



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/2019-20/19

Dated 03-02-2020

To,
All GMs/ CE BW
MTNL Mumbai

Sub: Target for the Ex-gratia/Provisional pension process in respect of VRS-2019 retirees - reg.

While reviewing the progress of pension process of VRS-2019 optees in MTNL by CCA, Mumbai on 30-01-2020, CCA intimated that orders are expected for the commencement of Provisional Pension for VRS-2019 retirees. Accordingly, CCA insisted that the provisional pension sanction and Ex-gratia claim from MTNL should be made available by 15-02-2020 for processing in WFMS by CCA unit. In this connection, the stages of pension process are as detailed below:

STAGE-I

1. Scrutiny of the Service Book viz. Name, Date of Birth, Date of appointment etc. with WFMS database.
2. Compliance of CCA observations
3. Feeding in WFMS in respect of Non Qualifying service period, Training Period etc.
4. Completion of pension process in the system which will complete the Ex-gratia calculation.

STAGE-II

1. Print out of system output forms including Ex-gratia calculation sheet.
2. Separation of system forms and pension forms submitted by the retiree for the concerned authority.
3. Signing of forms by AO & DGM (Head of Office).
4. Handing over to CCA alongwith Service Book

From the above processes, it has been revealed that by completion of Stage-I, the Ex-gratia details as per the SOP can be generated and forwarded to MTNL Pension Cell for compilation and onwards transmission to CCA, Mumbai. The Stage-II can be carried out after input of the all the cases in the system for the Stage-I is completed.

Besides above, CCA also insisted to submit the VRS-2019 retirees' cases whose normal superannuation falls in Feb-2020 and Mar-2020 immediately complete in all respect for the payment of Gratuity and issue of the PPO. Further PRORATA and DIRECT retirees are to be submitted simultaneously completed in all respect alongwith service book to MTNL Pension Cell.

In this regard a query "PB VRS_PROCESS_CSO_15-9" has developed by the WFMS to watch the cases completed in respect of CSO.

All are hereby instructed to adhere with the target and complete Stage-I process before 15-02-2020.


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

Copy to:

1. ED, MTNL Mumbai - for kind information
2. All PGMs - for kind information