

**GOSSNER EVANGELICAL – LUTHERAN CHURCH  
IN CHOTANAGPUR AND ASSAM**

**GELC ARCHIVE**

Signature: **GELC-A\_001\_0228**

Classification:

Original File No. 23

**Title**

G.E.L.C. Mission Press “Letters“

Volume: II

Running from year: 1931 till year: 1935

**Content:**

- Letter Correspondence with manager & Secretary of G.E.L. Mission Press.
- List of Bills.
- Rough Budget of Year Inding 31st March, 1933.
- List of Unrealised Bills for the Year 1933.

Vol. II

# FLAT FILE



TIGER BRAND

FILE NO. **23**

NAME G. E. L. Mission Press

SUBJECT "Letters"

SERIAL NOS. \_\_\_\_\_ TO \_\_\_\_\_

FROM 1931 TO 1935

YEAR \_\_\_\_\_ 19

434/35

14.12.1935 .

Purulia, Manbhum .

The Manager ,  
The G.E.L.M.Press,  
Ranchi .

Dear Manager ,

With reference to your post card letter No.nil dated 10.12.1935 in respect of the bill of Rs.40/10/- on Messrs.H.Bonarji and Bros.,Ranchi ,for the year 1933 , I beg to inform you that one H.Bannerjee of the Accountant General's office ,Ranchi , came to see me at Purulia. As the Firm has ceased to exist with a heavy loss ,I have settled the bill for Rs.25/- only with him. The bill is for the year 1933 and is a very old one ,and so Rs.25/- is better than nothing at all .

2. As requested I am issuing a new cheque for Rs.51/5/- in place of the old one said to be missing as reported in your letter dated the 12.12.1935 . Please write to the Eastern Type Foundry,Calcutta to return the old cheque ,if they find it in their office .

All previous correspondence sent with your letter is returned back .

Yours sincerely ,



Secretary , Board of Trustees ,G.E.L.  
Church Property . 14/12/35

# G. E. L. MISSION PRESS,

Ranchi.

Date the 12th Dec. 1935.

To

The Secretary,  
G.E.L.M. Press, Ranchi.

Dear Sir,

The cheque No.58357 dated 15-10-35 for Rs.51/5/- issued in the name of Eastern Type Foundry Calcutta, was mised at their office and they have written to send another cheque in its place. I replied them to write the Calcutta bank and let me know. I also informed the G.N.Bank to stop payment of the above cheque which is not yet encashed. Therefore, please issue a fresh cheque for the amount.

All correspondance are sent herewith.

Yours faithfully,

*M. S. Sika*  
Manager.

*Sam J. S. Sika  
Cheque no. 434/35  
letter no. 434/35  
of 14.12.35*

Secretary

Please find enclosed: —

- (1) White washing a/c.
- (2) Bills return for the month of  
November 1935.
- (3) Balance sheets of books for Nov:35.

dk  
11/12/35

G.E.L.M. Press, Ranchi.

10-12-35.

Dear Sir,

A bill of Rs. 40/10/- is out-standing since 1933 from M/s G. Bonerjea & Bros. The firm has since closed down. They propose to settle the claim on reducing some amount saying that they can not pay in full. As I can not settle on reduced payment my self, a gentle man is going to see you on their behalf in a day or two. Kindly do the needful and instruct.

Yours faithfully,

*The bills are for 1933  
have bills been all been paid.*

*H. Bonerjea, P.S.'s office* → *M. P. Sika*  
Manager.

*came to see me. I have  
settled with him & asked him  
to pay down Rs 25/- (Twenty-five)*

*only. The balance to be  
written off. Debit  
12.12.35*

POST

INDIA



CAP

WRITING SPACE

ADDRESS



To

D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

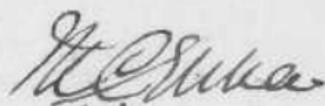
G.E.L.M. Press, Ranchi.

7-12-35

Dear Sir,

Received the cheque No. 58362 dated  
5-12-35 for Rs. 112/13/3 only in the name of  
Babu Ramgati Lal, Ranchi.

Yours faithfully,

  
Manager.

To



D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

Secretary

- (1) Received the withdrawal form  
Form No. 719/14/6.
- (2) Loan application of Maumasil  
Kerketta is returned herewith when  
it is not signed.
- (3) Please issue one cheque.

Balance at C.N. Bank Rs. 625/3/1  
as on 2-12-35.

Issued one cheque  $\frac{84}{-}$   
No. 58362 of 5-12-35 3/12/35  
for Rs. 112-13-3 and  
returned the application  
of Maumasil Kerketta.

*[Signature]*

Secretary, G. E. L. Mission Press,  
Ranchi.

5/12/35

Secretary

- (1) Please sign & return the with-  
drawal form of C.C.C.C. bank.  
for sal: of November 1935.

Bank balance as on the 27th inst.  
Rs. 3,866/-19.

- (2) One loan application for  
sanction

<sup>86</sup>  
28/11/35  
Return recd. Secy  
30/11/35

No. 135 of 30.11.35

D. C. P. S. S.  
Secy. S. I. S. S.  
30-11-35

28.11.

5 .

Ref. No. 408/35 .

The Manager ,  
The G. E. L. M. Press ,  
Ranchi .

Dear Manager ,

With reference to the application of the Com-  
positor apprentices and your letter dated the 20th November 1935 ,  
I beg to pass the following order :-

Babus Yusaph Tirkey and Prabhu Sahay Bek are appointed  
Permanent Compositors from 1.4.1935 . They are entitled to the  
privileges of the Press Provident Fund and on their application  
to be allowed to join it and <sup>their promise</sup> to conform to the Rules of the Press  
they will get the benefit of the Press Provident Fund from the  
month in which their applications are received and sanctioned .

There will be only 10 (ten) permanent posts of Compositors  
and only in case of vacancy promotions to them will be made from  
among the apprentices according to seniority plus efficiency . If  
an apprentice be not efficient and has bad record he will be  
superseded by his junior .

Yours sincerely ,

Secretary, Board of Trustees .

28.11.

5 .

Ref. No. 409/35

The Manager ,  
G.E.L. Mission Press ,  
Ranchi .

Order re- Santosh Minz .

Read the applications of Santosh Minz and the remarks of the Press Manager . I am not satisfied that Santosh Minz was really ill during the period he was absent from duty , and if he was ill he ought to know that the Press is a business concern and has to maintain itself and if any worker absents , either from illness or from any other causes , the Press suffers loss . The work of the Press can not go on at the sweet will of any worker ,

If Santosh Minz shows satisfactory work , he will be confirmed in his post from 1st January 1935 , and will get an increment from that date . He is warned that for any future breakage of Press articles he will be held liable to make up the loss of the Press . He is also warned that if he absents for more than a month in any year he will be removed from the Press .

  
Secretary, Board of Trustees

पुस्तक से ले 221

जो ई. ए. मिशन पुस्तक से था।

महाशय

जो 22 साल 1832 में जनवरी से ओक्टोबर तक 90 -  
महिना में 46 दिन को वा विचार को आरशा गौर धामि  
वा। परंतु मुझ को गौर धामि का कुछ भी लगना नहीं  
मिला जो कि कि प्रेक्षक कुल के अनुसार साल में  
विचारों का 9 महिना और जोई जयरी आन के लिये  
11 दिन का धुड़ो है। फिर कुल के अनुसार मैं 5000  
शादी विचार नहीं दिया आरशा किमें 50000 देना नहीं  
सकता था।

*No mention  
of cal. certificate  
from 1832*

महाशय आगे के वर्ष में भी मैं विचार को आरशा बहुत  
गौर धामि वा परंतु विचारों का लगना मुझ को कुछ  
नहीं मिला जो कि कि प्रेक्षक कुल के अनुसार  
साल में विचारों के लिये 9 महिना और जोई जयरी  
आन के लिये 11 दिन का धुड़ो है।

महाशय

अरिग निरीन का आन अरत 2 दूर गई जो कि  
दिन सब और उस में आन अरत है उसी प्रकार मैं  
भी अरिग का आन अरत रहा था। मेरे आन अरत 2  
निरीन दूर गई।  
मैं निरीन का चयन नहीं जानता हूँ।

The boy does not mention the breakage of the upper part of Paper Rolling Machine (Hol Press) caused last year. He did this by violent negligence.

20-11-35

20/11.

13-11-35  
20-11-35

Manager  
of E. L. M. Press

Please obtain explanation  
from Sauter's why they  
have absented for 10 days within  
10 months in 1935 and why  
he absented himself for several  
days in previous years.

2. If any staff breaks  
any part of a machinery  
throughly through negligence  
he will have to pay its cost  
to replace it.

3. Sauter's staff will report  
what part of machinery has  
broken and what is its price.

Called for explanation  
by giving a copy of  
the above letter  
14/11  
Explanation attached  
this received on 20/11/35

*[Faint background text and scribbles, including various numbers and illegible words.]*

०६ दानुज जनान सेकेटरी

जी. ई. एल. मिशन प्रेस संघो

with out  
Date Recd  
on 6.11.35

*[Signature]*  
5/11/35

गरीबों का गुणार्थ है कि मैं मिशन प्रेस में चार वर्षों

से काम कर रहा हूँ जो से मैं काम पकड़ा हूँ तब से मुझे जो

बराबर मुझे मंदिरों की रूपैया मिलता है जिससे मेरे

परिवार का पालन होना बहुत मुसकिल होना है इस

रूपैया से गुजारा करना बहुत ही मुसकिल है तबेदार

को दादा को पहले जितना तनखा मिलता था उतना भी

दोनों का तनखा मिलता नहीं होता है। क्या मेरा

दादा काम छोड़ देगा या मर जायगा तो मेरा दादा को

जितना तनखा मिलता था क्या उसका तनखा मुझ

पूरा मिलेगा। और कि तबेदार का दादा जब तक नहीं

मर जाय या काम जब तक नहीं छोड़ देगा तब तक

हमारा हालत ऐसा ही रहेगा। जैसा अभी मुसकिल

हालत में है। और कि दानुज जो कि सब कामों को

वास्तव में ठहरा है याने दफ्तरी काम में रूपैया

रखे है सो तबेदार को दादा और तबेदार को तनखा को

मिलना का भी स्थिति तब तक ले जाते वा अच्छा ही वा।

*[Faint text at the bottom of the page]*

फिर हाजुर तबेदार से दो चार बर्षे पीछे बधली  
हो गए आप गए रहे है। उनका तनखा रुक बर्षे में  
बाद १० रुपैया महंगी वक बढ गया है लेकिन  
तबेदार का बदनसिब के आरशा खर मोहरा वक  
नही बढा है इस आरशा तबेदार हाजुर के निगर  
अरजीं गए है हुं नि हाजुर को अरजीं दीने तां  
तनखा बढा दिया जाय इस लिये दरखास दाना देकर  
उमेदवार है। नि तबेदार के रुप नजर गए लुद्ध  
करमाया जाय। जिसे नि तबेदार अपना हक को  
पहुंचे और अपना परिवार का परवारस करसों  
माइये हाजुर मालिक है।

दरखास, फिदवी, संतोष मिजा.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Established 1886.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 20th November 1935.

To

The Secretary,  
G.E.L.M. Press, Ranchi.

Dear Sir,

With reference to your No. 397/35 dated the 15th Nov. 1935. The List of composers enjoying the privilege of P. Fund, with their present pay; Apprentice composers with their present pay and dates of appointment and the list of Distributors are given below :-

### 1. Compositors.

(a) List of Compositors enjoying the privilege of the P.F. and their Present pay.

1. B/ Junas Tirkey Hd. Man	.....	Rs. 34/-
2. " Manmasih Khalkho	.....	" 26/-
3. " Suleman Kujur	.....	" 26/8/-
4. " Johan Kapi	.....	" 24/-
5. " Theodore Kujur	.....	" 23/-
6. *B/ Albert Panna	.....	" 22/-
7. " Eliazar Tiga	.....	" 20/-
8. " Bhawa Minj	.....	" 16/-

--00--

(b) Apprentice Compositors :-

	<u>Date of appointment.</u>	<u>Present pay.</u>
1. * Yusaph Tirkey	- 15-3-30	..... Rs. 15/4/-
2. * Prabhusahay Bek	- 7-4-30	..... " 15/-
3. Keora Purti	- 19-1-31	..... " 12/-
4. Daud Toppo	- 20-1-31	..... " 12/-
5. Premchand Minj	- 20-1-31	..... " 12/-
6. Matias Lakra	- 20-1-31	..... " 12/-
7. Nabin Kujur	- 11-2-31	..... " 12/4/-

\* Asterics marked men have completed the period of their apprenticeship on 31-3-35 and since 1-4-35 they are getting the starting pay of compositor.

### 2. Distributors.

(a) There is only one permanent distributor named Santosh Ekka. He was appointed as an apprentice compositor but due to his health after he completed the period of apprenticeship he has been taken to work as permanent distributor. Rs. 15/- p.m. is the maximum salary of distributors. He enjoy the privilege of Provident Fund.

P.T.O.

(b) There are no apprentice distributors. The work of Distribution is done by the aforesaid man with the assistance of the two apprentice composers named Premchand Minj and Matias Lakra. The other apprentice composers mostly do composition works. The work of distribution cannot be done by one man only, therefore, I suggest to detain two boys in the distribution department until vacancy occurs in the composition department.

Yours faithfully,

*M. S. M.*  
Manager.

Secretary

Please issue one cheque for  
salary of October 1935.

Bank balance is Rs. 3,540/9/-  
as on the 28th Oct. 35.

Enclosed:- two letters.

$\frac{84}{28/10}$

Secretary

1. Please issue one eg. for  
Rs. 161/13/- only.  
Bank balance - Rs. 638/9/11.
2. Monthly return of bills for the  
month of October 1935.
3. Balance sheets of Book Dept for  
the month of October 1935.

M.  
14/11/35.

To

The Secretary,

Board of Trustees and Secretary to the  
G.E.L. Mission Press, Ranchi.

Sir,

As requested some months before, I beg to put below the list of New Types need soon for this Press with their approximate cost and quantity of each kind--

1. Deunagri (Hindi Bk pts types

From E.T.F.Cal, @ 55/- per md. 8 mds--- Rs 440/-

2. Bengalo Types Do. @ 60/- per md 5 mds ---- 300/-

3. English Types Bk pts Do. @ /15/- per md 5 mds--- 375/-

Total..... Rs 1,115/-/-

Rest Rs 385/- Issued for English Ornamental

and Script Types. Total Rs 1,500/-

Yours faithfully,

Sd/- M. C. Ekka.

Manager,

G. E. L. Mission Press.

2/11/35.

To

The Secretary

Board of Trustees & Secy. to the  
G. E. L. Press, Ranchi.

Sir,

As requested some months  
before, I beg to put below the list  
of New types need soon for this Press  
with their approximate cost & quantity  
of each kind —

1. Devanagari (Hindi) Mktg types.

Ann E.T. Cal. @ 55/- per md. 8 mds.

= Rs. 440/-

2. Bengali types. Do @ 60/- per md. 5 mds. Rs. 300/-

3. English Types. Mktg. Do @ 15/- per md. 5 mds. Rs. 375/-

Total Rs. 1115

Rest Rs. 385/- I need for <sup>English</sup> Ornamental  
and Script types. Total Rs. 1500/-

Yours faithfully  
H. C. M. S. S.

Manager.

2 - 11 - 1935.

G. E. L. PRESS

Purulia, Manbhum.

397/35

15th November 1935.

Manager,  
G. E. L. Mission Press,  
R a n c h i.

Before the Press staff is divided into permanent and temporary basis I should like to know the following facts:-

1. COMPOSITORS.

- (a) How many compositors there are at present as permanent ones who enjoy the privilege of the Provident Fund- and what pay does each of them draw at present?
- (b) How many apprentice compositors there are at present? When each one of them was appointed and what pay does each draw at present?

2. DISTRIBUTORS.

- (a) How many Distributors there are at present as permanent ones who enjoy the privilege of the Provident Fund and what pay does each of them draw at present?
- (b) How many apprentice Distributors there are at present? When each one of them was appointed and what pay does each one draw at present.

When do you come to Purulia in connection with your relative's marriage? It will be much better if we once meet together and discuss the points.

*D. K. Paul*  
Secretary, Board of Trustees

15/11/35

A.

Apprentices in the Distribution and  
Composition Departments: -

(1) Your petition of 5-9-1935 has  
been received by us. It is under  
consideration and my orders will  
be communicated to you within  
the month of November 1935.

# Notes on petitions of Apprentice Compositors & Santosh Khuji Dastgir.

1. Apprentice Compositors. इन्होंने अपने कम्पन दरखास्त का: पूरे सेम्बर १९३५ के पारा ३ में लिखा है कि नियम मोताबिक तीन वर्ष काम सारा चुकने पर उनका इम्पीटल किया जाकर योग्य जनको पर्मानेंट कम्पोजिटर के दर्जा में लेना था।

इस सम्बन्ध में कवाचित मुकामसुख हुआ। क्योंकि उनका तलप स्के ल जा केड से बढ़ाया हुआ है उसके अनुसार में उनका एप्रेन्टिस का समय पूरा पांच वर्ष समाप्त और जा वार्षिक कृषि बढ़ाया हुआ है वह ता प्रति वर्ष दिया गया। इस नियम के बनाये जाने के आगे से वो कम्पोजिटर महवार १५) से काम में काम करते थे। इस हालत में नये लोगों-का परीक्षा लेकर और योग्य पाकर जो उनसे बेशी तनखत में रखना उचित न था क्योंकि वे जो कच्चे कम्पोजिटर हैं।

एप्रेन्टिस कम्पोजिटर्स के दरखास्त पारा ३ से विदित होता है कि इससे कि वे उचित समय पर इस का जन्ता-नहीं दिये जाय इस बात के लिये उभर करते हैं कि उनका एप्रेन्टिस का समय पूरा होने पर वे पर्मानेंट कम्पोजिटर बनाये जायें और प्राविडेन्ट फंड का लाभ उनको प्राप्त हो सके। यदि मेरे समकक्ष मोताबिक हो तो इस सम्बन्ध में अपना निम्न विचार वा सलाह आप के विचारों के संसल के लिये लिख देता हूँ—

- (१) प्रस कर्मचारी गया के हिस्से में किन्हीं कारणों से  
(क) पर्मानेंट।  
(ख) टेम्पोररी।

(क) करवानों और कितने काफिसों-में-के सजा काम करने लगे पर्मानेंट नहीं होते हैं। इस हिस्से होने से प्रस का लाभ है। एका टेम्पोररी काम लोग कम्पन-का पर्मानेंट किये जाने के लालच से करार योग्य लुका-किया दिखाने का का शिष में- रहेंगे। दूसरा कवल पर्मानेंट जनो-का P. F. फंड का सेम्बरों में-लेने से प्रस का कुछ बचत होगा। कच्चे उतने हो जन पर्मानेंट समाप्त जायें-जो P. F. फंड के सेम्बर हैं।

जिसे कमोजिड डिपार्टमेंट में नोडिओ दे हिस्सा होवे -

(१) कमोजिड जो M.E. पास है या भागे तक पढ़े है  
 अथवा बिलवुल योग्य है पाये जायेंगे - उनका तलप का  
 आखरी सीमा - ३० रु. महवारा होवे। (२) जो केवल M.V.  
 पास है अथवा M.E. पास होने पर जो उचित रूप से  
 सब काम न कर सकते हैं चाहे योग्य होवे उनका  
 आखरी सीमा महवारा २५ रु. होवे। जिसे स्पेशलिस कमोजि-  
 डिडों में से कितने को जबकि कमोजिड काफ़ी  
 संख्या में है डिस्ट्रिब्यूटर के काम में रोक रखे जावे  
 जब तक कि जगह खाल न हो।

२. Daftary Santosh Singh - यह लड़का - जब उसका मामा  
 (Grandfather) का उसका बूढ़ापे के कारण महवारा तलप  
 घटाया जा कर माया देखा गया - तब जहाँ किया कि  
 उसका नाता (S. Singh) का नाम दिया जाय - जो किया गया।  
 पर Santosh Singh नाम को नामशोध (दिल से काम  
 करने वाला) नहीं देखा गया है। वह प्रथम वर्ष कठिना  
 दिन काम में लगा किया है जिसका हिस्सा निचे दिया  
 गया है -

१९३२ साल में -	जमा	२८ दिन	बिगारे कोर को दूसरे
१९३३ "	"	३४ "	कारण देखा कर।
१९३४ "	"	२२ "	" "
१९३५ "	अवकाश तक	४९ "	" "

इसने दूसरे प्रकार से प्रसक्त नोकसानी को किया है। अपने सगे  
 कामचारा से न पूछने कोर करना न मानने से मे शौन के परे लोड  
 दिया।

यदि समय होवे तो गहरवाता कर पूर्वां मर्चा १९३५ का  
 रिपोर्ट को विचार किया जावे। उनके कारण <sup>काम</sup> कतन हो  
 कठिनाइयों का सहना करना पड़ता है जिसे नये लोगों को  
 न इच्छा होता कि काम करने देते हैं न तो योग्य राति से उनका  
 आग्रह हो करत है। इनके हटने कोर एक नया हंड मेन  
 बनाया जाने से - वहाँ का काम - माया राति से चलेगा।

M. S. M. S.  
 2/11/35.

To,

The Secretary,  
G.E.L. Mission Press, Ranchi,

Through,

The Manager,  
G.E.L. Mission Press.

Ranchi,  
The 5<sup>th</sup> September, 1935.

Sir,

Most humbly and respectfully, we the undersigned beg to lay the following for your kind and favourable consideration :-

That in the year 1930, the Press Committee framed rules for the workers of the Press.

That, according to the rules framed then, the apprentices are to be examined by the Managing Committee, after three years of their apprenticeship, and according to the result they are to be made permanent compositors.

That five years have passed but no examination has yet been taken according to the rules.

That some of us have been working as compositors - apprentices for five years, and some have been working for six years.

That we therefore humbly pray that you will be kind enough to examine us according to the rules and give permanent post to the deserving, for which kind act of yours we shall remain grateful to you, and, as in duty bound, shall discharge our duties to the best of our abilities.

We have the honour to be,  
Sir,  
Your most obedient servants,

1. Joseph Tirkey
2. Prabhu Bahay. Beck.
3. C. M. Keora Purki.
4. Daud Dabbo.
5. Nabin Kujer
6. Mathias Lukra
7. Premchand Mirij.

*Taken put to the Secretary at Ranchi. 2/9/35 18/9.*

Dates of their appointment:—

- (1) 15<sup>th</sup> March 1930.
- (2) 7<sup>th</sup> April 1930.
- (3) 2<sup>nd</sup> February 1931.
- (4) do do.
- (5) 11<sup>th</sup> February 1931.
- (6) 2<sup>nd</sup> February 1931.
- (7) do do.

*2/9*  
18/10.

Recd 11/9/35  
948

बट घंजर जनाब मेनजर साहेब

जो ई. एल. मिसन प्रेस रांची

गरीबान् गुजारिश है कि मैं मिसन प्रेस में चार वर्ष से  
काम कर रहा हूँ जब से मैं काम पकड़ा हूँ तब से मुझ को  
बराबर महंगी दे रूपा मिलता है जिसे से मेरा बमर  
परिवार का परिवार होना बहुत मुशकिल होता है इस  
दे रूपा से गुजारा करना बहुत ही मुशकिल है। तबदार  
का दादा को पहले जोतना तनखा मिलता था उसना  
मो दोनो का तनखा मिलका नहीं होता है क्या भय दादा  
काम छोड़ देगा वा मर जायगा तो मेरा दादा को जितना  
तनखा मिलता था क्या उसका तनखा पूरा मुझे मिलेगा  
और को तबदार का दादा जब तक नहीं मर जाय या  
काम जब तक नहीं छोड़ देगा तब तक हमारा हालत  
ऐसा ही रहेगा जैसा अभी मुशकिल हालत में है  
और को हजूर जो कि सब कमियों के वास्ते स्कूल  
ठहराये है धान दफतरी काम में 20) रूपा रखे है  
सो तबदार के दादा और तबदार के तनखा मिलाकर  
के स्कूल तक ले जाते तो अच्छा होगा फिर तबदार  
से पाँचे बस ली है का काम कर रहे है। उनका तनखा  
20) रूपा महंगी तक बढ़ गया है लेकिन तबदार  
का बढ़ने सो जके कारना खरे माहस तक नहीं बढ़ा है

इस कारण तबदार खजूर से निकट भर्जा करता है  
कि अन्नो जो जमहा खाली है। उस जमहा में तबदार  
को बहाली किया जाय और नही तो खजूर का  
जो भर्जा होवे तो तनखा बढा दिया जाय इस लिये  
दरखास्त हाजा देकर उमदबा है कि तबदार को  
उपर नजर कर कु छ फारमाया जाय जिस को तबदार  
अपना हक को पहुँचें। और अपने परिवार का  
परवारीस कर सकें।  
आइन्हे खजूर मालिक है।

दरखास्त तबदार सन्तोष मिज

To be put to the  
Secretary at Ranchi  
18/9.

23

LIST OF PROVIDENT FUND SUBSCRIBERS OF THE

G.E.L.MISSION PRESS, RANCHI.

<u>S.No.</u>	<u>Name</u>	<u>Edu. Quali- fication.</u>	<u>Date of appoint- ment.</u>	<u>Present pay.</u>	<u>Remarks.</u> <u>Pr. F. Subscri- ber</u> <i>Student in P.F.</i>
1.	Babu Junas Tirkey (Hd. Man)	ca ...	....	Rs. 500/10/3	P.F. subscri- ber.
2.	" Manmasih Khalkho	Compositor	.....	Rs. 35/1/10	Do
3.	" Suleman Kujur	..so	.....	Rs. 32/6/10	Do
4.	" Johan Kapi	..so	.....	Rs. 30/1/2	Do
5.	" Albert Panna	..so.	.....	Rs. 8/4/-	Do
6.	Theodore Kujur	..so.	.....	Rs. 284/11/10	Do
7.	Eliazar Tiga	..so.	.....	Rs. 237/8/3	Do
8.	Bhawa Minj	..so.	.....	.....	Do
9.	Santosh Ekka	distributor	.....	.....	Do
10.	B/Jusaph Tirkey	-Pre-Matric Class.	15-3-1930	Rs. 15/4/-	Apprentice Compositor
11.	Prabhusahay Bek	-Read up to M.E. Class.	7-4-1930	Rs. 15/-	Do
12.	Keora Purti	- M.E. Passed.	19-1-1931	Rs. 12/-	Do
13.	Daud Toppo	- Read up to M.E.	20-1-1931	Rs. 12/-	Do
14.	Premchand Minj	- Do	Do	Rs. 12/-	Do
15.	Matias Lakra	- Do	Do	Rs. 12/-	Do
16.	Nabin Kujur	- M.E. Passed	11-2-1931	Rs. 12/4/-	Do
17.	Johan Minj	- Printer.	.....	.....	P.F. Subscriber.
18.	Prem Ekka	..so..	.....	.....	Do
19.	Soma Tirkey	..so..	.....	.....	Do
20.	William Minj	..so..	.....	.....	Do
21.	Nottrott Tirkey	Machine cosy	.....	.....	Do
22.	Mansukh Lakra	..so..	.....	.....	Do
23.	Hanulh Tiga	..so..	.....	.....	Do
24.	Lucas Minj	..so..	.....	.....	Do
25.	Elias Tiga	Book-Binder	.....	.....	Do
26.	Xto Chit Minj	..so..	.....	.....	Do
27.	Boas Toppo	..so..	.....	.....	Do
28.	Santosh Minj	Apprentice Bk binder	.....	.....	Nil
29.	Theodore Toppo	Book binder	.....	.....	Nil
30.	Mangaldas Bhutkunwar	..so..	.....	.....	Nil
31.	Manmasih Kerketta	Minor so.	.....	.....	P.F. Subscriber.
32.	Suleman Minj	chaprasi	.....	.....	Nil.
33.	Kushalmay Ekka	Bill collector	.....	.....	P.F. Subscriber.
34.	Samuel Gari	Sherrwala	.....	.....	Nil.
35.	Johaness Toppo	Book binder	.....	.....	Nil
36.	B/Suleman Tirkey	Sales man	.....	.....	.....
37.	" Sulehdas Kujur	clerk	.....	.....	.....
38.	" Elias Purti	Manager Reader	.....	.....	.....
39.	" Masihcharan Ekka	Manager	.....	.....	.....
40.	Janadar	.....	.....	.....	.....

*H. Ekka*

Manager

G. E. L. MISSION PRESS

RANCHI.

2/11/35

SK.  
2/11/35.

23

To ,

The Board of Trustees ,  
G.E.L.Mission Press , Ranchi .

Ranchi ,  
The 30 th October, 1935.

Sirs,

Most humbly and respectfully I beg to lay the following with regard to the requirements in the Press, for your kind and favourable consideration :-

1. TYPES . Many types have become worn-out and are therefore useless for our work , and whatever types we have are not sufficient for in quantity. Press work is increasing, but the types are decreasing. If fresh supplies are not given, it will be difficult to carry on work .

The following types became absolutely useless : sun pica, paragon, grade primer, Toulaine pica ( Hindi types ). They were sent to the Baptist Mission Press for exchange.

The types sent in exchange for them are barely sufficient for the two Mission papers, the Evangelical Patrika and the Menonite Patrika.

In 1933, Saraswati types were ordered from the India Type Foundry; they are hardly sufficient for three forms.

New-face types are used for the Gharbandhu, and they are not sufficient in ~~xxxxxx~~ quantity, and so there is much delay in bringing out the Gharbandhu in time.

2. C H A S E S . The following chases are also urgently required for the Press :-

Chases Fixe Crosses :-

			No. reqd.
Double	Foolscap	-	2
Royal	Half	-	4
,,	4to	-	4
,,	8vo	-	4
Crown	Half	-	4
,,	4to	-	4
Demy	Full	-	4

3. The Cutting Machine, in the Book-Binding Dept., is almost becoming useless. It wix should be <sup>better</sup> thoroughly overhauled ( which will give work for some time ) or should be replaced by a new one.

I have, on several occasions, brought these requirements to the notice of the Manager of the Press. According to his directions, I have tried my best to carry on work as well as could be done with these materials. But now I think fresh supply should be given soon, if the work is to be carried on efficiently

I have the honour to be,  
Sir,  
Your most obedient servant,

*Junas Turkey*  
Foreman, G.E.L.Mission Press .

23

मंनं पार, जी० ई० यती० सिन्हा  
प्रेस रांची ।

प्रकाशक

आप को स्मरण कराते है कि  
कैवे महिला ने जो दरखास्त दे कर  
आपको प्रगट किये थे। उसके माकल से  
आप को ज्ञे कि सेक्रेटरी राहल जब  
रांची आयेगे तो इसके विषय में बात  
करेंगे ।

सो हम लोग दोनता पूर्वक आप  
से आर्षी करतै है कि दरखास्त का ऊपर  
का कसला लुका सो कृपया न भूलें ।

आप का आभारार्थी  
एडिटर प्रेस-कर्मचारी मंनं

दशरा कुटी के बिना में सेक्रेटरी से  
बात चात हुका पर लोबोना से लोके  
बिसेष दिनेपयारी नैला हो सला - इस  
लिखे दरखास्त बोर्ड का पर दृष्टि के  
पेचायत का उसके पूरा हो सला ल  
लिखे सोपा जायगा ।

M. C. Deka  
18/10.

मान्यवर सेक्रेटरी, साहज,

जी० ई० एल० मिशन प्रेस,

रांची ।

ता० १२ - १० - ३५।

महाशय,

बहुत ही दैनतापूर्वक आप से मेरा प्रार्थना है

कि। -

(१) - बीते वर्ष (१९३४) को बाबू भलबट्टे पन्ना के साथ मेरा (यूसफविकी) का परिद्धा लिया गया था, पन्नु अभी तक मुझ को परिद्धा का फल मालूम नहीं हुआ है, और अभी तक पारमानिन्ट भी नहीं किया गया है, जो भी की मेरा यह द्वा वर्ष खतम हो चला है ॥

(२) - प्रोभिडेन्ट फन्ड के बारे में भी दोनों आदमी दरखास्त दिये थे, पन्नु मैनेजर साहब मेरा दरखास्त खींचा । न मंजूर कर लीया दिये और बीते कि (यूसफ) तुम्हारा परमानेन्ट पोस्ट नहीं हुआ है ॥

(३) इसलिये हम एप्रेन्टिसों का इच्छा प्रगट करत बहुत जरूरी है कि हम आधों का द्वा वर्ष और आधों का पूरा वर्ष खतम हो चला है, और अभी हम लोग परमानेन्ट नहीं किये गये हैं। पर बाबू भलबट्टे जी कि केवल द्वा ही महिना के साथ पारमानिन्ट और प्रोभिडेन्ट फन्ड का मेम्बर हो गया है ॥

इसलिये आप से हम एप्रेन्टिसों को दैन प्रार्थना है कि हमें का बिचार नियम के मौलाबिक किया जाय ॥

भाइन्दे इजुर मालिक है ।

आप का आज्ञाकारी  
एप्रेन्टिस जारा ।

29/8  
To ,  
The Secretary ,  
G.E.L.Mission Press ,Ranchi,

Through,  
The Manager ,  
G.E.L.Mission Press , Ranchi .

Dated Ranchi, the 26 th August, 1935.

Sir ,

Most humbly and respectfully we beg to lay the following for your kind and favourable consideration :-

That the Press Committee had decided on 3 - 4 - 1930 that bonus would be given to the Press workers when there would be profit

That five years have passed, but the bonus has not been given even once.

That, however, we see that increments are given to workers every year .

That we the undersigned have reached our maximum scale, and so we have no hope of any further increments

That consequently our only hope lies with the bonus.

That we have been working hard so that the Press may not fall into loss, and the condition may improve. So we think we can rightly expect some bonus.

That we therefore humbly pray that you will be kind enough to consider our case, and grant us bonus, for which we shall remain grateful to you , and, as in duty bound, shall discharge our duties to the best of our abilities .

We have the honour to be ,

Sir y

Your most obedient servants,

*Junas Dinkery*  
*Jehan Ming*

*Forwarded to  
the Secretary.  
29/9.*

जी: डी: एल मिशन प्रेस मनेजर रांची।  
महाशय।

गरीपुर वर सलामत गुजारस है की तबेदार का उपज ऐसा है कि हजुर में कुशलमयस्कूा उपरै प्रेस के दूसरे पियूनों के तलब का स्केल रख ही है याने १५ करपैये तक, हजुर में कुशलमयस्कूा को वो खाम बिलसरकार के लिये रखे है उपो रुपैया पैसा का बड़ा जबाब देही का काम है उपो ले टाईम से टाईम में बिल के लिये दौड़ना पाइता है। इस लिये मैं तबेदार हजुर से अपीजी करता हूं कि मेरा तलब का स्केल दूसरे पियूनों के तलब स्केल से कुछ जेयादा कर दिया जाय, याने २०५ करपैये तक का स्केल रखा जाय। इसके लिये मैं हजुर की बहुत धन्यावाद करेगा।

The applicant does work of ordinary peon as well as bill collecting and doing bank & Treasury transactions. Peon, Sulman Singh, does not know to bicycle & hence he is not sent to distant places. On enquiring I am told that the salary scale of Bramhoo & Kanhe Peons who daily run to Ranchi & Hiron is Rs. 15-20 h.m. & of the ordinary peons of local offices is Rs. 8-12 h.m. The salary scale of this office peon may be revised. Yog  
26/9.

रांची  
२१-८-३५

उपायन्दे हजुर मा लिक है।  
उपाय का उपाइाकारी  
दास

कुशलमयस्कूा

G. E. L. MISSION PRESS,

Ranchi.

*Date* the 25th Oct. 1935.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

In reply to your letter No.379 dated 22-10-35 regarding the petition of apprentice compositors, I am unable to put suggestions owing to my ill health. Without suggestion it will be not good to dispose it as I understand that their request is only for the confirmation and not specially about the salary.

I will send their list of education and date of appointment etc.later on with my opinion.

Yours faithfully,



Manager.

G. E. L. MISSION PRESS,

Ranchi.

*Date* the 25th Oct. 1935 .

To

The Secretary,  
G. E. L. M. Press,  
Ranchi.

Dear Sir,

I beg to acknowledge the receipt of cheque  
No. 58360 dated 22-10-35 for Rs. 50/- only on  
account of repairing and white washing.  
Account will be submitted when white washing  
is finished.

Yours faithfully,



Manager.

Purulia, Manbhum .

378/35

22th October 35.

Dear Manager,

As requested in your letter of the 17th instant I am sending you a cheque for Rs.50/- . Please have the white-washing and petty repairs of the Press buildings departmentally as proposed by you .

When the white-washing etc. are complete ,please let me have an account of the expenditure .

Your sincerely ,

*Benjamin*

Purulia.

379/35 .

22 .10.1935 .

Manager ,  
G.E.L.M.Press,  
Ranchi .

Dear Manager ,

In order to dispose of the petition of the Apprentice Compositors and Distributors I should like to have a list of them with their educational qualifications their date of appointment and their present pay .

I shall be obliged if you will kindly send the list as soon as you can .

Yours sincerely .

*D. C. Prasad*

# G. E. L. MISSION PRESS,

Ranchi.

Date the 17th Oct. 1935.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

White washing of this Press building is necessary as it was not done in the ~~year~~ last year and there are some patch repairs also.

Year before last it was done under the supervision of Mr.N.Mali on the total cost of Rs.82/12/6. And when reports on his work were forwarded to you it was heard that he dislikes to accept any further work offered by this Press Therefore, I think best to do it departmently and in doing so, I expect, the expense will not be more than Rs.50/-.

If you will please sanction and issue a cheque of the said amount, I will atonce start the work and finish it before it is too cold.

Issued one cheque  
No 58360 d/22.10.35  
for Rs 50/- (Rs Fifty only)

Yours faithfully,

*M. S. Sika*  
Manager.

*A. C. S. Sika*  
Secretary, G. E. L. Mission Press,

SK.

Ranchi. 22/10/35

Secretary

Please find enclosed: —

- (1) Letter to sanction for white washing.
- (2) Monthly return of books  
for September 1935.
- (3) One copy of 1935 Mahasabha  
Minute.

Sk  
17/10.

Secretary

- (1) Monthly return of bills  
for Sept. 1935.
- (2) Please issue 4 cheques  
as per bills attached.

Bank balance Rs. 1110/10/7.  
as on 10-<sup>10</sup>/<sub>35</sub>.

86  
11/10.

Issued 4 cheques 11/10/35

1. No 58356 for Rs 286/6/-
2. No 58357 " 51-5-0
3. No 58358 " 74-13-3
4. No 58359 " 118-10-3.

*D. M. P. S.*  
Secretary, G. E. L. Mission Press,  
Banchi. 15/10/35

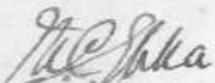
G.E.L.M.Press, Ranchi.

2-10-35.

Dear Sir,

Will you please inform me whether the loan application of Babu Suleman Tirkey is sanctioned or rejected as I am unable to deposit the P. F. money collected yesterday. Having learnt from you I shall deposit the full amount or the balance only after paying to the applicant.

Yours faithfully,

  
Manager.

To

D. M. Panna, Esqr.,  
Deputy Magistrate,  
PURULIA.



# G. E. L. MISSION PRESS,

Ranchi.

Date the 1st October 1935.

To

The Secretary,  
G. E. L. M. Press, Ranchi.

Dear Sir,

I beg to inform that I have appointed a trained Daftry named Johanes Toppo of Hindpiri in place of late Rainu Tirkey on a salary of Rs.10/- per month. He is of 24 years old and educational qualification is U.P. passed. *He joined into the work from to-day.*

Regarding apprentices in the Daftry department, I do not take any on account of financial position. Patras Minz who applied recently for apprenticeship will be given first chance when required.

Received yesterday the withdrawal form on C.C.C.C. Bank Rs.739/7/3 for salary of September 1935.

Yours faithfully,



Manager.

Secretary

Please issue 2 cheques.  
ex. balance at C. N. Bank.  
Rs. 1,698-13-2.  
as on the 10th Sept. 35.

Sh  
11/9.

Issued 2 cheques

- (1) No 58353 d) 13-9-35  
for Rs 851-5-10.
- (2) No 58354 d) 13-9-35  
for Rs 64-5-3.

*R. M. P. S.*  
Secretary, G. E. L. Mission Press,  
Ranohi.

13 SEPTEMBER 1935

Ref .No. 273/35

Purulia , the 13th August 1935 .

The Manager,  
G. E. L. M. Press,  
Ranchi .

Subject :- Sanction of Rs.1500/- for purchase of  
new type .

Dear Manager ,

Your letter of the 30th ultimo reached me in time.  
Will you please let me know the different type used in the Press at  
present with the date of their purchase ? Will you also let me know  
the money available for the purchase of new type ? Also will you  
please let me know the price of new type of each kind you propose  
to buy . You please correspond with the sellers of type and let  
me know the price .

Yours sincerely ,

*A. K. Sanyal*

G.E.L.Mission Press,  
Ranchi.  
10-8-35.

Dear Sir,

In compliance to item No.1 of your letter No.  
241/35 d/1-8-35, the list of arrear bills up to  
1934 has been given to Babu Nathaniel Mali.

Yours faithfully,

*M. C. Saha*  
Manager.

To

D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA .



BOARD OF TRUSTEES OF THE G. E. L. CHURCH PROPERTY, RANCHI.

SUCCESSORS TO

THE MISSION TRUST OF NORTHERN INDIA  
Adminstrating the former G. E. L. Mission Properties  
( Incorporated under Act IX of 1921 )

Board of Trustees :—

DR. I. CANNADAY, M. A., D. D., *Chairman,*  
U. L. C. Mission, Guntur, S. India.

THE REV. A. JOHN, *Secretary,*  
Missionary, Chainpur P. O., Dist. Ranchi.

THE REV. M. PREHN,  
Treasurer, G. E. L. Church, Ranchi.

P. O. PHILIP, ESQR.,  
Secretary, National Christian Council, Nagpur, C. P.

P. HURAD, ESQR.,  
Secretary, G. E. L. Church, Ranchi.

D. M. PANNA, ESQR., *Secretary & Manager,*  
Deputy Magistrate, Purulia, Dist. Manbhum.

Dated.....193

No. 246/35

Purulia, the 5<sup>th</sup> Sep. 1935.

Dear Managers,

I am very sorry to learn that our deflator of the G. E. L. Mission in Posen passed away on Friday, the 2<sup>nd</sup> instant. Your post card letter giving the news does not mention the name of the deflator; and as I do not remember to whom a loan of Rs. 15/- was granted in June to meet the expenses of his illness, I do not remember the deflator's name nor can I make out who the man was.

Please convey my sympathies to the members of the bereaved family.

Yours sincerely  
Mr. M. C. S. K. S.  
Manager, G. E. L. M. Posen  
Ranchi.

Yours sincerely  
D. M. Panna

G.E.L.M.Press, Ranchi  
3-8-35

Dear Sir,

It is to lament that one swift hand among Daftries of this Press has passed away from this world yesterday. He was ill for four months and the sum of Rs.15/- for medical treatment was granted to him in june '35 as a loan out his P.F.deposits.

Yours faithfully,

*M. S. M.*  
Manager.

To

D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.



1. 8. 35

Ref. No. 241 / 35 .

The Manager ,  
G. E. L. Mission Press ,  
Ranchi .

Dear Manager ,

The Executive of the Board of Trustees decided at their last meeting to give the work of collection of old arrear bills of the Press to Mr. Nathaniel Mali on certain commission .

1. Please give him a list of arrear bills from 1921 to 1934 , a copy of which you have sent me for information.
2. I send an authority letter in the name of Mali so that by showing that letter he can demand payment of the bills .
3. Give him a receipt book . For all realizations from customers he must give a receipt to every payee . The receipt book must be in duplicate . He will obtain the signature of the payee on the back of the duplicate .
4. On receipt of the money from him you will give a receipt to Mali . The amount of commission will be calculated at the end of the month at the rates fixed by the Executive of the Trustees .

Yours sincerely ,

*to 244/35*

*W. C. B. S. S.*  
Secretary , Board of Trustees .

