



MAHAVITARAN

GAD/O&M/F.No.823

Maharashtra State Electricity Distribution Co.Ltd.

Estrella Batteries' Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, **Mumbai – 400 019.**

ADMINISTRATIVE CIRCULAR NO. 301 DATE 20/07/2010

Sub : Enhancement in amount of Incentive Awards for safe driving to the Drivers.

As per provisions of G.O.150(P) dt.12/02/1998, the Drivers of the Company having unblemished service record are being awarded an incentive award of Rs.1000/- (Rupees One Thousand only) once in a period of 10 years. The issue of enhancing the number of occasions and amount of incentive award was under consideration sometime in the past.

2. Now, the Managing Director in consultation with the Executive Director(HR) and Director(Finance) has accorded approval to enhance the number of occasions and amount of incentive award to the Drivers of the Company for safe driving on the terms and conditions as mentioned below:-

- (i) On 1st occasion Rs.2500/- after completion of 10 years service.
- (ii) On 2nd occasion Rs.5000/- after completion of 20 years service.
- (iii) On 3rd occasion Rs.7500/- after completion of 30 years service.

Terms & Conditions

- I) The Driver should have an unblemished record of driving the vehicle without any accident/and/or infringement/violation of traffic rules during the period of ten years, preceding the date of awarding an incentive award.
This shall be verified/scrutinized from the license and other documents.
- II) He should not have faced any disciplinary action during the period of 10 years preceding the date of incentive award and there should not be any action contemplated against him till the date.

3. The award shall be granted to the eligible Drivers on **Independence Day** i.e. **15th August of every year** in National ceremony with the hands of Regional Executive Directors/Chief Engineers at Zonal Headquarters and with the hands of Managing Director at Corporate Office, Mumbai.

4. The Executive Director(HR) shall be the Competent Authority to sanction incentive award based on above criteria on receipt of the proposals from the concerned Zonal Offices every year.

5. This Administrative Circular shall come into force with effect from the date of issue of this Circular.

6. This Administrative Circular is made available on Company's website i.e. www.mahadiscom.in.



Chief General Manger(P)

To

All as per mailing list upto Sub-Divisional level.