

ZOU PRESBYTERIAN CHURCH SYNOD
THE PRESBYTERIAN CHURCH OF INDIA



SERVICE RULE
AND
FINANCE GUIDELINES

2022 REVISED AND EDITED

Published by:
PUBLICATION BOARD, ZPCS

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2004 1st Edition
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No. of Copies: 500

2008 2nd Revised and Edition
Copy Right Reserved
No. of Copies: 500

2019 3rd Edition and Revised
No. of copies 500

2022 4th Edition and Revised
No. of copies 1000
Printed in July 2022

Published by:
Publication Board, ZPCS

Printed at Lamka Printer
Churachandpur, Manipur

PULAHNA LEH THUMAPUI

Amasapen in A Hattuumte hing mapui zingtu i bieh Pasion min i phat masa uhi. Pasion mapuina tang in kum 2004 in Manipur Gam Presbytery (MGP) leh Manipur Eastern Presbytery (MEP)-te Synod tuom a ding diing in Manipur Presbyterian Church Synod (MPCS) Parent Synod lemsahpina toh Presbyterian Church of India, General Assembly in Provisional Synod a hing pie hi.

Tualeh, Centralized a i din tah zieh un kietkolna ding in Manipur Gam Presbytery (MGP) Service Rule leh Modality toh i kienkol uhi.

Kum 2004 in Service Rule and Financial Guidelines bawl ding in pha a kisa hi (Vide 1st ZPCS Session 2005 R/No. 10, X General 10). Tam khu i Service Rule leh Financial Guidelines kibawl masapen ahi.

Tualeh, Service Rules leh Pension Rules review ding a phasah ahia, review hing bawl ding in tam anuoi ateng guot ahi uhi:

1. Convenor : Upa Suankhanmang
2. Secretary : Rev. Stephen Chinzathang
3. Members : Upa M. Kamzadou
Rev. Hangpi Manlun
Upa Dr. Lachinkhai

(Vide 4th ZPCS Session 1st Executive Committee R/No. 13, dated 5th March 2008)

Amauten review hing bawl in 2008 in a niveina sut ahi hi.

Tambang a hun bang tan ahiei zah ahi nua in bukimlou leh revised ngai pawl um a thei ahizieh in Comprehensive Review nei ding a phasah ahi bang in tam anuoi ate guot ahi uhi:

1. Rev. Retd. Tualzachin
2. Rev. Stephen Chinzathang, Sr. Executive Secretary
3. Rev. Khamchinkhai, Executive Secretary
4. Pa Khaiminlian

(Vide 14th Session R/No. 54 of 2017).

Amauten review a hing bawl bang ua Session in pom in 2019 in a thumveina sut ahi.

Tualeh, Service Rule leh Sum etkolna Ammendment bawling in phasah ahia, maw hing puohsah ding in tam anuoi a teng guot ahi uhi.

1. Rev. Khamchinkhai, Sr. Executive Secretary
2. Rev. Dr. Hangpi Manlun, Executive Secretary
3. Upa M. Liensuonkap
4. Upa Khaiminlian.

(Vide 17th Session 2020 R/No. 18 Annexure-13, Synod Executive Report)

Amau teng in hing enkai kia in sut thei ding a ahing piekhkiet bang un 18th Session in en in R/No. 35, 1st Executive Committee R/No. 6 dated 21/12/2022 leh 1st Publication Committee phasah bang in abu in liveina a sutkhiet ahing hita hi. Tualeh, lemtang zaw ding gelna in 2020 Pay Commission zong Annexure a koi ahi.

Mangpa Pasion in i Service Rule leh Sum leh pai etkolna tungtawn in a hattuomte hing mapui zingta hen.

Manggam a na Seppi uh



(REV. KHAMCHINKHAI)

Sr. Executive Secretary

Zou Presbyterian Church Synod

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SERVICE RULE

BAWNG - 1 SIEMPU DING LAHDAN

I) Siempu (Minister) ding lah ding dan:

1. PCI General Assembly Constitution Bawng VI Clause 2(a) na bang ahi ding hi.
2. Siempu (Minister) lah ahi chieng in a tawm pen a kum 20 tan sem thei dingte lah ahi giap ding hi.
3. Siempu ding lah ahi chieng in kum thum (3) sung Probation in a sem ding hi (PCI Constitution Bawng 6 No. 2(E)).
4. Hattuom dan zou kimlou leh thununna na tuoh sate zong ahi theisih ding hi. Tualeh, khamthei guithei leh chindan thanguoi ching mite zong ahi theisih ding hi
5. Semtu khat na hisa, a zieh nei a tawpsah (terminate)-te koima Siempu ding a lahlou ding ahi.
6. Bible leh PCI Thuginpi pomloute zong Siempu a lah ahitheisih ding hi.
7. Synod in Siempu ding poimaw a sah chieng in PCI dan toh kituoh a Lai Siengthou zil zousate lah apat interview a han ding hi.

II) Siempu hilou Department a sem ding lahna ding dan tam bang ahiding hi.

Semtu ding lah ahi chieng in kum 40 tunglam ahi theisih ding a, siemna lam ah ama Sepna ding (Post) toh kituoh siemna nei mi department in poimaw a sah dan ahi ding hi.

Tam thu pen a kisaipi Board/Committee in SEC ah a poimawna a hing tut ding a, tuami thu SEC in guntah a a hing gel zaw chieng in Session a tut tou hi van, Session lemsahpi dandan ahiding hi.

BAWNG -2 SEPDAN LEH SEP HUN SUNG

1. **Semtu namdetna:** Semtu ding a lah tha pouma kum thum sung etkhietna hun (probation period) a sim ahiding a, sem zom tou zel ding a a chinleh a enkoltu Board/Committee in namkipna ding in Executive Committee ah a tut ding hi.
2. **Nasep patdan:** Semtu khat pou in asepnah khu guon ahina (appointment order) dungjui in a joint ding a, tua a joint ni a kipan a sep kum sim pat hivan, a law zong tuami nia kipan a siem pat/pieh ahingal ding hi. A seppatna lai (joining - report) a kisaipi Board or Committee tuon in apelut ding hi.
3. **Semtu sepdan:** Semtu khun ama enkoltu Board/Committee deina bang in a sem ding hi.
4. Semtute khu a sepna mun uah a koppite uh toh a um chiet ding uh ahi.
5. **Semtu chiemtena (Service record):**
 - a) Semtute Service Record Bu nei ahiding a, Head Clerk in a enkoltu ding a, Executive Secretary incharge te theipina toh a kul leh poimawte ana giellut zel ding hi.
 - b) Semtute nasepdan a kisaipi Executive Secretary ten limtah a enkai in kul leh poimawte a kisaipi Board ah a tut zel ding hi.

6. **Seniority:** Sep mun kibang, Pay Scale kibang, mawpuohna kibangte a Seniority uh a joining date ua et hivan, a joining ni uh a kibahleh a pien kum uh ni leh ha a et ahi ding hi.
7. **Nasep hun sung:** Nasep hun sung (working hour) leh khawlnite (Holiday list) Synod pumpi huop a department/ Committee in a bawl bang zel a zui ahiding hi. Synod in approved holiday a bawlte ban ah a poimaw mama ziah leh alou thei lou a holiday puon khiet a ngai leh Head Office leh a kisaipi department ten Half Holiday leh Full Holiday a kul leh poimaw bang in a zang thei zel ding uhi. Tamin Head Office leh School te a huop ding hi.
8. **Sepna tawpsah:** Semtu khat pouma a enkoltu Board/ Committee theipina lou a ama thu a a tawp ahiei ahisihleh tawpsah a a umleh a tawpna halaw ban ah ama mimal kholsa sum-le-pai chilou adang bangma a mu theisih ding hi.

9.1. **Transfer leh TE/DA thu.**

- a) Siempute kum thum dan ah suonkuolna (General Transfer) bawl ahiding a, Synod Session phasahna bang ahiding hi.

Synod Session pen a kum sung ma a a kizahleh a kum kia January 20 tan in a sepna mun tha uah a join ding ua, bangchi ahiei a, Synod Session pen a kum sung ma a kizanglou a, a kum kia a a kizahleh Session Khawmpi zou apat ni 15 sung in join abawl ding uhi.

