

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 20th February 1990

Part I

1—25

No. 1. WELCOME

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

No. 2. THE SCHOOL'S CLEANLINESS

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

No. 3. PROGRAMME

February

Tue. 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.
Wed. 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.
		7th School	1-05-1-35 p.m.

	Lunch P.D.	... 12-35 p.m.
	Lunch Sr. School	... 1-40 p.m.
	Staff meeting (MCR)	... 2-30 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.
Thu. 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.
	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.
Fri. 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 commences	6-15—7-35 p.m.
	Junior English Debating	
	Society Meeting (after supper)	
Sat. 24th	... Morning Prep cancelled till further notice	
	Cricket Season commences	
	Games & hobbies as per cyclostyled programme	
	Games' Committee Meeting (MCR)	... 2-30 p.m.

	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Sr. English Debating Society Meeting (after supper)		
Sun. 25th	...	Nature Club/Environment Education	
	Cricket Festival Match	...	10-45 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. 4. DAILY ROUTINE

With effect from Thursday 22nd February '90 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 Sr. School	...	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 For :***(a) 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 Sr. School	... 1-40 p.m.

(b) 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.
7th School	12-50—1-25 p.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.

(c) Sunday Timings

Rouser	... 7-30 a.m.
Head baths	... 8-15 a.m.
Breakfast P.D.	... 8-30 a.m.
Breakfast Sr. School	... 9-15 a.m.
Luuch 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, 1990.

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 18th April 1990. Details will be published during the second week of April 1990.

No. 7. LATE ARRIVALS

(i) 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, 1990. They are requested to use the zeroxed forms sent to them for this purpose.

(ii) Class X and Class XII March 1990 Exam. group students—most of them are likely to arrive on 7th March 1990. An upto-date list is under preparation, and will be sent very early.

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 1990.

Clothes will be issued to **Day Scholars** in all Deptts at 8-00 p.m. on 20th February 1990.

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

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

No. 9. STRENGTH RETURNS

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

No. 10. NETS

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

No. 11. ISSUE OF INDENTS BY QUARtermaster

Will members of staff concerned and the Quartermaster kindly note that, when an indent is to be issued to the person making the indent, the actual time of the issue is to be fixed by consultation with Quartermaster, according to their mutual convenience. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual consultation. The time so fixed should not be between 3-00 p.m. and 4-00 p.m. on full working days nor between 12-00 noon and 1-00 p.m. on Saturdays.

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

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

No. 13. STAFF 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 Register

(a) 1st & 2nd of each month (2-00 p.m. to 6-00 p.m.)	}	K. oil, Soft coke, Steam coal, fuel wood.
(b) 3rd, 4th & 5th of each month (2-00 p.m. to 6-00 p.m.)	}	Dry Rations
2. For Staff drawing pay through Sr. Staff pay Register

(a) 6th, 7th & 8th of each month (2-00 p.m. to 6-00 p.m.)	}	Dry Rations
(b) 9th, 10th of each month (2-00 p.m. to 6 00 p.m.)	}	K. oil, Soft coke, Steam coal, fuel wood.

Note : In the month of February each year 2 (a), (b) above will be issued on 21st, 22nd, and 23rd, February, respectively.

As usual, staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the due dates, given above. The Q.M.'s office will remain open on these dates 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 Quartermaster has authority to reduce quantities demanded, if he considers it necessary.

No. 17. FURNITURE—STAFF QUARTERS & DEPARTMENTS

Details of furniture inventory—boards are provided in all school departments and quarters of Staff members. It is the personal responsibility of all concerned to ensure that these inventories are

kept carefully and made available when required. All concerned are requested to check these inventories carefully on return to school and to report any discrepancies immediately to the Q.M.

In this connection it is also specifically brought to the notice of all concerned that articles of school furniture provided in departments and Staff quarters may not be removed from there or exchanged or interchanged without the written permission of the Bursar. Nor may any additional articles of furniture be issued to or provided in staff quarters without the written permission of the Bursar. When any such changes are permitted, they shall be noted in the furniture inventory of the staff members concerned and the Quartermaster. Departments and staff members are held responsible for the proper maintenance of all school furniture on issue with them.

No. 18. TUCK SHOP TIMING

The Tuck Shop will observe the normal timings from 16th February, 1990.

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 affect 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 middle of April 1990. Details will be circulated later.

No. 21. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1990 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Monday
2. Republic Day	...	Jan.	26th	Friday
3. Shivratri	...	Feb.	23rd	Friday

4. Holi	...	Mar.	10th	Saturday
5. Ram Naumi	...	April	3rd	Tuesday
6. Good Friday	...	April	13th	Friday
7. Baisakhi	...	April	13th	Friday
8. Id-ul-Zuha (Bakrid)	...	July	4th	Wednesday
9. Raksha Bandhan	...	Aug.	6th	Monday
10. Janam Ashtmi	...	Aug.	14th	Tuesday
11. Independence Day	...	Aug.	15th	Wednesday
12. Dusehra	...	Sep.	29th	Saturday
13. Mahatma Gandhi's Birthday	...	Oct.	2nd	Tuesday
14. Founder's (After Founder's)	...	Oct.	8th	Monday
15. { Diwali (except Eng. Deptt.)	...	Oct.	18th	Thursday
{ Balraj (Eng. Deptt. only)	...	Oct.	19th	Friday
16. Guru Nanak's Birthday	...	Nov.	2nd	Friday
17. Christmas Day	...	Dec.	25th	Tuesday

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. MEDICAL HEALTH SCHEME RULES

School Order No. 26, dated 8-2-84, with small changes, is reproduced below for information of all concerned :—

1. The membership of this scheme is open to all probationary and permanent employees of this school and their family members (spouse, unemployed sons and daughters under 21 yrs. age), including dependents who permanently live with them.
2. The membership of this scheme is compulsory for all boarder students.

3. The Scheme will cover all its members (except the boarder students for whom the coverage is only during term time) throughout the period of their membership.
4. The minimum period of joining the scheme is one School Financial Year (presently it is from January to December).
5. The present rate of subscription is Rs. 75/- per head per year. In the case of boarder students this will be payable in lumpsum whereas in the case of others this will be recovered from their pay in ten equal instalments. Staff joining school employment during the financial year will be charged subscription from the date of joining duty. For others the charges payable will be Rs. 75/- per head even though they join the scheme during the financial year ; the benefit cover, however, will commence from the date of joining the scheme.
6. *The Scheme will cover :—*
 - (a) Charges for hospitalization in a general ward where investigations, nursing, treatment is part of hospitalization expenses. When the patient is referred to an out-side medical authority and hospitalization in a private nursing home takes place, routine medical investigation and treatment expenses only are covered. Doctor's visiting fees, special nursing, etc., are not covered.
 - (b) Charges for routine pathological examinations such as blood, stool, urine, sputum, etc.
 - (c) Charges on account of routine X-ray examination, as arranged by School R.M.O., excluding specialised X-ray investigations.
 - (d) Charges for setting of fractures and connected expenses.
 - (e) The cost of medicines and drugs not normally stocked in the school hospital.
 - (f) Annual E.N.T., eye and dental examinations as arranged in the school hospital, once a year, excluding refraction.
 - (g) A maximum of Rs. 1500/- only per year towards the cost of surgical operations including hospitalization in a general ward where investigations, nursing, treatment are part of

hospitalization. If admitted in a private ward, only routine medical investigations and treatment expenses are covered. Doctor's visiting fees, special nursing, 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 1-1-1990.

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 23-2-1990.

All concerned are requested to take necessary action.

No. 23. ADMINISTRATIVE HOLIDAY

Friday 23rd February, 1990 will be observed as Administrative Holiday on account of Shivratri, by the Administrative Staff.

No. 24. 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. 25. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 25th February, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Saturday 24th February 1990****Part I**

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No. 26. PROGRAMME**February**

- Fri. 23rd ... Shivratri—Administrative Holiday**
 Cricket/hobbies sets made
 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 commences 6-15—7-35 p.m.
 Junior English Debating
 Society Meeting (after supper)
- Sat. 24th ... Morning Prep cancelled till further notice**
 Cricket Season commences
 Games & hobbies as per cyclostyled programme
 Games' Committee Meeting post-poned
 Supper P.D. ... 6-00 p.m.
 Supper Sr. School ... 7-00 p.m.
 Sr. English Debating Society
 Meeting (after supper)
- Sun. 25th ... Nature Club/Environment Education**
 Cricket Festival Match ... 10-45 a.m.
 Tea P.D. ... 3-20 p.m.
 Tea Sr. School ... 3-40 p.m.
 Film (for both P.D. & Sr. School) ... 4-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Mon. 26th ... Compartment Examination for L-V & L-VI**
 Dramatic Society Meeting (after supper)

Wed. 28th	...	SUPW	4-45—6-10 p.m.
		B.D., baths	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Film Society Meeting (after supper)	

March

Sat. 3rd	...	P.D., Boys' Basket Ball vs. YPS, Mohali (home)	
		Cricket 1st XI vs. British High	
		Commission XI (home)	... 10-00 a.m.
		B.D., baths	... 5-20 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Staff Club AGM & Dinner (Art Room)	... 8-00 p.m.
Sun. 4th	...	Cricket Electrons vs. YPS, Mohali (away)	
		P.D., Girls Basket Ball vs. YPS, Mohali (away)	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 27 DISCIPLINE : DAY SCHOLARS

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

No. 28. 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. 29. 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. 30. 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. 31. 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. 32. 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. 33. 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 ball point pen.
- (vi) Children must **sign their full signatures not merely initials or first names.**
- (vii) Housemasters/Housemistresses should also *date their signatures.*
- (viii) Housemasters/Housemistresses must initial any corrections/amendments in Tuck Shop Slips.

Tuck Shop Slips are not required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by children duly examined and passed by Housemasters/Housemistresses under their signature and date.

All House Staff are also hereby informed that children of their Houses are not permitted to buy any eatables or tonics from Tuck Shop on Tuck Shop Slips, unless especially recommended by the school R.M.O., for which she will issue written recommendations to the House Staff concerned.

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

No. 34. 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. 35. 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. 36. 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. 37. 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

28th February at the latest, specifying the amount required in each case for this purpose, per month.

No. 38. 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 imminently and have deficiencies made up where necessary ?

No. 39. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical category 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. 40. 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. 41. 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.

SUMER B. SINGH

Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 2nd March 1990****Part I**

24—51

No. 42. PROGRAMME**March**

Sat.	3rd	...	P.D., Boys' Basket Ball vs. YPS, Mohali (home)	
			Cricket 1st XI vs. British High	
			Commission XI (home)	
			B.D., baths	... 5-20 p.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
			Staff Club AGM & Dinner	
			(Art Room)	... 8-00 p.m.
Sun.	4th	...	Cricket Electrons vs. YPS, Mohali (away)	
			P.D., Girls Basket Ball vs. YPS, Mohali (away)	
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Wed.	7th	...	Mess Committee Meeting (MCR)	... 2-30 p.m.
			SUPW	4-45—6-10 p.m.
			B.D., baths	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Jr. English Debating Society Meeting (after supper)	
Sat.	10th	...	Holi—Administrative holiday	
			Cricket 1st XI vs. MNS, Rai (away)	
			Cricket Atoms vs. MNS, Rai (home)	... 10-00 a.m.
			I—H Quiz Competition	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	11th	...	Nature Club (Bio. Lab.)	
			Cricket Colts vs. MNS, Rai (home)	... 10-00 a.m.
			Cricket Electrons vs. MNS, Rai (away)	

P.D. Girls Basket Ball vs. MNS, Rai (away)

Lunch P.D.	... 12-30 noon
Lunch Sr. School	... 1-30 p.m.
Film cancelled	
Tea P.D.	... 4-00 p.m.
Tea Sr. School	... 4-30 p.m.
Supper P.D.	... 6-00 p.m.
Supper Sr. School	... 7-00 p.m.

No. 43. 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. 44. 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. 45. 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. 46. 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 1989 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. 47. 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. 48. 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. 49. 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. 50. ADMINISTRATIVE HOLIDAY

Saturday 10th March, 1990 will be observed as Holiday by administrative staff on account of Holi festival.

No. 51. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 4th March, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th March 1990****Part I**

52—61

No. 52. PROGRAMME**March**

- Sat. 10th ... Holi—Administrative holiday
 Cricket 1st XI vs. MNS, Rai (away) cancelled
 Cricket Atoms vs. MNS, Rai (home) cancelled
 I—H Quiz Competition ... 6-15 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Sun. 11th ... Nature Club (Bio. Lab.)
 Cricket vs. MNS, Rai cancelled
 P.D. Girls Basket Ball vs. MNS, Rai cancelled
 Cricket Festival Match ... 10-45 a.m.
 (School will go down to watch the match)
 Lunch P.D. ... 12-30 noon
 Lunch Sr. School ... 1-30 p.m.
 Film cancelled
 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.
- Wed. 14th ... SUPW 4-45—6-10 p.m.
 B.D., baths ... 6-15 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
 Sr. English Debating Society Meeting (after supper)
- Thu. 15th ... CBSE Exams. Commence
 Note : Perfect silence will be maintained
 in Birdwood School throughout the
 conduct of the examination.
- Sat. 17th ... Cricket vs. BCS cancelled
 Jr. English Debate ... 6-15 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

Sun. 18th ...	Cricket vs. BCS cancelled	
	P.D. Basket-ball vs. BCS cancelled	
	Cricket 1st XI vs. Malik's XI (home) ...	10-00 a.m.
	(School will go down to watch the match)	
	Tea P.D.	... 3-20 p.m.
	Tea Sr. School	... 3-40 p.m.
	English Film : Rhino (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. 53. 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. 54. 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. 55. 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. 56. 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. 57. 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. 58 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. 58. 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 28th March, 1990.* 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 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 1991. The year for which it is valid will be found stamped on it, e.g. 1990/91.

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

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

4. Inoculation against rabies

(a) All dog owners at Sanawar must inform the RMO in writing latest by 20th March, 1990 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 Baek, 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 para 4 (d) (i) above.

No. 59. 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 harassment 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. 60. 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. 61. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday 22nd April (6-00 a.m.) to Sunday, 29th April (4-00 p.m.) 1990. Following details are published for information and necessary action from all concerned at their earliest :—

- (1) All camping / hiking / trekking parties must have first aid equipment with them. Staff I/c of such parties are requested to brush up their knowledge of first aid, and get in touch with the School R.M.O., for first aid boxes for camp.
- (2) All party I/cs are required to submit in duplicate, the proforma (copies available with DHM) giving names of children along with staff going with the children, indicating House and Depts, of the children concerned, etc., etc. This must reach the Bursar latest by 2nd April, 1990. 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 House, including the accomodation needed by their group, so that the School Office is in

a position to write, in advance, for reservation 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 2nd April 1990.
- (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 2nd April, 1990.
- (6) The Q.M. and Mr. Bhargawa have limited camp equipment with them, and therefore, Staff I/c of various patties 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/Housemistress 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 joint 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. 250/- 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 Schojars join Camp/Hikes, they will also be required to share the expenses.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 12th March 1990

Part I

62—63

SPECIAL ORDER

No. 62. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI—TWELFTH GRADE EXAMINATION

All-India Senior School Certificate (Class XII) Examination, 1990.

DATE—SHEET

10-30 a.m.—1-30 p.m.

March

Thu. 15th	...	English Core	
Fri. 16th	...	Introductory Computer Science	
		Music Hindustani Instrumental (Percussion) Theory	
Sat. 17th	...	Political Science	
Thu. 22nd	...	Psychology	... Theory
Fri. 23rd	...	Commerce	
Sat. 24th	...	Geography	... Theory
Mon. 26th	...	Accountancy	
Wed. 28th	...	Biology	... Theory
Thu. 29th	...	Elective Languages English	
Fri. 30th	...	Economics	
Sat. 31st	...	Physics	... Theory

April

Mon. 2nd	...	Hindi Core	
Wed. 4th	...	Chemistry	... Theory
Thu. 5th	...	History	
Fri. 6th	...	Mathematics	
Mon. 9th	...	Home Science	Theory
10-30 a.m.—11-30 a.m.			
Tue. 10th	...	Sculpture	Theory
Tue. 17th	...	Painting	Theory

**No. 63. CENTRAL BOARD OF SECONDARY EDUCATION
NEW DELHI**

All-India Secondary School (Class X) Examination, 1990.

March

DATE—SHEET

10-30 a.m.—1-30 p.m.

Fri. 16th ... English Course—A

Sat. 17th ... Manipuri, French

Mon. 19th ... Hindi Course—B

10-30 a.m.—12-00 noon

Wed. 21st ... Science (Physics) ... Paper I

Fri. 23rd ... Science (Chemistry) ... Paper II

Mon. 26th ... Science (Life Science) ... Paper III

10-30 a.m.—1-00 p.m.

Wed. 28th ... Social Science (History & Civics) ... Paper I

10-30 a.m.—12-00 noon

Fri. 30th ... Social Science (Geography) ... Paper II

April

10-30 a.m.—1-30 p.m.

Mon. 2nd ... Mathematics

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th March 1990

Part I

64—70

No. 64. PROGRAMME**March**

Sat. 17th	...	Cricket vs. BCS cancelled	
		Jr. English Debate (ISC)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 18th	...	Cricket vs. BCS cancelled	
		P.D. Basket-ball vs. BCS cancelled	
		Cricket Festival match	... 10-45 a.m.
		(School will go down to watch the match)	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		English Film : Rhino (AV Room)	
	Note :	Timings of screening for different groups will be organised by Mr. C.B. Abraham and all concerned notified accordingly.	
		Study hour cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 21st	...	Solan Distt. Squash tournament commences	
		SUPW	4-45—6-10 p.m.
		B.D., baths	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		British Council Educational Film (after supper)	
Sat. 24th	...	Cricket 1st XI vs. Sood's XI (home)	
		P.D. Girls Basket-ball vs. YPS, Mohali (away)	
		P.D. Boys Basket-ball vs. YPS, Mohali (away)	
		Electrons vs. YPS, Mohali (away)	
		Poem Recitation L-V & U-V (ISC)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sun. 25th ...	Cricket 1st XI vs. Sodd's XI (home)	
	Cricket Colts vs. APS, Dagshai (away)	
	Cricket Atoms vs. APS, Dagshai (home)	
	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. 65. 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, 1990.

