

10
JW
11-9-38
23
G. E. L. MISSION PRESS,

RANCHI.

Date 2 - 9 - 1938.

To

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

Dear Sir,

With reference to ~~xxx~~ the 2nd para of your letter No.260/38 dated 24.8.38. I enclose here- the Press employees general feeling about undertaking to print the Electoral Roll. Kindly issue a notice as suggested by me in my letter dated 19-8-38.

Received the salary bill and withdrawal form for Rs.799/6/9 duly signed by you.

Yours faithfully,

H. Chandra
Manager.

नोटिस

जी. ई. एल. मिशन प्रेस कर्मचारियों के लिये।

रांची डिस्ट्रिक्ट बोर्ड का इलेक्टोरल रोल का छपाई करनेवाला नवंबर महीना से आरम्भ करने को उहाराया गया है और माइ नवंबर से दिसम्बर या जनवरी में खतम करना है। इस प्रेस को प्रतिदिन १० या १२ पृष्ठ के हिसाब से काम देने की मंजूरी हुई है। अगर उहारे हिसाब से अधिक कर सके तो और भी दिया जा सकता है। चूंकि इस दरमियान में बड़े दिन की छुट्टी पड़ता है मैं सेक्रेटरी को लिखा कि वही (छुट्टी के) दिन हमारे लिये उस काम को अधिक करने के दिन होंगे अगर वे उन दिनों में काम किया जाय। फिर इन तीन या चार महीनों में जितने सनिश्चर पड़ते हैं उन दिनों में काम का आरम्भ ७ बजे के बदले ९ बजे से होवे कि हर एक कर्मचारी को खाना पीना का सुभीता हो और बिना किसी प्रकार के रोकटोक के लगातार दूसरा वखत तक काम किया जा सके।

चिट्ठी के पत्रोत्तर में सेक्रेटरी की चिट्ठी नम्बर २६४/३८ तारीख २४/८/३८ का सारांश ऐसा है " मैं इस काम को करने में कर्मचारियों का साधारण इच्छा जानना चाहता हूँ। काम करना उनका आदत है। छुट्टी के दिनों को त्यागकर सब कोई ऊपरी समय काम करने को मुस्तैद हो जावें। इस होड़बजी के समय अधिक और फुलीला काम करना भविष्य में अधिकारियों से और काम पाने का कारण ठहरेगा। कर्मचारियों का साधारण मनसा जानने पर छुट्टी के दिनों में इलेक्टोरल रोल छापने के सम्बन्ध में मैनेजर के परामर्श पर छापने के काम कामकर्ताओं के लिये एक नोटिस निकाला जायगा।

M. P. S.
Kanpur.
26-8-38

The undersigned should like to know the general feeling of the employees about the undertaking. All the employees must co-operate together as it is to their benefit that the work is undertaken. All of them must be prepared to forgo their holidays and must do extra work. The G. E. L. Mission Press employees must remember that at this time of competition in the market they must prove that they are able to better and quicker work. For it is for them a test to get more works in future from the local authorities. On hearing the general feeling of the employees, a notice will be issued to all the employees on the line suggested by the Manager regarding the printing of the electoral rolls during the holidays also.

Sh. D. M. Panna
Secretary, Board of Trustees
24-8-38.

महाशय,

बजरिये नोटिस बोर्ड ओफ ट्रस्टीज के सेक्रेटरी को
चिट्ठी ता: २४-८-३८ के मोताबिक जो ई एल मिशन
के कर्मचारियों को प्रेस मैनेजर को ओर से नोटिस
ता: २६-८-३८ को पाया:- कि डिस्ट्रिक्ट बोर्ड के इलेक्ट्रोल
रोल काम के बारे प्रेस के कर्मचारियों को इच्छा
मालूम करना ।

(१) आप के नोटिस मोताबिक हम लोग प्रतिदिन
आठ घंटा काम को कोइर-कुही समय पर ऊपर काम
इलेक्ट्रोल रोल के वास्ते और अन्य समय पर भी काम
करने को मुस्तैद हैं ।

(२) बडे दिन की कुही में प्रति घंटा छूराये हुए
दर के अनुसार मिलने पर हम प्रेस के कर्मचारों
काम करने को मानसा प्रकट करते हैं ।

(३) पहला और दूसरा नम्बर के मंजूरी होने पर
जो कि शनिवार को ७ बजे से काम आरम्भ होने के
बदले ६ बजे से इलेक्ट्रोल रोल के काम होने तक काम
करने को इच्छा प्रकट करते हैं ।

Boas Topko

आपके विनित सेवक
प्रेस कर्मचारियों

M. H. Tanna
S. Kujar 31.8.38.
M. Lakra

St. Minge
Elias Tigo

Manneri Lakra
Bhowna
Mijer

Prabhu Sahay Bank.

Dan Topko

Eliyas Tigo
Theodor Kujar
P. Mijer
Santosh Ekka
J. B. Dey

Manik Das Topko

J. Kapi
J. Gwan Lakra

Theodore Topko.
M. B. Bhatnagar
Johannes Topko

260/38 .

24. 8 . 1938 .

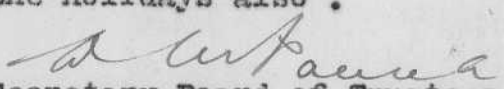
Purulia .

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

Subject:- The printing of Electoral rolls of the Ranchi District Board .

With reference to his letter No. nol dated the 19th instant on the above subject , the Manager is informed that the work undertaken by the Press must be performed at any cost within the time promised .

The undersigned should like to know the general feeling of the employees about the undertaking . All the employees must co-operate together as it is to their benefit that the work is undertaken . All of them must be prepared to forego their holidays and must do extra work . The G. E. L. Mission Press employees must remember that at this time of competition in the market they must prove that they are able to better and quicker work . For it is for them a test to get more works in future from the local authorities . On hearing the general feeling of the employees , a notice will be issued to all the employees on the line suggested by the Manager regarding the printing of the electoral rolls during the holidays also .


Secretary, Board of Trustees .

24.8.1938 - 24/8

258/38

24th August '38.

Purulia .

To,

The Manager ,
THE G. E. L. MISSION PRESS,
Ranchi .

Subject:- Salesman Suleman Tirki's " Gum gaya" money .

With reference to his letter dated the 22nd instant the Manager is informed that the salesman had taken one month's time to pay up his dues to the Press .He has not paid them on or before the 20th instant as stipulated by him and has sent a fresh application to extend the time of payment till the 10th September 1938. So a further time is allowed to the salesman to pay all his dues to the Press on or before the 10th September 1938 .

sd. D. N. Panna
Secretary, Board of Trustees .
24/8/38

Memo No. 259/38 .

Purulia, the 24th August 1938 .

Copy forwarded to Salesman Suleman Tirki , G. E. L. Mission Press , Ranchi . He is warned that if he fails to pay up the defalcated money by the 10th September 1938 , he will be dismissed from the Press and his Provident Fund money will be confiscated

sd. D. N. Panna
Secretary, Board of Trustees
24/8/38

23
G. E. L. MISSION PRESS,

RANCHI.

Date 22 - 8 - 1938.

To

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

Dear Sir,

With reference to your order dated 30-6-38 (Suleman Tirkey will pay up all the "Gum gaya" money immediately or he will be dismissed and the loss of this Press will be recovered from his Provident Fund money.) on the statement of "Gum gaya" amount, the book-seller filed a petition for extension of time to be paid the "Gum gaya" money in full. I remember that the time was up to the 20th August '38 which is now expired and he did not pay any amount towards the account.

Yours faithfully,

McPhee
Manager.

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G. E. L. MISSION PRESS
RANCHI.

PRINTERS IN ENGLISH,
HINDI & BENGALI.

Estd. 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 19th August, 1938.

To

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

Dear Sir,

The Deputy Commissioner and Sub Divisional Officer had been to our Press to enquire the number of pages of Electoral Roll we could print per day if order be placed with us and the period of time within which the work be complied is 3 months only (October to December, 1938).

During the months we will have to work hard. The number of working days is 78 only including Saturday (full) and 5 days of Xmas holidays from 27 to 31st. December '38. Besides if necessary extra hours will be engaged and the employees be paid for, but in case, some one will deny to work on holidays, specially on Xmas holidays, a circular in the signature of Secretary may kindly be issued that during 1938 Xmas holidays none of the Press employees leave their destination without informing the Manager and the required persons should not fail to come in their duties except in case of illness, and the opening time of Saturdays' be changed to 9 a.m. ^{instead of 7 a.m.} in order to enable us to work whole day without having care of food of the day.

The matter of undertaking the printing of the Electoral Roll was discussed between Rev. M. Kerschis and the aforesaid officers in the Press Office. We have promised to do 12 pages per day.

P. T. O.

G. E. L. MISSION PRESS

RANCHI.

PUBLISHERS, BOOK
BINDERS & STATIONERS.

PRINTERS IN ENGLISH
HINDI & BENGALI.

Dated the 15th August, 1938

To

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

Some certain characters, signs and figures of the Nagri type
to be used are needed and for which already enquiry had been made.

When reply is received I will let you know the cost.

Our Press to enquire the number of pages of Electoral Roll we could
print per day if order be placed with us and the period of time
within which the work be completed is 3 months only (October to Dec-
Your faithfully,

(1938)
Manager.

the months we will have to work hard. The number of
working days is 78 only including Saturday (full) and 5 days of Xmas
holidays from 27 to 31st December '38. Besides if necessary extra
hours will be engaged and the employees be paid for, but in case, some
one will deny to work on holidays, specially on Xmas holidays, a cir-
lar in the signature of Secretary may kindly be issued that during
1938 Xmas holidays none of the Press employees leave their destinations
without informing the Manager and the required persons should not fail
to come in their duties except in case of illness, and the opening time
of Saturdays, be changed to 9 a.m. in order to enable us to work
whole day without having care of food of the day.
The matter of undertaking the printing of the Electoral Roll
was discussed between Rev. M. Karanika and the aforesaid officers in
the Press Office. We have promised to do 12 pages per day.

P. T. O.

23
G. E. L. MISSION PRESS,

RANCHI.

Date 1 - 8 - 1938.

To

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

Sir,

Some times before the opening of more printing Presses at Ranchi was reported. Now the Press is suffering because there is keen competition and at the same time trade depreciations and this Press establishment expense is increasing year by year but the earning is gradually decreasing which is apparent by its monthly and annual returns. And, in my experience I do not expect good days soon, therefore I put this to the Board to decide.

I beg to remain,

sir,

Yours faithfully,

W. C. C. C.
Manager.

The C. C. C. C. Bank withdrawal
for Rs. 799/14/9 is duly
received.
✓

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

The undersigned begs to enquire why Press bills for sums below Rs.5/- appear in the Arrear list . Is it not printed in the Rules that no credit should be allowed for sums below Rs.5/- except in the case of approved customers ?

The collection of old bills is unsatisfactory . The Manager will please report if any bills over Rs.100/- signed by the Secretary and sent to him (Manager) has been realised .

Purulia,
The 24th July 1938 .


Secretary ,Board of Trustees ,
G.E.L.Church Property . 24/7/38

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

He is informed that Babu Junas Tirkey , Head Compositor , has sent in a petition dated 18.7.1938 , to the Secretary of the Board of Trustees in which he has appealed against the order of the Manager for realising Rs.20/- from the Head Compositor for the loss sustained by the Press for printing a Jashpur State form wrongly .

The Executive of the Board of Trustees has appointed the Rev.M. Kerschis , to enquire into the matter about the responsibility for the loss and to report to the Board of Trustees .

Purulia ,
The 24th July 1938 .

Devi Sankar
Secretary , Board of Trustees ,
G.E.L. Church Property . 24.7.38

To,

Babu Yunas Tirkey , Head Compositor , G.E.L.M. Press, Ranchi .

He is informed that the Executive of the Board of Trustees have appointed the Rev. M. Keshanbis, one of the members of the Board of Trustees to enquire into the matter of his petition dated 18.7. 38 and for fixing the responsibility for the loss of printing a Jashpur State form wrongly .

Purulia,

The 24th July 1938 .


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

Rev. M.Kerschis ,

Ranchi .

The petition of Babu Yunas Tirkey , Head Compositor of the G.E.L.Mission Press , Ranchi , is forwarded to him for favour of an enquiry and report .

The petition is dated 18.7.1938 and relates to the order of the Press Manager by which Yunas Babu has been asked to pay Rs.20/- for causing loss to the Press by getting certain Jashpur State form printed wrongly .

An enquiry is needed for fixing the responsibility for the printing of the form wrongly .

Purulia ,
The 24th July 1938 .


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

24.7 38

23
G. E. L. MISSION PRESS,

RANCHI.

Date. 7 - 7 - 1938.

To

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

Dear Sir,

We have forwarded an Arji Patr from
B/ Suleman Tirkey, Book-seller. There he prayed
for 1½ months time to make payment of the
"Gum gaya" amounts.

Regarding his behaviour specially with
the children I am often reported and against
his personal feeling with the customers. Also
I am complained by a gentleman that when the
two stationery stock (Ordinary foolscap ~~and~~ and
ruled foolscap papers, mostly used by the school
boys and girls were sold out he instead of
asking for more said "how many stock I will
Manage".

Under the circumstances I suggest while
considering his Arji this also may be consi-
dered.

Yours faithfully,

M. S. M.
Manager.

forwarded
9/7

23

सेवा करी. दूसरी बोर्ड को पास-

गजों पर-

माहान-मेनेजर जी. २. एल-मिशन-प्रेस रांची को

महाराज-^{१८}२१ तारिख में मुमा-को-नोटिस-मिला-गया-मुलमान-विरोधी-मुमा-हुका-

संप्रदाय-तुलना-करेगा-अथवा-आमने-डिस-मिस-गया-अथवा-महाराज-में-तुलना

संप्रदाय-करे-नहीं-सकता-हूँ-सो-माह-गिरा-१॥ महीना-अथवा-तुलना-अथवा-

२० दि: वन-वा-समय-दे-जिसे-इ-वने-दिनों-में-मीर-में-में-मह-संप्रदाय-करे-जिसे-

यदि-इ-वने-दिनों-में-मीर-संप्रदाय-करे-नहीं-दिता-तो-आप-माह-गिरा-दे-जो-

अथवा-समय-माह-ली-जिसे

आप-माह-गिरा-

मुलमान-विरोधी-रांची

२-६-२२

True Copy.

Dated, the 1st July, 1938.
2nd

To

Babu Suleman Tirkey,
Book-seller G.E.L.M.Press,
Book-Depot, Ranchi.

Secretary Mr.D.M.Panna,apni chithi tarik 5-6-38 men tadarup kiye the ki Book-depot ka kitna rupya gum ho gaya. Aur Press ki chithi tarik 22-6-38 ke nisbat likhte hain ki " Suleman Tirkey will pay up all the "Gum gaya" money immediately or he will be dismissed and the loss of the Press will be recovered from his Provident Fund money".

Memo

Forwarded for information and immediate payment.

Sd/ M.C.Ekka,
Manager,
G.E.L.M.Press,
Ranchi.
2-7-38.

purulia (Manbhum)

~~11th May 1938~~
157/38

11th May 1938 .

To ,

The Manager ,

G. E. L. Mission Press ,

Ranchi .

Dear Sir,

The Municipal taxes for the 4th quarter ending
31st March 1938 amounting to Rs.11/6/3 are due from the
Press .

Please pay the dues and oblige .

Yours faithfully ,

W. L. S. 38

Secretary, Board of Trustees.
G. E. L. Church Property,
Chotanagpur & Assam.

To, The Secretary,
Board of Trustees,
G. E. L. Church,
Cholanagpur and Assam.
Dated, Ranchi the 27th April 1938.

Dear Sir,

With due respect and humble submission I beg to inform you that on the request made by a number of people I have compiled 215 hymns and songs sung by the Chotanagpuri Christians in both Hindi and Garhwari. They are mostly used by the Bhajan parties during festivals and other social occasions chiefly at the marriages with and without instruments. The purpose of the compilation is manifold but the chief of them are:—(1) Preservation of what we have inherited from our forefathers and (2) keeping the youngmen and women from getting lost in the unseemly songs which are fast spreading in the Country.

As I cannot pay the Bill from the Press, I request you to kindly allow printing and until I sell sufficient number of books to clear the Bill such number of books as will meet the cost of the Bill, be kept back in the Press. The price of the book will approximately come to 1/6 each.

If you can give me some better suggestion I shall gladly accept it.

Yours faithfully
Christ Michael Tigi
Luth. Church Compound
Hospital Lane
Ranchi

No 171/38.

Manager, S. E. L. Mission Press

Ranchi.

20/5/38

Please report:-

(1) Whether the printing charges for the Mundari Newa Phajan have been realized from Elias Purte.

(2) Whether the printing charges for "Hiti ke rachchase" have been realized by sale of the book by Rev. Jilo Tigi.

(3) Whether the printing charges for the basic Alphabet have been realized from Mr. Ranka.

Please examine the Hindi and Jawari Phajans collected by Balen Michael Tigi and let me know if the books can be sold quickly.

W. M. Ranka
20/5/38.

Secretary, G-E-L. Mission Press.

Sir,

In reply to your questions overleaf I am to report that —

(1) The printing charges of Hundari Naua Bhajan have already been paid up.

(2) Two-third of the printing charges of the book have been required by sale of the book. One-third is still due.

(3) No.

Since after receiving your queries we had a discussion on the subject with Mr. Tiga for an hour or so and he was advised that if he could supply the required papers the work of printing and binding can be undertaken provided the re-printing of O.T. & N.T. History books are no way suspended.

Mac
10/6.

Purulia .

100./38 .

9th April 1938 .

Babu Suleman Tirkey ,
Book Seller , G.E.L.M. Press ,
Ranchi .

Jab main 26win March 1938 ko Ranchi gaya tha aur Press ka kam dekhne gaya to malum huwa ki V.P. ka bahut rupaiya jo press men aya tha so tum ne le liya tha Postman se aur kya jane kahan rakha tha jo gum ho gaya .

Is chitthi ke jariye se kaiphiyat manga jata hai :-

- 1 . Kitna rupaiya Postman se paya tha jo gum ho gaya ?
2. Kitna din gum ho gaya ?
3. Wajah dikhlao ki kahe ko yah sab V.P. ka rupaiya tum se ada nahin kiya jayga .

Is ka jabab jaldi ana chahiye .

B. L. S. A. S. S. S. S.
Secretary, Board of Trustees ,
Purulia .
9/4/38 .

Purulia (Manbhum).

72/38

the 21st March 1938.

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

Rev. M. Kerschis has left with me your reports ~~the~~:-

- (1) Yunas Tirkey, Head Compositor
- (2) Suleman Tirkey, Book-seller

I have received also the list of arrear bills
in triplicate.

I am going to Ranchi on 24.3.38 and on 25th and
26th I shall inspect the Press and look into the
working of the Press as far as possible.

W. L. Kerschis
Secretary,
G.E.L. Mission Press.

21-3-38

Recd file 17.3.38

G. E. L. MISSION PRESS

RANCHI.

Estd: 1845

PRINTERS IN ENGLISH,
HINDI & BENGALI.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 16th March, 1938.

To

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

Dear Sir,

In continuation to my letter dated 12-3-38 and your No.389/37 of 21-12-37. When a list of unpaid bills for the years 1931 - 1937 is prepared to give statement of all the arrear bills and finding lots of unpaid book-depot bills both credit sales and V.P. The book-seller was called for explanation. And the two explanations (marked I & II) given by him are sent to you. The list shows that a total sum of Rs.425/7/- of book-depot bills only is outstanding and out of which the V.P. bills only of the months of January to July and November to December 1937 amounts to Rs.166/-. Besides the V.P. bills there are many credit bills lying unpaid. The list shows that since 1932 the book-seller has supplied books to ~~the~~ un-authorized persons neither realised the bills nor put them to me. Here I name three unauthorised persons only, if you wish you can write and hear from them whether they have paid their bills or not :-

1. Rev. J.J.P.Tiga while at Lohardaga got books of Rs.54/3/6 during 1936 & 1937.
2. Augustin Tiga, Darutoli, Gumla " " " Rs.24/11/3 during 1937.
3. Ilaka Chairman, Govindpur Ilaka, Govindpur " " Rs.17/10/- Do.

Or if informations of all unpaid ~~unpaid~~ credit bills are needed, I would let you know after corresponding with the debtors.

I conclude the book-seller might have embezzled daily cash sales also and this may be the reason of his keeping in complicated accounts.

A sum of Rs.378/3/11 is at his credit in the P.F.account but out of which Rs.62/- is with him as loan.

Now I am not sending a copy of list of unpaid bills as I had expected to get payment of some of the book-depot bills from the book-seller and then to take fresh copies.

Since late Mr. N.Mali a special arrear bills collector did not submit his report and the Voucher book I gave to him and Mr.M.Kerschis who asked to try to realize the arrear bills did not take up the work of attempting to collect the arrear bills is suspended. After more copies of the list of unpaid bills is taken I intend to send Kushalmay Ekka our bill collector and as far as possible try myself to realize them. And after we try and put down our remarks, as answer regarding the arrear bills will be sent to you.

Since July - September 1937 only small jobs which were not much paying were received and hence the monthly earnings were less than the

P.T.O.

RANCH.

PRINTED IN ENGLISH.
HINDI & BENGALI.

Plotted the 1st March, 1933.

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

the expenditure. I always pay attention to monthly earnings and do not want to increase expense and also try to do my best to not to work for less than Rs.1,000/- every month. But sorry my assistants do not understand the circumstance and heed to it.

Yours faithfully,

W. J. M. M.
Manager

G. E. L. MISSION PRESS,

RANCHI.

Date.....12.....3.....1938.

To

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

Dear Sir,

I wished to submit the statement in reply to the 3rd para of your letter No.389/37 dated 21-12-37 but delaying a little more. As an explanation has been called from ~~B/S.Tirkey~~ B/ S.Tirkey, Book-seller for unpaid bills, most of them are V.P. bills of January to December 1937, and the explanation was given is quite opposit and vague. He is again asked to explain properly.

Regarding Rev. M.Kerschis, at this moment I am to say that by his correspondence with you, you will please imagine how much interest he is taking in the Press Matters.

Yours faithfully,


Manager.

G. E. L. MISSION PRESS,

RANCHI.

Date 24 - 2 - 1938.

To

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

Dear Sir,

With reference to the 2nd para of your letter No.45/38 dated 19.2.38. I am arranging in the C.N Bank to deposit Rs.200/- from the daily collection instead of transferring from C.C.C.C.Bank.

Yours faithfully,


Manager.

ABSTRACT OF RECEIPT AND EXPENDITURE OF THE G.E.L.MISSION
PRESS, RANCHI FOR THE YEAR 1937.

