

LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th February, 1996

1-25

No. 1. WELCOME

The Headmaster welcomes 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

February

Tue. 20th	...	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	... 9-45 p.m.
Wed. 21st	...	Id-ul-Fitr—Holiday for Administrative Staff only	
		Rouser	... 7-20 a.m.
		1st School cancelled	
		Breakfast P.D.	... 8-00 a.m.
		2nd School	8-20-8-55 a.m.
		Breakfast Sr. School	... 9-00 a.m.
		Opening of Term 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.
	5th School	11-35-12-15 p.m.
	6th School	12-20-1-00 p.m.
	7th School	1-05-1-40 p.m.
	Lunch P.D.	... 12-35 p.m.
	Lunch Sr. School	... 1-45 p.m.
	Afternoon activities cancelled	
	Staff Meeting (MCR)	... 2-30 p.m.
	Dormitories set & tidied up	
	Tea Sr. School	... 4-00 p.m.
	Tea P.D.	... 4-30 p.m.
	G.D. & B.D. SUPW sets made	... 4-20 p.m.
	B.D., baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-45 p.m.
Thu. 22nd	... Rouser	... 6-40 a.m.
	Normal teaching routine	
	Compartment/Supplementary Exams. commence	
	Afternoon activities cancelled	
	Cricket/Hobbies sets made	... 2-50 p.m.
	Cricket gear issued	... 4-00 p.m.
	Weighing & Measuring 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.
	Evening Prep commences	6-15-7-35 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Fri. 23rd	... 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	... 5-20 p.m.
	Evening prep	
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sat. 24th ...	Rouser	... 6-40 a.m.
	Morning Prep cancelled till further notice	
	Cricket Season commences	
	Games/Hobbies commence	
	Tea Sr. School	... 3-50 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Sun. 25th ...	Sunday Timings	
	Study hour (dorms.)	12-15—1-15 p.m.
	Tea Sr. School	... 4-00 p.m.
	House farewell parties for out-going	
	Upper VI	4-30—7-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-50 p.m.

No. 4. DAILY ROUTINE

With effect from Wednesday 21st February '96 the following daily routine will be observed by the Senior School till such time the weather warms up :—

Rouser	... 6-40 a.m.
House Inspection	... 7-25 a.m.
M.I., G.D. (Birdwood School)	7-25—7-40 a.m.
1st School	7-40—8-15 a.m.
2nd School	8-20—8-55 a.m.
Breakfast	... 9-00 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—1-40 p.m.
Lunch	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
Games & Hobbies (as per cyclostyled programme)	
Tea	... 3-50 p.m.
B.D., baths	... 5-20 p.m.
House Inspection	... 5-55 p.m.
Prep	6-15—7-35 p.m.
Supper P.D.	... 6-40 p.m.
Supper Sr. School	... 7-40 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 9-45 p.m.

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 8th April '96.

No. 5. MEDICAL CERTIFICATES

The School Office will be sending all medical certificates received, to the R.M.O., who will scrutinise these and take necessary action required. In spite of our clear instructions to parents some of them continue to send these along with their children. All House Matrons, however, are requested to collect such Medical Certificates from these children and send them to the R.M.O. latest by 10-00 a.m. on 22nd February, 1996.

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 Thursday, 4th April 1996. Details will be published during the last week of March, 1996.

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 22nd February, 1996. They are requested to use the zeroxed forms sent to them for this purpose.

No. 8. CLOTHING

February 20th & 21st will be devoted to issuing clothing to the children according to the 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 29th February, 1996.

Clothes will be issued to **Day Scholars** in all Deptts. at 8-00 p.m. on 20th February 1996.

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 indents and also as provided below, any staff member wishing to see the Quartermaster on business should see him in his office between 3-00 & 4-00 p.m. *only* on all working days of the week except 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 and 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 10th February, 1996.

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, 1996. Details will be circulated later.

No. 20. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1996 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Monday
2. Himachal State Hood Day	...	Jan.	25th	Thursday
3. Republic Day	...	Jan.	26th	Friday
4. Shivratri	...	Feb.	17th	Saturday
5. Id-ul-Fitr	...	Feb.	21st	Wednesday
6. Holi	...	Mar.	4th	Monday
7. Ram Naumi	...	Mar.	28th	Thursday
8. Good Friday	...	April	5th	Friday
9. Baisakhi	...	April	13th	Saturday
10. Dr. Ambedkar's Birthday	...	April	14th	Sunday
11. Id-ul-Zuha (Bakrid)	...	April	29th	Monday
12. Moharram	...	May	29th	Wednesday
13. Independence Day	...	Aug.	15th	Thursday
14. Raksha Bandhan	...	Aug.	28th	Wednesday
15. Janam Ashtmi	...	Sept.	5th	Thursday
16. Mahatma Gandhi's Birthday	...	Oct.	2nd	Wednesday

17.	Founder's (After Founder's)	...	Oct.	7th	Monday
18.	Dusehra	...	Oct.	21st	Monday
19.	Balmiki Jayanti	...	Oct.	26th	Saturday
20.	{ Diwali (except Eng. Deptt. & Printing Office)	...	Nov.	10th	Sunday
	{ Barlaj (Eng. Deptt. & P.O.)	...	Nov.	11th	Monday
21.	Guru Nanak's Birthday	...	Nov.	25th	Monday
22.	Christmas Day	...	Dec.	25th	Wednesday

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

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

With effect from 1 Jan. 96 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 1-1-96.

Those who wish to join the Scheme, and those, from the existing members, who wish to discontinue membership, can do so by sending a note to the Bursar, in this connection, latest by 22-2-96.

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. DIRECTORY FOR INTERNAL TELEPHONE SYSTEM AT THE LAWRENCE SCHOOL, SANAWAR

	Offi. Res. P & T.	Nos.
Headmaster	... 120 118	2043
D.H.M.	... 171 141	—
Bursar	... 122 132	2130
School Office (P.A.)	... 121 —	—
School Office (A/c Manager)	... 123 170	—
R. M. O.	... 124 134	—
Hospital Duty Room	... 125 —	—
Engineer	... 126 155	2503
Quartermaster	... 127 154	2430
I/c Prep School	... 140 130	—
Dean of Studies (Mrs. Solomon)	... 128 135	—
Sr. Mistress (Mrs. Khan)	... 176 143	2327
Catering Officer	... 136 137	—
House Master H.B.D. (Mr. Sukhvinder)	... — 147	2714
House Master N.B.D. (Mr. Mukherji)	... — 145	—
House Master Holding House (Dr. Sharma)	... — 142	2356
House Master S.B.D. (Mr. S. Ghosh)	... — 144	2690
House Master V.B.D. (Mr. V. Pande)	... — 173	2706
Asstt. House Master N.B.D. (Mr. Bhargava)	... — 163	—
House Mistress H.G.D. (Mrs. A. Sharma)	... — 142	2356
House Mistress N.G.D. (Miss S. Mukherji)	... — 131	—
House Mistress S.G.D. (Miss Bakshij)	... — 153	—
House Mistress V.G.D. (Mrs. N. Chaudhry)	... — 164	2769
House Master P.D.U.D. (Mr. Roberts)	... — 157	2778
House Mistress P.D.L.D. (Mrs Batish)	... — 158	2155
House Mistress P.D. Girls (Mrs. Puri)	... — 152	2384
Warden Holding House B.D. (Mrs. B. Singh)	... — 165	—

	Offi. Res. P.&T. Nos.
House Matron H.B.D. (Mrs. Sequeira) ...	— 167 —
House Matron N.B.D. (Mrs Mukherji) ...	— 145 —
House Matron S.B.D. (Mrs. Dwivedi) ...	— 156 —
House Matron V.B.D. (Mrs. Sunita Singh) ...	— 146 2382
House Matron G.D.U.D. (Mrs. Biswas) ...	— 150 —
House Matron G.D.L.D. (Mrs. Bali) ...	— 151 —
House Matron Holding House G.D. (Mrs. Clair) ...	— 111 —
House Matron P.D,U.D. (Mrs. Kumar) ...	— 174 2780
House Matron P.D.L.D. (Mrs. Ahlawat) ...	— 160 —
House Matron P.D. Sparrow (Mrs. Malaviya) ...	— 161 2623
Manager Rural Education Centre (Mr. Attri) ...	— 133 2630
Mr. C.S. Matharu ...	148 175 2348
Library ...	166 — —
Power House ...	138 — —
Tuck Shop ...	162 — —
M.C.R. ...	166 — —
P.C.O. ...	169 — —
Guard Room ...	172 — —
Barne Ground ...	163 — —
Mr. V.K. Mehta ...	— — 2727
Mrs. P. Enand ...	— — 2721
Mrs. S. Gupta ...	— — 2337
Mrs. R. Vashisht ...	— — 2309

No. 25. ADMINISTRATIVE HOLIDAYS

1. Saturday 17th February, 1996, will be observed as a holiday by the Administrative Staff on account of Shivratri.

2. Wednesday, 21st, February, 1996, will be observed as a holiday by the Administrative Staff on account of Id-ul-Fitr.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 19th February, 1996

26

SPECIAL ORDER**No. 26. APPOINTMENT OF PREFECTS/HELPERS**

Following appointments of Prefects/Helpers have been made for 1996 :—

Head Boy	...	Temsu Changkija
Head Girl	...	Nasim Sidhu
DHM's Assistant	...	Harman Dhillon
Senior Mistress' Assistant	...	Gulveen Somal
D.O.S. Assistants	...	Manish Prakash Malti Gandhi
M.I. Prefects	...	Biswaroop Ray Choudhury Simran Brar

Boys Department

<i>H.B.D.</i>	House Captain	...	Rahul Kapur
	School Prefect	...	Saurav Kumar
	House Prefects	...	Karan Jolly Shantanu Goyal
<i>N.B.D.</i>	House Captain	...	Achal Bauwania
	School Prefect	...	Rajdeep Ranawat
	House Prefects	...	Damandeep Sidhu Rajesh Verma
<i>S.B.D.</i>	House Captain	...	Gurjitinder Jassar
	School Prefect	...	Siddharth Batta
	House Prefects	...	Amit Bishnoi Luv Puri
<i>V.B.D.</i>	House Captain	...	Jagdeep Sandhu
	School Prefect	...	Manas Todi
	House Prefects	...	Prithpal Gill Barjendra Singh

Girls Department

<i>H.G.D.</i>	House Captain	...	Maya Patnaik
	House Prefect	...	Anushree Aggarwal

<i>N.G.D.</i> House Captain	...	Meghna Baruah
House Prefect	...	Shiva Bhandari
<i>S.G.D.</i> House Captain	...	Shruti Rawat
House Prefect	...	J. Lalnunpari Hamar
<i>V.G.D.</i> House Captain	...	Amrita Grewal
House Prefect	...	Sarika Mahajan
Food Prefects (School)	...	Avneet Singh
		Arjun Dhillon
		Sangay Wangchok
		Angad Grewal
		Amrita Verma
		Kirat Dhillon
		Aditi Deva
		Shanon Singh
Food Prefects (House)	...	Aditya Chima
		Randeep Singh
		Gautam Batta
		Akshay Dosaj
Games (G.D.)	...	Sandhya Wazir Chand
		Monali Borah
		Nupur Lall
Guest Prefects		Avneet Singh
		Aditi Deva
Chapel Prefects	...	Tariq Badruddin
		Sharon Longchari
Library	...	Hemant Puri
		Sharon Arora
		Swati Bhalla
Costume	...	Mudassar Ashraf
		Sonali Sequeira
Expedition	...	Lav Suraj Chhabra
		Aditya Mahajan
		Deepali Choudhry
Spic Macay	...	Avika Tandon
		Iqbal Bakhshi
		Diya Paul

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Thursday 22nd February, 1996

27—28

SPECIAL ORDER

No. 27. CENTRAL BOARD OF SECONDARY EDUCATION
 All-India Senior School Certificate (Class XII) Examination 1996.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

- Sat. 2nd ... English Elective
 English Core
- Wed. 6th ... Painting
 Sculpture
- Thu. 7th ... Physics
- Fri. 8th ... Psychology
- Sat. 9th ... Economics
- Tue. 12th ... Chemistry
- Wed. 13th ... History
- Thu. 14th ... Music Hindustani Vocal
- Fri. 15th ... Biology
- Sat. 16th ... Political Science
- Mon. 18th ... Mathematics
- Thu. 21st ... Business Studies
- Fri. 22nd ... Home Science
- Sat. 23rd ... Introductory Computer Science
- Mon. 25th ... Geography
- Wed. 27th ... Accountancy

April

- Tue. 2nd ... Hindi Core

No. 28. CENTRAL BOARD OF SECONDARY EDUCATION
All-India Secondary School (Class X) Examination, 1996.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Sat. 2nd ... French
Wed. 6th ... English Course A
Fri. 8th ... Hindi Course B
Mon. 11th ... Science
Thu. 14th ... Social Science
Tue. 19th ... Mathematics
Fri. 22nd ... Manipuri

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd February, 1996**

29—43

No. 29. PROGRAMME**February**

Fri. 23rd	...	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	... 5-20 p.m.
		Evening prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Sat. 24th	...	Rouser	... 6-40 a.m.
		Morning prep cancelled till further notice	
		Cricket Season commences	
		Games/Hobbies commence	
		Tea Sr. School	... 3-50 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 25th	...	Sunday Timings	
		Study hour (dorms.)	12-15—1-15 p.m.
		Tea Sr. School	... 4-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-50 p.m.
Wed. 28th	...	Lecture-demonstration in Bharatnatyam	
		dance (Barne Hall) by Spic-Macay	... 10-00 a.m.
		SUPW	2-50—3-50 p.m.
		House farewell parties for out-going	
		Upper VI	4-00—7-00 p.m.
		Evening prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
		Jr. English Debating Society Meeting	
		(after supper)	

Jr. Hindi Debating Society Meeting
(after supper)

March

Fri.	1st	...	Mess Committee Meeting (MCR)	...	2-30 p.m.
			Jr. Hindi Debating Society Meeting (after supper)		
Sat.	2nd	...	Rouser	...	6-40 a.m.
			C.B.S.E. Exams. commence		
			English Elective } Class XII	...	10-30 a.m.
			English Core }		
			Inter-House Quiz	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
			'As We Met' Society Meeting (after supper)		
Sun.	3rd	...	Festival Cricket Match	...	10-00 a.m.
			(School will go down to watch the match)		
			Roll Call (dorms.)	...	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. 30. DISCIPLINE : DAY SCHOLARS

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

No. 31. WEEKLY 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 too 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. 32. 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. 33. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

All House Matrons / Warden, I/c C.D.H. etc. who hold stock are requested to ensure that losses on any account and dhobi shortages, as also damage done to clothing by dhobi, **are reported immediately to the Bursar. Such reports should be written and dated.** A Loss Slip duly signed by the dhobi or the person responsible for the loss must also be sent along with the report. **The signature of the dhobi or the person responsible for the loss should also be obtained in the dhobi account book and also on the Loss Slip.**

In this connection the attention of all Matrons, in particular, is also invited to the circular instruction No. E 2 / A 1 dated 1st June, 1966 on the subject.

No. 34. SCHOOL VEHICLES

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

No. 35. RABIES

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

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

No. 36. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month.**
- (ii) The number / quantity of articles required should be written against each item (e.g. one pr. P.T. shoes; **two** pencils). This number/quantity should be written *before* the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. one pr. P.T. shoes, **size 6**; one bottle ink, **small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.

- (v) The slip should be signed and dated in ink or with ball point pen.
- (vi) Children must sign their full signatures, not merely initials or first names.
- (vii) Housemasters/Housemistresses should also *date their signatures*.
- (viii) Housemasters/Housemistresses must initial any corrections/amendments in Tuck Shop Slips.

Tuck Shop Slips are not required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by 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. 37. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES

It has been seen that many children of employees of the School, in particular the children of Class IV staff, play frequently and in some cases daily on the School's games grounds and do considerable damage thereto, especially to the cricket pitches. *Articles of clothing and games equipment of the school and students have also disappeared when lying on these grounds.*

In this connection, therefore, the following orders are issued :

- (i) During the cricket season *all* the School games grounds are reserved at all times for exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds except under staff supervision, during the cricket season. In the latter case Bursar and Master I/c cricket must be requested 24 hours in advance if the ground is required.

- (ii) During the rest of the year children of School employees may play on Lower 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. 38. LOSSES SUFFERED BY STAFF

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

No. 39. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 40. 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. 41. 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. 42. 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. 43. 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.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st March, 1996**

44—59

No. 44. PROGRAMME**March**

Fri.	1st	...	Mess Committee Meeting (MCR)	...	2-30 p.m.
			Jr. Hindi Debating Society Meeting (after supper)		
Sat.	2nd	...	Rouser	...	6-40 a.m.
			C.B.S.E. Exams. commence		
			English Elective } Class XII	...	10-30 a.m.
			English Core }		
			French—Class X	...	10-30 a.m.
			Inter-House Quiz	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
			'As We Met' Society Meeting (after supper)		
Sun.	3rd	...	Festival Cricket Match	...	10-00 a.m.
			(School will go down to watch the Match)		
			Roll Call (dorms.)	...	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 P.D.	5-00—6-00	p.m.
			Tutorial Meetings Sr. School	6-00—7-00	p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
Mon.	4th	...	Holi—Holiday for Administrative Staff only.		
Wed.	6th	...	Painting } Class XII	...	10-30 a.m.
			Sculpture }		
			English Course A—Class X	...	10-30 a.m.
			SUPW	2-50—3-50	p.m.
Thu.	7th	...	Physics—Class XII	...	10-30 a.m.
Fri.	8th	...	Psychology Class XII	...	10-30 a.m.
			Hindi Course B Class X	...	10-30 a.m.

		Jr. English Debating Society Meeting (after supper)	
		Sr. Hindi Debating Society Meeting (after supper)	
Sat.	9th ...	Rouser	... 6-40 a.m.
		No SOPs/WOPs	
		Economics—Class XII	... 10-30 a.m.
		Inter-Section Poem Reitation (P.D.)	... 5-00 p.m.
		Inter-House Dumb Charades (Jrs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun.	10th ...	Sunday Timings	
		HM's Cricket XI vs.	
		DHM's Cricket XI	... 10-30 a.m.
		(School will go down to watch the Match)	
		Roll Call (Dorms.)	... 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.
		Tutorial Meetings P.D.	5-00—6-00 p.m.
		Tutorial Meetings Sr. School	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 45. 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. 46. 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. 47. 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. 48. 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 1995 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. 49. 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 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. 50. 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. 51. 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. 52. 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. 53. SCHOOL KITCHEN

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

No. 54. SCHOOL ORDERS

It is emphasised that School Orders are intended to be read and strictly adhered to by all. Heads of Departments should ensure that these Orders are explained fully to all concerned staff working under them who either do not receive these Orders or who cannot read them including Class IV staff.

