

## **C I R C U L A R No. 103 - A**

Subject :- Maintenance of Diaries by Inspectors.

Reference para. IV (5) of circular No. 1, dated 28<sup>th</sup> January 1952.

2. There is no uniform practice in the Public Trusts Registration Offices in the matter of the maintenance of diaries by the Inspectors showing the work done by them and the matters still outstanding with them. In order to have an uniform procedure, the following instructions are issued:-

(a) Each Inspector should maintain a Register Diary, in the form enclosed herewith, of his work. This diary should show the details regarding the inquiries entrusted to him and the progress made by him in their finalisation. The Regional Officer should periodically, at least once a month, check this Register Diary with a view to see that the inquiries are completed with the least possible delay. He should also see that in case of an inquiry received by him from the Charity Commissioner the final report is sent to the Charity Commissioner within three weeks and it shall be the duty of the Superintendent to see that column NO. 8 is properly filled in.

(b) The Inspectors should see that the inquiries entrusted to them are completed and final reports are submitted by them not later than two weeks from the date of the receipt of the inquiry. They may ask for extension of time, if necessary in case of the nature of the inquiry is such

as to justify it, but they should state reasons for asking for extension of time.

(c) In addition, the Inspectors should submit a Daily Diary to the Regional Officer in which should be shown in brief the work done by them during the day, the time occupied, whether outside the office or for office work in the office etc., and should submit the same to the Regional Officers on the next day for their perusal, initials and remarks if any.

Sumant C. Bhat.  
Charity Commissioner, Bombay.

Dated :14<sup>th</sup> April 1958.

**REGISTER DIARY**

Name of Inspector.

**PUBLIC TRUSTS REGISTRATION OFFICE**

<b>Sr. No.</b>	<b>Date of receipt</b>	<b>Name of the trust with its Registration No.</b>	<b>Brief Description of the Nature of inquiry</b>	<b>Whether received from C. C of Dy./Asstt C.C.</b>	<b>Dates of holding the inquiry with brief account of the work done</b>	<b>Date of final report by the inspector</b>	<b>Date of submission of report by the Dy. A.C.C. to C.C. if the inquiry is received from C.C.</b>	<b>Remarks.</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>