



**MAHAVITARAN**

E-mail : [cgmp@mahadiscom.in](mailto:cgmp@mahadiscom.in)

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

HRD/O&M/F.No.5/8994

Maharashtra State Electricity Distribution Co.Ltd.

Prakashgad, 4<sup>th</sup> Floor, Plot No.G-9,

Prof.Anant Kanekar Marg, Stn.Road, Bandra(East)

Mumbai – 400 051.

Telephone No. : 022-26474211

Fax No. : 022-26580642

Date : 04/04/2012

**CORRIGENDUM**

*(To Administrative Circular No.18 dt.07/02/2006)*

Sub : Grant of advance to the employees for purchase of Personal Computer (PC) or Laptop.

Ref : Administrative Circular No.18 dated 07/02/2006.

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The provision for grant of an advance to the employees of MSEDCL for purchase of Personal Computer (PC) or Laptop has been made. Now, the Competent Authority has accorded approval to modify certain terms and conditions of Adm.Cir.No.18 dt.07/02/2006 for grant of an advance to the employees of MSEDCL for purchase of Personal Computer (PC) or Laptop.

2. Consequently,

(i) the condition No.7 (a) shall read as under –

7(a) : At the time of drawing the advance, the employee shall be required to execute an agreement in the Form shown in Annexure – ‘B’ on a Stamp Paper of Rs.100/- alongwith quotation from dealer/s or vendor/s.

(ii) the condition No.8, 8(a) & (b) shall read as under –

8.: **PROOF OF UTILISATION**

8(a): The employee shall submit the proof of purchase of PC (or Laptop) to the Company within three completed calendar months from the drawal of advance. In case employee fails to submit proof of utilization or delayed the submission of proof within stipulated time limit, he shall be liable for penal interest at the rate of 24% on the entire advance without any communication on this count.

8(b): The expenditure on stamp paper for executing Form of Agreement and any other charges, if any, shall be borne by the concerned employee.

(A)A14

(iii) the condition No.10(e) shall read as under –

10(e): The employee failing to submit proof of utilization within the stipulated time shall also be permitted to remit entire balance of amount with penal interest at any time within the period of repayment.

(iv) Delete the condition No.(iii)of the UNDERTAKING to be given by the applicant specified in ANNEXURE – A .

(v) the condition No.(v) of the UNDERTAKING to be given by the applicant specified in ANNEXURE – A shall read as under –

to comply the condition of purchasing the PC with components and submission of proof of utilization within stipulated period, failing which, I am liable to pay the penal interest as prescribed in terms and conditions.

(vi) to add the condition No.(vi) in the UNDERTAKING to be given by the applicant specified in ANNEXURE – A as under -

that, I will not sell the said PC/Laptop till the repayment of full amount of the advance.

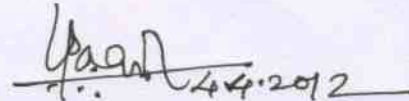
(vii) the Form of Agreement attached as ANNEXURE – B shall be replaced by the modified ANNEXURE – B attached herewith.

(viii) the Form of Mortgage Deed attached as ANNEXURE – C shall be treated as cancelled.

3. All other terms and conditions of the Administrative Circular No.18 dt.07/02/2006 shall remain unchanged.

4. This Corrigendum is made available on the Intranet of the Company.

Encl. : ANNEXURE – B

  
( Vijay B. Bagul )  
Chief General Manager(HR)



**ANNEXURE 'B'**  
**Form of Agreement**

(To be executed by the employee on Stamp Paper of appropriate value)

An agreement made this \_\_\_\_\_ day of the month of \_\_\_\_\_ the year two thousand and \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called the Borrower, which expression shall include his legal representative/s and successor/s) of the one part and the Maharashtra State Electricity Distribution Co.Ltd., (hereinafter called the MSEDCL which expression shall include its legal representatives, successors and assignees) of the other part. Whereas the Borrower has applied to the MSEDCL for a loan of Rs. \_\_\_\_\_ (in words) (Rupees \_\_\_\_\_) for the purchase of PC (or Laptop) and the MSEDCL has agreed to lend the said amount to the Borrower on the terms and conditions prescribed on the subject for the grant of an advance for the purchase of PC and the terms and conditions hereinafter contained. Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) paid by the MSEDCL to the Borrower the receipt of which the Borrower hereby acknowledges.

The Borrower hereby agrees with the MSEDCL (i) to repay to the MSEDCL the said amount with interest at the rate notified from time to time by the MSEDCL by monthly deductions from his salary and hereby authorizes the MSEDCL to make such deductions. (ii) within one month from the date of these presents to expend the full amount of the said loan for the purchase of a PC/Laptop or if the actual price paid is less than the loan, to repay the difference amount to the MSEDCL forthwith. (iii) to submit the bill of PC/Laptop alongwith configuration of PC within a period of three completed calendar month. (iv) I will not sell the said PC/Laptop till the repayment of full amount of the advance.

And it is hereby lastly agreed and declared that if the proof of utilization to the MSEDCL within three months from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of the MSEDCL, or dies, the whole amount of loan and interest accrued thereon shall immediately become due and payable and will be recovered from my salary/terminal benefits payable dues alongwith penal interests.

In witness whereof the Borrower has hereunto set his hands on the day and year written above.

In the Presence of

- 1) Signature : \_\_\_\_\_
- 2) Name : \_\_\_\_\_
- 3) Address : \_\_\_\_\_

*22/4/12*

Signed : \_\_\_\_\_

- By the said
- 1) Name : \_\_\_\_\_
  - 2) Designation : \_\_\_\_\_
  - 3) CPF No. : \_\_\_\_\_
  - 4) Place of working : \_\_\_\_\_
  - 5) Division : \_\_\_\_\_
  - 6) Circle : \_\_\_\_\_
  - 7) Zone : \_\_\_\_\_