

THE LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 19th February, 1997

1—23

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

Thu. 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.
Fri. 21st	...	Rouser	... 7-20 a.m.
		1st School cancelled	
		Breakfast P.D.	... 8-00 a.m.
		2nd School	8-20—9-00 a.m.
		Breakfast Sr. School	... 9-05 a.m.
		Opening of Term 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.
	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 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.
Sat. 22nd ...	Rouser	... 6-30 a.m.
	Morning Prep cancelled till further notice	
	Practical Exams. (Class XII) commence.	
	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.
	Supper P.D.	... 6-15 p.m.
	Supper Sr. School	... 7-15 p.m.
	Lights out	... 9-45 p.m.
Sun. 23rd ...	Sunday Timings	
	Study hour (dorms.)	12-15-1-15 p.m.
	Hindi Film	... 2-30 p.m.
	Tutorial Meetings cancelled	
	Study hour (dorms.)	6-00-7-00 p.m.

Mon. 24th	...	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.
		Evening Prep commences	6-25—7-40 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-45 p.m.
Tue. 25th	...	Cricket Season commences	
		Games/Hobbies commence	
Thu. 27th	...	Jr. Hindi Debating Society Meeting	... 8-15 p.m.
Fri. 28th	...	Jr. English Debating Society Meeting	... 8-15 p.m.
March			
Sat. 1st	...	C B S E Exams. commence	
		House farewell parties for out-going	
		Upper VI	
Sun. 2nd	...	Festival Cricket Match	... 10-00 a.m.
		English Film	... 3-00 p.m.

No. 4. DAILY ROUTINE

With effect from Friday, 21st February '97 the following daily routine will be observed by the Senior School till such time the weather warms up :—

Rouser	...	6-30 a.m.
House Inspection	...	7-20 a.m.
M.I., G.D. (Birdwood School)	7-20—	7-35 a.m.
1st School	7-40—	8-20 a.m.
2nd School	8-20—	9-00 a.m.
Breakfast P.D.	...	8-00 a.m.
Breakfast Sr. School	...	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 P.D.	... 12-35 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
Games & hobbies (as per cyclostyled programme)	2-50 p.m. onwards
Tea P.D.	... 3-35 p.m.
Tea Sr. School	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 P.D.	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 9-45 p.m.

Sunday Timings :

Rouser	... 7-30 a.m.
B.D., head baths	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea P.D. & Sr. School	... 4-45 p.m.
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.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights out	... 9-45 p.m.

Note : P.T. will commence from Monday 7th April '97.

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, 1997.

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 Friday, 4th April 1997. Details will be published during the last week of March, 1997.

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, 1997. 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, 1997.

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, 1997.

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, 1997. Details will be circulated later.

No. 20. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1997 by the Administrative Staff of the School.

1. New Year's Day	...	Jan.	1st	Wednesday
2. Guru Govind Singh's Birthday	...	Jan.	15th	Wednesday
3. Himachal State Hood Day	...	Jan.	25th	Saturday
4. Republic Day	...	Jan.	26th	Sunday
5. Id-ul-Fitr	...	Feb.	10th	Monday
6. Shivratri	...	Mar.	7th	Friday
7. Holi	...	Mar.	23rd	Sunday

8.	Good Friday	...	Mar.	28th	Friday
9.	Baisakhi	...	April	13th	Sunday
10.	Dr. Ambedkar's Birthday	...	April	14th	Monday
11.	Ram Naumi	...	April	16th	Wednesday
12.	Id-ul-Zuha (Bakrid)	...	April	18th	Friday
13.	Moharram	...	May	18th	Sunday
14.	Independence Day	...	Aug.	15th	Friday
15.	Raksha Bandhan	...	Aug.	18th	Monday
16.	Janam Ashtmi	...	Aug.	25th	Monday
17.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Thursday
18.	Founder's (After Founder's)	...	Oct.	7th	Tuesday
19.	Dusehra	...	Oct.	11th	Saturday
20.	Balmiki Jayanti	...	Oct.	15th	Wednesday
21.	{ Diwali (except Eng. Deptt. & Printing Office)	...	Oct.	30th	Thursday
		...	Oct.	31st	Friday
		Barlaj (Eng. Deptt. & P.O)	...	Oct.	31st
22.	Guru Nanak's Birthday	...	Nov.	14th	Friday
23.	Christmas Day	...	Dec.	25th	Thursday

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. 97 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. 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 Mess Manager for making necessary entries.

Will all concerned staff kindly make it a point to enter relevant details on this register, so that the Mess Manager, is able to take further action.

No. 22. REVISED RATES FOR SCHOOL VEHICLES

The revised rates for school vehicles with effect from 1-2-97, will be as follows :

Telco Bus	...	Rs. 7-50 per k.m.
Tractor	...	Rs. 65-00 per hr.
Diesel Jeep	...	Rs. 3-50 per k.m.
DCM Toyota	...	Rs. 6-50 per k.m.
Ambulance	...	Rs. 3-50 per k.m.
Gypsy	...	Rs. 4-00 per k.m.
Tempo Traveller	...	Rs. 5-00 per k.m.

No. 23. 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 Friday</i>
(b) 4-30 p.m.—05-30 p.m.	
(c) 9-00 a.m.—01-00 p.m.	<i>Saturday</i>

Sundays

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

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st February, 1997

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SPECIAL ORDER

No. 24. APPOINTMENT OF PREFECTS

Following appointments of Prefects have been made for 1997 :—

Head Boy	...	Amitya Sharma
Head Girl	...	Nanki Mann
DBD Assistant	...	Tarun K. Sharma
DGD Assistant	...	Nendila Longchari
DOS Assistants	...	Karan Swani Swati Agarwalla
DOA Assistants	...	Neeraj Das Bhavna Sodhi
M.I. Prefects	...	Vivek Samta Ambika Kumar

Boys Department

<i>H.B.D.</i>	House Captain	...	Tarun Kumar Sharma
	School Prefect	...	Vivek Samta
	House Prefects	...	Ritwij Bharali Atul Sharma
<i>N.B.D.</i>	House Captain	...	Ranadip Dutta
	School Prefect	...	Abhishek Narang
	House Prefects	...	Arjun Chawla Siddhant Dadwal
<i>S.B.D.</i>	House Captain	...	Kashyap Kapoor
	School Prefect	...	Sanjit Mitra
	House Prefects	...	Piyush Singla Suhail Ahmed
<i>V.B.D.</i>	House Captain	...	Mehtab Singh Mann
	School Prefect	...	Neeraj Das
	House Prefects	...	Reuben Chauhan Pratap Bajwa

Holding House

School Prefects	...	Karan Swani Siddharth Kadan
House Prefects	...	Vivek Gupta Vishal Puri

Girls Department

<i>H.G.D.</i>	House Captain	...	Bhavna Sodhi
	House Prefect	...	Pallavi Singhal
<i>N.G.D.</i>	House Captain	...	Amba Batra
	House Prefect	...	Swati Agarwalla
<i>S.G.D.</i>	House Captain	...	Nendila Longchari
	House Prefect	...	Shruti Saikia
<i>V.G.D.</i>	House Captain	...	Revati Mann
	House Prefect	...	Aanchal Auluck

 Holding House

School Prefect	...	Ambika Kumar
House Prefect	...	Manisha Nayar

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st February, 1997

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SPECIAL ORDER

No. 25. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Senior School Certificate (Class XII) Examination 1997.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Sat.	1st	...	001	English Elective
			301	English Core
Mon.	3rd	...	037	Psychology
Wed.	5th	...	042	Physics
Thu.	6th	...	030	Economics
Mon.	10th	...	043	Chemistry
Tue.	11th	...	027	History
Thu.	13th	...	054	Business Studies
Fri.	14th	...	044	Biology
Mon.	17th	...	028	Political Science
Thu.	20th	...	041	Mathematics
Fri.	21st	...	064	Home Science
Sat.	22nd	...	302	Hindi Core
Wed.	26th	...	055	Accountancy
Thu.	27th	...	029	Geography
Mon.	31st	...	083	Introductory Computer Science

April

Wed.	2nd	...	049	Painting
			051	Sculpture

No. 26. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Secondary School (Class X) Examination 1997.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Mon.	3rd	...	001	English Course A
Sat.	8th	...	087	Social Science
Wed.	12th	...	085	Hindi Course B
Sat.	15th	...	086	Science with Practical
Tue.	18th	...	041	Mathematics

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st February, 1997

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No. 27. PROGRAMME

February

Fri. 21st	...	Rouser	... 7-20 a.m.
		1st School cancelled	
		Breakfast P.D.	... 8-00 a.m.
		2nd School	8-20—9-00 a.m.
		Breakfast Sr. School	... 9-05 a.m.
		Opening of Term 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.
		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 P.D.	... 12-50 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.	... 5-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-45 p.m.
Sat. 22nd	...	Rouser	... 6-30 a.m.
		Morning Prep cancelled till further notice	
		Practical Exams. (Class XII) commence.	
		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.
		Supper P.D.	... 6-15 p.m.
		Supper Sr. School	... 7-15 p.m.
		Lights out	... 9-45 p.m.
Sun. 23rd	...	Sunday Timings	
		Study hour (dorms.)	12-15—1-15 p.m.
		Hindi Film	... 2-30 p.m.
		Tutorial Meetings cancelled	
		Study hour (dorms.)	6-00—7-00 p.m.
Mon. 24th	...	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.
		Evening Prep commences	6-25—7-40 p.m.
		Supper P.D.	... 6-40 p.m.
		Supper Sr. School	... 7-45 p.m.
Tue. 25th	...	Cricket Season commences	
		Games/Hobbies commence	
Thu. 27th	...	Jr. Hindi Debating Society Meeting	... 8-15 p.m.
Fri. 28th	...	Jr. English Debating Society Meeting	... 8-15 p.m.
March			
Sat. 1st	...	C B S E Exams. commence	
		House farewell parties for out-going	
		Upper VI	8-00—11-00 p.m.
Sun. 2nd	...	Festival Cricket Match	... 10-00 a.m.
		English Film	... 3-00 p.m.

No. 28. DISCIPLINE : DAY SCHOLARS

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

No. 29. WEEKLY SHOES INSPECTION

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

No. 30. 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 Mess Manager are requested kindly to ensure this.

No. 31. 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. 32. 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. 33. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to restrict to **TWO Tuckshop Slips per child per month.**
- (ii) The number / quantity of articles required should be written against each item (e.g. **one pr. P.T. shoes; two pencils**). This number / quantity should be written *before* the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one pr. P.T. shoes,**

size 6; one bottle ink, small). The size should be written *after* the name of the item concerned.

- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.
- (v) The slip should be signed and dated in ink or with ball 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 this Tuck Shop Slip, dispatched along with the child's letter to his/her parents.

No. 34. 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. 35. LOSSES SUFFERED BY STAFF

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

No. 36. SCHOOL PURCHASES BY STAFF MEMBERS

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

No. 37. 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' expenses.

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

No. 38. 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. 39. 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. 40. ELECTRICITY CONSUMPTION

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

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

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

No. 41. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 23rd February, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th February, 1997

42—57

No. 42. PROGRAMME

February

Fri. 28th ... Jr. English Debating Society Meeting ... 8-15 p.m.

March

Sat. 1st ... C B S E Exams. commence
House farewell parties for out-going
Upper VI 8-00-11-00 p.m.

Sun. 2nd ... Festival Cricket Match ... 10-00 a.m.
English Film ... 3-00 p.m.

Bhajan Recital by Mrs. Brihaspati ... 6-00 p.m.

Mon. 3rd ... Mess Committee Meeting (MCR) ... 2-30 p.m.

Wed. 5th ... 'AS WE MET' Society Meeting ... 8-15 p.m.

Thu. 6th ... Combined Sr. & Jr. Hindi Debating
Society Meeting postponed.
Staff Club AGM and Dinner
(Art Room) ... 7-45 p.m.

Fri. 7th ... Shivaratri—Administrative Holiday
Combined Sr. & Jr. English Debating
Society Meeting ... 8-15 p.m.

Sat. 8th ... Inter-House Quiz Competition ... 6-30 p.m.

Sun. 9th ... Cricket 1st XI vs. Bang Club
Delhi (Home) ... 9-45 a.m.

Matches subject to confirmation :

(i) Electrons vs. Pinegrove School (Home)

(ii) Cricket Colts vs. APS Dagshai (Away)

(iii) Cricket Atoms vs. APS Dagshai (Home)

(iv) Under-12 Basketball Team vs. APS
Dagshai (Away)

Hindi Film ... 2-30 p.m.

INSERTIONS : (1) Refer to School Orders (27-41)

dated 21 February 1997 item

No. 30 (BIRTHDAY PARTIES):

The maximum amount that a child is
allowed to spend on his/her Birthday
Party is being fixed at Rs. 150/- instead
of Rs. 125/-.

(2) CHANGE OF TERM TIME :

Keeping in view the preparations for the Sesqui Centenary Celebrations and Founder's 1997, it has been decided that (i) The school will close on 7th June 1997 for Summer Vacation and open on 6th July 1997, (ii) The School will close on 1st December 1997 for Winter Vacation and open on 20th February, 1998.

There will be some changes in the Spring Term Calendar 1997. This arrangement is only for this year.

No. 43. OUT OF BOUNDS

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

No. 44. COMMUNICATIONS TO OFFICE REGARDING CHILDREN

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

No. 45. LEAVE APPLICATION BY STAFF MEMBERS

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

No. 46. SCHOOL SONG BOOKS

The policy with regard to purchase of Song Books by School children is as follows :--

1. All new admissions in the Senior School (B.D. & G.D.) and also those transferred from P.D. are permitted to buy one copy of the School Song Book on their Tuck Shop Slip.

2. All children who were already in the Senior School (B.D. & G.D.) in 1996 are supposed to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

No. 47. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has gone up very high. It has, therefore, become very necessary that we exercise the maximum possible economy in the use of all 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. Yours whole-hearted co-operation is solicited in the matter.

No. 48. DEPOSIT/RECEIPT OF CASH

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

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

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

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

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

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

No. 50. SCHOOL MEDICAL HEALTH SCHEME

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

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

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

No. 51. SCHOOL KITCHEN

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

No. 52. SCHOOL ORDERS

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

No. 53. BICYCLE

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

No. 54. PORTERS AND PORTERAGE CHARGEABLE

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

Following system will therefore be observed :

- (1) All those who wish to act as porters on these dates will contact the Bursar 7 days in advance, who will issue a bandage bearing a serial number or an authority letter that will make him an authorised porter. This bandage will *not be transferable*.
- (2) These bandages or authority letters will be issued against the name of an individual, 24 hours before the date of schools closing / reopening/New Admissions, and will be returned to the Bursar, after 24 hrs. after this date.

- (3) A maximum charge of Rs. 5/- per trip from Bakery area, to B.D. Quad area, Hospital area, etc., is permissible.
- (4) Any porters without such authorisation, i.e., without a bandage or authority letter will be considered as trespassers and dealt with accordingly.

Heads of Deptts. are requested to explain carefully to all subordinate staff working under them full details given above, since it is their children, or they themselves (being on off day on such dates) usually crowd near Bakery, B.D. Quad, etc., volunteering to act as porter, so that the system given above is implemented, and no harrassment is caused to parents/guardians in future.

No. 55. 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 throughfare. 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. 56. ADMINISTRATIVE HOLIDAY

Friday, 7th March, 1997, will be observed as a holiday on account of Shivratri.

No. 57. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 2nd March, 1996.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 5th March, 1997

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SPECIAL ORDER

No. 58. MEDICAL CATEGORIES '97 (Spring Term)

Category B1 [Excused Boxing, Jumps, Gym.]