- b) Semtute a kisuon (transfer) chieng un a umna apat a kisuonna mun atunna ding Synod mawpuoh ahiding hi.

9. 2. **Committee leh Khawmpi manna TE/DA:**

a) Gam pulam ah (Outside Manipur):

Manipur pulam a Synod min a vazinte TE (Bahara) pieh ahi ban ah DA Synod bikhiet zat a mu ding uhi. Tam DA pen in a lamzawt sung leh a Programme zah sungteng ahuom diing hi. Tuama bang in Manipur pulam ate Manipur a a hing kizah chieng un zong tam atung a dan ma zah ahiding hi.

b) Gamsung ah (Inside Manipur):

Manipur sung a Synod min a vazinte TE (Bahara) pieh ahi ban ah DA Synod bikhiet zat a mu ding uhi. Tam DA pen in a a lamzawt sung leh a Programme zah sungteng a huom ding hi.

BAWNG - 3

SEPNA KI TAWLDUO DAN

Semtuten kitawlduona (Leave) tam bang in a mu un a nei ding uhi.

1. **Kitawlduo zuai (Casual Leave):** Semtu in ni 30 zel ah ni khat kitawlduona (casual leave) a mu thei ding hi. Amabou khatvei thu in ni 3 sanga tamzaw pieh thei hisih van, kholkhawm thei zong ahisih ding hi.
2. **Laivuon Kitawlduona (Examination Leave):** Semtu zilna neiten a zilna toh kisai Examination leave apoimaw dungzui in a ngetna banga pieh thei ahi ding hi. Sangshie single Teacher hina munte ah apoimaw leh substitute ding enkoltu/Board Committee in angaituo thei ding a, a law pieh dan ding toh a saikhawm ngal ding hi. Tualeh, semtu dang biel neite zong a kisaipi Committee leh i/c Executive Secretary in ana ngaituo ding hi.

3. **Damlou Kitawlduona (Medical Leave):** Semtu vangsietna zieh a liemna/baina, damlouna zieh a damdawi inn tung hielte a enkoltu Board/Committee in Doctor advice dungzui in Medical Leave a pe thei ding hi. Khum leave apieh sung a a dam zou tuom sihleh a kisaipi committee in Executive Committee khut ah akoi ding hi.
4. **Naunei kitawlduona (Maternity Leave):** Semtu numei naunei khat in a naunei zieh in Maternity leave ha khat khawldamna (leave) a la thei ding hi. Tam hun sung a, a dam zoulou a, Suty lahbe a poimawleh Doctor theipina lai toh Medical leave a ngen thei ding hi.
5. **Kisahkholna kitawlduona (Preparatory leave for pension):** Semtu pension peikuonten tam kisahkhol tawldamna (preparatory leave) a ngen thei ding hi. Tam pen ni 30 adia bikhieh ahi. Tam leave lah sung in a halaw a kim (full pay) in a mu veve ding hi.

BAWNG - 4 SEMTU ETKOL DAN

I.A. Pastor Nasep Dan leh Etkoldan

1. Biel a um Pastor-ten bielsung a totkuol chieng un a totna Hattuum a, Visitor's note ah a kizah dan gellut in a nuasie zel ding uhi.
2. Bieltu Pastor in a biel sung ah Seminar/Camp/Revival khat penpen kum khat sung in khatvei tei a neipi zel ding a, tuami Programme pen Synod in a theipi ding hi.
3. Semtu khat phot Synod in poimaw leh kul a sah bang in a suonkhe thei zel ding hi.

B. Semtu Hinua a Zilna

1. Semtu khat hi nua a zilna sangzaw zil nuomten a kisaipi Committee ah ngetna a bawl ding ua, Synod in pha a sahpileh Deputation in a sawl ding hi. Tam a zil hun sung khu a sepna sem zom bang a ngai in a law (pay) a sang ding a, a zil zou chiengin a sem zom kia ding hi.
2. Tun-le-kuon lamsap kum khat in khatvei lenna sap Synod in a pe ding a, Course fee teng ama un a seng ding uhi.

II. Probationary Pastor Etkoldan

1. Probationary Pastor leh Siempute Installation/Induction kuon chieng in Pastoral Committee in thumopna a nei zel ding hi.
2. Probationary Pastor ahisung in kumteng in suon kuol zel ahi ding a, akisuonna mun ding in Presbytery tuomtuomte (Synod sung) ahi zel ding hi.
3. Probationary Pastor Annual Confidential Report (ACR) khu a enkoltu Pastor in giellut in Presbytery Sub-Pastoral Committee ah a pelut ding a, Sub-Pastoral Committee in hoitah a khuolchil in Synod Pastoral Committee ah kum chin in a pelut zel ding hi [Annexure-1(A&B), Page-29 & 30].
4. Pastoral Committee in Probationary Pastor khu namdet (Ordain) ahiding chieng in tam anuoi a te pansan in khuolchilna a nei ding hi.
 - a) “Damsung in koppi ka neisih ding” chi ahilou ngalleh koppi neisa ahiding hi.
 - b) A enkoltu Pastor a kipat Presbytery Sub-Pastoral Committee tungtawn a hing pei Annual Confidential Report (ACR) kum thum sung a teng ahiding hi.

BAWNG - 5

THUNUNNA (Discipline)

1. **Politics vai ah:** Synod nuoi a semtu khat in political party khat pouppou ah member hina a nei theisih ding hi. Tuaban ah a hun bang zel a kumpi sai Election umte ah a kidielut lou ding ahi.

2. **Sumsuina:** Semtu zousien sum suina dang toh a thuo theisih diing hi.

Hattuom dan in a phallou Zu-le-Sa, Khamthei-guithei ne leh dawn leh tam silte sum-le-pai suina a nei mi ahilou ding ahi.

3. **Taihilna:** Enkoltu Head of Department, Board/Committee in anuoi a um semtu akul bang in a taihil in aphawh thei hi. Tuachia taihil leh phawhna a kinei nua a lung tunlana a umleh a tungtang a saitua Committee in action a la ding a, tuachin Session ah thutawp siem ahiding hi.

4. **Semtu tawpdan:-**

a) Semtu in a sepna apat ama thu a kitawp a utleh a enkoltu Committee kung ah ha khat hillawhna nei masa in Committee theipi in a kitawp ding hi.

b) Semtu koi ahiei ama chitlouna zieh a Committee/Session in tawpsah ding a thutanna a neileh Committee/Session gel dandan ahi ding hi.

c) Semtu ama enkoltu committee theipilou a kitawp a umleh a tawpna halaw leh ama kholsa sum-le-pai chilou adang bangma a mu theisih ding hi.

5. **Gawtna:** Semtu amawna/khelna toh kituoh in tam anuoi a bang gawtna pieh thei ahi.

i) **Sepna lam a gawtna:** A thu toh kituoh in a sepna a kiehngiemsah (degrade) ahiei, (suspend) khawlsah ta di ahiei, pension sah ahiei, pumtawp sah (terminate) ahiei, transfer ahiei a law katsah ahiei chite a gawtna pieh thei ahi

- ii) ***Khawlsah tadi (suspension)***: Semtu khat pou khelna neipum a semzing kawm ahiei, phalna, theipina tellou a Synod deilou lam a kizangkha, a tung thu ngaituo leh thutanna a um masang teng enkol tu Board/Committee in asejna pat a khawlsah tadi (suspend) thei hi. Tua suspend a a um sung a law pieh ahisih ding a, ama thatang a sem ding Board/Committee in a ngaituo ding hi.

Khawlsah ta di ahisung in atung thu ngaituo hiva'n khawlsah a, a um ziehte genkhawm in siem atanna thu gen ding a hun pieh ahiding hi. Tualeh siem atanleh a sejna ngai ah sem kia va'n, a khawl sung teng a, a law muloute a kimkhat amu thei ding a, a Seniority zong asunzom thei ding hi.

