

HMAR CHRISTIAN FELLOWSHIP, DELHI

SERVICE RULES

Bung-1

1. Dan hming:

Hi Dan hi Hmar Christian Fellowship, Delhi (HCFD) thawktuhai Service Rules tia ko ning a tih.

2. Hmang tan ni le huop chin:

HCFD Executive Committee in hmang tan ding a ti nia hmang tan ning a ta, a huop chin chu HCFD thawktuhai le a ruoihai ning a tih.

3. Hrilfiena:

- a. Fellowship chu Hmar Christian Fellowship, Delhi tina a nih.
- b. Executive Committee chu HCFD Executive Committee tina a nih
- c. Sindet chu HCFD sanctioned post hnuoia a suknghet hnunga sinthaw tina a nih.
- d. Sindet lo chu HCFD hnuoia temporary post annaw leh sanctioned post ah temporary angin honorarium neia sinthaw tina a nih.
- e. Appointing Authority chu sina appoint tu HCFD Executive Committee tina a nih.
- f. Disciplinary Authority chu thununa pe thei tu HCFD Executive Committee tina a nih.
- g. Sin ruok chu thina lei amanih, retirement, promotion, resignation, deputation annawleh long leave leia sanctioned post ruok tina a nih.
- h. Board/sub-committee chu HCFD project hnuoia sikul le local kohran committee hai tina a nih.
- i. Mawphurtu Department hrang hranghai chu HCFD hnuoia thuneitu dinga ruothai tina a nih.

Bung-2

4. HCFD hnuoia Sin:

- a) Sin hrim hrim chu Executive Committee'n an duong le phalnaa siemhai ning a tih.
- b) Tuta le hun la hung tlung dinga ngirhmun/poimawna enin ahnuoia sinhai hi duong an nih.

Sin Group A	Grade	Sanctioned strength
1. Senior Pastor/Senior Field Director (Above Super Time Scale)	I	2
2. Senior Pastors/ Senior Field Directors (Super Time Scale)	II	
3. Senior Pastors/ Field Directors	III	
4. Pastors/ Junior Directors	IV	
5. Field In-charge/ Assistant Field Directors/ Pro Pastors	V	1
Group B		
1. Heads of Institutions/ Projects	VI	1
2. Senior Evangelists/ Senior Local Evangelists	VII	1
3. Junior Evangelists/ Junior Local Evangelists.	VIII	1
Group C		
1. Senior Matriculation Level/ Equivalent worker	IX	2
2. Junior Matriculation Level/ Equivalent worker.	X	2

- c) January 1st in Increment thawktu pek ning a tih.
- d) HCFD thawktu hai hlaw Annexure a pek ang hi ning a tih.
- e) Group A sin hi Pastor/Junior Director in tanin Promotion in Grade kaisang pei ning a tih. Chun, Group B sin hi Junior Evangelist/Junior Local Evangelist in tanin promotion in Grade kaisang pei ning a tih. Chun Group C sin khawm Junior Matriculation Level/ Equivalent worker in tanin promotion in Grade kaisang pei ning a tih.
- f) Thawktu kum 8 danah Executive Committeein tul le tha a ti angin Grade/Scale kaisang thei a tih. Grade/Scale kaisang ti hin sin/post chelsa kher ding tina ni naw nih.
- g) Grade dungzuia combined seniority list, thawk zat kum le inhmein siem ning a tih.
- h) Deputation reserve (10%), Leave reserve(10%) le Training reserve(20%) sanctioned post a inthawkin phal ning a tih.

