

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

GELC ARCHIVE

Signature: **GELC-A _ 001 _ 0860**

Classification:

Original File No: 6

Title

CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

Volume:

Running from year: 1975

till year: 1979

Content:

- **Letter correspondence, Notice, Accounts statement.**

FILE NO.	NAME	ADDRESS	DATE
CCP/6	ACCOUNT		FROM _____ 19 TO _____ 19 REFERENCE _____



CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

G. E. L. CHURCH COMPOUND, MAIN ROAD
RANCHI (BIHAR)

Ref.....

Date..... **Nov 29,** 197**9**

To,
The Head Treasurer
E.L.C. in MP.
Post Box No. 30
Chhindwara, MP.

Dear Sir,

Herewith our Bill No. 596
dated 29-11-79 for Rs 1109 = 85 in
respect of eleven students of your
Church undergoing training in our
Theological College.
Earliest payment is requested.
Thanks.

Yours faithfully
[Signature]

29.11.79
Hony Capt
Sales Manager

G.E.L. CHURCH

(Registered under Societies Registration
Act XXI of 1860)

PRESS

EST 1872

PHONE 21510

MAIN ROAD, RANCHI, BIHAR.

To,
The Manager,
C.C.P. House,
Main Road, Ranchi.

REF: GELP/MAN/3/262

DATE: 21st AUG. 1979

"NOTICE"

24/8

The meeting of the Managing Committee
of G.E.L. Church Press, Ranchi is scheduled
in the Press on 25.8.79 at 4 P.M.

Kindly make it convenient to attend
the meeting.

Agenda.

1. Letter received from Sri. B.Khess.
2. Illegal activities of Printrite Blocks.
3. Unauthorised occupation of Press
quarters by Sri. B.Toppo & Sri. Junas Toppo.

Secretary for



THE PRESS MANAGEMENT COMMITTEE
G. E. L. CHURCH PRESS, RANCHI.

To,
The Manager,
Cholanagpur Christian
Publishing House,
Ranchi.

G.E.L. CHURCH
(Registered under Societies Registration
Act XXI of 1860)

PRESS

EST 1872

PHONE 21510

MAIN ROAD, RANCHI, BIHAR.

Ref: GELP/Man/3/182

Dated: 6th. June, 1979.

NOTICE

A meeting of the Managing Committee
of G.E.L. Church Press will be held on 18th
~~12th~~ June 1979 at 4 p.m. in the Press con-
ference Hall.

All the members are requested to
kindly make it convenient to attend the
meeting.

A G E N D A:

1. Confirmation of last meeting
2. Matters arising out of last meeting.
3. Long outstanding of C.C.F. House, Jharkhand Times, Rev. Junul Topno, Theological College and Sri.A.Lakra, Headmaster, Khutitoli.
4. Printing of Sakshibani and Catechism.
5. Other matters.

Yours faithfully,



Secretary

THE PRESS MANAGEMENT COMMITTEE
G. E. L. CHURCH PRESS, RANCHI.



CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

G. E. L. CHURCH COMPOUND, MAIN ROAD
RANCHI (BIHAR)

Ref. CCP/.....

Date. 10 May.....1977

To,

The Manager
United Commercial Bank
Main Road,
Ranchi.

Dear Sir,

Please refer to your S/R No. 207 of 27-4-77
Crossed Bank Cheque No AT/20 801361
dated 10-5-77 for Rs 380.25 in payment
of Asian Trading Corporation Bangalore Cheque
No. H/2905/77 is sent herewith.

This is for your information that
Chotanagpur Christian Pub. House and Book
Land, Chotanagpur Christian Pub House are
one and the same institution.

It is, therefore, requested that the above
Cheque may kindly be accepted. Yours faithfully,

for Chotanagpur Christian Publishing House

M. Uth
10/5/77

M. Uth
SECRETARY

TREASURER

THE INDIAN SOCIETY FOR PROMOTING CHRISTIAN KNOWLEDGE
PUBLISHERS AND BOOKSELLERS

I.S.P.C.K

Please address all communications
to the General Secretary
Telephone : 227363 Telegrams : LITHOUSE

POST BOX 1585,
KASHMERE GATE,
DELHI-110006.

12th Feb., 76

Mr. A.D. Topno,
Manager,
Chotanagpur Christian Publishing House,
G.E.L. Church,
Main Road,
Ranchi. (Bihar).

RE:- Our Bill No. C 2038 dated 19.11.74

Dear Sir,


Thank you for your letter dated 7th Feb., 1976.
Captioned invoice is for the books sent to you on
approval. A copy of the same is enclosed herewith.

Kindly check-up at your end and let us know
the position.

Your co-operation in the matter will be
appreciated.

Thanking you,

Yours faithfully,


(J.P. VERMA)
Accountant.

Encl :- One.

60

7th Feb 1976

To
The Accountant
I.S.P.C.K.
Post Box 1585
Kashmere Gate
Delhi 6

FRP-41/c

S. 39/c

Dear Sir,

Thank you for your letter of 2nd Feb 1976

This is to inform you that bill No C-894-95 of 17-8-1973 for Rs 365-38 is the latest one received from you. We are sorry to say that in 1974 (whole year), we did not place our demand and as such bill No C 2038 dated 19th Nov 1974 for Rs 12-00 appears to be erroneously recorded on our name.

Kindly recheck and let us know the correct position.

Thanking you.

Yours faithfully

(Signature)
(A.D. TOPNO)
Manager

THE INDIAN SOCIETY FOR PROMOTING CHRISTIAN KNOWLEDGE
PUBLISHERS AND BOOKSELLERS

I.S.P.C.K

Please address all communication
to the General Secretary
Telephone : 227363 Telegrams : LITHOUSE

POST BOX 1585,
KASHMERE GATE,
DELHI-6.

39

2nd Feb., 1976.

