

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 9th February, 1998

1-2

SPECIAL ORDER

No. I. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Senior School Certificate (Class XII) Examination 1998.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Mon. 16th	...	001	English Elective
		301	English Core
Wed. 18th	...	027	History
Thu. 19th	...	042	Physics
Fri. 20th	...	055	Accountancy
Sat. 21st	...	028	Political Science
Mon. 23rd	...	043	Chemistry
Tue. 24th	...	029	Geography
Thu. 26th	...	030	Economics
Mon. 30th	...	044	Biology

April

Wed. 1st	...	054	Business Studies
Thu. 2nd	...	049	Painting
		051	Sculpture
Mon. 6th	...	041	Mathematics
Sat. 11th	...	083	Introductory Computer Science
Thu. 16th	...	037	Psychology
Fri. 17th	...	302	Hindi Core
Tue. 21st	...	064	Home Science

No. 2. CENTRAL BOARD OF SECONDARY EDUCATION

All-India Secondary School Certificate (Class X) Examination 1998.

DATE SHEET

10-30 a.m.—1-30 p.m.

March

Tue. 17th ... 001 English Course A

Wed. 25th ... 087 Social Science

Fri. 27th ... 085 Hindi Course B

Tue. 31st ... 041 Mathematics

April

Thu. 2nd ... 086 Science with Practical

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 19th February, 1998

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No. 3. 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. 4. 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. 5. PROGRAMME

February

Fri.	20th	...	School re-opens.	
			Housestaff Meeting at the HM's residence	... 6-30 p.m.
			Supper P.D.	... 6-15 p.m.
			Supper Sr. School	... 7-15 p.m.
			Kit issued.	
Sat.	21st	...	Rouser	... 7-30 a.m.
			1st & 2nd Schools cancelled	
			Breakfast P.D.	... 8-05 a.m.
			Breakfast Sr. School	... 9-05 a.m.
			Opening of Term Assembly & Oath taking by the Prefectorial Body 1998 (Barne Hall)	... 9-50 a.m.
			Normal classes resumed after Assembly.	
			Class XII CBSE Practical Exams. Commence.	
			General Staff Meeting (MCR)	... 2-30 p.m.
			GD & BD SUPW sets made (Barne Hall)	... 3-15 p.m.
			Dormitories tidied.	

Sun. 22nd	...	English Film	...	3-00 p.m.
Mon. 23rd	...	Supplementary & Compartmental Exams. commence.		
		Afternoon activities cancelled.		
		Cricket & Hobbies sets made and Gears issued (BD pavement)	...	3-00 p.m.
		Weighing & Measuring G.D. :-		
		Himalaya	2-15—2-55	p.m.
		Nilagiri	2-55—3-35	p.m.
		Siwalik	3-35—4-15	p.m.
		Vindhya	4-15—4-55	p.m.
		Evening Prep commences.		
Tue. 24th	...	Afternoon activities cancelled.		
		Weighing & Measuring B.D. :-		
		Himalaya	2-15—2-55	p.m.
		Nilagiri	2-55—3-35	p.m.
		Siwalik	3-35—4-15	p.m.
		Vindhya	4-15—4-55	p.m.
Wed. 25th	...	Shiv Ratri—Administrative Holiday.		
		Afternoon activities commence.		
		Mess committee meeting (MCR)	...	2-30 p.m.
		AS WE MET Society meeting	...	8-15 p.m.
Thu. 26th	...	Jr. Hindi Debating Society Meeting	...	8-15 p.m.
Fri. 27th	...	Jr. English Debating Society Meeting	...	8-15 p.m.
Sat. 28th	...	Afternoon activities cancelled.		
		Festival Basketball Match (Staff Courts)	...	3-15 p.m.
		Staff Club AGM & Dinner (Art Room)	...	7-45 p.m.

March

Sun. 1st	...	Festival Cricket Match (Barne Field)	...	10-00 a.m.
		Hindi Film	...	2-30 p.m.

NOTE : School Farewell Lunch to the Passing Out Class XII Students postponed to 16-3-98 (Mon.) from 2-3-98.

No. 6. DAILY ROUTINE

Rouser & Chhota Hazri	...	6-50 a.m.
House Inspection	...	7-30 a.m.

1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast P.D.	... 7-45 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.
M.I. B.D. & G.D. (Birdwood School)	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 P.D.	... 12-50 p.m.
Lunch Sr. School	... 1-45 p.m.
Extra Classes	2-15—2-50 p.m.
Afternoon Activities :	
1st Session	3-00—4-00 p.m.
2nd Session	4-10—5-10 p.m.
Tea P.D.	... 3-45 p.m.
Tea Sr. School	... 4-00 p.m.
B.D./Baths	... 5-25 p.m.
Prep Fall in	... 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 Hour	8-40—9-40 p.m.
Lights out	... 9-45 p.m.
Saturday Timings	
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-00 p.m.
Lights out	... 10-00 p.m.
Sunday Timings :	
Rouser	... 7-30 a.m.
Headbath for Sikh Boys	... 8-00 a.m.
Breakfast P.D.	... 8-20 a.m.

Breakfast Sr. School	... 9-15 a.m.
Dormitory Roll Call	... 12-45 p.m.
Lunch P.D.	... 12-30 p.m.
Lunch Sr. School	... 1-30 p.m.
Tea P.D. & Sr. School	... 4-15 p.m.
Tutorial Meeting	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 Hour	8-40—9-40 p.m.
Lights out	... 9-45 p.m.

No. 7. 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. 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, 1998.

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

No. 8. NEW ADMISSIONS

These will take place on Saturday, 18th April 1998. Details will be published during the last week of March, 1998.

N. 9. 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, 1998. They are requested to use the zeroxed forms sent to them for this purpose.

No. 10. 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 28th February, 1998.

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. 11. 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. 12. 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 in consultation with the Quartermaster. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual agreement. 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 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 Dean Admn. immediately.

No. 13. 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 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 time.

No. 14. STAFF VISIT TO DEAN ADMN.

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. 15. 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 Dean Admn. first.

No. 16. 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 necessary for administrative reasons, may please be strictly observed.

No. 17. 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 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 Depts. 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 the quantities demanded, if he considers it necessary.

No. 18. 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 Dean Admn. Nor may any additional articles of furniture be issued to or provided in staff quarters without the written permission of the Dean Admn. 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. 19. TUCK SHOP TIMING

The Tuck Shop will observe the normal timing from 10th February, 1998.

No. 20. 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 Dean Admn. The Quartermaster has been instructed 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. 21. TRANSFER OF P.D. STUDENTS

All Transfers of P.D. children to Sr. School will take place on April 17, 1998. Details will be circulated later.

No. 22. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1998 by the Administrative Staff of the School.

1.	New Year's Day	...	Jan.	1st	Thursday
2.	Guru Govind Singh's Birthday	...	Jan.	5th	Monday
3.	Himachal State Hood Day	...	Jan.	25th	Sunday
4.	Republic Day	...	Jan.	26th	Monday
5.	Id-ul-Fitr	...	Jan.	30th	Friday
6.	Guru Ravi Das Jayanti	...	Feb.	11th	Wednesday
7.	Shivratri	...	Feb.	25th	Wednesday
8.	Holi	...	Mar.	12th	Thursday
9.	Ram Naumi	...	April	5th	Sunday
10.	Id-ul-Zuha (Bakrid)	...	April	8th	Wednesday
11.	Good Friday	...	April	10th	Friday
12.	Baisakhi	...	April	13th	Monday
13.	Dr. Ambedkar's Birthday	...	April	14th	Tuesday
14.	Moharram	...	May	7th	Thursday
15.	Raksha Bandhan	...	Aug.	8th	Saturday
16.	Janam Ashtmi	...	Aug.	15th	Saturday
17.	Independence Day	...	Aug.	15th	Saturday
18.	Dusehra	...	Oct.	1st	Thursday
19.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Friday
20.	Founder's (After Founder's)	...	Oct.	7th	Wednesday
21.	Balmiki Jayanti	...	Oct.	15th	Thursday
22.	{ Diwali (except Eng. Deptt. & Printing Office)	...	Oct.	19th	Monday
		...	Oct.	20th	Tuesday
		...	Oct.	20th	Tuesday
23.	Guru Nanak's Birthday	...	Nov.	4th	Wednesday
24.	Christmas Day	...	Dec.	25th	Friday

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

New Year's Day

Independence Day

Founder's (After Founder's)
Republic Day

With effect from 1 Jan. 98 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 the need arises.

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

Staff entitled for meals in C.D.H. can have their guests 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. 24. HOSPITAL TIMINGS

The timings will be as per following details :—

1. *M.I. Timings— Monday to Saturday*

During Senior School Milk break ... GD & BD M.I. Room
During P.D. Milk break ... PD

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.

No. 25. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 22nd February, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th February, 1998

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No. 26. PROGRAMME

February

- Fri. 27th ... Jr. English Debating Society Meeting ... 8-15 p.m.
 Sat. 28th ... Festival Basketball Match cancelled.
 School and Administrative Holiday for Election.
 Staff Club AGM & Dinner postponed to 1-3-98.
 Sunday timings will be followed.

March

- Sun. 1st ... Festival Cricket Match (Barne Field) ... 10-00 a.m.
 Hindi Film ... 2-30 p.m.
 Staff Club AGM & Dinner
 (Art Room) ... 7-30 p.m.
 Thu. 5th ... Sr. & Jr. combined Hindi Debating
 Society meeting ... 8-15 p.m.
 Fri. 6th ... Sr. & Jr. combined English Debating
 Society meeting ... 8-15 p.m.
 Sun. 8th ... Proposed Games Fixtures :
 Cricket First-XI Vs. YPS, Mohali (Away).
 Basketball Boys & Girls Vs. YPS, Mohali (Away).
 English Film ... 3-00 p.m.

No. 27. PREFECTORIAL APPOINTMENTS FOR THE YEAR 1998.

Head Boy	...	Eshanvir Singh
Head Girl	...	Jaspreet Sekhon
Deputy Head Boy	...	Samridh Soneja
Deputy Head Girl	...	Ruchira Gupta
M.I. Prefect (Boy)	...	Arjun Minocha
M.I. Prefect (Girl)	...	Shivanika Gyani
D.O.S. Asstt. (Boy)	...	Gurmehar Singh Grewal
D.O.S. Asstt. (Girl)	...	Ravneet Sekhon
D.O.A. Asstt. (Boy)	...	Kshitiz Aggarwal
D.O.A. Asstt. (Girl)	...	Deepti Chadha

H.B.D.	House Captain	...	Raj Vikram Singh Chhabra
	School Prefect	...	Kshitiz Aggarwal
	House Prefect (Sr. Dorm)	...	Arozepal Singh Sandhu
	House Prefect (Jr. Dorm)	...	Mohd. Iqbal Khan
H.G.D.	House Captain	...	Deepti Chadha
	School Prefect	...	Parneet Sidhu
N.B.D.	House Captain	...	Gurmeher Singh Grewal
	School Prefect	...	Imlitoshi Longkumer
	House Prefect (Sr. Dorm)	...	Prabhjeet Singh Gill
	House Prefect (Jr. Dorm)	...	Navtej Singh Sandhu
N.G.D.	House Captain	...	Arunima Singh
	School Prefect	...	Pavit Sibia
S.B.D.	House Captain	...	Samridh Soneja
	School Prefect	...	Arjun Minocha
	House Prefect (Sr. Dorm)	...	Imjungnu Longchari
	House Prefect (Jr. Dorm)	...	Shivakeshavan K.P.
S.G.D.	House Captain	...	Ravneet Sekhon
	School Prefect	...	Shivanika Gyani
V.B.D.	House Captain	...	Manoj Talwar
	School Prefect	...	Raghav Karol
	House Prefect (Sr. Dorm)	...	Vinaayac Bakshi
	House Prefect (Jr. Dorm)	...	Vikrant Tamrakar
V.G.D.	House Captain	...	Avni Batra
	School Prefect	...	Neha Grover
Holding House (Boys')			
	House Captain	...	Bharat Soni
	School Prefect	...	Yousuf A. Khan
	House Prefect	...	Rajneesh Sharma
	House Prefect	...	Sachit Kapoor
Holding House (Girls')			
	House Captain	...	Ruchira Gupta
	School Prefect	...	Tarandeep Mahal

No. 28. WEEKLY SHOES INSPECTION

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

No. 29. BIRTHDAY PARTIES

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

No. 30. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES

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

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

No. 31. SCHOOL VEHICLES

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

No. 32. PREPARATION OF TUCK SHOP SLIPS

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

- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one** pr. P.T. shoes, **size 6**; one bottle ink, **small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.
- (v) The slip should be signed and dated **in ink** or with ball point pen.
- (vi) Children must **sign their full signatures, not merely initials or first names.**
- (vii) Housemasters/Housemistresses should also *date their signatures.*
- (viii) Housemasters/Housemistresses must initial any corrections/amendments in Tuck Shop Slips.

Tuck Shop Slips are not required to be sent to Dean Admn ; 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.

No. 33. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES

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

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

- (i) During the cricket season *all* the School games grounds are reserved at all times for exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds except under staff supervision, during the cricket season. In the latter case Dean Admn. and Master J/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 students of the school,*

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

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

No. 34. LOSSES SUFFERED BY STAFF

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

No. 35. SCHOOL PURCHASES BY STAFF MEMBERS

It has been found that, from time to time, certain staff members have made purchases of various items for the school on their own initiative without first obtaining permission to incur such expenditure. In order to enable a proper control and regulation of the School finances it is emphasized that no purchases of whatever nature may be made against the School account without the express permission, in writing, of the Headmaster or the Dean Admn.

Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

No. 36. CHILDREN'S JERSEY & SHOES

House staff are reminded that every child is required to be in possession of at least one long-sleeved navy blue jersey and one pair of broad-toed black brogue shoes, all of the School pattern, which are issued from the Q.M.'s Stores at parents' expenses.

House staff are requested to kindly check immediately and have deficiencies made up where necessary.

No. 37. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical categories of all school children are being made, and the R.M.O. will send information to this effect to all House Staff and the P.T.I. A Special School Order will soon be published in this connection for information of all others.

No. 38. HOT WATER HAMAM—FILTERS

The rent per hot water hamam per year would be Rs. 40/- with a minimum of Rs. 20/- payable if the filter is required for a period of six months or less. Q.M. and Engineer are requested to take necessary action in this connection.

Should the staff, having hamams already fitted at their residences, want them removed, they may inform the Engineer.

No. 39. ELECTRICITY CONSUMPTION

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

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

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

No. 40. SCHOOL & ADMINISTRATIVE HOLIDAY

Saturday, 28th February, 1998 will be a holiday for the school and the administrative staff on account of Elections in Himachal Pradesh for the Lok Sabha and Vidhan Sabha seats.

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, 1st March, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th March, 1998

42—65

No. 42. PROGRAMME

March

- Fri. 6th ... Sr. & Jr. combined English Debating
Society meeting ... 8-15 p.m.
- Sun. 8th ... Proposed Games Fixtures :
Cricket First-XI Vs. APS, Dagshai (Away).
Basketball Opens (Boys) Vs. APS, Dagshai (Away).
Cricket Colts & Atoms Vs. APS Dagshai (Home).
English Film ... 3-00 p.m.
- Thu. 12th ... Holi—Administrative Holiday.
Staff Club Cultural Evening (Club
House) ... 6-00 p.m.
Jr. Hindi Debating Society meeting ... 8-15 p.m.
- Fri. 13th ... Sr. English Debating Society meeting ... 8-15 p.m.
- Sat. 14th ... I—H Quiz competition (Barne Hall) ... 6-30 p.m.
- Sun. 15th ... Proposed Games Fixtures :
Cricket First-XI & Basketball Opens (Boys) Vs.
MNSS, Rai (Home).
Cricket Colts & Atoms Vs. Pinegrove
School (Home).
Cricket Electrons & Basketball U-12 (Boys) Vs.
APS, Dagshai (Away).
Hindi Film ... 2-30 p.m.
Dance Recital (Barne Hall) at 5-00 p.m.—
Subject to Confirmation.

No. 43. BIRTHDAY PARTIES

This is a correction of Item No. 29 of the School Orders dated 27th Feb., 1998. Please note that the maximum amount a child is allowed to spend on his/her birthday is **Rs. 150/-** instead of Rs. 125/-.

No. 44. DISTRIBUTION OF STAFF IN GD, FEB. 1998.**Himalaya :**

Housemistress ... Mrs. A. Sharma
 Matron ... Mrs. S. Biswas
 Tutors ... Mrs. S. Roberts / Mrs R. Vashisht /
 Miss A. Priya.

Nilagiri :

Housemistress ... Miss S. Mukherjee
 Matron ... Mrs. S. Biswas
 Tutors ... Miss A. Arora / Miss A. Solomon

Siwalik :

Housemistress ... Miss K. Bakhshi
 Matron ... Mrs. V. Chibber
 Tutors ... Mrs. R. Bhargava / Mrs. N. Williams/
 Mrs. M. Lonappan

Vindhya :

Housemistress ... Mrs. A. Suri
 Matron ... Mrs. V. Chibber
 Tutors ... Mrs. A. Singh/Mrs. N. Tehlan/Ms. N.
 Sharma.

Holding House GD :

Housemistress ... Mrs. B. Matharu
 Asstt. House-
 mistress ... Mrs. S. Gupta
 Matron ... Mrs. K. Rawat
 Tutors ... Mrs. N. Kaur/Mrs. L. Francis/Mrs. S.
 Attri.

No. 45. DISTRIBUTION OF STAFF IN BD, FEB. 1998.**Himalaya :**

Sr. Dorm. Housemaster ... Mr. S.B. Dwivedi
 Jr. Dorm. Housemaster ... Mr. C.V. Lonappan
 Matron ... Mrs. R. Dwivedi
 Tutors ... Mr. N.C. Barwala/Mr. A.
 Mathur/Mr. K.A. Garman/
 New PTI.

Nilagiri :

Sr. Dorm. Housemaster	...	Mr. S. Idris
Jr. Dorm. Housemaster	...	Mr. H. Sikand
Matron	...	Mrs. Sunita Singh
Tutors	...	Mr. K. J. Parel/Mr. Subhash Gupta/Mr. A. Dhawan / Mr. P. Banerjee/Dr. D.P. Tiwari.

