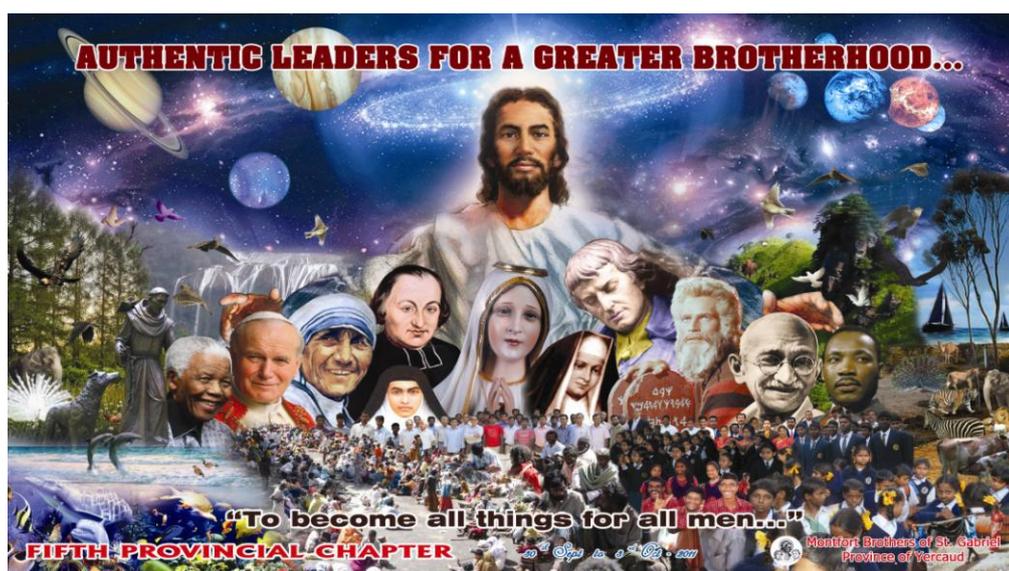


PROVINCIAL'S CIRCULAR NO. – 13

Ycd / Cir. / 13/ 2011

22.10.2011



Dear Brothers,

Fraternal Greetings to you all!

The Fifth Provincial Chapter was a grace filled event in the history of our Province. As mentioned in the Chapter Bulletin, the Chapter was preceded by a day of preparation by Fr. Joe Mannath SDB. Bro. John Kallarackal, the Asst. General in-charge of our Province, was present to initiate and guide us throughout the Chapter. Bro. Robert Thiaw, Asst. General was also present for the first two days. Once again, I take this opportunity to thank both the General Assistants for their gracious presence during the Chapter. I also would like to appreciate the community of Montfort College, all the Chapter delegates, the secretaries and all the Brothers of the Province for their prayerful support. The Capitulants had five sessions daily from 9.00 A.M to 9.45 P.M. In addition to the theme of the Chapter, we also had reviewed the 4th Provincial Chapter Decisions, proposals and the implementation of the same. As a result, we felt we needed more time to complete the mission. No major decisions were taken at this Chapter. The delegates spent most of the time reflecting on the theme of the 31st General Chapter viz “Authentic Leaders for a Greater Brotherhood”.

It also reflected on the life of the Province taking up issues such as, Vocation Promotion, Finance Management, Religious Discipline, Initial and ongoing formation, Partnership and Associates, Justice issues, Election modalities and our Education Mission - looking ahead... For most of the Capitulants it was a personal learning experience coupled with reflections and search for 'changes' in their own lives 'as leaders' which will result in positive changes and transformation in the Province.

On the final day (3.10.11) the Chapter came to a close with a meaningful concluding ceremony. Soon after the approval by the General Council, we shall forward the 'reflections' of the Chapter to you all. Kindly continue to pray for the success of the 31st General Chapter.

