



महानगर टेलीफोन निगम लिमिटेड
MAHANAGAR TELEPHONE NIGAM LTD
(A GOVT OF INDIA ENTERPRISE)

O/O Senior Manager (Pension),
Pension Cell, 4th Floor, Currey Road Tele.Exch.Bldg, Mumbai – 400 012.

No: MTNL/PEN/Gen.Instructions/2015-16/53

Dt. 24/10/2015


To
All SMs (Cash/Works)
MTNL, Mumbai.

Sub: Life Certificate form and signing authority – reg.

A single page format provided by A.O. (P.D.A) containing Life certificate, Re-marriage/Non-re-marriage certificate and Employment/Non-Re-Employment Certificate is enclosed herewith. Wide publicity may kindly be given to all the pensioners for using the format provided by CCA, MH Circle.

The copy of Central Treasury rules is also enclosed herewith which specifies the authority who can sign the Life Certificate for those exempted from personal appearance.

Encl: as above


SM (Pension)
MTNL, Mumbai.

Copy to: 1) GM (F) for kind information.
2) All DGMs (F) for kind information.

CERTIFICATES TO BE SUBMITTED BY THE PENSIONERS

LIFE CERTIFICATE

(to be submitted in the month of November alongwith Copy of Aadhar Card)

Certified that I have seen the Pensioner Mr/Mrs./Miss _____
Son/Daughter/Wife/Husband of _____ holder
of P.P.O. No. _____ and he/she is alive on this date.

Date:

Signature of Authorised Officer
(With Seal)

RE-MARRIAGE/NON-RE-MARRIAGE CERTIFICATE

(Only in case of Family Pensioners)

I hereby declare that I have / have not re-married during the last one year.

Signature/Thumb impression of Pensioner

EMPLOYMENT / NON RE-EMPLOYMENT CERTIFICATE

(only in case of Gr "A" Officers)

- i. I hereby declare that I have not served in any capacity either in a Government department/office company, Corporation, autonomous body or Society of Central or State Government or Union Territory or a Local Fund during the last one year.

OR

I declare that i have been employed/re-employed in the office of _____
which is a part of / financed by _____ Government.
Further that the orders of my re-employment do/do not stipulate my pension being held in abeyance.

- ii. I declare that I have not accepted any commercial employment in India.

OR

I declare that I have accepted commercial employment in India after obtaining prior sanction of the Central/State Government and none of the conditions, if any, attached thereto by Government has been violated.

Note:- This declaration is required to be given for a period of 1 year from the date of retirement.

- iii. I declare that I have not accepted employment under a Government outside India/ an international organisation of which government of India is not a member.

OR

I declare that I have accepted employment under a Government outside India/ an International organisation of which government of India is not a member after obtaining the prior sanction of the Central/ State Government and none of the conditions attached thereto by the Government has been deviated.

(Signature of Pensioner)

Pensioner's Aadhar No. _____

Pensioner's PAN No. _____

Pensioner's Mobile No. _____

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.