

CIRCULAR NO. 140

SUBJECT:- Maintenance of Docket -Sheet with Record and Proceedings.

On going through the Record and Proceedings of the pending judicial inquiries in the Public Trusts Registration Office it is observed by the Charity Commissioner at the time of the Inspections of these Offices, that the Record and Proceedings does not contain any docket sheet showing the names and addresses of all the parties involved in the proceeding. If any one wants to know the details of the parties involved in a particular case he has to go through the entire case and this amounts to avoidable wastage of time and labour. In order to avoid this, the Charity Commissioner desires to instruct that each Record and Proceeding of all the Pending cases now on their board should contain a docket sheet containing names and addresses of all the parties involved in these cases which should be kept upto date with periodical revision in case of death, addition of parties etc. This docket sheet should be kept along with the Roznama of the case. The Regional Officers should issue instructions of the Senior Clerks or Bench Clerk in this behalf and personally see that the same are followed immediately.

M.D. KAMBLI,

Charity Commissioner,

Maharashtra State, Bombay.

Dated: 6th October, 1971