

LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th January, 1995

1-24

No. 1. WELCOME

The Headmaster and Mrs. Sumer Singh welcome all children, members of the staff and their families to Sanawar, and wish 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

January

Sun. 15th	...	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.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Kit issued	... 8-00 p.m.
		Lights out	... 10-00 p.m.
Mon. 16th	...	Rouser	... 7-20 a.m.
		Breakfast Sr. School	... 8-20 a.m.
		Breakfast P.D.	... 9-00 a.m.
		1st School cancelled	
		Opening of School Assembly	... 9-00 a.m.
		Normal teaching routine resumed	
		2nd School	9-15-9-50 a.m.

	3rd School	9-55-10-30 a.m.
	4th School	10-35-11-15 a.m.
	Break	11-15-11-35 a.m.
	5th School	11-35-12-15 p.m.
	6th School	12-20-1-00 p.m.
	7th School	1-05-1-45 p.m.
	Lunch P.D.	... 12-40 p.m.
	Lunch Sr. School	... 1-50 p.m.
	Afternoon activities cancelled	
	Staff Meeting (MCR)	... 2-30 p.m.
	(P.D. & Sr. School Staff/Matrons/ Bursar/R.M.O./Catering Off./Q.M. and Eng. are required to be present)	
	Dormitories set and tidied up	
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D. baths	... 5-20 p.m.
	Evening Prep commences	6-15-7-35 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Tue. 17th ...	Rouser	... 7-00 a.m.
	Normal teaching routine	
	House Lists (B.D.) handed in to D.H.M.	... 11-20 a.m.
	Afternoon activities cancelled	
	Medical Inspection G.D. :-	
	Himalaya	2-25-2-55 p.m.
	Nilagiri	2-55-3-25 p.m.
	Siwalik	3-25-3-55 p.m.
	Vindhya	3-55-4-25 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-20 p.m.
Wed. 18th ...	Afternoon activities cancelled	
	Medical Inspection (B.D.)	
	Himalaya	2-20-3-00 p.m.
	Nilagiri	3-00-3-40 p.m.
	Siwalik	3-40-4-20 p.m.
	Vindhya	4-20-5-00 p.m.

	Tea Sr. School	... 5-00 p.m.
	B.D., baths	... 5-20 p.m.
	Evening Prep	
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-40 p.m.
Thu. 19th	... Hockey Season commences	
	Gym./Hodsons commence	
Sat. 21st	... Morning prep cancelled till further notice	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Junior English Debating Society	
	Meeting (after supper)	
Sun. 22nd	... Sunday Timings	
	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. 4. DAILY ROUTINE

With effect from Monday 16th, January, '95 and upto Tuesday 28th, February, '95 the following daily routine will be observed by the Senior School :—

Rouser	... 7-00 a.m.
M.I., G.D.	7-40—7-55 a.m.
House Inspection	... 7-45 a.m.
Breakfast Sr. School	... 8-00 a.m.
Assembly (suspended till further notice)	
1st School	8-35—9-10 a.m.
2nd School	9-15—9-50 a.m.
3rd School	9-55—10-30 a.m.
4th School	10-35—11-15 a.m.
Break	11-15—11-35 a.m.
M.I., B.D.	11-20—11-35 a.m.
5th School	11-35—12-15 p.m.
6th School	12-20—1-00 p.m.
7th School	1-05—1-45 p.m.

Lunch Sr. School	... 1-50 p.m.
Extra Classes	2-20—2-50 p.m.
Games (as per cyclostyled programme)	
Tea Sr. School	... 4-00 p.m.
B.D., baths	... 5-20 p.m.
House Inspection	... 5-55 p.m.
Evening Prep Sr. School	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.

Sunday Timings :

Rouser	... 7-30 a.m.
B.D., head baths	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea (P.D. & Sr. School)	... 4-45 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 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 17th January, 1995.

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

No. 6. NEW ADMISSIONS

These will take place on Wednesday 5th April 1995. Details will be published during the last week of March, 1995.

No. 7. LATE ARRIVALS

All late arrivals (irrespective of the Forms in which they are studying), along with explanations, if any, for late arrival are to be reported to the Headmaster by the Housemasters/Housemistresses by

17th January, 1995. They are requested to use the zeroxed forms sent to them for this purpose.

No. 8. CLOTHING

January 15th & 16th 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 case of G.D. & P.D. All this work of marking clothes must be completed by the evening of 24th January, 1995.

Clothes will be issued to **Day Scholars** in all Deptts. at 8-00 p.m. on 15th January 1995.

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

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

No. 9. STRENGTH RETURN

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

No. 10. ISSUE OF INDENTS BY QUARTERMASTER

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

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

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

No. 11. STAFF VISIT TO Q.M. STORES

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

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

No. 12. STAFF VISIT TO BURSAR

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

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

No. 13. 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. 14. 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. 15. 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.

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 Order 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. 16. FURNITURE—STAFF QUARTERS & DEPARTMENTS

Details of Furniture inventory—board 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. 17. TUCK SHOP TIMING

The Tuck Shop will observe the normal timings from 5th January, 1995.

No. 18. 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. 19. TRANSFER OF P.D. STUDENTS

All Transfer of P.D., children to Sr. School will take place on April 2, 1995. Details will be circulated later.

No. 20. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1995 by the Administrative Staff of the School.

1.	New Year's Day	...	Jan.	1st	Sunday
2.	Guru Govind Singh's Birthday	...	Jan.	7th	Saturday
3.	Republic Day	...	Jan.	26th	Thursday
4.	Shivratri	...	Feb.	27th	Monday
5.	Id-ul-Fitr	...	Mar.	3rd	Friday
6.	Holi	...	Mar.	16th	Thursday
7.	Ram Naumi	...	April	9th	Sunday
8.	Baisakhi	...	April	13th	Thursday
9.	Good Friday	...	April	14th	Friday
10.	Dr. Ambedkar's Birthday	...	April	14th	Friday
11.	Id-ul-Zuha (Bakrid)	...	May	11th	Thursday
12.	Moharram	...	June	10th	Saturday
13.	Raksha Bandhan	...	Aug.	10th	Thursday
14.	Independence Day	...	Aug.	15th	Tuesday
15.	Janam Ashtmi	...	Aug.	18th	Friday

16.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Monday
17.	Dusehra	...	Oct.	3rd	Tuesday
18.	Founder's (After Founder's)	...	Oct.	7th	Saturday
19.	Balmiki Jayanti	...	Oct.	8th	Sunday
20.	{ Diwali (except Eng. Deptt. & Printing Office)	...	Oct.	23rd	Monday
		{ Barlaj (Eng. Deptt. & P.O.)	...	Oct.	24th
21.	Guru Nanak's Birthday	...	Nov.	7th	Tuesday
22.	Christmas Day	...	Dec.	25th	Monday

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

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

With effect from 1 Jan. 95 all administrative Non-vacational staff who cannot avail administrative holidays due to their employment will be given the same number of holidays during the break following the term. These holidays will not be accumulated/carried forward. Procedure for sanction of these holidays will be the same as for casual leave.

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

No. 21. 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. 1-1-91) 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. 75/- per head even though they join the scheme during the financial year ; the benefit cover, however will commence from the date of joining the scheme.
6. *The Scheme will cover :*
 - (a) Charges for hospitalization in a general ward where investigations, nursing, treatment is part of hospitalization expenses. When the patient is referred to an out-side medical authority and hospitalization in a private nursing home 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, T.A., D.A. 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 1-1-95.

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 17-1-95

All concerned are requested to take necessary action.

No. 22. PIANO LESSON

An annual charge of Rs. 800/- is leviable to all children including Day Scholars, if they join piano lessons.

No. 23. STAFF GUEST MEALS IN C.D.H.

Staff entitled for meals in C.D.H. can have their guest for meals in C.D.H. For maintaining records in this connection a register is kept in C.D.H., 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. 24. 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 January, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 19th January, 1995

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SPECIAL ORDER

No. 25. APPOINTMENT OF PREFECTS/HELPERS

Following appointments of Prefects/Helpers have been made for 1995 :—

Head Boy	...	Cornelius Sandhu
Head Girl	...	Harneet Bedi
DHM's Assistant	...	Herain Oberoi
Senior Mistress' Assistants	...	Şabah Sheikh
		Malini Raha Ganguli
D.O.S. Assistants	...	Shivani Solanki
		Sameer Aggarwal
M.I. Prefects	...	Deepak Khurana
		Susan Ralte
<i>H.B.D.</i> House Captain	...	Visbal Goyal
School Prefect	...	Rajdeep Chimni
House Prefects	...	Karan Gupta
		Vijay Negi
<i>N.B.D.</i> House Captain	...	Sheetal Khimta
School Prefect	...	Mohd. Suhail Khan
House Prefects	...	Shivdev Brar
		Kabir Julka
<i>S.B.D.</i> House Captain	...	Shubh Mangal
School Prefect	...	Rahul Rawat
House Prefects	...	Gundeep Singh Sidhu
		Ashwini Ahuja
<i>V.B.D.</i> House Captain	...	Benji Sugathan
School Prefect	...	Aditya Arya
House Prefects	...	Dhiraj Khanna
		Anil Kumar
<i>H.G.D.</i> House Captain	...	Payal Singha
House Prefect	...	Meera Mani
<i>N.G.D.</i> House Captain	...	Geetika Bains
House Prefect	...	Jaskimran Sekhon

<i>S.G.D.</i>	House Captain	...	Yapang N. Longkumar
	House Prefect	...	Amrita Bhinder
<i>V.G.D.</i>	House Captain	...	Gitanjali Lakhota
	House Prefect	...	Natasha Kapur
	Food Prefects	...	Rahul Singh
			Arnab Dutta
			Zareer Nowrojee
			Shomeet Patel
			Amarinder Dhaliwal
			Rahul Gupta
			Amit Jain
			Jai Sud
			Manik Sidhu
			Mitali Patel
			Priyanka Narang
			Pia Mann
	Reserve Food Prefects	...	Apneet Sethi
			Pallavi Bhardwaj
			Sonal Gupta
			Jaideep Shahpuri
			Mukul Bhushan Gupta
			Kamaldeep Daing
			Ramandeep Sanghera
			Nitish Marwah
			Chander Prakash
	Games Prefects	...	David Walia
			Rupneet Sethi
			Simran Singh
	Cafeteria	...	Neel Ratan Tulsian
			Meghna Singh
	SUPW	...	Rakesh Pabil
			R. Biswas
			Mona Sharma
			Manisha Maulia
	Estate	...	Nitish Marwah
			Annu Bala
			Dashminder Oberoi
			Bhavneet Kandhari

Guests	...	Ranjit Sibia Gagandeep Singh Ahilya Akoi
Chapel	...	Durrez Ahmed Arjun Mahajan Karishma Dansingani Madivi Lalnunpari
Library	...	Nitin Gupta Charul Gupta Vrinda Bimbrawh Soumyajeet Ghosh
Socials	...	Ramandeep Sanghera Radhika Gupta
AV	...	Richa Khullar Vikram Gupta Bibanjit Dhillon Shabnam Shergill
Rural Education Centre	...	Rahul Varma Sanjay Kumar Nidhi Mahajan Lalremruati
Career Counselling	...	Pratigya Thapa Vikram Gupta
Expeditions	...	Udayvir Singh Chandraprakash Singh
Costums	...	Ruchika Puri Nayanika Matharu Sandeep Bengani Inderjit Chanda Priya Anand Henu Hora
Spic Macay & Cultural Affairs	...	Avantika Kumari

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th January, 1995**

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No. 26. PROGRAMME**January**

Sat. 21st	...	Morning prep cancelled till further notice	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Junior English Debating Society	
		Meeting (after supper)	
Sun. 22nd	...	Sunday Timings	
		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. 25th	...	Evening prep	
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-40 p.m.
		Sr. English Debating Society	
		Meeting (after supper)	
Thu. 26th	...	Republic Day—School & Administrative Holiday	
		Sunday Timings	
		Flag Hoisting (Birdwood)	... 10-30 a.m.
		Roll Call (dorms.)	... 12-30 p.m.
		Tea (for both P.D. & 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.
Sat. 28th	...	Rouser	... 7-00 a.m.
		Inter-House Quiz	... 6-15 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)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 27. DISCIPLINE : DAY SCHOLARS

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

No. 28. WEEKLY SHOES INSPECTION

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

No. 29. BIRTHDAY PARTIES

The expenditure on these parties will under no circumstance, except with the special permission of the Headmaster, exceed the sum of Rs. 125/-; House Staff and Catering Officer are requested kindly to ensure this.

No. 30. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All House Matrons / Warden, I/c C.D.H, etc. who hold stock are requested to ensure that losses on any account and dhobi shortages, as also damage done to clothing by 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. 31. SCHOOL VEHICLES

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

No. 32. 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 the 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. 33. 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 Barne 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 PD 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. 34. 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. 35 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. 36. 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 immediately and have deficiencies made up where necessary ?

No. 37. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical categories of all school children are being made, and the R.M O. 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. 38. 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. 39. ELECTRICITY CONSUMPTION

The load on the Elec. sub-station is high.

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

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

No. 40. SCHOOL AND ADMINISTRATIVE HOLIDAY

Thursday, 26th January, 1995 will be a holiday on account of Republic Day.

No. 41. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m.
for both P.D. and Senior School on Sunday, 29th January, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th January, 1995**

42—55

No. 42. PROGRAMME**January**

Sat. 28th	...	Rouser	...	7-00 a.m.
		Inter-House Quiz	...	6-15 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)	...	3-00 p.m.
		Tea (for both P.D. & Sr. School)	...	4-45 p.m.
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

February

Wed. 1st	...	Evening prep		
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-40 p.m.
		Jr. Hindi Debating Society Meeting (after supper)		
Sat. 4th	Rouser	...	7-00 a.m.
		Inter-House Jr. English Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 5th	...	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. 43. OUT OF BOUNDS

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

No. 44. COMMUNICATIONS TO OFFICE REGARDING CHILDREN

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

No. 45. LEAVE APPLICATION BY STAFF MEMBERS

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

No. 46. SCHOOL SONG BOOKS

The policy with regard to purchase of Song 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 1994 are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

No. 47. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up very high. It has, therefore,

become very necessary that we exercise the maximum possible economy in the use of all types of stationery items, including waxstencil sheets. Will all heads of Departments, Librarian and all teaching staff kindly bear this in mind before indenting/asking for issue of any stationery items. Your whole-hearted co-operation is solicited in the matter.

No. 48. DEPOSIT/RECEIPT OF CASH

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

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

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

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

No. 49. CASH FROM SCHOOL OFFICE (Cashier's Counter).

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

No. 50. SCHOOL MEDICAL HEALTH SCHEME

1. 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.

2. Members of the School Health Scheme who take treatment outside the school hospital (during the vacations) should apply for reimbursement only :

- (a) If the application is accompanied by a clearly written prescription under the letterhead of the hospital or prescribing doctor with specification of his/her qualifications.
- (b) If the doctor has an M.B., B.S. degree. No other degree will be honoured for reimbursement.

No. 51. 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 C.D.H.

No. 52. 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. 53. 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 hill.

No. 54. PORTERS AND PORTERAGE CHARGEABLE

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

Following system will therefore be observed :

- (1) All those who wish to act as porters on these dates will contact the Bursar 7 days in advance, who will issue a bandage bearing a serial number or an authority letter that will make him an authorised porter. This bandage will *not be transferable*.
- (2) These bandages or authority letters 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. 5/- 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 bandage or authority letter will be considered as trespassers 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 barrassment is caused to parents/guardians in future.

No. 55. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 29th January, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 3rd February, 1995**

56—62

No. 56. PROGRAMME**February**

Sat.	4th	...	Rouser	...	7-00 a.m.
			Afternoon prep/activities cancelled		
			Festival Hockey Match	...	3-00 p.m.
			(School will go down to watch the match)		
			Inter-House Jr. English Debate	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sun.	5th	...	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.	8th	...	Evening prep		
			Supper P.D.	...	6-30 p.m.
			Supper Sr. School	...	7-40 p.m.
			Sr. Hindi Debating Society Meeting (after supper)		
Sat.	11th	...	Rouser	...	7-00 a.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sun.	12th	...	Study hour (dorms.)	12-15—1-15	p.m.
			English Film (for both P.D. & Sr. School)	...	3-00 p.m.
			Tea (for both P.D. & Sr. School)	...	4-45 p.m.
			Study hour (dorms.)	6-00—7-00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.

No. 57. 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 15th February, 1995.

No. 58. 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. It is the responsibility of the staff concerned to enter, in the register provided, the names of their personal guests.

No. 59. TUCK SHOP FACILITIES

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

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

No. 60. BANK WORKING HOURS

The State Bank of Patiala Sanawar will be observing the following system during their working hours.

Working hours	Mon.—Fri.	: 10-00 a.m.— 2-00 p.m.
	Sat.	: 10-00 a.m.—12-00 noon

No. 61. SPORTS ITEMS FROM TUCK SHOP

Squash, Tennis, Badminton and Table Tennis rackets can be purchased by children on Tuck Shop slips, duly signed and dated

by Housemasters / Housemistresses after having carefully assessed that the need is genuine. A copy of the Tuck Shop slip *must* be sent by the House Staff to the parent concerned.

No. 62. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 5th February, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th February, 1995

63-66

No. 63. PROGRAMME**February**

Sat. 11th	...	Rouser	...	7-00 a.m.
		Last SOP till the New Academic Term commences		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 12th	...	Study hour (dorms.)	12-15—	1-15 p.m.
		English Film (for both P.D. & Sr. School)	...	3-00 p.m.
		Tea (for both P.D. & Sr. School)	...	4-45 p.m.
		Study hour (dorms.)	6-00—	7-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Tue. 14th	...	Evening prep cancelled		
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
		Sr. School Social	7-30—	9-30 p.m.
Wed. 15th	...	Evening prep		
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-40 p.m.
		'As We Met' Society Meeting (after supper)		
Thu. 16th	...	Afternoon prep/activities cancelled		
		Inter-House Hockey (G.D. & B.D.) commences		
Fri. 17th	...	Afternoon prep/activities cancelled		
		Inter-House Hockey		
Sat. 18th	...	Rouser	...	7-00 a.m.
		Afternoon prep/activities cancelled		
		Inter-House Hockey		
		No SOPs		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

Sun. 19th	No WOPs	
	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. 64. 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. 65. 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 should get in at the School Bakery and get down at Garkhal or at the St. Mary's School Kasauli halting point.
 - (b) They can get in at the St. Mary's School Kasauli halting point and get down at Garkhal or at School Bakery.
 - (c) They should not expect the Telco Bus to halt at any other point between Sanawar—Kasauli—Sanawar nor wait for it at any point between.

No. 66. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 12th February, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Saturday 11th February, 1995**

67

February**No. 67. CORRIGENDUM : PROGRAMME**

For Tuesday, 14th February, 1995, the programme will be as under, and NOT as already published in School Order No. 63 dated 10-2-95 :—

Evening prep cancelled

Supper Sr. School ... 6-30 p.m.

Supper P.D. ... 7-30 p.m.

Sr. School Social 7-30—9-30 p.m.

SUMER B. SINGH

Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 14th February, 1995

68—69

SPECIAL ORDER

No. 68. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Senior School Certificate (Class XII) Examination 1995.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Sat. 4th	...	English Elective English Core
Mon. 6th	...	Painting Sculpture
Tue. 7th	...	Physics
Thu. 9th	...	Economics
Fri. 10th	...	Psychology
Sat. 11th	...	Chemistry
Mon. 13th	...	History
Tue. 14th	...	Music Hindustani Vocal
Wed. 15th	...	Biology
Mon. 20th	...	Mathematics
Tue. 21st	...	Political Science
Wed. 22nd	...	Business Studies
Thu. 23rd	...	Home Science
Fri. 24th	...	Geography
Mon. 27th	...	Introductory Computer Science
Tue. 28th	...	Hindi Core French Core
Thu. 30th	...	Accountancy

No. 69. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Secondary School (Class X) Examination, 1995.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Mon. 6th ... English Course A

Wed. 8th ... Hindi Course B

Fri. 10th ... Science

Tue. 14th ... Social Science

Sat. 18th ... Mathematics

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th February, 1995**

70—77

No. 70. PROGRAMME**February**

Fri. 17th	...	Afternoon prep/activities cancelled Inter-House Hockey	
Sat. 18th	...	Rouser	... 7-00 a.m.
		Afternoon prep/activities cancelled Inter-House Hockey No SOPs Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 19th	...	No WOPs Study hour (dorms.) Hindi Film (for both P.D. & Sr. School) Tea (for both P.D. & Sr. School) Study hour (dorms.) Supper P.D. Supper Sr. School	12-15—1-15 p.m. ... 2-30 p.m. ... 4-45 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon. 20th	...	School winter kit comes into effect Assessment Meeting (MCR)	... 5-30 p.m.
Wed. 22nd	...	7th School cancelled Lunch P.D. Lunch Sr. School Afternoon prep/activities cancelled Hodson Run Finals Tea	... 12-00 noon ... 1-05 p.m. ... 2-30 p.m. ... 5-30 p.m.
		Note : Staff, staff wives/husbands & O.S. are cordially invited to special tea with the position holders. Supper P.D. Supper Sr. School Jr. English Debating Society Meeting (after supper)	... 6-30 p.m. ... 7-40 p.m.

