

CIRCULAR NO. 126

SUBJECT :- Applications, letters, etc. - Acknowledgment of

It has been brought to the notice of the undersigned that the receipt of complaints, applications, letters, etc. received from the private parties are not acknowledged by the noting hands as a result of which the parties are put to inconvenience. As per Para 12, (Method of Disposal) of Chapter III of the Manual of Office Procedure for Charity Organization, all letters /applications from private parties where replies are not expected to be given within a week, should be acknowledged. For this purpose Government has prescribed printed post-cards of acknowledgment: but it is observed that no noting hand is making use of these acknowledgment cards. Under the circumstances all the noting hands are hereby directed to follow the instructions contained in Para 12 of Chapter III of Manual of Office Procedure for Charity Organization.

C.P. GODSAY,

Charity Commissioner,

Maharashtra State, Bombay.

Dated : 4th July, 1968.