



महानगर टेलीफोन निगम लिमिटेड

MAHANAGAR TELEPHONE NIGAM LTD

(A GOVT OF INDIA ENTERPRISE)

O/O General Manager (pension),

14th Floor, Telephone House, Prabhadevi, Mumbai - 400 0.

No: MTNL/PEN/Gen.Inst/2014-16 /55

Dt. 30/10/2015

To
All Area General Managers,
General Manager (MM/LC/CETTM/GSM),
Chief Engineer (BLDC),
M.T.N. Ltd., Mumbai.

Sub: Collection Centre for receipt of Life Certificate of
MTNL Combined Service Pensioners -reg.
Ref: DoT letter no.28-10/TA-I/MTNL/7321to7354 Dated 27/10/2015.

With reference to the letter cited above, DoT/Corporate Office has instructed to collect and forward the Life Certificate from **MTNL Combined service pensioners** duly signed by the prescribed authority as per Central Treasury Rules on behalf of A.O.(P.D.A.) of CCA, MH Circle.

In this connection, all the Dy. Managers (works), MTNL, Mumbai dealing with pension are authorised to collect the duly signed Life Certificates and forward the same to CCA, MH circle on daily basis.

This is in addition to the collection of Life Certificate by A.O. (P.D.A), 3rd Floor, Curry Road Telephone Exchange.

Hence, it is requested to make necessary arrangements for collection of Life Certificate from **MTNL Combined service Pensioners** and forward the same on **daily basis** to A.O. (PDA), 3rd Floor, Curry Road Telephone Exchange for further updation, **as drawal of November 2015 pension is subject to receipt of Life certificate**. An acknowledgment may be given to individual pensioner in the attached format on receipt of the Life Certificate. It may kindly be ensured that absorbed officers of MTNL and BSNL are not yet authorised to sign the Life Certificates. MTNL is authorised only to collect and forward the same.

General Manager (Finance)
M.T.N. Ltd., Mumbai.

- Encl: 1. Copy of Life Certificate form
2. Copy of Central Treasury Rules
3. Acknowledgment format

ANNUAL LIFE CERTIFICATE

1. Certified that I have seen the pensioner.....(Name of the pensioner) ,holder of Pension Payment Order No..... and that he/she is alive on this date.

Signature.....

Name.....

Designation of the Authorized Officer.....

.....
Pensioner signature

Address

.....

.....

Tel. No. Mobile No.

Aadhar No.

E-Mail address

Dated:

(List of Authorities of Authorized Officer is Attached)

2. Declaration of Non-employment/Re-employment

I declare that I am not serving in any capacity rather in a Government Department/Office/Company Corporation/Autonomous Body or Society of the central/State/UT/Local body
OR

I declare that I have been employed/Re-employed in the office of with effect from which is partially/fully financed by the Central/State/UT/Local Body.

3. Declaration of Non-Marriage/Non Remarriage (For Family Pensioners Only)

I hereby declare that I am not married/Re-married

OR

I have got married/Re-married on With(Name of Spouse and address)

Declaration by Family Pensioners Only

I am getting Family Pension from DoT and I will declare amount of family pension to Income Tax Department as income from other sources for computation of Income Tax. I shall be personally responsible for any default in this respect to the Income Tax Department.

I certified to the best of my knowledge and belief that the above declaration is correct.
(Please score out un related declaration)

Signature of Pensioner/Family Pensioner.....

Place

Date

वार्षिक जीवन प्रमाण पत्र

प्रमाणित किया जाता है कि पेंशनर श्री/श्रीमती
जिनकी पेंशन भुगतान आदेश संख्या है, आज दिनांक
..... को जीवित है।

हस्ताक्षर.....

.....

नाम

पेंशनर के हस्ताक्षर

अधिकारी का पदनाम.....

पता.....

.....

.....

टेलीफोन नम्बर

(मुहर)

मोबाईल नम्बर

आधार कार्ड नम्बर

दिनांक

(जीवन प्रमाण पत्र निर्गत करने वाले
अतिरिक्त अधिकारियों की सूची संलग्न है)

बेरोजगार/पुनरोजगार प्रमाण पत्र

मैं घोषणा करता/करती हूँ कि मैं सरकार के किसी विभाग
कार्यालय/कम्पनी/निगम/स्वायत्त संस्थान या सोसायटी अथवा केन्द्र/राज्य सरकार/केन्द्र शासित
सरकार/स्थानीय निकाय में किसी भी पद पर कार्यरत नहीं हूँ।

अथवा

मैं यह घोषण करता/करती हूँ कि मैं(नियोक्ता का
नाम)पद पर दिनांक से कार्यरत हूँ जो कि केन्द्र सरकार/राज्य सरकार/ केन्द्र
शासित सरकार/स्थानीय निकाय द्वारा आंशिक/पूर्ण रूप से वित्त पोषित है।

विवाह सम्बन्धी घोषणापत्र (पारिवारिक पेंशन हेतु)