*Copy forwarded to Nathaniel Mali. He will go to the Press Manager and obtain from him a list of arrear Press bills, and act as directed.*

*W. C. B. S. S.*

*1. 8. 35*

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 31st July, 1935.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

With reference to the 2nd and 1st para of your No.225/35 dated 18-7-35 and 237/35 dated 29-7-35. The Mahasabha minutes has been taken up since from June last and during the same month proofs of two forms (16 pages) were sent for approval but as the Recording Secretaries were away and untill their approval the Secretary C.C. could not give strike order. So by this time two forms only have been printed and proof of one form has been sent for approval. The rest minutes will cover about four forms (32 pages).

The Secretary, C.C. has written to complete printing of the said minutes within a month. But two months have passed and even half has not been done. I have ordered Head man to pay special attention and do the work as quickly as possible.

Type setting on the Kurukh Aradhana book is not yet started for want of types.

A list of ~~Press~~ the Press workers with the date of their appointment and age ~~is sent herewith.~~ *will be sent later.*

Yours faithfully,

*McMilla*  
Manager.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 30th July, 1935.

To

The Secretary,  
G.E.L.Mission Press,  
Ranchi.

Dear Sir,

Some months before I requested to sanction for more Devanagri types as well as English types.

The Devanagri type, with which our G.B. and all religious books are printed, were bought from the Baptist Mission Press, Calcutta. Since from year before last they have stopped casting of the type. And the type we have in stock are gradually becoming short and also old. Two years ago when Rs.1000/- was given to purchase types, I bought some Devanagri types of different faces and they are being used in printing Ho Prayer book of S.P.G.Mission, Ranchi. The type, a sample print of which is attached with this, is quite suitable for book printing and job works. There are many books to be reprinted, but for want of type I can't take up.

The medium size English type bought about 15 years before has become too old and clear print is not secured with it. This type is required mostly in printing books, reports, minutes and news etc. ~~Some~~ Some times when lengthy reports and statements sent for printing urgently I do not accept for not having sufficient stock of this type. This should be replaced early. Also some ornamental and script ~~and~~ (hand writing) English types are needed.

also

The Bengali type <sup>also</sup> has become too old. It was purchased by late Mr.C.Kumar. Bengali gentlemen often come to print booklets but on account of want of types they are disappointed.

In the days of keen competition, beautiful types and good materials will be much helpful to attract customers.

Please, therefore sanction a sum of Rs.1500/- to purchase the above mentioned materials.

Yours faithfully,

*M.C. Sharma*  
Manager.

७२ दुरड ।

S | l : s || S | m : f : m : r : d || T. 5.

- १। हे परमे वर, अमग्रः विचार राजा ओमग्रमे । ओड़ोः राजा होन धरम'तम ओमग्रमे ॥
- २। एन्ते इनिः अमग्रः होड़ोको धरमते । ओड़ोः अमग्रः दुकुप्रकनको टौकालेकातेण' विचारकोआ ॥
- ३। वुकेको अड़ोः गुडुकेः, धरम होराते । परजाको नतिन जीराड़ोः को अगुया ॥
- ४। इनिः दुकूःतन परजाकोण' विचारकोआ । ओड़ोः रे'गेःकोअः होनकोण' दुःकोआ, मैन्दो सीगिदकोण' दलसेरेदकोआ ॥
- ५। सिंगी तैनाः जकेद, होड़ोको बेरो'अमैअ । ओड़ोः चराडुः सुलतन हबीः, पीहीयते पीठी जकेद ॥
- ६। गमादअः इर सरे अकद तसदरे उयुगोः लेका । ओड़ोः सपुद दअः ओतेण लुमैतनलेका' इनिःण अड़गुना ॥
- ७। इनिअग्रः दिपलोरे धरमन होड़ो बालेकाण' तैना । ओड़ोः चराडुः औरी चवाओः जकेद, इस परअः जी'सुकु तैयुःआ ॥

29. 7 . 5 .

Ref.No.239/35 .

The Manager ,  
G. E. L. M. Press,  
Lutheran Church Compound,  
Ranchi .

Dear Manager ,

I wrote to you in my last letter and enquired when will the Mahasabha Minutes be printed and be ready for distribution . I hope they are getting soon ready .

What progress have you made with the printing of the Kurukh Aradhana book ? I understand it is out of stock and the new edition is most urgently required .

How is the account regarding Mr. Purti's Nawa Bhajan in Mundari stand? I sent his application for your report and have not got it back .

Will you please prepare a list of all the Press workers with the date of their appointments and their present age ? This information is required to consider your report regarding some of the Press staff who should be retired owing to their old age and inability to work . At the last meeting of the Executive of the Board of Trustees the matter could not be taken up for want of time .

How is Press work going on in general at present .

Yours sincerely ,

*Purta*

G.E.L.M. Press, Ranchi.  
11-7-35.

Dear Sir,

Received your letter No.212/35 of the 9th instant through Daud Babu. The Deposit Pass BOOK and the letter are sending to the Hon. Secretary, C.C.C.C. Bank Ltd. Ranchi for entry of interest in the current account. After necessary entries the Pass book will be returned to you.

Yours faithfully,

*[Signature]*  
Manager.



D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

108



काठे २५ न.

काचकरु सेवक

*Prachi* Lo



D. M. Panna Esqr  
Deputy Magistrate  
Purnulia  

---

B. N. R.

Sir,

I have joined the office  
from to-day.

*W. S. Saka.*  
*14/6/35.*

# G. E. L. MISSION PRESS,

Ranchi.

Date the 14th June, 1935.

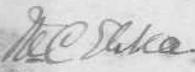
To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

With reference to your No.152/35 dated the 20th May 1935 - Regarding taking of apprentices. So long this Press works have been run insystematically. When apprentices for training are to be taken proper arrangements should first be made to run works of all departments. And in doing so two more Head men and one Assistant to Manager will be necessary. There is no assistant to me and besides B/ Yunas Tirkey Hd.Compositor, one Hd. printer and one Hd. Book-binder will be required. Unless these men are appointed I myself and B/ Yunas Tirkey only can not look after the apprentices.

Yours faithfully,

  
Manager.

<sup>4/10</sup>  
20/7.  
Secretary

- (1) Please sign and return a withdrawal form for Rs. 746/19 from the C.C.C.C. Bank.
- (2) One loan application from P. F. a/c.
- (3) Monthly balance sheets of Bk Dept. for June 1935.

Balance at C.C.C.C. Bank. Rs. 3,621/9/6.  
as on 26-7-35.

Sd/-  
27/7.

Signed + returned the withdrawal form + one loan application from P.F. on 29.7.35.

A. A. K. S. S.  
Secretary, G. E. L. Mission Press,  
Ranchi. 29.7.35

G. E. L. MISSION PRESS,

Ranchi.

Date the 29th March 1935.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

With reference to your No.109/35 dated 26-3-35, I have received yesterday evening the two cheques as well as the withdrawal form of Xtian Bank sent through some man.

Yours faithfully,

*M. S. S. S. S.*  
Manager.

Secretary

Please issue me cheque.

C.N. Bank. balance Rs. 1445/18.

Issued cheque NO <sup>9/2</sup> 58352 of  
12-7-35 for Rs 4812/6.

  
Secretary, G. E. L. Mission Press,  
Ranchi.

To

Secretary

(1) Received the eq. No. 55672 of 8-4-35  
and forwarded to M/s J. D. & Co., Calcutta

(2) Please issue one cheque.

C.N. Bank balance Rs. 1,850-8-2.

(3) Sending: —

(a) Bills a/c for March 1935

(b) One cheque book containing  
25 cheques.

Slr  
17/4.

To

Secretary

Please issue 2 cheques.

Bank balance Rs. 3,134-11-2.  
as on the 25th Oct. 33.

S. D. Kujar  
26/10.

Issued 2 Cheques

(1) For Rs 273/- C. No. 52932

(2) . - Rs 676/11/6 C. No. 52933

dy 30-10-1933.

Secretary

Please issue one cheque  
for Petty cash.

Bal. at Bank on 15  $\frac{11}{33}$  Rs. 2,606/4/11.

Sh.  
16/11.

Issued one cheque  
for Rs 1657/5/79. C. No. 52934.



The Secretary,  
G. E. L. M. Press, Ranchi.

Dear Sir,

Please issue me cheque for  
Rs. 26/2/- only and send it to us  
by return post as the mechanic  
has ~~been~~ <sup>been</sup> specially sent for this work only,  
and he will stay here up to 29th  
latest.

Credit balance at bank is Rs 2,718/9/10  
as on 25-1-34.

Yours truly

S. K. Gupta

26/1/34.

Paid by Ch. no 52942

27-1-34

Secretary

Please issue <sup>two</sup> ~~one~~ cheques.

Bank balance Rs. 2168/5/11.

Sh  
26/6.

Issued two cheques

- 1) am for Rs 67/8/6 to  
Shankar Sahni Dajhoda  
Sahni +
- 2) amount for Rs 743/14/3  
to Manager J. E. L. M.  
Pnew.

W. M. P. 29.6.39.



Ref. No.212/35

Purulia,

The 9th July 1935 .

Mr. M. C. Ekka,  
Manager, G. E. L. Mission Press ,  
Lutheran Compound, Ranchi .

Dear Mr. Ekka ,

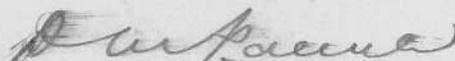
I am sending you Deposit Pass Book , Account No. 32, for the fixed deposit of Rs.1000/- as also a letter addressed to the Honorary Secretary of the C.C.C.C. Bank Ltd, Ranchi , in the printed form accepting the interest account submitted by the Bank.

Kindly get the necessary entries made in the Pass Book and transfer the amount of Rs.33/4/- due as interest from the Bank to the current Savings Bank account .

The Deposit Pass book may be returned back to me as soon as the necessaries entries are made therein.

Please acknowledge receipt of this letter .

Yours truly ,

  
Secretary, G. E. L. M. Press , Ranchi .

9/7/35

Secretary

- (1) Please sign & return a withdrawal form of C.C.C.C. Bank for Rs. 720/3/- only.

Bank balance is Rs 3,482/7/9  
as on 25-6-35.

- (2) One application for admission into the Provident Fund.

He  
26/6.

G.E.L.M. Press, Ranchi.

23-4-35.

Dear Sir,

Received the cheque No. 55673 of 22-4-35 for  
Rs. 178/8/- to The Calcutta Paper Trading Co.

I have not been replied to my letters of the 5th  
and 16th March 1935. It is necessary to act accor-  
ding to your order from this month and I shall be  
pleased to know as early as possible.

<sup>^</sup>  
*from you*

Yours faithfully,

*M. S. Saha*  
Manager.



To

D.M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

To. Secretary

Received back the withdrawal form for Rs. 763/8/3<sup>only</sup> duly signed by you.

Please issue two eqs:-

- (1) For Calcutta Paper Trading Co.
- (2) M/s S. N. Banerjee & Co, Calcutta.

C.N. Bank balance is Rs. 1,523/13/5.

$\frac{Rs.}{1/6}$

Issued 2 cheques

- 1/ No 55675 of 3/6/35 for Rs. 42-4-9
- 2/ No 58351 of 3/6/35 for Rs. 132-6-0

*J. K. Banerjee*

*J. K. Banerjee*

Secretary, G. E. L. Mission Press,  
Ranchi.

To

Secretary

- (1) Please sign and return one withdrawal form for Rs. 763/8/3. Only from the C.C.C.C. Bank.

Bank balance is Rs 3,403/2/3.

- (2) One loan application for your sanction.

Sk  
28/5

To

Secretary

- (1) Please sign & return one with-  
drawal form of Xitiao bank  
for Rs. 149/15/3. only.  
  
Balance at above bank Rs. 2,546/-/6  
as on 16-5-35.
- (2) Please issue one cheque.  
C. N. Bank balance - Rs. 1407/2/11.
- (3) Bills a/c for April 1935.
- (4) Balance sheets of books from  
December 1934 to March 1935.

St  
17/5.

Ref. No.152/35

20th May

5 .

The Manager ,  
G. E. L. M. Press,  
Ranchi .

Dear Manager ,

At the last meeting of the Board of Trustees held on the 25th March 1935 ,we decided the following :-

1. That Babu Albert Paul Panna who was appointed as Compositor on probation for six months be confirmed in his appointment from the 4th November 1935 .
2. That apprentices should be taken to train young men of the Lutheran Church who take to printing as their profession. The terms of apprenticeship etc.will be considered later .
3. That the collection of the old ~~and~~ arrear bills be given to Babu Nathaniel Mali on commission .

Please make a proposal about the taking of apprentices .Also let me have a list of all the old arrear bills of the Press .

Yours sincerely ,

*W. E. L. M. Press*

5th May 1935 .

Ref.145/35

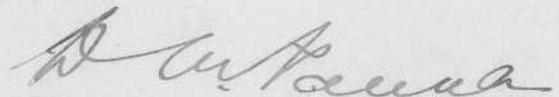
The Manager ,  
The G.E.L.M.Press ,  
Ranchi .

Dear Manager ,

Your postcard letter of 4.5.1935 is duly to hand.  
You have done well to close the Press on the 6th instant on account  
of the Silver Jubilee of their Majesties the King and Queen .

As for the 7th instant I do not think that it should be made  
a holiday for the Press .

Yours sincerely ,



Secretary ,G.E.L.Mission Press .

G.E.L.M. Press, Ranchi.  
4-5-35

Dear Sir,

No notification for closing works during the Silver Jubilee of Their Imperial Majesties have been received. Therefore, I have announced in my staff to close this office for a day ( on 6th May) only. Will it be necessary to close ~~work~~ the work on 7th also ? Kindly reply by return post.

Yours faithfully,

*The Sika*  
Manager.

*Received  
6.5.35  
Jm  
5/5*



To

D. M. Panna, Esq

Dy. Magistrate,

PURULIA.



Punjab 30-4-1935-

The Manager  
S & L Minnie Dean  
Ranch

The following papers are being  
sent by Parcel post. Please  
acknowledge receipt: -

1. Application of Elias Tija  
for loan of Rs 500 -
2. Establishment Pay bill  
for April 1935. - with  
withdrawal form from C.C.  
Bank. for Rs 7857/1/6.

B. W. P. S. (Signature)  
30-4-35-

Secretary *MM*  
*30/4/35*

- (1) Please sign & return me withdrawal form of C.C.C.C. Bank for Rs. 785/16. only on account of salary for Apl. 1935.
- (2). A loan application from P.F. for your sanction.

Balance at C.C.C.C. Bank. Rs. 2,198/-13  
as on the 27th Apl. 35.

*File*  
*MM*  
*30/4/35* —————  
*Sh*  
*29/4/35*

Secretary

Received the eq. No. 55671/4-4-35  
for Rs. 21/87- only.

Please issue one cheque.

C.N. Bank. balance Rs. 1920/157-  
as on 5-4-35.

Rs.  
6/4.

Issued one cheque No 55672  
of 8.4.35 for Rs 48/157-

  
8/4/35  
Secretary, G. E. L. Mission Press,  
Ranchi.

# Secretary

(1) Please issue one cheque  
for Rs. 21/8/- only.

C.N. Bank balance Rs. 1,526/2/5  
as on 27-3-35.

(2) Please sign & return one  
withdrawal form of X-tian  
Bank for Rs. 721/2/3.

Balance at bank Rs. 2,291/12/3.  
as on 27-3-35

Issued one cheque <sup>Rs</sup> 21/8/-  
No 55671 d 4.4.35  
for Rs 21-8-0

  
Secretary, G. E. L. Mission Press,  
Ranchi.

Ref no. 109/35-

Pune 26. 3. 1935-

To The Manager,  
G. E. & Mission Press  
Pune

The following two cheques of the  
Chotanagpur Banking Association Ltd are  
sent -

1. No. 55-669 of 26.3.35 for Rs 243/4/- in  
favour of Calcutta Paper Trading Co Calcutta

2. No. 55-670 of 26.3.35 for Rs 21-9-3 in  
favour of Messrs S. N. Bannergu + Co Calcutta

Also see withdrawal form for Rs 151/6/9  
from the Chotanagpur Christian Central  
Co-operative Bank Ltd, Ranchi.

Please acknowledge receipt

D. W. Patil  
26/3/35-

To

Secretary

Please find enclosed:—

- (1) Receipt for Rs. 200/—.
- (2) two letters of the 16th March 1935.
- (3) Bills a/c for the month of February '35.

(4) Bills are sent herewith to issue two eqs.  
Bank balance Rs. 1,626/2/5 on 21<sup>3</sup>/<sub>35</sub>.

- (5) One withdrawal form of X-tian Bank  
for your signature.

Bank Balance Rs — 2,167/7/- on 21<sup>3</sup>/<sub>35</sub>.

Issued 2 Cheques

1/ No 55669 of 26.3.35 for Rs 243/4/—

$\frac{86}{22/3}$

2/ No 55670 - Do for Rs. 21/9/3

*D. P. S. S. S.*

Secretary, G. E. L. Mission Press,  
Ranchi. 26/3/35



# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated* the 16th March, 1935.

To

The Secretary,  
Board of Trustees,  
& G.E.L.M.Press, Ranchi.

Dear Sir,

*Reference to your letter No. 70/35 of 27-2-35*

For the present I can take at least 3 boys in depart No. I. (Compositors), 2 in department No. II (Printing) and for the book-binding department I would require more than No. I but for want of accomodation, I can't allow more than two. I like to take these hands for the credit of our Press only and if fund permits shall not allow them to go to work in any local printing firms unless they resign or are dismissed for misconduct. There in Ranchi no competent compositors and printers are found. If our trained men will work in the Bazar Presses, ofcourse they will earn for their living but most likely by and by this Press may be looser. Hence system of training of apprentices should not be introduced.

Yours faithfully,

*De Sma*  
Manager.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated* the 16th March, 1935.

G.E.L.Mission Press matters to put up  
in the Board of Trustees meeting of 16-3-35.

1. Division of the present staff of the composing department into three sections.

(1) Distributors Section: ~~A~~ apprentice compositor who on completing the period of apprenticeship, is not found fit to be taken as ~~compositor~~ compositor ~~and~~ be retained as distributor on Rs.15/- p.m. only as already fixed. When a place of compositor is vacated or a new compositor is required preference will be given to such man.

(2) Hindi compositors Section: - Compositors who are M.V. passed or M.E. plucked when do not approve themselves efficient for English composing works should be taken in this Section on a monthly salary of Rs.15 - 1/1 - 25 only.

(3) English & Hindi Compositors Section: - Salary as fixed before.

2. Dismissal of Boas Toppo, book-binder and Manmasih Kerketta minor daftry.

And sanction of appointing two apprentices.

3. Restraint of annual increment of compositor Manmasih Khalkho.

4. Development of Press and its buildings.

5. *Remuneration to Mikhaal Tiga, Pandit for revising Kunsukh Bradhana.*

*M. S. Saka*  
Manager.

Ref. no. 91/35-

12.3.35-

The Manager,  
S. E. S. Mission Press,  
Ranchi.

Dear Manager, I am in receipt of the papers regarding Albert Parnis and others. I have not passed any order yet, as I intend to bring up the matter at the Board of Trustees meeting which is being called at Ranchi at 2 p.m. on the 20th instant in the office of Mr. Parnis. Please be present at the time of the meeting.

I am sending you a cheque for Rs 200/- This is refund of the loan taken last year temporarily from the Press to meet an urgent demand of the Board of Trustees. Kindly adjust the account and let me have a receipt.

The matters of the Press that you want to be placed before the Trustees should be got ready by 16.3.35. You please send them ahead to Mr. Lalit Prasad so that I may find them when I sign them. Before placing them before the Trustees I shall go through them.

Yours sincerely,  
D. C. Prasad

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

23  
RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 5th March, 1935.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

With reference to your No.69/35 dated 27-2-35, I am to report that the period of probationership of B/ P.A.Panna passed on the 4th November 1934. And the two apprentice compositors B/ Yusaph Tirkey & B/ Prabhusahay Beck complete their five years apprenticeship during current month (March 1935). Efficiency Bar examination of B/ P.A.Panna and B/ Yusaph Tirkey was taken and the copies of works they have done are herewith sent for your perusal. They were tested in two kinds of works (1) plain composition called "Tana composition" and (2) Job work. Compositor P.Sahay Beck was not tested. I propose to take him as Hindi compositor only because he is not M.E.passed. And he does not approve himself fit for English works. So henceforth there should be three sections in the composing <sup>department</sup> (1) Distributors (2) Hindi compositors & (3) English & Hindi compositors. And salary of Hindi compositors be fixed to Rs.15-1/1-25 ~~xxxxxxx~~ p.m. only.

Further I am to report that some years before Manmasih Kerketa Peon, was ~~ordered by the Board of Trustees to resign because of his old age but~~ degraded by the Board of Trustees to the post of minor daftry. Now he has become more old and also has lost eye sight. I therefore, asked him to resign but when he does not do, I put this for your order.

The book-binder BOas Toppe about whom I wrote in my letter dated 15-12-31 is also now unfit for service. He is weak both in Body & Brain. He can do only book-binding works which he is accustomed to do

P.T.O.

from long. But ~~due~~ on account of his weekness he can not do his works nicely and neatly. A better hand is wanted in his place.

The compositor Manmasih Khalkho who is an old compositor of this Press became old and on account of his old age does his work very slowly. So long he was entitled to enjoy his annual increments but when on account of his slowness he has become a stumbling block to other compositors, ~~further~~ he should not be allowed to enjoy any further increments. His present monthly salary is Rs.26/-.

-----00-----

With reference to your letter dated 20-2-35 soon after the man of Bandhu Vilas Press returned from Purulia engaged men to fit the printing press at the house where the owners have stocked them, And one day he had been to me to enquire if some parts of it can be had from its manufacturers. But on enquiry from the man of M/s Chunilal Ganpatrai, Ranchi, I was told that except a wheel which is still in Purulia the press is in running order. The ~~Man~~ man of B.V.Press say so as he has no cash to pay in full one a time and unless full price is paid he will not be allowed to take any of the press or other materials.

The local printing houses are gradually improving by adding more machines and types, therefore for the future it will be not good for us to remain stand still on the printing press, types we have already got. We must make a good plant and procure more materials and printing presses and also arrange for steam or electric power. Some years before I had a mind to move in this point but when all the money has been given loan to C.C., I kept silent. The Roman Catholic Press started with two printing presses only but having electric installations from the very begining have added two more big printing presses.

3.

We require some better book binding materials, good quality papers, knives for daftries which samples are not supplied by merchants with whom we deal. Therefore, if you sanction I will go to Calcutta to make arrangements of the articles and I shall see there ~~one~~ second hand printing presses if for sale.

Yours faithfully,

*M. S. Ma.*  
Manager.

SK.  
5/3/35

Ref. No. 70/35 .

27th February '35 .

The Manager ,  
G. E. L. M. Press,  
Ranchi .

~~XXXXXMANAGERXXX~~

Subject:- Training of Apprentices in the G. E. L.  
Mission Press .

Dear Manager ,

I intend to introduce the <sup>s</sup>ystem of training of apprentices in the Press in order to relieve unemployment of our Lutheran Christian youngmen to a small extent . The youngmen who desire to be Pressmen , compositors , Book-binders etc, or want to make their living by working in Presses should be trained in our Press , so that after successfully learning their work in the Press they may find employment elsewhere . Can you make a scheme for the purpose on some of the following lines ?

1. Number of apprentices to be taken yearly .
2. Their mode of training .
3. The period of their training , Examination etc.
4. Small remuneration or no remuneration etc.
- 5 . The month for admittance etc.

I propose to introduce the <sup>s</sup>ystem from April 1935 .

Yours sincerely ,

*H. W. Paulus*

27th February 5.

The Manager ,  
G.E.L.M.Press,  
Ranchi .

Ref.No.69/35 .

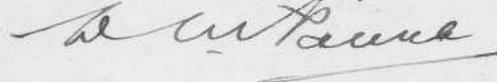
Subject:- Appointment of Mr.Albert Panna as Compositor  
on probation in the Press .

Dear Manager ,

Mr.Panna was appointed on probation for 6 months last  
year . I think six months are passed now and he should be now confirm  
ed and like permanent workers entitled to Provident Fund benefits and  
the periodical increment when due . You have not reported to me on  
these points .

Please do it now .

Yours sincerely ,



To

Secretary

- (1) Please issue me cheque.  
Bank balance - Rs. 1,240/13/6.
- (2) One withdrawal form of Xian Bank  
for salary.  
cr. balance at bank Rs. 2,043/9/6.
- (3) A-Post Office S. Bank withdrawal form  
for Rs. 50/- only with four loan applications.  
The balance expense will meet from the  
collection of February '35.

Sh  
25/2.

Issued one cheque No. 55668 of 27.2.35  
for Rs. 199-1-0

And returned withdrawal forms + loan  
applications with sanction.

*S. U. P. S. S.*  
Secretary, G. E. L. Mission Press,  
Ranchi. 27. 2/35



Secretary

- (1) Sending monthly return of bills  
for the month of January 35.
- (2) One withdrawal form for Rs. 158/3/6 only.  
Bank balance at Union bank - Rs. 1,315/8/6.  
as on 13-2-35.

Sh  
14/2.

Secretary,

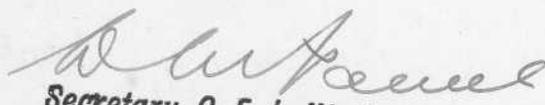
Received 3 cheques, No. 55664, 55665  
and 55666 of 28th Jan. 35. as well as, <sup>the</sup> withdrawn  
form for Rs. 691/1/3.

One bill is enclosed here with for  
payment by cheque.

Bank balance Rs. 1,891/1/7  
on 30-1-35.

Sh  
30/1.

Issued one cheque No. 55667 of 4-2-35  
for Rs. 36-9-9 (Rupees thirty six, annas  
nine + pies nine only.)

  
Secretary, G. E. L. Mission Press,  
Ranchi. 4/2/35

Purulia, Manbhum Dist.

32/35

3rd February 1935 .

The Manager ,  
The C.E.L.M. Press,  
Ranchi .

Dear Manager ,

I have written a letter to Messrs .Chuni Lal Ganpat Rai about the Printing materials stock which they want to sell . I have asked them to let me have a list of the stock and the price they want for it . But I think ,if you are satisfied with the stock , you should see them again and negotiate for the price . If you are satisfied that the materials are worth more than Rs.3000/- you offer them Rs.3000/- on my behalf or on behalf of the Press . Please hurry up the matter ,so that the stock comes to us. I do not know about the Machines etc. but if you are satisfied that they are in good order and will last long ,then go on with the negotiations .

Yours sincerely ,

*B. W. K. S. S.*

Open

Purulia, Manbhum.

31/35

3rd February 1935 .

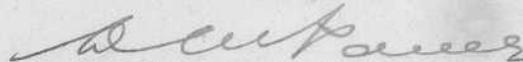
Messrs , Chuni Lal Ganpat Rai ,  
Main Road, Ranchi .

Dear Sirs,

I understand that there is a stock of Printing machines and type -second hand - for sale in your firm . I intend to buy them for the G. F. I. Mission Press, Ranchi , and I shall be much obliged if you will kindly let me have a list of the stock and the price you want to dispose of for .

An early reply will be appreciated .

Yours faithfully ,



Secretary , Board of Trustees , G. F. I.  
Church Property .

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated* the 28th January, 1935 .

To

The Secretary,  
G.E.L.M.Press, Ranchi.  
(Purulia).

Dear Sir,

Yesterday I saw the Manager of M/S Chunilal Ganpat Rai, Ranchi and enquired how much they ask for all the printing etc. machines, types and furnitures etc. etc., and also if any body has approached them and what they wish to pay for the whole lot. I was told that besides myself two more men (1) A Pleader of Ranchi and (2) a printer of Bhagalpur, have only seen the articles. They wish to sell the machines and types etc. on Rs.3,500/-.

In the list I already sent to you, I have shown how many machines are there and also a rough quantity of types and furnitures they have. A printer can never sell so many things on Rs.3,500/- only. If all the machines and types be bought an extra big addition will be made to this Press and in this way more works can be done.

I am in great need of more Devanagri and English book types. On account of these I am <sup>often</sup> ~~often~~ loosing some big printing works. Also one more Treadle and one bigger flat printing Press are needed. Therefore, please communicate with M/s Chunilal Ganpat Rai and try if they reduce it to Rs.3000/- only. Because if we buy the machines etc. we will atonce require a new block to house them.

Yours faithfully,

*M. C. Saha*  
Manager.

Secretary

(1) Please issue 3 cheques.

Balance at C.N. Bank Rs. 1,942-14-4  
on 25/1/34.

(2) Please sign & return withdrawal  
form of X. team bank.

cr. Balance at the above bank  
Rs. 1,247-2-3 on 25-1-35.

(3) One loan application for sanction.

Issued 3 Cheques on 28/1/35 Sh  
26/1.

1. No 55664 for Rs 433/15/8

2. No 55665 for Rs 115/11 —

3. No 55666 for Rs 93/13/3.

S. W. P. S.  
207/1/35  
Secretary, G. E. L. Mission Press,  
Ranchi.

13/35

11 th January 1935 .

The Manager ,  
G.E.L.M.Press,  
Ranchi .

Dear Mr. Ekka,

Please submit the following as they stood on 1.1.1935

1. All the loans with interest due ,if any ,which the Press has given to Church Council and others .
2. A list of the outstanding bills up to the end of 1933 . This list is required either to write off the old unrecoverable items and omit them altogether from future outstanding bills or to make some other arrangement for their realisation.
3. Outstanding liabilities of Babu Elias Purti ,that is ,how much he has still to pay in the defalcated amount of the Press money
4. An account of the Mundari Nawa Bhajan ,published by Babu Elias Purti .

Yours sincerely ,

*D. W. Prasad*  
11.1.35

Ref. No.12/35 ..

9th January 5 .

The Manager ,  
The C.E.L.M.Press ,  
Ranchi .

Dear Manager ,

I am sending you an application of Babu Elias Purti for a loan of Rs.12/- . If there be no objection , please grant the loan from the Press Provident Fund Money . He is, of course, not a member of the Fund , but he is an employee and so there is no fear that the money will be lost in any way . The loan money will be recovered from his pay every month .

In your previous letter you wrote that it was necessary to buy some type . Chuni Lal Ganpat Ray of Ranchi have some type to sell which formerly had belonged to Krishna Bus Service Company . Please examine the type and see if they will serve your purpose and if they do please let me know .

Yours sincerely ,



To Secretary

1. Information about furnitures and machines of old Press from Mrs Chuni Lal Gampotrai, Ranchi.
2. Bills a/c of old & current for Dec. 1934.
3. A petition for unpaid apprentice.

Sh  
17/11

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 17th January, 1935.*

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

With reference to your letter No.12/35 dated 9-1-35. A loan of Rs.12/- will be given to Mr.Purti from P.F.A/C at the end of this month.

I and Mr.A.Panna had been to see printing Machines and types etc which Messrs Chuni Lal Ganpat Rai have brought here from Purulia. ~~They have~~ not brought all the materials yet.

We saw the following Machines Viz - I. Double Crown flat machine II. Hand Press III. Ruling Machine IV.Perforating V.Cutting Machine & VI. Wire stitching machine. Tradle Machine has not been brought here. Machines are all in disorder as they are brought. We cannot say how they will work.

Besides the machines we saw 124 cases full of types and Blocks and wood letters ; leads, eleven chases, Racks and other furnitures. We ~~were~~ are told that there are English, Bengali, Hindi and Gujrati types. His man said that Hindi Pica type is enough for about 32 pages and there are some heading and Small types of three or four kinds.

Big machine was purchased from a printing Press of Jharia Coal field. And we expect that the perferating and other machines too were purchased as second hand as they also seem very old.

Therefore, according to our openien and estimate we conclude the price about Rs.3,500/-. We asked his man about the price of whole lot, but he did not say.

P.T.O.

2.

Please enquire on how much they will sell. But see the machines are not in order and therefore we will have to fit them. I think it will cost ~~Rx~~ about Rs.300/- in fitting.

Among the machines some are not necessarily wanting viz -Ruling, Hand Press, Perforating and Wire stitching. These can be disposed off after purchasing or used.

Yours faithfully,

  
Manager.

OUTSTANDING BILLS ACCOUNT.

for 1930 to Dec. 1934.

Year.	Total Amount of Bills.			Amount realized.									Balance to be realized.	REMARKS.		
				Previously.			During the month.			Total.						
1930	13,032	9	9	12,998	8	3				12,998	8	3	34	1	6	<p>detailed list of unpaid bills for the month of December 1934.</p> <p>Bills:</p> <p>(1) The Cannonpore Shoe Fact. Ranchi: 1898 pt. Rs. 2-6-0 4-10-34</p> <p>(2) The Imperial Hotel " 1947 " 5-0-0 18-12-34</p> <p>(3) The Sec. Sahitya Sami: " 1975 " 0-8-0 26-10-34</p> <p>(4) The Adjutant C.N. Regt. " 1987 " 3-2-0 31-10-34</p> <p>(5) B/ Elias Purti " 234 Bd. " 0-3-0 26-10-34</p> <p>(6) " Johan Purti, Longa " 228 " -1-10-0 9-10-34</p> <p>(7) Rev. M. Schieba, Kinkul 89 Bd. -5-9-0 30-10-34</p> <p>Bal. Rs. 18-6-0</p> <p>Rs. 3/3/- of Bd. bill No. 110 27-11-34, books sent by V.P.P. refused &amp; restocked on 11-12-34.</p>
1931	12,756	"	3	12,411	8	3				12,411	8	3	344	8	"	
1932	12,569	10	9	12,408	1	3				12,408	1	3	161	9	6	
1933	13,172	15	6	12,302	14	9	8	14	3	12,311	13	"	861	2	6	
1934. Jan:	1,337	7	"	1,201	3	"				1,201	3	"	136	4	"	
Feb	855	7	6	851	3	6				851	3	6	4	4	"	
Mar.	1,070	4	"	956	5	"				956	5	"	113	15	"	
April	909	11	6	905	3	"				905	3	"	4	8	6	
May	957	4	9	895	6	9				895	6	9	61	14	"	
June	1,146	6	3	1,089	11	3				1,089	11	3	56	11	"	
July	736	15	9	671	15	9				671	15	9	65	"	"	
Aug.	957	12	6	840	5	6				840	5	6	117	7	"	
Sept.	915	3	"	746	15	6				746	15	6	168	3	6	
October	1,462	3	3	1,421	7	3	22	6	"	1,443	13	3	18	6	"	
Nov:	1,347	"	6	587	15	"	104	11	"	692	10	"	654	6	6	
Dec.	1,259	13	"				737	8	"	737	8	"	522	5	"	
	64,486	13	3	60,288	12	"	873	7	3	61,162	3	3	3,324	10	"	

S. D. Kujar  
8/1/35.

M. S. K. S. K.  
12/1

OUTSTANDING BILLS ACCOUNT.

for 1921 to 1929.

Year.	Total Amount of Bills.			Amount realized.						Balance to be realized.			REMARKS.	
				Previously.			During the month.							Total.
1921	11,237	14	"	11,237	14	"			11,237	14	"		nil	
1922.	9,518	"	"	9,326	1	6			9,326	1	6		191 14 6	
1923	10,449	15	3	10,443	10	3			10,443	10	3		6 5 "	
1924	11,280	3	"	11,264	10	"			11,264	10	"		15 9 "	
1925	11,262	8	9	11,199	12	3			11,199	12	3		62 12 6	
1926	13,155	6	9	13,025	14	3			13,025	14	3		129 8 6	
1927	12,486	14	3	12,391	7	3			12,391	7	3		95 7 "	
1928	11,858	6	"	11,800	15	"			11,800	15	"		57 7 "	
1929	13,767	14	"	13,538	4	"			13,538	4	"		229 10 "	
	105,017	2	"	104,228	8	6			104,228	8	6		788 9 6	<i>S. D. Kujala</i> 10/1/35 <i>McShane</i> 12/1

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 20th December 1934.*

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

I intend to buy Hindi types as well as English type. Mostly the Hindi types become short, when the monthly papers - Evangelical Patrika and Gharbandhu are taken in hand, to run the other works. The pages of Eva. Patrika are gradually increasing from 8 to 20 pages and from January '35 its number of pages increased to 24. And from last year lots of information sheets of Tea gardens of Assam are printed in Hindi.

Under these circumstances, I propose to enlarge the old stocks of Hindi types for about Rs.1000/- only.

A list of unpaid bills of C.C. is sent herewith.

Sending 2 copies of Panjika for 1935.

*Received the two withdrawal forms signed by you.*

Yours faithfully,

*M. S. S. S. S.*  
Manager.

List of unpaid bills of C.C. and Editor G.B.,  
Ranchi.

Date.	Bill No.	Amount.	Particulars.
19-12-33	- 861	....Rs. 23-14-0	- Printing 2,000 Calendar for 1934.
23-12-33	- 901	....." 1-10-0	- Supplying 4 qrs of 36 lb. Kraft paper.
Do	- 902	... " 77--2-0	- Printing G.B. for Dec. 1933.
2-1-34	- 906	... " 135--0-0	- " 600 copies of Diary '34
1-3-34	- 1236	... " 109--7-0	- " G.B. for Jan & Feb. '34
22-3-34	- 1333	... " 3--2-0	- " 200 Mahasabha ka Karpatra
27-6-34	- 1642	... " 54--7-0	- " G.B. for May 1934.
26-7-34	- 1706	.... " 55--0-0	- " " " June "
8-8-34	- 1741	... " 4--6-0	- " 1000 Circular Hukum in Hindi.
24-8-34	- 1778	.... " 37--3-0	- " 150 copies Minutes of Gen. Conference.
Do	-1779	..... " 55--0-0	- " G.B. for July 1934.
5-9-34	- 1802	..... " 54-12-6	- " " " Aug. "
17-11-34	- 2065	..... " 109--3-0	- " " " Sept. & Oct. 1934.
17-12-34	- 2210	.... " 94--6-0	- " 600 Xtian Diary for 1935.

Total Rs. 814--8-6

To

Secretary.

(1) Please issue a cheque in favour of the Manager G. E. L. Mission Press, as the amount has been paid yesterday from the Petty Cash a/c to the bearer of this bill with R/R before taking delivery of the article from the Rly. station.

Cr. balance at C.N. Bankg. Assm.  
Rs. 733-2-3.

Rs  
16/10.

(2) Monthly return of Book shop  
for Sept. 34

(3) 50. of bills. 50.

Rs  
16/10.

Issued Cheque No 55660  
d/ 25.10.34 for Rs 51-7-6.

324/34

25.10.1934 .

The Manager ,  
The G.E.L.Mission Press ,  
Ranchi .

Dear Manager ,

As requested I am sending you a cheque for Rs.51/7/6 .

I am sorry that there has been a delay of about a week in the issue of the cheque .

From the returns submitted by you I find that from Jan.1930 to September 1934 there is an outstanding balance of Rs.3,015/11/9 to be realized from the bills . I am afraid there is no strictness in realizing the outstanding bills . There seems to be some laxity somewhere . Please let me know by return post why so big an outstanding amount unrealized . Half of this unrealized balance relates to years 1930 to 1933 . Strenuous efforts should be made . I should like to have a list of the outstanding bills .

Yours sincerely ,

*D. K. S. S.*

TELEGRAPHIC ADDRESS:—"GITA"

CODE USED:—BENTLEY'S SECOND.

Branch

25 SRI RAM ROAD, LUCKNOW.

# THE GITA PRESS

( Printers and Publishers of Religious Books and Pictures. )

Selling Agents to

The Titaghur Paper Mills Co. Ltd. Calcutta.  
The General Printing Ink Corporation of  
New York.

GORAKHPUR

The 24-10-1934.

Paper Agency Department.

Ref. No. A. 9596

Dear Sirs,

D. M. Pana Esq.  
Dy Magistrate & Collector  
Purulia.

Dear Sirs

We have honour to inform you that our representative had an interview with the manager of your G. E. L. Mission Press Ranchi. The latter had expressed his desires to use Titaghur Mill products. We therefore have the pleasure to intimate you that we ~~shall be~~ <sup>are</sup> prepared to offer 6 1/4% commission at Mill rate. 30 days sight payment <sup>J.O.R.</sup> Ranchi. We hope you will please see your way to place your orders early. Thanking you in anticipation

Yours faithfully,

For Gita Press!

Behan Lal

Manager.

23

# G. E. L. MISSION PRESS,

Ranchi.

Date the 22nd Sept. 1934.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

In reply to my letter dated 28-7-34 you sanctioned to pay 10% extra above the pay of the composers for doing Bengali composing works. According to this scale none will get <sup>more</sup> than one anna six pies per day <sup>besides the usual pay.</sup> The composers do not agree to work at this rate and now they have ceased to do Bengali composing works.

If Bengali printing works will be stopped it is a loss and disgraceful to the Press where the Bengali works of the Public are done mostly than other Presses.

Yours faithfully,

*W. S. S. S.*  
Manager.

SK.

Purulia, Manbhum.

315/34

29.9.1934 .

The Manager ,  
The G. E. L. Mission Press ,  
R a n c h i .

Dear Manager ,

Your note re+payment to compositor doing Bengali composing was handed over to me at Ranchi on 22.9.1934 . I told you verbally on 23.9.34 while I was ready to leave for Purulia that you might pay the compositor as you were paying to late Acharjee , that is, Re.1/- /- (Rupee one ) only in excess of his usual pay . I confirm this order now with this letter .

Yours sincerely ,

*D. W. Pearce*

314/34 .

29.9.1934 .

Purulia .

Mr. N. C. Ekka,  
Manager, G. E. L. Mission Press,  
Ranchi .

Dear Mr. Ekka,

I am sending you two cheques, one for Rs. 701/1/9 and another for Rs. 22/2/-, the total of which comes to Rs. 723/3/9. The Bank balance as reported by you was Rs. 717/11/10 on 25.9.34. So you see that the Bank balance is less than the amount of the two cheques. We have no credit system with the Bank, and so we can not issue any cheque in excess of the Bank balance. So please do not issue the cheque for Rs. 22/2/- until there is Bank balance to cover the amount.

In future please pay your Press staff salary and the local payments by withdrawals from the C.C.C.C. Bank. Only Calcutta and outside customers should be paid by cheques to the Chota Nagpur Banking Association Ltd.

Let me know what arrangement there is for withdrawing money from the C.C.C.C. Bank. The C.C.C.C. Bank has not sent me any Cheque Form book. So please ask the Bank to issue blank cheque book for withdrawal of money from it. In case there is no Cheque form book in use, please send me withdrawal forms so that I may fill them up and send them to you.

Yours Sincerely  
*D. W. Arundel*

To

Secretary.

(1) Please issue two cheques.

C. N. Bank balance as on 25<sup>9</sup>/<sub>34</sub>  
Rs. 717-11-10.

(2) Balance sheets of Book Dept.  
for the month of August 1934.

Issued 2 Cheques on 29.9.34

(1) No 55658 for Rs 701-1-9

No 55659 for Rs 22-2-0

*D. M. P. S.*  
Secretary, G. E. L. Mission Press,  
Banohi. 29/9/34

G.E.L.M. Press, Ranchi:

100-34.

Dear Sir,

Received the two cheques of the 8th Sept 1934 for Rs.316/- and Rs.121/3/8 in payment of bills of The Calcutta Paper Trading Co., Calcutta and Babu Ramgali Lall, Ranchi respectively.

Yours faithfully,

*M. S. Suka,*  
Manager.

To

D. M. Panna, Esqr.,

Dy. Collector,

PURULIA.

Secretary.

sending:—

- (1) Dehgt. P.C. for exp.
- (2) Monthly a/c of Bills for Aug: 34.
- (3) Copies of C.N. Bank & C.C.E.C.  
Bank Pass books for Aug: 34.

————— X —————  
Please issue one cheque.

Balance at C.N. Bank on 11-9-34.

Rs. 481/2/1 only.

Issued cheque

Sh  
12/9/34

No 55657 Dd 14-9-34. for Rs. 159/3  
(Rupees One hundred & fifty nine pias three only.)

