



TUNNU LIMBEL

A Residential Child Care Centre

(A Project of the Zou Presbyterian Women Fellowship)

The Zou Presbyterian Church Synod

Zomi Colony, Churachandpur, Manipur

Ki-etkrolna

(GUIDELINE)

2021

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KI-ETKOLNA

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THUMAPUI

Zou Presbyterian Women Fellowship in ZPWF tungtawn a Manggam nna isep khawmna uh “Tunnu Limbel” tunitan Pasian in ang mapui ziehin amin iphat masa uhi.

15th March 2010 in “Tunnu Limbel” Orphanage Home ana kiphut a, kipuihuaina ding poimaw ahizieh in 2014 kum in Ki-etkolna First Edition sut ahia, hun hing pei tou zel in siemtha (revised) ding tampi a umtah zieh in ZPWF 7th Session R/No. 8 dated 18th March, 2018 na in et tha dingin pha akisa a, Central Committee bawzui dinga koi ahi. Central Committee lemsahna toh Ki-etkolna bawl tha ding Board siem ahia, Convenor Rev. Stephen Chinzathang Sr. Executive Secretary i/c ZPWF, Rev. Khamchinkhai Executive Secretary ZPCS, Upa Sianzahau Secretary (Sr), ZPCS (2017), Nu Thangneivah, Chairperson Tunnu Limbel Managing Board Committee leh Nu Chingzaniang Vice Chairperson ZPWF amauteng guot ahi ua, abawl zou utoh kituoh in ZPWF 5th Central Committee in etna kinei in R/No. 4, dated 22nd August, 2018 a 2nd Edition dungzui a tam Tunnu Limbel Ki-etkolna (guideline) hing kibawl a sutkhiet ahi.

Tualeh, 3rd Tunnu Limbel Managing Board R/No. 6, dated 4/3/2020, 5th TLB R/No. 3 dated 22/9/2020 leh 9th ZPWF Session R/No. 14, 2021 phasah bang in tam Guideline siem tha 3rd Edition ahi kia a, sut kia ahi.

Tami ki-etkolna manphatah a zang thei chiet dingin Mangpan hing guolzawl taheh.



(REV. KHAMCHINKHAI)

Sr. Executive Secretary
i/c ZPWF

TUNNU LIMBEL (Orphanage Home)

By Law of “Tunnu Limbel”

BUNG-I RULES AND REGULATIONS

1. Amin: “Tunnu Limbel (Orphanage Home)”
2. Amun: Tunnu Limbel Orphanage Home khu MGP Plot No. II, Zomi Colony, Churachandpur, Manipur 795128 ah a um ding hi.
3. Atupte (Aims & Object)
 - a) Naupang etkol dingte:
 - i) Anu-apa or Anu leh Pa umlou
 - ii) Anu ahilou leh apa umlou (Genthei diehte-Poorest of the poor)
 - b) Ama uh te siamzilna pieh ding (to give free education to orphans, destitutes and abandoned children)
 - c) Fund drive bawl ding, chawmtu ding suiding leh panpina sui ding, mimal, local leh mun dang apat.
 - d) Amaute pen, lekha siemsah a Pawl sawm (Class-X) tan lekha zilsah sawm ding.

- e) Naupangte lah a pat illiteracy/lekha siemlouna suh mang/beisah sawm ding.
- f) Ahithei tan a Naupangte etkolna ding mun leh muol kitup tah lei a building leh huong bawl ding.
- g) State leh Central tan pha a Registration hoitah a bawl ding.
- h) Christian hindan leh Pasian a hinna hoitah anei na ding ua pan lah ding.
- i) School tu leh tu a recognise ahileh Chinkham Modern High School ahi ding hi.
- j) Lai siem theilou Naupang a umleh a talent utoh kituoh a, a zil thei zilsah ahi ding uhi.
- k) Naupang koi zong Government/Private apat panpina amu leh ama guardian ten thu aneitheh sih ding ua, a panpitu te bikhieh hun leh kum a chin tan Managing Board in mawpuohna anei ding a, hun leh kum bikhieh a chin dungzui in a pekhe ding hi.
- l) Home sung ah a tampen in mi (naupang)-25 a um thei ding hi (Mi-25 in Warden leh Cook te zong a huom tel ding hi).

BUNG-II

A. Managing Board Committee

- 1) Tunnu Limbel Orphanage Home in Managing Board Committee chi in a tuom in anei ding hi.
- 2) Managing Board Member ding tam bang a guat ahi ding a, a tawmpen in mi-9 leh a tampen mi-13 ahi ding hi.

