

CIRCULAR No.74

SUBJECT : Maintenance of the Register of contribution in the Public Trusts Registration offices.

In the last Conference of Deputy and Assistant Charity Commissioners, it was decided that a Register of contribution should be maintained in every Regional Office with a view to ascertaining the amount of contribution due from each public trust and remarks of the Regional Officers were subsequently called on three alternative methods of achieving the object. Those remarks have now been considered and it has been decided to adopt the form suggested in the third alternative.

2. The Regional officers are, therefore, requested to maintain the Register in the form appended to this Circular. The Register should be maintained districtwise and sectionwise. It should commence from the 1st April 1954 i.e. from the beginning of the current financial year. The balances recoverable or otherwise, if any, from each public trust on 1st April, 1954 should be carried over and entered in the relevant columns of the Register. At the end of every quarter e.g. 30th June, 30th September, 31st December and 31st March, the individual recoverable balances should be taken out and totaled and this total should be reconciled with the figure shown in column 10 (viz. contribution outstanding at the end of the period) of the fortnightly contribution progress report for the second half of June, September, December and March respectively.

3. With the introduction of this Register, it would be necessary to number the Demand Notices in triplicate serially. The first copy of the Demand Notice should be sent to the trustee, the duplicate copy should be tagged on to the relevant accounting return and the triplicate copy should be kept in a separate file in serial order as office copy.

4. In respect of the period that has already passed, it is not necessary to renumber serially the Demand Notice issued so far, but the number given to the office copy should be entered in column 2 of the Register of Contribution for the sake of reference.

5. Compliance of the maintenance of the Register on the lines of the instructions contained in this circular should be reported to this office within one month.

Dated : 18th August, 1954

D.R.PRADHAN
Charity Commissioner, Bombay

Registration No.-----

Name of Public Trust : -----

Address :-----

Accounting Year adopted
(Or date of balancing Annual accounts)-----

Dt.of entry(date of demand notice or date of receipt or date of refund	Demand Notice No.	Contribution Demanded	Amt. Received	Receipt No.	Bal Receivable	Amt. Refund ed,if Any	Initials Of the Accountant	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9