

CIRCULAR NO. 195

SUBJECT :- Work-sheet and weekly abstract of arrears.

During the inspection of this office by Government it was noticed by the Government that the noting hands do not draw the abstracts of their work-sheet. It is also stated that the present practice is to draw weekly summaries on separate sheets and they are kept together. It is felt that these loose sheets may get misplaced or lost. It is therefore suggested by the Government that weekly summaries should be drawn in the work sheet itself. Similarly monthly abstracts which are not drawn at present should also be drawn in the work sheet itself. All the Superintendents of this office are therefore directed to see that the weekly and monthly abstract are drawn by the noting hands working in their Branch for onward submission to the Branch Officers.

Dated : 4th December 1975

P.S. DHAMANE
Charity Commissioner,
Maharashtra State, Bombay