

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

**GELC ARCHIVE**

Signature: **GELC-A \_ 001 \_ 0814**

Classification:

Original File No: 56

**Title**

KSS-56 KNH

Volume:

Running from year: 1994

till year: 1995

**Content:**

- **Refresher Course for House Fathers and Matrons.**
- **Interview for the post of Wardens, Appointment letters, Budget, Fostorship grant for children in the hostels.**
- **Revision of pay scales of child care workers.**
- **Survey Report by Home Officer.**
- **The Dissolution of the Council for child care.**

1994-95

KSS-56

KNH

cc-56

**CONFIRMATION SLIP**

**TO BE FILLED IN AND SENT TO H.C.D.I. OFFICE, NAGPUR - 1**

1. NAME : \_\_\_\_\_

2. DESIGNATION : \_\_\_\_\_

3. DATE AND TIME OF ARRIVAL AT NAGPUR : DATE \_\_\_\_\_ TIME : \_\_\_\_\_

4. WHETHER RETURN RESERVATION REQUIRED : YES/NO

5. IF YES, PLEASE FILL IN THE FOLLOWING DETAILS :

A. NAME : \_\_\_\_\_

B. AGE : \_\_\_\_\_ SEX : \_\_\_\_\_

C. DATE OF RETURN JOURNEY : \_\_\_\_\_ TRAIN NO. : \_\_\_\_\_

D. TRAIN NAME : \_\_\_\_\_

E. STATION : FROM \_\_\_\_\_ TO \_\_\_\_\_

PLACE : \_\_\_\_\_

DATE : \_\_\_\_\_

-----  
SIGNATURE

# HOLISTIC CHILD DEVELOPMENT INDIA

A partner organisation of Kindernothilfe e.V. Germany

Head Off.: 16, Pandit Pant Marg, New Delhi-110001: Admn. Off.: Post Box 88, Temple Road, Nagpur-440001



CIRCULAR NO. 14

cc-56

JAP/sk

08-11-95

To

All the Projects incharge  
of H.C.D.I., Supported Projects.

Project No. 1824

Dear Friends,

**SUB : 15 DAYS REFRESHER COURSE FOR HOUSE FATHERS AND  
MATRONS (II CADRE) TRAINED AT NAGPUR IN 1994.**

This is in continuation of our telegram dated 07/11/95 regarding a Refresher Course for House Fathers and Matrons organised between 4th December 1995 to 19th December 1995 at Nagpur. Since, this course will help them to share their experiences and learn more knowledge and skills in Child Care, please send them for the said course.

Please find enclosed herewith the confirmation slip with a requisition form for return journey. Kindly fill in and forward the same to us on or before 25-11-95.

With best wishes

Yours sincerely

N. Thomas Rajkumar  
Director

C.C. : The Bishops  
: The Liaison Officers  
: Delhi Office  
: Programme Dept.  
: Finance Dept.

ENCL : Confirmation Slip

HOLISTIC CHILD DEVELOPMENT INDIA  
P.B. No. 88, Civil Lines, Nagpur - 440 001

453/1  
Tax 91

CIRCULAR NO : 10

cc-56

TO: MANAGERS & WARDENS OF  
HCDC SUPPORTED HOSTELS

TRK/br

10/10/95

Dear Friends,

SUB : BUDGET FOR THE FISCAL YEAR

&

FOR THE YEAR 1996 - 1997.

If the projects have to prepare the budget for the next financial year in accordance with the policies and programmes, it is very necessary that the budget of the fiscal year is in a proper form to serve as a base to prepare the budget for the subsequent year. Unfortunately the budget for the fiscal year prepared with a great care by you has lost its relevance when the fostership grant was considerably increased with effect from 1st July 95.

Therefore, it is imperative that all the projects prepare the budget, atleast for the half of this financial year (October 95 to March 96) in the light of the increase made in the fostership grant which will then serve as a base to prepare the budget for the financial year 1996-97.

Preparation of budget is not at all a difficult task. Yet many a times we receive budget from the projects which were not prepared in the way that were acceptable to HCDCI and KNH. In our opinion the best solution is to invite Managers and Wardens of 15 to 20 projects (Hostels) to a place where a chartered accountant (auditor) and the staff of HCDCI would be present to discuss and give all the necessary assistance to the project authorities to prepare the budget in a right way. Therefore, the Manager and the Warden of the project to which this circular is sent are requested to be present, just for a day,

on : 4th November '95

at : 9.00 A.M.

at : Ranchi  
(Contact place - CNI Bishop's House,  
exact venue will be intimated in the  
next circular)

..2..

// 2 //

Perhaps on the same evening all can return to their respective places. We believe that this exercise would minimise your and our work pertaining to budget and so also the delay and errors the projects would make otherwise in preparing the budget.

Hope this is acceptable to you. Looking forward to seeing you here for a fruitful discussion and for a successful preparation of the budget for your project. Please confirm.

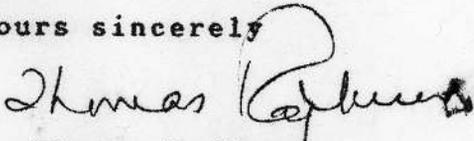
Please bring the following with you :

- Present budget.
- Budget prepared by you provisionally for six months (Oct 95 to Mar 96).
- The details of the amount collected from fee paying and HCDD supported children.
- Cash Book & Ledger for the financial year 1995-96
- Receipts & Payment a/c
- Trial Balance upto 30th September '95.
- All other documents/information related to budget.

Relevant blank papers/documents are herewith enclosed.

With all good wishes,

Yours sincerely



N. Thomas Rajkumar  
Director

CC: Bishops  
Liaison Officers  
KNH  
Delhi Office  
Prog. Dept  
Fin. Dept  
file - circular

Mr Bage

Ordinary letters may please be sent  
to the Managers and wardens from  
your office also as Liaison Officer.

# GOSSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act. XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C.S.R. Topno  
M.A.B.D.M. Th.  
Pramukh Adhyaksh

Vacant  
Up. Pramukh Adhyaksh  
**S.K. Jojo**

Shri J. S. Topno  
B.A. ( Hons. ) B. Ed.  
Secretary

Rev. S. K. Jojo  
B.A. B. Th.  
**U. Sanga**

Head Office :  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar/India, Phone 311513

Ref.....  
**483/95/KSS-36**

Date.....  
**10.10.95**

Candidates are herewith informed that the interview for the post of Warden for Lutheran Hostel, Ambikapur will be held on 18.10.95 at 10.00 A.M. in K.S.S. Office premises, G.E.L.Church Ranchi. They have to bring with them their original certificates and testimonials. No TA/DA is allowed.

1. Miss Jidan Noor Hero  
At. Martin Bunglow, Khunti  
P.O. Khunti  
Dist. Ranchi. Pin-835210.

*J. Hero*  
*18/10/95*

*[Signature]*  
*10/10/95*  
( B. S. Sage )  
Liaison Officer  
H.C.D.I.  
GEL, Church Ranchi.

2. Mr. Sudhir Kumar Kujur  
Vill. Sewai Pakri Toli  
P.O. Sewai Via- Sindega  
Dist. Gumla. Pin- 835223

*S. Kujur*  
*18/10/95*

Mr. Mukyt Joseph Hapadgara  
Vill. Keika  
P.O. Leyangi  
Dist. Singhbhum West.

*M. J. Hapadgara*  
*18/10/95*

Copy to :

Rev. B. Lakra, Adhyaksh, N.W. Anchal.  
Mr. U. Sanga, Secretary, N.W. Anchal  
Rev. S. Barla, Manager, Lutheran Hostel Ambikapur

With a request to spare their time for the interview on 18.10.95 at 10.00 A.M.

*[Signature]*  
( B. S. Sage )  
G.E.L.Church, Ranchi.

# GOSSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act. XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C.S.R. Topno  
M.A.B.D.M. Th.  
Pramukh Adhyaksh

Vacant  
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Up. Pramukh Adhyaksh

Shri J. S. Topno  
B. A. ( Hons. ) B. Ed.  
Secretary

Rev. Sanga Jo  
B.A. B. Th.  
Treasurer

Head Office :  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar/India. Phone 311513

Ref.....492/95/KSS-56

Date.....20.10.95

1. Mr. Mukut Joseph Hapadgara  
Vill- Kaika.  
P.O. Leyangi  
Dist. Singhbhum West.
2. Miss Jidan Noor Hero  
At- Martin Bunglow Khunti  
P.O. - Khunti  
Dist. Ranchi.

You are hereby appointed as a warden of the Lutheran Hostel, Ambikapur with effect from 06.11.95 under the following terms and conditions :

1. Your appointed will be on a purely temporary basis for a probation period of six months.
2. Free lodging will be provided by the hostel, Food will be provided by the hostel, but you will have to pay.
3. If your work will be found satisfactory by the manager, his recommendation could be considered.
4. Your salary will be paid as per rule laid down for HCDI Homes.
5. If you are willing, report to the manager and join your duty on 06.11.95.
6. You will have to send a copy of your joining report to the Liaison officer, HCDI, G.E.L.Church K.S.S. Office, Main Road, Ranchi

( B. S. Bage )

Secretary  
H.C.D.I, G.E.L.Church

18-10-95

3, Mr. Mukul Joseph Hapadgara  
visa is not to the mark - tried to answer.  
application writing not at all to the  
mark.

2, Mr. Sudhir Kumar Kujur  
visa is not to the mark.  
application → ~~not at all to the mark~~  
to some extent it is to  
the mark.

3, Miss Jidan Noor Hoss  
visa - not to the mark

(क) (A) भारत सरकार  
 दूर संचार विभाग/Department of Telecommunication  
 अन्तर्देशीय तार/Inland Telegram

*Express*

सेवा निदेश (जैसे जवाबी सरकारी बधाई) Service Indication (e.g Reply Paid/Stare/Greetings)	प्रभार Charges Rs. P.	पथ संख्या Circuite No.	भेजने का ब्यौरा Sent Particulars	तारीख-मोहर Date-Stamp
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*1055-56*

श्रेणी Class	समय Time	संख्या No	मूल तारघर Office Origin	तारीख Date	सेवा अनुदेश S. I.	शब्द Word.
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To Rev. Vincent Rajkumar  
 S.C.M. House  
 29, 2nd Cross, C.S.I. Compound  
 BANGALORE - 560 027

*could not be sent strike*

मसौदा Text

Apology for not attending forthcoming  
 consultation due to preengagement.

Rev.C.S.R.Topno  
 GELC , Ranchi

प्रेषक From

तार से न भेजा जाए ।  
 Not to be Telegraphed

नोटिस :- भारतीय तार अधिनियम और नियमों के अधीक पारिषण के लिए प्रस्तुत तार सेवा भंग होने से इस तार का पारिषण या वितरण प्रभाव होने पर उससे उत्पन्न होनेवाली या उसके परिणाम स्वरुप किसी हानि, क्षति या नुकसान की क्षतिपूर्ति देने के लिए सरकार जिम्मेदार नहीं है ।

Note :- Presented for transmission subject to Indian Nelegraph Act & Rules. Govt. is not liable to make compansation for any lost injury or damage arising or resulting from any failure of service affecting transmission or delivery of this Telegram.

भेजने वाले के हस्ताक्षर व पूरा पता  
 Sender's Signature & full address

*20/7/95*  
 Rev.C.S.R.Topno, Pramukh Adhyaksh  
 GEL Church, Main Road, Ranchi.

V/

KSS-86

# HOLISTIC CHILD DEVELOPMENT INDIA

A partner organisation of Kindernothilfe e.V. Germany

Head Off.:16, Pandit Pant Marg, New Delhi-110001: Admn. Off.: Post Box 88, Temple Road, Nagpur-440001



20/8  
9/6/95

CIRCULAR NO : 1/95

Dt : 31.5.95

## OUR LOGO

Dear Friends,

This is the logo of HOLISTIC CHILD DEVELOPMENT INDIA. A symbol of our aspirations and our activities, of helping children in need, in a holistic attitude. The base of this symbol is the Cross, it being the sustenance and the substance of our work, and of our worship. It is a three sided cross as seen, with the fourth side open-ended, signifying its open welcome to all good thoughts leading to good acts, particularly welcoming and absorbing in itself the denied and the deprived; the very reason for the existence of HCDCI.

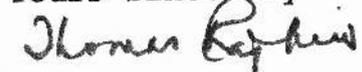
A spiritual dimension is inherent in the four sides of the Cross, the central figure, giving a visual impression of light, extending the figure of the Cross, silently suggesting the limitlessness of divinity. It depicts the diffusion of light, the light of the world, the source of sustenance & survival, welcoming all to their own well-being, out of darkness unto light, & thereby entering into the Cross of creation & creativity, & into a holistic partnership; on the one hand of HCDCI with KNH, & on the other of HCDCI with our Project Holders, all striving in the Cross, and for the Cross. It symbolises the urgings of man, to help Christ bear his Cross, & for HCDCI to bear the Cross with Projects & KNH.

The logo consists of two figures and two colours; and both, the contour and the colour, have their own sense and symbolisation. The azure lines of the outer figuration, denote the triune divinity, Father, Son & Holy Spirit; and they are interspersed with white lines, which depict humanity. It describes a symbiosis of Divinity and Humanity, which is the theme of HCDCI, deriving from the former, and devolving to the latter. The grey colour of the Cross reflects that grey area where divinity and humanity meet and mix, the limen between conscience and conscious. The Cross and its colour, the lines blue and white, and the whole configuration illumine the confluence of the earthy with the ethereal - providing the work-ethic of HCDCI. Hence the logo.

The visual of space, with linear forms on it, reveals something more to the discerning eye. It contains the letters HCDCI, though hidden, because that describes ourselves and our acts, hidden, helpful and holistic.

And this is our trade mark of service by which, with God's help, we wish to be recognised; and rewarded.

Yours sincerely

  
N. Thomas Rajkumar  
Director

# HOLISTIC CHILD DEVELOPMENT INDIA

A partner organisation of Kindernothilfe e.V. Germany

Head Off.: 16, Pandit Pant Marg, New Delhi-110001: Admn. Off.: Post Box 88, Temple Road, Nagpur-440001



CIRCULAR NO : 2/95

Ref : TRK/br

Dt : 31.5.95

To: Bishops, Heads of Churches,  
Liaison Officers, Projects-Incharge (Hostels).

Dear Bishops & Friends,

**Sub : Hike in Fostership grant for the children in  
the Hostels from Rs.500.00 to Rs. 650.00 per  
child per month effective from 1st July 1995.**

To provide adequate nutritious food, better medical care, spend more on educational aids/tuitions, and meet the increase in pay scales for the child care workers, it has been decided to hike the fostership grant from Rs. 500.00 to Rs. 650.00 per child per month. In addition to this amount, the parents of a child are expected to pay atleast Rs. 20.00 per month, and the project is expected to raise for a child atleast Rs. 5.00 per month, which comes to Rs. 675.00; and with which the project can further improve the quality of child care offered to the children.

Under no circumstances, is the project expected to dilute the fostership grant received from HCDI by charging less fee from the non-supported children. If less fee than what HCDI pays is charged, it automatically waters down the amount received for each fosterchild and will ultimately affect the overall quality of the care provided to the children; resulting in poor performance of the project, which should be avoided positively.

In the case of Hostels on the hills, the fostership grant is increased to Rs. 700.00 and for the Special Homes Rs. 750.00.

With all good wishes,  
Yours sincerely

N. Thomas Rajkumar  
Director

CC: Hon. Treasurer - HCDI  
The Secretary of the Diocese/Church/Conference  
KNH  
KNH Representative  
Prog & Fin Depts.  
file : Circular

# HOLISTIC CHILD DEVELOPMENT INDIA

A partner organisation of Kindernothilfe e.V. Germany

Head Off.: 16, Pandit Pant Marg, New Delhi-110001: Admn. Off.: Post Box 88, Temple Road, Nagpur-440001



**CIRCULAR NO : 3/95**

Ref : TRK/br

Dt : 31.5.95

To: Bishops, Heads of Churches,  
Liaison Officers, Projects-Incharge.

Dear Bishops & Friends,

**Sub : Revision of pay scales of Child Care  
Workers effective from 1st July 1995.  
(Addenda to the Circular No. 2/95)**

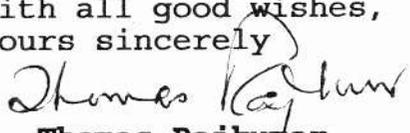
To attract talented and committed young persons to join this Ministry as Child Care Workers and to encourage the present ones, the Executive Committee of Holistic Child Development India proposes to revise the pay scales for the employees of different categories employed in the projects effective from 1st July 1995, with a request to the Churches/Diocese/Conferences & Projects to implement the same.

The new pay scales with a good increase in the pay should boost the morale of the Child Care Workers and encourage them to give of their best in moulding the lives of the children. The increase in the fostership grant with effect from 1st July 1995 would easily cover the hike proposed as explained in the circular no. 2/95.

The formula proposed for the fixation of pay for each employee has been carefully worked out which should be strictly followed to avoid any anomaly. The proposed pay scales and the formula to be adopted for the fixation of each confirmed employee (in the case of Warden/House Father/Matron he/she should be a Trained one) are spelt out in the enclosed sheet.

If any clarification is needed, the concerned authorities should not hesitate to contact us.

With all good wishes,  
Yours sincerely

  
**N. Thomas Rajkumar**  
Director

CC: Hon. Treasurer - HCDI  
The Secretary of the Diocese/Church/Conference  
KNH  
KNH Representative  
Prog & Fin Depts. : File - Circular

**REVISION OF PAY SCALES AND ALLOWANCES FOR THE CHILD CARE WORKERS EMPLOYED IN THE PROJECTS SUPPORTED BY HCDI**  
(Approved by the Executive Committee on 24th April 1995)

EFFECTIVE FROM 1ST JULY 1995	
TRAINED Graduate Warden/ Graduate Social Worker	- 2250 - 100 - 2750 - 125 - 3375 - 150 - 4125
TRAINED Undergraduate Warden	- 2000 - 75 - 2375 - 100 - 2875 - 125 - 3500
TRAINED Matron/TRAINED House Father/TRAINED Creche Nurse	- 1750 - 50 - 2000 - 75 - 2375 - 100 - 2875
Cook (Skilled)	- 1000 - 30 - 1150 - 40 - 1350 - 50 - 1600
Helper (Unskilled)	- 750 - 25 - 875 - 35 - 1050 - 45 - 1275
Post Graduate Social Worker in Day Care Centres	- 2750 - 125 - 3375 - 150 - 4125 - 175 - 5000
1) Dearness Allowance	: 50% of basic salary.
2) House Rent Allowance	: 25% of basic salary if no free accommodation is provided by the Management.
3) Reimbursement of Medical Expenses	: Rs. 1000.00 per annum (only to permanent employees)

PROCEDURES TO BE FOLLOWED IN THE FIXATION OF PAY SCALE OF AN EMPLOYEE

- A. To completely disregard the present basic pay and allowances drawn by the employee, replacing it with the above.
- B. To fix the basic pay of an employee in the new pay scale, for every 3 completed years of service, one increment to be added to the new starting basic pay with any months beyond 6 months to be rounded off as one complete year.
- C. For computing service period :
- 1) Beyond a period of 2 years & 6 months but less than 3 years, shall be considered for One increment.
  - 2) Less than a period of 2 years & 6 months, shall not be liable for any increment.

NOTE : The period of service shall be deemed to be of continuous service, including holidays & leave; but not break in service.

For example :

If Mr. X, a trained warden, has put in 8 years and 9 months of service as of 1st July 1995, he is entitled to 3 increments as the last 9 months is rounded off as one year. In which case his Basic Pay in the new scale is Rs. 2550.00 (Rs. 2250 + 100 + 100 + 100). If the service of Mr. X is 8 years and 5 months he is then eligible only for 2 increments as he has to be placed on the basic pay of Rs. 2450.00 (Rs. 2250 + 100 + 100).



# HOLISTIC CHILD DEVELOPMENT INDIA

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Head Off.: 16, Pandit Pant Marg, New Delhi-110001 : Admn. Off.: Post Box 88, Temple Road, Nagpur-440001



188-56  
Rev. C. S. R. Topno  
Pramukh Adhyaksh  
G.E.L. Church  
Ranchi : 834 001  
Bihar

Tel. : 3710800 (Delhi)  
530293 (Nagpur)  
Fax. : 0712-530294  
Gram : "HOCHDI"  
Tlx : 0715-7682 "KIDS" IN

Ref. :

Date : 1.5.95

202  
9/5/95  
Registered A/D.

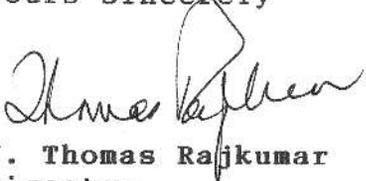
Dear Rev. Topno,

Subject : Agreement of Co-operation.

Enclosed kindly find a copy of the agreement duly signed by the Chairperson and the Secretary-Director for and on behalf of HCDI with the seal for your records.

With kind regards

Yours sincerely

  
N. Thomas Rajkumar  
Director

CC: The Secretary of the Diocese - for information  
file

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195  
11/5/95  
KS - 56

Lutheran Girl's Hostel Govindpur  
(Home No. 1824)  
P.O. Govindpur Dist Ranchi, India

Memo No 8/95

Date 28 / 4 / 1995.

To,  
The Director  
HCDI  
Nagpur - 440001.

Subject - Submission of the Compliance to the Survey Report by our Home officer Mr. N.S. Mager dated 24/10/94.

