

**MAHANAGAR TELEPHONE NIGAM LTD.
PRABHADEVI, V.S.MARG, MUMBAI-400028**

No.: DM (W) /EPS 95/Pension/ /2019-20 Date:

To
The Account Officer (P&A) HQ,
M.T.N.L., Mumbai.

Sub.: Settlement of Pension Case under Employee's Pension Scheme, 1995 of Shri. **RAJESH KUMAR DUBEY**,
Design: **SR.MANAGER**, St.No. **M073016** & Emp.No. **M043738**, Retired on **31/01/2020** -Forwarding of pension paper set.

With reference to the above subject, a set of dully filled up Pension Forms received from **RAJESH KUMAR DUBEY**, Design:**SR.MANAGER**, St. No. **M073016** & Emp. No. **M043738**, who is Retired on **31/01/2020** under Employee's Pension Scheme, 1995 are enclosed herewith and forwarded to your office for further necessary action please. Details of enclosures are as given below.

Kindly acknowledge the receipt.

Encl.:

- 1) Form 10-D(EPS) - 2 copies.
- 2) Form-19 in - 2 copies.
- 3) Copy of 1st page of Salary Account Pass Book =2 Copies.
- 4) Copy of one cancelled cheque of salary account with 1 Xerox copies.
- 5) Xerox copy of official's PAN card - 3 copies.
- 6) Xerox copy of official's Aadhar card - 3 copies.
- 7) Copy of PAN card of employee's spouse - 3 copies.
- 8) Copy of Aadhar Card of employee's spouse - 3 copies.
- 9) Xerox copy of PAN Card & Aadhaar Card of children - 3 copies each(Age less than 25 years).
- 10) Xerox copy of first page of EPFO Pension Passbook - 3 copies each.
- 11) Copy of one Cancelled Cheque of EPFO Pension A/C with 3 xerox copies.
- 13) Joint Passport size photographs - 5 copies.
- 14) Format of submission of list of surviving family members - 3 copies.
- 15) Form 2 (REVISED) Nomination and Declaration form - 3 copies.
- 16) Joint Declaration by the Member & Employer - 2 copies (To be Signed by Employee only and not to be filled).

For the payment of Gratuity/Leave Encashment:-

- 17) Application for gratuity -Form 'I' - 2 copies
- 18) Form G - Nomination for Gratuity - 2 copies.
- 19) Undertaking for payment of DCRG - 2 copies..
- 20) Undertaking/Declaration regarding payment of leave encashment /Income Tax - 2 copies.
- 21) Last Leave certificate from Controlling Officer - 2 copies(To be issued on 31/01/2020).
- 22) Form 3 Details of Family - 2 copies.
- 23) Descriptive roll of employee - 3 copies.
- 24) Specimen Signature sheet from Employee - 3 copies.
- 25) EST-54 Thumb and Finger impression card from Employee - 3 copies.

Other Document:-

- 26) Particulars of Govt. Accommodation occupied during the service - 2 copies.
- 27) Undertaking /Declaration regarding Non-Employment after retirement under VRS-2019 scheme. - 2 copies.
- 28) Specimen letter of Undertaking by the Pensioner to MTNL - 2 copies.

For Release of Dearness Allowance for Pro-rata Pension:-

- 29) Letter addressed to AO (CCA) regarding the release of Dearness Allowance on Pro-rata Pension - 2 copies.

Signature of Controlling Officer
With seal