Mr. A.D. Topno,
Chotanagpur Christian Publishing House,
G.E.L. Church Main Road,
RANCHI - 1 (BIHAR).

[Handwritten initials]

Dear Sir,

Thank you for your letter of 24th January 1976.

We have to inform you that some payments received from you were inadvertently credited to the Chotanagpur Diocesan Bookshop account. We have now rectified your account and now there is only one amount due against Bill No. C 2038 dated 19th Nov., 1974 for Rs. 12/- in your name.

We would appreciate payment of this bill at an early date.

Thanking you,

[Handwritten: FRP. 40 / C]

Yours faithfully,

[Handwritten signature]
(J.P. VERMA)
Accountant.

[Handwritten: R 365-38]

[Handwritten note:]
your latest bill no. C-894/95
of 17-8-1973 for Nov 1974 we have
not placed any order whatsoever
kindly check —

THE INDIAN SOCIETY FOR PROMOTING CHRISTIAN KNOWLEDGE

I.S.P.C.K

Telephone : 523392 Telexcode : LITHOUSE
to the General Secretary
whose address is communication
PUBLISHERS AND BOOKSELLERS

DELHI-9
KASHMERE GATE,
POST BOX 1585

Sud Lep. 1976.

Dear Sir,
RANCHI - 1 (BIHAR)
G.E.L.Church Main Road,
Chatanagpur Christian Publishing House,
Mr. A.D. Topno,

Dear Sir,

Thank you for your letter of 24th January 1976.

We have to inform you that some payments received

from you have inadvertently credited to the Chatanagpur
Dispersal Bookshop account. We have now rectified your
account and now there is only one amount due against
dispersal bookshop account. We have now notified your
STILL NO. C 5028 of 1976 for Rs. 15/- in

← पहला मोड़ First Fold →

INLAND LETTER



Mr. A.D. Topno,

Chatanagpur Christian Publishing House,
G.E.L.Church Main Road,

Ranchi - 1 (BIHAR)

← तीसरा मोड़ Third Fold →

भेजने वाले का नाम और पता :- Sender's name and address :-



I. S. P. C. K.

POST BOX 1585,

KASHMERE GATE,

DELHI-110006.

← दूसरा मोड़ Second Fold →

इस पत्र के अन्दर कुछ न रखिये NO ENCLOSURES ALLOWED

FOUNDED 1848

TELEPHONE 2733

The North India Christian Tract & Book Society

(Publishers, Booksellers & Stationers)

38

Rev. J. P. G. Mandrelle,
M.A., B.D., M.A., M.Th.
Secretary.



18, Clive Road,
Allahabad-1.
(India)

2.2.76

J.P.G.

The Manager,
Chotanagpur Christian Publishing House,
Main Road,
Ranchi- (Bihar)

J.P.G.

Dear Sir,

With reference to your letter dated 29.1.76 for receipt against the payment of our outstanding bills.

We have sent you receipt on 20.12.76. However we are sending you duplicate receipt No. 3620 dated 20.12.75 for Rs 100/- only.

Thanking you,

Yours faithfully,

J.P.G.
Accountant

54.75
33.35

01.88

18 Clive Road,
Alipore-I,
(India)

The North India Christian Tract & Book Society

(Publishers, Booksellers & Stationers)



Rev. J. P. G. Monroville,
M.A., B.D., M.A., M.T.,
Secretary.

2-2-76

Mr. Manager,
Chatterjee Christian Publishing House,
Main Road,
Ranchi (Bihar)

Dear Sir,
With reference to your letter dated 22.1.76 for receipt
against the payment of our outstanding bills.
We have sent your receipt on 22.1.76. However we are
sending you duplicate receipt no. 2220 dated 22.1.76 for record.

Thanking you,

Yours faithfully,

J. P. G. Monroville
Secretary



CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

G. E. L. CHURCH COMPOUND, MAIN ROAD
RANCHI (BIHAR)

Ref. CCP/6/37

Date 31st January 1976

To

M/S Operation Mobilisation India
Udyog Bhavan 2nd Floor,
250D, Worli Road
P.O. Box 1301, Bombay

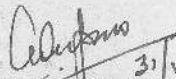
Dear Sirs,

Thank you for your p.c. of 27th January 1976.

Receipt for Rs 300-00 was already sent to you on 24th April 1975. However, duplicate ^{copy} of the same (duly affixed Revenue Stamp) is sent herewith.

Kindly acknowledge receipt.

Yours faithfully


(A.D. TOPNO)
Sales Manager
for COPH

OPERATION MOBILISATION INDIA

Udyog Bhavan 2nd Floor, 250D, Worli Road
Prabhadevi, Bombay 25 DD. Phone 457521
or: P. O. Box 1301, Bombay 1.

2/30/1

Date..27.1.76..

Dear Sirs/Madam,


We have not yet received your receipt for our payment of Rs 3,00/-
by cash/cheque no...210748.... dated..14.4.75.. Please send
the same without any further delay as it is required for audit purposes.

Please affix a revenue stamp
on each receipt.

Thanking you,

Yours Sincerely

Receipt No. 2206 of
22/4/75 - Sent for
24-4-75


for Operation Mobilisation
Finance Office

36

056
971-00



CHOTANAGPUR CHRISTIAN -
PUBLISHING HOUSE
G. E. L. CHURCH COMPOUND
MAIN ROAD. RANCHI.



CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

G. E. L. CHURCH COMPOUND, MAIN ROAD
RANCHI (BIHAR)

Ref. CCP/6/35

Date 31st January 1971

To

J.A. Cable
Archdeacon of Chota Nagpur
P.O. Box 1
Ranchi

Dear Sir,

P-34
C

Thank you for your letter dated nil enclosing therewith copies of outstanding bills of 1970.

The originals of the outstanding bills have been searched out but as we are facing greatest financial hardships since last 2-3 years we shall not be in a position to clear these bills till our financial position improves.