No. 66. 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. 67. TUCK SHOP FACILITIES

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

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

No. 68. 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. 69. 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. 70. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31st MARCH 1990.

Now that all School Accounts are required to be closed on 31-3-1990, the following departments will be closed as per details given below :—

- | | | | |
|--------------------|-----|-----|------------------|
| (1) Tuck Shop | ... | ... | 23rd March 1990. |
| (2) Grocery Shop | ... | ... | 23rd March 1990. |
| (3) Vegetable Shop | ... | ... | 23rd March 1990. |

The departments concerned will kindly send the deduction lists to School Office latest by Monday, 26th March '90 (12-00 noon).

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 19th March 1990

Part I

71—72

SPECIAL ORDER

No. 71. APPOINTMENT OF PREFECTS / HELPERS

Following appointments of Prefects/Helpers have been made for Spring Term 1990 :—

	Head Boy	...	Rahul Himalian
	Head Girls	...	Supriya Baruah
	Boys Department		
	M.I. Prefect	...	Adil Rizvi
<i>H.B.D.</i>	House Captain	...	Navpreet S. Mann
	School Prefect	...	Nazeer Datobhoy
	House Prefects	...	Abhimanyu Chauhan Z. D. Dengthuama
<i>N.B.D.</i>	House Captain	...	Navjit S. Sandhu
	School Prefect	...	Ashish Jhaveri
	House Prefects	...	Abhayjit Sandhu Amandeep S. Bains
<i>S.B.D.</i>	House Captain	...	Mushahid Raza
	School Prefect	...	Sukhpreet S. Sandhu
	House Prefects	...	Amandeep S. Herr Rana Vikrant
<i>V.B.D.</i>	House Captain	...	Ravi Inder S. Bedi
	School Prefect	...	Ravi S. Chaturvedi
	House Prefects	...	Joginder Singh Alap Modi
	Girls Department		
	M.I. Prefect	...	Roopaman Dhillon
<i>H.G.D.</i>	House Captain	...	Oona Sodhi
	School Prefect	...	Bhavna Gupta
<i>N.G.D.</i>	House Captain	...	Suparna Bhatia
	School Prefect	...	Nisha Albuquerque
<i>S.G.D.</i>	House Captain	...	Avantika Daing
	School Prefect	...	Anita Sircar
<i>V.G.D.</i>	House Captain	...	Radhika Grover
	School Prefect	...	Sonali Yograj

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

	<i>Name</i>
Head boy/girl & Asstt. to H.M.	... Rahul Himalian Supriya Baruah
D.H.M.	... Amandeep S. Gill Siboney Sagar
Sr. Mistress	... Madhvi Sibal Vandana Sachdeva
Food	... Avinash Jajodia Gagan Nanda Shaheen Sadat Rahul S. Gill Amit Oberoi Rajesh Khanna Yadvendra S. Bisht Rajat Khanna Kunjan Singh Ashima Uppal Kashmira Kakati Sonal Mattoo
Games	... Sanjeev Kumar Rishi Marwah Zahid Hai Sharanbir Sandhu Sharmilee Sagar Trisha Sanyal
Hobbies	... Anupjit S. Sekhon Khamba Singh Karandeep Sandhu Piya Nagpal Chitwan Singh
Estate	... Shafaat Hussain Yogesh Kapoor Manish Marwah Suhasini Yadava Sunaina Choksey Mala Sawhney
Expeditions	... Ambrish Nanda Harpreet Bedi Neeraj Behal Gayatri Handa

Library	...	Pushpinder Brar Divya Mahajan Priya Singh Ritika Singh Anjalika Singh
SUPW	...	Suranjan Dw/sgupta a/ Rajesh Pahil Reshma Roberts Sanskriti Dwivedi Radhika Singh
Costumes	...	Vikram Yadav Rajiv Kapoor Malavika Vartak Deepali Kapur
Chapel	...	Vikram Himmatsingka Randeep Sandhu Wendy Ralte Sandhya Lohani Ashrika Das
Guests	...	Sameer Singhal Mohinder P. S. Sidhu Pritha Singh Suhani Singh Sonali Reddy
Social	...	Amrit Thapa Mainak Chowdhry Avantika Bawa Kiran Shroff

No. 72. HOUSE TUTORS

The under-mentioned members of Staff are attached as tutors to the Houses mentioned against their names :—

Himalaya
Housemistress
Mrs. B. Matharu
Tutors
Mrs. A. Suri
Mrs. N. Chowdhury
Miss I. Uniyal

Nilagiri
Housemistress
Miss S. Mukherji
Tutors
Miss Neena Datta
Miss Anjana Arora
Mrs. Shobha Gupta

Siwalik

Housemistress

Miss K. Bakshi

Tutors

Miss Deepinder Kaur

Mrs. Shashi Mehta

Miss Neeta Singh

Vindhya

Housemistress

Mrs. M. Khan

Tutors

Mrs. A. Sharma

Miss Babita Dhillon

SUMER B. SINGH

Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd March 1990****Part I**

73—76

No. 73. PROGRAMME**March**

- Sat. 24th ... Cricket 1st XI vs. Sood's XI (home)
P.D. Girls Basket-ball vs. YPS, Mohali (cancelled)
P.D. Boys Basket-ball vs. YPS, Mohali (cancelled)
Electrons vs. YPS, Mohali (cancelled)
Poem Recitation L-V & U-V post-poned
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 25th ... Cricket 1st XI vs. Sood's XI (home)
Cricket Colts vs. APS, Dagshai (away)
Cricket Atoms vs. APS, Dagshai (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. 26th ... Rahul Johnson Squash tournament post-poned
- Wed. 28th ... Assessment Meeting post-poned to Tuesday
3rd April '90
Games' Committee Meeting (MCR) ... 2-30 p.m.
SUPW 4-45—6-10 p.m.
B.D., baths ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Thu. 29th ... Jr. English Debating Society Meeting (after supper)
- Fri. 30th ... Himalaya House Show post-poned to
1st and 2nd June '90
- Sat. 31st ... 1st School cancelled
Special Assembly for out-going
Upper VI ... 9-10 a.m.
Doon School Games' fixture post-poned
School farewell lunch for out-going
Upper VI ... 1-45 p.m.

Sr. English Debate post-poned	
Supper P.D.	... 5-45 p.m.
Supper Sr. School	... 6-45 p.m.
House farewell parties for out-going	
Upper VI	... 7-30 p.m.

April

Sun. 1st ...	Cricket 1st XI vs. Bang Club (home)	
	P.D. Girls Basket-ball vs. APS, Dagshai (away)	
	P.D. Boys Basket-ball vs. APS, Dagshai (away)	
	Electrons vs. APS, Dagshai (away)	
	Study hour (dorms.)	12-15—1-15 p.m.
	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. 74. 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. 75. 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. 76. SCHOOL FRUIT & VEGETABLE SECTION

The following rates will be effective from 24-3-1990 to 15-7-1990 in the Fruit & Vegetable section :—

Vegetable 'A'	Rs.
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Beans, Methi, Kali Tori & Kathal.	} ... 4-00 Per Kg.
 Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish & Tinda.	} ... 2-50 Per Kg.
Potatoes	... 2-00 „
Onions	... 2-00 „
Tomatoes	... 5-00 Per Kg.
Lime Fresh	... 15-00 „
Ginger Fresh	... 15-00 „
Garlic	... 7-00 „
Chillies Green	... 8-00 „
Dhania Green	... 5-00 „
 Fruit	
Banana	... 7-50 „
Apple Red	... 9-00 „
Apple Golden	... 8-50 „
Oranges	... 9-00 „
Guavas	... 5-00 „
Grapes	... 25-00 „
Leechies	... 15-00 „
Mangoes	... 10-00 „
Sugar Melon	... 5-00 „
Water Meion	... 1-50 „
Plum/Alubukhara	... 5-00 „

Apricots	... 10-00	„
Peaches	... 3-70	„
Bair	... 5-00	„
Mussamies	... 10-00	„
Cheekoo	... 10-00	„
Mint Green	... 10-00	„

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 30th March 1990****Part I**

77—79

No. 77. PROGRAMME**March**

- Fri. 30th ... Himalaya House Show post-poned to
1st and 2nd June '90
- Sat. 31st ... 1st School cancelled
Special Assembly for out-going
Upper VI ... 9-10 a.m.
Doon School Games' fixture post-poned
School farewell lunch for out-going
Upper VI ... 1-45 p.m.
Sr. English Debate post-poned
Supper P.D. ... 5-45 p.m.
Supper Sr. School ... 6-45 p.m.
House farewell parties for out-going
Upper VI ... 7-30 p.m.

April

- Sun. 1st ... Cricket 1st XI vs. Bang Club cancelled
P.D. Girls Basket-ball vs. APS, Dagshai (away)
P.D. Boys Basket-ball vs. APS, Dagshai (away)
Electrons vs. APS, Dagshai (away)
Study hour (dorms.) 12-15—1-15 p.m.
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.
- Tue. 3rd ... Ram Navmi—Administrative Holiday
IPSC Girls Basket-ball Meet post-poned
Assessment Meeting (MCR) ... 5-30 p.m.
- Wed. 4th ... Games' Committee Meeting ... 2-30 p.m.
SUPW 4-45—6-10 p.m.
B.D., baths ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
Film Society Meeting (after supper)

Thu.	5th	...	Solan Distt. Basket-ball Tournament commences	
Fri.	6th	...	Cricket 1st XI vs. St. Stephens College Staff (home)	
			Sr. English Debate (ISC)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	8th	...	Proposed Cricket fixture with Jamshedpur XI cancelled Tennis fixtures post-poned	
			Study hour (dorms.)	12-15—1-15 p.m.
			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. 78. BOOKS BORROWED FROM P.D.

Will the parents of P.D. children (Day Scholars) who have borrowed text books/library books from the Prep School from time to time kindly arrange to return these by 15-4-1990.

No. 79. ADMINISTRATIVE HOLIDAY

Tuesday 3rd April, 1990 will be observed as Holiday by administrative staff on account of Ram Navami.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 6th April 1990****Part I****80—90****No. 80. PROGRAMME****April**

Fri.	6th	...	Cricket 1st XI vs. St. Stephens College Staff (home)	
Sat.	7th	...	Sr. English Debate (ISC)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	8th	...	Tennis vs. APS, Dagshai (away)	
			Proposed Cricket fixture with Jamshedpur XI cancelled	
			Tennis House fixtures post-poned	
			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.	11th	...	I—H Cricket tournament commences	
			SUPW	4-45—6-10 p.m.
			B.D., baths	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Thu.	12th	...	Cricket 1st XI & P.D. Electrons teams leave for YPS, Patiala	... 2-00 p.m.
			YPS Cricket Colts & Atoms arrive	... 5-00 p.m.
			Children permitted SOPs for long week-end	... 7-40 p.m.
Fri.	13th	...	Good Friday/Baisakhi—School holiday	
			Sunday timings	
			Cricket 1st XI vs. YPS, Patiala (away)	
			Cricket Atoms vs. YPS, Patiala (home)	... 10-30 a.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sat. 14th ...	Ambedkar Birth Centenary---School holiday	
	Sunday timings	
	Cricket 1st XI vs. YPS, Patiala (away)	
	P.D. Electrons vs. YPS (away)	
	Cricket Colts vs. YPS,	
	Patiala (home)	... 10-00 a.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th ...	YPS, Colts & Atoms leave	... 9-00 a.m.
	Lunch P.D.	... 12-00 noon
	Cricket 1st XI & P.D.	
	Electrons teams return	... 12-30 p.m.
	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.
	Children return from SOPs	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Note : B.D., head baths on Sundays, henceforth, will start at 8-00 a.m. sharp.

No. 81. NEW ADMISSIONS

1. New admissions are scheduled on 18-4-1990.
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 18th April, 1990 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 on 18-4-1990 will be communicated fairly soon to all concerned.

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

No. 82. 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. 83. SCHOOL LEDGERS

All staff members who have School property under their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought uptodate, with all entries compled, latest by 13th April, 1990. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during their audit work.

No. 84. 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. 85. 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. 86. SUMMER KIT

The entire School will switch over to Summer Kit with effect from 1st May, 1990.

No. 87. 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, 1990.

No. 88. ISSUE OF ICE CREAM IN CDH ON SUNDAYS

Ice-Cream cups will be available in CDH from Sunday, 8th April 1990 against coupons that have to be purchased from the Tuck Shop.

These will be available in Tuck Shop on Fridays and Saturdays every week, as per following :

Ice-Cream Cups	Rs. 3/-per cup
Ice-Cream Bricks	Rs. 18/-per brick

No. 89. ADMINISTRATIVE HOLIDAYS

1. Friday 13th April, 1990 will be observed as holiday by administrative staff on account of Baisakhi, and by whole school on account of Good Friday.

2. Saturday 14th April 1990 will be observed as holiday by the whole school on account of Dr. Ambedkars' birth centenary.

No. 90. CINEMA

An English film, if it arrives in time, will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 8th April, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 12th April 1990****Part 1**

91—95

No. 91. PROGRAMME**April**

Thu. 12th	...	Cricket 1st XI & P.D. Electrons teams leave for YPS, Patiala	...	2-00 p.m.
		YPS Cricket Colts & Atoms arrive	...	5-00 p.m.
		Children permitted SOPs for long week-end	...	7-40 p.m.
Fri. 13th	...	Good Friday/Baisakhi—School holiday Sunday timings Cricket 1st XI vs. YPS, Patiala (away) Cricket Atoms vs. YPS, Patiala (home)	...	10-30 a.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sat. 14th	...	Dr. Ambedkar Birth Centenary—School holiday Sunday timings Cricket 1st XI vs. YPS, Patiala (away) P.D. Electrons vs. YPS (away) Cricket Colts vs. YPS, Patiala (home)	...	10-00 a.m.
		YPS, Colts & Atoms leave	...	2-30 p.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Cricket 1st XI & Electrons return	...	6-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 15th	...	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.
		Children return from SOPs	...	6-00 p.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Note : B.D., head baths on Sundays, henceforth, will start at 8-00 a.m. sharp.		
Mon. 16th	...	I—H Cricket Tournament post-poned Dormitory movement	
Tue. 17th	...	CBSE Exams. conclude Talk on Vedanta by Swami Parthasarthy (Classes XI & XII)	... 6-15 p.m.
Wed. 18th	...	New Admissions Doon School teams arrive SUPW	4-45—6-10 p.m.
		B.D., baths	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Thu. 19th	...	Cricket/table tennis/basket-ball/badminton vs. Doon School Nilagiri House Show 1st performance ... (P.D., L-IV & U-IV boys to attend)	4-30 p.m.
Fri. 20th	...	Cricket/table tennis/basket-ball/badminton vs. Doon School Evening prep cancelled Nilagiri House Show final performance	... 6-15 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	
Sat. 21st	...	Kinnaur Expedition leaves Classes cancelled after milk break Afternoon activities cancelled Camp preparations Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 22nd	...	School breaks for camps/hikes	

No. 92. MEDICAL CATEGORY

Vineet Harnal HBD ... Cat. 'C'

No. 93. S.B.F. LOANS AND P.F. ADVANCES

It is notified for the information of all concerned that applications for S.B.F. loans and P.F. advances, except in emergency cases, should be submitted at least 3 weeks in advance.

No. 94. NEW ADMISSIONS

(Ref. : S.O. No. 81 para (5) and (7) dated 6-4-1990)

- (a) The number of New Admissions department-wise, due on 18-4-1990, will be as per following :

BD	GD	PD (Boys)	PD (Girls)
28	16	43	24

- (b) Office Circular dated 10-4-1990 gives full details regarding House-wise/Class-wise break up of New Admissions due on 18-4-1990, as also, the details of transfers from P.D. to B.D. G.D.

No. 95. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 15th April, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 18th April 1990

Part I

96

SPECIAL ORDER**No. 96. 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.

*Name**Med. Ctgy.***HBD**

Vineet Harnal	...	C
Vikramjit S. Chima	...	B Gym.
Vijay Bala Subramaniam	...	B Hodson
Subil Bhattal	...	B Gym.
Tenzin T. Tsarong	...	B Hodson
Vikram S. Jolly	...	B Gym.
Gautam Munjal	...	B Gym.
Chandan Raj Grewal	...	B Gym.

NBD

Gaurav Raina	...	B Gym., Boxing P.T.—no bending exercises
Umang Verma	...	C
Amarjot S. Bedi	...	B Gym., Boxing
Karandeep Sidhu	...	C

SBD

Surmeet Mann	...	B	Gym., Jumps
Shyatto Raha	...	B	Swimming
Hrisheet Barve	...	C	
Vikram Hazuria	...	B	Boxing
Deep Mitra	...	B	Gym.; Boxing
Samir Gandhi	...	B	Swimming
Syed Adil Rizvi	...	C	
Simmerjit S. Sidhu	...	C	
Satnam Singh	...	B	Gym., High Jump
Zorawar Singh	..	B	Swimming

VBD

Ikreet S. Bal	...	C	
Anup Basnet	...	C	can do standing P.T. only
Vishal Prakash	...	B	Swimming, to wear trouser for the term.

HGD

Simran Malik	...	B	Gym., Jumps.
Seema Ashok Raj	...	B	Gym., Racket games.
Anantika Channa	...	B	Gym., Jumps.
Irene Sunup	...	B	Gym., Jumps
Madhurima Kanwar	...	B	Long distance running, Hodson.

NGD

Priya Singh	...	C	can do standing P.T.
Neelakshi Thomas	...	B	Gym., Jumps.

SGD

Anvita Mehra	...	C	can do standing P.T.
Richa Nagrath	...	B	kneeling exercises.
Amrita Daing	...	B	No strain on left hand.
Rohini Aggarwal	...	C	can do standing P.T.

VGD

Shailja Sharma	...	B	Swimming
Supriya Baruah	...	B	can do standing P.T.
Bhawani Singh	...	B	Gym., Jumps.