No. 55. BICYCLE

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

No. 56. 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 harrassment is caused to parents/guardians in future.

No. 57. OUT OF BOUNDS—PEACESTEAD AREA

With the conversion of the small Peacestead into a Basket Ball ground for Girls, the old QM's store below Girls Holding House into Dance Room and another store into Girls Common Room it is not desirable to use the same area as a thoroughfare. For movement to and fro the Green Gate side please use the Short Back or the new constructed approach between SSC and Leisure Garden (Mall Road).

Please inform all concerned in your department.

No. 58. ADMINISTRATIVE HOLIDAY

Monday, 4th March, 1996, will be observed as a holiday on account of Holi.

No. 59. 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 March, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 5th March, 1996

60

SPECIAL ORDER**No. 60. MEDICAL CATEGORIES****Category C 1 [can do PT, play TT and Badminton]**

Karanbir S. Sibia ... HBD Dharmender S. Pahil ... NBD

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

Atul Sharma ... HBD Jai Bhatnagar ... NBD

Kunal Dudeja ... SBD Devashish Jain ... VBD

Raghav Khanna ... VBD Satchit Kapur ... VBD

Nidhi Kumar ... HGD Supriya Bali ... SGD

Devyani Joon ... VPD(G)

Category C 3 [Excused Hodsons & Long distance running]

Karan Swani ... HBD Sameer Padha ... VBD

Tushar Mehta ... VBD Gautam Miglani ... SBD

Seerat K. Grewal ... SGD

Category B 1 [Excused Boxing, Jumps]

Prabhjot Nijjar ... HBD Raghav Gupta ... HBD

Saif Taj ... HBD (Jr.) Ashish Amatyia ... NBD

Bhriagu Garg ... NBD Gunjit S. Sayal ... NBD

Ranadip Dutta ... NBD Divyaraj S. Jubbal ... SBD(Jr.)

Rahbar Virk (Jr.) ... NBD Satchit Kapur ... VBD

Tabrej Badruddin ... VBD Tarik Badruddin ... VBD

Karanvir S. Pannu ... VBD (Jr.) Varun Ajmani ... VBD(Jr.)

Jasmeet Sandhu ... HGD Jasreena Nijjar ... HGD

Swati Bhalla ... HGD Amrit Mansahia ... NGD

Apeksha Jhala ... NGD Deeksha Garg ... NGD

Divya Lal ... NGD Kirat Dhillon ... NGD

Megha Madan ... NGD Pia Bhatnagar ... NGD

Pia Singh ... NGD Taruna Maulia ... NGD

Triput Mann ... NGD Anuradha Chauhan ... SGD

Rupali Ahuja ... SGD Supriya Bali ... SGD

Naina Mehta	...	VGD	Navdeep Gahunia	...	VGD
Praggya Bakshi	...	VGD	Revati Mann	...	VGD
Raghav Dang	...	HPD (B)	Ambar Mahajan	...	SPD (B)
Karan Singh	...	VPD (B)	Unnati Madan	...	NPD (G)

Category B 2 [Excused all activities for period specified]

Jastej Aujla	...	NBD	Navdeep Randhawa	...	NBD
Rahul Soni	...	NBD	Ikram S. Aulakh	...	SBD
Stanzin	...	NGD	Aditya Mahajan	...	SBD
Misha Khurana	...	SGD	(till end of team)		
Rohini Karol	...	VPD (B)			

Category B 3 [Excused Swimming only]

Karan Singh	...	HBD	Pratyush Aggarwala	...	NBD
Devashish Jain	...	VBD	Vikaran Chauhan	...	VBD
Giri Raj Kang	...	NBD	Jaiveet Dhillon	...	NGD
Kaveli Seema	...	HGD	Rinni Mukherjee	...	HPD (G)

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th March, 1996**

61—67

No. 61. PROGRAMME**March**

Fri. 8th	...	Psychology Class XII	...	10-30 a.m.
		Hindi Course B Class X	...	10-30 a.m.
		Jr. English Debating Society Meeting (after supper)		
		Sr. Hindi Debating Society Meeting (after supper)		
Sat. 9th	...	Rouser	...	6-40 a.m.
		No SOPs/WOPs		
		Economics—Class XII	...	10-30 a.m.
		Inter-House Quiz (P.D.)	...	5-00 p.m.
		Inter-House Dumb Charades (Jrs.)	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 10th	...	HM's Cricket XI vs. DHM's Cricket XI	...	10-30 a.m.
		Study hours (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.
		Tutorial Meetings P.D.	5-00—6-00	p.m.
		Tutorial Meetings Sr. School	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 11th	...	Science—Class X	...	10-30 a.m.
Tue. 12th	...	Chemistry—Class XII	...	10-30 a.m.
Wed. 13th	...	History—Class XII	...	10-30 a.m.
		SUPW	2-50—3-50	p.m.
Thu. 14th	...	Music Hindustani Vocal—Class XII	...	10-30 a.m.
		Social Science—Class X	...	10-30 a.m.
Fri. 15th	...	Biology—Class XII	...	10-30 a.m.
		Sr. English Debating Society Meeting (after supper)		

		Jr. Hindi Debating Society Meeting (after supper)	
Sat. 16th	...	Rouser	... 6-40 a.m.
		Political Science—Class XII	... 10-30 a.m.
		Inter-House Kavya Path (P.D.)	... 5-15 p.m.
		Inter-House (Jr.) Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 17th	...	Cricket Colts & Atoms vs. Y.P.S. Patiala (away)	
		Subject to confirmation.	
		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.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings Sr. School	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 62. 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 20th March, 1996.

No. 63. 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. 64. 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. 65. 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. 66. 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. 67. 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 March, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 15th March, 1996**

68-71

No. 68. PROGRAMME**March**

Fri. 15th	...	Biology—Class XII	...	10-30 a.m.
		Sr. English Debating Society		
		Meeting (after supper)		
		Jr. Hindi Debating Society Meeting		
		(after supper)		
Sat. 16th	...	Rouser	...	6-40 a.m.
		Political Science—Class XII	...	10-30 a.m.
		Inter-House Kavya Path (P.D.)	...	5-15 p.m.
		Inter-House (Jr.) Hindi Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Staff Club AGM & Dinner	...	8-00 p.m.
Sun. 17th	...	Study hours (dorms.)	12-15—1-15	p.m.
		Hindi Film (for both P.D. &		
		Sr. School)	...	2-30 p.m.
		Tea (for both P.D. & Sr. School)	...	4-45 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00	p.m.
		Tutorial Meetings Sr. School	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 18th	...	Mathematics—Class XII	...	10-30 a.m.
		School farewell lunch for out-going		
		Upper VI	...	1-45 p.m.
Tue. 19th	...	Special Assembly for out-going		
		Upper VI	...	9-45 a.m.
		Mathematics—Class X	...	10-30 a.m.
		HM's farewell lunch for out-going		
		Upper VI	...	1-50 p.m.
Wed. 20th	...	Class X (Board Examination) post exam.		
		camp commences.		
		House Masters/Mistresses Meeting		
		(HM's House)	...	6-30 p.m.

Thu. 21st	...	Business Studies—Class XII	...	10-30 a.m.
Fri. 22nd	...	Home Science—Class XII	...	10-30 a.m.
		Jr. & Sr. Hindi Debating Societies Meeting (after supper)		
		Jr. English Debating Societies Meeting (after supper)		
Sat. 23rd	...	Introductory Computer Science—Class XII	...	10-30 a.m.
		Inter-House Music competition (PD)	...	5-15 p.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, 24th	...	Cricket Colts vs. A.P.S. Dagshai (away)		
		Cricket Electrons vs. A.P.S. Dagshai (home)		
		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.
		Tutorial Meeting P.D.	5-00—6-00	p.m.
		Tutorial Meeting Sr. School	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

No. 69. 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. 70. 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. 71. 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 March, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 22nd March, 1996**

72—80

No. 72. PROGRAMME**March**

Fri. 22nd	...	Home Science—Class XII	...	10-30 a.m.
		Manipuri—Class X	...	10-30 a.m.
		Jr. & Sr. Hindi Debating Societies Meeting (after supper)		
		Jr. English Debating Society Meeting (after supper)		
Sat. 23rd	...	Introductory Computer Science—Class XII	...	10-30 a.m.
		Inter-House Music competition (PD)	...	5-15 p.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. 24th	...	Cricket Colts vs. A.P.S. Dagshai (away)		
		Cricket Electrons vs. A.P.S. Dagshai (home)		
		(Prep School will go down to watch the Match)		
		Study hours (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.
		Tutorial Meeting P.D.	5-00—6-00	p.m.
		Tutorial Meeting Sr. School	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 25th	...	Geography—Class XII	...	10-30 a.m.
Wed. 27th	...	Accountancy—Class XII	...	10-30 a.m.
		SUPW	2-50—3-50	p.m.
		House Masters/Mistresses Meeting (HM's House)	...	6-30 p.m.
		Sr. English Debating Society Meeting (after supper)		
Thu. 28th	...	Ram Naumi—Holiday for Administrative Staff only.		

	Assessment Meeting P.D.	...	1-30 p.m.
	Assessment Meeting Sr.		
	School (MCR)	...	5-30 p.m.
Fri. 29th ...	Himalaya 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		
	Normal Evening Prep		
	Supper P.D.	...	6-40 p.m.
	Supper Sr. School	...	7-40 p.m.
Sat. 30th ...	Himalaya House Show—		
	Final Performance	...	5-30 p.m.
	Supper p.D.	...	6-15 p.m.
	Supper Sr. School (after the performance)		
Sun. 31st ...	Launch of Mandeep Rai's 'In The Shadow of the Pines' : A Story of the Raj—Barne Hall	...	10-00 a.m.
	Cricket 1st XI vs. Y.P.S. Patiala (home)—subject to confirmation.		
	Cricket Electrons vs. Y.P.S. Patiala (home)—subject to confirmation.		
	Cricket Colts & Atoms vs. P.P.S. Nabha (away)—		
	Basketball (boys) vs. P.P.S. Nabha (away)—subject to confirmation.		
	Hindi Film (for both P.D. & Sr. School)	...	2-30 p.m.
	Tea (for both P.D. & Sr. School)	...	4-45 p.m.
	Tutorial Meetings (P.D.)	5-00—6-00	p.m.
	Tutorial Meetings (Sr. School)	6-00—7-00	p.m.

No. 73. 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. 74. 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. 75. 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. 76. 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. 77. 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. 78. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31-3-1996.

The following departments will be closed as per details given below for Stock-taking.

- | | | |
|-----------------------------|-----|-------------------|
| (a) Tuck Shop | ... | 23rd March, 1996. |
| (b) Grocery Shop | ... | 23rd March, 1996. |
| (c) Vegetables & Fruit Shop | ... | 23rd March, 1996. |

No. 79. MEDICAL CATEGORIES

- | | | |
|--------------------------|-----|----------------------------|
| Zarine Domeli VGD | ... | Cat. B2 till end of term. |
| Bhai Gurjinder Singh SBD | ... | Cat. B2 till end of May. |
| Anubhav Jain VPD | ... | Cat. B2 till end of April. |
| Puneet Behl VBD | ... | Cat. B2 till end of April. |

No. 80. 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 March, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 29th March, 1996**

81—86

No. 81. PROGRAMME**March**

- Fri. 29th ... Himalaya 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
Normal Evening Prep
Supper P.D. ... 6-40 p.m.
Supper Sr. School ... 7-40 p.m.
- Sat. 30th ... Himalaya House Show—
Final Performance ... 5-30 p.m.
Supper p.D. ... 6-15 p.m.
Supper Sr. School (after the performance)
- Sun. 31st ... Launch of Mandeep Rai's '**In The
Shadow of the Pines**' : A Story of the
Raj—Barne Hall—School will attend ... 10-00 a.m.
Cricket 1st XI vs. Y.P.S. Patiala (home) cancelled
Cricket Electrons vs. Y.P.S. Patiala (home)
cancelled.
Cricket Colts & Atoms vs. P.P.S. Nabha (away)—
cancelled.
Basketball (boys) vs. P.P.S. Nabha (away)—
cancelled.
Study hours (dorms.) 12-15—1-15 p.m.
Hindi Film (for both P.D. &
Sr. School) ... 2-30 p.m.
Tea (for both P.D. & Sr. School) ... 4-45 p.m.
Tutorial Meetings (P.D.) 5-00—6-00 p.m.
Tutorial Meetings (Sr. School) 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

April

- Mon. 1st ... Afternoon activities cancelled
Dormitory Movement (Holding House)
onwards ... 2-30 p.m.

Tue.	2nd	...	Hindi Core—Class XII	...	10-30 a.m.
			Dormitory Movement (Prep School)		
			onwards	...	1-30 p.m.
			'AS WE MET' Society Meeting (after supper)		
Wed.	3rd	...	SUPW		2-50—3-50 p.m.
			House Masters/Mistresses' Meeting		
			(HM's House)	...	6-30 p.m.
			Jr. English Debating Society Meeting (after supper)		
Thu.	4th	...	New Admissions		
			Inter-House Basketball (B.D.) commences.		
Fri.	5th	...	Good Friday—School & Administrative		
			Holiday		
			Sunday timings		
			B.D. baths	...	8-15 a.m.
			Cricket XI vs. O.S. (Sood's XI) home		
			School will go down to watch the match		
			Roll Call (dorms.)	...	1-00 p.m.
			Tea P.D.	...	4-00 p.m.
			Tea Sr. School	...	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.
Sat.	6th	...	Inter-House Hindi Kavya Path	...	6-15 p.m.
			Supper P.D.	...	6-15 p.m.
			Supper Sr. School	...	7-15 p.m.
			Sr. Hindi Debating Society Meeting (after supper)		
Sun.	7th	...	Cricket 1st XI vs. British High Commission (home)		
			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.
			Tutorial Meetings (P.D.)		5-00—6-00 p.m.
			Tutorial Meetings Sr. School		6-00—7-00 p.m.

No. 82. 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. A.C. Chauhan.

No. 83. 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. 84. MEDICAL CATEGORIES

Sandeep Paul SBD	...	Cat. B2 till end of term.
Meesha Khurana SGD	...	Cat. B2 till end of term.
Vinayak Bakshi VBD	...	Cat. B2 till 15th of May.
Suchet Attri VPD	...	Cat. B2 till end of term.
Aditya Mahajan VBD	...	Cat. B2 till end of term.
Sameer Padha VBD	...	Cat. B2 till end of term.
Kshitij Gupta NBD	...	Cat. B2 till end of term.
Man Karan Grewal NPD	...	Cat. B2 till end of term.
Arjun Chawala NBD	...	Cat. B2 till end of term.

No. 85. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 5th April, 1996, will be observed as a holiday on account of Good Friday.

No. 86. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 31st March, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Thursday 4th April, 1996**

87—93

No. 87. PROGRAMME**April**

Fri.	5th	...	Good Friday—School & Administrative Holiday	
			Sunday timings	
			B.D. baths	... 8-15 a.m.
			Roll Call (dorms.)	... 1-00 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 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.
Sat.	6th	...	Cricket 1st XI vs. Sood's XI (Barne Field)	... 10-00 a.m.
			(School will go down to watch the match after lunch)	
			Medical Inspection—New Admissions	... 4-15 p.m.
			Cricket Colts & Electrons leave for Patiala	... 2-30 p.m.
			Inter-House English Debate (P.D.)	... 5-00 p.m.
			Inter-House Hindi Kavya Path	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Sr. Hindi Debating Society Meeting (after supper)	
Sun.	7th	...	Y.P.S. Mohali Basketball (U—12 boys & girls) teams arrives	... 10-00 a.m.
			Basketball (U—12 boys & girls)	
			Teams vs. Y.P.S. Mohali (home)	... 10-30 a.m.
			Cricket 1st XI vs. British High Commission (Barne Field)	... 10-00 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.
	Tutorial Meetings (P.D.)	5-00—6-00 p.m.
	Tutorial Meetings Sr. School	6-00—7-00 p.m.
Mon. 8th ...	Morning P.T. commences	6-30—7-00 a.m.
	Revised pre-classes routine comes into effect	
	Inter-House Cricket commences	

Note : Last three schools will be cut short by 5 mts. each for the specified days of the tournament—8-4-96 to 10-4-96 and 16-4-96 to 19-4-96.

	Lunch P.D.	... 12-45 p.m.
	Lunch Sr. School	... 1-30 p.m.
	I—H Cricket matches	... 2-30 p.m.
Tue. 9th ...	Lunch P.D.	... 12-45 p.m.
	Lunch Sr. School	... 1-30 p.m.
	I—H Cricket matches	... 2-30 p.m.
Wed. 10th ...	Lunch P.D.	... 12-45 p.m.
	Lunch Sr. School	... 1-30 p.m.
	I—H Cricket matches	... 2-30 p.m.
	House Masters/Mistresses Meeting (HM's House)	... 6-30 p.m.
Thu. 11th ...	Cross Country Race	... 3-00 p.m.
Fri. 12th ...	Cross Country Race	... 3-00 p.m.
Sat. 13th ...	Morning prep	6-40—7-30 a.m.
	Baisakhi—Holiday for Administrative staff only	
	Career Counselling by O.S. Society (U-V, L-VI and U-VI to attend) ... 10-00 a.m.	
	First SOP/WOP of the term (excluding new admissions)	
	P.D. staff/Parents Meeting (P.D. Staff Room)	... 1-30 p.m.
	Sr. School Staff/parents Meeting (S.S.C.)	... 2-30 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea (Sr. School)	... 4-15 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

Sun. 14th ...	Picnic—for new admissions (both P.D. & Sr. School)	
	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.
	Tutorial Meeting (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 88. DAILY ROUTINE

The following changes in the school routine will come into effect from Monday 8th April 1996 :—

Rouser	... 6-00 a.m.
Chota Hazari	... 6-20 a.m.
P.T.	6-30—7-00 a.m.
House inspection	... 7-30 a.m.
Saturday Morning prep	6-40—7-30 a.m.

No. 89. 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. 90. 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. 90 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. 91. 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 15th April, 1996*. All owners of dogs will register with the School Office all dogs owned by them.

Notes : (a) When dogs are acquired after 12th April, 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, 1997. The year for which it is valid will be found stamped on it, e.g. 1996/97.

(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 12th April, 1996 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 R.M.O. will issue the appropriate inoculation certificate in respect of each such inoculation.

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

- (ii) Dogs which have been protected against rabies previously have to be re-inoculated once annually.
- (e) All dog owners must contact the R. M. O. in good time preferably in March annually and ascertain from her the date and time when they should bring their dogs to the School Hospital for inoculation.