	<u>Receipt.</u>	<u>Expenditure.</u>
1. Printing	Rs. 10,705--9-9	Rs. 142-11--0
2. Binding	" 102-15-9	" 95--5--0
3. Book Dept	" 2,034--0-0	" 286--0--0
4. Advance	" 225--9-0	
5. Cash Sale of books ..	" 496--6-6	
6. Paper A/C	" 211-14-3	" 3,849--1--0
7. Stationery		" 184--9--6
8. Miscellaneous	12--7-9	" 271--5--9
9. Postage		" 522-14--3
10. Salary		" 8,906--8--6
11. Press contribution to P.F.		" 416-13--0
12. Bad Debt	" 180--0-0	
13. Cash & Adjustment ...	" 16,682--8-2	" 15,895-13-11
14. Municipal Tax		" 45--9--0
15. White Washing		" 15--7--0
16. Repairing		" 66--1--9
17. Refund A/C	" 8--0-0	
18. C.N. Bank A/C	" 1,035-13-8	" 977--3--5
19. C.C.C.C. Bank A/C	" 13,656-15-6	" 14,293--9--3
Total	Rs. 45,352--4-4	Rs. 45,969--0--5
 Opening & Closing Cr. Balance		
	2,247--9-6	Rs. 1,630-13-5
	Rs. 47,599-13-10	Rs. 47,599-13-10.

M. S. Ma
Manager,
G. E. L. M. Press,
Ranchi.
28/2.

Sd/-
22/2/38

45/38

19.2.1938 .

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

Dear Manager ,

I am returning the report about Junas Tirkey to you . Kindly give it to the Rev.M.Kerschis for an enquiry and report . It is certainly not adviseable to retain old and feeble man as Headman when on account of his physical infirmities he is unable to discharge his duties properly . Whether Junas Tirkey is unable to discharge his duties or not can well be certified to by the local member of the Board of Trustees. On Mr.Kerschis's report action will be taken by the Executive.

2. The balance at credit in the Chotanagpur Bank has fallen very low . So take steps to transfer Rs.500/- from the C.C. C.C. Bank to the Chotanagpur Bank .

3. An annual account of the Press will be useful to the Board of Trustees. So please let me have an annual account of the Press for the year 1937 at an early date .

Yours sincerely ,

S. M. Panna
19.2.38

G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,
HINDI & BENGALI.

RANCHI.

Est'd 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 16th February 1938 .

To

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

Dear Sir,

Re- the resolution of the Executive of the Board of Trustees dated the 4th & 5th June, 1937 No.5(1), I request that under the circumstances below an employee may be retained in his post on recommendation of the Managing staff only.

Two years before Babu Junas Tirkey Head Compositor, completed (the service) of sixty years and when in the Executive meeting of 4th and 5th June 37 the question of his retirement was raised, the period he has subscribed in the P.F. was only considered and he was allowed to work as long as he can. I am not against the decision of the Executive but beg to shew the fact that at first B/ Junas Tirkey had refused to take the duty of Hd. man but when ordered to resign and vacate the place, he kept quiet. So long he has rendered his duties by the assistance of a senior compositor and myself. I myself have done most of his works as well as my own. Because, since after he was taken as Head man of this Press, many times I wanted and said him to act so as to render the full duties of Head man himself. But instead of my repeated saying and whenever I desired to give him some certain burden he took some of the composition works handed over to him and sat aside on the verandah or outside the room doing the same for whole day and sometimes even more and know nothing about the other workers. During such occasions I often found the workers sitting idle, dawdling or talking.

P.T.O.

Dated the 14th February 1938

And always said to not to engage himself all day in a composition work but to see, care and make the workers to work. But the act of his working has proved himself to be unable to serve any more. More over it has been known that he can not read and understand English Mss. and therefore, my work as well as the Clerk's work is always disturbed.

In these days I find him more dull. And it has been ~~XXXXX~~ observed that due to his old age, long service, home anxieties and mental weakness many of the composition and printing works remain pending for a long time and by this way the work of correspondence is enhanced.

I would like he may be ordered to retire from the 1st March, 1938 and a young man be taken in his place who can render the full duties of Head man and thus reduce our burden.

Yours faithfully,

M. K. Sharma
Manager.

*Forwarded to, Rev. Mr. Kerschner, Ranchi,
with the request that he will kindly require
and report to the Executive of the Ranchi
of Ranchi. He will also in consultation with
the Manager report as to the suitable man in
the Press who can be appointed as Head
man in place of Juan Tiley.*

M. K. Sharma
19.2.38

प्रेस मैनेजर के रिपोर्ट के ऊपर ट्रायबोर्ड
के निकल हमारा प्रती है कि वे सब कर्मचारियों
से एक एक करके पूछा जाय कि वे किसको
नलायक और किसको नलायक समझते हैं।
बगर सब कर्मचारी हमको नलायक ही समझते-
हों तो ऐसे हालत में मैं झुड़ी पाने योग्य हूँ।

कारण जिससे मैनेजर हमको ^{नलायक} रिपोर्ट दिया-
कहीं ले एक प्रजेन्ट काम आया-या, हमने उसको
और समय में नहीं बनवाने सका जिसके कारण
मैनेजर से एक दो बातें हो गईं। इसी बात के ऊपर
मैनेजर हमको नलायक कह के रिपोर्ट दिया।
मेरे न कर सकने का कारण यह नहीं कि मुझमें
शक्ति नहीं है पर यह है मेरे लिखे पत्रों में टैरियल
मौजूद नहीं है। हम कैसे उसको बनवायें, क्योंकि
सब टैरियल फंसा हुआ था- और अभी भी
हालत उस का तब ही है। टैरियल भी कैसे
जमा होगा- जब की मैनेजर थोड़ा थोड़ा छपवाकर
छुड़ा देता है जिस कारण फवमा स्टैंडिंग रहता-
है जिस में ले टैरियल निकालना- बनता ही
नहीं। ऐसे अनुभवों कारण आधा छप कर रखे
गये हैं। ऐसे हालतों में टैरियल के बारे में कहने
ले मैनेजर से जबाब मिलता है कि तुम्हारे लिखे
दुनिया का चीज ला दें क्या? इसमें जोर मैं न कर

कर्म-चारी का कर सकते हैं। फिर १९३६ का
 काम अभी तक वैसाही रखा हुआ है। ऐ से
 और और-बातें भी हैं जो यहां दर्शाये नहीं जा
 रहे हैं। अगर ऐसाही हालत प्रागे चलते रहेगा
 तो निश्चय है कि प्रेस बन्द हो जायगा। इसलिये
 मेरा प्रार्थना है कि प्राप मेम्बरों को कर के देखें
 और कर्म-चारियों से कुछ वाद कर लीजिये कि
 हम दो में से कौन कैसे हैं। पर हम कर्म-चारियों
 का कहना है कि मेनेजर ही रुद्ध प्रार्थने नलायक
 हैं। अगर प्राप मेम्बरानों को विश्वास न हो तो
 मीटिंग में हर एक कर्म-चारी को बुला के पूछ
 सकते हैं। अगर मेनेजर के रिपोर्ट के मुताबिक
 हमको नलायक ही समझ कर छुटी देने चाहते
 हैं तो मेरा और कर्म-चारियों का कहना है कि
 मेनेजर भी नलायक है इसलिये उसको भी छुटी
 देना चाहिये और उसके जगह में कोई लायक
 प्रादमी भरती दिया जाय जिस से प्रेस का काम
 ठीक तरह से चले।

प्राप का आशाकारी

युनस सिक्की

ता० २५-२-३२

23
G. E. L. MISSION PRESS,

RANCHI.

Date..... 21 - 1 - 1938.

To

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

Dear Sir,

Perhaps you remember that some days before the Post Master objected to receive any M.O. or V.P. money order without affixing seal. After that the peons were ordered to not to give Money Order or V.P. etc. to any other than the payee. And they are strictly observing the order.

Formerly all the V.P. M.O. were received by the book-seller and in my absence M.O. were received by the clerk. Now whenever I remain out of Office the M.O. or V.P. is not paid to any one. It is essential to authorise either the Clerk, Book-seller or a member of the Board of Trustees at Ranchi and an authority letter may kindly be sent to the Post Master, Ranchi.

Yours faithfully,

P.T.O.
W. C. M. S.
Manager.

30.1.38

C. E. L. MISSION PRESS
Dear Mr. Kersch,

What do you suggest
in the matter of authorization to
receive M.O. and V.P.P. etc.
The person to whom they are
addressed is primarily responsible
to receive them. In his absence
the Secy or Clerk in charge may
receive them only for the person
to whom they are addressed, e.g.
the Clerk, Sukhdas Kujur, can receive
them "for the Manager, G.E.D. Mission
Dera, Ranchi"; but in that case
there must be a seal of the
Dera. The Manager should have
one rubber seal "Manager
G.E.D. Mission Dera
Ranchi"
for the Dera, which should
be used.

Yours sincerely

I recommend D. Dutta
to act according to the
above proposal.

U. Kersch
17. 3. 38.

चौधरी जयश्रीराम, बुकसेलर,

लोन्नर बाजार, रांची।

CH. JAISHRI-RAM, BOOK-SELLER, RANCHI.

पुस्तकें, मनिहारी के सामान, मुद्रा, मोती, गिल्ट के जेवर, अंगुठी,
तथा स्टेशनरी के थोक बेचने वाले।

न० 58.

ता: 27.12.37

To D. M. Panna esq. B.A.
Secretary to the Board of Trustees
G. E. L. Church Property, Ranchi
Purulia

Sir,

As the sale of books of the new year will ~~not~~ ^{not} begin ^{not} very late, I want to settle the rate of commission on G. E. L. M. publications. Last year too, I enquired of it because it was much less, not sufficient. From your letter no. 35/37 of 18.2.37, I got this information from you that the matter will be considered.

But till now I have got no information. Please consider the matter and let me know of it.

Returned in original.

yours faithfully

The rate of commission can be settled by me from Purulia. It is the manager who can settle it and ask for my sanction. The Press can not allow commission at less than 10%.

W. M. Panna, 1.1.38

G. E. L. MISSION PRESS,

RANCHI.

Date 15 - 1 - 1938.

To

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

Dear Sir,

With reference to the 2nd para of your letter dated 20-9-37, a boy Ranjan Ekka has been engaged temporarily from the month of October, 1937 in place of Xto Ghit Minj Daftari. He was taken for three months only which is now over and during the period his work ~~ix~~ was satisfactory. The boy has read up to M.E. standard. He may be taken as ^{an} apprentice in place of Xtochit Minj.

Yours faithfully,

Sanctioned

Meeka
Manager.

D. W. K. K. K.
15-1-38

Purulia (Manbhum)

389/37

the 21st Decr. 1937.

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

Dear Manager,

1. The Press Establishment Pay bill for December 1937 is returned back with the withdrawal form on the C.C.C.C. Bank duly passed for Rs 789/11/3.
2. The six loan applications with your recommendation for sanction are returned back with my sanction noted thereon and the terms on which the loans are to be granted. One loan application ~~is~~ refused is also returned back.
3. I am very sorry to see that the arrear bills are not cleared up. There must be something wrong somewhere. Further I find that the earnings of the Press are deteriorating since July last and it looks that the earnings of the Press will not be sufficient to meet the costs of the running of the Press. Please let me know if Rev. M. Kerschis is interesting himself in the Press and what amount of success has been achieved by him.
4. All the bills of R.G.Lall, Ranchi, have been returned back. The last bill for over Rs 1000/- was sent by me on Wednesday the 13th instant through my Assistant Treasurer. I sent five letter in one cover addressed to Rev. W. Radsick and one of them was meant for you. It contained the bill of R.G.Lall. Mr. Kerschis received

the cover from the Assistant Treasurer on 14.12.37 morning and he must have made it over to Mr. Radsick on that date. If Mr. Radsick be not at Ranchi, then the cover must be lying in his bungalow or it is with Mr. Kerschis. Please enquire and let me know at once.

In future if you send any paper bills etc, please do so in a duplicate challan form. One will be kept by me in my office here and the other will be returned back to you with my acknowledgment. This will obviate the chance of missing them.

Please acknowledge receipt of all the papers that are returned back by me to you in a post card letter.

Yours sincerely,

W. P. S. S. S.
Secretary, G. E. L. Mission Press,
Ranchi.

P.S.- The Post Office Savings Bank withdrawal form is returned back blank in the Col. amount to be withdrawn. Please let me know how much is withdrawn.

Secretary

1. Please sign & return early the enclosed withdrawal form on C.C.C.C. Bank for Rs. 789/11/3 only on a/c of salary for the month of December 1937.

Bank balal balance as on
in 17-12-37 — Rs. 2,745/5/6.

2. Six loan applications for your sanction & return.

Savings Bank withdrawal form is also sent herewith for your signature. The amount will be filled when the applications are sanctioned.

3. Monthly a/c of bills for Nov:37.
4. We have sent two bills on 12/37 and one bill of R. G. Lal on 11/12/37. ~~who~~ are not returned back.

Sh
17/12

Secretary

Sending herewith a salary
bill for the month of November '37
with a savings Bank withdrawal
from C. C. C. C. Bank for your
order of payment.

C. C. C. C. Bank balance

as on 25-11-37 — Rs. 2,835/15/3.

Sh
26/11

Secretary

- (1) Please sign and return the two withdrawal forms on C.C.C.C. Bank. one for the salary of October '37 & the other for Petty cash expense.

Bank balance as on the 27-10-37 — Rs. 3,041-12-3.

- (2) Types account.
(3) A loan application for your sanction & return.

Sh
28/10/37

- (14) Please issue one cheque for Rs. 21/12/- only.

C.N. Bank balance is
Rs. 194/14/5.

Sh
28/10.

Purulia (Manbhum).

329/37

the 1st Novr. 1937.

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

Dear Manager,

One Patras Ekka, Colporteur, Kinkel, P.O. Kinkel, Ranchi, wants to sell the following books printed at the Press within the Kinkel Ilaka on commission:-

- 1.- Sakshi bani (paper and cloth bindings)
- 2.- Catechism
- 3.- Mukhyasthal
- 4.- Durang Puthi
- 5.- Bhajan Durang Puthi
- 6.- Kurukh Dandi
- 7.- Aradhana (Oraon and Mundari)
- 8.- Nayaniam Itihas
- 9.- Purana niyam Itihas
- 10.- Cheta Catechism ka tika
- 11.- Mandarpan.

I think there should be no objection to have a book seller at Kinkel. Please let Patras Ekka know the rates of commission and condition of the sale and negotiation for despatch of books etc and their costs etc may be made by you to him direct. In this matter you may write to Patras Ekka through the Rev.M. Shiebe, Kinkel.

Yours sincerely,

Sd/- D. M. Panna.

No.330/37.

Copy of the above to Babu Patras Ekka, Colporteur, Kinkel, P.O. Kinkel, District Ranchi, who will correspond on the matter of terms of sale etc with the Manager, G.E.L. Mission Press Ranchi.

D. M. Panna
Secretary, G. E. L. Mission Press,
Ranchi. 1/11/37

T Y P E S A C C O U N T .

Receipt.

1. Received on 16-4-36Rs.1500/-.

2. By cost of old types from
Baroda Type Foundry,
Calcutta " 197/7/-.

Rs.1697/7/-.

3. The over expense of small sum
has been met from the Petty
Cash a/c Rs. -/4/9

Total Rs.1697/11/9

Expenditure.

1. Tp Hindi TypesRs.773--5-3

2. " English " ... " 803--1-6

3. " Spaces & Quads..." 113--9-0

4. " Blocks " 7-12-0

Rs. 1697-11-9

Total Rs.1697/11/9

*File
to envelope
29.10.37*

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

27-10-37

Secretary

Please issue one cheque
for Rs. 135/7/- only.

C. N. Bank balance - Rs. 313/13/5.

Sending a copy of monthly
a/c of bills for the month
of September 1937.

Sk
13/10/37.

Purulia (Manbhum).

Purulia, the 7th
September, 1937.

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

Dear Manager,

The Board of Trustees at their last meeting at Purulia held on 4 and 5th October 1937 decided to request Rev. M. Kerschis to look after the following matters relating to the Press:-

- 1.- Collection of arrear bills,
- 2.- Press work done on credit, and
- 3.- Printing of books required by the G.E.L. Church.

Please show this letter to him and let me know when he will begin his work.

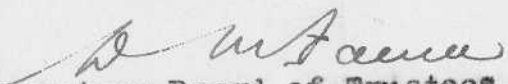
Yours Sincerely,

Sd/- D.M.Panna.

No. 299/37.

Purulia, the 7th October, 1937.

Copy to the Rev. M. Kerschis, Ranchi with the request that he will kindly examine these three matters and find out the defects and suggest means to improve the work of the Press.


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

Board of Trustees:—

/37

/37 • 20th Sept 1937 •

Dear Manager ,

In his place ,please take an apprentice . If you can not manage with the permanent staff,then only you take an outsider temporarily .If there is release from the pressure of work in the Book binding department ,then discharge the temporary man .

Yours faithfully ,

De Kruine

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

Secretary

Please sign & return
the withdrawal form
for Rs. 195/4/6.

C.C.C.C. Bank balance
is Rs. 3,369/15/-.

$\frac{86}{4/8}$

23
PRINTERS IN ENGLISH,
HINDI & BENGALI.

G. E. L. MISSION PRESS
RANCHI.

Estd. 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 2nd August, 1937.

To

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

Dear Sir,

I beg to acknowledge that the following have been received
by me :-

- (1) The withdrawal form on Xtian Central Bank for Rs. 791/5/6
on account of salary of this Press employees for the month
of July 1937.
- (2) Crossed Cheque Nos. 63462 & 63462 dated 31.7.37 for M/s J.B.
Advani & Co, Calcutta and B. & F. Bible Society, Calcutta
respectively.

Your order noted on the report of Rev. Radsick regarding coolie
Nottrott Tirkey has been received but you have not returned my
reports. I think all the papers should be attached together for
future reference.

Last Mahasabha Minutes of the G.E.L. Church is not completed.
There are three pages more to set in types. I will send you one copy
as soon as it is ready.

Yours faithfully,

H.C. Mha
Manager.

Secretary

(1) Please issue 2 cheques

C. N. Bank balance as on
22-7-37 Rs. 760/-12

(2) Please sign & return the
enclosed with drawnal form with
sel. bill for the month of July '37.

X-tion Bank balance as on
27-7-37 Rs. 3,999/14/6.

(3) A loan application for
your sanction.

(4) Reply regarding Municipal
Tax.

File 
28.7.37. 
28/7/37.

Return Bank with cheques
to cashier. 50.

G. E. L. MISSION PRESS,

RANCHI.

Date. 28 - 7 - 1937.

To

The Secretary,
Board of Trustees of the G.E.L.Church,
Ranchi.

Dear Sir,

In reply to your letter No.207/37 of the 23rd instant I beg to state that the Municipal tax for the 1st quarter of 1937 - 38 ending ~~ingx~~ the 31st June 1937 will be paid when the Petty Cash is drawn in the next week.

Yours faithfully,


Manager.

207/37

the 23rd July 1937.

Purulia (Manbhum).

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

Dear Sir,

I shall be obliged if your press pays up the Municipal taxes amounting to Rs 11-6-3 due from the Press for the 1st quarter of 1937-38 ending the 30th June 1937 at its earliest convenience.

Yours faithfully,

D. W. K. S.
22/7/37

Reply

23

10

To

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

The Secretary,
Board of Trustees,
Ranchi

Ranchi, 21st July 1937.

Ranchi, 15th July 1937.

Dear Manager,

Will you please let me
know how is Daflar Christ
Christ thing doing at present?
Is he a Press Provident
Fund subscriber? If so,
please take steps to pay
up his dues from the Provident
Fund.

Yours sincerely
D. M. Sharma

Sir,

In reply to your questions I beg
to state as follows —

1. Christochit Singh is not well. Hardly
he can sit. I don't think he can
resume soon.

2. Yes, he is a subscriber of the
Provident Fund.

3. His a/c in the P.F. is Rs. 23/8/1
Out of this Rs. 58/-, balance of
loan he has taken from the
P.F. plus interest accrued will
be realized if he could not
sum in his pocket.

He has got one and a half
months' sick leave with pay.
Further, no sick leave with pay
is due.

Yours truly
D. M. Sharma
Manager,

G. E. L. M. PRESS
RANCHI.

Secretary

- (1) Received the c/o. No. 63461
of 12-7-37 for Rs. 58/15/6 and
forwarded to M/s J. B. Advani
& Co., Calcutta.
- (2) Report of Headman. X

No 2. Returned
with notes.

File

Sh
14/7.

By
15/7/37

Seventh-day Adventist Mission

(Northeast India Union)

Bargain, Ranchi.

July 11th, 1937.

Mr. D.M. Panna, B.A.,
Dep. Magistrate & Dep. Collector,
Purulia.

Dear Sir,

I have received your letter of the 2nd July on the matter of the sale of the printing press material which we have here. I have talked the matter over with the mission superintendent who is agreeable to sell; but must first obtain sanction from his Committee. He has the item on the agenda for the next meeting. I will let you know in due course what the outcome is.

I am,

Yours truly,

F. J. Mainstone

FJM/ph.

Copy forwarded to the Manager, S.E.A. Mission Press, Ranchi, for information. He may make time on any day to go to Bargain, and see the things himself what materials may be purchased for the S.E.A. Mission Press and ascertain their price and send a report to me.

*O. A. Panna
Secretary, Board of Trustees
S.E.A. Church Property
Chitranagar, Ranchi
16.7.37*

~~10/11/37~~
Secretary

(1) Please issue one cheque.

C.N. Bank balance is
Rs. 178/9/8 only.

—x—
(2) Bills a/c for the month of
June '37.

(3) Monthly balance sheet
of books for June '37

Sh
9/7.

23

Secretary

Received the withdrawal
form of Rs. ^{791/5/-}~~468/3/6~~ on C.C.C.
C. Bank duly signed by you.

Sending herewith Ranagati
Lal's bill for Rs. 468/3/6
together with a withdrawal
form for payment.

Bank balance as on the 29th
instant Rs. 4,579/10/-

Sh
30/6.

G. E. L. MISSION PRESS,

RANCHI.

Date 30 - 6 - 1937.

To

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

Sir,

The Bank balance on C.N.Bank current account has come down to Rs.178/- only. And an order of about Rs.100/- is already placed with a Calcutta Paper Merchant. The Book-seller has submitted an indent of Rs.220/- or so of Biblical books from the Calcutta Bible Society. To pay the Calcutta bills by C.N.Bank cheques, I propose to draw a sum of Rs.500/- from the C.C.C.C.Bank Ltd. Ranchi and to deposit the same in the C.N.Bank. Please, therefore, make your signature on the withdrawal form enclosed with this and return at an early date.

Yours faithfully,


Manager.

27.6.27
Secretary

- (1) Salary bill for Rs. 791/8/- only with C.C.C.C. Bank withdrawal form for your signature & return.

Balance in the C.C.C.C. Bank as on 25-6/27 Rs. 4,453/14/9.

- (2) One loan application for sanction.

Sh
26/6

Compld and
returned
by

Secretary

Please sign + return the
enclosed withdrawal form

Balance in the C.C.C.C.

Bank as on 5-5-37.

Rs. 3,739/4/6

8k
7/5.

