

LAWRENCE SCHOOL ORDERS

Sanawar Monday 18th February, 1991

Part I

1-26

No. 1. WELCOME

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

No. 2. THE SCHOOL'S CLEANLINESS

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

No. 3. PROGRAMME

February

Wed. 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.
Thu. 21st	...	Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-30 a.m.
		Breakfast P.D.	... 9-20 a.m.
		Opening of Term Assembly	... 9-25 a.m.
		1st School	9-45-10-15 a.m.
		2nd School	10-15-10-45 a.m.
		3rd School	10-45-11-15 a.m.
		Break	11-15-11-35 a.m.
		4th School	11-35-12-05 p.m.
		5th School	12-05-12-35 p.m.
		6th School	12-35-1-05 p.m.

	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	Staff meeting (MCR)	... 2-30 p.m.
	Dormitories set & tidied up	
	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.
	Lights out	... 9-30 p.m.
Fri. 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.
Sat. 23rd	... Morning Prep cancelled till further notice	
	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.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Lights out	... 9-30 p.m.
Sun. 24th	... 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.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 4. DAILY ROUTINE

With effect from Friday 22nd February '91 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)	
B.D., 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	... 1-35 p.m.

(c) Sunday Timings

Rouser	... 7-30 a.m.
Head baths	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.

No. 5. MEDICAL CERTIFICATES

The School office will be sending all medical certificates received, to the R.M.O., who will scrutinise these and take necessary action required. In spite of our clear instructions to parents, some of them continue to send these along with their children. All House Matrons, however, are requested to collect such Medical Certificates from these children and send them to the R.M.O. latest by 10-00 a. m. on 22nd February, 1991.

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 19th April 1991. Details will be published during the second week of April 1991.

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, 1991. They are requested to use the zeroxed forms sent to them for this purpose.

(ii) Class XII March 1991 Exam. group students—most of them are likely to arrive on 8th March 1991. An upto-date Housewise list has been sent to concerned staff separately.

No. 8. CLOTHING

February 20th & 21st will be devoted to issuing clothing to the children according to the scale laid down. All clothes will bear either the names or the House numbers of the children, and the initials of the House in the case of B.D., and initials of the Departments in the cases of G.D. & P.D. All this work of marking clothes must be completed by the evening of 1st March 1991.

Clothes will be issued to **Day Scholars** in all Deptts. at 8-00 p.m. on 20th February 1991.

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 RETURN

House Matrons will send numbers of children present, and the *names 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 VISIT TO Q.M. STORES

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

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

No. 13. STAFF VISIT TO BURSAR

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

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

No. 14. STAFF VISITS TO SCHOOL OFFICE

For administrative reasons, it is essential that staff should keep their visits to School Office to the minimum; should they need any information urgently they must contact the Bursar first.

No. 15. STAFF SUPPER TIMINGS

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

No. 16. STAFF RATION AND FUEL

All staff concerned are requested to note the following details regarding issue of dry rations and fuel :

1. For Staff drawing pay through Jr. Staff Pay 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, 1991.

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 1991. Details will be circulated later.

No. 21. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1991 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Tuesday
2. Republic Day	...	Jan.	26th	Saturday
3. Shivratri	...	Feb.	13th	Wednesday
4. Holi	...	Feb.	28th	Thursday
5. Ram Naumi	...	Mar.	24th	Sunday

6	Good Friday	...	Mar.	29th	Friday
7.	Baisakhi	...	April	13th	Saturday
8.	Id-ul-Zuha (Bakrid)	...	June	23rd	Sunday
9.	Independence Day	...	Aug.	15th	Thursday
10.	Raksha Bandhan	...	Aug.	25th	Sunday
11.	Janam Ashtmi	...	Sep.	2nd	Monday
12.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Wednesday
13.	Founder's (After Founder's)	...	Oct.	8th	Tuesday
14.	Dusehra	...	Oct.	18th	Friday
15.	{ Diwali (except Eng. Deptt.)	...	Nov.	5th	Tuesday
	{ Barlaj (Eng. Deptt. only)	...	Nov.	6th	Wednesday
16.	Guru Nanak's Birthday	...	Nov.	21st	Thursday
17.	Christmas Day	...	Dec.	25th	Wednesday

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 on School Financial Year (presently it is from January to December).
5. The present rate (revised w.e.f. 1-1-1991) of subscription is Rs. 200/- 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. 200/- 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 of 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 Order, and will take effect from 1-1-1991.

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 23-2-1991.

All concerned are requested to take necessary action.

No. 23. PIANO LESSONS

An annual charge of Rs. 500/- is leviable to all children including Day Scholars, if they join piano lessons.

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. EXTERNAL TELEPHONES

All staff are hereby informed that direct dialling and STD facility has been introduced by Kasauli Telephone Exchange.

Simultaneously now the telephone department will charge for each local or trunk call made by any one.

It is therefore necessary that every call is entered in the Telephone Call book, filling all relevant columns of the book.

To exercise control on the use of school telephones, each external telephone will be kept under lock and key, and therefore it will be necessary for you to ask for the key, before you book a call.

No. 26. CINEMA

An English film will be shown in Brane Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 24th February, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 21st February, 1991****Part I**

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SPECIAL ORDER

No. 27. CENTRAL BOARD OF SECONDARY EDUCATION
 All-India Senior School Certificate (Class XII) Examination 1991.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Fri. 15th	...	English Elective-001
		English Core-301
Sat. 16th	...	Introductory Computer Science-083
Mon. 18th	...	Mathematics-041
Wed. 20th	...	Physics-042
Fri. 22nd	...	Chemistry-043
Mon. 25th	...	Biology-044
Tue. 26th	...	Psychology-037
Sat. 30th	...	Economics-030

April

Mon. 1st	...	Business Studies-054
Tue. 2nd	...	Sculpture-051
Wed. 3rd	...	Accountancy-055
Fri. 5th	...	History-027
Sat. 6th	...	Home Science-064
Mon. 8th	...	Political Science-028
Wed. 10th	...	Geography-029
Thu. 11th	...	Painting-049

Note : 1. The Practical Examination in the following subjects are to be conducted from the Hand Book supplied by the Board to the schools. It contains syllabus and practical question papers which the examiners are to use for setting the questing papers for the conduct of practical Examinations :—

Physics, Chemistry, Biology, Geography, Home Science, Painting, Psychology, Introductory Computer Science, Sculpture and all the vocational subjects involving practical.

2. Practical examination in Stenography English/Hindi, Typewriting English/Hindi will be held at the respective schools on the dates mentioned in the date-sheet.
3. Practical examination in all the subjects will be held at each school for their own candidates. Centres for subjects of practical examination offered by Patrachar/private candidates shall be the same as for theory examination except Patrachar Vidyalaya candidates of Delhi centres who will appear in all practical subjects at Govt. Middle School, Bela Road, New Delhi-110002, unless otherwise notified at the centre of theory examination.
4. The Principals of the schools may fix up the date(s) for holding practical examination(s) in different subjects in consultation with the Examiner(s) concerned and distribute the candidates in convenient batches according to the number of examinees and capacity of the laboratory. The date and time for examination so fixed in each batch be communicated to candidates concerned well in advance. Practical examination should, however, be completed by 20th April, 1991 at the latest in all the subjects. The external examiners for practical will be appointed by the Board, whose particulars will be intimated to the schools/centres at the appropriate time.
5. Practical examinations can also be conducted in between the written papers if the candidates of the school(s) concerned have no other paper on such date(s) and the examiner(s) concerned is/are available to conduct the examination.
6. Private candidates as well as Patrachar candidates other than Delhi centres should contact the Principals of the Schools where their theory examination is held for ascertaining the dates/time of practical examinations before their theory papers are over. The Patrachar Vidyalaya candidates of Delhi centres may contact its Principal.

7. The result of the examination is likely to be declared by the first week of June 1991. No enquiries about the actual date of declaration of result will be attended to.

No. 28. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Secondary School (Class X) Examination, 1991.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Sat 16th	...	English Course A-001
Tue. 19th	...	Hindi Course B-085
Thu. 21st	...	Mathematics-041
Sat. 23rd	...	Science-086/090
Tue. 26th	...	Social Science-087

- Notes :**
1. Practical Examinations in Science, Music and Home Science will be held at each school concerned for their own candidates. Centres for practical Examination in respect of subjects offered by Private Candidates will be their centres of theory examination unless otherwise notified.
 2. Practical Examinations for regular candidates will be internally conducted by the schools themselves.
 3. Practical of private candidates will be held at the theory examination centres. Private candidates should contact the Principals of the schools of their theory examination for the date and time of practical examinations before the theory examinations are over.
 4. The result of the examination is to be declared in the month of June 1991. No enquiries about the actual date of declaration of result will be attended to.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd February, 1991****Part I**

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No. 29. PROGRAMME**February**

Fri. 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.
Sat. 23rd	...	Morning Prep cancelled till further notice	
		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.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Lights out	... 9-30 p.m.
Sun. 24th	...	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.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Mon. 25th	...	Cricket Season Commences	
		Games Committee Meeting (MCR)	... 2-30 p.m.
Wed. 27th	...	Jr. Debating Society Meeting (after supper)	
Thu. 28th	...	Holi—Administrative Holiday	

March

Fri. 1st	...	Comptt./Supplementary Exams. Commence	
Sat. 2nd	...	Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		Staff Club AGM & Dinner (Art Room)	... 8-00 p.m.
		Film Society Meeting cancelled	
Sun. 3rd	...	Cricket Festival match	... 10-00 a.m.
		Tea (for both P.D., & Sr. School)	... 3-00 p.m.
		Hindi Film (for both P.D., & Sr. School)	... 3-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 30. DISCIPLINE : DAY SCHOLARS

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

No. 31. WEEKLY SHOE INSPECTION

In order to ensure that children's shoes are sent to the mochi for repair in good time and before their condition becomes too unsatisfactory, all Housemasters and Housemistresses are reminded to personally conduct a shoes inspection parade of all their House children once a week on any day convenient to themselves. House Matrons if required, will also be present at such inspections.

No. 32. BIRTHDAY PARTIES

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

No. 33. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All House Matrons/Warden, I/c C.D.H., etc., who hold stock are requested to ensure that losses on any account and dhobi shortages, as also damage done to clothing by dhobi, 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. 34. SCHOOL VEHICLES

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

No. 35. RABIES

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

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

No. 36. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month.**
- (ii) The number/quantity of articles required should be written against each item (e.g. **one pr. P.T. shoes; two pencils**). This number/quantity should be written *before* the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one pr. P.T. shoes, size 6; one bottle ink, small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.
- (v) The slip should be signed and dated **in ink** or with ball point pen.
- (vi) Children must **sign their full signatures not merely initials or first names.**

(vii) Housemasters/Housemistresses should also *date their signatures*.

(viii) Housemasters/Housemistresses must initial any corrections/amendments in Tuck Shop Slips.

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

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

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

No. 37. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES

It has been seen that many children of employees of the School, in particular the children of Class IV staff, play frequently and in some cases daily on the 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 requested 24 hours in advance if the ground is required.
- (ii) During the rest of the year children of School employees may play on Lower Barnes ground and the Helipad (the new field below Stoneview), but *only* when these are not being used for any purpose by students of the School.

- (iii) Upper Barne ground, the P.D. playing field and Peacestead *will not be used at any time by children who are not students of the school.*

The heads of staff families will be held responsible for any contravention of this order, or damage done to School playing grounds or School equipment, by their children or the children of relatives living with them. They will also be held responsible if any articles of clothing and games equipment etc. belonging to the School and to School students are found in the possession of their children or family members.

Will Heads of Departments please explain this clearly to all staff, including Class IV staff, working under them.

No. 38. LOSSES SUFFERED BY STAFF

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

No. 39. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 40. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

Extra money to meet the cost of foreign postage will be issued with normal monthly pocket money. House staff are therefore, requested to send their lists of such children to the office by 28th February at the latest, specifying the amount required in each case for this purpose, per month.

No. 41. CHILDREN'S JERSEYS & SHOES

House staff are reminded that every child is required to be in possession of at least one long-sleeved navy blue jersey 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. 42. 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. 43. 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. 44. ELECTRICITY CONSUMPTION

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

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

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

No. 45. ADMINISTRATIVE HOLIDAY

Thursday, 28th February, 1991 will be observed as holiday by Administrative Staff on account of Holi.

No. 46. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 24th February, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 26th February, 1991

Part I

47

SPECIAL ORDER

No. 47. APPOINTMENT OF PREFECTS / HELPERS

Following appointments of Prefects / Helpers have been made for 1991 :—

Head Boy	...	Vikramjit Chima
Head Girl	...	Tushna Ghandy
DHM's Assistants	...	Gopal Singh Amber Sodhi
M.I. Prefects	...	Nikhil Sen Tania Sinha
Senior Mistress' Assistants	...	Raveena Choudhury Shivani Nath

Boys Department

<i>H.B.D.</i>	House Captain	...	Rishiraj Saigal
	School Prefect	...	Shivashish Gupta
	House Prefect Sr. Dorm.	...	Vijay B. Subramaniam
	House Prefect Jr. Dorm.	...	Amarjyot Hundal
<i>N.B.D.</i>	House Captain	...	Arjun Bhasin
	School Prefect	...	Romit Guha
	House Prefect Sr. Dorm.	...	Tejen Ray
	House Prefect Jr. Dorm.	...	Abhayjit Sandhu
<i>S.B.D.</i>	House Captain	...	Gulbagh Singh
	School Prefect	...	Rajat Saigal
	House Prefect Sr. Dorm.	...	Sandeep Anand
	House Prefect Jr. Dorm.	...	Akum Longchari
<i>V.B.D.</i>	House Captain	...	Hamrit Chawla
	School Prefect	...	Ikreet Bal
	House Prefect Sr. Dorm.	...	Rahul Sequeira
	House Prefect Jr. Dorm.	...	Amarjyoti Deka

Girls Department

<i>H.G.D.</i>	House Captain	...	Shivani Gupta
	House Prefect	...	Madhurima Kanwar

<i>N.G.D.</i>	House Captain	...	Omana Singh
	House Prefect	...	Poonam Kushwaha
<i>S.G.D.</i>	House Captain	...	Anvita Mehra
	House Prefect	...	Malavika Nehru
<i>V.G.D.</i>	House Captain	...	Anjolie Singh
	House Prefect	...	Radhika Singh
<i>House Prefects :</i>			
	Food	...	Himanshu Shekhar Rahul Jain Anantika Channa Sahil Patel Gauravjit Kochhar Mriganka Rathore Amrit Mehta Amandeep Dhaliwal Richa Nagrath Satyanarayan Ajitinder Bajwa Shagun Bhogun
<i>Helpers :</i>			
	Games	...	Shashikant Prashad Vishal Singh Vishal Thakur Sahil Adlakha Alicia Laloo Gina Singh
	Hobbies	...	Rukhen Gill Manpreet Dhatt Amit Taneja Ashok Kumar Irene Sunup Vineet Gyani
	Estate	...	Umang Verma Anurag Srivastava Ramit Mahajan Ajay Puran Singh Bhawani Singh Bhavna Masand

Expeditions	...	Gaurav Raina Poonam Dahiya Govind Majithia
Library	...	Jigme Kyibuk Sharik Khan Amit Mehta Komal Gill Seema Ashokraaj Shafaq Durrani
SUPW		Bharat Yadav Suprateek Dasgupta Anu Saini Gitanjali Gaiind Mitali Sengupta
Costumes	...	Anup Basnet Jaspreet Mann Aida Pasha
Chapel	...	Rahul Saigal Pavit Mann Neelam Thomas Janet Vanlalhlimpuii
Guests	...	Anisha Prasad Simrin Malik
Career Counselling	...	Lakshmi Tripathi Upjeet Sahota
Socials	...	Malsawmtluanga Bhuvneshwar Gaur Tarun Rawat
Rural Education Centre	...	Ashim Bhuwania Khekali Sema

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 28th February, 1991

Part I

48—57

No. 48. PROGRAMME**March**

Fri.	1st	...	Holi—Administrative Holiday	
			Comptt./Supplementary Exams. Commence	
Sat.	2nd	...	Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
			Staff Club AGM & Dinner (Art Room)	... 8-00 p.m.
			Film Society Meeting cancelled	
Sun.	3rd	...	Cricket Festival match (postponed)	
			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 (P.D., & Sr. School)	... 4-45 p.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School	... 7-00 p.m.
Wed.	6th	...	Sr. English Debating Society Meeting cancelled	
Thu.	7th	...	Comptt./Supplementary Exams. conclude	
Fri.	8th	...	Upper VI Examination Class children return	
Sat.	9th	...	I—H Quiz Competition post-poned	
			Dance Recital—SPICMACAY	... 6-00 p.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School (after the performance)	
Sun.	10th	...	Proposed 1st XI Cricket fixture vs. Bang Club, Delhi	... 10-00 a.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. 49. 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. 50. 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. 51. 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. 52. 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 1990 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. 53. 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. 54. 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. 55. 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. 56. SCHOOL MEDICAL HEALTH SCHEME

All members of the School Medical Health Scheme when applying for reimbursements must include a copy of their doctor's prescription. Without this the claim cannot be considered.

No. 57. 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 March, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th March, 1991****Part I**

58—68

No. 58. PROGRAMME**March**

Fri.	8th	...	Upper VI Examination Class children return	
Sat.	9th	...	I—H Quiz Competition post-poned Dance Recital—SPICMACAY	... 6-00 p.m.
			Supper P.D.	... 6-00 p.m.
			Supper Sr. School (after the performance)	
Sun.	10th	...	Proposed 1st XI Cricket fixture vs. Bang Club, Delhi	... 10-00 a.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.
Wed.	13th	...	Jr. English Debating Society Meeting (after supper)	
Fri.	15th	...	CBSE Exams commence	
Sat.	16th	...	Mess Committee Meeting (MCR)	... 2-30 p.m.
			I—H English Debate Jrs. (SSC)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	17th	...	Cricket Electrons vs. A.P.S., Dagshai (away)	
			P.D., boys basketball vs. A.P.S., Dagshai (away)	
			Proposed Cricket fixture vs. St. Stephen's College, Delhi (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. 59. 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. 60. 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. 61. 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. 62. 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. 63. 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. 64 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 R.M.O., 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. 64. 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, 1991.* 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 para : 4 (d) (i) below].

(b) The term "dog" includes bitches and puppies of all ages.

(c) The annual dog fee of Rs. 5/- and the inoculation fees will be recovered from the pay bill of owners.

2. (a) On fulfilling the requirements as given above, the owner will be issued by the School Office a dog token valid upto 31st March 1992. The year for which it is valid will be found stamped on it, e.g. 1991/92.

