

CHITTOOR MULTIPURPOSE SOCIAL SERVICE SOCIETY NEWS FROM SOCIAL APOSTOLATE

Activities conducted by CMSSS, Chittoor in July 2026

Distribution of Notebooks to Poor Students

As part of CMSSS's educational support initiative, notebooks sponsored by Rev. Fr. Ery Sundar (USA) were distributed to 80 poor students in Chittoor to encourage their education and reduce the financial burden on their families. The distribution was warmly received by the students and their parents.

CMSSS expresses its sincere gratitude to Rev. Fr. Ery Sundar for his generous support towards the education of underprivileged children. In the next phase, the notebook distribution program will be extended to students in other parishes, enabling more deserving children to benefit from this initiative.



Tailoring Training Project Implementation – Iruguvai Parish

As part of the Tailoring Training Project, CMSSS, Chittoor, has commenced a six-month Tailoring Training Program at Iruguvai Parish for 25 economically disadvantaged women. The training is currently in progress, equipping the participants with tailoring skills to promote self-employment and sustainable livelihoods. Upon successful completion, each trainee will receive a Sewing Machine and a Course Completion

Certificate. CMSSS sincerely thanks Most Rev. Dr. Saginala Paul Prakash for his guidance and support and Fr. P. Kireeti, Parish Priest, for his valuable cooperation in implementing the program.



Implementation of Women Empowerment through Various Micro Enterprises

CMSSS, Chittoor launched a Women Empowerment Program through various micro-enterprises on 26th July 2026 at its premises. The program aims to reduce poverty among poor widows, destitute, and single-headed women by helping them improve their livelihood and social status. As part of the initiative, partial financial support was provided for 5 petty provision shops and 5 vegetable shops for poor rural women.



FCRA Rules and Guidelines for All Project Beneficiaries

Dear Rev. Fathers,

All those who receive FCRA-funded projects through CMSSS are required to strictly follow the rules and guidelines mentioned below.

1. Submission of Proposals

1. The applicant must inform both the Bishop and the CMSSS Director beforehand and send a Scanned copy of the project proposal to CMSSS.
2. FCRA grants received in the CMSSS account requires a copy of the purpose letter for proper utilization of funds according to the approved budget.
3. Purpose letters are generally sent to the Bishop's House and the applicant, not to CMSSS directly. We only receive only Bank information. Therefore, applicants are obliged to immediately share a copy with CMSSS.

2. Donor Purpose Letters

1. CMSSS cannot spend any amount until the purpose letter from the donor is received.
2. This purpose letter must be shown to Auditors and the Income Tax Department during reporting.

3. Fund Utilization Rules

1. CMSSS is allowed to release a maximum of **1,00,000** at a time to individuals, only after receiving their Aadhaar and PAN card details (Scanned Copy)
2. All transactions will be carried out through wire transfers. Cash payments are not permitted.
3. The entire sanctioned amount cannot be disbursed at once. Funds will be released gradually as per the project budget.
4. Funds must be spent strictly for the sanctioned purpose. Any deviation will be flagged in audits and may cause legal issues under FCRA.

Special Guidelines for Construction Projects

1. Payments will be made only to Engineer or authorized Contractors.

2. Payments for materials should be made directly to Vendors, not to engineers or contractors.
3. Engineers/contractors are required to deduct and deposit **1% or 2% (2% in Special Cases) TDS** with the Government and file TDS returns for construction/renovation works. (This work will be done by CMSSS)

4. Bills and Vouchers

1. All bills must be **GST**-compliant.
2. Only labour charges may be claimed through vouchers (Single Person). For construction/renovation labour, a payment sheet with signatures of workers is compulsory.
3. Bills must be properly dated, genuine, and submitted on time.
4. GST is compulsory: if materials are purchased, GST must be paid to the vendor; if services are availed, the service provider must pay GST.

5. Completion Reports

1. After the Completion of the project, the applicant must prepare and submit the Completion Report directly to the Donor.
2. A scanned Copy of the Completion Report along with 4 photographs must also be submitted to CMSSS for inclusion in the Annual Activity Report.
3. CMSSS will help to prepare the Completion report and you need to submit.

6. Timely Utilization of Funds

Funds must be utilized within the Stipulated Time. If not, the Income Tax authorities have the right to transfer unutilized funds back to the Government treasury.

Most. Rev. Saginala Paul Prakash
President of CMSSS

Rev. Fr. Manohar Gadikota
Executive Director - CMSSS