HPD

Akshay Munjal	...	B	Swimming.
Arnab P. Dutta	...	B	Hodson/long distance running.
Chiranjiv S. Gill	...	B	Hodson / Long distance running, Gym., Jumps.
Herain Oberoi	...	B	Swimming
Rajdeep S. Chimni	...	B	Swimming

NPD

Durrez Ahmed	...	B	Gym./Jumps
Randeep S. Maulia	...	B	Swimming

SPD

Amarinder S. Aulakh	...	B	Swimming
Aurup Dasgupta	...	B	Gym./Jumps
Karan B.S. Brar	...	B	Swimming

VPD

Dhiraj Khanna	...	B	Hodson/Long distance running
Raghav Khanna	...	B	Hodson/Long distance running
Vikrant Dhankar	...	B	Swimming/Hodson/Long distance running

HPD (G)

Deepali Chowdhury	...	B	Gym./Jumps
Maya K.E. Patnaik	...	B	Gym./Jumps
Radhika Gupta	...	B	Swimming

SPD (G)

Aliya Tara Sultan	...	C	Cat. till 1st May
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VPD (G)

Smita Yograj	...	B	Hodson / Long distance running/ Swimming
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SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th April 1990****Part I**

97—102

No. 97. PROGRAMME**April**

- Fri. 20th ... Cricket/table tennis/basket-ball/badminton vs.
Doon School
Evening prep cancelled
Nilagiri House Show final
performance ... 6-15 p.m.
Supper P.D. ... 6-30 p.m.
Supper Sr. School (after the performance)
- Sat. 21st ... Kinnaur Expedition leaves
Classes cancelled after milk break
Afternoon activities cancelled
Camp preparations
Tea P.D. ... 4-00 p.m.
Tea Sr. School ... 4-30 p.m.
Supper P.D. ... 6-00 p.m.
Supper Sr. School ... 7-00 p.m.
- Sun. 22nd ... School breaks for camps/hikes
- Sun. 29th ... Camping hiking parties return
- Mon. 30th ... 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.
Evening prep resumed

May

- Tue. 1st ... Summer routine teaching time-table
comes into effect
School switches over to summer kit
Cricket House practices
- Wed. 2nd ... Cricket House practices
SUPW 4-45—6-10 p.m.
B.D., baths ... 6-15 p.m.

		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Thu.	3rd	...	I—H Cricket tournament commences	
			Proposed P.D., Games' fixtures with	
			Dehra Dun Schools	
			Jr. English Debating Society Meeting (after supper)	
Fri.	4th	...	Assessment Meeting post-poned	
			to Tuesday 8th May	
			Proposed P.D., Games' fixtures with	
			Dehra Dun Schools	
Sat.	5th	...	Cricket 1st XI vs. Rakesh Sood's XI (home)	
			Proposed P.D., Games' fixtures with	
			Dehra Dun Schools	
			Recitation Competition (L-V & U-V)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			British Council Educational Film (after supper)	
Sun.	6th	...	Cricket 1st XI vs. Rakesh Sood's XI (home)	
			Inter-House Squash commences	
			Proposed P.D. Games' fixtures with	
			Dehra Dun Schools	
			Lunch P.D.	... 12-00 noon
			Lunch Sr. School	... 1-00 p.m.
			Hindi Film (for both P.D., &	
			Sr. School)	
			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. 98. DAILY ROUTINE

The pre-lunch routine with effect from Tuesday 1st May, 1990 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—11-55 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.

Teaching Schedule for :—

(a) Wednesdays :

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.

(b) Saturdays :

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.

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

(c) Sunday Timings

Rouser	...	7-30 a.m.
B.D., head baths	...	8-00 a.m.
Breakfast P.D.	...	8-30 a.m.
Breakfast Sr. School	...	9-15 a.m.
Lunch P.D.	...	12-30 p.m.
Lunch Sr. School	...	1-30 p.m.

No. 99. P.D. APPOINTMENTS FOR 1990-91**Girls**

	Head Girl	...	Nasim Sidhu
	M.I. Prefect	...	Pooja Singh
<i>H.P.D.</i>	House Prefect	...	Maya Patnaik
<i>N.P.D.</i>	House Prefect	...	Pavitar Sidhu
<i>S.P.D.</i>	House Prefect	...	Shruti Rawat
<i>V.P.D.</i>	House Prefect	...	Sandhya Wazirchand
	Library Prefects	...	Mekhla Matto, Divya Dhillon
	Games Prefect	...	Gulveen Khara

Lower Dormitory Boys

	Head Boy	...	Rommel Namaram
	M.I. Prefect	...	Sangram S. Chahal
<i>S.P.D.</i>	House Prefect	...	Sanchit Datta
<i>V.P.D.</i>	House Prefect	...	Harman Dhillon
	Games Prefect	...	Aurup Das Gupta
	Library Prefects	...	T. Changkija, Imran Sultan.

Upper Dormitory Boys

	Head Boy	...	Manpreet Sekhon
	M.I. Prefect	...	Himmat Sekhon
<i>H.P.D.</i>	House Prefect	...	Avneet Singh
<i>N.P.D.</i>	House Prefect	...	Ziaul Islam
	Games Prefect	...	Damandeep Sidhu
	Library Prefects	...	Abhay Mahajan, Vir Saran Das

No. 100. 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. MEDICAL CATEGORIES

Ikreet Bal	VBD	...	Cat. 'B' P.T./Gym.
Vivek Zutshi	SBD	...	Cat. 'B' permitted only indoor Games & Swimming.

No. 102. SCHOOL ORDERS

The next School Orders will now be published on Friday, 4th May 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th May, 1990****Part I**

103—113

No. 103 PROGRAMME**May**

Fri.	4th	...	Assessment Meeting postponed to Tuesday 8th May	
			P.D., Games' fixtures with Dehra Dun Schools	
Sat.	5th	...	Morning Prep	6-40—7-40 a.m.
			Cricket 1st XI vs. Rakesh Sood's XI (home)	
			P.D., Games' fixtures with Dehra Dun Schools	
			Recitation Competition (L-V & U-V) ...	6-15 p.m.
			Supper P.D. ...	6-15 p.m.
			Supper Sr. School ...	7-15 p.m.
			British Council Educational Film (after supper)	
Sun.	6th	...	Cricket 1st XI vs. Rakesh Sood's XI (home)	
			Inter-House Squash tournament post-poned	
			P.D., Games' fixtures with Dehra Dun Schools	
			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.
Tue.	8th	...	Assessment Meeting (MCR) ...	5-30 p.m.
Wed.	9th	...	Mess Committee Meeting (MCR) ...	2-30 p.m.
			I—H (Jr.) Dumb Charade Competition	
			SUPW	4-45—6-10 p.m.
			B.D., baths ...	6-15 p.m.
			Supper P.D. ...	6-15 p.m.
			Supper Sr. School ...	7-15 p.m.
Thu.	10th	...	I—H Cricket Tournament concludes	
Fri.	11th	...	Solan Distt. Swimming Meet postponed	
			Soccer sets made ...	2-30 p.m.

	Field games cancelled	
	All other activities as per the Cricket Games' programme	
	Siwalik House Show 1st performance ...	4-30 p.m.
	(P.D., L-IV & U-IV boys to attend)	
Sat. 12th ...	Morning prep	6-40—7-40 a.m.
	Soccer trials for 1st XI, Colts & Atoms	2-40—4-00 p.m.
	Apart for field games all other activities as per the Cricket Games' programme	
	Siwalik House Show final performance ...	6-15 p.m.
	Supper P.D. ...	6-30 p.m.
	Supper Sr. School (after the performance)	
Sun. 13th ...	Nature Club/ Environment studies	
	Study hour (dorms.)	12-15—1-15 p.m.
	Tea P.D. ...	3-20 p.m.
	Tea Sr. School ...	3-40 p.m.
	English 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. 104. 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. 105. 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. 106. HEADMASTER'S CARD

A Headmaster's Card for indiscipline has been 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, vandalism, bullying, breaking bounds, repeated general misconduct.

No. 107. 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. 108. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1990 as on 4-5-1990 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 19-5-1990 (3-00 p.m.)

No. 109. 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. 110. SWIMMING

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

No boy or girl will enter the swimming pool, except when he/she is programmed to swim. They will not enter the pool unless they are allocated by name to a part of the pool to which they will confine themselves, namely the shallow end in the case of those who are non-swimmers and weak swimmers, and the

whole pool in the case of those who are good swimmers. *The term non-swimmers and weak swimmers will include those children who are unable to swim a length of the pool without distress.* No child will be permitted to dive into the pool unless his/her name is included in a list of those permitted to dive.

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

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

- (a) He/She has taken a roll call of the non-swimmers and weak swimmers present, according to the list prepared. **ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS** (House Staff will please arrange for the purchase of these caps by children from the Tuckshop). Children who are good swimmers and are in possession of white caps will arrange either to change their caps for coloured ones or to have them painted with a colour, to distinguish them from white caps.
- (b) He/She has checked that all swimming apparatus as detailed below are present at the side of the pool.
 - (i) A long bamboo with blunt hook attached at the end.
 - (ii) Float (life belts) ;
 - (iii) Rope

No 111. SWIMMING AND SWIMMING POOL AREA

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

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

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

No. 112. MEDICAL CATEGORY

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

Anshul Gupta	HBD	...	Cat. 'C'
Shubil Bhattel	HBD	...	Cat. 'C'
Navdeep Shergill	SBD	...	Cat. 'B' Hodson/Long distance running
Abhishek Rajgharia	HPD	...	Cat. 'C'
Nikhil Gupta	HPD	...	Cat. 'C'
Karanvir Punia	HPD	...	Cat. 'B' Gym./Jumps
Simar K. Sidhu	(G) VPD	...	Cat. 'B' Hodson/Long distance running

No. 113. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 6th May, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th May, 1990

Part I

114—121

No. 114. PROGRAMME**May**

- Fri. 11th ... Solan Distt. Swimming Meet post-poned
I—H Cricket continued
Siwalik House Show 1st performance ... 4-30 p.m.
(P.D., L-IV & U-IV boys to attend)
- Sat. 12th ... Morning prep 6-40—7-40 a.m.
I—H Cricket continued
YPS Girls' basket-ball & boys
tennis teams arrive ... 5-00 p.m.
Siwalik House Show
final performance ... 6-15 p.m.
Supper P.D. ... 6-30 p.m.
Supper Sr. School (after the performance)
- Sun. 13th ... Nature Club/ Environment studies
Girls' basket-ball vs. YPS, Patiala (home)
Boys' tennis vs. YPS, Patiala (home)
Tea P.D. ... 3-20 p.m.
Tea Sr. School ... 3-40 p.m.
English 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 ... I—H Cricket continued
- Tue. 15th ... I—H Cricket continued
- Wed. 16th ... Afternoon activities & SUPW cancelled
Soccer sets made ... 2-30 p.m.
Tea Sr. School ... 3-45 p.m.
Soccer Festival Match ... 4-15 p.m.
(School will go down to watch the match)
Tea for the teams ... 5-30 p.m.
B.D., baths ... 6-00 p.m.

		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Poem Recitation L-IV & U-IV (after supper)	
Thu. 17th	...	Soccer season commences	
		Revised post-lunch routine comes into effect	
Sat. 19th	...	Morning prep	6-40—7-40 a.m.
		Jr. English Debate	... 3-30 p.m.
		New Admissions permitted SOPs	
Sun. 20th	...	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. 115. 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, 1990.

No. 116. 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. 117. 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 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. 118. STUDENTS PERSONAL ACCOUNT

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

Any loss slips, debit notes, expense vouchers, etc., etc., involving these students must be sent to school office latest by 17-5-1990. 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. 119 SALE OF MARKIN CLOTH IN TUCK SHOP

Staff may take advantage of purchasing markin cloth from Tuck Shop on cash payment on working days before lunch.

This item has been purchased by the School from H.P. State Civil Supplies Corporation, and will be made available for sale in Tuck Shop as per ration scale laid down by the H.P. State Civil Supplies Corporation per family.

No 120. MEDICAL CATEGORY

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

Preet Mohinder	SBD	...	Cat. 'C'
Upjeet Sahota	SBD	...	Cat. 'C'
Rooplekha Banerjee	VGD	...	Cat. 'B' Hodson; long distance running

No. 121. CINEMA

An English film, if it arrives in time, will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 13th May, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th May, 1990

Part I

122—130

No. 122. PROGRAMME**May**

Fri. 18th	...	Exhibition of Russian books (Library)	
Sat. 19th	...	Morning prep	6-40—7-40 a.m.
		Exhibition of Russian books (Library)	
		Jr. English Debate	... 3-30 p.m.
		Mess Committee Meeting (MCR)	... 4-45 p.m.
		New Admissions permitted SOPs	
Sun. 20th	...	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. 21st	...	I—H Basketball G.D., Commences	
Tue. 22nd	...	I—H Swimming heats post-poned	
Wed. 23rd	...	SUPW	3-15—4-35 p.m.
Fri. 25th	...	Vindhya 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. 26th	...	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.
		Games/hobbies cancelled	
		B.D., baths	... 5-00 p.m.
		Vindhya House Show	
		final performance	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	

Sun. 27th ...	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. 123. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—10th December 1990, to the Bursar not later than 12th June, 1990.

No. 124. 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. 125. 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. 126. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Thu. 7th June, 1990 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:—

Thu.	7th June '90	{	11-00 a.m. G.D. (Upper Dorm.)
			11-20 a.m. G.D. (Lower Dorm.)
			11-40 a.m. B.D. Himalaya
			12-00 noon B.D. Nilagiri
			12-20 p.m. B.D. Vindhya
Fri.	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. Siwalik
Sat.	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 mazoors to be present at each of the above places at the timings and date specified above.

No. 127. 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. 128. 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. 129. 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. 130. CINEMA

An English film, if it arrives in time, will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 20th May, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th May, 1990

Part I

131—134

No. 131. PROGRAMME**May**

Fri. 25th	...	Vindhya 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. 26th	...	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.
		Games/hobbies cancelled	
		B.D., baths	... 5-00 p.m.
		Vindhya House Show	
		final performance	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	
Sun. 27th	...	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. 30th	...	SUPW	3-15—4-35 p.m.
		British Council Educational Film (after supper)	

June

Fri. 1st	...	I—H Tennis G.D. Commences	
		Himalaya 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.	2nd ...	Morning prep	6-40—7-40 a.m.
		Swimming Gala post-poned	
		Musical Evening post-poned	
		Rest period (dorms.)	2-00—3-30 p.m.
		Tea P.D.	... 3-30 p.m.
		Tea Sr. School	... 4-00 p.m.
		Games/hobbies cancelled	
		B.D., baths	... 5-00 p.m.
		Himalaya House Show final performance	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School (after the performance)	
Sun.	3rd ...	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 hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

**No. 132. CHANGES / ALTERATIONS—SCHOOL CALENDAR
SPRING TERM**

The following changes have been instituted :—

June

Fri.	1st ...	Himalaya House Show 1st performance
Sat.	2nd ...	Himalaya House Show final performance
Sat.	9th ...	Musical evening by students & staff
Mon.	11th ...	Assessment Meeting P.D., Show first performance Staff Club Dinner
Tue.	12th ...	P.D., Show final performance

No. 133. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Thursday, 14th
June, 1990.

No. 134. CINEMA

An English film, if it arrives in time, will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 27th May, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st June, 1990****Part I**

135—141

No. 135. PROGRAMME**June**

Fri.	1st	...	I—H Tennis G.D. Commences Himalaya 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.	2nd	...	Morning prep 6-40—7-40 a.m. Swimming Gala post-poned Musical Evening post-poned Rest period (dorms.) 2-00—3-30 p.m. Tea P.D. ... 3-30 p.m. Tea Sr. School ... 4-00 p.m. Games/hobbies cancelled B.D., baths ... 5-00 p.m. Himalaya House Show final performance ... 6-00 p.m. Supper P.D. ... 6-30 p.m. Supper Sr. School (after the performance)
Sun.	3rd	...	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 hour (dorms.) 6-00—7-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Wed.	6th	...	SUPW 3-15—4-35 p.m.

Fri.	8th	...	Soccer House practice as under :—	
			Himalaya	4-50—5-50 p.m.
			Nilagiri	5-55—6-55 p.m.
			(Siwalik & Vindhya will attend hobbies)	
Sat.	9th	...	Morning prep	6-40—7-40 a.m.
			Rest period (dorms.)	2-00—3-30 p.m.
			B.D., baths (Jrs.)	... 3-00 p.m.
			Tea Siwalik House (B.D.)	... 3-45 p.m.
			Soccer House practice as under :—	
			Siwalik	4-00—5-00 p.m.
			Vindhya	5-05—6-05 p.m.
			2nd Session of hobbies cancelled (Himalaya & Nilagiri will attend 1st session of hobbies)	
			Musical Evening by students & staff	... 6-30 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-30 p.m.
Sun.	10th	...	Soccer 1st XI vs. APS, Dagshai (home)	
			Soccer Colts vs. APS, Dagshai (away)	
			Tea P.D.	... 3-20 p.m.
			Tea Sr. School	... 3-40 p.m.
			Film (for both P.D., & Sr. School)	... 4-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 136. SUMMER VACATION

The School will close on Friday, 15th June, 1990 for the summer vacation, and will reopen on Wednesday, 1st August '90 on which date all children must be back in the School, by 5-00 p.m.

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

No. 137. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Saturday, 16th June, 1990 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. 138. 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. 139. 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. 140, STOCK REQUIREMENTS—SECOND TERM 1990

All stock-holders will please send in their requirements for the **Second Term** of 1990 [1st August to 10th Dec. '90], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1990. 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. 141. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 3rd June, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, WEDNESDAY, 6TH JUNE, 1990

Part I

142—153

SPECIAL ORDER

Summer Vacation Arrangements—1990.

No. 142. 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 Friday, 15th June, 1990. (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 14th June, 1990, and Friday 15th June, 1990, 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 Wednesday, 13th June, 1990 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. 143. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Thursday, 14th June, 1990, at 2-30 p.m. All such staff members are required to attend.

No. 144. 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. 145. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 146. 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
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3	Bombay V.T.
10	Calcutta (via Lucknow) Delhi (By Chartered Buses)
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.

(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 Wednesday, 13th June, 1990 of the number of packages (luggage) to be collected from their quarters.

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

(v) Luggage of all children going in Delhi parties must be ready at the BD Quad. latest by 5-00 p.m. on 14-6-90. The Quartermaster

will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the Chartered Buses which will take the luggage and children to Delhi leaving BD Quad. 9-15 p.m. Left over luggage of Delhi parties will be loaded in School DCM Toyota.

