



No. GAD/DC/ 30274
Maharashtra State Electricity Distribution
Co.Ltd.
Prakashgad, 4th Floor,
Bandra (East), Prof. A.K.Marg,
Mumbai - 400 051

Date : 4 OCT 2011

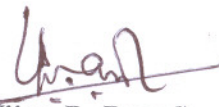
CIRCULAR

The instructions regarding deciding the appeals as per the provision of S.R.No.92 preferred by the employees who retires from the services of the Company on attaining the age of superannuation or retires voluntarily/ compulsorily have been issued vide Correction Slip No. 22 dated 03/10/2011 to MSEDCL Employees' Service Regulations 2005.

2. In view of the above, all such appeals are to be submitted to the Competent Authorities through the concerned authority who is competent to make the payment of leave encashment at the time of retirement. The concerned disbursing authority to whom the appeal is submitted, while forwarding such appeals to the concerned authority shall ensure to enclose the undertaking of the employees as per S.R. No. 92 (k)(ii)(d) and the certificate stating the exact amount of leave encashment (LAP & HAP) payable to the employee and withholding of the same.

3. It may be noted that the appeals submitted by the retired employee shall not be decided until the disbursing authority submits the above mentioned documents. All the concerned are therefore instructed to follow above procedure scrupulously so as to recover the amount from these employees in case the punishment is enhanced by the Appellate Authority.

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


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