

# GOSSNER EVANGELICAL LUTHERAN CHURCH

IN CHOTANAGPUR & ASSAM

(Registered Under Societies Registration Act. XXI of 1860)

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

*Liaison Officer*

KNH HOMES

*Head Office*

G.E.L. Church, Ranchi  
Bihar/India. Phone 23358

*Date 07-8-1991*

## TENDER NOTICE

Sealed tenders for the following work is invited from the appropriate registered contractors for the following:

<u>Name of the work</u>	<u>Period of completion</u>	<u>Date of receipt of tenders</u>
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Warden's quarter at G.E.L. Church Compound, Govindpur	6 ( Six) Months	23-8-1991 by 3 P.M.
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Tender documents are obtainable on payment of Rs 100.00 (Rupees one hundred only) per set ( non ~~is~~ refundable) in cash from the office of the undersigned on working days and will be opened on the same day at 4 P.M. in the presence of the tenderers who like to be present. Earnest money will be charged @ 2% from the contractor selected.



( B.S. BAGE )  
Liaison Officer

L office CCC

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
POST BOX NO 93, NAGPUR 440 001

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Circular No : 14 / 91

Date : 29/04/91

Home No :  
The Managers / Superintendents  
of CNI -CCC Supported Homes /  
Day Care Centres

SUB : Change of procedure in setting the date of Admission /  
Leaving of children.

Dear Friends,

Since last year's April we have been following a certain procedure  
in fixing the date of Approval / Admission of children as per  
instructions received from Duisburg. This procedure however seems  
not to have been followed strictly.

Therefore it has been decided by KNH to revise the procedure with  
regards to fixing the date of Approvals / Admissions linked with  
the date of Leaving / Transfer of a child.

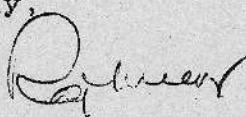
We are giving here below the rules (we shall call it 'REVISED  
MANUAL') very clearly with examples so as to enable you to  
understand and follow the same and thus save the fostership grants  
that many of you are losing due to delay in forwarding Leaving /  
Transfer forms.

The basic rule is whether the Leaving / Transfer form and Identity  
sheet is received by us within 2 months or over 2 months period  
from the date of leaving / Transfer of the child.

Kindly study the Manual carefully and try to follow it up to the  
best of your abilities.

With kind regards,

Yours Sincerely,

Thomas 

DIRECTOR

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DATE : 29/04/91

REVISED MANUAL

Rules and Regulations for setting of the dates of admission for the registration of the new identity sheets for Partners with a computer system.

2-Months' Period:

Period of time between the actual date of leaving of a child and receipt of the leaving or transfer form and new identity sheet in the office of partners who effect the input of data into the children's master file with their own computer system.

Determination of the 2-months period is the prerequisite for fixing the date of entry/registration of new identity sheets.

Basic Rules:

- a) Within the 2-months' period the actual date entered for the leaving or transfer of a child will determine the registration of data of the new child=id-sheet.
- b) Outside of the 2-month's period the date of receipt of new identity sheets in the office of partners will determine the date of registration.

Possible cases when practising these regulations :

1. Receipt of papers within 2-months' period

When the leaving/transfer form and the new identity sheet is received at the office of partners within the 2-months period the actual date of leaving/transfer of a child is determining the date of entry/registration of the new child/id-sheet.

We will call the dates entered for leaving or transfer of a child OUT - for short

The entry date of the new child/id-sheet IN - for short

Rules:

Out-date of leavings/

- a) 1st - 5th of current month
- b) 6th - 31st of current month

In-date of new transfers identity sheet

- a) 1st of current month
- b) 1st of next month

REVISED MANUAL

Examples :

Out-date of leavg/ transfer	end of 2-months' period	receipt of leaving	receipts of new id-sheet	IN - date of new id-sheet
05.02.91	05.04.91	12.02.91	12.02.91	01.02.91
05.02.91	05.04.91	12.02.91	05.04.91	01.02.91
05.02.91	05.04.91	05.04.91	05.04.91	01.02.91
06.02.91	06.04.91	12.02.91	12.02.91	01.03.91
06.02.91	06.04.91	12.02.91	06.04.91	01.03.91
06.02.91	06.04.91	12.03.91	01.04.91	01.03.91

2. Receipt of leaving/transfer forms within the 2-months' period but the new id-sheet arrives after the end of the 2-months' period

When the leaving/transfer forms are received within the 2-months' period but the new identity sheets of the substitute children arrive later, the IN-date of the new identity sheets will always be the 1st of the second month following the receipt of id-sheets.

Examples :

Out-date of leavg/ transfer	end of 2-months' period	receipt of leaving	receipts of new id-sheet	IN - date of new id-sheet
20.01.91	20.03.91	01.02.91	21.03.91	01.05.91
20.01.91	20.03.91	18.03.91	21.03.91	01.05.91
20.01.91	20.03.91	20.03.91	21.03.91	01.05.91
20.01.91	20.03.91	01.02.91	01.05.91	01.07.91
20.01.91	20.03.91	20.03.91	28.07.91	01.09.91

3. Receipt of leaving/transfer form and new identity sheet after the end of 2-months' period

When the leaving/transfer form and the new id-sheet is received at the office of partners after the end of the 2-months' period, the entry/registration date of the new identity sheet is always the 1st of the second month after receipt of new identity sheet.

## REVISED MANUAL

### Examples :

Out-date of leavg/ transfer	end of 2-months' period	receipt of leaving	receipts of new id-sheet	IN - date of new id-sheet
20.01.91	20.03.91	21.03.91	21.04.91	01.06.91
20.01.91	20.03.91	21.03.91	01.04.91	01.06.91
20.01.91	20.03.91	21.03.91	30.04.91	01.06.91
20.01.91	20.03.91	21.03.91	31.07.91	01.09.91

### 4. Receipt of leaving/transfer later than 5-months

When the leaving/transfer forms are received at the office of partners later than 5-months after the OUT-date, the fostership quota will be reduced, i.e. a new child / id-sheet will not be accepted as substitute for the child who has left. If a new id-sheet is received with the leaving/transfer form it should be returned to the project.

The fostership quota for the projects/partners will be reduced for the current year according to the number of such cases.

### 5. Receipt of new identity sheets

#### Possible casesw :

#### IN - dates :

a) Affiliation of a new project

After sanctioning of affiliation for the 1st of the month following the receipt of id-sheets.

b) Increase of fostership quota

After sanctioning of quota increase for the 1st of the month following the receipt of identity sheets.

c) Identity sheets which have been requested by KNH for change of foster parents and which are received later than 3-months after having sent a reminder, are to be treated as newly received identity sheets.

1st of the month following the receipt of identity sheets.

Thomas Caplum

DIRECTOR

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

P.O. BOX NO. 93, NAGPUR 440 001, M.S.

Date : 27/04/91  
Circular No. : 13/91

TO

ALL THE MANAGERS / WARDENS OF THE  
CNI + CCC SUPPORTED HOMES.

Dear Friends,

SUB : EXTENDED FOSTERSHIP SCHEME

This Circular letter superceeds all the earlier Circulars sent to you pertaining to the above matter.

The main purpose of sending the Circular is to make you aware of our Policy regarding the Extended Fostership Scheme, so that our supported children may not lose the benefit of this scheme.

We request you to adhere to the following Rules. The basic rule is that Normal Fostership of a child ends with Class Xth.

1. All the children who pass Xth, MUST be put on Extended Fostership, irrespective of the division in which they pass. They can continue their academic studies in +2 stage/Intermediate or take up any Technical/Vocational Training. But their Extended Fostership form should be forwarded as soon as they get the admission in +2 / Intermediate / Vocational or Technical Training.
- 2) When the child completes XIIth class, i.e. +2 stage / Inter Arts/Science/Commerce, he or she should secure 50% to go for College / academic studies. Otherwise the child should be sent to Vocational /Technical Training according to her / his aptitude. However, in the case of fosterchildren belonging to Scheduled Tribe the minimum percentage to be secured for College / academic studies is 45%.
- 3) Again fresh Extended Fostership form should be submitted when a child completes XIIth class and starts a new Course.
- 4) The Extended Fostership form of the children must reach CNICCC Office before the commencement of the Course / Training or within one / Two months of admission.

// 2 //

- 5) The Extended Fostership form must be submitted along with the Fresh Identity Sheet ( in duplicate ) and Introductory Letter, Parents' Income Certificate, Mark Sheet of the previous class passed, College/ Training Centre's Prospectus. We emphasise for income certificate it is our responsibility to check the economic condition at every stage. If the child is not deserving we shall have to drop him / her from our support.
- 6) Child coming on Extended Fostership support may easily be transferred to another CNICCC supported College / Training Institute / Hostel.
- 7) Before despatching the Extended Fostership Forms, please check whether it has been properly filled in, duly signed by the appropriate authority ( i.e. it is complete in all respect )
- 8) Please note that it is the responsibility of the Home Authority to arrange for the admission of the children to the Courses and pay the initial Dues from the Hostel Accounts and the same can be adjusted when the Extended Fostership Grant is released.

We trust you will extend your full co-operation.

With all good wishes,

Yours Sincerely,

*Thomas Rayburn*

DIRECTOR

CC :: KNH, Duisburg  
Liaison Officers  
Home Officers  
Reg. Sec. : for information.

FILES: Extd. Gen.  
Circular - 91

CDL / ag.

## Informal Meeting about the Problem of ~~of~~ a Anchal.

Problem.

- (1) 2nd group is non-cooperating?
- (2) Not willing to consider the matter.
- (3) We are hardly treated.

Group 1. 1984-87, unsatisfactory service from  
the Anchal Adhyaksha even with public.

- (1) Elec. 87: 2500 Memts were boycotted  
from election. They were agreed, not solved  
the problem.
- (2) Election result protested in the Tribunal  
which was declared unconstitutional by the  
Tribunal and was re-clarified even  
also ordered for re-election. But did  
not care. Both case filed in the Ad  
anchal, against Tribunals, etc., filed  
by the Adhyaksha. Case was in favor of  
Mr. etc.

- (3) He ~~had~~ power for acting Adhyaksha  
and ~~was~~ his power claimed by Adhyaksha  
did not discontinue, and the differ-  
ences created the groups due to pri-  
ority. And finally formed two  
groups. Rajgopal was really suppo-  
rted, 2nd group prayed for thereof  
service. But not interested for this.

thought they surrendered themselves, after  
meeting with this group for 3 hrs, but no  
result. totally denied,

Some bad events are in church service.  
Lady Collector met with Mr. and group.  
She also tried to send Mr. Justice Officer.  
Finally 14A. applied. Closed down the  
church. New SP also tried he came  
Rajgopal, time fixed,

7-9<sup>th</sup>, 9<sup>th</sup> time was fixed for church  
service. Rev. Josy's group did not want  
and the church is closed till his day-  
group. his. at Bawali -

2 Under Talai tree opt of mission.  
Campus.

3. After formation of group, Keranekur  
are paid by each group. They are  
running independently. No help from K.S.  
or out side.

4. Election: Notice also served to them (2nd group).  
for Bawali; 80-70 present.

Question raised - Proposed for Josy, But  
totally objected but no result in this  
time. we surrendered totally:

5<sup>th</sup>. Closed with prayer, that we are  
failed for conduct election.

meeting dispersed, and 2nd group went away.  
Electoral officers also went away. But the  
2nd group met and reported their experiences  
and then in the Gurukul, K.S.S. office. Finally,  
2nd group filed case in Gurugram, 59701. Case for 2 yrs. finalized.  
Fined Rs. 1000/- and 2 yrs jail.

Contempt of Court. Rockelly after election  
3. Ramkali Court has also case,  
4. Women are also agitated, about 500  
hundreds were present.

Classification: (1) letter of Ramkali or College  
(2) K.S.S. is not co-operating; But we  
tried to meet but they did not co-operate.  
(3) Head Quarters, not with the "Panchayat"  
(4) Contempt of Court is before Panchayat  
meeting.

Reply - They have come by K.S.S. for  
meeting;

Miniboy  
20/7/91

(1) Rev. Sk. Tajo. should be removed from  
the Adhyaksh ship.  
(2) K. S.S. be dissolved and reformed.

(2) Rev. Tajo

Kajal Gad  
Guru Nanak Dev  
Ranbir Singh, Ranbir  
Hari

*✓ S/a*

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
POST BOX NO. 93, CIVIL LINES,  
NAGPUR 440 001.

To,

All the Managers of  
CNI - CCC supported  
Homes and Day Care  
Centres.

OUR REF : TRK / and

DATE : 30/07/91

Dear Friends,

SUB : FOSTERSHIP AMOUNT PER CHILD PER MONTH

During my recent visit to KNH Office, it was felt necessary to increase the Fostership amount by Rs.50/- per child per month, because of the economic imbalances and the subsequent inflation facing our country. Accordingly you will receive the enhanced Fostership Grant from the Third Quarter 1991, which is as follows:

Rs.250=00 - Day Care Centres  
Rs.275=00 - Normal Homes  
Rs.300=00 - Hill Station Homes  
Rs.350=00 - Special Homes

However, please note that the above enhancement in the Fostership amount is aimed to cover mainly the increased cost on FOOD and additional expenditure on the recent 20% increase in the SALARY STRUCTURE OF THE WARDENS AND OTHER CHILD CARE WORKERS. This measure is again only an interim relief, as this will be reviewed at the next Council Meeting and the existing rate of Fostership Amount will be further revised, taking into account the inflation rate.

In this regard I already had a consultation with some Senior and Experienced Liaison Officers, Managers and Wardens, who met in Nagpur to deal at length on the various economic measures to meet the inflation rate without affecting the standard of our Homes/Day Care Centres in all aspects of our programmes and fix an amount

// 2 //

required per child per month, to carry out the entire programmes of Homes/Day Care Centres. Accordingly, the amount suggested by this group will be recommended to the Council at its next meeting on 5th September for its consideration. If the Council approves, the same will be given effect to from the Fourth Quarter 1991.

For extended fostership, in the last two quarters we have been paying Rs. 10/- per DM and the balance of exchange rate was retained with CNI-CCC but from now onwards we shall pay the full exchange rate i.e. for this IIIrd Quarter the exchange rate is Rs. 14.30 per DM. In other words if a child has been sanctioned 40 DM per month, we will remit DM 40 x Rs. 14.30 = Rs. 572.00 and the Home should spend the entire amount on the child without retaining any portion of this amount.

With best wishes,

Yours sincerely,

Thomas *[Signature]*  
Director.

c.c. : The Most Rev. J. E. Ghose - Moderator/Chairman  
: Mr. Victor Bakhsh/Treasurer - This refers to our discussion held on 27.07.91  
: Bishops/Heads of Churches  
: Treasurer of the Dioceses/Churches  
: Liaison Officers  
: Home Officers  
: Mr. Lueder Luers  
: Mr. Frank Boshold  
FILE : Concerned Homes

# LUTHERAN HOSTEL AMBIKAPUR

HOME No. 1821

Regd. No. 06345006

Rev. S. Barla

Manager

Mr. G. Tirkey

Warden

LUTHERAN HOSTEL

AMBIKAPUR

(INDIA)

TEL : 2027 STD 07774

Ref. No. 1821/91-47

Date 19/7/91

To,

The Director,  
Methodist Technical Institute  
Sama Road  
B A R O D A - 390008

Dear sir,

Thank you very much for your letter. We are sending six students for personal interview and aptitude. The child Suhan Sai is not appearing in the interview. He is willing to do theology course after g his 12th standerd.

Original certificate of the child Jagdish Xalxo misplaced at school office. Sonn after recieving from Bhopal we will send to you. Kindly consider about this.

All the boys are under CNI-CCC suport and we have not yet received III quarter grant. Soon after reciving grant we will send their remmening institution and hostel fees.

I hope you will consider on my request.

With all good wishes.

C.C.To,

1-Director,CNI-CCC,

Nagpur.

2- Mr. Noel Steven

Home officer.

3- ~~Liaison~~ officer,

G.E.L.C.Ranchi.

Yours Sincerely

T. George  
( T. George )

Warden.

1-25/7/91  
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

POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

Mr. B.S. Bage  
Liaison Officer  
G.E.L. Church Compound  
Ranchi: 834 001  
BIHAR

OUR REF. : BSA/BR

L

DATE : 17-7-91

Dear Mr. Bage,

SUBJECT: CONSTRUCTION OF WARDEN'S QUARTERS FOR HOME NO: 1824

Thank you for your letter no:442/91/KSS-56 dt: 9-7-91 regarding above mentioned subject.

I would like to appreciate your action taken for this project and I am glad to provide your necessary details. Please find out is there any septic tank existing near by the proposed building. If you dont find so, you may construct through your consulting engineer following the drawing which I enclosed herewith.

Regarding the mode of payment of reinforcement the details as follows:-

1. For purpose of tender consulting with your engineer/architect the rates will be assumed for steel and cement including delivery at site as per the present rate(basic rate).
2. When clients supply steel or pay for the steel, 5% of the cost of steel billed for, will be deducted from the interim certificates of payment, for adjustment towards wastage. The difference in cost in quantity of steel supplied by the client and the quantity of steel actually incorporated into work will be recovered from the contractor at basic rate, above from the certificate of payment, if the difference is within 5%. If the difference is more, then the recovery for the balance quantity will be made at twice the basic rate.

When clients supply or pay for the cement, recovery for cement will be made at the basic cost for the theoretical quantity of cement used. If the theoretical quantity is less than the quantity of cement supplied or paid for, recovery will be made at the basic rate above upto 3% of the theoretical quantity. If the difference is more than 3% of the theoretical quantity then the recovery rate for the balance quantity will be at twice the basic rate assumed.

3. The payment or recovery for steel will be made by measuring the length of steel rods, overlaps, etc. and applying the following data for arriving at the weight. No other data will be applicable.

6mm	0.222	kg/m	0.149	lbs/ft.
8mm	0.395	"	0.265	"
10mm	0.617	"	0.415	"
12mm	0.888	"	0.597	"
14mm	1.208	"	0.813	"
16mm	1.578	"	1.060	"
18mm	1.998	"	1.340	"
20mm	2.466	"	1.660	"
22mm	2.984	"	2.000	"
25mm	3.853	"	2.580	"
28mm	4.834	"	3.240	"

I hope I have clarified your doubts. Further details will be sent to you when and then you require.

I welcome any more approach for clarification from you regarding this project.

With warm regards,

Yours Sincerely

**DIRECTOR**

CC: blddq file: 1824

Dear Mr Page

Namaskar

As I am busy with some urgent works, I could not meet you personally. Please excuse me for that.

I have scrutinized the specification. Those are all in order except there is no drawing attached for 25 users of Septic tank and mode of measurements of reinforcement. These paper can be photostate 3 to 5 copies and tender may be floated giving atleast 15 days time for submission which will be opened in presence of the tenders on some specific date and time.

(ii) The drawing I am preparing for S.S. Office Poldi. The title of the same with the copy of the deed, mutation papers, receipt and plan of the land is required to complete the drawing. I will meet me in a day or two in the afternoon and discuss other matts. - Thanking you

Yours truly  
R.P.B.  
9/7/91



26/6/91

# THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

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



POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

Rev. N. Topno.  
Manager,  
Lutheran Girls Hostel,  
P.O. Govindpur - 831 015  
DIST : RANCHI

OUR REF. : BS/md

DATE : 18.06.91

Dear Rev. Topno,

## SUB : CONSTRUCTION OF WARDENS QUARTER FOR HOME NO.1824

I am pleased to inform you that the Council at its meeting held on 03.04.91 has approved the project of Wardens Quarter for your Home No.1824.

