

AD/WM-2008-09/ 174 No.03143

Date: 28 .01.2009

CIRCULAR.

Sub: Payment of Gratuity and Other Retirement Benefits.

Ref: EDHR/43453, Dated 12.12.2008.

Presently requirement of funds are being sent to CE (Distribution), H.O. Bandra, Mumbai in Proforma I, II, III. Proforma-I is for salary & allied. Proforma II is for suppliers bills & allied and proforma -III is for gratuity & others. In view of above referred circular, the following procedure regarding submission of indent for payment of gratuity & other retirement benefits is to be followed by all the field offices.

- 1 From Feb. 2009 onwards, Circle office will consolidate the requirement for gratuity & other retirement benefits for all the divisions under their control and submit the consolidated, audited indent directly to WM Section mentioning the single amount against each Circle/division, in the prescribed format attached herewith (Details of employee is not required) latest by 15th of the month.
- 2 WM section will send the required funds to the respective office as mentioned in the indent submitted by circle office on or before 20th of every month directly to the disbursement office.
- 3 If gratuity and other retirement benefits for January 2009 are send directly to WM Section, then this requirement should not be included in proforma III submitted to C.E. (Dist) , so as to avoid duplication.
- 4 From Feb. 2009 onwards amount of gratuity and retirement benefit will not be considered by WM Section if it is included in proforma III.
- 5 Indent directly submitted to W.M. Section by division office except Major Stores will not be considered.

Chief General Manager (F&A)

Copy s.w.rs to:

1. The Director(Finance), MSEDCL, HO, Mumbai
2. The Executive Director (HR),HO, Mumbai
3. The Executive Director (I) / (II) / (III), MSEDCL
4. The Regional Executive Director, Kalyan/Pune/Nagpur

Copy f.w.cs to:

1. C.E.(Comm.) / (Dist. - Infra) / (DSPC) / (LM) / (APDRP) / (PP), MSEDCL, Mumbai
2. All Chief Engineers of O&M Zones, MSEDCL
3. C.G.M.(IA) / C.G.M.(IT), / GCM (P) ,MSEDCL, Mumbai

Copy to:

1. G.M.(F&A-F) / G.M.(F&A-CA) / G.M.(F&A-Capex) / G.M.(F&A-Comm.) Manager(F&A-WM) / Manager(F&A), HO, MSEDCL, Mumbai
2. G.M.(F&A) of all zones.
3. All Superintending Engineers of O&M Circles, MSEDCL
4. All Managers (F&A) / Dy.Managers (F&A) of O&M Zones, MSEDCL.

Prescribed format -for submission of indent for Gratuity and retirement benefit.

Indent for Gratuity and other retirement benefit for the month:-

Name of Circle:-

Accounting Unit No-

Sr. No	Name of Office	Unit Code	Gratuity	Other Retirement Benefits	Total (Rs. Lacs)
1	Circle				
2	Division -I				
3	Division -II				
4					
5					
	TOTAL				

Note:-

(Please mention "Nil "if requirement for any month is nil)

(This statement must me audited)

It is to certify that this requirement is not included in the pro-forma III send to CE (Dist./Infra)

Asst .Manager (F&A)

Superintending Engineer (Circle)