5. Dogs owned by staff members, school employees, etc, other than those who are members of the Staff Club are not permitted loose in the school area above the level of the road from the school main entrance to Moti Corner via BD pavement and below the School Hospital, or above the level of Moti Corner to the school main entrance along Long Back, and are liable to be destroyed if found there.
6. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Orders do not go and/or those who cannot read these instructions themselves, and will explain the instructions to them in detail and satisfy themselves that they have understood them. The responsibility for compliance with the requirements of this order is entirely that of the owners of dog and not that of the R. M. O., the School Office or any one else except as stated in para 4 (d) (i) above.

No. 92. MEDICAL CATEGORIES

Navdeep Randhawa NBD	...	Cat. B2 till end of April.
Temsu Changkija VBD	...	Cat. B2 till end of April.
Kanishka Jain SPD	...	Cat. B2 till end of April.
Mandakini Singh VPD	...	Cat. B2 till end of April.
Meha Malhotra NGD	...	Cat. B2
Sameer Malhotra NBD	...	Cat. B2
Shanon Arora VGD	...	Cat. C3
Sunaiyna Chibber VGD	...	Cat. C2

No. 93. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 7th April, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 12th April, 1996**

94-98

No. 94. PROGRAMME**April**

Fri. 12th	...	Cross Country Race	...	3-00 p.m.
Sat. 13th	...	Morning Prep	6-40—7-30	a.m.
		Baisakhi—Holiday for Administrative staff only		
		Career Counselling by O.S. Society—postponed to 11th May, '96		
		First SOP/WOP of the term (excluding new admissions)		
		P.D. & Sr. School Staff/Parents Meeting SSC		
		...	2-30	p.m.
		School Basketball (Boys) Team vs. Vivek High School Chandigarh (home)		
		...	3-00	p.m.
		Tea P.D.	...	4-00 p.m.
		Tea (Sr. School)	...	4-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		Staff Club Dinner	...	7-45 p.m.
Sun. 14th	...	Picnic—for new admissions (both P.D. & Sr. School)		
		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.
		Tutorial Meeting (Sr. School)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Mon. 15th	...	Himachal Day—Holiday for Administrative staff only.		
		Afternoon activities cancelled		
		Cross Country	...	3-00 p.m.
Note : Staff, staff wives/husbands & O.S. are cordially invited to special tea with the position holders.				

Tue. 16th	...	Lunch P.D.	...	12-45 p.m.
		Lunch Sr. School	...	1-30 p.m.
		I—H Cricket Matches	...	2-30 p.m.
Wed. 17th	...	Lunch P.D.	...	12-45 p.m.
		Lunch Sr. School	...	1-30 p.m.
		I—H Cricket Matches	...	2-30 p.m.
		House Masters/Mistresses' Meeting (HM's House)	...	6-30 p.m.
		Sr. English Debating Society Meeting (after supper)		
		Jr. & Sr. Hindi Debating Societies Meeting (after supper)		
Thu. 18th	...	Lunch P.D.	...	12-45 p.m.
		Lunch Sr. School	...	1-30 p.m.
		I—H Cricket Matches	...	2-30 p.m.
Fri. 19th	...	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		
		Normal Evening prep		
		Supper P.D.	...	6-40 p.m.
		Supper Sr. School	...	7-40 p.m.
Sat. 20th	...	Morning Prep	6-40—7-30	a.m.
		Cricket 1st XI & Electrones leave for B.C.S. Shimla	...	2-30 p.m.
		B.C.S., Shimla, Cricket Colts & Atoms arrive	...	5-30 p.m.
		Nilagiri House Show— Final Performance	...	6-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School (after the performance)		
Sun. 21st	...	Cricket Colts vs. B.C.S. Shimla (Barne field)	...	10-00 a.m.
		Cricket Atoms vs. B.C.S. Shimla (New field)	...	10-00 a.m.
		School will go down to watch the matches		
		Roll Call (dorms.)	...	1-00 p.m.

English Film (for both P.D. & Sr. School)	... 3-00 p.m.
B.C.S. Cricket Colts & Atoms leave for Shimla	... 3-00 p.m.
Tea (for both P.D. & Sr. School)	... 4-45 p.m.
Tutorial Meetings P.D.	5-00—6-00 p.m.
School Cricket 1st XI & Electrons return	... 6-30 p.m.
Tutorial Meetings Sr. School	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 95. ANNUAL CAMPS/HIKES

Camp period will extend from Wednesday, 1st May (6-00 a.m.) to Wednesday, 8th May, (4-00 p.m.) 1996. 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 18th April, 1996. 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 24th April 1996.

- (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 18th April, 1996.
- (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) 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.
- (8) 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.
- (9) The total expenses during camps and hikes should be kept to the bare minimum, and should not exceed Rs. 600/- per child. This includes all expenses, **no extra amount will be issued.**
- (10) 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.
- (11) A separate administrative order will be issued with respect to Prep School camp which will be held from 21st April to 28th April '96, if possible, at Indira Holiday home (Anand Bhavan) Sadhupul.
- (12) 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. 96. MEDICAL CATEGORIES

Manisha Pathak NGD	...	Cat. C1
Jaiteshwar NBD	...	Cat. C1
Arjan Singh Mundy HPD	...	Cat. C2
Shayani Singh SGD	...	Cat. C2
Jatin Mehra SPD	...	Cat. C2
Ambar Batra NGD	...	Cat. C2
Amit Raj Singh NBD	...	Cat. C3
Madhvi Saraf HGD	...	Cat. B1
Kirandeep Kaur HGD	...	Cat. B1
Amit Bishnoi SBD	...	Cat. B2
Nipinderjit S. Kochar SBD	...	Cat. B2 till Mid May.
Tamiksha Singh VGD	...	Cat. B2 till end of April
Sukhmani Bajwa NGD	...	Cat. B2 till end of April.
Arjun Hira NBD	...	Cat. B2 till end of term.

No. 97. ADMINISTRATIVE HOLIDAYS

1. Saturday, 13th April, 1996, will be an administrative holiday on account of Baisakhi.

2. Monday, 15th April, 1996, will be an administrative holiday on account of Himachal Day.

No. 98. 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 April, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th April, 1996

99—101

No. 99. PROGRAMME**April**

Fri. 19th	...	Staff Meeting (MCR)	...	2-30 p.m.
		Nilagiri 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.
		Sr. Hindi Debating Society Meeting (after supper)		
Sat. 20th	...	Morning Prep	6-40—7-30	a.m.
		Afternoon activities cancelled		
		Cricket 1st XI & Electrons leave for		
		B.C.S. Shimla	...	2-30 p.m.
		Soccer Sets made	...	3-00 p.m.
		Tea Sr. School	...	4-15 p.m.
		B.D., baths	...	5-00 p.m.
		B.C.S., Shimla, Cricket Colts &		
		Atoms arrive	...	5-30 p.m.
		Nilagiri House Show—Final		
		Performance	...	6-00 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School (after the performance)		
Sun. 21st	...	Cricket Colts vs. B.C.S. Shimla		
		(Barne field)	...	10-00 a.m.
		Cricket Atoms vs. B.C.S. Shimla		
		(New field)	...	10-00 a.m.
		(School will go down to watch the matches)		
		Roll Call (dorms.)	...	1-00 p.m.
		English Film (for both P.D. &		
		Sr. School)	...	3-00 p.m.

	B C.S. Colts & Atoms leave for Shimla	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Tutorial Meetings P.D.	5-00—6-00 p.m.
	School Cricket 1st XI & Electrons return	... 6-30 p.m.
	Tutorial Meetings Sr. School	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 22nd ...	Summer Kit comes into effect Prep School breaks for Annual Camp at Sadbupul Afternoon activities cancelled School Quiz Team leaves for R.I.M.C. Dehra Dun	... 2-30 p.m.
	Festival Soccer Match	... 3-00 p.m.
	Tea Sr. School	... 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 Sr. School	... 7-40 p.m.
	Sr. Hindi Debating Society Meeting (after supper)	
Tue. 23rd ...	School Basketball Team (boys) leaves for Doon School, Dehra Dun.	... 9-00 a.m.
	Soccer Season commences Quiz Competition at R.I M.C., Dehra Dun	... 6-30 p.m.
Wed. 24th ...	Afzal Khan Memorial Basketball Tournament (boys) at Doon School, Dehra Dun, commences Inter-Section English Poetry Recitation Competition (L-IV & U-IV)	6-20—7-35 p.m.
Note :	L-IV & U-IV to attend. Rest of the School will have normal Evening Prep. 'As We Met' Society Meeting (after supper) School Quiz Team returns from Dehra Dun	... 9-00 p.m.

Thu. 25th	...	Mess Committee Meeting (MCR)	...	2-30 p.m.
		Sr. Hindi Debating Society Meeting (after supper)		
Fri. 26th	...	Afzal Khan Memorial Basketball Tournament concludes		
Sat. 27th	...	Morning Prep	6-40—7-30	a.m.
		Prep School returns from Annual Camp (around lunch time)		
		School Basketball Team returns from Dehra Dun	...	6-00 p.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. 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.
		Tutorial Meetings P.D.	5-00—6-00	p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00	p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

No. 100. MEDICAL CATEGORIES

Sukhmani Cheema HGD	...	Cat. C2
Shreemoyee Mitra HGD	...	Cat. C2
Shanon Singh VGD	...	Cat. C2
Arunima Mauliya NGD	...	Cat. C2
Sartaj S. Dhillon NBD	...	Cat. C2
Sagar Bhasin SPD	...	Cat. C2
Aditi Deva SGD	...	Cat. B2
Upasna Gupta SGD	...	Cat. B1
Stanzin NGD	...	Cat. B3
Akshay Dosaj VBD	...	Cat. B3
Satchit Kapoor VBD	...	Upgraded from Cat. C2
Aditya Mahajan SBD	...	Upgraded from Cat. B2
Giriraj S. Kang NBD	...	Upgraded from Cat. B2
Puneet Behal VBD	...	Upgraded
Sukhmani Bajwa NGD	...	Upgraded

No. 101. 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 April, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 26th April, 1996**

102—110

No. 102. PROGRAMME**April**

Fri. 26th	...	Afzal Khan Memorial Basketball Tournament concludes	
Sat. 27th	...	Morning Prep	6-40—7-30 a.m.
		Prep School returns from Annual Camp (around lunch time)	
		School Basketball Team returns from Dehra Dun	... 6-00 p.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. 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.
		Tutorial Meetings P.D.	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 103. 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 6-5-96.

No. 104. 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 10th May, 1996. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit work.

No. 105. 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. 106. 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 5th May, 1996.

No. 107. 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. 108. 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. 109. ADMINISTRATIVE HOLIDAYS

1. Saturday, 27th April, 1996, will be an administrative holiday on account of the Lok Sabha elections.

2. Monday, 29th April, 1996, will be an administrative holiday on account of Id-ul-Zuha (Bakrid).

No. 110. 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 April, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Tuesday 7th May, 1996**

111—120

No. 111. PROGRAMME**May**

Wed. 8th	...	Camping/Hiking parties return	
		Lunch P.D.	... 12-55 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-00 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Thu. 9th	...	P.T. 1st & 2nd Schools 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	... 5-10 p.m.
		Evening Prep cancelled	
		Performance by North Zone Culture Centre in Barne Hall	... 6-00 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
		Jr. English Debating Society Meeting (after Supper)	
Fri. 10th	...	Normal routine including P.T. & evening Prep resumed	
		Jr. & Sr. Hindi Debating Societies Meeting (after Supper)	
Sat. 11th	...	Morning Prep	6-40—7-30 a.m.
		Career Counselling by O.S. Society—after Breakfast (U-V, L-VI & U-VI to attend) SOP/WOP (including new admissions).	
		P.D. & Sr. School Staff/Parents Meeting SSC	... 2-30 p.m.

	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-15 p.m.
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
Sun. 12th ...	Study hour (dorms.)	12-15—1-15 p.m.
	English Film for Sr. School	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Tutorial Meeting P.D.	5-30—6-00 p.m.
	Tutorial Meetings Sr. School	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 13th ...	Inter-House Badminton (G.D) commences	
	Assessment Meeting P.D.	... 1-45 p.m.
	Assessment Meeting Sr. School (MCR)	... 5-30 p.m.
Wed. 15th ...	SUPW	3-10—4-00 p.m.
	House Masters/Mistresses Meeting at HM's House	... 6-30 p.m.
	Sr. English Debating Society Meeting (after Supper)	
Fri. 17th ...	Siwalik House Show—1st Per- formance (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. Normal Evening Prep	
	Supper P.D.	... 6-40 p.m.
	Supper Sr. School	... 7-40 p.m.
	Sr. Hindi Debating Meeting—(after Supper)	
Sat. 18th ...	Morning Prep	6-40—7-30 a.m.
	Siwalik House Show—Final Performance	... 6-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School (after the performance).	
Sun. 19th ...	School Basketball (boys & girls) Team vs. Y.P.S. Patiala (Home) 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.
Tutorial Meetings (P.D.)	5-00—6-00 p.m.
Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 112. DAILY ROUTINE

With effect from Thursday 9th May '96 the following daily routine will be observed by the Senior School :—

Rouser	... 5-50 a.m.
Chota Hazari	... 6-15 a.m.
P.T.	6-25—6-55 a.m.
House Inspection	... 7-30 a.m.
M.I., G.D. (Birdwood)	7-30—7-45 a.m.
1st School	7-45—8-25 a.m.
2nd School	8-25—9-05 a.m.
Breakfast	... 9-10 a.m.
Assembly	... 9-55 a.m.
3rd School	10-05—10-45 a.m.
4th School	10-45—11-25 a.m.
Milk Break	11-25—11-45 a.m.
M.I., B.D. (Birdwood)	11-25—11-40 a.m.
5th School	11-45—12-25 p.m.
6th „	12-25—1-05 p.m.
7th „	1-05—1-45 p.m.
Lunch	... 1-50 p.m.
Games & Hobbies (as per Cyclostyled programme)	3-10—4-00 p.m.
Tea	... 4-00 p.m.
Baths	... 5-10 p.m.
Evening Prep	6-15—7-35 p.m.
Supper	... 7-40 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 9-45 p.m.

No. 113. 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. 114. 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. 115. 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. 116. 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. 117. 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. 118. HISTORY SHEET

History Sheets of all students who have been withdrawn from the School during 1996 as on 1-5-1996 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 18-5-1996 (1-30 p.m.)

No. 119. 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. 120. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for Senior School on Sunday, 12th May, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 10th May, 1996**

121—133

No. 121. PROGRAMME**May**

Fri. 10th	...	Normal routine including P.T. & evening Prep resumed	
		Jr. & Sr. Hindi Debating Societies Meeting (after Supper)	
Sat. 11th	...	Morning Prep	6-40—7-30 a.m.
		Career Counselling by O.S. Society—after Breakfast (U-V, L-VI & U-VI to attend) SOP/WOP (including new admissions). P.D. & Sr. School Staff/Parents Meeting SSC	... 2-30 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 (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-15 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
Sun. 12th	...	Study hour (dorms.)	12-15—1-15 p.m.
		English Film for Sr. School	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Tutorial Meetings cancelled	
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 13th	...	Inter-House Badminton (G.D) commences	
		Assessment Meeting P.D.	... 1-45 p.m.
		Assessment Meeting Sr. School (MCR)	... 5-30 p.m.

Wed. 15th	...	SUPW	3-10—4-00 p.m.
		House Masters/Mistresses Meeting at HM's House	... 6-30 p.m.
		Sr. English Debating Society Meeting (after Supper)	
Fri. 17th	...	Siwalik House Show—1st Per- formance	... 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. Normal Evening Prep	
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-40 p.m.
		Sr. Hindi Debating Meeting—(after Supper)	
Sat. 18th	...	Morning Prep	6-40—7-30 a.m.
		Siwalik House Show—Final Performance	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School (after the performance).	
Sun. 19th	...	School Basketball (boys & girls) Team vs. Y.P.S Patiala (Home)	
		Roll Call (Dorms.)	... 1-00 p.m.

No. 122. DAILY ROUTINE

With effect from Thursday 9th May '96 the following daily routine will be observed by the Senior School :—

Rouser	...	5-50 a.m.
Chota Hazari	...	6-15 a.m.
P.T.	6-25—6-55	a.m.
House Inspection	...	7-30 a.m.
M.I., G.D. (Birdwood)	7-30—7-45	a.m.
1st School	7-45—8-25	a.m.
2nd School	8-25—9-05	a.m.
Breakfast	...	9-10 a.m.
Assembly	...	9-55 a.m.
3rd School	10-05—10-45	a.m.
4th School	10-45—11-25	a.m.
Milk Break	11-25—11-45	a.m.
M.I., B.D. (Birdwood)	11-25—11-40	a.m.

5th School	11-45-12-25 p.m.
6th „	12-25-1-05 p.m.
7th „	1-05-1-45 p.m.
Lunch	... 1-50 p.m.
Games & Hobbies (as per	3-10-4-00 p.m
Cyclostyled programme)	4-15-5-05 p.m.
Tea	... 4-00 p.m.
Baths	... 5-10 p.m.
Evening Prep	6-15-7-35 p.m.
Supper	... 7-40 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 9-45 p.m.

No. 123. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistress please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by 10th June 1996.

No. 124. 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. 125. 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 13-5-1996. 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. 126. DOGS AT SANAWAR

Ref. : S.O. No. 91 (4) (a) dated 4th April 1996

All dogs owners are once again reminded to inform the R.M.O., in writing, latest by Saturday 18th May 1996 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. 127. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—10th December 1996, to the Bursar not later than 10th June, 1996.

No. 128. TRAVELLING ARRANGEMENTS MID—SESSION BREAK : LUGGAGE

In order 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. 129. 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 immediatly 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. 130 STAFF SICK-IN-QUARTERS

All staff, who are sick, and are likely to be placed on sick-list, are requested to report to the 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 otther 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. 131. MATERNITY CASES

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

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

No. 132. 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. 133. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for Senior School on Sunday, 12th May, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS

Sanawar Monday 13th May, 1996

134

SPECIAL ORDER**No. 134. MEDICAL CATEGORIES****Category C1 [Seizures; can do P.T., play T.T. and Badminton] :—**

Dharmender S. Pahil	...	NBD	Jaiteshwar	...	NBD
Manisha Pathak	...	NGD			

Category C2 [Bronchial Asthma/Asthmatic Bronchitis] Excused Long Distance Running :—

Sartaj Dhillon	...	NBD	Shayari Singh	...	SGD
Kunal Dudeja	...	SBD	Shanon Singh	...	VGD
Raghav Khanna	...	VBD	Sunaiyna Chibber	...	VGD
Sukhmani Cheema	...	HGD	Sharon Arora	...	VGD
Shreemoyee Mitra	...	HGD	Arjun Singh Mundy	...	HPD
Amba Batra	...	NGD	Sagar Bhasin	...	SPD
Arunima Maulia	...	NGD	Jatin Mehra	...	SPD
Supriya Bali	...	SGD	Devyani Joon	...	VPD

Category C3 [Flat feet] Excused Long distance Running.

