

# The Rajasthan Charitable Endowments Rules, 1961

RAJASTHAN

India

## The Rajasthan Charitable Endowments Rules, 1961

### Rule

## THE-RAJASTHAN-CHARITABLE-ENDOWMENTS-RULES-1961 of 1961

- Published on 4 October 1961
- Commenced on 4 October 1961
- [This is the version of this document from 4 October 1961.]
- [Note: The original publication document is not available and this content could not be verified.]

The Rajasthan Charitable Endowments Rules, 1961 Published vide Notification No. F. 12 (21) F.W.M./52, dated 4.10.1961-Rajasthan Gazette, Part 4-C, Supplement No. 34, dated 23-11-1961 In exercise of the powers conferred by Section 13 of the Charitable Endowments Act, 1890 (Central Act 6 of 1890), the Government of Rajasthan makes the following rules:-

### 1. Title, extent and commencement.

(1) These rules may be called the Rajasthan Charitable Endowments Rules, 1961. (2) They extend to the whole of the State of Rajasthan and apply to charitable endowments, the objects of which do not extend beyond the State of Rajasthan. (3) These rules shall come into force from a date that may be notified by the State Government in the Official Gazette.

### 2. Definitions.

- In these rules, unless there is anything repugnant in the subject or context- (a) "The Act" means the Charitable Endowments Act, 1890 (Central Act VI of 1890) (b) "Treasurer" means the Treasurer of Charitable Endowments for State of Rajasthan.

### 3. Instructions to be followed while making proposals vesting.

- When proposals for vesting property in the Treasurer are submitted to the State Government, the following instructions should be carefully followed, namely: (1) The endowment must be for a charitable purpose as defined in Section 2 of the Act, namely, relief of the poor, education, medical relief and the advancement of any other object of general public utility, but not including a purpose which relates exclusively to religious teaching or worship. An endowment which is partly for such a

purpose and partly to benefit members of the donor's family may be accepted.(2)Endowments for a purely religious purpose cannot be vested in the Treasurer.(3)If it is proposed to associate persons in the service of the Central or any State Government in the management, the endowment should be of such a substantial amount and its objects of such public utility as to justify the time of such persons being employed in its management.(4)[Except in special cases] [Substituted by G.S.R. 63 vide Notification No. F. 12(4) F.W.M./80, dated 24.7.1980-Rajasthan Gazette, Part IV-C(1), dated 21.8.1980, page 131.] no endowment with a capital of less than one thousand rupees will be accepted.(5)In the proposal to the State Government it should be stated whether the scheme of administration should be published for objections before it is finally notified. If any doubt arises regarding the donor's absolute and exclusive ownership of the property, previous publication is of special importance.(6)The vesting order should contain-(a)A detailed description of the property to be vested-(i)In the case of securities, the date of the loan, the amount and the number of each promissory note, bond and the like (If the number is not known, it may be simply stated as "Stock of..... per cent loan of.....[for Rs] [Substituted by G.S.R. 63 vide Notification No. F. 12(4) F.W.M./80, dated 24.7.1980 - Rajasthan Gazette, Part IV-C(1), dated 21.8.1980, page 131.].....).(ii)In the case of immovable property, an accurate description of the property (Ordinarily the area, boundaries and Khasra or Khewat numbers should be specified).(b)The income from the endowment should not be stated since in the case of securities, it can easily be calculated and in the case of immovable property it is subject to variation.(7)The scheme of administration shall contain a full explanation of the purpose of the endowment and particulars as to how and by whom the purpose is to be carried out. Provision should also be made for the following matters:-(i)The appointment of the president of the committee as the mode of filling a vacancy in the post, if the president is not an ex-officio one,(ii)The mode of filling vacancies in the Committee.(iii)The appointment of a member of the committee by the President, if the vacancy is not filled in the prescribed manner within a certain period,(iv)The manner of coming to a decision on matters on which the committee is divided (ordinarily the opinion of the majority will prevail and where there is an equality of votes, the chairman or president should have a second or casting vote),(v)The number of the [committee members] [Substituted by G.S.R. 63 vide Notification No. F. 12(4) F.W.M./80, dated 24.7.1980 - Rajasthan Gazette, Part IV-C(1), dated 21.8.1980, page 131.] which will form a quorum,(vi)The appointments of a Secretary and the mode of filling his post on the occurrence of a vacancy,(vii)The number of times in a year the committee should ordinarily meet (with approximate date), discretion being left to the president to convene a meeting when he considers it necessary,(viii)The recording of proceedings of meetings and the keeping of accounts and books by the secretary.(ix)The placing of the income from the vested funds, received from the Treasurer, in a Savings Bank and the manner in which Savings are to be dealt with,(x)The audit of accounts.Note. - The provision of sub-rule (7) will ordinarily not apply to trusts in which there are no committees appointed under the terms for their administration.

