

# LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 18th February, 1992

## 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

Thu. 20th	...	School re-opens	
		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.
Fri. 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.
Sat. 22nd	... Morning Prep cancelled till further notice	
	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.
	Tea P.D.	... 4-30 p.m.
	B.D., baths	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Sun. 23rd	... 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. 24th	... Cricket/hobbies sets made	
	Cricket gear issued	
	Medical Inspection G.D. :—	
	Himalaya	2-00—2-30 p.m.
	Nilagiri	2-30—3-00 p.m.
	Siwalik	3-00—3-30 p.m.
	Vindhya	3-30—4-00 p.m.
	Tea Sr. School	... 4-15 p.m.
	B.D., baths	... 5-20 p.m.
	Evening prep commences	

Tue. 25th	...	Games' Committee Meeting (MCR)	...	2-30 p.m.
		Cricket Season Commences		
Wed. 26th	...	Sr. English Debating Society Meeting (after supper)		
Fri. 28th	...	Jr. English Debating Society Meeting (after supper)		
Sat. 29th	...	I—H Quiz Competition	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Staff Club AGM & Dinner	...	8-00 p.m.

### March

Sun. 1st	...	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. 4. DAILY ROUTINE

With effect from Saturday 22nd February '92 the following daily routine will be observed till such time 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	... 1-35 p.m.

**(b) Saturdays**

M.I. cancelled	
Breakfast Sr. School	... 8-30 a.m.
1st School	9-00—9-35 a.m.
2nd School	9-35-10-10 a.m.
3rd School	10-10-10-45 a.m.
Break	10-45-11-05 a.m.
4th School	11-05-11-40 a.m.
5th School	11-40-12-15 p.m.
6th School	12-15-12-50 p.m.
7th School	12-50—1-25 p.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.

**(c) Sunday Timings**

Rouser	... 7-30 a.m.
Head baths	... 8-00 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, 1992.

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 3rd April 1992. Details will be published during the last week of March 1992.

#### **No. 7. LATE ARRIVALS**

All late arrivals (irrespective of the forms in which they are studying), along with explanations, if any, for late arrival, be reported to the Headmaster by the Housemasters/Housemistresses by 22nd February, 1992. They are requested to use the zeroxed form sent to them for this purpose.

#### **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 1992.

Clothes will be issued to **Day Scholars** in all Deptts. at 8-00 p.m. on 20th February 1992.

*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. 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 ration 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 15th February 1992.

**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 written 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 on April 1, 1992. Details will be circulated later.

**No. 21. HOLIDAYS—ADMINISTRATIVE STAFF.**

The following holidays will be observed during 1992 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Wednesday
2. Republic Day	...	Jan.	26th	Sunday
3. Shivratri	...	Mar.	3rd	Tuesday
4. Holi	...	Mar.	18th	Wednesday
5. Ram Naumi	...	April	11th	Saturday
6. Baisakhi	...	April	13th	Monday
7. Good Friday	...	April	17th	Friday
8. Id-ul-Zuha (Bakrid)	...	June	12th	Friday
9. Raksha Bandhan	...	Aug.	13th	Thursday
10. Independence Day	...	Aug.	15th	Saturday
11. Janam Ashtmi	...	Aug.	21st	Friday
12. Mahatma Gandhi's Birthday	...	Oct.	2nd	Friday
14. Dusehra	...	Oct.	6th	Tuesday
13. Founder's (After Founder's)	...	Oct.	8th	Thursday
15. { Diwali (except Eng. Deptt. & Printing Office)	...	Oct.	25th	Sunday
{ Barlaj (Eng. Deptt. & P.O )	...	Oct.	26th	Monday
16. Guru Nanak's Birthday	...	Nov.	10th	Tuesday
17. Christmas Day	...	Dec.	25th	Friday

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

New Year's Day  
Independence Day  
Founder's (After Founder's)  
Republic Day

on which days it will remain closed.

Persons in-charge of various departments may recall any member of the staff to duty on any holiday if need arises.

**No. 22. 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 take 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 examinations, 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 memos, vouchers etc., to the School Office, duly endorsed by the School R.M.O. Reimbursement in every case will be made by School Office. Claim for reimbursement of treatment expenses incurred by members, while on leave, will be subject to the scrutiny and recommendations of the R.M.O.

9. These rules supersede all previous rules of the Scheme published earlier in School Order, and will take effect from 1-1-1992.

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 22-2-1992.

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 guest 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 facilities 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 23rd February, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Wednesday 19th February, 1992

**Part I**

26—27

**SPECIAL ORDER**

No. 26. CENTRAL BOARD OF SECONDARY EDUCATION  
All-India Senior School Certificate (Class XII) Examination 1992.

**DATE SHEET**

10-30 a.m.—1-30 p.m.

**March**

Tue. 3rd	...	English Elective-001 English Core-301
Wed. 4th	...	Painting-049
Thu. 5th	...	Mathematics-041
Fri. 6th	...	Psychology-037
Sat. 7th	...	History-027
Mon. 9th	...	Sculpture-051
Tue. 10th	...	Economics-030
Thu. 12th	...	Physics-042
Sat. 14th	...	Business Studies-054
Mon. 16th	...	Chemistry-043
Tue. 17th	...	Political Science-028
Fri. 20th	...	Biology-044
Sat. 21st	...	Accountancy-055
Mon. 23rd	...	Introductory Computer Science-083
Tue. 24th	...	Hindi Core-302
Wed. 25th	...	Punjabi Elective-004 French Core-318
Thu. 26th	...	Music Hindustani Vocal-034 Music Hindustani Instrumental (Melodic)-035
Mon. 30th	...	Geography-029
Tue. 31st	...	Home Science-064

No. 27. CENTRAL BOARD OF SECONDARY EDUCATION  
All-India Secondary School (Class X) Examination, 1992.

**DATE SHEET**

10-30 a.m.—1-30 p.m.

**March**

Wed.	4th	...	English Course A-001
Thu.	5th	...	Manipuri-011 Erench-018
Fri.	6th	...	Hindi Course B-085
Mon.	9th	...	Mathematics-041
Wed.	11th	...	Science-086
Fri.	13th	...	Social Science-087

SUMER B. SINGH  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Thursday 27th February, 1992

**Part I**

28—29

**SPECIAL ORDER****No. 28. APPOINTMENT OF PREFECTS / HELPERS**

Following appointments of Prefects / Helpers have been made for 1992 : —

Head Boy	...	Aprajit Sehgal
Head Girl	...	Shagun Kapur
HM's Assitants	...	Aprajit Sehgal Shagun Kapur
M.I. Prefects	...	Priyak Mitra Reshma Rawat
DHM's Assitstants	...	Vikramjit Kahlon Amrita Daing
Senior Mistress' Assistants	...	Nida Shamim Sonia Sarathy

**Boys Department**

<i>H.B.D.</i>	House Captain	...	Kewal Virk
	School Prefect	...	Rahul Sachdeva
	House Prefects	...	Arvind Chadha Ajaypal Sangha
<i>N.B.D.</i>	House Captain	...	Sirtaj S. Kang
	School Prefect	...	Ashish Goyal
	House Prefects	...	Aman Solomon Mudit Sibal
<i>S.B.D.</i>	House Captain	...	Rajiv Minhas
	School Prefect	...	Jigmet Wangchuk
	House Prefects	...	Risheet Barwe Rajiv Patel
<i>V.B.D.</i>	House Captain	...	Monit Kapoor
	School Prefect	...	Siddharth Wazirchand
	House Prefects	...	Kunal Sharma Majid Khan

**Girls Department**

<i>H.G.D.</i>	House Captain	...	Preneet Bindra
	House Prefect	...	Ruby Singla
<i>N.G.D.</i>	House Captain	...	Inayat Sandhu
	House Prefect	...	Meghna Patel
<i>S.G.D.</i>	House Captain	...	Aarti Mehta
	House Prefect	...	Anu Chibb
<i>V.G.D.</i>	House Captain	...	Natasha Choudhry
	House Prefect	...	Anjum Pasha
	Dining Hall	...	Gautam Sant R.S. Lalrinawma Ravi Preet Sidhu Ramanendra Virk Bircharan Brar Vikram Saboo Raghumit Sodhi Veer Pratap Brar Shamoli Jajodia Sheetal Sawhney Juliet Raite Ayesha Ahmed
	Games	...	Brijesh Lamba Viraj Patel Vijay Tiwari Ritika Brar Rohini Aggarwal Yogini Singh Mary Hauhnar
	Hobbies	...	Subil Bhattal Ashish Jaikaria Gurpreet Sandhu Gaurika Chopra Roop Mann Deeksha Dwivedi Poonam Dahiya

SUPW	...	Rajiv Anand Nikhil Kapoor Pooja Kochhar Sanjivan Brar
Estate	...	Mohit Vij Rajinder Paul Namrata Gupta Jaya Sundra
Guests	...	Shagun Kumari Hena Nagpal
Chapel	...	Sana Khan Sapna
Costumes	...	Vikram Mehta Nishant Chopra Shazia Siddiqui Swapnal Deva
Library	...	Vikram Bhakoo Ismat Gill Madhu Bisht Neetu Aggarwal Karishma Hundal
Socials	...	Risheet Barwe Ayesha Chibb Isha Akoi
Rural Education Centre	...	Anubhav Sharma Arti Katoch Shashi Prabha
Career Counselling	...	Sabar Baksbi Hemantika Bedi
Expeditions	...	Khem Bahadur

#### No. 29. HOUSE TUTORS

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

<i>Himalaya</i> :	Mrs. B. Matharu	...	Housemistress
	Mrs. A. Suri	...	Tutor
	Mrs. N. Choudhury	...	Tutor
	Mrs. U. Pandey	...	Tutor

<i>Nilagiri</i>	:	Miss S. Mukherji	...	Housemistress
		Miss N. Datta	...	Tutor
		Miss A. Arora	...	Tutor
		Mrs. R. Vashisht	...	Tutor
<i>Siwalik</i>	:	Miss K. Bakhshi	...	Housemistress
		Mrs. Shashi Mehta	...	Tutor
		Mrs. K. Sibal	...	Tutor
		Miss Neelamjit Kaur	...	Tutor
<i>Vindhya</i>	:	Mrs. M. Khan	...	Housemistress
		Mrs. A. Sharma	...	Tutor
		Mrs. B. Wig	...	Tutor
		Mrs. Shobha Gupta	...	Tutor

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 28th February, 1992****Part I****30--47****No. 30. PROGRAMME****February**

- Fri. 28th ... Jr. English Debating Society Meeting (after supper)  
 Sat. 29th ... I--H Quiz Competition ... 6-15 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.  
 Staff Club AGM & Dinner post-poned to  
 Saturday 7th March

**March**

- Sun. 1st ... Cricket Festival Match ... 10-00 a.m.  
 (School will go down to watch the match)  
 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.
- Mon. 2nd ... Shivratri—Administrative holiday  
 Comptt. / Supplementary Exams. commence
- Tue. 3rd ... CBSE Board Exams. commence  
 English Elective } Class XII ... 10-30 a.m.  
 English Core }
- Wed. 4th ... Painting—Class XII ... 10-30 a.m.  
 English Course A—Class X ... 10-30 a.m.  
 British Council Educational  
 Film (after supper)
- Thu. 5th ... Mathematics—Class XII ... 10-30 a.m.  
 Manipuri } —Class X ... 10-30 a.m.  
 French }
- Fri. 6th ... Psychology—Class XII ... 10-30 a.m.  
 Hindi Course B—Class X ... 10-30 a.m.
- Sat. 7th ... History—Class XII ... 10-30 a.m.  
 Cricket Colts & Atoms vs.  
 YPS, Mohali (away)

Note : Above match is subject to confirmation

	Hindi Kavi Sammelan	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Staff Club AGM & Dinner	... 8-00 p.m.
Sun. 8th ...	P.D., fixtures vs. APS, Dagshai (away)	
	Cricket XI vs. St. Xavier's, Panchkula (home)	

Note : The above fixtures are subject to confirmation

	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. 31. DISCIPLINE : DAY SCHOLARS

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

#### No. 32. 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. 33. 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. 34. 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. 35. 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. 36. 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. 37. 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 signatures and date.

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

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

#### No. 38 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. 39. 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. 40. 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. 41. 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 3rd March at the latest, specifying the amount required in each case for this purpose, per month.

**No. 42. CHILDREN'S JERSEY & 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 parents' expense.

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

**No. 43. 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 of all others.

**No. 44. 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. 45. 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. 46. ADMINISTRATIVE HOLIDAY**

Monday, 2nd March, 1992 will be observed as a holiday by the Administrative Staff on account of Shivratri.

**No. 47. CINEMA**

A Hindi film will be shown in Brane Hall at 3-30 p.m. for both P.D. and Senior School on Sunday, 1st March, 1992.

SUMER B. SINGH  
*Headmaster*

**LAWRENCE SCHOOL ORDERS**

Sanawar Saturday 29th February, 1992

**Part I**

48

**SPECIAL ORDER****No. 48. 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. Ctgy.</i>
<b>HBD</b>	
Ansul Gupta	... B Swimming
Sunil Nadkar	... B Hodson
Vijay Prakash Negi	... B Hodson, Gym., Jumps 1st term
Chiranjiv S. Gill	... B Hodson, Gym., Jumps
<b>NBD</b>	
Bikramjit S. Kandhari	... B Gym., Jumps
Shivjit S. Majithia	... B Gym., Jumps
Nikhil Aggarwal	... B Gym., Jumps
Suhail Khanna	... B Gym., Jumps & Ball games

**SBD**

Chirag Jain	...	B Swimming
Rahul Rawat	...	B Hodson
Adil Bhatia	...	B Gym., Jumps.
Zubin Chowdhary	...	B Gym., Hodson
Varun Shiv Kapur	...	B Gym., Jumps
Simmerjit S. Sidhu	...	B Swimming & Gym.
Kamaldeep S. Daing	...	B Gym., Jumps
Imran Sultan	...	B Gym., Jumps
Himmat Singh Shergill	...	B Swimming

**VBD**

Kanak Chatterjee	...	B Swimming
Vikrant Dhankar	...	B Hodson

**HGD**

Manisha Joshi	...	B Gym., Jumps
Divya Kang	...	B Gym., Jumps
Vibha Hooda	...	B Gym., Jumps
Maya Patnaik	...	B Gym., Jumps
Tamanna Dhaliwal	...	B Gym., Jumps

**NGD**

Sonia Himani Sarathy	...	B Gym., Jumps
Aarti Sharma	...	C Standing P.T. only
Gultaj Gill	...	B Gym. & Jumps
Neetu Aggarwal	...	B Hodson, Swimming & Gym.
Thea Ghandy	...	B Gym. & Jumps

**SGD**

Mrinalini Sanyal	...	B Gym & Jumps
Rohini Aggarwal	...	B Gym. & Jumps
Pooja Mahajan	...	B Gym. & Jumps
Sameena Talwar	...	B Gym. & Jumps
Shobita Kadan	...	C
Malti Gandhi	...	B Swimming
Tanya Sharma	...	B Gym. & Jumps

**VDG**

Nasim Sidhu	...	B Swimming
Pia Mann	...	B Gym. & Jumps

**HPD**

Kirat S. Sidhu	...	C 1st term
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Vivek Samta	... C 1st term
<b>VPD</b>	
Raghav Khanna	... B Hodson
Uday Mohan	... B Gym. & Jumps
<b>HPD (G)</b>	
Atika Singh	... B Gym. & Jumps
Bhavna Sodhi	... B Gym. & Jumps
<b>NPD (G)</b>	
Priyamvada Singh	... B Gym. & Jumps
Remen Chopra	... B Gym. & Jumps
Arunima Maulia	... B Hodson

All children wearing braces are prohibited from Gym. and Jumps.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 6th March, 1992****Part I**

49—67

**No. 49. PROGRAMME****March**

Fri.	6th	...	Psychology—Class XII	...	10-30 a.m.
			Hindi Course B—Class X	...	10-30 a.m.
Sat.	7th	...	History—Class XII	...	10-30 a.m.
			Hindi Kavi Sammelan	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
			Staff Club AGM & Dinner	...	8-00 p.m.
Sun.	8th	...	P.D., fixtures vs. APS, Dagshai (away)		
			Cricket XI vs. St. Xavier's,		
			Panchkula (home)	...	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.
Mon.	9th	...	Sculpture—Class XII	...	10-30 a.m.
			Mathematics—Class X	...	10-30 a.m.
Tue.	10th	...	Economics—Class XII	...	10-30 a.m.
Wed.	11th	...	Science—Class X	...	10-30 a.m.
			Mess Committee Meeting (MCR)		
Thu.	12th	...	Physics—Class XII	...	10-30 a.m.
Fri.	13th	...	Social Science—Class X	...	10-30 a.m.
Sat.	14th	...	Business Studies—Class XII	...	10-30 a.m.
			I—H Jr. English Debate	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sun.	15th	...	Cricket XI vs. Bang Club, Delhi	...	10-00 a.m.
			Hindi Film (for both P.D., &		
			Sr. School)	...	2-30 p.m.

Tea (for both P.D., & Sr. School)	... 4-45 p.m.
Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

#### No. 50. OUT OF BOUNDS

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

#### No. 51. COMMUNICATIONS TO OFFICE REGARDING CHILDREN

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

#### No. 52. LEAVE APPLICATION BY STAFF MEMBERS

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

#### No. 53. SCHOOL SONG BOOKS

The policy with regard to purchase of Song Books 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 1991 are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

**No. 54. USE OF STATIONERY**

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

**No. 55. DEPOSIT/RECEIPT OF CASH**

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

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

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

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

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

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

**No. 57. SCHOOL MEDICAL HEALTH SCHEME**

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

**No. 58. SCHOOL KITCHEN**

It is requested that staff give adequate notice to the kitchen incharge when bringing in guests, whether personal or parents of children, to have meals in the CDH.

**No. 59. SCHOOL ORDERS**

It is emphasised that School Orders are intended to be read and strictly adhered to by all. Heads of Departments should

ensure that these Orders are explained fully to all concerned staff working under them who either do not receive these Orders or who cannot read them including Class IV staff.

**No. 60. BICYCLE**

Riding bicycle in the School campus by any-body is prohibited. In the interest of safety, this rule will apply to students outside the campus in the hills.