/ Three Nos. of detailed abstracts which I am enclosing herewith supercede the format sent to you alongwith the letter, BS/gt, dt.16.05.91.

As you have already sent the site plan alongwith an expensive estimate, according to the site plan you may progress further to call for tenders through the local consulting Engineer.

that

Please note that the total amount/has been sanctioned by the Council is Rs.1,70,000/-. This amount is inclusive of consulting fee, to be paid to the Engineer/Architect.

Now you have to appoint a local building Engineer/Architect, who should consider the nature of foundation to suit the local soil conditions. By using the three abstracts which is enclosed herewith, he should call for comparative tenders, scrutinize the tenders, prepare the comparative statement and a report of the comparative statement should be sent to the Church Authorities for choice of the contractor. A copy of the tender report and comparative statement should be sent to CNI-CCC.

Kindly let us know the progress of the project to enable us to release the fund. Please see that the project is followed according to the drawing enclosed with the abstracts.

With kind regards,  
Yours sincerely,

Thomas Reilly

Director.

c.c. : Bishop of G.E.L. Church  
: File - 1824/Bldg.

21/6/91

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

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



POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

Rev. N Topno  
Manager  
Lutheran Girls Hostel,  
Govindpur P.O.: 831 015  
Dist: Ranchi  
BIHAR

OUR REF. :  
BSA/BR

DATE :  
8-7-91

Dear Mr. Topno,

SUBJECT: CONSTRUCTION OF WARDEN'S QUARTERS - HOME NO: 1824

We have received your estimate and unsigned letter no: 33/91 dated : 21-6-91 regarding above mentioned subject. Please note not to send any more letter without your signature.

We have already sent abstracts and type drawings for this project. You may consult your consulting engineer and ask him to invite comparative tender for this project. The estimates costs 208,505-94 is still in expensive side. I request you to give him a note that the electrification and sanitary plumbing will not work out @ 15% by this way you may reduce the cost of project as the approved amount is 170,000/- only.

Feel free to write to me for anymore details regarding this project.

With kind regards,  
Yours Sincerely

*Chaf*

DIRECTOR

CC: Liaison Officer 1  
bldg file: 1824

✓/21st

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



POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

Miss Relan Horo  
Warden  
Lutheran Girls Hostel  
GOVINDPUR P.O. 831 015

OUR REF. : NSM : pp

DATE : 4/7/91

RE : JIWANI TOPNO : 1824/111  
SUMANSI LUGUN: 1824/122

Dear Miss Horo,

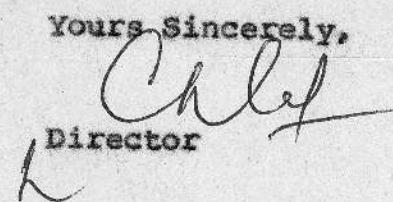
Please send the extended forms of the above mentioned children as early as possible.

Your former Manager in his letter dated 14/11/90 says that he has sent the extended form of Jiwani on 3/3/90 but that is not correct.

Your further delay in submitting the extended forms may result in discontinuation of the support to the above mentioned children.

With all good wishes,

Yours Sincerely,

  
Director

CC : Liaison Officer ✓  
: Reg. Section & to note  
: File 1824  
: BFR : 18/7/91

*2/12/91*  
Lutheran Girl's Hostel Govindpur  
(Home No. 1824)  
P.O. Govindpur Dist Ranchi, India

Date 9/7/1991

Memo No. 35/91.

To,  
The Director,  
CNI-CCC  
Nagpur-441001.

Sub-Result of Bihar Secondary School  
Examination Board Patna 1991.

Respected Sir,

Please be informed that the  
above result is published on 4/7/91. The Cross  
List is not received in the school till today.  
Details of the result will be sent inform after  
receiving the cross list. The result of I.A. is  
not published. Only one student Susri Brijmata  
Horo Reg. No. 18241146 appeared in this exami-  
nation.

With thanks.

Yours faithfully

Ritan Horo

9-7-91

Copy to ✓ liaison officer, Ranchi for  
information.

One copy office till.

Warden  
Lutheran Girls' Hostel  
Govindpur (Ranchi).

*Yutnal*

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



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

FROM,  
SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN  
PHONE : 530293, 530294  
GRAM : FOSTERCARE

To,  
Mrs. H. Christen  
Kindernothilfe e.V.  
GERMANY

OUR REF. : NSM : pp

DATE : 2/7/91

Dear Mrs. Christen,

RE : PAULUS MINZ : 1821/200 (LEFT)

This is to inform you that the amount of Rs. 5,000/- which has been donated to the above mentioned child by his foster mother, is received and has been kept in the Bank at Bilaspur as a fixed deposit. The Manager and the child can jointly operate the account.

After completion of one year the amount can be withdrawn with interest and be utilized as a start assistance for the child's career. Meanwhile during the year the child intends to join a Tailoring course for which the Manager is making efforts to get him admitted in one of our supported Technical Institutes for Tailoring course.

We will be informing you about the further developments in this regards as and when we hear from the Manager.

With kind regards,

P.S. Copy of his Manager's  
letter is enclosed.

*Yours Sincerely,*

Director

cc : Pramukh Adhyaksh  
: Liaison Officer  
: Accounts section  
: H.F. 1821

NSM LUTHERAN HOSTEL AMBIKAPUR

HOME No. 1821

Regd. No. 06345006

Rev. S. Barla

Manager

Mr. G. Tirkey

Warden

LUTHERAN HOSTEL

AMBIKAPUR

(INDIA)

TEL : 2027 STD 07774

Ref. No. 1821/91-36

215

Date - 19.6.91

TO,  
The Director  
CHI-C.C.C  
Nagpur

Received	12.6.91
File No:	1821
Initials	Noel Steven

Dear Sir,

Re : Pauline Kitz Regd. No. 1821/91-3. P.P. a/c No.

A

In reference of your letter dated 13.6.91 concerning the above child it might be interesting to you the Account Number which is P.47 P.D.584077/48/91-R.5000-00. The account is in the State Bank of Indore Bilsaipur Branch. It is a joint account which is operated by Manager and the child Pauline Kitz.

Sir I would like draw your attention about the tailor course for the child I sent a letter to Mr. Kandikar ( File No. 1743 ) since 6.5.91 but still I have not got any reply. I am waiting for that. The copy of the letter of Kandikar Industrial school Sangli has been sent to you on 6.5.91.

Again I am writing him.

With all the best.

cc: 1. Mr. Noel Steven  
2. Home Officer Nagpur  
3. Matron Officer  
4. Ranchi

Yours sincerely

S. Barla  
( S. Barla )

Manager

*J/2/91*  
Lutheran Girl's Hostel Govindpur  
( Home No. 1824 )  
P.O. Govindpur Dist Ranchi, India

Memo No. 34/91.

Date 2 / 7 / 1991.

To,

The Director  
CNI - CCC  
Nagpur - 440001-

Subject - Submission of New Identity Sheets, Income Certificate and  
Introductory letter of a new Child.

Respected Sir,

Herewith I am sending the above mentioned new Identity Sheets of Sunita More for your kind approval in place of a vacant seat.

Her family needs a generous help to educate the child.  
Kindly approve it in farour of the child.

With kind regards.

Yours faithfully  
Rev. N. Topno  
Manager  
Lutheran Girls Hostel  
Govindpur.

Copy to -

The Liaison Officer Ranchi. for information.  
One Copy Office file.

*2/2/91*

# 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



POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

Rev. N. Topno,  
Manager,  
Lutheran Girls Hostel,  
Govindpur - 831 015  
DIST : RANCHI

OUR REF. : BS/md

DATE : 17.06.91

Dear Rev. N. Topno,

**SUB : PROVIDING GENERATOR SET FOR HOSTEL FOR 100 CHILDREN.**

Further to the discussion which you had with our Engineer and Home Officer, Mr. Noel Steven, during their visit to the Home No. 1824, on 15.04.91, I understand that you seek our suggestions for providing Diesel Engine driven generator set for the Hostel.

We are giving below different capacity generator sets and the No. of points (load), it can supply electricity.

<u>DESCRIPTION</u>	<u>MAX LOAD THAT CAN BE USED</u>
1. Single phase 3kvt gen.set 230 volt Ac 1500 R.P.M.	40 Nos. light 50 Amps plug
2. - - - - do - - - 5.5KVA gen set	75 Nos. light, fan or 5 Amps plug
3. 3 phase 7.5 KVA gen.set 400 V/230 V Ac 1500 R.P.M.	100 Nos. light fan or 5 Amps plug

As the load requirement varies from place to place, depending on the number of points to be used, you can choose <sup>one</sup> among the alternative capacities given after ascertaining local requirements.

Normally 3 KVS generator set will supply sufficient electricity for the mentioned Hostel.

With kind regards,  
Yours sincerely,

*[Signature]*  
Director.

C.C. : Liaison Officer ✓  
: File - 1824/Bldg.

Lutheran Girl's Hostel Govindpur

( Home No. 1824 )

P.O. Govindpur Dist Ranchi, India

*B. P. Gal*  
Memo No. 33/91.

Date 21 / 6 / 1991.

To,

The Director  
CNI - CCC  
Nagpur - 440001.

Subject - Submission of revised estimates for Hostel Building  
and Warden's Quarter.

Sir,

With reference to your letter DS/gt dated 16/5/91. I am enclosing herewith the revised estimates for Hostel Building and Warden's Quarter as asked by you. The revised estimates have been done by our engineer, R.L. Dutta whose original letter also I am enclosing herewith.

Encl :- 1. Revised Plan for the Warden's Quarter - 1 copy.  
2. Revised estimate (Abstract) of Warden's Quarter - 1 copy.  
3. Revised estimate of Hostel Building - 1 copy.  
4. Revised estimate of the proposed  
4. Engineer's letter - original.

With all kind regards.

Yours Sincerely

Rev. N. Topno

Manager

Lutheran Girls Hostel

Govindpur

Date - 21/6/91.

Copy to :- 1. The Liaison Officer, KSS Office Ranchi.  
2. One Copy Office File.

Estimate of the proposed Lutheran Girl's Hostel, Govindpur, Home No. 1824.

Sl. No.	Description of works with details.	Qty.	Rate	Unit	Amount.
			Rs. P.		Rs. P.
1.	Earth work in excavation in ordinary soil i/c back filling up to 2.5 M.				
	3x27185 = 81,555				
	1x27155 = 27,155				
	1x 4800 = 4,800				
	2x8190 = 16,380				
	1x3345 = 3,345				
	1x3470 = 3,470				
	1x25655 = 25,655				
	14x 5595 = 78,330				
	3x 10175 = 30,525				
	2x8240 = 16,480				
	1x5685 = 5,685				
	1x2800 = 2,800				
	3x8190 = 24,570				
	422520x1065x 1100 = 495M <sup>3</sup>				
	5" - 2x8240 = 16,480				
	2x 5685 = 13,370				
	18x1220 = 21,960				
	51810x 600x 600 = 19M <sup>3</sup>				
		514 M <sup>3</sup>	Rs. 14.26	M <sup>3</sup>	Rs. 7,330.00
2.	Plinth filling with morrum sand.				
	422530x 1065 x125 = 65.25M <sup>3</sup>				
	51810 x 600 x 125 = 3.89 M <sup>3</sup>				
		60.04M <sup>3</sup>	Rs. 52.26	M <sup>3</sup>	Rs. 3,138.00
3.	Providing P.C.C. (1:5:10) under foot- ing open foundation and steps under floor.				

R. L. Dutta  
Licence Engineer  
R.R.D. A.C.H.I.  
Licence No. 1/84

15/6/91

Contd... 2/-

- 2 -

$$422530 \times 1065 \times 150 = 112.50 \text{ M}^3$$

$$51810 \times 600 \times 250 = \frac{7.77 \text{ M}^3}{120.27 \text{ M}^3} \text{ Rs. } 800.00 \text{ M}^3 \text{ Rs. } 96,216.00$$

4. Brick masonry in cement

mortar (1:6) in foundation

and plinth.

$$422530 \times 625 \times 200 = 52.82 \text{ M}^3$$

$$422530 \times 500 \times 200 = 42.25 \text{ M}^3$$

$$474340 \times 375 \times 200 = 35.58 \text{ M}^3$$

$$474340 \times 230 \times 600 = \frac{65.46 \text{ M}^3}{196.11 \text{ M}^3}$$

$$\text{Rs. } 643.56 \text{ M}^3 \text{ Rs. } 1,26,209.00$$

5. Damp Proof course 50 mm thick

in CCM 200

$$474340 \times 230 = 109.10 \text{ M}^2 \text{ Rs. } 36.84 \text{ M}^2 \text{ Rs. } 4,019.00$$

6. Brick masonry in cement mortar

(1:6) in superstructure i/c

scaffolding, etc, complete curing.

$$355.39 \times 345 \times 3.1 = 380.09 \text{ M}^3$$

$$67.14 \times 230 \times 3.1 = \frac{47.87 \text{ M}^3}{3}$$

$$427.96 \text{ M}^3$$

Deduct-

$$\text{Varandah} = 44,000$$

$$\text{DE-10} = 3,500$$

$$\text{DP-3-1} \times 915 = 915$$

$$\text{DP-4-5} \times 990 = 4,950$$

$$\text{DP-5-2} \times 1065 = 2,130$$

$$\text{DP-7-4} \times 1220 = 4,880$$

$$\text{D-P-20} 10 \times 990 = 9,900$$

$$71365 \times 230 \times 2135 = 35.04 \text{ M}^3$$

$$\text{WP-2} \times 6 \times 1155 \times 230 \times 1065$$

$$\text{WG-2-23} \times 1165 = 16565$$

$$\text{WG-3-11} \times 1700 = 18700$$

$$45265 \times 230 \times 1370 = 14.26 \text{ M}^3$$

R. L. Dutta  
Licence Engineer  
R.R.D.A. R.M.C.H.I.  
Licence No. 1/84

R. L. Dutta  
Licence No. 1/84

VG2-22x1155 = 25,400

VG-3-10x1700=17,000

42400x610x230 = 5,95 M<sup>3</sup>

VM-2-20x155 = 23100

VM-30-20x990 = 9990

33090x230x610 = 4,64 M<sup>3</sup>

Total deduction = 59.89 M<sup>3</sup>

Brick work, = 3780.7 M<sup>3</sup> m. 661.74 M<sup>3</sup> Rs. 2,43,567.00

8. -Do. 5" thick with (1:4) cement

mortar -do-

51.81x3.1 = 160.61 M<sup>2</sup>

(-)

IP-9-20x760x1.675 = 25.49 M<sup>2</sup>

= 135.12 M<sup>2</sup>

m. 20.00 M<sup>2</sup>

Rs. 12, 161.00

9. Earth work in filling in layer of

5" i/c wetting, ramming, consolidation etc. complete.

10x4200x 5250 = 252,000

2x2800x 5250 = 29,400

2x3500x5250 = 36,750

1x3200x5250 = 16,800

72800x1800 = 131,040

5000x16550 = 82,750

3500x3500 = 12,350

4000x3500 = 14,000

2000x4000 = 8,000

5500x4000 = 22,600

20x1220x1220 = 29,768

2x1220x 7195 = 17,556

1x5255x2555 = 13,682

5250x3000 = 15,750

681 846x500 = 220.52 M<sup>3</sup> 50.52 M<sup>3</sup>

*15/10/1991*  
R. L. Dutta  
License No. 1101  
RRD - 1101  
License No. 1154

Rs. 17,817.00

681.846x500 = 340.923M<sup>3</sup> Rs. 52.26M<sup>3</sup> Rs. 17,817.00

10. S/F/Fixing well seasoned country wood frame joining for doors and windows i/c shutters full marble complete as per Indication.

Doors. 23.865x2135 = 50.95

20.760x1675 = 25.49

Windows 45245x1370 = 62.01

Venti 42400x 610

i) 33.090x610= 46.05

184.50M<sup>2</sup> @ 3464.00M<sup>2</sup> Rs. 6,39,108.00

11. Providing R.C.C. (1:2:4) with  $\frac{1}{4}''$  and down stone chips i/c shuttering, laying, curing etc. complete but excluding reinforcement in lintel.

355.39x 345x 150 = 18.39M<sup>3</sup>

67.14x 230x 150 = 2.32M<sup>3</sup>

51.81x 115x 150 = 0.89 M<sup>3</sup>

21.60 M<sup>3</sup> Rs. 1566.70M<sup>3</sup> Rs. 33,841.00

12. -do- stair case -do-

= 2.83M<sup>3</sup> Rs. 2000.00M<sup>3</sup> Rs. 5,660.00

13. do- roof slab -do -

27530x 8145 = 224.23 M<sup>2</sup>

9830x 8145 = 80.07 M<sup>2</sup>

5690x 17085 = 97.21 M<sup>2</sup>

2023x 8145 = 164.81 M<sup>2</sup>

8595x8595 = 73.87 M<sup>2</sup>

4000x4645 = 18.58 M<sup>2</sup>

2500x2470 = 6.18 M<sup>2</sup>

8875x 10790 = 95. 76 M<sup>2</sup>

3690x 8145 = 30.06 M<sup>2</sup>

*W.L.D. 1/6/91*  
R. L. Datta  
Licence E10/600  
R.R.D. & R.A.M.C.H.  
Licence No. 1/84

790.77M<sup>2</sup> x .100 = 79.077M<sup>3</sup> Rs. 1600.00M<sup>3</sup> Rs. 1. 26.523.00

- 5 -

14. -do- 2 $\frac{1}{2}$ " thick (62mm) Chajja

-do-

W- 125.555 |  
V- 47.300 |  
x 450 = 77.79M<sup>2</sup>

25.260x.300 = 7.58 M<sup>2</sup>

35.37 M<sup>2</sup>

Rs. 200.00 M<sup>2</sup> Rs. 17,074.00

15. Providing M.S. Reinforcement i/c

cutting, cranking, putting in

position and binding with wire.

108.8 M<sup>3</sup> @ 90kg/M<sup>3</sup> = 9792kg @ 14.00 kg. Rs. 1,37,088.00

16. Providing M.S. Grills in

windows. = 108.06M<sup>2</sup> Rs. 323.00M<sup>2</sup> Rs. 34,903.00

17. Providing 6" thick dry rammed

khoa well beaten to achieve

compaction. = 681.846M<sup>2</sup> Rs. 40.00M<sup>2</sup> Rs. 27,274.00

18. -do- 1" thick I.P.S. flooring

(1:2:4) top finished with neat

cement. = 681.846M<sup>2</sup> Rs. 80.00 M<sup>2</sup> Rs. 54,548.00

19. -do- 1" thick cement plaster to

ceiling in (1:3) cement mortar.

= 681.846 M<sup>2</sup> Rs. 20.00M<sup>2</sup> Rs. 13,637.00

20. -do- to walls in (1:5) cement

mortar.

10x2(4200+5250) = 201,000

2x 2(2800+5250) = 32,200

2x 2(3500 + 5250) = 35,000

2(3200+5250) = 16,900

2(72800+1200) = 149,200

2(5000+16550) = 43,100

2(3500+ 3500) = 14,000

2(4000+3500) = 15,000

*14/9/91*  
R. L. Dutta  
Licence No. 10001  
R.R.D.A. Ranchi  
Licence No. 1/84

Contd....

- 6 -

2(2000+4000) = 12,000

2(5500+4000) = 19,600

2(5355+2555) = 17,820

2(5250+3000) = 16,500

20x2(1220+1220) = 97,600

2x2(1220+7155) = 33,300

702,980 x 3.1 = 2179.24

2(34205+53895)x6.0 = 526,60

2707.84M<sup>2</sup> Rs. 19.00 M<sup>2</sup> Rs. 51,449.00

21. Providing locker as desing.

60 nos x 1000/- each. Rs. 60,000.00

22. white washing/colour washing 2 coats

over a coat of priming. = 3389.68M<sup>2</sup> Rs. 2.00M<sup>2</sup> Rs. 6,779.00

23. Painting 2 coats over a coat

of priming.