Siwalik :

Sr. Dorm. Housemaster	...	Mr. P. Vashisht
Jr. Dorm. Housemaster	...	Mr. A. Mukherjee
Matron	...	Mrs. M.D. Sequeira
Tutors	...	Mr. D. Singh/Mr. M Chand/ Mr. H. Rawat / Mr. R. P. Gautam/Mr. Sudhansu Bhu- shan.

Vindhya :

Sr. Dorm. Housemaster	...	Mr. A.K. Bhargava
Jr. Dorm. Housemaster	...	Mr. P.K. Lal
Matron	...	Mrs. D. Sikand
Tutors	...	Mr. E. Sequeira / Mr. B.C. Katoch/Mr. B.D. Attri / Mr. R.D. Francis/Mr. Ravi Kumar

Holding House :

Housemaster	...	Dr. V.K. Sharma
Asstt. Housemaster	...	Mr. D. Saha
Matron	...	Mrs. B. Singh
Tutors	...	Mr. R.T, Williams/Mr. R.K. Malviya/Mr. D. C. Jangra/ Mr. A. C. Chauhan/Mr. A. Dehloo.

No. 46. CHANGE OF PREFECTS

Note the following changes in the Prefectorial Body, 1998 :

Holding House BD :

House Captain	...	Yousuf A. Khan
School Prefect	...	Kunal Jain
House Prefect	...	Amit Goyal

Sachit Kapur and Bharat Soni cease to be Prefects w.e.f.
3rd March 1998.

No. 47 SCHOOL E-MAIL ADDRESS

The E-Mail address of the school is as follows :

lss @ i 91 . com

It has presently been put under Mr. R. Puri's charge. The staff can use it for correspondence within India and abroad for official work.

No. 48. 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. 49. 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. 50. 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 Dean Admn./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. 51. 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 1997 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. 52. 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 necessary that we exercise the maximum possible economy in the use of all stationery items, including waxstencil sheets. Will all heads of Departments, Librarian and all teaching staff kindly bear this in mind before indenting/asking for issue of any stationery items. Your whole-hearted co-operation is solicited in the matter.

No. 53. 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

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

No. 54. 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. 55. 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. 56. 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. 57. 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. 58. 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 Dean Admn. 7 days in advance, who will issue a bandage bearing a serial number or an authority letter that will make him an authorised potter. 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 Dean Admn., 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. 59. OUT OF BOUNDS—PEACESTEAD AREA

With the conversion of the small Peacestead into a Basket Ball ground for Girls, the old QM's store below Girls Holding

House into Dance Room and another store into Girls Common Room it is not desirable to use the same area as a thoroughfare. For movement to and from 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. 60. NEW ADMISSIONS

New Admissions will take place on Tuesday, 14th April, 1998 and NOT on Saturday 18th April, 1998, as published earlier.

No. 61. TRANSFER OF P.D. STUDENTS

All transfers of P.D. children to Sr. School will take place on April 12, 1998, and NOT on April 17th, 1998, as published earlier. Shifting of dormitories within Sr. School is on April 11, 1998

No. 62. WITHDRAWALS

1. The following children have been withdrawn with effect from the dates shown against each child :—

Ankit Verma (HBD)	...	27-11-'97
Sagar Narula (SBD)	...	23-12-'97
Saurav Gupta (HBD)	...	24-12-'97
Ranjan Grover (VBD)	...	9-1-'98
Anibhav Singla (HBD)	...	14-1-'98
Abhimanyu Kaura (VPD)	...	23-1-'98
Sandeep Paul (SPD)	...	6-2-'98
Piya Bhatnagar (NGD)	...	9-2-'98
Karan Nalwa (SBD)	...	10-2-'98
Karanbir Arora (HBD)	...	10-2-'98
Himanshu Talwar (VBD)	...	3-3-'98
Hina Kandhari (SGD)	...	5-3-'98

2. The following children will leave School after their X Class Board Examinations :—

Vivek Garg (SBD)	Umang Akhaury (SBD)
Romit Kasturia (VBD)	Samir Shrivastava (NBD)
Sidharth Bhakoo (SBD)	Naivik Desai (SBD)
Jaideep S. Chandail (NBD)	Amrit Kaur Mansahia (NGD)
Asma Ahmed (VGD).	

No. 63. ADMINISTRATIVE HOLIDAY

Thursday, 12th March, 1998 will be observed as a holiday on account of Holi.

No. 64. LOWER-VI CLASSES

Lower-VI Classes will commence on April 6, 1998.

No. 65. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 8th March, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 9th March, 1998

66

SPECIAL ORDER

No. 66. MEDICAL CATEGORIES SPRING TERM 1998.

Category C1 (Excused Swimming, Boxing, Hikes, Treks Long Distance Runs. Activities outside school where immediate first aid is not available).

Ajit Nathaniel	...	HBD	Manisha Pathak	...	NGD
Jaiteshwar Bakshi	...	NBD	Narinder Rathore	...	NPD

Category C2 (Excused Long Distance Runs, Hikes, Treks, Boxing, activities outside school where immediate first aid is not available).

Kanwaldeep Singh	...	HBD	Arjun Singh Mundy	...	HPD
Adhiraj Singh	...	NBD	Parth Maniktala	...	NPD
Sahil Mahajan	...	NBD	Aman Hora	...	NPD
Sahil Singla	...	NBD	Akhil Babel	...	SPD
Amandeep Singh	...	NBD	Saranya Ghosh	...	SPD
Guntash Dhingra	...	HGD	Mansher	...	VPD
Arunima Mauliya	...	NGD	Devyani Joon	...	VPD
Mandakini Singh	...	VGD	Sakshi Kapoor	...	VPD
Sonal Ahuja	...	VGD			

Category C3 (Excused Long Distance Runs, Hikes, Treks Boxing).

Mehtabjit S. Teja	...	HBD	Piyush Khandelwal	...	SBD
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Category B1 (Excused Gym., Jumps, Boxing).

Shikhar Berry	...	HBD	Guntash Dhingra	...	HGD
Aman Bhalla	...	HBD	Madhuri Saraf	...	HGD
Harsh Singh	...	HBD	Apeksha Jhalla	...	NGD
Sukreet Singh	...	HBD	Anisha	...	NGD
Raj Vikram Chabra	...	HBD	Jasmine Singh	...	NGD
Zorawar Singh	...	NBD	Mandira Mittal	...	VGD
Rachit Harjai	...	VBD	Neha Goel	...	VGD
Nitin Goel	...	VBD	Sukhmani Brar	...	VGD
Varun Ajmani	...	VBD	Nayantara Sehgal	...	VGD

Sujoy Das	...	VBD	Divya Gangwani	...	VGD
Abhay Garg	...	VBD	Disha Jain	...	HPD
Abhay Pal Singh	...	VBD	Rubal Singhla	...	HPD
Prateek Jain	...	VBD	Nitya Mittal	...	NPD
Prashant Jain	...	VBD	Shivani Mehndiratta	...	NPD
Kirandeep Kunder	...	HGD	Arushi Auluck	...	VPD
Priyanka Mittal	...	HGD			

Category B2 (Excused all activities for period specified)

Raghav Bhagat	...	NPD	(till 24-3-98)
Karan Batra	...	SBD	(till 14-4-98)
Adhiraj Singh	...	NBD	(till 10-3-98)
Saif Taj	...	HBD	(till 20-4-98)
K.P.S. Virk	...	NBD	(till 20-4-98)
Jaspratap Sekhon	...	NBD	(till 8-3-98)
Divya Chauhan	...	SPD	(till end of term)
Kilang Longkumar	...	SGD	(till end of term)
Anuradha Chauhan	...	SGD	(till 13-3-98)

Category B3 (Excused Swimming & Boxing)

Abhimanyu Ranawat	...	NBD	Karanbir Pannu	...	VBD
Pratyush Agarwala	...	NBD	Sujoy Das	...	VBD
Gurpreet Dhillon	...	NBD	Radhika Minocha	...	SGD
Vikaran Chauhan	...	VBD	Nayantara Sehgal	...	VGD
Devashish Jain	...	VBD	Amrita Manocha	...	VGD
Puneet Behal	...	VBD	Raghav Bhagat	...	HPD

Note : List subject to more additions pending information about the Upper V/Lower VI (new) class.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 12th March, 1998

67—80

No. 67. PROGRAMME

March

- Thu. 12th ... The Administrative Holiday on account of Holi is postponed to 13-3-98.
Jr. Hindi Debating Society meeting ... 8-15 p.m.
- Fri. 13th ... HOLI-Administrative holiday.
Sr. English Debating Society meeting ... 8-15 p.m.
- Sat. 14th ... I—H Quiz competition ... 6-30 p.m.
- Sun. 15th ... Proposed Games Fixtures :
Cricket LSS HM's—XI (Staff) Vs. St. Xaviers School (Staff), Chandigarh (Away).
Cricket Colts & Atoms Vs. Pinegrove School (Home).
Cricket Electrons & Basketball U-12 (Boys) Vs. APS, Dagshai (Away).
English Film ... 2-30 p.m.
- Mon. 16th ... Class-XII CBSE Examination commences.
School Farewell Lunch for the outgoing students (CDH) ... 1-50 p.m.
Upper-VI students will be excused from classes after Milk Break to organise the lunch.
- Tue. 17th ... Class-X CBSE Examination commences.
- Wed. 18th ... AS WE MET Society meeting ... 8-15 p.m.
- Thu. 19th ... Jr. Hindi Debating Society meeting ... 8-15 p.m.
- Fri. 20th ... Sr. English Debating Society meeting ... 8-15 p.m.
- Sat. 21st ... I—H Junior Hindi Debate ... 6-30 p.m.
(Lower-V and below will attend.)
- Sun. 22nd ... Proposed games fixtures :
Cricket First-XI & Atoms Vs. Welham Boys' School (Home).
Basketball Opens (Boys) Vs. Welham Boys' School (Home).

No. 68. CBSE EXAM. SCHEDULE

Class-XII :

Mon. 16th ... English Elective & Core.

Wed. 18th ... History.

Thu. 19th ... Physics.

Fri. 20th ... Accountancy.

Sat. 21st ... Political Science.

Class-X :

Tue. 17th ... English Course A.

No. 69. TUTORIAL MEETING

There will be regular Tutorial Meetings on Sundays and any change will be announced.

No. 70. UNIFORM FOR TEAMS

It is being reiterated that the coaches must hand in their requirements for various uniforms for the teams to the Matrons at least 24 hours in advance. Last moment requests may not be entertained.

No. 71. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper with or alter the electrical installations of all kinds in all School buildings including the dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table lamps are permitted, such as for Prefects, etc., provision of plug-point/extension wire etc., has already been made by the Engineer. Will all Housemasters/Housemistresses please immediately check up on this, and ensure that this order is complied with. The Engineer is requested to inspect all the dormitories and report to the Dean Admn., if he observes any violations of this order. This inspection may please be completed latest by 25th March, 1998.

No. 72. STAFF GUEST—MESSING IN SCHOOL KITCHEN

Staff members, entitled to have their messing in school kitchen who wish to bring their guests for meals in the C.D.H., are required to give at least four hours notice in advance to the I/c C.D.H., failing which it will not be possible to arrange for extra meals for guests. It is the responsibility of the staff concerned to enter, in the register provided, the names of their personal guests.

- (vi) As far as possible, the medicines prescribed by the recommended doctor approved by the School RMO must be first procured from the school hospital before purchasing from outside.

No. 77. MANAGEMENT OF THE ESTATE

With immediate effect the following areas pertaining to the management of the estate will be directly under the charge of Dean Estate :

- (i) All repairs, maintenance, additions / alterations to existing buildings and other features of the estate.
- (ii) The cleanliness of the estate, hygiene and sanitation.
- (iii) Beautification and upkeep of all the gardens.
- (iv) Any other area that may be assigned to him by the Headmaster from time to time.

Kindly address all requirements pertaining to these areas to Dean Estate.

No. 78. WITHDRAWALS

Siddharth S. Mankotia (SBD) has been withdrawn from School with effect from 9-3-1998.

No. 79. ADMINISTRATIVE HOLIDAY

Friday, 13th March, 1998 will be observed as a holiday on account of Holi, and NOT Thursday, 12th March 1998.

No. 80. CINEMA

An English film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 15th March, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th March, 1998

81-96

No. 81. PROGRAMME

March

- Fri. 20th ... Sr. English Debating Society meeting ... 8-15 p.m.
- Sat. 21st ... I—H Junior Hindi Debate ... 6-30 p.m.
(Lower-V and below will attend.)
- Sun. 22nd ... Cricket First-XI Vs. Air Force-XI,
Kasauli (Home).
- Tue. 24th ... The Assessment Meeting is postponed to
30-3-98 Mon.
- Thu. 26th ... Siwalik House Show 1st Performance ... 4-30 p.m.
(PD & Boys Lower-V and below will attend.)
- Fri. 27th ... Siwalik House Show Final
Performance ... 6-00 p.m.
Siwalik House Green Room Party 8-00-11-00 p.m.
(The Siwalik House children will be excused
afternoon activities for House Show
preparations from Thu. 19th to Fri. 27th.)
- Sat. 28th ... Parents Teachers Meeting (SSC) 2-30—4-00 p.m.
SOP after 2-30 p.m.
- Sun. 29th ... WOP after 10-00 a.m.
Cricket HM's-XI Vs. DBD's-XI ... 10-30 a.m.
Children return from SOP/WOP ... 6-00 p.m.
(The Housestaff will please give a
count of children, who would take meals
in CDH over the SOP weekend to the
Mess Manager latest by 1-30 p.m. on 27-3-98 Fri.)
Hindi Film ... 2-30 p.m.
Tutorial Meeting cancelled.

No. 82. CBSE EXAM SCHEDULE

Class-XII :

Fri. 20th ... Accountancy
 Sat. 21st ... Political Science
 Mon. 23rd ... Chemistry
 Tue. 24th ... Geography
 Thu. 26th ... Economics

Class-X :

Wed. 25th ... Social Science
 Fri. 27th ... Hindi Course B

No. 83. CHILDREN ON MEDICAL CATEGORIES

The Housestaff and the Coaches are requested to consult the Medical Category list and to follow it strictly for all School and House level sporting activities.

No. 84. MILK BREAK

Teachers are requested to visit the MCR at Milk Break to facilitate the circulation of notices etc.

No. 85. DORMITORY DUTIES

The Tutorial Meetings and Dormitory Duties must be taken as seriously as class time or afternoon duties by the staff. These duties can not be missed without prior permission of the Housestaff. The Housestaff are requested to inform the DBD/DGD/DPD if this is not followed, within 24 hours.

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

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

No. 87. 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. 88. 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 / Dean Admn. 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. 89. 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. 90. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31-3-1998.

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

- | | |
|------------------|-----------------------|
| (a) Tuck Shop | ... 24th March, 1998. |
| (b) Grocery Shop | ... 24th March, 1998. |

No. 91. PRIVATE TRADING

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

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

No. 92. 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. 93. GRATUITY SCHEME RULES

1. **Extent of applicability** :—The Scheme shall be applicable to all permanent members of the school and to temporary hands who have unbroken service of 5 years or more.
2. **Conditions for the grant of Gratuity** :—
 - (i) Gratuity shall be paid to permanent members of staff who retire on or after reaching the age of superannuation or discharged or removed on medical grounds or on retrenchment or are struck off strength on account of death while in service.
 - (ii) Gratuity shall be paid to any person who resigns his employment with the school on his own volition after completing 5 years of service except in the case of those who are removed or dismissed on disciplinary grounds.

3. **Rate of Gratuity** :—Gratuity payable under the scheme shall be half a month's basic pay drawn at the time of retirement/leaving school service for every year of completed service subject to a maximum of Rs. 50,000/-.
4. **Payment of Gratuity** :—Gratuity due to an employee under these rules shall be payable only to the employee except that in cases of death while in service or in cases where an employee who is entitled to gratuity dies before he received the gratuity, the gratuity shall be paid to his nominee(s)/member(s) of his family according to the following provisions :—
 - (a) Every permanent employee shall on appointment send to the Headmaster a nomination on a Form prescribed in the Annexure to these rules, conferring on one or more persons, the right to receive the amount of gratuity due to him under these rules. All permanent employees in service, shall send such a nomination.
 - (b) In the matter of the definition of family, conditions and procedure for making the nomination and procedure for payment to the nominee/members of the family, the rules and procedures prescribed under the Lawrence School Sanawar Staff Contributory Provident Fund Rules shall be followed.
5. **Revision of the scheme or power to relax** :—The Board may revise the scheme, from time to time, as considered necessary and may at its discretion relax all or any provision thereof, in any case, if deemed fit.

No. 94. ANNUITY SCHEME RULES

1. **Applicability and Eligibility** :—The Scheme shall be applicable to all permanent and confirmed employees of the school who sign the undertaking annexed to this scheme and fulfil the conditions mentioned here-in-after and in the undertaking.
2. **Time limit of Contribution** :—The School will contribute the amount equivalent of 10% (15% in the case of the Headmaster) of the basic salary of the employee mentioned aforesaid as per following :—
 - (i) Until the actual date of retirement of the employee.

- (ii) Until the employee resigns his employment in the school or is removed or dismissed on disciplinary grounds.

3. Terms and Conditions :—

- (i) The annuity shall be payable to confirmed permanent employee who retire on or after reaching the age of superannuation.
- (ii) No annuity in any form shall be paid to any employee who resigns his appointment in the school on his own volition unless he has put in 10 years of service (5 in the case of Headmaster) in the School or reached the age of 50 years and seeks premature retirement.
- (iii) No annuity shall be payable to any person who is removed or dismissed on disciplinary grounds irrespective of the length of his service in the school;
- (iv) The employees will give written undertaking that he or his heirs or any other assignee will have no claim on any account, on the amount set-aside in the scheme.

4. Commutation of Annuity :—Subject to other rules within the scheme, Annuity will become admissible in a lumpsum computed form as per the following provisions :

- (i) 50% of the accumulated amount after 10 years of total unbroken service (5 years in the case of Headmaster).
- (ii) 65% of the accumulated amount after 15 year of total unbroken service (7 years in the case of Headmaster).
- (iii) 80% of the accumulated amount after 20 years of total unbroken service (12 years in the case of Headmaster).

