

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

**GELC ARCHIVE**

Call Number: **GELC-A \_ 001 \_ 1481**

Classification:

Original File No: CC 121/1824

**Title**

LUTHERAN GIRLS' HOSTEL, GOVINDPUR

Volume:

Running from year:                      till year: 1997

**Content:**

- **Budget for the financial year 1998-1999 of the Home No.1824**
- **An Extract of Minutes of Lutheran Girls' Hostel, Govindpur & a resolution related**
- **Submission of receipts & payment A/cs for the month of October '97, Home No.1824**
- **Correspondence with the Director, HCDI**

1997

File No.

CC-121/1824

Lutheran Girls' Hostel Govindpur

**G. E. L. CHURCH**

IN

**CHOTANAGPUR AND ASSAM**

**CENTRAL COUNCIL**

Lutheran Girls' Hostel Govindpur

( Home No. 1824 )

P. O. Govindpur Dist Ranchi, India

872

CC-121/1824

Memo No.38/97

Date.....29/11/1997.

To,

The Director

H C D I

Nagpur - 440001.

Subject - Submission of Budget for the financial year 98 - 99 of Lutheran Girls Hostel Govindpur, Home No - 1824.

Respected Sir,

Herewith we are submitting the Budget for the year from 1.4.98 to 31.3.99.

The Budget is approved in the Management Committee Meeting held on 28th Nov 97. The extract from the Minutes for receiving Improvement grant is also enclosed here with alongwith the Quotations.

Hence you are requested to find the same for needful.

Thanking you Sir.

Encl - Two copies of Budget for 98 - 99 in duplicate.

Yours Sincerely

R. Khobragade  
29.11.97  
WARDEN

Lutheran Girls Hostel  
Govindpur

Copy to -The General Secretary, C.C.O. Ranchi GELC for information.  
The Head Accountant, C.C.O. Ranchi GELC for information.  
The Rt Rev M. Barjo (Bishop) D.C.O Kadma, Khunti GELC for information.  
One copy office file.

**HOLISTIC CHILD DEVELOPMENT INDIA**  
**BUDGET FOR THE FINANCIAL YEAR FROM 01/04/98 TO 31/03/99**

NAME OF THE PROJECT : Lutheran Girls Hostel

PROJECT NO : 1824 LOCATION : Govindpur

NO. OF CHILDREN : KNH : NORMAL 54 EXTENDED 04 QUOTA 58

CF : NORMAL 16 EXTENDED 01 QUOTA 17

NF : NORMAL - EXTENDED - QUOTA -

TOTAL: NORMAL 70 EXTENDED 05 QUOTA 75

NON-HCDI SUPPORTED (FEE PAYING/SUPPORTED BY OTHER ORGANISATIONS) 25

S.No. (1)	PARTICULARS (2)	BUDGET FOR THE PREVIOUS YEAR (3)	ACTUAL INCOME FROM 1/4/98 to 30/09/97 (4)	BUDGETTED INCOME FOR THE YEAR 98-99 (5)
<b>A</b>	<b>INCOME</b>			
<b>1.</b>	<b><u>KINDERNOTHILFE e.V. / H.C.D.I. :-</u></b>			
<b>1.1</b>	<b>Fostership Grants :-</b>			
1.1.1	Normal	429'000.00	214'500.00	421'200.00
1.1.2	KNH Extended (Normal + CF)	38'400.00	17'400.00	45'000.00
1.1.3	Central	124'800.00	61'750.00	124'800.00
1.1.4	National Fostership Normal			
1.1.5	National Fostership Extended / <i>Special Gift</i>		9'367.37	
<b>1.2</b>	<b>Earmarked Grants :- / <i>Improvement Grants (e.c.f)</i></b>	28'252.00		75'000.00
1.2.1	Christmas Gift	22'500.00		18'162.00
<b>A.1</b>	<b><u>Sub Total : "Grants From KNH/HCDI"</u></b>	642'952.00	303'017.37	684'162.00

S.No. (1)	PARTICULARS (2)	BUDGET FOR THE PREVIOUS YEAR (3)	ACTUAL INCOME FROM 1/4/97 to 30/09/97 (4)	BUDGETTED INCOME FOR THE YEAR 98-99 (5)
<b>2.</b>	<b><u>DONATIONS &amp; CONTRIBUTIONS</u></b>			
<b>2.1</b>	<b>General Donations :-</b>			
2.1.1	Church/Diocese/Management	2'000.00	-	2'000.00
2.1.2	Government Grants			
2.1.3	Others (Specify)	15'000.00	8'625.00	16'000.00
<b>2.2</b>	<b>Capital &amp; Earmarked Donations :-</b>			
2.2.1	Church/Diocese/Management			
2.2.2	Government Grants			
2.2.3	Others (Specify)			
<b>A.2</b>	<b><u>Sub Total : "Donations &amp; Contributions"</u></b>	17'000.00	8'625.00	18'000.00
<b>3.</b>	<b><u>OTHER INCOME</u></b>			
<b>3.1</b>	<b>Interest :-</b>			
3.1.1	On Fixed Deposit			
3.1.2	On Savings Bank Account	1'000.00	-	1'000.00
<b>3.2</b>	<b>Fees Collection :-</b>			
3.2.1	From HCDI supported children	22'500.00	5'875.00	21'600.00
3.2.2	From Non-HCDI supported children	-	-	105'000.00
<b>3.3</b>	<b>Other Sources :-</b>			
3.3.1	Garden/Agriculture	4'000.00	1'374.00	4'000.00
3.3.2	Sale of material			
3.3.3	Miscellaneous receipts			
3.3.4	Others (Specify)			
<b>A.3</b>	<b><u>Sub Total "Other Income"</u></b>	27'500.00	7'249.00	131'600.00
<b>A</b>	<b><u>TOTAL "INCOME"</u></b>	687'452.00	318'891.37	833'762.00