Karan Swani	...	HBD	Sameer Padha	...	VBD
Gautam Miglani	...	SBD	Gulveen Somal	...	HGD
Tushar Mehta	...	VBD	Seerat Grewal	...	SGD

Category B1 [Braces] Excused Jumps and Gym.

Saif Taj	...	HBD	Reetika Matharu	...	HGD
Raghav Gupta	...	HBD	Amrit Mansahia	...	NGD
Ranadip Dutta	...	NBD	Deeksha Garg	...	NGD
Bhrihu Garg	...	NBD	Divya Lal	...	NGD
Rahbar Virk	...	NBD	Megha Madan	...	NGD
Ashish Amatya	...	NBD	Pia Singh	...	NGD
Gunjeet Sayal	...	NBD	Pia Bhatnagar	...	NGD
Divraj Jubbal	...	SBD	Kirat Dhillon	...	NGD
Ambar Mahajan	...	SBD	Supriya Bali	...	SGD
Tarik Badruddin	...	VBD	Anuradha Chauhan	...	SGD
Tabrez Badruddin	...	VBD	Upasna Gupta	...	SGD
Satchit Kapoor	...	VBD	Naina Mehta	...	VGD
Varun Ajmani	...	VBD	Prggya Bakshi	...	VGD
Swati Bhalla	...	HGD	Navdeep Gahunia	...	VGD
Jasmeet Sandhu	...	HGD	Revati Mann	...	VGD
Jasreena Nijjar	...	HGD	Raghav Dang	...	HPD
Madhvi Saraf	...	HGD	Unnati Madan	...	NPD
Kirandeep Kama	...	HGD	Karan Singh	...	VPD

Category B2 [Excused all activities till end of the term].

Mankaran Grewal	...	NBD	Mehar Malhotra	...	NGD
Meesha Khurana	...	SGD	Sandeep Paul	...	SPD
Aditi Deva	...	SGD	Suchet Attri	...	VPD

Category B3 [Excused Swimming only].

Karan Singh	...	HBD	Jaiveet Dhillon	...	NGD
Pratyush Aggarwalla	...	NBD	Mandakini	...	NGD
Vikram Chauhan	...	VBD	Radhika Minocha	...	SGD
Akshay Dosaj	...	VBD	Rinnie Mukherjee	...	NPD
Stanzin Kunzang	...	NGD			

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 17th May, 1996**

135—143

No. 135. PROGRAMME**May**

- Fri. 17th ... Siwalik 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
Inter-House Squash (B.D.) commences
Normal Evening Prep
Supper P.D. ... 6-40 p.m.
Supper Sr. School ... 7-40 p.m.
- Sat. 18th ... Morning Prep 6-40—7-35 a.m.
Siwalik House Show—Final
Performance ... 6-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School (after the Performance)
- Sun. 19th ... Study hours (Dorms.) 12-15—1-15 p.m.
Hindi Film (for both P.D. &
Sr. School) ... 2-30 p.m.
Tea (for both P.D. & Sr. School) ... 4-45 p.m.
Tutorial Meeting (P.D.) 5-00—6-00 p.m.
Tutorial Meeting (Sr. School) 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Mon. 20th ... Inter-House Table Tennis (B.D.) commences
Inter-House Chess (B.D. & G.D.) commences
Intra-House Badminton (G.D.) commences
- Wed. 22nd ... SUPW 3-10—4-00 p.m.
House Masters/Mistresses
Meeting at HM's House ... 6-30 p.m.
Senior English Debating Society
Meeting (after supper)
- Sat. 25th ... Morning Prep 6-40—7-35 a.m.
Supper P.D. ... 6-15 a.m.
Supper Sr. School ... 7-15 a.m.

Sun. 26th ...	Study hours (Dorms.)	12-15—1-15 p.m.
	English Film P.D.	... 1-00 p.m.
	English Film Sr. School	... 3-00 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-45 p.m.
	Tutorial Meeting (P.D.)	5-00—6-00 p.m.
	Tutorial Meeting (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 136. ANNUAL PRIZE GIVING

The Annual Prize Giving will be held on Friday, 14th June 1996.

No. 137. TRAVELLING ARRANGEMENTS DURING VACATIONS : LUGGAGE

(Ref. : School Order No. 128 dated 10th May, 1996.)

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. 138. SUMMER VACATION

The School will close on Saturday, 15th June, 1996 for the summer vacation, and will reopen on Thursday, 1st August '96 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. 139. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Monday, 17th June, 1996 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 Vegetable 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. 140. 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. 141. STOCK REQUIREMENTS—SECOND TERM 1996

All stock-holders will please send in their requirements for the **Second Term** of 1996 [1st August to 10th Dec. '96], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 12th June, 1996. 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. 142. 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. 143. 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 May, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th May, 1996***144—146***No. 144. PROGRAMME****May**

Sat. 25th	...	Morning Prep	6-40—7-35 a.m.
		Inter-House (Sr.) English Debate	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 26th	...	Study hours (Dorms.)	12-15—1-15 p.m.
		English Film P.D.	... 1-00 p.m.
		English Film Sr. School	... 3-00 p.m.
		Tea P.D.	... 4-00 p.m.
		Tea Sr. School	... 4-45 p.m.
		Tutorial Meeting (P.D.)	5-00—6-00 p.m.
		Tutorial Meeting (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 27th	...	The opening ceremony for the Honoraria Lawrence Running Trophy Basketball (girls) at Jasjit Court	... 7-00 a.m.
		Sr. School to attend. Morning P.T. and First School will stand cancelled. Normal teaching from 2nd School onwards After-noon activities cancelled. School will go down to watch the Basketball Matches.	
		Baths	... 5-10 p.m.
		Evening Prep as usual.	
Tue. 28th	...	After-noon activities cancelled. School will go down to watch the Basketball Matches.	
		Baths	... 5-10 p.m.
		Normal Evening Prep	
Wed. 29th	...	Moharram—Holiday for Administrative Staff only.	

**The Honoria Lawrence Basketball Running
Trophy Tournament (girls) concludes.**

Sr. School will attend the
closing ceremony ... 3-00 p.m.
Supper P.D. ... 6-00 p.m.
Vindhya House Show 1st
Performance ... 6-30 p.m.
(P.D., L-IV & U-IV boys to attend)

Note : L-IV & U-IV boys will be let off.

Evening Prep 6-30—8-00 p.m.
Supper Sr. School ... 8-10 p.m.

June

Sat. 1st ... Morning Prep 6-40—7-35 a.m.
Career Counselling (for U-V's) by
Career Institute Lucknow (after breakfast)
Vindhya House Show—Final
Performance ... 6-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School (after the performance)
Sun. 2nd ... Career Counselling (for U-V's) by
Career Institute Lucknow
(after breakfast till Lunch)
Study hours (Dorms.) 12-15—1-15 p.m.
Hindi Film (for both P.D. &
Sr. School) ... 2-30 p.m.
Tea (for both P.D. & Sr. School) ... 4-45 p.m.
Tutorial Meeting P.D. 5-00—6-00 p.m.
Tutorial Meeting Sr. School 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.

No. 145. ADMINISTRATIVE HOLIDAY

Wednesday, 29th May, 1996, will be a holiday on account
of Moharram.

No. 146. CINEMA

An English film will be shown in Barne Hall at 1-00 p.m.
for P.D. and at 3-00 p.m. for Senior School on Sunday, 26th May,
1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 31st May, 1996**

147—149

No. 147. PROGRAMME**June**

Sat.	1st	...	Morning Prep	6-40—7-35 a.m.
			Career Counselling (for U-V's) by Career Institute Lucknow (after breakfast) Vindhya House Show—Final Performance	... 6-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School (after the performance)	
Sun.	2nd	...	Career Counselling (for U-V's) by Career Institute Lucknow (after breakfast till Lunch) Study hours (Dorms.)	12-15—1-15 p.m.
			Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Tutorial Meeting P.D.	5-00—6-00 p.m.
			Tutorial Meeting Sr. School	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Tue.	4th	...	Inter-House Basketball (G.D.) commences	
Wed.	5th	...	Inter-Section Poetry Recitation Competition (L-V and U-V)	... 6-15 p.m.
			Normal Evening Prep for rest of the school	
Thu.	6th	...	Weighing and Measuring B.D.	... 2-30 p.m.
			AS WE MET Society Meeting Sr. English Debating Society Meeting	
Fri.	7th	...	Weighing and Measuring B.D.	... 2-30 p.m.
			Sr. English Debating Society Meeting (after supper)	
Sat.	8th	...	Inter-House (Sr.) English Debate	... 6-00 p.m.

Sun. 9th ...	Inter-House Soccer commences	
	English Film (P.D.)	... 1-00 p.m.
	English Film (B.D.)	... 3-00 p.m.
	Tutorial Meeting (P.D.)	5-00—6-00 p.m.
	Tutorial Meeting (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 148. CHANGE OF P & T SCHOOL TELEPHONE NUMBERS

With immediate effect the School telephone numbers will be as mentioned below :—

Headmaster	...	(R) 61207
		(O) 61209
		(Fax) 61210
Hospital	...	61208
Bursar	...	(R) 61174

No. 149. 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 June, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, FRIDAY, 31ST MAY, 1996

Part I

150—161

SPECIAL ORDER

Summer Vacation Arrangements—1996.

No. 150. 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 Saturday, 15th, June, 1996. 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 15th June, 1996, as detailed later in this order.

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by the R.M.O. Such children will only be permitted to go home under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property except text-books if permitted by subject teachers may be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

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

belongings in the dormitory lockers. Trunks/Holdalls will NOT be taken home; instead these will be kept with the Matrons. 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 Saturday 8th June, 1996.** 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 Friday, 14th June, 1996 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. 151. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Friday, 14th June, 1996, at 3-00 p.m. All such staff members are required to attend.

No. 152. 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. 153. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 154. 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
6	Lucknow
8	Jammu
10	Calcutta (Howrah)
11	Delhi 'A'
12	Delhi 'B'
14	Chandigarh
16	Gauhati

}	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 Wednesday, 12th June, 1996 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 all children travelling in **Bombay, Gauhati, Calcutta, Lucknow** parties must be ready at the B.D. Quad. latest by 3-00 a.m. on 15th June, 1996 loaded on to the Chartered Bus and transported to **Kalka** railway station.

(v) Luggage of all children going in **Chandigarh, Delhi and Jammu** parties must be ready at B.D. Quadrangle by 7-00 a.m. on 15-6-1996. 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) 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.

(vii) **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/Chandigarh.

(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. 155. 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. 156. BREAKFAST

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

(b) 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. 157. 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. 158. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 159. 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. 160. 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 Saturday, 15th June, 1996 :—

<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>
15-6-1996				
Gauhati	3-00 a.m.	3-30 a.m.	27	Chartered Buses
Lucknow	—do—	—do—	6	” ”
Bombay Central	—do—	—do—	22	” ”
Calcutta	—do—	—do—	33	” ”
Chandigarh	9-00 a.m.	9-30 a.m.	10	Tempo Traveller
Delhi A	—do—	—do—	72	Chartered Buses
Delhi B	—do—	—do—	73	” ”
Jammu	—do—	—do—	24	Telco Bus upto Ambala

3. **Calcutta, Gauhati, Lucknow and 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 Lucknow party will travel by 2402 Express at 1320 hours, in AC Chair Car, Bombay party by 2952 Rajdhani Express at 1605 hrs. Gauhati party by 2424 Rajdhani leaving Delhi at 1700 hrs. Calcutta party by 2302 Rajdhani leaving at 1715 hrs.

4. **Delhi A, B 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.

5. **Chandigarh party** will travel by Tempo Traveller to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-30 a.m. sharp.

6. **Jammu party** will travel by School Telco Bus, leaving BD Quad. at 9-00 a.m. sharp on 15th June, 1996 for Ambala. From there it will travel by 4667 Dn. Malva Express at 1555 hrs.
7. 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.
8. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
9. The Bursar, assisted by Mr. 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. 161. NEXT TERM

The next term will begin on Thursday, 1st August 1996, and all children must be back by 5-00 p.m. on that day.

H.S. Dhillon
Headmaster.

LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th June, 1996**

162—164

No. 162. PROGRAMME**June**

Fri.	7th	...	Weighing & Measuring B.D. :—	
			Siwalik	3-10—4-00 p.m.
			Vindhya	4-15—5-05 p.m.
			Soccer House Practice as under :—	
			Himalaya	3-10—4-00 p.m.
			Nilagiri	4-15—5-05 p.m.
			Tea Sr. School	... 4-00 p.m.
			NBD & VBD (1st Session Hobbies)	3-10—4-00 p.m.
			HBD & SBD (2nd Session Hobbies)	4-15—5-05 p.m.
			Inter-House Basketball (G.D.) concludes	
			Sr. English Debating Society Meeting (after supper)	
Sat.	8th	...	Morning Prep	6-40—7-35 a.m.
			Soccer House practice as under :—	
			Himalaya	3-10—4-00 p.m.
			Nilagiri	4-15—5-05 p.m.
			Tea Sr. School	... 4-00 p.m.
			SBD & NBD (1st session hobbies)	3-10—4-00 p.m.
			HBD & VBD (2nd session hobbies)	4-15—5-05 p.m.
			Inter-House (Sr.) English Debate	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	9th	...	Inter-House Soccer (BD) commences	
			I—H Soccer BD (Morning sessions)	6-30 a.m.—8-20 a.m.
			B.D., baths	... 8-25 a.m.
			English Film (P.D.)	... 1-00 p.m.
			Roll Call (dorms.)	... 1-00 p.m.
			English Film (Sr. School)	... 3-00 p.m.
			Tea P.D.	... 4-00 p.m.
			I—H Soccer BD (Evening session)	4-00 p.m.—5-20 p.m.

	Tea Sr. School	... 4-45 p.m.
	Tutorial Meeting (P.D.)	5-00—6-00 p.m.
	Tutorial Meeting (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Mon. 10th	... Weighing & Measuring G.D. :—	
	Himalaya	2-30—3-00 p.m.
	Nilagiri	3-00—3-30 p.m.
	Siwalik	3-30—4-00 p.m.
	Vindhya	4-15—4-45 p.m.
	Tea	... 4-00 p.m.
	I—H Soccer (Evening session)	3-00—5-10 p.m.
Tue. 11th	... P.D. Show—1st performance	... 4-30 p.m.
	(L-IV & U-IV to attend)	
	Note : L-IV & U-IV boys will be let off	
	second session of afternoon activities.	
	I—H Soccer (Evening session)	3-30—4-50 p.m.
	Assessment Meeting (Sr. School)	... 5-30 p.m.
	Normal Evening Prep	
	Supper P.D.	... 6-30 p.m.
	Supper Sr School	... 7-40 p.m.
Wed. 12th	... Morning P.T., 1st & 2nd School cancelled	
	Term Averages & Subject Reports	
	handed in to Form Staff	... 2-30 p.m.
	I—H Soccer (Morning sessions)	6-20—8-30 a.m.
	I—H Soccer (Evening session)	3-00—5-10 p.m.
	P.D. Show—final performance	... 6-00 p.m.
	Supper Sr. School (after the performance)	
	Afternoon activities cancelled	
	Evening Prep cancelled	
	P.D. Green Room Party	... 8-45 p.m.
Thu. 13th	... Morning P.T., 1st & 2nd School cancelled	
	Folders handed into House Staff	... 2-15 p.m.
	Founders Meeting (MCR)	... 2-30 p.m.
	Form Registers handed into	
	Dean of Studies	... 2-30 p.m.
	Afternoon activities cancelled	

	I—H Soccer (Morning sessions)	6-20—8-30 a.m.
	I—H Soccer (Evening session)	4-20—5-30 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.
Fri. 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.
Sat. 15th ...	HOME DAY (Meal timings & dispersal as per Special School Orders) Reports handed in to H.M.	

No. 163. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 14th June 1996. Failure to do so will result in treating the gear as lost and will be charged accordingly.