*A. V. S. S. S.*

Secretary, G. E. L. Mission Press

Banohi. 14/9/34.

Copy of Bank Pass Books for the month of August, 1934.

C.N. Banking Assn. Ranchi.

Date.	Dr.	Cr.	Balance.
	Balance from last month B.F.		Rs. 2,169-15-8
1.	To cheque .....	Rs. 710--5-0	" 1,459-10-8
2.	By cash .....	Rs. 100--9-6	" 1,560--4-2
3.	" " .....	" 45--7-9	" 1,605-11-11
7.	" " .....	" 130--6-3	" 1,736--2-2
"	To comms. .....	" 0--5-0	" 1,735-13-2
9	" cheque .....	" 189--9-9	" 1,546--3-5
14.	" " .....	" 37--8-0	" 1,508-11-5
15.	" " .....	" 53--4-0	" 1,455--7-5
17.	By cash .....	" 52--6-0	" 1,507-13-5
22.	" " .....	" 80-11-6	" 1,588-8-11
24.	" " .....	" 57--0-0	" 1,645--8-11
28	" " .....	" 70--8-6	" 1,716--1-5

Christian Central Cooperative Bank,  
Ranchi.

Date.	Deposit.	Withdrawal.	Balance.
10-8-34.	By Cash .....		Rs. 102--6-6
14	" " .....		" 150-15-6

*W. S. Sika*  
Manager,  
G.E.L.M. Press, Ranchi.

11/9.

Purulia, Manbhum Dist.

298/34 .

11th Sept. 1934 .

P. Hurad , Esqr.,  
Secretary , G.E.L. Church,  
Ranchi .

Dear Sir,

Your letter No. 510/34/F.-30 dated the 6th September  
1934 .

I take strong exception to the words used by you in the last para  
of your letter in question. Who ever thought that the Church Council  
office should be used as a godown or store house for stocking Press  
books ? What was intended in good spirit has been taken by you in ill  
spirit . So please note that your refusal of the offer is treated with  
disdain.

Yours truly ,

W. C. P. A. C. C. C.

The Cassner Lu. Lutheran Church in Chotanagpur & Assam.

[Mission Estd. 1845.—Autonomous 1919.]

G. E. L. COMPOUND.  
RANCHI. (Behar) India.

Secretary: P. HURAD,

No...510./34/F.-30.

Dated the...6th...September 1934.

D.M. Panna, Esqr.,  
Deputy Magistrate,  
Purulia.

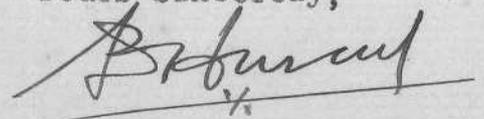
Dear Mr. Panna,

In reply to your letter no: 261/34 of the 16th August, last I wish to let you know that there has been no library of the Church Council in its technical sense, but from time to time I have been getting books and pamphlets free of cost on many useful subjects from private book concerns and also from Government and wish that these should be carefully preserved and kept for future use so that in course of time these form a nucleus for a regular library. The Church Council is not in a position financially to order and obtain books for a library, but can have such books which come to us gratis.

The Church Council has not opened a library and any books which I have in my office are neither catalogue~~d~~ or marked or numbered as no such necessity has arisen so far. Useful pamphlets do sometimes come to me from America and also from the N.C.C and other missionary societies and these can certainly be read profitably by the members of the Church Council. It is only a pity that our Press is not in a position to supply us any literature free of cost.

I do not think that the C.C. office should be used as a godown or store house where Press books can be stocked at the end of a year and made available to the Press when need arises.

Yours sincerely,

  
P. Hurad

Secretary

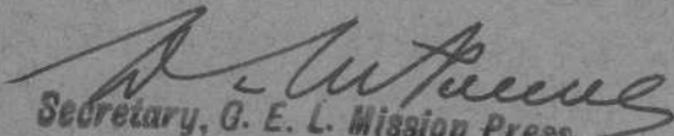
Please issue 2 cheques.

Balance at C.N. Bank Rs. 849/1/2.

84  
6/9

Issued 2 Cheques on 8/9/34.

- (1) No. 55655 for Rs 316/-
- (2) No. 55656 for Rs 121/3/8.

  
Secretary, G. E. L. Mission Press,  
Banahi.  
829/34

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 28th August, 1934.

To

D.M. Panna, Esqr.,  
Secretary, G.E.L.M. Press,  
Ranchi.

Dear Sir,

I have examined and found 63 copies of old G.B. where as your requirements are 145 copies. Please let me know if these will be sent to you.

A cheque being No. 54422 dated 19-7-34 for Rs. 65/11/3 was sent to the Envelopes Manufacturing Co., Calcutta which has been returned back from Dead Letter Office. Also a reminder letter from the company received on 20-8-34 and in reply wrote to enquire and inform the cause of returning the cheque then we will send again. But no reply has been received.

I think this cheque will be replaced by new one.

Gul Muhammad Khan has rendered a new ~~cheque~~ hand note for Rs. 189/3/- only the balance of Old Hand Note and verbally promised to pay the other bills amounting to Rs. 56/15/- by instalments.

Yours faithfully,

  
Manager.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 21st June, 1934.

To

The Secretary,  
G.E.L.Mission Press,Ranchi.

Dear Sir,

Received the crossed cheque of Rs.1000/- for <sup>5 years</sup> fixed  
deposit ~~in the with the~~ in the C.C.C.C. Bank,Ranchi.

A copy of Bank account for April 1934 was sent to you  
with acknowledgement letter dated 17-5-34.

Reply received from Rev.J.J.P.Tiga regarding enquiry  
of Kunrukhd Dadi is sent herewith.

Some days ago I proposed for provision of Bengali  
Compositors,the reply of which is not received by me.

Yours faithfully,

  
Manager.

From

THE REV. J. J. P. TIGA, B.D. (B.A. CAL.)  
Chairman, G. E. L. Church,  
Govindpur, P. O. Jariagarh,  
RANCHI, B. & O.

Govindpur,

Dated, the 12<sup>th</sup> June 1934.

14/6  
P

To,

The Manager , G.E.L.Mission Press,  
Ranchi.

Dated, Govindpur the 12th. June 1934.

Dear Sir,

With reference to your letter dated, Ranchi the 17th. May 1934 forwarding a copy of your Secretary Mr. Panna's questions I have to give you the following informations.-

1. In the first place I gathered together a number of popular hymns and songs sung by the Oraons in different parts of the Field and then I selected the best ones from among them. I then grouped them together with the old Kurunkh Dandi hymns.
2. Classified all of them according to their different themes and then arranged them all in order according to time and season , wrote them afresh in one volume . This was placed before Mr.Joel Lakra and duly approved on behalf of the Kurunkh Sabha. It was then sent to the Press for publication.
3. I also prepared the index to the revised edition.
4. There were no Scripture texts to the hymns therefore I tried to give suitable texts to them and was successful in giving such texts in Oraon at the beginning of each season ( 24 in all ). There are now about 130 hymns with scripture texta including those which are at the head of each different season.
5. I have also tried to introduce music and have given it in tonic solfa notation for the following hymns.-

From

THE REV. J. J. P. TIGA, B.D. (B.A. CAL.)

Chairman, G. E. L. Church,

Govindpur, P. O. Jariagarh,

RANCHI, B. & O.

Govindpur,

Dated, the ..... 193 .

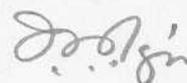
Nos. 23, 25, 61, 98, 99, 102, 105, 119, 120, 122, 123, 125, 226, 279, 295, 319, and 330.

6.- The following hymns are my own compositions.-

Nos. 17, 23, 25, 61, 72, 73, 102, 107, 123, 125, 130, 164, 187, 188, 203, 258, 270, 279, 295, 319.

7. Apart from this I thoroughly revised about 50 bhajans which were being sung at random. Several of them had beautiful tune but the contents were very poorly worded while others had so many thoughts crowded together without any link that one could not get the exact thought underlying the hymn. I had to enrich them with fresh wording and to make them run in definite thought I concentrated them in some distinct religious trend of ideas.

Yours Sincerely,



the 17th May, 4

To

Rev. J. J. P. Tige,  
Govindpur.

Dear Sir,

Your application dated the 27th ultimo was forwarded to our Secretary Mr. Panna and in connection to it he wants to know if you composed the new songs printed in K.D. books yourself and what part you took in printing the K.D. books.

Yours faithfully,

*H. S. Sika*  
Manager.

Copy.

- (1) Did the Rev. J. J. P. Tige compose any Kurukh Dandi himself ?  
If so, how many of them ?
- (2) What actual part did he take in the printing of the new Kurukh Dandi book ?

Sd/ D. H. Panna

14-5-34.

*Recd reply on  
14/5/34 & for-  
warded to the Secretary.  
mc  
2/6.*

To,  
The Secretary & Manager,

Board of Trustees, G.E.L.Church, Ranchi.

Through,

The Manager, G.E.L.Mission Press,  
Ranchi.

Dear Sir,

Being asked by the Kurunkh Sabha, I revised and enlarged the Kurunkh Dandi. Now it is being published by the G.E.L.M.Press. May I request you to kindly grant me some remunerations for which I shall always remain very thankful to you.

Yours Sincerely,

Dated,  
Govindpur, the 27<sup>th</sup> April 1934

J.D. Singh

P.T.O.



GOSSNER HIGH SCHOOL.



From

Rev. JOEL LAKRA M. A., B. D., S. T. M.

Ranchi the 23<sup>rd</sup> Aug 1934.

Principal.

secy, Ch. J. S. S. S.

To the Secretary,

Board of Trustees,

Purulia.

Dear Sir,

With reference to your letter of the 10th August, I beg to say that some bills of the Press for the Adibasi is still pending. The figure given by the Press is still to be verified.

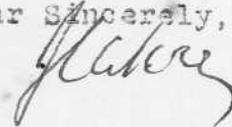
The Samaj could not pay the bill as the subscribers did not pay their dues and so long as the paper remains stopped the subscribers will not pay and thus the bills are pending as the paper cannot be printed and the subscribers do not get the paper. Thus it is a vicious circle.

May we request the Trustees to allow us to print the paper and the first charge will be

the dues of the Press. We shall see that we print only the necessary number of papers and we shall get the subscription gradually and we shall make the payment as the subscriptions come.

Your Sincerely,

Secretary,

  
Chotanagpur.I. Society.

273/34 .

28th August 1934 .

Rev. J. Lakra,  
Chairman, Chotanagpur Unnati Samaj,  
Ranchi .

Dear Sir ,

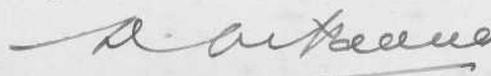
With reference to your letter of the 23rd instant regarding the bills of the G.E.L.M. Press for the printing of the Adibashi paper of the Association , I beg to say that as a business concern it is bad for the Press to wait indefinitely for the payment of its bills, and for the good name of the Association it is incumbent on it to pay off its dues to the press .

I am afraid the Press can not agree to your proposal to print papers for the Association without the former bills being paid at least in part. Let the Association first raise subscriptions and then print its paper . To print its paper and send it to its possible subscribers and then to expect that the latter would pay up their subscriptions is , I think , a wrong policy .

I wrote one letter to the Rai Sahib also , but he has not written me any reply yet .

You have some funds in your Association , and the Press will be obliged if you can see that the dues of the Press are paid up .

Yours faithfully ,



253/34 .

12th August 1934 .

*Press*  
The Manager ,  
The G.E.L. M.Press ,  
Ranchi .

Dear Manager ,

I hope you have received advance copy of the Resolution of the Church Council re Autonomy Rakshak Sabha .

The Secretary of the Board of Trustees ,Mr.D.M.Panna, is not a Post Office through which the resolution of the Church Council should go to the Press Manager . The Church Council should have shown the ordinary courtesy to make a request to the Board of Trustees and not given an order .

As a member of the Church Council I have nothing to say to the decision of the Church whether it is right or wrong .I have to respect its decision till it is altered or modified .

Any paper ,pamphlet or notice ,which shows disrespect to the authorities and officers of the Church , or is an attack on any person's character , or is defamatory ,or is irreligious or is obscene should not be <sup>printed</sup> ~~published~~ in our Press . You are responsible for the matters printed in the Press and you should exercise your discretion . I do not say ' Stop printing of all papers coming from the Autonomy Rakshak Sabha ' . As business concern the Press should print any paper or matter that will bring profit to it . However before printing any matter send it to me for approval .

Yours sincerely ,

*B. C. P. S.*

Purulia,

244/34

10th August 1934 .

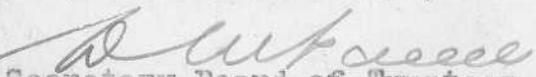
Rev. Isaac Ekka,  
G.E.L. Church ,  
Sorontoli , Ranchi .

Dear Mr. Ekka,

I find that you still owe to the Press Rs.4/6/6 .  
The outstanding Press bill is coming from a long time ,that is,  
since 1926 . The Press is a business concern and it has to support  
a number of Christians and gives some help to the Church also .  
If customers, like yourself, will not pay the Press what is just  
and right ,how can it be expected of others who have no scruples  
to deal unjustly and wrongly with others .

I expect to hear from you that you will clear off the debt .  
It is not a big one and already 8 years have passed .

Yours sincerely ,

  
Secretary, Board of Trustees .

Purulia,

245/34 .

10th August 1934 .

Mr. Christ Anand Tiru ,  
G.E.L. Church ,  
Sironetoli , Ranchi .

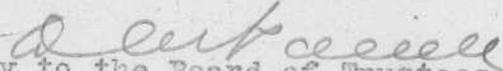
Dear Mr. Tiru,

From the report received from the Press Manager I find that you owe to the G.E.L. Mission Press a small sum of Rs. 6/4/- and that this debt is eight years old . From his report it further appears that on 28.5.1934 you promised to pay up this amount by monthly instalments , but have not paid anything since then .

The Press is a business concern and so if the Press is to exist the customers must pay their dues in time . I shall be highly obliged if you will do the favour of paying up your debts to the Press on receipt of this letter .

I have hope that I shall not have to write to you again .

Yours sincerely ,

  
Secretary to the Board of Trustees .

246/34

Purulia,  
10th August 1934 .

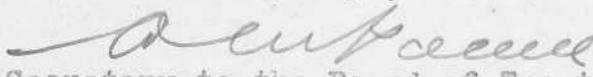
Rev. Benjamin Minj ,  
G. E. L. Church ,  
Ranchi .

Dear Mr. Minj ,

From the report of the Press Manager it is found that you owe to the G. E. L. Mission Press a large sum , that is , Rs. 191/9/- . It is also reported that you have executed a Hand Note . But it appears that since the execution of the Hand Note you have not paid anything to the Press . So will you be good enough to let me know what is your proposal to pay off this debt , which I believe must be heavily pricking your conscience .

Have you not been able to sell off the books which you got printed ? I believe the amount is on account of certain book or books that you got printed in the Press with a view to sell them with a profit to you .

Yours sincerely ,

  
Secretary to the Board of Trustees .

Purulia,

247/34 .

10th August 1934 .

Rev. J. Lakra , M.A., B.D.,  
President , Chotanagpur Unnati Samaj,  
Gossner High School , G.E.L. Church,  
R a n c h i .

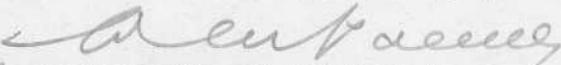
Dear Mr. Lakra,

From the report of the Manager , G.E.L. Church  
(Mission) Press , I find that the Chotanagpur Unnati Samaj owes  
to the Press a sum of Rs. 235/10/6 on account of printing charg-  
es. Will you kindly see that this amount is paid off quickly .  
You must have some money in the Samaj funds .

Kindly consult Rai Sahib Bahdi Ram Oraon regarding the  
payment of this amount , and if the Unnati Samaj wishes to pre-  
serve its good name it must have obligations cleared off .

If the Unnati Samaj be unable for any reasons to pay up  
its debts to the Press, I shall be much obliged to know when it  
will be possible for the Samaj to clear off its debts, and also  
why the Samaj is unable to pay off at present .

Yours sincerely ,

  
Secretary, Board of Trustees .

Purulia,

248/34

10th August 1934 .

Rai Sahib Bandi Ram Oraon,  
Secretary, Chotanagpur Unnati Samaj,  
Near Ranchi Lake, Ranchi .

Dear Rai Sahib,

The Manager of the G.E.L. Mission Press reports to the Board of Trustees that the Unnati Samaj owes to the Press a heavy sum of Rs.235/10/6 -.

You know that the Press is a business concern and has to support a large number of workers. Besides the times are bad owing to trade depression and the Press is able with great difficulty to meet both ends meet any how. By paying off the outstanding debts the Samaj will maintain its good name, otherwise I am afraid, how it will fare. If the dues are just, please see that the Samaj pays off its debts. I hope the Samaj has money enough to discharge its obligation to the Press. Kindly see that the Press does not suffer by any action of the officers of the Samaj.

Yours faithfully,

  
Secretary, Board of Trustees.

249/34 .

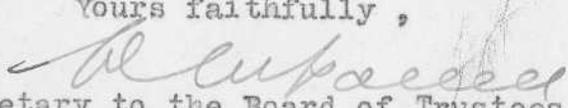
10th August 1934 .

Khan Sahib Gul Muhammad Khan,  
Gul Muhammad Cinema House ,  
Main Road, Ranchi .

Dear Khan Sahib,

From the report of the Manager of the G.E.L. Mission Press, Ranchi , it appears that you owe to the Press a pretty large sum of Rs.246/2/- and that the efforts of the Rev.M.Prehn to get either the money or an answer to his letter have failed . The Press Management have approached the Board of Trustees to take legal steps to have the money realised from you . So before the matter goes to the court I beg to approach you with this letter with the request that you will kindly pay off your dues to the Press and save the Board of Trustees of the necessity to take legal steps against you .

Yours faithfully ,

  
Secretary to the Board of Trustees .

Purulia,

250/34 .

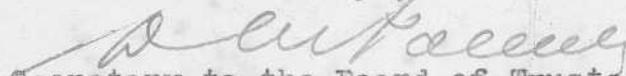
10th August 1934 .

P. Hurad, Esqr,  
G. E. L. Church ,  
Ranchi .

Dear Mr. Hurad,

The Manager of the G. E. L. Mission Press reports that you still owe to the Press a sum of Rs. 21/-/6 . Mr. Prehn reports that his efforts to realise the amount have failed . They have now requested the Board of Trustees to take legal action against the defaulting customers of the Press . But before placing the matter for any action by the Trustees , I request you to kindly pay off your dues to the Press . It does not look well that the Board of Trustees should take any legal action against a member thereof .

Yours sincerely ,

  
Secretary to the Board of Trustees .

LIST OF BILLS

ATTEMPTS MADE BY REV. M. PREHN on 24-5-34 AND 26-6-34.

S.No.	Name & Address.	Bill No. & date.	Amount.	Remarks.
1.	Rev. I. Ekka, Siromtoli, Ranchi.	1095 ..... 25-1-26 1323 ..... 27-3-26	Rs. 3--9-0 " 0-13-6	balance. Reply received on 25-5-34 Part paid Re. 1/- on 13-6-34. Total balance is Rs. 4/6/6.
2.	B/Christanand Tiru, Siromtoli, Ranchi.	482 ..... 29-6-25 1902 ..... 11-12-26 1903 ..... 11-12-26	" 3--8-0 " 1--4-0 " 1--8-0	Replied on 28-5-34 stati- ng to pay by monthly inst- alment but nothing has been paid by him up to this day.
3.	Rev. B. Minj, G.H. School, Ranchi	.....	" 191--9-0	Hand Note renewed on 28-11-33. Not replied to the reminder.
4.	Rev. J. Lakra, President C.N. Unnati Samaj, Ranchi.	349 ..... 11-6-28 412 ..... 21-10-31 994 ..... 9-5-32 1236 ..... 29-7-32 1383 ..... 14-9-32 1512 ..... 26-10-32 1956 ..... 14-3-33 155 ..... 16-5-33 889 ..... 21-12-33	..... " 3--2-0 " 6--4-0 " 12-10-0 " 3--3-0 " 26--5-6 " 54--0-0 " 53--6-0 " 11-10-0 " 65--2-0	Bal. out of Rs. 48/12/- No reply.
		Total	Rs. 255-10-6	
5.	Gul Md. Khan, Ranchi	.....	Rs. 189--3-0	Balance of Hand Note dated 25-6-29.
		299 ..... 26-4-29 332 ..... 29-9-31 458 ..... 9-11-31 475 ..... 16-11-31 492 ..... 21-1-31 521 ..... 2-12-31	" 23-4-0 " 12-12-0 " 8--3-0 " 6--2-0 " 3--0-0 " 3-12-0	Bal. of Rs. 52/5/- No reply of the last reminder letter sent by Registered Post.
		Total	Rs. 246--2-0	
6.	Mr. A.L. Tirkey, G.H. School, Ranchi.	855 ..... 21-3-32	Rs. 85--5-0	Balance out of Rs. 140/10 5th part paid Rs. 10/- on 21-6-34.

7. S.M. Fatah Ali, Managing Prop. Auction Hite & A. Mart, Ranchi.	1347 .. .. .Rs. 1--4-0	Balance of Rs. 11/8/-.
	26-5-31	
	45 .. .. ."	4--6-0
	30-6-31	
	105 .. .. ."	7--2-0
	30-7-31	
	163 .. .. ."	3--2-0
	7-8-31	
	164 .. .. ."	2--8-0
	7-8-31	
Do the House of Fashion, Ranchi.	611 .. .. ."	2--4-0 Balance of Rs. 2/8/-
	13-10-33	
	654 .. .. ."	2-10-0 " " 4/14/-.
	28-10-33	No reply has been received.
	1234 .. .. ."	4--4-0
	27-2-34 Total	Rs. 27-12-0
8. B/ Sadasib Lal, Lower Bazar, Ranchi.	1110 .. .. .Rs. 76-14-0	Balance of Rs. 103/12/-
	3-3-31	
	1476 .. .. ."	18-10-0 " " 20/10/-.
	12-10-32	
	1634 .. .. ."	0--8-0 " " 1/9/-
	2-12-32 Total	Rs. 96--0-0
		He is a canvasser of this Press. Replied either to pay by instalment or to deduct commission when the work is brought.
		No reply to the 2nd letter issued requesting him to state the sum of monthly instalment.
9. Lal S.N. Sahi Deo, Badla Estate, Latehar	1797 .. .. .Rs. 8--9-0	
	23-1-33	
	158 .. .. ."	16--8-0
	16-5-33 Total	Rs. 25--1-0
		No reply of the Registered letter dated 25-1-34 wrote by Rev. Brahm.
10. A. Rahman Alias Chchunu, Konka Mahalla, Ranchi.	Rs. 157--0-0	Hand note executed on 21-10-32. No reply on reminders.
11. Mr. P. Hurad, G.E.L. Church, Ranchi.	Rs. 13--7-0	Balance out of Rs. 21/5/- of Hand note dated 4-6-29 Last instalment paid on 2-12-31. This hand note will time barred in December 1934.
	442 .. .. .Rs. 4--9-6	(Book Dept)
	20-12-32	
	187 .. .. ."	0--4-0 " " Bal. of Rs. 1/8/-.
	15-1-32	
	215 .. .. ."	2--2-0 " "
	26-1-32	
	352 .. .. ."	0-10-0
	8-7-32 Total	Rs. 21--0-6

*W. S. M.*  
 Manager,  
 G.E.L. M. Press, Ranchi.

Secretary

Please issue one cheque  
for salary of July 1934.

Bank balance Rs. 2,058/9/11  
as on the 26th inst.

As required by you sending a  
proof copy of letter heads. We were  
not instructed by Dand Babu to send  
it to you. After seeing it by him-  
self, it was about to be printed  
when your letter came to hand.

Sh  
27/7.

A letter stating Bengali composing  
works with proof sheets enclosed.

Sh  
28/7.

Shriyakti Secretary Board of Trustees  
Punulia.

Maharaj,

Ap ko onalium hoga ki is Press ke sab karmcharyong ka talap ka sima bandha gaya hai. Main asha kiya tha ki Board apne 1930 ke salana panchayat men mera talap ka sima bhi thakrayga. Par meri asha pura na hui, islije main likh kar Board se aji kartan hun ki mera talap ka sima thakraya jay. Mujh ko chehor aur dusre karmchary January 1932 men dusri bar talap ki bridhi pahense aur main ek bar bhi nahin paya hun.

2. Mujh ko kabhi kabhi koi bishes kam ke karan gato kahisa bulaye jane par office se bahar jana parta hai. Nere age jo Manager the we aise kamong men jane se rickshaw bhara lete the. Mera apna bicycle rahne ke karan ajlon is bahat men main Press ka khajana bacha rakha hun. Age ke lije meri forastna hai ki is bishay par bichar jo munasib ho dene ka anugrah kiya jay. Main iske lije bahut bahut dhanyabad karunga.

3. Babu Sukhdas Kujur, Clerk, ek darikhast diya tha ki usko balana talap bridhi ke badle turant ekhi bar kaiek salong ka bridhi de diya jay. uska jabab abtak nahin mila hai. Main uska kam aur jabab dihi ke karan sipharish kiya tha ki uska mang pura kiya jay. Kyunki jabhi book-seller aur uska jabab dihi ekhi gina gaya tha jabhi kam men bahut phar rakha hai. Book-seller ko forati din kitabong ka hisab rakhna nahin hai. Jak, supply aur bikri aur oddo hain tab kam hai. Par clerk ka kam aur jabab dihi harek ke kam ka phirist se jo age ap ko diya gaya hai jan sakte hain. Pahile ke apesha ab main usse adhik kam karata hun aur phir mere garhazri men wahi office in charge rakhta hai. uske bina Junas sab kam nahin kar sakta hai. So, islije ki uska mang uske

सिमा के बाहर नहीं है मेरा चाहना  
है कि उसे उसके काँच बरसों का कर्क-  
ति एकी हर मन दे दिया जाय. जितना वह  
आनन्द मेरे घरपरियों में काम का  
क्याल करे.

4. Book-binder या Drafting के बिना-  
उनको जो Board से काम के अयोग्य माने  
गये थे जाँचि दिया गया था कि बुरापा  
के कारण काम चेहरे देवे. अब उन  
मेंसे एक जो भी असा नहीं किया.  
कारण कि उनका ब्याविक जीविका का और  
कोई दूसरा उपाय नहीं है. So हालत में  
जबकि वे यहाँ काम करते करते बुरा  
हो गये और फिर कि वे इसी चुरे के अंगुलि  
काम चेहरे वना अच्छा नहीं होगा. पर जब  
दुरबालता के कारण वे उचित रूप से काम  
नहीं कर सकते हैं हमोंको  
कूँच कर्ना ही होगा. Main अपने बिहार  
में यह अच्छा समाज का हूँ कि उनका  
तलाफ कूँच कूँच घाटाया जावे और  
जो बचत होगा उसी से एक या दो नये सिं-  
ने वाले राखे जावे और वे उनका साहा-  
यक कह लें.

5. Rakhhal Toon is samay tak kam  
में आता है पर उसे चान्से होने में  
मिजे सन्देह है. Isliye age se naye  
सिंने वालों की बहली के लिये अपकी  
मान्जुरी चाँहता हूँ.

Apka biswas naukar

Masih Charan Shukla  
Mauasr.

14-12-31.

G.E.L. MISSION PRESS RANCHI.

Ap ki chithi tarik 1-9-31, number 3 ka pichla Paragraph - ki is Press ka bakaya ke panna ke ada kari ke nishbat kya karwaiyan ki jati hai. Main is liye jawab dene men der kiya ki main khud is Press ke riniyon ke pas ja kar rupya ada karun ya to koi pakka jawab leun. Par apshos aisa karne men mujhe bahudha office chhor kar bahar rahna parta hai jis se kam men nuksani pahunch sakta hai. Isliye main kewal thore janon se bhent kiya aur baki sab ke pas Kushalmay Ekka mahina mahina ek ber jarur hi takada kiya hai.

Tarik 10-12-31 ko bakaya bilon ka hisab is prakar tha:-

- (1) 1931 ke age ka bill ka panna Ru.802/8/3 pai.
- (2) 1930 ke bill ka panna Ru.54/-/6 pai.
- (3) 1931 (chalti barash) ka bill ka panna Ru.1,351/15/9 pai.

e/ (1) 1930 ke age ka bakaya bill - Jin mahashayon ne Hand Note likh diya hai unse bahut hi thora mila hai. Kewal tin hi janon ne kuchh diya hai. Age phir <sup>January</sup> 1932 se dene ka bachan diya hain. Is bishay men Mr. Gul Muhammad barabar jawab deta hai ki wah Secretary se mil kar bat chit kar lene ke uprant dega.

1931 ke age salon ka bakaya Rupya 1,505/5/3 pai tha. Jis men se 648/12/6 pai ada hua. Hand Note ka Ru.45/7/- aur Hand Note se alag Ru.603/5/6 pai. Bakaya ke liye ab lon phir phir ke takada kiya jata hai. ispar bhi jadi ada na ho to ain kararwai karna parega.

h/ Mere is samay tak ke janchne aur dekhne men yah aya hai ki is shahar walon ke karbariyon ka jyada abhyas hai ki udhar lena aur udhar men kam karwana. Jadi sab kam nagdi dam se karne par adhik jor diya jayga to kam bahut hi <sup>kam</sup> milne ka dar hai. Udhar men kam kiya jata hai par

par takada hote rahne se ada hota hi hai. Niche diye  
ankon se ap ko malum hoga ki kinke kinke jimme is Press  
ka kitna rupya baki hai.

(2) San 1930 ka bill ka pawna Rupya 429/4/6 pai tha.

Us men se Ru.375/4/-ada hua. Bakaya Ru.54/-/6 pai hai.

1. Babu Nisi Pati Kumar .....	Rs.5-11-0
2. " Paulus Soy Birmitrapur.....	" 2-15-0
3. Messrs J.P.&Sons, Ranchi .....	" 7--5-0
4. Rev. L. Bagraila, Jharsuguda .....	" 5-13-0
5. Babu S. Goswami, Lalpur .....	" 7-11-0
6. " " " .....	" 8--0-0
7. Mr.M.N.Ghosh, Old Comm.Compound...	"12--0-0
8. C.K.Tiru C/O Mr.P.Hurad .....	" 4--9-6
	<u>Rs54--0-6</u>

(3) San 1931 ka bakaya bill ka pawna Ru.1,351/15/9 pai

hai. Iska jyada ansh jinke jimme baki hai we ye hain :-

(1) Ranchi Municipality .....	Rs. 94--0-0
2. Babu Sadasib Lal Ranchi .....	" 82--6-0
3. Lal Mohan Sahi, Nawagarh Estate..	" 95--5-0
4. The Auction Hire & Agency Mart, Ranchi..	" 18--6-0
5. The Contractor, Gul Cinema House..	120--0-0
6. Gul Muhammad Khan, Ranchi .....	" 80--9-0
7. Secretary, Xtian Mutual Insurance Co., Lahore (G.B.A/C)	" 35--0-0
8. Rai Sahib S.B.Lal, Ranchi .....	" 26--3-0
9. Messrs R.Ali & Son, Hd.Office ...	" 67--1-0
10. Manager, S.P.G.Book Shop, Ranchi..	" 28--2-0
11. The A.S.O.Settlement Office "	" 42--7-0
12. Mr.H.Studdy, Sec.Polo Club, " ...	" 19--2-0
13. Messrs Chuni Lal, Gunpat Rai, " ...	" 92-15-0
14. Rev. M. Prehn .....	" 96--2-0
15. Secretary, G.E.L.Church .....	" 23--3-0
16. The Editor, Gharbandhu .....	" 242--5-0

San 1930 ke age ke pawna men se in billon ka

Rupya pane ka bilkul asha nahin hai :-

1. Prof. S.K.Roy....(1922) & (1927) ..	196--8-6
2. Mahabir Pandit .....	(1923)... 8--5-0
3. Jagannath Prasad, Lohardaga(1925)...	64--4-6
4. Rev. J.Lakra, Ranchi (1927)&(1928)..	5-10-0
5. Secretary, Lohardaga Proposed School (1927)....	5-11-0
6. Mr.Edward Kujur .....	(1928).... 1-14-6
7. Mrs.Dhanji Bhoy .....	(1928).... 4--0-0
8. Rev.H, F. Sturges .....	(1929).... 6-13-0
9. Messrs R.Ali & Son (1928)&(1929)....	20--8-0
10. Mr. M.N.Ghosh, Ranchi ...	(1930) ... 12--0-0

325-10-6

2. Yah thik hai ki main Press order ke barkhilap kam kiya hun. Kitnon ko jo panch rupya se niche ka kam karaye udhar men kar diya hun. Aisa karne ka do karan hai (i)- Is baras jab order bahut hi thora ane laga aur mahwari amdani bhi ghat gai thi tab main bazar ka advance lena bhi chhor diya tha. Par unse jo naye grahak aur jam anjanki the kam kar chukne par dam le leta tha. (ii) - Is Press ke bahut se purane grahak hain jo advance / ya mal ke sath dam dene ko raji nahin hote hain. Is liye ki we bite barshon se is press ki sahayta karte aye hain. Aise log wade par chahe thora kuchh der kar apna den chuka dete hain. Aise grahak bises kar sarkari aur gair-sarkari officier, karkhana, dukan aur bare ohde wale hain.

3. Bill ke rupyon ko ada karne ke liye kabhi kabhi mujh ko bhi riniyon ke ke pas jana awasyak hota hai kyonki koi koi grahak kabhi kabhi bill sarkar ke rupya dene men tal batal karte rahte hain. Mere kabhi kabhi bahar jane se yah bhi dekha gaya hai ki bahudha sahar ke raston par chalte wakt koi koi dukandar ya koi bhi jinhen press ane ka phursat na milta hai/ apna kam de dete hain. Par hamesha ya prati haphta main bahar nahin ja saka. Kyonki ek khas assistant ke na rahte office chhorne se kam uchit rup se chalu nahin rah sakta hai.

#### Kam ke sambandh men.

Mujhe yah likh kar janana jarurat huwa ki Book-Binding ya daphtari depart ke kam karta apne burhape aur bimari ke karan kam karne men kamjor ho gaye hain. Is samay tak to main un do janon se jo isi baras printing kam ke liye rakhe gaye hain us depart ke bahut se kamon ko karaya aur kabhi kabhi apprentice kampositoron se bhi karana jarurat hua. Yadi wahan ka kam sikhne ko ek ya do apprentice na liye jayen to age su-samay par unse kam pana muskil dikh parta hai. Is se bari ghati us depart

depart men yah hai ki wahan ka sab se purana karmchhari apne niche <sup>ke</sup> kam kartaon ko kam pharmane, kam karane aur dekh bhal ka jabab dehi nahin rakhta hai. Main wa Head Man (Babu Yunas) athe ghantaunke nikat nahin baith sakte hain. Naye naye kamon ko main bata aur samjha deta hun. Uska kam kewal sabhon ko dekhna aur jo koi ek kam khatam kiya usko naya kam pharmana hai. We jo burhape wa bimari ke karan kamjor ho gaye hain we ye hain :-

- (1) Xtochit Minz  
(Senior)  
Salary Rs. 16/-p.m. - Burhape ke karan isko age janti diya gaya tha ki burhape ke karan isthapa dewe.
- (2) Boas Teppo  
Salary Rs. 13/- p.m. - Yah to abhi burha nahin kahla sakta hai par is ko ek-angi ka bimari hai jis ke karan usmen phurtilapan nahin hai. Yah admi khas kar book-binding ka kam karta hai.
- (3) Patras Tirkey-  
Salary Rs. 10/-p.m.- Burhape ke karan isko age janti diya gaya tha ki burhape ke karan isthapa dewe. Yah admi burha to hai par usmen sustipan nahin hai. Wah hamesha kam men laga rahta hai.
- (4) Rakhal Toon-  
Salary Rs. 13/-p.m. - Yah ek jawan larka hai par usko ek bimari hai jiske karan wah bahut durbal ho gaya hai.

Is depart men kul panch admi hain jinmen ek larka jo ~~jaxbika~~ bite barsh bahal kiya gaya hai sab kisim ke kam ke jog hai.

Manmasih Kerketta - ko bhi janti diya gaya tha ki burhapa ke karan istapha dewe. Yah to daphtariyon ke ginti men nahin hai. Yah peon ke ginti men hai. Do peon hain. Ye peon ke kam ko chhor kuchh kuchh daphtari ka kam bhi karte hain. Par bill ka rupya wasul karne aur Bank aur khajana ke kam ke kabil nahin thaharte hain.

*W. L. Sharma*  
Manager,

G. E. L. M. PRESS  
RANCHI. 15/12/31

ROUGH BUDGET FOR THE YEAR ENDING 31ST MARCH 1933.

		<u>Receipts.</u>
1. By Bills & Advance..		Rs. 12000-0-0.
2. Cash sale of stocks:-		
Books.	Rs. 600/-.	
Papers.	<u>100/-</u>	700--0-0.
3. Arrear bills. :-.		
Old.	Rs. 802--8-3.	
Current.	<u>1439-13-6.</u>	2242--5-9.
4. Bad debt from Mr.E.Purti.		180--0-0.
5. Interest.		180--0-0.
6. Miscellaneous. Receipts.		10-0-0.

Total Rs. 15312--5-9. --- 15312-5-9

ROUGH BUDGET FOR THE YEAR ENDING 31ST MARCH 1933.

Expenditure.

1. Purchase of Stocks:-

Paper....	Rs.3000/-.
Books.	" 150/-.
Binding Leather etc."	150/-.
Stationery."	150/-.

Rs. 3450--0-0.

2. Printing Materials. -----

" 200--0-0.

3. Contingencies. -----

" 400--0-0.

4. Repair. -----

" 60--0-0.

5. Salary. -----

" 7479--0-0.

6. Press contribution to P.F. -----

" 360--0-0.

7. Postage stamps for packets & Office use.

" 600--0-0.

8. Municipal Tax. -----

" 45--9-0.

---

Total Rs.12594--9-0.

Surplus

" 2717-12-9.

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Rs.15312--5-9.

Sd/- M.C.Ekka,  
 Manager,  
 G.E.L.M.Press,Ranchi.

Sd/- S.D. Kujur,  
 A/C's clerk.  
 2-2-32.



CASH ACCOUNT.

As on 31-12-30

In hand...Rs. 100--9-6.

At bank.... 4174--0--6

As on the 31-12-31.

In hand...Rs. 157-14-0.

At bank 1345--7-5.

1503--5-5.

Previous year's bill  
realized during 1931

753--2-6.

Petty Cash.....

103-11-9.

With Rev.M.Prehn.

5000--0-0.

---

5027-12-6.

---

6607--1-2

Net earning for the  
year 1931.....

1579--4-8.

---

Total Rs.6607--1-2.

---

6607--1-2.

Sd/- M. C. Ekka.  
Manager,  
G.E.L.M. Press, Ranchi.

Sd/- S.D.Kujur,  
A/C's clerk  
2-2-32.

Profit and Loss a/c lies on the  
stock. Nearly Three thousand  
Ruppes are spent every year in  
stock. Hence until the stock a/c is  
kept regularly it is impossible  
to submit the statement of Profit  
and Loss a/c.

Sd/- S.D. Kujur.  
2/2/32.

DT.

ABSTRACT OF RECEIPT & EXPENDITURE FOR THE YEAR 1931.

Receipt.		Expenditure.	
	Rs. As. P.		Rs. As. P.
1. Printing .....	9,644--2--9	1. Printing materials	281-12--0
2. Binding .....	97--7--0	2. Binding "	155-15--6
3. Book Department .....	1,902--6--9	3 Books purchased ....	167-10--3
4. Deposited in bank ..	14,802-11-11	4. Withdrawn from bank	17,631--5--0
5. Cash sale of Stock..	582--6--6	5. Papers .....	3,267--7--9
6. " " paper ..	67--3--6	6. Stationery $\frac{3}{4}$ .....	212--7--9
" " Stationery	0-14--9-	7. Miscellaneous....	445-10--3
8. Miscellaneous receipts..	6--6--6	8. Loan .....	5,000--0--0
10. Loan .....	2,000--0--0	9. Advance .....	25--0--0
11. Advance received...	320--3--0	10. Postage Stamps.....	531--0--6
12. Cash & Adjustment..	18,900--8--6	11. Press contribution	312-12--0
13. Bad Debt .....	165--0--0	12. Salary .....	6,978-15--0
14. Refund A/C .....	1-12--0	13. Cash & Adjustment	15,941--9--9
		14. Audit fee .....	60--0--0
		15. Refund a/c.....	28--5--0
		16. Furniture .....	177--0--0
		17. Municipal Tax ...	45--9--0
	<hr/>		<hr/>
	48,491--3--2		51,262--7--9
Opening balance .....	<del>4,274</del> 4,274-10--0	Closing Cr. balance	1,503--5--5
	<hr/>		<hr/>
Total	52,765-13--2		52,765-13--2
	<hr/>		<hr/>

*H. C. Saha.*  
Manager,

G. E. L. M. Press, Ranchi.

*S. D. Khajur*  
A/C's clerk.  
2/2/32.

CASH ACCOUNT:-

As on 31-12-30 :-

In hand..Rs. 100--9-0  
At bank...4,174--0-6 4,274--<sup>10</sup>9-6

Previous year's bill realized during 1931.... 753--2-6

5,027-12-6

Net earning for the year 1931 ..... 1,579--<sup>4-8</sup>5-2

Total Rs. 6,607--1-2

As on the 31-12-31 :-

In hand..Rs. 157-14-0  
At bank.. 1,345--7-5  
1,503--5-5

Petty Cash ..... 103-11-9  
With Rev.M.Prehh.. 5,000--0-0

6,607--1-2

6,607--1-2

*M. C. Shka.*

Manager,

G. E. L. M. Press, Ranchi.

*S. D. Kujar*

A/C's clerk.

2/2/32.

*Profit and Loss a/c lies on the stock. Nearly Three thousand Rupees are spent every year in stock. Hence until the stock a/c be kept regularly it is impossible to submit the statement of Profit & Loss a/c.*

*S. D. Kujar*  
2/2/32.

S.K.  
1/2/32

List of works - the Press Manager & other office staffs are at present entitled to do:-

The given below show the work of every office staffs. since appointment of Mr. E. Purty as Reader only and afterwards stationery stock keeping. On account of G. B. a/c & despatch often complains. The Trustee may consider the matter & distribute work among the staff for future safeguard and welfare of this Press work.

### Manager.

1. Whole responsibility of the Press.
2. Receiving orders & dealing with customers.
3. Estimating.
4. Paper stock.
5. Binding works.
6. Correspondance.
7. Making arrangements to execute the work in time.
8. Cash: - (1) General cash (2) Petty Cash & (3) P.F. Cash.

— x —

### Subordinate (Reader)

1. Proof reading & 2. stationery stock.

— x —

### Head Compositor

1. Receives order from the manager, distributes among the compositors & arranges the types etc. for composition. He also supervises the printing & binding works.

— x —

clerk

1. Accounts:— (1) General Ledger (2) Personal Ledger and sheets of debtors.
2. P. F. a/c:— (1) Cash book (2) a/c bk (3) Personal Ledger & (4) Loan Register.
3. Attendance Register.
4. Type writing.
5. writing bills.
6. Despatching:— (1) Proofs (2) All printed works with bills (3) letters (4) Postage a/c. & (5) copy holding etc.
7. Salary bill, Acquittance Roll Register & O.V. work Register.
8. Monthly return of bills, forwarding cheques & sending books & news papers for Registration.

— X —

Book Seller.

- I. Account of printed forms & books of Bk-binding Office.
- II G.B. Sorting, Despatching and making list.
- III Book selling & order supplying by V.P.

— X —

During Manager's absence.

1. Subordinate:— Incharge receiving orders & estimate works.  
E. Pwanti.
2. Clerk:— Cash and other works.

# G. E. L. MISSION PRESS RANCHI.

*Dated* 8th February, 1932.

To

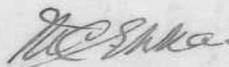
The Secretary,  
Board of Trustees,  
Ranchi.

