

Date: 22.12.2022

**Municipal Commissioner's Circular No. 39 of 2022-23**

In order to ensure that no files are held up unnecessarily resulting in deficiency of service and inconvenience to the citizen, it is reiterated that every staff and officers shall decide and dispose the files/matters at their end expeditiously. In case any matter found difficult/complicated, they should seek assistance of their immediate superior rather than keep the matter pending unnecessarily.

Hon'ble Mayor has on number of occasions expressed his disapproval to unjustified delay.

It is, therefore, reiterated that henceforth any such delay/unexplained in decision may result in issuance of show cause/suspension or disciplinary proceedings.

All Controlling Officers/ HoDs are requested to remain vigilant for disposing of files within reasonable time frame.

  
Municipal Commissioner

**Distribution:**

1. Spl. Municipal Commissioner
2. Municipal Secretary
3. Ld. CMLO
4. CMF&A
5. All Controlling Officers/ Director Generals/ HoDs
6. OSD to Hon'ble Mayor
7. P.A. to Hon'ble MMICs (All)