No. 164. CINEMA

An English film will be shown in Barne Hall at 1-00 p.m. for P.D. & at 3-00 p.m. for Senior School on Sunday, 9th June, 1996.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Wednesday 31st July, 1996****165—183****No. 165. WELCOME**

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

No. 166. PROGRAMME**August**

Thu.	1st	...	School re-opens	
			Breakfast	8-30-10-00 a.m.
			Lunch	1-00-2-00 p.m.
			Tea P.D.	... 4-00 p.m.
			Tea Sr. School	... 4-30 p.m.
			House Masters/Mistresses' Meeting (HM's House)	... 6-00 p.m.
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-30 p.m.
			Kit issued	... 8-00 p.m.
			Lights out	... 10-00 p.m.
Fri.	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	... 9-45 a.m.
			Normal teaching routine resumed from 3rd school onwards	
			Lunch P.D.	... 1-00 p.m.
			Lunch Sr. School	... 1-50 p.m.
			Afternoon activities cancelled	
			Staff Meeting (both Sr. School & P.D.)	... 2-30 p.m.
Note :			Bursar, R.M.O., Q.M., Engineer are also required to attend.	
			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.
Sat.	3rd ...	Rouser	... 5-50 a.m.
		P.T /Morning Prep 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.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Sun.	4th ...	Sunday Timings	
		Study hour (dorms.)	12-15—1-15 p.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 167. HOUSE STAFF/TUTORS

With effect from 1st August 1996 the undermentioned members of Staff are appointed/attached as House Staff/Tutors to the Houses indicated against their names :—

Himalaya	:	Mr. Sukhvinder Singh	...	Housemaster
		Mr. P.K. Lal	...	Asst. Housemaster
		Mr. S.B. Dwivedi	...	Tutor
		Mr. N.C. Barwala	...	Tutor
		Mr. Dharam Pal	...	Tutor
		Dr. A. Sagar	...	Tutor
		Mr. A. Mathur	...	Tutor

Nilagiri	:	Mr. S. Idris	...	Housemaster
		Mr. A. K. Bhargava	...	Asst. Housemaster
		Mr. K.J. Parel	...	Tutor
		Mr. D. Mundepi	...	Tutor
		Mr. S. Gupta	...	Tutor
		Mr. B.S. Khehra	...	Tutor
		Mr. P. Bandyopadhyay	...	Tutor
Siwalik	:	Mr. S. Ghosh	...	Housemaster
		Mr. H. Sikand	...	Asst. Housemaster
		Mr. C.S. Matharu	...	Tutor
		Mr. Daljinder Singh	...	Tutor
		Mr. Jitinder Singh	...	Tutor
		Mr. R. Sequeira	...	Tutor
		Mr. Dalbir Singh	...	Tutor
Vindhya	:	Mr. V. Pande	...	Housemaster
		Mr. C.V. Lonappan	...	Asst. Housemaster
		Mr. E. Sequeira	...	Tutor
		Mr. B.C. Katoch	...	Tutor
		Mr. B.D. Attri	...	Tutor
		Mr. D. Saha	...	Tutor
		Mr. P. Vashisht	...	Tutor
Holding House	:	Dr. V.K. Sharma	...	Housemaster
		Mr. A. Mukherjee	...	Asst. Housemaster
		Mr. R. T. Williams	...	Tutor
		Mr. R.K. Malviya	...	Tutor
		Mr. V.K. Mehta	...	Tutor
		Mr. A.C. Chauhan	...	Tutor
		Mr. D.C. Jangra	...	Tutor

No. 168. FOUNDER'S DUTIES—1996

Athletics	BD	...	I/c Mr. R. T. Williams, M/s N. C. Barwala, Daljinder Singh, P. K. Lal, C.V. Lonappan, P. Vashisht & R. Sequeira.
	GD	...	I/c Miss S. Mukherji, Mrs. R. Vashisht & Mrs. S. Gupta.
	PD	...	I/c Mr. G. Ahlawat & Mrs. S. Khanna.
Colours Parade		...	M/s C.B. Abraham, 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. P. Bannerjee, Mrs. R. Bhargava & Mr. R. Malviya.
(ii) Indian Ballet	...	I/c Mrs. S. Roberts & Miss A. Solomon.
(iii) School (Hindi) Play	...	I/c Mr. S.B. Dwivedi, Mr. A.K. Bhargava, Mr. D. Mundepi & Mrs. S. Gupta.
Stage	...	Mr. H. Sikand, Mrs. Vashisht & Mr. A. Mathur.
Sr. School Concert Co-ordination	...	I/c Mr. S. Ghosh & Mr. C. V. Lonnapan.
P.D. Concert	...	I/c Dean of Prep School & P.D. Staff.
A D.S. (English)	...	I/c Mr. C.B. Abraham, Mr. S. Ghosh, Mr. V. Pande & Mr. J. Roberts.
Stage :	...	Mr. Puri, 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	...	I/c Mr. Daljinder Singh, Mr. B.D. Attri, Mrs. A. Sharma & Mrs. N. Choudhry.
(v) Karate	...	Dr Sharma, Mrs. Matharu & Mr. Dharam Pal.
Exhibitions :		
(i) Hobbies	...	Hobbies Staff
(ii) SUPW	...	Mr. B.D. Attri.
(iii) Rural Education	...	Mr B.D. Attri.
(iv) Computers	...	I/c Mr. R. Puri & 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 & Dr. A. Sagar.
(vii) P.D. Exhibition	...	I/c Dean of Prep School & P.D. Staff.
O.S. Dinner & Dance	...	President, O.S. Society & Bursar.

O.S. Matches	...	Mr. Sukhvinder Singh & Mr. Daljinder Singh.
O.S. Accommodation :		
Girls	...	I/c Mrs. B. Matharu & Mrs. A. Sharma.
Boys	...	I/c Mr. K. J. Parel & Mr. A. K. Bhargava
Decorations	...	I/c Bursar, Mr. C.S. Matharu & Mrs. N. Williams.
Sound Equipment	...	I/c Mr. S. Ghosh, Mr. Subhash Gupta & Mr. A. Mukherjee.
Sanitation :		
Gents area	...	Mr. E. Sequeira & Mr. R.T. Williams.
Ladies area	...	Mrs. M. Khan & Mrs. N. Choudhry.
Seating :		
(i) A.D.S.	...	I/c Dean of Prep School & P.D. Staff
(ii) Sr. School Concert	...	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 & Mr. Dalbir Singh.
(v) Parade & Speeches	...	I/c Mr. R. Puri, Mr. S B. Dwivedi & Mr. H. Sikand.
Costumes & make up	...	Miss A. Arora.
Nursery	...	One P.D. Matron & two P D. Ayahs.
Checking Invitation Cards		I/c Mr. E Sequeira, Mr. K.J. Parel, Miss K. Bakhshi, Dr. V.K. Sharma & Mr. S. Idris.
Barne Hall	...	I/c Mr. V. K. Mehta & Mr. N. C. Barwala.
Parents / Teachers		
Coffee	...	I/c Mrs. B. Singh & Matrons (B.D./G.D.)

No. 169. 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 Saturday, 3rd August 1996 (9-00 a.m.).

No. 170. RETURN SCHOOL PARTIES JULY, 1996.

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Bursar by 3rd August 1996 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. 171. NEW ADMISSION—RECEPTION

All new admissions will take place on 1st August, 1996. 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 28-7-96 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. 172. NEW ADMISSION—RATIONS

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

	B.S.	G.S.	P.S.B.	P.S.G.
1st August ...	15	17	—	—

No. 173. DEPOSIT OF CASH IN SCHOOL OFFICE

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

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

No. 174. 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. 175. 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. 176. TROPHIES, MEDALS, ETC.

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

No. 177. 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. 178. 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. 179. 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. 180. 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.

No. 181. 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.—5-30 p.m.	

Sundays

(i) No M.I.

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

No. 182. 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. 183. PHOTO COPIER MACHINE

- (1) The School has another new 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 foolscap 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.

H.S. Dhillon
Headmaster

LAWRENCE SCHOOL ORDERS**Sanawar Friday 2nd August, 1996***184—188***No. 184. PROGRAMME****August**

Fri.	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	... 9-45 a.m.
			Normal teaching routine resumed from 3rd school onwards	
			Lunch P.D.	... 1-00 p.m.
			Lunch Sr. School	... 1-50 p.m.
			Afternoon activities cancelled	
			Staff Meeting (both Sr. School & P.D.)	... 2-30 p.m.
		Note :	Bursar, R.M.O., Q.M., Engineer are also required to attend.	
			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.
Sat.	3rd	...	Rouser	... 5-50 a.m.
			P.T./Morning Prep 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.
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
Sun.	4th ...	Sunday Timings	
		Study hour (dorms.)	12-15—1-15 p.m.
		Lunch P.D.	... 12-30 p.m.
		Lunch Sr. School	... 1-30 p.m.
		Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon.	5th ...	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.
Tue.	6th ...	Founder's/Soccer/Athletics programme comes into effect	
Wed.	7th ...	SUPW	5-20—6-20 p.m.
		No Evening Prep	
		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		'As We Met' Society Meeting (after supper)	
		Jr. English Debating Society Meeting (after supper)	

Fri.	9th	...	Jr. & Sr. Hindi Debating Societies Meeting (after supper)	
			Sr. English Debating Society Meeting (after supper)	
Sat.	10th	...	Morning Prep	6-40—7-35 a.m.
			Practice Exams. conclude	
			School Soccer 1st XI/Colts Teams leave for Y.P.S. Mohali	... 2-45 p.m.
			Y.P.S. Mohali Soccer Atoms & Electrons Teams arrive	... 5-00 p.m.
			Inter-House Quiz Competition	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Sun.	11th	...	Soccer 1st XI & Colts vs. Y.P.S. Mohali & Vivek Public School, Chandigarh (away)	
			Soccer Electrons vs. Y.P.S. Mohali (New Field)	... 10-00 a.m.
			Soccer Atoms vs. Y.P.S. Mohali (Barne Field)	... 10-00 a.m.
			Vivek Public School Soccer Atoms & Electrons Teams arrive	... 11-00 a.m.
			Lunch (for Soccer teams)	... 12-00 noon
			Study hour (dorms.)	12-15—1-15 p.m.
			Y.P.S. Mohali Soccer teams leave (after lunch)	
			Soccer Electrons vs. Vivek Public School, Chandigarh (New Field)	... 1-30 p.m.
			Soccer Atoms vs. Vivek Public School, Chandigarh (Barne Field)	... 1-30 p.m.
			English Film (Sr. School)	... 3-00 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Tutorial Meetings (P.D.)	5-00—6-00 p.m.
			Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.

No. 185. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Thursday, 15th August, 1996. 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 and 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) Mess Manager 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 'patal' 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 15-8-96 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 15-8-96 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- 186. LIBRARY TIMINGS

The Library timings are as follows with immediate effect :

Sundays	...	10-00 a.m.—1-00 p.m. 2-00 p.m.—4-00 p.m.
Mondays	...	Closed
Tuesday to Saturday	...	9-00 a.m.—1-45 p.m. 2-15 p.m.—5-00 p.m.

No. 187. 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. 188. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 4th August, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Tuesday 6th August, 1996

189

SPECIAL ORDER**No. 189. MEDICAL CATEGORIES****Category C 1 : Seizures**

[can do P.T., play TT and Badminton]

Dharmender S. Pahil	...	NBD	Jaiteshwar	...	NBD
Manisha Pathak	...	NGD	Japji Hundal	...	HBD

Category C 2 : Bronchial Asthma/Bronchitis/Nballergy

[Excused Long Distance Running]

Sartaj Dhillon	...	NBD	Shayari Singh	...	SGD
Kunal Dudeja	...	SBD	Shanon Singh	...	VGD
Raghav Khanna	...	VBD	Sunayana Chhibber	...	VGD
Sukhmani Cheema	...	HGD	Sharan Arora	...	VGD
Shreemoyee Mitra	...	HGD	Arjun Singh Mundy	...	HPD
Amba Batra	...	NGD	Sagar Bhasin	...	SPD
Arunima Maulia	...	NGD	Jatin Mehra	...	SPD
Supriya Bali	...	SGD	Devyani Joon	...	VPD

Category C 3 : Flat Feet, etc.

[Excused Long Distance Running]

Karan Swani	...	HBD	Gulveen Somal	...	HGD
Gautam Miglani	...	SBD	Chhavi Munshi	...	SGD
Tushar Mehta	...	VBD	Seerat Grewal	...	SGD
Sameer Padha	...	VPD	Deepali Verma	...	VGD

Category B 1 : Braces

[Excused Boxing and Jumps]

Saif Taj	...	HBD	Tarik Badruddin	...	VBD
Raghav Gupta	...	HBD	Tabrez Badruddin	...	VBD
Ranadip Dutta	...	HBD	Satchit Kapoor	...	VBD
Abhay Pal Singh Gill	...	VBD	Varun Ajmani	...	VBD
Bhrigu Garg	...	NBD	Swati Bhalla	...	HGD
Rahbar Virk	...	NBD	Jasmeet Sandhu	...	HGD
Ashish Amatya	...	NBD	Jasreena Nijjar	...	HGD
Gunjeet Sayal	...	NBD	Madhvi Saraf	...	HGD
Divraj Jubbal	...	SBD	Kirandeep Kama	...	HGD
Ambar Mahajan	...	SBD	Reetika Matharu	...	HGD

Amrit Mansahia	...	NGD	Upasna Gupta	...	SGD
Deeksha Garg	...	NGD	Naina Mehta	...	VGD
Divya Lal	...	NGD	Pragya Bakshi	...	VGD
Megha Madan	...	NGD	Navdeep Gahunia	...	VGD
Pia Singh	...	NGD	Revati Mann	...	VGD
Pia Bhatnagar	...	NGD	Raghav Dang	...	HPD
Kirat Dhillon	...	NGD	Unnati Madan	...	NPD
Supriya Bali	...	SGD	Harpriya Gill	...	VPD
Anuradha Chauhan	...	SGD	Karan Singh	...	VPD

Category B 2 [Excused all activities for period specified]

Nishant Verma	...	HBD	(can Swim)
Abhishek Bajaj	...	HBD	2 months
Ranjit S. Dhillon	...	HBD	(for 2 weeks)
Kanishka Jain	...	SBD	end of term
Barsha Dutta	...	HGD	end of term
Anushree Aggarwal	...	HGD	2 months
Sonali Bagchi	...	HGD	2 months
Kamna Puri	...	GD	2 weeks
Rupneet Chawla	...	VGD	(can Swim)
Sunandita Chandel	...	NPD	
Pearl Gill	...	NPD	2 months
Reet Sidhu	...	SPD	2 months

Category B 3 : Skin Diseases/Ear Problems etc.

[Excused Swimming only]

Karan Singh	...	HBD	Jaiveet Dhillon	...	NGD
Pratyush Aggarwalla	...	NBD	Mandakini	...	NGD
Akshay Dosaj	...	VBD	Radhika Minocha	...	SGD
Vikram Chauhan	...	VBD	Abhimanyu Ranawat	...	NBD

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th August, 1996

190—202

No. 190. PROGRAMME

August

Fri. 9th ...	Jr. & Sr. Hindi Debating Societies Meeting (after supper) Sr. English Debating Society Meeting (after supper)	
Sat. 10th ...	Morning Prep Practice Exams. conclude School Soccer 1st XI/Colts Teams leave for Y.P.S. Mohali Y.P.S. Mohali Soccer Atoms & Electrons Teams arrive Inter-House Quiz Competition Supper P.D. Supper Sr. School	6-40—7-35 a.m. ... 2-45 p.m. ... 5-00 p.m. ... 6-15 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 11th ...	Soccer 1st XI & Colts vs. Y.P.S. Mohali & Vivek Public School, Chandigarh (away) Soccer Electrons vs. Y.P.S. Mohali (New Field) Soccer Atoms vs. Y.P.S. Mohali (Barne Field) Vivek Public School Soccer Atoms & Electrons Teams arrive Lunch (for Soccer teams) Study hour (dorms.) Y.P.S. Mohali Soccer teams leave (after lunch) Soccer Electrons vs. Vivek Public School, Chandigarh (New Field) Soccer Atoms vs. Vivek Public School, Chandigarh (Barne Field) English Film (Sr. School) Tea (for both P.D. & Sr. School) Tutorial Meetings (P.D.)	 ... 10-00 a.m. ... 10-00 a.m. ... 11-00 a.m. ... 12-00 noon 12-15—1-15 p.m. ... 1-30 p.m. ... 1-30 p.m. ... 3-00 p.m. ... 4-45 p.m. 5-00—6-00 p.m.

	Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
Wed. 14th ...	SUPW	5-20—6-20 p.m.
	No Evening Prep	
	Supper P.D.	... 6-30 p.m.
	Supper Sr. School	... 7-30 p.m.
	Independence Eve Staff Club Dinner	... 8-30 p.m.
Thu. 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	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.

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 | |
- Fri. 16th ... Inter-House Table Tennis (GD) commences
Jr. English Debating Society Meeting
(after supper)
Jr. Hindi Debating Society Meeting
(after supper)

Sat. 17th	...	Morning Prep	6-40—7-35 a.m.
		Inter-Section English Poetry	
		Recitation Competition (P.D.—	
		L-III & U-III)	... 5-15 p.m.
		Inter-House Dumb Charades (Jrs.)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 18th	...	All India Talent Scholarship Exam. at	
		Sanawar	... 10-00 a.m.
		Soccer Atoms vs. Pinegrove School	
		(Barne Field)	... 10-00 a.m.
		Soccer Electrons vs. Pinegrove	
		School (New Field)	... 10-00 a.m.
		Proposed Games Fixtures :—	
		School Basketball (boys & girls)	
		Teams vs. St. Mary's School, Kasauli (away)	
		Soccer 1st XI vs. A.P.S. Dagshai	
		(Barne Field)	... 11-10 a.m.
		(School will go down to watch the	
		Soccer matches)	
		Study hour (dorms)	12-15—1-15 p.m.
		Visiting 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.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 191. 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. 192. 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. 193. 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. 194. 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 those 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. 195. 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. 196. 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 17-8-1996.

No. 197. COUGH, COLD AND 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. 198. 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, 1997, must submit completed registration forms of their children in the Admission Office of the school latest by the 14th of October, 1996. It may not be possible to accept registration forms received after this date.

No. 199. MEALS IN CENTRAL DINING HALL

1. This is for information of all concerned that food in the Central Dining Hall as per rules is only for staff members and their spouses/husbands.

2. For occasional meal for outstation guests the I/c C.D.H. should be informed and the register for guests filled in. For anytime beyond one day permission of the Bursar would be required.

3. Children below seven years should not be brought into the C.D.H.

No. 200. MEDICAL CATEGORIES

Mandakini NGD	...	Cat. C3
Raghvender Gohil HBD	...	Cat. B2
Moshina Singhla NGD	...	Cat. B2
Puneet Behl VBD	...	Cat. B3
Barsha Dutta HGD	...	Cat. C1 & not B2
Manisha Nayar NGD	...	Cat. C1 & not B2

No. 201. SCHOOL AND ADMINISTRATIVE HOLIDAY

Thursday, 15th August, 1996, will be a holiday on account of Independence Day.

No. 202. CINEMA

1. An English film will be shown in Barne Hall at 3-00 p.m. for Senior School on Sunday, 11th August, 1996.

2. A Hindi film will be shown in Barne Hall at 6-30 p.m. for Subordinate Staff and their families on Thursday, 15th August 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th August, 1996

203—215

No. 203. PROGRAMME

August

Fri. 16th	...	Inter-House Table Tennis (GD) commences Jr. English Debating Society Meeting (after supper) Jr. Hindi Debating Society Meeting (after supper)	
Sat. 17th	...	Morning Prep Inter-Section Poetry Recitation Competition (P.D.) Inter-House Dumb Charades (Jrs.) Supper P.D. Supper Sr. School	6-40—7-35 a.m. ... 5-15 p.m. ... 6-15 p.m. ... 6-15 p.m. ... 7-15 p.m.
Sun. 18th	...	All India Talent Scholarship Exam. at Sanawar Soccer 1st XI vs. A.P.S. Dagshai (Barne Field) Soccer Electrons vs. Pinegrove School (New Field) Soccer Atoms vs. Pinegrove School (Barne Field) School Basketball (boys & girls) Teams vs. St. Mary's School, Kasauli—cancelled	... 10-00 a.m. ... 11-00 a.m. ... 12-15 p.m. ... 12-15 p.m.

Note : School will go down to watch the
Soccer matches.

