



**MAHAVITARAN**

E-mail : [managerpom@mahadiscom.in](mailto:managerpom@mahadiscom.in)

Website : [www.mahadiscom.in](http://www.mahadiscom.in)

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.**

Telephone No. : 022-24077441

Fax No. : 022-24025763

**ADMINISTRATIVE CIRCULAR NO. 334 DATE 01 / 04 / 2011**

Sub : Policy for providing mobile phone facility to the Officers/Employees working in Corporate Office and field offices.

---

The issue of providing mobile phone facility and entitlement for provision of handset to the Officers/Employees of the Company working in Corporate Office and field offices was under consideration sometime in the past.

2. Now, Managing Director in consultation with Director(Projects), Director(Operations) and Director(Finance) has accorded approval for designing the new policy for providing mobile phone facility and handsets to the Officers/Employees working in Corporate Office and field office as under -

(i) **Entitlement of employees for using mobile phone**

The categories of Officers/Employees entitled for using Company's mobile phone service working in Corporate Office are shown in **Annexure 'A'** and working in field offices are shown in **Annexure 'B'**.

(ii) **Monthly limit of mobile charges**

The monthly limit specified for reimbursement / payment of charges by the Company for employees working in Corporate Office are shown in **Annexure 'C'** and in field office are shown in **Annexure 'D'**.

(iii) **Mobile Handsets**

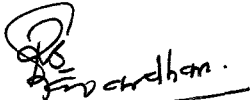
As regards provision of handset, eligibility, limit and other terms for the officers of Corporate Office and field offices is as per **Annexure 'E'**. Those Officers/Employees who are not covered in Annexure 'E' are not entitled for this facility.

3. **Guideline for implementation**

- (i) The limits for reimbursement / payment of mobile phone charges for all Officers/Employees working in Corporate Office as well as field offices covered in Annexure hold good and previous sanction given from time to time stands cancelled.
- (ii) The facility of the Officers/Employees who are not covered under this policy and presently using the mobile phone facility, shall stand withdrawn. If the mobile phone facility to such employee is essential then they should obtain the approval of Director (Finance) through their Head of the Department.
- (iii) The Chief Engineer (Civil) will take immediate action to initialize the tendering procedure with Telecommunication Companies for providing CUG mobile phone facility for Officers/Employees of the MSEDCL and finalize the scheme immediately. On finalization of the new scheme, all local contracts shall be terminated immediately. The contract for providing CUG mobile phone facility shall be reviewed every year.
- (iv) The new policy will be followed with effect from activation of CUG Plan. Consequently, all Administrative Circulars/ Circulars/ Orders issued and sanctions given for mobile facility prior to issuance of this Circular shall stands cancelled.
- (v) It will not be necessary to give any certificate while making payment / reimbursement of the bill up to the prescribed limit. However, the concerned employee shall bear the charges/bill beyond the prescribed limit and the same will be recovered by the concerned audit authority.

4. This Administrative Circular is available on Company's website i.e. [www.mahadiscom.in](http://www.mahadiscom.in)

Encl. : Annexure – A, B, C, D & E


  
( Col. Rahul Gowardhan Retd.)  
Executive Director(HR)

To

As per mailing list of MSEDCL

**Categories of Employees entitled for using mobile phone facility in  
Corporate Office**

<b>Sr. No.</b>	<b>Category</b>	<b>Remark</b>
1	All Executive Engineers, equivalent and above, Dy. C.P.R.O., P.R.O, Dy. C.I.R.O.	
2	Personal Staff of M.D.'s office	As per recommendation of O.S.D. to M.D.
3	Personal staff of Directors	T.A.-2 ,PA-1, Steno-1, Driver -1
4	Personal staff of Ex.Directors	TA-1, PA-1, Driver -1
5	Personal staff of Chief Engineer/Chief General Manager and equivalent	PA-1, Driver-1* (*If departmental vehicle is allotted)
6	All officers not covered in 1 to 5 up to Pay Group II	
7	All other staff of pay Gr. III not covered in the above	HOD shall obtain approval of Director (Finance) directly.