**No. 61. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES**

This is the season when rabies-infected dogs stray up into the School area from outside. Rabies can be caught by human beings by touching dogs already, though not visibly or apparently, infected by the disease. Rabies is incurable. DO NOT, THEREFORE, ON ANY ACCOUNT TOUCH, FEED, PET, ENCOURAGE, ANNOY OR GO ANYWHERE NEAR STRAY DOGS, EVEN IF THEY ARE WEARING COLLARS. THEY CONSTITUTE A VERY REAL DANGER.

The presence of stray dogs anywhere in the School should be brought to the *immediate* notice of the Bursar preferably on the telephone otherwise through a messenger.

Would Housemasters and Housemistresses explain the above very clearly to all children, and would Heads of Departments please explain it to all Class IV staff working under them.

**No. 62. THE RABIES DANGER**

It is clarified, for the particular information of all dog owners, that even if their dog has been properly inoculated against rabies initially and thereafter once annually, (see S.O. No. 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. 63. DOGS AT SANAWAR**

1. All dog owners at Sanawar are reminded of the requirements of School Order No. 204 of 19th August, 1966, regarding the primary inoculation/annual inoculation of all dogs against rabies, and the payment of an annual fee of Rs. 5/- for each dog. Following details are again published for the information and necessary action of all concerned. Registration and inoculation of all dogs *must be done as early as possible, but in any case before 28th March, 1992*. 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 1993. The year for which it is valid will be found stamped on it, e.g. 1992/93.

(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 20/- per week per dog until these requirements have been fulfilled. In addition, of course, their dogs will meanwhile be liable to be destroyed if found within the school limits.

**4. Inoculation against rabies**

- (a) All dog owners at Sanawar must inform the RMO in writing latest by 20th March, 1992 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 to 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 in para 4 (d) (i) above.

**No. 64. PORTERS AND PORTERAGE CHARGEABLE**

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

Following system will therefore be observed :

- (1) All those who wish to act as porters on these dates will contact the Bursar 7 days in advance, who will issue a badge bearing a serial number or an authority letter that will make him an authorised porter. This badge will *not be transferable*.
- (2) These badges or authority letter will be issued against the name of an individual, 24 hours before the date of schools closing/reopening/New Admissions, and will be returned to the Bursar, after 24 hrs. after this date.
- (3) A maximum charge of Rs. 4/- per trip from Bakery area, to B.D. Quad area, Hospital area, etc., is permissible.
- (4) Any porters without such authorisation, i.e., without a badge 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. Quad, etc., volunteering to act as porter, so that the system given above is implemented, and no harrassment is caused to parents/guardians in future.

**No. 65. SCHOOL HOSPITAL O.P.D. TIMINGS**

The O.P.D. timings will now be :

9-30—11-30 a.m. daily except Sundays and holidays.

**No. 66. ANNUAL CAMPS/HIKES**

Camp period will extend from Sunday 19th April (6-00 a.m.) to Sunday, 26th April (4-00 p.m.) 1992. Following details are published for information and necessary action by 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 10th March, 1992. 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 1992.
- (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 require. ment to the Bursar latest by 10th March, 1992.
- (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 earlist, giving list of items required by them. It it 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 House-master / 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 join the party if that is considered essential. The I/c CDH will kindly consult the Bursar if there are any requests in this connection.
- (10) The expenses on these hikes should be kept to the bare minimum, and should not exceed Rs. 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. 67. CINEMA**

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School on Sunday 8th March, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 13th March, 1992****Part I**

68—77

**No. 68. PROGRAMME****March**

Fri. 13th	...	Social Science—Class X	...	10-30 a.m.
Sat. 14th	...	Business Studies—Class XII	...	10-30 a.m.
		I—H Jr. English Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 15th	...	Cricket XI vs. Bang Club, Delhi	...	10-00 a.m.
		Hindi Film (for both P.D., & Sr. School)	...	2-30 p.m.
		Tea (for both P.D., & Sr. School)	...	4-45 p.m.
		Class X (Board Exam. group)		
		post-exam. holidays commence		
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 16th	...	Chemistry—Class XII	...	10-30 a.m.
Tue. 17th	...	Political Science—Class XII	...	10-30 a.m.
Wed. 18th	...	Sr. English Debating Society Meeting (after supper)		
Thu. 19th	...	Holi—Administrative Holiday		
Fri. 20th	...	Biology—Class XII	...	10-30 a.m.
Sat. 21st	...	Accountancy—Class XII	...	10-30 a.m.
		Jr. Dumb Charade Competition	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 22nd	...	Cricket Atoms vs. APS, Dagshai (away)		
		Cricket XI vs. Kaul's XI (home)	...	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.
		Class X (Board Exam. group)		

post-exam. holidays conclude	
Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

#### No. 69. 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, 1992.

#### No. 70. 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. 71. 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 facilities 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. 72. 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.



**LAWRENCE SCHOOL ORDERS****Sanawar Friday 20th March, 1992****Part I**

78—83

**No. 78. PROGRAMME****March**

Fri. 20th	...	Biology—Class XII	...	10-30 a.m.
Sat. 21st	...	Accountancy—Class XII	...	10-30 a.m.
		Jr. Dumb Charade Competition	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 22nd	...	Cricket Atoms vs. APS, Dagshai (away)		
		Cricket XI vs. Kaul's XI (home)	...	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.
		Class X (Board Exam. group)		
		post-exam. holidays conclude		
		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	...	Introductory Computer Sc.—Class XII	...	10-30 a.m.
Tue. 24th	...	Hindi Core—Class XII	...	10-30 a.m.
Wed. 25th	...	Special Assembly for out-going Upper Sixth	...	9-00 a.m.
		First School cancelled		
		Punjabi Elective }—Class XII	...	10-30 a.m.
		French Core }		
		Evening prep cancelled		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		House fare-well parties for out-going Upper Sixth	...	8-00 p.m.

Thu. 26th	...	Music—Class XII	...	10-30 a.m.
		School fare-well lunch for out-going Upper Sixth	...	1-35 p.m.
		Evening prep cancelled		
		Supper P.D.	...	6-00 p.m.
		Supper Sr. School	...	7-00 p.m.
		Departure—first batch of out-going Upper Sixth	...	8-00 p.m.
Fri. 27th	...	Siwalik House Show first performance	...	4-30 p.m.
		(P.D., & Upper IV boys to attend)		
	Note :	L-IV & U-IV boys will be let off 2nd session of afternoon activities.		
Sat. 28th	...	Second session of afternoon activities to end	...	5-00 p.m.
		B.D., baths	...	5-05 p.m.
		Siwalik House Show final performance	...	6-00 p.m.
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School (after the performance)		
Sun. 29th	...	Cricket Colts vs. APS, Dagshai (away)		
		HM's XI vs. Ajay Bahadur's XI (home)	...	10-30 a.m.
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

#### No. 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 dates 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 CATEGORY**

*Ref.* : School Order No. 48 dated 29-2-92

Nitu Aggarwal (NGD) is upgraded to Category 'A'

**No. 82. SCHOOL TELCO BUS**

- (1) School Telco Bus makes trips to Kasauli as transport for staff children going to St. Mary's 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. Mary's School Kasauli halting point.
  - (b) They would get in at the St. Mary's 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.

**No. 83. CINEMA**

**An English film will be shown in Barne Hall at 4-00 p.m.  
for both P.D. and Senior School, on Sunday 22nd March, 1992.**

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 27th March, 1992****Part I**

84—94

**No. 84. PROGRAMME****March**

Fri. 27th ... Siwalik House Show  
 first performance ... 4-30 p.m.  
 (P.D., & Upper IV boys to attend)

Note : L-IV & U-IV boys will be let  
 off 2nd session of afternoon activities.

Sat. 28th ... Second session of afternoon  
 activities to end ... 5-00 p.m.  
 B.D., baths ... 5-05 p.m.  
 Siwalik House Show final  
 performance ... 6-00 p.m.  
 Supper P.D. ... 6-30 p.m.  
 Supper Sr. School (after the performance)

Sun. 29th ... Cricket Colts vs. APS, Dagshai cancelled  
 HM's XI vs. Ajay Bahadur's XI  
 (home) ... 10-30 a.m.  
 Tea P.D. ... 4-00 p.m.  
 Tea Sr. School ... 4-30 p.m.  
 Study hour (dorms.) 6-00—7-00 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.

Mon. 30th ... Geography—Class XII ... 10-30 a.m.  
 Assessment Meeting post-poned to  
 Monday 6th April

Tue. 31st ... Home Science—Class XII ... 10-30 a.m.  
 Departure—second batch of  
 out-going Upper Sixth ... 2-30 p.m.

**April**

Wed. 1st ... Dormitory movement—onwards ... 2-30 p.m.  
 British Council Educational Film (after supper)

Fri.	3rd	...	New Admissions	
Sat.	4th	...	Medical Inspection—	
			New Admissions	... 2-30 p.m.
			Proposed Cricket Colts fixture vs.	
			Col. Brown's (away)	
			I—H Sr. Hindi Debate	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	5th	...	Id-ul-Fitr	
			Proposed Cricket Atoms fixture vs.	
			Col. Brown's (away)	
			Cricket XI vs.	
			Jamshedpur XI (home)	... 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. 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 8-4-92

**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. NEW ADMISSIONS**

1. New Admission are scheduled on 3-4-1992.

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 3rd April, 1992 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 3-4-1992 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. and again at 3-30 p.m., tea and biscuits, in Visitor 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, will be issued by School Office, to all concerned, fairly soon.

#### **No. 88. 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. 89. 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, 1992. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during their audit work.

**No. 90. 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 Depts. 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. 91. 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. 92. 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 1st May, 1992.

**No. 93. 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. 94 ELECTRICITY CONSUMPTION**

The load on the Sub-Station is rather excessive, going beyond the capacity of the transformer, and it may result in damage to the transformer.

All Staff and children are again requested to switch off lights/electrical gadgets that are not in use. The Staff, in particular, are requested to reduce the use of electrical gadgets.

The rate of Electricity has been revised by the H.P.S.E.B. and the new rate for consumers, with effect from 15-2-1992, will be Re. 1-27.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 3rd April, 1992****Part I**  
**95-103****No. 95. PROGRAMME****April**

<b>Fri.</b>	<b>3rd</b>	...	<b>New Admissions</b>		
<b>Sat.</b>	<b>4th</b>	...	<b>Medical Inspection—</b>		
			<b>New Admissions</b>	...	<b>2-30 p.m.</b>
			<b>Proposed Cricket Colts fixture vs.</b>		
			<b>Col. Brown's cancelled</b>		
			<b>I—H Sr. Hindi Debate</b>	...	<b>6-15 p.m.</b>
			<b>Supper P.D.</b>	...	<b>6-15 p.m.</b>
			<b>Supper Sr. School</b>	...	<b>7-15 p.m.</b>
<b>Sun.</b>	<b>5th</b>	...	<b>Id-ul-Fitr</b>		
			<b>Cricket XI vs.</b>		
			<b>Jamshedpur XI (home)</b>	...	<b>10-00 a.m.</b>
			<b>Tea P.D.</b>	...	<b>3-20 p.m.</b>
			<b>Tea Sr. School</b>	...	<b>3-40 p.m.</b>
			<b>English Film (for both P.D. &amp;</b>		
			<b>Sr. School)</b>	...	<b>4-00 p.m.</b>
			<b>Study hour (dorms.)</b>	<b>6-00—7-00</b>	<b>p.m.</b>
			<b>Supper P.D.</b>	...	<b>6-15 p.m.</b>
			<b>Supper Sr. School</b>	...	<b>7-15 p.m.</b>
<b>Mon.</b>	<b>6th</b>	...	<b>Assessment Meeting (MCR)</b>	...	<b>5-30 p.m.</b>
<b>Wed.</b>	<b>8th</b>	...	<b>Sr. English Debating Society Meeting (after supper)</b>		
<b>Thu.</b>	<b>9th</b>	...	<b>P.T., commences</b>		
			<b>Revised post-lunch routine comes into effect</b>		
			<b>Parade practice/NCC commences</b>		
<b>Fri.</b>	<b>10th</b>	...	<b>P.D., Girls' fixture vs. Welham Girls' (away)</b>		
			<b>P.D., Boys' fixture vs. Col. Brown's (away)</b>		
<b>Sat.</b>	<b>11th</b>	...	<b>Ram Naumi—Administrative Holiday</b>		
			<b>P.D., Girls' fixture vs. Welham Girls' (away)</b>		
			<b>Cricket Atoms vs. YPS, Patiala (home)</b>		
			<b>Mess Committee Meeting</b>	...	<b>2-30 p.m.</b>
			<b>Sr. Dumb Charade Competition</b>	...	<b>6-15 p.m.</b>

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 12th ...	Cricket Colts vs. YPS, Patiala (home)	
	(School will go down to watch the match)	
	Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
	Tea (for both P.D., & Sr. School)	... 4-45 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

#### No. 96. DAILY ROUTINE

The pre-lunch routine with effect from Thursday 9th April '92 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 each. 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. There will be no M.I., on Saturdays.

*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., 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. 97. NEW ADMISSIONS**

(Ref. : S.O. No. 87 para (5) and (7) dated 27-3-'92)

(a) The number of New Admissions department-wise, due on 3-4-1992, will be as per following :

BD	GD	PD (Boys)	PD (Girls)
32	16	42	31

(b) Office Circular dated 27-3-'92 gives full details regarding House-wise/Class-wise break up of New Admissions due on 3-4-92, as also, the details of transfers from P.D. to B.D. and G.D.

**No. 98. S.B.F. LOANS AND P.F. LOANS**

It is notified for the information of all concerned that applications for S.B.F. loans and P.F. loans, except in emergency cases, should be submitted at least 4 weeks in advance.

**No. 99. ECONOMY IN WATER CONSUMPTION**

School water consumption has gone much higher than the supply. All concerned and, in particular, C.D.H. and House matrons, are requested kindly to exercise the greatest possible economy in water consumption, and also to report leakages in taps, tanks, pipes flushes etc., etc., to the Engineer *immediately* that come to their notice. *Particular attention should also be paid to taps being turned off in C.D.H., 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. 100. P.F. & F.P.F. NOMINATION FORM—RE-FILLING**

- (i) All members of Provident Fund (P.F.) and Family Pension Fund (F.P.F.) will receive two copies of blank proforma which are to be filled in afresh, one in original and the other, the carbon copy.
- (ii) Original signatures of the employees concerned are required to be affixed for each of these two forms.
- (iii) All concerned persons are requested to take immediate action after receiving the forms. If there is any difficulty, kindly meet me or Bursar for clarification.
- (iv) The nomination forms to be filled in now will supersede all previously filled in nomination forms in respect of P.F. and F.P.F.
- (v) Heads of Departments are requested to render any assistance needed by the employees working under them, particularly to those who do not receive School Order.

**No. 101. MEDICAL CATEGORIES**

Shobita Kadar SGD	...	Cat. 'A' (upgraded)
Kamaldeep Daing SBD	...	Cat. 'C' until 1-5-92.

**No. 102. ADMINISTRATIVE HOLIDAYS**

(a) Saturday, 11th April, 1992, will be observed as a holiday by the Administrative Staff on account of Ram Naumi.

(b) Monday, 13th April, 1992, will be observed as a holiday by the Administrative Staff on account of Baisakhi.

**No. 103. 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 April, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 10th April, 1992****Part I**

104—108

**No. 104. PROGRAMME****April**

- Fri. 10th ... P.D., Girls' fixture vs. Welham Girls' (away)**  
**P.D., Boys' fixture vs. Col. Brown's (away)**  
**YPS, Patiala Cricket Colts & Atoms arrive**
- Sat. 11th ... Ram Naumi—Administrative Holiday**  
**P.D., Girls' fixture vs. Welham Girls' (away)**  
**G.D., basketball vs. Welham Girls (away)**  
**Cricket Atoms vs. YPS, Patiala (home)**  
**Mess Committee Meeting ... 2-30 p.m.**  
**Sr. Dumb Charade Competition ... 6-15 p.m.**  
**Supper P.D. ... 6-15 p.m.**  
**Supper Sr. School ... 7-15 p.m.**
- Sun. 12th ... Cricket Colts vs. YPS, Patiala (home)**  
**(School will go down to watch the match)**  
**Hindi Film (for both P.D., &**  
**Sr. School) ... 2-30 p.m.**  
**Tea (for both P.D., & Sr. School) ... 4-45 p.m.**  
**Study hour (dorms.) 6-00—7-00 p.m.**  
**Supper P.D. ... 6-15 p.m.**  
**Supper Sr. School ... 7-15 p.m.**  
**Hockey XI leaves for Delhi**
- Mon. 13th ... Baisakhi—Administrative Holiday**
- Wed. 15th ... Proposed Cricket fixture vs. St. Stephen's**  
**College Staff**  
**Vindhya House Show first**  
**performance ... 4-30 p.m.**  
**(P.D., L-IV & U-IV boys to attend)**

**Note :** L-IV & U-IV boys will be let  
off 2nd session of afternoon activities.

Thu. 16th	...	<b>Raghubir Singh Memorial Hockey Tournament (Delhi) commences</b> Second Session of afternoon activities to end ... 5-00 p.m. B.D. baths ... 5-05 p.m. Parade practice/NCC cancelled Evening prep cancelled Vindhya House Show final performance ... 6-00 p.m. Supper P.D. ... 6-30 p.m. Supper Sr. School (after the performance)
Fri. 17th	...	<b>Good Friday—School &amp; Administrative Holiday</b> 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.
Sat. 18th	...	<b>Morning prep cancelled</b> Rouser ... 6-45 a.m. Normal teaching schedule <b>Cricket XI vs. British High Commission XI</b> 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. 19th	...	School breaks for Annual hikes/camps
Sun. 26th	...	<b>Hiking/camping parties return</b> 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. 27th	...	<b>P.T., &amp; 1st School cancelled</b> 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. 105. 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 getting delayed in his/her 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 and the 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 and 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 (HM in special cases). This can only be sanctioned by the House Staff after due endorsement by the R.M.O.

**No. 106. USE OF TELEPHONES BY CHILDREN**

House Staff should avoid sending children to make or receive telephone Calls at the School Hospital and at the School Office unless it is absolutely necessary. This is no STD facility at the hospital.

In any case children should not be sent to hospital either to use the telephone or to visit the patients after 5-00 p.m.

**No. 107. SCHOOL AND ADMINISTRATIVE STAFF HOLIDAY**

Friday, 17th April, 1992 will be observed as a holiday on account of Good Friday.