5. Thawktu lak dan:

- a) **A lak dan kalhmang:** (i)HCFD thawktu ding Executive Committee-in inhrietirna (advertisement) annaw leh kawng dang remruotin a tul chun Selection Committee/Interview Board chen siemin thawktu la hlak a tih.
(ii) Selection Committee/Interview Board in a recommend thawng a ta, Ex. Committee in approve peng a tih.
- b) **Sin det:** Sindet dinga thawktu lak thar hrim hrim chu a sinah kum khat sung enthlak ning a ta, chu hnungah suknghet dinga remchang nawna a um chun enthlakna hun keisei pek amanih, training a la tir amanih, annawleh a sin suktawp pek ning a tih. Kum khat enthlak hnunga remchanga ngai anih chun sin suknghet pek ning a tih.
- c) Thawktu (Pastor, Evangelist) thawkna hmun/post a inthawkin Executive Committeein rem a ti hunah post dangah transfer ning a tih.
- d) HCFD thawktu nilai zingin hlaw hmuna sin dang hrim hrim thawsa thei naw nih.
- e) **Pastor:** HCFD-in thawktu Pastor neiin a tulna hmun le a tul ang angin rawngbawl a tih. Executive Committee-in namdetna/Ordination remruot pek a tih. Pastor dinga lak tlak chu;
 - i. Evangelical kohran Doctrine pawm mi,
 - ii. Sawma pakhat pe mi,
 - iii. Kohran dan sunga um,
 - iv. Tirko examna fethleng tah,
 - v. Kum thum neka tlawmlo rawngbawl na sin (mission field a rawngbawl na thrangsa in) lo thaw tah;
 - vi. Thiemna tieng chu theological lineah Bachelor of Divinity or a tlukpui le secular lineah Graduate bek a ni ding a nih.
 - vii. A hmaa a sinhawna/rawngbawl na haia inthawk inhrilmawina (recommendation) lekha le mani testimonial certificate a hung chawi ding a nih.
- f) Pastor sin dinghai:-
 - i. Hmangai taka Pathien thua le khawsak dana kohran mipui enkawl, chawm le atul ang peia biel fang.
 - ii. Ser-le-sang khuntaka rawngbawltu a ni ding a nih. A tul hunah Executive Committee rawnin biekin (church) hawngin inkawm (chawibiek) ko a tih.
 - iii. Executive Committeein sin a bituk ang ringum taka thaw.
 - iv. Mi po po entawn tlaka sung-le-kuo enkawl na kong le thil pawrche nepnawi, zu-fak-hmuom hai anthawka insie kieng.

- v. Tawng tla-hawl hai laka insum thei taka um zing hlak ding. Fellowship member le mi naran hai lai HCFD hrisel nawna hrilsuok ching lo ding.
- vi. Kohran/Mission dang hai le indawrtuo a tulna hunah Executive Committee le inhrepawin hma latu ni a tum ding.

g) Pro-pastor:

- i. Pro-pastor dinga lak thei ding chu (a) thiemna tiengah secular lineah Graduate annawleh theological lineah Bachelor of Theology bek a ni ding, (b) Sawma pakhat pe mi, (c) kohran dan sunga um, (d) kum khat bek rawngbawl na sin lo thaw tah a ni ding a nih.
- ii. Namdetna (ordination) a chang hma po chu HCFD pro-pastor tia ko ning a tih. Executive Committee-in hun a ti hunah namdetna (ordination) khawm remruot pekin, pastor puitlingah hlangkai a tih.

h) Evangelist/Local Evangelist:

Theological line/lekthiemna tieng panga a thei chun Graduate/Diploma certificate/Evangelist trained/discipleship trained le certicate nei mi, Hindi tawng hmang thei ni ngei sien. Mani testimony le bio-data kimchangin a nei ngei ding a nih. Head of Institution/project sin chel ding chun, thawktu Graduated a ni ngei ding anih. Evangelist/ Local Evangelist sin ding hai;

- i. Mission field a Fellowshipin hma a lakna hmun phawt a, ringum taka Evangelist sin thaw.
- ii. Pathien thua le khawsak dana kohran mipui enkawl na sina a tul anga Pastor thangpui.
- iii. Fellowship projects/programme haiah, Fellowshipin mawphurna a pek anga ringum taka sin thaw.
- iv. Executive Committeein sin a bituk ang ringum taka thaw.
- v. Mi po po entawn tlaka sung-le-kuo enkawl na kong le thil pawrche nepnawi, zu-fak-hmuom hai anthawka insie kieng.
- vi. Tawng tla-hawl hai laka insum thei taka um zing hlak ding. Fellowship member le mi naran hai lai HCFD hrisel nawna hrilsuok ching lo ding.
- vii. Kohran/Mission dang hai le indawrtuo a tulna hunah Executive Committee le inhrepawin hma latu ni a tum ding.

