

ADMINISTRATIVE CIRCULAR NO 565 DATE 16 / 10 / 2017

Sub : Payment of Ex-gratia for the year 2016-17.

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Considering the overall performance of the Companies and continuous efforts put in by the employees, the issue of Ex-gratia for the year 2016-17 being a common issue, was discussed during the meeting of the Managing Director 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. 13,500/- (Rupees Thirteen Thousand Five Hundred only)** for the year 2016-17 to all the Officers/ Employees including daily rated employees who have worked during the year 2016-17 and the Officers/Employees on Deputation/Engaged on contract basis such as Chief Legal Advisor, Legal Advisors, Company Secretary, Advisor (Consumer Affairs) etc. for the financial year 2016-17.

(b) Payment of Ex-gratia of **Rs. 7,500/- (Rupees Seven Thousand Five Hundred only)** to all the Sahayyak's viz. Accounts Assistant, Upkendra Sahayyak, Jr. Assistant, Vidyut Sahayyak and Veej Sevaks etc. who have worked during the financial year 2016-17.

3. The employees who have worked during the part period of the financial year 2016-17 shall be eligible for Ex-gratia payment on pro-rata basis.

4. The payment of Ex-gratia is restricted to the year 2016-17 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 2016-17. 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)