1. Internal Audit: The Internal Audit by a team consisting of Bro. George Padikara, the convener of Finance Commission, Bro. Biju, the Provincial Bursar and Mr. Charles Fernando (Auditor) is going on well. It will get over on 21.11.2011. Though, we are yet to receive their final reports and findings at the end of their first round of visit, I would like to bring to your kind notice the following points:

a) Implementation of the New Scale of Pay: All the Communities/Institutions are requested to send me the details of the new Scale of Pay implemented in the School/Institutions immediately on receipt of this communication. The Local Superior, H.M./Principal, the Bursar and the procurator should sign this completed format. The format is attached separately. The Local Bursars will forward these copies to me. Any pay or salary that does not fall in line with the present Province Scale, dated 7.9.2011 will be re-worked by the finance commission and will be brought to the notice of the Provincial Administration for proper implementation. Hence all the 'Brothers' concerned should take care of the total 'salary security' of the Individuals (Staff & Domestic employees) in line with the scale of pay fixed by the Province, instead of favoring or sidelining a selected few for a period of time based on our likes and dislikes. After a year of experimentation, if required we will effect some minor changes in this scale of pay.

b) Discrepancies in the Existing Scale of Pay, Prior to the Implementation of the New Scale: In some Institutions the scale of pay followed for our private Staff and Domestic employees were totally different from the scale of pay approved by the previous Provincial Administration(s). This was done with no permission/information/or authorization by the Provincial Administration(s). As a result, when the new scale is implemented there are serious anomalies. These anomalies must be done good, at the earliest in consultation with the convener of the Finance Commission. No individual is permitted to fix salaries and pay scales outside the preview of the official scale of Pay fixed by the Province. If there are any special cases, which require our consideration, the same must be done with the written permission of the Provincial Superior, so that these individuals will remain protected later, even when there is a change in Local Administration of the community/Institution.

c) Appointment Orders: It has been noticed that many Staff members and domestic employees are working in our Institutions without proper appointment order. Kindly rectify the same by issuing proper appointment orders with retrospective effect after proper verification based on reliable documents available. All these Staff members and domestic employees who are yet to receive appointment orders should be issued proper appointment orders in line with the latest scale of pay. There are also some who claim longer service period beyond the appointment order issued or the records available in the Institution. This may be due to longer probationary period or due to a

promotion from the consolidated pay. In these cases you may verify with the previous Superiors or Heads of the Institution. All the Staff members and domestic employees who fall within the ambit of the EPF Scheme must be brought under E.P.F Scheme. Inclusion in the E.P.F Scheme does not mean that they are made permanent.

d) Re-employed Retired Staff and Domestic Employees: These persons are given only a consolidated pay. Refer the guidelines given in the new scale of pay. Their consolidated pay is between 50 to 75% of their basic pay in our Institution prior to their retirement. They are not entitled for P.F, gratuity, pension or increment. However, they may be given 75% of their consolidated pay as Christmas gift. They are entitled for holidays and leave just like other Staff members and domestic employees. Whenever, there is a D.A increase for the regular Staff and Domestic employees, their consolidated pay also may be revised as per the percentage of D.A increase. e.g. If the consolidated pay is 5000 and the D.A is 10%, then their final consolidated pay is 5000+500. Every year, they have to be subjected to a medical check up and if found fit, may be re-employed with an undertaking from them wherein it should be clearly indicated that the management is not responsible for any health related problems during their service in our Institution. Even if they are fit, it is advisable to relieve them at seventy. Those retired persons who had been in service in our Institution for more than 15 years (in the case of widows and those who have no one to support their family) may be given some monthly help on a humanitarian ground.