(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 Sanewar must inform the RMO in writing latest by 20th March, 1991 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 her 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 mentioned under (c) above 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 who are members of the Staff Club are not permitted loose in the school area above the level of the road from the school main entrance to

Moti Corner via BD pavement and below the School Hospital, or above the level of Moti Corner to the school main entrance along Long Back, and are liable to be destroyed if found there

6. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Orders 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 dog and not that of the R.M O., the School Office or any one else except as stated para 4 (d) (i) above.

No. 65. PORTERS AND PORTERAGE CHARGEABLE

On the dates of closing/reopening of the school and on dates for the New admissions, many parents/guardians need porters to carry their child's luggage to the departments from Bakery, B.D. Quadrangle, etc., A considerable harrassment is being caused by the unauthorised porters who demand very heavy charges, creating embarrassing situations to parents.

Following system will therefore be observed :

- (1) All those who wish to act as porters on these dates will contact the Bursar 7 days in advance, who will issue a badge bearing a serial number or an authority letter that will make him an authorised porter. This badge will *not be transferable*.
- (2) These badges or authority letter will be issued against the name of an individual, 24 hours before the date of schools closing/reopening/New Admissions, and will be returned to the Bursar, after 24 hrs. after this date.
- (3) A maximum charge of Rs. 4/- per trip from Bakery area, to B.D. Quard area, Hospital area, etc., is permissible.
- (4) Any porters without such authorisation, i.e., without a badge or 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. Quard, 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. 66. 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. 67. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday 21st April (6-00 a.m.) to Sunday, 28th April (4-00 p.m.) 1991. 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 Deptts. of the children concerned, etc., etc. This must reach the Bursar latest by 2nd April, 1991. 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 1991.
- (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, 1991.

- (6) The Q.M. and Mr. Bhargawa have limited camp equipment with them, and therefore, Staff I/c of various parties are requested to contact them, at their earliest, giving list of items required by them. It is necessary to bear in mind that whatever equipment is available has to be shared.
- (7) The School Vehicles are not likely to be available for any of the parties during the camp period, since they are likely to be busy with Prep. School camp, and other School work.
- (8) Party I/c are requested to inform in writing the Housemaster / 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 Scholars join Camp/Hikes, they will also be required to share the expenses.

No. 68. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m.
for both P.D. and Senior School on Sunday 10th March, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 14th March, 1991

Part I

69

SPECIAL ORDER**No. 69. 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. Could staff concerned strictly forbid any child with braces to do gym, unless he/she has a permission letter from the R.M.O.—even if that child's name is not listed below.

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

<i>Name</i>		<i>Med. Ctg.</i>
	HBD	
Vijay Bala Subramaniam	... B	Hodson
Subil Bhattal	... C	
Tenzin T. Tsarong	... B	Hodson
Vikram S. Jolly	... B	Gym. 1st term
Gautam Munjal	... C	
Chandan Raj Grewal	... B	Gym.
Anshul Gupta	... C	
Vikram Jain	... B	Cricket, Gym., & Handstand Mid. April
Sunil Nadkar	... B	Hodson
Deepak Dahanukar	... B	Hodson
Rajdeep S. Chimni	... B	Gym.

NBD

Shomeet Patel	...	C
Gaurav Rania	...	B Gym., Boxing, P.T.—no bending exercises
Giriraj S. Kang	...	B Gym.
Durrez Ahmed	...	B Gym. & Jumps
Shivjeet Majithia	...	B Gym.
Simit Dhawan	...	B Gym.

SBD

Adil Bhatia	...	B Gym
Simmerjit Singh Sidhu	...	C
Satnam Singh	...	B Cricket, Gym. & High Jump
Deep Mitra	...	B Gym., Boxing & Hodsons
Zorawar Singh	...	B Swimming
Aurup Das Gupta	...	B Gym. & Jumps

VBD

Tarun Mansukhani	...	B Swimming
Ankur Dhawan	...	B Hodson
Vikramjit S. Parmar	...	B Hodson
Jai Singh	...	B Swimming
Ikreet Bai	...	B Gym.
Lobsang Dorjee	...	B Gym.

HGD

Roopan Sikand	...	B Hodson
Divya Kang	...	B Gym.
Aman Dhillon	...	B Hodson
Manisha Joshi	...	B Gym.
Puneeta Sodhi	...	B Gym.
Avantika Kumari	...	B Gym.
Simrin Malik	...	B Gym.

NGD

Sashi Mehta	...	B Swimming
Shazmeen Hussain	...	C No standing P.T.
Neelakshi Thomas	...	B Gym.
Thea Ghandy	...	B Swimming
Sonia Sarthy	...	B Gym.
Avneet Jhaj	...	B Gym.

SGD

Richa Nagrath	... B	kneeling exercies
Japana Grewal	... C	
Shobita Kadan	... C	can do standing P.T.
Anchal Bhalla	... B	Hodson & Gym.
Diya Mitra	... B	Hodson & Gym.
Malavika Nehru	... B	Hodson
Aveena Bhalla	... B	Gym.
Pooja Mahajan	... B	Gym.
Rohini Aggarwal	... B	Gym.
Sameena Talwar	... B	Gym.

VGD

Anjolie Singh	... C	No standing P.T.
Onika Dosaj	... C	
Talveen K. Akoi	... B	Hodson
Nidhi Baghla	... B	Gym.
Pia Mann	... B	Gym.
Zaima Ahmed	... B	Gym.

HPD

Akshay Munjal	... B	Swimming
Viren S. Ghumman	... B	Hodson

NPD

Aakash J. Patel	... C	No standing P.T.
Shivkaran Singh	... B	Gym.

SPD

Uday Mohan	... B	Gym.
Aurup Das Gupta	... B	Gym. & Jumps
Nikhil Mahajan	... B	Swimming

VPD

Raghav Khanna	... B	Hodson
Vikrant Dhankar	... B	Hodson & Swimming
Karanvir S. Dhillon	... B	Gym.

HPD (G)

Maya K.E. Patnaik	... B	Gym.
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NPD (G)

Priyamvada Singh	... B	Gym.
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VPD (G)

Divya Dhillon	... B	Swimming, Hodson, Hand stand.
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SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th March, 1991

Part I

70—77

No. 70. PROGRAMME**March**

Fri. 15th	...	English Elective } English Core }	Class XII	...	10-30 a.m.
Sat. 16th	...	Introductory Computer Sc.—Class XII		...	10-30 a.m.
		English Course A—Class X		...	10-30 a.m.
		Mess Committee Meeting (MCR)		...	2-30 p.m.
		I—H English Debate Jrs. post-poned			
		Supper P.D.		...	6-00 p.m.
		Supper Sr. School		...	7-00 p.m.
Sun. 17th	...	Cricket Electrons vs. A.P.S., Dagshai (away) P.D., boys basketball vs. A.P.S., Dagshai (away) Cricket vs. St. Stephen's College post-poned 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. 18th	...	Mathematics—Class XII		...	10-30 a.m.
Tue. 19th	...	Hindi Course B—Class X		...	10-30 a.m.
Wed. 20th	...	Physics—Class XII		...	10-30 a.m.
		British Council Educational Film after supper			
Thu. 21st	...	Mathematics—Class X		...	10-30 a.m.
Fri. 22nd	...	Chemistry—Class XII		...	10-30 a.m.
Sat. 23rd	...	Science—Class X		...	10-30 a.m.
		Jr. Dumb Charades Competition post-poned			
		Supper P.D.		...	6-00 p.m.
		Supper Sr. School		...	7-00 p.m.

Sun. 24th ...	Ram Navmi	
	HM's XI vs. Ajay Bahadur's	
	XI (Nahan)	
	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. 71. CALENDAR SPRING TERM—ADDITIONS/AMENDMENTS

March

Thu. 28th ... Special Assembly for out-going Upper-VI

Sat. 30th ... Farewell Lunch for out-going Upper-VI

House farewell parties for out-going Upper-VI

April

Tue. 2nd ... Assessment Meeting (instead of 30th March)

Sun. 7th ... Cricket fixtures with YPS cancelled

St. Stephen's College Staff vs. Sanawar (Cricket)

1st batch of out-going Upper-VI leave

Fri. 12th ... 2nd batch of out-going Upper-VI leave

Sat. 13th ... Baisakhi—School & Admin. Holiday

HM's XI vs. Doon School Staff (home)

No. 72. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper/alter the electrical installations of all kinds in all School buildings including dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table lamps are permitted, such as for Prefects, etc., provision of plug-point/extension wire etc., has already been made by the Engineer. Will all Housemasters/Housemistresses please immediately check up on this, and ensure that this order is complied with. The Engineer is requested to inspect all the dormitories and report to the Bursar, if he observes any violations of this order. This inspection may please be completed latest by 28th March, 1991.

No. 73. STAFF GUEST—MESSING IN SCHOOL KITCHEN

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

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

No. 74. TUCK SHOP FACILITIES

All categories of staff, receiving pay through Jr. Staff pay register, are reminded that they 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. 75. BANK WORKING HOURS

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

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

No. 76. SPORTS ITEMS FROM TUCK SHOP

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

No. 77. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31st MARCH 1991.

Now that all School Accounts are required to be closed on 31-3-91, the following departments will be closed as per details given below for their stock-taking :—

- | | | | |
|--------------------|-----|-----|-----------------|
| (1) Tuck Shop | ... | ... | 23rd March 1991 |
| (2) Grocery Shop | ... | ... | 23rd March 1991 |
| (3) Vegetable Shop | ... | ... | 23rd March 1991 |

The departments concerned will kindly send the deduction lists to School Office latest by 20th March '91 (12-00 noon).

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd March, 1991****Part I**

78—82

No. 78. PROGRAMME**March**

Fri. 22nd	...	Chemistry—Class XII	...	10-30 a.m.
Sat. 23rd	...	Science—Class X	...	10-30 a.m.
		Jr. Dumb Charades Competition post-poned		
		Departure HM's XI for Nahan	...	4-10 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Sun. 24th	...	Ram Navmi		
		HM's XI vs. Ajay Bahadur's XI (Nahan)		
		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.
Mon. 25th	...	Biology—Class XII	...	10-30 a.m.
Tue. 26th	...	Psychology—Class XII.	...	10-30 a.m.
		Social Science—Class X	...	10-30 a.m.
Wed. 27th	...	Science Practical—Class X		
Thu. 28th	...	Special Assembly for out-going Upper VI	...	9-00 a.m.
		Home Science Practical—Class XII		
		Science Practical—Class X		
Fri. 29th	...	Good Friday—School & Admin. Holiday		
		Sunday timings		
		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. 30th	...	Economics—Class XII	...	10-30 a.m.
		Inter Section Recitation competition post-poned		

	Farewell Lunch for out-going	
	Upper VI	... 1-45 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	House farewell parties for	
	out-going Upper VI	... 8-00 p.m.
Sun. 31st	... P D., fixtures vs. YPS. Patiala cancelled	
	Cricket 1st XI vs. British High	
	Commission	... 10-00 a.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. 79. INTER—HOUSE COMPETITION—AGE GROUPING

S.O No. 183, dated 29-3-1974 is reproduced below, for ready reference :—

For the purpose of forming Age-Groups for various events for which we hold Inter-House Competitions, the following dates should be kept in mind :—

15th April : The child should be within his age-group on this date, for all Inter-House Competitions to be held during the 1st term.

4th October : The child should be within his age-group on this date, for all Inter-House Competitions to be held during the 2nd term.

Children with their date of birth as 15th April or 4th October, will be reckoned as having gone over to the next higher age-group.

All Housemasters/Housemistresses are requested to take necessary action in this connection.

No. 80. PRIVATE TRADING

There will be no private trading by members of the school staff (including their family members, etc, residing with them) unless permission to do so has been obtained from the Headmaster previously.

Will all Heads of Deptts. please explain this order to those working under them.

No. 81. MEDICAL HEALTH SCHEME RULES CORRIGENDUM

Ref : S. O. No. 22 dated 18-2-1991

Rules 5 :

The revised rate effective from 1991 is Rs. 200/- per head per year for all boarders.

For others it will remain as Rs. 75/- per head per year.

Other details of this rule hold good.

No. 82. SCHOOL TELCO BUS

- (1) School Telco Bus makes trips to Kasauli as transport for staff children going to St. Marys' School, Kasauli.
- (2) I am inclined to permit other staff to make use of this transport on days and timings when it is usually in movement, and the driver has been instructed to accept staff inside the Telco Bus provided that :
 - (a) They would get in at the School Bakery and get down at Garkhal or at the St. Marys' School Kasauli halting point.
 - (b) They would get in at the St. Marys' School Kasauli halting point and get down at Garkhal or at School Bakery.
 - (c) They would not want the Telco Bus to halt at any other point between Sanawar—Kasauli—Sanawar.
 - (d) They would not want the Telco Bus to wait for them at any point between Sanawar—Kasauli—Sanawar.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 28th March, 1991

Part I

83—87

No. 83. PROGRAMME

March

Fri. 29th	...	Good Friday—School & Admin. Holiday	
		Sunday timings	
		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. 30th	...	Economics—Class XII	... 10-30 a.m.
		Inter Section Recitation competition post-poned	
		Farewell Lunch for out-going Upper VI	... 1-45 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
		House farewell parties for out-going Upper VI	... 8-00 p.m.
Sun. 31st	...	P D., fixtures vs. YPS, Patiala cancelled	
		Cricket 1st XI vs. British High	
		Commission	... 10-00 a.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.

April

Mon. 1st	...	Classes for Lower VI commence	
		Business Studies—Class XII	... 10-30 a.m.
		Physics Practical—Class XII	
		Painting Practical—Class XII	
		Mess Committee Meeting post-poned	
		I—H Table Tennis B.D., post-poned	

Tue.	2nd	...	Sculpture—Class XII	...	10-30 a.m.
			Psychology Practical—Class XII		
			School hockey XI leaves for Delhi		
			Assessment Meeting (MCR)	...	5-30 p.m.
Wed.	3rd	...	Accountancy—Class XII		
			Chemistry Practical—Class XII		
Thu.	4th	...	Raghubir Singh Memorial Hockey		
			Tournament—Modern School, Delhi		
			Biology Practical—Class XII		
Fri.	5th	...	P.D., games' fixtures vs. Welham's cancelled		
			History—Class XII	...	10-30 a.m.
			Computer Science (Science group)		
			Practical—Class XII		
			HM's lunch for out-going Upper VI	...	1-30 p.m.
Sat.	6th	...	Home Science—Class XII	...	10-30 a.m.
			Sculpture Practical—Class XII		
			P.D., games' fixtures vs. Col. Brown's		
			School, Dehra Dun (away)		
			Sr. School Cricket fixtures vs. YPS,		
			Patiala cancelled		
			Supper P.D.	...	6-00 p.m.
			Supper Sr. School	...	7-00 p.m.
			Dinner for St. Stephen's College Staff		
			hosted by the Staff Club (Art Room)	...	8-00 p.m.
Sun.	7th	...	Sr. School Cricket fixtures vs. YPS,		
			Patiala cancelled		
			Cricket vs. St. Stephen's College		
			Staff (home)	...	10-00 a.m.
			Cricket Colts vs. APS, Dagshai (away)		
			Hindi 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.
			1st batch of out-going		
			Upper VI leave	...	8-00 p.m.

No. 84. SCHOOL FRUIT & VEGETABLE SECTION

The following rates will be effective from 24-3-1991 to 14th Sept., 1991 in the Fruit & Vegetable section :—

Vegetable 'A'	<i>Rs.</i>
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Beans, Methi, Kali Tori & Kathal. } ...	5-00 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish, Saag & Tinda. } ...	3-00 Per Kg.
Potatoes	... 2-80 ,,
Onions	... 3-00 ,,
Tomatoes	... 8-00 ,,
Lime Fresh	... 15-00 ,,
Ginger Fresh	... 16-00 ,,
Garlic	... 12-00 ,,
Chillies Green	... 8-00 ,,
Dhania Green	... 6-00 ,,
Fruit	
Banana	... 7-00 ,,
Apple Red	... 12-00 ,,
Apple Golden	... 9-00 ,,
Oranges	... 12-00 ,,
Guavas	... 5-00 ,,
Grapes	... 25-00 ,,
Leechies	... 21-00 ,,
Mangoes	... 12-00 ,,
Sugar Melon	... 5-00 ,,
Water Meion	... 2-00 ,,
Plum/Alubukhara	... 5-50 ,,
Apricots	... 7-00 ,,
Bair	... 5-00 ,,
Mussamies	... 10-00 ,,
Cheekoo	... 11-50 ,,
Pear	... 9-00 ,,

No. 85. 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 8-4-1991.

No. 86. FORWARDING OF LOSS SLIPS, DEBIT NOTES/VOUCHERS, ETC.

All staff holding school stock, are once again reminded that all loss slips, debit notes/vouchers, etc., in respect of staff, children and others must be sent to office, as soon as the losses, breakages, etc., have occurred. In any case these must come to school office on 1st and 15th of each month. This is very necessary for the purpose of bringing the school accounts upto-date.

No. 87. ADMINISTRATIVE HOLIDAY

Friday 29th March, 1991 will be observed as Holiday by the Administrative and Academic Staff on account of Good Friday.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 5th April, 1991****Part I****88—100****No. 88. PROGRAMME****April**

- Fri. 5th ... P.D., games' fixtures vs. Welham's cancelled
 History—Class XII ... 10-30 a.m.
 Computer Science (Science group)
 Practical—Class XII
 HM's lunch for out-going Upper VI ... 1-30 p.m.
- Sat. 6th ... Home Science—Class XII ... 10-30 a.m.
 Sculpture Practical—Class XII
 P.D., games' fixtures vs. Col. Brown's
 School, Dehra Dun (away)
 Sr. School Cricket fixtures vs. YPS,
 Patiala cancelled
 Supper P.D. ... 6-00 p.m.
 Supper Sr. School ... 7-00 p.m.
 Staff Club dinner post-poned
- Sun. 7th ... Sr. School Cricket fixtures vs. YPS,
 Patiala cancelled
 Cricket vs. St. Stephen's College
 Staff cancelled
 Cricket Colts vs. APS, Dagshai (away)
 Hindi 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.
 1st batch of out-going
 Upper VI leave ... 8-00 p.m.
- Mon. 8th ... P.T. Commences
 Revised post lunch routine comes into effect
 Political Science—Class XII ... 10-30 a.m.
 I—H Cricket commences

Wed. 10th	...	Geography—Class XII	...	10-30 a.m.
		Solan Distt. Squash		
		Tournament—post-poned		
		I—H Quiz Competition post-poned		
Thu. 11th	...	Painting—Class XII	...	10-30 a.m.
Fri. 12th	...	Computer Science (Humanities group)		
		Practical		
		2nd batch of out-going Upper VI		
		leave	...	8-30 p.m.
Sat. 13th	...	Baisakhi—School & Admin. Holiday		
		Sunday timings		
		Cricket HM's XI vs. Doon School		
		Staff (home)	...	10-00 a.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
Sun. 14th	...	Cricket 1st XI vs. Malik's XI	...	10-00 a.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. 89. DAILY ROUTINE

The pre-lunch routine with effect from Monday 8th April '91 will be as under :—

Rouser	...	6-00 a.m.
Chota Hazri	...	6-20 a.m.
P.T.	6-30—7-00	a.m.
M.I., G.D.	...	7-20 a.m.
M.I., B.D.	...	7-30 a.m.
House Inspection	...	7-35 a.m.
1st School	7-50—8-30	a.m.
Breakfast	...	8-35 a.m.
Assembly	...	9-20 a.m.
2nd—3rd School	9-30—10-55	a.m.