No. 95. WITHDRAWALS

1. Kanav Kapoor (SBD) has been withdrawn from School with effect from 11-3-1998.

2. Aprajita (HGD) and Mandhir Bagga (NBD) will leave School after their X Class Board Examination.

No. 96. MEDICAL CATEGORIES

Dhanu Chaudhary NPD	... Cat. B 2
Shanaya Singh HBD	... Cat. B 1
Reetika SPD	... Cat. B 2 x 1 mth.
Udhav Modi SBD	... Cat. B 2

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th March, 1998

97—104

No. 97. PROGRAMME

March

- Fri. 27th** ... Siwalik House Show Final
 Performance ... 6-15 p.m.
 Supper Sr. School ... 7-55 p.m.
 Siwalik House Green Room Party 8-00-11-00 p.m.
 (The Siwalik House children will be excused
 afternoon activities for House Show
 preparations from Thu. 19th to Fri. 27th.)
- Sat. 28th** ... Parents Teachers Meeting
 (Barne Hall) 2-30—4-00 p.m.
 SOP after 2-30 p.m.
 Singing Practice cancelled.
- Sun. 29th** ... WOP after 10-00 a.m.
 Cricket HM's-XI Vs. DBD's-XI ... 10-30 a.m.
 Children return from SOP/WOP ... 6-00 p.m.
 (The Housestaff will please give a
 count of children, who would take meals
 in CDH over the SOP weekend to the
 Mess Manager latest by 1-30 p.m. on 27-3-98 Fri.)
 Hindi Film ... 2-30 p.m.
 Tutorial Meeting cancelled.

April

- Wed. 1st** ... "Mind the Date".
 Morning practice for Crosscountry Race
 commences ... 6-20 a.m.
 (Rouser will be at 6-00 a.m. till the 15-4-98)
- Fri. 3rd** ... Board Exam Upper-V Students
 break for Post-Examination Camps ... 9-00 a.m.
 Sr. English Debating Society
 meeting ... 8-15 p.m.

Sun. 5th ... Ram Navmi Administrative Holiday.
 Career Counselling for admission to
 Australian colleges for Upper-VI
 students (Barne Hall) 10-00-11-30 a.m.
 Cricket Atoms & Colts Vs. BCS, Shimla (Home).
 Cricket Electrons & Basketball Electrons Vs.
 BCS Shimla (Away).
 Cricket First-XI Vs. YPS, Patiala (Away) is
 subject to confirmation.
 Dance Recital (Barne Hall) ... 6-00 p.m.
 Board Exam Upper-V students return ... 6-00 p.m.
 Tutorial Meeting and Film cancelled.

No. 98. CBSE EXAM SCHEDULE

Class—XII :

Mon. 30th March ... Biology.
 Wed. 1st April ... Business Studies.
 Thu. 2nd April ... Painting & Sculpture.

Class—X :

Fri. 27th March ... Hindi Course-B.
 Tue. 31st March ... Mathematics.
 Thu. 2nd April ... Science with Practical.

No. 99. DRILL BOOK

The staff are requested to write their own names whenever they put children on drill instead of just putting a signature.

No. 100. VISITING HOURS HOSPITAL

Visiting hours in school hospital are as follows :

Weekdays ... PD 4-00 p.m.—5-00 p.m.
 BD/GD 4-50 p.m.—5-30 p.m.
 Sundays/School holidays ... 9-00 a.m.—10-30 a.m.
 (in addition to weekdays
 timings).

These hours may be followed strictly by the children as well as staff and that too after taking prior permission of the staff on duty in the Duty Room. The Deans and the Housestaff of course can visit their children outside these hours but an information to the hospital staff on duty before entering the wards will be appreciated.

No. 101. 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. 102. 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. 103. MEDICAL CATEGORIES

Jaspratap Sekhon NBD	...	Upgraded from Cat. B 2
Adhiraj Singh NBD	...	Upgraded from Cat. B 2
Saif Taj HBD	...	Upgraded from Cat. B 2
Anuradha Chauhan SGD	...	Upgraded from Cat. B 2
Raghav Bhagat NPD	...	Upgraded from Cat. B 2
Yuvraj Bhatta HBD	...	Placed in Cat. B 2x2mths.
Sanchi Dutt NPD	...	Cat C 3

No. 104. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 29th March, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd April, 1998

105—113

No. 105. PROGRAMME

April

- Thu. 2nd—Sat. 4th ... Book Exhibition (Library) 10-10 a.m.—
1-00 p.m. & 3-00—5-00 p.m.
- Fri. 3rd ... Board Exam Upper-V Students
break for Post-Examination Camps ... 9-00 a.m.
Sr. English Debating Society
meeting ... 8-15 p.m.
- Sun. 5th ... Ram Navmi Administrative Holiday.
Career Counselling for admission to
Australian colleges for Upper-VI
students (Barne Hall) 10-00-11-30 a.m.
Cricket Atoms & Colts Vs. BCS, Shimla (Home).
Cricket Electrons & Basketball Electrons Vs.
BCS Shimla (Away).
Cricket First-XI Vs. YPS, Patiala (Away) is
subject to confirmation.
Dance Recital (Barne Hall) ... 6-00 p.m.
Board Exam Upper-V students return ... 6-00 p.m.
Tutorial Meeting and Film cancelled.
- Mon. 6th ... Lower-VI classes commence.
I—H Cricket commences.
- Wed. 8th ... Id-Ui-Zuha—School & Administrative Holiday.
- Thu. 9th ... Sr. Hindi Debating Society meeting ... 8-15 p.m.
(Students of Vindhya House will be excused
afternoon games, hobbies and SUPW for House
show practices from the 9th to the 17th.)
- Fri. 10th ... Good Friday—School & Administrative Holiday.
Cricket First-XI, Basketball Opens & Squash
Opens Vs. BCS, Shimla (Away).
Sr. English Debating Society meeting ... 8-15 p.m.
Remaining students of Class-XII Board
Exam. batch shift to the hospital by 3-00 p.m.

Sat. 11th	...	Dormitory shifting in Sr. School Inter-Section Poetry Recitation Competition (English) for U-IV (Barne Hall)	2-30—5-00 p.m. ... 6-15 p.m.
Sun. 12th	...	Lower-IV students to shift from Prep' School to Holding House Cricket First-XI & Electrons, Basketball Opens, Squash Opens Vs. PPS, Nabha (Home). Cricket Colts & Atoms Vs. PPS, Nabha (Away). Hindi Film	9-00 a.m.-12-00 noon ... 2-30 p.m.

No. 106. CBSE EXAM SCHEDULE

Class-XII :

Mon. 6th ... Mathematics.

Sat. 11th ... Introductory Computer Science.

No. 107. IRONING OF STAFF CLOTHES

Shri Bhagwan Dass, school laundry man, will iron clothes for the staff for a payment of Re. 1/- per piece as per the following schedule :—

Fridays	Honoria Court	...	11-30 a.m.—12-30 p.m.
Saturdays	Gaskel Hall	...	2-00 p.m.—3-00 p.m.

No. 108. 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 Dean Admn. 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. 109. 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. 110 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. 110. 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, 1998.* All owners of dogs will register with the School Office all dogs owned by them.

Notes : (a) When dogs are required 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, 1999. The year for which it is valid will be found stamped on it, e.g. 1998/99.

(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, 1998 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 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. 111. WITHDRAWAL

Himmat Rana (SBD) has been withdrawn w.e.f. 28-3-'98.

No. 112. ADMINISTRATIVE HOLIDAYS

1. The following will be administrative holidays :—

Wednesday 8th April	...	Id-ul-Zuha
Friday 10th April	...	Good Friday

2. Monday, 13th April (Baisakhi) and Tuesday, 14th April, 1998, (Dr. Ambedkar's Birth Day) cannot be observed as holidays due to New Admissions taking place on the 14th of April, 1998. These holidays will be observed during the Camp period in a staggered manner.

No. 113. CROSS COUNTRY

Following is the programme for the Cowell Memorial Cross Country finals :

Thu. 9th ... P.D. Boys & Girls U-10, U-11 & U-13.

Mon. 13th ... Girls U-16 & Open and Boys U-14.

Wed. 15th ... Girls U-14 and Boys U-16 & Open.

Sr. School Housestaff to submit their lists of fit and unfit students to DOA on Sat. 11th.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 11th April, 1998

114—121

No. 114. PROGRAMME

April

- Sat. 11th ... Dormitory shifting in Sr. School 2-30—5-00 p.m.
 Inter-Section Poetry Recitation
 Competition (English) for U-IV
 (Barne Hall) ... 6-15 p.m.
 (Lower-V and below will attend.)
- Sun. 12th ... Lower-IV students to shift from
 Prep. School to Holding
 House 9-00 a.m.—12-00 noon
 Cricket First-XI & Electrons, Basketball
 Opens, Squash Opens Vs. PPS, Nabha (Home).
 Cricket Colts & Atoms Vs. PPS, Nabha (Away).
 Hindi Film ... 2-30 p.m.
- (Till Thu. 16th the last three schools will be cut short by 5 mins each and PD & Sr. School Lunch will be at 12-30 p.m. & 1-30 p.m. resp. The BD Baths will be at night except Headbath on Sun.)
- Mon. 13th ... Cross country for Girls U-16 & Opens &
 Boys U-14 ... 3-00 p.m.
- Tue. 14th ... NEW ADMISSIONS.
- Wed. 15th ... Cross Country for Girls U-14 & Boys U-16 &
 Opens followed by prize giving and special
 tea ... 3-00 p.m.
- Thu. 16th ... Vindhya House show 1st performance ... 4-30 p.m.
 (PD and HBD Boys L-V and below will watch.)
- Fri. 17th ... Vindhya House show final
 performance ... 6-15 p.m.
 (Vindhya House Green Room party 8-00—11-00 p.m.)
 Sr. School Supper ... 7-55 p.m.
- Sat. 18th ... Classes cancelled after Milk Break and
 afternoon activities cancelled for camps
 preparations.

Sun. 19th	...	School breaks for Annual Hikes and Camps.	
Tue. 28th	...	School returns from Hikes and Camps.	
Wed. 29th	...	PT, 1st & 2nd schools cancelled.	
		Summer kit introduced.	
		Rouser	... 8-00 a.m.
		Afternoon activities cancelled.	
		Soccer & Hobbies sets made	... 3-00 p.m.
		Camping equipments returned	3-30—5-30 p.m.
		Mess Committee meeting (MCR)	... 2-30 p.m.
Thu. 30th	...	Festival Soccer match	... 4-00 p.m.
		Afternoon activities cancelled.	
		PT cancelled.	
		Rouser	... 6-50 a.m.

No. 115. CBSE EXAM SCHEDULE

Class-XII :

Sat. 11th ... Introductory Computer Science.

Thu. 16th ... Psychology.

Fri. 17th ... Hindi Core.

Tue. 21st ... Home Science.

No. 116. HOUSE GAMES

It is to remind the Housestaff that the special Housewise games sessions immediately before an Inter House competition should also be supervised by the staff attached to the various Houses.

No. 117. ANNUAL CAMPS / HIKES

Camp period will extend from Sunday, 19th April (6-00 a. m.) to Tuesday, 28th April, (4-00 p. m.) 1998. 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 Deptts. of the children concerned, etc., etc. This must reach the Dean Admn. latest by 13th April,

1998. 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 accomodation needed by their group, so that the School Office is in a position to write, in advance, for reservation to the appropriate authority.
- (4) If rail concession orders are required, staff concerned must send in the list of names of children alongwith the escorts or write on the other side of the proforma showing the list (see para 2 above), alongwith the escorts latest by 13th April, 1998.
- (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 Dean Admn. latest by 13th April, 1998.
- (6) The Q.M. and Mr. Daljinder Singh 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 House-masser / 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 Dean Admn. 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 Staff children will have the option to send or not to send their child(ren) for camp / hikes. If Staff children join Camp / Hikes, they will also be required to share the expenses.

No. 118. MEDICAL CATEGORIES

Reetika Matharu HGD	...	Cat. B1
Gurveen Dhaliwal NGD	...	Cat. B3
Nikhil Mehra HBD	...	Cat. B2
Jaiteshwar Bakshi NBD	...	Cat. C1
Raghav Bhagwat HPD	...	Cat. B2
Divya Chauhan SGD	...	Cat. B2
Puneet Behl VBD	...	Cat. B3
Devashish Jain VBD	...	Cat. B3
Radhika Minocha SGD	...	Cat. B3
Dhruv Chaudhary NPD	...	Cat. B2
Udhav Modi SBD	...	Cat. B2
Komal Dhillon SGD	...	Cat. B1
Atul Kwatra SBD	...	Cat. B1

No. 119. WITHDRAWAL

Bani Amrit Kaur Dhillon has been withdrawn after the X Class Board Exam.

No. 120. ADMINISTRATIVE HOLIDAY

The administrative holiday for Wednesday, 15th April, 1998 will be observed during the camp period in a staggered manner.

No. 121. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 12th April, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 25th April, 1998

122—136

No. 122. PROGRAMME

April

- Sun. 26th ... PD Hiking groups return.
- Mon. 27th ... PD classes commence.
- Tue. 28th ... Sr. School Hiking groups & Girls' Basketball Team return.
- Wed. 29th ... PT, 1st & 2nd schools cancelled.
- Rouser ... 8-00 a.m.
- Summer Kit comes into effect.
- Normal classes resumed after Breakfast.
- Mess Committee meeting ... 2-30 p.m.
- Soccer & Hobbies sets made ... 3-00 p.m.
- Afternoon activities cancelled.
- Camping equipments returned 3-30—5-30 p.m.
- Thu. 30th ... PT cancelled.
- Rouser ... 6-50 a.m.
- I—H Cricket Matches ... 2-30 p.m.
- Afternoon activities cancelled.
- Camping equipments returned 3-30—5-30 p.m.
- Sr. Hindi Debating Society meeting ... 8-15 p.m.

May

- Fri. 1st ... PT commences.
- Afternoon activities cancelled.
- Festival Soccer Match (Barne Field) ... 4-00 p.m.
- Special Tea for the teams and the staff immediately after the match (Barne Field).

Sun.	3rd	...	Matches subject to confirmation : Basketball U-12 Boys & Girls Vs. Pinegrove School (Away). Basketball Opens Boys & Girls Vs. APS, Dagshai (Away). English Film	...	3-00 p.m.
Thu.	7th	...	Mubarram—Administrative holiday. Himalaya House show 1st performance (PD & Boys L-V and below will attend.)	...	4-30 p.m.
Fri.	8th	...	Himalaya House show final performance (Himalaya House Green Room party 8-00-11-00 p.m.) Evening Prep' cancelled. Supper Sr. School	...	6-15 p.m. 7-55 p.m.
Sat.	9th	...	Career Counselling for U-V, L-VI & U-VI by the OS Society (Barne Hall) (Subject to confirmation) Parents Teachers meeting (SSC) SOP issued (Including New Admissions) 2-30 p.m. Onwards.	9-30 a.m.—1-40 p.m. 2-30 p.m.—4-00 p.m.	
Sun.	10th	...	WOP issued 10-00 a.m. Onwards. Children return from SOP/WOP Hindi Film	...	6-00 p.m. 2-30 p.m.
Wed.	13th	...	ASSESSMENT MEETING (MCR)	...	5-30 p.m.

No. 123. DAILY ROUTINE

The following routine will be followed by the Sr. School with effect from Wed. 29th April.

Rouser/Chhota Hazri	...	6-00 a.m.
P.T.		6-30—7-00 a.m.
House Inspection	...	7-30 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.
M.I. BD & GD (Birdwood)	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.
Extra Classes	2-10-2-45 p.m.
Afternoon Activities 2-50 p.m. onwards	
Tea P.D.	... 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 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.
Saturday Timings :	
Rouser/Chhota Hazri	... 6-00 a.m.
Morning Prep	6-40-7-35 a.m.
Supper P.D.	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10-00 p.m.
(No compulsory study hour)	
Sunday Timings :	
Rouser	... 7-30 a.m.
BD Headbaths	... 8-00 a.m.
Breakfast PD	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Dormitory Roll Call	... 12-30 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. 124. COLLECTION OF SPORTS GEARS

All sports gears should be collected from Mr. A. C. Chauhan between 2-00 p.m. and 2-50 p.m. from Gaskel Hall and only on weekdays. The gears for the Inter-School matches must be collected at least a day in advance. Mr. A.C. Chauhan will of course be available to take care of any unforeseen situation.

No. 125. ACCOMODATION FOR SCHOOL GUESTS

Mrs. M. Khan, Miss. S. Mukerji, Mr. H. Sikand have been put in charge of the School Guest House/HM's Residence,

They will liaison between the Headmaster and the Quartermaster.

Mrs. M. Khan may be contacted in case of any School guest requiring to be accomodated in the School Guest House.

For other categories of School guests, allocation and allotment of accomodation will be made by the Q.M. as before.

No. 126. 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 6-5-98.

No. 127. 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 11th May, 1998. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit work.

No. 128. NEW ADMISSIONS—ISSUE OF POCKET MONEY

Whenever new admissions occur during the term, Housemasters and Housemistresses are requested to send a note to the

Dean Admn. asking for issue of pocket money for such newly admitted children in their respective Houses.

No. 129. 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, 1998.

No. 130. 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. 131. ECONOMY IN WATER CONSUMPTION

School water consumption has gone much higher than the supply. All concerned and, in particular, C. D. H. and House matrons, are requested kindly to exercise the greatest possible economy in water consumption. and also to report leakages in taps, tanks, pipes flushes etc. 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.

No. 132. PARKING OF CARS

Gate Keepers of Green Gate and Moti Corner will not allow any car to come onto the Campus without the permission of one of the following—Headmaster, DBD, Dean Admn. or DOA. The cars should be parked near the old bakery.

No. 133. ADMINISTRATIVE HOLIDAY

Thursday, 7th May, 1998 will be observed as a holiday on account of Muharram.

No. 134. NEW APPOINTMENTS

1. Mr. S. Idris has become the Dean of Administration w.e.f. 27-4-98.
2. Mr. A.K. Bhargava has taken over as Housemaster NBD Sr. w.e.f. 29-4-98.
3. Mr. R.P. Gautam has taken over as Officiating Housemaster VBD Sr. w.e.f. 29-4-98.

No. 135. WITHDRAWAL

Gautam Gupta (HPD), has been withdrawan from the School with effect from 26-4-98.