Thu. 23rd	...	Normal afternoon routine	
		Mess Committee Meeting (MCR)	2-30 p.m.
Fri. 24th	...	Afternoon prep/activities cancelled	
		Inter-House Gym. Competition	... 3-00 p.m.
		Tea	... 4-45 p.m.
		B.D., baths	... 5-20 p.m.
		Normal Evening prep	
Sat. 25th	...	Rouser	... 7-00 a.m.
		Afternoon prep/activities cancelled	
		Best Gymnast Competition	... 3-00 p.m.
		Tea P.D.	... 5-00 p.m.
		Tea Sr. School	... 5-30 p.m.
Note : Staff, staff wives/husbands & O.S. are cordially invited to special tea with the Gymnasts.			
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Sr. English Debating Society Meeting (after supper)	
Sun. 26th	...	Rouser	... 7-30 a.m.
		B.D., baths	... 8-00 a.m.
		Breakfast Sr. School	... 9-15 a.m.
		House photographs (B.D.) :—	
		Himalaya	9-50-10-10 a.m.
		Nilagiri	10-10-10-30 a.m.
		Siwalik	10-30-10-50 a.m.
		Vindhya	10-50-11-10 a.m.
		Teams' photographs	11-10-11-50 a.m.
		(Teams' photographs will be supervised by respective coaches)	
		G.D., photographs	12-00—1-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		English Film (for both P.D. & Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 71. 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 up-to-date.

No. 72. 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. 73. PERFORMANCE OF MARRIAGE RITES AND RELIGIOUS CEREMONIES ON THE SCHOOL CAMPUS

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

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

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

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

No. 74. USE OF PRIVATE TRANSPORT FOR OFFICIAL PURPOSE

(1) It is brought to the notice of all concerned that the use of private transport for School Office purpose/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. 75. 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.

No. 76. COLD DRINK BOTTLES

The Chandigarh Bottling Company Unit for Cold Drinks have increased the quantity of contents and so the size of bottles has increased from 250 ml. to 300 ml. Staff have some bottles at their residences which also need to be changed. They are requested to return the bottles to the Tuck-Shop immediately.

No. 77. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 19th February, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th February, 1995**

78—83

No. 78. PROGRAMME**February**

Fri. 24th	...	Afternoon prep/activities cancelled	
		Inter-House Gym. Competition	... 3-00 p.m.
		Tea	... 4-45 p.m.
		B.D., baths	... 5-20 p.m.
		Normal Evening prep	
Sat. 25th	...	Rouser	... 7-00 a.m.
		Afternoon prep/activities cancelled	
		Best Gymnast Competition	... 3-00 p.m.
		Tea P.D.	... 5-00 p.m.
		Tea Sr. School	... 5-30 p.m.
	Note :	Staff, staff wives/husbands & O.S. are cordially invited to special tea with the Gymnasts.	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Sr. English Debating Society Meeting (after supper)	
Sun. 26th	...	Rouser	... 7-30 a.m.
		B.D., baths	... 8-00 a.m.
		Breakfast Sr. School	... 9-15 a.m.
		House photographs (B.D.) :—	
		Himalaya	9.50-10-10 a.m.
		Nilagiri	10-10-10-30 a.m.
		Siwalik	10-30-10-50 a.m.
		Vindhya	10-50-11-10 a.m.
		Teams' photographs	11-10-11-50 a.m.
		(Teams' photographs will be supervised by respective coaches)	
		G.D., photographs	12-00—1-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		English Film (for both P.D. & Sr. School)	... 3-00 p.m.

		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 27th	...	Shivratri—Holiday for Administrative Staff only.	
Tue. 28th	...	Annual Promotion Examinations commence Examination period daily routine comes into effect.	
March			
Fri. 3rd	...	Id-ul-Fitr—School & Administrative Holiday Sunday Timings	
		B.D., baths	... 8-15 a.m.
		Study hour (dorms.)	12-15—1-15 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 4th	...	Rouser	... 7-00 a.m.
		C.B.S.E. Exams. commence	
		English Elective } Class XII	... 10-30 a.m.
		English Core }	
		Staff & Upper VI photographs	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Staff Club A.G.M. & Dinner	... 7-45 p.m.
Sun. 5th	...	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. 79. PROMOTION EXAMINATION PERIOD DAILY ROUTINE

With effect from Tuesday 28th, February, '95 and upto and inclusive of Thursday 9th, March, '95 the following daily routine will be observed by the Senior School :—

Rouser	... 7-00 a.m.
Chota Hazri (dorms.)	... 7-30 a.m.
M.I., G.D.	7-40—8-00 a.m.
Morning prep (dorms.)	8-00—9-00 a.m.
Breakfast P.D.	... 8-00 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-45 a.m.
M.I., B.D.	10-00—10-20 a.m.
Exams.	10-30—1-30 p.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-35 p.m.
Afternoon prep (dorms.)	3-00—4-00 p.m.
Tea Sr. School	... 4-15 p.m.
Tea P.D.	... 4-30 p.m.
B.D., baths	... 5-00 p.m.
House Inspection	... 5-50 p.m.
Evening prep (dorms.)	6-00—7-20 p.m.
Supper P.D.	... 6-30 p.m.
Supper Sr. School	... 7-30 p.m.
House Inspection	... 8-30 p.m.
Study bell	... 8-40 p.m.
Lights out	... 10-00 p.m.

Note : Revised M.I. Timings are applicable only for the duration of the Promotion Examination period.

No. 80. NETS

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

No. 81. 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. 82. ADMINISTRATIVE HOLIDAY

Monday, 27th February, 1995 will be observed as a holiday by the Administrative Staff on account of Shivratri.

No. 83. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 26th February, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 2nd March, 1995

84—89

No. 84. PROGRAMME

March

Fri.	3rd	...	Id-ul-Fitr—School & Administrative Holiday Sunday Timings B.D., baths		
				...	8-15 a.m.
			Study hour (dorms.)	12-15—1-15	p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	4-30 p.m.
			Study hour (dorms.)	6-00—7-00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Sat.	4th	...	Rouser	...	7-00 a.m.
			C.B.S.E. Exams. commence		
			English Elective	} Class XII	...
			English Core		10-30 a.m.
			Staff & Upper VI photographs	...	5-30 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
			Staff Club A.G.M. & Dinner	...	7-45 p.m.
Sun.	5th	...	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.	6th	...	Painting } Sculpture } Class XII	...	10-30 a.m.
			English Course A—Class X	...	10-30 a.m.
Tue.	7th	...	Physics—Class XII	...	10-30 a.m.
Wed.	8th	...	Hindi Course B—Class X	...	10-30 a.m.
Thu.	9th	...	Economics—Class XII	...	10-30 a.m.
			Annual Promotion Exams. conclude		

	Lunch Sr. School	...	1-35 p.m.
	Cricket/Hobbies sets made	...	3-00 p.m.
	SUPW (G.D.) sets made	...	3-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	B.D., baths	...	5-20 p.m.
	House Inspection	...	6-10 p.m.
	Evening prep cancelled		
	Supper P.D.	...	6-30 p.m.
	Supper Sr. School	...	7-30 p.m.
Fri. 10th	Rouser	...	7-15 a.m.
	Chota Hazri (dorms.)	...	7-50 a.m.
	M.I. G.D. (Hospital)	8-10—8-30	a.m.
	M.I. B.D. (Hospital)	8-30—8-50	a.m.
	Breakfast Sr. School	...	9-00 a.m.
	Assembly	...	9-45 a.m.
	Classes cancelled		
	Psychology—Class XII	...	10-30 a.m.
	Science—Class X	...	10-30 a.m.
	Festival Basketball Match	...	11-30 a.m.
	(Sr. School will go to watch the match)		
	Lunch Sr. School	...	1-35 p.m.
	Cricket gear issued	...	2-30 p.m.
	SUPW (B.D.) sets made	...	3-00 p.m.
	Tea Sr. School	...	4-30 p.m.
	B.D., baths	...	5-20 p.m.
	House Inspection	...	6-10 p.m.
	Evening prep cancelled		
	Supper P.D.	...	6-30 p.m.
	Supper Sr. School	...	7-30 p.m.
Sat. 11th	Rouser	...	7-15 a.m.
	M.I. G.D. (Hospital)	8-10—8-30	a.m.
	M.I. B.D. (Hospital)	8-30—8-50	a.m.
	Sr. School Breakfast	...	9-00 a.m.
	Assembly	...	9-45 a.m.
	Classes cancelled		
	Chemistry—Class XII	...	10-30 a.m.
	English Film	...	11-30 a.m.
	Lunch Sr. School	...	1-35 p.m.
	Cricket season commences		

	Games/Hobbies commence	
	Tea Sr. School	... 4-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 12th ...	B.D., baths	... 8-00 a.m.
	Marks & Term Averages handed in to	
	Form Staff	... 10-00 a.m.
	Festival Cricket Match	... 10-30 a.m.
	(School will go down to watch the match)	
	Roll Call (dorms.)	... 1-00 p.m.
	English Film (for both P.D. &	
	Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Roll Call (dorms.)	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 85. 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. 86. 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. 87 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 dog owner concerned has not reported the matter immediately to the R.M.O., strict disciplinary action will be taken against the staff member concerned.

No. 87. 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, 1995*. 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, 1996. The year for which it is valid will be found stamped on it, e.g. 1995/96.

(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 R.M.O. in writing latest by 19th March, 1995 the number of dogs they own, so as to enable the R.M.O., 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 R.M.O. will arrange for the inoculation at the School Hospital of all dogs brought to her for this purpose. The R.M.O. will notify the date and time to this effect.
- (c) After the inoculation of the dog, the R.M.O. will forward, in original, a certificate of inoculation, duly dated and signed by the R.M.O., 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 R.M.O., a certificate mentioned under (c) above from the R.M.O. must still be obtained by the owner. The R.M.O. 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 R.M.O. 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 RMO, the School Office or any one else except as stated in para 4 (d) (i) above.

No. 88. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 3rd March, 1995 will be a holiday on account of Id-ul-Fitr

No. 89. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 5th March, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th March, 1995

90—95

No. 90. PROGRAMME

March

Fri. 10th	...	Rouser	...	7-15 a.m.
		Chota Hazri (dorms.)	...	7-50 a.m.
		M.I. G.D. (Hospital)	8-10—8-30	a.m.
		M.I. B.D. (Hospital)	8-30—8-50	a.m.
		Breakfast Sr. School	...	9-00 a.m.
		Assembly	...	9-45 a.m.
		Classes cancelled		
		Psychology—Class XII	...	10-30 a.m.
		Science—Class X	...	10-30 a.m.
		Festival Basketball Match	...	11-30 a.m.
		(Sr. School will go to watch the match)		
		Lunch Sr. School	...	1-35 p.m.
		Cricket gear issued	...	2-30 p.m.
		SUPW (B.D.) sets made	...	3-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		B.D., baths	...	5-20 p.m.
		House Inspection	...	6-10 p.m.
		Evening prep cancelled		
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
Sat. 11th	...	Rouser	...	7-15 a.m.
		M.I. G.D. (Hospital)	8-10—8-30	a.m.
		M.I. B.D. (Hospital)	8-30—8-50	a.m.
		Sr. School Breakfast	...	9-00 a.m.
		Assembly	...	9-45 a.m.
		Classes cancelled		
		Chemistry—Class XII	...	10-30 a.m.
		English Film	...	11-30 a.m.
		Lunch Sr. School	...	1-35 p.m.
		Cricket season commences		
		Games/Hobbies commence		
		Tea Sr. School	...	4-00 p.m.

	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 12th ...	B.D., baths	...	8-00 a.m.
	Marks & Term Averages handed in to Form Staff	...	10-00 a.m.
	Festival Cricket Match	...	10-30 a.m.
	(School will go down to watch the match)		
	Roll Call (dorms.)	...	1-00 p.m.
	English Film (for both P.D. & Sr. School)	...	3-00 p.m.
	Tea (for both P.D. & Sr. School)	...	4-45 p.m.
	Roll Call (dorms.)	...	6-00 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Mon. 13th ...	Rouser	...	7-15 a.m.
	M.I. G.D. (Hospital)	8-10—8-30	a.m.
	M.I. B.D. (Hospital)	8-30—8-50	a.m.
	Breakfast Sr. School	...	9-00 a.m.
	Assembly	...	9-45 a.m.
	Classes cancelled		
	History—Class XII	...	10-30 a.m.
	English Film	...	11-30 a.m.
	Lunch Sr. School	...	1-35 p.m.
	Annual Exams. Marks Sheets handed in to House Staff	...	2-00 p.m.
	Normal afternoon Games/Hobbies		
	Tea Sr. School	...	4-00 p.m.
	Promotion Meeting (MCR)	...	5-30 p.m.
	Form Registers handed in to D.O.S.		
	Evening prep cancelled		
	Supper P.D.	...	6-30 p.m.
	Supper Sr. School	...	7-30 p.m.
Tue. 14th ...	New Academic Term commences		
	Original daily routine comes into effect		
	Rouser	...	6-50 a.m.
	Music Hindustani Vocal—Class XII	...	10-30 a.m.
	Social Sciences—Class X	...	10-30 a.m.
	Evening prep Sr. School	6-15—7-35	p.m.

Wed. 15th	...	Rouser	...	6-50 a.m.
		Biology—Class XII	...	10-30 a.m.
		Evening prep cancelled		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		House farewell parties for out-going Upper VI	...	8-30 p.m.
Thu. 16th	...	Holi—Holiday for Administrative Staff only		
		Rouser	...	7-30 a.m.
		1st School cancelled		
		Normal teaching routine from 2nd School onwards		
		Breakfast Sr. School	...	9-05 a.m.
Fri. 17th	...	Rouser	...	6-50 a.m.
		HM's farewell lunch for out-going Upper VI	...	1-50 p.m.
		Normal afternoon activities		
		Evening prep	6-15—7-35	p.m.
		Supper P.D.	...	6-40 p.m.
		Supper Sr. School	...	7-40 p.m.
Sat. 18th	...	Rouser	...	6-50 a.m.
		Mathematics—Class X	...	10-30 a.m.
		School farewell lunch for out-going Upper VI	...	1-50 p.m.
		Afternoon activities cancelled		
		Vasant Vihar Club Cricket Team arrives	...	4-30 p.m.
		Class X (Board Examination) post-exam. leave commences (evening onwards)		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 19th	...	Cricket 1st XI vs. Vasant Vihar Cricket Club, Delhi (home)	...	10-00 a.m.
		Proposed Games Fixtures :—		
		Cricket Electrons vs. A.P.S. Dagshai (home)		
		Cricket Colts vs. A.P.S. Dagshai (away)		
		School Basketball Teams (boys & girls) vs. Y.P.S. Mohali (away)		

Basketball (U-12 Boys & Girls vs. Y.P.S. Mohali (home))	
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. 91. DAILY ROUTINE

With effect from Tuesday 14th March '95 the following daily routine will be observed by the Senior School :—

Rouser	... 6-50 a.m.
M.I., G.D. (Birdwood School)	7-25—7-40 a.m.
House Inspection	... 7-30 a.m.
1st School	7-45—8-20 a.m.
2nd School	8-25—9-00 a.m.
Breakfast Sr. School	... 9-05 a.m.
Assembly	... 9-45 a.m.
3rd School	9-55-10-35 a.m.
4th School	10-40-11-20 a.m.
Break	11-20-11-35 a.m.
M.I., B.D. (Birdwood School)	11-20-11-35 a.m.
5th School	11-35-12-15 p.m.
6th School	12-20—1-00 p.m.
7th School	1-05—1-45 p.m.
Lunch Sr. School	... 1-50 p.m.
Extra Classes	2-20—2-55 p.m.
Games & Hobbies (as per cyclostyled programme)	
Tea Sr. School	... 4-00 p.m.
B.D., baths	... 5-20 p.m.
House Inspection	... 5-55 p.m.
Prep Sr. School	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.

Sunday Timings :

Rouser	...	7-30 a.m.
B.D., head baths	...	8-00 a.m.
Breakfast P.D.	...	8-20 a.m.
Breakfast Sr. School	...	9-15 a.m.
Lunch P.D.	...	12-30 p.m.
Lunch Sr. School	...	1-30 p.m.
Tea Sr. School	...	4-45 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.

Note : P.T. will commence from Monday 10th April '95.

No. 92. INTER HOUSE P.T./GYM. COMPETITION—1994-'95

The result of Inter House P.T./Gym. Competition held on 24th and 25th Feb., '95, 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>
Himalaya ...	147·187	1st	Siwalik ...	129·937	3rd
Nilagiri ...	144·124	2nd	Vindhya ...	125·249	4th

G.D.

Siwalik ...	119·937	1st	Nilagiri ...	101·187	3rd
Himalaya ...	114·750	2nd	Vindhya ...	94·875	4th

Best Gymnast Sr. Boys

	<i>Points</i>	<i>Position</i>
Herain Oberoi	113·00	1st
Karan Jolly	107·00	2nd
Vishal Goyal	104·00	3rd

Best Gymnast Jr. Boys

Rahul Chaudhry	123·00	1st
Ritwij Bharali	120·00	2nd
Pratap Bajwa	119·00	3rd

Best Gymnast Sr. Girls

Jaskimran Sekhon	66·00	} 1st
Harneet Bedi	66·00	
Payal Singha	62·00	3rd

Best Gymnast Jr. Girls

Neha Desai	92·50	1st
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Bani Dhillon	92'00	2nd
Mahima Mehta	88'00	3rd

Best Gymnast P.D. Boys

Yaduraj Singh Mankotia	48'00	1st
Karanvir Singh Pannu	45'00	2nd
Vivan Saigal	44'00	} 3rd
Anubhav Singla	44'00	

Best Gymnast P.D. Girls

Laxmi Jangra	58'50	1st
Deepali Sharma	52'50	2nd
Kismat Mann	48'50	} 3rd
Vibha Attri	48'50	

Certificate of P.T. Leader for Founder's awarded to—Neelakshi Thomas.

No. 93. ANNUAL CAMPS/HIKES

Camp period will extend from Sunday, 23rd April (6-00 a.m.) to Sunday, 30th April, (4-00 p.m.) 1995. 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 D.H.M.) 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 15th March, 1995. This will help office to work 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 accommodation 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 alongwith the escorts, or write on the other side of the proforma showing the list (see para 2 above), alongwith the escorts latest by 4th April 1995.
- (5) Himachal or Haryana or Punjab Govt. transport buses could be chartered, but their availability is not guaranteed. Those concerned are requested to kindly send their requirement to the Bursar latest by 15th March, 1995.
- (6) The Q.M. and Mr. Bhargawa have limited camp equipment with them, and therefore, Staff I/c of various parties are requested to contact them, at their earliest, giving list of items required by them. It is necessary to bear in mind that whatever equipment is available has to be shared.
- (7) The School Vehicles are not likely to be available for any of the parties during the camp period, since they are likely to be busy with Prep. School camp, and other School work.
- (8) Party I/c are requested to inform in writing the Housemaster / Housemistress and the House Matrons / Warden concerned at least five days in advance the names of the children going with them, and the kit that is required to be issued by the House Matrons concerned.
- (9) Any requirement with respect to kitchen utensils, aluminium plate, 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 C.D.H. will kindly consult the Bursar if there are any requests in this connection.
- (10) The total expenses during camps and hikes should be kept to the bare minimum, and should not exceed Rs. 425/- per child. 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. 94. ADMINISTRATIVE HOLIDAY

Thursday, 16th March, 1995 will be a holiday on account of Holi.

No. 95. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 12th March, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 16th March, 1995**

96—99

No. 96. PROGRAMME**March**

Fri. 17th	...	Holi—Holiday for Administrative staff only	
		Rouser	... 6-50 a.m.
		HM's farewell lunch for out-going	
		Upper VI	... 1-50 p.m.
		Normal afternoon activities	
		Evening prep	6-15—7-35 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Sat. 18th	...	Rouser	... 6-50 a.m.
		Mathematics—Class X	... 10-30 a.m.
		School farewell lunch for out-going	
		Upper VI	... 1-50 p.m.
		Afternoon activities cancelled	
		Vasant Vihar Club Cricket Team	
		arrives	... 4-30 p.m.
		Class X (Board Examination) post-exam.	
		leave commences (evening onwards)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 19th	...	Cricket 1st XI vs. Vasant Vihar	
		Cricket Club, Delhi (home)	... 10-00 a.m.
		Cricket fixtures vs. A.P.S. Dagshai (cancelled)	
		Basketball fixtures vs. Y.P.S. Mohali (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.
Mon. 20th	...	Mathematics—Class XII	... 10-30 a.m.
Tue. 21st	...	Political Science—Class XII	... 10-30 a.m.
		B.D., baths	... 5-20 p.m.