Dear Sir,

With reference to your letter of the 26th November, 1931, regarding the payment through C.N. Banking Association on Rly. receipt by V.P.

I am told by the Manager that the Bank will not charge for debiting our accounts, but will charge As.-/8/- per Rs.100/- or part thereof on Rly.Receipt. And they can do so when a standing instruction be given to them.

Yours faithfully,

  
Manager.

18/7/34

A copy of C.N. Bank Pass Book for the month of  
June 1934.

-----00-----

Date.	Particulars.	Withdrawal.	Deposit.	Balance
	Last month's balance	.....	.....	<del>2,928-5-5</del> 3,621-10-5
1	To cheque	.....Rs. 693--5-0	.....	2,928--5-5
2	By cash	.....	..Rs. 85--2-0	3,013--7-5
7	" "	.....	" 153--1-6	3,166--8-11
9	" "	.....	" 72-15-0	3,239--7-11
11	" "	.....	" 80-10-3	3,320--2-2
12	To cheque	....." 165-10-0	.....	3,154--8-2
14	" "	....." 176--9-0	.....	2,977-15-2
16	By cash	.....	" 78--3-3	3,056--2-5
19	" "	.....	" 126-10-6	3,182-12-11
21	" "	.....	" 75--2-0	3,257-14-11
23	To cheque	....." 187-14-0	.....	3,070--0-11
23	By cash	.....	" 98--5-0	3,168--5-11
27	To cheque	....." 1,000--0-0	.....	2,168--5-11
27	By cash	.....	" 111-11-9	2,280--1-8
29	" " and cheque	.....	" 95-12-9	2,375-14-5
29	To commission	....." 1--0-0	.....	2,374-14-5
30	By cash	.....	" 39--2-0	2,414--0-5

-----

*H. C. Saha*  
Manager,  
G.E.L.M. Press,  
Ranchi.



Ranchi 12<sup>1</sup>/<sub>34</sub>.

Trustee Board ke Secretary manyawar  
D. M. Panua saheb ke pas arji.

Manyawat mahashay,

Main me July 1933

men Munda Nawa Pshajan ke chhapai ka  
Part Payment karne ke bad Press Manager  
Babu M. C. Ekka ko kaha tha ki bill ka baki  
paisa jaldi dene ko mujhe asamant malum  
hota hai so main jaldi de nahin sakunga.  
Karan ki kitab ka bikri ab bahut manda ho  
gaya, asra tha ki 2, 4 mahinon hi men samucha  
bill ka paisa aday kar dunga, par kai Karanon  
se bikri manda ho gaya. 1, Khet ke dhan men  
har sal raiya phutne ke karan dhan ka upaj  
bahut kam hote jata hai is karan log garib ho  
gaye hain aur 2, Settlement ke kharcha bharai  
adi se log tabah ho gaye aur bahut to Assam  
bhi chole gaye ityadi. In karanon ke wajah  
se bill ka baki ru paisa jaldi nahin bhar de  
sakta hun, bikri thora thori hota hai par  
jyada nahin. Aur order sab Press Manager hi  
ke nam men ata hai, is karan mahashay  
main hajut se arji karta hun ke ripaya baki  
Rs 401-9-0 ka kitab hi le lena ke hukum  
press ko pharma dijiye, kitab ka dam hai  
8anna par main 7anna kitab ke dot se  
Rs 401-9-0 ka 920 copies de deunga usko  
Press le lewe aur sabik dam 8anna ke  
hisab se beche jaisa basabar becha jata hai  
aur log lete hain. 24-7-33 ko Manager  
ne apko iske bare bhi kuchh likha tha par

hajar ke koi jawab us samay na milne  
ke karan main apni yah arji is chitthi  
ke dwara karta hun meharwari karke  
arji grahan kijiye. Aunde hajar malik hain.

Bill ka hisab

5000 copies Munde nawa Bhajan ka  
Bill hai Rs 734 6-0,

Advance diya gaya tha Rs 30-0-0  
11-7-33 ko diya gaya. . . . . " 257-13-0

Iske piche Press ko aur 6000 copies  
diya gaya hai jiska dam  
Rs 48/- hai par usmen Commis-

sion Rs 3/- kat ke hoga. . . . . " 45-0-0

Jama adae hoga. . . . . Rs 332-13-0

920 copies ka dam 7 anna ke  
dar se hoga. . . . . " 402-8-0

Net jama. . . . . Rs 735-5-0

Sat san paentis rupais Panchanna

Apka agyadhin sewaak

Elias Pruti,  
Reader

G. E. L. M. Press,  
Ranchi.

Ranchi 24-2-34,

Manyawar Mahashay,  
Aap ki chithi mujhe 10 tarikh

Sanichar ko mili, aur main ne 12 tarikh ko samucha  
taiari kitab jo mere ghar men the Press men lake  
Manager ko unko juma lene ki binti kii par usne  
kaha ki abhi tum unko apne hi juma men rakho hain  
bichar kar lenge ki uska hisab kaise rakhenge aur Press  
men ke loose forms ko bhi dekh lenge. Lekin Bookbinder  
logon ke kam ki adhikai ke karan unhon ne ab tak  
hisab nahin diya hai so main ne juma dene men der  
hoti hai dekh ke 19 tarikh ko phir Manager<sup>ko</sup> arji kii  
ki aap mere pas ki kitabon ka juma le lijiye karan ki  
loose forms ke hisab men der hoti hai. So main ne apne  
hath ke sab taiari kitabon ko 19 tarikh ko juma de diya  
hai aur main ne 12-2-34 hi ko ek Istihar ki "abise leke  
koi mere pas Munda Kawa Bhajan mol lene ko na awe"  
ityadi likh ke Mr. P. Houtad ko G. B. men chhapne ke  
liye de diya hai wah sayad isi No. G. B. men niklega,  
Mahashay is kam men main ne isliye hatta lagaya ki  
mere ek bidhwa beti apne 7 balbachon ke sath mere  
ghar men a gai jinka parwasti karna mujh ko parta  
hai so jisten is kitab ke dwara mujhko kuchh madad  
mile yahi mera bichar tha aur isse kuchh madad  
milita bli tha, par mera dosh hai ki main ne iske  
bishay hajus se hukum nahin manga, so kripa karke  
mera yah kasur apni bari daya se kshama kijiye.

Aap ka agyadhin

E. Pusti  
Reader

G. E. L. Mission Press,  
Ranchi.

To.

JWH  
5/7/34

Secretary

(1) Please issue one cheque.

Bank balance Rs. 1,635/7/8  
as on 4-7-34.

(2) Sending one letter and  
The Balance sheets of Book  
department for April & May 34.

Sh  
5/7.

# G. E. L. MISSION PRESS,

Ranchi.

Date the 17th May, 1934.

To

D. M. Panna, Esqr,  
Purulia.

Dear Sir,

Received the followings :-

1. Two cheques for Rs.11/8/3 and Rs.89/10/-
2. Application form for withdrawal of ~~Rs.~~ Rs.299/13/5. from P.O.
3. A Petition of Salomi Bhengra Ayah.
4. An application of H.N.Acharjee.
5. An application of Rev. J.J.P.Tiga.

Sending herewith a copy of C.N.Bank  
Pass book for the month of April 1934.

Yours faithfully,

*W. S. M. S. S.*  
Manager.

True copy of C.N. Bank Pass book for the month  
of April 1934.

-----00-----

Date.	Particulars	Dr.	Cr.	Balance.
	Cr. balance of last month B.F.			3,631-15-1
3.	To cheque	Rs. 676-14-9		2,955--0-4
4	Do	" 132--7-3		2,822--9-1
	Do	142-10-0		2,679-15-1
	By cash and cheque		Rs. 575-12-0	3,255-11-1
6	Do		" 55--6-9	3,311--1-10
10	To cheque	" 167--7-6		3,143-10-4
	By cash		" 124--1-0	3,267-11-4
12	Do		" 200--6-0	3,468--1-4
14	Do		" 86-15-3	3,555--0-7
16	To cheque	" 130--8-0		3,424--8-7
	Do	" 77--8-0		3,347--0-7
	Do	" 104-14-3		3,242--2-4
17	By cash		" 79-13-6	3,321-15-10
18	Do		" 91--8-9	3,413--8-7
20	Do		" 75-10-3	3,489--2-10
23	Do and Pro of cheque		" 575--3-6	4,064--6-4
26	Do		" 95-15-9	4,160--6-1
27	To cheque	" 509--3-2		3,650-13-11
30	Do	" 36-15-9		3,613-14-2
	By cash		" 53-14-0	3,667-12-2

*W. C. Saha.*  
Manager,  
G.E.L. Mission Press,  
Ranchi.

Secretary

(i) Please issue one cheque.

Bank balance Rs. 2,790-1-2.

(ii) Monthly returns of bills. for  
May 1934.

(iii) A copy of C.N. Bank Pass book for May 34.

Sh  
14/6.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 14th June, 1934.

To

The Secretary,  
G.E.L.Mission Press,  
Ranchi.

Dear Sir,

In reply to your letter No.177/34 dated 7-6-34, I am to say that though I did not show in the Budget, I think it is necessary to keep a heavy stock of Devanagri type for book works. I had a mind to buy from the Baptist Mission Press, the type bought some years before, but he <sup>had</sup> ~~is~~ stopped casting for an un certain period. So in order to run the work any how I have already purchased some Devanagri types from another type foundry and to enlarge the body type (Pica type), I will require more money.

Therefore, for the present a sum of Rs.1000/- only may be deposited in the Christian Central Co-operative Credit Bank, Ranchi.

A requisition for Rs.1000/- is herewith sent to enable you to issue cheque.

Received the two cheque Nos.54414 and 54415 of 11-6-34 for Rs.176/9/- and Rs.187/14/- respectively.

Yours faithfully,

  
Manager.

Copy of C.N. Bank Pass Book for the month  
of May, 1934.

Date.	Dr.	Cr.	Balance.
	00		
	B.F. from last month's balance	.....	Rs. 3,667-12--2
1	to cheque	.....	Rs. 681--4-6
2	By cash	.....	Rs. 83--3-0
3	" "	.....	" 154-11-3
8	" "	.....	" 42-11--3
12	" "	.....	" 123--7-6
15	" "	.....	" 56--4-0
17	" "	.....	" 61--1-0
19	" "	.....	" 52-15-0
21	To <del>transit</del> cheque	.....	" 200--0-0
		.....	" 11--8-3
		.....	" 89-10-0
23	By cash	.....	" 94--4-0
26	" "	.....	" 84--6-9
29	" " and cheque	.....	" 105--4-3
31	" "	.....	" 77--1-0

  
 Manager,  
 G.E.L.M. Press,  
 Ranchi.  
 14/6.

## OUTSTANDING BILLS ACCOUNT

for 1930 to May 1934.

Year.	Total Amount of Bills.			Amount realized.									Balance to be realized.			REMARKS.
				Previously.			During the month.			Total.						
1930	13,032	9	9	12,998	8	3				12,998	8	3	34	1	6	Detailed list of unpaid bills for the month of March 1934.
1931	12,756	"	3	12,411	8	3				12,411	8	3	344	8	"	1. The Editor G.B., Ranchi. $\frac{1236}{1-3-34}$ Rs. 109-7-0.
1932	12,569	10	9	12,292	1	3				12,292	1	3	277	9	6	2. The Sec. G.E.L. Church, Ranchi: $\frac{1333}{1-3-34}$ " 3-2-0.
1933	13,173	1	6	12,277	6	9	6	3	"	12,283	9	9	889	7	9	3. Barnabas Henrao Chidi $\frac{146}{15-3-34}$ Bdy " 1-2-0.
1934																4. P. Dutt Aind, Kumhari $\frac{148}{15-3-34}$ " " 1-6-0.
January	1,341	2	"	1,198	14	"				1,198	14	"	142	4	"	Total Rs. 115-1-0
February	855	7	6	806	6	6	25	2	"	831	8	6	23	15	"	
March	1,070	4	"	864	14	"	90	5	"	955	3	"	115	1	"	Bill No. $\frac{1313}{16-3-34}$ was for Rs. 39/4/- but
April	909	11	6	582	10	6	190	11	6	773	6	"	136	5	6	the officer-in-charge Cess Revaluation
May	949	15	9				564	4	3	564	4	3	385	11	6	Office, Ranchi. passed & paid Rs. 36/- only.
																Rs. 2/12/- of B.D. bill No. 344d/16-4-34. V.P. refused and restocked on 22-5-34.
																No realization made from old arrears bills.
	56,657	15	"	53,432	5	6	876	9	9	54,308	15	3	2,348	15	9	S. K. Khajur $\frac{12/6/34}{14/9}$

Ref. 187 of 1934 .

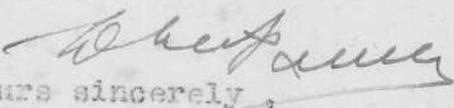
18 . 6 . 4 .

Mr. M. C. Ekka,  
Manager, G. E. L. Mission Press,  
Lutheran Compound, Ranchi .

Dear Mr. Ekka,

I am sending you a cheque for Rs.1000/- payable to  
the C. E. C. C. Bank as fixed deposit for 5 years .

Please acknowledge receipt .

  
Yours sincerely,

P.S. The Press account with the Bank for the month of May 1934 has  
been received with your letter requisitioning the issue of cheque for  
Rs.1000/- but I do not find that the account for April 1934 was for-  
warded to me . So please send the account for April '34 .

OFFICE OF THE BOARD OF TRUSTEES OF THE GOSSNER  
(G. E. L.) CHURCH PROPERTY.  
(SUCCESSORS TO THE MISSION TRUST OF NORTHERN INDIA.)

No. 177/34 .

From,

THE SECRETARY,

The Board of Trustees of the Gossner Church Property  
~~Lutheran Compound, Ranchi~~  
Purulia.

To,

The Manager ,

The G. E. L. Mission Press , Ranchi .

Purulia, ~~Ranchi~~, dated the 7th June 1934 .

Dear Manager ,

The Chotanagpur Banking Association , I understand allows only 2 p.c. interest on the current account , and so I think it will be more advantageous to the Press if the savings of the Press are kept as fixed deposits in the Chotanagpur Christian Central Co-operative Bank Ltd . Ranchi . Their rates of interest are as follows :-

Savings Bank Deposits . ---- 3 p.c.  
Fixed Deposit for one year ---- 4 p.c.  
Fixed Deposit for 3 years --- 5 p.c.  
Fixed Deposit for 5 years ---- 6½ p.c.

The Board of Trustees have already deposited Rs.10,000/- in the Bank , and I should like that the savings of the Press also be deposited therein . Please let me know if heavy expenses on any account are to be incurred by the Press in the near future . From budget submitted by you I do not find any heavy expenditure to meet which the Press will have to draw upon its savings . So I propose to put Rs.2000/- at least on fixed deposit .

Please let me know if you have any objection to my proposal .

Yours sincerely ,

*B. W. Paul*

Ref. No.165/34 .

28th May

4 .

The Manager,  
The G. E. L. Mission Press ,  
Ranchi .

Dear Manager ,

I am sending you a cheque No.54412 dated 29.5.1934 for Rs. 693/5/- .Please acknowledge receipt by return post .

2. I am sending one Post Office Savings Bank withdrawal form duly signed for Rs.180/- to withdraw money from the Provident Fund account of the Press .

3. I am returning back the application of W.W.Acharjee dated 19.4. 1934 with a letter addressed to the Secretary of the Church Council . Please hand over the letter to him .

Yours sincerely ,

*B. C. P. S.*

28th May 1934-----

Ref. No.166/34 .

The Secretary ,  
The Church Council of the G.E.L.Church ,  
Lutheran Compound , R a n c h i .

Dear Sir,

With reference to the application of H.N.Acharjee dated 19.4.1934 for giving employment in the G.E.L.M.Press forwarded to me with recommendations from yourself and the Rev.N.Prehn , I beg to inform you that the young man has not passed even the ~~M~~ M.E. Examination , and as such he is not fit to be taken as a probationer in the Compositors Department . If he likes the Press may take him in the Book Binding Department .

I am sorry that the young man can not be employed in the post of his late father for which you have recommended him .

Yours sincerely ,

W. W. P. P. P. P. P.

*sent for M.P. Pannal*

20-12-34.

No. 156/34

To,  
The Manager ,  
The G.T.L.Mission Press ,  
R a n c h i .

Dear Manager ,

It is to inform you that I have taken a temporary loan of Rs.200/- from the Press account by issuing a cheque for the amount in the name of Munshi Daud . We have to pay the Municipal taxes for the 4th quarter for 1933-34 and as we are short of balance sufficient to cover the amount of the taxes in the Chotanagpur Banking Association I am taking the loan from the Press . The amount will be refunded as soon as possible .

Yours sincerely ,

*W. Pannal*  
Secretary to the Board of Trustees .

20.5 34

No. 153/34

14th May

4.

The Manager ,  
The G.E.L. Mission Press ,  
R a n c h i .

Dear Manager ,

The following are sent to you .Please acknowledge receipt .

1. Two Cheques ,one for Rs.11/8/3 and another for Rs.89/10/- as requested .
2. Application form for withdrawal of Rs.289/13/5 with the petition of Taru Lata Acharjee, widow of late U.N.Acharjee . Also a petition of Salomi Bhengra Ayah claiming Rs.61/- from Taru Lata Acharjee .
3. Application of H.N.Acharjee for a post in the Press with queries from me to be answered and returned back to me .
4. Application of Rev.J.J.P.Tiga for some remuneration for helping the publication of a new Kurukh Dandi book .

From the Outstanding Bills Account from 1930 to April 1934 I find that nothing was realized from the large out-standing bills for the years 1930 to 1933 ,and there is still a very heavy balance for the year 1934 to be realized . The collection is not satisfactory .

The petition of the Press staff for advance pay with your note is being retained by me .We shall take necessary action when we meet at the next Executive meeting .

Yours sincerely



P.S. Mali told me that you had said to him that you had no money in your Permanent Advance account to pay him the expenses of whitewashing of the Press buildings .But I do not find any request from you for a cheque .

Secretary

- (1) Please issue two cheques.  
Bank balance Rs. 3,268-1-2 as on 11<sup>5</sup>/<sub>34</sub>.
- (2) Application of wife of late W. N. Acharjee to withdraw his P. F. Money stands to his credit. A withdrawal form for Rs. 289/13/5 is also sent here with.
- (3) Application ~~for~~ of H. N. Acharjee for appointment in the Press.
- (4) Res. J. J. P. Ziga requests for remuneration when he revised & enlarged the Kurumbh Sanki.
- (5) Answers regarding advance money.
- (6) Monthly return of bills. A copy of C.N. Bank Pass book for the month of April 34. will be sent later.

Sk  
12/5.

G. E. L. MISSION PRESS,

Ranchi.

Date the 11th May 1934 .

To

The Secretary,

Board of Trustees, Purulia.

Dear Sir,

With reference to your kind enquiry of the 28th April 1934 noted on the back of application, I beg to state :-

- (1) Temporary advance is being paid from Rs. 200/- granted for me as office expense i.e. Petty Cash A/C.
- (2) The average monthly advance is Rs. 60/-.

Yours truly,

  
Manager.

Managers

The copy of the Rules has given temporary advance to Press staff to be repaid from their pay at the end of the month ~~interest~~ ~~repaid~~ by you with. This petition has been kept by me for reference in future.

1. Please let me know from what money i.e. whether from Provident Fund money or from the Income of the Press this advance is made.

2. What is the monthly amount (average) necessary for this advance?

3. For the present this old practice may continue. But the system is pernicious and leads to improvidence, particularly when loans can be granted from the Provident Fund.

I shall place the matter before the Board of Trustees in due course.

D. C. K. S. S. S.

28/4/34

(1) Temporary advance is being paid from Rs. 200/- granted for me as office expense i.e. Petty cash a/c.

(2) The average monthly advance is Rs. 60/-.

ब: हजुर सेक्रेटरी साहब

जो: ई: एल: मिशन प्रेस रांचो,

ब: जोरये मनेजर जो: ई: एल: मिशन प्रेस रांचो

महाशय।

प्रेस कर्मचारियों को जोर से दीनता पूर्वक अर्जो प्रेष को जाली है कि बहुत प्रसिद्धि से उन के लिये अपने तल्प का टेम्पोररी एडमान्स मिलते आ रहे है वह नरोका जाय बरन आगे में मिलता हो रहे।

यह एडमान्स हर एक महीना के १५ तारख से २५ तारख तक के मोतर में मिलते है और उसी महीना के तल्प में से काट कर अदाई किई जाती है। हर एक बेनेवाल को उसके तल्प के आधे से ज्यादा किसी हालत पर नहीं दिई जाती है। इसे प्रेस को नुकसान होने का कुछ डर नहीं है।

बिशेष कर १५ तारख में एडमान्स का जिक्र होता है जब कि लड़के लड़कियों का फुल फीस मांगा जाता है अथवा कोई दूसरे लचर अवस्था पर क्योंकि दूसरो पास से हाथ पैचा मौ नहीं मिलता है।

इस कारना आप को अपार दया से एडमान्स देना नबन्द किया जाय आइन्डे हाजुर मालिक हैं।

आप के सेवक महल

२५-४-३४

प्रेस के सब कर्मचारी गण

M. Kapi

Mannasir Elhalkha

B. Tiga

Daniel Yehpe

S. Dussin

M. Yehpe

M. Suk

Theodore Joppo

Suleman

M. Kender

Bow Sappo

M. Blust Kumar

Santosh Ming

दिल्ली

S. Anand

Theodor Kujin

Bhawa Ming

Tirkey

जुनस तिकी

Suleman Tirki

E. Patti

Johan Ming

मनसुत्र लकाइ

गोवा वातातकी

Elias - Tiga

Prem Ekka

William Ming

Raimu Tirkey

६ जुल ति ३४

३४/३४

Received with thanks the sum of  
Rs. 681/4/6 (Rupees six hundred & eighty  
one, annas four and pies six) only by  
cheque No. 54408 dated 28-4-34 on account  
of establishment charges for the month  
of April, 1934.

*T. S. Ma.*  
Manager,  
G. E. L. M. Press,  
Ranchi.  
1-5-34.

G. E. L. MISSION PRESS,

Ranchi.

Date ..... 193 .

To

The Secretary,

G. E. L. M. Press, Ranchi.

Purulia

Sir,

With reference to your No. 137/34 dated the 29th April '34. We cannot trace out when an special increment of Re. 1/- was given to late U. N. Acharjee. It was given by Mr. S. Purty and perhaps in the years of 1923 or 24.

The place of late U. N. Acharjee may be filled up by Mr. P. Albert Panna. However, when he does not know Bengali composing works, provision should be made for those who are now doing the work. His special increment may be allowed to at least two hands as sometimes only one hand cannot be able to execute works in right time.

I beg to remain  
Sir,

Yours most obedient servant

W. S. Saha  
Manager.

P. 1111

Romdeo, the 2. April 1934

Dear Mr. Parma.

Herein the cheque on Rs  
575-8-0; to be cashed as prefind towards  
Principal of Rs 4000 Loan — Rs 400 --  
as interest accumulated 175-8-0

Concerning P. 1111 Loan I cannot get decide  
as the account shows a too great amount of  
interest (Rs 250 -- annually) on the Principal  
is decreasing year by year by crediting Rs 250 --  
as prefind towards Loan.

Instead of this I propose. the P. 1111 pay to the  
P. 1111 amount of Rs 500 -- as resolved by D.T.  
and not the C.C. pay the interest accrued ~~at~~  
annually.

The other business is too expensive for us.

Besides this the rate of interest of the P. 1111 loan  
is not 5% but less.

So kindly consider.

Yrs. sincerely

A. G. M.

Press

R U L E S

1. No employee of the Press can take more than  $3/4$  of his salary as temporary loans from the Manager.
2. The employee taking such loans should pay off all the loans taken within the month just at the time of drawing salary and if unpaid the Manager will have right to deduct the amount from their respective salary.
3. The employees should sign in each case of loans taken and agree to abide by this rule and should sign stating so.
4. The Manager has every right to refuse loans to any employee on the basis of this behavior or conduct.

Sd/ M. Gupta.

28/6/29.

The system of temporary loan is in force from several years. During the Managership of Mr. S. Parly no temporary loan book was kept. But in 1929 Mr. M.N. Gupta made some rules which are printed above and also opened a book to keep its monthly accounts. The temporary loan is now by mistake called advance.

*M.N. Gupta*  
27/4.

CONFIDENTIAL

Ref. No.137/34

Purulia,

The 29th April 1934.

Mr. M.C. Ekka,  
Manager, G.E.L. Mission Press,  
Ranchi.

Dear Mr. Ekka,

Your note dated 23-4-1934 in connection with the application of Alber Panna for the post of Composer fallen vacant by the death of U.N. Acharjee has been received by me.

1. Will you please let me know when was late U.N. Chatterjee given special pay of Re.1/- for Bengali composition work and by whom?
2. With the fixing of time-scale of pay, no question of promotion arises. The rules must be followed. Arrangement for the examination of the apprentices when they have completed their years of training must be made and if the apprentices pass the examination they should get the appointed pay.
3. The proposals made by you for giving increments to certain apprentices in addition to the annual increment can not be accepted. If accepted they will lead to nepotism and will cause a good deal of discontent. For the discipline of the Press staff and for the good of the Press the existing rules must be followed.

4. The only question is whether it is necessary to take a new hand in place of late U.N. Acharjee. The taking of a new hand does not affect

in the least the status and prospects of the present staff . The only two posts in the Press which can be filled up by special selection and promotion are those of the Managership and Head Compositorship . For Managership a specially trained and more learned man is necessary and I do not see any person fit to succeed you in the managership .

Albert is a qualified man. He has read up to the Matric. Exam . and he was working in Calcutta in a big and well known Press , where I think you had also been sent for some kind of training . Outwardly therefore he is a qualified man for the post of a Compositor and if he does well he can be a great helper to you . But , of course, how he will turn up in future it is difficult to predict. If he proves himself unfit , he must be turned out . But I think as an opportunity has come he may be given a chance . I have read the correspondence that had passed between you and him while he was in Calcutta and you had encouraged him in his work giving out a hope that he might work in our Mission Press after completing his training . Of course he can not expect to get as much as he was getting in Calcutta . But as he has worked as Compositor in Calcutta for a long time , I think he can be taken as a Compositor on probation on a pay of Rs.22/- per month for six months. If he is unsuccessful during the period of his probation he may be removed after six months . Henceforth all incompetent employees will have to be removed if they prove themselves unfit .

Please let me know what you think of the matter by return of post .

Yours sincerely ,

To

The Secretary,

G.E.L.Mission Press, Ranchi.

Sir,

With reference to para one of your letter No. 114/34 dated the 14th April '34, copy of your orders on the replies given by me on the Audit objections has been sent back on 20-4-34.

In answer to para two of the said letter - since 9th April '34 a place of compositor has been vacated by death of Upendra Nath Acharjee. His monthly salary was Rs.26/-.

The loss of Upendra Nath Acharjee has not been much effective as the two apprentice compositors taken in 1930 and three out of five taken in 1931 have learnt and are doing composition works since his life time. Therefore my proposal is to raise these workers a little and also to make a little saving. Late U.N.Acharjee was solely in charge of Bengali composing works besides English and Hindi works and for this extra work some years ago a special increment of Re.1/- per month was given to him. Now there are three men who have studied Bengali and can do Bengali composition works. So I wish to encourage these three and also the two others and to run work without taking a new hand. The four apprentices who are for four and three years are watching for their promotions. According to this Press rules a compositor apprentice should go under an examination before he is promoted in the grade of compositors. But here I beg to mention that it is needless to take their examinations, as I know them and am pleased with their services. If they will be examined, they will expect to be raised to the scale of Rs.15/- per month fixed as starting pay of new compositors.

*When was this movement given and by whom?*

*With the fixing of time scale of pay, no question of promotion arises. The rules must be followed.*

*Arrangement for examination when the apprentices have completed their year of training, must be made and*

if the apprentices pay the  
is annual and because  
full fledged they must be  
paid their appointed pay.

To

Sir,

With reference to para one of your letter No. 114/34 dated the 14th April '34, copy of your orders on the replies given by me on the Audit objections has been sent back on 20-4-34.

In answer to para two of the said letter - since 9th April '34 a place of compositor has been vacated by death of Ugentra Nath Acharye. His monthly salary was

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The loss of Ugentra Nath Acharye has not been much effective as the two apprentice compositors taken in 1930 and three out of five taken in 1931 have learnt and are doing composition work since his life time. Therefore

proposal is to raise these workers a little and also to make a little saving. Late U.M. Acharye was solely in charge of Bengali composing work besides English and Hindi work and for this extra work some years ago a

special increment of Re. 1/- per month was given to him. Now there are three men who have studied Bengali and can do Bengali composition work. So I wish to encourage these three and also the two others and to run work

without taking a new hand. The four apprentices who are for four and three years are waiting for their promotions. According to this Press rules a compositor apprentice should go under an examination before he is promoted in the grade of compositors. But here I beg to

mention that it is needless to take their examinations, as I know them and am pleased with their services. If they will be examined, they will expect to be raised to the scale of Re. 15/- per month fixed as starting pay of new compositors.

When seen this  
is correct given  
and by whom

to be the group  
of the scale of  
the apprentice  
scale. The  
then must be  
followed.  
arrangement  
of the scale of  
when the apprentice  
scale can be  
the scale of  
to be raised to  
the scale of

So I propose to allow increments to five workers

*if the apprentices pass the examination and become full fledged apprentices they should get their appointed pay* as shown below :-

*The proposal that you have made will lead to a revolution amongst the staff and will cause a good deal of discontent for the discipline of the Press and for their good certain rules have been framed and these rules must be observed.*

*The question is whether to take a new hand or not in place of late U.N. Beharjee without disturbing in any way the present working of the Press. If an old and experienced compositor is needed, then Albert may be taken in. He has read up to the Metric Exam. and he has a training in a well known Calcutta Press & so he is supposed to know Compositors work well.*

- I. Suleman Kujur, who was a helper to late U.N. Acharjee in Bengali composition works be made sole incharge of Bengali works and he be allowed an increment of Rs.2/- per month plus his annual increment.
- II. Jusaph Tirkey and Nabin Kujur who have served for four and three years respectively, be kept as helpers in Bengali composition works to No. I and and they being apprentices and yet doing works of both compositors and distributors be allowed increments of Rs.2/- each per month plus their annual increments.
- III. Daud Toppo and Keora Purti, these two have completed three years of service and are still in the grade of apprentice-ship, and both the boys have learnt the works of compositors and I am pleased with their works. They may be allowed an increment of Re.1/- each per month plus their Annual increments.

I draw these proposals on the understanding that if these men are not raised now no one will be willing to do Bengali works and if instead of raising these men, a new hand be appointed, some days after composition works might suffer. Therefore, I hope that before giving appointment order of Babu Paul Albert Panna, you will please consider to my proposals and act such that will suit this Press works.

I beg to remain Sir,  
Your most obedient servant,

*[Signature]*  
Manager,

G. M. PRESS,  
KARACHI.

2.2.34

To.

The Secretary to the Board of Trusty  
Lutheran Church.

Dated Ranchi the 29<sup>th</sup> January 1934.

Sir,

Understanding that there is a vacancy of a  
Composer in the D.E.M. Mission Press under your kind  
disposal. I beg to offer myself as a candidate  
for the same.

As regards my qualifications I beg to leave  
to state that I have read up to the matriculation  
class in the D.M.S. Institute and then I had been  
a probationer in your Press for about a year and  
a half then I went to Calcutta in the Baptist  
Mission Press. I was there for six years working  
in the composing department and thereby got  
the full experience of composing letters in Hindi  
and English. I can do the readers work as well.

I am an aborigine Lutheran Christian of this  
Ranchi town. My present age is 32 years.

Under the above circumstances would you  
be so pleased to confer on me the post applied  
for; I shall leave no stone unturned to dis-  
charge my duties the entire satisfaction of  
my superior officers and for this act of  
your kindness I as in duty bound shall  
ever pray.

I have the honour to be  
Sir,  
your most obedient servant.

Manager Paul Albert Panna  
As there was no vacancy in the  
Press I did not take any action in respect  
of this application and told Albert to  
wait till an opportunity came.  
Now, though not informed officially  
by you, I have come to know that the

100  
100

death of Upendra Nath Bhargava.  
Now there is a vacancy  
in the post of a computer in  
the office and so Albert has  
found an opportunity.

I do not think that there  
has been any application filed  
by any other person before you. I  
think, therefore, it is an opportu-  
nity for Albert to get into the  
office (S. E. & M. Bus) again after  
his six years' training and  
experience in Calcutta.

I wish to put Albert in the  
office from 1st May 1934. Please let  
me know what pay, you think,  
will be suitable for him and  
also please let me know what  
pay Upendra Nath Bhargava was  
getting at the time of his death.

Yours faithfully,  
A. M. S. S. S. S.  
14. 4. 34.

It is so pleased to confer on me the post applied  
for, I shall leave no stone unturned to do  
change my duties, the entire satisfaction of  
my superior officers and for the rest of  
your kindness I as in duty bound shall  
bees prof.

I have the honor to  
acknowledge your most obedient servant  
Yours faithfully,  
Paul Albert S. S. S.

My dear Sir,  
I have the honor to acknowledge the receipt of your letter of the 10th inst. in reference to the application of Mr. Albert S. S. S. for the post of a computer in the office of the S. E. & M. Bus. I am pleased to hear that you have found an opportunity for him to get into the office again after his six years' training and experience in Calcutta. I wish to put Albert in the office from 1st May 1934. Please let me know what pay, you think, will be suitable for him and also please let me know what pay Upendra Nath Bhargava was getting at the time of his death. Yours faithfully,  
A. M. S. S. S. S.  
14. 4. 34.

# BOARD OF TRUSTEES OF THE G. E. L. CHURCH PROPERTY, RANCHI.

SUCCESSORS TO

THE MISSION TRUST OF NORTHERN INDIA  
Adminstrating the former G. E. L. Mission Properties  
(Incorporated under Act IX of 1921)

## Board of Trustees :—

DR. I. CANNADAY, M. A., D. D., *Chairman.*  
U. L. C. Mission, Guntur, S. India.

THE REV. A. JOHN,  
Missionary, Chainpur P. O., Dist. Ranchi.

THE REV. M. PREHN,  
Treasurer, G. E. L. Church, Ranchi.

P. O. PHILIP, ESQR.,  
Secretary, National Christian Council, Nagpur, C. P.

P. HURAD, ESQR.,  
Secretary, G. E. L. Church, Ranchi.

D. M. PANNA, ESQR., *Secretary & Manager,*  
Deputy Magistrate, Purulia, Dist. Manbhum.

Dated.....193

Purulia ,

The 2nd May 1934 .

To,

Mr. Albert Paul Panna, Pathalkuduwa .

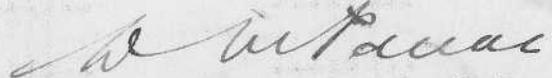
His application dated 29th January for a post of Compositor in the G.E.L. Mission Press, Ranchi .

He is informed that he is appointed as Compositor in the G.E.L. Mission Press , Ranchi, on a pay of Rs. 22/- (Rupees Twenty two only ) per month . He will be on probation for six months. After that if his work is found satisfactory he will be treated as permanent employee and will be subject to all the rules and regulations of the Press .

  
Secretary , Board of  
Trustees, G. E. L. Church Property .

No. 140 /34 Dated 2nd May 1934

Forwarded to the Manager , G. E. L. Mission Press , Ranchi , for  
information and record in office .

  
Secretary , Board of Trustee  
G. E. L. Church Property.

2/5/34

True copy of C.N. Bank Pass book for the month of March 1934.

-----

Date.	Dr.	Cr.	Balance.
	Balance of last month B.F.		Rs. 3,019--4--7
1.	By Cash	Rs. 147-13--0	" 3,167--1--7
	To cheque	Rs. 678-14--0	" 2,488--3--7
5	" "	77--1--0	" 2,411--2--7
	By cash	" 69--6--3	" 2,480--8-10
6.	" " & pro of cheques	" 238--5--3	" 2,718-14--1
	To comm. on above	" 0--5--0	" 2,718--9--1
8.	By cash	" 111--2--9	" 2,829-11-10
9	" "	" 93-11--6	" 2,923--7--4
12	" "	" 90--5--9	" 3,013-13--1
14	" "	" 44--6--9	" 3,058--3-10
16	" "	" 110--0--0	" 3,168--3-10
20	" "	" 99--6--0	" 3,267--9-10
21	" "	" 82-10--0	" 3,350--3-10
23	" "	" 61--0--6	" 3,411--4--4
27	" "	" 63-14--9	" 3,475--3--1
29	" "	" 156-12--0	" 3,631-15--1

*M. S. Sika*  
 Manager,  
 G.E.L. Mission Press,  
 Ranchi.  
 18/4

G.E.L.M.Press, Ranchi.  
20-4-34.

Dear Sir,

Received the four cheques No.54402 to  
54405 of the 7th April '34. One for office ex-  
pense and the other three for payment of Calcutta  
merchants.

Little delayed in acknowledging the above  
cgs as the clerk was ill in the last week.

Yours faithfully,

*M. S. Sika*  
Manager.

To

D.M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

# OUTSTANDING BILLS ACCOUNT

for 1930 to March 1934.

Year.	Total Amount of Bills.			Amount realized.						Balance to be realized.			REMARKS.		
				Previously.			During the month.							Total.	
														Detailed list of unpaid bills for the month of January 1934.	
1930	13,032	9	9	12,998	8	3			12,998	8	3	34	1	6	
1931	12,756	"	3	12,411	8	3			12,411	8	3	344	8	"	1. Miss E. G. Macaulay, Murch. Bills <sup>192</sup> Od. Rs. 1-5 <sub>2-1-34</sub>
1932	12,569	10	9	12,290	13	3	1	4	12,292	1	3	277	9	6	2. Fred Shan, Rajpahanara. <sup>237</sup> " " 3-11- <sub>15-1-34</sub>
1933	13,173	1	6	12,188	8	6	69	14	12,258	6	9	914	10	9	3. The Sec. G. E. L. Church - <sup>906</sup> ptg. 135-0-0. <sub>2-1-34</sub>
1934.															4. The Secretary, Khunti Agri. <sup>967</sup> " 3-4-0 <sub>17-1-34</sub> + Ind. Exhibition Committee. <sup>17-1-34</sup>
January	1,341	2	"	1,171	"	"	21	14	1,192	14	"	148	4	"	5. <sup>985</sup> " 2-12-0 <sub>20-1-34</sub>
February	855	7	6	563	6	6	62	8	625	14	6	229	9	"	6. M. S. C. Dutt, Sranda. <sup>986</sup> " 2-4-0. <sub>22-1-34</sub>
March	1,073	8	"				725	5	725	5	3	348	2	9	
															Total Rs. 148-4-0
	54,801	7	9	51,623	12	9	880	13	52,504	10	3	2,296	13	6	S. H. K. J. 17/4/34.

*M. S. C. Dutt*  
18/4

ANSWER OF AUDIT REPORT OF 1931, 1932 AND

FIRST HALF YEAR OF 1933.  
-----

CASH BOOK

Para. 2 - Since August last have begun initiating the Cash book balance.

" 3 - Corrections made in black ink :- Attention will be paid to make corrections in red ink.

" 4 - Deposit in Bank of Daily Cash receipts:-

(a) We had decided with Mr. Prehn, Treasurer G.E.L. Mission Press, to not to send in Bank a sum under Rs. 30/- or Rs. 50/-.

(b) Some times, in continuation of Saturday and Sunday Bank had holy-days. And some times on account of Press holy days daily receipts were kept in hand for more than four days.

(c) There is custom of advancing money to needy employees. This allow only from 15th to 25th of every month. Every month more than Rs. 50/- is paid in advance. And often, when there was less Petty balance and it was paid in advance, showing a Petty balance of Rs. 50/- or so I could not issue petty bill. But in such occasion I stopped sending the daily receipts in Bank and used them for daily expenses - Postage and petty purchases etc.

Since your instruction to auditor was received I have tried to send in Bank within three days and in future this will be followed.

RECEIPTS AND VOUCHERS

Para. 1 - Some Government Office Cashiers always do not pay bills unless pucca receipts are sent to them in advance. I issued such receipts only

*Do not send to Bank if the sum is below Rs 50/-.*

*14.4.34.*

*The practice of giving advance pay to the employees should be stopped altogether.*

*14.4.34*

When intimation was given to pay the bill same day. But in the cases shown in audit report for want of time ~~and~~ any other reasons they could not pay on the day the receipt was written.

- Para. 43- Stamped receipt taken.
- " 54- Receipt obtained. When loan of Rs.1000/- was paid to C.C.Treasurer, no information was given to ~~me~~ me. I noted the amount in the Cash Book from transaction of Bank Pass book .
- " 5 - Receipts of Rs.35/- and Rs.75/- paid to Treasurer C.C. were attached in the files with other vouchers, but by oversight or by mistake these are taken into this report.
- " 6 - A temporary receipt was obtained from Mr. N.Mali for Rs.25/- advanced for white washing. But when the total expense came to Rs.29/3/- ~~only~~ the former receipt was destroyed after obtaining the receipt of later amount.
- " 9 - Excess entry in the Cash book dated 9-1-33 of Anna one only has been adjusted on 9-1-1934.
- " 10 - The sum of Rs.3/10/- the balance out of Rs.48/10/- cannot be recovered. Order may be given to write it off. In future no such bills, unless sanctioned by the Secretary, will be settled between myself and party.

The sum of Rs.3/10/-  
should be written off.

*[Signature]*  
14.4.34

#### ATTENDANCE AND OVERTIME REGISTER.

- " 1. The Manager's signature will bear in the Attendance Register in future.
- " 2 - Sorry, by mistake the overtime works of 29-8-31 was left out to enter in full details.

#### STOCK BOOK OF PAPER

On account of much work the paper Stock and Issue registers are not maintained properly.

This should be done. Only one register for receipts and it should be maintained.

*[Signature]*  
14.4.34.

BILL BOOK FOR PRINTING CHARGES

- (1) A form of Hand Note sent by post to Babu Yakub Bhengraj to his place (Murhu) to fill it up and return. But as yet no reply has been received.
- (2) Mr. Gul Muhammad agrees to renew the Hand note but finding no opportunity whenever met, it has not been done.
- (5) A new hand note for total sum of Rs.191/9/- has been obtained from Rev. B.Minj on 28-11-33 instead of two hand notes.
- (7) Babu Gabriel Kujur has rendered a new hand note on 30-10-33 for the balance of Rs.5/- only.

As far as possible efforts are being made to realise the arrear bills.

PROVIDENT FUND ACCOUNT.

Depositing of P.F. money in the Savings Bank will be attended in future to have it deposited soon.

List of books, Materials etc. lying useless

in the Press :-

The secretary may kindly give order to dispose of the useless books and materials etc. as noted in the Audit report.

Items no. 1 + 2 may be sold.

Item no 3 may be used in the Press.

Item no 4 - If the figures are only one worn out, the machines can be repaired.

Item no 5 and 6 may be inspected till they are inspected by the Secretary.

Item no 6 - The paper may be used for any other purpose in the Press-Printing Department.

Items no 8 to 12 - may be disposed of as noted by the auditor.

*[Signature]*  
 Manager,  
 G.E.L. Mission Press,  
 Ranchi.

9/1/34

S.K.  
 9/1/34

14.4.34.

Purulia,  
The 18th April 1934 .

Ref. No.122/34 .

Rev. M. Prehn,  
G. E. L. Church ,  
Ranchi .

Dear Mr. Prehn,

Your letter dated the 3rd April 1934 was received by me duly . I have noted that you have paid on that date Rs.500/- on account of interest due on the loan taken by the Church Council from the Press .

I have also noted that you have paid Rs.15/- to Miss F. Heinze in February last on account of interest due to her for three months on the money taken from her as temporary loan .

I am sorry that I could not find time to talk to you about payment of the Press contribution to the Church Council as I had written to you that I would do during the Mahasabha meeting .