मैं यह घोषणा करता/करती हूँ कि मैंने पुनर्विवाह नहीं किया है

अथवा

मैंने

श्री/श्रीमती.....पता

..... के साथ दिनांक

..... को विवाह/पुनर्विवाह किया है।

(पारिवारिक पेंशन हेतु)

मैं दूसंचार विभाग से पारिवारिक पेंशन प्राप्त कर रहा हूँ/कर रही हूँ और मैं आयकर के
आंकलन हेतु आयकर विभाग के समक्ष प्रस्तुत की जानी वाली आयकर विवरणी में इस आय को आय
के अन्य स्रोत के रूप में घोषित करूँगा/करूँगी। इसमें किसी प्रकार की त्रुटि के लिए मैं
व्यक्तिगत रूप से आयकर विभाग को प्रति जवाबदेय रहूँगा/रहूँगी।

मैं यह प्रमाणित करता हूँ कि उपरोक्त कथन पूर्णतया सत्य हैं।

(असम्बन्धित घोषणापत्र को काट दें)

पेंशनर हस्ताक्षर/पारिवारिक पेंशनर हस्ताक्षर दिनांक

स्थान

जो भी पेंशनर असधारण परिस्थितियों में निम्नलिखित अधिकारियों द्वारा जीवन प्रमाण पत्र निर्गत करवा सकता है कि सूची नीचे दी गई है। ऐसे पेंशनर को सवितरण विभाग में व्यक्तिगत उपस्थिति से छूट प्राप्त है।

A pensioner who produces a life certificate signed by any person specified hereunder is exempted from personal appearance :

- क वह व्यक्ति जो कि किमिनल प्रोसिडयूल कोर्ट ;ब्लच्छद के तहत जूडिशियल मजिस्ट्रेट के रूप में कार्यरत है।
ii. **a person exercising the powers of a Magistrate under the Criminal Procedure Code;**
- ख वह व्यक्ति जो कि भारतीय रजिस्ट्रेशन एक्ट के तहत रजिस्टार या सब-रजिस्टार के रूप में कार्यरत है।
iii **a Registrar or Sub-Registrar appointed under the Indian Registration Act;**
- ग वह व्यक्ति जो सरकार में प्रथम एवं द्वितीय श्रेणी का अधिकारी हो।
iii **a Group A or B Government servant;**
- घ पुलिस विभाग का अधिकारी जो उप-निरीक्षक के पद से नीचे न हो और थाना-प्रभारी के रूप में पद स्थापित हो।
iv **a police officer not below the rank of sub-Inspector-in-charge of a police station;**
- ङ डाक-विभाग के पोस्ट-मास्टर एवं सब पोस्ट-मास्टर या डाक विभाग में निरीक्षक के रूप में कार्यरत हो।
v **a Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;**
- च भारती रिजर्व बैंक के प्रथम श्रेणी के अधिकारी, भारतीय स्टेट बैंक एवं उनके सहायक बैंको के प्रथम एवं द्वितीय श्रेणी के अधिकारी।
vi **a Class I Officer of the Reserve Bank of India, an officer (including Grade II officer of the State Bank of India or of its subsidiary;**
- छ वह सेवानिवृत्त व्यक्ति जो सेवानिवृत्ति के पहले ज्यूडीशियल मजिस्ट्रेट के रूप में कार्यरत था।
vii **pensioned officer who, before retirement, exercised the powers of a Magistrate;**
- ज जस्टिस ऑफ पीस
viii **a Justice of Peace;**
- झ प्रखंड विकास अधिकारी , मुंशिफ , तेहसील्दर या नायब तेहसील्दर;
ix **A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;**
- ञ सरपंच, ग्राम पंचायत प्रमुख या पंचायत प्रमुख अथवा ग्राम पंचायत कार्यकारिणी समिति के सदस्य (सत्यापित करने के उपरान्त)
x **head of a Village Panchayat, Gram Panchayat or an Executive Committee of a Village. (to be verified).**
- सदस्य - संसद, विधान सभा , केंद्र शसित राज्य अथवा प्रशासन के विधान सभा के सदस्य ;
xi **Members, of Parliament, of State Legislature, or of legislatures'of Union Territory Government / Administrations.**
- त ट्रेजरी अधिकारी
xii **Treasury Officer.**

यदि कोई पेंशनर सार्वजनिक क्षेत्र के बैंक से पेंशन प्राप्त कर रहा है तो जीवन प्रमाण पत्र उस बैंक के शाखा के इंगित अधिकारी के द्वारा निर्गत किया जा सकता है।

यदि कोई पेंशनर विदेश में रह रहा है/रही है एवं किसी अन्य बैंक के द्वारा जोकि भारतीय रिजर्व बैंक अधिनियम 1934 के द्वितीय अनुच्छेद में दिये गये बैंकों से भिन्न पेंशन प्राप्त कर रहा है/रही है तो जीवन प्रमाण पत्र उस बैंक के निर्धारित अधिकारी के द्वारा निर्गत किया जा सकता है।

यदि कोई पेंशनर जो विदेश में रहता/रहती हो और उसके द्वारा प्राधिकृत एजेंट यदि किसी मजिस्ट्रेट/नोटरी/बैंक अधिकारी या भारतीय राजनयिक प्रतिनिधि के द्वारा जीवन प्रमाण पत्र प्रस्तुत करता हो तो भी उसे व्यक्तिगत उपस्थिति से छूट प्राप्त है।

In the case of a pensioner drawing his pension through a public sector bank, the life certificate may be signed by an officer of a public sector bank. In the case of a pensioner residing abroad and drawing his pension through any other bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of that bank. A pensioner not resident in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from personal appearance.