(vi) Luggage of all children going to Bombay VT must be ready at the B.D. Quad. latest by 7-00 a.m. on 15-6-90 loaded on the Chartered Bus and if necessary in School old Bus and transported to Ambala Cantt.

Luggage of all children going to Chandigarh party must be ready at 7-00 a.m. on 15-6-90 and loaded on to the School Telco Bus, which will leave B.D. Quad. at 9-00 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 4-30 a.m. on 15-6-90. The party will leave for Chandigarh Airport by Public transport or taxis at 4-45 a.m. sharp.

(viii) Luggage of children going in Calcutta party must be ready at the B.D. Quad. latest by 12-00 noon and loaded on to the Chartered bus(es) on 15th June, 1990. 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 2-00 p.m. sharp.

(ix) Luggage of all other children travelling in the 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. 147. 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. 148. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

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

(ii) Lunch for the P.D. Calcutta party will be at 12-00 noon and the Senior School, at 12-45 p.m. on **home day**. Children travelling in Bombay VT party will have their Lunch at Ambala Cantt.

(iii) **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. 149. 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. 150. WALKING DOWN TO KALKA [BOYS]

None will be permitted to walk down to Kalka.

No. 151. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Thursday, 14th June, 1990, after the escorts meeting.

No. 152. 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, 14th June, 1990, and Friday, 15th June, 1990.

<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>
Delhi (on 14-6-90)	8-00 p.m.	9-00 p.m.	200 in 4	Chartered Buses
Srinagar Air	4-30 a.m.	5-00 a.m.	6	Public Trpt.
Bombay VT	8-30 a.m.	9-00 a.m.	60	Chartered Bus
Chandigarh	—do—	—do—	32	School Telco Bus
Calcutta	1-00 p.m.	2-00 p.m.	100	Chartered Buses

3. **Delhi party** will travel in 4 Chartered Buses on 14-6-90 leaving B.D. Quad. at 9-00 p.m. upto Purana Kila, Bhairon Road, Pragati Maidan New Delhi.

4. **Srinagar Air party** will travel in a Taxi from B.D. Quad, leaving Sanawar at 4-45 a.m. sharp for Chandigarh Air port, on 15-6-1990.
5. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp, on 15-6-1990.
6. **Bombay VT party** will travel from Ambala Cantt in one extra 2nd class 3 tier sleeper coach by 1058 Amritsar Dadar Exp. at 1510 hrs, on 15-6-1990
7. **Calcutta party** will travel by Chartered Buses from B.D. Quad. upto Kalka. From Kalka the party will travel in one extra 2nd class three tier sleeper coach by 4 UK Shuttle at 1710 hrs, up to Ambala Cantt. and onward by 3050 Amritsar Howrah Exp. at 2232 hours, on 15-6-1990.
8. 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.
9. 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. 153. NEXT TERM

The next term will begin on Wednesday, 1st August 1990, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.

LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th June, 1990

Part I

154—156

No. 154. PROGRAMME**June**

Fri.	8th	...	Soccer House practice as under :—	
			Himalaya	4-50—5-50 p.m.
			Nilagiri	5-55—6-55 p.m.
			(Siwalik & Vindhya will attend hobbies)	
Sat.	9th	...	Morning prep	6-40—7-40 a.m.
			Rest period (dorms.)	2-00—3-30 p.m.
			B.D., baths (Jrs.)	... 3-00 p.m.
			Tea Siwalik House (B.D.)	... 3-45 p.m.
			Soccer House practice as under :—	
			Siwalik	4-00—5-00 p.m.
			Vindhya	5-05—6-05 p.m.
			2nd Session of hobbies cancelled	
			(Himalaya & Nilagiri will attend	
			1st session of hobbies)	
			Musical Evening by students & staff	... 6-30 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-30 p.m.
Sun.	10th	...	Soccer 1st XI vs. APS, Dagshai (home)	
			Soccer Colts vs. APS, Dagshai (home)	
			G.D., basket ball vs. IP College, Delhi 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.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Mon.	11th	...	Rouser	... 6-00 a.m.
			P.T. cancelled	
			1st School cancelled	
			Assembly cancelled	
			2nd School cancelled	

	G.D. Basket Ball	... 7-00 a.m.
	I—H Soccer :—	
	1st Session	6-30—7-45 a.m.
	2nd Session	7-50—9-05 a.m.
	Breakfast Sr. School	... 9-30 a.m.
	Normal Classes resumed from	
	3rd School onwards	
	Term Averages & Subject reports	
	handed in to Form Staff	... 1-00 p.m.
	Assessment Meeting (MCR)	... 2-30 p.m.
	Rest period (dorms.)	2-30—3-45 p.m.
	Afternoon prep cancelled	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	P.D. Show 1st performance	... 4-30 p.m.
	(L-IV & U-IV boys to attend)	
	Normal post-tea activities except Soccer	
	Staff Club Dinner	... 8-15 p.m.
Tue. 12th	... Rouser	... 6-00 a.m.
	P.T. cancelled	
	1st School cancelled	
	Assembly cancelled	
	2nd School cancelled	
	G.D. Basket Ball	... 7-00 a.m.
	1st Session	6-30—7-45 a.m.
	2nd Session	7-50—9-05 a.m.
	I—H Tennis G.D.	... 7-00 a.m.
	Breakfast Sr. School	... 9-30 a.m.
	Normal classes resumed from	
	3rd School onwards	
	Folders handed in to House Staff	... 1-30 p.m.
	Founder's Meeting (MCR)	... 2-30 p.m.
	Rest period (dorms.)	2-30—3-45 p.m.
	Afternoon prep cancelled	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-03 p.m.
	Post-tea activities cancelled	
	B.D. baths (Irs.)	... 5-00 p.m.

	P.D., Show Final Performance	... 6-00 p.m.
	Supper Sr. School	... 7-30 p.m.
	P.D., Green Room Party	
	(P.D., Pavement)	... 8-00 p.m.
Wed. 13th ...	P.T. cancelled	
	Rouser	... 7-00 a.m.
	B.D., baths	... 7-30 a.m.
	1st School cancelled	
	Breakfast Sr. School	... 8-30 a.m.
	Normal pre-lunch routine resumed	
	Rest period (dorms.)	2-30—3-45 p.m.
	Games/hobbies cancelled	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	I—H Soccer :—	
	1st Session	4-30—5-45 p.m.
	2nd Session	5-50—7-05 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-20 p.m.
Thu. 14th ...	P.T. cancelled	
	Rouser	... 7-30 a.m.
	B.D., baths	... 8-00 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	End of Term Assembly followed	
	by Annual Prize Giving (Barne Hall)	... 11-00 a.m.
	Buffet lunch for P.D., & Sr. School	... 1-15 p.m.
	Form Registers handed in to	
	Sr. Mistress	... 4-00 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.
Fri. 15th ...	HOME DAY	
	(Meal timings & dispersal as	
	per Special School Orders)	
	Reports handed in to H.M.	

No. 155. MEDICAL CATEGORY

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

Shivjeet S. Majithia	NBD	...	Cat. 'C'
Rakesh Pahil	NBD	...	Cat. 'C'
Aakash Nijhawan	NBD	...	Cat. 'C'
Savera K. Sidhu	NGD	...	Cat. 'C'
Jai Gopal	VBD	...	Cat. 'C'

No. 156. CINEMA

An English film, if it arrives in time, will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 10th June, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Wednesday 1st August, 1990****Part I**

157—177

No. 157. WELCOME

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

No. 158. PROGRAMME**August**

Wed. 1st ...	School re-opens	
	New Admissions	
	Breakfast	8-30-10-00 a.m.
	Lunch	1-00-2-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	House Masters/Mistresses meeting (HM's House)	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Kit issued	
	Lights out	... 10-00 p.m.
Thu. 2nd ...	P.T. cancelled	
	1st School cancelled	
	Rouser	... 7-15 a.m.
	Breakfast P.D.	... 7-45 a.m.
	Breakfast Sr. School	... 8-45 a.m.
	Opening of Term Assembly	... 9-30 a.m.
	2nd School	9-50-10-30 a.m.
	3rd School	10-30-11-10 a.m.
	Break	11-10-11-30 a.m.
	4th School	11-30-12-10 p.m.
	5th School	12-10-12-50 p.m.
	6th School	12-50-1-30 p.m.
	Lunch	... 1-35 p.m.
	Afternoon activities cancelled	
	Medical Inspection B.D. :-	
	Himalaya	2-00-2-40 p.m.
	Nilagiri	2-40-3-20 p.m.

		Siwalik	3-20—4-00 p.m.
		Vindhya	4-20—5-00 p.m.
		Tea (for both P.D., & Sr. School)	... 4-00 p.m.
		B.D., bath	... 5-10 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Fri.	3rd	... P.T. cancelled	
		Rouser	... 7-00 a.m.
		Normal teaching routine resumed	
		Career Seminar	
		Afternoon activities cancelled	
		'Body Snatching' (Barne Hall)	... 2-30 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.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sat.	4th	... Morning Prep cancelled	
		Rouser	... 7-00 a.m.
		Career Seminar	
		Afternoon activities cancelled	
		Athletics/hobbies sets made	
		(B.D., pavement)	... 3-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun.	5th	... Career Seminar	
		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. 6th ... Founder's/ Athletics/Soccer time-
table comes into effect

No. 159. FOUNDER'S DUTIES—1990

Athletics	B D	...	I/c Mr. K. K. Batish, Mr. Atul Sinha, Mr. William, Mr. S. Anand, Mr. S. Idris & Mr. M. S. Wig.
	G D	...	I/c Miss Babita Dhillon, Mr. Swapan Mukherji & Mrs. Anju Suri.
	P D	...	I/c Mr. G. Ahlawat, Mr. Roberts & Mrs. Anand.
Colours Parade		...	M/s B. Singh, Dhani Ram, B. C. Katoch & A. C. Chauhan.
N.C.C.		...	Mr. Sukhvinder Singh.
Sr. School Concert		...	Mr. Sengupta, Mr. Rupak Das, Mr. Malviya & Miss Neena Dutta.
P.D. Concert		...	I/c Prep. School & P. D. Staff.
Sr. School & P.D.			
Concert Co-ordination		...	I/c Mrs. A. Sharma.
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. Soloman |
| (ii) P.T., & Gym. | ... | M/s Dhani Ram & Ami Chand Chauhan |
| (iii) Bugle Band | ... | Mr. Katoch |
| (iv) Folk Dance | ... | Miss Neena Dutta |

Exhibitions :

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

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

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

Decorations	...	Mr. M.V. Gore, Mr. C. S. Matharu & Mr. V. Pandey.
Sound Equipment	...	I/c Mr. S. Ghosh & Mr. Subhash Gupta.
O.S. Accommodation :		
Girls	...	I/c Mrs. B. Matharu & Mrs. A. Suri.
Boys	...	I/c Mr. K.J. Parel & Mr. A. Sinha.
Seating :		
(i) A.D.S.	...	I/c Prep School & P.D. Staff
(ii) School Play	...	I/c Mr. Sequeira & B.D. Staff
(iii) Sr. School & P.D. Concert	...	I/c Mrs. M. Khan & G D. Staff
(iv) Tattoo	...	Mr. Sequeira, Dr. Sharma & Mrs. Mehta
(v) Parade & Speeches	...	Dr. D. C. Gupta, Mr. C. B. Abraham, Mrs. Khanna & Mrs. Zutshi.
Costume Room & make up	} ...	Mr. C. B. Abraham
Nursery	...	One P.D. Matron & two P.D. Ayahs.
Checking Invitation Cards	I/c	Mr. B.P. Joshi, Mr. Puri & Mr. Sukhvinder Singh.
Barne Hall	...	I/c Mr. R. Sibal & Mr. Mehta.

No. 160. RETURN OF SCHOOL CHILDREN

All Housemasters/Housemistress will please send immediately the lists of children in their House, 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 Friday, 3rd August, 1990 (9-00 a.m.)

No. 161. RETURN SCHOOL PARTIES JULY, 1990.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 4th August, 1990 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. 162. NEW ADMISSION—RECEPTION

All new admissions will take place on 1st August, 1990. 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 28-7-90 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. 163. 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 ...	19	9	3	—

No. 164. 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. 165. 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. 166. 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. 167. 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. 168. 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. 169. 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. 170. 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. 171. STAFF VISITS TO BURSAR

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

Mondays to Saturdays	... 12-00—1-00 p.m.
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No. 172. HOSPITAL TIMINGS

The timings will be as per following details :—

1. M.I. Timings—Monday to Saturday

7-30 a.m.—7-40 a.m.	... G.D.
7-40 a.m.—7-50 a.m.	... B.D.
8-00 a.m.—8-10 a.m.	... P.D.

2. *Hospital Timings*

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

Sundays

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

No. 173. 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. 174. 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. 175. 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 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.
- (b) 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.
- (c) All expenses on food, TA, DA and communications.
- (d) 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 supercede all previous rules of the Scheme.

No. 176. STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school after the end of first term i.e., from 15th June, 1990 :—

Zahid Hai	SBD
Surmeet S. Mann	SBD
Gurshabnam Sidhu	SGD
Reid V. Barla	NBD
Nisha Sareen	HGD
Rahul Albuquerque	NBD
Nikhil Gupta	HPD
Sukhdev S. Majithia	NBD
Amit Awashti	SBD
Sahil Jagtiani	NBD
Naman P. Ahuja	NBD
Nitin Sawhney	SBD
Amarjyot Hundal	HBD
Deepali Chadha	NGD
Ritu Sikand	SGD
Sohail B. Singh	NBD Sr.
Anumit Sodhi	VBD Sr.
Preetom Baruah	VBD Sr.
Shailja Thakur	VGD

No. 177. CINEMA

The English film **A FEW DOLLARS MORE** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 5th August, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 3rd August, 1990****Part I***178—181***No. 178. PROGRAMME****August**

Fri.	3rd	...	P.T. cancelled	
			Rouser	... 7-00 a.m.
			Normal teaching routine resumed	
			Career Seminar	
			Afternoon activities cancelled	
			'Body Snatching' (Barne Hall)	... 2-30 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.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Sat.	4th	...	Morning Prep cancelled	
			Rouser	... 7-00 a.m.
			Career Seminar	
			Afternoon activities cancelled	
			Athletics/hobbies sets made	
			(B.D., pavement)	... 3-00 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.
			B.D., baths	... 5-00 p.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Sun.	5th	...	Career Seminar	
			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. 6th	...	Raksha Bandhan—Administrative Holiday	
		Rouser (daily)	... 6-00 a.m.
		Chota Hazri (daily)	... 6-20 a.m.
		P.T. Resumed	
		Founder's/ Athletics/Soccer time-table comes into effect	
		Evening prep resumed	
Wed. 8th	...	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.
		Sr. English Debating Society Meeting (after supper)	
Fri. 10th	...	Jr. English Debating Society Meeting (after supper)	
Sat. 11th	...	Morning Prep	6-40—7-40 a.m.
		I—H Quiz Competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 12th	...	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. 179. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Wednesday, 15th August, 1990. 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 15-8-90 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 15-8-90 at 6-30 p.m. for subordinate staff and 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. 180. STRENGTH—WITHDRAWAL

The following children has been withdrawn from the school w.e.f. the date shown against their names :—

Aparna Thadani VGD	...	27-7-90
Vivek Ganjoor NBJ	...	30-7-90

No. 181. ADMINISTRATIVE HOLIDAY

Monday, the 6th August, 1990 will be observed as a holiday by the administrative Staff on account of Raksha Bandhan.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th August, 1990****Part I**

182—194

No. 182. PROGRAMME**August**

Fri. 10th	...	Jr. English Debating Society Meeting (after supper)	
Sat. 11th	...	Morning Prep	6-40—7-40 a.m.
		I—H Quiz Competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 12th	...	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.
Tue. 14th	...	Janam Ashtami—School Holiday	
		Sunday timings	
		Staff vs. 1st XI (Soccer)	... 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.
		Independence—Eve Staff Club	
		Dinner Postponed	
Wed. 15th	...	Independence Day—School Holiday	
		Rouser	... 6-45 a.m.
		B.D., baths	... 7-20 p.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) onwards	... 12-00 noon
		Class IV sports (weather permitting)	... 2-30 p.m.

Tea P.D.	...	4-00 p.m.
Tea Sr. School	...	4-30 p.m.
Dry Supper (for both P.D., & Sr. School)	...	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 | | |

Thu. 16th	...	Inter-House Badminton (GD) commences	
Fri. 17th	...	Film Society Meeting (after supper)	
Sat. 18th	...	Morning Prep	6-40—7-40 a.m.
		P.D., Boys Basketball vs. Chail Military School (away)	
		Electrons (Soccer) vs. Chail Military School (away)	
		I—H Dumb Charades competition (Srs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr School	... 7-15 p.m.
Sun. 19th	...	Boys (P.D.) Basketball vs BCS (away)	} Post-poned
		Electrons (Soccer) vs BCS (away)	
		School Soccer Atoms vs BCS (home)	
		School Soccer Colts vs. BCS (home)	
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 183. APPOINTMENT OF PREFECTS / HELPERS

The following appointments of Prefects/Helpers have been made with effect from 1-8-1990 :—

D.H.M's Assistant	...	Avantika Daing
House Captain SGD	...	Kashmira Kakati
Games	...	Mainak Chowdhary Piya Nagpal
Hobbies	...	Mala Sawhney
Food	...	Amandeep Bains Rajiv Kapur Radhika Singh
Jr. Prefect NBD	...	Sharanbir Santhu
SUPW	...	Deepali Kapur

No. 184. 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. 185. 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. 186. 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. 187. CREDIT PURCHASE 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. 188. 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. 189. INFORMATION RECORD FORM—TRANSFER OF P.D. STUDENTS TO SENIOR SCHOOL

All P.D. Housemasters/Housemistresses are requested to hand over files maintained by them of children who have been transferred to the Senior School to their respective Housemasters/Housemistresses immediately if not done so already. Handing over/Taking over note duly signed and dated, be please sent to me latest by 20-8-1990.

No. 190. HOLIDAYS

1. Tuesday, the 14th August, 1990 will be observed as a holiday by the Administrative and Academic Staff on account of Janamashtmi.