Yours faithfully

Chakrapan
31/1
(A.D. TOPNO)
Sales Manager
for CCPH

ST. MICHAEL'S SCHOOL FOR THE BLIND

(Formerly known as S. P. G. Blind School)

34

Telephone No. 23113

P O. Box 1
Ranchi 834001
Bihar, India.

The Manager
G.E.L. Church Bookshop
Ranchi

Dear Sir I am forwarding you copies of bills for three books
Supplied to you Bookshop and I can find no evidence of payment.
I spoke to you once about them but you took no action.
I would be grateful for early payment.

Yours faithfully,

J.A. Cable
(J.A. Cable.)
Archdeacon of Chota Nagpur.

Copy.

Ranchi
5.11.1970

To
The Manager
G.E.L. Church Bookshop
Ranchi

Dear Sir,

I am supplying 1000/- copies of the booklet
'I Believe' in Kunrukh at Rs 160 thus allowing for 20%
on the sale price of Rs 00.20Paise.

The payment is immediate as the money is needed.

Received
Signed Illegible
5.11.70

Yours sincerely
J.A. Cable
Archdeacon.

Ranchi 5.11.1970

The Manager, G.E.L. Church Bookshop Ranchi

Dear Sir,

I am supplying you with 1000 (one thousand) copies of
the Kunrukh Primer at Rs 670/- thus allowing you 30% on the
sale price of Rs 1/-. This is the condition of immediate
payment.

Yours sincerely
J.A. Cable
Archdeacon.

The originals are with me and may be seen by you on demand

(33)

ST. MICHAEL'S SCHOOL FOR THE BLIND

(FORMERLY KNOWN AS S. P. G. BLIND SCHOOL)

Telephone No. 23113

P. O. Box 1
Ranchi 834001
Bihar, India.

CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

G.E.L.CHURCH COMPOUND

MAIN ROAD

RANCHI-1 BIHAR

DATE 24.8.70

REF

Dear Rev. Cable,

Thank you for 1000 copies of Shriman Sarab, 30% discount, we have not been supplied Mundari Prima which may please be sent through the bearer and ablige.

Sincerely,

1,000 Copies taken

Illegible

by G.E.L.Book Shop

Sales Manager.

Representative 25.8.70 (3.30p.m.)

(by Rickshaw)



32

CHOTANAGPUR CHRISTIAN PUBLISHING HOUSE

G. E. L. CHURCH COMPOUND, MAIN ROAD
RANCHI (BIHAR)

Ref.....

Date.....29th January 1976

To

Rev J.P.G. Mandrelle
Secretary N.I.C.T. & B.S.
18 Olive Road
ALLAHABAD

Dear Sir,

Kindly recall your precious visit to our Book Shop on 24th November 1975.

Official receipt for cash handed over to you in part payment of our outstanding bills has not yet been received. This might have escaped your attention.

Kindly send us the same.

Reply on 1-38
c.

Yours Faithfully

A. D. TOPNO
(A.D. TOPNO)

31

24th January 19

Dear Sir,

We are in receipt of your Statement of Account dated 26th 75 and 9th January 1976.

In this connection may we invite your attention to the following correspondence :-

(a) Letter dated 19th March 1975 from your Distribution Manager showing four outstanding bills for Rs 534.63.

(b) Our letter Nos CCP/6/136 dated 29-11-73
CCP/6/121 dated 7-9-73
CCP/6/148 dated 8-7-74, and
CCP/6/21 dated 21-3-75.

It will be seen from the above correspondence that all the bills have already been paid and there is nothing outstanding on our name as on 30th September 1975.

Kindly recheck and confirm all clear.

Reph P. 30
C

Yours faithfully

A. D. Topno
(A.D. TOPNO) 20/1

1SPCK.
Delhi-6.

STATEMENT OF ACCOUNT

As on 30/9/76

30

Book Land, Christian Publishing House
 Chakr. Nagar, Main Road
 Ranchi (Bihar)

2
16/11

Dr. to

I. S. P. C. K.

Post Box 1585, Kashmere Gate, Delhi.

Ledger Folio 57

30th Jan 76 1967

Telephone : 2 2 7 3 6 3

		Dr.		Cr.	
		Rs.	P.	Rs.	P.
To Balance					
18/5/73	To Invoice no. A. 601		40	20	
18/5/73	To > > B. 601		18	50	
17/8/73	To > > C 894/95		365	38	
4/9/73	To > > A. 1997		61	05	
19/11/74	To > > C. 2038		12	00	
		<u>Total: —</u>		<u>497 13</u>	

(Rs. four hundred ninety seven and thirteen paise only...)
 9/11/76.

P.S.

Please ignore our previous reminder, which was erroneously sent to you.

Thanks,

9/11/76.

Please make all payments to I.S.P.C.K. and not to any person by name.
 Cheques drawn on banks outside Delhi should include BANK CHARGES at the rate of 25 P. per Rs. 100, with a MINIMUM of Re. 1/-.
 YOUR EARLY SETTLEMENT WILL OBLIGE.

Om...
 D. N. RAJ...
 District Manager

Christian Books, General Reading, Children's Books,
Educational Suppliers & Stationery,

P. B. 1585, Kashmere Gate, Delhi-6.

I. S. P. C. K.

From

BOOK POST

Books and Christian Publishing House
Cholanagar Station Road
Ranali (Bihar)



STATEMENT OF ACCOUNT

As on 30/9/75

Bookland Chitra Nayyar Christian
Publishing House, Main Road
Panaji, Bihar

297

2/3/11

Dr. to

I. S. P. C. K.

Post Box 1585, Kashmere Gate, Delhi.