2. Financial Transactions, Financial Competence of Local Superiors, Bursars, Principals and Correspondents: In the light of the Policy discussions during the Local superiors, Principals & Bursars meeting based on Circular Nos. 8 & 10 dated 14.04.11 & 9.7.11 respectively, all financial transactions are to be carried out jointly by the Local Superior and Bursar. In the case of the teacher's salary, the Principal (wherever it is applicable) also participates in this exercise by having a joint account with the Local Superior and Bursar. In all cases, the Bursars handle the monies, with the knowledge and consent of the Local Superior. The Bursar & Local Superior are primarily responsible for the Budget adherence by the community. The Bursar in consultation with the Local Superior will also look into the collection of fees and other income sources. Similarly he will make payments and effect purchases approved by the Local Superior without burdening the Local Superior and Headmaster. However, the Bursar is not permitted to spend money or make purchases without the knowledge of the Local Superior. The Procurator/Administrator/other Brothers will regularly give account to the Bursar for the money spent by them. All the bills and vouchers above Rs.5000/ must be countersigned by the Bursar and the Local Superior. The Community of Brothers must be appraised about the various major financial transactions.

While most of our communities and individuals have followed these guidelines with all seriousness, some individuals are following their old ways-'old habits die hard'! In spite of our discussions during the various forums and meetings, some of the extravagant spending by individuals are continuing unabated. These communities must have the courage to question themselves about such expenses. This cannot go on and if continued will affect the entire community and the Province at large.

3. Internal Inspection of our Schools: The much awaited internal Inspection of our Schools & Institutions also has begun on 5.10.11 and is expected to get over by 12.01.2012. This is a very important positive step in our Province in order to focus and carry forward our Education Mission more effectively. This exercise is not taken up to find fault with anyone or any Institution. It is for our welfare and growth in all direction. As this initiative is something new to us, I am waiting for the entire programme to be gone through. At the end of it, we will look at the reports and will call for a meeting of all the Heads/Local Superiors to evaluate its effectiveness and the

constructive steps we should take in order to make our Education Mission more and more Montfortian.

a) Appointment of Staff, Domestic Employees and Teacher-Pupil Ratio: In some Institutions, Staff members and domestic employees were appointed without any logic whatsoever. Normally, the number of Staff members appointed should not exceed the ratio 1:30 (one teacher for every 30 students). The Government in most of their Institutions follows a higher ratio of 1:40 or more. However, in Higher Secondary Schools and P.U Colleges, this ratio may not hold good, due to various 'subject groups'! The number of teachers appointed in Higher Secondary Schools and P.U Colleges should be based on the principles followed by the Government. In some of our Institutions, the ratio is very low and is rather shocking! Even if a teacher is qualified higher than our requirement, he/she may be appointed only in the category required for us and not as per their qualification. The New Scale of Pay takes care of their extra qualifications. These erratic appointments are resulting in huge loss of money for the Province and division and dissatisfaction among the staff. These aberrations must be rectified immediately. The Finance and Education Commission will have to put their heads together and give their proposal to the Administration. There are similar problems in the case of Domestic Employees. In Boarding Schools, as far as possible the Staff members of the Institutions (teaching & non-teaching) could be made use of with additional pay as wardens and for Supervision work. In addition to the above arrangements, the extra Staff and Domestic Employees required in large boarding schools must be kept to a minimum without affecting the quality of service.

b) Selection and appointment committee: As per the earlier Chapter decision, each community should constitute an 'appointment committee' for the selection of staff members. There should be at least two Brothers and one senior staff member which should include the Principal and Local Superior. In the case of domestic workers there should be at least two Brothers in the committee including the Local Superior and the procurator. Though it is difficult to find suitable personnel, it is always better to have a selection & appointment committee as it will give better choice and credibility. This will also make the individuals loyal to the institution rather than to individuals who appoint them!

c) Use of vehicles and absence from the Community: As far as possible, kindly employ and use the services of an employed driver for the community vehicles. It is a good practice to keep one set of keys of the Community vehicles in a common place accessible to the Brothers. All the keys need not be kept by one individual. Whenever a Brother leaves the Community for some work or assignment, he should inform the Local Superior about his whereabouts, the mode of travel and the time of return. The Local Superior also should do likewise and inform the next responsible person in the community. It is advisable to maintain a common notebook wherein these details could be recorded by the individuals concerned.