No. 136. CINEMA

An English film will be shown in Barne Hall at 3-00 p.m. for both P.D. and Senior School on Sunday, 3rd May, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 30th April, 1998

137

SPECIAL ORDER

No. 137. LIST OF SCHOOL AND P & T TELEPHONE NUMBERS

		Office	Residence	P&T
Headmaster (Dr. H.S. Dhillon)	...	120	118	61207
Dean Administration (Mr. S. Idris)	...	122	132	{ 61174 61241
P.A. to H.M. (Mr. Gian Singh)	...	121	—	61142
A/c Manager (Mr. Pran Nath)	...	123	123	61146
Asstt. Manager (Mr. Basant Sharma)	...	170	170	61179

Sr. School (B.D.)

Dean B.D. (Mr. S. Ghosh)	...	171	141	61194
Dean of Studies (Mrs. A. Solomon)	...	128	135	61196
Dean of Activities (Mr. S. Singh)	...	112	156	61193
House Masters :				
H.B.D. Sr. (Mr. S. B. Dwivedi)	...	—	147	61191
H.B.D. Jr. (Mr. G. V. Lonappan)	...	—	177	61129
N.B.D. Sr. (Mr. A. Bhargava)	...	—	145	61127
N.B.D. Jr. (Mr. H. P. Sikand)	...	—	163	61134
S.B.D. Sr. (Mr. P. Vasisht)	...	—	144	61204
S.B.D. Jr. (Mr. A. Mukherji)	...	—	108	61131
V.B.D. Sr. (Mr. R.P. Gautam)	...	—	173	—
V.B.D. Jr. (Mr. P. K. Lal)	...	—	152	61128
Holding House B.D. (Dr. V.K. Sharma)	...	—	142	61206
House Matrons :				
H.B.D. (Mrs. R. Dwivedi)	...	—	147	61191
N.B.D. (Mrs. Sunita Singh)	...	—	146	61130
S.B.D. (Mrs. M. Sequeira)	...	—	167	61192
V.B.D. (Mrs. D. Sikand)	...	—	163	61134
Holding House B.D. (Mrs. B. Singh)	...	—	165	61112

Sr. School (G.D.)

Dean G.D. (Mrs. M. Khan)	...	176	143	61171
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House Mistresses :

H.G.D. (Mrs. A. Sharma)	...	—	142	61206
N.G.D. (Miss. Shonu Mukherji)	...	—	131	61180
S.G.D. (Miss K. Bakhshi)	...	—	153	61205
V.G.D. (Mrs. A. Suri)	...	—	164	61111
Holding House G.D. (Mrs. B. Matharu)	...	162	175	61234

House Matrons :

H.G.D., N.G.D. (Mrs. S. Biswas)	...	—	150	61183
S.G.D. & V.G.D. (Mrs. Veena Chhibber)	...	—	151	61181
Holding House G.D. (Mrs. K. Rawat)	...	—	111	—
School Library	...	166	142	61206
M. Ç. R.	...	116	—	—
P. T. I. (Mr. A. Chauhan)	...	—	178	61126
Rural Edu./Weaving (Mr. B.D. Attri)	...	133	133	61189
Stone View	...	—	117	—

Prep School

Dean P.D. (Mr. R. Puri)	...	140	130	61108
House Master H.P.D. & N.P.D. (Mr. J. Roberts)	...	—	157	61187
House Mistress S.P.D. & V.P.D. (Mrs. M. Batish)	...	—	158	61203
House Mistress P.D. Girls (Mrs. K. Puri)	...	140	130	61108
House Matrons :				
P.D. Upper (Mrs. I. Kumar)	...	—	174	61159
P.D. Lower (Mrs. S. Ahlawat)	...	—	160	61170
P.D. Girls (Mrs. A. Malaviya)	...	—	161	61173

Medical, Catering, Q.M. Stores, Engg., Elect. and Hygiene

Dean Estate (Mr. C. Matharu)	...	148	175	{ 61234 61186
R. M. O. (Dr. Bharti Jaswal)	...	124	134	61231
Duty Room (N. Sister)	...	125	—	—
Mess Manager (Mr. Nathaniel)	...	136	137	—
Quartermaster	...	127	154	61175
Engineer (Mr. S. Hooda)	...	126	155	—
Sr. Supdt. Electrical (Mr. G.S. Rawat)	...	138	138	61136
I/c Hygiene and Sanitation (Mr. R. Pahil)	...	—	106	61240

Others

Printing Office	... 180	—	—
Tuck Shop	... 162	—	—
Staff Club	... 110	—	—
P. C. O. (in-coming)	...	—	{ 61208 61209
Guard Room	... 172	...	—
Moti Gorner Gate	... 104	—	—
Barne Field	... 103	—	—
Night Chaukidar (School Office)	... 121	—	—
FAX (in-coming)	... —	—	61210
Mr. R.T. Williams	... —	—	61110
Mrs. Shobha Gupta	... —	—	61165
Mr. Nirmal Chand Barwala	... —	—	61122
Mr. Daljinder Singh	... —	—	61197
Mrs. S. Khanna	... —	—	61113
Mr. Anurag Mathur	... —	—	61249
Miss A. Priya	... —	—	61250
Mrs. Meena Bhalla	... —	—	61168
Mrs. Neelam Tehlan	... —	—	61185
Mr. Anil Dhawan	... —	—	61121
Mr. B.C. Katoch	... —	—	61140
Mr. Duli Chand Jangra	... —	—	61138
Mr. Subhash Gupta	... —	—	61182
Mrs. Neelamjit Kaur	... —	—	61251
Miss Anjana Arora	... —	—	61132
Mr. Mukesh Chand	... —	—	61139
Mr. Sukhbir Singh	... —	—	61226
Mr. S. Behal	... —	—	61188
Mr. L. D. Attri	... —	—	61155
Shri Jagdish	... —	—	61124
Shri Kikkar Singh	... —	—	61252
Shri Prem	... —	—	61102
Shri Bhagwan Das (Laundry Man)	... —	—	61147
State Bank of Patiala	... —	—	61219
Post Office	... —	—	61202
Cable T. V. Control Room	... 102	—	72157
Complaint Office P. & T. Moti Corner	...	—	{ 61198 61199

Note : Any member of staff, whose telephone number has not been mentioned here, is welcome to contact Dean B. D. by 10-5-98 to have his/her number published in the School Orders.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th May, 1998

138—147

No. 138. PROGRAMME

May

- | | | | | | |
|------|------|-----|---|----------------------|-----------|
| Fri. | 8th | ... | Himalaya House show final performance | ... | 6-15 p.m. |
| | | | (Himalaya House Green Room party 8-00- 11-00 p.m.) | | |
| | | | Evening Prep' cancelled. | | |
| | | | Supper Sr. School | ... | 7-55 p.m. |
| Sat. | 9th | ... | Career Counselling for U-V, L-VI & U-VI by the OS Society (Barne Hall) | 9-30 a.m.—1-40 p.m. | |
| | | | Parents Teachers meeting (SSC) | 2-30 p.m.—4-00 p.m. | |
| | | | SOP issued (Including New Admissions) 2-30 p.m. Onwards. | | |
| | | | Spartan Club Meeting (MCR) | ... | 4-15 p.m. |
| Sun. | 10th | ... | WOP issued 10-00 a.m. Onwards. | | |
| | | | Children return from SOP/WOP | ... | 6-00 p.m. |
| | | | Hindi Film | ... | 2-30 p.m. |
| | | | OS Vs Headmaster's-XI (Staff) Cricket Match (Subject to confirmation) | 11-00 a.m.—4-00 p.m. | |
| Wed. | 13th | ... | ASSESSMENT MEETING (MCR) | ... | 5-30 p.m. |
| | | | (All concerned should reach MCR by 5-00 p.m.) | | |
| | | | The participants leave for the YPS, Patiala Singing Competition | ... | 2-00 p.m. |
| Thu. | 14th | ... | Sr. Hindi Debating Society meeting | ... | 8-15 p.m. |
| Fri. | 15th | ... | The Singing Competition team return. | | |
| | | | Honoria Lawrence Inter-School Basketball Tournament for Girls commences (Staff Court) | ... | 7-00 a.m. |
| | | | Jr. Hindi Debating Society meeting | ... | 8-15 p.m. |
| Sat. | 16th | ... | I—H Quiz competition | ... | 6-30 p.m. |

Sun. 17th ... Honoria Lawrence Inter-School
Basketball Tournament for Girls
concludes (Staff Court) ... 4-30 p.m.
English Film ... 3-00 p.m.

No. 139. 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 in variably 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. 140. 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. 141. 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 do not receive school orders.

No. 142. 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.

No. 143. 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 Quartertermaster 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. 144. HISTORY SHEET

History Sheet of all students who have been withdrawn from the School during 1998 as on 1-5-1998 will be sent to House

Staff, fairly soon. These may please be completed in all respects, and returned to the Dean Admn. latest by Saturday 17-5-1998 (1-30 p.m.)

No. 145. 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 :

School rule No. 14 (f) is reproduced below :—

Medical facilities—Members of the Staff of the School and the dependent members of their their families shall receive 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.

All permanent and confirmed employees are welcome to join the School Medical Scheme, and take advantage of the medical cover this offer.

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. 146. WITHDRAWAL

Dhananjai Bhagat (NBD) is withdrawn from School w.e.f. 4-5-'98.

No. 147. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 10th May, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 15th May, 1998

148—162

No. 148. PROGRAMME

May

- | | | | | |
|------|------|-----|---|---|
| Fri. | 15th | ... | The Singing Competition team return.
Honorla Lawrence Inter-School
Basketball Tournament for Girls
commences (Staff Court) | ... 7-00 a.m. |
| | | | Jr. Hindi Debating Society meeting | ... 8-15 p.m. |
| Sat | 16th | ... | I—H Quiz competition | ... 6-30 p.m. |
| Sun. | 17th | ... | Punjabi Play (Barne Hall)
Honorla Lawrence Inter-School
Basketball Tournament for Girls
concludes (Staff Court) | ... 10-00 a.m.

... 4-30 p.m. |
| | | | English Film cancelled. | |
| Wed. | 20th | ... | AS WE MET Society meeting | ... 8-15 p.m. |
| Fri. | 22nd | ... | Sr. English Debating Society meeting | ... 8-15 p.m. |
| Sun. | 24th | ... | Hindi Film | ... 2-30 p.m. |

No. 149. AV ROOM ON SUNDAYS

The AV Room will remain open on every Sunday from 10-00 a.m. to 12-00 noon. Teachers are welcome to avail of this opportunity to give the children exposure to different kinds of films and music and also for other imaginative purposes or even entirely for their entertainment. Prior information to Miss K. Bakhshi will help avoid overlapping, though one can always take a chance even if you decide to use it at the last moment. Priority will be given to the teacher who gives prior information.

No. 150. TUTORS IN BD

There has been reshuffling of Tutors in BD. You are requested to contact DBD or the Housemasters if you have any query.

No. 151. 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. 152. 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. 153. 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 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. 154. 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 Dean Admn. by 10th June 1998.

No. 155. 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. Heads of Department are requested to explain this to all staff working under them.

No. 156. 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 20-5-1998. 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. 157. DOGS AT SANAWAR

Ref. : S.O. No. 110 (4) (a) dated 3rd April 1998.

All dogs owners are once again reminded to inform the R.M.O., in writing, latest by Saturday 27th May 1998 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. 158. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the period 1st August—11th December 1998, to the Dean Admn. not later than 2nd June, 1998.

No. 159. 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. This applies to the children travelling by school parties.

No. 160. 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. 161. 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. 162. 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.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 16th May, 1998

163

SPECIAL ORDER

No. 163. MEDICAL CATEGORIES

Category C 1 [Ex. swimming, boxing, hikes, treks, long distance runs, activities outside school where immediate first aid is not available].

Ajit Nathaniel	...	HBD	Narinder Rathore	...	NPD
Manisha Pathak	...	NGD			

Category C 2 [Ex. long distance runs, hikes, boxing, activities where immediate first aid is not available].

Kanwaldeep Singh	...	HBD	Amrik K. Sandhu	...	VBD
Guntash Dhingra	...	HGD	Mandakini Singh	...	VGD
Lian	...	HGD	Sonal Ahuja	...	VGD
Ankita Singh	...	HGD	Devyani Joon	...	VGD
Adhiraj Singh	...	NBD	Sakshi Kapoor	...	VGD
Angad S. Bains	...	NBD	Arjun S. Mundy	...	HPD
Ishan Gupta	...	NBD	Parth Maniktala	...	NPD
Amandeep Singh	...	NBD	Sahil Mahajan	...	NPD
Sahil Singhla	...	NBD	Aman Hora	...	NPD
Arunima Maulia	...	NGD	Saranya Ghosh	...	SPD
Aman Pratap Singh	...	SBD	Manshir Sidhu	...	VPD
Kabir Arif	...	SBD	Vivek Chadha	...	VPD
Akhil Babel	...	SBD			

Category C 3 [Ex. long distance runs, hikes, treks]

Piyush Khandelwal	...	SBD	Rectika Matharu	...	HGD
Mehtabjeet Teja	...	HBD	Sanchi Dutt	...	NPD

Category B 1 [Ex. Gym. Jumps, Boxing].

Shikhar Berry	...	HBD	Komal Dhillon	...	SGD
Aman Bhalla	...	HBD	Rachit Harjai	...	VBD
Shaurya Singh	...	HBD	Nitin Goel	...	VBD
Sukreet Sidhu	...	HBD	Varun Ajmani	...	VBD
Rajvikram Chhabra	...	HBD	Karan Bedi	...	VBD

Guntash Dhingra	...	HGD	Sujoy Das	...	VBD
Kirandeep Kunder	...	HGD	Abhay Garg	...	VBD
Priyanka Mittal	...	HGD	Prateek Jain	...	VBD
Reetika Matharu	...	HGD	Prashant Jain	...	VBD
Madhuri Saraf	...	HGD	Abhay Pal Singh	...	VBD
Rubal Singla	...	HGD	Neha Goel	...	VGD
Zoravar Singh	...	NBD	Sukhmani Brar	...	VGD
Shivani Maedratta	...	NGD	Nayantara Sehgal	...	VGD
Apeksha Jhala	...	NGD	Divya Gangwani	...	VGD
Anisha Singh	...	NGD	Raghvendra Saraf	...	HPD
Jasmine Singh	...	NGD	Disha Jain	...	HPD
Diya Narain	...	NGD	Nitya Mittal	...	NPD
Mandira Mittal	...	NGD	Niharika Mittal	...	SPD
Ashwin Kapur	...	SBD	Aarushi Auluck	...	VPD
Atul Kawatra	...	SBD			

Category B 2 [Ex. all activities for period specified]

Nikhil Mehra	..	NBD	Kilang Longkumer	...	SGD
Reetika Matharu	...	HGD	Rohini Ahuja	...	SGD
Arjun Chahal	...	SBD	Ankit Gupta	...	SPD

Category B 3 [Ex. swimming & boxing].

Abhimanyu Ranawat	...	NBD	Karanbir Pannu	...	VBD
Gurpreet Dhillon	...	NBD	Sujoy Das	...	VBD
Pratyush Agarwala	...	NBD	Nayantara Sehgal	...	VGD
Gautam Miglani	...	SBD	Amrita Minocha	...	VGD
Vikaran Chauhan	...	VBD	Zorawar Ghura	...	NPD
Karan Singh	...	VBD			
Tania Budhiraja	...	HGD	[Ex. high impact exercises & high Jump].		
Shivanika Gyani	...	SGD	[Ex. handstand & roll].		

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 22nd May, 1998

164—171

No. 164. PROGRAMME

May

- | | | | |
|---|-----|--|---------------|
| Fri. 22nd | ... | Sr. English Debating Society meeting | ... 8-15 p.m. |
| Sat. 23rd | ... | I—H Sr. English Debate | ... 6-15 p.m. |
| (Lower-V and above will attend.) | | | |
| Sun. 24th | ... | Hindi Film | ... 2-30 p.m. |
| Fri. 29th | ... | Nilagiri House show 1st performance | ... 4-30 p.m. |
| (PD & Boys Lower-V and below will attend.) | | | |
| | | Jr. English Debating Society meeting | ... 8-15 p.m. |
| Sat. 30th | ... | Career Counselling for Upper-V students by Institute of Career Studies, Lucknow, (SSC) (i) 9-50 a.m.—1-40 p.m. & (ii) 2-30—5-00 p.m. | |
| | | Nilagiri House show Final performance | ... 6-15 p.m. |
| | | Supper | ... 7-55 p.m. |
| (Nilagiri House Green Room Party 8-00-11-00 p.m.) | | | |
| Sun. 31st | ... | Career Counselling for Upper-V students by Institute of Career Studies, Lucknow, (SSC) ... 10-00 a.m.—1-00 p.m. | |
| | | I—H Choir Competition | ... 6-00 p.m. |
| | | English Film | ... 2-30 p.m. |
| Tutorial meetings cancelled. | | | |

Note : The Nilagiri House students will be excused from afternoon activities from Fri 22nd for House Show practice.

No. 165. DRILL SYSTEM

If any teacher wants to excuse a child from doing drill as a punishment he/she must send a written note to the Head Boy/Head Girl/Mr. A.C. Chauhan/Mrs. N. Kaur. No verbal message will be entertained.

No. 166. STAYING ARRANGEMENTS FOR VISITING TEAMS :

If in case of an absolute necessity the dormitories are used for putting up visiting teams etc. the concerned Housemaster/House-

mistress 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 night stay for at least three drivers/helpers every time a team visits the school for any purpose. A makeshift arrangement can be made in Gaskel Hall for this purpose.

No. 167. STOCK REQUIREMENTS—SECOND TERM 1998

All stock-holders will please send in their requirements for the **Second Term** of 1998 [1st August to 10th Dec. '98], by filling in their expendable and non-expendable indent books and send these indent books to the Dean Admn. latest by 14th June, 1998. 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. 168. 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. 169. DRESS CODE FOR GAMES

Teachers are requested to follow the Dress Code suggested by D.O.A. when they turn up for their games duties.

