

CIRCULAR No. 229

SUBJECT- Acknowledgement of letter modification and amendment.

Read Office Circular No. 221 dated 20th May 1978.

In the third para of the above Circular it is directed that acknowledgements to the communications should be issued with a note in the work sheet. In the fourth para it was also directed to issue acknowledgements to the communication received till the date of issue of the above Circular.

A return in this respect was to be submitted to the Establishment Branch. After scrutiny the consolidated information was to be submitted to the Charity Commissioner. It is noticed that the Order are not followed by all the branches of the head Office, hence the return could not be put-up till now.

In order to streamline the work properly, it is emphasized that the Superintendents of all the branches should follow the orders in the Circular No.221 dated 20th May 1979 hereafter rigidly, So also as directed in the said Circular the branch Superintendents should submit information in respect of their branches to the Establishment Branch i.e. Director of Accounts on every first working day of the week, normally Monday, in the following proforma. No reminders will be issued in this respect, But action against defaulters will be taken directly for defaults in obeying this Circular and Circular No.221.

Name of the Branch

No.of Tapal received during the week	Number of letters for which acknowledgement is necessary including those remaining from previous weeks	Acknowledgement issued	Balance of acknowledgement to be issued	Reasons for non issue of acknowledgement	Signature of Supdit. of the Branch	Remarks and Signature of Director of Accounts.
1	2	3	4	5	6	7

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Dated 9th April 1979

M.S.VAIDYA
Charity Commissioner,
Maharashtra State, Bombay

Office of the Charity Commissioner
Maharashtra State, Bombay.

Read Office Circular No.221 dated 20th May 1978 and office Circular No.229 dated 19th April 1979.

PROFORMA

Name of the Branch :

Period.

No. of Tapal received during the week	Numbers of letters for which acknowledgement is necessary including those remaining	Acknowledgement issued	Balance of acknowledgement to be issued	Reasons for non issue of acknowledgement	Signature of Supdt. of the Branch	Remarks and Signature of Director of Accounts.

	from previous week.					
1	2	3	4	5	6	7