

ADMINISTRATIVE CIRCULAR NO. 437 DATE 08 / 11 / 2012

Sub : Payment of Ex-gratia for the year 2011-12

To recognize the hard work and sincere efforts of the Company employees in reduction of losses and increase in collection efficiency and thereby repatriation, the issue of grant of Ex-gratia for the year 2011-12 was under consideration of the Company. The payment of Ex-gratia being common issue was discussed during the meeting of the Managing Directors of all the three Companies.

2. Now, the Managing Director, MSEDCL in consultation with Director(Finance) and Executive Director(HR) has accorded approval as under –

- (a) Payment of Ex-gratia of **Rs.8,000/- [Rupees Eight Thousand only]** for the year 2011-12 to all the Officers/Employees including daily rated employees who have worked during the year **2011-12.**
- (b) The Officers/Employees on deputation to MSEDCL/Engaged on contract basis, who have been recruited and working against the regular posts during financial year **2011-12.**
- (c) Payment of Ex-gratia of **Rs.3,000/- [Rupees Three Thousand only]** to all the 'Veej Sevaks' who have worked during the financial year **2011-12.**

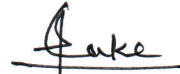
3. The employees who have worked during the part period of the financial year 2011-12 shall be eligible for Ex-gratia payment on pro-rata basis.

4. The payment of Ex-gratia is restricted to the year 2011-12 only and is not to be taken as precedent for the coming years.

5. The payment of Ex-gratia should be drawn and paid by the office where the employees are working on the date of issue of this Administrative Circular irrespective of place of working of the employees during the financial year 2011-12. The necessary entries regarding payment of Ex-gratia should be made in the Service Books of the employees concerned before actually effecting payment of Ex-gratia. The payment of Ex-gratia be made preferably before Diwali.

6. The concerned drawing and disbursing Officer should send requirement of funds towards payment of Ex-gratia to the Manager(F&A-WM), Hongkong Bank Building, Mumbai immediately.

7. This Administrative Circular is available on the Intranet of the Company and no hard copies will be sent.


(Sandesh E. Hake)
Chief General Manager(HR)