1. the Maharashtra Government Servants Regulation of Transfers and prevention of Delay in discharge of Duties Act regulation 10, which is reproduced as under:

**“ (1) . Every Government servant shall be bound to discharge his official duties and the official work assigned or pertaining to him most diligently and as feasible:**

**Provided that, normally no file shall remain pending with any government servant in the department or office for more than 7 days:**

**Provide further that, immediate and urgent files shall be disposed of as per the urgency of the matter, as expeditiously as possible and preferably the immediate file in one day or next day morning and urgent file in four days:**

**Provide also that, in respect of the files not required to be referred to any other department the concerned Department shall take the decision and necessary action in the matter within forty-five days and in respect of files required to be referred to any other department, decision and necessary action shall be taken within three months.**

**(2) any willful or intentional delay or negligence in the discharge of official duties or in carrying out the official work assigned or pertaining to such Government servant shall amount to dereliction of duties and shall make such Government servant liable for appropriate for appropriate disciplinary action under the Maharashtra Civil services (Discipline and Appeal) Rules 1979 or any other relevant disciplinary rules applicable to such employee.**

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