

CIRCULAR No. 221

SUBJECT- Issue of acknowledgements.

Letters/Complaints/Application etc. received by the Officer of the Charity Organisation from private or non-official persons or bodies as from Officers not in service of Government are rarely acknowledged by the Office of the Charity Organisations. This has given rise to several complaints against the employees of the Charity Organisation, increases at the level of the Head Quarters avoidable correspondence with the Government and many a time Officers at the Head Quarters are required to go to Mantralaya to answer the allegations and imputations made against the offices of the Charity Organisation. This is really a sad state of affairs and it requires improvement immediately.

Attention is invited to the instructions contained in para 23 Part II of the Hand Book of General Circulars published by Government of Maharashtra (1962 edition page 83), Para 23(a) contains specific directions that all applications from private, non-official person or bodies as well as from Officers not in the service of the Government should at once be acknowledged with an intimation that they will be considered. Standard form No.Gen/160 is prescribed for issuing such acknowledgements. If these forms are not indented by the office so far, they should be indented forthwith and in the ensuing indents. At the head office, Establishment Branch should supply these forms to the various branches forthwith.

It is now directed that every member of the staff who receives a communication of the type referred to above for action should, at the time of making a note of the communication in his work sheet, immediately issue the acknowledgement in the prescribed form and should make a note accordingly on the work sheet. All returns concerning pending Tapals shall hereafter specifically state that number of acknowledgements so issued and number of acknowledgements which are pending for disposal. Establishment branch shall scrutinize such returns and shall bring to the notice of undersigned lapses, if any.

As regards the communications which are already received by the Offices and which are not so far acknowledged, it is directed that acknowledgements therefore in the prescribed form shall be issued, within fortnight of receipt of this Circular and a compliance report be submitted to the undersigned.

M. S. VAIDYA.
Charity Commissioner,
Bombay

Dated 20th May 1978