Navdeep Sidhu	...	HBD	Kirandeep	...	HGD
Sukreet Sidhu	...	HBD	Madhuri Saraf	...	HGD
Harsh Singh	...	HBD	Piya Bhatnagar	...	NGD
Saif Taj	...	HBD	Surabhi Sarda	...	NGD
Raghav Dang	...	HBD	Apeksha Jhalla	...	NGD
Shikhar Berry	...	HBD	Divya Khullar	...	SGD
Abhudai Singh	...	HBD	Rupali Ahuja	...	SGD
Ranadip Dutta	...	NBD	Simran Dheer	...	SGD
Zorawar Singh	...	NBD	Rewati Mann	...	VGD
Rahbar Virk	...	SBD	Sukhmani Brar	...	VGD
Divyaraj Jubbal	...	SBD	Nayantara Sehgal	...	VGD
Atul Kwatra	...	SBD	Suvrat Khanna	...	HPD
Arjun Minocha	...	SBD	Karanbir Arora	...	HPD
Varun Ajmani	...	VBD	Sidarth Sarda	...	NPD
Rachit Harjai	...	VBD	Sagar Narula	...	SPD
Vivan Sehgal	...	VBD	Saurabh Gupta	...	SPD
Abhishek Narang	..	VBD	Jasmine Singh	...	NPD
Devashish Jain	...	VBD	Unnati Madan	...	NPD
Abhay Pal S. Gill	...	VBD	Harpriya Gill	...	VPD
Pallavi Singhal	...	HGD	Reetika Matharu	...	HGD

Category B2 [Excused all activities specified, duration as specified]

Manisha Nayar	...	NGD	Can do PT, play TT, Badminton & attend Hikes, Camps.
Barsha Dutta	...	NGD	Can do PT, play TT, Badminton & attend Hikes, Camps.
Aprajita Singh	...	NGD	Excused all activities till the end of the term.

Shilpi Singh	...	VGD Excused all activities till the end of the term.
Neha Goyal	...	VGD Excused all activities till the end of the term.
Ufra Taj	...	NGD Excused all activities × 3 months
Gunjit Sayal	...	NBD Excused all activities for 2 months
Rupali Ahuja	...	SGD Excused all activities for 2 months
Jasmine Singh	...	NPD Excused all activities for 2 months
Vaishali Sharma	...	VPD Excused all activities for 2 months
Shivakeshwan	...	SBD Excused all activities × 1½ months
Aman Suri	...	SBD Excused all activities × 1½ months
Uddhav Modi	...	SBD Excused all activities × 1½ months
Himanshu Talwar	...	VBD for 6 weeks

Category C1 [Excused Swimming, Hikes, Camps, Cross Country, activity outside school where immediate first aid is not available]

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

Category C2 [Excused Long Distance Runs, Hikes, Camps Activities outside school where immediate medical aid is not available.]

Kunal Dudeja	...	SBD	Sunayana Chibber	...	VGD
Amba Batra	...	NGD	Sharon Arora	...	VGD
Arunima Maulia	...	NGD	Rahisha	...	VGD
Mandakini Singh	...	NGD	Arjun Singh Mundy	...	HPD
Shayaxi Singh	...	SGD	Jatin Mehra	...	SPD
Keerat Bhattal	...	SGD	Devyani Joon	...	VPD
Priyanka Anand	...	SGD			

Category C3 [Excused Long Distance Running]

Karan Swani	...	HBD	Karan Kapoor	...	SBD
Arjun Hira	...	HBD	Himanshu Talwar	...	SBD
Rahul Kanwar	...	NBD	Sameer Padha	...	VBD
Gautam Mighlani	...	SBD	Tushar Mehta	...	VBD
Bhai Gurjindra Singh	...	SBD	Anchal Auluck	...	VGD

Category C3 [Excused Swimming only]

Karan Singh	...	HBD	Devashish Jain	...	VBD
Abhimanyu Ranawat	...	NBD	Puneet Behl	...	VBD
Pratyush Aggarwalla	...	NBD	Jaiveet Dhillon	...	NGD
Gurpreet Dhillon	...	NBD	Radhika Minocha	...	SGD
Vikram Chauhan	...	VBD	Nayantara Sahgal	...	VGD

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 6th March, 1997

59—65

No. 59. PROGRAMME

March

Fri.	7th	...	Shivaratri—Administrative Holiday Combined Sr. & Jr. English Debating Society Meeting	...	8-15 p.m.
Sat.	8th	...	Inter-House Quiz Competition	...	6-30 p.m.
Sun.	9th	...	Cricket 1st XI Vs. Bang Club, Delhi (Home) Electrons Vs. Pinegrove School (Home) Matches subject to confirmation : (i) Cricket Colts Vs. APS Dagshai (Away) (ii) Cricket Atoms Vs. APS Dagshai (Home) (iii) Under-12 Basketball Team Vs. APS Dagshai (Away)	...	9-45 a.m.
Tue.	11th	...	Hindi Film Headmaster's Lunch for the Outgoing Upper-VI Batch (HM's Residence)	...	2-30 p.m. 1-45 p.m.
Wed.	12th	...	Special Assembly for the Outgoing Upper-VI Batch Jr. Hindi Debating Society Meeting	...	8-15 p.m.
Thu.	13th	...	School Farewell Lunch for the Outgoing Upper-VI Batch (C.D.H.) [Last three schools will be cut short by 5 minutes each and the present Upper-VI Students will be excused classes after the 5th school]	...	1-30 p.m.
Fri.	14th	...	Jr. English Debating Society Meeting	...	8-15 p.m.
Sat.	15th	...	Inter-House Dumb Charades (Jr.)	...	6-30 p.m.
Sun.	16th	...	Matches subject to Confirmation : Cricket 1st-XI Vs. O.S.-XI (Home) Cricket Atoms & Colts Vs. Y.P.S. Mohali (Away) Squash/Tennis (U—14 & U-16 Boys) Vs. Y.P.S. Mohali (Away)	...	9-45 a.m.

No. 64. SPORTS ITEMS FROM TUCK SHOP

Squash, Tennis, Badminton and Table Tennis rackets can be purchased by the 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. 65. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 9th March, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 8th March, 1997

SPECIAL ORDER

No. 66. REVISED TERM CALENDAR FOR SPRING TERM 1997

Note : There is no change in the existing calendar till the 6th May 1997 (Tue.).

May

- | | | | |
|------|------|-----|---|
| Wed. | 7th | ... | Assessment Meeting.
Inter-Section Poetry Recitation
Competition (L-IV & U-IV). |
| Thu. | 8th | ... | Nilagiri House Show—1st Performance. |
| Fri. | 9th | ... | Nilagiri House Show—Final Performance. |
| Sat. | 10th | ... | Career Counselling by O.S. Society for
U-V, L-VI & U-VI (subject to confirmation).
SOPs/WOPs (including New Admissions). |
| Sun. | 11th | ... | English Film. |
| Mon. | 12th | ... | Inter-House Chess Tournament
commences (B.D. & G.D.). |
| Tue. | 13th | ... | Honoraria Lawrence Basketball Running
Trophy for Girls. |
| Wed. | 14th | ... | 'AS WE MET' Society Meeting. |
| Fri. | 16th | ... | Jr. English Debating Society Meeting. |
| Sat. | 17th | ... | Inter-House (Jr.) English Debate.
English Poetry Recitation Competition (P.D.). |
| Sun. | 18th | ... | Moharram—Administrative Holiday.
School Basketball Teams (Girls & Boys) Vs.
Vivek High School, Chandigarh (Home).
Badminton/T.T. (U-14, U-16 & Opens Boys) Vs.
Vivek High School, Chandigarh (Home).
Hindi Film. |
| Thu. | 22nd | ... | Swimming commences. |
| Fri. | 23rd | ... | Siwalik House Show—1st Performance.
Sr. English Debating Society Meeting. |
| Sat. | 24th | ... | Siwalik House Show—Final Performance. |

- Sun. 25th ... Basketball (U-12 Girls & Boys) Vs.
Y.P.S. Mohali (Away).
Tennis/T.T. (U-14 & U-16 Boys) Vs.
Y.P.S. Mohali (Away).
English Film.
- Wed. 28th ... 'AS WE MET' Society Meeting.
Weighing and Measuring (B.D.).
- Thu. 29th ... Weighing and Measuring (G.D.).
- Fri. 30th ... P.D. Show—1st Performance.
- Sat. 31st ... Career Counselling for U-Vs by Institute for
Career Studies, Lucknow.
P.D. Show—Final Performance.

June

- Sun. 1st ... Career Counselling for U-Vs by Institute for
Career Studies, Lucknow.
School Basketball Team (Boys) Vs. P.P.S.
Nabha (Away).
Basketball Teams (U-12 Boys & Girls) Vs.
Y.P.S. Patiala (Home).
Hindi Film.
- Tue. 3rd ... Assessment Meeting.
- Wed. 4th ... Term Averages, Subject Reports to be
handed over to the Form Teachers.
Inter-Section Poetry Recitation
Competition (L-V & U-V).
Sr. School Social
- Thu. 5th ... Folders to be handed over to the House staff and
Form Registers to D.O.S.
Staff Club Dinner.
- Fri. 6th ... Sunday Timing.
End of Term Assembly (10-30 a.m.).
Activity from 11-00 a.m. to 1-30 p.m. to be
decided.
Breakfast, Assembly & Lunch compulsory
for the staff.

Sat. 7th ... HOME DAY.
Reports to be handed over to the Headmaster.

—————:o:—————

Note : Following activities have been rescheduled in the Founders Term 1997 as indicated below :—

July

Sun. 6th ... School Reopens.
Housemasters'/Housemistresses' Meeting
(HM's Residence).
Kit issued,
Tue. 8th ... Weighing and Measuring (G.D.).
Wed. 9th ... Weighing and Measuring (B.D.).
Thu. 10th ... Swimming Heats commence.
Fri. 11th ... Inter-House Soccer commences.
Sat. 12th ... Annual Prize Giving.
Classes cancelled after Breakfast.
Tue. 15th ... Inter-House Basketball (G.D.) commences.
Fri. 18th ... Inter-House Basketball (B.D.) commences.
Fri. 25th ... Swimming Gala.

Specific dates for the following will be mentioned in the Founders Term Calendar 1997 :

1. Inter-House (Sr.) English Debate
2. P.D. Inter-House Quiz Competition
3. 'AS WE MET' Society Meeting
4. Combined Sr. & Jr. Hindi Debating Society Meeting
5. Sr. English Debating Society Meeting
6. Inter-House Hindi Kavya Paath

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th March, 1997

67—71

No. 67. PROGRAMME

March

Fri. 14th	...	Jr. English Debating Society Meeting	...	8-15 p.m.
Sat. 15th	...	Inauguration of the Sesqui Centenary Celebrations with the Memorial Service at the Founder's grave, Lucknow	...	8-00 a.m.
		Inter-House Dumb Charades (Jr.) cancelled		
Sun. 16th	...	D.O.A.-XI Vs. D.B.D.-XI Staff Cricket Match	...	10-00 a.m.
		Lunch for all Staff Club members at Barne Field	...	2-30 p.m.
		Cricket 1st-XI Vs. O.S.-XI (Home) match cancelled		
		All other Matches Postponed to 23-3-97 (Sun.)		
		English Film	...	3-00 p.m.
Tue. 18th	...	Sr. Hindi Debating Society Meeting	...	8-15 p.m.
Wed. 19th	...	Class-X (Board Exam.) postexamination camp commences	...	9-00 a.m.
		(Concerned students will have Breakfast with P.D. Housestaff are to give the counts to the Mess Manger by Tuesday Breakfast time.)		
Thu. 20th	...	Jr. Hindi Debating Society Meeting	...	8-15 p.m.
Fri. 21st	...	Assessment Meeting	...	5-30 p.m.
Sat. 22nd	...	Inter-House (Jr.) Hindi Debate P.D. Hindi Kavya Paath Class-X (Board Exam.) students return from the postexamination camp	...	6-30 p.m. 6-00 p.m.
Sun. 23rd	...	Holi—Administrative Holiday Matches subject to Confirmation : Cricket Atoms & Colts Vs. Y.P.S. Mohali (Away)		

Squash/Tennis (U-14 & U-16 Boys) Vs.
 Y.P.S. Mohali (Away)
 Cricket Electrons Vs. Y.P.S. Mohali (Home)
 School Basketball Team (Boys & Girls) Vs.
 Y.P.S. Mohali (Home)

No. 68. 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. 69. 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. 70. MEDICAL CATEGORIES

Reetika Matharu HGD	...	Cat. C3 not Cat. B1
Radhika Minocha SGD	...	Cat. C3
Divya Chaudhary HGD	...	Cat. B2 till the end of the term.
Sunanda Chibber VGD	...	Cat. B2 till the end of the term.

Sakshi Kapur VPD	...	Cat. C2
Akhil Babel SPD	...	Cat. C2
Piyush Khandelwal SBD	...	Cat. C3
Madhuri Saraf NGD	...	Cat. C3
Limalemla Longkumer SGD	...	Cat. B2
Sagar Bhasin SPD	...	Cat. C3
Suryaveer Singh SBD	...	Cat. C3

No. 71. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 16th March, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st March, 1997

72—79

No. 72. PROGRAMME

March

Fri.	21st	...	Assessment Meeting (M.C.R.)	...	5-30 p.m.
Sat.	22nd	...	Inter-House (Jr.) Hindi Debate	...	6-30 p.m.
			P.D. Hindi Kavya Paath		
			Class-X (Board Exam.) students		
			return from the postexamination		
			camp	...	6-00 p.m.
Sun.	23rd	...	Holi—Administrative Holiday		
			Match schedules as published in the last		
			Orders have changed. The new schedule will be		
			announced.		
Mon.	24th	...	Classes for the Lower-VI students commence.		
Wed.	26th	...	'AS WE MET' Society Meeting	...	8-15 p.m.
Fri.	28th	...	Good Friday—School & Administrative Holiday		
			Vindhya House Show—1st		
			Performance	...	4-30 p.m.
Sat.	29th	...	Vindhya House Show—Final		
			Performance	...	6-00 p.m.
Sun.	30th	...	Match schedules will be published in the		
			next Orders		
			English Film	...	3-00 p.m.
			(Vindhya House children will be excused		
			afternoon activities from Fri. 21st to Sat. 29th.)		

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 | ... Rs. 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 31-3-1997.

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

- | | | |
|------------------|-----|-------------------|
| (a) Tuck Shop | ... | 24th March, 1997. |
| (b) Grocery Shop | ... | 24th March, 1997. |

No. 79. MEDICAL CATEGORIES

- | | | |
|---------------------|-----|----|
| Saurabh Gupta SPD | ... | C2 |
| Kshitiz Gupta NPD | ... | C3 |
| Devashish Yadav SPD | ... | C3 |
| Reman Chopra NGD | ... | B2 |

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 27th March, 1997

80—85

No. 80. PROGRAMME**March**

- Fri. 28th ... Good Friday—School & Administrative Holiday
 Sunday timing till tea
 Vindhya House Show—1st
 Performance ... 5-00 p.m.
 (P.D. & Boys of Upper-IV & Lower-V will attend)
 Supper P.D. ... 6-40 p.m.
 Supper Sr. School ... 7-45 p.m.
- Sat. 29th ... Vindhya House Show—Final
 Performance ... 6-00 p.m.
- Sun. 30th ... Cricket 1st-XI Vs. Y.P.S.
 Mohali (Home) ... 9-45 a.m.
 Cricket Electrons Vs. Y.P.S. Mohali (Home)
 Cricket Colts & Atoms Vs. Y.P.S. Mohali (Away)
 Boys & Girls Open Basketball Teams Vs. A.P.S.
 Dagshai (Away)
 English Film ... 3-00 p.m.

April

- Tue. 1st ... "Be on your guard".
- Wed. 2nd ... Last Three Schools cut short by 5 minutes each
 Lunch Sr. School ... 1-30 p.m.
 Afternoon activities cancelled
 Dormitory shifting in parent
 Houses 2-00 p.m.—3-00 p.m.
 Dormitory shifting from Holding
 House to parent Houses 3-00 p.m.—5-00 p.m.
 Sr. Hindi Debating Society Meeting ... 8-15 p.m.
- Thu. 3rd ... Lower-IV Students to shift from P.D.
 Dormitories to Holding
 Houses 9-00 a.m.—12-40 p.m.
 (They will have Lunch with P.D. and
 Afternoon activities will be cancelled for
 them. Shifting will continue after lunch if
 required.)