BAWNG -6

DAMLOU KI-ETKOLNA

1. Damdoi lam ki-etkolna

Semtu (Regular Employee) khat ama tahsa ngei in damlou in damdawi inn ah lum taleh, a um sung a damdawi mante, Laboratory, Investigation leh Operation a lutna vanzah poimaw mante Cash Memo discharge Certificate te toh et ahiding a, tua asen teng apat 50% piehsah ahiding hi. Tualeh tam Cash memo pen Admit tu Doctor Prescription lai in athuop ding ahia, Rs. 50,000/- (Sing nga) tan 50% Re-imburse ahiding a, Rs. 50,000 (Sing nga) sang a tamzaw sengte zong re-embursement dan in Rs. 25,000 (sing ni leh sang nga) sang a tamzaw pieh ahisih ding hi.

Tam Medical Re-imbursement khu semtu khat in kum khat in khatvei zel a mu thei ding hi.

BAWNG -7

A. PENSION BOARD:

1. Synod Pension Board:

Synod Pension Board khu Synod sung a semtute pension pieh ding dan lemgeltu Committee ahi. Tam Board ah member mi-11 ahiding a, Executive Secretaries, Moderator, Secretaries leh Treasurer-te Ex-Officio member ahiding uhi.

2. Term:

A hun sung (term) khu kum thum zel ahiding a, i/c Executive Secretary khu Secretary ahiding a, Chairman ding khu Synod in a guot zel ding hi.

B. PENSION PIEHDAN:

1. Full Pension:

Semtu (employee) khatpou apienkum (Date of Birth) asim in kum 60 (Kum sawmguh) a chin chieng in Full Pension pieh ahiding hi. Tam hun bichiem atun ding kum khat masang ngei in a enkoltu Board in ngaituo van in, tuachieng in Executive Committee ah a tut ding hi.

A halaw (monthly) Pay pen a Pension ha uh full in bawlpieh ahiding hi. Tualeh a pension law pen Basic Pay apat a kimkhat (50%) pieh ahiding hi.

2. Voluntary Pension:

Semtu khat in kum 20 (sawmni) a sepnu a, sem ngap nawnlou a, a kinget a, Executive Committee/Session in a phalpiehleh Voluntary Pension a la thei ding hi. Tambang a voluntary pension peiten full pension-te bang in hamphatna a mu ding uhi. Tualeh tam voluntary pension ngente nasep dang lunggulna zieh a, a nget ahileh pieh thei ahisih ding hi.

3. Medical Pension: Semtu khat damlouna zieh a, a sepna sem zom theilou a ha-6 tan a umleh Medical Pension pieh ahiding hi. Semtu khat damlouna/natna midang a ding a zauhuoi thei ahileh medical Doctor recommend na in kum khat sung Medical Leave pieh thei ahiding a, tam hun sung a zong a dam sieng nailouleh Medical pension pieh thei ahiding hi. Old Pension Scheme (OPS) nuoi aten Full pension ate bang in a mu ding ua, New Pension Scheme (NPS) nuoi aten a law nukhiapen za kum khat (one year) law leh a mu ding lawm teng pieh ahiding hi.

4. Family Pension:

- a) Semtu khat in a sepsung bang hun bang hun a vangsiet thu a shina-manna a tuohleh a Pay lah ding dan pen Full Pension a peite lah bangbang ahiding a, a Service hun tan a huop ding hi. Tualeh a Service hun bei chieng in (pension hun a tun chiengin) a Nominee (Ji/Pasal) a dam nahlaileh Family Pension pieh ahiding hi.
- b) Family Pension pen semtu Ji/Pasal ngei pieh ahi ding hi. Tualeh a pension law mu ding zat a pension tu law kimkhat (50%) ahiding hi. Tualeh zi/pasal dang anei ni leh ashi ni apat in a pension suhbei ahidiing hi. Tam Family pension in December 31, 2013 tan a Appointment te a huom ding hi (Old Pension Scheme).

C. PENSION SUM KOI DING DAN:

- 1. Semtu (employee) khat phot in a halaw (Basic) apat in 10% a cut zel ding a, tuami sum pen ama min a bank account RD/FD/SIP hong in Synod in Bank ah koisah ahiding a, Office in Bank Account Book a kem ding hi. Tualeh Synod in a pension chieng a, a kholkhiet zat a pat 50% a thuh zel pen ha chin in a thuhta ding a, Old Pension Scheme-te 10% of Basic leh New Pension Scheme-te Gross Salary (Total Emolument) a pat 10% a thuh ding a, Bank Account tuom ah a koipieh ding hi. (Vide 14th Session Finance Committee Report Annexure-1 Resolution No.1 dated 1/12/2017).

2. Tam Synod thuhna khu Semtu koi ahiei ama-le-ama kitawp ahiei, Synod in a tawpsahten amu theisih ding uhi. Amabou ama mimal GPF kholkhawmte khu amu ding hi.

D. PENSION LEH DEATH GRATUITY:

I. Old Pension Scheme (OPS)

1. Pension Gratuity tambanga pieh ahi ding hi
 - a) Kum 15-20 semte Basic Pay X 3 months
 - b) Kum 21-25 semte Basic Pay X 4 months
 - c) Kum 26-30 semte Basic Pay X 5 months
 - d) Kum 31-40 semte Basic Pay X 6 months
2. (a) **Death Gratuity:** Semtu regular employee khat a sep sung a shina-manna atuohleh shigalna (death gratuity) dan in aha thum law (three months) toh gaal ahi ding hi.
(b) Death Gratuity kipete khun pension gratuity a mu theisih ding uhi.
3. Synod Worker pensioner (Family Pensioner huom in) shina-manna tuohte Synod in Puonlaison/Puondum leh dangka sang nga in a gal ding hi.

II. New Pension Scheme (NPS): New Pension Scheme in a huomkhah (January 1, 2014 apat appointment kibawlte) pension sum lahkhiat ding dan tam anei a bang ahiding hi.

1. Pension Gratuity tambanga pieh ahi ding hi
 - a) Kum 15-20 semte Basic Pay X 3 months
 - b) Kum 21-25 semte Basic Pay X 4 months
 - c) Kum 26-30 semte Basic Pay X 5 months
 - d) Kum 31-40 semte Basic Pay X 6 months
2. (a) **Death Gratuity:** Regular employee khat asepgunga shina manna atuohleh shigalna (death gratuity) dan in a kum khat law toh gaal ahi ding hi.
(b) Death Gratuity kipete khun pension gratuity a mu theisih ding uhi.

3. Synod Worker pensioner-te shina-manna tuohte Synod in Puonlaison/Puondum leh dangka sang nga in a gal ding hi.

RECORD:

Semtute Contributory Pension Fund (Fix Deposit, Recurring Deposit, Systematic Investment Plan (SIP) leh adangdang) Record bu pen bang hun bang hun a et thei dingin Office ah Sr. Executive Secretary in a kem ding hi.

BAWNG -8 ACCOMODATION

1. Semtu Inn luo dan:

Synod sunga Semtute a umna ding mun ah (Quarter) inn luo ding uh ngaituo pieh hivan, Synod in Quarter anei louna mun ah Inn sap (House rent) sui ahiding a, a luoman Synod in apieh sah ding hi. Tualeh inn nei a inn tuom luote zong bahara pieh ahisih ding hi. Tualeh Synod Quarter luo leh inn bahara piehsah a umten a luo man (House Renth) a Basic Pay apat 2% kah zel ahiding hi.

2. Quarter umlouna munte ah:

Synod Quarter umlouna munte ah inn sap (House rent) tam anei a bang a piehsah ahiding hi.

a) Village	Rs. 1,000 (Maximum)
b) Sub Town	Rs. 2,000 (Maximum)
c) Town	Rs. 3,000 (Maximum)
d) City (Imphal)	Rs. 5,000 (Maximum)
e) Metropolitan City	Rs. 20,000 (Maximum)

A tung a innsap teng a hun leh a mun zil in committee in enkai in a ngaituo zel ding hi.

SYNOD
SIEMZILNA LAM
ETKOL DAN
[SCHOOL GUIDELINES]

BAWNG -9

SIEMZILNA (EDUCATION)

A. SIEMZILNA

Synod in Siemzilna ngai poimaw in Siemzilna tam anuoi a bang in anei hi.

