



MAHAVITARAN

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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.**

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ADMINISTRATIVE CIRCULAR NO. 474 DATE 31 / 10 / 2013

Sub: Delegation of powers to incur expenditure on hired vehicles, entertainment and hospitality to the Officers in Publicity cadre.

Considering the various dimension added in Public Relations and the ever expanding media in the interest of efficient functioning of the information and publicity department and for improvement and effective performance of Public Relations cadre Officers, the Managing Director in consultation with the Director (Finance) has accorded approval as under:-

- i) To enhance the amount for incurring expenditure on entertainment and hospitality by Dy. Chief Public Relations Officers and Public Relations Officers working in the field offices and Corporate Office, Mumbai up to Rs.35,000/- per annum.
 - ii) To authorized Executive Director (HR) for approval of expenses incurred above Rs 35,000/- as mentioned under para 1(i) to the limit of Rs 50,000/- in the necessities.
 - iii) To authorize the Dy. Chief Public Relations Offices and Public Relations Officers in the field offices to hire a vehicle on daily basis in case of necessities but not for more than 8 (eight) days in a month with the approval of concerned Zonal Chief Engineers.
2. It is expected that the above Officers in Publicity cadre, should establish good rapport with the Journalists for securing good publicity of the Company.
 3. This Administrative Circular shall come into force w.e.f. 01/11/2013.
 4. This Administrative Circular is made available on Company's Intranet and no hard copy is sent to any office.

(Sandesh Hake)
Chief General Manager (HR)