



MAHAVITARAN

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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.**

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ADMINISTRATIVE CIRCULAR NO. 354 DATE 05/09/2011

Sub : Enhancement in the limit of expenditure on hiring of vehicles by the various offices in the field.

The instructions to hire the private vehicles for use of various offices in the field have been issued to curb the expenditure on purchase of new vehicles. The limits for the expenditure has been prescribed vide Adm.Cir.No.85 dt.07/11/2006 and Adm.No.140 dt.05/01/2008. Considering the steep hike in the fuel price, the limits of the expenditure had been enhanced vide Adm.Cir.No.302 dt.20/07/2010. The issue regarding enhancing the limit of expenditure on hiring of vehicles for the use of various field offices was under consideration for sometime in past.

2. Now, considering the steep hike in the fuel price, the Managing Director in consultation with Director(Projects), Director(Operations) and Director(Finance) has accorded an approval to enhance the existing limits of expenditure on hiring of vehicles by various offices in the field as given below:-

Sr. No.	Adm.Cir.No. & Date	Particulars of field offices	Existing limits of expenditure on hiring of vehicle per month	Revised maximum limit of expenditure on hiring of vehicle per month
1.	2.	3.	4.	5.
1.	85 dt.07/11/2007	Urban area	Rs.18,000/- p.m. per vehicle . Above Rs.18,000/- but upto Rs.20,000/- p.m. per vehicle with the approval of C.E.	1) Rs.20,000/- p.m. per vehicle . Above Rs.20,000/- but upto Rs.22,000/- p.m. per vehicle with the approval of C.E. 2) Rs.25,000/- p.m. per vehicle for the Complaint Centres working in 3 (three) shifts i.e. for 24 hours.
		Rural area	Rs.18,000/- p.m. per vehicle. Above Rs.18,000/- but upto Rs.21,000/- p.m. per vehicle with the approval of C.E.	Rs.20,000/- p.m. per vehicle. Above Rs.20,000/- but upto Rs.23,000/- p.m. per vehicle with the approval of C.E.
2.	140 dt.05/01/2008	S.E.(Infra), S.E.(TQA), Pune & Nagpur	Rs.24,000/- p.m. per vehicle with annual ceiling of Rs.2,88,000/-	Rs.26,000/- p.m. per vehicle with annual ceiling of Rs.3,12,000/-
		Testing Division	Rs.24,000/- p.m. per vehicle with annual ceiling of Rs.2,88,000/-	Rs.26,000/- p.m. per vehicle with annual ceiling of Rs.3,12,000/-
		Each Testing Batch of all Testing Divisions and Testing quality Assurance Batch.	Rs.24,000/- p.m. per vehicle with annual ceiling of Rs.2,88,000/-	Rs.26,000/- p.m. per vehicle with annual ceiling of Rs.3,12,000/-

4/5/11/2011

3. The revised limits prescribed as per Sr. No. (1) of Para 2 above are equally applicable for the Vans, Mini Trucks & Trucks hired for Company's work.
4. The review for enhancing limit of expenditure on hiring of vehicles will be taken in the month of April of every year.
5. This Administrative Circular shall come into force with immediate effect.
6. This Administrative Circular is available on Company's Intranet only.


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