Break	10-55-11-15 a.m.
4th—6th School	11-15—1-30 p.m.
Lunch	... 1-35 p.m.

Note : 1st & 2nd Schools will be of 40 mts. duration. The rest of the Schools will be of 45 mts. duration each. 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 :

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

(c) Sunday Timings :

Rouser	... 7-30 a.m.
B.D., Head baths	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.

Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.

No. 90. NEW ADMISSIONS

1. New Admissions are scheduled on 19-4-1991.

2. Mr. Dhani Ram and Mr. A.C. Chauhan will be on duty from 8-30 a.m. to 4-00 p.m. at the Bakery on 19th April, 1991 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 19-4-1991 will be communicated fairly soon to all concerned through a separate circular.

6. I/c CDH will also kindly arrange at 10-00 a.m. tea, biscuits, and also again at 3-30 p.m. tea, biscuits, in 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. 91. TUCK SHOP SLIP—INFORMATION TO PARENTS

All House Staff are reminded that they are expected to ensure that children, do, in fact., send a copy of their Tuck Shop Slips to their parents. (S.O. page No. 16 dated 15th February, 1985 refers).

No. 92. SCHOOL LEDGERS

All staff members who have School property under their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested to ensure that they are brought upto date, with all entries completed, latest by 13th April, 1991. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during their audit work.

No. 93. PERFORMANCE OF MARRIAGE RITES AND RELIGIOUS CEREMONIES ON THE SCHOOL CAMPUS

It has been noticed that a lot of disturbing noise is created during the performance of marriage rites and other religious functions on the school campus which seriously interferes with the studies of the school children.

In future all such ceremonies on the campus that entail the use of a band or loudspeakers or where fireworks are likely to be used, will require the sanction of the Headmaster.

Applications for holding such ceremonies on the campus must be made in writing to the Headmaster at least three days in advance. Failure to comply will lead to serious disciplinary action.

All Heads of Deptts. are requested to ensure that the contents of this school order are very clearly explained to all staff working under them, in particular to those, who cannot read school orders, or to whom school orders do not go.

No. 94. NEW ADMISSIONS—ISSUE OF POCKET MONEY

Whenever new admissions occur during the term, Housemasters and Housemistresses are requested to send a note to the Bursar asking for issue of pocket money and foreign postage money (if reqd.) for such newly admitted children in their respective Houses.

No. 95. SUMMER KIT

The entire School will switch over to Summer Kit with effect from 1st May, 1991.

No. 96. INTERNATIONAL HEALTH CERTIFICATES

Housemasters / Housemistresses are requested to send names of children of their Houses who are going overseas during summer vacation, to RMO, so that she can get necessary inoculation/ vaccination done well in time. Kindly send in your lists to RMO latest by 10th May, 1991.

No. 97. ISSUE OF ICE CREAM IN CDH ON SUNDAYS

Ice-Cream cups will be available in CDH from Sunday, 7th April 1991 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. 98. USE OF PRIVATE TRANSPORT FOR OFFICIAL PURPOSES

(1) It is brought to the notice of all concerned that the use of private transport for School Official purposes/work is not to be taken for granted for purposes for claiming reimbursement of travelling expenses.

(2) Where the circumstances necessitate use of private transport for school work formal permission from the Headmaster/Bursar is required to be obtained prior to such movement.

(3) For the information of all concerned, it is hereby notified that the present rate of reimbursement is as follows :—

(a) Car	... Rs. 2/- per km.
(b) Scooter/Motorcycle	... Re. 1/- per km.

No. 99. STRENGTH

The following children stand withdrawn from the School as on 4-4-1991 :—

<i>Name</i>	<i>House</i>	<i>w.e.f.</i>
Amiteshwar Nain	... HBD	10-12-90
N. Somendrajit Singh	... SBD	6-12-90
Vishal Ramtri	... NBD	17-12-90
Anuj Singhal	... VBD	27-12-90
Gaytri Sharma	... VGD	28-12-90
Shailja Sharma	... VGD	28-12-90
Brijesh Kumar	... NPD	7-01-91
Inca Yamini Roy	... NGD	14-01-91
Aman Batra	... NBD	15-01-91
Preeti Gupta	... NPG	16-01-91
Arjun Vagale	... VPD	17-01-91
Nakul Vagale	... VPD	17-01-91

Santosh Vasudev	...	HBD	18-01-91
Vijit Channa	...	HBD	18-01-91
Pankaj Harlalka	...	SBD	21-01-91
Neeraj Harlalka	...	SBD	21-01-91
Zeenat Arora	...	SGD	28-01-91
Sartaj S. Grang	...	HBD	31-01-91
Karanbir S. Brar	...	SPD	14-02-91
Sanjana N. Singh	...	HGD	18-02-91
Deepti Vaish	...	SGD	19-02-91
Vijay Kumar Chauhan	...	VBD	8-02-91
Vivek Zutshi (DS)	...	SBD	21-02-91
Imran Huda	...	NBD	8-02-91
Amera A. Pasha	...	VGD	20-02-91
Priya Darshani Rajkhewa	...	SGD	21-02-91
Anup Basnet	...	VBD	27-02-91
Anuj Gupta	...	VBD	6-03-91
Natasha Nain	...	HGD	28-03-91
Namrata Dhillon	...	SGD	28-03-91
Kabir Mansukhani	...	VBD	28-03-91
Uday Pratap Bhullar	...	VBD	28-03-91
Zaima Ahmed	...	VGD	28-03-91
Vishal Prakash	...	VBD	28-03-91
Sujoy Mazumdar	...	HBD	28-03-91

All Staff concerned must send all debit notes, loss slips, debit vouchers etc., to the Bursar immediately, and in any case latest by 10th April 1991, failing which, it will not be possible to make any adjustments against personal a/c of the children concerned.

No. 100. ADMINISTRATIVE HOLIDAYS

Saturday 13th April, 1991 will be observed as holiday by administrative staff and the School as well, on account of Baisakhi.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 12th April, 1991****Part I**

101—106

No. 101. PROGRAMME**April**

Fri. 12th	...	Computer Science (Humanities group) Practical 2nd batch of out-going Upper VI leave	...	8-30 p.m.
Sat. 13th	...	Baisakhi—School & Admin. Holiday Sunday timings Cricket HM's XI vs. Doon School Staff—cancelled Air Force Cricket Final (Barnes) Tea P.D. Tea Sr. School Supper P.D. Supper Sr. School	...	10-00 a.m. 4-00 p.m. 4-30 p.m. 6-00 p.m. 7-00 p.m.
Sun. 14th	...	Proposed Cricket fixture vs. Malik's XI Tea P.D. Tea Sr. School English Film (for both P.D., & Sr. School) Study hour cancelled Supper P.D. Supper Sr. School	...	3-20 p.m. 3-40 p.m. 4-00 p.m. 6-00 p.m. 7-00 p.m.
Wed. 17th	...	Id-ul-Fitter—School & Admin. Holiday Sunday timings Tea P.D. Tea Sr. School Jamshedpur Cricket XI arrives Supper P.D. Supper Sr. School	...	4-00 p.m. 4-30 p.m. 6-00 p.m. 7-00 p.m.
Thu. 18th	...	Cricket 1st XI vs. Jamshedpur (home) Himalaya House Show 1st performance (Upper IV boys and P.D., to attend)	...	4-30 p.m.

Fri. 19th	...	New Admissions Prep cancelled Himalaya House Show final performance	...	6-00 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School (after the performance)		
Sat. 20th	...	Morning prep cancelled 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. 21st	...	Hiking/Camping parties leave		
Thu. 25th	...	Afzal Khan Basketball (boys) Tournament (Dehra Dun) commences		
Fri. 26th	...	IPSC Girls Basketball Meet (Dehra Dun) commences		
Sun. 28th	...	Camping/hiking parties return Hindi 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.
Mon. 29th	...	P.T., & 1st School cancelled Rouser	...	7-30 a.m.
		Breakfast Sr. School	...	8-35 a.m.
		Normal pre-lunch routine resumed Afternoon activities cancelled Camping/hiking equipment returned Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		B.D., baths	...	5-30 p.m.
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.

No. 102. NEW ADMISSIONS

(Ref. : S.O. No. 90 para (5) and (7) dated 5-4-91)

- (a) The number of New Admissions department-wise, due on 19-4-1991, will be as per following :

BD	GD	PD (Boys)	PD (Girls)
31	11	46	31

- (b) Office Circular dated 4-4-1991 gives full details regarding House-wise/Class-wise break up of New Admissions due on 19-4-91, as also, the details of transfers from P.D. to B.D. and G.D.

No. 103. 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. 104. MEDICAL CATEGORY

Vikram Jain HBD ... Cat. 'B' Gym. and hand-stands; upgraded, can play cricket now.

No. 105. ADMINISTRATIVE HOLIDAY

Wednesday 17th April, 1991 will be observed as holiday by administrative staff and the School as well, on account of Id-ul Fitter.

No. 106. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 14th April, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th April, 1991

Part I 107—108

April

No. 107. 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. 108. MEDICAL CATEGORY

Trisha Das NGD

... Cat. 'C'

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Monday 29th April, 1991****Part I**

109—122

No. 109. PROGRAMME**April**

Mon. 29th	...	P.T., & 1st School cancelled	
		Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-35 a.m.
		Normal pre-lunch routine resumed	
		Afternoon activities cancelled	
		Camping/hiking equipment returned	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-30 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Tue. 30th	...	Afternoon activities as per Cricket time-table resumed	

May

Wed. 1st	...	Summer kit comes into effect I—H Badminton (GD) commences Mess Committee Meeting post-poned	
Fri. 3rd	...	Jr. Debating Society Meeting post-poned Siwalik House Show 1st performance ... (Upper IV & Lower IV boys and P.D., to attend)	4-30 p.m.
		BCS Atoms & Colts arrive	... 5-30 p.m.
Sat. 4th	...	Cricket Atoms vs. BCS (home) Cricket 1st XI leaves for BCS, Shimla	... 10-00 a.m. ... 2-00 p.m.
		Siwalik House Show final performance	... 6-00 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School (after the performance)	
Sun. 5th	...	Cricket 1st XI vs. BCS (away) Cricket Colts vs BCS (home)	

P.D., Cricket & basketball fixtures vs.	
APS, Dagshai (away)	
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.
BCS Colts & Atoms leave	... 5-00 p.m.
Cricket 1st XI arrives	... 8-00 p.m.

No. 110. 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. 111. 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. 112. 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. 113. 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. 114. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1991 as on 1-5-1991 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 18-5-1991 (3-00 p.m.)

No. 115. 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 Medi-Claim Insurance and/ or School Medical Health Scheme, and take advantage of the medical cover these offer. Reference be please made in this connection to the M.H.S. rules published on 9-2-1987.

(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. 116. SWIMMING

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

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

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

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

- (a) He/She has taken a roll call of the non-swimmers and weak swimmers present, according to the list prepared. ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS (House Staff will please arrange

for the purchase of these caps by children from the Tuck-Shop). Children who are good swimmers and are in possession of white caps will arrange either to change their caps for coloured ones or to have them painted with a colour, to distinguish them from white caps.

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

No. 117. 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 detain 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. 118. STRENGTH

The following children stand withdrawn from the School as on 19-4-91.

<i>Name</i>	<i>House</i>	<i>w.e.f.</i>
Sameer Kanwar	... VBD	13-4-91
Abhimanyu Chauhan	... HBD	12-4-91
Amandeep S. Gill	... HBD	„

Ambreesh Nanda	...	HBD	12-4-91
Amrit Jung Thapa	...	HBD	..
Anupjit S. Sekhon	...	HBD	..
Avinash Jajodia	...	HBD	..
Ch. Khamba Singh	...	HBD	..
Gagan Nanda	...	HBD	..
Mohinder PS Sidhu	...	HBD	..
Navpreet S. Mann	...	HBD	..
Nazeer Datoobhoy	...	HBD	..
Pushpinder S. Brar	...	HBD	..
Rahul Himalian	...	HBD	..
Sanjeev Kumar	...	HBD	..
Suranjan Dasgupta	...	HBD	..
Vikram Himmatsingka	...	HBD	..
Vikram Yadava	...	HBD	..
Z.D. Dengthuama	...	HBD	..
Amandeep S. Bains	...	NBD	..
Ashish Jhaveri	...	NBD	..
Karandip S. Sandhu	...	NBD	..
Mainak Chowdhary	...	NBD	..
Navjit S. Sandhu	...	NBD	..
Rajiv Kapoor	...	NBD	..
Shaheen S. Salaria	...	NBD	..
Sharanbir S. Sandhu	...	NBD	..
Rajesh Pahil (DS)	...	NBD	..
Amandeep S. Herr	...	SBD	..
Amit Oberoi	...	SBD	..
Mushahid Raza	...	SBD	..
Rajesh Khanna	...	SBD	..
Rana Vikrant	...	SBD	..
Sukhpreet Sandhu	...	SBD	..
Syed Adil Rizvi	...	SBD	..
Neeraj Behal (DS)	...	SBD	..
Alap Modi	...	VBD	..
Divya Mahajan	...	VBD	..
Harpreet S. Bedi	...	VBD	..
Joginder Singh	...	VBD	..
Manish Marwah	...	VBD	..
Randeep S. Sandhu	...	VBD	..

Ravi Inder S. Bedi	...	VBD	12-4-91
Ravi S. Chaturvedi	...	VBD	"
Rishi Marwah	...	VBD	"
Sameer Singhal	...	VBD	"
Shafaat Hussain	...	VBD	"
Tarun Bedi	...	VBD	"
Yadvindra S. Bisht	...	VBD	"
Yogesh Kapoor	...	VBD	"
Rajat Khanna (DS)	...	VBD	"
Bhavna Gupta	...	HGD	"
Kunjan Patpatia	...	HGD	"
Mala Sawhney	...	HGD	"
Malavika Vartak	...	HGD	"
Oona Sodhi	...	HGD	"
Pritha D. Singh	...	HGD	"
Piya Nagpal	...	HGD	"
Sharmilee Sagar	...	HGD	"
Siboney Sagar	...	HGD	"
Suhasini Yadava	...	HGD	"
Reshma Roberts (DS)	...	HGD	"
Anjalika Singh	...	NGD	"
Ashima Uppal	...	NGD	"
Nisha Albuquerque	...	NGD	"
Priya Singh	...	NGD	"
Roopaman Dhillon	...	NGD	"
Sandhya Lohani	...	NGD	"
Sunaina Choksey	...	NGD	"
Suparna Bhatia	...	NGD	"
Vandana Sachdeva	...	NGD	"
Sanskriti Dwivedi (DS)	...	NGD	"
Madhavi Sibal (DS)	...	NGD	"
Anita Sicar	...	SGD	"
Ashrika Das	...	SGD	"
Avantika Bawa	...	SGD	"
Avantika Daing	...	SGD	"
Deepali Kapur	...	SGD	"
Gayatri Handa	...	SGD	"
Kashmira Kekati	...	SGD	"
Radhika Singh	...	SGD	"

Reetika Singh	...	SGD	12-4-91
Sonali Reedy	...	SGD	"
Trisha Sanyal	...	SGD	"
Chitwan S. Singh	...	VGD	"
Kiran Shroff	...	VGD	"
Radhika Grover	...	VGD	"
Sonal Matto	...	VGD	"
Sonali Yograj	...	VGD	"
Supriya Baruah	...	VGD	"
Suhani Kumari	...	VGD	"
Wendy Ralte	...	VGD	"

All staff concerned must send all debit notes, loss slips, debit vouchers, etc., to the Bursar immediately, and in any case latest by 6th May 1991, failing which, it will not be possible to make any adjustment against personal a/c of the children concerned.

The following children were admitted on 19-4-91

<i>Name</i>		<i>House</i>	<i>w.e.f.</i>
	Class IV		
Abhishek Dewan	...	HPB	19-4-91
Manvendra S. Pathania	...	HPB	"
Japjeet S. Hundal	...	HPB	"
Madhav Gupta	...	HPB	"
Raghav Gupta	...	HPB	"
Gunjit S. Syal	...	NPB	"
Harsimran S. Grewal	...	NPB	"
Jaideep S. Chandail	...	NPB	"
Karamjot S. Bedi	...	NPB	"
Somesh Dwivedi (DS)	...	NPB	"
Siddarth Mitra	...	NPB	"
Harbux S. Gujral	...	SPB	"
Nipinderjeet S. Khokhar	...	SPB	"
Ravi Inder S. Sekhon	...	SPB	"
Sidharth Bhasin	...	SPB	"
Vivek Garg	...	SPB	"
Anurag Pandey	...	VPB	"
Denis Malswankima Ralte	...	VPB	"
Jujhar S. Mangat	...	VPB	"
Sanil Juneja	...	VPB	"
Atika Singh	...	HPG	"
Anisha Dewan	...	HPG	"
Reetika S. Matharu (DS)	...	HPG	"
Mihika Baruah	...	NPG	"

Neha Desai	...	NPG	19-4-91
Sanyukta G. Kanwal	...	NPG	..
Divya Bhalaik	...	SPG	..
Meesha Khurana	...	SPG	..
Samiksha Bansal	...	VPG	..
Asma Ahmed	...	VPG	..
Ragini Khanna	...	NPG	..

