



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

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

No. MTNL/PEN/Genl-Corr /2017-18/33

October 17, 2017

To,
All DGM's (Finance)
MTNL Mumbai

**Sub: Annual Life verification of Combined Service Optees of MTNL Pensioners by
O/o Pr. CCA, Mumbai**

Ref: 1. Pr.CCA/MH/PDA/LIFE CERTIFICATION2017-18 dated 16.10.2017
2. Pr.CCA/MH/PDA/Life Certification/2017-18 dated 16.10.2017
3. Pr.CCA/AO(PDA)/Jeevan Pramaan/2017-18 dated 16.10.2017

With reference to above, the life verification of Combined Service Optees of MTNL Pensioners will be commenced from 01.11.2017 with the following procedure issued by the AO(PDA), O/o Pr.CCA, Maharashtra Circle is as below.

1. The pensioner has to submit life certificate in person before the **AO (PDA), O/o Pr.CCA, Currey Road Tel. Exchange**. Those who are in receipt of DOT PPO must carry alongwith, others may carry Xerox copy of MTNL PPO or any photo identity issued by MTNL or Govt. authorities.
2. Those pensioners who are unable to attend office in person due to illness, disability etc. may send their life certificate in the prescribed proforma issued by the authority prescribed in Rule 343 of the Central Treasury Rules.
3. "**Jeevan Pramaan**" life certificate issued online by a Govt. agency as a result of Aadhar Biometric Authentication will also accepted as a valid certificate those who are in receipt of DOT PPO. The detailed procedure of the same is attached herewith. The "Jeevan Praman" can be used from authorized **e-seva kendra's** of State Governments where iris scanner available with the attached procedure.
4. Area Dy. Manager (Works) are hereby authorized to collect the life certificate attested by the authority prescribed in Rule 343 of CTR and same will be submitted to AO (PDA), CCA Mumbai on day to day basis.
5. Office of the AO (PDA), Mumbai will remain open on all Saturdays in the month of November-2017 for receipt of life certificates. The office will remain closed on Public Holidays and Sundays.

Suitable instructions may be given to concern for the proper guidance/communication to pensioners to make the process hasslefree.

Office Timings : 10.00 am to 04.00 pm

Address:
Accounts Officer (PDA),
O/o Pr.CCA Maharashtra circle,
3rd floor, currey Road Tel. Exchange Bldg.,
Currey Road(East), Mumbai-400012

Dy. General Manager (Pension)
MTNL, Mumbai-400012

Encl: as above

STAFF NO. _____

LIFE CERTIFICATE

(to be submitted in the month of November along with 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. _____, Bank a/c no. _____ and he/she is alive on this date.

Pensioner's signature : _____

Signature of Authorised Officer

(With Seal & Date)

Pensioner's Aadhar No. _____

Pensioner's PAN No. _____

Pensioner's Mobile No. _____

RE-MARRIAGE/NON-RE-MARRIAGE CERTIFICATE

(Only in case of Family Pensioners)

I hereby declare that I have / have not married/ re-married during the last one year and not earning more than Rs 9000/- pm.

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)

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;
- (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, [] 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.

