

CHRISTMAS CELEBRATIONS – 2017

Conduct of Christmas Feast and Distribution of Gift Packets During Christmas Celebrations 2017 to the Poor Christians and downtrodden

OPERATIONAL GUIDELINES & INSTRUCTIONS

- 1 An Organizing Committee constituted by the Government of Telangana vide G.O. Rt. No. 222, Minorities Welfare (ESTT.I) Dept., Dt. 06-09-2017 will monitor the entire program of Christmas Feast & Distribution of Clothes for the year 2017.
- 2 The Christmas celebrations 2017 will consists of conducting of Christmas Feast & Distribution of Clothes (Gift Packets) in 295 identified locations of Telangana State, out of which 200 locations will be identified in GHMC Area and 95 locations (@ One location per each Assembly Constituency) will be identified in all Districts other than GHMC Area (Hereafter called Rural Area)
The Distribution of Clothes is to be conducted on 15.12.2017 & Christmas Feast is to be conducted on 18.12.2017 in all over Telangana State.

INSTRUCTION TO DISTRICT COLLECTORS FOR RURAL AREAS:

BRIEFLY

1	No. of Locations	:	No. of Assembly Constituencies
2	Identifications of Location	:	In consultation with concerned MLA
3	No. of Gift Packets	:	1000 per One Location
4	Amount for Feast	:	Rs.2.00 Lakhs Per One Location

- 4 In Rural Areas, Christmas celebrations will be organized under the control of District Collectors. District Collectors will identify One location in consultation with the concerned MLA of that Constituency for conduct of Christmas Feast as well as for Distribution of Clothes. And also select a committee called CCOC (Christmas Celebrations Organizing Committee), through which the Feast and Distribution of Clothes shall be organized.
- 5 The Government will purchase and arrange to supply the Gift packets of Clothes from TSCO to all the District Collectors. The Managing Director, TSCMFC will send Gift Packets through TSCO directly to District Head Quarters at the given stock points for Distribution @ 1,000 Gift packets for each Assembly Constituency.
The District Collectors who in turn will distribute to the Assembly Constituency level CCOC through the concerned local Officer.
- 6 The Government will release funds to District Collectors @ 2.00 Lakhs to Each Assembly Constituency for organizing Christmas feast for identified location. The District Collector, in turn shall transfer the same to the concerned CCOC's Bank Account. The CCOC shall incur expenditure for organizing the feast.
- 7 The District Collector shall appoint a local officer to each location to assist him in selection of CCOC and to coordinate with the selected CCOC in preparing beneficiaries list, acquaintance rolls of beneficiaries, in distribution of Gift packets and conduct of Feast.
- 8 Under the instructions of the Collectors the Local Officer will identify and select the location wise CCOC members duly conducting meeting with all the Churches covering in that location for organizing the Feast and also identify the Churches for distribution of Clothes.
- 9 It is the responsibility of the Assembly Constituency HQ CCOC & Local Officer concerned to include all the Churches in that location to participate in the Feast and also to make sure that the Gift packets reaches all the Churches.
- 10 The District Collector shall send the selected locations list (Assembly Constituency wise) to the Managing Director, TSCMFC in the prescribed format Annexed to these guidelines.

INSTRUCTIONS TO THE COMMISSIONER, GHMC FOR GHMC AREA (LIMITS)

BRIEFLY

- 1 **A Corporator can identify : One location in his Division**
- 2 **MLA can identify : Two locations for his Area
with in the GHMC limits**
- 3 **No. of Gift Packets : 500 Packets for each location**
- 4 **Amount for Feast : Rs.1.00 Lakh for each location**

- ii In GHMC limits, One Location, shall be identified for each Corporator Division (A centre [Convenient] point which covers all churches of that location) for conduct of Christmas Feast and for Distributions of Clothes. That is, the Choice of identification of location is left to the Corporator. All MLAs whose Assembly Constituencies come under GHMC limits, shall identify two locations (any two Centre Points) in his Constituency Area within the GHMC limits, apart from the corporator's choice. The Deputy Commissioner shall hold a meeting with concerned MLA, all corporators, along with all church representatives under his Circle jurisdiction, for identifying the location and CCOC for organizing Feast and Distribution of Clothes. The Dy. Commissioner shall take care that, no beneficiary should include in both locations.
- 12 The Commissioner shall send the selected locations list (Assembly Constituency and Division wise) to the Managing Director, TSCMFC in the prescribed format Annexed to these guidelines.
- 13 The Commissioner, GHMC, should instruct the Dy. Commissioner that the details of all churches under the selected location (CCOC) should be submitted in '**Proforma C**'
- 14 In GHMC Area, the Gift Packets @500 Nos. for each location X 200 Locations = 1,00,000/- Gift Packets shall be sent to the Commissioner, GHMC who in turn send to the CCOC through concerned Dy. Commissioner.
- 9) In GHMC Area, the Managing Director, TSCMFC will release the funds to the GHMC Commissioner @ Rs.1.00 Lakhs to each identified Location X 200 locations = Rs.2.00Crores for Conduct of Feast in all 200 locations of GHMC Area. The Managing Director, TSCMFC will arrange to release the Funds to the concerned to the Commissioner GHMC
The District Collectors of Hyderabad, Rangareddy, Medchal-Malkajgiri and Sangareddy shall co-ordinate with the Commissioner, GHMC in organizing the Christmas Feast and Distribution of Gift Packets.

