

CIRCULAR No. 156

SUBJECT- Maintenance of Roznamas in inquiries by the inspectors..

It is observed by the Charity Commissioner that considerable time is taken by the Inspector to disposed of inquiries entrusted to them and the inquiry papers do not reveal as to how many times the inquiry was attended to by the Inspector and what work was done by him on a particular date and the total duration of the inquiry.

2. It is quite essential to know as to how the inquiry was attended to by the Inspector, what work he did on each date and how much period he took to complete the inquiry.

3. In order to ascertain the above facts it is felt essential that the Inspectors shall maintain a Roznama in each and every case now pending with them and received hereafter in the following form :-

Roznama of inquiry entrusted to the inspector

- (1) Name[address and No. of Public Trust,
- (2) Date of receipt,
- (3) Date of Disposal,
- (4) Total duration,

Serial No.	Date	Brief nature of work done	Remarks
1	2.	3.	4.

4. In Column No. 4, the name of the Inspector who did the work on a particular date should be entered.

5. All the Inspectors are hereby instructed to maintain Roznama as above in all the inquiries entrusted to them form and report compliance to the Regional Officers concerned.

6. The Regional Officers are requested to see that the instructions contained in this circular are scrupulously followed by the Inspectors.

Dated, 26th May 1972.

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