

## CIRCULAR NO. 32

### **SUBJECT.— Duties of Subordinate Staff.**

It has been brought to the notice of the Charity Commissioner that in some regional offices some members of the subordinate staff are under the impression that their only duties are those which have been mentioned in Circular No. 2 and that they cannot be called upon to do any other work under any circumstances.

This impression is wholly erroneous. It is open to the Deputy/Assistant Charity Commissioner to assign any work to any member of the staff as the exigencies of the moment may require. This is especially so during the present rush period when member of the staff will be permitted to refuse any work assigned to him by his Deputy/Assistant Charity Commissioner.

The Deputy/Assistant Charity Commissioners should carefully watch the work of each member of the staff during the rush period and comment on it, in the confidential report of each member.

Requests for leave, except for unavoidable reasons, should at this stage be avoided by the members of the staff and should be discouraged by the Deputy/Assistant Charity Commissioner. Example in this matter should be set by Deputy/Assistant Charity Commissioners. Requests for reversion to parent departments will not favourably considered while the present conditions last.

D. R. PRADHAN,

Charity Commissioner, Bombay.

Dated : 11<sup>th</sup> October, 1952.