#### **4. Scrutiny of documents relating to title to landed properties.**

- The officer, if any, through whom the application for vesting is made to the State Government, should obtain from the applicant, before forwarding the application, all documents of title relating to the landed properties proposed to be vested in the Treasurer and have them examined by the Government pleader of the district. After scrutiny the government pleader should certify whether,

on a careful examination of the documents by him, the title of the applicant to the property, it is proposed to vest, is established or not. On receipt of a certificate in the affirmative, the Officer should forward the application for vesting to the State Government and retain with him the original documents of title relating to the landed properties proposed to be vested and the Government pleader's certificate in respect thereof till the issue of the vesting order. As soon as the vesting order is published by the State Government in the official Gazette, the original documents of title and the Government pleader's certificate should be forwarded to the Treasurer for safe custody. Note. - For the examination of the documents prescribed in this rule the Government pleader should be paid by the applicant a fee of Rs. 5 in petty cases and of Rs. 10 in those which the Officer considers substantial in view of either the value of the property or the amount of labour involved.

## **5. Jurisdiction of Government to deal with trusts.**

- Charitable endowments, the objects of which do not extend beyond a single State and are not objects to which the executive authority of the Central Government extends, are within the purview of the State Government and other charitable endowments fall within the purview of the Central Government. The State Government has no jurisdiction in regard to endowments extending beyond a State. Every scheme of charitable endowments should, therefore, first, be examined from the point of view whether or not the State Government has jurisdiction to deal with it.

## **6. Previous publication of vesting orders and schemes or administration.**

(1) When the State Government is of opinion that a proposed vesting order or proposed scheme or modification of scheme should not be made or settled without previous publication, it shall publish a draft of the proposed order, scheme or modification, or a proper abstract thereof signed by one of its Secretaries, for the information of person likely to be affected thereby. Note. - No interference should be done under the Act, in cases of doubt or dispute and the jurisdiction of the courts in such cases should in practice be left unaffected by the Act. The cases with which the State Government will have to deal may, therefore, be divided into two classes, namely: - (1) cases of trusts whether already established or proposed to be established out of which it may be confidently predicted that contention cannot arise, and (2) cases out of which contention may possibly arise, however, remote or unlikely the contingency. To the first class will belong such cases as those of Railway schools and endowments in Government securities in general aid of the funds of specified dispensaries or schools. To the second class will belong most cases in which private persons apply for a vesting of a scheme of modification of a scheme and all cases in which it is proposed to depart in any respect from the ascertained wishes or presumable intentions of the founder of an endowment. In cases belonging to the first class, previous publication of proposed vesting orders and of proposed schemes and modifications of schemes will ordinarily be unnecessary; in cases belonging to the second class, there should ordinarily be previous publication of such documents. (2) The publication should be made in the official Gazette and in such other manner as the State Government may direct. (3) There shall be published with the draft or abstract a notice specifying a date on or after which the proposed order, scheme or modification will be taken into further consideration. (4) The State Government shall consider any objection or suggestion which it may receive from any person before such date with respect to the proposed order, scheme or modification.

## **7. Treasurer's action on receipt of vesting order.**

(1) When a copy of vesting order is received by the Treasurer, he shall make a note of it in Form No. 7 (see Appendix 6) with a consecutive cases number and at once place himself in communication with the persons who appear there from to be holders of the documents of title relating to the property of the securities mentioned in the order, and request them to forward the title deeds or securities in a registered cover insured for Rs. 100. The Government securities should accompany a covering list in duplicate Form No. 13 (see Appendix M). These Government Promissory Note do not require to be endorsed, as the vesting orders operate to transfer the securities to the Treasurer. (2) All copies of vesting orders received by the Treasurer will be filed together and will be numbered in consecutive order of their receipt; when a sufficient number have been received they will be bound in volumes. A note will be made on each vesting order of any entries in the registers mentioned hereunder, relating to the property vesting in the Treasurer under the order. Note. - The receipt and disposal of securities for moneys vested in the Treasurer and of bank drafts, Remittance Transfer Receipts and the like received by him are watched through Form No. 6 (see Appendix F).