**No. 108. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School, on Sunday 12th April, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Saturday 18th April, 1992****Part I**

109—118

**No. 109. PROGRAMME****April**

Sat. 18th	...	Morning prep cancelled	
		Rouser	... 6-45 a.m.
		Normal teaching schedule	
		Cricket XI vs. British High Commission XI	
		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. 19th	...	School breaks for Annual hikes/camps	
Sun. 26th	...	Hiking/camping parties return	
		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. 27th	...	P.T., & 1st School cancelled	
		Rouser	... 7-30 a.m.
		Breakfast Sr. School	... 8-35 a.m.
		Normal pre-lunch routine resumed	
		Afternoon activities cancelled	
		Camping/hiking equipment returned	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-30 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 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 Orders 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, and 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 1992 as on 1-5-1992 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday, 16-5-1992 (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 15-4-1992.

Amit Taneja	...	... HBD
Andres Lozano	..	... "
Himanshu Shekhar	...	... "
Jigmet P. Kyibuk	...	... "
Malsawmtluanga	..	... "
Rahul Jain	...	... "
Rishi Raja Sehgal	...	... "
Shashi Kant Prasad	...	... "
Vijay Balasubramanian	...	... "
Vikramjit S. Chima	...	... "
Amarjyot S. Hundal	...	... "
Shivashish Gupta	...	... "

Ajay Puran Singh	...	... NBD
Arjun Bhasin	...	... ”
Asbim Bhuwania	...	... ”
Gaurav Raina	...	... ”
Gauravjit S. Kochhar	...	... ”
Gopal Singh	...	... ”
Jaspreet Mann	...	... ”
Rahul Sehgal	...	... ”
Rukhenjit S. Gill	...	... ”
Saahil Patel	...	... ”
Tejan Ray	...	... ”
Umang Verma	...	... ”
Vishal Singh	...	... ”
Abhayjit S. Sandhu	...	... ”
Romit Guha	...	... ”
Amandeep S. Dhaliwal	...	... SBD
Amrit Mehta	...	... ”
Gobind S. Majithia	...	... ”
Gulbagh S. Sandhu	...	... ”
Guneet Sodhi	...	... ”
Manpreet S. Dhatt	...	... ”
Ramit Mahajan	...	... ”
Sahil Adlakha	...	... ”
Sandeep Anand	...	... ”
Suprateek Dasgupta	...	... ”
Tarun Rawat	...	... ”
Upjeet Sahota	...	... ”
Amit Mehta (DS)	...	... ”
Akum Longchari	...	... ”
Rajat Sehgal	...	... ”
Ajitinder Bajwa	...	... VBD
Anurag Srivastava	...	... ”
Ashish Kumar	...	... ”
Bharat Yadav	...	... ”
Bhuvaneshwar Gaur	...	... ”
Hamrit Chawla	...	... ”
Nikhil Sen	...	... ”
Satya Narain	...	... ”
Shariq A. Khan	...	... ”

Vishal Thakur	...	... VBD
Amarjyoti Deka	...	... ”
Rahul Sequeira (DS)	...	... ”
Ikreet Bal	...	... ”
Alicia A. Laloo	...	... HGD
Anantika Channa	...	... ”
Bhavna Masand	...	... ”
Irene Sunup	...	... ”
Madhurima Kanwar	...	... ”
Simrin Malik	...	... ”
Seema Ashok Raj	...	... ”
Shivani Gupta	...	... ”
Mitali Sengupta (DS)	...	... ”
Laxmi Tripathi	...	... NGD
Neelam Thomas	...	... ”
Mriganka Rathore	...	... ”
Omana Singh	...	... ”
Poonam Kushwaha	...	... ”
Raveena Chaudhary	...	... ”
Tanya Sinha	...	... ”
Tushna Ghandy	...	... ”
Nidhi Nagpaul (DS)	...	... ”
Anu Saini	...	... SGD
Anvita Mehra	...	... ”
Jenet Vanlalthumbii	...	... ”
Komalinder Gill	...	... ”
Khekali Sema	...	... ”
Malavika Nehru	...	... ”
Richa Nagrath	...	... ”
Shivani Nath	...	... ”
Vineet Gyani	...	... ”
Gina Singh (DS)	...	... ”
Aida A. Pasha	...	... VGD
Amber Kaur Sodhi	...	... ”
Anisha Pershad	...	... ”
Anjolie Singh	...	... ”
Bhawani Singh	...	... ”
Gitanjali Gaiind	...	... ”
Radhika Singh	...	... ”

Shafaq Durrani	...	... VGD
Shagun Boughen	...	... "
Pavit K. Mann	...	... "
Rajrupa Bhattacharya	...	... "
Proloy Basu	...	... HBD
Manjari Goel	...	... HGD
Karandeep Sahota	...	... NBD
Ajit Mankotil	...	... VBD
Randeep Sangwan	...	... HBD
Augustin Lozano	...	... "
Navjeet Pharar	...	... "
Sumit Taneja	...	... "
Vikrant Dhankar	...	... VBD
Sandeep Padda	...	... "
Manpreet Uppal	...	... "
Kanak Chatterji	...	... "
Raman Inder S. Samra	...	... "
Hetesh Vinmay Kapur	...	... "
Manmeet S. Poonia	...	... "
Tarun Mansukhani	...	... "
Japna Grewal	...	... SGD
Neeraj Sharma	...	... "
Priyajit Vilku	...	... HGD
Supreet S. Vilku	...	... HBD
Aurup Dasgupta	...	... SBD
Ankush Ahuja	...	... SBD
Ramanjit S. Sanghera	...	... "
Raj Naik	...	... "
Arjun S. Punia	...	... NBD
Rahul Hathiramani	...	... NBD
Gaurav Bhagat	...	... NBD
Payal Nijhawan	...	... NPG
Tarika Jhaj	...	... NGD

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 1992, failing which, it will not be possible to make any adjustment against personal a/c of the children concerned.

The following new children have joined the School :—

**Class IV**

Diler S. Sandhu	...	HPB
Mahendar Singh Rathore (DS)	...	"
Navdeep Singh Sidhu	...	"
Pranay Dewan	...	"
Varun S.J.B. Rana	...	"
Ayeshwarya Parmar	...	HPG
Dawa D Khrime	...	"
Kavita Nathaniel (DS)	...	"
Sonali Bagchi	...	"
Tanya C. Banon	...	"
Devika Mani	...	"
Sreemoybe Mitra	...	"
Aman Raj S. Dhillon	...	NPB
Jayant Bhatnagar	...	"
Shashwat J. Roberts (DS)	...	"
Ambika Muttoo	...	NPG
Apeksha Jhala	...	"
Megha Madan	...	"
Tania Anand (DS)	...	"
Kanav Kapoor	...	SPB
Sharad Mohan	...	"
Suryaveer Singh	...	"
Aman Chahal	...	SPG
Gulshan Sokhey	...	"
K. Longkumar	...	"
Abhishek Gupta (DS)	...	VPB
Anand Ramaswamy	...	"
Arjun S. Bhuttar	...	"
Rachit Kinger	...	"
Karanbir S. Pannu	...	"
Anika Gupta	...	VPG
Kismat K. Mann	...	"
Luxmi D. Jangra (DS)	...	"
Praggya Bakshi	...	"

**Class V**

Abbyudai Singh	...	HPB
Har Vikram S. Chhabra	...	”
Pushapdeep Sekhon	...	”
Angad S. Chhina	...	”
Bhavita K. Jhala	...	HPG
Richa L. Pathania	...	”
Navraj S. Brar	...	NPB
Rahul Anand	...	”
Satinder Raj Dhillon	...	”
Karan Behl	...	”
Amrit Kaur Mansahia	...	NPG
Prachi Agarwalla	...	”
Anuj V. Gupta	...	SPB
Ikraam S. Aulakh	...	”
Karan Behal	...	”
Vinod K. Sultanpuri	...	”
Manmeet K. Arora	...	SPG
Avik Paul	...	VPB
Hannumant Meena	...	”
Y.Y. Changkija	...	”
Abhimanyu Prakash	...	”
Perna Arya	...	VPG
Vibha Attri (DS)	...	”

**Class VI**

Aman S. Bhukhra	...	HBD
Gurinder Singh	...	”
Kshitiz Aggarwal	...	”
Anchal S. Raghav	...	HGD
Trishna Singh	...	”
Moina Oberoi	...	”
Mann I.S. Parmar	...	NBD
Siddarath Kaul	...	”
Taruna S. Maulia	...	NGD
Shiva Keshvan K.P.	...	SBD
Aditya Singh	...	VBD
Gur Fateh S. Dhillon	...	”
Himmat S. Bhuttar	...	”

Ritarup Biswas (DS)	...	VBD
Navdeep Gahunia	...	"
Meghla Sood	...	VGD
Pavitra Dhillon	...	"

#### Class VII

Arjun Anand	...	HBD
Himmat S. Kaushal	...	"
Mrigendra Shekhar	...	"
Nitin Chopra	...	"
Ritwij Bharali	...	"
Vikas Gupta	...	"
Omar Aziz Wani	...	"
Supreet Vilku	...	"
Papiya Koushikee	...	HGD
Sukhmani Cheema	...	"
Pallavi Singhal	...	"
Aadal Nayyar	...	NBD
Siddharth Bhandari	...	"
Sukhad M. Ahuja	...	"
Vivek Gupta	...	"
Pankaj Katia	...	"
Ankush Khanduja	...	"
Rahul Soni	...	"
Insha Hothi	...	NGD
Ramnik Gill	...	"
Amitya Sharma	...	SBD
Suhail Ahmad	...	"
Ambika Kumar	...	SGD
Deepti Rajan	...	"
Nikhat Grewal	...	"
Dilsher S. Mann	...	VBD
Harinder S. Brar	...	"
Jatin Lamba	...	"
Kanishk Gangwal	...	"
Kr. Pratap S. Puar	...	"
Rupeeet Chawla	...	VGD

**Class VIII**

Praneet K. Virk	...	HGD
Shiva Bhandari	...	NGD
Gurjit I. S. Jassar	...	SBD
Gautam Jagannath Damaraju	...	„
Neenu Arora	...	SGD
Simranjeet Brar	...	„
Bhisham P. Padha	...	VBD
Manas Todi	...	„
Nitish Gangwal	...	„
Tabrez Badruddin	...	„
Tarik Badruddin	...	„
Amrita Grewal	...	VGD
Gauri Grover	...	„

**Class IX**

Saryjit S. Bedi	...	NBD
Manish Bansal	...	SBD
Rijruswa Biswas (DS)	...	VBD
Sheetal Dhillon	...	SGD

**Class X**

Robina Farhat	...	SGD
Gayathree Maediratta	...	„

**Class XI**

Jyoti Bisht	...	VGD
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**Class XII**

Karishma Kaur	...	HGD
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SUMER B. SINGH  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Monday 27th April, 1992****Part I**

119—124

**No. 119. PROGRAMME****April**

- Mon. 27th ... P.T., & 1st School cancelled**  
 Rouser ... 7-30 a.m.  
 Breakfast Sr. School ... 8-35 a.m.  
 Normal pre-lunch routine resumed  
 Afternoon activities cancelled  
 Camping/hiking equipment returned  
 Tea P.D. ... 4-00 p.m.  
 Tea Sr. School ... 4-30 p.m.  
 B.D., baths ... 5-30 p.m.  
 Supper P.D. ... 6-00 p.m.  
 Supper Sr. School ... 7-00 p.m.
- Tue. 28th ... Normal routine including P.T., & evening prep resumed**
- Wed. 29th ... Sr. English Debating Society Meeting (after supper)**
- Thu. 30th ... Summer kit comes into effect**  
 Departure of basketball teams for Dehra Dun

**May**

- Fri. 1st ... IPS, Girls' basketball tournament (Dehra Dun) commences**  
 I—H Badminton (GD) commences
- Sat. 2nd ... I—H Tennis (BD) commences**  
 I—H Quiz competition ... 6-15 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.
- Sun. 3rd ... Environment/Nature Club Meeting (Bio. Lab.)**  
 Afzal Khan Memorial Basketball Tournament (Dehra Dun) commences  
 P.D , fixtures vs. BCS/Auckland House (away)  
 Cricket/Squash/Badminton vs. Doon School (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. 120. HOUSE FUNDS ACCOUNTS**

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by 10th June 1992.

#### **No. 121. LIVE STOCK**

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

#### **No. 122. EXTERNAL TELEPHONE—TRUNK CALLS**

There are several unofficial trunk calls booked from various places in Sanawar where external telephones have been installed, without making any entry in P. & T. Telephone Book. This is resulting in heavy expense to the School.

All staff I/c of Deptts. where external telephones have been installed would be held responsible for such calls as are not entered on the Telephone Book with immediate effect.

#### **No. 123. STUDENTS PERSONAL ACCOUNT**

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

Any loss slips, debit notes, expense vouchers, etc., etc., involving these students must be sent to school office latest by 15-5-1992. After this date, no such debit notes will be accepted, and staff concerned will have to make good for the recoveries outstanding from such students.

**No. 124. DOGS AT SANAWAR**

Ref. : S.O. No. 63 (4) (a) dated 6 March 1992.

All dogs owners are once again reminded to inform the RMO, in writing, latest by Saturday 2nd May 1992 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 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.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 1st May, 1992****Part I**

125—128

**No. 125. PROGRAMME****May**

<b>Fri.</b>	<b>1st</b>	...	<b>IPS Girls'/Afzal Khan Memorial</b> (Boys) basketball tournament (Dehra Dun)	
			I—H Badminton (GD) commences	
<b>Sat.</b>	<b>2nd</b>	...	<b>I—H Tennis (BD) commences</b> Cricket XI vs. Rakesh Sood's XI	
			I—H Quiz competition	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
<b>Sun.</b>	<b>3rd</b>	...	<b>Environment/Nature Club Meeting (Bio. Lab.)</b> P.D., fixtures vs. BCS/Auckland House (away)	
			Games' fixtures vs. Doon School cancelled	
			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.
<b>Mon.</b>	<b>4th</b>	...	<b>Basketball teams (B D., &amp; G.D.) return</b> from Dehra Dun	
<b>Fri.</b>	<b>8th</b>	...	<b>Assessment Meeting post-poned to</b> Wednesday 13th May	
			Nilagiri House Show first performance	... 4-30 p.m.
			(P.D., L-IV & U-IV boys to attend)	
		<b>Note :</b>	L-IV & U-IV boys will be let off 2nd session of afternoon activities.	
			I—H Cricket Tournament concludes	
<b>Sat.</b>	<b>9th</b>	...	<b>Soccer sets made</b>	... 2-30 p.m.
			Out-door games for B.D., cancelled	
			Second session of afternoon activities to end	... 5-00 p.m.
			B.D., baths	... 5-05 p.m.

	Nilagiri House Show final performance	... 6-00 p.m.
	YPS, Patiala Cricket teams arrive	
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School (after the performance)	
Sun. 10th ...	Cricket Electrons vs. YPS, Patiala (New Field)	
	Cricket 1st XI vs. YPS, Patiala (Barnes)	
	(School will go down to watch the match)	
	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.

#### No. 126. SCHOOL FRUIT & VEGETABLE SECTION

The following rates will be effective from 16th April, 1992 to 15th June, 1992 in the Vegetables & Fruit section :—

Vegetables	... Rs. 6-00 Per Kg.
Potatoes	... „ 3-20 „
Onions	... „ 4-00 „
Tomatoes	... „ 6-00 „
Ginger Fresh	... „ 13-00 „
Lime Fresh	... „ 15-00 „
Garlic	... „ 15-00 „
Dhania Green	... „ 10-00 „
Chillies Green	... „ 9-00 „
Banana	... „ 10-00 „
Apple Golden	... „ 10-00 „
Apple Red	... „ 12-00 „
Oranges	... „ 15-00 „
Guavas	... „ 5-00 „
Leechies	... „ 21-00 „
Mangoes	... „ 12-00 „
Sugar Melon	... „ 5-00 „
Water Melon	... „ 2-00 „
Plum	... „ 5-50 „
Apricots	... „ 7-00 „

Bair	...	..	7-00	Per Kg.
Mussamies	...	..	10-00	..
Cheekoo	...	..	10-00	..
Grapes	...	..	25-00	..
Pears	...	..	10-00	..

**No. 127. MEDICAL CATEGORIES**

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

Sandeep Kanwar HBD	...	Cat. 'C'
Arjun Anand HBD	...	Cat. 'B' Swimming
Vivek Samta HBD	...	Upgraded to Cat. 'A'

**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 3rd May, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 8th May, 1992****Part I**

129—136

**No. 129. PROGRAMME****May**

- Fri. 8th ...** Assessment Meeting post-poned to  
Wednesday 13th May  
Welham Girls' teams arrive  
Cricket Colts & Atoms leave for  
BCS, Shimla ... 2-30 p.m.  
Nilagiri House Show first  
performance ... 4-30 p.m.  
(P.D., L-IV & U-IV boys to attend)
- Note :** L-IV & U-IV boys will be let off  
2nd session of afternoon activities.  
I—H Cricket Tournament concludes
- Sat. 9th ...** Cricket Colts vs. BCS, Shimla (away)  
Afternoon activities cancelled  
Games fixtures vs. Welham Girls' School  
YPS, Patiala Cricket 1st XI & Electrons  
arrive  
B.D., baths ... 5-00 p.m.  
Nilagiri House Show final  
performance ... 6-00 p.m.  
Supper P.D. ... 6-30 p.m.  
Supper Sr. School (after the performance)
- Sun. 10th ...** Cricket Atoms vs. BCS, Shimla (away)  
Cricket Electrons vs. YPS, Patiala (New Field)  
Cricket 1st XI vs. YPS, Patiala (Barnes)  
Games' fixtures vs. Welham Girls' School  
(School will go down to watch the match)  
Hindi Film cancelled  
Tea P.D. ... 4-00 p.m.  
Tea Sr. School ... 4-30 p.m.  
Cricket Colts & Atoms return  
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	...	Departure—out-station teams	
		Cricket gear returned	
		Hobbies/games for B.D., cancelled	
		Soccer Sets made	... 3-00 p.m.
		B.D., baths	... 4-30 p.m.
		Parade practice/NCC	... 5-25 p.m.
Tue. 12th	...	Afternoon activities including	
		parade practice cancelled	
		Tea (for both P.D., & Sr. School)	... 3-30 p.m.
		Festival Soccer match	... 4-00 p.m.
		(School will go down to watch the	
		match)	
		Tea for the teams	... 5-20 p.m.
		B.D., baths	... 5-20 p.m.
Wed. 13th	...	Soccer season commences	
		Assessment Meeting (MCR)	... 5-30 p.m.
		I—H basketball (B.D.) commences	
Fri. 15th	...	Exhibition of Russian Books commences	
Sat. 16th	...	Mess Committee Meeting post-poned	
		I—H Jr. Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 17th	...	Exhibition of Russian Books concludes	
		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. 130. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—10 December 1992, to the Bursar not later than 12th June, 1992.

