...	A
HPD			
Aditya H.S. Cheema	...	B	Swimming
Akshay Munjel	...	B	Swimming & Hodson
Arnab Dutta	...	B	Hodson
Nikhil Gupta	...	C	
NPD			
Damandeep Sidhu	...	B	Swimming
Rahul Hathiramani	...	B	Gym. & Jumps
SPD			
Aurup Das Gupta	...	B	Hodson & Athletic
VPD			
Jai Sud	...	B	Hodson & Swimming
Raghav Khanna	...	B	Hodson & Swimming
Varun Mahajan	...	B	Swimming
HPD (G)			
Avantika Kumari	...	B	Gym.
Nayanika Matharu	...	C	
Radhika Gupta	...	B	Swimming
SPD (G)			
Apnit Sethi	...	B	Swimming
Diya Mitra	...	B	Hodson & Long distance running
VPD (G)			
Diviya Dhillon	...	B	Hodson & Swimming
Upgraded			
Durrez Ahmed	...	A	

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th August 1989****Part 1****200-211****No. 200. PROGRAMME****August**

- Fri. 18th ...** GD Basket Ball matches—Delhi
 Quadrangular Soccer 1st XI Meet at YPS Patiala
 (Sanawar, BCS, PPS, YPS Patiala)
- Sat. 19th ...** Morning Prep 6-40—7-40 a.m.
 Quadrangular Soccer 1st XI Meet at YPS Patiala
 (Sanawar, BCS, PPS, YPS Patiala)
 GD Basket Ball matches—Delhi
 B.D., baths ... 5-30 p.m.
 BCS, Soccer Colts & Atoms arrive ... 5-30 p.m.
 Indian Music Lecture Demonstration ... 6-15 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School (after Lecture Demonstration)
- Sun. 20th ...** Quadrangular Soccer 1st XI Meet at YPS Patiala
 (Sanawar, BCS, PPS, YPS Patiala)
 Soccer Atoms vs. BCS (home) ... 10-00 a.m.
 Soccer Colts vs. BCS (home) ... 11-15 a.m.
 P.D., Girls Basket-Ball vs. YPS, Mohali (away)
 Soccer Electrons vs. YPS, Mohali (away)
 G.D., Basket-Ball matches—Delhi
 Swimming heats post-poned to
 Monday 21st August 1989
 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. 21st ...** I—H Swimming heats commence

Wed. 23rd	...	SUPW	5-15—6-30 p.m.
		B.D., baths	... 6-35 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Thu. 24th	...	Janam Ashtami—School Holiday	
		Sunday timings	
		B.D., baths	... 8-15 a.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Fri. 25th	...	YPS, Soccer Colts, Atoms & Electrons arrive	... 6-00 p.m.
Sat. 26th	...	Morning Prep	6-40—7-40 a.m.
		Soccer Electrons vs. YPS, Patiala	... 8-30 a.m.
		Soccer Atoms vs. YPS, Patiala	... 9-30 a.m.
		Soccer Colts vs. YPS, Patiala	... 10-40 a.m.
		Lunch for teams	... 12-30 p.m.
		YPS teams leave	... 2-00 p.m.
		School Colts, Atoms & Electrons leave for PPS, Nabha	... 2-00 p.m.
		B.D., baths	... 5-30 p.m.
		Welhams Basket Ball teams arrive	... 5-30 p.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. 27th	...	P.D. Girls Basket Ball vs. Welhams	... 9-00 a.m.
		GD Basket Ball vs. Welhams	... 10-00 a.m.
		Soccer Colts, Atoms & Electrons vs. PPS, Nabha (away)	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		School Colts, Atoms & Electrons return	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 201. 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. 202. 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. 203. POST—FOUNDERS'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 8-00 a.m. on Thursday 5th October, to 6-00 p.m. on Tuesday, 10th October, 1989, including the Chief Guests holiday. Children should inform parents of these dates.

No. 204. 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. 205. 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. 206. 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. 2/50 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. 207. 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. 208. 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.

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

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

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

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

In view of Founders 1989, the issue dates will shift to, and will be from 11th to 20th October, 1989.

No. 209. 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. 210. ADMINISTRATIVE HOLIDAY

Thursday, the 24th August, 1989 will be observed as a holiday by the Administrative Staff on account of Janam Ashtami.

No. 211. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 20th August, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th August 1989****Part I**

212—219

No. 212. PROGRAMME**August**

Fri. 25th	...	School Soccer Colts, Atoms & Electrons leave for YPS/PPS	...	2-00 p.m.
		I—Public School English Debate—MNS, Rai		
Sat. 26th	...	Morning Prep	6-40—7-40	a.m.
		School Colts, Atoms & Electrons vs. YPS, Patiala (away)		
		I—Public School English Debate—MNS, Rai		
		Welham Girls Basket Ball team arrives	...	5-30 p.m.
		B.D., baths	...	5-30 p.m.
		Senior English Debate post-poned		
		Indian Music Lecture Demonstration	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School (after the performance)		
Sun. 27th	...	School Colts, Atoms & Electrons vs. PPS, Nabha (away)		
		G.D. Basket Ball vs. Welhams	...	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.
		Study hour (dorms.)	6-00—7-00	p.m.
		School Colts, Atoms & Electrons return	...	6-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 28th	...	Welham Girls Basket Ball teams leave for Dehra Dun	...	5-45 p.m.
Wed. 30th	...	SUPW	5-15—6-30	p.m.
		B.D., baths	...	6-35 p.m.
		Supper P.D.	...	6-20 p.m.
		Supper Sr. School	...	7-20 p.m.

September

Sat.	2nd	...	Morning Prep	6-40—7-40 a.m.
			B.D., baths	... 5-30 p.m.
			Jr English Debate post-poned	
			Talk by Mrs. Maneka Gandhi	... 6-15 p.m.
			Supper P D.	... 6-15 p.m.
			Supper Sr. School (after the talk)	
Sun.	3rd	...	Soccer vs. MNS, Rai cancelled	
			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. 213. 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. 214. 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, 1989 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 15-9-89 whereafter no further adjustments will be possible.

No. 215 MISUSE OF SCHOOL STATIONERY ITEMS

It has been brought to my notice that staff are issuing exercise books and other stationary items to school children without verifying whether or not a student genuinely needs it. In future unless a child produces the previously issued exercise book for inspection by the staff concerned, no new exercise book or stationery items will be issued to any student.

No. 216. 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 children who are below 6 years of age, to school hospital, during the specified timings, so that the R.M.O. could medically examine them, and advise/ arrange remedial measures, if needed.

Heads of 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 217. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India. Ministry of Education as on 18-8-1989, studying in this School. They are no more entitled to free issue of School jerseys :—

Ch. Khamba Singh	...	HBD	Shishubind Kumar	...	VBD
Sanjeev Kumar	...	HBD	Amarjyoti Deka John	...	VBD
Z D. Dengthuma	...	HBD	Anurag Srivastva	...	VBD
Z.D. Lalmanawama	...	HBD	Bharat Yadav	...	VBD
Himanshu Shekhar	...	HBD	Lobsang Dorje	...	VBD
Ravi Shankar Kumar	...	HBD	Rajender Pal	...	VBD
Dhiraj Jyoti Choudhry	...	NBD	Rajiv Kumar Anand	...	VBD
K Ashok K. Singh	...	NBD	Satya Naraijan	...	VBD
Anurup K. Singh	...	NBD	Vijay Prakash Tewari	...	VBD
Anoop Shukla	...	NBD	Vijay Kumar Chauhan	...	VBD
Khem Bahadur Singh	...	NBD	Alicia A. Laloo	...	HGD
Rakesh Verma	...	NBD	Madhu Bisht	...	HGD
Amit Kumar Singh	...	NBD	Rosemary H.T.	...	HGD
K. Lokendro Singh	...	SBD	Margaret M. Varte	...	HGD
Rajiv Kumar	...	SBD	Laxmi Tripathi	...	NGD
Amit Awasthi	...	SBD	Poonam Kushwaha	...	NGD
Somendrajit Singh	...	SBD	Shashi Prasha	...	NGD
Vineet Kumar Agarwal	...	SBD	Samta Singh	...	NGD
Pawan Pant	...	SBD	Anu Saini	...	SGD
Satnam Singh	...	SBD	Esther J. Kamei	...	SGD
Shailendra Singh	...	SBD	Sharmila Devi	...	SGD
Ashish Kumar	...	VBD	Kaijuilui Riamei	...	VGD
Joginder Singh	...	VBD	Rakhee Srivastava	...	VGD
Ravi S. Chaturvedi	...	VBD	Seema Pant	...	VGD
Satpal Singh	...	VBD			