1. Lower Primary School (Class-II) tan
2. Junior Basic School (Class-V) tan
3. Upper Primary School (Class-VII) tan

[Class-VIII te khu Government in registration abawl zieh in Government theipina/phalna tellou a Class-VIII kibawl theilou ahi].

Zou Synod nuoi a School ten Government prescribed Syllabus, Board of Secondary Education, Manipur (BSEM) zah ahiding hi.

4. Sangshie khat in kum khat in ni 130-150 working days anei ding a, ni khat nasep hun sung (Working hours) khu 9:00am to 2:30pm ahiding hi.
5. Holiday pen Synod Calendar bawl bang ahiding hi.
6. Ha chin in report form a submit zing ding hi.
7. Pasian thu-le-la zilsahna: Sangshieten zingmawng chin a devotion neipi zing a Bible leh phatna la te a hunhun a zilsah ding ahi.
8. I gamsung a naupang laizilna ding gelkhawlina zieh in Singtang lam a Government School umlouna khuote ah School Grant pieh ahi. Tam Grant School khu a khuo/Hattuum kipie ahia, koima mimal pieh ahisih hi.
9. Government School umna a grant te khu a Local toh Synod a kihou tuoh theileh suhbei thei ahi.

10. School um theina ding khuote ahileh a tawmpen a Naupang 10 tunglam umna khuo ahiding a, School a poimawleh Local in District tungtawn in Synod ah a ngen ding hi.

B. GRANT SCHOOL:

1. Synod in School a semtu a neisate ban ah tu-le-tu in koima semtu det (Regular) ding la nawnlou in a poimawna munte ah grant apieh thaw zel hi.
2. Mission School umna sa munte a semtu kichinglou seng a thei ahichieng in, semtu hisa (Regular Teacher) koi ding lemtang a umsihleh Synod in a School leh Hattuum kungah semtu (Teacher) chawmna ding a rate umsa a nei bang in grant a pe thei hi.
3. Sorkal leh Private School umlouna mun singtang khoneute a Mission School um nailouna munte ah Synod in poimaw a sah bangbang in grant pethei a, naupang keptham a um nawnlou chieng in khawlsah thei zel hi.
4. Grant Teacher kichi pen, Hattuumte mawpuohna a koi ahia, chitna nei atheite uh la in, a poimaw dan bang zel in a tawpsah thei zel ding ua, ahoizaw ding mi a umleh a semsah zel thei ding uhi. Tam chitna kichipen a ngiempen in pawl 12 (Class-XII) zousa ahiding hi.
5. Hattuum in Grant Teacher ding a alah pen uh amin leh a hinate Synod ah theisah va un, amabou Synod Worker leh semtu ahisih ding hi.
6. Synod in a Grant na sum pen a semtu ahilouleh Hattuum Chairman/Secretary in Monthly Report pekawm in a la thei zel ding hi.
7. Grant Teacher koitobang in, kum bangtan a sawt sem nanlezong Regularise thei ahisih ding hi.

8. Mission School umnate ah bang ama chi a naupang kep tham a um nawn tahlou hun chieng in Synod leh Hattuumte kihou lem in a poimaw hun hun a pieh tha thei ding in School Grant a lakhe thei ding hi.
9. Grant School zousie khu kum khat sung ahiding a, a poimaw nalaiten extend a ngen ding ua, a ngen kia loute pen suhbei ahi zel ding hi.(Vide 9th Session Resolution No. 10 Page-16 and Last Edn. Resolution No. 19 Page-41).

BAWNG 10

TAM DAN TUNG A THUNEINA

1. Danzahna:
Tam Service Rules pen ZPCS huong sung ah pom ahi ni apat zah ahiding hi.
2. Dan hen theina: Tam dan pen apumpi in ahiei, abawng in ahiei bangchih laipou in Synod in apoimaw dungzui in a siempha in a sulamdang thei ding a, a phiet mang thei ding hi.
2. Dan thutawp: Tam dan a chinglou ahiei, a val ahiei, kiniel theina leh hilchien ngai a umleh Synod Session thupuasahna khu thutawp ahi zel ding hi.

.....

SYNOD
SUM ETKOL DAN
(FINANCE GUIDELINES)

BUNG - 1

LOCAL HATTUOM SUM ETKOL DAN

1. LOCAL HATTUOM: Local Hattuum khu Zou Presbyterian Church Synod khut leh keng sum naah pen ahia; a enkoltu leh mawpuotu pen khu Local Hattuum Committee ahi. Local chin in sum leh pai enkoltu ding Finance/Treasurer nei chiet ding ahia; tam mawpuohna guot dingte khu Local Committee member lah a mi ginumte guot ding ahi.

2. SUM NAH CHI TUOMTUOM:

Local Hattuum in thawlawm chi tuomtuom inei ua, tam bang in

- a) Sawm-a-khat
- b) Anntangham
- c) Khawmpi tuohkhawm
- d) Sacrament tuohkhawm
- e) BSI tuohkhawm
- f) Pentecost tuohkhawm (PCI-General Assembly a ding)
- g) Sunday tuohkhawm
- h) Ginna thuchiem
- i) Mission Box
- j) Mission Anntangham
- k) Jeremiah Prayer Team (JPT)
- l) Missionary Day tuohkhawm
- m) Palm Sunday tuohkhawm
- n) Good Friday tuohkhawm
- o) Easter Sunday tuohkhawm
- p) Sillui zuana
- q) Kikhop tuohkhawm leh adangdangte

Tamna kipat a sum mute khu Finance Secretary in ala ding a, Treasurer kung ah apelut ding hi. Local Cash Book ah agiel lut dinga, ahina bang chiet in a pe sawn kia mai ding hi.

3. LOCAL TREASURER LEH FINANCE-TE NASEP:

- a) **Finance Secretary:** Local thawlawm lut zousie leh Synod sum zousie mutu leh Treasurer kunga pekhetu ahi. Receipt tungtawn in a sum mute Cash Book ah agiellut dinga, Treasurer kung ah apekhe ding a, Treasurer in Receipt ana pe zel ding hi.
- b) **Treasurer (Local ah):** Finance Secretary apat a Local etkolna sum dongtu leh enkoltu, Committee thu leh theipina zieh a, apoimaw bang a sum pekhetu ahi. Local sum gelna (Cash Book) akem ding hi.
- c) **Treasurer (Synod ah):** Sawm-a-khat, Missionary leh Synod sum pouma gellutna ding (Cash Book) akem ding hi. Tualeh Treasurer in a hun bangtah in Synod ah apelut zel ding.

4. CASH BOOK LEH REGISTER: Hattuum chin in Hattuum a ding a lam chinteng a thawlawm amu zousie chiemtena ding in Cash Book leh Register anei ding uh hi. Tam mi bu ah khun sum mu zousie leh azahna chiengtah a giellut ding ahi.

Sum lut leh pawt zousie a lut ni leh apotni tam Cash Book a gellut ahi dinga, gel khiei khah a um leh giel kia lou in a dihlou chiemtena in a git (~~chiemtena in a git~~) ding a, chiemtena in a Suoi akai ngeingei ding ahi.

- 5. **RECEIPT:** Hattuum in sum muna dang anei leh amuna pa/nu kungah Receipt ape ding a, azahna zong Receipt a la ding hi.
- 6. **CASH BOOK HA CHIN KHAH DING:** Cash Book khu Ha chin a khah (close) ding ahi, Cash Book koltu in Seal tat in a Sign zel ding hi.
- 7. **Auditors:** Auditor-ten kum kim leh kum tawp chin in a Cash Book Receipt teng en in Local a sum muna leh zahna Audit a bawl ding uhi.

BUNG - 2

PASTOR BIEL LEH PRESBYTERY SUM KEP DAN

Pastor biel (district) khat in Tuolsung Hattuum ni amaw a sang a tamzaw a huop hi.

Pastor biel (district) thum leh a sang a tamzaw ten Presbytery a siemdoh hi.

Pastor biel (district) leh Presbytery sung a sum kep dan tam anuoi a bang ahiding hi.

