

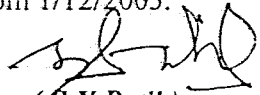
GAD/O&M/DISCOM/F.No.282/  
Maharashtra State Electricity Distribution Co.Ltd.  
Estrella Batteries Expansion Building  
Ground Floor, Dharavi Road, Matunga  
Mumbai - 400 0019.

**ADMINISTRATIVE CIRCULAR NO. 11 DATE 29/11/2005**

Sub : Providing the facility of hired vehicle, reimbursement of mobile phones charges & independent PC to the EOs/Dy.EOs of the MSEDCL.

In the interest of efficient functioning of the O&M Zones of Distribution Co., the M.D. (MSEDCL) in consultation with the Director (Operations) and Director (Finance) has accorded approval to equip the E.Os./Dy.E.Os. of the MSEDCL with the following facilities as under :-

- (i) To permit to hire the vehicle for specific occasions only, as and when needed by the E.O/Dy.E.Os. of the Zone. However, limit of expenditure towards hiring of vehicle should not exceed Rs.14,000/- p.m. as prescribed in para 3(1) of H.O.Ltr. No. GAD/GR.VIII (O&M)/F.NO.674/02161 Dt. 15/9/2005 in any case. On permitting to hire the vehicle, it is expected that they will undertake minimum tour for 10 days upto Circle/Division/Sub-Division level in each month and redress the grievances of the employees working in their zone. The Guardian Officer whenever visits in their area may also use this vehicle
  - (ii) To grant reimbursement of mobile phone charges, to the E.Os./Dy.E.Os. of O&M Zones and Dy.E.Os. of Court Cases Monitoring Cell at Aurangabad and Nagpur upto Rs.1,500/- p.m. or actual whichever is least including rent, call charges and all other charges on the following terms and conditions:-
    - (a) The cost of the handset of the mobile phone shall be borne by the officer individually.
    - (b) Only National Roaming facility will be made admissible.
    - (c) They will have to notify their mobile phone number to all concerned as the very purpose to reimburse mobile phone charges is for faster and effective communication at all levels.
  - (iii) To provide independent P.C.(alongwith Printer & Broadband Internet Service), with a view to maintain their own data related to General Adm. Dept. and also to make communications through E-mail, for which they will have to circulate their E-mail ID at all levels.
2. The Chief Engineers of the Zones shall make necessary arrangements in extending the aforesaid facilities to the eligible E.O./Dy.E.Os.
3. The above instructions shall come into force with effect from 1/12/2005.

  
(S.Y.Patil)

Chief General Manager (P)

To

All as per mailing list up to the Division level in MSEDCL.