531.763x .350 = 186.12

2x 29.3 = 58.62  
772.24 Rs. 35.00 M<sup>2</sup> Rs. 27,028.00

24. Prividing R.C.C. gate of different

sizes. 21nos. Rs. 100.00 each Rs. 2,100.00  
Rs. 16,42,489.00

Add for Electrification- 5% Rs. 82,374.00

Add for water supply & sanitation -5% Rs. 82,374.00

Rs. 18,12,237.00

( Rupees Eighteen lacks twelve thousand two hundred thirty  
seven) only.

*19/12/85/6/91*  
R. L. Dutta  
License. Engineer  
R.R.D.A. R-NCHI.  
Licence No. 1/84

R. L. Dutta (आर. एल. दत्ता)

Subordinate Engineer-Bihar College of Engineering-Patna  
Retd. Asstt. Manager ( Civil )  
HEAVY ENGINEERING CORPORATION  
RANCHI  
Govt. Approved Estimator & Licensed Engineer  
Licence No. : 1/84  
Ranchi Regional Development Authority, Ranchi

अनन्यापूर्णा भवन  
जतरा टांड रोड  
कोकर  
राँची - ८३४००९  
Phone : 27085

Ref.....

Date.....

Sub:- Estimate of the Hostel Building and Warden's Quart-  
-r.

with reference to BS/gt. dated 16.5.91 the estimate of Hostel has been revised taken into consideration all the points raised therein. i.e. P.C.C. plastering proportion has been taken into a/c as suggested Flat Brick soling omitted. Joinery rates given on sq.metre basis of country wood. Rates of lockers has been worked work as per type design which provides 1" thick R.C.C. slabs and shutters.

The rates given here are as per approved schedule of rates of this locality. Cost of R.C.C. works as well as M.S. Reinforcement given here are reasonable, and if this trained price rise is continued the rate will go up during the time of actual execution of works.

The estimate of warden's residence has been made fresh as per drawings submitted by your consulting Engineer.

Both the estimates and a fresh drawing of Warden's quart are attached herewith.

With kind regards,

R. L. Dutta  
Yours sincerely,  
R. L. Dutta  
15/6/91

R. L. Dutta  
Licensed Engineer  
R.R.D.A.  
Licence No. 1/84

Sub:- Estimate of the Hostel Building and Warden's Quarte

-5-

with reference to SS/ct. dated 16.5.91 the estimate of Hostel has been revised taking into consideration all the points raised therein. i.e. P.C.C. plastering proportion has been taken into account as suggested. Flat Brick soiling omitted. Joinery rates given on square metre basis of country wood. Rates of lockers has been worked work as per type design which provides 1" thick R.C.C. slabs and shutters.

The rates given here are as per approved schedule of rates of this locality. Cost of R.C.C. works as well as M.S. Reinforcement given here are reasonable, and if this trained price rise is continued the rate will go up during the time of actual execution of works.

The estimate of warden's residence has been made fresh as per drawings submitted by your consulting Engineer.

Both the estimates and a fresh drawing of Warden's quarter are attached herewith.

With kind regards,

Yours sincerely,

R. L. Datta  
(15/6/91)

R. L. Datta  
Licence No. 1000  
R.R.D.A. & R.D.M.  
Licence No. 1/84

✓/gal  
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



POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

REV. S BARLA  
MANAGER  
LUTHERAN HOSTEL  
AMBIKAPUR 497 001  
SURGUJA DISTRICT  
M.P.

OUR REF. : NSM / ag

DATE : 13/6/91

Dear Rev. Barla,

Re : Paulus Minz 1821/200 ( Left )

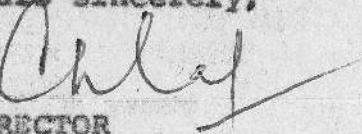
This has reference to your letter of 6/5/91 regarding the above mentioned child.

We are glad to know that you have kept the amount of Rs. 5,000/- in a Fixed Deposit Account for Paulus. Please let us know the Account Number, in which Branch of the Bank the account is opened and whether it is a joint account and the names of the operators.

Further, we would like to know whether you have arranged for the tailoring course for him ? Please send his application for Extended Fostership along with Prospectus of the Tailoring Institute and other supporting documents., i.e. Identity sheets, Introductory Letter, etc.

With kind regards,

Yours sincerely,

  
DIRECTOR

Cc : Rev. O. Toppe  
: Liaison Officer

file : H.P. : 1821.

*3/16/91*

Lutheran Girl's Hostel Govindpur

( Home No. 1824 )

P.O. Govindpur Dist Ranchi, India

Memo No.29/91.

Date 8 / 6 / 1991.

To,

The Director  
CNI - CCC  
Nagpur - 440001.

Sir,

With reference to your letter dated 30/05/91, regarding the Audit Report 1990, herewith we are sending the same. Enclosed please find one more copy of each A/C -

1. F.C A/C- Receipt & Payment Account for the year ending 31/12/90.
2. General A/C - Statement of Accounts of 31/12/90 <sup>in one sheet</sup> in two sheets;
3. Receipt & Payment Account for the year ending 31/12/90 - in one sheet.

We do hope that it will suffice in your purpose.

With all kind regards.

Sincerely Yours

Rev. N. Topno

Date - 8.6.91.

Copy to :- *Pramukh Adhyaksh, Ranchi* for information.

One copy office file.

LUTHERN GIRLS HOSTEL,  
HOME NO. 1824,  
GOVINDPUR.

FOREIGN CONTRIBUTION ACCOUNT.

Receipt & Payment Account for the year ending 31.12.90.

FIGURES OF THE  
PREVIOUS YEAR

FIGURES FOR THE  
CURRENT YEAR

FIG.  
PR.

OPENING BALANCE

Cash in Hand	2,695.53	
State Bank of India	4,562.45	7,257-98

MANAGEMENT GRANTS

KMH Grants

1st Quarter 1990	40,365.00	
2nd " " 1990	49,926.00	
3rd " " 1990	50,402.00	
4th " " 1990	57,710.00	178,403-00

CAPITAL GRANTS

Flooring of Dining Hall	6,000.00	
Electrification	8,000.00	
Furniture	19,000.00	33,000-00

RECEIPT ON BEHALF OF

STAFF & CHILDREN

Xmas Gift	8,976-00	
-----------	----------	--

OTHER INCOME

Bank Interest	600.05	
Less Transfer to General A/c	600.05	-

2,27,630-98

AUDIT REPORT:

We have audited the Receipt & Payment Account  
ACCOUNT: GOVINDPUR, Registration No. 031190014 for the year  
& Certify that the Hostel has maintained the account & rec  
(Regulation) Act, 1976.

The information furnished above is correct.

Phone : 25240

# SINGHEE BROTHERS

## CHARTERED ACCOUNTANTS

RAYMOND'S BUILDING, MAIN ROAD, RANCHI

FOR THE YEAR	FIGURES OF THE PREVIOUS YEAR	FIGURES FOR THE CURRENT YEAR
57-58	<u>EXPENDITURE FOR CHILDREN</u> Food Food Contingencies (Imi Fuel) Clothing Medicine & Medical Aid School Fees Books & Copies Tuition Fee Travel for Children & Pocket Money Library & Magazines Games & Sports Extended Fostership Sanitation & Clearing Other Items <u>HOSTEL ADMINISTRATION</u> Salaries Staff Travel Stationery, Photo & Printings Postage Audit Fees Staff Training (Wanden) Miscellaneous <u>MAINTENANCE &amp; UP-KEEP</u> Repairs & Maintenance Furniture Equipments Typewriter Utensils <u>OTHER EXPENDITURE</u> Bank Charges Special Programme Vocational Guidance Guest Hospitality Work Expenses <u>PAYMENT ON BEHALF OF CHILDREN</u> Special Gift Xmas Gift Joy A/c. <u>CLOSING BALANCE</u> Cash in Hand State Bank of India Post Office Saving	35,090-00 3,400-00 5,711-92 5,966-95 5,002-25 4,091-70 480-00 234-50 910-30 3,680-76 12,361-00 308-50 73-00 16,200-00 2,572-95 2,310-54 461-00 500-00 2,500-00 374-70 4,312-00 20,690-00 774-50 8,005-10 208-75 590-50 2,564-55 2,550-00 1,319-00 213-40 1,417.00 6,995.00 39.00 3,269.11 44,459.00 23,000.00 8,451-00 75,728-11 2,27,636-98
53-50		
10-00		
6-00		
-		
58		

Account of LUTHERAN GIRLS HOSTEL, FOREIGN CONTRIBUTION  
for the year ending 31.12.90 and examined all relevant Books & Vouchers  
& records as specified in Section 13 of the Foreign Contribution  
correct.

*Singhee Brothers*  
21/12/90  
SINGHEE BROTHERS  
CHARTERED ACCOUNTANT

21/6/91  
CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
CIVIL LINES, NAGPUR 440 001

Date : 05/06/91

TRK / amd

To,  
All the Liaison Officers

Dear Friends,

SUB : TRAVEL EXPENSES OF LIAISON OFFICERS

REF : My Circular letter dated 17th April, 1991

I regret to inform you that on request of Board of Directors of KNH the Resolution No. CNI - CCC / WC - 11 / 91 permitting the Dioceses / Churches to deduct Rs. 2/- per child per month from fostership money to cover the expenses of Liaison Officer, is kept in abeyance until further decision is taken.

Therefore please treat my above letter as cancelled and ensure that Rs. 2/- per child per month is not deducted but as usual 0.50 ps. is deducted.

Further communication in this respect will follow after the next council meeting.

Yours Sincerely,

*Thomas Rajkumar*

N. THOMAS RAJKUMAR

DIRECTOR

CC : Moderator  
: Treasurer of CNI-CCC  
: Treasurers of the Diocese / Churches  
: Mr. Luers  
: Managers / Wardens  
: Home Officers

12/2/91  
CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE,

POST BOX. 93, CIVIL LINES, NAGPUR - 440 001.

To,

THE MANAGERS / WARDENS  
CNI-CCC SUPPORTED PROJECTS

DKM / amd

Date : 4/6/91

Dear Friends,

AMMENDMENTS TO THE FOREIGN CONTRIBUTION (REGULATION) RULES

By its notification No. II / 21012 / 10 (2) / 90 - FCRA - I dated 25th March, 1991 published in the Extraordinary Gazette of India on 25.3.1991 the Government of India Ministry of Home Affairs has made certain changes in the Rules of the Foreign Contribution (Regulation) Act 1976. Therefore, please take note of the following changes in the rules and act accordingly.

1. The accounting year for the purpose of FC(R)A shall begin from 1st of April and end on 31st of March of the following year. So far accounting year was from January to December of the same year.
2. The Rule of submitting annual return in the form FC - 9 has been abolished.
3. The Rule of submitting half-yearly return in the Form FC - 3 has also been abolished. But henceforth an annual return in the modified Form FC - 3 has to be submitted within 60 days from the closure of the year (i.e. 30 th of May). A NIL report is required when no foreign contribution is received in a year.
4. A Balance Sheet and Statement of Receipt and Payment has to be annexed to the Form FC - 3 while submitting the annual return.
5. For the current year i.e. 1991 - 92 the accounting year shall begin on 1.1.1991 and end on 31.3.1992 (15 months).

In short, the following points have to be noted by the Chief Functionaries of the Homes / Day Care Centres :-

- a) Submission of Form FC - 3 for the period 1.1.91 to 30.6.91 is not required.
- b) Submission of Form FC - 9 for the period 1.1.91 to 31.12.91 is not required.

// 2 //

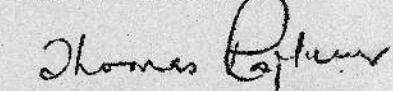
- c) Submission of Form FC - 3 (modified) for the period 1.1.91 to 31.3.92 (15 months) any day between 1.4.92 and 30.5.92 along with a Balance Sheet and Statement of Payment is required.
- d) Submission of Form FC - 3 once a year from 1993 onward within 30th May, for every accounting year ending on 31st March is required.

Please be sure that the Balance sheet and Statement of Receipt and payment attached to the Form FC - 3 are of FC account only.

We shall send you blank FC - 3 Forms on a later date.

With best wishes,

Yours Sincerely,



N. THOMAS RAJKUMAR

DIRECTOR

CC : (1) BISHOPS / HEADS OF CHURCHES  
: (2) TREASURERS OF DIOCESES / CHURCH  
: (3) LIAISON OFFICERS  
: (4) HOME OFFICERS  
: (5) DELHI OFFICE  
: (6) FILE : A/cs. Gen.

*3/6/91*  
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

POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN  
PHONE : 530293, 530294  
GRAM : FOSTERCARE

Rev. O. Toppo  
Chairman  
Hostel Managing Committee  
C/o Lutheran Hostel  
AMBIKAPUR

OUR REF. : NSM : pp

DATE : 30/4/91

Dear Rev. Toppo,

We are forwarding herewith the Survey Report prepared by our Home Officer, Mr. Noel Steven on the basis of his recent visit to Home.

We request you to place this report in the Managing Committee meeting and to discuss the matters given on page 15 and 16 as his 'Observations' and to take decisions to implement the suggestions given by him on the last page. You have to intimate to us the decisions and actions taken by the Committee.

With all good wishes,

Yours Sincerely,  
*Thomas Taylor*  
Director.

Encl : As stated.

cc : KNH  
: Pramukh Adhyaksh  
: Liaison Officer : Mr. Bage  
: Manager : 1821  
: Special file : 1821  
: H.O. 5

# CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE NAGPUR

## SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	:	<b>Lutheran Girls &amp; Boys Hostel, Ambikapur</b>
Home No	<b>1821</b>	Date of visit <b>17/4/91</b>
<b>I. LOCATION</b>		
Location of the Boarding Home	:	
Village	:	<b>Ambikapur</b>
Taluk	:	
District	:	<b>Surguja</b>
State	:	<b>M.P.</b>
Population of the town/village	:	<b>Approximately 1 Lakh</b>
Major occupation of the people	:	<b>Agriculture, Labourer, Mine Worker, Business, Service in Govt. &amp; Private Sect</b>
General facilities of the locality	:	
No. of Schools	:	<b>H.S. 7, M.S. - 14, Primaries - 14</b>
Colleges	:	<b>2</b>
Training Centres	:	<b>ITI, Polytechnic, Nursing, Voc. Trg.</b>
Churches	:	<b>4- (Lutheran, Catholic, Baptists, Marthoma)</b>
Hospitals	:	<b>2- (Govt. and Mission )</b>
Any other institutions	:	<b>Tailoring Institute</b>
Percentage of literacy in the town/village	:	<b>60 %</b>
<b>II. THE PARISH AND THE CHURCH</b>		
Christian population in the town/village	:	<b>Approximately 12000</b>
No. of Christian families	:	<b>Lutherans 151, Catholics - 400</b>
Christian Denominations	:	<b>Marthoma - 46, Mennonites - 25</b>
Institutions under the Christian Churches	:	<b>As stated above</b>
		<b>Lutheran - 1 Hostel ( 3 sections) 1 Primary school</b>
		<b>Catholic - 2 Primary schools 2 High schools 1 Hospital (Nurses Trg.) 1 College</b>

# CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

## III. MANAGEMENT OF THE BOARDING HOME

Is there Management Committee ? : **Yes**

The names of the members : **SURVEY OF BOARDING HOME HOSTEL**

1	Rev. Obed Toppe - Dist. Suptd. Chairman
2	Rev. Sushil Barla - Manager
3	Rev. A.M. Minz - (NWGELC) - Member
4	Mr. A. Tirkey (Lay Leader of NWGELC) Member
5	Mr. Levidan Minz
6	Mrs. K.L. Tiru (Teacher)
7	Mrs. Elma Masih (Senior Nurse Tutor)
8	Mr. G. Tirkey (Warden)

How often does the committee meet per year ? : **Once in a month**

When did it meet last ? : **4th & 5th February 1991**

Who sanctions the budget of the Home ? : **The Committee**

## IV. THE CHILDREN

When was the home started ? : **Boys Section in 1955, Girls Section in 1959**

How is admission made ? : **Recommendation & Selection by Committee**

Total strength of the Home

**105**

No. of children supported by KNH

**100**

How many are getting extended fostership ?

**6**

Since when is KNH supporting this home ?

**Since 1972**

No. of children supported by other organizations : C.C.F.

**---**

**Nil**

C.I.

**---**

World Vision

**---**

others

**---**

**Mission Field Surguja District**

**Rs. 600/- p.m.**

No. of orphans

**Nil**

No. of semi-orphans

**5**

No. of economically backward/ big sized families

**Almost all**

How many are paying boarders ?

**5**

If paying, the boarding fees per month

**Rs. 200/- per month**

## V. ATTENDANCE

Number and names of fosterchildren who were absent:

S. No.	Reg. No.	Name	age	Reasons
1.				several months
2.				absent
3.		<b>Most of the children who have finished their examinations have gone to their home villages for summer vacation.</b>		since winter
4.				absent
5.				absent
6.				absent
7.				absent
8.				absent
9.				absent
10.				absent
11.				absent
12.				absent

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.						
2.						
3.						
4.		some children				
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

## VI STAFF

Name of the Superintendent :

Manager :

**REV. SUSHIL BARLA**

## V. ATTENDANCE

Whether honorary or paid ? If paid, how much ? :

Name of the warden

name : **Mr. George Tirkey**  
age : **36 years**  
salary per month : **Rs. 1520. 30 P.**  
qualification : **B.A.**

Whether the warden is a full time warden/part time warden ?

Since when is he/she working as a warden ?

Whether the warden has attended the warden's Trainings Course conducted by CNI-CCC ?

Name of the sub-warden/matron if any

Other Child Care workers

Name	Designation	age	qualification	salary	appointed since	part time or full time
			<b>Nil</b>			

1.

2.

3.

4.

5.

6.

7.

8.

Ratio of Child Care worker to Children

**1 : 52**

Other personnel :

Name	Designation	salary per month	appointed since
1. <b>Mr. J. Kujur</b> - 50	<b>Cook</b>	<b>Rs. 591. 95+food+Accom.</b>	<b>1963</b>
2. <b>Mohan Tirkey</b>	<b>Cook</b>	<b>Rs. 620. 30+food+Accom.</b>	<b>1986</b>
3.			
5.			

## VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ?

**In 1955 and 1958 (Girls Section)**

Who is the owner of the building ?

**Gossner Evangelical Lutheran Church Ranchi**

The nature of the Hostel building

**Very old construction**

wall

**Bricks**

Roof

**Tiles**

Floor

**Cemented**

Is the Home electrified ?

**Yes**

When was the last white wash done ? : **Oct. '90. At. present work is going on**

Total No. of rooms

1. <del>Dormitory</del> Room	21	Size :
2. Dining		1 in boys section . Multipurpose hall
3. Kitchen	2	No. of square feet per room
4. Store	2	Area per room
5. Prayer room	2	Do they have separate entrance
6. Sick room	Nil	Do they have separate entrance
7. Office	1	Do they have separate entrance
8. Library	In the hall	Have separate entrance
9. Play room	The hall and varandah is used	Are there separate entrances
10. Other rooms if any	Wardens quarters.	Are there separate entrances

Furniture

1. Chairs	4	Television sets - 3
2. Tables	4	Typewriter - 1
3. Desks	5	Telephone with Std. facility
4. Cots	54	Redeem
5. Almirahs	5	2 Book shelves with glass leads

Are there adequate lockers in the dormitory ? : **Yes**

#### VIII. SURROUNDINGS :

Is there a compound wall/fence ?