**No. 131. 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. 132. CHILDRENS' LONG-SLEEVED, NAVY BLUE JERSEYS**

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

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

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

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

**No. 133. CONDEMNATIONS**

The Bursar will conduct condemnations of items considered by all Matrons to be beyond repair in BD, GD and PD commencing Thu. 4th June, 1992 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.	4th June '92	{	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.	5th " "	{	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.	6th " "	{	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. 134. STAFF SICK-IN-QUARTERS

All staff, who are sick, and are likely to be placed on sick-list, are requested to report to the R.M.O., daily (or as per her instruction, 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. 135. 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. 136. 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.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 15th May, 1992****Part I**

137-140

**No. 137. PROGRAMME****May**

Fri.	15th	...	Exhibition of Russian Books commences	
Sat.	16th	...	Cricket/Tennis teams leave for BCS, Shimla	... 10-30 a.m.
			Mess Committee Meeting post-poned	
			PALS Exec. Committee Meeting	... 11-00 a.m.
			I—H Jr. Hindi Debate	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	17th	...	Cricket/Tennis vs. BCS, Shimla (away) Exhibition of Russian Books concludes	
			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.
Fri.	22nd	...	Revised post-lunch routine comes into effect Musical performance—'Joseph' (Barne Hall)	... 8-45 p.m.
Sat.	23rd	...	I—H basketball (GD) commences Sr. English Debate	... 6-30 p.m.
			Supper P.D.	... 6-35 p.m.
			Supper Sr. School	... 7-35 p.m.
Sun.	24th	...	Study hour (Dorms.) Hindi Film (for both P.D., & Sr. School)	12-15—1-15 p.m. ... 2-30 p.m.
			Tea (for both P.D., & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.

Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.

**No. 138. ANNUAL PRIZE GIVING**

The Annual Prize Giving will be held on Sunday, 14th June 1992.

**No. 139. MEDICAL CATEGORIES**

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

Sabah Sheikh VGD	...	Cat. 'B' Swimming
Ahilya Akoi VGD	...	Cat. 'B' Swimming
Aakashdeep S. Gill HBD	...	Cat. 'B' Swimming
Gautam Kadan SPD	...	Cat. 'B' Swimming

**No. 140. CINEMA**

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School, on Sunday 17th May, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 22nd May, 1992****Part I**

141—148

**No. 141. PROGRAMME****May**

- Fri. 22nd ... Revised post-lunch routine  
comes into effect  
Musical performance—'Joseph'  
(Barne Hall) ... 8-45 p.m.
- Sat. 23rd ... I—H basketball (GD) commences  
Sr. I—H English Debate ... 6-30 p.m.  
Supper P.D. ... 6-35 p.m.  
Supper Sr. School ... 7-35 p.m.
- Sun. 24th ... Study hour (Dorms.) 12-15—1-15 p.m.  
Hindi Film (for both P.D., &  
Sr. School) ... 2-30 p.m.  
Tea (for both P.D., & Sr. School) ... 4-45 p.m.  
Study hour (dorms.) 6-00—7-00 p.m.
- Mon. 25th ... I—H Table Tennis (B.D.) commences
- Fri. 29th ... Himalaya House Show First  
Performance ... 5-00 p.m.  
(P.D., & U-IV & L-IV boys to attend)
- Note : Games & hobbies for U-IV & L-IV  
boys will be cancelled  
Supper P.D. ... 7-00 p.m.  
Supper Sr. School ... 7-50 p.m.
- Sat. 30th ... Himalaya House Show Final  
Performance ... 6-00 p.m.  
(2nd session of activities cancelled)  
B.D., baths ... 5-00 p.m.  
Supper P.D. ... 6-30 p.m.  
Supper Sr. School (after the performance)
- Sun. 31st ... Environment/Nature Club Meeting (Bio. Lab.)  
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. 142. SUMMER VACATION

The School will close on Monday, 15th June, 1992 for the summer vacation, and will reopen on Saturday, 1st August '92 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. 143. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Tuesday, 16th June 1992 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel for staff families who will be at Sanawar during the vacation :—

##### **Vegetables & fruit**

The vegetable and fruit shop at the Bakery will be open throughout the vacation from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

##### **Eggs**

Eggs will be on sale at the Tuck Shop as usual.

##### **Dry Rations & Fuel**

These will continue to be issued from the Q.M. stores on the same days and at the same timings as usual.

#### No. 144. TUCKSHOP HOURS DURING VACATION

The Tuckshop will open from 10-00 a.m. to 2-00 p.m. on Monday, Wednesday and Saturday, throughout the vacation.

#### No. 145. SWEEPERS' OFFS

The R.M.O is the authority for fixing/regulating all sweepers' weekly offs. The R.M.O. will also arrange for a relief.

Sweepers attached to dormitories or kitchen will inform, well in time, about their 'offs' to their respective Heads of the

Deptt. Changes in the 'offs' will normally be not done and in any case not without the consent of their Heads of Deptt.

**No. 146. STOCK REQUIREMENTS—SECOND TERM 1992**

All stock-holders will please send in their requirements for the **Second Term** of 1992 [1st August to 10th Dec. '92], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1992. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

Only in very exceptional circumstances a second indent during the second term will be considered.

**No. 147. CAMPING EQUIPMENT**

In future all equipment (camping) that is loaned will be charged for on a daily basis. This will help with maintenance of equipment and will ensure prompt return of equipment. Charges will be @ Rs. 5/- per item per day from students for camps. If anything is required at other time Headmaster's sanction will be required and charges will be Rs. 5/- per item per day from students and Rs. 10/- per item per day from others. This will apply to school expeditions as well. Staff and staff children will not be charged.

**No. 148. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School, on Sunday 24th May, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 29th May, 1992****Part I**

149—150

**No. 149. PROGRAMME****May**

Fri. 29th ... Himalaya House Show First  
Performance ... 5-00 p. m.  
(P.D., & U-IV & L-IV boys to attend)

Note : Games & hobbies for U-IV & L-IV  
boys will be cancelled

Supper P.D. ... 7-00 p. m.

Supper Sr. School ... 7-50 p. m.

Sat. 30th ... Himalaya House Show Final  
Performance ... 6-00 p. m.

(2nd session of activities cancelled)

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

Supper P.D. ... 6-30 p. m.

Supper Sr. School (after the performance)

Sun. 31st ... Environment/Nature Club Meeting (Bio. Lab.)  
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.

**June**

Mon. 1st ... I—H Tennis (GD) commences

Sat. 6th ... I—H Jr. Declamation (Eng.) ... 6-30 p. m.

Supper P.D. ... 6-35 p. m.

Supper Sr. School ... 7-35 p. m.

Staff Club Dinner ... 8-30 p. m.

Sun. 7th ... Study hour (Dorms.) 12-15—1-15 p. m.

Hindi Film (for both P.D., &  
Sr. School) ... 2-30 p. m.

Tea (for both P.D., & Sr. School)	... 4-45 p.m.
Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

**No. 150. CINEMA**

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Senior School, on Sunday 31st May, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL SANAWAR**SANAWAR, THURSDAY, 4TH JUNE, 1992

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**Part I**

151—162

**SPECIAL ORDER****Summer Vacation Arrangements—1992.****No. 151. 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 Monday, 15th June, 1992. (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 Monday 15th June, 1992, 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 Saturday, 13th June, 1992 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. 152. ESCORTS' MEETING.**

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 14th June, 1992, at 2-30 p.m. All such staff members are required to attend.

**No. 153. 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. 154. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 155. 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, Patna and Dhanbad 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
7	Patna
8	Jammu/Srinagar (Air)
9	Dhanbad
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati (By Air)
17	Kanpur

**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 Saturday, 13th June, 1992 of the number of packages (luggage) to be collected from their quarters.

(v) 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.**

Luggage of all children travelling in Calcutta and Patna parties must be ready at the B.D. Quad. latest by 3-00 a.m. on 15-6-92 loaded on the Chartered Bus/DCM Toyota and Transported to Kalka. Kindly ensure that children do not carry holdalls and heavy luggage with them.

Luggage of all children going in Dehra Dun party must be ready at the BD Quad. latest by 5-00 a.m. on 15-6-92 loaded on the School Bus and transported to Kalka.

(vi) Luggage of all children going in Chandigarh party and Jammu/Srinagar must be ready at 7-00 a.m. on 15-6-92 and loaded on to the School Telco Bus and DCM TOYOTA (if required for luggage) which will leave B.D. Quad. 8-30 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 & Gauhati parties must be ready at the B.D. Quad. latest by 8-00 a.m. and loaded on to the Chartered bus(es) on 15th June, 1992. The Q.M. will kindly arrange for luggage to be transported from deptts. by the mazdoors and loaded on the Chartered bus(es) so that they are ready to move for Kalka at 2-00 p.m. sharp.

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

(ix) **Light luggage such as hold-alls, suit cases, etc., will travel with school parties on the party buses.** The Quartermaster will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given under the heading "Sanawar/Kalka Departure Arrangements." The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Q.M. will, if necessary, engage one or two trucks, to cart all heavy luggage in one trip. The trucks may leave B.D. Quad. at **12-00 noon**. The Quartermaster will also ensure that the one set of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) is sent with Mr. 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. 156. 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. 157. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.**

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

(ii) P.D., Chandigarh and Jammu 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 and Gauhati 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 Kanpur parties.

(d) **Supper Packets**:—Supper packets (all vegetarian) will be arranged by the school for all children going in Bombay Central, Kanpur and Dhanbad 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
Dhanbad	... Mr. S.P. Verma	15
Kanpur	... Mrs. Rebha Singh	30
Bombay Central	... Mr. S. Anand	50

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, 1992.

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. 158. 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. 159. WALKING DOWN TO KALKA [BOYS]**

No one will walk down to Kalka.

**No. 160. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the escorts from the School office on Sunday, 14th June, 1992, after the escorts meeting.

**No. 161. SANAWAR/KALKA DEPARTURE ARRANGEMENTS**

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Monday, 15th June, 1992 :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts &amp; families)</i>	<i>Transport</i>
Calcutta	3-00 a.m.	3-30 a.m.	39	Chartered Bus
Patna	—do—	—do—	13	„ „
Dehradun	5-00 a.m.	5-30 a.m.	10	School Bus
Chandigarh	8-00 a.m.	8-30 a.m.	31	„ „
Jammu/Srinagar	—do—	—do—	12	„ „
Delhi A	1-30 p.m.	2-00 p.m.	58	C. Buses/Tel. Bus
Delhi B	—do—	—do—	50	„ „
Delhi C	—do—	—do—	52	„ „
Gauhati	—do—	—do—	11	„ „
Bombay Central	6-00 p.m.	6-30 p.m.	44	„ „
Kanpur Central	—do—	—do—	26	„ „
Dhanbad	—do—	—do—	12	„ „

3. **Calcutta and Patna parties** will leave Sanawar at 3-30 a.m. sharp in Chartered Bus to Kalka. From there they will travel by Shatabadi Express, leaving at 0540 hours and arriving at New Delhi at 0945 hrs. From New Delhi the Patna party will travel by 2304 AC Express at 1600 hours, in AC Chair Car. Calcutta party will travel from New Delhi by 2302 Rajdhani Express at 1715 hours, in AC Chair Car.
4. **Dehradun party** will travel in School Bus, leaving B.D. Quad. at 5-30 a.m. upto Kalka. From Kalka it will catch Kalka-Dehradun Bus, leaving at 7-15 a.m.
5. **Chandigarh & Jammu/Srinagar parties** will travel by School Telco Bus, leaving BD Quad. at 8-30 a.m. sharp. After reaching Chandigarh the Bus will move to Chandigarh Airport.
6. **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.
7. **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.
8. **Kanpur and Dhanbad parties** will travel in Chartered Bus to Kalka and onward by 2312 Dn. Kalka—Delhi—Howrah Mail, in train service, in 2nd class and AC Sleeper respectively.
9. **Bombay Central party** will travel in Chartered Bus to Kalka. From Kalka the party will travel in Train Service 2nd class three tier sleeper coach by 2 Dn./4 UP Frontier Mail leaving Kalka at 2330 hours.
10. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—including the escorts—**until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
11. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.

12. The Bursar, assisted by Mr. L. D. Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

**No. 162. NEXT TERM**

The next term will begin on Saturday, 1st August 1992, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh  
*Headmaster.*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 5th June, 1992****Part I**  
**163—166****No. 163. PROGRAMME****June**

Sat. 6th	...	I—H Jr. Declamation (Eng.)	...	6-30 p.m.
		Supper P.D.	...	6-35 p.m.
		Supper Sr. School	...	7-35 p.m.
		Staff Club Dinner	...	8-30 p.m.
Sun. 7th	...	Study hour (Dorms.)	12-15—1-15	p.m.
		Hindi Film (for both P.D., & Sr. School)	...	2-30 p.m.
		Tea (for both P.D., & Sr. School)	...	4-45 p.m.
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 8th	...	Soccer House practies as under :—		
		Himalaya	4-50—5-50	p.m.
		Nilagiri	5-50—6-50	p.m.
		Weighing & Measuring (B.D.) :—		
		Nilagiri	4-50—5-30	p.m.
		Siwalik	5-30—6-10	p.m.
Tue. 9th	...	Soccer House practice as under :—		
		Siwalik	4-50—5-50	p.m.
		Vindhya	5-50—6-50	p.m.
		Weighing & Measuring (B.D.) :—		
		Vindhya	4-50—5-30	p.m.
		Himalaya	5-30—6-10	p.m.
Wed. 10th	...	Rouser	...	6-15 a.m.
		P.T., for Houses not involved in Soccer & G.D.	6-45—7-20	a.m.
		1st School cancelled		
		I—H Soccer	6-45—8-00	a.m.
		M.I. G.D.	...	7-45 a.m.
		M.I. B.D.	...	8-00 a.m.

	Normal routine resumed from breakfast onwards	
	I—H Soccer	6-10—7-20 p.m.
	Sr. School Supper	... 7-45 p.m.
Thu. 11th ...	Rouser	... 6-15 a.m.
	P.T. for Houses not involved in Soccer & G.D.	6-45—7-20 a.m.
	1st School cancelled	
	I—H Soccer	6-45—8-00 a.m.
	M.I. G.D.	... 7-45 a.m.
	M.I. B.D.	... 8-00 a.m.
	Normal routine resumed from breakfast onwards	
	Term Averages & Subject Reports handed in to Form Staff	... 4-30 p.m.
	Weighing & Measuring G.D. :—	
	Himalaya	4-50—5-20 p.m.
	Nilagiri	5-20—5-50 p.m.
	Siwalik	5-50—6-20 p.m.
	Vindhya	6-20—6-50 p.m.
	P.D., Show First Performance (P.D., & U-IV & L-IV boys to attend)	... 5-00 p.m.
	HBD & NBD (1st Session hobbies)	4-50—5-50 p.m.
	SBD & VBD (2nd Session hobbies)	5-50—6-50 p.m.
	Parade/NCC	... 7-00 p.m.
Fri. 12th ...	Id-ul-Zuha (Bakrid)—Administrative Holiday	
	Rouser	... 6-15 a.m.
	P.T., for Houses not involved in Soccer & G.D.	6-40—7-20 a.m.
	1st School cancelled	
	I—H Soccer	6-45—8-00 a.m.
	M.I., G.D.	... 7-45 a.m.
	M.I., B.D.	... 8-00 a.m.
	Normal routine resumed from breakfast onwards	
	Afternoon prep & games/hobbies cancelled	
	Assessment Meeting (MCR)	... 2-30 p.m.
	Rest period (dorms.)	2-30—4-00 p.m.

	Tea (Sr. School)	...	4-10 p.m.
	B.D., baths	...	4-30 p.m.
	P.D., Show Final Performance	...	6-00 p.m.
	Supper Sr. School	...	7-30 p.m.
	P.D., Green Room Party	...	8-15 p.m.
Sat. 13th	...	Morning prep cancelled	
	Rouser	...	6-30 a.m.
	Normal routine resumed with 1st School onwards		
	Folders handed in to Form Staff	...	1-30 p.m.
	Founder's Meeting (MCR)	...	2-30 p.m.
	Rest period (dorms.)	2-30—	3-45 p.m.
	Hobbies for B.D. cancelled		
	Tea (Sr. School)	...	4-00 p.m.
	B.D., baths	...	4-20 p.m.
	I—H Soccer (1st Session)	5-00—	6-10 p.m.
	I—H Soccer (2nd Session)	6-10—	7-20 p.m.
	Supper Sr. School	...	7-40 p.m.
Sun. 14th	...	Rouser	...
	B.D., baths	...	7-30 a.m.
	Breakfast P.D.	...	8-00 a.m.
	Breakfast Sr. School	...	8-30 a.m.
	End of Term Assembly followed by Annual Prize Giving (Barne Hall)	...	9-30 a.m.
	Buffet Lunch for P.D., & Sr. School	...	11-00 a.m.
	Escorts' Meeting	...	1-15 p.m.
	Form Registers handed in to Sr. Mistress	...	2-30 p.m.
	Tea P.D.	...	4-00 p.m.
	Tea Sr. School	...	3-30 p.m.
	Supper P.D.	...	4-00 p.m.
	Supper Sr. School	...	6 00 p.m.
	Sr. School Social (Barne Hall)	8-00—	11-00 p.m.
Mon. 15th	...	HOME DAY	
	(Meal timings & dispersal as per Special School Orders)		
	Reports handed in to H.M.		

**No. 164. POSTPONEMENT OF WEEKLY OFF**

Saturday 13th June 1992 and Sunday 14th June 1992 will be full working days in all departments, in view of term ending rush of work.

However, Heads of departments will kindly compensate the staff working under them by giving compensatory "offs" in lieu of the above in a staggered manner.