No. 218. MEDICAL CATEGORY

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

Gaurav Raina	NBD	...	Cat. 'C'
Rajdeep S. Sekhon	NBD	...	Cat. 'B' Swimming
Jasjit Bala	VBD	...	Cat. 'B' permit standing P.T.
Tamanna Anand	HGD	...	Cat. 'C'

No. 219. CINEMA

The English film DEATH HUNT will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 27th August, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st September 1989****Part I**

220—234

No. 220. PROGRAMME**September**

Sat. 2nd	...	Morning Prep	6-40—7-40 a.m.
		Talk by Mrs. Maneka Gandhi for P.D.	... 10-00 a.m.
		B.D., baths	... 5-30 p.m.
		Jr. English Debate postponed	
		Talk by Mrs. Maneka Gandhi for Sr. School	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the talk)	
Sun. 3rd	...	Soccer vs. MNS, Rai cancelled	
		Squash vs. YPS, Mohali	
		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. 5th	...	Teachers' Day	
		P.T. cancelled	
		Rouser	... 7-00 a.m.
		B.D., baths	... 7-30 a.m.
		Classes cancelled	
		Breakfast P.D.	... 8-00 a.m.
		Breakfast Sr. School	... 9-00 a.m.
		Inter-House Swimming Finals	... 10-00 a.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Normal afternoon activities resumed	
		Sr. Staff meeting (MCR)	... 6-15 p.m.
Wed. 6th	...	SUPW	5-15—6-30 p.m.
		B.D., baths	... 6-35 p.m.

		Supper P.D.	.. 6-20 p.m.
		Supper Sr. School	... 7-30 p.m.
		Departure Youth Quake '89 group for Delhi by Train	... 8-30 p.m.
Fri.	8th	... Celebration of International Literacy Day	
		Departure Youth Quake '89 group for Delhi by Bus	... 8-00 a.m.
		Senior Debating Society Meeting (after supper)	
Sat.	9th	... Morning Prep	6-40—7-40 a.m.
		Youth Quake '89—Delhi	
		B.D., baths	... 5-30 p.m.
		Doon School Soccer 1st XI arrives	
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun.	10th	... Soccer 1st XI vs. Doon School (home)	... 10-00 a.m.
		Youth Quake '89—Delhi	
		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. 221. INTER-HOUSE SWIMMING FINALS & SWIMMING GALA

The State Bank of Patiala has very kindly arranged for light refreshments in I.S.C. Hall on 5-9-1989 (11-45 a.m.) immediately after the Swimming Gala is over. Staff, and Individual Champions are cordially invited.

No. 222. FOUNDER'S EXHIBITIONS

The Arts, Crafts, Carpentry, Needlework, New Projects Works, and Camp exhibitions will we open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1989.

No. 223. ACCOMMODATION—BARNE HALL

Staff members are well aware of the limited accommodation which we have, and it is requested that they kindly give preference on the final days of various indoor functions, to School guests and invitees.

No. 224. 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., '89.

No. 225. 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. 226. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS

It is regretted that, for administrative reasons, it will not be possible for subordinate staff and their family members to watch or be present at the following events during Founder's :—

Athletics	Tattoo (final performance)
Fete	Parade —do—

Subordinate staff and their family members may, however attend both, the dress rehearsal of the Tattoo at 7-15 p.m. on peacestead on 27th September, and the first performance on 30th September, 1989.

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. 227. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1989 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1989, if they are joining for lunch.

No. 228. 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. 229. 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. 230. SALE OF MUTTON

The School is purchasing mutton cubes and mince from LAZEEZ in Delhi at the rate of Rs. 45 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. 231. 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. 232. 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 then, 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. 233. MEDICAL CATEGORY

Anshuman Gupta HBD ... Cat. 'B' Hodson, Athletics,
Swimming & Gym.
Tejan Ray NBD ... Upgraded for normal activities.

No. 234. CINEMA

The English film ESCAPE FROM NEW YORK will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 3rd September, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th September 1989****Part I**
235—238**No. 235. PROGRAMME****September**

Fri. 8th	...	Celebration of International Literacy Day Departure Youth Quake '89 group for Delhi by Bus	... 8-00 a.m.
		Senior Debating Society Meeting (after supper)	
Sat. 9th	...	Morning Prep	6-40—7-40 a.m.
		Youth Quake '89—Delhi	
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 10th	...	Soccer 1st XI vs. Doon School cancelled Youth Quake '89—Delhi	
		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. 11th	...	Youth Quake '89—Delhi	
Tue. 12th	...	Youth Quake group returns	
Wed. 13th	...	SUPW	5-15—6-30 p.m.
		B.D., baths	... 6-35 p.m.
		Supper P.D.	.. 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Thu. 14th	...	I—H Athletics Heats Commence Assessment Meeting (MCR)	... 6-10 p.m.
Fri. 15th	...	Swimming team leaves for MNS, Rai	
Sat. 16th	...	Morning Prep	6-40—7-40 a.m.
		IPS Swimming Meet—MNS, Rai	
		I—H Sr. English Debate	... 6-15 p.m.

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
	B.D., baths (after supper)	
Sun. 17th ...	IPS Swimming Meet—MNS, Rai	
	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. 236. ASSESSMENT MEETING—NOVEMBER '89

Assessment Meeting for November '89 was missed out in the School Calendar for Founder's Term. This is now scheduled for Friday 10th November '89.

No. 237. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1989 instead of from 1st Oct. to 10th Oct. 1989, following the same schedule laid down earlier.

No. 238. CINEMA

The English film **REVENGE OF THE NERDS** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 10th September, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 12th September 1989

Part I

239

SPECIAL ORDER**No. 239. S.U.P.W. LISTS**

1. The following S.U.P.W. lists have now been finalised. No changes will be permitted without the H.M.'s written approval.
2. Teachers in charge of S.U.P.W. activities could appoint student leaders who could assist in the organisational work and in taking attendance.
3. Teachers must report late comers and absentees in writing to the I/c S.U.P.W. (Mr. S. Anand).
4. Detailed recommendations for outstanding contribution should be made in writing to the H.M. in December each year so that a committee may consider candidates for School Colours.

ADULT EDUCATION } Mr. Manpreet Singh
 } Miss Deepinder Kaur

Boys

Kabir Mansikhani ...
 Rajeev K. Anand ...
 Uday P. S. Bhullar ...
 Vaisal Prakash ...
 Binoy Shah ...
 Rajiv Patel ...
 Viram Saboo ...

VBD ...
 VBD ...
 VBD ...
 VBD ...
 SBD ...
 SBD ...
 SBD ...

Girls

Kunjan ... HGD
 Mala Sawhney ... HGD
 Oona Sodhi ... HGD
 Suhasini Yadav ... HGD
 Bhavana Gupta ... HGD
 Reshma Roberts ... HGD
 Deepali Kapur ... HGD

ART (Mr. Madhusudan)**Boys**

Ashish Khanna ...
 Chitvan Grewal ...
 Mohitinder S. Gill ...
 Tushar M. Sockey ...
 Khamba Singh ...
 Z.D. Dengthama ...
 Amaninder Singh ...
 Amarjyot Hindal ...

HBD ...
 HBD ...
 HBD ...
 HBD ...
 HBD ...
 HBD ...
 HBD ...
 HBD ...