342. A pensioner specially exempted by the orders of competent authority from personal appearance, a female pensioner not accustomed to appear in public, or a pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive pension through a representative upon the production of a life certificate signed by a responsible Government officer or by some other well-known and trustworthy person.

343. A pensioner who produces a life certificate signed by any person specified hereunder is exempted from personal appearance—

- (i) a person exercising the powers of a Magistrate under the Criminal Procedure Code;
- (ii) a Registrar or Sub-Registrar appointed under Indian Registration Act;
- (iii) a Gazetted Government servant;
- (iv) a Police Officer not below the rank of Sub-Inspector-in-charge of a Police Station;
- (v) a Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;
- (vi) a Class I Officer of the Reserve Bank of India, an officer (including Grade II officer) of the State Bank of India or of its subsidiary;
- (vii) a Pensioned Officer who, before retirement, exercised the powers of a Magistrate;
- (viii) a Justice of Peace;
- (ix) a Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
- (x) a Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an Executive Committee of a Village;
- ¹[(xi) Members of Parliament, of State legislatures or of legislatures of Union Territory Governments/Administrations.]
- ²[(xii) Treasury Officer.]

In the case of a pensioner drawing his pension through a Public Sector Bank the life certificate may be signed by an officer of a Public Sector Bank. In the case of a pensioner residing abroad and drawing his pension through any other Bank included in the Second Schedule to the Reserve Bank of India Act, 1934, ³[] the life certificate may be signed by an officer of the Bank.

1. Inserted vide C.S. No. 1/82/41, dated the 29th January, 1982.

2. Inserted vide C.S. No. 1/91/67, dated the 22nd April, 1991.

3. The words "Officer of the Reserve Bank of India Act, 1934" deleted vide C.S. No. 1/79/16, dated the 3rd November, 1979.

A pensioner not resident in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from special appearance.

344. Payment of pensions to Police pensioners may be made in accordance with Rules 339 to 366-A, but if the disbursing officer entertains any doubts as to the identity of such a pensioner, he may require the local Inspector of Police to identify the pensioner. The Inspector would then be responsible for the correct identification of the pensioner.

345. A pensioner not resident in India may, ¹[] draw his pension in India through a duly authorized agent possessing a legally valid power of attorney, who must produce a life certificate on each occasion unless the duly authorized agent has executed an Indemnity Bond to refund overpayments in which case he has to produce the life certificate at least once a year.

346. ²[Deleted.]

347. The pension of a person drawn through an authorized agent who has executed a Bond to refund overpayments shall not be paid on account of a period of more than a year after the date of the life certificate last received, and the disbursing officer shall be on the watch for authentic information of the death of any such pensioner and on receipt thereof shall promptly stop further payments.

348. When a pensioner is a minor or is for any reason incapable of managing his own affairs and has no regularly appointed Manager or Guardian, the Collector may, on application by or on behalf of the pensioner, and subject to such conditions as he may impose, declare any suitable person to be the Manager or Guardian for the purpose of receiving, on behalf of the pensioner, the pension due to him and payments of pension may be made to such Manager or Guardian in the same way as to pensioner himself, provided that sufficient proofs are forthcoming at the time of each payment of the pensioner being alive and eligible to receive the pension for the period covered by the payment. Such declaration may at any time be revoked or altered at the discretion of the Collector.

NOTE.— Pension of a person who is certified by a Magistrate to be a lunatic should be paid in accordance with Section 95 (1) of the Indian Lunacy Act, 1912.

Forms of Pension bills and connected certificates

349. (1) Save as hereinafter provided in this rule, claims for payment of pensions shall be presented on bills in a form similar to Form T.R.-37, a copy of which will be supplied by the disbursing officer to each pensioner

1. The words "with the permission of the Reserve Bank of India" deleted vide C.S. No. 1/90/66, dated the 18th December, 1990.

2. Deleted vide C.S. No. 1/84/51, dated the 20th October, 1984.

MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI
AREA NAME.....

ACKNOWLEDGEMENT

Life Certificate of Pensioner /Family Pensioner of Shri/Smt/Ms. _____

(Name of Pensioner) holder of Pension Payment Order No. _____

_____ has been received for onward submission to A.O (P.D.A), %CCA,
Mumbai.

Date :-

Signature

Name.....

Staff no.....

Stamp of the receiving Unit