S.No.	PARTICULARS	BUDGET FOR THE PREVIOUS YEAR	ACTUAL EXPENSES FROM 1/4/97 to 30/09/97	BUDGETTED EXPENSES FOR THE YEAR 98-99
(1)	(2)	(3)	(4)	(5)
<b>B.</b>	<b>EXPENDITURE</b>			
<b>1.</b>	<b>CHILD CARE :-</b>			
1.1	Food	253'825.00	120'938.75	350'350.00
1.2	Food Contingencies (including gas & fuel)	25'000.00	30'204.00	30'000.00
1.3	Clothing and Uniform	25'000.00	9'164.00	25'000.00
1.4	Soap, Oil, Sanitation items (only for orphans)	3'000.00	1'055.00	3'000.00
1.5	Medicines and Medical Aid	12'000.00	5'071.66	12'000.00
1.6	School Fees, Books and Stationery	25'000.00	13'608.40	25'000.00
1.7	Tutions	6'000.00	2'250.00	5'000.00
1.8	Teaching Aid	2'000.00	-	1'500.00
1.9	Library Expenses	5'000.00	1'568.50	4'000.00
1.10	Kitchen Utensils and crockery - Petty Items	3'000.00	3'901.00	4'000.00
1.11	Recreation/Extra Curricular Activities	4'000.00	394.00	2'500.00
1.12	Games Material	5'000.00	-	3'000.00
1.13	Travel for children	3'000.00	1'334.00	3'000.00
1.14	Picnic	3'000.00	3'500.00	3'000.00
1.15	Excursion	20'000.00	-	22'000.00
1.16	Vocational guidance programme	3'000.00	500.00	2'000.00
1.17	Work Experience Programme / <i>Craft Material</i>	4'000.00	2'332.97	4'000.00
1.18	Community Outreach Programme	5'000.00	-	3'000.00
1.19	Parent's Day Celebration	5'000.00	-	5'000.00
1.20	Health Programmes	5'000.00	250.00	3'000.00
1.21	Miscellaneous	4'000.00	3'088.80	4'000.00
<b>B.1</b>	<b>Sub Total "Child Care"</b>	<b>420'825.00</b>	<b>199'161.08</b>	<b>514'350.00</b>

S.No.	PARTICULARS	BUDGET FOR THE PREVIOUS YEAR	ACTUAL EXPENSES FROM 1/4/97 to 30/09/97	BUDGETTED EXPENSES FOR THE YEAR 98-99
(1)	(2)	(3)	(4)	(5)
<b>2.</b>	<b>PERSONNEL (See Annexure II)</b>			
2.1	Salaries/Wages	149'700.00	60'605.00	158'250.00
2.2	Contribution to Provident fund + Pension fund	7'080.00	4'720.00	15'285.00
2.3	Medical Subsidy	3'000.00	513.41	5'000.00
2.4	Staff Training	-	643.00	5'000.00
2.5	Miscellaneous	1'700.00	300.00	2'000.00
<b>B.2</b>	<b>Sub Total "Personnel"</b>	<b>161'480.00</b>	<b>66'781.41</b>	<b>185'535.00</b>
<b>3.</b>	<b>RUNNING COST/ADMINISTRATION</b>			
3.1	Stationery	5'000.00	1'023.61	4'000.00
3.2	Postage	2'000.00	861.00	2'000.00
3.3	Office Expenses	1'500.00	-	1'000.00
3.4	Telephone	-	37.64	1'000.00
3.5	Bank charges	2'000.00	609.37	2'000.00
3.6	Audit fees	3'000.00	1'200.00	3'000.00
3.7	Audit Expenses	1'500.00	-	1'000.00
3.8	Water	-	-	1'000.00
3.9	Electricity/Lighting	10'000.00	9'913.96	15'000.00
3.10	Travel and Transport	7'000.00	5'228.50	8'000.00
3.11	Liaison Officer Expenses	1'800.00	-	1'000.00
3.12	Furnishings	2'000.00	1'267.00	2'000.00
<b>B.3</b>	<b>Sub Total "Running cost/Administration"</b>	<b>35'800.00</b>	<b>20'141.08</b>	<b>41'000.00</b>

S.No.	PARTICULARS	BUDGET FOR THE PREVIOUS YEAR	ACTUAL EXPENSES FROM 1/4/97 to 30/09/97	BUDGETTED EXPENSES FOR THE YEAR 98-99
(1)	(2)	(3)	(4)	(5)
<b>4.</b>	<b>REPAIRS AND MAINTENANCE OF</b>			
4.1	Building	10'000.00	10'378.39	15'000.00
4.2	Equipment + Vehicle	4'000.00	1'127.00	4'000.00
4.3	Furniture	2'000.00	795.20	1'000.00
4.4	Garden/Agriculture	5'000.00	1'188.00	4'000.00
4.5	Others	1'500.00	80.00	1'000.00
<b>B.4</b>	<b>Sub Total "Repairs and Maintenance"</b>	<b>22'500.00</b>	<b>13'568.59</b>	<b>25'000.00</b>
<b>5.</b>	<b><u>EARMARKED &amp; CAPITAL EXPENDITURE</u></b>			
<b>5.1</b>	<b>Earmarked / Special Gift -</b>		9'367.37	
5.1.1	Christmas gift	22'500.00	-	18'162.00
5.1.2	Extended Fostership Expenses	38'400.00	7'750.00	45'000.00
<b>5.2</b>	<b>Capital (See Annexure D)</b>			
5.2.1	Major Kitchen Utensils			
5.2.2	Library Books			
5.2.3	Others / C.C.F. Grants	28'252.00	-	75'000.00
<b>B.5</b>	<b>Sub Total "Earmarked and Capital"</b>	<b>89'152.00</b>	<b>17'117.37</b>	<b>138'162.00</b>
<b>B.</b>	<b>TOTAL EXPENDITURE</b>	<b>729'757.00</b>	<b>316'769.53</b>	<b>900'402.00</b>