**Yes**

Garden/Vegetable/Flower gardens

**No**

Play ground

**Yes** Size : **10 Acres**

Pits, ditches, manure heaps

**No**

Rank vegetation, bushes etc.

**Yes**

Stagnant pools

**No**

Soil pollution

**No**

Mosquito/fly breeding places

**No**

## IX SANITARY FACILITIES

Water tank available near here ?

Type of latrine	:	Nos. <b>5 in Boys Section, 5 in Girls Section</b>
Type of bath rooms	:	Nos. <b>4 in third section</b>
No. of students per latrine	:	<b>8 in girls section</b>
No. of students per bath room	:	<b>Boys take open bath</b>
Are they adequate/inadequate ?	:	<b>Adequate</b>
Do they have adequate urinals ?	:	<b>Nil</b>
Do they have night urinals ?	:	
Have latrines and bath rooms running water ?	:	<b>NO</b>
Are drainage facilities good ?	:	<b>Yes</b>
Is maintenance adequate ?	:	<b>Yes</b>
Cleanliness	:	<b>Satisfactory</b>

## X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ?	:	<b>Yes ( not complete check-up)</b>
If so, who examines ?	:	<b>Dr.K.S.Tripathi (Reg.No.2196) Ambikapur</b>
Frequency	:	<b>Once in a year</b>
When it was last done ?	:	<b>15/3/91</b>
Does the home maintain	:	
1. Health/Medical Attendance Record	:	<b>Yes</b>
2. Weight and height record	:	<b>Yes</b>
Any follow up ?	:	<b>Yes</b>
Warden/Doctor consultation	:	<b>Yes</b>
Warden/Parent consultation	:	<b>Yes</b>
Is there a local hospital ?	:	<b>Yes</b>
Is it run by the Government, Church or private?	:	<b>Govt. and Church</b>
Do they have a sick room ?	:	<b>NO</b>
If so	:	
1. No. of rooms	:	<b>NO</b>
2. No. of beds	:	<b>NO</b>

3. Separate mats	:	—	1. Wash water to 1000
4. Separate plates and tumblers	:	—	2. Wash water to 1000
5. Kitchen for special diet	:	—	3. Drinking water
6. Separate bath room	:	—	4. Iron Box
7. Separate latrine	:	—	5. Supply of soap for children
8. Locked medicine cupboard	:	—	6. Does the Hostel provide any Health Education
9. Separate sheets and pillows	:	—	7. Use of Supples
10. Blankets	:	—	8. Availability of cloths
11. Sick children's clothes	:	—	9. Food AND CLOTHING
12. Person in charge	:	—	10. Kitchen : Cleanliness
Is there a first aid box kept with medicines ?	:	Yes	11. Type of soap
Any immunization given during the year ?	:	Yes	12. Type of oil
If so, when	:		13. Type of paint
a) Vaccination	:	Yes	14. Cleaning of room
b) A.T.S.	:	Yes	15. Preparation of food
c) Polio Vaccine	:	—	16. Use of mosquito coils
d) T A B.	:	—	17. Separate Room : (a) Dining Room
e) B.C.G.	:	—	(b) Screening
Cleanliness	:		(c) Food Hygiene
a) Daily washing of dining room	:	Once in a week	(d) Hand washing facilities
b) Daily washing of kitchen	:	Yes	(e) Cleaning
c) Daily washing of bath room and latrines	:	Yes	(f) Accommodation
d) Daily cleaning of the surroundings of hostel	:	Yes	(g) Do they have a garden ?
Do the children participate in cleaning ?	:	Yes	18. Do they have a garden ?
Clothes washing facilities	:	On the wall	19. Who washes clothes in most cases ? (by whom)
	:		20. Who does the laundry ? (by whom)
	:		21. Do they drink purified water ?
	:		22. Do they offer a reward ?
	:		23. Other supplementary food
	:		24. Average expenses on food per child per month

a. Dhoby. If so how often ?	:	No
b. Washing of clothes by children. How often? :		<b>As necessary</b>
c. Drying facilities	:	Yes
d. Iron Box	:	No
e. Supply of soap per child; bathing/washing	:	No
Does the Hostel provide any Health Education ?	:	<b>Yes time to time</b>
If yes, Subjects	:	<b>Cleanliness, personal hygiene</b>
Frequency of classes	:	<b>Time to time</b>
<b>XI. FOOD AND CLOTHING</b>		
Kitchen : a) Cleanliness	:	<b>Satisfactory</b>
b) Type of stove	:	<b>Kerosene stove</b>
c) Type of fuel	:	<b>Kerosene</b>
d) Lighting bulb wattage	:	<b>60 watts</b>
e) Cleanliness of cook	:	<b>Satisfactory</b>
f) Participation by children	:	<b>Yes</b>
Are the kitchen facilities adequate ?	:	<b>Inadequate</b>
Dining Room : a) Seperate place	:	<b>Yes in Boys section only</b>
b) Screened	:	<b>No</b>
c) Floor sitting	:	<b>Yes</b>
d) Table and stool	:	<b>Yes</b>
e) Individual tumbler/cup and plate:	:	<b>Yes</b>
f) Plate and cup racks	:	<b>No</b>
g) Hand washing facilities	:	<b>No</b>
h) Cleanliness	:	<b>Satisfactory</b>
i) Accomodation	:	<b>Inadequate</b>
Do they have a fixed menu ?	:	<b>No</b>
Who has worked out the menu sheet ?	:	<b>No</b>
How many times is meat served ? (per week, and kg purchased at a time)	:	<b>Once in a week</b>
Do they distribute milk ?	:	<b>No</b>
I so, how often ?	Quantity	:
Other supplementary foods	:	<b>Eggs and fish</b>
Average expense on food per child per month	:	<b>Rs. 145/- p.c.p.m.</b>

Is the store room rat proof ?	:	No	✓
Is it clean and well arranged ?	:	No	✓
Drinking water facilities	:		✓
1. Safe supply provided	:		✓
2. Source	:		✓
3. Storage	:	Well Water	✓
Are the children supplied with	:		✓
Uniforms, sanitary towels, underwear and bathing towels ?	:	Uniforms (Vr. No. 535, 541, 945 25.8.90, 26.8.90, 4.12.90)	✓
If so, how many per year ?	:	Two sets in a year	✓
When supplied last ?	:	August '90 (Issue register not maint.)	✓
Do they have individual sleeping mats, blankets ?	:	Yes their own	✓
<b>XII EDUCATION AND RESULTS</b>			
Which school/schools do the inmates attend	:	Govt, St. Xaviers Holy Cross H. Schools Lutheran Primary School	✓
The strength of the school	:		✓
Education results of the school in last three years in %	:	45%	✓
What is the state average % ?	:	within 1½ k.m.	✓
What is the distance between the home and the school ?	:		✓
How many fosterchildren are studying in	:		✓
1. Elementary school	I - V	37 Senior College - 4	✓
2. Higher Ele. school	VI - VIII	25 Polytechnic course - 2	✓
3. High School		21	✓
4. Junior College		10	✓
Educational results of the fosterchildren in %	:	90%	✓
How many passed/detained ?	:	10 failed	✓
How much does the home pay as school fees ?	:	Uncertain amounts	✓
Who pays the school fees ?	:	Admission fee Rs. 4 to 10 p.m. Exam fee	✓
Are the inmates supplied with books and note books ?	:	Yes	✓
Do the children who are weak in studies receive any extra tuition? If so how many? :		No	✓
<b>Tuition fee</b>		Exam fee Rs. 40 per exam - Half yearly	✓
Rs. 10/-p.m. for V class			✓
Rs. 8/-p.m. for IV class -	Rs. 3		✓
Rs. 4/- p.m. for II class -	Rs. 4	Rs. 6/-p.m. for III class	✓

In what subjects ?	:	Maths	1. <i>Teach slow learner in English</i>
Who gives the tuition ?	:	---	2. <i>Teach slow and New language</i>
Is the tutor full time or part time ?	:	---	3. <i>Teach English Master facilities</i>
Payment for tuition, if any ?	:	---	4. <i>Teach Supply provided</i>
Are study hours conducted and supervised ?	:	---	5. <i>Notes</i>
		Maths	6. <i>Supplies</i>

## XIII. SPIRITUAL LIFE :

Religious activities of the home

1. **Sunday school and church service**
2. **Morning and evening devotions**
3. **Worship**
4. **Prayer meetings**
5. **Evangelistic work**

Is Evangelistic work done by the inmates ?

**No**

If so, where and how often do they go for

**---**

Evangelistic work ?

**---**

Who guides them in this work ?

**---**

Who conducts the daily worship ?

**The children themselves**

Do they follow any syllabus ?

**Yes**

If not, how is the Bible portion selected ?

**---**

The No of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

**All the children are given the set of Bible and hymn books**

Are they adequate for their use ?

**---**

## XIV. RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

**Not any**

Sports materials of the home

**Carrom boards - worn out, rings**

For indoor games

**Football, Badminton, Joggle, Discs.**

For out-door games

**Do the children who sit week in studies receive any extra training if so how many****Do the children who sit week in studies receive any extra training if so how many****Do the children who sit week in studies receive any extra training if so how many****Do the children who sit week in studies receive any extra training if so how many**

Does the home conduct sports meet (competition) for the inmates ?	: <b>No</b>	How often ?	: <b>—</b>
Any inter-Home sports competition ?	: <b>—</b>	How often ?	: <b>—</b>
How many times per year are children taken on picnic or excursions ?	: <b>—</b>	Name of the places they have visited recently and the dates of visits	: <b>—</b>
Musical Instruments of the Home	: <b>—</b>	Who teaches them to play the musical instruments ?	: <b>—</b>
Are children trained to enact dramas ?	: <b>—</b>	Does the home conduct cultural evenings to give opportunity to display the talents of the children:	: <b>—</b>
Social	: <b>—</b>	Are the children encouraged to participate in debates, quizzes, elocution and essay competition?:	: <b>—</b>
Religious	: <b>—</b>	1. in the Home	: <b>—</b>
2. on inter-Home basis	: <b>—</b>	Is there a library ?	: <b>—</b>
If so, number of books	: <b>720</b> English      Other language	Are daily newspaper health and religious magazines ordered for the home ?	: <b>—</b>
If so, what (names) ?	: <b>—</b>	Do the children keep any hobbies ?	: <b>—</b>
Dry land	: <b>—</b>	If so, what ?	: <b>—</b>
Wet land	: <b>—</b>		

#### XV. CULTIVATION

Are lands available for cultivation ?	: <b>Yes in the III section</b>
Are the lands attached to the Boarding Home ?	: <b>Yes</b>
If so, how many acres	: <b>23 acres - Mission farm</b>

How is irrigation done ? : **By Hand** Does the Home conduct chores itself  
 The major crops raised : **Yes one side only** for the inner-Home  
 Is there a well ? : **Yes three** How many crops does the Home cultivate  
 If so, the depth and diametre : **40x7, 40x10, 40x7** How many  
 Is the well installed with a pumpset ? : **No** How many times per day is the well used  
 Is there an over-head tank ? : **No** Name of the place where the well is located  
 Is there a kitchen garden ? : **No** Name of the place where the kitchen garden is located  
 Is there a poultry/cattle farming : **No** Name of the place where the poultry/cattle farm is located  
 (own or son)

#### XVI. FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home receives financial aid and other aids ? : **CASA/CCF/CI/World Vision/W. C / Government Church/Others**

Amount per annum : **Rs. 600/-p.m.**

If received, since when ? : **Rs. 10/-p.c., p.m.**

Does the Home charge any fees from the KNH supported children ? : **Yes** If so how much per Child & month ?

Are the accounts kept up to date ? : **No**

If not, which ? : **31/12/90**

Do they have Bank Account ? : **Yes**

If so, where and No. ? : **Rev. O. Toppo, Rev. S. Barla Manager**

Who is operating the a/c ? : **Mr. George Turkey**

Who is maintaining the a/c ? : **Full grants**

Does the home receive the full KNH amount or a part of it ? : **Quarterly**

On what basis ? : **No**

Does the Diocese Church do any interim audit or supervision ? : **Yes**

23 section - Name - **Di. Barla**

XV. CULTIVATION



## 9. Medical Inspection Record

Yes

No, how often in a Year ?

Does the Home maintain the following Records

## ACCOUNTS

		REGISTERS :
1. Daily Cash Book	Yes	1. Admission Register
2. Ledger	Yes	2. Attendance Register
3. Vouchers	Yes	3. Academic Progress Register
4. Stock and Issue Register	Yes	4. Pocket Register for Incomes and Outgoings
5. Acquittance Register	Yes	5. Special Register
6. Receipt book with carbon duplicate	Yes	6. A diary of events
7. Special Gift Account Book as per the proforma suggested	Yes	7. Inventory Register
8. Joy Account Book as per the proforma	Yes	8. Sick Register
9. Remittance Sheets file	Yes	9. A Visitors Book
10. Audited Statement of Accounts	Yes	10. Minute Book
11. Staff Attendance Register	Yes	11. Hostel Service Register (for 100 to 200 Wards)
Does the Hostel give pocket money to the children ?	No	12. Postribution, Admissions Book
If so, how much ?		
Has the Home a typewriter ?	Yes	
Who does the administrative work ?	Manager	
What are the methods the Home has adopted to correct the children ?	2	1. Correspondence file
Is career guidance given ?	Yes	2. Individual file material for individual children to be kept
If so, by whom ?		3. Cumulative Records for consulting and guidance
Does the Home avail the services of a Vocational Guidance Officer ?	No	
Is there a career corner in Home ?	No	

FILE FOR RECORDS (Sundry Books and Annexes)

Does the Home arrange for a parents' day ? : Yes 14th April 1991

Does the Home arrange for an old residents' day ? : No

Do the hostel authorities conduct any follow-up study with regard to the out-going children ? : -

If so, how ? :

XVII. SUGGESTIONS AND RECOMMENDATIONS :

OBSERVATIONS :

i. Both the wardens still continue to remain absent from their duties without permission. According to the staff attendance register maintained by Rev. O.Toppo - Chairman of the Managing Committee the absenteeism of both the wardens is as follows :

REV. BARLA ABSENT FROM

1st Jan'91 - 11th to 21st  
 Feb.'91- 14th to 17th  
 March'91 - Nil  
 upto 18th April'91 - Nil

MR. G. TIRKEY ABSENT FROM

Jan.'91 - 2nd to 28th  
 Feb.'91 - 16th to 24th  
 March'91 - 28th to 31st  
 April'91 - 1st to 12th

During the year of 1990 also there was lot of absenteeism of both the wardens due to which the programme suffered.

2. There is no matron to look after the girls in girls section. The girls complain of being neglected.

3. While discussing about the physical improvements in the hostel the girls suggested that the gates of their hostel should be considered, since one of the two gates is in distant corner which is always locked. The tracepassers as well as the mentally abnormal persons keep on watching the girls from outside while they are washing and doing leisure time activities.

4. The children complained of the monotonous type food they receive everyday, when asked to the warden he admitted that they have not prepared any Menu. Whenever there is big functions like parents day, year ending, picnic and Home Officer's visit the children get meat. Normally they eat rice and dal only. If there is no dal the children have to eat only rice with a pinch of salt.

5. There is a small dining hall in boys section. Recently they shifted the kitchen from girls section to boys section due to which the girls loose the opportunity of helping in cooking and learning the kitchen work. They also find difficult to go to the boys section to fetch their meals and bring it to their rooms by crossing the road with the plates full of food in their hands.
6. There is no provision of extra coaching classes for the children who are weak in their studies and the study hours are also not conducted or supervised by the wardens.
7. The playgrounds are not maintained. Since they have been allotted 10 acres of land by the Church proper use of that land to be done by the hostel for play ground as well as for kitchen garden.
8. The staff attendance register which is introduced in my previous visit and the Chairman Rev. O.Toppo made incharge of checking the absenteeism of the two wardens. But the wardens do not go to the girl section even to sign on the muster roll. They put their signatures on all days of the month eventhough they are absent on the particular days. So the Chairman himself puts a  $\times$  mark on the days of their absence. This gives a clear picture of the mistrust on the part of the wardens.
9. The grown up boys from the III section of the hostel in 23 acres plot complain that due to absence of the staff in their section they feel neglected. No time table is followed in their section and no-body cares for their activities.

SUGGESTIONS :

1. The Chairman of the local hostel Managing Committee is requested to take up the matter of absenteeism among the staff to the Managing Committee and to take suitable action.
2. To appoint a suitably qualified, matured lady to work as matron for the girls section, who should have to undergo the warden's training and take up the responsibility of day to day functioning of the hostel, maintenance of kitchen, study hours as well as records keeping, maintenance of accounts and correspondence with our office.

3. One of the wardens to be instructed to stay in the III section of the hostel in 23 acres, so that he can prove to be useful for conducting the day-to-day functioning of the hostel and the children's activities like study, games and sports, spiritual and social development and physical and moral support to children and to keep a proper control over them.

Lastly I thank the Chairman, Wardens and children for their help and hospitality.

Noel D'Crae

NOEL STEVEN  
HOME OFFICER

Lutheran Girl's Hostel Govindpur

( Home No. 1824 )

P.O. Govindpur Dist Ranchi, India

*B/2/1*  
Memo No. 20/91.

Date 22 / 4 / 1991.

To,

The Director  
CNI - CCC  
Nagpur - 440001.

Subject - Submission of New Identity Sheets, Income Certificates and Introductory letters of 3 new Children.

Respected Sir,

I am sending herewith three New Identity Sheets of Shiyon Kerketta, Sharmila Horo and Sushma Aind.

Kindly approve her, her family highly needs help of education.

With kind regards.

Yours faithfully

Rilam Horo

22.4.91

Warden  
Lutheran Girls' Hostel  
Govindpur (Ranchi).

Copy to :-

✓ 1. Liaison Officer, K.S.S. Office Ranchi. for information  
2. One Copy office File.

# LUTHERAN HOSTEL AMBIKAPUR

HOME No. 1821

Regd. No. 06345006

**Rev. S. Barla**

Manager

**Mr. G. Tirkey**

Warden

**LUTHERAN HOSSEL**

**AMBIKAPUR**

**(INDIA)**

TEL : 2027 STD 07774

Ref. No. 1821/91-22

Date 27/3/91

To,

The Head Accountant, (Treasurer)

G.E.L.church Ranchi

Ranchi - 1

Sub :- Acknowledgement of Ist quarter grant 1991.

Sir,

Please find enclosed acknowledgement of Ist quarter grant 1991, which credited in our hostel bank Account on 25/3/91 & 26/3/91. Here enclosed the receipt No. 301 and 303 of such date, for needful.

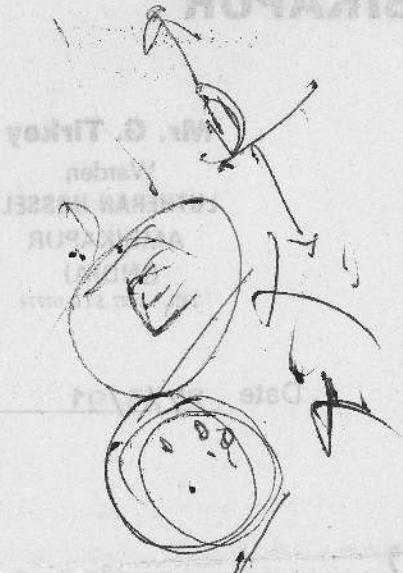
Thanking you.