**No. 165. ADMINISTRATIVE STAFF HOLIDAY**

Friday, 12th June, 1992 will be observed as a holiday on account of Id-ul-Zuha.

**No. 166. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School, on Sunday 7th June, 1992.

**SUMER B. SINGH**  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Saturday 1st August, 1992****Part I****167—186****No. 167. WELCOME**

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

**No. 168. PROGRAMME****August**

Sat.	1st	...	School re-opens	
			Breakfast	8-30-10-00 a.m.
			Lunch	1-00—2-00 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.
			House Masters/Mistresses meeting (HM's House)	... 6-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Kit issued	... 8-00 p.m.
			Lights out	... 10-00 p.m.
Sun.	2nd	...	Sunday timings	
			Special Assembly (Chapel)	... 10-15 a.m.
			Dormitories tidied up	
			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.
Mon.	3rd	...	P.T. cancelled	
			Rouser	... 6-45 a.m.
			1st School	7-50—8-30 a.m.
			Breakfast	... 8-35 a.m.
			Opening of Term Assembly	... 9-20 a.m.
			2nd School	9-30-10-00 a.m.
			3rd School	10-00-10-30 a.m.
			4th School	10-30-11-00 p.m.
			Break	11-00-11-20 a.m.
			5th School	11-20-11-50 a.m.
			6th School	11-50-12-20 p.m.

		Staff Meeting (MCR)	... 12-25 p.m.
		Lunch	... 1-30 p.m.
		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.
		Vindhya	4-20—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.
Tue.	4th	... P.T. resumed	
		Normal teaching routine	
		Afternoon activities cancelled	
		'Body Snatching' (Barne Hall)	... 2-30 p.m.
		Athletics sets	
		made (B.D. pavement)	... 3-30 p.m.
		Medical Inspection G.D. :—	
		Himalaya	3-30—3-50 p.m.
		Nilagiri	3-50—4-10 p.m.
		Siwalik	4-10—4-30 p.m.
		Vindhya	4-50—5-10 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-00 p.m.
		Evening prep resumed	... 6-15 p.m.
Wed.	5th	... Founder's/Athletics/Soccer	
		time-table comes into effect	
Fri.	7th	... Jr. English Debating Society	
		Meeting (after supper)	
Sat.	8th	... Morning Prep	6-40—7-40 a.m.
		Games Committee Meeting	... 2-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	9th	... Soccer 1st XI vs. St. Xavier's	
		Chandigarh	... 10-00 a.m.
		Hindi Movie (for both P.D., &	
		Sr. School)	... 2-30 p.m.
		Tea (for both P.D., & Sr. School)	... 4-45 p.m.

Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

**No. 169. FOUNDER'S DUTIES—1992**

<b>Athletics</b>	... I/c Mr. Anand & Mr. R. Puri.
<b>Colours Parade</b>	... M/s B. Singh, Dhani Ram, B. C. Katoch, A.C. Chauhan & Sukhvinder Singh.
<b>N.C.C.</b>	... Mr. Sukhvinder Singh.
<b>Sr. School Concert</b>	... Mr. Sengupta, Mrs. Bhargava, Mr. Malviya & Miss Neena Dutta.
<b>P.D. Concert</b>	... I/c Prep. School & P. D. Staff.
<b>Sr. School &amp; P.D. Concert Co-ordination</b>	... I/c Mr. M.S. Wig.
<b>School Play</b>	... I/c Dr. Gupta & M/s Vinay Pandey, P. Vasisht & M.S. Wig.
<b>A.D.S.</b>	... M/s B. Singh, Abraham & S. Ghosh
<b>Stage :</b>	... Miss K. Bakshi & Miss A. Arora.
<b>Tattoo :</b>	
(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
(iv) Club Drill	... Mr. Dhani Ram
(v) Aerobics	... Miss Neena Dutta
<b>Exhibitions :</b>	
(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. Mukherji
(v) Museum	... I/c Mr. K.J. Parel & Mrs. M. Khan.
(vi) P.D. Exhibition	... I/c Prep School & P.D. Staff.
<b>O.S. Dinner</b>	... I/c Mrs. Solomon, Mr. Puri & Mr. Nathaniel.
<b>O.S. Matches</b>	... Mr. Sukhvinder Singh & Mr. S. Mukherji.

<b>Decorations</b>	...	I/c Mr. S. Idris, Mr. C. S. Matharu & Mr. V. Pandey.
<b>Sound Equipment</b>	...	I/c Mr. S. Ghosh & Mr. Subhash Gupta.
<b>O.S. Accommodation :</b>		
Girls	...	I/c Mrs. B. Matharu & Mrs. A. Suri.
Boys	...	I/c Mr. K.J. Parel & Mr. Bhargava.
<b>Sanitation :</b>		
Gents area	...	Mr. P. Vasisht.
Ladies area	...	Miss Neelamjit Kaur
<b>Seating :</b>		
( i ) A.D.S.	...	I/c Prep School & P.D. Staff
( ii ) School Play	...	I/c Mr. Sequeira & B.D. Staff
(iii) Sr. School & P.D. Concert	...	I/c Mrs. M. Khan & G.D. Staff
(iv) Tattoo	...	Mr. Sequeira, Dr. Sharma & Mrs. Mehta
(v) Parade & Speeches	...	Dr. D. C. Gupta, Mr. C. B. Abraham, Mrs. 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. R. Puri & Mr. Sukhvinder Singh.
Barne Hall	...	I/c Mr. R. Sibal & Mr. Mehta.

#### No. 170. RETURN OF SCHOOL CHILDREN

All Housemasters/Housemistresses 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 Monday, 3rd August, 1992 (9-00 a.m.)

#### No. 171. RETURN SCHOOL PARTIES JULY, 1992.

Escorts Incharge of All Return School parties are requested to communicate in writing, to the Bursar by 3rd August, 1992 about unusual situations and problems faced by them in connection with the School return parties. They are also requested to submit the list of children who did not turn up to join the party; also the list of children who were not included in the party, but did travel with the School party.

**No. 172. NEW ADMISSION—RECEPTION**

All new admissions will take place on 1st August, 1992. 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 28-7-92 sent to him separately.

Mr. A. C. Chauhan will be on duty from 9-00 a.m. to 1-00 p.m. at the Bakery to guide parents on the reception date. After having completed all financial and other formalities, the parents will be sent to the House Matrons concerned, who only on production of a copy of New Admission Sheet, duly signed by the Headmaster or Bursar, will admit the child in the dormitory. The parents will also meet the Housemaster / Housemistress concerned before they leave Sanawar.

**No. 173. NEW ADMISSION—RATIONS**

New children will be arriving as detailed below, and in all likelihood parents accompanying them will require lunch and in some cases, tea. Would I/c 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	...	11	14	3	—

**No. 174. DEPOSIT OF CASH IN SCHOOL OFFICE**

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

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

**No. 175. 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. 176. CASH FROM SCHOOL OFFICE**

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

**No. 177. TROPHIES, MEDALS, ETC.**

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

**No. 178. STATE BANK OF PATIALA IN SANAWAR**

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

Mondays to Fridays	...	10-00 a.m.—2-00 p.m.
Saturdays	...	10-00 a.m.—12-00 noon
Sundays & Bank Holidays	...	Closed.

**No. 179. SCHOOL PROPERTY ON LOAN FROM QM STORES**

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

**No. 180. 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. 181. STAFF VISITS TO BURSAR**

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

Mondays to Saturdays	...	12-00—1-00 p.m.
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**No. 182. HOSPITAL TIMINGS**

The timings will be as per following details :—

1. *M.I. Timings—Monday to Saturday*

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

(a) 9-00 a.m.—11-30 a.m.	}	<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. 183. LEAVE PASSES TO SUBORDINATE STAFF**

Some staff members are not aware that whenever a member of the Subordinate Staff is sanctioned leave of any kind, he/she is issued a "Leave Pass" by the School Office before he/she proceeds on leave. The Pass gives details of the name and designation of the individual granted leave, and also the dates from and to which leave has been sanctioned.

The following procedure is observed in respect of leave Passes :—

- ( i ) On receipt of his/her Leave Pass from the School Office the individual concerned will, the very same day, give it to his / her immediate superior (being a member of the Senior Staff) under whom he/she is working.
- ( ii ) His/her immediate superior will inform the individual as to the dates from and to which the leave 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. 184. 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. 185. MEDICAL HEALTH SCHEME RULES**

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

1. The membership of this scheme is open to all probationary and permanent employees of this school and their family members (spouse, unemployed sons and daughters 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 on 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 bene fit 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, urin, 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% only of the cost of transport effective from 1-8-88.

7. *The Scheme will not cover :—*

- (a) Cost of any artificial aid or appliances such as spectacles, dentures, braces, hearing aid, etc.
- (b) All expenses incurred on the escort and the R.M.O.'s visits outside Sanawar, if there be any, either arranged by the school or by the employee concerned.
- (c) All expenses on food, TA, DA and communications.
- (d) Cost of Vitamins and tonics, required on a prolonged or permanent basis.

8. The scheme will give cover to its members, only as an extension of the treatment being given in School Hospital and if the treatment specified above is under the directions of the School R.M.O. No claim for treatment expenses will be entertained if the treatment is recommended by any other authority. All claims for reimbursement must be submitted on the prescribed form within 7 days after the treatment outside Sanawar is over, duly supported with cash memos, vouchers etc., to the School Office duly endorsed by the School R.M.O. Reimbursement in every case will be made by School Office. Claim for reimbursement of treatment expenses incurred by members, while on leave, will be subject to the scrutiny and recommendations of the R.M.O.
9. These rules supercede all previous rules of the Scheme.

**No. 186. 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 member 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.

Sumer B. Singh  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 7th August, 1992****Part I**

187—192

**No. 187. PROGRAMME****August**

Fri.	7th	...	Career Guidance Seminar Jr. English Debating Society Meeting (after supper)	
Sat.	8th	...	Morning Prep Career Guidance Seminar Games Committee Meeting Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 2-30 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun.	9th	...	Soccer 1st XI & Colts vs. St. Xavier's Chandigarh (home) Hindi Movie (for both P.D., & Sr. School) Tea (for both P.D., & Sr. School) Study hour (dorms.) Supper P.D. Supper Sr. School	... 10-00 a.m. ... 2-30 p.m. ... 4-45 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Wed.	12th	...	Supper P.D. Supper Sr. School	... 6-15 p.m. ... 7-15 p.m.
Thu.	13th	...	Raksha Bandhan—Administrative Holiday 1st School	8-00—8-30 a.m.
Note : Brothers/Sisters (P.D., & Sr. School) may meet in Birdwood School from 7-40—8-00 a.m.				
Fri.	14th	...	Jr. English Dumb Charades Practice (after supper) Independence Eve Staff Club Dinner	... 8-30 p.m.
Sat.	15th	...	Independence Day—School & Administrative Holiday Rouser B.D., baths Breakfast P.D. Breakfast Sr. School	... 7-15 a.m. ... 8-00 a.m. ... 8-15 a.m. ... 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.
Soccer Colts & Atoms leave for BCS, Shimla	... 2-30 p.m.
Tea P.D.	... 4-00 p.m.
Tea Sr. School	... 4-30 p.m.
BCS, Shimla Soccer/Tennis teams arrive	... 5-00 p.m.
Dry supper (for both P.D., & Sr. School)	... 6-00 p.m.
Hindi Film for staff & families	... 6-30 p.m.

**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            | ... HM                    |
| (g) Sanskrit Prayer |                           |
| (h) National Anthem |                           |

Sun. 16th	... Soccer Colts & Atoms vs. BCS (away)	
	Tennis vs. BCS (home)	... 7-00 a.m.
	Soccer Electrons vs. BCS (home)	... 9-30 a.m.
	Soccer 1st XI vs. BCS (home)	... 10-45 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.
	Soccer Colts & Atoms return	... 6-00 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

**No. 188. INDEPENDENCE-DAY COMMUNITY LUNCH**

A Community Lunch will be held in the Central Dining Hall on Saturday, 15th August, 1992. Following details are given for necessary action by 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 15-8-92 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 15-8-92 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. 189. RATES FOR SCHOOL VEHICLES**

The rates chargeable for various school vehicles are 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. 190. LIBRARY TIMINGS**

The Library timings are as follows with immediate effect :—

Sundays	...	10-00—1-00 p.m. 2-00—4-00 p.m.
Mondays	...	Closed
Tuesday to Saturday	...	9-00—1-30 p.m. 2-30—5-30 p.m.

**No. 191. ADMINISTRATIVE HOLIDAYS**

(1) Thursday, 13th August, 1992, will be observed as a holiday by the Administrative Staff on account of Raksha Bandhan.

(2) Saturday, 15th August, 1992, will be observed as a holiday by the Administrative and Academic Staff on account of Independence Day.

**No. 192. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 9th August, 1992.

Sumer B. Singh  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 14th August, 1992****Part I**

193—203

**No. 193. PROGRAMME****August**

Fri. 14th ...	Jr. English Dumb Charades Practice (after supper) Independence Eve Staff Club Dinner ...	8-30 p.m.
Sat. 15th ...	Independence Day—School & Administrative 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.
	Soccer Colts & Atoms leave for BCS, Shimla ...	2-30 p.m.
	Tea P.D. ...	4-00 p.m.
	Tea Sr. School ...	4-30 p.m.
	BCS, Shimla Soccer/Tennis teams arrive ...	5-00 p.m.
	Dry supper (for both P.D., & Sr. School) ...	6-00 p.m.
	Hindi Film for staff & families ...	6-30 p.m.
	Supper for Soccer/Tennis Teams ...	7-30 p.m.

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	... HM
	(g)	Sanskrit Prayer	
	(h)	National Anthem	
Sun. 16th	...	Soccer Colts & Atoms vs. BCS (away)	
		Tennis vs. BCS (home)	... 7-00 a.m.
		Soccer Electrons vs. BCS (home)	... 9-30 a.m.
		Soccer 1st XI vs. BCS (home)	... 10-45 a.m.
		(School will go down to watch the match)	
		Swimming pool opens	
		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.
		Soccer Colts & Atoms return	... 6-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 19th	...	Recitation Competition (L-IVs & U-IVs)	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		British Council Educational Film (after supper)	
Fri. 21st	...	Janamashtami—School & Administrative Holiday	
		Sunday timings	
		B.D., baths	... 8-00 a.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 22nd	...	Morning prep	6-40—7-40 a.m.
		Career Counselling by O.S., Society	
		Mess Committee Meeting	... 2-30 p.m.
		YPS, Patiala 1st XI & Atoms teams arrive	
		... 5-00 p.m.	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 23rd	...	Soccer Atoms vs. YPS, Patiala (home)	... 9-30 a.m.

Soccer 1st XI vs. YPS, Patiala (home)	... 10-45 a.m.
(School will go down to watch the matches)	
Soccer Colts & Electrons vs. APS, Dagshai (away)—subject to confirmation	
Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
Tea (for both P.D., & Sr. School)	... 4-45 p.m.
Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

**No. 194. 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. 195. 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. 196. STUDENTS IDENTITY CARDS**

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

**No. 197. 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. 198. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN**

All members of the staff are reminded that under no circumstances are they to retain any money in their possession which a parent or guardian or friend may give to be spent on behalf of the child. All such monies must forthwith be deposited in the School Office and will be credited to the personal Account of the child. This rule must be strictly adhered to at all times.

**No. 199. 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 20-8-1992.

**No. 200. 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. 201 MEDICAL CATEGORY SCHOOL CHILDREN**

The following are to be appended to categories specified in 1st term 1992.

**HBD**

Aakashdeep Gill	B Swimming
Arnab Dutta	B Swimming/Athletic/Hikes

**NBD**

Ziaul Islam	C
Haripal Nakai	B Swimming

**SBD**

Zorawar Singh	B Gym./P.T./Swimming
Usman Ali Khan	B Swimming
Chiteshwar Walia	C Until 10-10-92

**VBD**

Vishal Chandiramani	C
Chirag Jain	B Swimming
Apoorva Y. Arya	C Until 8-9-92
Abhijit Singh	C
Srujan Behuria	B Swimming
Ankur Dhawan	C

**HGD**

Manisha Joshi	C
Gulveen Sonal	B Gym.
Sukhmani B.P. Singh	C

**NGD**

Roopali Chaudhary	B Swimming/Athletic/Hikes
Pooja Kochhar	B Swimming
Aarti Sharma	B Swimming/Athletic
Thea Ghandy	B Swimming
Ruchika Anand	B Swimming
Meghna Baruah	B Swimming
Shagun Kapur	C

**SGD**

Jyotsna Dhillon	B Gym.
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**VGD**

Sameena Talwar	B Athletic/Gym. / Hand stand/ Swimming
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**NPD**

Jai Bhatnagar	C Until 10-10-92
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**NPD (G)**

Pavittar K. Mansahia	B Swimming/Athletic
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**SPD**

Nikhil Lall	C Until 10-10-92
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**No. 202. ADMINISTRATIVE HOLIDAY**

Friday, 21st August, 1992 will be observed as a holiday, by the Administrative and Academic Staff on account of Janam Ashtami.

**No. 203. CINEMA**

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Sr. School on Sunday, 16th August, 1992.

Sumer B. Singh  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Thursday 20th August, 1992****Part I****204—216****No. 204. PROGRAMME****August**

<b>Fri. 21st</b>	...	<b>Janamashtami—School &amp; Administrative Holiday</b>	
		<b>Sunday timings</b>	
		<b>B.D., baths</b>	... 8-00 a.m.
		<b>Solan District Badminton Tournament commences</b>	
		<b>Tea P.D.</b>	... 4-00 p.m.
		<b>Tea Sr. School</b>	... 4-30 p.m.
		<b>Supper P.D.</b>	... 6-15 p.m.
		<b>Supper Sr. School</b>	... 7-15 p.m.
<b>Sat. 22nd</b>	...	<b>Morning prep</b>	6-40—7-40 a.m.
		<b>Career Counselling by O.S. Society</b>	
		<b>Mess Committee Meeting post-poned to Wednesday 26-8-92</b>	
		<b>YPS, Patiala 1st XI &amp; Atoms teams arrive</b>	... 5-00 p.m.
		<b>Supper P.D.</b>	... 6-15 p.m.
		<b>Supper Sr. School</b>	... 7-15 p.m.
<b>Sun. 23rd</b>	...	<b>Soccer Atoms vs. YPS, Patiala (home)</b>	... 9-30 a.m.
		<b>Soccer 1st XI vs. YPS, Patiala (home)</b>	... 10-45 a.m.
		<b>(School will go down to watch the matches)</b>	
		<b>Soccer Colts &amp; Electrons vs. APS, Dagshai cancelled</b>	
		<b>Solan District Badminton Tournament concludes</b>	
		<b>Hindi Film (for both P.D., &amp; Sr. School)</b>	... 2-30 p.m.
		<b>Tea (for both P.D., &amp; Sr. School)</b>	... 4-45 p.m.
		<b>Study hour (dorms.)</b>	6-00—7-00 p.m.

