

MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI.

O/o Deputy General Manager (Accts.),
4TH FLOOR, Prabhadevi Telephone House, MTNL Marg,
Dadar (W), Mumbai-400028.

2/c

No.DGM(ACCTS)/FMS/VRS-2019/2020-21/1

Dated 13-July-2020

To,
All DGMs (Finance),
MTNL, Mumbai.

Sub: Verification of Leave Encashment Data (VRS 2019)
Ref: Letter No. MTNL/PEN/VRS-2019/CORR/20-21/35 Dated 16.04.2020

Kindly refer the above mentioned letter regarding centralized process and payment of provisional Leave Encashment of VRS 2019 retirees. The provisional Leave Encashment was worked out on the basis of leave balance and pay particulars available in WFMS.

Out of gross amount, 72.1% was paid and balance was treated as WITHHELD, details already mailed to all units. The employee-wise details are available in WFMS in Common (1-2), Query name **PB VRS_2019_LV_ENC_PAID**. The employee numbers which are not available in queries may have negative leave balance as per system or as per data provided by units. All the units are requested to download the data available in the system and compare the same with Service Book records. Discrepancies, if any, may be intimated to WFMS Unit on email id jaofms@gmail.com for updating the same in the system. Attention may be given to DoT period Leave balance at the time of absorption, for income tax exemption, wherever action is not taken. After updating the same in WFMS, units need to provide the certificate under signature of DGM(IFA) concerned, stating that leave balance available in WFMS is verified and found correct for all the VRS 2019 Optees. Then only centralized payment for the balance amount can be released, as and when fund received. Wherever certificate is not received, the amount will be transferred to the concerned units and it will be the responsibility of the units for further disbursement. Work may please be completed by 25th July 2020.

The recovery for negative leave balance as per the system has been carried out from the 2nd instalment of Exgratia, which also may be examined. In case of any excess recovery, same may be refunded at unit level. The details of recovery from 2nd instalment of Exgratia has already been mailed to units.

This issues with the approval of GM(Finance).


Deputy General Manager (Accounts),
MTNL, Mumbai

Copy to: GM(Finance) for kind information.