



STATUS

Circular No. ALS / 040 / 11

8th December, 2011

The following changes of the Diocesan Priests will take place by 15th January 2012, unless and otherwise arranged with the Archbishop.

TRANSFERS			
	Name	Designation	Place
1.	Fr. T.G. Kuriankose	Principal Curate	St. Aloysius' Orphanage and Day School, Howrah Church of Our Lady of Happy Voyage, Howrah
2.	Fr. Inudaya Raj	BRBC Deputy Secretary	Cathedral of the Most Holy Rosary, Kolkata
3.	Fr. Albert Sahayaraj	Parish Priest	St. Joseph's Church, Barrackpore
4.	Fr. Stephen Raphael	Parish Priest	St. Anthony's Church, Kharaghpur
5.	Fr. George Anthony	Parish Priest	Nirmal Hriday Ashram, Midnapore
6.	Fr. Neethi Doss	Rector Curate	St. Aloysius' Orphanage and Boarding, Jholy, Assisting at Sacred Heart School, Kharaghpur Sacred Heart Church, Kharaghpur
7.	Fr. Robin Paul Banerjee	Curate	Sacred Heart Church, Dharamthala
8.	Fr. Franklin Meneses	Director Designate	Seva Kendra Calcutta

Guidelines for handing over charges by the Parish Priest / Priest-in-charge / Principal of the Archdiocesan Institutions:

1. The V.G., Dean or a representative of the Finance Committee is to be present during the handing over of the office.
2. An inventory of the Parish / Institution / Office is to be made by the outgoing priest. This will include furniture, electrical fittings, crockery, cutleries, cooking utensils, Vehicles etc. This inventory will be checked by the new incumbent as he takes over.
3. Land documents, files, (including minutes of meetings, newsletters etc.) registers, bank books, vehicles, previously audited statements, bills and documents connected with electricity, land tax, project files, papers relating to on-going projects, should be listed and handed over to the new incumbent by the outgoing Priest. It is preferable that auditing of the accounts is done and a copy is given to the new incumbent and to the Financial Administrator of the Archdiocese and a copy is kept with the outgoing Parish Priest/ Priest-in-charge/Principal.
4. It is understood that all claims from the Parish / Institutions will have been expressed and settled before the incumbent leaves office. No claim from the incumbent after the handover may be entertained.


+Archbishop S. Lucas
Archbishop of Calcutta

Most Rev. Lucas Stehar Sdb, Dd
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