4. The First Annual Retreat (2011-12): 32 Brothers of our Province attended the Annual Retreat at Yercaud from 20th September evening to 25th September evening. The remaining Brothers of our Province in India are expected to attend the December retreat starting on 26th evening at Bangalore (8.00 p.m). It will get over on 31st December at 5.00 P.M. Kindly follow the guidelines given for the previous Annual Retreat(s).

5. Priestly Ordination of Bros. Jacob Ezhanikatt & Augustine Novello: The Bishop of Salem Rt. Rev. Dr. Singaroyan will ordain Brothers Jacob Ezhanikatt & Augustine Novello on 22nd December 2011 at Montfort School Chapel at 10.00 a.m. Kindly pray for them and their ministry.

6. Circulars, Letters & Communications from Superiors: Circulars, letters & other materials sent by Superior General, his councilors and Provincial Superior should not be given to outsiders nor put up in public places. Though there is no secret about it, there will be certain information, instructions & guidelines exclusively related to our lives & policies. While we need to implement and follow the instructions by the Superiors, the copies or part of it need not be made available even to Staff, Domestic employees, friends & relatives.

7. Budget & Contribution to the Province: The details of the Community/Institutional budget and contribution to the Province & to Central Administration also must be kept confidential.

8. Synergy 2011-12: The Synergy 2011-12, will be organized at Lake Montfort School, Bangalore any day after 20th January 2012. The dates and other details will be intimated to you later in consultation with the Education Commission.

9. Recommended for your prayers: Mrs. Mary John, mother of Bros. George Padikara and Gibi John is suffering from some serious health problems. Kindly pray for her speedy recovery.

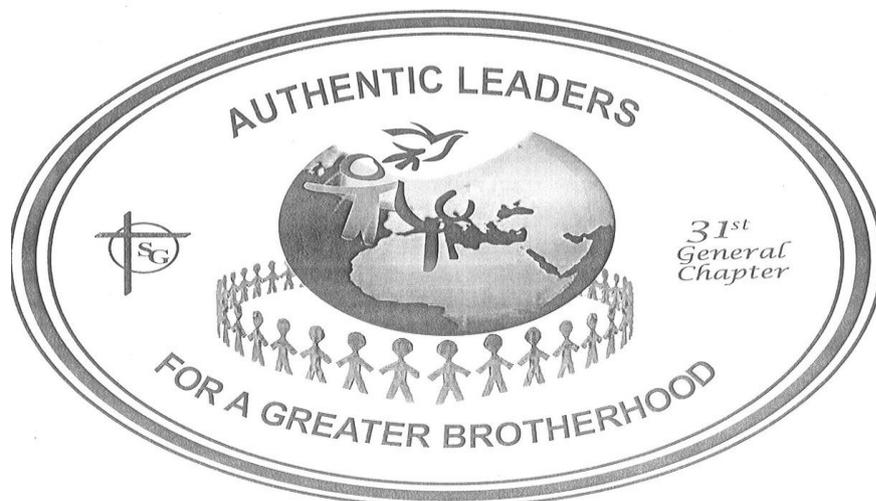
10. Obituary: Mr. Kurian Joseph, 81, uncle of Bro. Paul K P passed away on 19.09.2011. Mr. Mathew, 93, cousin of Bro. Mathew Panathanath passed away on 20.09.2011. Our prayerful condolences. May their souls rest in peace.

Love the weak, for God has chosen them to confound the strong. Love the wounded for they bear the vestigial scars of Calvary. Love the sick, for in them God's glory can be revealed. Love the ignorant, for if they know God they are the wisest of men. Love yourself, knowing that love's greatest victory is laying siege to selfishness.

- Fulton J. Sheen

Yours Fraternally,

(Bro. George Kalangod)
Provincial Superior



LOGO FOR 31ST GENERAL CHAPTER