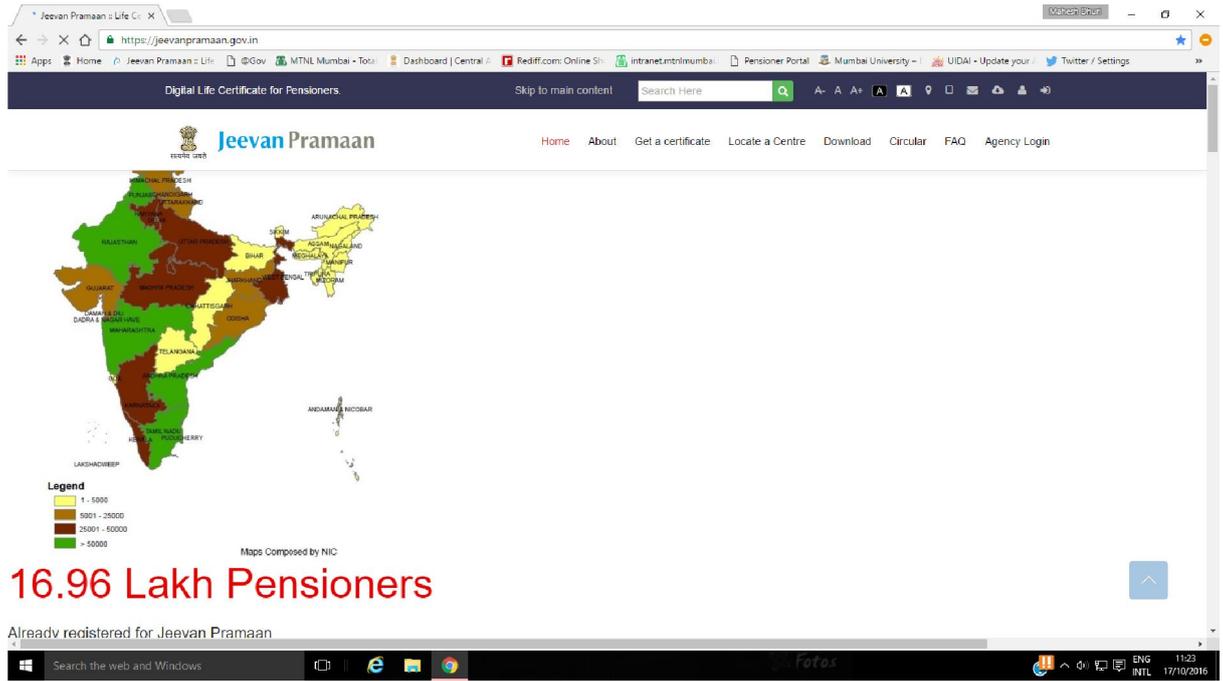
NOTE.— Pension of a person who is certified by a Magistrate to be a lunatic should be paid in accordance with Section 95 (1) of the Indian Lunacy Act, 1912.

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

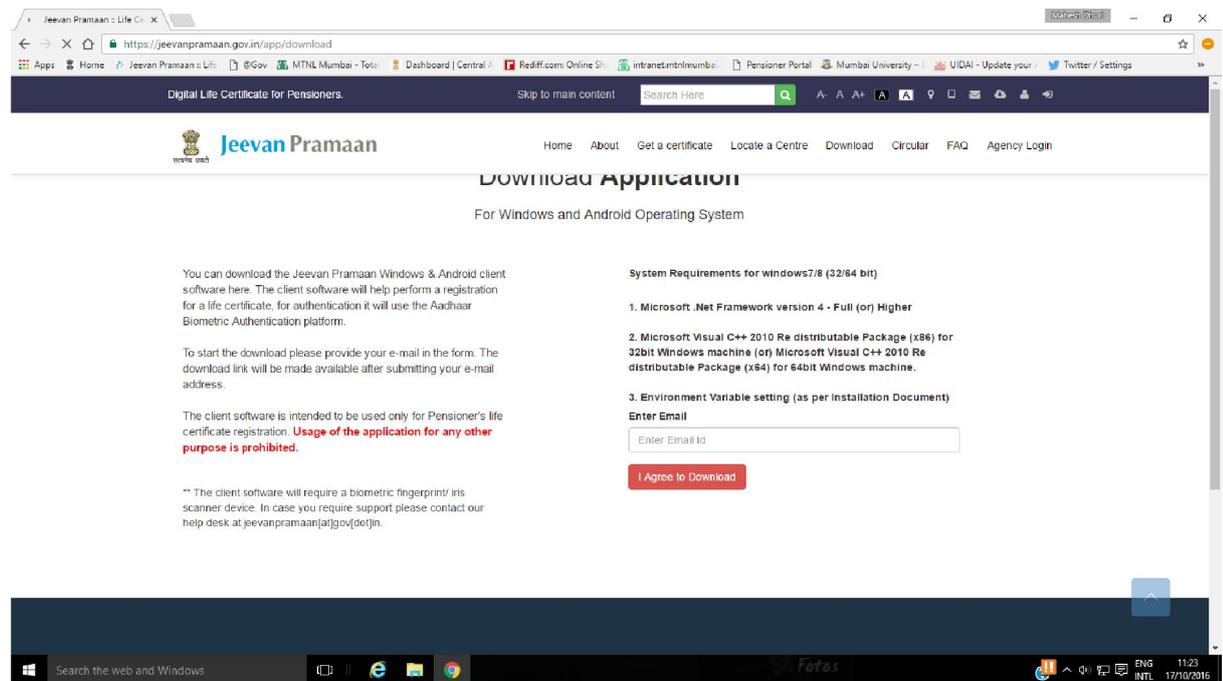
1. The words "with the permission of the Reserve Bank of India" deleted vide C.S. No. 1/90/66, dated the 18th December, 1990.