Fri.	4th	...	New Admissions Day. Summer Kit comes into effect Sr. English Debating Society Meeting	...	8-15 p.m.
Sat.	5th	...	P.D. Inter-House Hindi Debate Inter-House Quiz Competition	...	6-30 p.m.
Sun.	6th	...	Matches subject to Confirmation : Cricket 1st-XI & Electrons Vs. Y.P.S. Patiala (Home) T.T., Tennis & Badminton (U-14, U-16 & Opens Boys) Vs. Y.P.S. Patiala (Home) Cricket Atoms & Colts Vs. Y.P.S. Patiala (Away) School Basketball Team (Girls) Vs. Y.P.S. Patiala (Home) School Basketball Team (Boys) Vs. Y.P.S. Patiala (Away) Hindi Film	...	2-30 p.m.

No. 81. 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. 82. 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. 83. MEDICAL CATEGORIES

Himanshu Talwar	VBD	...	Cat. B2 till end of the term
Manish Grover	SBD	...	Cat. B2 one month
Saurabh Gupta	SPD	...	Cat. C2
Puneet Singh	SBD	...	Cat. B2 × 1 month
Vikram Sharma	SBD	...	Cat. B2 × 1 month
Madhav Gupta	HBD	...	Cat. C3
Nanki Mann	VGD	...	Cat. B2 × 1 month

No. 84. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 28th March, 1997, will be observed as a holiday on account of Good Friday.

No. 85. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 30th March, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th April, 1997

86—90

No. 86. PROGRAMME

April

Fri.	4th	...	New Admissions Day. Introduction of Summer Kit postponed till further orders. Sr. English Debating Society Meeting	...	8-15 p.m.
Sat.	5th	...	P.D. Inter-House Hindi Debate Inter-House Quiz Competition	...	6-30 p.m.
Sun.	6th	...	Cricket 1st-XI Vs. O.S.-XI (Home) Hindi Film	...	9-45 a.m. ... 2-30 p.m.
Mon.	7th	...	Rouser & Chota Hazri Morning P.T. commences Inter-House Cricket commences	...	6-00 a.m. 6-30—7-00 a.m.
(Note : Following will be the changes in the Daily routine for 7th, 8th, 9th, 10th, 11th, 14th and 16th April 1997.					
Last three schools will be cut short by 5 minutes.					
Lunch Sr. School					
I—H Cricket Matches					
Wed.	9th	...	‘AS WE MET’ Society Meeting Sr. Hindi Debating Society Meeting	...	8-15 p.m. ... 8-15 p.m.
Fri.	11th	...	Jr. English Debating Society Meeting	...	8-15 p.m.
Sat.	12th	...	S.O.Ps. from 2-30 p.m. onwards Parents & Teachers Meeting (S.S.C.)	...	2-30—3-45 p.m.
Sun.	13th	...	W.O.Ps. from 9-45 a.m. onwards Cricket 1st-XI Vs. British High Commission (Home) English Film	...	9-45 a.m. ... 3-00 p.m.

(The boys chosen for the Cricket 1st-XI by the coach for the match on 13-4-1997 will not be issued S.O.Ps. or W.O.Ps. Their names should be handed in to the Housestaff by the coach latest by lunch time on 9-4-1997.)

No. 87. 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. 88. 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. 89 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 members concerned.

No. 89. 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, 1997*. 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, 1998. The year for which it is valid will be found stamped on it, e.g. 1997/98.

(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, 1997 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. 90. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 6th April, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th April, 1997

91—96

No. 91. PROGRAMME

April

- | | | | | |
|-----------|-----|--|-----|----------------|
| Fri. 11th | ... | Jr. English Debating Society Meeting | ... | 8-15 p.m. |
| Sat. 12th | ... | S.O.Ps. from 2-30 p.m. onwards
Parents & Teachers Meeting
(S.S.C.) | | 2-30—3-45 p.m. |
| | | English Debating Team take part in
The Doon School Debate in Dehra Dun
Staff Club Dinner (MCR) | ... | 8-00 p.m. |
| Sun. 13th | ... | W.O.Ps. from 9-45 a.m. onwards
Cricket 1st-XI Vs. British High
Commission (Home) | | 9-45 a.m. |
| | | English Film | ... | 3-00 p.m. |
| | | (The boys chosen for the Cricket 1st-XI by the coach for the match on 13-4-1997 will not be issued S.O.Ps. or W.O.Ps.) | | |
| Mon. 14th | ... | Dr. Ambedkar's Birthday
Administrative Holiday | | |
| Tue. 15th | ... | Annual Cross Country Race | | |
| Wed. 16th | ... | Ram Navmi—Administrative Holiday
Sr. and Jr. Combined Hindi Debating
Society Meeting | ... | 8-15 p.m. |
| Thu. 17th | ... | Inter-House Cricket Concludes
Himalaya House Show—1st
Performance | ... | 4-30 p.m. |
| | | Seminar on "School Education in
India" in Delhi | | |
| Fri. 18th | ... | Id-ul-Zuha (Bakrid)—Administrative Holiday
Hindi Debating Team takes part in the
Welham Girls' High School Debate in
Dehra Dun.
Himalaya House Show—Final
Performance | ... | 6-00 p.m. |
| | | (Evening Prep cancelled.) | | |

- Sat. 19th ... English Debating Team takes part in the Welham Boys' School Debate in Dehra Dun
Classes cancelled after Milk Break for preparation for the Annual Hikes and Camps.
- Sun. 20th ... School breaks for Annual Hikes and Camps.
- Sun. 27th ... Hiking and Camping parties return.
- Mon. 28th ... Summer Kit comes into effect.

No. 92. ANNUAL CAMPS / HIKES

Camp period will extend from Sunday, 20th April (6-00 a.m.) to Sunday, 27th April (4-00 p.m.) 1997. Following details are published for information and necessary action by all concerned at their earliest :—

- (1) All camping / hikes / 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.B.D.) giving names of children along with staff going with the children, indicating House and Depts. of the children concerned, etc., etc. This must reach the Bursar latest by 14th April, 1997. 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 14th April 1997.
- (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 14th April, 1997.

- (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.
- (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. 93. MEDICAL CATEGORIES

Adhiraj Singh NBD	...	Cat. C2
Sahil Mahajan NBD	...	Cat. C2
Parth Maniktala NPD	...	Cat. C2

Mansheer Sindhu VPD	...	Cat. C2
Amandeep Singh NBD	...	Cat. C2
Sahil Singhla NBD	...	Cat. C2
Kanwaldeep Singh HBD	...	Cat. C2
Gnatash Dhingra HGD	...	Cat. C2
Jaiveet Dhillon NGD	...	Cat. C3
Maneet Singh NBD	...	Cat. C3
Gauravjeet Sikand NBD	...	Cat. C3
K. Gupta NBD	...	Cat. C3
Debashish Yadav SBD	...	Cat. C3
Ramandeep Singh SBD	...	Cat. C3
Rahul Anand HBD	...	Cat. C3
Perna Gupta SGD	...	Cat. B1
Shanaya Singh HBD	...	Cat. B1
Abhimanyu Singh HBD	...	Cat. B1
Pavel Sharma NPD	...	Cat. B2
Disher Dhillon NBD	...	Cat. B2
Ashish Jai Singhani HBD	...	Cat. B2
Sonal Ahuja VGD	...	Cat. B2
Aditi Rao GD	...	Cat. B2
Divya Chaudhary HGD	...	Upgraded from Cat. B2
Shayari Singh SGD	...	Upgraded from Cat. C2
Rupali Ahuja SGD	...	Upgraded from Cat. C2

No. 94. ADMINISTRATIVE HOLIDAYS (To be observed during Camp period in a staggered manner).

Monday, 14th April (Dr. Ambedkar's Birth Day), Tuesday, 15th April, (Himachal Day) and Friday, 18th April Id-ul-Zuha 1997, will be observed holidays during the camp period.

No. 95. ADMINISTRATIVE HOLIDAY

Wednesday, 16th April, 1997, will be a holiday on account of Ram Navmi.

No. 96. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 13th April, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th April, 1997

97—104

No. 97. PROGRAMME

April

- Sun. 27th ... Hiking and Camping parties return.
School Basketball Teams (Boys' & Girls')
return from Dubai.
- Mon. 28th ... Summer Kit comes into effect.
P.T., 1st & 2nd Schools cancelled.
Rouser ... 8-00 a.m.
House Inspection ... 8-30 a.m.
Normal pre-lunch routine resumed.
Afternoon activities cancelled.
Hiking/Camping equipments returned.
Workshop on Advertising commences.
Evening prep cancelled.
Performance of Dance & Music by
'Meghdoot', Sanawar, in Barne Hall ... 6-30 p.m.
- Tue. 29th ... Normal routine including P.T. and
evening prep resumed.
High Altitude Trekking parties
(Dharamsala & Manali) return.
English Debating team take part in
B.C.S., Shimla, debating competition.
Afternoon activities cancelled.
Soccer/Hobbies Sets made ... 3-00 p.m.
- Wed. 30th ... Afternoon activities cancelled.
Festival Soccer Match on Barne
Field ... 3-30 p.m.
Sr. Hindi Debating Society meeting ... 8-15 p.m.
- #### May
- Thu. 1st ... Soccer Season commences.
Jr. English Debating Society meeting ... 8-15 p.m.
- Fri. 2nd ... Mess Committee meeting (M.C.R.) ... 2-30 p.m.
Workshop on Advertising concludes.

Sat.	3rd	...	Inter-House Senior Hindi Debate	...	6-15 p.m.
Sun.	4th	...	Cricket-1st XI & Electrons Vs. B.C.S., Shimla (Home)	...	9-45 a.m.
			Cricket Colts & Atoms Vs. B.C.S., Shimla (Away).		
			School Basketball Team (Electrons) Vs. B.C.S., Shimla (Home).		
			School U-16 & U-14 Table Tennis Teams Vs. B.C.S., Shimla (Away).		
			Hindi Film	...	2-30 p.m.
Wed.	7th	...	Assessment Meeting (MCR)	...	5-30 p.m.

(Cricket Nets will be used for morning games by Cricket-1st XI, Colts, Atoms & Electrons from 29-4-97 to 13-5-97 except on Fridays. The coaches will submit lists of the boys to Mr. A.C. Chauhan by 28-4-97).

(Students of Nilagiri House will be excused afternoon activities from 30-4-97 to 09-5-97 for their Houseshow preparations.)

Note : A few changes have been made in the Daily Routine, which need to be noted carefully as they will not be repeated in the subsequent orders.

No. 98. DAILY ROUTINE

With effect from Monday, 28th April 1997 the following daily routine will be observed by the Senior School :—

Rouser/Chota Hazri	...	6-00 a.m.
P.T.		6-30—7-00 a.m.
House Inspection	...	7-20 a.m.
M.I., GD (Birdwood School)		7-20—7-35 a.m.
1st School		7-40—8-20 a.m.
2nd School		8-20—9-00 a.m.
Breakfast PD	...	7-40 a.m.
Breakfast Sr. School	...	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 a.m.-12-20 p.m.
6th School	12-20—1-00 p.m.
7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
Games/Hobbies (as per cyclostyled programme)	... 2-50 p.m. onwards
Tea PD	... 4-00 p.m.
Tea Sr. School	4-15—4-30 p.m.
BD Baths	... 5-20 p.m.
House Inspection	... 6-00 p.m.
Marching up for Evening Prep	... 6-05 p.m.
Evening Prep	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 9-45 p.m.

Saturday Timings :

Rouser/Chota Hazri	... 6-00 a.m.
Morning Prep	6-40—7-35 a.m.
Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10-00 p.m.

No compulsory night study hour in the dormitory.

(Staff Supper Timing will be according to the Sunday schedule.)

Sunday Timings :

Rouser	... 7-30 a.m.
BD Head Baths	... 8-00 a.m.
Breakfast PD	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Study Hour (Dormitory)	12-15—1-15 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea PD & Sr. School	... 4-45 p.m.
Tutorial Meeting PD	5-00—6-00 p.m.
Tutorial Meeting Sr. School	6-00—7-00 p.m.

Supper PD	...	6-15 p.m.
Supper Sr. School	...	7-15 p.m.
House Inspection	...	8-30 p.m.
Study Bell	...	8-40 p.m.
Lights Out	...	9-45 p.m.

No. 99. BOOKS BORROWED FROM P.D.

Will the staff parents of P.D. children who have borrowed text books / library books from the Prep School from time to time kindly arrange to return these by 6-5-97.

No. 100. 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, 1997. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit work.

No. 101. 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. 102. 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, 1997.

No. 103. S.B.F. LOANS

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

No. 104. 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 eco-

mony in water consumption, and also to report leakages in taps, tanks, pipes, flushes etc. that come to their notice *immediately* to the Engineer. *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 the minimum.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd May, 1997

105—113

No. 105. PROGRAMME

May

- | | | | |
|------|------|-----|---|
| Fri. | 2nd | ... | Mess Committee meeting (M.C.R.) ... 2-30 p.m.
Workshop on Advertising concludes. |
| Sat. | 3rd | ... | Inter-House Senior Hindi Debate ... 6-15 p.m.

Representatives of the school take part in the SPICMACAY conference in Modern School, Barakhamba Rd., Delhi. |
| Sun. | 4th | ... | Cricket-1st XI & Electrons Vs. B.C.S., Shimla (Home) ... 9-45 a.m.
Cricket Colts & Atoms Vs. B.C.S., Shimla (Away).
School Basketball Team (Electrons) Vs. B.C.S., Shimla (Home).
School U-16 & U-14 Table Tennis Teams Vs. B.C.S., Shimla (Away).
Hindi Film ... 2-30 p.m.

Representatives of the school take part in the SPICMACAY conference in Modern School, Barakhamba Rd., Delhi. |
| Wed. | 7th | ... | Swimming commences.
Assessment Meeting (MCR) ... 5-30 p.m.
Inter-Section poetry recitation competition (L-VI & U-VI) postponed to 14-5-97 (Wed.) |
| Thu. | 8th | ... | Nilagiri House Show 1st performance ... 4-30 p.m. |
| Fri. | 9th | ... | Nilagiri House Show Final performance ... 6-00 p.m.
Evening Prep' cancelled. |
| Sat. | 10th | ... | Career Counselling by O.S. Society for U-V, L-VI & U-VI (subject to confirmation).
SOPs/WOPs (including New Admissions) ... 2-30 p.m. onwards
Parents-Teachers Meeting (S.S.C.) 2-30—3-45 p.m. |

Sun. 11th ... English Film. ... 3-00 p.m.

Note : 1. Henceforth there will be Singing Practice both on Wednesdays and Saturdays instead of Assembly.

2. All announcements at Sr. School meals must be sent through the DBD/DGD to the Headboy/Headgirl.

3. **CHANGES IN B.D. PREFECTORIAL APPOINTMENTS :**

(i) DOA Assistant ... S. Kadan

(ii) VBD : House Captain ... M.S. Mann

School Prefect ... R. Chauhan

House Prefects ... P.S. Bajwa

K.P.S. Puar

No. 106. 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. 107. 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 DBD/DGD and DOS informed.

No. 108. 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. 109. 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 DBD / DGD. 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. 110. 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. 111. HISTORY SHEET

History Sheet of all students who have been withdrawn from the School during 1997 as on 1-5-1997 will be sent to House Staff, fairly soon. These may please be completed in all respects, and returned to the Bursar latest by Saturday 17-5-1997 (1-30 p m.)