## **8. Accounts of securities for money.**

- On the receipt of any securities for money or on their purchase by himself, the Treasurer will record their receipt in a register in Form No. 1 (see Appendix A). He will also keep a separate account for each endowment in Form No. 2 (see Appendix B) in which he will record all receipts including any amounts sent for investment, and all disbursements. In the cash account, the Treasurer will record only his own transactions (such as the payment of money to the administrators) and not the transactions of the administrators of the endowment fund. Note. - Separate stock registers in Form No. 8 (see Appendix H) should be maintained for each kind of security to enable the treasurer to keep a proper watch over the realisation of the half yearly interest from the Reserve Bank.

## **9. Record of securities returned by the Treasurer.**

- The Treasurer will keep a record in Form No. 10 (see Appendix J) of all securities returned by him. The returns will also be entered in Form No. 2 (see Appendix B) whereby the amount returned will be deducted from the capital of the endowment concerned.

## **10. Distribution of interest on securities by the Treasurer.**

- The Treasurer on receipt of any interest on securities will pass it through to General Trust Interest Account under a special sub-head "Interest on Charitable Endowments under Central Act VI of 1890". The interest will then be distributed to the various trusts concerned after deducting the fees referred to in Rule 19. The amounts remitted should be entered in the respective ledger folios in Form 2 Part II (see Appendix B) of the trust. Note 1. - The receipt of the interest and its distribution to the trusts concerned are recorded in Form No. 9 (see Appendix I) while the payments are authorised in Form No. 11 (see Appendix K).

**2. The payment orders referred to above remain current for eight months only from the date of issue and require re-validation by the Treasurer after that period. With a view to securing prompt payments reminders are issued in Form No. 14 (see Appendix N).**

### **11. Register of securities.**

- The register in Form No. 1 (see Appendix A) will show all securities vested in the Treasurer as such, whether actually held by him or by the Reserve Bank of India as his agents. In order to strike the balance actually held by the Treasurer in his own hands, a balance sheet in Form No. 3 (see Appendix C) will be made out annually on 30th September and agreed with the actual securities in the Treasurer's possession: such agreement will be certified on the balance sheet.

### **12. Property other than securities.**

- The Treasurer will enter in a register in Form No. 4 (see Appendix D) any property other than securities which become vested in him, and will record in the same register against the original entry a note of any property of which he is divested.

### **13. Publication of accounts.**

- Under Section 9 of the Act, the Treasurer shall balance and close annually on 30th September all the ledger accounts in Form No. 2 Parts I and II (see Appendix B) and publish in the official Gazette, the list of properties held and other abstract accounts in Form No. 5 (see Appendix E) after they have been audited by the Examiner, Local Fund Accounts. The Treasurer will demand and receive acknowledgements in Form No. 12 (see Appendix L) from the administrators of the correctness of balances when published. Note. - Part I of Form No. 2 will relate to securities, and will also contain the abstract of accounts required by the Act to be published, Part II will relate to properties other than securities.

### **14. Audit of Treasurer's accounts.**

- The Treasurer's accounts will be audited annually by the Examiner, Local Fund Accounts, before publication of the accounts in the Official Gazette.

### **15. Transfer of charge of the Treasurer.**

- At every change of the office of the Treasurer, a formal transfer of charge should also take place and a separate report supported by a statement of the total of the balance of the funds vested in the Treasurer duly signed by the Relieved and Relieving Treasurers sent to the State Government. A list of securities in the safe custody of the Reserve Bank of India on behalf of the Treasurer as certified by the Reserve Bank of India and those in the custody of the Treasurer as on the date of charge

should also be prepared and signed by the Relieved and the Relieving Treasurers and sent to the State Government in the charge report referred to above.