<i>Summary of Income and Expenditure</i>			
Total Income			
- Kindernothilfe e.V./H.C.D.I (A.1)	642'952.00	303'017.37	684'162.00
- Donations & Contributions (A.2)	17'000.00	8'625.00	18'000.00
- Other Income (A.3)	27'500.00	7'249.00	131'600.00
<b>TOTAL (A)</b>	<b>687'452.00</b>	<b>318'891.37</b>	<b>833'762.00</b>
Total Expenditure			
- Child Care (B.1)	420'825.00	199'161.08	514'350.00
- Personnel (B.2)	161'480.00	66'781.41	185'535.00
- Running Cost/Administration (B.3)	35'800.00	20'141.08	41'000.00
- Repair and Maintenance (B.4)	22'500.00	13'568.59	25'000.00
- Earmarked and Capital (B.5)	89'152.00	17'117.37	138'162.00
<b>TOTAL (B)</b>	<b>729'757.00</b>	<b>316'769.53</b>	<b>904'047.00</b>
<b>SURPLUS/DEFICIT (Total A - Total B)</b>	<b>(-) 42'305.00</b>		<b>(-) 70'285.00</b>
	<b>Surplus/Deficit</b>	<b>Surplus/Deficit</b>	<b>Surplus/Deficit</b>

DATE: 29.11.97

*A. B. J.*  
 Manager 29/11/97  
 Lutheran Girls' Hostel  
 Govindpur (Rauchi)

*R. K. Nohragade*  
 29.11.97  
 PROJECT IN-CHARGE

**WARDEN**  
 Lutheran Girls Hostel  
 Govindpur

## ANNEXURE - I TO THE BUDGET FOR THE FINANCIAL YEAR FROM 01/04/98 TO 31/03/99

EXPLANATORY NOTES TO THE BUDGET OF THE PROJECT NO. 1824  
 (Calculations, extract of resolutions, copies of approval/sanction letter etc. should be given wherever applicable)

Item No.	Heads of Income/Expenditure	Detailed Explanations
	Improvements Grants / CAPITAL EXPENDITURE	
	1:2 / 5:2:3	
	Name of Article -	Please see the supplement
4.9	Estimated expenses for Well construction - 20 Diameters.	for detailed explanations for the article mentioned and Quotation of the said Article.
	Grand Total - 75'000.00	

Date Approved by the Management Committee

28.11.97

*A. B. J.*  
 Manager (28/11/97)  
 Lutheran Girls' Hostel  
 Govindpur (Rauchi)

*R. Khobragade*  
 29.11.97  
 Signature of the Project In-charge  
 with rubber stamp

**WARDEN**  
 Lutheran Girls Hostel  
 Govindpur

# Lutheran Girls' Hostel Govindpur

( Home No. 1824 )

P. O. Govindpur Dist Ranchi, India

Date.....29 / 11 / 19 97.

**An Extract of Minutes of the Lutheran Girls Hostel Govindpur  
Home No. 1824, meeting held on 28th Nov 97.**

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**Item No. 4. a./ LGH M.C. Meeting 28th Nov 97.**

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**Item No. 1.2. Improvement Grants (C.C.F. Grant) :-**

**(a) Resolution for a drinking water well :-**

As the old drinking water well has become old and is slowly Breaking up and due to it rain water percolates it into it after rains and water becomes dirty, the Committee sees a need for a new drinking water well. So the managing Committee decided to budget for a big diameter drinking water well and to send quotations for it to Nagpur H.C.D.I. Office.

  
Manager  
Lutheran Girls' Hostel  
Govindpur (Ranchi)

R. Kholragade  
29.11.97  
WARDEN  
Lutheran Girls Hostel  
Govindpur

# Lutheran Girls' Hostel Govindpur

( Home No. 1824 )

P. O. Govindpur Dist Ranchi, India

Date.....29 / 11 / 19 97.

## Detailed explanations Towards ANNEXURE - I

---

### 1. a. Resolution for a drinking water well -:

As the old drinking water well has become old and is slowly breaking up and due to it rain water percolates it into it after rains and water becomes dirty, the Committee sees a need for a new drinking water well. So the managing Committee decided to budget for a big diameter drinking water well and to send quotations for it to Nagpur office.

*A. B. J.*  
Manager *29/11/97*  
Lutheran Girls' Hostel  
Govindpur (Ranchi)

*R. K. Khobragade*  
*29.11.97*  
**WARDEN**  
Lutheran Girls Hostel  
Govindpur

# CRAFTSMEN TRAINING CENTRE

G. E. L Church, Govindpur - 835234

Dist. - Ranchi (India)

Rev. J. Dang  
Chairman

Miss M. Horo  
Treasurer

Mr. M. B. Horo  
Secretary

Ref.....

Date.....29/11/97.

For Lutheran Girl's Hostel Govindpur  
( Home No. 1824 )

P.O. - Govindpur, Dist.- Ranchi.

ESTIMATED EXPENSES FOR WELL CONSTRUCTION - 20 D.Mitter

S.L.	Particulars	Rate	- T.Amount
1,	Size Stone 20 Trips( 600 )	- 1,400/-	- 28,000.00
2,	Unsize Stone 12 "	- 500/-	- 6,000.00
3,	Cement 20 Bags	- 130/-	- 2,600.00
4,	Labour Payments Bill :-		
	a, Soil Diging 8 weeks	- 2,000/-	- 16,000.00
	b, Well Construct 8 weeks	- 2,000/-	- 16,000.00
5,	Sands, Jhori, Bamboo, Tenda Tree etc.		- 3,000.00
6,	T.A. & Office Expenses		- 2,400.00
7,	Work Supervisor Expenses		- 1,000.00

-----  
Grand Total Expenses - 75,000.00

Rupees seventy five thousand only.

With Thanks.

Sincerely Yours,

*Rev. J. Dang*  
( Rev. J. Dang, Chairman )

29.11.97

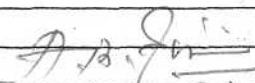
Chairman  
Craftsmen Training Centre Govindpur  
Dist. - Ranchi

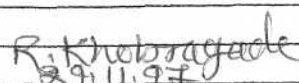
**ANNEXURE - II TO THE BUDGET FOR THE FINANCIAL YEAR FROM 01/04/98 TO 31/03/99**  
**PROJECT NO. 1824 SALARY LIST (VIDE ITEM NO. B.2 "PERSONNEL" OF THE BUDGET)**