GENERAL INSTRUCTIONS:

- 11) While selecting the Beneficiaries for giving Gift Packets, preference will be given as follows,
 - a) HIV effected persons.
 - b) Orphans
 - c) Widow Headed Families.
 - d) Differently able person families.
 - e) Poor destitute women/men.
 - f) Poorest of poor.
- 12) Christmas Feast:

The Feast is for 500 members in each location at the rate of Rs.1.00 lakh per each location in GHMC Area and 1000 members in each location of rural areas @2.00 Lakhs.

Suggested menu is:

 - a Biryani & Curry
 - b Raitha
 - c Cake/Sweet.
- 13) Christmas Gift Packets:

Each Gift Packet will consist of one Polyester Pant and one Shirt, one Saree With Blouse and one Shalwaar Kameez set (all unstitched clothes).

Gift packets will be distributed in the following manner:

For Poor Family : One Pant Cloth, One Shirt Cloth, One Saree with Blouse and One Shalwar Kameez Set (all unstitched Clothes)

For Orphans & Old age: a) for Girls : 3 Sets of Shalwar Kameez,
b) For Boys & Men : 3 Pairs of Pant & Shirt Clothes
c) For Women : 3 Sarees with blouse

- 14) For the GHMC Area, during last 2 years, the Number of locations in a Assembly Constituency were selected by Christian Elders Committee, keeping in view of the Christian population in that Assembly Constituency. Accordingly total 100 location were identified in GHMC. (Last 2 years particulars of CCOCs are enclosed herewith for reference).**
- 15) The CCOC will be a 10 member Committee consisting of
i.) President, ii) Secretary, ii) Treasurer and other members. **(Proforma A enclosed)**
- 16) The members of above committee shall be formed by all Pastors / Elders of all the Churches covered under that location.
- 17) **It is strictly to be followed that, 2015 & 2016 CCOC members or their Church members should not be a part of CCOC of 2017. But their church members can be beneficiaries.** This is because, to develop active participation of all churches and to develop leadership among all members.
- 18) After formation of CCOC, a bank account should be opened in the name of CCOC for getting funds from Government. District Collectors / the Commissioner GHMC shall obtain the details of Bank Accounts from the CCOC for transferring the funds. **(Proforma B enclosed)**
- 19) The newly selected CCOC should prepare beneficiaries list covering all the churches of that location for getting Gift Packets, and submit the same to the concerned officer in duplicate for preparation of the acquaintance rolls. **(Beneficiary list format and acquaintance format are enclosed)**
- 20) To minimize the Expenditure for conducting of Feast, the Government places viz community halls, public grounds may be used. If possible private Function hall may also be used on free of cost.
- 21) The District Collector, should involve all concerned Public Representatives as per protocol during Distribution of Clothes and during Conducting of Feast.
- 22) During the Christmas Celebrations the Christian Spiritual traditions and practices should be followed and the entire program of Distribution of Clothes and Conducting of Feast should be in a grand manner. And required awareness may be given on the Welfare Schemes / Programs being implemented by the Government. **(Christian Finance Corporation Schemes Broacher enclosed.)**
- 23) The Commissioner, GHMC & District Collectors are instructed in involve all concerned Departments viz., Revenue Department, TRANSCO, Municipal, Police etc., for making a grand success of the Celebrations.
- 24) The Commissioner, GHMC & District Collectors are requested to send the list of Number of Orphanages, Old Age Homes (Run by the Government and also Christian Organizations) with complete details of Number of Male and Female Boys & Girls in orphanages and in Old Age Homes.(Proforma enclosed). Last two years list of such beneficiaries in GHMC Area is enclosed for information.
- 25) The Commissioner, GHMC & District Collectors have to send the UC's to the Managing Director, TSCMFC for the funds released and for the gift packets received for audit purpose. **(UC Format enclosed)**
- 26) The Ministers/Mayor/Deputy Mayor/MLA's/MP's/MLC's, Cooperators, and local public representatives and other religious heads should be invited for the program.
- 27) The Gift Packets shall be distributed to the Poorest of the poor, Destitute Women, Orphans, Widows, Old Aged Persons etc.**

SYED OMER JALEEL
Secretary to Government

