



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/2019-20/7

Dated 03-01-2020

To,
All GM's / CE (BW),
MTNL Mumbai.

GENERAL INSTRUCTIONS

Sub.: Submission of Pension Papers by the CSO and PRORATA/DIRECT Optees of VRS-2019 reg.

Please refer to Lr.No. DGM(WFMS)/2-13/VRS/2019-20/25 dated 09-12-2019 wherein instructions were issued about feeding and printing of retirement benefits forms from the system. The forms available in the system are listed below. The no. of copies to be submitted by the employee duly signed by the controlling officer to their respective DM(P&A) for processing pension case is indicated against each form. As forms are fully verified, all are requested to feed the data and submit the same for taking final printout. As on date more than 3750 employees have fed their data and saved, but only 650 employees have submitted in the system. Therefore all are requested to instruct the controlling officers concerned to complete the pension form feeding formalities at the earliest for early settlement of retirement benefits of the VRS-2019 optees.

I. FOR CSO OPTEES

Sl. No.	Type of Document	No. of copies	Special Instructions
1	GPF Form 1(GPF Final payment)	3	
2	Form 3 Details of Family	2	Duly signed by Controlling Officer & Head of Office/DGM level
3	Form 5 with checklist of documents	2	Duly signed by Controlling Officer & Head of Office/DGMlevel
4	Form 1 (Common Nomination Form for Gratuity, GPF &GSLI)	2	Duly signed by Controlling Officer & Head of Office/DGM level
5	Form A (Common Nomination Form for Arrears of Pension and Commutation of Pension)	2	Duly signed by Controlling Officer & Head of Office/DGM level
6	Joint photograph (size 4cm X 6cm)	5	Single Passport size photograph in case of spouse not alived or unmarried
7	Undertaking/Declaration regarding payment of leave encashment	2	
8	Xerox copy of employee's Aadhar card	2	Self attested
9	Xerox copy of PAN Card of employee's	2	Self attested

10	Xerox copy of Aadhar Card of employee's spouse	2	Self attested
11	Xerox copy of PAN Card of employee's spouse	2	Self attested
12	Specimen letter of Undertaking by the Pensioner	2	
13	Letter of Undertaking	2	
14	ECS Mandate Form original and 2 Xerox copies.	2	
15	Original cancelled cheque with 1 Xerox copy.	1	
16	Xerox copies of first page of pass book	2	
17	Descriptive Roll of Employee	3	
18	Descriptive Roll of Spouse	3	
19	Specimen signature of Employee	3	
20	Specimen signature of Spouse	3	
21	EST-54 Thumb and Finger impression card of Employee	3	
22	EST-54 Thumb and Finger impression card of Spouse	3	
23	Particulars of Govt. Accommodation occupied during the service	2	
24	Last leave certificate	1	Will be submitted on 31-01-2020
25	Undertaking /Declaration regarding Non-Employment after retirement under VRS-2019 scheme	2	

II. FOR PRORATA/DIRECT OPTees

Sl. No.	Type of Document	No. of copies	Special Instructions
1	Form 10-D (EPS)	2	
2	Form-19	2	
3	Copy of 1st page of Salary Account Pass Book	2	
4	Copy of one cancelled cheque of salary account with 1 Xerox copies.	1	
5	Xerox copy of official's PAN card	3	Self attested
6	Xerox copy of official's Aadhar card	3	Self attested
7	Copy of PAN card of employee's spouse	3	Self attested
8	Copy of Aadhar Card of employee's spouse	3	Self attested
9	Xerox copy of PAN Card & Aadhaar Card of children	3	Age less than 25 years
10	Xerox copy of first page of EPFO Pension Passbook	3	
11	Copy of Cancelled Cheque of EPFO Pension A/C	3	
13	Joint Passport size photographs	5	Single photograph in case of spouse not alived or unmarried
14	Format of submission of list of surviving family members	3	
15	Form 2 (REVISED) Nomination and Declaration form	3	For widow/family pension, son or daughter above 25 years and married are not

			eligible (except in the case of handicapped)
16	Joint Declaration by the Member & Employer	2	Signature of Employee only required and other columns not to be filled. The said form will be used by the MTNL EPF Trust wherever required.
For the payment of Gratuity/Leave Encashment:			
17	Application for Gratuity -Form 'I'	2	
18	Form G - Nomination for Gratuity	2	
19	Undertaking for payment of DCRG	2	
20	Undertaking/Declaration regarding payment of leave encashment /Income Tax	2	
21	Last Leave certificate from Controlling Officer	2	To be issued on 31-01-2020
22	Form 3 Details of Family	2	Duly signed by Controlling Officer & Head of Office/DGM level
23	Descriptive roll of employee	3	
24	Specimen Signature sheet of Employee	3	
25	EST-54 Thumb and Finger impression card of Employee	3	
Other Document:			
26	Particulars of Govt. Accommodation occupied during the service	2	
27	Undertaking /Declaration regarding Non-Employment after retirement under VRS-2019 scheme	2	
28	Specimen letter of Undertaking by the Pensioner to MTNL	2	
For Release of Dearness Relief for Pro-rata Pensioners:			
29	Letter addressed to AO (Pension), CCA Mumbai regarding the release of Dearness Relief on Pro-rata Pension	2	

Notes:

1. The employee not legally divorced or staying with spouse, has to include the spouse name in the Family details. If employee unable to provide the joint photograph, due to spouse not living with employee has to give a declaration to MTNL on plain paper duly countersigned by the Controlling officer.
2. Wherever spouse is not alive or divorced or unmarried, the employee should select other than "MARRIED" in marital status for self and any printouts in respect of Spouse should not be taken.
3. In addition to above, employee should retain one set of forms for future reference.
4. In case of death of VRS-2019 opted employee, immediately the intimation must be given to concerned Admn. and P&A unit by the controlling officer.


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

Copy to:

1. ED, MTNL Mumbai - for kind information.
2. All PGM's, MTNL Mumbai - for kind information.