Visiting 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.
Tutorial Meetings (P.D.)	5-00—6-00 p.m.
Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

Mon. 19th	...	Mess Committee Meeting (M.C.R.)	...	2-30 p.m.
Wed. 21st	...	SUPW		5-20—6-20 p.m.
		No Evening Prep		
		Supper P.D.	...	6-30 p.m.
		Supper Sr. School	...	7-30 p.m.
		'AS WE MET' Society Meeting (after supper)		
Thu. 22nd	...	Jr. Hindi Debating Society Meeting (after supper)		
Fri. 23rd	...	Sr. English Debating Society Meeting (after supper)		
Sat. 24th	...	Morning Prep		6-40—7-35 a.m.
		School Soccer 1st XI & Basketball (girls)		
		teams leave for Y.P.S. Patiala	...	2-30 p.m.
		Y.P.S., Patiala, Basketball/Squash (boys)		
		teams and Soccer Atoms arrive	...	5-00 p.m.
		Inter-House Hindi Debate (P.D.)		
		postponed to 31-8-96.		
		Inter-House Jr. Hindi Debate	...	6-15 p.m.
		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
Sun. 25th	...	School Soccer 1st XI/Basketball (girls)		
		matches vs. Y.P.S., Patiala (away)		
		Soccer Atoms vs. Y.P.S., Patiala		
		(Barne Field)	...	10-00 a.m.
		School Basketball (boys) team vs.		
		Y.P.S. Patiala (Staff Courts)	...	11-30 a.m.
		School Squash team vs. Y.P.S. Patiala at		
		Sanawar (timings for the matches to be		
		mutually decided by the Coaches concerned)		
		Soccer Colts vs. A.P.S. Dagshai		
		(Barne Field)	...	11-10 a.m.
Note :		School will watch the various matches.		
		Roll Call (dorms.)	...	1-15 p.m.
		Visiting teams leave (after lunch)		
		English Film (P.D.)	...	1-00 p.m.
		English Film (Sr. School)	...	3-00 p.m.
		Tea (for both P.D. & Sr. School)	...	4-45 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00	p.m.
		School Soccer/Basketball teams		
		return	...	6-00 p.m.

Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.

No. 204. 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. 205. 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. 206. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 5-10-96 (7-00 a.m.) to 10-10-96 (5-00 p.m.,) including the Chief Guest's holiday. Children should inform parents of these dates.

No. 207. 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. 208. 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. 209. 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. 210. 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 1996, the issue dates will shift to, and will be from 11th to 20th October, 1996.

No. 211. 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. 212. 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. 213. 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, 1996 and sign the P.F. register on 21st, 22nd and 23rd August, 1996 in the School Office. It may not be possible for the School Office to extend the dates except for staff on leave.

No. 214. MEDICAL CATEGORIES

Simran Dheer SGD	...	Cat. B1 (end of term)
Amitya Sharma SBD	...	Cat. B2 for one month
Shireesh Bubna HBD	...	Cat. B2 for one month
Rituraj Pathak SBD	...	Cat. B2 for two months
Vivan Sehgal VBD	...	Cat. B2 for two months
Ashish Amatya VBD	...	Cat. B2 for two months
Nayantara Sehgal VGD	...	Cat. B3 till end of term
Rahbar Virk SBD	...	upgraded from Cat. B1

Note : Boys in Cat. B1 will be excused Boxing in addition to Jumps.

No. 215. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 18th August, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 23rd August, 1996**

216—221

No. 216. PROGRAMME**August**

Fri. 23rd	...	Sr. English Debating Society Meeting (after supper)	
Sat. 24th	...	Morning Prep	6-40—7-35 a.m.
		School Soccer 1st XI & Basketball (girls)	
		teams leave for Y.P.S. Patiala	... 2-30 p.m.
		Y.P.S., Patiala, Basketball/Squash (boys)	
		teams and Soccer Atoms arrive	... 5-00 p.m.
		Inter-House Hindi Debate (P.D.)	
		postponed to 31-8-96.	
		Inter-House Jr. Hindi Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 25th	...	School Soccer 1st XI/Basketball (girls)	
		matches vs. Y.P.S., Patiala (away)	
		School Basketball (boys) team vs.	
		Y.P.S. Patiala (Staff Courts)	... 7-00 a.m.
		Soccer Atoms vs. Y.P.S., Patiala	
		(Barne Field)	... 10-00 a.m.
		School Squash team vs. Y.P.S. Patiala at	
		Sanawar (timings for the matches to be	
		mutually decided by the Coaches concerned)	
		Soccer Colts vs. A.P.S. Dagshai	
		(Barne Field)	... 11-10 a.m.
Note :		School will watch the Soccer matches.	
		Roll Call (dorms.)	... 1-15 p.m.
		Visiting teams leave (after lunch)	
		English Film (P.D.)	... 1-00 p.m.
		English Film (Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		School Soccer/Basketball teams	
		return	... 6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.

		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 26th	...	Inter-House Swimming cancelled	
Wed. 28th	...	Raksha Bandhan—Administrative Holiday	
		Rouser	... 6-20 a.m.
		P.T. cancelled	
		Chota Hazari	... 6-45 a.m.
		Raksha Bandhan for children (Birdwood School)	7-00—7-40 a.m.
		M.I. GD (as normally scheduled)	
		Normal teaching routine (1st School onwards)	
		Normal afternoon activities	
		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)	
Fri. 30th	...	Sr. Hindi Debating Society Meeting (after supper)	
Sat. 31st	...	Morning Prep	6-40—7-35 a.m.
		Soccer 1st XI/Colts & Basketball teams leave for B.C.S. Shimla	... 2-30 p.m.
		B.C.S. Soccer Atoms & Electrons arrive	... 5-00 p.m.
		Inter-House Hindi Debate (P.D.)	... 5-15 p.m.
		Inter-House Jr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
September			
Sun. 1st	...	Soccer/Basketball matches vs. B.C.S. Shimla (away)	
		Soccer Electrons vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
		Soccer Atoms vs. B.C.S. Shimla (Barne Field)	... 11-10 a.m.
		(School will go down to watch the matches)	
		Roll Call (dorms.)	... 1-15 p.m.
		B.C.S. Soccer Teams leave for Shimla (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.
Tutorial Meetings (P.D.)		5-00—6-00 p.m.
School Soccer/Basketball		
Teams return	...	6-00 p.m.
Tutorial Meetings (Sr. School)		6-00—7-00 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.

No. 217. 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, 1996 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-96 whereafter no further adjustments will be possible.

No. 218. 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. 219. MEDICAL CATEGORIES

Mandakini Singh	NGD	...	Upgraded from Cat. C3
Shweta Jain	HGD	...	Cat. B2 till end of the term
Gitika Verma	VGD	...	Cat. B2 till end of the term
Ashish Jaisinghani	HBD	...	Cat. B2 till end of the term
Karan Bamba	VBD	...	Cat. B2 for 3 weeks
Wati	SPD	...	Cat. B2 for 2 months
Lilian Sema	HGD	...	Cat. B2 for 2 months
Priyanka Anand	SGD	...	Cat. C2

No. 220. ADMINISTRATIVE HOLIDAY

Wednesday, 28th August, 1996, will be a holiday on account of Raksha Bandhan.

No. 221. CINEMA

An English film will be shown in Barne Hall at 1-00 p.m. for P.D. and at 3-00 p.m. for Senior School on Sunday, 25th August, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 30th August, 1996**

222—238

No. 222. PROGRAMME**August**

Fri. 30th	...	Sr. Hindi Debating Society Meeting (after supper)	
Sat. 31st	...	Morning Prep	6-40—7-35 a.m.
		Soccer 1st XI/Colts & Basketball teams leave for B.C.S. Shimla	... 2-30 p.m.
		B.C.S. Soccer Atoms & Electrons arrive	... 5-00 p.m.
		Inter-House Hindi Debate (P.D.)	... 5-15 p.m.
		Inter-House Jr. English Debate	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

September

Sun. 1st	...	Soccer/Basketball matches vs. B.C.S. Shimla (away)	
		Soccer Electrons vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
		Soccer Atoms vs. B.C.S. Shimla (Barne Field)	... 11-10 a.m.
		(School will go down to watch the matches)	
		Roll Call (dorms.)	... 1-15 p.m.
		B.C.S. Soccer Teams leave for Shimla (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.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		School Soccer/Basketball Teams return	... 6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Tue. 3rd	...	Jr. English Debating Society Meeting (after supper)	
Wed. 4th	...	SUPW	5-20—6-20 p.m.
		No Evening Prep	

		Supper P.D.	... 6-30 p.m.
		Supper Sr. School	... 7-30 p.m.
		Teachers' Day Eve Party hosted by	
		Upper Sixers	8-30-11-00 p.m.
Thu.	5th ...	Teachers' Day	
		Janam Ashtmi—School & Administrative Holiday	
		Sunday Timings	
		School Soccer 1st XI vs. Staff XI	... 10-30 a.m.
		(School will go down to watch the match)	
		Special Tea hosted by the State Bank of	
		Patiala, Sanawar, to celebrate	
		Teachers' Day (Venue : SSC)	... 12-00 noon
		Note : Staff & staff wives/husbands are	
		cordially invited to this special tea.	
		Roll Call (dorms.)	... 1-15 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.
Fri.	6th ...	Sr. English Debating Society Meeting (after supper)	
Sat.	7th ...	Morning Prep	6-40—7-35 a.m.
		Inter-House Hindi Kavya	
		Path (P.D.)	... 5-15 p.m.
		Inter-Section English Poetry	
		Recitation Competition (L-V & U-V)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Sr. Hindi Debating Society Meeting (after supper)	
Sun.	8th ...	Study hour (dorms.)	12-15—1-15 p.m.
		English Film (P.D.)	... 1-00 p.m.
		English Film (Sr. School)	... 3-00 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 223. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1996 at 1-30 p.m. Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 23rd September, 1996, if they will be attending.

No. 224. BOOKING OF TELEGRAMS BY STUDENTS

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

No. 225. WOPs & SOPs—DAY SCHOLARS

All concerned may kindly note that the DAY SCHOLARS are also required to observe the rules governing WOPs and SOPs as applicable to BOARDERS; in particular that they **MUST** wear **School Uniform**, whenever going out on WOPs.

No. 226. HINDUSTAN PETROLEUM LPG. CYLINDERS

Staff interested in getting the LPG. cylinders refills should send a note carrying your name and LPG. consumer number along with cost 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. 227 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, 1996.

No. 228. 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. 229. PURCHASE OF MATERIALS FOR DIWALI

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

No. 230 TRANSPORT FOR FOUNDER'S

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

No. 231. NON-ATTENDANCE OF SUBORDINATE STAFF AT FOUNDER'S EVENTS

It is regretted that, for administrative 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, 1996, 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. 232. SCHOOL GARDENS

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

No 233. 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. 234. 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. 235. 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. 236. MEDICAL CATEGORIES

Nasim Sidhu VGD	...	Cat. C2 till end of term
Mandakini Singh NGD	...	Cat. C2 till end of term
Thamin Rashid SBD	...	Cat. B2 till end of term
Nihar Mittal SBD	...	Cat. B2 for one month
Nikhil Jain SBD	...	Cat. B2 for one month
Gurjinder Singh SBD	...	Cat. C3
Kanav Kapoor SBD	...	Cat. C3
Nitin Sood VBD	...	Cat. B2 till 21-10-96.

No. 237. SCHOOL AND ADMINISTRATIVE HOLIDAY

Thursday, 5th September, 1996 will be a holiday on account of Janam Ashtmi.

No. 238. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 1st September, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 6th September, 1996**

239—245

No. 239. PROGRAMME**September**

Fri.	6th	...	Sr. English Debating Society Meeting (after supper)	
Sat.	7th	...	Morning Prep	6-40—7-35 a.m.
			Inter-House Hindi Kavya	
			Path (P.D.)	... 5-15 p.m.
			Inter-Section English Poetry	
			Recitation Competition (L-V & U-V)	... 6-15 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Sr. Hindi Debating Society Meeting (after supper)	
Sun.	8th	...	Study hour (dorms.)	12-15—1-15 p.m.
			English Film (P.D.)	... 1-00 p.m.
			English Film (Sr. School)	... 3-00 p.m.
			Tea (for both P.D. & Sr. School)	... 4-45 p.m.
			Tutorial Meetings (P.D.)	5-00—6-00 p.m.
			Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
Mon.	9th	...	Inter-House Athletics Heats commence.	
Wed.	11th	...	SUPW	5-20—6-20 p.m.
			No Evening Prep	
			Supper P.D.	... 6-30 p.m.
			Supper Sr. School	... 7-30 p.m.
			'AS WE MET' Society Meeting (after supper)	
Fri.	13th	...	Assessment Meeting P.D.	... 2-30 p.m.
			Assessment Meeting Sr. School	... 6-00 p.m.
			Sr. Hindi Debating Society Meeting (after supper)	
Sat.	14th	...	Morning Prep	6-40—7-35 a.m.
			Talk on UNICEF by Mrs. N. Gupta (For L-VI and U-VI)	... 1-00 p.m.
			P.D. & Sr. School Staff/Parents Meeting (SSC)	... 2-30 p.m.

	SOP's issued onwards	...	2-30 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
Sun. 15th ...	Study hour (dorms.)		12-15—1-15 p.m.
	Hindi Film (for both P.D. & Sr. School		
	Sr. School	...	2-30 p.m.
	Tea (for both P.D. & Sr. School)	...	4-45 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.

No. 240. STAFF FAMILY RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 10th October to 19th October 1996, instead of from 1st October to 10th October 1996, following the same schedule laid down earlier.

No. 241. 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. 242. BLOCKING OF SEWERAGE LINES

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

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

No. 243. STAFF RESIDENCE : ALTERATION & 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. 244. 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. 245. CINEMA

An English film will be shown in Barne Hall at 1-00 p.m. for P.D. and at 3-00 p.m. for Senior School on Sunday, 8th September, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 13th September, 1996

246—253

No. 246. PROGRAMME

September

Fri. 13th	... Assessment Meeting P.D. ... 2-30 p.m. Assessment Meeting Sr. School (MCR) ... 6-00 p.m. Sr. Hindi Debating Society Meeting (after supper)
Sat. 14th	... P.T. (Instead of Morning Prep) 6-25—6-55 a.m. Talk on UNICEF by Mrs. N. Gupta (For L-VI and U-VI) ... 1-00 p.m. P.D. & Sr. School Staff/Parents Meeting (SSC) ... 2-30 p.m. SOP's issued onwards ... 2-30 p.m. All India Platinum Jubilee Debate at Gwalior ... 6-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Sun. 15th	... IPSC Quiz Competition at Gwalior ... 9-00 a.m. Roll Call (dorms.) ... 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. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Mon. 16th	... School Quiz & Debating Teams return from Gwalior ... 9-00 a.m.
Wed. 18th	... Parade Practice ... 5-20 p.m. SUPW (for those not involved in Parade) 5-20—6-20 p.m. No Evening Prep Supper P.D. ... 6-30 p.m. Supper Sr. School ... 7- 15p.m. Jr. English Debating Society Meeting (after supper)
Fri. 20th	... Inter-House P.T. & Gym. Competition (P.D.) ... 2-15 p.m.

Sat. 21st ...	P.T.	6-25—6-55 a.m.
	Afternoon activities cancelled	
	Inter-House P.T. Competition (Sr. School)	... 3-15 p.m.
	Inter-House English Debate (P.D.)	... 5-15 p.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. 22nd ...	Roll Call (dorms.)	... 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.
	Tutorial Meetings (P.D.)	5-00—6-00 p.m.
	Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 247. FOUNDER'S HOLIDAYS

Members of the academic staff wishing to avail of the Founder's holidays are requested to kindly inform the 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 248. POST FOUNDER'S OFFS ADMINISTRATIVE STAFF

Following will be a full working day :—

Wed. 2-10-96 (Gandhi Jyanti)

Administrative Staff will have a compensatory 'off' and a post—Founder's holiday from Mon. 7th to Tue. 8th Oct., 1996.

No. 249. 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. 250. 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. 1996 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, 3rd November, 1996 (10-00 a.m.)
- (3) The above given details would apply also for future years.

No. 251. POST-FOUNDER'S BREAK

The School offered to arrange a School party from Delhi to Sanawar by train on 10-10-96.

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

No. 252. MEDICAL CATEGORIES

Mandakini Ghai NGD	...	Upgraded from Cat. B2 & Cat. B3
Anushree Aggarwal HGD	...	Upgraded from Cat. B2
Garima Aggarwal NGD	...	Upgraded from Cat. B2
Wati SPD	...	Upgraded from Cat. B2
Sonali Bagchi HGD	...	Upgraded from Cat. B2
Mandakini Singh VGD	...	Placed in Cat. C2
L. Longkumar SGD	...	Placed in Cat. C1
Reet Inder Sidhu SPD	...	Upgraded from Cat. B2
Shelly Khandari SPD	...	Cat. B2 for 2 months

No. 253 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 September, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 20th September, 1996**

254—257

No. 254. PROGRAMME**September**

Fri. 20th	...	Inter-House P.T. Competition (P.D.) postponed to 24-9-96	
Sat. 21st	...	P.T. Inter-House P.T. Competition (Sr. School) postponed to 23-9-96 Inter-House English Debate (P.D.) postponed to 19-10-96 Inter-House Sr. Hindi Debate	6-25—6-55 a.m. ... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 22nd	...	Roll Call (dorms.) English Film (for both P.D. & Sr. School) Tea (for both P.D. & Sr. School) Tutorial Meetings (P.D.) Tutorial Meetings (Sr. School) Supper P.D. Supper Sr. School	... 1-15 p.m. ... 3-00 p.m. ... 4-45 p.m. 5-00—6-00 p.m. 6-00—7-00 p.m. ... 6-15 p.m. ... 7-15 p.m.
Mon. 23rd	...	Afternoon activities cancelled Inter-House P.T. Competition (Sr. School)	... 3-00 p.m.
Note : The following changes will be effected till Wednesday, 25th September 1996 :—			
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 remain as scheduled)			
Tue. 24th	...	Inter-House P.T. Competition (P.D.) Jr. & Sr. Hindi Debating Societies Meeting (after supper)	... 2-15 p.m.

Wed. 25th	...	SUPW cancelled 'As We Met' Society Meeting (after supper)	
Thu. 26th	...	Founder's preparation programme as published separately comes into effect	
Fri. 27th	...	Founder's preparation programme	
Sat. 28th	...	Founder's preparation programme	
Sun. 29th	...	Founder's preparation programme	
Mon. 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 & downwards will attend all Barne Hall performances	

October

Tue. 1st	...	A.D.S. (Staff) Play—1st performance	... 6-00 p.m.
		Supper P.D.	... 8-00 p.m.
		Tattoo (partial)	8-10—9-10 p.m.
		Supper Sr. School	... 9-15 p.m.
Wed. 2nd	...	Rouser	... 5-50 a.m.
		Breakfast Sr. School	... 6-50 a.m.
		Breakfast P.D.	... 7-30 a.m.
		Flag hoisting followed by Gandhi Jayanti Assembly (Birdwood)	... 8-00 a.m.
		Annual Athletic Meet (Barnes)	... 9-30 a.m.
		Parents/Teachers Meeting & Coffee (Staff Club Tennis Courts)	... 12-00 noon
		Lunch P.D.	... 12-45 p.m.
		Lunch Sr. School	... 1-45 p.m.
		Tea (for both P.D. & Sr. School)	... 4-00 p.m.
		A.D.S. (Staff) Play	... 6-00 p.m.
		Supper P.D.	... 7-00 p.m.
		B.D., baths	... 7-30 p.m.
		Supper Sr. School	... 8-30 p.m.
		Lights out	... 9-30 p.m.
Thu. 3rd	...	Rouser	... 6-30 a.m.
		B.D., baths	... 7-00 a.m.
		Breakfast Sr. School	... 8-00 a.m.
		Breakfast P.D.	... 9-00 a.m.
		Trooping Practice	... 9-00 a.m.