i) Matriculation level/Equivalent worker:

Fellowshipin a tul dungzuiin thawktu Matriculate level/Equivalent woker nei a tih. Thawktu hi Matriculate/Diploma certificate/discipleship trained le certicate nei mi, Hindi tawng hmang thei ni ngei sien. Mani testimony le bio-data kimchangin a nei ngei ding a nih. Matriculate level/Equivalent woker sin ding hai;

- i. HCFD Mission field, Projects/programmes, Office sin le Executive Committeein ieng sin khawm a bituk anga ringum taka thaw.
- ii. Sung-le-kuo enkawlina kong le thil pawrche nepnawi, zu-fak-hmuom hai anthawka insie kieng.
- iii. Tawng tla-hawl hai laka insum thei taka um zing hlak ding. Fellowship member le mi naran hai lai HCFD hrisel nawna hrilsuok ching lo ding.

j) Sin detlo le contract worker:

Project le institution haia sin detlo le contract worker ding lak chungchangah Headmaster/ Project In-Charge-in an lawmman/honorarium ding le contract conditions hai duongin candidate hung hrilmawi (recommend) a ta, a thei chinah Executive Committee hrietpuinain lak ning a tih. Inhmaw thila ruok chu Executive Committee-a Chairman le Secretary hrietpuin lak thei ning a tih.

6. Deputation:

- a) Thawktu det training amanih sindang leia a umna hmun insuoksan tir a ni chun a aiawtu ding ruotin, a ruok sunga dingin hluobittu ding Executive Committee- in siem a tih. Hlaw ruok chu a ruoitu remti zat pek ning a ta, sin det neitu a hung kir nawk hunah hi hmun hi hluo nawk a tih.
- b) Thawktuin hun tiem chin uma pawl dangah (kohran/fellowship/Christian NGO) rawngbawl a nuom chun Executive Commttee-ah intlun a ta, chutaka a rawngbawlina ding Fellowship ngai poimaw zawng le sorthei zawng a ni chun Executive Committee- in deputation-in infetir thei a tih. Chuong ang bawkin Executive Committee-in a tul a ti chun thawktu chu pawl dangah a tir (depute) thei bawk a nih.
- c) Deputation hun le terms hai chu Executive Committeein siem fel a tih. Deputation hi kum 3 chen ni thei a ta, chu zova thawktuin a hni chun kum 1 pei kesei thei ning a tih. Hlaw le allowances hai chu a thawkna organization siem pek danin ning a tih.
- d) Deputation sung hi thawktu seniority a dingin tiem sa ning a tih.

7. Seniority:

- a) Thawktuin sin a thaw tan nia inthawk tiem ning a tih.
- b) Combined Seniority List Rule 4 dungzuiin kum tin January a siem ning a tih.

Bung -3

8. Pension le service extension:

- a) Thawktu tukhawm kum sawmruk le panga amani, a qualifying service kum sawmli (a phak hmasa lem lem) a lo tling ta chun pension puitling pek ning a tih.
- b) Thawktu qualifying service hi sindet a thaw tran ni a inthawkin tiem ning a tih. Chun deputation le service sunga HCFD phalna a assignment hai qualifying service a tiem ding thu chu Executive Committeein ngaituong a tih. Service sunga interruption a um chun Executive Committeein Service Rules dungzuiin rel fel a tih.
- c) HCFD thawktu detin taksa hriselnaw leia sin a sunzawm thei ta naw a ni chun Medical pension pek thei ning a tih.
- d) Executive Committee-in Fellowship tuldan le ngirhmun enin thawktu rawngbawl hun (service) suksei (extend) thei a ta, sienkhawm hi thil hi thawdan hrimeaah ngai thei ni naw nih.
- e) Thawktu HCFD a inthawka accommodation hmutu a ni chun, pension ni inthawka thla 3 chen accommodation hmu zawm thei a tih.
- f) Thawktu pension hi retirement nia inthawka thla 3 hmain (documents hai leh) suk fel ning a tih.