Secretary

Returning

Following are sent:—

1. Application of Soma Turkey
Printer.
2. Report on sick leave of
X to chit things.
3. Balance sheet of books
for the month of May 37.

Reply

18/6/37.

Orders passed on
my (and read the
papers are returned
in original.

Out of office
19.6.37

G. E. L. MISSION PRESS,

RANCHI.

Date 14 - 6 - 1937.

To

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

Dear Sir,

In reply to your letter dated the 10th June, 37. I received the two account forms showing the interest and deposited money on ~~cccc Bank~~ Bank sent to you. The interest on fixed deposited for the years 1935 & 1936 have been transfered in the current deposit account before your letter came to my hand. The interest on current deposit is always compounded at the close of every year. The Bank did not ask for the fixed deposit Pass book.

Yours faithfully,


Manager.

बोर्ड आफ ट्रस्टीज के सदस्यगणों के निकट जोईन्ट मिशन प्रेस कर्मचारियों की दीनतापूर्वक भर्जी।

मेनेजर साहब के जरिये।

महाशय गण,

हम प्रेस कर्मचारियों का हुजुर लोगों के निकट दीनतापूर्वक कई एक बातों का भर्जी कर आप लोगों के भागे बिचार के लिये पेश करते हैं, जिस्ते कि हम गरीब लोगों का भलाई हो और कि प्रेस की उन्नति दिनवदिन बढ़ता जावे।

(क) हम कर्मचारियों की भर्जी है कि हमारे इस प्रेस में कितने ही चीजों की घटी है जिससे समय पर काम निकालना बहुत ही मुश्किल होता है। जैसे कम्पोजिंग डिपार्टमेन्ट में टाईप की बहुत ही जरूरत है, जौभी बीते साल में अनेक प्रकार के टाईप मंगाये गये हैं सो भी केवल एक एक सेट हैं (टाईप थोड़े थोड़े हैं) जिनसे कि एक छोटा काम को छोड़ ज्यादा नहीं चल सकता है। और पहले कम्पोजिटरी को एक चीज अर्थात् (Goddkin) करेकसन के लिये जो कि निहायत ही जरूरत होती है मिलता था, पर कई वर्षों से उसका भी मिलना बन्द कर दिया गया है। ऐसा ही प्रेस के हर एक डिपार्टमेन्ट में कितनी ही आवश्यक चीजों की घटी हैं।

(रक) कोई भी साल के मिनिट फैसला में नहीं दिखलाया गया है कि प्रेस कर्मचारियों को बिमार होने पर मेडिकल सर्टिफिकेट देना होगा। पर अभी कोई दो आठ्ठाई वर्षों से यह एक नियम बन गया है, कि बिमार पड़ने पर मेडिकल सर्टिफिकेट देना पड़ता है; सो भी तीन दिन के बाद से अर्थात् चौथे दिन में मेडिकल सर्टिफिकेट दाखिल करना पड़ता है। और नहीं देने से जितना ~~दिन~~ दिन बीमार पड़ा हो उतने दिनों का तलब काट लिया जाता है, परन्तु देखिये, कि हम लोग बहुत ऐसे हैं जो अपने देशी जड़ी-बूटी से दवा बना कर व्यवहार करते और भारम होते हैं। क्योंकि अंग्रेजी दवा व्यवहार करने में आसमर्ध है। जब हम अंग्रेजी दवा व्यवहार नहीं करते तो मेडिकल सर्टिफिकेट कहां से ल सकते हैं। उसके लिये हमों को भलग २), ४) रुपया खर्च करना पड़ता है।

(ग) नियमावली में दिखाया गया है कि केजुअल छुट्टी वर्ष में केवल १० (दश) रोज की है। इस पर भी दरकार के समय दरखास्त पेश करने पर भी छुट्टी का रोकटोक किया जाता है, और यदि छुट्टी मिल भी जाती है पर दो, चार बात भी सुनने पड़ता है। यह छुट्टी तो बिशेष कर कर्मचारियों के दरकार पड़ने पर दिये जाने का है परन्तु मैं कैंफियत के साथ दरखास्त देने पर भी हमों को बोला जाता है कि इतना दिन तक छुट्टी क्या करोगे? और जितना दिन तक छुट्टी की दरकारी रहती है उसे धर दिया जाता है। इस हालत से कोई भी कर्मचारी जपना

केजुअल छुटी भदा नहीं कर सकता है। यदि कोई भी कर्मचारी का छुटी १० दिन से १ दिन ज्यादा हो जाता है तो उसका तलब में से पैसा काट लिया जाता है, पर यदि कोई कर्मचारी का केजुअल छुटी खतम नहीं हो रहता है उस हालत पर उसका न तो पैसा ही मिलता है, और न तो वह छुटी भागे साल में जोड़ा ही जाता है। और केजुअल छुटी पहले इस प्रेस कर्मचारियों के लिये १५ रोज का थी लेकिन अब तो केवल १० रोज का है। इसमें भी ईतवार का हिसाब उसी में होता है। जैसे कि यदि कोई कर्मचारी यहां से शनिवार को सोमवार के लिये दरखास्त पेश करे तो उसका छुटी ईतवार से हिसाब होता है ॥

(घ) बोर्ड आफ ट्रस्टीज के एक्जेक्यूटिव कमीटी की ता० ५-६-३० के फैसला न० ५ में फैसला किया गया है कि अच्छे और तेज कर्मचारियों का बिचार कर उनको उचित जगह दिया जायगा। परन्तु देखने में आता है कि अच्छे और तेज कर्मचारियों के योग्यता अनुसार कुछ भी बिचार नहीं हुआ है। अर्थात् पुराने कर्मचारियों के रहते पुराने कर्मचारी की जगह पर एक नये कर्मचारी को ऊपर जगह नहीं दिया जाना चाहिये। क्योंकि ट्रस्टीबोर्ड के फैसला मिनिट में कोई भी नियम में नहीं पाया जाता है ॥

(ङ) बोर्ड आफ ट्रस्टीज के ठहराये हुए नियम के अनुसार इस प्रेस के सब कर्मचारियों की हाजिरी नियमित अनुसार ६ बजे होती आ रही है। परन्तु कई वर्षों से देखा जा रहा है कि कितने कर्मचारियों की हाजिरी ठीक समय पर लिया जाता है और कितने कर्मचारियों की

हाजिरी १ घंटा १३ घंटा पीछे से लिया जाता है। और कि नियम में फैसला भी हुआ है कि यदि कोई कर्मचारी हाजिरी में ५ मिनट पीछे आवे तो एक आना जुर्माना लिया जायगा और यदि उसके बाद ज्यादा पीछे आवे तो फी ५ मिनट पर एक आना के दर से जुर्माना काटा जायगा। और बैसे ही नियम कितनों के लिये चालू भी है।

(च) और कि प्रेस तो ठीक ठहराये हुए समय पर खुलता है पर हमों को काम १० - ११ बजे मिलता है, इससे प्रेस की बहुत हानि होती है। अब देखिये हमों की हानि किस प्रकार से होती है। क्योंकि सब बड़े, छोटे लोगों को मालूम है कि जी० ई० एल० मिशन प्रेस, ६ (नव) बजे खुलता है जिससे ग्राहक लोग ठहराये हुए समय में आ जाते हैं और पहले तो मैनेजर साहब की खोज करते हैं, और पूछपाछ कर वापस लौट जाते हैं। आप लोगों को मालूम ही होगा कि लौटा हुआ ग्राहक शायद ही आता है, क्योंकि आजकल रांची में कितने ऐसे छापाखाना हैं जो कि उन्हें ठीक समय पर काम दे। इससे इस प्रेस की आमदनी में घटी होती है। और मालूम होता है कि यदि यह दिनबदिन होती रहेगी तो उमेद करते हैं कि यह प्रेस भागे को उन्नति नहीं कर सकेगी।

रांची
ता० २ जून १९३७

आप लोगों के आज्ञाधीन
कर्मचारी गरा

Bous Tappo

Santosh Muz

Thudore Tappo.

16. 10. 37

१६ को दित मी

(P.T.O.)

Prem Ekka

बुधय मित्र

William Ming

Goma ~~Rich~~ Triky

mangul Das

Elias Tiga

J. Ming

हनुम तिरु

मंगल मल मल

J. Turkey

C.M.K. Parki

M. Ghalkho

Reed

~~Reed~~

E. Tiga

M. Kulkra

Bhowa

Theodora

Santusho

J. Turkey

S. Kujar (ड + च पारा लो होइ कर)

only 25

38 in Roll excluded

5 temporary hands.

LIST OF OLD ARREAR BILLS OF THE G.E.L. MISSION PRESS,

RANCHI TO BE WRITTEN OFF.

S. No.	Name and address of customer.	Bill No. & date.	Amount.	
1.	Rev. B. Minj, G.E.L. Church	2207 Rs. 6--11-0		} To or after what is known as Church Council
		8-8-24		
		2236 "	1--4-0	
		30.8.24		
		2258 "	1--8-0	
		26.8.24		
		2562		
		19.12.24 "	1--8-0	
		2566 "	4-10-0	
		20.12.24		
X 2.	B/ Christanand Tiru, Ranchi	482 3--8-0		W.O.
		29.6.25		
3.	B/ Jagannath Prasad, Lohardaga	215 56-10-6		To be given Rev. J. T. J.
		27.4.25		
		330 2-10-0		
4.		27.4.25		
X	Rev. I. Ekka, Siromtoli, Ranchi	1095 2-13-0		X W.O.
		25-1-26		
		1323 0-13-6		X
		27-3-26		
X 5.	Mr. P. Hurad, G.E.L. Church	1488 10-12-0		W.O.
		26.5.26		
6.	Rev. B. Minj, Do	1582 16-14-0		
		8-7-26		
		1741 46-14-0		
		28-9-26		
		14 1--6-6		
		7-12-26		
		35 0-11-3		
		7-12-26		
		1626 38--2-0		
		3-2-26		
		1722 3-12-0		
		20-9-26		
X 7.	B/ Christanand Tiru, Ranchi	1902 1--4-0		W.O.
		11-12-26		
		1903 1--8-0		
		4-12-26		
8.	Rev. B. Minj, G.E.L. Church	10 4-10-3		
		27-11-26		
		202 40-14-0		
		2-5-27		
		404 22--0-0		
		12-8-27		
		721 0-12-0		
		23-12-27		
X 9.	B/ Gabriel Kujur, L.P. School G.E.L. Church, Ranchi	7 0-12-0		W.O.
		10-1-28		
		43 2-12-0		
		28.1.28		
		74 1--8-0		
		20-1-28		
X 10.	Mr. P. Hurad, G.E.L. Church	281 1--5-0		W.O.
		11.5.28		
X 11.	Rev. J. Lakra, Unnati Samaj, Ranchi	349 3--2-0		W.O.
		11-6-28		

Rd. 280-15-0 C.O.

B. F. Rs. 280-15-0

12. Mr. P. Hured, G.E.L. Church

8

Rs. 0--6-0

8-2-29

11

" 1--0-0

16-2-29

13. Gul Muhammad Khan, Ranchi

299

189--3-0

26.4.29

" 22--4-0

14. Rev. L. Bagraila, Jarakudar

168

" 5-13-0

4.4.30

Total Rs. 4.99-9-0

List of bills to be written off

which are no hope of realization.

1. Manohar Sahu, Ranchi

982

.....Rs. 3--2-0

4-5-32

2. North India Motor Works, Ranchi

817

..... 4--0-0

12.12.33

3. B/ Sachindra Chandra Dutt,

986

..... 1--4-0

Doranda

22.1.34

4. The International Publisher,

1579

..... 0-10-0

Ranchi

7.6.34

5. The Cawnpore Shoe Factory,

1898

..... 2--6-0

Ranchi

4.10.34

Rs. 11-6-0

Total Rs. 510-15-0

M. C. Saha

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

23/
Purulia (Manbhum.)

139/37

the 28th May 1937.

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

Dear Manager,

I am going on casual leave to Ranchi on the 2nd June and shall stay at Ranchi till the 8th. Within this period I shall inspect the Press. I hope to be able to dispose of the Press matters pending with the Board of Trustees within the week when I shall be at Ranchi.

Please get ready any matters that you want to be settled.

Yours Sincerely,

C.H. Hori.

For

**Secretary, Board of Trustees,
G. E. L. Church Property,
Chotanagpur & Assam.**

23/

132/37.

the 25th May 1937.

Purulia (Manbhum.)

M.C.Ekka, Esqr.,
Manager,
G.E.L.M. Press,
R a n c h i.

Dear Mr. Ekka,

Your P.C. dated 20/5/37.

The cheques Nos 63458 and 63459 for Rs 18/- and Rs 18/13/6 respectively, the bills for which were posted by you on 11.5.37 were returned back from here on 14.5.37 with many other papers such as application of Peon Kushalmay Ekka for fixing scale of pay, application of Nabin Kujur for increment and my letter regarding the old Press Workers.

Please let me know if you have received them. Most probably you might have mislaid them some where in the office.

Yours sincerely,

Wentworth
23/5



To

D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA

purulia.

/37.

13.5.1937 .

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

Dear Mr. Eeka,

I am returning back to you the application of Peon Kushalmay Eeka which is pending with me rather for pretty long time. It was more or less a great favour which the Board of Trustees and the Press showed to this peon when they appointed him in the Press . If this favour had not been shown ,his case would have been like those of late Mr. Gupta and his peon ,that is ,his work would have been elsewhere . It is a difficult matter for me to say that this peon's work has been eminently satisfactory . From the list of arrear Press bills I find that the collection of bills is not satisfactory at all . However the Board of Trustees will be prepared to grant an increment to the peon if they find collection of bills satisfactory and the income of the Press also sufficient to meet this increased demand . Will you be able to let me know the present income of the Press and its future prospect as far as it can be gauged ?

2. I am returning to you the two applications of Daud Toppo and Nabin Kujur also . From a distance it is difficult to know the real situation. I am sorry that owing to my official heavy and increased work it is not possible to avail of one or two days' holidays in a month and go to Ranchi . In fact at present I am required to do my touring work on public holidays ,and on three days in the month I am bound to be out .

3. The matter of employment of superannuated employees is also hanging from a long time . Messrs Kerschis and Radsick do not like to settle the matter without my presence and it is difficult for me to go to Ranchi . During the last Easter holidays I had been to Ranchi but the Press then observed holidays also and I could not see you or any other important employee of the Press . Sometime I think there ought to be a small committee at Ranchi which can be entrusted to report on matters like this for the final orders of the Board of Trustees . And sometime the thought comes that the present old men may continue in their work as long as they are not entirely incapacitated from work owing to their illness .

Yours sincerely ,

D. C. Paul

Secretary

- (1) Please sign + return the enclosed withdrawal form for Rs. 765/10/6 on a/c of salary for the month of April, 1937.

C.C.C.C. Bank balance Rs. 4,277/10/9 as on 26-4-37.

- (2) One loan application for your sanction.

- (3) Sanction to appoint two extra hands in the Binding department.

- (4) An application of David Lappe (Apprentice compositor).

sk
27/4.

23 /
G. E. L. MISSION PRESS,

RANCHI.

Date 13 - 3 - 1937.

To

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

Dear Sir,

I beg to report that an apprentice Compositor, B/ Daud Toppo is absent from the 2nd instant without any report. No one of this Press employees can tell what is his intention or where he is. During the last two years on account of illness, each year he was absent from work for more than two months. Though during the last two years his attendance was bad yet he is absent without any report. I conclude, else where he may have got an employment and therefore he may be discharged if he does not join or any report is received ^{from} ~~by~~ him untill the end of this month.

Yours faithfully,

M. S. S.
Manager.

G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,
HINDI & BENGALI.

RANCHI.

Estd 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 13th March, 1937.

To

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

Dear Sir,

Subject - A new Paper cutting Machine.

The paper cutting machine we have got is very old. It was twice broken and often any of its screws break. The two knives supplied with the machine are by the time out of service. And the third knife bought about 15 years ago (during the Secretary-ship of Mr. Cannaday) is expected to work for only a few years more. When this (third) knife become blunt and sent for sharpening the work of cutting is generally suspended for a week and some times even more. The machine is itself defective. Its important parts are worn out and so it does not cut at right angles.

Under the above circumstances if the old machine is not replaced by a new one hardly the works will be executed in time. A 30" or 32" new machine will approximately cost Rs.1000/- to Rs.1500/- according to quality

An enquiry letter is also being sent to J.D.& Co., Calcutta.

Yours faithfully,

M. S. Saha
Manager.

for 1930 to February 1937.

Year.	Total Amount of Bills.			Previously.			Amount realized.			Total.			Balance to be realized.			REMARKS.
							During the month.									
1930	13,008	14	9	13,003	1	9				13,003	1	9	5	13	"	List of unpaid bills for the month of December 1936.
1931	12,744	11	3	12,412	8	3				12,412	8	3	332	3	"	(1) Hill-view Hotel, Ranchi ⁵⁵² Rs. 4-8-0. 1-12-37
1932	12,539	4	9	12,468	6	3				12,468	6	3	70	14	6	(2) M/s K. N. Roy & Sons " ⁵⁶² " 19-8-0. 3-12-36
1933	13,149	14	6	12,955	1	3				12,955	1	3	194	13	3	(3) Mr. K. K. Biswas, Maya Mahal " ⁵⁶⁷ " 8-5-0. 3-12-36
1934	12,954	7	"	12,903	2	6				12,903	2	6	51	4	6	(4) M/s R. Ali & Son " ⁵⁸⁵ " 3-6-0. 8-12-36
1935	13,615	8	9	13,315	2	3	5	4	"	13,320	6	3	295	2	6	(5) M/s Moray & Co. " ⁵⁹² " 1-3-0. 10-12-36
1936	13,718	13	3	11,632	15	6	292	5	3	11,925	4	9	1,793	8	6	(6) The Offg. Principal G. H. S. " ⁶⁰⁴ " 1-6-0. 11-12-36
January '37	1,378	1	3	953	3	6	147	1	"	1,100	4	6	277	12	9	(7) The Editor G. B. Ranchi ⁶²⁰ " 52-15-0. 15-12-36
February	1,393	15	"				782	11	6	782	11	6	611	3	6	(8) The Calcutta Bakery " ⁶²⁴ " 13-0-0. 16-12-36
																(9) The Royal Shoe Fact " ⁶³⁷ " 2-8-0. 18-12-36
																(10) Mr. C. T. Panma, " ⁶³⁹ " 2-2-0. 18-12-36
																(11) M/s R. Ali & Son " ⁶⁴³ " 71-8-0. 21-12-36
																(12) The Adjutant C. N. Regt. " ⁶⁴⁷ " 20-0-0. 22-12-36
																(13) The Editor G. B. " ⁶⁵⁵ " 53-3-0. 22-12-36
																(14) M/s R. Ali & Son " ⁶⁶⁰ " 4-5-0. 23-12-36
																Total Rs. 257-13-0
	94,503	10	6	89,643	9	3	1,227	5	9	90,870	15	"	3,632	11	6	S. D. Khajur 9/3/37.

23

G.E.L.M. Press, Ranchi.
1-3-37.

Dear Sir,

Received the two with-drawal forms on C.C.
C.B. Bank for Rs. 761/6/- & Rs. 175/2/6 in due
course.

Yours faithfully,

M. A. Sharma
Manager.



D. M. Panna, Esqr.

Dy. Magistrate,

PURULIA.

Secretary

- (1) Salary bill for the month of February 1937 together with C.C.C.C. Bank withdrawal form for your signature & return.
- (2) P. C. for Petty cash a/c.

C.C.C.C. Bank balance Rs. 3,351/3/6
as on 23-2-37.

Sh
24/2

G.E.L.Mission Press, Ranchi.
24-2-37.

Dear Sir,

Came to know from Mr.Mali that the Petty Cash account for Rs.175/2/6 only sent to you on the 10th instant would be brought by Daud Babu in the last Saturday but as yet he has not returned back.

The Cash balance in my hand is nearly finished. Therefore, please arrange to send immediately.

Yours faithfully,

M. S. Sika
Manager

To

D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

23
G.E.L.Mission Press, Ranchi.
22-2-37.

Dear Sir,

I have received Rs.69/5/6 by cheque No.
63456 dated 19-2-37 for Messrs J.B.Advani & Co.,
Ltd., Calcutta.

Yours faithfully,

M. B. Guha
Manager.

To

23-11-37
3-AM
D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.



Secretary , Board of Trustees ,
Purulia , Manbhum .

Choudhury Jay Shri Ram , Book-seller ,
Lower Bazar , Ranchi .

Purulia, the 17th February 1937 .

Sir,

With reference to your letter No.30 dated 11.2.1937 on the subject of allowing commission on the books of the G.E.L. Mission Press , sold by you , it is not possible for me to say anything unless I hear from the Manager of the Press . So I am referring the matter to him and on hearing from him I shall let you know .

Yours faithfully ,


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

Secretary

sending the following: -

(1) A duplicate copy of application
of M/ Jumas Tirkey + Johan Mij.

(2) Petty cash a/c and a withdrawal
form for Rs. 175/2/6 on X'tian Central
Bank.

Bank balance Rs. 3,065/4/- as on
the 9th Feb: 37.

(3) Monthly return of books for
December '36.

(4) A list of Press employees with
a letter.

S/c
10/2.

RANCHI.

Dated the 9th February
1937.

To

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

Dear Sir,

When last year the executive of the Board of Trustees could not meet the under noted matters and the subject of retirement of several of the employees as you wrote in your letter No. 385/36 dated 23-10-36 are still pending. To enable you to consider the matters a list of the Press Employees showing their designation, age, monthly pay and P.F. a/c with my remarks is sent with this.

(1) Three of the workers (Nos 2, 30 and 36) have reached the age of 72, 73 and 68 respectively and are still in service. In the meeting of 30-5-36 the time limit of service was fixed 60 and 65 years only.

(2) No. 5 will reach the age of 65 years 2 months on 31-3-1937.

(3) No. 23 got wound on his right anklet and has become lame. He is unable to run the Treadle Printing Press he was working. He is expert in Line printing and hence I have taken him as a hand platen press printer and Line printer on half the pay he was getting. He is unable to stand for a long time and to do hard works, therefore, he may not be entitled to get any increment but his monthly salary be fixed and he be confirmed.

(4) No. 31 has not reached the age of 65 years, but has got Paralysis. The work of book-binding, he is entrusted to do is not done satisfactorily as quickly can be done by other men. He may be ordered to retire. If not his monthly salary should be reduced and a temporary hand be taken to assist him. No. 30 and 31 are the senior and oldest in the department however could not guide the apprentices and are quite unable to take responsibility of the forms etc supplied to them.

(5) The establishment expense is increased and it will be still more. Hence in all departments system of permanent and temporary as has been done in the composing department be made and the permanent men only be allowed to be member of P.F. At P.T.O.-

the opening of the P.F. great mistake was done. The coolies and peons except one (peon) should have been taken as temporary workers.

Since last year one more printing press has been started in the town and many of our customers have seized to patronize us.

Yours faithfully,

Sd/- M. C. Ekka.