	BOG Meeting (HM's Res.)	... 10-00 a.m.
	O.S. Matches :	
	(Hockey : Peacestead/Basketball :	
	Reshma Rawat Court)	... 10-00 a.m.
	Preliminary O.S. Meeting	
	(Staff Club Tennis Courts)	... 12-15 p.m.
	Lunch P.D.	... 12-30 p.m.
	Lunch Sr. School	... 1-30 p.m.
	Tea P.D.	... 3-00 p.m.
	Tea Sr. School	... 3-30 p.m.
	P.D. Concert	... 4-30 p.m.
	Supper Sr. School	... 6-00 p.m.
	Supper P.D.	... 6-45 p.m.
	Tattoo	... 7-30 p.m.
	Cocoa & Snacks for the School	... 9-15 p.m.
	Lights out	... 9-45 p.m.
Fri.	4th ... Founder's Day	
	Rouser	... 6-00 p.m.
	Breakfast Sr. School	... 7-00 a.m.
	Breakfast P.D.	... 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 P.D.	... 12-30 p.m.
	Founder's Lunch Sr. School	... 1-30 p.m.
	O.S. Meeting (Staff Club Tennis	
	Courts)	... 3-00 p.m.
	Tea Sr. School	... 4-00 p.m.
	Tea Prep School	... 4-30 p.m.
	B.D., baths	... 5-00 p.m.
	Sr. School Concert	... 6-00 p.m.
	Supper P.D.	... 7-00 p.m.
	Supper Sr. School	... 8-30 p.m.
	O.S. Dinner & Dance (SSC)	... 9-15 p.m.
	Lights out for school	... 9-30 p.m.

Note : The various exhibitions will be open from 2-15—4-00 p.m. on 2nd, 3rd & 4th Oct. '96.

Sat. 5th ... Founder's holidays commence
P.D. & Sr. School children issued
SOPs ... 7-00 a.m.

Note : For the duration of the Founder's
holidays the following routine will
be observed :—

Rouser	...	7-45 a.m.
B.D., baths	...	8-15 a.m.
Breakfast (P.D. & Sr. School)	...	9-00 a.m.
Lunch (P.D. & Sr. School)	...	1-15 p.m.
Tea (P.D. & Sr. School)	...	4-00 p.m.
Supper (P.D. & Sr. School)	...	7-15 p.m.
Lights out	...	9-30 p.m.
Thu. 10th ... Founder's holidays conclude		
All children on SOPs return	...	6-00 p.m.
Supper P.D.	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.
Lights out	...	9-30 p.m.

No. 255. 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. 256. MEDICAL CATEGORIES

Shweta Jain HGD	...	Upgraded from Cat. B2
Lilian Sema HGD	...	Upgraded from Cat. B2
Amitya Sharma SBD	...	Upgraded from Cat. B2
Nihar Mittal SBD	...	Upgraded from Cat. B2
Anuradha Chauhan SGD	...	Upgraded from Cat. B1
Raghvendra Gohil HBD	...	Placed in Cat. B2
Shrish Bobana HBD	...	Placed in Cat. B2
Meesha Kochar SGD	...	Placed in Cat. B2
Anjani Singh SGD	...	Placed in Cat. B2
Varun Singh VBD	...	Placed in Cat. C2
Mayank SBD	...	Placed in Cat. C3
Himanshu Talwar VBD	...	Placed in Cat. C3
Joy Gill NPD	...	Upgraded
Nikhil Jain SBD	...	B2 for 1 month

No. 257. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m.
for both P.D. and Senior School on Sunday, 22nd September, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Thursday 10th October, 1996**

258—269

No. 258. PROGRAMME**October**

Thu. 10th	...	Founder's holidays conclude	
		All children on SOPs return	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Dormitories set & tidied up	8-00—9-00 p.m.
		Lights out	... 9-30 p.m.
Fri. 11th	...	P.T. cancelled for the rest of the Term	
		Rouser	... 7-00 a.m.
		Normal teaching routine commencing with 1st School onwards	
		Afternoon activities cancelled	
		Hockey sets made	... 2-30 p.m.
		Parade uniforms & other items on loan from QM Stores returned onwards	... 3-30 p.m.
		Tea Prep School	... 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.
		Jr. Hindi Debating Society Meeting (after supper)	
		Sr. English Debating Society Meeting (after supper)	
Sat. 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.
		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.
		No Evening Prep	

		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 13th	...	Sunday timings	
		Proposed Basketball Fixtures :—	
		Basketball (U-12 boys) Team vs.	
		B.C.S. Shimla (away)	
		Basketball (U-12 girls) vs. Auckland	
		House, Shimla (away)	
		School Basketball (girls) Team vs.	
		Auckland House, Shimla (home)	... 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 (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Mon. 14th	...	Hockey season commences	
		Mess Committee Meeting (MCR)	... 2-30 p.m.
		Jr. English Debating Society	
		Meeting (after supper)	
Wed. 16th	...	Sr. English Debating Society	
		Meeting (after supper)	
		'As We Met' Society Meeting (after supper)	
Fri. 18th	...	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	
Sat. 19th	...	Morning Prep	6-30—7-20 a.m.
		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.
		Supper P.D.	... 6-15 p.m.

	Inter-House Hindi Kavya Path	
	(Sr. School)	... 6-20 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 20th	... Hockey Fixtures vs. Y.P.S.	
	Mohali postponed	
	Hodson Run Heats commence	
	Roll Call (dorms.)	... 1-15 p.m.
	English Film (P.D.)	... 1-00 p.m.
	English Film (Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Tutorial Meetings (P.D.)	5-00—6-00 p.m.
	Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.

No. 259. DAILY ROUTINE

With effect from Saturday, 12th October '96 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	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast	... 9-05 a.m.
Assembly	... 9-50 a.m.
3rd School	10-00—10-40 a.m.
4th School	10-40—11-20 a.m.
Break	11-20—11-40 a.m.
M.I., B.D.	11-20—11-35 a.m.
5th School	11-40—12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch	... 1-45 p.m.
Afternoon prep/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. 260. ARTICLES LOANED BY STORES

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

No. 261. SCHOOL VEHICLES

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

No. 262. LIVESTOCK

School Order No. 166 date 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, pig, etc., within the school premises is completely forbidden. Severe disciplinary action, including heavy fine will be imposed on those who disobey this order. Owners of live-stock are warned that their animals must remain far outside the school premises and should never be found grazing on the school lands.

No. 263. STAFF SICK IN QUARTERS

Will all staff please report to the R.M.O. before being placed on sick-in-Quarters list, and also before being discharged from the Sick-in-Quarters list so that proper account of the number

of days (date-wise) one has remained on Sick-in-Quarters list, could be maintained in School Office.

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

No. 264. DISCIPLINE

Following is again brought to the notice of all employees of the School, especially to the subordinate staff for strict compliance :—

1. It is not permissible to open any fund or ask for subscription/contribution to any fund or collection, or send or circulate notice to this effect, without prior written sanction from the Headmaster.
2. Lending and borrowing money between the employees of the school is prohibited.

Contravention of these orders will lead to disciplinary action against the employee concerned.

Heads of departments are requested to explain the above details once again to all those, working under them soon after the issue of this order.

No. 265. INTERNATIONAL HEALTH CERTIFICATES

School children who are likely to go abroad during vacation are required to have International Health Certificates brought uptodate and in this connection Housemasters/Housemistresses are requested to kindly forward to the R.M.O. lists of such children of their Houses so that the R.M.O. could get necessary inoculations/vaccinations done well in time.

These lists must reach the R.M.O. latest by 25th October, 1996, 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. 266. STAFF PROCEEDING ON LEAVE

All staff are hereby informed that they must obtain proper sanction of leave, before they proceed on such leave. This also includes station leave.

No. 267. STAFF SUPPER TIMINGS IN CDH

For administrative reason 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. 268. STAFF--GUEST MEALS IN CDH

Staff inviting their personal guests or parents in CDH for any meal(s) must inform the Mess Manager, in writing, well in advance. A requisition slip for this purpose is available with the Mess Manager.

No. 269. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 13th October, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th October, 1996

270—282

No. 270. PROGRAMME

October

Fri. 18th	... 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	
Sat. 19th	... Morning Prep	6-30—7-20 a.m.
	Afternoon Prep/activities cancelled	
	Best Gymnast Competition	... 2-50 p.m.
	Tea	... 5-00 p.m.
	<p>Note : Staff, staff wives/husbands & O.S. are cordially invited to special tea with the Gymnasts.</p>	
	B.D., baths	... 5-30 p.m.
	Supper P.D.	... 6-15 p.m.
	Inter-House Hindi Kavya Path (Sr. School)	... 6-20 p.m.
	Supper Sr. School	... 7-20 p.m.
Sun. 20th	... Hockey Fixtures vs. Y.P.S. Mohali cancelled	
	A.P.S. Dagshai Hockey teams arrive	... 10-30 a.m.
	Hockey 1st XI vs. A.P.S. Dagshai (Barne Field)	... 11-00 a.m.
	Hockey Electrons vs. A.P.S. Dagshai (New Field)	... 11-00 a.m.
	Roll Call (dorms.)	... 1-15 p.m.
	A.P.S. Dagshai Hockey teams leave (after lunch)	
	English Film (P.D.)	... 1-00 p.m.
	English Film (Sr. School)	... 3-00 p.m.
	Tea (for both P.D. & Sr. School)	... 4-45 p.m.
	Tutorial Meetings (P.D.)	5-00—6-00 p.m.
	Tutorial Meetings (Sr. School)	6-00—7-00 p.m.

		Supper P.D.	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.
		School Debating & Quiz Teams leave for Ajmer	...	9-00 p.m.
Mon. 21st	...	Dusehra—Holiday for Administrative Staff only 2nd & 3rd sessions of afternoon activities cancelled Hodson Run Heats commence (U-14 boys)	...	4-00 p.m.
Tue. 22nd	...	3 session of afternoon activities cancelled Hodson Run Heats (U-16 boys) J.T.M. Gibson Memorial Inter School English Debate at Mayo College, Ajmer	...	4-30 p.m.
Wed. 23rd	...	J.T.M. Gibson Memorial Inter School Quiz Competition at Mayo College, Ajmer Afternoon Prep/activities cancelled Hodson Run Finals Tea	...	3-00 p.m. 5-00 p.m.
		Note : Staff, staff wives/husbands & O.S. are cordially invited to special tea with the position holders. B.D., baths Normal Evening Prep	...	5-30 p.m.
Fri. 25th	...	Sr. English Debating Society Meeting (after supper)		
Sat. 26th	...	Morning Prep Balmiki Jayanti—Holiday for Administrative Staff only Hockey Electrons & Atoms leave for B.C.S. Shimla B.C.S. Shimla Hockey/Squash Teams arrive Inter-House Sr. English Debate Supper P.D. Supper Sr. School	...	6-30—7-20 a.m. 2-30 p.m. 5-00 p.m. 6-15 p.m. 6-15 p.m. 7-15 p.m.

Sun. 27th ...	School Debating Team leaves for Y.P.S. Patiala	... 8-30 a.m.
	Hockey Atoms & Electrons vs. B.C.S. Shimla (away)	
	Hockey Colts vs. B.C.S. Shimla (Barne Field)	... 10-00 a.m.
	Hockey 1st XI vs. B.C.S. Shimla (Barne Field)	... 11-15 a.m.
	(School will go down to watch the matches)	
	Squash fixtures vs. B.C.S. Shimla (home) — Timings to be decided mutually by the coaches concerned	
	Roll Call (dorms.)	... 1-15 p.m.
	B.C.S. Shimla Games Teams leave (after lunch)	
	Hindi Film (for both P.D. & Sr. School)	... 2-30 p.m.
	Frank Von Goldstein Memorial English Debate at Y.P.S. Patiala	
	Tea (for P.D. & Sr. School)	... 4-45 p.m.
	School Hockey Teams return from Shimla	... 5-00 p.m.
	Tutorial Meetings (P.D.)	5-00—6-00 p.m.
	Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Jr. English Debating Society Meeting (after supper)	

No. 271. 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. 272. 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. 273. CHILDREN DISCHARGED FROM HOSPITAL

It has been observed that children who have just been discharged from the hospital and are recovering from fracture, sprains or convalescing after illness, get pulled, pushed around or involved in playing games, thereby resulting in re-admission, as the injury/weakness 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. 274. SCHOOL HALWAI

It has come to my notice that school children are going to School Halwai Shop for making purchases. This is not permissible.

Will all House Staff kindly note that School Halwai Shop is out of bounds for all school children including Day Scholars at all times, except when they are on 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. 275. DISCIPLINE

It has come to my notice that children of Subordinate Staff are seen roaming/playing about around the residential area of school children, and also, on 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. 276. C.D.H. PANTRY

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

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

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

No. 277. RETURN OF EMPTY BOTTLES TO TUCK SHOP

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

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

No. 278. 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. 279. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 21st October, 1996 at 2-30 p.m. Failure to do so will result in treating the gear as lost and will be charged accordingly.

No. 280. MEDICAL CATEGORIES

Mohshina Singhal VGD	...	Upgraded
Divya Lal NGD	...	Upgraded
Jaiteshwar Bakshi NBD	...	Permitted Hodson Runs
Kirat Bhattal SGD	...	Cat. C2
Mandakini Singh NGD	...	Cat. C2
Vishal Anand VBD	...	Cat. C2
Himanshu Talwar SBD	...	Cat. C3
Surbhi Sarda NGD	...	Cat. C3
Radhika Minocha SGD	...	Cat. C3
Arjun Hira HBD	...	Cat. C3
Nayantara Sahgal VGD	...	Cat. B2
Vivan Sahgal VBD	...	Cat. B2
Neha Grover VGD	...	Cat. B2
Shilpi Garg VGD	...	Cat. B2
Aprajita NGD	...	Cat. B2
Sumi Sharma HPD	...	Cat. B2
Saurabh Sahgal VBD	...	Cat. B2
Rohini Mittal SGD	...	Cat. B2
Anchal Auluck VGD	...	Cat. B3
Rashisha VGD	...	Cat. B2
Yashna VGD	...	Cat. B2
Rahul Kanwar NBD	...	Cat. C3

No. 281. ADMINISTRATIVE HOLIDAY

Monday, 21st October, 1996, will be observed as a holiday, on account of Dusehra.

No. 282. CINEMA

An English film will be shown in Barne Hall at 1-00 p.m. for P.D. and at 3-00 p.m. for Senior School on Sunday, 20th October, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 25th October, 1996**

283—293

No. 283. PROGRAMME**October**

- Fri. 25th ...** Sr. English Debating Society Meeting
(after supper)
- Sat. 26th ...** Morning Prep 6-30—7-20 a.m.
Balmiki Jayanti—Holiday for Administrative
Staff only
Hockey Electrons & Atoms leave for
B.C.S. Shimla ... 2-30 p.m.
B.C.S. Shimla Hockey/Squash Teams
arrive ... 5-00 p.m.
Inter-House Sr. English Debate postponed to
16-11-96.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 27th ...** School Debating Team leaves for Y.P.S.
Patiala ... 8-30 a.m.
Hockey Atoms & Electrons vs. B.C.S.
Shimla (away)
Hockey Colts vs. B.C.S. Shimla
(Barne Field) ... 10-00 a.m.
Hockey 1st XI vs. B.C.S. Shimla
(Barne Field) ... 11-15 a.m.
(School will go down to watch the matches)
Squash fixtures vs. B.C.S. Shimla
(home)—Timings to be decided mutually
by the coaches concerned
Roll Call (dorms.) ... 1-15 p.m.
B.C.S. Shimla Games Teams leave (after lunch)
Hindi Film (for both P.D. &
Sr. School) ... 2-30 p.m.
Frank Von Goldstein Memorial English
Debate at Y.P.S. Patiala .. 4-00 p.m.
Tea (for P.D. & Sr. School) ... 4-45 p.m.

		School Hockey Teams return from Shimla	... 5-00 p.m.
		Tutorial Meetings (P.D.)	5-00—6-00 p.m.
		Tutorial Meetings (Sr. School)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Jr. English Debating Society Meeting (after supper)	
Wed. 30th	...	Jr. English Debating Society Meeting (after supper)	
		'As We Met' Society Meeting (after supper)	
November			
Fri. 1st	...	All India Inter Public School Athletic Meet (boys & girls) at D.P.S., R.K. Puram, New Delhi postponed	
Sat. 2nd	...	Morning Prep	6-30—7-20 a.m.
		School Hockey 1st XI leaves for Gwalior	... 5-00 p.m.
		Inter-House Quiz Competition (P.D.)	... 5-15 p.m.
		Inter-House Quiz Competition (Sr. School)	... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 3rd	...	Hockey Colts & Atoms vs. A.P.S. Dagshai (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. 284. 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. 285. 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 286. 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. 287. ELECTRICITY CONSUMPTION

The electricity consumption has gone very high, resulting in the overloading of the sub-station, and this may lead to a break-down/damage to the sub-station.

Staff and I/c C.D.H., House Matrons and House Staff, I/c S.S.C. Hall etc., are requested to pay particular attention to switching off the lights, when these are NOT needed.

No. 288. 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. 289. 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. 290. 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 1996-97 will be deducted from the salary from November '96 onwards in 5 equal instalments.

All concerned staff are advised to take necessary action **immediately**, but not later than 5-11-1996.

No. 291. VEGETABLE & FRUIT SHOP TIMINGS

Vegetable and Fruit Shop run by Contractor will remain open on all working days at the timings mentioned below :—

10-30 a.m.—1-30 p.m. 2-00 p.m.—5-00 p.m.

No- 292. ADMINISTRATIVE HOLIDAY

Saturday, 26th October, '96 will be observed as a holiday on account of Balmiki Jayanti.