Ledger Folio 29


..... 26/12/75
196

Telephone : 2 2 7 3 6 3

	To Balance	Dr.		Cr.	
		Rs.	P.	Rs.	P.
① 18/5/73	To Invoice no. A-601	40	20	✓	
② "	To " " " B-601	18	50	✓	
③ 30/7/73	To " " " B-1162/703	68	20	✓	
④ "	To " " " C-837	40	00	✓	
⑤ 17/8/73	To " " " C.894/95	365	38	✓	
⑥ 4/9/73	To " " " A797	61	05		
⑦ 19/11/74	To " " " C.2038	12	00		
		<u>605</u>		<u>33</u>	

(Rs. Six hundred five paise thirty three only)
 26/12/75

Please make all payments to I.S.P.C.K. and not to any person by name.
 Cheques drawn on banks outside Delhi should include BANK CHARGES at the rate of 25 P. per Rs. 100, with a MINIMUM of Re. 1/-.
 YOUR EARLY SETTLEMENT WILL OBLIGE.

For I. S. P. C. K.

 Business Manager.

Christian Books, General Reading, Children's Books,
Educational Suppliers & Stationery.

P. B. 1585, Kashmir Gate, Delhi.

I. S. P. C. K.

From

BOOK POST

Boonland, Chitr Nagpur, Christian Publishing House

Main Road Ranchi Bihar

Refer your bill no. 1116 of 19-3-75

- ⑤ Chq A7/13, 360851 of 8/7/74 Rs 367.38 CCP/6/148 of 8-7-74 ack
- ① } A7/13, 358005 of 27/7/74 Rs 128.57 CCP/6/136 of 29-11-73 ack
- ② }
c-473 } A7/10, 985921 of 7-9-73 Rs 188.85 C/6/121 of 7-9-73-ack
- c-522 }
- ③ Chq A7/17, 003203 of 25-4-75 Rs 110.20 CCP/6/25 of 25-4-75
- ④



CCP/6/ 28

19th May

5

Gospel Literature Service

Post Bag No 1

Post Nagar

Bombay 400 075

Dear Sirs,

Enclosed please find a crossed bank cheque No AT/17 003206 dated 19th May 75 for Rs 97-75 (B.C. included) on United Commercial Bank, Ranchi, in full payment of your invoice No 9637 dated 26th Nov 74.

Kindly forward receipt.

Yours faithfully


Sales Manager

CCP/6/ 27

19th May

5

M/S Evangelical Literature Depot
P.O. Box 2540
H. Kumbharjee Road
Calcutta - 1

Dear Sirs,

Enclosed please find crossed bank cheque No A/17 903205 dated
19th May 75 for Rs 401-00 (B.C. included) on United Commercial Bank
Ranchi, in full payment of your Invoice No D-0634 dated 12 Nov 74 and
all previous dues.

Please forward a receipt.

Yours faithfully


Sales Manager

CCP/6/26

25th April

5

M/S Macchi Sahitya Sanstha
70 Jan Path
New Delhi 1

Dear Sirs,

Herewith bank cheque (crossed) No AT/17 005204 dated 25th April 75 for Rs 136-66 (Rs One Hundred thirty-six and Paise Sixty-six) only, bank charges included, in payment of your Invoice Nos 4815 of 18th Sep 73 and 4908 of 23rd Oct 73.

Kindly forward receipt.

*Recd
22/5*

Yours faithfully

Chalyana
(A.D. TOPNO) 25
Sales Manager

CCP/6/25

25th April

5

M/S. ISPCW-LPH Publishers & Distributors
Post Box 1585,
Kashmere Gate
Delhi 6

Dear Sirs,

Herewith crossed bank cheque No AT/17 003203 dated
25th April '75 for Rs 110-20 (Rs One Hundred Ten and Paise Twenty)
only, bank charges included, on United Commercial Bank, Ranchi in
full payment of your Invoice Nos Q 857 of 28-7-73, B 702/703 of
28-7-73.

P.21/c

Kindly forward receipt. In view of our letter No CCP/6/21
dated 21st March '75, please confirm all dear.

Yours faithfully

A. D. J. (S. D. J. (P. N. O.))
Sales Manager 23
J

CCP/6/ 24

25th April

5

The Secretary
Bible Society of India
Bihar Auxilliary
Ranchi

Dear Sir,

Herewith crossed bank cheque No AT/17 003202 dated
25th April 75, for Rs 200-00 (Rs Two Hundred) only on United Commercial
Bank, Ranchi in part payment of your Bill No 'B' 624 dated 9th Feb 74.

Kindly forward receipt.

Recd

Yours faithfully,

A. D. Topno
~~(A. D. TOPNO)~~ 25/4/75
Sales Manager

23

L

OPERATION MOBILISATION INDIA

P. O. Box 1301, BOMBAY - I

To Chotanagpur Christian publishing house
 G.E.L. Church Compound
 Main road, Ranchi.8.

Date 14-4-75

We enclose herewith our cheque no... 210748... for

Rs. 300.00 in payment of the following bills.

Date	Bill No.	Rs.	P.
7-3-75	000119	300.00	

R/2206 of 22-4-75
22/4

Please send a receipt duly signed on revenue stamp.
 Kindly acknowledge receipt of same without delay.

Yours faithfully,
 for **Operation Mobilisation.**

[Handwritten signatures]

D.S.S. Book Depot

P.B. 2

RANCHI-834001

22

10.4.75

To

The Manager
Bookland
Main Road,
Ranchi-834001

Dear Sir, I beg to remind you that your account shows with us a debit balance of Rs.134.00 on account of supply of books, against our Invoice No. C 21 dated 28.11.74.

I will be grateful to you if you kindly could settle this outstanding account at an early date.

Yours faithfully,

B. S. Singh
10/4

[Signature]

10.4.75

for
D. S. S. BOOK DEPOT
POST Box 2,
RANCHI-1 (BIHAR)

21

No GCP/6/21

March 21st, 1975

ISPOK-LPH Publishers & Distributors
Post Box No 1585
Kashmere Gate
DELHI 110006

Dear Sirs,

f.20

We are in receipt of your letter dated 19th March, 1975.

