

Conduct of Christmas Feast and Distribution of Gift Packets
during Christmas Celebrations 2016
Guidelines and Instructions

General Guidelines:

- ❖ The Organizing Committee constituted by the Government of Telangana will monitor the entire programme of Christmas Feast & Distribution of Clothes for the year 2016.
- ❖ The constituted Tender Committee will purchase and arrange to supply the stock to all the District Head quarters.
- ❖ The Government will release the funds required for the same to the Director, MWD and the Director, Minorities Welfare will call for Tenders centrally and arrange for Distribution of 1,000 Gift packets for each location in GHMC area and requisite number of Gift Packets for each Assembly Constituency in Districts. The District Collectors who in turn will distribute to the Assembly Constituency Christmas Celebrations Organizing Committee (CCOC).
- ❖ The Budget allocation and releases will be made by Managing Director, TSCMFC.
- ❖ Specific guidelines will be issued to the GHMC locations and for other than GHMC locations.
- ❖ The Christmas Feast will be conducted in 100 locations of GHMC area and 95 locations in other than GHMC areas (Assembly Constituencies in Districts).
- ❖ The Christmas celebrations 2016 will consists of Christmas Feast & Distribution of Clothes (Gift Packets).
- ❖ The stock of the Gift packets have to be picked by the CCOC of GHMC area from the HAJ House, Nampally, Hyderabad.
- ❖ The Gift packets will be sent to the location identified by the District Collector directly from the Godown stock point, in turn the Collector will organize to distribute to the Assembly HQ's.
- ❖ The date of Christmas Feast & Distribution of Clothes (Gift Packets) for the year 2016 will be announced by the Government.

Christmas Feast:

The Feast is for 1000 members in each location at the rate of Rs.2.00 lakhs per location,

Suggested menu is:

- a) Biryani & Curry
- b) Raitha
- c) Cake/Sweet.

Christmas Gift Packets:

1000 Christmas Gift Packets for each location in GHMC area & for each Assembly Constituency in the Districts.

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

- I. **1,95,000 Packets of Clothes (One Pack Per Each Family) Each Packet**
Consisting of :
 - i) One Piece of Cloth for Shirt and One Piece of Cloth for Pant (of given size and Specs.)
 - ii) One Polyester Saree with Blouse (of given size and specs.)
 - iii) One set of Shalwar Kameez with Dupatta. (of given size and specs)
- II. **5,000 Packets of Clothes (For Old & Orphange People) Each packet**
Consisting of :

Three (3) pairs of Shirt and Pant Clothes.
- III. **2,500 Packets of Clothes (For Old & Orphange People) Each packet**
consisting of :

Three Sets (3) sets of Shalwar, Kameez with Dupatta.
- IV. **2,500 Packets of Clothes (For Old & Orphange People) Each packet**
consisting of :

Three (3) NOs. of Sarees with Blouse.

Guidelines for conduct of Christmas Celebrations - 2016 for GHMC Area

- ❖ The amount of Rs.2.00 Lakhs for each location will be sent to the District Collector's account for conduct of Christmas Feast.
- ❖ In turn the Collector will release the amount to the location wise Christmas Celebrations Organizing Committees (CCOC) Account.
- ❖ The CCOC account details will be sent to the District Collectors by the MD, TSCMFC.
- ❖ The GHMC level CCOC 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.
- ❖ The CCOC will be a 10 member committee consisting of the Pastors/Elders of all the denominations.
- ❖ The location wise CCOC committee have to open a Joint Account in the name of Secretary & the Treasurer.