2. Wednesday, the 15th August, 1990 will be observed as a holiday by the Administrative and Academic Staff on account of Independence Day.

No. 191 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. 192. STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school :—

Vikram Hazuria SBD	...	31-7-90
Mehak Gupta NPG	...	3-8-90
Amaninder S. Judge HBS	...	4-8-90

No. 193. MEDICAL CATEGORY

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

Ankur Dhawan	VBD	...	Cat. 'B' Athletics & Hodson
Gaurika Chopra	VGD	...	Cat. 'C' until 10-10 90
Shashi Prabha	NGD	...	Cat. 'B' No Swimming
Vikrant Dhankar	VPD	...	Cat. 'B' No Hodson, Athletics & Swimming upgraded from Cat. 'C'.

No. 194. CINEMA

The English film CLOAK AND DAGGER will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 12th August, 1990.

A Hindi Film if it arrives in time, will be screened in Barne Hall on 15-8-1990, for Subordinate Staff and their families, from 6-30 p.m., in view of Independence Day.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th August, 1990****Part I**

195—206

No. 195. PROGRAMME**August**

Fri. 17th	...	Film Society Meeting (after supper)	
Sat. 18th	...	Morning Prep	6-40—7-40 a.m.
		P.D., Boys Basketball vs. Chail	
		Military School (away) post-poned	
		Electrons Soccer vs. Chail Military	
		School (away) post-poned	
		I—H Dumb Charades	
		competition (Srs.)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 19th	...	Study hour (dorms.)	12-15—1-15 p.m.
		Soccer fixtures with BCS, Shimla (post-poned)	
		Atoms & Colts Soccer leave	
		for BCS Shimla	... 2-00 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		BCS Shimla Soccer Electrons & Class VI &	
		below Boys Basketball teams arrive	... 5-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 20th	...	Inter-House Chess BD & GD post-poned	
		Electrons (Soccer) vs. BCS, Shimla (home)	
		P.D., Boys Basketball vs. BCS, Shimla (home)	
		Atoms & Colts Soccer fixture with	
		BCS, Shimla (away)	
		I—H Swimming Heats Commence	
Wed. 22nd	...	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.

Fri. 24th	...	Sr. English Debating team leaves for MNS, Rai PPS, Nabha Soccer Colts & Atoms arrive	... 5-00 p.m.
		Dramatic Society Meeting (Jrs.) after supper	
Sat. 25th	...	Morning Prep	6-40—7-40 a.m.
		Sr. English Debate, MNS, Rai Soccer Atoms vs. PPS, Nabha (home)	... 10-00 a.m.
		Soccer Colts vs. PPS, Nabha (home)	... 11-15 a.m.
		PPS, Nabha Colts & Atoms leave	... 2-00 p.m.
		YPS, Patiala Colts & Atoms arrive	... 5-00 p.m.
		Supper P.D.,	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 26th	...	Soccer Atoms vs. YPS, Patiala (home)	... 10-00 a.m.
		Soccer Colts vs. YPS, Patiala (home)	... 11-15 a.m.
		(The School will go down to watch the match)	
		Lunch P.D.	... 12-15 p.m.
		Lunch Sr. School	... 1-15 p.m.
		YPS, Patiala Soccer Colts & Atoms leave	... 2-00 p.m.
		Hindi Film (for both P.D., & Sr. School)	... 2-15 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. 196. 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. 197. 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. 198. POST—FOUNDERS'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 4-10-90 (2-30 p.m. for P.D., and 8-30 p.m. for B.D. & G.D.) to 9-10-90 (5 00 p.m.), including the Chief Guests holiday. Children should inform parents of these dates.

No. 199. 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. 200. 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. 201. 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 will be 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. 202. PORTERAGE FOR PRIVATE TRIPS OF STORES MAZDOORS

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. 2/- per trip from QM stores to residence for a maximum load of 50 kg.

This is for information of all concerned.

No. 203. 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 1990, the issue dates will shift to, and will be from 11th to 20th October, 1990.

No. 204. 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. 205. MEDICAL CATEGORY

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

Vikram Jolly	HBD	...	Cat. 'C' until 30-10-90
Satnam Singh	SBD	...	Cat. 'C' until 30-10-90
Anvita Mehra	SGD	...	Cat. Upgraded 'A' resume normal activities.

No. 206. CINEMA

The English film REVENGE OF THE MORE NERDS II will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 19th August, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th August, 1990****Part I**

207—214

No. 207. PROGRAMME**August**

- Fri. 24th ... Sr. English Debating team
leaves for MNS, Rai
PPS, Nabha Soccer Colts &
Atoms arrive ... 7-00 p.m.
Dramatic Society Meeting (Jrs.) after supper
- Sat. 25th ... Morning Prep 6-40—7-40 a.m.
Sr. English Debate, MNS, Rai
Soccer Atoms vs. PPS,
Nabha (home) ... 10-00 a.m.
Soccer Colts vs. PPS, Nabha (home) ... 11-15 a.m.
PPS, Nabha Colts & Atoms leave ... 2-00 p.m.
YPS, Patiala Colts & Atoms arrive ... 5-00 p.m.
Supper P.D., ... 6-00 p.m.
Supper Sr. School ... 7-00 p.m.
- Sun. 26th ... Soccer Atoms vs. YPS, Patiala (home) ... 10-00 a.m.
Soccer Colts vs. YPS, Patiala (home) ... 11-15 a.m.
(The School will go down to watch
the match)
Lunch P.D. ... 12-15 p.m.
Lunch Sr. School ... 1-15 p.m.
YPS, Patiala Soccer Colts &
Atoms leave ... 2-00 p.m.
Hindi Film (for both P.D., &
Sr. School) ... 2-15 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. 27th ... * Afternoon activities cancelled
I—H Swimming Sports & Gala ... 3-00 p.m.

Wed. 29th	...	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. 30th	...	Soccer 1st XI leaves for PPS, Nabha	... 2-00 p.m.
Fri. 31st	...	Soccer Quadrangular, PPS, Nabha	
September			
Sat. 1st	...	Morning Prep	6-40--7-40 a.m.
		Soccer Quadrangular, PPS, Nabha	
		I—H Sr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
		Col. Brown School teams arrive	... 7-30 p.m.
Sun. 2nd	...	Soccer Electrons vs Col. Brown School	... 9-30 a.m.
		Soccer Class X & below vs. Col. Brown School	... 10-30 a.m.
		(School will go down to watch the match)	
		P.D., Basketball vs. Col. Brown School	
		Soccer Quadrangular, PPS, Nabha	
		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. 208. 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. 209. 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, 1990 connected with all students who have been withdrawn from the school.

The accounts of these children will be closed by 15-9-90 whereafter no further adjustments will be possible.

No. 210. 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 stationary items will be issued to any student.

No. 211. 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. 212. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt. of India. Ministry of Education as on 24-8-90, studying in this School. They are no more entitled to free issue of School jerseys :—

Z D. Dengthuama	...	HBD	Anurup K. Singh	...	NBD
Mushahid Raza	...	SBD	Rakesh Verma	...	NBD
Sanjiv Kumar	...	HBD	Anoop Shukla	...	NBD
Ch. Khamba Singh	...	HBD	Lobsang Dorje	...	VBD
Licia Ageline Laloo	...	HGD	Rajinder Paul	...	VBD
Ashish Kumar	...	VBD	Madhu Bisht	...	HGD
Amarjyoti Deka John	...	VBD	Khem Bahadur	...	NBD
Ravi S. Chaturvedi	...	VBD	Vijay Prakash Tiwari...	...	VBD
Anu Saini	...	SGD	Vineet K. Aggarwal	...	SBD
Joginder Singh	...	VBD	Amit Kumar Singh	...	NBD

Himanshu Shekhar	...	HBD	Shashank Upadhyaya...	NBD
N. Somendrajit Singh	...	SBD	Pawan Pant	...
Rajiv K. Anand	...	VBD	Satnam Singh	...
Anurag Sirivastava	...	VBD	Shailendra Singh	...
Bharat Yadav	...	VBD	Vijay K Chauhan	...
Satya Narain	...	VBD	Samta Singh	...
Poonam Kushwaha	...	NGD	I. Shashikanta Singh	...
Laxmi Tripathi	...	NGD	Z.D. Lalanzova	...
Ravi Shankar Kumar	...	HBD	Sanjay Kumar	...
Seema Pant	...	VGD	Sheetal Khimta	...
Shashi Prabha	...	NGD	Kumar Gautam	...
Rakhee Sirivastava	...	VGD	Vineet Dua	...

No. 213. CHANGES IN SCHOOL RULES AND OTHER FRESH PROVISIONS

The Board of Governors at their meeting held on 30th May 1990 approved of a few changes in the existing school rules and sanctioned some fresh provisions, all applicable with effect from 1-7-1990.

These will soon be communicated to all staff concerned, through a separate circular fairly soon.

No. 214. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 26th August, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st August, 1990

Part I

215—226

No. 215. PROGRAMME**August**

Fri. 31st ... Soccer Quadrangular, PPS, Nabha

September

Sat.	1st	...	Morning Prep	6-40—7-40 a.m.
			Soccer Quadrangular, PPS, Nabha	
			Col. Brown School teams arrive	... 4-30 p.m.
			I—H Sr. English Debate	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	2nd	...	Soccer Electrons vs. Col. Brown School	... 9-30 a.m.
			Soccer Class X & below vs. Col. Brown School	... 10-30 a.m.
			(School will go down to watch the match)	
			P.D., Basketball vs. Col. Brown School	
			Soccer Quadrangular, PPS, Nabha	
			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.
			General studies session for classes XI & XII conducted by Mr. B.P. Joshi (Barne Hall)	... 8-00 p.m.
Mon.	3rd	...	Col. Brown School teams leave	... 9-00 a.m.
Tue.	4th	...	Evening Prep cancelled	
			Supper P.D.,	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
			Teachers' Day eve party hosted by Upper VI	... 8-30 p.m.

Wed. 5th	...	Teachers' Day	
		P.T., & classes cancelled	
		Rouser	... 7-30 a.m.
		Breakfast P.D.	... 8-00 a.m.
		Breakfast Sr. School	... 9-00 a.m.
		Tree planting organised by	
		Mr. B.P. Joshi & the Upper Sixers	... 9-45 a.m.
		Teacher's Day Elevenses tea	
		party for staff, hosted by the	
		State Bank of Patiala, Sanawar	... 11-00 a.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Normal post-lunch routine resumed	
		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.

This is the last date for concerned staff to recommend in writing to the HM names of students for School Colours for Community Service.

Fri. 7th	...	Junior English Debating Society	
		Meeting (after supper)	
Sat. 8th	...	Morning Prep	6-40—7-40 a.m.
		I—H Hindi Debate (Srs.)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 9th	...	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. 216. FOUNDER'S EXHIBITIONS

The Arts, Crafts, Carpentry, Needlework, New Projects Works, and Camp exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1990.

No. 217. 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. 218. 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., '90.

No. 219. TRANSPORT FOR FOUNDER'S

It is regretted that the school vehicles may not be available as transport from Kasauli to the school and back, for the functions during Founder's.

No. 220. 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, 1990.

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. 221. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1990 at 1-30 p m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1990, if they are joining for lunch.

No. 222. 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 the school order to all children in their Houses.

No. 223. 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 Rural Education Centre.

No. 224 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. 225. 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 chages 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, and all staff are permitted to take advantage of this arrangement.

No. 226. CINEMA

The English film **BIG TROUBLE IN LITTLE CHINA** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 2nd September, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th September, 1990****Part I**

227—230

No. 227. PROGRAMME**September**

Fri.	7th	...	Junior English Debating Society Meeting (after supper)	
Sat.	8th	...	Morning Prep	6-40—7-40 a.m.
			I—H Hindi Debate (Srs.)	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	9th	...	Staff Soccer XI vs. Doon School staff (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.
Wed.	12th	...	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.	13th	...	Assessment Meeting post-poned	
Fri.	14th	...	Inter-House Athletics Heats (B.D., & G.D) commence	
Sat.	15th	...	Morning Prep	6-40—7-40 a.m.
			Inter-section Recitation	
			Competition (L-IVs & U-IVs)	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
			Staff Club Dinner (Art Room)	... 8-30 p.m.
Sun.	16th	...	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. 228. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1990 instead of from 1st Oct. to 10th Oct. 1990, following the same schedule laid down earlier.

No. 229. MEDICAL CATEGORY

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

Rohini Aggarwal	SGD	Upgraded to Cat. 'B' allowed Hodsons & runs only—No PT/ gym. or Jumps.
Vaishalli Prakash	SGD	Upgraded to Cat. 'A'
Syed Adil Rizvi	SBD	Upgraded to Cat. 'A'.

No. 230. CINEMA

The English film GYMKATA will be shown in Barne Hall at 4-00 p.m for both P.D. and Senior School on Sunday, 9th September, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Saturday 8th September, 1990

Part I

231

SPECIAL ORDER**No. 231. 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. Ctgy.</i>
	Downgraded		
	HBD		
Subil Bhattal	...	C	
Dhruv Sodhi	...	C	
Yash Dahanukar	...	C	
Deepak Dahanukar	...	B	Athletics, Hodsons, Long distance running.
Vikram Jolly	...	C	
	NBD		
Vishal Singh	...	B	Athletics, Hodsons, Swimming, Long distance running
	SBD		
Sandeep Anand	...	C	
Satnam Singh	...	C	
Jasjit Singh	...	B	Hodsons, Long distance runs, Jumps.

	VBD	
Anuj Gupta	... C	Permitted to do standing P.T.
Manpreet Uppal	... C	
Sameer Singhal	... C	
Tarun Mansukhani	... B	Swimming.
Jai Singh	... B	Swimming.
Salil Gupta	... B	Swimming.
Ankur Dhawan	... B	Hodsons, Long distance runs, Jumps.
	HGD	
Malavika Vartak	... B	Swimming.
	NGD	
Thea Ghandy	... B	Swimming.
	SGD	
Japana Grewal	... C	
	HPD	
Reuben Choudhry (DS)	... B	Swimming.
	NPD	
Damandeep S. Sidhu	... B	Swimming.
	VPD	
Vikramjit S. Parmar	... B	Hodsons, Long distance running.
	HPD (G)	
Tamana Dhaliwal	... C	
	VPD (G)	
Divya Dhillon	... B	Swimming/Gym./Jumps.
Ajai Saini	... C	
	SBD	
Bircharan S. Brar	... C	
	VBD	
Anup Basnet	... B	May play only Ball games (No racquet game) under strict supervision, standing P. T. & N.C.C.
	NGD	
Savera Sidhu	... B	Excused hand exercises.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 10th September, 1990

Part I

232

SPECIAL ORDER**No. 232. TUTORIAL LIST 1990.**

Senior School Tutorial Lists for 1990 are published below :

These lists should make it possible for staff to :

- (a) hold weekly tutorial meetings on every Friday and maintain a regular record thereof.
- (b) directly approach the House Tutor regarding any academic/minor disciplinary problem of a child.
- (c) encourage children to draw upto his/her tutor any assistance that is required.

A separate circular will be sent by me to all House Staff fairly soon wherein ideas and guide-lines will be given on sound functioning of Tutorial System.

Boys Department Himalaya (Sr.)

Headmaster & Tutor : Mr. Sumer B. Singh

Upper Six

Amandeep Singh Gill	Nazeer Datoobhoy
Navpreet Singh Mann	Rahul Himalian

Housemaster & Tutor : Mr. Shamim Idris

Abhimanyu Chauhan	Mohinderpratap Singh Sidhu
Ambreesh Nanda	Pushpinder Singh Brar
Amrit Jung Thapa	Sanjeev Kumar
Anupjit Singh Sekhon	Suranjan Das Gupta
Avinash Jajodia	Vikram Himatsingka
C. Khamba Siagh	Vikram Yadav
Gagan Nanda	Z. D. Dengthuama

Tutor : Mr. B. P. Joshi

Lower Six

Amarjyot Singh Hundal	David L. Ralte
Amit Taneja	David Zothansanga

Himanshu Shekhar	Rishi Raja Sehgal
Jigme Phuntsok Kyibuk	Shashi kant Prasad
Kethoser Kevichusa	Shivashish Gupta
Malsawmtluanga	Vijay Balasubramanian
Rahul Jain	Vikramjit Singh Chima

Tutor : Ahmad Wali Khwaja

Upper Five

Abhirup Chakarbarti	Rahul Sachdeva
Ajaypal Singh Sangha	Subil Bhattal
Anshuman Gupta	Sujoy Mazumdar
Arvind Chadha	Vikramjit Singh Kahlon
Brijesh Lamba	Vivek Vasudev
Kewal Singh Virk	

Tutor : Mr. Madhusudan

Lower Five

Akashdeep Singh Gill	Rohit Godara
Atul Goel	Vijit Channa
Karanvir Singh Choudhry	Vikram Jolly
Nikhil Nadkar	Vineet Harnal
Rahul Gupta	

Boys Department Himalaya (Jr.)

