

CIRCULAR NO. 244

SUBJECT :- *Circular regarding dealing with parties.*

It is noticed that visitors and parties are directly entertained by the Clerks in this office. It is also observed that visitors are sitting with staff members. This unhealthy practice should be stopped forthwith as this causes disturbance in the work of other staff members and also gives an impression that persons are chitchatting with the staff members.

The Charity Commissioner is , therefore, pleased to issue the following instructions to this behalf.

all the visitors and parties should first see the Public Relations Officer. The Public Relations Officer should then direct the visitors to the concerned Officers and the Officers will then guide these persons, if necessary by calling papers and concerned staff member. Unless specifically directed by the concerned officer no staff member of this office should entertain any visitors hence-forth.

The above instructions should be followed scrupulously.

B.V.CHAVAN,
Charity Commissioner,
Maharashtra State, Bombay.

Dated :- 10th March, 1983.