Class V

Arun Patnaik	...	HPG	..
Jasmeetpal S. Somal	...	HPG	..
Gurmeher Grewal	...	NPB	..
Jagjit S. Waraich	...	NPB	..
Karan Paul Punga	...	NPB	..
Navtej Singh Sandhu	...	NPB	..
Rahul Choudhary	...	NPB	..
Gautam Deepak Bhatia	...	SPB	..
Harmeet Singh	...	SPB	..
Kunal Jain	...	SPB	..
Nikhil Lall	...	SPB	..
Parmeshwar PS Khaneka	...	SPB	..
Abhimanyu Rampal	...	VPB	..
Kushal S. Bolaria	...	VPB	..
Mandeep S. Dang	...	VPB	..
Raghav Karol	...	VPB	..
Dipti Chadha	...	HPG	..
Aruna Agarwal	...	NPG	..
Jaspreet K. Sekhon	...	NPG	..
Pavittar K. Mansahia	...	NPG	..
Arunima S. Maulia	...	NPG	..
Achint K. Gujral	...	SPG	..
Ravneet Sekhon	...	SPG	..
Ashmita Malhotra	...	VPG	..
Neha Grover	...	VPG	..

Class VI

Gaurave Harnal	...	HPB	..
Akshay Aggarwal	...	NPB	..
Arjun Chawla	...	NPB	..
Navdeep S. Randhawa	...	NPB	..

Sahil Dutta	...	SPB	19-4-91
Vikramjit Choudhary	...	SPB	"
Arunabh Singh	...	VPB	"
KA Anupam Rathor	...	VPB	"
Neeraj Das	...	VPB	"
Rahul Potdar	...	VPB	"
Anubhuti Sharma	...	HPG	"
Bhavna Sodhi	...	HPG	"
Mahima Mehta	...	HPG	"
Puja Dang	...	HPG	"
Sukhmani BP Singh	...	HPG	"
Remen Chopra	...	NPG	"
Swati Agarwalla	...	NPG	"
Shruti Saikia	...	SPG	"
Nanki Kaur Mann	...	VPG	"
Revati Mann	...	VPG	"
Class VII			
Dushyant Ahuja	...	HBD	"
Jashan Deep S. Sekhon	...	HBD	"
Karan Singh	...	HBD	"
Hemant Puri	...	HBD	"
Rahul Kapoor	...	HBD	"
Saurabh Modi	...	HBD	"
Advait Parnaik	...	NBD	"
Kirandeep S. Sahota	...	NBD	"
Nikhil Aggarwal	...	NBD	"
Rajdeep Ranawat	...	NBD	"
Suhail Khanna	...	NBD	"
Sanyam Rastogi	...	NBD	"
Amol Sharma	...	SBD	"
Gautam Batta	...	SBD	"
Siddharth Batta	...	SBD	"
Pavanindra Singh	...	VBD	"
Romil Mahajan	...	VBD	"
Pritpal Singh Gill	...	VBD	"
Ajit Mankottil	...	VBD	"
Gulveen Somal	...	HGD	"
Shayan Pandole	...	NGD	"
Jyotsana Dhillon	...	SGD	"
Aditi Deva	...	SGD	"

Class VIII		19-4-91
Aditya Arya	... VBD	..
Apoorva Yatindra	... VBD	..
Harshvardhan S. Jamwal	... VBD	..
Karambir S. Lehl	... VBD	..
Meera Mani	... HGD	..
Roopali Chaudhary	... NGD	..
Bhavneet Kandhari	... SGD	..
Susan L. Ralte	... SGD	..

Class IX		
Adityavir Singh	... HBD	..
Bhaskar Tomar	... HBD	..
Aditya Sharma	... SBD	..
Inderpreet Rajan	... SBD	..
Gultaj Gill	... NGD	..
Kaisang Padma	... SGD	..
Jasmine Toley	... VGD	..

Class XI		
Lalrinawma	... HBD	..
Majid Khan	... VBD	..
Mary Lalropuii Hauhnar	... HGD	..
Priyanjali Malik	... SGD	..

Class XII		
Andres Lozano	... HBD	..
Nidhi Nagpal (D.S.)	... NGD	8-4-1991

No. 119. TELEPHONE

Internal Exchange Tel. No. 51 of Mr. S. Idris has been extended to Mr. Sukhwinder Singh Housemaster HBD Jr.

No. 120. DOGS AT SANAWAR

Ref. : S.O. No. 64 (4) (a) dated 8 March 1991

All dog owners are once again reminded to inform the RMO, in writing, latest by Saturday 4th May 1991 the number of dogs they own and are due for inoculation, so as to enable the RMO to arrange for the required quantity of the vaccine. Cost of the vaccine, etc., will be recovered from the pay of the dog owner.

Once the work of dog-inoculation has been done, any unvaccinated dogs found on the campus will be subject to deportation.

No. 121. MEDICAL CATEGORIES

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

Hrishikesh Thackersey	HBD	...	Upgraded to Cat. 'A'
Subil Bhattal		...	Upgraded to Cat. 'B'
			Ball games.
Gautam Munjal	HBD		
from 15-5-91		...	Upgraded to Cat. 'A'
Simmerjeet Sidhu	SBD	...	Upgraded to Cat. 'A,
Shobita Kadan	SGD	...	Upgraded to Cat. 'A'
Daksh Khurana		...	Cat. 'C'

No. 122. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 5th May, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 3rd May, 1991****Part I**

123—128

No. 123. PROGRAMME**May**

- Fri. 3rd ...** Jr. Debating Society Meeting post-poned
Siwalik House Show 1st performance ... 4-30 p.m.
(Upper IV & Lower IV boys and
P.D., to attend)
BCS Atoms & Colts arrive ... 5-30 p.m.
- Sat. 4th ...** Morning prep 6-40—7-40 a.m.
Cricket Atoms vs. BCS (home) ... 10-00 a.m.
Cricket 1st XI leaves for BCS,
Shimla ... 2-00 p.m.
Siwalik House Show final
performance ... 6-00 p.m.
Supper P.D. ... 6-00 p.m.
Supper Sr. School (after the performance)
- Sun. 5th ...** Cricket 1st XI vs. BCS (away)
Cricket Colts vs BCS (home)
P.D., Cricket & basketball fixtures vs.
APS, Dagshai—cancelled
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.
BCS Colts & Atoms leave ... 5-00 p.m.
Cricket 1st XI arrives ... 8-00 p.m.
- Mon. 6th ...** Afternoon activities for B.D., cancelled
Soccer sets made ... 3-30 p.m.
Cricket gear returned
- Tue. 7th ...** Afternoon activities cancelled
Festival Soccer match ... 4-00 p.m.
- Wed. 8th ...** Solan District Basket Ball Tournament
commences at Sanawar
Soccer season commences
Assessment Meeting post-poned to 10-5-91
Games Committee Meeting post-poned

Fri. 10th	...	Cricket, hockey, Squash and Badminton teams leave for Dehra Dun	... 2-30 p.m.
		Solan Distt., Basketball Tournament commences	
		Assessment Meeting (MCR)	... 5-30 p.m.
Sat. 11th	...	Morning prep	6-40—7-40 a.m.
		Cricket, hockey, Squash and Badminton vs. Doon School (away)	
		Sr. I—H English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 12th	...	Cricket, hockey, Squash and Badminton vs. Doon School (away)	
		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. 124. 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 1991.

No. 125. 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. 126. 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. 127. 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 17-5-1991. 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. 128. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 5th May, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th May, 1991****Part I**

129—133

No. 129. PROGRAMME**May**

Fri. 10th	...	Cricket, hockey, Squash and Badminton teams leave for Dehra Dun	... 2-30 p.m.
		Assessment Meeting (MCR)	... 5-30 p.m.
Sat. 11th	...	Morning prep	6-40—7-40 a.m.
		Cricket, hockey, Squash and Badminton vs. Doon School (away)	
		Sr. I—H English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 12th	...	Cricket, hockey, Squash and Badminton vs. Doon School (away)	
		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.
Mon. 13th	...	I—H Badminton (BD) post-poned	
Wed. 15th	...	Jr. English Debating Society Meeting (after supper)	
Fri. 17th	...	Vindhya House Show first performance	... 4-30 p.m.
		(Upper IV & Lower IV boys and P.D., to attend)	
Sat. 18th	...	Morning prep	6-40—7-40 a.m.
		Solan Distt. Squash Tournament commences	
		Inter Section Recitation competition post-poned	

	New Admissions permitted SOPs	
	Vindhya House Show final	
	performance	... 6-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School (after the performance)	
Sun. 19th ...	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. 130. CAREER SEMINAR FOR UPPER V AND NEW ADMISSION IN CLASS XI

10th May 1991

11th May 1991

12th May 1991

No. 131. INTERNAL TELEPHONES

Int. Telephone No. 26 extension has been provided at Mrs. Shoba Gupta's residence.

This is for information of all concerned.

No. 132. MEDICAL CATEGORIES

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

Deepti Chaddha SPD ... Cat. 'B' Swimming

Arjun Chawla NPD ... Cat. 'B' Swimming

No. 133. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday 12th May, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th May, 1991****Part I**

134—144

No. 134. PROGRAMME**May**

Fri. 17th	...	Vindhya House Show first performance	...	4-30 p.m.
		(Upper IV & Lower IV boys and P.D., to attend)		
Sat. 18th	...	Morning prep	6-40—7-40	a.m.
		Solan Distt. Squash Tournament commences		
		Inter Section Recitation competition post-poned		
		New Admissions permitted SOPs		
		Vindhya House Show final performance	...	6-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School (after the performance)		
Sun. 19th	...	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.
Mon. 20th	...	Revised post-lunch routine comes into effect		
		I—H Basketball (GD) commences		
		In view of the Lok Sabha and Assembly elections, afternoon activities for Academic Deptt., will be cancelled		
		Tea Sr. School	...	4-30 p.m.
		B.D., baths	...	5-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

Tue. 21st	...	Solan Distt., Swimming Tournament commences	
Fri. 24th	...	Boys & Girls Basketball teams leave for HP Jr. Basketball tournament (Sarkaghat)	... 9-00 a.m.
Sat. 25th	...	Morning prep	6-40—7-40 a.m.
		Musical Evening	... 6-30 p.m.
		Supper Sr. School (after the performance)	
Sun. 26th	...	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. 135. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—10th December 1991, to the Bursar not later than 12th June, 1991.

No. 136. 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. 137. 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/gurdians 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. 138. CONDEMNATIONS

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Thu. 6th June, 1991 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.	6th June '91	{	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.	7th „ „	{	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.	8th „ „	{	10-00 a.m. CDH
		{	11-15 a.m. Upper Sixth dorm.

Q.M. will please arrange to have condemned articles duly stamped at the time of condemnation, and will also provide four mazdoors to be present at each of the above place at the timings and date specified above.

No. 139. 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. 140. 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. 141. ECONOMY IN WATER CONSUMPTION

The School water consumption is still 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. 142. LOK SABHA AND H.P. STATE ELECTIONS

The Lok sabha and H.P. State Assembly Elections are due on 20th May 1991.

Heads of Deptts. are requested to permit the staff working under them to go for casting their vote by turns, preferably during the period 2-00 p.m. to 5-00 p.m. on the 20th May 1991, so that the school work does not get held up.

Staff working in shifts could report on duty, in time, since they will have adequate time to go for casting their vote, before or after their duty hours.

No. 143. INTERNAL TELEPHONES

Internal Telephone No. 54 has been allotted to P.D. Girls at Mrs. Malaviya's residence.

No. 144. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 19th May, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th May, 1991****Part I**

145—146

No. 145. PROGRAMME**May**

Fri. 24th	...	HP Jr. Basketball tournament (Sarkaghat) post-poned	
Sat. 25th	...	Morning prep	6-40—7-40 a.m.
		Musical Evening post-poned	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	Study hour (dorms.)	12-15—1-15 p.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Hindi Film cancelled	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 27th	...	Solan Distt. Gymnastics Tournament/Trails—postponed	
Tue. 28th	...	Dance recital by Sonal M. Singh—SPICMACAY (provisional) ...	6-00 p.m.
		(Post-tea activities cancelled)	
Wed. 29th	...	British Council Educational Film (after supper)	
Thu. 30th	...	Hockey vs. Doon School (home)-provisional Jr. Eng., debating Society Meeting (after supper)	
Fri. 31st	...	Nilagiri House Show First Performance	... 5-00 p.m.
		(Upper IV & Lower IV boys & P.D., to attend)	

June

Sat. 1st	...	Morning prep	6-40—7-40 a.m.
		I—H Tennis (GD) commences	
		Nilagiri House Show final performance	... 6-00 p.m.

(2nd Session of activities and
parade practice cancelled)
Supper Sr. School (after the performance)

Sun.	2nd	...	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. 146. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Friday, 14th
June 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 31st May, 1991****Part I**

147—153

No. 147. PROGRAMME**May**

Fri. 31st ... Nilagiri House Show First
Performance ... 5-00 p.m.
(Upper IV & Lower IV boys &
P.D., to attend)

June

Sat. 1st ... Morning prep 6.40—7.40 a.m.
I—H Tennis (GD) commences
Nilagiri House Show final
performance ... 6-00 p.m.
(2nd Session of activities and
parade practice cancelled)
Supper P.D. ... 6-30 p.m.
Supper Sr. School (after the performance)

Sun. 2nd ... 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.

Mon. 3rd ... Illustrated talk on River Rafting
by Col. Gautam ... 2-30 p.m.

Wed. 5th ... Prep cancelled
Tea Sr. School ... 3-30 p.m.
SUPW 3-45—5-00 p.m.
1st Session of activities 4-00—5-00 p.m.
2nd Session of activities cancelled
Sr. Dumb Charade Competition ... 6-00 p.m.
Supper P.D. ... 6-30 p.m.
Supper Sr. School ... 7-30 p.m.

Thu.	6th	...	I—H Squash tournament (B.D.) commences	
Sat.	8th	...	Morning prep	6-40—7-40 a.m.
			Talk on Military Leadership by Brig. P.K. Gupta AVSM	... 2-30 p.m.
			Assessment Meeting post-poned to 11-5-91	
			Staff Club Dinner post-poned to 13-5-91	
			Musical evening	... 6-30 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-40 p.m.
Sun.	9th	...	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. 148. SUMMER VACATION

The School will close on Saturday, 15th June, 1991 for the summer vacation, and will reopen on Thursday, 1st August '91 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. 149. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Sunday, 16th June, 1991 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. 150. 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. 151. 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. 152. STOCK REQUIREMENTS—SECOND TERM 1991

All stock-holders will please send in their requirements for the **Second Term** of 1991 [1st August to 10th Dec. '91], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1991. 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. 153. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 2nd June, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, THURSDAY, 6TH JUNE, 1991

Part I

154—165

SPECIAL ORDER

Summer Vacation Arrangements—1991.

No. 154. GENERAL.

Special note for all Housemasters & Housemistresses.

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

(i) Children going home with their parents will be allowed to leave Sanawar from 6-00 a.m. on Saturday, 15th June, 1991. (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.

(ii) All children travelling in school parties will leave on Saturday 15th June, 1991, 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 Thursday, 13th June, 1991 by the School Office.

(vi) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course would be to hand money over direct to the parent or guardian meeting the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office immediately on the termination of escorts' journey.

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Broken window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all water taps are turned off in their quarters and departments before they lock them.

(viii) Before leaving Sanawar all staff members must enter their leave addresses in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.

No. 155. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Friday, 14th June, 1991, at 2-30 p.m. All such staff members are required to attend.

No. 156. DISCIPLINE—and INDISCIPLINE.

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will please personally see that the children under their charge maintain discipline at Kalka and during the journey. Senior boys and girls, particularly Prefects, are expected to assist escorts in this matter.

(ii) Immediately after reaching their party destinations members of staff acting as escorts in-charge of school parties will report to the Headmaster in writing the names of any children who acted in an indisciplined manner or failed to behave themselves properly during

the journey. Such children will not be accepted in school parties in future and their parents will be informed accordingly.

No. 157. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 158. LUGGAGE ARRANGEMENTS.

(i) Since some of the parties will be travelling in AC Sleeper/ AC Chair Car coaches, it is necessary that these children must travel with light luggage; this is applicable, in particular, for children travelling in Calcutta and Delhi A and Delhi B parties.

This will also be applicable for Home to Sanawar journey arrangements.

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

Srl. No. School Party

2	Bombay Central
4	† Dehradun
10	Calcutta
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 Ambala and Yamunanagar).

(iii) 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.**

(iv) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Thursday, 13th June, 1991, of the number of packages (luggage) to be collected from their quarters.

(v) 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.**

(vi) Luggage of all children going in Dehradun party must be ready at the BD Quad. latest by 5-00 a.m. on 15-6-91 loaded on the School Old Bus and transported to Kalka.

Luggage of all children going in Chandigarh party must be ready at 7-00 a.m. on 15-6-91 and loaded on to the School Telco Bus, and DCM TOYOTA (if required for luggage) which will leave B.D. Quad. at 9-00 a.m. sharp for Chandigarh. The party will travel in TELCO Bus to Chandigarh, and their luggage in DCM TOYOTA, if necessary.

(vii) Luggage of all children going in Delhi parties must be ready at the B.D. Quad. latest by 7-00 a.m. and loaded on to the Chartered bus(es) on 15th June, 1991. The Q.M. will kindly arrange for luggage to be transported from depts. 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.

(viii) 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.

(ix) **Light luggage such as hold-alls, suit cases, etc., will travel with school parties on the party buses.** The Quarter-master 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.

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

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

No. 159. ALLOTMENT OF ACCOMMODATION IN TRAINS.

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

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

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

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

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

(c) **Tea:**—Bread/Sandwiches and tea will be served in the CDH at 4-00 p.m. for members of the Calcutta, Bombay Central, 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, and Calcutta 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	110
Bombay Central	... Mr. R.P. Pahil	45

The Quartermaster will arrange for the issue of necessary number of clean baskets of appropriate size to the I/c C.D.H. at 9-30 a.m. 15th June 1991.

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 surahis/plastic containers, for drinking water purposes during rail journey for all school parties.

No. 161. ROLL - CALL AT KALKA.

Staff I/c escorting the school parties are requested to arrange a roll-call of children to be escorted by them on the platform at Kalka Railway Station, half an hour before the departure time of the train. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

No. 162. WALKING DOWN TO KALKA [BOYS]

Children travelling in Calcutta and Bombay parties only will be permitted to walk down to Kalka.

No. 163. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Friday, 14th June, 1991, after the escorts meeting.

No. 164. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Saturday, 15th June, 1991. Boys who have been permitted to walk down to Kalka are not included in the programme given below :-

School party	Assemble at B.D. Quad.	Departure from B.D. Quad.	Size of party (including escorts & families) Transport
Dehradun	5-00 a.m.	5-30 a.m.	15 School Old Bus
Chandigarh	8-30 a.m.	9-00 a.m.	35 School Telco Bus
Delhi A	1-30 p.m.	2-00 p.m.	64 C. Buses/Telco Bus
Delhi B	—do—	—do—	68 „ „
Delhi C	—do—	—do—	40 „ „
Gauhati	—do—	—do—	8 „ „
Calcutta	6-00 p.m.	6-30 p.m.	90 „ „
Bombay Central	—do—	—do—	40 „ „

3. 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.