Your proposals as contained in your letter of the 3rd April 1934 look quite business-like from the point of view of the Church Council , but from the point of view of the Press I do not consider it so. However , the question of payment must be settled immediately and so I ask you to settle about the payment of the 4 years' contribution from the Press with the Press Manager . Let him pay you what is due to the Church Council .

As regards interest due on the loan taken by the Church Council from the Press, the Manager will be able to calculate and let you and me know . The papers showing the rate of interest are with him.

Please ask the Manager to prepare a list of old bills of the Press for which there is no chance for realisation so that the amounts may be written off by the Board of Trustees . I shall request you to help the Manager in realising bills . This job is not very satisfactory and the Press is losing a good deal on account of bad debts .

Yours sincerely ,

*D. W. Parikh*  
18/4.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 13th January, 1934.*

To

D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA

Dear Sir,

In obedience to your No. 7/34 dated the 6th January 34,  
I beg to enclose herewith the list of UNREALISED BILLS FOR  
THE YEAR 1933 and HAND NOTES.

Post Office 5 year Cash Certificates were purchased  
in the name of Mr. E. Purti which have been transferred in  
last year in the joint name of myself and Rev. M. Prehn. All  
certificates are kept by Rev. Prehn and he is out of Ranchi  
for about two weeks. Hence its list is not sent herewith.

Yours faithfully,

Encl:- 2

  
Manager.

SK.

LIST OF HAND NOTES EXECUTED BY CUSTOMERS.

<u>S.No.</u>	<u>Name &amp; Address.</u>	<u>HAND NOTE</u>		<u>Remarks.</u>
		<u>date.</u>	<u>Amount.</u>	
1.	Babu Yakub Bhengraj, Murhu P.O.	- 8-6-1929	-Rs.95/8/-	Second instalment paid Rs.31/- on 4-1-30. Rs.33/8/ is still due.
2.	Mr. P. Hurad, G.E.L. Church, Ranchi.	- 4-6-1929	- " 21/5/-	Fourth part paid on 2-12-1931. <i>Balance Rs.13/7/-.</i>
3.	Rev. B. Minj, G.H. School, Ranchi	- 28-11-1933	- " 191/9/-	New hand note obtained.
4.	Babu A. Rahman alias - Chhunnu, Kalaltoli, Ranchi.	21-10-1932	- " 157/-.	Nothing has been paid by him.
5.	Rev. Issac Ekka, Siromtoli, Ranchi.	- 4-6-1929	- " 6/2/6.	Part paid on 8-5-1933. <i>Balance Rs.5/6/6 to be realised.</i>
6.	Babu Gabriel Kujur, - Gossner L.P. School, Ranchi.	30-10-1933	- " 5/-.	New hand note taken.
7.	Gul Muhammad Khan, Gul Cinema House, Ranchi.	- 25-6-1929	- " 209/3/-.	Part paid Rs.20/- only on 23-7-1929.

  
 Manager,  
 G. E. L. Mission Press,  
 Ranchi.

S.K.  
11/1/34.

LIST OF UNREALISED BILLS FOR THE YEAR XXX 1933.

S.No.	Name and Address of customers.	BILL.		Amount.		
		No.	Date.	Rs.	As.	P.
1.	Dr. S. A. Rahman, Upper Bazar, Ranchi	1777	- 18-1-33	Rs.	2--2-0	
2.	Dr. P. P. Narayen, Secretary, Wanderers Sports Club, Ranchi	1780	- 19-1-33	"	8-14-0	
3.	Lal S. N. Sahideo, Latehar P.O. Palamu Dist.	1797	- 23-1-33	"	8--9-0	
4.	Rev. U. Kujur, Lohardaga. ...	171	- 21-1-33 (Bd)	"	8-14-3	Bal. of Rs. 12/14/3
5.	Messrs G. Bonerjea & Bros, Main Road, Ranchi. ....	1759	- 13-1-33	"	5-10-0	
6.	M/s Rozman & Co., R. Ali Buildings, Ranchi ...	1894	- 22-2-33	"	0--8-0	Bal. of Rs. 1/8
7.	" G. Bonerjea & Bros. Main Road, Ranchi .....	1941	- 10-3-33	"	17-13-0	Bal. of Rs. 20/5
8.	The President, C. N. Unnati Samaj, Ranchi ...	1956	- 14-3-33	"	53--6-0	
9.	M/s G. Bonerjea & Bros., Main Road, Ranchi .....	1993	- 29-3-33	"	6--2-0	
10.	B/ N. K. Chowdhury, Hineo, C/O M/s G. Bonerjea & Bros, Ranchi .....	5	- 30-3-33	"	1--2-0	
11.	The Manager, Piska Tea Estate, Piska. ....	12	- 4-4-33	"	2-12-0	
12.	M/s G. Bonerjea & Brös., Main Road, Ranchi .....	105	- 3-5-33	"	6--3-0	
13.	" A. D. Pall Bros, Main Road, Ranchi	125	- 9--5-33	"	0--9-0	Bal. of Rs. 8/9
14.	The President C. N. Unnati Samaj, Ranchi .....	155	- 16-5-33	"	11-10-0	
15.	Lal S. N. Sahideo, Latehar P.O. Palamu Dist. ....	158	- 16-5-33	"	16--8-0	
16.	Dr. A. S. Bazray, Nawatoly, Ranchi ...	191	- 26-5-33	"	2--9-0	Bal. of Rs. 3/14/-
17.	B/ Dinanath Singh, Chutia, Ranchi	261	- 15-6-33	"	6-10-0	
18.	" Gojo Sahu, Khunti P.O. ...	82	- 24-7-33 (Bd)	"	2--0-0	Bal. of Rs. 10/8/6
19.	" Elias Purti, G. E. L. Press " ...	338	- 7-7-33	"	446--9-0	Bal. of Rs. 734/6/-
20.	Mr. P. M. Balen, Club Road, Ranchi ..	344	- 12-7-33	"	6--0-0	Bal. of Rs. 15/-

Rs. 614-6-3 C.O.

B. 7 - - Rs. 614-6-3.

21 $\frac{1}{2}$	B/ Rishikesh Bonerjea, Main Road, Ranchi. ....	383	-	26-7-33	Rs.	7--8-0	<del>Bal. of</del>
22.	" Ram Prasad Sahu, Upper Bazar, Ranchi	411	-	2-8-33	"	11--0-0	
23.	M/s G. Bonerjea & Bros, Main Road, Ranchi ....	419	-	4-8-33	"	3--2-0	
24.	B/ Dwarika Prasad Sahu, Upper Bazar, Ranchi .....	421-		4-8-33	"	7--0-0	
25.	Hakim Fakrudin, Unani Medical Hall Ranchi ..	438	-	11-8-33	"	0--8-0	Bal. of Rs. 3/8/-
26.	B/ Dwarika Prasad Sahu, Upper Bazar, Ranchi .....	451	-	18-8-33	"	30--6-0	
27.	Dr. S. M. Rahman C/O Mr. Balen, Club Road, Ranchi .....	484	-	28-8-33	"	2--8-0	
28.	B/ Dwarika Prasad Sahu, Upper Bazar, Ranchi .....	542	-	14-9-33	"	8-10-0	
29.	Dr. Susanta Bose, Ranchi .....	579	-	28-9-33	"	8-14-0	
30.	M/s N. Toppo & S. Sinha Bros., G. E. L. Compound, Ranchi .....	582	-	29-9-33	"	3--2-0	
31.	The House of Fashion, Main Road, Ranchi ..	611	-	13-10-33	"	2--4-0	Bal. of Rs. 2/8/-
32.	Mr. B. B. Yunus, Basdilla, Gopalgunge, Saran.....	638	-	24-10-33	"	75-14-0	
33.	Rev. P. D. Gottlieb, Baitalpur, C. P.	647	-	26-10-33	"	25--9-0	
34.	The House of Fashion, Main Road, Ranchi ....	654	-	28-10-33	"	2-14-0	Bal. of Rs. 4/14/-
35.	Mr. E. Purti, G. E. L. Press " .....	125	-	25-10-33 (Bd)	5--8-0	Bal. of Rs. 10/8/-	
36.	Do Do .....	127	-	27-10-33 (Bd)	2--2-3		
37.	The L. F. Agent, Ranchi Emigration Agency, Lalpur, Ranchi .....	682	-	3-11-33	Rs.	4-13-0	Bal. of Rs. 24/13/-
38.	Do Do .....	683	-	Do	"	7-12-0	
39.	Mr. A. D. Silva, Manager Piska Tea Estate, Piska .....	694	-	7-11-33	"	20--8-0	
40.	M/s Darastullah & Co., Main Road, Ranchi ..	695	-	7-11-33	"	0-13-0	Bal. of Rs. 17/7/-
41.	Capt. P. N. Mallik, Asstt. Surgeon, Sadar Hospital, Ranchi ...	696	-	7-11-33	"	5-10-0	
42.	Sister G. Bird, E. M. H., Kanke ...	710	-	13-11-33	"	0--8-0	
43.	The Secretary, North India District Council, Dehradun U. P. ...	719	-	15-11-33	"	6--3-0	
44.	M/s Darastullah & Co., Ranchi ...	729	-	16-11-33	"	5--0-0	

Rs 862-4-6 C. O.

45.	M/s S.K.Hossain & Co., Tangtang Toly, Ranci	730	-	16-11-33	B. F.	Rs. 862-6-6.	Rs.	1-12-0	
45.	The L.F. Agent, Ranchi Emigration Agency, Lalpur, Ranchi	733	-	16-11-33			"	4-14-0	
47.	The Calcutta Bakery, Main Road, Ranchi	736	-	17-11-33			"	12--0-0	
48.	M/s Darastullah & Co., Main Road, Ranchi	741	-	18-11-33			"	0-10-0	
49.	The Ranchi Fish Stall, Do	743	-	20-11-33			"	6--0-0	Bal. of Rs. 9/-
50.	M/s Darastullah & Co., Ranchi	747	-	20-11-33			"	0-12-0	
51.	Prof. S.K. Roy, S.P.G. Mission, Ranchi	751	-	21-11-33			"	2-14-0	
52.	The Hd. Master, Ragha Govind Academy School, Ranchi	766	-	30-11-33			"	6--8-0	Bal. of Rs. 10/8/-
53.	<del>The Principal, G.H. School, Ranchi</del>	<del>125</del>	-	<del>29-11-33(Bdg)</del>				<del>0-14-0</del>	<del>pd on 11-12-33.</del>
54.	Rev. W. Radsick, Assam	136	-	15-11-33(Bd)				3--0-0	
55.	Rev. F. Schulze, Rajgangpur	179	-	14-12-33(Bd)				12--7-3	Bal. of Rs. 31/7/3
56.	Mr. N. Mali, G.E.L. Church, Ranchi	184	-	16-12-33(Bd)				17-10-6	Bal. of Rs. 27/10/6
57.	B/ B.S. Guria, Assam	185	-	18-12-33(Bd. V.P.)	<del>xxxxxx</del>			Rs. 4--4-0	
58.	Rev. M. Schiebe, Kinkel P.O.	191	-	23-12-33(Bd)			"	17--9-3	
59.	The Cownpore Shoe Factory, Ranchi	770	-	1-12-33			"	0-11-0	Bal. of Rs. 6/11/-
60.	B/ S.K. Mitra, Nankum	774	-	1-12-33			"	0-12-0	Bal. of Rs. 3/4/-
61.	The L.F. Agent, Ranchi Emigration Agency, Lalpur, Ranchi	779	-	2-12-33				7--1-0	
62.	Rev. P.D. Gottlieb, Baitalpur, C.P.	783	-	5-12-33			"	26--7-0	
63.	M/s Ramrickdas Mumraj, Ranchi	784	-	5-12-33			"	26--5-0	
64.	The Manager, Gossner Book Shop Ranchi	787	-	5-12-33			"	14--8-0	Bal. of Rs. 37/-
65.	The Vice-Chairman, Doranda Notified Area Committee,	792	-	5-12-33			"	68-13-0	
66.	Do Do	793	-	5-12-33			"	58-15-0	
67.	B/ K. D. Ghosh, Fish Stall, Ranchi	807	-	7-12-33			"	3--6-0	
68.	Rev. J.J. Muller, Secretary North India District Council, Dehradun, U.P.	812	-	8-12-33			"	45--8-0	
69.	M/s Sircar Bros, Fish Stall, Ranchi	813	-	8-12-33			"	1--9-0	

48.

B. 7

Rs. 1,206-8-6.

70. North India Motor Works, Ranchi.	817	-	12-12-33	Rs. 14--0-0	
71. Mr. C. D'Silva, Kanke	843	-	14-12-33	" 0-14-0	
72. Dr. J. N. J. Pacheco, Kanke	844	-	14-12-33	" 1--0-0	
73. The Principal St. Paul's School, Ranchi.	847	-	15-12-33	" 2--0-0	
74. The Sec. B. & O, S. S. Teachers' Assn. Ranchi	848	-	15-12-33	" 2--0-0	
75. The Manager S. P. G. Book Shop, Ranchi	859		18-12-33	" 2-12-0	
76. The Asstt. Registrar, Joint Stock Companies, Patna	860	-	19-12-33	" 24--0-0	G. B. A/C
77. The Editor, Gharbandhu, Ranchi	862	-	Do	" 23-14-0	
78. The Head Master Brahmocharya School, Ranchi	864	-	Do	" 11--4-0	
79. The Ranchi Medical Hall, Ranchi	867	-	Do	" 18--8-0	Bal. of Rs. 43/8/-
80. The Editor, Evangelical Patrika, Baitalpur, C. P.	868	-	Do	" 25--9-0	
81. The Ranchi Sadar Hospital	870	-	Do	" 20-10-0	
82. M/s A. D. Pall Bros, Ranchi	883	-	20-12-33	" 10--4-0	
83. The Chairman C. N. Unnati Samaj, Ranchi	889	-	21-12-33	" 65--2-0	
84. M/s A. D. Pall Bros, Ranchi	892	-	Do	" 8--1-0	
85. " K. N. Roy & Sons, "	893	-	Do	" 6-14-0	
86. The Principal, Bishop Westcott Boys' School, Nankum.	895	-	Do	" 9-10-0	
87. Rev. J. J. P. Tiga, Govindpur	897	-	23-12-33	" 1--8-0	
88. Rev. A. Topono, Singhani	898	-	Do	" 0--8-0	Bal. of Rs. 1/2/-
89. The L. F. Agent, Assam Frontier Tea Co., Palandu	900	=	Do	" 2-10-0	
90. The Secretary, G. E. L. Church, Ranchi	901	-	Do	" 1-10-0	
91. The Editor, Gharbandhu, Ranchi	902	-	Do	" 77--2-0	
92. Rev. J. Lakra, G. H. School	903	-	Do	" 1--4-0	

Total Rs. 1,537-8-6

*M. S. S. S.*  
13/1/34.

23

ENDING 31ST. ~~XXXXXX~~ DECEMBER 1934.

Expenditure.

1. Purchase of Stocks :-

Paper .....	Rs. 3,000/-	
Books .....	" 250/-	
Binding leather etc. "	120/-	
Stationery ....	<u>" 100/-</u>	...Rs.3,470--0-0

2. Printing materials .....	"	150--0-0
3. Contingencies .....	"	350--0-0
4. Salary .....	"	8,050--0-0
5. Press Contribution to P. Fund .....	"	372--0-0
6. Postage Stamps for packets & letters ...	"	525--0-0
7. Municipal Tax .....	"	45--9-0

Total Rs.13,362--9-0

Surplus .....

Rs.17,698--5-9

*M. Sika*  
 Manager,  
 G. E. L. Mission Press,  
 Ranchi.

16-1-34

*S. D. Mijar*  
 A/C's clerk.

16/1/34

ROUGH BUDGET FOR THE YEAR

Receipts

1. By bills and Advance .....	Rs. 13,500--0-0
2. <u>Arrear Bills :-</u>	
From 1921 - 1929 .....	Rs. 792--433
"    1930 - 1933 .....	<u>" 2226--1-6</u> " 3,018--5-9
3. <u>Cash sale of stocks :-</u>	
Books .....	Rs. 725--0-0
<u>Papers &amp; Stationeries</u> " 150--0-0	" 875--0-0
4. Bad Debt from Mr. E. Purti .....	" 180--0-0
5. Interest .....	" 120--0-0
6. Miscellaneous receipt .....	" 5--0-0

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Total Rs. 17,698--5-9

Rev. M. Prehn.  
G.E.L. Church.  
Treasurer.

Ranchi the 3-4-1934.

Dear Mr. Panna,

as regards our Press Loan I have to say following.

The loan was taken by us on 24.iii 31. Rs 2000  
30.VII.31 Rs 2000  
31.VIII.31. Rs 1000

as interest in noted against the entries 4% not 5%

To simplify matters I would suggest June 30 as day of starting the total loan and June 30 must be kept as payday for interest and principal refunds. My idea now is: the Press pays annually to us the Rs 500 as agreed and we pay the interest due on the loan balance.

Thus 30. June	1931	loan	Rs 5000	interest at 4%	Rs 200	Press contribution	500
30 "	1932	"	4500	"	"	180	500
30 "	1933	"	4000	"	"	160	500
30 "	1934	"	3500	"	"	140	500
30 "	1935	"	3000	"	"	120	500
30 "	1936	"	2500	"	"	100	500
30 "	1937	"	2000	"	"	80	500
30 "	1938	"	1500	"	"	60	500
30 "	1939	"	1000	"	"	40	500
30 "	1940	"	500	"	"	20	500

I am sure this is entirely businesslike and fair. It would mean the Press is gaining Rs 1100 in interest or if you insist on 5% Rs 1375, pays the annual contributions and thus we pay off the loan in ten years time.

I would be ready to pay the Press at once the interest accrued from 1930 June to 1934 June Rs 680- -, but expect then that the Press at once credits against our Loan account of Rs 2000 i.e. 4 times 500 ( 1931- 32)

Taking your proposal we would during the next 20 years neither receive nor pay anything concerning our Press relation, but would suffer a loss of Rs 5000, which we had to receive as contributions after paying up our debts according to the above given plan during the years 1941 -1950 i.e. we would in fact lose Rs 5000 less Rs 1100 interest or Rs 1375 interest (5%) during the whole period of twenty years.

Out of this calculation I cannot accept your proposal, but hope you will consent to the above given plan. The other alternative which you show is of course impossible, as the Church has no means to do it.

As to the Rs 15- - you speak of as interest on the Rs 1500 loan for 3 months I have to inform you that according to your own advice I paid them already to Miss Heintze in February.

Yours very sincerely

*I paid to-day  
Rs 500 - - to the  
Press on acct. of  
our loan. to be  
adjusted against  
interest due  
M. Prehn*



No.114/34 .

14-4-

4.

The Manager ,  
The G. F. L. M. Press,  
Ranchi .

Dear Manager,

I am sending you my orders on the replies given by you on the Audit objections. Please copy my orders on your copy of the audit note and return back the original.

I am sending you an application from Paul Albert Panna for employment in the Press . I have asked you to report on certain points. On receipt of your replies necessary orders regarding his pay and appointment will be passed .

Yours sincerely ,

  
Secretary, Board of Trustees .

Secretary

Please issue 4 cheques -

Bank balance Rs. 3,255-11-1.

Sh  
5/4.

one petition for unpaid apprentice.

Sh  
Issued Cheques

- I No 54402 for Rs 167-7-6 to Manager, G. & L. M. Press  
Ranchi.
- II No 54403 " Rs 130-8-0 Calcutta Paper Trading Co.
- III No 54404 " Rs 104-14-3 Envelopes Manufacturing  
Co. Calcutta
- IV No 54405 " Rs 77-8-0 Messrs John Dickinson  
& Co. Calcutta.

7<sup>th</sup> April }  
1934.

Sh  
Secretary,  
G. & L. Mission Press.

To

Secretary.

Please find enclosed: —

- (I) One Cg. bk containing 25 cgs.
- (II) Monthly return of bills for Feb: 34.
- (III) A Copy of C.N. Bank Pass book do.
- (IV) A List of date of birth + Approximate age of the Press employees.

— X —

- (I) Letter for sanction of repairing the Press Building.
- (II) Two bills for payment.

Bank balance Rs. 3,058/3/10 on  
the 15th March 34.

*Sd/*  
16/3.

LIST OF DATES OF BIRTH & APPROXIMATE AGE OF ALL ~~XXXXXX~~

EMPLOYEES OF THE PRESS.

S.No.	Name.	Date of Birth.	Approximate Age in 1933.	Period of service in 1933.
1.	Mr.M.C.Ekka	14th June 1893	40	15
2.	" E.Purti	3rd April 1865	69	
3.	B/Sukhdas Kujur	1906	28	7
4.	" Suleman Tirkey	27th May 1879	55	9
5.	" Junas Tirkey	13th Feb. 1872	62	46
6.	" U.N.Acharjee	22nd July 1892	42½	23
7.	Mannasih Khalkho	9th January 1877	57	43
8.	Suleman Kujur	2nd Nov. 1897	36	19
9.	Johan Kapi	15th May 1894	39½	22
10.	Theodore Kujur	11th May 1894	39½	19
11.	Eliazar Tiga	12th July 1898	35½	13
12.	Bhawa Minz	29th March 1909	25	8
13.	Santosh Ekka	March 1905	29	9
14.	Jusaph Tirkey	29th June 1904	29½	4
15.	Prabhusahay Bek...	24th Feb. 1908	26	4
16.	Keora Purti	26th March 1914	20	3
17.	Daud Toppo	11th Dec. 1912	21	3
18.	Premchand Minz	9th March 1912	22	3
19.	Matias Lakra	11th March 1913	21	3
20.	Nabin Kujur	29th Sept. 1910	23½	3
21.	Johan Minj	1st Feb. 1881	53	36
22.	Prem Ekka	1901	33	12
23.	Soma Tirkey	1902	32	10
24.	William Minz	22nd July 1909	24½	3
25.	Nottrot Tirkey	1904	30	14
26.	Mansukh Lakra		55	11
27.	Hanukh Tiga	4th May 1904	29½	4
28.	Lukas Minz	1902	32	5
29.	Elias Tiga	1889	45	4
30.	Xto Chit Minz		70	
31.	Boas Toppo		50	
32.	Rainu Tirkey	August 1912	21½	4
33.	Santosh Minz	10th Jan. 1915	19	2
34.	Theodore Toppo	23rd July 1900	33½	2
35.	Mangaldas Bhutkunwar	22 March 1915	18	1
36.	Mannasih Kerketta	1869	65	7
37.	Kushalmay Ekka	25 March 1894	40	2
38.	Suleman Minz		50	4
39.	Samuel Gari		35	1

*M.C. Ekka*  
 Manager,  
 G.E.L.M. Press,  
 Ranchi.

Copy of Chota Nagpur Bank Pass book  
for the month of February, 1934.

Date	Withdrawals.	Deposits.	Balance.
	B. F. ....	.....	Rs. 2,936--9-7
Feb. 1	To ch ..... Rs. 701--8--6	.....	" 2,235--1--1
	By cash ..... ..	Rs. 45-14--6	" 2,280-15--7
2	" ..... ..	" 42-13--0	" 2,323-12--7
6	" & Pro of ch ..... ..	" 201--1--3	" 2,524-13-10
	To comm. on above ..0--2--0	.....	" 2,524--5-10
8	By Cash ..... ..	" 175--6--0	" 2,699-11-10
9	" ..... ..	" 46-12--6	" 2,746--8--4
10	" & Pro of ch. .... ..	" 106--9--9	" 2,853--2--1
13	" ..... ..	" 123--2--6	" 2,976--4--7
15	" ..... ..	" 28-13--6	" 3,005--2--1
16	" ..... ..	" 31--8--3	" 3,036-10--4
17	To cheque .....Rs.112--7--0	.....	" 2,924--3--4
20	" ..... " 171--3--0	.....	" 2,753--0--4
	By cash ..... ..	" 74-10--9	" 2,827-11--1
21	" ..... ..	" 95-15--0	" 2,923-10--1
22	To cheque ..... Rs. 64-11--3	.....	" 2,858-14-10
23	By cash ..... ..	" 47--1--6	" 2,906--0--4
26	" ..... ..	" 82--6--6	" 2,988--6-10.
28	" ..... ..	" 30-13--9-	" 3,019--4--7

*W. S. Saha*  
Manager,  
G.E.L. Mission Press,  
Ranchi.

18/2/34

Old arrears bills a/c is the  
same as on the 10th May 1933.

Sl.  
9/3.

# OUTSTANDING BILLS ACCOUNT

for 1930 to February 1934.

Year.	Total Amount of Bills.			Amount realized.									Balance to be realized.			REMARKS.																						
				Previously.			During the month.			Total.																												
1930	13,032	9	9	12,998	8	3				12,998	8	3	34	1	6	detailed <sup>list</sup> of unpaid bills for the month of November & December 1933.																						
1931	12,756	"	3	12,411	8	3				12,411	8	3	344	8	"	on reverse side.																						
1932	12,569	10	9	12,290	13	3				12,290	13	3	278	13	6																							
1933	13,173	1	6	12,027	15	"	160	9	6	12,188	8	6	984	9	"																							
1934																Panjika returned for Rs. 9/6/- vide Bd. bill No. 184 of 16-12-34.																						
January	1,341	2	"	934	6	6	236	9	6	1,171	"	"	170	2	"																							
February	855	7	6				563	6	6	563	6	6	292	1	"	Rs. 1/2/- added more by mistake in Bd. bill No. 269 of 31-1-34.																						
													53,727			15	9	50,663			3	3	960			9	6	51,623			12	9	2,104			3	"	S. P. Kujar 9/3/34.

*MC*  
10/3.

OUTSTANDING BILLS ACCOUNT

1. The L.F. Agent Emigration Agency, Ranchi Bill No. 683	3-11-33	Rs. 2-9-0.	Bal. out of Rs. 7/12/-
2. Asstt. Surgeon Ranchi Sadar Hospital	"	" 5-10-0.	
3. M/s Darastullah & Co. Ranchi	729 & 16-11-33	" 5-0-0.	
4. S.K. Hossain & Sons,	730 & 16-11-33	" 1-12-0.	
5. L.F. Agent, Ranchi Emigration Agency	733 & "	" 4-14-0.	
6. The Calcutta Bakery, Ranchi	736 & 17-11-33	" 2-13-0.	Bal. out of Rs. 12/-
7. M/s Darastullah & Co.	741 & 18-11-33	" 0-10-0.	
8. Ranchi Fish stall	743 & 20-11-33	" 3-0-0.	Bal. " " 7/-
9. M/s. Darastullah & Co	747 & 20-11-33	" 0-12-0.	
10. Rev. W. Radsick, Assam	(Bd) 136 & 15-11-33	" 3-0-0.	
11. Rev. F. Schulze, Rajgangpur	" 179 & 14-12-33	" 12-7-3.	
12. Rev. M. Schiebe, Kunkel	" 191 & 23-12-33	" 17-9-3.	
13. P/ S.K. Mitra, Nankun	774 & 1-12-33	" 0-12-0.	Bal. out of Rs. 3/4/-
14. L.F. Agent Emigration Agency Ranchi.	779 & 2-12-33	" 7-1-0	
15. M/s Ramrickdas Manraj, Ranchi.	784 & 5-12-33	" 11-5-0	pd on 9-3-34.
16. P/ K.D. Ghosh, Ranchi	807 & 7-12-33	" 3-6-0.	
17. Sircar Bros. Ranchi	813 & 8-12-33	" 1-9-0.	
18. North India Motor works, Ranchi	817 & 12-12-33	" 9-0-0.	part paid Rs. 5/- on 9-7-34.
19. Dr. J.M. Pacheco, Kanke	844 & 14-12-33	" 1-0-0.	
20. Editor Gherbandhu, Ranchi	861 & 19-12-33	" 23-14-0.	
21. Chairman Unnati Samaj	889 & 21-12-33	" 65-2-0.	
22. The Principal B.W. Boys School, Nankun	895 & 21-12-33	" 9-10-0.	
23. The Secretary, G.E.L. Church, Ranchi	901 & 23-12-33	" 1-10-0.	
24. The Editor Gherbandhu, Ranchi	902 & 23-12-33	" 77-2-0.	
		Total Rs.	271-7-6

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 18th January, 1934.*

To

The Secretary,

G.E.L.Mission Press, Ranchi,

PURULIA.

Sir,

I beg to report that I have been seffering from Malaria fever from the 17th inst. which has made me quite unable to move to office.

I therefore, most respectfully pray to be so good as to grant me leave for a week only. I may join into the work earlier if cured.

I have the honour to be,

Sir,

Your most obedient servant,

*McSuka*

Manager.

18/1

*Leave granted.*

*Please report how many Casual leave days have already been had by you in 1933.*

*W. C. Paul*

*He has only 5 days leave in 1933 as casual.*

Old arrear bills  
are the same as on

10<sup>th</sup> May '33

Sh  
12/10

## OUTSTANDING BILLS ACCOUNT

for 1930 to Sept. 1933.

Year.	Total Amount of Bills.			Amount realized.									Balance to be realized.			REMARKS.			
				Previously.			During the month.			Total.									
1930	13,032	9	9	12,995	13	3				12,995	13	3	36	12	6	detailed list of unpaid bills for the month of July 1933.			
1931	12,756	"	3	12,394	5	6	13	12	9	12,498	2	3	347	14	"	1. Mr. N. Mali, Ranchi (Pd) $\frac{58}{4-7-33}$ Rs. 1-6-6 2. Gojo Sahu Khuntia " $\frac{82}{27-7-33}$ " 4-0-0 3. Rev. F. Schulze " $\frac{84}{28-7-33}$ " 11-0-0			
1932	12,569	10	9	12,274	7	3				12,274	7	3	295	3	6	4. Sec. N.S.S.C., Dehradun (Ptg) $\frac{318}{4-7-33}$ " 44-7-0			
1933.																5. Principal G. H. School " $\frac{325}{5-7-33}$ " 38-10-0			
January	1,192	2	3	1,154	3	"				1,154	3	"	37	15	3	6. B/Elias Purti, Ranchi $\frac{338}{7-7-33}$ " 44-6-0			
February	898	2	6	883	14	6				883	14	6	14	4	"	7. Mr. P. M. Balu, Ranchi. $\frac{344}{12-7-33}$ " 6-0-0			
March	1,539	6	6	1,327	1	6	1	12	"	1,328	13	6	210	9	"	8. B/ Kishikesh Bomerjee " $\frac{383}{26-7-33}$ " 7-8-0			
April	692	4	9	689	8	9				689	8	9	2	12	"	Total Rs. 559-8-6			
May	1,012	11	9	863	10	9				863	10	9	149	1	"				
June	819	14	6	791	4	6	10	13	"	802	1	6	17	13	"				
July	1,881	11	3	1,280	"	9	42	2	"	1,322	2	9	559	8	6				
August	902	9	9	592	14	9	144	8	"	737	6	9	165	3	"				
September	768	1	"				627	13	"	627	13	"	140	4	"				
													S. K. Singh 12/10/33.						
													M. S. Saha 16/10.						
													48,065 5 " 45,247 4 6			840 12 9 46,088 1 3 1,977 3 9			

To

17/2/34

Secretary

Sending: —

- (i) Copy of Bank Pass book  
for January 1934.
- (ii) Bills a/c for do do.

Very sorry, we totally forgot to  
send 1934 Panjika. However we  
are sending herewith 2 copies of  
the same on receipt of your P.C.

She  
15/2/34.

True copy of Chota Nagpur Bank Pass book for the  
month of January, 1934.

Date.	Withdrawal.	Deposit.	Balance.
2-1-34	.....	.....	Rs. 2,594--7--5
"	(Interest for 33) .....	Rs. 82-11--5	" 2,677--2-10
"	Incidental ..Rs. 1--0--0	.....	" 2,676--2-10
"	.....	" 86--5--6	" 2,762--8--4
3	.....	" 59--6--6	" 2,821-14-10
4	.....	" 59--9--6	" 2,881--3--4
5	.....	" 50--8--9	" 2,932--1--1
8	.....	" 55--6--6	" 2,987--7--7
9	.....	" 51-15--9	" 3,039--7--4
10	.....	" 52--3--0	" 3,091-10--4
12	.....	" 56--7--6	" 3,148--1-10
15	.....	" 53-13--6	" 3,201-15--4
"	" 174-15--0	" .....	" 3,027--0--4
16	.....	" 87--2--9	" 3,114--3--1
19	" 221-10--0	.....	" 2,892--9--1
22	" 500--0--0	.....	" 2,392--9--1
23	.....	" 258--8--0	" 2,651--1--1
24	.....	" 67--8--9	" 2,718--9-10
26	.....	" 46--0--9	" 2,764-10--7
27	.....	" 150-13--3	" 2,915--7-10
30	" 26--2--0	.....	" 2,889--5-10
31	.....	" 47--3--9	" 2,936--9--7

-----00-----

*W. M. S.*  
Manager,  
G.E.L.M. Press,  
Ranchi.

14/2

SK.  
14/2

Old arrear bills a/c  
is the same as on the 10th May 1933.

Sh  
15/2.

## OUTSTANDING BILLS ACCOUNT

for 1930 to January 1934

Year.	Total Amount of Bills.			Amount realized.									Balance to be realized.			REMARKS.
				Previously.			During the month.			Total.						
																<i>List of unpaid bills for the month of October 1933.</i>
1930	13,032	9	9	12,998	8	3			12,998	8	3	34	1	6		1. The House of Fashion, Ranchi bill <sup>611</sup> / <sub>13-10-33</sub> Rs. 2-
1931	12,756	"	3	12,411	8	3	<del>200</del>		12,411	8	3	344	8	"		2. Mr. B. B. Yumar, Gopalganj <sup>638</sup> / <sub>24-10-33</sub> " 75-
1932	12,569	10	9	12,287	3	3	2	10	12,289	13	3	279	13	6		3. The House of Fashion, Ranchi <sup>654</sup> / <sub>28-10-33</sub> " 2-10
1933	13,182	7	6	11,621	11	"	406	4	12,027	15	"	1,154	8	6		4. Mr. E. Prati, Press <sup>125</sup> / <sub>25-10-33</sub> " (Bd) " 5-8-
1934																<sup>127</sup> / <sub>27-10-33</sub> " 2-2-
January	1,341	4	"				934	6	934	6	6	406	13	6		Total Rs. 88-10-3.
																V. P. P. for Rs. 4/4/- of Bd. bill No. <sup>185</sup> / <sub>18-12-33</sub> refused and restocked on 12-1-1934.
	52,882	10	3	49,318	14	9	1,343	4	50,662	3	3	2,219	13	"		<i>S. S. K. Singh</i> 13/2/34.
																<i>W. S. K. Singh</i> 14/2.

LIST OF P.O. 5 YEAR CASH CERTIFICATES.

<u>S. No.</u>		<u>No. of C.C.</u>	<u>Date.</u>	<u>Face value.</u>
1.	NN	24901	.....8-6-1926	.... Rs. 100/-
	I			
2.	Do	24902	.....18-8-1926	.... " 100/-
3.	Do	24903	..... 13-10-1926	.... " 100/-
4.	Do	24904	..... 4-12-1926	.... " 100/-
5.	Dp	24905	..... 12-1- 1927	.... " 100/-
6.	Do	24906	..... 8-3- 1927	.... " 100/-
7.	Do	24907	..... 17-5- 1927	.... " 100/-
8.	J J	12247	..... 27-7- 1927	.... " 100/-
	I			
9.	Do	12248	..... 11-10-1927	.... " 100/-
10.	Do	12249	..... 11-10-1927	.... " 100/-
11.	Do	12250	..... 7-12-1927	.... " 100/-
12.	Do	12251	..... 16-2 -1928	.... " 100/-
13.	Do	12252	..... 28-6- 1928	.... " 100/-
14.	Do	12253	..... 21-8- 1928	.... " 100/-
15.	Do	12254	..... 21-12-1928	.... " 100/-
16.	Do	12255	..... 21-12-1928	.... " 100/-
17.	Do	12256	..... 31-1- 1929	.... " 100/-
18.	Do	12257	..... 31-1- 1929	.... " 100/-
19.	Do	12258	..... 23-4- 1929	.... " 100/-
20.	Do	12259	..... 7-5- 1929	.... " 100/-
21.	Do	12260	..... 3-7- 1929	.... " 100/-

The above Certificates have been renewed in the joint name of Rev. Martin Prehn and ~~Masih~~ Babu Masihcharan Ekka on 30-5-1932. Hence the date of maturity will begin from ~~18x~~ 8-6-1936.

  
 Manager,  
 G.E.L.M. Press,  
 Ranchi.

No. 45/34 .

3rd February 4.

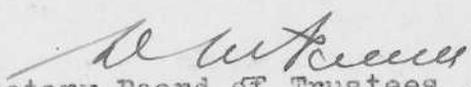
Babu Elias Purti ,  
G.E.L.M.Press ,  
Ranchi .

Babu Elias Purti ka darkhast tarikh 12-1-1933 babat  
bikri Munda Nawa Bhajan -920 copies .

Board of Trustees ne apne 18-1-1934 ki meeting men is darkhast  
ke babat bat bichar kiya aur yah phaisla kiya :-

Ki jab tak Press ka chhapai ka dam aday na ho , Babu Elias Purti  
sab copies Munda Nawa Bhajan ka jo uske pas hai so Press ko dewe , jist  
en wah ap koi copy bikri kar na sake . Jab Press ka chhapai ka dam ada  
ho jay to baki copies wah le sakta hai, aur wah jaisa chahe taisa bikri  
kare .

Phir yah bhi phaisla huwa ki Press ka koi Karamchhari bina Secre-  
tary ke permission se labh ke liye koi pustak na chhapawe wa bikri kare  
kyonki aisa karne se bahut dar hai ki Press ki bari hani hogi .

  
Secretary Board of Trustees .  
3. 2 39

xxxxxxx Purulia.

Purulia xxxxx 3rd February 1934

No.44/34 .

The Manager ,  
The G.E.L.M.Press,  
Lutheran Compound ,Ranchi .

Dear Mr.Manager ,

Now since the Rev.M.Prehn has returned back ,  
please take down the number and date of Postal Cash Certificates ,  
and send me a list thereof. Please always keep one list of these  
Cash Certificates in the Press .

2. I shall be glad to have a list of all the employees  
of the Press with the dates of their birth ,if available , or their  
present approximate age ,if the date of birth is not known.

Age is to be taken into consideration for the efficiency  
of a worker and I am contemplating that after certain age a worker  
should be retired or his contribution to the Provident Fund stopped .

Yours sincerely ,

*W. W. P. S.*

Secretary.

D/sir,

Sending the following:—

- (1) Copy of C. N. Bank Pass book  
for the month of Nov: & Dec. 33.
- (2) A rough budget for the  
year ending 31st Dec. 1934.

yours ffly,

S. D. Kujar

16/1/34.

TRUE COPY OF C.N. BANK PASS BOOK

FOR THE MONTH OF NOVEMBER, 1933.

	Withdrawal.	Deposit.	Balance.
Balance of last month			Rs. 3,186-14-5
Nov. 1 By Cash		Rs. 24-15-0	" 3,211-13-5
" To cheque	Rs. 676-11-6		" 2,535--1-11
" By Pro, of B.C. 39/132		" 16--8-0	" 2,551--9-11
" To Comm. for collecting above	1--0-0		" 2,550--9-11
" 2 To cheque	273--0-0		" 2,277--9-11
" By Cash		" 39-15-9	" 2,317--9-8
" 3 By cash		" 35--5-9	" 2,352-15-5
" 6 Do		" 90--5-6	" 2,443--4-11
" 8 Do & Cheque		" 39--1-0	" 2,482--5-11
" 10 Do		" 59--2-3	" 2,541--8-2
" 14 Do Do		" 65-12-9	" 2,607--4-11
" To Comm. for cq.	1--0-0		" 2,606--4-11
" 16 By Cash & Cq		" 138--9-0	" 2,744-13-11
" 17 Do		" 43--8-0	" 2,788--5-11
" 20 Do Do		" 106--6-9	" 2,894-12--8
" 22 Do		" 76--2-6	" 2,870-15--2
" 23 To Cq.	165-15-9		" 2,804-15--5
" 24 By Cash		" 42-12-0	" 2,847-11--5
" 28 Do		" 52--2-0	" 2,899-13--5
" 30 Do		" 28--9-0	" 2,928--6--5

11--00-----

DECEMBER 1933.

Dec. 1. To Cq	662-12-6		" 2,265--9-11
" 2. By Cash		Rs. 55--8-9	" 2,321--2-8
" 5. Do		" 34--5-3	" 2,355--7-11
" 6. Do		" 134--5-0	" 2,489-12-11
" 8. Do		" 109--5-3	" 2,599--2--2
" 11. Do		" 33--6-06	" 2,632--2--8
" 12. Do and Cq.		" 82--1-0	" 2,714--3--8
" 13. Do		" 56-14-6	" 2,771--2--2
" 15. Do		" 45-12-6	" 2,816-14--8
" 18. Do		" 74--6-9	" 2,891--5--5
" 20. Do and Cq.		" 588-12-9	" 3,480--2--2
" 21. Do Do		" 102-14-0	" 3,583--0--2
" 22. Do		" 258--7-9	" 3,841--7-11
" To Cheque	659-14-9		" 3,181--9--2
" 28. Do	418-15-9		" 2,762--9--5
" 30. Do	168--2-0		" 2,594--7-5

-----00-----

*G. E. L. M.*  
Manager.

G. E. L. M. PRESS  
RANCHI.

16-1-34.

S.K.  
16-1-34.

6th January 3.

No. 7/34 .

The Manager ,  
The G. E. L. Mission Press,  
Ranchi.

Dear Manager ,

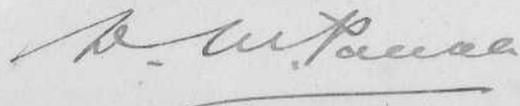
I am returning back your letter dated the 21st December 1933 with my sanction for the cost of Rs.26/2/- towards ~~the cost of~~ the repair of the Type-writing Machine of the Press .

I am to ask you to let me have a list of all the Cash Certificates (Post Office 5 year Cash Certificates) that have been purchased by the Press . I want to see if any of them has matured . You may note that after maturity the Post Office will not allow interest and so any matured Cash Certificate must be cashed at once .

Also I want a list of all the Hand Notes executed by customers in your custody . If any one of them is going to be time-barred , steps should be taken to renew the same or to take legal steps for its realization .

Lastly a list of all unrealised bills should be prepared for the year 1933 and sent to me .

Yours sincerely ,





# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

195  
6-11-1933

Dated the 2nd November, 1933

The Secretary,  
G.E.L.M. Press Ranchi,  
Purulia.

Dear Sir,

Received on the 31st ultime the two cheques No.  
52932 & 52933 of the 30th October 1933 for Rs. 273/- and  
Rs. 676/11/6 respectively.

Entries of Bank Pass book for the month of September  
and October 1933 are given below :-

	<u>Withdrawals</u>	<u>Deposits.</u>	<u>Balance</u>
September 1 ...	Rs. 676--5-3	.....	2,790-10-2
1	.....	Rs. 23--4-9	2,813-14-11
" 4	.....	" 33--2-9	2,847--1-8
5	.....	" 48-14-0	2,895-15-8
6	.....	" 46--2-0	2,942--1-8
8	.....	" 36--4-9	2,978--6-5
9	.....	" 29-15-6	3,008--5-11
11	.....	" 24--4-0	3,032--9-11
12	.....	" 77--2-6	3,109-12-5
13	.....	" 37--1-0	3,146-13-5
13	" 228-13-0	.....	2,918--0-5
15	" 109--8-3	" 29--1-0	2,837--9-2
18	.....	" 49-13-0	2,887--6-2
20	.....	" 150--1-9	3,037--7-11
22	" 181-11-0	.....	2,855-12-11
25	.....	" 84-12-6	2,940--9-5
30	.....	" 85-14-0-	3,026--7-5
October 2	" 676--6-3	" 35--6-0	2,385--7-2
4	.....	" 63-13-0	2,449--4-2
6	.....	" 21-13-0	2,471--1-2
9	.....	" 45-14-6	2,516--15-8
10	.....	" 197--6-3	2,714--5-11
10	0--5-0 Comm.	.....	2,714--0-11
12	.....	" 53--5-3	2,767--6-2
14	.....	" 20--5-0	2,787-11-2
18	" 188--6-0	" 424-15-6	3,024--4-8
23	" 32--0-0	" 94-10-6	3,086-15-2
25	.....	" 47-12-0	3,134-11-2
27	.....	" 28-15-3	3,163-10-5
30	" .....	" 23--4-0	3,186-14-5

Yours faithfully,

*W. S. Ma-*  
Manager.

