

CIRCULAR NO. 40

SUBJECT.— The register of Public Trusts. Writing of

While inspecting Public Trusts Registers maintained by the Regional Offices, it has been observed that they are not being written as carefully and neatly as they should be. Public Trusts Registers are the basic record of public trusts and utmost care should be exercised in the preparation. The work of writing these Registers should be entrusted to Senior Clerks and only if the Deputy/Assistant Charity Commissioner is personally satisfied that a particular junior clerk is specially suitable for doing this work should it be entrusted to a junior clerk. In no case, the work be entrusted to junior clerks who are to be appointed temporarily during the rush period. The clerks entrusted with this work should take utmost care not to commit mistakes and write them with as much neatness as they are capable of. They should not, in writing such registers, employ short forms for example, "A'bad" for 'Ahmedabad', or any signs such as '---' for 'Nil'.

The responsibility of seeing that the Registers are being properly written will primarily be of the Superintendents and it will be their duty to report to the Deputy/Assistant Charity Commissioner if they find that any clerk is not writing them properly.

The Deputy/Assistant Charity Commissioner should also inspect the Registers as often as possible and in any case not

less than three times a month and give to the clerk writing the Registers such instructions as may be necessary.

D. R. PRADHAN,
Charity Commissioner, Bombay.

Dated : 15th December, 1952.