



MAHAVITARAN

GAD/O&M/F.No.766

**Maharashtra State Electricity Distribution Co.Ltd.**

Estrella Batteries Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, Mumbai – 400 019.

**ADMINISTRATIVE CIRCULAR NO. 207 DATE 05 / 02 / 2009**

Sub : Acknowledging the letters received from Member of Parliament, State Legislature and VIPs.

Ref : 1) Administrative Circular No.148 dated 18/08/1995  
2) Administrative Circular No.386 dated 29/03/2003  
3) Administrative Circular No.430 dated 20/09/2004

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Under the procedure regarding correspondence between the administration and Members of Parliament and State Legislature, the instructions were issued in the past to acknowledge the letters received from MPs., MLAs., and VIPs and the same to be responded expeditiously.

2. However, it is noticed that inspite of clear instructions in the past, the letters received from Member of Parliament, Member of State Legislature and other V.I.Ps are not being acknowledged or replies are not given. This matter has been viewed seriously by the higher authorities.

3. It is, therefore, reiterated that letters received from MPs, MLAs and other VIPs should be acknowledged promptly. Further, all such letters involving issues regarding general public interest and matters of local importance in their constituency should receive careful consideration and should be responded expeditiously within a period of 15 days of receipt of letter.

4. All officers of the rank of Assistant Engineer and above in the field and Departmental Heads in Corporate Office are therefore, once again requested to take note of the above instructions and follow the same scrupulously, failing which stringent action will be taken.

5. This Administrative Circular is available on the website of the Company i.e. www.mahadiscom.in

**(Col. Rahul Gowardhan Retd.)  
Executive Director (HR)**

To

All as per mailing list of MSEDCL.