1. BIEL AH:

- a) **Finance Secretary:** Finance Secretary in asum muna zousie kimtah a giellut in Treasurer ah a pelut ding a Receipt ala ding hi.
- b) **Treasurer:** Finance Secretary apat a sum-le-pai lut zousie kemptu Treasurer ahiding a, Biel (district) Treasurer in a khut a sum a um sung teng maw a po ding a, bangchih lai pou in zong sil dang a zah leh leitawi phal ahisih ding hi.
- c) **Audit:** Biel (district) Khawmpi in Auditor dinga aguotte un Audit abawl ding ua, Biel (district) sung Khanglaite, Numei Pawl ate Audit abawl ding ua, Biel (district) khawmpi ah et thei dingin mansa a a um ding ahi.

2. PRESBYTERY AH:

- a) Presbytery chin in Finance Secretary leh Treasurer anei ding uhi.
- b) **Finance Secretary:** Finance Secretary in asum muna zousie kimtah a giellut in Treasurer ah a pelut ding a Receipt ala ding hi.
- c) **Treasurer:** Finance Secretary apat a sum-le-pai lut zousie kemptu Treasurer ahiding a, Presbytery Treasurer in a khut a sum a um sung teng maw a po ding a, bangchih lai pou in zong sil dang a zah leh leitawi phal ahisih ding hi.

- d) Presbytery Khawmpi in aguot Auditor-ten Presbytery sum a endih ding ua, Presbytery Khawmpi a et man teitei ding in Auditor ten Presbytery Secretary ah a pelut ding uhi.

BUNG - 3

SYNOD SUM ETKOLNA A THUNEITUTE:

1. **Synod:** Synod sum mu, kep leh zaah dan thu a thuneitu pen khu Synod ahi. Synod Khawmpi kal lah a thuneina khu Synod Executive Committee thuneina ahidinga, Synod Executive Committee in poimaw bih leh sil kinaw zuolte chi lou ah sum leh pai thu ah Synod Finance Committee tungtawn zel in apeipi ding hi.
2. **Synod Finance Committee:**

Synod Finance Committee in sum muna, kepbit leh zahna tungtang ah maw apaw ding a, tam thu a peidan mumal leh bawldan hoi, geldan dih leh muna leh zahna ding etfelna ah maw apaw ding uhi. Sum zah ding (Budget) sum dinmun en in angaituo ding ua, Synod Executive Committee ah atut ding uhi. Tualeh sil kul leh poimaw a atheite uh ama uh Committee thuneina in azaw loute Synod Executive Committee ah atut ding uhi.
- a) **A thuneina leh a nnate:** Synod department zousie Hachin Statement of receipts leh payments alakhawm ding ua, Synod khawmpi kikal ah nivei tei beh sum dinmun a enkai ding uhi. Akul bang zel in a gel fel ding ua, apoimaw leh kul sil a, atheite uh Synod Executive Committee ah atut ding uhi. Sum nget bena (Additional Budget) akai khawm ding ua, pieh ngai dinga poimaw asahte uh Synod Executive Committee ah atut ding uhi. Additional Budget ah ahileh azahna ding guoh mai hilou in azahna ding toh kituoh a, amuna ding zong bawl tel ngal ding ahi.

- b) Synod in sum muna ding leh a zahna ding a angaituote chipchieltah leh pilvangtah a bawzui ding ahi.
- c) Budget allotment tungah zahna ding a umleh akulna san leh sum dinmun enchien a ngaituoin zah thei ahi chia athei leh Synod Executive Committee ah apawlut ding uhi.
- d) Department te leh nasepna dangdang a sum zah dante chipchieltahin a endih ding ua, poimaw lou leh kul seng lou a sum zah ahileh hilou a sui zui ding ua, zah dan fellou chia atheite uh akhawsah thei un, abawl danglam thei ding uhi.
- e) Finance leh Account sil a policy leh peidan umsa entou in a bawl hoi semna ding ah maw apuo uhi.
- f) Synod Auditors report Half Yearly leh Annual Statement a endih ding ua, a kul bangin a bawzui ding uhi.
- g) Sum mudan ding lampi suitu ahiding ua, nasepna i nei lamtuom ah kitoudel thei nang lampi ah pan ala ding uhi.

3. FINANCE OFFICER: Synod peidan ah Finance Officer, Executive Secretary i/c Finance leh Treasurer ahi ua, a mawpuohna tambang ahi.

- i) Executive Secretary i/c Finance in Finance toh kisai a Bill te endih in approve a bawl ding hi.
- ii) Synod Budget leh Additional Budget te, Balance sheet bawl tungtang ate, Department chin Budget leh Office a sum sun ding dan ah maw apaw ding hi.
- iii) Synod Budget leh report dangte Synod Khawmpi leh Committee ah alui ding hi.
- iv) Audit report a bawzui ding hi.
- v) Finance Committee min in Hattuum theisah ding zousie atheisah zel ding hi.

- vi) Synod sum-le-pai zousie kimtah in Synod Bank Account ah koilut ahi ding hi. Treasurer in ha chin in Cash Book te verify in suoi a kai zel ding hi.

4. SENIOR EXECUTIVE SECRETARY DDO:

Synod Office zousie etkolna mawpawtu ahiziehin Finance department zong a etkolna nei a um ahia; a mawpuohna tangpi khu tamte ahi ding hi.

1. Sanctioning order gel:

- a) Synod Budget sunga department dangdangte grant pekhetu leh sum zahna ding sanction geltu ahiding.
 - b) Sum lam toh kisai sil (e.g. Office order, work order, indent, Tour Programme etc) phalna petu ahi ding hi.
 - c) Finance lam a bill hing peite sanction bawltu ahiding hi.
2. Synod sum mu leh zahna gellutna account khu adih ei chi a endih dinga, hachin in khatvei etdihna anei zel ding hi.
 3. Finance department tungtang ah policy khoi thei silte Synod Finance Committee ah apawlut zel ding hi.
 4. Advance a sum pieh ding pouma a sanction ding hi.
 5. Sum lam sil a Government toh kisai maw a paw ding hi.
 6. Nichin a Office maintenance leh adangdang a van kileite khu a vante a dihna hi chi etchetna a bawl ding hi.

CASH LEH ACCOUNT SECTION

Synod Finance Department nei ah sum etkol leh akhoi tute feltah leh dihtah a peipi ahi theina dingin Synod Account Section a um ding hi.

- 1. Jr. Accountant:** Jr. Accountant in Synod Office ah sum lut zousie, cheque, draff, bank transfer te receipt zangin ana la lut ding a, Original copy pen sum pepa kungah ape ding hi.

Sum lutte khu daily register cash book ah agiel lut ding a, form No. 1 * zang in Sr. Accountant kungah ape lut ding a, Sr. Accountant in ka mu na hi china in Receipt ape ding hi.
* Annexure-2

Tualeh, ni chin in sun nua 2:00pm apat sum muna leh zahna (Account) khah (Closed) ahiding hi.

b) Sr. Accountant:

Sr. Accountant in ni chin a Jr. Accountant apat a a sum mute khu enchien in Receipt a pe ding a, zahna teng ettup zaw chieng in Cash Balance um teng khu Iron Chest ah Executive Secretaries te toh ni chin in a koilut ding hi.

Sum pieh khiet zousie a latu lahna (Actual Payment receipt) (APR) a um ngeingei ding ahi. A latu dinga um lou leh ala dingtu sih leh tang a guotna lai (Authorisation)* a um ngeingei ding ahi. *Annexure-3

Fixed Deposit a dingin Register dang zah ahi dinga, Accountant in a enkol dinga, Finance Officer ten a endih in a sign zel ding uhi.

Bank a sum koi leh lahkhiat ding thu ah maw apaw dinga, akul dan zil in Gari (Vehicle) zangin nna a sem ding hi.

Sum lah ding khu law hilou a sil dang a ding ahileh “Ha sung a ka law” tangin alah ding min leh Sanction order No. a sum za leh dated a gel zaw ding hi.

BUNG - 4

SUM ZAH DING LAH MASAH THEITE

1. Sum zah ding lah masah phalsah theite:

Synod sum hi koipou hileh zong batlah phal ahisih a, Synod Office leh Synod department dangdang ten Office sil ah sum lah masah lou thei lou a um hi.