Housemaster & Tutor : Mr. K.J. Parel

Lower Five

Ajay Sharma (DS)	Hrishi Uberoi
Akhil Malhotra	Proloy Basu
Amiteshwar Nain	Ravi Shankar Kumar
Dhruv Sodhi	Rishi Chadha
Dinesh Negi	Vikram Jain

Tutor : Mr. Sukhvinder Singh

Upper Four

Abhuday Aggarwal	Neer Sen
Amit Jain	Sangram Singh
Anshul Gupta	Sartaj Singh Grang
Chandan Raj Grewal	Sunil Nadkar
Deepak Dahanukar	Tenzin Tsarong
Digesh Lamba	Yash Dahanukar
Gaurav Jamwal	Z. D. Laltanzova
Gautam Munjal	

Tutor : Mr. Vinay Pandey*Lower Four*

Arnab P. Dutta	Randeep Sangwan
Chiranjiv Gill	Rajdeep Chimni
Herain Oberoi	Ranjit Sibia
Hrishikesh Thackersey	Santosh Vasudev
Karan Gupta	Vijay Negi
Mansoor Haider	Vishal Goel
Pranay Oberoi	Vungshamo Murry

*Boys Department Nilagiri (Sr.)***Headmaster & Tutor : Mr. Sumer Singh***Upper Six*

Navjit Singh Sandhu

Housemaster & Tutor . Mr. R. Sibal*Upper Six*

Amandeep Bains	Rajesh Pahil (DS)
Karandip Sandhu	Shaheen Saadat
Mainak Choudhary	Sharanbir Sandhu
Rajiv Kapur	

Tutor : Mr. C. B. Abraham*Lower Six*

Arjun Bhasin	Jaspreet Mann
Ajay Puran Haer	Rukhen Gill
Abhayjit Sandhu	Romit Guha
Aman Batra	Saahil Patel
Gauravjit Kochhar	Tejan Ray
Gaurav Raina	Umang Verma
Gopal Singh	Vishal Singh

Tutor : Mr. A. K. Bhargava*Upper Five*

Ashish Goel	Nishant Chopra
Anish Barla	Ravipreet Sidhu
Aman Solomon (DS)	Ramanedra Virk
Ashish Jaikaria	Sirtaj Kang
Khem Bahadur	Viraj Patel
Mudit Sibal	

Tutor : Mr. Duli Chand*Lower Five*

Amit Kumar Singh	Manish Berwal (DS)
Anuroop Singh	Pankaj Bhandari
Akhil Mahajan	Rakesh Verma
Aditya Kapur	Shashank Upadhyay
Dilshad Hothi	Tejbir Singh
Karandip Sidhu	Vishal Ramtri

*Boys Department Nilagiri (Jr.)***Headmaster & Tutor : Mr. Sumer B. Singh***Upper Six*

Ashish Jhavei

Housemaster & Tutor : Mr. S. Diwedi*Lower Four*

Giriraj Kang	Siddarth Malhotra
Inderjit Chanda	Sanjay Kumar
Prateek Bhardwaj	Shomeet Patel
Sheetal Khimta	Vikram Gupta
Saurabh Sharda	

Tutor : Mr. Annamalai Raj*Lower Four*

Durrez Ahmed	Shahriar Siddiqui (DS)
Nipun Agarwal	Shivdev Brar
Rakesh Pahil (DS)	Shivjeet Majithia
Rahul Hathiramani	Zareer Nowrojee

Tutor : Mr Rupak Das*Upper Four*

Akshay Sood	Imran Huda
Aman Sharma	Ketan Desai
Adnan Hussain	Kumar Gautam
Amandeep Gill	Karan Bhalla
Aakash Nijhawan	Mahesh Singh
Amandeep Rangi	Rajdeep Sekhon
Bikramjit Kandhari	Simranjot Suri
Haripal Nakai	Saurav Dutta

Tutor : Mr. S. Mukherjee*Lower Five*

Anoop Shukla	Rahul Rishi
Amarjot Bedi	Simit Dhawan
Aditya Bal	Sumeet Gadhoke
Gaurav Bhagat	Vivke Agarwal

*Boys Department Siwalik (Sr.)***Headmaster & Tutor : Mr. Sumer Singh***Upper Six*

Syed Adil Rizvi

Mushahid Raza

Housemaster & Tutor : Mr. S. Ghosh*Upper Six*

Amandeep Herr

Rajesh Khanna

Amit Oberoi

Neeraj Behal (DS)

Tutor : Mr. V. K. Mehta*Lower Six*

Akum Longchari

Ramit Mahajan

Amandeep Dhaliwal

Rohan Vaziralli

Amrit Mehta

Sahil Adlakha

Amit Mehta (DS)

Sandeep Anand

Gobind Majithia

Somendrajit Singh

Gulbagh Sandhu

Suprateek Dasgupta

Gunit Sodhi

Tarun Rawat

Manpreet Dhatt

Upjeet Sahota

Rajat Saigal

Vivek Zutshi (DS)

Tutor : Mr. K. K. Batish*Upper Five*

Aparajit Saigal

Nikhil Kapoor

Bircharan Brar

Rajiv Minhas

Binoy Shah

Rajiv Patel

Hrisheet Barve

Vikram Saboo

Jigmet Wangchuk

Tutor : Dr. D. C. Gupta*Lower Five*

Aman Nagrarth

Samir Gandhi

Harsh Gupta

Sandeep Minhas

Mandeep Tiwana

Saravdeep Dhatt

Pawan Pant

Shailendra Rawat (DS)

Prashant Sagar

Toshi Longchari

Raj Naik

*Boys Department Siwalik (Jr.)***Headmaster & Tutor : Mr. Sumer Singh***Upper Six*

Sukhreet Sandhu

Housemaster & Tutor : Mr. Anand*Lower Four*

Amarinder Aulakh

Sameer Aggarwal

Cornelius Sandhu

Usman Ali Khan

Chiteshwar Walia

Zubin Chowdhry (DS)

Ramanjeet Sanghera

Tutor : Mr. Matbaru*Upper Four*

Adil Bhatia

Ritwik Dass Gupta

Chirag Jain

Sumit Bansal

Deep Mitra

Saurabh Jain

Kunal Chauhan

Simmerjit Sidhu

Maneshwar Khaneka

Tushar Gupta

Neeraj Harlalka

Vineet Kumar

Preet Mohinder

Vineet Dua

Pankaj Harlalka

Zorawar Singh

Tutor : Dr. Sharma*Upper Four*

Ankush Abuja

Kamal Deep Dang

Amarinder Dhaliwal

Manish Khandelwal

Avinash Shetty

Navdeep Shergill

Deepak Khuranna

Rahul Rawat

Gundeep Sidhu

Varun Shiv Kapoor

Tutor : Dr. D. C. Gupta*Lower Five*

Gaurav Jhina

Kabir Sharman

Gaurav Chibba

Satnam Singh

I. Shashikanta

Shailendra Singh

Jasjit Singh

*Boys Department Vindhya (Sr.)***Headmaster & Tutor : Mr. Sumer B. Singh***Upper Six*

Ravi Bedi

Ravi S. Chaturvedi

Housemaster & Tutor : Mr. R. Puri*Upper Six*

Alap Modi	Randeep S. Sandhu
Divya Mahajan	Shafaat Hussain
Harpreet S. Bedi	Sameer Singhal
Joginder Singh	Tarun Bedi
Manish Marwaha	Yadvinder S. Bisht
Rajat Khanna (DS)	Yogesh Kapoor

Tutor : Mr. E. Sequeira*Lower Six*

Amarjyoti Deka	Hamrit Chawla
Anup Basnet	Ikreet S. Bal
Anurag Srivastva	Nikhil Sen
Ashish Kumar	Rahul Sequeira
Ajitinder Bajwa	Satya Narain
Bhuvaneshwar Gaur	Shariq A. Khan
Bharat Yadav	Vishal Thakur

Tutor : Mr. Manpreet S. Wig*Upper Five*

Anirudh Singh	Rajiv K. Anand
Ankur Arya	Sajive Jain
Gurpreet Sandhu	Uday Pratap Bhullar
Kunal Sharma	Vir Pratap Brar
Monit Kapur	Vishal Prakash
Raghumeet Sodhi	

Tutor : Mr. M. Sengupta*Upper Five*

Kabir Mansukhani	Rajinder Paul
Manmeet Punia	Siddarth Wazirchand
Priyank Mitra	Vijay Prakash Tewari
Rajbir S. Anand	

Lower Five

Amarvir Dhillon	Karanvir Klair
Himmat Singh	Tarun Mansukhani

*Boys Department Vindhya (Jr.)***Housemaster & Tutor : Mr. Williams***Lower Four*

Amit Jain	Brijender Dhaiya
Anuj Singhal	Dhiraj Khanna
Benji Sugathan	Gurvinderjit Sandhu

Tutor : Mr. Katoch*Lower Four*

Hetesh Kapoor	Sameer Kanwar
Jai Sud	Sandeep Padda
Manpreet Uppal	Vishal Chandiramani
Nitish Marwah	

Tutor : Mr. Praveen Vashisht*Upper Four*

Abhijit Singh	Faisal Yar Khan
Abhishek Dutta	Gaurav Kathuria
Abhishek Majumdar	Gurvinder Phoolka
Ajay Saini	Jai Singh
Anuj Kapoor	Jai Gopal Sharma (DS)
Asif Yousuf	Karan Bolaria
Bishampal Singh	Sahil Gupta

Tutor : Mr. Boniface Michael*Lower Five*

Aditya Auluck	Lobsang Dorjee
Anuj Gupta	Manpreet Puar
Ankur Dhawan	Shekhar Aggarwal
Aman Aggarwal	Vikramjit Grewal
Arjun Gaiind	Vijay Kumar Chauhan
Harjyot Pahwa	Vikram Singh Chauhan (DS)

*Girls Department Himalaya***Headmaster & Tutor : Mr. Sumer B. Singh***Upper Six*

Oona Sodhi

Housemistress & Tutor : Mrs. Baltej Matharu*Upper Six*

Bhavana Gupta	Piya Nagpal
Kunjan Singh	Reshma Roberts (DS)
Malavika Vartak	Siboney Sagar
Mala Sawhney	Sharmilee Sagar
Pritha D. Singh	Sahasini Yadava

*Girls Department Siwalik***Housemistress & Tutor : Miss K. Bakhshi***Upper Six*

Ashrika Dass	Gayatri Handa
Avantika Bawa	Kashmira Kakati
Avantika Daing	Reetika Singh
Anita Sircar	Sonali Reddy
Deepali Kapur	Trisha Sanyal

Tutor : Mrs. S. Mehta*Lower Six*

Anu Saini	Malavika Nehru
Anvita Mehra	Poonam Dhaiya
Gina Singh (DS)	Richa Nagrath
Komal Gill	Shivani Nath
Khekali Sema	Vineet Gayni

Tutor : Mrs. Sibal*Upper Five*

Aarti Mehta	Premika Bhatia
Amrita Daing	Rohini Aggarwal
Aneesha Baig	Shaleen Sandhu
Namrata Kaur	Tahira Singh

Lower Five

Anchal Bhalla	Neeraj Sharma
Asenla Longachari	Priya Rajkheva
Gayatri Singh	Zarqa Rahman
Jasveen Sekhon	

Tutor : Miss Deepinder Kaur*Upper Four*

Ashvini Nehru	Puja Malviya (DS)
Avneena Bhalla	Sameena Talwar
Deepti Vaish	Tanya Sarma
Nagina Sandhu	Zeenat Arora
Pooja Mahajan	

Lower Four

Amrita Bhinder	Priyanka Narang
Apneet Sethi	Priya Enand (DS)
Diya Mitra	Rashi Garg
Japna Grewal	Rupneet Sethi
Mrinalini Sanyal	Shobita Kadan
Narola Long Kumar	

*Girls Department Vindhya***Headmaster & Tutor : Mr. Sumer Singh***Upper Six*

Radhika Grover	Supriya Baruah
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Housemistress & Tutor Mrs. M. Khan*Upper Six*

Chitwan S. Singh	Sonal Mattoo
Kiran Shroff	Sonali Yograj
Suhani Kumari	Wendy Ratle

Lower Six

Aida Pasha	Pavit Mann
Amber Sodhi	Radhika Singh
Anisha Pershad	Shagun Boughen
Anjolie Singh	Shailaja Sharma
Bhawani Singh	Shafaq Durrani
Gitanjali Gaiind	

Tutor : Miss Babita Dhillon*Upper Five*

Aarati Katoch (DS)	Natasha Chowdhry
Anjum Pasha	Namrata Gupta (DS)
Ayesha Ahmed	Sana Khan
Gaurika Chopra	Shagun Kumari
Hemantika Bedi	Yogini Singh
Ismat K. Gill	Zaima Ahmed

Lower Five

Lovella M. Maddox (DS)	Sonia Namaram
Nidhi Bagla	Smriti Madan
Onika Dosaj	Seema Pant
Rakhee Srivastava	

Tutor : Mrs. A. Sharma

Upper Four

Ayesha Choudhary
Gayatri Sharma
Japna Singh
Nitika Gupta (DS)
Poojita Chowdhry

Puneet Punia
Rooplekha Banerji
Sweetie Sugthan
Tavleen K. Akoi

Lower Four

Ahilya K. Akoi
Amera Pasha
Gitanjali Lakhotia
Natasha Kapur
Rajrupa Bhattacharya

Smita Yograj
Simran S. Singh
Saroj Chauhan
Sabah Sheikh

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 14th September, 1990****Part I**

233—237

No. 233. PROGRAMME**September**

Fri. 14th	...	Inter-House Athletics Heats (B.D., & G.D) commence	
Sat. 15th	...	Morning Prep	6-40—7-40 a.m.
		Inter-section Recitation	
		Competition (L-IVs & U-IVs)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
		Staff Club Dinner cancelled	... 8-30 p.m.
		General Studies Session for classes XI & XII conducted by Mr. B.P. Joshi (Barne Hall)	... 8-00 p.m.
Sun. 16th	...	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. 18th	...	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.
Sat. 22nd	...	Morning Prep replaced by P.T.	
		I—H English Debate (Jrs.)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 23rd	...	Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Hindi Film (for both P.D., & Sr. School)	... 2-00 p.m.
		Tea (for both P.D., & Sr. School)	... 4-45 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.

No. 234. 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. 235. 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. 236. MEDICAL CATEGORY

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

Vivek Zutshi SBD	...	Cat. 'C'.
David Zonthansanga HBD	...	Cat. 'B' Longdistance running.
Rishi Chaddha HBD	...	Cat. 'C'
Rakesh Pahil NBD	...	Upgraded to Cat. 'B' no pressure on Right hand permitted.
Japna Grewal SGD	...	Cat. 'B' for Long-distance rns.

No. 237. CINEMA

The English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 16th September, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 17th September, 1990

Part I

238

SPECIAL ORDER**No. 238. IPSC GIRLS ATHLETIC MEET 1990**

The IPSC Girls Athletic Meet will be held in Sanawar, on 7th and 8th October 1990. The visiting teams will start arriving on 6th Oct. 1990, and will be with us upto 9th Oct. 1990 (1-00 p.m.).

With a view to ensure smooth functioning and successful completion of the Meet following staff appointments have been made with allocation of duties/responsibilities. Further details will be published, if when required for your information and action.

Your willing cooperation is solicited.

17th All India Inter Public School Girls Athletic Meet 1990**BOARD OF OFFICIALS**

Jury of Appeal	{ Mr. Sumer B. Singh Mr. B. Singh Mrs. R. Solomon Mr. I Hassan Mr. S. Mukherjee Miss Babita Dhillon
Organising Committee	{ Mr. Sumer B. Singh Mr. B. Singh Mr M.V. Gore Mrs. R. Solomon Dr. (Mrs.) N Siddiqi Mr. B.P. Joshi Mr. S. Mukherjee Miss Babita Dhillon Mr. Achhar Singh Mr. Nathaniel
Reception	{ Mrs. R. Solomon Miss K. Bakshi Mrs. K. Sibal Mrs. N. Choudhary
Organisers	{ Mr. S. Mukherjee Miss Babita Dhillon

Technical Managers	Mr. R. S. Hooda (Rai)
Field Doctor	Dr. (Mrs.) N. Siddiqi
Master of Ceremonies	Mr. Manpreet S. Wig
Refree Field & Track	Mr. R.S. Hooda (Rai)
Starters	{ Mr. Dhani Ram J C.O.
Clerk of Course	Miss Neelam Kaur
Chief Judge	Mr. E. Sequeira
Judges	{ Mr. R. Puri Miss K. Bakshi Miss S. Mukherjee Mr. S. Anand J.C.O. J.C.O.
Chief Time Keeper	Mr. S. Ghosh
Time Keepers	{ Mrs. B. Matharu Mr. J. Roberts Mr. A. Sinha Mr. G. Ahlawat J.C.O. N.C.O. N.C.O.
Chief Judge Throw	Mr. S. Mukherjee
Throw Judges	{ Mr. V.K. Mehta N.C.O.
Chief Judge (Jumps)	Mr. Manpreet S. Wig
Judges (Jumps)	{ Mrs Anju Suri Miss Deepinder Kaur Mr. Annamalai Raj
Track Umpires	{ Mr. B C. Katoch Mr. M. Sengupta Miss Deepinder Kaur Miss Neena Dutta N.C.O.
Recorders (Field)	Mrs. M. Khan
Announcers	{ Mr. R. Sibal Oona Sodhi (H)
Marshals	{ Pia Nagpal (H) Roopaman Dhillon (N) Kashmira Kakati (S)

Prizes	{ Mrs. Anita Sharma Miss Anjana Arora Supreeya Baruah (V)
Scorers	{ Mr. S. Idris Mrs. S. Mehta
Seating	{ Mr. S.N. Kochhar Mr. Achhar Singh
Equipment	{ Mr. S.N. Kochhar Miss Deepinder Kaur Vandana Sachdeva (N)
Mess	{ Mr. B.P. Joshi Mr. Nathaniel
Transport	{ Mr. M.V. Gore Mr. Achhar Singh Mr. B.D. Attri
Sound Equipment	Mr. Subhash Gupta
Photography	{ M/s Sharma Brothers Kasauli
Ushering	{ Madhavi Sibal (N) Radhika Grover (V)
Stewardesses	{ Kashmiri Kakati (S) Sonali Yograj (V) Bhavna Gupta (H) Nisha Albuquerque (N) Madhavi Sibal (N) Vandana Sachdeva (N)

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st September, 1990****Part I****239—246****No. 239. PROGRAMME****September**

Sat. 22nd	...	Morning Prep replaced by P.T.	
		I—H English Debate (Jrs.)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 23rd	...	NCC Certificate 'A' Examination & Annual Range Classification Firing	... 10-00 a.m.
		Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Hindi Film (for both P.D. & Sr. School)	... 2-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Mon. 24th	...	The following changes will be effected :—	
		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	... 9-30 a.m.
		2nd School	9-40—10-15 a.m.
		3rd School	10-15—10-55 a.m.
		(Remainder of the routine will remain as scheduled)	
		Assessment Meeting (L-IVs to L-Vs)	... 6-00 p.m.
Tue. 25th	...	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	... 9-30 a.m.
		2nd School	9-40—10-15 a.m.
		3rd School	10-15—10-55 a.m.

(Remainder of the routine will remain as scheduled)

Assessment Meeting
(U-VIs to U-Vs) ... 6-00 p.m.

Wed. 26th ... Classes discontinued
Founder's preparation programme, as published separately, comes into effect

Thu. 27th ... Founder's preparation programme

Fri. 28th ... Founder's preparation programme

Sat. 29th ... Founder's preparation programme

Sun. 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 1st performances

October

Mon. 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.