No. 112. 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. 113. 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 May, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th May, 1997

114—128

No. 114. PROGRAMME

May

- | | | | | | |
|------|------|-----|--|-----------|-------------------|
| Fri. | 9th | ... | Spartan Club Meeting. (M.C.R.) | ... | 2-30 p.m. |
| | | | Nilagiri House Show Final
performance | ... | 6-00 p.m. |
| | | | Evening Prep' cancelled. | | |
| Sat. | 10th | ... | Career Counselling by O.S. Society for
U-V, L-VI & U-VI.
SOPs/WOPs (including New
Admissions) | ... | 2-30 p.m. onwards |
| | | | Parents-Teachers Meeting (S.S.C.) | 2-30—3-45 | p.m. |
| Sun. | 11th | ... | English Film. | ... | 3-00 p.m. |
| Mon. | 12th | ... | Inter-House Chess Tournament (B.D. &
G.D.) commences. | | |
| Tue. | 13th | ... | Honoriam Lawrence Basketball Running
Trophy for Girls commences. | ... | 8-00 a.m. |
| | | | 1st and 2nd Schools cancelled. | | |
| Wed. | 14th | ... | Inter-Section Poetry Recitation
competition (L-VI & U-VI). | | |
| Thu. | 15th | ... | Honoriam Lawrence Basketball Trophy
for girls concludes. | | |
| Fri. | 16th | ... | Jr. English Debating Society Meeting | ... | 8-15 p.m. |
| Sat. | 17th | ... | Inter-House Junior English Debate | ... | 6-30 p.m. |
| | | | P.D. Poetry Recitation Competition. | | |
| Sun. | 18th | ... | Moharram—Administrative Holiday.
Matches subject to confirmation : | | |
| | | | School Basketball Teams (Girls' & Boys') Vs.
Vivek High School, Chandigarh (Home). | | |
| | | | Badminton/T.T. (U-14, U-16 & Opens
Boys) Vs. Vivek High School,
Chandigarh (Home). | | |
| | | | Hindi Film. | | |

No. 115. SUPERVISION OF ACTIVITIES :

Staff, handling activities involving the children, are requested to work out with the DOA how to keep the children occupied when they cannot supervise an activity personally because of school work or personal leave.

No. 116. RECOMMENDATION FORMS :

Staff are requested to use the official proforma available with the DBD or PA to the Headmaster while recommending students specially for admission to foreign institutions.

No. 117. SCHEDULING OF ACTIVITIES :

If any school activity is scheduled at a Time and Venue for which any of the Deans is responsible it is mandatory to consult the concerned Dean well in advance and before finalising any plan. This must be strictly adhered to. It is also being pointed out in this connection that there must be a conscious effort made NOT to cut across academic time while arranging for these activities.

No. 118. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar, by 10th June 1997.

No. 119. 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 animal must remain outside the school premises and should never be found grazing on the school land.

No. 120. 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 13-5-1997. 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. 121. DOGS AT SANAWAR

Ref. : S.O. No. 89 (4) (a) dated 4th April 1997.

All dogs owners are once again reminded to inform the R.M.O., in writing, latest by Saturday 17th May 1997 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. 122. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 6th July—1st December 1997, to the Bursar not later than 2nd June, 1997.

No. 123. TRAVELLING ARRANGEMENTS MID—SESSION BREAK : LUGGAGE

In order to keep the luggage being taken by children for the short summer break to the minimum, a small attache case and a holdall 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. 124. 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. 125. 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 instructions, if already on 'sick-list'), anytime between 8-30 a.m. and 9-00 a.m. (Sundays and other holidays 10-00 to 10-30 a.m.). The RMO on medical check-up, will forward 'Sick-in-quarters-slip' to the Head of the Department concerned with a copy to School Office. Staff on sick-in-quarters-list when discharged, will be issued 'Fitness Certificate' by the 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. 126. 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. 127. 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. 128. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m.
for both P.D. and Senior School on Sunday, 11th May, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th May, 1997

129—136

No. 129. PROGRAMME

May

Fri.	16th	...	Jr. English Debating Society Meeting ...	8-15 p.m.
Sat.	17th	...	Inter-House Junior English Debate ...	6-30 p.m.
			P.D. Poetry Recitation Competition Postponed.	
Sun.	18th	...	Moharram—Administrative Holiday. All matches against Vivek High School, Chandigarh, are cancelled. Hindi Film.	... 2-30 p.m.
Wed.	21st	...	Mahindra Talent Search Scholarship Selection Committee Meeting (HM's office)	... 1-00 p.m.
Fri.	23rd	...	Siwalik House Show 1st Performance	... 4-30 p.m.
			Sr. English Debating Society Meeting	... 8-15 p.m.
Sat.	24th	...	Siwalik House Show Final Performance Postponed. P.D. Poetry Recitation Competition ...	5-15 p.m.
Sun.	25th	...	Performance by Plaza Carnival Group, Chandigarh (Barne Hall)	... 10-00 a.m.
			Matches subject to confirmation : Basketball (U-12 Girls & Boys) Vs. Y.P.S. Mohali (Away). Tennis/T.T. (U-14 & U-16 Boys) Vs. Y.P.S. Mohali (Away). Siwalik House Show Final Performance	... 6-00 p.m.
			Supper Sr. School	... 7-30 p.m.
			Film Show cancelled	

(The students of Siwalik House will be excused afternoon activities from Fri. 16th to Sun. 25th).

No. 130. STAYING ARRANGEMENTS FOR VISITING TEAMS :

If the dormitories are used for putting up visiting teams etc. the concerned Housemaster/Housemistress needs to be informed in advance. The Housestaff will of course co-operate with the organising authority keeping in mind the needs of the school. The Quartermaster will arrange for the nightstay for at least three drivers/helpers every time a team visits the school for any purpose. A makeshift arrangement can be made in the Gaskel Hall for this purpose.

No. 131. TRAVELLING ARRANGEMENTS DURING VACATIONS : LUGGAGE

(Ref. : School Order No. 123 dated 9th May, 1997.

In order to keep the luggage being taken by children for the vacations to 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. 132. SUMMER VACATION

The School will close on Saturday, 7th June, 1997 for the summer vacation, and will reopen on Sunday, 6th July '97 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. 133. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Monday, 9th June, 1997 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. 134. STOCK REQUIREMENTS—SECOND TERM 1997

All stock-holders will please send in their requirements for the **Second Term** of 1997 [6th July to 1st Dec. '97], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 5th June, 1997. 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. 135. 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. 136. 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 May, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd May, 1997

137

No. 137. PROGRAMME

May

- Fri. 23rd ... Siwalik House Show 1st
Performance ... 4-30 p.m.
Sr. English Debating Society
Meeting ... 8-15 p.m.
- Sat. 24th ... P.D. Poetry Recitation Competition ... 5-15 p.m.
- Sun. 25th ... Performance by Plaza Carnival
Group, Chandigarh postponed to 1st June '97.
All matches against Y.P.S. Mohali cancelled.
Siwalik House Show Final
Performance ... 6-00 p.m.
Supper Sr. School ... 7-30 p.m.
Film Show cancelled
- Wed. 28th ... 'AS WE MET' Society meeting ... 8-15 p.m.
- Thu. 29th ... Weighing & Measuring (GD) :
Himalaya 2-30—3-00 p.m.
Nilagiri 3-00—3-30 p.m.
Siwalik 3-30—4-00 p.m.
Vindhya 4-30—5-00 p.m.
- Fri. 30th ... GD Inter-House Basketball commences.
P.D. Show 1st performance ... 4-30 p.m.
- Sat. 31st ... Career counselling for U-V students by
Institute for Career Studies, Lucknow :
1st Session (SSC) 9-30a.m.—1-30 p.m.
2nd Session (SSC) 2-30 p.m.—5-00 p.m.
P.D. Show Final performance ... 6-00 p.m.
Supper Sr. School ... 7-30 p.m.
Supper P.D. ... 8-40 p.m.
Exhibition Tennis Matches if confirmed.

June

- Sun. 1st ... Performance by Plaza Carnival Group,
Chandigarh (Barne Hall) ... 10-00 a.m.

Career counselling for U-V students by**Institute for Career Studies,****Lucknow (SSC) 10-00 a.m.—12-00 noon****Inter-House Choir****Competition 6-00 p.m.—7-00 p.m.****Tutorial meeting cancelled.****Film Show cancelled.****Tue. 3rd ... Weighing & Measuring (BD) :****Himalaya 2-30—3-00 p.m.****Nilagiri 3-00—3-30 p.m.****Siwalik 3-30—4-00 p.m.****Vindhya 4-30—5-00 p.m.****Assessment meeting (MCR) ... 5-30 p.m.**

(All staff involved with the assessment should come to the MCR at 5-00 p.m. sharp to sort out any problem regarding filling of the Assessment Cards.)

H.S. Dhillon***Headmaster***

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, FRIDAY, 23RD MAY, 1997

Part I

138—149

SPECIAL ORDER

Summer Vacation Arrangements—1997.

No. 138. 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, 7th, June, 1997. 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 7th June, 1997, 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 small 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 Friday 30th May, 1997.** Requests for travel money required by individual children **will not be entertained by office after that day.**

The normal travelling money for school parties will be issued to escorts I/c on Wednesday, 4th June, 1997 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. 139. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Friday, 6th June, 1997 at 11-00 a.m. All such staff members are required to attend.

No. 140. 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. 141. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 142. LUGGAGE ARRANGEMENTS.

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

Srl. No.	School Party
----------	--------------

2	Bombay Central
8	Jammu
10	Calcutta (Howrah)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
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, 4th June, 1997 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, parties must be ready at the B.D. Quad. latest by 3-00 a.m. on 7th June, 1997 loaded on to the Chartered Bus and transported to New Delhi 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 7-6-1997. 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 9-00 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, small 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 DCM Toyota may be used if necessary to cart the luggage to 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 Chandigarh railway station.

No. 143. 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. 144. 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) 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. 145. ROLL - CALL AT 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 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. 146. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 147. 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. 148. SANAWAR CHANDIGARH DEPARTURE ARRANGEMENTS

1. Attached with this Order are detailed lists of all School Parties, a copy of the party programme.

2. The School parties will leave from B.D. Quadrangle, in the following order, on Saturday, 7th June, 1997 :—

<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>
7-6-97				
Gauhati	4-30 a.m.	5-00 a.m.	30	Chartered Buses
Bombay Central	—do—	—do—	16	„ „
Calcutta	—do—	—do—	25	„ „
Chandigarh	8-30 a.m.	9-00 a.m.	6	„ „
Delhi A	—do—	—do—	66	„ „
Delhi B	—do—	—do—	60	„ „
Delhi C	—do—	—do—	18	„ „
Jammu	10-00 a.m.	10-30 a.m.	21	Chartered Bus up- to Ambala Cantt.

3. **Calcutta, Gauhati, and Bombay Central parties** will leave Sanawar at 5-00 a.m. sharp in Chartered Buses to New Delhi/ Hazrat Nizamuddin Railway Station. Bombay party will travel by 2954 August Kranti Rajdhani Express leaving at 1655 hrs. Gauhati party by 2424 Rajdhani leaving Delhi at 1700 hrs. Calcutta party by 2302 Rajdhani leaving at 1715 hrs.
4. **Delhi A, B, C parties** will leave Sanawar at 9-00 a.m. in Chartered Buses to Chandigarh. From there they will catch Shatabadi Express, leaving at 1220 hrs. in AC Chair Car Coaches.
5. **Chandigarh party** will travel to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-00 a.m. sharp.
6. **Jammu party** will travel by Chartered Bus, leaving BD Quad. at 10-30 a.m. sharp on 7th June, 1997 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. 149. NEXT TERM

The next term will begin on Sunday, 6th July 1997, and all children must be back by 5-00 p.m. on that day.

H.S. Dhillon
Headmaster.

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 30th May, 1997**

150—151

No. 150. PROGRAMME**May**

- Fri. 30th ... GD Inter-House Basketball commences.**
PD Show 1st performance ... 4-30 p.m.
- Sat. 31st ... Career counselling for U-V students by**
Institute for Career Studies, Lucknow :
1st Session (SSC) 9-30a.m.—1-30 p.m.
2nd Session (SSC) 2-30 p.m.—5-00 p.m.
P.D. Show Final performance ... 6-00 p.m.
Supper Sr. School ... 7-30 p.m.
Supper P.D. ... 8-40 p.m.
Exhibition Tennis Matches if confirmed.

June

- Sun. 1st ... Performance by Plaza Carnival Group,**
Chandigarh (Barne Hall) ... 10-15 a.m.
Career counselling for U-V students by
Institute for Career Studies,
Lucknow (SSC) 10-00 a.m.—12-00 noon
Inter-House Choir
Competition 6-00 p.m.—7-00 p.m.
Tutorial meeting cancelled.
Film Show cancelled.
- Tue. 3rd ... Weighing & Measuring (BD) :**
Himalaya 2-30--3-00 p.m.
Nilagiri 3-00—3-30 p.m.
Siwalik 3-30—4-00 p.m.
Vindhya 4-30—5-00 p.m.
Assessment meeting (MCR) ... 5-30 p.m.
- (All staff involved with the assessment should come to the MCR at 5-00 p.m. sharp to sort out any problem regarding filling of the Assessment Cards.)
- Wed. 4th ... Term Averages and Subject Reports to be**
handed in to the Form Teachers by 2-30 p.m.

			Inter-Section Poetry Recitation Competition (L-V & U-V)	... 6-25 p.m.
			Prep' in the dormitories,	
			Sr. School Social (Barne Hall)	8-30-11-00 p.m.
Thu.	5th	...	P.T. cancelled.	
			Rouser	... 6-45 a.m.
			Folders to be handed in to the Housestaff and Form Registers to the DOS by 2-30 p.m.	
			Founder's Meeting (MCR)	... 2-30 p.m.
			Prep' in the dormitories.	
			Staff Club Dinner (Art Room)	... 8-15 p.m.
Fri.	6th	...	Classes cancelled.	
			Sunday Timing.	
			End of Term Assembly	... 10-30 a.m.
			Escorts' Meeting (MCR)	... 11-00 a.m.
			Breakfast, Assembly and Lunch are compulsory for the staff.	
Sat.	7th	...	HOME DAY.	
			Reports to be handed in to the Headmaster. (Meal timings and dispersal as per Special School Orders.)	

No. 151. USING OF CASH AT THE SCHOOL HALWAI SHOP

The DBD has instructed the school Halwai NOT to carry any personal cash when he or his employees sell eatables to the students in the BD/PD or GD areas. If any cash is found with them during the Halwai time in BD/GD/PD the Halwai himself will be answerable. Members of staff are therefore requested to restrict their purchases only to the main Halwai Shop near the QM store, so that we can curb all possibilities of transaction of cash at the BD/GD/PD Halwai counters.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th July, 1997

152—165

No. 152. PROGRAMME

July

- Sun. 6th ... School Re-opens.
 Housestaff Meeting (HM's Residence) ... 6-30 p.m.
 Kit issued.
- Mon. 7th ... PT, 1st & 2nd schools cancelled.
 Rouser ... 8-00 a.m.
 PD Breakfast ... 8-00 a.m.
 Normal routine resumes Breakfast onwards.
 Opening of Term Assembly.
 Afternoon activities cancelled.
 General Staff Meeting (MCR) ... 2-20 p.m.
 (Bursar, RMO, QM & Engineer to attend also)
 Dormitories tidied.
 Housewise Soccer Practice 3-00—5-00 p.m.
 Evening Prep cancelled.
 Supper PD ... 6-15 p.m.
 Supper Sr. School ... 7-15 p.m.
- Tue. 8th ... PT, 1st & 2nd schools resumed.
 Afternoon activities cancelled.
 Body Snatching (Barne Hall) ... 2-20 p.m.
 BD Athletics sets made (BD Pavement) ... 3-00 p.m.
 Weighing & Measuring GD :
 Himalaya 3-00—3-40 p.m.
 Nilagiri 3-40—4-20 p.m.
 Siwalik 4-20—5-00 p.m.
 Vindhya 5-00—5-40 p.m.
 Housewise Soccer practice 4-00—5-00 p.m.
 Evening Prep resumed.
- Wed. 9th ... Midterm Exam :
 U-VI : Eco. / Bio.
 U-V : Eng.
 Afternoon activities cancelled.

	Weighing & Measuring BD :	
	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.
	Housewise Soccer practice	3-00—5-00 p.m.
Thu. 10th ...	Midterm Exam :	
	U-VI : Acc. / Chem. / Pol. Sc.	
	U-V : Soc. Sc.	
	Afternoon activities resumed according to special programme.	
Fri. 11th ...	Midterm Exam :	
	U-VI : Eng.	
	U-V : Hindi.	
	I—H Soccer commences.	
	GD I—H Table Tennis commences.	
Sat. 12th ...	Annual Prize Giving	... 4-00 p.m.
	Sr. English Debating Society Meeting	... 8-15 p.m.
Sun. 13th ...	Hindi Film.	

