



महानगर टेलीफोन निगम लिमिटेड, मुंबई

(भारत सरकार का उद्यम)

MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI

(A Government of India Enterprise)

Office of the Dy.General Manager (WFMS), III Floor, MTN Ltd., Matunga Telephone Exge
Bldg., Matunga (East), MUMBAI – 400019.

To

All General Managers/CE BW,
M.T.N. Ltd., Mumbai.

No.DGM (WFMS)/2-1/Instructions/2016-20/67

Dated at Mumbai, the 6th Nov. 2019

SUB: MTNL Voluntary Retirement Scheme 2019 – feeding and approval of
cases in WFMS reg.

REF: Lr.No.MTNL/CO/GM(HR)/VRS/NE/2016-17 dated 4th Nov.2019 issued by
General Manager (HR & Legal), Corporate Office, New Delhi.

Please refer to aforesaid letter about introduction of MTNL Voluntary Retirement
Scheme 2019 with effect from 04.11.2019 and in force till 03.12.2019 at 05.30 pm.

A module is developed in the WFMS as per the instructions of Corporate Office,
New Delhi to enter the details of the VRS Optees and generate the VRS Application for the
employees whose age is 50 and above as on 31.01.2020.

While feeding the details, the data as available in the system will be shown and the
same is to be verified before submission. The Residential Address, Landline No., Mobile No.,
Email_id fields are editable , hence correct information is to be fed. The pendency of
Vigilance/Court Cases is also to be updated correctly.

1. Flow in the WFMS → Common → 7. Voluntary Retirement Scheme – 2019. → 1
Submission by Unit Officer.

In this screen, the Staff No. of the employee needs to be searched and selected. The
screen will show all the available data as per the system. However, it will allow the user to
correct/update Residential address, Landline No., Mobile No. and email id. The mandatory
fields viz.

- a) Employee status at the time of applying for the VRS,
- b) Is there any vigilance/disciplinary proceeding pending at Unit Level and
- c) Has the employee filed any case in Court of Law/Authority/Commission
against the Management of MTNL

are required to be filled properly. After checking all the data of an individual
employee and correctness of the data, the same is to be saved by pressing Save Data
button. As there is no provision to modify/delete the saved data by WFMS, Mumbai
utmost care must be taken to feed the correct information.

Once the data saved, the employee will receive sms message as "Your VRS request has been processed on dated ___/___/19 by Unit Officer". The saved data will now available to concerned GM unit for approval.

2. Approval by GM/ED/HR(CO): Common → 7. Voluntary Retirement Scheme – 2019
→ 2 Approval Screen.

This screen will allow approving authority viz. GM unit to Recommend/To hold/Not Recommend the case. If the case is recommended by GM, then the case will go to ED for his approval. ED can also Recommend/To hold/Not Recommend the case. Once, approved by ED, finally it will go to HR unit, Corporate Office through the system for their approval.

3. Withdrawal of VRS Option by employee: If any employee desires to withdraw before the closure of the option feeding date can withdraw. For this purpose an application to that effect is to be submitted to his Controlling Officer. The Controlling Officer can withdraw the application through the –

Flow Common → 7. Voluntary Retirement Scheme – 2019. → 3. Application
Withdrawal Screen.

In this screen, the Employee No. needs to be selected and reason for withdrawal may be mentioned in Remarks column. The applicant will receive the sms on the registered mobile no. , once the application for withdrawal is accepted by the Controlling Officer.

4. Two types of reports can be generated through the –

Flow: Common → 7. Voluntary Retirement Scheme – 2019. → 3 Reports →
1 Consolidated VRS Status Report.

This screen will show report about 1. Pending cases at various levels and 2. Recommendations/Non Recommendations at various levels.

General:

1. The permission to feed data has given to the Officers who has been authorized to approve the Time Sheet of the units in the system.

2. The GM unit and ED Office need to inform WFMS unit in writing, the authority to approve the cases at their level.

KHR
DY. GENERAL MANAGER (WFMS),
M.T.N. LTD., MUMBAI.

- Copy to: 1. ED, MTNL, Mumbai for kind information.
2. All PGMs/All Sr.GMs for kind information.