9. Voluntary pension:

Thawktu kum 25 chen qualifying service a zo tah chu voluntary pension hmu thei a ta, pension puitling anga ngai ning a tih.

10. Pensionary Benefits:

- a) Thawktu Pension hunah kum 1-10 chen sindet a thawk hai tadingin thla 6 hlaw (Basic) gratuity pek ning a tih. Kum 11 le a neka tam sindeta thawk ta dingin thla 12 hlaw (Basic) gratuity pek ning a tih. Chun Rule 18(h) dungzuia chawlpui siekhawl um po hlaw (leave salary) pek ni bawk a tih. Pensionary benefits hi Executive Committee in remchang a ti da'na pek ning a tih.
- b) Medical pensioner chu hriselna tha a hung nei nawka, doctor ngaiah sin a sunzawmtheia sawr nawk a ni chun, kha hmaa a service hun tiemsain a service kum 40 amanih a taksa kum 65 (a hmasa lem lem) a hung tling ta chun full pensionary benefits pek ning a tih.

- c) Thawktu thununa/tlaknawna leia sina inthawka ban a ni chun, pensionary benefits a hmu ding hrime ngai ni naw nih. Amiruokchu, Compassionate Allowance (2/3 of Gratuity) Executive Committee remtinain hmu thei a tih.
- d) Thawktu suspensiona a um sung a pension chun, a thu sukfel a ni hunah pensionary benefits chungchang rel fel ning a tih.
- e) Thawktu a service sunga recovery le adjustment of dues a um chun gratuitya inthawka recover ning a tih.

11. Family Pension:

- a) Thawktu-in thina a lo tuok chun, a khawppui/a nauhai a la dam a ni chun Service Rules dungzuiin pensionary benefits hmu'ng a tih.
- b) Thawktu deputation sung thina a lo tuok chun, a thawkna Organisation le inhrepawin, HCFD-in Service Rules dungzuiin a pension suk fel a tih.

12. Pension hlaw:

Thawktu tading Investment Plan a remchang danin siem pek ning a ta, Investment Plan hi thawktu pension hunah pension hlaw ding ngaituoa siem ning a tih.

13. Employee Provident Fund (EPF):

Thawktu tading EPF buotsai ning a tih. 5% of basic chen thawktu remtinain, thla tin thawktu EPF account-ah sie ning a tih. EPF hi thawktuin a mamaw huna/pension huna pek suok ning a tih.

14. Efficiency bar:

Thawktuin sin a thaw tha nawa hriet a ni chun kum tina a hlaw pung chu cheltang ning a tih. A tul angin sut nawk ning a tih.

15. Training:

- a) Thawktu training chi hrang hrang kohranin a tir hai chung a stipend thla tin a tul le awm tawka a hriet angin Executive Committee remtinaa pek ning a tih.
- b) Fellowship-in inchukna nei/training a lo chawm tah hai hrim hrim chu, kum nga a tling hmaa Fellowship rawngbawlina a suoksan chun a training sunga Fellowship-in a lo sengpek iemani taw Executive Committee remti angin sponsored student hin rul a tih.

Bung-4

16. Pastor, Tirko/Missionary le Project rawngbawlina report:

- a) Pastor puitlingin an rawngbawlna thla thum (quarterly) dan peiah ziek le tawngbau report Executive Committee kuoma pe hlak a tih.
- b) Tirko/Missionary hai ruok chun a tul angin thla thum dan peiah Kohran mipui inkhawmna hmun annaw leh Pastor/Elder hai kuomah ziek le tawngbauin report pelut hlak a tih.
- c) Institution/Project hmalak dan le hmasawn dan chu thla ruk dan peiah report ziek le tawngbauin Fellowship (Chawibiek or Executive Committee) kuomah puonglang amanih peklut ni hlak a tih.

