

क्रमांक 2166/2017
उपनिवारण, महाराष्ट्र राज्य
मुंबई नगरी कार्यालय
बर्खास्त शासक भवन, ३ रा मजला
६३, डॉ. जंजी बस्त रोड
बछी, मुंबई ४०० ०१४

CIRCULAR NO. 501 / 2017 DATED 27-04-2017

27 APR 20

Rules for Digitisation of Trusts Records

(1) In view of the discussions in the meeting with the Hon'ble Chief Minister, Maharashtra State, Mumbai on 21-04-2017, following rules are framed for digitization of trusts records -

1. The trusts records in all the offices under the control of the Charity Commissioner, Maharashtra State in the existing hand written registers shall be converted into electronic record.
2. Entries in the Schedule-I of the e-record of every trust registered after the commencement of these rules shall be taken within seven days of its registration under the Maharashtra Public Trusts Act, 1950 and the concerned Assistant/Deputy Charity Commissioner shall be responsible for making such compliance.
3. Entries of Schedule-I of the electronic record of the trust which have been registered before the commencement of these rules shall be made with the help of staff or outsourced service provider by the Assistant/Deputy Charity Commissioner as expeditiously as possible. The Charity Commissioner shall prescribe the procedure for taking such electronic record entries of Schedule-I and whenever necessary make modification therein and this procedure shall be published on the official website of the Charity Commissioner.

4. Trustees can submit change reports, applications for registration of societies under the Societies Registration Act, 1860, applications for registration of trusts under the Maharashtra Public Trusts Act, 1950 and applications for seeking permission of collecting donations under Section 41C of the Maharashtra Public Trusts Act, 1950 online on the official website of the Charity Commissioner. The procedure shall be prescribed for taking cognizance of such online proposals by the Charity Commissioner and for disposing of such applications and he/she can make necessary modifications also in the said procedure. The procedure shall be published on the official website of the Charity Commissioner.
5. The trustees as on record of the Schedule-I on 01-04-2017 or those who have been brought on record by the order on the change report finally i.e. not pending in appeal/revision/writ by this date shall submit information necessary for generating entry in Schedule-I on the official website in the prescribed form therein. The trustees shall submit the audited statements of accounts on the official website in the forms prescribed therein. The procedure for submitting this information shall be prescribed by the Charity Commissioner and it shall be published on the official website of the Charity Commissioner.
6. Information of only those properties which are owned by the trust as on 01-04-2017 shall be feed by such trustees in the electronic record of Schedule-I.
7. The scheme of preserving records of the trusts in the electronic form on the official website of the Charity Commissioner as well of accepting the said online

applications/proposals shall be implemented by the concerned Assistant/Deputy Charity Commissioner under whose control the trustees are and the employees under his/her control. Employees or Officers found guilty of negligence in implementing such scheme shall be liable for the disciplinary action.

(2) This circular is issued by the undersigned in view of the powers conferred to him under Section 69(1)(a) of the Maharashtra Public Trusts Act, 1950.

(3) All the officers are hereby directed to follow this circular scrupulously.



(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
- 4) Establish Department (office circular/order file)