



MAHAVITARAN

GAD/O&M/F.No.1

Maharashtra State Electricity Distribution Co. Ltd.

Estrella Batteries Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, **Mumbai – 400 019.**

ADMINISTRATIVE CIRCULAR NO. 250 DATE 30 / 09 / 2009

Sub : Increase in the hours of attendance for the employees working in the Administrative Offices.

The revision of pay scales and allowances in respect of employees and officers of the MSEDCL was due w.e.f. 01/04/2008. This issue has been finalized by mutual discussions. Accordingly, a Memorandum of Settlement was entered into between the Management and office bearers of the Unions/Associations in the matter of revision of pay scales, allowances & other allied matters and service conditions of the employees of the Company. As per clause 11(b) of the said Memorandum of Settlement it is agreed upon by Office Bearers of Unions/Associations to increase the hours of attendance for the employees working in the Administrative Offices by half an hour.

2. Accordingly, as per the powers delegated vide Note 2 of Service Regulation No.20(1)(a), the Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance) has accorded approval to modify the Rule (I) and (II)(a) & (b) under Service Regulation No 20(1)(a) as under :

Rule 20 (1)(a) :

(I) Mumbai

Week Days: (i) 10.00 A.M. to 1.30 P.M.	3.1/2 hours
(1.30 P.M. to 2.00 P.M. Recess)	
(ii) 2.00 P.M. to 5.30 P.M.	3.1/2 hours

Total 7 hours

(II) (a) Administrative offices in Vidarbha excluding those employees coming under Appendix 'A' will observe the following timings in all the seasons:-
10.00 A.M. to 5.30 P.M. with 1/2 hour recess.

(b) Administrative offices in Marathwada and western Maharashtra excluding the employees coming under Appendix 'A' will observe the following timings in all the seasons:-
10.00 A.M. to 5.30 P.M. with 1/2 hour recess.

3. All the concerned authorities are therefore, requested to instruct the employees working under their jurisdiction to observe the Office timings strictly.

4. The above change shall come into force w.e.f. 01/10/2009.

5. This Adm. Circular is available on Company's website i.e. www.mahadiscom.in.

Chief General Manager (P)

To,

All as per mailing list of MSEDCL.