No. 243/33 .

30 Oct.

3.

The Manager ,  
The G. S. L. V. Press,  
R a n c h i .

Dear Manager ,

Please find enclosed (1) Cheque No. 52955 dated 30.10.1933 for Rs. 273/- with the bills of Ram Gati Lal and (2) Cheque No. 52955 dated 30.10.1933 for Rs. 676/11/6 for the Establishment Bill for September 1933 with the bill .

Please send me copies of the entries in the Chotanagpur Banking Association Pass Book for the months of September and October .

Yours sincerely ,

*D. M. Patel*





# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*185*  
*28* / *9* *33*  
Dated the 26th Sept. 1933.

To

The Secretary,

Board of Trustees, PURULIA.

Dear Sir,

On 8-8-33 when you returned back the proof of reminder letter to this Press debtors, you wrote me to print 1000 letter forms with the headings already set on the top of the said letter for use of Trustees. And according to your instruction I printed 500 of it on good (Bank) paper and 500 on ordinary paper and then forwarded to you together with the reminder letter forms. Would you kindly pay or order to pay early the bill attached for printing the letter forms and oblige.

*Encl:- 1*

Yours very truly,

*McShua*  
Manager.





Old arrears bills are the  
same as on the 10th May '33

She  

---

14/9

## OUTSTANDING BILLS ACCOUNT

for 1930 to August 1933.

Year.	Total Amount of Bills.			Amount realized.						Balance to be realized.			REMARKS.									
				Previously.			During the month.							Total.								
1930	13,032	9	9	12,995	13	3			12,995	13	3	36	12	6	detailed list of unpaid bills for the month of June '33.							
1931	12,756	"	3	12,394	5	6			12,394	5	6	361	10	9	1. Vice-Chairman R. Municipality $\frac{251}{14-6-33}$ Rs. 7-14-0. 2. Mr. S. Perris, Ranchi $\frac{254}{14-6-33}$ " 3-0-0.							
1932	12,569	10	9	12,274	7	3			12,274	7	3	295	3	6	3. Cf. Dinanath Singh " $\frac{261}{15-6-33}$ " 6-10-0. 4. - K. Sirikar " $\frac{286}{21-6-33}$ " 2-15-0.							
1933.															5. - K. Pati, Kanke $\frac{283}{21-6-33}$ " 7-6-0. 6. - Narayan Gupta " $\frac{300}{28-6-33}$ " 0-13-0.							
January	1,192	2	3	1,154	3	"			1,154	3	"	37	15	3								
February	898	2	6	883	"	6	"	14	"	883	14	6	14	4	"	Total Rs. 28-10-0.						
March	1,539	6	6	1,327	1	6			1,327	1	6	212	5	"								
April	692	4	9	689	8	9			689	8	9	2	12	"								
May	1,012	11	9	857	6	9	6	4	"	863	10	9	149	1	"							
June	819	14	6	752	7	6	38	13	"	791	4	6	28	10	"	Bill No. 304 of 29 <sup>6</sup> / <sub>33</sub> for Rs. 32/12/- included						
July	1,881	11	3	971	10	3	308	6	6	1,280	"	9	601	10	9	in bill No. 350 of July '33.						
August	902	9	9				592	14	9	592	14	9	309	11	"							
																S. D. Kujar 14/9/33.						
																M. S. K. S. K. 15/9.						
													47,297 4 . 44,300 " 3			947 4 3 45,247 4 6			2,049 15 6			

4th September 3.

No. 206/33 .

The Manager ,  
G. E. I. Mission Press ,  
Ranchi .

Dear Manager ,

I am sending you two cheques as requested . Please acknowledge receipt of the same.

I have issued printed letters to some of the customers of Ranchi , but have not received any reply from them . If you do receive any reply or money , please let me know .

Yours sincerely ,

B. P. Asim

171  
4.9.33

To

Secretary

Please issue 2 cheques to

(I) B/ R. G. Lal, Ranchi.

(II) M/s. <sup>Dr</sup> S. N. Banerjee, Calcutta.

Bank balance on 31-8-33.

Rd. 3,466-15-5.

Issued 2 Cheques

(1) For 2287/13/- Cheque No. 529267 4/9/33

Rs  
31/8.

(2) For Rs 109/8/3 Cheque No. 529277 4/9/33.

31st August 3.

No. 204/33 .

To,

The Manager ,

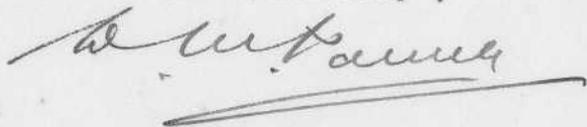
G. E. L. Mission Press,

Ranchi.

Dear Manager ,

I am sending you the Audit Note of the Press .  
Please return it back as soon as possible with your explanations  
etc . in regard to the objections and remarks made by the Auditor

Yours sincerely ,

A handwritten signature in cursive script, possibly reading 'W. M. ...', is written over a horizontal line.

173  
8-9-33

To

D.M.Panna Esqr.,  
( Secretary and Manager )  
Deputy Magistrate, Purulia,  
District Manbhum.

Dated Ranchi, the 4th September 1933.

Ref:- memo.no.192, dated the 25th August 1933.

Sir,

With reference to your memo.no.192, dated the 25th August 1933, I beg to state that I have not been able to realise the sum from Manki Lal Mohan Sai of Nawagarh, as I am no longer Manager of the Estate since a year and half and it is very difficult now to realise it except bringing a money suit in court for the realisation of my arrear pay and loans due against the Manki. I am going to file a suit very soon in the Civil Court against Manki.

Besides this I learn from the Manager of the Press at Ranchi that Manki has paid Rs.25/- personally to the Press and <sup>I</sup> cannot understand why he did not pay the whole amount.

However the decision will take some time and the money will be paid after getting the decree against Manki and due realisation.

I have the honour to be,

Sir,

Your most obedient servant,

*A. Lal*

Pleader, Church Road,  
Ranchi.





25th August 3.

No.193/33 .

Khan Sahib Gul Muhammad Khan ,  
Gul Cinema House,  
Main Road , Ranchi .

Dear Mr. Gul Muhammad ,

From the report of the G.E.L. Mission Press it appears that you owe to the Press Rs.50/- on account of 6 bills in addition to the amount of Rs.189/3/- for which you have executed a Hand Note and that inspite of repeated reminders these amounts have not been paid by you .

I shall be much obliged to know when you will pay them. If you have any vouchers from the old manager of the Press to show any payments made to him , I shall be much obliged to see them and make allowances for the same . He is working at present and it will be easy for the Press to realise the amounts defaulted by him and which have been wrongly , if any, charged to you.

When do you come next to Purulia ? If you come soon , please bring all your papers with you . The Board of Trustees can not wait for settlement of the accounts with you for a long time.

Yours sincerely ,

*A. L. P. S.*  
25/8/33 .

Secretary

136  
17-7-33

1. Letter & list of arrear bills from 1930 to 1932 who owes more than Rs 10/- with remarks.
2. Out standing Bills a/c for June 1933.
3. M/s. S. N. Banerjee & Co's bill for payment.

Bank Balance Rs. 3,336-5-11 as  
on the 14<sup>th</sup> July 33.

4. B. Dept. Balance sheets }  
of June 1933. }

Sle.  
15/7/33.

136  
17-7-33

To

The Secretary,  
G. E. L. Mission Press, Ranchi.

Dated Ranchi, the 14th July, 1933.

Sir,

In reply to your two questions of letter dated the 29th ultimo, I beg to state as below :-

Firstly monthly balance sheet of Book-shop, May'33

(1) Item No. 50 Munda Reader IInd year Infant 25 copies of the Book-shop account. It is a mistake of the man in-charge of Book-shop. When he received 25 copies in the Book-shop account forgot to show issue of the books in the Stores account.

(2) Item No. 116 Mundari Bhajan 48 copies is the same book for which you have put another three questions in your above said letter. The book-seller has mistaken in writing its name. He should write Munda Nawa Bhajan and ~~\*MundaxNawaxBhajan\*~~ not Mundari Bhajan, as proper title of the book is "Munda Nawa Bhajan". Whenever we get order, we buy it from Mr. E. Puri the publisher and proprietor of the book.

(3) Item No. 117 Nagpuria Bhajan 24 copies. This too we buy from the S. P. G. Book-shop, Ranchi.

Those books are not appeared in the Stores account which we buy for the purpose of supplying to our customers and some for sale at shop. It is needless to open their Stores account because at a time a few of them are purchased.

Durang Puthi No. 30 of the Stores account and No. 31 of the Book-shop account are the same. But on account of Bara Aradhna serial number of Stores and Book-shop accounts has differed. This book Bara Aradhana

Aradhana is bound in different styles such as half leather, cloth, half cloth - as party desire and therefore, instead of one, two or more entries of the same are made in the Book-shop account. No.116 Mundari Bhajan - stated above in 2. <sup>due to the difference in prices.</sup> a/

Secondly Munda Nawa Bhajan

(1) The book " Munda Nawa Bhajan" is the property of Mr. Elias Purti.

(2) Mr. E. Purti has published 5,000 copies of the book and by this time only 2,058 books has been made and delivered to him. He has paid Rs.287/13/- out of Rs.734/6/- the total printing charge - partly by cash and by book value. He is in short of money to pay off the Press bill at once, therefore, he proposes to sell the book to Press.

(3) 2,942 copies of Munda Nawa Bhajan are still in the hands of book-binders. Rest ( books already made and delivered to him) are at his lodge.

Further in answer to para 3 of your letter No.121 dated 14-6-33, I beg to state that the bill collector attends to every calls within the town, if some time it is not possible for him to reach any one, other peons are sent to them. Whereever necessary the Manager too goes to the debtors.

I beg to remain;  
Sir,  
Your most obedient servant,

*H. C. Sharma.*  
Manager.

List of arrear bills from 1930 to 1932 who owes more than

Rs. 10/-.

<u>S.No.</u>	<u>Name</u>	<u>Bill No. &amp; date.</u>	<u>Amount.</u>	<u>Remarks.</u>
1.	Mr. M. N. Ghosh, Old Com. Compound, Ranchi	422 2-7-30	Rs. 12/-	Balance out of Rs. 26/-. Left Ranchi. Letter written but not answered The amount has been recommended to be written off on 15-12-31.
2.	Babu Sada Sib Lal, Lower Bazar, Ranchi.	1110 3-3-31 1476 12-10-32 1634 2-12-32	76/14/- " 18/10/- " -/8/-	Balance of Rs. 103/12/- " " 20/10/- " " 1/8/- This man was appointed as canvasser of this Press, so he brought work from other places and paid part by part in each bill. But how he is quite silent. Never replies in writing to our letter.
3.	Lal Mohan Sahi & A. Lal Pleader, Ex-Manager Nawagarh Estate.	1255 27-4-31 1214 14-4-31	38/12/- " 32/12/-	There is dispute between Manki and Mr. A. Lal. Whenever called for payment - both Manki & Mr. A. Lal say to clear the bills when dispute is over.
4.	The Managing Proprietor Auction Hire & A. Mart, Ranchi.	1347 26-5-31 45 30-6-31 105 20-7-31 163 7-8-31 164 7-8-31	1/4/- " 4/6/- " 7/2/- " 3/2/- " 2/8/-	Balance out of Rs. 11/8/- Several Tagadas are made as well as reminders are issued. Always putting dates for nothing.
5.	The Hd. Master Wheeler School, Kanke.	69 7-7-31 514 1-12-31 661 19-1-32	11/5/- " 3/6/- " 11/12/-	Bal. out of Rs. 21/5/- " " 20/12/- The Present Hd. Master has written to pay in this month (July 1933).
6.	B/ A. Rahman, the late Contractor, G. C. House, Ranchi.	(14 bills) 1286 13-8-32	157/- " 4/14/-	Hand Note obtained on 21-10-32 including dishonoured cheque of Rs. 24/14/-. Recommended to be written off as the printed hand bills were not delivered to him.

*No 194/33. J  
25-8-33 J  
Secy.*

*No. 192/33 J  
J  
Secy.*

7. Messrs Gul Md.Khan, Ranchi. (6 bills) ....Rs. 50/- Excluding Hand Note (Bal.Rs.189/3/-) Once in every month called for payment. The Manager himself met him twice or thrice. He simply promises to pay but as yet out of the ~~kakki~~ amount shown nothing has been paid. Re the H. Note of Rs.189/3/-he does not want to pay saying he has got vouchers of those bills and has talked about it with the Sec.G.E.L.M.Press.
- No. 193/33 d 25-8-33  
from Secy.*
8. Rev. J.Lakra, the President, N.Unnati Samaj, Ranchi. (6 bills) Rs.102/6/6 The Treasurer of the Samaj has been ordered by other two office bearers to pay off the bills but on account of Masihdas Kujur, peon & one of the Executive members of the Samaj, who has C.N.Bank Cheque book cannot make payments. Treasurer calls him with cheque book but he showing some reasons does not go to him.
9. Mr. A. Lal Tirkey, Ranchi  $\frac{855}{21-3-32}$  " 95/5/- Balnce out of Rs.140~~5~~5/- He is paying by monthly instalments.
10. M/s J.P.& Sones, "  $\frac{1204}{20-7-32}$  " 18/4/- Some of his papers and blocks are still lying in the press undelivered. He on presentation of Manager said to pay and take delivery of papers but on account of trade depression could not do so.
11. B/ Dwarika Prasad Sahu, Upper Bazar, Ranchi.  $\frac{1577}{17-11-32}$  2 " 81/2/3 Bal. of Rs.65/2/3. Paying in instalments.  $\frac{1620}{29-11-32}$  " 17/6/-
12. " Marcus Lakra, Govindpur.  $\frac{60}{5-12-32}$  ... " 12/8/- B.D.-Not V.P. personally took the books. Occassionally reminding.
- No. 195/33 d 25-8-33  
from Secy.*

12/9/33

Mr Panna  
This letter is  
probably for you  
Chas Turki was the  
manager of the  
Mission Press.  
pm. 12/9/33

Sir,

This may be in the  
first instance be  
sent to the Genl.  
for report.

Brahmabalee  
2-2-33

I received your letter of 25.8.33

on 26.8.33 for which thanks. In reply  
to the letter I am state with all my  
heart what happened. Previously  
I have written to the Manager also.

7/9/33

I made an advance of Rs 12/8/-  
of Bess  
in 1931 for giving to Babu Suleman  
Turki. In bill no. 211 on 25.3.27

B.L. to put up with  
costs on this  
case by 12/9/33

By 9/9/33.

Rs 17/4/- was written. Immediately  
in 1928, realised. By mistake

There is no such record  
in the T. Department.

20/9/33

Second time in 1931, I gave Rs 17/4/-  
to Suleman Turki. Previously I wrote

Apparently this  
does not relate  
to the Dept.

to Manager Chas Turki. So kindly  
decide these points. I am a poor  
man. Whence <sup>can</sup> shall I pay. I

Referent to the  
By Census's  
Office.

request, kindly realize from Suleman  
Turki. He does not pay any attention  
to my request. He has not paid

By 9/9/33.

as yet. I have not even got the bill.

Returned to the General  
Dept with the above  
intimation for needful

is with him

After this you are good

12/9/33

By Judge he was forwarded  
12/9/33

Record keeper will please pickup a translation  
of the contents of this letter early.

5/9/33

5/9/33

Herewith, please  
5/9/33

25th August 3.

No. 192/33 .

Mr. Andrias Lal,  
Pleader ,  
Church Road , Ranchi.

Dear Mr.Lal,

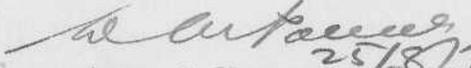
From the report of the G.E.L. Mission Press , Ranchi ,  
I understand that the following amounts are due to the Press from  
you :-

Bill No.1255 dated	27-4-1931	Rs.38/12/-
Bill No.1214 dated	14-4-1931	Rs.32/12/-
Total		Rs.71/8/-

It appears that the bills represent the work done for you on  
account of the management of the estate of Lal Mohan Sahi Manki.  
Will you kindly let me know when it will be possible for you to  
pay the amount ? The Board of Trustees will meet soon and if I  
do not get satisfactory answer the matter will be placed before  
them for their consideration of any steps that they may decide  
to take .

An early reply will greatly oblige .

Yours faithfully ,

  
25/8/33  
Secretary & Manager , Board of  
Trustees .

164  
26.8.33

23. VIII. 33

Dear Mr Parnis

Mr. Press Manager: Matters  
are arranged as you wrote and as it was  
done some years ago. The Manager in-  
tends to take the last days of August to  
be back by the end of the month.

Yrs sincerely

M. P. Parnis

POST

WRITING SPACE



D. M. Parma Esq  
Depty Magistrate  
Purnia (Munshiram)

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

159  
19-8-33

Dated the 16th August, 1933.

To

The Secretary,  
G.E.L.Mission Press,  
Ranchi.

Dear Sir,

I beg to report that Babu Sadasib Lal, A.Lal Pleader and The Managing Prop.Auction Hire & Agency Mart, Ranchi verbally promise to pay their dues and they did not reply to my last letters. I therefore, propose if they will not take care on your letter, legal steps may be taken early otherwise it will be barred by limitation.

Please cancell from your List of arrear bills, the name of Dwarika Prasad Sahu. He has paid up the dues on 2-8-33.

Yours faithfully,

*M. S. Saha*  
Manager.

D.M.Panna, Esqr., B.A.  
Deputy Magistrate,  
Purulia.

No.164/33.

To,

The Manager,  
G.E.L.Mission Press,  
R a n c h i.

Purulia, the 25th July 1933.

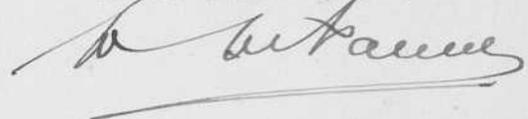
Dear Mr. Manager,

Yesterday I sent you a cheque for Rs.400/- enclosing in Mr. Prehn's letter.

The G.E.L.Church At Purulia is printing a new edition of the Smaller Catechism at Purulia. They want a picture of Dr. Martin Luther in the book as we have in Hindi Catechism. As our Press has the block, please have the picture printed at our Press. The size of the Bengali Catechism will be the same as our Hindi Catechism and so you can use the size of the paper of our Hindi Catechism in printing the picture of Dr. Martin Luther. You can also use the same kind of paper as has been used in Hindi Catechism.

We require 1000 prints of the picture as 1000 copies of the Bengali Catechism are going to be printed at a local Press. So kindly let me know the price of paper and printing charge. I should think the printing charge should not be more than Rs.2/- or so.

Yours sincerely,



**MISSION TRUST OF NORTHERN INDIA,  
RANCHI.**

**ADMINISTERING THE FORMER G. E. L. MISSION PROPERTIES  
(Incorporated under Act IX of 1921)**

BOARD OF TRUSTEES.

E. H. BERTHOUD, Esq., C.I.E., O.B.E., I.C.S., Chairman,  
Commissioner, Chotanagpur, Ranchi.

M. N. GUPTA Esq.,  
Agent, Ranchi.

W. B. BRETT, Esq., I. C. S.,  
Dy. Commissioner, Ranchi.

THE REV. HEBBERT ANDERSON,  
English Baptist Mission, Howrah.

P. O. PHILLIP, Esq.,  
Secretary, National Christian Council, Poona.

Dated ..... 192

D. M. PANNA Esq., Secretary & Manager,  
Deputy Collector, Hazaribagh.

Re. G. E. L. M. Press Bills.

To

Dear,

As the Trustees have deputed me to look into and adjust the bills which are shown as outstanding in our Mission Press account and as such I find that the following bill is shewn outstanding against you.

I shall be obliged if you will be good enough to pay the same, or if paid already, to let me know the date, receipt number signed by the manager, as well as the name of the peon through whom the payment was made and thereby help us to adjust the same.

Yours faithfully,

Encl.....

Agent to the Trustees.

No. 170/33 .

To,  
The Manager ,  
G.E.L.Mission Press ,  
Ranchi .

Dear Manager ,

With reference to your letter dated 21.7.1933 ,I beg to enclose sample for printing of letter heads to be used for the realization of old pending bills.

The heading requires some change . As there are 6 members in the Board of Trustees ,please print three names on one side and the remaining three names on the other side .

The body of the letter will be same as before .

Please send me proof before final printing .

Yours truly ,

Secretary to the Board of Trustees .

144  
24-7-33

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 21st July, 1933.

To

The Secretary,  
G.E.L.M.Press, Ranchi.

Dear Sir,

With reference to your letter No.154/33 dated the 19th July, 33, I beg to acknowledge the receipt of Cheque No.154746 dated 19-7-33 for Rs.96/9/9 only in favour of M/s S.N.Banerjee & Co., Calcutta.

We generally <sup>buy</sup> ~~buy~~ Munda Nawa Bhajan from its Proprietor, Mr.E.Purti at the rate of 6½ p.c. commission and ~~we~~ do not allow any discount on this book i.e. we sell it at As-/8/- per copy, the actual price of the book.

Two letter forms are sent herewith for necessary corrections as they are all exhausted. On receipt of the corrected copy I will print and send them to you.

Enclo:- 2

Yours truly,

*M. S. Ma.*  
Manager.

~~XXXXXX~~ Purulia.

Purulia, ~~XXXX~~ 19th July 1933 .

No.154/33 .

Mr. M. C. Ekka,  
Manager, G. E. L. Mission Press,  
R A N C H I .

Dear Mr. Ekka,

As requested I am sending you the cheque for Rs.96.  
0.9 in favour of Messrs. S. N. Bannerjee, Calcutta. Please acknowledge receipt.

Your letter regarding Munda Kawa Bhajan has been seen by me. I should like to know at what rate do you buy the book from the publisher and proprietor, Mr. Purti, and at what rate do you sell it .

Have you got printed forms for writing to the customers who are in arrears as you had in 1929 and 1930 when Mr. Gupta and I collected some of the arrear bills. If you have, please send them so that I may use them and write to them whose list you have supplied to me and who owe to the Press more than Rs.10/- .

Yours sincerely,

*B. C. Bannerjee*

133  
29-6-33

Purulia, XXXXX the 29th June '33.

XXXXXXX Purulia,  
Dist. Manbhum.

The Manager,  
G. E. L. Mission Press,  
R a n c h i .

Dear Manager,

I am returning back the salary bill of the Press for June 1933 with cheque for Rs. 740/5/9.

In the Monthly Balance sheets for May I find the following mistakes :-

The following have been issued to the Book shop but I do not find in the Stores account their issues. They have been shown in the Book shop account as having been received there.

No. 50 Munda Reader II year Dept .	25	copies .
No. 116 Mundari Bhajan	48	,"
No. 117 Nagpuria Bhajan	24	,"

Please let me know how did Suleman Tirkey get them in his Book shop. I do not find any entry regarding them in the Stores account.

The balance sheets should have been checked before being sent to me.

I do not find any stock of Mundari Bhajan and Nagpuria Bhajan in the Stores account.

What is the distinction between the Durang Puthi No. 30 of the Stores account and No. 31 of the Book shop account of which 60 copies were issued from the stores to the Book shop and Mundari Bhajan No. 116 of the Book shop account of which no trace is found in the Stores account.

In an Advertisement in the Gharbandhu of April 15, 1933 I find that Mr. Elias Purti has published collection of Mundari songs, called Mundari Nawa Bhajan, which it appears he sells outside of the Press account.

I should like to know the following in connection with this Book :-

1. Is the book property of the Press or of Mr. Elias Purti ?
2. If the book be Mr. Purti's, has he paid the printing charge ?

3. Where is the book stored and sold, at the Press or at Mr. Purti's house?

Yours Sincerely  
R. S. Purti

P.T.D

G.E.L.Mission Press,  
Ranchi.  
16-6-33.

Dear Sir,

Received the Cheque No. 15474 dated 14-6-33  
for Rs. 138/9/- (Rupees one hundred & thirty eight  
and annas nine) only, which was addressed to the  
Calcutta Paper Trading Co. Also received your letter.

Yours faithfully,  
*M. S. Saha*  
Manager.

100  
19-6-33

To

D. M. Panna, Esqr.,

Deputy Magistrate,

PURULIA.

Purulia      xxxxxx      the 14th June 33.

xxxxxxx Purulia,  
Dist. Manbhum.

No.121/33 .

The Manager ,  
The G. E. L. M. Press ,  
R a n c h i .

Dear Manager ,

I am sending you a cheque for Rs.138/9/- as asked for with the bill .

2. I am returning back the stubbs of two used up cheque books for use during the audit of the Press accounts.

3. I find that the arrear bills for the years 1930 to 1932 amount to more than the least monthly earning of the Press. I do not understand why they are not realized . There must be some slackness somewhere. The Collecting pron is not energetic perhaps , and I do not know whether monthly calls are made on all the customers by him. If he does not do his work properly he should be fined .

4. To all those employees of the Press who are entitled to increments from April 1933 , these ( i.e. increments ) should be given. In case the Press does not earn sufficient enough to pay its employees , all of them will have to undergo reduction in their pay proportionately . That has been the decision of the Executive of the Board of Trustees . In prosperity and distress every one of the employees will have to share .

5. The Executive of the Board of Trustees have employed Mr. S. Parti to audit the accounts of the Trustees as well as those of the Press. Give him every facility so that the audit work is finished quickly . Keep an account of the hours that are taken up daily by him in the audit work.

6. For auditing I send you a few notes . Please show them Mr. Parti and let the auditing be done accordingly .

Yours sincerely ,

*W. C. H. H. H.*

A few NOTES for the Auditor .

1. Usual auditing of accounts ,that is,checking of receipts and vouchers with the Cash book should be done .
2. Any case of delay in sending the receipts of a day to the Bank should be noted .
3. A valuation of the stock of paper and materials on the 31st day of December 1932 should be prepared .
4. A valuation of all machinery in the Press to be prepared . In valuing them something on account of depreciation would have to be allowed .Original price and their present value should be noted.
5. A Register of furniture of the Press should be opened and ~~xxx~~ maintained ,if not already done .
6. Auditing of the Press Provident Fund accounts should also be done .
7. Old stock of books ,materials etc. which may be uselessly kept in the Press may be prepared for their destruction or disposal as the Trustees may order .
8. Total assets of the Press ,if possible ,may be prepared .

*D. W. ...*  
Secretary to the Board of  
Trustees .

14.6.33

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

83/33

Dated the 18th May, 1933.

To

The Secretary,  
G.E.L.M.Press, Ranchi,  
Purulia.

Dear Sir,

With reference to your letter No.48/33, para two, dated the 27th February 33, regarding transferring of ~~Rxx~~ Rs.2,000/- from C.N.Bank to Calcutta Bank. This week I consulted with Mr.Prehn and on hearing from me the correspondents made with the Calcutta Paper Trading Company he does not think necessary to transfer any sum of this Press account in C.N. Bank to Calcutta Bank. After 2-2-33, when the company sent bill for Rs.15/6/3 as Bank Commission, their three bills have been paid by C.N.Bank cheques. The company has excused the amount (Rs.15/6/3) and also in future they will not demand for Bank Commission on C. N. Bank cheques.

Yours faithfully,

*W. S. Ghosh*  
Manager.

SK.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 26th April, 1933.*

To

The Secretary,  
Board of Trustees, Purulia.

Dear Sir,

In sending herewith Salary bill for the month of April 1933 I beg to remind you that in private letter of March last I wrote and wanted to hear from you about the annual increments of this Press employees.

When during Easter holi-days you had come to Ranchi, I thought you will consult about it with Mr. Prehn and then write to me. But since after Easter holi-days we are almost busy in doing schools Terminal Examination works and hence totally ~~total~~ forgot to remind you before.

Salary bill for the month of April '33 has been prepared as before and a separate bill showing the amount of increments due from 1st April '33 is sent to enable you to issue a cheque of full amount if you don't think necessary to stop increments.

Further, until this time I could not see Mr. Prehn and hence have become unable to reply two paras of your letter No.48/33 dated 27-2-33 which you are very anxious to know. As soon as the Mahasabha and C.C. meetings are over I shall consult with Mr. Prehn and write you.

I beg to remain,  
Sir,  
Your most obedient servant,

*M. S. Saha.*  
Manager.

List of increment of Press employees for the year 1933

as per time Scale.

-----00-----

COMPOSITORS:-

	Rs.	As.	P.
1. Upendra Nath Acharjee .....	1--	0-0	
2. Manmasih Khalkho .....	1--	0-0	
3. Suleman Kujur .....	1--	0-0	
4. Johan Kapi ... ..	1--	0-0	
5. Theodore Kujur .....	1--	0-0	
6. Eliazar Tiga .....	1--	0-0	

DITRI DISTRIBUTORS :-

1. Santosh Ekka .....	1--	0-0	
2. Jusaph Tirki .....	1--	0-0	
3. Prabhusahay Bek .....	1--	0-0	
4. Keora Purti .....	2--	0-0	3rd year apprentice
5. Daud Toppe .....	2--	0-0	Do
6. Premchand Minj .....	2--	0-0	Do
7. Matias Lakra .....	2--	0-0	Do
8. Nabin Kujur .....	2--	0-0	Do

PRINTER:- William Minz .....

1--0-0

MACHINE COOLIES AND PEONS:-

1. Nettrott Tirkey .....	0--	8-0	
2. Mansukh Lakra .....	0--	8-0	
3. Hanukh Tiga .....	0--	8-0	
4. Lucas Minj .....	0--	8-0	
5. Suleman Minj .....	0--	8-0	

BOOK BINDERS:-

1. Beas Toppe .....	1--	0-0	
2. Theodore Toppe .....	4--	0-0	2nd year apprentice

Total Rs. 27--8-0

20

16-3-33  
The Secretary,  
C.S.L. Mission Press, Ranchi,  
Purulia.

Mahashay.

Main ap ki chithion ke jabali aur  
bises kar Salana talap ki bridhi ke bare  
kucheh likh kar chakta hun ki anugrah kar  
su samay par hukum pharmaya jawe  
ki kya karna nehit aur bhala hoga.

Chhota Catechism Bangla bhasa men  
chehapne ke bisay men main Mr. Probu ko  
batlaya tha ki Bengali types bahut hi  
purane aur kharap ho gaye hain. Un ak-  
sheron se chehapai accheha nahin hoga.  
Iske kucheh hi din bad Secretary C.C.  
ne Bengali Catechism ka mss ylab bol  
kar ap ke pas bhej देने ko kaha ki  
wah pustak Purulia men chehapa jay-  
ga. Main samghathaki is bisay men we  
apko patr likhe hain. Bangla types jo  
stock men hain pustak chehapne ke  
kabil nahin hain isi karan main  
chehapne nahin chakta hun.

Preska kucheh rupya Imperial Bank cal  
men rakhne ke samband men ablon  
main Mr. Probu se bat nahin kar  
saka hun. Undinong men jab apki chithi  
ai we C.C. aur tab B.L.O. Xian Council  
meeting me the had turant saphar cha-  
le gaye. Saphar se aare par bat karke apko  
likhunga.

Book shop ka January 1933 ka balace  
sheet ka report santosh janak na hone  
ke karan book-seller ko phir se taiyar  
karne ke liye kauta diya gaya hai.  
Mik report milne par bheja jayga.

April 1933 is Press ke kamkartaon ka  
talaf ki barhti pane ka mahina hai.  
Bite sal mujhe is bat ka hamesa bhay  
raha tha ki koi mahina. kharach se  
amdani kam hoga. Par bite 1932-'33  
ke mahwari amdani men koi ek  
mahina bhi kahut kamti nahin hua -  
parantu ~~ishije~~ ab bhi wahi bhay kart-  
man hai ishije kada chit aheha hoga  
ki jab tak desh ka hyawpar kharap  
rahe talaf ki barhti blena roka jay.  
Par unko jinka talaf Rs.10/- se kam hai  
hosake to Rs.10/- pahunchne tak barhti  
diya jawe.

Yah bat to meeting men dene  
aur bichar kar thahrdye jane syosya  
hai - par talaf ki barhti dene ka samay  
nikat aya hai aur kada chit iske pahile  
Board ki panchayat nahin ~~baithi~~ ho  
sakti hai ishije yadi ap chahen to  
iski ganti (notice) ap ki agya se diya  
jayga aur pichehi is bat ko ap pan-  
chayat se dridhware sakte hai.

Ranchi  
The 15th March 1933. }

Bpka ayyakari sevak  
Maithecharan  
Bpka  
Ranchi.

45-  
16/3/33

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 11th March, 1933.

To

The Secretary,

Board of Trustees, Purulia.

Sir,

In obedience to yours of the 11th Feb. 33, we are returning herewith the list of arrear bills having marked the bills paid with dates.

The total amount of bills due from 1930 to September 1932 should be Rs. 2,160-8-6 instead of Rs. 2,170-8-6.

The following amounts are realized :-

	Cr.	Dr.
Total amount due on 19-10-32	....	Rs. 2,160--8-6
Added in Bdg. Bill <u>160</u>	....	0-11-0
11-2-30		
By V.P. Refused .....	Rs. 1--2-0	
Previously realized .....	" 8--4-0	
" reductions in three bills "	" 1-10-0	
" cash received	" 1,481--6-0	
Total	<u>1,492--6-0</u>	<u>2,161--3-6</u>
Balance to be realized Rs.	668-13-6	
	2,161--3-6	2,161--3-6

I have the honour to be,  
Sir,  
Your most obedient servant,

*S. Khajur*  
11/3/33.

List of old arrear bills of the G.E.L.  
Mission Press, Ranchi.

From 1922 to 1929.

Serial Nos.	Name	Bill No. and date.	Rs. A. P.	Total Rs. A. P.	Remarks.
1.	Prof. S.K.Roy, Ranchi	<u>327</u> 4-5-22	7--0--0		
	Do.	Do. (Bharat sevak a/c)	184-14-6	191-14-6	}
	Do.	Do.	400 <u>12-8-27</u>	4-10-0	
2.	Rev. I. Ekka, Sirontoly, Ranchi	<u>1070</u> 27-3-23	1-9-0		} to be asked for Hoka M.P.
	Do.	Do.	1095 <u>25-1-26</u>	3-12-0	
	Do.	Do.	1323 <u>27-3-26</u>	0-13-6	
3.	Mahabir Ram Pandit	<u>973</u> 21-2-23	.....	6-5-0	Bal. of Rs 8/5.
4.	Rev. B. Minj, G.H. School	<u>2207</u> 8/8/24	6-11-0		
	Do.	Do.	2236 <u>20-8-24</u>	1-4-0	
	Do.	Do.	2258 <u>26-8-24</u>	1-8-0	
	Do.	Do.	2562 <u>19-12-24</u>	1-8-0	
	Do.	Do.	2566 <u>20-12-24</u>	4-10-0	
	Do.	Do.	1582 <u>8-7-26</u>	16-14-0	
	Do.	Do.	1741 <u>28-9-26</u>	46-14-0	
	Do.	Do.	14 <u>7-12-26</u>	1-6-6	
	Do.	Do.	35 <u>7-12-26</u>	0-11-3	
	Do.	Do.	1626 <u>3-2-26</u>	38-2-0	
	Do.	Do.	1722 <u>20-9-26</u>	3-12-0	
	Do.	Do.	10 <u>27-11-26</u>	4-10-3	
	Do.	Do.	202 <u>2-5-27</u>	40-14-0	
	Do.	Do.	404 <u>12-8-27</u>	22-0-0	
	Do.	Do.	721 <u>23-12-27</u>	0-12-0	1. 191-9-0 Balance of H.Note

5.	Babu Christanand Tiru, Sirumtoly	<u>482</u>	3-8-0	
	Do.	<u>29-6-25</u>		
	Do.	<u>1902</u>	1-4-0	
	Do.	<u>11-12-26</u>		
	Do.	<u>1903</u>	1-8-0..	6-4-0
		<u>11-12-26</u>		
6.	Babu Jagannath Prasad Lohardaga	<u>215</u>	56-10-6	
	Do.	<u>23-3-25</u>		
	Do.	<u>330</u>	2-10-0..	59-4-6
		<u>27-4-25</u>		
7.	Mr. P.H. rad, Ranchi	<u>1488</u>	10-12-0	
	Do.	<u>26-5-26</u>		
	Do.	<u>281</u>	1-5-0	
	Do.	<u>11-5-28</u>		
	Do.	<u>8</u>	0-6-0	
	Do.	<u>8-2-29</u>		
	Do.	<u>11</u>	1-0-0 ..	13-7-0 Bal.
		<u>16-2-29</u>		of H.Note
				-----
				479-8-6
8.	B/- Junas Surin, Sec. Munda Sabha	<u>659</u>	....	21-8-6
		<u>25-11-27</u>		
9.	The Secretary, Lohardaga Prop. School	<u>292</u>	....	5-11-0
		<u>23/6/27</u>		
10.	B/Yakub Bhengraj, Murhu	<u>722</u>	.....	33-8-0 Bal.
		<u>30/10/28</u>		of H.Note
11.	B/ Gabriel Kujur. G.Boys'	<u>7</u>	0-12-0	
	L.P.School, Ranchi	<u>10/1/28</u>		
	Do.	<u>43</u>	2-12-0	
	Do.	<u>28/1/28</u>		
	Do.	<u>74</u>	1-8-0 ..	5-0-0 Do.
		<u>20/1/28</u>		
12.	Rev. J.Lakra, Ranchi	<u>349</u>	.....	3-2-0
		<u>11-6-28</u>		
13.	Mrs. Dhanji Bhoy, Sec. Mohila	<u>347</u>	.....	4-0-0 <i>no hope</i>
	Samiti, Kanke	<u>9/6/28</u>		
14.	Messrs R.Ali & Son, Ranchi	<u>4</u>	10-8-0	<i>no hope</i>
	Do.	<u>6/1/28</u>		
	Do.	<u>442</u>	10-0-0...	20-8-0
		<u>9/7/29</u>		
15.	Mr. Gul Md. Khan, Ranchi		189-3-0	Balance
	Do.	<u>299</u>	22-4-0 ..	of H.Note.
	Do.	<u>26-4-29</u>		
16.	Rev H.F. Sturges,	<u>81</u>	3-7-0	
	S.P.G.Mission, Itki	<u>23/1/29</u>		
	Do.	<u>101</u>	1-2-0	<i>no hope</i>
	Do.	<u>29/1/29</u>		
	Do.	<u>249</u>	2-4-0 ..	6-13-0
		<u>12-4-29</u>		

Total due Rs 791-1-6 as on the  
19th October 1932.

List of arrear bills from 1930 to September 1932.