No. 153. DAILY ROUTINE

With effect from Monday 7th July 1997 the following daily routine will be observed by the Senior School :—

Rouser/Chota Hazri	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-20 a.m.
M.I., GD (Birdwood School)	7-20—7-35 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 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 a.m.-12-20 p.m.
6th School	12-20—1-00 p.m.

7th School	1-00—1-40 p.m.
Lunch PD	... 12 50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-10—2-45 p.m.
Games/Hobbies (as per cyclostyled programme)	... 2-50 p.m. onwards
Tea PD	... 4-00 p.m.
Tea Sr. School	4-15—4-30 p.m.
House Inspection	... 6-00 p.m.
Marching up for Evening Prep	... 6-05 p.m.
Evening Prep	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
BD Baths	... 8-05 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 9-45 p.m.

Saturday Timings :

Rouser/Chota Hazri	... 6-00 a.m.
Morning Prep	6-40—7-35 a.m.
Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10-00 p.m.

No compulsory night study hour in the dormitory.

(Staff Supper Timing will be according to the Sunday schedule.)

Sunday Timings :

Rouser	... 7-30 a.m.
BD Head Baths	... 8-00 a.m.
Breakfast PD	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Study Hour (Dormitory)	12-15—1-15 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea PD & Sr. School	... 4-45 p.m.
Tutorial Meeting PD	5-00—6-00 p.m.
Tutorial Meeting Sr. School	6-00—7-00 p.m.

Supper PD	...	6 15 p.m.
Supper Sr. School	...	7-15 p.m.
House Inspection	...	8-30 p.m.
Study Bell	...	8-40 p.m.
Lights Out	...	9-45 p.m.

No. 154. 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 Tuesday, 8th July 1997 (9-00 a.m.).

No. 155. RETURN SCHOOL PARTIES JULY, 1997.

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Bursar by 8th July 1997 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. 156. 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. 157. 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. 158. 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. 159. 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. 160. 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. 161. 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. 162. STAFF VISITS TO BURSAR

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

Mondays to Saturdays	...	12-00—1-00 p.m.
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No. 163. 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. (P.D.)

2. Hospital Timings (OPD)

(a) 9-00 a.m.—12-00 noon	} Monday to Saturday
(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. 164. 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. 165. PHOTO COPIER MACHINE

- (1) The School has another new photo copying machine, and the same has been installed in the School Office.
- (2) Mr. Gian Singh, P.A. to Headmaster, is over all I/c and will be operating the machine.
- (3) Re. 1/- per 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

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th July, 1997

166—170

No. 166. PROGRAMME

July

- Fri. 11th ... Midterm Exam :
 U-VI : Eng.
 U-V : Hindi.
 I—H Soccer commences.
 Barne Field, Lower Barnes & New Field
 will be used only for I—H Soccer during the
 tournament period.
 GD I—H Table Tennis commences.
- Sat. 12th ... Annual Prize Giving (Barne Hall) ... 2-30 p.m.
 Singing practice cancelled.
 Special Tea for staff immediately
 after Prize Giving (MCR).
 Sr. English Debating Society
 Meeting ... 8-15 p.m.
- Sun. 13th ... Hindi Film.
 I—H Soccer concludes.
- Mon. 14th ... Midterm Exam :
 U-VI : Comp./Hindi/Art/Sculp.
 U-V : Maths.
 Sr. English Debating Society Meeting ... 8-15 p.m.
- Tue. 15th ... Midterm Exam :
 U-VI : Maths.
 U-V : Gen. Sc.
 I—H Basketball BD commences.
- Wed. 16th ... Midterm Exam :
 U-VI : Geog./Home Sc.
 AS WE MET Society Meeting ... 8-15 p.m.
- Thu. 17th ... Midterm Exam :
 U-VI : Comm./Phys./Hist./Psycho.
- Sat. 19th ... Lecture demonstration about Music by
 Mrs. Nivedita (Barne Hall) ... 6-20 p.m.
 PD I—H Quiz.

Sun. 20th ... Soccer Electrons & Atoms Vs.
Pinegrove School (Home).
English Film ... 3-00 p.m.

No. 167. FOUNDER'S RESPONSIBILITIES—1997

Tattoo :

Co-ordination ... Miss K. Bakhshi, Mr. H. Sikand.
P.T., & Gym. ... Mr. A. C. Chauhan, Mr. D. Pal &
Mrs. Neelamjit Kaur.
Band ... Mr. B.C. Katoch
Figure Marching ... Mr. R. Puri & Prep School Staff
Bhangra ... Mr. Daljinder Singh, Mrs. A. Suri,
Mr. Sukhbir Singh, Miss A. Priya.
Karate ... Dr. V.K. Sharma.

Exhibitions :

Hobbies ... Hobbies Staff
SUPW ... Mr. B.D. Attri.
Computers ... Mr. D. Saha, Mr. A. Dhawan, Mr.
R. Sequeira.
Adventure Activities ... Mr. C.V. Lonappan, Mr. Sukhvinder
Singh, Miss Shonu Mukherji, Mrs.
N. Tahlan.
Photography ... Mr. S. Ghosh & Mr. C V. Lonap-
pan.
Himachal Gallery ... Mr. S. Ghosh, Miss K. Bakhshi, Mr.
V. Anand, Mrs. M. Bhalla, Mr. J.
Prakash.
Dinner & Dance for
the Parents ... I/c Mrs. B. Singh, Mrs. M. D.
Sequeira, Mrs. Sunita Singh, Mrs. R.
Dwivedi, Mrs. D. Sikand.
O.S. Dinner & Dance ... Bursar & President, O.S. Society.
O.S. Matches ... Mr. R.T. Williams, Mr. A. Dhawan,
Mrs. A. Suri, Mr. Daljinder Singh.

Seating Arrangement :

Tattoo ... Dr. V.K. Sharma.
School Concert ... I/c Mr. E. Sequeira, Mrs. R.A.
Solomon, Mrs. B. Matharu, Mr. A.
C. Chauhan, Mr. Daljinder Singh,

	Mr. D. Paul, Mr. Sukhbir Singh, Miss Shonu Mukherji, Mrs. Saisha Khanna, Mr. P. Vashisht.
Parade & Speeches ...	Mr. R. Puri, Mr. S. B. Dwivedi.
Decoration ...	Mr. R. Kumar & Malies.
Sanitation ...	Mr. R. Kumar, Mr. D. Saha, Mr. E. Sequeira.
O.S. Accommodation Girls ...	Mrs. Biswas, Mrs. Chiber, Mrs. Arora.
Founder's Assembly ...	Mr. K.J. Parel, Miss D. Tyler.
Service at Cemetary ..	Mr. K.J. Parel.
Stamp Release ...	Col. K.S. Dhami, Mr. R. Puri.
Reception Committee ...	I/c Mrs. M. Khan, Mrs. K. Puri, Mrs. S. Gupta, Mrs. S. Nathaniel.
Retiring Room Committee ...	I/c Mr. R T. Williams, Mr. P. Vashisht, Mrs. R. Vashisht, Mrs. M. Batish.

(Retiring Rooms : MCR, Old Dance room, Basement of GD Holding House, Home Science Lab, Room next to AV room, Prep School Assembly Hall.

(i) Cups and tea in all the rooms should be available throughout the day.

(ii) To contact Nescaffe or Lipton people for sponsorship.)

Athletics ...	I/c Mr. Sukhvinder Singh, Mr. N.C. Barwala, Mr. Daljinder Singh, Mr. A. Dhawan, Mr. R. Sequeira, Mr. Garman, Mr. A. Mukherjee, Miss Shonu Mukherjee, Mrs. N. Williams, Mr. G. Ahlawat, Mrs. S. Khanna, Mr. D. Pant.
Colour Parade ...	I/c Mr. Sukhvinder Singh, Mr. A.C. Chauhan, Mr. B. C. Katoch, Mr. Daljinder Singh.
N.C.C. ...	Mr. Dharam Paul
School Concert ...	I/c Mr. S. Ghosh, Mrs. A. Ghosh, Mrs. S. Roberts, Mr. Pallab Banerjee, Mrs. Bhargava, Mr. R.K.

Malviya, Mr. S.B. Dwivedi, Mr. J. Roberts, Mr. Mukesh, Miss A. Arora, Miss A. Solomon, Mrs. A. Lal, Mr. P.K. Lal, Mr. A. Mukherjee.

Make up ... Mr. A.K. Bhargava, Mrs. A. Sharma, Mrs L. Francis, Mrs. S. Ahlawat.
 Printing Committee ... I/c Mr. E. Sequeira, Mr. R. Puri, Mr. S. Idris.

Founder's Speeches :

Preparing the Student
 Speakers ... Mr. H. Sikand, Mrs. L. Francis.
 Handing Down
 Traditions ... Mr. S. Ghosh, Mrs. M. Khan.

No. 168. 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. 169. 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 are requested to draw dry ration on the days fixed for them.

No. 170. 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 July, 1997.

H.S. Dhillon
 Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th July, 1997

171—173

No. 171. PROGRAMME

July

- Fri. 18th ... Trans Himalaya Treking Group leave.
- Sat. 19th ... Lecture demonstration about Music by
Mrs. Nivedita (Barne Hall) ... 6-20 p.m.
PD I—H Quiz.
- Sun. 20th ... Soccer Electrons & Atoms Vs.
Pinegrove School (Home).
English Film ... 3-00 p.m.
- Mon. 21st ... Combined PT on Peacestead commences.
- Tue. 22nd ... Sr. & Jr. Combined Hindi Debating
Society meeting ... 8-15 p.m.
- Fri. 25th ... Dance Group Leave for Auckland House Shimla.
- Sat. 26th ... I—H Senior English Debate ... 6-30 p.m.
PD Inter-section Recitation
Competition (L-III & U-III).
Dance Group return from Shimla.
- Sun. 27th ... Matches subject to confirmation :
Soccer Electrons & Atoms Vs.
A.P.S., Dagshai (Away).
Soccer First-XI & Colts Vs.
A.P.S., Dagshi (Home).
Basketball PD Boys & Girls Vs.
A.P.S., Dagshai (Away).
Hindi Film ... 2-30 p.m.

No. 172. STAFF SUPPER TIMING (MCR)

The Staff Supper timing in the MCR is from 8-00 p.m. to 9-00 p.m. with immediate effect. The staff need to vacate the the MCR latest by 9-00 p.m. for administrative reasons.

No. 173. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 20th July, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th July, 1997

174—175

No. 174. PROGRAMME

July

- Thu. 24th ... Celebration of Silver Jubilee of State
Bank of Patiala, Sanawar Branch
(Barne Hall) ... 3-45 p.m.
- Fri. 25th ... Dance Group Leave for Auckland House Shimla.
- Sat. 26th ... I—H Senior English Debate ... 6-30 p.m.
PD Inter-section Recitation
Competition (L-III & U-III).
Dance Group return from Shimla.
- Sun. 27th ... Matches are cancelled.
Hindi Film ... 2-30 p.m.
- Wed. 30th ... Sr. & Jr. Combined English Debating
Society meeting ... 8-15 p.m.
- Thu. 31st ... Trans Himalaya Treking Group return.

August

- Sat. 2nd ... I—H Quiz ... 6-30 p.m.
PD I—H English Debate.
- Sun. 3rd ... Soccer Electrons & Atoms Vs. YPS,
Patiala (Away).
Soccer First-XI & Colts Vs. YPS,
Patiala (Home).
Basketball School Teams Boys' Girls' Vs,
YPS, Patiala (Home).
Basketball PD Boys & Girls Vs. YPS,
Mohali (Away).
Basketball U-16 Boys & Girls Vs.
YPS, Mohali (Away).
Basketball U-14 Boys & Girls Vs. YPS,
Patiala (Away).
(The above matches are subject to confirmation.)
English Film ... 3-00 p.m.

No. 175. 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 July, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st August, 1997

176—178

No. 176. PROGRAMME

August

Fri.	1st	...	Jr. Hindi Debating Society meeting	...	8-15 p.m.
Sat.	2nd	...	I—H Quiz	...	6-30 p.m.
			PD I—H English Debate.		
Sun.	3rd	...	Soccer Electrons & Atoms Vs. YPS, Patiala (Away).		
			Soccer First-XI & Colts Vs. YPS, Patiala (Home).		
			Basketball School Teams Boys' Girls' Vs, YPS, Patiala (Home).		
			Basketball PD Boys & Girls Vs. YPS, Mohali (Away).		
			Basketball U-16 Boys & Girls Vs. YPS, Mohali (Away).		
			Basketball U-14 Boys & Girls Vs. YPS, Patiala (Away).		
			(The above matches are subject to confirmation.)		
			Buffet Supper Sr. School & PD combined	...	6-30 p.m.
			Children will report to the dormitories by 7-00 p.m. sharp		
			English Film	...	3-00 p.m.
Wed.	6th	...	AS WE MET Society meeting	...	8-15 p.m.
			Jr. Hindi Debating Society meeting	...	8-15 p.m.
Fri.	8th	...	Sr. English Debating Society meeting	...	8-15 p.m.
Sat.	9th	...	I—H Jr. Hindi Debate	...	6-30 p.m.
Sun.	10th	...	Matches subject to confirmation :		
			Soccer Electrons & Atoms Vs. Y.P.S. Mohali (Away).		
			Soccer First-XI & Colts Vs. Y.P.S. Mohali (Home).		

Basketball PD & U-14 Boys Vs. Y.P.S.

Patiala (Away).

Hindi Film

... 2-30 p.m.

No. 177. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Friday, 15th August, 1997. 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 to 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 during 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 are requested to supervise this 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 'patals' for the next shift. This may kindly be kept at the bottom of the stairs from the CDH down to short-back side.

(5) The first shift will sit for lunch at 12-00 noon and the next would sit at intervals of 40 minutes. The servants, the CDH cooks and bearers (those who have been retained on duty) may have to sit in the fourth shift.

(6) The supper on 15-8-97 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 on time, will be screened on 15-8-97 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 of the details about community lunch given above.

(10) There will be many inconveniences but the staff would kindly overlook the same and lend a helping hand to make the occasion a success.

No. 178. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for Senior School on Sunday, 3rd August, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th August, 1997

179—190

No. 179. PROGRAMME

August

Fri. 8th	...	Sr. English Debating Society meeting	...	8-15 p.m.
Sat. 9th	...	I—H Jr. Hindi Debate	...	6-30 p.m.
Sun. 10th	...	Soccer Electrons & Atoms Vs. Y.P.S. Mohali (Away). Soccer First-XI & Colts Vs. Y.P.S. Mohali (Home). Basketball Opens Boys Vs. P.P.S. Nabha (Home). Hindi Film	...	2-30 p.m.
Wed. 13th	...	Sr. English Debating Society meeting	...	8-15 p.m.
Thu. 14th	...	Vanmahotsav Independence Day Eve Staff Club Dinner (Art Room)	...	3-00 p.m. 8-00 p.m.
Fri. 15th	...	School & Administrative Holiday. Rouser BD Baths Breakfast PD Breakfast Sr. School Flag Hoisting followed by Special Assembly	...	7-15 a.m. 8-00 a.m. 8-15 a.m. 9-15 a.m. 10-30 a.m.
Order of items :—				
(i)	Song	...	Vande Mataran	
(ii)	Prayer	...	HM	
(iii)	Speech	...	Chief Guest	
(iv)	Speech	...	Head Girl	
(v)	Song	...	PD Choir	
(vi)	Speech	...	Head Boy	
(vii)	Songs	...	Sr. School Choir	
(viii)	Speech	...	HM	
(ix)	Sanskrit Prayer			
(x)	National Anthem			
Community Lunch in C.D.H. from 12-00 noon onwards.				

	Supporting Staff Sports (Barne Field) ...	2-30 p.m.
	Tea PD ...	4-00 p.m.
	Tea Sr. School ...	4-30 p.m.
	Dry Supper PD & Sr. School combined ...	6-00 p.m.
Sat. 16th ...	Parents-Teachers meeting (SSC) ...	2-30 p.m.
	SOP to be issued from 2-30 p.m. onwards.	
Sun. 17th ...	Children return from SOP/WOP by 6-00 p.m. sharp. Film to be confirmed.	

(Housestaff PD & Sr. School are requested to inform the Mess Manager as to the number of children who will take meals in school during the SOP/WOP period.)