Manager.

LIST OF EMPLOYEES WORKING IN THE G.E.L. MISSION, PRESS, RANCHI.

Serial Nos.	Name.	Designation	Age in December 1936.	Salary.	Whether P.F. subscriber or not.	Remarks.
			Yrs-Mths.			
1.	M.C.Ekka	Manager	43-8	60/-/-	Yes	Managing Staffs.
2.	Elias Purti	Reader	71-9	40/-/-	No	
3.	S.D.Kujur	Clerk	31-0	27/-/-	Yes	
4.	Suleman Tirkey	Book-Seller	57-7	21/-/-	"	
5.	Junas Tirkey	Hd. Compositor...	64-11	34/-/-	"	
6.	Manmasih Khalkho	Compositor...	60-0	26/-/-	"	Permanent Compositors. For the present these are enough.
7.	Suleman Kujur	"	39-2	27/8/-	"	
8.	Johan Kapi	"	42-8	25/-/-	"	
9.	Theodore Kujur	"	42-8	24/-/-	"	
10.	Albert Panna	"	35-11	24/-/-	"	
11.	Eliazar Tiga	"	38-8	21/-/-	"	
12.	Bhawa Minj	"	27-9	17/-/-	"	
13.	Jusaph Tirkey	"	32-6	16/4/-	"	
14.	Prabhusahay Bek	"	28-10	16/-/-	"	
15.	Santosh Ekka	Distributor ...	31-9	15/-/-	"	Do. Distributor. Required only one.
16.	Daud Toppo	App. Compositor..	24-1	15/-/-	Nil	
17.	Premchand Minj	"	24-10	15/-/-	"	Apprentice compositors. Out of these No.17 has been separated to do the work of distribution.
18.	Matias Lakra	"	23-10	15/-/-	"	
19.	Nabin Kujur	"	26-3	15/-/-	"	
20.	Keora Purti	"	22-10	12/-/-	"	
21.	Johan Minj	Printer	55-11	26/-/-	Yes	Printers Permanent.
22.	Prem Ekka	"	36-0	20/-/-	"	
23.	Soma Tirkey	"	35-0	17/-/-	"	
24.	William Minj	"	27-5	15/-/-	"	
25.	Nottrott Tirkey	Machine Cooly..	33-0	15/-/-	"	Coolies.
26.	Mansukh Lakra	"	52-0	14/8/-	"	
27.	Hanukh Tiga	"	32-8	13/8/-	"	
28.	Lucas Minj	"	33-0	14/8/-	"	

29.	Elias Tiga	Book binder	48-0	17/-/-	Yes	} Permanent Book Binders. One more needed.
30.	X.Ghit Minj	"	73-0	8/-/-	"	
31.	Boas Toppo	"	55-0	14/-/-	"	
32.	Santosh Minj	"	22-0	10/-/-	Nil	} Apprentice Do.
33.	Theodore Toppo	"	36-5	11/-/-	"	
34.	Mangaldas Bhutkunwar	"	21-5	11/-/-	"	
35.	Johaness Toppo	"	25-2	10/-/-	"	} Peons-One (No.38) only be taken in permanent staffs
36.	Manmasih Kerketta	Peon	68-0	9/-/-	Yes	
37.	Suleman Minj	"	56-0	12/8/-	Nil	
38.	Kushalmay Ekka	Peon & Bill Collec-tor...	42-9	15/-/-	Yes	} permanent staffs
39.	Samuel Gari	Paniwala	34-0	8/-/-	Nil	
40.	Masihdas Toppo	Composi-tor	- -	8/-/-		
41.	Johan Ekka	Distributor	- -	4/-/-		Do. distributor.
42.	Jiwan Lakra	Machine cooly	- -	-/3/-		per day. Do. machine cooly.

Sd/- M. C. Ekka.

9/2/37.

23
PRINTERS IN ENGLISH,
HINDI & BENGALI.

G. E. L. MISSION PRESS
RANCHI.

Estd. 1845

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 9th February 1937.

To

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

Dear Sir,

When last year the executive of the Board of Trustees could not meet, the under noted matters and the subject of retirement of several of the employees as you wrote in your letter No.385/36 dated 23-10-36 are still pending. To enable you to consider the matters a list of the Press employees showing their designation, age, monthly pay and P.F.a/c with my remarks is sent with this.

(1) Three of the workers (Nos. 2, 30 & 36) have reached the age of 72, 73 & 68 respectively and are still in service. In the meeting of 30-5-36 the time limit of service was fixed 60 and 65 years only.

(2) No.5 will reach the age of 65 years 2 months on 31-3-1937.

(3) No. 23 got wound on his right anklet and has become lame. He is unable to run the Treadle Printing Press he was working. He is expert in Line printing and hence I have taken him as a hand platen press printer and Line printer on half the pay he was getting. He is unable to stand for a long time and to do hard works, therefore, he may not be entitled to get any increment but his monthly salary be fixed and he be confirmed.

(4) No.31 has not reached the age of 65 years, but has got Paralysis. The work of book-binding, he is entrusted to do is not done satisfactorily as quickly can be done by others/ men. He may be ordered to retire. If not his monthly salary should be reduced and a temporary hand be taken to assist him. No.30 & 31 are the senior and oldest in

in the department however could not guide the apprentices and are quite unable to take responsibility of the forms etc supplied to them.

(5) The establishment expense is increased and it will be still more. Hence in all departments system of permanent and temporary as has been done in the composing department be made ^{and} the permanent men only be allowed to be member of P.F. At the opening of the P.F. great mistake was done. The coolies and peons except one (peon) should have been taken as temporary workers.

Since last year one more printing press has been started in the town and many of our customers have seized to patronize us.

Yours faithfully,

M. C. S. S. S.
Manager.

List of employees working in the G. E. L. Mission Press, Ranchi

S. Nos.	Name	Designation	Age in December 1936.	Salary	Whether P.F. subscriber or not.	Remarks.
1	M. C. Ekka	Manager	43 yrs. 8 months.	60/-	yes.	Managing staffs.
2	E. Puri	Reader	71 - 9 "	40/-	no.	
3.	S. D. Kujur	clerk	31 yrs.	27/-	yes.	
4	Suleman Turkey	Book-seller	57 yrs 7 months.	21/-	"	
5	Jumas Turkey	Hd. Compositor	64 " 11 "	34/-	"	Permanent Compositors. For the present there are enough.
6	Manmohar Khalkho	Compositor	60 "	26/-	"	
7	Suleman Kujur	"	39 " 2 "	27/8/-	"	
8.	Johan Kapi	"	42 " 8 "	25/-	"	
9	Theodore Kujur	"	42 " 8 "	24/-	"	
10	Albert Panna	"	35 " 11 "	24/-	"	
11.	Eliagar Liza	"	38 " 8 "	21/-	"	
12.	Bhaua Ming	"	27 " 9 "	17/-	"	
13.	Jusaph Turkey	"	32 " 6 "	16/4/-	"	
14	Prabhunahay Bek	"	28 " 10 "	16/-	"	
15	Santosh Ekka	Distributor	31 " 9 "	15/-	"	Do Distributor. Required anyone.
16	Dand Toppo	App. Compositor	24 " 1 "	15/-	nil	Apprentice compositors. Out of these no. 17 has been separated to do the work of distribution.
17	Premchand Ming	"	24 " 10 "	15/-	nil	
18	Matias Lukra	"	23 " 10 "	15/-	nil	
19	Nabin Kujur	"	26 - 3 "	15/-	nil	

20	Keora Purbi	"	22 " 10 "	12/-	nil	
21	Johan Ming	Printer	55 " 11 "	26/-	yes.	
22	Prem Ekka	"	36 "	20/-	"	Printers — Permanent
23	Soma Tirkey	"	35 "	17/-	"	
24	William Ming	"	27 " 5 "	15/-	"	
25	Nottrott Tirkey	Machine cooly	33 "	15/-	"	Coolies —
26	Mansukh Lakra	"	52 "	14/8/-	"	
27	Hannukh Ziga	"	32 " 8 "	13/8/-	"	
28	Lucas Ming	"	33 "	14/8/-	"	
29	Elias Ziga	Bk - Binder	48 "	17/-	"	Permanent book-binders. One more is ^{is} needed.
30	Xtochit Ming	"	73 "	8/-	"	
31	Boas Toppo	"	55 "	14/-	"	
32	Santosh Ming	"	22 "	10/-	nil	Apprentice Do.
33	Theodore Toppo	"	36 " 5 "	11/-	nil	
34	Mangaldas Bhutkumwar	"	21 " 5 "	10/-	nil	
35	Johanness Toppo	"	25 " 2 "	10/-	nil	
36	Manmarish Kerketta	Peon	68 "	9/-	yes.	Peons - one (No. 32) only be taken in permanent staffs.
37	Suleman Ming	"	56 "	12/8/-	nil	
38	Kushalmay Ekka	" & Bill Collector	42 " 9 "	15/-	yes.	
39	Samuel Geni	Paniwala	34 "	8/-	nil	
40	Marikdas Toppo	Composer	—	8/-		Temporary compositor
41	Johan Ekka	Distributor	—	4/-		do distributor
42	Jiwan Lakra	Machine cooly		7/3/- per day		do machine cooly.

H. Ekka
9/2/37.

No.21/37 .

4-2-37
6-2-37

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

Dear Manager ,

Your letter dated 3.2.1937 regarding receipt of
two withdrawal forms received .

As regards your enquiry ,I have already written you to say
that the amount of Rs.15/7/- spent by you in whitewashing the
Press buildings should be entered in the Petty Cash book . If
you have not done it as yet ,please do so now .

yours sincerely ,


Secretary, Board of Trustees .

4-2-37

14/2/37
G. E. L. MISSION PRESS,

RANCHI.

Date 3 - 2 - 1937.

To

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

Dear Sir,

I beg to acknowledge the receipt of two withdrawal forms for Rs.765/-/9 and Rs.59/-/6 on C.C.C.C.Bank.

I have given the White washing account on 7-1-37 and requested you to inform if the total expense Rs.15/7/- be entered in the Petty Cash book.

Yours faithfully,

M. Chak
Manager.

Secretary

- (1) Please sign & return the enclosed withdrawal form for Rs. 765/-/9 on a/c of salary for the month of January '937.

Balance in the X'tian Central Bank as on 26-1-37 Rs. 3,205/15/9.

- (2) A loan application for your sanction.

Sh
27/1.

Secretary

Please sign & return the
withdrawal form sent
here with for Rs. 59/-/6 on a/c
of stationeries.

Bank balance as on 20-1-37.

Rs. 3,086/10/6.

86
24/1.

23

Ranchi.

18-12-36

~~Mahabhai~~
~~Mr. K. B. Ramon ka bahut 2~~
~~yishu Sahay hove.~~

Age ap ka lheja hua cheque
 aur chitthe aur manager Press
 ka chitthe paya, aur sab hal
 malum kia.

A.G.'s Bungalow ka tappa
 mramat ka hisab lhi paya.
 Mr. Radsick 16 tarikh ko apni
 vefi, aur miss Diller, aur miss
 Smith ke sath Ranchi pahuncha
 Phatak adi banaye gaye the
 aur bari man marjad ke sath
 grahan kiye gaye.

17.12.36 ko A.G.'s Bungalow
 ka tappa repair ka bill ko
 Mr. Radsick ko dikhaya, to
 we bole ki us samay meeting
 men samucha rupia refund
 karne ko kaha gaya tha, par
 nahin hua, tab hamne kaha
 ki Secretary Sahab kahe hain
 ki baki rupia jo baachga us
 ko refund karna hoga. Ham
 sab kuchh usi samay refund
 kar deta, par jis samay bat
 chit meeting men hua, us samay
 praya Rs. 6/- ya Rs. 7/- kharach
 ho chuka tha, aur in sab

barsa do barkha hone se
bahut dikat hua, aur bara-
bar praya har hafta kuli
sab ko lagana hua, us se
bhi jalodi hisab dena ham
ko maskil hua, ya ki sab
kuchh refund karna mas-
kil hua.

A.G.'s Bungalow ke saheb
sab ka hal to ap ~~me~~ sab kuchh
jante hain, Kaisa we Thora 2
chume se bhi dik 2 karte
hain.

Mr. Radrick phir bole
hain ki ab hi ham Sahi nahin
karenge, jab kabhi meeting
hoga to sab member sab
se batchit kar ke karunge
is liye tappe repair ka bill
abhi ap ke pas nahin bhej
rahe hain.

Mahashay, jodi hane to
jaisa har sal part ke age hamon
ka talap December ka 20, 22
tarikh min milte aya hai, waisehi
in sal bhi pane ka ashra karte
hain, so krupaya bhej dijiye.

Ageshwar

Apka.

D. Toppo.

mai: Baki ab tak nahin laite hain.

Secretary

- (1) Kindly sign and send by return post the withdrawal for Rs 760/6/6 only on a/c of salary for the month of Dec: 36.

Bank balance in the X.ian Central Bank as on 16 $\frac{12}{36}$ Rs 2,549/8/6.

- (2) Two loan applications for your sanction.

Sh
18/12.

Office of the Board of Trustees ' Secretary , Purulia .

To,

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

Purulia, the 8th Dec. 1936

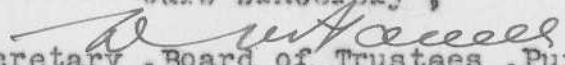
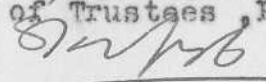
No. 4257 /36 .

Dear Manager ,

About your letter of yesterday regarding Ramgati Lal's bill No.36/11 for Rs.189 , I beg to inform you that it had been mislaid in the office. It was found out only yesterday while the house was being whitewashed and the things had to be shifted from one place to another . I had just prepared the cheque when your letter was received . I hope no such thing will happen in future , as I am making proper arrangement for all pending correspondence .

If possible , I may visit Ranchi on the 15th and 16th instant . Last time no leave was granted on account of possible railway strike. I hope this time I shall be allowed leave .

Yours sincerely ,


Secretary , Board of Trustees , Purulia.


By G. E. L. M. Press
G. E. L. MISSION PRESS,

RANCHI.

Date 7 - 12 - 1936.

To

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

Dear Sir,

I beg to draw your attention to Ramgati
Lal's bill No.36/111 for Rs.189/- only which
was forwarded to you on 18-11-36 to issue a
cheque but I have not yet received the same.

Kindly inform if the bill is missing.

Yours faithfully,

M. C. Shukla

Manager.

Secretary

Please issue one cheque
for Rs. 134/13/- only as per bills
attached. Discount allowed has
been deducted from the total amount
of bills.

Balance Rs. 508/12/9 only at C.N. Bank.

$\frac{Rs.}{17/11/36.}$

Kindly issue one cheque more.

Bank balance is the same as above.

$\frac{Rs.}{18/11.}$

Secretary

Please sign and return the withdrawal form for Rs. 741/10/6 on a/c of Salary for Nov: 36.

Balance in X'tian Central Bank
as on 26-11-36 - Rs. 2,184/5/6.

One loan application is sent herewith for your sanction.

Cheque for Ram Gate Hall has not ~~been~~ yet received. The bill was sent to you on 18-11-36.

Sir I am returning to the Manager, the Withdrawal form on 30-11-36.

Sd/-
27/11.

W. C. Pearce
Secretary, G. E. L. Mission Press,
Ranchi.

Secretary.

sending, please find:—

- (i) Monthly a/c of bills for Oct. 36..
- (ii) do do books do.
- (iii) Petty Cash a/c with a withdrawal form for your signature & return.

Balance in the X-tian Central
bank as on 12-11-36 Rs. 1,924/2/3.

Slc.
13/11/36

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

SUCCESSORS TO

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

Board of Trustees :-

Purulia.

385/36

23.10.1936

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

Dear Manager,

I am returning to you the Audit Note with my remarks. The Executive of the Trustees could not deal with it as your explanations were not received in time for the meeting at the beginning of August last. I kept it postponed for consideration at our next meeting which I proposed to hold during the Poojah holidays at Ranchi. But unfortunately I can not go to Ranchi, and so the meeting can not be held. In November we have holidays from the 14th to the 17th, and if nothing untoward happens I may then be present at Ranchi.

2. I have received returns of the stocks in the Book shop and in the store for several months. It is no use sending me returns for several months at a time. Please let me have returns for the preceding month in the following month.

3. When you find any shortage in the stock, as you wrote to me in one of your letters that there was shortage of Shakshibani, you should take an explanation from the Book seller. He must pay for all the books found short. The amount should be realized from his pay or from his Provident Fund money. The Press workers have not to give any security, but as they have their money in the Provident Fund, any payments due from them will have to be deducted from the Provident Fund money.

4. The question of compulsory retirement of old hands of the Press who owing to old age are unable to work properly will have to be disposed of before the close of the current year. If any is to retire, he will be retired from 1st January 1937 or from the date when he completes the age limit as decided by the Trustees.

5. As regards electric installation in the Press, I do not think that it should be done. Unless the Press works in shifts day and night electric installation is not necessary. For any extra off duty work day-light lamp will do.

Yours sincerely,

B. M. P. S.

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

Dear Manager,

I am returning to you the Audit Note with my remarks. The Executive of the Trustees could not deal with it as your explanations were not received in time for the meeting at the beginning of August last. I kept it postponed for consideration at our next meeting which I proposed to hold during the Poonah holidays at Ranchi. But unfortunately I can not go to Ranchi, and so the meeting can not be held. In November we have holidays from the 14th to the 17th, and if nothing untoward happens I may then be present at Ranchi.

2. I have received returns of the stocks in the Book shop and in the store for several months. It is no use sending me returns for several months at a time. Please let me have returns for the preceding month in the following month.

3. When you find any shortage in the stock, as you wrote to me in one of your letters that there was shortage of Shalibhandi, you should take an explanation from the Book seller. He must pay for all the books found short. The amount should be realised from his pay or from his Provident Fund money. The Press workers have not to give any security, but as they have their money in the Provident Fund, any payments due from them will have to be deducted from the Provident Fund money.

4. The question of compulsory retirement of old hands of the Press who owing to old age are unable to work properly will have to be disposed of before the close of the current year. If any is to retire, he will be retired from 1st January 1937 or from the date when he completes the age limit as decided by the Trustees.

5. As regards electric installation in the Press, I do not think that it should be done. Unless the Press works in shifts day and night electric installation is not necessary. For any extra off duty work day-light lamp will do.

Yours sincerely,

[Signature]

Purulia, Manbhum .

370/36 .

16th Oct.1936 .

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

Subject- Municipal taxes for the Press buildings .
Dear Sir ,

I beg to remind you that you have paid Municipal taxes
for the Press buildings up to the quarter ending 31.12.1935 ,and
that your Press is liable to pay for the following quarters :-

	<u>Amount of tax.</u>
Fourth quarter ending 31.3.1936	Rs.11-6-3 .
First quarter ending 30.6.1936	Rs.11-6-3 .
Second quarter ending 30.9.1936	Rs.11-6-3 .
Third quarter ending 31.12.1936	Rs.11-6-3 .
Total	Rs.45-9-0.

Rupees Forty nine and annas nine only .

Please remit the amount at a very early date and oblige .

Yours truly ,

Deputy Secy
Secretary , Board of Trustees ,
G.E.L.Church Property .16.10.36

23
PRINTERS IN ENGLISH,
HINDI & BENGALI.

G. E. L. MISSION PRESS

RANCHI.

Est'd 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 6th October, 1936.

To

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

Dear Sir,

The Book-seller B/ Suleman Tirkey had submitted the balance sheets of both the Book department and Stores from April to August 1936 in the past month. After checking the balance sheets I returned back to him to correct the mistakes pointed in them and forward early which as yet he did not comply. Once, when balance sheets of several months were forwarded to you at a time, he was ordered to prepare every month's return by the 15th of every next month.

The Balance sheets he had prepared show a balance of about 675 copies of Sakshi Bani Book but there are only 455 copies of it and they are also incomplete as the 1st 12 pp. is missing or any how has been spoiled.

The issue and receipt accounts of both the Book-binders and the Book-seller do not tally. The senior men of the Book-binding department are quite incapable of holding any kind of responsibility as well as unable to do neat, clean and fine finishing works.

If during the Pujah you are coming to Ranchi, please make time to inspect the Press and also the invalid ones and order them to retire as already you have written in the last para of your letter No. 168/36 dated 12-5-36.

Besides the above, more will be told to you when you will be at Ranchi and also like to talk about Electric installation in this Press.

Yours faithfully,

M. S. Sika
Manager.

Secretary

- (1) Please sign & return
the ~~attached~~ enclosed withdrawal
Form for Rs. 193/15/9 with the
Petty cash a/c.

Balance in the C.C.C.E.
Bank — Rs. 1,920/14/9 on 5¹⁰/₃₆.

- (2) Letter of 6-10-36 is sent
here with.

He
6/10/36.

Secretary

1. Please sign & return a withdrawal form for Rs. ~~349/144~~^{350/-} only on account of salary for Sept September, 36. (signed + red)
2. Pls Balance in the C. C. C. C. Bank is Rs. 2,492/6/9 as on 25-9-36.
2. Please issue two cheques as per bills enclosed. (Issued 2 cheques)
C. N. Bank balance - Rs. 511/7/9.
as on 25-9-36.
3. One letter of 25-9-36 is sent here with. (Returned with order)
Sh
26/9.

Purulia.

310/36 .

30.8.1936 -

The Manager,

G.E.L Mission Press,

Ranchi .

Dear Mr. Ekka,

The Press Salary bill for the month of August 1936 for Rs.762/5/9 with the withdrawal form duly signed and endorsed is returned back .

2. The petition of Johan Kapi is returned with my orders thereon.

3. The draft form of Stock Registers that you sent me are with me still . They are not in the manner I wanted them. I am keeping them pending and I shall show them to you when I find an opportunity to go to Ranchi . The Register in the new form will be introduced from January 1937 .

Yours truly ,

D. W. Farrell

Purulia, Dist. Manbhum.

297/36

19th August 1936.

Mr. Paulus Soy,
Contractor,
Patalikand,
Birmitrapur, B.N.Ry.

Dear Mr. Soy,

Your application for stocking and selling religious books of the G.E.L. Mission Press, at Patalikand, has been received by me and is being forwarded to the Manager of the G.E.L. Mission Press, Ranchi. The meeting of the Church Council is going to be held very soon, I understand, and in order to save the railway freight etc it will be better if you will take the books with you at the close of the meeting when you return home.

Yours truly,

Sd/- D.M. Panna.
19/8.

No. 298/36.

Dated Purulia the 19th Aug. 1936.

Copy forwarded to the Manager G.E.L. Mission Press, Ranchi, with the original application and agreement. He will please let me know the value of the books ordered.

D. M. Panna
19/8/36

True Copy.

Karimati
P.O. Bisra,
B.N.Ry.
15.8.1936.