		Jr. English Debating Society Meeting	
		(after supper)	
Wed. 22nd	...	Business Studies—Class XII	... 10-30 a.m.
		Inter-House Quiz	... 6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Jr. Hindi Debating Society Meeting	
		(after supper)	
Thu. 23rd	...	Home Science—Class XII	... 10-30 a.m.
		B.D., baths	... 5-20 p.m.
Fri. 24th	...	Geography—Class XII	... 10-30 a.m.
		B.D., baths	... 5-20 p.m.
Sat. 25th	...	Rouser	... 6-50 a.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	Proposed Games Fixtures :—	
		(subject to confirmation)	
		Cricket 1st XI vs. Bang Club, Delhi (home)	
		Cricket Electrons vs. Y.P.S. Mohali (home)	
		Cricket Atoms vs. Y.P.S. Mohali (away)	
		School Basketball Teams (Boys & Girls) vs. St. Mary's School, Kasauli (home)	
		Study hour (dorms.)	12-15—1-15 p.m.
		English Film (for both P.D. & Sr. School	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Class X Board Exam. students return from post-exam. leave	
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 97. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31st MARCH 1995.

Now that all School Accounts are required to be closed on 31-3-1995 the following departments will be closed as per details given below for their stock-taking :—

- | | | | |
|------------------|-----|-----|------------------|
| (1) Tuck Shop | ... | ... | 22nd March, 1995 |
| (2) Grocery Shop | ... | ... | 22nd March, 1995 |

(3) Vegetable Shop 22nd March, 1995

The departments concerned will kindly send the deduction list to School Office latest by 19th March, 1995 (12-00 noon).

No. 98. WATER RATES

Water rate has been increased by the M.E.S. from 1st December, 1994.

Accordingly the increased water rates are as follows :—

Category A—(Quarters where water meters have been installed) Rs. 3-90 per 1000 Lits.

Category B—(Quarters where water meters have not been installed)

Single member Rs. 12/50 per month

Staff with family Rs. 36/- per month

(Rs. 12/- per head per month.)

Increased water rate will be charged to staff from the month of December, 1994 and arrears for the months of December, January and February will be charged in the months of March, April and May 1995.

No. 99. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 19th March, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th March, 1995**

100—106

No. 100. PROGRAMME**March**

Fri. 24th	...	Geography—Class XII	...	10-30 a.m.
		B.D., baths	...	5-20 p.m.
Sat. 25th	...	Rouser	...	6-50 a.m.
		Bang Club Cricket Team arrives (evening)		
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Staff Club Farewell Dinner for Mrs. & Mr. Sumer B. Singh (HM)	...	8-30 p.m.
Sun. 26th	...	Cricket 1st XI vs. Bang Club, Delhi (home)	...	10-00 a.m.
		(School will go down to watch the match)		
		Cricket fixtures vs. Y.P.S. Mohali (cancelled)		
		School Farewell Lunch (buffet) for the Headmaster	...	1-30 p.m.
		English Film (for both P.D. & Sr. School)	...	3-00 p.m.
		School Basketball Team (Boys) vs. St. Mary's School, Kasauli (home)	...	3-30 p.m.
		Tea (for both P.D. & Sr. School)	...	4-45 p.m.
		Class X Board Exam. students return from post-exam. leave	...	6-00 p.m.
		Study hour (dorms.)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 27th	...	Introductory Computer Science—Class XII	...	10-30 a.m.
Tue. 28th	...	Hindi Core } —Class XII	...	10-30 a.m.
		French Core }		
		B.D., baths	...	5-20 p.m.
Wed. 29th	...	Special Assembly for out-going Upper VI	...	9-45 a.m.

		IPSC North Zone 'B' (girls) Games	
		Representatives' Meeting	
		(A.V. Room)	... 2-30 p.m.
		Inter-House Jr. Hindi Debate	... 6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Sr. Hindi Debating Society	
		Meeting (after supper)	
		Jr. English Debating Society Meeting	
		(after supper)	
Thu.	30th	...	
		Accountancy—Class XII	... 10-30 a.m.
		B.D., baths	... 5-20 p.m.
		Evening prep	6-15—7-25 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Departure—out-going Upper VI	
		(B.D. Quad)	... 8-30 p.m.
Fri.	31st	...	
		P.D. Games fixtures vs. Welham	
		Boys School, Dehra Dun (cancelled)	
		Nilagiri House Show—	
		1st performance	... 4-30 p.m.
		(P.D. & U-IV boys to attend)	
		Note : U-IV boys will be let off 2nd session	
		of afternoon activities	
		B.D., baths (Srs.)	... 5-20 p.m.
		Normal Evening prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
April			
Sat.	1st	...	
		Rouser	... 6-50 a.m.
		Proposed P.D. Games fixtures vs.	
		Col. Brown School, Dehra Dun (away)	
		School Cricket 1st XI leaves for	
		Nabha	... 2-30 p.m.
		2nd session of afternoon activities (cancelled)	
		P.P.S. Nabha Cricket Atoms arrive	... 5-00 p.m.
		Nilagiri House Show—	
		Final performance	... 5-30 p.m.

	Supper P.D.	... 6-15 p.m.
	Supper Sr. School (after the performance)	
Sun. 2nd ...	Proposed P.D. Games fixtures vs. Hill Grange School, Dehra Dun (away) Cricket Atoms vs. P P.S. Nabha (home)	... 10-00 a.m.
	Study hour (dorms.)	12-15—1-15 p.m.
	P.P.S. Nabha Cricket Atoms leave (after lunch) Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	School Cricket 1st XI returns	... 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. 101. 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 8-4-95.

No. 102. NEW ADMISSIONS

1. New Admission are scheduled on 5-4-95.
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 5th April, 1995 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 parents 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 5-4-95 has been communicated 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, have been issued by School Office, to all concerned.

No. 103. 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 up-to-date, with all entries completed, latest by 13th April, 1995. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit work.

No. 104. 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 for such newly admitted children in their respective Houses.

No. 105. 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, 1995.

No. 106. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 26th March, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st March, 1995

107—111

No. 107. PROGRAMME

March

Fri.	31st	...	P.D. Games fixtures vs. Welham Boys School, Dehra Dun (cancelled) P.D. Games Teams leave for Dehra Dun	... 11-00 a.m.
			Nilagiri House Show— 1st performance (P.D. & U-IV boys to attend)	... 4-30 p.m.
			Note : U-IV boys will be let off 2nd session of afternoon activities	
			B.D., baths (Srs.)	... 5-20 p.m.
			Normal Evening prep	
			Supper P.D.	... 6-40 p.m.
			Supper Sr. School	... 7-40 p.m.

April

Sat.	1st	...	Rouser Cricket Electrons vs. Col. Brown School, Dehra Dun (away) T.T. (U-12 boys) vs. Col. Brown School (away) School Cricket 1st XI leaves for Nabha	... 6-50 a.m. ... 2-30 p.m.
			2nd session of afternoon activities (cancelled) P.P.S. Nabha Cricket Atoms arrive Nilagiri House Show— Final performance	... 5-00 p.m. ... 5-30 p.m.
			Supper P.D. Supper Sr. School (after the performance)	... 6-15 p.m.
Sun.	2nd	...	Cricket Atoms vs. P.P.S. Nabha (home) Cricket 1st XI vs. P.P.S. Nabha (away) Hockey Electrons vs. Col. Brown School, Dehra Dun (away) Hockey Electrons vs. Hill Grange School, Dehra Dun (away)	... 10-00 a.m.

			T.T. (U-12 boys) vs. Hill Grange School, Dehra Dun (away)	
			Study hour (dorms.)	12-15—1-15 p.m.
			P.P.S. Nabha Cricket Atoms leave (after lunch)	
			Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			School Cricket 1st XI returns from Nabha	... 6-00 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Mon.	3rd	...	Afternoon activities cancelled	
			Dormitory Movement (onwards)	... 2-30 p.m.
			P.D. Games Teams return from Dehra Dun	... 4-00 p.m.
Wed.	5th	...	New Admissions	
			Inter-House Jr. English Debate	... 6-20 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-30 p.m.
			Sr. Hindi Debating Society Meeting (after supper)	
Thu.	6th	...	Medical Inspection—New admissions (Sr. School)	... 2-30 p.m.
			B.D., baths	... 5-20 p.m.
Sat.	8th	...	Rouser	... 6-50 a.m.
			Inter-Section Poetry Recitation Competition (L-V & U-V)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	9th	...	Ram Naumi—Holiday for Administrative Staff only	
			Proposed Cricket fixtures :—	
			Cricket 1st XI vs. Y.P.S. Patiala (away)	
			Cricket Atoms vs. Y.P.S. Patiala (home)	
			Study hour (dorms.)	12-15—1-15 p.m.
			English Film (for both P.D. & Sr. School)	... 3-00 p.m.

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

No. 108. NEW ADMISSIONS

(i.e.f. : S.O. No. 102 paras (5) and (7) dated 24-3-'95)

(a) The number of New Admissions department-wise, due on 5-4-'95 will be as per following :

BD	GD	PD (Boys)	PD (Girls)
26	13	44	29

(b) Office Circular dated 22-3-'95 gives full details regarding House-wise/Class-wise break up of New Admissions due on 5-4-'95, as also the details of transfers from P.D. to B.D. and G.D.

No. 109. S.B.F. LOANS

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

No. 110. 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. 111. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 2nd April, 1995.

SUMER B. SINGH
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th April, 1995**

112—116

No. 112. PROGRAMME**April**

Sat.	8th	...	Rouser	...	6-50 a.m.
			School Cricket 1st XI leaves for Patiala	...	2-30 p.m.
			Y.P.S. Patiala Cricket Atoms arrive	...	5-00 p.m.
			Inter-Section Poetry Recitation Competition (L-V & U-V)	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-20 p.m.
Sun.	9th	...	Ram Naumi—Holiday for Administrative Staff only		
			Cricket 1st XI vs. Y.P.S. Patiala (away)		
			Cricket Atoms vs. Y.P.S. Patiala (home)	...	10-00 a.m.
			Study hour (dorms.)	12-15—1-15	p.m.
			Y.P.S. Patiala Atoms team leaves (after lunch)		
			English Film (for both P.D. & Sr. School)	...	3-00 p.m.
			Tea (for both P.D. & Sr. School)	...	4-45 p.m.
			School Cricket 1st XI returns	...	6-30 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.	10th	...	P.T. commences	6-30—7-00	a.m.
			Revised pre-classes routine comes into effect		
			Assessment Meeting (MCR)	...	5-30 p.m.
Tue.	11th	...	Inter-House Cricket commences		
			Note : Last three schools will be cut short by 5 mts. each for the duration of the tournament—11-4-95 to 19-4-95		
			Lunch P.D.	...	12-30 p.m.
			Lunch Sr. School	...	1-35 p.m.
			I—H Cricket matches	...	2-30 p.m.

		B.D., baths (after supper)	
Wed. 12th	...	I—H Cricket matches	... 2-30 p.m.
		Inter-House Sr. Hindi Debate	... 6-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		'As We Met' Society Meeting (after supper)	
Thu. 13th	...	Baisakhi—Holiday for Administrative Staff only	
		I—H Cricket matches	... 2-30 p.m.
		B.D., baths (after supper)	
Fri. 14th	...	Good Friday—School & Administrative Holiday	
		No SOPs	
		Sunday Timings	
		B.D., baths	... 8-15 a.m.
		School Cricket 1st XI vs. British High Commission XI (home)	... 10-00 a.m.
		(School will go down to watch the match)	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sat. 15th	...	Morning prep	6-40—7-35 a.m.
		Career Counselling by O.S. Society (before lunch)	
		(U-V, L-VI & U-VI to attend)	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		I—H Cricket matches	... 2-30 p.m.
		B.C.S. Shimla Cricket Teams arrive	... 5-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 16th	...	School Cricket 1st XI vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
		(School will go down to watch the match)	
		Cricket Colts vs. B.C.S. Shimla (New Field)	... 10-00 a.m.
		Roll Call (dorms.)	... 1-00 p.m.
		B.C.S. Cricket teams leave (after lunch)	

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. 113. DAILY ROUTINE

The following changes in the School daily routine will come into effect from Monday 10th April '95 :—

Rouser	... 6-00 a.m.
Chota Hazri	... 6-20 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-30 a.m.
Saturday Morning Prep	6-40—7-35 a.m.

No. 114. 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 R.M.O. (HM in special cases). This can only be sanctioned by the House Staff after due endorsement by the R.M.O.

No. 115. ADMINISTRATIVE HOLIDAYS

Thursday, 13th April, 1995 and Friday, 14th April 1995 will be holidays on account of Baisakhi and Good Friday / Dr. Ambedkar's Birthday.

No. 116. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 9th April, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**{Sanawar Wednesday 12th April, 1995****117—124****No. 117. PROGRAMME****April**

Fri. 14th	...	Good Friday—School & Administrative Holiday	
		No SOPs	
		Sunday timings	
		B.D., baths	... 8-15 a.m.
		School Cricket 1st XI vs. British High Commission XI (home)	... 10-00 a.m.
		(School will go down to watch the match)	
		Roll Call	... 1-00 p.m.
		I—H Cricket matches	... 2-30 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.
Sat. 15th	...	Morning prep	6-40—7-35 a.m.
		Career Counselling by O.S. Society (before lunch)	
		(U-V, L-VI & U-VI to attend)	
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		Cricket Atoms & Electrons leave for Shimla	... 2-30 p.m.
		B.C.S. Shimla Cricket Teams arrive	... 5-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 16th	...	Cricket Atoms & Electrons vs. B.C.S. Shimla (away)	
		School Cricket 1st XI vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
		(School will go down to watch the match)	
		Cricket Colts vs. B.C.S. Shimla (New Field)	... 10-00 a.m.
		Roll Call (dorms.)	... 1-00 p.m.

		B.C.S. Cricket teams leave (after lunch)	
		Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Cricket Atoms & Electrons return from Shimla	... 5-00 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 17th	...	Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		I—H Badminton (G.D.) commences	
		I—H Cricket matches	... 2-30 p.m.
Tue. 18th	...	Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		I—H Cricket matches	... 2-30 p.m.
Wed. 19th	...	Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-35 p.m.
		I—H Cricket matches (also conclude)	... 2-30 p.m.
		Inter-House Dumb Charades Competition (Srs.)	... 6-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Thu. 20th	...	Siwalik House Show—1st performance	... 4-30 p.m.
		(L-IV, U-IV boys & P.D. to attend)	
		Note : L-IV & U-IV boys will be let off 2nd session of afternoon activities	
		Normal Evening Prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
		B.D., baths (Jrs.)	... 8-20 p.m.
Fri. 21st	...	Siwalik House Show—Final performance	... 5-30 p.m.
		Evening prep cancelled	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.

		B.D., baths (Srs.)	... 8-20 p.m.
Sat. 22nd	...	Morning prep cancelled	
		Rouser	... 6-50 a.m.
		Classes cancelled after Milk Break	
		Afternoon activities cancelled	
		Camp preparations	
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 23rd	...	School breaks for Annual Camps/ Hikes/River Running	
Sun. 30th	...	Camping/Hiking parties return	
		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.

May

Mon. 1st	...	Summer Kit comes into effect	
		P.T. & 1st School cancelled	
		Rouser	... 7-20 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.
		Evening prep cancelled	
		Supper P.D.	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.

No. 118. 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 and DOS informed.

No. 119. EARNED LEAVE APPLICATIONS

Earned leave is now sanctioned, if due, for a minimum period of 8 days.

All applications for Earned Leave should 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 Departments will kindly explain the details of this School Order to Staff who are working in their department, and do not receive school orders.

No. 120. 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. 121. 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 quarters 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 reason for breakages, sanitary or electrical fittings missing, etc., and if found responsible, he will have to make good the same.

No. 122. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1995 as on 1-5-1995 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 13-5-1995 (3 00 p.m.)

No. 123. 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. 124. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 16th April, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st April, 1995**

125—130

No. 125. PROGRAMME**April**

Fri. 21st	...	Siwalik House Show—Final performance	...	5-30 p.m.
		Evening prep cancelled		
		Supper P.D.	...	6-40 p.m.
		Supper Sr. School	...	7-40 p.m.
		B.D., baths (Srs.)	...	8-20 p.m.
Sat. 22nd	...	Morning prep cancelled		
		Rouser	...	6-50 a.m.
		Classes cancelled after Milk Break		
		Afternoon activities cancelled		
		Camp preparations		
		Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 23rd	...	School breaks for Annual Camps/ Hikes/River Running		
Sun. 30th	...	Camping/Hiking parties return		
		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.

May

Mon. 1st	...	Summer Kit comes into effect		
		P.T. & 1st School cancelled		
		Rouser	...	7-20 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.

Evening prep cancelled

Supper P.D. ... 6-20 p.m.

Supper Sr. School ... 7-20 p.m.

No 126. HOUSE FUND 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 1995.

No 127. LIVE STOCK

Rearing of Live-stock such as buffaloes, cow, goat, sheep, pig etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service 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. 128. STUDENTS PERSONAL ACCOUNTS

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 13-5-1995. After this date, no such debit notes will be accepted, and staff concerned will have to make good for the recoveries outstanding from such students.

No. 129. DOGS AT SANAWAR

Ref. : S.O. No. 87 (4) (a) dated 2nd March 1995

All dogs owners are once again reminded to inform the R.M.O., in writing, latest by Saturday, 29th April 1995 the number of dogs they own and are due for inoculation, so as to enable the R.M.O. 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.

No. 130. MEDICAL CATEGORIES SCHOOL CHILDREN

Special Order No. 78 dated 21-2-1995 is reproduced below:-

- C 1** — In permanent category for the whole academic session. Excused all activities except T.T., Badminton on for Medical, Surgical grounds. [Seixnres, PIVD N Syndrome].
- C 2** — In permanent category for the whole academic session on account of Respiratory Tract Diseases [Bronchial Asthma]. Excused Hodsons, Long Distance Running, Swimming.
- C 3** — In permanent category for the whole academic session on Medical, Surgical grounds [Flat feet]. Excused only Long Distance Running, Hodsons.
- B 1** — In temporary category for the term/period specified. Excused Gym., Boxing & Jumps. (cases undergoing orthadontic treatment).
- B 2** — In temporary category for the term/period specified. Excused all activities.
- Cases of Fractures, Injuries, those convalescing from Viral Hepatitis, Pneumonia, after surgical procedures.
- B 3** — In temporary category for the term/period specified. Excused for a particular event. [specified].

The following have been placed in Low Medical Categories.

C 1

Arnab Dutta	...	HBD
Jashandeep S. Sekhon	...	HBD
Karanbir S. Sibia	...	HBD
Abhay Mahajan	...	NBD
Dharmendra Pahil	...	NBD
Gautam Jagannath	...	SBD
Chandra Prakash	...	VBD
Pranect Virk	...	HGD

Insha Hothi	...	NGD
Meha Khanna	...	NGD
Sabah Skeikh	...	VGD

C 2

Angad Chinna	...	HBD
Atul Sharma	...	HBD
Vikramaditya Bhatti	...	SBD
Devashish Jain	...	VBD
Raghav Khanna	...	VBD
Satchit Kapur	...	VBD
Vikramjit S. Parmar	...	VBD
Gagandeep S. Singh	...	HGD
Pavitra Mansahia	...	NGD
Ruchika Anand	...	NGD
Supriya Bali	...	SGD

C 3

Karan Swami	...	HBD
Tushar Mehta	...	VBD
Amrita Bhinder	...	SGD

B 1

Dushyant Ahuja	...	HBD
Karan Gupta	...	HBD
Prabhjot Nijjar	...	HBD
Raghvendra Gohil	...	HBD
Raghav Gupta	...	HBD
Jaiveer Singh	...	HBD
Arjun Soni	...	NBD
Gunjeet S. Sayal	...	NBD
Gaurav Raman	...	NBD
Hemant Sharma	...	NBD
Naydeep S. Randhawa	...	NBD
Rakesh Pahil	...	NBD
Ranadip Datta	...	NBD
Shivkaran Singh	...	NBD
Karan Behl	...	SBD
Bhanu Khetarpal	...	VBD
Satchit Kapur	...	VBD

Vikramjit S. Parmar	...	VBD
Y.Y. Changkija	...	VBD
Atika Singh	...	HGD
Bhavna Sodhi	...	HGD
Jasreena Nijjar	...	HGD
Swati Bhalla	...	HGD
Pavittar Mansahia	...	NGD
Preena Anand	...	NGD
Manmeet Arora	...	SGD
Supriya Bali	...	SGD
Meghla Sood	...	VGD
Maya Singh	...	VGD
Navdeep Gahunia	...	VGD
Pallavi Bhardwaj	...	VGD
Purna Arya	...	VGD
Karan Singh	...	VPDB
Bani Cheema	...	HPDG
Apeksha Jhalla	...	NPDG
Pragya Bakshi	...	VPDG
Shantanu Goyal	...	HBD

B 2

Harsimran Grewal	...	NBD
Cornelius Sandhu till 5 March 95	...	SBD
Sidharth Saraf	...	VBD
Sanil Juneja	...	VBD
Ruchika Anand	...	VBD
Daman Bhattal	...	SPDG
Abhishek Gupta	...	VPDB

B 3

Karan Singh (Excused Swimming)	...	VPDB
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The following is the list of categories (additional) to the above lists.