No. 180. 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. 181. STAFF VISITS TO 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. 182. 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 necessar action in this connection.

No. 183. 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 being recovered from their salary.

No. 184. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN

All members of the staff are reminded that under no circumstance 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 money 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. 185. INFORMATION RECORD FROM—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 18-8-1997.

No. 186. 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. 187. SUBMISSION OF REGISTRATION FORMS—STAFF CHILDREN

Staff, whose children are entitled to be considered for admission to the school without or after appearing for the entrance test for classes V and VII from the session commencing April, 1998, must submit completed registration forms of their children in the Admission Office of the school latest by the 14th of October, 1997.

It may not be possible to accept registration forms received after this date.

No. 188. 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.

2. For occasional meal for outstation guests the Mess Manager 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 CDH.

No. 189. HOLIDAYS

1. Friday, 15th August, 1997, will be observed as a holiday on account of Independence Day for School and Administrative Staff.

2. Monday, 18th August, 1997, will be a holiday on account of Raksha Bandhan for Administrative Staff only.

No. 190. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for Senior School on Sunday, 10th August, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 14th August, 1997

191—201

No. 191. PROGRAMME

August

Thu. 14th	... Vanmohotsav Independence Day Eve Staff Club Dinner (Art Room)	... 3-00 p.m. ... 8-00 p.m.
Fri. 15th	... School & Administrative Holiday. Rouser BD Baths Breakfast PD Breakfast Sr. School Flag Hoisting followed by Special Assembly	... 7-15 a.m. ... 8-00 a.m. ... 8-15 a.m. ... 9-15 a.m. ... 10-30 a.m.
	Order of items :—	
	(i) Song	... Vande Mataram
	(ii) Prayer	... HM
	(iii) Speech	... Chief Guest
	(iv) Song	... PD Choir
	(v) Speech	... Head Girl
	(vi) Speech	... Head Boy
	(vii) Songs (Three)	... Sr. School Choir
	(viii) Speech	... HM
	(ix) Sanskrit Prayer	
	(x) National Anthem	
	Community Lunch in C.D.H. from 12-00 noon onwards.	
	Supporting Staff Sports (Barne Field)	... 2-30 p.m.
	Tea PD	... 4-00 p.m.
	Tea Sr. School	... 4-30 p.m.
	Dry Supper PD & Sr. School combined	... 6-00 p.m.
Sat. 16th	... Parents-Teachers meeting (SSC) SOP to be issued from 2-30 p.m. onwards.	... 2-30 p.m.
Sun. 17th	... Children return from SOP/WOP by 6-00 p.m. sharp. Film to be confirmed.	

(Housestaff PD & Sr. School are requested to inform the Mess Manager as to the number of children who will take meals in school during the SOP/WOP period.)

Mon. 18th	...	Raksha Bandhan—Administrative Holiday. PT cancelled. Rouser/Chhota Hazri	...	6-30 a.m.
		Raksha Bandhan for the students (Birdwood)		7-00—7 40 a.m.
Sat. 23rd	...	I—H Senior English Debate	...	6-30 p.m.
Sun. 24th	...	Opening Ceremony of Sesquicentenary Inter-School Soccer Tournament (Barne Field) (School Kit)	...	6-30 a.m.
		Basketball U—16 Boys' & Girls' matches Vs. Y.P.S., Mohali (Away) are subject to confirmation.		
		English Film	...	3-00 p.m.

No. 192. OUTSTATION MATCHES

The coaches are requested to inform the concerned House-staff in advance about the students chosen for outstation matches.

No. 193. REQUIREMENTS FOR SOUND EQUIPMENTS

Whenever microphones and other sound equipments are required for any purpose the teacher in charge should definitely get in touch with Mr. Subhash Gupta well in advance.

No. 194. 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. 195. 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. 196. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 5-10-97 (4-00 p.m.) to 12-10-97 (6-00 p.m.), including the Chief Guest's holiday. Children should inform parents of these dates.

No. 197. 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. 198. 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. 199. 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. 200. 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. 201. 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.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd August, 1997

202—206

No. 202. PROGRAMME

August

- Sat. 23rd ... I—H Junior English Debate ... 6-30 p.m.
- Sun. 24th ... Opening Ceremony of the Sesquicentenary
Inter-School
Soccer Tournament (Barne Field)
(School Kit) ... 6-30 a.m.
English Film ... 3-00 p.m.
- Mon. 25th ... Janam Ashthami—School & Administrative
holiday.
Sunday timing except for baths.
- Tue. 26th ... Closing Ceremony of the Sesquicentenary
Soccer Tournament (Barne Field)
(School Kit) ... 3-30 p.m.
Sr. Hindi Debating Society meeting ... 8-30 p.m.
- Wed. 27th ... Athletics Heats commence.
- Thu. 28th ... Sr. English Debating Society meeting ... 8-30 p.m.
- Fri. 29th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.
All concerned teachers should reach
the MCR by 5-00 p.m. to sort out any
problem regarding the marking of the
Assessment Cards.
- Sat. 30th ... Inter-Section Recitation Competition
(L-IV & U-IV) ... 6-30 p.m.
L-IV and U-IV students will attend.
- Sun. 31st ... All India Talent Search Examination 1997
(Birdwood) 9-30 a.m.-12-30 p.m.
Proposed games fixtures :
Soccer Electrons & Atoms Vs.
BCS, Shimla (Away).
Soccer Colts Vs. BCS, Shimla (Home).
Basketball Boys Opens Vs. BCS,
Shimla (Home).

Basketball Girls U-16 Vs. Auckland

House, Shimla (Away).

Basketball Electrons Vs. BCS,

Shimla (Away).

Hindi Film

... 2-30 p.m.

No. 203. 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 the authority to reduce quantities demanded, if he considers it necessary.

In view of Founder's 1997, the issue dates will shift to, and will be from 11th to 20th October, 1997.

No. 204. HEPATITIS—B IMMUNISATION

Staff members desirous of getting themselves/their family members immunised against Hepatitis—B (a course of three injections which will take 6 months for completion of the course—total course will cost approx 1,200—1,500 for an adult.) are requested to give their names, (if children their names along with their age) to the RMO by 1st September 1997, so that the exact number of required vaccines are demanded for and administered together.

No 205. SCHOOL AND ADMINISTRATIVE HOLIDAY

Monday, 25th August, 1997 will be a holiday on account of Janam Ashthami.

No. 206. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for Senior School on Sunday, 24th August, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th August, 1997

207—213

No. 207. PROGRAMME

August

- Fri. 29th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.
 All concerned teachers should reach the MCR by 5-00 p.m. to sort out any problem regarding the marking of the Assessment Cards.
- Sat. 30th ... Inter-Section Recitation Competition (L-IV & U-IV) ... 6-30 p.m.
 L-IV and U-IV students will attend.
- Sun. 31st ... All India Talent Search Examination 1997 (Birdwood) 9-30 a.m.-12-30 p.m.
 Soccer Electrons & Atoms Vs. BCS, Shimla (Away).
 Soccer Colts Vs. BCS, Shimla (Home).
 Basketball Boys Opens Vs. BCS, Shimla (Home).
 Basketball Girls U-16 Vs. Auckland House, Shimla (Away). (To be confirmed)
 Basketball Electrons Vs. BCS, Shimla (Away).
 Hindi Film ... 2-30 p.m.
- Thu. 4th ... Variety Entertainment Programme by the Staff (Barne Hall) ... 6-00 p.m.
 PD & Sr. School combined buffet supper ... 7-15 p.m.
 Teachers' Day Eve Party (Barne Hall) ... 8-30 p.m.
- Fri. 5th ... Teachers' Day.
- Sat. 6th ... Inter-House Hindi Debate ... 6-30 p.m.
 Release of the special publications by the Honourable Prime Minister in Delhi.
- Sun. 7th ... English Film ... 3-00 p.m.

No. 208. HEPATITIS-B IMMUNISATION

Please refer to Orders dated 22 August 1997 item No. 204. The total cost for the entire course of the Hepatitis-B Immunisation will be approximately Rs. 700/- with the availability of a new vaccine with the school hospital.

The sum of money may be adjusted against the medical reimbursement facility of the staff should the member of staff concerned desire so.

No. 209. STAFF LEAVING CAMPUS

Please refer to my circular dated 23rd May 1997 regarding the system of the members of staff leaving the campus. I would appreciate a stricter adherence to it. Those who joined after 23rd May 1997 may collect a copy of the circular from the Dean of BD.

No. 210. 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, 1997 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-97 whereafter no further adjustments will be possible.

No. 211. MISUSE OF SCHOOL STATIONERY ITEMS

It has been brought to my notice that staff are issuing exercise books and other stationery items to school children without verifying whether or not a student genuinely needs 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. 212. 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, 1997 and sign the P.F. register on 29th, 30th August, 1997 and 1st September 1997 in the School Office. It may not be possible for the School Office to extend the dates except for staff on leave.

No. 213. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m.
for P.D. and Senior School on Sunday, 31st August, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th September, 1997

214—225

September

No. 214. PROGRAMME

Fri.	5th	...	Teachers' Day.	
Sat.	6th	...	Athletics Heats Lower-V & below	4-15—7-15 p.m.
			Athletics Heats Upper-V & above	4-15—6-00 p.m.
			N.C.C cancelled.	
			Inter-House Senior Hindi Debate	... 6-30 p.m.
			(Upper-V & above will attend.)	
			Release of the special publications	
			by the Honourable Prime Minister in Delhi.	
Sun.	7th	...	Declamation contest	... 5-45 p.m.
			English Film	... 3-00 p.m.
Wed.	10th	...	AS WE MET Society meeting	... 8-30 p.m.
Fri.	12th	...	Junior English Debating Society	
			meeting	... 8-30 p.m.
Sun.	14th	...	HOUSE PHOTOGRAPHS :	
			PD	9-15-11-00 a.m.
			HGD	2-00—2-20 p.m.
			NGD	2-20—2-40 p.m.
			SGD	2-40—3-00 p.m.
			VGD	3-00—3-20 p.m.
			HBD	3-30—3-50 p.m.
			NBD	3-50—4-10 p.m.
			SBD	4-10—4-30 p.m.
			VBD	4-30—4-50 p.m.
			Film cancelled.	
			Staff Photograph	... 5-30 p.m.
			Upper-VI Photograph	... 6-00 p.m.
			Film cancelled.	

No. 215. FOUNDER'S SPECIAL LUNCH

Founder's lunch will be on 4th October, 1997 at 1-30 p.m.
Husbands/wives of staff are cordially invited. Staff will please inform I/c CDH, latest by 23rd September, 1997, if they will attend.

No. 216. BOOKING OF TELEGRAMS BY STUDENTS

Since the students are not permitted to handle cash. All telegrams being sent by students will be routed through House Staff to the School Office. It will be arranged to have the telegrams sent and the amount will be debited to students' personal account.

No. 217. HINDUSTAN PETROLEUM LPG. CYLINDERS

Staff interested in getting the LPG. cylinders refills should send a note carrying his/her name and LPG. consumer number alongwith 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. 218. 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 3rd, 4th, and 5th October, 1997.

No. 219. ACCOMMODATION

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 functions, to School guests and invitees.

No. 220. TRANSPORT FOR FOUNDR'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. 221. 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 (first performance) on peacestead.

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 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. 222. 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. Campus Beautification.

No. 223. 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. 224. 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. 225. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for P.D. and Senior School on Sunday, 7th September, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th September, 1997

226—232

September

No. 226. PROGRAMME

Fri. 12th	... Junior English Debating Society meeting	... 8-30 p.m.
Sun. 14th	... HOUSE PHOTOGRAPHS : PD (Prep School) Holding House Boys-(Dormitory) Holding House Girls-(Peacestead) HGD—(Peacestead) NGD " " SGD " " VGD " " HBD—(Behind HBD) NBD " " SBD " " VBD " " Staff Photograph—(Barne Hall) Upper-VI Photograph—(Barne Hall) Film cancelled.	9-15-11-00 a.m. 11-30-11-50 a.m. 12-00-12-20 p.m. 2-00-2-20 p.m. 2-20-2-40 p.m. 2-40-3-00 p.m. 3-00-3-20 p.m. 3-30-3-50 p.m. 3-50-4-10 p.m. 4-10-4-30 p.m. 4-30-4-50 p.m. ... 5-30 p.m. ... 6-00 p.m.
Wed. 17th	... Talk by Mr. Khushwant Singh (Barne Hall) (PD, L-IV & U-IV will attend.)	... 4-00 p.m.
Thu. 18th	... Inter-House PT competition (Peacestead) Last three schools shortened by 5 mts. each. Sr. School Lunch Talk by Mr. Khushwant Singh (Barne Hall) (L-V & above will attend.) Evening Prep cancelled.	... 3-00 p.m. ... 1-30 p.m. ... 6-30 p.m.
Sun. 21st	... English Film	... 3-00 p.m.

No. 227. STAFF FAMILY RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 10th October to 19th October 1997, instead of from 1st October to 10th October 1997, following the same schedule laid down earlier.

No. 228. 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. 229. 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. 230. 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. 231. 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. 232. 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, 1997 and sign the P. F. register on 15th, 16th, and 17th, September, 1997 in the School Office. It may not be possible for the School Office to extend the dates except for staff on leave.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th September, 1997

233—240

No. 233. PROGRAMME

September

Thu. 18th to Mon. 29th ... Founder's Preparation Programme.

Sun. 21st ... Movie cancelled.

No. 234. NOTICE TO THE STAFF

It has been pointed out before also, that circulating notices from person to person has become very difficult. Therefore teachers are requested to visit the MCR regularly during or after Milk Break to look up the notices.

No. 235. FOUNDER'S HOLIDAYS

Members of the academic staff wishing to avail of the Founder's holidays are requested to kindly inform the DBD/DGD in writing stating the dates on which they will be away from the campus. House Staff if they wish to leave the campus 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. 236. CDH. FOUNDER'S HOLIDAYS

The CDH. will remain closed from tea time on 5-10-97 upto breakfast—time on 12-10-97.

No. 237. POST FOUNDER'S OFFS ADMINISTRATIVE STAFF

Following will be a full working day :—

Thursday 2-10-97 (Gandhi Jyanti)

Administrative Staff will have a compensatory 'off' and a post—Founder's holiday from Tue. 7th to Wed. 8th Oct., 1997.

No. 238. 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. 239. 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. 1997 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, 9th November, 1997 (10-00 a.m.)
- (3) The above given details would apply also for future years.

No. 240. POST-FOUNDER'S BREAK

The School offered to arrange a School party from Delhi to Sanawar by train on 12-10-97.

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

H.S. Dhillon
Headmaster



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THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 26th September, 1997

241—242

No. 241. PROGRAMME

September

Fri. 26th to Mon. 29th ... Founder's Preparation Programme.

Tue. 30th ... Founder's Preparation Programme excepting the following :—

Singing Practice	...	8-40 a.m.
Welcome Ceremony for the OS (BD Quad)	...	10-45 a.m.
Inauguration of the Himachal Gallery by Mrs. Maneka Gandhi. (Birdwood)	...	11-15 a.m.
Speech, Cultural Programme by Himachal Group and Release of the "Spirit of Sanawar" book by Mrs. Maneka Gandhi (Barne Hall)	...	11-30 a.m.
Supper PD	...	6-40 p.m.
Tattoo First Performance	...	7-25 p.m.
Supper Senior School	...	9-00 p.m.

October

Wed. 1st ... Winter kit comes into effect.		
Special Supper PD	...	6-20 p.m.
Special Supper Senior School	...	9-30 p.m.
School Concert First performance (Staff Courts)	...	7-00 p.m.
Rest according to the Founder's Preparation Programme.		
Thu. 2nd ... Rouser	...	7-00 a.m.
PT cancelled.		
House Inspection	...	7-30 a.m.

Breakfast Senior School	...	7-45 a.m.
Breakfast PD	...	8-20 a.m.
Flag hoisting followed by Gandhi Jayanti Assembly (Barne Hall) (School Kit)		9-00-10-00 a.m.
Supper PD	...	7-15 p.m.
Partial Tattoo	...	8-00 p.m.
Supper Senior School	...	9-05 p.m.
Rest according to the Founder's Prep.' Programme		

FOUNDER'S

Fri. 3rd ... The entire school will wear the Formal kit till 1-00 p.m. on 5th October.