## **16. Custody of securities and title deeds relating to landed properties.**

- All securities vested in the Treasurer should be converted by him into Stock Certificates to be obtained in his official designation enfaced for payment of interest at his headquarters and kept in his own custody. Securities (such as debentures, etc.) that are not available in the form of stock may be kept in the custody of the State Bank of Jaipur, whose usual commission for drawal and remittance of interest may be deducted from the amount of interest to the trust concerned. The post office cash certificates should be transferred from the name of the holder to that of Treasurer, and also from the post office of their issue to that of the post office of his head-quarters and kept in his safe custody. The title deeds and other documentary proof showing the title of the donor on the vested landed properties, together with Government Pleader's Certificate of scrutiny as required in Rule 4, should also be kept in the custody of the Treasurer.

## **17. Securities for money to be accepted.**

- No securities for money shall be accepted for the purpose of vesting in the Treasurer under sub-section (1) of Section 4 of the Act, except the following:-(a) bonds, debentures and annuities charged by the law on the Consolidated fund of India; (b) promissory notes, debentures, stock and other securities of the Central Government; (c) stock or debentures of, or shares in, Railway or other companies, the interest thereon has been guaranteed by the Central Government; (d) debentures or other securities for money issued by or on behalf of any local authority in exercise of powers conferred by an Act of the Legislature established in India; (e) promissory notes, stock and other securities of the State Governments.

## **18. Accounts of trusts consisting of immovable property.**

- In the case of property, other than securities for money, vested in the Treasurer, the persons acting in the administration of the trust and having, under sub-section (3) of Section 8 of the Act, the possession, management and control of the property and the application of the income thereof shall, in books to be kept by them, regularly enter or cause to be entered full and true accounts of all money received and paid on account of the trust, and shall on the demand of the State Government, submit annually to such public servant as the State Government may from time to time appoint in this behalf, in such form and at such time as the State Government may from time to time, direct an abstract of those accounts and such returns as to other matters relating to the administration of the trust as the State Government may, from time to time, see fit to require (see Rules 23 & 24).

## **19. Fees to be paid to Government.**

- The following are prescribed as the fees for maintaining accounts to be paid to the State Government by the trusts concerned in respect of any property vested under the Act in the

Treasurer:-

- |                                                 |                                                                                                    |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------|
| (1) Trust holdings in G.P. Notes.               | 2 per cent per annum on the interest accruing on thesecurities.                                    |
| (2) Trust holdings in Postal Cash Certificates. | Fifteen naye paise percent on the face value of certificatesboth at the time of purchase and sale. |
| (3) Trust holdings in landed properties.        | Nil.                                                                                               |

Note. - In the case of landed properties, the actual charges incurred by the Treasurer in the discharge of his duties in respect of the properties may, however, be recovered from the trust concerned.

## **20. Deduction of fees by the Treasurer.**

- The Treasurer may deduct any fees payable to the State Government on account of any endowment from any money in his hands on account of such endowment. If he holds no such moneys, the amount should be claimed from the administrators of the trust concerned.

## **21. Cost of previous publication of vesting orders and Schemes.**

- The cost of the previous publication under Rule 6 of any proposed order, scheme or modification of a scheme and any other cost incurred or to be incurred in the [making or settlement of the order] [Substituted by G.S.R. 63 vide Notification No. F. 6(4) F.W.M., dated 24.7.1980-Rajasthan Gazette, Part IV-C(A), dated 21.8.1980, page 131.] or of the scheme or modification shall be paid by the applicants for the order, scheme or modification, and, if the State government so directs, may be paid by them out of any money in their possession pertaining to the trust to which their application relates.

## **22. Printing.**

- The Treasurer may place an indent of all printing works required by him direct to the Superintendent, Government Central Press, Jaipur.