C 1	—	Trishakti Rana	...	SPD
C 2	—	Kartik Sharma	...	SBD
		Dhiraj Khanna	...	VBD
		Kalyani Singh	...	HPD
		Rahat Mahajan	...	SPD
		Aman Goel	...	SPD
		Vikram Agarwal	...	VPD
		Nidhi Kumar	...	HGD
		Devyani Joon	...	VPD
B 1	—	Himmat Sekhon	...	NBD
		Anuradha Chauhan	...	SGD
		Seema Bharwani	...	SGD
		Kariba Bajwa	...	VGD
B 2	—	Tsewang Norbu	...	HBD
		Jaideep Chandel	...	NBD
		Sangram Singh	...	NBD
		Shivakeshan	...	SBD
		Shiva Bhandari	...	NGD
		Vaibhav Morarka	...	NPD
		Jai Sood	...	VBD
		Samunder Singh	...	SBD
B 3	—	Saif Jaj	...	HBD

Examed excessive

Upgradations (No medical category)

		Arnab Dutta	...	HBD
		Daman Bhattal	...	SGD
		Sanil Juneja	...	VBD
		Cornelius S. Sandhu	...	SBD

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 28th April, 1995**

131

No. 131. PROGRAMME**May**

- Mon. 1st ... Summer Kit comes into effect**
 P.T. & 1st School cancelled
 Rouser ... 7-20 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.
- Tue. 2nd ... Normal routine including**
 P.T. & evening Prep resumed
 Afternoon activities cancelled
 Mess Committee Meeting (MCR) ... 2-30 p.m.
 Soccer/Hobbies sets made ... 3-00 p.m.
 Tea (Sr. School & P.D.) ... 4-30 p.m.
 B.D., baths ... 5-20 p.m.
 Supper P.D. ... 6-40 p.m.
 Supper Sr. School ... 7-40 p.m.
- Wed. 3rd ... Afternoon activities cancelled**
 Festival Soccer Match ... 3-15 p.m.
 Tea (Sr. School & P.D.) ... 4-30 p.m.
 Tea for teams ... 4-45 p.m.
 B.D., baths ... 5-20 p.m.
 Evening Prep 6-15—7-35 p.m.
 Supper P.D. ... 6-40 p.m.
 Supper Sr. School ... 7-40 p.m.
 Hindi Debating Society Meeting (Sr. & Jr.)—
 after supper
 Sr. English Debating Society
 Meeting (after supper)
- Thu. 4th ... Soccer Season commences**
- Fri. 5th ... I.P.S.C. North Zone Basketball
 Tournament (girls) at Sanawar**

Sat.	6th	...	Morning Prep	6-40—7-35 p.m.
			I.P.S.C. North Zone Basketball Tournament (girls)	
			New Admissions permitted SOPs	
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	7th	...	I.P.S.C. North Zone Basketball Tournament (girls)	
			Basketball fixtures vs. Welham Boys & Girls' School, Dehra Dun (home)—cancelled.	
			Roll call (Dorms.)	... 1-00 p.m.
			English Film (cancelled)	
			Tea (for both P.D. & Sr. School)	... 4-00 p.m.
			Basketball Zonal Tournament closing ceremony	... 5-00 p.m.
			Study hour (dorms.)	6-15—7-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-30 p.m.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 5th May, 1995**

132—140

No. 132. PROGRAMME**May**

- Fri. 5th ... I.P.S.C. North Zone Basketball
Tournament (girls) at Sanawar
B.D. Baths ... 5-20 p.m.**
- Note :** Details of the Tournament are
being circulated separately
- Sat. 6th ... Morning Prep 6-40—7-35 a.m.**
**I.P.S.C. North Zone Basketball
Tournament (girls)
New Admissions permitted SOPs
Supper P.D. ... 6-15 p.m.**
Supper Sr. School ... 7-15 p.m.
- Sun. 7th ... I.P.S.C. North Zone Basketball
Tournament (girls)
Basketball fixtures vs. Welham
Boys & Girls' Schools, Dehra Dun
(home)—cancelled.
Roll call (Dorms.) ... 1-00 p.m.**
**English Film (cancelled)
Tea (for both P.D. & Sr. School) ... 4-00 p.m.**
**Basketball Zonal Tournament—
Closing Ceremony ... 5-00 p.m.**
- Note :** Staff. Staff wives/husbands &
O.S. are cordially invited to
special tea with the Basketball Teams.
Venue : Staff Tennis Courts.
Study hour (dorms.) 6-15—7-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-30 p.m.
- Mon. 8th ... Out-station Basketball Teams
leave (after breakfast)
School Hockey 1st XI leaves for
Sainik School, Kapurthala ... 10-00 a.m.**

		Inter-House Basketball (B.D.)— postponed	
		Individual Tennis (B.D.) Matches commence	
Tue. 9th	...	I.P.S.C. Zonal Hockey Tournament (boys) at Kapurthala—9-5-95 to 12-5-95.	
		B.D. Baths	... 5-20 p.m.
Wed. 10th	...	SUPW	3-00—4-00 p.m.
		Evening Prep	6-15—7-35 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-40 p.m.
		Hindi Debating Society Meeting (Sr. & Jr.)—after supper.	
Thu. 11th	...	Id-ul-Zuha—Holiday for Administrative Staff only	
		B.D. Baths	... 5-20 p.m.
		Assessment Meeting	... 5-30 p.m.
Fri. 12th	...	Vindhya House Show—1st performance (P.D. & L-IV/U-IV boys to attend)	... 4-30 p.m.
		Note : L-IV & U-IV boys will be let off 2nd Session of afternoon activities	
		B.D. baths (Srs.)	... 5-20 p.m.
		Normal Evening Prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Sat. 13th	...	Morning Prep	6-40—7-35 a.m.
		Vindhya House Show— Final performance	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 14th	...	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. 133. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—10th December 1995, to the Bursar not later than 10th June, 1995.

No. 134. 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 stations. 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. 135. 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. 136. 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 R.M.O., 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. 137. MATERNITY CASES

In view of lack of proper medical staff and hospital equipment facilities in School Hospital, it is again notified to all categories of Staff that maternity cases cannot be undertaken in staff-quarters or in School Hospital; the employee concerned is, therefore, requested to contact, and fix up all relevant details well in time, as also for pre-natal and post-natal care, with any of the following medical authorities :

1. Cantonment Hospital, Kasauli.
2. Primary Health Centre, Dharampur (H.P.)
3. District Hospital, Solan (H.P.)

No. 138. ECONOMY IN WATER CONSUMPTION

The School water consumption is still exceeding the supply. All concerned, and in particular CDH and House Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes, etc., etc., to the Engineer *immediately* that come to their notice. *Particular attention should also be paid to taps being turned off in CDH, bath houses and wash houses.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to a minimum.

No. 139. MEDICAL CATEGORIES

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

Upgradations :

Trishakti Rana	...	SPD
Rahat Mahajan	...	SPD
Atul Sharma	...	HBD
Satchit Kapoor	...	VBD [Upgraded from C 2 Remains in B 1]
Jai Sood	...	VBD
Ashishek Gupta	...	VBD

Down Gradations :

Ahilya Akoi	...	VGD (B 2)
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Jaskimran Sekhon ... NGD (B 2)
Mahinder Singh ... HPD (B 2)
Shantanu Goyal ... HBD (B 2)

Note : Those in category B 1 (Orthodontic cases) will be excused
Boxing only.

No. 140. ADMINISTRATIVE HOLIDAY

Thursday, 11th May, 1995 will be a holiday on account
of Id-ul-Zuha.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 12th May, 1995**

141—145

No. 141. PROGRAMME**May**

Fri. 12th	...	Vindhya House Show—1st 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		
		B.D. baths (Srs.)	...	5-20 p.m.
		Normal Evening Prep		
		Supper P.D.	...	6-40 p.m.
		Supper Sr. School	...	7-40 p.m.
Sat. 13th	...	Morning Prep	6-40—	7-35 a.m.
		Vindhya House Show—		
		Final performance	...	5-30 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School (after the performance)		
Sun. 14th	...	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. 15th	...	Inter-House Table-Tennis (B.D.) commences		
Wed. 17th	...	SUPW	3-00—	4-00 p.m.
		Inter-House Quiz	...	6-30 p.m.
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
		Hindi Debating Society Meeting (Jr. & Sr.)—after supper		
		'As We Met' Society Meeting (after supper)		

Sat	20th	...	Morning Prep	6-40--7-35 a.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Sr. English Debating Society Meeting (after supper)	
Sun.	21st	...	School Basketball fixtures vs. Y.P.S. Patiala (away)--cancelled	
			Study hour (dorms.)	12-15--1-15 p.m.
			English Film (for both P.D. & Sr. School)	... 3-00 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00--7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 142. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Wednesday, 14th June 1995.

No. 143. TRAVELLING ARRANGEMENTS DURING VACATIONS : LUGGAGE

(Ref : School Order No. 134 dated 5th May, 1995)

In order to keep the luggage being taken by children for the vacations to a minimum, one suitcase (size 24") and one Air Bag will be permitted.

Dry cleaning/repairs of quilts/woollens etc. will be the responsibility of the Q.M. Matrons should coordinate between the children and the Q M

No. 144. MONTHLY ISSUE OF KEROSENE OIL

We have received a circular from District Food and Supplies Controller, Solan, to say that the under-mentioned instructions with regard to monthly issue of Kerosene Oil are to be strictly followed.

1. Family with no L.P.G. Connection ... 10 Ltr. per month
2. Family with L.P.G. Connection with one cylinder ... 5 Ltr. per month
3. Family with L.P.G. Connection with two cylinders ... No Kerosene Oil

No. 145. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m.
for both P.D. and Senior School on Sunday, 14th May, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 19th May, 1995**

146—152

No. 146. PROGRAMME**May**

Sat. 20th	...	Morning Prep	6-40—7-35 a.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Sr. English Debating Society Meeting (after supper)	
Sun. 21st	...	School Basketball fixtures vs. Y.P.S. Patiala (away)—cancelled	
		Study hour (dorms.)	12-15—1-15 p.m.
		English Film (for both P.D. & Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 22nd	...	Inter-House Basketball (G.D.) commences	
Wed. 24th	...	SUPW	3-00—4-00 p.m.
		Inter-House Sr. English Debate	... 6-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Thu. 25th	...	Inter-House Tennis (B.D.) commences	
		Hindi Debating Society Meeting (Jr. & Sr.)—after supper	
Fri. 26th	...	Himalaya House Show—1st 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	
		B.D. baths (Srs.)	... 5-20 p.m.
		Normal Evening Prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.

Sat. 27th	...	Morning Prep	6-40--7-35 a.m.
		Last SOPs of the Term	
		Himalaya House Show--Final	
		performance	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 28th	...	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. 147. SUMMER VACATION

The School will close on Thursday, 15th June, 1995 for the summer vacation, and will reopen on Tuesday, 1st August '95 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. 148. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Friday, 16th June, 1995 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 :-

Tuck shop and Vegetables & Fruit shop

The Tuck shop and the vegetable and fruit shop 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. 149. SWEEPERS' OFFS

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

Sweepers attached to dormitories or kitchen will inform, well in time, about their 'offs' to their respective Heads of the Deptt. Changes in the 'offs' will normally be not done and in any case not without the consent of their Heads of Deptt.

No. 150. STOCK REQUIREMENTS—SECOND TERM 1995

All stock-holders will please send in their requirements for the **Second Term** of 1995 [1st August to 10th Dec. '95], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1995. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

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

No. 151. CAMPING EQUIPMENT

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 times the 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. 152. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 21st May, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 26th May, 1995**

153—154

No. 153. PROGRAMME**May**

Sat. 27th	...	Morning Prep	6-40—7-35 a.m.
		Last SOPs of the Term	
		Himalaya House Show—Final	
		performance	... 5-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance)	
Sun. 28th	...	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. 29th	...	Inter-House Basketball (G.D.)	
		commences	
Wed. 31st	...	SUPW	3-00—4-00 p.m.
		Inter House Hindi Kavya Path	... 6-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.

June

Thu. 1st	...	Inter-House Badminton (B.D.)	
		commences	
Sat. 3rd	...	Morning Prep	6-40—7-35 p.m.
		Career counselling (for U-Vs)—	
		after breakfast	
		Inter-Section English Poetry	
		Recitation Competition	
		(L-IV & U-IV)	... 6-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sun. 4th ...	Career-counselling (for U-Vs)— after breakfast	
	No SOPs/WOPs	
	Study hour (dorms.)	12-15—1-15 p.m.
	English Film (for both P.D. & Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 154. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m.
for both P.D. and Senior School on Sunday, 28th May, 1995.

C.B. Abraham
Offg. Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, FRIDAY, 2ND JUNE, 1995

Part I

155—166

SPECIAL ORDER

Summer Vacation Arrangements—1995.

No. 155. GENERAL.

Special note for all Housemasters & Housemistresses.

Immediately on receipt of this Special Order please check that children not included in any school party will be travelling under private arrangements. 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 Thursday, 15th, June, 1995. (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 Jammu & Gauhati (Air) parties will leave on Wednesday, 14th June, 1995, and rest on Thursday 15th June, 1995 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** Trunks/ Holdalls will NOT be taken home; instead these will be kept with the Matrons concerned. Only one suitcase and one Air bag will be permitted to be taken home.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the children concerned) must be sent to the Bursar well in advance, and **in no case later than Thursday 8th June, 1995**. 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 Wednesday, 14th June, 1995 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 over the money 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. 156. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Wednesday, 14th June, 1995, at 3-00 p.m. All such staff members are required to attend.

No. 157. 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. 158. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 159. 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
7	Patna
8	Jammu
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati (By Air)

} **Special note :**

} Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully.

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

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, 12th June, 1995 of the number of packages (luggage) to be collected from their quarters.

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

(v) Luggage of all children travelling in School parties must be ready at the B.D. Quad. **latest by 6-00 p.m. on 14th June, 1995 to be transported to Kalka railway station.** Children travelling in School parties must keep the luggage to the minimum. **No Trunks/ Holdalls will be accepted in the School parties.**

(vi) Luggage of all children going in **Chandigarh party** must be ready at **B.D. Quadrangle by 7-00 a.m. on 15-6-1995.** The Quarter-master will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Telco Bus.

(vii) The 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/bags 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 DCM Toyota may be used if necessary to cart the luggage to Kalka. 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. 160. 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. 161. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

(a) **Breakfast:**—P.D., and Chandigarh party will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m. on 15-6-95.

(b) **Supper Packets** :—Supper packets (all vegetarian) will be arranged by the school for all children going in Jammu and Gauhati parties. These will be issued in Gaskell Hall half an hour before the party leaves Sanawar for Kalka, in a basket. 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 school party (including packets for the escort and his family members). It will be the personal responsibility of the 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 basket handed over to Mr. Nand Kishore after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of Supper packets
Jammu ...	Mr. Sukhvinder Singh	20
Gauhati ...	Mr. Pran Nath	10

The Quartermaster will arrange for the issue of baskets of appropriate size to the I/c C.D.H. at 9-30 a.m. 14-6-1995.

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 party in question.

Quartermaster's 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 basket to the escort 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. 162. 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. 163. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 164. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on Wednesday, 14th June, 1995, after the escorts meeting.

No. 165. SANAWAR/KALKA DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Wednesday, 14th June, 1995 and Thursday, 15th June, 1995 :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
on 14-6-1995				
Jammu	7-00 p.m.	7-30 p.m.	20	School Telco Bus
Gauhati	—do—	—do—	10	„ „
on 15-6-1995				
Delhi A	3-00 a.m.	3-30 a.m.	35	Chartered Buses
Delhi B	—do—	—do—	47	„ „
Delhi C	—do—	—do—	41	„ „
Calcutta	—do—	—do—	41	„ „
Patna	—do—	—do—	25	„ „
Bombay Central	—do—	—do—	21	„ „
Chandigarh	7-30 a.m.	8-00 a.m.	12	School Telco Bus

3. **Jammu party** will travel by School Telco Bus, leaving BD Quad. at 7-30 p.m. sharp on 14th June, 1995 upto Kalka and onward by 4587 Chandigarh Express at 2110 hrs. in train service 2nd class sleeper coach, on 14th June, 1995.
4. **Gauhati party** will travel by Telco Bus from B.D. Quad. to Kalka. From Kalka it will travel by 2312 Dn. Kalka—Delhi—Howrah Mail at 2330 hrs. in train service, 2nd class sleeper coach, on 14th June, 1995.
5. **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.
6. **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 2402 Shramjive Express at 1320 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 3 Tier AC Sleeper Coaches.
7. **Chandigarh party** will travel by School Telco Bus, leaving BD Quad. at 8-00 a.m. sharp.
8. 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.
9. 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.
10. 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. 166. NEXT TERM

The next term will begin on Tuesday, 1st August 1995, and all children must be back by 5-00 p.m. on that day.

C.B. Abraham
Offg. Headmaster.

LAWRENCE SCHOOL ORDERS**Sanawar Friday 2nd June, 1995**

167

No. 167. PROGRAMME**June**

Sat.	3rd	...	Morning Prep	6-40—7-35 a.m.
			Career counselling (for U-Vs)— after breakfast	
			Musical Play—1st 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.	
			Inter-Section English Poetry Recitation Competition	
			(L-IV & U-IV)	... 6-30 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-30 p.m.
Sun.	4th	...	Career counselling (for U-Vs)— after breakfast	
			No SOPs/WOPs	
			Study hour (dorms.)	12-15—1-15 p.m.
			English Film (cancelled)	
			Tea (for both P.D. & Sr. School)	... 4-30 p.m.
			Musical Play—final performance	... 6-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School (after the performance)	
Mon.	5th	...	Games Committee Meeting (MCR)	... 2-30 p.m.
Wed.	7th	...	SUPW	3-00—4-00 p.m.
			I—H Dumb Charades	
			Competition (Jrs.)	... 6-30 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-30 p.m.
Thu.	8th	...	Soccer House Practice as under :—	
			Siwalik	3-00—4-00 p.m.
			Vindhya	4-15—5-15 p.m.
			Weighing & Measuring (B.D.) :—	
			Himalaya	3-00—3-45 p.m.
			Nilagiri	4-15—5-00 p.m.

		NBD & VBD (1st session hobbies)	3-00—4-00 p.m.
		HBD & SBD (2nd session hobbies)	4-15—5-15 p.m.
Fri.	9th ...	Soccer House practice as under :—	
		Himalaya	2-45—3-45 p.m.
		Nilagiri	4-00—5-00 p.m.
		Weighing & Measuring (B.D.) :—	
		Siwalik	2-45—3-30 p.m.
		Vindhya	4-00—4-45 p.m.
		NBD & VBD (1st session hobbies)	2-45—3-45 p.m.
		HBD & SBD (2nd session hobbies)	4-00—5-00 p.m.
		Tea	3-45—4-15 p.m.
		P.D. Show—1st 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	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Sat.	10th ...	Morning Prep	6-40—7-35 a.m.
		Assessment Meeting (MCR)	... 2-30 p.m.
		Term Averages & Subject Reports	
		handed in to Form Staff	... 2-30 p.m.
		Afternoon activities cancelled	
		Tea Sr. School	... 4-00 p.m.
		P.D. Show—final performance	... 6-00 p.m.
		Supper Sr. School	... 7-45 p.m.
		P.D. Green Room Party	... 8-30 p.m.
Sun.	11th ...	Rouser	
		I—H Soccer (1st session)	6-00—7-10 a.m.
		I—H Soccer (2nd session)	7-15—8-25 a.m.
		No SOPs/WOPs	
		B.D., baths	... 8-25 a.m.
		Roll Call (dorms.)	... 1-00 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.
		Roll Call (dorms.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Mon. 12th	...	I—H Soccer	6-00—7-10 a.m.
		Normal teaching routine	
		Folders handed into House Staff	... 2-30 p.m.
		Form Registers handed into	
		Dean of Studies	... 3-00 p.m.
		Afternoon activities cancelled	
		Weighing & Measuring (G.D.) :--	
		Himalaya	3-00—3-30 p.m.
		Nilagiri	3-30—4-00 p.m.
		Siwalik	4-15—4-45 p.m.
		Vindhya	4-45—5-15 p.m.
		I—H Soccer	5-00—6-15 p.m.
		Evening Prep cancelled	
		Roll Call (dorms.)	... 6-30 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Tue. 13th	...	I—H Soccer (1st session)	6-00—7-10 a.m.
		I—H Soccer (2nd session)	7-15—8-25 a.m.
		1st & 2nd Schools cancelled	
		Normal teaching routine after breakfast	
		Founders Meeting (MCR)	... 2-30 p.m.
		Afternoon activities cancelled	
		Rest period (dorms.)	2-30—4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		B.D., baths	... 5-20 p.m.
		Evening Prep cancelled	
		Roll Call (dorms.)	... 6-15 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Staff Club Dinner	... 8-00 p.m.
Wed. 14th	...	Rouser	... 7-30 a.m.
		Breakfast P.D.	... 8-30 a.m.
		Breakfast Sr. School	... 9-30 a.m.
		End of Term Assembly followed by	
		Annual Prize Giving (Barne Hall)	... 11-00 a.m.
		Buffet Lunch for P.D. & Sr. School	... 1-15 p.m.
		Escorts' Meeting (MCR)	... 2-30 p.m.

	Tea P.D.	...	3-30 p.m.
	Tea Sr. School	...	4-00 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Sr. School Social (Barne Hall)		8-00-11-00 p.m.
Thu. 15th ...	HOME DAY		
	(Meal timings & dispersal as per		
	Special School Orders)		
	Reports handed in to H.M.		

