

CIRCULAR NO. 161

Subject:- Maintenance of register of the proceedings in the Regional Office.

Instructions have been issued for the maintenance of register of proceedings in the Regional Officers in Circular No. 12 dated 26th April 1952.

2. After issue of the Circular, new schedules have been prescribed in and some old schedules have now been deleted from the provisions of the B.P.T. Rules, 1951 in which certain proceedings were directly entered.

3. It was also noticed, that there is no uniformity in the maintenance of register of proceedings in the Regional Office and the same is not necessary.

4. The Charity Commissioner is not pleased to instructed that in each of the Public Trust Registration Office, there shall be maintained a register in the form annexed hereto with effect from 1st August 1972. In the said register following inquiries shall be entered serially yearwise :-

- (1) Inquiries under Section 19.
- (2) Inquiries under Section 22,
- (3) Inquiries under Section 22A,
- (4) Inquiries under Section 28,
- (5) Inquiries under Section 29,
- (6) Inquiries under Section 39,
- (7) Inquiries under Section 54(3)
- (8) Inquiries under Section 51
- (9) Inquiries under Section 56E
- (10) Miscellaneous inquiries or applications.

5. Only one register should be maintained for all the inquiries referred to above and no separate register for each category of inquiry should be maintained. It should be maintained by the Junior Clerk assisting the Senior Clerk attending Judicial Work regularly and properly from 1st August 1972. The register being an important register care should be taken to see that it is handled by the Junior Clerk only and it is not allowed to be freely used by other members of the staff so that there is no possibility of its being misplaced.

6. The instructions contained in Circular No. 12 should be treated as modified to the above extent and there instructions should be implemented from 1st August 1972, without fail.

7. The maintenance of registers in Schedules IV and IV-A should be discontinued from 31st July 1972 as these schedules are deleted from the B.P.T. Rules 1951.

Dated : 29th July 1972.

M. D. KAMBLI
Charity Commissioner,
Bombay