

CIRCULAR No. 127

SUBJECT :- Receipt, Registration and Distribution of Tapal.

A manual of Office Procedure for the guidance of the staff working in the Charity Organization has been compiled and its copy is given to each member. It is observed that the procedure contained in the Manual of Office Procedure for the Charity Organization is not being followed strictly by the members of the staff. It is, therefore impressed upon all the members of the staff that they should follow the office procedure scrupulously in future.

C.P. GODSAY

Charity Commissioner,

Maharashtra State, Bombay.

Dated : 4th July, 1968.