



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

Office of Dy. General Manager (FC), 4<sup>th</sup> Floor, Telephone House,  
MTNL Marg, Dadar (West), Mumbai - 400 028

No. FC/MUMB/VRS-2019/Corr/2019-20

Dated 20-01-2020

**MINUTES OF MEETING**

A meeting was conducted on 16-01-2020 at 15<sup>th</sup> floor, Conference Hall, Telephone House under the Chairmanship of GM (Finance), MTNL Mumbai. All unit DM's (Cash) and DM's (Works/P&A) were participated and following discussions taken place.

**1. Completion of Pay fixation of Financial Upgradation and Pay Revision Cases**

All pending pay fixation due to Financial Upgradation and Pay Revision should be done in the service book as well in the WFMS. The salary of Jan-2020 should be drawn on the newly fixed pay, accordingly the Ex-gratia calculation can be done from the pay fixation table.

**2. Due Drawn Statement**

As decided in the meeting dated 05-11-2019, DM (Cash) need not send the Due Drawn statement for the confirmation to the other areas. Action is to be taken as per the direction in the Minutes of Meeting and effect should be given in the salary of Jan-2020.

**3. GPF Final Settlement**

DM (Works) will prepare a set of GPF Form-1 with additional requisite documents and handover to DM (Cash). Cash unit after drawal of salary upto Nov-2019 month will certify the last GPF subscription deduction and last Final Withdrawal paid to the employee and forward the same to PF unit for final settlement.

**4. Welfare Recovery Certificate**

As per the conclusion of meeting dated 16-01-2020, the welfare section will obtain the details from the WFMS and settle the welfare claims in respect of VRS optees. Unit DM's (Cash) need not send the welfare certificate in VRS-2019 cases.

**5. Forwarding of Retirement forms in respect of Prorata/Direct to MTNL EPF Trust, Delhi**

Utmost care may be taken to forward all the documents and send the same in bulk instead of individual cases to MTNL EPF Trust, Delhi to avoid any misplacement of forms.

**6. Clarification sought on following points from CO in respect of Ex-gratia**

Counting of TSM service for Direct Recruits

Counting of pre-appointment training period

Counting of Canteen Employees service rendered prior to 01-10-1991.

The Canteen Employees cases may be reviewed after receipt of clarification; other cases can be fed in the system and forwarded to CCA.

**7. Provisional acceptance of VRS-2019 optees**

A list of 58 employees has been mailed to DM (Works), those employees VRS-2019 option has been accepted PROVISIONALLY by MTNL CO due to pending Disciplinary/Judicial proceedings and Court Cases filed against MTNL. Those employees will be eligible for other retirement benefits except Ex-Gratia and Gratuity as per the VRS-2019 notification. However they will be eligible for provisional pension under Rule 69 of CCS Pension Rules. Those cases have to be processed in the system



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for calculating retirement benefits and Ex-gratia. However, the pension case has to be sent to CCA for Provisional Pension along with sanction of the Head of Department. These cases are to be sent separately instead of the routine manner. Final settlement will be done on issue of the final struck off order.

**8. Recovery & withheld on account of retention of departmental quarters**

A letter has been addressed to Estate section to provide the demand certificate for recovery of license fees and withheld of lumpsum amount from the Ex-gratia. All DDOs are instructed to handle those cases after receipt of the same.

**9. Recovery of Loans and Advance**

An outstanding list of Loans and Advance recoverable from the employees provided by the WFMS has been emailed. Reconcile the same with the schedules, if the same is not available in current unit, then the outstanding may be reflecting in the earlier transferred out unit which is to be verified before issue of the Outstanding Dues Certificate. In case any IBB confirmation is pending against HBA, PC, Car, Scooter may be expedited, so that the recovery can be made from the Ex-gratia correctly. All MTNL recoverable dues should not be remained unrecovered.

**10. Submission of Pension Cases to CCA**

Employees are submitting pension forms to concerned P&A unit. HR data and nomination has been created by the employee. The Works unit has to feed the NQS, Training period, TSM period in the system and process the pension case. No recovery to be made from the Gratuity, since all the MTNL recoveries are to be made from the Ex-Gratia and Leave Encashment only. If any MTNL recovery is to be made from the gratuity, even after adjustment from Leave Encashment and Ex-gratia; revised Form 7 is to be submitted to CCA. This will enable the units to process pension cases without recovery/withheld input in the system.

**11. Updation of Leave Account**

The Leave account of the employee needs to be updated simultaneously and sanction of Leave encashment to be forwarded to Cash unit so that the recovery can be ascertained. In this connection, the concerned page of Leave A/c is to be kept in the file before forwarding the SB to CCA/MTNL Pension Cell by the Works/P&A unit.

**12. Forwarding of settled Service Books of CPF employees to MTNL Pension Cell**

Due to merger/centralisation of paybill & establishment, it has been decided to keep custody of all the service books of retired and settled CPF employees with MTNL Pension Cell. All are requested to forward the service books in one lot with proper listing to MTNL Pension Cell and the process will remain continue untill further orders.

**13. Ex-Gratia calculation and preparation of Claim as per the SOP**

The Ex-gratia programme is developed in the WFMS as per the requirement in the SOP issued by the DOT. The copy of SOP already emailed to all concerned. However the recovery from the Ex-gratia module is under development. The Ex-gratia calculation sheet is to be printed in triplicate by Works unit and forward two copies to Cash unit retaining one copy with them for disbursement. DM (Cash) will prepare a schedule of all MTNL recoveries including MTNL Society against each VRS optee as per the outstanding dues certificate issued.

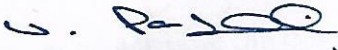


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In this connection, an excel file will be provided by the WFMS in query form as per the SOP format. DM (Cash) will verify each record with the Ex-gratia calculation and in addition will update the consolidated MTNL Recovery amount against each employee. The consolidated list in excel form is to be prepared in the given format only and forward the soft copy of the same to MTNL Pension Cell latest by 10-02-2020 for verification. MTNL Pension Cell will compile and scrutinise the data forwarded by the units and a claim will be prepared and submitted to CCA, Mumbai for arithmetical checks and thereafter process will take place as per time frame given in the SOP.

All were instructed by the GM (Finance) to complete the pension process in the system and submit the cases to CCA, Mumbai immediately as daily report is forwarded to Corporate Office and DOT.

  
Dy. General Manager (FC) 21/01/2020  
MTNL, Mumbai-400028

Copy to:

1. ED, MTNL Mumbai - for kind information
2. All PGMs, MTNL Mumbai - for kind information
3. All GMs/CEBW - for information
4. All DGMs (Finance) - for information