17. Allowances:

- a) **TA/DA:** Thawktuhai biel fang le inzin suok (outstation) chang, TA/DA pek ning an tih.
- b) **Medical facilities:** Thawktu le a sunghai (a kawppui, nau hai le dependent parent) sawrkar hospital rate dungzuiin medical treatment lei a sum seng chu reimburse ning a tih. Medical treatment leia sum sengna le inzawma documents kim taka submit ning a tih. Medical treatment dingin Advance khawm a trul anga pek ning a tih.
- c) **Education Allowance:** Nau pathum chen pek thei ning a tih.
- d) **Conveyance Allowance:** Thawktu tuolsunga inlawna ding pek ning a tih.
- e) **House Rent Allowance:** Thawktu hai HRA pek ning an tih. HCFD in accommodation thawktu a pek hai ruok chun chun HRA hmu thei naw nih.
- f) **Spouse co-worker Allowance:** Thawktu an kawppui nuhmei / pasal haiin an sinthawna full timea thangpuitu an ni chun Spouse co-worker allowance hmung a tih. Sindet(Regular) neihai ruok chu pek ni naw ni hai.
- g) **Telephone Allowance:** Thawktu phawt telephone allowance pek ning an tih.

Note: Allowance hrang hrang pek theizat ding chu Executive Committee in tul le tha a ti dan ang peia siemthat pei ning a tih.

18. Leave/chawl lakthei zat:

Thawktu in chawl hi hmu ding hrma ngai thei ni naw ni a, chawl phalna petuah inngat lem a nih. Fellowship project le missiona thawktu hai chun kum khatah chawl a hnuaia ang hin la thei an tih:-

- a) Chawlpui- kum khatah ni 20 nei thei an tih.
- b) Chawltawi- kum khatah ni 5 nei thei an tih.
- c) Damnawna lei le nau neina chungchanga ruok chu, Executive Committee inhrietirna neiin an remtina ang peiin chawl hun siem pek ning an tih, a tlangpuiin damnaw leiin ni 10 le nauneina leiin maternity leave ni 120 le paternity leave ni 15 ning a tih.

- d) Chawl phalna petu chun thawktu entitlement dungzuiin commutation of leave phal pek thei a tih.
- e) Chawlpui le chawltawi lak chungchangah Pastorin Fellowship Chairman kuoma inthawk phalna lang a ta, chun Tirko/Evangelist haiin Evangelism Secretary/Pastor kuoma inthawk phalna la'ng an tih. Chun Project hnuoia um hieng sikul le a dang danga thawktu detlo (contract workers) hai chun Project Head kuoma inthawk la ve thung an tih.
- f) Thawktu, HCFD ah a thawk sungin inchu'k zawm peina dingin study leave thla 24 chen hmu thei a tih. Study leave sung hin hlaw le service benefits hai hmung a tih. HCFD-in inchuk dinga thawktu a tir chun, study leave lak tul naw nih.
- g) Thawktu chawlpui lak zat leave account siem pek ning a tih.
- h) Chawlpui hi ni 60 chen siekhawl thei ning a tih.

19. Leave Travel Concession(LTC):

- a) Sung le kuo kan le insukthawvengna dingin kum 4 dan peiah thawktu det hai chun anni le an sungkuo hnai (immediate family) ta dingin Fellowship sum ngirhmun zirin Leave Travel Concession la thei an tih. Group A hai chun lowest air fare (route tawi tak) entitle an ta, Group **B** haiin II AC train (route tawi tak), Group C haiin III AC train (route tawi tak) entitle an tih. A tul dan ang dungzuiin Executive Committee in entitle neka insang lem phal pek thei a tih.
- b) LTC block chu kum 2018-21, 2022-25,...anga tiem ning a tih (kum chu January a inthawka December chen ning a tih).
- c) Thawktu LTC entitle a ni dingin kum 2 bek sin det chel tah a nih ding a nih.
- d) Thawktuin LTC block sung a avail naw chun kum 1 extention hmu thei a tih. Extension hun sunga LTC hi avail a ni naw chun lapse anga ngai ning a tih.
- e) LTC lak hunah thawktuin inzinna a hmang ding ni 7 hlaw (basic) hmu thei a tih. Chu ni 7 chu Chawlpui siekhawl inthawka lak the anga ngai ning a tih.

