

CIRCULAR NO. 137

SUBJECT :- Abstract of work sheet - correct maintenance of

During the inspection of Regional Offices at Poona and Aurangabad it was noticed by the Charity Commissioner that the noting hands do not draw the abstract of their worksheets showing details of pending cases with the week-wise break up. Such an abstract shows at a glance the number of pending cases and the duration thereof. This enables the Officer and the Superintendent to find out at a glance the number of pending cases with their duration. The Regional Offices are, therefore, requested to see that the abstract is drawn by the noting hands at the end of every week as laid down in Para 11 of the Manual of Office Procedure issued by the Charity Commissioner.

According to the requirements of the instructions issued in the Manual of Office Procedure the pending cases are required to be placed in a chronological order, the oldest cases being kept at the top. This requirement also not complied with. The compliance with this requirement enables the Clerk concerned to note at a glance the old cases with him in order of their seniority, and this will enable him to concentrate his attention to the disposal of old cases. The Regional Officers should bring these instructions to the notice of the Noting hands and see that they are complied with by them.

M.D. KAMBLI,
Charity Commissioner,
Maharashtra State, Bombay.

Dated : 6th October, 1971