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 9th June, 1995**

168—169

No. 168. PROGRAMME**June**

Fri. 9th ...	Soccer House practice as under :—	
	Himalaya	2-45—3-45 p.m.
	Nilagiri	4-00—5-00 p.m.
	Weighing & Measuring (B.D.) :—	
	Siwalik	2-45—3-30 p.m.
	Vindhya	4-00—4-45 p.m.
	NBD & VBD (1st session hobbies)	2-45—3-45 p.m.
	HBD & SBD (2nd session hobbies)	4-00—5-00 p.m.
	Tea	3-45—4-15 p.m.
	P.D. Show—1st 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	
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sat. 10th ...	Morning Prep	6-40—7-35 a.m.
	Assessment Meeting (MCR)	... 2-30 p.m.
	Term Averages & Subject Reports handed in to Form Staff	... 2-30 p.m.
	Afternoon activities cancelled	
	Tea Sr. School	... 4-00 p.m.
	P.D. Show—final performance	... 6-00 p.m.
	Supper Sr. School	... 7-45 p.m.
	P.D. Green Room Party	... 8-30 p.m.
Sun. 11th ...	Rouser	
	I—H Soccer (1st session)	6-00—7-10 a.m.
	I—H Soccer (2nd session)	7-15—8-25 a.m.
	No SOPs/WOPs	
	B.D., baths	... 8-25 a.m.
	Roll Call (dorms.)	... 1-00 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.

	Roll Call (dorms.)	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 12th ...	I—H Soccer	6-00—7-10 a.m.
	Normal teaching routine	
	Folders handed into House Staff	... 2-30 p.m.
	Form Registers handed into Dean of Studies	... 3-00 p.m.
	Afternoon activities cancelled	
	Weighing & Measuring (G.D.) :—	
	Himalaya	3-00—3-30 p.m.
	Nilagiri	3-30—4-00 p.m.
	Siwalik	4-15—4-45 p.m.
	Vindhya	4-45—5-15 p.m.
	I—H Soccer	5-00—6-15 p.m.
	Evening Prep cancelled	
	Roll Call (dorms.)	... 6-30 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Tue. 13th ...	I—H Soccer (1st session)	6-00—7-10 a.m.
	I—H Soccer (2nd session)	7-15—8-25 a.m.
	1st & 2nd Schools cancelled	
	Normal teaching routine after breakfast	
	Founders Meeting (MCR)	... 2-30 p.m.
	Afternoon activities cancelled	
	Rest period (dorms.)	2-30—4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-20 p.m.
	Evening Prep cancelled	
	Roll Call (dorms.)	... 6-15 p.m.
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Staff Club Dinner	... 8-00 p.m.
Wed. 14th ...	Rouser	... 7-30 a.m.
	Breakfast P.D.	... 8-30 a.m.
	Breakfast Sr. School	... 9-30 a.m.
	End of Term Assembly followed by Annual Prize Giving (Barne Hall)	... 11-00 a.m.

	Buffet Lunch for P.D. & Sr. School	...	1-15 p.m.
	Escorts' Meeting (MCR)	...	2-30 p.m.
	Tea P.D.	...	3-30 p.m.
	Tea Sr. School	...	4-00 p.m.
	Supper P.D.	...	6-00 p.m.
	Supper Sr. School	...	7-00 p.m.
	Sr. School Social (Barne Hall)	8-00-11-00	p.m.
Thu. 15th	...	HOME DAY	
		(Meal timings & dispersal as per	
		Special School Orders)	
		Reports handed in to H.M.	

No. 169. ADMINISTRATIVE HOLIDAY

Saturday, June 10, 1995, will be a holiday on account of Moharram.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Monday 31st July, 1995****170—190****No. 170. WELCOME**

The Officiating Headmaster welcomes all students, staff and their families to the Founder's term.

No. 171. PROGRAMME**August**

Tue. 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.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Kit issued	... 8-00 p.m.
	Lights out	... 10-00 p.m.
Wed. 2nd ...	P.T. cancelled	
	Rouser	... 7-30 a.m.
	1st & 2nd School cancelled	
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Opening of Term Assembly	... 9-40 a.m.
	Normal teaching routine resumed from 3rd school onwards	
	Lunch P.D.	... 12-50 p.m.
	Lunch Sr. School	... 1-50 p.m.
	Afternoon activities cancelled	
	Sr. School 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	... 5-30 p.m.
	Evening Prep cancelled	
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.

Thu. 3rd ...	Rouser	... 6-00 a.m.
	P.T. resumed	
	Normal teaching routine	
	Practice Exams. for classes X & XII commence	
	Afternoon activities cancelled	
	Weighing & measuring B.D. :—	
	Himalaya	2-20—3-00 p.m.
	Nilagiri	3-00—3-40 p.m.
	Siwalik	3-40—4-20 p.m.
	Vindhya	4-20—5-00 p.m.
	Tea Sr. School	... 5-00 p.m.
	B.D., baths	... 5-30 p.m.
	Evening Prep cancelled	
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
Fri. 4th ...	Afternoon activities cancelled	
	'Body Snatching' (Barne Hall)	... 2-30 p.m.
	Athletics sets made (B.D., pavement)	... 3-30 p.m.
	Weighing & measuring (G.D.) :—	
	Himalaya	3-30—4-00 p.m.
	Nilagiri	4-00—4-30 p.m.
	Siwalik	4-40—5-10 p.m.
	Vindhya	5-10—5-40 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	B.D., baths	... 5-25 p.m.
	Evening Prep resumed	6-20—7-35 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
	Hindi Debating Society Meeting (Jr. & Sr.) after Supper	
Sat. 5th ...	Morning prep	6-40—7-35 a.m.
	Founder's/Soccer/Athletics programme comes into effect	
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Jr. English Debating Society Meeting (after Supper)	

Sun. 6th ...	Sunday Timings	
	All India Talent Search Exam. at Sanawar	
	Study hour (dorms.)	12-15—1-15 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	English Film (for both P.D. & Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 172. FOUNDER'S DUTIES—1995

Athletics BD	...	I/c Mr. S. Mukherji, M/s R.T. Williams, Daljinder Singh, C.V. Lonappan, N.C. Barwala & H. Singh.
GD	...	I/c Mrs. U. Pande, Mrs. R. Vashisht & Mrs. S. Gupta.
PD	...	I/c Mr. G. Ahlawat & Mrs. S. Khanna.
Colours Parade	...	M/s Sukhvinder Singh, A.C. Chauhan, B. C. Katoch & Mr. Dharam Pal.
N.C.C.	...	Mr. V. Pande.
Sr. School Concert :		
(i) Orchestra	...	I/c Mr. Mustaffa, Mrs. R. Bhargava & Mr. R. Malviya.
(ii) Indian Ballet	...	I/c Mrs. S. Roberts & Miss A. Solomon.
(iii) School (English) Play	...	I/c E. Sequeira, Dr. C. Dennis & Mrs. R. Vashishat.
Stage	...	Mr. P.K. Lal, Mr. B. Tandon & Mr. K. Bhardwaj.
Sr. School Concert Co-ordination	...	I/c Miss S. Mukherji & C. V. Lonappan.
P.D. Concert	...	I/c Prep School & P. D. Staff / Piano Teachers.
A.D.S.	...	I/c Mr. S.B. Dwivedi, Mr. A.K. Bhargava, Mr. V. Pande & Mrs. S. Gupta.
Stage :	...	Miss K. Bakhshi & Miss A. Arora.

Tattoo :

- (i) Mike & co-ordination ... Mrs. M. Khan.
(ii) P.T., & Gym. ... Mr. A. C. Chauhan, Mrs. Neelamjit Kaur & Mr. D. Pal.
(iii) Bugle Band ... Mr. B.C. Katoch
(iv) Folk Dance ... Mr. Daljinder Singh, Mr. B. D. Attri, Mrs. A. Sharma & Mrs. A. Suri.
(v) Shadow Play ... I/c Mr. S. Ghosh, Mr. V. Pande, Mr. A. Mukherjee & Mr. C.V. Lonnapan.

Exhibitions :

- (i) Hobbies ... Hobbies Staff
(ii) SUPW ... I/c Mr. B.D. Attri.
(iii) Rural Education ... Mr. B.D. Attri.
(iv) Computers ... I/c Mr. G. Pandit & Computers Staff.
(v) Photography ... I/c Mr. S. Ghosh & Mr. A. Mukherjee.
(vi) Science Exhibition ... I/c Mr. K.J. Parel, Mr. A. Mukherjee & Mr. P.K. Lal.
(vii) P.D. Exhibition ... I/c Prep School & P.D. Staff.

O.S. Dinner ... I/c Mrs. M. Khan, Mr. R. Puri, Mrs. S. Gupta, Mr. R. Nathaniel & Mr. G. Ahlawat.

O.S. Matches ... Mr. Sukhvinder Singh & Mr. Daljinder Singh.

O.S. Accommodation :

Girls ... I/c Mrs. B. Matharu & Mrs. U. Pande.
Boys ... I/c Mr. K. J. Parel & Mr. A. K. Bhargava.

Decorations ... I/c Bursar, Mr. C. S. Matharu & Mr. G. Pandit.

Sound Equipment ... I/c Mr. S. Ghosh, Mr. Subhash Gupta & Mr. A. Mukherjee.

Sanitation :

Gents area ... Mr. H. Sharma & Mr. S. Sahi.
Ladies area ... Mrs. N. Chowdhury.

Seating :

- (i) A.D.S. ... I/c Prep School & P.D. Staff
(ii) Sr. School ... I/c Mr. K.J. Parel & B.D. Staff.
(iii) P.D. Concert ... I/c Mrs. B. Matharu & G.D. Staff

(iv) Tattoo	...	I/c Dr. V.K. Sharma & Mrs. S. Mehta.
(v) Parade & Speeches	...	I/c Mr. R. Puri, Mr. S. B. Dwivedi & Mr. H. Seekand.
Costumes & make up	...	Miss A. Arora.
Nursery	...	One P.D. Matron & two P.D. Ayahs.
Checking Invitation Cards	I/c	Mr. K.J. Parel, Mr. R. Puri, Miss K. Bakhshi & Dr. V.K. Sharma.
Barne Hall	...	I/c Mr. V. K. Mehta & Mr. N. C. Barwala.
Setting of Barne Hall for O.S. Dance	...	QM, Engineer & Mr. Dheeraj Sapru
Setting of CDH for O.S. Dinner	...	QM, Engineer & Mr. G. Ahlawat

No. 173. RETURN OF SCHOOL CHILDREN

All Housemasters/Housemistresses will please send immediately the lists of children in their Houses, who have not yet reported back to School, to the Headmaster. They will also report about the late arrivals giving reasons for their not being able to join the School in time, latest by Thursday, 3rd August 1995 (9-00 a.m.).

No. 174. RETURN SCHOOL PARTIES JULY, 1995.

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Bursar by 3rd August 1995 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. 175. NEW ADMISSION—RECEPTION

All new admissions will take place on 1st August, 1995. All new parents on their arrival will be guided to the School Office. C.D.H. I/c will arrange for tea and biscuits to be available for parents at the School Office from 9-00 a.m. to 12-30 p.m. as per details given in another circular, dated 28-7-95 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. 176. NEW ADMISSION—RATIONS

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

	B.S.	G.S.	P.S.B.	P.S.G.
1st August ...	34	17	—	—

No. 177. 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.—1200 noon (for all)

No. 178. 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 the end of this term.

No. 179. 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. 180. TROPHIES, MEDALS, ETC.

All Staff concerned are requested to send in their require-

ment 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. 181. 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. 182. 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. 183. 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. 184. STAFF VISITS TO BURSAR

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

Mondays to Saturdays	...	12-00—1-00 p.m.
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No. 185. HOSPITAL TIMINGS

The timings will be as per following details :—

1. *M. I. Timings—Monday to Saturday*

7-20 a.m.—7-40 a.m.	...	G. D.	} M.I. Room
During Senior School Milk break	...	B.D.	
During P. D. Milk break	...	P. D.	
2. *Hospital Timings (OPD)*

(a) 9-00 a.m.—12-00 noon	} <i>Monday to Saturday</i>
(b) 4-00 p.m.—05-30 p.m.	

Sundays

 - (i) No M. I.
 - (ii) No out patient, routine case will be seen by R.M.O.

No. 186. 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 date 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 individual's 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. 187. PHOTO COPIER MACHINE

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

No. 188. MEDICAL HEALTH SCHEME RULES

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

1. The membership of this scheme is open to all probationary and permanent employees of this school and their family members (spouse, unemployed sons and daughters totally dependent on their parents who are employees of this school) including dependents who permanently live with them.
2. The membership of this scheme is compulsory for all boarder students.
3. The Scheme will cover all its members (except the boarder students for whom the coverage is only during term time) throughout the period of their membership.
4. The minimum period of joining the scheme is one School Financial Year (presently it is from April to March).
5. The present rate of subscription is Rs. 200/- per head per year for Boarders, and Rs. 75/- for others. In the case of boarder students this will be payable in lumpsum whereas in the case of others this will be recovered from their pay in ten equal instalments. Staff joining school employment during the financial year will be charged subscription from the date of joining duty. For others the charges payable will be Rs. 75/- per head even though they join the scheme during the financial year ; the benefit cover, however, will commence from the date of joining the scheme.
6. *The Scheme will cover :—*
 - (a) Charges for hospitalization in a general ward where investigations, nursing, treatment is part of hospitalization expenses. When the patient is referred to an out-side medical authority and hospitalization in a private nursing home takes place, routine medical investigation and treatment expenses only are covered. Doctor's visiting fees, special nursing, etc., are not covered.
 - (b) Charges for routine pathological examination, such as blood, stool, urine, sputum, etc.
 - (c) Charges on account of routine X-ray examination, as arranged by School R.M.O., excluding specialised X-ray investigations.

- (d) Charges for setting of fractures and connected expenses.
- (e) The cost of medicines and drugs not normally stocked in the school hospital.
- (f) Annual E.N.T., eye and dental examinations as arranged in the school hospital, once a year, excluding refraction.
- (g) A maximum of Rs. 1500/- only per year towards the cost of surgical operations, including hospitalization in a general ward where investigations, nursing, treatment are part of hospitalization. If admitted in a 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. 189. MEDI-CLAIM

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

The details are as follows :—

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

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

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

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

No. 190. WATER RATES PER THOUSAND LITRES

For Staff	Own source 200 Lits. @ 2/30	0—46
	M.E.S. 40% 320 „ @ 4/-	1—28
	„ 60% 480 „ @ 5/-	2—40
		4—14
	Wastage/leakages	0—06
		4—20
For Outsiders		
	From Kasauli	
	All in cost rate	5—00
	Add for leakage/wastage	0—20
		5—20

**Staff Quarters where water meters
have not been installed**

Single Member ... Rs. 13/50 per month

Staff with family ... Rs. 39/00 per month
(Rs. 13/- per head per month)

Increased water rate will be charged to staff from 1st
March, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 4th August, 1995***191—197***No. 191. PROGRAMME****August**

Fri.	4th	...	Afternoon activities cancelled	
			'Body Snatching' (Barne Hall)	... 2-30 p.m.
			Athletics sets made (B.D., pavement)	... 3-30 p.m.
			Weighing & measuring (G.D.) :—	
			Himalaya	3-30—4-00 p.m.
			Nilagiri	4-00—4-30 p.m.
			Siwalik	4-40—5-10 p.m.
			Vindhya	5-10—5-40 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.
			B.D., baths	... 5-25 p.m.
			Evening Prep resumed	6-20—7-35 p.m.
			Supper P.D.	... 6-40 p.m.
			Supper Sr. School	... 7-40 p.m.
			Hindi Debating Society Meeting (Jr. & Sr.) after Supper	
Sat.	5th	...	Morning prep	6-40—7-35 a.m.
			Founder's/Soccer/Athletics programme comes into effect	
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Jr. English Debating Society Meeting (after Supper)	
Sun.	6th	...	Sunday Timings	
			All India Talent Search Exam, at Sanawar	
			Study hour (dorms.)	12-15—1-15 p.m.
			Lunch P.D.	... 12-30 p.m.
			Lunch Sr. School	... 1-30 p.m.
			English Film (for both P.D. & Sr. School)	... 3-00 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.

		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 9th	...	SUPW	5-20—6-20 p.m.
		No Evening Prep	
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Jr. English Debating Society	
		Meeting (after supper)	
Thu. 10th	...	Raksha Bandhan—Administrative Holiday	
		P T. cancelled	
		Rouser	... 6-30 a.m.
		Raksha Bandhan for children	
		(Birdwood School)	7-05—7-40 a.m.
		Normal teaching routine resumed	
		Practice Exams. conclude	
		Table Tennis Individual (B.D.)	
		Matches commence.	
		Evening Prep cancelled	
		Spicmacay—Lecture-cum-demonstration	
		by Prof. T.N. Krishnan,	
		Violinist (Barne Hall)	... 6-15 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Fri. 11th	...	Jr. Hindi Debating Society	
		Meeting (after supper)	
Sat. 12th	...	Morning Prep	6-40—7-35 a.m.
		Soccer 1st XI/Colts Teams leave	
		for B.C.S. Shimla	... 2-50 p.m.
		B.C.S. Shimla Soccer Atoms/Electrons	
		Teams arrive	... 4-30 p.m.
		Inter-House Quiz	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Jr. English Debating Society Meeting	
		(after supper)	
Sun. 13th	...	Soccer 1st XI/Colts vs. B.C.S.	
		Shimla (away)	
		Soccer Electrons vs. B.C.S. Shimla	
		(Barne Field)	... 9-30 a.m.

Soccer Atoms vs. B.C.S. Shimla (Barne Field)	... 10-45 a.m.
School Basketball (boys) Team vs. A.P.S. Dagshai—subject to confirmation.	
B.C.S. Soccer Teams leave for Shimla (after lunch)	
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.
Soccer 1st XI/Colts Teams return from Shimla	... 5-00 p.m.
Study hour (dorms.)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 192. HOUSE TUTORS B.D.

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

Himalaya :	Mr. Sukhwinder Singh	... Housemaster
	Mr. S.B. Dwivedi	... Tutor
	Mr. Vinay Pande	... Tutor
	Mr. N.C. Barwala	... Tutor
	Mr. C.V. Lonappan	... Tutor
	Mr. R.K. Malaviya	... Tutor
	Mr. A.C. Chauhan	... Tutor
	Mr. Dharam Paul	... Tutor
	Dr. A. Sagar	... Tutor
Nilagiri :	Dr. V.K. Sharma	... Housemaster
	Mr. K.J. Patel	... Tutor
	Mr. R. Puri	... Tutor
	Mr. A. Mukherji	... Tutor
	Mr. S. Sahi	... Tutor
	Mr. D. Mundepi	... Tutor
	Mr. B. Tandon	... Tutor
	Mr. S. Gupta	... Tutor
	Mr. D.C. Jangra	... Tutor
	Mr. A. Mustafa	... Tutor

Siwalik	:	Mr. S. Ghosh	...	Housemaster
		Mr. C.S. Matharu	...	Tutor
		Mr. V.K. Mehta	...	Tutor
		Mr. G. Pandit	...	Tutor
		Mr. H. Sikand	...	Tutor
		Mr. H. Sharma	...	Tutor
		Mr. Daljinder Singh	...	Tutor
		Mr. Mukesh Chand	...	Tutor
		Mr. Jitender Singh	...	Tutor
	Vindhya	:	Mr. R.T. Williams	...
		Mr. E. Sequeira	...	Tutor
		Mr. P.K. Lal	...	Tutor
		Dr. C. Dennis	...	Tutor
		Mr. A. Christopher	...	Tutor
		Mr. S. Narpuri	...	Tutor
		Mr. D. Saha	...	Tutor
		Mr. B.C. Katoch	...	Tutor
		Mr. B D. Attri	...	Tutor
VI Form	:	Mr. Swapan Mukherji	...	Housemaster
		Mr. A.K. Bhargava	...	Asst. House- master

No. 193. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Tuesday, 15th August, 1995. 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 C.D.H. 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 Engineering Deptt., and Q.M. stores employees and their families, commencing at 12-00 noon. All P.D. Staff are requested to kindly supervise the serving for this shift.

The next shift will be for classes L-IV to U-V, and the employees and their families working in hospital, all ayas, printing office staff and sanitary staff. G.D. teaching staff is requested to

supervise for this second shift. The third shift will consist of classes Lower VI and Upper VI, and the 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 services 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 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 15-8-95 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 15-8-95 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 194. 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—1-45 p.m. 2-15—5-00 p.m.

No. 195. ISSUE OF DRY RATION TO STAFF

It has been seen that demands from staff for dry ration on the days other than the actual issue days are on the increase.

It is regretted that for administrative reasons it is not possible to entertain such demands in future.

All staff is requested to draw dry ration on the days fixed for them.

No. 196. ADMINISTRATIVE HOLIDAY

Thursday, 10th August 1995, will be a holiday on account of Raksha Bandhan.

