

CIRCULAR No. 206

SUBJECT- Inwarding of Tapal

At present the Tapal which is usually received between 11 A.M. and 12 noon is sent to Charity Commissioner for perusal after which it is opened by the Naik and sent to Sr. Clerk, Establishment Branch. The Sr. Clerk marks the Tapal to the respective officers and Superintendents according to the subject matter and sends it to the respective Officer for perusal. The officers after perusal of the Tapal send it to the clerks and returns it to the Inwards clerk for inwarding, diarising and distribution.

It appears that in this process the Inward Clerk gets the Tapal next day. Similarly, if any Tapal is given by the Superintendent directly, to the clerk it may escape inwarding and diarising.

The above procedure is now changed as follows ---

After the Tapal is received from the Charity Commissioner (i) it will be sent to the Sr. Clerk, Establishment for marking it to Officers and Superintendents concerned. (ii) He will prepare pads office wise and (iii) Send these pads to the Inward Clerk. (iv) The Inward Clerk will take entry of the Tapal in the Inward Register and sent the pads to the respective Officers. (v) The Officers, after perusal of Tapal will send it to the respective Branch Superintendent. (vi) Who in turn will mark the Tapal to the respective Clerks and return the pad to the Inward Clerk. (vii) The Inward Clerk will then diarise the Tapal according to the marking of the Superintendent and also check that all the Tapal which has been inwarded has been received back. (viii) if any Tapal is not received back for diarising the Inward Clerk should bring it to the notice of Superintendent (E) who will arrange to trace out the letter. In case of urgent letters, the Officers will get them immediately diarised and distributed.

The above mentioned procedure will be followed with immediate effects.

V.G. NIRGUDE,
Charity Commissioner,
Maharashtra State,
Bombay

10th June 1976.