To

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

Mahashay,

Kripa kar niman likhit kitabon ke G.E.L.M. Press se mere pate par bhej dijiye. Main unke rakhunga aur jaise jaise bikri hoga unka dam bhej deunga aur yadi kisi kitab ki bikri bahin hogi to main G.E.L.M.Press ke lauta deunga jab Council Meeting jaunga us samay. Aur main dam G.E.L.M. Press ke deunga athwa yadi ap kuchh dusra pharmawenge to usike pas.

Nawa bhajan 2 darzan.

Sakshibani (Zild)..4 "

Kurukh Dandi 2 "

Durang Puthi 6 "

Naya niyam 1 "

Purana Niyam ... 1 "

Hindi Aradhana .. ½ "

Mundari " 2 "

Catechism 6 "

Mukhya sthal... 1 "

Mundari Susamachar..2 "

Hindi " .. 1 "

Man Darpan ... 1 "

Apka Bishwast,

Sd/- Paulus Soy,

Contractor,

Patalkand, Birmitrapur,
B. N. Ry.

11-7-36 ke Karimati Ilaka Panch Sankalp No. 13

ke main achha aur bahut awashyak samajhta hun. Isliye /
anand se kitabon ke jima le kar unko raksha karne aur
bech ke unka dam Council ya G.E.L.Press ko dene ka bhar
apne upar leta hun.

Sd/- Paulus Soy,

Member, Church Council.

Thikedar, Birmitrapur, ~~Rat~~

Pathalkand,

P.O. Birmitrapur.

15. 8. 36.

Witnesses:-

1. Catechist-- Dhanmasih Guriya, Birmitrapur, 15/8/36.

2. Catechist-- Masih Prakash Tirkey *Resse*
and Secretary, Ilaka Sabha.

3. Benjamin Minz,

Chairman,

Karimati Ilaka 15/8/36.

Secretary ^{Mr} 19/8/36

A withdrawal form on
X tian Bank for Rs 578/6/9 is
sent herewith for your sig-
nature & return.

Cr. balance in the bank
is Rs. 3,088/14/3 as on 17-8-36.

Sh
18/8/36.

3 samples of register forms
of paper stock, stationeries & Book
dept. have been sent to you
for approval. Kindly return them
early if approved.

Sh
18/8.

G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,
HINDI & BENGALI.

RANCHI.

Estd. 1945.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 30th July, 1936.

To

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

Sir,

I am sending two copies of our explanations on audit remarks and request you to send back one of the copies with your suggestion and orders.

As desired by you two draft register forms are sent for your perusal. The dates and closing lines as I have shown in the Stationery Stock Register form will not be printed. I suggest to use a page of the register for more than a month's ~~xxx~~ entries if there will be left enough rooms after making entries of one full month. Can I do so?

I have the honour to be,

Sir,

Your most obedient servant,



Manager.

Purulia, Dist. Manbhum.

267/36

24th July 1936.

P.D.Kandulna, Esqr.,
Ranchi.

Dear Mr. Kandulna,

With reference to your letter no. 494/36/F-16 dated the 17th July 1936 I beg to say that on proper security and on making a definitely named person in the Karimati Ilaka responsible for the safety of the books and their price, the G.E.L. Mission Press may allow the sale of the books of the Press at Karimati.

Yours Sincerely,

D. Upadell

Secretary, *M/S 7/36.*

Please sign & return the
to withdrawal form for
Rs. 195/- only on a/c of Petty
Cash expense.

Balance at C.C.C.C. Bank
Rs. 3,455/9/6 as on 21-7-36.

8/2
22/7.

[Please return it with - your reply]

To The Manager
S. E. L. Mission Press
Ranch,

20/7

Monthly balance sheets of the book shop
and of the Store for the months of
December 1935 and January to March
1936 have been received by me yesterday.
They have not been signed by any
body. They should have been signed
by the clerk and the manager.

The balance sheets have been
submitted, so many months ago.
They became due and so they
have lost their interest. They
must be submitted in time.

Book seller -
Explain why the monthly &
yearly balance sheets were sent
so lately and without your
signatures. The balance sheets are
always submitted to me before
they are sent to Secretary. Why this
was not done.

18/7/36
Book seller's explanations
written on separate sheet is
hereon attached.

The clerk in charge of Book shop always submit the
monthly & yearly balance sheets to me. I cannot understand
why this time he handed over the papers to the despatch
He says that he did so expecting that the despatch
will show the papers to the manager.
Previously when I checked the entire
submitted to me I checked the entire
but as far as I am concerned I have
not made my signatures in
them. Perhaps it will be
binding for me if I
sign on the balance
sheet with the clerk
of the Book shop.

23/7

Reply

During the rashness of the works due to the customers and the other works during the month of November ~~to~~ to March & April I could not give the monthly account in time. Such kind of case is going on each year

No 2. The Panjika of 1935 No 3257 Copies has been sold and ~~only~~ ^{the 3257} account was sent in 1935. The balance on the 13th April was 243 Copies from which the 65 Copies has been sold already towards the end of October 1935. Now the remainder is 178 Copies of 1935. I showed it, because the accounts of the Panjika of the 1935 were mixed with 1936 too. I therefore showed in the account unsold. Rs 22-4-0 of 1935

Balance sheet is ^{now} duly signed by me

Explanation is in complete. Explain why both the monthly and yearly balance sheets were sent out without your signatures. up 23/7.

S. Zirkhi
21-7-36

I forgot to sign

S. Zirkhi
23-7-36

S. Zirkhi
21-7-36

0.00 Paid on 17.7.36

Yearly Balance Sheet
 of the G.E.L. Mission Press Book shop Ranali
 from 1st April 1935 to 31st March 1936

S.No	Name of Articles	Was in Stock at the end of 31 st March 1935			Total Receipt			No of copies sold			Balance in Stock at the end of 31 st March 1936		
		No of Copies	R	A	P	No of Copies	R	A	P	No of Copies	R	A	P
1	Admission Register	104	19	8	.	.	.	.	.	5	11	2	.
2	Appendix I	1375	64	7	3	.	.	.	.	100	4	11	.
3	Aradhana Barafull Cloth	2	6	.	.	.	.	.	.	.	2	6	.
(3)	do Cloth Paper	2	5	.	.	.	.	.	.	1	2	8	.
4	do Chhuta	16	8	.	.	291	145	8	.	141	70	8	.
5	do Nagpuria	53	26	8	.	.	.	.	.	1	.	8	.
6	do Mundari	61	22	14	.	97	36	6	.	117	43	14	.
7	do Reason	.	.	.	.	.	.	.	.	.	.	.	.
8	Attendance Register	23	5	11	6	199	49	12	.	212	52	15	6
9	Baptismal Certificate	14	2	10	.	7	5	1	5	7	1	5	.
10	Bara Rag Pustak	16	8	.	.	.	.	.	.	4	2	.	.
11	Bingul Rag Pustak	3	.	6	.	.	.	.	.	.	3	.	6
12	Binti Putti	1289	80	9	.	.	.	.	.	290	18	2	.
13	Boarding fee receipt Book	16	24	.	.	.	.	.	.	5	7	8	.
14	Boarding Store account	13	29	4	.	.	.	.	.	.	13	29	4
15	Boarding fee Collection	10	22	8	.	.	.	.	.	.	10	22	8
16	Boarding account	14	49	.	.	.	.	.	.	9	.	.	.
17	Catechism	265	16	9	.	1038	64	14	.	1214	75	14	.
18	Catechism II Pt	115	7	3	.	.	.	.	.	.	115	7	3
19	Catechism ki Jika	204	102	.	.	75	37	8	.	236	118	.	.
20	Census forms	165	7	11	9	1000	46	14	.	264	12	6	.
21	Certificate Book (K)	17	8	8	.	.	.	.	.	1	.	8	.
22	C.K.C. Mandli Bistant	524	49	2	.	.	.	.	.	22	2	1	.
23	Confessio Augustana	29	5	7	.	50	9	6	.	24	4	8	.
24	Daily School fee Collection	8	16	.	.	.	.	.	.	1	2	.	.
25	Dr Martin Luther ka Jivan	11	1	6	.	50	6	4	.	4	.	8	.
26	Dhani Hone ka Upai	128	4	.	.	.	.	.	.	1	0	.	6
27	Dogmatic	349	43	10	.	.	.	.	.	21	2	10	.
28	Dridhi Karan Smaran Card	167	5	3	6	.	.	.	.	27	.	13	6
29	Dridhi Karan Smaran Book	.	.	.	.	.	.	.	.	.	.	.	.
30	Durang Putti	257	64	4	.	748	187	.	.	801	200	4	.
31	Examination record form	482	30	2	.	.	.	.	.	.	482	30	2
32	Family + Social Duties I	55	1	11	6	.	.	.	.	3	.	1	6
33	Family + Social Duties II	101	3	2	6	.	.	.	.	3	.	1	6
34	Franke Sahab ka Jivan	100	6	4	.	.	.	.	.	5	.	5	.
35	Galati Patri ki Jika	32	8	.	.	.	.	.	.	2	.	8	.
		754	10	.	.	583	8	.	.	625	7	6	.
											712	10	6

C.O.

Yearly Balance sheet
of the G.E.L. Mission Book shop, Ranchi
from 1st April 1935 to 31st March 1936

S.No.	Name of Articles	Was in stock at the end of 31st March 1935				Total receipt				No of Copies sold				Balance in stock at the end of 31st March 1936			
		No of Copies	Price			No of Copies	Price			No of Copies				No of Copies			
			R	A	P		R	A	P		R	A	P		R	A	P
36	Guru Hajarji Baki	48	12	.	.	.	.	.	.	5	1	4	.	43	10	12	.
37	Hastya Putti	313	58	11	.	.	.	.	.	2	.	6	.	311	58	5	.
38	Huding Catechism	929	58	1	.	.	.	.	.	209	13	1	.	720	45	.	.
39	Jusap ki Kahani	208	6	8	.	.	.	.	.	.	.	.	.	208	6	8	.
40	Kam Patra	41	2	9	.	120	7	8	.	70	4	6	.	91	5	11	.
41	Kindergarten Songs	219	41	1	.	.	.	.	.	55	10	5	.	164	30	12	.
42	Kumrukhi Dandi	34	17	.	.	417	208	8	.	431	215	8	.	20	10	.	.
43	Landlord rent receipt 25pp	19	3	9	.	.	.	.	.	2	.	6	.	17	3	3	.
44	Do 50pp	9	3	6	.	.	.	.	.	5	1	14	.	4	1	8	.
45	Do 100pp	14	8	12	.	.	.	.	.	3	1	14	.	11	6	14	.
46	Life of Jesus	333	20	13	.	.	.	.	.	1	.	1	.	332	20	12	.
47	Life of the Rev. J.E. Goswami	422	79	2	.	.	.	.	.	2	.	6	.	420	78	12	.
48	Inandarpau	133	16	10	.	397	49	10	.	349	43	10	.	181	22	10	.
49	Inandli Bristant	80	30	.	.	75	28	2	.	90	33	12	.	65	24	6	.
50	Mukhyasthal	1001	125	2	.	.	.	.	.	534	66	12	.	467	58	6	.
51	Munda reader II year Indt	75	3	8	3	22	1	.	6	90	4	3	6	7	.	5	3
52	Munda reader 1st STD	.	.	.	.	210	13	2	.	71	4	7	.	139	8	11	.
53	Musa ki Kahani	111	3	7	6	.	.	.	.	111	3	7	6	111	3	7	6
54	Ne:na Putti (Uraon Prayer)	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
55	Nijama wali	559	69	14	.	.	.	.	.	26	3	4	.	533	66	10	.
56	N.J. History Hindi	204	57	6	.	797	224	11	6	728	204	12	.	275	77	5	6
57	N.J. History Mundari	6	.	12	.	40	5	.	.	14	1	12	.	32	4	.	.
58	O.J. History Hindi	186	52	5	.	520	146	4	.	632	177	12	.	74	20	13	.
59	O.J. History Mundari	256	32	0	.	.	.	.	.	11	1	6	.	245	30	10	.
60	O.J. Praweshan	22	3	7	.	.	.	.	.	3	.	7	6	19	2	15	6
61	Pahili Pustak	439	20	9	3	250	11	11	6	670	31	6	6	19	.	14	3
62	Panchanabe sutu	193	12	1	.	.	.	.	.	10	.	10	.	183	11	7	.
63	Pandita Rama Bai	110	3	7	.	.	.	.	.	.	.	.	.	110	3	7	.
64	Panjika	243	30	6	.	3500	437	8	.	3308	413	8	.	255	32	2	.
65	Pracharakuska Kham	191	11	15	.	.	.	.	.	3	.	3	.	188	11	12	.
66	Prarthna Mala	224	14	.	.	.	.	.	.	8	.	8	.	216	13	8	.
67	Paulus Pakma Jopono	153	9	9	.	.	.	.	.	3	.	3	.	150	9	6	.
68	Roman Mat Khanda I	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
69	Roman Mat Khanda II	3	.	9	.	50	9	6	.	49	9	3	.	4	.	12	.
70	S. Bani	9	4	8	.	122	61	.	.	124	62	.	.	7	3	8	.
71	S. Bani	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
		1567	10	.	.	1786	15	6	.	1934	10	.	.	1397	11	6	.

178 s.7.
of unsold 1935
Rs 22-4-0

C.O.

Yearly Balance sheet
of the G.E. L. Mission Press Book Shop.
from 1st April 1935 to 31st March 1936

S.No	Name of Articles	Wag in Stock at the end of 31 st March 1935			Total Receipt			No of Copies Sold			Balance in Stock at the end of 31 st March 1936		
		No. of Copies	R	A	P	No. of Copies	R	A	P	No. of Copies	R	A	P
		13.7	1567	10		1786	15	6		1934	10		
71	A. Bani	23	14	6		752	470			775	484	6	
72	Samuel ki Kahani	217	6	12	6					9		4	6
73	Sanni Catechism	41	2	9						29	1	13	
74	School Diaries	27	13	8		37	19	8		35	17	8	
75	School Fee receipt Book	27	13	8		42	21			45	22	8	
76	Shadi Bishayak Upadesh	8		6						4		3	
77	Shadi Bahi	19	19			50	50			47	47		
78	Sida Koro Butli	23	1	7		722	45	2		613	38	5	
79	Sinni Bahi	79	4	15		400	25			342	21	6	
80	Sunday School Register	136	6	6									
81	Tar ki Daliau	342	42	12						2		4	
82	Teachers Attendance Regis	205	9	9	9					12		9	
83	The Servantist or Sabastians	184	11	8						9		9	
84	Transfer Certificate Hindi	39	7	5						3		9	
85	Holy Bible	1	1	8		35	52	8		32	48		
86	N. Testament large type	10	7	8		28	21			17	12	12	
87	N. Testament Hindi 1/4	23	11	8		120	60			99	49	8	
88	N. Testament Hindi 1/4	4	1			98	24	8		95	23	12	
89	Old Testament Mundari	2	2			34	34			14	14		
90	N. Testament Mundari	28	14			210	105			166	83		
91	Holy Bible in English	12	9			20	15			12	9		
92	do do with reference	8	24							1	3		
93	Jubilee Holy Bible					3	5	10		3	5	10	
94	N. Testament English 1/4	11	6	3						7	3	15	
95	N. Testament English 1/2	4		8		64	8			26	3	4	
96	Jubilee N. Testament 1/2					6	4	8		1		12	
97	N. Testament Roman Urdu	8	4							3	1	8	
98	Roman Urdu Mark	34	1	1						13		6	6
99	Roman Urdu Luk	7		3	6					7		3	6
100	Matti Rakhit Sugamachar 1/4	6		6									
101	Mark do do 1/4	20		14									
102	Luk do do 1/4	20		12									
103	Johan do do 1/4	26	1	4									
104	Preitor ki Kriya 1/4	16	1										
105	Matti Rakhit Sugamachar 1/2	17		8	6					17		8	6
		1808	14	3		2747	11	6		2829	2		
											1705	3	9

Yearly Balance sheet
of the G. E. L. Mission Press Book shop, Ranchi
from 1st April 1935 to 31st March 1936

		Was in stock at the end of 31st March 1935				Total receipt				No of copies sold				Balance in stock at the end of 31st March 1936			
		No of Copies	R.	A.	P.	No. of Copies	R.	A.	P.	No of Copies	R.	A.	P.	No of Copies	R.	A.	P.
		B.F.	1808	14	3		2747	11	6		2829	2		1705	3	9	
106	Mark Raelit Susamachari	32	1	.	.	.	.	.	.	16	.	8	.	16	.	8	.
107	Luk Raelit Susamachari	28	.	14	.	.	.	.	.	16	.	8	.	12	.	6	.
108	Johan Raelit Susamachari	31	.	15	6	.	.	.	.	16	.	8	.	15	.	7	6
109	Preriton ki Kriya	20	.	10	.	.	.	.	.	2	.	1	.	18	.	9	.
110	Nagpuria Nagri Muttu	19	.	4	9	.	.	.	.	4	.	1	.	15	.	3	9
111	Nagpuria Nagri Mark	22	.	5	6	.	.	.	.	3	.	.	9	19	.	4	9
112	Hindi Kaithi Muttu	9	.	2	3	.	.	.	.	1	.	.	3	8	.	2	.
113	Hindi Kaithi Mark	11	.	2	9	.	.	.	.	1	.	.	3	10	.	2	6
114	Hindi Kaithi Luk	3	.	.	9	.	.	.	.	1	.	.	3	2	.	.	6
115	Hindi Kaithi Johan	5	.	1	3	.	.	.	.	1	.	.	3	4	.	1	.
116	Nagpuria Kaithi Preriton ki Kriya	12	.	6	.	.	.	.	.	2	0	1	0	10	.	5	.
117	Psalm	.	.	.	.	64	8	.	.	32	4	.	.	32	4	.	.
118	Munda Nava Bhajan	135	67	8	.	267	133	8	.	402	201	.	.	.	.	.	.
			1881	5	.		2889	3	6		3035	14	9		1712	5	9

R22-4-0
unsold Panjika
of 1935

To. 10. 106 of 18-2-36.
Returned to the
Manager
G. E. L. Mission Press
Ranchi

S. Surki
21-7-36

1. The report should have been signed by the clerk as well as by the Manager.
2. If the Panjika to the value of Rs 22/4/- was not sold, why was it shown in the column "No of copies sold". Let the report be corrected.

A. M. Panua
18/7/36

23
To

The Secretary

G.E.L. Mission Board of Trust

Ranchi

Sir,

I have the honour to submit herewith a bill for Rs 102/-
(Rupees One hundred and two) only, being the amount of my remuneration for the audit of the G.E.L. Mission Board of trust. The charges have been made @ Rs 3/- per diem as settled with the Assistant Registerer. I request you therefore to sanction payment of the proceeds through cheque at the address of your office at your earliest convenience.

I have the honour to be

Sir,

Dated the 17th July, 1936

Your most obedient servant


Auditor,

Commissioner's Compound

Ranchi

Bill.

The Secretary G.E.L. Mission Board

of Trust, Ranchi ----- Dr

Remuneration for auditing the accounts of the G.E.L. Mission Board of Trust for the period from 1-4-33 to 31-5-36 beginning from 9-6-36 to 13-7-36 inclusive of Sundays and exclusive [&] the 26th of June, 1936.

1) 34 days @ Rs 3/- per day the

Minimum charge ----- Rs 102-0-0.

Total Rs 102-0-0.

Net amount receiveable Rupees One hundred and two only Rs 102/- only.

Ranchi.
The 13th July, 1936

J. P. Sharma.
Auditor,
Commissioner's Compound,
Ranchi.

Purulia, Dist. Manbhum.

242/36.

8th July 1936.

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

Dear Manager,

I reply to your Post Card d/- 6/7/1936 regarding the evidence of Mr. E. Purti in the Khunti case, I shall be glad to see you and discuss with you on 10.7.36.

Yours Sincerely,

bring
P.S. Please one Bara Rag Pustak and you will get the price
here.

G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,
HINDI & BENGALI.

RANCHI.

Estd-1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 6th July, 1936.

To

D.M. Panna, Esqr.

The Purulia Secretary,

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

Dear Sir,

I beg to inform you that the S.D.O. of Khunti, Ranchi; has brought a proceeding against the Munda Unnati Sabha and in this connection S.I. of Police has seized some of the Bill and Cash books of the years 1926 to 1930, as during the years some printing works were done for the said Sabha. The entries of the C.B. of Munda Unnati Sabha and the entries of our Cash books do not tally. But the total amount they have paid for printing works and the total of our receipts from them amounts nearly the same.

Besides the above Mr. E. Purti also will be called to give witness from the Crown side, as once Rs. 2000/- was deposited with him when it was could not encashed in any of the Banks of Ranchi. When the S.I. enquired about his service he told him that on account of embezzling Rs. 2000/- of this Press he has been degraded and kept as Reader only. If the S.I. will say this to the S.D.O., what will be his impression upon the Trustees. Therefore, if it is necessary I wish to talk over the matter with you personally and have your opinion. If you call me at Purulia and can spare some of your time I can go on the 10th July (Autonomy day) by morning ^{Porry} and return back the same evening.

Yours faithfully,

W. S. M. K.
Manager.

G. E. L. MISSION PRESS

RANCHI

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

PRINTERS IN ENGLISH,
HINDI & DEVANAGARI.

1036

To

10021

42/

Dear Sir,

360.
72
288

I beg to inform you that the S.D.O. of Khunti, Ranchi, has brought a proceeding against Munda Unnati Sabha and in this connection S.I. of Police has seized some of the Bill and Cash books of the years 1928 to 1930 as during the years some printing works were done for the said Sabha. The entries of the C.B. of Munda Unnati Sabha and the entries of our Cash books do not tally. But the total amount they have paid for printing works and the total of our receipts from them amounts nearly the same.

Besides the above Mr. E. Purti also will be called to give witness from the Crown side, as once Rs. 2000/- was deposited with him when it was could not be cashed in any of the Banks of Ranchi. When the S.I. enquired about his service he told him that on account of embarking Rs. 2000/- of this Press he has been degraded and kept as Reader only. If the S.I. will say this to the S.D.O., what will be his impression upon the Trustees. Therefore, if it is necessary I wish to talk over the matter with you personally and have your opinion. If you call me at Purtila and can spare some of your time I can go on the 10th July (Autonomy day) by morning and return back the same evening.

Yours faithfully,

[Signature]

G.E.L.Mission Press,
Ranchi.
2-7-36.

Dear Sir,

Received Rs. 774/6/9 by withdrawal form of
Xtian Bank having been duly signed by you on account
Press employees
of salary for the month of June 1936.

Yours faithfully,

W.C. Pinner
Manager.

To



D. M. Panna, Esqr.

Deputy Magistrate,

PURULIA.

36
Sir, ✓
G.E.L. Mission Press, Ranchi.
30-6-36.

With reference to your P.C. of 28-6-36, I beg to
reply that the explanation of Audit report will be
sent in a week or so.

The books Naya Git Sangrah part I & II are
sending as asked by you.

32
I have the honour to be,
Sir,
Your most obedient servant
M. S. M. Ka
Manager.



To

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

Secretary.