C.C.1-~~Liaison officer,~~

G.E.L.C.Ranchi

Yours sincerely.

T. George  
( T. George )



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1901-1902

Jan 4/17/91

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

P.O. BOX NO.93, NAGPUR-440 001

DATE : 03.05.91

REMINDER

Dear Mr. Banda

I refer you to our Circular No.3/91, dated 28.01.91 (a copy of which is enclosed for your ready reference), requesting you to submit to this Office, Passport size photos of children whose Reg.Nos. were mentioned therein. The last day of submission was 31st March, 1991. We are now in May 1991. Yet, Photos of children of your Home/Day Care Centre have not been received by us.

We are sure that your reply to this will be, that children have gone home for Summer Vacations. It is foreseeing this that we had made this point clear in our Circular. Please read 'Point 3' of the same.

that

We also note that, except for few, most of the Homes/ have not submitted the photos, are the ones who do the same year after year, at least for the last 3 years. Our records show it.

This is the only and last reminder. Please act on TOP PRIORITY.

With kind regards,

Yours sincerely,

*Wanda*  
For Director.

(On leave)

C.C. : Liaison Officer ✓

: Home File 1831

: Home Officer concerned.

EG/md

*l/gm/ai*

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

Memo No. 14/91.

Date 15 / 3 / 1991.

To,

The Liaison Officer  
K.S.S. Office  
G.E.L. Church Ranchi,

Sub - A new building projects.

Sir,

The Hostel Committee in its meeting held on 13/3/91 has resolved to have a new building projects in Govindpur as per direction of the CNI - CCC letter No. EG/uh, date 4/3/91.

Regarding this Miss R. Horo Warden will be coming to you let her know the Engineer/ Architect who will make a plans and estimates of the new building.

Further, your coming with that Engineer to Govindpur is must. For that an arrival date is to be booked to Miss R. Horo in order to facilitate you.

Thanking you very much.

Yours Sincerely

*Rev. N. T. Inform  
15/3/91  
Manager,  
Lutheran Girls' Hostel  
Govindpur (Ranchi)*

15-141  
1-6-91

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

Memo No. 20/91.

Date 27 / 5 / 1991.

To,

The Director  
CNI - CCC  
Nagpur - 440001.

Subject - Submission of Introductory letter, fresh Identity  
Sheet etc in regard with Sushma Sunem Lakra 1824/149.

Respected Sir,

With reference to your information letter dated 3/5/91. I am submitting here with the followings in favour of Sushma Sunem Lakra 1824/149.

1. Identity Sheet - 2 copies.
2. Introductory letter - 1.
3. Income Certificate of the father.
4. Letter of thanks to the former foster parents.

With kind regards.

Yours Sincerely

Rev. N. Tappan  
27/5/91  
Manager,  
Lutheran Girls' Hostel  
Govindpur (Ranchi).

Copy to :- 1. Liaison Officer, K.S.S. Office Ranchi. for information  
2. One copy office file.

W

✓ 1/6/91  
Lutheran Girl's Hostel Govindpur  
( Home No. 1824 )  
P.O. Govindpur Dist Ranchi, India

Memo No. 30/91.

Date 10 / 6 / 19 91.

To,

The Director  
CNI - CCC  
Nagpur - 440001.

Ref - Submission of Quarterly Statement of Accounts.

Respected Sir,

Enclosed please find the quarterly statement of accounts showing the receipts and payments of 1st quarter March ending 1991. Sorry, we are sending this statement lately due to some other unavoidable works.

With all kind regards.

Sincerely Yours

Res. N. Tapsum

1116191

Manager,

Lutheran Girls' Hostel  
Govindpur (Ranchi).

Copy to :-

1. Liaison Officer, KSS Office Ranchi for information.
2. One Copy Office File.

✓ 27/91  
Lutheran Girl's Hostel Govindpur  
( Home No. 1824 )  
P.O. Govindpur Dist Ranchi, India

Memo No.. 27/91.

Date 25 / 5 / 1991.

To,

The Director  
Methodist Technical Institute  
Sone Road  
Baroda - 390008.

Dear Sir,

Herewith I am enclosing two applications of two students of my Home for training at your Methodist Technical Institute for the session (July 91 to June 92). One of the students (A. Birajbani Horo Reg. No. 1824/140 is a KMH and other Nilu Baria is a Non - KMH student. I shall be the guardian of both of them during their training period at your institute.

Kindly accept.

Yours Sincerely

Rilan Horo  
25.5.91.

Warden  
Lutheran Girls' Hostel  
Goyindpur (Ranchi).

Copy to :-

1. The Director, GMI + CCC Nagpur.

✓ 2. The Liaison Officer, K.S.S. Office Ranchi. for information

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

Date : 18th April 1991

Dear Bishops,

SUB : Interim relief for all the Child Care Workers of Homes and  
Day Care Centres.

The Council, at its Meeting held on 3rd April 1991, has decided to increase 20% of the Basic pay of Wardens and other Child Care Workers of Homes/Day Care Centres as interim relief with effect from 01.01.91 until further decision is taken by the council. While increasing the Basic pay of the employee, the following steps should be taken :

20% of the present basic pay should be added and fixed at the next higher place.

For example : If a Trained graduate warden's present Basic pay is Rs.800=00, 20% of Rs.800=00 is Rs.160=00.  
Rs.800 + 160 = Rs.960

The next higher place in the pay scale of a Trained graduate Warden is Rs.975=00. Therefore, this employee's Basic pay from 01.01.91 will be Rs.975=00. He or She will get the other allowances accordingly.

Same procedure is applicable for the staff who are on Consolidated Salary.

For example : If an employee's Consolidated pay is Rs.600=00 his/her Consolidated pay now will be Rs.600 + 120(20%) = Rs.720=00, without any allowances.

Since this interim relief is given from 01.01.91, child Care Workers are eligible to get their arrears.

Present pay scale of all the employees of the Homes/Day care Centres is enclosed for ready reference.

You may therefore request the Liaison Officers to place this matter before the Central Hostel Committee for its approval and implementation.

With kind regards,

Yours sincerely,

*Thomas Raynor*

Director.

c.c. : Treasurers of the Diocese/Churches  
: Liaison Officers  
: Managers  
: Home Officers  
: Wardens training Centre

Date : 18/04/91

PRESENT PAY SCALES FOR CHILD CARE WORKERS

OF HOMES / DAY CARE CENTRES.

DESIGNATION	PRESENT PAY SCALES
Graduate Trained Wardens.	: 800-35-975-45-1200-60-1800.
Under Graduate Trained Wardens.	: 700-25-800-35-975-45-1200-60-1440.
Under Graduate Trained Wardens / Creche Nurses & under Graduate Diploma in Social Work.	: 600-20-700-25-800-35-975-45-1200-60-1260.
Helpers in DCC & Homes for Disabled and Cooks in Homes/Day Care Centre.	: 400-15-520-20-700-25-800 and free food for 2 cooks only.
Assistant Cooks in Homes.	: 370-15-520-20-700-25-725 and free food.

N.B. :- All the above categories of staff will receive D.A. @ 25% Basic Salary and H.R.A. @ 20% on the Basic Salary.

TEMPORARY STAFF

Untrained graduate wardens/Social Workers. :- Rs. 1000/- p.m. consolidated.

Untrained Under graduate Wardens/ Social Workers/Creche Nurses. :- Rs. 850/- p.m. consolidated.

Helpers in Kitchen. :- Rs. 300/- p.m. plus free food.

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

POST BOX NO.83, NAGPUR-440 001 (M.S)

Date : 17th April 1991

To,

ALL THE LIAISON OFFICERS.

Dear Friends,

SUB : TRAVEL EXPENSES OF LIAISON OFFICERS

Kindly note the following Resolution :

RESOLUTION NO.CNI-CCC/WC-11/91 :

Resolved : to permit the Diocese/Churches to deduct Rs.2/- per child per month out of Fostership money to cover the expenses of Liaison Officer and the accounts for the same be submitted to CNI-CCC by the concerned Liaison Officer.

This decision comes into effect from 01.04.91 which means deductions can be made from second quarter onwards.

However the Liaison Officers may kindly follow the usual procedure of submitting the audited statement of accounts regularly, to CNI-CCC through the concerned Diocese/Church.

With kind regards,

Yours sincerely,

Thomas Raj Kumar

Director.

c.c. : Bishops

: Treasurer of the Diocese/Church

: Treasurer of CNI-CCC

: KNH

: Managers/Wardens.

*B.S.M.9*

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
POST BOX 93, CIVIL LINES  
NAGPUR 440 001.

-----  
CIRCULAR NO : 5 / 91  
DATE : 28/03/91  
REF : DKM / amd

To  
The Managers / Superintendents or  
CNI CCC supported Homes/Centres

Dear friends,

SUBMISSION OF QUARTERLY STATEMENT OF ACCOUNTS

-----

The Council in it's meeting held on 19th Nov 1990 had decided to request all the CNICCC supported Homes and Day Care Centres to start submission of Quarterly Statement of accounts showing the Receipts and Payments during the said quarter. These statements should be submitted for the quarters ending 31st March, 30th June, 30th September and 31st December to this Central Office, Nagpur positively by 15th April, 15th July, 15th October and 15th January respectively.

This decision has been taken by the Council to bring about positive results in the matter of Budgetary Control, maintenance of books of accounts, timely submission of periodical returns and reports and so on. This system will no doubt help you to maintain the books of accounts up-to-date and to have a clear picture of the financial position of the Home/Centre at the end of each quarter.

A proforma in which your quarterly statements should be submitted is enclosed.

Looking forward to your co-operation in the matter,

Yours Sincerely,  
*Thomas Rayner*  
DIRECTOR

c.c. Bishops,  
, Liaison officers  
Hon. Treasurer - CNICCC  
Home officers

File : A/cs Gen.  
Circular

Home No. .... Home Name ..... Location .....

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE QUARTER ENDING .....

RECEIPTS		PAYMENTS		
	Budget for the year (Rs.)	Actuals upto quarter end (Rs.)		Budget for the year (Rs.)
Opening Balance *			Direct Expe/ on children	
(Cash + Bank)			Food	
Own Resources :			Food, Contingencies	
Agricultural / Garden Income			Clothing	
Industrial Income			Education	
Interest			School fees, Books, Tuition etc.	
Fees Collection :			Library and Educational materials, toys, Games	
Parents - KNH Children			Spiritual and Recreational activity	
Parents - Non KNH Children			Medicine and Medical Aid	
Government Grants :			Conveyance	
Destitution Grant			Sanitation(Soaps and oil)	
Harijan Welfare Grant			Miscellaneous	
Other Grants (Specify)			Pocket Money	
Management Grants :			Vocational Guidance	
-----			Work Experience Programme	
CNICCC Grant (KNH)			X'mas Gifts	
Christmas Gift			Parent's Edu/Program	
Special Grants (Specify)			Total C/O	
CNICCC (Specify)			Total B/O	
Special Gift			HOME ADMINISTRATION	
Total C/O			Salaries	
Other Sources :			Staff Benefit	
Overseas Grants (Non KNH)				
Diocesan Grants				

RECEIPTS			PAYMENTS		
	Budget for the year (Rs.)	Actuals upto quarter end (Rs.)		Budget for the year (Rs.)	Actuals upto quarter end (Rs.)
Other Church Grants (Specify)			Staff Training		
Donations			Staff Travel		
Others (Specify)			Office Stationery Photo, etc.		
Loan (Specify Source)			Postage and Telegram		
			Electricity		
			Water		
			Gas and Fuel		
			Repairs & Maintenance		
			Furniture & Equipment		
			Bank Charges		
			Liaison Officer's Exp		
			Miscellaneous		
			Agr / Gardening Exp.		
			Industrial Expenses		
			Joy Account		
			Audit Expenses		
			Others (Specify)		
			Special Programmes (Specify)		
			Closing Balance : + Cash + Bank		
			NFC Cash		
			NFC Bank		
<b>TOTAL :</b>			<b>TOTAL :</b>		

\* OPENING BALANCE :  
 FC BANK .....  
 FC CASH .....  
 GEN. BANK .....  
 GEN CASH .....  
 -----  
 TOTAL .....  
 -----

\* CLOSING BALANCE :  
 FC BANK .....  
 FC CASH .....  
 GEN. BANK .....  
 GEN. CASH .....  
 -----  
 TOTAL .....  
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MANAGER / SUPDT.  
 DATE :

*July 9*

# LUTHERAN HOSTEL AMBIKAPUR

HOME No. 1821

Regd. No. 06345006

**Rev. S. Barla**

Manager

**Mr. G. Tirkey**

Warden

LUTHERAN HOSSEL

AMBIKAPUR

(INDIA)

TEL : 2027 STD 07774

Ref. No. 1821/91-21

Date 24/3/91

To,

The Liaison officer,

G.E.L.C.Ranchi

Sub :- Parents Meetting for the year 1991.

Dear sir,

We greet you in the name of our ~~imaxxt~~ lord and savior Jesus christ. We all are keeping sound health and wish you the same.

We are happy to inform that insted of 17/3/91 the parents meetting will be held on 14/4/91. We the staff and M/C members are happy to ~~is~~ invite you for that day.

Thanking you.

Yours sincerely.

*T. George*  
( T. George )

*Upti Bus*  
*7.15 AM*  
*Route Bus Stand*

*For  
Liaison Officer  
4/15/91  
9/23/91*

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
POST BOX 93, CIVIL LINES, NAGPUR 440001

DATE : 25/3/91

To,  
The Managers and Wardens of  
CNI+CCC Supported Homes.

Dear Friends,

This is to inform you that Mr. Noel Steven, our Home Officer, will be visiting your Homes as per his Travel Schedule. You are requested to make yourself available on the given dates. All Books, Records and Files of your Homes should be kept upto date which will be required for the usual survey of your Homes.

With all good wishes,

Yours Sincerely,

*Thomas Ray*  
Director

cc : Pramukh Adhyaksh  
: The Rt.Rev.Dr.N.Minz  
: Liaison Officer, GEL Church  
: Liaison Officer, NWGELC  
: Circular file

TOUR PROGRAMME

APRIL 1991

8th	Monday	:	Leave for Tata by Gitanjali Express
9th	Tuesday	:	To arrive at Govindpur via Ranchi
10th	Wednesday	:	To visit Lutheran Hostel, Govindpur
11th	Thursday	:	Home No. 1824 GELC.
12th	Friday	:	To leave for Lohardaga via Ranchi
13th	Saturday	:	To visit Lutheran Boys Hostel, Lohardaga
14th	Sunday	:	Home No. 1828 NWGELC.
15th	Monday	:	To Gumla
16th	Tuesday	:	To visit Lutheran Girls Hostel, Gumla
17th	Wednesday	:	Home No. 1835, NWGELC
18th	Thursday	:	To Chainpur
19th	Friday	:	To visit Lutheran Girls & Boys Hostel
20th	Saturday	:	Home No. 1827 NWGELC
21st	Sunday	:	O F F

22nd Monday Leave for Sarhapani via Gumla

23rd Tuesday To visit Lutheran Hostel, Sarhapani

24th Wednesday Home No. 1837

25th Thursday To leave for Ambikapur

26th Friday To visit Lutheran Hostels, Ambikapur.

27th Saturday Home No. 1821 GELC.

28th Sunday Leave for Nagpur via Bilaspur

29th Monday Arrive at Nagpur

\*\*\*\*\*

# 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

Rev. S. Topno  
B. A. L. Th.  
Up - Pramukh Adhyaksh

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 250 /91/KSS - 56

Date 23-3-1991

To  
The Warden  
Home No. 1831  
Gossner College Hostel for Boys  
Sundargarh

Home No. 1821  
Luth. Boys/Girl's Hostel  
Ambikapur.

Sub : Report on action taken and formation of  
Managing Committee.

Dear sir,

No report has been received from your end about the formation of the Managing Committee, the names of the members of the committee and the names of the office bearers. Moreover you have not complied my letter No. 1269/90/KSS-56 dt. 17.12.90 and No. 46/91/KSS - 56 dt. 5.2.91.

You are reminded and directed to send me the information at the earliest.

Treat if most urgent,

Yours sincerely,

  
26/3/91  
(B.S. Bage)  
Liaison Officer  
KNN-Home

cc: Anchal Adhyaksh, Orissa A.  
Anchal Adhyaksh, N.W.A.

Lutheran Girl's Hostel Govindpur

( Home No. 1824 )

P.O. Govindpur Dist Ranchi, India

Memo No. 5/91.

Date 20 / 2 / 91.

To,

The Director  
CBI - CCC  
Nagpur - 440001.

Through -

The Liaison Officer  
GEL Church  
Ranchi.  
Date- 20/2/91.

Sub - Submission of proposals for the Improvement of buildings and physical facilities / amenities.

Respected Sir,

With regard to your Circular No. 2/91 dated 21/1/91 the Hostel Committee in its meeting held on 15/2/91 considered on all the proposals for the improvement of buildings and physical facilities for this Home. The committee observed that our present hostel building has become very old. More over, it has no sufficient rooms to accommodate children. It does not provide sufficient physical facilities and so is not quite good for academic progress. for the children.

Hence we very humbly request you for a new hostel building. We had also sent you a earlier request to this effect in 1980.

Thanking you.

Yours Sincerely

Rilam Hora

20.2.91.

Warden  
Lutheran Girls' Hostel  
Govindpur (Ranchi).

cc: Recommendation attached

# 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

Rev. S. Toppo  
B. A. L. Th.  
Up. Pramukh Adhyaksh

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

96

/91/KSS - 65

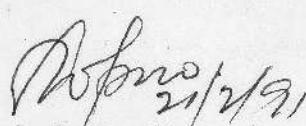
Date 21st. Feb. 91.

To  
The Director  
CNI-CCC  
Nagpur - 440 001

Dear sir,

The present building of Home No. 1824 is of mud bricks and has become very old. It has become a problem to maintain it in a good condition. The minimum facilities needed for the students cannot be improved in the present building.

Hence I highly recommend the request made for a new building as per provision in CNI-CCC.

  
21/2/91  
(Rev. C. S. R. Topno)

Pramukh Adhyaksh  
G.E.L. Church, Ranchi

Yours sincerely,

  
21/2/91  
( B. S. Bage )  
Liaison Officer  
G.E.L. Church, Ranchi

# 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

POST BOX 93,

TEMPLE ROAD,

CIVIL LINES,

NAGPUR-440 001

FROM,

SECRETARY & DIRECTOR

TELEX : (0715) 682 "KIDS", IN

PHONE : 530293, 530294

GRAM : FOSTERCARE

Pramukh Adhyaksh  
G.E.L. Church  
RANCHI - 834 001

OUR REF. :  
TRK/ssk

DATE : 31/1/91

## CONFIDENTIAL

Dear Sir,

### SUB : THE RESULT OF THE EVALUATION OF HOMES

Our Council had decided to evaluate about 90 Homes. The evaluation team which was appointed by the Council has evaluated spending nearly two days in each Home, assessing the strength and weaknesses of the Child Care Programme and discussing with Liaison Officers, Managers and Wardens on the ways and means to improve the programme. Also as a follow up of the evaluation, Liaison Officers, Managers and Wardens were called to Nagpur to take part in a three day workshop to enlighten them on the various aspects of our Child Care Programme.

The result of the evaluation of each Home is shown in the enclosed statement under eight main heads. Each main head has been divided into sub heads and a grading point for each sub head as Satisfactory, Fairly satisfactory, Somewhat satisfactory, Almost satisfactory and Unsatisfactory has been given. The main heads show a different type of rating such as A, B, C, D and E indicating Good, Very fair, Fair, Poor and Very poor. A overall grading point is given at the end of the proforma sheet which is the final grading that a Home receives. For example : If a Home has received A (Good) we are very happy about it and we hope the Home will keep it up. If it is B (Very fair) we expect the Home to improve further.