No. 170. WITHDRAWALS

The following children left School w.e.f. the dates shown against them :—

- | | | |
|---------------------------|-----|----------|
| 1. Vinaayac Bakshi VBD | ... | 11-5-'98 |
| 2. Aditya Goyal SBD | ... | 12-5-'98 |
| 3. Karan Singal NPD | ... | 12-5-'98 |
| 4. Nikhil Mehra HBD | ... | 19-5-'98 |
| 5. Inder Kanwal S. Sangha | ... | 20-5-'98 |

No. 171. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 24th May, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 29th May, 1998

172—174

No. 172. PROGRAMME

May

- Fri. 29th ... Nilagiri House show 1st performance ... 4-50 p.m.
 (PD & Boys Lower-V and below will attend.)
 Jr. English Debating Society meeting ... 8-15 p.m.
- Sat. 30th ... Career Counselling for Upper-V
 students by Institute of Career Studies
 Lucknow, (SSC) (i) 9-50 a.m.—1-40 p.m. &
 (ii) 2-30—5-00 p.m.
 B.D. Baths ... 6-00 p.m.
 Nilagiri House show Final
 performance ... 6-15 p.m.
 Supper ... 7-55 p.m.
 (Nilagiri House Green Room Party 8-00-11-00 p.m.)
- Sun. 31st ... Career Counselling for Upper-V students
 by Institute of Career Studies, Lucknow,
 (SSC) ... 10-00 a.m.—1-00 p.m.
 I—H Choir Competition ... 6-00 p.m.
 English Film ... 2-30 p.m.
 Tutorial meetings cancelled.

June

- Mon. 1st ... Individual Boxing Tournament commences.
- Wed. 3rd ... AS WE MET Society meeting ... 8-15 p.m.
- Fri. 5th ... Weighing & Measuring GD :
- | | |
|-----|----------------|
| VGD | 4-45—5-15 p.m. |
| SGD | 5-15—5-45 p.m. |
| NGD | 5-45—6-15 p.m. |
| HGD | 6-15—6-45 p.m. |
- PD Show 1st Performance ... 4-50 p.m.
 (Boys Lower-V & below will attend.)
- Sat. 6th ... Weighing & Measuring BD :
- | | |
|-----|----------------|
| HBD | 3-00—3-30 p.m. |
| NBD | 3-30—4-00 p.m. |
| SBD | 4-00—4-30 p.m. |
| VBD | 4-30—5-00 p.m. |

	PD Show Final Performance	...	6-15 p.m.
	Supper Sr. School	...	7-55 p.m.
	Supper PD	...	8-30 p.m.
Sun. 7th ...	Magic Show (PD & Sr. School) (SSC)	...	11-00 a.m.
	I—H Basketball GD commences.		
	I—H Declamation Contest	...	6-00 p.m.
	Tutorial Meetings cancelled.		

No. 173. LEAVE FOR TUTORS

I request all *members* of staff, who are attached to dormitories in any capacity, to please inform the Housestaff when they take leave or go out on school duty.

No. 174. CINEMA

An English film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 31st May, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 5th June, 1998

175—180

No. 175. PROGRAMME

June

- Fri. 5th ... Weighing & Measuring GD :**
- | | |
|-----|----------------|
| VGD | 4-45—5-15 p.m. |
| SGD | 5-15—5-45 p.m. |
| NGD | 5-45—6-15 p.m. |
| HGD | 6-15—6-45 p.m. |
- PD Show 1st Performance ... 4-50 p.m.
(Boys Lower-V & below will attend.)
- Sat. 6th ... Weighing & Measuring BD :**
- | | |
|-----|----------------|
| HBD | 3-00—3-30 p.m. |
| NBD | 3-30—4-00 p.m. |
| SBD | 4-00—4-30 p.m. |
| VBD | 4-30—5-00 p.m. |
- PD Show Final Performance ... 6-15 p.m.
Supper Sr. School ... 7-55 p.m.
Supper PD ... 8-30 p.m.
BD Baths ... 6-30 p.m.
Second session of afternoon activities cancelled.
- Sun. 7th ... Magic Show (PD & Sr. School) (SSC) ... 11-00 a.m.**
I—H Basketball GD commences.
I—H Declamation Contest ... 6-00 p.m.
Tutorial Meetings cancelled.
- Tue. 9th ... I—H Basketball GD concludes.**
- Wed. 10th ... I—H Soccer commences.**
- Thu. 11th ... ASSESSMENT MEETING (MCR) ... 3-30 p.m.**
(All concerned should reach
MCR by 3-15 p.m.)
Sr. School Social (Barne Hall) 8-00-11-00 p.m.
- Fri. 12th ... Term Averages & Subject Reports to be
handed in to the Form Teachers by 1-45 p.m.**
I—H Soccer concludes.

- Sat. 13th ... Folders to be handed in to the Housestaff & Form Registers to DOS by 1-45 p.m.
 Annual Prize Giving Ceremony ... 4-30 p.m.
 Staff Club Dinner (Art Room) ... 8-00 p.m.
- Sun. 14th ... **WORKING DAY.**
 Sunday Timings will be followed for all meals. It is compulsory for the staff to be present for Breakfast & Lunch.
 End of Term Assembly (Chapel) ... 10-30 a.m.
 Escorts' Meeting (MCR) ... 11-30 a.m.
- Mon. 15th ... **HOME DAY.**
 Children not travelling by school parties may leave only after 7-00 a.m.
 Reports to be handed in to the Headmaster by 4-00 p.m.

No. 176. PARENTS' VISITS TO THE HOSPITAL

This is to remind all staff that **ONLY** the Headmaster & RMO are authorised to allow parents to meet children in the hospital. I would like to mention in this connection that any information regarding a child being admitted to the hospital must **NOT** be conveyed directly to the parents without prior consultation with the R.M.O.

Everybody concerned must respect this rule.

No. 177. TRAVEL ARRANGEMENTS DURING VACATIONS : LUGGAGE

Ref. : School Order No. 159 dated 15th May, 1998.

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. 178. SUMMER VACATION

The School will close on Monday, 15th June, 1998 for the summer vacation, and will reopen on Saturday, 1st August '98 on which date all children must be back to 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. 179. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Wednesday, 17th June, 1998 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. 180. WITHDRAWAL

Japji S. Hundal (H.B.D.) has been withdrawn from School w.e.f. 28-5-'98.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, SATURDAY, 6TH JUNE, 1998

Part I

181—192

SPECIAL ORDER

Summer Vacation Arrangements—1998.

No. 181. 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 Dean Admn. *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 7-00 a.m. on Monday, 15th June, 1998. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them.

(ii) All children travelling in school parties will leave on 15th June, 1998, 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 Dean Admn. well in advance, and **in no case later than Monday 8th June, 1998**. Requests for travel money required by individual children **will not be entertained by office after that day**.

The normal travelling money for school parties will be issued to escorts I/c on Friday, 12th June, 1998 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. 182. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Sunday, 14th June, 1998 at 11-30 a.m. All such staff members are required to attend.

No. 183. 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 Dean Admn. 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. 184. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 185. LUGGAGE ARRANGEMENTS.

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

Srl. No.	School Party	
2	Bombay Central	} Special note : Quite a few of these serial numbers have been changed and <i>are not the same as previously.</i> Please note the changes carefully.
8	Jammu	
9	Calcutta (Howrah) Enroute	
10	Calcutta (Howrah)	
11	Delhi 'A'	
12	Delhi 'B'	
13	Delhi 'C'	
14	Chandigarh	
16	Guwahati	

(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 Friday, 12th June, 1998 of the number of packages (luggage) to be collected from their quarters.

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

Luggage of all children travelling in Bombay, Calcutta & Patna parties must be ready at the E.D. Quad. latest by 4-00 a.m. on 15th June, 1998 loaded on to the DCM Toyota and transported to Kalka railway station.

(v) Luggage of all children going in Chandigarh, Delhi parties must be ready at B.D. Quadrangle by 7-00 a.m. on 15-6-1998. 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) Luggage of all children going in Jammu party must be ready at B.D. Quadrangle by 6-00 a.m. on 15-6-98. The Quartermaster will arrange for this Luggage to be transported there from departments by the mazdoors and loaded on Chartered Buses, which will leave B.D. Quad at 9-00 a.m. sharp for Ambala Cantt.

(vii) The luggage will be collected by school mazdoors from G.D. & P.D. and taken to Gaskell Hall. Q.M. will arrange to bring luggage from 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.

(viii) **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.

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

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

No. 186. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Satish Behal 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. 187. 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. Satish Behal will kindly arrange for sufficient number of surahis/plastic containers, for drinking water purposes during rail journey for all school parties.

No. 188. 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. 189. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 190. 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. 191. SANAWAR KALKA / CHANDIGARH / AMBALA CANTT DEPARTURE ARRANGEMENTS

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

2. The School parties will leave from B.D. Quadrangle, in the following order, on Monday, 15th June, 1998 :—

<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party</i>	
	<i>Moti Corner</i>	<i>Moti Corner</i>	<i>(including escorts & families)</i>	<i>Transport</i>
Bombay	3-30 a.m.	4-00 a.m.	17	Chartered Bus
Calcutta	—do—	—do—	14	” ”
Patna	—do—	—do—	9	” ”

<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party</i>	
	<i>B.D. Quad.</i>	<i>from B.D. Quad.</i>	<i>(including escorts & families)</i>	<i>Transport</i>
Delhi A	8-30 a.m.	9-00 a.m.	52	Chartered Buses
Delhi B	—do—	—do—	52	” ”
Delhi C	—do—	—do—	35	” ”
Chandigarh	—do—	—do—	6	” ”
Jammu	6-30 a.m.	7-00 a.m.	17	” ”
Calcutta Enroute	6-30 p.m.	7-00 p.m.	14	” ”
Guwahati	—do—	—do—	15	” ”

3. **Calcutta, Patna and Bombay Central parties** will leave Sanawar at 4-00 a.m. sharp in Chartered Buses to Kalka Railway Station. Bombay party will travel by 2952 Rajdhani Express leaving at 1600 hrs. Patna by 2306 Calcutta Rajdhani leaving Delhi at 1700 hrs. Calcutta party by 2422 Bhubneshwar Rajdhani leaving at 1715 hrs.

- (a) The children going in Patna, Calcutta & Bombay Central parties will spend the night of 14th June, 1998 at the school Hospital.
- (b) QM to arrange for luggage of these parties to be loaded on to the DCM Toyata (Truck) on 14th June, 1998 to leave Sanawar with the school party at 0400 hours on 15th June 1998.
- (c) RMO please arrange for stay of parties at hospital for night of 14th June, 1998.
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 Chartered Bus, leaving BD Quad. at 7-00 a.m. sharp on 15th June, 1998 for Ambala. From there it will travel by 9367 Dn. Malva Express at 1125 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 Dean Admn., 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. 192. NEXT TERM

The next term will begin on Saturday, 1st August 1998,
and all children must be back by 5-00 p.m. on that day.

H.S. Dhillon
Headmaster.

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 31st July, 1998

193—208

No. 193. PROGRAMME

August

Sat.	1st	...	School Re-opens. Children return ... 6-00 p.m. Supper P.D. ... 6-15 p.m. Supper Sr. School ... 7-15 p.m. Housestaff Meeting (HM's residence) ... 6-30 p.m. Kit issued.
Sun.	2nd	...	General Staff Meeting (MCR) ... 11-30 a.m. Dormitories tidied. Hindi Film ... 2-30 p.m. Tutorial Meeting ... 6-00 p.m. Night study hour resumes.
Mon.	3rd	...	P.T. and Normal routine come into effect. Mid-Term Examinations for U-V and U-VI commence. Afternoon activities cancelled. Body Snatching (Barne Hall) ... 2-20 p.m. Athletics sets made (BD Pavement) ... 3-00 p.m. Weighing & Measuring GD : Himalaya 3-00—3-30 p.m. Nilagiri 3-30—4-00 p.m. Siwalik 4-00—4-30 p.m. Vindhya 4-30—5-00 p.m. Evening Prep commences. Sr. English Debating Society Meeting ... 8-15 p.m.
Tue.	4th	...	Afternoon activities cancelled. Weighing and measuring BD :- Himalaya 2-30—3-10 p.m. Nilagiri 3-10—3-50 p.m. Siwalik 3-50—4-30 p.m. Vindhya 4-30—5-00 p.m.
Wed.	5th	...	Afternoon activities resumed. ASWEMET Society Meeting ... 8-15 p.m.

Thu.	6th	...	Mess Committee Meeting (MCR)	...	2-30 p.m.
			Sr. English Debating Society Meeting	...	8-15 p.m.
Sat.	8th	...	Raksha Bandhan—Administrative holiday.		
			Morning Prep commences.		
			Brothers and Sisters can meet in Birdwood at 7-30 a.m. for tying rakhis.		
			I—H Sr. English Extempore Debate	...	6-20 p.m.
Sun.	9th	...	Soccer First-XI and Colts Vs. APS Dagshai (Home).		
			Soccer Atoms and Electrons Vs. APS Dagshai (Away).		
			English Film	...	3-00 p.m.

No. 194. 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 Monday, 3rd Aug. 1998 (9-00 a.m.)

No. 195. RETURN SCHOOL PARTIES AUGUST, 1998.

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Dean Admn. by 3rd August 1998 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. 196. 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. 197. 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. 198. TROPHIES, MEDALS, ETC.

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

No. 199. 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. 200. 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. 201. 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 Dean Admn.

No. 202. STAFF VISITS TO DEAN ADMINISTRATION

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. 203. HOSPITAL TIMINGS

The timings will be as per following details :—

1. <i>M I. Timings—Monday to Saturday</i>		
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 | } <i>Monday to Saturday</i> |
| (b) 4-00 p.m.—5-30 p.m. | |

Sundays

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

No. 204. 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 Passes 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. 205. 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.

No. 206. WITHDRAWALS

The following Children have been withdrawn from School with effect from the dates shown against their names :—

Varun Ajmani VBD	...	3-6-'98
Jaskaran Batth NPD	...	24-6-'98
Madhav Gupta HBD	...	3-7-'98
Saumya Deva SGD	...	8-7-'98
Saumitra Deva SBD	...	8-7-'98
Manavendra S. Pathania HBD	...	14-7-'98
Simran Singh HGD	...	20-7-'98
Mandheer Bagga NBD	...	28-7-'98
Harnoor Bagga NBD	...	28-7-'98
Anupinder Singh VBD	...	28-7-'98
Aman Goel SBD	...	30-7-'98

No. 207. HOLIDAY

Saturday, 8th August, 1998, will be a holiday on account of Raksha Bandhan for the Administrative Staff only.

No. 208. CINEMA

A Hindi film will be shown in Barne Hall at 2-30 p.m. for both P.D. and Senior School on Sunday, 2nd August, 1998.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th August, 1998

209—230

No. 209. PROGRAMME

August

- Sat. 8th ... Raksha Bandhan—Administrative holiday.
 Morning Prep commences.
 Brothers and Sisters can meet in
 Birdwood at 7-30 a.m. for tying rakhis.
 I—H Sr. English Extempore Debate ... 6-20 p.m.
- Sun. 9th ... Matches Subject to confirmation :
 Soccer First-XI and Colts Vs.
 APS Dagshai (Home).
 Soccer Atoms and Electrons Vs.
 APS Dagshai (Away).
 English Film cancelled
- Mon. 10th ... Mid Term Examinations for
 U-V & U-VI conclude.
 (Marks to be handed in to
 the DOS by 1-45 p.m. on 13-8-98 Thu.)
- Thu. 13th ... Independence Day Eve Staff Club
 Dinner (Art Room) ... 8-00 p.m.
- Fri. 14th ... Janamasthami—School & Administrative
 Holiday. Sunday Timings.
 Jr. & Sr. combined Hindi Debating
 Society meeting ... 6-00 p.m.
- Sat. 15th ... INDEPENDENCE DAY—School &
 Administrative Holiday.
 Rouser ... 7-15 a.m.
 BD Baths ... 8-00 a.m.
 Breakfast PD ... 8-15 a.m.
 Breakfast Sr. School ... 9-15 a.m.
 Flag Hoisting followed by Special
 Assembly (Barne Hall) ... 10-30 a.m.
- Order of Items :**
 Song Vande Mataram ... School
 Prayer ... Headmaster
 Speech ... Head Girl

Speech	...	Head Boy
Song	...	Choir
Speech	...	Headmaster
Sanskrit Prayer		
National Anthem		
Community Lunch (CDH)	12-00 noon—2-00 p.m.	
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.
Sun. 16th	...	Matches Subject to confirmation :
		Soccer First—XI & Colts Vs.
		Doon School, Dehradun (Home)
		Hindi Film
	...	2-30 p.m.
		Teams for T.C. Kemp Memorial Debate arrive.

No. 210. BARNE HALL

Mr. K. A. Garman has been given the charge of looking after the upkeep of Barne Hall.

No. 211. WORKSHOPS & SEMINARS

Henceforth a record of all Workshops. Seminars and Visits of Outside people to enhance our standards will be maintained by Mrs. L. Francis. All the teachers are requested to submit reports, course material etc. to Mrs. L. Francis everytime they get a chance to have such kind of interactions.

No. 212. DAILY ROUTINE

Rouser/Chota Hazri	...	6-00 a.m.
PT		6-30—7-00 a.m.
House Inspection	...	7-25 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. BD & GD		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, NCC etc.	3-00—5-55 p.m.
Tea PD	... 4-00 p.m.
Tea Sr. School	4-15—4-30 p.m.
House Inspection	... 6-00 p.m.
Marching for Evening Prep	... 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.
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	
Morning Prep	6-35—7-35 a.m.
Supper PD	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
Lights Out	... 10 00 p.m.
Night study hour is not compulsory.	
Sunday Timings	
Rouser	... 7-30 a.m.
Head Baths for Sikh Boys	... 8-00 a.m.
Breakfast PD	... 8-20 a.m.
Breakfast Sr. School	... 9-15 a.m.
Dormitory Roll Call	... 1-00 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. 213. FOUNDER'S RESPONSIBILITIES—1998

Service at the Cemetary	..	Mr. K. J. Parel, Ms D. Tyler, Mr. P.K Lal
Athletics	...	Mr. Sukhbir Singh, Mr. N. C. Barwala, Mr. D. Singh, Mr. R. D. Francis, Mr. K. A. Garman, Mr. A. Dehloo, Mr. A. Mukher- jee, Miss Shonu Mukherji, Mrs. N. Williams, Mrs. M. Lonappan, Mr G. Ahlawat, Mr. J. Roberts, Mrs. S. Khanna, Mr. H. Jamwal.
Parents—Teachers Meeting	...	Mr. R. Nathaniel & BD Matrons
Variety Concert : Co-ordinator	...	Mrs. R. Vashisht
Orchestra	...	Mr. P. Bannerjee, Mrs. R. Bhar- gava, Mr. R.K. Malviya.
Ballet	...	Mrs. S. Roberts, Miss A. Solo- mon.
PD Play	...	PD Staff
Tattoo : Announcements	...	Miss K. Bakhshi
PT & Gym.	...	Mr. A. C. Chauhan, Mr. A.K. Chandail, Mrs. Neelamjit Kaur.
Bugle Band	...	Mr. B.C. Katoch
Karate	...	Dr. V. K. Sharma, Mrs. B. Matharu, Mrs. S. Gupta, Mr. D. Singh.
Lazeum	...	PD Staff
History Pageant	...	Mr. R. T. Williams, Mr. P. Vashisht, Mrs. N. Sharma, Mr. R.D. Francis, Mr. P.K. Lal.
Founder's Day Assembly	...	Mr. K.J. Parel, Miss D. Tyler.
Colour Parade	...	Mr. S.V. Singh, Mr. R. P. Gau- tam, Mr. A.K. Chandail.
Band	...	Mr. B.C. Katoch
Speeches	...	Mr. H. Sikand, Mrs. L. Francis, Mrs. N. Tehlan.
Prizes	...	Mrs. R. A. Solomon, Mrs. R. Vashisht.

