



MAHAVITARAN

GAD/O&M/F.No.641/

Maharashtra State Electricity Distribution Co
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, **Mumbai – 400 019.**

ADMINISTRATIVE CIRCULAR NO. 283 DATE 26 / 03 / 2010

Sub: Honouring the employee of the Company and his/her wife/husband when he/she retires from the services of the Company – Enhancement in the existing amount of gift.

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The issue regarding enhancing the amount of the gift for retiring employee and his/her wife/husband was reviewed by the Management

2. The Managing Director in consultation with Director (Projects), Director (Operations) & Director (Finance) has now accorded approval to enhance the limit of cost of gift i.e. shawl and sari upto Rs.3000/- and 100 gm. silver coin with the logo of the Company to the employees belonging to Pay Gr.I to IV and shawl and sari upto Rs.3000/- and 200 gm. silver coin with the logo of the Company for Executive Director and equivalent Officers. The Logo of the Company will appear on the coin is as below :-



3. The silver coin with the logo of the Company will be made available for employees in the Corporate Office by the HRD Cell and for the employees in field Offices by the concerned Zonal Offices.

4. This Administrative Circular comes into force with immediate effect.

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

(Col.Rahul Gowardhan)
Executive Director (HR)

To
All as per mailing list of MSEDCL.