

**OFFICE OF THE ETHICS OFFICER CUM OMBUDSMAN, MUMBAI CRICKET ASSOCIATION
CRICKET CENTRE, WANKHEDE STADIUM, D-ROAD, CHURCHGATE, MUMBAI- 400 020**

PRACTICE DIRECTION

Requirements for filling of a Complaint before the Ethics Officer cum Ombudsman

It is directed that any Complaint filed before the Ethics Officer cum Ombudsman, Mumbai Cricket Association (MCA) shall not be entertained, until and unless, it satisfies the following requirements:

1. MODE OF FILING

- a. Every Complaint before the Ethics Officer cum Ombudsman, MCA shall be filed in physical form, comprising of 2 hard copies (first being the Original and the second being the photocopy thereof).
- b. Such complaints shall be sent, either by post or by hand, to:

The Office of Ethics Officer cum Ombudsman,
Mumbai Cricket Association,
3rd floor, Cricket Centre, Wankhede Stadium,
D Road, Churchgate, Mumbai 400 020.

Any complaint sent to any other address shall not be entertained and shall be deemed to have never been received.

- c. In addition to the above, a scanned copy of the complaint shall be sent to the office of the Ethics Officer cum Ombudsman at the email ID: ethicsofficer.ombudsman@mumbaicricket.com
- d. Complaints filed, only by way of an email or by way of whatsapp/sms or such like other electronic modes of communication, without first filing the hard copies thereof in terms of paragraph 1(a) above, or the personal email of either the Ethics Officer cum Ombudsman, MCA or any of the officials of MCA shall not be entertained.

2. NECESSARY PARTICULARS

Every Complaint filed with the Office of the Ethics Officer cum Ombudsman, MCA shall mandatorily contain the following details of the Complainant:

- a. Full Name
- b. Father's/Husband's/Mother's Name
- c. Age
- d. Complete postal address along with pin code

- e. Mobile No.
- f. Email id
- g. Telephone (Landline) No.
- h. Identity and the address Proof of the Complainant (any one- Aadhaar Card, Driving License, Passport or Voter id)

The Complaint shall also contain the following details of the person complained against:

- a. Full Name
- b. Complete postal address along with pin code
- c. Mobile No.
- d. Email id
- e. Telephone (Landline) No.

3. SOURCE OF INFORMATION AND AUTHENTICATION

- a. Every complaint must indicate the source of information and/or exact conflict of interest if any alleged, as prescribed in the rules and regulations.
- b. Such Complaint filed with the Office of the Ethics Officer cum Ombudsman, BCCI must be supported by an Affidavit, duly attested/notarized by Oath Commissioner/ Notary Public.

4. CONSEQUENCE OF NON-COMPLIANCE OF THE PRACTICE DIRECTIONS

Any Complaint filed without complying with the practice directions, shall be liable to be rejected summarily, without going into its merits.

5. APPLICABILITY OF PRACTICE DIRECTIONS

The Complaints already filed by way of emails, in which, cognizance has so far not been taken, shall also be processed only after these practice directions are fully complied with.

05/04/2021

Sd/-
(Justice Vijaya Tahilramani)
Ethics Officer cum Ombudsman,
MCA, Cricket Centre,
Wankhede Stadium, D Road,
Churchgate, Mumbai 400020