



**MAHAVITARAN**

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

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

HRD/O&M/F.No.9

**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. 473 DATE 24/10/2013**

Sub : Payment of Ex-gratia for the year 2012-13.

---

Considering the overall performance of all the three companies and the efforts put in by the employees, the issue of grant of Ex-gratia for the year 2012-13 was under consideration of Companies. 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. 9,000/- [Rupees Nine Thousand only]** for the year 2012-13 to all the Officers/Employees including daily rated employees who have worked during the financial year **2012-13**.
- (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 **2012-13** are also eligible for payment of Ex-gratia.
- (c) Payment of Ex-gratia of **Rs. 3,500/- [Rupees Three Thousand Five Hundred only]** to all the 'Accounts Assistant' & 'Veej Sevaks' who have worked during the financial year **2012-13**.

3. The employees who have worked during the part period of the financial year 2012-13 shall be eligible for Ex-gratia payment on pro-rata basis.

4. The payment of Ex-gratia is restricted to the year 2012-13 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 2012-13. 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 Asst. General Manager (F&A-WM), Hongkong Bank Building, Mumbai immediately.

7. This Administrative Circular is available on the Intranet of the Company.

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