

***CIRCULAR No. 231***

**SUBJECT-** Weeding out of records for the year in the Charity Organisation.

It is decided that the worked of weeding out of old records of all the Regional and Sub-Regional Offices should be taken up every year in the first fortnight of June and the Head Office should be taken up 2nd fortnight of June. the work should be done as per the directions constrained in (accompaniment office manual) this office order No.4000 dated 5th August 1959.

During the period of weeding out of re cords leave should not be recommended and touring should be restricted. All the office work should be suspended during this period except time bound Government Reference or other matters, which cannot be postponed.

Further before weeding out the records the same should be seen either by you or by the Superintendent and lists of such papers to be destroyed should be prepared and signed wither by the Superintendent or by you in taken of approval for destruction. Proper care should be taken while weeding out the old record and the Regional Officers will be responsible for not following carefully the instructions already issued for weeding of old records.

G.S.PANDE,  
Charity Commissioner,  
Maharashtra State, Bombay.

Dated 6th April 1981

Copy to---

1. All Sub-Regional Offices.
2. All Branch Superintendents in the office of the Charity Commissioner, Maharashtra State, Bombay.