



# MAHAVITARAN

(A Govt. of Maharashtra Undertaking)

CIN : U40109MH2005SGC153645

No. CGM(CF)/MSEDCL/Gratuity/5289

Date:-

21 FEB 2015

## CIRCULAR

### Sub: Payment of Gratuity and other Benefits of Retired Employees.

- Ref:- 1. ED(HR)'s Ltr. No. ED(HR)/43453 dtd.12/12/2008.  
2. T.O.Cir.No. AD/WM-2008-09/174/3143 dtd. 28/01/2009.  
3. T.O. Cir.No.Dir(F)/MSEDCL/Urgent Requirement/3844 dtd. 08/07/2014.

With reference to above subject, as per the existing procedure Circle office is submitting indent for payment of gratuity & other benefits of the retired employees directly to WM section on or before 15<sup>th</sup> of every month in the prescribed format as per the Circular referred above (2). As per existing practice indent amount for final Gratuity and other terminal benefits like, 1/3<sup>rd</sup> Gratuity, Pay fixation arrears, leave encashment & GO 74 arrears for the employees who were already retired are included. There is no uniformity in indent being sent by circle offices. WM section is sending funds by 23-24<sup>th</sup> of every month, as per audited indent received from circle offices. However it is observed that funds are not released to respective employee immediately on receipts of funds, due to non receipts of vouchers, the funds are remain idle in the Bank of field offices for many days.

To avoid such blockage of funds it is decided that, the circle office will consolidate the requirement of all Divisions under their control **only for final Gratuity** of employee who is retiring in the month and submit the **consolidated division wise**, audited indent directly to WM section on or before 15<sup>th</sup> of every month through e-mail in the prescribed format and WM section will transfer the funds by every 23<sup>rd</sup> or 24<sup>th</sup> of the month.

The other benefits of the retired employees i.e. 1/3<sup>rd</sup> gratuity, silver coin requirement, leave encashment, any arrears, if any will be send in the Prof-IV of 2<sup>nd</sup> installment of monthly indent. It is also instructed that priority may also be given by field offices in respect of claims of the retired employees in Performa IV.

The Audited indent in prescribed format received after 15<sup>th</sup> of the month will not be considered for the release of funds for that month. The same procedure will be implemented from March 2015.

This circular is issued with the approval of Director (Operations) & Director (Finance).

The circular will be made available on Company's website i.e. [www.mahadiscom.in](http://www.mahadiscom.in)

Encl: Format.

*r.g. shiroorkar*  
Chief General Manager (CF)

Copy s.w.rs.to:-

1. Regional Executive Director- I/II/III, Kalyan/Pune/Nagpur.
2. Executive Director (HR), HO Mumbai.

Copy f.w.cs.to:-

All Chief Engineers, MSEDCL, (O&M) Zones.

Copy to:-

1. All Superintending Engineers, MSEDCL,(O&M) Circles.
2. All Executive Engineers, MSEDCL,(O&M) Divisions.
3. Asst. General Manager (F&A-WM), HSBC Bank Bldg, Fort, Mumbai.

## Maharashtra State Electricity Distribution Co. Ltd.

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Email : vrshiroorkar@gmail.com • Website : [www.mahadiscom.in](http://www.mahadiscom.in)



**Format for Submission of indent for Gratuity of Retired Employees**

<b>Sr. No.</b>	<b>Name of Division/Circle</b>	<b>Unit Code</b>	<b>Amount of final Gratuity (in Lakhs)</b>
<b>1</b>	<b>Circle</b>		
<b>2</b>	<b>Division I</b>		
<b>3</b>	<b>Division II</b>		
<b>4</b>	<b>Division III</b>		
<b>Total</b>			

- Note:-**
1. Please mention "Nil" if the requirement for any month is Nil.
  2. This statement should be audited.
  3. The indent shall be indented only for the employees who are retiring on the indented month.

**Certificate:-** This is to Certify that the above requirement is not included in the monthly requirement of Proforma IV of the month.

**Manager/Sr. Manager (F&A)**  
\_\_\_\_\_ (O&M) Circle

**Superintending Engineer**  
\_\_\_\_\_ (O&M) Circle