- a) Office poimaw leina ding
- b) TA/DA, Transfer
- c) Sietna hing tung thut, inn kang, huipi, nop-le-da leh adangdang.

2. Law lah masah theite:

- a) Semtute a umna kisuon (Transfer) ahileh ama deina bangin Ha khat law ala masa thei ding hi.

3. Khuolzinna TA/DA

- a) Khuolzinna dinga dan banga mu thei ngei ding khuot tuoh a pieh masah thei ahi.
- b) Khuolzin ang tun uh ni 3 sung ngei a bill leh apoimawte asuhfel ngeingei ding uh ahi.

ACCOUNT BU NEI DINGTE:

- 1) House rent Register:** Synod in Quarter aluosahte chiemtena dingin Register tuom chiet anei ding hi. Quarter luosah min leh khuo, hakhat a aluo man, bang hun apatsa aluo e, Mi inn luo ahileh a inn neipa min tam register a gellut ding ahi.
- 2) Stock Register:** Stock Register hi feltah leh chiengtah a nei ding ahi. Synod in van anei, zah thei amaw, zah theilou teng tam Register ah gellut ngeingei ding ahi. Van sie a um a, zuah khiet ding ahileh zong, azuah khietna za, ani leh aleitu min hoitah a gellut ding ahi.

- 3) Vehicle Book:** Vehicle Log Book khu Gari zousie adia khat chiet neisah ding ahi. Amasa in Gari tanchin kintah a, a gellut zou chiengleh Gari leini, aman zaa, Type, Model, Engine No..... Classis No. Registration No. gellut ding ahia; Tam register ma zang in, Gari Repair nate leh tam Gari ading a tools leh a bawl na zousie gellut ding ahi. POL zousie chipchieltah a gellut ding ahia; tam min adeipen khu bangteng kibawl, bang za kizang zou chite bailamtah in a theisah ding hi.

Tualeh a enkoltu in tam bangin theipina a bawl ding hi. Tam sum zahnate khu keiman ka etchet nua in dihna chia ka mu dungzui in ka theipina suoi ka bawl hi.

BUNG - 5

REGISTER CHI TUOMTUOM NEI NGAITE:

- 1) Assets Register** ah Van leh sil dang zah mang mai theiloute feltah a gellut ding ahi. Assets in tam bangteng a huop ding hi, Gam, Building, Furnitures, Vehicles, Equipment leh a dangdang kum bei chienga tam assets register close bawl zel ding ahi.
- 2) Key Register:** Almirah leh Iron Chest te leh Tala (Chabi) ngai zousie tam register a gellut ding ahi. Chabi zah lai kemtu pieh ni leh chabi spare kemtu min chiengtah a gellut ding ahi.
- 3) Cheque register:** Cheque khu sum banga zah thei ahi ziehin pilvang tah a kep bit ding ahi. Bank a Cheque Book lah khiet ni leh Cheque number toh gellut ding ahi. Cheque zang a sum lah khiet ding pouma, azahni, azieh leh asum zah chieng tah a gellut zel ding ahi.

BUNG - 6

AUDIT THU

Executive Secretary, i/c Finance in kum chin in Half Yearly leh Annual Audit bawl ding in Auditor te theisahna a pieh dungzui in Audit a bawl ding uhi.

Tam a tung a chilou a hun dang ah a poimawleh incharge audit leh adangdang bawl ding in zong Executive Secretary i/c, Finance in Auditor te theisahna a bawl thei ding hi.

- 1) Audit dan tangpi: Synod sum mu leh kepbit dante, sumzah dan leh a zah nate adih azah ahinai chite hoitah in a enkai ding uhi.
 - a) Synod sum zousie kum chin in Audit a bawl zel ding uhi.
 - b) Auditorten department tuomtuom a sum zah dante Synod sanction apatsa zah ahinai, Financial rule in sum kep ding dan leh zah ding dan dihtah a zah ahina ama chi hoitah in a endih ding uhi.
 - c) Account bu, Cash Book leh department tuomtuom a stock register tanpha Auditor ten a etnuom uleh phallou thei ding ahisih hi.
 - d) Auditorten audit note agiel ding ua, Finance Committee ah apawlut ding uhi. Audit note apatsa suizui ngaite leh bawzui ding te Finance Committee in a kul leh poimaw bangin a enkai ding ua, a kul leh poimaw dia a theite uh SEC ah a tut ding ua, Audit note approve ding in SEC ah a tut ding uhi.
 - e) Auditor-ten a thei ding uh ahileh Synod Financial rules in bang chi bang a Account bu zah ding e chi khu ahi. Tam dan ten a genlou khu Special Audit ahilouleh ngaidan mai a peipi ding ahilouleh bawl ding ahisih hi.

- f) Audit kipat masang ngei in Account Statement ahiei, Bank toh kisai zousie suhtup sa a koi ding ahi.
- g) Audit zaw ahi chieng in i/c Executive Secretary kung ah Auditor ten report a bawl ding uhi.

BUNG - 7

AUDITORTE NASEP DINGDAN:

Auditorten Synod Financial rules in aphut bangin sum muna (Receipt) tua receipt bu (Counter) a kigiel za Cash Book ah akigiel nai, Receipt numberte gellut ahinai chi hoitah in a endih ding uhi.

- a) Cash Book nichin in close ahinai, feltah a gellut ahiei, Officer Incharge in a Sign ei chi a endih ding ua, Cash book a sum mu zousie adih a a check ngei hi chi chetna Officer incharge initial Sign ahileh hilou a endih ngal ding uhi.
- b) Sr. Accountant in sum a pieh khiet pouma Cash Book ah a giellut ei, Voucher dihtah a um nai chi leh piehkhietna Voucher number serial kizom in a um nai chiengtah in a endih ding uhi.
- c) Auditorten a audit lai ua figure gel dihlou kha, pai leh gawm, amu khah uleh amawpuotu toh abawl dih ding ua, tua chilou a bawl dih theilou leh siemtup theiloute khu Audit note ah chiengtah in a tahlang ding uhi.

Annexure-1(A)

ZOU PRESBYTERIAN CHURCH SYNOD

**PROBATIONARY PASTOR
ANNUAL CONFIDENTIAL REPORT**

For the Period from.....to.....

- 1. Name of Probationary Pastor :.....
- 2. Date of Birth :.....
- 3. Qualification :.....
- 4. Date and Session of his appointment :.....
- 5. Pay/Scale of Pay :.....
- 6. Place of Posting :.....
- 7. Name of Pastor to whom attached :.....

Signature of
Sr. Executive Secretary

Annexure-1(B)

OBSERVATION

- 1. Obedience :
- 2. Discipline :
- 3. Honesty and Integrity :
- 4. Punctuality and keenness :
- 5. Intelligency and speed in work output :
- 6. Devotion to duty :
- 7. Readiness to accept responsibility :
- 8. Knowledge and skill in guiding and
leading Church Administration :
- 9. Relation with fellow workers :
- 10. Behaviour towards the public :
- 11. Behaviour in Church activities :
- 12. General observation and comment :

Date:

Signature of Reporting Pastor:

*Annexure-2

FORM NO. 1
ZOU PRESBYTERIAN CHURCH SYNOD

Sr. Accountant,.....

Date sunga sum muteng
kang submit hi.

Sl.No.	Receipt. No.	Sawmakhat	Antangham	Missionary	School	Total

Note simna

2000x..... =

1000 X..... =

500 X =

100 X =

50 X =

20 X =

10 X =

Received Rs. (.....)

Receipt No..... Date

.....

Sr. Accountant

.....

Jr. Accountant

*Annexure-3

**AUTHORISATION LETTER
(SIH LEH TANG LAI)**

Rev/Upa/Pi/Pu

hi Ha sunga ka law ka sih leh tang a la
dingin ka guot hi.

Amin gel ding dan tam bang ahi ding.

Min (Capital)

Signature

Signature.....

Min

Hina

Department/Khuo.....

.....

