



RETIRED TELECOM OFFICERS' WELFARE ASSOCIATION

Reg No: F-37187 (Mumbai) 2008

Corr.Add: A-402, Gayatri Avenue, 90' Road, Thakur Complex, Kandivali (E), Mumbai-400101

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Treasurer
9969805533

RTOWA MUMBAI/CORR/2020/

DATED 14th July'2020

To
Smt. V. G. Mishra
CCA Mumbai

Respected Madam,

Sub:-Delivery of PPOs to Pensioners and Form-16 /Income Certificate

- 1. Delivery of PPOS :-** At present the PPOs are either collected by pensioners personally from AO PDA office or sent to the Pensioners by post. In the present environment of lock down Pensioners being senior citizens are not allowed to go out and confined to their residence. Post Office has not resumed it's normal work and it is not possible for AO PDA to send by post. However many local couriers are working. **It is requested to examine the possibility of sending the PPOs by reputed Courier. Better services such as Soft copy of List of delivery report with signature of recipient and List of undelivered PPOs with reasons for nondelivery etc may be provided by the courier perhaps at the same cost of speed post.**
- 2. It is also requested to upload a List of PPOs generated every month on pensioner portal. PPO number is required to claim 50% reimbursement of CGHS contribution from MTNL. To start with, it is requested to upload a list of PPOs generated from March'2020 to June'2020.**
- 3. Form-16 and Income Certificate :-** These are due to be issued for the FY 2019-2020. Pensioners were used to collect them from AO PDA office or these were sent by email to them by AO PDA at their request. At present pensioners are unable to visit AO PDA Office. Moreover, it is also not possible for AO PDA to send it to all the Pensioners by email as the work will be voluminous and many pensioners may not have email id. **Therefore it is requested to upload the Form 16 as well as Income Certificate on Pensioner portal with facility to print.**

Madam it is earnestly requested to consider the above requests,

With high regards,

Yours Sincerely,

(J.S. YADAV)

JT. GENERAL SECRETARY

Copy to

1. Shri. M. Dhuri AO PDA with a request to do the needful.