Sashikant Pd. ... HBD
 Ajay Pal S. Sangha ... HBD
 Praveen Khurna ... SBD
 Somendrajit Singh ... SBD
 Ashok Kumar ... NBD
 Ikreet S. Bal ... VBD
 Amit Khandelwal ... VBD
 Rohit Madan ... VBD

Girls

Shagon Baughen	...	VDG	Anjalika Singh	...	NGD
Sheena Pandey	...	VDG	Natasha Nain	...	HGD
Subani Kumari	...	VDG	Avantika Bawa	...	SGD
Praneet Chopra	...	NGD	Namita Karna	...	SGD

AUDIO VISUAL (Mr. S. Ghosh)

Boys

Sumeet Gulati	...	VBD	Shaheen Shadat	...	NBD
Arjun Bhasin	...	NBD	Vikrant Agarwal	...	NBD
Tejen Ray	...	NBD	Rishi Sehgal	...	HBD
Ashish Goel	...	NBD	Shivashish Gupta	...	HBD
Sohail Singh	...	NBD	V. Balasubrananiam	...	HBD
Aman Batra	...	NBD	Vikramjit Chima	...	HBD
Rukhen Gill	...	NBD	Rahul Mahajan	...	SBD
Sukhdev Majithia	...	NBD	Vikram Hazaria	...	SBD

Girls

Siboney Sagar	...	HGD	Sharmilee Sagar	...	HGD
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BAL—UDHAR (Dr. Siddiqi)

Boys

Raman Dua	...	VBD	Arjun Gupta	...	NBD
Jasjit S. Bala	...	VBD	Avtar Singh	...	SBD
Eman S Mann	...	NBD	Ravi Avlur	...	SBD
Jagjit Soni	...	NBD	Yadvinder Khanna	...	SBD

Girls

Ayesha V. Singh	...	VDG	Roopaman Dhillon	...	NGD
Gaytri Cariappa	...	VDG	Jyotika Anand	...	NGD
Sana Javeid	...	VDG	Tania Haldar	...	NGD
Safia Abdullah	...	VDG	Hanit Gyani	...	SGD
Ashima Uppal	...	NGD	Praneeta S. Kapur	...	SGD

BAMBOO WORK (Mr. P.P. Saklani)

Boys

Bircharan S. Brar	...	SBD	Rahul Gill	...	NBD
Jagmet Wangchuk	...	SBD			

Girls

Radhika Singh	...	(U) SGD	Pooja Joshi	...	VDG
Rohini Aggarwal	...	SGD	Wendy Rolte	...	VDG
Gurshabnam Sidhu	...	SGD	Kiran Saroff	...	VDG

BAND (Mr. B. C. Katoch)**Boys**

Sirjoy Kand	...	NBD	Aakash Mohan	...	HBD
Ravipreet Sidhu	...	NBD	Kewal S. Virk	...	HBD
Saahil Patel	...	NBD	Sujoy Mazumdar	...	HBD
Avish Barla	...	NBD	Amandeep S. Gill	...	HBD
Amit Mehta	...	SBD	Navpreet Singh Manu	...	HBD
Rajat Sehgal	...	SBD	Kunal Sharma	...	VBD
Suprateek Das Gupta	...	SBD	Manmeet S. Poonia	...	VBD
Shyatto Raha	...	SBD	Sanjeev Sain	...	VBD
Tarun Rawat	...	SBD	Preetam Baruh	...	VBD
Vinayak Mohan	...	SBD	Hari Bedi	...	VBD
Abhimanyu Chauhan	...	HBD			

CAMPUS SCULPTURE (Mr. C. S. Matharu)**Boys**

Amandeep S Dhaliwal	...	SBD	Rishi Marwah	...	VBD
Amrit Mehta	...	SBD	Tarun Bedi	...	VBD
Arjun S. Majithia	...	SBD	Yogesh Kapoor	...	VBD
Sukhpreet S Sandhu	...	SBD	Vikas Mahajan	...	VBD
Zaffar Ullah Sheikh	...	SBD	Rajeev Bhandari	...	VBD
Zaheed Hai	...	SBD	Sat Pal Yadav	...	VBD
Aprajit Saigal	...	SBD	Tirath S. Brar	...	HBD
Vishal Sood	...	SBD	Gagan Deep Dhaliwal	...	SBD
Veer Pratap S. Brar	...	VBD			

CAMP—EQUIPMENT (Mr. A. K. Bhargava)**Boys**

Shaffat Hussain	...	VBD	Srijoy Das	...	HBD
Pulin Kumar	...	HBD			

CARPENTERS SQUAB (Mr. Duli Chand)**Boys**

Anupjit S. Sekhon	...	HBD	Khem Bahadur	...	Jr. NBD
Najeer Datobhoy	...	HBD	Ashish Jaikaria	...	NBD
Suranjan Das Gupta	...	HBD	Vijay Prakash Tiwari	...	Jr. VBD
Pushjoinder S. Brar	...	HBD	Alap Modi	...	VBD
Mohinderpal S. Sidhu	...	HBD	Vivek H Zutshi	...	SBD

CERAMICS (Mr. A. Sinha)**Boys**

Rajesh	...	NBD	Vishal Thakur	...	VBD
Gagan Nanda	...	HBD	Siddharth Wazirchand...	...	VBD
Vikram Himat Singka	...	HBD	Bhubneshwar Gaur	...	VBD
Mohit Kapoor	...	VBD	Gaurav Behl	...	VBD
Anumeet Sodhi	...	VBD			

Girls

Pooja Kochhar	...	NGD	Ayesha Ahmed	...	VGD
Deepinder Gill	...	NGD	Yogini Singh	...	VGD
Aman Dhillon	...	HGD	Chitwan S. Singh	...	VGD
Hemantika Bedi	...	VGD			

CHID EDUCATION (Miss Bakshi & Miss B Dhillon)**Girls**

Ashrika Dass	...	SGD	Poonam Kushwaha	...	SGD
Trisha Sanyal	...	SGD	Margaret Varte	...	HGD
Laxmi Tripathi	...	SGD			

COSTUMES (Mr. C. Abraham)**Boys**

Viraj Patel	...	NBD	Nishant Chopra	...	NBD
Ramaninder Virk	...	NBD			

Girls

Meghna Patel	...	NGD	Praneet Aulakh	...	SGD
Richa Nagrath	...	SGD	Aneesha Baig	...	SGD
Gina Singh	...	SGD	Premika Bhatia	...	SGD
Vinit Gyani	...	SGD	Aarti Mehta	...	SGD

DANCING (Miss N. Dutta)**Girls**

Anvita Mehra	...	SGD	Ruby Singh	...	HGD
Shamoli Jajodia	...	HGD	Aarti Katoch	...	VGD
Pritha Singh	...	HGD	Inayat Sandhu	...	VGD

ELECTRICIAN SQUAD (Mr. I. Idris)**Boys**

Hirshet Barve	...	SBD	Arvind Attri	...	NBD
Sandeep Anand	...	SBD	Navjit Sandhu	...	NBD
Upjeet Sahaja	...	SBD	Aman Deep Bains	...	NBD
Rohan Vaziralli	...	SBD	Gopal Singh	...	NBD
Syad Adil Rizvi	...	SBD	Ashish Javeri	...	NBD
Ankur Arya	...	VBD	Himanshu Shekhar	...	HBD
Aniradh Singh	...	VBD	Subil Bhattal	...	HBD
Manish Marwah	...	VBD	Manpreet Dutt	...	SBD
Gaurav Kochar	...	NBD	Sajid Singha	...	HBD

Girls

Deepali Chadha	...	NGD	Bhavana Masand	...	HGD
Superna Bhatia	...	NGD	Suparna Bhatia	...	NGD
Jhumka Modi	...	SGD			

ESTATE CLEANLINESS (Mr. S. Anand)

Entir Lower IV

FIRST AID (Dr. N. Siddiqi)**Boys**

Joginder Singh	...	VBD	Vivek Sood	...	NBS
Divya Mahajan	..	VBD	Sarandeeps	...	SBD
Umang Verma	...	NBD	Rajiv Mihhas	...	SBD
Phoroj Contractor	...	NBD			

Girls

Iram Khan	...	VGD	Jugnu Grewal	...	HGD
Gaurika Chopra	...	VGD	Simran Malik	...	HGD
Ismat Gill	...	VGG	Nisha Sareen	...	HGD
Namrata Gupta	...	VGD	Shiwani Gupta	...	HGD
Aljai Singh	...	VGD	Anu Saini	...	SBD
Aparna Thadani	...	VGD	Poonam Dahiya	...	SBD
Tushna Gandhi	...	NGD	Bhavani Singh	...	VGD

Boys**GARDENING (Mr. B. P. Joshi)**

Yadvendra Bisht	...	VBD	Randeep Sandhu	...	SBD
Nishat Mohi	...	VBD	Amandeep Herr	...	SBD
Rajeshwar Banerji	...	VBD	Kapiljeet Singh	...	HBD
Bharat Yadav	...	VBD	Rahul Jain	...	VBD
Abhay Jagat	...	VBD	Hamrit Chawla	...	VBD
Amit Oberoi	...	VBD	Gulbagh Singh	...	SBD
Mushahid Raza	...	VED	Akum Longchari	...	HBD
Ambreesh Nanda	...	HBD	A. Chauhan	...	HBD
Sanjeev Kumar	...	HBD	A. Gill	...	HBD
Z. D.	...	HBD	G. Nanda	...	HBD
Vikramjit Kahlon	...	HBD	Satya Narain	...	VBD
Rajesh Khanna	...	SBD	Amujao Singh	...	SBD
Amujao Singh	...	SBD			