4. Chandigarh party will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp,
5. Delhi A, B and C parties will travel in Chartered Buses to Kalka Rly. Station. From there the parties will travel by 4096 Dn. Himalayan Queen Super Fast train leaving at 1635 hrs.
6. Gauhati party will travel by Chartered bus from B.D. Quad. to Kalka. From Kalka it will travel by 4096 Dn. Himalayan Queen Super Fast train leaving at 1635 hours.
7. Calcutta party will travel in Chartered Bus to Kalka and onward by 2312 Dn. Kalka—Delhi—Howrah Mail, in train service.
8. Bombay Central party will travel in Chartered Bus to Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
9. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—including the escorts—until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
10. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
11. The Bursar, assisted by Mr. L. D. Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

No. 165. NEXT TERM

The next term will begin on Thursday, 1st August 1991, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th June, 1991****Part I**

166—167

No. 166. PROGRAMME**June**

Fri.	7th	...	Soccer House practice as under:—	
			Himalaya	4-50—5-50 p.m.
			Nilagiri	5-50—6-50 p.m.
			(Siwalik & Vindhya will attend hobbies)	
Sat.	8th	...	Morning prep	6-40—7-40 a.m.
			Talk on Military Leadership by	
			Brig. P.K. Gupta AVSM	... 2-30 p.m.
			Assessment Meeting post-poned to 11-5-91	
			Staff Club Dinner post-poned to 13-5-91	
			Soccer House practice as under :—	
			Siwalik	3-45—4-45 p.m.
			Vindhya	4-45—5-45 p.m.
			(Himalaya & Nilagiri will attend hobbies)	
			Musical Evening	... 6-30 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-40 p.m.
Sun.	9th	...	Soccer House practice as under :—	
			Himalaya	10-00-10-45 p.m.
			Nilagiri	10-45-11-30 p.m.
			Siwalik	11-30-12-15 p.m.
			Vindhya	12-15—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.
Mon.	10th	...	Normal post-lunch activities	
			P.D., Show First performance	... 5-00 p.m.

(Upper IV & Lower IV boys & P.D.
to attend)

Tue. 11th ...	Rouser	... 6-00 a.m.
	P.T., cancelled	
	1st School cancelled	
	Assembly cancelled	
	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.
	Founder's Meeting (MCR)	... 10-30 a.m.
	Assessment Meeting (MCR)	... 11-15 a.m.
	Weighing & Measuring G-D. :—	
	Himalaya	10-00-10-30 a.m.
	Nilagiri	10-30-11-00 a.m.
	Siwalik	11-00-11-30 a.m.
	Vindhya	11-30-12-00 noon
	Term Averages & Subject reports handed in to Form Staff	
	Weighing & Measuring B.D. :—	
	Himalaya	2-30—3-10 p.m.
	Nilagiri	3-10—3-50 p.m.
	Siwalik	3-50—4-30 p.m.
	Tea	... 4-30 p.m.
	Vindhya	4-45—5-30 p.m.
	B.D., baths	... 5-15 p.m.
	P.D., Show Final Performance	... 6-15 p.m.
	Supper Sr. School	... 7-30 p.m.
	P.D., Green Room Party	... 8-15 p.m.
Wed. 12th ...	P.T. cancelled	
	Rouser	... 7-00 a.m.
	Solan District Swimming/Gymnastics Tournaments	
	Normal routine resumed with first School onwards.	
	Folders handed in to House Staff	... 1-30 p.m.
	Afternoon prep cancelled	
	Rest period (dorms.)	2-30—4-00 p.m.
	Tea Sr. School	... 4-15 p.m.
	I—H Soccer :—	
	1st Session	4-30—5-45 p.m.

	2nd Session	5-45—7-00 p.m.
	B.D., baths	... 7-05 p.m.
	Supper Sr. School	... 7-40 p.m.
Thu. 13th ...	P.T. cancelled	
	Rouser	... 7-00 a.m.
	Solan District Swimming/Gymnastics Tournaments	
	Normal routine resumed with	
	first School onward	
	Afternoon prep cancelled	
	Rest period (dorms.)	2-30—4-00 p.m.
	Tea Sr. School	... 4-15 p.m.
	I—H Soccer :—	
	1st Session	4 30—5 45 p.m.
	2nd Session	5-45—7-00 p.m.
	B.D., baths	... 7-05 p.m.
	Supper Sr. School	... 7-40 p.m.
Fri. 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.
	Draw of the Donors Raffle	
	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.
Sat. 15th ...	HOME DAY	
	(Meal timings & dispersal as	
	per Special School Orders)	
	Reports handed in to H.M.	

No. 167. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m.
for both P.D. and Senior School on Sunday, 9th June, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 1st August, 1991****Part I**

168—189

No. 168. WELCOME

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

No. 169. PROGRAMME**August**

Thu.	1st	...	School re-opens	
			Breakfast	8-30-10-00 a.m.
			Lunch	1-00-2-00 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.
			House Masters/Mistresses meeting (HM's House)	... 6-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Kit issued	... 8-00 p.m.
			Lights out	... 10-00 p.m.
Fri.	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.
		Tea (for both P.D., & Sr. School)	... 4-00 p.m.
		B.D., baths	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat.	3rd	... Morning prep cancelled	
		Rouser	... 7-00 a.m.
		Normal teaching commencing with 1st School resumed	
		Body Snatching (Barne Hall)	... 2-30 p.m.
		Athletics/hobbies sets made (B.D. pavement)	... 3-30 p.m.
		Medical Inspection G.D. :—	
		Himalaya	3-30—3-50 p.m.
		Nilagiri	3-50—4-10 p.m.
		Siwalik	4-10—4-30 p.m.
		Vindhya	4-50—5-10 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	4th	... Tree plantation (Boys)	10-30—12-30 p.m.
		Tree plantation (Boys & Girls)	2-30—3-30 p.m.
		Tea P.D.	... 3-20 p.m.
		Tea Sr. School	... 3-40 p.m.
		Film (for both P.D., & Sr. School)	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon.	5th	... Tree plantation (Girls)	2-45—4-15 p.m.
Tue.	6th	... Founder's/Athletics/Soccer time-table comes into effect	
Wed.	7th	... Film Society Meeting (after supper)	
Fri.	9th	... Sr. English Debating Society Meeting (after supper)	
Sat.	10th	... Morning Prep	6-40—7-40 a.m.
		Games Committee Meeting	... 2-30 p.m.
		Jr. English Debating Society Meeting (after supper)	

Sun. 11th ...	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. 170. FOUNDER'S DUTIES—1991

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 Mr. M.S. Wig.
School Play	... M/s B. Singh, Mr. Abraham & Mr. S. Ghosh.
A.D.S.	... I/c Dr. D. C. Gupta.
Stage :	... Miss K. Bakshi, Miss A. Arora & Mr. S. Idris.

Tattoo :

- | | |
|--------------------------|--|
| (i) Mike & co-ordination | ... Mrs. Soloman |
| (ii) P.T., & Gym. | ... M/s Dhani Ram & A. C. Chauhan & Miss Neelamjit Kaur. |
| (iii) Bugle Band | ... Mr. B.C. Katoch |

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	...	Mr. Sukhvinder Singh & Mr. S. Mukherji.
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.
Sanitation :		
Gents area	...	Mr. P. Vasisht.
Ladies area	...	Miss Neelamjit Kaur
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) Tattuo	...	Mr. Sequeira, Dr. Sharma & Mrs. Mehta
(v) Parade & Speeches	...	Dr. D. C. Gupta, Mr. C. B. Abraham, Mrs. Batish & Mrs. Puri.
Costumes & 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. 171. 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 Saturday, 3rd August, 1991 (9-00 a.m.)

No. 172. RETURN SCHOOL PARTIES JULY, 1991.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 3rd August, 1991 about unusual situations and problems faced by them in connection with the School return parties. They are also requested to submit the list of children who did not turn up to join the party; also the list of children who were not included in the party, but did travel with the School party.

No. 173 NEW ADMISSION—RECEPTION

All new admission will take place on 1st August, 1991. 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 28.7.91 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. 174. NEW ADMISSION--RATIONS

New children will be arriving as detailed below, and in all likelihood parents accompanying them will require lunch and in some cases, tea. Would I/c 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 ...	13	11	2	—

No. 175. DEPOSIT OF CASH IN SCHOOL OFFICE

Following timings be adhered to with respect to deposits/withdrawals at the School Cashier's counter :—

Monday to Friday ...	10-30 a.m.—12.30 p.m. (for all)
Saturday ...	10-00 a.m.—12-00 noon (for all)

No. 176. 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. 177. CASH FROM SCHOOL OFFICE

When receiving or taking cash from the School Office, all Staff members are advised in their own interest to count the cash

carefully, immediately after signing the receipt at the School Cashier's counter itself. This is necessary because it is not possible, once the person concerned leaves the counter, to verify the validity of a discrepancy; the office cannot make good any subsequent alleged deficiencies.

No. 178. TROPHIES, MEDALS, ETC.

All Staff concerned are requested to send in their requirement slips to the Bursar with regard to Trophies, Cups, Medals, etc., at least two days in advance of the date on which these are required.

No. 179. STATE BANK OF PATIALA IN SANAWAR

The working hours of the State Bank of Patiala Sanawar are reproduced below for information of all concerned :—

Mondays to Fridays	...	11-00 a.m.—3-00 p.m.
Saturdays	...	11-00 a.m.—1-00 p.m.
Sunday & Bank Holidays	...	Closed.

No. 180. SCHOOL PROPERTY ON LOAN FROM QM STORES

It has been brought to my notice that Staff do not return various things received by them on loan from Quartermaster's Stores. For obvious reasons it is necessary that these should be returned immediately the purpose, for which they were borrowed, is over. With regard to items of furniture, such as beds, mattresses, etc., it will now be necessary for Staff to specify on their requisition slips to Q.M. the dates during which these items are required.

No. 181. 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. 182. STAFF VISITS TO BURSAR

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

Mondays to Saturdays	...	12-00—1-00 p.m.
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No. 183. 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. 184. 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. 185. PHOTO COPIER MACHINE

- (1) The School has a photo copying machine, and the same has been installed in the School Office.

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

No. 186. 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 April to March).
5. The present rate of subscription is Rs. 200/- per head per year for Boarders, and Rs 75/- for others. In the case of boarder students this will be payable in lumpsum whereas in the case of others this will be recovered from their pay in ten equal instalments. Staff joining school employment during the financial year will be charged subscription from the date of joining duty. For others the charges payable will be Rs. 75/- per head even though they join the scheme during the financial year; the benefit cover, however, will commence from the date of joining the scheme.
6. *The Scheme will cover :—*
 - (a) Charges for hospitalization in a general ward where investigations, nursing, treatment is part of hospitalization expenses. When the patient is referred to an out-side medical authority and hospitalization in a private nursing

home takes place, routine medical investigation and treatment expenses only are covered. Doctor's visiting fees, special nursing, etc., are not covered.

- (b) Charges for routine pathological examination, such as blood, stool, urine, sputum, etc.
- (c) Charges on account of routine X-ray examination, as arranged by School R.M.O., excluding specialised X-ray investigations.
- (d) Charges for setting of fractures and connected expenses.
- (e) The cost of medicines and drugs not normally stocked in the school hospital.
- (f) Annual E.N.T., eye and dental examinations as arranged in the school hospital, once a year, excluding refraction.
- (g) A maximum of Rs. 1500/- only per year towards the cost of surgical operations, including hospitalization in a general ward where investigations, nursing, treatment are part of hospitalization. If admitted in a privat ward, only routine medical investigations and treatment expenses are covered. Doctor's visiting fees, special nursing, 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 gived 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 187. MEDI-CLAIM

It is brought to the notice of all staff that the Board of Governors have, in addition to the School Medical Health Scheme, sanctioned the following concessions connected with Medi-Claim Insurance Policy, effective from 1st June, 1990.

The details are as follows :—

Any staff members who has completed one year of service can opt for Medi Claim Insurance Policy in any category of the Scheme and will be entitled to :

- (i) a subsidy of 50% of the discounted annual premium or Rs. 750/- per year, whichever is less;
- (ii) a subsidy of 25% of the discounted annual premium or Rs 375/- per year, whichever is less, in respect of his/her spouse and unmarried children (upto a maximum of 3), who are below 21 years of age.

The School R.M.O. will be the competent authority for processing and recommending all subsidy claims under the rules.

All heads of departments are requested to inform the staff working in their departments, to whom school orders do not go or who cannot read them, so that they can avail of this scheme.

No. 188. STRENGTH—WITHDRAWALS

The following children have been withdrawn from the school as on 24-7-1991 :—

<i>Name</i>	...	<i>House</i>	<i>w.e f.</i>
Vivek Vasudev	...	HBD	12-4-1991
Tejbir S. Khurana	...	NBD	30-4-1991
Aneesha Baig	...	SGD	18-5-1991

<i>Name</i>		<i>House</i>	<i>w.e.f.</i>
Nikhil Bobb	...	NPB	15-6-1991
Anshuman Gupta	...	HBD	15-6-1991
Rajbir S. Anand	...	VBD	15-6-1991
Anish Barla	...	NBD	20-6-1991
Faizan Khan (GOIMS)	...	NBD	17-6-1991
Deepinder Kaur Gill	...	NGD	21-6-1991
Priyanjali Malik	...	SGD	22-6-1991
Subil S. Bhattal	...	HBD	25-6-1991
Nishant Chopra	...	NBD	25-6-1991
Ajaypal Singh Sangha	...	HBD	25-6-1991
Premika Bhatia	...	SGD	26-6-1991
Sajive Jain	...	VBD	5-7-1991
Hena Nagpal	...	HGD	8-7-1991
Ajai Saini	...	VBD	10-7-1991
Abhirup Chakrabarti	...	HBD	11-7-1991
Tahira Singh	...	SGD	24-7-1991
Deep Mitra	...	SBD	24-7-1991
Diya Mitra	...	SGD	24-7-1991

The following were admitted upto 15-6-1991 :—

Yashpreet Kaur Class IV	...	SPG	29-4-1991
Anu Chibb Class XI	...	SGD	4-5-1991
Aditi Ray Class IX	...	VGD	8-5-1991
Neel Rattan Tulsian Class VIII	...	SBD	22-5-1991
Gautam Kadan Class V	...	SPD	27-5-1991

No. 189. 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 August, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th August, 1991****Part I***190—197***No. 190. PROGRAMME****August**

Fri. 9th ...	Sr. English Debating Society Meeting (after supper)	
Sat. 10th ...	Morning Prep	6-40—7 40 a.m.
	Games Committee Meeting (MCR) ...	2-30 p.m.
	B.D., baths ...	6-00 p.m.
	Sr. School Supper ...	7-15 p.m.
	Jr. English Debating Society Meeting (after supper)	
Sun. 11th ...	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. 14th ...	Animation Film Workshop—NID 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.
	Independence Eve Staff Club Dinner (Art Room) ...	8-00 p.m.
Thu. 15th ...	Independence Day—School & Admin Holiday	
	Rouser ...	7-15 a.m.
	B.D., baths ...	8-00 a.m.
	Breakfast P.D. ...	8-15 a.m.
	Breakfast Sr. School ...	9-15 a.m.
	Flag hoisting followed by Special Independence Day Assembly ...	10-30 a.m.

Community Lunch (CDH) onwards	... 12-00 noon
Subordinate staff 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.
Animation Film Workshop—NID	

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

(a)	Song	... Bande Matram
(b)	Prayer	... HM
(c)	Reading	... Head Girl
(d)	Song	... By the choir on stage
(e)	Reading	... Head Boy
(f)	Talk	
(g)	Sanskrit Prayer	
(h)	National Anthem	
Fri. 16th	... Animation Film Workshop—NID	
Sat. 17th	... Morning Prep	6-40—7-40 a.m.
	One Act Play competition (Welhams)	
	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. 18th	... P.D., Games' fixtures vs. APS, Dagshai (away)	
	Animation Film Workshop—NID	
	Basketball, Squash, Badminton vs. Doon School (home)	
	English Film cancelled	
	Tea P.D.	... 3-30 p.m.
	Tea Sr. School	... 4-00 p.m.
	Soccer XI vs. Doon School (home)	... 4-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 191. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Thursday, 15th August, 1991. 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 ayahs, 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 15-8-91 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 15-8-91 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. 192. REVISED RATES FOR SCHOOL VEHICLES

The revised rates chargeable for various school vehicles with effect from 1-8-1991 will be as follows :—

Old Bus	Rs. 6-00 per km.
Telco Bus	Rs. 6-00 per km.
Tractor	Rs. 50-00 per hour
New Matador	Rs. 2-50 per km.
Old Petrol Jeep	Rs. 4-00 per km.
Diesel Jeep	Rs. 2-50 per km.
DCM Toyota Truck	Rs. 5-00 per km.
Ambulance (Petrol)	Rs. 2-50 per km.
HM's Gypsy (Petrol)	Rs. 3-00 per km.

No. 193. SOLAN DISTRICT GYMNASTICS

Solan District Gymnastics Championship held on 12th &

13th June 1991 :—

Girls U—19 :

Tarika Jhaj	...	1st
Irene Sunup	...	2nd
Amrita Dhillon	...	3rd

Boys U—19 :

Anshuman Gupta	...	1st
Sahil Patel	...	2 nd
Vikram Jolly	...	3rd

Certificate of Participation :

Aarti Katoch
 Payal Singha
 Saroj Chauhan
 Hemanshu Shekhar
 Amit Kumar Singh
 Karan Jolly
 Vir Sharan Das
 Nitesh Marwah
 Pratap Bajwa
 Vishal Puri

Sub Junior Girls U—14 :

Malini Raha	...	1st
Jaskimran Sekhon	...	2nd
Piryajit Chima	...	3rd

Sub Junior Boys U—14 :

Ujjwal Munjal	...	1st
Nipun Agarwal	}	...
Vikran Chauhan		
Daksh Rajani	...	3rd

Shah Zia Siddiqi

A. Jahj

Harleen Bedi

Heren Oberoi

Vishal Goel

Manpreet Sekhon

Dushant Ahuja

Arjun Dhar

Ramaninder Samra

No. 194. STRENGTH

The following children have been withdrawn from school as on 5-8-1991 :—

<i>Name</i>	<i>House</i>	<i>w.e.f.</i>
Shaleen Sandhu	... SGD	29-7-91
Aman Dhillon	... HGD	1-8-91
Shamoli Jajodia	... HGD	2-8-91
Anirudh Singh	... VBD	3-8-91
Binoy T. Shah	... SBD	3-8-91

The following were admitted :—

Bharat Soni Class V	... HPB	1-8-91
Manish Tulsian Class VI	... SPB	"
Rajesh Varma VII	... NBJ	"
Maneesh Prakash Class VII	... HBJ	"
Pushp Deep Kochar Class VII	... SBJ	"
Lalnunpari Hmar Class VII	... SGD	"
Chhering Dhunchog Class VII	... VBJ	"
Shubh Mangal Class VIII	... SBJ	"
Anil Kumar Class VIII	... VBJ	"
Chandra Prakash Class VIII	... VBJ	"
Rahul Singh Class VIII	... HBJ	"
Mohd. Suhel Khan Class VIII	... NBJ	"
Amrita Bhattacharyya Class XI	... SGD	"
Ayesha Chibb Class XI	... SGD	"
Reshma Rawat Class XI	... SGD	"
Agustin Lozano Class XI	... HBS	"
Jaya Sundra Class XI	... VGD	"
Sumit Taneja Class XI	... HBS	"
Sapna Class XI	... SGD	"
Manjari Goyal Class XI	... HGD	"
Tina Dogra Class XI	... NGD	"
Anubhav Sharma Class XI	... NBS	"
Sanjeevan K. Brar Class XI	... SGD	"
Neetu Aggarwal Class XI	... NGD	"
Roop Mann Class XI	... HGD	"
Julit L. Ralte Class XI	... SGD	2-8-91
Vikram Bhakoo Class XI	... HBS	"
David Walia Class VIII	... HGD	5-8-91

No. 195. MEDICAL CATEGORY

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

B.D.