  
Handwritten signature of the Executive Director (HR).

**Executive Director (HR)**

**Categories of Employees entitled for mobile facility in *Field Office***

<b>Sr. No.</b>	<b>Category</b>	<b>Remark</b>
1	All Regional Executive Directors	
2	All Chief Engineers and equivalent	
3	All Superintending Engineers and equivalent	
4	All Executive Engineers and equivalent	
5	Personal staff of Regional Executive Directors	TA-1, PA-1, Driver-1
6	Personal staff of Chief Engineer	PA-1, Driver-1
7	All Dy. Executive Engineer and equivalent	
8	In charge of Section/Sub Division Office and Testing Engineers on Distribution side	
9	Assistant Engineer, J.E.(APDRP), JE (Flying squad) and all Engineers working in S/Dn. Office	
10	Manager(P) O&M Zone	
11	Dy. Manager (P) Court Case Monitoring Cell/ Inspection Wing	
12	General Manager (F&A), Manger (F&A), Dy. Manager (F&A) in field offices	
13	Asstt. Manager (F&A), Asstt. Manager (P) in field offices	
14	Jr. Manager ( F&A), Jr. Manager (P), Head Clerk, Asstt Acctt. in field offices	
15	Dy. Directors(V&S), Asstt. Directors (V&S), Vigilance Officer, Dy. Vigilance Officer & Asstt.Vigilance Officer	
16	Dy. C.P.R.O., P.R.O.	
17	Dy.C.I.R.O./ Labour Officer/ Dy. Labour Officer (Sports)	
18	Officers of Pay Group II below the rank of A.E. and Equivalent not covered above	Under C.U.G.
19	Operators	One per Sub Station to be handed/ taken over on assumption/ relinquishment of duty.
20	Line Staff (working in field on O&M duties )	
21	Remaining Departmental Drivers	Under C.U.G.
22	Remaining Pay Gr. III employees	Under C. U.G., C.E. can sanction upto 10 numbers and S.E. & E.E. can sanction upto 5 numbers of employees as per necessity.

  
**Executive Director (HR)**

**ANNEXURE-“C”**

**Category wise monthly limit for mobile charges for employee working in Corporate Office.**

Sr.No.	Category	Remark
1.	Chief Engineer equivalent and above	No Limit
2.	Superintending Engineer/General Manager equivalent and above, Dy. C.P.R.O./P.R.O.	750/-
3.	Executive Engineer equivalent and above	500/-
4.	Dy. Executive Engineer, Assistant Engineer equivalent and above	400/-
5.	Junior Engineer/Sub Engineer equivalent and above	300/-
6.	Personal staff of Chief Engineer, Executive Directors, Directors (P.A./T.A./Steno)	300/-
7.	Driver performing duties of Executive Directors and Directors	300/-
8.	All other Drivers and pay Gr. III Categories	110/-
9.	Personal staff of the Managing Director	As per M.D.'s Directions

Note :-

- 1) The above limit is prescribed only for the employees who are entitled as per Annexure “A” for mobile phone facility. Those who are not entitled shall not get this facility.
- 2) The entitled employee should use the Company’s approved service provider’s SIM card under approved tariff plan
- 3) If the SIM card is provided by Company then concerned employee should deposit the SIM card to the concerned supervisory officer not below the rank of Chief Engineer/Chief General Manager.
- 4) All bills be paid by respective section where employee is working.
- 5) If the billing amount exceeds the limit prescribed then the exceeded amount shall be borne by concerned employee.
- 6) For the officer of category of Chief Engineer equivalent and above working in Corporate Office the SIM Card will be provided by the Company. Other entitled employees working in corporate office should procure the SIM Card on their own under Company’s approved plan (applicable for Corporate Office). The Employee can submit the claim for reimbursement to their salary drawing office through their department. The reimbursement as per actual or as per sanctioned limit, whichever is less shall be allowed.



