

CIRCULAR NO. 123

SUBJECT :- Applications received in Regional Office under the provisions of the Bombay Public Trusts Act, 1950, prompt disposal of

It has been brought to the notice of the Charity Commissioner that in certain Regional Offices, inordinate delay is made for numbering and registering applications received under the various sections of the Bombay Public Trusts Act, 1950. It was also brought to the notice of the Charity Commissioner that certain types of applications were found lying idle for months together without being numbered and registered and consequently such types of applications were not reflected in the monthly returns of the Regional Office as they were not numbered and registered. The following instructions should, therefore, be followed in future in order that the monthly returns should depict the true picture of the work load received in the Region and disposed of and the cases lying in arrears and that there should be ensured prompt disposal of all such work in the Regional Office.

1. All sorts of applications received in the Regional Office should, as a rule, be scrutinized, numbered and registered within 10 days of the receipt therefor except where such applications are not duly stamped or the necessary particulars have not been disclosed therein. In this respect the instructions issued under Circular Nos. 12 and 14 will have also to be followed.
2. Where the application does not bear the requisite court fee stamp or if the same is not in proper form or is wanting in the

requisite particulars, the applicant may be called upon to make good the deficit within a specified time and the application shall then be numbered and registered within 10 days of compliance.

3. If, however, no such court fee stamp is affixed or other omissions made good then the Regional Officer may reject such applications after following the directions issued in this office Circular No. 9, dated 24th March, 1952.

4. A remark should be made in the monthly return to be submitted for such month to the Charity Commissioner, stating that so many applications received under particular section have remained unnumbered for more than 10 days as at the end of the month.

These instructions should be scrupulously followed hereafter.

C.P. GODSAY,

Charity Commissioner,

Maharashtra State, Bombay.

Dated: 13th March, 1965.