

**महाराष्ट्र शासन**  
धर्मादायसह आयुक्त, सार्वजनिक न्यास नोंदणीकार्यालय, औरंगाबाद  
अदालत रोड, बाबा पेट्रोल पंपाजवळ, औरंगाबाद.  
फोन नं.०२४०-२३३११६१, फॅक्स नं.०२४०-२३४११६१  
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CIRCULAR NO. 497, Dtd.30/03/2017

To promote system of maintaining E-Record, a Cell shall be formed at every Office constituted by employees of the requisite number considering the workload in that Office to accept online Change Reports, Society Registration Applications, Accounts, information of the Trust for creating Schedule-I etc. The Cell shall act under the control of the concerned Deputy/Assistant Charity Commissioner and it shall work as per procedure prescribed in the User's Manual circulated to all the Officers in the Workshop held at Uttan on 25/03/2017 and 26/03/2017 and the Circulars that may be published by the Head Office. The concerned Deputy/Assistant Charity Commissioner shall submit monthly report of the said different process of E-Record and shall take every care of encouraging the Trustees to avail of the facility of digitized record. He shall send report of constitution of such Cell and the employees appointed forthwith to the Head Office.

PLACE : Camp at Aurangabad.

DATE : 30/03/2017.

  
( S.B.Savale )

Charity Commissioner,  
Maharashtra State, Mumbai.

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Copy To : 1) All Joint Charity Commissioner,  
2) All Deputy Charity Commissioner,  
3) All Assistant Charity Commissioner and  
4) Office Copy.