## **23. Rules of account for charitable endowment trusts.**

(1)The Registers and forms mentioned in this rule provide for transactions usually occurring in most of the trust funds. In the matter of details connected with the accounts, the instructions of the Examiner, Local Fund Accounts shall be followed. The Examiner may at his discretion prescribe additional registers and forms to meet special requirements in particular cases.(2)All money transactions to which the President or Secretary or other person appointed by the administrator to carry out the administration of the trust is in his official capacity a party shall without any reservation be brought to account and all money received shall be lodged in full in the Savings Bank to be credited to the appropriate account. No money pertaining to the trust fund, with the exception of authorised advances, shall be kept apart from the general balance at the credit of the trust

fund.(3)The accounts and registers shall be written in legible Hindi. Corrections and alterations in accounts shall be neatly made and attested by the person making them.(4)All money received, spent or paid on behalf of the trust fund shall be immediately and without any reservation brought to account in the cash book to be kept in Form No. 15 (see Appendix). The money received shall be immediately deposited in the Savings Bank and the date of deposit shall be noted in the appropriate column provided in the cashbook for the purpose.(5)The cash book shall be totalled, balanced and closed and signed at the end of the month by the Secretary and President. The closing balance shall be agreed with that shown in the bank pass book and the difference, if any, shall be explained in a footnote.(6)For every sum paid into the office of the trust fund or to an authorised collecting agent, a printed receipt shall be issued in the proper form under the signatures of the Secretary.(7)The bill or voucher for money required to be paid from the trust fund shall be submitted to the secretary and, if the claim be valid, the authority good, the signature true and in order, he shall make an order for payment at the foot of the bill or voucher after obtaining the sanction of the president or committee, if required, and sign it. The contingent expenditure shall be drawn on a bill in Form No. 15A (see Appendix). Upon this, the money passed for payment shall be withdrawn from the Saving Bank and paid to the claimant on his furnishing a proper receipt for the amount paid. The paid bills or vouchers together with payee's receipts shall be filled and preserved for audit.(8)Expenditure of a contingent nature (not specified in the trust deed), incurred by the administrator of a charitable endowment trust, shall be charged to the fund of the trust concerned provided that the administrator can furnish a certificate to the effect that the expenditure is consistent with the objects of that trust.(9)A record of all investments shall be maintained in the register of investment in Form No. 16 (see Appendix). Each entry therein shall be attested by secretary.(10)A stock-book shall be maintained in Form No. 17 (see Appendix) for all stores. A separate page or set of pages, according to requirement shall be allotted for every kind of store, e.g. postage stamps, materials for public works and lighting, articles of furniture and stationery and all forms. The stock shall be verified at least once in the year by the secretary and the fact of verification recorded in the stock-book under his signature.(11)In the case of landed property belonging to the trust, the accounts shall be maintained as follows :-(a)the details of landed property, e.g., lands, houses, shops, groves, tanks, wells, etc. belonging to the trust shall be recorded in a register of immovable property in form 18 (see Appendix) which will be a permanent record. This register shall be verified by the secretary once a year;(b)when landed property belonging to the trust is given out on rent or is leased out, the realisation of the demand shall be watched through the bahikhata in Form No. 19 (see Appendix), a reference being made in the remarks column of the register of immovable property against the entry of the property concerned.(c)when lands are under direct management, the collecting agent shall be required to keep the following records:-(i)a copy of the patwari's Khatauni, which will be kept corrected unto date and will be signed annually by the Patwari and the collecting agent in token of its correctness and completeness;(ii)a bahikhata in Form No. 19 (see Appendix). At the beginning of each year, a new bahikhata shall be prepared from that of the previous year. The entries in columns 2, 3 and 6 shall be checked by the collecting agent and with the Patwari's Khatauni when it is completely ready and the collecting agent shall, before the close of the revenue year, certify in token of general correctness. The bahikhata shall also be examined by the Secretary, who shall check a certain percentage of the entries and record a certificate thereon to that effect. Any discrepancy, discovered, shall be reported for orders;(iii)a receipt book in Form No. 20 (see Appendix). Each receipt issued and its counterfoil will be signed by the collecting agent who



will keep a progressive total of collections on the counter foil of receipt from date of one remittance to another;(iv)an annual statement in manuscript of demands, collections and balances will be prepared from the bahikhata at the close of the year.

## 24. Annual balance sheet.

- At the close of the year, an annual balance sheet be prepared showing total receipts and expenditure under each head of the account and opening and closing balances. The balance sheet shall be signed by the secretary and the president and shall be considered and passed by the Committee. It shall also be accompanied by an annual report showing the financial and administrative activities of the trust during the year.