Dear Sir,  
Herewith I am sending the Compliance to the Survey Report by our Home officer, Mr. N.S. Mager dated 24/10/94. Kindly accept for needful.

Thanking you.

Yours Sincerely  
Rilam Horo  
28.4.95

WARDEN  
Lutheran Girls Hostel  
Govindpur

Copy to - The Pramukh Adhyaksh Ranchi for information.  
The Liaison officer Ranchi for information.  
One copy office file.

# Lutheran Girl's Hostel Govindpur

(Home No. 1824)

P.O. Govindpur Dist Ranchi, India

Date 28 / 4 / 1995.

Compliance to the Survey Report by Home Officer dated 24/10/94.

6666

1. Management Committee -: We shall very soon reorganise our Management Committee and enlarge it as suggested by you.

So far, our m.c. was formed according to the rules and regulations for all the m.cs of educational institutions of this Church.

The members change as they come and go. When the session changes or members are transferred. The Heads of the schools are the same so they still represent their institutions. The meetings, as a rule are held every three months but are also held when necessary. There are always agendas. It is very wrong to say- that the members fulfill ~~and they have prohibited the entry~~ their vested interests and they have prohibited the entry for others in m.c. The meetings are always concerned with the matters of child care and not with any other things. There are clear when one goes through the proceedings of the m.c. meeting.

2. Dilution of Funds -: Dilution of Funds is little and not at all as ~~stated~~ stated in the survey report. Kindly refer to our budget for the current year where it is clear that non KNH Children are also paying towards salaries, upkeep and maintenance of the hostel. Non KNHs get only food and maintenance from the hostel. They do not get books, copies, clothes, fees, medicines and travels, and other expenditure from the hostel. For these purposes they expend of their own. After the increase in the rate of KNH grant per child P.M. to Rs 500/- We have also increased the rate of non knh fees to Rs 350/- p.m. so as to bring equality in expenditure of food and maintenance.

With regard to the suggestion to make KNH- NON KNH Children ratio 80:20. We have to say that this hostel is the only hostel for girls in this region where christian parents send their daughters to get education as well as to learn live a christian life. So they NON KNH are also in need of a hostel. We have raised fees of these fees paying children to stop delution of KNH funds.

3. Absentees -: It is true that sometimes children remain absent due to ~~one or other reason~~ one or other reason. But it the causes are not which are stated ( over crowding, inadequate personnel and undesirable living conditions and low quality of food ) Rather causes are home sickness,

# Lutheran Girl's Hostel Govindpur

(Home No. 1824)

P.O. Govindpur Dist Ranchi, India

2

Date 28 / 4 / 19 95.

sometimes their willingness to be with their parents and difficulty in reaching here during rainy season etc.

Food served here is considered to be good and all our children like their food. (Excepts are every where in this world)

About absentees during the Home officer's visit I have to explain -:

1. Gloria Topne 1824/161 had been unwell for sometime. She was treated here by good doctors of here but she wished to be treated by local system of treatment. As she felt at home with that system so we had allowed her to stay at home and be treated. Her parent also wished.
2. Kunwari Surin 1824/137 after appearing in the I.A. final examination. went home for some days as all the other students go home for change after their final exams. They return to hostel after spending summer vacation. Sometimes they are not able to return due to heavy rains. In this way Kunwari Surin was absent during the visit days.
3. Sulami Barla 1824/216, Roshni Kerketta 1824/217 and Poonam Kongari 1824/219 were new approved children. Who had to join the hostel after the summer vacation. Last year we had specially very heavy rainfalls and which caused commucation very difficult in interior areas of this part of our country. In this way these children could not come neither we were able to send anybody to bring them in this defficult season. So they remained absent on the visit day. At present they are very cheerful and happy children of this Home.

It is quite wrong to say that these above mention three new children are from the secretary's village. The secretary is no one's relative.

4. Excess Staff and Their Work -: The hostel is housed in two buildings which are one furlong apart- so four child care workers are essential. Sometimes the Head Warden does marketing but not always. The assistants do purchasing. and the head warden does official works with the help of the assistants. The head warden too helps them to learn and to do routine works, cooks work hard and prepare food in time for all; As for chappati making I have to say that on wood fire chappati making for all the students is a time consuming work. The cooks are not accustomed to prepare chappaties because villagers do not generally take wheat flour bread. To avoid not properly baked chappaties we generally steamed flour balls. I very strongly say that we never give children rotten food materials to eat as it is stated in the Survey

# Lutheran Girl's Hostel Govindpur

(Home No. 1824)

P.O. Govindpur Dist Ranchi, India

Date 28 / 4 / 19 95.

report. Due to difficulty in cooking sometimes early cooked breakfast were given. But now with the purchase of mines- coal cooks and children are able to prepare chappaties for breakfast and even for dinner. Since two years we have stopped purchasing local rice in which generally small stones are found as ours is a hilly area and these small stones often get mixed while thresing paddy. Separating stones from rice takes long time. So now we have started purchasing stone free rice from the market. During shortage, however, we have to purchase local rice.

The night guards guard our hostel and not the bride school and farm. Two night guards look after the main hostel. The third one guards the younger girls Hostel so he is also very much needed.

5. Building and accommodation -: Buildings are in very bad condition. Repairing cost is much. So we need entirely a new and good hostel building.

6. Food -: We have now changed our menu. as suggested. But I have also to say that saying the children dislike the rotten wheat flour balls at every early morning. This practice is carried on since ages" is a big exaggeration of our little defects, This kind of wrong statements on part of a christian officer give much pain to our sincere workers and they get dissappointed.

I do not see any reason why the Home officer has turned down our every sincere effort and declared almost every method of working wrong. Also why he has called our children greedy, selfish, arrogant and not cooperative. This kind of report we had never been given by any Home officer since the KNH opening in this hostel in 1973 or before it when there was no KNH help to this hostel and was inspected by Church officers.

7. Child Care facilities -: We have no cots for older children. Book shelves are kept in the varandah to keep space for the children. Night Latrines we have none.

The Boundary wall is partly wall and partly fenced but no trespassers come and no disturbance is done to the privacy of the children while washing and bathing.

The study/ dining tables are inadequate.

There is scarcity of water during summer season and hot due the mission farm. Drinking water is enough but when the water go down drawing enough water for bathing and washing becomes difficult, otherwise

Lutheran Girl's Hostel Govindpur

(Home No. 1824)

P.O. Govindpur Dist Ranchi, India

4,

Date ..... 28 / 4 / ..... 19 95.

we have enough water. One tube well for little children and facility for lifting water can improve our water supply system.

We are in need of a sick room. Although we treat sick children here in the home sometimes some children wish to be near their parents. In such times some children go home with their parents but not all sick children are sent home.

Medical check up - Since two years we are getting all the children medically checkup once or twice in a year by a M.B.B.S. doctor. Local doctors are also called to check their health.

Extra coaching - Extra coaching is done but it is not sufficient.

Yours Sincerely

Rilan Horo  
28.4.95

WARDEN

Lutheran Girls Hostel

Govindpur

Lutheran Girls Hostel

Govindpur.



**HOLISTIC CHILD DEVELOPMENT INDIA**

Post Box No. 88, Civil Lines, Nagpur - 440 001

To,

All Project - In - Charge,

*K 88-56*

CIR/1/FIN

21/04/95

Dear Friends,

**SUBMISSION OF FORM FC 3  
TO THE MINISTRY OF HOME AFFAIRS FOR THE PERIOD  
FROM 01/04/94 TO 31/03/95**

---

Kindly note that the last date for the submission of the Form FC 3 is 31st of May 1995 for the above said period.

Therefore you are requested to get your Foreign Contribution books of accounts audited by a Chartered Accountant and fill in the Form FC 3 duly certified by a Chartered Accountant, and submit Two Copies of Form FC 3 to the Ministry of Home Affairs, Lok Nayak Bhawan, New Delhi - 110 003, with a copy to our administrative office at Nagpur

We are enclosing Four Copies of Form FC 3 for your use.

Last date for submission of Form FC 3 with our Nagpur office is also 31st of May 1995.

with kind regards,

Yours Sincerely

*Thomas Rajkumar*

**N. Thomas Rajkumar  
DIRECTOR.**

✓ C.C. : Liason Officer

File : Circular

DATE : 21/05/52  
C.O. : PERSON OFFICE

DIRECTOR  
M. THOMAS RAJAGOPAL

*[Handwritten signature]*

ADVICE SUBMITTED

WITH KIND REGARDS

RE: STATE OF MAY 1952  
That there is administration of FORM EC 3 with one central office in

the state enclosing four copies of FORM EC 3 for four-sec.

Administrative office in Mysore  
for under present item being - 110 003 with a copy to one  
particular two copies of FORM EC 3 to the Ministry of Home Affairs  
the FORM EC 3 shall certified as a certified account and  
proof of accounts certified as a certified account and shall in  
therefore not be released to the local foreign construction

EC 3 in state of May 1952 for the above said period  
kindly note that the item date for the preparation of the FORM

FROM OFFICE TO DIRECTOR  
TO THE MINISTRY OF HOME AFFAIRS FOR THE BEST  
REVISION OF FORM EC 3

*[Large handwritten signature]*

Dear Sirs,

21/05/52

VII PROCEED - 10 - 02120

SIX/11/114

10

FORM EC NO. 88' STATE THREE' Mysore - 440 001

LOGISTIC CHILD DEPARTMENT INDIA

# GOSSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act. XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C.S.R. Topno  
M.A.B.D.M. Th.  
Pramukh Adhyaksh

Vacant  
Up. Pramukh Adhyaksh

Shri J. S. Topno  
B.A. ( Hons. ) B. Ed.  
Secretary

Rev. S. K. JOJO  
B.A. B. Th.  
Treasurer

Head Office :  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar/India, Phone 311513

Ref. 108 / 95 / KSS-56

Date 14-3-95

To  
Wardens/ Managers  
KNH Lutheran Hostels GEL Church  
Ambikapur/ Govindpur

Dear Warden / Manager,

Greetings in the precious name of  
our Lord and Saviour Jesus Christ.

I have to inform you that the HCCI  
in its meeting held at New Delhi has asked the following  
point :

REVIEW OF THE NOMENCLATURE -WARDEN - IN THE CONTEXT  
OF DEVELOPMENT CONCEPT.

Kindly review the point and have a discussion in your  
committee meeting and send your comments and views.

Secondly Mr. D. Miller, Incharge South-East Asia KNH  
is visiting the KNH Hostels from 23-3-95. He is arriving  
on 21-3-95 from Calcutta by train. He will meet the  
wardens here in Ranchi in CNI Bishop's Lodge on 21-3-95  
at 12 noon.

You are requested to make it a point to attend  
the above meeting on 21-3-95 at 12 noon.

Thirdly, As per programme he will visit Govindpur  
on 25th March '95. He will come to Govindpur from Kamdara  
and will stay for the night at Govindpur. Mr. M. Pati will  
be accompanying him.

Please follow the programme accordingly.

Yours sincerely,

*K22-28*  
*B.S. Bage*  
B.S. Bage)  
Liaison Officer, GELC



GOSSNER EVANGELICAL LUTHERAN CHURCH  
IN GHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act. XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C.S.R. Topno  
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Shri J. S. Topno  
B. A. ( Hons. ) B. Ed.  
Secretary

Rev. S. K. JOJO  
B.A. B. Th.  
Treasurer

**Head Office :**  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar/India, Phone 311513

Ref..... 38/95/KSS - 56

Date..... 13-2-1995

To,  
Mr. N. Thomas Rajumar  
Director,  
Holistic Child Development India  
16, Pandit Pant Marg  
New-Delhi - 110 001

Sub : Agreement of Co-operation.

Greetings,  
With reference to your letter No. TRIC/br dated 25-1-95  
two copies of the agreement of Co-operation duly approved  
and signed are sent herewith.

With kind regards,

Yours sincerely,

  
(Rev. C.S.R. Topno)  
Pramukh Adhyaksh  
G.E.L.C. Ranchi

dc

GOSSNER EVANGELICAL LUTHERAN CHURCH  
IN CHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act. XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C.S.R. Topno  
M.A.B.D.M. Th.  
Pramukh Adhyaksh

Vacant  
**Rev. S.K. Jojo**  
Up. Pramukh Adhyaksh

Shri J. S. Topno  
B. A. ( Hons. ) B. Ed.  
Secretary

Rev. S. K. JQJO  
B.A.B. Th.  
**S.K. Sanga**  
Treasurer

**Head Office :**  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar/India, Phone 311513

Ref..... 28/ 95/KSS-56

Date.....  
30-1-95

To  
Managers/Wardens  
Luth. Girls Hostel, Govindpur/Luth. Hostel, Ambikapur

Dear sir/Madam,

Happy New Year and greetings in the  
precious name of our Lord and Saviour Jesus Christ.

By now you mght have received a letter  
along with the budget proforma 1-4-95 to 31-3-96  
dated 26-12-94. Every thing has been explained for  
your necessary action.

You are directed to follow the instruc-  
tions given there and submit the budget in due time

Please see that no un-necessary delay  
is made and save yourself as well as the Church from  
unpleasant reminders.

Thanking you

Yours sincerely,

  
(B.S. Bage)  
G.E.L. Church  
Ranchi.

cc: Mr. Rajkumar Thomas  
Adminstrator, Holistic Child Development, India.

GOSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

(Registered Under Societies Registration Act XXI of 1860)

Vide No. 273-1 of 30-7-1951

Head Office :  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar, India, Phone 217813

Rev. S. K. Jaisankar  
Secretary  
G. E. L. Church, Ranchi

Rev. S. K. Jaisankar  
Secretary  
G. E. L. Church, Ranchi

Rev. S. K. Jaisankar  
Secretary  
G. E. L. Church, Ranchi

Rev. C. S. R. Toopra  
M.A.B.D.M. Th.  
Ranchi, Bihar

Date.....  
30-1-52

Ref..... 281/25/22-52

1155  
25

To  
Managers/Wardens  
Luth. Girls Hostel, Govindpur/Luth. Hostel, Ambikapur

Dear sir/Madam,  
Happy New Year and greetings in the  
precious name of our Lord and Saviour Jesus Christ.  
By now you might have received a letter  
along with the budget proforma 1-4-52 to 31-3-52  
dated 26-12-51. Every thing has been explained for  
your necessary action.  
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Please see that no un-necessary delay  
is made and save yourself as well as the Church from  
unpleasant reminders.

Thanking you

Yours sincerely,

  
(B. S. Bage)  
G. E. L. Church  
Ranchi.

cc: Mr. Rajkumar Thomas  
Administrator, Holistic Child Development, India.

# HOLISTIC CHILD DEVELOPMENT INDIA

A partner organisation of Kindernothilfe e.V. Germany

Head Off.: 16, Pandit Pant Marg, New Delhi-110001: Admn. Off.: Post Box 88, Temple Road, Nagpur-440001

The Pramukh Adhyaksh  
G.E.L. Church  
Ranchi : 834 001  
Bihar

1655-56

Tel. : 3710800 (Delhi)  
530293 (Nagpur)  
Fax. : 0712-530294  
Gram : "HOCHDI"  
Tlx : 0715-7682 "KIDS" IN

Ref. : TRK/br

Date : 25.1.95

(73) Dear Pramukh Adhyaksh,

## Agreement of Co-operation

I have already informed you of the inception of this organisation, its conception of the fulfillment of its aims, and how best it could be of service to your Church in its mission to the poor and needy ones.

The HCIDI subsists and functions under an Agreement of Co-operation with Kindernothilfe of Germany, the major donor which is generous, but also particular, as to the utilisation of its generosity, and its utility towards the fulfillment of its aims and objects. Therefore, HCIDI has to keep to the parameters laid down by Kindernothilfe, in order to be accountable to it and hence those terms percolate to the Project Holders (Churches) as well, warranting for a similar framework of mutual working and benefit between the HCIDI and the Church (Project Holder) to keep to the terms of this agreement as a prerequisite.

The Agreement of Co-operation between HCIDI and the Project Holder (Church) was carefully developed in the collective thought of the members of HCIDI, in consultation with Kindernothilfe. Therefore, the utility of this agreement should be seen as a measure of mutual benefit and laying down the parameters to both the parties for effective functioning in serving the little ones. The benefit of this instrument, that though mutually binding, it also makes us aware of our interaction, our own responsibilities, and our responses within our obligations. Therefore, I have no doubt that functioning within this Agreement of Co-operation, we shall not only be offering good care to the poor and needy children, but also pleasing our Lord in doing His work.

Two copies of the Agreement of Co-operation are enclosed. We shall be thankful to receive both the copies, duly approved and signed, preferably by 25th of February 1995, as our Governing Body meets on 1st March 1995, to accept the agreements, duly signed; after which one copy will be forwarded to you. Thanking you in advance. With kind regards.

Yours sincerely

  
N. Thomas Rajkumar  
Director

MS-56

**Pramukh Adhyaksh,**  
President  
G.E.L Church, Ranchi

1005-56

# HOLISTIC CHILD DEVELOPMENT INDIA

A partner organisation of Kindernothilfe e.V. Germany

Head Off.: 16, Pandit Pant Marg, New Delhi-110001. Adm. Off.: Post Box 88, Temple Road, Nagpur-440001

The Pramukh Adhyaksh  
G.E.L. Church  
Ranchi : 834 001  
Bihar

Tel. : 3710800 (Delhi)  
530293 (Nagpur)  
Fax. : 0712-530294  
Gram : "HOCHDI"  
Tlx : 0715-7682 "KIDS" IN

Ref. : TRK/br

Date : 25.1.95

Dear Pramukh Adhyaksh,

**COPY**

## Agreement of Co-operation

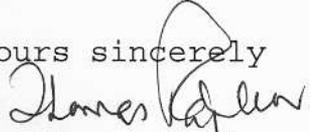
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Yours sincerely

  
N. Thomas Rajkumar  
Director

10 agreement form  
recd. 27/2/95

# HOLISTIC CHILD DEVELOPMENT INDIA

COPY

A partner organisation of Kindernothilfe e.V. Germany

Head Off.: 16, Pandit Pant Marg, New Delhi-110001 : Admn. Off.: Post Box 88, Temple Road, Nagpur-440001

To: The Bishops/Heads of Churches

Tel. : 3710800 (Delhi)  
530293 (Nagpur)  
Fax. : 0712-530294  
Gram : "HOCHDI"  
Tlx : 0715-7682 "KIDS" IN

Dear Bishops,

Ref. : TRK/br

Date : 21.1.95

**A HAPPY, HEARTY AND HOLISTIC NEW YEAR  
FROM  
HOLISTIC CHILD DEVELOPMENT INDIA.**

It is my pleasure and privilege to inform you of the inception and conception of this newly created christian ecumenical voluntary organisation for child and youth development, which came into being in pursuance of the policy decision taken worldwide by Kindernothilfe e.V. Germany, cancelling the previous agreements with all its partners in all the countries including India; and entering into a new agreement, with a new structure which could meet the demands of today and the challenges of tomorrow in the Ministry of child care. As a result of the inspiration of Kindernothilfe, and the hard work of the seven founding members, to create a structure which not only accommodates the traditional child care programme such as; residential child care, day care programme etc; but also other forms of programmes in order to reachout and cater to the needs of children who are suppressed, oppressed and exploited such as street children, AIDS-orphans, child victims of sex abuse, bonded child labourers etc; and also promote community based child care programmes and related developmental activities.

The Constitution of this organisation, is a well drafted instrument drawing upon the experience and expertise of various people to accomplish its goal in a most effective way. It also enables all the participating Churches in the child care programme to nominate their representatives on the Governing Body and contribute their best to make policies and procedures to administer the child care programme in North India effectively and efficiently.

The first step we have initiated is, to receive applications for membership from the Churches so that all the participating Churches could become members of the Society of Holistic Child Development India (HCDI is a registered Society). The second step is to enter into an Agreement of Co-operation for a period of five years between HCDI and the Project Holders. The highest decision making body of the Church is approached to send in its application for the membership of the Church to HCDI and the same will act as a Project Holder and sign an Agreement of Co-operation with HCDI. But, in the case of Churches which are divided into Diocese/Conferences, it is preferable for all the parties involved in this Ministry to execute an agreement severally between each Diocese/Conference and HCDI, since the projects are for administrative purposes, directly coming under the supervision of respective Diocese/Conferences, rather than

executing one single agreement between HCDI and the highest decision making body of the Church, though the members on our Governing Body are nominated only by the highest body of the Church. The Agreement of Co-operation which was carefully developed by the Governing Body of HCDI in consultation with Kindernothilfe will be forwarded to you in a next couple of days, for signing and execution.

The Church of North India Council for Child Care on its dissolution handed over a list of projects of each Church/Diocese/Conference. Though HCDI provisionally resolved to support all the projects which were formerly supported by CNI CCC, the resumption of support to the projects would actually come into effect subject to signing of Agreement of Co-operation between the Church or Diocese/Conference and HCDI. Only then will the HCDI be able to finance the projects.

This new organisation will be officially inaugurated on 1st of March 1995, at Delhi, when its first constitutionally constituted Governing Body consisting of the representatives of various Churches and professionals meets. Nevertheless, all the projects can now start corresponding with HCDI.

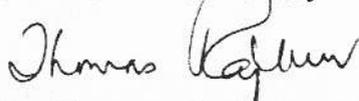
To keep pace with the fast changing world, we will have to bring about changes in every field including organisations, which are engaged in the development of children and youths. When we are challenged to bring about a change, whatever we do may sound unacceptable, but gainful in the long run. Yes, the very inception of this organisation, which is ecumenical in nature, is to bring about changes in this Ministry. This new structure will demand new challenges, new ideas, new thinking, new approaches, and better results from those who are directly or indirectly engaged in this Ministry.