This is to inform you that your bill No C-894/895 of 17-3-73 for Rs 365-38 has already been paid vide our cheque No 360651 dated 8-7-74 for Rs 367-38 (BC included) and acknowledged vide your Receipt No 1919 dated 15-7-74. As regards bill No A-797 of 4-9-73 for Rs 61-05, we would like to say that this bill itself is neither available nor any entry is found in our records about it. As far as our records show that after August 1973 no books have been supplied to us even though we had been regularly sending our orders to you.

Due to some financial difficulties, we would only be in a position to clear the two outstanding bills No B-702/703 and C-837 in April 1975.

FRP. 25 / C

Yours faithfully

Aditya
(A.D. TOPNO)
Sales Manager

ISPCK—LPH PUBLISHERS & DISTRIBUTORS

POST BOX NO. 1585

KASHMERE GATE, DELHI-110006.

19th March, 1975

M/s Bookland,
Chotanagpur Christian Publishing House,
Main Road,
RANCHI (Bihar)

Dear Sir,

We acknowledge receipt of your post card dated 13th March 1975 asking us for details of our outstanding amount. We append below the bills due from you:-

<u>Bill No.</u>	<u>Date</u>	<u>Amount</u>
B-702/703	28.7.73	Rs. 68.20 ✓
C-837	28.7.73	" 40.00 ✓
④ C-894/895	17.8.73	" 365.38 ✓ Paid
A-797	4.9.73	" 61.05
		" 534.63

@ inv. no. 360651 of 8/74 Total: (Rupees five hundred thirty four and paise sixty three only)
for Rs. 367.38 (BC included)

Receipt no. 1919 of 4/5/74

Kindly verify with your record and favour us with your cheque for Rs. 534/63 at your earliest to square up this long overdue outstanding amount.

Thanking you,

Yours faithfully,

S.L. GOLE
Distribution Manager.

Grams : TILIHANSE,

ISPCK-LPH PUBLISHERS & DISTRIBUTORS

POST BOX NO. 1585

KASHMERE GATE, DELHI-110006.

10th March, 1975

Phone : 551983

M/s Bookland,
Chotanagpur Christian Publishing House,
Main Road,
RANCHI (Bihar)

Dear Sir,
We send below the bills due from you:-
March 1975 asking us for details of our outstanding amount.
We acknowledge receipt of your post card dated 13th

Bill No.	Date	Amount
4-731		50.00
4-C-894/882	17.8.73	362.38
6-587	28.7.73	40.00
4-202/705	28.7.73	68.30

पहला मोड़ First Fold

अन्तर्देशीय पत्र
INLAND LETTER



M/s Bookland,
Chotanagpur Christian Publishing House
Main Road,
RANCHI (Bihar)

तीसरा मोड़ Third Fold

भेजने वाले का नाम और पता :- Sender's name and address :-

ISPCK - LPH Publishers & Distributors

POST BOX NO. 1585,

KASHMERE GATE, DELHI-110006.



इस पत्र के साथ NO ENCLOSURES ALLOWED

TAJ MAHAL

19

CCP/6/18

March 17,

5

The Manager
Bank of India
70-80, Mahatma Gandhi Road
Bombay 400 023

Dear Sirs,

P. 7/10 *P. 18/c*
Please refer to your letter No ~~SD:T3:SNP:1158~~ of 8th March 1975

A copy of your letter dated 18-2-75 is enclosed herewith.
It now appears that this letter of 18-2-75 was originated by your Ranchi
Branch and not by Bombay Office.

Yours faithfully

Alayano
Sales Manager

KRISHNA SAVING UNITS PVT. LTD.

4, Synagogue Street,
Calcutta-700001,

Ref: no. KSU/27429

12th March, 1975

Dear Sirs,

This is to acknowledge receipt of your post card of 1st March, 75 in which you have reminded us about despatch of regular results. In reply we would like to assure you that the Scheme runs nicely and no misgivings on your part need any entertainment. As per our routine practice the results are being communicated by intimation cards under ordinary post. However some miscarriages might have occurred. Hence, we are mailing

PTO

2
15/3

(2)

the result for the current month
(March, 75) under Certificate of
Posting with the belief that it
would reach you this time.

Thanking you,

Yours faithfully,
For KRISHNA SAVING UNITS PVT. LTD.

Result 3/75
N. R.

[Handwritten Signature]

asked for 4/75
Mg. Director.

R A N C H I .

Main Road,

Chotanagpur Christian
Publishing-House,

THE BOOKLAND

ORDER CERTIFICATE OF
POSTING



U.C. of Postings.

पिन पिन

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

16

CCP/6/16

10th March 5
13

The Manager
Bank of India
Post Box No 118
Main Road,
Ranchi

Dear Sir,

L. 15/c

Thank you for your letter No RCH:SCR:14:203 dated 6th March '75

Enclosed please find bank cheque book bearing machine No RCH 0109026 to RCH 0109050 along with requisition slip. Details of used and unused cheques are as under :-

- (a) Used cheques - Nos RCH 0109026 to RCH 0109029 @
- (b) ^{UN} Used cheques - Nos RCH 0109030 to RCH 0109050

Kindly transfer the whole amount to our Savings Bank Account No 4869 under intimation the Sales Manager, Chotanagpur Christian Publishing House to enable him to deposit the Pass Book for making necessary entries.

Thanking you.

@ Nos 0109026 & 0109028
Cancelled.

Yours faithfully

A. K. Chakrabarti
10/3/75

for Chotanagpur Christian Publishing House

d/c

M. C. ...
SECRETARY

A. K. Chakrabarti
TREASURER



Bank of India

BOMBAY OFFICE

70/80, Mahatma Gandhi Road, Bombay-400 023.

