



MAHAVITARAN

GAD/O&M/F.No.5

Maharashtra State Electricity Distribution Co.Ltd.

Estrella Batteries Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, Mumbai – 400 019.

**ADMINISTRATIVE CIRCULAR NO. 123 DATE 14/09/2007**

Sub : Delegation of powers to the Company Secretary of MSEDCL.

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Consequent upon restructuring of the erstwhile MSEB, a new post of 'Company Secretary' has been created in MSEDCL. Consequently the matter to delegate some administrative and financial powers to the Company Secretary was under consideration of the Company for sometime past.

2. Now, the M.D. in consultation with Director(Operation)and Director(Finance) has accorded approval to delégate the following powers to the 'Company Secretary' :-

- (i) Administrative control for leave/LTC/Confidential Reports etc. for the staff attached to the Board Section.
- (ii) Financial powers upto Rs.10,000/- (Rs.Ten Thousand only) for meeting petty expenses through Imprest and submission of account thereof.

3. This Administrative Circular shall come into force with immediate effect.

( S.Y. Patil )

**Chief General Manager(P)**

To

- 1) All Chief Engineers in the field.
- 2) All Departmental and Sectional Heads in Corporate Office of MSEDCL, Mumbai.