I consider my involvement in this new organisation as a Director/Secretary, and working together with your Church/Diocese/Conference for the upliftment of poor and needy ones, as a great privilege. I look forward to a challenging and exciting future in this Ministry of child care and assure you of my full co-operation, support and encouragement; with the same expectations from you.

I hope this, in short, suffices to introduce this body to you, and inform you of the steps that are being taken, to initiate the formal inception of this organisation, and help to fructify the conception into concrete constructive reality. Our endeavours towards our objectives are both, a promise and a prayer; a promise 'of' performance, a prayer 'for' performance !.

Once again, wishing you the best of this season which augurs the New Year and new possibilities, I remain,

Your's in Christ,



N. Thomas Rajkumar  
Director

cc: The Secretary of the Diocese/Conference  
The Liaison Officer

The Division Office  
cc: The Secretary of the Process/Conference

Director  
K. Thomas Johnson  
*[Handwritten Signature]*  
Date: 11/15/56

Dear Sir and Mrs. Johnson: I thank you  
for your letter of the 11th of this month which  
concerns the "Baltimore" a book for Baltimore  
concerning our profession and the Baltimore  
conference and the Baltimore conference. The  
conference is a very important one and we  
are very glad to have you and Mrs. Johnson  
participate in it. We are very glad to  
have you and Mrs. Johnson participate in it.

and we are very glad to have you and Mrs. Johnson  
participate in it. We are very glad to have  
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KCS-56

and we are very glad to have you and Mrs. Johnson  
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17

1051-56

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C. N. I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 INDIA  
POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001 INDIA

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-7682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011-3710800 (DELHI)  
0712-530293 (NAGPUR)  
FAX : 0712-530294  
OUR REF. : TRK/br  
DATE : 22.11.94

TO: ALL THE BISHOPS & HEADS OF CHURCHES

3314  
Dear Bishops,

SUB : THE DISSOLUTION OF THE COUNCIL FOR  
CHILD CARE OF THE CHURCH OF NORTH  
INDIA.

-----  
Greetings ! Gratitude ! Good Wishes !.

The CNI Council for Child Care which came into being in March 1975, is a body created under CNI Synod to assist the churches in North India in their mission to children and youths under an agreement with Kindernohtilfe e.v. Germany.

Due to the profound change in the socio-economic scenario both in Europe and in developing countries, and the urgent desire of Kindernohtilfe to bring about consequent changes in its structure and approach to maintain and ensure future funding for children in need, and similarly in the developing countries to respond in a most effective way; Kindernohtilfe felt the need to terminate its agreement with all the partner organisations including CNI Council for Child Care with a view to enter into a new agreement under a new ecumenical structure which could meet the new challenges, CNI Council for Child Care was informed by Kindernohtilfe of the termination of agreement with effect from 31.12.1994. Subsequently our Council referred this matter to CNI Synod which in turn adopted the following resolution in its Executive Committee meeting held on 28th & 29th of September 1994:

"to dissolve CNI Council for Child Care with effect from 31st December 1994 in view of the termination of the agreement by Kindernohtilfe e.v. Germany with CNI Council for Child Care with effect from 31.12.1994 vide its termination letter dt: 27.10.93 and to authorise the CNI Council for Child Care to deal with all the matters relating to dissolution and dissolve itself on 31.12.94."

In pursuance of the above resolution adopted by CNI Synod Executive Committee, the members of the council after having given a conscious thought to the subject matter in question

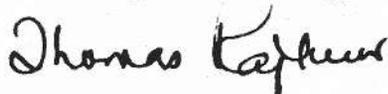
expressed their view in unison at the council meeting held on 23.10.94 that the Church of North India Council for Child Care be dissolved with effect from 31.12.94.

Kindernothilfe together with all her partners in developing countries examined the present programmes and structures through studies, evaluations and consultations. It has become obvious that the old structures no longer meet all of the demands of today and that existing programmes need to be improved and new ones to be developed in order to meet the needs of children and young people over the coming decade. As in the past Kindernothilfe is assuring the churches that it will continue to work in the field of child and youth care in partnership with churches and christian organisations but under a new agreement through a new structure. Having convinced that change cannot be postponed any longer, Kindernothilfe has entered into a partnership with a new body called "HOLISTIC CHILD DEVELOPMENT INDIA" which is an independent ecumenical christian voluntary organisation for child and youth development and which shall operate the child care programme in North India supporting all the projects and children who are presently supported by CNI Council for Child Care under a new agreement effective from 1st January 1995. Therefore this new organisation will be in communication with the Bishops/Heads of Churches by the end of this year. However, the dissolution of this erstwhile body will in no way adversely affect the continuance of its present child care programme.

On behalf of the council and on my own behalf, I wish to express my grateful thanks to you and to all those in your church/diocese who have toiled all these years in this Ministry of child care, which has been existing for the last 20 years and enabled this Ministry to enrich the church in developing her children and joining hands with us in steering this Ministry all these years on the right path. We are indeed grateful to you and your colleagues in the church/diocese for their co-operation, support and encouragement without which this Ministry would not have accomplished the purpose for which it was created. It is only your prayers and those of others that can bring about a smooth winding-up of this Ministry and the creation of the new Body.

With kind regards

Yours very sincerely



**N. Thomas Rajkumar**  
Secretary/Director

CC : The Most Rev. Dr. A. C. Lal - Moderator/Chairman CNI  
: Secretary & Treasurer of the Diocese/Church  
: Liaison Officers  
: Kindernothilfe e.V. Germany

# GOSSNER EVANGELICAL LUTHERAN CHURCH IN CHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act. XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C. S. R. Topno  
M.A.B.D.M. Th.  
Pramukh Adhyaksh

Vacant

Up. Pramukh Adhyaksh

Shri J. S. Topno  
B. A. ( Hons. ) B. Ed.  
Secretary

Rev. S. K. JOJO  
B.A. B. Th.  
Treasurer

**Head Office :**  
K. S. S. Office  
G. E. L. Church, Ranchi  
Bihar/India; Phone 311513

Ref...../KSS-56

Date..17.11.94...

To  
Rev. M. Barjo,  
Adhyaksh, S.E. Anchal,  
G.E.L. Church, Kadma, Khunti, (Ranchi).

Dear Sir,

Greetings.

It is to intimate you that you have to attend the Zonal meeting of CASA at Calcutta on 1.12.94.

Kindly send your consent whether or not you will be able to attend the meeting by return post to enable this office to arrange for your travel.

With kind regards,

Yours sincerely,

*M. T. Singh*  
17/11/94  
Associate Office Supdt.,  
K.S.S. Office, G.E.L. Church,  
Ranchi.

Branch  
K.S.S. Office, C.E.G. Church  
Associate Office Subd.

Very sincerely,  
*M. J. ...*

With kind regards

to enable this office to arrange for your travel  
you will be able to attend the meeting by return post  
Kindly send your consent whether or not  
attend the coming meeting of C.S.V. at Calcutta on 1.12.40  
It is to intimate you that you have to  
conclude.

Dear Sir

C.E.G. Church, Kanchi, Kanchi (Branch)  
Vandana, S.E. Church  
Bel. M. Barjo  
to

*155-56*

155-56

Date 11.11.40

Branch, C.E.G. Church, Kanchi  
Secretary  
K.S.S. Office  
Head Office

(Registered Under Societies Registration Act XXI of 1860)  
IN CHOLIVASUR & ASSAM  
COSSIBER EVANGELICAL LUTHERAN CHURCH

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C N I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011 -37 10800 (DELHI)  
          : 0712-530293 (NAGPUR)  
FAX : 0712-530294 (NAGPUR)  
OUR REF : NSM / AG  
DATE : 24/10/94

TO,

REV. S. BARLA  
MANAGER-CUM-WARDEN  
LUTHERAN HOSTEL  
AMBIKAPUR 497 001  
SUCUJA DISTRICT  
MADHYA PRADESH

Dear Rev. Barla,

SUBJECT : SUBMISSION OF SURVEY REPORT

We are herewith enclosing the Survey Report of your project as prepared by our Child Care Officer, Mr. Noel Steven, on his recent visit.

You are advised to please go through the same and implement the suggestions furnished therein for the betterment of the child care programme in your Hostel.

Further, place this report in your Hostel Managing Committee meeting and let us know their comments on the report.

With all good wishes,

Yours sincerely,

for DIRECTOR  
D. K. MONDAL  
HEAD OF EASTERN REGION

CC : KNH, DUISBURG  
      ✓ REV. C.S.R. TOPPO  
      MR. B.S. BAGE

1  
1  
1  
1  
1  
WITH A COPY OF THE  
SURVEY REPORT.

file: SPL./1821

ENCL : AS STATED.

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## SURVEY - REPORT

ONLY CHANGES AND NEW INFORMATION NEED TO BE RECORDED. PLEASE REFER TO THE PREVIOUS REPORT.

NAME OF THE HOME : Lutheran Hostel, Ambikapur		HOME No. : 1821
DATE OF VISIT	DIOCESE/CHURCH	FULL ADDRESS
1st & 2nd Sept. '94	Gossner evangelical Lutheran Church	TALUKA/DISI. : Ambikapur/Surguda
		STATE : Madhyapradesh PIN : 497 001

### I LOCATION

DISTANCE BETWEEN THE HOME AND THE DISTRICT HEADQUARTER/STATE CAPITAL ? : Ambikapur District Head Quarter itself

POPULATION OF THE VILLAGE/TOWN/CITY : 130000 (approx)

MAJOR OCCUPATION OF THE PEOPLE : Agriculture, Agri labour, business, service, daily labour

### II THE PARISH AND THE CHURCH

CHRISTIAN POPULATION IN THE VILLAGE/TOWN/CITY : 15000

NO. OF CHURCHES : 04

CHRISTIAN DENOMINATIONS : Lutherran, Catholic, Penticostal

INSTITUTIONS UNDER THE CHRISTIAN CHURCHES : Lutheran : 2 - Hostels, 2 - Schools  
Catholic : 1 - Hospitals, 2 - High schools, 2 - Hostels

### III MANAGEMENT OF THE HOME

WHEN WAS THE HOME STARTED : In 1955

WHEN WAS THE HOME AFFILIATED TO CNI-CCC/RNH : In 1972

WHETHER THE MANAGEMENT COMMITTEE OF THE HOME IS COMPOSED OF AS PER THE MODEL CONSTITUTION : Yes

HOW OFTEN DOES THE COMMITTEE MEET PER YEAR AND WHEN DID IT MEET LAST ? : five times

IS MINUTES WRITTEN REGULARLY AND AVAILABLE ? : Yes

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

ANY ISSUE REFLECTED IN THE MINUTES NEEDS THE ATTENTION OF CHI-CCC

: Building matters, Development, Staff matters

IS PREVIOUS SURVEY REPORT PLACED BEFORE THE COMMITTEE AND DISCUSSED ? IF NOT WHY ?

: Yes

NAME OF THE MEMBERS OF THE LOCAL MANAGEMENT COMMITTEE OF THE HOME :

SR. NO.	N A M E	PROFESSION	SR. NO.	N A M E	PROFESSION
1.	Rev. Obed Toppo (CHAIRMAN)	Priest	6.	Mrs. K. L. Toppo	Teacher
2.	Rev. S. Baria (SECRETARY)	Manager	7.	Dr. Mrs. E. Ekka	Physician
3.	Mr. P. W. Nathai	Engineer	8.		
4.	Mr. L. D. Minz	Ex-Serviceman Guardian	9.		
5.	Mr. G. Tirley	Warden	10.		

## IV THE CHILDREN

IS ADMISSION MADE AS PER THE CRITERIA ? : Yes

ARE THERE CHILDREN SUPPORTED BY ANY OTHER ORGANIZATION ? IF YES, PLEASE GIVE DETAILS : No

DETAILS OF CHILDREN :

TOTAL CHILDREN	FOSTER CHILDREN	FEE PAYING CHILDREN	CHILDREN SUPP. BY OTHER SOURCE IF ANY	ORPHAN CHILDREN	SENT ORPHAN CHILDREN	CHRISTIAN	HINDUS	MUSLIMS	OTHER RELIGION
125	125	Nil	Nil	Nil		115	10	Nil	Nil

FEES CHARGED PER MONTH FROM FEE PAYING CHILDREN (IF IT VARIES FROM CHILD TO CHILD GIVE DETAILS) : ---

IF THE FEE IS LESS THAN THE FOSTERSHIP MONEY PAID BY CHI-CCC WHAT ARE THE OTHER SOURCES OF INCOME BY WHICH THE HOME MEETS THE DIFFERENCE ? : ---

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DO FOSTERCHILDREN GET ANY POCKET MONEY ? :

NAMES OF FOSTER CHILDREN WHO WERE ABSENT DURING THE VISIT :

SR. NO.	REGISTRATION NUMBER	N A M E	R E A S O N S
1.	1821/0010	Anil Tirkey	Nil
2.	1821/0020	Francis Ekka	Nil
3.	1821/0057	Mangj Tirkey	Nil
4.			
5.			
6.			
7.			
8.			
9.			
10.			

FOSTERCHILDREN WHO LEFT THE HOME DURING THE YEAR : In 93 six left, in 94 21 left

SR. NO.	REGISTRATION NUMBER	N A M E	WHEN CHILD LEFT	THE REASON FOR LEAVING	WHETHER LF & FLT SENT OR NOT	THE REFERENCE AND DATE ON WHICH LF AND FLT SENT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

**Y STAFF**

NAME OF THE MANAGER : Rev. Sursen Baria (Warden)

WHAT IS HIS/HER PROFESSION AND WHERE IS HE/SHE EMPLOYED ? : G. E. L. C.  
Priest In charge of Lutheran church, Ambikapur

NAME OF THE WARDEN/S :

NAME	AGE	SALARY PER MONTH	QUALIFICATIONS	APPOINTED SINCE
Rev. S. Baria	44	Rs. 1935/-	B. A., B. Th	1979
Mr. George Tirkey	39	Rs. 1955/-	B. A.	1978

WHETHER THE WARDEN IS A FULL TIME OR PART TIME WORKER ? : Full time

WHETHER THE WARDEN/S HAVE ATTENDED THE WARDENS' TRAINING COURSE RUN BY CNI-CCC ? : Yes, Both

WHAT ARE THE AREAS OF RESPONSIBILITIES ASSIGNED TO THE WARDEN/S ? : Administration, Accounts, Upkeep/maintenance

CHILD CARE WORKER - CHILDREN RATIO : 1 : 31

**OTHER CHILD CARE WORKERS**

S.NO.	NAME	DESIGNATION	AGE	QUAL.	SALARY PER MONTH	APPOINTED SINCE	PART TIME OR FULL TIME
1.	Miss. Alomani Tirkey	Natron	24	M. A. Eco	Rs. 1400/-	August '93	Full time
2.	Ms Seema Cyndrola Kongari	Natron	24	B. A. Soc.Sci	Rs. 1400/-	Nov. '93	Full time
3.							
4.							
5.							

IF THE HOME IS OVER STAFFED/UNDER STAFFED GIVE DETAILS : It is OK now

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## OTHER SUBORDINATE STAFF

S.NO.	NAME	DESIGNATION	AGE	SALARY PER MONTH	APPOINTED SINCE	PART TIME OR FULL TIME
1.	Mr. Jivan Kujur	Cook	54	Rs. 785/-	1963	Full time
2.	Mr. Mohan Tirkey	Cook	45	Rs. 725/-	1986	Full time
3.						
4.						
5.						

## VI BUILDING AND ACCOMODATION

WHEN WAS BUILDING BUILT ? : 1955

NAME THE BODY WHICH OWNS THE BUILDING ? :

THE NATURE OF BUILDING :

W A L L : Mud + Bricks

R O O F : Cemented/Corogated sheet F L O O R : Muddy  
Mud tiles (country)

HOW IS THE UP KEEP & MAINTENANCE OF THE BUILDING AND SURROUNDINGS ? : Not Satisfactory

TOTAL NO. OF ROOMS AND THEIR MEASUREMENTS

1. NUMBER OF DORMITORIES : 20

NO.	1	2	3	4	5	6	7
SIZE L X W	12'x15'	12'x15'	12'x15'	12'x15'	12'x15'	12'x12'	12'x12'
NO. OF CHILDREN	6	6	6	6	6	4	4

NO.	8	9	10	11	12	13	14
SIZE L X W	12'x12'						
NO. OF CHILDREN	4	4	4	4	4	4	4

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

	NO.	SIZE
2. DINING	: 1	: 18'x20'
3. KITCHEN	: 2	: 10'x15'
4. STORE	:	:
5. PRAYER ROOM	: 1	: 29'x15'
6. SICK ROOM	: Nil	:
7. OFFICE	: Yes - 2	:
8. LIBRARY	: Nil	:
9. PLAY ROOM	: Nil	:
10. OTHER ROOMS IF ANY	: ----	:
11. DOES THE BUILDING NEEDS REPAIRS AND IMPROVEMENT. SPECIFY	: Yes, Roof leaking, ventilation required	
12. WHETHER ANY BUILDING IS UNDER CONSTRUCTION, IF SO PLEASE SPECIFY	: No	

## FURNITURE

NO. OF CHAIRS	NO. OF TABLES	NO. OF BENCHES/STOOLS	NO. OF COTS	NO. OF ALMIRANS	LOCKERS : ADEQUATE/INADEQUATE
10	6	3	54 double	4	Nil

## VII SURROUNDINGS

IS THERE A COMPOUND WALL/FENCE ?	: Yes the girls actions only
VEGETABLE/FLOWER GARDENS	: Yes
PLAYGROUND, IF SO BELONGS TO WHOM ?	: Yes, Church belong it

## VIII SANITARY FACILITIES

TYPE OF LATRINE	: Hand flush	NO. OF LATRINES	: 14
TYPE OF BATH ROOMS	: Simple/open	NO. OF BATHROOMS	: Open bath
ARE THEY ADEQUATE ?	: Yes	ARE DRAINAGE FACILITIES GOOD ?	: Yes
DO THEY HAVE NIGHT URINALS ?	: Yes	CLEANLINESS	: Satisfactory
HAVE LATRINES AND BATH ROOMS RUNNING WATER ?	: No		

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## IX HEALTH AND MEDICAL CARE

FREQUENCY OF MEDICAL CHECK-UP AND WHEN WAS IT DONE LAST ? : Yearly DATE : January '93

NAME OF THE DOCTOR/HOSPITAL : Holy cross hospital, Ambikapur

DOES THE HOME MAINTAIN HEALTH RECORD ? : Yes

DOES WARDEN CONSULT DOCTORS/PARENTS ? : Yes

NAME THE LOCAL HOSPITAL WHERE CHILDREN ARE TREATED : Holy Cross Hospital, Ambikapur

WHAT IS THE DISTANCE ? :  $\frac{1}{2}$  k.m.

IF NOT, WHERE THE CHILDREN ARE TAKEN FOR THE TREATMENT FOR MAJOR ILLNESS ? : Sent back to their home villages

IS THERE A SICK ROOM ? IF YES, GIVE DETAILS : There is no sick room as such

1. NO. OF BEDS : Nil

4. IS THERE A ATTACHED TOILET ? : No

2. LOCKED MEDICINE CUP-BOARD : No

5. SEPARATE SHEETS, PILLOWS AND BLANKETS : No

3. FIRST AID BOX WITH MEDICINES : No

6. PERSON IN CHARGE : No body

IS THERE A WEIGHING MACHINE AND WHETHER THE WEIGHT OF THE CHILDREN ARE PERIODICALLY RECORDED ? : Yes

ANY IMMUNIZATION GIVEN DURING THE YEAR SUCH AS VACCINATION, A.T.S., POLIO VACCINE, T.A.B., S.C.G. IF SO SPECIFY : Yes, A.T.S.

## CLEANLINESS

DO THE CHILDREN PARTICIPATE IN CLEANING ? IF SO, GIVE DETAILS. : Yes, Sweeping, scrubbing

A) IS THE KITCHEN WASHED DAILY AND KEPT CLEAN ? : Yes

B) IS WASHING OF BATHROOMS AND LATRINE DONE DAILY : Yes

C) DAILY CLEANING OF THE SURROUNDINGS OF HOME : Yes

D) WASHING OF CLOTHES BY CHILDREN. HOW OFTEN ? : Yes, as per the requirement

E) SUPPLY OF SOAP PER CHILD FOR BATHING/WASHING : Yes

F) SUPPLY OF HAIR OIL : Yes

WHAT ARRANGEMENT THE HOME HAS MADE TO PROVIDE HEALTH /SEX EDUCATION ? : Lectures

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## X FOOD AND CLOTHING

ARE THE CHILDREN SUPPLIED WITH :	HOW MANY PER YEAR	WHEN SUPPLIED LAST
1. UNIFORMS :	One set per year	
2. SANITARY TOWELS :		
3. UNDERWEARS :		
4. BATHING TOWELS :		

DO THEY HAVE INDIVIDUAL SLEEPING MATS, BEDSHEETS AND BLANKETS ? : Yes

### DRINKING WATER FACILITIES

1. WHAT IS THE SOURCE ? : The wells	3. HOW THEY STORE THE WATER ? : In pots
2. IS THE WATER CLEAN & SAFE ? : Yes	4. WHEN WAS THE WATER TANK CLEANED LAST ? : ---

### KITCHEN AND STORE ROOM

A) TYPE OF STOVE, IS IT SMOKELESS ONE ? : Yes (electro-kerosene)	E) IS THE STORE ROOM WATER PROOF ? : Yes
B) TYPE OF FUEL : Kerosene	F) IS IT CLEAN AND WELL ARRANGED ? : Yes
C) CLEANLINESS OF COOK : Satisfactory	G) DOES IT HAVE ADEQUATE CONTAINERS? : No
D) PARTICIPATION BY CHILDREN : Yes	

### DINING HALL :

A) IS ACCOMMODATION ENOUGH OR CROWDED ? : Over crowded	D) IS THERE RACKS TO KEEP PLATE AND CUP RACKS : Yes
B) IS THE DINING HALL FURNISHED WITH TABLES & STOOLS ? : No	E) HAND WASHING FACILITIES : No
C) INDIVIDUAL TUMBLER/CUP AND PLATE : Yes	F) CLEANLINESS : Good

WHAT ARE THE LOCAL FOOD HABITS AND LOCAL SOURCES OF FOOD SUPPLIES ? : Rice, Dal, Vegetables

WHAT ARE THE APPROXIMATE CALORIES INCLUDED IN THE DAILY DIET ? : Not calculated

IS THERE MALNUTRITION AMONG CHILDREN SUCH AS GOITRE, PELLAGRA, ANAEMIA ? : No

WHAT IS THE AVERAGE COST OF FOOD PER CHILD PER MONTH ? : Rs. 300/-

HOW IS THE FOOD SANITATION AND HYGIEN ? : Not objectionable

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

HOW IS THE MENU PREPARED ?

