



MAHAVITARAN

GAD/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.

ADMINISTRATIVE CIRCULAR NO. 75 DATE 20/9/2006

Sub : Wearing name badges by the employees working in MSEDCL who have to deal with the public.

Read: 1) This office letter No.GAD/Gen/3036 dt.18/8/2000.

2) Adm.Circular No.366 dt.29/1/2002.

3) This office letter No.GAD/O&M/15110 dt.7/6/2006.

In spite of the instructions issued as per the directives of MERC vide above referred Circulars, it has been observed that some of the employees dealing with the public are not wearing name badges.

2. Similarly, the information regarding a fine of Rs.100/- collected from the defaulting employees and the number of cases against whom disciplinary action initiated is not furnished by the Zones.

3. This matter is viewed very seriously by the MERC. Further, the submission of information on the aforesaid points to the MERC is mandatory on the part of MSEDCL.

4. All the Chief Engineers are therefore, once again requested to arrange to provide the name badges of "MSEDCL" to all concerned employees dealing with the public and direct them to wear it regularly. In case of their failure, the disciplinary action should be taken in addition to the recovery of fine, as per the instructions already given in the letters and Administrative Circular under reference.

5. Further the Establishment Officers of Zone Office be directed to see that the information to be furnished to the MERC, should reach to the E.O.(O&M) Dharavi on or before 10th day of each month positively.

(S.Y. Patil)

Chief General Manager(P)

To

All as per mailing list of MSEDCL.