**Executive Director (HR)**

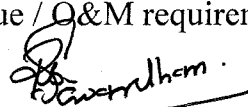
**ANNEXURE-“D”**

**Categories wise monthly limit for mobile charges for employees  
working in *Field Office*.**

<b>Sr.No.</b>	<b>Category</b>	<b>Remark</b>
1	Chief Engineer	No Limit
2	Superintending Engineer at Circle Office	1000/-
3	General Manager, all other Superintending Engineer and equivalent	750/-
4	Executive Engineer at Division office and P.R.O.	750/-
5	All other Executive Engineer and equivalent	500/-
6	Dy. Executive Engineer /Asstt. Engineer working as Sub Division Head, Dy. C.I.R.O./ I.R.O/Labour Officer	500/-
7	All other Dy. Executive Engineer /Assistant Engineer and equivalent	400/-
8	Junior Engineer/Sub Engineer equivalent and above	300/-
9	Personal staff of Chief Engineer (P.A. & Driver)	300/-
10	Line Staff CUG (working on O&M duty)	110/-
11	Remaining pay Gr. III Staff (For Zone office Chief Engineer can nominate up to 10 employees only and for Circle & Division Office, Superintending Engineer and Executive Engineer respectively can nominate upto 5 employees) CUG*	110/-

Note :-

- 1) The above limit is prescribed only for the employees who are entitled as per Annexure “B” for mobile phone facility. Those who are not entitled shall not get this facility.
- 2) The entitled employee should use the Company’s approved service provider’s SIM Card under approved tariff plan.
- 3) If the SIM Card is provided by Company then concerned employee should deposit the SIM Card on his retirement /transfer to the concerned supervisory officer not below the rank of Assistant Engineer
- 4) Bills will be paid by concerned office where employee is posted.
- 5) If the billing amount exceeds the limit prescribed then the exceeded amount shall be borne by concerned employees.
- 6) \* Chief Engineer / Superintending Engineer / Executive Engineer to consider employees based on necessity of revenue / O&M requirement.



**Executive Director (HR)**

**Policy for providing mobile handset to eligible officer/employee**

<b>Sr.No.</b>	<b>Category</b>	<b>Remark</b>
1	Director & above	No Limit
2	Executive Director	20000/-
3	Chief Engineer and its equivalent	15000/-

**Note :-**

- 1) The Officers under category from 1 to 3 working in Corporate Office and Field Offices are only entitled for provision of mobile phone handset.

For the Officer of the category of Superintending Engineer / Dy. General Manager equivalent and above, the handset shall not be provided by the Company.

- 2) For approving the exceeded limit of cost of handset, Director (Finance) shall be the Competent Authority.
- 3) If the handset is provided by the Company and has been used for less than 2 years in that case on retirement /transfer, the old handset is required to be deposited with Superintending Engineer (C), Bandra for Corporate office and concerned Executive Engineer (C), in case of field offices. Such returned handset shall be allocated to the employees who are entitled or these handsets shall be used under exchange method while buying new handset for entitled employee.
- 4) In case of handset is provided by the Company it will not be changed/ discarded on account of defect/ obsolescence unless it has been used for minimum period of two years from the date of purchase. In exceptional cases, if it is required to be charged, sanctioned, sanction of Director (Finance) is mandatory.
- 5) Officers/employee who is presently using Company's handset shall not be provided new handset unless it is used for minimum period of 2 years. After two year if handset is discarded, the same be deposited with Chief Engineer (Civil) for Corporate Office and with Executive Engineer (Civil) at Zone Office. Every quarter Chief Engineer (Civil) / Executive Engineer (Civil) will display their sets to our company's employees and will be disposed off at Rs.200/- to Rs.500/- by lottery method after consideration of all employees willing to purchase the same.

  
S. S. Wardham

**Executive Director (HR)**