: 125 + 5 staff + 130 - Girls section

FOOD ITEMS	TOTAL ISSUE FOR A DAY		TOTAL ISSUE FOR A CHILD	
	KGS.	GRAMS.	KGS.	GRAMS.
<b>CEREALS</b>				
1. RICE	7	175		175
2. WHEAT				
3. JOWAR				
<b>PULSES</b>				
1. BEANS	1			25
2.				
3.				
<b>VEGETABLES</b>				
1. POT	3	500		75
2. YELLOW				
3. GREEN	3	500		75
<b>DIETARY</b>		100		10
<b>MEAT/FISH</b>	3	500		70
<b>CHICKEN/EGGS</b>	1			
<b>SUGAR/Glory</b>	4	500		
<b>MILK</b>				
<b>FRUITS</b>				

## XI EDUCATION AND RESULTS

WHICH SCHOOL/SCHOOLS DO THE CHILDREN ATTEND ? : St. Xaviers Government High School  
Lutheran Primary School

WHAT IS THE DISTANCE BETWEEN HOME AND THE SCHOOL : ½ K.M.

THE STRENGTH OF THE SCHOOL :

EDUCATIONAL RESULTS OF THE SCHOOL IN LAST  
THREE YEARS IN 3 - XTH CLASS : 90 %

- XIIth CLASS :

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

HOW MANY FOSTER-CHILDREN ARE STUDYING IN :-

- |                        |                                      |
|------------------------|--------------------------------------|
| 1. PRIMARY SCHOOL : 46 | 5. DEGREE COLLEGE : 5                |
| 2. MIDDLE SCHOOL : 33  | 6. TECHNICAL/VOCATIONAL TRAINING : 1 |
| 3. HIGH SCHOOL : 09    | 7. NON-FORMAL TRAINING : 1           |
| 4. JUNIOR COLLEGE : 06 |                                      |

EDUCATIONAL RESULTS OF THE FOSTER-CHILDREN IN PERCENTAGE : X STD 99% XII STD 100%

DOES HOME PAY THE SCHOOL FEES ? IF SO, HOW MUCH ? : Nil

ARE THE CHILDREN SUPPLIED WITH TEXT BOOKS AND NOTE BOOKS ? : Yes

IN WHAT SUBJECT CHILDREN WEAK IN STUDIES RECEIVE EXTRA TUTOR ? : English, Maths, Science

WHO GIVES THE TUTOR ? : Mr. Bhansan

PAYMENT FOR TUTOR, IF ANY : RS. 400/- per month

IS THERE AN ACADEMIC PROGRESS REGISTER KEPT IN THE BOARDING HOME ? : Yes

ARE STUDY HOURS CONDUCTED AND SUPERVISED ? BY WHOM ? : Yes

WHAT IS THE INVOLVEMENT OF THE WARDEN IN CONDUCTING AND SUPERVISING THE STUDY HOURS : Personal attention, Supervision

## XII SPIRITUAL LIFE

RELIGIOUS ACTIVITIES OF THE HOME :

- |                |                   |
|----------------|-------------------|
| 1. Devotion    | 4. Sunday School  |
| 2. Bible Study | 5. Sunday Church  |
| 3. Bible Quiz  | 6. Youth Meetings |

IF EVANGELISTIC WORK IS DONE BY THE CHILDREN, WHERE AND HOW OFTEN THEY DO ? WHO GUIDES THEM IN THIS WORK ? : Yes,

WHO CONDUCTS THE DAILY WORSHIP ? DO CHILDREN CONDUCT THE WORSHIP ? : Manager

DO THEY FOLLOW ANY SYLLABUS, IF NOT HOW THE BIBLE PORTION IS SELECTED ? : Yes

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DO WARDEN/MANAGER REGULARLY TAKE PART IN DAILY WORSHIP ? : Yes

WHETHER THE LOCAL PASTOR/ANY PARISHIONER IS INVITED TO CONDUCT WORSHIP ? : Yes

WHAT PART THE LOCAL CHURCH PLAYS IN SPIRITUAL LIFE OF THE CHILDREN ? : Overall Supervision

THE NUMBER OF BIBLES, NEW TESTAMENTS, LYRICS AND HYMN BOOKS IN THE HOSTEL : 100, 150, 50

ARE THEY ADEQUATE FOR THEIR USE ? : Yes

WHETHER EACH CHILD GOT HIS/HER OWN COPY OF AN ADEQUATE BIBLE : Yes

### XIII SOCIAL CONCERN

OUTREACH ACTIVITIES OF THE HOME :-

1. Shramdan construction of road in Khairbar. 3.
2. Cleaning the road to graveyard 4.

### XIV RECREATIONAL ACTIVITIES

LEADERSHIP TRAINING IF ANY (SPECIFY) : Self govt., Children sets for L. I. C.

SPORTS MATERIAL (INDOOR GAMES) : Carrom board, chinese checker, Ludo

(OUTDOOR GAMES) : Foot ball, volleyball, Hockey

DOES THE HOME CONDUCT SPORTS MEET (COMPETITION) FOR THE CHILDREN ? HOW OFTEN ? : Yes, Once in a year

ANY INTER HOME SPORTS COMPETITION ? HOW OFTEN ? : Yes, Once in a year

HOW MANY TIMES PER YEAR CHILDREN ARE TAKEN ON PICTNCS OR EXCURSIONS ? : Main pat, Oct. 75

NAME OF THE PLACES THEY HAVE VISITED RECENTLY AND THE DATES OF VISITS : ---

WHAT MUSICAL INSTRUMENTS AVAILABLE FOR CHILDREN ? : Harmonium, Mander, Dholak

WHO TEACHES THEM TO PLAY THE MUSICAL INSTRUMENTS ? : They learn themselves.

ARE CHILDREN TRAINED TO ENACT DRAMAS ? : Yes

DOES THE HOME CONDUCT CULTURAL EVENINGS TO GIVE OPPORTUNITY TO DISPLAY THE TALENTS OF THE CHILDREN ? : Yes

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

ARE THE CHILDREN ENCOURAGED TO PARTICIPATE IN DEBATES, QUIZES, ELUCIDATION AND ESSAY COMPETITIONS CONDUCTED ?

: Yes

IS THERE A LIBRARY ? IF SO, NUMBER OF BOOKS :-

Yes, 730

ENGLISH :

OTHER LANGUAGES : Hindi

IS THE LIBRARY USED BY THE CHILDREN

: Yes

ARE NEWS PAPERS, HEALTH AND RELIGIOUS MAGAZINES SUBSCRIBED ? IF SO, WHAT ? (NAMES)

: Navbharat, Pajnik bhaskar

DO THE CHILDREN KEEP ANY HOBBIES ? IF SO, WHAT ?

: Yes, Dramatics, sports, gardening, beekeeping

## XV VOCATIONAL/CAREER GUIDANCE

IS THERE A CAREER CORNER IN THE HOME ?

: No

DOES THE HOME AVAIL THE SERVICES OF THE VOCATIONAL GUIDANCE OFFICER ? IF SO, GIVE DETAILS

: No

DOES THE HOME ORGANIZE WORK EXP. PROGRAMME FOR THE CHILDREN ? IF SO, PLEASE NAME THEM

: No

WHAT ARE THE FOLLOW-UP SERVICES AVAILABLE FOR EX-STUDENTS ?

: Nil

DOES THE HOME ARRANGE PARENTS'/OLD RESIDENTS DAY?

: Yes

## XVI CULTIVATION

ARE LANDS AVAILABLE FOR CULTIVATION ? IF SO GIVE DETAIL SUCH AS CROPS RAISED, SOURCE OF WATER, PERSON IN CHARGE ETC.

: 23 Acres of land is available but nothing is cultivated in it.

IS THERE A KITCHEN GARDEN ?

: Yes

IS THERE A POULTRY/CATTLE FARMING ?

: Planning for

## XVII FINANCIAL SUPPORT/ACCOUNTS

FINANCIAL AID RECEIVED DURING THE LAST ACCOUNTING YEAR

INCOME/FUNDS FROM	LOCAL RESOURCE (OTHER THAN FEES)	CHURCH/DIOCESE	GOVERNMENT/OTHERS		FEES FROM NON SUPPORTED CHILDREN	FEES FROM SUPPORTED CHILDREN
AMOUNT IN RS.	9571.65	1000/-	Nil	Bank interest. 1935.11	24350.00	00

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

WHETHER THE HOME IS RECEIVING FUNDS FROM ANY OTHER VOLUNTARY CHILD WELFARE ORGANISATION : No

IF SO, GIVE DETAILS SUCH AS NAME OF THE ORGANISATION, SOURCE OF FUNDS, FOREIGN OR NON-FOREIGN, THE METHOD OF PAYMENT ETC. : ---

FEES COLLECTED FROM SUPPORTED CHILDREN PER MONTH PER CHILD. : Rs. 25/- p.c. p.m. approximately 80 children give

AMOUNT & DATE OF RECEIPT OF GRANTS RECEIVED DURING THE YEAR FROM CNI-CCC :

AMOUNT	DATE	NAME OF GRANT
110230.31	11/4/94	1st Qtr.
136320.00	15/6/94	2nd Qtr
174846.75	18/8/94	3rd Qtr
3932.20	30/8/94	3rd Qtr.

AMOUNT	DATE	NAME OF GRANT

WHETHER THE FULL AMOUNT REMITTED BY CNI-CCC HAS BEEN RECEIVED BY THE HOME, IF NOT, GIVE DETAILS : Yes

WHETHER THE HOME HAS SUBMITTED ALL THE REQUIRED DOCUMENTS SUCH AS AUDITED STATEMENTS OF A/C'S, BUDGET, MONTHLY/QUARTERLY STATEMENT TO CNI-CCC : Yes , Required 2nd Qtr. R.M. Sheet of 93 is collected, R.M. sheet of 3rd Qtr. 94 collected

IF SO, PLEASE GIVE DETAILS/REFERENCE :

WHO MAINTAINS THE ACCOUNT ? : Mr. George Tirkey, The warden

IF THE WARDEN IS TRAINED & IF THE MANAGER MAINTAINS THE ACCOUNTS, WHAT IS THE REASON ? : ---

DETAIL OF BANK ACCOUNTS.

	NAME OF THE BANK	PLACE	A/C NO.
FOREIGN CONTRIBUTION	State Bank Of India	Ambikapur	L/64
NONFOREIGN CONTRIBUTION	Central bank	Ambikapur	59/15212



# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## XVIII ADMINISTRATION

### REGISTERS AND FILES MAINTAIN BY HOME :-

#### REGISTERS :

- |  |       |   |       |
|--|-------|---|-------|
| 1. ADMISSION REGISTER                                | : Yes | 6. INVENTORY REGISTER                             | : Yes |
| 2. ATTENDANCE REGISTER                               | : Yes | 7. SICK REGISTER                                  | : Yes |
| 3. POSTAL REGISTER FOR INCOMING AND OUTGOING LETTERS | : Yes | 8. A VISITORS' BOOK                               | : Yes |
| 4. PARCEL REGISTER                                   | : Yes | 9. MINUTE BOOK                                    | : Yes |
| 5. A DAIRY OF EVENTS                                 | : Yes | 10. HOSTEL LEAVER'S REGISTER (FOR FOLLOW-UP WORK) | : Yes |
|  |       | 11. FOSTERPARENTS' ADDRESS BOOK                   | : Yes |

#### FILES :

- |   |       |   |       |
|---|-------|---|-------|
| 1. CORRESPONDENCE FILES   | : Yes | 5. EXTENDED FOSTERSHIP                                  | : Yes |
| 2. INDIVIDUAL FILES WHEREIN THE IDENTITY SHEET, THE LETTERS OF THE FOSTERPARENTS ETC. TO BE KEPT. | : Yes | 6. BUILDING   | : Yes |
| 3. CUMULATIVE RECORDS   | : Yes | 7. MISCELLANEOUS  | : Yes |
| 4. CIRCULAR LETTERS   | : Yes | 8. FILE FOR REPORTS (SURVEY REPORTS AND ANNUAL REPORTS) | : Yes |
|   |       | 9. MEDICAL INSPECTION RECORD                            | : Yes |

#### OBSERVATION :

\*\*\*\*\*

1. Problem of absentees among the children is surfaced this time when twenty leaving forms were raised giving the date of leaving as 15/8/94 and a common reason i.e. runaway.

It is interesting to note that maximum children who left fall under the age group of 10 to 14 years who had joined the hostel in recent years and were studying in middle school.

There are four children who never joined the hostel for one year eventhough they were on rolls and the hostel received their grants, they are namely Moena Kerketta - 339, Lalmunia Tigga - 341, Pushpa Kerketta - 342, Jamni Ekka - 343 when I visited the hostel on 13/3/93 the children were made available for one day in the hostel.

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

Three more children namely Anil Kirkey, Francis Ekka and Manoj Minz are absent from the hostel without any reason.

One child namely Jaiprakash Kerketta - 178 refused to stay in this hostel for lack of a homely atmosphere in the hostel. The child suffers from a mental distress, frightfulness and he has stopped speaking.

The above description gives a clear picture of the undesirable situation on the hostel there the young ones can not adjust themselves. They can not cope with the staff because they are a bit harsh to them. Children are neglected not cared, not loved by the staff. Hence, they don't like to stay in.

It is suggested therefore to replace the staff with committed dedicated persons who have concern for children and the child care ministry.

2. The boys section do not have a bathroom since the girls have shifted to the boys section they find it difficult to have bath in the open place. Eventhough the place is well protected and covered from all sides the presence of male members in the campus the grown up of girls feel awkward to take bath in that place secondly, the neighbors peep form the compound wall.

One more thing about the neighbors is observed that they have unauthorisadly enclosed the ventilators of the rooms of the hostel. The children suffer due to lack of ventilation.

Therefore it is suggested to think about the inconvenience of the girls and to construct compartment for their bath room and open the ventilators of their rooms for the fresh air and enough light.

3. The menu is neither prepared nor any procedure followed to serve the food, the girls section atleast maintains the issue register but the boys section never maintains for reasons known to them. The average expenses on food is said to be Rs. 300/- per child per month whereas it should be Rs. 210/- per child per month according to their budget. Children complain about the quality of their food.

It is suggested to prepare the menu on balance diet to provide 2500 calories per day and to follow it faithfully.

4. Books of Accounts

- i. It was found that due to wrong placements of basic pays at the times of revisions excess payments have been made to the Manager and the warden. Roughly the excess payment are as follows :

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

a) Rev. S. Baria	1992	Rs.	54x9	=	486
	1993		120x12	=	1440
	1994		40x12	=	480

	1991	Rs.	54x9	=	486
	1992		120x12	=	1440
	1993		120x12	=	1440
	1994		120x6	=	720

-----  
4086  
=====

D. A.        40%  
P. F.        10%  
Pension     05%

b) Mr. G. Tirkey	1991	Rs.	48x9	=	432
	1992		120x12	=	1440
	1993		120x12	=	1440
	1994		120x6	=	720

-----  
4032  
=====

D. A.        40%  
P. F.        10%  
Pension     05%

The committee should look into the matter and menu arrangement for recovery.

ii) While verifying the vouchers, the following points were also observed :

- a) Payments made to the suppliers/credit purchase do not tally with the totals of bills.
- b) Petrol bills are found for the warden through there is not such policy made by the committee.

5. There is no career corner, no work experience programme, VGO's are never contacted eventhough all the local resources are available not even a single effort has been made for the follow-up study.

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

Having visited this Hostel continuously for the last 5/6 years I have gained the impression that inspite of having two senior trained wardens the hostel has not made any remarkable achievement to come up to the desired level of child care. I also feel that both the wardens have been will-fully neglecting their duties largely due to lack of supervision from the Church Head Quarters.

Under the circumstances I recommend for a thorough evaluation study by a group of CNI-CCC Officers and reconsider continuation of support for this hostel.

PREPARED & SUBMITTED BY :

*Noel Staven*

NOEL STAVEN  
CHILD CARE OFFICER

Handwritten text, possibly a date or reference number.

Handwritten text, possibly a name or title.

Handwritten text, possibly a date or reference number.

KSS-52

(क) (A) भारत सरकार

दूर संचार विभाग/Department of Telecommunication

अन्तर्देशीय तार/Inland Telegram

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श्रेणी Class	समय Time	संख्या No.	मूल तारघर Office Origin	तारीख Date	सेवा अनुदेश S. I.	शब्द word
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To Director Cni-CCC  
C/O Cni Bhawan  
16, Pandit Pant Marg  
New Delhi 110 001

संक्षेप Text

I will attend the Council meeting as  
scheduled.

GFLC Ranchi.

प्रेषक From

Not to be Telegraphed  
तार से न भेजा जाए।

नोटिस :- भारतीय तार अधिनियम और नियमों के अन्धीक पारेषण के लिए प्रस्तुत तार सेवा भंग होने से इस तार का पारेषण या वितरण प्रभाव होने पर उससे उत्पन्न होनेवाली या उसके परिणाम स्वरूप किसी हानि, क्षति या नुकसान की क्षतिपूर्ति देने के लिए सरकार जिम्मेदार नहीं है।

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भेजने वाले के हस्ताक्षर व पूरा पता B. Samrom Bage 17/11/94  
Sender's Signature & full address KSS Office, GEL Church, Ranchi

KSS-56

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C N I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011 -3710800 (DELHI)  
: 0712-530293 (NAGPUR)  
FAX : 0712-530294 (NAGPUR)

OUR REF : NSM/AG

DATE : 24/10/94

TO :

REV. A.B. SURIN  
MANAGER  
LUTHERAN GIRLS' HOSTEL  
GOVINDPUR, P.O. 831 015  
RANCHI DISTRICT  
BIHAR

Dear Rev. Surin,

SUBJECT : SUBMISSION OF THE SURVEY REPORT

We are herewith enclosing the survey report of your Project as prepared by our Child Care Officer, Mr. Noel Steven, on his recent visit to your Project.

You are advised to kindly go through the report and implement the suggestions furnished therein for the betterment of the child care programme in your Hostel.

Also, let us know the comment of the Managing Committee members after placing the same in the meeting.

With all good wishes,

Yours sincerely,

FOR DIRECTOR, D.K. MONDAL,  
SR. C.C.O.

CC : XNH, DUISBURG II  
REV. C.S.R. TOPPO II WITH A COPY OF THE REPORT.  
MR. B.S. BAGE II

FILE : SPL. 1824

ENCL : AS STATED

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## SURVEY - REPORT

ONLY CHANGES AND NEW INFORMATION NEED TO BE RECORDED. PLEASE REFER TO THE PREVIOUS REPORT.

NAME OF THE HOME : Lutheran Girls Hostel		HOME No. : 1824
DATE OF VISIT 6th & 7th September '94	DIOCESE/CHURCH G. E. L. C. Ranchi	FULL ADDRESS TALUKA/DIST. : Govindpur, Ranchi STATE : Bihar PIN : 835 234

### I LOCATION

DISTANCE BETWEEN THE HOME AND THE DISTRICT HEADQUARTER/STATE CAPITAL ? : 70 Km from Ranchi

POPULATION OF THE VILLAGE/TOWN/CITY : 12000 approximately

MAJOR OCCUPATION OF THE PEOPLE : Agriculture, Agrilabour, Daily labour  
Wood cutting, forest dwellers

### II THE PARISH AND THE CHURCH

CHRISTIAN POPULATION IN THE VILLAGE/TOWN/CITY : 15776

NO. OF CHURCHES : 01

CHRISTIAN DENOMINATIONS : Lutheran

INSTITUTIONS UNDER THE CHRISTIAN CHURCHES : 1 - High School, 1 - Hostel

### III MANAGEMENT OF THE HOME

WHEN WAS THE HOME STARTED : In 1881

WHEN WAS THE HOME AFFILIATED TO CNI-CCC/KNH : Since 1973

WHETHER THE MANAGEMENT COMMITTEE OF THE HOME IS COMPOSED OF AS PER THE MODEL CONSTITUTION : No

HOW OFTEN DOES THE COMMITTEE MEET PER YEAR AND WHEN DID IT MEET LAST ? : 12 times

IS MINUTES WRITTEN REGULARLY AND AVAILABLE ? : Yes

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

ANY ISSUE REFLECTED IN THE MINUTES NEEDS THE ATTENTION OF CHI-CCC : Yes

IS PREVIOUS SURVEY REPORT PLACED BEFORE THE COMMITTEE AND DISCUSSED ? IF NOT WHY ? : Yes

NAME OF THE MEMBERS OF THE LOCAL MANAGEMENT COMMITTEE OF THE HOME :

SR. NO.	N A M E	PROFESSION	SR. NO.	N A M E	PROFESSION
1.	Rev. Manohar Barjo (CHAIRMAN)	Pastor	6.	Rev. A. B. Surin	Manager
2.	Mr. S. Soy (SECRETARY)	Retd. Teacher Merchant	7.	Rev. C. D. Joje	Pastor
3.	Miss Mahima Horo	Head Mistrress	8.		
4.	Mrs. Relan Khobragade	Warden	9.		
5.	Mrs. Augusti Horo	Head Mistrress Middle school	10.		

