



MAHAVITARAN
Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
CIN : U40109MH2005SGC153645
E-mail :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
Fax No. : 022-24025763
Website : www.mahadiscom.in

ADMINISTRATIVE CIRCULAR NO. 547 DATE 26 / 10 / 2016

Sub : Payment of Ex-gratia for the year 2015-16.

Considering the overall performance of the Companies and the efforts put in by the employees, the issue of Ex-gratia for the year 2015-16 being a common issue, was discussed during the meeting of the Managing Directors of all the four Companies.

2. Now, the Chairman and Managing Director in consultation with Director (Finance), Director (Operations) and Director (Projects) has accorded approval as under –

- (a) Payment of Ex-gratia of **Rs. 12500/- [Rupees Twelve Thousand Five Hundred only]** for the year 2015-16 to all the Officers/Employees including daily rated employees who have worked during the year **2015-16.**
- (b) Payment of Ex-gratia to the Officers/Employees on deputation to MSEDCL/Engaged on contract basis who have been recruited and working against the regular posts during financial year **2015-16** such as Chief Legal Advisor, Legal Advisors, Company Secretary etc.
- (c) Payment of Ex-gratia of **Rs.6000/- [Rupees Six Thousand only]** to all the *Accounts Assistant, Vidyut Sahayyak, Junior Assistant, Veej Sevaks and Upkendra Sahayyak* who have worked during the financial year **2015-16.**

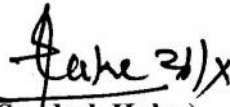
3. The employees who have worked during the part period of the financial year 2015-16 shall be eligible for Ex-gratia payment on pro-rata basis.

4. The payment of Ex-gratia is restricted to the year 2015-16 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 2015-16. 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 Assistant General Manager (F&A-WM), Hongkong Bank Building, Fort, Mumbai immediately.

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


(Sandesh Hake)
Chief General Manager(HR)