Vungshama Murry	...	HBD	Cat. 'C'
Amrinder Dhaliwal	...	SBD	Cat. 'C'
Manish Khandelwal	...	SBD	Cat. B Swimming
Jagdeep S. Sandhu	...	VBD	Cat. 'C' till 1-11-91

Upgraded

Daksh Khurana	...	HBD	Cat. 'A'
Vikram Jain	...	HBD	Cat. 'A'
Deepak Dhanukar	...	HBD	Cat. 'A'
Vijay Balasubramanian	...	HBD	Cat. 'A'
Giriraj S. Kang	...	NBD	Cat. 'A'
Lobsang Dorjee	...	VBD	Cat. 'A'

G.D.

Shefali Munjal	...	HGD	Cat. 'C' till 1-10-91
Neeraj Sharma	...	SGD	Cat. 'B' Gym /Swimming.
Spana	...	SGD	Cat. 'C'
Irene Snup	...	HGD	Cat. 'C'
Pooja Kochhar	...	NGD	Cat. 'B' Swimming
Amrita Bhattacharya	...	SGD	Cat. 'B' Swimming
Priyanka Narang	...	SGD	Cat. 'B' Gym./Swimming.
Tushna Ghandy	...	NGD	Cat. 'B' Gym./Swimming/P.T.
Thea Ghandy	...	NGD	Cat. 'B' Gym./Swimming/Jumps.
Shazmeen Hussain	...	NGD	'B' Gym.
Aveena Bhalla	...	SGD	'B' Gym.
Mrinalini Sanyal	...	SGD	'B' Gym.
Roop Mann	...	HGD	'B' Gym.
Priyajeet K. Vilku	...	HGD	'B' Gym.
Maya K.E. Patnaik	...	HGD	'B' Gym.
Meera Mani	...	HGD	'B' Gym.
Aneesha Singh	...	HGD	'B' Gym.

Upgraded

Manisha Joshi	...	HGD	Cat. 'A'
Avneet Jhaj	...	NGD	Cat. 'A'
Nidhi Baghla	...	VGD	Cat. 'A'
Neelakshi Thomas	...	NGD	Cat. 'A'
Anjolie Singh	...	VGD	Cat. 'A'

P.D.

Uday Mohan	...	SPD	Cat. 'C'
Simran Sidhu	...	VPD (G)	'B' Swimming
Pavittar K. Mansahia	...	NPD (G)	'B' Swimming
Remen Chopra	...	NPD (G)	'B' Gym./Jumps.

Upgraded

Aakash Patel	...	NPD	Cat. 'A'
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No. 196. NEW LIBRARY TIMINGS

The Library timings now will be as follows with immediate effect.

Sundays :	...	10-00 to 1-00 p.m.
		3-00 to 5-00 p.m.
Mondays :	...	Closed
Tuesday to Saturday :	...	9-00 to 1-30 p.m.
		2-30 to 5-30 p.m.

No. 197. ADMINISTRATIVE HOLIDAY

Thursday, the 15th August, 1991 will be observed as a holiday, by the Administrative and Academic Staff on account of Independence Day.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 16th August, 1991****Part I**

198—206

No. 198. PROGRAMME**August**

Fri. 16th	...	Animation Film Workshop—NID	
Sat. 17th	...	Morning Prep	6-40—7-40 a.m.
		One Act Play competition (Welhams)	
		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. 18th	...	P.D., Games' fixtures vs. APS,	
		Dagshai (away)	
		Animation Film Workshop—NID	
		Proposed Basketball, Squash, Badminton vs.	
		Doon School (home)	
		English Film cancelled	
		Proposed Soccer fixture vs.	
		Doon School (home)	... 4-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 19th	...	Animation Film Workshop—NID	
Tue. 20th	...	Animation Film Workshop—NID	
Wed. 21st	...	Animation Film Workshop—NID	
		Proposed Soccer fixture vs. YPS, Patiala (home)	
		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. 22nd	...	Animation Film Workshop—NID	
		Swimming heats commence	
Fri. 23rd	...	Animation Film Workshop—NID	

Sat. 24th ...	Morning Prep	6-40—7-40 a.m.
	Animation Film Workshop—NID	
	Soccer XI & Basketball teams	
	leave for BCS (Shimla)	... 2-00 p.m.
	BCS Colts & Atoms arrive	... 5-00 p.m.
	Inter-Section Recitation	
	Competition (L-Vs & U-Vs)	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Srs.	... 7-15 p.m.
Sun. 25th ...	Soccer 1st XI & Basketball (Srs) vs.	
	BCS (away)	
	Soccer Atoms vs. BCS (home)	... 10-00 a.m.
	Soccer Colts vs. BCS (home)	... 11 15 a.m.
	Lunch P.D.	... 12-15 p.m.
	Lunch Sr. School	... 1-15 p.m.
	B.C.S. 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.
	Soccer XI & Basketball teams arrive	... 6-00 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 199. 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. 200. 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. 201. STUDENTS INDENTY CARDS

Students who wish to have an Indentity Card should purchase the blank Indentity 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. 202. 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. 203. 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 stricly adhered to at all times.

No. 204. 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 20-8-1991.

No. 205. COUGH, COLD & FEVER

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

No. 206. MEDICAL CATEGORY

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

Nandita Longachari SPD	...	Cat. 'C'
Ajay Sharma HBD	...	Cat. 'C'
Tushna Ghandy NGD	...	Down graded to Cat. 'C' Permitted Standing P.T. only.
Shobita Kadan NGD	...	Cat. 'C'
Charanjiv Gill HBD	...	Cat. 'B' Hodson and Athletics.
Priyak Mitra VBD	...	Cat. 'C'
Khem Bahadur NBD	...	Cat. 'B' Swimming.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd August, 1991****Part I****207—219****No. 207. PROGRAMME****August**

Fri. 23rd	...	NID—Animation Film Show in the SSC (after supper)	
Sat. 24th	...	Morning Prep	6-40—7-40 a.m.
		Soccer XI & Basketball teams leave for BCS (Shimla)	... 2-00 p.m.
		BCS Colts & Atoms arrive	... 5-00 p.m.
		Inter-Section Recitation Competition (L-Vs & U-Vs)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Srs.	... 7-15 p.m.
Sun. 25th	...	Raksha Bandhan	
		Soccer 1st XI & Basketball (Srs) vs. BCS (away)	
		Soccer Atoms vs. BCS (home)	... 10-00 a.m.
		Soccer Colts vs. BCS (home)	... 11 15 a.m.
		Lunch P.D.	... 12-15 p.m.
		Lunch Sr. School	... 1-15 p.m.
		B.C.S. 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.
		Soccer XI & Basketball teams arrive	... 6-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 26th	...	Swimming heats commence	
Wed. 28th	...	Afternoon activities to end	... 3-50 p.m.
		Tea Sr. School	... 3-55 p.m.
		SUPW cancelled	
		Swimming Gala	... 4-30 p.m.
		B.D., baths	... 6-35 p.m.

		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Thu. 29th	...	Departure Soccer XI for participation in Limeca invitation Soccer tournament	... 2-30 p.m.
Fri. 30th	...	Sr. English Debating Society Meeting (after supper)	
Sat. 31st	...	Morning prep	6-40—7-40 a.m.
		Visit of H.E. the British High Commissioner	
		I—H Quiz competition	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

September

Sun. 1st	...	P.D. Girls Basketball vs. Welham Girls (home)	
		P.D. Boys Basketball vs. Col. Brown School, Dehra Dun (home)	
		P.D., Soccer Electrons vs. Col. Brown School, Dehra Dun (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.

No. 208. 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. 209. 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. 210. POST—FOUNDERS'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 4-10-91 (2-30 p.m. for P.D., and 8-30 p.m. for B.D. & G.D.) to 10-10-91 (5-00 p.m.), including the Chief Guests holiday. Children should inform parents of these dates.

No. 211. 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. 212. 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. 213. ICE—CREAM SALE

The sale of ice-cream will start fairly soon.

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.

In view of Founders 1991, the issue dates will shift to, and will be from 11th to 20th October, 1991.

No. 216. 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. 217. SCHOOL FRUIT & VEGETABLE SECTION

The following rates will be effective from 19th August, 1991 to 15th December 1991 in the Vegetable & Fruit section :—

Vegetable 'A'	<i>Rs.</i>
Spinach, Cauliflower, Cabbage, Bhindi, Peas, Karela, Zimikand, Capsicum, Beans, Methi, Kali Tori & Kathal.	} ... 6-40 Per Kg.
Vegetable 'B'	
Carrot, Brinjal, Lauki, Pumpkin, Kheera, Arbi, Radish, Saag & Tinda.	} ... 5-40 Per Kg.
Potatoes	... 3-20 „
Onions	... 6-40 „
Tomatoes	... 6-50 „
Lime Fresh	... 12-50 „
Ginger Fresh	... 13-00 „
Garlic	... 15-00 „
Dhania Green	... 10-00 „
Chillies Green	... 9-00 „
Fruit	
Banana	... 7-00 „
Apple Golden	... 8-00 „
Apple Red	... 11-00 „
Oranges	... 10-00 „
Guavas	... 5-00 „
Leechies	... 21-00 „
Mangoes	... 12-00 „
Sugar Melon	... 5-00 „
Water Melon	... 2-00 „
Plum/Alubukhara	... 5-50 „
Apricots	... 7-00 „
Bair	... 5-00 „
Mussamies	... 10-00 „

Cheekoo	...	10-00	Per Kg.
Grapes	...	25-00	,,
Pears	...	10-00	,,

No. 218. MEDICAL CATEGORY

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

Vaishali Rana	SGD	...	Cat. 'C'
Apneet Sethi	SGD	...	Cat. 'C'
Manish Khandelwal	SBD	...	Cat. 'B' P.T. & gym.

No. 219. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 25th August 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th August, 1991

Part I

220—228

No. 220. PROGRAMME**August**

Fri. 30th ... Evening prep cancelled
 Talk by H.E. the British High
 Commissioner ... 6-00 p.m.
 I—H Quiz competition ... 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)

Sat. 31st ... Morning prep 6-40—7-40 a.m.
 Visit of H.E. the British
 High Commissioner
 P.D., games' fixtures vs.
 Col. Brown School, Dehra Dun (home)
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

September

Sun. 1st ... Basketball fixtures vs.
 Welham Girls' PD & GD
 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.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

Mon. 2nd ... Janam Ashtami—Holiday
 Sunday timings
 Tea P.D. ... 4-00 p.m.
 Tea Sr. School ... 4-30 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.

Wed. 4th ... 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.
		Teachers' Day Eve party hosted by Uppér VI	... 8-45 p.m.
Thu.	5th ...	Teachers' Day Rouser	... 7-15 a.m.
		P.T. cancelled	
		Breakfast P.D.	... 7-45 a.m.
		Breakfast Sr. School	... 8-45 a.m.
		Classes cancelled	
		Festival Basketball matches	... 9-30 a.m.
		Tea & Snacks party for staff hosted by the Sanawar Branch of the State Bank of Patiala	
		Normal post-lunch activities resumed	
		Youth Quake Boys group with Dr. D.C. Gupta and Mr. S. Ghosh leave for Delhi	... 8-30 p.m.
Fri.	6th ...	Girls group participating in Youth Quake leaves for Delhi by Telco Bus	... 6-30 a.m.
Sat.	7th ...	Morning prep	6-40—7-40 a.m.
		Proposed P.D. basketball fixture vs. Auckland House, Shimla (away)	
		Mess Committee Meeting (MCR)	... 2-30 p.m.
		I—H Quiz competition cancelled	
		B.D., baths	... 6 15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	8th ...	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. 221. 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. 222. 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 3rd Septmber, 1991 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 10-9-91 whereafter no further adjustments will be possible.

No. 223. MISUSE OF SCHOOL STATIONERY ITEMS

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

Staff must use Requisition Slips for drawing stationery items from the Librarian.

No. 224. 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. 225. MERIT SCHOLARS GOVT. OF INDIA

The under mentioned students are Merit Scholars of the Govt of India. of India. Ministry of Education as on 28-8-91, studying in this School. They are no more entitled to free issue of School jerseys :

Himanshu Shekhar	...	HBS	Ashish Kumar	...	VBS
Ravi Shankar Kumar	...	HBS	Bharat Yadav	...	VBS
Z.D. Lalthanzova	...	HBJ	Lobsang Dorje	...	VBS
Maneesh Prakash	...	HBJ	Rajinder Paul	...	VBS
Rahul Singh	...	HBJ	Rajiv Kumar Anand	...	VBS
Amit Kumar Singh	...	NBS	Satya Narain	...	VBS
Anoop Shukla	...	NBS	Vijay Prakash Tiwari	...	VBS
Anuroop K. Singh	...	NBS	Amarjyoti Deka John	...	VBJ
Khem Bahadur Singh	...	NBS	Chhering Dhunchog	...	VBJ
Rakesh Verma	...	NBS	Anil Kumar	...	VBJ
Shashank Upadhaya	...	NBS	Chandra Prakash	...	VBJ
Kumar Gautam	...	NBJ	Alicia A. Laloo	...	HGD
Sanjay Kumar	...	NBJ	Madhu Bisht	...	HGD
Sheetal Khimta	...	NBJ	Laxmi Tripathi	...	NGD
Rajesh Verma	...	NBJ	Poonam Kushwaha	...	NGD
Mohd. Subel Khan	...	NBJ	Samta Singh	...	NGD
I. Shashikanta Singh	...	SBS	Shashi Prabha	...	NGD
Pawan Pant	...	SBS	Anu Saini	...	SGD
Satnam Singh	...	SBS	Lalnunpari Hmar	...	SGD
Shailendra Singh	...	SBS	Anu Bala	...	SGD
Vineet Dua	...	SBJ	Rakhee Srivastava	...	VGD
Vineet K. Agarwal	...	SBJ	Seema Pant	...	VGD
Anurag Srivastava	...	VBS			

No. 226. ADMINISTRATIVE HOLIDAY

Monday, the 2nd September, 1991 will be observed as a holiday, by the Administrative and Academic Staff on account of Janam Ashtami.

No. 227. WATER SUPPLY RATIONING

In view of non-supply of Electricity from H.P.S.E.B., no water can be pumped into school water reservoirs. Whatever water the school has in reserve, is now to be used with *Caution* and *Maximum Economy*.

Every person therefore, living on the campus will ensure that no water is wasted in departments, homes, dormitories, bath/wash house, etc.

Separate circular will be issued in immediate future regarding various measures that are to be taken to ensure elimination of wastage of water.

No. 228. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 1st September, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th September, 1991

Part I

229—242

No. 229. PROGRAMME**September**

Fri. 6th	...	Girls group participating in Youth Quake leaves for Delhi by Telco Bus ...	6-30 a.m.
Sat. 7th	...	Morning prep P.D. basketball fixture vs. Auckland House, Shimla post-poned Mess Committee Meeting (MCR) ... I—H Quiz competition cancelled B.D., baths ... Supper P.D. ... Supper Sr. School ...	6-40—7-40 a.m. 2-30 p.m. 6-15 p.m. 6-15 p.m. 7-15 p.m.
Sun. 8th	...	Study hour (dorms.) Lunch P.D. Lunch Sr. School Hindi Film (for both P.D., & Sr. School) Tea (for both P.D., & Sr. School) Study hour (dorms.) Supper P.D. Supper Sr. School	12-00—1-00 p.m. 12-15 p.m. 1-15 p.m. 2-15 p.m. 4-45 p.m. 6-00—7-00 p.m. 6-15 p.m. 7-15 p.m.
Mon. 9th	...	Athletics heats commence	
Tue. 10th	...	Group participating in Youth Quake returns	
Wed. 11th	...	SUPW Assessment Meeting (L-IVs to L-Vs) ... B.D., baths ... Supper P.D. ... Supper Sr. School ...	5-15—6-15 p.m. 6-30 p.m. 6-30 p.m. 6-20 p.m. 7-20 p.m.
Thu. 12th	...	Assessment Meeting (U-Vs to U-VI) ...	6-15 p.m.
Sat. 14th	...	Morning prep Proposed basketball fixture vs. Auckland House, Shimla (away) I—H English Debate (Srs.) post-poned B.D., baths ...	6-40—7-40 a.m. 6-15 p.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 15th	... 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. 230. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1991 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1991, if they are joining for lunch.

No. 231 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. 232. 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. 233. 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. 234. HINDUSTAN PETROLEUM LPG. CYLINDERS

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

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

This arrangement is applicable exclusively for the H.P. LPG. cylinders, and all staff are permitted to take advantage of this arrangement.

No. 235. FOUNDER'S EXHIBITIONS

The Arts, Crafts, Carpentry, Needlework, and Camp exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1991.

No. 236. 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. 237. SPECIAL POCKET MONEY FOUNDER'S & DIWALI

Special Pocket money for Founder's and Diwali at the rate of Rs. 20/- each, will be issued to House Staff through the bank to B.D. & G.D. and direct to P.D. in the 4th week of Sept, '91.

No. 238. 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. 239. 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 :—

Tattoo (final performance) Parade (final performance)

Subordinate staff and their family members may, however attend both, the dress rehearsal of the tattoo at 7-15 p.m. on peace-
stead on 27th September, and the first performance on 30th September, 1991.

