

EBCC DELHI SAPTUAM OFFICE ASSISTANT NASEP LEH MOHPUAKNATE

- i. Saptuam sumsaina ah akul-leh-poimoh bangin, sumsaita akithuahpih ding.
- ii. Saptuam DDO (Drawing and Disbursing Officer) in apiak bang mohpuakna, bank account operation (deposit/withdrawal/account updating) etc, finance code a kigelh bangin asem ding hi.
- iii. Saptuam van neihte (moveable & immoveable) inventory system ah ahunhun 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.
- iv. Biakinn building leh vanneihte toh kisai official documents (laipoimohte) bittak leh kizentak, ahunhuna etheih dingin filing system kichiantak bawlin akem ding hi. Hiai bang document poimohte soft copy bawlin kizentak akembit ding hi.
- v. Tuesday to Thursday zingdak 10:00 AM apan sunnung dak 4:30 PM sung office akai dinga, Saturday leh Sunday pen a hun bikhiah omlou in Saptuam toh kisai telephone calls/mail/emails, etc ana sangin, akisaipihte kiangah apesawn / theisak jel ding hi; DEW, Gamchiam leh saptuam publication dangte production toh kisai akul leh poimoh bangin asem ding.
- vi. Hunbi nei (periodic) payments & renewal liabilities saptuamin aneihte - Property Tax, Electric bills, Water bills, Internet bills, Newspaper bills, Vehicle insurance, Annual Maintenance Contract (AMC), Hanmual fee, etc ahun hun a payment bawl ahihtheihna dingin, Periodic Payments Register leh Periodic Renewal Register kizentak akem dinga, due date, bill amount, bill period leh services details, payment bawl ahihma in, B&PMSC atheisak zel ding.
- vii. Khatenga Office ading stationery items poimoh bangbang, Office Superintendent (Pastor) through in TBSUC ah sanction ala jel ding.
- viii. Pastorte ministries ah akul leh poimoh bangin akithuahpih gige ding hi.
- ix. Saptuam Committee leh Organ tuamtumte Meeting minutes, circular, correspondences omte saina ah akul leh poimoh bangin akithuahpih ding.
- x. Department leh organ tuamtumten project, year plan, budget leh special programme ageel te uh, ala khawm dinga, banghiam programme ki sutuakhka leh overlapping omtheite, a department kisaipihte Pastor tungtawnin atheisak ding.
- xi. Saptuam Office Assistant pen Library enkoltu leng ahingal dinga, Laibu khel/leh zangte record kichiantakin abawl ding; huan, laibute systematic taka lemin akem siangthou ding hi.
- xii. Saptuam toh kisai Delhi in mimal, Agencies, Institutions te toh kisai khakpihte contact list (names, address & contact numbers) kichiantak bawlin ana update jel ding.
- xiii. Membership Register (software) update abawl gige ding hi. Summary report khateng in Secretary, TBSUC ah apelut jel ding.
- xiv. Saptuam Guest Room etkawlna moh a paw dinga, visitors/guests register, saptuam schedule rates akigelh bangin, kichiantak abawl ding.
- xv. Hiai te banah, Office Superintendent/TBSUC in mohpuakna ahun leh mun zila apiakte taima tak leh kizentak asem ding.