		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 24th	...	Debating team leaves for Rai		
Tue. 25th	...	Inter-School Eng. Debate, MNS, Rai		
Wed. 26th	...	Mess Committee Meeting (MCR)	...	2-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-20 p.m.
Fri. 28th	...	Jr. Eng. Debating Society Meeting (after supper)		
Sat. 29th	...	Morning prep		6-40—7-40 a.m.
		Soccer 1st XI leaves for Dehra Dun	...	1-30 p.m.
		YPS, Colts & Electrons arrive	...	5-00 p.m.
		I—H Senior Declamation Contest	...	6-20 p.m.
		Supper P.D.	...	6-20 p.m.
		Supper Sr. School	...	7-20 p.m.
Sun. 30th	...	Soccer 1st XI vs. Doon School (away)		
		Soccer Electrons vs. YPS, Patiala (home)	...	9-30 a.m.
		Soccer Colts vs. YPS, Patiala (home)	...	10-45 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. 205. 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, except to make telephone calls with due permission.

#### No. 206. 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. 207. POST—FOUNDERS'S WOPs, SOPs**

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 4-10-92 (2-30 p.m. for P.D., and 8-30 p.m. for B.D. & G.D.) to 11-10-92 (5 00 p.m.), including the Chief Guest's holiday. Children should inform parents of these dates.

**No. 208. 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. 209. 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. 210. PORTERAGE FOR PRIVATE TRIPS OF STORES MAZDOORS**

Cartage for private purchases of coal and wood fuel is payable by the staff concerned. The revised rate fixed for this purpose will be Rs. 2/- per trip from QM stores to residence for a maximum load of 50 kg.

This is for information of all concerned.

**No. 211. ISSUE OF DRY RATIONS AND FUEL FROM QM STORES**

School order No. 17 dated 8-2-1985—relevant portion—is reproduced below for ready reference :

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

1. For Staff drawing pay through Jr. Staff Pay Register
  - (a) 1st & 2nd of each month (2-00 p.m. to 6-00 p.m.) } K. oil, Soft coke, Steam  
Coal, fuel wood.
  - (b) 3rd, 4th & 5th of each month (2-00 p.m. to 6-00 p.m.) } Dry Rations
2. For staff drawing pay through Sr. Staff pay Register
  - (a) 6th, 7th & 8th of each month (2-00 p.m. to 6-00 p.m.) } Dry Rations
  - (b) 9th & 10th of each month (2-00 p.m. to 6-00 p.m.) } K. oil, Soft coke, Steam  
coal, fuel wood.

As usual staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the due dates, given above.

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

Since the issue will continue upto 7-00 p.m., normally no staff will need to cut short his duty hours for drawing ration items. Heads of Deptt. are requested to kindly explain full details of this School Order to all staff working under them, to whom School Orders do not go, or those who cannot read them.

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

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

In view of Founder's 1992, the issue dates will shift to, and will be from 11th to 20th October, 1992.

#### No. 212. 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. 213. MEDICAL CATEGORY

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

Ramanjeet Sanghera	SBD	...	Cat. 'B' Athletics & Swimming
Aman Solomon	NBD	...	Cat. 'C'
Bhaskar Tomar	HBD	...	Cat. 'C'

**No. 214. STRENGTH**

1. The following children stand withdrawn from the School as on 18th August 1992 :--

Vikram Bhakoo	...	HBD	Aman Aggarwal	...	VBD
Dinesh Bhagat Negi	...	HBD	Sachin Mahajan	...	VBD
Gautam Munjal	...	HBD	Ravneet Virk	...	HGD
Mrigendra Shekhar	...	HBD	Henah Gupta	...	HGD
Rahul Gupta	...	HBD	Puneeta Sodhi	...	HGD
Rishi Chadha	...	HBD	Roopan Sikand	...	HGD
Viren S. Ghuman	...	HBD	Vishali Gupta	...	HGD
Arjun Anand	...	HBD	Amandeep Khokher	...	HGD
Akshay Aggarwal	...	NBD	Gauri Singh	...	NGD
Akhil Mahajan	...	NBD	Reshma Rawat	...	SGD
Vivek Aggarwal	...	NBD	Shagun Kumari	...	VGD
Nipun Agarwal	...	NBD	Gauri Grover	...	VGD
Shivjit S. Majithia	...	NBD	Amrita Pannu	...	VGD
Saad M. Sherwani	...	SBD	Abhishek Dewan	...	HPDB
Harsh Gupta	...	SBD	Puneet Saini	...	VPDB
Avinash Shetty	...	SBD	Tanya C. Banon	...	HPDG
Brijendra S. Dahiya	...	VBD	Aruna Agarwal	...	NPDG
Aditya Auluck	...	VBD			

2. The following children have joined the School :—

Arjun Mahajan	...	VBD	2-5-92
Shailesh Sachdeva	...	VBD	18-5-92
Pooja Sethi	...	SGD	18-5-92
Varun Garg	...	VPD	1-8-92
Kumar Abhishek	...	NPD	1-8-92
Arjun Soni	...	NPD	1-8-92
Biswarup Ray Chaudhury	...	HBD	1-8-92
Devinder S. Khaira	...	HBD	1-8-92
Monish Chhabria	...	HBD	1-8-92
E. Nikhilesh Rao	...	HBD	1-8-92
Prbhjot S. Cheema	...	NBD	1-8-92
Jasmit S. Nagi	...	VBD	1-8-92
L. Niranjan Singh	...	VBD	1-8-92
Ranvir S. Arya	...	VBD	1-8-92
Sachin Mahajan	...	VBD	1-8-92
Amandeep Khokher	...	HGD	1-8-92

Vishali Gupta	...	HGD	1-8-92
Gurpreet K. Gill	...	NGD	1-8-92
Jaiveet Dhillon	...	NGD	1-8-92
Seema Khosla	...	NGD	1-8-92
Geetika Sachdeva	...	NGD	1-8-92
Anchal Bhalla	...	SGD	1-8-92
Kismet Ahluwalia	...	SGD	1-8-92
Ayesha Badhwar	...	VGD	1-8-92
Nazish Durrani	...	VGD	1-8-92
Shylla Singh	...	VGD	1-8-92
Radhika Shukla	...	SGD	17-8-92

**No. 215. 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, 1992 and sign the P.F. register on 24th, 25th and 26th August, 1992 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. 216. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 23rd August, 1992.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 28th August, 1992****Part I**

217—221

**No. 217. PROGRAMME****August**

- Fri 28th ... Inter District boxing Tournament  
commences (Shimla)  
Jr. Eng. Debating Society Meeting (after supper)
- Sat. 29th ... Morning prep 6-40—7-40 a.m.  
Soccer 1st XI, Atoms & Squash/ Badminton  
teams leave for Dehra Dun ... 11-00 a.m.  
YPS, Colts & Electrons arrive ... 5-00 p.m.  
I—H Senior Declamation Contest ... 6-20 p.m.  
Supper P.D. ... 6-20 p.m.  
Supper Sr. School ... 7-20 p.m.
- Sun. 30th ... Soccer/Squash/Badminton vs.  
Doon School (away)  
Soccer Electrons vs. YPS,  
Patiala (home) ... 9-30 a.m.  
Soccer Colts vs. YPS,  
Patiala (home) ... 10-45 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.
- Mon. 31st ... Soccer/Squash/Badminton teams  
return from Dehra Dun ... 5-00 p.m.

**September**

- Wed. 2nd ... Inter-School Eng., & Hindi  
Declamation Contest—Delhi  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-20 p.m.
- Fri. 4th ... Sr. Dumb Charade practice (after supper)

Sat.	5th	...	Morning prep	6-40—7 40 a.m.
			Jr. Dumb Charade competition	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	6th	...	Colts & Atoms Soccer fixtures vs. APS, Dagshai cancelled	
			Study hour (dorms)	12-15—1-15 p.m.
			Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
			Tea (for both P.D., & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

**No. 218. 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 fruit only from 1-00 p.m. to 3-00 p.m., with verbal sanction from the House Staff concerned.

**No. 219. 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 September, 1992 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 10-9-92 whereafter no further adjustments will be possible.

**No. 220. 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. 221. CINEMA**

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Sr. School on Sunday, 30th August, 1992.

Sumer B. Singh  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 4th September, 1992****Part I**

222—234

**No. 222. PROGRAMME****September**

Fri.	4th	...	Sr. Dumb Charade practice cancelled	
			Evening prep	6-20—7-20 p.m.
			Supper Sr. School	... 7-25 p.m.
			Teachers' Day Eve Party hosted by Upper Sixers	8-30-11-30 p.m.
Sat.	5th	...	Teachers' Day	
			Morning prep cancelled	
			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.
			Classes cancelled	
			G.D., Staff vs. Girls (Basketball)	... 10-00 a.m.
			B.D., Staff vs. Boys (Basketball)	... 11-00 a.m.
			Lunch P.D.	... 12-30 p.m.
			Lunch Sr. School	... 1-30 p.m.
			Normal post-lunch routine resumed	
			Col. Brown teams arrive	... 4-00 p.m.
			Jr. Dumb Charade competition	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	6th	...	Soccer Electrons vs. Col. Brown School (home)	... 9-30 a.m.
			P.D. Basketball vs. Col. Brown School (home)	... 10-30 a.m.
			Study hour (dorms.)	12-15—1-15 p.m.
			Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
			Tea (for both P.D., & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

Mon. 7th	...	Swimming Gala post-poned to Wednesday 16th September	
Wed. 9th	...	Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-20 p.m.
Thu. 10th	...	Athletics heats commence Trooping practice commences on Peacestead	... 5-20 p.m.
		Note : Evening prep will be cut short by 10 mts., & will start at 6-30 p.m.	
Fri. 11th	...	English JAM Practice	
Sat. 12th	...	Morning prep	6-40—7-40 a.m.
		Inter School English Debate (Scindia School, Gwalior)	
		Assessment Meeting (MCR)	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 13th	...	Inter School Quiz Competition (Scindia School, Gwalior)	
		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. 223. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1992 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 22nd September, 1992, if they will be attending.

#### No. 224. BOOKING OF TELEGRAMS BY STUDENTS

Since the students are not permitted to handle cash any longer, henceforth, all telegrams being sent by students will be routed through House Staff to the School Office which will arrange to have the telegrams sent and the amount will be debited to students' personal account.

**No. 225. 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. 226. 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 arrangements.

**No. 227. FOUNDER'S EXHIBITIONS**

The Arts, Crafts, Carpentry, Needlework and Rural Centre exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th October, 1992.

**No. 228. ACCOMMODATION—BARNE HALL**

Staff members are well aware of the limited accomodation 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. 229. PURCHASE OF MATERIALS FOR DIWALI**

There will be one authorised shop at Gaskel Hall. Children will be permitted to make purchases as per timings fixed by the D.H.M. These purchases will be on withdrawal slips with a maximum limit of Rs. 25/- per child.

**No. 230. 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. 231. 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-stand on 27th September, and the first performance on 30th September, 1992.

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. 232. SCHOOL GARDENS**

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

**No. 233. MEDICAL CATEGORIES**

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

Sonali Sequeira VGD	...	Cat. 'C'
Aditya Bal NBD	...	Cat. 'B' for Gym.
Zubin Chaudhri SBD	...	Cat. 'B' Swimming

**No. 234. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 6th September, 1992.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 11th September, 1992****Part I**

235—239

**No. 235. PROGRAMME****September**

Fri. 11th	...	Athletics heats commence English JAM Practice	
Sat. 12th	...	Morning prep Inter School English Debate (Scindia School, Gwalior) Assessment Meeting (MCR) Supper P.D. Supper Sr. School	6-40—7.40 a.m.  ... 6.00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 13th	...	Inter School Quiz Competition (Scindia School, Gwalior) Study hour (dorms.) Tea P.D. Tea Sr. School English Film (for both P.D., & Sr. School) Study hour (dorms.) Supper P.D. Supper Sr. School	12-15—1-15 p.m. ... 3-20 p.m. ... 3-40 p.m. ... 4-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Wed. 16th	...	Swimming Gala Supper P.D. Supper Sr. School	... 3-00 p.m. ... 6-15 p.m. ... 7-20 p.m.
Fri. 18th	...	Jr. Dumb Charade practice	
Sat. 19th	...	Morning prep I—H Jr. English Debate Supper P.D. Supper Sr. School	6-40—7-40 a.m. ... 6-20 p.m. ... 6-20 p.m. ... 7-20 p.m.
Sun. 20th	...	Study hour (dorms.) Hindi Film (for both P.D., & Sr. School) Tea (for both P.D., & Sr. School) Study hour (dorms.)	12-15—1-15 p.m. ... 2-30 p.m. ... 4-45 p.m. 6-00—7-00 p.m.

Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

**No. 236. STAFF FAMILIES RATIONS**

In view of Founder's rush of work, fuel and dry rations will be issued from 12th Oct. to 20th Oct. 1992 instead of from 1st Oct. to 10th Oct. 1992, following the same schedule laid down earlier.

**No. 237. 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. 238. 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. 239. CINEMA**

An English film will be shown in Barne Hall at 4-00 p.m. for both P.D. and Sr. School on Sunday, 13th September, 1992.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 18th September, 1992****Part I**

240—248

**No. 240. PROGRAMME****September**

Fri. 18th	...	Jr. Dumb Charade practice	
Sat. 19th	...	Morning prep	6-40—7-40 a.m.
		I—H Jr. English Debate	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 20th	...	Study hour (dorms.)	12-15—1-15 p.m.
		Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
		Tea (for both P.D., & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 23rd	...	Parade practice	... 5-30 p.m.
		SUPW for those not involved in parade	... 5-15 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Thu. 24th	...	The following changes will be effected till Saturday 26th Sept. '92 :—	
		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.
		Prep cancelled	
		Partial Tattoo practice	6-30—7-30 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
		B.D., baths	... 8-10 p.m.
		(Remainder of the routine will remain as scheduled)	

Sat. 26th ... P.T., will replace morning prep  
 Sun. 27th ... Founder's preparation programme  
 as published separately comes into effect

**No. 241. 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. 242. POST FOUNDERS OFFS ADMINISTRATIVE STAFF**

Following will be full working days :—

Fri. 2-10-92 (Gandhi Jayanti)

Sun. 4-10-92

Heads of deptts. will kindly arrange to give compensatory offs in lieu of the above mentioned dates in a staggered manner. Thu. 8th Oct., 1992 will be post Founders's holiday for all deptts., also to be given in a staggered manner.

**No. 243. PRINTING OF SCHOOL ORDER**

The next issue of School Order will be published on Friday, 9th October, 1992.

**No. 244. 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. 245. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER SCHOOL RUDE 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 15th November, 1992 (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. 246. POST FOUNDER'S BREAK**

The School offered to arrange a school party from Delhi to Sanawar by bus on 11-10-1992.

The Delhi—Sanawar party will travel by buses leaving Purana Kila Bhairon Road New Delhi at 8-00 a.m. sharp.

**No. 247. MEDICAL CATEGORIES**

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

Daksh Rajani NBD	...	Cat. 'C'
Praneet Virk HGD	...	Cat. 'C'
Ruchika Anand NGD	...	Cat. 'C'
Jai Singh VBD	...	Cat. 'C'
Gaurav Harnal HBD	...	Cat. 'B' Long distance running.

**No. 248. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 20th September, 1992.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 25th September, 1992****Part I**

249—251

**No. 249. PROGRAMME****September**

Sat. 26th	...	P.T., will replace morning prep	
Sun. 27th	...	Founder's preparation programme as published separately comes into effect	
Mon. 28th	...	Founder's preparation programme	
Tue. 29th	...	Founder's preparation programme	
Wed. 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**

Thu. 1st	...	A.D.S. (Staff) Play 1st performance	... 6-00 p.m.
		Supper P.D.	... 8-00 p.m.
		Tattoo (partial)	8-10—9-10 p.m.
		Supper Sr. School	... 9-15 p.m.
Fri. 2nd	...	Rouser	... 6-00 a.m.
		Breakfast P.D., & Sr. School	... 7-00 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	... 8-00 a.m.
		Athletics (Barnes)	... 9-30 a.m.
		Teachers'/ parents tea & PALS AGM Basketball Court (Boys')	... 12-00 noon
		Lunch L-VI & downwards (incl. P.D.)	... 12-30 p.m.
		Lunch U-VI & guests	... 1-30 p.m.
		PALS Exec. Comm. Meeting	... 2-30 p.m.
		Tea L-VI & downwards (incl. P.D.)	... 3-30 p.m.
		Dev. Comm. Meeting	... 3-30 p.m.
		Tea U-VI & Guests	... 4-30 p.m.
		A.D.S. (Staff) Play	... 6-00 p.m.

		Supper L-VI & downwards	
		(incl. P.D.)	... 7-00 p.m.
		B.D., baths	... 7-30 p.m.
		Supper U-VI & guests	... 8-30 p.m.
		Lights out	... 9-30 p.m.
Sat.	3rd ...	Rouser	... 6-45 a.m.
		B.D., baths	... 7-00 a.m.
		Breakfast L-VI & downwards	
		(incl. P.D.)	... 7-45 a.m.
		Breakfast U-VI & guests	... 8-30 a.m.
		Trooping practice	... 9-00 a.m.
		BOG Meeting	... 10-00 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.
Sun.	4th ...	Founder's Day	
		Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 7-30 a.m.
		Breakfast P.D. (incl. guests)	... 8-30 a.m.
		Founder's Assembly (Chapel)	... 8-30 a.m.
		Trooping of Colours	... 10-00 a.m.
		Speeches	... 10-55 a.m.
		Founder's Lunch L-VI & downwards	
		(incl. P.D.)	... 12-30 p.m.
		Founder's Lunch U-VI & guests	... 1-30 p.m.
		O.S., Meeting (SSC)	... 2-30 p.m.
		P.D., Children issued SOPs	... 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	...	6-40 p.m.
B.D., baths	...	7-15 p.m.
Supper U-VI & guests	...	7-45 p.m.
Sr. School issued SOPs	...	8-00 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., '92

Mon. 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.
Lights out	...	10-00 p.m.

