

GAD/Gr.VIII(O&M)/F.No.900
Maharashtra State Distribution Co. Ltd.
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1, Dharavi Rd.,
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO. 5 DT. 13-10-2005

Sub : Permission to use Mobile Phones instead of Personal Residential
Telephones for office work and to reimburse charges thereof.

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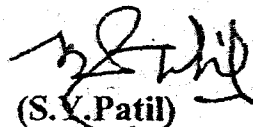
The Engineers/In-charge of Sections, Sub-Divisions on O&M side and Testing Engineers were permitted to use personal residential telephone for official work and reimbursement of charges upto Rs.250/- for local calls (per block of 2 months) over and above free calls together with rental charges is allowed as per the instructions contained in letter No.MZ/Misc/General/Phone/4629 dt.31.7.98 read with C.S.No.4 dt.16.10.02 to G.S.O.324 dt.24.3.58 and addendum dt.28.11.03 thereto.

2. The issue regarding reimbursement of mobile phone charges instead of personal residential telephone for office work to the engineers/in-charge of Sections, Sub-Divisions on O&M side and Engineers on Testing side was under consideration of the Company for sometime past.

3. Now, the M.D. in consultation with Director(Operation) and Director(Finance) has accorded approval -

- (1) To replace the existing scheme of reimbursement towards use of personal residential telephone for office work by **reimbursement of mobile charges.**
 - (2) The above reimbursement charges shall be admissible only to the Engineers/In-charge of Sections, Sub-Divisions and Testing Engineers on Distribution side.
 - (3) The reimbursement shall be upto the limit of Rs.750/- per month for the engineers working in urban area and Rs.500/- per month for the engineers working in rural area or the actual cost whichever is less. (It shall include rent plus call charges)
 - (4) The handset shall be purchased by the engineer concerned.
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- (5) Only the national roaming facility will be admissible.
- (6) The Engineer-in-charge concerned will have to notify his mobile number to all concerned as the very purpose to reimburse mobile charges is to give better and faster services to the consumers.
4. The engineers in 12 Municipal Corporation areas in Bhandup Zone, Nagpur Zone and Pune Zone where call centres are working, are excluded from the above provision as they have already been provided mobile phones.
5. The above revised instructions shall come into force w.e.f. 1.11.05.


(S.V. Patil)
General Manager(P)

To,
As per mailing list of Distribution Co.