20. Thununna:

- a) Kohran fe dan kalhmang, HCFD dan le sorkar dan bawsietu HCFD thawktu chu Executive Committee-in thununna pe thei a tih. Thununna pek dan le a hun sung chu thununna petu rel ang ning a ta, thununna chu a suksuol dungzuiin ahnuoia hai hi pekthei ning a tih:
 - i. Hlaw cheltang (pay withheld) or thrumhnuoi
 - ii. Midang hriet lova zil

- iii. Umna hmun sawn
- iv. Mipui hriet lova ensan
- v. Mipui hmaa zil
- vi. Sin sukhnuoi (demotion)
- vii. Kut chel/khuop (suspension)
- viii. Inchawltir
- ix. Force Pension
- x. Sina ban (termination)
- xi. Danpuoa sie.

b) Thununna pekna ding sanhai:

- i. Nungchang thalo
- ii. Sin thaw ding thlathlam
- iii. Mani sin bahla khawpa sin dang thaw
- iv. Kohran sum le pai chawkbui
- v. Kohran thuomhnaw suksiet lui
- vi. Phalna boa chawl (unauthorised leave)
- vii. Khawtlang Politics a nina nei
- viii. Kohran inenkawlina dan le thununna dan kal
- ix. Sorkar dan kal zawnga khawsa
- x. Phalna bova hlaw neina sin dang thaw
- xi. Inchuktirna indiklo le thuring bulpui kala rawngbawl
- xii. Phuor amanih, Kohran dana hnotsuokna khawpa thilsuol thaw.

c) Suspension:

- i. Thawktu tukhawm sina inthawka ban el theina suksuol a nei chun, a suksuolna la sui chieng tul hai chu sui chieng ning a tih. Hi sung hin thawktu chu Executive Committee remtina in suspend ning a tih. Suspend sung hi ni 90 ni phawt a ta, chu zova a trul anga kei sei pei ning a tih. Suspend sunga hlaw ruok chu a hlaw tawptak zatve annaw leh Executive Committee remti dan anga pek lem ning a tih.
- ii. Suspension lakkir: Thawktu suspensiona um chu Committee-in amanih, Committee ruota thuneitu umin nguntakin sui a ta, a suksuolna feltaka record thei a ni chun a sina inthawka ban thei ning a ta, a tul chun sum le pai thil hai chen khawm inchawltir/inrultir a tih. Amiruokchu iengkhawm a suksuolna suklang thei a ni naw chun a sin pangngai bawk chel nawk a ta, suspension

sunga a hlaw a hmu bak po Executive Committee in rem a tih chun hmu kir thei a tih.

- d) Thawktu thununna peka um chun a thiemna thu tawngbauvin amanih lekhain amanih a ruottu kuomah hrillo chun ban thei ni naw nih. A thiemna thu nguntaka ngaituo a ni hnungin a suksuolna dungzuiin hremna huntawh pek ning a tih. Chu chungthua bawh a suksuol nawh chun a hma neka nasa lem hremna/thununna pek ning a ta, a sina inthawka ban chen khawm tlung thei a tih.
- e) Ordination chawng pastorin amanih kohran upain ordain a nina hlip tul hiel khawpa a suksuol (entirna'n uiret, mi suollui, tuolthat, inchuktirna indiklo, ringna inphatsan, etc.) chun Executive Committee-in suksuoltu ordination hlip ding in ordination a lakna kohranah thei tawpin hrilmawin intlung a tih.
- f) Thununa thua Executive Committee-in a thuthlukna a trul a ti chun siem thra thei a tih.

21. Sina inthawka inban (resignation):

Sina inthawh inban amanih, suktawp nuom chun thla khata inhmain inhrietirna pek ding a nih. Tukhawmin inhrietir lova a tawpsan chun a thla hlaw lak nuhnungtak chu peksuok lo ning a tih. Thawktu resignation thua Executive Committee in Service Rules dungzuiin thuthlukna siem a tih.