Sun. 11th ... Founder's holidays conclude

All children on SOPs return	...	6-00 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.
Lights out	...	9-30 p.m.

#### No. 250. REPAIRS, CHANGES ETC. TO SCHOOL BUILDINGS AND STAFF QUARTERS

It is brought to the notice of all concerned that there is now a printed proforma for sending communications to the Engineer with regard to repairs, changes, etc., that staff would like to have attended to in school buildings including staff quarters.

Heads of departments have already been issued adequate copies of this proforma. Spare copies of the blank proforma may be obtained, if required further, from the Engineer.

All concerned are requested to use this proforma for the purpose indicated above.

**No. 251. MEDICAL CATEGORIES.**

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

Pavitar Sidhu	NGD	...	Cat. 'C'
Bharat Soni	HPD	...	Cat. 'C'
Mansoor Haider	HBD	...	Cat. 'B' for long distance runs.
Manpreet Sidhu	HBD	...	Cat. 'C'
Nitish Marwah	VBD	...	Cat. 'B' for long distance runs.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Saturday 10th October, 1992****Part I**

252—261

**No. 252. PROGRAMME****October**

Sun. 11th	...	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.
Mon. 12th	...	P.T., cancelled	
		Rouser	... 7-00 a.m.
		Normal teaching routine commencing with 1st School onwards	
		Afternoon activities cancelled	
		Parade uniforms and other items on loan from QM Stores returned onwards	... 2-30 p.m.
		Festival hockey match post-poned	
		Colts/Atoms hockey practice	... 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.
		Prep cancelled	
		Dormitories set & tidied up	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Tue. 13th	...	P.T. commences	
		Afternoon activities for B.D., cancelled	
		Hockey sets made	... 3-00 p.m.
		Colts/Atoms hockey practice	... 3-30 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-20 p.m.
		Evening prep commences	6-20—7-30 p.m.
		Supper Sr. School	... 7-35 p.m.

Wed. 14th	...	Hockey season comes into effect I—H Chess commences	
Thu. 15th	...	Afternoon activities cancelled	
		Festival hockey match	... 3-00 p.m.
		Tea (for both P.D., & Sr. School)	... 4-20 p.m.
Fri. 16th	...	Sr. Dumb Charade practice (after supper)	
Sat. 17th	...	Morning prep	6-40—7-40 a.m.
		Hockey 1st XI/Electrons/Srs. Basketball teams leave for BCS, Shimla	... 2-30 p.m.
		Mess Committee Meeting post-poned	
		BCS, Colts & Atoms arrive	... 5-00 p.m.
		Jr. Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 18th	...	Hockey 1st XI/Electrons/Sr. Basketball vs. BCS, Shimla (away) Hockey Atoms vs. BCS, Shimla (home)	... 10-00 a.m.
		Hockey Colts vs. BCS, Shimla (home)	... 11-15 a.m.
		Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
		Tea (for both P.D., & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

#### No. 253. ARTICLES LOANED BY STORES

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

#### No. 254. 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. 255. 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. 256. 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. 257. 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. 258. 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, 1992, 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 upto date by the Distt. Medical authorities as per Ministry of Health Govt. of India regulations.

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

All concerned are requested to take prompt action.

**No. 259. 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. 260. STAFF SUPPER TIMINGS IN CDH**

For administrative reasons it is necessary that all staff taking supper in CDH come in for supper from 6-30 p.m. and they must leave the CDH latest by 8-30 p.m. It is regretted that no supper will be served thereafter.

**No. 261. 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.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 16th October, 1992****Part I**

262—272

**No. 262. PROGRAMME****October**

Fri. 16th	...	Sr. Dumb Charade practice (after supper)	
Sat. 17th	...	Morning prep	6-40—7-40 a.m.
		Hockey 1st XI/Electrons/Sr. Basketball	
		teams leave for BCS, Shimla	... 2-30 p.m.
		Mess Committee Meeting post-poned	
		Jr. Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 18th	...	Hockey 1st XI/Electrons/Sr. Basketball vs. BCS, Shimla (away)	
		Colts & Atoms hockey fixtures vs. BCS, Shimla post-poned	
		Study hour (dorms.)	12-15—1-15 p.m.
		Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
		Tea (for both P.D., & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 21st	...	Evening prep cancelled	
		Sr. Dumb Charades competition	... 6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Thu. 22nd	...	Senior English Debating Society Meeting (after supper)	
Sat. 24th	...	Morning prep	6-40—7-40 a.m.
		Proposed Hockey fixture	
		1st XI & Atoms vs. YPS, Mohali	
		Fossil collecting group leaves for Chandigarh	... 8-00 a.m.
		Diwali eve Dinner P.D.	... 6-15 p.m.
		Diwali eve Dinner Sr. School	... 7-30 p.m.
		Sr. School Social	8-30—11-00 p.m.

Sun. 25th ...	Diwali	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Bonfire P.D. Flat	... 5-45 p.m.
	Bonfire Sr. School (Peacestead)	6-15—7-00 p.m.
	Supper packets P.D.	... 6-30 p.m.
	Supper packets Sr. School	... 7-10 p.m.
	Fossil collecting group returns	

Note : There will be no bursting of crackers before breakfast. Thereafter GD will confine itself to Peacestead for the bursting of crackers and B.D., will confine itself to the main playing fields.

#### No. 263. 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. 264. 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. 265. SCHOOL MAGAZINE 1992—93

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. 266. 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. 267. 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 SOPs or WOPs 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 268. DISCIPLINE**

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

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

**No. 269. CDH PANTRY**

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

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

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

**No. 270. RETURN OF EMPTY BOTTLES TO TUCK SHOP**

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

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

**No. 271. MEDICAL CATEGORY**

Arvind Chadha HBD

... Cat. 'C' Until  
March, 1993.

**No. 272. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Sr. School on Sunday, 18th October, 1992.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 23rd October, 1992****Part I**

273—284

**No. 273. PROGRAMME****October**

Sat. 24th	...	Morning prep	6-40—7-40 a.m.
		Hockey 1st XI vs. APS, Dagshai	... 10-30 a.m.
		Fossil collecting group leaves for Chandigarh	... 7-00 a.m.
		Diwali eve Dinner P.D.	... 6-15 p.m.
		Diwali eve Dinner Sr. School	... 7-30 p.m.
		Sr. School Social	8-30—11-00 p.m.
Sun. 25th	...	Diwali	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Bonfire P.D. Flat	... 5-45 p.m.
		Bonfire Sr. School (Peacestead)	6-15—7-00 p.m.
		Supper packets P.D.	... 6-30 p.m.
		Supper packets Sr. School	... 7-10 p.m.
		Fossil collecting group returns	

**Note :** There will be no bursting of crackers before breakfast. Thereafter GD will confine itself to Peacestead for the bursting of crackers and B.D., will confine itself to the main playing fields.

Mon. 26th	...	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 competition	
		Junior boys & 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	
Tue. 27th	...	Last School cancelled	
		Lunch P.D.	... 12-00 noon

	Lunch Sr. School	... 12-55 p.m.
	Afternoon activities cancelled	
	I—H P.T. & Best Gymnast competition	... 2-30 p.m.
	Tea P.D.	... 5-00 p.m.
	Tea Sr. School	... 5-30 p.m.
	(Staff, staff wives/husbands & O.S. are cordially invited to tea with the Gymnasts)	
	Prep cancelled	
	B.D., baths	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 28th	Daily morning prep commences	6-40—7-40 a.m.
	Kavi Sammelan cancelled	
	Normal evening prep	
Fri. 30th	Boys' Athletics Team leaves for MNS Rai	
	BCS, Shimla Hockey Colts & Atoms arrive	... 5-00 p.m.
	Jr. Dumb Charades practice (after supper)	
Sat. 31st	IPS Boys' Athletics Meet, MNS, Rai	
	Hockey Atoms vs. BCS, Shimla (home)	... 9-30 a.m.
	Hockey Colts vs. BCS, Shimla (home)	... 10-45 a.m.
	Himachal Pradesh Opens Squash Tournament (Sanawar)	
	YPS, Patiala Hockey Colts & Atoms arrive	... 5-00 p.m.
	Sr. Dumb Charades competition	... 6-20 p.m.
	Supper P.D.	... 6-20 p.m.
	Supper Sr. School	... 7-30 p.m.
<b>November</b>		
Sun. 1st	IPS Boys' Athletics Meet, MNS, Rai	
	Himachal Pradesh Opens Squash Tournament (Sanawar)	
	Hockey Atoms vs. YPS, Patiala (home)	... 10-00 a.m.

Hockey Colts vs. YPS, Patiala (home)	... 11-15 a.m.
(School will go down to watch the matches)	
English Film (for both P.D., & Sr. School)	... 2-45 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. 274. 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. 275. 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. 276. ENCASHMENT OF STAFF CHEQUES AT SBP SANAWAR**

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

**No. 277. 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. 278. 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. 279. 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 a reasonable level, it would then become necessary to impose water rationing.

**No. 280. INCOME TAX DEDUCTION AT SOURCE**

It is obligatory for the school to deduct Income Tax, at source in respect of staff who are drawing a salary of Rs. 3200/-, including all allowances, and more per month.

In addition to the Standard Deduction of  $33\frac{1}{3}\%$  of salary or Rs. 12000/- whichever is less, 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 pertaining to the income year 1992-93 will be deducted from the salary for November 1992, payable on 1st December 1992.

All concerned staff are advised to take necessary action **immediately**, but not later than 6-11-1992.

**No. 281. SCHOOL AND ADMINISTRATIVE HOLIDAY**

(a) Sunday, 25th October 1992, will be observed as a holiday by the School and the Administrative Staff, except the Printing Office & Engineering Deptt., on account of Diwali.

(b) Monday, 26th October 1992, will be observed as a holiday by the Printing Office & Engineering Deptt. on account of Vishwakarma Day.

**No. 282. DIWALI—SAFETY PRECAUTIONS**

With a view to avoid occurrence of any mishap / accident while bursting crackers on Diwali day, Sunday, 25th October 1992, following precautions will be observed :—

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

2. While blasting crackers on Peacetead, 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. 283. DIWALI SUNDAY, 25th OCTOBER, 1992**

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

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

There will be a special Diwali Eve. dinner for P.D. at 6-15 p.m. and for Senior at 7-30 p.m. on Saturday, 24th October 1992. Husbands/wives of Staff who are members of the Staff Club, and also parents of Day Scholars are cordially invited.

Arrangements for sale of fireworks to Staff only, on Sunday, 25th October 1992, have been made near the Tuck Shop.

**No. 284. MEDICAL CATEGORY**

Tenzin Tsarong HBD ... Cat. 'B' for Hodson runs & games. Permitted P.T.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 30th October, 1992****Part I**

285—288

**No. 285. PROGRAMME****October**

- Fri. 30th ...** Boys' Athletics Team leaves  
for MNS, Rai  
Jr. Dumb Charades practice (after supper)
- Sat. 31st ...** IPS Boys' Athletics Meet, MNS, Rai  
Himachal Pradesh Opens Squash  
Tournament (Sanawar)  
BCS, Shimla Hockey Colts &  
Atoms arrive ... 5-00 p.m.  
Sr. Dumb Charades competition ... 6-20 p.m.  
Supper P.D. ... 6-20 p.m.  
Supper Sr. School ... 7-30 p.m.

**November**

- Sun. 1st ...** IPS Boys' Athletics Meet, MNS, Rai  
Himachal Pradesh Opens Squash  
Tournament (Sanawar)  
Hockey fixtures vs. YPS,  
Patiala cancelled  
Hockey Atoms vs. BCS,  
Shimla (home) ... 10-00 a.m.  
Hockey Colts vs. BCS,  
Shimla (home) ... 11-15 a.m.  
(School will go down to watch  
the matches)  
English Film (for both P.D., &  
Sr. School) ... 2-45 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. 2nd ...** Boys' Athletics Team returns
- Tue. 3rd ...** NCC, Camping group returns
- Wed. 4th ...** Afternoon activities cancelled

		Hodson Run Finals	... 3-00 p.m.
		Tea	... 5-30 p.m.
		(Staff, staff wives/husbands & O.S. are cordially invited to tea with the position holders)	
		Hindi Debate (Srs.) post-poned	
		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Fri.	6th	... English JAM practice (after supper)	
Sat.	7th	... Staff hockey/badminton teams leave for Col. Brown School, Dehra Dun	
		Hindi Debate (Srs.)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun.	8th	... Study hour (dorms.)	12-15—1-15 p.m.
		Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff hockey/badminton teams return	

#### No. 286. 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. 287. INTER HOUSE PT/GYM. COMPETITION—1992**

The results of Inter House PT/Gym. Competition held on 26th & 27th Oct., '92, 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 ...	141·2	1st	Vindhya ...	135·05	3rd
Siwalik ...	136·15	2nd	Himalaya ...	108·15	4th

**G. D.**

Siwalik ...	116·06	1st	Nilagiri ...	113·93	3rd
Himalaya ...	115·93	2nd	Vindhya ...	112·12	4th

**Best Gymnast Sr. Boys**

	<i>Points</i>	<i>Position</i>
Vikramjeet Chauhan ...	160½	1st
Manish Barewal ...	158	2nd
Amit Kumar Singh } ...	157	3rd
Vikram Jolly }		

**Best Gymnast Jr. Boys**

Herain Oberoi ...	125½	1st
Vishal Goyal ...	112½	2nd
Pratap S. Bajwa ...	103	3rd

**Best Gymnast Sr. Girls**

Parneet Bindra ...	133½	1st
Aarti Katoch ...	125	2nd
Anchal Bhalla ...	116½	3rd

**Best Gymnast Jr. Girls**

Jaskimrin Sekhon } ...	71	1st
Mahima Mehta }		
Avneet Jahaj ...	69½	3rd

Certificate of P.T. Leader for Founders awarded to—Parneet Bindra

Certificates of Merit in Gymnastics are awarded to :— Parneet Bindra, Aarti Katoch, Shazia Siddiqui & Rajiv Minhas.

**No. 288. CINEMA**

An English film will be shown in Barne Hall at 2-45 p.m. for both P.D. and Sr. School on Sunday, 1st November, 1992.

Sumer B. Singh  
Headmaster

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 6th November, 1992****Part I**

289—295

**No. 289. PROGRAMME****November**

Fri.	6th	...	Air Rifle Shooting Team leaves for Shimla English JAM practice (after supper)	
Sat.	7th	...	Staff hockey/badminton teams leave for Col. Brown School, Dehra Dun	... 7-00 a.m.
			School English Debating Team leaves for YPS, Patiala	... 8-30 a.m.
			H.P. State Air Rifle Championship (Shimla)	
			Hindi Debate (Srs.)	... 6-20 p.m.
			Supper P.D.	... 6-20 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	8th	...	Study hour (dorms.)	12-15—1-15 p.m.
			Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			School English Debating Team returns Air Rifle Shooting Team returns Staff hockey/badminton teams return	
Mon.	9th	...	Girls' Athletics Team leaves for MGD, School, Jaipur	... 5-30 a.m.
			Inter-House T.T. (GD) post-poned Assessment Meeting post-poned YPS, Patiala hockey/Squash teams arrive	... 5-30 p.m.
Tue.	10th	...	Guru Nanak's Birthday—School & Administrative Holiday Sunday timings Hockey Electrons vs. YPS, Patiala	... 9-15 a.m.

		Hockey 1st XI vs. YPS, Patiala	... 10-30 a.m.
		Squash Team vs. YPS, Patiala (timings to be fixed mutually)	
		(School will go down to watch the matches)	
		Children permitted to visit the Gurdwara (onwards)	... 11-45 a.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Piano Recital by Mr. Ian Lake (Chapel)	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-30 p.m.
Wed. 11th	...	IPS Girls' Athletics Meet (Jaipur) commences	
		English Debate (Srs.) post-poned	
		Normal evening prep	
		Assessment Meeting (MCR)	... 5-30 p.m.
Fri. 13th	...	IPS Girls' Athletics Meet (Jaipur) concludes	
		Sr. Dumb Charades practice (after supper)	
Sat. 14th	...	Children's Day—P.D., picnic	
		Squash Matches for Rahul Johnson Trophy and Individual Championship commence	
		Girls' Athletics team returns	
		English Debate (Srs.)	... 6-20 p.m.
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 15th	...	Common Entrance Test	
		Squash/Tennis/Badminton/	
		Hockey fixtures vs. Doon School cancelled	
		Study hour (dorms.)	12-15—1-15 p.m.
		English Film (for both P.D., & Sr. School)	... 2-45 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. 290. WINTER VACATION**

The School will close on Friday, 11th December, 1992 for the winter vacation and will reopen on Saturday, 20th February, 1993 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. 291. STAFF VACATION ADDRESSES AND QUARTERS' KEYS**

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

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

**No. 292. STOCK CONDEMNATION—NOV. 1992.**

1. All condemnations will be completed by the Bursar latest by Monday, 30th November, 1992.

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 26th, 27th and 28th November 1992 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 Monday, 23rd Nov., 1992. 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 :—

Mon. 23rd	Nov.	'92	{	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.)

Tue. 24th	„	„	{ 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)
Wed. 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. 239. BAGGAGE, SCHOOL PARTIES**

Children travelling in school parties are not permitted to carry trunks or bedding rolls. Each child is permitted to carry one suitcase and one hand bag. No exceptions are permitted.

Matrons should coordinate with the Bursar and Engineer to ensure a safe and suitable room in which trunks etc. are to be locked during the vacations.

Dry cleaning and reconditioning of quilts etc. will be arranged for by the Q.M. as per indents received from Matrons.

**No. 294. ADMINISTRATIVE HOLIDAY**

Tuesday, the 10th November, 1992, will be observed as a holiday by the Administrative Staff also on account of Guru Nanak's Birthday.

**No. 295. CINEMA**

A Hindi, film will be shown in Barne Hall at 2-30 p.m. on Sunday, 8th November, 1992, for both P.D. and Sr. School.

