



**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.5  
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  
Website : [www.mahadiscom.in](http://www.mahadiscom.in)

**ADMINISTRATIVE CIRCULAR NO. 542 DATE 14 / 07 / 2016**

Sub : Grant of Conveyance Allowance to Pay Gr. I & II officers of the rank of Additional Executive Engineer(Dist) equivalent and below working in Corporate Office.

Ref : General Order No. 90(P) dated 31/03/1979.

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The conveyance allowance to the officers of the rank of Additional Executive Engineer (Dist) equivalent and below is being paid as per the provisions of General Order No. 90(P) dated 31/03/1979. However, considering the nature of work/duties performed by Pay Gr. I & II officers, the issue regarding payment of conveyance allowance to such officers working in the Corporate Office was under consideration of the Company sometime in the past.

2. Now, the Chairman and Managing Director in consultation with Director (Finance), Director (Projects) and Director (Operations) have accorded approval to include Corporate Office under the provision of General Order No 90 (P) dated 31/03/1979. Accordingly, the para 1(3) of the said General Order shall be as under:

“Employees drawing pay in the revised pay scale whose minimum is Rs. 17785/- and above who are working in the Corporate Office/Zonal Office/Circle Office/Division Office/Sub-Division Office in the Urban areas provided Company’s vehicle is allotted and who are regularly using their own Scooter/Motor Cycle for official work/duties.”

3. This provision shall come into force from the date of issue of this Administrative Circular and payment of Conveyance Allowance shall be in accordance with the provisions notified from time to time. Consequently, the Circular HRD/O&M/F.No.5/24182 dated 31/07/2014 shall stands cancelled.

4. The other provisions and terms & conditions in General Order No. 90(P) dated 31/03/1979 as amended from time to time shall remain unchanged.

5. This Administrative Circular is available on Company’s R-APDRP Portal.

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



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Date : 16/07/2017

## **CORRIGENDUM**

*(To Administrative Circular No.542 dt.14/07/2016)*

Sub : Grant of Conveyance Allowance to Pay Gr. I & II officers of the rank of Additional Executive Engineer(Dist) equivalent and below working in Corporate Office.

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The instruction regarding inclusion of Corporate Office in the provisions of General Order 90(P) dated 31/03/1979 are issued vide Administrative Circular No 542 dated 14/07/2016. Now, the para 1(3) of the said General Order shall be as under:

“Employees drawing pay in the revised pay scale whose minimum is Rs. 17785/- and above who are working in the Corporate Office/Zonal Office/Circle Office/Division Office/Sub-Division Office in the Urban areas provided Company’s vehicle is not allotted and who are regularly using their own Scooter/Motor Cycle for official work/duties.”

2. The other terms and conditions laid down in the Adm.Cir.No.542 dt.14/07/2016 shall remain unchanged.
3. This Corrigendum is available on R-APDRP portal of the Company.

  
( Sandesh E Hake )  
Chief General Manager (HR)