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Serial Nos.	Name	Bill No.	Amount	Total Amount	Remarks.
1.	B/- Nisi Pati Kumar, Gungutoly	<u>80</u> 11-2-30	.....		<i>Reminders</i> 2-11-0 Balance out of Rs 15/11.
2.	" Paulus Soy, Birmitrapore <i>books sold and realized Rs. 2/8/- only on 3-11-32. The balance as -/7/- R. no. B. 16/2/33.</i>	<u>165</u> 27-3-30	.....		2-15-0 Bdg. books sent by V.P.P. refused and returned and stocked in Book Depot for sale.
3.	Rev. L. Bagrila, Jharsugda	<u>168</u> 4-4-30	.....		5-13-0 B.D.
4.	B/- S. Goswami, Lalpur, Ranchi	<u>338</u> 23-5-30	3-11-0		Balance of Rs 7/11/-
	Do.	Do.	<u>358</u> 7/6/30	8-0-0	11-11-0
5.	Mr. M.N. Ghosh, Old Commissioner Compound, Ranchi.	<u>422</u> 2-7-30	.....		12-0-0 " " Rs 26/-
6.	C.K. Tiru C/O Mr. P. Hurad, Ranchi	<u>442</u> 20-12-30	.....		4-9-6 Bd. <i>Reminders</i>
7.	Mr. P. Hurad, G.E.L. Church	<u>187</u> 15-1-32	1-8-0		Bd. <i>part paid Rs. 1/4 on 10/2/33.</i>
	Do.	Do.	<u>213</u> 26-1-32	2-2-0	
	Do.	Do.	<u>352</u> 8-7-32	0-10-0	... 4-4-0
8.	Mr. P. Hurad, Secretary C.C.	<u>3</u> 11-6-31	6-2-0		<i>pd on 27-1-33</i>
	Do.	Do.	<u>249</u> 7-9-31	3-0-0	00
	Do.	Do.	<u>255</u> 8-9-31	4-12-0	00
	Do.	Do.	<u>280</u> 15-9-31	3-13-0	00
	Do.	Do.	<u>323</u> 25/9/31	5-8-0	00
	Do.	Do.	<u>611</u> 4-1-32	6-2-0	00
	Do.	Do.	<u>777</u> 23-2-32	2-12-0	00
	Do.	Do.	<u>833</u> 14-3-32	5-0-0	00
	Do.	Do.	<u>831</u> 14-3-32	4-0-0	00
	Do.	Do.	<u>844</u> 17-3-32	0-3-0	00
	Do.	Do.	<u>909</u> 7-4-32	3-9-0	00
	Do.	Do.	<u>927</u> 14-4-32	50-0-0	00

Mr. P. Hurad (Contd)	<u>1081</u>	10-6-0	<i>pd on 27-1-33</i>	
	9-6-32			
Do. Do.	<u>1178</u>	3-10-0	<i>do</i>	
	12-7-32			
Do. Do.	<u>1259</u>	11-10-0	<i>do</i>	
	5-8-32			
Do. Do.	<u>1273</u>	2-12-0	<i>do</i>	
	<del>10-8-32</del> 10-8-32			
Do. Do.	<u>1365</u>	63-2-0	186-5-0	<i>do</i>
	8-9-32			
9. Do. The Editor G.B.	<u>76</u>	59-2-0	<i>pd on 27-1-33</i>	
	9-7-31			
Do. Do.	<u>241</u>	60-13-0	<i>do</i>	
	3-9-31			
Do. Do.	<u>354</u>	60-12-0	<i>do</i>	
	6-10-31			
Do. Do.	<u>424</u>	61-10-0	<i>do</i>	
	26/10/31.			
Do. Do.	<u>546</u>	62-3-0	<i>do</i>	
	9-12-31			
Do. Do.	<u>612</u>	76-2-0	<i>do</i>	
	4-1-32			
Do. Do.	<u>724</u>	80-13-0	<i>do</i>	
	4-2-32			
Do. Do. G.B.	<u>870</u>	102-11-0	<i>do</i>	
	24-3-32			
Do. Do.	<u>871</u>	69-6-0	<i>do</i>	
	24-3-32			
Do. Do.	<u>1002</u>	63-1-0	<i>do</i>	
	11-5-32			
Do. Do.	<u>1077</u>	62-8-0	<i>do</i>	
	8-6-32			
Do. Do.	<u>1162</u>	61-10-0	<i>do</i>	
	7-7-32			
Do. Do.	<u>1239</u>	60-15-0	<i>do</i>	
	29-7-32			
Do. Do.	<u>1294</u>	60-8-0	942-2-0	<i>do</i>
	17-8-32			
10. Rev. M. Prehn, Treasurer C.C.	<u>410</u>	23-14-0	<i>pd on 27-1-33</i>	
	21/10/31			
Do. Do.	<u>343</u>	0-3-0	13-12-32.	Bdg.
	19-11-31			
Do. Do.	<u>493</u>	8-10-0	" " 27-1-33.	
	23-11-31			
Do. Do.	<u>351</u>	0-6-0	" " 13-12-32.	Bdg.
	23-12-31			
Do. Do.	<u>1134</u>	3-0-0	" " 29-11-32.	
	28-6-32			
Do. Do.	<u>1227</u>	4-11-0	" " 27-1-33	40-12-0
	27-7-32			
<b>Rs.</b>				
11. Rev. B. Minj, G.H. School.	<u>646</u>	0-8-0	<i>pd on 3-11-32.</i>	Bd. Bal. of
	28-3-31			Rs 1/4.
12. B/- Sadasihlal, Lower Bazar, Ranchi	<u>1110</u>	76-14-0	Balance	
	3-3-31		out of	
			Rs 103/12/-	
13. A. Lall, Pleader, Manager Nowagarh				
Estate	<u>1214</u>	32-12-0		
	14-4-31			

A.Lall Pleader, Manager, Nowagarh Estate		1255	38-12-0..71-8-0	
		<u>27-4-31</u>		
14. The Managing Proprietor		) 1347	1-4-0	Balance of Rs11/8
Auction hire and A. Mart, Ranchi		<u>26-5-31</u>		
Do.	Do.	45	4-6-0	
		<u>30-6-31</u>		
Do.	Do.	105	7-2-0	
		<u>20-7-31</u>		
Do.	Do.	163	3-2-0	
		<u>7-8-31</u>		
Do.	Do.	164	2-8-0..18-6-0	
		<u>7-8-31</u>		
15. B/- S.N.Sirkar, Lalpur		1357	..... 1-0-0	
		<u>28-5-31</u>		
16. " K.N.Sirkar "		1361	..... 2-8-0	
		<u>28-5-31</u>		
17. The Hd. Master Wheeler School,		69	11-5-0	Balance of Rs 21/5.
Kanke		) <u>7-7-31</u>		
Do.	Do.	514	3-6-0	" " 20/12.
		<u>1-12-31</u>		
Do.	Do.	661	11-12-0	
		<u>19/1/32</u>		
Do.	Do.	965	1-4-0..27-11-0. " "	
		<u>29/4/32</u>		
			<i>pd on 20-12-32.</i>	<i>x Rs 16/4</i> Rs 16/4/-
18. A. Rahman, the contractor,		168	8-2-0	" " 15/10.
G.C. House, Ranchi.		<u>10/8/31</u>		
Do.	Do.	179	6-8-0	
		<u>12-8-31</u>		
Do.	Do.	192	21-11-0	
		<u>17-8-31</u>		
Do.	Do.	200	7-8-0	
		<u>21-8-31</u>		
Do.	Do.	208	6-8-0	
		<u>25-8-31</u>		
Do.	Do.	218	25-5-0	
		<u>28-8-31</u>		
Do.	Do.	222	13-0-0	
		<u>29-8-31</u>		
Do.	Do.	236	5-0-0	
		<u>1-9-31</u>		
B.K.Sen, Esqr., C/O	Do.	243	* 5-9-0	
		<u>4-9-31</u>		
A. Rahman	Do.	247	6-3-0	
		<u>4-9-31</u>		
Do.	Do.	419	16-1-0	
		<u>22-10-31</u>		
Do.	Do.	432	4-2-0	
		<u>28-10-31</u>		
Do.	Do.	1246	1-14-0	Balance of Rs 6/-
		<u>1-8-32</u>		
Do.	Do.	1275	6-4-0	
		<u>10-8-32</u>		
Do.	Do.	1281	4-0-0	
		<u>11-8-32</u>		
Do.	Do.	1286	4-14-0.. 142-9-0	
		<u>13-8-32</u>		

*x. Less marked two bills. Hand note written by party on 21.8.32. including Rs 24/4/- of Cg. No. 14349 12.10.32*

*Papers by the sub-dept*

19. The Secretary, Muslem , Union, Doranda.	<u>237</u> 2-9-31	5-8-0	....	5-8-0
20. Mr. Gul Mohammad Khan Gul Cinema House, Ranchi.	<u>332</u> 29-9-31	18-10-0		Balance out of Rs 32/5/-
Do. Do.	<u>458</u> 9-11-31	8-8-0		
Do. Do.	<u>475</u> 16-11-31.	6-2-0		
Do. Do.	<u>492</u> 21-11-31	3-9-0		
Do. Do.	<u>521</u> 2-12-31	3-12-0		
Do. Do.	<u>930</u> 16-4-32	9-7-0	....	50-0-0
21. Rev. J. Lakra, President C.N.W. Samaj, Ranchi	<u>412</u> 21-10-31	6-4-0		
Do. Do.	<u>994</u> 9-5-32	12-10-0		
Do. Do.	<u>1236</u> 29-7-32	3-3-0		
Do. Do.	<u>1383</u> 14-9-32	52-4-0	.....	74-5-0
22. Pandit Sukadeo Misra, G.H. School.	<u>626</u> 6-1-32	5-0-0	...	5-0-0 Bal. of
				{ 1st part pd Rs 1/- on 7-11-32 Rs 7/- 2nd .. " 1/- on 11-1-33. 3rd .. " 1/- on 9-3-33.
23. B/- Gabriel Kujur, Ranchi	<u>149</u> 4-1-32	.....		4-11-0 Bd. Pd in full on 27-1-33.
24. M. Hemrom c/o Rev. J. Topono, Ranchi	<u>194</u> 18/1/32	.....		10-0-0 Bal. out Pd in full on 30 of 33 Rs 17/8.
25. Prabhudayal Horo	<u>235</u> 4/2/32	.....		2-14-0 " V.P. Pd on 24-10-32.
26. Rev. W. Kujur, Lohardaga	<u>275</u> 12/3/32	.....		10-1-0 Bd. Balan- Pd on 21-1-33. -ce.
27. K. Minj, Bermibera	<u>280</u> 17/3/32	.....		4-2-0 Bd. V.P. Pd on 16-11-32.
28. B/- I. Bodra, Assam	<u>286</u> 24-3-32	.....		4-0-0 " 20
29. Mr. A.L. Tirkey, Ranchi	<u>855</u> 21-3-32	120-0-0		Bal. out of Rs 140/5/-
Do. Do.	<u>317</u> 13/5/32	3-3-0	...	123-8-0 Bd. Pd on 2-11-32.
30. B/- Dinanath Singh Chutia, Ranchi.	<u>821</u> 9-3-32	1-8-0		Bal. of Pd on 14-12-32 Rs 4/10.
Do. Do.	<u>857</u> 22-3-32	2-5-0		Do
Do. Do.	<u>1058</u> 30-5-32	2-3-0	...	6-0-0 1st part paid Rs 7/3/- on 14-12-32

31.	M/S M.N. Bose & Co. Ranchi	902	.....	2-0-0	Balance out of Rs 4/3.
		<u>5-4-32</u>			
32.	" G. Banerjee & Bros. "	923	0-14-0		<i>pd on 7-11-32</i>
		<u>12-4-32</u>			
	Do. Do.	933	9-6-0		<i>so</i>
		<u>19-4-32</u>			
	Do. Do.	1020	2-8-0		<i>so</i>
		<u>12-5-32</u>			
	Do. Do.	1103	2-9-0		<i>so</i>
		<u>17-6-32</u>			
	Do. Do.	1243	2-12-0... 18-1-0		<i>so</i>
		<u>30-7-32</u>			
33.	B/- Paulus Bage, Baghmari T.E.	296	.....	3-10-0	Bd V.P. <i>pd on 27-10-32.</i>
		<u>9-4-32</u>			
34.	" P. Purti, Tamar P.O.	304	.....	1-0-0	" <i>24-10-32</i>
		<u>24-4-32</u>			
35.	" Manohar Sahu, Ranchi	982	.....	3-2-0	Bal.
		<u>4-5-32</u>			
36.	Kaviraj P. Roy "	1030	.....	2-10-0	" of Rs 4/10.
		<u>18-5-32</u>			
37.	Manmasih Bading, Tejpur	310	.....	4-7-0	Bd V.P. <i>pd on 27-10-32</i>
		<u>3-5-32</u>			
38.	B/- M. Tpono "	315	.....	3-13-0	" " <i>so</i>
		<u>13-5-32</u>			
39.	Rev Baud Kujur, Gumla	318	.....	3-4-0	Bd. Balance of Rs 6/4.
		<u>13-5-32</u>			<i>pd in full on 1-2-32.</i>
40.	B/- Daud Topowar, Manoharpur	324	.....	1-15-0	Bd. V.P. <i>pd on 25-10-32</i>
		<u>30-5-32</u>			
41.	" Santosh Baidar, Jalpaiguri	327	.....	1-8-0	" " <i>so</i>
		<u>31-5-32</u>			
42.	The Secretary, Natyakutir Ranchi ...	1100	.....	5-5-0	Bal.
		<u>15-6-32</u>			
43.	Dr. P.P. Narayan, Ranchi	1127	.....	3-2-0	" of Rs 5/2 <i>pd on 22-10-32.</i>
		<u>27-6-32</u>			
44.	B/- Shyama Gopal Roy, Tharpakhna, Ranchi	1131	.....	0-4-0	Bal of Rs 5/12.
		<u>27-6-32</u>			<i>pd on 13-12-32</i>
45.	" Shimon Patras Bodra, Sibsagar	330	.....	1-14-0	Bd. V.P. <i>pd on 25-10-32</i>
		<u>2-6-32</u>			
46.	Mr. J.P.J. Tiga, Takarma	332	.....	3-3-0	" <i>pd 7-12-32</i>
		<u>7-6-32</u>			
47.	P. Hasda, Sibsagar	342	.....	1-10-0	" <i>pd 25-10-32</i>
		<u>21-6-32</u>			
48.	B/- J. Topono, Takarma	344	.....	1-0-0	" " <i>so</i>
		<u>27-6-32</u>			
49.	The Vice Chairman, Ranchi Municipality	1155	..2-0-0		<i>pd on 15-11-32</i> Bal.
		<u>6/7/32</u>			
	Do. Do.	1422	<del>47x220</del>	49-2-0	<i>so To be Adjusted to be with the Municipal Taxes to be paid by the Board of Trustees.</i>
		<u>27-9-32</u>			
50.	Mr. I. Toppo, Sirmutoly, Ranchi	1181	.....	2-5-0	<i>pd on 2-1-33.</i>
		<u>13-7-32</u>			
51.	M/S J.P. and sons, Ranchi	1204	.....	18-4-0	
		<u>20/7/32</u>			
52.	Mr. L.F. Lock, Ranchi Club, Ranchi	1217	.....	13-4-0	
		<u>23-7-32</u>			
53.	B/- Abiraham Soy	345	.....	1-0-0	Bd V.P. <i>pd on 25-10-32.</i>
		<u>4-7-32</u>			

54. P. Kandulna	350	2-15-0	Bd. V.P.	Pd on 25-10-32.
	<u>8-7-32</u>			
55. Masihdas Mundu	353	1-3-0	" "	" " 24-10-32
	<u>9-7-32</u>			
56. Samuel Nag	354	1-10-0	" "	" " 25-10-32
	<u>7-7-32</u>			
57. Rev M. Dass Lakra	358	1-10-0	" "	" " 25-10-32
	<u>13-7-32</u>			
58. Nathaniel Barla, Sirdar	368	2-9-0	" "	" " 25-10-32
	<u>22-7-32</u>			
59. Rev. M. Schiebe, Kinkel	370	11-4-0	" "	" " 10-11-32
	<u>23-7-32</u>			
60. Simon Minj	373	3-12-0	" "	" " 25-10-32
	<u>26-7-32</u>			
61. Stiphan Topono, Assam	375	3-3-0	" "	" " 24-10-32
	<u>8-8-32</u>			
62. Lucas Kerketta	381	1-9-0	" "	" " 27-10-32
	<u>16-8-32</u>			
63. Naiman Lakra	385	1-7-0	" "	" " 27-10-32
	<u>17-8-32</u>			
64. Masihdas Mundu, Dibrugarh	389	1-11-0	" "	" " 18-11-32
	<u>18-8-32</u>			
65. Rev S. Kula, Takarma	390	6-9-0	" "	" " 31-10-32
	<u>23-8-32</u>			
<del>66. Prof. S. K. Roy, Ranchi 312 1-3-0 Pd on 10-1-33</del>				
<del>x22x8x32x</del>				
66. B/- Solomon Guria, C/O Mr. P. Hurad	1311	1-9-0		Pd on 10-1-33
	<u>22-8-32</u>			
67. Prof. S. K. Roy, Ranchi	1312	3-6-0		Reduced Rs. -16/- and Pd Rs. 3/- on 17-12-32.
	<u>22-8-32</u>			
68. B/- Ram Prasad Sahu, Ranchi	1333	1-6-0		Pd on 31-10-32.
	<u>30-8-32</u>			
Do. Do.	1369	3-4-0		4-10-0 do
	<u>10-9-32</u>			
69. H. Oreyatejpur, Assam	396	1-2-0	Bd. V.P.	Refused attached on 8-10-32.
	<u>8-9-32</u>			
70. Rev. P. Mundu, Itki	398	0-12-0	" "	Pd on 16/9/32.
	<u>8-9-32</u>			
* 71. B/- Johan Hemrom, Monghyr	5	1-0-0	" "	" Pd on 16-9-32.
	<u>16-9-32</u>			
72. Rev. Rev. F. Schulze, Raj- -gangpur	6	13-8-6	" "	Pd on 24-2-33.
	<u>19-9-32</u>			
73. Rev. M. Kreschis, Ranchi	7	1-14-0	" "	Pd on 28-10-32.
	<u>26-9-32</u>			
74. Rev. L. Jojowar, Tatanagar	8	14-14-0	" "	" " 14-11-32
	<u>26-9-32</u>			
75. Mr. M. Hemrom Keronjo	10	12-0-0	Bal of	" 28-10-32
	<u>30-9-32</u>			Rs 15/-
76. The Supdt. Govt. Industrial School	1	0-8-0	Bdg.	26-10-32
	<u>15-9-32</u>			
77. Rev. L. Herenj, Tinsukia	13	3-15-6	" "	21-11-32
	<u>29-9-32</u>			
78. Rev. M. Tuti	14	0-10-0	" "	V.P. charge Rs. -11/- added & paid on 21-1-33.
	<u>29-9-32</u>			
79. Miss Eva K. Beach, Sultanpur Oudh	1346	4-1-0	Ptg. V.P.	Pd on 8-11-32.
	<u>2-9-32</u>			

\* It was paid on 16-9-32 before preparing this list but the bill was not marked as "Paid". by B. S. Tinkhi.

S. B. Tinkhi  
16/9/32

80. The Bata Shoe Stones, Ranchi	<u>1351</u>	.....	0-10-0	Bal. $24 \frac{10}{32}$
	3-9-32			
81. H. Studdy, Esqr., Hon. Sec. Polo Club, Ranchi	<u>1355</u>	.....	3-0-0	<i>pd on 27-2-33.</i>
	5-9-32			
82. B/- B.K.Roy, Artist Ranchi	<u>1367</u>	.....	1-5-0	<i>pd on 12-1-33</i>
	9-9-32			
83. B.K.Sen, Esqr., Brightlands, Ranchi	<u>1372</u>	.....	9-6-0	<i>" " 19-11-32.</i>
	10-9-32			
84. B/- H.C. Paul Chowdhury, Ranchi	<u>1386</u>	.....	3-0-0	Bal.
	14-9-32			<i>less paid Rs. 7/10/- on 25-10-32.</i>
85. Dr. P.A. Singh, I <sub>1</sub> ki	<u>1394</u>	.....	3-14-0	1-12-32
	15-9-32			
86. The Sec. Ranchi Club, Ranchi	<u>1408</u>	...4-15-0.....		25-10-32
	24-9-32			
Do. Do.	<u>1435</u>	4-11-0...	9-10-0	<i>35</i>
	30-9-32			
87. Rai Bahadur N.Dey, Samlong, Ranchi	<u>1418</u>	.....	6-11-0	<i>26-10-32</i>
	26-9-32			
88. Mr. C.B.Hall, Principal B.W.Boys' School, Namkum	<u>1421</u>	.....	<del>12-10-0</del>	
	27-9-32			<i>pd on 3-11-32 12-10-0.</i>
89. The Ranchi Bioscope, Ranchi	<u>1423</u>	.....	7-4-0	<i>B on 20.10.32.</i>
	28-9-32			

-----  
Total....Rs 2,170-8-6 due as  
on the 19th  
October, 1932.

Sd/- S.D.Kujur.  
19/10.

Sir,

I have to explain about pending  
Bd. V.P. Bills that I reminded  
in June 1932 and realized some  
Bills of them. I issue reminder  
every three month for unpaid  
Bills according to The Post Master  
advised me.

Sd/- Suleman Tirki.

21/10/32.

Purulia, xxxxxx 27th Feb. 1933.

xxxxxx Purulia.

No 48/33

Manager,  
G. T. L. Mission Press,  
Ranchi.

Dear Manager,

I am returning your two bills with cheques .

2. I find that on a total amount of Rs. 2741/9/- for which the Press issued cheques to the Calcutta Trading Company, they had to pay Rs. 15/6/3 as commission to Banks. The rate of commission comes to -/9/- annas per Rs. 100/- . If the Press is to pay this amount it is a pretty heavy sum . So please write to the Calcutta Paper Trading Company to excuse this amount, and tell them that in future they will be paid by cheques issued to the Imperial Bank of India, Calcutta. I have an account with the Imperial Bank of India, Calcutta, and so I can issue cheques to all the Calcutta customers of the ~~Bank~~ Press payable at the Imperial Bank of India, Calcutta. So what the Press will have to do is to pay Rs. 2000/- just now to the Board of Trustees . This amount will be transferred to the Deposit Account, standing in my name and in the name of Mr. Prehn, at the Imperial Bank of India, Calcutta, and whenever the Press will require any cheque to be issued to its Calcutta customers I shall do it making it payable in Calcutta itself .

Please show this proposal to Mr. Prehn and if he approves of it you may begin issuing cheques through me to the Imperial Bank of India, Calcutta, from the next month .

3. I am returning back to you the monthly Stores and Book shop accounts. I find in the Book Shop account several issues during the month from the Stores . In the Book shop account they have been shown as receipts during the month . I have enclosed them with blue pencil . There are several such items. But I do not find any corresponding issues from the Stores . So please explain the receipts in the Book shop account which are not shown as issues in the Stores account.

4. Please let me know whether the entire sale money Rs. 539/10/9 realized in the Book shop during January has been paid by the clerk.

Yours faithfully,

D. M. Paul

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Received*  
*No 36*  
*27-2-33.*

*Dated the 25th February 1933.*

To

The Secretary,

G.E.L.M.Press, Purulia.

Sir,

In answer to your letter dated 17-2-33, para 4 I beg to state that as yet no indents for new types have been made. I have secured price lists of types from several companies and still corresponding with them.

The Baptist Mission Press, who always supplied Hindi type, at present has no stock of the type we need. He will be asked what time he will require when order be placed with him.

When full particulars of types will be supplied to me I will write you in advance for cost of types.

As regards Bank commission charge of Rs.15/6/6, I have received a ~~copy~~ list of bank charges which is sent herewith.

I have the honour to be,  
Sir,  
Your most obedient servant,

Encl:- 1

*McSaha.*  
Manager.

*25/2*

for 1931.

of G. S. R. Mission Bank 12 columns

Date of receipt	Cheque Amount-	Bank charges
	R. a	R. a
11. 8. 31	259R. 11a	1R 7a 0
11. 9. 31	122R. 3a	1R 0 0
15-10-31	204R. 8a	1R 13a 0
2 -11 31	119R. 11a	
21 11 32	180R 6a	140 a 0
15-12 32	138R 8a	0 - 12 3
		<u>6 0 3</u>

for 1932

21. 1. 32	146R. 4a	0 - 12a
1. 2 32	108R. 6a	0 12 a
21. 3 32.	78R. 15a	8 a
13-4-32	170R. 13a	12 a
29-4-32	169R. 12a	12 a
18-5 32	56R. 11a	8a 3P.
7-7-32	298R. 14a	1R - 3P
10-8-32	99R. 2a	8a 3P
19-8-32	89R. 12a	8a 3P
1-9 32	63R. 4a	8a 3P.
20-9-32	56R. 14a	8a 3P
20 10 32	142R-12a	12a 3P
26 10 32	119R. 14a	12a 3P.
24 10 32	115R. 5a	12a 3P
		<u>9-6-3</u>
		<u>15-6-6</u>

Profrans Tibtin amma Sinf mi sin ml

29. 12. 32

THE BOARD OF TRUSTEES OF THE GOSSNER  
( G. E. L. ) CHURCH PROPERTY.

Secretary & Manager,

D. M. PANNA, Esqr., B. A.,

Deputy Magistrate & Deputy Collector,

RANCHI.

Ranchi.....

Purulia.

cccc 17 Feb. 1933.

xxxxxx Purulia.

No. 34 /33.

The Manager,  
G. E. L. M. Press  
Ranchi.

Dear Manager,

I am sending you one cheque for Rs. 228/1/- payable to the Calcutta Paper Trading Co. Calcutta.

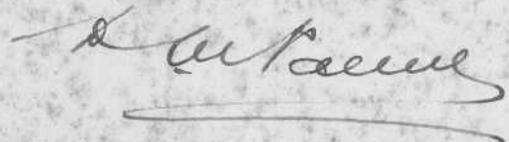
2. Please ask the Company what Bank Commissions they have been required to pay for each cheque, and what proportion does Rs. 15/6/6 bear to the total amount paid by the Press to them.

3. I am thinking of putting some money of the Press in the Imperial Bank of India, Calcutta, as deposit on current account. This will perhaps greatly convenience the lot of customers that the Press has there.

4. Have you indented new Hindi type for which I gave sanction while I was at Ranchi last time?

5. I received your report that you sent me sometime ago in which you said that the Press was entitled to get Rs. 40/- more in interest from the Church Council. You know that the Press has to pay Rs. 500/- per annum to the Church Council as per the decision of the Board of Trustees in 1930. Nothing has been paid so far. I have spoken to Mr. Drehn about it and when the Press will pay this due to the Church Council, an adjustment will be made by charging interest at 5 per cent to the Church Council. I am rather extremely busy and so I have not found time to do anything more in this connection. But I am getting things ready for the Trustees' meeting when the question of interests etc. will be considered.

Yours sincerely,



125 3  
~~500 x 9~~  
124

175 - 0 - 0  
 141 - 10 - 9  
 66 - 10 - 9  


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 383 - 5 - 6  


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April to Dec. 1930 = 375  
~~Jan~~ Jan to Dec. 1931 = 500  
 Jan to Dec. 1932 = 500  


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 1375  
 - 266 - 109  


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1108.53

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 1st February, 1933 .*

To

The Secretary,

Board of Trustees, PURULIA.

Dear Sir,

I beg to bring to your notice that the Church Council has paid yesterday Rs.266/10/9 the interest @ 4% on Rs. ~~5~~ 5,000/- for 16 months only i.e. from 1-9-31 to 31-12-32.

The loan has been taken in three instalments -

- I. Rs.2,000/- on the 24th March 1931.
- II. " 2,000/- " " 31st July, 1931
- III. " 1,000/- " " 11th August, 1931.

The total interest should be Rs.306/10/9 but they left out the interest for 1st instalment/s from April to August '31 Rs.33/5/3 and Rs.6/10/9 for Aug.'31 of 2nd instalment. Total interest due is Rs.40/- .

The balance Rs.40/- should be claimed or not.

Yours faithfully,

*W. S. S. S. S.*  
Manager

8/33  
G. E. L. M. Press, Ranchi.  
1-2-1933.

Dear Sir,

Received with thanks the cheque Nos. 154725  
and 154726 dated 30-1-33 & 31-1-33 for Rs. 606/12/9  
and Rs. 109/8/3 only respectively.

Yours truly,

*McShana*  
Manager.

To

Secretary, Board of Trustees,  
Purulia.

G/33  
11-2-33

True Copy

G. E. L. Mission Press  
Ranchi.

Dated the 25<sup>th</sup> January 1933.

To  
The Secretary,  
Board of Trustees Purnia.

Dear Sir,

I beg to ascertain myself in item no 6 of Press matter of the Executive Meetings of the Board of Trustees held on the 15<sup>th</sup> February, 1932.

That the Board of Trustees has kindly granted to the Clerk Rs 2/- as special increment before the due date of time-scale from January 1932. His increment as per time scale is yearly Rs 1/- So I should like to know whether he is entitled to get yearly increment besides Rs 2/- without stopping for the period of two years or not as stated in the Minute, "The clerk's pay on time-scale as decided and fixed in 1930 stands". If so his last year's increment was not drawn by mistake.

I asked about it from Rev. Prehu and he suggested me to enquire from you.

Yours faithfully  
M. C. Etkha  
Manager.

No. 21/33.

Manager,

According to the Resolution of the Executive, Sukh Das Kurjar is entitled to draw his pay at the additional rate of Rs 3/- from January 1932, that is Rs 1/- his ordinary



G.E.L.Mission Press,  
Ranchi.

Dated the 7th December, 1932.

To

The Secretary,

G.E.L.M.Press, Purulia.

Mahashay,

Ap ki patri tarikh 30-11-32 ka mila. Ap ham se mahina mahina Daily Receipts & Expenditure ka ek aisa statement chahte hain jisse yah jana ja sake ki kis kis kam se kitna amdani hoti hai aur kaun kam men ~~amdani~~ kharach hoti hai. Amdani aur kharach ke Statement ke bare ap ki agya hai ki wah mahina ke harek din ka hove. Iske sambandh men main do baten ap ke bichar aur salah ke liye likhta hun:-

I. Daily Receipts & Expenditure ka mahwari statement taiyar karna to bahut hi achha hoga par prati din ka aisa statement mere samajh men bahut hi lamba hoga aur pichhe jab blank statement form chhapa jayga to kaiek sheet kagaj ka darkar hoga. Isliye yadi din din ke badle mahwari hi manga jata to amdani aur kharach ek prist par hi dikhlaye ja sakte.

Daily receipts & expenditure ka statement taiyar karna clerk ke jimme rahega taubhi uske bina janch kiye bhej dena kadachit uचित nahin hoga. Mera jyada samay printing aur binding kamon ko dekhne aur grahkon ke sath bitta hai. In bises kamon ke chher chitti patri karna bill ka rupya lena, Order book bharna ityadi ityadi chhote kam bich bich men jab samay hota hai to karta hun. Apna phursat aur kamon ka bayan karne ke badle ek bat men main batlane chahta hun ki mera ek योग्या Assistant na rahne ke karan main printing aur binding kam ko kisi dusre ke jima nahin chor sakta hun. Kyonki, Junas Babu un sab kamong ke jo main char baras ~~age~~ age karta tha nahin kar sakta hai. Main uske kaiek kam dekar janch chuka aur

P.T.O.

nidan yah bhala samjha ki usko iske liye bibas karne ke badle ap hi sab kuchh karlun. Isliye wah kewal composing department men kam bantta, dekh bhal karta aur chhote chhote kamong ke compose bhi karta hai.

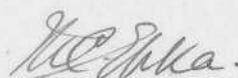
II. Daily receipt & expenditure ka statement mangne se malum hua ki ap Bank balance ko ghat<sup>te</sup> dekh ghabra gaye hain. Sach men yah sochne ki bat hai par yah to main tabhi jan liya tha jab ki C.C. ke kamong - jaise C.C. Minutes aur G.B. adi ke bill ka rupya milna band ho gaya. Jab C.C. kagaj aur Postage ka kharach bhixx nahin dega to kyon Bank balance nahin ghatega. Is babat men main Mr. Prehn se baten kiya aur wah bola tha ki G.B. ka rupya jama hone se denge par aj lon kuchh nahin diya gaya hai. Ap ke yah malum hoga ki C.C. ke karaj dene ke uprant Bank balance kewal 1500 rupya tha - us samay bill ka bahut rupya panna bhi tha - jis men se bahut hi thora ada hua hai. Jab Bank balance kewal 1500/- tha tab naya types lene ka agya milne par bhi main dar se nahin kharida. Pichhe 1500/- barhte barhte Bank balance koi koi mahina 2500/- tak ho gaya tha. Bank balance ghatne ka ek karan main yahi pata hun ki C.C. ka kam ham karte hain aur us men mehnat ke chhor Press ka rupya aur stock bhi phansa ke rakh chhor deten hain. \*

is bat ka  
Main ap ko yakin deta hun ki ham koi karam-  
chari ke bekar baithne ka awsar nahin dete hain. Ap ke kahne ke anusar jab kabhi bahar ka kam nahin rahta hai to bikri ke pustaken ke chhapte hain. Is samay tak kam ki adhik ghati to nahin hui hai - par Bank balance ka ghat jana kewal ~~kxxxx~~ kam hone ke uprant paisa ka na ada hona hi ek bishes karan hai. Aur amdani kuchh kam hone ka karan dusrong ke brabari ke liye dar ka kam kiya jana hai.

\* Sam 1931 ke June se 1932 ke November 30 tak C.C. ke panna rupya 1489-9-0 hai aur hal ke ekhota hai arthatt hite maha Sabha ka minutes aur Nov: 1 Dec. 1932 ke lishes - ank 9. B ka abhi bill n chun hana hai. In fische donay ka bill 100/- rupya lagbhag tak hoga. Is halat men Press ki rakha ke liye ~~knadh~~ karna Chalinge.

Mujhe is office ke aur aur kamong ko samay samay par janch karna jarur darkar hai. Main aisa karne chahta hun par samay hi ke abhaw ke karan karne nahin sakta hun jaubhi do kam - arthath bare kamong ka estimate aur chithi adi kam ke samay ke bahar karta hun. Yah main bhi jan liya ki V.P.ka rupya turant jama nahin kiya gaya tha us bakaya hisab ka jo ham kuchh mahina age ap ko diya tha sab V.P.ka rupya jama kar diya gaya hai. Ab kewal thora unke jimme baki hai jo Ranchi ya Ranchi jila ke hain aur dukan se udhar men liye hain. Is bishay men main sachet rahunga isse ki main clerk ko waisa ek list quarterly taiyar karne ka agya de chuka hun. Rojina bikri ka hisab jo kuchh bhi rahta hai din badin leta hun.

Ap ka agya kari sewak,



Manager.

I S H T I H A R.

IS LIYE KI BAHUDHA YAH DEKHA GAYA HAI KI JAB KABHI  
CHHUTTI HOTI HAI TO KOI KOI JAN CHHUTTI KE DIN KE SATH AUR  
EK DO DIN BINA KARAN KE GAIRHAZIR HOTE HAIN JISSE KAM MEN  
BAHUT ROK TOK AUR AMDANI KI GHATI HOTI HAI.

1.- JO ADMI CHHUTTI KE DIN KE DUSRE DIN MEN GAIRHAZIR HOGA  
CHAHE ETWAR DIN KE LAGAST BHI HO TO CHHUTTI KE DINON KA USKA  
TALAB KAT LIYA JAYGA.

2.- AGAR KOI KARAMCHARI BARASH MEN 6 DIN BINA KARAN  
GAIRHAZIR RAHE TO USKE BABAT SECRETARY KE PAS REPORT ANA  
CHAHIYE AUR SECRETARY KE JARIYE USKA TALAB BRIDHI EK BARASH  
KE LIYE ROKA JAYGA. AUR YADI WAH JAN PHIR BHI GAIRHAZIR HO  
TO WAH KAM SE DISMISS KE LAYAK HOGA.

*D. W. P. S.*  
SECRETARY, BOARD OF TRUSTEES.

*30/11/32*

( N.B. Yah notice-22/10/1932 ke Executive Meeting se pas  
o manjuri pai .)

*our copy of this notice  
sent to the Manager on  
1.12.32 through Rev J.*

*Labra*

*D. W. P. S.*

Purulia, xxxxxx 30th Nov.1932.

xxxxxxx Purulia.

The Manager ,  
G.E.L.Mission Press,  
Ranchi.

Dear Manager,

I am sending you one cheque for Rs.157/15/9 for your Permanent Advance.

As I find that the Bank Balance is decreasing ,I should like to have fuller information regarding the cash incomes from the Press . So please let me have every month when you submit accounts to me an account of the daily receipts in the following form :--

<u>Daily Cash receipts in</u>				1932 .
Date	Printing receipts	V.P.Receipts	Sale Receipts	
	Rs. A. P.	Rs.A.P.	Rs.A.P.	
(1)	(2)	(3)	(4)	
Misc. receipts .	Total receipts.	Amount deposited in		
Rs.A.P.	Rs.A.P.	Bank .		
(5)	(6)	Rs.A.P.		(7)

The above account will help me to know the total receipts and disbursements during the month .

When you send in your monthly accounts ,please let me know the reasons for the falling of income below 1000/- per month . I do not wish that for want of work any worker should remain idle .When the Press does not get work from outside it should take up the printing of Church books for sale .

Lastly I should like to see that you carefully watch the V.P. receipts. I have some reasons to suspect that the V.P. Receipts are not credited immediately they are ~~they~~ received from the Post Office and you should warn Suleman Tirkey that if he does not credit any receipt or does not pay in to you his daily collections from sales etc. he will be liable to be dismissed . In money matters those who handle ~~in~~ cash must be very faithful .

Yours truly, *D. Subramaniam*  
30/11

XXXXXXXX Purulia.

Purulia XXXXX 11 Nov.1932.

The Manager,  
G.E.L. M.Pres,  
Ranchi.

*No 320732*

Dear Manager ,

The following Notice has been approved and passed  
and should be announced to all the Press staff :-

ISHTIHAR .

Is liye ki bahudha yah dekha gaya hai ki jab kabhi chhutti hoti hai to koi koi jan chhutti ke din ke sath aur ek do din bina karan ke gairhazir hote hain jisse kam men bahut rok tok aur addani ki ghati hoti hai.

1. Jo admi chhutti ke din ke dusre din men gairhazir hoga chahe Etwar din ke lagast bhi ho to chhutti ke dinon ka uska talab kat liya jayga.

2. Agar koi karamchhari barash men 6 din bina karan gairhazir rahe to uske babat Secretary ke pas report ana chahiye aur Secretary ke jariye uska talab briddhi ek barash ke liye roka jayga. Aur yadi wah jan phir bhi gairhazir ho to wah kam se dismiss ke layak hoga.

*[Signature]*  
Secretary, Board of Trustees.

(N.B. Yah notice 22-10-1932 ke Executive Meeting se pas o manjuri pai ).

xxxxxxx Purulia.

Purulia, xxxxx 11th Nov.1932.

No 331/32

Manager,

G.E.L.M.Press,  
Ranchi.

The following Hand Notes that had been sent by you to me for the meeting of the Executive held on the 22nd October are returned back .They should be acknowledged .

1. A Rahman alias Chhunu
2. Yakub Bhengra Murhu
3. Gabriel Kujur .
4. Rev.Isaac Ekka .
5. Benjamin Minj
6. Benjamin Minj
7. Gul Muhammad
8. P.Hurad

*A. P. ...*  
Secretary Board of Trustees .  
11-11-32

इतिहास

जो. ई. रल. प्रेस कर्मचारियों के निमित्त :-

इसीलिये कि बहुधा यह देखा गया है कि जब कमी कुट्टी होती है तो कोई 2 जन कुट्टी के दिन के साथ और एक दो दिन बिना कारणा के गैरहाजिर होते हैं जिससे काम में बहुत रोकटोक और न्यामदमी को घटे होती है।

यह समय बहुत ही मंदगी का समय है यदि रोजिना काम ठीक से न चला तो काम में खलाब पहुंचेगा और इससे इतने न्यादमीयों का खर्च उठना मुसकील हो जायगा।

इसकारणा मैं अब बचाव हो कर चाहता हूं कि निम्न नियम ट्रस्टी से पास करावे जिसमें भविष्यत में फिर इस प्रकार का रोक टोक न होने पावे।

(1) जो न्यादमी कुट्टी के दिन के दूसरा दिन बिना कारणा के गैरहाजिर होगा उसका कुट्टी के दिन का चाहे सतवार दिन के लगस्त मौ हो तो उन दिनों का मौ तलप काट लिया जायगा।  
(2) अगर कमी कुट्टी के दिन बिना कारणा गैरहाजिर रहे तो उसका तलप घटा दिया जायगा, चाहे जैसा मीनासब समझा जाय करवाई किया जाय। और यह नोट कर लिया जाय -

*Forwarded for  
purpose of confirming  
the two rules in the  
and to appear in  
Press Rules.*

*M. Shukla*

Manager,

G. E. L. M. PRESS  
RANCHI.

11-8-32.

Purulia,xxxxx 18th May 1932.

XXXXXXXXX Purulia.

Ref. No.168/32.

To,

The Manager,

The Chotanagpur Banking Association Ltd.,

Ranchi Branch, Ranchi.

Dear Sir,

From the letter of the Manager of the G.E.I.Mission Press,( copy enclosed ) it appears that your Bank undertakes to pay all the Railway Receipts received by V.P.Post at a commission of -/8/- annas per Rs.100/- or part thereof.

I am not quite sure now how this will work, but if it will save time and labour it will do well, and so as a temporary measure I accord my formal sanction. If it works well this system will be continued.

Yours faithfully,

Secretary, Board of Trustees.

Copy

Ranchi,  
8<sup>th</sup> February, 1932.

To,

The Secretary, Board of Trustees,  
Ranchi.

Dear Sir,

With reference to your letter of the 26<sup>th</sup> November, 1931, regarding the payment through C.N. Banking Association on Rly. receipt by V.P.

I am told by the Manager that the Bank will not charge for debiting our accounts, but will charge As. -18/- per Rs. 100/- or part thereof on Rly. Receipt. And they can do so when a standing instruction be given to them.

Yours faithfully  
Sd. M. C. Ekka  
Manager.

SK.

Purulia. ~~XXXXXX~~ 16th May 1932.

XXXXXXXX Purulia.

Ref. No.

Rev. Prehn,  
G.F.L. Church,  
Lutheran Compound,  
Ranchi.

Dear Sir,

I am sending you the petition or rather note of the Manager of the Press for a new Cutting Machine for your information. I shall be obliged if you will kindly discuss the matter with the Manager and let me know your opinion in the matter .

Please return the papers with your opinion.

Regarding the matter in the 1st paragraph re: payment of bills through the Chotanagpur Banking Association I am dealing with the Bank direct.

Yours truly,

D. W. P. S.

# G. E. L. MISSION PRESS RANCHI.

*Dated the 28th April, 1932.*

To

The Secretary,

Board of Trustees, PURULIA.

Dear Sir,

With reference to your letter of the 27th inst. I beg to state that I received the of the 27th inst. cheque/ *by post accompanying* with the applications *duly sanctioned* by you. An acknowledgement P.C. of the same has been dropped today.

This afternoon I have received through Babu D. Toppe the cheque for Rs. 645/4/- on account of pay of the Press staffs for April, 1932 and the two stubbs of used-up cheque books for future reference.

*Reply of last para of your letter will follow soon.*

Yours faithfully,

*M. C. M. Ka.*  
Manager.

*Press*

THE BOARD OF TRUSTEES OF THE GOSSNER  
( G. E. L. ) CHURCH PROPERTY.

---

Secretary & Manager,

D. M. PANNA, Esqr., B. A.,  
Deputy Magistrate & Deputy Collector,

~~XXXXXX~~ RANCHI. Purulia.

Purulia, *Ranchi* ~~XXXXXX~~ 27th April 1932.

The Manager,  
The G. E. L. Mission Press,  
R a n c h i .

Dear Manager ,

Yesterday I sent you one cheque by post and also the applications of some employees of the Press with my sanction permitting them to join the Press Provident Fund.

To-day I am sending you one cheque for Rs.645/4/- on account of the pay of the Press staff for the month of April 1932.

Also I am sending you two stubbs of old used-up Cheque books to be preserved in your office for audit purposes . Please acknowledge receipt of the same.

For a long time I have not received any report about stock of books printed and sold in the Press . Why is this so ?

Yours sincerely,

*D. M. Panna*

---

G. E. L. MISSION PRESS  
RANCHI.

Dated the 12<sup>th</sup> May 1932.

To

The Secretary  
G. E. L. M. Press  
Ranchi.

Sir,

I herewith beg to enclose  
balance sheets of Store & Book-depot.  
This for the months of Dec: '31 to March '32.

During the months of Dec: '31 and  
Jan: '32 the book-seller was quite busy  
in supplying V.P. orders and soon  
after that he had to prepare V.P.  
list of G.B. subscribers. When he  
had completed these works I remind-  
ed him of the balance sheets. But,  
regret, he fell sick and hence  
could not submit the balance sheet  
earlier.

I have the honor to be  
Sir,

Yours most obedient  
servant  
M. Shukla.

G. E. L. Mission Press  
Printing, Publishing and Book Binding

Ranchi, Bihar and Orissa.

MANAGER

~~XXXXXXXXXX~~

Dated 28<sup>th</sup> March 1932.

To

The Secretary  
Board of Trustees  
Parulia

Dear Sir,

I herewith beg to enclose  
the mechanic charges bill for  
Rs. 119/12/6.

The mechanic was detained  
as some rollers & pins of the Payne  
machine were to be made. He  
overhauled the machine thoroughly. It  
is running well.

A sum of Rs. 8. charged as  
rickshaw hire because, one day, while  
the rollers & pins were being made in the  
Govt. Ind. School Ranchi there was rain  
in Ranchi. It should be paid.

Cheque of Rs. 119/12/6 may be  
written & sent at your early convenience.  
I am yours truly  
G. E. L. Mission Press.

Actions taken by the Executive of the Board of Trustees at their meeting held on the 9th and 10th February 1932 regarding the G.E.L. PRESS matters :-

1. Press accounts submitted by the Manager approved, subject to audit.
2. The Press Manager to prepare a PROFIT and LOSS account for the Press for the year 1931. If he be unable to do so, the work of preparing it may be given to an auditor.
3. Press Budget for the year 1932 approved.
4. Manager's Time-scale of salary :- The Manager's salary is fixed at 50-5/3-75, that is, the Manager's increment in salary shall be at the rate of Rs.5/- every third year up to Rs.75/- . Mr. M.C. Ekka's increment at Rs.5/- per month will be due on January 1933.
5. The Manager will not get any bhatta for journey within the Ranchi Town. Special cases in which the Manager will have to obtain Secretary's sanction will be considered.
6. Babu Sukh Das Kujur's request :- The Clerk's pay on time-scale as decided and fixed in 1930 stands. But in view of the responsible nature of the duties the clerk has to perform, some time, the Executive allow him an increment of two years ahead from January 1932, that is, the clerk gets an increment of Rs.2/- per month from January 1932.
7. Transfer of Cash Certificates :- These should be made in the joint names of the Rev. M. Prehn and the Manager.
8. Bills to be written off :- A last attempt to realise these bills should be made with the help of the Rev. M. Prehn and the Secretary.
9. Distribution of Work list - The distribution of works among the upper staff of the Press list as prepared by the Manager has been approved.

*D. W. P. Kumar*  
Secretary to the Board of  
Trustees. 12/3/32

*Copy sent to the Press Manager, Ranchi.*

*D. W. P. Kumar*  
12/3/32

*Press, Ranchi*

Y E A R E N D I N G 31 S T . M A R C H 1 9 3 3 .

Expenditure.

1. Purchase of Stocks :-

Paper.....	Rs. 3,000/-	
Books .....	" 150/-	
Binding leather etc.."	150/-	
Stationery.....	" 150/-	Rs. 3,450--0-0

2. Printing materials ..... " 200--0-0

3. Contingencies ..... " 400--0-0

4. Repair ..... " 60--0-0  
**Repair**

5. Salary ..... " 7,479--0-0 ✓

6. Press contribution to P.F. .... " 360--0-0

7. Postage stamps for packets & Office use .... " 600--0-0 \*

8. Municipal Tax ..... " 45--9-0

---

Total Rs. 12,594--9-0

Surplus ..... " 2,717-12-9

---

Rs. 15,312--5-9

*M. S. Ma*  
Manager,  
G. E. L. M. Press, Ranchi.

*S. D. Kujar*  
A/C's clerk.  
2/2/32.

*From*

*A-E-L. Memo*

ROUGH BUDGET FOR THE

Receipts.

1. By bills & advance .....	Rs. 12,000--0-0
2. <u>Cash sale of stocks:-</u>	
Books .....	Rs. 600/-
Papers .....	" 100/-
	700--0-0
3. <u>Arrear bills :-</u>	
Old.....	Rs. 802--8-3
Current .....	" 1,439-13-6
	2,242--5-9
4. Bad debt from Mr. E. Purti .....	180--0-0
5. Interest .....	180--0-0
6. Miscellaneous receipts .....	10--0-0

---

Total                      Rs. 15,312--5-9

G.E.L. Mission Press, Ranchi.