Bung-5

22. Service Rule hrilfie theitu:

Service Rule leia inselbuoi le hriethiem lo dam a lo um chun Executive Committee-in Chairman/Secretary fethlengin hrilfiena pe pei hlak a tih. Thuthlukna le thutawpna chu HCFD Executive Committee kuta inngat a tih. Tukhawm service rule siemthatna dinga thurawn pe nuom chun ziek ngein Executive Committee Chairman/Secretary fe thlengin pe thei a tih. Service Rule siemthat ding chun Executive Committee member quorum tlingin siemtha thei chau a tih.

**HMAR CHRISTIAN FELLOWSHIP, DELHI (HCFD) THAWKTU HLAW
SIEMTHATNA (PAY REVISION 2018)**

Hmar Christian Fellowship, Delhi thawktuhai hlaw a hnuoia ang hin siemthat ning a tih, w.e.f. 1st April, 2018.

I. Basic Pay and Increment:

Group A	Grade	Basic Pay with Annual Increment (Rs)
1. Senior Pastor/Senior Field Directors (Above Super Time Scale)	I	36000-1000 Proposed
2. Senior Pastors/ Senior Field Directors (Super Time Scale)	II	16800-840 (Existing) (32000-900 Proposed)
3. Senior Pastors/ Field Directors	III	14400-720 (Existing) (27000-800 Proposed)
4. Pastors/ Junior Directors	IV	12000-600 (Existing) (22000-700 Proposed)
5. Field In-charge/ Assistant Field Directors Pro Pastors	V	8400-420 (Existing) (17000-600 Proposed)
Group B		
1. Heads of Institutions/ Projects	VI	6000-300 (Existing) (15000-500 Proposed)
2. Senior Evangelists/ Senior Local Evangelists	VII	4800-240 (Existing) (12000-400 Proposed)
3. Junior Evangelists/ Junior Local Evangelists.	VIII	4200-210 (Existing) (10000-300 Proposed)
Group C		
1. Senior Matriculation Level/ Equivalent worker	IX	2400-120 (Existing) (7000-200 Proposed)
2. Junior Matriculation Level/ Equivalent worker.	X	1800-90 (Existing) (5000-100 Proposed)

II. Pay Fixation: Thawktuhai hlaw siem dan ding hieng ang hin ning a tih:

- (i) Basic Pay chu an grade minimum basic pay plus increments
- (ii) January 1st in Increment thawktu pek ning a tih.

III. Allowances:

- a) **Education Allowance:** chu nau pakhat peia Rs. 1500 (Delhi City) annawleh Rs. 1000 (Rural Delhi/Mission field) thawktu pek ning a ta, nau pathum chen pek thei ning a tih.
- b) **Conveyance Allowance:** 10% of basic thawktu in hmu'ng a tih.
- c) **House Rent Allowance:** HRA 30% (Delhi City) annawleh 20% (Rural Delhi/Mission field) of basic thawktu in hmu'ng a tih. HCFD in accommodation thawktu a pek chun HRA hmu thei naw nih.
- d) **Spouse co-worker Allowance:** Rs. 1500 thawktu in hmu'ng a tih.
- e) **Telephone + Internet Allowance:** Rs. 1500 Group A, Rs. 800 Group B, Rs. 400 Group C thawktu in hmu'ng a tih.
- f) **TA/DA:** Thawktuhai biel fang le inzin suok (outstation) chang, TA/DA a hnuaia angin pek ning an tih.
 - i. Travel Allowance (TA) : Group A thawktu chu lowest air-fare entitle a ta, Group B&C thawktu in AC train entitle a tih.
 - ii. Daily Allowance (DA): DA a hnuaia angin thawktu entitle a tih:

S.No	Group	Accommodation	Local Transport/Food	Foreign Tours
1	A	2500	500	Executive Committee ngaitu'ng a tih.
2	B	2000	400	
3	C	1000	300	

- g) **Medical Advance:** Medical treatment dingin Advance khawm a trul anga pek ning a tih.