Post Box No. : 238

Telegrams : Stringent

Telephone : 25 92 01

Telex No. : 011 2576

Ref. No. CD:T3:SNP:1158

Date 6th March 1975

Chotanagpur Christian Publishing House,
G.E.L.Church Compound Main Road,
R A N C H I (Bihar)

Dear Sirs,

RE: Your C/D a/e

With reference to your letter No.CCF:613
dated 24.2.1975, please arrange to send us the copy
of our letter dated 18.2.1975 to enable us to do
the needful in the matter.

Yours faithfully,

Manager.

Ngd.

FR. Seal-19/c



BANK OF INDIA

Head Office: 70-80, Mahatma Gandhi Road, Bombay-1.

gram : Stringent
phone : 727

15

RANCHI BRANCH

Post Box No. 118.

Main Road.

Ranchi (Bihar)

6th March '75

Ref. No. RCH:SCR:14:203

The Sales Manager,
Chotanagpur Christian Publishing House
Ranchi.

Dear Sir,

We thank you for your letter No. CCP:6:3: of
24-2-75.

In order to transfer the whole amount of your
Current account to Savings Bank A/c No. 4869 please send
the unused cheque forms together with requisition slip
under a covering letter signed by Secretary and Treasurer
jointly as recorded with us.

*See P. 16
C.*

Yours faithfully,

[Signature]
Manager.

*Current account is being closed and the
balance being fd to Savings Bk a/c.*

2/3

14

March 10th

5

To
Operation Mobilization India
P.O. Box 1301
Bombay - 1

Dear Sir,

Our Bill No 119 dated 7th March 1975 for Rs 300-00 (Rupees Three Hundred) only for 100 N.T. and G.T History each, supplied to Shri P.N. Shukla (a member of your O.M. Team, at Jamshedpur) is sent herewith for payment, please.

David

Yours faithfully

Aditya
~~(A.P. TOPNO)~~ 10/3/75

Sales Manager
for OCPH

SECRETARY
TREASURER

CCP/6/13

March 03,

5

To

M/S Christian Literature Society
Post Box No 501
Park Town
Madras 600003

Dear Sirs,

003201

Herewith crossed bank cheque No AT/17[^] dated March 03, 1975
for Rs. 293-23 in full payment of your following debit Notes, on united
Commercial Bank, Ranchi :-

D-476 dated October 4, 1973
D-1919 dated January 16, 1974
D-4279 dated March 21, 1974
D-4341 dated March 23, 1974
D-4927 dated July 23, 1974
D-4928 dated July 23, 1974, and
D-4929 dated July 23, 1974

Kindly forward receipt.

Yours faithfully

Alufano
3.3.75
Sales Manager
for CCPH

Kind
2
13/3

CCP/6/12

March 03,

5

To

M/S Gospel Literature Service
Post Bag No 1
Pant Nagar
Bombay 400 075

Dear Sirs,

Enclosed please find crossed bank cheque No AT/13 360675 dated March 3, 1975 for Rs 290-59 on United Commercial Bank, Ranchi in full payment of your Invoice No 8814 dated September 27, 1974.

Kindly forward receipt.

Yours faithfully

A. J. P. S.
Sales Manager
for CCPH
3.3.75

*Recd
22
11/3*

CCP/6/11

March 3,

5

To

M/S Oxford University Press
Paraday House
P-17 Mission Row Extension
Calcutta - 13

Dear Sirs,

Enclosed please find crossed cheque No AT/13 360674 dated March 3, 1975 on United Commercial Bank, Ranchi in full payment of your CR No 7857 BR dated July 22, 1974.

Kindly forward receipt.

Yours faithfully

Sender

22-8-75

A. S. Das
Sales Manager 3.3.75
For CCPH



THE CHRISTIAN LITERATURE SOCIETY

AND M.R.T AND B.S

PRINTERS
PUBLISHERS
AND
BOOK SELLERS

(in association with the United Society for Christian Literature)

POST BOX 501, MADRAS 600003

Telephone: 39296, 39297 Telegrams: VEDIC, Madras 600003

19 - 2 - 1975

10

Dear Sir,

Sub: Dues to C.L.S., Madras 600003--Payment requested.

* * *

Our books show that the amount shown hereunder is due from you to the C.L.S., Madras 600003.

We are in urgent need of money to pay our suppliers, and for other expenditure.

We shall feel most grateful if you can kindly pay us the amount as soon as possible and oblige.

We are sorry for having to remind you.

Thanking you,

Yours faithfully,

Alexander D. John
GENERAL SECRETARY

..... Rs. 292.48

404-92
389-59
15-33

113.78 ✓
67.50 ✓
4.30 ✓
10.30 ✓
92.05 ✓
<hr/>
287.93
10.30
<hr/>
298.23
CG
4.304
<hr/>
302.53
10.30
<hr/>
292.23

287.93
4.30
<hr/>
292.23
<hr/>
293-23

Amount due

David 003201

John

Ganga 

To open cut here

INLAND LETTER

अन्तर्देशीय पत्र
इस पत्र के अन्दर कुछ न रखिये



The Manager,
Chota ragpur Christian
Publishing House,
Gr. E. L. Church compound,
Book land,
Main Road,
Ranchi,
Bihar

Third fold here

Second fold here

Sender's name and address:-

THE CHRISTIAN LITERATURE SOCIETY

Post Box No. 501, Madras 600003

S. India

We are in urgent need of money to pay our suppliers

due from you to the C.L.S., Madras 600003.

Our books show that the amount above mentioned is

Payment

Dear Sir,

BOOKSELLERS

AND

PRINTERS

Telephone: 33500, 33501

Telephone: AEGIC, Madras 600003

POST BOX 501, MADRAS 600003

(In accordance with the Postal Rules for Christian Literature)

AND M.R.T. AND S.S.