HOME SCIENCE (Mrs. B. Matharu)**Girls**

Hena Nagpal	...	HGD	Ritika Brar	...	HGD
Priya Dulat	...	VGD	Vaishali Prakash	...	VGD
Kaveri Lal Chand	...	VGD	Malini Singh	...	HGD
Shagum Kapur	...	VGD			

LEPROSY HOSPITAL (Miss K. Bakshi)

Anjum Pasha	...	VGD	Sonali Yograj	...	VGD
Aida Pasha	...	VGD	Radhik Grover	...	VGD
Anisha Prasad	...	VGD	Ritika Singh	...	VGD
Anjoli Singh	...	VGD	R. Chowdhury	...	NGD
Supreeya Baruah	...	VGD	Madhurima K.	...	HGD

LIBRARY HELPERS (Dr. S. Sharma)

Boys

Shariq A. Khan	...	VBD	Jaspreet Mann	...	NBD
Ravi S. Chaturvedi	...	VBD	Amit Awasthi	...	HBD
Anurup Shrivastava	...	VBD			

Girls

Namrata Kaur	...	SGD	Shaleen Sandhu	...	SGD
Tahira Singh	...	SGD	Praneet Bindra	...	HGD

LIFE SAVING (Mr. K. K. Batish)

Boys

Gurpreet S. Sandhu	...	VBD	Paras Malthotra	...	HBD
Rahul Albuquerque	...	NBD	A Chakarborty	...	HBD
Sharanbir Sandhu	...	NBD	Varun Goel	...	HBD
Gaurav Kapoor	...	NBD	Ashwin Suri	...	HBD
Arvind Suri	...	HBD	Rana Vikrant	...	SBD
Pravan Malhotra	...	HBD	Varendra Paul S.	...	SBD
Tushar Singh	...	HBD	Jaidev Shergill	...	NBD

Girls

Piya Nagpal	...	HGD	Amrita Daing	...	SGD
Anita Sircar	...	SGD	Avantika Daing	...	SGD
Kashmirr	...	SGD	Malvika Nehru	...	SGD

MUSEUM (Mr. K.J. Parel)

Boys

Arvind Chadba (Jr.)	...	HBD	Vivek Vasudev	...	HBD
Brijesh Lamba	...	HBD	Aman Solomon	...	(Jr.) NBD
Rahul Sachdeva	...	HBD	Vishal Singh	...	NBD

Girls

Malvika Vartak	...	HGD	Mriganka Rathore	...	NGD
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MUSIC (Mr. M. Sengupta)**Boys**

Avinash Jajodia	...	HBD	Chandan Dev	...	NBD
Rahul Himalayan	...	HBD	Rajiv Kumar	...	SBD
Tarun Hindwan	...	HBD	Anup Basnet	...	VBD
Jasjit Bedi	...	NBD	Amarjyoti Deka	...	VBD
Romit Guha	...	NBD	Shisubind Kumar	...	VBD
Reid Barla	...	NBD	Priyak Mitra	...	VBD
Dhiraj Chowdhry	...	NBD			

Girls

Nisha Albuquerque	...	NGD	Priya Singh	...	NGD
Madhu Goel	...	NGD	Praneeta Kapua	...	SGD

NEEDLE WORK (Miss A Arora)**Girls**

Kaizinliu Riamei	...	VGD	Dheksha Diwedi	...	NGD
Dashween K. Bal	...	VGD	Madhvi Sibal	...	NGD
Shailja Thakur	...	VGD	Sunaina Choksey	...	NGD
Gitanjali Gaiind	...	VGD	Sanskriti Diwedi	...	NGD
Amber Sodhi	...	VGD	Kamal Virk	...	NGD
Madhu Bhist.,	...	HGD	Neelam Thomas	...	NGD
Nidha	...	HGD	Rokono Sircar	...	SGD
Mitali Sengupta	...	HGD	Supriya Saigal	...	SGD
Rosemary Hutten	...	HGD	Gayatri Handa	...	SGD
Nayantara Handa	...	HGD	Sonali Reddy	...	SGD
SashiPrabha	...	NGD			

PAINTERS SQUAD (Mr. S. Idris)**Boys**

Shubir Khattau	...	HBD	S. Sabharwal	...	NBD
Saurabh Gupta	...	NBD	Gaurav Chopra	...	VBD
Manpreet Singh	...	NBD	Nikhil Sen	...	VBD
Harsh B.	...	NBD	Ravi Bedi	...	VBD

Girls

Seema A. Raj	...	HGD	Radhika Singh	...	VGD
Irene Sanup	...	HGD	Shailja Sharma	...	VGD
Avantika Channa	...	HGD			

POULTRY (Mr. B.D. Attri)**Boys**

Raghumeet S. Sodhi	...	VBD	Abhijeet Dutta	...	VBD
Rajbir S. Anand	...	VBD	Dhruv Mahajan	...	VBD
Rajendra Paul	...	VBD	Neeraj Behal	...	SBD
Rajat Khanna	...	VBD			

RURAL CENTRE (Mr. B. D. Attri)

Entire Upper IV

WEATHER REPORTING (Mrs. R. Solomon)

Boys

Tanya Sinha	...	NGD	Navreet Jhaj	...	NGD
Oman Singh	...	NGD	Naman Ahuja	...	NBD

WEAVING (Mrs. B. D. Attri)

Esther	...	SGD	Shazia Sibbique	...	NGD
Sharmila	...	SGD	Isha Akoi	...	NGD
Sonia Sarathy	...	NGD			

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 15th September 1989****Part I**

240—245

No. 240. PROGRAMME**September**

Fri. 15th	...	Swimming team leaves for MNS, Rai	
Sat. 16th	...	Morning Prep	6-40—7-40 a.m.
		IPS Swimming Meet—MNS, Rai	
		I—H Sr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
		B.D., baths (after supper)	
Sun. 17th	...	IPS Swimming Meet—MNS, Rai	
		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. 18th	...	School Swimming Team returns	
Wed. 20th	...	SUPW	5-15—6-30 p.m.
		B.D., baths	... 6-35 p.m.
		Supper P.D.	.. 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
		British Council Educational Film (after supper)	
Fri. 22nd	...	The following changes will be effected till Monday 25th Sept. '89 :	
		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. 23rd ...	Morning Prep replaced by P.T. 2nd School	9-15—9-50 a.m.
	(Remainder of the routine will remain as scheduled for Saturdays)	
	Talk on 'River Running' by Mr. Shaukat Sikand	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
	B.D., baths (after supper)	
Sun. 24th ...	P.D., Inter-House P.T. Competition post-poned	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	Film (for both P.D., & Sr. School)	... 4-00 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 241. SAFE DEPOSIT LOCKER FACILITY AT SBP SANAWAR

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

No. 242. BLOCKING OF SEWERAGE LINES

Repeated reports are coming to me from the sanitary wing of the School that cellophane bags, cotton rags, kitchen waste, etc, are being pushed into the water closets of the bath rooms in staff quarters resulting into blockage of sewerage lines causing great inconvenience to the inhabitants; it is also very difficult for the sanitary staff to clear up such blockages.

May I expect from all concerned that they would take greater care while using water closets.

No. 243. MEDICAL CATEGORY

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

Sumeet Gulati	VBD	...	Cat. 'B' P.T.
Ankur Dhawan	VBD	...	Cat. 'C' only standing P.T.
Pooja Joshi	SGD	...	Cat. 'B' to Gym. & Jumps

No. 244. STRENGTH—WITHDRAWAL

Miss Sonal Mattoo VGD w.e.f. 9-9-1989

No. 245. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 17th September, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd September 1989****Part I**

246—253

No. 246. PROGRAMME**September**

- Fri. 22nd ...** The following changes will be effected till Monday 25th Sept. '89 :
- | | |
|-----------------------------|------------------|
| 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. 23rd ...** Morning Prep replaced by P.T.
- | | |
|------------|----------------|
| 2nd School | 9-15—9-50 a.m. |
|------------|----------------|
- (Remainder of the routine will remain as scheduled for Saturdays)
- Talk on 'River Running' by Mr. Shaukat Sikand post-poned
- | | |
|-------------------|---------------|
| B.D., baths | ... 6-00 p.m. |
| Supper P.D. | ... 6-00 p.m. |
| Supper Sr. School | ... 7-00 p.m. |
- Sun. 24th ...** P.D., Inter-House P.T. Competition post-poned
- | | |
|------------------------------------|----------------|
| Tea P.D. | ... 3-20 p.m. |
| Tea Sr. School | ... 3-40 p.m. |
| Film (for both P.D., & Sr. School) | ... 4-00 p.m. |
| Study hour (dorms.) | 6-00—7-00 p.m. |
| Supper P.D. | ... 6-15 p.m. |
| Supper Sr. School | ... 7-15 p.m. |
- Mon. 25th ...** Pre-milk break routine the same as published for Friday 22nd
- 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. 26th	...	Classes discontinued Founder's preparation programme, as published separately, comes into effect	
Wed. 27th	...	Founder's preparation programme	
Thu. 28th	...	Founder's preparation programme	
Fri. 29th	...	Founder's preparation programme	
Sat. 30th	...	Sr. School & P.D., Concert	
		1st performance	... 10-30 a.m.
		Lovedale items & School Play	
		1st performance	... 4-00 p.m.
		Tattoo 1st performance	... 7-25 p.m.

