



**MAHAVITARAN**  
Maharashtra State Electricity Dist.Co.Ltd  
(A Govt. of Maharashtra Undertaking)  
CIN : U40109MH2005SGC153645  
E-mail : [cgmp@mahadiscom.in](mailto:cgmp@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**  
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**ADMINISTRATIVE CIRCULAR NO. 521 DATE 05 / 11 / 2015**

Sub : Payment of Ex-gratia for the year 2014-15.

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Considering the overall performance of the Companies and the efforts put in by the employees, the issue of Ex-gratia for the year 2014-15 being a common issue was discussed during the meeting of the Managing Directors of all the four Companies.

2. Now, the Managing Director, MSEBHCL in consultation with Managing Directors of three Companies has accorded approval as under –

- (a) Payment of Ex-gratia of **Rs. 11,000/- [Rupees Eleven Thousand only]** for the year 2014-15 to all the Officers/Employees including daily rated employees who have worked during the year **2014-15**.
- (b) The Officers/Employees on deputation to MSEDCL and the Officers engaged on contract basis who have been appointed and working against the regular posts during financial year **2014-15** such as Chief Legal Advisor, Legal Advisors, Company Secretary etc.
- (c) Payment of Ex-gratia of **Rs. 5,000/- [Rupees Five Thousand only]** to all the Accounts Assistant, Upkendra Sahayyak, Vidyut Sahayyak, Junior Assistant and Veej Sevaks who have worked during the financial year **2014-15**.

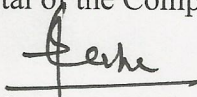
3. The employees who have worked during the part period of the financial year 2014-15 shall be eligible for Ex-gratia payment on pro-rata basis.

4. The payment of Ex-gratia is restricted to the year 2014-15 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 2014-15. 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 shall be made before Diwali.

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

7. This Administrative Circular is available on R-APDRP Portal of the Company.

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