Tue. 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.

Wed. 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.
Thu. 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.
	Founder's lunch U-VI & guests	...	1-30 p.m.
	O.S. meeting (staff courts)	...	2-30 p.m.
	Tea U-VI & guests	...	3-30 p.m.
	Tea L-VI & downwards (incl. P.D.)	...	4-00 p.m.
	Sr. School 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., '90	
Fri.	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.	9th ... Founder's holidays conclude	
	All children on S.O.Ps return	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.

No. 240. 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 in view of the nature of their work, all the House Matrons, at the same time will not be able to go out of station during these holidays which are essentially for students. Their going out of station will have to be phased out so that at least one House Matron in B.D., G.D. and P.D. separately, is always there to take care of the children. This sanction of out of station leave is subject to the need of your presence for the IPSC Girls Athletics Meet fixed on 6th, 7th, 8th Oct. 1990.

No. 241. POST FOUNDERS OFFS ADMINISTRATIVE STAFF

Following will be full working days :—

Sat.	29-9-90 (Dushera)
Sun.	30-9-90
Tue.	2-10-90 (Gandhi Jayanti)

Wed. 3-10-90 (For Tuck Shop)

Heads of depts. will kindly arrange to give compensatory offs in lieu of the above mentioned dates in a staggered manner, 6th, 7th, 8th and 9th Oct. 1990 will also be full working days. Compensatory offs will be given by Heads of depts. in a staggered manner.

No. 242. PRINTING OF SCHOOL ORDER

The next issue of School Order will be published on Tuesday, 9th October, 1990.

No. 243. EXTRA DIET

There exist 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. 244. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER SCHOOL RULE 14 (e).

- (1) Admission of children of staff cited above have to fill in registration form which can be obtained from school office.
- (2) Further, such children will have to appear at the Entrance Test which is scheduled to be held on 11th November, 1990 (10-00 a.m.)
- (3) The above given details would apply also for future years.
- (4) Heads of Departments are requested to explain the details given in this school order to staff working under them for their action.

No. 245. MEDICAL CATEGORY

Y. S. Bhisht VBD ... Upgraded to 'A'

No. 246. CINEMA

A Hindi film will be shown in Barne Hall at 2-00 p.m. for both P.D. and Senior School on Sunday, 23rd September, 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 28th September, 1990****Part I**

247—250

No. 247. PROGRAMME**September**

Fri. 28th	...	Founder's programme cancelled	
Sat. 29th	...	Dushehra—Administrative holiday	
		P.T.	6-30—7-00 a.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 30th	...	Study hour (dorms.)	12-15—1-15 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.

October

Tue. 2nd	...	Rouser	... 6-00 a.m.
		B.D., baths	... 6-30 p.m.
		Breakfast Sr. School	... 7-30 a.m.
		Breakfast P.D.	... 8-30 a.m.
		Flag hoisting followed by Gandhi	
		Jayanti Assembly	... 9-00 a.m.
		Inter-House Athletics	
		Meet (Barnes)	... 10-15 a.m.
		Lunch P.D.	... 12-45 p.m.
		Lunch Sr. School	... 1-45 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Wed. 3rd	...	Prophet Mohammad's Birthday—School Holiday	
		Sunday timings	
		B.D., baths	... 8-15 a.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.

		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Thu.	4th ...	Assembly (Chapel)	
		Special Lunch P.D.	... 12-35 p.m.
		Special Lunch Sr. School	... 1-35 p.m.
Sat.	6th ...	IPS Girls' Athletics Meet cancelled	
		Morning Prep	6-40—7-40 a.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun.	7th ...	Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Film (for both P.D., & Sr. School)	... 2-30 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. 248. SALE OF ICE-CREAM

(Ref. : S. O. No. 48 dated 6-4-1990 and S. O. No. 111 dated 17-8-1990.)

The rates for Cup and brick will be as per details published in S. O. No. 48, dated 6-4-1990. These details are published below again :—

- | | |
|---------------------|---------------------|
| (a) Ice-cream cup | ... 3-00 per cup |
| (b) Ice-cream brick | ... 18-00 per brick |

No. 249. BAN ON ENTRY INTO SCHOOL CAMPUS ON 2nd, 3rd & 4th OCTOBER, 1990.

1. On the advice of the Distt. and State authorities & as per the decision of the Headmaster & Board of Governors, parents, Old Sanawarians & visitors are requested not to enter the school campus on Oct. 2, 3 & 4. This decision has been taken for the safety of the children and hence co-operation in implementing this rule is expected from all concerned persons.
2. For this purpose a proper Barrier will be installed adjoining to Engineering Department, as is done every year during Founder's. The Q.M. and the Engineer will depute necessary clerical and subordinate staff to man this Barrier

round the Clock from 2nd October (5-00 a.m.) to 5th October (5-00 a.m.) Mr. Satish Behl, Senior Clerk School Office will be I/c of the Barrier, who will contact the Q.M. and the Engineer and solicit their help for provision of man-power, furniture, lighting arrangements, tent, etc.

3. Any School vehicle or School contractor's vehicle will cross the Barrier only after showing relevant vehicle duty slip.
4. The I/c of the Barrier will kindly explain to all visitors that :—
 - (a) The School is not celebrating Founder's, and no stay arrangements have been made on the School campus.
 - (b) The School Office and other departments are not open for business.
 - (c) Visitors are not permitted to meet any children during this period.
 - (d) That the parents could meet and take their children out on WOP/SOP on the week-end of 13th/14th October, 1990.
5. The above mentioned restrictions are applicable to all parents/Old Sanawarians and other visitors, even if they are pedestrians.
6. Permission for entry of any outside vehicle will be given ONLY by the Headmaster.
7. Where the visitor is very insistent on his entry inside the School through the Barrier, he could be requested to park his car out side the Barrier, fill in "Visitors Record Book", giving his name, full address, purpose of his visit, date and time, signature, and he is to be escorted directly to the Headmaster before he meets anyone else.
8. I expect all staff to lend full co-operation to observe restrictions cited above. If any person enters the School inspite of these restrictions, staff are requested to bring the matter to the notice of the Headmaster immediately.

No. 250. POST FOUNDERS OFFS—ADMINISTRATIVE STAFF

Ref: S.O. No. 240, 241 and 242 dated 21-9-1990.

(1) Since regular Founders stands cancelled, all the details of the above cited three School Orders will now not apply.

(2) Sat. 29-9-1990 will be observed as holiday on account of Dushehra by the Administrative Staff.

(3) 2nd and 3rd Oct. 1990 will be observed as holidays on account of Gandhi Jayanti and Prophet Mohammad's Birthday respectively, by the Administrative Staff.

(4) There will be no Post Founder's holiday.

(5) DHM will kindly communicate to the Heads of Deptt. to recall a few staff on duty on any of the holidays during the period 29th Sept. 1990 to 4th Oct. 1990 (both dates included) in case he finds their presence necessary for smooth functioning of the childrens daily routine.

The Heads of Deptt. will, in that case, compensate the concerned staff with equivalent offs in a staggered manner.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 5th October, 1990****Part I**

251—257

No. 251. PROGRAMME**October**

Fri.	5th	...	P.T. cancelled	
			Rouser	... 6-50 a.m.
Sat.	6th	...	Morning Prep cancelled	
			Rouser	... 6-50 a.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
			Parents may visit children within school with Housestaff's permission	
Sun.	7th	...	Lunch P.D.	... 12-00 noon
			Lunch Sr. School	... 1-00 p.m.
			Film (for both P.D., & Sr. School)	... 2-00 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Study hour cancelled	
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Wed.	10th	...	P.T. resumed	
			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)	
Thu.	11th	...	Festival hockey match post-poned	
Sat.	13th	...	Lecture on Career in Air Force post-poned	
			New games/Afternoon Prep time-table comes into effect	
			B.D., baths	... 5-20 a.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Sun.	14th	...	Hockey 1st XI vs. APS, Dagshai (away)	
			Hockey Electrons vs. APS, Dagshai (away)	
			Hockey Colts & Atoms vs. APS, Dagshai (home)	

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

No. 252. ARTICLES LOANED BY STORES

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

No. 253. SCHOOL VEHICLES

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

No. 254. LIVESTOCK

School Order No. 166 dated 15th Jnne, 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. 255. STAFF SICK IN QUARTERS

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

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

No. 256. MEDICAL CATEGORY

Anshul Gupta HBD

... Cat. 'C'.

No. 257. CINEMA

The Hindi film will be shown in Barne Hall at 2-00 p.m.
for both P.D. and Senior School on Sunday, 7th October 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 12th October, 1990****Part I**

258—266

No. 258 PROGRAMME**October**

Sat. 13th	...	P.T.	6-30—7-00 a.m.
		Lecture on Career in Air Force	post-poned
		New games/Afternoon Prep	
		time-table comes into effect	
		B.D., baths	... 5-20 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Sun. 14th	...	Hockey 1st XI vs. APS, Dagshai	} Post-poned
		Hockey Electrons vs. APS, Dagshai	
		Hockey Colts & Atoms vs. APS, Dagshai	
		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. 15th	...	Afternoon activities cancelled	
		Festival hockey match	... 3-30 p.m.
		Tea	... 4-45 p.m.
		B.D., baths	... 5-20 p.m.
Wed. 17th	...	Diwali eve Dinner P.D.	... 6-15 p.m.
		Diwali eve Dinner Sr. School	... 7-30 p.m.
		Sr. School Social	8-30—11-00 p.m.
Thu. 18th	...	Diwali—School Holiday	
		Sunday timings	
		B.D., baths	... 8-15 a.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Supper packets P.D.	... 6-15 p.m.
		Supper packets Sr. School	... 6-40 p.m.

Fri.	19th	...	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.	20th	...	P.T. cancelled	
			Rouser	... 6-50 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.D., baths	... 5-20 p.m.
			Hindi Mock Parliament	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	21st	...	Hockey Electrons vs. Col. Brown School (away)	
			Hockey fixtures with Welhams cancelled	
			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. 259. 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. 260. 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, 1990, 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. 261. 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. 262. 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. 263. DIWALI

(a) Thursday 18th Oct. 1990 will be observed as a holiday by Administrative Staff also on account of Diwali, except the Engineering Deptt.

(b) Friday 19th Oct. 1990 will be observed as holiday by the Engineering Deptt. on account of Vishwakarma Day.

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 March, 1990, and sign the P.F. register on 25th, 26th & 27th October, 1990 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 THE TANK will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 14th October 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 19th October, 1990****Part I**

267—280

No. 267. PROGRAMME**October**

Fri. 19th ...	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. 20th ...	P.T. cancelled	
	Rouser	... 6-50 a.m.
	Last School cancelled	
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	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 are	
	cordially invited to tea with	
	the Gymnasts)	
	B.D., baths	... 5-20 p.m.
	Hindi Mock Parliament	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
Sun. 21st ...	Hockey Electrons vs. Col. Brown School cancelled	
	Hockey fixtures with Welhams cancelled	
	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. 22nd	... P.T., replaced by morning prep (daily)	6-40—7-40 a.m.
Wed. 24th	... Inter-House Dumb Charades competition (Jrs.) post-poned to Sat. 27th	
	Festival Basket-ball match (SSC)	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Thu. 25th	... Hodson Run Heats U-13s	... 4-25 p.m.
Fri. 26th	... Hodson Run Heats U-15s	... 4-25 p.m.
Sat. 27th	... Hodson Run Heats U-16s	... 4-25 p.m.
	Inter-House Dumb Charades Competition (Jrs.)	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 28th	... Hockey 1st XI vs. BCS (away) Hockey Electrons vs. BCS (away) Hockey Atoms vs. BCS (home)	... 10-00 a.m.
	Hockey Colts vs. BCS (home)	... 11-15 a.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Hindi Film (for both P.D., & Sr. School)	... 2-15 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. 268. SOUND EQUIPMENT

If Microphones and other sound equipments are required for any school programme a written information must be given to Mr. S. Gupta or Mr. S. Ghosh at least 24 hours in advance, otherwise it will not be possible to provide these equipments except in cases of emergency.

No. 269. 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. 270. SCHOOL MAGAZINE 1990-91

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. 271. CHILDREN DISCHARGED FROM HOSPITAL

It has been observed that children who have just been discharged from the hospital and are recovering from fracture, sprains or convalescing after illness, get pulled, pushed around or involved in playing games, thereby resulting in re-admission, as the injury/weakness get aggravated.

In order to prevent this, R.M.O. if possible, will issue a **Red Band** to be placed on the arm of the children concerned, for a period prescribed by the R.M.O.

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

No. 272. 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. 273. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of

school children, and also, on BD pavement, BD Quardrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible. Employees concerned are therefore, hereby advised in their own interest, to ensure that their children do not go anywhere at such places. Consequences flowing from disobedience of this order will result in disciplinary measures against the parents of such children.

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

No. 274. CDH PANTRY

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

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

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

No. 275. 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 3-00 per bottle will be debited to the account of the staff concerned.

No. 276. USE 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. 277. GYM. SUITS (GIRLS)

This special item is available in Tuck Shop. Senior Mistress G.D. is authorised to issue Tuck Shop Slip to only those girls who are in School Girls Gym. Team.

No. 278. WATER CONSUMPTION

The water consumption in Sanawar has exceeded the MES Kasauli water supply.

All concerned are requested to take all precautionary measures to conserve water, and reduce the consumption.

Cooperation from all staff and students is requested, so that it is possible to avoid water rationing.

No. 279. ELECTRICITY RATES REVISED

In consequence of the upward revision of electricity rates by HPSEB, the rates chargeable w. e. f. 16th Sept. 1990 will be Rs. 1.07 per unit of electric consumption.

No. 280. CINEMA

The English film **KELLY'S HEROES** will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 21st October 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 26th October, 1990****Part I****281—283****No. 281. PROGRAMME****October**

Fri. 26th	...	Hodson Run Heats U-15s post-poned	
Sat. 27th	...	Hodson Run Heats U-16s post-poned	
		Inter-House Dumb Charades	
		Competition (Jrs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 28th	...	Hockey 1st XI vs. BCS (away)	} post-poned
		Hockey Electrons vs. BCS (away)	
		Hockey Atoms vs. BCS (home)	
		Hockey Colts vs. BCS (home)	
		Study hours (dorms.)	12-00—1-00 p.m.
		Lunch P.D.	... 12-15 p.m.
		Lunch Sr. School	... 1-15 p.m.
		Hindi Film (for both P.D., & Sr. School)	... 2-15 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. 31st	...	Afternoon activities cancelled	
		Hodson Run Finals	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 5-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

November

Thu. 1st	...	Sr. English Debating Society Meeting (after supper)	
Fri. 2nd	...	Guru Nanak's Birthday—School Holiday	
		Sunday timings	
		B.D., bath	... 8-15 a.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.

		Supper P.D.	...	6-00 p.m.	
		Supper Sr. School	...	7-00 p.m.	
Sat.	3rd	...	Hindi Kavi Sammellan	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.	
		Supper Sr. School	...	7-15 p.m.	
Sun.	4th	...	Hockey Electrons vs. Chail Military School (home) Hockey 1st XI vs. YPS, Mohali (away) Hockey Atoms vs. YPS, Mohali (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. 282. ADMINISTRATIVE HOLIDAY

Friday, the 2nd November, 1990, will also be observed as a holiday by the Administrative Staff on account of Guru Nanak's birthday.

No. 280. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 28th October 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 1st November, 1990

Part I

284-292

No. 284. PROGRAMME**November**

Fri.	2nd	...	Guru Nanak's Birthday—School Holiday	
			Sunday timings	
			I.A.F. Sports (Barnes)	... 9-00 a.m.
			B.D., bath	... 7-30 a.m.
			Breakfast P.D.	... 8-15 a.m.
			Guru Purva Function (SSC)	9-00-10-00 a.m.
			Breakfast Sr. School	... 10-05 a.m.
			Lunch P.D.	... 12-30 a.m.
			Lunch Sr. School	... 1-30 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.
Sat.	3rd	...	Hindi Kavi Sammellan	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	4th	...	School Basket-ball team leaves for Dehra Dun	... 4-00 a.m.
			Hockey Electrons vs. Chail	
			Military School (home) cancelled	
			Hockey 1st XI vs. YPS, Mohali (away)	} post- poned
			Hockey Atoms vs. YPS, Mohali (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.	5th	...	I—H Basketball (B.D.) post-poned	
			I—H Gym., & P.T., competition (P.D.)	... 1-40 p.m.

Wed. 7th	...	Educational Film	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Fri. 9th	...	Assessment Meeting post-poned to Tuesday 13th November		
		TISCO Sports Meet (SSC)		
		Junior Debating Society Meeting (after supper)		
Sat. 10th	...	TISCO Sports Meet (SSC)		
		Inter-House Quiz Competition	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 11th	...	Hockey fixtures with YPS, Patiala cancelled		
		TISCO Sports (Barnes)		
		Study hour (dorms.)	12-00—1-00	p.m.
		Lunch P.D.	...	12-15 p.m.
		Lunch Sr. School	...	1-15 p.m.
		Hindi Film (for both P.D., & Sr. School)	...	2-15 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. 285. WINTER VACATION

The School will close on Tuesday 11th December, 1990 for the winter vacation and will reopen on Wednesday, 20th February, 1991 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. 286. 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. 287. 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. 288. 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. 289. 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. 290. INTER HOUSE P/T GYM. COMPETITION—1990

The results of Inter House PT/Gym. Competition held on 19th & 20th Oct. 1990 are published below for record :—

Cock House Boys and Girls

B. D.

<i>House</i>	<i>Points</i>	<i>Position</i>	<i>House</i>	<i>Points</i>	<i>Position</i>
Siwalik ...	203·5	1st	Nilagiri ...	203·00	2nd
Vindhya ...	195·5	3rd	Himalaya ...	193·5	4th

G. D.

<i>House</i>	<i>Points</i>	<i>Position</i>	<i>House</i>	<i>Points</i>	<i>Position</i>
Vindhya ...	149·16	1st	Himalaya ...	149·1	2nd
Nilagiri ...	147·5	3rd	Siwalik ...	144·83	4th

Best Gymnast Boys (Juniors)

			<i>Points</i>	<i>Position</i>
H. Oberoi	121	1st
A. K. Singh	112	2nd
Vishal Goel	99	3rd

Best Gymnast Girls

Preneet Bindra	142	1st
Trisha Sanyal	137	2nd
Sibony Sagar	131	3rd

Best Gymnast Boys (Seniors)

Rajat Khanna	180	1st
Neeraj Behl	179	2nd
Anshuman Gupta	165	3rd

Certificate of P. T. Leader awarded to—Trisha Sanyal

Certificate of merit in Gymnastics awarded to :

Trisha Sanyal, Anita Sircar, Sibony Sagar, Suparna Bhatia, Rajat Khanna, Neeraj Behl, Ashish Jhaveri, & Karandeep Singh Sandhu.