No. 197. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday 6th August, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 11th August, 1995**

198—208

No. 198. PROGRAMME**August**

Fri. 11th	...	Jr. Hindi Debating Society Meeting (after supper)	
Sat. 12th	...	Morning Prep	6-40—7-35 a.m.
		B.C.S. Shimla Soccer Atoms/Electrons Teams arrive	... 4-30 p.m.
		Inter-House Quiz	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Jr. English Debating Society Meeting (after supper)	
Sun. 13th	...	Soccer 1st XI/Colts vs. B.C.S. Shimla (away)—cancelled	
		Soccer Electrons vs. B.C.S. Shimla (Barne Field)	... 9-30 a.m.
		Soccer Atoms vs. B.C.S. Shimla (Barne Field)	... 10-45 a.m.
		School Basketball (boys) Team vs. A.P.S. Dagshai (away)—cancelled	
		B.C.S. Soccer Teams leave for Shimla (after lunch)	
		Study hour (dorms.)	12-15—1-15 p.m.
		English Film (for both P.D. & Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 14th	...	Independence Eve Staff Club Dinner	... 8-30 p.m.
Tue. 15th	...	Independence Day—School & Administrative holiday	
		No SOPs	
		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)	12-00 noon onwards	
Subordinate Staff sports (weather permitting)	...	2-30 p.m.
Tea P.D.	...	4-00 p.m.
Tea Sr. School	...	4-30 p.m.
Dry Supper (for both P.D. & Sr. School)	...	6-00 p.m.
Hindi Film for staff & families	...	6-30 p.m.

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 | | |

Wed. 16th	...	SUPW	5-20—6-20 p.m.
		Badminton Individual (B.D.)	
		Matches commence	
		“AS WE MET” Society Meeting (after supper)	
Fri. 18th	...	Janam Ashtmi—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.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

Sat. 19th	...	Morning Prep	6-40—7-35 a.m.
		Inter-House Jr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 20th	...	Proposed Games Fixture :—	
		Soccer 1st XI & Electrons vs. Y.P.S.	
		Patiala (home)	
		Soccer Colts & Atoms vs. Y.P.S.	
		Patiala (away)	
		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. 199. VISIT TO HOSPITAL WARDS

All children must obtain permission from the R.M.O. or the sister-in-charge before they enter any of the Hospital wards; this includes the visits during the evening visiting hours also.

No. 200. STAFF VISITS TO SCHOOL OFFICE

Would all staff concerned kindly bring into action the old practice of keeping their visits to School Office to the bare minimum, and instead of visits in person, send in, in writing, slips/notes/official papers, through peons.

Where it is absolutely necessary to visit the School Office, would they kindly meet the Bursar first, who will arrange to meet the requirements. It is requested that direct dealing with any of the Office Staff be avoided altogether.

No. 201. STUDENTS INDENTITY CARDS

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

No. 202. CREDIT PURCHASE BY STAFF

Heavy credit purchases are being made by Staff who are eligible for doing so, resulting in overdrawal of their salary. This is

not permissible. Will all staff concerned, take care to see that this does not happen. In the cases where this has occurred will they deposit the excess salary drawn immediately, in the School Office. Failure to do so, will result in withdrawal of the credit purchase facility in future, and the outstanding amount recovered from their salary.

No 203. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN

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

No. 204. INFORMATION RECORD FORM—TRANSFER OF P.D. STUDENTS TO SENIOR SCHOOL

All P.D. Housemasters/Housemistresses are requested to hand over files maintained by them of children who have been transferred to the Senior School to their respective Housemasters/Housemistresses immediately if not done so already. Handing over/Taking over note duly signed and dated, may please be sent to me latest by 19-8-1995.

No. 205. COUGH, COLD & FEVER

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

No. 206. SUBMISSION OF REGISTRATION FORMS—STAFF CHILDREN

Staff, whose children are entitled to be considered for admission to the school as DAY SCHOLARS without or after appearing for the entrance test for classes IV and above from the session commencing April, 1996, must submit completed registration forms of their children in the Admission Office of the school latest by the 14th of October, 1995. It may not be possible to accept registration forms received after this date.

No. 207. SCHOOL AND ADMINISTRATIVE HOLIDAYS

1. Tuesday, 15th August, 1995, will be a holiday on account of Independence Day.

2. Friday, 18th August, 1995, will be a holiday on account of Janam Ashtmi.

No. 208. CINEMA

1. An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday 13th August, 1995.

2. A Hindi film will be shown in Barne Hall at 6-30 p.m. for Subordinate Staff and their families on Tuesday, 15th August 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 18th August, 1995****209—220****No. 209. PROGRAMME****August**

Fri. 18th	...	Rouser	...	6-00 a.m.
		Normal Teaching/afternoon routine		
		Y.P.S. Patiala Cricket Teams arrive (evening)		
Sat. 19th	...	Morning Prep	6-40—7-35	a.m.
		Inter-House Jr. English Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 20th	...	Soccer Electrons vs. Y.P.S. Patiala (Barne Field)	...	9-15 a.m.
		Soccer 1st XI vs. Y.P.S. Patiala (Barne Field)	...	10-20 a.m.
		Welcome to new Headmaster, Dr. H.S. Dhillon (B.D. Quad)	...	12-00 noon
		Y.P.S. Cricket Teams leave (after lunch)		
		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. 21st	...	I—H Table Tennis (G.D.) commences		
		Games Committee Meeting (M.C.R.)	...	2-30 p.m.
Wed. 23rd	...	SUPW	5-20—6-20	p.m.
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
		Jr. Hindi Debating Society Meeting (after supper)		
Thu. 24th	...	Mess Committee Meeting (M.C.R.)	...	2-30 p.m.
Sat. 26th	...	Morning Prep	6-40—7-35	a.m.
		School Basketball (boys) Team & Cricket Atoms leave for Y.P.S. Patiala	...	2-30 p.m.

	Inter-House Swimming postponed till further notice.	
	Inter-House Jr. Hindi Debate	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 27th	... School Basketball (boys) Team vs. Y.P.S. Patiala (away)	
	Cricket Electrons vs. Y.P.S. Patiala (away)	
	Study hour (dorms.)	12-15—1-15 p.m.
	English Film (for both P.D. & Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	School Basketball/Atoms Teams return	... 5-30 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. 210. CHILDREN VISITING SCHOOL OFFICE

It has come to my notice that very often school children, on one excuse or the other, come to school office. *This is not permissible.* Will all Housemasters and Housemistresses please announce to the children in their Houses, that school office is out of bounds for all children.

No. 211. FOUNDER'S—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. 212. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 4-10-95 (2-30 p.m. for P.D. and 8-15 p.m. for B.D. & G.D.) to 10-10-95 (5-00 p.m.,) including the Chief Guest's holiday. Children should inform parents of these dates.

No. 213. TRESSPASSING

It has been noticed that some of the staff and their families use the 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. 214. 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. 215. 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 Q.M. stores to residence for a maximum load of 50 kg.

This is for information of all concerned.

No. 216. ISSUE OF DRY RATIONS AND FUEL FROM Q.M. STORES

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

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

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

- (b) 9th & 10th of each month (2-00 p.m. to 6-00 p.m.) { K. oil, Soft coke, Steam
coal, fuel wood.

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

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

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

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

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

In view of Founder's 1995, the issue dates will shift to, and will be from 11th to 20th October, 1995.

No. 217. SCHOOL VEHICLES—

Unauthorised persons are not permitted to travel in School Vehicles without the permission of the Bursar. Any charges for such persons will be decided by the Headmaster. In case any unauthorised person is found to have travelled in a School Vehicle a fine will be imposed. This includes all vehicles owned by the School.

No. 218. MEDICAL TREATMENT OF SCHOOL CHILDREN

Whenever a child is sent out of Sanawar for medical consultation/treatment, even, if it is under school arrangements, the concerned Housestaff must be informed by the Hospital staff.

No. 219. 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, 1995 and sign the P.F. register on 21st, 22nd and 23rd August, 1995 in the School Office. It may not be possible for the School Office to extend the dates except for staff on leave.

No. 220. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m.
for both P.D. and Senior School on Sunday, 20th August, 1995.

C.B. Abraham
Offg. Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th August, 1995**

221—225

No. 221. PROGRAMME**August**

Sat. 26th	...	Morning Prep	6.40—7.35 a.m.
		School Basketball (boys) Team & Soccer Atoms leave for Y.P.S. Patiala	... 2-30 p.m.
		Inter-House Swimming postponed till further notice.	
		Inter-House Jr. Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 27th	...	School Basketball (boys) Team vs. Y.P.S. Patiala (away) Soccer Atoms vs. Y.P.S. Patiala (away)	
		Study hour (dorms.)	12-15—1-15 p.m.
		English Film (for both P.D. & Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		School Basketball/Atoms Teams return	... 5-30 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.
Tue. 29th	...	Jr. English Debating Society Meeting (after supper)	
Wed. 30th	...	School Basketball (boys) Team leaves for Y.P.S. Mohali	... 2-30 p.m.
		SUPW	5-20—6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Sr. Hindi Debating Society Meeting (after supper)	
September			
Fri. 1st	...	IPSC Zonal Basketball (boys) Tournament at Y.P.S. Mohali commences Sr. Hindi Debating Society Meeting (after supper)	

Sat.	2nd	...	Morning Prep	6-40—7-35 a.m.
			Inter-Section English Poetry Recitation Competition (L-IV & U-IV)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	3rd	...	Soccer 1st XI vs. Doon School, Dehra Dun (home)—cancelled. Soccer Colts & Atoms leave for A.P.S. Dagshai	... 9-00 a.m.
			Soccer Colts & Atoms vs. A.P.S. Dagshai (away)	
			Mathematics Exams. for U-V & U-VI	... 10-00 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.
			Soccer Colts & Atoms return	... 5-00 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 222. 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. 223. 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 2nd September, 1995 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-95 whereafter no further adjustments will be possible.

No. 224. 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 need them. 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. 225. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday 27th August, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st September, 1995**

226—240

No. 226. PROGRAMME**September**

Fri.	1st	...	IPSC Zonal Basketball (boys) Tournament at Y.P.S. Mohali commences Games Committee Meeting (MCR) ... 2-30 p.m. Sr. Hindi Debating Society Meeting (after supper)
Sat.	2nd	...	Morning Prep 6-40—7-35 a.m. Inter-Section English Poetry Recitation Competition (L-IV & U-IV) ... 6-15 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Sun.	3rd	...	Soccer 1st XI vs. Doon School, Dehra Dun (home)—cancelled. Mathematics Exams. for U-V & U-VI ... 10-00 a.m. Soccer Atoms vs. A.P.S. Dagshai (Barne Field) ... 10-00 a.m. Soccer Colts vs. A.P.S. Dagshai (Barne Field) ... 11-10 a.m. Soccer 1st XI vs. B.C.S. Shimla (away)—Subject To HM's approval Study hour (dorms.) 12-15—1-15 p.m. A.P.S. Dagshai Soccer Teams leave (after lunch) Hindi Film (for both P.D. & Sr. School) ... 2-30 p.m. Tea (for both P.D. & Sr. School) ... 4-45 p.m. School Basketball Team (boys) returns from Y.P.S. Mohali ... 5-30 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.	4th	...	Teachers' Day Eve Party hosted by Upper Sixers 8-30-11-00 p.m.
Tue.	5th	...	Teachers' Day P.T. cancelled

		Rouser	... 7-15 a.m.
		1st School cancelled	
		Normal teaching routine resumed from 2nd school onwards.	
		Afternoon activities cancelled	
		Tree planting (House-wise)	3-00—5-00 p.m.
		(Entire school, teachers inclusive, to assemble on Peacestead)	
		Special Tea hosted by SBOP, Sanawar (Staff Club)	... 5-15 p.m.
	Note :	Staff, staff wives/husbands & O.S. are cordially invited to this special tea	
		Trooping practice cancelled	
		Evening Prep	6-20—7-35 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Wed.	6th ...	Swimming Gala postponed till further notice	
		SUPW	5-20—6-20 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Jr. English Debating Society Meeting (after supper)	
Fri.	8th ...	Inter-House Athletics heats commence	
		Sr. Hindi Debating Society Meeting (after supper)	
Sat.	9th ...	Morning Prep	6-40—7-35 a.m.
		Inter-House Sr. Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	10th ...	Basketball (boys & girls) Teams vs. Coaching Centre, Sec.—7, Chandigarh (away)— subject to confirmation.	
		Study hour (dorms.)	12-15—1-15 p.m.
		English film (for both P.D. & Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 227. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1995 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 23rd September, 1995, if they will be attending.

No. 228. 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. 229. 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. 230. 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 and 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. 231. FOUNDER'S EXHIBITIONS

The Arts, Crafts, Carpentry, Needlework, Rural Education and other exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 2nd, 3rd and 4th, October, 1995.

No. 232. ACCOMMODATION—BARNE HALL

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

No. 233. 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. 234. 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. 235. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS

It is regretted that, for administrative reason, 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 the tattoo on peacestead (first performance) on 30th September, 1995, at 7-25 p.m.

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 all 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. 236. SCHOOL GARDENS

Staff members are requested NOT to pluck flowers or take sapplings from the school gardens. In case you need anything from the gardens please contact the Master I/c.

No. 237. ISSUE OF CLOTHING ITEMS TO CHILDREN FROM TUCK-SHOP

Last year two days i.e. Mondays and Fridays had been fixed for the issue of clothing items from Tuck-Shop. It has been brought to my notice that this is not being followed and the children

are being sent by House Staff with purchase slips to Tuck-Shop on other week days also. House Staff must ensure, that children come to Tuck-Shop with clothing requirement, only on these two days.

No. 238. POINTS FOR THE HEADMASTER'S SPEECH AT FOUNDER'S

All staff incharge of various activities/depts. who wish to have any points included in the Headmaster's speech should submit these in writing to the HM's P.A. as soon as possible.

No. 239. DOG MENACE

It has been observed that stray and pet dogs are roaming around the campus and are even seen in and outside the CDH, Barne Hall, classrooms and dormitories. At times these places are dirtied. Owners are requested to keep their dogs in their area and not allow them to roam around freely. Besides this, uncontrolled movement of dogs is a health hazard. It is for information of all concerned that if any dog, pet or stray, is seen freely roaming around the campus it will be rounded up, held for a day and thereafter left far away from the campus.

No. 240. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 3rd September, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 4th September, 1995

241

SPECIAL ORDER**No. 241. MEDICAL CATEGORIES****Category C 1** [can only do PT & play TT & Badminton]

Karanbir S. Sibia	... HBD	Dharmendra Pahlil	... NBD
Avantika Kumari	... HGD	Insha Hoti	... NGD
Trishakti Rana	... SPD (B)		

Category C 2 [Excused Hodsons, Long distance running & Swimming]

Atul Sharma	... HBD	Gagandeep Singh	... HGD
Jai Bhatnagar	... NBD	Nidhi Kumar	... HGD
Kunal Dudeja	... SBD	Supriya Bali	... SGD
Dhiraj Khanna	... VBD	Rahat Mahajan	... SPD
Devashish Jain	... VBD	Daman Goel	... SPD
Raghav Khanna	... VBD	Devyani Joon	... VPD
Sachit Kapoor	... VBD	Vikram Agarwal	... VPD

Category C 3 [Excused Long Distance Running, Hodsons]

Karan Swani	... HBD	Tushar Mehta	... VBD
Sameer Padha	... VBD	Seerat Kana Grewal	... SGD

Category B 1 [Excused Boxing, Jumps]

Varun Rana	... HBD	Saif Taj	... HBD
Raghav Gupta	... HBD	Raghvender Gohil	... HBD
Prabhjot Nijjer	... HBD	Karan Gupta	... HBD
Gunjeet S. Sayal	... NBD	Ranadeep Dutta	... NBD
Karan B Pannu	... VBD	Satchit Kapoor	... VBD
Gurbir Pannu	... VBD	Varun Ajmani	... VBD
Aditya Singh	... VBD		
Kavita Nathaniel	... HGD	Bani Cheema	... HGD
Sonali Bagchi	... HGD	Madhvi Singh	... HGD
Atika Singh	... HGD	Jasreena Nijjer	... HGD
Bhavna Sodhi	... HGD	Swati Bhalla	... HGD
Maya Patnaik	... HGD	Gulveen Somal	... HGD
Meera Mani	... HGD		
Apeksha Jhala	... NGD	Megha Madan	... NGD
Divya Lal	... NGD	Tripat Mann	... NGD

Prachi Aggarwala	...	NGD	Pia Bhatnagar	...	NGD
Shiva Bhandari	...	NGD	Kirat Dhillon	...	NGD
Manmeet Arora	...	SGD	Supriya Bali	...	SGD
Seema Bharwani	...	SGD			
Pragya Bakshi	...	VGD	Naina Mehta	...	VGD
Prerna Arya	...	VGD	Kariba Bajwa	...	VGD
Meghla Sood	...	VGD	Revati Mann	...	VGD
Pallavi Bhardwaj	...	VGD	Puneet Sidhu	...	VGD
Anchal Auluck	...	VGD	Nanki Mann	...	VGD
Kismat Mann	...	VGD	Avneet Pannu	...	HBD
Karan Singh	...	VPD	Unnati Madan	...	NPD
Tara Mann	...	VPD	Sukhmani Brar	...	VPD

Category B 2 [Excused all activities for period specified]

Ashish Jaisinghani	...	HBD	For the whole term
Deepraj Singh	...	NBD	till Oct. 15
Thamin Rashid	...	SBD	till Oct. 15
Gautam Bhatia	...	SBD	For the whole term
Toney Kapoor	...	VBD	till Sept. 15
Malavika Singh	...	HPD	till Oct. 15
Harnoon Bagga	...	NPD	till Oct. 15
Pritish Jaitley	...	VPD	till Oct. 15
Abhay P. Singh Gill	...	NPD	till Sept. 15
Jaskimran Sekhon	...	NGD	

Category B 3 [Excused Swimming only]

Karan Singh	...	HBD	Pratyush Aggarwalla	...	NBD
Vikram Chauhan	...	VBD	Devashish Jain	...	VBD
Jaiveet Dhillon	...	NGD	Richa Khullar	...	SGD
Kaveli Seema	...	HGD	Stanzin	...	NGD

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th September, 1995**

242—248

No. 242. PROGRAMME**September**

- Fri. 8th ... Inter-House Athletics heats commence
Sr. Hindi Debating Society Meeting (after supper)
- Sat. 9th ... Morning Prep 6-40—7-35 a.m.
Inter-House Sr. Hindi Debate ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
Staff Club Dinner ... 8-15 p.m.
- Sun. 10th ... Basketball (boys & girls) Teams vs.
Coaching Centre, Sec.—7, Chandigarh (away)—
subject to confirmation.
Study hour (dorms.) 12-15—1-15 p.m.
English film (for both P.D. &
Sr. School) ... 3-00 p.m.
Tea (for both P.D. & Sr. School) ... 4-45 p.m.
Study hour (dorms.) 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 11th ... Trooping Practice commences on
Peacestead ... 5-20 p.m.
- Note : Till Founder's, Evening Prep will be
cut short by 5 mts. It will start at
6-30 p.m. and end at 7-40 p.m.
- Wed. 13th ... Senior Dumb Charade Competition
Postponed
Evening Prep 6-30—7-40 p.m.
Supper P.D. ... 6-30 p.m.
Supper Sr. School ... 7-45 p.m.
- Thu. 14th ... School Debate & Quiz Teams
leave for Scindia School, Gwalior
(B.D. Quad.) ... 9-00 p.m.
- Fri. 15th ... Assessment Meeting postponed to 18-9-95

Sat. 16th ...	Morning Prep	6-40—7-35 a.m.
	All India Platinum Jubilee English Debate at Scindia School, Gwalior.	
	Inter—House Jr. English Debate ...	6-15 p.m.
	Last SOPs till the Founder's Holidays	
	Supper P.D. ...	6-15 p.m.
	Supper Sr. School ...	7-15 p.m.
Sun 17th ...	Basketball (boys & girls) Teams vs. Y.P.S. Mohali (home)—cancelled	
	I.P.S.C. Quiz Competition at Scindia School, Gwalior	
	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. 243. STAFF FAMILY RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 10th October to 19th October 1995, instead of from 1st October to 10th October 1995, following the same schedule laid down earlier.

No. 244. SAFE DEPOSIT LOCKER FACILITY AT S.B.P. 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. 245. 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. 246. STAFF RESIDENCE : ALTERATIONS & ADDITIONS

It has been noticed that staff members make alterations in their residence without school's permission. **Staff** members should not make any alterations and additions in their residence without taking prior permission from the school.