## 25. Audit fees.

- The secretary of the trust fund shall pay such fee as may be prescribed by the State Government for the audit of the Examiner, Local Fund Accounts or by a member of his staff. Appendix (Here give the forms mentioned in the foregoing mles.) Appendix (A) Form No. 1 (Rules 8 and 11) Register of Securities held under Act VI of 1890

S. No.	Date of receipt	Name or brief description of Charitable Endowment.	From whom received.
1	2	3	4

Number and date of forwarding letter	Nature of securities e.g. Government Securities 3½ per cent Loan of 1865, Guaranteed Railway Debenture, etc., etc.	Distinguishing Number of each security	Nominal value of each security
5	6	7	8

Total value of each separate endowment	Ledger folio	Initials of the Treasurer or Assistant In charge	Remarks
9	10	11	12

## Appendix (B)Form No. 2(Rules 8, 9, 10 and 13)

- 1 Name of endowment.
- 2 Particulars of vesting order.
- 3 When vested in Treasurer
- 4 Names of Administrators.
- 5 To whom interest is to be sent.

## Part I – Accounts of Capital {I

Serial Number in Form I	Particulars (e.g. received or returned)	Details, of securities (distinguishing number etc.)	Value of each security (separate column for each kind)	Amount of half yearly interest	Date to which interest has been paid on receipt	Initials of Treasurer or Assistant In charge

## Part II – Cash Account {

Date	Receipts	Date	Expenditure	Initials of Treasure or Assistant In charge	Particulars
Amount					

Appendix (C) Form No. 3(Rule 11) Balance Sheet

Particulars	Number and value of securities		Total	
	Number	Value	Number	Value
Opening balance (from last year).....				
Received during the year.				
Grand Total (a).				
Returned during the year.				
Sent to the Reserve Bank of India during the year.				
Total transferred or returned (b).				

Closing balance  
difference  
between (a)  
and (b)

Certified that the above closing balance has been compared with the Securities in Treasurer's possession and has been found to agree both as to number and value. Designation of officer  
Appendix (D) Form No. 4 (Rule 12) Register of properties other than Securities for money held under Act VI of 1890

S. No. Particulars of vesting orders Number of endowment  
Number Dated

Administrator of property Property held  
Description Value

Title deeds held  
Description Date of receipt Where deposited Date of return To whom returned.

Authority for return Initials of Treasurer or Assistant In charge Remarks

Appendix (E) Form No. 5 (Rule 13) List of Properties other than Securities held under Act VI of 1890 for the year ending 31st March, 19.

S. No.	Particulars of vesting order	Administrator	Property held	Case No.	Name of endowment	Administrators
Number	Date	Name of endowment	Description	Value	Annual income	
Rs. nP.	Rs. nP.					

1	2	3	4	5	6	7
Particulars of stock	Receipts	Expenditure				
Total stock	Interest of divided less deduction	Other receipts	Total	Net amount remitted to the administrators		Balance in case
Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.		
8	9	10				

Appendix (F) Form No. 6 (Note to Rule 7) Register of G.P. Notes, Bank Drafts, R.T.R. Postal Cash Certificates, etc., Received and Disposed of

Number	Receipts	Disposal							
From whom received	Description	Value	Date of receipt	Branch Officer's initials on receipt	Date of issue	Initials of Clerk in charge	To whom sent	Branch Officer's initials in token of issue	Branch Officer's initials on final disposal
									Remarks.

Appendix (G) Form No. 7 (Rule 7) Register of Receipt of Government Promissory Notes and Provincial, Railway, Municipal and Port Trust Debentures held in Trust under the Charitable Endowments Act VI of 1890

No. of case	Date of receipt	Official designation of officer	Fund, person or trust in whose behalf the investment is held	Particulars of notes and debentures.	Disposal investment	Number of acknowledgement of Central office	Number and date of credit in stock register	Remarks
Loan of Amount								

No.  
per  
cent

To what  
date  
interest  
has been  
paid

Appendix (H) Form No. 8 (Note to Rule 8) Stock Account of Government Securities of per cent Loan  
of (held under Charitable Endowments Act, VI of 1890)

Folio Number of cash account	S. No. of cash in receipt registers	Date of entry	Name of the Trust	Account of the investment	To whom interest is to be remitted	Amount of yearly interest	Amount of deduction	Net amount remitted	Number of order remitting each half yearly interest	Remar
---------------------------------------	----------------------------------------------	---------------------	-------------------------	---------------------------------	---------------------------------------------	------------------------------------	------------------------	---------------------------	-----------------------------------------------------------------	-------

