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No.GAD/I-B/Gratuity/2-O
 Maharashtra State Electricity Board
 'Prakashgad', Plot No.G-9,
 Bandra(East),
 Bombay-400 051.

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Correction Slip No.17 dt.1.3.1994

(To G.O.3(P) dt.30.4.62)
 (MSEB Employees' Gratuity Regulations, 1960)

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In pursuance of the approval accorded by the Board vide their Resolution No.625 dt.27.1.1994, following Regulation 10 (A) should be inserted after Regulation 10 in the Maharashtra State Electricity Board Employees' Gratuity Regulations, 1960, viz:-

"10 (A) :- Subject to the approval of the Competent Authority specified in the Note below this Regulation No.10 (A), the service rendered by the former employees of the Koyna Organisation in the Koyna Project under Government should be counted as continuous approved service towards qualifying service for gratuity as well as for actual payment of gratuity in respect of those employees who were under the C.P.F. Scheme in the Koyna Organisation and subsequently absorbed/transferred to the MSEB. Similar benefit of counting the service rendered by the former employees of the Koyna Organisation in the Koyna Project under Government as continuous approved service towards qualifying service for gratuity as well as for actual payment of gratuity shall also be admissible to those employees who were governed by the pension scheme while in the Koyna Organisation and in whose respect commuted value of pension and death-cum-retirement Gratuity has already been transferred to their C.P.F. Accounts as opening balance provided such employees refund the commuted value of pension and D.C.R.G. transferred to their C.P.F. Accounts at the time of their absorption, to the Board with interest thereon.

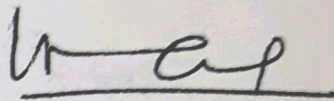
Note:- The Chairman in consultation with the Member(Adm.)/Secy., the Technical Member and the Accounts Member shall be the authority competent to decide any issues arising in connection with the above provision regarding counting of service rendered in the Koyna Organisation for gratuity payable by the Board and also to decide individual gratuity cases of the former employees of the Koyna Organisation in the Koyna Project under Government subsequently absorbed/transferred to the M.S.E.B."

2. The decision taken by the Board under their Resolution No.625 dt.27.1.1994 referred to above, is in partial modification of the Board's earlier Resolution No.4776

dt.27.5.1968. Consequently, the Office Order No.Estt-III/Koyna/26521 dated the 19th June 1968 (copy enclosed for ready reference) issued in pursuance of the said Board's Resolution No.4776 dt.27.5.1968 stands modified ab-initio accordingly.

3. This Correction Slip comes into force with immediate effect.

Encl: A Copy of the Office Order dt.19.6.1968.


(VINAY MOHAN LAL) 1/3/94
Member (Adm.) / Secretary

To,

All as per the Mailing List.

No.Estt-III/Koyna/26521
Maharashtra State Electricity Board
Mercantile Bank Building, Fort,
Bombay-1. Date:19th June 1968.

OFFICE ORDER

In pursuance of the Board resolution No.4776 dated 27.5.1968, service rendered by the employees of the Koyna Organisation in the Koyna Project under Government should be counted as continuous approved service towards qualifying service for the purpose of eligibility for gratuity, subject to the condition that the actual payment of gratuity is restricted to the period of service rendered in the Board.

Sd/-
Establishment Officer

To,

The C.E.(I) II & IV, Bombay.
The C.E.(III), Nagpur.
The C.E.(Elec) Koyna, Bombay.
The F.A. & C.A.O., Bombay.
The Secy., Bombay.
The Sr.P.S.S., Pophali.
The A.O. Koyna Wing, Bombay.
The A.P.O. Group I, II, Bombay.

Copy forwarded with compliments to:-

1. The A.G.Maharashtra, Bombay.
2. The Sr.Govt. Auditor, Stationed at H.O., Bombay.

No.GAD/Estt.Gr.I-B/Gratuity/2M/
Maharashtra State Elect.Board,
Prakashgad,Bandra(East),
Mumbai-400 051

ADMINISTRATIVE CIRCULAR NO.449 DT.25.02.2005

Sub:- Payment of Gratuity on the day of retirement.

According to Section 7 read with Sub-Section (3) of Payment of Gratuity Act, 1972, the employer shall arrange to pay the amount of Gratuity within thirty days from the date it becomes payable to the person to whom the gratuity is payable. Further, Sub-Section (3A) of Section 7 also provides that if the amount of gratuity payable under Sub-Section (3) is not paid by the employer within the period specified in Sub-Section(3), the employer shall pay from the date on which the Gratuity becomes payable to the date on which it is paid, simple interest at such rate not exceeding the rate notified by the Central Government from time to time.

2. However, it has been pointed out that the aforesaid provisions of the Act are not followed scrupulously and payment towards gratuity is not paid on the date of retirement or within one month from the date of retirement for obvious reasons. This has resulted in grievances from the employees.

3. In order to remove the bottle neck in the matter of payment of Gratuity on the day of retirement or within one month from the date of retirement to streamline the present procedure and to speed up the process, the following guidelines are issued.