S.No.	Name	Designation	Salary		Benefits & Allowances		Total Yearly Salary, Benefits & Allowances
			Basic		P.P + Pension fund		
			a) Monthly	b) Yearly	a) Monthly	b) Yearly	
1.	Mrs. R. Khobragade	Warden	3562.50	42750.00	356.25	4275.00	47025.00
2.	Ms. N. Horo	Matron	2850.00	34200.00	285.00	3420.00	37620.00
3.	Mrs. T. Banla	Matron	2700.00	32400.00	270.00	3240.00	35640.00
4.	Mrs. K. Herenzy	Cook	750.00	9000.00	75.00	900.00	9900.00
5.	Mrs. F. Bage	Cook	725.00	8700.00	72.50	870.00	9570.00
6.	Ms. S. Horo	Helper (Cook)	525.00	6300.00	52.50	630.00	6930.00
7.	Mr. P. Banla	Night Guard	925.00	11100.00	92.50	1110.00	12210.00
8.	Mr. J. Topna	Night-Guard	700.00	8400.00	70.00	840.00	9240.00
9.	Mr. Paulus Banla	Asst. Night guard	300.00	3600.00	-	-	3600.00
10.	Rev. A. B. Surin (Manager)	Honorarium	150.00	1800.00	-	-	1800.00
11.	Medical Subsidy to Staff	Rs. 1000/- P.y. to permanent staff and other Hostel staff also					5000.00
12.	Miscellaneous for	Two Night guards two ches					2000.00
	<b>TOTAL</b>		<b>13187.50</b>	<b>158250.00</b>	<b>1273.75</b>	<b>15285.00</b>	<b>180535.00</b>

**STAFF TRAINING EXPENSES**

SR.NO	NAME OF THE EMPLOYEE / TRAINEE	NATURE OF TRAINING	COST OF TRAINING

  
 Manager  
 Lutheran Girls' Hostel  
 Govindpur (Rauchi)

  
 WARDEN  
 Lutheran Girls Hostel  
 Govindpur

**PATTERN OF EXPENDITURE FOR THE BUDGETED FINANCIAL YEAR 1998-99**

S.NO.	PARTICULARS	APPROXIMATELY IN WHICH MONTH(S) EXPENDITURE WILL BE INCURRED	ARE THESE FACILITIES PROVIDED TO NON-HCDI SPONSORED CHILDREN(YES/NO/NA)	SOURCE OF INCOME FOR FACILITIES PROVIDED TO NON-HCDI SPONSORED CHILDREN
	<b>CHILD CARE</b>			
1	Clothing and Uniform	Aug, Jan, Feb, June	( YES / NO / <u>NA</u> )	NA
2	School fees, Books and Stationery	Jan, Feb & July	( YES / NO / <u>NA</u> )	"
3	Tutions	Every month	( YES / NO / <u>NA</u> )	"
4	Library	Quarterly	( YES / NO / <u>NA</u> )	"
5	Picnic	Half yearly	( YES / NO / <u>NA</u> )	"
6	Excursion	Sept. or Oct.	( YES / NO / <u>NA</u> )	"
7	Games material	Quarterly	( YES / NO / <u>NA</u> )	"
8	Parent's Day Celebration	Dec.	( YES / NO / <u>NA</u> )	"
9	Community Outreach Programme	Dec.	( YES / NO / <u>NA</u> )	"
10	Vocational guidance Programme	Jan & July	( YES / NO / <u>NA</u> )	"
11	Work Experience Programme	Monthly	( YES / NO / <u>NA</u> )	"
12	Medicine and Medical Aid	Monthly, Feb & July	( YES / NO / <u>NA</u> )	"
13	Soap, Oil, Sanitation Items	Monthly	( YES / NO / <u>NA</u> )	"
14	Stationery	Monthly	( YES / NO / <u>NA</u> )	"
15	Craft Material	May, April, Dec.	( YES / NO / <u>NA</u> )	"
16	Travel for children	Feb, May, Oct- Dec.	( YES / NO / <u>NA</u> )	"
17	Christmas Celebration	Dec.	<u>NA</u>	"
18				
19				
20				

*A. B. J.*  
 Manager (29/11/97)  
 Lutheran Girls' Hostel  
 Govindpur (Rauchi)

*R. Knobragade*  
 29/11/97  
 WARDEN  
 Lutheran Girls Hostel  
 Govindpur

**ACTIVITIES PERTAINING TO OVERALL DEVELOPMENT OF THE CHILDREN  
TO BE UNDERTAKEN BY THE PROJECTS**

A minimum number of activities expected to be carried out has been mentioned below. If there is any activity that has not been mentioned, please add it in the space provided.

## HEALTH

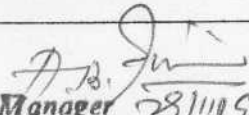
(MINIMUM THREE)

1.	Annual Medical Check-up (compulsory)	<input checked="" type="checkbox"/> YES / NO / NA
2.	First Aid	<input checked="" type="checkbox"/> YES / NO / NA
3.	Diagnostic Camps	( YES / NO / NA )
4.	Health, Sanitation, Hygiene	<input checked="" type="checkbox"/> YES / NO / NA
5.	Nutritional Education	<input checked="" type="checkbox"/> YES / NO / NA
6.	Sex Education	<input checked="" type="checkbox"/> YES / NO / NA
7.	AIDS awareness programme	( YES / NO / NA )
8.		( YES / NO / NA )
9.		( YES / NO / NA )
10.		( YES / NO / NA )
11.		( YES / NO / NA )

## EXTRA CURRICULAR ACTIVITIES

(MINIMUM FIVE)

1.	Debates	( YES / NO / NA )
2.	Elecutions	( YES / NO / NA )
3.	Sports	<input checked="" type="checkbox"/> YES / NO / NA
4.	Talent Contests/Fancy Dress Competitions	( YES / NO / NA )
5.	Choir	<input checked="" type="checkbox"/> YES / NO / NA
6.	Chart Preparation	<input checked="" type="checkbox"/> YES / NO / NA
7.	Creative Writing/Story/Drama/Essay/Poem/Skit	<input checked="" type="checkbox"/> YES / NO / NA
8.	Music	<input checked="" type="checkbox"/> YES / NO / NA
9.	Training Camps	( YES / NO / NA )
	9.1. Retreat	( YES / NO / NA )
	9.2. Bridge Course	( YES / NO / NA )
	9.3. Summer Course	( YES / NO / NA )
	9.4. Vocational Bible School	( YES / NO / NA )
	9.5. Bible Course	( YES / NO / NA )
	9.6. Leadership Training	( YES / NO / NA )
10.		( YES / NO / NA )
11.		( YES / NO / NA )
12.		( YES / NO / NA )
13.		( YES / NO / NA )
14.		( YES / NO / NA )
15.		( YES / NO / NA )
16.		( YES / NO / NA )