Sumer B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 13th November, 1992****Part I**

296—302

**No. 296. PROGRAMME****November**

- Fri. 13th ... IPS Girls' Athletics Meet (Jaipur)  
concludes  
Sr. Dumb Charades practice (after supper)
- Sat. 14th ... Children's Day—P.D., pic-nic  
Squash Matches for Rahul  
Johnson Trophy and Individual  
Championship commence  
Girls' Athletics team returns  
English Debate (Srs.) ... 6-20 p.m.  
Supper P.D. ... 6-20 p.m.  
Supper Sr. School ... 7-20 p.m.
- Sun. 15th ... Common Entrance Test  
Squash/Tennis/Badminton/  
Hockey fixtures vs. Doon School cancelled  
Study hour (dorms.) 12-15—1-15 p.m.  
English Film (for both P.D., &  
Sr. School) ... 2-45 p.m.  
Tea (for both P.D., & Sr. School) ... 4-45 p.m.  
Study hour (dorms.) 6-00—7-00 p.m.  
Supper P.D. ... 6-15 p.m.  
Supper Sr. School ... 7-15 p.m.
- Tue. 17th ... I—H P. T., & Gym.,  
Competition—P.D. ... 2-30 p.m.
- Wed. 18th ... Recitation Competition  
(L-Vs & U-Vs) 4-25—5-25 p.m.
- Note : L-Vs & U-Vs will not have  
afternoon session of prep
- Sat. 21st ... I—H Quiz Competition ... 6-20 p.m.  
Supper P.D. ... 6-20 p.m.  
Supper Sr. School ... 7-20 p.m.
- Sun. 22nd ... Hockey fixtures vs. S.S. Sujampur (HP)  
cancelled

Study hours (dorms.)	12-15—1-15 p.m.
Hindi Film (for both P.D., & Sr. School)	... 2-30 p.m.
Tea (for both P.D. & Sr. School)	... 4-45 p.m.
Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

**No. 297. TELCO BUS**

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

**No. 298. CDH TABLE-WARE AND KITCHEN ITEMS**

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

**No. 299. THE HODSON RUN**

The results of the Hodson Run final held on 4th Nov. '92 are published below for record. Maj. Gen. K.K. Khurana (O.S.) gave away the prizes.

**Girls**

<b>Under—10</b>	1st Anisha Dewan (H)
	2nd Kilong Longkumar (S)
	3rd Tania Anand (N)
<b>Under—11</b>	1st Arunima Maulia (N)
	2nd Divya Bhalaik (S)
	3rd Asma Ahmed (V)
<b>Under—13</b>	1st Ravneet Sekhon (S)
	2nd Neha Dewan (H)
	3rd Dipti Chadha (H)
<b>Under—14</b>	1st Simrin Singh (V) New Record
	2nd Preneet Pannu (V)
	3rd Saroj Chauhan (V)
<b>Under—16</b>	1st Payal Singha (H)
	2nd Mitali Patel (N)
	3rd Pia Mann (V)
<b>Open</b>	1st Aarti Katoch (V)
	2nd Ashwani Nehru (S)
	3rd Hena Nagpal (H)

**Boys**

<b>Under—10</b>	1st	Karanbir Pannu (V)
	2nd	Karamjot Bedi (N)
	3rd	Mahendra Rathore (H)
<b>Under—11</b>	1st	Japjit Hundal (H)
	2nd	Dennis Ralte (V)
	3rd	Nipinder Khokhar (S)
<b>Under—13</b>	1st	Sunil Gangoti (V)
	2nd	Vinaayak Bakshi (V)
	3rd	Samundra Rathore (H)
<b>Under—14</b>	1st	Harman Dhillon (V) <b>New Record</b>
	2nd	Gurbir Pannu (V)
	3rd	Sandeep Kanwar (H)
<b>Under—16</b>	1st	Chirag Jain (S)
	2nd	Shailendra Rawat (S)
	3rd	Herain Oberoi (H)
<b>Open</b>	1st	Vijay Prakash Tewari (V)
	2nd	Kewal Virk (H)
	3rd	Manish Berwal (N)

**House Position****P.D.**

<i>House</i>	<i>Points</i>	<i>Position</i>	<i>House</i>	<i>Points</i>	<i>Position</i>
Himalaya ...	201.5	1st	Vindhya ...	163	3rd
Nilagiri ...	191	2nd	Siwalik ...	134	4th

**G.D.**

Himalaya ...	288	1st	Nilagiri ...	213.5	3rd
Siwalik ...	267	2nd	Vindhya ...	130.5	4th

**B.D.**

Siwalik ...	377.5	1st	Himalaya ...	304	3rd
Vindhya ...	318	2nd	Nilagiri ...	215.5	4th

**No. 300. CULTURAL CUP**

In 1993 a Cultural Cup will be introduced at the Inter House level. This will be a combined cup for BD & GD & House points will be shared equally for the Cock House between B.D. & G.D.

Points will be awarded to Houses in this order :

1st : 8 points (4+4); 2nd : 6 (3+3); 3rd : 4 (2+2); 4th : 2 (1+1). There is no requirement for the House teams to have equal representation of boys & girls.

To begin with the point system for various cultural activities will be as follows :

English Debating (S+J) : 4, 3, 2, 1.

Hindi Debating (S+J) : 2,  $1\frac{1}{2}$ , 1,  $\frac{1}{2}$ .

Dumb Charade (S+J) : 2,  $1\frac{1}{2}$ , 1,  $\frac{1}{2}$ .

Quiz (S+J) : 2,  $1\frac{1}{2}$ , 1,  $\frac{1}{2}$ .

**No. 301. MEDICAL CATEGORY**

Zorawar Singh SBD ... Cat. 'B' for cricket only.

**No. 302. CINEMA**

An English film will be shown in Barne Hall at 2-45 p.m. on Sunday, 15th November, 1992, for both P.D. and Sr. School.

Sum er B. Singh  
*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 20th November, 1992****Part I****303—304****No. 303. PROGRAMME****November**

Sat. 21st	...	I—H Quiz Competition	...	6-20 p.m.
		Supper P.D.	...	6-20 p.m.
		Supper Sr. School	...	7-20 p.m.
Sun. 22nd	...	Hockey fixtures vs. S.S. Sujapur (HP) cancelled		
		Study hours (dorms.)	12-15—1-15 p.m.	
		Hindi Film (for both P.D., & Sr. School)	...	2-30 p.m.
		Tea (for both P.D. & Sr. School)	...	4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.	
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Thu. 26th	...	Individual Boxing Tournament commences		
Sat. 28th	...	Individual Boxing Finals (Staff, Staff wives/husbands & O.S. are cordially invited to stay on for tea with the Finalists)	...	3-00 p.m.
		B.D., baths	...	6-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 29th	...	Study hour (dorms.)	12-15—1-15 p.m.	
		English Film (for both P.D., & Sr. School)	...	2-45 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. 304. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m.  
for both P.D. and Senior School on Sunday, 22nd November, 1992.

Sumer B. Singh

*Headmaster*

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 27th November, 1992****Part I**

305—314

**No. 305. PROGRAMME****November**

- Sat. 28th ... Afternoon activities cancelled  
 Individual Boxing Finals ... 3-00 p.m.  
 (Staff, Staff wives/husbands & O.S.  
 are cordially invited to stay on for  
 tea with the Finalists)  
 Tea (for both P.D., & Sr. School) ... 5-00 p.m.  
 B.D., baths ... 6-00 p.m.  
 Supper P.D. ... 6-15 p.m.  
 Supper Sr. School ... 7-15 p.m.  
 Piano Concert (Chapel) by  
 Ms Selby & Jones ... 8-00 p.m.
- Sun. 29th ... Study hour (dorms.) 12-15—1-15 p.m.  
 English Film (for both P.D., &  
 Sr. School) ... 2-45 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. 30th ... Annual Promotion Examinations commence  
 Examination period daily  
 routine comes into effect

**December**

- Fri. 4th ... Subject Reports handed in to  
 Form Staff ... 1-00 p.m.
- Sat. 5th ... House games : 1st Session 2-30—3-15 p.m.  
 2nd Session 3-15—4-00 p.m.  
 Tea P.D. ... 4-00 p.m.  
 Tea Sr. School ... 4-15 p.m.  
 B.D., baths ... 4-30 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.



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. 307. HANDING IN OF SCHOOL CLOTHING**

Children of all Departments including Day Scholars will hand in their school clothes, etc., to the House Matrons/Warden incharge of their dormitories immediately after lunch on 10th December, 1992 (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. 308. SEALING OF CLOTHING ROOMS**

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

**No. 309. STAFF—VACATION ADDRESSES**

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

**No. 310. DORMITORIES LOCKERS**

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

**No. 311. STAFF FAMILIES' RATIONS ETC., DURING VACATION**

With effect from Saturday, 12th December, 1992 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. 312. TUCKSHOP HOURS DURING VACATION**

The Tuckshop will open from 10-00 a.m. to 2-00 p.m. on Monday, Wednesday and Saturday, throughout the vacation.

**No. 313. ISSUE/SALE PRICE OF EGGS**

With effect from 1-12-1992, the Issue/Sale Price of eggs in the Tuck Shop and other School Deptts. will be Re. 1-25 per egg.

**No. 314. CINEMA**

An English film will be shown in Barne Hall at 2-45 p.m. for both P.D. and Senior School on Sunday, 29th November, 1992.

Sumer B. Singh  
*Headmaster*

## LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 30TH NOVEMBER, 1992

## Part I

315—326

**SPECIAL ORDER****Winter Vacation Arrangements—1992.****No. 315. GENERAL.***Special note for all Housemasters & Housemistresses.*

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Friday, 11th, December 1992. 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 (a) Thursday 10th Dec., 1992, Jammu/Srinagar Air Party. (b) Friday 11th December, 1992, other parties 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. Trunks/Holdalls will NOT be taken home; instead these will be kept with the matron (Ref. School Order No, 239 dated 6th Nov., 1992).

(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 Monday 7th December, 1992**. 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 Thursday, 10th December, 1992 by the School Office.

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

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

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

#### **No. 316. ESCORTS' MEETING.**

A meeting of all staff members escorting school parties will be held in the MCR on Thursday, 10th December, 1992, at 2-30 p.m. All such staff members are required to attend.

**No. 317. 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. 318. TRAVELLING DRESS.**

Children travelling in school parties will dress respectably.

**No. 319. LUGGAGE ARRANGEMENTS.**

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

Srl. No.	School Party
2	Bombay Central
4	† Dehradun
7	Patna
8	Jammu/Srinagar (Air)
9	Allahabad
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati (By Air)
17	Kanpur

**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).

(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 Suitcases 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 Monday, 7th December, 1992 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 children travelling in Jammu/Srinagar Air Party must be ready at BD Quad at 8-00 a.m. sharp on 10th December, 1992.

Luggage of all children travelling in Bombay, Calcutta, Patna and Delhi A, B, C, parties must be ready at the B.D. Quad. **latest by 8-00 p.m. on 10th December, 1992 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, if needed.** Children travelling by Shatabadi Express & by AC Chair Cars must keep the luggage to the minimum. No Trunks/Holdalls will be accepted in the train.

(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 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 11-12-1992. 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 luggage 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 Suitcases/bag 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 handbags, 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 luggage in one trip. The trucks may leave B.D. Quad. at 10-00 p.m. 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. 320. 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. 321. 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 party will be at 12-00 noon, and the Senior School, at 12-45 p.m. on **home day**.

(c) **Tea:**—Bread/Sandwiches and tea will be served in the CDH at 4-00 p.m. for members of the Allahabad and Kanpur parties.

(d) **Supper Packets:**—Supper packets (all vegetarian) will be arranged by the school for all children going in Allahabad and Kanpur 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
Allahabad	... Mr. S.P. Verma	10
Kanpur	... Dr. Gupta	30

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., 1992.

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. 322. 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. 323. WALKING DOWN TO KALKA [BOYS]**

No one will walk down to Kalka.

**No. 324. RAIL TICKETS FOR SCHOOL PARTIES.**

Tickets for the school parties will be collected by the escorts from the School office on Thursday, 10th December, 1992, after the escorts meeting.

**No. 325. SANAWAR/KALKA DEPARTURE ARRANGEMENTS**

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Thursday, 10th December, and Friday 11th December, 1992 :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts &amp; families) Transport</i>
on 10-12-92			
Jammu/Srinagar	8-30 a.m.	9-00 a.m.	11 School Telco Bus
on 11-12-92			
Delhi A	3-00 a.m.	3-30 a.m.	62 Chartered Buses
Delhi B	—do—	—do—	58 " "
Delhi C	—do—	—do—	60 " "
Calcutta	—do—	—do—	47 " "
Patna	—do—	—do—	13 " "
Bombay Central	—do—	—do—	33 " "
Dehradun	5-00 a.m.	5-30 a.m.	19 School Telco Bus
Chandigarh	8-00 a.m.	8-30 a.m.	29 " "
Gauhati	1-30 p.m.	2-00 p.m.	11 C.Buses/Tel. Bus
Allahabad	6-00 p.m.	6-30 p.m.	9 " "
Kanpur Central	—do—	—do—	25 " "

3. **Jammu/Srinagar Air party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp on 10th Dec., 1992. After reaching Chandigarh Airport the party will catch Flight No. IC—421.
4. **Delhi A, B and C parties** will leave Sanawar at 3-30 a.m. in Chartered Buses to Kalka. From there they will catch Shatabadi Express, leaving at 0545 hrs. in AC Chair Coaches.
5. **Patna, Bombay Central and Calcutta parties** will leave Sanawar at 3-30 a.m. sharp in Chartered Buses to Kalka. From there they will travel by Shatabadi Express, leaving at 0545 hours and arriving at New Delhi at 0950 hrs. From New Delhi the Patna party will travel by 2304 AC Express at 1600 hours, in AC Chair Car. Bombay party by 2952 Rajdhani Express at 1605 hrs. and Calcutta party will travel from New Delhi by 2302 Rajdhani Express at 1715 hours, in AC Chair Car.

6. **Dehradun party** will travel in School Bus, leaving B.D. Quad. at 5-30 a.m. upto Kalka. From Kalka it will catch Kalka-Dehradun Bus, leaving at 7-15 a.m.
7. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp.
8. **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.
9. **Allahabad and Kanpur parties** will travel in TELCO Bus to Kalka and onward by 2312 Dn. Kalka—Delhi—Howrah Mail, in train service, by 1st class and 2nd class sleeper respectively.
10. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—including the escorts—**until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
11. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
12. The Bursar, assisted by Mr. L. D. Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

**No. 326. NEXT TERM**

The next term will begin on Saturday, 20th February 1993, and all children must be back by 5-00 p.m. on that day.

Sumer B. Singh  
Headmaster.

**LAWRENCE SCHOOL ORDERS****Sanawar Friday 4th December, 1992****Part I**

327—328

**No. 327. PROGRAMME****December**

<b>Fri.</b>	<b>4th</b>	...	Subject Reports handed in to Form Staff	...	1-00 p.m.
<b>Sat.</b>	<b>5th</b>	...	House games : 1st Session	2-30—3-15	p.m.
			2nd Session	3-15—4-00	p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-15 p.m.
			B.D., baths	...	4-30 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.
<b>Sun.</b>	<b>6th</b>	...	Rouser	...	6-30 a.m.
			House photographs B.D. :—		
			Siwalik	...	7-00 a.m.
			Himalaya	...	7-20 a.m.
			Nilagiri	...	7-40 a.m.
			Vindhya	...	8-00 a.m.
			B.D., baths	...	8-15 a.m.
			Teams' photographs	...	9-45 a.m.
			(Teams' photographs will be supervised by respective coaches)		
			G.D., photographs	...	10-15 a.m.
			P.D., photographs	...	11-30 a.m.
			Study hour (dorms.)	12-15—1-15	p.m.
			Hindi Film (for both P.D. & Sr. School)	...	2-30 p.m.
			Tea (for both P.D. & Sr. School)	...	4-45 p.m.
			Study hour (dorms.)	6-00—7-00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
<b>Mon.</b>	<b>7th</b>	...	Annual promotion examinations conclude		

		<b>Weighing &amp; Measuring G.D. :-</b>	
		Himalaya	... 2-00 p.m.
		Nilagiri	... 2-30 p.m.
		Siwalik	... 3-00 p.m.
		Vindhya	... 3-30 p.m.
		I—H hockey B.D.	... 2-30 p.m.
		Tea Sr. School	... 4-45 p.m.
		B.D., baths	... 5-15 p.m.
		Supper P.D.	... 6-00 p.m.
		Supper Sr. School	... 7-00 p.m.
Tue. 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.
		<b>Weighing &amp; Measuring B.D. :-</b>	
		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.
		<b>Weighing &amp; Measuring B.D. :-</b>	
		Siwalik	1-30-2-10 p.m.
		Vindhya	2-10-2-50 p.m.
		I—H hockey	... 2-30 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.
		Lights out	... 10-00 p.m.
Wed. 9th ...		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.
		I—H hockey	... 10-00 a.m.
		Lunch P.D.	... 12-00 noon
		Lunch Sr. School	... 1-00 p.m.
		Marks & Term Averages handed in to Form Staff	... 1-00 p.m.
		I—H hockey	... 2-30 p.m.

	Tea Sr. School	...	4-45 p.m.
	Supper P.D.	...	6-00 p.m.
	Carol Service	...	6-30 p.m.
	Supper Sr. School	...	7-20 p.m.
	Lights out	...	10-00 p.m.
Thu. 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.
	All India Talent search Scholarship Exam,	...	9-30 a.m.
	Folders handed in to House Staff	...	10-00 a.m.
	Escorts' meeting (MCR)	...	10-30 a.m.
	Lunch P.D.	...	12-00 noon
	Farewell Lunch in honour of Dr. D.C. Gupta	...	1-00 p.m.
	Promotion meeting (MCR)	...	2-15 p.m.
	Form Registers handed in to Sr. Mistress		
	Tea Sr. School	...	3-45 p.m.
	Tea P.D.	...	4-15 p.m.
	End of Term Assembly	...	4-30 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Sr. School Social	8-00-11-00	p.m.
Fri. 11th ...	<b>HOME DAY</b> (Meal timings & dispersal as per special School Orders) Reports handed in to H.M.		

**No. 328. CINEMA**

A Hindi film will be shown in Barne Hall at 2-30 p.m.  
for both P.D. and Senior School on Sunday, 6th December, 1992.

Sumer B. Singh  
*Headmaster*