## IV THE CHILDREN

IS ADMISSION MADE AS PER THE CRITERIA ? : Yes

ARE THERE CHILDREN SUPPORTED BY ANY OTHER ORGANIZATION ? IF YES, PLEASE GIVE DETAILS : No

DETAILS OF CHILDREN :

TOTAL CHILDREN	FOSTER CHILDREN	FEE PAYING CHILDREN	CHILDREN SUPP. BY OTHER SOURCE IF ANY	ORPHAN CHILDREN	SEMI ORPHAN CHILDREN	CHRISTIAN	HINDUS	MUSLIMS	OTHER RELIGION
119	75	44	Nil	05	24	114	02	Nil	03

FEES CHARGED PER MONTH FROM FEE PAYING CHILDREN (IF IT VARIES FROM CHILD TO CHILD GIVE DETAILS) : Rs. 250/- per child per month (Food accomodation facilities)

IF THE FEE IS LESS THAN THE FOSTERSHIP MONEY PAID BY CHI-CCC WHAT ARE THE OTHER SOURCES OF INCOME BY WHICH THE HOME MEETS THE DIFFERENCE ? : Gardening

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DO FOSTERCHILDREN GET ANY POCKET MONEY ? : No

NAMES OF FOSTER CHILDREN WHO WERE ABSENT DURING THE VISIT :

SR. NO.	REGISTRATION NUMBER	N A M E	R E A S O N S
1.	1824/161	Gloria Topno	Sickness, parents took her
2.	1824/216	Sulami Barla	Since 01/06/94 not yet joined
3.	1824/217	Roshni Kerketta	Since 01/06/94 not yet joined
4.	1824/219	Poonam Kongari	Since 01/07/94 not yet joined
5.	1824/137	Kunwari Surin	Appeared for I.A. exam in May '94 result not declared so she stays at home.
6.			
7.			
8.			
9.			
10.			

FOSTERCHILDREN WHO LEFT THE HOME DURING THE YEAR :

SR. NO.	REGISTRATION NUMBER	N A M E	WHEN CHILD LEFT	THE REASON FOR LEAVING	WHETHER LF & FLT SENT OR NOT	THE REFERENCE AND DATE ON WHICH LF AND FLT SENT
1.	1824/131	Magdali Barla	4/1/94	Uncle's wish to support		3/3/94
2.	1824/208	Nelen Heranz	31/1/94	Home sickness		3/3/94
3.	1824/171	Shishir Topno	22/1/94	Aunty supports		14/3/94
4.	1824/115	Kanti Aind	1/6/94	Completed teacher's Training		27/7/94
5.	1824/120	Joyjaliani Sanwasi	1/6/94	Teachers Training		27/7/94
6.	1824/124	Dayamani Topno	1/6/94	Teachers Training		27/7/94
7.	1824/163	Roshni Malwa	1/7/94	Parents wish		10/8/94
8.	1824/136	Dulari Kerketta	30/9/94	Failed twice		7/9/94
9.	1824/137	Kunwari Surin	7/9/94	I.A. completed waiting for result		7/9/94
10.						

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## V STAFF

NAME OF THE MANAGER : Rev. Abraham Biewas Surin

WHAT IS HIS/HER PROFESSION AND WHERE IS HE/SHE EMPLOYED ? : Priest Incharge GELC, Ranchi Gumla

NAME OF THE WARDEN/S :

N A M E	AGE	SALARY PER MONTH	QUALIFICATIONS	APPOINTED SINCE
Mrs. Rilan Khobragade	29	Rs. 1760/-	B. A. R. C. C.	1988

WHETHER THE WARDEN IS A FULL TIME OR PART TIME WORKER ? : Full time

WHETHER THE WARDEN/S HAVE ATTENDED THE WARDENS' TRAINING COURSE RUN BY CNI-CCC ? : Yes

WHAT ARE THE AREAS OF RESPONSIBILITIES ASSIGNED TO THE WARDEN/S ? : Administration including accounts, correspondence and child care

CHILD CARE WORKER - CHILDREN RATIO : 1 : 30

### OTHER CHILD CARE WORKERS

S.NO.	NAME	DESIGNATION	AGE	QUAL.	SALARY PER MONTH	APPOINTED SINCE	PART TIME OR FULL TIME
1.	Mrs. Turtan Barla	Asstt. Warden	27	B. Com	Rs. 1200/-	16/4/91	Full time
2.	Miss Nimanti Hero	Natron	36	B. Com	Rs. 360/-	3/7/93	Full time
3.	Miss Bertila Aind	Natron	26	B. Sc	Rs. 300/-	16/7/93	Full time
4.							
5.							

IF THE HOME IS OVER STAFFED/UNDER STAFFED GIVE DETAILS : Proportionate  
Miss Nimanti Hero is under training.

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## OTHER SUBORDINATE STAFF

S.NO.	NAME	DESIGNATION	AGE	SALARY PER MONTH	APPOINTED SINCE	PART TIME OR FULL TIME
1.	Mrs. Kripa Herenz	Cook	45	Rs. 646.25 + Food	1983	Full time
2.	Mr. Paulus Barla	Night guard	60	Rs. 200/-	1979	Part time
3.	Mrs. Phulmani Bage	Cook	40	Rs. 480/-	22/10/91	Full time
4.	Mr. Jakob Kandulna	Mali		Rs. 480/- + Food	August '88	Full time
5.	Mr. Ishwar Bahadur Thapa	Night guard	24	Rs. 720/- + Food	16/5/93	Full time
6.	Mr. Philip Barla	Night guard	28	Rs. 720/- Food	14/7/93	Ful time
7.	Miss Anita Kandulna	Cook helper	25	Rs. 250 +food	1/2/94	Full time

## VI BUILDING AND ACCOMODATION

WHEN WAS BUILDING BUILT ? : 1981

NAME THE BODY WHICH OWNS THE BUILDING ? : G E L C

THE NATURE OF BUILDING :

W A L L : Mud

R O O F : Thatched tiles

F L O O R : Mud

HOW IS THE UP KEEP & MAINTENANCE OF THE BUILDING AND SURROUNDINGS ? : Satisfactory

TOTAL NO. OF ROOMS AND THEIR MEASUREMENTS

1. NUMBER OF DORNITORIES : 3 + 1

NO.	1	2	3	4	5	6	7
SIZE L X W	16' x 21'	24' x 21'	90' x 27'	15' x 10'			
NO. OF CHILDREN	20	24	56	Warden			

NO.	8	9	10	11	12	13	14
SIZE L X W							
NO. OF CHILDREN							

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

	NO.	SIZE
2. DINING :	1	: 50'10" x 20'6"
3. KITCHEN :	1	: 15' x 15'
4. STORE :	1	: 15' x 15'
5. PRAYER ROOM :	Nil	:
6. SICK ROOM :	Nil	:
7. OFFICE :	Nil	:
8. LIBRARY :	Nil	:
9. PLAY ROOM :	Nil	:
10. OTHER ROOMS IF ANY :	One matrons room One cook's room	: 15' x 10' 15' x 15', 3 - Box rooms : 10x10
11. DOES THE BUILDING NEEDS REPAIRS AND IMPROVEMENT. SPECIFY :	: Yes, Ventilation and light needed	
12. WHETHER ANY BUILDING IS UNDER CONSTRUCTION, IF SO PLEASE SPECIFY :	: Not any ; construction of well is nearing completion	

## FURNITURE

NO. OF CHAIRS	NO. OF TABLES	NO. OF BENCHES/STOOLS	NO. OF COTS	NO. OF ALMIRAHs	LOCKERS : ADEQUATE/INADEQUATE
06	Dinning - 8 Office - 4	2/4	Double - 20	Wooden - 2 Steel - 7	Nil

## VII SURROUNDINGS

IS THERE A COMPOUND WALL/FENCE ?	: Partly
VEGETABLE/FLOWER GARDENS	: Yes
PLAYGROUND, IF SO BELONGS TO WHOM ?	: Yes, to the school

## VIII SANITARY FACILITIES

TYPE OF LATRINE	: Hand flush	NO. OF LATRINES	: 4 + 3
TYPE OF BATH ROOMS	: Simple cubic	NO. OF BATHROOMS	: 6 + 5
ARE THEY ADEQUATE ?	: Yes	ARE DRAINAGE FACILITIES GOOD ?	: Yes
DO THEY HAVE NIGHT URINALS ?	: No	CLEANLINESS	: Satisfactory
HAVE LATRINES AND BATH ROOMS RUNNING WATER ?	: No		

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## IX HEALTH AND MEDICAL CARE

FREQUENCY OF MEDICAL CHECK-UP AND WHEN WAS IT DONE LAST ? : Yearly DATE : 23/02/94

NAME OF THE DOCTOR/HOSPITAL : Dr. Daisy Puri, St. Barnabas Hospital, Ranchi

DOES THE HOME MAINTAIN HEALTH RECORD ? : Yes

DOES WARDEN CONSULT DOCTORS/PARENTS ? : Yes

NAME THE LOCAL HOSPITAL WHERE CHILDREN ARE TREATED : St. Barnabas Hospital, Ranchi

WHAT IS THE DISTANCE ? : 70k.m.

IF NOT WHERE THE CHILDREN ARE TAKEN FOR THE TREATMENT FOR MAJOR ILLNESS ? :

IS THERE A SICK ROOM ? IF YES, GIVE DETAILS : No

1. NO. OF BEDS : No 4. IS THERE A ATTACHED TOILET ? : No

2. LOCKED MEDICINE CUP-BOARD : No 5. SEPARATE SHEETS, PILLOWS AND BLANKETS : NO

3. FIRST AID BOX WITH MEDICINES : No 6. PERSON IN CHARGE : No one

IS THERE A WEIGHING MACHINE AND WHETHER THE WEIGHT OF THE CHILDREN ARE PERIODICALLY RECORDED ? : Yes

ANY IMMUNIZATION GIVEN DURING THE YEAR SUCH AS VACCINATION, A.T.S., POLIO VACCINE, T.A.B., B.C.G. IF SO SPECIFY : Yes

## CLEANLINESS

DO THE CHILDREN PARTICIPATE IN CLEANING ? IF SO, GIVE DETAILS. : Sweeping, mopping, washing, grass cutting

- A) IS THE KITCHEN WASHED DAILY AND KEPT CLEAN ? : Yes
- B) IS WASHING OF BATHROOMS AND LATRINE DONE DAILY : Yes
- C) DAILY CLEANING OF THE SURROUNDINGS OF HOME : Yes
- D) WASHING OF CLOTHES BY CHILDREN. HOW OFTEN ? : Daily
- E) SUPPLY OF SOAP PER CHILD FOR BATHING/WASHING : Yes
- F) SUPPLY OF HAIR OIL : Yes

WHAT ARRANGEMENT THE HOME HAS MADE TO PROVIDE HEALTH /SEX EDUCATION ? : Talks and lectures, Magazines and booklets a subject topic in academics.

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## X FOOD AND CLOTHING

ARE THE CHILDREN SUPPLIED WITH :	HOW MANY PER YEAR	WHEN SUPPLIED LAST
1. UNIFORMS	: One set	August '94
2. SANITARY TOWELS	:	
3. UNDERWEARS cynis	: One set	
4. BATHING TOWELS	:	

DO THEY HAVE INDIVIDUAL SLEEPING MATS, BEDSHEETS AND BLANKETS ? : Yes

### DRINKING WATER FACILITIES

1. WHAT IS THE SOURCE ?	: Wells	3. HOW THEY STORE THE WATER ?	: in pots
2. IS THE WATER CLEAN & SAFE ?	: Yes	4. WHEN WAS THE WATER TANK CLEANED LAST ?	: --

### KITCHEN AND STORE ROOM

A) TYPE OF STOVE, IS IT SMOKELESS ONE ?	: Mud chullah	E) IS THE STORE ROOM WATER PROOF ?	: No
B) TYPE OF FUEL	: Fire wood/coal	F) IS IT CLEAN AND WELL ARRANGED ?	: Yes
C) CLEANLINESS OF COOK	: Satisfactory	G) DOES IT HAVE ADEQUATE CONTAINERS?	: No
D) PARTICIPATION BY CHILDREN	: Yes		

### DINING HALL :

A) IS ACCOMODATION ENOUGH OR CROWDED ?	: Overcrowded	D) IS THERE RACKS TO KEEP PLATE AND CUP RACKS	: Yes
B) IS THE DINING HALL FURNISHED WITH TABLES & STOOLS ?	: Yes	E) HAND WASHING FACILITIES	: No
C) INDIVIDUAL TUMBLER/CUP AND PLATE	: Yes	F) CLEANLINESS	: Satisfactory

WHAT ARE THE LOCAL FOOD HABITS AND LOCAL SOURCES OF FOOD SUPPLIES ? : Rice, Dal and Vegetables

WHAT ARE THE APPROXIMATE CALORIES INCLUDED IN THE DAILY DIET ? : 1672 calories (sunday 1992 calories)

IS THERE MALNUTRITION AMONG CHILDREN SUCH AS GOITRE, PELLAGRA, ANAEMIA ? : Not any

WHAT IS THE AVERAGE COST OF FOOD PER CHILD PER MONTH ? : Rs. 240/- (Including contingles and fuel expenses)

HOW IS THE FOOD SANITATION AND HYGIEN ? : Not objectionable

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

HOW IS THE MENU PREPARED ?

FOOD ITEMS	TOTAL ISSUE FOR A DAY		TOTAL ISSUE FOR A CHILD	
	KGS.	GRANS.	KGS.	GRANS.
<b>CEREALS</b>				
1. RICE	36			272
2. WHEAT	10			080
3. JOWAR				
<b>PULSES</b>				
1. Tuar + Masoor	05			005
2. Urad				
3. Channa	04			032
<b>VEGETABLES</b>				
1. ROOT	03			024
2. YELLOW				
3. GREEN	04			032
<b>OIL &amp; FAT</b>	01			008
<b>MEAT / FISH</b>	08			064
<b>CHICKEN / EGGS</b>	03			024
<b>SUGAR</b>		500		004
<b>MILK</b>	4 ltr.			
<b>FRUITS</b>				

## XI EDUCATION AND RESULTS

WHICH SCHOOL/SCHOOLS DO THE CHILDREN ATTEND ? : Lutheran High school

WHAT IS THE DISTANCE BETWEEN HOME AND THE SCHOOL : 50 Yards

THE STRENGTH OF THE SCHOOL : 500

EDUCATIONAL RESULTS OF THE SCHOOL IN LAST  
THREE YEARS IN % - XTH CLASS : 70%  
- XIITH CLASS : --

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## HOW MANY FOSTER-CHILDREN ARE STUDYING IN :-

1. PRIMARY SCHOOL	: 15	5. DEGREE COLLEGE	: 02
2. MIDDLE SCHOOL	: 11	6. TECHNICAL/VOCATIONAL TRAINING	: Nursing - 1 Teachers - 6
3. HIGH SCHOOL	: 31	7. NON-FORMAL TRAINING	: Nil
4. JUNIOR COLLEGE	: 06		

EDUCATIONAL RESULTS OF THE FOSTER-CHILDREN IN PERCENTAGE : X STD 99% XII STD 50%

DOES HOME PAY THE SCHOOL FEES ? IF SO, HOW MUCH ? : Rs. 5/- per child per month

ARE THE CHILDREN SUPPLIED WITH TEXT BOOKS AND NOTE BOOKS ? : Yes

IN WHAT SUBJECT CHILDREN WEAK IN STUDIES RECEIVE EXTRA TUTION ? : To be started

WHO GIVES THE TUTION ? : The warden & matron

PAYMENT FOR TUTION, IF ANY : Rs. 300/- (to Miss Bertila)

IS THERE AN ACADEMIC PROGRESS REGISTER KEPT IN THE BOARDING HOME ? : Yes

ARE STUDY HOURS CONDUCTED AND SUPERVISED ? BY WHOM ? : Yes By the staff

WHAT IS THE INVOLVEMENT OF THE WARDEN IN CONDUCTING AND SUPERVISING THE STUDY HOURS : Personal attention, supervision

## XII SPIRITUAL LIFE

### RELIGIOUS ACTIVITIES OF THE HOME :

- |                             |                   |
|-----------------------------|-------------------|
| 1. Morning/Evening Devotion | 4. Bible study    |
| 2. Sunday School            | 5. Bible quiz     |
| 3. Sunday Church            | 6. Youth meetings |

IF EVANGELISTIC WORK IS DONE BY THE CHILDREN, WHERE AND HOW OFTEN THEY DO ? WHO GUIDES THEM IN THIS WORK ? : No

WHO CONDUCTS THE DAILY WORSHIP ? DO CHILDREN CONDUCT THE WORSHIP ? : Yes

DO THEY FOLLOW ANY SYLLABUS, IF NOT HOW THE BIBLE PORTION IS SELECTED ? : Yes

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DO WARDEN/MANAGER REGULARLY TAKE PART IN  
DAILY WORSHIP ? : Yes

WHETHER THE LOCAL PASTOR/ANY PARISHIONER IS INVITED  
TO CONDUCT WORSHIP ? : Yes

WHAT PART THE LOCAL CHURCH PLAYS IN SPIRITUAL LIFE  
OF THE CHILDREN ? : Overall supervision

THE NUMBER OF BIBLES, NEW TESTAMENTS, LYRICS  
AND HYMN BOOKS IN THE HOSTEL : Bibles 115 to all

ARE THEY ADEQUATE FOR THEIR USE ? : Yes

WHETHER EACH CHILD GOT HIS/HER OWN COPY OF AN  
ADEQUATE BIBLE : Yes

## XIII SOCIAL CONCERN

OUTREACH ACTIVITIES OF THE HOME :- NIL

1. 3.

2. 4.

## XIV RECREATIONAL ACTIVITIES

LEADERSHIP TRAINING IF ANY (SPECIFY) : Nil

SPORTS MATERIAL (INDOOR GAMES) : Carrom board, chinese checker, ludo, robes

(OUTDOOR GAMES) : badminton, pingpong, volleyball

DOES THE HOME CONDUCT SPORTS MEET (COMPETITION)  
FOR THE CHILDREN ? HOW OFTEN ? : --

ANY INTER HOME SPORTS COMPETITION ? HOW OFTEN ? : Yes, Once in a year

HOW MANY TIMES PER YEAR CHILDREN ARE TAKEN ON  
PICNICS OR EXCURSIONS ? : Once in a year

NAME OF THE PLACES THEY HAVE VISITED RECENTLY  
AND THE DATES OF VISITS : Puri - Konark, Orissa, 26/10/93

WHAT MUSICAL INSTRUMENTS AVAILABLE FOR CHILDREN ? : Mander, Harmonium, Kartal

WHO TEACHES THEM TO PLAY THE MUSICAL INSTRUMENTS ? : No body

ARE CHILDREN TRAINED TO ENACT DRAMAS ? :

DOES THE HOME CONDUCT CULTURAL EVENINGS TO GIVE  
OPPORTUNITY TO DISPLAY THE TALENTS OF THE  
CHILDREN ? : Yes

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

ARE THE CHILDREN ENCOURAGED TO PARTICIPATE IN DEBATES, QUIZES, ELOCUTION AND ESSAY COMPETITIONS CONDUCTED ?

: Yes

IS THERE A LIBRARY ? IF SO, NUMBER OF BOOKS :- 426

ENGLISH :

OTHER LANGUAGES : Hindi

IS THE LIBRARY USED BY THE CHILDREN

: Yes

ARE NEWS PAPERS, HEALTH AND RELIGIOUS MAGAZINES SUBSCRIBED ? IF SO, WHAT ? (NAMES)

: Ranchi express, Gharbandhu, masihi awaj, swasth our jeevan  
India today, sourabh, kadambini, gruhchobha, sarita

DO THE CHILDREN KEEP ANY HOBBIES ? IF SO, WHAT ?

:

## XV VOCATIONAL/CAREER GUIDANCE

IS THERE A CAREER CORNER IN THE HOME ?

: Yes

DOES THE HOME AVAIL THE SERVICES OF THE VOCATIONAL GUIDANCE OFFICER ? IF SO, GIVE DETAILS

: No

DOES THE HOME ORGANIZE WORK EXP. PROGRAMME FOR THE CHILDREN ? IF SO, PLEASE NAME THEM

: Yes, Handi crafts, tailoring

WHAT ARE THE FOLLOW-UP SERVICES AVAILABLE FOR EX-STUDENTS ?

: Nil

DOES THE HOME ARRANGE PARENTS'/OLD RESIDENTS DAY? :

Yes

## XVI CULTIVATION

ARE LANDS AVAILABLE FOR CULTIVATION ? IF SO GIVE DETAIL SUCH AS CROPS RAISED, SOURCE OF WATER, PERSON IN CHARGE ETC.