There will be compulsory roll call in the dorms. everyday at 2-00 p.m., 5-00 p.m. and 9-00 p.m. on 3rd and 4th October 1997.

The exhibitions will be open from 2-15 p.m. to 4-00 p.m. on 3rd and 4th October and from 10-00 a.m. to 12-00 noon on 5th October.

Rouser	...	6-50 a.m.
Breakfast Senior School	...	7-50 a.m.
Breakfast PD	...	8-20 a.m.
Annual Athletic Meet (Barne Field)	...	9-00 a.m.
Inauguration of the Museum and the New War Memorial (Chapel)	...	11-30 a.m.
Lunch for O.S. Parents and Guests (SSC and PD Assembly Hall)	...	12-00 noon
Lunch PD	...	12-30 p.m.
Lunch Senior School	...	1-30 p.m.
Service at Cemetery	...	3-00 p.m.
Trooping Practice	...	4-00 p.m.
Tea for PD and Senior School	...	4-30 p.m.
B.D. Baths	...	5-20 p.m.
Supper PD	...	7-00 p.m.
School Concert Final Performance (Staff Courts)	...	7-00 p.m.
Supper Senior School	...	8-00 p.m.
Parents' Dinner with the Staff (Birdwood)		9-30-10-30 p.m.

OS get together (SSC).

Lights Out ... 9-30 p.m.

NOTE : (i) The School play practice with Lights and Sounds will be on 29th, 30th September and 2nd October at 9-05 p.m.

(ii) The Supper for the entire cast on the above mentioned days and on 1st and 3rd October will be packed and distributed on Staff Courts.

Mr. A.K. Bhargava and Miss Ashali Solomon will co-ordinate this with the Mess Manager.

Sat.	4th	...	FOUNDER'S DAY	
			Rouser	... 6-00 a.m.
			Breakfast Senior School	... 7-00 a.m.
			Breakfast PD	... 7-45 a.m.
			Founder's Assembly (Chapel)	... 8-00 a.m.
			Trooping of colour Parade (Peacestead)	... 10-15 a.m.
			Speeches, Handing down of Tradition Ceremony (Peacestead)	... 11-10 a.m.
			Arrival of the Hon'ble Governor of Himachal Pradesh followed by the release of the Postage Stamp (Chota Peacestead and Peacestead)	... 12-30 p.m.
			Founder's Lunch for Administrative Staff (CDH)	... 12-30 p.m.
			Lunch for OS, Parents, guests (SSC and PD Assembly Hall)	... 1-15 p.m.
			Special Lunch at HM's Residence	... 1-30 p.m.
			Founder's Lunch PD	... 1-15 p.m.
			Founder's Lunch Senior School	... 2-00 p.m.
			OS meeting (Barne Hall)	... 3-00 p.m.
			Tea PD and Senior School	... 4-30 p.m.
			BD Baths	... 5-20 p.m.
			Supper Senior School	... 6-00 p.m.
			Supper PD	... 6-45 p.m.
			Tattoo Final Performance	... 7-30 p.m.
			Cocoa and snacks for the School	... 9-15 p.m.

		Lights out	...	9-45 p.m.	
		O.S. Dinner and Dance (Staff Courts)	...	9-15 p.m.	
Sun.	5th	...	Rouser	...	7-30 a.m.
			Breakfast Senior School	...	8-15 a.m.
			Breakfast PD	...	9-00 a.m.
			OS matches (Peacestead/SSC/Reshma Court)	9-30-11-30	a.m.
			Pagal Gymkhana	11-30-1-00	p.m.
			Packed Lunch for School, Parents, OS and Guests (Peacestead)	...	1-10 p.m.
			SOP's can be given from 2-30 p m. onwards.		
			The meals and other arrangements for the children staying back in the School during the Founder's holidays will be as per the Bursar's circular.		
Sun.	12th	...	Founder's Holidays conclude.		
			All children return	...	6-00 p.m.
			Supper PD	...	6-30 p.m.
			Supper Senior School	...	7-30 p.m.
			Lights out	...	9-30 p.m.
Mon.	13th	...	PT cancelled for the rest of the term.		
			Rouser	...	8-00 a.m.
			House Inspection	...	8-35 a.m.
			1st and 2nd Schools cancelled.		
			Breakfast PD	...	8-15 a.m.
			Breakfast Sr. School	...	9-00 a.m.
			Normal Routine after Breakfast.		
			Afternoon activities cancelled.		
			Hockey sets made	...	2-30 p.m.
			Parade and other uniforms borrowed from QM Stores returned	...	3-30 p.m.
			Tea PD	...	4-00 p.m.
			Tea Sr. School	...	4-45 p.m.
			BD Baths	...	5-30 p.m.
			Evening Prep commences	6-25-7-40	p.m.
			Supper PD	...	6-40 p.m.
			Supper Sr. School	...	7-45 p.m.

NOTE : The next school orders will be published on 11th October 1997.

Post Founde's holidays for Administrative Staff are from 7th to 9th October, 1997 and 10th October will be an administrative holiday for Dushera.

No. 242. FOUNDER'S HOLIDAYS FOR PD STAFF

Please refer to the school orders dated 19-9-97 item No. 235. The PD Staff will follow the same procedure as BD and GD staff with the permission of DPD.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 13th October, 1997

243—253

No. 243. PROGRAMME

October

Sun. 12th	... Founder's Holidays conclude. All children return ... 6-00 p.m. Supper P.D. ... 6-30 p.m. Supper Senior School ... 7-30 p.m. Lights out ... 9-30 p.m.
Mon. 13th	... PT cancelled for the rest of the term. Rouser ... 8-00 a.m. House Inspection ... 8-35 a.m. 1st and 2nd Schools cancelled. Breakfast PD ... 8-15 a.m. Breakfast Sr. School ... 9-00 a.m. Normal Routine after Breakfast. Afternoon activities cancelled. Hockey sets made ... 2-30 p.m. Parade and other uniforms borrowed from QM Stores returned ... 3-30 p.m. Tea PD ... 4-00 p.m. Tea Sr. School ... 4-45 p.m. BD Baths ... 5-30 p.m. Evening Prep commences 6-25—7-40 p.m. Supper PD ... 6-40 p.m. Supper Sr. School ... 7-45 p.m.
Tue. 14th	... Morning Prep in Birdwood instead of PT begins. Festival Hockey Match ... 3-00 p.m.
Wed. 15th	... Balmiki Jayanti—Administrative Holiday.
Thu. 16th	... N Z Cultural Group Performance (Barne Hall) ... 8-15 p.m.
Fri. 17th	... Jr. & Sr. combined Debating Society Meeting ... 8-15 p.m.
Sat. 18th	... I—H Quiz ... 6-30 p.m.
Sun. 19th	... Hindi Film ... 2-30 p.m.

Note : The ASSESSMENT MEETING will be on
4 November 1997 (Tue.).

No. 244. SUBSTITUTION DUTIES OF STAFF MEMBERS

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

No. 245. ARTICLES LOANED BY STORES

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

No. 246. 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. 247. 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. 248. 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. 249. 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. 250. 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, 1997, 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. 251. 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. 252. 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. 253. ADMINISTRATIVE HOLIDAY

Wednesday, 15th October, 1997, will be a holiday on account of Balmiki Jayanti for Administrative Staff only.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th October, 1997

254—265

No. 254. PROGRAMME

October

Fri. 17th ...	Jr. & Sr. combined Debating Society Meeting	... 8-15 p.m.
Sat. 18th ...	I—H Quiz	... 6-30 p.m.
Sun. 19th ...	Hindi Film	... 2-30 p.m.
Wed. 22nd ...	Individual Boxing Championship	... 2-45 p.m.
Fri. 24th ...	Hodson Run Finals Kattthak performance by Smt. Uma Sharma (Barne Hall) (for PD & Sr. School)	... 2-45 p.m. ... 8-15 p.m.
Sat. 25th ...	School Hockey Team (Girls') leave for the matches in Dehradun & Mussouri to return on 27th October.	
Sun. 26th ...	Sarod recital by Pt. Brij Narain (Barne Hall) (only for Sr. School) English Film	... 6-00 p.m. ... 2-30 p.m.

No. 255. DAILY ROUTINE

Rouser/Ch. Hazri	... 6-00 a.m.
Morning Prep	6-40—7-35 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast PD	... 7-40 a.m.
Breakfast Sr. School	... 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.
Milk Break	11-20-11-40 a.m.
MI BD & GD	11-20-11-40 a.m.
5th School	11-40-12-20 p.m.
6th School	12-20—1-00 p.m.

7th School	1-00—1-40 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
1st Session	3-00—4-00 p.m.
Tea P.D.	... 3-50 p.m.
Tea Sr. School	4-00—4-15 p.m.
2nd Session	4-15—5-15 p.m.
BD Baths	... 5-30 p.m.
Prep Fall in	... 6-05 p.m.
Evening Prep	6-25—7-40 p.m.
Supper PD	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.
House Inspection	... 8-30 p.m.
Study Bell	... 8-40 p.m.
Lights Out	... 9-45 p.m.
Saturday Timings :	
Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10-00 p.m.
(Staff Supper according to Sunday Timings)	
Sunday Timings : remain as before.	

No. 256. SOUND EQUIPMENT

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

No. 257. 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. 258. 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. 259. 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 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 defaulter.

The School Halwai contractor has also been warned not to entertain school children at his shop at the School Bakery.

No. 260. 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 visit any such place. Consequences following 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. 261. C.D.H. PANTRY

The C.D.H. Pantry is **Out of Bounds** for all children. 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. 262. 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 Rs. 5/- per bottle will be debited to the account of the staff concerned.

No. 263. 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. House Staff will kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip.

No. 264. SPORTS GEAR

All outstanding sports gear may be returned to the B. D. gear room by 21st October, 1997 at 2-30 p.m. Failure to do so will result in treating the gear as lost and will be charged for accordingly.

No. 265. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for P.D. and Senior School on Sunday, 19th October, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 24th October, 1997**

266—279

No. 266. PROGRAMME**October**

Fri. 24th	...	Hodson Run Finals	...	2-45 p.m.
Sat. 25th	...	School Hockey Team (Girls') leave for the matches in Dehradun & Missouri to return on 27th October.		
Sun. 26th	...	Sarod recital by Pt. Brij Narain (Barne Hall) (only for Sr. School)	...	6-00 p.m.
		English Film	...	2-30 p.m.
Tue. 28th	...	I--H Gymnastic Competition	...	2-45 p.m.
Wed. 29th	...	I--H Gymnastic & Best Gymnast Competition	...	2-45 p.m.
		Diwali Eve Dinner PD	...	7-00 p.m.
		Diwali Eve Dinner Sr. School	...	8-00 p.m.
		Sr. School Social		8-30-11-00 p.m.
		L-VI will be excused second session of afternoon activities for decorating the CDH. Evening Prep will end at 7-30 p.m.		
Thu. 30th	...	DIWALI—School & Administrative Holiday except for the Engineering Deptt. & Printing Press. Sunday Timings for Breakfast, Lunch & Tea.		
		Bonfire PD		5-30—6-30 p.m.
		Bonfire Sr. School (Peacestead)		6-00—7-00 p.m.
		Supper Packets PD	...	7-00 p.m.
		Supper Packets Sr. School & Staff (CDH)	...	7-10 p.m.

NOTE : There will be no bursting of crackers before
Breakfast. Till before Bonfire GD will burst
crackers on Peacestead, BD only on Barnefield,

New Field & Red Field. Bursting of crackers anywhere else is strictly forbidden. The Housestaff will kindly monitor this. No bursting of crackers is allowed after Bonfire.

Fri. 31st ... BARLAJ—Holiday only for Engineering Deptt. & Printing Press.

November

Sun. 2nd ... I—H Declamation Contest on
National Integration (Barne Hall) ... 6-00 p.m.
Hindi Film ... 2-30 p.m.

NOTE : All I—H Debates for the rest of the Term are cancelled.

No. 267. 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 CDH, are required to give at least four hours notice in advance to the I/c CDH, failing which it will not be possible to arrange for extra meals for guests. For meals more than a day approval from the Bursar is to be taken. It is the responsibility of the staff concerned to enter, in the register provided, the names of their personal guests.

Catering charges in the CDH from 1st November 1997 will be as follows :

(a) Breakfast	... Rs. 10-00
(b) Lunch	... Rs. 15-00
(c) Dinner	... Rs. 10-00

No. 268. 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. 269. 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. 270. 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. 271. SCHOOL AND ADMINISTRATIVE HOLIDAY

(a) Thursday, 30th October, 1997, 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) Friday, 31st October, 1997, will be observed as a holiday by the Printing Office and Engineer Deptt. on account of Vishwakarma Day.

No. 272. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap / accident while bursting of crackers on Diwali day, Thursday, 30th October, 1997, 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 Peacestead, great care will be taken to see that they do not get projected on to the adjoining buildings or in such directions that they are likely to go and hurt others.

No. 273. DIWALI THURSDAY, 30th October, 1997.

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

There will be a special Diwali eve dinner for P.D. at 7-00 p.m. and Senior School at 8-00 p.m. on Wed., 29th October, 1997. Husbands/wives of Staff who are members of the Staff Club, and also parents of Staff children are cordially invited.

No. 274. ELECTRICITY CONSUMPTION

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

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

No. 275. 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. 276. 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 depts., 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. 277. 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 1997-98 will be deducted from the salary from November '97 onwards in 5 equal instalments.

All concerned staff are advised to take necessary action **immediately**, but not later than 5-11-1997.

No. 278. 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. 279. CINEMA

An English film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 26th October, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 25th October, 1997

280

SPECIAL ORDER

No. 280. MEDICAL CATEGORIES

Cat. C1

Excused Swimming, Boxing, Hikes, Camps, Long distance Runs, activities outside school where immediate first aid is not available :—

Dharmender S. Pahil	...	HBD	Manisha Pathak	...	NGD
Jaiteshwar Bakshi	...	HBD	Narender Rathore	...	HPD

Cat. C2

Excused Long Distance Runs, Hikes, Camps, activities outside school where immediate first aid is not available :—

Kanwaldeep Singh	...	HBD	Sonal Ahuja	...	VGD
Adhiraj Singh	...	NBD	Arjun S. Mundy	...	HPD
Sahil Mahajan	...	NBD	Parth Maniktala	...	NPD
Sahil Singla	...	NBD	Aman Hora	...	NPD
Suryaveer Singh	...	SBD	Akhil Babel	...	SPD
Guntash Dhingra	...	HGD	Devyani Joon	...	VPD
Amba Batra	...	NGD	Sakshi Kapoor	...	VPD
Arunima Maulia	...	NGD	Mansheer	...	VPD
Mandakini Singh	...	NGD	Amandeep Singh	...	NBD

Cat. C3

{Excused Long Distance Runs & Boxing}. (Flat feet)

Karan Swani	...	HBD	Debashish Yadav	...	SBD
Arjun Hira	...	HBD	Himansho Talwar	...	VBD
Kshitiz Gupta	...	NGD	Sameer Padha	...	VBD
Gautam Miglani	...	SBD	Tushar Mehta	...	VBD
Bhai Gurjinder Singh	...	SBD	Anchal Aulack	...	VGD
Karan Kapoor	...	SBD	Divya Chauhan	...	SPD
Reetika Matharu	...	HGD	Jaiveet Dhillon	...	NGD