Annexure-4

ZOU PRESBYTERIAN CHURCH SYNOD

PAY COMMISSION 2020

Session thunuasie Seniority Protection leh Pension Calculation Report ngaikhetna Pay Commission-te apat nei ahia, Pay Structure 2013 a pen Revision bawl hunta ahina toh tam anuoi a teng in ahing bawl tha ding ua phasah leh guot ahi uhi (Vide 1st SEC R/No. 9 dated 18-12-2019).

1. Upa Liansuankap, Convenor
2. Upa Khaichinmang
3. Pa Lamthang
4. Pa Khaiminlian
5. Pa Thangzamang

Recommendations:

1. Synod Executive Committee R/No. 9 dated 19/12/2019 {Ref. No. ZPCS/Fin-03/2020-06(41)} dungzui in Pay Commission a guot a um teng in guh vei (6) toukhawm in Synod Semtute Pay Revision tam anuoi a bang a siem ahi.

Synod Pay Structure 2013 leh 2019 Session in Principle a a pom, Pay Structure level/Table li (4) a bawl ahi.

2. Semtu zousie Date of Next Increment (DNI) khu kum chin January 01 ahiding hi.
3. Pastor/Minister a ding a minimum qualification BD ahia, a tunglam M.Th., D.Th., etc. zoute Additional Degree Allowance table 1 a bang a pieh ahi ding hi. Pastor-te M.Th. zoute 'Initial increment' khat pieh ahi ding a, D.Th. zoute 'initial increment' khat belap ahi ding hi. Semtu dangte zong "Trained/Specialization" dungzui a initial increment khat zel pieh ahi ding hi.

4. Synod Executive Secretaries allowance zong level/table-1 a bang a siem a hi.
5. Dearness Allowance (DA) Nill a bawl ahia, Synod in poimaw asah hun in, pha asah za a pe tou zel ding hi.
6. Tam Pay siem tha ah GPF thuhna suhlat ahisih a, tam pen Synod Service Rule leh Synod Resolutions umsate ngansie ahi.
7. Pensioners leh Family Pensioners Pay/Salary zong level/ Table 1-4 a, amau sep zat kum apat Synod Service Rule a bang a tuot ahi.
8. Semtu Pastor/Minister loute lah ahi chieng in Pastor-te a bang in kum thum (3) sung probation a koi zel ding ahia, table 4 a bang in allowance leh yearly increment a mu ding uhi.

Semtu zousie in kum thum tan Allowance teng 50% amu ding ua, kum li (4)na ah Allowance zousie a mu ding ua, basic increment khu kum nga (5)na ah a mu chiet ding uhi.
9. Synod in kum 10 dan in Pay Commission siem in Pay Revision bawl zel ding ahi.
10. Pensioners leh Family pensioners te khu Synod Service Rule & Finance Guideline Bawng-7 B Khil 1, 2, 3 leh 4 na bang a bawl ahi ding hi (Laimai 12, 13).
11. Tam Pay recommendation khu 17th Synod Session in a pom bang in January 2021 apat zah ahita ding hi.
12. Pay Commissions bawlten a mawpuohna bang ua a zaw tah zieh un Pay Commission khu ahun uh beisah ahita hi.

Table-1
Probationary Pastors and Ministers
Proposed Pay: 12000-25500
Existing Pay Scale (6500-7800)

	Pay							Addl. Degree			
Length of Service	Pay	Yearly Increment 300-400-500-600	Total	Dearness Allowance	Medical Allowance	Hospitality Allowance	Biel Allowance	M. Th./ Doctorate	Executive Secretary	Sr. Executive Secretary	Total
1	2	3	4	5	6	7	8	9	11	12	13
Rate	12,000		12,000	0	3,000	4,000	5,000		500	700	24,000
1	12,000		12,000		1,500	2,000	2,500				18,000
2	12,000		12,000		1,500	2,000	2,500				18,000
3	12,000		12,000		1,500	2,000	2,500				18,000
4	12,000		12,000		3,000	4,000	5,000				24,000
5	12,000	300	12,300		3,000	4,000	5,000				24,300
6	12,000	300	12,600		3,000	4,000	5,000				24,600
7	12,000	300	12,900		3,000	4,000	5,000				24,900
8	12,000	300	13,200		3,000	4,000	5,000				25,200
9	12,000	300	13,500		3,000	4,000	5,000				25,500
10	12,000	400	13,900		3,000	4,000	5,000				25,900
11	12,000	400	14,300		3,000	4,000	5,000				26,300
12	12,000	400	14,700		3,000	4,000	5,000				26,700
13	12,000	400	15,100		3,000	4,000	5,000				27,100
14	12,000	400	15,500		3,000	4,000	5,000				27,500
15	12,000	400	15,900		3,000	4,000	5,000				27,900
16	12,000	400	16,300		3,000	4,000	5,000				28,300
17	12,000	400	16,700		3,000	4,000	5,000				28,700

18	12,000	400	17,100		3,000	4,000	5,000				29,100
19	12,000	400	17,500		3,000	4,000	5,000				29,500
20	12,000	500	18,000		3,000	4,000	5,000				30,000
21	12,000	500	18,500		3,000	4,000	5,000				30,500
22	12,000	500	19,000		3,000	4,000	5,000				31,000
23	12,000	500	19,500		3,000	4,000	5,000				31,500
24	12,000	500	20,000		3,000	4,000	5,000				32,000
25	12,000	500	20,500		3,000	4,000	5,000				32,500
26	12,000	500	21,000		3,000	4,000	5,000				33,000
27	12,000	500	21,500		3,000	4,000	5,000				33,500
28	12,000	500	22,000		3,000	4,000	5,000				34,000
29	12,000	500	22,500		3,000	4,000	5,000				34,500
30	12,000	600	23,100		3,000	4,000	5,000				35,100
31	12,000	600	23,700		3,000	4,000	5,000				35,700
32	12,000	600	24,300		3,000	4,000	5,000				36,300
33	12,000	600	24,900		3,000	4,000	5,000				36,900
34	12,000	600	25,500		3,000	4,000	5,000				37,500

Table-2**Head Clerk/Accountant/UDC****Proposed Pay: 10600-24200****Existing Pay Scale (5000-6000)**

Length of Service	Pay								
	Pay	Yearly Increment 200-300-400-500	Total	Dearness Allowance	Medical Allowance	House Rent Allowance	Special Allowance	Trained Allowance	Total
1	2	3	4	5	6	7	8		9
Rate	10,600		10,600	0	2,000	3,000	4,500	200	20,300
1	10,600	0	10,600		1,000	1,500	2,250		15,350
2	10,600	0	10,600		1,000	1,500	2,250		15,350
3	10,600	0	10,600		1,000	1,500	2,250		15,350
4	10,600	0	10,600		2,000	3,000	4,500		20,100
5	10,600	200	10,800		2,000	3,000	4,500		20,300
6	10,600	200	11,000		2,000	3,000	4,500		20,500
7	10,600	200	11,200		2,000	3,000	4,500		20,700
8	10,600	200	11,400		2,000	3,000	4,500		20,900
9	10,600	200	11,600		2,000	3,000	4,500		21,100
10	10,600	300	11,900		2,000	3,000	4,500		21,400
11	10,600	300	12,200		2,000	3,000	4,500		21,700
12	10,600	300	12,500		2,000	3,000	4,500		22,000
13	10,600	300	12,800		2,000	3,000	4,500		22,300
14	10,600	300	13,100		2,000	3,000	4,500		22,600
15	10,600	300	13,400		2,000	3,000	4,500		22,900
16	10,600	300	13,700		2,000	3,000	4,500		23,200
17	10,600	300	14,000		2,000	3,000	4,500		23,500

