



MAHAVITARAN

E-mail : cgm@mahadiscom.in

Website : www.mahadiscom.in

HRD/O&M/F.No.5

Maharashtra State Electricity Distribution

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. 438 DATE 08/11/2012

Sub : Grant of advance to the employees for purchase of Personal Computer (PC) or Laptop - Revision of limit thereof.

Ref : 1) Administrative Circular No.18 dated 07/02/2006.
2) Administrative Circular No.122 dated 10/09/2007.

The facility for grant of advance for purchase of Personal Computer (PC) or Laptop to the employees who are in continuous service of MSEDCL/MSEB for more than two years has been provided vide Adm.Cir.No.18 dated 07/02/2006 and Adm.Cir.No.122 dated 10/09/2007. As such, considering the steep decline in the cost of Computers/Laptops due to change in environment and the cut throat competition in the market, the issue regarding revising the limit of PC/Laptop advance was under consideration for sometime in the past.

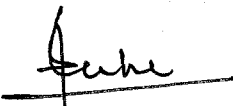
2. Now, the Managing Director in consultation with Director(Projects), Director(Operations) and Director(Finance) has accorded approval to revise the limit of grant of advance for purchase of Personal Computer(PC) or Laptop as under –

Sr. No.	Commodity	Existing Limit (Rs.)	Revised Limit (Rs.)
1.	Personal Computer(PC)	45,000/-	30,000/- or the actual cost of PC whichever is less
2.	Laptop	45,000/-	35,000/- or the actual cost of Laptop whichever is less

3. Other terms and conditions mentioned in Administrative Circular 18 dated 07/02/2006 and Administrative Circular 122 dated 10/09/2007 shall remain unchanged.

4. The revised limit as above shall come into force with immediate effect.

5. This Administrative Circular is available on Company's Intranet and no hard copy will be sent to any office.


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