

3 TUALSUNG SAPTUAM IN A GOIH SEMTUTE' NASEP DING LEH MOHPUAKNATE

Kibulphuhna: Hiai Office nna semtu kuapeuh in Pathian nna sepna poimohtak ahihdan phawk kawm in *“Mihing hih kipakte maimah bang a, mitmei kia venglou in, Khrist sikha bang a lungtang a Pathian deihlam hihzaw in”* (Ephesate 6:6) bang in a sem ding hi.

3.1 OFFICE ASSISTANT

- 3.1.1 Saptuam sumsaina ah akul-leh-poimoh bang in, sumsaito toh kithu zak in akithuahpih ding;
- 3.1.2 Saptuam DDO in apiak bang mohpuakna, bank account operation (deposit/withdrawal/account updating) toh kisai peuhmah finance code a kigelh bang in a sem ding hi.
- 3.1.3 Saptuam van neihte (moveable & immovable) inventory system ah ahunhun in entry/ update abawl ding; tua bang khateng progress report Office ah a submit jel ding hi. Hiai khateng Progress Report copy Property Register ah abelh dia, tua ah Office Supervisor in suai akai jel ding hi.
- 3.1.4 Biakinn building leh vanneihte toh kisai official documents (laipoimohte) bittak leh kizentak in ahunhun a etheih ding in filing system kichiantak bawl in akem ding hi. Ahitheitan in, hiai bang document poimohte soft copy bawl in kizentak in akembit ding hi
- 3.1.5 Seppatni, Sepnawni leh Sintawpni zing dak 10:00 AM apan sunnung dak 4:30 PM sung Office akai ding a, Kiginni leh Nipini pen a hun bikhiah omlou in Saptuam toh kisai telephone calls/ mail/ emails etc. ana sang in, akisaipihte kiang ah apesawn/ theisak jel ding hi; DEW, Gamchiam leh saptuam publication dangte production toh kisai akul leh poimoh bang in asem ding;
- 3.1.6 Hunbinei (periodic) a payments & renewal liabilities saptuam in aneihte - Property Tax, Electric bills, Gas Bill, Water bills, Internet bills, Newspaper bills, Vehicle insurance, Annual Maintenance Contract (AMC), Hanmual fee etc. omte peuhmah ahun hun a payment bawl ahihtheihna ding in, Periodic Payments Register leh Periodic Renewal Register kizentak akem ding a; Due date, bill amount, bill period leh services details, payment bawl ahihma in, B&PMSC atheisak zel ding;
- 3.1.7 Khateng a Office ading stationery items poimoh bangbang, Office Superintendent through in TBUC ah sanction ala jel ding;
- 3.1.8 Pastorte ministries ah akul leh poimoh bang in akithuahpih gige ding hi;
- 3.1.9 Saptuam Committee leh Organ tuamtuamte meeting minutes, circular, correspondences omte saina ah akul leh poimoh bang in akithuahpih ding;
- 3.1.10 Department leh organ tuamtuamte'n project, year plan, budget leh special programme ageel te uh, alakhawm ding a, banghiam programme ki sutuahkha ahihkeileh overlapping omtheite, a department kisaipihte Pastorte tungtawn in atheisak ding;

- 3.1.11 Saptuam Office Assistant pen Library enkoltu leng ahingal ding a, laibu khel/leh zangte record kichiantak in abawl ding. Huan, laibute systematic tak a lem in akem ding hi.
- 3.1.12 Saptuam toh kisai Delhi leh mundang a om, mimal leh pawlpi, Agencies, Institutions (building maintenance toh kisai kha agencies, contractors leh suppliers te tel in) contact list (names, address & contact numbers) kichiantak bawl in ana update jel ding;
- 3.1.13 EBCC Delhi Saptuam a kilalut thak, a pawtkhia leh a pemkual om den ahihman in Secretary TBUC leh Membership Monitor toh kithuzak in Membership Register (software) update abawl gige ding hi.
- 3.1.14 Saptuam Guest Room etkawlna moh a paw ding a, visitors/guests register, saptuam schedule rates akigelh bang in, kichiantak abawl ding.

3.2 ACCOUNTANT

- 3.2.1 Saptuam sung a Department tuantuum te leh polam a kipan sum lut leh pawtte a pekhia in a sang ding a; a kituahpih record a khumlut in, ahunhun in, a poimoh dungzui in report lahtheih ding in a nei ding.
- 3.2.2 Iron Chest/Safe a sumtang lutte ani, anaak (source), aziak leh azah a chiamteh ding a; a pawt peuhmah leng ani, apawtna, aziak leh azah chiamtehna kichian leh feltak in a nei ding
- 3.2.3 Banks [Receipt Account (HQ) leh Payment Account (Local-GAD)] operation, Deposit/Withdrawal leh transaction peuhmah a kituahpih budget head/ Department-wise in record abawl ding a, a kisaipihthe kiang a tun ding. Tua ding a Ledger poimoh bangbang a maintain ding hi.
- 3.2.4 Kalteng in account/ bank reconciliation abawl gige ding a, monthly closing statement/ Balance Sheet DDO tungtawn in TBUC ah khathak ni 5-10 tan in a submit gige ding.
- 3.2.5 Department-te khateng muhna peuhmah Receipt details toh HQ a Remittance leh Reports khak ding in a sai ding a, a kituahpih record/ register ah a khumlut/ entry a bawl ding a, tua ding in Department te kal feltak in a coordinate ding.
- 3.2.6 Anuai a kipia vanzat poimohte ah sum-le-pai vai peuhmah **prescribed proforma** om bang in kichiantak in a gelh lut ding:-
 - 1) *Submission & Withdrawal Register/ Record*
 - 2) *Accounting Software/ Tally*
 - 3) *Master Cash Book*
 - 4) *Department-wise Ledger*
 - 5) *Cheque Book/ Receipt Book Records*
 - 6) *Files/folders for receipts/folios/Invoices/Memos etc.*
- 3.2.7 Transaction peuhmah DDO theihpihna toh bawl ding ahi a, report leng DDO tungtawn in HQ/TBUC ah a submit ding hi [Or, Cash & Accounts/ Finance toh kisai in Finance Secretary/DDO, TBUC pen OA/Accountant ading a Reporting Officer ahi ding]