2a) Board member lah ding dan ZPWF Central Committee in mi 9 Managing Board Committee ding in a guot ding ua, mi 5 te Central Committee member lah a pat guot ahi ding ua, mi 4 te ahileh siamna tuom nei kipieh zawna nei Central Committee member hilou apat in aguot ding uhi. *Ex-Officio Members ding te:* Sr. Executive Secretary, Executive Secretary, Moderator ZPCS, Secretary (Sr), ZPCS tualeh Sr. Executive Secretary pen Incharge/Director ahi ding hi. Incharge lamkainan, Managing Board Commiittee member ding a kiguot ten akiguot zou ni sawm-le-nga (15 days) sung in Managing Board Committee nei in Office Bearers kitelna anei ding ua, ZPWF Office Bearer ah report a pe ding uhi.

2b) Managing Board Committee te tam bang a guot ahi ding

1. Chaiman/Chairperson
2. Vice Chaiman/Chairperson
3. Secretary
4. Finance Secretary
5. Treasurer
6. Sr. Executive Secretary pen Incharge/Director ahi ding hi.

2(c) Managing Board Committee in Tunnu Limbel kiva puohdan te a enkai in a puopha thei zel ding hi. Tami dan pen ZPWF in a kul hun in a heng lamdang thei ding a approved a bawlsah zel ding.

2(d) Managing Board Committee in Home kivaipuohna a hoina ding leh a kul bang in pan ala tou zel ding a, Home sung thu ah thutawp a bawl thei ding uhi.

2(e) Managing Board Committee in a hunhun in naupang lahma nna a mawpo ding uhi.

3. Committee

- a) A kul a sah hunhun in committee tou thei ahi ding
- b) Se thum sua se ni a um leh committee tou thei ahi ding
- e) Committee piching pen ahi thei tan in ni 7 masang a Notice hom ahi ding
- d) Sepding ki nawtah a um leh i/c toh pang in OB Emergency tou thei zel ahi ding
- e) Mopuohna kipe teng ban ah Managing Board Committee in a tung a kigiel khalou silte ah nna asem thei ding hi.
- f) Committee thu kimna pen khutdop a namdet a hi zel ding.
- g) Home ki etkawl na ding Budget pen ZPWF Central Committee a lut ding in kum teng in Budget a bawl ding uhi.
- h) ZPWF theipina toh sepding leh Fund rise project/grant chi te a delthei ding uhi.
- i) Home sung a Naupangte etkawl na ding dan leh neh leh tah thu a chart a bawl zel ding uhi.
- j) A term uh kum 2 sung ahi ding.
- k) Home Warden in i/c (Director) theipina toh Home sung a enkol ding a Chairperson leh Secretary ah theisahna abawl zel ding hi.

Semtu lah dan

Home sung a tamte semtu ding guon ahi ding uh

- 1. Warden: Warden ahi leh Numei leh Pasal kipi ahna neite a pat lah ahizel ding.
- 2. Cook: Cook pen Board in a lemtang bang a lah zel ahi ding.

Term

Warden term pen ZPWF guide line bang a kum ni zaw chiang a na asephoi leh term belapzel thei ahi ding a,

Cook zong warden a bang in a term kum 2 ahi ding a asephoi leh term pen belapthei zel ahiding hi.

BUNG-III

Naupang lah dan tam bang ahi ding.

1. Kum 6 apat kum 9 kikal mi ahi ding.
2. Lahlut a um naupangte a kemtu (Guardian) agou luotute in Tunnu Limbel Board-te Dan a zui ngei ding ahi.
3. Pianna pa si te
4. Pianna nu si te
5. Pianken a nu leh pa mi banglou (Physically handicap) ama uh inkuante enkol thei ding umlou (a Pianna pa sanggam umlou chi ahi).
6. Damlouna hoilou leh khotang in a buaipei natna neite pen lah ahisih ding
7. Naupang ten Health Certificate Doctor a pat a damtheina lekha laloute lah ahi sih ding.
8. Naupang lah dingte background study (kanchien) a lah ahi ding hi.
9. Naupang lah dingte LCC Resolution leh Biel Pastor Recommendation a um ngei ngei ding ahi.
10. Tunnu Limbel a um ding naupang zousie a lut ding chieng un Non-Judicial Paper ah thukimna (Agreement) suoi a guardian in akai ding hi. Tam thukimna (document) lai khu ZPWF in maban kalsuonna ding toh kisai ngaituo kawm in a gel ding hi. (Ana umsa te'n zong abawl ding uhi).

11. Naupangte lekha poimawte/documents (Aadhar Card, Bank Passbook leh adang dang) Home a a um sung un ZPWF in a kem dinga, guardian te hi'n koi hitaleh naupangte toh kisai bawlding neite'n lekha poimawte ZPWF phalna toh aladoh thei ding hi.

