



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. 313 DATE 11/10/2010

Sub: Payment/Reimbursement of Mobile/Residential telephone charges to the employees of Company.

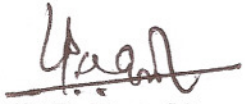
The facility of use of mobile phone/residential telephone for official purpose is extended to the eligible officers/employees of the Company and the charges are being paid/ reimbursed by the Company as per the limits prescribed therein after obtaining a certificate that either the calls are official or private.

2. The issue regarding waiving of the condition of certification of calls was under consideration. Now the Managing Director in consultation with the Director (Finance) and Executive Director (HR) has accorded approval to waive of the certification of calls by the user.

3. Consequently, the officers/employees who have been provided Mobile Phone and/or Residential Telephones are need not to certify the usage. However the use of Residential Telephone/Mobile Phone is beyond the prescribed limits, the individual officer/employee will have to bear the charges and the same will be recovered by the concerned audit authorities.

4. This Administrative Circular comes into effect from 01st January 2008. The cases/issues regarding payment/reimbursement of mobile/telephone charges which are already settled need not to reopen. The pending cases if any, be settled accordingly.

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


(V.B. Bagul)

Chief General Manager(P)

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All as per mailing list of MSEDCL.