  
 Manager  
 Lutheran Girls' Hostel  
 Goviadpur (Ranchi)

  
 R. Khobragade  
 29.11.97  
 WARDEN  
 Lutheran Girls Hostel  
 Goviadpur

## VOCATIONAL GUIDANCE

(MINIMUM TWO)

1.	Career Lectures / Career Conference	<input checked="" type="checkbox"/> (YES / NO / NA)
2.	Career Guidance and Counselling	<input checked="" type="checkbox"/> (YES / NO / NA)
3.	Career Tours	( YES / NO / NA )
4.	Career Corner (must)	( YES / NO / NA )
5.		( YES / NO / NA )
6.		( YES / NO / NA )
7.		( YES / NO / NA )
8.		( YES / NO / NA )
9.		( YES / NO / NA )

## WORK EXPERIENCE PROGRAMME

(MINIMUM EIGHT)

1.	Gardening	<input checked="" type="checkbox"/> (YES / NO / NA)
2.	Kitchen Garden	<input checked="" type="checkbox"/> (YES / NO / NA)
3.	Flower Garden	<input checked="" type="checkbox"/> (YES / NO / NA)
4.	Cycle Repairing	( YES / NO / NA )
5.	Phenyl Making	( YES / NO / NA )
6.	Soap Making	( YES / NO / NA )
7.	Candle Making	( YES / NO / NA )
8.	Rope Making	( YES / NO / NA )
9.	Chalk making	( YES / NO / NA )
10.	Greeting card/painting/drawing	<input checked="" type="checkbox"/> (YES / NO / NA)
11.	Bead work/crochet/knitting/embroidery	<input checked="" type="checkbox"/> (YES / NO / NA)
12.	Tailoring/dress-making	<input checked="" type="checkbox"/> (YES / NO / NA)
13.	Doll making	( YES / NO / NA )
14.	Batik Work	( YES / NO / NA )
15.	Mat Weaving	<input checked="" type="checkbox"/> (YES / NO / NA)
16.	Cooking	<input checked="" type="checkbox"/> (YES / NO / NA)
17.	Jam Making	( YES / NO / NA )
18.	Fruit Juice Making	<input checked="" type="checkbox"/> (YES / NO / NA)
19.	Papad/Pickle Making	<input checked="" type="checkbox"/> (YES / NO / NA)
20.	Dairy Farming	( YES / NO / NA )
21.	Poultry Farming	( YES / NO / NA )
22.	Rabbit Rearing	( YES / NO / NA )
23.	Fish Rearing	( YES / NO / NA )
24.	Cloth Weaving	( YES / NO / NA )
25.	Toy Making	<input checked="" type="checkbox"/> (YES / NO / NA)
26.	Basket Making	( YES / NO / NA )
27.	Artificial Flower Making	<input checked="" type="checkbox"/> (YES / NO / NA)
28.	Envelope Making	<input checked="" type="checkbox"/> (YES / NO / NA)
29.	Book Binding	<input checked="" type="checkbox"/> (YES / NO / NA)
30.	Fibre Work	( YES / NO / NA )
31.	Carpentry	( YES / NO / NA )

*A. B. Singh*  
 Manager 28/11/15  
 Lutheran Girls' Hostel  
 Govindpur (Ranchi)

*R. Kholbragade*  
 29/11/15  
 WARDEN  
 Lutheran Girls Hostel-  
 Govindpur

## WORK EXPERIENCE PROGRAMME

(Continued ..)

32. Welding	( YES / NO / NA )
33. Plumbing	( YES / NO / NA )
34. Electrical Work	( YES / NO / NA )
35. Palmyrah Leaves Work	( YES / NO / NA )
36.	( YES / NO / NA )
37.	( YES / NO / NA )
38.	( YES / NO / NA )
39.	( YES / NO / NA )

## COMMUNITY OUTREACH PROGRAMME

(MINIMUM TWO)

1. Adopt a village/slum	( YES / NO / NA )
1.1. Survey/visit by children	<input checked="" type="checkbox"/> ( YES / NO / NA )
1.2. Planning/listing activities and methods	( YES / NO / NA )
1.3. Participation in Community Activities	<input checked="" type="checkbox"/> ( YES / NO / NA )
2. Visit to hospitals, Old age Homes	<input checked="" type="checkbox"/> ( YES / NO / NA )
3. Programmes to improve/save the environment	( YES / NO / NA )
4. Literacy Campaign	( YES / NO / NA )
5. Street Plays	( YES / NO / NA )
6. Tree Plantation	<input checked="" type="checkbox"/> ( YES / NO / NA )
7.	( YES / NO / NA )
8.	( YES / NO / NA )
9.	( YES / NO / NA )
10.	( YES / NO / NA )

*[Signature]*  
 Manager 28/11/97  
 Lutheran Girls' Hostel  
 Govindpur (Rauchi)

R. Khobragade  
 29.11.97.  
 WARDEN  
 Lutheran Girls Hostel  
 Govindpur

# Lutheran Girls' Hostel Govindpur

( Home No. 1824 )

P. O. Govindpur Dist Ranchi, India

Memo No.36/97

Date.....22 / 11 / .....1997.

To,

The Director

H C D I

Nagpur - 440001.

Subject - Submission of Receipts & Payments Accounts for the Month of  
October 97 Home No. 1824.

Respected Sir,

Herewith we are submitting the Receipts & Payments Accounts  
for the Month of October 97 of our Project No. 1824.

Hence you are requested to find the same for the needful.

Thanking you.