BUNG-IV

Sum leh Pai etkol dan

1. Tunnu Limbel Orphanage Home min in Bank Account seporate zat na pen a hon ahi ding.
2. Synod Finance Officer te Bank Operator ahi ding uh.
3. Home Account pen Managing Board Committee Finance leh Treasurer in Synod tungton in a enkol ding uh.
4. Kum chin in audit 2 vei bawl ahi ding a report ZPWF ah ape lut zel ding uhi.
5. Sum thu a lemtang zawh deinan Synod Accountant te zat ahi ding.

BUNG V

1. Ve hun (Visit) leh Vacation Naupang te ve (visit) ut ten i/c apat phalna ala ding uhi.
2. Home sung a visitor Book hoitah a maintained bawl ahi ding.
3. Visitor ten naupangte warden/staff khat beh umlou in a houlimpi thei sih ding uh.
4. Naupangte Vacation tam bang in apai zel ding uh
Innsung mi nei a ma uh hung khumlut a suai kai te mai in a pot ding uh leh a la pot thei giap ding uh.
5. Naupang a pot ten a kiphal piaa hun sung mai a pot thei ding uh.
6. Koitobang pot hun leh tun hun kipie sung a ang tun kia lou leh i/c theipi lou in Home ah alut kia theisih ding hi.
7. Naupang tungtang a buaina a um leh Home Managing Board thutanna khu thutop ahi ding
8. Koitobang naupang khat tung a Board/ i/c in Holiday/ Vacation phallou thei ahi ding.
9. Home sung a naupang te thu pen warden tungton a gelthaw a incharge phalna lalou pouma phal ahi sih ding.
10. Home Naupangte a inkuonte un sum a pe thei sih ding uhi.
Sum kem mu a umleh a sum teng Home fund a koi ahi ding.

11. Naupangte'n amauh mimal in phone a tawi/kem theisih ding uhi. Apoimaw leh alou theilou dinmun a um leh warden theipina toh ahi ding hi.
12. Naupang khat in ama thu in lawi-le-pai Home ah agiehpi theisih dinga, Home naupangte zong mundang ah agiehdoh thei sih ding uhi.
13. Naupang a kive (visit) zieh a buoina a umlou leh vekia thei ahi ding a, hinanleh a kive (visit) zieh a buoina a umleh Managing Board in a ngaituo ding hi.
14. Guhtat leh khamthei, talab, khaini, gutkha leh tobacco product mawngmawng Home naupangte bawl ding a phallou ahi.

BUNG VI

Damlou thu:

1. Damlouna leh operation ngai a um leh bangkim ZPWF mawpuoh ahi ding.
2. Chronic diseases te (akilawsawn thei natna huoisie) HIV, T.B chite home a dia phallou ahiban ah Home a um nung a theikhiet ahileh a vei penpen pawtsah ahi ding a, a dinmun ding uh guardiante mawpuohna ahiding hi.
3. Vangsiet thu a shi-le-man, accident leh sil hamsa bang ahiei a um khah leh Guardian-te'n ZPWF/Managing Board a mawsah thei sih ding uhi.

BUNG-VII

Tunnu Limbel huongsung:

1. **TUNNU LIMBEL** huongsung (compound) sung leh Innsung a lutnuom/Honuom a umleh Warden akimupi masa ding uhi. Warden theipina umlou a Tunnu Limbel huongsung leh Innsung a lut pen kham ahi.
2. Cook leh Warden in Huongsung leh Compound sung apawtsan lou ding uh ahi. Damlouna zieh amaw/alou theilou a pawtkhiet nang anei leh Managing Board Committee/ Incharge kung ah a kingen thei ding uhi.
3. Cook leh Warden te in kumkhat sung in ni 12 suty anei thei ding a, tam ni 12 teng Managing Board Committee/Incharge kung ah angen thei ding uhi.
4. Summer Vacation leh Winter Vacation hun chieng a, Tunnu Limbel a um Naupangte, Innlam a Vacation hun mang nuam a umleh ama kemtu guardian in Warden/ Incharge apat in alakhe thei dinga, alut kiani ding chiemte in tuami ni mama in alakhetu in athah kia ding hi. Innlam a a um sung teng alakhetu/guardian mawpuohna ahi ding hi.
5. Cook leh Warden a semtu te in kitawp utna nei a umleh Hakhat masang in Managing Board Committee ah theisahna abawl ding uhi.
6. Tunnu Limbel a Naupang Tagate Pasian min a Panpina pe utte khu bangchih laipou a Kipahpi ahi ding a, silpieh zousie Register a khumlut ahi ding a, Receipt piah ahi ding hi. Tampen Warden mawpuohna ahi dinga, amu tengteng Office ah asung lut zel ding hi.

7. Tunnu Limbel vena neiten chiemtena lai agelthei nang uh visitor note book koi ahi ding a, warden mawpuohna ahi ding. Tam visitor note bu pen Managing Board Committee ten hakhat in khatvei teitei etna anei zel ding uhi.