Note : L-VI & downwards will attend
all Barne Hall performances

October

Sun. 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.
Mon. 2nd	...	Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 6-45 a.m.
		Breakfast P.D.	... 7-20 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	... 8-00 a.m.
		Athletics (Barnes)	... 9-30 a.m.
		Lunch L-VI & downwards (incl. P.D.)	... 12-30 p.m.
		Lunch U-VI & guests	... 1-30 p.m.
		PALS meeting (Barne Hall)	... 2-30 p.m.
		Tea L-VI & downwards (incl. P.D.)	... 3-30 p.m.
		Tea U-VI & guests	... 4-30 p.m.
		A.D.S. (staff) Play	... 6-00 p.m.
		Supper L-VI & downwards (incl. P.D.)	... 7-00 p.m.
		B.D., baths	... 7-30 p.m.
		Supper U-VI & guests	... 8-30 p.m.
		Lights out	... 9-30 p.m.

Tue. 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.
	Sr. School & 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.
Wed. 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 U-VI & downwards (incl. P.D.)	...	12-30 p.m.
	Founders 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 Play	...	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 (CDH)	...	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., '89

Thu. 5th ... Founder's holidays commence
 onwards ... 8-00 a.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.

Tue. 10th ... 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. 247. 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. 248. POST FOUNDERS OFFS ADMINISTRATIVE STAFF

Following will be full working days :—

Sat. 30-9-89
 Sun. 1-10-89
 Mon. 2-10-89 (Gandhi Jayanti)
 Wed. 4-10-89 (For Tuck Shop)

Heads of depts. will kindly arrange to give compensatory offs in lieu of the above mentioned dates in a staggered manner.

Fri. 6th Oct., 1989 will be post Founder's holiday for all deptts., also to be given in a staggered manner.

No. 249. PRINTING OF SCHOOL ORDER

The next issue of School Order will be published on Monday, 9th October, 1989.

No. 250. SCHOOL STRENGTH

Ref. : S.O. No. 244 dated 15-9-89.

Miss Sonal Mattoo V.G.D. is returning to School. Her parents have been permitted to bring her back to school, and therefore she does not stand withdrawn from school w.e.f. 9-9-1989.

No. 251. EXTRA DIET

There exists some confusion with regard to issue of extra diet to staff and students in CDH. Following details are therefore, given for action :

Extra diet at parents cost will be arranged in CDH, for those only who have been unwell and are now recuperating from the illness they suffered earlier provided there is a written recommendatory note to I/c CDH to this effect, specifying the diet composition and its duration.

No. 252. MEDICAL CATEGORY

Dilshad Hothi NBD ... Cat 'B' permitted all running events.

Ankur Arya VBD ... Upgraded to 'A'

No. 253. CINEMA

The English film MODERN PROBLEMS will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 24th September, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Monday 9th October 1989****Part I**

254—258

No. 254. PROGRAMME**October**

Tue. 10th	...	Dushehra—Administrative holiday	
		Founder's holidays conclude	
		All children on SOPs return	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-30 p.m.
Wed. 11th	...	P.T. cancelled	
		Rouser	... 7-15 a.m.
		B.D., baths	... 7-30 a.m.
		1st School cancelled	
		Breakfast P.D.	... 7-40 a.m.
		Breakfast Sr. School	... 8-35 a.m.
		Normal academic routine resumed after breakfast	
		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—6-30 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Jr. English Debating Society meeting (after supper)	
		Lights out	... 9-30 p.m.
Thu. 12th	...	Normal routine including P.T., resumed	
		Afternoon activities cancelled	
		Festival hockey match	... 3-00 p.m.
		Tea (for both P.D., & Sr. School)	... 4-15 p.m.
		Tea for teams	... 4-30 p.m.
		B.D., baths	... 5-20 p.m.
		Prep	6-15—7-35 p.m.
		Supper Sr. School	... 7-40 p.m.

Fri. 13th	...	Hockey season comes into effect Boys' Athletics Team leaves for YPS, Patiala	... 2-30 p.m.
Sat. 14th	...	Morning Prep IPS, Athletics Meet—YPS, Patiala B.D., baths I—H Jr. English Debate Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 5-20 p.m. ... 6-15 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 15th	...	IPS, Athletic Meet—YPS, Patiala Study hour (dorms.) Tea P D. Tea Sr. School Film (for both P.D., & Sr. School) Study hour (dorms.) Supper P.D. Supper Sr. School	12-15—1-15 p.m. ... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 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. 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. 257. 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. 258. 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.

Head 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 13th October 1989****Part I**

259—266

No. 259. PROGRAMME**October**

Fri. 13th	...	Hockey season comes into effect Boys' Athletics Team leaves for YPS, Patiala	...	6-30 a.m.
Sat. 14th	...	Morning Prep IPS, Athletics Meet—YPS, Patiala B.D., baths I—H Jr. English Debate Supper P.D. Supper Sr. School	6-40—7-40 a.m.	6-15 p.m. 6-15 p.m. 7-15 p.m.
Sun. 15th	...	IPS, Athletic Meet—YPS, Patiala Study hour (dorms.) Tea P.D. Tea Sr. School Film (for both P.D., & Sr. School) Participants for the Squash Tournament arrive Study hour (dorms.) Supper P.D. Supper Sr. School	12-15—1-15 p.m. 6-00—7-00 p.m.	3-20 p.m. 3-40 p.m. 4-00 p.m.
Mon. 16th	...	Inter-School Squash Tournament commences School Athletics team returns I—H Chess (B.D., & G.D.) commences Hodson Run heats commence		
Wed. 18th	...	SUPW B.D., baths Supper P.D. Supper Sr. School	4-45—6-10 p.m.	6-20 p.m. 6-15 p.m. 7-15 p.m.
Thu. 19th	...	Swimming Team leaves for St. Stephen's, Delhi		
Fri. 20th	...	Departure 'River Running' contingent Senior English Debating Society Meeting (after supper) Swimming Meet—St. Stephen's, Delhi		

Sat. 21st	...	Morning Prep	6-40—7-40 a.m.
		'River Running' course	
		Debating team leaves for YPS, Patiala	
		Afternoon activities cancelled	
		Swimming Meet—St. Stephen's, Delhi	
		Hodson Run Finals	... 3-00 p.m.
		Tea for staff, wives/husbands, Event winners & O.S. (Gaskel Hall)	... 4-40 p.m.
		Tea (for both P.D., & Sr. School)	... 4-45 p.m.
		B.D., baths	... 5-20 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 22nd	...	'River Running' course	
		Inter Public School English Debate—YPS, Patiala	
		Inter School Squash Tournament concludes	
		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.
		Swimming Team returns	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 260. 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. 261. 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, 1989, 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. 262. 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. 263. 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. 265. 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, 1988, and sign the P.F. register on 25th, 26th & 27th October, 1989 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. 266. CINEMA

The English film **CONAN THE DESTROYER** will be shown in **Barne Hall** at 4-00 p.m. for both P.D. and Senior School on Sunday, 15th October, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th October 1989****Part I**

267—281

No. 267. PROGRAMME**October**

- Fri. 20th ...** 'River Running' course post-poned
Swimming Meet—St. Stephen's, Delhi
Senior English Debating Society
Meeting (after supper)
- Sat. 21st ...** Morning Prep 6-40—7.40 a.m.
Debating team leaves for YPS, Patiala
Afternoon activities cancelled
Swimming Meet—St. Stephen's, Delhi
Hodson Run Finals ... 3-00 p.m.
Tea for staff, wives/husbands, Event
winners & O.S. (Gaskell Hall) ... 4-40 p.m.
Tea (for both P.D., & Sr. School) ... 4-45 p.m.
B.D., baths ... 5-20 p.m.
Inter School Squash Tournament concludes
All India Inter-School Squash Championship
Prize Giving ... 6-00 p.m.
Supper P.D. ... 6-00 p.m.
Supper Sr. School ... 7-00 p.m.
Squash Dinner (Art Room) ... 8-00 p.m.
- Sun. 22nd ...** Inter Public School English Debate—YPS, Patiala
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.
Swimming Team returns
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Wed. 25th ...** Indian Public Schools' Golden
Jubilee conference—Delhi
SUPW 4-45—6-10 p.m.

