

## CIRCULAR NO. 173

SUBJECT :- Receiving amounts creditable to the Public Trusts Administration Fund by Money Order / V.P.P.

Procedure in connection with the ---

The procedure of receiving the amounts creditable to the Public Trusts Administration Fund on account of contribution, process fee or copying fee etc. through postal remittances such as money orders, VP. Ps. etc is already in vogue in this Organisation, for a long time. Recently a case has been noticed that a money order received was acknowledged by the clerk on behalf of the Charity Commissioner but the amount so acknowledged was not brought to account. To avoid such lapses in future following procedure is prescribed.

2. With immediate effect a Register of Money Orders should be opened in the following proforma.

Serial No.	Date	Amount Received	From whom received	Particulars of receipt	Initials of the Superintendent.
1	2	3	4	5	6

Initials of the Accountant in token of having received the Money Order	Receipt No. under which receipt acknowledged	Initials of the Accountant	Initials of the Superintendent in token of verifying the entry in the Register of Receipts No.	Remarks
7	8	9	10	11

3. The Postman should first be directed to approach the Superintendent (Accounts) with all the Money Orders receivable. The Superintendent (Accounts) should enter the details in the first six column of the Register and direct the Postman to hand over the amount of the Money Orders to the Accountant/Cashier. The Accountant receiving the cash should himself acknowledge the payments on the Money orders and sign column No.7 in token of having received the amount correctly. The Accountant should then issue the duplicate receipts for the amounts so received and fill up column Nos. 8 and 9 of the Register. The superintendent (Accounts) should verify all these entries with reference to the Register of Receipts and after satisfying that all the amounts received through the Post and Telegraph Department find a place in the Receipt Register, putl his initials in column No.10 of the above Register.

4. In no case the Junior Clerk should be allowed to acknowledge the Money order or V.P.P. on behalf of the Charity Commissioner or receive the cash.
5. In absence of the Superintendent (Accounts) the entries in the above Register should be made by the Assistant Director or Accounts in the Head office and by the Assistant Charity Commissioner in the Regional Offices.
6. A circular regarding maintenance of the accounts of the amount received by V.P.P. is being Issued separately.

Dated :26<sup>th</sup> July, 1973.

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