



MAHAVITARAN

E-mail : cgmp@mahadiscom.in

Website : www.mahadiscom.in

GAD/O&M/F.No.674/

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. 343 DATE 09/06/2011

Sub : Reimbursement of expenses incurred on hiring of vehicle for local movements for official work.

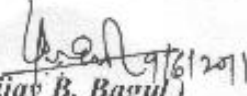
Ref : 1) MSEB G.O.No.124(P) dt.06/04/1990.
2) Adm.Cir.No.333 dt.22/03/2011.

All Senior Officers of the rank of Executive Engineer, equivalent and above who have not allotted any vehicle by the MSEDCL, but using their own Car for official purpose/journey are held eligible for Car Conveyance Allowance in terms of reimbursement of cost of petrol to the extent of 60 litres per month at the rate prescribed vide Administrative Circular No.333 dt.22/03/2011. The issue of reimbursement of expenses incurred on hiring of vehicle for local movements for official purpose to the officers of the rank of Executive Engineer, equivalent and above, who does not have their own vehicle was under consideration sometime in the past.

2. Now, the Managing Director in consultation with Director(Projects), Director(Operations) and Director(Finance) has accorded approval for reimbursement of expenses incurred on using hired vehicle for official work as under :-

The Officer of the rank of Executive Engineer, equivalent and above who does not have a Car in his own name and using hired Car for official work within jurisdiction shall be held eligible for reimbursement of expenses incurred on hiring the vehicle for official work limited to the amount of the cost of petrol for 60 litres per month or the actual amount incurred for hiring vehicle for official work during the month, whichever is less, on production of the bill of hiring a Car.

3. These instructions shall come into force with immediate effect.
4. The above Administrative Circular is made available on Company's Intranet.


(Vijay B. Bagul)
Chief General Manager(P)

To
All as per mailing list upto Divisional level.