



GAD/O&M/F.No.5/
Maharashtra State Elect.Dist.Co.Ltd.
Estrella Batteries Expansion Building
Ground Floor, Dharavi Road, Matunga
Mumbai – 400 019.

ADMINISTRATIVE CIRCULAR NO. 32 DATE 31.3.2006

Sub : Leave on Average Pay – Surrender of

- Read : 1) G.O.59(P) dt.27/6/1970
2) Circular No.GAD/O&M/34425 dt.17/8/2000
3) Adm.Cir.No.383 dt.20/3/2003
4) Adm.Cir.No.412 dt.1/3/2004
5) Adm.Cir.No.445 dt.12/1/2005

As a measure of economy in expenditure, the erstwhile MSEB has made compulsory to the Competent Authorities to sanction the availment of leave alongwith the encashment of leave applied by the employee, vide Circular No.GAD/O&M/34425 dated 17/8/2000.

2. While implementing the aforesaid economy measures it has created bottlenecks for day to day administration in the Head Office as well as in the field offices as the employees who were applying for leave with encashment were invariably sent on leave.
3. Considering the above situation, the M.D. MSEDCL in consultation with the Director(Operation) and Director(Finance) has accorded approval for lifting the existing embargo put on the Competent Authorities in Para 9 of the Circular dt.17/8/2000 regarding non refusal of leave applied by the employees alongwith encashment.
4. Consequently, the leave already debited at the time of applying for encashment of leave by the employees for the block year 2004-06 and could not be availed within the given period, shall be credited back to their leave account.
5. Though the embargo put on Competent Authorities is lifted, the Competent Authorities are requested to exercise constraints while refusing the availment of leave applied by the employee alongwith the encashment. Such refusal of availment shall only be in the exigencies of Company's work.
6. The other measures of economy, notified vide H.O. Circular No. 34425 dt.17/8/2000, shall remain unchanged.



(S.Y. Patil)

Chief General Manager(P)

To

As per mailing list of Division and above level offices.

Md:Adm.Cir.Encashment