Appendix (I) Form No. 9 (Note 1 to Rule 10) Disbursement Register of Interest on Charitable  
Endowments under Act VI of 1890

Date of receipt	Particulars of Demand Drafts from the Reserve Bank of India	Amount	Stock register number	Interest orders issued	Treasury upon which issued	Amount of half yearly interest	Deduct commission	Net amount payable	Month of payment.
--------------------	----------------------------------------------------------------------------	--------	-----------------------------	------------------------------	-------------------------------------	-----------------------------------------	----------------------	--------------------------	----------------------

Number Date

Appendix (J) Form No. 10 (Rule 9)  
Stock Disposal Register of the per cent.

S.No.	Date of entry	To what person, fund or trust the note belongs	Number of entry in stock register	Amount disposed of	How disposed of	Number of case in receipt register.
-------	------------------	------------------------------------------------------	--------------------------------------	-----------------------	--------------------	-------------------------------------------

Appendix (K) Form No. 11 (Note 1 to Rule 10) (1st portion) Provincial Current for eight months only from the date of issue Office of The Treasurer, Charitable Endowments, Rajasthan, Jaipur No..... Dated the ..... 19 . Payment order for Interest on Charitable Endowments under Act VI of 1890. Fund..... Administrator..... Treasury upon which issued..... Amount of principal Rs..... % of..... Interest for half year ending..... 19 . Details Rs. NP. Gross Interest Less Interest Net amount. Designation of the Officer, Government of Rajasthan Jaipur (2nd portion) Provincial Current for eight months only from the date of issue. Office of the Treasurer, Charitable Endowments, Rajasthan, Jaipur. No..... Dated, the..... 19 . Payment Order for interest on Charitable Endowments under Act VI of

1890. Fund..... Administrator..... The Treasury officer of is hereby authorised to pay to the above Administrator, upon his receiving this order, the sum of (Rs.....) Rupees..... and to charge the same in his list of payment. Investment of Rs..... in..... % Government Securities of..... Interest less deductions for the half year ending Designation of the officer Voucher No..... of list for..... 19 . Pay Rs..... Date..... Accountant. Treasury Officer. Appendix (L) Form No. 12 (Rule 13) Requisition for Certificate of Annual Balances of Charitable Endowments No. G.P.N. dated..... the..... 19 . Endowment..... District..... Officer addressed..... Year ending the..... 19 . Account published in the Rajasthan

Rajpatra. Part..... dated..... The..... (Signature) (D) of officer. Continued (To be retained by the Administrator). Office of the Treasurer, Charitable Endowments, Government of Rajasthan, Jaipur Dated The..... 19 . To The

..... Sir, With reference to Rule 13 of the Charitable Endowments mles, I have the honour to request that you will be good enough to certify, within a week of the receipt of this letter, to the correctness or otherwise of the account of ..... for the year ending 30th September, 19 . as published in Rajasthan Rajpatra,

Part..... dated..... Yours faithfully (Signature) (Designation) Continued To be returned. Within a week signed by the Administrator and not by any other person. Reply

No..... dated the..... of..... 19 . To The..... Charitable

Endowments, Government of Rajasthan, Jaipur Sir, In reply to your letter No..... dated the..... of 19 . I have the honour, in the name of the Committee of Management, to certify that the account of the ..... for the year ending the 19 , as published in the Rajasthan Rajpatra, Part of the 19 ..... is correct..... Not correct in following respects. Yours

faithfully, Name..... Full designation..... District. Appendix

(M) Form No. 13 (Rule 7) Particulars of Securities Forwarded for Safe Custody to

Official designation officer	Fund, person or Trust in whose behalf the investment is held	Particulars of Note	To what date interest has been paid	Remarks
Number	Percent	Loan of	Amount	