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



1) Requirement for Registration of Jeevan Praman i.e. Adhar Base

- a. You can download the Jeevan Pramaan Windows application & Android client software from official website. The application window & client software together will help perform a registration for a life certificate, for authentication it will use the Aadhaar Biometric Authentication platform.



- b. To start the download please provide your e-mail in the form. The download link will be made available after submitting your e-mail address.

- c. Finger print scanner required Biometric finger print / Iris Scanner device. Jeevan Praman Window Application downloaded on your system should be compatible with the Optical Finger Censor (Iris Scanner) see pic below.



- 2) To register through Jeevan Praman Window, open the Jeevan Praman Window by providing mobile number & Adhar number for generation of OTP.

A screenshot of a software application window titled "V2.74 Pensioners life certificate system Windows 8 .Net:4.0.30319...". The window content is as follows:

JEEVAN PRAMAAN - Pensioners life certificate
Pensioner Authentication

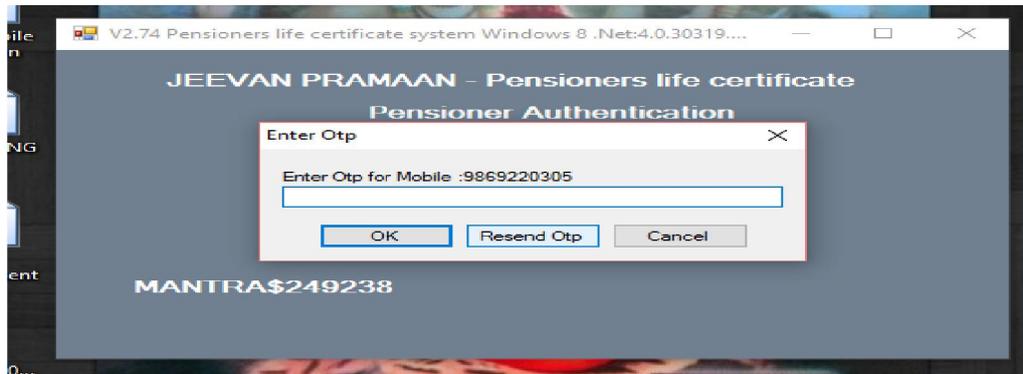
Mobile *

Aadhaar *

MANTRA\$249238

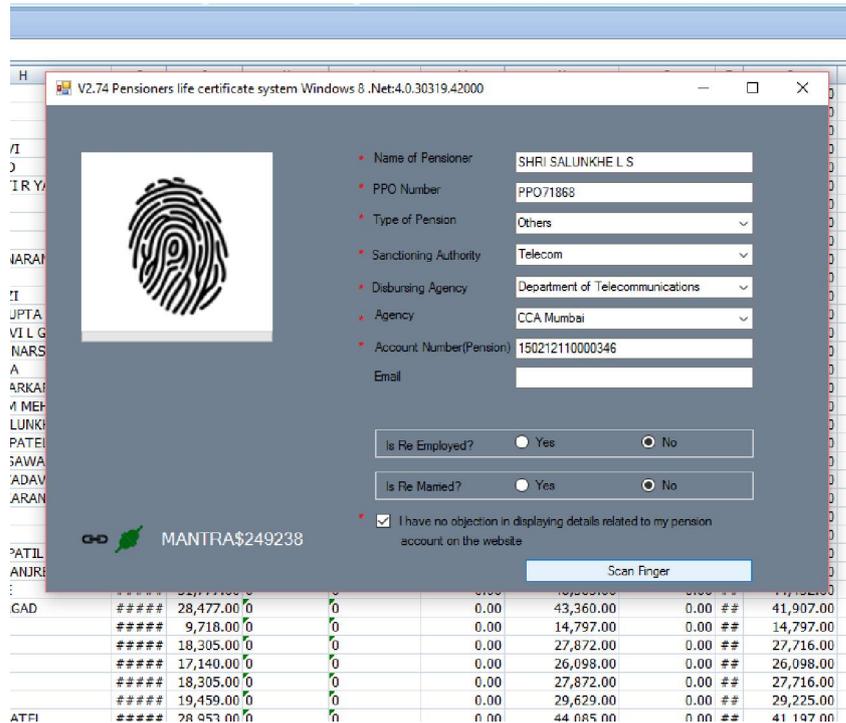
The window is overlaid on a background image that appears to be a portrait of a man, possibly a religious or historical figure, with some text in Hindi at the bottom.

