

22 AUG 2016

**CIRCULAR NO. 470/2016 DATED 22<sup>nd</sup> AUGUST, 2016**

In the meeting of the Joint Charity Commissioners, it has been resolved that the problem of writing of Schedule-I entries pending since more than 5 to 6 years, can be solved by directing the trustees to feed their information in the computerised Schedule-I format and submit it to the concerned Public Trusts Registration Office through internet by using the link to be provided by the concerned Assistant/Deputy Charity Commissioner.

Every Asstt./Deputy Charity Commissioner shall make the trustees under his control aware about it and direct them to feed the information of their trust as presently available in the Schedule-I record by their concerned Secretary/Trustee authorised by the trustees in the meeting held by them for this purpose and after passing resolution for the same.

The trustees shall be made aware that the information submitted by them should be correct and that this information will be verified by the Office.

The information so submitted by the trustee will be initially verified by the Superintendent/Bench Clerk and then the Asstt./Deputy Charity Commissioner. After such verification, the Asstt./Deputy Charity Commissioner shall sign the same for uploading it on the website of the Charity Organisation.

All the officers to note that as the numbers of public trusts are increasing day by day, it has become impossible to maintain the record manually and therefore, the record maintained on the official website with approval of the Government shall be treated as authenticated record of the concerned trust. Therefore, the officer shall take necessary precaution in preparing such digitised authenticated record.

All the Joint Charity Commissioners shall give a monthly target to the Asstt./ Deputy Charity Commissioners under their control and see that the target is achieved by every officer.

All the Joint Charity Commissioners may hold workshops for making the trustees aware of this scheme and they may authorise any trust interested in undertaking for promotion of this scheme. The Joint Charity Commissioners may contact/invite/involve N.G.O. like Principals of the Colleges to hold training programmes of the trustees in their colleges, institutions.



(S. B. Savale)

Charity Commissioner,  
Maharashtra State, Mumbai

Copy to –

- 1) All Joint Charity Commissioners
- 2) All Deputy Charity Commissioners
- 3) All Assistant Charity Commissioners

**O R D E R**  
**(See Circular No.        )**

To,

(Name of the Public Trust with P.T.R. No. )

Your public trust is registered in Public Trusts Registration Office, --  
-----, the work of digitisation is undertaken by this office.  
You are, therefore, directed to authorise one of the trustees or office bearer  
to feed the accurate information of Schedule-I of the trust on given link.

The information so submitted would be verified by the office.  
Therefore, the trustees should see that the information which is submitted  
by them is correct.

You are directed to authorise the trustee or office bearer by passing a  
resolution to that effect by majority of the trustees and submit the scanned  
copy of the resolution signed by the concerned by email to the office.

Asstt./Deputy Charity Commissioner,  
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Copy to –

- 1) All Joint Charity Commissioners
- 2) All Deputy Charity Commissioners
- 3) All Assistant Charity Commissioners