

C I R C U L A R No. 108

Subject: - Booking of Trunk Calls – Procedure of

In supersession of this office order No. 8333, dated 13th August 1957, the following revised procedure is prescribed with regard to booking of trunk calls by telephones in the Office of the Charity Commissioner and in the Regional Offices

(a) A trunk call should be booked only in most immediate cases when it is considered that a communication by post or a telegram would inordinately delay the matter. It must be remembered the trunk calls are costly and should not be resorted to unnecessarily.

(b) A trunk call should be booked only with the permission of any of the GAZETTED Officers, or of the Superintendent in the Regional Offices during the absence of the Deputy/ Assistant Charity Commissioners from headquarters on tour or otherwise.

(c) No member of the staff, except the GAZETTED Officers, Superintendent (s) or in their absence from office and when the matter is urgent, the Legal Assistant, the Stenographer to the Charity Commissioner and the Bench Clerk in Charity Commissioner's Office, should be permitted to speak on the trunk.

(d) When a message by telephone is given, it should be followed immediately by a letter giving the gist of the communication made, the name of the person who received the message and the reply received, if any.

(e) A Trunk Call Register in the form appended hereto should be maintained in all the offices and the following instructions are issued for its proper maintenance :-

(i) Before a trunk call is booked, the clerk concerned should enter the same in the Register and should obtain the initials of the Officer at whose instance, or under whose directions the call is booked.

(ii) The Officer concerned should put his initials and should enter in the appropriate column, the time when the call was booked, whether it was put through or not, if put through, the number of minutes the talk went on, whether the call was urgent or ordinary and if it was to a particular person, the name and designation of such person.

(iii) The officer concerned should state in the Register the subject of the talk in brief of the reason for it.

(iv) The Register should be kept in the drawer of the table with Superintendent (Establishment) in the Office

of the Charity Commissioner and with Superintendents concerned in the Region Offices and they should see that all entries are properly made.

(v) The Register may be closed at the end of every month, and after it is closed, reference may be given of the number and Date of Post and Telegraph Bill, amount of the Bill and the date of payment. The Register should be initialled by an appropriate authority passing the trunk call bills for payment and after verifying that all particular of the Post and Telegraph Bills have been entered into the Register.

2. The Regional Officers are requested to ensure that unauthorised and unnecessary use of telephones for trunk calls is stopped.

Sumant C. Bhat
Charity Commissioner, Bombay.

Dated : 13th March, 1959.