

CIRCULAR NO. 143

SUBJECT :- Proper maintenance of Daily diaries and Inquiry Registers by the Inspectors ...

As per instructions contained in Circular No. 103-A, dated 14th April 1953 issued by the Charity Commissioner, the Inspectors are required to maintain Daily Diary of the daily work they do in the office or outside the office and also Inquiry Register about the inquiries entrusted to them and to submit them to the Regional Officers.

It has been observed by the Charity Commissioner during recent inspection of the Regional Offices that these Diaries and Registers are not maintained properly and submitted to the Regional Officers regularly.

The Charity Commissioner now directs that the Daily Diary should be maintained by the Inspectors in the form as per annexure A. The diary shall be divided into two parts. The first part will be about the details of the journey they will undertake for inquiry purposes and the second part will be about the work they will do on a particular date. When the Inspector attends the work in the office only without undertaking any journey the column Nos. 2 to 9 will remain blank.

These diaries should henceforth be maintained by the Inspectors, and the Superintendents and the Regional Officers should see that they are correctly and properly maintained.

The Inspectors working in the Public Trusts Sub-Regional Offices should send the extracts of these diaries to the Regional

Office every month. These extracts of the proceeding month should reach the Regional Office on or before the 10th of the next month.

The Accountants while scrutinizing the Travelling Allowance claims of all the Inspectors should see that these claims are in accordance with their daily diaries maintained as per these instructions and verified by the Regional Officers, and also see that they are in accordance with the tour programmes approved by the office, if it is found that the daily diaries are not maintained by the Inspectors accordingly, the office shall with hold such Travelling Allowance claims.

As regards inquiry Registers it is observed that Column No. 6 and Column No. 7 of these registers are also not filled in correctly by the Inspectors. Column No. 6 relate to the brief nature of work done by the Inspector on various dates. This column serves as a Roznama of the Inquiry. It shows the details of the work done by the Inspector for completion of the inquiry from the date on which it is entrusted to him till the date on which it is submitted to the office with his final report. If it is filled in correctly it will show on which dates the Inspector applied his mind and did work in respect of that matter under inquiry and as to how many days the Inspectors required to complete the inquiry. This information is absolutely necessary with a view to see whether the Inspectors have taken proper care to prosecute the Inquiry punctually and diligently. Column No. 7 relates about the date on which final report is submitted to the office or to the Charity Commissioner. This is also not filled in properly. The Inspectors are now instructed to fill in this register property and correctly and Column Nos. 6 and especially. The Regional Officers

while scrutinizing the Registers should see that these instructions are followed by the Inspectors.

The Regional Officers should scrutinize the Diaries and Registers of the Inspectors in the main Regional Offices on every Monday. In case either of them is out of Head Quarters on Monday, the same should be scrutinized on the next available day when both of them are at Head Quarters. As regards the diaries and registers of the Inspectors in the Public Trusts Sub-Regional Offices, the Regional Officers should scrutinize them when they visit these offices or when the Inspectors attend the main office for their monthly meetings.

The Inspectors are further required to submit their tour programmes every month, well in advance and adhere to the programme as far as possible. If the programme is required to be changed for some unavoidable reasons, the Inspectors should inform the Regional Officers, accordingly, in advance as far as possible.

While scrutinizing the daily diaries and the Travelling Allowance Bills of the Inspectors, the office should refer to their Tour Programmes and the changes communicated by them in their programmes.

While going through the monthly statements of inquiries submitted by the Inspectors it is found that there are still old inquiries pending with them some of which are even more than 2 or 3 years old. This is not a happy state of affairs it is now directed that all inquiries pending with the Inspectors for more than six months should be disposed of by 31st December 1971 as far as possible. In order to

enable the Inspectors to dispose of the old inquiries as per these instructions, the Regional Officers may even re-distribute these old inquiries among the Inspector including the Inspectors in the Sub-Regional Offices. The monthly statements of inquiries henceforth received from the Inspectors will be watched from this point of view and if any Inspector is found to be keeping the inquiries unattended or incomplete for unreasonably long period, the Charity Commissioner will be compelled to hold Departmental Inquiries against such Inspector. The Government have taken a serious view of the fact that inquiries are not completed within reasonable time the mental inquiries against the defaulting Inspectors.

The Regional Officers should bring these instructions to the notice of all the Inspectors working in their Region, and obtain their signatures below a copy of this circular. They should also be informed that non maintenance of the diaries and the registers as per instructions contained in this circular will be treated as breach of duties.

Dated : 29th October, 1971

M.D. KAMBLI,
Charity Commissioner,
Bombay.

Daily Diary of Shri

OFFICE:

Particulars of Journey					Details of work done				
Date	From	Time	To	Time	Total period of jour- ney	Kind of journey	Distance travelled	Fare	Brief natu- re of work done
1	2	3	4	5	6	7	8	9	10

Time occupied	Whether in office	outside office	Remarks
11	12		13
