

GAD/O&M/F.No.5
Maharashtra State Elect.Distribution Co.Ltd.
Estrella Batteries Expansion Building
Ground Floor, Dharavi Road, Matunga
Mumbai - 400 0019.

ADMINISTRATIVE CIRCULAR NO. 29 DATE 29/03/2006.


Sub : Delegation of powers to the Officers in Information and Publicity Cadre to incur expenditure on entertainment, photographs and hired vehicle.

In the interest of efficient functioning of the Information and Publicity Department, the M.D. MSEDCL in consultation with the Director (Operation) and Director (Finance) has accorded approval to equip the Officers in Information and Publicity Cadre with the following facilities:-

- (i) To delegate the powers to CIPRO, Corporate Office, Mumbai for incurring expenditure on entertainment and hospitality upto Rs.50,000/- per annum.
- (ii) To delegate the powers to Dy.CIPROs and IPROs in the field for incurring expenditure on entertainment and hospitality upto Rs.24,000/- per annum.
- (iii) To authorise the Dy.CIPROs and IPROs in the field to use the hired vehicle as and when required, but for not more than 15 (fifteen) days in a month for their smooth and efficient working, with the knowledge of concerned Zonal Chief Engineer. However, limit of expenditure towards hiring of vehicle should not exceed Rs.14,000/- per months as prescribed in para 3(1) of H.O. letter No. GAD/Gr.VIII-(O&M)/F.No.674/2161 dt. 15/9/2005 in any case.
- (iv) To delegate the powers to Dy.CIPROs and IPROs in the field to approve the expenditure incurred upto Rs.1,500/- per occasion on photographs.

2. It is expected that the above Officers in Information and Publicity Cadre, should establish good rapport with the Journalists for securing good publicity of the Company.

3. This Administrative Circular comes into force with effect from 1/4/2006.


(S.Y. Patil)

Chief General Manager(P)

To

- 1) The CEs and SEs in the field as per mailing list of MSEDCL.
- 2) The Dy.CIPROs and IPROs in the field offices of MSEDCL.

Copy to:-

The CIPRO, Corporate Office, Mumbai.

and to all offices.