

CARE-TAKER MOHPUAKNA LEH NASEP DINGTE

(As approved vide TBSUC Meeting on 19-1-2016)

Kibulphuhna : Hiai Caretaker nna semtu kuapeuhin Pathian nna sepna poimohtak ahihdan phawk kawmin “mihing hihkipakte maimah banga, mitmei kia venglou in, Kris sikha banga lungtanga Pathian deiham hizaw in” (Ephesate 6:6) bangin asem ding hi.

Sl No	MOHPUAKNA	NASEPDING LEH SEP DINGDAN TANGPI
01	Biakinn mun leh mual venbitna (watch and ward) nna asem ding	<ol style="list-style-type: none"> (1) Gate hon leh Khak/kalh (open & lock) ahunhun in kizentakin ahih ding; (2) Compound a honglut mikhual leh visitors (Nipini kikhop hunsung lou peuhmahte a enkai ding; (3) Visitor Register visitor’s min, contact details, time leh purpose a gelhluut jel ding; (4) CCTV footage recording review nikhat hal (alternate day) in abawl dinga, nitak/Zan huna bang thil om hiam chih hoihtakin a enchian gige ding; (5) Compound sung leh akimah bang hiam ngeina hilou thil(un-natural) deuh aom hiam chih nitengin a en kimvel ding hi; (6) Fire extinguisher cylinders leh door bell te functional (zatttheih) ahina hiam chih a enchian zel ding; (7) Police leh Official Agencies apan visitors hong pai omleh, B&PMC ahilhpah dinga, documents leh information hon nget uh omleh tuate leng athuzak ngal ding hi; (8) Terrace gate hon leh khak amohpuakna ahi dinga, van omte a enkai ding; (9) Programme zoh ahih tengin, vanzatte (musical instruments, computer and other appliances, AC etc) amun mun uah om in power switch off ahina hiam chih a enchian gige ding;
02	Biakin sung leh Compound kepsiangthoua (compound cleaning);	<ol style="list-style-type: none"> (1) Biakinn sung, balcony leh staircase nikhat hal (alternate day) in aphiatin azut siang(sweeping and mopping) gige ding; (2) Biakinn (including Pulpit area) a furniture/flower vase/table cloth/etc te a hah siang dinga, leivui leh nin bang a omlou in akem siangthou ding; (3) Biakinn sunga equipment te (eg. PA system, inverter, switch board, fan) huan window pans/glasses kal khat (weekly) in khatvei a nul siang zel di. (4) Terrace a Baptismal Pool akem siangthou gige ding; (5) Akul leh poimoh bangin, air-freshner/room freshner, insecticide leh disinfectants damdoi zangin compound sung, anhuanna mun(pantry areas) leh Wash Room/Toilet te ahahsiangthou ding; (6) Dusbinte nitenga hahsiangin akemsiangthou gige ding; (7) Biakin compound pumpi nikhatin khatvei bek aphiatsiang gige ding;
03	Compound sunga sing leh lou suan leh kepna (Gardening, planting &Compound upkeep	<ol style="list-style-type: none"> (1) Compound fencing zula, paksuanna ding kibawlte ah flower leh singnou suan in, ahasiang thou gige ding; (2) Huan, akul leh poimoh bang leihoihna (fertilizer/manure) zangin tuabang munte ahihdim gige ding; (3) Singkungte avngkim in, ametsiang(trimming) abawl ding hi; (4) Flower pots(gumla) terrace leh compound sunga omte akem singthou dinga, zing leh nitakin tui abuak gige ding; (5) Gumla leh thil dangdangte mipi kiveina dongkholh khathei om hiam chih a enkai ding hi;

04	Kikhopna / programme om hun a mohpuakna	<p>(1) Biakna kikhop leh saptuam programme kipatma in, mpite hong paina ding approach road asiang hiam chih ana enkai jel ding;</p> <p>(2) Programme kizat hunin apoimoh bang kepsiangthouna nasep ding a om hiam chih angaihven gige ding;</p> <p>(3) Mimal leh pawlpi toh kisai vanzuakna leh hawmna neihsawm omleh tuate, Chairman/Secretary, TBSUC atheisak dinga, amaute phalna tellou in ahihsak kei ding;</p>
05	Conference Room, Saptuam Office leh Guest Room kep siang	<p>(1) Hiai room te (including bathrooms, kitchen) a vangkim in a phiat siang/zutsiang zel di (sweeping and floor mopping)</p> <p>(2) Furniture leh vanzat om te a hahsiang gige ding</p> <p>(3) Azang ding om peuhmah chiangin vanzat omte AC, Gas, Fan, bedsheets, etc te zattheih dia mansa in akoih gige ding;</p> <p>(4) Conference room zang ding om chiangin, ami dingzah toh kituak chair/table lepfelsa in akoih jel ding;</p>
06	Routine Upkeep and Minor Repairs	<p>(1) Routine upkeep and Minor repair works a enkai ding hi;(eg inverter charging, AC servicing, bulb kisia khek, bench khe adjust ngai, broken glass repair etc.)</p> <p>(2) Lei ngai / sum senna di a om chiangin Convenor, B&PMSC phalna a la masa zel di.</p>
07	Monitoring Register	<p>(1) B&PMSC in abawl Monitoring Register, Caretaker in a kem dia, Kiginni (Saturday) tengin Pastor in a etdik khit chiangin report a gelh zel di.</p> <p>(2) Khakhat a Pathianni nanungpen (last Sunday) in Caretaker in hiai Monitoring Register BPMSC Convenor a endik sak zel di. Hiai bang remarks dungjuuin Caretaker kha loh (salary) FS/Treasurer in release abawljel ding;</p>
08	Pastor / Office Supervisor in nna apiakte	<p>(1) Hiai atunga te banah, Office Supervisor/TBSUC in ahun leh munzila mohpuakna apiak peuhmah thanuam tak leh kizentakin asem ding;</p>
09	Midangte toh kisaina a, omdan leh gamtat(social etiquette)	<p>(1) Saptuam (kristian) nnasepna poimahtak ahihmanin, midangte toh kisai khakna peuhmah ah, kamsiam leh omdan kilawmtak leh zahtakna toh asai ding hi;</p>