

CIRCULAR NO. 38

SUBJECT.— Recovery of postal charges for copies or certified copies sent by post.

Inquiries have been received in this Office whether postal charges can be recovered when copies or certified copies are supplied to applicants through post as there is no provision for such charges in Rule 23 of the Bombay Public Trusts Rules, 1951.

2. The Regional Officers are informed that specific provision in the Rules for such charges is not necessary and postal charges should be recovered from parties when copies or certified copies are despatched by post. Postal charges should be taken into account when calling for deposits for supplying copies and where sufficient deposits for copying fees have already been received in advance from the parties, the copies or the certified copies should be despatched by registered post and the postal charges incurred for sending the copies by registered post should be appropriated alongwith the copying fees against the deposit amounts received. Where such deposits are not received or where they are not sufficient to cover the postal charges, the copies or the certified copies should invariably be sent by V.P.P. for the amount made up of copying fees Plus postal charges or the balance thereof, as the case may be.

3. In the remarks column (Col. 9) of the Register of Copying Fees maintained in each Public Trusts Registration Office, a sub-column should be opened to record the recovery of postal charges. The sub-column thus opened should be

classified as "Amount due for postage in case of fees recoverable".

D. R. PRADHAN,
Charity Commissioner, Bombay.

Dated : 27th November, 1952.