No. 291. 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 S.S.C. Hall, etc., are requested to pay particular attention to switching off of the lights, when these are NOT needed.

No. 292. CINEMA

The English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 4th November 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th November, 1990****Part I**
293—295**No. 293. PROGRAMME****November**

- Fri. 9th ...** Assessment Meeting post-poned to
Tuesday 13th November
TISCO Sports Meet (SSC)
Junior Debating Society Meeting (after supper)
- Sat. 10th ...** TISCO Sports Meet (SSC)
Inter-House Quiz Competition post-poned
to Wednesday 14th Nov.
Supper P.D. ... 6-00 p.m.
Supper Sr. School ... 7-00 p.m.
- Sun. 11th ...** Common Entrance Test (Barne Hall) ... 10-00 a.m.
Hockey fixtures with YPS, Patiala cancelled
TISCO Sports (Barnes)
Study hour (dorms.) 12-15—1-15 p.m.
Hindi Film cancelled
Study hour (dorms.) 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 12th ...** I—H Table Tennis (GD) commences
- Tue. 13th ...** Assessment Meeting (MCR) ... 5-30 p.m.
- Wed. 14th ...** Inter-House Quiz Competition ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Thu. 15th ...** Jayant Kapur Memorial I—H Basketball
tournament commences
- Fri. 16th ...** Rahul Johnson Memorial Squash
tournament commences
- Sat. 17th ...** Individual Boxing Finals post-poned to
Wednesday 21st Nov.
I—H Sr. English Debate ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

Sun. 18th ...	Study hour (dorms.)	12-00—1-00 p.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Hindi Film (for both P D., & Sr. School)	... 2-15 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. 294. 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. 295. STOCK CONDEMNATION—NOV. 1990.

1. All condemnations will be completed by the Bursar latest by Friday, 30th November, 1990.

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 1990 from 10-00 a.m. to 12-00 noon.

3. Condemnation of items considered by I/c CDH and House Matrons to be beyond repair, will commence on Thursday 22th Nov., 1990. They are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows:—

Thu.	22nd	Nov.	'90	{	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 p.m. G.D. (Lower Dorm.)
Fri.	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)
Sat.	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 above places at timings and date specified above.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 16th November, 1990****Part I**

296—301

No. 296. PROGRAMME**November**

Fri. 16th	...	Rahul Johnson Memorial Squash tournament commences	
Sat. 17th	..	Individual Boxing Finals post-poned to Wednesday 21st Nov.	
		I—H Sr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 18th	...	Proposed hockey fixtures with APS, Dagshai	
		Study hour (dorms.)	12-00—1-00 p.m.
		Lunch P.D.	... 12-15 p.m.
		Lunch Sr. School	... 1-15 p.m.
		Hindi Film (for both P D., & Sr. School)	... 2-15 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. 21st	...	Individual Boxing Finals	... 6-15 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		British Council Edn., Film (after supper)	
Thu. 22nd	...	Mess Committee Meeting (MCR)	... 2-30 p.m.
Sat. 24th	...	I—H Dumb Charades Competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-30 p.m.
Sun. 25th	...	Hockey 1st XI vs. APS, Dagshai (home)	
		Hockey Electrons vs. APS, Dagshai (home)	
		Hockey Colts & Atoms 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.

Eng. 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. 297. TELCO BUS

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

No. 298. 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 early.

No. 299. INCOME TAX DEDUCTION AT SOURCE

It is obligatory for the school to deduct Income Tax, at source in respect of staff who are drawing salary of Rs. 2800/- and more per month.

In addition to the Standard Deduction, while computing the taxable income, under the provisions of the I. Tax Act, there are a few more avenues for deductions, such as L.I.C. premium, Post Office Deposits, C.T.D. A/c, N.S.C., etc.

All staff concerned are requested to **immediately** communicate to the Bursar all such details so that Income Tax to be deducted at source can be worked out close to the correct amount in the case of each staff coming under Taxable Income group.

The Income Tax will be debited to your pay pertaining to the income year 1990-91 with effect from the salary for November 1990, payable on 1st December 1990.

All concerned staff are advised to take immediate action.

No. 300. MEDICAL CATEGORY

The following are in Cat. 'C'—exempted from all activities until the end of term :—

Binoy Shah	... SBD
Bircharan Brar	... SBD
Hrishikesh Thackersey	... HBD
Priyajeet Vilku	... HPD

No. 301. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m.
for both P.D. and Senior School on Sunday, 18th November 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd November, 1990

Part I

302 - 306

No. 302. PROGRAMME**November**

Sat. 24th	...	I—H Dumb Charades Competition	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-30 p.m.
Sun. 25th	...	Hockey 1st XI vs. APS, Dagshai (home)		
		Hockey Electrons vs. APS, Dagshai (home)		
		Hockey Colts & Atoms 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.
		English 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.
Thu. 29th	...	Annual Promotion Examinations Commence		
		Examination period daily		
		routine comes into effect		

December

Sat. 1st	...	Staff & Upper Sixth photographs	...	5-00 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Staff Club AGM followed by dinner (Art Room)	...	7-45 p.m.
Sun. 2nd	...	House photographs B.D. :—		
		Siwalik	...	7-00 a.m.
		Vindhya	...	7-20 a.m.
		Nilagiri	...	7-40 a.m.
		Himalaya	...	8-00 a.m.
		Teams' photographs	...	8-20 a.m.
		(Teams' photographs will be supervised by respective coaches)		

B.D., baths	... 10-00 a.m.
G.D., photographs	... 10-00 a.m.
P.D., photographs	... 11-00 a.m.
Study hour (dorms.)	12-15—1-15 p.m.
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. 303. EXAMINATION PERIOD DAILY ROUTINE

With effect from Thursday 29th Nov., '90 and upto and inclusive of Thursday 6th Dec., '90 the following daily routine will be observed by the Sr. School :—

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

Note : (i) Examination for Upper Sixth will be conducted in Barne Hall and for Lower Sixth in the Hindi department. Other classes will have examination in their respective Form Rooms. Upper V A will sit in Room No. 15, Upper V B in Room No. 14, Upper V D in Room No. 16, Lower V D in Room No. 17 and Upper IV D in Room No. 18.

- (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. 304. BOOKING OF SCHOOL OLD BUS

The Old Bus can be booked on payment for private purposes by Staff, if it is free and in good condition, subject to the following conditions :

- (a) It is needed by the employee of the school, for his own work, or for the weddings of his sons or daughters.
- (b) It is needed from 6-00 a.m. to 8-00 p.m.
- (c) It is required within Solan District ; if it has to go beyond Solan District, this will need written sanction from the Headmaster.
- (d) The maximum number of passengers will not be more than 25.
- (e) It will not go in the area/road where normally trucks/ buses do not go.

No. 305. HOME DAY—HOME PARTIES DEPARTURE

1. Children going home for winter vacation by Home Parties, i.e. under parents arrangements or "on their own with written permission from parents" can leave Sanawar on 10th Dec. 1990 (4-00 p.m. onward).
2. All such children are advised to write home to this effect, and if they are firmly leaving Sanawar on 10-12-1990 (4-00 p.m.), they should inform their House Staff and House Matrons accordingly so that proper handing over of all School Clothing items, etc., can be completed in time.

No. 306. CINEMA

The English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 25th November 1990.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWARSANAWAR, FRIDAY, 30TH NOVEMBER, 1990

Part I

307—318

SPECIAL ORDER**Winter Vacation Arrangements—1990.****No. 307. 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 4-00 p.m. on Monday, 10th December, 1990. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. The only exceptions to this rule will be senior children who go home to Kasauli.

(ii) All children travelling in school parties will leave on Tuesday 11th December, 1990, 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 Friday 7th December, 1990**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Monday, 10th December, 1990 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. 308. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Monday, 10th December, 1990, at 10-30 a.m. All such staff members are required to attend.

No. 309. 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. 310. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 311. 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	Jhansi (C Ry)
4 †	Dehradun
8	Jammu (By Air)
9	Allahabad
10	Calcutta (via Lucknow & Patna)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
‡ 16	Gauhati (By 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 Karnal and Sonipat).

† (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 Saturday, 8th December, 1990 of the number of packages (luggage) to be collected from their quarters.

(iv) House Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. **They must first ensure that all old labels are completely removed.** They (in particular P.D. & G.D.) will ensure that luggage is kept ready, at least two hours in advance, in the dormitory varandah, so that the mazdoors are able to transport it to Gaskell Hall well in time.

(v) Luggage of all children going in Sanawar—Chandigarh Jammu/Dehra Dun party must be ready at the BD Quad. latest by 5-00 a.m. on home day. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on to the School Jeep & Old Bus which will take the luggage and children to Chandigarh Airport and Kalka Bus stand respectively to catch Kalka—Chandigarh—Dehra Dun Bus, leaving Kalka nearer 7-15 a.m.

(vi) Luggage of all children going in **Chandigarh and Jhansi parties** must be ready at **B.D. Quadrangle by 7-00 a.m** on 11-12-1990. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on old Bus and Telco Bus.

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

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

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

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

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

No. 312. 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. 313. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

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

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

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

(ii) Lunch for the P.D. Gauhati & Calcutta, 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 Allahabad, Bombay Central, Delhi 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 Bombay Central, Allahabad and Delhi A, B & C, parties. These will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka, in baskets. Given below is a statement naming the member of staff who will be responsible for collecting the Supper packets for the school party indicated. Also shown is the number of packets for the various school parties (including packets for escorts and their family members). It will be the personal responsibility of each staff member mentioned below to collect from Gaskell Hall the correct number of Supper packets half an hour before the party is due to leave Sanawar, have them loaded onto the bus in which they travel to Kalka and have them unloaded at Kalka and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange at Kalka to have the empty baskets handed over to Mr. Nand Kishore after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Calcutta	... Mr. Samik Ghosh	85
Bombay Central	... Dr. D.C. Gupta	55
Allahabad	... Mr. M. Sengupta	35
Delhi A	... Mr. S.B. Dwivedi	70
Delhi B	... Mr. Dhani Ram	70
Delhi C	... Mr. J. Roberts	70

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. 1990.

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.

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

Mr. Satpal Verma will kindly arrange for sufficient number of surabis/plastic containers, for drinking water purposes during rail journey for all school parties.

No. 314. 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. 315. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Jammu, Dehradun, Jhansi, Chandigarh, Gauhati, Delhi B & C and Calcutta 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. 316. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Sunday, 10th December, 1990, after the escorts meeting.

No. 317. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Tuesday, 11th December, 1990. 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 (By Air)	5-00 a.m.	5-00 a.m.	5 School Jeep with Trailer
Dehradun	—do—	5-30 a.m.	12 School Old Bus
Chandigarh	8-30 a.m.	9-00 a.m.	36 School Telco Bus
Jhansi	—do—	—do—	6 School Old Bus
Gauhati	1-30 p.m.	2-00 p.m.	7 C. Buses/Telco Bus
Calcutta	—do—	—do—	80 " "
Delhi A	6-00 p.m.	6-30 p.m.	75 " "
Delhi B	—do—	—do—	60 " "
Delhi C	—do—	—do—	60 " "
Allahabad	—do—	—do—	35 " "
Bombay Central	—do—	—do—	52 " "

3. **Jammu (By Air) party** will leave Sanawar at 5-00 a.m. in School Jeep upto Chandigarh Air port. From there it will catch Flight IC—421 at 0725 hrs.

4. **Dehradun party** will travel in School Bus, leaving B.D. Quad, 5-30 a.m. upto Kalka. From Kalka it will catch Kalka-Dehradun Bus, leaving at 7-15 a.m.
5. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp,
6. **Jhansi 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.
7. **Gauhati party** will travel by Chartered bus from B.D. Quad. to Kalka. From Kalka it will travel by 196 Dn. Himalayan Queen Super Fast train leaving at 1635 hours.
8. **Calcutta party** will travel by Chartered Bus from B D. Quad. upto Kalka. From Kalka the party will travel in one extra 2nd class three tier sleeper coach by 4 UK Shuttle up to Ambala Cantt. and onward by 3050 Dn. Amritsar Howrah Exp. at 2230 hours.
9. **Bombay Central party** will travel in Chartered Bus to Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
10. **Delhi A, B and C parties** will travel in Chartered Buses to Kalka and Chandigarh Rly. Station. From there the parties will travel by 2312 Dn. Kalka Delhi Howrah Mail in one extra coach & train service coaches.
11. **Allahabad party** will travel in Chartered Bus to Kalka and onward by 2312 Dn. Kalka—Delhi—Howrah Mail, in train service.
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. 318. NEXT TERM

The next term will begin on Wednesday, 20th February 1991, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.

LAWRENCE SCHOOL ORDERS**Sanawar Friday 30th November, 1990****Part I**

319—327

No. 319. PROGRAMME**December**

Sat.	1st	...	Staff & Upper Sixth photographs	...	5-00 p.m.
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.
			Staff Club AGM followed by dinner (Art Room)	...	7-45 p.m.
Sun.	2nd	...	House photographs B.D. :—		
			Siwalik	...	7-00 a.m.
			Vindhya	...	7-20 a.m.
			Nilagiri	...	7-40 a.m.
			Himalaya	...	8-00 a.m.
			Teams' photographs	...	8-20 a.m.
			(Teams' photographs will be supervised by respective coaches)		
			B.D., baths	...	10-00 a.m.
			G.D., photographs	...	10-00 a.m.
			P.D., photographs	...	11-00 a.m.
			Study hour (dorms.)	12-15—1-15 p.m.	
			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.
Tue.	4th	...	Subject Reports handed in to Form Staff	...	1-00 p.m.
Thu.	6th	...	Annual promotion examinations conclude		
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			B.D., baths	...	5-00 p.m.
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.

Fri.	7th	...	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	...	2-30 p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			B.D., baths	...	5-00 p.m.
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7 00 p.m.
Sat.	8th	...	Rouser	...	7-30 a.m.
			Breakfast Sr. School	...	8-30 a.m.
			Breakfast P.D.	...	9-25 a.m.
			I—H hockey (B.D.)	...	10-00 a.m.
			Weighing & measuring G.D. :—		
			Himalaya	9-00—9-30	a.m.
			Nilagiri	9-30—10-00	a.m.
			Siwalik	10-00—10-30	a.m.
			Vindhya	10-30—11-00	a.m.
			I—H hockey (G.D.)	...	11-30 a.m.
			Lunch P.D.	...	12-00 noon
			Lunch Sr. School	...	1-00 p.m.
			Marks handed in to Form Staff	...	1-00 p.m.
			I—H hockey	...	2-30 p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			Supper P.D.	...	6-00 p.m.
			Carol Service (Chapel)	...	6-30 p.m.
			Supper Sr. School	...	7-20 p.m.
			Lights out	...	9-30 p.m.

Sun. 9th	...	Rouser	...	7-30 a.m.
		B.D., baths	...	8-00 a.m.
		Breakfast P.D.	...	8-00 a.m.
		Breakfast Sr. School	...	9-00 a.m.
		I—H hockey	...	10-00 a.m.
		Lunch P.D.	...	12-00 noon
		Lunch Sr. School	...	1-00 p.m.
		Folders handed in to House Staff	...	1 00 p.m.
		I—H hockey	...	2-30 p.m.
		Form Registers handed in to Sr. Mistress	...	2-30 p.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Promotion meeting (MCR)	...	5-00 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Sr. School Social	...	8-00 p.m.
Mon. 10th	...	Rouser	...	7-30 a.m.
		B.D., baths	...	8-00 a.m.
		Breakfast P.D.	...	8-00 a.m.
		Breakfast Sr. School	...	9-00 a.m.
		End of Term Assembly	...	9 45 a.m.
		Escorts' meeting (MCR)	...	10-30 a.m.
		Lunch P.D.	...	12-00 noon
		Lunch Sr. School	...	1-00 p.m.
		Home Parties permitted to leave (onwards)	...	4-00 p.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Tue. 11th	...	HOME DAY		
		(Meal timings & dispersal as per special School Orders)		
		Reports handed in to H.M.		

No. 320. BOXING

Results of Individual Boxing Championship held on 21-11-90 are published below for record.

<i>Weight</i>	<i>Winners</i>	<i>Runners up</i>
Atom	Sangram Singh	Nikhil Mahajan
Gossamer	Nitesh Marwah	Preet Mohinder Khokar
Paper	Neeraj Harlalka	Vikram Chauhan
Midget	Rommel Namaram	Yeshpreet Chima
Mosquito	A.S. Rangi	Z.D. Lalthuzoua
Gnat	Tarun Rawat	Rahul Sequeira
Fly	Rahul Rishi	Imran Huda
Bantam	Deep Mitra	Chirag Jain
Feather	Anuj Kapur	Rakesh Verma
Light	Z.D. Deng Thuma	Ajay Puran Herr
Welter	Supartik Das Gupta	Rahul Sachdeva
Middle	Akash Gill	Lobsang Dorgi
Light Heavy	Sirtaj Kang	Ashish Goel
Best Loser :	Gaurav Bhagat	
Best Boxer :	Rahul Rishi.	

No. 321. 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 10th December, 1990 (3 00 p.m.). 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. 322. 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. 323. 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. 324. 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. 325. WEEK END AS WORKING DAY

Sunday 9th December 1990 will be a full working day for all Departments of the School.

'Off' in lieu of Sunday, 9-12-1990, will be given by the Heads of Department in a staggered manner in the next week of December, 1990.

Heads of Deptts. are requested to inform all concerned.

No. 326. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Wednesday, 12th December, 1990 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. 327. TUCKSHOP HOURS DURING VACATION

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

SUMER B. SINGH
Headmaster