

***CIRCULAR No. 207***

**SUBJECT-** Inspection Branch for Charity Organisation.

The question of creation of a separate Inspection Branch for the Charity Organisation has been engaging attention for quite sometime. The need for this Branch is particularly felt at this stage when arrears in the Regional Offices, are increasing day by day. The creation of such a Branch will ensure that the Regional Offices function in accordance with the norms laid down and to see that timely action is taken in respect of recovery of contribution.

2. As a separate fullfledged Branch will not be possible from the existing staff, it is proposed to create a Cell for the purpose by adjusting the existing staff in the Charity Commissioner's Office. The Cell will be Incharge of s Superintendent and will consist of the following staff :-

- (1) Superintendent,
- (2) Accountant.
- (3) Bench Clerk
- (4) Senior Clerk
- (5) Inspector

No separate peon is proposed to be given at this stage until creation of a separate branch.

3. Superintendent (Budget) will be incharge of this Cell. Out of the present duties assigned to him work regarding applications under section 35 and irregular investments will be submitted by the Accountant directly to the Director of Accounts. The work pertaining to maintenance of Public Trusts Administration Fund and Cash book will be transferred to Superintendent (Accounts). Rest of the duties assigned will be continued to be performed by him in addition to his being Incharge of the Inspection Cell.

4. One Accountant from Charity Commissioner's Office will be transferred to this Cell. This Accountant will also deal with the case of surplus enquiries: application sunder section 33(2) Special audit cases and audit reports etc., which he will submit through the Superintendent (Budget).

5. The Bench Clerk attached to the Charity Commissioner will be in the Inspection Cell. He will scrutinise judicial cases disposed and pending during the period of Inspection, as also the cases under various Sections, verification of

Public Trusts entries etc. he will also take a review of the Inspector's work and submit his report.

6. One Inspector from Charity Commissioner's Office will be included in the Cell. He will visit the Sub-Regional Offices directly when the Inspection of the Regional Office is in progress. He should inspect atleast 2 sub- Regional offices during the period of inspection and submit his report for Memo reading before the Charity Commissioner.

7. One Senior Clerk from the Establishment Branch will accompany the Cell. he will be properly briefed by the Superintendent (Estt.) regarding the establishment matters pertaining to that Region and should take inspection of the Record, Dead Stock register, Library Register etc.

Whenever, the Deputy Charity Commissioner's in the office of the Charity Commissioner, Maharashtra State, Bombay will visit any of the Regional Offices for their work viz..., hearing of appeals etc., they will also examine the compliance made by the Regional Offices. If necessary they may extend their tour for this work to issue necessary directions to Regional Offices.

Norms --- Inspection party is expected to carry out both administrative and Accounts inspection of a Region atleast once in a year. The Sub-Regional Offices which are not covered by the Inspection party should be inspected by surprise visit by the Deputy Charity Commissioners in the Head Office when they visit Regional Offices for Judicial work.

The Inspection Branch will be incharge of the Director of Accounts. Final Memo regarding will be done in the presence of Charity Commissioner or joint Charity Commissioner.

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

Dated : 1st July 1976.

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