I beg to acknowledge receipt of the following :-

1. The Cheque ~~book~~ dated 24-6-36 for
Rs.34/4/9 only.
2. Minutes of the Executive of the Board
of Trustees meeting held on 30.5.1936.

----0----

One withdrawal form for Rs.774/6/9^{only} is sent
herewith for favour of your signature and return.

Cash balance in the C.C.C.C. Bank
is Rs.3,043/2/-.

M. S. Saka
Manager,
G.E.L.M. Press,
Ranchi.
27-6-36.

Purulia, Dist. Manbhum.

206 of 1936.

10th June 1936.

Babu T.P.Sharma,

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

Dear Sir,

I am in receipt of the Audit Note of the G.E.L. Mission Press, Ranchi, dated 8. 6. 1936 and thank you for the same. An explanation is being called for from the Manager, On receipt of his explanation the Note will be duly considered by the Board of Trustees and necessary actions where needed will be taken.

2. The Board of Trustees had asked the Assistant Registrar to recommend an Auditor to audit the accounts of the G.E.L. Mission Press and their own accounts. You have started the auditing of the accounts of the Board of Trustees, maintained by their clerk Munshi Daud Toppo at Ranchi. The auditing of the Trustees' accounts by you is duly sanctioned.

3. May I know if you are agreeable to be an auditor in future years too to audit the accounts of the Press and Trustees ? If that be so, we shall consider you as our retained auditor and you will do the audit every year either in January or in April.

4. The accounts of the Church Council of the G.E.L. Church are not under the control of the Board of Trustees and so you can not do the audit unless requisition^{ed} by the Church Council.

Yours faithfully,

W. P. Sharma
W.P.S.

OFFICE OF THE COUNCIL OF THE G.E.L. CHURCH IN CHOTANAGPUR AND ASSAM.

-----cOo-----

No. 494/36/F.-16.

Dated Ranchi, the 17th July, 1936.

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

Dear Mr. Panna,

The Karimatti Ilaka wants to keep a Stock of religious books that are had from our Mission Press, such as Sakshibani Old and New Testaments, Aradhana, etc. and has applied to the Church Council for allowing the Ilaka these books from the Press. The price, the Ilaka writes, will be paid when the books are sold.

This, I believe can be allowed only by your permission, so I refer it to you and request you to let us know whether you can allow it.

Yours sincerely,

B. K. Kaula

To

The Secretary,

Board of Trustees of the G.E.L. Mission

Church Property, Ranchi.

Sir,

In continuation of my D. O. dated the 8th June 1936,
I beg to report that, I have taken up the audit of the
accounts of the Board of Trustees from to-day forenoon the
9th June 1936. I may kindly be excused for ~~reporting~~^{requesting} you
the trouble of finding there, the audit report of the pre-
vious audit as also one preceeding that; of Babu Kuldip
Sahay Auditor which is not available in the office here.
The ~~above~~^{so} ~~may~~^{should} be required by me in course of my audit.

I therefore, request you very kindly to send the above
along with the Bank Pass books of Purulia since 1933 at very
early date.

I have the honour to be,

Sir,

Your most obedient servant,

Dated Ranchi,

the 9th June 1936.

B. S. S. S.

Auditor.

23
AUDIT REPORT OF THE GOSSNER EVANGELICAL LUTHERAN MISSION
PRESS, RANCHI, FOR THE YEARS 1933, 1934, 1935 and 1936

(UP TO MARCH)

***** 000000*000000 *****

Period of Audit:- 1.7.1933 to 31.3.1936 i.e, 2 years and 9 months

Time taken for Audit:- 6.4.1936 to 10.5.1936 and 29.5.1936 to
7.6.1936, i.e, 45 days.

***** ** *****

1. During the period of Audit D.M.Panna, Esqr., B.A., Deputy Magistrate, Purulia has been the Secretary of the Press. The Press and its funds were originally controlled by him and the accounts thereof maintained by the staff. The immediate controlling officer of the Press is the Manager Babu M. C. Ekka. There are different branches in it e.g. Book Department, Printing Department, Composition Department, Binding Department each in charge of different persons for facilitating easy control of each head, which is good.

2. The Press staff consists of 42 employees.

They are as follows:-

Manager..... 1.	Printers..... 4.
Clerk 1.	Machine Coolies 4.
Reader 1.	Book Binders.. 7.
Sales man ... 1.	Peons 3.
Hd.Compositor 1.	Sweeper 1.
Compositors.. 9.	Zamadar 1.
Distributor.. 1.	Temporary }.. 2.
Apprentices.. 5.	workers }

The monthly expenditure on account of their pays amounts to Rs 699/- in average.

3. The following Registers and Accounts were checked during the Audit:-

1. General Cash Book.
2. Petty Cash Book
3. Petty Vouchers.
4. General Ledger.
5. Receipt Books.
6. Bill Books.(Press, Book Binding and Book shop).
7. Vouchers for expenditures.
8. Bank Pass Books (C.N.Bank and C.C.C.C.Bank).
9. Acquittance Roll Register.
10. Bill Sheets (Salary)
11. Printing Order Book.
12. ~~Stationery Book~~ Book Binding Order book.
13. Overtime Register.
14. Stock Register of Ink.
15. Stock Register of Paper.
16. Stock Register of books.
17. Stock, Sale and Issue Register of stationery.
18. Issue Register of Paper.
19. Register showing Press Machinery, Furniture, Types and Books for sale.
20. Daily sale book of books.
21. Attendance Register.
22. Vouchers for supply of stationery in Press.
23. Postage stamps account books (General and Book department).
24. Invoices for all kinds of goods received.
25. Provident Fund Cash Book.
26. Post Office Savings Bank Pass Book.
27. Postal Certificates.
28. Personal Ledger of Provident Fund.
29. Provident Fund Loan Register.

4. Cash Book:-

The general Cash book of the Press closed with a balance of Rs 5,531/15/6 and Petty Cash book Rs 99/15/3 on 31.3.1936 as detailed below:-

In hand	Rs 59--2-6
In C.N.Bank	606--1-6
Current Account in C.C.C.C. Bank	4866-11-6
(Fixed Do. Do.)	1000--0-0
Petty Cash in hand	99-15-3
Provident Fund Cash in hand	0--0-9
Post Office Savings Bank Balance	3264--4-1

N.B.- The Manager reports that the P. Certificates are kept with the Treasurer. This was kept here when Rev. M.Prehn

Besides there are Cash Certificates of the face value of Rs 2,100/- in the name of Babu M.C. Ekka, Manager which was found kept in his

was giving over charge to him and detained for audit purpose. This will be given over to Rev.W.Radsiek now.

custody. This should be kept with some other person.

Cash balance just at the time of taking of audit was checked and found in the following way:-

General Cash Balance nil.

Prvident Fund Cash Balance :-

4As bit	2	0-8-0
2As bit	1	0-2-0
1As bit	4	0-4-0
Pice	1	0-0-3.

Total..Rs 0-14-3.

Petty Cash Balance:-

10 Rupee Note ..	1 ..	Rs 10--0-0
5 Do.	4 ..	20--0-0
Coins (silver)	13 ..	13--0-0
8As bits	8 ..	4--0-0
4As "	16 ..	4--0-0
2As "	40 ..	5--0-0
1As "	12 ..	0-12-0
Pice	48 ..	0-12-0

Total... Rs 57--8-0

The cash book is balanced at the end of every month which in my opinion under proper system of book keeping should be closed daily.

A few corrections in it were noticed but the book after all has been written up neatly.

The following irregularities and defects were noticed when checking the cash book:-

Interest on deposit received from C.N.Bank dated 2.1.1934 for 1933 has not been entered in the Cash Book. Adjustment of interest, compounded in the Banks, incidental charges and commissions on cheques charged by the C.N. Bank have not been properly done. These should be shown in the receipts side as "interest received" in case of interest and "withdrawn from

from Bank^y in case of incidental charges and commissions.

Corresponding entries in the expenditure side as " deposited and charges paid to Bank" should be made.

Cheques issued to companies are sometimes cashed on a much later date. In such cases the date on which the cheques are ~~are~~ cashed should also be noted in the Cash Book as By-date which not been done.

Mistake has very often been committed in noting the number of bills in the cash book. The writer should be careful in future.

C.N.Bank Pass book was not found upto date and none of the Pass books record interests granted from year to year. The Banks should be reminded for it.

Rev. S.Kula's Book bill No. 207 dated 21-12-1935 was for Rs 21/2/- of which he paid Rs 4/- on 23-12-35 and Rs 19/2/- on 20-1-36. Thus, an excess payment of Rs 2/- has been made by him which does not appear to have been refunded. This should be done at once. The Sales man ought to have looked to it then and there.

Printing bill No. 1060 dated 21-2-36 was prepared for Rs 9/10/- The remark there on shows that the payer refused to pay Rs 1/2/- which was considered by him to be extra charge for printing the whole night programme. If the work was done according to his instructions, this must be realised from him if otherwise the Press man in charge is to answer for this carelessness and unnecessary wastage.

Bill Nos 1759, 1941, 1993, 5, 105, and 419 of 1933 amounted to Rs 40/10/- The payer approached the Secretary with the request that he would be able to pay Rs 25/- only and the rest be written off. His request was granted and Rs 25/- was received in full satisfaction of his bills. The balance of Rs 15/10/ ~~was~~ which has been written off should be approved in a meeting of the Boards without which this can not be considered valid. This ought to have been done long before.

It was reported that Canvasers for supplying work were

paid commission at 12½ per cent but no authority letter for such payments is forth coming. Now, if was found that canvasser on printing bill No. 590 dated 7-10-33 for Rs 8/12/ was paid Rs 1/8/ instead of Rs 1/2/-

Canvasser on bill No. 1006 of 1936 for work of Rs 15/- was paid Rs 5/- on 6.3.36. This comes to 33 per cent. If the Press goes on paying high commissions like this, there is no way then to pay from its own cash. I think the Press does not get so high a profit as 33 per cent in any work. In my opinion even 12½ per cent is high. It should in no case exceed 6½ per cent. Such high payments under head commission, gives rise to suspicion although receipts have been obtained. The Manager should be very particular and careful to this item hence-forth.

On 24.3.1933 and 28-7-1933 Rs 600/- and Rs 400/- respectively have been advanced to the Press for purchasing types and withdrawn from the Bank and shown as such in the expenditure side of the Cash Book. This money was not used for the purpose all at a time. Consequently, most of it remained with the Cashier for several months apart from any connection with the Press and was kept in a private way. Now, this money while lying in the hands of the Cashier earned no interest. Secondly, this system of allowing such high amount to remain unaccounted for is highly objectionable and dangerous at the same time. There being no casual internal checking in any branch of the Press by the Directors or such authorised person this sort of maintenance of the so called private cash (Advance) is held under objection as, it gives ample scope for temporary leakage. Further, when the money has not actually been spent or advanced to any type company but shown in the expenditure side of the Cash book as such, this, in a way comes to falsification of accounts. The above may be noted for future.

There is no practice of maintaining proper files for letters received and issued which is one of the most important function of office and in negligence of this practice, one has simply to rely on verbal informations furnished, which generally, is in no way satisfactory and reliable. I could

find copy of none of the proceedings of the directors meetings which was required by me for consultation of certain matters. This is a thing of utmost importance and ought to be preserved.

Postage Stamp Account Book:-

Stamp registers for sending letters, V.P. articles, Charbandhu, Evangelical Patrika and Mennonait Mandli Samachar are all separately maintained. As for the first two however, accounts are being found tallying but for the last three almost no account is forthcoming. The sales man in charge ~~xx~~ could not explain for it. In future, only one register for all kinds of stamps be maintained and the Manager should personally examine the V.P. packets before stamps are allowed. Stamps be stocked in the general office and no cash be given for it to any branch.

Petty Cash Book:-

Rs 3/- bakshis to three peons in Xmas dated 6-1-34 has been given. Previous sanction for such payments by any authority does not appear to have been obtained. Hence it is objectionable and cannot be allowed unless approved.

Charges paid for cycle repair receipt No.2 dated 3-5-34 appear to be high. The bill ought to have been examined ~~xx~~ ~~xx~~ ~~xx~~ before payment was made.

Rs 64/5/3 dated 13-9-35 was paid to Evelope Manufacturing Co.Ltd. Calcutta through cheque No. 58354 dated 13.9.35 but he granted a receipt of Rs 64/1/- only. He should be asked to give a receipt of the remaining amount.

Provident Fund Account:-

I have checked the Provident Fund Cash Book personal ledger and Provident Fund Loan register with the pay bill sheets and the Post Office Savings Bank Pass book.

The opening of a Provident Fund account for the employees has been a work of enormous philanthropy and help and has done them immense good. They are allowed to take loans from it to a maximum of 50 per cent of the amount at credit in times of need.

During the period under review, two employees died namely Upendra Nath Acharjee and Rainu Tirkey. The amounts standing in their names were paid to their nominees Rs 289/13/5 and Rs 49/3/1 on 5.6.34 and 3/9/35 respectively. x x x x x

Loan Register:-

The following defects were noticed when checking this register:-

The loan accounts have been maintained on most ordinary ~~in~~ sheets which is not advisable. This being a permanent thing the register should be maintained in manuscript forms. The signatures of the members in support of payments made by them, have always been taken in pencil which should be avoided in future.

The Post Office pass book from July '33 to November '34 was not found. Hence items of deposits and withdrawals as shown in the Cash book during the period could be compared with.

The Provident fund loan is being granted to the employees without any surety. I think there would be little harm, if one man from amongst the employees, stand as surety for the other in each case of advance exceeding the limit of half of his pay.

Rupees 500/- dated 2-1-34 and Rs 200/- dated 23-5-34 advances have been granted to the Board of Trustees (Mission) for this no sanction of the Directors meeting is forthcoming. This is objectionable as no money transaction can be made without the approval of the directors, particularly to a body other than the Press. This should be obtained at once. Further it was found that the Trustees has been advanced loan free of interest. This comes under no rule unless special sanction of the Press Boards be obtained.

Rs 1/- principal and As /1/6 interest has been realised in excess from Santosh Ekka in his loan account. This should be refunded to him.

Overtime Register:-

This register shows the amount of work done by the employees out side office hours along with the remuneration charge

-able for it. But generally it does not record from what to what time they worked which is most defective. The dates too were not found properly arranged. The employees work in overtime hours almost every month and a register in manuscript form be maintained.

Attendance Register:-

This register is being properly maintained. It shows also the amounts to be deducted from the pay of each absentee as also the fines made.

Acquittance Roll Register:-

This register was found in order and up to date save that payment of Rs 39/2/3 to Junas Tirkey, pay for January 1934 was not stamped.

The pay bill sheet and acquittance roll for March 1936 were not checked by me as transactions for this month were noted in April 1936.

Bill Books for Printing, Binding and Book Department:-

From these bill books, it appears that from 1922 to 31-3-36. There are 289 bills outstanding. The total amount of these bills comes to Rs 3,137/4/9 and stand thus year by year.

<u>Year</u>	<u>No. of bills outstanding.</u>	<u>Total amount.</u>
1922.....	2	Rs 191-14-6
1923	1	6--5-0
1924	5	15--9-0
1925	3	62-12-6
1926	12	129--8-6
1927	6	95--7-0
1928	8	57--7-0
1929	8	229-10-0
1930	5	34--1-6
1931	27	343--8-0
1932	18	121--9-6
1933	15	202--4-3

1934	8	Rs 51--4-6
1935	58	627--0-6
1936 (upto 31/3/36)	113	968-15-0

		Total.. Rs 3,137--4-9

Out of the above arrear bills hand notes have been executed in the following cases:-

1. A Rahman executed hand note for Rs 157/- on 21-10-32. Since after no payment has been made by him and has become time barred.
2. Yakub Bhengraj executed hand note for Rs 120/- dated 8-6-1929. He made the last payment on 4-1-30. It has become time barred. The balance due is Rs 33/8/- now.
3. Gabriel Kujur executed hand note for Rs 5/- on 30-10-33. No payment made by him since. Not yet time barred. Attempts within next five months for realisation be made.
4. Mr P.Hurad executed hand note for Rs 21/5/- on 4-6-1929 Paid his last instalment on 2-12-1931. This has become time barred. Balance due is Rs 14/7/- now.
5. Reverend I.Ekka executed hand note for Rs 6/2/6 on 4-6-1929. Paid his last instalment on 21-8-34. Attempts should be made for realising the balance Rs 3/10/6 only.
6. Gul Muhammad Khan executed his hand note for Rs 189/3/ on 16-8-1934. He has paid nothing since then. It has not become time barred.
7. Rev. Benjamin Minj executed his hand note for Rs 191/9/ on 28-11-1933. No payment has been made by him since after that time.

N.B.- Item numbers 6 and 7 have not yet been time barred and their amounts too are very high. I presume that no amicable attempt for realisation would prove successful. Consequently, Gul Muhammad Khan and Rev. Benjamin Minj on the virtue of the hand notes be sued at once, if the press has in the least intention to recover its/money.

Attempts for renewal of item numbers 1,2 and 4 be made if possible. Item No.1 holds a very high amount and in this connection I am astonished why the man in charge was silent

when the specified time was getting over. This is simply due to the leniency of the higher authorities over the staff.

I see that the Press has from year to year to undergo ~~1/2~~ loss due to work done on credit. I therefore suggest that in future, credit work specially of ordinary persons should altogether be stopped for an amount above Rs 5/-

Register of Furniture, Machinery and list of books:-

In the register of furniture, it was found that books for sale, machinery, types including other printing materials stand entered. Books for sale need not be entered in it in future as there is a stock register of such book maintained by the sales man. Machinery and furniture have been entered in it room by room in which they stand. It would be better if all Machinery be entered in one place, so also furniture setting apart some pages for each.

Stock and Issue register of paper:-

Stock register and Issue register of paper have both separately been maintained which is unsystematic. Only one register need be kept. The quality and quantity of paper issued should simultaneously be shown, against its stock in the stock register and balance struck then and there. By this the quantity of paper in stock of a certain quality can be known at a glance whenever required. Price of paper is no ~~1/2~~ where entered in the register which ought to have been done in all cases. The register should have columns to show the price of paper received and issued. In absence of this, the value of paper consumed in a particular month as also the value in ~~1/2~~ stock cannot be ascertained.

The present stock and issue registers are not up to date and incorrect in most cases. The stock register should be prepared afresh as per list detailed and attached herewith vide statement "A". This is a list of stock taken by me personally.

The form of registers maintained now is merely duplication of labour and gives no scope for proper internal check.

The papers in the stock room are mis-arranged. All the

almirahs and the stands should be labelled and papers put in their respective places which would save labour in finding the quality of paper required as also facilitate inspection and stock taking.

There are almost six reams of paper in stock room unlisted in the stock register ruled and unruled and not used in the Press being too old. They may be valued at Rs 4/- per ream now. They are lying as waste paper and would be destroyed some day. I would like that exercise books be prepared of it and sold at lower prices which may fetch higher value than its estimation.

Stock Register of Ink:-

This register does not show the quantity of Ink issued. Only receipts have been entered in it which too have been neglected in a good many cases and the register is not upto date.

The above is quite unsystematic process of maintaining stock. No idea of material actually in stock can be had of it. This practice should be stopped and whatever be received and issued should at once be noted in the same register.

Most of the items of ink as mentioned in the stock list taken be me, vide statement "B" attached, were not found entered in the stock register of ink and their prices have been noted from the price list.

Stock register of books for sale:-

When taking stock of this department lots of irregularities were noticed as stated below. One man being entirely in charge of this particular work and he cannot control its affair.

The books were found quite mis-arranged. Most of it were found in the paper godown No.1. I suggest that all books for sale should be kept at one place.

The stock has not been properly and accurately maintained. In most cases shortage in stock was observed and in a few cases excess. This is simply due to the fact that the stocks were never taken nor ever checked by any body.

In the following cases the difference (actually) in stock and the stock register was explained by the clerk in charge

in the way that sometimes it so happen that men in touch take away books and papers on promise of future payment but in such cases neither credit account have been maintained nor have been jotted down else where in a private way. This practice is absolutely objectionable and harmful which otherwise not only affects the accuracy of the stock but creates unhealthy grounds for money transactions.

Name of Books.	No. actually in stock.	No. as shown in stock register.	Shortage	Excess	Remarks
1. Aradhana Mundari	35.	35 41.	6.	nil	
2. Catechism ka Tika.	42	43	1	"	Taken by his friend as reported.
3. Drirhikaran Smaran card.	120	140	20	"	---
4. Kampatr	90	91	1	"	
5. Panjika	9	257	nil	2	150 copies sold on 19.12.35 -and- 100 copies on 3.1.36 credit receipts for which have been obtained after my stock taking and chec-king the bill books.
6. New Testament -/2/-	30	42	12	nil	Of this 12 copies, 10 have been taken away by his friends for which there is no record and for 2 copies there is no trace.
7. New Testament English /9/-	2	4	2	"	2 Copies given without record.
8. Holy Bible English with reference.	6	7	1	"	No trace for one copy.
9. Nagpuria Kai thi Preriton ki kriya	9	10	1	"	Do Do.

10. Attendance

Register ..	5	10	5	nil	The sales man states that 5 copies have been given without record the price of which would be realised.	
11. Dogmatic Part I	306	328	22	"	No trace for shortage.	
12. Hasty Pothy	313	311	nil	2		
13. Kindergarden Songs	143	164	21	nil	Do	Do.
14. Life of Rev. J.E.Gossner.	418	420	2	"	Do.	Do.
15. Mukhyasthal	466	467	1	"	Do.	Do.
16. Niyamawali	529	533	4	"	Do.	Do.
17. N.T.History Mundari	282	260	nil	22		
18. Prarthnamala	217	216	"	1		
19. Teachers Attendance Register	229	193	"	36.		

A list of books actually in stock as taken by me is being attached herewith, vide statement "C".

List of books, materials etc lying useless in the Press:-

There are certain books which are too old and cannot be sold as noted below.

<u>Name of books</u>	<u>No. of books.</u>
1. Dkhokha mat khao	542
2. First English Hindi Book by Rev. J.E. Muller	368
3. Naya Git Sangrah II	267
4. Do. Do. I	104
5. Mundari Arithmetic	140
6. Panjika	1439
7. Bill books for 1918 to 1929	
8. Receipt books 1927 to 1930.	
9. School certificate books (Obsolete)	
10. Order book (Old type)	

11. Daily work Register 4
12. Register of overtime allowance . . . 2
13. Do. Estimate 1
14. Cash book 2
15. Kanke stores book 1
16. Nine bundles of old sample papers.
17. Two numbering machines figures
being worn out.

Item No.1 may be distributed amongst the Padries of different places for free distribution to people coming to attend service. No.2 may be stocked for sale. No.3 and 4 to be stocked and handed over to the mixed choir community, Ranchi, as these contain "Rag" of different nature. No.5 not used now in any school and may be distributed free amongst village school boys. No.6 to 11 and 13 to 15 to be destroyed. No.12 may be used by changing the headings. No.16 should be stocked and used in the Press; No.17, one of it may be used but the other one is worthless. Its repairing charge would come up almost to the value of its cost and may be disposed any way.