	Junior English Recitation competition (L-IV & U-IV)	... 4-45 p.m.
	P.D., Inter-House P.T., competition	... 4-45 p.m.
	B.D., baths	... 6-20 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Fri. 27th ...	Afternoon activities cancelled Last Three School 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.	... 4-15 p.m.
	Tea Sr. School	... 4-45 p.m.
	B.D., baths	... 5-20 p.m.
	Normal Prep	
Sat. 28th ...	Morning Prep	6-40—7-40 a.m.
	Last School 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.C.S. hockey 1st XI and Electrons arrive School hockey Colts & Atoms leave for Shimla	
	B.D., baths	... 5-20 p.m.
	Jr. Hindi Debate post-poned	
	Diwali-eve dinner P.D.	... 6-00 p.m.
	Diwali-eve dinner Sr. School	... 7-30 p.m.
	Sr. School Social	8-30-11-00 a.m.

Sun. 29th ...	DIWALI	
	School hockey Colts & Atoms vs. B.C.S., (away)	
	School hockey 1st XI and Electrons vs. B.C.S., (home)	... 10-30 a.m.
	B.C.S, 1st XI & Electrons leave	... 1-30 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 4-00 p.m.
	School hockey Colts & Atoms return	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	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.

No. 268. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Sunday 30th October '89, 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. 269 DIWALI

Sunday 29th October, 1989, 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 Monday, 30th October, 1989 as a holiday on account of Vishwakarma.

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 6-00 p.m. and for Senior at 7-30 p.m. on Saturday 28th October 1989. 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 :—

28th Oct. ... P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m.

29th Oct. ... Honoria Court from 2-00 p.m. to 4-00 p.m.

29th Oct. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

Quartermaster will kindly arrange for sale of fireworks.

No. 270. SCHOOL TUCK SHOP

The Tuck Shop will remain closed on Mon. 23rd, Tue. 24th & Wed. 25th of October. There after it will start functioning from the Quartermaster Stores. The exact point of functioning will be notified later.

No. 271. DISCIPLINE B.D.

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

No. 272. SCHOOL MAGAZINE 1989-90

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. 273. 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 Matorns 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. 274. 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 275. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on BD pavement, BD Quadrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible. Employees concerned are therefore, hereby advised in their own interest, to ensure that their children do not go anywhere at such places. Consequences flowing from disobedience of this order will result in disciplinary measures against the parents of such children.

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

No. 276. CDH PANTRY

The CDH Pantry is **Out of Bounds** for all children except the CDH helpers serving behind the counter.

Staff are requested not to enter the pantry area during meals.

The Catering Officer in his capacity as I/c CDH is solely in charge of service and meals and all problems regarding shortages, non-availability of items, etc., should be brought to his notice for necessary action.

No. 277. RETURN OF EMPTY BOTTLES TO TUCK SHOP

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

All concerned are requested to kindly arrange to return empty bottles immediately to Tuckshop, failing which Rs. 3-00 per bottle will be debited to the account of the staff concerned.

No. 278. USE OF SCHOOL TELEPHONES

It is regratted that children cannot be permitted to use school P. & T. Telephones. All concerned are requested to take necessary action in this connection.

No. 279. WATER CHARGES (RATES)

The rate of water charges payable by Staff will be as follows with effect from 16-9-1989.

Category A [Quarters where water-meters have been installed]
Rs. 1/90 per thousand litres.

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

- (i) Single members—Rs. 6/30 per month.
- (ii) Staff with families—Rs. 5/80 per head, to a maximum of Rs. 17/40 per month.

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

No. 280. MEDICAL CATEGORY

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

Akhil Mahajan	NBD	...	Cat. 'B' Hodson
Jigmet Wangchuk	SBD	...	Cat. 'C'
Hrisheet Barve	SBD	...	Cat. 'C'

No. 281. CINEMA

The English film CHASE A CROOKED SHADOW will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 22nd October, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th October 1989****Part I****282—283****No. 282. PROGRAMME****October**

Fri. 27th	...	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.	... 4-15 p.m.
		Tea Sr. School	... 4-45 p.m.
		B.D., baths	... 5-20 p.m.
		Normal Prep	
Sat. 28th	...	Morning Prep	6-40—7-40 a.m.
		Last School 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.C.S. hockey 1st XI and Electrons arrive	
		School hockey Colts & Atoms leave	
		for Shimla	... 5-00 p.m.
		B.D., baths	... 5-20 p.m.
		Jr. Hindi Debate post-poned	
		Diwali-eve dinner P.D.	... 6-00 p.m.
		Diwali-eve dinner Sr. School	... 7-30 p.m.
		Sr. School Social	8-30—11-00 a.m.

Sun. 29th	...	DIWALI	
		School hockey Colts & Atoms vs. B.C.S., (away)	
		School hockey 1st XI and Electrons vs. B.C.S., (home)	... 10-30 a.m.
		(School will go down to watch the matches)	
		B.C.S, 1st XI & Electrons leave	... 1-30 p.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Hindi Film cancelled	
		Tea P.D.	... 4-00 p.m.
		School hockey Colts & Atoms return	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		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.
Mon. 30th	...	P.T., replaced by Morning Prep (daily)	6-40—7-40 a.m.
November			
Wed. 1st	...	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.
		Senior English Debating Society Meeting (after supper)	
Fri. 3rd	...	Individual Boxing tournament post-poned to Saturday 11th Nov., '89	
Sat. 4th	...	Hockey Electrons leave for YPS, Patiala	... 1-30 p.m.
		YPS, hockey Colts & Atoms arrive	... 5-00 p.m.
		Inter-House Quiz competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 5th	...	School Atoms vs. YPS, Patiala (home)	... 9-30 a.m.
		School Colts vs. YPS, Patiala (home)	... 10-30 a.m.
		(School will go down to watch the matches)	
		School Electrons vs. YPS, Patiala (away)	

G.D., I—H Badminton & T.T., tournament commences	
YPS, Colts & Atoms leave	... 1-30 p.m.
Tea P.D.	... 3-20 p.m.
Tea Sr. School	... 3-40 p.m.
Film (for both P.D., & Sr. School)	... 4-00 p.m.
Study hour (dorms.)	6-00—7-00 p.m.
School Electrons return	... 5-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 283. DIWALI-EVE DINNER

There will be a special Diwali-eve dinner for P.D., at 6-00 p.m., and for Sr. School at 7-30 p.m. on Saturday 28th October '89. Staff who are members of the Staff Club, Husbands/wives, visiting O.S. and also parents of day Scholars are cordially invited. Those of the staff not attached to any Department are requested to inform I/c CDH whether they will be coming for dinner with the Prep School or the Sr. School.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd November 1989

Part I

284—294

No. 284. PROGRAMME**November**

Fri.	3rd	...	Individual Boxing tournament post-poned to Wednesday 14th Nov., '89	
Sat.	4th	...	Hockey Electrons leave for YPS, Patiala	... 1-30 p.m.
			YPS, hockey Colts & Atoms arrive	... 5-00 p.m.
			Inter-House Quiz competition	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	5th	...	School Atoms vs. YPS, Patiala (home)	... 9-30 a.m.
			School Colts vs. YPS, Patiala (home)	... 10-30 a.m.
			(School will go down to watch the matches)	
			School Electrons vs. YPS, Patiala (away)	
			G.D., I—H Badminton & T.T., tournament commences	
			YPS, Colts & Atoms leave	... 1-30 p.m.
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			School Electrons return	... 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.
Wed.	8th	...	Mess Committee Meeting (MCR)	... 2-40 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.
			British Council Educational Film (after supper)	
Fri.	10th	...	Assessment Meeting (MCR)	... 5-30 p.m.

