



महानगर टेलीफोन निगम लिमिटेड
MAHANAGAR TELEPHONE NIGAM LTD

(A GOVT OF INDIA ENTERPRISE)

Office of Dy. General Manager (Pension), 4th Floor, Currey Road Tel. Exchange,
Currey Road (East), Mumbai - 400 012.

No.MTNL/PEN/VRS-2019/Corr/2019-20/9

Date: 06-01-2020


To,
All Dy. Manager (Cash/Works/P&A)
MTNL Mumbai

Sub: Forwarding of pension papers to concerned Pension Cell in respect of VRS-2019 optees
Ref: 1. MTNL/PEN/VRS-2019/Corr/2019-20/7 dated 03-01-2020
2. MTNL/PEN/VRS-2019/Corr/2019-20/8 dated 04-01-2020 (Corrigendum)

With reference to above letters, the VRS-2019 optees were requested to submit the pension papers through WFMS system and print out may be submitted to concerned Dy. Manager (Works/P&A) for onwards submission to Pension Cell of MTNL/CCA Mumbai. In this respect two check sheets for Combined Service Optees and Prorata / Direct optees are attached herewith for forwarding the pension papers provided by the employee alongwith the WFMS print out duly signed by the Dy. Manager (P&A) and Head of Office.

The units are using different outstanding dues certificate, for uniformity a comprehensive outstanding dues certificate is attached and the same should be signed by Dy. Manager (Cash/P&A) for onwards submission to admn. and works section for recovery from the Ex-gratia and retirement benefits.

Kindly expedite the process of the pension in the WFMS and forward to the concerned Pension Cell.


Dy. Manager (Pension)
MTNL, Mumbai-400012

Encl: as above

Copy to:

- | | | |
|------------------------------|---|----------------------|
| 1. GM (Finance), MTNL Mumbai | - | for kind information |
| 2. All DGMs (Finance) | - | for information |

Check sheet for VRS-2019 Combined Service Optees

Sl. No.	Type of Document	No. of copies	CCA Mumbai	MTNL Pension Cell	MTNL GPF unit	Area AO (Works/P&A)
1	GPF Form 1(GPF Final payment)	3	-	-	2	1
2	Form 3 Details of Family	2	1	-	-	1
3	Form 5 with checklist of documents	2	1	-	-	1
4	Form 1 (Common Nomination Form for Gratuity, GPF &GSLI)	3	1	-	1	1
5	Form A (Common Nomination Form for Arrears of Pension and Commutation of Pension)	2	1	-	-	1
6	Joint photograph (size 4cm X 6cm)	5	3	-	1	1
7	Undertaking/Declaration regarding payment of leave encashment	2	1	-	-	1
8	Xerox copy of employee's Aadhar card	2	1	-	-	1
9	Xerox copy of PAN Card of employee's	2	1	-	-	1
10	Xerox copy of Aadhar Card of employee's spouse	2	1	-	-	1
11	Xerox copy of PAN Card of employee's spouse	2	1	-	-	1
12	Specimen letter of Undertaking by the Pensioner	2	1	-	-	1
13	Letter of Undertaking	2	1	-	-	1
14	ECS Mandate Form original and 2 Xerox copies.	2	1	-	-	1
15	Original cancelled cheque with 1 Xerox copy.	1	Original	-	-	1 (zerox)
16	Xerox copies of first page of pass book	2	1	-	-	1
17	Descriptive Roll of Employee	3	1	-	1	1
18	Descriptive Roll of Spouse	3	1	-	1	1
19	Specimen signature of Employee	3	1	-	1	1
20	Specimen signature of Spouse	3	1	-	1	1
21	EST-54 Thumb and Finger impression card of Employee	3	1	-	1	1
22	EST-54 Thumb and Finger impression card of Spouse	3	1	-	1	1
23	Particulars of Govt. Accommodation occupied during the service	2	1	-	-	1
24	Last leave certificate (to be submitted on 31-01-2020)	1		-	-	1
25	Undertaking /Declaration regarding Non-Employment after retirement under VRS-2019 scheme	2	1	-	-	1
26	Pensioners' Letter of Authority and Undertaking	2	1	-	-	1
27	Form 8	2	1	-	-	1
28	Pension Calculation sheet	2	1	-	-	1