THE CHRISTIAN LITERATURE SOCIETY



25/15

**Fowler's
Modern English Usage**

Second edition

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Sir Ernest Gowers

'Probably the most remarkable book ever devoted to the art of expression in English.' *The Observer*

'...all speakers of English are now permanently indebted both to H. W. Fowler and to Sir Ernest Gowers.'
The Listener

£0.60p

Low-priced edition E.L.B.S.

POST CARD



Book Land
Chotonagpur Christian Publicity
House
Main Road
Ranchi - 1
Bihar

3

GP/6/3

February 24, 5

The Manager
Bank of India
Main Road
Ranchi
75-50, Mahatma Gandhi Road
Post Box No 238 Bombay 1

CURRENT DEPOSIT ACCOUNT

P. 2/c

Dear Sir,

Thank you for your letter dated 18th February 1975.

We would like to close our account maintained in your bank and request to kindly transfer the amount now standing in credit to our Savings Bank Account No 4869.

We therefore, request that necessary action may kindly be taken to transfer the amount under intimation to us and your branch at Ranchi.

Thanking you.

FR P 2/c

Yours faithfully

A. S. Sharma
Sales Manager
for CDPH
24/2/75

cc The Manager
Bank of India
Main Road
Ranchi



BANK OF INDIA

BOMBAY OFFICE (2)

Gram : Stringent
70-80, Mahatma Gandhi Road,
Post Box No. 238,
BOMBAY-I.

Ref. No.

Chotanagpur Christian Publishing House.

Main Road

Ranchi

18/2/75

Dear Sirs,
Madam

Re : YOUR CURRENT DEPOSIT ACCOUNT

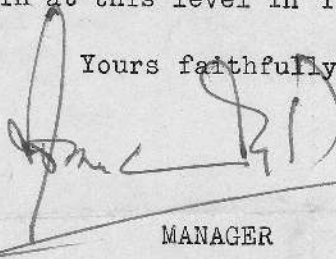
22/2

We have to draw your attention that the balance of your account has been generally standing below Rs. 300/- which is much less than the maximum of Rs. 500/- to be maintained in a current account.

2. Rule No. 17 of our current account rules of business reads as under: "A credit Balance of at least Rs. 300/- should always be maintained. The Bank reserves the right of closing any account after previous intimation if it is not operated upon satisfactorily, or if minimum daily credit Balance of at least Rs. 300/- is not maintained or for any other reason whatsoever."
3. In the circumstances we write to enquire if it would suit you to maintain a Savings Bank account instead of a current account and if so please advice us.
4. If on the other hand you desire to continue your current account, will you please send us suitable remittance to bring up your balance above Rs. 300/- and endeavour to maintain at this level in future.

Yours faithfully,

Replied P. B
C


MANAGER



GOSPEL LITERATURE SERVICE

सुवाती साहित्य सेवा

MELVILLE ESTATE, POST BAG 1, PANT NAGAR, BOMBAY 400 075

L.F.No. R. 222

Date 1st 2/75

Messrs. Boodeland, Cholanagpur Christian Pub House,
Main Road, Ramchint. (Bihar)

Dear Sirs,

We are obliged to draw your kind attention to the following bills which are still outstanding in our books. This has perhaps escaped your attention, but since the bills are now overdue for payment, may we request you to kindly arrange to send us your payment by BANK DRAFT without any further delay, quoting our Invoice No. and date.

Thanking you,

Yours faithfully,
For Gospel Literature Service,

Accountant

STATEMENT OF OUTSTANDING A/C. as on 27/9/74.

Date	Invoice No.	Receipt No.	Debit		Credit		Balance	
			Rs.	Paise	Rs.	Paise	Rs.	Paise
<u>27/9/74</u>	<u>R. 8814</u>		<u>307</u>	<u>92</u>			<u>307</u>	<u>92</u>
	<u>ten credit memo.</u>				<u>18</u>	<u>33</u>	<u>289</u>	<u>59</u>
							<u>260</u>	<u>675</u>
	<u>(R. 289 = 59)</u>							
							<u>289</u>	<u>59</u>

289-59
1-00
290-59

Paid
avg

289 = 59

IMPORTANT

If this statement does not agree with your records advise us at once.
To cheques on Banks outside Bombay please add bank charges: 25 paise per hundred rupees with 75 paise minimum.
Please ignore this reminder if the payment has already been made.
For safety please endorse your cheque "A/c Payee" only.

अन्तर्देशीय पत्र

INLAND LETTER



To
M/s. Bookland,
Chotanagpur Christian Pub. House,
Main Road, RANCHI, J.
BIHAR.

First fold here

Third fold here

Second fold here

SENDER'S NAME AND ADDRESS :-

GOSPEL LITERATURE SERVICE,
MELVILLE ESTATE, PANT NAGAR P. O.,
BOMBAY-75. AS



इस पत्र के अन्दर कुछ न रहिये

To open cut here

P2-P26

P2-P26

मि. बुकलैंड

For a good return envelope, use the standard size (10 1/2 x 5 1/2 inches) and weight (100 grams) envelope. It is the best value for money. Do not use a paper envelope. It is not strong and it is not suitable for use in the tropics. Do not use a paper envelope. It is not strong and it is not suitable for use in the tropics. Do not use a paper envelope. It is not strong and it is not suitable for use in the tropics.

1/4 x 5 1/2

**GOSPEL LITERATURE SERVICE**

सुवार्ता साहित्य सेवा

MELVILLE ESTATE, POST BAG 1, PANT NAGAR, BOMBAY 400 075

(4)

L.F.No. B. 222Date 26/12/74.

Messrs.

Booteland,Main Road, Ramchi. (Bihar state)

Dear Sirs,

We are obliged to draw your kind attention to the following bills which are still outstanding in our books. This has perhaps escaped your attention, but since the bills are now overdue for payment, may we request you to kindly arrange to send us your payment by BANK DRAFT without any further delay, quoting our Invoice No. and date.

