

**MEGHALAYA ENERGY CORPORATION LIMITED**  
**SECRETARIAT**  
**LUM JINGSHAI , SHORT ROUND ROAD, SHILLONG- 793 001,**  
**MEGHALAYA**

No.MeECL/CA/230/2010/2

1<sup>st</sup> October 2010.

**OFFICE MEMORANDUM**

Sub: Visit of Officers abroad on private visit or otherwise.

In line with Govt. O/M.No.PER.15/99/73 dated 19.5.2003, it has been brought to the notice of the management of the MeECL that some employees have gone abroad without specific approval / order of the Competent Authority. It is, therefore, reiterated that all visits abroad either on private visit or otherwise, should be made only after specific approval is sought for and obtained for the purpose.

Any violation of these instructions would entail disciplinary action as considered appropriate.

sd/-  
**(M. R. Synrem)**  
Director Corporate Affairs