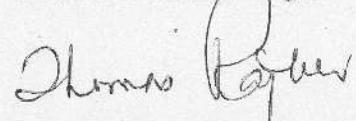
In the case of C (Fair) and D (Poor) the Council vide its resolution No. 90/30 dated 17/11/90 decided to give them the opportunity to improve by fixing a time limit i.e. till 31st March 1992 failing which the Council would withdraw its support after reevaluating the Home in February 1992.

Page - 2 -

In the case of S (Very poor) the Council vide its resolution No.90/30 dated 17/11/90 decided to disaffiliate the Home with effect from 30th June 1991.

With kind regards,

Yours sincerely,



M. THOMAS RAJKUMAR  
DIRECTOR

The Liaison Officer  
Manager of 1824  
Warden of 1824  
File - Evl.Result

ENCLOSURES :

The Result of :

Home No. - 1824 - Lutheran Girls Hostel

## EVALUATION REPORT OF SELECTED CINI - CCC HOMES

HOME NO : 1824 NAME : LUTHERAN GIRLS HOSTEL

VISIT DATE : 13/10/90

ITEM	RATING
<b>HEALTH :</b>	
NUTRITION	FS
HEALTH CARE	FS
TOTAL	B
<b>SPIRITUAL DEVELOPMENT :</b>	
CHRISTIAN NURTURE	SS
PROVISION OF BIBLE & HYMN BOOKS	FS
CHURCH PARTICIPATION	SS
CONTRIBUTION TO CHURCH	SS
TOTAL	C.
<b>MENTAL &amp; EMOTIONAL DEVELOPMENT</b>	
EMOTIONAL DEVELOPMENT	SS
MENTAL DEVELOPMENT	SS
LIBRARY	FS
EDUCATIONAL TOOLS	SS
TOTAL	C
<b>SOCIAL DEVELOPMENT :</b>	
COMMUNITY OUTREACH	FS
INVOLVEMENT OF PARENTS	FS
INVOLVEMENT OF VOLUNTARY SERVICES	SS
SELF GOVERNMENT	FS
LEADERSHIP QUALITIES	SS
OPPORTUNITIES FOR SELF DEVELOPMENT	SS
TOTAL	C
<b>ORIENTATION FOR LIFE :</b>	
WORK EXPERIENCE	FS
VOCATIONAL GUIDANCE	SS
ASSISTANCE FOR EMPLOYMENT	FS
AFTER CARE INCLUDING SELF EMPLOYMENT	FS
TOTAL	B
<b>RATING :</b>	
<b>MAIN HEADS</b>	
A = GOOD	S = SATISFACTORY
B = VERY FAIR	FS = FAIRLY SATISFACTORY
C = FAIR	SS = SOMEWHAT SATISFACTORY
D = POOR	AUS = ALMOST UNSATISFACTORY
E = VERY POOR	US = UNSATISFACTORY

ITEM	RATING
------	--------

## CHILD CARE FACILITIES :

PHYSICAL FACILITIES	SS
EQUIPMENT	SS
PROPERTY DEVELOPMENT	FS
TOTAL	C

## CULTURAL DEVELOPMENT / ENRICHED EDUCATION :

GAMES & SPORTS	FS
MUSICAL INSTRUMENTS	FS
CULTURAL ACTIVITIES	FS
EXCURSIONS & PICNICS	SS
TOTAL	B

## ADMINISTRATION :

SELECTION OF CHILD	FS
STAFF PATTERN	S
STAFF RELATION	SS
STAFF DEDICATION	FS
SELF RELIANCE	FS
RECORD KEEPING	SS
CORRESPONDENCE	FS
LEVEL OF INFORMATION ABOUT KNH	SS
MANAGEMENT COMMITTEE	FS
MANAGEMENT OF RESOURCES	SS
TOTAL	B

GRAND TOTAL	C
-------------	---

## RATING :

## MAIN HEADS

A = GOOD  
B = VERY FAIR  
C = FAIR  
D = POOR  
E = VERY POOR

## SUB HEADS

S = SATISFACTORY  
FS = FAIRLY SATISFACTORY  
SS = SOMEWHAT SATISFACTORY  
AUS = ALMOST UNSATISFACTORY  
US = UNSATISFACTORY

Liaison Officer - Mr. Page. — To help Govindpur Hostel.  
GELC.

THE CHURCH OF NORTH INDIA - COUNCIL FOR CHILD CARE  
POST BOX 93. NAGPUR 440 001

CIRCULAR NO : 2/91  
DATE : 21/01/91  
TRK / ssk

SUB : SUBMISSION OF PROPOSALS FOR THE IMPROVEMENT  
OF BUILDINGS AND PHYSICAL FACILITIES/AMENITIES

Dear Friends,

If we have to provide a good care to the children one of the areas which we need to pay a special attention is the improvement of buildings and other physical facilities. From time to time our Council has been considering various proposals submitted by the Homes / Day Care Centres. Although the requirements are numerous we have not received all of them from all the Homes and Centres to take up the work according to the availability of funds.

Therefore, in order to prepare the requirements systematically in terms of physical facilities and other improvements we are enclosing three copies of proforma showing all the requirements of a Home / Centre. We request the authorities of the Homes and Centres to discuss with local committee members and prepare the details with estimates. To enable the authorities to complete the work we suggest to do the following :

- a) to prepare the requirements according to the items listed in the proforma.
- b) ~~to discuss with the Home Officer who is likely to visit your Home / Centre for this purpose.~~
- c) to get the estimates / quotations first approved by the local Hostel Committee and then to forward to the Liaison Officer or any higher authority in the Church / Diocese responsible for child care programme who in turn will forward to CNICCC with the approval of Bishop / Central Hostel Committee.
- d) ~~to hand over one copy of the proforma approved by the local Hostel Committee to the Home Officer during his visit or send it to us and another copy to forward to Liaison Officer. In case you had submitted some proposals earlier but they have not so far been considered by us please put a note in the proforma and discuss the matter with the Home Officer.~~

If the authorities are not in a position to submit all the proposals at a time, some may be submitted by 25th February and the rest by 20th March 1991 so that the proposals can be placed before the Working Committee / Council for the approval.

Major Building Construction :

In the case of new buildings please do not prepare blue prints and estimates without consulting us. First of all a request should be made through the Diocese / Church explaining the condition of the building and if the Hostel / Day Care Centre deserves new building or a part of the building such as kitchen, toilet, dining hall etc. we will provide with sample copies of blue prints prepared by our Consulting engineer and give you further guidance.

Anticipating your full co-operation and with all good wishes.

Yours sincerely,

*Thomas Rajkumar*

N. THOMAS RAJKUMAR  
DIRECTOR

Copy to :

Moderator  
Treasurer of CNICCC  
Mr. Luers / Mr. Boshold  
Bishops / Heads of Churches  
Liaison Officers  
Home Officers  
File - WTC  
File - C/6

PROFORMA CONTAINING DETAILS OF BUILDINGS/OTHER FACILITIES AVAILABLE/  
REQUIRED.

---

HOME NO :

NAME OF THE HOME :

1. Building Facilities	Condition Old/New	Facilities Adequate/Inad.	Remarks
Dormitory			
Dinning Hall			
Kitchen			
Store Room			
Sick Room			
Recreation/ Play Room			
Library Room			
Prayer Room			
Toilet/Bathroom			
Warden's Quarter			
Compound Wall/Fence			

2. SANITARY FACILITIES	FACILITIES ADE/INAD.	REMARKS
------------------------	-------------------------	---------

Septic Tank

Drainage System

Water supply

Cross Ventilation/Exhaust Fan

3. KITCHEN FACILITIES

Gas Installation

Smokeless Chullah

Utencils

Washing Facilities

Fuel Godown

Meat/Veg. Safe (Doli)

4. FURNITURE AND EQUIPMENTS.

Chairs

Tables

Benches

Stools

Cots

Almirahs

Lockers/Cubboards

5. LIGHTING FACILITIES	FACILITIES ADE./INAD.	REMARKS
------------------------	--------------------------	---------

Generator

Patromax

Fitting and Fixtures

6. RECREATION FACILITIES

- a) Games Materials  
(Swings, Slides, Parallel bars, Sea Saw, football, Hockey, Badminton, Volley ball, Ludo, Chinese checker etc.)
- b) Musical Instruments :  
(Harmonium, Tabla, Dholak, Bongo, Cymbal, Tamborin, T.V., Radio etc. )

7. Education Aids/Library

Books/Magazines/News paper

Atlas

Dictionary

Encyclopedae

Black board

Notice Board

Chart

Maps

Posters

Voc. guidance material

PROFORMA CONTAINING DETAILS OF BUILDINGS/OTHER FACILITIES AVAILABLE/  
REQUIRED.

---

HOME NO :

NAME OF THE HOME :

1. Building Facilities	Condition Old/New	Facilities Adequate/Inad.	Remarks
Dormitory			
Dinning Hall			
Kitchen			
Store Room			
Sick Room			
Recreation/ Play Room			
Library Room			
Prayer Room			
Toilet/Bathroom			
Warden's Quarter			
Compound Wall/Fence			

2. SANITARY FACILITIES	FACILITIES ADE/INAD.	REMARKS
------------------------	-------------------------	---------

Septic Tank

Drainage System

Water supply

Cross Ventilation/Exhaust Fan

3. KITCHEN FACILITIES

Gas Installation

Smokeless Chullah

Utencils

Washing Facilities

Fuel Godown

Meat/Veg.Safe (Doli)

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------------------------	--------------------------	---------

Generator

Patromax

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6. RECREATION FACILITIES

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(Swings, Slides, Parallel bars, Sea Saw, football, Hockey, Badminton, Volley ball, Ludo, Chinese checker etc.)
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(Harmonium, Tabla, Dholak, Bongo, Cymbal, Tamborin, T.V., Radio etc. )

7. Education Aids/Library

Books/Magazines/News paper

Atlas

Dictionary

Encyclopedae

Black board

Notice Board

Chart

Maps

Posters

Voc. guidance material

8. WORK EXPERIENCE	FACILITIES Ade./Inad.	REMARKS
--------------------	--------------------------	---------

Work Shed

Tools (for carpentry,  
electrical,plumbing,  
cycle repair,sewing  
machine.)

Gardening (equipments)

10. WATER FACILITIES

Bore Well

Pipe lines

Pumpset

Overhead tank

Hand pump

Well

11. ENVIRONMENTAL CONCERNs

Social forestry

Fruit trees/

Plants etc.

EWU/91

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
POST BOX 93 NAGPUR - 440001

CIRCULAR NO : 1/91

DATE : 16/01/91

Dear Friends,

SUB : FOSTERSHIP GRANT

Our Council in its last meeting decided to enhance the fostership grant with effect from 1-1-91 and the amounts which will be paid from first quarter onwards according to the types of project are as follows : -

DAY CARE CENTRE	- Rs.200/- per child per month
NORMAL HOMES	- Rs.225/- per child per month
HILL STATION HOMES	- Rs.250/- per child per month
SPECIAL HOMES	- Rs.300/- per child per month

Even though CNICCC is receiving over and above the amounts mentioned above due to gains on exchange, our Council has decided to withhold the balances with CNICCC from 4th quarter, 1990 onwards and release the same as and when the Home / Day Care Centre makes a request with estimates for the improvement of certain facilities / living conditions of the Home / Day Care Centre. The amount which will be held with us is termed as 'Retained Fostership Money'. In the case of Extended Fostership Rs.10.00 per DM will be paid and rest will be held with CNICCC as Retained Fostership money. Concerning the submission of estimates for the improvement of facilities a separate circular will follow.

We are sorry to inform you that so far the 1st quarter grant from KNH has not been received by us and hence the delay.

With kind regards,

Yours sincerely,

Thomas Rajkumar

N. THOMAS RAJKUMAR  
DIRECTOR

cc : Bishops  
Liaison Officer  
Treasurers of Diocese  
Home officers

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

P.O. BOX 93, G.P.O. NAGPUR - 440001

636

Date : 18.10.89.

Circular No : 84/89--

To,

The Managers/Wardens  
of all CNI-CCC supported  
Homes / Day Care Centres.

Dear Friends,

HOME BUDGET FOR 1990

Enclosed please find our Budget Proforma which should be used for submitting your Hostel Budget for the year, 1990. Please have your Budget in the said Proforma passed by appropriate Committee and submit the same to CNI-CCC Office in duplicate as early as possible. (By 15th of November, 1989)

The following guidelines may please be followed in preparing your Budget : -

1. Specify number of supported, paying and non-supported children of the Home.
2. Show incomes from all possible sources including fees collections, parent's shares, Diocesan/Church grants, local incomes, etc.  
Calculate fostership grant from CNI-CCC as follows : -
  - a) Normal fosterchildren : Rs.200/- per month per child.
  - b) Extended fosterchildren : Actual rate sanctioned in DM should be converted into Rs. at the rate of 7.5 per DM.
  - c) Special Homes for handicapped children and Homes at hill stations : Rs.225/- per month per child
  - d) Day Care Centres with Social Workers : Rs. 120/-
  - e) Day Care Centres without Social Workers : Rs. 160/-
3. The estimate total income of the Home should be spent at the following ratio :
  - a) Direct on children : 66%
  - b) Administration : 25%
  - c) Maintenance & upkeep : 9%
4. Necessary notes on calculation and specially suggested measures for meeting deficit/utilising surplus if any must be appended.

With best wishes,

N.B: PLEASE SEND THE MINUTES  
OF THE MANAGEMENT COMMITTEE  
P.L.S.SING THE BUDGET.

Yours sincerely,

Director,

Cc : Bishops, Liaison Officers,  
Treasurers of all Diocese/Churches  
Files : A/c-, General A/c- Circular file.

DKM/ad

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 Rev. S. Toppo  
M. A. B. D. M. Th.  
Pramukh Adhyaksh

Rev. S. Toppo  
B. A. L. Th.  
Up - Pramukh Adhyaksh

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 23359

Ref 46 /91/KSS - 56

Date 6th Feb. 91

To  
Manager/Gardens  
CIL-CCC Homes 1231, 1224, 1221

Sub : Ref. 1260/90/KSS-56 dt. 17-12-90

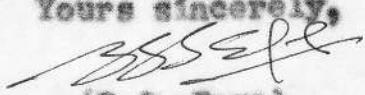
Dear sir/Madam,

You were directed by the Evaluation Team to rectify the deficiencies and to fulfil the minimum required facilities to the children of your homes. I have also given you the same directives and have asked you to make reports to the CIL-CCC, Nagpur with a copy to me.

But it is regretted that you have not complied my letter. You are again directed to comply at the earliest.

Further CIL-CCC circular No. 1/91 dated 16.1.91 and No. 3/91 dated 28.1.91 be followed strictly as per directions given in the circulars.

Your activeness and prompt action will be beneficial to the respective homes .

Yours sincerely,  
  
( B. S. Daga )  
Liaison Officer

REF : EG : pp

2/2/91

CNI + CCC  
Post Box No : 93  
NAGPUR : 440 001

Circular No: 3/91  
Date : 28/1/91

To,

The Managers/Superintendents/Wardens  
of CNI + CCC Supported Homes.

HOME NO : .....

SUBJECT : SUBMISSION OF PHOTOS OF FOSTERCHILDREN

Fresh Photos of fosterchildren are required to be forwarded to their fosterparents, every alternate year, as per KNH rules.

Therefore, I request you to kindly send us a passport size (not any other size) photo, in duplicate of all children whose registration number is given below. However, I would request you to ensure the following points :

1. The photograph should be a current one, and not one taken a year or two ago.
2. The name and registration number (Home and child's No.) of the child should be written on the reverse of the photo.
3. Children's photos should be taken on receiving this letter without delay and reach this office by 31st March 1991. Do not wait till children go on summer vacations.
4. Please do not staple the photos, neither to each other, nor to a sheet of paper.
5. Kindly see that all the photos requested are sent together (and not in instalments) on time thus avoiding unnecessary correspondence and delay. Some Homes are yet to submit some photos requested last year. Sufficient time is given to you. We would like to avoid sending reminders.

Please co-operate with us.

Thanking you,

Yours Sincerely,

*Thomas Raynor*  
Director.

cc : Liaison Officers

: Home Officers : Please check during your visit and report to Registration section.

: Circular file.

Registration numbers of children whose photos are required :

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*13/12/1990*

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE - NAGPUR

13th December, 1990.

Dear Friends,

As I write this letter to you I think of the events that took place in this year of 1990 which goes down in the history as the year of re-union among the people who were kept apart for long as a result of second world war. The other day in our office at our morning devotion we read from the Daily bread that we need to build bridges and not walls. It was a wall of hatred that was broken in Germany and also in Korea, Yemen and Lebanon. But we see such walls keep coming up in other parts of this world. Our younger generation is growing in an environment where they hardly experience Love, Unity and Peace. Every other day in the morning newspaper they read the loss of life of some innocent people as a result of hatred, violence and dis-union.

What the Prince of peace wants us to build is the "Bridge of Love" which is the only answer to today's problems. In our ministry we have to sow the seeds of Love, Patience and Tolerance in the hearts of our children. To do this, we have to shower our love abundantly on them to bring the real joy in their lives and it is this "Joy" that is Christmas for us. I am reminded of a song :

*There's a new song in the Land  
Jesus is Lord  
He is Lord for evermore*

*There's a new song in the Land  
Jesus is King  
He is King for evermore*

*Jesus is Peace*

*Jesus is Love*

As we celebrate Christmas may our hearts go out to the people especially the children who have no blessed Christmas day. "Go your way, eat the fat, drink the sweet and send portions to them for whom nothing is prepared." (NEHEMIAH - 8 : 10)

On behalf of our Chairman, Council Members and Staff Members, I greet you :

***"A VERY HAPPY BLESSED CHRISTMAS AND NEW YEAR"***

Yours in Christ,  
*Thomas Rajkumar*  
N. THOMAS RAJKUMAR  
DIRECTOR

Duisburg, 2 December 1990 - K/St

Dear Friends,

*Brothers and Sisters in the Common Service,  
to Help the Needy and Honour the Lord Jesus Christ,*

as I write this letter to you at the first Sunday of Advent. I do so with this seasons expectation of the coming of the Lord whose arrival we celebrate on Christmas : in Jesus, God is entering the world.

"God is here. Not only that; He is ahead of us! While we still look at the problems, He already knows the solutions," was the message of Bishop John Ulster, head of Kindernothilfe's South African Partner organization, when he spoke to our Duisburg staff at our weekly worship service,. Indeed, we may be encouraged by God's embracing and advancing grace as it accompanies us in our daily tasks - and as it enriches us through spiritual gifts we share with each other.

Such consolation, like Bishop Ulster's words, applies even in the face of increasing trials. We suffer with our friends and Kindernothilfe partners hard hit by social and political unrest, like in Bolivia, Argentine, Peru, and now in India. Let us include them in our prayers as we join hands and thoughts in this worldwide network of love.

As I write this letter to you, also today the first elections are taking place in the United Germany. There is reason to rejoice as those suppressed are now free and a people united. There is also reason for concern because of the human and financial costs of very rapid adjustments and because much attention is focused on the internal German problems.

Kindernothilfe regards it as its special task to remind the people in this country that our world today can exist as only one, South and North as there is East and West. And : we do have hope that once the immediate economic adjustment problems are over, we shall find new friends among the former East Germans in order to strengthen the support forwarded to you.

