

O.No./Est./~~6878~~ /2022
Office of Charity Commissioner,
Maharashtra State, Mumbai,
2nd Floor, Sasmira Building,
Sasmira Road, Mumbai-30
Date- 26.12.2022.

CIRCULAR NO. 600 of 2022 Dated 26.12.2022

Subject :- Issuance of copies of documents filed in the proceedings.

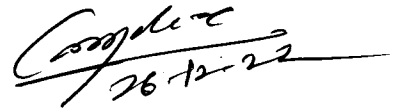
It is brought to the notice of the undersigned that the copies of the documents not proved in evidence and/or not exhibited are not being issued to the applicants. Therefore, the concerned advocates or litigants are required to get those documents under the Right to Information Act. It unnecessarily adds burden to the office and staff members and also causes inconvenience to the advocates and litigants. Therefore, in continuation of earlier Circular No.568 dated 16.10.2019 and Circular No.598 dated 11.11.2022 and as per provisions of Rule-23 of the Maharashtra Public Trusts Rules, 1951, the following guidelines are issued...

1. The provisions of Para No.559 of the Civil Manual which deals with the rules for issuing certified copies of any document filed in the proceeding on payment of requisite cost as per rules, shall be taken into consideration.
2. Certified copies of judgment, deposition, evidence or any document produced in the proceedings can be obtained.
3. A judgment of any other court submitted as a part of the proceedings cannot be marked as certified. Only a photo copy of such judgment can be obtained with the endorsement that the document has been provided

on the basis of the documents available on record and it does not authenticate genuineness of the document.

4. Any document, the custody of which, as per the Indian Evidence Act, 1872 is not with an officer of the Charity Organization or which has not been issued by the officer of the Charity Organization cannot be marked as certified. Example of such documents are 7/12 extract, property card, etc.
5. Any document of which only a certified copy or photocopy has been submitted as a part of the proceedings cannot be marked as certified.
6. Any document, which has been submitted in original but not admitted in evidence as per Order XIII, Rule-4 of the Code of Civil Procedure, 1908 cannot be marked as certified.
7. Only a Photo copy of such documents referred at Sr. Nos.4, 5 & 6 can be obtained with the endorsement that the document has been provided on the basis of document available on record and it does not authenticate genuineness or correctness of the document.

The above guidelines should be scrupulously followed.



(Mahendra K. Mahajan)
Charity Commissioner,
Maharashtra State, Mumbai.

Place : Mumbai.
Date : 26.12.2022.

Copy to :-

1. All Joint Charity Commissioners.
2. All Deputy Charity Commissioners.
3. All Assistant Charity Commissioners.
4. Office Circular File.
5. Computer Branch for publication on website.