Appendix (N) Form No. 14 (Note 2 to Rule 10) Office of the Treasurer, Charitable Endowments, Government of Rajasthan Dy. No. of reply..... Government Promissory Notes Section No. G.P.N. Dated Jaipur, the of 19 . To The..... Sir, I have the honour to inquire whether this office interest Payment Order No. dated the of 19 , for Rs..... account of interest for the half year ending the..... of 19 . on the security deposits of..... has been cashed, and if so, when? If it has not been cashed yet, please have it cashed as early as practicable, as the amount has been long outstanding in the books of this office. Designation of Officer  
Appendix (O) Form No. 15 [Rule 23 (4)] Cash Book (To be totalled, balanced, closed and signed at the end of each month)

Receipts Expenditure

Month and date	Particulars of receipt and from whom received	Serial number of receipt given or challan	Amount Rs. nP.	Date of deposit into savings Bank	Remarks	Month and Date	Particulars of charges and to whom paid	Number of disbursement voucher	Amount Rs. nP.	Remarks
----------------	-----------------------------------------------	-------------------------------------------	----------------	-----------------------------------	---------	----------------	-----------------------------------------	--------------------------------	----------------	---------

Appendix (P) Form No. 15 A [Rule 23 (7)] Contingent Bill Voucher No..... Month.....

Serial No.	Sub-voucher	Description of charge and No. and date of authority for all charges requiring special sanction	Amount
------------	-------------	------------------------------------------------------------------------------------------------	--------

Total Rs. (words).....

I certify that the expenditure charged in this bill is consistent with the objects of the Trust, and that it could not, with due regard to the interests of the Trust be avoided and also that the charges have been really paid. Date..... Pay Rupees

Date..... Name..... Office..... Secretary.....  
Appendix (Q) Form No. 16 [Rule 23 (9)] Register of Investment of Securities

S. No.	Date of investment	Particulars of investments e.g., number & date of securities, stock certificate etc.	Amount
1	2	3	4

Date of interest	Due date of receipt of interest	Signature	Date of recovery of interest and adjustment in account
------------------	---------------------------------	-----------	--------------------------------------------------------

5

6

7

8

Amount of interest received after deduction under Rules 19, 20 & 21	Date of credit into savings bank account	Signature	Remarks
9	10	11	12

## Appendix (R) Form No. 17 [Rule 23(10)] Stock Book

Date	Opening balance	Number or quantity of articles received	Total	To whom issued or for what purpose	Number or quantity of articles issued	Balance	Signature of officer or official issuing the article	Signature of recipient	Remarks
------	-----------------	-----------------------------------------	-------	------------------------------------	---------------------------------------	---------	------------------------------------------------------	------------------------	---------

## Appendix (S) Form No. 18 [Rule 23 (11) (a)] Register of Immovable Property

Serial number	Name of village and other immovable property	Description of property	Khata khewat	Land revenue, rates and cesses	Khasra number	Description of Area encumbrances, if any	Remarks
---------------	----------------------------------------------	-------------------------	--------------	--------------------------------	---------------	------------------------------------------	---------

## Appendix T Form No. 19 [Rule 23 (11) (b) and (c) (ii)] Bahikhat

Serial number    Tenant's name    No. Khata in Khatauni-khasra    Date of termination of lease

Demand	Collections						Progressive total
Nature of demand	Amount of demand	Date	No. of counterfoil	of receipt	Amount		



Transferred to decrees Balance outstanding and carried over to next year  
Remission Amount Date

Appendix (U)Form No. 20[Rule 23(11)(c)(iii)]Receipt Book

Book No.	Book No.	Book No.		
Receipt	Received from tenant of mohal pattil invillage.....	Receipt	Received from tenant of mohal pattil invillage.....	ReceiptNo.....
No.....	No.....			
No.....	Bahikhata No.....	Bahikhata Coupon		
Date	By whom paid	Nature of holding	Kist and year on what account whether partial orcomplete payment	

Amount Date By whom paid Nature of holding Kist and year  
Rs. Ps.

On what account whether partial or complete payment Amount Date Amount  
Rs. Ps. Rs. Ps.

Signature of Collecting AgentSignature of Collecting Agent.Notifications[No. F. 3(J) (5)  
Revenue/A/65, dated 16.6.1965-Rajasthan Gazette, Extraordinary 4 (Ga), dated 16.6.1965]In  
pursuance of sub-rule (3) of Rule 1 of the Rajasthan Charitable Endowments Rules, 1961, the State  
Government hereby notify that the said Rules shall come into force immediately.