Cat. B1

[Excused Boxing, Jumps, Gym.] All children wearing permanent braces :—

Naydeep Sidhu	...	HBD	Vivan Sehgal	...	VBD
Sukreet Sidhu	...	HBD	Abhishek Narang	...	VBD
Harsh Singh	...	HBD	Devashish Jain	...	VBD
Saif Taj	...	HBD	Abhay P.S. Gill	...	VBD
Raghav Dang	...	HBD	Pallavi Singhal	...	HGD
Shikher Berry	...	HBD	Kirandeep	...	HGD
Abhudai Singh	...	HBD	Madhuri Saraf	...	HGD
Suvrat Khanna	...	HBD	Reetika Matharu	...	HGD
Karanbir Arora	...	HBD	Pia Bhatnagar	...	NGD
Abhimanyu Singh	...	HBD	Surbhi Sarda	...	NGD
Randeep Dutta	...	NBD	Apeksha Jhalla	...	NGD
Zorawar Singh	...	NBD	Jasmine Singh	...	NGD
Sidharath Sarda	...	NBD	Divya Khullar	...	SGD
Rehbar Virk	...	SBD	Rupali Ahuja	...	SGD
Divyaraj S. Jubbal	...	SBD	Simran Dheer	...	SGD
Atul Kawatra	...	SBD	Prerna Gupta	...	SGD
Arjun Minocha	...	SBD	Sukhmani Brar	...	VGD
Sagar Narula	...	SBD	Rewati Mann	...	VGD
Saurabh Gupta	...	SBD	Nayan Tara Sehgal	...	VGD
Rachit Kinger Harjai	...	VBD	Unanti Madan	...	NGD
Varun Ajmani	...	VBD	Harpriya Gill	...	VPD

Cat. B2

[Excused all activities] :—

Namrata Chimni	...	VBD till 1-11-97			
Karanbir Arora	...	HBD till 1-11-97			
Ankit Jain	...	VBD till 20-10-97			
Arjun Chopra	...	VBD till 30-10-97			
Himanshu Talwar	...	VBD	Aprajita Singh	...	NGD
Barsha Dutta	...	HGD	Shilpi Singh	...	VGD
Sukhmani Cheema	...	HGD	Naina Mehta	...	VGD
Manisha Nayar	...	NGD	Likumiri Changkiri	...	SPD
Sunandita Chandel	...	NPD			

Cat. B3

[Excused Swimming & Boxing] (all Ear Problems Dermatological) ;—

Karan Singh	...	HBD	Radhika Minocha	...	SGD
Abhimanyu Ranawat	...	NBD	Nayantara Sehgal	...	VGD
Pratyush Agarwala	...	NBD	Raghav Bhagat	...	HPD
Gurpreet Dhillon	...	NBD	Trishakti Rana	...	SPD
Vikram Chauhan	...	VBD	Gautum Kadan	...	SBD
Devashish Jain	...	VBD	Amrita Manocha	...	VGD
Puneet Behl	...	VBD	Sujoy Das	...	VBD
Karanbir Pannu	...	VBD			

Cat. C3

Ramandeep Singh	...	SPD	Kapil Raizada	...	SBD
Sidharth Sharma	...	VBD	Anand Mangal	...	SBD

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st October, 1997

281—288

No. 281. PROGRAMME

October

Fri. 31st ... BARLAJ—Holiday only for Engineering Deptt. & Printing Press.

November

Sun. 2nd ... I—H Declamation Contest on National Integration (Barne Hall) ... 6-00 p.m.
 Hindi Film ... 2-30 p.m.

Tue. 4th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.
 (All concerned should reach the MCR by 5-00 p.m.)

Thu. 6th ... Talk by Mr. Ian Grout on Career Opportunities for U-V, L-VI & U-VI students in Barne Hall 2-30—5-00 p.m.

Fri. 7th ... Hockey First-XI leave for Nainital at 8-00 p.m. for the match against Sherwood College on the 9th.

Sun. 9th ... Hockey Colts & Atoms Vs. BCS, Shimla (Home).
 Hockey Electrons Vs. BCS, Shimla (Away).
 English Film ... 3-00 p.m.

No. 282. UNIFORMS FOR OUTSTATION FIXTURES

The I/cs of various activities must give the requirements of uniforms needed by the children to the matrons in advance specially when the teams go out, so that the matrons can ensure that the children are properly dressed.

No. 283. BORROWING OF ITEMS FROM THE MATRONS

It is absolutely essential to submit a written request to the matrons should any member of staff need to take any article from the matrons on loan and the borrowed article must be returned to the matrons within 48 hours of completion of the purpose.

No. 284. WINTER VACATION

Home Day is on Monday, 1st December, 1997 and the children can leave 8-00 a.m. onwards. The School will close on Tuesday, 2nd December, 1997 for the winter vacation and will reopen on Friday, 20th February, 1998 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. 285. STAFF VACATION ADDRESS AND QUARTERS' KEYS

Before leaving Sanawar all members of 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. 286. STOCK CONDEMNATION—NOV. 1997.

1. All condemnations will be completed by the Bursar latest by Tuesday, 25th November, 1997.

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., will kindly inform the Bursar of the date and timing at which they would like him to do condemnation of their stock. He will be available for this purpose on 17th, 18th and 19th November, 1997 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 Thursday 20th November, 1997. They are requested to go through their stock and stores in hand, and prepare in advance, in their condemnation Books, list of items they wish to have condemned so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows :—

Thu. 20th	Nov.	'97	{	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.)
Fri. 21st	„	'97	{	11-00 a.m. HBD
				11-30 a.m. NBD
				12-00 noon SBD
				12-30 p.m. VBD
Sat. 22nd	„	„		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. 287. BAGGAGE, SCHOOL PARTIES

Children travelling in school parties are not permitted to carry trunks or bed 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.

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

No. 288. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for P.D. and Senior School on Sunday, 2nd November, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th November, 1997

289—294

No. 289. PROGRAMME

November

- Fri. 7th ... Hockey First-XI leave for Nainital at 8-00 p.m. for the match against Sherwood College on the 9th.
- Sun. 9th ... Hockey Colts & Atoms Vs. BCS, Shimla (Home).
Hockey Electrons Vs. BCS, Shimla (Away).
English Film ... 3-00 p.m.
- Tue. 11th ... Term Ave. & Subject Reports to be handed in to Form Teachers by 2-00 p.m.
Hockey First-XI Team return from Nainital around lunch time.
- Thu. 13th ... The BCS, Shimla First-XI Hockey team arrive around 2-00 p.m.
Hockey First-XI Vs. BCS, Shimla (Home) ... 3-00 p.m.
(School will watch the match in School Kit U-VI & U-V students will have afternoon Prep excluding the members of the team.)
The BCS, Shimla team leave after tea.
- Fri. 14th ... Guru Nanak's Birthday—School & Administrative Holiday.
PD Picnic on Children's Day.
- Sun. 16th ... Hindi Film ... 2-30 p.m.
- Wed. 19th ... Staff Club AGM and Dinner (Art Room) ... 7-45 p.m.
(BD Housestaff will kindly arrange for the supervision of the dormitories with the help of the Tutors from 8-00 p.m. to 11-00 p.m.)

No. 290. ANNUAL SCHOOL MAGAZINE

Following teachers will form the Editorial Body for the special Sesquicentennial Volume of the Annual School Magazine SANAWARIAN :—

Editors ... Mrs. N. Williams & Mr. H. Sikand

Members of the

Editorial Board ... Miss A. Solomon, Mr. A. Dhawan,
Mrs. L. Francis, Mr. R.D. Francis &
Mrs. A. Lal.

No. 291. TELCO BUS

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

No. 292. 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. 293. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday, 14th November, 1997, will be a School and Administrative holiday on account of Guru Nanak's Birthday.

No. 294. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 9th November, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 13th November, 1997

295—304

No. 295. PROGRAMME

November

- Fri. 14th ... Guru Nanak's Birthday—School & Administrative Holiday.
PD Picnic on Children's Day.
- Wed. 19th ... ANNUAL PROMOTION EXAMINATIONS commence.
Examination period routine comes into effect.
Staff Club AGM and Dinner
(Art Room) ... 7-45 p.m.
(BD Housestaff will kindly arrange for the supervision of the dormitories with the help of the Tutors from 8-00 p.m. to 11-00 p.m.)
- Sun. 23rd ... Team Photographs BD (Behind HBD) ... 10-00 a.m.
(The order of games will be Cricket, Soccer, Hockey, Basketball, Athletics, Gym. & other games. For every game the order of teams should be Atoms, Colts & First-XI. The coaches must inform the children and their matrons about the dress in advance and the coaches should be present for the photographs sessions.)
Team Photographs GD (Peacestead) ... 11-00 a.m.
HM's Farewell Lunch to the Upper-VI students (HM's residence) ... 1-00 p.m.
Housestaff meeting at the HM's residence for the election of the Prefects for 1998 ... 6-00 p.m.
(The DOS & the RMO will also attend please.)

No. 296. EXAMINATION PERIOD DAILY ROUTINE

- Rouser/Chhota Hazri ... 7-00 a.m.
Morning Prep ... 7-40—8-40 a.m.
Breakfast PD ... 8-00 a.m.

No. 300. 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. 301. DORMITORIES LOCKERS

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

No. 302. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Tuesday, 2nd December, 1997 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.

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. 303. 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. 304. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for P.D. and Senior School on Sunday, 16th November, 1997.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 21st November, 1997**

305—308

No. 305. PROGRAMME**November**

- Sun. 23rd ... Team Photographs BD (Behind HBD) ... 10-00 a.m.
 (The order of games will be Cricket, Soccer, Hockey, Basketball, Athletics, Gym. & other games. For every game the order of teams should be Atoms, Colts & First-XI. The coaches must inform the children and their matrons about the dress in advance and the coaches should be present for the photographs sessions.)
 Team Photographs GD (Peacestead) ... 11-00 a.m.
 HM's Farewell Lunch to the Upper-VI students (HM's residence) ... 1-00 p.m.
 Housestaff meeting at the HM's residence for the election of the Prefects for 1998 ... 6-00 p.m.
 (The DOS & the RMO are requested to attend.)
- Tue. 27th ... Annual Promotion Examinations conclude.
 Games kit after lunch.
 I—H Hockey BD & GD commence.
 Supper Sr. School ... 7-30 p.m.
 Sr. School Social (Barne Hall) 8-00—11-00 p.m.
- Fri. 28th ... Weighing & Measuring BD :
 HBD 9-10—9-50 a.m.
 NBD 9-50—10-30 a.m.
 SBD 10-50—11-30 a.m.
 VBD 11-30—12-10 p.m.
 Carol Service (Chapel)—School Kit ... 6-15 p.m.
- Sat. 29th ... Weighing & Measuring GD :
 HGD 9-10—9-50 a.m.
 NGD 9-50—10-30 a.m.
 SGD 10-50—11-30 a.m.

VGD 11-30-12-10 p.m.

I—H Hockey BD & GD conclude.

Examination Marks to be handed in to
Form Teachers by 2-00 p.m.

House Farewell Parties for Upper-VI students :

Nilagiri—Barne Hall	} 8-00-11-00 p.m.
Siwalik—Art Room	
Vindhya—Boys' Dorm./Gaskel Hall	
Himalaya—Boys' Dorm.	

Sun. 30th ... WORKING DAY.

End of Term Assembly (Chapel)—

School Kit ... 9-30 a.m.

Escorts' Meeting (MCR) ... 11-00 a.m.

Folders to be handed in to the
Housestaff and Form Registers to
DOS by 1-30 p.m.

Promotion Meeting (MCR) ... 2-30 p.m.

Kit returned to the Matrons ... 3-30 p.m.

December

Mon. 1st ... HOME DAY.

Reports to be handed in to the Headmaster
by 4-00 p.m.

School parties travel programme and meal timings
are according to the Special Orders.

Children travelling under parents' arrangements
are allowed to leave 8-00 a.m. onwards.

NOTE (1) The following will be followed from 28-11-97 to
30-11-97 : Games Kit unless indicated otherwise.

Rouser/Chhota Hazri ... 7-45 a.m.

Breakfast PD ... 8-00 a.m.

Breakfast Sr. School ... 8-45 a.m.

Lunch PD ... 12-30 p.m.

Lunch Sr. School ... 1-30 p.m.

Supper PD ... 6-45 p.m.

Supper Sr. School ... 7-30 p.m.

Lights Out (Except on 29-11-97) ... 10-00 p.m.

- (2) The School Farewell Lunch for the passing out students will be on the day of the Class-XII English Board Exam paper in March 1998.
- (3) Oath taking by the Prefectorial Body for 1998 will be at the opening of the term assembly in February 1998.

No. 306. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 30th November, 1997. Failure to do so will result in treating the gear as lost and will be charged accordingly.

No. 307. 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. 308. WORKING DAY—ADMINISTRATIVE STAFF

Sunday, 30th November, 1997, will be a working day.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, SATURDAY, 22ND NOVEMBER, 1997

Part I

309—320

SPECIAL ORDER

Winter Vacation Arrangements—1997.

No. 309. GENERAL.

Special note for all Housemasters & Housemistresses.

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

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Monday, 1st December, 1997. 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 1st December, 1997, 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. 301 dated 13th Nov., 1997).

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the children concerned) must be sent to the Bursar well in advance, and **in no case later than Thursday 27th November, 1997.** Requests for travel money required by individual children **will not be entertained by office after that day.**

The normal travelling money for school parties will be issued to escorts I/c on Saturday, 29th November, 1997 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. 310. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 30th November, 1997 at 11-00 a.m. All such staff members are required to attend.

No. 311. 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. 312. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 313. LUGGAGE ARRANGEMENTS.

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

Srl. No.	School Party
2	Bombay Central
16	Patna
8	Jammu
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Gauhati
16	New Jalpaiguri
15	Mugal Sarai
15	Gaya Jn.

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 on Friday 28th November 1997. House Matrons should personally collect these from there as per their requirements.

Special Note : Stick-on labels must be pasted *on the sides or front* 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 Friday, 28th November, 1997 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 and Calcutta parties must be ready at the B.D. Quad. latest by 4-00 a.m. on 1st December, 1997 loaded on to the DCM Toyota and transported to Kalka railway station.

(v) Luggage of all children going in Chandigarh, Delhi, Patna, Gauhati & Jammu parties must be ready at B.D. Quadrangle by 7-00 a.m. on 1-12-1997. 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 9-00 a.m. sharp for Chandigarh. Mugal Sarai party will leave Sanawar at 7-00 p.m. in School Transport to Kalka Railway station.

(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, small 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. K.C. Sharma 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. K.C. Sharma 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. K.C. Sharma.

(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. 314. 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. 315. BREAKFAST, LUNCH, TEA.

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

(b) **Lunch** :—Lunch for the P.D. 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. 316. ROLL - CALL AT CHANDIGARH/DELHI

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. 317. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 318. 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. 319. 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 Monday, 1st December, 1997 :—

<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party (including escorts & families) Transport</i>	
Bombay	Moti Corner	Moti Corner	28	Chartered Bus
Calcutta	—do—	—do—	36	„ „
<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party (including escorts & families) Transport</i>	
	<i>B.D. Quad.</i>	<i>from B.D. Quad.</i>		
Gauhati	8-30 a.m.	9-00 a.m.	25	Chartered Buses
Delhi A	—do—	—do—	54	„ „
Delhi B	—do—	—do—	54	„ „
Delhi C	—do—	—do—	37	„ „
Chandigarh	—do—	—do—	6	„ „
Jammu	6-30 a.m.	7-00 a.m.	16	School Transport
Mugal Sarai	6-00 p.m.	6-30 p.m.	6	„ „

3. **Calcutta & Bombay Central parties** will leave Sanawar at 0400 hours sharp in Chartered Buses to Kalka Railway Station on Monday 1st December, 1997 from Moti Corner.
 - (a) The children going in Calcutta & Bombay Central parties will spend the night of 30th November, 1997 at the school Hospital.
 - (b) QM to arrange for luggage of these parties to be loaded on to the DCM Toyota (Truck) on 30th November, 1997 to leave Sanawar with the school party at 0400 hours on 1st December 1997.
 - (c) RMO please arrange for stay of parties at hospital for night of 30th November, 1997.
4. **Delhi A, B, C parties** will leave Sanawar at 9-00 a.m. in Chartered Buses to Chandigarh. From there they will catch Shatabadi Express, leaving at 1220 hrs. in AC Chair Car Coaches.
5. **Chandigarh party** will travel by Chartered Buses to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-00 a.m. sharp.
6. **Jammu party** will travel by School Transport, leaving BD Quad. at 7-00 a.m. sharp on 1st December, 1997 for Ambala Cantt. From there it will travel by Malva Express at 11-00 a.m.
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. 320. NEXT TERM

The next term will begin on Friday, 20th February 1998, and all children must be back by 5-00 p.m. on that day.

H.S. Dhillon
Headmaster.