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. 240. SCHOOL GARDENS

Staff members are requested NOT to pluck flowers or take sapplings from the School gardens. In case you need any thing from the garden please contact the Head mali.

No. 241. STRENGTH

The following student has been withdrawn from the school as on 6-9-91 :—

Name	House	w.e.f.
Ankur Arya	VBD	23-8-91

The following students have rejoined the school as on 6-9-91 :—

Subil S. Bhattal	HBD	18-8-91
Shamoli Jajodia	HGD	29-8-91

The following students were admitted on dates as shown below :—

Swapnil Deva	SGD	10-8-91
Vibha Hooda	HGD	13-8-91
Gautam Sant	HBS	19-8-91
Anu Bala (GOIMS)	SGD	19-8-91
Vikram Mehta	HBS	21-8-91
Mohit Vij	NBS	26-8-91

No. 242. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 8th September 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 13th September, 1991****Part I**

243—249

No. 243. PROGRAMME**September**

Sat. 14th	...	Morning prep	6-40—7-40 a.m.
		Proposed P.D. basketball fixture vs. Auckland House, Shimla (cancelled)	
		I—H English Debate (Srs.) post-poned	
		B.D., baths	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 15th	...	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.
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. 21st	...	Morning Prep	6-40—7-40 a.m.
		Afternoon activities cancelled	
		Annual I—H Athletics Meet	... 3-00 p.m.
		Tea (for both P.D., & Sr. School)	... 5-00 p.m.
		B D , baths	... 5-30 p.m.
		I—H English Debate (Jrs.)	... 6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Sun. 22nd	...	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. 244. STAFF FAMILIES RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 11th Oct. to 20th Oct. 1991 instead of from 1st Oct. to 10th. Oct. 1991, following the same schedule laid down earlier.

No. 245. 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. 246 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. 247. SCHOOL HALWAI CONTRACT FROM 1-8-1991 ON-WARD

The revised rates will be as per following details w. e. from 1-8-1991 :

Sweetmeats etc.	Rate		No. of pieces per kg.	Rate per piece Paise
	per kg. Rs. P.			
Shakarpara	... 20-00	—	—	—
Rasbhari	... 20-00	—	—	—
Patisa (Mesu)	... 20-00	—	—	—
Balu shahi	... 20-00	30	30	70
Barfi white	... 30-00	30	30	100
Barfi Chocolate /coconut	... 32-00	30	30	100
Barfi Besan	... 18-00	30	30	60

Besan Laddoo	... 18-00	30	60
Gulab Jaman	... 28-00	30	100
Groundnut fried	... 25-00	20 pkts. of 50 gms. each	} 125 per pkt.
Jalebi	... 16-00	—	—
Laddoo Motichoor	... 20-00	30	70
Mathi namkin	... 20-00	30	70
Palangtor (milk-cake)	... 32-00	30	110
Potato Tikki, with chutney	... 18-00	20 gms. each	90 each
Rasgulla	... 28-00	30	100
Rasmalai	... 28-00	30	100
Sewian-Dal (Barik quality)	... 25-00	20 pkts. of 50 gm. each	} 125 per pkt.
Bhatoora/kachori with vegetable	18-00	20	90 each
Dahi Bhalla	... 15-00	20	75 each
Poorie (with vegetable)	... 15-00	20	75 each
Samosa	... 12-00	20	60 each
Tea glass or cup (with sugar)	... —	160 cc	75 each
Imrati	... 25-00	30	80
Rabdi	... 25-00	—	—
Khoa	... 30-00	—	—
Bun-Samosa	... —	—	150

No. 248. MEDICAL CATEGORY

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

Abhijit Singh	VBD	...	Cat. 'A'
Romel Namaram	NBD	...	Cat. 'B' throws, jumps, Gym. & P.T. (hand- stand).

No. 249. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 15th September, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th September, 1991****Part I**

250—257

No. 250. PROGRAMME**September**

Sat. 21st	...	Morning Prep	6-40—7-40 a.m.
		Afternoon activities cancelled	
		Annual I—H Athletics Meet	... 3-00 p.m.
		Tea (for both P.D., & Sr. School)	... 5-00 p.m.
		B.D., baths	... 5-30 p.m.
		I—H English Debate (Jrs.)	... 6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Sun. 22nd	...	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.
Mon. 23rd	...	The following changes will be effected till Thursday 26th Sept., '91 :	
		P. T.	6-30—7-10 a.m.
		M.I., G.D.	... 7-30 a.m.
		M.I., B D.	... 7-40 a.m.
		1st School	7-55—8 30 a.m.
		(Remainder of the routine will remain as scheduled)	
Wed. 25th	...	SUPW cancelled	
		Parade practice	... 5-20 p.m.
		Partial Tattoo practice	6-30—7-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-35 p.m.
		B.D., baths	... 8-10 p.m.

Thu. 26th	...	Prep cancelled	
		Partial Tattoo practice	6-30—7-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-35 p.m.
		B.D., baths	... 8-10 p.m.
Fri. 27th	...	Classes discontinued	
		Founder's preparation programme, as published separately, comes into effect	
Sat. 28th	...	Founder's preparation programme	
Sun. 29th	...	Founder's preparation programme	

No. 251. 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.

No. 252. POST FOUNDER'S OFFS ADMINISTRATIVE STAFF

Following will be full working days :—

Sun. 29-9-91

Wed. 2-10-91 (Gandhi Jayanti)

Heads of depts. will kindly arrange to give compensatory offs in lieu of the above mentioned dates in a staggered manner. Mon. 7th Oct., 1991 will be post Founder's holiday for all depts., also to be given in a staggered manner.

No. 253. PRINTING OF SCHOOL ORDER

The next issue of School Order will be published on Thursday, 10th October, 1991.

No. 254. EXTRA DIET

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

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

No. 255 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 17th November, 1991 (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. 256. POST FOUNDER'S BREAK

The School offered to arrange a school party from Delhi to Sanawar by train on 10-10-1991. In this connection there is a small change in the journey arrangements. The following will now be done :

The Delhi—Sanawar party will now travel by Shatabdi Express leaving New Delhi Railway Station on 10-10-1991 (4-25 p.m.)

House staff are requested to ask the children concerned to write home about this change.

All other details regarding Post Founder's journey arrangements remain the same.

No. 257. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 22nd September 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th September, 1991

Part I

258

No. 258. PROGRAMME**September**

Fri. 27th	...	Classes discontinued Founder's preparation programme, as published separately, comes into effect	
Sat. 28th	...	Founder's preparation programme	
Sun. 29th	...	Founder's preparation programme	
Mon. 30th	...	Sr. School & P.D., concert	
		1st performance	... 10-30 a.m.
		School play 1st performance	... 4-30 p.m.
		Tattoo 1st performance	... 7-25 p.m.

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

October

Tue. 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.
Wed. 2nd	...	Rouser	... 7-00 a.m.
		B.D., baths	... 7-30 a.m.
		Breakfast P.D.	... 7-40 a.m.
		Breakfast Sr. School	... 8-30 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	... 9-30 a.m.
		Trooping practice	... 10-15 a.m.
		PALS Exec. Comm. Meeting	... 10-30 p.m.
		Dev. Comm. Meeting	... 11-30 p.m.
		Lunch L-VI & downwards (incl. P.D.)	... 12-15 p.m.
		Lunch U-VI & guests	... 1-15 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.)	... 7-30 p.m.
		Supper U-VI & guests	... 8-30 p.m.
		Lights out	... 9-30 p.m.
Thu.	3rd ...	Rouser	... 6-45 a.m.
		B.D., baths	... 7-00 a.m.
		Breakfast Sr. School & P.D.	... 7-45 a.m.
		Breakfast 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.
Fri.	4th ...	Founder's Day	
		Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 7-30 a.m.
		Breakfast P.D. (incl. guests)	... 8-30 a.m.
		Founder's Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours	... 10-00 a.m.
		Speeches	... 10-55 a.m.
		Founder's lunch L-VI & downwards (incl. P.D.)	... 12-30 p.m.
		Founder's lunch U-VI & guests	... 1-30 p.m.
		O.S., Meeting (staff courts)	... 2-30 p.m.
		P.D. Children issued SOP's	... 2-30 p.m.
		Tea U-VI & guests	... 3-30 p.m.
		Tea L-VI & downwards (incl. P.D.)	... 4-00 p.m.
		School Play	... 5-30 p.m.

	Supper L-VI & downwards (incl. P.D.)	... 6-40 p.m.
	B.D., baths	... 7-15 p.m.
	Supper U-VI & guests	... 7-40 p.m.
	Sr. School S.O.P's	... 8-30 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., '91	
Sat. 5th ...	Founder's holidays commence	
	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.
Thu. 10th ...	Founder's holidays conclude	
	All children on S.O.Ps return	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-30 p.m.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 10th October, 1991****Part I**

259—272

No. 259. PROGRAMME**October**

Thu. 10th	...	Founder's holidays conclude	
		All Children on S.O.Ps return	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-30 p.m.
Fri. 11th	...	P.T. cancelled	
		Rouser	... 7-00 a.m.
		Normal teaching routine commencing with 1st School onwards	
		Afternoon activities cancelled	
		Festival hockey match	... 3-00 p.m.
		Tea (for both P.D., & Sr. School)	... 4-15 p.m.
		Tea for teams	... 4-30 p.m.
		B.D., baths	... 5-20 p.m.
		Prep cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 12th	...	Morning prep cancelled	
		Rouser	... 7-00 a.m.
		Normal teaching routine with 1st School onwards	
		Mess Committee Meeting (MCR)	... 2-30 p.m.
		Afternoon activities cancelled	
		Parade uniforms and other items on loan from QM stores returned	... 3-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-20 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 13th	...	Hockey 1st XI 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.
Mon. 14th	... P.T. commences	
	Hockey season comes into effect	
	I—H Chess B.D., & G.D. commences	
	Evening prep commences	
Wed. 16th	... I—H Tennis (B.D.) commences	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	British Council Education Film (after supper)	
Fri. 18th	... Dushera—Administrative holiday	
	IPSC Hockey Meet, Raipur (MP)	
	Jr. English Debating Society Meeting (after supper)	
Sat. 19th	... Morning Prep	6-40—7-40 a.m.
	I—H Prep School P.T. Competition	... 3-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 20th	... Hockey Electrons vs. APS, Dagshai (away)	
	Hockey Atoms vs. APS, Dagshai (home)	... 10-00 a.m.
	Hockey Colts vs. APS, Dagshai (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. 260. ARTICLES LOANED BY STORES

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

No. 261. 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. 262. LIVESTOCK

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

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

No. 263. 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. 264. 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. 265. 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 R.M.O. latest by 24th October, 1991, failing which it will not be possible for the R.M.O. to arrange for International Health Certificates. This advance information is needed by the R.M.O. for the reason that International Health Certificates now have to be brought uptodate by the Dist. 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. 266. 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. 267. 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. 268. DUSEHRA

Friday 18th Oct. 1991 will be observed as a holiday by Administrative Staff on account of Dusehra.

No. 269 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. 270. 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, 1991, and sign the P.F. register on 25th, 26th & 28th October, 1991 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. 271. MEDICAL CATEGORY

Tushna Ghandy NGD ... Upgraded to B-not permitted gymnastics/swimming.

No. 272. CINEMA

An English film will be shown in Barne Hall at 4.00 p.m. for both P.D. and Senior School on Sunday, 13th October, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 17th October, 1991****Part I**

273—281

No. 273. PROGRAMME**October**

Fri. 18th	...	Dushera—Administrative Holiday IPSC Hockey Meet, Raipur (MP) Jr. English Debating Society Meeting (after supper)	
Sat. 19th	...	Morning Prep	6-40—7-40 a.m.
		I—H Prep School P.T. Competition post-poned	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 20th	...	Hockey Electrons vs. APS, Dagshai (away) Hockey Colts vs. APS, Dagshai (away) Hockey Atoms vs. APS, Dagshai (home)	... 10-30 a.m.
		Study hour (dorms)	12-00—1-00 p.m.
		Lunch P.D.	... 12-15 p.m.
		Lunch Sr. School	... 1-15 p.m.
		Video Film on Founder's 1991 (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. 23rd	...	Afternoon activities cancelled	
		Hodson Run Finals	... 3-30 p.m.
		Tea	... 5-00 p.m.
		B.D., baths	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 26th	...	Morning prep	6-40—7-40 a.m.
		B.D., baths	... 5-20 p.m.
		Jr. Dumb Charades Competition	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.

Sun. 27th ...	Proposed 1st XI & Electrons hockey fixture vs. Military School, Chail (home)	
	Proposed Colts & Atoms hockey fixture vs. Military School, Chail (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.

No. 274. 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. 275. 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. 276. SCHOOL MAGAZINE 1991—92

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. 277. 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. 278. 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. 279. 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. 280. 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. 281. 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.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th October, 1991****Part I****282—284****No. 282. PROGRAMME****October**

Sat. 26th ...	Morning prep	6-40—7-40 a.m.
	B.D., baths	... 5-20 p.m.
	Jr. Dumb Charades Competition	... 6-20 p.m.
	Supper P.D.	... 6-20 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 27th ...	Proposed 1st XI & Electrons hockey fixture vs. Military School, Chail (home)—cancelled Proposed Colts & Atoms hockey fixture vs. Military School, Chail (away)—cancelled	
	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.
Tue. 29th ...	Afternoon activities cancelled Last three Schools cut short by 5 mts. each	
	Lunch P.D.	... 12-20 p.m.
	Lunch Sr. School	... 1-20 p.m.
	I—H Gym., & best Gymnast Junior boys and girls	... 2-30 p.m.
	Tea P.D.	... 4-30 p.m.
	Tea Sr. School	... 5-00 p.m.
	B.D , baths	... 5-20 p.m.
	Normal Prep	
Wed. 30th ...	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 & O.S. are cordially invited to tea with the Gymnasts)	
		B.D., baths	... 5-20 p.m.
		Performance by 'Khilona Children's Theatre Group'	... 6-30 p.m.
		(L-V & downwards including Prep School will attend)	
		Supper (U-V & upwards)	... 6-30 p.m.
		Supper (L-V & downwards)	... 7-30 p.m.
Thu.	31st	Daily morning prep commences	6-40—7-40 a.m.
		I—H Basketball (B.D.) commences	
		I—H P.T., competition P.D.	... 3-00 p.m.
November			
Fri.	1st	Jr. English Debating Society Meeting (after supper)	
Sat.	2nd	Morning Prep	6-40—7-40 a.m.
		B.D., baths	... 5-20 p.m.
		Hindi Mock Parliament	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun.	3rd	Hockey 1st & Electrons vs. Sainik School, Sujampur Tira (away)	
		Hockey Colts & Atoms vs. Sainik School, Sujampur Tira (home)	
		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—700 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 283. STAFF SUPPER IN C.D.H. [Corrigendum]

Ref. S.O. No. 267 dated 10th Oct. 1991.

Staff are requested to observe the following timings for supper in Staff Dinning Room :

- (a) Supper Timings from 6-30 p.m. to 8-30 p.m.
- (b) Staff are requested to leave the C.D.H. latest by 8-30 p.m.

No. 284. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 27th October, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st November, 1991****Part I**

285—298

No. 285. PROGRAMME**November**

Fri.	1st	...	Jr. English Debating Society Meeting (after supper)	
Sat.	2nd	...	Morning Prep	6-40—7-40 a.m.
			B.D., baths	... 5-20 p.m.
			Hindi Mock Parliament	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	3rd	...	Hockey fixtures vs. Sainik School, Sujanpur Tira postponed to 21st Nov. '91	
			Colts hockey fixture vs. YPS, Patiala (home)	... 10-00 a.m.
			1st XI hockey fixture vs. YPS Patiala (home)	... 11-15 a.m.
			(School will go down to watch the matches)	
			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.
Mon.	4th	...	Assessment Meeting postponed to Thursday 7th Nov., '91.	
Tue.	5th	...	Diwali—Holiday	
			Sunday timings	
			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.

Wed. 6th	...	I—H Sr. Dumb Charade Competition	...	6-20 p.m.
		Supper P.D.	...	6-20 p.m.
		Supper Sr. School	...	7-30 p.m.
Thu. 7th	...	Assessment Meeting (MCR)	...	5-30 p.m.
Sat. 9th	...	Morning Prep	6-40—7-40	a.m.
		B.D., baths	...	5-20 p.m.
		I—H Declamation contest	...	6-20 p.m.
		Supper P.D.	...	6-20 p.m.
		Supper Sr. School	...	7-20 p.m.
Snn. 10th	...	Proposed Atoms hockey fixture vs. YPS, Patiala (home)	...	10-00 a.m.
		Proposed Electrons hockey fixture vs. YPS, Patiala (home)	...	11-15 a.m.
		(School will go down to watch the matches)		
		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. 286. WINTER VACATION

The School will close on Wednesday 11th December, 1991 for the winter vacation and will reopen on Thursday, 20th February, 1992 on which date all children must be back in the School by 5-00 p.m.

A detailed Special Order in connection with the winter vacation School parties arrangements will be issued separately.

No. 287. STAFF VACATION ADDRESSES AND QUARTERS' KEYS

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

Keys of all quarters may be labelled and handed over to

Q.M. All Keys of residence and department, stock rooms, night-rooms, wash and bath houses and box-room, etc., should be clearly labelled as such with strong labels before being handed over to the Q. M.

No. 288. LOSSES SUFFERED BY STAFF MEMBERS

All members of the staff are informed that the school is unable to accept responsibility for the investigation of any losses suffered by them on account of theft etc., of their personal property left lying about unprotected.

No. 289. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 290. ENCASHMENT OF STAFF CHEQUES AT SBP SANAWAR

All staff are requested not to send school children to State Bank of Patiala Sanawar, with their personal cheques/withdrawal form or any other documents involving handling of cash.

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 the lights, when these are NOT needed.

No. 292. USE OF CATAPULTS

All School children are forbidden to use Catapults; House staff are requested to kindly confiscate the same from their House children immediately, if any of them are in their possession.

No. 293. WATER CONSUMPTION

Water Consumption on the campus has far too exceeded than the in-coming water supply from the MES Kasauli.

Every unit living on the campus is requested to make efforts to reduce Water Consumption and eliminate wastage.

All taps in night rooms, bath houses, wash houses, CDH, various school deptts., staff quarters, etc., be please checked and if found leaking, the staff concerned is requested to report to the Engineer immediately.

If water consumption does not come down to reasonable level, it would then become necessary to impose water rationing.

No. 294. STRENGTH—WITHDRAWALS / ADMISSIONS

The following students have been withdrawn from the school as on 1-11-1991.