ROUGH BUDGET FOR THE YEAR ENDING 31ST MARCH, 1933.

Receipts.

1. By bills & advance. ....	Rs. 12,000--0-0.
2. <u>Cash sale of stocks:-</u>	
Books.....Rs. 600/-	
Papers..... 100/-	700--0-0.
3. <u>Arrear bills:-</u>	
Old.....Rs. 802-8-3.	
Current.... 1439-13-6.	2,242--5-9.
4. Bad debt from Mr. E. Purti.....	180--0-0.
5. Interest.....	180--0-0.
6. Miscellaneous receipts.....	10--0-0.
	<hr/>
	Total Rs. 15312-5-9.

Expenditure.

1. <u>Purchase of Stocks:-</u>	
Paper.....Rs. 3000/-	
Books..... 150/-	
Binding leather etc. 150/-	
Stationery... 150/-	Rs. 3,450--0-0.
2. Printing Materials.....	200--0-0.
3. Contingencies.....	400--0-0.
4. Repair. ....	60--0-0.
5. Salary.....	7,479--0-0.
6. Press contribution to P.F.....	360--0-0.
7. Postage stamps for packets & Office use.	600--0-0.
8. Municipal Tax.....	45--9-0.
	<hr/>
	Total Rs. 12,594--9-0.
Surplus....."	2,717--12-9.
	<hr/>
	Rs. 15,312--5-9.

Sd/- M.C. Ekka-  
Manager,  
G.E.L.M. Press, Ranchi.

Sd/- S.D. Kujur,  
A/C's clerk,  
2/2/32.

Purulia, XXXXX 29th Nov. 1931

XXXXXXXXX PURULIA.

The Manager ,  
The G.E.L. Mission Press,  
Ranchi.

Dear Sir,

Please find two cheques ,one of Rs.100/12/ to the Manager ,  
Bharat Chitralay,Calcutta ,and another of Rs. 612/6/9 on account of  
the Press staff salary for the month of November 1931. An acknowledge-  
ment by return of post is requested.

I am waiting your report as to the causes for non-realisation  
of the old outstanding bills of the Press . I see also that there are  
a number of Bills for the year 1931 unrealised . What are the reasons  
for non-realisation ? I am referring to Bills which are more than 3  
months old.

*P. P. P. P.*  
Yours sincerely,

Purulia, ~~XXXXX~~ 26th November 31.

~~XXXXXXXXX~~ Purulia.

The Manager  
The G.E.L.Mission Press,  
R A N C H I .

Your letter dated the 23rd November 1931.

Mr. Mali is going to Ranchi and so he can look to the patch repairs and whitewashing of the Press premises.

With regard to your previous letter asking me whether the Chotanagpur Banking Association can receive V.P.Parcels and pay for the Press ,I that can be done ,provided ,

1. The Chotanagpur Banking Association does not charge you any commission for this job.
2. The amounts of V.P. are not high .

In V.P. you know that the Post Office realises Money Order Commission fees .So it is less expensive to make payments by cheques or by sending currency notes in insured covers.

  
26/11/31  
Secretary.

# G. E. L. MISSION PRESS RANCHI.

*Dated the 23rd Nov., 19 31.*

To

The Secretary,

Board of Trustees, PURULIA.

Sir,

I beg to bring to your notice that I require Mr.N.Mali's service for a week or so. He will have to do patch repairs and white washing in the Press buildings.

Would you please ask an approximate estimate and order him to take up the work soon.

I have the honour to be,  
Sir,  
Your most obedient servant,

*W. S. M. K.*  
Manager.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd in 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

*Dated the 18th November, 1931.*

To

D.M.Panna, Esqr.,  
Deputy Magistrate,  
Purulia.

Sir,

It is about a month or so that you ordered me to purchase some new types and to submit their bills for payment. Until this day I could place only one order. Because the Type Founders in Calcutta and Bombay etc do not supply their goods on credit. They send by V.P.P. only and on receipt of one fourth of the value in advance.

I have no cash to do so. So, in order to remove this difficulty, I asked the Manager C.N. Bank and he very kindly told me to write to you to authorise him to pay the V.P. charges from this Press account in Bank. The companies who send by V.P.P. only will be directed to send their R/R through C.N. Bank Ltd. The Bank will pay and receipt the R/R on my behalf and then forward it to me.

I think this system is far better than handling a heavy amount for some days. And hope this will suit you too and oblige.

I have the honour to be,  
Sir,  
Your most obedient servant,

*MC Saha*  
Manager.

SK.

G.E.L.M. Press, Ranchi.  
14-10-31.

Dear Sir,

Received with thanks the two cheques  
sent by ordinary post on 12-10-31.

Yours faithfully,



Manager.



To

D. M. Panna, Esqr.,

Deputy Magistrate,

PURULIA

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd in 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated the 19th Sept, 19 31.  
21st.

To

The Secretary,  
G. E. L. M. Press, Ranchi.

Priye Mahashay,

Yah kadachit ap ko yad hoga ki bite sal ke akhiri mahi-nong men main ne naye English aur Hindi types kharidne ke liye Rs.1500/- ka manjuri manga tha. Us samay kisi karan se mera mangna manjur hua. Parantu ab yah dekha aur jana gaya hai yadi hal ke fashion ke types aur kuchh purane types bhi na kharide jany to age ko harek kisim ka kam karne ya pane ka asha<sup>na</sup> rahega. Sundar sundar kam ke jogya English aur Hindi types ki bilkul ghati<sup>na</sup> hai. Sundar apur naye aksharon ke liye isliye main mang pesh karta hun kyonki kitne Govt. Officer aur European log hamare types ka Specimen book dekh kar aprasanta prakat kiye aur bole bhi ki yadi hal ke fashion ke aksharon ko<sup>na</sup> rakhoge to kaise kam chalega. In purane aksharon se sundar (Display) kam nahin ho sakta hai. Jaise Ranchi men jo Charitable Football match 19-9-31 ka Hand bill aur Ticket dekhne se malum ho jayga.

Ap ke is meharwan se hi is Press ke liye ek nahin par kitne hi Canvassers<sup>like</sup> ap ja sakte hain - public ka dhyan is taraph akarsit hua hai. Main asha karta hun ki yadi ham attractive materials bhi rakhen-ge aur adhik sundar sundar kam dikhlawenge to adhik kam pa sakte hain.

Abhi ~~XXXX~~ balance kewal Rs.6,583/15/5 hai. Press ke liye types ko chhor aur bhi dusre chijon ka awasyak hoga jaise - Side sticks, Coins, Hammer aur Lead adi. Ye sab chijen 1929 ke idhar kharide nahin gaye hain. Purane chij aur kuchh dinon ke bad kam ke ajogya ho jayga.

Isliye Yadi abhi se iska bandobast na kiya jay to ek ber men sab chij lene men bahut kharcha malum hoga. Aur jaubhi is samay sara kar bar manda hai taubhi types ke karan is Press ka nam badnam na hone pawe.

Abhi hal men kam ke bhir se kewal accounts bhejte hain aur Arrear Bills ka Report abhi nahin de rahe hain. Phursat hone se iska report diya jayga. Isi ke ashre men accounts bhejne men der hui.

Ap ka agyakari sewak,

*W. S. Ma.*  
Manager.

RECEIPTS AND EXPENDITURE OF THE G.E.L.MISSION PRESS

FOR THE MONTH OF AUGUST, 1931.

<u>Receipts.</u>		<u>Expenditure.</u>	
1. By printing bills.....	598--3-6	1. Printing Stock.....Rs.	15--7-0
2. " Binding " .....	2-11-0	2. Binding " .....	47--9-6
3. " Bk.Dept. " .....	123--3-0	3. Paper " .....	259--8-0
4. " Advance realized ....	48--4-0	4. Withdrawn from Bank..	1411--5-6
5. " Cash sale of Books...	42-15-6	5. Miscellaneous expense..	20--8-6
6 " Do Paper ..	9--3-6	6. Postage Stamps.....	45--8-0
7. " Deposited in Bank ...	890--2-0	7. Salary for July 31.....	<del>590--8-0</del>
8. " Miscellaneous receipt	1--0-6	8. Press Contribution ....	<del>5926--8-0</del>
9. " Debt of Mr.E.Purty...	15--0-0	9. Cash & Adjustment.....	1041-15-6
10. " Cash & Adjustment....	1563--3-0	10. Refund A/C .....	1-12-0
11. Refund A/C .....	1-12-0	11. Loan .....	1000--0-0
		12. Municipal Tax for	
		2 quarters ....	22-12-6

3295-10-0

4483--5-6

Opening Cr. Balance :-  
 In Hand....Rs. 672/4/-  
 At Bank.... 1578/3/5  
 2771-10-11

Closing CR. Balance:-  
 In Hand..Rs.5/12/-  
 At Bank..1578/3/5  
 1583-15-5

6,067--4-11

6,067--4-11

-----000000-----

*31st August.*

CASH BALANCE AS ON THE 31st, SEPTEMBER 1931:)

In hand.....Rs. 5-12-0  
 At Bank ..... 1578--3-5  
 Loan to Rev.M.Prehn..... 5000--0-0

Total Rs. 6583-15-5

*J. E. Sharma.*  
 Manager,  
 G.E.L.M. Press,  
 Ranchi.

SK/14/9/31

*S. D. Kujur*  
*a/c's clerk*  
 14-9-31

RECEIPT & EXPENDITURE OF THE G.E.L.M. PRESS PROVIDENT

FROM 5-5-30 TO ~~31st~~<sup>9-9-</sup>MARCH 1931.

Receipts.

Expenditure.

Cr. Balance drawn & separated from Press A/C.....	57--4-1	1. Loans to subscribers	Rs. 631--0-0
1. By Subscription & Press Contribution....	803--8-0	2. Deposited at P.O. Savings Bank	792--1-7
2. " Repayment of Loans .....	543--0-0	3. Balance in hand...	nil
3. " Interest on " .....	19--5-6		
	<hr/>		<hr/>
Total	Rs. 1423--1-7		1423--1-7
	<hr/>		<hr/>

-----000-----

CASH BALANCE AS ON THE 9TH SEPTEMBER 31:-

1. In Hand .....	Nil
2. Cash Certificates .....	1662--8-0
(Interest on C.C. not known)	
3. At Post Office Saving Bank...	792--1-7
4. Loans lent out to the Press employees.....	243--0-0
	<hr/>

Total Rs. 2,697--9-7

-----000-----

ARREAR BILLS:-

1. Total till the end of 1929....	Rs. 819--7-3
2. Total for the year 1930.....	" 80--3-6
3. Total for 1931 till the end of May 1931 ..	447-14-9

-----000-----

*S. S. Khajur*  
a/c's clerk  
14/9

*M. S. Khajur*  
Manager,  
G.E.L. Mission Press,  
Ranchi.

# G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,  
HINDI & BENGALI.

## RANCHI.

Estd in 1845.

PUBLISHERS, BOOK-  
BINDERS & STATIONERS.

Dated..... 19 .

To

The Secretary,

G.E.L.M.Press, Ranchi.

Sir,

We beg to send herewith the Outstanding Bills A/C for the month of August 1931. The total amount of Rs.1,105/14/3 as shown in the balance column is correct on 8-9-1931. But if the dues be given up to 31st August 31, the balance would not be the actual balance on the date we submit the account. In 6 or 7 days after the month some collections are made and shown in the realization column. Hence the realized amount of the Bills A/C does not tally with the receipts of Cash Book month by month, unless the account be prepared on the 1st day of every next month.

I have the honour to be,  
Sir,  
Your most obedient servant,

*M. S. Ma.*  
Manager.

*S. D. Kumar,*  
a/c clerk  
14/9.

SK.

No payment of bills from 1921  
to 1929 has been made during  
this month hence the asc will  
be the same as ~~April~~<sup>May</sup> 1931.

S.D. Kujar  
8/9/31.



THE BOARD OF TRUSTEES OF THE GOSSNER  
( G. E. L. ) CHURCH PROPERTY.

*Secretary & Manager,*

**D. M. PANNA**, Esq., B. A.,

Deputy Magistrate & Deputy Collector,

~~RANCHI~~. Purulia.

Purulia, ~~Ranchi~~ 6th Sept. 1951.

Mr. M. C. Ekka,  
Manager, G. E. L. Mission Press,  
Lutheran Compound,  
R a n c h i .

Dear Mr. Ekka,

Please acknowledge receipt of the Cheque for Rs. 122/3/- in the name of the The Calcutta Paper Trading Co. I am sending this by ordinary post and so it should be acknowledged by return post.

I received your post card in which you wrote about the Cheque for the pay of the Press Establishment. From Daud Toppo's receipt it appears that the cover containing your Cheque and other papers which had been sent by insured post was received by him on the 3rd instant, that is, after you had written your postcard. I hope you have received the Cheque now.

In submitting arrear bills and the bill accounts, if you submit the Press account for the month of August 1951, I shall be glad. I shall be glad to know your income, your expenditure under different heads and the cash balance at the end of the month. This will give me some clear idea about the financial position of the Press.

Yours sincerely,

THE BOARD OF TRUSTEES OF THE GOSSNER  
( G. E. L. ) CHURCH PROPERTY.

Secretary & Manager,

D. M. PANNA, Esqr., B. A.,  
Deputy Magistrate & Deputy Collector,

~~XXXXXXXX~~ RANCHI, PURULIA.

Purulia, Ranchi, 1st September 31.

The Manager,  
G.E.L. Mission Press,  
Ranchi.

Please let me know the following :-

1. Cash Balance as on 1.9.1931, both in hand and in  
Bank, and loan to Mr. Prehn.

2. Account of the Provident Fund:-

1. Total of the Provident Fund
2. Total of Cash Certificates.
3. Total in the Post Office Savings Bank.
4. Total lent out to the Press employees.
5. Total in hand, if any.

3. Arrear Bills :-

1. Total till the end of 1929.
2. Total for the year 1930.
3. Total for 1931 till the end of May 1931.

What efforts are made to realize the arrear bills -

- a. those for years previous to 1930
- b. those for the year 1930
- c. those for the current year?

I find that though the orders are not to allow any credit for small sums, that is, for amounts up to Rs. 5/-, still credits are allowed. I find that even for the current year there are heavy arrears. I do not know why this is so. So I want to know the reasons.

Secretary .

AUDIT REPORT OF G. B. L. MISSION PRESS, RANCHI

Period of Audit :- 1st March 1929 to 31st December 1930

i. e. one year and ten months account.

Time taken for audit :- 15 February to 3rd March 1931.

66-

During the period under audit Mr. D. M. Panna B.A., Deputy Magistrate was the Secretary of the Press.

The following registers and accounts were checked during the audit:-

1. Cash book.
2. Receipt books.
3. Bill books (Press, Book-shop and Book-binding department).
4. Bank Pass book.
5. Acquittance Roll.
6. Provident Fund account. of the employees.
7. Loan Register.
8. Daily Collection on account of sale proceeds of books.
9. Postage Stamp Register.
10. General Ledger.
11. Petty Cash book.
12. Petty Vouchers.
13. Daily Sale book of books.

The Cash book of the Press closed with a balance of Rs. 4,274/10/- on 31-12-30 as per detail below.

In hand Rs. 100/9/6

In Chotanagpur Bank 4,174/-/6

Besides that Cash Certificates of the face value of Rs. 1,662/8/- in the name of Mr. E. Purty kept in the custody of Mr. E. Prehn. Mr. Purty is no longer Manager it should be transferred in the name of Secretary

The following irregularities and defects noticed when money receipt checked with the entries in the Cash book.

1. Money receipt No. 549 to Sudarsan Lakra for Re. 1/8/- on 27-3-29 not entered in the cash book. It was noted in the receipt that it was money of G. B. account so paid to the Treasurer G. B. but no receipt for payment to the treasurer was obtained.
2. Money Receipt No. 569 D/ 4-4-29 Rs. 23/1/- corrected to Rs. 12/10/- was not entered in the cash book, entered in Written off account the receipt was not signed by the Manager.
3. Receipt No. 609 to S. N. Banerjee dated 10-4-29 Re. 1/- advance payment was not entered in the cash book.
4. Receipt No. 695 was not issued but the original receipt was not found in the book.
5. Receipt No. 696 D/ 24-4-29 to A. C. Dass & Bros original not given to him and the duplicate not written for Rs. 4/-.

6. Original of Receipt No. 717 d/30-4-29 for Rs. 20/- issued in the name of R.K. Pattadar which was cancelled not found in the book.

7. Receipt No. 767 for Rs. 15/8/6 to Saleman Tirkey on 10-5-29 not issued and duplicate not written.

8. Receipt No. 866 to Inspector of School C.N. Division for Rs. 156/8/- issued on 31-5-29 but the amount entered in the Cash book on 30-5-29.

9. Receipt No. 814 Bill No. 731 d/22-5-29 Rs. 32/- from District Board but entered in Cash book on 5-9-29. The amount of Rs. 32/- was also entered in receipt No. 1380 d/ 5-9-29.

10. Similarly Rs. 7/4/- for bill No. 80 was received in the receipt No. 814 but entered in Cash book on 5-9-29 and the amount was also entered in receipt No. 1380 d/ 5-9-29.

11. Receipt No. 928 d/ 20-6-29 to Lohney Tirkey was cancelled but the original receipt was not found in the book. It was noted by H. Purty on the receipt that Rs. 36/8/- was received in receipt No. 664 d/ 19-4-29 why then receipt of Rs. 36/8/- was again issued.

12. Receipt No. 949 & 953 said to be not issued but the original of the same was not found in the book.

13. Duplicate of Receipt No. 964 not written though original one written but not issued.

14. Original of Receipt No. 1008 not issued but in duplicate of the same receipt Re. 1/- was received from Mr. H. Cloete Esq.

15. Original of Receipt No. 1009 & 1017 said to be not issued but the duplicate is not in the book.

16. Original Receipt of No. 1018 not in the book and the duplicate said to be not issued.

17. Receipt No. 1019 cancelled but the duplicate was not found in the book.

18. As per written off a/c Rs. 74/8/- was received on 25-5-29 vide receipt No. 814 but the amount was not found traced entered in the cash book.

The following defects were noted when the bill compared with the cash book entries and the receipt.

1. Bill No. 246 d/10-4-29 advance from Sub Inspector of Khunti Re. 1/- received on 10-4-29 not traced entered in Cash book as per note in the bill.

2. Bill No. 22 262 d/17-4-29 G. Mears Esqr. bill after correction made to Rs. 14/7/- but when inner corrected figure was totaled it comes to Rs. 14/- only. It was noted in the bill that Rs. 5/- received in advance on 15-4-29 which has found entry in the Cash book on the same date but again without giving deduction of Rs. 5/- advance the full amount of bill Rs. 14/7/- realized on 19-4-29.

3. Bill No. 301 d/ 26-4-30 to Puranmall Sarawgi as per correction of the bill Rs.49/12/- but realized on 19-7-29 Rs.46/8/- Less realized Rs.3/4/-.

4. Bill No. 338 d/ 15-5-29 to A.D. Pall Bros. as per bill Rs.13/14/-. It was noted in the bill that Rs. 10/- advance paid but date of advance paid was not given by reference to cash book it was found that Rs.5/- paid in advance on 15-5-29 when the order was placed but another advance of Rupees 5/- was not traced entered in the Cash book from 15-5-29 date of order to the last payment of the bill Rs.3/14/-. Thus Rs.5/- is realizable from the Manager who received the amount and not entered in the cash book.

5. Bill No. 368 d/ 5-6-29 bill for 1/4/- Rs.1/- said to be advance paid on ~~23-5-29~~ 30-5-29 but not traced entered in the Cash book between the date of order 30-5-29 and the last payment on 5-6-29.

6. Bill No. 379 d/ 13-6-29 as per bill 7/15/- as per order book 6/5/-. The bill was not corrected as per correction  $\phi$  in order book. Rs.6/5/- realized on 15-6-29.

7. Bill No. 223 d/17-4-29 of Colekiste Beni Chandra Khalkho Rs.2/12/- V.P. send on 6-5-29 recovered on 10-5-29 as noted but no entry of the amount found in the Cash book.

8. Paymet by Mahendra Khess as per receipt No. 2088 d/ 11-1-30 as per receipt -/2/- but entered in Cash book Rs.2/- . The bill was also for -/2/-.

9. Bill No. 175 d/ 4-4-30 Rs.1/7/- realized along with B.D. bill No. 206 d/ 13-6-30 as noted in the bill but entry of Rs.1/7/- not found in the cash book. The bill was wrongly twice prepared. The amount realized in bill No. 206.

10. Bill No. 317 d/ 9-9-30 Benjamin Christo for 1/3/- but entered in cash book as bill on 319.

#### Acquittance Roll.

1. Signature of Elias Purty wanting for Rs.58/4/- salary of March 1929 and also service stamp not affixed.

2. Signature of Barnabas Tiga and Mansukh Lakra wanting for salary of May 1929.

3. It was found that Babu Masih Charan Ekka was paid Rs.95/- in July 1930 but deduction made only for Rs.45/- deduction should have been made on Rs.95/-.

The accounts of petty expenditure was maintained in a separate Cash book called Petty Cash book since July 1929. The following defects were noticed when checked with petty vouchers and the entries in the cash book.

1. Voucher No.10 purchase of 1 tin Kerosine oil for Rs.3/8/8 d/ 12-9-29, voucher of the firm wanting and in the same voucher -/2/6 paid to coolli but thumb impression not taken.

2. Voucher of shop for purchase of Molasses for Rs. 2/2/- on 4-11-29 vide voucher No. 4 wanting.

3. Voucher No. 5 d/ 5-8-30 made as per voucher -/7/- but entered in cash book -/5/-.

4. Voucher of shop wanting for purchase of purple pastes for -/14/- on 14-5-30 vide voucher No. 15.

5. Voucher No. 26 & 27 of May not found in the file.

6. Voucher No. 3 $\frac{1}{2}$  d/ 5-6-30 as per voucher price of matches -/2/3 but entered in petty cash book -/2/9.

7. Voucher No. 18 d/ 21-6-30 as per voucher postage Rs. 29/15/- as per entry in petty cash book 29/12/6.

8. Voucher No. 2 as per merchant receipt for oil 5/8/- but entered in Petty cash book 3/8/9.

9. Signature of book-seller being used to be taken on postage voucher since June 1930 but his signature wanting on the following vouchers.

Voucher No. 21 d/ 21-6-30 for -/2/6  
 " " 22 d/ 30-6-30 for 1/5/-.

I checked the total and expenditure of postages and found that balance of July 1929 annas -/1/- was not carried forward. This should be adjusted in the next end.

When daily sale book of books compared with the entries in the cash book :-

It was found that cash sale of 6-7-29 Rs. 1/2/- was not entered in the general cash book. This amount should be realized from the Manager who used to receive the cash.

I found that none of the payment vouchers bears pay order of the Secretary or any body authorised for the purpose. For the information of expenditures under different heads every voucher should in future be passed for payment by the Secretary. The following defects were noticed when the expenditure voucher checked with the entries in the Cash book.

1. After voucher No. 121 voucher No. 124 begins there is no existence of voucher No. 122 & 123.

2. Voucher No. 8 d/ 18-11-29 advance for repair to the Secretary G. E. L. M. Press not supported by receipt

3. Voucher No. 127 for refund of Rs. 7/- to Hincob Depot not found in the file.

I regret to note that the general cash book in the period when Mr. E. Purty was Manager it was full of cutting and corrections. It should be written neatly and balances daily struck. The entries of receipts on 9-3-29 on pages 28 to 31 are without receipts and hence it could not be checked. For every item received receipt must be issued and every payment must always be supported by vouchers.

Further it was found that on 15-7-29 when the Cash was verified Rs.1,866/- was found short and Mr. E. Purty late Manager of the Press was held responsible for the amount. During the period under audit Rs.66/- was realized from him on 17-7-29 and adjustment of Rs. 233/17/- was made on 5-5-30 from P.Fund a/c. There is still due a balance of Rs.1866/4/- from him. The amount should be realized from him with interest as the Press is great sufferer for long remaining its capital locked outside the business. In this connection for safe guard the interest of the press I would like to suggest that all money receipt should be deposited in the local Bank and payment excepting small amount may be made by cheques. Heavy cash balance should not be allowed to remain with the Manager. According to requirement for petty charges say Rs.50/ or 100/- be allowed to remain with the Manager after the days transaction.

During the period under audit large number of temporary advances were made to the employee from the petty cash but they were never entered in the cash book save an except of item Max of Rs.15/- in July and Rs. 55/- in August 1930. The amount of such advances were recouped by deduction from the Salaries of the employee as per acquittance roll but these deduction not passed through the Cash book. The advances were made as private affairs from the petty cash and recouped every month on Salary distribution day. Thus the cash balance of the petty cash shown was never agreeing with the actual Cash. It was always short. The practice is highly objectionable and at the same time dangerous. It should be put to stop. Any advances made should be shown in the Cash book on the expenditure side and when recouped on the receipt side and a ledger should also be maintained to know the outstanding balance at any time in case if they are not promptly realized every month.

From the list of unpaid list upto 31-12-30 attached herewith it will appear that some of the bills even of 1922 still unpaid. The bills which are unpaid for more than three years cannot be realized by recourse to law as they are time barred. The bill should not be allowed to remain unpaid so long in future. If the payment are not made within specified time action should always be taken otherwise the press will be great loser.

The abstract of receipt and expenditure attached herewith for the year 1929 and 1930 will give a clear idea of the amounts of receipts and expenditure under head miscellaneous for the year 1929 seems to me heavy and as such in future it should be curtailed by possible means.

Sd/ Kuldip Sahay,  
Auditor.  
1-4-31

ABSTRACT OF RECEIPT AND EXPENDITURE FOR

THE YEAR 1929.

No.	Items.	Receipt.	Expenditure.
1.	Printing .....	13,480-11-0	301-11-9
2.	Binding .....	322--9-0	66-15-0
3.	Book .....	2,659--8-3	43--4-0
4.	Bank a/c .....	13,754-14-9	13,121-10-9
5.	Stock Ordinary .....	289-13-9	80-12-0
6.	Stock Paper .....	31--7-6	2,614--9-0
.	Refund .....	44-13-0	11--8-6
8.	Miscellaneous .....	5-11-0	2,322--3-0
9.	Loan .....	2,518--4-0 2x22	2,911--0-0
10.	Advance .....	832-14-0	90--0-0
11.	Cash Certificate ....	-----	400--0-0
12.	Repair .....	-----	302--6-9
13.	Postage and Telegrams	182--5-0	1,216-15-0
14.	P. Fund .....	891--3-0	13--8-0
15.	Salary .....	-----	6,913--2-3
16.	Tax .....	-----	245--6-0
17.	Cash a/c .....	17,101--9-9	20,045--3-10
18.	Bad debt .....	66--0-0	1,866--0-0
19.	Gharbandhu .....	29-12-0	33-12-0
<b>Total</b>		<b>57,439--9-9</b>	<b>55,678-12-10</b>
Opening balance in Bank		654--1-6	3,267--5-6
In office cash ....		911--4-1	51-13-0
<b>Grand Total</b> .....		<b>58,994-14-4</b>	<b>58,994-13-4</b>

ABSTRACT OF RECEIPT AND EXPENDITURE FOR  
THE YEAR 1930.

No	Items.	Receipts.	Expenditure.
1.	Printing .....	10,363-15-3	464--5-0
2.	Binding .....	231--3-6	111-10-0
3.	Books .....	2,306--0-0	206--4-9
4.	Stock Ordinary .....	963-11-6	-----
5.	Paper Stock .....	105--8-9	2,336--0-9
6.	Miscellaneous .....	24-13-0	564-14-3
7.	Bank a/c .....	17,132--9-3	16,245-14-3
8.	Refund a/c .....	125--5-0	125--5-0
9.	Loan .....	2,478--0-0	4,150--0-0
10.	Advance .....	506--9-0	-----
11.	Postage and Telegram .....	-----	597-12-0
12.	Repair .....	1,300--0-0	2,295--0-0
13.	P. Fund .....	171-12-3	546--0-9
14.	Salary .....	-----	5,876-15-3
15.	Tax .....	-----	45--9-0
16.	Cash & Adjustment ...	18,443--3-3	19,156--9-6
17.	Charbandhu .....	15--0-0	15--0-0
Total		54,192-12-0	53,237--4-6
Opening and Closing cash		51-13-0	100--9-6
In Bank .....		3,267--5-6	4,174--0-6
Grand Total		57,911-14-6	57,511-14-6

LIST OF UNPAID BILLS

UP TO 31-12-30.

Bill No.	Date	Name.	Amount.	Remark.
327	4-5-22	Prof. S.K. Roy	7-0-0	
		Do (Bharat sevak a/c)	134-14-6	
1070	27-2-23	Rev. I. Mita Ranchi	1-9-0	....Hand Note.
873	21-2-23	Kahabir Pandit Do	8-3-0	
1736	23-2-24	F. Murad Esq Sec. C. C.	0-8-0	Do
1985	19-5-24	Rev. B. Mins G.H. School	2-11-0	Do
2193	5-8-24	Do Do	2-0-0	Do
2207	8-8-24	Do Do	7-0-0	Do
2236	20-8-24	Do Do	1-4-0	Do
2258	26-8-24	Do Do	1-8-0	Do
2562	19-12-24	Do Do	1-8-0	Do.
2566	20-12-24	Do Do	4-10-0	Do
482	29-5-25	H/C. Tira, A. G. Office	3-2-0	
213	16-3-25	Jagannath Prasad, Lohar- daga	1-7-0	
215	23-3-25	Do Do	60-3-6	
530	27-4-25	Do Do	2-10-0	
1098	25-1-26	Rev. I. Mita Ranchi.	3-12-0	Do
1323	27-3-26	Do Do	0-13-6	Do
1488	25-3-26	F. Murad, Esq. Ranchi	12-2-0	Do
1582	8-7-26	Rev. B. Mins, G.H. School	16-14-0	Do.
1741	28-9-26	Do Do	44-14-0	Do
14	1-12-26	Do Do	1-6-6	Do
35	7-12-26	Do Do	0-11-6	Do
1626	3-2-26	Do Do	38-2-0	Do.
1722	20-9-26	Do Do	3-12-0	Do
1802	11-12-26	H/ C. Tira, A. G. Office	1-4-0	
1903	Do	Do Do	1-8-0	
40	16-12-26	" Urbannu Lakra, Kinkoi	1-8-0	147 1/30
10	27-11-26	Rev. B. Mins, G.H. School	4-10-3	Do.
202	2-5-27	Do Do	40-14-0	Do
404	12-8-27	Do Do	22-0-0	Do
721	23-12-27	Do Do	0-12-0	Do.
732	Do	Rev. J. Lakra, Ranchi.	2-8-0	
400	12-8-27	Mr. S.K. Roy, Ranchi	4-10-0	
659	25-11-27	H/ Jnanas Sorin Sec. N. Sabha	21-8-0	
292	23-6-27	Secretary Prop. N. School Lohardaga	8-11-0	
722	30-10-28	H/T. Prangraj, Murka	35-8-0	Do
7	10-1-28	Gabriel Kujur, Ranchi	0-12-0	Do
43	28-1-28	Do Do	2-12-0	Do
74	20-1-28	Do Do	1-8-0	Do
281	11-5-28	F. Murad, Sec., C. C.	1-5-0	Do.
124	2-3-28	Mr. Edward Kujur Do	1-14-6	
120	10-2-28	H/ Murka Lakra, Savindpur.	23-9-0	
349	11-6-28	Rev. J. Lakra Ranchi	3-2-0	
347	9-6-28	Mrs. Dhanji May, Kanke	4-0-0	
4	6-1-28	H. Ali & son Ranchi	10-8-0	
8	8-2-29	F. Murad Esq., Ranchi	0-6-0	Do
11	16-2-29	Do Do	1-0-0	Do
299	26-4-29	Gulim Khan, Ranchi	22-3-0	
		Do Do	160-8-0	Do
81	23-1-29	Rev. N. Sturges Ithey	3-7-0	
101	29-1-29	Do Do	1-2-0	
249	12-4-29	Do Do	2-4-6	
442	9-7-29	H. Ali & son	10-0-0	
80	11-2-30	H/ Nisipati Kumar, Gungutoli	10-11-0	
165	7-3-30	" P. Soy, Birmatrapur	2-15-0	Edg.

209	3-4-30	J. P. & Sons Ranchi .....	7-5-0	
168	4-4-30	Rev. L. Bagraia, Jharsuguda ...	3-13-0	B.D.
338	23-5-30	B/ S. Goswami, Lalpur, Ranchi ...	7-11-0	
358	7-6-30	Do Do .....	3-0-0	
422	2-7-30	M. N. Choudh, Esq, Ranchi .....	12-0-0	
456	15-7-30	The Manager Sentinel, Ranchi	6-10-0	
475	24-7-30	Mr. H. Rahman, Ranchi .....	3-14-0	
520	15-8-30	The Manager Sentinel Do	2-2-0	
716	31-10-30	M. N. Bose & Co., Ranchi .....	3-3-0	
759	17-11-30	Master D. N. Roy, G. N. School	1-9-0	
813	3-12-30	Rev. E. H. Whitley, Murhu .....	3-7-0	
856	12-12-30	Hd. Master, Baranda N. E. School	20-3-0	
262	16-12-30	B/ P. Dutt .....	1-0-0	Fig.
264	18-12-30	Master D. N. Roy, G. N. School ..	1-14-0	"
442	20-12-30	C. K. Tira .....	4-9-6	B.D.

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AUDIT REPORT.

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Accounts audited. German Evangelical Lutheran Trust Ranchi.  
Period of audit. 1st March 1929 to 31st December 1930.  
Time taken. 6 days in February 1931.

2. Mr. D.M. Panna B.A. Deputy Magistrate Ranchi holds the Office of the Secretary.

The following registers and accounts were checked during the audit:-

- (1) Cash Book.
- (2) Collection Register.
- (3) Counterfoil of receipts.
- (4) Bank Pass Book.
- (5) Ledger.
- (7) Annual Account.
- (8) Permanent Advance.
- (9) Register of land rent payable.
- (10) Recoverable lease rent.
- (11) Register of rents.
- (12) Postage stamp accounts.
- (13) Advance Ledger.

It was found that counterfoil receipt No.281 cancelled but the original counterfoil was not in the book.

The following items of Expenditures are not supported by receipts of the payee:-

(1) Vouchers No. 7 dated 15-6-29 advance Rs.60/- to Bhandari.

(2) Acknowledgement receipt wanting for M.O. of Rs.9/- to Israil Punuria on 14-12-29 Vide voucher No.6.

Municipal receipt for Rs.26/13/-vide voucher No.12 dated 5-6-30 wanting though it was acknowledged in M.O. receipt.

Voucher No.7 dated 24-10-29 T.A. bill of N.Mahi as per bill Rs.5/10/- but entered in Cash book 5/14/- signature or receipt of the payee wanting. I am told that the amount was sent by M.O. and the M.O. Commission added to the amount of the bill but in support of this M.O. receipt was not produced. This amount of T.A. should have been shown in Establishment account instead of rent account in the ledger. A transfer entry should be made in this current year.

Maintenance of the Collection register in my opi-

nion is of no utility when general ledger is maintained as it shows all receipts and payment under different head while the Collection register shows only items of receipt under few specified heads and in some cases all this items of the receipts were not entered in this register. If it meet the approval of the members of the Committee it may be discontinued.

It was found that two rent register was maintained one in a printed big book and the other in an exercise book. The entries of the exercise book were copied out in the printed book. Thus it is nothing but duplication of clerical work. The maintenance of rent collection in the exercise book should be discontinued.

The other accounts were properly and correctly kept and I have nothing to comment over them. I got satisfactory explanation and information when required in the course of audit by the clerk and the Secretary. The statement of Income and Expenditure for two different years e.i. for 1929 and 1930 were prepared by me which are attached herewith. It will be seen that at the close of the year 1930 there was closing balance of Rs. 1470/11/2 out of which Rs. 73/11/9 in hand and Rs. 1396/15/6 in Bank.

Sd/- Kuldip Sahay,

Auditor, Ranchi.

3/3/31.

Income and Expenditure of the Trust for the year 1930.

S.N.	Receipts.	Amount.	S.N.	Expenditure	Amount.
1.	Tax a/c.	56-15-3.	1.	Chaukidars Sal.	72-6-9.
2.	Petty Charges a/c.	0--12-0.	2.	Establishment.	872-3-6.
3.	Land rent leased.	33--0-0.	3.	Board Members Exp.	193-0-6.
4.	Sale a/c.	65--0-0.	4.	Taxes.	1922-9-9.
5.	Miscellaneous.	814-12-6.	5.	Supplies & Rep.	2093-3-6.
6.	Claims a/c.	180--0-0.	6.	Petty Charges.	119-3-6.
7.	Rent a/c.	5365--2-0.	7.	Land Rent.	43-3-6.
8.	Interest a/c.	321-14-3.	8.	Miscellaneous.	814-6-6.
9.	Advance a/c.	2525--0-0.	9.	Claims a/c.	18-0-0.
10.	Legal Expenditure.	8--6-0.	10.	Interest a/c.	216-6-0.
			11.	Advance.	1625-0-0.
			12.	Discount a/c.	3-4-0.
			13.	Legal Expenses.	9-1-0.
	Total.	Rs. 9070-14-0.		Total	Rs. 8002-0-6.
	Opening Balance.	401-13-9.		Closing Balance.	1470-11-3.
	Grand Total	Rs. 9472-11-9.		Grand Total	Rs. 9472-11-3.

Sd/- K.D.Sahay,  
Auditor.

Income and Expenditure of the Trust during March to December 1929.

S.N.	Receipts.	Amount.	S.N.	Payments	Amount.
1.	Ref. of <sup>salary</sup> Chaukidars.	5--0-0.	1.	Agent's Exp.	1322--0-0.
2.	Refund of legal Exp.	80-15-0.	2.	Chaukidars Sal.	222-15-2.
3.	Taxes account.	234-15-9.	3.	Board members.	232--8-0.
4.	Supplies & repairs.	14--6-0.	4.	Legal Expenses.	276--9-0.
5.	Petty Charges a/c.	0--2-0.	5.	Taxes.	1465-8--0.
6.	Land Rent a/c.	6--0-0.	6.	Supplies & Rep.	1356-13-8
7.	Sales a/c.	56--0-0.	7.	Petty Charges.	122--1-9.
8.	Miscellaneous.	1569--4-0.	8.	Land Rent.	409--3-6.
9.	Rent a/c.	4966--3-0.	9.	Miscellaneous.	481-14-6.
10.	Advance.	946--0-0.	10.	Rent a/c.	5-14-0.
11.	Trust Fund.	150--7-2.	11.	Discount a/c.	5--1-6.
12.	Claims a/c.	180--0-0.	12.	Advance.	2050--0-0.
			13.	Trust Fund.	150--7-2.
			14.	Establishment.	266--0-0.
			15.	Claims a/c.	18--0-0.
	<b>Total Rs.</b>	<b>8209--4-11.</b>		<b>Total Rs.</b>	<b>8365--0-3.</b>
	<b>Opening Balance.</b>	<b>557--9-1.</b>		<b>Closing Balance.</b>	<b>401-13-9.</b>
	<b>Grand Total.</b>	<b>Rs. 8766-14-0.</b>		<b>Grand Total</b>	<b>8766-14-0.</b>

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Sd/- K.D. Sahay.  
Auditor.

To

The Secretary,  
Board of Trustees, Ranchi.

Through

The Manager,  
G.E.L.Mission Press, RANCHI.

Sir,

With due respect and humble submission I beg to lay few words for your kind consideration and favourable orders.

That in August 1929 an accountant was engaged to straight the accounts of this Press. He attended office daily two hours only and was paid Rs.112/8/- at the rate of Rs.25/- per month. The same work has been entrusted to me since then.

That the Board of Trustees has decided in their meeting held on the 4th April 1930 and placed me in the grade of Compositors, i.e. giving an annual increment of Re.1/- raising upto Rs.30/- only.

That the Board of Trustees will very kindly realize the difference in the nature of works of a compositor and an accounts clerk in considering my case.

That the following works are done and the registers are maintained by me:- (1) Attendance Register (2) Preparing bills (3) Type Writing (4) Despatching all printed works, bills, letters and Cheques etc. (5) Acquittance Roll Register (6) Over Time Allowance Register (7) Postage Stamps account (8) General Ledger (9) Personal Ledger of Debtors (10) Provident Fund account (11) Monthly return of bills and (12) Copy holder etc.

That Mr. M. N. Gupta, the then Agent to the Board of Trustees who was authorised to direct the Press, certified, " Certified that Babu Sukhdas Kujur clerk of the G.E.L.Mission Press, worked under my

The matter will  
be placed before  
the Board of Trustees  
Return it to  
me on 9.2.31  
Sd/  
G.N.

my direction from February 1929 to 12th December 1929 and I found him always a willing worker and honest man. He has now learnt the elementary principles of Book-Keeping and has learnt the general work of a Press Office well. He is very obedient young man and capable".

That the net profit ~~for~~ of the Press for the year ending 31st. December 1930 is about Rs.2,000/- and there is sound balance of the Press.

Under these circumstances I earnestly pray that my salary be raised to Rs.30/- now and no annual increment be granted to me.

I have the honour to be,

Sir,

Your most obedient servant,

S.D. Kujur  
2/2/31.

*I realize his work & responsibility his and recommend to revise his 5-2-30 scale.*

To

The Secretary

Board of Trustees, Ranchi.

1. Press Matters.
2. Petition of B/ S.D.Kujur.
3. Letter of Tenders.

*M. S. Kumar*

Manager.

7-2-31.

To

The Secretary,  
Board of Trustees, Ranchi.

Sir,

I beg to put bellow the three Press matters for favour of considering and making allotment in the Trustees Executive meeting which is to meet on 9-2-31.

(1) Increment of Babu Junas Tirkey :- It was stated in the remarks column of the time scale list against B/ Junas Tirkey " If he continues service his pay may be increased by Rs.2/- as Head Compositor from 1931".

But later on when all the workers got increment on account of the working hours increased his salary also was raised by Rs.2/-. Thus his present pay is Rs.32/-(vide minutes date 5-7-30).

I therefore forward this for your information whether he may be allowed an increment of Rs,2/- from 1931 or not.

(2) Sanction to purchase Types :- An allotment of Rs. 1500/- (Rupees Fifteen hundred) be made to purchase English Heading Types.

(3) Sanction to purchase furnitures (Almirah, Cash Stand, Stools, Big racks and Brackets) if necessary be recorded in the Executive Minutes.

I have the honour to be,  
Sir,  
Your most obedient servant,

*McMusa*  
Manager.

SK.

*He has reached  
his office  
has. N. S. J. S. J.  
is concerned.  
9/2*

1757-

*Furniture*

To Recd  
29/1/31

The Manager  
G. E. L. Mission Press  
Ranchi.

Sir,

Having come to know that there is  
a vacancy of a compositor in your press,  
I want to offer myself as a candidate of  
the post.

I have read up to the middle English  
class and have possessed some knowledge of  
English and Hindi.

Should you select me I shall try my best  
to give you every satisfaction by punctuality  
obedience and honesty.

Dated  
27<sup>th</sup> Jan. 1931

I have the honor  
to be  
Yours faithfully,  
Nicodim Diga

Recently 5 apprentices  
have been employed.  
All in composition dept.  
ML  
24/12

Desant to take this  
boy as an apprentice  
in the ~~R~~ printing dept.  
He will get training  
on printing works &  
work as a paper feeder  
in the printing machine.  
ML  
10/2

I require a man to work  
in the Ruling machine, which  
requires three men, one operator, a  
one paper feeder & one to collect  
all ruled papers. Hence I like to have  
the boy trained in printing & as well  
as book-binding works.  
ML Shka  
18/2/31

Manages  
Do you really require  
a man for printing works?

Manager  
How many apprentices  
have been employed?  
The matter will be  
discussed to me as  
at the meeting  
of 11/2/31  
of 2/31