No. 247. CLAIM FOR ALLOWANCES

Claim for various allowances are not submitted regularly by staff members. In future any allowance not claimed within the financial year (financial year ends on 31 March) **will not be paid.**

No. 248. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday 10th September, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 15th September, 1995**

249—255

No. 249. PROGRAMME**September**

Fri. 15th	...	Assessment Meeting postponed to 18-9-95	
Sat. 16th	...	Morning Prep	6-40—7-35 a.m.
		All India Platinum Jubilee English	
		Debate at Scindia School, Gwalior.	
		Inter-House Jr. English Debate	... 6-15 p.m.
		Last SOPs till the Founder's Holidays	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun 17th	...	Basketball (boys & girls) Teams vs. Y.P.S. Mohali (home)—cancelled I.P.S.C. Quiz Competition at Scindia School, Gwalior	
		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. 18th	...	School Debate and Quiz teams return from Gwalior.	
		Assessment Meeting (M.C.R.)	... 6-00 p.m.
Wed. 20th	...	P.T. (Peacestead)	6-30—7-00 a.m.
		Evening Prep	6-30—7-40 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-45 p.m.
		'AS WE MET' Society Meeting (after supper).	
Fri. 22nd	...	The following changes will be effected till Monday, 25th September 1995:—	
		Evening 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 school routine will remain as scheduled).	
Sat. 23rd ...	P.T. (Instead of Morning Prep)	6-30—7-00 a.m.
	Hobbies cancelled	
	Inter-House P.T. Competition	... 3-15 p.m.
	Inter-House Sr. Dumb Charade Competition	... 6-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 24th ...	No SOPs	
	Study hour (dorms.)	12-15—1-15 p.m.
	English Film (for both P.D. & Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 250. FOUNDER'S HOLIDAYS

Members of the academic staff wishing to avail of the Founder's holidays are requested to kindly inform the Dean of Studies 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. 251. POST FOUNDER'S OFFS ADMINISTRATIVE STAFF

Following will be a full working days :—

Mon. 2-10-95 (Gandhi Jyanti)

Tue. 3-10-95 (Dusehra)

Administrative Staff will have compensatory 'offs' and a post—Founder's holiday from Fri. 6th Oct. to Sat. 7th Oct., and Monday, 9th Oct. 1995.

No. 252. EXTRA DIET

There exists some confusion with regard to the 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. 253. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER SCHOOL RULE 14 (e).

- (1) Admission of children of staff cited above : such staff will have to fill in registration forms which can be obtained from school office, and submit them latest by 15th Oct. 1995 in the Admission Office of the School.
- (2) Further, such children will have to appear at the Entrance Test which is scheduled to be held on Sunday, 12th November, 1995 (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. 254. POST FOUNDER'S BREAK

The School offered to arrange a School party from Delhi to Sanawar by train on 10-10-95.

The Delhi—Sanwar party will travel by Shatabadi Exp. leaving New Delhi Railway Station at 7-30 a.m. sharp.

No. 255. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 17th September, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd September, 1995**

256—260

No. 256. PROGRAMME**September**

- Fri. 22nd ... The following changes will be effected till
Monday, 25th September 1995:—
Evening 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 school routine will
remain as scheduled).
- Sat. 23rd ... P.T. (Instead of Morning Prep) 6-30—7-00 a.m.
Hobbies cancelled
Inter-House P.T. Competition ... 3-15 p.m.
Inter-House Sr. Dumb Charade
Competition ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 24th ... No SOPs
Trooping Practice ... 10-30 a.m.
ADS rehearsals 10-30—12-00 noon
School Play rehearsals 12-00—1-30 p.m.
English Film (for both P.D. &
Sr. School) ... 3-00 p.m.
Tea (for both P.D. & Sr. School) ... 4-45 p.m.
Study hour (dorms.) 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 25th ... P.T. 6-30—7-00 a.m.
Normal teaching routine
- Tue. 26th ... School Quiz Team leaves for
Chandigarh ... 6-00 a.m.
Limca Book of Records Quiz
Competition at Chandigarh

Founder's preparation programme as published separately comes into effect.

Wed. 27th	...	Founder's preparation programme.	
Thu. 28th	...	Founder's preparation programme.	
Fri. 29th	...	Founder's preparation programme.	
Sat. 30th	...	P.D. Concert 1st performance	... 10-30 a.m.
		Sr. School Concert 1st performance	... 4-30 p.m.
		Tattoo—1st performance	... 7-25 p.m.

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

October

Sun. 1st	...	A.D.S. (Staff) Play—1st performance	... 6-00 p.m.
		Supper P.D.	... 7-45 p.m.
		Tattoo (partial)	8-00—9-00 p.m.
		Supper Sr. School	... 9-05 p.m.
Mon. 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.
		Annual Athletic Meet (Barnes)	... 9-30 a.m.
		Teachers/Parents Tea and	
		PALS AGM (SSC)	... 12-00 noon
		Lunch L-VI and downwards	
		(incl. P.D.)	... 12-30 p.m.
		Lunch U-VI and Guests	... 1-30 p.m.
		PALS Exec. Comm. Meeting	
		(HM's Res.)	... 2-30 p.m.
		Tea L-VI and downwards (incl. P.D.)	... 3-30 p.m.
		Tea U-VI and Guests	... 4-30 p.m.
		A.D.S. (staff) Play	... 6-00 p.m.
		Supper L-VI and downwards	
		(incl. PD)	... 7-00 p.m.
		B.D. Baths	... 7-30 p.m.
		Supper U-VI and Guests	... 8-30 p.m.
		Lights out	... 9-30 p.m.
Tue. 3rd	...	Rouser	... 6-20 a.m.
		B.D. Baths	... 7-00 a.m.
		Breakfast L-VI and downwards	
		(incl. P.D.)	... 7-45 a.m.

	Breakfast U-VI and Guests	... 8-30 a.m.
	Trooping Practice	... 9-00 a.m.
	BOG Meeting	... 10-00 a.m.
	O.S. Matches :	
	(Hockey : Peacestead/Basketball :	
	Reshma Rawat Court)	... 10-00 a.m.
	Preliminary O.S. Meeting (SSC)	... 12-15 p.m.
	Lunch L-VI and downwards	
	(incl. P.D.)	... 12-30 p.m.
	Lunch U-VI and Guests	... 1-30 p.m.
	Tea U-VI and Guests	... 3-30 p.m.
	Tea L-VI and downwards	
	(incl. P.D.)	... 4-00 p.m.
	P.D. Concert	... 4-30 p.m.
	Supper L-VI and downwards	
	(incl. P.D.)	... 5-45 p.m.
	Supper U-VI and Guests	... 6-30 p.m.
	Tattoo	... 7-30 p.m.
	Cocoa and Snacks for the school	... 9-15 p.m.
	Lights out	... 9-45 p.m.
Wed. 4th ...	Founder's Day	
	Rouser	... 6-00 a.m.
	Breakfast Sr. School	... 7-00 a.m.
	Breakfast P.D. (incl. guests)	... 8-00 a.m.
	Founder's Assembly (Chapel)	... 8-00 a.m.
	Trooping of Colours	... 10-00 a.m.
	Speeches	... 10-55 a.m.
	Exhibitions (Chief Guest)	... 12-00 noon
	Founder's Lunch L-VI and downwards	
	(incl. P D.)	... 12-30 p.m.
	Founder's Lunch U-VI and Guests	... 1-30 p.m.
	O.S. Meeting (SSC)	... 3-00 p.m.
	Tea L-VI and downwards (incl. P.D.)	... 3-30 p.m.
	Tea U-VI and Guests	... 4-00 p.m.
	Sr. School Concert	... 5-30 p.m.
	Supper L-VI and downwards	
	(incl P.D.)	... 6-40 p.m.
	B.D. Baths	... 7-15 p.m.
	Supper U-VI and Guests	... 7-50 p m.

O.S. Dinner (SSC)	...	9-15 p.m.
Lights out for school	...	9-30 p.m.
O.S. Dance (Barne Hall)	10-30—00-30	a.m.

Note : The various exhibitions will be open from 2-15—4-00 p.m. on 2nd, 3rd & 4th Oct. '95.

Thu. 5th ...	Founder's holidays commence P.D. & Sr. School children issued SOPs	...	7-00 a.m.
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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	...	9-30 p.m.	
Tue. 10th ...	Founder's holidays conclude All children on SOPs return Supper P.D. Supper Sr. School Lights out	...	6-00 p.m. 6-15 p.m. 7-15 p.m. 9-30 p.m.

No. 257. SUBSTITUTION DUTIES OF STAFF MEMBERS

When a member of staff is absent for official / medical reasons other members of the staff will be placed on substitution duties. The decision of the authorities responsible for this will be final.

No. 258. 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 this 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. 259. MEDICAL CATEGORIES

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

Trishakti Rana	SPDB	...	Upgraded
Rajat Mahajan	SPDB	...	Upgraded
Malavika Singh	HPDG	...	Upgraded
Harnoor Bagga	NPDB	...	Upgraded
Jaskimrin Sekhon	NGD	...	Upgraded
Charanjeev Gill	HBD	...	Placed in B3 till 01 Nov. '95
Nikhil Mahajan	SBD	...	Placed in B3 for the term
Abhaypal Singh	HBD	...	Placed in B2 for the term
Amrita Bhinder	SGD	...	Placed in B2 for the term
Rinni Mukherjee	HPD	...	Placed in B3 for the term
Vikarn Chauhan	VBD	...	Placed in B3 for the term
Shariar Siddiqui	HBD	...	C1
Abhuday Singh	HBD	...	B2
Manas Todi	VBD	...	B2 end of term
Abhishek Wadhawan	HBD		B2 end of term
Parmeshwar Khaneka	SBD		B3
Divya Chaudnary	HGD		B2

No. 260. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday 24th September, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Tuesday 10th October, 1995**

261—272

No. 261. PROGRAMME**October**

Tue. 10th	...	Founder's holidays conclude	
		All children on SOPs return	... 6-00 p.m.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Lights out	... 9-30 p.m.
Wed. 11th	...	Rouser	... 7-00 a.m.
		Classes for Senior School cancelled	
		Breakfast P.D.	... 7-45 a.m.
		Breakfast Sr. School	... 8-45 a.m.
		House/Dormitory shifting	9-20—1-20 p.m.
		Lunch P.D.	... 12-50 p.m.
		Lunch Sr. School	... 1-40 p.m.
		Afternoon activities cancelled	
		Dormitory shifting (continued)	2-30—4-00 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 cancelled	
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Thu. 12th	...	Rouser	... 5-50 a.m.
		Morning Prep commences	6-30—7-20 a.m.
		M.I. G.D.	7-20—7-35 a.m.
		Normal teaching routine commences with 1st school onwards	
		Afternoon activities cancelled	
		Hockey sets made	... 2-30 p.m.
		Parade uniforms and other items on loan from QM stores returned onwards	... 3-30 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-45 p.m.
		B.D. Baths	... 5-30 p.m.

	Evening Prep commences	6-25—7-40 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-45 p.m.
Fri. 13th ...	Morning Prep	6-30—7-20 a.m.
	Afternoon activities cancelled	
	Festival Hockey Match	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-30 p.m.
	B.D. Baths	... 5-30 p.m.
	Normal Evening Prep	
	Jr. Hindi Debating Society	
	Meeting (after supper)	
Sat. 14th ...	Morning Prep	6-30-7-20 p.m.
	Hockey season commences	
	Mess Committee meeting (MCR)	... 2-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 15th ...	Sunday Timings	
	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. 262. DAILY ROUTINE

With effect from Thursday, 12th October '95 the following daily routine will be observed by the Senior School :—

Rouser	... 5-50 a.m.
Chota Hazri	.. 6-10 a.m.
Morning Prep	6-30—7-20 a.m.
M.I., G.D.	7-20—7-35 a.m.
1st School	7-35—8-10 a.m.
2nd School	8-15—8-50 a.m.
Breakfast	... 8-55 a.m.
Assembly	... 9-40 a.m.
3rd School	9-50—10-30 a.m.
4th School	10-35—11-15 a.m.
Break	11-15—11-30 a.m.

M.I., B.D.	11-15-11-30 a.m.
5th School	11-30-12-10 p.m.
6th School	12-15-12-55 p.m.
7th School	1-00-1-35 p.m.
Lunch	... 1-40 p.m.
Afternoon Activities (as per cyclostyled programme)	
Tea	4-15-4-30 p.m.
B.D., Baths	... 5-30 p.m.
House Inspection	... 6-05 p.m.
Evening Prep	6-25-7-40 p.m.
Supper	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 9-40 p.m.
Sunday Timings :	
Rouser	... 7-30 a.m.
B.D., head baths	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea	... 4-45 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 263. HOUSE TUTORS B.D.

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

<i>Himalaya</i>	Mr. Sukhvinder Singh	... Housemaster
	Mr. Vinay Pande	... Asst. Housemaster
	Mr. S.B. Dwivedi	... Tutor
	Mr. N.C. Barwala	... „
	Mr. C.V. Lonappan	... „
	Mr. A.C. Chauhan	... „
	Mr. Dharam Paul	... „
	Dr. A. Sagar	... „
	<i>Nilagiri</i>	Mr. Swapan Mukherji
Mr. A. K. Bhargava		... Asst. Housemaster

	Mr. K J. Parel	... Tutor
	Mr. S. Sahi	... „
	Mr. D. Mundepi	... „
	Mr. B. Tandon	... „
	Mr. S. Gupta	... „
	Mr. A. Mustafa	... „
<i>Siwalik</i>	Mr. S. Ghosh	... Housemaster
	Mr. H. Sikand	... Asst. Housemaster
	Mr. C.S. Matharu	... Tutor
	Mr. G. Pandit	... „
	Mr. H. Sharma	... „
	Mr. Daljinder Singh	... „
	Mr. Mukesh Chand	... „
	Mr. Jitinder Singh	... „
<i>Vindhya</i>	Mr. R.T. Williams	... Housemaster
	Dr. C. Dennis	... Asst. Housemaster
	Mr. E. Sequeira	... Tutor
	Mr. A. Christopher	... „
	Mr. S. Nurpuri	... „
	Mr. D. Saha	... „
	Mr. B.C. Katoch	... „
	Mr. B. D. Attri	... „
<i> Holding House</i>	Dr. V.K. Sharma	... Housemaster
	Mr. Asit Mukherji	... Asst. Housemaster
	Mr. R. Puri	... Tutor
	Mr. V.K. Mehta	... „
	Mr. P.K. Lal	... „
	Mr. R.K. Malviya	... „
	Mr. D.C. Jangra	... „

No. 264. ARTICLES LOANED BY STORES

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

No. 265. 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. 266. 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. 267. 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. 268. 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. 269. 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 25th October, 1995, failing which it will not be possible for the R.M.O. to arrange for International Health Certificates. This advance information is needed by the R.M.O. for the reason that International Health Certificates now have to be brought uptodate by the 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. 270. 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. 271. 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. 272. 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.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 13th October, 1995**

273—285

No. 273. PROGRAMME**October**

Fri. 13th	...	Morning Prep	6-30—7-20 a.m.
		Afternoon activities cancelled	
		Festival Hockey Match	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-30 p.m.
		B.D. Baths	... 5-30 p.m.
		Normal Evening Prep	
		Jr. Hindi Debating Society	
		Meeting (after supper)	
Sat. 14th	...	Morning Prep	6-30—7-20 p.m.
		Hockey season commences	
		Mess Committee meeting (MCR)	... 2-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 15th	...	No SOPs	
		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. 16th	...	Inter-House Chess (G.D.) commences	
Tue. 17th	...	School Athletics Team (boys) leaves for P.P.S. Nabha (after breakfast)	
Wed. 18th	...	Inter-Zonal Boys Athletics Meet at Nabha 'AS WE MET' Society Meeting (after supper)	
Thu. 19th	...	Inter-Zonal Boys Athletics Meet at Nabha Hodson Run Heats commence Afternoon activities & Prep 2 cancelled Hodson Run Heats U—14 (B.D. & G.D.)	... 3-15 p.m.

Fri. 20th	...	Afternoon Prep/Activities cancelled Hodson Run Heats U—16 (B.D. & G.D.)	...	3-15 p.m.
		Jr. Hindi Debating Society Meeting (after supper)		
Sat. 21st	...	Morning Prep	6-30—7-20	a.m.
		Inter-House Quiz	...	6-20 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-20 p.m.
Sun. 22nd	...	No SOPs PROPOSED HOCKEY FIXTURES :— Hockey 1st XI & Electrons vs. Sainik School, Sujanpur Tira (home) Hockey Colts & Atoms vs. Sainik School, Sujanpur Tira (away) Study hour (dorms.)	12-00—1-00	p.m.
		Lunch P.D.	...	12-15 p.m.
		Lunch Sr. School	...	1-15 p.m.
		Hodson Run Finals	...	2-30 p.m.
		Tea	...	5-00 p.m.

Note : Staff, staff wives/husbands & O.S.
are cordially invited to special tea
with the position holders
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.

No. 274. SOUND EQUIPMENT

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

No. 275. DISCIPLINE B.D.

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

No. 276. 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 gets 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. 277. 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. 278. 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 B D. pavement, B D. Quadrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible. Employees concerned are therefore, hereby advised in their own interests, 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. 279. 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. 280. 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. 281. SCHOOL AND ADMINISTRATIVE HOLIDAY

(a) Monday, 23rd October 1995, will be observed as a holiday by the School and the Administrative Staff, except the Printing Office & Engineering Deptt. on account of Diwali.

(b) Tuesday, 24th October 1995, 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, Monday, 23rd October, 1995, 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 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 MONDAY, 23rd OCTOBER, 1995

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. and Senior School at 7-30 p.m. on Sunday, 22nd October 1995. Husbands/wives of Staff who are members of the Staff Club, and also parents of Day Scholars are cordially invited.

No. 284 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 RMO. 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. 285. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 15th October, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th October, 1995**

286—293

No. 286. PROGRAMME**October**

Fri. 20th	...	Afternoon Prep/Activities cancelled Hodson Run Heats U—16 (B.D. & G.D./Opens G.D.)	...	3-15 p.m.
		Jr. Hindi Debating Society Meeting (after supper)		
Sat. 21st	...	Morning Prep	6-30—7-20	a.m.
		Inter-House Quiz	...	6-20 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-20 p.m.
		Film on Solar Eclipse (Barne Hall)	...	8-10 p.m.
Sun. 22nd	...	No SOPs Hockey Fixtures against Sainik School, Sujanpur Tira cancelled Study hour (dorms.)	12-00—1-00	p.m.
		Lunch P.D.	...	12-15 p.m.
		Lunch Sr. School	...	1-15 p.m.
		Hodson Run Finals	...	2-30 p.m.
		Tea	...	5-00 p.m.
		Note : Staff, staff wives/husbands & O.S. are cordially invited to special tea with the position holders 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.
Mon. 23rd	...	Diwali—School & Administrative holiday Tea P.D.	...	4-00 p.m.
		Tea Sr. School	...	4-30 p.m.
		Bonfire P.D. Flats	...	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.

Note : There will be no bursting of crackers
before breakfast. Thereafter G.D. will

confine itself to Peacestead for the bursting of crackers and B.D., will confine itself to the main playing fields.

- Wed. 25th ... School Girls Athletic Team leaves for Delhi
Inter-Section English Poetry Recitation
Competition (L-V & U-V) 6-25—7-40 p.m.
- Note : L-V & U-V to attend. Rest of the Sr. School
will have normal evening Prep.
Jr. Hindi Debating Society Meeting
(after supper)
- Thu. 26th ... Zonal Girls Athletic Meet at Modern
School, Delhi
- Fri. 27th ... Zonal Girls Athletics Meet at Modern
School, Delhi.
Inter-House Gym. Competition post-poned
- Sat. 28th ... Morning Prep 6-30—7-20 a.m.
Best Gymnast Competition post-poned
Inter-House Junior Hindi Debate ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 29th ... **PROPOSED HOCKEY FIXTURES :-**
Hockey 1st XI & Electrons vs. Y.P.S.
Patiala (home).
Hockey Colts & Atoms vs. Y.P.S.
Patiala (away)
Study hour (dorms.) 12-15—1-15 p.m.
Hindi Film (both P.D. & Sr. School) ... 2-30 p.m.
Tea (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. 287. 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. 288. SCHOOL PURCHASES BY STAFF MEMBERS

Staff members are reminded that in order to exercise a proper control and regulation of the school finances, no purchases

of whatever nature may be made against school account without the express permission *in writing* of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good the sum involved.

No. 289. ENCASHMENT OF STAFF CHEQUES AT S.B.P. SANAWAR

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

No. 290. ELECTRICITY CONSUMPTION

The electricity consumption has gone very high, resulting in the overloading of the sub-station, and this may lead to a breakdown/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. 291. 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. 292. WATER CONSUMPTION

Water consumption on the campus has far exceeded 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. 293. 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. 4500/-, including all allowances, and more per month.

In addition to the Standard Deduction of $33\frac{1}{3}\%$ of salary or Rs. 15000/- 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 1995-96 will be deducted from the salary from November '95 onwards in 5 equal instalments.