<i>Name</i>	<i>House</i>	<i>w.e.f.</i>
Abhishek Mazumdar	V B.D.	10-9-91
Pooja Chowdhury	V.G.D.	14-9-91
Amrita Bhattacharyya	S.G.D.	1-11-91

The following student was admitted on date as shown below :—

Hena Nagpal	H.G.D.	30-10-91
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No. 295. 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 1991-92 with effect from the salary for November 1991, payable on 1st December 1991.

All concerned staff are advised to take immediate action but not later than 6-11-91.

No. 296. ADMINISTRATIVE HOLIDAY

(a) Tuesday, 5th November, 1991 will be observed as a holiday by Administrative Staff on account of Diwali, except the Printing Office & Engineering Deptt.

(b) Wednesday, 6th November 1991 will be observed as a holiday by the Printing Office & Engineering Deptt. on account of Vishwakarma Day.

No. 296. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting crackers on Diwali day, Tuesday 5th November 1991, following precautions will be observed :—

1. Blastings of crickets inside any building or in the immediate vicinity of the buildings (such as between Wavell Court and B.D. Bath House, etc., or the pavements and Quad is completely forbidden. Lighting/blasting of any fireworks on the old Tuck Shop slope is also forbidden.

2. While blasting crackers on Peacestead, great care will be taken to see that they do not get projected on to the adjoining buildings or in such directions that they are likely to go and hurt others.

No. 297. DIWALI

Tuesday 5th November 1991, will be observed as a holiday on account of Diwali by both the School and the administrative staff, except the Engineering Department and Printing Office, which will instead observe Wednesday 6th Nov., 1991 as a holiday on account of Vishwakarma.

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

The bonfire for Prep School will be from 5-45 p.m. on the P.D. flat near CDH, and for the Senior School will be from 6-15 to 7-00 p.m. on Peacestead.

Adequate safety precautions will be observed by all. Girls will wear trousers for the bonfire.

There will be a special Diwali Eve. dinner for P.D. at 6-00 p.m. and for Senior at 7-30 p.m. on Monday, 4th November 1991. Husbands/wives of Staff who are members of the Staff Club, and also parents of day Scholars are cordially invited.

Fireworks will be on sale as per following programme :—

- | | | |
|----------|-----|--|
| 4th Nov. | ... | P.D. Assembly Hall from 2-00 p.m. to 4-00 p.m. |
| 5th Nov. | ... | Honorias Court from 2-00 p.m. to 4-00 p.m. |
| 5th Nov. | ... | Gaskell Hall from 9-00 a.m. to 12-00 noon. |

Quartermaster will kindly arrange for sale of fireworks.

No. 298. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 3rd November 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th November, 1991****Part I**

299—303

No. 299. PROGRAMME**November**

Sat. 9th	...	Morning Prep	6-40—7-40 a.m.
		B.D., baths	... 5-20 p.m.
		I—H Declamation contest	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 10th	...	Proposed Atoms hockey fixture vs. YPS, Patiala (home) cancelled	
		Proposed Electrons hockey fixture vs. YPS, Patiala (home) cancelled	
		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.
Mon. 11th	...	I—H Table Tennis (G.D.) commences	
Wed. 13th	...	Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		British Council Educational Film (after supper)	
Sat. 16th	...	Morning prep	6-40—7-40 a.m.
		Mess Committee Meeting	... 2-30 p.m.
		Hockey Colts & Atoms leave for BCS, Shimla	... 2-30 p.m.
		B.D., baths	... 5-20 p.m.
		BCS, Hockey 1st XI & Electrons arrive	... 5-30 p.m.
		I—H Quiz competition	... 6-20 p.m.

	Supper P.D.	...	6-20 p.m.
	Supper Sr. School	...	7-20 p.m.
Sun. 17th	...	Hockey Colts & Atoms vs. BCS, Shimla (away) Hockey Electrons vs. BCS, Shimla (home)	... 10-00 a.m.
		Hockey 1st XI vs. BCS, Shimla (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. 300. 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. 301. STOCK CONDEMNATION—NOV. 1991.

1. All condemnations will be completed by the Bursar latest by Saturday, 30th November, 1991.

2. Stock-holders other than I/c CDH and House Matrons/Warden, such as I/c B.D. Games gear, I/c G D. 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 1991 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 Friday, 22nd Nov., 1991. 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:—

Fri.	22nd	Nov.	'91	{	9-15 a.m. P.D. Upper (Boys)
				{	9-35 a.m. P.D. Lower (Boys)
				{	9-55 a.m. P.D. Girls
				{	10-20 a.m. G.D. (Upper Dorm.)
				{	10-45 a.m. G.D. (Lower Dorm.)
Sat.	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)
Mon.	25th	,,	,,		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.

No. 302. INTER HOUSE PT/GYM. COMPETITION—1991

The results of Inter House PT/Gym. Competition held on 29th & 30th Oct. 1991 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>
Nilagiri ...	153·00	1st	Himalaya ...	147·70	2nd
Siwalik ...	145·60	3rd	Vindhya ...	144·30	4th
<i>House</i>	<i>Points</i>	<i>Position</i>	<i>House</i>	<i>Points</i>	<i>Position</i>
Nilagiri ...	276·00	1st	Vindhya ...	266·00	2nd
Himalaya ...	252·50	3rd	Siwalik ...	251·50	4th

Best Gymnast Sr. Boys

	<i>Points</i>	<i>Position</i>
Saabji Patel	84	1st
Shiv Ashish Gupta	84	1st
Gauravjit Kochhar	73	3rd

Best Gymnast Jr. Boys

			<i>Points</i>	<i>Position</i>
Herain Oberoi	99	1st
Karan Jolly	84	2nd
Vishal Goyal	72½	3rd

Best Gymnast Sr. Girls

Parneet Bindra	81½	1st
Anchal Bhalla	70½	2nd
Aarti Katoch	63	3rd

Best Gymnast Jr. Girls

Avneet Jhaj	52½	1st
Pryajeet Chima	51½	2nd
Jaskimran Sekhon	51	3rd

Certificate of P.T. Leader for Founders awarded to—Saahil Adlakha

Certificate of merit awarded to :- Saahil Patil & Hemanshu Shekhar

No. 303. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 10th November, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 15th November, 1991****Part I****304—308****No. 304. PROGRAMME****November**

Sat. 16th	...	Morning prep	6-40—7-40 a.m.
		Mess Committee Meeting	... 2-30 p.m.
		Hockey Colts & Atoms leave for	
		BCS, Shimla	... 2-30 p.m.
		B.D., baths	... 5-20 p.m.
		BCS, Hockey 1st XI & Electrons and	
		Tennis (Srs) arrive	... 5-30 p.m.
		1—H Quiz competition	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 17th	...	Common Entrance Test	... 10-00 a.m.
		Hockey Colts & Atoms vs.	
		BCS, Shimla (away)	
		Hockey Electrons vs. BCS,	
		Shimla (home)	... 10-00 a.m.
		Hockey 1st XI vs. BCS, Shimla (home)	... 11-15 a.m.
		Tennis Srs. vs. BCS, Shimla (home)	
		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.
Mon. 18th	...	Hockey 1st XI & Atoms vs.	
		YPS, Mohali (home)	... 2-45 p.m.
		Squash team vs. YPS, Mohali (home)	... 4-30 p.m.
Wed. 20th	...	Hockey 1st XI & Electrons leave for	
		Sujanpur Tira	... 8-30 a.m.
		Sainik School, Sujanpur Tira Colts &	
		Atoms arrive	... 5-00 p.m.

		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Thu. 21st	...	Guru Nanak's Birthday—School & Administrative Holiday		
		Sunday timings		
		Hockey 1st XI & Electrons vs. Sainik School, Sujanpur Tira (away)		
		Hockey Atoms vs. Sainik School, Sujanpur Tira	...	10-00 a.m.
		Hockey Colts vs. Sainik School, Sujanpur Tira	...	11-15 a.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sat. 23rd	...	Morning prep	6-40—7-40	a.m.
		Individual Boxing Finals	...	3-00 p.m.
		Inter-Section Recitation competition (L-IV & U-IV)	...	6-20 p.m.
		Supper P.D.	...	6-20 p.m.
		Supper Sr. School	...	7-20 p.m.
Sun. 24th	...	Hockey 1st XI & 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.

No. 305. TELCO BUS

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

No. 306. CDH TABLE-WARE AND KITCHEN ITEMS

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

No. 307. ADMINISTRATIVE HOLIDAY

Thursday, the 21st November, 1991, will be observed as a holiday by the Administrative Staff also on account of Guru Nanak's birthday.

No. 308. CINEMA

A Hindi film will be shown in Barne Hall at 2-15 p.m. for both P.D. and Senior School on Sunday, 17th November 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd November, 1991****Part I**

309—312

No. 309. PROGRAMME**November**

Sat. 23rd	...	Morning prep	6-40—7-40 a.m.
		Individual Boxing Finals	... 3-00 p.m.
		Inter-Section Recitation competition (L-IV & U-IV)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.

Note : Staff, Staff wives/husbands and O.S. are cordially invited to stay on for tea with the finalists after the Boxing Finals.

Sun. 24th	...	Hockey 1st XI & 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.
Wed. 27th	...	Study hour (dorms.)	6-05—7-05 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sat. 30th	...	Annual Promotion Examinations Commence	
		Examination period daily	
		routine comes into effect	
		Kavi-Sammelan cancelled	

December

Sun. 1st	...	House photographs B.D. :—	
		Vindhya	... 7-00 a.m.
		Nilagiri	... 7-20 a.m.
		Himalaya	... 7-40 a.m.
		Siwalik	... 8-00 a.m.

Teams' photographs (Teams' photographs will be supervised by respective coaches)	... 8-20 a.m.
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. 310. EXAMINATION PERIOD DAILY ROUTINE

With effect from Saturday 30th Nov., '91 and upto and inclusive of Saturday 7th Dec., '91 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 P.D.	... 4-00 p.m.
Tea Sr. School	... 4-40 p.m.
B.D., baths	... 5-00 p.m.
Prep	5-55—7-15 p.m.
Supper P.D.	... 6-20 p.m.
Supper Sr. School	... 7-20 p.m.
House Inspection	... 8-20 p.m.
Study bell	... 8-30 p.m.
Lights out	... 10-00 p.m.

Note : B.D., games will be conducted House-wise. Allocation of fields will be announced daily.

No. 311. 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 son or daughter.
- (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. 312. CINEMA

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday, 24th November, 1991.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 29th November, 1991****Part I**

313—321

No. 313. PROGRAMME**November**

Sat. 30th ... Annual Promotion Examinations Commence
 Examination period daily
 routine as published in the School
 Order of Friday 22nd November '91
 comes into effect
 Kavi-Sammelan cancelled.

December

Sun. 1st ... House photographs post-poned to
 Monday 9th Dec. '91
 B.D., baths ... 8-00 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.

Wed. 4th ... Subject Reports handed
 in to Form Staff ... 1-00 p.m.

Sat. 7th ... Annual promotion examinations conclude
 I—H hockey ... 2-30 p.m.
 Tea Sr. School ... 4-45 p.m.
 B.D., baths ... 5-00 p.m.
 Staff & Upper VI photographs ... 5-30 p.m.
 Supper P.D. ... 6-00 p.m.
 Supper Sr. School ... 7-00 p.m.
 Staff Club AGM followed by dinner ... 7-45 p.m.

Sun. 8th ... Rouser ... 7-00 a.m.
 B.D., baths ... 8-00 a.m.
 Breakfast P.D. ... 8-00 a.m.
 Breakfast Sr. School ... 9-00 a.m.
 Weighing & Measuring G.D. :—
 Himalaya ... 9-30 a.m.

	Nilagiri	... 10-00 a.m.
	Siwalik	... 10-30 a.m.
	Vindhya	... 11-00 a.m.
	I—H hockey (BD)	... 10-00 a.m.
	I—H hockey (GD)	... 11-30 a.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	I—H hockey	... 2-30 p.m.
	Marks handed in to Form Staff	... 4-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-45 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Mon. 9th ...	Rouser	... 6-30 a.m.
	House photographs B.D. :—	
	Vindhya	... 7-00 a.m.
	Nilagiri	... 7-20 a.m.
	Himalaya	... 7-40 a.m.
	Siwalik	... 8-00 a.m.
	Teams' photographs	... 8-20 a.m.
	(Teams' photographs will be supervised by respective coaches)	
	G.D., photographs	... 10-00 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Weighing & measuring B.D. :—	
	Himalaya	9-30-10-10 a.m.
	Nilagiri	10-10-10-50 a.m.
	I—H hockey	... 10-00 a.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Weighing & Measuring B.D. :—	
	Siwalik	1-30—2-10 p.m.
	Vindhya	2-10—2-50 p.m.
	I—H hockey	... 2-30 p.m.
	Folders handed in to House Staff	... 4-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-45 p.m.
	B.D., baths	... 5-00 p.m.

	Supper P.D.	...	6-00 p.m.
	Carol Service	...	6-30 p.m.
	Supper Sr. School	...	7-20 p.m.
Tue. 10th	... Rouser	...	7-00 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.
	Promotion meeting (MCR)	...	10-30 p.m.
	Form Registers handed in to Sr. Mistress		
	School farewell lunch in honour of Mr. M.V. Gore	...	1-00 p.m.
	Escorts' meeting (MCR)	...	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.
	Supper Sr. School	...	7-00 p.m.
	Sr. School Social	...	8-00 p.m.
Wed. 11th	... HOME DAY		
	(Meal timings & dispersal as per special School Orders)		
	Reports handed in to H.M.		

No. 314. 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, 1991 (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. 315. 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. 316. STAFF—VACATION ADDRESSES

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

No. 317. DORMITORIES LOCKERS

House Staff are requested to impress upon all House children in their respective Houses that they must empty their lockers, and leave them open, for repairs, polishing, etc.

No. 318. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Thursday, 12th December, 1991 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. 319. 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. 320. STRENGTH

The following students have been withdrawn from school as on 29-11-1991.

<i>Name</i>	<i>House</i>	<i>w.e.f.</i>
Arun Patnaik	H.P.D.	19-11-91
Tina Dogra	N.G.D.	20-11-91

No. 321. ISSUE/SALE PRICE OF EGGS

With effect from 1-12-1991, the Issue/Sale Price of eggs in the Tuck Shop and other School Deptts. will be Re. 1/- per egg.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 2ND DECEMBER, 1991

Part I

322—333

SPECIAL ORDER**Winter Vacation Arrangements—1991.****No. 322. GENERAL.***Special note for all Housemasters & Housemistresses.*

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Wednesday, 11th December, 1991. 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 Wednesday 11th December, 1991, 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 Saturday 7th December, 1991**. 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 Tuesday, 10th December, 1991 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.

(xi) **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. 323. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Tuesday, 10th December, 1991, at 2-30 p.m. All such staff members are required to attend.

No. 324. 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. 325. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 326. 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	} Special note : Quite a few of these serial numbers have been changed and <i>are not the same as previously.</i> Please note the changes carefully.
4 †	Dehradun	
9	Dhanbad	
10	Calcutta (via Lucknow & Patna)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh	
16	Gauhati (By Air)	
—	Calcutta (AC Sleeper)	

† (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 Quarter-master by the evening of Saturday, 7th December, 1991 of the number of packages (luggage) to be collected from their quarters.

(iv) House Matron 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.

Luggage of all children travelling in Delhi A, B, C, parties must be ready at the B.D. Quad. **latest by 6-00 p.m. on 10th December, 1991 loaded on to the Truck(s) and transported to Kalka railway station so that the maximum luggage could be booked in the luggage van of Shatabadi Express.** Children travelling by Shatabadi Express & by AC Sleeper to Howrah must keep the luggage to the minimum. No luggage which is not locked will be accepted in the train, in respect of students who are travelling by AC Chair / AC Sleeper. The Q.M. will arrange for Truck(s).

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

(vi) Luggage of all children going in **Chandigarh party** must be ready at **B.D. Quadrangle by 7-00 a.m.** on 11-12-1991 The Quarter-master will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Telco Bus and DCM Toyota.

(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. 327. 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. 328. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

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

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

(b) **Lunch :**— 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 Dhanbad, Bombay Central, and Calcutta (AC Sleeper) 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, Dhanbad and Calcutta (AC Sleeper) 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 (AC Sleeper) ...	Mr. S. Gupta	35
Bombay Central ...	Mr. S. Anand	50
Dhanbad ...	Mr. D.C. Jangra	15

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. 1991.

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.

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

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

No. 329. 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. 330. WALKING DOWN TO KALKA [BOYS]

(i) None will be permitted to walk down from Delhi, Dehradun, Chandigarh, Gauhati, and Calcutta (by extra 3 tier Sleeper Coach) party.

(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. 331. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Tuesday, 10th December, 1991, after the escorts meeting.

No. 332. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Wednesday, 11th December, 1991. Boys who have been permitted to walk down to Kalka are not included in the programme given below :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
Delhi A, B, C,	3-00 a.m.	3-30 a.m.	180	3 C. Buses & Tel. Bus
Dehradun	5-00 a.m.	5-30 a.m.	13	School Old Bus
Chandigarh	8-30 a.m.	9-00 a.m.	38	School Telco Bus
Gauhati	1-30 p.m.	2-00 p.m.	13	Chartered Buses
Calcutta	—do—	—do—	72	„ „
Calcutta (AC Sleeper) }	6-00 p.m.	6-30 p.m.	30	C. Buses & Tel. Bus
Dhanbad	—do—	—do—	10	„ „
Bombay Central	—do—	—do—	50	„ „

3. **Delhi A, B, C, parties** will leave Sanawar at 3-30 a.m. in Chartered Buses to Kalka. From there they will catch Shatabadi Express, leaving at 0540 hrs, in AC Chair Coaches.

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. **Gauhati party** will travel by Chartered bus from B.D. Quad. to Kalka. From Kalka it will travel by 4096 Dn. Himalayan Queen Super Fast train leaving at 1635 hours.
7. **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.
8. **Bombay Central party** will travel in Chartered Bus to Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
9. **Calcutta (AC Sleeper) party** will travel in Chartered Bus to Kalka. From there the party will travel by 2312 Dn. Kalka Delhi Howrah Mail in train service AC Sleeper coach.
10. **Dhanbad party** will travel in Chartered Bus to Kalka and onward by 2312 Dn. Kalka—Delhi—Howrah Mail, in train service, by 1st class.
11. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—including the escorts—**until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
12. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
13. The Bursar, assisted by Mr. L. D. Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and

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

No. 333. NEXT TERM

The next term will begin on Thursday, 20th February, 1992, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh
Headmaster.