Soon, the joyous season of advent and christmas shall have passed and everything returned to normal. Really ? A little piece of prose I recently found suggests otherwise :

*"Christmas is never over !  
Whenever two people forgive each other,  
it's Christmas.  
Whenever you show understanding for your children  
it's Christmas.  
Whenever you help someone else,  
it's Christmas.  
Whenever someone resolves to live more honestly,  
it's Christmas.  
Whenever a child is born,  
it's Christmas.  
Whenever you try to give new meaning to your life,  
it's Christmas.  
Whenever two persons love each other, with deep and honest love  
it's Christmas.  
Whenever you look at each other with the eyes of the heart,  
With a smile on the lips,  
it's Christmas.*

May such kinds of christmas continue with you throughout the coming year, may most of all the good Lord's presence guide you in all your endeavours, to His glory and well being of children and youth in need.

I greet you, also on behalf of our Board and all our staff members in Duisburg, and I wish that God's blessings may be with us in and during the whole of the coming year and that this blessing may reach the children and youths as plentifully as possible.

Cordially yours,

Rev.Dr.Hans P.Keiling  
Chairman, Board of Directors  
Kindernothilfe, e.V.Duisburg

# 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

Rev. S. Topno

B. A. L. Th.  
Up - Pramukh Adhyaksh

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 1259/90/KSS - 234

Date 3rd.Dec.1990

Mr. Thomas Rajkumar  
Director, CNI - CCC  
Post Box 93, Civil Lines  
NAGPUR - 440 001

Dear sir,

I have the great pleasure to let you know that Mr. Samrom Bage, Office Supdt. cum Manager, Board of Properties has been appointed to be the Liaison Officer for KNH Hostels <sup>in the first</sup> effect from Dec. 1, 1990.

It is for your information and necessary action.



Rev. C. S. R. Topno  
Pramukh Adhyaksh

Pramukh Adhyaksh

( President )

G.E.L. Church in Chotanagpur  
and Assam, Ranchi -

cc: Mr. S. Bage  
O/S cum Manager  
KSS Office  
Ranchi.

*3/11/90*

# 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

**Rev. S. Topno**  
B. A. L. Th.  
Up. Pramukh Adhyaksh

**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 1229 /90/KSS - 56

20th Nov. 1990  
Date

Mr. Thomas Rajkumar  
Director,  
The Church of North India Council for Child Care  
Post Box 93, Civil Lines  
Nagpur - 440 001

Dear Mr. Rajkumar,

Ref : A three day workshop for Eastern  
Region from 5th to 7th Dec. 1990.

At present I am holding the post of Pramukh Adhyaksh  
cum Liaison Officer, GEL Church, Ranchi. Due to my bussy  
schedule it is regretted that I shall not be able to attend  
the aforesaid workshop.

However I am deputing Mr. Samrom Bage, Office Supdt.  
cum Manager, Board of Properties to represent me in the  
capacity of Liaison Officer.

Hoping for better co-operation and with kind regards.

Yours sincerely,

*Rev. C. S. R. Topno*

Rev. C. S. R. Topno  
Pramukh Adhyaksh

Encl : Filled in slip

cc: Mr. S. Bage  
Office Supdt. Cum Manager  
Board of Properties  
GEL 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

Rev. S. Topno  
B. A. L. Th.  
Up - Pramukh Adhyaksh

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 1269 /90/KSS - 56

Date 17th Dec. 1990

To  
Wardens  
KHL Homes  
(Home No. 1831, 1824, 1821)  
G.E.L. Church

Subject : Implementation of directives of Evaluation Team.

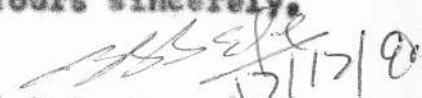
Dear Sir/Madam,

You are all fully aquainted with the remarks made and directives given by the Evaluation Team during their visit to the respective homes.

You are directed to implement the directives given to you at the earliest and inform the CNI-CCC, Nagpur with a copy to the undersigned.

Prompt action is expected from you all. No excuse will be entertained. The Manager, the management committee and the local congregation must be involved in the process.

Yours sincerely,

  
( B.S. Sage )  
Liaison Officer  
KHL Homes, GEL Church

cc: 1. The Pramukh Adhyaksh, GELC  
2. The Home Officer,  
CNI-CCC, Nagpur  
3. Chairman, Management Committee  
Home No. 1831  
4. Chairman, Management Committee  
Home No. 1824  
5. Chairman, Management Committee  
Home No. 1821.

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

P.O.BOX 93, NAGPUR 440 001

DATED : 22.10.90

TO,

The Managers/Wardens of  
CNICCC Supported Homes.

Dear Friends,

SUBJECT : EVALUATION OF HOMES

As per the decision of the Council a team of three members will be visiting the Homes to evaluate the programme.

The Team is headed by Mr. B.A.Bhasme, Representative of KNH for Asia and others are Rev. B. Malakar and Miss Malti Masih.

We are requesting the concerned Diocese/Church to depute one responsible person, preferably the Liaison Officer, to be present at the time of evaluation. The concerned Home Officer also will be accompanying the team.

I am sure that you will extend your full co-operation and hospitality to them. Please arrange transport, if required.

We are enclosing three sets of questionnaire which should be filled in by the Manager/Warden and kept ready for the Evaluation Team. Also please see that all children are present in the hostel, during the visit of Evaluation Team.

We have planned to organise a workshop during this programme, in which Wardens, Managers and Liaison Officers are expected to attend. In due course we will notify the Venue.

Thanking you in advance.

With all good wishes,

Yours Sincerely

*Thomas Rajkumar*

N. Thomas Rajkumar  
Director

ENCL : AS STATED.

cc : Mr. L. Luers

: Concerned Bishops

: Liaison Officers

NO ENCLOSURES

: Concerned Home Officers : With a request to tour with the Evaluation team.

: File : C - 9

: Evaluation

TOUR PROGRAMME OF EVALUATION TEAM

FROM 10TH NOVEMBER TO 20TH DECEMBER 1990

NOVEMBER 1990

10th Saturday : Leave for Calcutta by night train  
11th Sunday : Arrive at Calcutta and leave for Balurghat.  
12th Monday : To visit Home No. 1384 Carey Boys Hostel, Mission Compound, Raghunathpur, P.O. Batala Park, Balurghat : 733 101, District - West Dinajpur  
13th Tuesday : Mr. B. Hembrom ( Warden )  
14th Wednesday : To visit Home No. 1385 Carey Girls Hostel, Balurghat - 733 101  
15th Thursday : Miss Mardi ( Manager )  
Miss N. Barla ( Warden )  
16th Friday : Leave for Calcutta  
17th Saturday : To visit Home No. 1427  
18th Sunday : St. Thomas Girls School Hostel, Calcutta  
Mrs. C. Biswas ( Manager )  
19th Monday : Leave for Chapra  
To visit Home No. 1463 - Christ Church Hostel, Chapra.  
20th Tuesday : Mr. P. Biswas ( Manager )  
Mr. Biswajit ( Warden )  
21st Wednesday : Return to Calcutta and rest  
22nd Thursday : To visit Home No. 1425  
St. Ninian's High School, Calcutta.  
23rd Friday : Mrs. P. Das ( Superintendent )  
24th Saturday : To visit Home No. 1426 Thakurpukur  
St. Elizabeth School Hostel, Calcutta  
25th Sunday : Rev. B.B. Mondal ( Manager )  
26th Monday : To visit Home No. 1423  
St. Thomas Boys School Hostel, Calcutta.  
27th Tuesday : Mr. D. Howard ( Manager )  
28th Wednesday : Leave for Bankura by Train/Bus  
5 hours journey  
29th Thursday : To visit Home No. 1381  
30th Friday : Christian Hostel, Bankura - 722 101  
West Bengal  
Mr. D. K. Das ( Superintendent )

DECEMBER 1990

1st Saturday : To Sarenga from Bankura  
1½ hours journey.

2nd Sunday : To visit Home No. 1383  
Marshal Duar Girls Hostel, Sarenga  
P.O. 722 150, Bankura District  
West Bengal

3rd Monday : Miss S. Choudharie ( Superintendent )

4th Tuesday

5th Wednesday : W O R K S H O P

6th Thursday

7th Friday

8th Saturday : LEAVE FOR DIPTIPUR

9th Sunday : To visit Home No. 1542  
Diptipur hostel, P.O. Diptipur  
District - Sambalpur, Orissa -  
768 035

10th Monday : Miss L. Deep ( Manager )  
Mr. R. Rajhans ( Warden )

11th Tuesday : Leave for Sundergarh via Jharsuguda  
by vehicle  
8/10 hours journey

12th Wednesday : To visit Home No. 1831  
Gossner College Hostel for Boys  
Sundergarh.

13th Thursday : Mr. S. Barla ( Warden )

14th Friday : Leave for Ambikapur by Bus  
8 hours journey  
To visit Home No. 1821 Lutheran  
Boys hostel, Ambikapur.

15th Saturday : Rev. S. Barla ( Manager )  
Mr. G. Tirkey ( Warden )

16th Sunday : Leave for Nagpur via Bilaspur

17th Monday : Arrive at NAGPUR

\*\*\*\*\*

ITEM	RATING
HEALTH :	
NUTRITION	FS
HEALTH CARE	FS
TOTAL	B
SPIRITUAL DEVELOPMENT :	
CHRISTIAN NURTURE	FS
PROVISION OF BIBLE & HYMN BOOKS	SS
CHURCH PARTICIPATION	FS
CONTRIBUTION TO CHURCH	FS
TOTAL	B
MENTAL & EMOTIONAL DEVELOPMENT	
EMOTIONAL DEVELOPMENT	FS
MENTAL DEVELOPMENT	S
LIBRARY	FS
EDUCATIONAL TOOLS	SS
TOTAL	A
SOCIAL DEVELOPMENT :	
COMMUNITY OUTREACH	FS
INVOLVEMENT OF PARENTS	FS
INVOLVEMENT OF VOLUNTARY SERVICES	FS
SELF GOVERNMENT	FS
LEADERSHIP QUALITIES	FS
OPPORTUNITIES FOR SELF DEVELOPMENT	FS
TOTAL	A
ORIENTATION FOR LIFE :	
WORK EXPERIENCE	FS
VOCATIONAL GUIDANCE	FS
ASSISTANCE FOR EMPLOYMENT	FS
AFTER CARE INCLUDING SELF EMPLOYMENT	SS
TOTAL	B

RATING :

MAIN HEADS

A = GOOD  
B = VERY FAIR  
C = FAIR  
D = POOR  
E = VERY POOR

SUB HEADS

S = SATISFACTORY  
FS = FAIRLY SATISFACTORY  
SS = SOMEWHAT SATISFACTORY  
AUS = ALMOST UNSATISFACTORY  
US = UNSATISFACTORY

ITEM	ITEM	RATING	RATING
<b>CHILD CARE FACILITIES :</b>			
PHYSICAL FACILITIES		SS	
EQUIPMENT		FS	
PROPERTY DEVELOPMENT		FS	
TOTAL		B	
<b>CULTURAL DEVELOPMENT / ENRICHED EDUCATION :</b>			
GAMES & SPORTS		FS	
MUSICAL INSTRUMENTS		FS	
CULTURAL ACTIVITIES		FS	
EXCURSIONS & PICNICS		FS	
TOTAL		A	
<b>ADMINISTRATION :</b>			
SELECTION OF CHILD		SS	
STAFF PATTERN		SS	
STAFF RELATION		SS	
STAFF DEDICATION		SS	
SELF RELIANCE		FS	
RECORD KEEPING		FS	
CORRESPONDENCE		FS	
LEVEL OF INFORMATION ABOUT KNH		SS	
MANAGEMENT COMMITTEE		SS	
MANAGEMENT OF RESOURCES		FS	
TOTAL		D	
<b>GRAND TOTAL</b>		<b>A</b>	

**RATING :**

**MAIN HEADS**

A = GOOD  
 B = VERY FAIR  
 C = FAIR  
 D = POOR  
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**SUB HEADS**

S = SATISFACTORY  
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THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
P.O. BOX-93, CIVIL LINES, NAGPUR-440001

No. A-7/88

CIRCULAR NO. 28/88

DATED : 8th July '88

To,  
All Bishops/ Head of Churches,  
All Liaison Officers,  
All Homes/ Day Care Centres supported by CNI+CCC

SUBJECT : LIAISON OFFICERS FUNCTIONS & EXPENSES

Dear Bishops/ Sirs/ Madams,

Despite several circulars, the subject matter does not appear to have been appreciated or taken seriously. For proper and efficient functioning of Homes/ Day Care Centres, it is essential that they are under constant supervision and guidance. For this purpose CNICCC arranges visits by Home Officers at intervals. Since this is not adequate, Liaison Officers are appointed by Diocese/ Churches from amongst persons well-experienced in Home administration with the approval of CNI-CCC to visit each Home/ Day Care Centre within the territorial jurisdiction of the Diocese/ Church according to a pre-determined programme regularly and submit report on the functioning of each Project to the Bishop/ Head of the Church and the Director CNICCC at Nagpur address. The duties of a Liaison Officer are laid down in the Annexure attached. My earnest request to the Bishop/Head of the Churches is to ensure that the Liaison Officers visit each Home/ Creche regularly and report on the state of affairs. The functioning of Homes needs improvement to ensure continued financial assistance from KNH.

For defraying the travel and incidental expenses of Liaison Officers, Diocese/ Churches have been allowed to retain out of the Fostership Grant @ 50 paise per child per month w.e.f., 1st October, 1981. The accounting at channelling Diocese/Churches and Homes / Day Care Centres is explained in the paragraph following. The amount so collected may be supplemented by contribution from Dioceses/ Churches. I would like to emphasize that regular visit of Homes by the Liaison Officers is absolutely necessary and must be enforced.

In supersession of all previous instructions on the subject, book-keeping would be that when the Diocese/Church remits the Fostership Grant to a Home/ Day Care Centre, they may do so after deducting @ 50 paise per child per month. The Account Head "Fostership Grant" is to be debited by the gross amount and the Account Head "Liaison-Officer's Expenses" is to be credited by the deducted amount. The net residual amount will be remitted to the Home together with a Receipt for the amount deducted on account of Liaison Officer's Expenses. On receipt of the Demand Draft (or cheque) and the Receipt for Liaison Officer's expenses, the Home will CREDIT the Account Head "Fostership Grant" by the gross amount of the grant and DEBIT the Account Head "Liaison Officer's Expenses" by the amount retained by the Diocese / Church for this purpose.

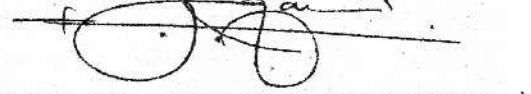
The Liaison Officer's Expenses Account is a Liability of the Diocese/ Church until expended. A work imprest is to be granted to the Liaison Officer, who will submit a statement of Account, together with supports, while seeking reimbursement. At year end the Diocese/ Church is required to submit to the Director CNICCC, in duplicate, an audited Receipt and Payment Account, a copy of which will be forwarded to the KNH. In case the Liaison Officer maintains a bank account, the same will be credited with Liaison Officer's fund. The programme must not be made to suffer for lack of funds. To re-iterate, Diocese/ Churches are expected to grant additional funds if needed, for the proper implementation of the programme.

I shall be glad to furnish further elaboration, if needed.

You are requested to kindly advise the Liaison Officer to follow the instructions as contained in this circular. Looking forward to your co-operation.

with all good wishes,

Yours sincerely,

  
(THE RT. REV. J. A. GONSALVES.)  
DIRECTOR

NO. A-7/88

cc : The Treasurer, CNI+CCC  
: All Home Officers  
: Delhi Office

JAG/rk\*

Det 300  
50,000  
300  
PND 300  
Rede 49700  
125  
8/12 49575

THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE  
POST BOX-93, CIVIL LINES, NAGPUR-440001

the 8th July, 1988

## DUTIES OF A LIAISON OFFICER

1. To act as a liaison between the Diocese/Church and the CNI+CCC Central Office.
2. To visit the Day Care Centre/Home as frequently as possible and look into the general administration and child care in the Hostels/Homes.
3. To inform from time to time, the Diocesan/Church authorities and the Home/Day Care Centre authorities about the policies, procedures etc. of CNI+CCC.
4. To help the Home/Day Care Centre authorities in preparing the annual budget and see that they follow it strictly.
5. To make his/her expertise and knowledge available at all levels in the Diocese and to share in the work of Committee at Home and Diocesan level.
6. To forward the requests for additional fosterships building grant, grants for repairs, renovation etc. to the CNI+CCC Office.
7. To assist in the selection of fosterchildren.
8. To look into the promptness of correspondence and submission of the requirements in time, to the Central Office, by the Home/Day Care Centres.
9. To take initiative in arranging conferences, refresher course, organising inter-Homes meets, retreats and other programmes for children.
10. To check the accounts, records and the work of the Homes/ Day Care Centres.
11. To co-ordinate the work of the Homes/ Day Care Centres.
12. To submit regular and Annual Report of his/her work to the Diocese/ Church and CNI+CCC Central Office.

Qualification :

The Liaison Officer should be a person with considerable experience in the field of Child Care and have sufficient time to carry out his/her role effectively.

#### Handing over charge :

After the appointment of a new Liaison Officer the outgoing Liaison Officer will hand over all files and accounts with balances of money to the New Liaison Officer in the presence of Diocesan/Church authorities.

~~Dr. J. A. M. S.~~  
DIRECTOR

JAG/rk\*

THEME SONG  
(1)

**Whatsoever you do to the least of my  
brothers/that you do unto me  
Whatsoever you do to the least of my  
sisters/that you do unto me.**

1. When I was hungry, you gave me to eat  
When I was thirsty, you gave me to drink  
Now enter into the Home of my Father.
2. When in need of help you came to my aid  
When on a sickbed you cared for my needs,  
Now enter into the Home of my Father.
3. When I was lonely to me you did speak  
When I was troubled you listened to me,  
Now enter into the Home of my Father.
4. When I was laughed at you stood by my side.  
When I was happy you shared in my joy,  
Now enter into the Home of my Father.

---\*--- -

(2)

Everybody ought to know (3)  
Who Jesus is  
He's the like of the valley,  
He's the bright and morning star,  
He's the fairest of ten thousand,

Everybody ought to know (3)  
Who Jesus is.  
On the cross He died for sinners  
And His blood makes white as snow.  
Living, loving, coming Saviour,  
Everybody ought to know.

Every Christian ought to tell (3)  
who Jesus is  
He's the Son of God Incarnate,  
He's the Saviour of the world,  
He's the coming king of Glory,  
Every Christian ought to tell.

(3)

Take my life and let it be  
Consecrated, Lord, to Thee  
Take my moments and my days,  
Let them flow in ceaseless praise.

Take my hands, and let them move  
At the impulse of Thy love;  
Take my feet, and let them be;  
Swift and beautiful for Thee.

Take my voice and let me sing  
Always, only for my kind;  
Take my lips, and let them be  
Filled with messages from Thee.

Take my silver and my gold;  
Not a mite would I withhold;  
Take my intellect, and use  
Every power as Thou shalt choose

Take my will, and make it thine;  
It shall be no longer mine;  
Take my heart - it is Thine own  
It shall be Thy royal throne.

Take my love, my Lord, I pour  
At Thy feet its treasure store,  
Take myself, and I will be  
Ever, only all for Thee

-----\*

(4)

I've got the joy, joy, joy, joy,  
Down in my heart.....(3)  
I've got the joy, joy, joy, joy,  
Down in my heart,  
Glory to His name,

I've got the peace that passeth understanding  
Down in my heart.....(3)  
I've got the peace that passeth understanding  
Down in my heart, Glory to His name '.