: Yes, 10 acres  
Vegetables, Maize, Fruits

IS THERE A KITCHEN GARDEN ?

: Yes

IS THERE A POULTRY/CATTLE FARMING ?

: No

## XVII FINANCIAL SUPPORT/ACCOUNTS

FINANCIAL AID RECEIVED DURING THE LAST ACCOUNTING YEAR

INCOME/FUNDS FROM	LOCAL RESOURCE (OTHER THAN FEES)	CHURCH/DIOCESE	GOVERNMENT/OTHERS		FEES FROM NON SUPPORTED CHILDREN	FEES FROM SUPPORTED CHILDREN
AMOUNT IN RS.	4803.50 1781.00 Bank Int.	Nil	Nil	Nil	1,36,330.00	Nil

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

WHETHER THE HOME IS RECEIVING FUNDS FROM ANY OTHER VOLUNTARY CHILD WELFARE ORGANISATION : No

IF SO, GIVE DETAILS SUCH AS NAME OF THE ORGANISATION, SOURCE OF FUNDS, FOREIGN OR NON-FOREIGN, THE METHOD OF PAYMENT ETC. : ---

FEEs COLLECTED FROM SUPPORTED CHILDREN PER MONTH PER CHILD. : Rs. 25/- (Rs. 10 form 5 children)

AMOUNT & DATE OF RECEIPT OF GRANTS RECEIVED DURING THE YEAR FROM CNI-CCC :

AMOUNT	DATE	NAME OF GRANT
79,556.25	3/3/94	I Qtr. Grant 94
88,992.49	11/5/94	II Qtr. Grant 94
1,06,100.00	9/8/94	III Qtr. Grant 94
3,766.48	22/8/94	III Qtr. Grant 94

AMOUNT	DATE	NAME OF GRANT

WHETHER THE FULL AMOUNT REMITTED BY CNI-CCC HAS BEEN RECEIVED BY THE HOME, IF NOT, GIVE DETAILS : Yes

WHETHER THE HOME HAS SUBMITTED ALL THE REQUIRED DOCUMENTS SUCH AS AUDITED STATEMENTS OF A/C'S, BUDGET, MONTHLY/QUARTERLY STATEMENT TO CNI-CCC : Yes

IF SO, PLEASE GIVE DETAILS/REFERENCE :

WHO MAINTAINS THE ACCOUNT ? : Mrs. Nilan Khebragade - Warden

IF THE WARDEN IS TRAINED & IF THE MANAGER MAINTAINS THE ACCOUNTS, WHAT IS THE REASON ? : ----

DETAIL OF BANK ACCOUNTS.

	NAME OF THE BANK	PLACE	A/C NO.
FOREIGN CONTRIBUTION	State Bank of India	Khuntl	0436
NONFOREIGN CONTRIBUTION	Govindpur Post Office	Govindpur	2042798



# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## XVIII ADMINISTRATION

### REGISTERS AND FILES MAINTAIN BY HOME :-

#### REGISTERS :

- |  |       |   |       |
|--|-------|---|-------|
| 1. ADMISSION REGISTER                                | : Yes | 6. INVENTORY REGISTER                             | : Yes |
| 2. ATTENDANCE REGISTER                               | : Yes | 7. SICK REGISTER                                  | : Yes |
|  |       | 8. A VISITORS' BOOK                               | : Yes |
| 3. POSTAL REGISTER FOR INCOMING AND OUTGOING LETTERS | : Yes | 9. MINUTE BOOK                                    | : Yes |
| 4. PARCEL REGISTER                                   | : Yes | 10. HOSTEL LEAVER'S REGISTER (FOR FOLLOW-UP WORK) | : Yes |
| 5. A DAIRY OF EVENTS                                 | : Yes | 11. FOSTERPARENTS' ADDRESS BOOK                   | : Yes |

#### FILES :

- |   |       |   |       |
|---|-------|---|-------|
| 1. CORRESPONDENCE FILES   | : Yes | 5. EXTENDED FOSTERSHIP                                  | : Yes |
| 2. INDIVIDUAL FILES WHEREIN THE IDENTITY SHEET, THE LETTERS OF THE FOSTERPARENTS ETC. TO BE KEPT. | : Yes | 6. BUILDING   | : Yes |
|   |       | 7. MISCELLANEOUS  | : Yes |
| 3. CUMULATIVE RECORDS   | : Yes | 8. FILE FOR REPORTS (SURVEY REPORTS AND ANNUAL REPORTS) | : Yes |
| 4. CIRCULAR LETTERS   | : Yes | 9. MEDICAL INSPECTION RECORD                            | : Yes |

## SUGGESTIONS AND RECOMMENDATIONS

### 1. THE HOSTEL MANAGEMENT COMMITTEE.

There are only seven members. Three of them are pastors, two are heads of educational institutes, one retired teacher who is a businessman now also holds the responsibility of the church as lay leader and secretary of several committees and the warden.

This is a very narrow based committee, decades have past but the committee remained unchanged. Obviously the entry in the management committee is restricted.

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

The committee meets every month without any agenda, the matters pertaining to child care and improvements are not discussed. In spite of regular visits by the officer and his constant persuasion to overcome the persisting problems and to improve the standard of child care programme and physical development very little has been achieved. All because of the difference of opinion and vested interest of the members of the management committee.

Therefore, it is suggested to re-compose the committee as per the model constitution/general guidelines of CNICCC. The committee should be broad based and there should be representation of experts from the fields of medicine, civil work, community work, government, church and guardian's community. All the members should have concern for children and the child care programme. They should devote their time and intellect for the betterment of the hostel.

### 2. DILUTION OF FUNDS :

Among the total strength of 119 children, there are 75 supported children while the rest 44 are non-supported children who pay their fees @ Rs. 250/- per child per month.

The desired ratio of supported and non-supported children 80 : 20 is brought to 63 : 37.

The paying boarders pay for their food only and the other expenses on them i.e. salaries of the staff, up-keep and maintenance of the hostel including water and electricity, recreational facilities etc. are covered by the CNICCC/KNH grants resulting into dilution of funds.

The funds are diluted @ Rs. 92/- per child per month. The total dilution of funds is Rs. 6,900/- per month and Rs. 82,800/- per year.

The programme suffers due to the dilution of funds, the children have to eat inferior quality of food they are deprived of other child care facilities. They fall sick and could not be attended and many other problems related to overcrowding clearly seen (few are described in the following observations).

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

It is therefore suggested to reduce the number of paying boarders to 20. The fees of the paying boarders should be equal to CNICCC grants. The standard of child care programme should be raised in terms of the quality and not the quantity.

### 3. ABSENTEEISM :

Due to overcrowding, inadequate personnel, undesirable living conditions and low quality of food the children remain absent from the hostel.

While the children remain absent from the hostel the staff enjoys for less work and there is some saving in the expenditure. Few cases of absent children are presented here for example ; Gloria Topno 1824/161 is said to be absent due to her sickness.

It is understood that she gets proper care in her house while the hostel does not have any arrangement.

Kunwari Surin 1824/137 has appeared for her final examination of intermediate in May '94 while waiting for her result she prefers to stay at home. It may take one year for result to be published. Till such time the fostership grant continues to flow to the hostel to be spent on other purpose.

Sulami Barla	1824/216	approval date	1/6/94
Roshni Kerketta	1824/217	" "	1/6/94
Poonam Kongari	1824/219	" "	1/7/94

These three children have been taken on support with the recommendation of the secretary of the hostel since they belong to his village. Considering the tender age of the children they are inseparable from their mother/parents. Hence they are absent from the hostel may be they will ever come at all to the hostel but the hostel receives their fostership grants.

Lack of commitment on the part of the staff is one of the main reasons for the absenteeism of the children. The children should be taken care by the staff and the fostership money should be properly utilized for the children benefits.

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

### 4. EXCESS STAFF AND THEIR WORK :

For 119 children there are 4 child care workers ( 1 - warden & 3 - matron), 3 - cooks, 1 - gardener and 3 night guards. One matron and two night guards are excess while the gardener is not essential.

The newly appointed matron seems to be ignorant about about her work, same case with the older ones. the warden has to run for marketing/purchasing/weekly bazaar leaving the official work unattended. The daily routinework e.g. cooking according to menu, up-keep and maintenance of the room and the surrounding also not done by the matrons.

The cooks avoid to work full time, they refuse to prepare chapaties for the children instead they give the rotten wheat flour balls to the children to eat as their breakfast. Pebbles (small stones) are always found in their rice and the pulses are full of excess water. Two of the nightguards watch the Mission Bungalow the bride school, the farms etc. and are paid by the hostel. While the gardener does hardly any work.

Therefore it is suggested to replace the matrons by a qualified and committed full time child care worker to replace the cooks with hard working. Since full time workers since there are two separate sections two night guards are allowed but the third night guard and the gardener should not be maintained by the hostel funds.

### 5. THE BUILDING AND ACCOMMODATION :

It is a hundred and thirteen years old building which consists of three rooms making of 840 Sq. feet for 44 children. It is overcrowded. The rooms are dark and ill ventilated. The mud flooring in the room is damp and cold. While the roof protects for the sun but allows the rain water to drip in. There are white ants insects and creepers in the wooden rood frames who trouble the children.

The other section of the hostel is 100 meters away form the main building. It is a big hall of 2430 Sq. Ft. where only 56 children stay.

It is constructed way back in 1960/65 brick walls, cemented flooring and corrugated sheets as the roof. The summer the heat is unbearable due to the low highted in sheets roof and in nights it is usage since

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

it is too far from the locality. Also it does not have electricity supply or the generated power supply. The children are very frightened when they go to this section in the late evening after their dinner and study hours.

As far as the children are concerned they feel that they have come from bad to works. Their houses were better compared to the state of the hostel. It is an indirect torture of the children it should be stopped.

### 6. FOOD :

Majority of the children complained about the food. At six in the morning they are served two balls each. These balls are made of wheat flour. They are steamed in the evening and kept whole night to allow it to become soft and sour in taste. The children dislike the rotten wheat flour balls at every early morning. This practice is carried on since ages.

At 9 a.m. the lunch is served when they are not having a good appetite. But they have to have their meal because the whole day they will not get anything to eat.

At 5 p.m. light tiffin is served which refreshes them to play and work. At 7 p.m. the dinner is served when they do not feel hungry. But they have to finish the dinner as early as possible to go for study and then go to bed. They feel sleepy after the dinner.

Rice and pulses with a vegetable is the routine diet of the children. The rice is full of pebbles as described earlier. The pulses are watery and hardly has any flavour or taste.

It is observed that the children are compelled to eat what is served to them as per the convenience of the staff especially the cooks. The morning meal is served just after two hours of the breakfast when they do not have good appetite. Then upto 5 p.m. for seven hours they do not have any thing. Dinner at 7 p.m. just two hours after the refreshment when they can not eat enough because of the wrong practice the children are not healthy. Moreover they are not satisfied and unhealthy in psychological term.

They develop a different kind of attitude towards the staff and the hostel then towards the Church and the world at large. They become greedy, selfish arrogant. Do not co-operate with the systems of their all round development.

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

Therefore it is requested to please stop the wrong practice of starving the children.

There should be 4 hours gap between two meals. At about 8 a.m. they should be served the breakfast not the wheat flour balls but a good solid and variety of breakfast should be served like roti, dalia, porridge, eggs, poha etc. with a cup of tea.

The lunch should be given during their school recess hour and in the evening some fruits or peanuts. The dinner should be served at 8 p.m. after the study hours. The remaining time should be left for T.V. programme. The food should be served on the basis of a balance diet to provide the daily required calories of 2500 for every child.

### 7. CHILD CARE FACILITIES :

The children have expressed their constrains in general for the inadequacy of the child care facilities in the hostel. They are as follows. The authority should take note of it for improvements.

- They do not have cots to sleep the mud floor is damp, wet and cold. They often fall sick due to the dampness of the floor.
- Two book shelves are kept out in the veranda. It is overstocked with books, some times the pet dogs come and play with the books and even urinate in the shelves.
- The latrines are at a distant place the girls are frightened to go there in the evenings.
- The boundary wall is broken from where the trespassers come and go and disturb the privacy of the children when they are washing and bathing.
- Stray animals also come in from the broken boundary wall who spoil their kitchen garden.
- The study/dinning tables are inadequate few children have to sit on the floor to study/ to eat.

## THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

- There is a scarcity of water due to the mission form in summer when the board examination are near they have to go without water.
- When they fall sick they are sent back to their homes since there is no sick room for them and nobody looks after them properly.
- Medical check-up is not done properly.
- And lastly there is not proper arrangement of extra coaching.

PREPARED & SUBMITTED BY :

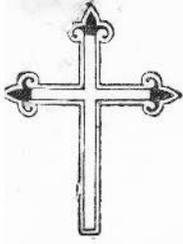


NOEL STEVEN  
CHILD CARE OFFICER

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RSS-56

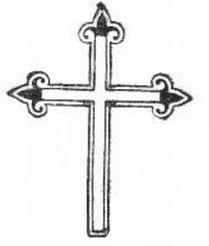


# GOSSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

( Regd. under Societies Registration Act. XXI of 1860 )

SOUTH EAST ANCHAL



*Adhyaksh*  
Rev. M. Barjo  
B. Theol.

*Up-Adhyaksh*  
Rev. S. Surin  
L. TH.

*Secretary*  
Mr. J. S. Topno  
B. A. (Hons) B. Ed

*Treasurer*  
Mr. B. K. Bhengra  
B. A. Dip-in-Ed

*Office :*  
G. E. L. Church, Kadma  
P. O. Khunti- 835210  
Dist. Ranchi (Bihar)

Ref. No 192/911/SEA

Date 22.10.1994.

सेवा में,  
 प्रमुख अर्थी,  
 जी ई ए एल चर्च,  
 रांची 1.  
 विषय - पत्र दिनांक 21.10.94 के संदर्भ में।  
 महाशय, मसीही नामकरण. उक्त विषय में वेद के द्वारा प्रमाणित किया जा रहा है कि दिनांक 22-25 अक्टूबर तक जमशेदपुर इलाके में कुल 1000 नामकरण-निष्पात किया गया है, अतः उक्त विषय के CASA के शाह में जाने में आसुमन है। अन्य व्यवस्था-अनेकी सुधार की जाए।  
 महाशय,

आपका विश्वस  
 M. Barjo  
 22/10/94.  
 Adhyaksh  
 S. E. ANCHAL  
 G. E. L. CHURCH, KADMA  
 KHUNTI (RANCHI)

ZCZC BRIRIA0536 PPP BRIRIA EZ  
X 1845 NCR-85 CALCUTTA-P 18 40

PRAMUKH ADHYAKSH  
GELC COMPOUND  
MAIN ROAD  
RANCHI 834001

REFER INVITATION DATED SEPTEMBER TWENTYFIRST (.)  
ATTEND WORKSHOP ON OCTOBER TWENTYFOURTH AND  
TWENTYFIFTH POSITIVELY (.) ACCOMMODATION AT HOTEL  
HEERA HOLIDAY INN 51 ELLIOT ROAD CALCUTTA 700016 (.)  
JASH / CASA  
COL 834001 51 700016====  
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===WCASFB1869  
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church's auxiliary for social action

( Registered under the Societies' Act XXI of 1860 )

CALCUTTA  
AREA  
OFFICE

Post Box No. 9297  
5, Russell Street  
Calcutta-700 071

Telegrams : GIFTS, CALCUTTA  
Telephone : 29-8206/29-8187  
Fax : 29-5590

REF: TRNG-21/16642

DATE: 17.10.94

To: Pramukh Adhyaksh  
GEL e Compound  
Main Road  
P.O. Ranchi  
Dist. Ranchi  
Bihar: - 834001

SUB: 2 Days Workshop on 'Food as Resource Support  
for issue based Programme'.  
-----

Dear Sir,

Greetings from CASA.

This is in continuation to our earlier letter dated 21.09.94 on the above mentioned subject. As mentioned in the enclosed sheet on 'Administrative details', we are happy to inform you that your accommodation is booked at Hotel Heera Holiday Inn, situated at 51 Elliot Road, Calcutta - 700016.

On your arrival in Calcutta either at Howrah or Sealdah stations, kindly proceed to the Hotel for your accommodation. We give below the direction on how to reach the Hotel:-

- 1 From Howrah - you can avail a taxi (preferably pre-paid) and ask to go to Elliot Road. As you reach the 'Assembly of God Church School' on the Elliot Road you may take a left turn or ask for Hotel Heera Holiday Inn.
- 2 From Sealdah - you can take a taxi and proceed through the Lower Circular Road till you reach 'Bartaman' newspaper office on your right.

Contd...2.

:: 2 ::

DATE: 17.10.94

You will then take a right turn ie. Elliot Road. Before you reach the 'Assembly of God Church School' you will take a right turn and ask for Hotel Heera Holiday Inn.

We shall start with Registration at Udayani at 10.00 am. You may hire a taxi for a group of 4 participants and reach the venue.

We are enclosing herewith a training module for your information.

Looking forward to meet you on 24th morning at Udayani.

With best wishes,

Yours sincerely,



SUSHIL SHARMA  
ASST. TRAINING OFFICER

Encl: As stated above.

cc: Chief Zonal Officer/Calcutta  
: Additional Emergency Officer/Calcutta  
: Additional Project Officer/Calcutta

SS:cr

CASA CALCUTTA

TRAINING MODULE

Programme : 2 day workshop on 'FOOD AS RESOURCE  
SUPPORT FOR ISSUE BASED PROGRAMME'  
DATES : 24 - 25TH OCTOBER, 1995  
VENUE : 'UDAYANI', CALCUTTA

---

OBJECTIVES :

01. To set the priorities for future food supported programmes.
02. To prioritise the issues which could be dealt with the programme supported with food as resource.
03. To discuss the concept of food security programme.

CONTENT

01. Food as resource
02. What are food supported programme ?
03. What are the issues in the region.
04. What could be the prioritised issues to be supported with food resource ?
05. What is the concept of food security programme.

SEQUENCING

01. Food as resource.
02. What are food supported programmes ?
03. What are the issues in the region ?
04. What could be the prioritised issues to be supported with food resource ?
05. What is the concept of food security programme ?

SCHEDULING

DAY 1

07:00	ARRIVALS	
10:00	TEA & REGISTRATION (AT UDAYANI)	
10:30	WELCOME	LECTURE
	INTRODUCTION	SELF
	OVERVIEW OF THE PROGRAMME	LECTURE
11:00	KEY-NOTE ADDRESS	LECTURE
		LARGE GROUP DISCUSSIONS
12:15	SHARING OF CASA'S VISION & MISSION	
13:00	LUNCH AND SIESTA	
14:30	"FOOD AS RESOURCE"	LECTURE
15:30	WHAT ARE FOOD SUPPORTED PROGRAMMES	LECTURE
16:30	TEA BREAK	
17:00	GROUP DISCUSSIONS	
18:00	FREE TIME	
20:30	DINNER	

DAY 2

09:00	WHAT ARE THE ISSUES IN THE IN THE REGION	LECTURE  GROUP DISCU- SSIONS
10:30	TEA BREAK	
11:00	WHAT COULD BE THE PRIORA- TISED ISSUES TO BE SUPPORTED WITH FOOD RESOURCE ?	LECTURE  LARGE GROUP DISCUSSIONS
13:00	LUNCH & SIESTA	
14:30	WHAT IS THE CONCEPT OF FOOD SECURITY PROGRAMME ?	LECTURE
15:30	FOLLOW - UP PLAN	
16:00	EVALUATION	
16:30	TEA BREAK	
17:00	PAYMENT OF BILLS AND DEPARTURE	

KSS-56,

GOSNER COLLEGE HOSTEL,  
SUNDARGARH,  
HOME NO- 1831.

Ref No. 19/94

Dt 12/9/94

To

The Director  
Kindernot Hilfe,  
4100- Duisberg  
Germany,

Ref:- Home No. 1831, Sundargarh,  
Sub:- Allotment of funds,

Respected Sir, With due respect, we beg

to state as follows:-

- (1) There was disention in the members of the Old Management Committee of this Home which ran the hostel till 7th April 1992, due to the disention in the church in our state Orissa. The Manager P. Teli submitted his resignation to the chairman Rev O. Lugun on dt 14.8.90 but he was asked to continue his duty till the appointment of new Manager. But he neglected his duties. Therefore, the Secretary H. Topno called several meetings of the Management Committee to solve the problems and appoint new Manager to manage the hostel. There was faction in the committee into two groups. So any one member of any group was absent in each meeting and the meetings were post ponded. Therefore there were many disadvantages in the hostel in management, correspondence etc.
- (2) The new committee was formed according

3204  
16/9/94

-2-

to the suggestions of Home officer Mr. Noel Steven & Liaison Officer Mr. B.S. Bage. It took over the charge to manage the Hostel from 7<sup>th</sup> April '92. Since its formation, the new manager Rev. Sulaman Jojo, received only two grants, 1<sup>st</sup> Rr grant '92 and 2<sup>nd</sup> Rr grant '92. The hostel was penalised in 3<sup>rd</sup> Rr grant '92 with minus balance in Remittance sheet. No information was given to us about 4<sup>th</sup> Rr grant '92 and 1<sup>st</sup> & 2<sup>nd</sup> Rr grant '93.