Stock register of stationery:-

This register is not in much disorder save that cards and envelopes of the same number and size have been entered on different pages. This should not be done in future and things of the same nature should be carried over to one page only. Page numbers of the balances carried over have not been correctly marked.

On page 51 of this register Manilla envelopes No. 480 B. 10X 4½ were received in total 3,000. But the company charged value for 1000 only by mistake. The price of the rest 2,000 was not paid to the Company on the plea that sometimes they make short supply and we have to pay the full value.

In the following cases excess has been realised from the customers than the actual price for materials given:-

Dated 9-10-33	-/-/6	taken in excess for cash sale of envelope
Do. 15-6-33	-7/-/3	Do. Do. less Do.
Do. 26-2-35	-/-/3	Do. Do. less Do.
Do.		

The following amount of cash sales were not found entered in the daily sales book, consequently not in the Cash book:-

Dated	16-1-34	-/-/3	price of envelopes
Do.	2-8-33	-/4/-	Do. stationery
Do.	1-7-33	-/1/-	Do. Book.

Receipt wanting for 100 Manila envelopes (page 37) issued to office dated 4-11-35.

Receipt wanting for Manila envelopes 400 issued to office dated 31.1.36.

On page 32 of this register 1050 Manila envelopes 6X3½ size have been issued in January and February 1936 against previous balance nine only. The clerk could not state whence it came. Possibly some entries in the previous years were not made in the register and the envelopes stocked.

On page 40:- White post cards in stock came to 17 only where as 202 is being shown in the register as balance. The ~~the~~ clerk in charge explains that this is due to short supply of the companies.

In the stock register the balance of white Manila envelopes No.6 came to 115 but all is being reported to be spoiled by white ants.

On page 43:- The book balance of Manila envelopes come to 74 but all reported to be eaten up by ants.

Issue and Invoice receipts were also checked along with this register.

Sales Day Book:-

This book was not found in order. It has been written up most clumsily. In one or two of the volumes, it was found that transactions of different years were noted on one side and when the book was exhausted the opposite pages were then used.

This is a book which is often in use. Hence a better type of it be provided for the purpose and should be written up neatly in future.

Printing and Book Binding Order Books:-

These were checked and found in order.

Ledger:-

The system of book-keeping demands a personal ledger to be

maintained which is not in practice here. It would be better if observed.

General Remarks:-

During the period under audit large number of temporary advances were made to the employees from the petty cash after 15th of each month. These were made as private affairs and the amounts of such advances were recouped by deductions from the salaries of the employees as per acquittance roll each month on the salary distribution day. ~~But neither~~ neither these loans nor the deductions were passed through the petty Cash book. Thus the Cash balance of the petty cash was never agreeing with the actual cash. It was always short after the 15th of every month. This practice is highly objectionable and serious. It was being reported even before, but no action appears to have been taken to put a stop to it. If the situation can not at all be managed without it, it should be dealt publicly and the Manager should never indulge in creating such a serious responsibility on himself in conducting money transactions in a private way. Let a temporary advance register be maintained with approval of the Board and the matter ceases there.

From the list of unpaid bills attached herewith vide statement "D" it will appear that some of the bills of 1922 still remain unpaid. The bills which are unpaid for more than three years cannot be realised by recourse to law as they are time barred. Attempts ~~should~~ should once more be made for realisation and in case of failure there is no way than to write them off. In future the bills should not be allowed to remain unpaid so long. If payments are not being made within the time specified, action should always be taken or the Press will ever have to remain a loser.

The G.E.¹. Mission Council holds a loan of Rs 5,000/- of the Press and it has been granted on a very low rate of interest. Considering the interest of the Press this is not fair. The Press would have utilised this money in its own work and earned more profit. So also, an advance of Rs 700/- was made over to the Board of Trustees free of interest.

Rs 621/4/ is due to Mr. E. Parti as on 1-5-36 out of the

balance of bad debt Rs 1566/4/- in his name.

In course of several audits proceeding this, stock taking of paper, books stationery and ink etc was never done without which the audit of such an institution is always incomplete. My presumption that, when the stock books were kept in an unsystematised way, there must be difference in the actual stocks, was almost found correct as dealt in the previous pages. I had a lot of trouble in hunting out most of the items here and there to tackle with the inconsistencies.

Unsystematic and in-accurate account and stock keeping as has already been pointed out, is only responsible for the waste of much of my time over the inaccuracies of the original accounts and stocks.

Lastly, I have to say that, the accounts of the press or such other institution concerned with money under the Mission should never be allowed to remain un-audited for so long a period as three years. Most of the irregularities as mentioned herein are due to lack of regular audit only. If the accounts were audited yearly, there would have been little space for such huge number of defects of various nature creeping in. I hope, this audit report would impress the importance of "audit" to the authorities concerned.

I have also appended herewith the following statements to supplement the report:-

1. Annual abstracts of income and expenditure for each year separately both of the general account and the Prudent fund Account.
2. Lists of stock of paper, ink, stationery, books and printed un-bound books.
3. A list of unpaid bills.
4. Valuation of machinery and assets of the Press.

N.B. All the above statements are as they stand on 31-3-36.

I cannot close without giving most cordial thanks to Babu M.C. Ekka and Babu S.D. Kujur who helped me to their best in conducting the work.

Sd/- J.P. Sharma
Auditor.

Commissioner's Compound, Ranchi

Dated Ranchi,
The 8th June 1936. }

Secretary

Please sign the withdrawal
for ~~for~~ Rs. 75/- only and
return. The balance at
the C.C.C. Bank is Rs. 2,608/3/3.

H.
8/6/36.

Purulia, Dist. Manbhum.

185/36

26th May 1936.

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

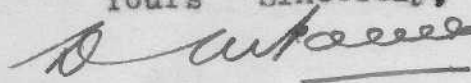
Dear Manager,

On the 29th instant I am going to Ranchi and on the 30th at 8 A.M. there will be a meeting of the Executive of the Board of Trustees at the bungalow of Rev. W. Radsick. In that meeting we will dispose of the Press matters that have been kept pending till my visit to Ranchi i.e., (i) writing off of arrear press bills (ii) Leave Rules for apprentices and (iii) Age limit for the Press workers.

Please attend the meeting. We will discuss the matters with you.

Any other Press matters that you want to bring up for the decision of the Trustees may be done at the meeting.

Yours Sincerely,



Secretary

- (1) Please sign and return the enclosed withdrawal form for Rs. 164/12/6 on a/c of Petty cash.

+

- (2) Issue a cheque as per vouchers & bill attached.

C.C.C.C. Bank balance - Rs. 3,041/7/9
as on 15-5-36.

+

C.N. Bank balance - Rs. 481/5/6.

Sh
16/5/36.

168/36

12th May 1936.

Purulia, Dist. Manbhum.

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

Dear Manager,

Your letter of the 21st April 1936 was placed before the Executive of the Board of Trustees at its meeting on the 24th April last. You referred me on the two following points:-

- (1) Whether the apprentices and temporary workers are entitled to enjoy all the Press leaves?
- (2) What should be the maximum age up to which a worker of the Press may work in the Press and after that he must be retired.

The Executive have both the points unsettled and I am trying for an opportunity to go to Ranchi and discuss these matters with you and Messrs Kerschis and Radsick.

However one matter is certain and that is the general rule of leave for the temporary workers. The temporary workers are not entitled to any privileges of the Press. They are to be paid for the days they work and they are to be unemployed as long as there is work for them in the Press.

It is a bit ^{different} ~~difficult~~ with the apprentices. An apprentice may enjoy the ordinary Press leaves and casual leaves with pay. He may also be given sick leave with pay for one month, if he has worked for the full one year in the previous year.

If an apprentice does not join after one month he should be considered as discharged. If any apprentice abuses the leave granted to him, he should be discharged from the service altogether. Till the Executive of the Board of Trustees meet again, the above rules may be followed in the Press.

A man who becomes invalid whatever may be his age will have to be discharged. Compositors can be ^{reinstated} restored in the service till the age of 60. Now since the benefit of the Provident Fund is enjoyed by the workers, a man after 30 years service should be retired compulsarily to make room ^{number} for the younger workers. I propose to retire a ~~number~~ of Press workers whose age is 60 and over, after examination of their bodily fitness. In some case it may be possible to add a small bonus to their Provident Fund amounts.

Yours Sincerely,

Devi Prasad
12.5.36

Secretary

- (1) Please sign & return a withdrawal form for Rs. 763/9/6. only on C.C.C.C. Bank.

Balance at the bank Rs. 3,268/8/-
as on 25-4-36.

- (2) One Bill of M/s S. N. Banerjee & Co. to issue a cheque.

Balance in the C. N. Bank Rs. 610/13/2.
as on 25-4-36.

- (3) Application of the Auditor for advance of Rs. 40/- only.

Sh
27/4.

To

The Secretary,

G. E. L. Mission Press, Ranch.

Sr,

On 28. 4. 36 when coming to home I fell from bicycle and has got pains in the right ankle. I am not attending office since from the 29th April 36 as I cannot walk. Please therefore grant me leave till my recovery.

I has to remain

Sir,

Ranch.

1. 5 - 36.

Your most obedient servant

~~The~~ T. K. A.

Manager.

Granted leave till recovery as per press rules for pay etc. W. K. A. 12/5/36

Secretary,

Please issue me cheque.

Balance at bank Rs. 561/1/9

as on 8-5-36.

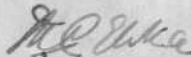
Rs
9/5.

G.E.L.Mission Press, Ranchi
8-5-36.

Sir,

I beg to report that I have joined in my duty from the 7th May 1936. I cannot walk properly and still there is a little pain in the leg.

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


Manager.

To

D. M. Panna, Esq.,

Deputy Magistrate,

PURULIA.



10/17/36

23

The Manager

S. S. & Mission Press

Portland

14/4
1936

As requested I am sending the
Audit Report of Kuldip Sahay with
Mr. Pocher's letter.

Please return it after showing
it to the new Auditor.

Returned

29/6/36

D. K. P. (Signature)

13-4-36

23
PRINTERS IN ENGLISH,
HINDI & BENGALI.

G. E. L. MISSION PRESS

RANCHI.

Estd 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 21st April 1936.

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

Sir,

With reference to your P.C. of the 18th current, I beg to put the followings and some of the outstanding bills to write off.

(1) Whether an apprentice compositor Keora Puri who reported himself ill & was absent & away for three months can again be taken in his post?

He has come back and wanted to resume his post. In this connection please refer the letter attached and a petition from Mr. E. Parly.

(2) Are the apprentices and temporary workers entitled to enjoy all Press leaves?

When one apprentice has misused the one month's sick leave with pay and caused loss to the Press and his fellow workers had to undergo heavy pressure of work, I should like to deprive of the right and to allow Casual leave only to apprentices and temporary workers.

(3) No proper assistance is being given to me. Please see if any action can be taken against the old & invalid staffs.

(4) A list of bills to be written off - on separate sheet.

75-2 25-X

Yours truly
The Manager,
Manager.

G. E. L. M. PRESS
RANCHI.

मान्यवर- मनेजर- मसीहचरण-एक्का-के-निकट

मेरा-निवेदन।

महाशय,

मैं अपना-दुख-तकलीफ-आपके-सामने-बताता-हूँ-सी-यही
है कि-देखिये-मैं-अकेला-कमानेवाला-हूँ-और १२, १३ प्राणियों-को-
पालना-पोसना-पड़ता-है-सो-कौई-निश्चित-सहाय-दूसरे-तरफसे-न-
मिलने-के-कारण-खर्च-बर्च-में-बड़ा-ही-तकलीफ-पाता-हूँ-और-बाबर-
पैंचा-उधार-में-फँसते-जाता-हूँ। जब-केवरा-काम-करता-था-तो-थोड़ा-
बहुत-मदद-मिलता-था-और-जीमें-जी-पाता-था-पर-आज-कल-कई-
महीनों-से-पूरा-भार-मेरे-सिर-पर-आ-गया-जिसके-कारण-रात-दिन
मैं-फिर-और-चिन्ता-में-डूबा-रहता-हूँ। सो-मैं-दीनता-पूर्वक-
आपसे-निवेदन-करता-हूँ-कृपया-केवरा-का-दोष-इस-बेर-हमो-कर-
दीजिये-और-आपको-फिर-अपना-काम-दे-दीजिये-जिसे-मुझ-बूढ़े-का
दुख-भार-कुछ-हलका-होवे।

आपका-दीन-सेवक

राँची ४-४-३६।

इलियस-पुर्त।

गवलों-आर्थात्-मजदूरों-को-२, ३ तारिका-को-वर्षा-का-माल-लिपे-मेरे-
पास-आया-उसके-बारे-में-उसके-घर-में-से-लिपे-ने-किसी
प्रकार-का-खर्च-न-दिया-इससे-मैं-समझा-या-कि-वह-असल-
मा-एक-दल-को-३-दिया-और-उसके-बदले-में-२-गड़वा-रखा-हूँ-
जिसे-हमेशा-के-लिपे-रखा-चा-टा-था।

Rev. W. Prehn.
Gossner Church.

Ranchi the 22.3.1932.

The
Secretary. Board of Trustees of the Gossner (G.E.L.) Church Property.
Burulia.

Sir,

under request of the Board of Trustees I have examined the
audit notes concerning the G.E.L.M. Press account books of 1. March
1929 to 31. December 1930 prepared by Kuldip Sahay, Auditor.

The examination was done by myself with assistance of the Press Manager
Babu Masihcharan Ekka.

Most of the items examined fall under the time of the late manager Elias
Purti. His explanations in general do not count much and would not be
acceptable under ordinary circumstances, but as matters lie with him,
the Board is requested to be satisfied with his remarks as "regret, the
original was spoilt " or "Regret mistake" - "spoiled by mistake". In general
only very petty amounts are concerned, which do not count much in compari-
son to the very large amount lost through him.

The mistakes done by the present Manager have been rectified resp. ad-
justed.

Therefore the Board is herewith requested to accept the audit notes and
its explanations given by both the managers,

for the Board of Trustees

W. Prehn

Vicechairman.

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. M. Frehn. 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/-.

J.T. may
rectify it

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. 13/8/6 to Suleman Tirkey on 10-5-29 not issued and duplicate not written.

8. Receipt No. 866 to Inspector of School C.N. Division for Rs. 136/8/- 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 Lothey Tirkey was cancelled but the original receipt was not found in the book. It was noted by E. 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 & 963 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 Kaunti Re. 1/- received on 10-4-29 not traced entered in Cash book as per note in the bill.

2. Bill No. 262 d/17-4-29 G. Hears 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 Purnamall 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 p in order book. Rs.6/5/- realized on 15-6-29.

7. Bill No. 223 d/ 17-4-29 of Coleskisto 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 Nkka 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.3/8/0 d/ 12-9-29, voucher of the firm wanting and in the same voucher -/2/6 paid to cooli but thumb impression not taken.

4.

2. Voucher of shop for purchase of Molasses for Rs. 1/2/- on 4-11-29 vide voucher No. 4 wanting.

3. Voucher No. 5 d/ 5-5-30 made as per voucher -/7/- but entered in cash book -/8/-.

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 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 3/8/- 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. 3 d/ 18-11-29 advance for repair to the Secretary G.E.L.N. Press not supported by receipt

3. Voucher No. 127 for refund of Rs. 7/- to Hinoe 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. B. 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 6-5-30 from P. Fund a/c. There is still due a balance of Rs. 1566/4/- 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. 13/- in July and Rs. 53/- 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	15,429-11-0	301-11-9
2.	Binding	322--9-9	64-15-0
3.	Book	2,659--8-3	63--4-0
4.	Bank a/c	18,734-14-9	16,121-10-9
5.	Stock Ordinary	889-13-9	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	2,516--4-0 2,382	2,911--0-0
10.	Advance	832-14-0	90--0-0
11.	Cash Certificate	-----	400--0-0
12.	Repair	----	362--6-9
13.	Postage and Telegrams	182--6-0	1,216-15-0
14.	P. Fund	591--3-0	10--5-0
15.	Salary	-----	6,913--2-3
16.	Tax	-----	246--6-0
17.	Cash a/c	17,101--9-9	20,065--3-10
18.	Bad debt	66--0-0	1,866--0-0
19.	Charbandhu	29-12-0	33-12-0
Total		57,429--9-9	55,675-12-10
Opening balance in Bank		654--1-6	3,267--5-6
In office cash		911--4-1	51-13-0
Grand Total		58,994-15-4	58,994-15-4

ABSTRACT OF RECEIPT AND EXPENDITURE FOR

THE YEAR 1933.

No	Items.	Receipts.	Expenditure.
1.	Printing	10,363-12-2	464--5-0
2.	Binding	231--7-6	111-10-0
3.	Books	2,306--0-0	206--4-9
4.	Stock Ordinary	963-11-6	-----
5.	Paper Stock	103--3-9	2,333--0-9
6.	Miscellaneous	24-13-7	564-14-3
7.	Bank a/c	17,152--9-3	16,245-14-3
8.	Refund a/c	122--5-6	122--5-0
9.	Loan	2,473--0-0	4,150--0-0
10.	Advance	506--9-0	-----
11.	Postage and Telegram	-----	597-12-0
12.	Repair	1,500--0-0	2,295--0-0
13.	P. Fund	171-12-3	546--0-9
14.	Salary	-----	5,276-15-3
15.	Tax	-----	45--9-0
16.	Cash & Adjustment ...	13,443--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		57,511-14-6	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, Ranchi	7-0-0	
		Do (Bharat savak a/c)	184-14-6	
1070	27-2-23	Rev. I. W. Ranchi	1-9-0	Hand Note.
873	21-2-23	Mahabir Pandit Do	2-5-0	
1735	23-2-24	P. Murad Beg Sec. C.C.	0-8-0	Do
1985	19-5-24	Rev. B. Minz 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
258	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	29-6-25	B/S. Tira, A.G. Office	3-8-0	
213	16-3-25	" Jaganath Prasad, Lohardaga	1-7-0	
215	23-3-25	Do Do	60-3-6	
330	27-4-25	Do Do	2-10-0	
1095	25-1-26	Rev. I. W. Ranchi	3-12-0	Do
1325	27-3-26	Do Do	0-15-6	Do
1488	26-5-26	P. Murad, Sec. Ranchi	12-2-0	Do
1582	8-7-26	Rev. B. Minz, G.H. School	16-14-0	Do.
1741	28-9-26	Do Do	46-14-0	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
1902	11-12-26	B/ C. Tira, A.G. Office	1-4-0	
1903	Do	Do Do	1-8-0	
40	16-12-26	" Urbanus Lakra, Kinkol	1-8-0	pd 7 4/30
10	27-11-26	Rev. B. Minz, 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
771	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	B/ Jonas Sarin Sec. M. Sabha	21-8-0	
292	23-6-27	Secretary Prop. N. M. School		
		Lohardaga	5-11-0	
722	30-10-28	B/ Y. Bhagraj, Marhu	33-8-0	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	P. Murad, Sec., C.C.	1-5-0	Do.
124	2-3-28	Mr. Edward Kujur	1-14-6	
120	10-2-28	B/ Narbas Lakra, Govindpur	23-0-0	
349	11-6-28	Rev. J. Lakra Ranchi	3-8-0	
347	9-6-28	Mrs. Dhanji They, Yanke	4-0-0	
4	6-1-28	B. Ali & Son Ranchi	10-8-0	
8	8-2-29	P. Murad Beg., Ranchi	0-6-0	Do
11	16-2-29	Do Do	1-0-0	Do
299	26-4-29	Gulmd. Khan, Ranchi	22-6-0	
		Do Do	189-7-0	Do
81	23-1-29	Rev. E. Sturges They	3-7-0	
101	29-1-29	Do Do	1-2-0	
249	12-4-29	Do Do	2-4-0	
442	9-7-29	R. Ali & son	19-0-0	
80	11-2-30	B/ Nisipati Kumar, Gangutoli	10-11-0	
165	7-3-30	" P. Soy, Birantapur	2-15-0	3dg.

ANSWER OF AUDIT REPORT OF G.E.L.MISSION PRESS?

RANCHI FROM 1st March 1929 to 31st December 1930 i.e. one year and ten months account.

MONEY RECEIPT.

- no remedy*
1. I do not remember whether voucher was obtained from Mr. Prehn. Sd/ E.P.
 2. It has been signed now. Sd/ E.P.
 3. Regret it was not entered by mistake. Sd/ E.P.
 2. 4. Regret the original was spoilt. Sd/ E.P.
 2. 5. By mistake the original was not paid to the customer. Sd/ E.P.
 - ✓ 6. Rs.20/- was paid in two instalments, first on 26-3-29 and the second instalment on 5-4-29 in Receipt Nos.541 & 579 respectively the Receipt No.717 was ~~entered~~ written by mistake so it was cancelled. Sd/ E.P.
 - ✓ 7. The Original was not issued so the duplicate one not written. Sd/E.P.
 - ✓ 8. The Receipt was issued on the 1 next day. Sd/ E.P.
 - ✓ 9. Regret mistake. Sd/ E.P.
 - ✓ 10. Do Do Do
 - ✓ 11. Do Do Do
 - ✓ 12. The original ~~nal~~ was spoiled. Sd/E.P.
 - ✓ 13. Regret mistake. Sd/ E.P.
 - ✓ 14. By mistake the original one was left and on duplicate it was written but not sent to the customer. Sd/E.P.
 - ✓ 15. Spoiled by mistake. Sd/ E.P.
 - ✓ 16. Regret Bo
 - ✓ 17. Do Do
 2. 18. The Cheque sum taken back vide note of Mr. Gupta on Receipt No.814 D/22-5-29. Sd/E.P.

BILL COMPARED WITH THE CASH BOOK.

2. 1. Regret by mistake the amount was not entered in C.B. Sd/ E.P.
2. 2. Regret how the matter was I forgot, it is now two years, so cannot explain. Sd/E.P.
3. 3. Regret cannot explain it is now two years. Sd/E.P.
- ✓ 4. The First advance of Rs.5/- was entered in

in Cash book on 11-5-29 and the ~~the~~ 2nd one of Rs.5/- on 13-5-29 and on 15-5-29 the balance Rs.4/14/- was realized. Sd/E.P.

- ✓ 5. Regret mistake. Sd/ E.P.
- ✓ 6. Regret by mistake it was not corrected. Sd/E.P.
- ✓ 7. Regret by mistake it was not entered. Sd/E.P.
- ✓ 8. Mistaken in posting. Permission be allowed to draw Rs.1/14/- excess payment. Sd/ M.E.
- ✓ 9. Bdg bill No.175 d/ 4-4-30 realized along with Bd.Bill No.206 d/13-6-30. Cancelled. Sd/ M.C.
10. Corrected. Sd/.M.C.

ACQUITTANCE ROLL.

- ✓ 1. Stamp affixed and signature taken. Sd/ M.C.
- ✓ 2. M.Lakra's signature taken. B.Tigga is no longer in service and he is not in Ranchi town. Sd/ M.C.
- ✓ 3. Understanding it not regular pay deduction n was not made. If needed Rs.3/2/- will be paid Sd/ M.C.