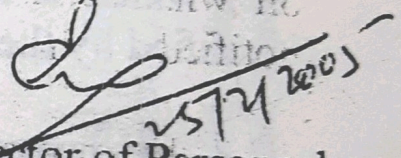
- a) All the field offices i.e, Zone, Circle and Divisions having the details of the employees are directed to forward the proposal for obtaining "No Objection Certificate" to the Disciplinary Action Cell, HO, Mumbai on or before 5th day of the month in respect of the employees retiring in a particular month.
- b) The Disc.Action Cell in HO on receipt of the request for "No Objection Certificate" should give the same by 8th day of the month.
- c) On receipt of the NOC the GAD Section at the Division, Circle and Zone Offices should prepare the proposal of Gratuity payment and send it to the Accounts Section for audit by 15th of the month.

d) The Audit Section should audit the proposal by 20th of the month and send the details of requirement of funds to be Suptdg. Engineer/Chief Engineer as the case may be, who in turn will take up the issue with the WM Section, HO, Mumbai for releasing the amount by 22nd of the month.

e) On receipt of requirement for funds, the WM Section in HO, Mumbai should make arrangement to send the funds by 28th of the month.

4/ All the Officers of the rank of Executive Engineers and above in all the Wings of the Board are requested to follow/implement the above guidelines scrupulously.

5/ This Adm. Circular is issued with the approval of Secretary and Accounts Member and shall come into force with immediate effect.


Director of Personnel

To,
As per Mailing list upto the
Level of E.E. in the field

ADMINISTRATIVE CIRCULAR NO.432 DATE 30/09/2004

Sub : Redressal of the monetary grievances/claims of the employees.

As a part of Internal Reforms, a Grievance Redressal Drive for clearing pending grievance/monetary claims of the employees as on 31/12/2002 was launched vide Circular No.GAD/Estt.Gr.VIII-(O&M)/F.No.370/6165 dt.28th February 2003. Subsequently, this special drive was continued beyond December 2002 and a second drive for clearing the pending monetary claims/grievances as on 30/6/2003 was undertaken vide Circular No.GAD/Estt.Gr.VIII-(O&M)/F.No.370/21484 dt.27th June 2003.

2. The Review of the Grievance Redressal Drive was taken from time to time in the Meetings of the E.Os/Dy.E.Os/Incharge of GAD in Zonal Office in the field. The Review was also taken by the Guardian Officers during their visits to the assigned areas.
3. Though the special drive as on 31/12/2002 and 30/6/2003 are over, it has been decided to make the grievance redressal of the employees as a part of regular duty and responsibility of the GAD Officers. It has also been decided that the annual performance of the GAD Officers shall be evaluated mainly on the basis of achievements made in the grievance redressal system. Therefore, the grievance redressal system shall continue to operate as hitherto before.
4. The issue regarding review of some of the items of the grievance redressal drive was also under consideration. The items of the monetary grievances/claims were discussed in the meeting with all the EOs/Dy.EOs/Incharge of GAD held on 3rd June 2004 at Nashik and also thereafter with the Unions and it has been decided to include the following items in the grievance redressal system for follow up and monitoring :-

- 1) G.O.74/111 (Grant of Higher grade benefit) cases
- 2) T.A. claims (including L.T.C. and Transfer T.A.)

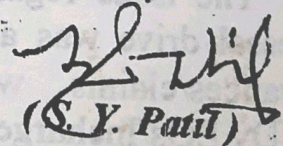
- 3) O.T. claims
- 4) Medical Advances and reimbursement claims in case of serious diseases/Advance in case of accidents
- 5) Passing of Marathi Language Examination by non-Marathi speaking persons
- 6) Nomination position (CPF, EPS, Gratuity)
- 7) Final settlement of claims of retired/deceased employees (Gratuity, CPF, EPS)
- 8) Release of Surety in case of HBA - position thereof
- 9) Release of Mortgage deed of HBA - position thereof
- 10) Supply of rainy season material/uniform cloth/T&P-position thereof

5. The review will be taken in the monthly meeting of the D.O.P., bimonthly meeting of Secretary and by the GAD Guardian Officer during their visits. In the review the analysis will be presented by the concerned GAD incharge of the Zone with action plan to clear/settle the pending claims. A proforma in which information of pending monetary claim and other items is to be furnished is enclosed as Proformas 'I-1' to 'I-2'. Consequently, Proforma - 'I' circulated along with minutes of meeting of EOs/Dy.EOs vide letter No.GAD/Estt./AD(P)/Mtg/F.No.844/1477 dt.2/7/2004 shall stand cancelled.

6. All the EOs/Dy.EOs and Heads of GAD upto the level of Division are requested to take a note of the above grievance redressal mechanism and ensure to submit the information from time to time.

7. The above instructions should be followed scrupulously and any dereliction of the duties on the part of GAD Officers shall be viewed seriously.

8. This Circular is issued with the approval of the Secretary.


(S. Y. Patil)

Director of Personnel

To
All upto the level of E.E. & above