3) After generation of OTP, please provide the same for Authentication & proceed further for actual registration process.

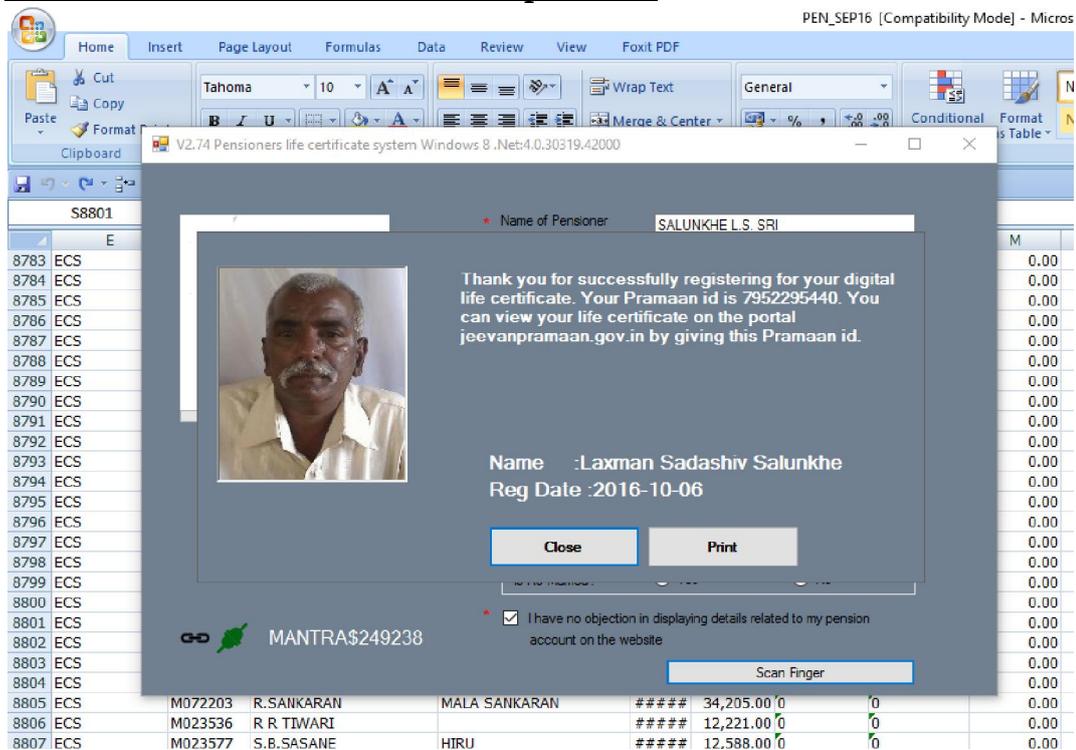


4) The registration process has 8 columns to be filled as below

- A) Name of the pensioner (*AS PER NEW DOT PPO*)
- B) PPO Number: - New DOT PPO (*e.g PPO12345*)
- C) Type of pension :- EPS, Family, Others/Service (*SELECT SERVICE*)
- D) Sanctioning Authority:- Central Govt /Telecom (options available with other such similar options) (*SELECT TELECOM*)
- E) Disbursing Agency: - BANK/POST OFFICE/DOT (*SELECT DOT*)
- F) Agency: - Names of the Bank (CCA DELHI/CCA MUMBAI) (*SELECT CCA MUMBAI*)
- G) Account Number (Pension):- *BANK A/C NO. WHERE PENSION IS RECEIVED*
- H) Email:- *OPTIONAL*



5) After providing registration details Biometric Authentication ie Finger has to be scanned on finger scanner. It will authenticate the pensioner & Praman ID will be generated. Certificate will be issued (displayed) with notification on email or mobile no. provided



Accounts Officer (PDA) CCA
Mumbai - 400 012.