Petty Cash Book.

- ✓ 1. It was purchased by me on any market day (Saturday) and brought by M.Lakra hence forth Voucher of firms & thumb impression of cooly will be taken. Sd/ M.C.
- ✓ 2. The Banias often refuse to write chits for such petty sales, and thus it is not possible to secure firm voucher in all such ~~xxxxxx~~ purchases. Sd/ M.C.
- ✓ 3. Anna -/1/- paid by me and credited in Petty Cash book. on 6-7-31 Sd/ M.C.
- ✓ 4. For reply vide No.2 above. sd/ M.C.
- ✓ 5. Filed.
- ✓ 6. Pies Six paid by me & credited in petty C.B. on 6-7-31. Sd/ M.C.
- ✓ 7. Adjusted on 6-7-31. Sd/ M.C.
- ✓ 8. Writing mistake. I already noted its price on the voucher which K.Ekka, who purchased and paid for it. Told me vide Voucher for same No. ~~xxxx~~ 1 above. Sd/ M.C.
- ✓ 9. Taken. Sd/ M.C.
- ✓ Adjusted on 1-5-31. Sd/ S.K.
Rs.1/2/- was entered in C.B. on 13-7-29 vide Mr.Gupta's Note on receipt No.1018 d/6-7-29. Sd/ E.P.

Cash Book.

- ✓ 1. Regret mistake. Sd/ E.P.
- ✓ 2. It is supported by voucher No.4 d/5-7-30 vide
E.B. Page 51/1930. Sd/ M.C.
- ✓ 3. Regret mistake. Sd/ E.P.

Secretary

- (1) Please issue one cheque.

Balance at C.N. Bank is

Rs. 606/1/6 as on 7 $\frac{4}{36}$.

- (2) Please sign & return one
withdrawal form for Petty cash
C.C.C.C. Bank balance Rs. 4,280/1/9 as on $\frac{4}{36}$.
- (3) one letter to send a copy of
audit Report of Babu Kuldeep
Sahay.

Issued cheque $\frac{86}{8/4}$.
No 58369 of 13.4.36
for Rs. 56/7/3.

[Signature]
13.4.36
Secretary, G. E. L. Mission Press,
Ranohi.

G. E. L. MISSION PRESS,

Ranchi.

Date the 8th April, 1936.

To

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

Dear Sir,

I beg to inform you that auditing of this Press account has begun from the 6th inst. And the Auditor in his letter dated 7-4-36 requires ^{urgently} the audit report conducted by Babu Kuldip Sahay in order to get help in furnishing certain requisite materials.

So far as we remember that there was only one copy and was sent to you answering on the margin of the Report.

Kindly see in your file and send early. It will be returned to you when done with.

Yours faithfully

M. N. S.
Manager.

Secretary.

sending the following:—

1. Monthly return of January 36
with report.
2. Monthly return of Bills for
the month of February 1936.
3. Answers of 4 questions on
the back of application of Kushal-
may Peon.

Sh
28/3.

Secretary

- (1) Please sign & return the enclosed withdrawal form for Rs. 741/14/3. on a/c of salary for the month of March '36.
- (2) Ream application of Balu
 , Jm as Tirkey.

Balance at C.C.C.C. Bank

Rs. 5,434/11/9 as on
the 26th March 1936.

84
27/3.

G. E. L. MISSION PRESS,

Ranchi.

Date the 24th March 1936.

To

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

Dear Sir,

I am sending herewith 2 withdrawal forms on C.C.C.C. Bank. One is for payment of R.G.Lal's bill on account of papers and the other for purchasing types vide your letter No.67/36 dated the 24th February '36.

Please sign and return them.

Yours faithfully,



Manager.

23
G.E.L.Mission Press,
Ranchi.
20-3-36.

21/3/36
Dear Sir,

Yesterday in the afternoon after dropping
a P.C. I received the cheque No.58368 dated 18-3-36
for Rs.79/10/3 in full payment of the bill of
Bible Society, Calcutta.

Yours faithfully,

McShane
Manager.

To



D. M. Panna, Esqr.,

Dy. Magistrate,

PURULIA.

G.E.L. Mission Press, Ranchi
19-3-36

Dear Sir,

We have sent a bill of B.&F. Bible Society,
Calcutta in the book post packet on 12-3-36 to
issue a cheque for Rs. 79/10/3 which has not been
received by me as yet. Please see if the bill is
not paid within one month from the date of issue
of the bill, the discount noted in the bill is
not allowed.

sent on 19-3-36
Yours faithfully,
Chandra
on
19-3-36
Chandra
Manager.

To

D. M. Panna, Esq.,

Deputy Magistrate,

PURULIA.



10/10/1936
Secretary

1. Received the eq. No. 58367 of Rs. $99 \frac{3}{36}$.
for Rs. 20/- only on acc of shed.
 2. Received back the ~~remittance~~ application of Peon K. Ekka.
 3. Please issue one eq. for Rs. 79/10/3 only.
- Bank balance is Rs. 576/13/9.

$\frac{86}{12/3}$

To

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

Dear Sir,

I herewith beg to send a list of out-standing bills of the years 1931 and 1933 showing the persons and the amounts due with them and my remarks against each :-

S.No.	Name.	Bill No. & date	amount.	
1.	B/ Sadasib Lal, Lower Bazar, Ranchi	<u>1110</u> <u>3-3-31</u>	Rs. 76-14-0	Several reminders as well as takadas are made but simply saying he would pay, he has paid nothing.
2	A.Lal Pleader, Manager Nawagarh Estate (Ranchi)	<u>1214</u> <u>14-4-31</u> <u>1255</u> <u>27-4-31</u>	Rs. 32-12-0) Rs. 38-12-0)	Once in 1933 or 1934 I had asked him about the payment of the bills and at that time he told me that in connection to the bills he had received a letter from the Press Secretary and had replied to pay the bills when money is realized from the Manki of Nawagarh Estate. I have learnt that he will get money from the State.
3.	Prop. Auction Hire and A, Mart, Ranchi.	<u>1347</u> <u>26-5-31</u> <u>45</u> <u>20-6-31</u> <u>105</u> <u>20-7-31</u> <u>163</u> <u>7-8-31</u> <u>164</u> <u>7-8-31</u>	Rs. 1--4-0 " 4--6-0 " 7--2-0 " 3--2-0 " 2--8-0	The man of Auction Hire & Mart (Mr. S. Fattah Ali) is often called for his dues and every time says "he would pay some in the next month". During this month he had been in the Press and when asked for payment of the arrear bills he gave word to pay something within this month, but whenever bill collector went to him he was not met.
4.	The Hd. Master Wheeler School, Kanke.	<u>69</u> <u>7-7-31</u>	11--5-0	The Hd. Master is no longer in the School. His successor had reported to me that the Secretary of the School had ordered him to pay the bill out of his P.F. A/C. when drawn. But unfortunately the Post Office withdrawal form was given to the same Hd. Master and thus he could not realize the money.

5.A. Rahman, Contrator
G.C. House, Ranchi

168
10-8-31
179
12-8-31
192
17-8-31
200
21-8-31
208
25-8-31
218
28-8-31
222
29-8-31
236
1-9-31
247
4-9-31
419
22-10-31
432
28-10-31

Rs. 8--2-0

" 6--8-0

" 21-11-0

" 7--8-0

" 6--8-0

" 25--5-0

" 13--0-0

" 5--0-0

" 6--3-0

" 16--1-0

" 4--2-0

Willing to pay. Only on account of dull business cannot be able to clear up the amount. But shall pay the dues when business will prosper.

6. The Secretary, Muslim
Union, Doranda.

237
2-9-31

" 5--8-0

The Secretary paid Re 1/- on 21-3-36 and said that he will pay the balance in instalments. The Union did not work. So the books are still in the Press.

7. Gul Md. Khan, Ranchi

332
29-9-31
458
9-11-31
475
16-11-31
492
21-11-31
521
2-12-31

" 12-12-0

" 8--8-0

" 6--2-0

" 3--9-0

" 3-12-0

Whenever he was called for the bill, reply was received that he will be-
gine paying of the bills after he has completed his new bungalow. Now his building is completed. Takada will be made.

8. Rev. J. Lakra, President
C.N.U. Samaj, Ranchi.

412
21-10-31

" 6--4-0

Last year when he paid some of the bills said, "he will write to the Secretary to write off the remaining bills" therefore no Takada is made.

9. The Secretary, Wander-
ers Club, Ranchi.

1780
19-1-33

" 8-14-0

The club dissolved. The Sec. of the Club, who is a practitioner Doctor here when requested to pay even half of the total dues, paid Rs. 4/7/- on 7-3-36 and asked me to request you to write off the rest.

10. Lal S.N. Sahdeo,
Latehar

1797
23-1-33
158
16-5-33

" 8--9-0

" 16--8-0

The man did not reply to our reminders. His S. Sathi books which I printed in 1927 and which bill is already paid, are still in the Press stock for sale. They may be forfeited.

11. The President, C.N. Unnati Samaj, Ranchi	1956 <u>14-3-33</u> 155 <u>16-5-33</u> 889 <u>21-12-33</u>	Rs. 53--6-0 " 11-10-0 " 65--2-0	same Remarks/as No.8 above.
12. Dr.A.S.Bazray, Nawatoli, Ranchi	191 <u>26-5-33</u>	" 2--9-0	The man has left Ranchi and his address is not known to us. We are always looking for him.
13. B/Dinanath Singh, Chutia, Ranchi.	261 <u>15-6-33</u>	" 6-10-0	Efforts are being made to realise the amount.
14. Hakim Fakrudin Unani Medical Hall, Ranchi	438 <u>11-8-33</u>	" 0--8-0	Balance out of Rs.3/8/-. This may be written off.
15. Dr.S.M.Rahman, Ranchi	484 <u>28-8-33</u>	" 2--8-0	The party is at Patna & don't reply to our reminders.
16. Dr.Susanta Bose, "	579 <u>28-9-33</u>	" 8-14-0	There is dispute between Dr.S.Bose and K.K. Biswas. One says that the payment will be made by the other. Still attempted.
17. The House of Fashion, Ranchi.	611 <u>13-10-33</u> 654 <u>28-10-33"</u>	" 2--4-0 " 2-14-0	Bal. of Rs.2/8 } " " " 4/14/ }
Remarks same as No.3			
18. Rev. F. Schulze, Rajgangpur	179 <u>14-12-33</u>	" 12-7-3	Balance of Rs.31/7/3 the value of books taken. He is always reminded by the Book-seller. A duplicate copy of the bill is given to Rev. Prehn when asked, to write for payment.
19. North India Motor Works, Ranchi.	817 <u>12-12-33</u>	" 4--0-0	Balance out of Rs.14/- is not paid. May be written off.

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

(1) The Executive of the Board of Trustees has fixed time scale of peons and machine coolies at Rs. 10/- - 18/- - 15/-.
Vide minutes of 8. 3. 1930.

(2) Kushal may Ekka peon was appointed as a peon of this Press on Rs. 15/- h.m. in 1932. And as regards his appointment and pay a resolution then passed is as follows—

"Resolved that Kushal may Ekka be appointed as full time worker peon in the Press from 1st Feb. 1932 on a pay of Rs. 15/- h.m. and that as long as the Press did not provide a bicycle of its own he be paid the costs of renewal of tubes & tyres to his bicycle."

Vide minutes of the 6th meeting of 9th & 10th Feb. '32.

(3) No, he has not got any increment.

(4) The work of Kushal may Ekka peon is heavier and responsible than other peons when besides other works he is specially responsible for collecting bills. So far, I have found him a hard worker, painstaking and faithful.

Recd
3/3

① The Secretary of the Board of Trustees has filed this case
of 21-8-35 in the office of the Secretary on 27-9-35
vide minutes of 8-3-1936.

② Keshalmai was appointed as a nurse
in 1935. She was in 1935. She was
appointed as a nurse in 1935. She was
appointed as a nurse in 1935. She was

महाराज.

मनेजारजी: ई:एल मिशन प्रेस रांची.

गरीमवार संलामत गुजारासहे कि मे.

तबेदार कुशल मय रुका आपने तलक के

स्केल के बिशय में ता. 21-2-35 को

रुका कि ता. 21-2-35 को

पेश किया था, जो अभी तक उम

परवास्त का कुं देखाका न मिला।

इस लिये हाजुर से मेरा अर्ज है कि मेरा

परवास्त का काया हाल है।

आपने हाजुर मालिक है.

आपका हा. कारे दाम

कुशल मय रुका.

3-2-35

अ. अ. अ. अ. अ.

9.3.36

Please see reports on 4 questions on nurse

His application dated
21-8-35 was posted to
the Secretary on 27-9-35
with other papers.

9/3.

Manager

The previous application
of 21.8.1935 is not
for the coming in my file.

Perhaps it has been
misplaced somewhere.
Is there any time scale
of pay for the period?
When was Keshalmai
appointed as nurse?
Ekka was appointed as
nurse and as

3) What was his pay
when he was appointed as
nurse?
4) How is his work?
please report on the
above points.

Please see reports on 4 questions on nurse

81/36.

Managers

S. S. & M. in Ben
Rancher

The following papers are returned
back which were received here on
8. 3. 1936.

- (1) Bill for Prop- for the balance of
the construction of a new road
with cheque no. 583678, 9. 3. 36
on Chetavayya Banking Co. for
Prop-
- (2) Application of P. S. Keshav
Shen with question to be
answered by the Gen. Manager.
Please acknowledge receipt.

W. S. K. S.
Secretary
9-3-36

gms

G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,
HINDI & BENGALI.

23/

RANCHI.

Estd. 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 4th March, 1936.

To

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

Dear Sir,

With reference to your No.61/36 dated the 24th February 1936. A letter has been dropped to the Manager, Baptist Mission Press, Calcutta, asking if he has re-started to cast the Hindi type and can supply us the same. And regarding the other necessary types, if permitted, I suggest to go to Calcutta and settle their rates there. A man of M/S Chunilall Ganpatrai, who is my friend, is going to Calcutta after the Holy. He asked me to go with him when new types are to be purchased. The man is quite acquainted with printing works as well as with some of the type founders because a few years ago he was working there as a reader. Besides purchasing of types if possible I wanted to look at the working of Die printing machines etc.etc.

Yours faithfully,

McDuka
Manager.

SK.

Dated Purulia, the 24th Februry
1936.

- No. 61/36. Br. I. Cannaday, M.A., D.D.,
U.L.C. Mission Rajahmundry,
S. India.
- No. 62/36 P.O. Philip, Esqr.,
Secretary, N.C.C. Nagpur, C.P.
- No. 63/36 Rev. A. John,
G.E.L. Church, Rajgangpur.
- No. 64/36 P.D. Kandulna, Esqr.,
G.E.L. Church, Ranchi.
- No. 65/36 P. Hurad, Esqr.,
G.E.L. Church, Ranchi.
- No. 66/36 Rev. M. Prehn,
G.E.L. Church, Ranchi.

Dear Sir,

The Manager, G.E.L. Mission Press, Ranchi
has applied for sanction to purchase Rs 1,500/- worth of
type. His letter of which the copy is enclosed for
reference explains the need.

I see no objection to sanction the purchase
of new type and the funds are also available. You are
requested, therefore, to sanction it, or give your
reasons, in case you do not approve this proposal.

Yours Sincerely,

W. C. S. S. S.

Secretary

- (1) Petty cash a/c. with ~~a~~ withdrawal form of C.C.C.C. Bank.

Bank balance Rs. 3,900/6/9 as on 10-1-36.

- (2) For 2 cheques.

Bank balance Rs. 578/4/- as on 10-1-36

- (3) Monthly a/c of bills for the month of December 1935.

Issued 2 cheques on 13.1.1936. $\frac{Rs.}{11/1}$

1. No 58365 of 13.1.1936 for Rs. 54/11/-
2. .. 58366 of .. do for Rs. 27/11/3.

Secretary
Secretary, G. E. L. Mission Press,
Banchi. 13.1.36

Secretary

- (1) Please sign and return a
~~a~~ withdrawal form on C.C.C.
C. Banks for salary of Feb:36.

Bank balance ~~is~~ Rs. 4,770/13/-
as on the 26th Feb. 36.

- (2) A loan application for
Your sanction.

Sty
27/2.

Secretary

- (1) Please sign and return the withdrawal form on C.C.C.C. Bank for salary of January 1936.

Salary of No. 34 is drawn double this month as it was let out by mistake to draw for the month of December last.

Bank balance Rs. 4,713/10/9
as on 30-1-36.

- (2) 3 loan applications for your sanction and a withdrawal form for Rs. 100/- only.

Sd
31/1.

My
Copy

Secretary

Phase find enclosed: —

- (1) Letter .
- (2) Petty cash a/c with ~~an~~ with-
drawal form for Rs. 190/15/3.

Balance with C.C.C.C. Bank
as on 3-3-36 — Rs. 4,222/4/6.

84
4/3.

Purulia, Manbhum.

62/36 .

24 Feb. 1936 .

The Manager,
The S. F. L. Mission Press ,
Ranchi .

Dear Mr. Ekka,

With reference to your letter No. Nil dated the 21st February 1936 , (copy enclosed for reference) , I beg to inform you that I have addressed all the members of the Board of Trustees for sanctioning Rs.1500/- for purchase of new type . I hope none will raise any objection .

You may begin to give orders for new type in anticipation of the sanction.

Yours sincerely ,

Devi Prasad
24.2.36.

G. E. L. MISSION PRESS

PRINTERS IN ENGLISH,
HINDI & BENGALI.

RANCHI.

Estd. 1845.

PUBLISHERS, BOOK-
BINDERS & STATIONERS.

Dated the 21st February 1936.

To

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

Dear Sir,

There are many books such as O.T. & N.T. History, Sakshi Bani, Kunruk Aradhana etc are to be reprinted during this year. Already an Aradhana Bidhi book of S.P.G. has been undertaken and in the next April or May most likely the order of Electoral Roll in English and Hindi ~~will~~ be given. Therefore, finding the stock of Devanagari as well as English small Pica (Medium size) types short, I propose to indent the same and other types early if Rs.1500/- is sanctioned. And later every year Rs.500/- should be allotted to purchase new printing materials.

As regards the fund to meet the expense of Rs.1500/-, I beg to shew that recently a book printing order of S.P.G. has been completed and which bill will amount about Rs.2000/-. This day the Credit balance at C.C.C.C. Bank Ltd, including the fix deposit (Rs.1000/-) is Rs.5,458/9/6 and at the C.N. Bank Ltd is Rs.529/9/9. After expending Rs.1500/- when the bill of ^{about} Rs.2000/- will be received the bank balance will remain the same.

An estimate with list of types to be purchased was given in the meeting of the Board of Trustees held in Nov. 35, but on account of short time, you asked to send ~~after~~ the meeting. The same was sent through your clerk with other papers. A copy of the list is enclosed herewith.

Yours faithfully,

M. S. Saka
Manager

C O P Y.

For new Types.

Devanagri (Hindi) book printing types.

E.T.F. Cal; @ 55/- per Md. Rs. 440/-

Bengali " @ 60/- " " Rs. 300/-

English Book printing @ -/15/- per lb. 375/-.

Rs. 1,115/-

Heading types Eng. specially ornamental and

Script. Rs. 385/-.

Sd/ M. C. Ekka.
2/11/35

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

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.

No. 66/36.

Dated 24th Feb ry. 1936.

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

1948-49

The Manager, G.E.L. Mission Press, Ranchi has applied for sanction to purchase Rs 1,500/- worth of type. His letter, of which the copy is enclosed for reference explains the need.

I see no objection to sanction the purchase of new type and the funds are also available. You are requested, therefore, to sanction it, or give your reasons, in case you do not approve this proposal.

Yours Sincerely,

A sentence

1 agree to it
M. Graham
25 II. 20.

TRUE COPY.

G. E. L. MISSION PRESS, RANCHI.

Dated the 21st February 1936.

To

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

Dear Sir,

There are many books such as G.T. & M.T. History, Sakshi Bani, Kunrakh Aradhana etc are to be reprinted during this year. Already an Aradhana Bidhi book of S.P.G. has been undertaken and in the next April or May most likely the order of Electoral Roll in English and Hindi will be given. Therefore, finding the stock of Devanagri as well as English small Pica (Median size) types short, I propose to indent the same and other types early if Rs 1,500/- is sanctioned. And later every year Rs 500/- should be allotted to purchase new printing materials.

As regards the fund to meet the expense of Rs 1,500/-, I beg to show that recently a book printing order of S.P.G. has been completed and which bill will amount about Rs 2,000/-. This day the Credit balance at C.C.C.C. Bank Ltd., including the fix deposit (Rs 1,000/-) is Rs 5,453/9/6 and at the C.M. Bank Limited is Rs 629/9/9. After expending Rs 1,500/- when the bill of about Rs 2,000/- will be received the bank balance will remain the same.

An estimate with list of types to be purchased was given in the meeting of the Board of Trustees held in November 1935, but on account of short time, you asked to send after the meeting. The same was sent through your clerk with other papers. A copy of the list is enclosed herewith.

C O P Y.

For New Types:-

Devanagri (Hindo) book printing types	
E.T.F.Cal. @ 55/- per Md.	Rs 440/-
Bengalo " @ 60/- " "	Rs 300/-
English Book printing @ -/15/- per lb. . .	375/-
	Rs 1,115/-
Heading types Eng. specially ornamental and Script.	Rs 335/-
	3d/- M.C.Ekka. 2/11/35.

Yours faithfully
Sd. M.C.Ekka,
Manager .

G. E. L. MISSION PRESS,

23/
Ranchi.

Date the 27th Jan. 1936 .

To

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

Dear Sir,

In reply to your letter No.21/36 dated 23-1-36, I beg to state that nothing has been received from Mr.Mali up to this day. In December last I asked him to encash the amount if realized but he said that he had not collected by that time.

At present he is not here, he has gone to Kinkel and will be coming back after a month or so.

Yours faithfully,

M. S. Ma.

Manager.

Secretary

- (1) Please sign & return the
with drawnal form on C.E.C.C. Bank
Bank balance. Rs. 4,245/11/3.
- (2) 2 applications for P.F. Sub-
scribers.

He
23/1.

No. 22/36.

23rd January 6.

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

Dear Manager,

Kindly report to me if Mr. Nathaniel Mali has collected any arrear rents, and if so, how much. In case of collection he was to report weekly about it, but I have not heard anything from him.

Yours sincerely,

Sd/- D.M.Panna.

23/1

Copy forwarded to Mr. Nathaniel Mali for information and submission of a report if he has made any collection of the arrear bills of the G.E.L. Mission Press.

A. C. P. Panna
Secretary, *M. P. P.*

Board of Trustees.

Rajahmundry

No. 21/36.

23rd January 6.

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

Dear Manager,

Kindly report to me if Mr. Nathaniel Mali has collected any arrear rents, and if so, how much. In case of collection he was to report weekly about it, but I have not heard anything from him.

Yours sincerely,

Al cutcees