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**Sent:** 19 February 2016 18:47

**To:** 'Kunal Kumar'; 'pmcmco'

**Cc:** 'Sudhir Jatar'

**Subject:** \*Smart\* Manner of Conducting Monthly Mohalla Committee Meetings at Ward level

**Importance:** High



**NAGRIK CHETNA MANCH**  
**नागरिक चेतना मंच**

Societies Registration Act, 1860-Mah/6199-91/Pune-17/12/1991, Bombay Public Trusts Act, 1950-P 7352(Pune)-24/02/1992, Eligible for benefit u/s 80G of IT Act 1961

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Date : 20<sup>th</sup> February 2016

Kind Attn : Mr. Kunal Kumar – Commissioner, Pune Municipal Corporation

Sub : \*Smart\* Manner of Conducting Monthly Mohalla Committee Meetings at Ward level

Dear Mr. Kunal Kumar,

Concerned citizens from various parts of Pune are stating that they are unhappy with the functioning of the Ward Offices at de-centralised level of administration.

On several occasions Maj. Gen. Jatar has written to you about Vishrambaug WO, Ms. Roda Mehta about Dhole Patil WO as well as Ashish Mane and myself about Nagar Road WO. Other citizens too discuss this with us all the time, but they have not put it down in writing.

Assistant Municipal Commissioners in line with the level of responsibility they are given, are not conducting monthly mohalla committee meetings with citizens which 74<sup>th</sup> Amendment to the Indian Constitution has specified under devolution of powers to local levels.

It is mandated that ordinary citizens must be given a platform to interact with the local administration apart from prabhag samiti members. However, this once-a-month opportunity to citizens cannot be denied and must be conducted in all seriousness.

The modus operandi of the elected councillor for the five years after being elected is an open secret though this is not the appropriate space for discussion on this subject. Further, we are well aware of the irregular manner in which the selection of three representatives from Non-Government / Social organisations was done on 15<sup>th</sup> May 2015 and we have written to you on 29.12.2015 and 08.01.2016 officially on that. Hence these co-opted members can never be a substitute or via media for citizens' direct interaction with the administration.

You are requested to disseminate your direct instructions to all AMCs to conduct monthly citizens mohalla committee meetings in a standard format while giving due respect to the stature of a citizen in the following manner :

- AMC has to be present once a month to interact directly with citizens. In that case,

MC's office should also believe that this is sacrosanct and not fix some other activity at 11 am for the last Thursday of the Monday for AMCs.

- AMC should send minutes by email in readable text as everyone is internet savvy. In this way PMC will save cost of paper for printing and hand delivery to members when it pleases the AMCs.
- AMCs must ensure that each and every compliant made by any citizens is minuted, not only those that the WO feels like recording.
- Henceforth minutes must be sent to citizen mohalla committee members twice a month i.e.
  - (i) First time within one week after the monthly meeting is held to capture "action to be taken" (by email as everyone is internet savvy these days)
  - (ii) Second time just two days before the next monthly meeting is held to capture "action that is taken" (also by email so that citizens are prepared to address the issues that were not closed and time is not wasted for discussion of the previous month's complete list)
- AMCs as HODs are not taking serious note of **circular ref. no. MAa/UAa/(SaPr)/513 dated 11.08.2105** issued by MC for procedure to be followed meetings that are conducted with regards to various development & administrative works under the chairmanship of any officer above department head and / or equivalent.
- Further AMCs as HODs of WOs are not taking note of recent circular **ref.no. UAa / SaPr / 1124 dated 02.02.2016** issued by DMC (Gen Admin). This particular circular was **sent out to all AMCs, DMCs, HODs** on the same day itself.

It is to be noted that from time to time, every effort has been made to bring this existing lacunae in the system to your notice.

If there is a disconnect to de-link the direct chain from stakeholders (eg. citizens) with administration, it could seriously impact Pune's Smart City plan. Over and above, officers of the administration need to treat citizens with a certain amount of respect and seriousness, which is not conveyed by the manner in which meetings are currently being conducted.

Finally your attention is drawn to provision under section 4 of the RTI Act 2005 whereby every public authority is obligated to maintain and sou moto upload all records on it's public domain. Minutes of citizens & prabhag samiti meetings are not being uploaded on PMC's website.

We would preferred to have discussed this personally with you. In case you decide to, do let us know within one week.

Thank you. Regards

*Qaneez Sukhrani*  
*Secretary - Nagrik Chetna Manch*  
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