(3) The Evaluation Team visited the Home in 10<sup>th</sup> April 1992 for the second time. They instructed us i.e. to the members of the new Committee to improve the hostel in various areas, but they did not instruct us to close the hostel. Neither action taken by the CNG-CC Nagpur basing on their report nor the notice of disaffiliation was sent to us soon. The hostel authorities were rather asked to facilitate various documents. So we were compelled keep the children in the hostel and even admitted new children and tried our best to furnish all the required particulars. We provided the children their food, clothing etc in credit as we did not receive any grant since July '92.

(4) The Manager and the Warden confronted various difficulties to manage the hostel in credit and informed the members in its meeting in the month of February '93. According to the Committee decision Manager and Warden went to Nagpur on 3.3.93 and to meet the Director on 4.3.93; but could not meet him in his office. He was out of his office for a programme of one week. The Manager and the Warden discussed about the difficulties of the hostel with the Home officer Mr. Noel Steven and Director in charge and

other officials<sup>3-</sup>. They did not restrict us to close the host, rather they gave us hope that we will receive some allotment of Grants.

(5) The Notice of disaffiliation of the Home was received on 25/4/93. But till then we have become the debtor of amount Rs 52,297-50 paise in running the Home for the period from 1<sup>st</sup> July '92 to 31<sup>st</sup> March '93.

(6) The creditors are issuing Reader Notice to file money suit in the district court against the institution. We are corresponding with the CWS-CE Nagpur officials and the head of the church to provide us funds to clear up the whole credits and dues of the host. The CWS-CE officials in their letter no. DKM/zt dt 26-07-94 accused us all false allegations against us and do not want to take any responsibilities to solve the problem.

Therefore, we are corresponding with you directly. It is requested kindly consider favourably and allot us funds as soon as possible so that all dues and credits can be paid or cleared up.

With good wishes,

Rev. Sulman J.P.  
12/9/94  
Manager  
Gossner Hostel, Sundargarh

Yours sincerely,  
Baba  
Warden  
Gossner Hostel, Sundargarh

cc- (1) to Director CWS-CE  
Nagpur.

20/94

(2) to Pramakh Adhyaksh  
K.S. office - E.L. Church  
Ranchi.

21/94

Baba  
12/9/94  
Warden

Gossner Hostel, Sundargarh

12/1/82

12/1/82

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Page 1 of 1

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100-56

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# GOSSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

( Registered Under Societies Registration Act, XXI of 1860 )

Vide No. 273-J of 30-7-1921

Rev. C. S. R. Topno  
M. A. B. D. M. Th.  
Pranukh Adhyaksh

XXXXXXXXXX  
Rev. S. Topno  
B. A. L. Th.  
Up, Pranukh Adhyaksh X

Shri J. S. Topno  
B. A. (hons) B. Ed.  
Secretary

Rev. S. K. Jojo  
B. A. B. Th.  
Treasurer

**Head Office :**  
G. E. L. church, Ranchi  
Bihar/India, Phone 23358

Ref. 1037/94/KSS-56

Date 12-9-94

To  
Mrs. Rilan Horo, Home 1824 Govindpur  
Rev. S. Barla, Home 1821, Ambikapur  
Mr. George Tirkey, Home 1821, Ambikapur

Re: KAD/jeb dated 28-8-94 CNI-CCC  
KAD:rr dated 31-8-94 CNI-CCC  
CDL/PC dated 29-8-94 CNI-CCC

Dear wardens,

With reference to the above letters from CNI-CCC, Nagpur, I have to direct you all to attend the workshop organised by CNI-CCC for trained wardens.

Please follow sincerely the directives issued in those letters.

The copies of the compliance be sent to to. the undersigned.

With best wishes

Yours sincerely,



(B.S. Bage)  
Liaison Officer  
GELC.

cc: Rev. A. B. Surin, Manager Home 1824  
The Director, CNI-CCC  
The manager, Home 1821

KSS-56  
Lutheran Girl's Hostel Govindpur

(Home No. 1824)

P.O. Govindpur Dist Ranchi, India

3161  
28/8/94  
Memo No.25/94.

Date ...23 / 8 / .....1994.

To,

The Director

CNI - CCC

Nagpur - 440001.

Sub - Agreement format of Miss. Nimunti Horo 'Second Cadre Child Care Trainee.

Dear Sir,

Herewith I am returning the Agreement format regarding Miss. Nimunti Horo, our Second Cadre Child Care Trainee. The Agreement is duly Signed by Rev. C.S.R. Topno the Pramukh Adhyaksh and Mr. S. Bage the Liaison officer. Kindly accept for needful.

Thanking you.

Yours Sincerely

A. B. J. J. J.  
Manager 23/8/94  
Lutheran Girls' Hostel  
Govindpur (Ranchi)

Copy to -  
✓ The Incharge 'Child Care Worker's Training Centre Nagpur'.  
The Pramukh Adhyaksh GEL Church Ranchi for information.  
The Liaison officer KSS Office Ranchi for information.  
One Copy office file.

3159  
26/8/94

1685-52

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
CIVIL LINES, NAGPUR 440 001

To,  
The Managers/Wardens of the  
undermentioned Projects ::

NSM/ag  
18/08/94

Dear Friends,

Please note that Mr.D.K.Mondal, Sr. Child Care Officer and Mr. Noel Steven, Child Care Officer will be visiting your Hostel as per the Tour Programme shown below.

Kindly co-operate with them to conduct the Survey of your Hostel and also please arrange for their stay and hospitality.

With all good wishes,  
Yours Sincerely,

*Thomas K. Lee*  
DIRECTOR

- CC : REV. C.S.R. TOPPO
- THE RT.REV. DR. N.MINZ
- THE RT.REV.Z. J. TEROM
- MR. B.S. BAGE
- REV. N. EKKA
- ADV. M.S.K. PATY

FIN. DEPARTMENT  
COMPUTER DEPARTMENT  
PROGRAMME DEPARTMENTS  
DESPATCH SECTION

FILES :: OFFICERS' TOUR.

[ P.T.O. ]

3159  
26/8/94

KSS-52

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
CIVIL LINES, NAGPUR 440 001

To,  
The Managers/Wardens of the  
undermentioned Projects ::

NSM/ag  
18/08/94

Dear Friends,

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Kindly co-operate with them to conduct the Survey of your Hostel and also please arrange for their stay and hospitality.

With all good wishes,  
Yours Sincerely,

*Thomas P. W.*  
DIRECTOR

CC : REV. C.S.R. TOPPO  
THE RT.REV. DR. N.MINZ  
THE RT.REV.Z. J. TEROM  
MR. B.S. BAGE  
REV. N. EKKA  
ADV. M.S.K. PATY

FIN. DEPARTMENT  
COMPUTER DEPARTMENT  
PROGRAMME DEPARTMENTS  
DESPATCH SECTION

FILES :: OFFICERS' TOUR.

[ P.T.O. ]

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C. N. I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 INDIA  
POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001 INDIA

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

~~TO,  
MR. DETLEF HILLER  
KINDERNOTHILFE, E.V.  
GERMANY~~

*3158*  
*24/8/94*  
*RSJ-86*

TELEX : 0715-7682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011-3710800 (DELHI)  
0712-530293 (NAGPUR)  
FAX : 0712-530294

OUR REF.: NSM/AG

DATE: 16/08/94

Dear Mr. Hiller,

**SUBJECT :: SUBMISSION OF THE ANNUAL REPORT**  
**OF LUTHERAN HOSTEL, AMBIKAPUR - H.NO. 1821**

Please find enclosed the Annual Report of Lutheran Hostel, Ambikapur, H.NO. 1821.

Please ignore the last two points of the Report, i.e (i) A new Hostel building for Boys and (ii) Staff quarters for Wardens.

The request of the Home will be considered in due course of time.

With kind regards,  
Yours Sincerely,

*D.K. Mondal*  
FOR DIRECTOR  
D.K. MONDAL  
SR. C.C.O.  
[ EASTERN REGION ]

CC : PRAMUKH ADHYAKASH : With a request to instruct the Manager not to make request for funds through Annual Reports. Several circulars have been issued to the Homes in this regard.

REV. S. BARLA

File/1821/SPL.

ENCLOSURE : AS ABOVE

1407 W. ...

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KSS-56

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THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

1155-58

## GOSSNER COLLEGE HOSTEL, SUNDARGARH

Reg. No. 105070007, dt 18-3-85 HOME NO.-1831 Under F.C.R.A. - 1976

Date 13/08/94.

Name of the Child :- Ref No. 17/94

Registration No. :-

To

The Pramekh Adhyaksh.  
K.S.S. office, G.E.L. Church, Ranchi,  
Main Road, Ranchi - 834001.

3149

Dear Sir,

We are very sorry to inform you that the ENG-CCC officials at Nagpur are not taking the situation of the hostel seriously which they have reflected through their letter No. SKM/94 dt 26-07-94. Through their letter they have intended that they do not want to take any responsibility to solve the present problem of the hostel but accusing all the faults on us. So long we have been requesting them as their sub-ordinates in the organisation if they will not correct themselves and consider and think over the situation that it will be not only harmful to the Warden and the hostel and the G.E.L. church but it will also affect the whole ENG-CCC organisation as the hostel is registered under F.C.R.A. 1976. The clearance of the credits and dues of this and are creating very difficult.

the situation of the hostel seriously which they have reflected through their letter No. SKM/94 dt 26-07-94. Through their letter they have intended that they do not want to take any responsibility to solve the present problem of the hostel but accusing all the faults on us. So long we have been requesting them as their sub-ordinates in the organisation if they will not correct themselves and consider and think over the situation that it will be not only harmful to the Warden and the hostel and the E.L. church but it will also affect the whole ENG-ccc organisation as the hostel is registered under F.C.R.A. 1976.

The clearance of the credits and dues of this hostel are more delayed and are creating very difficult situation. We want to correspond with the officials of Kindernothilfe, Duisburg, Germany.

Hence, your kind consideration and suggestions are solicited to proceed at this juncture.

With good wishes,

Yours sincerely,

Rev. Suleman Jaja  
13/8/94  
Manager

Gossner Hostel, Sundargarh

Barla  
13/8/94  
Warden

Gossner Hostel Sundar: 1

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# Lutheran Girl's Hostel Govindpur

(Home No. 1824)

P.O. Govindpur Dist Ranchi, India

Date ... 8../. 8../.....1994.

## -----NOTICE-----

The next Managing Committee <sup>meeting</sup> of Lutheran Girls Hostel Govindpur (Home No 1824) will be held on Thursday the 18th August 1994 at 4.00 P.M. in the Guest House, <sup>positively</sup>

All the members are requested to attend the same.

Sincerely Yours

*S. S. S.*  
Secretary 8/8

Lutheran Girls' Hostel  
Govindpur (Ranchi)  
Secretary

### Members -

1. Rev. C.S.R. Topno Pramukh Adhyaksh Ranchi.
2. Rev. M. Barjo Anchal Adhyaksh Khunti.
3. Mr. S. Soy - Secretary Govindpur.
4. Rev. A.B. Surin - Manager Govindpur.
5. Rev. C.D. Jojo - Member Govindpur.
6. Miss. M. Horo - Member Govindpur (H.M.)
7. Mrs. A. Horo - Member Govindpur (H.M.)
8. Mrs. Rilan Horo - Warden Govindpur.

- 8. MLE. BTJEN HOLO - MANDEN SOLINGBUN.
- 7. MLE. V. HOLO - MEMREL SOLINGBUN (H.M.)
- 6. MLE. M. HOLO - MEMREL SOLINGBUN (H.M.)
- 5. KAL. C.D. JOJO - MEMREL SOLINGBUN.
- 4. KAL. V.B. ZILIN - MEMREL SOLINGBUN.
- 3. ML. S. SOL - SECRETELY SOLINGBUN.
- 2. KAL. M. BILJO VIBENJ VIBLAKEN KIBUNT.
- 1. KAL. C.S.V. DEBNO FLANKIN VIBLAKEN VIBUNT.

Members -

SECRETLY  
SOLINGBUN (H.M.)  
MEMREL SOLINGBUN (H.M.)  
MEMREL SOLINGBUN  
SECRETLY SOLINGBUN

ALL the members are requested to attend the same  
P.M. in the Great House (Home No 1854) at 7.00  
the next meeting committee of members will be held on the 18th August 1954 at 7.00

NOTICE

Date 8 / 8 / 1954

P.O. Solingbun Dist Branch India  
(Home No. 1854)  
Mandren Solingbun

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C. N. I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 INDIA  
POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001 INDIA

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-7682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011-3710800 (DELHI)  
0712-530293 (NAGPUR)  
FAX : 0712-530294  
OUR REF.: DKM/ag  
DATE: 30/07/94

TO,  
MR. B. SAMRON BAGE  
LIAISON OFFICER  
G.E. L. CHURCH  
RANCHI 834 001  
BIHAR

3124

Dear Mr. Bage,

GOSSNER COLLEGE HOSTEL, SUNDERGARH

We are in receipt of your letter No. 947/94/KK - 56 dated 20/07/94 but your letter No. 729/93/KSS - 56 dated 23/04/94 did not reach us.

We have already replied to the letter No. 11/94 dated 11/06/94 from Rev. S. Jojo on 26/07/94 ( copy enclosed ) stating that no more grant will be available from CNICCC to this Hostel. In fact an amount of Rs. 16,716/60 was to be recovered from the Hostel had our support been continued. Therefore, please settle the matter at your level.

With kind regards,

Yours Sincerely,

for Director  
D.K. MONDAL  
SR. C.C.O.  
[ EASTERN REGION ]

Cc : Rev. C.S.R. Toppo  
Manager  
Warden  
Fin. Deptt.

file : 1831/Acs.

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KSS-56

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THE CHURCH OF NORTH INDIA SOCIETY FOR CHRISTIANITY



1055-56

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C. N. I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 INDIA

POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001 INDIA

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-7682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011-3710800 (DELHI)  
0712-530293 (NAGPUR)  
FAX : 0712-530294

OUR REF. : DKM/gt

DATE : 26/07/94

2917

TO,  
REV. S. JOJO  
MANAGER  
GOSSNER COLLEGE HOSTEL  
G. E. L. CHURCH COMPOUND  
AT. & P. O. SUNDERGARH  
-----

Dear Rev. Jojo,

This is in response to your letter No. 11/94 dated 11/06/94 regarding balance of fostership grants.

In this regard we would like to state that sufficient time was given to the Home with warning of disaffiliation and grants were stopped by KNH for non-fulfilment of requirements. If the Home went on running into debts even after receiving warnings for disaffiliation it did so on its own risk. Therefore, the question of giving any more grant to the Home does not arise. CNI-CCC will not have anything to do with this Home in future.

This is for your information.

With all good wishes,

Yours Sincerely,

  
FOR DIRECTOR  
D.K. Mondal, Sr. C.C.O.  
Eastern Region

CC : Rev. C.S.R. Toppo - For information  
: Warden - -----

ICSS-56

1. THE BOARD  
2. THE BOARD

1. THE BOARD  
2. THE BOARD

THE BOARD OF INDIAN COLLEGE FOR THE STUDY OF



GOSNER COLLEGE HOSTEL SUNDARGARH  
HOME NO-1831, Regd No. 105070007

Ref No. 15/94

1CS-56

Dt 21-7-94

To The Pramukh Adhyaksh,  
Kess. office, E.L. Church Ranchi,  
Ranchi.

3087

Dear Sir

- Here with, I beg to state as follows -
1. The delay in payment of credits and dues of the hostel has brought us various difficulties - along with money suit by the creditors, eg. Repair and Maintenance of the hostel building, handing over the charge of hostel properties, vacating the hostel etc.
  2. The Sundargarh Sudhar Dal congregation repeatedly trying to capture the hostel and its office building.

On 3/7/94 their Panch staff headed by their Secy. E. Lakra asked me to vacate the hostel before 10th July '94.

On 17.7.94 at 9.00 A.M. they locked the hostel office and my residence in my absence. I, myself and Mr. E. Barla, a hostel management committee member went to their <sup>clear</sup> domain the present situation of the hostel and convinced them. So they opened the locked.

kindly refer our office letter No. 12/94 dt 11.7.94 written to you regarding the credits and dues of the hostel. Therefore, it is requested to you, kindly take prompt action on all these matters and instruct us to whom the charge of it will be given and release me from my charge soon.

Sr. Sulman Jais

With best regards  
yours sincerely

Manager  
Gosner Hostel, Sundargarh

Barla  
21/7/94  
Warden

Gosner Hostel, Sundargarh

1991/11/15

1991/11/15

1991/11/15

I have been thinking about you a lot lately. I hope you are well and happy. I have been busy with work, but I always find time to think of my friends. I would love to hear from you soon. Please write back when you have a chance. I am always here for you. Love, [Name]

95-551

1991

I hope you are well. I have been thinking about you a lot lately. I would love to hear from you soon. Please write back when you have a chance. I am always here for you. Love, [Name]

1055-56

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG, GERMANY



C N I BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011 -3710800 (DELHI)  
: 0712-530293 (NAGPUR)  
FAX : 0712-530294 (NAGPUR)

OUR REF: KAD/TF  
DATE: 21/7/94

TO,

3892  
REV. A.B. SURIN  
MANAGER  
LUTHERAN GIRLS HOSTEL  
P.O. GOVINDPUR-831015  
DIST. RANCHI (BIHAR).

Dear Rev. Surin,

Greetings in Christ's name!

Your candidate Miss Nimunti Horo is undergoing 'Second Cadre Child Care Personnel' Training in the Department of Training CNI-CCC, Nagpur. We appreciate your interest and involvement by sending her to the training programme.

Since, nearly Rs. 10,000/- is spent on each candidate during the training, we feel that it is necessary for the concerned Diocese to enter into an agreement with their candidates in the format enclosed herewith.

Kindly purchase the stamp paper(s) for Rs. 10/- in the name of your trainee and type the matter as found in the format after carefully going through the Guidelines attached therewith. After the agreement is duly signed by the Bishop, please send it to us for the trainee's signature.

We hope that this will be acceptable to you. Looking forward to your cooperation in this matter.

Yours sincerely,

*Thomas Rajkumar*  
DIRECTOR.

CC : Rev. C.S.R. Toppo, Pramukh Adhyaksh, G.E.L.C.-for  
: Second Cadre file. information.

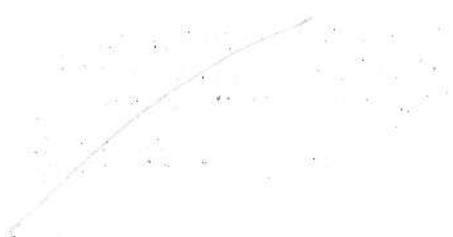
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1CSJ-56

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## ESTIMATE FOR PERMANENT HECKER GIRL'S HOSTEL BUILDING

SIZE 30 FEET LENGTH, 15 FEET WIDE MAIN BUILDING AND KITCHEN

SIZE 30 FEET LENGTH, 8 FEET WIDE WITH KITCHEN ROOM, BATHROOM, LATRINE ROOM, WATER TANK

SL. NO.	PARTICULARS	SIZE	QUANTITY	EXISTING RATE Rs.	AMOUNT Rs.
1.	EARTH CUTTING FOR LEVELING BY LABOUR DONATION	40' X 40'			
2.	EARTH CUTTING FOR PLINTH WALL BY LABOUR DONATION	12" WIDE & 30" DEEP	220' LENGTH		
3.	CEMENT CONCRETE MOUNDING IN PLINTH WALL UPTO EARTH LEVEL BY LABOUR DONATION	12" WIDE & 30" DEEP	220' LENGTH		
4.	EARTH CUTTING FOR POST HOLE BY LABOUR DONATION	12" SQ. WIDE & 30" DEEP	20 NOS.		
5.	POST HEIGHT 12' FROM UNDERGROUND. 3' IN UNDERGROUND & 8.5' HEIGHT FROM EARTH LEVEL. POST WILL BE MADE OF CEMENT CONCRETE, AND 10mm DIA. IRON ROD. 4 PIECE ROD IS NEEDED FOR ONE POST i.e. 48' LENGTH. PER METER = 1kg	6' X 6'	20 NOS.	14.30/kg	
		10mm ROD	320m LONG	16,000/t	4,576.00
6.	IRON ROD 6mm DIA. IS NEEDED TO MAKE BINDING RING FOR POST. 26" LENGTH FOR ONE BINDING RING. 9 NOS. BINDING RING FOR ONE POST. POST ARE 20 NOS.	26"	130m i.e. 65kg	16.00/m	
		6mm ROD		i.e. 14.30/kg	929.50
7.	WOODEN PLANK IS NEEDED FOR POST SHUTTERING. 12' LENGTH AND 4 PIECE FOR ONE POST. 48' LENGTH X 6 NOS. SHUTTERING i.e. 16m X 6 = 96m	1" THICK & 8" WIDE	6 NOS.	5800.00/m <sup>3</sup>	
			i.e. 96m	30.50/m	2,928.00
8.	WOODEN BATTAN IS NEEDED FOR BINDING RING OF POST SHUTTERING. 24" LENGTH FOR ONE BINDING RING. 8 NOS. BINDING RING IS NEEDED FOR ONE POST X 6 POST	1" THICK & 2" WIDE	32m	4000.00/m <sup>3</sup>	
				i.e. 5.00/m	160.00
9.	WOODEN BATTAN IS NEEDED FOR KAICHI. KAICHI WILL BE 10' X 10' = 20' FOR ONE KAICHI. 7 NOS. KAICHI IS NEEDED FOR MAIN BUILDING. THE SAME SIZE BATTAN WILL BE NEEDED FOR KAICHI OF KITCHEN PORTION. LENGTH 6' + 6' = 12'. 12' X 7 NOS. FOR KITCHEN PORTION.	3" THICK & 4" WIDE	75m OF TWO PORTION	6000.00/m <sup>3</sup>	
				i.e. 48.00/m	3,600.00
10.	WOODEN BATTAN IS NEEDED FOR COLLAR FOR EACH KAICHI. FOR, MAIN BUILDING - 10' X 7 NOS. KAICHI = 70' KITCHEN PORTION - 6' X 7 NOS. KAICHI = 42' i.e. TOTAL = 112'	2" THICK & 3" WIDE	38m	6000.00/m <sup>3</sup>	
				i.e. 24.00/m	912.00
11.	WOODEN BATTAN FOR PARLINE OF MAIN BUILDING = 330' AND FOR KITCHEN = 198'. i.e. TOTAL = 528'	2" THICK & 3" WIDE	177m	24.00/m	4,248.00