- ❖ It is the responsibility of the CCOC to include all the Churches in that ward to participate in the Feast and also to make sure that the Gift packets reach all the Churches.
- ❖ Each location will be allotted 1000 gift packets for distribution among all the Churches by CCOC.
- ❖ Each pastor and their Church Committee members will have to prepare the list of Beneficiaries to avail Gift packet and also to submit the acquittance to the concerned Tahsildar (Beneficiary list proforma & acquittance list proforma is appended herewith). The Collector has to send the UC's to the MD, TSCMFC.
- ❖ The District Collector in consultation with the MLA/MP/MLC and with CCOC will identify the location for conduct of Christmas Feast.
- ❖ In the previous year the number of locations were given based on the strength of the Christian population. Same being adopted for the year 2016.
- ❖ On the given date the Christmas Feast programme has to be conducted in a grand way following the Christian Spiritual methods and required awareness may be given on the Welfare Schemes/Programmes given by the Government of Telangana.
- ❖ The local Ministers/Mayor/Deputy Mayor/MLA's/MP's/MLC's, Corporators, Dignitaries and other religious heads should be invited for the programme.
- ❖ All the concerned departments (Revenue, TRANCSO, Municipal, Police etc.) should also be involved in the Christmas Celebrations.
- ❖ The District Collectors are requested to send the list of Number of Orphanages, Old Age Homes (Run by Government and also Christian organizations) with complete details of Number of Male and Female Boys & Girls in orphanages and in Old Age Homes.

While selecting the Beneficiaries for Gift Packets preference will be given as follows,

- a) HIV effected persons.
- b) Orphans
- c) Widow Headed Families.
- d) Differently abled person families.
- e) Poor destitute women/men.
- f) Poorest of poor.

Guidelines for conduct of Christmas Celebrations - 2016 for
“Other than GHMC Area”

- ❖ An amount of Rs.2.00 Lakhs will be allocated to each Assembly constituency to the District Collector’s account for conduct of Christmas Feast.
- ❖ The Collector will make necessary releases to the Joint Account of CCOC.
- ❖ The concerned MLA can make a choice to conduct the Feast in one location or in more than one location in Assembly constituency, within the sanctioned amount allocated according to the number of Mandals.
- ❖ The Assembly Constituency CCOC will be a 10 member committee consisting of the Pastors/Elders of all the denominations.
- ❖ The Assembly Constituency CCOC committee have to open a Joint Account in the name of Secretary & the Treasurer.
- ❖ It is the responsibility of the Assembly Constituency HQ CCOC to include all the Churches in that Mandal to participate in the Feast and also to make sure that the Gift packets reach all the Churches.
- ❖ Each Mandal will be allotted sufficient number of gift packets for distribution among all the Churches as per Christian members in the Church which will be distributed by the CCOC.
- ❖ Each Pastor and their Church Committee members will have to prepare the list of Beneficiaries to avail Gift packet and also to submit the acquittance to the concerned Tahsildhar (Beneficiary list proforma & acquittance list proforma will be sent to District Collectors). The Collector has to send the UC’s to the MD, TSCMFC for record.
- ❖ The District Collector in consultation with the MLA/MP/MLC will identify the location for conduct of Christmas Feast.
- ❖ On the given date the Christmas Feast programme has to be conducted in a grand way following the Christian Spiritual methods and required awareness may be given on the Welfare Schemes/Programmes given by the Government of Telangana.
- ❖ The local Ministers/MLA’s/MP’s/MLC’s/Municipal Chairman/MPP/ZPP/Dignitaries and other religious heads should be invited for the programme.
- ❖ All the concerned departments (Revenue, Panchayat Raj, TRANCSO, Municipal/Grama Panchayat, Police etc.) should also be involved in the Christmas Celebrations.
- ❖ The District Collectors are requested to send the list of Number of Orphanages, Old Age Homes (Run by Government and also Christian organizations) with

complete details of Number of Male and Female Boys & Girls in Orphanages and in Old Age Homes.

While selecting the Beneficiaries for Gift Packets preference will be given as follows,

- a) HIV affected persons.
- b) Orphans
- c) Widow Headed Families
- d) Differently Abled person families.
- e) Poor destitute women/men.
- f) Poorest of poor.

**Secretary to Government,
MW Dept.**