

CIRCULAR NO. 2

SUBJECT.—Duties of Subordinate Staff

I. SUPERINTENDENT

1. He will be responsible for maintaining discipline among the staff and supervise their attendance, work and conduct in office. He should certify leave and put up proposals regarding increments, promotions and all office arrangements.
2. He should maintain service books of the staff and see that entries are posted in them regularly. The Superintendent in the office of the Charity Commissioner should, in addition, put up proposals in respect of office practice and procedure to be followed uniformly in the Charity Commissioner's and subordinate offices. In particular, he should put up draft-forms of the various notices, summonses, affidavits, applications, orders, etc., to be adopted in these offices.
3. He should do nothing and drafting particularly in matters relating to the functions of the Charity Commissioner.
 - i. as trustees of public trusts,
 - ii. as Treasurer of Charitable Endowments (in the case of Superintendent in the office of the Charity Commissioner only),
 - iii. under Sections 50 and 51 and also in matters relating to amendments of the Act and Rules.

II. LEGAL ASSISTANT IN THE OFFICE OF THE CHARITY COMMISSIONER

1. He should prepare instructions to Government Pleader, Solicitor or Counsel in all suits or proceedings to which the Charity Commissioner is a party under the provisions of the Act.
2. He should note on cases referred for opinion or concurrence by the Secretariat or other Government Departments.
3. He should put up draft schemes relating to trusts and endowments.
4. He should note on appeals filed from the decisions of the Deputy or Assistant Charity Commissioner or from his report under section 39.

III. ACCOUNTANT

1. He should maintain all office accounts and be responsible for maintaining the Public Trusts Administration Fund Account.
2. He should see that the books of accounts are written up-to-date.
3. He should get the cash balances verified by the Director of Accounts or Dy.C.C. or A.C.C., as the case may be, at the end of every month.
4. The Charity Commissioner's Office Accountant should, in addition, be in charge of the accounting work relating to charitable endowments and trusts of which the Charity Commissioner is the trustee.

IV. INSPECTOR

1. He should make inquiries and report cases of failure to register trusts or submit Dharmada accounts. He should also report cases of breach of trust, misconduct or neglect on the part of trustees.

2. He should assist in preparing the assessors' list and conduct inquiries on the spot relating to public trusts entrusted to him.
3. He should assist in framing cases for prosecution.
4. When there is no out-door work he should be available for work, especially work connected with the scrutiny of accounts of trusts in the office.
5. He should keep a diary of his work from day to day when he is on out-door or outstation duty.

V. BENCH CLERK, JUDICIAL CLERK AND SENIOR CLERK

One of them should prepare the inquiries-board for the day and the office briefs in inquiries. He should take notes of evidence and be in charge of the dates register and the record of the cases. The other should act as Interpreter and be in charge of all other work at the inquiries such as giving dates, administering oaths, etc.

VI. JUNIOR CLERKS

The following duties should be assigned to them: -

1. To record entries in the Public Trusts Register and to maintain the various other registers and books prescribed.
2. To maintain Inward and Outward Registers.
3. To prepare pay, traveling allowances, contingent and other bills and also bills of costs in legal proceedings.
4. To keep in custody office stationery and supply it to Officers and staff according to orders.
5. To do filing and dispatching.

6. To attend to inquiries from the public.
7. To give such assistance to the senior subordinate staff as may be directed by the Superintendent.

D. R. PRADHAN,
Charity Commissioner, Bombay.

Dated : 28th January, 1952.