Lamp Ceremony	...	Mrs. M. Khan, Mr. S. Ghosh.
School Concert	...	Mr. S. Ghosh, Miss K. Bakhshi, Mrs. N. Williams, Miss A. Arora, Miss D. Tyler, Mrs. M. Lonappan, Mr. S. Sinhababu, Mr. K A. Garman, Mr. A. Dehloo, Mr. D. Pant, Mr. R. Kumar, Mr. M. Chand.
O.S. Matches	...	Mr. S.V. Singh, Mr. D. Singh, Mrs. A. Suri, Mrs. N. Tehlan.
Decoration	...	Mr. C.S. Matharu.
Sanitation	...	Mr. R. Pahil, Mr. S. Sinhaba- bu, Mr. R. Kumar.
O.S. Accommodation : Girls	...	GD Matrons
O.S. Married (Tin Huts I & II)	...	Hospital Staff, Mr. H. Sikand.
Retiring Room	...	Mr. A. Mathur, Dr. D.P. Tiwari.
Printing Committee	...	Mr. E. Sequeira, Mr. R. Puri, Mr. J. Roberts, Mrs A. Sharma, Dr. D.P. Tiwari.
O.S. Meetings, Dinner & Dance	...	Miss S. Mukherji, Mrs. S. Khanna, Mr. H. Rawat, Mr. G. Ahlawat, Mr. P. Vashisht, Miss A. Solomon, Dr B. Jaswal.
Parents' Meals	...	DBD, DGD, Dean Admn.
Parking	...	Dean Admn.
Barne Hall Maintainance	...	Mr. N C. Barwala, Mr. K.A. Garman
Souvenir Counter	...	Mr. A. Mathur, Mrs. A. Suri, Dr. D.P. Tiwari, Miss A. Priya, Mrs. A. Sharma.
Exhibitions	...	Hobby Staff, P.D. Staff.
SUPW	...	Mr. B. D. Attri.
Computers	...	Mr. R. Puri, Mr. D. Saha, Mr. R D. Francis, Mr. H. Jamwal.
Adventure and Photography	...	Mr. C. V. Lonappan, Mrs. A. Sharma.

Checking Invitation Cards	...	Mr. P. Vashisht, Mr. A. K. Bhargava, Mr. G. Ahlawat, Mr. B. Sharma.
Seating :		
Tattoo	...	Mr. S. B. Dwivedi, Mr. B. D. Attri.
School Concert	...	Mrs. B. Matharu & G.D. Staff.
Variety Concert	...	Mr. A.K. Bhargava, Mr. P.K. Lal & B.D. Staff.
Parade and Speeches	...	Mr. R. Puri, Mr. R.P. Gautam
Nursery (with Cable Connection)	...	P.D. Matrons & Ayahs.
All Acoustics & Recording Speeches	...	Mr. A. Mukherjee.

No. 214 INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Saturday, 15th August, 1998. 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 next 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 15-8-98 will be in the form of supper packets, and will be served in the CDH at 6-00 p.m.

(7) Supporting 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) All heads of Deptt. are requested to inform all staff working under them of the details about community lunch given above.

(9) 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. 215. 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. 216. 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 Dean Admn. first, who will arrange to meet the requirements. It is requested that direct dealing with any of the Office Staff be avoided altogether.

No. 217. 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 Dean Admn. through their Housemaster/Housemistress alongwith a passport size photograph, with his/her full name and House, written on the back of the photograph. House Staff are requested to take necessary action in this connection.

No. 218. 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. 219. 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. 220. 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 18-8-98.

No. 221. COUGH, COLD AND FEVER

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

No. 222. 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, 1999, must submit completed registration forms of their children in the Admission Office of the school latest by the 14th of October, 1998. It may not be possible to accept registration forms received after this date.

No. 223. 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 Dean Admn. would be required.

3. Children below seven years should not be brought into the CDH.

No. 224. HOSPITAL TIMINGS

Ref. : School Orders dated Friday, 31st July, '98. No. 203. Hospital Timings.

There has been some errors in printing. The correct timings etc. are as below.

1. *MI Timings Monday—Saturday*

During Prep School Milk Break ... P.D. (Hospital).

During Senior School Milk Break ... $\left. \begin{array}{l} \text{B.D.} \\ \text{G.D.} \end{array} \right\} \text{(Birdwood)}$

2. *Hospital Timings (OPD)*

(a) 9-00 a.m.—12-00 noon } *Monday to Friday*

(b) 4-00 p.m.—5-30 p.m. }

(c) 9-00 a.m.—1-00 p.m. ... *Saturday*

3. *Sundays*

(1) No OPD, MI

(2) Emergencies will be seen by the R.M.O.

No. 225. STAFF SUPPER TIMING (MCR)

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

No. 226. 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. 227. 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. 228. PANCHAYAT TAX

Please note that Rs. 10/- per family will be deducted from all Categories of Staff residing on the School Campus towards the payment of Panchayat Tax and the total sum will be deposited with the Pradhan, Gram Panchayat, Garkhal.

Heads of Deptts, are requested to explain this to all Subordinate Staff working under them to whom the School Orders do not go or who cannot read the orders.

No. 229. WITHDRAWALS

The following children have been withdrawn from the School with effect from the dates shown against their names.

Kabir Raj Kapoor SBD	...	1-6-'98
Nitin K. Sood VBD	...	31-7-'98
Abhinav Garg VBD	...	1-8-'98

No. 230. HOLIDAYS—SCHOOL AND ADMINISTRATIVE

1. Friday, 14th August, 1998, will be a holiday on account of Janamasthmi.

2. Saturday, 15th August, 1998, will be a holiday on account of Independence Day.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Wednesday 12th August, 1998

231

SPECIAL ORDER

No. 231. MEDICAL CATEGORIES FOUNDER'S TERM 1998.

Category C1 (Ex. Swimming, boxing hikes, long distance runs, cross country, any activity outside school where immediate first aid is not available)

Ajit Nathaniel	...	HBD	Manisha Pathak	...	NGD
Sahil Singhla	...	NBD	Narinder Rathore	...	HPD
Eklavya Bisau	...	NBD	Ikjot Rana	...	SPD

Category C2 (Ex. hikes, treks, boxing, long distance runs, cross country, activities outside school where immediate first aid is not available).

Kanwaldeep Singh	...	HBD	Mandakini Singh	...	VGD
Guntash Dhingra	...	HGD	Sonal Ahuja	...	VGD
Ankita Singh	...	HGD	Devyani Joon	...	VGD
Adhiraj Singh	...	NBD	Sakshi Kapoor	...	VGD
Sahil Singhla	...	NBD	Arjun S. Mundy	...	HPD
Ishan Gupta	...	NBD	Parth Maniktla	...	NPD
Amandeep Singh	...	NBD	Sabil Mahajan	...	NPD
Arunima Mauliya	...	NGD	Aman Hora	...	NPD
Aman Pratap Singh	...	SBD	Angad Bains	...	NBD
Kabir Aarif	...	SBD	Saranya Ghosh	...	SPD
Akhil Babel	...	SBD	Vivek K. Chadha	...	VPD
Amrik K. Sandhu	...	VBD	Sidhant Rana	...	VBD

Category C3 (Excused long distance runs)

Piyush Khandelwal	...	SBD	Reetika Matharu	...	HGD
Sanchi Dutt	...	NPD			

Category B2 (Excused all activities)

Reetika Matharu	...	HGD	(till end of the term)
Arjun Chahal	...	SBD	(till end of the term)
Shubham Ahuja	...	VBD	(till end of the term)
Kilang Longkumar	...	SGD	(till end of the term)
Meghna Sayal	...	HGD	(3 mths.)
Nalin Agarwal	...	HBD	(1 month)
Rahat Mahajan	...	SBD	(1 month)
Amber Mahajan	...	SBD	(1 month)
Harnitika Sandhu	...	NGD	(1 week)

Category B3 (Excused swimming & boxing)

Himanshu Sood	...	HBD	Vikaran Chauhan	...	VBD
Abhimanyu Ranawat	...	NBD	Karambir Arora	...	VBD
Gurpreet Dhillon	...	NBD	Sujoy Das	...	VBD
Pratyush Aggarwala	...	NBD	Nayantara Sahgal	...	VGd
Gautam Mighlani	...	SBD	Amrita Manocha	...	VGd
Jaydeep Rao Bingley	...	SBD	Rohini Karol	...	VGd
Ashwin Kapoor	...	SBD	Anshika Singh	...	NGD
Amit Prasad	...	NBD	Malvika Singh	...	HGD

Category B1 (Excused gym, jumps & boxing)

Chetak Singh	...	HBD	Sukhmani Brar	...	VGd
Shikhar Berry	...	HBD	Divya Gangwani	...	VGd
Aman Bhalla	...	HBD	Amrita Manocha	...	VGd
Shaurya Singh	...	HBD	Anandita Sekhon	...	VGd
Sukreet Sidhu	...	HBD	Aarushi Auluck	...	VPD
Raj Vikram Chabra	...	HBD	Zorawar Singh	...	NBD
Guntash Dhingra	...	HGD	Sudeep Brar	...	NBD
Kirandeep Kunder	...	HGD	Shivani Mehndiratta	...	NGD
Priyanka Mittal	...	HGD	Apeksha Jhalla	...	NGD
Reetika Matharu	...	HGD	Anisha Singh	...	NGD
Madhuri Saraf	...	HGD	Jasmine Singh	...	NGD
Rubal Singhla	...	HGD	Divya Narain	...	NGD
Disha Jain	...	HPD	Mandira	...	NGD
Bandhana Sodhi	...	HGD	Nitya Mittal	...	NPD
Karan Bamba	...	VBD	Ashwin Kapoor	...	SBD
Karan Bedi	...	VBD	Arunav Sachdev	...	SBD
Sujoy Das	...	VBD	Kanav P. Hoon	...	SBD
Abhay Garg	...	VBD	Komal Dhillon	...	SGD
Prateek Jain	...	VBD	Shelly Khandari	...	SGD
Prashant Jain	...	VBD	Rohindr Walia	...	SGD
Abhay Pal Singh	...	VBD	Niharika Mittal	...	VPD
Neha Goel	...	NGD	Aman Pratap	...	SBD
Shilpi Garg	...	VGd			
Tanya Budhiraja	...	HGD	Excused high infact exercises, gym. and jumps.		
Shivanika Gyani	...	SGD	Excused handstand & rolls		
Payal Bamba	...	VGd	Excused handstand, gym., jumps & rolls.		

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 13th August, 1998

232—243

No. 232. PROGRAMME

August

Fri. 14th ...	Janamasthami—School & Administrative Holiday. Sunday Timings.	
	Soccer Colts & Atoms Vs. APS, Dagshai (Home)	... 10-00 a.m.
	Soccer Electrons Vs. Pinegrove School (Home)	... 3-00 p.m.
	Jr. & Sr. combined Hindi Debating Society meeting	... 6-00 p.m.
Sat. 15th ...	INDEPENDENCE DAY—School & Administrative Holiday.	
	Rouser	... 7-15 a.m.
	BD Baths	... 8-00 a.m.
	Breakfast PD	... 8-15 a.m.
	Breakfast Sr. School	... 9-15 a.m.
	Flag Hoisting followed by Special Assembly (Barne Hall)	... 10-30 a.m.
	Order of Items :	
	Song Vande Mataram	... School
	Prayer	... Headmaster
	Speech	... Head Girl
	Speech	... Head Boy
	Song	... Choir
	Speech	... Headmaster
	Sanskrit Prayer	
	National Anthem	
	Community Lunch (CDH)	12-00 noon—2-00 p.m.
	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.

		North Zone Cultural Centre performance	... 7-00 p.m.
Sun. 16th	...	Hindi Film cancelled.	
		Teams for T.C. Kemp Memorial Debate arrive.	
Mon. 17th	...	Inauguration of the TC Kemp Memorial Inter-School English Debate (Barne Hall)	... 3-00 p.m.
Tue. 18th	...	Closing Ceremony of the TC Kemp Memorial Debate (Barne Hall)	... 5-30 p.m.
		Social for the Debate teams with the Upper-VI & Lower-VI students (Barne Hall)	8 30 p.m - 10-00 p.m.
Wed. 19th	...	Teams for the TC Kemp Memorial Debate depart.	
Thu. 20th	...	Jr. & Sr. combined Hindi Debating Society meeting	... 8-15 p.m.
Sun. 23rd	...	Soccer Colts & Atoms Vs. BCS Shimla (Away). Soccer & Basketball Electrons Vs. BCS Shimla (Home)	... 10-00 a.m.
		Film cancelled.	

No. 233 SOUND EQUIPMENTS

Mr. A. Mukherjee has been made In Charge of the Sound equipments. Please contact him at least 24 hours in advance for such requirements.

No. 234. OUTSTATION MATCHES

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

No. 235. 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. 236. 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. 237. POST—FOUNDER'S WOPs, SOPs

WOPs and SOPs may be granted by the Housemasters/ Housemistresses at their own discretion from 5-10-98 (1-00 p.m.) to 9-10-98 (6-00 p.m.), including the Chief Guest's holiday. Children should inform parents of these dates.

No. 238. 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. 239. 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. 240. 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. 241. SCHOOL VEHICLES

Unauthorised persons are not permitted to travel in School Vehicles without the permission of the Dean Admn. 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. 242. MEDICAL TREATMENT OF SCHOOL CHILDREN

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

No. 243. WITHDRAWAL

Karanbir S. Bedi (HBD) has been withdrawn from School with effect from 10-8-98.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st August, 1998

244—249

No. 244. PROGRAMME

August

- Sat. 22nd ... Soccer First-XI Vs. St. Stephens
College, Delhi (Home) ... 4-15 p.m.
- Sun. 23rd ... Soccer First-XI Vs. GTC, Sabathu (Away).
Soccer Colts & Atoms Vs. BCS, Shimla (Away).
Soccer & Basketball Electrons Vs.
BCS, Shimla (Home).
Film cancelled.
- Mon. 24th ... IEC organised workshop—(i) Science
Teachers : 8-45 a.m.—1-15 p.m.
(ii) Principals & Sr. Teachers :
3-00 p.m.—4-30 p.m. (MCR)
- Wed. 26th ... BD Athletics Heats commence.
- Sat. 29th ... The teams for the Bhupinder Singh Memorial
Inter-School Soccer Tournament arrive.
- Sun. 30th ... All India Talent Search Exam.
1998 (Birdwood) 10-00 a.m.—12-30 p.m.
Inauguration of the Bhupinder Singh
Memorial Inter-School Soccer
Tournament (Barne Field/SSC) ... 9-30 a.m.
Breakfast PD ... 9-15 a.m.
Breakfast Sr. School ... 8-30 a.m.
Basketball Girls Open Vs. SAI,
Chandigarh (Away).
Film cancelled.

No. 245. REPORTING STUDENTS

Teachers are requested not to send the students directly to the higher authorities for act of indiscipline. The teacher concerned is expected to accompany the student.

No. 246. 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 1998, the issue dates will shift to, and will be from 11th to 20th October, 1998.

No. 247. 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 R.M.O. by 1st September 1998, so that the exact number of required vaccines are demanded for and administered together.

No. 248. DOCUMENTS FOR PHOTOSTATING

In view of administrative problems, all documents, official or personal, meant for photostating in the School Office, should first be sent to the Dean Administration, and NOT direct to the person operating the photostat machine.

All Staff are requested to note the above.

. Heads of Departments are requested to inform all Staff working under them to whom School Orders do not go.

No. 249 WITHDRAWALS

The following children have been withdrawn from School with effect from the dates shown against their names :—

Nitin Gupta HBD	...	11-8-'98
Kavili Sema HGD	...	12-8-'98
Udhav Modi SBD	...	13-8-'98
Ashwin Kapur SBD	...	16-8-'98

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 28th August, 1998**

250—256

No. 250. PROGRAMME**August**

- Sat. 29th ... The teams for the Bhupinder Singh Memorial Inter-School Soccer Tournament arrive.
- Sun. 30th ... All India Talent Search Exam.
1998 (Birdwood) 10-00 a.m.—12-30 p.m.
Inauguration of the Bhupinder Singh Memorial Inter-School Soccer Tournament (Barne Field/SSC) ... 9-30 a.m.
Breakfast PD ... 9-15 a.m.
Breakfast Sr. School ... 8-30 a.m.
Film cancelled.

September

- Wed. 2nd ... Final Match and the Closing Ceremony of the Bhupinder Singh Memorial Soccer Tournament (Barne Field) ... 4-00 p.m.
ASWEMET Society Meeting ... 8-15 p.m.
Jr. English Debating Society meeting ... 8-15 p.m.
- Thu. 3rd ... Hobbies in School Kit.
Games Sessions Cancelled.
Prep in Birdwood 4-30—5-40 p.m.
Cultural Evening by the Staff (Barne Hall) ... 6-00 p.m.
Supper P.D. (MCR) ... 7-40 p.m.
Supper Sr. School (CDH) ... 7-40 p.m.
Dinner & Dance for the Staff hosted by Upper-VI students (Barne Hall) ... 8-30 p.m.
- Fri. 4th ... Parents Teachers meeting (SSC) 2-30—3 30 p.m.
S.O.P. after 2-30 p.m.
- Sat. 5th ... S.O.P./W.O.P.
- Sun. 6th ... Children return from SOP/WOP ... 6-00 p.m.
Film cancelled.