Check sheet for VRS-2019 Prorata / Direct Optees

Sl. No.	Type of Document	No. of copies	MTNL EPF Trust	MTNL Pension Cell	CCA Mumbai	Area AO (Works)
1	Form 10-D (EPS)	2	1	-	-	1
2	Form-19	2	1	-	-	1
3	Copy of 1st page of Salary Account Pass Book	2	1	-	-	1
4	Copy of one cancelled cheque of salary account with 1 Xerox copies.	1	Original	-	-	1 xerox
5	Xerox copy of official's PAN card	3	1	1	-	1
6	Xerox copy of official's Aadhar card	3	1	1	-	1
7	Copy of PAN card of employee's spouse	3	1	1	-	1
8	Copy of Aadhar Card of employee's spouse	3	1	1	-	1
9	Xerox copy of PAN Card & Aadhaar Card of each children	3	1	1	-	1
10	Xerox copy of first page of EPFO Pension Passbook	3	1	1	-	1
11	Copy of Cancelled Cheque of EPFO Pension A/C	3	Original + 1 xerox	1 xerox	-	1 xerox
13	Joint Passport size photographs	5	3	1	-	1
14	Format of submission of list of surviving family members	3	2	-	-	1
15	Form 2 (REVISED) Nomination and Declaration form	3	2	-	-	1
16	Joint Declaration by the Member & Employer	2	1	-	-	1
17	Form 'I' - Application for Gratuity	2	-	1	-	1
18	Form G - Nomination for Gratuity	2	-	1	-	1
19	Undertaking for payment of DCRG	2	-	1	-	1
20	Undertaking/Declaration regarding payment of leave encashment /Income Tax	2	-	1	-	1
21	Last Leave certificate from Controlling Officer	2	-	1	-	1
22	Form 3 Details of Family	2	-	1	-	1
23	Descriptive roll of employee	3	1	1	-	1
24	Specimen Signature sheet of Employee	3	1	1	-	1
25	EST-54 Thumb and Finger impression card of Employee	3	1	1	-	1
26	Particulars of Govt. Accommodation occupied during the service	2	-	1	-	1
27	Undertaking /Declaration regarding Non-Employment	2	-	1	-	1

MAHANAGAR TELEPHONE NIGAM LTD., MUMBAI

O/o Dy. Manager (Cash) (zone),

No. DM Cash/(zone)/Outstanding Dues Certificate/(Staff No.)/2019-20

Date:

To,
Dy. Manager (Admn) (zone)
MTNL Mumbai

Sub: Outstanding Dues Certificate

Ref:

With reference to the above cited letter, it is intimated that the outstanding dues in respect of Shri/Smt. Staff no. Desgn as per Schedule/Salary Bill Register for the Month of

	Recoverable Amount
1. HBA Advance (with Interest)	Rs.....
2. Festival Advance	Rs.....
3. Motor Cycle/Scooter Advance (with Interest)	Rs.....
4. Motor Car Advance (with Interest)	Rs.....
5. Personal Computer Advance (with interest)	Rs.....
6. Children Education Advance	Rs.....
7. Medical Advance	Rs.....
8. LTC Advance	Rs.....
9. MTNL/BSNL Quarters Licence Fees Arrears	Rs.....
10. Licence fees for the retention of Quarters for the permissible period Beyond the date of retirement	Rs.....
11. Amount to be withheld as per intimation of the Sr. Manager (Estate) HQ unit for Quarters	Rs.....
12. Income Tax Dues recoverable, if any	Rs.....
13. Overpayment of Pay & Allowance	Rs.....
14. Recovery due to Half Pay leave recasting	Rs.....
15. Recovery due to P & T Audit observation	Rs.....
16.	Rs.....
17.	Rs.....
18.	Rs.....

Note: The official is occupying/not occupying departmental quarters and HRA is being drawn/not drawn.

Dy. Manager (Cash) (zone)

Copy to: Dy. Manager (Works/P&A) (zone)