I've got the love of Jesus, love of Jesus  
Down in my heart....(3)  
I've got the love of Jesus love of Jesus  
Down in my heart, Glory to His name.

1. O Lord my God, When I in awesome wonder  
Consider all the works they hind hath made;  
I see the stars, I hear the mighty thynder  
Thy power throughout the universe displayed;  
  
Then sings my soul, my Saviour God to Thee,  
How great Thou art, How great Thou art.
2. When through the woods and forest glades I wander,  
I hear the birds sing sweetly in the trees  
When I look down from and lofty mountain grandeur  
And hear the brook and feel the gently breez
3. But when I think that God, His Son not sparing,  
Sent Him to die, I scarce can take it in,  
That on the cross my burden gladly bearing  
He bled and died to take away my sin;
4. When day by day my life by grace upholden  
Finds joy in what Thy wisdom pure has planned,  
When by Thy mercy every sin forgiven  
My prayers are placed in Thy almighty hand;
5. When Christ shall come, with shout of acclamation,  
And take me Home, what joy shall fill my heart,  
Then I shall bow in humble adoration  
And there proclaim "My God how great Thou art"

-----\*-----

(6)

We shall overcome (3) some day,  
Oh deep in my heart, I do believe  
We shall overcome some day.

The truth will make us free (3) some day,  
Oh deep in my heart, I do believe,  
We shall overcome someday.

The Lord will see us through (3) some day  
Oh deep in my heart, I do believe  
We shall overcome some some day.

We shall live in peace (3) some day,  
Oh deep in my heart I do believe,  
We shall overcome some day.

When we walk with the Lord  
 In the light of His word,  
 What a glory He sheds on our way :  
 While we do His good will,  
 He abides with us still,  
 And with all who will trust and obey.

Trust and obey, for there's no other way,  
 To be happy in jesus but to trust and obey.

Not a shodow can rise,  
 Not a cloud in the skies,  
 But His smile quickly drives it away ;  
 Not a doubt nor a fear,  
 Not a sigh nor a tear,  
 Can abide while we trust and obey (Trust)

Not a burden we bear  
 Not a sorrow we share,  
 But our toil He doth richly repay ;  
 Not a gried nor a loss,  
 Not a frown nor a cross  
 But is blest if we trust and obey (Trust)

But we never can prove,  
 The delight of His love,  
 Until all on the altar we lay;  
 For the favour He shows,  
 And the joy He bestows,  
 Are for them who will trust and obey. (Trust)

Then in fellowship sweet,  
 We will sit at His feet,  
 Or we'll walk by His side in the way ;  
 What he says we will do,  
 Where He sends we will go  
 Never fear, only trust and obey. (Trust)

(8) \*\*\*\*\*

'There shall be showers of blessing'  
 This is the promise of love ;  
 There shall be seasons refreshing  
 Sent from the Saviour above.

CH : Showers of blessing,  
 Showers of blessing we need,  
 Mercy drops round us are falling,  
 But for the showers we plead.

'There shall be showers of blessing'  
 Precious reviving again :  
 Over the hills and the valleys  
 Sound of abundance of rain.

'There shall be showers of blessing'  
 Send them upon, us O Lord !  
 Grant to us now a refreshing,  
 Come and now honour Thy word.

'There shall be showers of blessing'  
 Oh that today they might fall,  
 Now as to God we're confessing,  
 Now as on jesus we call !

\*\*\*\*\*

(9)

Holy, Holy, Holy, Holy.  
Holy, Holy, Lord God Almighty,  
And we lift our hearts before you  
As a token of our love  
Holy, Holy, Holy, Holy.

Gracious Father, Gracious Father,  
We're so blest to be your children  
Gracious Father  
And we lift our heads before you  
As a token of our love  
Gracious Father, Gracious Father.

Precious Jesus, Precious Jesus,  
We're so glad that you've redeemed us,  
Precious Jesus,  
And we lift our hands before you  
As a token of our love,  
Precious Jesus, Precious Jesus.

Holy Spirit, Holy Spirit  
Come and fill our hearts a new  
Holy Spirit  
And we lift our voice before you  
As a token of our love  
Holy Spirit, Holy Spirit.

\*\*\*\*\*  
(10)

We are one in the Spirit,  
We are one in the Lord,  
We are one in the Spirit,  
We are one in the Lord,  
And we pray that unity may  
one day be restored.

CHORUS : And they'll know we are  
Christians by our love, by our love  
Yes, they'll know we are  
Christians by our love.

We will walk with each other we will walk hand in hand,  
We will walk with each other, we will walk hand in hand,  
And together we'll spread the news that God is in our land.

We will work with each other, we will work side by side.  
We will work with each other, we will work side by side,  
And we'll guard each man's dignity and save each man's pride.

All praise to the Father, From whom all things come  
And all praise to Christ Jesus, His only Son,  
And all praise to the Spirit, who makes us one.

\*\*\*\*\*

(11)

1. What a Friend we have in jesus  
All our sins and griefs to bear !  
What a privilege to carry  
Everything to God in prayer !  
Oh' what peace we often forfeit !  
Oh' what needless pain we bear !  
All because we do not carry  
Everything to God in prayer.
2. Have we trials and temptations ?  
Is there trouble anywhere ?  
We should never be discouraged;  
Take it to the Lord in prayer.  
Can we find a friend so faithful  
Who will all our sorrows share ?  
Jesus knows our every weakness ;  
Take it to the Lord in prayer.
3. Are we weak and heavy laden  
Cumbered with a load of care ?  
Precious Saviour still our refuge,  
Take it to the Lord in prayer.  
Do thy friends despise, forsake thee ?  
Take it to the Lord in prayer  
In His arms He'll take and shield thee  
Thou wilt find a solace there.

(12) \*\*\*\*\*

I have decided to follow Jesus (3)  
No turning back, no turning back.

The world behind me the cross before me (3)  
No turning back, no turning back.

Though no one joins me still I will follow (3)  
No turning back, no turning back.

I have surrendered my life to Jesus (3)  
No turning back, no turning back.

Take the whole world but give me jesus (3)  
No turning back, no turning back.

\*\*\*\*\*

I want to praise you Lord  
Much more than I do (2)  
Learn to seek your face,  
And the knowledge of your grace  
I want to praise you Lord.

Birds in the sky  
Sing their songs to you,  
Trees in the field,  
Lift their arms to you ;  
I want to sing,  
I want to lift my arms to you.

I want to know you Lord .....

(3) Love, (4) Serve, (5) Praise .

(13)

When upon life's billows you are tempest tossed,  
When you are discourages, thinking all is lost,  
Count your many blessings, name them one by one,  
And it will surprise you what the Lord hath done.

Count your blessings, name them one by one,  
Count your blessings, see what God hath done !  
Count your blessings, name them one by one ;  
And it will surprise you what the Lord hath done.

Are you ever burdened with a load of sin  
Does the cross seem heavy you are called to bear ?  
Count your many blessings, every doubt will fly,  
And you will keep singing as the day go by. (Count)

When you look at others with their lands and gold  
Think that Christ has promised you His wealth untold;  
Count your many blessings, wealth can never buy,  
Your reward in heaven, nor your home on high. (Count)

\*\*\*\*\*

(14)

1. To God be the glory ! great things He hath done ;  
So loved He the world that He gave us His son  
Who yielded His life an atonement for sin,  
And opened the Life-gate that all may go in.

Praise the Lord ! praise the Lord ! Let the earth hear His voice  
Praise the Lord ! praise the Lord ! Let the people rejoice!  
Oh, come to the father, through jesus the Son,  
And give Him the glory-great things He hath done !

2. O perfect redemption, the purchase of blood,  
To every believer the promise of God ;  
The vilest offender who truly believes,  
That moment from Jesus a pardon receives.
3. Great things He hath taught us, great things He hath done  
And great our rejoicing through jesus the Son;  
But purer, and higher, and greater will be  
Our wonder, our transport, when jesus we see

\*\*\*\*\*

O Jesus, I have promised  
To serve Thee to the end;  
Be Thou for ever near me,  
My Master and my Friend!  
I shall not fear the battle,  
Of Thou art by my side;  
Nor wander from the pathway  
If Thou wilt be my Guide.

Oh, let me feel Thee near me,  
The world is ever near;  
I see the sights that dazzle  
the tempting sounds I hear;  
My foes are ever near me,  
Around me and within;  
But Jesus draw Thou nearer,  
And shield my soul from sin.

Oh, let me hear Thee speaking,  
In accents clear and still,  
Above the storm of a passion.  
The murmurs of self-will  
Oh speak, to reassure me  
To hasten or control;  
Oh speak, and make me listen  
Thou Guardian of my soul;

O Jesus, Thou hast promised  
To all who follow Thee,  
That where Thou art in glory  
There shall Thy servant be!  
And Jesus I have promised  
To serve Thee to the end;  
Oh, give me grace to follow  
My Master and my friend!

Oh, let me see Thy footmarks,  
And in them plant mine own;  
My hope to follow duly  
Is in Thy strength alone  
Oh, guide me, call me, draw me,  
Uphold me to the end;  
And then in heaven receive me,  
My Saviour and my Friend!

(16)

1. Search me O God, and know my heart today,  
Try me O Saviour know my thoughts I pray  
See if there be some wicked way in me,  
Cleanse me from every sin and set me free.
2. Lord take my life and make it wholly thine,  
Fill my poor heart with thy great love Divine,  
Take all my will, my passion and my pride,  
I now surrender, Lord in me abide.
3. I pray Thee Lord to cleanse me now from sin,  
Fulfil Thy promise make me pure within;  
Fill me with fire where once I burned with shame,  
Grant me desire to magnify Thy name.
4. O Holy Ghost, revival comes from Thee,  
Send a revival, start the work in me.  
Thy world declares Thou wilt supply our need  
For blessing now O Lord I humbly plead.

-----\*-----

25

I've

## CHORUSES

1. For I'm building a people of power  
And I'm building a people of praise  
That will move through this land by my spirit  
And will glorify my precious name.

Build your Church, Lord, make us strong. Lord.  
Join our hearts, Lord, through your Son ;  
Make us one, Lord, in your Body  
In the Kingdom of your Son.

2. Give me oil in my lamp, keep me burning,  
Give me oil in my lamp, I pray ;  
Give me oil in my lamp, keep me burning,  
Keep me burning till the break of day.

Sing hosanna, sing hosanna,  
Sing hosanna to the King of kings  
Sing hosanna, sing hosanna,  
Sing hosanna to the King of kings.

3. Know ye not, know ye not ye are the temple ... 3  
Ye are the temple of the Holy Ghost.

Full of praise full of power full of glory .... 3  
Ye are the temple of the Holy Ghost.

Clap your hands, clap your hands all ye people ... 3  
Ye are the temple of the Holy Ghost (Full of praise)

Hallelu, hallelú, hallelujah ... 3  
Ye are the temple of the Holy Ghost (Full of praise)

4. Rejoice in the Lord always,  
and again I say rejoice,  
Rejoice in the Lord always,  
and again I say rejoice  
Rejoice, rejoice.

5. Thy loving kindness is better than life  
Thy loving kindness is better than life  
My lips shall praise Thee thus shall I bless Thee  
Thy loving kindness is better than life  
I will lift my hands up unto thy name  
I will lift my hands up unto thy name  
My lips shall praise thee thus shall I bless thee  
Thy loving kindness is better than life.

6. Let the beauty of jesus be seen in me  
All His wondrous compassion and purity  
Oh, thou spirit divine all my nature refine  
Till the beauty of jesus be seen in me.

7. Praise Him ! Praise Him !  
Praise Him in the morning,  
Praise Him in the noon time,  
Praise Him ! Praise Him !  
Praise Him when the sun goes down  
Love Him !  
Trust Him !  
Thank Him !  
Serve Him !

8. Yesterday, today, forever  
Jesus is the same,  
All may change, but Jesus never,  
Glory to His name, Glory to His name,  
Glory to His name.  
All may, change, but jesus never,  
Glory to His name.

9. He lives ! He lives ! Christ Jesus lives today  
He walks with me and talks with me  
Along life's narrow way  
He lives ? He lives ! Salvation to impart  
You ask me how I know He lives  
He lives within my heart

10. All over the world  
The Spirit is moving  
All over the world  
As the Prophet said it would be  
All over the world  
There's a mighty revelation  
Of the glory of the Lord  
As the waters cover the sea.  
All over the Church etc.  
Deep down in my heart etc.

11. Alive, alive, my Saviour is alive  
Alive for evermore  
The sting of death is o'er  
And I in Him have everlasting life  
My saviour is alive  
Sing Hallelujah, sing Hallelujah  
My saviour is alive for evermore  
Sing Hallelujah, sing Hallelujah  
My saviour is alive.

12. Follow, follow, I would follow jesus  
Anywhere, everywhere, I would follow on ;  
Follow, follow, I would follow jesus  
Everything He leads me, I would follow on.

13. He is my everything, He is my all  
He is my everything, both great and small  
He gave, His life for me  
Made everything new.  
He is my everything, but what about you ?  
Some folks may ask me  
Some folks may say  
Who is this jesus, you talk about everyday

He is my Saviour, He set me free  
And listen while I tell you  
What He means to me.

14. I'm feeding on the living bread,  
I'm drinking at the fountain head ;  
And whose drinketh, Jesus said,  
Shall never, never thirst again.  
What never thirst again ?  
No : never thirst again  
What never thirst again.  
And whose drinketh, jesus said,  
Shall never, never thirst again.

15. God is so good, God is so good, God is so good  
He's so good to me  
He took my sin, He took my sin, He took my sin,  
Now I am free, Now I am free, Now I am free,  
He's so good to me  
God is so good  
He took my sin  
Now I am free  
He's so good to me.

16. In the name of jesus. (repeat)  
We have the victory.- Hallelujah  
In the name of jesus (repeat)  
Satan will have to flee.  
When we stand on the name of jesus  
Tell me, who can stand before ?  
In the mighty name of jesus  
We have the victory !

17. I'm happy today, I am happy today  
In jesus Christ I'm happy today  
He has taken all my sins away  
And that's why I'm happy today  
I'm singing today  
I'm praying today  
I'm sharing today.

18. He is Lord ! He is Lord !  
He is risen from the dead and He is Lord !  
Every knee shall bow ;  
Every tongue confess  
That jesus Christ is Lord !

19. My glory, and the lifter of my head,  
My glory, and the lifter of my head,  
For thou, O Lord art a shield to me,  
My glory and the lifter of my head.  
  
I cried unto the Lord with my voice,  
I cried unto the Lord with my voice,  
I cried unto the Lord with my voice,  
and He heard me out of His Holy Hill.  
  
My glory, and the lifter of my head,  
My glory, and the lifter of my head,  
For thou, O Lord, art a shield to me,  
My glory and the lifter of my head.

20. Make my life to be, like a melody  
Ever sounding out the message of the cross  
Saviour let me be, like a melody  
Ever sounding out in days of gain or loss  
With jesus in my heart, no discord can arise  
He can make the saddest heart to harmonise  
Saviour let me be like a melody  
Ever sounding out the message of the Cross.

21. God is moving one more time (3)  
On this earth  
To fulfil His precious Word  
Ever promise I have heard  
God is moving one more time  
On this earth.  
  
Move in me, O Precious Lord (3)  
One more time ;  
To fulfil Thy precious word  
Every promise I have heard  
Move in me, O precious Lord  
One more time

22. Sing Alleluia to the Lord  
Jesus has conquered sin and death  
Jesus is risen from the dead  
Jesus is Lord of Heaven and earth  
Jesus is seated on the throne  
Jesus is coming again

23. God's Love to me is wonderful (4)  
So high you can't get over it (4)  
So deep you can't get under it (4)  
So wide you can't get round it (4)  
God's Love to me.

24. In HIS time, in HIS time  
He makes all things beautiful in HIS time  
Lord please show me everyday  
As you're teaching me your way  
That you do just what you say in your time  
In your time, in your time  
You make all things beautiful in your time  
Lord my life to you I bring  
May each song I have to sing  
Be to you a lovely thing in your time

25. CH : Bind us together, Lord, bind us together ~~Lord~~.  
With chords that cannot be broken  
Bind us together, Lord; Bind us together, Lord  
Bind us together with love  
There is only one God, there is only one King  
There is only one body, that is why we sing - Bind us .....  
Made for the glory of God

26. I want to praise you Lord  
Much more than I do (2)  
Learn to seek your face,  
And the knowledge of your grace,  
I want to praise you Lord.

27. I am so glad jesus lifted me (3)  
Singing glory Hallelujah jesus lifted me  
I am so glad jesus bore my sins (3)  
I am so glad He healed my body whole (3)  
I am so glad He filled with Holy Ghost (3)

28. I will enter His gates  
With thanks giving in my heart  
I will enter His courts with praise  
I will say, This is the day  
That the Lord has made  
I will rejoice for He has made me glad  
He has made me glad  
He has made me glad  
I will rejoice for He has made me glad

29. Is anything too hard for the Lord ?  
Is anything too hard for the Lord ?  
Is anything too hard, is anything too hard  
Is anything too hard for the Lord ?  
No, nothing is too hard for the Lord !  
No, nothing is too hard no nothin is too hard  
No, nothing is too hard for the Lord !

30. I love Him better every day  
I love Him better every day  
Close by His side, I will abide  
I love Him better every day

10 copies

24-10-2012 A. N. 10009 ref. 1.1.3

Wardenship  
KNH Homes

Home Nos (1831, 1824, 1821)

G.E.L. Church

Subject: Implementation of directives  
of the Evaluation Team

Dear Sir/Madam

You are all fully acquainted with the remarks made by the Evaluation Team during their visit to the respective homes.

You are requested to implement the directives given to you at the earliest, and inform the CII-CCC, Nagpur with a copy to the undersigned.

Prompt action is expected from you all. No ~~negotiable~~ excuse will be entertained. The Manager, the Management Committee and the local congregation must be involved in the process.

yours sincerely,  
B. S. Bapu

(B. S. Bapu)  
Liaison Office  
KNH Homes  
G.E.L. Church

1970 Q1

C.C., 1. The Pramukh Adhyaksh TCEHC

2. The Home Officer

CHI - GIC, Haffkay  
29/10/71 HMK

(1881, 1881, 13.24)airman management Committee  
Hire No. 1831

3. Chairman, management Committee,  
Chairman of nodal committee  
Hire No. 182409/12

4. Chairman, management Committee  
Hire No. 182409/12

5. Chairman, management Committee

Hire No. 182409/12

6. Chairman, management Committee

Hire No. 182409/12

7. Chairman, management Committee

Hire No. 182409/12

8. Chairman, management Committee

Hire No. 182409/12

9. Chairman, management Committee

Hire No. 182409/12

10. Chairman, management Committee

Hire No. 182409/12

11. Chairman, management Committee

Hire No. 182409/12

12. Chairman, management Committee

13. Chairman, management Committee

14. Chairman, management Committee

15. Chairman, management Committee

All Wardens  
KNH Homes  
(Home Nos, 1831, 1824, 1821)  
G.I.L Church

Subject:- ~~Remarks made by~~ Implementation of directives  
Evaluation Team CNI-CCC.

Dear Sir/Madam,

You are all fully acquainted with the remarks made by the Evaluation Team during their visit to the respective homes.

You are directed to implement the ~~points~~ directives given to you at the earliest and inform the CNI-CCC, ~~Help~~ with a copy to the undersigned. The ~~concern~~ ~~and the management committee be consulted~~ ~~and much be involved in the process.~~ and prompt action is expected from you all. ~~No negative attitude~~ ~~attitude will be accepted~~ ~~enter training~~ ~~the management committee~~ ~~and the members~~ ~~congregation must be~~ and the local congregation must be involved in the process.