Thanking you,

Yours faithfully,
For Gospel Literature Service,

[Signature]
Accountant

STATEMENT OF OUTSTANDING A/C. as on 29/10/74

Date	Invoice No.	Receipt No.	Debit.		Credit.		Balance	
			Rs.	Ps.	Rs.	Ps.	Rs.	Ps.
29/10/74	Balance	due						289=59
								<u>289=59</u>

(Rs. 289 = 59)

Paid
289 59/100

IMPORTANT

If this statement does not agree with your records advise us at once.

To cheques on Banks outside Bombay please add bank charges: 25 paise per hundred rupees with 75 paise minimum.

Please ignore this reminder if the payment has already been made.

For safety please endorse your cheque "A/c Payee" only.

4

584-24

(584-24)

Book Land
Main Road
Ranchi - I
Bihar State

अन्तर्देशीय पत्र

INLAND LETTER



BOOK LAND,
MAIN ROAD,
RANCHI - I,
BIHAR STATE.

First fold here

Third fold here

Second fold here

SENDER'S NAME AND ADDRESS

GOSPEL LITERATURE SERVICE,
WINDMILL ESTATE, PANT NAGAR P. O.
BOMBAY-75. AS.

इस पत्र के अन्दर कुछ न रलिये

To open cut here

INLAND

THE NORTH INDIA CHRISTIAN TRACT & BOOK SOCIETY

(Publishers, Booksellers & Stationers)

9

Rev. J. P. G. Mandrelle,
M.A., B.D., M.A., M.Th.
Secretary.



18, Clive Road,
Allahabad-1.
(India)

24th Jan 1975

Chotanagpur Christian Publishing House
Bookland
Main Road
Ranchi.

Dear Sir,

We have to bring to your kind attention that our bills are pending ~~against~~ for last several months and hence we shall appreciate if you would kindly make arrangement to pay at least Rs. 300/ or Rs. 200/- . You have to pay Rs. 1440.09 and your last payment was in October.

Thank you very much for your cooperation.

Yours sincerely,

J.P.G. Mandrelle
Secretary

for Chotanagpur Christian Publishing House

SECRETARY

TREASURER

TREASURER

TREASURER

for Chotanagpur Christian Publishing House.

SECRETARY

TREASURER

A/C PAYEE'S ONLY

INLAND LETTER

अन्तर्देशीय पत्र



Chotanagpur Publishing House,
Book end,
Main Road,
Ranchi

First fold here

Third fold here

Sender's Name and Address

पत्र के अन्दर कुछ न रखिये

THE NORTH INDIA CHRISTIAN TRACT & BOOK SOCIETY

(Publishers, Bookellers & Stationers)

Rev. J. P. D. Mandiralle,

10, Market Street,

Ranchi



No. Give Road,

Ranchi

(India)

TAJ MAHAL 31

To open cut here

CCP/6/162

January 29,

5

To

The Manager
United Commercial Bank
Main Road,
Ranchi

STATEMENT OF ACCOUNT

Dear Sir,

This is to inform you that we have not received our statement of account since February 1974. May we therefore, request you to kindly send us the same at an early date. Further we request that quarterly statement of account be sent to us without any notification from our end.

Thanking you for your co-operation.

Yours faithfully



Sales Manager
for CCPH

C. No. 988
B. No. R.N. 1084

Phone : 22194

QUALITY STATIONERY OFFICE SUPPLIES BIBLES BOOKS
GOOD BOOKS

MAIN ROAD, RANCHI (BIHAR)

AT YOUR SERVICE

31 Dec. 1974,

2 (9)
17/1

The Manager,
Chotanagpur Christian Publishing House,
Main Road,
RANCHI (Bihar)

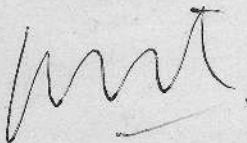
Dear Sir,

We find from our records that an amount of
Rs. 1832.42 is outstanding on your account.

Since we will be closing our accounts for the
current year, we shall be grateful if you will
clear your dues at the earliest.

Thanking you,

Yours faithfully,



pme.

289 59
75

290.34
195.80

486.14

QUALITY STATIONERY OFFICE SUPPLIES TRADE BOOKS

MAIN ROAD, RANCHI (BIHAR)

AT YOUR SERVICE

31 Dec. 1974

The Manager,
Christian Christian Publishing House,
Main Road,
RANCHI (Bihar)

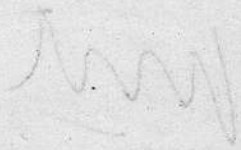
Dear Sir,

We find from our records that an amount of
Rs. 1032.42 is outstanding on your account.

Since we will be closing our accounts for the
current year, we shall be grateful if you will
clear your dues at the earliest.

Thanking you,

Yours faithfully,



24/12/74

2500 00
1000 00
1500 00
1032 42

**OXFORD
UNIVERSITY
PRESS**

Faraday House, G.P.O. Box 530, Mission Row Ext., Cal-13

Telephones 23-1317 & 23-2640 Telegrams Oxonian, Calcutta

Ref

226-2/ARR

Date

30 DEC 1974

7

Dear Sir

Accounts (Rs 195-80)

We notice that a sum of Rs 195-80 has been due from you in respect of our undermentioned invoices. We shall be thankful if you will kindly arrange a settlement of the same at your earliest convenience.

Invoice No.	CR	7857	of	22.7.74	for	Rs 195-80
"	"	CR	"	"	"	Rs
"	"	CR	"	"	"	Rs
"	"	CR	"	"	"	Rs

Total Rs 195-80

Yours faithfully

OXFORD UNIVERSITY PRESS

Chg, 360674

[Signature]

POST CARD

3 JAN
1975



The Book Land
Chotonagpur Christian Publicity House
Main Road
Ranchi-1
Bihar