Yours Sincerely

*R. Khebragade*

*22.11.97*

WARDEN

Lutheran Girls Hostel

Govindpur

- Copy to - 1. The General Secretary, C.C.O. Ranchi for information.  
2. The Head Accountant, C.C.O. Ranchi for information.  
3. The Rt. Bishop, D.C.O. Kadma, Khunti for information.  
4. One copy office file.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE MONTH OF OCTOBER-97

NAME OF THE PROJECT : LUTHERAN GIRLS HOSTEL PLACE : GOVINDPUR ✓

PROJECT NO. : 1824

SANCTION QUOTA : 75

NO. OF CHILDREN : KNH NOR. 55 KNH EXT. 03 CF NOR. 16 CFEXT. 01 NATIONAL - OTHERS 18 TOTAL 93

PARTICULARS	Foreign Contribution Account			Local Contribution Account			TOTAL FOR THE MONTH (4+7)	BUDGET FOR THE YEAR
	Upto the Month	For the Month	Total (2+3)	Upto the Month	For the Month	Total (5+6)		
1	2	3	4	5	6	7	8	9
<b>INCOME</b>								
FOSTERSHIP GRANTS								
Normal	214500.00	—	214500.00				214500.00	1129000.00
Extended	17400.00	—	17400.00				17400.00	38400.00
Central	61750.00	—	61750.00				61750.00	124800.00
National								
Christmas Gift								22500.00
Joy Account								
Earmarked (Special Gift)								
Building Grant								
Child Care Facility Grant								28252.00
Other Grant/Special Gift	9367.37	—	9367.37				9367.37	—
<b>SUB TOTAL :</b>	<b>303017.37</b>	<b>—</b>	<b>303017.37</b>				<b>303017.37</b>	<b>642952.00</b>

PARTICULARS	Foreign Contribution Account			Local Contribution Account			TOTAL FOR THE MONTH (4+7)	BUDGET FOR THE YEAR
	Upto the Month	For the Month	Total (2+3)	Upto the Month	For the Month	Total (5+6)		
1	2	3	4	5	6	7	8	9
DONATION AND CONTRIBUTION GENERAL DONATION :								
Church/Diocese/Management								2000.00
Government Grants								
Others				8625.00	2650.00	11275.00	11275.00	15000.00
OTHER CAPITAL AND EARMARKED DONATION:								
Church/Diocese/Management								
Government Grants								
Others								
SUB TOTAL :				8625.00	2650.00	11275.00	11275.00	17000.00
OTHER INCOME INTEREST :								
On Fixed Deposit								
On Saving Bank Account								1000.00
FEES COLLECTION :								
From KNH Children				5875.00	675.00	6550.00	6550.00	22500.00
From Non-KNH Children				-	1400.00	1400.00	1400.00	
OTHER SOURCES :								
Garden/Agriculture				1374.00	305.00	1679.00	1679.00	4000.00
Sale of Material								
Miscellaneous								
Others								
SUB TOTAL :				7249.00	2380.00	9629.00	9629.00	27500.00
<b>TOTAL RECEIPTS :</b>	<b>303017.37</b>	<b>-</b>	<b>303017.37</b>	<b>15874.00</b>	<b>5030.00</b>	<b>20904.00</b>	<b>323921.37</b>	<b>687452.00</b>

PARTICULARS	Foreign Contribution Account			Local Contribution Account			TOTAL FOR THE MONTH (4+7)	BUDGET FOR THE YEAR
	Upto the Month	For the Month	Total (2+3)	Upto the Month	For the Month	Total (5+6)		
1	2	3	4	5	6	7	8	9
<b>EXPENDITURE</b>								
<b>CHILD CARE :</b>								
Food	111406.50	8047.00	119453.50	9532.25	2412.00	11944.25	131397.75	253825.00
Food Cont. (Gas and Fuel)	30204.00	-	30204.00	-	-	-	30204.00	25000.00
Clothing and Uniform	9164.00	1441.00	10605.00	-	-	-	10605.00	25000.00
Bedding and Linen	-	-	-	-	-	-	-	-
Soap, Oil and Sanitation Items	857.00	-	857.00	198.00	-	198.00	1055.00	3000.00
Medicine and Medical Aid	5071.66	486.03	5557.69	-	-	-	5557.69	12000.00
School Fees, Books & Stat..	13608.40	-	13608.40	-	-	-	13608.40	25000.00
Tuition and Tutor's Hon.	2250.00	300.00	2550.00	-	-	-	2550.00	6000.00
Teaching Aid	-	-	-	-	-	-	-	2000.00
Library Expenses	1504.00	281.00	1785.00	64.50	-	64.50	1849.50	5000.00
Kitchen Utensils (Petty Item)	3789.00	-	3789.00	112.00	-	112.00	3901.00	3000.00
Recreational /Extra Curricular Activities	394.00	2696.00	3090.00	-	-	-	3090.00	4000.00
Games Material	-	825.50	825.50	-	-	-	825.50	5000.00
Travel for Children	1334.00	-	1334.00	-	-	-	1334.00	3000.00
Picnic and Excursion	3500.00	2040.00	5540.00	-	-	-	5540.00	23000.00
Vocational Guidance	500.00	935.00	1435.00	-	-	-	1435.00	3000.00
Work Experience /craft material	1899.00	131.00	2030.00	433.97	-	433.97	2463.97	4000.00
Community Outreach Prog.								5000.00
Parent's Day Celebration								5000.00
Health Programme	250.00	-	250.00	-	-	-	250.00	5000.00
Miscellaneous	2468.80	-	2468.80	520.00	-	520.00	2988.80	4000.00
<b>SUB TOTAL :</b>	<b>188200.36</b>	<b>17182.53</b>	<b>205382.89</b>	<b>10860.72</b>	<b>2412.00</b>	<b>13272.72</b>	<b>218655.61</b>	<b>420825.00</b>

