

No.GAD/Non.T/E/DR/CS/PR-646/

10 2 2 9 3 2
BY R.P.A.D.

Date:

20 JUL 2011

To,
Shri More Ravindra Baliram
E-303, Rail Nagar Society,
Vasira WAKA, L. I. ROAD,
Borivali (West), Mumbai 400 092.

Sub : Appointment to the post of Company Secretary on contract basis.

Ref : Your application dt. 10.05.2011 for the post of Company Secretary and subsequent interview held on 02.07.2011.

Sir,

With reference to your application dt. 10.05.2011 for the post of Company Secretary, subsequent interview held on 02.07.2011. I am pleased to inform you that you are hereby appointed as a whole time Company Secretary of the Maharashtra State Electricity Distribution Co. Ltd., on the following terms and conditions:

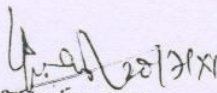
- 1) **Tenure:** The appointment shall be on fixed tenure basis initially for a period of 3 years commencing from the date of joining in the Company or upto the age of superannuation i.e 58 years, whichever is earlier.
- 2) **Nature of Work:** You will have to perform the Secretarial duties of the Company as required under the Companies Act, 1956. In addition to these duties, you will have to look after the work of legal matters of the Company. You will have to perform any other work as may be assigned by the M.D. from time to time.
- 3) **Pay & Allowances:-** You will draw pay & allowances in the pay scale of Rs. 36720-1560-71040. Your basic pay will be fixed as Rs. 36720/-p.m. (Rs. Thirty Six Thousand Seven Hundred and Twenty only.) The annual increment will be merit based. You will also be entitled to the Dearness Allowance which may be raised from time to time to the officer in the above grade on the basic pay component assumed for the purpose of compensation.
- 4) **P.F. Contribution:** Your contribution towards P.F. alongwith employer's contribution shall be sent to the RPF Commissioner as per the provisions of the Act.
- 5) **Accommodation:** In case, you occupy the Company maintained accommodation, the concessional rent as is being deducted from the salary of the officer in the grade of Rs. 36720-1560-71040 shall also be deducted from your salary.

- 6) **Vehicle:** You will be provided Departmental or hired vehicle along with Driver for official use.
- 7) **Telephone:** You will be entitled to telephone at resident and mobile phone for official use. The personal calls will be paid by you.
- 8) **Leave:** You will be entitled to leave as is admissible to the officers of the rank of C.E. in the Company. You will be eligible for leave encashment as per Service Rules and Regulations of the Company applicable from time to time from the date of joining.
- 9) **Medical Reimbursement:-** You will be entitled to reimbursement of expenses on specified surgical/serious diseases as may be admissible and notified under MSEB Medical Reimbursement Scheme applicable to the Employees of MSEDCL.
- 10) **Revision of pay and allowance:-** You will be entitled to pay and allowances on par with other employees of the rank of C.E of the Company declared for its employees.
- 11) **Taxes:-** Income tax and Professional tax and other statutory taxes, if any, shall be deducted as per rules.
- 12) **Sitting fees:** You will not be entitled to any sitting fees for attending the meeting of Board or any Committee thereof.
- 13) **Leave Travel Concession:-** You would be entitled to LTC for Home Town or any place in India only once during the contractual appointment as per the rules of MSEDCL.
- 14) **Other Conditions:**
 - i) You will have to maintain secrecy during the contract period of employment
 - ii) You will have to submit a physical fitness certificate from our Medical Adviser and also fill in attestation form to get your character & antecedents verified from the Police Dept. In case the said report is found adverse, your contract employment shall be terminated forthwith.
 - iii) You will be governed by the conduct & discipline rules of the Company as are applicable to the officer of the grade of C.E.
 - iv) Your contract is liable for termination either with notice of three months in writing or payment of compensation in lieu of notice period on either side.
 - vi) Your performance will be appraised yearly, on the basis of KPIs/and targets fixed from time to time.
 - vii) You will be governed by the rules and regulations of the Company which are not specifically mentioned in this appointment letter (as they exist at present and as may be amended from time to time.)
 - viii) During the terms of the contract you shall not engage in any activity, employment (part time/full time) in any capacity either directly or indirectly, as a partner, share holder, owner or otherwise in the management and operation of other organization.

If you are willing to accept the appointment to the post of Company Secretary on the aforesaid terms and conditions, you are requested to join the service of the Company by 16.08.2011. Before joining, you are also requested to intimate your willingness to accept the appointment immediately but in any case within 3 days from the date of receipt of this letter. In case you fail to communicate within the stipulated time, your appointment shall be treated as cancelled.

Thanking you,

Yours faithfully,


Chief General Manager (P)

Copy s.w.rs. to :-

- 1) The Managing Director, M.S.E.D.C.L., Corporate Office, Mumbai
- 2) The Director (Finance), M.S.E.D.C.L., Corporate Office, Mumbai
- 3) The Director (Operations), M.S.E.D.C.L., Corporate Office, Mumbai
- 4) All the Ex. Director, M.S.E.D.C.L., Corporate Office, Mumbai
- 5) All Chief General Manager, M.S.E.D.C.L., Corporate Office, Mumbai

Copy to :-

- 1) The General Manager (P)/(Non-T.E.)/(MPP)/(P), M.S.E.D.C.L., Corporate Office, Mumbai
- 2) The Manager (P)/(Non-T.E.)/(RC), M.S.E.D.C.L., Corporate Office, Mumbai
- 3) The Dy. Manager (P-Salary & Claims), M.S.E.D.C.L., Corporate Office, Mumbai
- 4) The Dy. Manager (F&A-CPF), M.S.E.D.C.L., Corporate Office, Mumbai
- 5) The Asstt. Manager (P)/(Salary & Claims)/(P)/(I-B)/(Board), M.S.E.D.C.L., Corporate Office, Mumbai
- 6) The Asstt. Manager (F&A-ET), M.S.E.D.C.L., Corporate Office, Mumbai
- 7) O.O./P.F./PR-646