No. 293. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 27th October, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 1st November, 1996**

294—298

No. 294. PROGRAMME**November**

- Fri. 1st ... All India Inter Public School Athletic Meet (boys & girls) at D.P.S., R.K. Puram, New Delhi postponed**
- Sat. 2nd ... Morning Prep 6-30—7-20 a.m.**
School Hockey 1st XI leaves for Gwalior ... 5-00 p.m.
Inter-House Quiz Competition (P.D.) ... 5-15 p.m.
Inter-House Quiz Competition (Sr. School) ... 6-15 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Sun. 3rd ... Hockey Colts & Atoms vs. A.P.S. Dagshai cancelled**
Common Entrance Test ... 10-00 a.m.
Hockey Electrons vs. Pinegrove School (New Field) ... 10-30 a.m.
Hockey Atoms vs. Pinegrove School (Barne Field) ... 10-30 a.m.
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. 4th ... All India Inter Public School Hockey Tournament (boys) at Scindia School, Gwalior, commences.**
- Wed. 6th ... Inter-Section English Poetry Recitation Competition (L-IV & U-IV) 6-25—7-40 p.m.**

Note : L-IV & U-IV to attend. Rest of the School will have normal Evening Prep.

Fri.	8th	...	3rd session of afternoon activities & Evening Prep cancelled	
			Assessment Meeting (MCR)	... 4-30 p.m.
			Diwali Dinner (P.D.)	... 6-30 p.m.
			Diwali Dinner (Sr. School)	... 7-30 p.m.
			Jr. English Debating Society Meeting postponed	
			Lights out	... 10-00 p.m.
Sat.	9th	...	Morning Prep	6-30—7-20 a.m.
			Children issued Diwali SOPs	... 2-30 p.m.
			Supper (for both P.D. & Sr. School)	... 7-15 p.m.
Sun.	10th	...	Diwali	
			Breakfast (for both P.D. & Sr. School)	... 9-15 a.m.
			Roll Call (dorms.)	... 1-15 p.m.
			Lunch (for both P.D. & Sr. School)	... 1-30 p.m.
			Tea (for both P.D. & Sr. School)	... 4-30 p.m.
			All India Inter Public School Hockey Tournament (boys) at Scindia School, Gwalior, concludes	
			Bonfire—Peacestead—(for both P.D. & Sr. School)	6-00—6-50 p.m.
			Special Dinner (for both P.D. & 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.

No. 295. SCHOOL AND ADMINISTRATIVE HOLIDAY

(a) Sunday, 10th November 1996 will be observed as a holiday by the School and the Administrative Staff, except the Printing Office and Engineering Deptt. on account of Diwali.

(b) Monday, 11th November 1996, will be observed as a holiday by the Printing Office and Engineering Deptt. on account of Vishwakarma Day.

No. 296. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap / accident while bursting of crackers on Diwali day, Sunday, 10th November, 1996, following precautions will be observed :—

1. Blasting of crackers inside any building or in the immediate vicinity of the buildings (such as between Wavell Court and B. D. Bath House, etc., or the pavements and Quad) is completely forbidden. Lighting/blasting 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. 297. DIWALI SUNDAY, 10th NOVEMBER, 1996.

The bonfire for both P. D. & Senior School will be from 6-00 p.m. to 6-50 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 dinner for P. D. at 6-30 p.m. and Senior School at 7-30 p.m. on Friday, 8th November, 1996. Husbands/wives of Staff who are members of the Staff Club, and also parents of Day Scholars are cordially invited.

No. 298. 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 November, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 8th November, 1996**

299—304

No. 299. PROGRAMME**November**

Fri. 8th	...	3rd session of afternoon activities & Evening Prep cancelled Assessment Meeting (MCR) ... 4-30 p.m. Diwali Dinner (P.D.) ... 6-30 p.m. Diwali Dinner (Sr. School) ... 7-30 p.m. Jr. English Debating Society Meeting postponed Lights out ... 10-00 p.m.
Sat. 9th	...	Morning Prep 6-30—7-20 a.m. Children issued Diwali SOPs ... 2-30 p.m. Supper (for both P.D. & Sr. School) ... 7-15 p.m.
Sun. 10th	...	Diwali Breakfast (for both P.D. & Sr. School) ... 9-15 a.m. Roll Call (dorms.) ... 1-15 p.m. Lunch (for both P.D. & Sr. School) ... 1-30 p.m. Tea (for both P.D. & Sr. School) ... 4-30 p.m. All India Inter Public School Hockey Tournament (boys) at Scindia School, Gwalior, concludes Bonfire—Peacestead—(for both P.D. & Sr. School) 6-00—6-50 p.m. Special Dinner (for both P.D. & 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.
Mon. 11th	...	Holiday—for the School only Sunday Timings Breakfast (for both P.D. & Sr. School) ... 9-15 a.m.

		Roll Call (dorms.)	... 1-15 p.m.
		Lunch (for both P.D. & Sr. School)	... 1-30 p.m.
		Tea (for both P.D. & Sr. School)	... 4-30 p.m.
		All children on Diwali SOPs return	... 6-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		School Hockey 1st XI returns from Gwalior	
Wed. 13th	...	'As We Met' Society Meeting (after supper) Sr. English Debating Society Meeting (after supper)	
Thu. 14th	...	Children's Day P.D. Picnic Sherwood College Hockey 1st XI/ Squash/Badminton Teams arrive	... 4-00 p.m.
Fri. 15th	...	Squash/Badminton fixtures vs. Sherwood College, Nainital (home)— Timings to be decided mutually by the coaches concerned 2nd & 3rd sessions of afternoon activities cancelled Hockey 1st XI vs. Sherwood College, Nainital (Barne Field)	... 4-00 p.m.
		B.D., baths	... 5-30 p.m.
		Normal Evening Prep	
Sat. 16th	...	Morning Prep Sherwood College Games Teams leave (after breakfast) No SOPs/WOPs Inter-House Sr. English Debate	6-30—7-20 a.m. ... 6-15 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Sun. 17th	...	Study hour (dorms.) Hindi Film (for both P.D. & Sr. School)	12-15—1-15 p.m. ... 2-30 p.m.
		Tea (for both P.D. & Sr. School)	... 4-45 p.m.
		Study hour (dorms.)	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.

No. 300. WINTER VACATION

The School will close on Wednesday, 11th December, 1996 for the winter vacation and will reopen on Saturday, 20th February, 1997 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. 301. STAFF VACATION ADDRESS AND QUARTERS' KEYS

Before leaving Sanawar all members of the staff must enter their names and the 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. 302. STOCK CONDEMNATION—NOV. 1996.

1. All condemnations will be completed by the Bursar latest by Saturday, 30th November, 1996.

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 21st, 22nd and 23rd November, 1996. from 10-00 a.m. to 12-00 noon.

3. Condemnation of items considered by I/c C.D.H. and House Matrons to be beyond repair, will commence on Tuesday, 19th November, 1996. 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. 19th	Nov.	'96	{	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. 20th	"	"	{	11-00 a.m. HBD
			{	11-30 a.m. NBD
			{	12-00 noon SBD
			{	12-30 p.m. VBD
Thu. 21st	"	"		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. 303. 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. 304. ADMINISTRATIVE HOLIDAY

Monday, 11th November, 1996, will be an administrative holiday also.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th November, 1996

305—308

No. 305. PROGRAMME

November

Fri. 15th	... Squash/Badminton fixtures vs. Sherwood College, Nainital (home)— Timings to be decided mutually by the coaches concerned 2nd & 3rd sessions of afternoon activities cancelled Hockey 1st XI vs. Sherwood College, Nainital (Barne Field) ... 4-00 p.m. B.D., baths ... 5-30 p.m. Normal Evening Prep
Sat. 16th	... Morning Prep 6-30—7-20 a.m. Sherwood College Games Teams leave (after breakfast) No SOPs/WOPs Inter-House Sr. English Debate ... 6-15 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m.
Sun. 17th	... 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.
Thu. 21st	... Individual Boxing Tournament commences ... 2-45 p.m.
Fri. 22nd	... Individual Boxing Tournament ... 2-45 p.m.
Sat. 23rd	... Morning Prep 6-30—7-20 a.m. Afternoon Prep/activities cancelled Individual Boxing Finals ... 3-00 p.m. Tea ... 4-45 p.m.

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

	B.D., baths	... 5-25 p.m.
	Supper P.D.	... 6-15 p.m.
	Inter-House Sr. Dumb Charades Competition	... 6-25 p.m.
	Supper Sr. School	... 7-25 p.m.
	Sr. English Debating Society Meeting (after supper)	
Sun. 24th ...	Hockey fixtures vs. Y.P.S. Patiala cancelled	
	Study hour (dorms.)	12-15—1-15 p.m.
	English Film (P.D.)	... 1-00 p.m.
	English Film (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. 306. TELCO BUS

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

No. 307. 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 Mess Manager at the earliest.

No. 308 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 November, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd November, 1996

309—318

No. 309. PROGRAMME

November

Fri. 22nd	... Individual Boxing Tournament	... 2-45 p.m.
Sat. 23rd	... Morning Prep	6-30—7-20 a.m.
	Afternoon Prep/activities cancelled	
	Individual Boxing Finals	... 3-00 p.m.
	Tea	... 4-45 p.m.
	<p>Note : Staff, staff wives/husbands & O.S. are cordially invited to stay on for tea with the Finalists.</p>	
	B.D., baths	... 5-25 p.m.
	Supper P.D.	... 6-15 p.m.
	Inter-House Sr. Dumb Charades Competition	... 6-25 p.m.
	Supper Sr. School	... 7-25 p.m.
	Sr. English Debating Society Meeting (after supper)	
Sun. 24th	... Hockey fixtures vs. Y.P.S. Patiala cancelled	
	Study hour (dorms.)	12-15—1-15 p.m.
	English Film (P.D.)	... 1-00 p.m.
	English Film (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	... Guru Nanak's Birthday—School & Administrative holiday	
	Sunday Timings	
	Children permitted to visit the Gurdwara (onwards)	
	... 10-30 a.m.	
	Roll Call (dorms.)	... 1-15 p.m.
	Tea P.D.	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.

		Study hour (dorms.)	5-00—6-00 p.m.
		Study hour (dorms.) Sr. School	6-00—7-00 p.m.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
Wed. 27th	...	'As We Met' Society Meeting (after supper)	
Fri. 29th	...	Annual Promotion Examinations commence	
		Examination period daily routine comes into effect.	
Sat. 30th	...	House Games :	
		1st session	3-35—4-20 p.m.
		2nd session (cancelled)	
		Tea P.D.	... 4-00 p.m.
		B.D., baths	... 4-30 p.m.
		Staff & Upper Six 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 (Art Room)	... 7-50 p.m.
December			
Sun. 1st	...	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.
		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.) P.D.	5-00—6-00 p.m.
		Study hour (dorms.) Sr. School	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 Friday 29th November 1996 and upto and inclusive of Saturday 7th December 1996 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 Senior School	... 8-45 a.m.
Assembly	... 9-30 a.m.
M.I. B.D.	9-40—9-55 a.m.
Examinations	10-05 a.m.-1-05 p.m.
Lunch P.D.	... 12-15 p.m.
Lunch Senior School	... 1-15 p.m.
Afternoon Prep (Birdwood)	2-15—3-15 p.m.
Tea Senior School	3-15—3-25 p.m.
House Games { 1st Session	3-30—4-15 p.m.
{ 2nd Session	4-15—5-00 p.m.
Tea P.D.	... 4-00 p.m.
B.D. baths	... 5-10 p.m.
Evening Prep (Birdwood)	6-10—7-25 p.m.
Supper P.D.	... 6-20 p.m.
Supper Sr. School	... 7-30 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 Housewise.
Allocation of fields will be announced daily.

(ii) Revised M.I. Timings are applicable only for the duration of the Promotion Exam. 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, 1996 (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 Thursday, 12th December, 1996 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, fruit and eggs 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.

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. SCHOOL AND ADMINISTRATIVE HOLIDAY

Monday, 25th November, 1996, will be a holiday on account of Guru Nanak's Birthday.

No. 318. CINEMA

An English film will be shown in Barne Hall at 1-00 p.m. for P.D. and at 3-00 p.m. for Senior School on Sunday, 24th November, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th November, 1996

319—323

No. 319. PROGRAMME

November

- Fri. 29th ... Annual Promotion Examinations commence
Examination period daily routine comes
into effect.
- Sat. 30th ... Morning Prep 7-40—8-40 a.m.
Staff & Upper Six photographs postponed
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
Staff Club General Meeting & dinner postponed

December

- Sun. 1st ... 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.
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.) P.D. 5-00—6-00 p.m.
Study hour (dorms.) Sr. School 6-00—7-00 p.m.
Supper P.D. ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
- Tue. 3rd ... 'As We Met' Society Meeting (after supper)
- Fri. 6th ... Subject Reports handed in to
Form Staff ... 2-00 p.m.

Sat.	7th	...	Annual promotion examinations conclude	
			Inter-House Hockey Matches	
			(B.D. & G.D.) commence	... 2-30 p.m.
			Tea Sr. School	... 4-40 p.m.
			B.D., baths	... 5-10 p.m.
			Staff & Upper Six photographs	
			(Barne Hall)	... 5-45 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Staff Club General Meeting followed by	
			dinner (Art Room)	... 7-50 p.m.
Sun.	8th	...	Rouser	... 7-00 a.m.
			B.D., baths	... 8-00 a.m.
			Breakfast P.D.	... 8-00 a.m.
			Breakfast Sr. School	... 9-00 a.m.
			Weighing & Measuring 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.
Mon.	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.
	Supper Sr. School	... 7-00 p.m.
	Lights Out	... 10-00 p.m.
Tue. 10th ...	Rouser	... 7-00 a.m.
	B.D., baths	... 8-00 a.m.
	Breakfast P.D.	... 8-00 a.m.
	Breakfast Sr. School	... 9-00 a.m.
	Folders handed in to House Staff	... 10-00 a.m.
	Escorts' Meeting (M.C.R.)	... 10-30 a.m.
	Lunch P.D.	... 12-00 noon
	Lunch Sr. School	... 1-00 p.m.
	Promotion Meeting (M.C.R.)	... 2-00 p.m.
	Form Registers handed in to D.O.S.	
	House Masters/Mistresses Meeting with H.M. (M.C.R.)	... 3-30 p.m.
	Tea P.D.	... 3-45 p.m.
	Tea Sr. School	... 4-15 p.m.
	End of Term Assembly (Chapel)	... 5-00 p.m.
	Supper P.D.	... 6-00 p.m.
	Supper Sr. School	... 7-00 p.m.
	Senior School Social	8-00—11-00 p.m.
Wed. 11th ...	HOME DAY	
	(Meal Timings & Dispersal as per Special School Orders)	
	Reports handed in to H.M.	

No. 320. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 9th December 1996. Failure to do so will result in treating the gear as lost and will be charged accordingly.

No. 321. HOSPITAL OPD TIMINGS—DURING VACATIONS

Mon.—Fri. ... 10-00 a.m.—1-00 p.m.
 4-00 p.m.—5-00 p.m.
 Sat. ... 10-00 a.m.—1-00 p.m.
 Sundays/Holidays ... Closed (on call)

No. 322. MEDICAL CATEGORIES

Suvrat Khanna HPD ... Cat. B2 till the end of the term
 Aditya Cheema HBD ... Cat. B2 till the end of the term
 Bani Dhillon SGD ... Cat. B2 till the end of the term

No. 323. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m.
 for both P.D. and Senior School on Sunday, 1st December, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL SANAWARSANAWAR, SATURDAY, 30TH NOVEMBER, 1996

Part I

324—336

SPECIAL ORDER**Winter Vacation Arrangements—1996.****No. 324. 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 Wednesday, 11th, December, 1996. 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, 1996, as detailed later in this order.

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by the R.M.O. Such children will only be permitted to go home under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property except text-books if permitted by subject teachers may be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

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

belongings in the dormitory lockers. **Trunks/Holdalls will NOT be taken home;** instead these will be kept with the Matrons (Ref. School Order No, 300 dated 8th Nov., 1996.)

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the children concerned) must be sent to the Bursar well in advance, and **in no case later than Friday 6th December, 1996.** Requests for travel money required by individual children **will not be entertained by office after that day.**

The normal travelling money for school parties will be issued to escorts I/c on Monday, 9th December, 1996 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. 325. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Tuesday, 10th December, 1996, at 10-30 a.m. All such staff members are required to attend.

No. 326. 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 Delhi/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. 327. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 328. 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
16	Patna
8	Jammu
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati
16	New Jalpaiguri

} **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 Quartermaster by the evening of Saturday, 7th December, 1996 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 all children travelling in Bombay, Calcutta, Gauhati, Patna parties must be ready at the B.D. Quad. latest by 5-00 a.m. on 11th December, 1996 loaded on to the Chartered Buses and transported to New Delhi 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 11-12-1996. The Quartermaster will arrange for this luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, DCM Toyota which will leave BD Quad at 9-00 a.m. sharp for Chandigarh.

(vi) Luggage of all other children travelling in the remaining school parties must be ready by 10-00 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 Holding House 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 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 / Chandigarh 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 Chandigarh 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 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 Chandigarh. Children must not be permitted to touch any of their luggage at Chandigarh railway station or to put it into trains until permitted to do so by him. *Escorts and children 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 Chandigarh railway station.

No. 329. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. O P. Sharma of the School Office will be present at 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. 330. BREAKFAST, LUNCH, TEA.

(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) **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. 331. ROLL - CALL AT DELHI/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 Delhi/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. 332. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 333. 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. 334. SANAWAR DELHI / 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 Wednesday, 11th December, 1996 :—

<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>	
Bombay	6-00 a.m.	6-30 a.m.	21	Chartered	Buses
Gauhati	—do—	—do—	33	”	”
Calcutta	—do—	—do—	31	”	”
Delhi A	9-00 a.m.	9-30 a.m.	53	”	”
Delhi B	—do—	—do—	53	”	”
Delhi C	—do—	—do—	33	”	”
Chandigarh	—do—	—do—	7	”	”
Jammu	10-00 a.m.	10-30 a.m.	17	”	”

3. **Calcutta, Gauhati, and Bombay Central parties** will leave Sanawar at 6-30 a.m. sharp in Chartered Buses to New Delhi Rly. Station. From there they will travel by Rajdhani Express.
4. **Delhi A, B, 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.
5. **Chandigarh party** will travel by Chartered Buses to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-30 a.m. sharp.
6. **Jammu party** will travel by Chartered Bus, leaving BD Quad. at 10-00 a.m. sharp on 11th December, 1996 for Ambala Cantt. From there it will travel by Malva Express at 1530 hrs.
7. 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.
8. Children in a particular party will *on no account* be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.
9. The Bursar, assisted by Mr. 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. 335. NEXT TERM

The next term will begin on Thursday, 20th February 1997, and all children must be back by 5-00 p.m. on that day.

No. 336. VEGETABLE AND FRUIT SHOP

Ref. : School Order No. 305 dated 22-11-96.

The vegetables, fruit, eggs, chicken, butter and bread shop at the Bakery will be open throughout the vacation from 12-00 noon to 3-00 p.m. on Mondays, Wednesdays and Saturdays.

H.S. Dhillon
Headmaster.