18	10,600	300	14,300		2,000	3,000	4,500		23,800
19	10,600	300	14,600		2,000	3,000	4,500		24,100
20	10,600	400	15,000		2,000	3,000	4,500		24,500
21	10,600	400	15,400		2,000	3,000	4,500		24,900
22	10,600	400	15,800		2,000	3,000	4,500		25,300
23	10,600	400	16,200		2,000	3,000	4,500		25,700
24	10,600	400	16,600		2,000	3,000	4,500		26,100
25	10,600	400	17,000		2,000	3,000	4,500		26,500
26	10,600	400	17,400		2,000	3,000	4,500		26,900
27	10,600	400	17,800		2,000	3,000	4,500		27,300
28	10,600	400	18,200		2,000	3,000	4,500		27,700
29	10,600	400	18,700		2,000	3,000	4,500		28,200
30	10,600	500	19,200		2,000	3,000	4,500		28,700
31	10,600	500	19,700		2,000	3,000	4,500		29,200
32	10,600	500	20,200		2,000	3,000	4,500		29,700
33	10,600	500	20,700		2,000	3,000	4,500		30,200
34	10,600	500	21,200		2,000	3,000	4,500		30,700
35	10,600	500	21,700		2,000	3,000	4,500		31,200
36	10,600	500	22,200		2,000	3,000	4,500		31,700
37	10,600	500	22,700		2,000	3,000	4,500		32,200
38	10,600	500	23,200		2,000	3,000	4,500		32,700
39	10,600	500	23,700		2,000	3,000	4,500		33,200
40	10,600	500	24,200		2,000	3,000	4,500		33,700

Table-3**LDC/Data Operator/Evangelist/Evangelist Teacher/Driver****Proposed Pay: 9900-23450****Existing Pay Scale (4500-5400)**

Length of Service	Pay								
	Pay	Yearly Increment 150-250-350-450	Total	Dearness Allowance	Medical Allowance	House Rent Allowance	Special Allowance	Trained Allowance	Total
1	2	3	4	5	6	7	8	9	10
Rate	9,900		9,900	0	2,000	2,000	4,500	150	18,550
1	9,900	0	9,900		1,000	1,000	2,250		14,150
2	9,900	0	9,900		1,000	1,000	2,250		14,150
3	9,900	0	9,900		1,000	1,000	2,250		14,150
4	9,900	0	9,900		2,000	2,000	4,500		18,400
5	9,900	150	10,050		2,000	2,000	4,500		18,550
6	9,900	150	10,200		2,000	2,000	4,500		18,700
7	9,900	150	10,350		2,000	2,000	4,500		18,850
8	9,900	150	10,500		2,000	2,000	4,500		19,000
9	9,900	150	10,650		2,000	2,000	4,500		19,150
10	9,900	250	10,900		2,000	2,000	4,500		19,400
11	9,900	250	11,150		2,000	2,000	4,500		19,650
12	9,900	250	11,400		2,000	2,000	4,500		19,900
13	9,900	250	11,650		2,000	2,000	4,500		20,150
14	9,900	250	11,900		2,000	2,000	4,500		20,400
15	9,900	250	12,150		2,000	2,000	4,500		20,650
16	9,900	250	12,400		2,000	2,000	4,500		20,900
17	9,900	250	12,650		2,000	2,000	4,500		21,150
18	9,900	250	12,900		2,000	2,000	4,500		21,400

19	9,900	250	13,150		2,000	2,000	4,500		21,650
20	9,900	350	13,500		2,000	2,000	4,500		22,000
21	9,900	350	13,850		2,000	2,000	4,500		22,350
22	9,900	350	14,200		2,000	2,000	4,500		22,700
23	9,900	350	14,550		2,000	2,000	4,500		23,050
24	9,900	350	14,900		2,000	2,000	4,500		23,400
25	9,900	350	15,250		2,000	2,000	4,500		23,750
26	9,900	350	15,600		2,000	2,000	4,500		24,100
27	9,900	350	15,950		2,000	2,000	4,500		24,450
28	9,900	350	16,300		2,000	2,000	4,500		24,800
29	9,900	350	16,650		2,000	2,000	4,500		25,150
30	9,900	450	17,100		2,000	2,000	4,500		25,600
31	9,900	450	17,550		2,000	2,000	4,500		26,050
32	9,900	450	18,000		2,000	2,000	4,500		26,500
33	9,900	450	18,450		2,000	2,000	4,500		26,950
34	9,900	450	18,900		2,000	2,000	4,500		27,400
35	9,900	450	19,350		2,000	2,000	4,500		27,850
36	9,900	450	19,800		2,000	2,000	4,500		28,300
37	9,900	450	20,250		2,000	2,000	4,500		28,750
38	9,900	450	20,700		2,000	2,000	4,500		29,200
39	9,900	450	21,150		2,000	2,000	4,500		29,650
40	9,900	450	21,600		2,000	2,000	4,500		30,100
41	9,900	450	22,050		2,000	2,000	4,500		30,550
42	9,900	450	22,500		2,000	2,000	4,500		31,000
43	9,900	450	22,950		2,000	2,000	4,500		31,450
44	9,900	450	23,400		2,000	2,000	4,500		31,900

Table-4:
Peon/Attendant/Etc.
Proposed Pay: 8300-19800
Existing Pay Scale (4000-4800)

Length of Service	Pay							
	Pay	Yearly Increment 100-200-300-400	Total	Dearness Allowance	Medical Allowance	House Rent Allowance	Special Allowance	Total
1	2	3	4	5	6	7	8	9
Rate	8,300		8,300	0	1,000	2,000	2,000	13,300
1	8,300	0	8,300		500	1,000	1,000	10,800
2	8,300	0	8,300		500	1,000	1,000	10,800
3	8,300	0	8,300		500	1,000	1,000	10,800
4	8,300	0	8,300		1,000	2,000	2,000	13,300
5	8,300	100	8,400		1,000	2,000	2,000	13,400
6	8,300	100	8,500		1,000	2,000	2,000	13,500
7	8,300	100	8,600		1,000	2,000	2,000	13,600
8	8,300	100	8,700		1,000	2,000	2,000	13,700
9	8,300	100	8,800		1,000	2,000	2,000	13,800
10	8,300	200	9,000		1,000	2,000	2,000	14,000
11	8,300	200	9,200		1,000	2,000	2,000	14,200
12	8,300	200	9,400		1,000	2,000	2,000	14,400
13	8,300	200	9,600		1,000	2,000	2,000	14,600
14	8,300	200	9,800		1,000	2,000	2,000	14,800
15	8,300	200	10,000		1,000	2,000	2,000	15,000
16	8,300	200	10,200		1,000	2,000	2,000	15,200
17	8,300	200	10,400		1,000	2,000	2,000	15,400
18	8,300	200	10,600		1,000	2,000	2,000	15,600

19	8,300	200	10,800		1,000	2,000	2,000	15,800
20	8,300	300	11,100		1,000	2,000	2,000	16,100
21	8,300	300	11,400		1,000	2,000	2,000	16,400
22	8,300	300	11,700		1,000	2,000	2,000	16,700
23	8,300	300	12,000		1,000	2,000	2,000	17,000
24	8,300	300	12,300		1,000	2,000	2,000	17,300
25	8,300	300	12,600		1,000	2,000	2,000	17,600
26	8,300	300	12,900		1,000	2,000	2,000	17,900
27	8,300	300	13,200		1,000	2,000	2,000	18,200
28	8,300	300	13,500		1,000	2,000	2,000	18,500
29	8,300	300	13,800		1,000	2,000	2,000	18,800
30	8,300	400	14,200		1,000	2,000	2,000	19,200
31	8,300	400	14,600		1,000	2,000	2,000	19,600
32	8,300	400	15,000		1,000	2,000	2,000	20,000
33	8,300	400	15,400		1,000	2,000	2,000	20,400
34	8,300	400	15,800		1,000	2,000	2,000	20,800
35	8,300	400	16,200		1,000	2,000	2,000	21,200
36	8,300	400	16,600		1,000	2,000	2,000	21,600
37	8,300	400	17,000		1,000	2,000	2,000	22,000
38	8,300	400	17,400		1,000	2,000	2,000	22,400
39	8,300	400	17,800		1,000	2,000	2,000	22,800
40	8,300	400	18,200		1,000	2,000	2,000	23,200
41	8,300	400	18,600		1,000	2,000	2,000	23,600
42	8,300	400	19,000		1,000	2,000	2,000	24,000
43	8,300	400	19,400		1,000	2,000	2,000	24,400
44	8,300	400	19,800		1,000	2,000	2,000	24,800

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Service Rule