Note : Housestaff are requested to confirm the number of children who will eat at the C.D.H. during S.O.P. with the Mess Manager by lunch on Wed. 2nd.

No. 251 EXTRA DIET

The student members of any team preparing for an Inter-School tournament may be given extra diet for a maximum period of one month before the tournament. The coaches will specify the duration and numbers to the Mess Manager at least three days in advance.

No 252. DRILL

Staff members are requested to mention the Houses of the children next to their names whenever the names are given to DBD/DGD for punishment drill.

No. 253. HEPATITIS-B IMMUNISATION

Please refer to Orders dated 21st August 1998 item No. 247. The total cost for 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. 254. 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. 255. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL

Through this order all concerned are hereby again requested to forward to the Dead Admn. any Debit Note, Loss Slips, Credit Tuck Shop Slips etc., latest by 2nd September, 1998 connected with all students who have been withdrawn from the school. The accounts of these children will be closed by 9-9-98 whereafter no further adjustments will be possible.

No. 256. 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.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 4th September, 1998

257—266

No. 257. PROGRAMME

September

- Fri. 4th ... Parents Teachers meeting (SSC) 2-30—3.30 p.m.
S.O.P. after 2-30 p.m.
- Sat. 5th ... S.O.P./W.O.P.
- Sun. 6th ... S.O.P./W.O.P.
Film cancelled.
- Mon. 7th ... Children return from SOP/WOP ... 6-00 p.m.
(This is a special case.)
- Tue. 8th ... Sr. Hindi Debating Society meeting ... 8-15 p.m.
- Sat. 12th ... I—H Sr. Hindi Debate ... 6-15 p.m.
(U-V and above will attend.)
- Sun. 13th ... Basketball Boys & Girls U-16 Vs.
Pinegrove School (Home).

PHOTOGRAPHS :

- PD (Prep School) 9-15—11-00 a.m.
 Holding House Boys (Dormitory) 11-30—11-50 a.m.
 Holding House Girls (Peacestead) 12-00—12-20 p.m.
 GD (Peacestead) 2-00—3-20 p.m.
 HBD (Behind HBD) 3-30—3-50 p.m.
 NBD (Behind HBD) 3-50—4-10 p.m.
 SBD (Behind HBD) 4-10—4-30 p.m.
 VBD (Behind HBD) 4-30—4-50 p.m.
 Staff Photograph (Barne Hall) ... 5-30 p.m.
 Upper VI Photograph (Barne Hall) ... 6-00 p.m.
 Film cancelled.

No 258. BOOKING OF TELEGRAMS BY STUDENTS

Since the students are not permitted to handle cash. All telegrams being sent by students will be routed through the 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. 259. 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. 260. 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 and 4th October, 1998.

No. 261. 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. 262. TRANSPORT FOR FOUNDER'S

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

No. 263. 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. 264. 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. 265. 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., Mr. H. Sikand or Mrs. L. Francis as soon as possible.

No. 266 DOG MENACE

It has been observed that stray and pet dogs are roaming around the compus and are even seen in and outside the C.D.H., Barne Hall, classrooms and dormitories. At times these places are direct. 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 compus it will be rounded up, held for a day and thereafter left far away from the campus.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th September, 1998

267—274

No. 267. PROGRAMME

September

- Sat. 12th ... I—H Sr. Hindi Debate ... 6-15 p.m.
(U-V and above will attend.)
- Sun. 13th ... Basketball Boys & Girls U-16 Vs.
Pinegrove School (Home).
PHOTOGRAPHS :
PD (Prep School) 9-15-11-00 a.m.
Holding House Boys (Dormitory) 11-30-11-50 a.m.
Holding House Girls (Peacestead) 12-00-12-20 p.m.
GD (Peacestead) 2-00—3-20 p.m.
HBD (Behind HBD) 3-30—3-50 p.m.
NBD (Behind HBD) 3-50—4-10 p.m.
SBD (Behind HBD) 4-10—4-30 p.m.
VBD (Behind HBD) 4-30—4-50 p.m.
Staff Photograph (Barne Hall) ... 5-30 p.m.
Upper VI Photograph (Barne Hall) ... 6-00 p.m.
Film cancelled.
- Mon. 14th ... UNIT TESTS commence.
- Fri. 18th ... UNIT TESTS conclude.
- Sun. 20th ... Basketball Boys & Girls Opens Vs.
YPS, Mohali (Home).
Film cancelled.

No. 268. UNIT TEST ROUTINE

The following routine will be followed from 6-00 a.m. on
Mon. 14th to 2-00 p.m. on Fri. 18th :—

- Rouser/Chhota Hazri ... 6-00 a.m.
Session—I 7-15—8-45 a.m.
Breakfast PD ... 7-40 a.m.
Breakfast Sr. School ... 9-00 a.m.
Assembly cancelled except on Monday.
Singing Practice cancelled.
Milk Break 11-05—11-20 a.m.

Session—II	11-30—1-00 p.m.
Lunch PD	... 12-50 p.m.
Lunch Sr. School	... 1-40 p.m.
Compulsory Rest Period in Dorms.	2-10—3-30 p.m.
Tea	... 3-40 p.m.
The Housmasters will put boys on duty to carry the Tea & the Shares to from CDH to the Dorms.	
Dormitory Study Hour	4-00—5-00 p.m.
Parade Practice	5-10—5-55 p.m.
No change in the Daily Routine from Evening Prep onwards.	

No. 269. STAFF FAMILY RATIONS

In view of Founder's rush of work, fuel and dry rations will be issued from 10th October to 19th October 1998, instead of from 1st October to 10th October 1998, following the same schedule laid down earlier.

No. 270. 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. 271. 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. 272. 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. 273. 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. 274. WATER CHARGES FOR SCHOOL STAFF AND PRIVATE CONSUMERS

The M.E.S. Kasauli has increased the water supply rate to the School w.e.f. 1st April, 1998 from Rs. 7.42 per 1000 Ltrs. to 9.84 for which the bill was received in August, 98.

With effect from 1st August 1998 the revised water charges are as under :—

Senior Staff

Rs. 8/- per 1000/- ltrs. (Rs. 26/- per head, maximum Rs. 64/- Flat rate).

Private Consumers

Rs. 11/- per 1000 ltrs.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th September, 1998

275—282

No. 275. PROGRAMME

September

- Fri. 18th ... UNIT TESTS conclude.
Night hobbies may be introduced.
- Sun. 20th ... Basketball matches cancelled.
Film cancelled.
School Play and Hobbits 11-00 a.m.—1-00 p.m.
Athletics Heats 3-00—5-00 p.m.
Parade Practice 5-15—6-15 p.m.
- Wed. 23rd ... I—H PT & Gym. Competition (PD) ... 2-30 p.m.
Assessment Meeting (MCR) ... 6-00 p.m.
(All concerned are expected to reach MCR by 5-45 p.m.)
- Thu. 24th ... I—H PT Competition (Sr. School) ... 3-15 p.m.
Evening Prep cancelled.
- Fri. 25th ... Founder's Preparation Programme comes into effect.

Note : I—H Gym. & Best Gymnast
Competition (BD & GD) postponed to 14-10-98

No. 276. STUDENTS LEAVING THE CAMPUS

Whenever a child goes on any leave or goes out to represent the School for which he/she may miss classes, the Housestaff/I/c of that particular activity must inform the DOS in writing.

No. 277. 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. 278. 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. 279. POST FOUNDER'S OFFS ADMINISTRATIVE STAFF

Following will be a full working days :—

Thursday 1-10-98 (Dusehra), Friday 2-10-98 (Gandhi Jyanti), Sunday 4-10-98.

Administrative Staff will have holidays on 7th and 8th Oct. '98. However, the School Office will remain closed on 7th, 8th and 9th Oct.

The remaining two holidays may be given by the concerned Heads of Departments in a staggered manner.

No. 280. 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. 281. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER SCHOOL RULE 14 (c),

- (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. 1998 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, 8th November, 1998 (10-00 a.m.)
- (3) The above given details would apply also for future years.

No. 282. POST-FOUNDER'S BREAK

The School offered to arrange a School party from Sanawar to Delhi and Delhi to Sanawar as under :—

- (a) Sanawar to Delhi on 5-10-'98 by Kalka—New Delhi Himalayan Queen leaving Kalka Railway Station at 4-55 p m.
- (b) Delhi to Sanawar on 9-10-'98 by New Delhi—Chandigarh Shatabadi Exp. leaving New Delhi Railway Station at 7-30 a.m.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 25th September, 1998

283—286

No. 283. PROGRAMME

September

Fri. 25th ... Founder's Preparation Programme
comes into effect.

Sat. 26th—Wed. 30th ... Founder's Preparation Programme
to be followed.

October

Thu. 1st—Fri. 2nd ... Founder's Preparation Programme
to be followed.

Fri. 2nd ... Gandhi Jayanti,
Flag hoisting followed by
special Assembly ... 9-15 a.m.

Order of items :

Song	...	Choir
Prayer	...	Headmaster
Speech	...	Head Girl
Speech	...	Head Boy
Song	...	Choir
Speech	...	Headmaster
Sanskrit Prayer		
Song—Ram Dhun	...	School

		Prayer service at the Cemetary	... 3-00 p.m.
Sat.	3rd ...	Rouser	... 6-30 a.m.
		B.D. Baths	... 7-00 a.m.
		Breakfast Sr. School	... 8-00 a.m.
		Breakfast P.D.	... 8-45 a.m.
		Annual Athletic Meet (Barne Field)	... 9-30 a.m.
		Parents—Teachers Meeting &	
		Coffee (Staff Tennis Court)	... 12-00 noon
		Lunch P.D.	... 12-45 p.m.
		Lunch Sr. School	... 1-45 p.m.
		Preliminary O.S. Meeting (S.S.C.)	... 2-30 p.m.
		Tea P.D. & Sr. School	... 4-00 p.m.

		Variety Concert Final Performance	
		(Barne Hall)	... 4-30 p.m.
		Supper Sr. School	... 6-15 p.m.
		Supper P.D.	... 7-00 p.m.
		Tattoo Final Performance	
		(Peacestead)	... 7-30 p.m.
		Cocoa	... 9-15 p.m.
		Lights Out	... 9-45 p.m.
Sun.	4th	... FOUNDER'S DAY	
		Rouser	... 6-00 a.m.
		Breakfast Sr. School	... 7-00 a.m.
		Breakfast P.D.	... 8-00 a.m.
		Founder's Assembly (Chapel)	... 8-00 a.m.
		Trooping of colour (Peacestead)	... 10-00 a.m.
		Speeches followed by Lamp	
		Ceremony & Prize Giving	
		(Peacestead)	... 10-55 a.m.
		Exhibitions	... 12-00 noon
		Founder's Lunch P.D.	... 12-30 p.m.
		Founder's Lunch Sr. School	... 1-30 p.m.
		O.S. Meeting (S.S.C.)	... 3-00 p.m.
		Tea Sr. School	... 4-00 p.m.
		Tea P.D.	.. 4-30 p.m.
		BD Baths	... 5-00 p.m.
		Sr. School Concert (Barne Hall)	... 6-00 p.m.
		Supper P.D.	... 7-00 p.m.
		Supper Sr. School	... 8-30 p.m.
		O.S. Dinner & Dance (SSC)	... 8-30 p.m.
		Lights Out	... 9-30 p.m.
Mon.	5th	... Rouser	... 8-00 a.m.
		B.D. Baths	... 8-30 a.m.
		Breakfast P.D.	... 8-30 a.m.
		Breakfast Sr. School	... 9-15 a.m.
		O.S. Matches (Peacestead)	... 10-00 a.m.
		Post-Founder's Holidays commence.	
		S.O.P's issued 11-30 a.m. onwards.	

[Note : 1. Exhibitions will be open from 2-15—4-00 p.m. on the 3rd & 4th & 10-00 a.m. to 11-00 a.m. on the 5th.

2. Dormitory roll call :

Sat. 3rd ... 2-15 p.m. & 5-15 p.m.

Sun. 4th ... 2-15 p.m. & 4-50 p.m.

Dormitories must be locked immediately after lights out on the 3rd & 4th.

3. Post Founder's Holidays Routine :

All meals will be in C.D.H.

(Monday 5th to Friday 9th Tea)

Rouser ... 8-00 a.m.

B.D. Baths ... 8-30 a.m.

Breakfast (PD & Sr. School) ... 9-15 a.m.

Lunch (PD & Sr. School) ... 1-15 a.m.

Tea (PD & Sr. School) ... 4-00 p.m.

Supper (PD & Sr. School) ... 7-15 p.m.

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

Fri. 9th ... Children on SOP's return ... 6-00 p.m.

Supper P.D. ... 6-15 p.m.

Supper Sr. School ... 7-15 p.m.

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

Sat. 10th ... Rouser ... 6-45 a.m.

Morning Prep cancelled.

Classes begin First School onwards.

B.C.S. Shimla & The L.S. Sanawar, teachers'

Seminar (Barne Hall) ... 9-45 a.m.

Hockey sets made ... 3-00 p.m.

No. 284. FOUNDER'S HOLIDAYS FOR PD STAFF

Please refer to the school orders dated 18-9-98 item No. 278. The P.D. Staff will follow the same procedure as BD and GD staff with the permission of DPD.

No. 285. POST-FOUNDER'S POCKET MONEY

Extra pocket money in cash will be issued to the children who will be on the campus during the post-Founder's Holidays at the rate Rs. 50/- per day, i.e. total Rs. 200/- this year. The house-staff will collect the money from the office. Submitting a list of names to Dean Admn. on behalf of the children. A copy of that list should also be given to the Mess Manager by 8-00 p.m. on the 4th October.

No. 286. HOUSE PARTY CONTRIBUTION

The housestaff can withdraw at the rate of Rs. 45/- per child for ordinary parties and Rs. 60/- per child for Break Up and Green Room parties from the Housefund with immediate effect.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 12th October, 1998

287—297

No. 287. PROGRAMME

October

- Sun. 11th ... Children return after post. Founder's
Holidays by 6-00 p.m.
- Mon. 12th ... Morning Prep' cancelled.
Rouser ... 6-45 a.m.
Normal classes 1st School onwards.
All afternoon activities cancelled.
Hockey sets made ... 2-30 p.m.
Articles borrowed for Founder's
returned 3-15—4-15 p.m.
Dormitories tidied 4-15—5-15 p.m.
- Tue. 13th ... Morning Prep' commences.
Afternoon activities cancelled.
Festival Hockey Match ... 3-30 p.m.
Special Tea on Barne Field ... 4-30 p.m.
- Thu. 15th ... Balmiki Jayanti—Administrative Holiday.
- Fri. 16th ... Jr. English Debating Society meeting ... 8-15 p.m.
- Sun. 18th ... Diwali Eve Dinner PD (CDH) ... 6-45 p.m.
Diwali Eve Dinner Sr. School (CDH) ... 7-45 p.m.
Diwali Eve Sr. School Social
(Barne Hall) ... 8-30 p.m.
Basketball U-14 Boys & Girls Vs.
Pinegrove School (Away).

No. 288. 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. 289. ARTICLES LOANED BY STORES

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

No. 290. 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. 291. 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. 292. 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. 293. 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. 294. 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 26th October, 1998, 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. 295. 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. 296. 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. 297. ADMINISTRATIVE HOLIDAY

Thursday, 15th October, 1998, will be a holiday on account of Balmiki Jayanti for Administrative Staff only.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th October, 1998

298—313

No. 298. PROGRAMME

October

Fri. 16th	...	Jr. English Debating Society meeting	...	8-15 p.m.
Sun. 18th	...	Diwali Eve Dinner PD (CDH)	...	6-45 p.m.
		Diwali Eve Dinner Sr. School (CDH)	...	7-45 p.m.
		Diwali Eve Sr. School Social (Barne Hall)	...	8-30 p.m.
Mon. 19th	...	DIWALI—School & Adm. Holiday except Eng. Deptt. & Printing Office.		
		Rouser	...	7-00 a.m.
		BD Baths	...	8-00 a.m.
		Breakfast PD	...	8-20 a.m.
		Breakfast Sr. School	...	9-15 a.m.
		Lunch PD	...	12-30 p.m.
		Lunch Sr. School	...	1-30 p.m.
		Tea PD & Sr. School	...	4-30 p.m.
		Bonfire (Peacestead)	6-00—7-00	p.m.
		Supper PD	...	6-15 p.m.
		Supper Sr. School	...	7-15 p.m.

Note : There will be no bursting of crackers before Breakfast and after Supper. Except Bonfire time GD will burst crackers only on Peacestead and BD will burst crackers only on the playing fields.

Tue. 20th	...	Barlaj—Holiday for Eng. Deptt. and Printing Office.		
		I—H Gym. Competition (GD & BD)	...	3-00 p.m.
Wed. 21st	...	AS WE MET Society meeting	...	8-15 p.m.
Thu. 22nd	...	Hodson Run Finals	...	3-00 p.m.
Fri. 23rd	...	Jr. English Debating Society meeting	...	8-15 p.m.
Sat. 24th	...	L-V & U-V Poetry Recitation Competition (Barne Hall)	...	6-15 p.m.
		(Only L-V & U-V students will attend)		

No. 299. DAILY ROUTINE

Rouser/Chota 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.
M.I. 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 PD	... 3-50 p.m.
Tea Sr. School	4-00—4-15 p.m.
2nd Session	4-15—5-15 p.m.
BD Baths	... 5-20 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.
Sunday Timings : remain as before.	

No. 300. SCHOOL E—MAIL ADDRESS

The new E—Mail address for the school is as follows :

hdhillon @ nde. vsnl. net. in

The old address will also be valid for sometime more.

No. 301. SCHOOL AND ADMINISTRATIVE HOLIDAY

(a) Monday, 19th October, 1998, 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) Tuesday, 20th October, 1998, will be observed as a holiday by the Printing Office and Engineer Deptt. on account of Vishwakarma Day.