PARTICULARS	Foreign Contribution Account			Local Contribution Account			TOTAL FOR THE MONTH (4+7)	BUDGET FOR THE YEAR
	Upto the Month	For the Month	Total (2+3)	Upto the Month	For the Month	Total (5+6)		
1	2	3	4	5	6	7	8	9
<b>PERSONNEL:</b>								
Salaries/Wages	57355.00	11825.00	69180.00	3250.00	650.00	3900.00	73080.00	149700.00
Contribution to P.F.	11720.00	590.00	5310.00	—	—	—	5310.00	7080.00
Medical Subsidy	513.41	—	513.41	—	—	—	513.41	3000.00
Staff Training	643.00	—	643.00	—	—	—	643.00	—
Miscellaneous	300.00	—	300.00	—	—	—	300.00	1700.00
<b>SUB TOTAL:</b>	<b>63531.41</b>	<b>12415.00</b>	<b>75946.41</b>	<b>3250.00</b>	<b>650.00</b>	<b>3900.00</b>	<b>79846.41</b>	<b>161480.00</b>
<b>RUNNING COST AND ADMINISTRATION</b>								
Stationary	764.00	242.00	1006.00	259.61	—	259.61	1265.61	5000.00
Postage	861.00	157.00	1018.00	—	—	—	1018.00	2000.00
Office Expenses	—	—	—	—	—	—	—	1500.00
Telephone	37.64	40.28	77.92	—	—	—	77.92	—
Bank Charges	609.37	—	609.37	—	—	—	609.37	2000.00
Audit Fees	600.00	—	600.00	600.00	—	600.00	1200.00	3000.00
Audit Expenses	—	—	—	—	—	—	—	1500.00
Water	—	—	—	—	—	—	—	—
Electricity Charges	9815.84	1451.25	11267.09	98.12	—	98.12	11365.21	10000.00
Travel & Transportation	11648.50	481.00	5129.50	580.00	—	580.00	5709.50	7000.00
Liaison Officer	—	—	—	—	—	—	—	1800.00
Furnishing	—	—	—	—	—	—	—	—
Hospitality Expenses	—	—	—	—	—	—	—	—
Miscellaneous	1235.00	—	1235.00	32.00	492.00	524.00	1759.00	2000.00
<b>SUB TOTAL:</b>	<b>18571.35</b>	<b>2371.53</b>	<b>20942.88</b>	<b>1569.78</b>	<b>492.00</b>	<b>2061.73</b>	<b>23004.61</b>	<b>35800.00</b>

PARTICULARS	Foreign Contribution Account			Local Contribution Account			TOTAL FOR THE MONTH (4+7)	BUDGET FOR THE YEAR
	Upto the Month	For the Month	Total (2+3)	Upto the Month	For the Month	Total (5+6)		
1	2	3	4	5	6	7	8	9
REPAIR AND MAINTENANCE :								
To Building	10'378.39	-	10'378.39	-	-	-	10'378.39	10'000.00
To Vehicle, if any	1097.00	129.00	1226.00	30.00	-	30.00	1'256.00	4'000.00
To Equipment								
To Furniture	795.20	-	795.20	-	-	-	795.20	2'000.00
Electrical Repairs	80.00	-	80.00	-	-	-	80.00	1'500.00
Garden/Agricultural Expenses	1'030.00	-	1'030.00	158.00	160.00	318.00	1'348.00	5'000.00
SUB TOTAL :	13'380.59	129.00	13'509.59	188.00	160.00	348.00	13'857.59	22'500.00
EARMARKED AND CAPITAL EXPENDITURE								
Christmas Gift								22'500.00
Joy Account								
Earmarked (Special Gift)	9'367.37	-	9'367.37	-	-	-	9'367.37	-
Extended Fostership Expenses	7'750.00	-	7'750.00	-	-	-	7'750.00	38'400.00
CAPITAL EXPENDITURE :								
Musical Instruments								
Office Equipments								
Furniture								
Vehicle								
Building								
Major Kitchen Utensils								
Library Books								
Others (Specify)								28'252.00
SUB TOTAL :	17'117.37	-	17'117.37	-	-	-	17'117.37	89'152.00
TOTAL PAYMENTS :	300'801.08	32'098.06	332'899.14	15868.45	3'714.00	19'582.45	352'481.59	729'757.00

## SUMMARY

DETAILS	FOREIGN CONTRIBUTION ACCOUNT	LOCAL CONTRIBUTION ACCOUNT	TOTAL
OPENING BALANCE ON 01/04/1997			
CASH	11774.72	276.20	12050.92
BANK	31685.46	50.00	31735.46
<b>SUB TOTAL</b>	43460.18	326.20	43786.38
TOTAL RECEIPTS	303017.37	20904.00	323921.37
<b>GRAND TOTAL</b>	346477.55	21230.20	367707.75
PAYMENTS	332899.14	19582.45	352481.59
CLOSING BALANCE FOR THE MONTH			
CASH	2120.45	1597.75	3718.20
BANK	11457.96	50.00	11507.96
<b>GRAND TOTAL</b>	346477.55	21230.20	367707.75

**NOTES :**

1. Receipt and Payment Account should be submitted by 15<sup>th</sup> of following month.
2. Number of children furnished in the statement should be according to the Attendance Register maintained in the project.

*WE CERTIFY THAT THE DETAILS FURNISHED ABOVE ARE TRUE AND ARE IN AGREEMENT WITH THE BOOKS OF ACCOUNT AND RECORDS MAINTAINED AT THE PROJECT.*

DATE : 22/11/97

PLACE : GCVINDPUR

R. Kheboragade  
PROJECT INCHARGE  
(Signature with Seal)

**WARDEN**  
Lutheran Girls Hostel  
Gevindpur

PROJECT NO. : 1824 NAME OF THE PROJECT : Lutheran Girls Hostel Govindpur

(1) DETAILS OF IDENTITY SHEETS

Details of Children Approved in the month of \_\_\_\_\_

Sr. No.	Name of the Child	Registration Number		Date of Approval
		Project No.	Child No.	
1.	NIL			
2.				
3.				
4.				
5.				
6.				

(2) DETAILS OF LEAVING FORMS

Details of Children Left and Leaving Forms raised in the month of \_\_\_\_\_

Sr. No.	Name of the Child	Registration Number		Date of Leaving
		Project No.	Child No.	
1.	NIL			
2.				
3.				
4.				
5.				
6.				

NOTES :

1. Receipt and Payment Account should be submitted by 15<sup>th</sup> of following month.
2. Number of children furnished in the statement should be according to the Attendance Register maintained in the project.

WE CERTIFY THAT THE DETAILS FURNISHED ABOVE ARE TRUE AND ARE IN AGREEMENT WITH THE BOOKS OF ACCOUNT AND RECORDS MAINTAINED AT THE PROJECT.