BUNG-VIII

Disciplinary Rules:

1. Koipou naupang Home sung a um te zousie kilawmlou tah a gamtaang a, Synod leh Tunnu Limbel minsiet thei nading tan a um dan hoilou a um aki thei leh, Managing Board Committee in a tung thu ngaituo pai in, amaw na dung zui in Action a la paiding a, a mawna toh kituah in alian ahi leh Direct in (Expel) thei ding hi. Anu leh pa ten bangma a gen thei sih ding hi.
2. Koipou Tunnu Limbel Home sung a um teng in umdan hoi leh kilawm tah a um ding uh ahi. Numei leh pasal kal a ki ngai, kideigaw ahiei phal ahisih hi.
3. Tunnu Limbel Home sung a Warden te theipina lou in, naupang te pawt doh phal ahisih hi. Tualeh warden theipina lou leh visiting hours a siem chilou in, home a naupangte ki mupi thei ahisih hi. A loutheilou sil a um khah tah leh proper channel in (permission) lah in aki mupi thei pan ding uhi. Tua leh visitor day ahi leh (Saturday & Sunday) ahi ding hi.
4. Koipou home sung a um teng in, Tunnu Limbel a ding a time table ki bawl te a zui ding uhi. Time Table te tam a nuai a bang ahi.

ROUTINE FOR HOME MONDAY TO FRIDAY

MORNING ---- WINTER						
Rise up	Devotion	Tea	Study	Cleanliness	Lunch	School
5:00-5:30	5:30-6:00	6:00-6:20	6:20-7:00	7:00-7:40	7:40-8:00	8:30-8:45
EVENING ---- WINTER						
Tea	Homework	Cleanliness	Dinner	Devotion	Study	Light Off
2:30-3:00	3:00-3:40	3:40-4:40	4:40-5:00	5:00-5:30	5:30-8:30	9:00
MORNING ---- SUMMER						
Rise up	Devotion	Tea	Study	Cleanliness	Lunch	School
5:20-5:40	5:40-6:00	6:10-6:30	6:30-7:10	7:10-8:00	8:00-8:20	8:35-8:45
EVENING ---- SUMMER						
Tea	Home work	Cleanliness	Dinner	Devotion	Study	Light Off
2:30-3:00	3:00-3:40	3:40-4:40	4:40-5:00	5:00-5:30	5:30-9:00	9:20-9:30

Notes :

- 1). Cleaning
- 2). Work task
- 3). Devotion
- 4). Puitu
- 5). Saturday
- 6). Sunday Vaiguon Warden in a ngaituo zel ding hi.
 2. Saturday leh Sunday ni pen naupangte hun awl nei dan zil in a na arrange sah ding ahi.
 5. Numei leh Pasal (Bed) lupna siam dan ah. Pasal teng building tunglam ah um van in, numei teng building nuailam ah a um ding uhi.
 6. Warden leh cook te'n Home sung ah cigarette, khaini, talab, kuva, khamthei abawl lou ding uh ahi.
 7. Warden-te Home sung ah agieh ding hi. Tualeh naupang it na toh etkol ding ahia naupangte hasatna, kipahna te a thei sieng ding ban ah, sep leh bawl a nei un lekha sim na ahin, a entup in apang ding hi. Naupang teng (sleeping) ihmud zou chieng in a lum pan ding hi.
 8. Koipou in Warden theipina lou in naupangte nehthei, dawnthei ape theisih ding uhi.

BUNG-IX

Semtute:

A. COOK:

1. Zing ann leh nitah ann siengthou tah, hoitah tuitah a, ahuon ding a mawpuohna ahi.
2. Zingkal leh nitah annhuon apat anneh zou, kuong leh bel silsieng zou tan na dang a seplou ding ahi.
3. Zing ann neh zou leh nitah ann huon masang sun hun awng teng ah me ding leh a kul leh poimaw te Warden leh Cook in a ngaituo kim ding uhi.
4. Ahithei tan a naupangte ann huon kisin sah ding ahi.

B. WARDEN:

1. Naupangte sienthoua, damtheina leh laisiemna ding amawpuohna ahiding hi.
2. Zingkal nitah lup hun, thaw hun, anneh hunte siem in a hun bang zel a lum leh thou in ann a nekim uoi chite a enkai zing ding hi.
3. Ahitheitan a zingkal leh nitah a devotion anei gige ding uh warden mawpuohna ahi.
4. Naupangten hun awng anei hun ua asep abawl ding uh ahawmsah ding hi. (Innzut, puonsawp, leh adang dang).

**** *Tam dante Tunnu Limbel Managing Board Committee leh Central committee in a hun leh poimaw dantoh kituoh in asiemdih thei in a belap thei ding hi.***