No. 302. DIWALI—SAFETY PRECAUTIONS

With a view to avoid occurrence of any mishap/accident while bursting of crackers on Diwali day, Monday, 19th October, 1998, 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. 303. DIWALI MONDAY, 19th October, 1998.

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

There will be a special Diwali eve dinner for P.D. at 6-45 p.m. and Senior School at 7-45 p.m. on Sunday, 18th October, 1998. Husbands/wives of Staff who are members of the Staff Club and also parents are cordially invited.

No. 304. SOUND EQUIPMENT

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

No. 305. 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. 306. 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. 307. 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. 308. 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. 309. 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. 310. 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. 311. 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. 312. SPORTS GEAR

All outstanding sports gear may be returned to the B.D. gear room by 21st October, 1998 at 2-30 p.m. Failure to do so will result in treating the gear as lost and will be charged for accordingly.

No. 313. 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, 1998 and sign the P.F. register on 21st, 22nd and 23rd, October, 1998 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 23rd October, 1998

314—323

No. 314. PROGRAMME**October**

- Fri. 23rd ... Jr. English Debating Society meeting ... 8-15 p.m.
 Sat. 24th ... L-V & U-V Poetry Recitation
 Competition (Barne Hall) ... 6-15 p.m.
 (Only L-V & U-V students will attend)
 Wed. 28th ... IPSC Athletic Meet in YPS, Mohali.
 Sat. 31st ... I—H Jr. English Debate ... 6-30 p.m.
 (Lower-V and below will attend.)
 Kathak recital by Ms. Purna
 Srimali (SPICMACAY) ... 8-15 p.m.

November

- Sun. 1st ... Hockey Electrons Vs. BCS, Shimla (Home).
 Cricket (Staff) Vs. BCS, Shimla (Home).
 Subject to confirmation.
 Sun. 1st—Tue. 3rd ... Inter-School Junior Hockey
 Tournament PD (Home)

No. 315. 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 Dean Admn. 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 1998 will be as follows :

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

No. 316. 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. 317. 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 Dean Admn. Failure to observe this procedure will render the person concerned liable to make good the sum involved.

No. 318. 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. 319. ELECTRICITY CONSUMPTION

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

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

No. 320. 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. 321. WATER CONSUMPTION

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

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

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

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

No. 322. 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. 50000/- 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 Dean Admn. 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 1998-99 will be deducted from the salary from November '98 onwards in 5 equal instalments.

All concerned staff are advised to take necessary action **immediately**, but not later than 5-11-1998.

No. 323. 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.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 30th October, 1998

324--332

No. 324. PROGRAMME**October**

- Sat. 31st ... I—H Jr. English Debate ... 6-30 p.m.
 (Lower-V and below will attend.)
 Kathak recital by Ms. Prerna
 Srimali (SPICMACAY) ... 8-15 p.m.

November

- Sun. 1st ... LSS HM's-XI (Staff) Vs. BCS, Shimla
 HM's—XI (Staff) Cricket match cancelled.
 Rouser ... 7-00 a.m.
 Opening ceremony of the Inter-School
 Junior Hockey Tournament
 (Barne Field) ... 8-00 a.m.
 (School will attend in school kit)
 Breakfast PD ... 7-30 a.m.
 Breakfast Sr. School ... 9-15 a.m.
 Head baths for sikh boys ... 8-00 a.m.
- Mon. 2nd ... Inter-School Junior Hockey
 Tournament continues.
- Tue. 3rd ... Last match followed by the closing
 ceremony of the Inter-School Junior
 Hockey Tournament (Barne Field) ... 3-30 p.m.
 (The members of staff, Head boy,
 Head girl, Captains Hockey First-XI,
 Colts & Atoms are invited to Tea with
 the participating teams in Gaskel Hall
 after the ceremony.)
 Afternoon activities cancelled.
 Students of U-V, L-VI & U-VI will
 attend the ceremony after the afternoon Prep'.
 All students will be in school kit.
 BD Baths ... 8-15 p.m.

- Wed. 4th ... Gurpurab—School & Administrative Holiday.
 Sunday Timing.
 Hockey First-XI & Colts Vs. BCS, Shimla (Away).
 Boys Opens Tennis, Squash,
 Table-Tennis Vs. BCS, Shimla (Away).
 Hockey Atoms Vs. BCS, Shimla (Home).
 (L-IV & U-IV will attend.)
 BD Baths ... 5-20 p.m.
- Thu. 5th ... BD I—H Basketball commences.
- Fri. 6th ... Sr. English Debating Society meeting ... 8-15 p.m.
- Sat. 7th ... I—H Quiz Competition ... 6-30 p.m.
- Sun. 8th ... Hockey First-XI Vs. YPS, Patiala (Away)
 Hockey Atoms Vs. YPS, Patiala (Home)
- Tue. 10th ... UNIT TESTS commence.

No. 325. 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. Only U-VI students will wear Blazor, White Shirt & tie as formals, others will be in school kit.

No. 326. 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. 327. WINTER VACATION

Home Day is on Friday, 11th December, 1998 and the children can leave 7-00 a.m. onwards. The School will close on Saturday, 12th December, 1998 for the winter vacation and will re-open on Saturday 20th February, 1999 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. 328. 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. 329. STOCK CONDEMNATION—NOV. 1998

1. All condemnations will be completed by the Dean Admn. latest by Wednesday, 25th November, 1998.

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 Dean Admn. 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, 1998 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 Friday, 20th November, 1998. They are requested to go through their stock and stores in hand and prepare in advance, in their condemnation Books, list of items they wish to have condemned so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

4. The condemnation programme is as follows :—

Fri.	20th	Nov.	'98	{ 9-15 a.m. P.D. Upper (Boys) 9-35 a.m. P.D. Lower (Boys) 9-55 a.m. P.D. Girls 10-20 a.m. G.D. (Upper Dorm.) 10-45 a.m. G.D. (Lower Dorm.)	
Sat.	21st	,,	'98		
Mon.	23rd	,,	,,		
					{ 11-00 a.m. HBD 11-30 a.m. NBD 12-00 noon SBD 12-30 p.m. VBD
				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 as date specified above.

No. 330. 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 Dean Admn. and Engineer to ensure a safe and suitable room in which trunks etc. are to be locked during the vacations.

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

No. 331. REVISED ELECTRICITY CONSUMPTION RATE

The HPSEB has increased the electricity consumption rate from Re 0.76 to Rs. 1.31 per unit w.e.f. 1-9-98.

All concerned members of staff will be charged @ Rs. 1.31 per unit w.e.f. 15-9-98.

No. 332. SCHOOL AND ADMINISTRATIVE HOLIDAY

Wednesday, 4th November, 1998. will be a School and Administrative holiday on account of Guru Nanak's Birth day.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 6th November, 1998

333—337

No. 333. PROGRAMME**November**

- Sat. 7th ... I—H Quiz Competition ... 6-30 p.m.
- Sun. 8th ... Admission Tests (Birdwood) 10-00 a.m.—1-00 p.m.
All Hockey fixtures cancelled.
Rajasthani Folk Programme
(SPICMACAY) (SSC) ... 9-00 a.m.
(PD children will attend)
- Tue. 10th ... UNIT TESTS commence & the
Special Daily Routine comes into
effect for the Unit Test period.
- Fri. 13th ... Are you superstitious ?
- Sat. 14th ... UNIT TESTS conclude.
- Wed. 18th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.
(All concerned should reach MCR by 5-00 p.m.)

No. 234. UNIT TEST ROUTINE

The following routine will be followed from 6-00 a.m. on

Tue. 10th to 2-00 p.m. on Sat. 14th :—

- | | |
|-------------------------------------|------------------|
| Rouser/Chhota Hazri | ... 6-00 a.m. |
| Session—I | 7-30—9-00 a.m. |
| Breakfast PD | ... 7-40 a.m. |
| Breakfast Sr. School | ... 9-05 a.m. |
| Morning Prep' cancelled. | |
| Assembly cancelled. | |
| Singing Practice cancelled. | |
| Milk Break | 11-05-11-20 a.m. |
| Session—II | 11-30—1-00 p.m. |
| Lunch PD | ... 12-30 p.m. |
| Lunch Sr. School | ... 1-05 p.m. |
| Compulsory Rest Period
in Dorms. | 2-00—3-00 p.m. |
| Tea | ... 4-00 p.m. |

The Housemasters will put boys on duty to carry the Tea & the Shares from CDH to the Dorms.

(The Kettles should be returned to CDH immediately after the study hour.)

Dormitory Study Hour 3-00—5-00 p.m.

No change in the Daily Routine from Baths onwards.

No. 335. TELCO BUS

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

No. 336. 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. 337. MILK BREAK

Teachers are requested to return the Cups, Mugs and Saucers to MCR after having their tea. Please do not leave them out side.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 13th November, 1998

338--339

No. 338. PROGRAMME

November

- Sat. 14th ... UNIT TESTS conclude.
- Sun. 15th ... Tennis Boys Open Vs. BCS, Shimla (Away).
 LSS-A & B Quiz teams take part in
 Inter-School Quiz Competition, Solan.
 Hockey Hexangular Tournament commences and
 continues till Tue. 17th.
- Wed. 18th ... ASSESSMENT MEETING (MCR) ... 5-30 p.m.
 (All concerned should reach MCR by 5-00 p.m.)
- Sat. 21st ... Boys Open Relay team take part in
 YPS, Patiala Inter-School Relay race (Away).

NOTE : House Farewell Parties for Upper-VI students
 will be held on Monday, 7th December and the
 end of term Senior School Social will be held on
 Wednesday, 9th December instead of what is
 given in the calendar.

No. 339. LIBRARY BOOKS

All books borrowed from the Sr. School Library by the
 staff should be returned to the library latest by 27-11-98 if it is felt
 that the books need repair/binding.

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th November, 1998

340-345

No. 340. PROGRAMME

November

- Sat. 21st ... Boys Open Relay team take part in
YPS, Patiala Inter-School Relay race (Away).
- Thu. 26th ... Sr. & Jr. combined Hindi Debating
Society meeting ... 8-15 p.m.
- Sat. 28th ... ANNUAL PROMOTION EXAMINATIONS
commence.
Exam. Period Daily Routine comes into effect.
- Sun. 29th ... Teams Photograph :
PD (PD Pavement) ... 9-00 a.m.
BD (Behind HBD) ... 10-00 a.m.
GD (Peacestead) ... 11-00 a.m.
- (The order of the games will be Cricket,
Soccer, Hockey, Basketball, Athletics,
Gym. & other games. For every game
the order of the teams will be Atoms, Colts,
First-XI. The coaches must inform the children
and the Matrons about the dress in advance and
themselves should be present for the photograph
sessions.)

No. 341. 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.
Breakfast Sr. School	... 8.45 a.m.
M.I. BD & GD (Birdwood)	9.15—9.35 a.m.
Assembly	... 9.40 a.m.
Examinations	10-05 a.m.—1-05 p.m.
Lunch PD	... 12-30 p.m.
Lunch Sr. School	... 1-15 p.m.
Afternoon Prep' for all classes (Birdwood)	2-05—3-05 p.m.
Tea Sr. School	3-10—3-20 p.m.

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th November, 1998

346—353

No. 346. PROGRAMME

November

Sat. 28th ... ANNUAL PROMOTION EXAMINATIONS
commence.

Exam. Period Daily Routine comes into effect.
Morning and Afternoon Prep will be
in the dormitories.

Sun. 29th ... Teams Photograph.

December

Tue. 1st ... Weighing & Measuring GD :

HGD	...	2-40—3-20 p.m.
NGD	...	3-20—4-00 p.m.
SGD	...	4-00—4-40 p.m.
VGD	...	4-40—5-20 p.m.

Wed. 2nd ... Weighing & Measuring BD :

HBD	...	2-40—3-20 p.m.
NBD	...	3-20—4-00 p.m.
SBD	...	4-00—4-40 p.m.
VBD	...	4-40—5-20 p.m.

Fri. 4th ... Housestaff Meeting to decide the
Prefectorial Body for 1999
(HM's residence) ... 6-00 p.m.
Sr. & Jr. English Debating
Society Meeting ... 8-15 p.m.

Sat. 5th ... Staff Club G.M. and Dinner
(Art Room) ... 7-30 p.m.
(Housemasters should arrange for
supervision of the dormitories with the
help of the tutors between 8-30 p.m. and
11-30 p.m.)

Sun. 6th ... Farewell Lunch to the Upper-VI
students hosted by the HM
(HM's residence) ... 1-00 p.m.
(Dress : Formal)

Mon. 7th ... ANNUAL PROMOTION EXAMINATIONS
conclude.
Supper PD ... 6-15 p.m.
Supper Sr. School ... 7-15 p.m.
I—H Hockey BD & GD commence.
House Farewell Parties to Upper-VI
students ... 8-15 p.m.

NOTE : Sunday Timings will be followed
from Tea time on 7 December 1998 (Mon.)
till 10 December 1998 (Thu.). BD Baths
will be at 5-30 p.m.

Tue. 8th ... Carol Service (Chapel) ... 6-00 p.m.
Wed. 9th ... I—H Hockey BD & GD conclude.
Term Averages, Exam. Marks and
Subject reports to be handed in to
the Form Teachers by 1-00 p.m.
Sr. School Social (Barne Hall) ... 8-00-11-00 p.m.
Thu. 10th ... Folders to be handed in to the
Housestaff and Form Registers to DOS
by 1-00 p.m.
Escorts' Meeting (MCR) ... 11-00 a.m.
School Farewell Lunch to Mr. B.C.
Katoch and Mr. S.B. Dwivedi (CDH) ... 1-30 p.m.
Promotion Meeting (MCR) ... 2-30 p.m.
End of Term Assembly (Chapel) ... 5-30 p.m.

Fri. 11th ... HOME DAY.
Reports to be handed in to the HM
by 4-00 p.m.
Children not travelling by School
Parties may Leave after 7-00 a.m.

NOTE : Oath taking by the Prefectorial Body 1999 and
School Farewell Lunch to the passing out
batch will be scheduled next term.

No. 347. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school
clothes, etc., to the House Matrons immediately after lunch on 10th
December, 1998 (3-00 p.m.). Housemasters and Housemistresses
will kindly assist in ensuring the presence of children and that
the handing over of the clothes, etc., is done in an orderly manner.

No. 348. SEALING OF CLOTHING ROOMS

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

No. 349. 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. 350. DORMITORY 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. 351. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Tuesday, 12th December, 1998 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. 352. 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. 353. 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)

H.S. Dhillon
Headmaster

THE LAWRENCE SCHOOL SANAWAR

SANAWAR, SATURDAY, 28TH NOVEMBER, 1998

Part I

354—365

SPECIAL ORDER

Winter Vacation Arrangements—1998.

No. 354. 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 Dean Admn. *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include children in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Friday, 11th December, 1998. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them.

(ii) All children travelling in school parties will leave on 11th December, 1998, 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. 350 27th Nov., 1998).
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 Dean Admn. well in advance, and **in no case later than Monday 7th December, 1998**. 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, 9th December, 1998 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. 355. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the MCR on Thursday, 10th, December 1998 at 11-00 a.m. All such staff members are required to attend.

No. 356. 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 Dean Admn. 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. 357. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 358. 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	Guwahati
16	New Jalpaiguri
10	Mugal Sarai
10	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 Monday 7th December 1998. 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 Tuesday, 8th December, 1998 of the number of packages (luggage) to be collected from their quarters.

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

(v) Luggage of all children travelling in **Bombay Party** must be ready at the B.D. Quad. **latest by 4-00 a.m. on 11th December, 1998 loaded on to the DCM Toyota and transported to Kalka railway station.**

(vi) Luggage of all children going in **Chandigarh, Delhi, parties** must be ready at **B.D. Quadrangle by 7-00 a.m. on 11-12-1998.** 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.

(vii) Luggage of all children going in **Jammu party** must be ready at B.D. Quadrangle by 6-00 a.m. on 11-12-98. The Quartermaster will arrange for this Luggage to be transported there from departments by the mazdoors and loaded on Chartered Bus, which will leave B.D. Quad at 7-00 a.m. sharp for Ambala Cantt.

(viii) Luggage of all children travelling in **Calcutta. Guwahati and Patna party** must be ready at the B.D. Quad latest by 5-00 p.m. on 11-12-98 loaded on the DCM Toyota and transported to Kalka railway station. The parties will leave Sanawar at 7-00 p.m. on 11-12-98.

(ix) **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. Dev Dutt Bhardwaj 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. Dev Dutt Bhardwaj 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. Dev Dutt Bhardwaj.

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

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. 359. ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. S.K. Behal 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. 360. 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**.

No. 361. 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. 362. WALKING DOWN TO KALKA [BOYS]

No one will walk down to Kalka.

No. 363. 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. 364. 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 Friday, 11th December, 1998 :—

<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
Bombay	Moti Corner 3-30 a.m.	Moti Corner 4-00 a.m.	20	Chartered Bus
<i>School party</i>	<i>Assemble at</i>	<i>Departure</i>	<i>Size of party (including escorts & families)</i>	<i>Transport</i>
	<i>B.D. Quad.</i>	<i>from B.D. Quad.</i>		
Delhi A	8-30 a.m.	9-00 a.m.	44	Chartered Buses
Delhi B	—do—	—do—	50	„ „
Delhi C	—do—	—do—	20	„ „
Chandigarh	—do—	—do—	3	„ „
Jammu	6-30 a.m.	7-00 a.m.	13	„ „
Calcutta	6-00 p.m.	6-30 p.m.	15	„ „
Guwahati & Patna	—do—	—do—	18	„ „

3. **Bombay Central parties** will leave Sanawar at 0400 hours sharp in Chartered Buses to Kalka Railway Station on Friday 11th December, 1998 from Moti Corner.

(a) The children going in Bombay Central parties will spend the night of 10th December, 1998 at the school Hospital.

(b) QM to arrange for luggage of these parties to be loaded on to the DCM Toyota (Truck) on 10th December, 1998 to leave

Sanawar with the school party at 0400 hours on 11th December 1998.

- (c) RMO please arrange for stay of parties at hospital for night of 10th December, 1998.
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 11th December, 1998 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 Dean Admn., assisted by Mr. Anil Attri will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) and servants if any travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

No. 365. NEXT TERM

The next term will begin on Saturday, 20th February 1999, and all children must be back by 5-00 p.m. on that day.

H.S. Dhillon
Headmaster.