18-Jul-94

## ESTIMATE FOR PERMANENT HEDKER GIRL'S HOSTEL BUILDING

SIZE 30 FEET LENGTH, 15 FEET WIDE MAIN BUILDING AND KITCHEN

SIZE 30 FEET LENGTH, 8 FEET WIDE WITH KITCHEN ROOM, BATHROOM, LATRINE ROOM, WATER TANK

SL. NO.	PARTICULARS	SIZE	QUANTITY	EXISTING RATE Rs.	AMOUNT Rs.
12.	WOODEN BATTAN IS NEEDED FOR DOOR AND WINDOW FRAME. DOOR HEIGHT 6.5' & 3' WIDE. WINDOW HEIGHT 3' & 2.5' WIDE. 10 NOS. DOOR & 4 NOS. WINDOW	3" THICK & 4" WIDE	84m	6000.00/m <sup>3</sup> i.e. 48.00/m	4,032.00
13.	WOODEN BATTAN IS NEEDED FOR DOOR AND WINDOW LEAF FRAME. 20 NOS. DOOR LEAF FRAME. 8 NOS. WINDOW LEAF FRAME.	0.5" THICK & 4" WIDE	138m	6000.00/m <sup>3</sup> i.e. 24.00/m	3,312.00
14.	WOODEN PLANKS FOR DOOR AND WINDOW LEAF. DOOR LEAF 20 NOS. WINDOW LEAF 8 NOS.	1" THICK & 12" WIDE	92m	5800.00/m <sup>3</sup> i.e. 43.00/m	4,002.00
15.	CEMENT SHEET FOR ROOFING - OF MAIN BUILDING AND KITCHEN	8' LENGTH & 3' WIDE	82 NOS.	500.00/SHEET	41,000.00
16.	L - HOOK	7"	82 NOS. i.e. 21kg	25.00/kg	525.00
17.	CAP AND WASHER	SIZE OF L - HOOK	1 pkt. 1 pkt.	20.00/pkt. 15.00/pkt.	20.00 15.00
18.	NUT AND BOLT	4"	112 NOS. i.e. 28kg	25.00/kg	700.00
19.	HINGES FOR DOOR HINGES FOR WINDOW	4" 3"	120 NOS. 32 NOS.	5.00/pc. 4.00/pc.	600.00 128.00
20.	112 NOS. STEEL WASHER FOR NUT AND BOLT	SIZE OF NUT & BOLT	112 NOS. i.e. 3kg	25.00/kg	75.00
21.	SCREW FOR DOOR AND WINDOW - 576 NOS.	2" LENGTH	576 NOS. i.e. 7kg	30.00/kg	210.00
22.	4m <sup>3</sup> CHIPS FOR POST	20mm	4m <sup>3</sup>	450.00/m <sup>3</sup>	1,800.00
23.	32m <sup>3</sup> METAL FOR PLINTH WALL	40mm	32m <sup>3</sup>	400.00/m <sup>3</sup>	12,800.00
24.	14m <sup>3</sup> SAND		14m <sup>3</sup>	350.00/m <sup>3</sup>	4,900.00
25.	CEMENT		200 BAGS	160.00/BAG	32,000.00
26.	CLAY BRICK	3" X 4" X 8"	8000 NOS.	1.75/BRICK	14,000.00
27.	WIRE NAILS	3" 2" X 2" 2"	10kg 10kg 5kg	25.00/kg 25.00/kg 25.00/kg	250.00 250.00 125.00

18-Jul-94

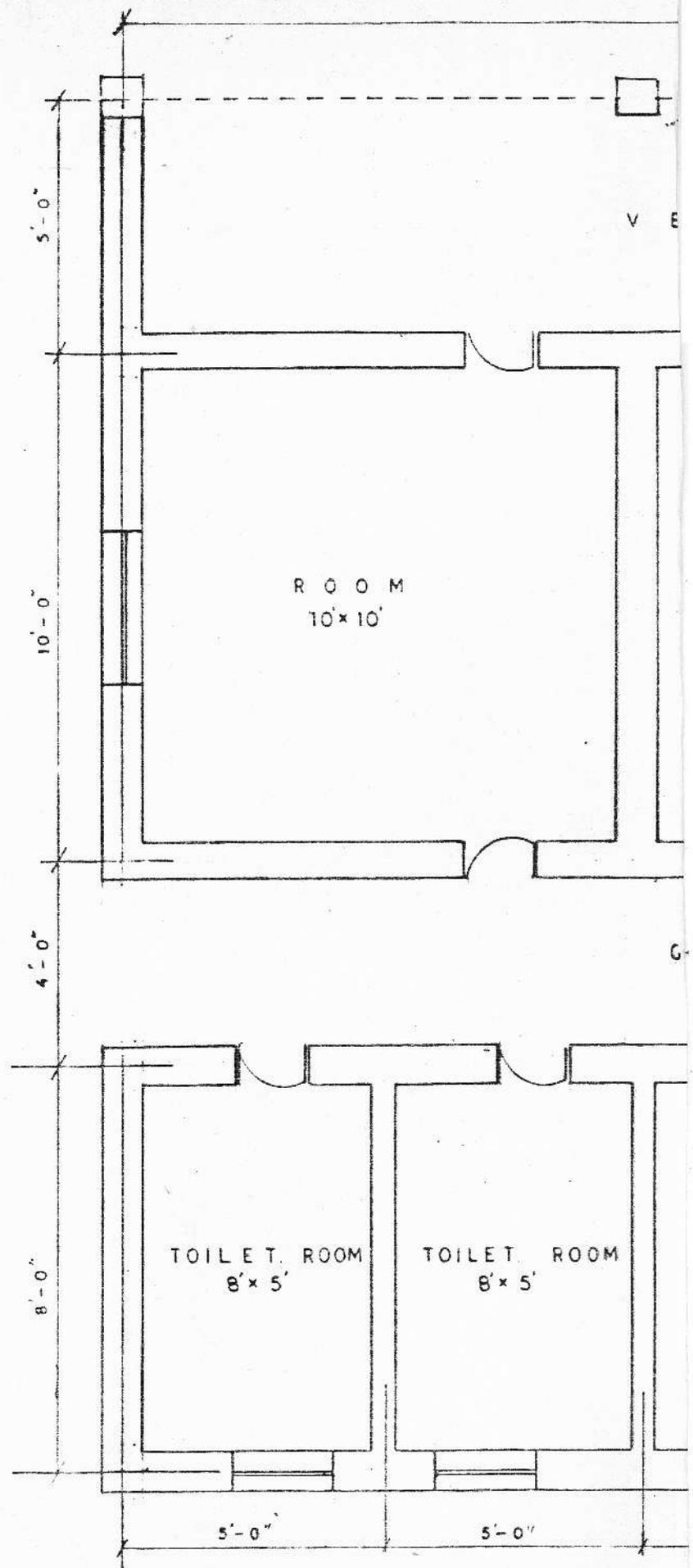
## ESTIMATE FOR PERMANENT HECKER GIRL'S HOSTEL BUILDING

SIZE 30 FEET LENGTH, 15 FEET WIDE MAIN BUILDING AND KITCHEN

SIZE 30 FEET LENGTH, 8 FEET WIDE WITH KITCHEN ROOM, BATHROOM, LATRINE ROOM, WATER TANK

SL. NO.	PARTICULARS	SIZE	QUANTITY	EXISTING RATE Rs.	AMOUNT Rs.
28.	LABOUR COST FOR 60 DAYS,				
	- TWO CARPENTER		2 MAN	90.00/DAY	10,800.00
	- TWO HELPER		2 MAN	40.00/DAY	4,800.00
	- TWO MASON		2 MAN	90.00/DAY	10,800.00
	- TWO HELPER		2 MAN	40.00/DAY	4,800.00
29.	TRANSPORTING OF MATERIALS FROM MAIN ROAD TO WORK SPOTS,				
	- SAND		14m <sup>3</sup>	100.00/m <sup>3</sup>	1,400.00
	- METAL		36m <sup>3</sup>	100.00/m <sup>3</sup>	3,600.00
	- IRON ROD		603kg	TOTAL	300.00
	- CEMENT BAGS		200 BAGS	5.00/BAG	1,000.00
	- WOOD		732M <sup>3</sup>	TOTAL	1,000.00
	- CEMENT SHEET		82 NOS.	5.00/SHEET	410.00
	- CLAY BRICK		8000 NOS.	5.00/25 BRICKS	1,600.00
30.	ALUMINIUM SHEET 3' WIDE, 102' (3'-1kg)	3' WIDE	34kg	120.00/kg	4,080.00
31.	SAFETY TANK (CONSTRUCTION COST)				12,000.00
	GRAND TOTAL				1,94,087.00

(RUPEES ONE LAC NINETY FOUR THOUSAND AND EIGHTY SEVEN ONLY)



30'-0"

V E R A N D H A  
5' x 30'

R O O M  
10' x 10'

R O O M  
10' x 10'

R O O M  
10' x 10'

G A L L E R Y  
4' x 30'

T. ROOM  
5'

TOILET ROOM  
8' x 5'

B A T H. ROOM  
8' x 7'

WATER  
TANK ROOM  
3' x 8'

K I T C H E N. ROOM  
8' x 10'

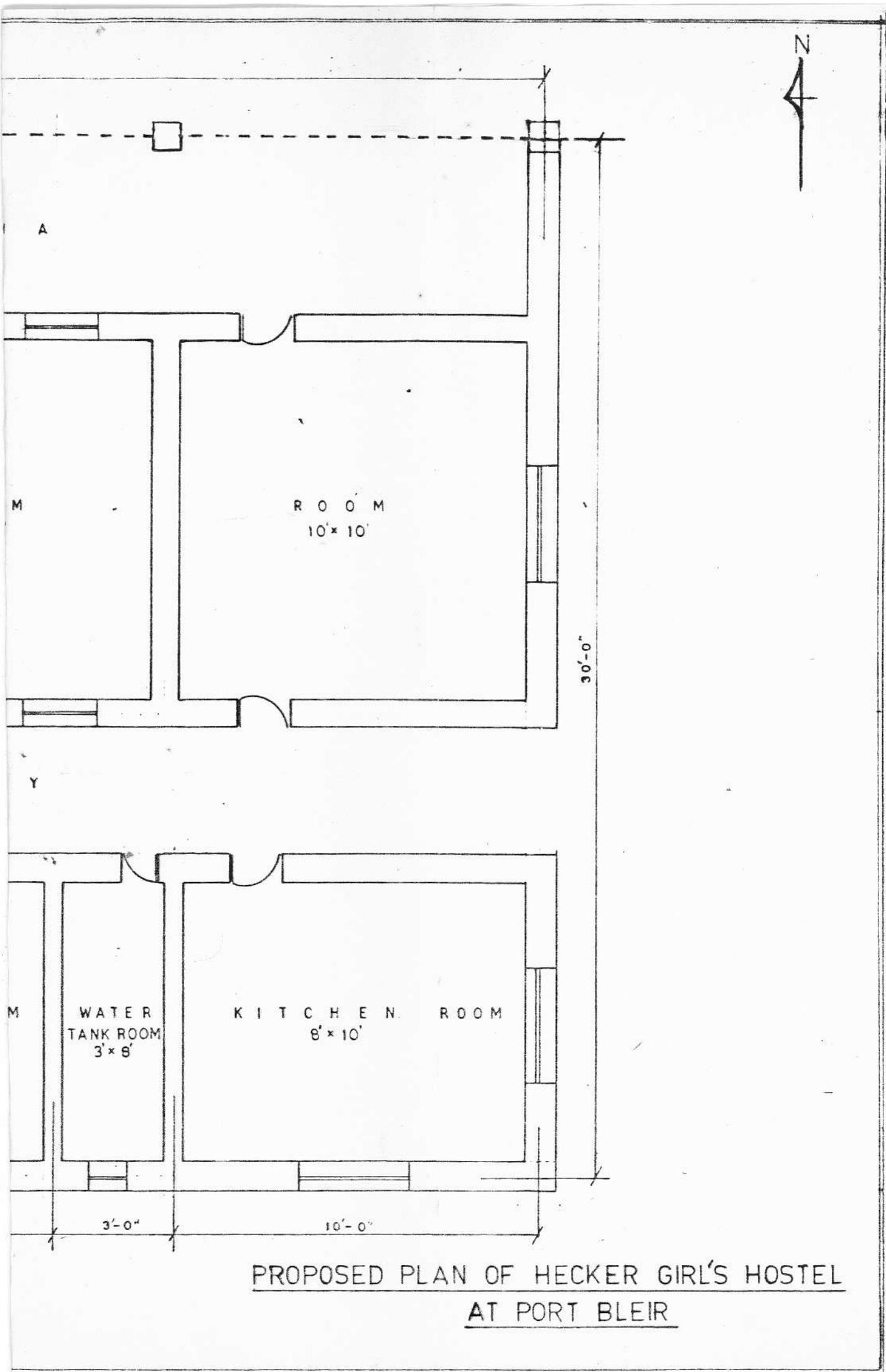
5'-0"

7-0

3'-0"

10'-0"

PROPOSED PLAN O  
AT



3055  
2/7/94

K85-56

**THE CHURCH OF NORTH INDIA  
COUNCIL FOR CHILD CARE**

(Post Box: 93, Civil Lines, Nagpur = 440 001)

TRK/br

To: All the Bishops/Heads of Churches

28.6.94

Dear Bishops,

**Sub: Interim Relief granted to all  
the child care workers.**

-----

Our council recommends to pay 20% of the basic pay as an interim relief to all the child care workers of CNI CCC supported projects with effect from 1.7.1994.

With the increase in fostership grant per child from Rs: 360.00 to Rs: 500.00 per month, it is possible for the projects to pay this additional salary.

To enable the management of the projects to fix the interim relief of each employee an example is given below :

**Example : If the present basic pay of an employee is Rs: 800.00 per month. The interim relief payable to that employee works out to Rs: 160.00 per month ( i.e. 20% of the basic pay)**

The Liaison Officers are requested to take up this matter with the Diocese/Church and advise the projects to pay accordingly.

This interim relief granted to all the child care workers will be in force until such time the council takes further decision to revise the pay scales.

With kind regards  
Yours sincerely  
*Thomas Rajkumar*  
**Thomas Rajkumar**  
Director

CC: Liaison Officers  
Managers  
Kindernothilfe  
Child Care Officers  
D.O.T.  
Finance Dept.

RECEIVED  
D.O.I.  
CHILD CARE DIVISION  
WASHINGTON, D.C.  
20540

ADDRESS  
PHONE: (202) 343-1234

YOUR NUMBER  
YOUR FILE NUMBER

PLEASE PRINT NAME AND ADDRESS  
OF THE PERSON TO WHOM THIS CHECK IS TO BE SENT  
AND THE ADDRESS TO WHICH CHECKS SHOULD BE SENT  
IF DIFFERENT FROM ABOVE

ISSUE DATE: 1/15/56  
AMOUNT: \$100.00  
PAY TO THE ORDER OF: CHILD CARE DIVISION  
D.O.I. WASHINGTON, D.C. 20540

THIS CHECK IS NOT VALID UNLESS IT IS SIGNED BY AN OFFICIAL OF THE CHILD CARE DIVISION

IF YOU HAVE ANY QUESTIONS CONCERNING THIS CHECK, PLEASE CONTACT THE CHILD CARE DIVISION

FOR FURTHER INFORMATION, CONTACT THE CHILD CARE DIVISION AT (202) 343-1234

CHILD CARE DIVISION  
D.O.I. WASHINGTON, D.C. 20540

1055-56

YOUR NUMBER

YOUR FILE NUMBER

20540  
D.O.I.

CHILD CARE DIVISION, D.O.I. WASHINGTON, D.C. 20540

CHILD CARE DIVISION  
U.S. DEPARTMENT OF THE INTERIOR  
WASHINGTON, D.C. 20540

Accts KSS-56

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE



A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA  
AFFILIATED WITH KINDERNOTHILFE e.V. DUISBURG. GERMANY

C. N. BHAVAN, 16, PANDIT PANT MARG, NEW DELHI-110 001 INDIA  
POST BOX 93, TEMPLE ROAD, CIVIL LINES, NAGPUR-440 001 INDIA

N. THOMAS RAJKUMAR  
SECRETARY & DIRECTOR

TELEX : 0715-682 "KIDS" IN  
GRAM : "FOSTERCARE"  
PHONE : 011-3710800 (DELHI)  
          0712-530293 (NAGPUR)  
FAX : 0712-530294

Rev. C.S.R. Toppo  
Pramukh Adhyaksh  
G.E.L. Church  
Ranchi - 834 001  
Bihar

OUR REF : 56 : bg  
DATE : 07/03/94

Dear Rev. Toppo,

Enclosed please find herewith a report prepared by our Accounts Assistant who visited Lutheran Boys and Girls Hostel, Ambikapur (1821) on 17th February 94.

You are requested to look into this matter and take appropriate measure for improving the system of book keeping.

With kind regards

Yours sincerely

For Director

D.K. Mondal  
Sr. C.C.O.

C.C : Manager, H.No. 1821

File : A/c 1821

## INTERNAL AUDIT REPORT

Name of the Project : Lutheran Boys & Girls Hostel, Ambikapur,  
Home No. 1821

Manager : Rev. S. Barla

Home Incharge : Mr. George Tirkey

No. of Children : KNH 117, Non KNH 3, Total 120

Date of Visit : 17/02/94

### REPORT

1. Cash book of Foreign Contribution and Local Contribution A/c was written upto 23rd December 93.
2. Heavy cash in hand maintained through out the period (P.S. Cash Flow Statement)

Physical cash in hand as on 17/02/94

FC A/c balance as on 23/12/93 Rs. 10,534.81

Add : Withdrawals

Cheque no.	925	8000.00
	926	15000.00
	927	7000.00

30,000.00

Rs. 30,000.00

-----  
40,534.81

Less : Expenses during the period

25,113.20

Cash in hand on 17/02/94

-----  
15,421.61  
-----

Local A/c

Balance as on 23/12/93

1,870.92

Add : Receipts during the period  
(Receipt No. 761 to 789)

6,365.00

-----  
8,235.92

Less : Expenditure during the period

4,276.00

Cash in hand as on 17/02/94

-----  
3,959.92  
-----

//2//

FC A/c Rs.	15,421.61
Local A/c Rs.	3,959.92
	<u>19,381.53</u>

Physical Cash in hand

Rs. 500 x 8	4,000.00
100 x 43	4,300.00
50 x 219	10,950.00
10 x 13	130.00
Change	1.55
	<u>19,381.55</u>

3. Food Stock Register :

Food Stock Register has not been maintained properly. Food Staff purchased not written in the register. Rice issued per day is not correct as mentioned below :

03/02/94	Rice	10 Kg	No. of Children	35
05/02/94	Rice	8 Kg	No. of Children	38

4. Salary Register :

Salary Register needs to be checked. Provident Fund deducted but not deposited regularly in the P.F. Account.

5. Dead Stock Register :

Dead Stock Register not maintained in the Hostel.

6. Fees collection Register not maintained.

7. No proper bills are available. Overwriting is found on the vouchers. As advance of Rs. 10,000 given to Rev. S. Barla on 01/11/93 not refunded till date. Vouchers are not signed/approved by the Manager.

8. Personal telephone bills and vehicle repair bills charged to the Hostel account.

9. Attendance Register not written as per the master list. Some children are staying at Home as they have not got an admission in the mission school. No. of children in the hostel needs to be checked.

//3//

**NOTE :**

It is noted that an Internal Audit was conducted by M/s L. D'souza & Co. Chartered Accountants on 12/03/93 and checked the record from 1990 to the date of visit. Some irregularities were found and mentioned in the report. Still there is no improvement found in maintaining the books of accounts and relevant records in the Project.

**Foreign Contribution A/c** *cash flow statement.*

MONTH	OPENING BAL.	RECEIPTS	PAYMENT	CL. BALANCE
April	2,368.02	13,000.00	10,205.00	5,163.17
May	5,163.17	-	3,741.00	1,422.50
June	1,422.50	6,000.00	3,129.00	4,293.00
July	4,293.00	38,622.00	37,561.00	5,355.74
August	5,355.74	19,000.00	15,610.00	8,745.71
September	8,745.71	22,000.00	18,867.00	11,878.48
October	11,878.48	65,000.00	53,122.00	20,193.00
November	20,193.00	7,000.00	19,300.00	7,893.52
December	7,893.52	43,700.00	41,059.00	10,534.81

Cash Book was not written upto date.

For CNICCC

*S.S. Gawai*  
413194  
**S.S. Gawai**  
Accounts Assistant.

*Rajesh Noses*  
07/03/94  
**Rajesh Noses**  
Accounts Assistant

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