Sat. 11th	...	Departure 'River Running' Contingent	
		YPS, Patiala hockey 1st XI arrives	... 5-00 p.m.
		Hindi Kavi Sammellan	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun 12th	...	Hockey Fixture with YPS, Mohali cancelled	
		Hockey 1st XI vs. YPS,	
		Patiala (home)	... 10-30 a.m.
		(School will go down to watch the match)	
		'River Running' Course—Rishikesh	
		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. 285. LONG WEEK-END—Sat. 11th p.m. to Tue. 14th p.m.

Vacation staff wishing to avail of the above or part thereof must submit formal application of leave.

No. 286. WINTER VACATION

The School will close on Monday 11th December, 1989 for the winter vacation and will reopen on Tuesday, 20th February, 1990 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. 287. 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. 288. 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. 289. SCHOOL PURCHASES BY STAFF MEMBERS

Staff members are reminded that in order to exercise a proper control and regulation of the school finances, no purchases of whatever nature may be made against school account without the express permission *in writing* of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good the sum involved.

No. 290. 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. 291. INTER HOUSE PT/GYM. COMPETITION—1989

The results of Inter House PT/Gym. Competition held on 25th, 27th and 28th Oct. 1989 are published below for record—

Cock House Boys and Girls

P. D.

House	Points	Position	House	Points	Position
Siwalik	32	1st	Vindhya	26	2nd
Nilagiri	24	3rd	Himalaya	23	4th

Best P.T. Leader for P.D.—Shyatto Raha (SBD)

B. D.

House	Senior Boys	Junior Boys	Turn out	Leader Ship	PT Performance	Minus. pts.	Total	Position
Nilagiri	29:58	29:83	16	7	108	0:25	190:16	1st
Himalaya	29:67	29:50	16	7	105	0:50	186:67	2nd
Vindhya	27:70	30:75	16	7	110	5:25	186:20	3rd
Siwalik	29:11	30:00	16	7	106	3:00	185:11	4th

G. D.

<i>House</i>	<i>Gym.</i>	<i>Turn out</i>	<i>Leader Ship</i>	<i>Per- formance</i>	<i>Total</i>	<i>Position</i>
Nilagiri	31:50	14	5	90	140:50	1st
Himalaya	33:33	10	8	85	136:33	2nd
Vindhya	31:16	14	7	80	132:16	3rd
Siwalik	28:33	14	9	75	126:33	4th

Founder's P.T. Leader Certificate awarded to—Arjun Gupta

Proficiency Certificate has been awarded to :

Raman Dua, Tirath S. Brar, Gaurav Chopra, Lokendro Singh

Best Gymnast Boys (Juniors)

	<i>Points</i>	<i>Position</i>
Ansuman Gupta	142	1st
Rajiv Minhas	131	2nd
Varun Goel George Koshy	98	3rd

Best Gymnast Girls

Anita Sircar	119	1st
Siboney Sagar	114	2nd
Preneet Bindra	108	3rd

Best Gymnast Boys (Seniors)

Raman Dua	180	1st
Tirath Singh Brar	173	2nd
Rajat Khanna	163	3rd

No. 292. 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. 293. MEDICAL CATEGORY

Hitesh Kapur	VPD	...	Cat. 'C'
Vikram Jolly	HBD	...	Cat. 'C'

No. 294. CINEMA

The English film RHINESTONE will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 5th November, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th November 1989****Part I**

295—299

No. 295. PROGRAMME**November**

Fri. 10th	...	Assessment Meeting (MCR)	...	5-30 p.m.
Sat. 11th	...	Morning prep cancelled		
		Rouser	...	7-00 a.m.
		Departure 'River Running' Contingent		
		YPS, Patiala hockey 1st XI arrives	...	5-00 p.m.
		Children permitted SOPs for long week-end (onwards)	...	2-30 p.m.
		Afternoon activities cancelled		
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		B.D., baths	...	5-00 p.m.
		Hindi Kavi Sammellan post-poned		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Sun. 12th	...	Hockey Fixture with YPS, Mohali cancelled		
		Hockey 1st XI vs. YPS, Patiala (home)	...	10-30 a.m.
		(School will go down to watch the match)		
		'River Running' Course—Rishikesh		
		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 cancelled		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Mon. 13th	...	Guru Nanak's Birthday—HOLIDAY		
		Hockey fixture with MNS, Rai cancelled		
		Sunday timings		

	Children permitted to visit the	
	Gurdwara (onwards)	... 10-30 a.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Tue. 14th	... Pt. Jawhar Lal Nehru Birth Centenary—HOLIDAY Sunday timings	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	'River Running' Contingent return	... 5-00 p.m.
	Children on SOPs return	... 6-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Wed. 15th	... 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.
Sat. 18th	... Hockey Fixture with PPS, Nabha cancelled	
	I—H Sr. English Debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 19th	... Hockey Atoms vs. APS, Dagshai (home)	... 10-15 a.m.
	Hockey Colts vs. APS, Dagshai (home)	... 11-15 a.m.
	Hockey Electrons & P.D. Girls hockey vs. APS, Dagshai (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 hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 296. 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 overlooked. 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. 297. STOCK CONDEMNATION—NOV. 1989.

1. All condemnations will be completed by the Bursar latest by Thursday, 30th November, 1989.

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 1989 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 Wednesday 22nd Nov, 1989. 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:—

Wed. 22nd	Nov.	'89	{	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.)
			{	12-45 a.m. G.D. (Lower Dorm.)
Thu. 23rd	"	"	{	11-00 a.m. HBD
			{	11-30 a.m. NBD
			{	12-00 noon SBD
			{	12-30 p.m. VBD
			{	1-00 p.m. B.D. (Sixth Form)
Fri. 24th	"	"		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. 298. ADMINISTRATIVE AND SCHOOL HOLIDAYS

Monday, 13th Nov., and Tuesday, 14th Nov. 1989 will be observed as holidays on account of Guru Nanak's Birthday and Nehru Birth Centenary respectively, by administrative and academic departments. Heads of Admn. Departments will kindly organise opening of their departments by giving these two holidays in a staggered manner.

No. 299. CINEMA

The English film L E G E N D will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 12th November, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th November 1989****Part 1**

300—303

No. 300. PROGRAMME**November**

Sat. 18th	...	Hockey Fixture with PPS, Nabha cancelled	
		I—H Sr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 19th	...	Hockey Atoms vs. APS,	
		Dagshai (home)	... 10-15 a.m.
		Hockey Colts vs. APS,	
		Dagshai (home)	... 11-15 a.m.
		Hockey Electrons & P.D. Girls hockey vs.	
		APS, Dagshai (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 hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed 22nd	...	SUPW	4-45—6-10 p.m.
		B.D., baths	... 6-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 25th	...	Hindi Declamation contest (Jrs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	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. 301. TELCO BUS

It is deeply regretted that TELCO BUS is not available for any private bookings with immediate effect.

No. 302. CDH TABLE-WARE AND KITCHEN ITEMS

Any CDH crockery, cutlery, kettles, kitchen items, etc., that may be lying in the dormitories/House clothing rooms—all staff are requested to kindly return the same to the Catering Officer very very early.

No. 303. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 19th November, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th November 1989****Part I****304—305****No. 304. PROGRAMME****November**

Fri. 24th	...	Evening prep cancelled	
		Individual Boxing Tournament Finals	... 6-00 p.m.
Sat. 25th	...	Hindi Kavi Sammellan	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	Common Enterance Test	... 10-00 a.m.
		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.
Wed. 29th	...	Annual promotion examinations commence	
		Examination period daily routine comes into effect	

December

Sat. 2nd	...	Lecture on Career in the I.A.F.	... 2-30 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. 3rd	...	House photographs B.D. :-	
		Himalaya	... 7-00 a.m.
		Siwalik	... 7-20 a.m.
		Vindhya	... 7-40 a.m.
		Nilagiri	... 8-00 a.m.
		(Teams' photographs will be supervised by respective coaches)	
		B.D., baths	... 10-00 a.m.