1V. Vehicle Advance

- a. Vehicle Advance hi thawktuhai (Pastor, tirko etc.) ta ding bik ning a tih.
- b. Vehicle Advance hi HCFD puotienga inthawka petu an um hunah, hmutu thawktuin HCFD Executive Committee inhriettir a tih. Hi dan le inzawmin HCFD ti chun HCFD sunga Department dang dang hai huom a tih.
- c. HCFD in Vehicle Advance a buotsai hai chu,

- ii. **Four wheeler advance:** Basic pay let 8 chen pek thei ning a tih. Hi taka inthawk hin 50% chu a hmutuin a hlaw a inthawkin equal installment in kum sawm sung or service kum a neizat (whichever is less) HCFD rulkir a tih.
- iii. **Two wheeler advance:** Basic pay let 2 chen pek thei ning a tih. Hi taka inthawk hin 50% chu a hmutuin a hlaw a inthawkin equal installment in kum nga sung or service kum a neizat (whichever is less) HCFD rulkir a tih.
- d. Vehicle Advance hi sum ngir hmun dunzuia pek ning a ta. Interest um naw nih.
- e. Vehicle Advance hi tum khata amanih tum khat neka tamin (installment), HCFD Executive Committee in remchang a ti ang dungzui a hmutu kuoma pek ning a tih.
- f. Vehicle Advance hi HCFD Executive Committee in a hmangna dinga phalna a pek na cho a hmang ding anih.
- g. Vehicle Advance hi a hmutu kuoma pek tlak a ni a inthawka thla khat suonga a hmangna dinga hmang ning a tih. Chun a hmutu hin a hmangna lekha / documents leh HCFD Executive Committee kumoah in hriet tir a tih.
- h. Vehicle Advance a inchawk a um Vehicle chu Vehicle Advance hmu tu hminga sie ning a tih.
- i. Vehicle Advance hi a hmutuin a hmu ni a inthawka kum nga suong hmu nawk thei naw nih. Ngenna pakhat neka tam lem um hun ah Vehicle Advance la hmu naw tu le hmu in khat lem tu ngena ngai pawl maw lem ning a tih.
- j. Vehicle Advance a inchawka um Vehicle le inzawma buoia ieng el khawm tuoka a um chun HCFD mawphurna ni naw nih.
- k. Vehicle Advance le inzawma hi dan in a huop lo annawleh hi dan le inzawma thu chieng lo a um ani chun, HCFD Executive Committee thu thlukna pawm ning a tih.

V. House Building Advance (HBA)

- a. House Building Advance hi thawktu hai (Pastor, tirko etc.) ta ding biek ning a tih.
- b. House Building Advance hi HCFD putieng a inthawka petu an um hunah, hmutu thawktuin HCFD Executive Committee inhrietir a tih. Hi dan le inzawmin HCFD ti chun HCFD sunga Department dang dang hai huom a tih.

- c. House Building Advance hi Basic pay let 10 chen pek thei ning a tih. Hi taka inthawk hin 50% chu a hmutuin a hlaw a inthawkin equal installment in kum sawm suongin HCFD rulkir a tih.
- d. House Building Advance sum ngir hmun dungzuia pek ning a ta. Interest um naw nih.
- e. House Building Advance hi tum khata amanih tum khat neka tamin (installment), HCFD Executive Committee in remchang a ti ang dungzui a hmutu kuoma pek ning a tih.
- f. House Building Advance hi HCFD Executive Committee in a hmangna dinga phalna a pek na cho a hmang ding anih.
- g. House Building Advance hi a hmutu kuoma pek tlak a ni a inthawka thla khat suonga a hmangna dinga hmang ning a tih. Chun a hmutu hin a hmangna lekha/documents leh HCFD Executive Committee kuomah inhriettir a tih. s
- h. House Building Advance a inchawk a um In/In hmun chu House Building Advance hmu tu hminga sie ning a tih.
- i. House Building Advance hi thawktu in thawk sung vawikhat hmu thei a tih. Ngenna pakhat neka tam lem um hun ah House Building Advance la hmu naw tu le hmu in khat lem tu ngena ngai pawl maw lem ning a tih.
- j. House Building Advance a inchawka um In/In hmun le izawma buoina ieng el khawm tuoka a um chun HCFD mawphurna ni naw nih.
- k. House Building Advance le inzawma hi dan in a huop lo annawleh hi dan le inzawma thu chieng lo a um ani chun, HCFD Executive Committee thu thlukna pawm ning a tih.