DATE : 22/11/97

PLACE : Govindpur

R. Khobragade  
PROJECT INCHARGE  
(Signature with Seal)

WARDEN  
Lutheran Girls Hostel  
Govindpur

**Lutheran Girls' Hostel Govindpur**

( Home No. 1824 )

P. O. Govindpur Dist Ranchi, India

*Seen*  
*R. Khobragade*  
Memo No. 37/97

Date..... 22 / 11 / 19 97.

To,

The Director

H.C.D.I.

Nagpur - 440001.

**Subject - Child Care facilities Your Ref . S.B.M/Js LTR 97/71 dated 13/11/97.**

Respected Sir,

With reference to your above mentioned letter, I am here with enclosing two Quotations for Water Pump with Diesel Machine for this Home.

I am also enclosing an extract from the minutes of our Management Committee (meeting of urgent) dated 22/11/97 regarding purchase of the above mentioned Pump.

I am thanking you very much for the approval of the proposal of Rickshaw and Godrej Storewell.

Thanking you.

- Enclo - 1. Two Quotations for purchase of a Diesel Water Pump.  
2. An Extract from the minutes of the M.C. dated 22/11/97.

Yours Sincerely

*R. Khobragade*

22/11/97

WARDEN

Lutheran Girls Hostel  
Govindpur

- Copy to - 1. The General Secretary, C.C.O. Ranchi for information.  
2. The Rt. Bishop, D.C.O. Kadma, Khunti for information.  
3. One Copy office file.

# Lutheran Girls' Hostel Govindpur

( Home No. 1824 )

P. O. Govindpur Dist Ranchi, India

Memo No.37/97

Date.....22 / 11 / 19 97.

To,

The Director

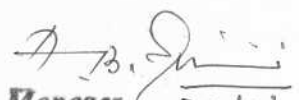
H. C. D .I.

Nagpur - 440001.

**Subject - An Extract from the Minutes of Lutheran Girls Hostel Govindpur Managing Committee urgent meeting held on 22/11/97 to consider purchase of a water pump with Diesel machine.**

**Agenda - Item No. 3 - Water Pump for the Home -**

The Director's letter SBM/js / LTR 97/71 dated 13/11/97 was read for consideration of purchasing a Water Pump with Diesel Machine as a child care facility. The committee considered and resolved to accept the proposal of the Director to purchase a Water Pump with Diesel Machine and send quotation for its purchase.

  
Manager ( 22/11/97 )  
Lutheran Girls' Hostel  
Govindpur (Ranchi)

Manager  
Lutheran Girls Hostel Govindpur.

Yours Sincerely,  
R. Khobragade  
22.11.97  
WARDEN

Lutheran Girls Hostel  
Govindpur  
Warden Cum Secretary  
Lutheran Girls Hostel  
Govindpur.

- Copy to - 1. The General Secretary, C.C.O. Ranchi for information.  
2. The Rt. Bishop, D.C.O. Kadma, Khunti for information.  
3. One Copy office file.

# INDUSTRIAL TOOLS AGENCY

Engineers, Contractors, Agents, Stockists & General Order Suppliers

Authorised Dealers : NEUTRON Electric Tools, MAXFLOW H.S.C. VT Centrifugal Multi stage & VT Pump Superking Gen Set  
 Dealers in : Garage Tools, Water/Air Hose Pipes, Cutting Tools, ENFIELD/HONDA/KIRLOSKER Pump & Gen Set

Dr. FATAULLAH ROAD, RANCHI - 834001

OUR REF : 249/92

QUOTATION - CUM - PROFORMA INVOICE

DATE : 13/8/97

L. C. H.  
 Coorindbar

YOUR ENQUIRY/TENDER No.

Only Quotation

DATE

DUE ON

PARTICULARS	Quantity	Unit	Rate	Amount	
				Rs.	P.
① Kirlosker Light Duty Water cooled 5HP. Diesel Engine on two wheel trolley with 2.5 ton. Delby, Suchi heavy duty foot valve, etc.			Each nos.	15500/-	
12 nos. Mild steel submersible pump 100% Agst Delby Validity 30 days.					

Sales Tax extra as applicable.

Delivery subject to force majeure clause.

For INDUSTRIAL TOOLS AGENCY



Success

Kirloskar  
Generating sets, Motors,  
Pumps, Diesel Engines,  
Welding Generators & Spares  
Wasp  
Deepwell Ejecto.  
Submersible,  
Washing  
Chemical & Domestic  
Pumps  
Larsen & Tou bro  
Contactors, Starters,  
Mccb's switchfuse Units,  
Aircircuit Breakers,  
Single Phasing Preventors  
Timers, HRC fuses.

# GANPATRAI SANTULAL

Main road Ranchi 834 001



*Luthiran girls Hostel  
Govindpur*

Our Reference **GS/HQ/1 216**

Date *22/7/97*

Dear Sirs,

We thank you for your valued Enquiry No. .... and have pleasure in submitting our quotation as under :

Item No.	Quantity	DESCRIPTION	PRICE		
			Rs.	P.	Per
1)		KIRLOSKAR make Diesel engine 1500 RPM, air cooled GHP type TAF1 directly coupled with WASP make HN 75 pump (w/o any accessories)			
					28200.00 each set
					+ GST @ 8%
					+ FT @ 10%

**TERMS & CONDITION**

Yours Faithfully  
For **GANPATRAI SANTULAL**

- Prices : Ex our Godown Ranchi
- Sales Tax : Includes/Extra as applicable
- Delivery : *Rs. 2500 each.*
- Payment : 100% against performs Invoice
- General : For disputes if any, the offer is subject to Ranchi Jurisdiction. For 100% damages if any. Our responsibility ceases on delivering the consignment to the carriers.

Validity : 30 days Subject to price variation clause.

PVC : Prices ruling at the time of delivery will be Charged.



**AUTHORISED DISTRIBUTORS :**

- KIRLOSKAR ELECTRIC CO. LTD. : Motors, Transformers, Generators, Welding Generators.
- KIRLOSKAR OIL ENGINES LTD. : Engines, Generators, Pumps & Spares.
- KIRLOSKAR BROTHERS LTD. : Industrial & Agricultural Monoblocks Pump & Spares.