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

No. 305. CINEMA

The English film DIRTY HARRY will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 26th November, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st December 1989****Part I**

306—315

No. 306. PROGRAMME**December**

Sat. 2nd	...	Lecture on Career in the I.A.F.	...	2-30 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. 3rd	...	House photographs B.D. :—		
		Himalaya	...	7-00 a.m.
		Siwalik	...	7-20 a.m.
		Vindhya	...	7-40 a.m.
		Nilagiri	...	8-00 a.m.
		Teams' photographs	...	8-20 a.m.
		(Teams' photographs will be supervised by respective coaches)		
		B.D., baths	...	10-00 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.	...	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.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Mon. 4th	...	Subject reports handed in to Form Staff	...	1-00 p.m.
Thu. 7th	...	Annual promotion examinations conclude I—H hockey tournament (B.D. & G D.) commences	...	2-30 p.m.
		Tea Sr. School	...	5-00 p.m.
		B.D., baths	...	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.
Fri.	8th ...	Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-30 a.m.
		Breakfast P.D.	... 9-25 a.m.
		Weighing & measuring B.D. :—	
		Himalaya	9-00—9-35 a.m.
		Nilagiri	9-35-10-10 a.m.
		Siwalik	10-10-10-45 a.m.
		Vindhya	10-45-11-20 a.m.
		I—H hockey	... 11-35 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	... 5-00 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.
Sat.	9th ...	Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-30 a.m.
		Breakfast P.D.	... 9-25 a.m.
		I—H hockey B.D.	... 9-45 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.
		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	... 5-00 p.m.
		Promotion meeting (MCR)	... 5-15 p.m.
		B.D., baths	... 5-20 p.m.

	Supper P.D.	...	6-00 p.m.	
	Supper Sr. School	...	7-00 p.m.	
	Sr. School Social		8-00-11-00 p.m.	
Sun. 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 Mrs. R. Channa	...	1-15 p.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Mon. 11th	...	HOME DAY		
		(Meal timings and dispersal as per special School Orders)		
		Reports handed in to H.M.		

No. 307. 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 Sunday. 10th December, 1989. 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. 308. SEALING OF CLOTHING ROOMS

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

No. 309. STAFF—VACATION ADDRESSES

All staff going on vacation, are also requested to leave their addresses with Post-Master, Sanawar, so that their in-coming mail, could be re-directed to them, by the Post Office itself.

No. 310. 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. 111. WEEK END AS WORKING DAYS

Saturday 9th and Sunday 10th December 1989 will be full working days for all departments of the School.

'Offs' in lieu of Saturday, 9th (half day) and Sunday, 10-12-1989 will be given by the Heads of Deptt. in a staggered manner in the next week of December, 1989.

Heads of Deptts. are requested to inform all concerned.

No. 312. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Tuesday, 12th December, 1989 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.

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. 313. 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. 314. INCOME TAX DEDUCTIONS AT SOURCE

Staff whose Salaries are 2500/- and more per month are likely to come within the taxable income bracket.

Certain standard deductions are admissible for computing the residual taxable income, on P. F. subscription, L. I. C. policies (through salary saving scheme, and directly done by Staff), 10/15 year Post Office Cumulative Time Deposit Scheme amount, etc.

All staff whose income is likely to come within taxable limit are requested to inform the Bursar in writing, immediately relevant details so that income tax deductions at source could be done accordingly with effect from 1-12-1989.

No. 315. CINEMA

The English film **WITHOUT A TRACE** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 3rd December, 1989.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, SATURDAY, 2ND DECEMBER, 1989

Part I

316—327

SPECIAL ORDER

Winter Vacation Arrangements—1989.

No. 316. GENERAL.

Special note for all Housemasters & Housemistresses.

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Monday, 11th December, 1989. (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 Sunday 10th and Monday 11th December, 1989, 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 text-books if permitted by subject teachers may be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) All Housemasters/Housemistresses are requested to instruct children in their Houses not to lock-up/leave their personal belongings in the dormitory lockers.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the children concerned) must be sent to the Bursar well in advance, and in no case later than **Thursday, 7th December, 1989**. Requests for travel money required by individual children will not be entertained by office after that day.

The normal travelling money for school parties will be issued to escorts I/c on Saturday, 9th December, 1989 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. 317. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 10th December, 1989, at 10-30 a.m. All such staff members are required to attend.

No. 318. 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. 319. TRAVELLING DRESS:

Children travelling in school parties will dress respectably.

No. 320. 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
3	Manmad (C Ry)
4	† Dehradun
6	Amritsar
8	Jammu
10	Calcutta (via Delhi/Kanpur)
11	Delhi 'A'
12	‡ Delhi 'B'
13	Delhi 'C'
14	Chandigarh
15	Tatanagar

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 Yamunanagar.

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

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

(iii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Friday, 8th December, 1989 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 children travelling in Amritsar party must be ready at BD Quad. latest by 6-00 a.m. The same will be loaded on Chartered Bus which will leave at 7-00 a.m. sharp.

(vi) Luggage of all children going in Jammu/Dehra Dun party must be ready at the B.D. Quad. latest by 5-00 a.m. on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Old Bus, which will take the luggage and children to Dharampur, for Jammu party to catch Shimla—Jammu Bus at 6-30 a.m. at Dharampur. The School Bus then will go to Kalka, for Dehra Dun party to catch Kalka—Chandigarh—Dehra Dun Bus, leaving Kalka nearer 7-15 a.m.

(vii) Luggage of all children going in Chandigarh and Manmad parties must be ready at B.D. Quadrangle by 7-00 a.m. on 11-12-1989. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on old Bus and Telco Bus.

(viii) Luggage of all other children travelling in the remaining school parties (except Tatanagar party) 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 there, are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must **not** be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by him. *Escorts and children will supervise the loading of their luggage into their compartments by station mazdoors* after having been permitted to do so by Mr. B.P. Joshi.

(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. 321. 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. 322. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(a) **Breakfast:**—(i) Jammu & Dehra Dun parties will have breakfast at Kalka/Chandigarh.

(ii) P.D., Chandigarh and Manmad parties will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m.

(b) **Lunch:**— (i) Manmad party will have Lunch at Ambala.

(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.

(c) **Tea:**—Bread/Sandwiches and tea will be served in the CDH at 4-00 p.m. for members of the Calcutta, Bombay Central, Tata-nagar parties, except those who will have walked down.

(d) **Supper Packets:**—Supper packets (all vegetarian) will be arranged by the school for all children going in Calcutta, Bombay Central, and Tatanagar 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
Calcutta	... Mr. Ghosh	115
Bombay Central	... Mr. S.N. Kochhar	60

The Quartermaster will arrange for the issue of necessary number of clean baskets of appropriate size to the I/c C.D.H. at 9-30 a.m. 11th Dec. 1989.

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.

(d) **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. 323. 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. 324. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Jammu, Dehradun, Amritsar, Manmad, Chandigarh, Tatanagar 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. 325. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Sunday, 10th December, 1989, after the escorts meeting.

No. 326. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Monday, 11th December, 1989 except Tatanagar party which will leave on Sunday 10th Dec. 1989. 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>
Jammu	5-00 a.m.	5-30 a.m.	9 School Bus
Dehradun	—do—	—do—	10 " "
Amritsar	6-30 a.m.	7-00 a.m.	— Chartered Bus
Chandigarh	8-30 a.m.	9-00 a.m.	32 School Telco Bus
Manmad	9-00 a.m.	9-30 a.m.	7 School Bus
Delhi A	1-00 p.m.	1-30 p.m.	70 C. Buses/Telco Bus
Delhi B	—do—	—do—	70 " "
Delhi C	—do—	—do—	70 " "
Calcutta	6-00 p.m.	6-30 p.m.	107 " "
Bombay Central	—do—	—do—	55 " "
Tatanagar (10-12 89)	8-00 p.m.	(Bakery)	5 School Matador

3. **Tatanagar party** will leave from School Bakery on Sunday 10th Dec. 1989 (8-00 p.m.) in Blue Matador for Kalka, to catch Kalka—Muri Express at 0450 hours on 11-12-1989.

4. **Jammu party** will leave Sanawar at 5-30 a.m. in School Telco Bus. From Dharampur it will catch Shimla—Jammu Bus at 6-30 a.m.
5. **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.
6. **Amritsar party** will travel in a Chartered Bus at 7-00 a.m.
7. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp.
8. **Munad party** will travel in School Telco Bus with Chandigarh party upto Chandigarh, and onward to Ambala Cantt by Public Transport Bus, and further by Amritsar Dadar Express at 1510 hours.
9. **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 1635 hours.
10. **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, AC sleeper & First Class coaches by 2 Dn. Kalka—Delhi—Howrah Mail, at 2330 hours.
11. **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.
12. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—including the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
13. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
14. The Bursar, assisted by Mr. L. D. Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and

who are not included as escorts in school parties, in order to enable recovery of bus fares.

No. 327. NEXT TERM

The next term will begin on Tuesday, 20th February 1990, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.