All concerned staff are advised to take necessary action **immediately**, but not later than 6-11-1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 27th October, 1995**

294—295

No. 294. PROGRAMME**October**

- Fri. 27th ... Zonal Girls Athletics Meet at Modern School, Delhi.**
 Inter-House Gym. Competition post-poned
 Inter-House Chess (B.D.) commences
- Sat. 28th ... Morning Prep** 6-30—7-20 a.m.
 Best Gymnast Competition post-poned
 Inter-House Junior Hindi Debate ... 6-20 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-20 p.m.
- Sun. 29th ... PROPOSED HOCKEY FIXTURES :—**
 Hockey 1st XI vs. Y.P.S.
 Patiala (away).
 Study hour (dorms.) 12-15—1-15 p.m.
 Hindi Film (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. 30th ... Afternoon Prep/activities cancelled**
 Inter-House Gym. Competition ... 3-00 p.m.
 Tea ... 4-45 p.m.
 B.D., baths ... 5-30 p.m.
 Normal Evening Prep
- Tue. 31st ... Afternoon Prep/activities cancelled**
 Best Gymnast Competition ... 2-50 p.m.
 Tea ... 5-00 p.m.
- Note :** Staff, staff wives/husbands & O.S. are cordially invited to special tea with the Gymnasts.
 B.D., baths ... 5-30 p.m.
 Normal Evening Prep

November

Wed.	1st	...	Rahul Johnson Memorial Squash Tournament (B.D.) commences Sr. English Debating Society Meeting (after supper)	
Fri.	3rd	...	Jr./Sr. Hindi Debating Societies Meeting (after supper)	
Sat.	4th	...	Morning Prep	6-30—7-20 a.m.
			School Hockey 1st XI & Colts leave for B.C.S. Shimla	... 2-45 p.m.
			B.C.S. Shimla Hockey (Atoms & Electrons)/Squash/Tennis Teams arrive	... 5-00 p.m.
			Jr. Dumb Charades Competition	... 6-20 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	5th	...	Hockey 1st XI & Colts vs. B.C.S. Shimla (away) Squash/Tennis Fixtures vs. B.C.S. Shimla (home) Hockey Electrons vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
			Hockey Atoms vs. B.C.S. Shimla (Barne Field) (School will go down to watch the matches)	... 11-15 a.m.
			Study hour (dorms.)	12-30—1-15 p.m.
			B.C.S. Shimla Games Teams leave (after lunch) English Film (for both P.D. & Sr. School)	... 3-00 p.m.
			Tea (for P.D. & Sr. School)	... 4-45 p.m.
			Hockey 1st XI & Colts return from Shimla	... 5-00 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 295. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m.
for both P.D. and Senior School on Sunday, 29th October, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 3rd November, 1995**

296—302

No. 296. PROGRAMME**November**

Fri.	3rd	...	Jr./Sr. Hindi Debating Societies Meeting (after supper)	
Sat.	4th	...	Morning Prep	6-30—7-20 a.m.
			School Hockey 1st XI & Colts	
			leave for B.C.S. Shimla	... 2-45 p.m.
			B.C.S. Shimla Hockey (Atoms & Electrons)/Squash/Tennis	
			Teams arrive	... 5-00 p.m.
			Jr. Dumb Charades Competition	... 6-20 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-20 p.m.
Sun.	5th	...	Hockey 1st XI & Colts vs. B.C.S. Shimla (away)	
			Squash/Tennis Fixtures vs. B.C.S. Shimla (home)	
			Hockey Electrons vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
			Hockey Atoms vs. B.C.S. Shimla (Barne Field)	... 11-15 a.m.
			(School will go down to watch the matches)	
			Study hour (dorms.)	12-30—1-15 p.m.
			B.C.S. Shimla Games Teams	
			leave (after lunch)	
			English Film (for both P.D. & Sr. School)	... 3-00 p.m.
			Tea (for P.D. & Sr. School)	... 4-45 p.m.
			Hockey 1st XI & Colts return from Shimla	... 5-00 p.m.
			Tutorial Meetings	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

Mon. 6th	...	Inter-House Squash (B.D.) commences	
Tue. 7th	...	Guru Nanak's Birthday—School & Administrative holiday No SOPs Sunday Timings Roll Call (Dorms)	... 1-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-30 p.m.
		Study hour (Dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 8th	...	Sr. English Debating Society Meeting (after supper)	
Fri. 10th	...	Assessment Meeting (MCR) Jr./Sr, Hindi Debating Societies Meeting (after supper)	... 5-30 p.m.
Sat. 11th	...	Morning Prep	6-30—7-20 a.m.
		Supper P.D.	... 6-15 p.m.
		Inter—House Hindi Kavya Path	... 6-20 p.m.
		Supper Sr. School	... 7-20 p.m.
Sun. 12th	...	Hockey Fixtures vs. P.P.S. Nabha cancelled Common Entrance Test	... 10-00 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.
		Tutorial Meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 297. WINTER VACATION

The School will close on Monday, 11th December, 1995 for the winter vacation and will reopen on Tuesday, 20th February, 1996 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. 298. STAFF VACATION ADDRESS 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. 299. STOCK CONDEMNATION—NOV. 1995

1. All condemnations will be completed by the Bursar latest by Thursday, 30th November, 1995.

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 23rd, 24th and 25th November, 1995 from 10-00 a.m. to 12-00 noon.

3. Condemnation of items considered by I/c CDH and House Matrons to be beyond repair, will commence on Tuesday, 21st November, 1995. They are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows :—

Tue. 21st	Nov.	'95	{	9-15 a.m. P.D. Upper (Boys)
				9-35 a.m. P.D. Lower (Boys)
			{	9-55 a.m. P.D. Girls
				10-20 a.m. G.D. (Upper Dorm.)
				10-45 a.m. G.D. (Lower Dorm.)
Wed. 22nd	,,	,,	{	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)
Thu. 23rd	,,	,,		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. 300. 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. 301. SCHOOL AND ADMINISTRATIVE HOLIDAY

Tuesday, 7th November 1995, will be a holiday on account of Guru Nanak's Birthday.

No. 302. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 5th November 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th November, 1995**

303—306

No. 303. PROGRAMME**November**

Fri. 10th	...	Assessment Meeting (MCR) Jr./Sr. Hindi Debating Societies Meeting (after supper)	...	5-30 p.m.
Sat. 11th	...	Morning Prep Supper P.D. Inter—House Hindi Kavya Path Supper Sr. School	6-35—7-20 a.m.	6-15 p.m. 6-20 p.m. 7-20 p.m.
Sun. 12th	...	Hockey Fixtures vs. P.P.S. Nabha cancelled Common Entrance Test Study hour (Dorms.) Hindi Film (for both P.D. & Sr. School) Tea (for both P.D. & Sr. School) Tutorial Meetings Supper P.D. Supper Sr. School 12-15—1-15 p.m.	10-00 a.m. 1-15 p.m. 2-30 p.m. 4-45 p.m. 6-00—7-00 p.m. 6-15 p.m. 7-15 p.m.
Tue. 14th	...	Children's Day P.D. Picnic		
Wed. 15th	...	Sr. English Debating Society Meeting (after supper)		
Sat. 18th	...	Morning Prep Supper P.D. Sr. English Debate Supper Sr. School	6-35—7-20 a.m.	6-15 p.m. 6-20 p.m. 7-20 p.m.
Sun. 19th	...	No SOPs/WOPs Hockey Colts & Atoms leave for A.P.S. Dagshai Hockey Colts & Atoms vs. A.P.S. Dagshai (away) A.P.S. Dagshai Hockey 1st XI/Squash/ Badminton/Tennis Teams arrive	9-00 a.m. 10-00 a.m.

Squash/Badminton/Tennis Fixtures vs. A.P.S. Dagshai (home)	
Hockey 1st XI vs. A.P.S. Dagshai (Barne Field)	... 10-30 a.m.
(School will go down to watch the match)	
Study hour (Dorms.)	12-15—1-15 p.m.
English Film (for both P.D. & Sr. School)	... 3-00 p.m.
Tea (for both P.D. & Sr. School)	... 4-45 p.m.
School Hockey Colts/Atoms return from Dagshai	... 5-00 p.m.
Tutorial Meetings	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 304. TELCO BUS

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

No. 305. 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 at the earliest.

No. 306. 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 November, 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th November, 1995**

307—308

No. 307. PROGRAMME**November**

Sat. 18th	...	Morning prep	6-35—7-20 a.m.
		School Hockey (girls) Team leaves for MNSS, Rai	...
		Supper P.D.	... 1-00 p.m.
		Sr. English Debate	... 6-15 p.m.
		Supper Sr. School	... 6-20 p.m.
Sun. 19th	...	No SOPs/WOPs	
		Hockey Atoms leave for A.P.S. Dagshai	... 7-20 p.m.
		School Hockey (girls) Team vs. MNSS, Rai (away)	
		A.P.S. Dagshai Hockey 1st XI/Squash/Badminton/Tennis Teams arrive	... 9-00 a.m.
		Squash/Badminton/Tennis Fixtures vs. A.P.S. Dagshai (home)	
		Hockey 1st XI vs. A.P.S. Dagshai (Barne Field)	... 10-00 a.m.
		(School will go down to watch the match)	
		Study hour (Dorms.)	... 10-30 a.m.
		English Film (for both P.D. & Sr. School)	12-15—1-15 p.m.
		Tea (for both P.D. & Sr. School)	... 3-00 p.m.
		School Hockey Atoms return from Dagshai	... 4-45 p.m.
		Tutorial Meetings	... 5-00 p.m.
		School Hockey (girls) Team returns from Rai	6-00—7-00 p.m.
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 7-15 p.m.
Tue. 21st	...	Games Committee Meeting (MCR)	... 2-30 p.m.
Wed. 22nd	...	'AS WE MET' Society Meeting (after supper)	
Thu. 23rd	...	Individual Boxing Tournament commences	

Fri. 24th	...	Individual Boxing Tournament	
Sat. 25th	...	Morning prep	6-35—7-20 a.m.
		Afternoon prep/activities cancelled	
		Individual Boxing Finals	... 3-00 p.m.

Note : Staff, staff wives/husbands & O.S. are cordially invited to stay on for tea with the Finalists.

		B.D., baths	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	No SOPs/WOPs	
		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.
		Tutorial Meetings	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 308. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 19th November 1995.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th November, 1995**

309—317

No. 309. PROGRAMME**November**

- Fri. 24th ... Individual Boxing Tournament
- Sat. 25th ... Morning prep 6-35—7-20 a.m.
 Afternoon prep/activities cancelled
 Individual Boxing Finals ... 3-00 p.m.
- Note : Staff, staff wives/husbands & O.S. are cordially invited to stay on for tea with the Finalists.
- B.D., baths ... 6-00 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Sun. 26th ... No SOPs/WOPs
 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. 29th ... Annual Promotion Examinations commence
 Examination period daily routine comes into effect.

December

- Sat. 2nd ... 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 (Barne Hall) ... 5-30 p.m.
 Supper P.D. ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
 Staff Club General Meeting followed by Dinner ... 7-45 p.m.

Sun. 3rd ...	Rouser	... 7-30 a.m.
	B.D., baths	... 8-00 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	House photographs (B.D.) :—	
	Himalya	9-50-10-10 a.m.
	Nilagiri	10-10-10-30 a.m.
	Siwalik	10-30-10-50 a.m.
	Vindhya	10-50-11-10 a.m.
	Teams' photographs	11-10-11-50 a.m.
	(Teams' photographs will be supervised by respective coaches)	
	G.D., photographs	12-00—1-30 p.m.
	Lunch Sr. School	... 1-35 p.m.
	English Film (for both P.D. & Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Study hour (dorms.)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 310. EXAMINATION PERIOD DAILY ROUTINE

With effect from Wednesday 29th, November, '95 and upto and inclusive of Thursday 7th, December, '95 the following daily routine will be observed by the Senior School :—

Rouser	... 6-30 a.m.
Chota Hazri (CDH)	... 7-15 a.m.
M.I. G.D.	7-25—7-40 a.m.
Prep (Birdwood)	7-40—8-40 a.m.
Breakfast P.D.	... 7-45 a.m.
Breakfast B.D.	... 8-45 a.m.
Assembly	... 9-30 a.m.
M.I. B.D.	9-45-10-00 a.m.
Exams.	10-10—1-10 p.m.
Lunch P.D.	... 12-20 p.m.
Lunch Sr. School	... 1-20 p.m.
House Games : 1st Session	2-40—3-40 p.m.
2nd Session	3-40—4-40 p.m.
Prep (dorms.) for those not involved in	
House games	2-40—3-40 p.m.
Tea P.D.	... 4-00 p.m.

Tea Sr. School	... 4-40 p.m.
B.D., baths	... 5-00 p.m.
Prep (Birdwood)	6-00—7-20 p.m.
Supper P.D.	... 6-20 p.m.
Supper Sr. School	... 7-25 p.m.
House Inspection	... 8-25 p.m.
Study bell	... 8-35 p.m.
Lights out	... 10-00 p.m.

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

(ii) Revised M.I. Timings are applicable only for the duration of the Promotion Examination period.

No. 311. 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, 1995 (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. 312. 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. 313. 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. 314. 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. 315. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Monday, 13th December, 1995 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 shop

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. 316. TUCKSHOP HOURS DURING VACATION

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

No. 317. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 26th November, 1995.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL SANAWAR.SANAWAR, THURSDAY, 30TH NOVEMBER, 1995

Part I

318—329

SPECIAL ORDER**Winter Vacation Arrangements—1995.****No. 318. GENERAL.***Special note for all Housemasters & Housemistresses.*

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Monday, 11th, December, 1995. 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 11th December, 1995, as detailed later in this order except Gauhati party which will leave on 10th December, 1995.

(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 Matrons (Ref. School Order No. 297 dated 3rd Nov., 1995).

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the children concerned) must be sent to the Bursar well in advance, and **in no case later than Wednesday 6th December, 1995**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Saturday, 9th December, 1995 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 over the money 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. 319. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Saturday, 9th December, 1995, at 2-30 p.m. All such staff members are required to attend.

No. 320. 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/Chandigarh 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. 321. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 322. 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
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2	Bombay Central
7	Patna
8	Jammu
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati (By Air)

}	Special note :
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}	Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully.
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(ii) Party labels will be available in the School Office fairly soon. House Matrons should *personally* collect these from there as per their requirements.

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 Quartermaster by the evening of Thursday, 7th December, 1995 of the number of packages (luggage) to be collected from their quarters.

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

Luggage of children travelling in **Delhi Gaubati Air Parties** must be ready at BD Quad at 8-00 p.m. sharp on 10th December 1995, and loaded on top of the Telco Bus which will leave for Kalka at 9-00 p.m. on 10-12-1995.

Luggage of all children travelling in Bombay, Patna parties must be ready at the B.D. Quad. **latest by 3-00 a.m. on 11th December, 1995 loaded on to the Chartered Bus and transported to Kalka railway station.**

(v) Luggage of all children going in **Chandigarh and Delhi parties** must be ready at **B.D. Quadrangle** by 7-00 a.m. on 11-12-1995. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, which will leave BD Quad at 9-30 a.m. sharp for Chandigarh.

(vi) Luggage of all other children travelling in the remaining school parties must be ready by 11-00 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/bags 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.

(vii) **Light luggage such as handbags, suit cases, etc., will travel with school parties on the party buses.** The Quarter-master will arrange for the loading of such luggage onto the buses at the B.D. Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given under the heading "Sanawar/Kalka Departure Arrangements." The luggage of the children and Staff of various parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Q M. will, if necessary engage one or two trucks, to cart all luggage in one trip. Mr. Nand Kishore will be I/c of all luggage arrangements at Kalka and Chandigarh 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 and Chandigarh escorts on arrival there, are required to assist him in supervising the sorting out of the luggage which travels with them in school party buses to Kalka/Chandigarh. Children must **not** be permitted to touch any of their luggage at Kalka/Chandigarh 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.

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

(ix) 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/Chandigarh railway station.

No. 323. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. O P. Sharma of the School Office will be present at Kalka/Chandigarh 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. 324. BREAKFAST, LUNCH, TEA, SUPPER PACKETS.

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

(b) **Lunch** :—Lunch for the P.D. 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 Jammu and Calcutta parties.

(d) **Supper** :—The I/c C.D.H. will please arrange supper packets for Jammu and Calcutta parties for 70 units to be supplied at Gaskal Hall as under :—

Jammu	...	Mr. N.C. Barwala	15 packets.
Calcutta	...	Mr. Ghosh	55 packets.

(e) Drinking Water for Parties.

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

No. 325. ROLL - CALL AT KALKA/CHANDIGARH

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/Chandigarh 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. 326. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 327. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office after the escorts meeting.

No. 328. SANAWAR KALKA/CHANDIGARH DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Sunday, 10th December, and Monday, 11th December, 1995 :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
on 10-12-1995				
Gauhati	8-30 p.m.	9-00 p.m.	12	School Telco Bus
on 11-12-1995				
Bombay Central	3-00 a.m.	3-30 a.m.	24	Chartered Bus
Patna	—do—	—do—	22	„ Buses
Chandigarh	9-00 a.m.	9-30 a.m.	7	„ „
Delhi A	—do—	—do—	54	„ „
Delhi B	—do—	—do—	54	„ „
Delhi C	—do—	—do—	40	„ „
Jammu	6-30 p.m.	7-00 p.m.	12	Telco Bus
Calcutta	8-30 p.m.	9-00 p.m.	58	Chartered/T. Trav.

- Gauhati party** will travel in Telco Bus to Kalka and onward by 2312 Dn. Kalka—Delhi—Howrah Mail on 10-12-1995 in train service, by 2nd class sleeper. From New Delhi A/Port by Flight No. I.C. 879 leaving at 1010 hrs. on 11-12-95.
- Patna, Bombay Central 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 0545 hours and arriving at New Delhi at 0950 hrs. From New Delhi the Patna party will travel by 2402 Express at 1320 hours, in 2nd Sleeper Coach, Bombay party by 2952 Rajdhani Express at 1605 hrs.
- Delhi A, B and C parties** will leave Sanawar at 9-30 a.m. in Chartered Buses to Chandigarh. From there they will catch Shatabadi Express, leaving at 1240 hrs. in AC Chair Coaches.
- Chandigarh party** will travel by Chartered Bus to Chandigarh alongwith Delhi parties leaving B.D Quad. at 9-30 a.m. sharp.
- Jammu party** will travel by School Telco Bus, leaving BD Quad. at 7-00 p.m. sharp on 11th December, 1995 for Kalka. From there it will travel by 4587 Chandigarh Express at 2120 hrs.

8. **Calcutta party** will travel by Chartered bus and Tempo Traveller to Kalka leaving B.D. Quad. at 9-00 p.m. sharp. From there it will travel by 2nd Class Sleeper Coach in train services by 2312 Dn. Kalka-Delhi Howrah Mail at 2330 hours.
9. All parties, including all escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, **and will remain there—including the escorts—**until they are requested to move. Party placards will be posted prominently in the Quad and will be arranged in the order in which the school parties will embus.
10. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
11. The Bursar, assisted by Mr. Dev Dutt 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. 329. NEXT TERM

The next term will begin on Tuesday, 20th February 1996, and all children must be back by 5-00 p.m. on that day.

H.S. Dhillon
Headmaster.

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st December, 1995**

330—332

No. 330. PROGRAMME**December**

Sat.	2nd	...	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 (Barne Hall)	... 5-30 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Staff Club General Meeting followed by Dinner	... 7-45 p.m.
Sun.	3rd	...	Rouser	... 7-30 a.m.
			B.D., baths	... 8-00 a.m.
			Breakfast Sr. School	... 9-15 a.m.
			House photographs (B.D.) :—	
			Himalya	9-50—10-10 a.m.
			Nilagiri	10-10—10-30 a.m.
			Siwalik	10-30—10-50 a.m.
			Vindhya	10-50—11-10 a.m.
			Teams' photographs	11-10—11-50 a.m.
			(Teams' photographs will be supervised by respective coaches)	
			G.D., photographs	12-00—1-30 p.m.
			Lunch Sr. School	... 1-35 p.m.
			English Film (for both P.D. & Sr. School)	... 3-00 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Study hour (dorms.)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Wed.	6th	...	Subject Reports handed in to Form Staff	... 2-00 p.m.
			'As We Met' Society Meeting (after supper)	

Thu.	7th	...	Annual promotion examinations conclude	
			Inter-House Hockey Matches (B.D. & G.D.) commence	... 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.
Fri.	8th	...	Rouser	... 7-00 a.m.
			B.D., baths	... 8-00 a.m.
			Breakfast P.D.	... 8-00 a.m.
			Breakfast Sr. School	... 9-00 a.m.
			Weighing & Measuring B.D. :—	
			Himalaya	9-30-10-10 a.m.
			Nilagiri	10-10-10-50 a.m.
			Inter-House Hockey	... 10-00 a.m.
			Lunch P.D.	... 12-00 noon
			Lunch Sr. School	... 1-00 p.m.
			Weighing & Measuring B.D. :—	
			Siwalik	1-30-2-10 p.m.
			Vindhya	2-10-2-50 p.m.
			Inter-House 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.
Sat.	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.
			Weighing & Measuring G.D. :—	
			Himalaya	9-30-10-00 a.m.
			Nilagiri	10-00-10-30 a.m.
			Inter-House Hockey B.D.	... 10-00 a.m.
			Inter-House Hockey G.D.	... 10-30 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.
	Weighing & Measuring G.D. :—	
	Siwalik	1-30—2-00 p.m.
	Vindhya	2-00—2-30 p.m.
	Inter-House 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.
	Carol Service	... 6-30 p.m.
	Supper Sr. School	... 7-20 p.m.
	Lights out	... 10-00 p.m.
Sun. 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.
	Folders handed in to House Staff	... 10-00 a.m.
	Escorts' Meeting (MCR)	... 10-30 a.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Promotion Meeting (MCR)	... 2-00 p.m.
	Form Registers handed in to Dean of Studies	
	House Masters/Mistresses Meeting with	
	HM (MCR)	... 3-30 p.m.
	Tea P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	End of Term Assembly	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
Mon. 11th	... HOME DAY	
	(Meal Timings & dispersal as per special School Orders)	
	Reports handed in to H.M.	

No. 331. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 9th December 1995. Failure to do so will result in treating the gear as lost and will be charged accordingly.

No. 332. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m.
for both P.D. and Senior School on Sunday, 3rd December 1995.

H.S. Dhillon
Headmaster