**Complaint under Section 64(C) of The Mumbai Municipal Corporation Act**

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

**The Municipal Commissioner,**

Municipal Corporation of Greater Mumbai,

Head Quarter,

Mumbai C.S.T., Mumbai - 400001.

**Subject:** Complaint u/s 64(C) of The Mumbai Municipal Corporation Act for not sending any reply to my letter dated \_\_\_\_\_\_\_\_\_\_\_.

Respected Sir,

I had given my application/complaint letter for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_ (copy enclosed). Since then, I have received no communication from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ office. I would like to draw your attention to 64(C) of The Mumbai Municipal Corporation Act which mandates that no decision can be kept pending for over 90 days. In the instant case, no decision has been communicated to me despite the lapse of \_\_\_\_\_ days.

I request you to conduct a preliminary enquiry within 15 days of receipt of this letter to fix responsibility on the officers responsible for this delay and take appropriate disciplinary action against them. I request that the report of the enquiry may please be sent to me.

I look forward to your early action in the above matter.

Thanking you.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enclosure:**

1. Copy of the application/complaint letter dated \_\_\_\_\_\_\_\_\_\_

**Ready Reckoner**

Quoted below are some of the sections of “The Mumbai Municipal Corporation Act” for your ready reference.

**64A. Citizens’ Charter -**

(1) The Commissioner shall prepare and publish Citizens’ Charter, a list of facilities or services rendered by the Office or Department of the Corporation, together with the time limit for providing such facilities or services to the general public, within a period of six months from the date of commencement of the Maharashtra Municipal Corporations and Municipal Councils (Second Amendment) Act, 2010.

(2) If no final decision is taken within the period specified in the Citizens’ Charter by the concerned authorities, the responsibility for inaction shall be fixed on them and an action mentioned in the relevant Act, rules or regulations shall be taken against them.

**64C. Disciplinary action -**

(1) Every Municipal Officer and servant shall be bound to discharge his official duties and the official work assigned or pertaining to him most diligently and as expeditiously as feasible:

Provided that, normally no file shall remain pending with any Municipal Officer or servant in any Department or office under the Corporation for more than seven working days:

Provided further that, immediate and urgent files shall be disposed of by any Municipal Officer or servant as per the urgency of the matter, as expeditiously as possible, and preferably the immediate file in one day or the next day morning and the urgent file in four days:

Provided also that, in respect of the files not required to be referred to any other Department within the Corporation and not required to be submitted to any Statutory Committee, the concerned Department of the Corporation shall take the decision and necessary action in the matter within forty-five days and in respect of the file required to be referred to any other Department but not to any Statutory Committee, decision and necessary action shall be taken within three months.

(2) Any willful or intentional delay or negligence in discharge of the official duties or in carrying out the official work assigned or pertaining to such Municipal Officer and servant shall amount to dereliction of official duties and shall make such Municipal Officer or servant liable for appropriate disciplinary action under the relevant disciplinary rules applicable to such employees.

(3) The concerned competent authority, on noticing or on being brought to its notice any such dereliction of duties on the part of any Municipal Officer or servant, after satisfying itself about such dereliction on the part of such Municipal Officer or servant shall, take appropriate disciplinary action against such defaulting Municipal Officer or servant under the relevant disciplinary rules including taking entry relating to such dereliction of duty in the Annual Confidential Report of such Municipal Officer or servant.